



AGENDA
August 3, 2016

CITY COUNCIL MEETING
7:00 p.m.
City Council Chambers
311 Vernon Street
Roseville, California

1. CALL TO ORDER

2. ROLL CALL

Councilmember: Bonnie Gore
Vice Mayor: Susan Rohan
Councilmember: Tim Herman
Councilmember: Pauline Roccucci
Mayor: Carol Garcia

3. PLEDGE OF ALLEGIANCE

4. MEETING PROCEDURES

NOTICE TO THE PUBLIC

All Items on the agenda will be open for the public comment before final action is taken. Speakers are requested to restrict comments to the item as it appears on the agenda and stay within a five (5) - minute time limit. The Mayor has the discretion of limiting the total discussion time for an item.

5. PRESENTATIONS

5.1. Resolution of Commendation to Jordan Brown

Jordan Brown be commended for his outstanding accomplishments and hard work as a student athlete in the Roseville School District and wished success on his future endeavors.

CONTACT: Heather Blanco 916-774-5265 hblanco@roseville.ca.us

6. PUBLIC COMMENTS

NOTICE TO THE PUBLIC

Persons may address the City Council on items not on this agenda. Please complete a "Speaker Information Card" and present it to the City Clerk prior to the start of the meeting. Speakers shall restrict their comments to issues that are within the subject jurisdiction of the City Council and limit their comments to three (3) minutes per person. The total time allocated for Public Comment is 25 minutes. The Brown Act, with certain exceptions, does not permit the City Council to discuss or take action on issues that are not listed on the agenda.

7. CONSENT CALENDAR

NOTICE TO THE PUBLIC

All matters listed under Consent Calendar are considered to be routine and all will be passed by one motion. There will be no discussion of these items unless members of the City Council or the public request specific items be removed from the Consent Calendar for separate discussion. Any member of the public may address the City Council on items on the Consent Calendar. Public comments on any item or items on the Consent Calendar are limited to five (5) minutes per speaker

BEGINNING OF CONSENT CALENDAR

Bids / Purchases / Services

7.1. Liquid Cationic Polymer (RFQ 01-3073) - Reject All Bids

Memo from Buyer Babette Owens and Central Services Director Paul Diefenbach recommending Council adopt RESOLUTION NO. 16-329 REJECTING ALL BIDS FOR LIQUID CATIONIC POLYMER. The Purchasing Division released a bid on behalf of the Environmental Utilities Pleasant Grove Wastewater Treatment Plant for liquid cationic polymer. Upon Council's approval to reject all current bids, a new bid will be issued that will clarify the language regarding delivery fees. There is no fiscal impact at this time, since there will be no contract awarded.

CC #: 7873

File #: 0203-03

CONTACT: Babette Owens 916-774-5704 bowens@roseville.ca.us

7.2. 2016 Bike Trail Resurfacing Project - Award of Contract and Budget Adjustment

Memo from Assistant Engineer Cathy Golsalvez and Public Works Director Rhon Herndon recommending Council adopt RESOLUTION NO. 16-335 APPROVING AN AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND TELFER PAVEMENT TECHNOLOGIES, LLC, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE; and adopt ORDINANCE NO. 5722 OF THE COUNCIL OF THE CITY OF ROSEVILLE AUTHORIZING CERTAIN AMENDMENTS TO THE 2016-17 BUDGET AND DECLARING THIS ORDINANCE TO BE IMMEDIATELY EFFECTIVE AS AN APPROPRIATION MEASURE. Staff requests award of the 2016 Bike Trail Resurfacing Project to the lowest responsive bidder, Telfer Pavement Technologies, LLC, in the amount of \$213,350.00, and a 10% change order authority, and approval of a \$60,000.00 budget adjustment from the Transportation Fund to the project account. The project will resurface numerous bike trails throughout the City. The cost of the project is \$234,685.00 and will be paid for with

local transportation funds.

CC #: 7879

File #: 0201-01 & 0721-05

CONTACT: Cathy Gosalvez 916-746-1300 cgosalvez@roseville.ca.us

7.3. Electric Vehicle Charging Stations and Plug-In Electric Vehicle Purchase - Budget Adjustment

Memo from Business Services Analyst Terri Shirhall and Environmental Utilities Director Richard Plecker recommending Council adopt ORDINANCE NO. 5721 OF THE COUNCIL OF THE CITY OF ROSEVILLE AUTHORIZING CERTAIN AMENDMENTS TO THE 2016-17 BUDGET AND DECLARING THIS ORDINANCE TO BE IMMEDIATELY EFFECTIVE AS AN APPROPRIATION MEASURE. Staff is requesting approval of a budget adjustment for the amount of \$87,500.00 from available funds in the Air Quality Mitigation Fund for purchase of two electric vehicle charging stations and a plug-in electric vehicle for Roseville Utility Exploration Center educational programming, demonstration, and transportation needs.

