

AGENDA

NOVEMBER 12, 2020

CITY OF CITRUS HEIGHTS CITY COUNCIL

6:00 PM SPECIAL MEETING

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. Please be advised that the Council Chambers are closed to the public and that some, or all, Council Members may attend City Council meetings telephonically or otherwise electronically. The meeting will be held via webcast with **NO PHYSICAL LOCATION FOR PUBLIC ATTENDANCE.**

PLEASE SEE BELOW FOR ZOOM MEETING INFORMATION

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 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.

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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, or City Hall 6360 Fountain Square Drive at least 48 hours prior to the meeting. TDD: California Relay Service 7-1-1.

Zoom Meeting Link:

Special Meeting 6:00 p.m. Zoom Meeting – Members of the public may attend via Zoom in order to observe and address the meeting.

Webinar link:

[HTTPS://US02WEB.ZOOM.US/WEBINAR/REGISTER/WN_YNPBVWMEQBYJOFKQHGSYDQ](https://us02web.zoom.us/webinar/register/wn_ynpbvwmeqbyjofkqhgsydq)

Regular Meeting 7:00 p.m. Zoom Meeting – Members of the public may attend via Zoom in order to observe and address the meeting.

Webinar link: [HTTPS://US02WEB.ZOOM.US/WEBINAR/REGISTER/WN_H7-](https://us02web.zoom.us/webinar/register/wn_h7-ipxrrtoqxakoab6ylaw)

[IPXRRTOQXAKOAB6YLAW](https://us02web.zoom.us/webinar/register/wn_h7-ipxrrtoqxakoab6ylaw)

Documents:

[11-12-20 AGENDA PACKET.PDF](#)

CALL SPECIAL MEETING TO ORDER

1. Roll Call: Council Members: Bruins, Daniels, Middleton, Miller, Slowey

PUBLIC COMMENT

STUDY SESSION

2. Multi Modal Transportation Safety Program (MMTSP) Overview And Update

ADJOURNMENT

CALL REGULAR MEETING TO ORDER

1. Flag Salute
2. Roll Call: Council Members: Bruins, Daniels, Middleton, Miller, Slowey
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 is requested by a Council Member.

4. SUBJECT: Approval Of Minutes
RECOMMENDATION: Approve the Minutes of the Special / Regular Meeting of October 22, 2020
5. SUBJECT: Second Reading – Amendment To Chapter 94, Article III, Division 2, Section 106 Of The Citrus Heights Municipal Code To Include Updates To Speed Limits
STAFF REPORT: L. Blomquist / S. Gualco
RECOMMENDATION: Adopt Ordinance No. 2020-010, an Ordinance of the City Council of the City of Citrus Heights, California, Amending Chapter 94 of the Citrus Heights Municipal Code Related to Speed Zones
6. SUBJECT: Memorandum Of Understanding With County Of Sacramento Environmental Management Department To Provide Commercial Inspection Services Related To Business Recycling And Business Organics Recycling
STAFF REPORT: M. Poole
RECOMMENDATION: Adopt Resolution No. 2020-____, a Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute a Memorandum of Understanding with the County of Sacramento Environmental Management Department to Provide Professional Inspection Services for Commercial Recycling and Organics Recycling
7. SUBJECT: Memorandum Of Understanding With California Urban Forests Council (CaUFC) And West Coast Arborist (WCA) For Urban Forest And Community Grant Funding
STAFF REPORT: R. Cave / A. Velasquez
RECOMMENDATION: Adopt Resolution No. 2020-____, a Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute a Memorandum of Understanding with California Urban Forests Council and West Coast

Arborist for Urban Forest and Community Grant Funding

8. SUBJECT: Quarterly Treasurer's Report
STAFF REPORT: R. Rivera / T. Nossardi
RECOMMENDATION: Receive and File the Quarterly Treasurer's Report for the Quarter Ending September 30, 2020
9. SUBJECT: Resolution Adopting Amended Salary Table
STAFF REPORT: R. Rivera / M. Alejandrez / M. Bushey
RECOMMENDATION: Adopt Resolution No. 2020-____ a Resolution of the City Council of the City of Citrus Heights, California, Adopting the Amended Salary Table, Exhibit B

REGULAR CALENDAR

10. SUBJECT: Approval Of Economic Development Support Fund For The Citrus Heights Chamber Of Commerce
STAFF REPORT: M. Huber
RECOMMENDATION: Adopt Resolution No. 2020-____, a Resolution of the City Council of the City of Citrus Heights, California, Approving a \$10,000 Sponsorship to the Citrus Heights Chamber of Commerce from the Economic Development Support Fund – Part I
11. SUBJECT: Citywide Multi-Use Trail Naming Recommendation
STAFF REPORT: L. Blomquist / N. Baxter
RECOMMENDATION: The Following is Recommended:
 - a. City Council Review the Top Three Potential Trail Names Selected by the Naming Committee from Submissions Received by the Public, and Select One as the Name of the Future City-Wide Trail
 - b. Adopt Resolution No. 2020-____, a Resolution of the City Council of the City of Citrus Heights, California, Naming an Approximately 3-Mile Long Trail to be Constructed in Citrus Heights as "_____"

DEPARTMENT REPORTS

CITY MANAGER ITEMS

ITEMS REQUESTED BY COUNCIL MEMBERS / FUTURE AGENDA ITEMS



Jeff Slowey, Mayor
Steve Miller, Vice Mayor
Jeannie Bruins, Council Member
Bret Daniels, Council Member
Porsche Middleton, Council Member

**CITY OF CITRUS HEIGHTS
CITY COUNCIL
Special/Regular Meeting of Thursday, November 12, 2020
Special Meeting 6:00 p.m.
Regular Meeting 7:00 p.m.**

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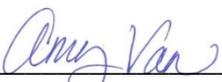
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November 6, 2020



Amy Van, City Clerk

<p style="text-align: center;">SPECIAL MEETING 6:00 PM</p>
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CALL SPECIAL MEETING TO ORDER

1. Roll Call: Council Members: Bruins, Daniels, Middleton, Miller, Slowey

PUBLIC COMMENT

STUDY SESSION

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DEPARTMENT REPORTS

CITY MANAGER ITEMS

ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS

ADJOURNMENT

**CITY OF CITRUS HEIGHTS
CITY COUNCIL
MINUTES**

**Special / Regular Meeting of Thursday, October 22, 2020
Virtually from the City Hall Council Chambers
6360 Fountain Square Drive, Citrus Heights, CA**

CALL SPECIAL MEETING TO ORDER

The special meeting was called to order at 6:00 p.m. by Mayor Slowey.

1. Roll Call: Council Members present: Bruins, Daniels, Middleton, Miller, Slowey
Council Members absent: None
Staff present: Boyd, Jones, and Van

PUBLIC COMMENT

None

CLOSED SESSION

2. Public Employee Performance Evaluation
Title: City Manager
Pursuant to Government Code Section 54957

There was no reportable action from closed session.

ADJOURNMENT

Mayor Slowey adjourned the special meeting at 6:23 p.m.

CALL REGULAR MEETING TO ORDER

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

1. The Flag Salute was led by Mayor Slowey.
2. Roll Call: Council Members present: Bruins, Daniels, Middleton, Miller, Slowey
Council Members absent: None
Staff present: Blomquist, Boyd, Campbell, Cave, Cotter, Gualco, Jones, Kempenaar, Van and department directors.
3. The video statement was read by City Clerk Van.

APPROVAL OF AGENDA

There were no changes to the agenda.

PRESENTATIONS

4. Presentation on the Annual Holiday Referral Program

Support Services Supervisor Campbell announced the 2020 Annual Holiday Referral Program application period would begin on November 2. Donations of toys and food will be by appointment at Sunrise Mall beginning November 23.

5. Capital Improvements Projects Update

Operations Manager Cave provided an update on capital improvement projects recently completed, projects currently under construction, and future projects.

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

Council Member Bruins provided an update from the Sacramento Regional County Sanitation District Board meeting. She also provided an update from the Citrus Heights Police Activities League Board meeting.

Council Member Daniels encouraged the public to support local businesses and visit a local restaurant.

Vice Mayor Miller provided a report from the Sacramento Transportation Authority Board meeting.

Mayor Slowey provided a report from the Sacramento Public Library Authority Board meeting.

PUBLIC COMMENT

None

CONSENT CALENDAR

6. **SUBJECT:** Approval of Minutes
RECOMMENDATION: Approve the Minutes of the Regular Meeting October 8, 2020
7. **SUBJECT:** Resolution Authorizing Application for Green Means Go Program
STAFF REPORT: C. McDuffee / C. Kempenaar
RECOMMENDATION: Adopt Resolution No. 2020-117, a Resolution of the City Council of the City of Citrus Heights, California, Authorizing Application for the Green Means Go Program
8. **SUBJECT:** Joint Powers Agreement and Bylaws for California Intergovernmental Risk Authority – Merger of Public Agency Risk Sharing Authority of California and the Redwood Empire Municipal Insurance Fund
STAFF REPORT: R. Rivera / A. Van
RECOMMENDATION: Adopt Resolution No. 2020-118, a Resolution of the City Council of the City of Citrus Heights, California, Adopting the Joint Powers Agreement and Bylaws for the California Intergovernmental Risk Authority

ACTION: On a motion by Council Member Bruins, seconded by Council Member Middleton, the City Council adopted Consent Calendar Items 6, 7, and 8.

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

PUBLIC HEARING

9. **SUBJECT:** Final Allocation of Federal 2021 Community Development Block Grant (CDBG) Funds and Action Plan

STAFF REPORT: C. McDuffee / S. Cotter / N. Piva

RECOMMENDATION: The Following is Recommended:

- a. Hear public testimony on the Final 2021 Community Development Block Grant Fund Allocation and Action Plan
- b. Adopt Resolution No. 2020-119, a Resolution Approving the 2021 Community Development Block Grant (CDBG) Action Plan and Authorizing the City Manager or Designee to Execute all Contracts Necessary to Implement the 2021 CDBG Action Plan

Housing and Human Services Program Coordinator Cotter stated they estimate the City will receive \$600,000 in 2021. Fifteen percent of the funds can be used for public services, 20% can be used for planning and administration, and the remaining funds can be used for capital projects. She presented an overview of the funding requests received and the Quality of Life Committee's funding recommendation as follows:

Proposed Public Services Activity	2021 CDBG Request	Quality of Life Committee Recommendation
Single Mom Strong – Tutoring & Distance Learning Support	8,698	8,698
Rebuilding Together – Home Safety Modifications for Seniors	23,000	0
Campus Life Connection – Sayonara Center	15,000	14,000
Meals on Wheels – Senior Meals	16,000	16,000
Sacramento Self-Help Housing – Homeless Navigator	16,000	16,000
Sacramento Self-Help Housing – Renters Helpline	22,871	22,871
Sunrise Christian Food Ministry – Emergency Food Bank	22,000	7,215
WEAVE – Violence Reduction Team	10,000	7,216
TOTALS	\$133,696	\$90,000

Cotter noted one change to the plan that should the City have any remaining public service funding once the 2021 CDBG funds are received, the remaining funding shall be allocated to Sunrise Christian Food Ministry. She noted the plan recommends allocating \$390,000 to the Citywide Accessibility and Drainage Improvement Project.

Mayor Slowey opened the public hearing at 7:43 p.m.; hearing no speakers, he closed the public hearing.

ACTION: On a motion by Council Member Bruins, seconded by Council Member Middleton, the City Council adopted Resolution No. 2020-119, a Resolution Approving the 2021 Community Development Block Grant (CDBG) Action Plan and Authorizing the City Manager or Designee to Execute all Contracts Necessary to Implement the 2021 CDBG Action Plan.

