



CITY OF CLOVIS

DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES

2014 Master Service Plan Update

CITY OF CLOVIS

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General Government

Administration



The City of Clovis was incorporated in 1912 and is a general law city. The City is located in the northeast quadrant of the Fresno-Clovis Metropolitan Area (FCMA). As of January 2014, the City covered 23.14 square miles in area. Clovis has a Council/Manager form of government.

The City Council is made up of five council members representing the City at large. The mayor and mayor pro tempore are appointed by the seated City Council and traditionally serve a two-year term. Regular Council meetings are the first, second, and third Mondays of each month. The City Council sets policy, approves the City's budget, and approves land use policies. The Council also acts on the recommendation of the City Manager, who is appointed by the Council to implement the plans and policies of the Council.

The City Manager's Office is a cost control center for general city administration. The City Manager utilizes the tools of management audits to evaluate various departments and city services, looking for ways to reduce the cost of services of ways to improve the delivery of those services which might result in cost reduction or other efficiencies. The City Manager's Office also manages and promotes community and economic development efforts. These efforts increase the community's tax base, create jobs for Clovis' unemployed and future employment opportunities for the children growing up in the community, and enhance the economic viability and vitality of the older areas of Clovis.

The City Manager is responsible for administering city operations, finances, activities, and projects consistent with City Council policy directives. In accordance with the Municipal Code, the City Manager also serves as the Personnel Officer, appointing and removing employees on recommendation of the various department heads. General Services, Finance, Planning and Development Services, Police, Fire, and Public Utilities are the major city departments reporting to the City Manager.

Professional legal services of the City Attorney are obtained by contract as determined by the City Council. The City Attorney is the City's chief legal advisor, representing the City in civil actions and prosecuting violations of the

Municipal Code. The City Attorney also drafts ordinances, resolutions, contracts, leases, deeds, covenants, and other legal documents required by the City Council and City departments.

The Assistant City Manager / City Clerk provides policy analysis and administrative oversight of all city departments in support of the City Manager. In addition, the Assistant City Manager has direct oversight responsibility for growth management and development services.

Citizen Participation and Reorganization

Becoming a resident of the Clovis community offers citizens a number of advantages. Annexation to the City of Clovis provides an opportunity to share existing, efficient public services as well as allowing for a more extensive involvement in City and community affairs. Residents will find all city service departments responsive to their requests for both information and service.

Citizens are encouraged to attend the regular City Council and Planning Commission meetings held at the City's centrally located Civic Center. These meetings are designed to allow every citizen in the community the opportunity to be involved in important issues and a chance to speak up and be heard by municipal leaders. After annexation, property owners and residents continue to be represented by the Fresno County Board of Supervisors. In addition, they gain local representation through the Clovis City Council.

Annexations are subject to legal procedures and policy guidelines established to ensure orderly City growth and the efficient provision of services to new Clovis residents and to remaining Fresno County residents. Proposals for reorganization are subject to the Cortese-Knox Local Government Reorganization Act of 2000, and to review by the Fresno County Local Agency Formation Commission (LAFCO). A LAFCO has been established in each county of California to serve as an impartial body responsible for overseeing the formation and boundary changes of cities and special districts. LAFCO is required by state law to review and make a determination of approval or denial of all annexations or other changes of organization to cities and special districts.

The act of reorganization transfers political jurisdiction for an area from one local government agency to another. An annexation to a city that includes detachment from special districts located in the County is called reorganization. Annexations to the City of Clovis involve detachment of the area to be annexed from the Fresno County Fire Protection District and the Kings River Conservation District, and are therefore, entitled "reorganizations."

Development Responsibility

All services related to the development of the newly annexed areas will be the responsibility of the City of Clovis. The City will prezone newly annexed lands consistent with the Clovis General Plan. Uses that are currently permitted by County code will be permitted upon reorganization to the City.

Addresses

Street addresses in the City are established at the baselines of Sierra and Minnewawa Avenue alignments, differing from County address baselines at Thorne/Blackstone and Tulare/Kings Canyon Avenues. After annexation, residents are notified of their address change and given one year by the Post Office to make the correction. Emergency services countywide are advised of address changes resulting from annexation.

Bonded Indebtedness/Debt Obligations

The City of Clovis has several long-term debt obligations consisting of tax allocation bonds, assessment district bonds, revenue bonds, certificates of participation, long-term loans, capital leases, and long term contracts. At the present time, there is no outstanding general obligation bond debt.

The City utilizes long-term debt to fund its capital needs. It is City policy to undertake long-term debt to fund capital assets (including infrastructure) when those assets will be a benefit over several budget years and there is a need to conserve liquid assets. The City has been able to finance various projects with very attractive rates due to the city's favorable credit rating.

General obligation bonds are direct obligations of the City, are backed by the full faith and credit of the City, requiring voter approval, and may have a tax rate set to cover repayment. General obligation debt is also subject to a legal debt limitation. The City has not issued any general obligation debt since 1985, and does not intend to issue general obligation debt during the 2014-15 budget year. Future projects that may use general obligation debt include parkland acquisition and improvements.

*Financial Policies for Provision of Current and Future
Municipal Services*

The City Council has established fiscal policies that govern the city's financial administration and are designed to safeguard the city's assets, provide a stable funding base, and ensure that adequate accounting data are compiled. These accounting data allow for the preparation of various accounting reports such as the annual budget and the annual year-end financial report. Following are the financial policies that provide the basis for the financial direction of the city.

- The city's budget policy states that all operating budgets shall be balanced and ongoing costs will not exceed current revenues plus available fund balance that exceeds reserve requirements. The minimum reserve for any operational fund is 5% of the budgeted expenditures with the goal for reserves of 20% of budgeted expenditures unless capital borrowing or extraordinary fiscal conditions require that higher levels of reserves be maintained. The current reserve level is approximately 16%. Budgetary and purchasing controls have been instituted that ensure adherence to the adopted budget.
- The Enterprise Funds are to be fully supported by user fees and charges, and the Internal Services Funds are to be funded at appropriate levels to ensure reasonable ability to respond to unforeseen events. In response to this policy, in 1992 the city began transferring funds into the General Government Services Fund (an Internal Service Fund) to address the building space needs for new fire stations, corporation yard consolidation, new animal shelter, regional parks, industrial parks, and major remodeling, repairs, or additions to existing facilities. The fund also provides resources to improve and expand the use of technology for improved productivity and effectiveness.
- The city will not issue long-term debt to cover current operations. The city will consider the issuance of long-term debt to purchase/build capital assets when those assets will benefit users over several years and it is determined that it is more equitable to spread the capital investment and financing costs of the asset to current and future users of the asset.
- Annually the city must have an audit of its financial records by a certified public accountant and submit an annual financial report to the City Council by December 31 for the previous fiscal year.

- Fees for services are to be charged for services provided where appropriate and should cover the cost to deliver the service. Fees are to be reviewed on an annual basis to ensure that the fee is appropriate for the service provided.
- The city has established development impact fees so that growth pays the cost of infrastructure improvements as well as other development related impacts.
- The city will invest available cash assets in a manner consistent with the safeguards and diversity that a prudent investor would adhere to with primary emphasis on preservation of principal, sufficient liquidity to cover anticipated payment outflows, and, lastly, high yields consistent with the first two goals. The city's investments will be consistent with Section 53601 of the Government Code of the State of California that identifies which types of investments are eligible for investment of public funds and the maximum percentage of an investment portfolio that are allowed in any one investment.

The city is in compliance with all of its financial policies.

Long-Range Goals

The vision statement developed at the last Citizens' Summit in consultation with the City Council provides guidance for city policy and operations. The purpose of the statement is to articulate the most desirable qualities that will prevail in the City of Clovis of the future, building on the City's current values and opportunities, and inspiring its citizens to achieve the community's potential. Our Vision for Clovis:

A City that is committed to the Clovis Community Family,
their needs, their values and a quality way of life for all;
reflecting that commitment in how it develops and in the activities
it undertakes.

This statement is intended to serve as a guide for future design of the city and its services to make sure decisions are made that will perpetuate community values and further enhance the quality of living.

