



## AUGUST 12, 2021 AGENDA

### CITY OF CITRUS HEIGHTS CITY COUNCIL

#### 7:00 PM REGULAR MEETING

City Hall Council Chambers

6360 Fountain Square Drive, Citrus Heights, CA

**PLEASE NOTE:** In order to minimize the spread of the COVID-19 virus, Governor Newsom has issued Executive Orders that temporarily suspend some requirements of the Brown Act. Council Members may attend City Council meetings telephonically or otherwise electronically.

Per the July 29, 2021 Sacramento County Public Health Order, all individuals are required to wear face coverings in indoor public settings, despite vaccination status.

#### PLEASE SEE BELOW FOR ZOOM MEETING INFORMATION

Regular Meeting 7:00 p.m. Zoom Meeting –Webinar

link: <https://us02web.zoom.us/j/84944324640>

For those individuals accessing the meetings through Zoom who wish to make a public comment, please use the Zoom hand raise function (or \*9 if you join the webinar via telephone) and the host will unmute you when it is time to speak. Speakers will be limited to 3 minutes each. Alternatively, you may submit your comment via email to [cityclerk@citrusheights.net](mailto:cityclerk@citrusheights.net) or by completion of an online Speaker Card at <https://www.citrusheights.net/FormCenter/City-Council-Meetings-Speaker-Card-30>. Written public comments shall be limited to 250 words or less. Each comment will be read aloud by the City Clerk.

You are strongly encouraged to observe the City Council meetings on television live on Metro Cable 14, the government affairs channel on the Comcast, Consolidated Communications, and AT&T U-Verse cable systems and replayed on the following Monday at 9:00 a.m. Alternatively, members of the public can view the City Council meeting live webcast at <https://www.citrusheights.net/673/Live-City-Council-Meeting-Webcasts>.

If you need a disability-related modification or accommodation, to participate in this meeting, please contact the City Clerk's Office 916-725-2448, [cityclerk@citrusheights.net](mailto:cityclerk@citrusheights.net), or City Hall 6360 Fountain Square Drive at least 48 hours prior to the meeting. TDD: California Relay Service 7-1-1.

August 12, 2021 City Council Agenda Packet

Documents:

[AUGUST 12 REGULAR CITY COUNCIL AGENDA PACKET.PDF](#)

CALL REGULAR MEETING TO ORDER

1. Flag Salute
2. Roll Call: Council Members: Bruins, Daniels, Schaefer, Middleton, Miller
3. Video Statement

APPROVAL OF AGENDA

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

PUBLIC COMMENT

CONSENT CALENDAR

It is recommended that all consent items be acted on simultaneously unless separate discussion and/or action are requested by a Council Member.

4. SUBJECT: Approval Of Minutes  
RECOMMENDATION: Approve the Minutes of the Special/Regular Meeting of July 22, 2021 and the Special Meeting of July 28, 2021.
5. SUBJECT: Quarterly Treasurer's Report  
STAFF REPORT: T. Nossardi  
  
RECOMMENDATION: Staff recommends the City Council receive and file the Quarterly Treasurer's Report for the quarter ending June 30, 2021
6. SUBJECT: R3 Consulting Services, Inc. Professional Services Agreement Amendment No. 1 (Project 60-19-001)  
STAFF REPORT: M. Poole  
  
RECOMMENDATION: Adopt Resolution No. 2021-\_\_\_\_, A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute Amendment No. 1 to the Contract for Professional Services with R3 Consulting Group, Inc. for Solid Waste Consulting Services for Mandatory Organics and Recycling Compliance Program (Project # 60-19-001)
7. SUBJECT: Bonita Way/ Garry Oak Drive/ Twin Oaks Avenue Storm Drain Project – Contract Change Order No. 1 (Additive Alternate) -- Project Number 30-17-004  
STAFF REPORT: L. Blomquist  
  
RECOMMENDATION: Adopt Resolution No. 2021-\_\_\_\_, a Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute Change Order No. 01 to the Contract with Lund Construction Company for the Bonita Way/Garry Oak Drive/Twin Oaks Avenue Storm Drain Project and Increasing the Total Authorized Construction Budget to \$1,617,117.75
8. SUBJECT: 2021 Residential Street Resurfacing Project – Contract Change Order No. 1 City PN 45-21-002  
STAFF REPORT: L. Blomquist/ H. Young  
  
RECOMMENDATION: Adopt Resolution No. 2021-\_\_\_\_, a Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to

Execute Change Order No. 01 to the Contract with Goodfellow Bros. for the 2021 Residential Street Resurfacing Project and Increasing the Total Authorized Construction Budget to \$1,961,281.31

9. SUBJECT: Resolution Approving Ten-Step Compensation Structure For Full-Time Unrepresented Employees And Adopting An Amended Salary Table

STAFF REPORT: B. Zenoni/ M. Alejandre

RECOMMENDATION: Adopt Resolution No. 2021-\_\_\_\_, a Resolution of the City Council of the City of Citrus Heights, California, Approving a Ten-Step Compensation Structure for Full-time Unrepresented Employees and Adopting an Amended Salary Table

#### PUBLIC HEARINGS

10. SUBJECT: Adoption Of A Resolution Of The City Council Of The City Of Citrus Heights Renewing The Sunrise MarketPlace Property And Business Improvement District, Approving The Assessment Formula And Levying The Assessments

STAFF REPORT: M. Huber

RECOMMENDATION: Staff recommends the following:

- a. Conduct a Public Hearing for the Sunrise MarketPlace Business Improvement District (SMPPBID) Renewal; and
- b. Adopt Resolution No. 2021 - \_\_\_\_, A Resolution of the City Council of the City of Citrus Heights, California Renewing the Sunrise MarketPlace Property and Business Improvement District, Approving the Assessment Formula and Levying the Assets.

#### REGULAR CALENDAR

11. SUBJECT: Designation Of Voting Delegate And Alternate(S) For The League Of California Cities Annual Conference

STAFF REPORT: H. Reid/ A. Van

RECOMMENDATION: Make a Motion to designate a voting delegate and alternate(s) to participate at the Annual Business Meeting on September 24, 2021 during the League of California Cities Annual Conference

#### DEPARTMENT REPORTS

12. SUBJECT: Sunrise Tomorrow Project Update

DEPARTMENT: Community Development Department/ Economic Development

13. SUBJECT: American Rescue Plan Act Funding Update

DEPARTMENT: Administrative Services Department

#### CITY MANAGER ITEMS

#### ITEMS REQUESTED BY COUNCIL MEMBERS / FUTURE AGENDA ITEMS

#### ADJOURNMENT

**CITY OF CITRUS HEIGHTS  
CITY COUNCIL  
Regular Meeting of Thursday, August 12, 2021  
City Hall Council Chambers  
6360 Fountain Square Drive, Citrus Heights, CA  
Regular Meeting 7:00 p.m.**

**HOW TO PARTICIPATE:**

The City of Citrus Heights welcomes your interest and involvement in the City's legislative process. The City of Citrus Heights is allowing for remote and in person participation. The City Council has established a procedure for addressing the Council. Speaker Identification Sheets are provided on the table inside the Council Chambers. If you wish to address the Council during the meeting, please either complete a Speaker Identification Sheet and give it to the City Clerk, if participating via webcast you may use the Zoom hand raise function (or \*9 if you join the webinar via telephone) and the host will unmute you when it is time to speak. Speakers will be limited to 3 minutes each. Alternatively, you may submit your comment via email to [cityclerk@citrusheights.net](mailto:cityclerk@citrusheights.net) or by completion of an online Speaker Card at <https://www.citrusheights.net/FormCenter/City-Council-Meetings-Speaker-Card-30>. Written public comments shall be limited to 250 words or less. Each comment will be read aloud by the City Clerk.

**Regular Meeting 7:00 p.m. Zoom Meeting** –Webinar link: <https://us02web.zoom.us/j/84944324640>

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**IN PERSON**



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**ON TELEVISION**



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August 6, 2021

  
\_\_\_\_\_  
Amy Van, City Clerk

**REGULAR CITY COUNCIL MEETING**  
**7:00 PM****CALL REGULAR MEETING TO ORDER**

1. Flag Salute
2. Roll Call: Council Members: Bruins, Daniels, Schaefer, Middleton, Miller
3. Video Statement

**APPROVAL OF AGENDA****COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES****PUBLIC COMMENT****CONSENT CALENDAR**

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**STAFF REPORT:** T. Nossardi  
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**STAFF REPORT:** M. Poole  
**RECOMMENDATION:** Adopt Resolution No. 2021-\_\_\_\_, A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute Amendment No. 1 to the Contract for Professional Services with R3 Consulting Group, Inc. for Solid Waste Consulting Services for Mandatory Organics and Recycling Compliance Program (Project # 60-19-001)
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45-21-002  
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**STAFF REPORT:** B. Zenoni/ M. Alejandrez  
**RECOMMENDATION:** Adopt Resolution No. 2021-\_\_\_\_, a Resolution of the City Council of the City of Citrus Heights, California, Approving a Ten-Step Compensation Structure for Full-time Unrepresented Employees and Adopting an Amended Salary Table

### **PUBLIC HEARING**

10. **SUBJECT:** Adoption of a Resolution of the City Council of the City of Citrus Heights Renewing the Sunrise MarketPlace Property and Business Improvement District, Approving the Assessment Formula and Levying the Assessments  
**STAFF REPORT:** M. Huber  
**RECOMMENDATION:** Staff recommends the following:
- Conduct a Public Hearing for the Sunrise MarketPlace Business Improvement District (SMPPBID) Renewal; and
  - Adopt Resolution No. 2021 - \_\_\_\_, A Resolution of the City Council of the City of Citrus Heights, California Renewing the Sunrise MarketPlace Property and Business Improvement District, Approving the Assessment Formula and Levying the Assets.

### **REGULAR CALENDAR**

11. **SUBJECT:** Designation of Voting Delegate and Alternate(s) for the League of California Cities Annual Conference  
**STAFF REPORT:** H. Reid/ A. Van  
**RECOMMENDATION:** Make a Motion to designate a voting delegate and alternate(s) to participate at the Annual Business Meeting on September 24, 2021 during the League of California Cities Annual Conference

### **DEPARTMENT REPORTS**

12. **SUBJECT:** Sunrise Tomorrow Project Update  
**DEPARTMENT:** Community Development Department/ Economic Development
13. **SUBJECT:** American Rescue Plan Act Funding Update  
**DEPARTMENT:** Administrative Services Department

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**CITY MANAGER ITEMS**

**ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**CITY OF CITRUS HEIGHTS  
CITY COUNCIL  
MINUTES  
Special/ Regular Meeting of Thursday, July 22, 2021  
City Hall Council Chambers  
6360 Fountain Square Drive, Citrus Heights, CA**

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**CALL SPECIAL MEETING TO ORDER**

The special council meeting was called to order at 6:15 p.m. by Mayor Miller.

- |    |            |                          |                                     |
|----|------------|--------------------------|-------------------------------------|
| 1. | Roll Call: | Council Members present: | Bruins, Schaefer, Middleton, Miller |
|    |            | Council Members absent:  | Daniels                             |
|    |            | Staff present:           | Boyd, Jones, Poole, Reid, and Van.  |

**PUBLIC COMMENT**

None

**STUDY SESSION**

2. Residential Organics Collection Service Options

Operations Manager Poole introduced Carrie Baxter with R3 Consulting Group who discussed the residential organics collections service options. Two years ago, SB 1383 made organics recycling mandatory for all businesses and residents. SB 1383, the Mandated Organics Recycling Program, calls for organics collection services to all residents and businesses, establish an edible food recovery program, conduct education and outreach to the community, procure recyclable and recovered organics products, secure access to recycling and edible food recovery capacity, and monitor compliance and conduct enforcement. City staff, Republic Services, and R3 have reviewed negotiated terms and have established the next steps the city will take. The three options, which can be considered to mitigate rate impacts include; option 1: eliminate two of three neighborhood cleanup events and provide a free dump coupon, option 2: eliminate one of three neighborhood cleanups per year, and option 3: remove second free organics container. Staff is proposing to adjust collection services to include weekly garbage, bi-weekly recycling, and weekly green waste collection. An additional green waste cart, more than the one provided, would be available for an extra charge. The only change to neighborhood cleanups would be an additional charge for on call bulky waste cleanup, outside of the three free cleanups provided each year. Poole provided a summary of the proposed service options, which included organics collection services are required by SB 1383, the city must negotiate an amendment with Republic Services, the proposed amendment terms provide the lowest cost option and preserves existing service package, meets state compliance and requirements, and Citrus Heights rates remain among the lowest in the region.

City Council questions and comments followed.

**ADJOURNMENT**

Mayor Miller adjourned the special meeting at 6:58 p.m.

**CALL REGULAR MEETING TO ORDER**

The regular council meeting was called to order at 7:00 p.m. by Mayor Miller.



1. The Flag Salute was led by Council Member Schaefer.
2. Roll Call: Council Members present: Bruins, Schaefer, Middleton, Miller  
Council Members absent: Daniels  
Staff present: Blomquist, Boyd, Cave, Jones, Lawrence, McDuffee, Poole, Reid, Van, Young, and Zenoni.
3. The video statement was read by City Clerk Van.

### **APPROVAL OF AGENDA**

**ACTION:** On a motion by Council Member Schaefer, seconded by Vice Mayor Middleton, the City Council approved the agenda.

AYES: Bruins, Schaefer, Middleton, Miller  
NOES: None  
ABSENT: Daniels

### **PRESENTATIONS**

4. Presentation by the Greater Sacramento Economic Council

Barry Broome from the Greater Sacramento Economic Council (GSEC) provided a community update report. He highlighted future goals for the organization during Fiscal Year 2021/2022 and elevating the local economy during the COVID-19 pandemic. GSEC has been focused on business retention and expansion in an effort to establish strong relationships with the local ecosystem and promote local businesses. Some of the goals GSEC is focused on include capturing new talent levelling up the local workforce through a digital upskill program.

5. Presentation by SMUD Regarding Proposed Rate Changes

Alcides Hernandez, Pricing Supervisor for Sacramento Municipal Utility District (SMUD) presented to the City Council regarding the 2021 rate change proposal. The SMUD rate change will be voted upon by the SMUD Board of Directors at the end of September. The proposal has not been approved yet but SMUD staff are providing education to community members in order to answer any questions. Hernandez outlined three proposed changes, which include rate increases, new solar and storage rate and programs, and new critical peak pricing rate. The proposed rate increase is 1.5% effective March 1, 2022 and 2% effective January 1, 2023. A series of public workshops and public hearings are being conducted via Zoom, more information can be found at [smud.org/RateInfo](https://smud.org/RateInfo).

### **COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES**

Council Member Bruins provided an update from the Regional Sanitation board meeting. Council Member Bruins also shared the summer activities provided by the Police Activities League, such as the recent PAL swim day at Rusch Park. She mentioned that PAL is also looking to partner with the Citrus Heights Chamber of Commerce to hold a corn hole tournament.

Council Member Schaefer attended the Citrus Heights Water District water efficiency ribbon cutting at the Community Garden site. He provided an update from the Library Board hiring committee.

Vice Mayor Middleton had no updates at this time.

Mayor Miller provided an update from the Citrus Heights Chamber of Commerce luncheon, which was in person. He also attended a walk-through with Sacramento Regional Transit (Sac RT), where they toured the Siemen's Plant who will be building Sac RT's low floor light rail trains. Mayor Miller provided clarification regarding the City's Executive Recruitment.

### **PUBLIC COMMENT**

April McGee addressed the City Council regarding the rabbit population at Crosswoods Park. She stated her concern regarding the rabbits being trapped and removed from the park.

Terry Kerr addressed the City Council regarding the rabbit population at Crosswoods Park. She voiced her concerns on recent trapping and removal of the feral rabbits at the park. She stated the feral rabbits belong at the park and the continued concern regarding domestic rabbits being dropped off at the park.

Rick Hodgkins addressed the Council regarding Sunrise Mall and the redevelopment project. He inquired on how to make a public comment regarding the project, in which Mayor Miller informed him how to do so.

### **CONSENT CALENDAR**

6. **SUBJECT:** Approval of Minutes  
**RECOMMENDATION:** Approve the Minutes of the Regular Meeting of July 8, 2021

**ACTION:** On a motion by Mayor Miller, seconded by Council Member Schaefer, the City Council adopted Consent Calendar Item 6.

AYES:	Bruins, Schaefer, Middleton, Miller
NOES:	None
ABSENT:	Daniels

### **PUBLIC HEARING**

7. **SUBJECT:** Landscape Maintenance Assessment Districts 98-01, 98-02 & 03-01 Levy of Fiscal Year 2021/2022 Assessments  
**STAFF REPORT:** L. Blomquist/ A. Flores/ R. Cave  
**RECOMMENDATION:** Staff recommends the following:
- a. Adopt Resolution No. 2021-066, Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year 2021/2022 assessments for Landscape Maintenance Assessment District No. 98-01 (Stock Village Units Nos. 1 and 2).
  - b. Adopt Resolution No. 2021-067; a Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year 2021/2022

assessments for Landscape Maintenance Assessment District No. 98-02 (Zone 1: Sorenson Ranch, Zone 2: Autumnwood, and Zone 3: Mariposa Creek).

- c. Adopt Resolution No. 2021-068; a Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year 2021/2022 assessments for Landscape Maintenance Assessment District No. 03-01 (Stock Ranch Zones 1 and 2, and Mitchell Farms Zone 3).

City Engineer Blomquist presented on the final step for the annual update for the city's various landscape assessment districts.

Mayor Miller opened the public hearing at 8:24 p.m., hearing no speakers, he closed the public hearing.

**ACTION:** On a motion by Council Member Bruins, seconded by Vice Mayor Middleton, the City Council adopted Resolution No. 2021-066, a Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year 2021/2022 assessments for Landscape Maintenance Assessment District No. 98-01 (Stock Village Units Nos. 1 and 2).

AYES: Bruins, Schaefer, Middleton, Miller  
NOES: None  
ABSENT: Daniels

**ACTION:** On a motion by Council Member Bruins, seconded by Vice Mayor Middleton the City Council adopted Resolution No. 2021-067; a Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year 2021/2022 assessments for Landscape Maintenance Assessment District No. 98-02 (Zone 1: Sorenson Ranch, Zone 2: Autumnwood, and Zone 3: Mariposa Creek).

AYES: Bruins, Schaefer, Middleton, Miller  
NOES: None  
ABSENT: Daniels

**ACTION:** On a motion by Council Member Schaefer, seconded by Council Member Bruins, the City Council adopted Resolution No. 2021-068; a Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year 2021/2022 assessments for Landscape Maintenance Assessment District No. 03-01 (Stock Ranch Zones 1 and 2, and Mitchell Farms Zone 3).

AYES: Bruins, Schaefer, Middleton, Miller  
NOES: None  
ABSENT: Daniels

8. **SUBJECT:** Landscape Maintenance Assessment Districts 97-01 (Zones 1, 2, 3, and 4)  
Levy of Fiscal Year 2021/2022 Assessments

**STAFF REPORT:** L. Blomquist/ A. Flores/ R. Cave

**RECOMMENDATION:** Staff recommends the following:

- a. Convene the public hearing for the district regarding the proposed annual assessment for Fiscal Year 2021/2022; and

- b. Adopt Resolution No. 2021-069; A Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year 2021/2022 assessments for Landscaping Maintenance Assessment District No. 97-01 (Zones 1, 2, 3, and 4)

City Engineer Blomquist presented on the annual update for the city's various landscape assessment districts.

Mayor Miller opened the public hearing at 8:27 p.m., hearing no speakers, he closed the public hearing.

**ACTION:** On a motion by Council Member Bruins, seconded by Vice Mayor Middleton, the City Council adopted Resolution No. 2021-069; a Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year 2021/2022 assessments for Landscaping Maintenance Assessment District No. 97-01 (Zones 1, 2, 3, and 4).

AYES: Bruins, Schaefer, Middleton, Miller  
NOES: None  
ABSENT: Daniels

9. **SUBJECT:** Citrus Heights Lighting Assessment District Levy of Fiscal Year 2021/2022 Assessments  
**STAFF REPORT:** L. Blomquist/ H. Young  
**RECOMMENDATION:** Staff recommends the following:

- a. Convene a public hearing for the District regarding the proposed annual assessment for Fiscal Year 2021/2022; and
- b. Adopt Resolution No. 2021-070 A Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year 2021/2022 assessments for the Citrus Heights Lighting Assessment District

Principal Civil Engineer Young presented the annual landscaping and lighting update.

Mayor Miller opened the public hearing at 8:30 p.m., hearing no speakers, he closed the public hearing.

**ACTION:** On a motion by Council Member Schaefer, seconded by Council Member Bruins, the City Council adopted Resolution No. 2021-070, a Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year 2021/2022 assessments for the Citrus Heights Lighting Assessment District.

AYES: Bruins, Schaefer, Middleton, Miller  
NOES: None  
ABSENT: Daniels

## **REGULAR CALENDAR**

10. **SUBJECT:** Approval of Local Road Safety Plan LRSPL – 5475 (045)  
**STAFF REPORT:** L. Blomquist/ M. Poole  
**RECOMMENDATION:** Adopt Resolution No. 2021-071, a Resolution of the City Council of the City of Citrus Heights, Approving the Citrus Heights Local Roadway Safety Plan (LRSP), Project No. 10-20-002

Operations Manager Poole introduced the Local Road Safety Consultant, Kimely Horn, who presented the recently finalized Local Road Safety Plan. Consultants Robert Paderna and Molly O'Brien from Kimely Horn addressed the logistics of the Local Road Safety Plan. O'Brien discussed how the Local Road Safety Plan addresses local safety needs, contributes to the success of strategic highway safety plan, identifies and analyzes safety issues at the local level, and prioritized safety improvements. Citrus Heights received a Highway Safety Improvement Program (HSIP), which provided a 90% grant with a 10% local match. Paderna discussed the additional safety measures the LRSP would correct.

**ACTION:** On a motion by Council Member Bruins, seconded by Vice Mayor Middleton, the City Council adopted Resolution No. 2021-071, a Resolution of the City Council of the City of Citrus Heights, Approving the Citrus Heights Local Roadway Safety Plan (LRSP), Project No. 10-20-002.

AYES: Bruins, Schaefer, Middleton, Miller  
NOES: None  
ABSENT: Daniels

11. **SUBJECT:** Extension of Urgency Ordinance No. 2021-001 Fireworks Regulation and Enforcement  
**STAFF REPORT:** J. Russo / R. Jones  
**RECOMMENDATION:** Adopt Ordinance No. 2021-002, an Extension of Urgency Ordinance of the City of Citrus Heights, Amending Chapter 38 of the Citrus Heights Code Relating to Fireworks

City Attorney Jones presented on the extension of the Urgency Ordinance No. 2021-001. The extension would keep the urgency ordinance in place and would allow city staff to bring a non-urgency ordinance for adoption and incorporation into the city's municipal code.

Rick Hodgkins addressed the Council in support of the extension of the Urgency Ordinance.

**ACTION:** On a motion by Council Member Bruins, seconded by Council Member Schaefer, the City Council adopted Ordinance No. 2021-002, an Extension of Urgency Ordinance of the City of Citrus Heights, Amending Chapter 38 of the Citrus Heights Code Relating to Fireworks

AYES: Bruins, Schaefer, Middleton, Miller  
NOES: None  
ABSENT: Daniels

## **DEPARTMENT REPORTS**

None

## **CITY MANAGER ITEMS**

Interim City Manager Boyd advised Council that due to a light agenda, he recommends cancelling the August 26 and September 23 City Council meetings. He also provided an update regarding the COVID-19 case rate in Sacramento County. With an increase in recent cases, healthcare professionals recommend the wearing of facemasks for all vaccinated and unvaccinated persons.

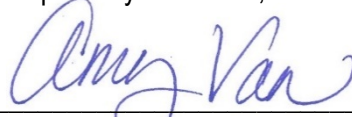
## **ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS**

None

**ADJOURNMENT**

Mayor Miller adjourned the regular meeting at 8:54 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Amy Van", written over a horizontal line.

Amy Van, City Clerk

**CITY OF CITRUS HEIGHTS  
CITY COUNCIL  
MINUTES  
Special Meeting of Wednesday, July 28, 2021  
City Hall Council Chambers  
6360 Fountain Square Drive, Citrus Heights, CA**

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**SPECIAL CITY COUNCIL MEETING CALLED TO ORDER**

The special council meeting was called to order at 3:30 p.m. by Mayor Miller.

- |    |            |                          |   |
|----|------------|--------------------------|---|
| 1. | Roll Call: | Council Members present: | Bruins, Daniels, Schaefer, Middleton, Miller  |
|    |            | Council Members absent:  | None  |
|    |            | Staff present:           | Alejandrez, Boyd, Jones, Lawrence, and Zenoni |

**PUBLIC COMMENT**

None

**CLOSED SESSION**

2. CONFERENCE WITH LABOR NEGOTIATORS  
Pursuant to Government Code Section 54957.6  
Agency designated representatives: Christopher W. Boyd, Interim City Manager  
Employee organizations: Citrus Heights Police Officers Association; Citrus Heights Police Employees Association; and Unrepresented Employees (All)

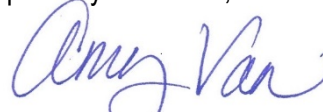
**REPORT OUT OF CLOSED SESSION**

There was no reportable action from closed session.

**ADJOURNMENT**

Mayor Miller adjourned the special meeting at 4:40 p.m.

Respectfully submitted,



Amy Van, City Clerk



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** August 12, 2021

**TO:** Mayor and City Council Members  
Christopher W. Boyd, Interim City Manager

**FROM:** Tammy Nossardi, Finance Manager

**SUBJECT:** Quarterly Treasurer's Report

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### **Summary and Recommendation**

Staff recommends the City Council receive and file the Quarterly Treasurer's Report for the quarter ending June 30, 2021.

### **Fiscal Impact**

There is no fiscal impact associated with this action.

### **Background and Analysis**

California Government Code Section 53646(b) states the "treasurer or chief fiscal officer may render a quarterly report to the chief executive officer, internal auditor, and the legislative body" within 30 days of the quarter's end.

On June 30, 2021, the market value of the city's cash and investments was \$34,012,363, up from \$21,042,248 at the quarter ended March 31, 2021. Please note on May 14, 2021, the City received its semi-annual deposit for Motor Vehicle in Lieu in the amount of \$4,619,756 and on May 19, 2021 the first portion of the American Rescue Plan Act funds in the amount of \$7,838,467 was received. Both of these deposits are reflected in the June 30, 2021 market value amount. This report satisfies California Government Code Section 53646(b).

### **Attachments**

1. Treasurer's Report as of June 30, 2021





**RCM Robinson Capital Management LLC**

27 Reed Boulevard

Mill Valley, CA 94941

Phone: 415-771-9421

Fax: 415-762-1980

# City of Citrus Heights

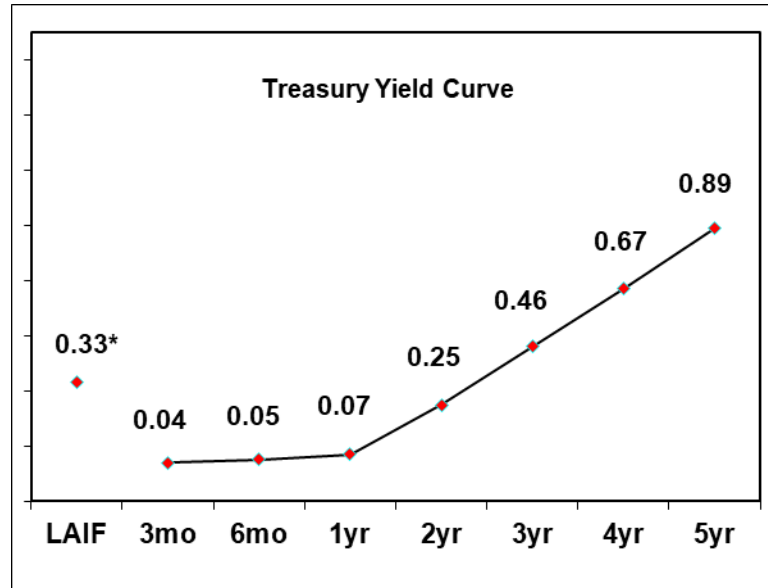
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Report period June 1, 2021 – June 30, 2021

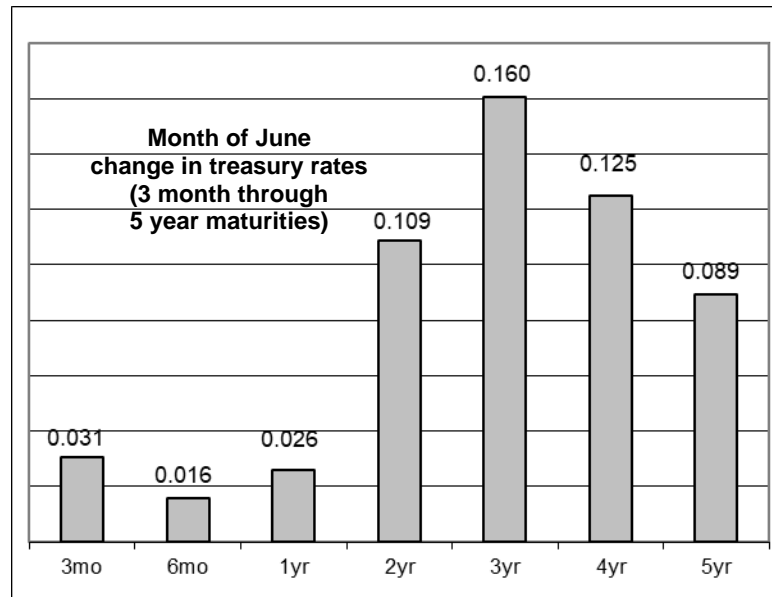
The Treasurer's investment portfolio is in compliance with the California Government Code Section 53601.