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

REGULAR CALENDAR

10. **SUBJECT:** Amendment to Chapter 94, Article III, Division 2, Section 106 of the Citrus Heights Municipal Code to Include Updates to Speed Limits
STAFF REPORT: L. Blomquist / S. Gualco
RECOMMENDATION: Introduce, Read by Title Only and Waive the First Reading of Ordinance No. 2020-010, an Ordinance of the City Council of the City of Citrus Heights, California, Amending Chapter 94 of the Citrus Heights Municipal Code Related to Speed Zones

Sergeant Gualco provided an overview of traffic enforcement with the goal of improving safety on roadways through education, engineering, and enforcement. He stated Lidar is the most effective form of speed enforcement and the use of Lidar requires a valid Engineering and Traffic Survey to avoid a “speed trap” situation.

City Engineer Blomquist explained in order to certify an Engineering and Traffic Survey, which is the basis for establishing speed limits, the survey must be prepared in compliance with various sections of California codes and regulations. The California Manual on Uniform Traffic Control Devices and California Vehicle Code require that a posted speed limit be established at or near the 85th percentile speed. In order to determine the 85th percentile speed we measure the free flowing speed of vehicles as they travel on the roadways. The data collected must be the un-influenced speed. Based on data collected the City is recommending changes to five speed zones as follows:

Street Name	From - To	Existing Speed Limit (mph)	Proposed Speed Limit (mph)
Antelope Rd	From I-80 to Auburn Blvd	40	45
Antelope Rd	From Auburn Blvd to Sunrise Blvd	40	45
Fountain Square Dr	From Greenback Ln to Stock Ranch Rd	30	25
Old Auburn Rd	Fair Oaks Blvd to Northeastern City Limits	35	40
Sunrise Blvd	Antelope Rd to Norther City Limits	40	45

City Council questions followed.

ACTION: On a motion by Vice Mayor Miller, seconded by Council Member Middleton, the City Council introduced, read by title only and waived the first reading of Ordinance No. 2020-010, an

Ordinance of the City Council of the City of Citrus Heights, California, Amending Chapter 94 of the Citrus Heights Municipal Code Related to Speed Zones.

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

DEPARTMENT REPORTS

11. **SUBJECT:** Update on the Regional Housing Needs Assessment Process
DEPARTMENT: Community Development Department

Planning Manager Kempenaar provided an overview of the City's Housing Element and the reasons it must be updated from time to time. The Housing Element must be updated every eight years. He highlighted some accomplishments from the current Housing Element, which include zoning code changes to allow residential in BP zone, small lot housing ordinance, Sunrise Tomorrow Specific Plan, New Sylvan property, Rental Housing Inspection Program and a General Plan update to allow 40 units per acre in General Commercial zone. The Regional Housing Needs Allocation (RHNA) is a process where the State issues Regional Housing Needs Determination to the Sacramento Area Council of Governments (SACOG). SACOG develops methodology to distribute housing units to all member agencies. Each agency must demonstrate that they can accommodate the RHNA.

CITY MANAGER ITEMS

City Manager Boyd highlighted the City's first virtual State of the City that was held on October 20, he urged the public to view the recording on the City's website. He provided an update on COVID cases.

ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS

None

ADJOURNMENT

Mayor Slowey adjourned the regular meeting at 8:15 p.m.

Respectfully submitted,

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: November 12, 2020

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

FROM: Leslie Blomquist, City Engineer
Shaun Gualco, Traffic Sergeant

SUBJECT: **Second Reading - Amendment to Chapter 94, Article III, Division 2, Section 106 of the Citrus Heights Municipal Code to Include Updates to Speed Limits**

Summary and Recommendation

On October 22, 2020, the City Council introduced, read by title only and waived the first full reading of an Ordinance amending Chapter 94, Article III, Division 2, Section 106 of the Citrus Heights Municipal Code Related to Speed Zones. The purpose of the amendment is to update the Code to reflect updated speed limits for five speed zones in Citrus Heights. The updates are based on on Engineering and Traffic Surveys (E&TS) conducted per requirements set forth in the California Vehicle Code (CVC) and California Manual on Uniform Traffic Control Devices (CAMUTCD). The City Council did not make any amendments to the proposed ordinance at the first reading.

Staff recommends the City Council adopt Ordinance No. 2020-010 Amending Chapter 94, Article III, Division 2, Section 106 of the Citrus Heights Municipal Code Related to Speed Zones.

Fiscal Impact

There is no fiscal impact to amend the Municipal Code. However, the amendment will result in updated speed limits on five roadway segments within the city. The estimated cost for speed limit sign updates is approximately \$6,500, which will be funded utilizing existing, budgeted maintenance funds (Fund 205).

Attachments

1. Ordinance No. 2020- 010 Amending Chapter 94, Article III, Division 2, Section 106 of the Citrus Heights Municipal Code Related to Speed Zones.

ORDINANCE NO. 2020-010

AN ORDINANCE OF THE CITY OF CITRUS HEIGHTS AMENDING CHAPTER 94 OF THE CITRUS HEIGHTS MUNICIPAL CODE RELATING TO SPEED ZONES

WHEREAS, with certain exceptions for prima facie speed limits on certain roadways, the California Vehicle Code (CVC) requires speed limits to be set by ordinance on the basis of an Engineering and Traffic Survey;

WHEREAS, the City Engineer, consistent with state law, has performed engineering and traffic surveys (E&TS) on all streets to be amended; and

WHEREAS, in order for law enforcement to use radar or lidar to enforce speed limits, updated speed limits must be set and posted in conformance with the E&TS.

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

The provisions of Chapter 94 of the City of Citrus Heights Code are amended, as follows:

SECTION 1. Amendment. Section 94-106 of the Citrus Heights Code is hereby amended to read as set forth below:

Sec. 94-106. – Speed zones of the Municipal Code.

Pursuant to authority contained in §§ 22357 and 22358 of the Vehicle Code, the City Council hereby determines upon the basis of an engineering and traffic survey that the prima facie speed limits set forth in this section would facilitate the orderly movement of vehicular traffic and would be reasonable and safe, except when passing school grounds. It is hereby determined that a speed limit greater than those hereinafter set forth would be more than is reasonable or safe. It is hereby declared that the prima facie speed limits hereinafter set forth are established in accordance with applicable law:

- 1) Antelope Road:
 - a. Between Old Auburn Road and Sunrise Boulevard, 35 miles per hour;
 - b. Between Interstate 80 and Sunrise Boulevard, 45 miles per hour;
 - c. Between Interstate 80 and west city limit, 40 miles per hour.
- 2) Auburn Boulevard:
 - a. Between north city limits and Manzanita Avenue, 40 miles per hour.
- 3) Birdcage Street:
 - a. Between Greenback Lane and Uplands Avenue, 30 miles per hour.
- 4) Butternut Drive:
 - a. Between South Lichen Drive and Roseville Road, 25 miles per hour.

- 5) Cobalt Way:
 - a. Between Calvin Drive and Auburn Boulevard, 25 miles per hour.
- 6) Crux Drive:
 - a. Between Sungarden Drive and Woodmore Oaks Drive, 25 miles per hour.
- 7) Dewey Drive:
 - a. Between Greenback Lane and south city limits, 35 miles per hour.
- 8) Fair Oaks Boulevard:
 - a. Between Old Auburn Road and Stacey Hills Drive, 40 miles per hour;
 - b. Between Stacey Hills Drive and south city limits (southbound only), 45 miles per hour.
- 9) Fountain Square Drive:
 - a. Between Greenback Lane and Stock Ranch Road, 25 miles per hour.
- 10) Garden Gate/Purslane:
 - a. Between Van Maren Lane and Antelope Road, 25 miles per hour.
- 11) Greenback Lane:
 - a. Between Fair Oaks Boulevard and west city limit, 40 miles per hour.
- 12) Highland Drive:
 - a. Between Sunrise Boulevard and Mariposa Avenue, 25 miles per hour.
- 13) Kenneth Avenue:
 - a. Between Oak Avenue and Elm Avenue (southbound only), 25 miles per hour.
- 14) Madison Avenue:
 - a. Between Fair Oaks Avenue and Sunrise Boulevard (westbound only), 45 mile per hour;
 - b. Between Sunrise Boulevard and Bartig Way (westbound only), 45 mile per hour.
- 15) Mariposa Avenue:
 - a. Between Antelope Road and Old Auburn Road, 30 miles per hour.
- 16) Oak Avenue:
 - a. Between Wachtel Way and Sunrise Boulevard, 40 miles per hour.
- 17) Old Auburn Road:
 - a. Between east city limits and Fair Oaks Boulevard, 40 miles per hour;
 - b. Between Fair Oaks Boulevard and Sylvan Road, 35 miles per hour.

- 18) Parkoaks Drive:
 - a. Between Greenback Lane and Parkcreek Circle, 25 miles per hour.
- 19) San Juan Avenue:
 - a. Between Madison Avenue and Sylvan Road, 40 miles per hour.
- 20) Stock Ranch Road:
 - a. Between Aspen Gardens and Sylvan Road, 30 miles per hour.
- 21) Sunrise Boulevard:
 - a. Between north city limits and Antelope Road, 45 miles per hour;
 - b. Between Antelope Road and Madison Avenue, 40 miles per hour.
- 22) Sylvan Road:
 - a. Between Auburn Boulevard and San Juan Avenue, 40 miles per hour.
- 23) Tupelo Drive:
 - a. Between Antelope Road and Daly Avenue, 25 miles per hour.
- 24) Twin Oaks Avenue:
 - a. Between Crestmont Avenue and Old Auburn Road, 25 miles per hour.
- 25) Van Maren Lane:
 - a. Between Purslane Way and Greenback Lane, 35 miles per hour.
- 26) Wachtel Way:
 - a. Between Oak Avenue and Old Auburn Road (southbound only), 35 miles per hour.
- 27) Watson Way:
 - a. Between Antelope Road and Auburn Boulevard, 25 miles per hour.
- 28) Woodmore Oaks Drive:
 - a. Between Fair Oaks Boulevard and Sunrise Boulevard, 25 miles per hour.
- 29) Zenith Drive:
 - a. Antelope Road to Brimstone Drive, 30 miles per hour;
 - b. Brimstone Drive to Overlook Drive, 25 miles per hour.

SECTION 2. Severability. If any section, subdivision, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 5. Effective Date and Notice. This ordinance shall take effect thirty (30) days after its adoption, provided it is published in full or in summary within fifteen (15) days of its

adoption, in a newspaper of general circulation published and circulated in the City of Citrus Heights.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 12th day of November, 2020 by the following vote, to wit:

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

Jeff Slowey, Mayor

ATTEST:

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: November 12, 2020

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

FROM: Mary Poole, Operations Manager

SUBJECT: **Memorandum of Understanding with County of Sacramento Environmental Management Department to Provide Commercial Inspection Services Related to Business Recycling and Business Organics Recycling**

Summary and Recommendation

Cities and counties in California are required to implement programs to ensure jurisdictions are meeting compliance goals associated with statewide unfunded recycling mandates. Citrus Heights has been notified that its compliance numbers are insufficient, and the City must take steps to improve recycling compliance, particularly related to business recycling and business organics recycling.

In September 2020, the City adopted an update to the Citrus Heights Municipal Code related to business recycling and business organics recycling. Included was the requirement that all businesses must subscribe to trash, recycling and organics recycling with a single franchised commercial service provider, or obtain City approval for an alternative compliance method. The next step in gaining improvements in commercial recycling and organics recycling compliance levels is to implement a targeted outreach, education and inspection program for City businesses.

Staff has evaluated several options related to provision of business-specific outreach, education and implementation guidance for businesses covered under AB 341, AB 1826, and SB 1383 requirements, recommends the City take advantage of existing inspection services provided by the County of Sacramento Environmental Management Department (EMD). This will assist the City in meeting requirements for business compliance with state recycling and organics recycling mandates, while minimizing inspection impacts on the businesses.