The City Council periodically conducts goal-setting and strategic planning workshops to develop a blueprint of goals and target actions. Goals express the expectation for direction and achievement for the next five-year period or longer, and target actions are those programs and projects to be addressed with the budget cycle to help achieve the goals. These are reviewed and updated annually. The priority goals for Clovis 2011-2016 and beyond are:

1. Provide for orderly and planned community growth consistent with the vision adopted with the General Plan.

- As funding permits, continue in phases to update the General Plan to respond to community land use and planning for the next 20 years with consideration for the principles of the Regional Blueprint, state laws addressing climate change, energy and water conservation, and financial sustainability; ensuring that infrastructure and service capacity are provided concurrent with the demands of growth and development;
- Seek opportunities to include policies that encourage use of “green” building practices, energy and water conservation; provide trails to link neighborhoods and village centers designed for active living;
- Stabilize and reinvigorate older neighborhoods and continue a focus on public infrastructure, code enforcement and housing improvements for Southwest Clovis;
- Seek grant funding for corridor planning to encourage a transition of the Shaw Avenue East business corridor from retail only to mixed use concepts of retail, office, hospitality, and housing;
- Seek grant funding for parks and green space that would rehabilitate existing facilities, conserve water, and reduce maintenance; but suspend efforts to invest in new facilities unless funding to maintain these new facilities is available;
- Assure safe building designs and occupancies; continue to address ADA compliance issues consistent with the ADA Accessibility Transition Plan.

2. Make Clovis the safest City in the Valley providing quick and effective response to high priority calls for emergency services.

- Continue to take a diligent approach to law enforcement and a zero tolerance for criminal activity;
- Prioritize response to calls for service from sworn police officers in order to maintain target response times for high priority calls for emergency services; rely on non-sworn staff and volunteers in patrol to assist with lower priority calls and support services;
- Prepare and train six new firefighter hires to increase staffing and reopen Fire Station #1 in the Old Town district on a full-time basis to improve coverage and response to emergencies citywide;

- Prioritize response to calls for fire and emergency medical services in order to maintain target response times for high priority calls for emergency services; assign low priority medical assistance calls to County EMS ambulance service and assist only upon request;
- Take a preventive approach to safety through public education utilizing community volunteers and citizen partnerships;
- Support Clovis Emergency Response Team (CERT) and continue to prepare the community for emergencies and disasters with active volunteers;
- Create a safe feeling for residents and visitors in the community;
- Enforce neighborhood preservation and code enforcement to preserve and maintain the integrity of neighborhoods and deter crime utilizing more non-sworn staff and volunteers in patrol.

3. Provide for economic development strategies to grow business, jobs and to enhance the revenue base of the community; position the City to compete in the global market.

- Actively pursue business retention, expansion, and attraction throughout the City and provide business assistance and incentives as appropriate for job expansion;
- Focus marketing efforts on business contact to develop leads for filling existing retail and office vacancies as well as new construction for business expansion;
- Market the small business loan program to assist existing businesses meet ADA and fire sprinkler code requirements;
- Foster development of new business parks so that a sufficient inventory of shovel-ready sites is available;
- Consult with private businesses to seek views on the economy and need for assistance or problem resolution; conduct periodic business roundtable meetings with the City Council;
- Support businesses seeking incubation for business and job growth and facilitate growth and capacity of the workforce;
- Identify public and private alliances from local, state, national and international partners that can help advance the City's goals;

- Support and advance the Technopolis Clovis initiative to grow the community in such a way as to foster innovation and entrepreneurship for technology-based business that employ knowledge workers.

4. Provide for a financially sustainable City as the community grows.

- Form a citizen's advisory committee to review the feasibility of establishing a citywide Landscape Maintenance District and/or a citywide street lighting district to improve reliability of funding for maintenance of this public investment and to remove these services from the uncertainties of General Fund support;
- Continue to review all services and seek opportunities to align fee-for-services revenue with specific services;
- Aggressively pursue grants to fulfill unmet service and capital needs and seek greater use of community volunteers by every department;
- Seek opportunities for new alliances for partnerships with others, public and/or private;
- Schedule periodic workshops for the City Council to examine financial conditions and review alternatives for funding of city services.

5. Make Clovis a great place for families to live.

- Seek support and assistance from citizens to keep well-maintained, attractive neighborhoods;
- Suspend discussions of ways to provide a community and cultural arts center for a later time when the economy and local government funding recovers;
- Seek grant funds for the rehabilitation of existing park facilities but suspend efforts to obtain funding to build new park facilities unless funding for maintenance can be identified;
- Continue working with local schools for educational excellence and public service partnerships.

6. Foster regional leadership involving City Council and Executive Management.

- Lead by example and demonstrate ethical behavior;
- Influence decisions that affect the entire region;

- Share best practices and good ideas with other communities;
- Step up to leadership positions on tough issues for the region;
- Embrace change and opportunities to establish new partnerships.

7. Maintain a distinct community identity and community pride.

- Tell the Clovis story and remain authentic to the historic roots of the community;
- Promote quality of life in Clovis--- it's important to our identity as a community;
- Keep the community traditions and educate and involve citizens;
- Support ways to preserve the City's history.

8. Promote citizen engagement and develop a shared responsibility for community involvement.

- Promote community volunteerism and enhance community partnerships to achieve programs and amenities for residents at minimal or lesser cost;
- Seek alternative ways to offer information provided by the Citizens' Academy and find ways to engage more youth of the community;
- Communicate to residents the ways to sign up for committees and educate/involve citizens in problem solving;
- Provide continuous improvement and updates to the website to educate and inform citizens and explore new tools such as computer blogs and online news to reach a wide range of citizens.

9. Maintain Clovis as a public sector employer of choice.

- Emphasize initiative, creativity, responsible problem solving, and accountability to communicate how employees may best contribute to the future sustainability of the City;
- Support activities to maintain a customer service work culture and do things that matter to our citizens;
- Remain competitive for wages/benefits in the marketplace;
- Seek cost effective training methods through alliances with other agencies;

- Continuously renew succession planning strategies.

In achieving these goals, the city utilizes various long-range planning documents including the General Plan, Specific Plans (for sub-areas of the General Plan), Service and Infrastructure Master Plans, various project and facility plans, and the Five-Year Community Investment Program. These plans are reviewed from time to time to ensure consistency with current law, trends, and technologies.

The General Plan is the overall guiding document for the City's future growth. The General Plan was comprehensively updated and adopted in late 2014. Because of recent changes in state law, the Sphere of Influence is now required to be reviewed by the Local Agency Formation Commission (LAFCO) every five years. The current Sphere of Influence was approved in December 2000 and an expansion is being reviewed currently. The 2014 General Plan Update further refines goals established in the 1993 General Plan. The Service and Infrastructure Master Plans are being updated in great detail now based on the 2014 General Plan Update as it provides the implementation details for capital improvements and major public facilities. The Five-Year Community Investment Program schedules capital improvements and implements the Service and Infrastructure Master Plans as part of the annual budget process.

Major Policies

Over the years, the Council has adopted the following policies to guide implementation of the long-range goals.

- Public participation is encouraged in the development of the major long-range planning documents.
- Professional and timely delivery of public safety services is a high priority.
- Moderate community growth is supported consistent with adopted General and Specific Plans.
- Development impact fees ensure that growth pays the cost of infrastructure improvements.
- Debt financing is utilized only when current fees and charges cannot pay for capital improvements within a reasonable period.
- Development of cohesive neighborhoods is encouraged.

- User fees should be charged for services provided when appropriate and should cover the cost to deliver the service.

Discretionary versus Nondiscretionary Revenues

The distinction between these types of revenues, especially for the General Fund, is the key to understanding the financing of basic government services such as public safety, streets, parks, and general administration. Understanding these types of revenues makes it very clear how decisions that are made at the state or local level about funding for local government and use of the revenues, can affect the City's basic government services. With shrinking sources of revenue, the terms "discretionary" and "non-discretionary" revenues have taken on greater importance.

Discretionary revenues are those for which the City can determine the use, without restriction, by deciding how those funds will be expended and on which programs. Examples of discretionary revenues are property taxes, most sales taxes, and vehicle license fees, all of which may be allocated to support any lawful purpose of the City's choosing. Discretionary revenues are used to support the General Fund expenditures. The primary sources of discretionary revenues are property and other taxes, which include sales taxes and account for more than 89% of total discretionary funding.

Non-discretionary revenues have restrictions; and the City must spend those revenues on the programs for which they are intended. Examples of non-discretionary revenues include gas taxes that must be used for street maintenance and development fees that must be used for entitlement processes or for public infrastructure associated with development.

Community Development



Planning and Development Services

The Planning and Development Services Department consolidates the functions of planning, engineering, and building inspection and carries out these responsibilities through those respective divisions. The Department coordinates development from the first plan review to the final sign-off of finished construction. The Department also coordinates the preparation of the Capital Improvement Program for all City departments.

The Department is also responsible for all land use planning for the future development of Clovis and for adherence to city, state, and federal codes. The Department is responsible for preparing and ultimately implementing the comprehensive General Plan for the City.