## Institutional Fixed Income Market Review

### June 30, 2021



\*LAIF apportionment rate.



### Job growth

Non-farm payrolls increased by 850,000 in June, led by strong job gains in leisure and hospitality which showed a 2.3 percent month-over-month increase in average hourly. Overall, average earnings rose 0.3 percent in June. The unemployment rate edged up to 5.9 percent due to more people voluntarily leaving their jobs and the number of job seekers rose.

Job openings climbed to 9.21 million in May to the highest on record. At the same time, 3.6 million Americans quit their jobs to search for new opportunities.

### Inflation

Consumer prices surged in June at the fastest monthly pace in 30 years. Headline CPI rose 0.9 percent month-over-month (versus expectations of 0.5 percent) with used car and truck prices accounting for one third of the gain, up 10.5 percent for June. The year-over-year CPI rose 5.49 percent, up from 4.99 percent in May; the largest 12-month increase since August 2008.

### Fed watch

At the June FOMC meeting, Federal Reserve officials made changes to their rate expectations. Thirteen of the eighteen officials forecast at least one rate hike by the end of 2023, up from seven in March. Eleven officials predict at least two hikes by the end of that year. The Federal Reserve also raised its projections for 2021 economic growth expanding GDP to 7 percent, up from a prior 6.5 percent and maintained its 2022 forecast at 3.3 percent and raised the 2023 estimate to 2.4 percent from 2.2 percent.

**CITY OF CITRUS HEIGHTS  
SUMMARY OF INVESTMENTS  
INVESTMENT PORTFOLIO JUNE 30, 2021**

	<i>COST</i>	<i>FACE</i>	<i>MARKET</i>	<i>PERCENT</i>	<i>DAYS TO MATURITY</i>	<i>YIELD TO MATURITY</i>	<i>WEIGHTED YIELD</i>
STATE-LOCAL AGENCY INVESTMENT FUNDS	33,345,881.94	33,345,881.94	33,345,881.94	98.0%	1	0.330%	0.324%
GENERAL ACCOUNT/US BANK	666,450.23	666,450.23	666,450.23	2.0%	1	0.000%	0.000%
FEDERAL AGENCIES/TREASURIES/CD'S/SCHWAB	30.53	30.53	30.53	0.0%			
<b>GRAND TOTAL INVESTMENT PORTFOLIO</b>	<b>34,012,362.70</b>	<b>34,012,362.70</b>	<b>34,012,362.70</b>	<b>100%</b>	<b>1</b>	<b>0.325%</b>	<b>0.324%</b>

LOCAL AGENCY INVESTMENT FUND (LAIF) RATE OF RETURN	0.330%
CITY WEIGHTED AVERAGE RATE OF RETURN (including non-interest bearing checking)	0.324%
CITY EFFECTIVE RATE OF RETURN JUNE 2021	0.330%
CITY EFFECTIVE RATE OF RETURN FISCAL YEAR TO DATE	0.520%
CITY INTEREST EARNINGS FISCAL YEAR TO DATE	94,275.32

In accordance with California Government Code Section 53646 as amended, the following certification accompanies this report:

The Finance Director of the City of Citrus Heights hereby certifies that sufficient investment liquidity exists and anticipated revenues are available to meet the City's budgeted expenditure requirements for the next six months. In addition, it is hereby certified that investments in the City's portfolio comply with the requirements of the City of Citrus Height's adopted investment policy.

Respectfully submitted,

William Zenoni  
Interim Administrative Services Director

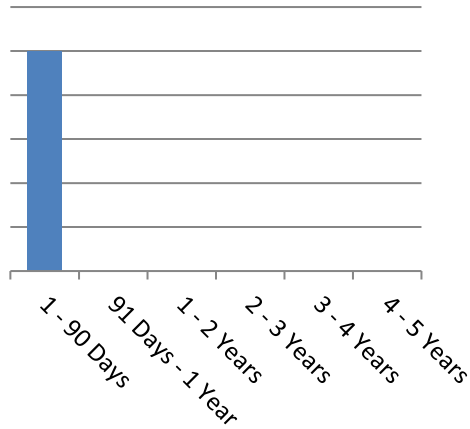
CITY OF CITRUS HEIGHTS DETAIL OF PORTFOLIO INVESTMENTS  
JUNE  
2021

	<i>SymPro</i>	<i>Cusip</i>	<i>Moody's</i>	<i>S &amp; P</i>	<i>Book Value</i>	<i>Face Value</i>	<i>Market Value</i>	<i>Rate</i>	<i>YTM</i>	<i>Purchase</i>	<i>Maturity</i>	<i>Maturity/Call</i>
		<i>Number</i>	<i>Rating</i>	<i>Rating</i>						<i>Date</i>	<i>Date</i>	<i>Days</i>
<b>LOCAL AGENCY INVESTMENT FUND</b>												
Local Agency Investment Fund					33,345,881.94	33,345,881.94	33,345,881.94	0.330%	0.330%			1
<b>TOTAL</b>					<b>33,345,881.94</b>	<b>33,345,881.94</b>	<b>33,345,881.94</b>					<b>1</b>
<b>GENERAL ACCOUNT/US BANK</b>												
US Bank Corporate Checking					666,450.23	666,450.23	666,450.23	0.000%	0.000%			1
<b>TOTAL</b>					<b>666,450.23</b>	<b>666,450.23</b>	<b>666,450.23</b>					<b>1</b>
<b>CUSTODY ACCOUNT/SCHWAB</b>												
Schwab Bank Sweep (FDIC)					30.53	30.53	30.53	0.010%	0.010%			1
<b>TOTAL</b>					<b>30.53</b>	<b>30.53</b>	<b>30.53</b>					<b>1</b>
<b>MEDIUM TERM NOTES/FEDERAL AGENCY/CERTIFICATES OF DEPOSIT/ TREASURY COUPON SECURITIES</b>												
<b>TOTAL</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>					
<b>TOTAL INVESTMENT PORTFOLIO</b>					<b>34,012,362.70</b>	<b>34,012,362.70</b>	<b>34,012,362.70</b>					

**City of Citrus Heights**  
**Portfolio Management**  
**Portfolio Statistics and Performance**  
**June 30, 2021**

**Portfolio Liquidity**

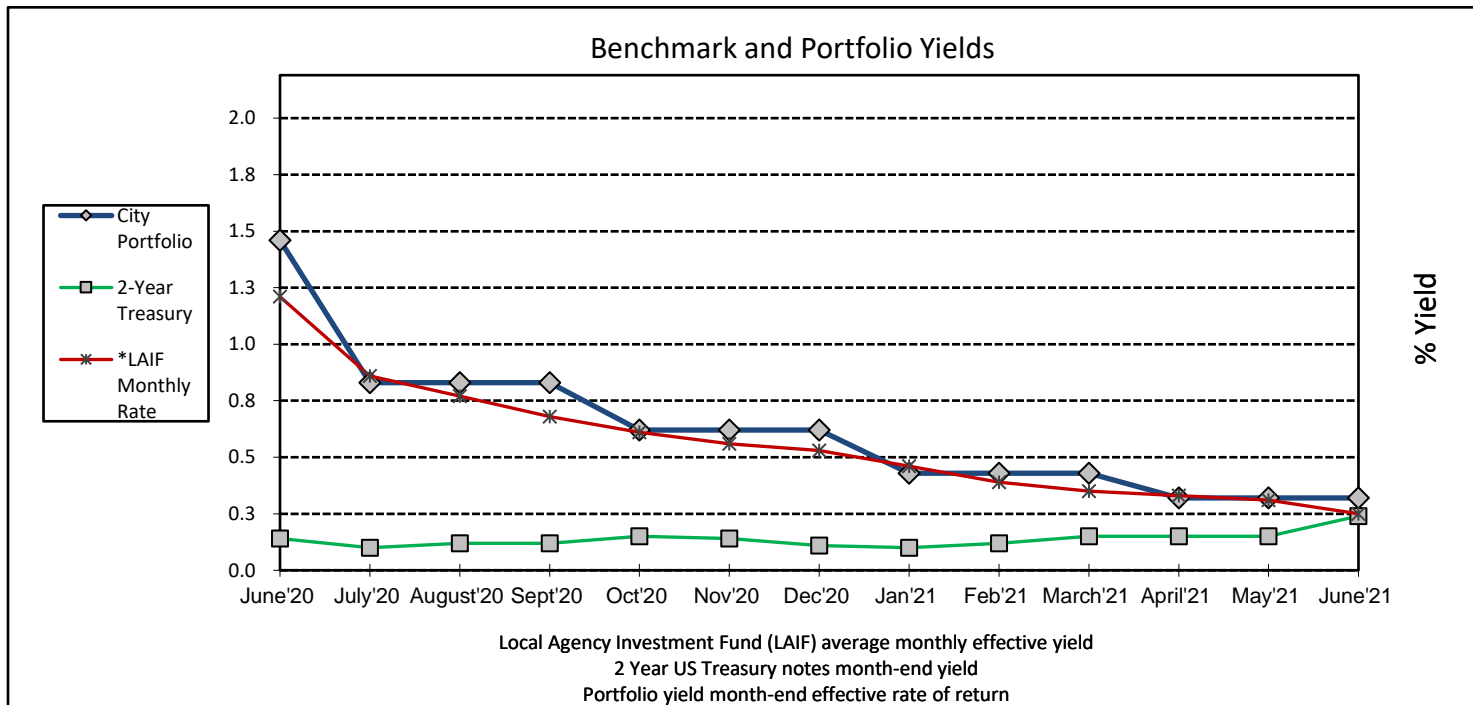
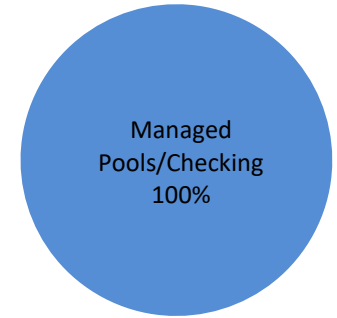
Aging Interval	Par Value
1 - 90 Days	34,012,363
91 Days - 1 Year	0
1 - 2 Years	0
2 - 3 Years	0
3 - 4 Years	0
4 - 5 Years	0
<b>TOTAL</b>	<b>34,012,363</b>



\*To maturity (does not include call date)

**Portfolio Composition**

Investment Type	Market Value
Managed Pools/Checking	34,012,363
Federal Agency Issues	0
U.S. Treasuries	0
Corporate Notes	0
Certificates of Deposit	0



Run Date:

7/15/2021 12:32

Portfolio CHTS

**Disclosures:**

*Advisory services offered through RCM Robinson Capital Management LLC, SEC Registered Investment Advisor. Securities offered through Securities America, Inc., Member FINRA/SIPC. Douglas C. Robinson, Registered Representative. RCM Robinson Capital Management LLC and Securities America, Inc. are separate entities.*

*Information contained herein is based on sources and data believed to be reliable but is not guaranteed. This is not an offer to buy or sell securities. This data is for informational purposes and is not intended to replace statements, confirms, or 1099 Forms distributed by the custodian(s) of your assets. Past performance does not guarantee future results. This report is a combination of multiple account registrations and/or positions from various product sponsors and entities and may include assets not held by Securities America. Values for “held away assets” have not been verified. These assets may not be covered by SIPC coverage. Securities America’s SIPC coverage extends only to assets held at our firm. For assets held away from Securities America, contact your financial representative at those entities with questions regarding their SIPC membership and coverage, and/or the accuracy of positions, share prices and share amounts.*



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** August 12, 2021

**TO:** Mayor and City Council Members  
Christopher W. Boyd, Interim City Manager

**FROM:** Mary Poole, Operations Manager

**SUBJECT:** **R3 Consulting Services, Inc. Professional Services Agreement  
Amendment No. 1 (Project 60-19-001)**

### **Summary and Recommendation**

On November 6, 2019, The City issued a Request for Proposals to provide the City with professional consulting Services related to the extensive compliance requirements associated with SB 1383, the Short Lived Climate Pollutant Reduction Strategy (2016). The City executed an agreement with R3 Consulting Group, Inc. on December 2, 2019 and staff and Consultant have been working diligently to develop the City's compliance program for mandatory organics recycling. There is now a need for additional professional services to assist with the finalization and implementation of the residential organics recycling program, as well as the need for on call solid waste consulting services related to edible food recovery, City procurement components of SB 1383 as well as other solid waste related services as needed.

Staff recommends the City Council adopt Resolution No. 2021-\_\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute Amendment No. 1 to the Contract for Professional Services with R3 Consulting Group, Inc. for Solid Waste Consulting Services for Mandatory Organics and Recycling Compliance Program (Project # 60-19-001)

### **Fiscal Impact**

There is no fiscal impact for the FY 20-21 budget. The need for flexible staffing options to provide support for SB 1383 implementation was anticipated and included in the adopted budget. The total cost of the amendment is a not to exceed amount of \$79,990.00.

### **Background and Analysis**

SB 1383, the State's mandatory organics recycling legislation, requires cities and counties to implement organics recycling for all generators, including commercial and residential. Requirements include the following:

- Provide organics collection services to all residential and businesses
- Establish edible food recovery program
- Conduct education and outreach to the community
- Procure recyclable and recovered organic products
- Secure access to recycling and edible food recovery capacity
- Monitor compliance and conduct enforcement

The regulations, formally adopted in November of 2020, require extensive planning and program development, implementation coordination, compliance monitoring, enforcement and reporting for each element of the target areas.

In December 2019, the city awarded a contract to R3 Consulting Group for the development of an Organics Compliance Plan for the city. While the initial scope of work included capacity for some assistance with development of implementation plans for commercial and residential organics recycling, there is a need for on call professional waste management consulting services to assist with additional SB 1383 program development as well as 1383 implementation.

Failure of the city to adequately develop, implement, monitor, enforce and report to CalRecycle has the potential to subject the city to enforcement action by the state, including, but not limited to being placed on formal compliance plan with additional reporting requirements to penalties of up to \$10,000 per day for non-compliance.

Amendment No. 1 to the Agreement (Attachment 2) with R3 Consulting Group, Inc. will provide additional professional expertise to flexibly assist staff as needed to implement SB1383.

This services associated with this Amendment align with the City Council's three-year strategic planning goal to "maintain and enhance fiscal stability".

### **Attachments**

- (1) Resolution
- (2) Amendment No. 1 to the professional services agreement between the City of Citrus Heights and R3 Consulting Group, Inc. for Solid Waste Consulting Services for Mandatory Organics and Recycling Compliance



**RESOLUTION NO. 2021-\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH R3 CONSULTING GROUP, INC., FOR SOLID WASTE CONSULTING SERVICES FOR MANDATORY ORGANICS AND RECYCLING COMPLIANCE**

**WHEREAS**, in 2016, the governor signed Senate Bill 1383 (SB 1383) , the Short-Lived Climate Pollutant Reduction Strategy, resulting in significant unfunded mandates directed to all generators to reduce landfilled organic waste in order to reduce the impact of short-lived climate pollutants;

**WHEREAS**, requirements under SB 1383 are extensive, and include the following categories: provision of organics recycling for business and residential generators; establishment of an edible food recovery program; community education and outreach; procurement of recyclable and recovered organic products; access to recycling and edible food recovery capacity; and compliance monitoring and enforcement;

**WHEREAS**, the city selected R3 Consulting Group, Inc. (Consultant) through a competitive procurement process in 2020 to provide professional solid waste consulting services to assist with development of the city's organics compliance program;

**WHEREAS**, there is a need for ongoing professional solid waste consulting services to assist the city with SB 1383 related implementation;

**WHEREAS**, Consultant has provided a proposal to provide the city with on-call consulting services related to SB 1383;

**WHEREAS**, the proposed professional services will be paid for with solid waste enterprise funds (Fund 510).

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the City Council of the City of Citrus Heights, the City Manager is hereby authorized to execute Contract Amendment No. 1, in the amount not to exceed \$79,990, with R3 Consulting Group, Inc. for on-call solid waste consulting services related to mandatory organics recycling compliance.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 12<sup>th</sup> day of August, 2021, by the following vote, to wit:

**AYES:**           **Council Members:**  
**NOES:**          **Council Members:**  
**ABSTAIN:**    **Council Members:**

**ABSENT: Council Members:**

\_\_\_\_\_  
**Steve Miller, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Amy Van, City Clerk**

**AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT FOR  
MANDATORY ORGANICS RECYCLING COMPLIANCE PROGRAM  
BETWEEN THE CITY OF CITRUS HEIGHTS AND  
R3 CONSULTING GROUP, INC.**

This Amendment (the “Amendment”) is entered into by and between the City of Citrus Heights (“City”), a municipal corporation in the State of California, and R3 Consulting Group, Inc. (Consultant), as of August 12, 2021.

**RECITALS**

WHEREAS, the City and Consultant previously entered into a Contract for Consulting Services for the Mandatory Organics Recycling Program dated December 2, 2019 (“Agreement”);

WHEREAS, City and Consultant now wish to amend the Scope of Services of the Agreement to extend the time for performance through June 30, 2023 with an optional one year extension; and

WHEREAS, City and Consultant now wish to amend the Scope of Services to include on-call professional consulting services related to Senate Bill 1383 compliance and on call solid waste management activities; and

WHEREAS, Consultant has provided a proposal to provide professional consulting services dated June 23, 2021, which is attached hereto as Exhibit C (Exhibits A and B are attached to the original Agreement) and incorporated into this Amendment; and

WHEREAS, the proposal includes a budget amount for the additional scope of work not to exceed \$79,990; and

NOW, THEREFORE, The City and Consultant agree as follows:

**Section 1. SERVICES.** The terms and conditions set forth in the Agreement dated December 2, 2019 shall remain in effect with the exception that Consultant shall provide to City additional on-call solid waste consulting services at the cost rates and per the scope of work set forth in the Proposal for Legislative Compliance and On-Call Assistance dated June 23, 2021 attached as Exhibit C and incorporated into this Amendment.

**1.1 Term of Services.** The term of this amendment shall end on June 30, 2023 with the option of a one-year extension should the City wish to exercise it, or the date the Consultant completes the services specified in Exhibit A, whichever occurs first, unless the term of the Agreement is otherwise terminated or extended, as referenced herein.

1. All other terms and conditions of the Agreement shall remain unchanged and in full force and effect, including but not limited to, the terms and conditions regarding timing of payment, insurance and indemnification, and standard of care.

## **SIGNATURES**

### **CITY OF CITRUS HEIGHTS**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Christopher W. Boyd, Interim City Manager

Attest

\_\_\_\_\_  
Amy Van, City Clerk

Approved as to Form

\_\_\_\_\_  
Ryan R, Jones, City Attorney

### **R3 CONSULTING GROUP, INC.**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

June 23, 2021

Ms. Mary Poole  
 Operations Manager  
 City of Citrus Heights  
 6360 Fountain Square Drive, Citrus Heights, CA 95621  
*submitted via email: mpoole@citrusheights.net*

**SUBJECT: Proposal for Legislative Compliance and On-Call Assistance**

Dear Ms. Poole,

R3 Consulting Group, Inc. (R3) is pleased to submit this proposal to provide legislative compliance and on-call solid waste consulting assistance for the City of Citrus Heights (City). Our team is uniquely qualified to provide the requested services to the City, in that we have assisted the City in setting an implementation plan for Senate Bill (SB) 1383 and can leverage our current work efforts with neighboring jurisdictions and throughout the State to implement that plan. We are on the front lines of the current state of solid waste and organics management in the Bay Area and Sacramento Region.

To prepare our clients for implementation, our team has actively tracked the development and finalization of SB 1383 regulations, participated in SB 1383 rule-making process, and has gained a deep understanding of the regulatory process. Most recently, CalRecycle released their final report, titled, Analysis of the Progress Toward the SB 1383 Organic Waste Reduction Goals, which was developed based on the outcomes of R3's report titled, SB 1383 Local Services Rates. Additionally, our team participated in the research and analysis regarding the cost impacts of SB 1383 to local jurisdictions, which was included in the draft report titled, SB 1383 Local Services Rates, produced under contract by R3's project team.

***R3 proposes to provide legislative compliance and on-call solid waste consulting assistance as requested by the City, which may include, but is not limited to:***

- › SB 1383 implementation, including:
  - Draft staff report to present amendment options to City Council;
  - Present Franchise Agreement amendment options at one (1) City Council meeting;
  - Assist in the development of a Proposition 218 notice and attendance at the public hearings (City to cover delivery expenses of printing and postage);
  - Draft amendments to Commercial Franchise Agreements;
  - Identify alternative compliance / exemption waiver eligibility;
  - Develop recordkeeping and reporting process; and
  - Evaluate existing enforcement mechanisms.
- › Collaboration with Franchise Haulers, Sacramento Solid Waste Working Group, CalRecycle, or other regulatory agencies;
- › Review of requested collection rate adjustments due to SB 1383 service changes; and
- › Other general assistance with solid waste related issues as requested.

## Project Team

**Carrie Baxter** will continue to be the main point of contact and Project Manager for the City. In addition to her direct experience working with both the City of Citrus Heights and Republic, she brings over a decade of experience with a wide range of solid waste operational, planning, and financial projects. She is also currently leading our team in the neighboring communities of Folsom and Rancho Cordova, the Cities of Fairfield, Santa Rosa, and Vallejo, the Town of Windsor, and Nevada County with the planning and implementation of SB 1383 Compliance Plans.

**William Schoen, Claire Wilson,** and **Nikhil Tagore-Erwin** are experienced and talented analysts in understanding regulatory requirements, including AB 827, AB 341, AB 1826, SB 1383-related matters and will provide key analytical support throughout the engagement.

\* \* \* \* \*

The R3 team is excited about this potential opportunity to continue our successful, working relationship with the City and we appreciate the opportunity to submit this proposal. Should you have any questions regarding our proposal or need any additional information, please don't hesitate to reach out directly.

Sincerely,



Carrie Baxter | *Project Manager*  
**R3 Consulting Group, Inc.**  
916.878.7413 | cbaxter@r3cgi.com

# 1. PROJECT BUDGET

## Project Budget

We propose to provide legislative compliance and on-call solid waste consulting services on a time-and-materials basis for a not-to-exceed budget totaling **\$79,990**. We would be happy to discuss changes to our scope or budget as may be needed to align with the City's needs.

## Billing Rates

In the table below, we have provided our hourly billing rates for the R3 Project Team that may be involved in providing solid waste consultant services. These hourly rates are effective May 1, 2021 and are subject to periodic adjustments. R3 will submit any changes to our billing rates on an annual basis.



CLASSIFICATION	HOURLY RATE
Principal	\$ 265 per hour
Project Director	\$ 235 per hour
Senior Project Manager	\$ 205 per hour
Project Manager	\$ 185 per hour
Senior Project Analyst	\$ 165 per hour
Senior Administrative Support	\$ 160 per hour
Project Analyst	\$ 155 per hour
Associate Analyst	\$ 145 per hour
Administrative Support	\$ 125 per hour
REIMBURSABLE COSTS	
Consultants/Subcontractors	Cost plus 10%
Lodging and meals	Direct cost
Travel - <i>Private or company car</i>	At Current Federal Rate
Travel - <i>Other</i>	Direct cost
Delivery and other expenses	Direct cost

## Payments

Unless otherwise agreed in writing, fees for work completed will be billed monthly at the first of each month for the preceding month and will be payable within 30 days of the invoice date.



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** August 12, 2021

**TO:** Mayor and City Council Members  
Christopher W. Boyd, Interim City Manager

**FROM:** Leslie Blomquist, City Engineer

**SUBJECT:** Bonita Way/Garry Oak Drive/Twin Oaks Avenue Storm Drain Project  
Contract Change Order No. 01 (Additive Alternate) – Project No. 30-17-004

### **Summary and Recommendation**

On May 27, 2021, the City Council approved a resolution authorizing the City Manager to execute an agreement with Lund Construction Company (Contractor) for the Bonita Way/Garry Oak Drive/Twin Oaks Avenue Storm Drain Project (Project). Although the original bid package included an Additive Alternate to install four infiltration manholes, this additional work was not included in the contract award. After further discussions with both the Contractor and project design team, inclusion of the additional work to install the four infiltration manholes is recommended. Although this change order represents less than 15% of the total base contract, staff felt it was necessary to obtain City Council approval in order to preserve the allowed 15% contingency (City Manager level of approval) for emergencies or incidentals as the project progresses.

Staff recommends the City Council approve Resolution No. 2021-\_\_\_, a Resolution of the City Council of the City of Citrus Heights, California, authorizing the City Manager to execute Change Order No. 01 to the contract with Lund Construction Company for the Bonita Way/Garry Oak Drive/Twin Oaks Avenue Storm Drain Project and increasing the total authorized construction budget to \$1,617,117.75.

### **Fiscal Impact**

The Contractor's base bid for the Project is \$1,257,024.00. The agreed upon price for Change Order No. 01 is \$64,616.00 (installation of four infiltration manholes at \$16,154.00 each) and the additional contingency associated with this increase is \$9,624.15.

The revised project budget and proposed funding for the Project is outlined in the tables below:



**Table No 1. – Estimated Project Costs**

<b>Project Component</b>	<b>Estimated Cost</b>
Previously Awarded Original Contract (Base Bid)	1,257,024.00
Previously Authorized 15% Contingency	188,553.60
<i>Proposed Contract Change Order (Four Infiltration Manholes)</i>	<i>64,616.00</i>
<i>Proposed increase in contingency (15%)</i>	<i>9,624.15</i>
Proposed/Updated Construction Contract Subtotal	1,519,817.75
Construction Management (unchanged)	97,300.00
Grand Total	1,617,117.75

**Table No 2. – Project Funding**

<b>Source Fund</b>	<b>Fund No.</b>	<b>FY 2021/2022</b>
Stormwater Utility Fund	209	1,617,117.75
FY 21-22 Totals		1,617,117.75

Although only \$1,600,000 is programmed in the 2021/2022 Capital Improvement Program (CIP) for this project, there are adequate Stormwater Utility Funds budgeted in FY 2021/2022 to cover the recommended contract amendment.

### **Background and Analysis**

The 2018 Neighborhoods 8, 9, and 10 Storm Drainage Master Plan Study (8-9-10 SDMP) identified the Bonita Way component of the Project, whose purpose is to convey storm drainage flows along Bonita Way, Dow Avenue, and Old Auburn Road safely to Mariposa Creek as a priority. During design of the Bonita Way project, staff became aware of locations of localized flooding and drainage problems on Garry Oaks Drive and Twin Oaks Avenue and added these to the Project. Ultimately, the Project will construct a new storm drain system on Bonita Way, Dow Avenue, and Old Auburn Road; replace existing storm drain with a larger pipe and new drainage inlet at 8004 Garry Oak Drive; and construct new roadside ditch, sidewalk, curb & gutter, drainage inlet, and replace an existing deteriorated storm drain pipe at Twin Oaks Avenue.

As bid, the Project included an Additive Alternate to install 4 infiltration manholes intended to allow a portion of storm water to percolate into the ground before reaching Mariposa Creek, providing an environmental benefit. However, concern over the feasibility of these specialized manholes led staff to award the contract without including the Additive Alternate. However, after additional evaluation and discussion with the Contractor as well as the design consultant, Dokken Engineering, staff has determined that moving forward with the infiltration manholes is feasible and prudent. Therefore, staff is recommending the City proceed with a contract change order to include the additional work in the Project scope and budget.

### **Attachments**

1. Resolution No. 2021-\_\_\_\_, a Resolution of the City Council of the City of Citrus Heights, California, authorizing the City Manager to execute Change Order No. 01 to the contract with Lund Construction Company for the Bonita Way/Garry Oak Drive/Twin Oaks Avenue Storm Drain Project and increasing the total authorized construction budget to \$1,617,117.75.