CC #: 7867

File #: 0800-02

CONTACT: Terri Shirhall 916-774-5536 tshirhall@roseville.ca.us

7.4. Water Meter Purchase Order

Memo from Water Utility Manager Jim Mulligan and Environmental Utilities Director Richard Plecker recommending Council authorize the renewal of purchase orders with Golden State Flow Measurement for the Environmental Utilities Department's annual requirement of water meters. The not to exceed amount is \$350,000.00 and is included in the FY2017 Water Division budget.

CC #: 7871

File #: 0203-09

CONTACT: Jim Mulligan 916-774-5668 jmulligan@roseville.ca.us

7.5. Sodium Hypochlorite (BACC 14-2015) - Service Agreement Amendment

Memo from Buyer Babette Owens and Central Services Director Paul Diefenbach recommending Council adopt RESOLUTION NO. 16-333 APPROVING AMENDMENT NO. 1 TO SERVICE AGREEMENT BETWEEN CITY OF ROSEVILLE AND UNIVAR USA, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE (S1603135). This is a request of Council to authorize an amendment to a service agreement with Univar USA, Inc. to increase the value of the agreement from \$255,000.00 to \$297,500.00, and to extend the term of the agreement from June 30, 2016 to August 30, 2016. The additional dollars will allow the vendor to continue to provide 12.5% sodium hypochlorite which is used to sanitize the water in swimming pools and is required for use as a disinfectant at the plants. Funding is included in the Environmental Utilities Department's FY2016-17 budget.

CC #: 7877

File #: 0203-03

CONTACT: Babette Owens 916-774-5704 bowens@roseville.ca.us

7.6. Emissions Testing - Service Agreement Amendment

Memo from Power Generation Superintendent Matt Garner and Electric Utility Director Michelle Bertolino recommending Council adopt RESOLUTION NO. 16-330 APPROVING AMENDMENT NO. 2 TO SERVICE AGREEMENT BETWEEN CITY OF ROSEVILLE AND THE AVOGADRO GROUP, LLC, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE (S1203211). This item amends a service agreement with The Avogadro Group, LLC for emissions compliance testing at the Roseville Energy Park. The amendment extends the service agreement expiration date by two months to perform annual required emissions compliance testing for calendar year 2016 under the existing agreement spending limit. Funding is included in the Electric Department FY2016-17 budget.

CC #: 7874

File #: 0800-03

CONTACT: Matt Garner 916-746-1691 mgarner@roseville.ca.us

7.7. Telecommunications System Master Sales and Maintenance - Service Agreement

Memo from Information Technology Program Manager Matt Donaldson and Chief Information Officer Hong Sae recommending Council adopt RESOLUTION NO. 16-334 APPROVING A SERVICE AGREEMENT BETWEEN CITY OF ROSEVILLE AND ALTURA COMMUNICATION SOLUTIONS, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE (SI605256). On June 15, 2016 City Council approved the Master Sales and Maintenance Agreement with Altura Communication Solutions to update the City's telephone system. Staff now needs approval for the Service Agreement to implement the work. The total cost for services under this agreement were already approved by City Council on June 15, 2016 and will not exceed the \$175,000.00 amount already approved. Funding is included in the Information Technology budget for FY2015-16.

CC #: 7878

File #: 0203-05

CONTACT: Matt Donaldson 916-774-5405 mdonaldson@roseville.ca.us

Resolutions

7.8. California Greenhouse Gas Cap-and-Trade Program - 2017 Free Allowance Allocation

Memo from Electric Resources Analyst Shannon McCann and Electric Utility Director Michelle Bertolino recommending Council adopt RESOLUTION NO. 16-340 APPROVING REQUEST TO USE 224,000 OF CITY'S 2017 ALLOCATION OF GREENHOUSE CAP-AND-TRADE PROGRAM ALLOWANCES. The City will auction the remaining 2017 allowances, and the fiscal impact will be determined by the auction price in each quarterly auction.