Staff recommends the City Council approve the Memorandum of Understanding (MOU) with the County of Sacramento Environmental Management Department (EMD) and authorize the City Manager to execute the agreement and any related documents.

Fiscal Impact

Fiscal impacts related to implementation of these unfunded mandates include staff time, resources and materials necessary to implement AB 341, AB 1826, and SB 1383 requirements.

Requirements include education, outreach, and compliance monitoring for business and organics recycling, and associated contract administration for collection service providers. These expenses are currently funded out of the solid waste fund, by commercial franchise fees. The effect of these unfunded state mandates will likely ultimately result in higher costs in rates paid by businesses to commercial service providers.

The MOU with EMD will provide significant assistance with business-specific education, outreach and compliance monitoring. Sufficient funds are budgeted for the current fiscal year and will be programmed into the next budget cycle. However, this is one component of the overall commercial compliance program, and staff will report back at a later date on funding options for expanded program implementation and enforcement.

The cost of the MOU is estimated at \$50,000 each year for the first 3 years with an annual 20% contingency as implementation conditions change.

Background and Analysis

The City is developing a multi-faceted Recycling and Organics Recycling Compliance Plan to ensure compliance with statewide unfunded recycling and organics recycling mandates, specifically AB 341-Mandatory Commercial Recycling, AB 1826-Mandatory Commercial Organics Recycling, and SB 1383 – the Short-Lived Climate Pollutants law. SB 1383 builds upon existing statewide mandatory commercial regulations and includes additional requirements for local government to achieve compliance within the commercial sector. SB 1383 also adds mandatory organics recycling to the residential sector, which will be the subject of a future City Council item. As discussed in the January 23 Council Study Session regarding this topic, there are number of measures the City is working on to achieve and maintain compliance under CalRecycle guidelines.

As noted in the January study session, staff will provide updates to City Council as Plan components are developed. The table below outlines Plan elements, next steps, and the status of near term action items.

*Citrus Heights Recycling and Organics Recycling Plan***

Task	Item	Status	Timeline
Ordinances and Policies	Commercial Ordinance Update	Completed	Adopted 09/10/2020
Outreach/Education and Enforcement	Commercial Inspection Program	MOU with EMD (today)	Implement by 04/01/2021
Outreach/Education and Enforcement	Commercial Inspection Outreach	Ongoing	Scheduling Chamber Presentation for spring 2021
Franchise Agreement Amendments	Commercial Franchise Agreement	Draft under review	Amended Agreements to be place by 01/01/2021
Franchise Agreement Amendments	Residential Franchise Agreement	Negotiations Underway	Amended agreement adoption in early spring 2021

***Work continues on Food Recovery, City Procurement and Capacity Planning as well as other tasks required under AB 1383.*

The proposed MOU with EMD will provide significant assistance with establishment of a Citrus Heights business recycling and organics recycling inspection program. The proposed EMD services are specifically focused on those businesses already being inspected on a triennial basis

(every three years) by EMD under other programs under its purview, including health inspections for restaurants and other food establishments. This approach will minimize inspection impacts on businesses while taking advantage of economies of scale, EMD expertise, and the fact that these businesses are already accustomed to EMD inspections.

The MOU will provide the City with inspection services for a large portion of businesses throughout the City, but it will not cover all businesses, rather only those EMD is already serving under its other program areas. This MOU also does not provide for enforcement services. Staff is continuing to look at options for the remaining businesses and will be evaluating program success during the implementation phase, anticipated to begin during the first quarter of 2021. During this period, staff will also be assessing enforcement options, funding options, and overall implementation timelines. The City's intent is to emphasize compliance through education and outreach, with enforcement only utilized as a last resort.

Over the next year, the City will be working closely with local businesses and business groups throughout the region, as well as staff from other local jurisdictions and CalRecycle's Local Assistance team to foster compliance through education and outreach, and will continue striving to be as consistent as possible with regional efforts.

Attachments

- (1) Resolution of the City Council of the City of Citrus Heights, California, authorizing the city manager to execute a Memorandum of Understanding with the County of Sacramento Environmental Management Department to provide professional inspection services for commercial recycling and organics recycling
- (2) Memorandum of Understanding with County of Sacramento EMD

RESOLUTION NO. 2020-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE COUNTY OF SACRAMENTO ENVIRONMENTAL MANAGEMENT DEPARTMENT TO PROVIDE PROFESSIONAL INSPECTION SERVICES FOR COMMERCIAL RECYCLING AND ORGANICS RECYCLING

WHEREAS, the City Council adopted an update to the Citrus Heights Municipal Code Chapter 7, Article IV related to Business and Multifamily Recycling on September 10, 2020.

WHEREAS, the update provides that businesses must subscribe to recycling and organics recycling services unless the City approves an exemption or an alternative compliance plan;

WHEREAS, there is a need to provide direct outreach, education and inspection services to businesses throughout the City;

WHEREAS, the City has determined that taking advantage of existing business inspections provided for Citrus Heights businesses under the County of Sacramento Environmental Management Department's Environmental Health Division food facility inspection program and Environmental Compliance Division Hazardous Materials/Waste inspection program will help fulfill the City's inspection needs for these businesses;

WHEREAS, the City has determined that providing inspections services through EMD for those businesses subject to inspections under existing EMD programs minimizes additional inspection-related impacts on City businesses; and

WHEREAS, the City now desires to enter into a Memorandum of Understanding with the County of Sacramento EMD for a period of up to three years.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Citrus Heights that the City Manager is hereby authorized to execute a Memorandum of Understanding with the County of Sacramento Environmental Management Department to provide professional inspection services related to commercial recycling and organics recycling, in a form approved by the City Attorney.

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 November, 2020 by the following vote, to wit:

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

Jeff Slowey, Mayor

ATTEST:

Amy Van, City Clerk

AGREEMENT FOR EMD TO CONDUCT RECYCLING INSPECTION SERVICES ON BEHALF OF THE CITY OF CITRUS HEIGHTS

THIS AGREEMENT is made and entered into this ___ day of _____, 20___, by and between the CITY OF CITRUS HEIGHTS (“CITY”) and the COUNTY OF SACRAMENTO ENVIRONMENTAL MANAGEMENT DEPARTMENT (“EMD”).

RECITALS

WHEREAS, CITY is responsible for administration of the Citrus Heights Municipal Code (CHMC), Chapter 74 (Solid Waste), related to commercial waste management and recycling within the city; and

WHEREAS, CITY issues franchises to commercial waste haulers pursuant to CHMC Chapter 74; and

WHEREAS, CITY wishes to designate EMD to provide inspection services under certain provisions of the Citrus Heights Municipal Code; and

WHEREAS, on _____ 20___, CITY adopted Ordinance No. _____, which required recycling programs for business generators of commercial solid waste; and

WHEREAS, on _____ 20___, CITY adopted Ordinance No. _____, amending _____ to make it consistent with the California Public Resources Code (PRC), Division 30, Part 3, Chapter 12.8 [Recycling of Commercial Solid Waste]; and

WHEREAS, on _____ 20___, CITY adopted Ordinance No. _____, amending _____ to make it consistent with the California Public Resources Code, Division 30, Part 3, Chapter 12.9 [Recycling of Organic Waste].

NOW, THEREFORE, in consideration of the foregoing, the parties agree as follows:

I. SCOPE OF SERVICES

The purpose of this AGREEMENT is to describe the framework for EMD to provide business and organics recycling inspection services to CITY once CITY has authority to delegate these services to EMD.

II. RESPONSIBILITIES OF PARTIES

A. CITY shall:

1. Provide direction to EMD regarding implementation of the CHMC as it pertains to commercial recycling and organics diversion within CITY’s boundaries.

2. Provide information to EMD related to CITY's Code and compliance history as requested.
3. Subject to CITY's budget appropriations, CITY shall provide such funds to EMD to provide verification inspections regarding commercial recycling and organics diversion as described herein.

B. EMD shall:

1. Implement the CHMC as described in this AGREEMENT and as funded by CITY.
2. Develop and maintain management and tracking mechanisms to implement the program with CITY and to provide sufficient performance reporting.
3. Dedicate sufficient resources to perform the work required in this AGREEMENT, provided sufficient funding is provided by CITY.
4. Conduct routine verification inspections regarding business recycling and organics diversion at facilities that meet thresholds established by PRC Division 30, Part 3, Chapters 12.8 and 12.9, to verify/obtain compliance with Mandatory Commercial Recycling component of the CHMC. Inspections to be conducted in conjunction with EMD's existing Certified Unified Program Agency (CUPA) and/or food facility inspections within CITY.
5. Attend community outreach events in coordination with CITY, as deemed necessary and as approved by EMD and CITY.
6. Refer facilities identified by inspection as not complying with CHMC requirements to CITY.
7. Provide CITY with a monthly report summarizing inspection results and non-compliant facilities and provide an annual program data report documenting EMD's activities under this AGREEMENT.

III. FINANCIAL ARRANGEMENTS

- A. CITY and EMD shall each be responsible for establishing accounting procedures to track costs and transfer funds between the parties. Payment shall be made on a reimbursement basis. EMD shall submit one original invoice to CITY by the 15th day of the month following each contract quarter.

- B. CITY shall reimburse EMD only for EMD's actual expenses incurred in the performance of this AGREEMENT. CITY shall not reimburse EMD for services not yet performed.
- C. If EMD's actual expenses exceed the budgeted limit for any fiscal year, EMD will submit an invoice to CITY for the overage amount no later than August 31st of the next fiscal year.
- D. CITY shall authorize payment to EMD hereunder no later than thirty (30) calendar days after receipt and approval of invoice verifying expenditures.

IV. TERM

This AGREEMENT shall take effect on _____, 2020. The term of this AGREEMENT is for three (3) years and shall expire on _____, 2023, unless otherwise renewed. This AGREEMENT may be renewed by mutual written consent of the parties. _____, of CITY, and/or his or her designee, and the Director of EMD shall have the authority to renew this AGREEMENT on a year-to-year basis.

V. _____, OF CITY

As used in this AGREEMENT, "_____, of CITY" shall mean the _____ of CITY or his/her designee, acting under authority on behalf of CITY. _____, of CITY shall administer this AGREEMENT on behalf of CITY and has authority to make administrative amendments to this AGREEMENT on behalf of CITY and in consultation with EMD including, but not limited to, scope of services, pricing, management practices, etc., so long as Maximum Total Payment Amount, and any authorized amendment thereto, is not exceeded. _____, of CITY may amend this AGREEMENT to increase the Maximum Total Payment Amount, provided that such increase shall not exceed the lesser of ten percent (10%) of the annual payment amount under this AGREEMENT or \$25,000. Unless otherwise provided herein or required by applicable law, the _____, of CITY shall be vested with all the rights, powers, and duties of CITY herein.

VI. DIRECTOR

As used in this AGREEMENT, "DIRECTOR" shall mean the Director of the Environmental Management Department for the County of Sacramento or his/her designee. DIRECTOR shall administer this AGREEMENT on behalf of EMD, and has authority to make administrative amendments to this AGREEMENT on behalf of EMD including, but not limited to, scope of services, pricing, management practices, etc., so long as Maximum Total Payment Amount, and any authorized amendment thereto, is not exceeded. DIRECTOR may amend this Agreement to increase the Maximum Total Payment Amount, provided that such increase shall not exceed the lesser of ten percent (10%) of the annual payment amount under this Agreement or \$25,000. Unless otherwise provided herein or required by applicable law, DIRECTOR shall be vested with all the rights, powers, and duties of EMD herein.

VII. MODIFICATION AND TERMINATION

This AGREEMENT may be renegotiated, amended, or modified at any time by mutual agreement of the parties. Either party may terminate this AGREEMENT for any reason by providing a one-year (365 days) written notification to the other party.