Current and future funding for the Planning and Development Services will come from the General Fund, user fees, permit fees, entitlement fees, and the Planning Program fee.

Planning Division

The Planning Division is responsible for both long-range planning activities and current planning that entails the review of residential subdivisions, apartment projects, conditional use permits, and variances to the zoning ordinance. The Planning Division also provides professional advice for ordinance amendments and for the environmental review and processing services for other City departments. The Planning Division provides enforcement measures for the zoning portion of the municipal code.

Building Division

The Building Division is created under Title 8 of the Clovis Municipal Code with further authority provided by State of California building statutes and applicable federal codes. It is the Division's responsibility to provide to the community minimum standards to safeguard health, property, and public welfare by regulating

and controlling the design, construction, quality of materials, use and occupancy, location, and maintenance of all buildings and structures within the City.

Engineering Division

The Engineering Division provides two major services, among others, that are vital to the community. The Division's first major responsibility is to ensure that private development activities meet all City conditions and standards when developing within the City. The Division's second primary responsibility is to implement the City's capital improvement program, thereby enhancing the safety and security of the community through the construction of new infrastructure and the maintenance and repair of existing infrastructure.

Economic Development

Economic Development Program

The Economic Development is responsible for fostering a healthy business environment by facilitating business development and investment to expand the City's tax base and for seeking an improved balance of jobs and housing in the City. The Economic Development function is responsible for carrying out the economic development strategies identified within the Economic Development Strategy and the Business Retention, Expansion and Attraction Program. Strategies include marketing for the Clovis Industrial Park and the Central Valley Research & Technology Business Park and acting as a listing service to market City-owned industrial and commercial properties as well as privately held sites. In addition, the Economic Development Program provides cooperation with real estate brokers and land owners. The department also assists business and industry wishing to locate in the City and is responsible for coordination between the City and business organizations such as the Business Organization of Old Town, Clovis Chamber of Commerce, Clovis Tourism Advisory Committee, Economic Development Corporation serving Fresno County, Fresno County Workforce Investment Board, Central Valley Business Incubator, Regional Jobs Initiative, Fresno County Tourism Agency, and Fresno Clovis Convention and Visitors Bureau.

Redevelopment Successor Agency

With the elimination of redevelopment, the City of Clovis has become the successor agency to the Clovis Community Development Agency. The Successor Agency is tasked with winding down the Agency by meeting contractual obligations as defined in AB 1x26. The Successor Agency Oversight Board oversees the continued payment of debts considered Enforceable Obligations, the completion of projects and elimination of Agency obligations.

Affordable Housing Program

The goal of the Affordable Housing Program is to increase and improve the supply of affordable housing in the community. The Housing Program administers the Summer Youth Program, Clovis Housing Improvement Loan and Grant Program (CHIP), World Changers, and new construction projects. This division coordinates with county, state, and federal agencies to secure funds for affordable housing construction and rehabilitation projects.

Community Development Block Grant Administration

Community Development Block Grant (CDBG) Administration is responsible for the day-to-day operation of the CDBG Program. The CDBG Administration is responsible for the oversight of the expenditure of CDBG funds per the policies of the Federal Housing and Community Development Department.

Public Safety

Police Department

The responsibility of the Police Department is to provide protection and police-related services to the community. The Department's mission is to do this in a manner that builds public confidence and improves the quality of life in Clovis. Police headquarters is located at the Clovis Civic Center. Currently, the Police Department has 96 sworn officers. The current ratio is 0.97 sworn officers per 1,000 residents. The Police Department will continue to grow as population expands.

Police protection to the unincorporated areas is provided by the Fresno County Sheriff and California Highway Patrol. The City has a mutual aid assistance agreement with both agencies.

Continued development and annexation will affect services, but the City has proposed future facilities to accommodate growth. The operations of the Police Department, now and as the City grows, will be funded through the General Fund, Community Facilities District (CFD) fund, and grants.

The Department is organized into four major divisions, which are composed of seven budgetary sections as shown below.

Patrol Divisions

The Patrol Division is the most highly visible section of the Police Department and is overseen by a Police Captain. Uniformed Patrol, which includes traffic enforcement, a Gang Response Team, the Reserve Unit, and Community Service Officers respond to calls for service and represent the Police Department in their daily contact with the citizens of Clovis. The Patrol Division is also working with all city department to enforce Muni-Code issues and resolve on-going issues with specific code enforcement. They also deal effectively and appropriately with the criminals they apprehend. The Police Chaplain Program assists the Department and victims of crime during traumatic events or at times of grief. The Patrol Division's aggressive and pro-active approach toward eliminating criminal activity

and protecting its citizens has helped create a safe community for the citizens of Clovis.

Planning & Neighborhood Services

Two Police Corporals are assigned to this division and are actively involved in reviewing new construction within the city, oversee alcohol licensing and permits, oversee massage parlors, and practitioners and run the police response to special events in the city.

Communications

The Communications section provides dispatch services for the Police Department and serves as the primary answering point for 9-1-1 calls made from within the City limits. They serve as a resource to police officers, providing automated information as necessary to officers in the field.

Investigations

The Investigations section is responsible for follow-up on all felony cases and preparing the cases for submittal to the District Attorney's Office. The section is divided into two main areas of responsibility: General Investigations and Narcotics. Computer Crime and Identity Theft cases are up significantly (200%) and are beginning to take a toll on other general investigators' responsibilities. Narcotics Investigators continue to work with Patrol as a team targeting street level dealers and their suppliers. Narcotics Detectives also assist in vice cases and the Gang Response Unit.

Youth Services

The Youth Services unit is charged with providing services to prevent youth from drugs and alcohol abuse and prevent repeat juvenile offenders. Youth Services supports parents to manage their children and to utilize other youth services providers. The Youth Services Division is also responsible for graffiti removal throughout the city.

Support Services

The Support Services unit encompasses diverse duties that focus on providing outstanding service to its customers and the citizens of Clovis. Division sections and functions include Communications/Dispatch, citizen and business services, fleet management, technology, department personnel training, department equipment and supplies management, and Records and Property.

Administrative Services

The Administrative Services Division is the office of Chief of Police which provides leadership and general direction and oversight for the entire department. The Administrative Services Division is responsible for several functions including administrative support to the Chief, special projects, research, internal audits and compliance, Homeland Security, grant administration, public information officer duties, employee injury and oversight of workers' compensation issues. The office support staff also performs a variety of personnel functions regarding recruitment and hiring and also provides support for other division commanders.

Animal Shelter

The Animal Services Division is responsible for responding to calls for service in the community, investigating cruelty to animal cases, operating the Adoption Center and stray animal facility. The Animal Services Division works closely with Clovis veterinarians to achieve the primary goal of increasing the pet adoption rate, and educating the public on the importance of reducing the pet population through spaying and neutering.

Fire Department



The Fire Department uses two primary measures in determining service for the community and future development. The first measure is distribution. “Distribution” describes station locations that allow for a rapid first-due response deployment to mitigate fire and medical aid emergencies before they result in further life/property loss. Distribution is measured by how much of the jurisdiction is covered by first due units within our adopted response time goal of arrival within 5 minutes or less 90% of the time. The second term, “concentration” is a measure of how many multiple units are within sufficient proximity to provide the necessary tools, equipment and personnel, known as an effective response force, for a large scale incident or when another unit is assigned to a concurrent emergency. An initial effective response force is one that has been determined likely to stop the escalation of a fire emergency and bring it effectively under control.

In addition to these factors, Clovis Fire has conducted several station location studies over the last ten years to ensure efficient and effective operations. Stations have generally been located in between 4.5 to 5 mile squares near major street intersections. Previous studies identified various station configurations that could serve City growth depending on the type of development and infrastructure planned for these areas. Currently, the Clovis Fire Department operates out of five fire stations located throughout the City.

In determining desired levels of resource concentration to maintain existing standards and to provide equal protection to future growth areas, the Clovis Fire Department analyzed the risk assessment, call volume, population, critical task analysis, and industry standards. Depending on the factors previously noted, the number of units needed for an initial effective response force are dispatched as defined in the Critical Task Analysis document.

Consideration for community protection must also take into account utilization of Automatic Aid Agreements that provide the closest available resources, regardless of jurisdiction. Using software programs and data from neighboring jurisdictions, fire staff are able to analyze the concentration of units revealing detailed information regarding the deployment of resources necessary to provide an effective fire fighting force within defined response time goals for a geographic area neighboring other fire protection districts.