**RESOLUTION NO. 2021-\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACT CHANGE ORDER NO. 01 TO THE CONTRACT WITH LUND CONSTRUCTION COMPANY FOR THE BONITA WAY/GARRY OAK DRIVE/TWIN OAKS AVENUE STORM DRAIN PROJECT AND INCREASING THE TOTAL AUTHORIZED CONSTRUCTION BUDGET TO \$1,617,117.75**

**WHEREAS**, on May 27, 2021, the City Council of the City of Citrus Heights, California, authorized the City Manager to execute a construction contract with Lund Construction Company for the Bonita Way/Garry Oak Drive/Twin Oaks Avenue Storm Drain Project (Project);

**WHEREAS**, the City wishes to execute Contract Change Order No. 01 in the amount of \$64,616.00 with Lund Construction Company in order to proceed with the Additive Alternate to construct four (4) infiltration manholes on Bonita Way;

**WHEREAS**, the City wishes to increase the overall project budget from \$1,600,000.00 to \$1,617,117.75 in order to fund Contract Change Order No. 01 and preserve the City Manager's authority to execute Contract Change Orders in an aggregate amount of less than 15% of the revised contract amount; and

**WHEREAS**, sufficient Stormwater Utility Funds (Fund 209) are included in the Fiscal Year 21/22 budget to cover this budget adjustment for the Project.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the City Council of the City of Citrus Heights as follows:

1. The City Manager is hereby authorized to execute Contract Change Order No. 01, in the amount of \$64,616, to the contract with Lund Construction Company for the Bonita Way/Garry Oak Drive/Twin Oaks Avenue Storm Drain Project.
2. The Stormwater Utility Funds included in the Fiscal Year 21/22 budget for the Project are hereby increased from \$1,600,000.00 to \$1,617,117.75.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 12<sup>th</sup> day of August, 2021 by the following vote, to wit:

**AYES:**           **Council Members:**  
**NOES:**          **Council Members:**  
**ABSTAIN:**    **Council Members:**  
**ABSENT:**      **Council Members:**

---

**Steve Miller, Mayor**

**ATTEST:**

---

**Amy Van, City Clerk**



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** August 12, 2021

**TO:** Mayor and City Council Members  
Christopher W. Boyd, Interim City Manager

**FROM:** Leslie Blomquist, City Engineer  
Hunter Young, Principal Civil Engineer

**SUBJECT:** **2021 Residential Street Resurfacing Project**  
**Contract Change Order No. 01 – City PN 45-21-002**

### **Summary and Recommendation**

On June 10, 2021, the City Council approved a resolution authorizing the City Manager to execute an agreement with Goodfellow Bros. CA, LLC (Contractors) for the 2021 Residential Street Resurfacing Project (Project). At the June 10<sup>th</sup> City Council meeting, staff informed the Council that as a result of favorable bids received additional streets may be added to the Project to maximize the number of resurfaced streets. It is proposed that four streets be added to this year's Project to maximize the number of streets resurfaced this year.

Staff recommends the City Council approve Resolution No. 2021-\_\_\_\_, a Resolution of the City Council of the City of Citrus Heights, California, authorizing the City Manager to execute Change Order No. 01 to the contract with Goodfellow Bros. for the 2021 Residential Street Resurfacing Project and increasing the total authorized construction budget to \$1,961,281.31.

### **Fiscal Impact**

As noted in the June 10, 2021 City Council staff report, a total of \$2,000,000 is available for residential street resurfacing of which \$1,680,000 was authorized by the City Council for construction and construction management. The Contractor furnished a cost proposal in the amount of \$244,592.44 to resurface four additional streets as well as install ADA compliant curb ramps where required.

The recommended action results in no fiscal impact to the Fiscal Year (FY) 2021/2022 budget, nor the 2021/2022 Capital Improvement Program (CIP). The funding for the Project is outlined in the tables below:

**Table No 1. – Estimated Project Costs**

<b>Project Component</b>	<b>Estimated Cost</b>
Contract Award (Base Bid & Alternate Item #1)	\$1,343,784.00
Originally Authorized Contingency	\$201,567.60
<i>Proposed Contract Change Order</i>	<i>\$244,592.44</i>
<i>Proposed increase in contingency (15%)</i>	<i>\$36,688.87</i>
Construction Contract Subtotal	\$1,826,632.91
Construction Management	\$134,648.40
Grand Total	\$1,961,281.31

**Table No 2. – Project Funding**

<b>Source Fund</b>	<b>Fund No.</b>	<b>FY 2021/2022 (Adopted Budget)</b>
Road Maintenance and Rehab Account (Revenues from SB-1) (Original Allocation)	206	\$1,600,000.00
Gas Tax (Original Allocation)	205	\$80,000.00
<i>Gas Tax (Proposed Allocation)</i>	<i>205</i>	<i>\$120,000.00</i>
<i>Measure A Maintenance (Proposed Allocation)</i>	<i>210</i>	<i>\$161,281.31</i>
FY Totals		\$ 1,961,281.31

### **Background and Analysis**

Streets are selected for resurfacing on a priority basis using the city’s computerized pavement management system and staff’s inspection of streets. The program coordinates and prioritizes various elements of pavement maintenance and types of resurfacing based on various factors including surface and structural condition, traffic volume, costs, and historical repairs. The streets in this project were selected to be resurfaced because of the level of deterioration in the pavement.

The originally advertised Project includes pavement rehabilitation on 14 streets as well as installation of ADA compliant curb ramps. The proposed scope of work includes adding the following four streets to the current resurfacing Project:

1. Arcaro Court
2. Peony Court
3. Oakbridge Court
4. Pretty Bush Court

This item aligns with the City Council’s three-year strategic planning goal to “maintain public infrastructure and enhance alternative modes of transportation”.

**Subject: 2021 Residential Street Resurfacing Project – Contract Change Order No. 1**

**Date: August 12, 2021**

**Page 3 of 3**

**Attachments**

1. Resolution No. 2021-\_\_\_\_, a Resolution of the City Council of the City of Citrus Heights, California, authorizing the City Manager to execute Change Order No. 01 to the contract with Goodfellow Bros. for the 2021 Residential Street Resurfacing Project and increasing the total authorized construction budget to \$1,961,281.31

**RESOLUTION NO. 2021-\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER NO. 01 TO THE CONTRACT WITH GOODFELLOW BROS. CA, LLC FOR THE 2021 RESIDENTIAL STREET RESURFACING PROJECT AND INCREASING THE TOTAL AUTHORIZED CONSTRUCTION BUDGET TO \$1,961,281.31**

**WHEREAS**, on June 10, 2021, the City Council of the City of Citrus Heights, California, authorized the City Manager to execute a construction contract with Goodfellow Bros. CA, LLC (Goodfellow Bros.) for the 2021 Residential Street Resurfacing Project (Project);

**WHEREAS**, the City wishes to execute Contract Change Order No. 01 in the amount of \$244,592.44 with Goodfellow Bros. in order to proceed with resurfacing four additional streets as part of the Project;

**WHEREAS**, the City wishes to increase the overall construction budget from \$1,680,000.00 to \$1,961,281.31 in order to fund Contract Change Order No. 01 and preserve the City Manager's authority to execute Contract Change Orders in an aggregate amount of less than 15% of the revised contract amount; and

**WHEREAS**, sufficient Gas Tax (Fund 205) and Measure A (Fund 210) funds are included in the Fiscal Year 21/22 budget to cover this budget adjustment for the Project.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the City Council of the City of Citrus Heights as follows,

1. The City Manager is hereby authorized to execute Contract Change Order No. 01, in the amount of \$244,592.44, to the contract with Goodfellow Bros. for the 2021 Residential Street Resurfacing Project.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 12<sup>th</sup> day of August, 2021 by the following vote, to wit:

**AYES:**           **Council Members:**  
**NOES:**          **Council Members:**  
**ABSTAIN:**      **Council Members:**  
**ABSENT:**       **Council Members:**

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**Steve Miller, Mayor**

**ATTEST:**

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**Amy Van, City Clerk**



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** August 12, 2021

**TO:** Mayor and City Council Members  
Christopher W. Boyd, Interim City Manager

**FROM:** Bill Zenoni, Interim Administrative Services Director  
Monica Alejandrez, Human Resources Manager

**SUBJECT:** **Resolution Approving Ten-Step Compensation Structure for Full-Time Unrepresented Employees and Adopting an Amended Salary Table**

### **Summary and Recommendation**

Staff recommends the City Council adopt Resolution No. 2021-\_\_\_\_, A Resolution of the City Council of the City of Citrus Heights, California, approving a ten-step compensation structure for full-time unrepresented employees and adopting an amended Salary Table.

### **Fiscal Impact**

The estimated cost of implementing a ten-step compensation structure for the City's full-time unrepresented employees is approximately \$165,000 in Fiscal Year 2021-22 and \$91,000 in Fiscal Year 2022-23. Funding for this recommended program is included in the Adopted Budget for Fiscal Years 2021-22 and 2022-23. No budget adjustment is required.

### **Background and Analysis**

As noted during the budget approval process in April 2021, employee retention is a guiding principle while managing the City's lean staffing model. The City of Citrus Heights has historically utilized a broad band compensation structure for all employees – unrepresented, represented and executive management staff. The current system design provides a minimum and maximum salary range for each classification with employees being placed anywhere within that salary range at the discretion of the employees supervisor, department head and/or City Manager. This system is fairly unique to Citrus Heights and results in employees performing similar duties but receiving different compensation. This system has also created a challenge in recruiting and retaining staff as employees currently have no mechanism to advance through their salary range.

**Subject: Resolution Approving Ten-Step Compensation Plan for Full-Time Unrepresented Employees and Adopting Amended Salary Table**

**Date: August 12, 2021**

**Page 2 of 2**

A common practice for most public agencies, including the majority of agencies in the Sacramento region, is to utilize a step compensation structure. The pay rate for each classification is divided into a series of 'steps' with employees advancing through the step system on an annual basis when performance metrics are met. . This system is widely utilized because it is more effective as a tool in recruiting qualified employees and provides employees with an incentive to advance within their job classification, thus increasing the City's staff retention rates and saving on turnover costs.

Working with the City's labor counsel, Human Resources staff studied various step compensation alternatives. It was determined that a ten-step plan with a 2.5 percent differential between each step would be the best option as it provides needed structure that will increase retention while adhering to our guiding principle of fiscal prudence and ability to manage long term financial forecasts.

As negotiations are currently underway with the City's two labor associations (Citrus Heights Police Officers Association and Citrus Heights Police Employees Association), it is recommended that the step compensation plan be implemented for full-time unrepresented employees only excluding executive staff. Under the recommended plan, full-time unrepresented employees would be placed at the appropriate salary step which is closest to yet above their current pay rate. Employees would then advance to the next step in the salary table on their position anniversary date until they reached the top of the ten step structure. In order to provide time to develop the necessary system changes, it is recommended that the step compensation structure for full-time unrepresented employees become effective with the pay period beginning September 26, 2021.

**Attachments**

1. Resolution approving Ten-Step Compensation Structure for Full-Time Unrepresented Employees and adopting an Amended Salary Table



**RESOLUTION NO. 2021 - \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,  
CALIFORNIA APPROVING TEN-STEP COMPENSATION STRUCTURE FOR FULL-  
TIME UNREPRESENTED EMPLOYEES AND ADOPTING AN AMENDED SALARY  
TABLE**

**WHEREAS**, the City of Citrus Heights engages in sound economic planning practices;

**WHEREAS**, California Code of Regulations, Title 2, Section 570.5 requires governing bodies of local agencies contracting with the California Public Employees' Retirement System to approve and adopt a pay rate schedule in accordance with public meeting laws; and

**WHEREAS**, the pay rate schedule must identify each position by title, the individual pay rate amount or ranges for that position, and track all revisions; and

**WHEREAS**, it has been determined that a step compensation structure is an effective tool commonly utilized by public agencies for recruiting and retaining qualified staff; and

**WHEREAS**, a ten-step compensation structure has been developed for the City's full-time unrepresented position classifications.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Citrus Heights hereby finds and determines the above recitals are true and correct and have served as the basis, in part, for the findings and actions of the City Council as set forth below.

The City Council hereby approves a ten-step compensation structure for the City's full-time unrepresented employee classifications and adopts the amended Salary Table reflecting the ten-step compensation structure for full-time unrepresented employees, Exhibit A, attached to this resolution to become effective on September 26, 2021.

The City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 12<sup>th</sup> day of August, 2021 by the following vote, to wit:

**AYES:**           **Council Members:**  
**NOES:**          **Council Members:**  
**ABSTAIN:**      **Council Members:**  
**ABSENT:**       **Council Members:**

\_\_\_\_\_  
**Steve Miller, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Amy Van, City Clerk**

**EXHIBIT A – Amended Salary Table**

*Printed on Recycled Paper*

CITY OF CITRUS HEIGHTS SALARY TABLE

Adopted: August 12, 2021

Effective September 26, 2021

Full-Time Unrepresented Position Titles	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
ACCOUNTANT	\$ 34.6276	\$ 35.4933	\$ 36.3806	\$ 37.2901	\$ 38.2224	\$ 39.1779	\$ 40.1574	\$ 41.1613	\$ 42.1903	\$ 43.2451
ACCOUNTING MANAGER	\$ 108,913.43	\$ 111,636.27	\$ 114,427.17	\$ 117,287.85	\$ 120,220.05	\$ 123,225.55	\$ 126,306.19	\$ 129,463.84	\$ 132,700.44	\$ 136,017.95
ACCOUNTING TECHNICIAN	\$ 25.5769	\$ 26.2163	\$ 26.8717	\$ 27.5435	\$ 28.2321	\$ 28.9379	\$ 29.6613	\$ 30.4029	\$ 31.1629	\$ 31.9420
ADMINISTRATIVE ASSISTANT	\$ 25.5769	\$ 26.2163	\$ 26.8717	\$ 27.5435	\$ 28.2321	\$ 28.9379	\$ 29.6613	\$ 30.4029	\$ 31.1629	\$ 31.9420
ADMINSTRATIVE TECHNICIAN	\$ 28.1345	\$ 28.8378	\$ 29.5588	\$ 30.2977	\$ 31.0552	\$ 31.8316	\$ 32.6274	\$ 33.4430	\$ 34.2791	\$ 35.1361
ASSISTANT CHIEF OF POLICE	\$ 151,956.86	\$ 155,755.79	\$ 159,649.68	\$ 163,640.92	\$ 167,731.94	\$ 171,925.24	\$ 176,223.37	\$ 180,628.96	\$ 185,144.68	\$ 189,773.30
ASSISTANT CITY CLERK	\$ 77,362.69	\$ 79,296.76	\$ 81,279.18	\$ 83,311.16	\$ 85,393.94	\$ 87,528.78	\$ 89,717.00	\$ 91,959.93	\$ 94,258.93	\$ 96,615.40
ASSISTANT ENGINEER	\$ 34.1983	\$ 35.0533	\$ 35.9296	\$ 36.8278	\$ 37.7485	\$ 38.6922	\$ 39.6596	\$ 40.6510	\$ 41.6673	\$ 42.7090
ASSISTANT PLANNER	\$ 30.7738	\$ 31.5431	\$ 32.3317	\$ 33.1400	\$ 33.9685	\$ 34.8177	\$ 35.6881	\$ 36.5803	\$ 37.4948	\$ 38.4322
ASSISTANT TO THE CITY MANAGER	\$ 100,223.18	\$ 102,728.76	\$ 105,296.98	\$ 107,929.40	\$ 110,627.64	\$ 113,393.33	\$ 116,228.16	\$ 119,133.87	\$ 122,112.21	\$ 125,165.02
ASSOCIATE CIVIL ENGINEER	\$ 86,070.02	\$ 88,221.77	\$ 90,427.31	\$ 92,688.00	\$ 95,005.20	\$ 97,380.33	\$ 99,814.83	\$ 102,310.21	\$ 104,867.96	\$ 107,489.66
ASSOCIATE ENGINEER	\$ 37.6180	\$ 38.5584	\$ 39.5224	\$ 40.5104	\$ 41.5232	\$ 42.5613	\$ 43.6253	\$ 44.7160	\$ 45.8339	\$ 46.9797
ASSOCIATE PLANNER	\$ 71,677.65	\$ 73,469.59	\$ 75,306.33	\$ 77,188.99	\$ 79,118.71	\$ 81,096.68	\$ 83,124.10	\$ 85,202.20	\$ 87,332.25	\$ 89,515.56
BUILDING INSPECTOR I	\$ 28.8538	\$ 29.5752	\$ 30.3146	\$ 31.0724	\$ 31.8492	\$ 32.6455	\$ 33.4616	\$ 34.2982	\$ 35.1556	\$ 36.0345
BUILDING INSPECTOR II	\$ 31.7391	\$ 32.5326	\$ 33.3459	\$ 34.1796	\$ 35.0340	\$ 35.9099	\$ 36.8076	\$ 37.7278	\$ 38.6710	\$ 39.6378
CHIEF BUILDING OFFICIAL	\$ 108,913.43	\$ 111,636.27	\$ 114,427.17	\$ 117,287.85	\$ 120,220.05	\$ 123,225.55	\$ 126,306.19	\$ 129,463.84	\$ 132,700.44	\$ 136,017.95
CITY CLERK	\$ 95,667.60	\$ 98,059.29	\$ 100,510.77	\$ 103,023.54	\$ 105,599.13	\$ 108,239.11	\$ 110,945.08	\$ 113,718.71	\$ 116,561.68	\$ 119,475.72
CITY ENGINEER	\$ 130,274.31	\$ 133,531.17	\$ 136,869.45	\$ 140,291.18	\$ 143,798.46	\$ 147,393.42	\$ 151,078.26	\$ 154,855.21	\$ 158,726.60	\$ 162,694.76
CITY MANAGER'S EXECUTIVE ASSISTANT	\$ 72,025.30	\$ 73,825.93	\$ 75,671.58	\$ 77,563.37	\$ 79,502.45	\$ 81,490.02	\$ 83,527.27	\$ 85,615.45	\$ 87,755.83	\$ 89,949.73
COMMUNICATIONS OFFICER	\$ 79,227.83	\$ 81,208.52	\$ 83,238.74	\$ 85,319.70	\$ 87,452.70	\$ 89,639.01	\$ 91,879.99	\$ 94,176.99	\$ 96,531.41	\$ 98,944.70
CONSTRUCTION/MAINTENANCE INSPECTOR I	\$ 27.1244	\$ 27.8025	\$ 28.4976	\$ 29.2100	\$ 29.9403	\$ 30.6888	\$ 31.4560	\$ 32.2424	\$ 33.0485	\$ 33.8747
CONSTRUCTION / MAINTENANCE INSPECTOR II	\$ 29.8368	\$ 30.5827	\$ 31.3473	\$ 32.1310	\$ 32.9343	\$ 33.7576	\$ 34.6016	\$ 35.4666	\$ 36.3533	\$ 37.2621
CONSTRUCTION/MAINTENANCE INSPECTOR SUPERVISOR	\$ 91,112.04	\$ 93,389.84	\$ 95,724.58	\$ 98,117.70	\$ 100,570.64	\$ 103,084.91	\$ 105,662.03	\$ 108,303.58	\$ 111,011.17	\$ 113,786.45
CUSTODIAN	\$ 16.7841	\$ 17.2037	\$ 17.6338	\$ 18.0746	\$ 18.5265	\$ 18.9896	\$ 19.4644	\$ 19.9510	\$ 20.4498	\$ 20.9610
DATABASE & APPLICATIONS ANALYST	\$ 42.4831	\$ 43.5452	\$ 44.6338	\$ 45.7497	\$ 46.8934	\$ 48.0658	\$ 49.2674	\$ 50.4991	\$ 51.7616	\$ 53.0556
DEVELOPMENT SERVICES TECHNICIAN I	\$ 24.4955	\$ 25.1079	\$ 25.7356	\$ 26.3790	\$ 27.0384	\$ 27.7144	\$ 28.4072	\$ 29.1174	\$ 29.8454	\$ 30.5915
DEVELOPMENT SERVICES TECHNICIAN II	\$ 26.9451	\$ 27.6188	\$ 28.3092	\$ 29.0170	\$ 29.7424	\$ 30.4860	\$ 31.2481	\$ 32.0293	\$ 32.8300	\$ 33.6508
DEVELOPMENT SPECIALIST I	\$ 72,025.30	\$ 73,825.93	\$ 75,671.58	\$ 77,563.37	\$ 79,502.45	\$ 81,490.02	\$ 83,527.27	\$ 85,615.45	\$ 87,755.83	\$ 89,949.73

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
DEVELOPMENT SPECIALIST II	\$ 79,227.83	\$ 81,208.52	\$ 83,238.74	\$ 85,319.70	\$ 87,452.70	\$ 89,639.01	\$ 91,879.99	\$ 94,176.99	\$ 96,531.41	\$ 98,944.70
ECONOMIC DEVELOPMENT & COMMUNICATIONS MANAGER	\$ 102,624.41	\$ 105,190.02	\$ 107,819.77	\$ 110,515.26	\$ 113,278.14	\$ 116,110.10	\$ 119,012.85	\$ 121,988.17	\$ 125,037.87	\$ 128,163.82
ENGINEERING AIDE	\$ 22.8316	\$ 23.4024	\$ 23.9875	\$ 24.5872	\$ 25.2019	\$ 25.8319	\$ 26.4777	\$ 27.1397	\$ 27.8181	\$ 28.5136
ENGINEERING TECHNICIAN I	\$ 25.1148	\$ 25.7427	\$ 26.3863	\$ 27.0459	\$ 27.7221	\$ 28.4151	\$ 29.1255	\$ 29.8537	\$ 30.6000	\$ 31.3650
ENGINEERING TECHNICIAN II	\$ 27.6263	\$ 28.3170	\$ 29.0249	\$ 29.7505	\$ 30.4943	\$ 31.2567	\$ 32.0381	\$ 32.8390	\$ 33.6600	\$ 34.5015
EVENT & COMMUNITY CENTER TECHNICIAN	\$ 23.1751	\$ 23.7545	\$ 24.3483	\$ 24.9570	\$ 25.5810	\$ 26.2205	\$ 26.8760	\$ 27.5479	\$ 28.2366	\$ 28.9425
EXECUTIVE ASSISTANT	\$ 30.9478	\$ 31.7214	\$ 32.5145	\$ 33.3273	\$ 34.1605	\$ 35.0145	\$ 35.8899	\$ 36.7872	\$ 37.7068	\$ 38.6495
FACILITY AND GROUNDS MANAGER	\$ 108,913.43	\$ 111,636.27	\$ 114,427.17	\$ 117,287.85	\$ 120,220.05	\$ 123,225.55	\$ 126,306.19	\$ 129,463.84	\$ 132,700.44	\$ 136,017.95
FACILITY AND GROUNDS SUPERVISOR	\$ 91,112.04	\$ 93,389.84	\$ 95,724.58	\$ 98,117.70	\$ 100,570.64	\$ 103,084.91	\$ 105,662.03	\$ 108,303.58	\$ 111,011.17	\$ 113,786.45
FINANCE MANAGER	\$ 108,913.43	\$ 111,636.27	\$ 114,427.17	\$ 117,287.85	\$ 120,220.05	\$ 123,225.55	\$ 126,306.19	\$ 129,463.84	\$ 132,700.44	\$ 136,017.95
FINANCIAL ASSISTANT II	\$ 19.9738	\$ 20.4732	\$ 20.9850	\$ 21.5097	\$ 22.0474	\$ 22.5986	\$ 23.1635	\$ 23.7426	\$ 24.3362	\$ 24.9446
FLEET TECHNICIAN	\$ 25.3660	\$ 26.0002	\$ 26.6502	\$ 27.3164	\$ 27.9994	\$ 28.6993	\$ 29.4168	\$ 30.1522	\$ 30.9060	\$ 31.6787
GRANTS & HOUSING PROGRAM TECHNICIAN I	\$ 24.4955	\$ 25.1079	\$ 25.7356	\$ 26.3790	\$ 27.0384	\$ 27.7144	\$ 28.4072	\$ 29.1174	\$ 29.8454	\$ 30.5915
GRANTS & HOUSING PROGRAM TECHNICIAN II	\$ 26.9451	\$ 27.6188	\$ 28.3092	\$ 29.0170	\$ 29.7424	\$ 30.4860	\$ 31.2481	\$ 32.0293	\$ 32.8300	\$ 33.6508
HOUSING & HUMAN SERVICES PROGRAM COORDINATOR	\$ 91,112.04	\$ 93,389.84	\$ 95,724.58	\$ 98,117.70	\$ 100,570.64	\$ 103,084.91	\$ 105,662.03	\$ 108,303.58	\$ 111,011.17	\$ 113,786.45
HOUSING PLANNER	\$ 70,410.25	\$ 72,170.51	\$ 73,974.77	\$ 75,824.14	\$ 77,719.75	\$ 79,662.74	\$ 81,654.31	\$ 83,695.67	\$ 85,788.06	\$ 87,932.76
HUMAN RESOURCES TECHNICIAN	\$ 30.9478	\$ 31.7214	\$ 32.5145	\$ 33.3273	\$ 34.1605	\$ 35.0145	\$ 35.8899	\$ 36.7872	\$ 37.7068	\$ 38.6495
HUMAN RESOURCES ANALYST I	\$ 72,025.30	\$ 73,825.93	\$ 75,671.58	\$ 77,563.37	\$ 79,502.45	\$ 81,490.02	\$ 83,527.27	\$ 85,615.45	\$ 87,755.83	\$ 89,949.73
HUMAN RESOURCES ANALYST II	\$ 79,227.83	\$ 81,208.52	\$ 83,238.74	\$ 85,319.70	\$ 87,452.70	\$ 89,639.01	\$ 91,879.99	\$ 94,176.99	\$ 96,531.41	\$ 98,944.70
HUMAN RESOURCES ASSOCIATE	\$ 25.5769	\$ 26.2163	\$ 26.8717	\$ 27.5435	\$ 28.2321	\$ 28.9379	\$ 29.6613	\$ 30.4029	\$ 31.1629	\$ 31.9420
HUMAN RESOURCES MANAGER	\$ 114,451.63	\$ 117,312.92	\$ 120,245.74	\$ 123,251.89	\$ 126,333.18	\$ 129,491.51	\$ 132,728.80	\$ 136,047.02	\$ 139,448.20	\$ 142,934.40
INFORMATION TECHNOLOGY SUPPORT SPECIALIST	\$ 35.2863	\$ 36.1685	\$ 37.0727	\$ 37.9995	\$ 38.9495	\$ 39.9233	\$ 40.9213	\$ 41.9444	\$ 42.9930	\$ 44.0678
INFORMATION TECHNOLOGY ANALYST I	\$ 33.5835	\$ 34.4231	\$ 35.2837	\$ 36.1658	\$ 37.0699	\$ 37.9967	\$ 38.9466	\$ 39.9202	\$ 40.9182	\$ 41.9412
INFORMATION TECHNOLOGY ANALYST II	\$ 36.9418	\$ 37.8654	\$ 38.8120	\$ 39.7823	\$ 40.7769	\$ 41.7963	\$ 42.8412	\$ 43.9122	\$ 45.0100	\$ 46.1353
INFORMATION TECHNOLOGY MANAGER	\$ 114,451.63	\$ 117,312.92	\$ 120,245.74	\$ 123,251.89	\$ 126,333.18	\$ 129,491.51	\$ 132,728.80	\$ 136,047.02	\$ 139,448.20	\$ 142,934.40
INFORMATION TECHNOLOGY TECHNICIAN	\$ 29.2228	\$ 29.9534	\$ 30.7022	\$ 31.4698	\$ 32.2565	\$ 33.0629	\$ 33.8895	\$ 34.7368	\$ 35.6052	\$ 36.4953
JUNIOR ENGINEERING AIDE	\$ 16.3084	\$ 16.7161	\$ 17.1340	\$ 17.5623	\$ 18.0014	\$ 18.4514	\$ 18.9127	\$ 19.3855	\$ 19.8701	\$ 20.3669
JUNIOR PLANNER	\$ 29.3084	\$ 30.0411	\$ 30.7922	\$ 31.5620	\$ 32.3510	\$ 33.1598	\$ 33.9888	\$ 34.8385	\$ 35.7095	\$ 36.6022
MAINTENANCE WORKER I	\$ 20.0521	\$ 20.5534	\$ 21.0672	\$ 21.5939	\$ 22.1337	\$ 22.6871	\$ 23.2543	\$ 23.8356	\$ 24.4315	\$ 25.0423
MAINTENANCE WORKER II	\$ 22.0573	\$ 22.6087	\$ 23.1739	\$ 23.7533	\$ 24.3471	\$ 24.9558	\$ 25.5797	\$ 26.2192	\$ 26.8746	\$ 27.5465
MANAGEMENT AIDE	\$ 17.4969	\$ 17.9343	\$ 18.3827	\$ 18.8422	\$ 19.3133	\$ 19.7961	\$ 20.2910	\$ 20.7983	\$ 21.3182	\$ 21.8512
MANAGEMENT ANALYST I	\$ 72,025.30	\$ 73,825.93	\$ 75,671.58	\$ 77,563.37	\$ 79,502.45	\$ 81,490.02	\$ 83,527.27	\$ 85,615.45	\$ 87,755.83	\$ 89,949.73
MANAGEMENT ANALYST II	\$ 79,227.83	\$ 81,208.52	\$ 83,238.74	\$ 85,319.70	\$ 87,452.70	\$ 89,639.01	\$ 91,879.99	\$ 94,176.99	\$ 96,531.41	\$ 98,944.70
OFFICE ASSISTANT	\$ 18.5090	\$ 18.9717	\$ 19.4460	\$ 19.9322	\$ 20.4305	\$ 20.9412	\$ 21.4648	\$ 22.0014	\$ 22.5514	\$ 23.1152