VIII. INDEMNIFICATION

To the fullest extent permitted by law, each party shall defend, indemnify and hold the other party, its governing body, officers, employees and agents harmless from and against any and all liability, loss, expense including reasonable attorneys' fees, or claims for injury or damage arising out of the performance of this AGREEMENT. It is the intent of the parties hereto that, where negligence or fault is determined to have been contributory, the principles of comparative fault will be followed and each party shall bear the proportionate costs of any loss, damage, expense and liability attributable to a finding of that party's negligence or the fault of that party.

Nothing in this indemnity obligation shall be construed to create any duty to, any standard of care with reference to, or any liability or obligation, contractual or otherwise, to any third party.

This indemnity obligation shall not be limited by the types and amounts of insurance or self-insurance maintained by the parties.

The provisions of this section shall survive the expiration or termination of this agreement.

IX. INSURANCE

Each party, at its sole cost and expense, shall carry insurance or self-insure its activities in connection with this AGREEMENT, and obtain and keep in force insurance or equivalent programs of self-insurance, for general liability, professional liability, workers' compensation, and business automobile liability adequate to cover its potential liabilities hereunder. Each party agrees to provide the other thirty (30) days advance written notice of any cancellation, termination, or lapse of any of the insurance or self-insurance coverage.

X. NOTICE

Any notice, demand, request, consent, or approval that either party hereto may or is required to give the other pursuant to this AGREEMENT shall be in writing and shall be either personally delivered or sent by mail, addressed as follows:

TO CITY

City of Citrus Heights
General Services Department
Attn: Mary Poole, Operations Manager
6360 Fountain Square Drive
Citrus Heights, CA 95621

TO EMD

County of Sacramento
Environmental Management Department
Attn: Marie Woodin, Director
10590 Armstrong Avenue
Mather, CA 95655

Either party may change the address to which subsequent notice and/or other communications can be sent by giving written notice designating a change of address to the other party, which shall be effective upon receipt.

XI. AUTHORIZED REPRESENTATIVES

Authorized representatives to enter into this AGREEMENT are identified as the [City Manager or other title], or his/her designee, and the Director of EMD, or his/her designee.

(SIGNATURE PAGE FOLLOWS)

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be duly executed as of the day and year first written above.

The City of Citrus Heights
General Services Department

County of Sacramento
Environmental Management
Department

By: _____
Christopher W. Boyd, City Manager

By: _____
Marie Woodin, Director

Agreement approved by
City Council:

Agenda Date: _____

Item Number: _____

Agreement approved by
Board of Supervisors with Authority
Delegated to the Director to sign:

Agenda Date: _____

Item Number: _____

Resolution: _____

Agreement Reviewed and Approved by County Counsel

By: _____
Diana Ruiz
Deputy County Counsel

Date: _____

**Environmental Management
Department**

Marie Woodin, Director



January 31, 2020

Mary Poole
City of Citrus Heights
General Services Department
6360 Fountain Square Drive
Citrus Heights, CA, CA 95670

Subject: Cost Estimate for EMD Business Recycling and Organics Diversion Inspection Services for the City of Citrus Heights

This cost estimate is for EMD to provide base-line business recycling and organics diversion verification and compliance inspections on behalf of the city of Citrus Heights to help meet AB 341 and AB1826 requirements. In addition to inspection time, this estimate includes the estimated time for program management, inspection related data management, and quarterly program reporting and meetings with the city but does not include re-inspection, outreach, or enforcement services. The city may choose to provide for those activities or request that EMD provide them and invoice the city for the additional cost.

This is an approximate cost estimate based on the current number of active hazmat and Environmental Health food facilities regulated by EMD within the city of Citrus Heights (currently 484 facilities) and assumes one triennial (once every three years) inspection per facility combined with hazmat or Environmental Health food inspections. The cost of services will vary with facility inventory changes, fluctuations in program implementation costs, changes over time in EMD's hourly rate, and with any additional services requested by the city above and beyond the services specified in this estimate.

COST RECOVERY: EMD invoices on a quarterly basis to recover its actual cost for providing services, based upon its hourly rate (currently \$213 per hour) which is subject to change over time, based upon negotiated labor contracts.

TERM: This cost estimate covers a period of 3 years, which is based on the triannual inspection frequency for the recycling programs.

Time Estimates:

Cost Elements	Hours	Total Estimated Cost
Business Recycling and Organics inspections, per facility	.8	
Program administration averaged per facility	.5	
Total per facility	1.3	

Number of Facilities and Costs:

Current number of Active Facilities	484
Inspections per year on Triannual frequency	161
Quarterly meetings	\$2,556.00
EMD hourly rate	\$213 per hour
Total Annual Program Costs	\$47,137.00
Total Triennial Cost	\$141,411.00

Note: For budgeting purposes, EMD recommends a 20% contingency buffer for unforeseen program needs.

If you have any questions, please feel to contact me.

John Lewis



Supervising Environmental Specialist
County of Sacramento
Environmental Management Department

JL:la

W:\DATA\LEWIS\RECYCLING PGM\CITIES\CITRUS HEIGHTS\COST ESTIMATE\COST PROPOSAL FOR CITRUS HEIGHTS.DOCX



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: November 12, 2020

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

FROM: Regina Cave, Operations Manager
Armando Velasquez, Construction/Maintenance Inspector Supervisor

SUBJECT: **Memorandum of Understanding with the California Urban Forests Council (CaUFC) and West Coast Arborists, Inc. (WCA) for Urban Forest and Community Grant Funding**

Summary and Recommendation

The City of Citrus Heights maintains a proactive citywide tree maintenance program, focusing efforts on canopy health as well as public safety. Through the City's existing partnership with West Coast Arborists, Inc. (WCA), the City has been qualified for funding through a Cal Fire Urban Forest Community Grant. These grant funds stem from a City Forest Renewal Project (CFR) under California Urban Forests Council (CaUFC) "Invest from the Ground Up" campaign. The total grant amount is \$50,000, with no matching fund requirements, and shall be administered by WCA.

Staff recommends the City Council adopt Resolution No. 2020- ____, a Resolution of the City Council of the City of Citrus Heights, California, authorizing the City Manager to execute a Memorandum of Understanding with the California Urban Forests Council and West Coast Arborists, Inc. for Urban Forest and Community Grant Funding.

Fiscal Impact

There is no fiscal impact associated with this action as there are no matching funds required with this MOU.

Background and Analysis

The City of Citrus Heights has implemented a robust, proactive approach to maintaining our city's tree canopy. These endeavors are made through routine maintenance, regular arborist reviews of city-owned trees affecting public or private property, and diligent effort to increase our inventory through community tree planting events. With a significant number of our city's trees being mature and reliant upon ground water in lieu of managed irrigation, the impacts of multi-year drought seasons pose challenges for maintaining a vibrant urban forest. Additionally, disease and infestation, although not common, are also challenges we face with such a large overall inventory throughout a diverse geography.

Subject: Memorandum of Understanding with the California Urban Forests Council and West Coast Arborists, Inc. for Urban Forest and Community Grant Funding

Date: November 12, 2020

Page 2 of 2

The proposed MOU will allow the City to access up to \$50,000 to assist with the removal of city-owned trees as a result of disease, death or declining health, or posing a risk to the public. This criteria is included in the MOU as requirements for funding eligibility. Additionally, all trees proposed for removal must first be evaluated by WCA and confirmed as meeting the requirements as stipulated in the MOU. Ultimately, any trees approved for removal under this MOU will be performed by WCA, in accordance with the existing maintenance contract, and coordinated through city staff.

In an effort to ensure the city continues to grow and maintain a healthy urban forest, the MOU also requires the city to replant two times the amount of trees removed under this MOU. The deadline for replanting under the CFR is October 31, 2021.

Attachments

- (1) Resolution No. 2020- ____, a Resolution of the City Council of the City of Citrus Heights, California, authorizing the City Manager to execute a Memorandum of Understanding with the California Urban Forests Council and West Coast Arborists, Inc. for Urban Forest and Community Grant Funding.

ORDINANCE NO. 2020-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A
MEMORANDUM OF UNDERSTANDING WITH THE CALIFORNIA URBAN
FORESTS COUNCIL AND WEST COAST ARBORISTS, INC. FOR URBAN
FOREST AND COMMUNITY GRANT FUNDING**

WHEREAS, the City of Citrus Heights aims to maintain a vibrant tree canopy through proactive maintenance and replanting efforts;

WHEREAS, a healthy urban forest landscape helps contribute to a greater quality of life;

WHEREAS, the City of Citrus Heights strives to leverage resources to maximize savings benefits for the community and reduce overall costs whenever possible;

WHEREAS, through a partnership with the California Urban Forests Council and West Coast Arborists, Inc., the City wishes to enter into a Memorandum of Understanding to capitalize on cost savings associated with necessary tree removal due to declining health.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Citrus Heights that the City Manager is hereby authorized to execute a Memorandum of Understanding with the California Urban Forests Council and West Coast Arborists, Inc. for Urban Forest and Community Grant Funding, in a form approved by the City Attorney.

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 November, 2020 by the following vote, to wit:

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

Jeff Slowey, Mayor

ATTEST:

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS
CITY COUNCIL STAFF REPORT
MEMORANDUM

DATE: November 12, 2020

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

FROM: Ronda Rivera, Assistant City Manager
Tammy Nossardi, Finance Manager

SUBJECT: **Quarterly Treasurer’s Report**

Summary and Recommendation

Staff recommends the City Council receive and file the Quarterly Treasurer’s Report for the quarter ending September 30, 2020.

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 September 30, 2020, the market value of the city’s cash and investments was \$15,120,192, down from \$17,782,425 at the quarter ended June 30, 2020. This report satisfies California Government Code Section 53646(b).

Attachments

1. Treasurer’s Report as of September 30, 2020



RCM Robinson Capital Management LLC

27 Reed Boulevard
Mill Valley, CA 94941
Phone: 415-771-9421
Fax: 415-762-1980

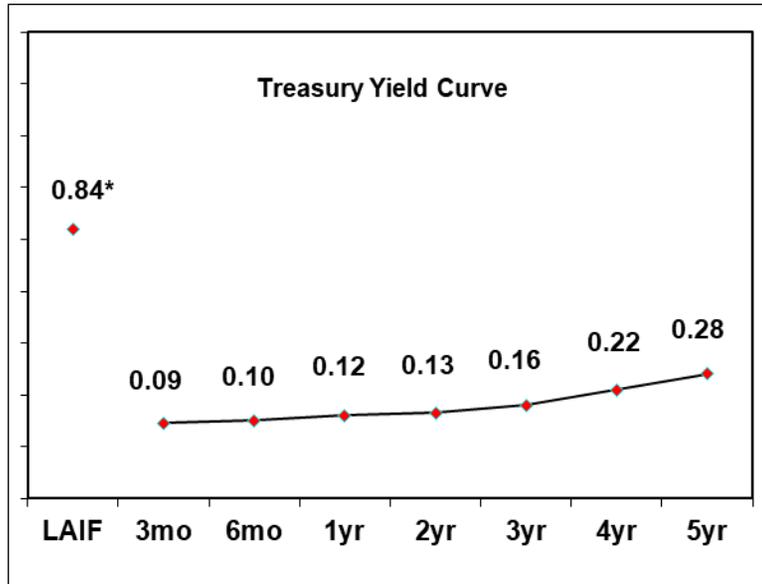
City of Citrus Heights

Report period September 1, 2020 – September 30, 2020

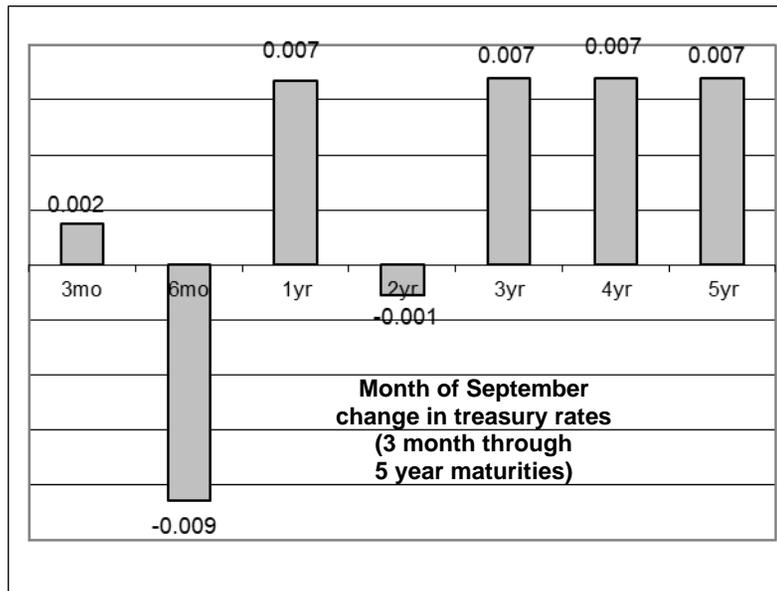
The Treasurer's investment portfolio is in compliance with the California Government Code Section 53601.