Emergency Services Bureau

The Emergency Services Bureau is responsible for providing the resources needed by Fire Department staff who respond daily to requests for emergency and non-emergency services from the citizens of Clovis through four divisions: Operations, Special Operations, Training and Support Services, and Communications. The Operations Division activities include: responding to fires, first responder medical services, mapping, radio communications, apparatus replacement, etc. The Special Operations Division is covered below under Emergency Preparedness. The Training and Support Services Division activities include: recruitment, testing and training of new employees, in-service training for all Fire Department safety employees, coordination of the Fire Explorer program, apparatus maintenance, facilities maintenance, station supplies, etc. The Communications Division has the responsibility for providing dispatch services to the Fire Department. The fire dispatch center coordinates the emergency response of all City fire resources, mutual or automatic aid resources, and general information management. The Department continues to promote sound planning, economic efficiency, and effective use of the City resources while providing essential and valuable services.

Life Safety and Enforcement Bureau

The Life Safety and Enforcement Bureau regulates and enforces fire safety through three divisions using adopted fire codes, standards, and local ordinances while continually educating the citizens and youth in our community about fire behavior and life safety. The Bureau has the responsibility to investigate all fires for cause and origin, and enforce minimum standards to safeguard life or limb, health, property, and public welfare. The provision of public education regarding home safety, disaster preparedness, and arson prevention is critical to maintain a fire-safe community. The Fire Prevention Division provides quality support for our growing community through consultations with developers, plan review, and new construction inspections. In addition, an aggressive weed abatement program reduces fire hazards and helps maintain an attractive community. The

Administrative Services Division activities include: incident response data management, time keeping, and other routine duties performed daily that support the delivery of emergency and non-emergency services.

Emergency Preparedness

The Emergency Preparedness Division has the responsibility for preparing and carrying out emergency plans to protect property and the citizens of Clovis in case of actual or threatened conditions of disaster or extreme peril. This includes having an emergency plan in place, maintaining an Emergency Operations Center (EOC), and following the Standard Emergency Management System (SEMS) and the National Incident Management System (NIMS) guidelines. The Special Operations Division is managed under the Emergency Services Bureau and has the responsibility for responding to emergency incidents that require specific and advanced training and specialized tools and equipment. The Department currently fields a Hazardous Materials Response Team and an Urban Search and Rescue Team. Some funding for this division is augmented by state and federal grants.

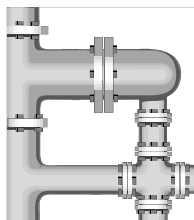
Paramedic Services

The City does not provide paramedic service but receives such service through coordination with the Fresno county-wide emergency medical service contract. Paramedic service is available from America Ambulance Service, a private company. American Ambulance is available on call from private citizens and 9-1-1 public safety dispatchers.

When a request for emergency medical aid is received, both American Ambulance Service and the Clovis Fire Department are dispatched.

Municipal Utilities

Public Utilities Department



The Public Utilities Department is a service and maintenance organization whose principal duties are to provide essential municipal services including water, wastewater, solid waste handling, street cleaning, and maintenance of the City's street system, parks, and street landscaping. Services also include maintenance of the City's fleet of vehicles and equipment. The Department plays a leading role in water and wastewater planning to ensure these essential services are available when needed.

Utilities and services such as water, sewer, street sweeping, refuse, greenwaste and recycling are supported by user fees through the various Enterprise Accounts. Financing for utility capital improvement projects associated with new growth are funded by development fees.

Organizationally, the Department is divided into two divisions with budgetary responsibilities as shown below.

Utilities, Streets Lights and Signals, and Fleet Division

Street Lighting and Traffic Signals

Street Lighting and Traffic Signals provides maintenance and operations of traffic signals and City owned street lights. It also coordinates repairs of PG&E owned street lights and pays all street light and traffic signal utility bills.

Storm Drain

Storm Drain responds to significant rainfall events by providing sand bags, pumping of flooded areas, monitoring stream channels, placing warning signage, and pumping temporary storm drain basins when needed. It also

provides pre-storm cleaning of drain inlets to ensure debris do not hamper proper operation of the storm drain collection system.

Fleet Maintenance

Fleet Maintenance maintains the City's fleet of vehicles and equipment.

Fleet Acquisition

Fleet Acquisition acquires vehicles and equipment for all City Departments and administers the fleet depreciation account.

Wastewater

The Wastewater Section maintains the City's sewer collection system consisting of sewer pipelines and lift stations, and manages the City's 11.6% of capacity rights in the Fresno-Clovis Wastewater Treatment Plant. It is responsible for operation of the City's Water Reuse Facility through a contract operator, and operates the City's recycled water distribution system. Wastewater is also responsible for rate analyses, master planning, and regulatory compliance.

Water

The Water Section is responsible for the production and distribution of the City's water supply, via a network of water mains and wells, and maintains treatment and/or disinfection facilities on all City wells thus ensuring high quality drinking water that meets all state and federal standards. The Water Section operates and maintains the City's Surface Water Treatment Plant and manages all surface water supplies including the acquisition of new supplies for developing areas of the City. This section also conducts groundwater recharge programs, the water conservation program, rate analyses, and master planning.

Community Sanitation, Parks, and Street Division

Parks

The Parks Section provides maintenance to City parks, trails, street landscaping, City trees, and numerous recreational facilities, including playgrounds and picnic sites; maintains Old Town streetscape; and provides grounds maintenance at City administrative facilities. Parks provide support for civic activities such as hanging banners and decorating for Christmas, Rodeo Weekend, Big Hat Days, and Farmer's Market. The Park Section administers the Landscape Maintenance District (LMD), which provides funding for maintenance of certain parks, trails, street landscaping, streetlights, and neighborhood architectural enhancement features for areas within the Landscape Maintenance District. All City owned landscaping that is not within the LMD is funded through the General Fund.

Landscape Maintenance District

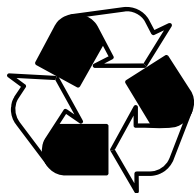
The Landscape Maintenance District provides a means to account for revenue derived from assessments through the Landscape Maintenance District (LMD). All personnel and expenses for maintaining LMD landscaping, architectural, and recreational features are incorporated in the Parks budget but are segregated from General Fund parks activities.

Refuse Collection

Refuse Collection collects and disposes of solid waste generated by residential and commercial customers located within the City. Private vendors, under City contract, collect waste from select commercial customers and recyclables and yard wastes from residential customers. For improved cost accounting and control, the Refuse Collection Unit is further organized into four sub-accounts identified as Administration, Landfill, and Residential which includes Commercial and Community Cleanup.

Refuse Landfill

Refuse Landfill conducts all operations necessary to landfill City refuse in accordance with county, state, and federal requirements. The Clovis landfill is The Clovis landfill is an active Class III landfill which accepts municipal solid waste that is currently permitted through the year 2053



Refuse Contracts

Refuse Contracts provides refuse-related services to the community through contracts with private vendors. These include refuse compactor and roll-off services for larger businesses, and residential curbside recycling, and greenwaste programs.

Street Cleaning

Street Cleaning provides routine sweeping for all City streets to remove dirt and debris. Residential areas are swept twice per month and downtown areas twice per week (Mondays and Fridays). The street cleaning operation contributes towards reducing particulate matter and hence improves air quality, stormwater quality and the overall quality of life for the residents of Clovis.

Community Cleanup

Community Cleanup Program provides single-family residents with a semi-annual curbside removal of up to two cubic yards of non-hazardous residential waste. Eligible residents are permitted to place waste to be removed in front of the curb to their residence two weeks prior to their scheduled pick-up day. The program contributes to an overall cleaner community and discourages illegal dumping.

Street Maintenance

Street Maintenance is responsible for providing preventive and corrective maintenance on all City streets and alleys. The section also maintains all lane striping, pavement markings and legends, and all street regulatory, warning, and information signs, as well as all street name signs.

Storm Drainage, Flood Control

The transfer of all permanent flood control facilities to the Fresno Metropolitan Flood Control District (FMFCD) was completed in 1992. The District operates and maintains all master plan improvements, including the retention basins. The City is responsible for operation and maintenance of all temporary facilities where master plan improvements are not complete. The City is also responsible for all surface flooding in streets and other areas where storm water cannot reach inlets and pipes quickly enough. Storm

drainage collection facilities are designed for two-year storm capacity. Storm drain retention basins are designed for 50-year storm frequency.

Development impact fees finance acquisition and construction of ponding basins. Storm drainage improvement districts fund development of storm drainage systems for existing urban areas.