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
OPERATIONS MANAGER	\$ 108,913.43	\$ 111,636.27	\$ 114,427.17	\$ 117,287.85	\$ 120,220.05	\$ 123,225.55	\$ 126,306.19	\$ 129,463.84	\$ 132,700.44	\$ 136,017.95
PAYROLL SPECIALIST	\$ 34.6276	\$ 35.4933	\$ 36.3806	\$ 37.2901	\$ 38.2224	\$ 39.1779	\$ 40.1574	\$ 41.1613	\$ 42.1903	\$ 43.2451
PAYROLL TECHNICIAN	\$ 28.1346	\$ 28.8379	\$ 29.5589	\$ 30.2978	\$ 31.0553	\$ 31.8317	\$ 32.6275	\$ 33.4431	\$ 34.2792	\$ 35.1362
PLANNING MANAGER	\$ 108,913.43	\$ 111,636.27	\$ 114,427.17	\$ 117,287.85	\$ 120,220.05	\$ 123,225.55	\$ 126,306.19	\$ 129,463.84	\$ 132,700.44	\$ 136,017.95
PLANNING TECHNICIAN	\$ 25.1558	\$ 25.7847	\$ 26.4294	\$ 27.0901	\$ 27.7673	\$ 28.4615	\$ 29.1731	\$ 29.9024	\$ 30.6500	\$ 31.4162
POLICE COMMANDER	\$ 138,142.59	\$ 141,596.16	\$ 145,136.06	\$ 148,764.46	\$ 152,483.58	\$ 156,295.67	\$ 160,203.06	\$ 164,208.13	\$ 168,313.34	\$ 172,521.17
POLICE COMMUNICATIONS SUPERVISOR	\$ 81,005.80	\$ 83,030.94	\$ 85,106.72	\$ 87,234.38	\$ 89,415.24	\$ 91,650.62	\$ 93,941.89	\$ 96,290.44	\$ 98,697.70	\$ 101,165.14
POLICE LIEUTENANT	\$ 118,316.39	\$ 121,274.30	\$ 124,306.16	\$ 127,413.81	\$ 130,599.16	\$ 133,864.14	\$ 137,210.74	\$ 140,641.01	\$ 144,157.03	\$ 147,760.96
POLICE SERGEANT	\$ 43.0866	\$ 44.1637	\$ 45.2678	\$ 46.3995	\$ 47.5595	\$ 48.7485	\$ 49.9672	\$ 51.2164	\$ 52.4968	\$ 53.8092
PRINCIPAL ACCOUNTANT-AUDITOR	\$ 104,046.99	\$ 106,648.16	\$ 109,314.37	\$ 112,047.23	\$ 114,848.41	\$ 117,719.62	\$ 120,662.61	\$ 123,679.17	\$ 126,771.15	\$ 129,940.43
PRINCIPAL CIVIL ENGINEER	\$ 108,878.46	\$ 111,600.42	\$ 114,390.43	\$ 117,250.20	\$ 120,181.45	\$ 123,185.99	\$ 126,265.64	\$ 129,422.28	\$ 132,657.83	\$ 135,974.28
PRINCIPAL INFORMATION TECHNOLOGY ANALYST	\$ 104,046.99	\$ 106,648.16	\$ 109,314.37	\$ 112,047.23	\$ 114,848.41	\$ 117,719.62	\$ 120,662.61	\$ 123,679.17	\$ 126,771.15	\$ 129,940.43
PROGRAM ANALYST	\$ 33.5835	\$ 34.4231	\$ 35.2837	\$ 36.1658	\$ 37.0699	\$ 37.9967	\$ 38.9466	\$ 39.9202	\$ 40.9182	\$ 41.9412
PROGRAM ASSISTANT	\$ 20.3599	\$ 20.8689	\$ 21.3906	\$ 21.9254	\$ 22.4735	\$ 23.0353	\$ 23.6112	\$ 24.2015	\$ 24.8065	\$ 25.4267
RECEPTIONIST	\$ 14.8071	\$ 15.1773	\$ 15.5568	\$ 15.9457	\$ 16.3443	\$ 16.7529	\$ 17.1718	\$ 17.6010	\$ 18.0411	\$ 18.4921
SENIOR ACCOUNTANT-AUDITOR	\$ 95,667.60	\$ 98,059.29	\$ 100,510.77	\$ 103,023.54	\$ 105,599.13	\$ 108,239.11	\$ 110,945.08	\$ 113,718.71	\$ 116,561.68	\$ 119,475.72
SENIOR BUILDING INSPECTOR	\$ 36.5000	\$ 37.4125	\$ 38.3478	\$ 39.3065	\$ 40.2892	\$ 41.2964	\$ 42.3288	\$ 43.3870	\$ 44.4717	\$ 45.5835
SENIOR CIVIL/TRAFFIC ENGINEER	\$ 98,980.35	\$ 101,454.86	\$ 103,991.24	\$ 106,591.02	\$ 109,255.79	\$ 111,987.19	\$ 114,786.87	\$ 117,656.54	\$ 120,597.95	\$ 123,612.90
SENIOR INFORMATION TECHNOLOGY TECHNICIAN	\$ 33.6060	\$ 34.4462	\$ 35.3073	\$ 36.1900	\$ 37.0947	\$ 38.0221	\$ 38.9727	\$ 39.9470	\$ 40.9457	\$ 41.9693
SENIOR MAINTENANCE WORKER	\$ 25.3660	\$ 26.0002	\$ 26.6502	\$ 27.3164	\$ 27.9994	\$ 28.6993	\$ 29.4168	\$ 30.1522	\$ 30.9060	\$ 31.6787
SENIOR MANAGEMENT ANALYST	\$ 91,112.04	\$ 93,389.84	\$ 95,724.58	\$ 98,117.70	\$ 100,570.64	\$ 103,084.91	\$ 105,662.03	\$ 108,303.58	\$ 111,011.17	\$ 113,786.45
SENIOR OFFICE ASSISTANT	\$ 20.3599	\$ 20.8689	\$ 21.3906	\$ 21.9254	\$ 22.4735	\$ 23.0353	\$ 23.6112	\$ 24.2015	\$ 24.8065	\$ 25.4267
SENIOR PLANNER	\$ 82,429.29	\$ 84,490.02	\$ 86,602.27	\$ 88,767.33	\$ 90,986.51	\$ 93,261.18	\$ 95,592.71	\$ 97,982.52	\$ 100,432.09	\$ 102,942.89
SENIOR PLANNING TECHNICIAN	\$ 27.6714	\$ 28.3632	\$ 29.0723	\$ 29.7991	\$ 30.5441	\$ 31.3077	\$ 32.0904	\$ 32.8926	\$ 33.7149	\$ 34.5578
SENIOR TRAFFIC TECHNICIAN	\$ 29.8368	\$ 30.5827	\$ 31.3473	\$ 32.1310	\$ 32.9343	\$ 33.7576	\$ 34.6016	\$ 35.4666	\$ 36.3533	\$ 37.2621
SENIOR DATABASE AND APPLICATIONS ANALYST	\$ 46.7314	\$ 47.8997	\$ 49.0972	\$ 50.3246	\$ 51.5827	\$ 52.8723	\$ 54.1941	\$ 55.5489	\$ 56.9377	\$ 58.3611
STREETS & UTILITIES MAINTENANCE SUPERVISOR	\$ 91,112.04	\$ 93,389.84	\$ 95,724.58	\$ 98,117.70	\$ 100,570.64	\$ 103,084.91	\$ 105,662.03	\$ 108,303.58	\$ 111,011.17	\$ 113,786.45
SUPPORT SERVICES MANAGER	\$ 120,754.02	\$ 123,772.87	\$ 126,867.19	\$ 130,038.87	\$ 133,289.84	\$ 136,622.09	\$ 140,037.64	\$ 143,538.58	\$ 147,127.04	\$ 150,805.22
SUPPORT SERVICES SUPERVISOR	\$ 81,005.80	\$ 83,030.94	\$ 85,106.72	\$ 87,234.38	\$ 89,415.24	\$ 91,650.62	\$ 93,941.89	\$ 96,290.44	\$ 98,697.70	\$ 101,165.14
TRAFFIC & SIGNAL OPERATIONS SUPERVISOR	\$ 91,112.04	\$ 93,389.84	\$ 95,724.58	\$ 98,117.70	\$ 100,570.64	\$ 103,084.91	\$ 105,662.03	\$ 108,303.58	\$ 111,011.17	\$ 113,786.45

Extra Help	Hourly Range Low	Hourly Range High
ASSOCIATE ENGINEER - EXTRA HELP	\$ 35.8712	\$ 46.0585
CITY ENGINEER - EXTRA HELP	\$ 59.7235	\$ 76.6849
COMMUNITY SERVICES OFFICER - EXTRA HELP	\$ 20.2395	\$ 25.9875
DATA ENTRY ASSISTANT -E XTRA HELP	\$ 14.3100	\$ 18.3740
FACILITY ATTENDANT	\$ 15.8000	\$ 15.8000
FACILITY ATTENDANT TRAINEE	\$ 14.0000	\$ 14.0000
INTERN - EXTRA HELP	\$ 14.0000	\$ 14.0000
MANAGEMENT INTERN - EXTRA HELP	\$ 14.5081	\$ 18.6284
OFFICE ASSISTANT - EXTRA HELP	\$ 17.6494	\$ 22.6620
POLICE DISPATCHER-PER DIEM A	\$ 28.3135	\$ 28.3135
POLICE DISPATCHER-PER DIEM B	\$ 34.2675	\$ 34.2675
POLICE DISPATCHER-PER DIEM C	\$ 37.6944	\$ 37.6944
POLICE FLEET MANAGER- EXTRA HELP	\$ 49.9306	\$ 64.1110
POLICE OFFICER - RESERVE II-EXTRA HELP	\$ 14.0000	\$ 17.9760
POLICE OFFICER - RESERVE I-EXTRA HELP	\$ 33.3224	\$ 43.2014
POLICE OFFICER - R1 TRAINEE-EXTRA HELP	\$ 18.2000	\$ 19.4740
POLICE RECORDS ASSISTANT I - EXTRA HELP	\$ 20.0340	\$ 25.7236
POLICE RECORDS ASSISTANT II - EXTRA HELP	\$ 22.0375	\$ 28.2960
PROGRAM ANALYST - EXTRA HELP	\$ 32.0240	\$ 41.1188
PROPERTY CLERK - EXTRA HELP	\$ 19.2022	\$ 24.6556
SENIOR ACCOUNT-AUDITOR - EXTRA HELP	\$ 43.8582	\$ 56.3140
SENIOR POLICE RECORDS ASSISTANT -EXTRA HELP	\$ 24.2412	\$ 31.1256
VOLUNTEER COORDINATOR - EXTRA HELP	\$ 22.2635	\$ 28.5864

Executive Management	Annual Range Low	Annual Range High
ADMINISTRATIVE SERVICES DIRECTOR	142,858.65	188,933.27
ASSISTANT CITY MANAGER	157,146.77	207,826.60
CHIEF OF POLICE	174,506.21	230,787.26
COMMUNITY DEVELOPMENT DIRECTOR	142,858.65	188,933.27
COMMUNITY SERVICES DIRECTOR	150,003.73	198,379.93
FINANCE DIRECTOR	142,858.65	188,933.27
GENERAL SERVICES DIRECTOR	147,146.52	194,601.27

Citrus Heights Police Officers Association	Hourly Range Low	Hourly Range High
POLICE OFFICER	\$ 33.3224	\$ 43.2014

Citrus Heights Police Employees Association	Hourly Range Low	Hourly Range High
ANIMAL SERVICES OFFICER I	\$ 24.3088	\$ 31.2126
ANIMAL SERVICES OFFICER II	\$ 26.7396	\$ 34.3370
CODE ENFORCEMENT OFFICER I	\$ 24.3008	\$ 31.2126
CODE ENFORCEMENT OFFICER II	\$ 26.7396	\$ 34.3370
CODE ENFORCEMENT TECHNICIAN	\$ 22.0989	\$ 28.3750
COMMUNITY SERVICES OFFICER I	\$ 20.2395	\$ 25.9875
COMMUNITY SERVICES OFFICER II	\$ 22.2635	\$ 28.5864
CRIME SCENE / PROPERTY EVIDENCE SPECIALIST I	\$ 24.4393	\$ 31.3800
CRIME SCENE / PROPERTY EVIDENCE SPECIALIST II	\$ 26.8832	\$ 34.5179
POLICE CRIME ANALYST	\$ 29.5715	\$ 37.9698
POLICE DISPATCH ASSISTANT	\$ 19.0629	\$ 24.4768
POLICE DISPATCHER I *	\$ 26.6882	\$ 34.2675
POLICE DISPATCHER II *	\$ 29.3571	\$ 37.6944
POLICE RECORDS ASSISTANT I *	\$ 20.0340	\$ 25.7535
POLICE RECORDS ASSISTANT II *	\$ 22.0375	\$ 28.2960
SENIOR COMMUNITY SERVICES OFFICER	\$ 25.6030	\$ 32.8743
SENIOR ANIMAL SERVICES OFFICER	\$ 30.7496	\$ 39.4871
SENIOR CRIME SCENE / PROPERTY EVIDENCE SPECIALIST	\$ 29.5715	\$ 37.9698
SENIOR POLICE DISPATCHER *	\$ 32.2928	\$ 41.4638
SENIOR POLICE RECORDS ASSISTANT *	\$ 24.2412	\$ 31.1256
SENIOR CODE ENFORCEMENT OFFICER	\$ 29.4136	\$ 37.7671

\*Hourly rate based on 1872 annual hours  
**CITY COUNCIL** \$600 per month (as outlined in Government Code § 36516)



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** August 12, 2021

**TO:** Mayor and City Council Members  
Christopher W. Boyd, Interim City Manager

**FROM:** Meghan Huber, Economic Development & Communications Manager

**SUBJECT:** **Adoption of a Resolution of the City Council of the City of Citrus Heights Renewing the Sunrise Marketplace Property and Business Improvement District, Approving the Assessment Formula and Levying the Assessments**

### **Summary and Recommendation**

The Sunrise MarketPlace Property and Business Improvement District (SMPPBID) is coming to the end of its current term (2015 – 2021) and is working toward renewal of the organization. On June 24, 2021 Citrus Heights City Council adopted a Resolution of Intention to begin the renewal process. Staff now recommends City Council hold a final hearing, and adopt Resolution No. 2021-\_\_\_\_ Renewing the Sunrise MarketPlace Property and Business Improvement District, Approving the Assessment Formula and Levying the Assessments. Holding the final hearing and adopting this Resolution will result in the renewal of the Sunrise MarketPlace Property and Business Improvement District (SMPPBID) and the levy of assessments on certain properties.

### **Fiscal Impact**

This action has no fiscal impact.

### **Background and Analysis**

The SMPPBID is a benefit assessment district created in 2000 whose main goal is to provide improvements and activities which constitute and convey a special benefit to assessed parcels. This approach has been used successfully in other cities throughout the country to provide special benefits to property owners, namely increased sales, attraction of new tenants, increased occupancies, and specifically increased property values. Since its' initial term, the SMPPBID has been renewed every five (5) years, with the most recent renewal being in 2014 for a seven (7) year term.

**Subject:** Adoption of A Resolution of the City Council of The City of Citrus Heights Renewing the Sunrise Marketplace Property and Business Improvement District, Approving the Assessment Formula and Levying the Assessments

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SMPPBID property owners decided to pursue renewal of the SMPPBID in order to continue a revenue source devoted to providing special benefits to assessed property owners. If renewed, the SMPPBID would generate approximately \$839,713.38 in assessment revenue on an annual basis for district enhancement programs, economic development, and related policy development and administration services that are above and beyond those provided by the City of Citrus Heights (City) and other government agencies.

### ***MANAGEMENT DISTRICT PLAN***

The Management District Plan (Plan) (**Attachment 1**) includes the proposed boundary of the SMPPBID, a service plan, assessment methodology, budget, proposed means of governance, and Engineer's Report. The SMPPBID is located in a regionally important commercial district of the City of Citrus Heights that is anchored by the Sunrise Mall. The boundaries of the SMPPBID are shown on the map in the Plan.

The renewed SMPPBID will have a three (3) year life beginning January 1, 2022 and ending December 31, 2024. Near the end of the term, the petition, ballot, and City Council hearing process must be repeated for the SMPPBID to be renewed.

The assessment rate (cost to the parcel owner) is based on parcel type and parcel size. The initial annual rate to each parcel is shown in the table below. The rate will not be increased during the term of the district.

<b>Parcel Type</b>	<b>Assessment Rate (per sq. ft.)</b>
Retail	\$0.0669
Other Commercial	\$0.0369

Assessments will be collected annually on the County-administered property tax bill so, for example, the assessment for Calendar Year 2022 will be collected by the County on the 2021-2022 property tax bill, which has two equal installments payable in December, 2021 and April, 2022. Sunrise MarketPlace, Inc. will continue to serve as the Owners' Association for the SMPPBID.

### **SMPPBID RENEWAL PROCESS**

June 24, 2021

#### **RESOLUTION OF INTENTION HEARING [COMPLETED]**

Upon the submission of a written petition, signed by the property owners in the renewed SMPPBID who will pay more than fifty percent (50%) of the assessments proposed to be levied, the Citrus Heights City Council (Council) may initiate proceedings to renew the SMPPBID by the adoption of a resolution expressing its intention to renew the SMPPBID.



**Subject:** Adoption of A Resolution of the City Council of The City of Citrus Heights Renewing the Sunrise Marketplace Property and Business Improvement District, Approving the Assessment Formula and Levying the Assessments

**Date:** August 12, 2021

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*Petition Status:* Petitions in favor of SMPPBID renewal were submitted by 36 property owners, which represent 60.16% of the total SMPPBID assessment. This majority petition allows the Council to initiate proceedings for SMPPBID renewal at the June 24, 2021 meeting.

June 25, 2021

**NOTICE & PROPOSITION 218 BALLOT [COMPLETED]**

The Property and Business Improvement District Law of 1994 and Proposition 218 require that the City mail written notice and assessment ballots to the owners of all property proposed to be assessed within the renewed SMPPBID. Mailing the notice and assessment ballot begins a mandatory forty-five (45) day period in which owners may cast ballots.

August 12, 2021

**FINAL PUBLIC HEARING**

Council will open a public hearing and receive public testimony. At the end of testimony, Council will close the public hearing and direct tabulation of assessment ballots submitted and not withdrawn to determine whether there is a majority protest against the assessment. A majority protest exists if the ballots in opposition to the proposed assessment exceed the ballots in support of the proposed assessment, weighted by the amount each owner will pay. If there is no majority protest, Council may adopt a resolution declaring the results of the majority protest proceedings and renewing the SMPPBID.

**Attachments**

1. Resolution No. 2021-\_\_\_\_ Renewing the Sunrise MarketPlace Property and Business Improvement District, Approving the Assessment Formula and Levying the Assessments
2. Management District Plan

**RESOLUTION NO. 2021- \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS  
RENEWING THE SUNRISE MARKETPLACE PROPERTY AND BUSINESS  
IMPROVEMENT DISTRICT, APPROVING THE ASSESSMENT FORMULA AND  
LEVYING THE ASSESSMENTS**

**WHEREAS**, the Property and Business Improvement District Law of 1994, Streets and Highways Code §36600 et seq. authorizes cities to renew property and business improvement districts upon petition by a weighted majority of property owners within the proposed district and affirmative ballot; and

**WHEREAS**, the Sunrise MarketPlace Property and Business Improvement District (“SMPPBID”) was established in 2000, and has been renewed every five (5) years since, most recently in 2014 for a seven (7) year term; and

**WHEREAS**, a majority of the property owners subject to assessment, weighted according to the amount of assessment to be paid by each property owner, have petitioned the City Council to renew the SMPPBID; and

**WHEREAS**, on June 24, 2021, the City Council adopted Resolution No. 2021-051, which was the Resolution of Intention to renew the SMPPBID; and

**WHEREAS**, on August 12, 2021, the City Council conducted a public hearing at 7:00 PM at City Hall, 6360 Fountain Square Drive, Citrus Heights, CA 95621, with respect to the renewal of the SMPPBID; and

**WHEREAS**, all written and oral protests made or filed were duly heard, evidence for and against the proposed action was received, and a full, fair and complete hearing was granted and held; and

**WHEREAS**, pursuant to California Constitution Article XIII D, ballots were mailed to property owners within the boundaries of the SMPPBID, and, among those ballots returned to the City, a weighted majority of the property owners within the SMPPBID have approved renewal of the SMPPBID; and

**WHEREAS**, a detailed engineer’s report prepared by a registered professional engineer certified by the State of California, Ross Peabody, in support of the SMPPBID’s assessments, has been prepared, is incorporated in the Management District Plan, and is on file with the Office of the City Clerk and is incorporated herein by this reference. (“Engineer’s Report”).

**NOW THEREFORE BE IT RESOLVED AND ORDERED**

1. The recitals set forth herein are true and correct.
2. The Sunrise MarketPlace Property and Business Improvement District is hereby renewed and the annual assessment is hereby levied for each year of the entire term of the SMPPBID. The initial annual assessment will total approximately \$839,713.38.

3. The Management District Plan and the Engineer's Report dated June 30, 2021 are hereby approved.

4. The assessment shall be imposed on properties within the SMPPBID. The SMPPBID is located in a regionally important commercial district of the City of Citrus Heights that is anchored by the Sunrise Mall. The boundaries of the SMPPBID are shown on the map attached herein.

5. The assessment will be imposed on real property at the following rates:

<b>Parcel Type</b>	<b>Assessment Rate (per sq. ft.)</b>
Retail	\$0.0669
Other Commercial	\$0.0369

6. The Assessment Roll for the Sunrise MarketPlace Property and Business Improvement District, Citrus Heights, State of California has been filed with the County Clerk, and is hereby approved.

7. The assessments shall be collected in accordance with Section 36631 of the Streets and Highways Code.

8. The assessment levied for the SMPPBID shall be applied towards economic revitalization and maintenance programs, including district enhancement programs, economic development, and related policy development and administration.

9. Bonds shall not be issued.

10. Properties within the SMPPBID are subject to any amendments to Part 7 (commencing with Section 36600) to Division 18 of the Streets and Highways Code.

11. The improvements and activities to be provided in the SMPPBID will be funded by the levy of the assessments specified in the assessment roll. The revenue from the levy of such assessments shall not be used to provide improvements or activities outside the district or for any purpose other than the purposes specified in the Resolution of Intention and Management District Plan.

12. All property within the SMPPBID will be benefited specially and directly by the improvements and activities funded by the assessments proposed to be levied.

13. The City Clerk is directed to take all necessary actions to complete the establishment of the SMPPBID. The City Clerk is directed to record in the County Recorder's Office a notice and assessment diagram as required by Streets and Highways Code section 36627.

14. If any section, subsection, sentence, clause or phrase of this resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the resolution. The City Council hereby declares that it would have passed this resolution and each section, subsection, sentence, clause and phrase hereof, irrespective of the fact that any one or more of the sections, subsections, sentences, clauses or phrases hereof be declared invalid or unconstitutional.

15. This resolution shall take effect immediately.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 12th day of August 2021 by the following vote, to wit:

**AYES:**           **Council Members:**  
**NOES:**           **Council Members:**  
**ABSTAIN:**   **Council Members:**  
**ABSENT:**   **Council Members:**

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**Steve Miller, Mayor**

**ATTEST:**

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**Amy Van, City Clerk**



## SUNRISE MARKETPLACE PROPERTY AND BUSINESS IMPROVEMENT DISTRICT MANAGEMENT DISTRICT PLAN

*Prepared pursuant to the Property and Business Improvement District Law of 1994, Streets and Highways Code section 36600 et seq.*

June 24, 2021

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## I. OVERVIEW

The Property and Business Improvement District Law of 1994 (Str. & Hwy Code Sec. 36600 *et seq.*) (the “Law”) permits cities to establish Property and Business Improvement Districts (“PBID”s), and to levy assessments against real property in the PBID to fund improvements, maintenance and activities that provide special benefits to property in the PBID. A PBID is a program of a city, but is often administered under contract by a local nonprofit organization.

This Management District Plan (“MDP”) proposes a three-year renewal pursuant to the Law for the existing Sunrise MarketPlace Property and Business Improvement District (“SMPPBID”). If the renewal is approved, the SMPPBID, which is currently scheduled to terminate on December 31, 2021, would be extended through December 31, 2024. This MDP would govern SMPPBID during the period from January 1, 2022 through December 31, 2024. If the renewal is approved, the City of Citrus Heights would contract with Sunrise MarketPlace, Inc. to administer the SMPPBID program and provide the SMPPBID’s activities and services.

**Location:** The SMPPBID is located in a regionally important commercial district of the City of Citrus Heights that is anchored by the Sunrise Mall. The boundaries of the SMPPBID are shown on the map on page 5. The district is not divided into multiple benefit zones.

**Purpose:** The purpose of the SMPPBID is to provide activities and improvements that convey special benefit to assessed parcels. The SMPPBID will provide district enhancement programs, economic development, and related policy development and administration directly and only to assessed parcels within its boundaries.

**Budget:** The SMPPBID annual assessment budget for the initial year of its three-year renewal period is anticipated to be \$839,713.37. The assessment funds will be supplemented by non-assessment funds (such as grants and event income), so that the total budget for the initial year is estimated at \$884,242.37.

**Cost:** The assessment rate (cost to the parcel owner) is based on parcel type and parcel size. The initial annual rate to each parcel is shown in the table below. The rate will not be increased during the term of the district.

Parcel Type	Assessment Rate (per sq. ft.)
Retail	\$0.0669
Other Commercial	\$0.0369

Assessments will be collected annually on the County-administered property tax bill so, for example, the assessment for Calendar Year 2022 will be collected by the County on the 2021-2022 property tax bill, which has two equal installments payable in December 2021 and April 2022.

No bonds will be issued in connection with the SMPPBID.

**Renewal:** State law gives the City Council of the City of Citrus Heights discretion to extend the life of the SMPPBID beyond its current December 31, 2021 sunset. The Council cannot

exercise its discretion to initiate proceedings to renew the SMPPBID unless it receives a petition for renewal from property owners who will pay more than 50 percent of the assessments proposed to be levied.

If the Council receives a petition and chooses to initiate renewal proceedings, the City will conduct a mail ballot protest proceeding as part of which, at least 45 days prior to the public hearing on renewal, a notice and ballot will be mailed to the owner of each parcel of real property subject to the assessment. If, as of the close of the public hearing, the number of ballots returned in opposition to renewal (weighted by the amount of the assessment upon the property for which the ballot is submitted) exceeds the number of ballots returned in support of renewal (also so weighted), then the Council may not renew the SMPPBID. This event is known as a majority protest. If there is no majority protest, then the City Council may decide to renew the SMPPBID.

**Duration:** This SMPPBID renewal will have a three-year term, beginning January 1, 2022 and ending December 31, 2024. If the renewal is not approved, the current term of the SMPPBID will end December 31, 2021. If this renewal is approved, any further extension of the SMPPBID's life beyond 2024 will require another renewal proceeding.

**Management:** Sunrise MarketPlace, Inc. will continue to serve as the Owners' Association for the SMPPBID.



## II. BACKGROUND

### Formation

The City of Citrus Heights was incorporated in 1997. One of its first acts was to recommend creating a Property Based Business Improvement District (PBID) to address growing competition in the region and maintain the viability of the City's primary economic engine. City staff and property owners worked together to form the Sunrise MarketPlace PBID (SMPPBID). Property owners paying nearly 65% of the total annual assessment signed positive petitions to establish the District. Of those property owners who sent in signed ballots, 85% voted to establish the District.

### First Term 2000 – 2004

The first PBID term was for five years (the maximum allowed by law at the time) and ran from 2000 through 2004. Assessment rates: properties zoned for retail: \$.04 per square foot of land per year and business professional uses at: \$.02. The annual budget of \$495,000 was not increased throughout the first term. Boundaries included approximately 10 blocks in the City of Citrus Heights that includes an area around Sunrise Boulevard and Greenback Lane. Services included:

- ***Identity and branding-*** programs and marketing created a cohesive destination of hundreds of businesses. Installation of wayfinding signage and banners to note the physical boundaries of the District were installed.
- ***Marketing: activities*** included advertising, direct mail, website, and other means were utilized to promote businesses and drive traffic.
- ***Special Events-*** activities were implemented to create awareness and drive traffic to the District and create an emotional connection with consumers. The District hosted Billie Jean King's World Team Tennis (WTT) tournament from 2002 through 2005, which brought star players such as Andre Agassi, John McEnroe, and many others.
- ***Market Research/Strategic Planning:*** on site intercept and telephone surveys were completed to obtain demographic and psychographic data.
- ***Economic Development-*** programs were launched in conjunction with the City and local brokers to retain and attract businesses.
- ***Advocacy-*** efforts were launched to promote business interests and allow the business community to speak with one voice.

### Second Term 2005-2009

In 2005, the SMPPBID was renewed for a second term. Property owners paying nearly 70% of the total annual assessment signed positive petitions to establish the District. Of those property owners who sent in signed ballots, 64% voted to renew the District.

The second term was for five years (the maximum allowed by law at the time) and ran from 2000 through 2004. Assessment rates: properties zoned for retail: \$.05 per square foot of land per year and business professional uses at: \$.025. The annual budget of \$625,000 was not increased throughout the second term. Boundaries and Services did not change with a primary focus on marketing and special events. The District hosted the World Team Tennis in 2006 featuring Anna Kournikova. In 2007/08, the SMPPBID worked with the City to develop a comprehensive, long-term vision for the District. In 2008,

“LocateinSMP” was launched to provide brokers with information and promote vacant spaces in the District.

### **Third Term 2010-2014**

In 2010, the SMPPBID was renewed for a third term. Property owners paying 58% of the proposed assessment, signed positive petitions to renew the District. Of those property owners who sent in signed ballots, 92% voted to renew the District.

The third PBID term was for also for five years and ran from 2010 through 2014. Assessment rates were not increased: properties zoned for retail: \$.05 per square foot of land per year and business professional uses at: \$.025. The annual budget of \$625,000 was not increased throughout the second term. Boundaries and Services did not change with a primary focus on large signature special events with the goal of reaching a broader audience and driving traffic to the District. The District hosted the WTT League from 2011 thru 2013 featuring star players such as Venus Williams and the Bryan Brothers. In 2012 and 2013, the SMPPBID hosted a multi-million-dollar concert series featuring talent such as Blondie, DEVO, America, Blue Oyster Cult and many others drawing nearly 25,000 to the District.