Institutional Fixed Income Market Review

September 30, 2020



*LAIF apportionment rate.



Source: Bloomberg; rates as of market close 9/30/20

Home sales

Existing home sales continue to expand. After a 20.7 percent surge in June, another 24.7 percent gain in July, and adding 2.4 percent in August, existing home sales are now at a 6 million annual sales rate, the highest since December 2006. Existing home sales in the West rose 0.8 percent in August to an annual rate of 1,250,000, a 9.6 percent increase from a year ago. The median home price in California was \$706,900, up 14.5 percent from August 2019.

New home sales nationwide advanced for a fourth month in a row in August, up 4.8 percent to a 1 million annual pace; the highest in 14 years.

Inflation

The consumer price index (CPI) rose 0.2 percent in September, up 1.4 percent year-over-year with several components showing vastly different rates. Used-vehicle prices jumped by 6.7 percent from a month earlier, the most since 1969, while rents in high-priced urban centers have dropped substantially. The median 1 bedroom rent in San Francisco declined 20.3 percent.

Jobs

Job openings (a leading indicator of employment growth) declined in August, the first time in four months, to 6.4 million. The unemployment rate fell 0.5 percent to 7.9 percent due mostly to a decline in the workforce 61.4 percent participation rate.

Q2 GDP

The third estimate for Q2 GDP shows the US economy contracted by 31.4 percent, slightly better than the two prior estimates of negative 31.7 and 32.9 percent. The revision with the third estimate primarily reflects the upward revision in personal consumption expenditures (PCE).

**CITY OF CITRUS HEIGHTS
SUMMARY OF INVESTMENTS
INVESTMENT PORTFOLIO SEPTEMBER 30, 2020**

	<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	14,170,091.45	14,170,091.45	14,170,091.45	93.7%	1	0.840%	0.787%
GENERAL ACCOUNT/US BANK	950,069.55	950,069.55	950,069.55	6.3%	1	0.000%	0.000%
FEDERAL AGENCIES/TREASURIES/CD'S/SCHWAB	30.53	30.53	30.53	0.0%			
GRAND TOTAL INVESTMENT PORTFOLIO	15,120,191.53	15,120,191.53	15,120,191.53	100%	1	0.828%	0.787%

LOCAL AGENCY INVESTMENT FUND (LAIF) RATE OF RETURN	0.840%
CITY WEIGHTED AVERAGE RATE OF RETURN (including non-interest bearing checking)	0.787%
CITY EFFECTIVE RATE OF RETURN SEPTEMBER 2020	0.840%
CITY EFFECTIVE RATE OF RETURN FISCAL YEAR TO DATE	0.850%
CITY INTEREST EARNINGS FISCAL YEAR TO DATE	31,900.72

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,

Ronda Rivera
Finance Director

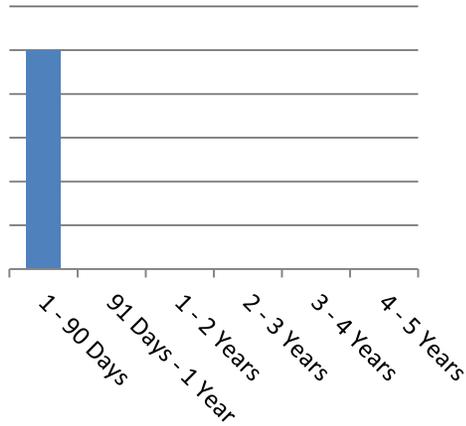
CITY OF CITRUS HEIGHTS DETAIL OF PORTFOLIO INVESTMENTS
 SEPTEMBER
 2020

	<i>SymPro</i>	<i>Cusip Number</i>	<i>Moody's Rating</i>	<i>S & P Rating</i>	<i>Book Value</i>	<i>Face Value</i>	<i>Market Value</i>	<i>Rate</i>	<i>YTM</i>	<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Maturity/Call Days</i>
LOCAL AGENCY INVESTMENT FUND												
Local Agency Investment Fund					14,170,091.45	14,170,091.45	14,170,091.45	0.840%	0.840%			1
					14,170,091.45	14,170,091.45	14,170,091.45					1
GENERAL ACCOUNT/US BANK												
US Bank Corporate Checking					950,069.55	950,069.55	950,069.55	0.000%	0.000%			1
					950,069.55	950,069.55	950,069.55					1
CUSTODY ACCOUNT/SCHWAB												
Schwab Bank Sweep (FDIC)					30.53	30.53	30.53	0.010%	0.010%			1
					30.53	30.53	30.53					1
MEDIUM TERM NOTES/FEDERAL AGENCY/CERTIFICATES OF DEPOSIT/ TREASURY COUPON SECURITIES												
					0.00	0.00	0.00					
TOTAL INVESTMENT PORTFOLIO					15,120,191.53	15,120,191.53	15,120,191.53					

City of Citrus Heights Portfolio Management Portfolio Statistics and Performance September 30, 2020

Portfolio Liquidity

Aging Interval	Par Value
1 - 90 Days	15,120,192
91 Days - 1 Year	0
1 - 2 Years	0
2 - 3 Years	0
3 - 4 Years	0
4 - 5 Years	0
TOTAL	15,120,192

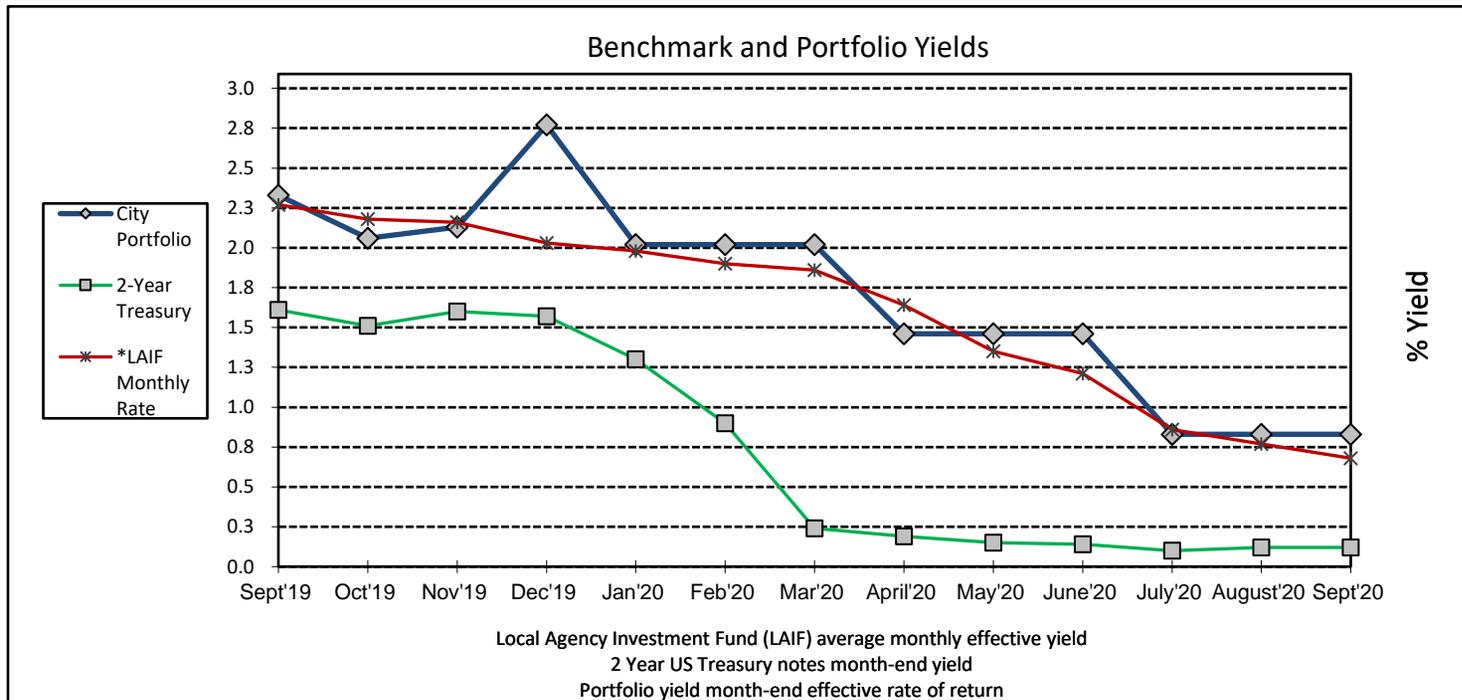


Portfolio Composition

Investment Type	Market Value
Managed Pools/Checking	15,120,192
Federal Agency Issues	0
U.S. Treasuries	0
Corporate Notes	0
Certificates of Deposit	0



*To maturity (does not include call date)



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: November 12, 2020

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

FROM: Ronda Rivera, Assistant City Manager
Monica Alejandrez, Human Resources Manager
Meagan Bushey, Management Analyst I

SUBJECT: **Resolution Adopting Amended Salary Table**

Summary and Recommendation

Staff recommends the City Council adopt Resolution No. 2020-____, A Resolution of the City Council of the City of Citrus Heights, California, adopting the amended Salary Table, Exhibit A, which includes changes effective since the last salary table update. The salary table was last updated 12/22/2019.

Fiscal Impact

No compensation changes will occur, therefore there is no fiscal impact.

Background and Analysis

This item is an administrative action required to comply with California Code of Regulations, Title 2, Section 570.5 and requirements of the California Public Employees' Retirement System (CalPERS). These regulations and requirements stipulate that pay rates shall be listed on a schedule which:

1. Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
2. Identifies the position title for every employee position;
3. Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
4. Indicates the time base, including but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;

Subject: Resolutions Adopting the Amended Salary Table

Date: November 12, 2020

Page 2 of 2

5. Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
6. Indicates an effective date and date of any revisions;
7. Is retained by the employer and available for public inspection for not less than five years; and
8. Does not reference another document in lieu of disclosing the payrate.

The amended Salary Table (Exhibit A) reflects additions, revisions, and deletions, which have occurred since adoption of the prior Salary Table:

Added

1. Accounting Manager (New Position effective January 5, 2020)

The Amended Salary Table (Exhibit A) includes changes required due to the California minimum wage increase. These changes will become effective December 20, 2020.

1. Intern-Extra Help
2. Police Officer-Reserve II-Extra Help
3. Police Officer-Reserve I Trainee –Extra Help (internal relationship adjustment)

Attachments

1. Resolution adopting Amended Salary Table, Exhibit A

RESOLUTION NO. 2020 - ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA ADOPTING THE AMENDED SALARY TABLE, EXHIBIT B**

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 payrate schedule in accordance with public meeting laws; and

WHEREAS, the payrate schedule must identify each position by title, the individual payrate amount or ranges for that position, the time base upon which the amounts are based, and track all revisions.