Water Master Plan

The Water Master Plan Updates, completed in 1995 and 1997, by Provost & Pritchard, Inc., was prepared to support the 1993 Clovis General Plan, and the development plans therein. The plan examined the feasibility of continued growth in the greater Clovis area from a water resource perspective. This included a review of existing and future demands for water from both surface and groundwater. The study area corresponded with the General Plan planning area. Since the 1995 report, the City completed construction of the Surface Water Treatment Facility (SWTF). The 2010 Urban Water Management Plan updated the water supply and demand issues identified in the 1995 Master Plan and recognized the changes in water supply dynamics resulting from the completion of the SWTF. In 2014 the City Clovis City Council adopted the 2014 General Plan Update and the corresponding Environmental Impact Report. The 2014 General Plan Update planned in detail growth in the Northwest Urban Village which is bounded by Shepherd Avenue to the South, Copper Avenue to the North, Willow Avenue to the West and the Sunnyside Avenue Alignment to the East. The corresponding EIR evaluated impacts and corresponding mitigation of this growth area including water in section 5.17, drinking water is addressed starting on page 5.17-1 with policies analyzed beginning on page 5.17-17. The Water Master Plan is currently being updated based on this in great detail.

The City has 37 domestic water wells to provide for the needs of its residents. Some of these have wellhead treatment facilities to treat contaminated water. The wells discharge water into a distribution main grid, based on a minimum of 12 inch mains, spaced at half-mile intervals. The present water storage facilities consist of two elevated tanks and three ground level tanks. The total storage capacity is 7.06 million gallons.

The City began operations of the SWTF, located on the Enterprise Canal on the east side of Clovis, in 2004. Kings River water is supplied to the plant via Fresno Irrigation District's (FID) Enterprise Canal. This 15 million gallons per day (MGD) plant allows Clovis to serve existing users and new growth areas, while lessening the demand on groundwater.

In 2009 the City began operation of the Water Reuse Facility (WRF) to treat wastewater from a portion of the City's growth areas. In 2012 the City began utilization of recycled water from this facility for irrigation of City Landscapes. At build out of the system, this facility will be able to produce 8.4 MGD of recycled water.

The strategy for future water supply is termed "conjunctive use" where multiple elements are utilized to provide a secure long-term supply. It includes using both groundwater and treated surface water to insure a secure drought resistant water supply with the flexibility to use surface and groundwater supplies in a cost and operationally efficient manner. This strategy is conducive to phased development that is critical to both community approval and existing operational constraints.

Water systems for newly developed areas will be financed by development fees, assessment districts, and capital facilities funding. Additional surface water supplies for certain growth areas will be financed by the Water Supply development fee. A detailed plan is now being developed to supply water to the Northwest Urban Village in light of the recent adoption of the 2014 General Plan Update.

A map showing the master planned water facilities is included in Appendix B, this map is currently being updated in order to match the 2014 General Plan Update. The entire Water Master Plan Update is available from the Public Utilities Department.

Wastewater Master Plan

The Fresno-Clovis Regional Wastewater Treatment Facility serves the Fresno and Clovis urban area from its location southwest of the two cities. The City of Clovis owns and maintains sewer lines within the City Sphere of Influence, with the exception of the Tarpey Village area, which is maintained by the City of Fresno. The City operates the Water Reuse Facility which treats wastewater from a portion of the City and provides recycled water for use in public landscapes. This facility will be expanded as required to serve portions of the northwest and northeast growth areas. The 2014 General Plan Update planned in detail growth in the Northwest Urban Village which is bounded by Shepherd Avenue to the South, Copper Avenue to the North, Willow Avenue to the West and the Sunnyside Avenue Alignment to the East. The corresponding EIR evaluated impacts and provides mitigation of those impacts of this growth area including sewer in section 5.17, waste water is addressed starting on page 5.17-21.

The Clovis Wastewater Master Plan Update in 1996 provided the City with a course of action with respect to wastewater service needs through the year 2030, in keeping with the Clovis General Plan. This plan is being updated now in light of the recently adopted 2014 General Plan Update.

Wastewater facilities for newly developed areas will be financed by development fees, assessment districts, and capital facilities funding.

A map showing the wastewater service boundaries is included in Appendix B, this map is being updated to match the 2014 General Plan Update. The Wastewater Master Plan Update is available from the Public Utilities Department.

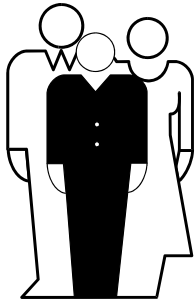
Recycled Water Master Plan

A Recycled Water Master Plan was developed by Blair, Church and Flynn Consulting Engineers in 2005. The Plan provides direction to the City on the distribution and use of recycled water through the year 2030. The Plan identifies recycled water use areas, estimates recycled water demands, identifies required infrastructure and provides information for the development of a capital improvement plan. This plan is being updated now in light of the recently adopted 2014 General Plan Update

A map showing the planned facilities is included in Appendix B, this map is being updated to match the 2014 General Plan Update.

General City Services

General Services Department



The General Services Department is responsible for providing internal services to City departments. Internal services provided by the General Services Department include maintenance of City buildings and facilities, central purchasing and procurement of goods and services, and personnel and risk management services. In addition to internal services, the General Services Department also administers community service programs including senior citizen programs, public transit services, and community recreation programs.

The General Services Department will continue to be supported by the General Fund.

Personnel/Risk Management Division

The Personnel/Risk Management Division is responsible for administering all aspects of personnel activities for the City. This includes: administration of the City's Personnel Ordinance, employee recruitment, employee training, benefits administration, personnel records management, and labor relations. The Division also administers the City's risk management function, which includes: procurement of various insurance coverages, processing of liability claims, coordination of the City's workers' compensation program, and development of employee safety programs.

Department Support Division

The Department Support Division is responsible for the purchase and acquisition of goods and services utilized for department support functions. Specific responsibilities of the Division include: development of bid specifications and requests for proposals, administration of the City's Purchasing Ordinance and Procedures, and administration of various contracts for goods and services provided to the City from outside vendors. The Division also is responsible for maintaining all City buildings and related equipment. The Division establishes maintenance schedules, coordinates procurement of supplies and equipment,

performs building maintenance, repairs, and new construction, and administers various facility-related maintenance contracts.

Community Services Division

The Community Services Division administers various senior citizen programs at the Clovis Senior Center. The Division also administers the City's Round-Up demand-response transit program, the fixed-route Stageline transit program, and administers the City's contract with Fresno Area Express (FAX). User fees, and state and federal transit funds and grants support the transit service.

The Division provides community recreation programs through the Clovis Area Recreation (CAR) program. The City's recreation programs feature family-oriented sports, games, and recreational activities throughout the year. Recreation services will continue to be financed by user fees and the General Fund as the city grows.

Recommended Actions

Reorganization



The City of Clovis plans to develop according to its “vision” for the community outlined in the 2014 General Plan that built on the vision in the 1993 General Plan. The City’s Vision Statement is:

“A City that is committed to the Clovis Community Family, their needs, their values and a quality way of life for all; reflecting that commitment in how it develops and in the activities it undertakes.”

The City plans to keep its small town character through comprehensive and conscientious planning. Clovis will promote the development of three Urban Villages with the preservation of agricultural land to prevent urban sprawl. Development will be predicated on the ability to provide adequate water supply, sewer and storm water infrastructure; public services and transportation system connections, and will be planned in further detail under Specific Plan approval.

A Specific Plan for the first urban village, in the southeast portion of the community, was adopted in 2003. Development within the area, now known as Loma Vista, is ongoing. Planning for the second urban village, in the northwest portion of the community, has begun with the current general plan update process. Consistent with the terms of the Memorandum of Understanding between the City of Clovis and Fresno County, development of the northwest urban village will not take place until there is 60% development in Loma Vista. Also, development will not take place until municipal services are available to support growth.

Municipal facilities, such as fire stations, community centers, and police satellite facilities will be planned into each urban village area.



Other Affected or Interested Agencies

Fresno County Fire Protection District

Fresno County Fire Protection District provides service on the city fringe and unincorporated areas in the City's sphere of influence. As the City annexes land, corresponding detachments from Fresno County Fire Protection District occur.

The City of Clovis maintains a mutual aid agreement with Fresno County Fire Protection District. Under this agreement, the closest fire station will be called for emergency calls as and supported by the Fire Protection District as needed.

The City has entered into an agreement with the Fresno County Fire Protection District for service and revenue transition. The Fire District agreement provides for a gradual transfer of property tax revenue over a ten-year period to the District by the City.