### **Fourth Term 2014-2021**

In 2014, the SMPPBID was renewed for a fourth term. Property owners paying 53.6% of the proposed assessment, signed positive petitions to renew the District. Of those property owners who sent in signed ballots, 71% voted to renew the District.

In the fourth (current) term, SMPPBID increased the term to seven years, running from 2014 through 2021. Assessment rates were also increased: properties zoned for retail: \$.06 per square foot of land per year and business professional uses at: \$.03. The annual budget of \$753,000 was not increased throughout the second term. Boundaries and Services remained the same with an emphasis on special events and increased social media presence. In 2015, the District hosted World Team Tennis a final time featuring Serena Williams.

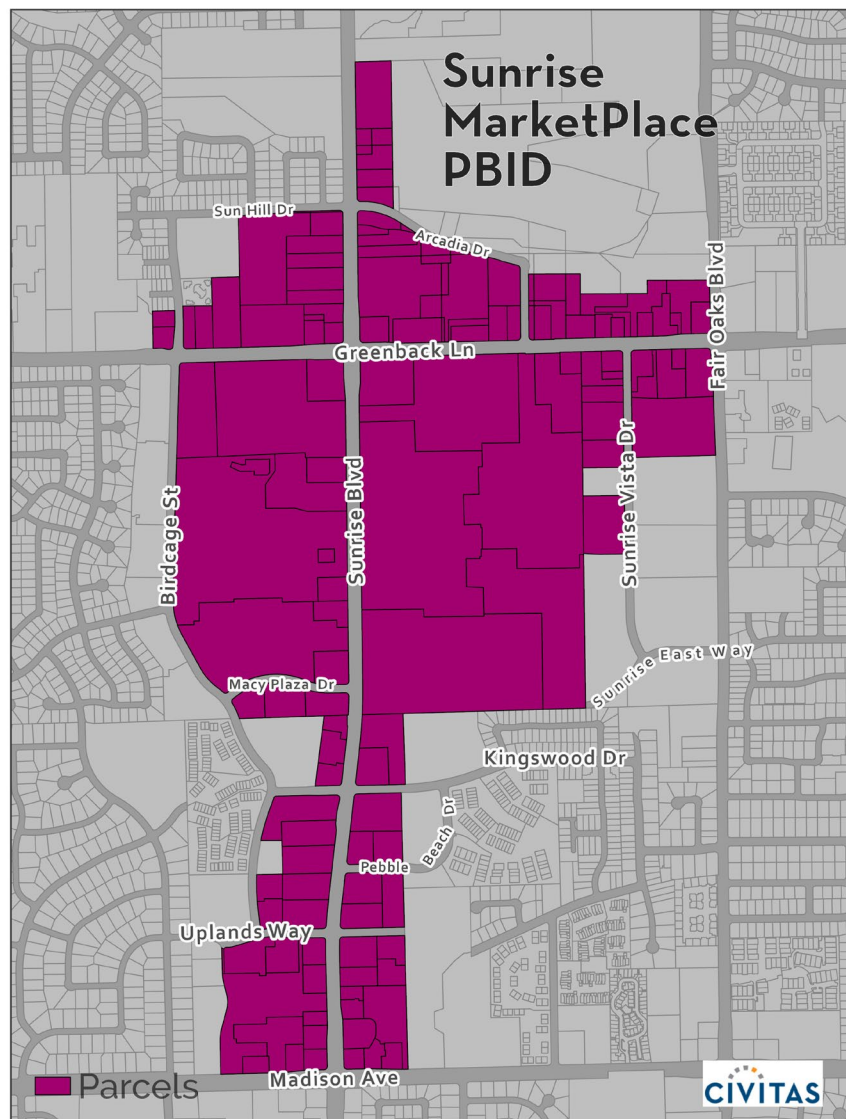
In 2016, the SMPPBID partnered with emergency service providers such as FEMA, OES, City of Citrus Heights, the police department, Sacramento Metro Fire, and many others to produce Dare to Prepare a comprehensive emergency preparedness event for the community. In 2019, the SMPPBID celebrated 20 years with a variety of events and promotions. In 2020, the SMPPBID contracted with the Citrus Heights Police Department for an officer dedicated to patrolling the District 40 hours per week. The SMPPBID also provided support for business and property owners in response to COVID related business impacts. Support included: PPE, signage, social distancing materials and additional marketing.

### III. BOUNDARIES

The boundaries of the SMPPBID are not proposed to change for this renewal.

The exact boundaries of the SMPPBID are shown on the map on the next page, and a more detailed map is included as Appendix 5 to this MDP. The boundary generally includes parcels along both sides of Sunrise Boulevard between Madison Avenue in the south and Arcadia Drive in the north; parcels along the east side of Sunrise Boulevard north of Arcadia Drive as depicted on the map parcels along both sides of Greenback Lane between Birdcage Street in the west and Fair Oaks Boulevard in the east. However, the map governs which parcels are included in the SMPPBID.

The service area currently includes one-hundred and thirty-eight (138) properties with seventy-two (72) property owners.



## IV. SERVICE PLAN & BUDGET

### A. Improvements, Maintenance and Activities

The SMPPBID will provide supplemental improvements, maintenance and activities that are customarily above and beyond those provided by the City and other government agencies. The improvements and activities will be provided directly and only to assessed parcels; they will not be provided to parcels that are not assessed. The types of improvements maintenance and activities described below will be provided in each of the three years of the renewal term.

#### 1. District Enhancement Program

The District Enhancement Program will promote and provide improvements, maintenance and activities to assessed properties through the implementation of three sub-programs: marketing & special events, public safety, and public area improvements. A description of each sub-program is provided below:

##### Marketing & Special Events

The SMPPBID will market the District to its primary trade zone, which includes those areas immediately adjacent to the SMPPBID (Orangevale, Fair Oaks, Carmichael, Antelope and North Highlands). The SMPPBID will also focus efforts to expand its market share by penetrating important secondary trade zones including Roseville, Folsom, Gold River and Rancho Cordova needed for long term growth and viability. The marketing program will create awareness for the District and its businesses, positioning SMP as an attractive, convenient, value-filled shopping and business destination. The SMPPBID will utilize a variety of digital platforms such as Facebook and Instagram, fostering loyalty and engagement with consumers for District businesses. The SMPPBID will create awareness for all businesses on the website directory. The website will also host information on special events, promotions and contests. The SMPPBID will work with digital media companies to specifically target geographic and demographically desirable consumers.

Signage, collateral material (fliers and brochures) will be utilized to promote the area. Additionally, all businesses and their events are included on the website and are highlighted on their own page. The SMPPBID will monitor the effectiveness of digital programs via monthly analytics including website traffic, time spent on site, pages visited, etc. Analytics for social media will be collected and analyzed including Facebook and Instagram followers, likes, shares, and comments. This information will be used to fine-tune or make changes to improve programs. The SMPPBID may also execute Market Research projects to understand the demographic (age, gender, education, income) and psychographic (spending habits, interests, event/entertainment preferences) information of its consumers. This information will primarily be utilized internally to craft programs and services that will be attractive to SMPPBID consumers. Market Research will also be made available to District property and business owners to support their own marketing efforts.

Special events will be an important pillar of SMPPBID programs. Events create positive awareness, drive traffic to the area and cultivate a positive emotional connection with customers. Industry research has shown that people look for experiences when patronizing businesses and shopping centers. These will include both small and larger signature events;

along with sponsorship of third-party events and events hosted by businesses within the SMPPBID.

#### Public Safety

The SMPPBID will fund security services that will focus on making the District a safer place to do business. Security services may include dedicated patrols by officers of the Citrus Heights Police Department or supplemental private security patrols. A regular patrol schedule will be established to serve properties throughout the District. The schedule will take into consideration those times of day in which incidents are most likely to occur. The patrol will seek to serve as both a deterrent by creating a visible presence, and a respondent to incidences that occur. These services may include, but are not limited to, a security navigator, lot cops, drones and bait material.

#### Public Area Improvements

Sunrise MarketPlace Inc. has leveraged the SMPPBID to generate more than \$5 million of public area signage and improvements over the life of the SMPPBID. SMP will continue to work with the City to ensure the public areas remain well-groomed and attractive. The SMPPBID may also partner with local and regional organizations to facilitate public and private area improvement projects. Festive street banners promoting District attributes, entryway and wayfinding signage will be maintained.

Holiday décor will continue to accompany holiday events to create a desirable shopping destination for the important holiday season. The SMPPBID will continue to partner with SMUD rolling out additional phases of “MasterPieces in the MarketPlace”- District utility boxes wrapped in both local and famous works of art.

## **2. Economic Development**

Economic development activities will be aimed at attracting and retaining tenants. Efforts will also be undertaken to work with the City on programs and vision plans that promote the needs of assessed parcels. SMP may also include Strategic Planning and Visioning for the overall benefit of the SMPPBID. Sunrise MarketPlace Inc. will continue to work closely with the broker community to promote vacancies and developments in the SMPPBID. Staff will continue to work closely with business and property owners, assisting in the planning and entitlement phase of projects as well as supporting potential tenant negotiations.

The SMPPBID will conduct Economic development activities which will include primarily business retention and attraction activities. These will include assisting new businesses and developers through the planning and entitlement process and other needs to provide for a smooth opening. The SMPPBID will act as a liaison between businesses and the City, Fire and Police Departments to help resolve issues code enforcement disputes, signage and use restrictions.

The SMPPBID will provide information and resources including market research to brokers and developers interested in the District. The SMPPBID will work with the City on zoning and signage to ensure a business and developer-friendly environment to encourage new businesses to open and existing owners to invest in their properties.



### **3. Administration and Policy Development**

The administration portion of the budget will be utilized for administrative costs associated with providing the services. Those costs may include rent, telephone charges, legal fees, accounting fees, postage, administrative staff, insurance, and other general office expenses. The SMPPBID will provide alerts regarding, city, region and state news affecting business and property owners. Staff will continue to assist business and property owners with issues ranging from public safety to signage. SMP will continue to host seminars with the Secret Service, CHPD, FBI, marketing experts and others. Notwithstanding any other provision in this MDP, the maximum percentage allocated to Administration and Policy Development shall not exceed twenty two percent (22%) of the total budget.

### **4. Contingency/Reserve**

The budget includes a contingency line item to account for uncollected assessments, if any. If there are contingency funds collected, they may be held in a reserve fund or utilized for other program, administration or renewal costs at the discretion of the Owners' Association. Policies relating to contributions to the reserve fund, the target amount of the reserve fund, and expenditure of monies from the reserve fund shall be set by the Board of Directors of the Owners' Association. The reserve fund may be used for the costs of renewing the SMPPBID.

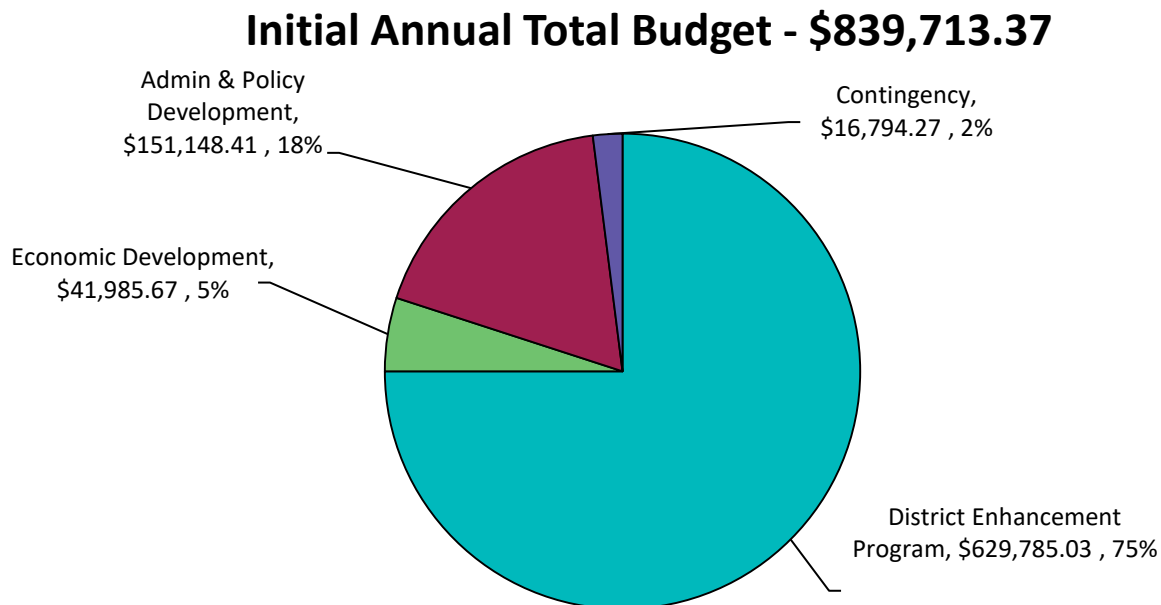
## **B. Annual Assessment Budget**

A projected three (3) year budget for the SMPPBID is provided below. The overall budget will remain consistent with this MDP. In the event of a legal challenge, assessment funds may be used to defend the SMPPBID. The annual budget is based on the following assumptions and guidelines:

1. The cost of providing improvements and activities may vary depending upon the market cost for those improvements and activities. Expenditures may require adjustment up or down to continue the intended level of improvements and activities. The Board of Directors of Sunrise MarketPlace Inc. shall annually have the ability to re-allocate up to fifteen percent (15%) of the budget allocation by line item within the budgeted categories, except that Administration and Policy Development shall not exceed twenty two percent (22%) of the total budget. Any change will be approved by the Board of Directors of Sunrise MarketPlace Inc. and submitted with the Annual Report.
2. Funds not spent in any given year may be rolled over to the next year.
3. There shall be no increases in the assessments for the term of the district.
4. Each budget category includes all costs related to providing that improvement or activity, in accordance with Generally Accepted Accounting Principles (GAAP). For example, the economic development budget includes the cost of staff time dedicated to overseeing and implementing the economic development programs. Staff time dedicated purely to administrative tasks is allocated to the administration and policy development portion of the budget. The costs of an individual staff member may be allocated to multiple budget categories, as appropriate in accordance with GAAP. The staffing levels necessary to provide the SMPPBID improvements and activities will be determined by the Board of Directors of Sunrise MarketPlace Inc. on an as-needed basis.

### C. Assessment Budget

The total improvement and activity budget for 2022 is \$884,242.37, of which the amount funded by property assessments is \$839,713.37. In addition to the assessment revenue, the programs will be supplemented by non-assessed funds. The total of non-assessment funds, and the determination of special and general benefit, is included in the Engineer's Report. The total of assessment and non-assessment funds is provided in Appendix 4. Below is an illustration of the estimated total budget allocations for each budget category for the three (3) year life of the SMPPBID. The allocation of the assessment funds is governed by Section D. Non-assessment funds may be shifted between budget categories as needed by the Board of Directors of Sunrise MarketPlace Inc.



### D. Annual Budget

If there are no changes to the categorical budget allocations, below is a three (3) year annual projection of the budget. The following table lists the improvements, maintenance and activities proposed for each year of operation of the district and the maximum costs thereof.

Year	District Enhancement Programs	Economic Development	Admin & Policy Development	Contingency	Total
2022	\$629,785.03	\$41,985.67	\$151,148.41	\$16,794.27	\$839,713.37
2023	\$629,785.03	\$41,985.67	\$151,148.41	\$16,794.27	\$839,713.37
2024	\$629,785.03	\$41,985.67	\$151,148.41	\$16,794.27	\$839,713.37
<b>Total</b>	<b>\$1,889,355.09</b>	<b>\$125,957.01</b>	<b>\$453,445.23</b>	<b>\$50,382.81</b>	<b>\$2,519,140.11</b>

## **V. GOVERNANCE**

### **A. Owners' Association**

The District shall continue to be governed by Sunrise MarketPlace Inc., with oversight from the Citrus Heights City Council. Sunrise MarketPlace Inc. will serve as the Owners' Association described in the Streets and Highways Code §36651. The Board of Directors of Sunrise MarketPlace Inc. and its staff are charged with the day-to-day operations of the SMPPBID.

A majority of the Board of Directors of Sunrise MarketPlace Inc. must be parcel owners paying the assessment.

### **B. Brown Act & Public Records Act Compliance**

An Owners' Association is a private entity and may not be considered a public entity for any purpose, nor may members of its Board of Directors or staff be considered to be public officials for any purpose. The Owners' Association is, however, subject to government regulations relating to transparency, namely the Ralph M. Brown Act and the California Public Records Act. These regulations are designed to promote public accountability. The Owners' Association must act as a legislative body under the Ralph M. Brown Act (Government Code §54950 et seq.). Thus, meetings of the Sunrise MarketPlace Inc. Board of Directors and certain committees must be held in compliance with the public notice and other requirements of the Brown Act. The Owners' Association is also subject to the record keeping and disclosure requirements of the California Public Records Act.

### **C. Annual Report**

Sunrise MarketPlace Inc. shall present an annual report at the end of each year of operation to the City Council pursuant to Streets and Highways Code §36650 (see Appendix 2). The annual report is a prospective report for the upcoming year and must include:

1. Any proposed changes in the boundaries of the SMPPBID or in any benefit zones or classification of property within the district;
2. The improvements, maintenance, and activities to be provided for that fiscal year;
3. The estimated cost of providing the improvements, maintenance, and activities to be provided for that fiscal year;
4. The method and basis of levying the assessment in sufficient detail to allow each real property owner to estimate the amount of the assessment to be levied against his or her property for that fiscal year;
5. The estimated amount of any surplus or deficit revenues to be carried over from a previous fiscal year; and
6. The estimated amount of any contributions to be made from sources other than assessments levied pursuant to this MDP.



## VI. ENGINEER'S REPORT

The SMPPBID's parcel assessments will be imposed in accordance with the provisions of Article XIII D of the California Constitution. Article XIII D provides that "only special benefits are assessable,"<sup>1</sup> and requires the City to "separate the general benefits from the special benefits conferred on a parcel."<sup>2</sup> Special benefits are a "particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public-at-large."<sup>3</sup> Conversely, a general benefit is "conferred on real property located in the district or to the public-at-large."<sup>4</sup> Assessment law also mandates that "no assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."<sup>5</sup>

The Engineer determined the total cost of the improvements, maintenance and activities, quantified the general benefit accruing to the public-at-large and non-assessed parcels adjacent to and within the District, and separated that amount from the special benefit accruing to the assessed parcels. Then, the Engineer determined the proportional special benefit derived by each parcel and allocated the special benefit value of the improvements and activities accordingly. The Engineer's determinations and detailed calculations are summarized in this report.

### A. Separation of General and Special Benefits

Each of the improvements, maintenance and activities, and the associated costs and assessments within the SMPPBID, were reviewed, identified, and allocated based on special and general benefits pursuant to Article XIII D of the California Constitution. The assessment has been apportioned based on the proportional special benefits conferred to the assessed parcels located within the SMPPBID boundaries as determined below.

#### 1. General Benefits

The California Constitution mandates that "only special benefits are assessable, and an agency shall separate the general benefits from the special benefits."<sup>6</sup> "Generally, this separation and quantification of general and special benefits must be accomplished by apportioning the cost of a service or improvement between the two and assessing property owners only for the portion of the cost representing special benefits."<sup>7</sup> The first step that must be undertaken to separate general and special benefits provided by the PBID's improvements, maintenance and activities is to identify and quantify the general benefits.

##### a. General Benefit to the Public-at-Large

Although the improvements, maintenance, and activities are narrowly designed and carefully implemented to specially benefit the assessed parcels, and are only provided directly to assessed parcels, they will generate a general benefit to the public-at-large within the SMPPBID. State law indicates that "Activities undertaken for the purpose of conferring special benefits upon property to be assessed inherently produce incidental or collateral effects that benefit property or persons not assessed."<sup>8</sup>

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<sup>1</sup> Cal. Const., art. XIII D, §4(a)

<sup>2</sup> Cal. Const., art. XIII D, §4(a)

<sup>3</sup> Id., §2(i)

<sup>4</sup> Cal. Const., art. XIII D §2(i)

<sup>5</sup> Cal. Const., art. XIII D, §4(a)

<sup>6</sup> Cal. Const., art. XIII D §4(a)

<sup>7</sup> Golden Hill Neighborhood Association v. City of San Diego (2011) 199 Cal.App.4th 416

<sup>8</sup> Streets and Highways Code section 36601(h)(2)

However, “the mere fact that special benefits produce incidental or collateral effects that benefit property or persons not assessed does not convert any portion of those special benefits or their incidental or collateral effects into general benefits.”<sup>9</sup> Further, “the value of any incidental or collateral effects that arise from the improvements, maintenance or activities of a property-based district and that benefit property or persons not assessed shall not be deducted from the entirety of the cost of any special benefit or affect the proportionate special benefit derived by each identified parcel.”<sup>10</sup>

To quantify the amount of general benefit to the public-at-large, an intercept survey was conducted to determine the reasons why members of the public were present within SMPPBID boundaries<sup>11</sup>. Survey results are attached as Appendix 4. Those members of the public who were within the SMPPBID to conduct some sort of business, or were likely to conduct some sort of business, on assessed parcels (shopping, dining, personal business) are considered special benefit. Those members of the public who were merely passing through, and not conducting or likely to conduct any sort of business on assessed parcels, are considered general benefit. Of 299 respondents, 4 indicated that they were not likely or only slightly likely to conduct any business within the SMPPBID. Therefore, it is estimated that 1.3% (4/299) of the benefit created by the SMPPBID improvements and activities is provided to the public-at-large. To ensure that the assessment dollars do not fund general benefits to the public-at-large, that portion of the cost of services will be paid for with funds not obtained through assessments. Out of an abundance of caution, the 1.3% figure was rounded to 2% for the purposes of this Engineers Report. Using the 2% figure, based on the 2020 budget, the value of general benefit to the public-at-large is \$17,684.85 (\$884,242.38 \* 2.0%).

b. General Benefit to Non-Assessed Parcels

Although they are only provided directly to the assessed parcels, the SMPPBID’s activities and improvements may also confer general benefits upon non-assessed parcels within and surrounding the SMPPBID. The California Court of Appeal has found that “services specifically intended for assessed parcels concomitantly confer collateral general benefits to surrounding properties.”<sup>12</sup> It is reasonable to conclude that activities and improvements within the SMPPBID will have an incidental impact on non-assessed parcels surrounding or within the SMPPBID boundaries. Although the legislature has indicated that “the value of any incidental or collateral effects that arise from the improvements, maintenance, or activities of a property-based district and that benefit property or persons not assessed shall *not* be deducted from the entirety of the cost of any special benefit,”<sup>13</sup> the California Court of Appeals has noted that “the characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement...or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement.”<sup>14</sup> Those derivative and indirect impacts are considered general benefits and will be quantified and separated.

In this Engineer’s opinion, because activities and improvements are provided only within the SMPPBID and on its perimeter, parcels separated from the SMPPBID by either at least one intervening parcel or an impassable physical barrier such as a wall, freeway, or ditch will not receive spill over benefits. Parcels separated from the SMPPBID will not benefit because they are physically removed from the actual

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<sup>9</sup> Ibid

<sup>10</sup> Streets and Highways Code Section 36622(k)(2)

<sup>11</sup> SMP Intercept Survey (Dec 2019)

<sup>12</sup> Beutz v. Riverside (2010) 184 Cal.App.4th 1516

<sup>13</sup> Streets and Highways Code section 36622(k)(2)

<sup>14</sup> Tiburon v. Bonander (2009) 180 Cal.App.4th 1057, 1077

location of activities and improvements provided, and do not face serviced parcels. Therefore, this analysis considers non-assessed parcels within the SMPPBID's boundaries and surrounding parcels that are immediately adjacent to and accessible from the SMPPBID's boundaries.

The total SMPPBID activity and improvement budget for year 2022 is \$884,242.37 . After reducing the activity and improvement budget by the general benefit to the public-at-large (\$17,684.85), the remaining benefit to parcels is \$866,557.52 . This benefit has been distributed to both assessed and non-assessed parcels using the following methodology. The general benefit to the public-at-large has been proportionally allocated to the SMPPBID 's activity and improvement categories as shown in the following table.

Category	Benefit to Parcels	Benefit to Public-at-Large	Total
District Enhancement Programs	\$650,172.99	\$13,268.84	\$663,441.83
Economic Development	\$43,073.03	\$879.04	\$43,952.07
Advocacy & Administration	\$155,980.35	\$3,183.27	\$159,163.63
Contingency	\$17,331.15	\$353.70	\$17,684.85
<b>Total</b>	<b>\$866,557.52</b>	<b>\$17,684.85</b>	<b>\$884,242.37</b>

To determine the general benefit to parcels, the Engineer assigned each parcel group a benefit factor, determined the appropriate parcel characteristic to use in the calculation, multiplied the benefit factor by the benefit characteristic to determine the benefit units attributable to each parcel group, and apportioned the remaining service cost (service cost minus general benefit to the public) in accordance with the benefit units derived by each parcel group.

#### **i. Benefit Factors**

All parcels within and adjacent to the SMPPBID have been assigned a benefit factor to mathematically represent the proportional special and general benefit and quantify the value of each. The determination of benefit factors for each type of activity and improvement follows.

#### *Improvements*

The improvements to be provided by the SMPPBID provide two types of special benefits:

- *Improvement* – The primary special benefit provided by the SMPPBID's improvements is the improvements themselves, which are available to tenants and customers of assessed parcels.
- *Proximity* – The SMPPBID's improvements also provide the special benefit of being in proximity to a parcel that is benefitting from an improvement, as parcels will enjoy the spillover benefits of neighboring parcels utilizing the improvements.

The majority of the benefit is the improvements themselves; proximity is a lesser benefit. It is this Engineer's estimation that eighty-five percent (85%) of the special benefit from the SMPPBID's improvements is the improvement, while the proximity special benefit accounts for fifteen percent (15%) of the special benefit. Assessed parcels will receive both benefits; non-assessed parcels within and adjacent to the SMPPBID will not be directly improved, and therefore only receive the general benefit of proximity.

### *Tangible Activities*

The tangible activities (those that are physically provided via a person or people working throughout the district) to be provided by the SMPPBID generate three types of special benefits:

- *Service* – The primary special benefit provided by the SMPPBID’s physical activities is the actual service. That is, the actual cleanliness and safety created by security and maintenance clean and safe personnel.
- *Presence* – The SMPPBID’s physical activities also provide the special benefit of an individual’s presence on the assessed parcel as the activities are provided, which can have a deterrent effect and creates a positive impression that the area is well-maintained and safe. The “Disneyland effect” is the benefit the parcels receive from the observation that parcels are being maintained. There are studies which link the perception of cleanliness to a perception of increased security.
- *Proximity* – The SMPPBID’s physical activities also provide the special benefit of being in proximity to a cleaner, safer parcel. Neighboring parcels enjoy the spillover benefits of being adjacent to increased safety and cleanliness.

The majority of the benefit received by the parcels is the results of the SMPPBID’s services; onsite presence and proximity are lesser benefits. It is this Engineer’s estimation that seventy-five percent (75%) of the special benefit from the SMPPBID’s physical activities is the service, while the presence and proximity benefits each account for twelve and one-half percent (12.5% presence, 12.5% proximity) of the special benefit. Assessed parcels will receive all three benefits; non-assessed parcels within and adjacent to the District will not be directly serviced and therefore only receive the general benefit of proximity.

### *Intangible Activities*

Some of the SMPPBID’s activities, such as marketing, are distinct in that they are not provided to a targeted area within the SMPPBID, rather they are provided via internet, radio, and other forms of media and targeted at an audience outside the SMPPBID in an effort to bring the audience into the SMPPBID. These activities provide the special benefits of promotion:

- *Direct Promotion* – The primary special benefit provided by the SMPPBID’s intangible activities is promotion. The intangible activities increase awareness of the SMPPBID as a commercial and business destination and lead to increased patronage.

### *Factors Determined*

Based on the foregoing analysis, all assessed parcels within the SMPPBID specially benefit from the SMPPBID’s activities and improvements, and have been assigned a benefit factor of 1.0. Parcels that are not assessed have been assigned benefit factors based on the portion of the benefit they will receive, as described above. Instead, the non-assessed parcels will benefit from twelve and one-half percent (12.5%) of the tangible activities and ten percent (10%) of the intangible activities; therefore, they have been assigned benefit factors of 0.125 and 0.10 respectively.

## **ii. Non-Assessed Benefit Characteristics**

There are two types of parcels that are not assessed; those within the SMPPBID and those immediately adjacent to and accessible from the SMPPBID. Because they generally benefit in a differing manner, distinct parcel characteristics are used to quantify the general benefit to each type.