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 adopts the amended Salary Table, Exhibit A, attached to this resolution as follows:

Classification	Effective Date	Added to Salary Table	Salary Low	Salary High
Accounting Manager	1/5/2020	New Classification	103,855.71	133,350.93

Classification	Effective Date	Changes due to California Minimum Wage Requirements	Hourly Low	Hourly High
Intern-Extra Help	12/20/2020	Salary Range update	14.0000	14.000
Police Officer-Reserve II-Extra Help	12/20/2020	Salary Range update	14.0000	17.9760
Police Officer-Reserve I Trainee-Extra Help	12/20/2020	Salary range update	18.2000	19.4740

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 November, 2020 by the following vote, to wit:

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

Jeff Slowey, Mayor

ATTEST:

Amy Van, City Clerk

EXHIBIT A – Amended Salary Table (Presented to the City Council November 12, 2020)



**CITY OF CITRUS HEIGHTS
SALARY TABLE
Adopted: November 12, 2020**

POSITION TITLES	MINIMUM ANNUAL	MAXIMUM ANNUAL	MINIMUM HOURLY	MAXIMUM HOURLY
ACCOUNTANT			33.0195	42.3972
ACCOUNTING MANAGER <i>eff. 1/5/2020</i>	103,855.71	133,350.93		
ACCOUNTING TECHNICIAN			24.3892	31.3157
ADMINISTRATIVE ASSISTANT			24.3892	31.3157
ADMINISTRATIVE TECHNICIAN			26.8279	34.4472
ANIMAL SERVICES OFFICER I			24.3088	31.2126
ANIMAL SERVICES OFFICER II			26.7396	34.3337
ASSISTANT CHIEF OF POLICE	144,900.50	186,052.25		
ASSISTANT CITY CLERK	73,770.38	94,720.98		
ASSISTANT CITY MANAGER	157,146.77	207,826.60		
ASSISTANT ENGINEER			32.6101	41.8716
ASSISTANT PLANNER			29.3446	37.6786
ASSISTANT TO THE CITY MANAGER	95,569.27	122,710.80		
ASSOCIATE CIVIL ENGINEER	82,073.19	105,382.02	39.4583	50.6645
ASSOCIATE ENGINEER			35.8712	46.0585
ASSOCIATE ENGINEER - XTRA HELP			35.8712	46.0585
ASSOCIATE PLANNER	68,349.18	87,760.35		
BUILDING INSPECTOR I			27.5139	35.3279
BUILDING INSPECTOR II			30.2652	38.8606
CHIEF BUILDING OFFICIAL	103,855.71	133,350.93		
CHIEF OF POLICE	174,506.21	230,787.26		
CITY CLERK	91,225.13	117,133.06		
CITY ENGINEER	124,224.81	159,504.67		
CITY ENGINEER - XTRA			59.7235	76.6849
CITY MANAGER	267,903.00			
CITY MANAGER'S EXECUTIVE ASSISTANT	68,680.75	88,186.01		
CODE ENFORCEMENT OFFICER I			24.3088	31.2126
CODE ENFORCEMENT OFFICER II			26.7396	34.3337
CODE ENFORCEMENT TECH			22.0989	28.3750
COMMUNICATIONS OFFICER	75,548.90	97,004.61		
COMMUNITY DEVELOPMENT DIRECTOR	142,858.65	188,933.27		
COMMUNITY SERVICES DIRECTOR	150,003.73	198,379.93		
COMMUNITY SERVICES OFFICER I			20.2395	25.9875
COMMUNITY SERVICES OFFICER II			22.2635	28.5864
COMMUNITY SVCS OFFICER - XTRA			20.2395	25.9875
CONSTRUCTION / MAINT INSP I			25.8648	33.2105
CONSTRUCTION / MAINT INSP II			28.4513	36.5315
CONSTRUCTION/MAINT INSP SUPERV	86,881.22	111,555.34		
CRIME SCENE / PROP EVD SPEC I			24.4393	31.3800
CRIME SCENE / PROP EVD SPEC II			26.8832	34.5179
CUSTODIAN			15.8000	20.5500
DATA ENTRY ASST - XTRA HELP			14.3100	18.3740
DATABASE & APPLICATION ANALYST			40.5103	52.0153
DEVELOPMENT SERVICES TECH I			23.3581	29.9917
DEVELOPMENT SERVICES TECH II			25.6940	32.9910
DEVELOPMENT SPECIALIST I	68,680.75	88,186.01		
DEVELOPMENT SPECIALIST II	75,548.90	97,004.61		
ECONOMIC DEVELOPMENT AND COMMUNICATIONS MANAGER	97,858.88	125,650.80		
ENGINEERING AIDE			21.7714	27.9545
ENGINEERING TECHNICIAN I			23.9486	30.7500
ENGINEERING TECHNICIAN II			26.3434	33.8250

POSITION TITLES	MINIMUM ANNUAL	MAXIMUM ANNUAL	MINIMUM HOURLY	MAXIMUM HOURLY
EVENT & COMMUNITY CTR TECH			22.0989	28.3750
EXECUTIVE ASSISTANT			29.5107	37.8917
FACILITY AND GRNDS MANAGER	103,855.71	133,350.93		
FACILITY AND GRNDS SUPERVISOR	86,881.22	111,555.34		
FACILITY ATTENDANT			15.8000	15.8000
FACILITY ATTENDANT TRAINEE			14.0000	14.0000
FINANCE DIRECTOR	142,858.65	188,933.27		
FINANCE MANAGER	103,855.71	133,350.93		
FINANCIAL ASSISTANT II			19.0463	24.4555
FLEET TECHNICIAN			24.1881	31.0575
GENERAL SERVICES DIRECTOR	147,146.52	194,601.27		
GRANTS & HOUSING PROG TECH I			23.3581	29.9917
GRANTS & HOUSING PROG TECH II			25.6940	32.9910
HOUSING & HUMAN SERVICES PROGAM COORDINATOR	86,881.22	111,555.34		
HOUSING PLANNER	67,140.65	86,208.59		
HR & CITY INFO TECHNICIAN			29.5107	37.8917
HUMAN RESOURCES & CTY INFO DIR	142,858.65	188,933.27		
HUMAN RESOURCES ANALYST I	68,680.75	88,186.01		
HUMAN RESOURCES ANALYST II	75,548.90	97,004.61		
HUMAN RESOURCES ASSOCIATE			24.3892	31.3157
HUMAN RESOURCES MANAGER	109,136.96	140,131.76		
INFORMATION TECH ANALYST I			32.0240	41.1188
INFORMATION TECH ANALYST II			35.2264	45.2307
INFORMATION TECH MANAGER	109,136.96	140,131.76		
INFORMATION TECH TECHNICIAN			27.8658	35.7797
INTERN - EXTRA HELP			14.0000	14.0000
JUNIOR ENGINEERING AIDE			15.5510	19.9675
JUNIOR PLANNER			27.9473	35.8845
MAINTENANCE WORKER I			19.1210	24.5513
MAINTENANCE WORKER II			21.0332	27.0064
MANAGEMENT AIDE			16.6843	21.4227
MANAGEMENT ANALYST I	68,680.75	88,186.01		
MANAGEMENT ANALYST II	75,548.90	97,004.61		
MANAGEMENT INTERN - EXTRA HELP			14.5081	18.6284
OFFICE ASSISTANT			17.6496	22.6620
OFFICE ASSISTANT - XTRA			17.6496	22.6620
OPERATIONS MANAGER	103,855.71	133,350.93		
PAYROLL SPECIALIST			33.0195	42.3972
PAYROLL TECHNICIAN			26.8279	34.4472
PLANNING MANAGER	103,855.71	133,350.93		
PLANNING TECHNICIAN			23.9877	30.8002
POLICE COMMANDER	131,727.82	169,138.40		
POLICE COMMUNICATNS SUPERVISOR	77,244.16	99,181.51		
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 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-XTRA			49.9306	64.1110
POLICE LIEUTENANT	112,822.03	144,863.69		
POLICE OFFICER			33.3224	43.2014
POLICE OFFICER - R1 TRAINEE-XTRA			18.2000	19.4740
POLICE OFFICER - RESERVE I-XTRA			33.3224	43.2014
POLICE OFFICER - RESERVE II-XTRA			14.0000	17.9760
POLICE RECORDS ASSIST I- XTRA			20.0340	25.7236
POLICE RECORDS ASSISTANT I*			20.0340	25.7236
POLICE RECORDS ASSISTANT II*			22.0375	28.2960

POSITION TITLES	MINIMUM ANNUAL	MAXIMUM ANNUAL	MINIMUM HOURLY	MAXIMUM HOURLY
POLICE RECORDS ASSISTANT II-XTRA			22.0375	28.2960
POLICE SERGEANT			41.0858	52.7541
PRINCIPAL ACCOUNTANT - AUDITOR	99,215.42	127,392.58		
PRINCIPAL CIVIL ENGINEER	103,822.53	133,308.12		
PRINCIPAL IT ANALYST	99,215.42	127,392.58		
PROGRAM ANALYST			32.0240	41.1188
PROGRAM ANALYST-XTRA			32.0240	41.1188
PROGRAM ASSISTANT			19.4145	24.9281
PROPERTY CLERK-XTRA			19.2022	24.6556
RECEPTIONIST			14.1198	18.1295
SENIOR ACCOUNT-AUDITOR-EXTRA HELP			43.8582	56.3140
SENIOR ACCOUNTANT-AUDITOR	91,225.13	117,133.06		
SENIOR BUILDING INSPECTOR			34.8050	44.6897
SENIOR CIVIL/TRAFFIC ENGINEER	94,384.19	121,189.12		
SENIOR COMMUNITY SERVICES OFCR			25.6030	32.8743
SENIOR IT TECHNICIAN			32.0457	41.1464
SENIOR MAINTENANCE WORKER			24.1881	31.0575
SENIOR MANAGEMENT ANALYST	86,881.22	111,555.34		
SENIOR OFFICE ASSISTANT			19.4145	24.9281
SENIOR PLANNER	78,601.56	100,924.40		
SENIOR PLANNING TECHNICIAN			26.3864	33.8802
SENIOR POLICE DISPATCHER*			32.2928	41.4638
SENIOR TRAFFIC TECHNICIAN			28.4513	36.5315
SR ANIMAL SERVICES OFFICER			30.7496	39.4871
SR CRIME SCENE / PROP EVID SPC			29.5715	37.9698
SR DATABASE AND APP. ANALYST			44.5614	57.2168
SR POLICE RECORDS ASSISTANT*			24.2412	31.1256
SR POLICE RECORDS ASSISTANT-XTRA			24.2412	31.1256
SR. CODE ENFORCEMENT OFFICER			29.4136	37.7671
STREETS & UTILITIES MAINT SUP	86,881.22	111,555.34		
SUPPORT SERVICES MANAGER	115,146.70	147,848.25		
SUPPORT SERVICES SUPERVISOR	77,244.16	99,181.51		
TRAFFIC & SIGNAL OPERATION SUP	86,881.22	111,555.34		
VOLUNTEER COORDINATOR-XTRA			22.2635	28.5864

*Hourly rate based on 1872 annual hours

CITY COUNCIL \$600 Per month (as outlined in Government Code § 36516)