Fresno Irrigation District

Fresno Irrigation District (FID) overlays the City of Clovis and the agricultural areas to the north and east of the City. The District provides surface water to City's SWTP and ground water recharge facilities and to the flood control ponds for underground recharge. FID assessments are paid by the City on behalf of its residents. No district detachment occurs with annexation because of this arrangement. Water supplies associated with annexed properties are transferred to the City at annexation or at the time of development.

Garfield and International Irrigation Districts

Garfield and International Irrigation Districts are located in planned City growth areas. Both Districts obtain water through Bureau of Reclamation contracts. City

policy requires that lands with surface water entitlements must transfer those entitlements to the City as a condition of development. As lands within these two Districts develop, it is expected that the City will obtain some or all of the waters associated with these contracts.

Fresno Metropolitan Flood Control District

Fresno Metropolitan Flood Control District (FMFCD) covers the entire Fresno/Clovis Metropolitan Area and is authorized to control storm waters within an urban and rural foothill watershed of approximately 400 square miles, known as the Fresno County Stream Group. The District provides storm drainage through a system of inlets, drainage pipes, drainage ponds, and a system of dams and channels upstream. This system provides the primary means of urban storm drainage control for the City of Clovis and its sphere of influence. New storm drainage improvements are made by either development fees or by formation of assessment or improvement districts. The Fresno Metropolitan Flood Control District maintains a District Master Service Plan, which describes its service in detail. The City of Clovis has a representative on the FMFCD Board.

School Districts

The City of Clovis and its sphere of influence lies primarily within the Clovis Unified School District (CUSD). Only a small portion of the southwest area of the city lies in the Fresno Unified Scholl District (FUSD). A small portion of the southeast area of the proposed sphere of influence lies within the Sanger Unified School District (SUSD). These districts are affected by residential growth in the Clovis area. CUSD is managing the growth by financing new facilities through bonds, development fees, and state schools funding. The area of the City serviced by FUSD is fully built-out and future development within the City's sphere of influence will not affect this district.

Fresno County Free Library

Library services are provided by Fresno County and funded by the County General Fund and countywide sales tax override. A branch library is located in the Clovis Civic Center. New library facilities are proposed for inclusion in each of the Urban Villages outlined in the 1993 General Plan Update.

Utility Services

Pacific Gas and Electric (P. G. & E.) provides gas and electrical service to the City of Clovis, its sphere of influence, and Fresno County. Electrical service is supplied by underground and overhead lines routed through three substations in the greater Clovis area. The hierarchy of establishing electrical power lines from generation stations to customers is as follows: transmission distribution; sub-transmission; and service. P. G. & E. provides gas to customers through plastic and steel underground lines. Residents not serviced by P. G. & E. use propane fuel.

Other Affected or Interested Agencies

The following is a list of other agencies and districts within the City of Clovis' requested sphere of influence revision area and current sphere of influences.

Clovis Cemetery District

Kings River Conservation District

Clovis Memorial District

Consolidated Mosquito Abatement District

State Center Community College District

West Fresno County Red Scale Protection District

Sierra Resource Conservation District

Garfield irrigation District

International Irrigation District

Supplemental Maps

General Plan 2014 With:



Current City Boundaries

Current Sphere of Influence

Proposed Sphere Expansion Area

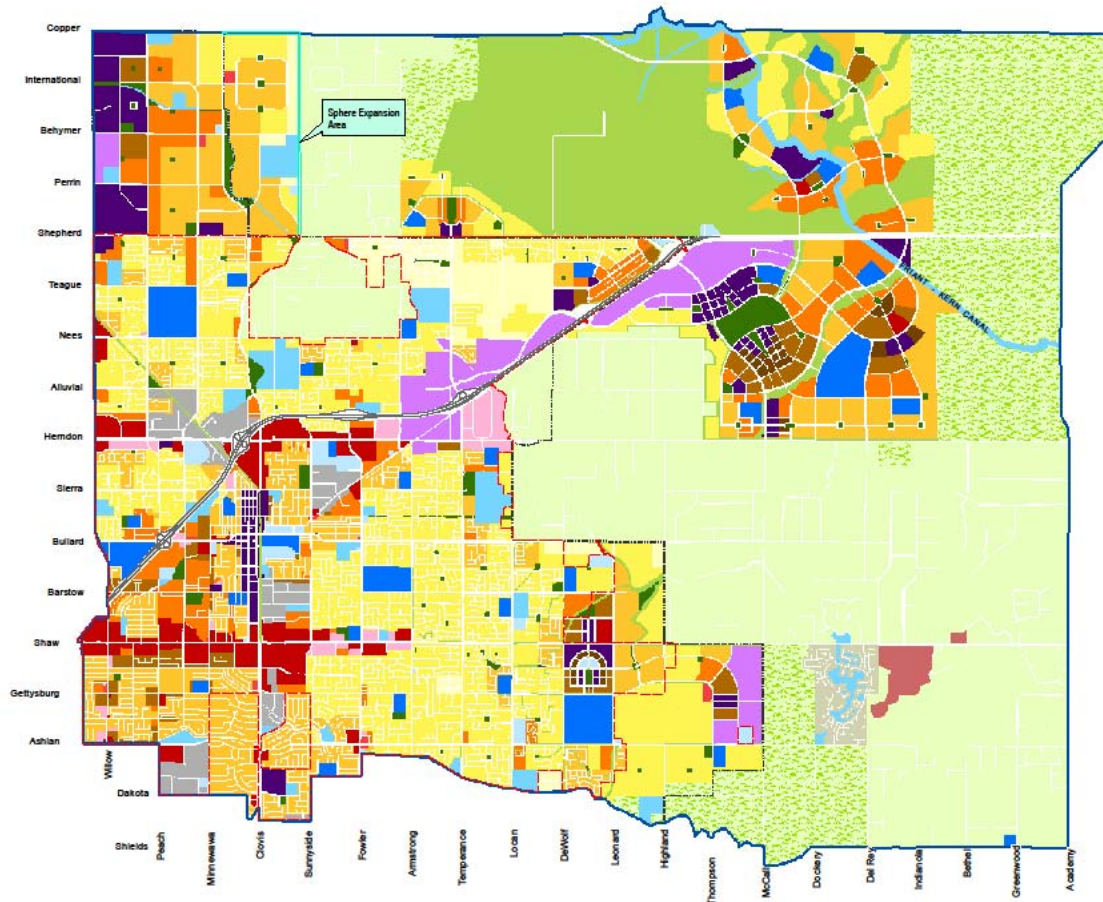
Police and Fire Stations Location Map

Master Planned Water Facilities

Wastewater Service Area Boundaries

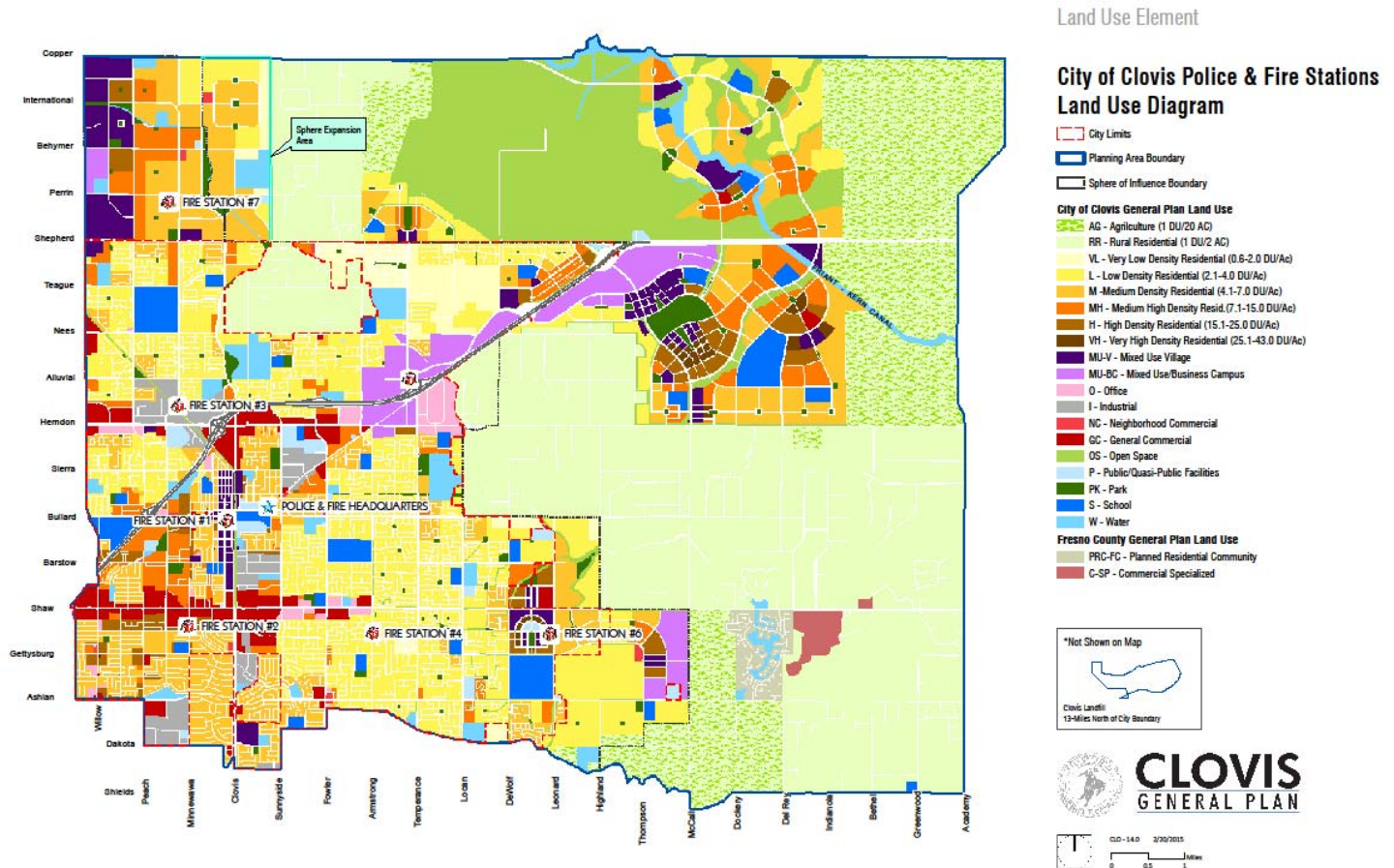
GENERAL PLAN 2014 INCLUDING:

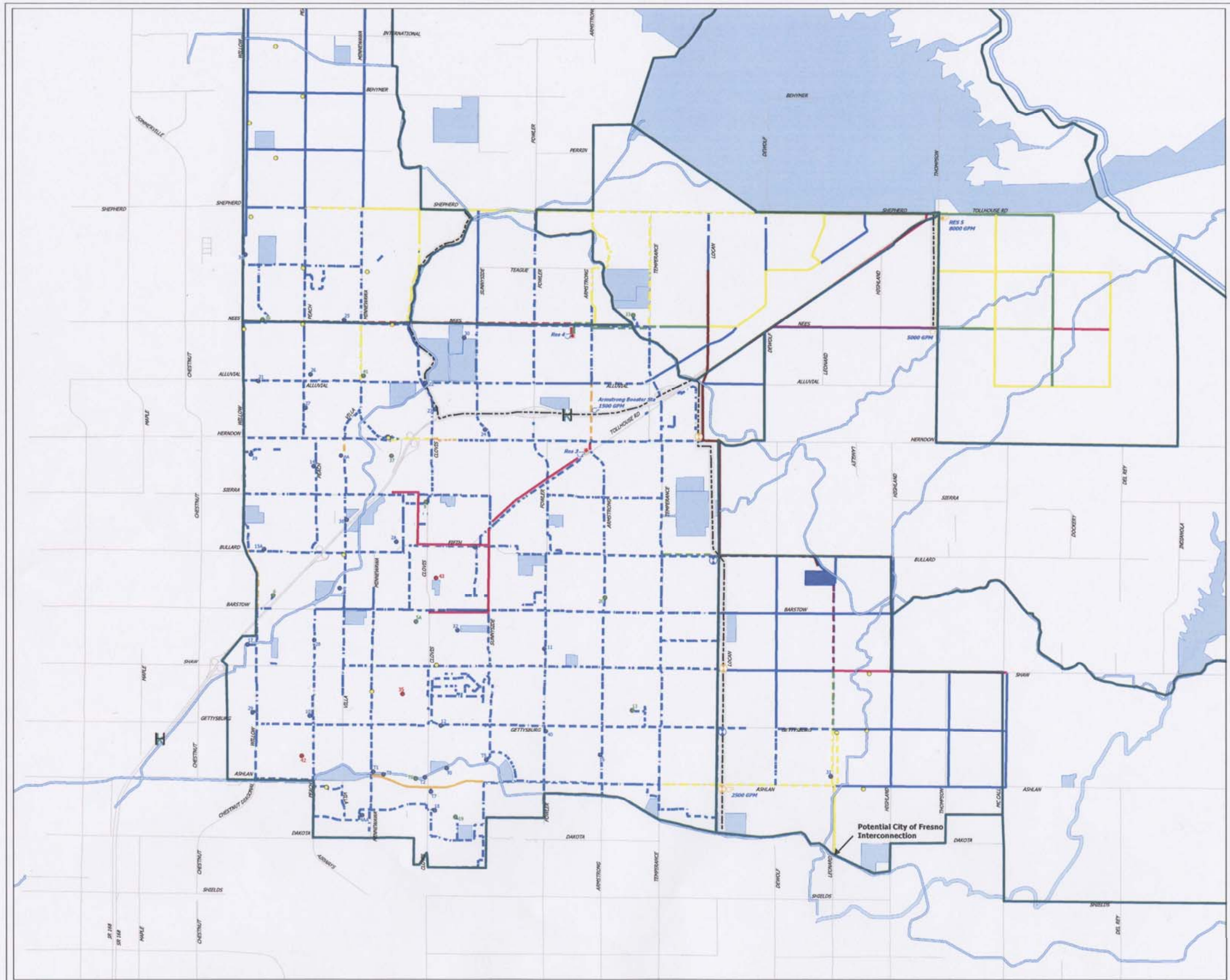
Current City Boundaries
Current Sphere of Influence
Proposed Sphere Expansion Area



GENERAL PLAN 2014 INCLUDING:

Police and Fire Facilities Including Proposed New Fire Stations (#6 and #7)





Existing Water Mains

Size (in inches)

- 12"
- 14"
- 16"
- 18"
- 20"
- 24"
- 30"
- 36"
- 42"

Future Water Mains

Size (in inches)

- 12"
- 14"
- 16"
- 18"
- 20"
- 24"
- 30"
- 36"
- 42"

- 1999 WMP Future Well Sites
- Existing Off Line Wells
- Existing On Line Wells
- New Wells

Pressure Sustaining Valves

- Existing
- Future

Pump Stations

- Existing
- Future

Storage Tanks

- Existing
- Future

- VILLAGE BOUNDARIES
- Major Streets
- Water Treatment Plant
- Water Basins
- water_basins_fmfdandcity
- Friant-Kern Canal
- CREEKS AND CANALS

Notes:
 Installation of distribution mains parallel to transmission mains will be evaluated on a case-by-case basis.

Potential City of Clovis interconnection to be sited along Willow Avenue, at a specific intersection that has yet to be determined.

All future wells shown north of Shepard Avenue or east of Leonard will require a local recharge basin in order to stabilize long term production. Proposed basin(s) must be able to recharge 25 acre-ft/year/No. local well.