- *Inside* – Non-assessed parcels inside of the SMPPBID are surrounded by parcels that are assessed and receiving the full special benefits; they will, therefore, receive the general benefit of proximity. These parcels are impacted on more than one side by the SMPPBID’s activities and improvements and activities and improvements are provided all around them. Because these parcels are surrounded by specially benefitted parcels, it is appropriate that parcel square footage be used to measure the general benefit they receive.
- *Adjacent* – Adjacent parcels are those that are immediately adjacent to or directly across the street from specially benefitted parcels, and accessible from specially benefitted parcels. These parcels generally benefit differently than those inside the SMPPBID, because these parcels are adjacent to, rather than surrounded by, specially benefitted parcels. Square footage is not an appropriate measure of benefit to these parcels. Because the parcels are not surrounded by serviced parcels, a long, shallow parcel with the same square footage as a deep, narrow parcel will receive a different level of general benefit. Likewise, two parcels with the same depth but a different width adjacent to serviced parcels will benefit differently. To account for this difference, it is appropriate that parcel linear frontage be used to measure the general benefit the adjacent parcels receive. The linear footage is the length of parcels fronting public streets. The amount listed for “assessed linear feet” is the value for all assessed parcels within the SMPPBID and the amount listed for “non-assessed linear feet” is the value for all non-assessed parcels adjacent to the district boundary.

### **iii. Calculations**

To quantify and separate the general benefit to non-assessed parcels, the following calculations were undertaken for each budget category.

1. The total service budget for each category was determined and the amount of general benefit to the public-at-large was subtracted from the category budget.
2. The benefit factor applicable to each activity or improvement was multiplied by the parcel square footage or linear frontage of assessed and non-assessed parcels, to determine the number of benefit units received by each parcel group.
3. The benefit units for all parcel groups were summed, and the percentage of benefit units attributable to each parcel group was calculated.
4. The total remaining activity and improvement budget, less the amount already determined to be general benefit to the public-at-large, was allocated to general and special benefit categories for each parcel group using the calculated benefit percent and applicable benefit characteristic methodology.
5. The special and general benefit resulting from the administration and contingency / reserve portions of the budget were determined based on the proportional allocation of benefits derived from activities and improvements.

#### *District Enhancement Programs*

The district enhancement programs budget, minus the amount of general benefit to the public-at-large, is \$650,172.99 . The calculations below determine the amount of general benefit to non-assessed parcels within the SMPPBID.

Parcel Type	Square Footage	Benefit Factor	Benefit Units	Benefit Percent	Remaining Budget	
Assessed	12,907,034.0	X 1.000	= 12,907,034.0	100.00%	X \$650,172.99	= \$650,172.99

The district enhancement programs budget, minus the amount of general benefit to the public and non-assessed parcels within the SMPPBID, is \$650,172.99. The calculations below determine the amount of general benefit to parcels adjacent to the SMPPBID.

Parcel Type	Linear Frontage	Benefit Factor	Benefit Units	Benefit Percent	Remaining Budget	
Inside	39,407.2	X 1.000	= 39,407.22	96.864%	X \$650,172.99	= \$629,785.03
Adjacent	10,205.8	X 0.125	= 1,275.73	3.136%	X \$650,172.99	= \$20,387.96

Therefore, the allocation of the district enhancement programs budget is as follows:

General Benefit – Public At Large	\$13,268.84
General Benefit – Inside Parcels	\$0.00
General Benefit – Adjacent Parcels	\$20,387.96
Special Benefit	\$629,785.03
Total	\$663,441.83

#### *Economic Development*

The economic development budget, minus the amount of general benefit to the public-at-large, is \$43,073.03 . The calculations below determine the amount of general benefit to non-assessed parcels within the SMPPBID.

Parcel Type	Square Footage	Benefit Factor	Benefit Units	Benefit Percent	Remaining Budget	
Assessed	12,907,034.0	X 1.000	= 12,907,034.0	100.00%	X \$43,073.03	= \$43,073.03

The economic development budget, minus the amount of general benefit to the public and non-assessed parcels within the SMPPBID, is \$43,073.03 . The calculations below determine the amount of general benefit to parcels adjacent to the SMPPBID.

Parcel Type	Linear Frontage	Benefit Factor	Benefit Units	Benefit Percent	Remaining Budget	
Inside	39,407.20	X 1.000	= 39,407.22	97.476%	X \$43,073.03	= \$41,985.67
Adjacent	10,205.80	X 0.100	= 1,020.58	2.524%	X \$43,073.03	= \$1,087.36

Therefore, the allocation of the economic development budget is as follows:

General Benefit – Public At Large	\$879.04
General Benefit – Inside Parcels	\$0.00



General Benefit – Adjacent Parcels	\$1,087.36
Special Benefit	\$41,985.67
Total	\$43,952.07

*Administration and Contingency / Reserve*

The advocacy & administration and contingency budget line items relate to the activities and improvements provided. These costs have been allocated proportionally based on the special and general benefit provided by each category.

	Special Benefit to Parcels	General Benefit to Parcels
District Enhancement Programs	\$629,785.03	\$20,387.96
Economic Development	\$41,985.67	\$1,087.36
Activity Totals	\$671,770.70	\$21,475.32
Percent	96.902%	3.098%
Advocacy & Administration, Contingency	\$167,942.67	\$5,368.83
<b>Total Parcel Benefits</b>	<b>\$839,713.37</b>	<b>\$26,844.15</b>

**iv. Total Benefits**

Based on the foregoing calculations, the total benefits to assessed parcels, non-assessed parcels, and the general public are:

	Special Benefit to Parcels	General Benefit to Parcels	General Benefit to Public	Total
District Enhancement Programs	\$629,785.03	\$20,387.96	\$13,268.84	<b>\$663,441.83</b>
Economic Development	\$41,985.67	\$1,087.36	\$879.04	<b>\$43,952.07</b>
Advocacy & Administration, Contingency	\$167,942.67	\$5,368.83	\$3,536.97	<b>\$176,848.47</b>
<b>Total</b>	<b>\$839,713.37</b>	<b>\$26,844.15</b>	<b>\$17,684.85</b>	<b>\$884,242.37</b>

**c. Non-Assessment Funding**

The programs funded by the SMPPBID receive additional non-assessment funding in the form of grants, corporate sponsorships, event income, and other miscellaneous funds. These funding sources are anticipated to equal or exceed the amount of general benefit conferred annually by the SMPPBID's activities and improvements, \$44,529.00 . These non-assessment funds will be used to pay for the general benefit provided by the SMPPBID's activities and improvements, ensuring that parcel assessments will only be used to provide special benefits and "any additional costs of providing general benefits [are] not included in the amounts assessed."<sup>15</sup>

<sup>15</sup> Streets and Highways Code section 36632(a)

## 2. Special Benefit

The activities and improvements to be provided by the SMPPBID constitute and convey special benefits directly to the assessed parcels. Assessment law requires that “the proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the property related service being provided.”<sup>16</sup> Further, “no assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.”<sup>17</sup> Special benefit “includes incidental or collateral effects that arise from the improvements, maintenance, or activities of property-based districts even if those incidental or collateral effects benefit property or persons not assessed.”<sup>18</sup>

To determine the total special benefit value to be conveyed to the assessed parcels, we deduct the general benefit value (\$44,529.00 ) from the total value of the activities and improvements (\$884,242.37 ). The remaining \$839,713.37 is considered the special benefit to assessed parcels (the “Total Assessment”). The Total Assessment represents the total value of the special benefit to be provided by the activities and improvements. The Total Assessment has been proportionally divided among the assessed parcels so that no assessment exceeds the reasonable cost of the proportional special benefit conferred on a parcel. The assessment rate has been designed to ensure that “properties that receive the same proportionate special benefit pay the same assessment.”<sup>19</sup>

Service Provided	Total Benefit Value	General Benefit Value to Public	Benefit Value to Parcels (Special & General)	Special Benefit to Assessed Parcels
District Enhancement Programs	\$663,441.83	\$13,268.84	\$650,172.99	\$629,785.03
Economic Development	\$43,952.07	\$879.04	\$43,073.03	\$41,985.67
Advocacy & Administration	\$159,163.63	\$3,183.27	\$155,980.36	\$151,148.41
Contingency	\$17,684.85	\$353.70	\$17,331.15	\$16,794.27
<b>TOTAL</b>	<b>\$884,242.37</b>	<b>\$17,684.85</b>	<b>\$866,557.53</b>	<b>\$839,713.37</b>

## B. Assessment Methodology

### 1. Base Formula

Each parcel will be assessed based on proportional special benefits received. The variables used for the annual assessment formula are parcel type and parcel square footage. These variables are appropriate measures of the proportional special benefit because the need for services, level of services, and quantity of services are all relative to these variables; thus the special benefit provided to each parcel by the services can be proportionally measured using these variables.

<sup>16</sup> Cal. Const., art XIII D §4(a)

<sup>17</sup> Ibid

<sup>18</sup> Streets and Highways Code section 36615.5

<sup>19</sup> *Tiburon v. Bonander* (2009) 180 Cal.App.4th 1057



### Determination of Assessment Rates

“Because not all parcels in the district are identical in size...some will receive more special benefit than others.”<sup>20</sup> Each of the variables used relates directly to the service level and special benefit provided to each parcel. Parcel square footage is the size of the parcel, measured in square feet. The larger a parcel, the more services and benefit the parcel will receive.

Because not all parcels in the SMPPBID are identical in use, some will receive more special benefit than others. For example, an office use parcel will benefit to a lesser degree than a retail use parcel, because it will not enjoy an equivalent amount of benefit from the increased commerce resulting from the services. Further detail on the benefit to each parcel type is in the following pages. To determine the assessment rates, the assessed parcels were classified by the estimated benefit each type of parcel receives, the estimated special benefit value of the activities and improvements provided to each type was determined based on approximate cost of service provision, and an assessment rate that is proportional to the estimated proportional benefit received by each parcel type was determined.

To determine the assessment rates, the estimated special benefit value for each parcel type was divided by the total assessable parcel square footage and parcel type as shown in the tables below.

#### *Parcel Type*

Parcel types were categorized based on their typical amount of foot and vehicle traffic on the various parcels. Retail use parcels will receive the highest level of services because their owners aim to benefit from increased customers or increased use by visitors and receive the highest volume of foot and vehicle traffic. However, office use parcels will receive a reduced level of services because their owners primarily aim to benefit from increased cleanliness and security and receive a lower level of foot and vehicle traffic. The approximate cost of special benefit services by parcel type was determined. Then, the special benefit cost of services by type was divided by the square footage of those parcels to determine the assessment rates.

#### *Parcel Size*

The SMPPBID's services will benefit each assessed parcel as a whole. The service budget which, in this Engineer's estimation, represents special benefits to the parcels, has been allocated based on parcel size.

Parcel Type	Initial Parcel Size Budget	Parcel Square Footage	Initial Parcel Assessment Rate (\$/sqft/yr)
Retail	\$810,479.72	÷ 12,114,794	= 0.0669
Other Retail	\$29,233.66	÷ 792,240	= 0.0369

### Summary of Assessment Rates

Therefore, for year 2021, the maximum annual assessment rates to parcels are as shown below and in Appendix 6. If you would like more information about parcel assessments, please call Civitas at (916) 437-4300 or (800) 999-7781.

<sup>20</sup> *Dahms v. Downtown Pomona* (2009) 174 Cal.App.4th 708

Parcel Type	Lot Rate per Square Foot
Retail	\$0.0669
Office	\$0.0369

## 2. Retail Use Parcels

Retail use parcels will receive and most benefit from all SMPPBID services, which are aimed to attract and increase customers and visitors to assessed parcels. These parcels have a commercial component because their owners aim to benefit from increased customers or increased use by visitors. Additionally, these parcels require the greatest level of services, due to the volume of foot and vehicle traffic.

## 3. Office Use Parcels

Office use parcels will benefit from SMPPBID services aimed to attract customers and retain tenants to assessed parcels. Due to the nature of office use parcels, they do not receive as much foot traffic, which primarily consist of tenants or employees within the parcel or those patrons seeking a specific service. These parcels will benefit by being safer and maintained, thus attracting customers, new tenants, and retaining existing tenants, but will not benefit to the same degree as retail parcels.

## 4. Publicly Owned Parcels

The California Constitution, in Article XIII D, provides that “parcels within a district that are owned or used by any agency, [or by] the State of California...shall not be exempt from assessment unless the agency can demonstrate by clear and convincing evidence that those publicly owned parcels in fact receive no special benefit.” No such demonstration is made with respect to any parcel within the SMPPBID. Therefore, publicly owned parcels will be assessed at the full office use rate.

## 5. Non-Assessed Parcels

There are no parcels within the SMPPBID that will not be assessed.

## 6. Changes in Data

Every effort has been made to ensure each parcel included in the SMPPBID is clearly identified and that all parcels included in the SMPPBID are consistent in the boundary map and the assessment calculation table. However, errors in data can and may arise or data may change after formation of the SMPPBID. Inconsistencies may include updated parcel sizes or parcel splits. If inconsistencies arise, the order of precedence shall be: 1) the assessment calculation table and 2) the boundary map. Based on the assessment calculation table, a parcel owner could calculate if the appropriate assessment amount was charged. Additionally, using the boundary map, a parcel owner could determine if its APN was correctly identified.

If the parcel size or type of a parcel changes during the term of the SMPPBID, the assessment calculation may be modified accordingly.

## C. Assessment Notice

During the hearing process, an Assessment Ballot will be sent to owners of each parcel in the SMPPBID. The Assessment Ballot provides an estimated assessment. The final individual assessment for any particular parcel may change, up or down, if the parcel square footage or type differ from those used to calculate the amount shown on the notice, which can be found in Appendix 5.

#### **D. Time and Manner for Collecting Assessments**

As provided by State Law, the SMPPBID assessment will appear as a separate line item on annual property tax bills prepared by the County of Sacramento. Property tax bills are generally distributed in the fall, and payment is expected by lump sum or installment. The City of Citrus Heights shall distribute funds collected to SMP. Existing laws for enforcement and appeal of property taxes, including penalties and interest, apply to the SMPPBID assessments.

#### **E. Engineer's Certification**

I hereby certify, to the best of my knowledge and experience, that each of the identified assessed parcels located within the Sunrise MarketPlace Property and Business Improvement District will receive a special benefit over and above the general benefits conferred and that the amount of the assessment is no greater than the proportional special benefits conferred on each parcel, as described in this Engineer's Report.

Review of this Sunrise MarketPlace Property and Business Improvement District Management District Plan and preparation of the Engineer's Report was completed by:

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Ross Peabody  
State of California

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Date

*This Engineer's Report is intended to be distributed as part of the Management District Plan in its entirety, including the Assessment Calculation Table (Appendix 5) and the Boundary Map. Reproduction and distribution of only Section VII of this Management District Plan violates the intent of this stamp and signature.*

## APPENDIX 1 – MAXIMUM ANNUAL ASSESSMENT RATES

The table below illustrates the maximum annual assessment rates. The maximum rates listed are a required disclosure.

Year	Retail	Other Commercial
2022	\$0.0669	\$0.0369
2023	\$0.0669	\$0.0369
2024	\$0.0669	\$0.0369

## APPENDIX 2 – PBID LAW

\*\*\* THIS DOCUMENT IS CURRENT THROUGH THE 2018 SUPPLEMENT \*\*\*  
(ALL 2017 LEGISLATION)

### STREETS AND HIGHWAYS CODE DIVISION 18. PARKING PART 7. PROPERTY AND BUSINESS IMPROVEMENT DISTRICT LAW OF 1994

#### CHAPTER 1. General Provisions

#### ARTICLE 1. Declarations

##### **36600. Citation of part**

This part shall be known and may be cited as the “Property and Business Improvement District Law of 1994.”

##### **36601. Legislative findings and declarations; Legislative guidance**

The Legislature finds and declares all of the following:

- (a) Businesses located and operating within business districts in some of this state’s communities are economically disadvantaged, are underutilized, and are unable to attract customers due to inadequate facilities, services, and activities in the business districts.
- (b) It is in the public interest to promote the economic revitalization and physical maintenance of business districts in order to create jobs, attract new businesses, and prevent the erosion of the business districts.
- (c) It is of particular local benefit to allow business districts to fund business related improvements, maintenance, and activities through the levy of assessments upon the businesses or real property that receive benefits from those improvements.
- (d) Assessments levied for the purpose of conferring special benefit upon the real property or a specific benefit upon the businesses in a business district are not taxes for the general benefit of a city, even if property, businesses, or persons not assessed receive incidental or collateral effects that benefit them.
- (e) Property and business improvement districts formed throughout this state have conferred special benefits upon properties and businesses within their districts and have made those properties and businesses more useful by providing the following benefits:
  - (1) Crime reduction. A study by the Rand Corporation has confirmed a 12-percent reduction in the incidence of robbery and an 8-percent reduction in the total incidence of violent crimes within the 30 districts studied.
  - (2) Job creation.
  - (3) Business attraction.
  - (4) Business retention.
  - (5) Economic growth.
  - (6) New investments.
- (f) With the dissolution of redevelopment agencies throughout the state, property and business improvement districts have become even more important tools with which communities can combat blight, promote economic opportunities, and create a clean and safe environment.
- (g) Since the enactment of this act, the people of California have adopted Proposition 218, which added Article XIII D to the Constitution in order to place certain requirements and restrictions on the formation of, and activities, expenditures, and assessments by property-based districts. Article XIII D of the Constitution provides that property-based districts may only levy assessments for special benefits.
- (h) The act amending this section is intended to provide the Legislature’s guidance with regard to this act, its interaction with the provisions of Article XIII D of the Constitution, and the determination of special benefits in property-based districts.
  - (1) The lack of legislative guidance has resulted in uncertainty and inconsistent application of this act, which discourages the use of assessments to fund needed improvements, maintenance, and activities in property-based districts, contributing to blight and other underutilization of property.

(2) Activities undertaken for the purpose of conferring special benefits upon property to be assessed inherently produce incidental or collateral effects that benefit property or persons not assessed. Therefore, for special benefits to exist as a separate and distinct category from general benefits, the incidental or collateral effects of those special benefits are inherently part of those special benefits. The mere fact that special benefits produce incidental or collateral effects that benefit property or persons not assessed does not convert any portion of those special benefits or their incidental or collateral effects into general benefits.

(3) It is of the utmost importance that property-based districts created under this act have clarity regarding restrictions on assessments they may levy and the proper determination of special benefits. Legislative clarity with regard to this act will provide districts with clear instructions and courts with legislative intent regarding restrictions on property-based assessments, and the manner in which special benefits should be determined.

### **36602. Purpose of part**

The purpose of this part is to supplement previously enacted provisions of law that authorize cities to levy assessments within property and business improvement districts, to ensure that those assessments conform to all constitutional requirements and are determined and assessed in accordance with the guidance set forth in this act. This part does not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes.

### **36603. Preemption of authority or charter city to adopt ordinances levying assessments**

Nothing in this part is intended to preempt the authority of a charter city to adopt ordinances providing for a different method of levying assessments for similar or additional purposes from those set forth in this part. A property and business improvement district created pursuant to this part is expressly exempt from the provisions of the Special Assessment Investigation, Limitation and Majority Protest Act of 1931 (Division 4 (commencing with Section 2800)).

### **36603.5. Part prevails over conflicting provisions**

Any provision of this part that conflicts with any other provision of law shall prevail over the other provision of law, as to districts created under this part.

### **36604. Severability**

This part is intended to be construed liberally and, if any provision is held invalid, the remaining provisions shall remain in full force and effect. Assessments levied under this part are not special taxes.

## **ARTICLE 2. Definitions**

### **36606. “Activities”**

“Activities” means, but is not limited to, all of the following that benefit businesses or real property in the district:

- (a) Promotion of public events.
- (b) Furnishing of music in any public place.
- (c) Promotion of tourism within the district.
- (d) Marketing and economic development, including retail retention and recruitment.
- (e) Providing security, sanitation, graffiti removal, street and sidewalk cleaning, and other municipal services supplemental to those normally provided by the municipality.
- (f) Other services provided for the purpose of conferring special benefit upon assessed real property or specific benefits upon assessed businesses located in the district.

**36606.5. “Assessment”**

“Assessment” means a levy for the purpose of acquiring, constructing, installing, or maintaining improvements and providing activities that will provide certain benefits to properties or businesses located within a property and business improvement district.

**36607. “Business”**

“Business” means all types of businesses and includes financial institutions and professions.

**36608. “City”**

“City” means a city, county, city and county, or an agency or entity created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code, the public member agencies of which includes only cities, counties, or a city and county, or the State of California.

**36609. “City council”**

“City council” means the city council of a city or the board of supervisors of a county, or the agency, commission, or board created pursuant to a joint powers agreement and which is a city within the meaning of this part.

**36609.4. “Clerk”**

“Clerk” means the clerk of the legislative body.

**36609.5. “General benefit”**

“General benefit” means, for purposes of a property-based district, any benefit that is not a “special benefit” as defined in Section 36615.5.

**36610. “Improvement”**

“Improvement” means the acquisition, construction, installation, or maintenance of any tangible property with an estimated useful life of five years or more including, but not limited to, the following:

- (a) Parking facilities.
- (b) Benches, booths, kiosks, display cases, pedestrian shelters and signs.
- (c) Trash receptacles and public restrooms.
- (d) Lighting and heating facilities.
- (e) Decorations.
- (f) Parks.
- (g) Fountains.
- (h) Planting areas.
- (i) Closing, opening, widening, or narrowing of existing streets.
- (j) Facilities or equipment, or both, to enhance security of persons and property within the district.
- (k) Ramps, sidewalks, plazas, and pedestrian malls.
- (l) Rehabilitation or removal of existing structures.

**36611. “Management district plan”; “Plan”**

“Management district plan” or “plan” means a proposal as defined in Section 36622.

**36612. “Owners’ association”**

“Owners’ association” means a private nonprofit entity that is under contract with a city to administer or implement improvements, maintenance, and activities specified in the management district plan. An owners’ association may be an existing nonprofit entity or a newly formed nonprofit entity. An owners’ association is a private entity and may not be

considered a public entity for any purpose, nor may its board members or staff be considered to be public officials for any purpose. Notwithstanding this section, an owners' association shall comply with the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code), at all times when matters within the subject matter of the district are heard, discussed, or deliberated, and with the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code), for all records relating to activities of the district.

**36614. “Property”**

“Property” means real property situated within a district.

**36614.5. “Property and business improvement district”; “District”**

“Property and business improvement district,” or “district,” means a property and business improvement district established pursuant to this part.

**36614.6. “Property-based assessment”**

“Property-based assessment” means any assessment made pursuant to this part upon real property.

**36614.7. “Property-based district”**

“Property-based district” means any district in which a city levies a property-based assessment.

**36615. “Property owner”; “Business owner”; “Owner”**

“Property owner” means any person shown as the owner of land on the last equalized assessment roll or otherwise known to be the owner of land by the city council. “Business owner” means any person recognized by the city as the owner of the business. “Owner” means either a business owner or a property owner. The city council has no obligation to obtain other information as to the ownership of land or businesses, and its determination of ownership shall be final and conclusive for the purposes of this part. Wherever this part requires the signature of the property owner, the signature of the authorized agent of the property owner shall be sufficient. Wherever this part requires the signature of the business owner, the signature of the authorized agent of the business owner shall be sufficient.

**36615.5. “Special benefit”**

“Special benefit” means, for purposes of a property-based district, a particular and distinct benefit over and above general benefits conferred on real property located in a district or to the public at large. Special benefit includes incidental or collateral effects that arise from the improvements, maintenance, or activities of property-based districts even if those incidental or collateral effects benefit property or persons not assessed. Special benefit excludes general enhancement of property value.

**36616. “Tenant”**

“Tenant” means an occupant pursuant to a lease of commercial space or a dwelling unit, other than an owner.

**ARTICLE 3. Prior Law**

**36617. Alternate method of financing certain improvements and activities; Effect on other provisions**

This part provides an alternative method of financing certain improvements and activities. The provisions of this part shall not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes. Every improvement area established pursuant to the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500) of this division) is valid and effective and is unaffected by this part.



## **CHAPTER 2. Establishment**

### **36620. Establishment of property and business improvement district**

A property and business improvement district may be established as provided in this chapter.

#### **36620.5. Requirement of consent of city council**

A county may not form a district within the territorial jurisdiction of a city without the consent of the city council of that city. A city may not form a district within the unincorporated territory of a county without the consent of the board of supervisors of that county. A city may not form a district within the territorial jurisdiction of another city without the consent of the city council of the other city.

#### **36621. Initiation of proceedings; Petition of property or business owners in proposed district**

- (a) Upon the submission of a written petition, signed by the property or business owners in the proposed district who will pay more than 50 percent of the assessments proposed to be levied, the city council may initiate proceedings to form a district by the adoption of a resolution expressing its intention to form a district. The amount of assessment attributable to property or a business owned by the same property or business owner that is in excess of 40 percent of the amount of all assessments proposed to be levied, shall not be included in determining whether the petition is signed by property or business owners who will pay more than 50 percent of the total amount of assessments proposed to be levied.
- (b) The petition of property or business owners required under subdivision (a) shall include a summary of the management district plan. That summary shall include all of the following:
  - (1) A map showing the boundaries of the district.
  - (2) Information specifying where the complete management district plan can be obtained.
  - (3) Information specifying that the complete management district plan shall be furnished upon request.
- (c) The resolution of intention described in subdivision (a) shall contain all of the following:
  - (1) A brief description of the proposed improvements, maintenance, and activities, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property or businesses within the district, a statement as to whether bonds will be issued, and a description of the exterior boundaries of the proposed district, which may be made by reference to any plan or map that is on file with the clerk. The descriptions and statements do not need to be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements, maintenance, and activities, and the location and extent of the proposed district.
  - (2) A time and place for a public hearing on the establishment of the property and business improvement district and the levy of assessments, which shall be consistent with the requirements of Section 36623.

#### **36622. Contents of management district plan**

The management district plan shall include, but is not limited to, all of the following:

- (a) If the assessment will be levied on property, a map of the district in sufficient detail to locate each parcel of property and, if businesses are to be assessed, each business within the district. If the assessment will be levied on businesses, a map that identifies the district boundaries in sufficient detail to allow a business owner to reasonably determine whether a business is located within the district boundaries. If the assessment will be levied on property and businesses, a map of the district in sufficient detail to locate each parcel of property and to allow a business owner to reasonably determine whether a business is located within the district boundaries.
- (b) The name of the proposed district.
- (c) A description of the boundaries of the district, including the boundaries of benefit zones, proposed for establishment or extension in a manner sufficient to identify the affected property and businesses included, which may be made by reference to any plan or map that is on file with the clerk. The boundaries of a proposed property assessment district shall not overlap with the boundaries of another existing property assessment district created pursuant to this part. This part does not prohibit the boundaries of a district created pursuant to this part to overlap with other assessment districts established pursuant to other provisions of law, including, but not limited to, the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500)). This part does not prohibit the boundaries of a business assessment district created pursuant to this part to overlap with another

business assessment district created pursuant to this part. This part does not prohibit the boundaries of a business assessment district created pursuant to this part to overlap with a property assessment district created pursuant to this part.

(d) The improvements, maintenance, and activities proposed for each year of operation of the district and the maximum cost thereof. If the improvements, maintenance, and activities proposed for each year of operation are the same, a description of the first year's proposed improvements, maintenance, and activities and a statement that the same improvements, maintenance, and activities are proposed for subsequent years shall satisfy the requirements of this subdivision.

(e) The total annual amount proposed to be expended for improvements, maintenance, or activities, and debt service in each year of operation of the district. If the assessment is levied on businesses, this amount may be estimated based upon the assessment rate. If the total annual amount proposed to be expended in each year of operation of the district is not significantly different, the amount proposed to be expended in the initial year and a statement that a similar amount applies to subsequent years shall satisfy the requirements of this subdivision.

(f) The proposed source or sources of financing, including the proposed method and basis of levying the assessment in sufficient detail to allow each property or business owner to calculate the amount of the assessment to be levied against his or her property or business. The plan also shall state whether bonds will be issued to finance improvements.

(g) The time and manner of collecting the assessments.

(h) The specific number of years in which assessments will be levied. In a new district, the maximum number of years shall be five. Upon renewal, a district shall have a term not to exceed 10 years. Notwithstanding these limitations, a district created pursuant to this part to finance capital improvements with bonds may levy assessments until the maximum maturity of the bonds. The management district plan may set forth specific increases in assessments for each year of operation of the district.

(i) The proposed time for implementation and completion of the management district plan.

(j) Any proposed rules and regulations to be applicable to the district.

(k) (1) A list of the properties or businesses to be assessed, including the assessor's parcel numbers for properties to be assessed, and a statement of the method or methods by which the expenses of a district will be imposed upon benefited real property or businesses, in proportion to the benefit received by the property or business, to defray the cost thereof.

(2) In a property-based district, the proportionate special benefit derived by each identified parcel shall be determined exclusively in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the activities. An assessment shall not be imposed on any parcel that exceeds the reasonable cost of the proportional special benefit conferred on that parcel. Only special benefits are assessable, and a property-based district shall separate the general benefits, if any, from the special benefits conferred on a parcel. Parcels within a property-based district that are owned or used by any city, public agency, the State of California, or the United States shall not be exempt from assessment unless the governmental entity can demonstrate by clear and convincing evidence that those publicly owned parcels in fact receive no special benefit. The value of any incidental, secondary, or collateral effects that arise from the improvements, maintenance, or activities of a property-based district and that benefit property or persons not assessed shall not be deducted from the entirety of the cost of any special benefit or affect the proportionate special benefit derived by each identified parcel.

(l) In a property-based district, the total amount of all special benefits to be conferred upon the properties located within the property-based district.

(m) In a property-based district, the total amount of general benefits, if any.

(n) In a property-based district, a detailed engineer's report prepared by a registered professional engineer certified by the State of California supporting all assessments contemplated by the management district plan.