POSITION TITLES**MINIMUM
ANNUAL****MAXIMUM
ANNUAL****MINIMUM
HOURLY** **MAXIMUM
HOURLY****Revision Summary**

Resolution 2013-097 passed 09-04-2013; eff. 07-01-2013
Resolution 2013-129 passed 12-13-2013; eff. pay date of 01-17-2014
Resolution 2014-018 passed 02-13-2014; eff. 02-13-14
Resolution 2014-049 passed 06-12-2014; eff. 06-12-2014
Resolution 2014-118 passed 12-11-2014 Retroactive Schedule for FY 2012-2013
Resolution 2014-122 passed 12-11-2014 eff. 12-28-2014
Resolution 2015-007 passed 01-22-2015 eff. 01-25-2015
Resolution 2015-077 passed 07-23-2015 eff. pay date of 07-17-2015
Resolution 2015-106 passed 12-10-2015 eff. 01-01-2016
Resolution 2016-041 passed 06-23-2016 eff. pay date of 07-15-16
Resolution 2016-057 passed 07-28-2016 eff. 06-25-2016 (incl. represented)
Resolution 2016-099 passed 12-08-2016 eff. 01-01-2017
Resolution 2017-026 passed 04-27-2017 eff. retroactive to 11-14-16
Resolution 2017-026 passed 04-27-2017 eff. 04-27-2017
Resolution 2017-065 passed 08-10-2017 eff. 08-13-2017
Resolution 2017-075 passed 08-24-2017 eff. 09-03-2017
Resolution 2017-087 passed 10-12-2017 eff. 10-12-2017
Resolution 2017-090 passed 10-26-2017 eff. 10-29-2017 (incl. represented POA)
Resolution 2017-096 passed 12-14-2017 eff. 01-01-2018
Resolution 2018-046 passed 05-24-2018 eff. retroactive to 02-17-2018
Resolution 2018-117 passed 11-08-2018 eff. 11-08-2018
Resolution 2018-128 passed 12-13-2018 eff. 12-23-2018
Resolution 2019-017 passed 01-24-2019 eff. retroactive to 01-06-2019
Resolution 2019-100 passed 11-14-2019
Resolution 2019-101 passed 11-14-2019 eff. 12-22-2019
Resolution 2020-___ passed 11-12-2020 eff. 12-20-2020



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: November 12, 2020

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

FROM: Meghan Huber, Economic Development & Communications Manager

SUBJECT: **Approval of Economic Development Support Fund for the Citrus Heights Chamber of Commerce**

Summary and Recommendation

The City's Economic Development Support Fund – Part I provides grants and sponsorships to business associations, businesses, and other economic development-related organizations for events, marketing and promotions, studies to further economic development, and other economic development-related activities that promote the program goals. Per the program, applications are received on an on-going basis and require City Council approval.

The Citrus Heights Chamber of Commerce has submitted an application for \$10,000 for the City to participate in the Chairman's Circle sponsorship program. The sponsorship meets the goals of the Economic Development Support Fund including improving the perception of the City as business friendly and increasing job base. The sponsorship also aligns with City Council's strategic goal of diversifying the local economy. By supporting the Chamber of Commerce, we are ensuring local businesses have a place to connect and be active in the community.

Economic Development staff reviewed the application per the program funding criteria and the application was reviewed by the Finance Committee. The Finance Committee recommended the application for \$10,000 be forwarded to the City Council for consideration.

Staff recommends the City Council approve Resolution No. 2020____, A Resolution of the City Council of the City of Citrus Heights, approving a \$10,000 sponsorship to the Citrus Heights Chamber of Commerce from the Economic Development Support Fund – Part I.

Fiscal Impact

The City Council allocated \$150,000 for FY 2020-2021 to the Economic Development Support Fund (100-51-140-53450). To date, the City has paid \$39,228 in allocations. Upon approval of

this sponsorship for the requested amount and already committed funds, \$100,772 will remain available in the fund.

Background and Analysis

The City created the Economic Development Support Fund Part I and II to improve economic development in the City by providing funding for special events, marketing activities, sign and design assistance, and other related activities that provide a public benefit to the City. Part I of the program is available to business associations, individual businesses, and economic development-related organizations or efforts that meet the program goals for event sponsorships, grants for marketing and promotions, studies to further economic development, and other economic development-related activities that promote program goals.

The City requires applicants to submit an application along with any supporting documentation as appropriate. Upon receipt, staff reviews the application per the following funding criteria:

1. **Program Goals:** Meet one or more of the program goals.
2. **Targeted Areas:** Applications are not limited to specific geographical areas in the City, but applications benefiting Antelope Crossing, Auburn Boulevard Specific Plan Area, former Redevelopment Area, or the Sunrise MarketPlace are emphasized.
3. **Projected Outcome:** Each application must describe the expected outcome of the project, program or event (e.g., expect 1,000 attendees; increased awareness of area/city; expand trade zone).
4. **Leveraging Investment:** Funding from the City cannot be the sole funding source. Favorable applications will demonstrate how funds are affectively leveraging public or private investment (i.e., grant match).
5. **Sustainability:** Ability of the association, business, or group to carry out the described program, project or event over time without continuous financial support from the City.
6. **Public Benefit:** Description of how the proposed program, project, or event is a benefit to the city/community.

The Citrus Heights Chamber of Commerce applied for a \$10,000 Economic Development Support Grant Part I on October 8, 2020. Staff has determined the application adequately meets the program funding criteria. Please refer to Attachment 2 for a copy of the funding application.

The City of Citrus Heights and the Citrus Heights Chamber of Commerce have benefited from a productive partnership over the past several years. The Chamber has supported and promoted City programs in addition to working on projects through its overall mission, and through the Economic Development Committee, the Education Committee, and the Government Issues Committee.

The Finance Committee reviewed the funding request and recommended it for approval.

Attachments: (1) Resolution No. 2020-__: A Resolution of the City Council of the City of Citrus Heights, Approving a \$10,000 Sponsorship to the Citrus Heights Chamber of Commerce from the Economic Development Support Fund – Part I
(2) Citrus Heights Chamber of Commerce Part 1 Funding Application

RESOLUTION NO. 2020- ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, APPROVING A \$10,000 SPONSORSHIP TO THE CITRUS HEIGHTS CHAMBER OF COMMERCE FROM THE ECONOMIC DEVELOPMENT SUPPORT FUND – PART I

WHEREAS, in May 2017, the City Council created a new three-year Strategic Goal entitled “Diversify the local economy”;

WHEREAS, the City of Citrus Heights offers the Economic Development Support Program to provide funding for special events, marketing activities, or other economic development related activities that provide a public benefit to the City;

WHEREAS, the City Council approved \$150,000 for the Economic Development Support Fund for Fiscal Year 2020-2021;

WHEREAS, the Citrus Heights Chamber of Commerce has submitted an application for \$10,000 to the Economic Development Support Fund – Part I; and

WHEREAS, the Finance Committee reviewed the application and recommended to the City Council that the application be approved in the amount of \$10,000.

NOW THEREFORE BE IT RESOLVED AND ORDERED that the City of Citrus Heights does hereby approve a sponsorship in the amount of \$10,000 for the Citrus Heights Chamber of Commerce from the Economic Development Support Fund (100-51-140-53450).

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 November 2020 by the following vote, to wit:

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

Jeff Slowey, Mayor

ATTEST:

Amy Van, City Clerk

APPLICATION FOR ECONOMIC DEVELOPMENT SUPPORT FUND – PART I FUNDING

Part One – General Information

Organization Name: Citrus Heights Chamber		Project Name: Chairman’s Circle Sponsorship
Address:	5911 Sunrise Mall Citrus Heights CA 95610	Phone: 916-722-4545
Mailing Address	PO Box 191 Citrus Heights CA 95611	Website: chchamber.com
Contact Person (Name/Title):	Diane Ebbitt, Interim Executive Director	Phone: 916-722-4545 Email: diane@chchamber.com
Amount of Funding Requested:		\$10,000

Part Two – Project Specifics

The Citrus Heights Chamber is requesting the City participate in the Chairman’s Circle Sponsorship program. The City has participated as a sponsor for many years in the past. Support for the previous eight fiscal years is outlined below:

- 2020/21 \$10,000 Chairman’s Circle Diamond Sponsorship awarded through the City’s Economic Development Support Fund.
- 2018/19 \$10,000 Chairman’s Circle Diamond Sponsorship awarded through the City’s Economic Development Support Fund.
- 2017/18 \$10,000 Chairman’s Circle Diamond Sponsorship awarded through the City’s Economic Development Support Fund.
- 2016/17 \$10,000 Chairman’s Circle Diamond Sponsorship awarded through the City’s Economic Development Support Fund.
- 2015/16 \$10,000 Chairman’s Circle Diamond Sponsorship awarded through the City’s Economic Development Support Fund.
- 2014/15 \$10,000 Chairman’s Circle Diamond Sponsorship awarded through the City’s Economic Development Support Fund.
- 2013/14 \$10,000 Chairman’s Circle Diamond Sponsorship awarded through the City’s Economic Development Support Fund.
- 2012/13 \$7,500 Community Support Funding.

The City of Citrus Heights and the Citrus Heights Chamber of Commerce have benefited from a productive partnership over the past several years. The Chamber has supported and promoted City programs in addition to working on projects through its overall mission, and through the Economic Development Committee, and the Government Issues Committee. Those programs include:

Continued efforts to support ABBA (Auburn Boulevard Business Association), Antelope Crossing Business Association and Sunrise MarketPlace.

Helping coordinate community connections, conduct an annual supply drive for the City's schools, and a food Drive for the Sayonara Center

Continue participation in the Holiday Referral Program.

Host an Annual Elected Officials Reception in August.

Business walk with the Chamber and the City

Bi-monthly meetings with Economic Development and Communications Manager

Assist with the City's "Love Local" Campaign.

The Chamber is requesting the City participate as a Diamond Level Sponsor, valued at more than \$15,000. In exchange for the Sponsorship, the City will receive the following assets:

2 seats per month at the Monthly Luncheons

Luncheon Sponsorship (Mayor Presentation) - **June**

5 minutes at the microphone

Placement of brochures at each table setting

Lunch for 2 additional seats (speaker's meal complimentary)

A display table to display brochures and flyers

Name on the lunch flyer/website as a sponsor

Luncheon Sponsorship (Chief Presentation) – **September**

5 minutes at the microphone

Placement of brochures at each table setting

Lunch for 2 additional seats (speaker's meal complimentary)

A display table to display brochures and flyers

Name on the lunch flyer/website as a sponsor

2 Coffee Connection Sponsorships

3 minutes at the microphone

4 seats per month

Event Sponsorship

Installation Dinner – 2 Tables of 8 (16 seats)

Participate in the Biz Walk, fall 2021

Rotating Logo link on Website
16x20 Diamond Sponsor Plaque on the Chamber Wall
Listing as Diamond Sponsor on all PPTs
Diamond Level Tile on all e-blasts with logo link

Newsletter – Logo with Link on all newsletters
Four Feature articles in the Newsletter
4 Coffee Connection Sponsorship
3 minutes at the microphone

12 Social Media postings.

2). **PROGRAM PURPOSE:** Describe which of the following program objective your project meets. More than one project objective may be identified.

- **Increase Job Base:** Through the Chamber’s programs, committees and activities, the Chamber supports business growth and expansion. The Chamber provides networking, education and business-to-business opportunities through its luncheons, breakfasts, and mixers. The Chamber continues to help support high school students for the workplace with two Job Readiness Training Programs.
- **Increase tax base:** Through our Government Issues Committee, the Chamber supports local and state legislation that is business friendly and opposes measures that would provide obstacles to a business’ success. Through the Economic Development Committee, the Chamber partners with the City to attract new business and retain existing business in the City. The Committee provides an open forum for elected officials and utilities and service providers to update and share upcoming initiative and activities in the government arenas.
- **Promote/Market specific commercial areas of the City:** The Chamber continues to support the local business associations; Auburn Boulevard Business Association., Antelope Crossing and Sunrise MarketPlace. When the Chamber and City’s Annual Business walk occurs, the Chamber targets specific commercial corridors each year. The Chamber works with the City to address concerns and issues affecting the business community and follows-up with the businesses it visits to resolve issues.
- **Attract new shoppers and visitors to the City:** The Chamber partners with other Chambers in the area to provide venues for members to engage other members from outside the City limits. The quarterly Sunrise Corridor Chambers’ Power Luncheon brings members from the Rancho Cordova, Carmichael, Fair Oaks, and Orangevale Chambers together. Selecting a City restaurant to host the event provides local businesses opportunities to showcase their services. Community Center, which allows Chamber members to network with a variety of industries.