**City of Clovis
 Master Planned
 Water Facilities**
 (April 2006)

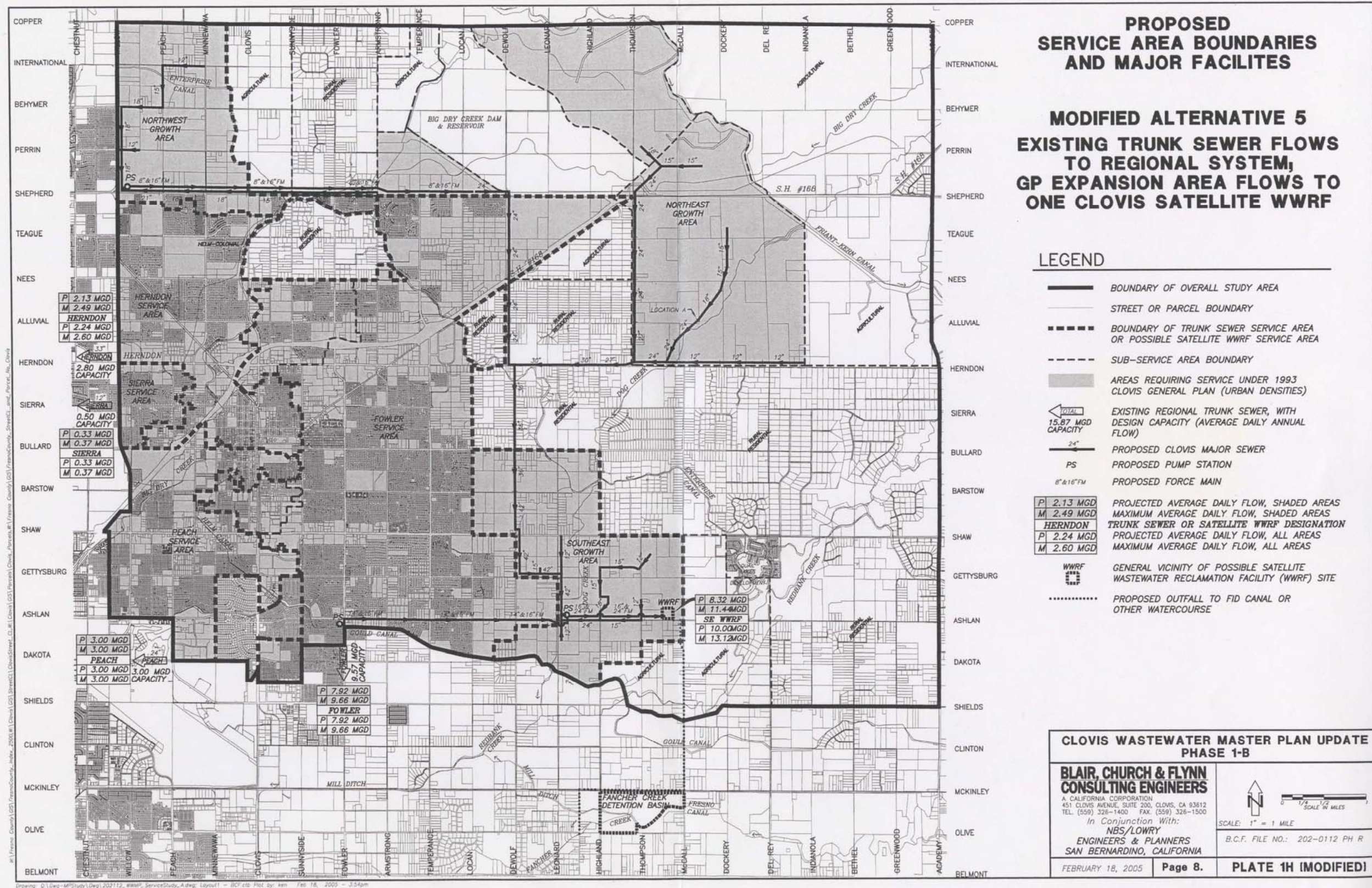


EST. 1968

PROVOST & PRITCHARD

ENGINEERING GROUP

An Employee Owned Company



City of Clovis Schedules

Utility Billing

Utility Billing occurs every month period of service date. Failure to pay monthly for reconnection and after-hour Council action. The minimum

Water by Meter

(\$16.80 up to 10,000 thousand gallons. Between 10,000 and 70,000 gallons the rate is \$2.57 per thousand gallons. Over 70,000 gallons the rate is \$2.57 per thousand gallons.

Refuse Collection

Street Sweeping

Sewer

Recycling/Greenwaste

Minimum Bi-monthly

Planning Fees

The following are the fees to be paid when filing an application with the City of Clovis Planning Department. The fee must accompany the application. Once an application is accepted, the fee is non-returnable regardless of the disposition of the application. The fees are subject to change by City Council action.

ABANDONMENT OF RIGHT-OF-WAY	\$2,025
ABANDONMENT (Summary)	\$550
ADULT ORIENTED BUSINESS PERMIT	\$5,825
ANNEXATION	\$20,550 + \$75/Acre
(Fee subject to increase in accordance with LAFCO fee increases)	
Agricultural Preserve Annexation	
(In addition to Annexation Fee)	\$6,175
APPEALS	
Appeal requiring a City Council hearing	\$1,125
Site Plan Review appeal requiring a Planning Commission hearing	\$2,400
CONCURRENT PROCESSING WITH GENERAL PLAN AMENDMENTS	5% of all associated fees (min. \$250)
DETERMINATION OF USE	\$2375
DIRECTOR REVIEW AND APPROVAL	\$875
EIR or EA by Consultant hired by the City	Cost + 15%
ENVIRONMENTAL ASSESSMENT	
Categorical Exemption	\$450
Negative Declaration	\$2,800
Mitigated Negative Declaration	\$3,500 (plus consultant fees)
NEPA Compliance	\$ Actual cost
<u>GENERAL PLAN AMENDMENT</u>	Non-Refundable \$500 Initial Filing Fee + Actual costs (\$8,075 minimum).
HOME OCCUPATION PERMIT	
Small Home Occupational permit	\$95
Large Home Occupational permit	\$237
ORDINANCE AMENDMENT	\$3,975
REAR YARD ENCROACHMENT	\$200
RESIDENTIAL SITE PLAN REVIEW	
Residential Site Plan Review, Single Family Residential, Subdivision	\$2,250 + \$50/Building Permit Requesting Modification
Residential Site Plan Review, Single Family Residential, Individual Lot	\$775

SECOND UNIT	.250
SIDEWALK MERCHANDISE/USE PERMIT (Old Town)	\$60
SIGN REVIEW	
Sign Review	\$250 + \$10 / Sign
Sign Review Amendment	1/2 established fee
SITE PLAN REVIEW	
Site Plan Review, 1-4 Units	\$2,100 + \$35 / Unit
Site Plan Review, Multi-Family Residential/PUDs	\$4,250 + \$35 / Dwelling Unit
Site Plan Review, Nonresidential	\$4,250 + \$150 / Acre
Site Plan Review, Multi-Family Residential/PUDs, requiring PC Hearing	\$6,075+\$35/Dwelling Unit
Site Plan Review, Nonresidential, requiring PC Hearing	\$6,075 + \$110 / Acre
Site Plan Review, Amendment	1/2 established fee
Site Plan Review, Minor Amendments, Amendments to Conditions	\$775
STAFF RESEARCH & DOCUMENT PREPARATION (Deferment Agreements, Zoning Confirmations, etc.)	\$95 /hr (1 hr min)
SUBDIVISIONS	
Lot Line Adjustment (Minor)	\$775
(Major)	\$1,325
Tentative Parcel Maps	\$3,025
Final Parcel Map	\$1,300 +\$40/Parcel
Tentative Tract Maps / Planning Commission	\$8,125 + \$35 /Lot or Unit
Final Tract Map	\$2,750 + \$20 /Lot or Unit
(Fees for Condominium and Planned Unit Development Maps are determined by the number of units)	
Tentative Tract Maps-Minor Amendments / Amendments to Conditions	1/2 base fee
Refiling of an Expired Tentative Tract map (Request can incorporate no changes to the approved map and must be filed within 6 months of expiration)	1/2 established fee
USE PERMITS	
Conditional Use Permits	\$5,500
Conditional Use Permits / City Council Hearing	\$6,075
Extension / Amendment	\$3,825
Conditional Use Permit for a Residential Condominium or a PUD project	\$6,075 + \$15 / Lot or Unit
Conditional Use Permit for Office & Business Campus Condominium or PUD project	\$6,075 + \$15 / Lot or Unit
VARIANCE	
Single Family Residential	\$2,775
All Other Variances	\$4,850
Minor Deviation	\$775

Minor Adjustment, Signs	\$775
ZONING	
Single Family Rezone	\$5,500+\$35 / Acre
Rezoning other than Single Family and P-C-C	\$5,500 + \$50 / Acre
P-C-C Rezone	\$7,275 + \$75 / Acre
P-C-C Rezone, Minor Amendments/Amendments to Conditions	1/2 base fee
Master Plan Community Overlay District	\$12,075 +\$75 /Acre
Master Plan Community Overlay District Amendments	
Minor Amendment	\$775
Major Amendment	1/2 base year

(Adopted by City Council Resolution No. 09-77, dated June 22, 2009)



City Phone Listing

City Staff



Rob Woolley, City Manager	324-2060
John Holt, Assistant City Manager	324-2072
Andy Haussler, Deputy City Manager	324-2095
David Wolfe, City Attorney	324-2060
Jamie Hughson, Finance Director	324-2111
Matt Basgall, Police Chief	324-2407
Mike Despain, Fire Chief	324-2210
Dwight Kroll, Planning and Development Director	324-2343
Luke Serpa, Public Utilities Director	324-2613
Tina Sumner, Economic Development Director	324-2099
Robert Ford, General Services Director	

City Departments

City Council	324-2010
City Clerk	324-2060
City Manager's Office	324-2060
Economic Development Department	324-2060
Fire Department	324-2200

Finance Department	324-2101
Police Department	324-2400
Planning and Development Services	324-2340
Public Utilities Department	324-2600