(o) Any other item or matter required to be incorporated therein by the city council.

### **36623. Procedure to levy assessment**

(a) If a city council proposes to levy a new or increased property assessment, the notice and protest and hearing procedure shall comply with Section 53753 of the Government Code.

(b) If a city council proposes to levy a new or increased business assessment, the notice and protest and hearing procedure shall comply with Section 54954.6 of the Government Code, except that notice shall be mailed to the owners of the businesses proposed to be assessed. A protest may be made orally or in writing by any interested

person. Every written protest shall be filed with the clerk at or before the time fixed for the public hearing. The city council may waive any irregularity in the form or content of any written protest. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing. Each written protest shall contain a description of the business in which the person subscribing the protest is interested sufficient to identify the business and, if a person subscribing is not shown on the official records of the city as the owner of the business, the protest shall contain or be accompanied by written evidence that the person subscribing is the owner of the business or the authorized representative. A written protest that does not comply with this section shall not be counted in determining a majority protest. If written protests are received from the owners or authorized representatives of businesses in the proposed district that will pay 50 percent or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50 percent, no further proceedings to levy the proposed assessment against such businesses, as contained in the resolution of intention, shall be taken for a period of one year from the date of the finding of a majority protest by the city council.

(c) If a city council proposes to conduct a single proceeding to levy both a new or increased property assessment and a new or increased business assessment, the notice and protest and hearing procedure for the property assessment shall comply with subdivision (a), and the notice and protest and hearing procedure for the business assessment shall comply with subdivision (b). If a majority protest is received from either the property or business owners, that respective portion of the assessment shall not be levied. The remaining portion of the assessment may be levied unless the improvement or other special benefit was proposed to be funded by assessing both property and business owners.

### **36624. Changes to proposed assessments**

At the conclusion of the public hearing to establish the district, the city council may adopt, revise, change, reduce, or modify the proposed assessment or the type or types of improvements, maintenance, and activities to be funded with the revenues from the assessments. Proposed assessments may only be revised by reducing any or all of them. At the public hearing, the city council may only make changes in, to, or from the boundaries of the proposed property and business improvement district that will exclude territory that will not benefit from the proposed improvements, maintenance, and activities. Any modifications, revisions, reductions, or changes to the proposed assessment district shall be reflected in the notice and map recorded pursuant to Section 36627.

### **36625. Resolution of formation**

(a) If the city council, following the public hearing, decides to establish a proposed property and business improvement district, the city council shall adopt a resolution of formation that shall include, but is not limited to, all of the following:

- (1) A brief description of the proposed improvements, maintenance, and activities, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property, businesses, or both within the district, a statement on whether bonds will be issued, and a description of the exterior boundaries of the proposed district, which may be made by reference to any plan or map that is on file with the clerk. The descriptions and statements need not be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements, maintenance, and activities and the location and extent of the proposed district.
- (2) The number, date of adoption, and title of the resolution of intention.
- (3) The time and place where the public hearing was held concerning the establishment of the district.
- (4) A determination regarding any protests received. The city shall not establish the district or levy assessments if a majority protest was received.
- (5) A statement that the properties, businesses, or properties and businesses in the district established by the resolution shall be subject to any amendments to this part.
- (6) A statement that the improvements, maintenance, and activities to be conferred on businesses and properties in the district will be funded by the levy of the assessments. The revenue from the levy of assessments within a district shall not be used to provide improvements, maintenance, or activities outside the district or for any purpose other than the purposes specified in the resolution of intention, as modified by the city council at the hearing concerning establishment of the district. Notwithstanding the foregoing, improvements and activities that must be provided outside the district boundaries to create a special or specific benefit to the assessed parcels or businesses may be provided, but shall be limited to marketing or signage pointing to the district.

- (7) A finding that the property or businesses within the area of the property and business improvement district will be benefited by the improvements, maintenance, and activities funded by the proposed assessments, and, for a property-based district, that property within the district will receive a special benefit.
- (8) In a property-based district, the total amount of all special benefits to be conferred on the properties within the property-based district.
- (b) The adoption of the resolution of formation and, if required, recordation of the notice and map pursuant to Section 36627 shall constitute the levy of an assessment in each of the fiscal years referred to in the management district plan.

### **36626. Resolution establishing district**

If the city council, following the public hearing, desires to establish the proposed property and business improvement district, and the city council has not made changes pursuant to Section 36624, or has made changes that do not substantially change the proposed assessment, the city council shall adopt a resolution establishing the district. The resolution shall contain all of the information specified in Section 36625.

### **36627. Notice and assessment diagram**

Following adoption of the resolution establishing district assessments on properties pursuant to Section 36625 or Section 36626, the clerk shall record a notice and an assessment diagram pursuant to Section 3114. No other provision of Division 4.5 (commencing with Section 3100) applies to an assessment district created pursuant to this part.

### **36628. Establishment of separate benefit zones within district; Categories of businesses**

The city council may establish one or more separate benefit zones within the district based upon the degree of benefit derived from the improvements or activities to be provided within the benefit zone and may impose a different assessment within each benefit zone. If the assessment is to be levied on businesses, the city council may also define categories of businesses based upon the degree of benefit that each will derive from the improvements or activities to be provided within the district and may impose a different assessment or rate of assessment on each category of business, or on each category of business within each zone.

#### **36628.5. Assessments on businesses or property owners**

The city council may levy assessments on businesses or on property owners, or a combination of the two, pursuant to this part. The city council shall structure the assessments in whatever manner it determines corresponds with the distribution of benefits from the proposed improvements, maintenance, and activities, provided that any property-based assessment conforms with the requirements set forth in paragraph (2) of subdivision (k) of Section 36622.

### **36629. Provisions and procedures applicable to benefit zones and business categories**

All provisions of this part applicable to the establishment, modification, or disestablishment of a property and business improvement district apply to the establishment, modification, or disestablishment of benefit zones or categories of business. The city council shall, to establish, modify, or disestablish a benefit zone or category of business, follow the procedure to establish, modify, or disestablish a property and business improvement district.

### **36630. Expiration of district; Creation of new district**

If a property and business improvement district expires due to the time limit set pursuant to subdivision (h) of Section 36622, a new management district plan may be created and the district may be renewed pursuant to this part.

## **CHAPTER 3. Assessments**

### **36631. Time and manner of collection of assessments; Delinquent payments**

The collection of the assessments levied pursuant to this part shall be made at the time and in the manner set forth by the city council in the resolution levying the assessment. Assessments levied on real property may be collected at the same time and in the same manner as for the ad valorem property tax, and may provide for the same lien priority and penalties for delinquent payment. All delinquent payments for assessments levied pursuant to this part may be charged interest and penalties.

**36632. Assessments to be based on estimated benefit; Classification of real property and businesses; Exclusion of residential and agricultural property**

- (a) The assessments levied on real property pursuant to this part shall be levied on the basis of the estimated benefit to the real property within the property and business improvement district. The city council may classify properties for purposes of determining the benefit to property of the improvements and activities provided pursuant to this part.
- (b) Assessments levied on businesses pursuant to this part shall be levied on the basis of the estimated benefit to the businesses within the property and business improvement district. The city council may classify businesses for purposes of determining the benefit to the businesses of the improvements and activities provided pursuant to this part.
- (c) Properties zoned solely for residential use, or that are zoned for agricultural use, are conclusively presumed not to benefit from the improvements and service funded through these assessments, and shall not be subject to any assessment pursuant to this part.

**36633. Time for contesting validity of assessment**

The validity of an assessment levied under this part shall not be contested in any action or proceeding unless the action or proceeding is commenced within 30 days after the resolution levying the assessment is adopted pursuant to Section 36626. Any appeal from a final judgment in an action or proceeding shall be perfected within 30 days after the entry of judgment.

**36634. Service contracts authorized to establish levels of city services**

The city council may execute baseline service contracts that would establish levels of city services that would continue after a property and business improvement district has been formed.

**36635. Request to modify management district plan**

The owners' association may, at any time, request that the city council modify the management district plan. Any modification of the management district plan shall be made pursuant to this chapter.

**36636. Modification of plan by resolution after public hearing; Adoption of resolution of intention**

- (a) Upon the written request of the owners' association, the city council may modify the management district plan after conducting one public hearing on the proposed modifications. The city council may modify the improvements and activities to be funded with the revenue derived from the levy of the assessments by adopting a resolution determining to make the modifications after holding a public hearing on the proposed modifications. If the modification includes the levy of a new or increased assessment, the city council shall comply with Section 36623. Notice of all other public hearings pursuant to this section shall comply with both of the following:
  - (1) The resolution of intention shall be published in a newspaper of general circulation in the city once at least seven days before the public hearing.
  - (2) A complete copy of the resolution of intention shall be mailed by first class mail, at least 10 days before the public hearing, to each business owner or property owner affected by the proposed modification.
- (b) The city council shall adopt a resolution of intention which states the proposed modification prior to the public hearing required by this section. The public hearing shall be held not more than 90 days after the adoption of the resolution of intention.

**36637. Reflection of modification in notices recorded and maps**

Any subsequent modification of the resolution shall be reflected in subsequent notices and maps recorded pursuant to Division 4.5 (commencing with Section 3100), in a manner consistent with the provisions of Section 36627.

### **CHAPTER 3.5. Financing**

#### **36640. Bonds authorized; Procedure; Restriction on reduction or termination of assessments**

- (a) The city council may, by resolution, determine and declare that bonds shall be issued to finance the estimated cost of some or all of the proposed improvements described in the resolution of formation adopted pursuant to Section 36625, if the resolution of formation adopted pursuant to that section provides for the issuance of bonds, under the Improvement Bond Act of 1915 (Division 10 (commencing with Section 8500)) or in conjunction with Marks-Roos Local Bond Pooling Act of 1985 (Article 4 (commencing with Section 6584) of Chapter 5 of Division 7 of Title 1 of the Government Code). Either act, as the case may be, shall govern the proceedings relating to the issuance of bonds, although proceedings under the Bond Act of 1915 may be modified by the city council as necessary to accommodate assessments levied upon business pursuant to this part.
- (b) The resolution adopted pursuant to subdivision (a) shall generally describe the proposed improvements specified in the resolution of formation adopted pursuant to Section 36625, set forth the estimated cost of those improvements, specify the number of annual installments and the fiscal years during which they are to be collected. The amount of debt service to retire the bonds shall not exceed the amount of revenue estimated to be raised from assessments over 30 years.
- (c) Notwithstanding any other provision of this part, assessments levied to pay the principal and interest on any bond issued pursuant to this section shall not be reduced or terminated if doing so would interfere with the timely retirement of the debt.

### **CHAPTER 4. Governance**

#### **36650. Report by owners' association; Approval or modification by city council**

- (a) The owners' association shall cause to be prepared a report for each fiscal year, except the first year, for which assessments are to be levied and collected to pay the costs of the improvements, maintenance, and activities described in the report. The owners' association's first report shall be due after the first year of operation of the district. The report may propose changes, including, but not limited to, the boundaries of the property and business improvement district or any benefit zones within the district, the basis and method of levying the assessments, and any changes in the classification of property, including any categories of business, if a classification is used.
  - (b) The report shall be filed with the clerk and shall refer to the property and business improvement district by name, specify the fiscal year to which the report applies, and, with respect to that fiscal year, shall contain all of the following information:
    - (1) Any proposed changes in the boundaries of the property and business improvement district or in any benefit zones or classification of property or businesses within the district.
    - (2) The improvements, maintenance, and activities to be provided for that fiscal year.
    - (3) An estimate of the cost of providing the improvements, maintenance, and activities for that fiscal year.
    - (4) The method and basis of levying the assessment in sufficient detail to allow each real property or business owner, as appropriate, to estimate the amount of the assessment to be levied against his or her property or business for that fiscal year.
    - (5) The estimated amount of any surplus or deficit revenues to be carried over from a previous fiscal year.
    - (6) The estimated amount of any contributions to be made from sources other than assessments levied pursuant to this part.
  - (c) The city council may approve the report as filed by the owners' association or may modify any particular contained in the report and approve it as modified. Any modification shall be made pursuant to Sections 36635 and 36636.
- The city council shall not approve a change in the basis and method of levying assessments that would impair an authorized or executed contract to be paid from the revenues derived from the levy of assessments, including any commitment to pay principal and interest on any bonds issued on behalf of the district.



### **36651. Designation of owners' association to provide improvements, maintenance, and activities**

The management district plan may, but is not required to, state that an owners' association will provide the improvements, maintenance, and activities described in the management district plan. If the management district plan designates an owners' association, the city shall contract with the designated nonprofit corporation to provide services.

## **CHAPTER 5. Renewal**

### **36660. Renewal of district; Transfer or refund of remaining revenues; District term limit**

- (a) Any district previously established whose term has expired, or will expire, may be renewed by following the procedures for establishment as provided in this chapter.
- (b) Upon renewal, any remaining revenues derived from the levy of assessments, or any revenues derived from the sale of assets acquired with the revenues, shall be transferred to the renewed district. If the renewed district includes additional parcels or businesses not included in the prior district, the remaining revenues shall be spent to benefit only the parcels or businesses in the prior district. If the renewed district does not include parcels or businesses included in the prior district, the remaining revenues attributable to these parcels shall be refunded to the owners of these parcels or businesses.
- (c) Upon renewal, a district shall have a term not to exceed 10 years, or, if the district is authorized to issue bonds, until the maximum maturity of those bonds. There is no requirement that the boundaries, assessments, improvements, or activities of a renewed district be the same as the original or prior district.

## **CHAPTER 6. Disestablishment**

### **36670. Circumstances permitting disestablishment of district; Procedure**

- (a) Any district established or extended pursuant to the provisions of this part, where there is no indebtedness, outstanding and unpaid, incurred to accomplish any of the purposes of the district, may be disestablished by resolution by the city council in either of the following circumstances:
  - (1) If the city council finds there has been misappropriation of funds, malfeasance, or a violation of law in connection with the management of the district, it shall notice a hearing on disestablishment.
  - (2) During the operation of the district, there shall be a 30-day period each year in which assesses may request disestablishment of the district. The first such period shall begin one year after the date of establishment of the district and shall continue for 30 days. The next such 30-day period shall begin two years after the date of the establishment of the district. Each successive year of operation of the district shall have such a 30-day period. Upon the written petition of the owners or authorized representatives of real property or the owners or authorized representatives of businesses in the district who pay 50 percent or more of the assessments levied, the city council shall pass a resolution of intention to disestablish the district. The city council shall notice a hearing on disestablishment.
- (b) The city council shall adopt a resolution of intention to disestablish the district prior to the public hearing required by this section. The resolution shall state the reason for the disestablishment, shall state the time and place of the public hearing, and shall contain a proposal to dispose of any assets acquired with the revenues of the assessments levied within the property and business improvement district. The notice of the hearing on disestablishment required by this section shall be given by mail to the property owner of each parcel or to the owner of each business subject to assessment in the district, as appropriate. The city shall conduct the public hearing not less than 30 days after mailing the notice to the property or business owners. The public hearing shall be held not more than 60 days after the adoption of the resolution of intention.

### **36671. Refund of remaining revenues upon disestablishment or expiration without renewal of district; Calculation of refund; Use of outstanding revenue collected after disestablishment of district**

- (a) Upon the disestablishment or expiration without renewal of a district, any remaining revenues, after all outstanding debts are paid, derived from the levy of assessments, or derived from the sale of assets acquired with

the revenues, or from bond reserve or construction funds, shall be refunded to the owners of the property or businesses then located and operating within the district in which assessments were levied by applying the same method and basis that was used to calculate the assessments levied in the fiscal year in which the district is disestablished or expires. All outstanding assessment revenue collected after disestablishment shall be spent on improvements and activities specified in the management district plan.

(b) If the disestablishment occurs before an assessment is levied for the fiscal year, the method and basis that was used to calculate the assessments levied in the immediate prior fiscal year shall be used to calculate the amount of any refund.



### APPENDIX 3 – PARCEL ASSESSMENT CALCULATIONS

APN	OWNER NAME	LOT SIZE	TYPE	ASSESSMENT
23300440010000	PROPS SKN	63,598	RETAIL	\$4,254.71
23300440020000	ALPAGOT FAMILY LIVING TRUST	67,082	OFFICE	\$2,475.33
23300440050000	ALTA SUNRISE DEVCO LLC	60,548	RETAIL	\$4,050.66
23300440060000	WGW 8769 LLC	38,333	OFFICE	\$1,414.49
23300440070000	CPR PROPS LLC	37,026	OFFICE	\$1,366.26
23300440080000	ALTA SUNRISE DEVCO LLC	37,026	OFFICE	\$1,366.26
23300440100000	DILLON REAL ESTATE COMPANY INCORPORATED	22,366	RETAIL	\$1,496.29
23300440130000	PATTERSON FAMILY TRUST	54,450	RETAIL	\$3,642.71
23300440140000	LOS COCHES STREET LLC	119,354	RETAIL	\$7,984.78
23300440170000	SINGLEWOOD LLC(MCDONALDS USA LLC)	45,738	RETAIL	\$3,059.87
23300440180000	TESTAMENTARY TRUST	26,082	RETAIL	\$1,744.89
23300440190000	GONG FAMILY TRUST 2008	23,766	RETAIL	\$1,589.95
23300440200000	CHILDS GST EXEMPT TRUST/GILL FMLY NON TUST	22,564	RETAIL	\$1,509.53
23300440210000	JAYJUN LLC	16,243	RETAIL	\$1,086.66
23304400010000	PATELCO CREDIT UNION	36,450	RETAIL	\$2,438.51
23304400020000	MGP XII SUNRISE VILLAGE LLC	41,967	RETAIL	\$2,807.59
23304400030000	MGP XII SUNRISE VILLAGE LLC	16,811	RETAIL	\$1,124.66
23304400040000	MGP XII SUNRISE VILLAGE LLC	27,996	RETAIL	\$1,872.93
23304400050000	ARNOLD S & HARRIET R KORNFIELD FAMILY TRUST	23,795	RETAIL	\$1,591.89

23304400060000	MGP XII SUNRISE VILLAGE LLC	26,922	RETAIL	\$1,801.08
23304400070000	MADISON CITRUS HEIGHTS CA SR L P	111,514	RETAIL	\$7,460.29
23304400080000	MGP XII SUNRISE VILLAGE LLC	23,258	RETAIL	\$1,555.96
23304400240000	MGP XII SUNRISE VILLAGE LLC	2,880	RETAIL	\$192.67
23304400270000	MGP XII SUNRISE VILLAGE LLC	288,367	RETAIL	\$19,291.75
23304400280000	MGP XII SUNRISE VILLAGE LLC	73,616	RETAIL	\$4,924.91
23304400290000	MGP XII SUNRISE VILLAGE LLC	49,223	RETAIL	\$3,293.02
23306800040000	SUNRISE KINGWOOD LLC	89,298	OFFICE	\$3,295.10
23306800050000	UNION BANK CA	60,548	RETAIL	\$4,050.66
23306800080000	DANIEL C JACUZZI	49,223	OFFICE	\$1,816.33
23306800090000	JACK H LIN	43,560	RETAIL	\$2,914.16
23306800100000	TRAVIS REVOCABLE LIVING TRUST	96,703	RETAIL	\$6,469.43
23306800110000	BANK OF AMERICA NT	109,336	RETAIL	\$7,314.58
23306800120000	GUTTRON ALCAZAR IV LLC	73,616	RETAIL	\$4,924.91
23306800130000	JARRETT FREMONT LLC	73,181	RETAIL	\$4,895.81
23306800140000	ASHER GARDEN LLC	67,518	RETAIL	\$4,516.95
23306800150000	5511 SUNRISE LLC	63,598	RETAIL	\$4,254.71
23306800190000	FELDSTEIN ENTRPRS LIMITED PARTNERSHIP	28,750	RETAIL	\$1,923.38
23306800200000	FELDSTEIN ENTRPRS LIMITED PARTNERSHIP	40,075	RETAIL	\$2,681.02
23306800210000	FELDSTEIN ENTRPRS LIMITED PARTNERSHIP	22,771	RETAIL	\$1,523.38
23306800220000	HILLANDALE ENTRPRS LLC	37,897	OFFICE	\$1,398.40

23306800230000	MASSOLO JOE	38,500	OFFICE	\$1,420.65
24300600120000	MANSOUR MONEM	17,860	RETAIL	\$1,194.83
24300600130000	MANSOUR MONEM	23,830	RETAIL	\$1,594.23
24300600160000	JJ & J Z CORDANO FAMILY CHILDREN TRUST	102,802	RETAIL	\$6,877.45
24300600180000	PRICE FAMILY PROPERTIES LLC	41,260	RETAIL	\$2,760.29
24300600210000	JFL LLC	138,956	RETAIL	\$9,296.16
24300600230000	AU ENERGY LLC	22,660	RETAIL	\$1,515.95
24300600270000	CHRISTINE M HUTTINGER	30,290	RETAIL	\$2,026.40
24300600330000	ALLAN D HULME TRUST	32,359	RETAIL	\$2,164.82
24300600340000	ALLAN D HULME TRUST	34,664	RETAIL	\$2,319.02
24300600390000	PATTERSON FAMILY TRUST	266,587	RETAIL	\$17,834.67
24300600400000	6309 SUNRISE BLVD LLC	42,558	RETAIL	\$2,847.13
24300600410000	R2V2 HOLDINGS LLC	48,787	RETAIL	\$3,263.85
24300600420000	6245 SUNRISE BOULEVARD LLC	65,776	RETAIL	\$4,400.41
24300600430000	FAR HORIZONS TRAILER VILLAGE LLC(RED LOBSTER HOSPI	40,075	RETAIL	\$2,681.02
24300600490000	MAESTRI JON L MAESTRI LINDA G	6,214	RETAIL	\$415.72
24300600500000	RETAIL BFS	25,656	RETAIL	\$1,716.39
24300810010000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	9,505	RETAIL	\$635.88
24300810070000	BERNICE MITCHELL	40,641	RETAIL	\$2,718.88
24300810120000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	27,007	RETAIL	\$1,806.77
24300810130000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	60,548	RETAIL	\$4,050.66

24300810140000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	1,360	RETAIL	\$90.98
24300810160000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	1,753	RETAIL	\$117.28
24300810180000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	138,521	RETAIL	\$9,267.05
24300810190000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	10,940	RETAIL	\$731.89
24300810200000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	30,056	RETAIL	\$2,010.75
24300810210000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	16,117	RETAIL	\$1,078.23
24300810220000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	75,794	RETAIL	\$5,070.62
24300810250000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	33,932	RETAIL	\$2,270.05
24300810260000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	24,935	RETAIL	\$1,668.15
24300810270000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	43,341	RETAIL	\$2,899.51
24300810320000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	40,187	RETAIL	\$2,688.51
24300810330000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	240,016	RETAIL	\$16,057.07
24300810340000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	15,787	RETAIL	\$1,056.15
24300810350000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	25,077	RETAIL	\$1,677.65
24300820030000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	30,056	RETAIL	\$2,010.75
24300820040000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	6,985	RETAIL	\$467.30

24300820050000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	1,176	RETAIL	\$78.67
24300820060000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	26,303	RETAIL	\$1,759.67
24300820070000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	37,773	RETAIL	\$2,527.01
24300820080000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	6,534	RETAIL	\$437.12
24300820090000	GEORGETTE DARCY	36,234	RETAIL	\$2,424.05
24300820100000	PETER P BOLLINGER INVESTMENT CO	50,965	RETAIL	\$3,409.56
24300820110000	PETER P BOLLINGER INVESTMENT CO	19,468	RETAIL	\$1,302.41
24300820120000	PETER P BOLLINGER INVESTMENT CO	14,810	RETAIL	\$990.79
24300820140000	PETER P BOLLINGER INVESTMENT CO	22,696	RETAIL	\$1,518.36
24300820150000	PETER P BOLLINGER INVESTMENT CO	38,852	RETAIL	\$2,599.20
24300820240000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	46,609	RETAIL	\$3,118.14
24300820340000	BER & THEO MITCHELL	38,332	RETAIL	\$2,564.41
24300820350000	PETER P BOLLINGER INV COMPANY	63,162	RETAIL	\$4,225.54
24300820380000	PETER P BOLLINGER INVESTMENT CO	60,984	RETAIL	\$4,079.83
24301910150000	GOLDEN 1 CREDIT UNION	39,708	RETAIL	\$2,656.47
24301910230000	JJ & J Z CORDANO FAMILY CHILDRENS TRUST	217,800	RETAIL	\$14,570.82

24301910260000	JPMORGAN CHASE BANK	55,757	RETAIL	\$3,730.14
24301910290000	BIRDCAGE GRF2 LLC (WELLS FARGO)	11,761	RETAIL	\$786.81
24301910360000	PATTERSON FAMILY TRUST	72,310	RETAIL	\$4,837.54
24301910370000	PATTERSON FAMILY TRUST	45,302	RETAIL	\$3,030.70
24301910410000	BIRDCAGE GRF2 LLC	41,248	RETAIL	\$2,759.49
24301910430000	CFT DEVELOPMENTS LLC(ANDREW CHERNG IRREV	66,647	RETAIL	\$4,458.68
24301910440000	LOWES HIW INC	560,617	RETAIL	\$37,505.28
24301910450000	FADCO CITRUS HEIGHTS LLC(WALGREENS)	87,120	RETAIL	\$5,828.33
24301910460000	MARSHALL FIELD STORES INC (DAYTON HUDSON CORP)	558,004	RETAIL	\$37,330.47
24301910470000	BIRDCAGE GRF2 LLC (COST PLUS)	25,260	RETAIL	\$1,689.89
24301910490000	BIRDCAGE GRF2 LLC	44,867	RETAIL	\$3,001.60
24301910500000	BIRDCAGE GRF2 LLC (WALMART)	167,270	RETAIL	\$11,190.36
24301910510000	BIRDCAGE GRF2 LLC	1,025,402	RETAIL	\$68,599.39
24301920120000	SUNSAC PROPERTIES CORP	553,648	RETAIL	\$37,039.05
24301920130000	SERITAGE SRC FINANCE LLC	926,521	RETAIL	\$61,984.25
24301920140000	MUFFREY	788,436	RETAIL	\$52,746.37
24301920150000	SUNRISE MALL REALTY LLC(FED DEPT STORES INC)	538,402	RETAIL	\$36,019.09
24301920160000	SUNRISE CH LLC	121,968	RETAIL	\$8,159.66
24301920170000	SUNRISE CH LLC	1,104,682	RETAIL	\$73,903.23
24301920180000	ANDY KUEN SHIAN LIU	139,828	RETAIL	\$9,354.49
24301920190000	HEIGHTS PROPERTIES LLP	22,659	RETAIL	\$1,515.89

24303500020000	HOWARD L & BARBARA J ADLER FAMILY	22,366	RETAIL	\$1,496.29
24303500070000	PUBLIC STORAGE INC	60,113	RETAIL	\$4,021.56
24303500250000	LLOYD KENNETH NEUTZ	122,839	OFFICE	\$4,532.76
24303500280000	RMET LLC	264,845	OFFICE	\$9,772.78
24303500290000	HOWARD L & BARBARA J ADLER FAMILY	8,251	RETAIL	\$551.99
24303500300000	SIXTH KENDALL PROPERTIES INC(BK WRLDWIDE HDGS INC)	44,431	RETAIL	\$2,972.43
24303500340000	SILK ENTERPRISES LP	57,064	RETAIL	\$3,817.58
24303500350000	PATRICK KENNELLY	14,309	RETAIL	\$957.27
24303500360000	LE-JO INC	64,904	RETAIL	\$4,342.08
24303500370000	CA RETAIL LLC	31,363	RETAIL	\$2,098.18
24303500380000	MENGFA RUAN	36,590	RETAIL	\$2,447.87
24303500410000	CHEEMA PROPS LLC	81,893	RETAIL	\$5,478.64
24303500420000	CHEEMA PROPS LLC	35,734	RETAIL	\$2,390.60
24304700740000	PRICE FAMILY PROPERTIES LLC	4,356	RETAIL	\$291.42
24304800220000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	4,562	RETAIL	\$305.20
24304800230000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	27,124	RETAIL	\$1,814.60
24304800240000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	32,452	RETAIL	\$2,171.04
24304800260000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	32,896	RETAIL	\$2,200.74
24304800270000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	38,192	RETAIL	\$2,555.04

24304800280000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	7,067	RETAIL	\$472.78
24304800300000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	18,000	RETAIL	\$1,204.20
24304800310000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	12,840	RETAIL	\$859.00
24304800320000	MITCHELL & SIPPOLA LIMITED PARTNERSHIP	131,116	RETAIL	\$8,771.66
2430082016000	SMUD	10,171	OFFICE	\$375.31

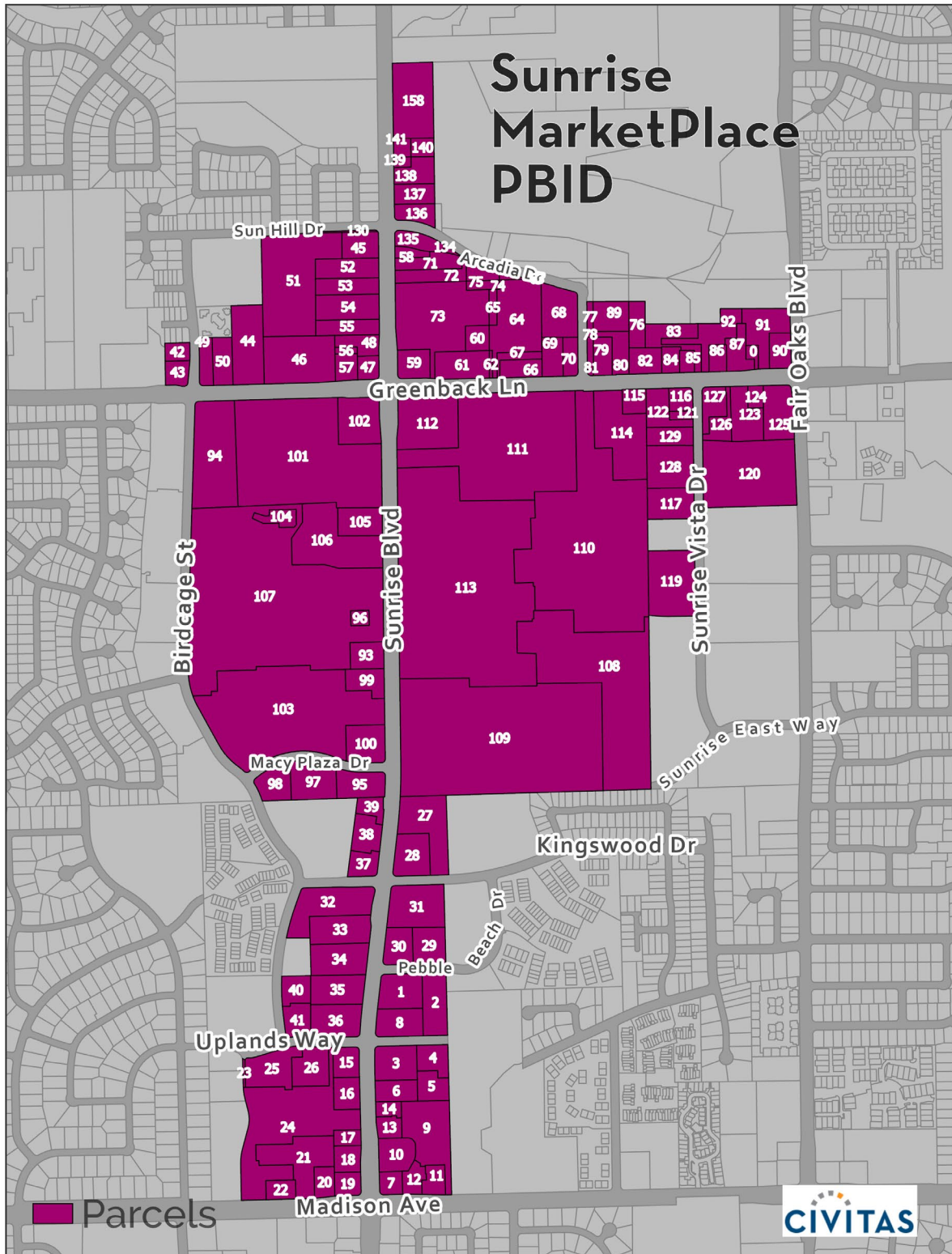


## APPENDIX 4 – TOTAL ESTIMATED MAXIMUM COST OF IMPROVEMENTS AND ACTIVITIES

The estimated maximum cost of the line items below was developed based on the estimated costs of providing services in the proposed SMPPBID. The costs below are estimated, and the actual line item costs will fluctuate. The table below shows expenditures from assessment and non-assessed funds. Assessment funds are governed by Section IV. There is no limit on reallocation of non-assessment funds by Sunrise MarketPlace Inc. The total maximum budget may exceed the maximum listed in this table if parcel ownership changes results in parcels being assessed at a higher rate due to a higher estimated benefit.