- **Create or enhance a sense of place:** The Chamber will continue to work with the CHPD and City on managing those issues that concern and impact our businesses; homelessness, graffiti, illegal signs and other quality of life issues. The Chamber will work closely with the Navigator Program and HART to help with the City's homeless issues.
- **Improve perception and promote the City as business friendly:** The Chamber invites the City and CH Police department to be guest speakers at a monthly Chamber Luncheon so that the business community can hear about updates, ask questions and have access to the City's Mayor, City Council Members and City Manager. The Chamber also hosts an annual Elected Officials Reception which allows businesses to network directly with local, county and state officials. In summary, our active committees, regular and special events, along with established programs help make this an attractive location for regional businesses.

3) PROJECTED OUTCOME / BENEFIT. What is expected to result from this project? Describe how accurate record of this was obtained and will be maintained. Also, using the objectives listed in #2 above; describe how the proposed program, project or event is providing a benefit to the City / community? (No more than 1 page, typed).

In addition to the services outlined above, the Chamber will provide a strategic plan for 2021 Economic Development efforts to meet the overall goal of providing relevant and useful training and information to business owners. A commitment to continually improve the Biz Walk to ensure the Chamber's programs are all designed and geared towards creating a healthy economic environment for the City's businesses.

4) LEVERAGING OF FUNDS. What is the total project cost? How much of this is the City being asked to fund? Does your organization have any other funds or funding commitments to assist in the funding of the project?

The Chamber has a current operating budget of \$200,000. The Sponsorship requested is a small percentage of the overall funding sources. The Chamber receives a regular stream of revenue from membership dues, event sponsorships and luncheon fees.

5) SUSTAINABILITY. In almost all cases the City's support of an outside organization should be considered a temporary or one-time commitment. Does your organization or event have a plan to become financially self-sustaining?

The Chamber activity pursues new corporate sponsorships (Chairman Circle Program) to fund special events and provide services to its members. The Chamber leverages the City's support as an example to the value of partnerships for a stronger business economy within the City.

The sponsorship is evaluated each year to meet the City's and Chamber's changing needs and priorities. The City / Chamber partnership has been productive since the incorporation of the City of Citrus Heights. The Chamber anticipates that this mutually beneficial partnership will continue and indeed expand through the future years.

6) SCHEDULE. Provide a schedule indicating when funds will be needed, when the project is to be implemented, and when it will be completed.

Funding is requested within the next month so that the Chamber can begin to prepare and allocate assets for the City.

By signing this document, I certify that I will only use the City funds for what has been outlined in this application.

Signature

Date:

*if approved, the applicant must provide a summary of the award, no later than 30-days after the end of the program, project or event.

*** The program is based on a non-COVID year.



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: November 12, 2020

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

FROM: Leslie Blomquist, City Engineer
Nichole Baxter, Communications Officer

SUBJECT: **Citywide Multi-Use Trail Naming Recommendation**

Summary and Recommendation

The City will soon construct a nearly 3-mile long trail in City Heights and unincorporated Orangevale largely following an existing Sacramento Municipal Utility District (SMUD) electric corridor easement. The trail will connect several neighborhoods to seven parks, several schools, and the Sunrise MarketPlace.

Staff recommends the following:

1. City Council review the top three potential trail names selected by the Naming Committee from submissions received by the public, and select one as the name of the future city-wide trail.
2. Adopt Resolution No. 2020-____ A Resolution of the City Council of the City of Citrus Heights, California, Naming an approximately 3-mile long trail to be constructed in Citrus Heights as “_____”.

Fiscal Impact

There is no fiscal impact to name the trail.

Trail construction is funded through a \$6.2 Million Active Transportation Program (ATP) Grant with matching funds from Park Impact Fees, Tree Mitigation Fund, Storm Water Utility Fund, Per Capita Grant Funding and Measure A Fund. Installation of maps, wayfinding signs, and gateway signs are under consideration for installation as part of the trail construction. Any trail specific signage will include the trail name and will be funded as part of the construction of the project.

Background and Analysis

The Citywide Multi-Use Trail (formerly known as the Electric Greenway Trail) is a 2.9 mile multi-use trail between Sunrise Boulevard and Wachtel Way, largely following an existing SMUD electric corridor easement. The trail will be located in the City and unincorporated

Orangevale, connecting several neighborhoods to seven parks, several schools, and the Sunrise MarketPlace.

Portions of the trail will be constructed within already developed parks owned and operated by Sunrise Recreation and Park District (SRPD) and Orangevale Recreation and Park District (ORPD). Other portions of the trail will be constructed within Citrus Heights public right-of-way and City owned trail easements. The trail will be fully developed and constructed before the corresponding portions are turned over to the various agencies, complete with a formal name.

The previous name, Electric Greenway Trail Project, was selected by staff for the grant application phase of the project.

As an example of the City's commitment to community engagement and involvement, the public was asked to submit suggested trail names for review by a Naming Review Committee (Committee).

The Committee included stakeholders from various agencies including:

- SRPD staff
- ORPD staff
- Sayonara Center Director
- SMUD staff (advisory only)
- Citrus Heights planning division staff
- Citrus Heights engineering division staff

Working closely with community partners while promoting the opportunity on social media, the City's website, in our newsletter, and through local media, the public was notified of the City's request for trail name suggestions. Suggestions were submitted via email between August 28, 2020 - October 31, 2020.

The Committee also received name suggestions for a new Regional Park in Citrus Heights. The SRPD is taking the naming process for the Regional Park forward, separate from the trail.

After close of the submission period, the Committee carefully reviewed 29 trail name submissions, guided by the following criteria:

1. Names must reflect geographical location; the name of the trail or park should, if possible, have topographic, geographic, or historical significance generally recognized and known throughout the area.
2. Names must reflect significant natural features or resources of the area; or
3. Names Honor a significant individual

Three top names were selected by the Committee for City Council consideration. The full list of names is attached as Appendix B to this report.

This project aligns with the City Council's three-year strategic planning goals to "improve streets and infrastructure" and "improve community vibrancy and engagement".

Attachments

1. Appendix A – Citrus Heights Trail & Regional Park Naming Policy/Guidelines
2. Appendix B – List of all submissions for the City-Wide Multi-Use Trail
3. Resolution of the City Council of the City of Citrus Heights, California, naming an approximately 3-mile long trail to be constructed in Citrus Heights as “_____”

RESOLUTION NO. 2020-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, NAMING AN APPROXIMATELY 3-MILE LONG TRAIL TO BE CONSTRUCTED IN CITRUS HEIGHTS AS “_____”

WHEREAS, in November 2016, the city received a \$350,000 regional Active Transportation Program (ATP) grant for the preliminary engineering of the Electric Greenway Trail Project;

WHEREAS, in September 2017, the city received a \$5,866,000 state Active Transportation Program SB1 Augmentation (ATPSB1) grant for the right-of-way, design, and construction phases of the Electric Greenway Project;

WHEREAS, the City Council of the City of Citrus Heights, California authorized execution of an agreement with GHD, Inc. for the design of the Electric Greenway Trail Project;

WHEREAS, construction of the trail is anticipated to commence in Spring 2021;

WHEREAS, staff solicited potential trail names from the public; and

WHEREAS, a Naming Review Committee, comprised of stakeholders from various agencies, reviewed the public proposed names and narrowed the list to the top three.

NOW, THEREFORE BE IT RESOLVED AND ORDERED, that the City Council of the City of Citrus Heights, hereby authorizes the naming of an approximately 3-mile long future multi-use trail as “_____”.

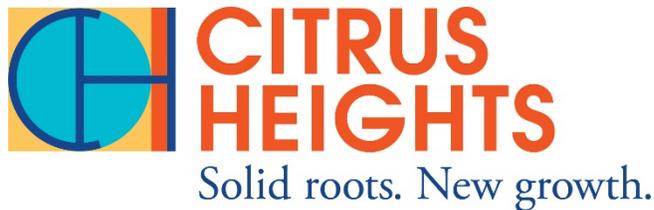
PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 12th day of November 2020 by the following vote, to wit:

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

Jeff Slowey, Mayor

ATTEST:

Amy Van, City Clerk



Citrus Heights Trail & Regional
Park Naming
Policy/ Guidelines

PURPOSE:

The purpose of this policy is to establish criteria and guidance for procedures related to the Citrus Heights Trail Naming and Regional Park Naming Project.

The Naming Review Committee is comprised of City staff and community partners. The purpose of the Naming Review Committee is to review public submissions for the new trail name and regional park naming, and select top names for City Council's consideration that best reflect the values of our City and its community partners. City Council will review the names recommended by the committee and make the final trail name selection.

ADVERTISEMENT PERIOD:

Through social media, website, and newsletter promotion, the public will be notified that name suggestions are being sought for a new trail and regional park in Citrus Heights. Name suggestions will be submitted via email by October 31, 2020 and the review committee will select the top names by November 12, 2020, to be presented to City Council for selection.

CRITERIA FOR THE CITRUS HEIGHTS TRAIL NAMING & REGIONAL PARK NAMING PROJECT:

Names must...

1. Reflect geographical location; the name of the trail or park should, if possible, have topographic, geographic, or historical significance generally recognized and known throughout the area.
2. Reflect significant natural features or resources of the area;
3. Honor a significant individual (See below)

Individuals honored in naming submissions must have made – or are currently making – a significant contribution to the community, including, but not limited to:

- A. Contributed substantially and improved the quality of life in the community.
- B. The person being memorialized died in the line of duty serving the community or the United States of America.
- C. Donation of land or large financial contribution.

The Naming Review Committee reserves the right to consider exceptions due to extraordinary circumstances, which inspire vision and civic engagement. Exceptions can be made when the

Appendix A – Citrus Heights Trail & Regional Park Naming Policy/Guidelines

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actions or contributions of an individual not normally meeting the established criteria are so significant and profound that the person deserves consideration.

Please note that if the City selects your name for the trail or regional park, the City shall have the right to utilize the name and that you do not retain any naming rights.

PROCEDURES:

1. The Citrus Heights Naming Review Committee will evaluate the merit of each suggested trail and regional park name according to criteria outlined in this policy.
2. When appropriate the review committee will solicit help/suggestions from historical societies or other groups having a special knowledge, when considering a name to highlight an area's geographic or historical significance.
3. To stimulate public interest and to obtain additional suggestions, a part of the selection process to name a trail and regional park, the committee may conduct a contest or competition involving the public. Only suggestions which meet these policy guidelines will be considered.
4. Groups or individuals may submit nominations for naming a new trail and regional park in writing on a form provided by the Naming Review Committee, or in a letter that contains all the pertinent information.

*The City of CITRUS HEIGHTS
is committed to providing
high quality, economical,
responsive city services
to our community.*

Appendix B - List of all public submissions for the City-Wide Multi-Use Trail

- Trifecta Trail
- Sun Rey Trail
- Bill Hughes Trail
- Arcade-Cripple Creek Trail
- Nisenan
- Sunwatch Energy Trail
- Powerline Connector Trail
- Citrus Heights Pathway
- Oak Heaven Community Trail
- Solid Roots Trail
- Citrus Heights Electric Greenway Trail
- Citrus - Vale Greenway Trail
- Trail of Trees
- Live Oak Trail
- Sylvan Multi-Use Trail
- Electric Greenway
- Electric Greenway Trail
- Sylvan Oaks Trail
- Crosstown Connector Trail
- Citrus Connector Trail
- Ignacia Trail
- Mandarin Trail
- Churchill Trail
- Mel Turner Memorial Trail
- Seven Park Connector Trail
- Citrus Heights Area Trail System