Year	District Enhancement Programs	Economic Development	Admin & Policy Development	Contingency	Total
2022	\$663,441.83	\$43,952.07	\$159,163.63	\$17,684.85	\$884,242.38
2023	\$663,441.83	\$43,952.07	\$159,163.63	\$17,684.85	\$884,242.38
2024	\$663,441.83	\$43,952.07	\$159,163.63	\$17,684.85	\$884,242.38
<b>Total</b>	<b>\$1,990,325.49</b>	<b>\$131,856.21</b>	<b>\$477,490.89</b>	<b>\$53,054.55</b>	<b>\$2,652,727.14</b>

## APPENDIX 5 – MAP



## APPENDIX 6 – INTERCEPT SURVEY RESULTS

How likely it is that you will do the following activity either today or at any point in the future, while in Sunrise MarketPlace?

Do you live or work in the Sunrise MarketPlace?	Do you own property within the Sunrise MarketPlace?	Stroll or walk around for leisure	Eat or drink at a restaurant, cafe or bar	Go shopping	Conduct professional business	Attend a special event	Attend a seminar sponsored by SMP	Benefit
Live	No	SW likely	Slightly likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	SW likely	SW likely	Slightly likely	Very likely	Not at all likely	S
Live	No	SW likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Slightly likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	Yes	Not at all likely	SW likely	SW likely	Not at all likely	Not at all likely	Not at all likely	S
Work	No	NA	Slightly likely	NA	NA	NA	NA	S
Neither	No	SW likely	SW likely	SW likely	SW likely	SW likely	SW likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Work	No	SW likely	Very likely	Very likely	SW likely	Very likely	SW likely	S
Neither	No	SW likely	Very likely	Very likely	Not at all likely	Slightly likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	NA	S
Work	No	NA	NA	Very likely	NA	NA	NA	S
Live	No	Very likely	Very likely	Very likely	Very likely	Very likely	Very likely	S
Work	No	Slightly likely	Slightly likely	SW likely	Not at all likely	Slightly likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	Very likely	Very likely	Very likely	S

Both	Yes	Very likely	Very likely	Very likely	Not at all likely	Very likely	Very likely	S
Work	No	SW likely	Very likely	Very likely	Slightly likely	Very likely	Slightly likely	S
Neither	No	Slightly likely	Very likely	Very likely	SW likely	SW likely	Not at all likely	S
Neither	No	Not at all likely	Slightly likely	Slightly likely	Not at all likely	Not at all likely	Not at all likely	S
Both	No	Very likely	Very likely	SW likely	Not at all likely	SW likely	SW likely	S
Live	No	Very likely	Very likely	Very likely	NA	SW likely	SW likely	S
Live	No	Very likely	SW likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Both	No	SW likely	Very likely	Very likely	Not at all likely	SW likely	Not at all likely	S
Live	No	Slightly likely	SW likely	Slightly likely	Not at all likely	Not at all likely	Not at all likely	S
Live	Yes	Very likely	Very likely	Very likely	Slightly likely	Slightly likely	Not at all likely	S
Live	No	Very likely	SW likely	Very likely	Not at all likely	SW likely	Slightly likely	S
Both	No	SW likely	Very likely	Very likely	Very likely	Very likely	Slightly likely	S
Neither	No	Very likely	SW likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	SW likely	SW likely	Very likely	Not at all likely	Slightly likely	Not at all likely	S
Neither	No	SW likely	Slightly likely	Very likely	Slightly likely	SW likely	Not at all likely	S
Neither	No	Very likely	NA	Very likely	NA	NA	NA	S
Neither	No	Very likely	SW likely	SW likely	Slightly likely	Slightly likely	Not at all likely	S
Work	No	Very likely	SW likely	Very likely	Slightly likely	SW likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	Not at all likely	Very likely	SW likely	S
Live	No	SW likely	SW likely	Very likely	SW likely	SW likely	SW likely	S
Work	No	Not at all likely	Not at all likely	Slightly likely	Not at all likely	Not at all likely	Not at all likely	S

Neither	No	Slightly likely	SW likely	SW likely	Not at all likely	Not at all likely	NA	S
Neither	No	SW likely	Very likely	SW likely	Not at all likely	Slightly likely	Not at all likely	S
Live	No	Not at all likely	SW likely	Very likely	Not at all likely	SW likely	Not at all likely	S
Live	No	SW likely	SW likely	Very likely	NA	NA	NA	S
Live	No	SW likely	Very likely	Very likely	Slightly likely	SW likely	Slightly likely	S
Live	Yes	Not at all likely	SW likely	Very likely	Not at all likely	SW likely	Slightly likely	S
Neither	No	SW likely	SW likely	SW likely	Slightly likely	Slightly likely	Not at all likely	S
Neither	No	Cer	SW likely	Very likely	Not at all likely	Slightly likely	Not at all likely	S
Neither	No	NA	SW likely	Very likely	NA	NA	NA	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	NA	NA	Slightly likely	NA	NA	NA	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	NA	Very likely	Very likely	VNA	VNA	VNA	S
Live	No	SW likely	Slightly likely	SW likely	Very likely	Very likely	Slightly likely	S
Live	No	Very likely	Slightly likely	SW likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Not at all likely	Slightly likely	Slightly likely	Slightly likely	Slightly likely	Not at all likely	S
Both	Yes	Very likely	Very likely	Very likely	Not at all likely	Very likely	Slightly likely	S
Both	Yes	Very likely	Very likely	Very likely	SW likely	SW likely	Slightly likely	S
Neither	No	Very likely	Very likely	Very likely	Slightly likely	Not at all likely	Slightly likely	S
Live	No	SW likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Not at all likely	SW likely	SW likely	Not at all likely	Not at all likely	Not at all likely	S

Neither	No	Not at all likely	SW likely	Slightly likely	Not at all likely	Not at all likely	Not at all likely	S
Live	No	Very likely	Very likely	SW likely	Not at all likely	SW likely	SW likely	S
Neither	No	Not at all likely	Slightly likely	Slightly likely	Not at all likely	Not at all likely	Not at all likely	S
Live	No	SW likely	Very likely	Slightly likely	Slightly likely	Not at all likely	Not at all likely	S
Neither	No	SW likely	Very likely	Very likely	Not at all likely	SW likely	Not at all likely	S
Neither	No	SW likely	Very likely	NSW	Slightly likely	Slightly likely	Slightly likely	S
Neither	No	SW likely	Very likely	SW likely	Slightly likely	Slightly likely	Slightly likely	S
Both	No	Slightly likely	SW likely	SW likely	SW likely	SW likely	SW likely	S
Work	No	Very likely	Very likely	SW likely	Very likely	Slightly likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Very likely	Very likely	S
Neither	No	Very likely	Very likely	SW likely	Not at all likely	SW likely	SW likely	S
Neither	No	SW likely	SW likely	SW likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Not at all likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Live	No	Not at all likely	Very likely	Very likely	SW likely	Slightly likely	SW likely	S
Neither	No	Slightly likely	Very likely	Not at all likely	Not at all likely	Not at all likely	Not at all likely	S
Live	No	Not at all likely	Very likely	Slightly likely	Slightly likely	Slightly likely	Not at all likely	S
Both	No	Slightly likely	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Very likely	SW likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Live	Yes	Not at all likely	Slightly likely	Very likely	Very likely	Not at all likely	Not at all likely	S

Live	Yes	SW likely	Very likely	Very likely	Not at all likely	Slightly likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Live	Yes	SW likely	Very likely	Very likely	SW likely	SW likely	Slightly likely	S
Live	Yes	Very likely	Very likely	Very likely	SW likely	SW likely	Not at all likely	S
Neither	No	SW likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	SW likely	SW likely	Very likely	Not at all likely	NA	NA	S
Both	No	Not at all likely	Very likely	Very likely	Not at all likely	SW likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	Not at all likely	Slightly likely	Not at all likely	S
Neither	No	Not at all likely	Slightly likely	Very likely	SW likely	Not at all likely	Not at all likely	S
Live	Yes	Very likely	Very likely	Very likely	Not at all likely	SW likely	Not at all likely	S
Neither	No	Very likely	SW likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Live	Yes	Very likely	Very likely	Very likely	Not at all likely	Very likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Work	No	Very likely	Very likely	Very likely	Not at all likely	Slightly likely	Slightly likely	S
Work	No	Very likely	Very likely	Very likely	Slightly likely	Not at all likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	S
Work	No	Very likely	Very likely	Very likely	Not at all likely	Slightly likely	Slightly likely	S
Live	No	Very likely	Not at all likely	Very likely	Not at all likely	Slightly likely	Not at all likely	S
Live	Yes	Very likely	Very likely	Very likely	Slightly likely	SW likely	Slightly likely	S
Both	No	Very likely	Very likely	Very likely	Not at all likely	Very likely	Not at all likely	S
Live	Yes	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S

Live	No	Very likely	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	S
Work	No	Very likely	Very likely	Very likely	Very likely	Very likely	Very likely	S
Live	No	Very likely	Very likely	SW likely	Not at all likely	Not at all likely	Not at all likely	S
Both	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Not at all likely	SW likely	Very likely	Not at all likely	Slightly likely	Slightly likely	S
Neither	No	SW likely	SW likely	Very likely	No Answer	No Answer	No Answer	S
Live	No	Very likely	SW likely	Very likely	Not at all likely	SW likely	Slightly likely	S
Neither	No	Very likely	Very likely	SW likely	Very likely	SW likely	Slightly likely	S
Neither	No	Very likely	Very likely	Very likely	Very likely	Very likely	Very likely	S
Neither	No	Not at all likely	Not at all likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Not at all likely	Not at all likely	Not at all likely	Not at all likely	Not at all likely	Not at all likely	S
Live	Yes	SW likely	SW likely	Very likely	Not at all likely	Very likely	SW likely	S
Neither	No	SW likely	SW likely	SW likely	Not at all likely	Not at all likely	Not at all likely	S
Both	No	SW likely	SW likely	Very likely	Not at all likely	Slightly likely	Not at all likely	S
Both	No	Slightly likely	Very likely	Very likely	NA	Slightly likely	Slightly likely	S
Neither	No	SW likely	SW likely	SW likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	SW likely	SW likely	Not at all likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Not at all likely	Very likely	Slightly likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Slightly likely	Slightly likely	Slightly likely	S



Neither	No	SW likely	Very likely	Very likely	SW likely	Very likely	Slightly likely	S
Live	No	Slightly likely	Slightly likely	Very likely	Slightly likely	Very likely	Slightly likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Work	No	SW likely	Very likely	Slightly likely	Not at all likely	NA	NA	S
Work	No	Slightly likely	Very likely	Very likely	Not at all likely	NA	Not at all likely	S
Both	No	Very likely	Very likely	Very likely	Very likely	Very likely	SW likely	S
Work	No	Very likely	Very likely	Very likely	SW likely	Very likely	SW likely	S
Neither	No	Very likely	Slightly likely	SW likely	Not at all likely	SW likely	NA	S
Neither	No	Not at all likely	Not at all likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Both	No	Very likely	Very likely	Not at all likely	Not at all likely	SW likely	Not at all likely	S
Neither	No	Not at all likely	Slightly likely	Slightly likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Not at all likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Work	No	SW likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	SW likely	SW likely	S
Neither	No	Very likely	SW likely	Slightly likely	Not at all likely	Not at all likely	Not at all likely	S
Live	Yes	Very likely	Very likely	Very likely	Not at all likely	SW likely	Not at all likely	S
Neither	No	Not at all likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	SW likely	SW likely	S
Neither	No	Slightly likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S

Neither	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	SW likely	Very likely	Not at all likely	Slightly likely	Not at all likely	S
Neither	No	Not at all likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Live	Yes	Slightly likely	SW likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	SW likely	SW likely	Not at all likely	SW likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Live	No	Slightly likely	SW likely	SW likely	Not at all likely	Slightly likely	Not at all likely	S
Neither	No	SW likely	Very likely	Very likely	Slightly likely	SW likely	Not at all likely	S
Live	No	Very likely	Very likely	Slightly likely	No Answer	SW likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	No Answer	Very likely	No Answer	S
Live	No	Very likely	Very likely	Very likely	No Answer	Very likely	No Answer	S
Work	Yes	Very likely	Very likely	Very likely	Very likely	Very likely	Very likely	S
Neither	No	Very likely	Very likely	Very likely	SW likely	No Answer	No Answer	S
Neither	No	Very likely	Very likely	Very likely	SW likely	Very likely	Very likely	S
Neither	No	Very likely	Very likely	Very likely	Slightly likely	Very likely	Slightly likely	S
Live	No	Very likely	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	S
Live	No	SW likely	Very likely	SW likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Very likely	SW likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	SW likely	SW likely	Slightly likely	Slightly likely	Slightly likely	S
Neither	No	Not at all likely	Slightly likely	Slightly likely	Not at all likely	Not at all likely	Not at all likely	S

Neither	No	Very likely	SW likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Very likely	Very likely	Very likely	S
Neither	No	Very likely	Very likely	Very likely	Very likely	No Answer	No Answer	S
Live	No	Very likely	Very likely	Very likely	No Answer	Very likely	No Answer	S
Both	Yes	Very likely	Very likely	Very likely	Very likely	Very likely	Very likely	S
Live	Yes	Very likely	Very likely	Very likely	No Answer	No Answer	No Answer	S
Live	Yes	SW likely	SW likely	SW likely	Very likely	Slightly likely	Very likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	SW likely	Very likely	Slightly likely	No Answer	Slightly likely	No Answer	S
Neither	No	Very likely	Very likely	SW likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Slightly likely	SW likely	Slightly likely	Slightly likely	Slightly likely	S
Work	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Slightly likely	SW likely	SW likely	Not at all likely	SW likely	SW likely	S
Neither	No	SW likely	Very likely	SW likely	Not at all likely	SW likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Very likely	Very likely	S
Live	No	Very likely	Very likely	Very likely	Not at all likely	SW likely	SW likely	S
Live	No	Very likely	Slightly likely	SW likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	SW likely	Very likely	Very likely	Not at all likely	Slightly likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	SW likely	SW likely	SW likely	Not at all likely	Slightly likely	Slightly likely	S

Neither	No	SW likely	SW likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	S
Neither	No	SW likely	Very likely	Very likely	Slightly likely	Very likely	SW likely	S
Live	No	Very likely	SW likely	SW likely	Not at all likely	SW likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	Very likely	Very likely	Very likely	S
Live	No	Very likely	Very likely	Very likely	Very likely	Very likely	Very likely	S
Work	No	SW likely	Very likely	Very likely	Very likely	SW likely	Slightly likely	S
Live	No	Very likely	Very likely	Very likely	Not at all likely	Slightly likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	Not at all likely	Very likely	Not at all likely	S
Live	Yes	Very likely	SW likely	Very likely	Not at all likely	Slightly likely	Not at all likely	S
Both	Yes	Very likely	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	S
Both	No	Very likely	Very likely	Very likely	Very likely	Slightly likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	Not at all likely	Slightly likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	Slightly likely	Not at all likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	Not at all likely	SW likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	SW likely	Slightly likely	NA	S
Live	No	Slightly likely	Very likely	Very likely	Not at all likely	SW likely	NA	S
Live	No	Slightly likely	Very likely	Very likely	Not at all likely	SW likely	Not at all likely	S
Neither	No	SW likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	Not at all likely	Very likely	Not at all likely	S

Live	No	SW likely	Very likely	Very likely	NA	Not at all likely	Not at all likely	S
Live	Yes	SW likely	Slightly likely	SW likely	Not at all likely	SW likely	Not at all likely	S
Neither	No	Slightly likely	Slightly likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Live	No	Very likely	SW likely	Very likely	Not at all likely	Very likely	Not at all likely	S
Work	No	Slightly likely	Very likely	Very likely	SW likely	Slightly likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	Not at all likely	Slightly likely	Not at all likely	S
Live	No	Very likely	SW likely	Very likely	Not at all likely	SW likely	NA	S
Live	No	Very likely	Very likely	Very likely	Very likely	Very likely	Very likely	S
Neither	No	Not at all likely	SW likely	Very likely	Not at all likely	Slightly likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	SW likely	Not at all likely	Not at all likely	S
Both	Yes	Very likely	Very likely	Very likely	Very likely	Not at all likely	Slightly likely	S
Neither	No	Very likely	Very likely	SW likely	SW likely	Very likely	SW likely	S
Neither	No	SW likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Not at all likely	Slightly likely	Slightly likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	SW likely	Very likely	Very likely	S
Live	No	SW likely	SW likely	Very likely	Slightly likely	Not at all likely	Slightly likely	S
Live	No	Very likely	Very likely	Very likely	Slightly likely	Very likely	SW likely	S
Live	No	Not at all likely	Slightly likely	SW likely	NA	NA	NA	S
Both	No	Slightly likely	SW likely	SW likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Slightly likely	Not at all likely	Slightly likely	Not at all likely	Not at all likely	Not at all likely	G
Neither	No	Very likely	Very likely	Very likely	Very likely	Very likely	Very likely	S

Live	No	Very likely	Very likely	Very likely	Very likely	Very likely	Very likely	S
Neither	No	Not at all likely	Slightly likely	SW likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Not at all likely	SW likely	SW likely	Not at all likely	Slightly likely	Not at all likely	S
Neither	No	Slightly likely	Slightly likely	Slightly likely	Slightly likely	Slightly likely	Slightly likely	G
Neither	No	Slightly likely	SW likely	SW likely	Very likely	Very likely	NA	S
Work	No	Not at all likely	Very likely	Not at all likely	Very likely	Not at all likely	Not at all likely	S
Neither	No	SW likely	SW likely	Very likely	Not at all likely	Slightly likely	Slightly likely	S
Both	No	Very likely	SW likely	NA	Very likely	SW likely	SW likely	S
Both	No	Very likely	SW likely	Very likely	SW likely	Not at all likely	SW likely	S
Neither	No	Very likely	SW likely	Very likely	SW likely	SW likely	SW likely	S
Neither	No	Very likely	SW likely	Very likely	SW likely	SW likely	SW likely	S
Neither	No	Very likely	SW likely	Very likely	SW likely	SW likely	SW likely	S
Neither	No	Very likely	SW likely	Very likely	SW likely	SW likely	SW likely	S
Neither	No	Very likely	SW likely	Very likely	SW likely	SW likely	SW likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Very likely	Not at all likely	S
Neither	No	SW likely	Very likely	Very likely	Slightly likely	Slightly likely	SW likely	S
Live	No	Very likely	Very likely	Very likely	SW likely	SW likely	SW likely	S
Neither	No	Slightly likely	Slightly likely	Slightly likely	Slightly likely	Slightly likely	Slightly likely	G
Neither	No	Very likely	Very likely	Very likely	SW likely	SW likely	Slightly likely	S
Neither	No	Not at all likely	Slightly likely	SW likely	Not at all likely	Slightly likely	Not at all likely	S
Neither	No	SW likely	SW likely	SW likely	Not at all likely	Not at all likely	Not at all likely	S

Neither	No	Not at all likely	Not at all likely	Not at all likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Not at all likely	Not at all likely	Not at all likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	SW likely	Slightly likely	NA	SW likely	NA	S
Neither	No	SW likely	SW likely	Very likely	SW likely	SW likely	Not at all likely	S
Both	No	Very likely	Very likely	SW likely	SW likely	Not at all likely	Not at all likely	S
Both	No	Slightly likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Live	No	Slightly likely	SW likely	Very likely	Not at all likely	Slightly likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	No Answer	No Answer	No Answer	S
Live	No	Very likely	Very likely	Very likely	Slightly likely	Slightly likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Slightly likely	Very likely	Not at all likely	Slightly likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	Slightly likely	Not at all likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Slightly likely	Slightly likely	Slightly likely	S
Neither	No	SW likely	SW likely	SW likely	Not at all likely	Not at all likely	Not at all likely	S
Both	No	SW likely	Very likely	Very likely	Slightly likely	SW likely	Not at all likely	S
Live	No	SW likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	Slightly likely	Slightly likely	Slightly likely	S
Live	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Neither	No	Slightly likely	Slightly likely	Slightly likely	Not at all likely	Not at all likely	Not at all likely	G
Live	No	Very likely	Very likely	Very likely	Slightly likely	Slightly likely	Slightly likely	S

Neither	No	SW likely	SW likely	SW likely	SW likely	SW likely	SW likely	S
Neither	No	Not at all likely	Not at all likely	Not at all likely	Not at all likely	Not at all likely	Not at all likely	S
Both	No	Very likely	Very likely	Very likely	No Answer	Slightly likely	No Answer	S
Live	No	Very likely	Very likely	Very likely	Very likely	Very likely	Very likely	S
Neither	No	Not at all likely	Not at all likely	Not at all likely	Not at all likely	Not at all likely	Not at all likely	S
Live	Yes	Very likely	Very likely	Very likely	SW likely	SW likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	SW likely	Slightly likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	Very likely	Very likely	Very likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Not at all likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	SW likely	Slightly likely	Not at all likely	S
Neither	No	SW likely	SW likely	SW likely	Not at all likely	Slightly likely	Not at all likely	S
Neither	No	Very likely	Very likely	Very likely	Slightly likely	SW likely	Not at all likely	S
Neither	No	Not at all likely	Slightly likely	SW likely	SW likely	Slightly likely	Not at all likely	S
Neither	No	Not at all likely	SW likely	SW likely	Slightly likely	Slightly likely	Not at all likely	S
Live	No	Very likely	Very likely	Very likely	SW likely	SW likely	Not at all likely	S
Neither	No	SW likely	Very likely	Very likely	Slightly likely	Slightly likely	Not at all likely	S
Neither	No	SW likely	SW likely	Very likely	Not at all likely	Slightly likely	Not at all likely	S
Neither	No	Slightly likely	Slightly likely	SW likely	Not at all likely	Slightly likely	Not at all likely	S
Neither	No	No Answer	Slightly likely	Slightly likely	No Answer	No Answer	No Answer	S
Neither	No	SW likely	SW likely	SW likely	Not at all likely	Not at all likely	Not at all likely	S
Both	No	Very likely	Very likely	Very likely	Slightly likely	Very likely	Very likely	S



Neither	No	Very likely	Very likely	Very likely	SW likely	Slightly likely	Slightly likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Slightly likely	SW likely	S
Live	No	Very likely	Very likely	Very likely	Slightly likely	SW likely	SW likely	S
Live	No	Very likely	Very likely	Very likely	Slightly likely	Very likely	SW likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Slightly likely	Slightly likely	S
Live	No	Very likely	Very likely	Very likely	Not at all likely	Slightly likely	Slightly likely	S
Live	No	Very likely	Very likely	SW likely	SW likely	SW likely	SW likely	S
Neither	No	SW likely	SW likely	SW likely	SW likely	Slightly likely	Slightly likely	S
Neither	No	Very likely	Very likely	Very likely	Not at all likely	Slightly likely	Slightly likely	S
Both	No	Very likely	Very likely	Very likely	Slightly likely	Very likely	SW likely	S
Live	No	Very likely	Very likely	Very likely	SW likely	SW likely	SW likely	S



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** August 12, 2021

**TO:** Mayor and City Council Members  
Christopher W. Boyd, Interim City Manager

**FROM:** Haley Reid, Management Analyst I  
Amy Van, City Clerk

**SUBJECT:** **Designation of Voting Delegate and Alternate(s) for the League of California Cities Annual Conference**

### **Summary and Recommendation**

The League of California Cities Annual Conference is scheduled for September 22 - 24, 2021, in Sacramento. The Annual Business Meeting will be held during the General Assembly on Friday, September 24, 2021 at a time to be determined at a later date. At this meeting the League membership considers and takes action on resolutions that establish League policy. In order to vote at the Annual Business Meeting, the City Council must designate a voting delegate and may appoint up to two alternate voting delegates.

Consistent with League bylaws, the City's voting delegate and alternate(s) must be designated by action of the City Council. The voting delegate and alternate(s) must be registered to attend the conference.

Staff recommends that the City Council designate a voting delegate and alternate(s) to participate at the Annual Business Meeting on September 24, 2021 during the League of California Cities Annual Conference.

### **Attachments**

- (1) League of California Cities Memo dated June 16, 2021
- (2) 2021 Annual Conference Voting Procedures

**Council Action Advised by August 31, 2021**

June 16, 2021

**TO: City Managers and City Clerks**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
League of California Cities Annual Conference & Expo – September 22-24, 2021**

Cal Cities 2021 Annual Conference & Expo is scheduled for September 22-24, 2021 in Sacramento. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly) on Friday, September 24. At this meeting, Cal Cities membership considers and acts on resolutions that establish Cal Cities policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity.

**Please complete the attached Voting Delegate form and return it to Cal Cities office no later than Wednesday, September 15. This will allow us time to establish voting delegate/alternate records prior to the conference.**

**Please note:** Our number one priority will continue to be the health and safety of participants. We are working closely with the Sacramento Convention Center to ensure that important protocols and cleaning procedures continue, and if necessary, are strengthened. Attendees can anticipate updates as the conference approaches.

- **Action by Council Required.** Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration will open mid-June at [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one voter must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.
- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but



## Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.

CITY: \_\_\_\_\_

**2021 ANNUAL CONFERENCE  
VOTING DELEGATE/ALTERNATE FORM**

**Please complete this form and return it to Cal Cities office by Wednesday, September 15, 2021. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.**

To vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

**Please note:** Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

**1. VOTING DELEGATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**2. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**3. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR****ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_  
(circle one) (signature)

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please complete and return by Wednesday, September 15, 2021 to:**

Darla Yacub, Assistant to the Administrative Services Director

E-mail: [dyacub@cacities.org](mailto:dyacub@cacities.org)

Phone: (916) 658-8254