CC #: 7884

File #: 0800-03

CONTACT: Shannon McCann 916-774-5649 smccann@roseville.ca.us

7.9. Spare Parts and Tool Sharing Agreement for Combustion Turbine No. 1 - Agreement Amendment

Memo from Electric Resources Analyst Shannon McCann and Electric Utility Director Michelle Bertolino recommending Council adopt RESOLUTION NO. 16-332 APPROVING A SECOND AMENDMENT TO AGREEMENT, BY AND BETWEEN THE CITY OF ROSEVILLE AND NORTHERN CALIFORNIA POWER AGENCY, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE. The amendment extends the agreement three years at a cost of \$15,644.00 per year for continued access to spare parts and tools necessary to operate and maintain the Roseville Power Plant 2's combustion turbine units. Funding for the agreement will be budgeted annually in the Electric Operations Fund.

CC #: 7876

File #: 0800-03

CONTACT: Shannon McCann 916-774-5649 smccann@roseville.ca.us

7.10. Oak Street Parking Garage and Fire Station No. 1 - Professional Services Agreement

Memo from Associate Engineer Luz "Nina" Buelna and Public Works Director Rhon Herndon recommending Council adopt RESOLUTION NO. 16-342 APPROVING A PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND YOUNGDAHL CONSULTING GROUP, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE. This is a request of Council to approve a Professional Services Agreement for special inspection services for the Oak Street Parking Structure and the Fire Station No. 1 projects. The not-to-exceed fee is \$176,106.00. Funding for the special inspection services will come from 2006 Redevelopment Agency Bond Funds and Fire Facilities Tax Funds.

CC #: 7888

File #: 0401-02-02-1

CONTACT: Luz "Nina" Buelna 916-746-1300 nbuelna@roseville.ca.us

7.11. Street Closure Request - Glue Factory Grand Opening - August 18, 2016

Memo from Community Relations Analyst Jamie Hazen and Parks & Recreation & Libraries Director Dion Louthan recommending Council adopt RESOLUTION NO. 16-341 APPROVING AN AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND HEALTH EDUCATION COUNCIL, SERVING POPULATIONS AT RISK, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE. This is a request of Council to approve the street closure of East Washington Boulevard between Vernon Street and Atlantic Street for the Glue Factory's Grand Opening Celebration to be held on Thursday, August 18, 2016, from 3:00 p.m. to 9:00 p.m. All costs associated with this event for City services will be reimbursed by the Health Education Council.

CC #: 7885

File #: 0109-02

CONTACT: Jamie Hazen 916-774-5978 jhazen@roseville.ca.us

7.12. Wastewater Operating Agreement

Memo from Wastewater Collection Superintendent Chris Bracco and Environmental Utilities Director Richard Plecker recommending Council adopt RESOLUTION NO. 16-328 APPROVING AN AGREEMENT BY AND BETWEEN SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, SACRAMENTO AREA SEWER DISTRICT AND THE CITY OF ROSEVILLE, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE. This item requests that City Council approve the Contract and Operating Agreement between the City, Sacramento Area Sewer District (SASD), and Sacramento Regional Sanitation District (SRCSD). The intent of this agreement is to formally establish rates, fees and operational responsibilities between the City, SASD and SRCSD. There is no cost associated with this agreement.

CC #: 7870

File #: 0800-02

CONTACT: Chris Bracco 916-746-1892 cbracco@roseville.ca.us

7.13. Bond Trustee - Professional Services Agreement

Memo from Financial Analyst Jacquie Clarizio and Finance Director Monty Hanks recommending Council adopt RESOLUTION NO. 16-337 APPROVING A PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND THE BANK OF NEW YORK MELLON TRUST COMPANY, N.A., AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE. The City's Bond Trustee with Bank of New York will be a yearly contract starting on August 1, 2016 thru June 30, 2017, but is renewable yearly, for a term of five years. The contract for this first year will not exceed \$75,000.00. The annual fee of approximately \$1,800.00 per series is paid by each outstanding bond series.

CC #: 7881

File #: 0201

CONTACT: Jacquie Clarizio 916-774-5323 jclarizio@roseville.ca.us

7.14. Community Facilities District No. 4 (Public Services) - Resolution of Intention

Memo from Administrative Analyst Jeannine Thrash and Finance Director Monty Hanks recommending Council adopt RESOLUTION NO. 16-331 A RESOLUTION OF INTENTION TO ANNEX TERRITORY TO COMMUNITY FACILITIES DISTRICT AND TO AUTHORIZE THE LEVY OF SPECIAL TAXES THEREIN, CITY OF ROSEVILLE Community Facilities District No. 4 (Public Services) Annexation No. 6 (Foothills American Dream). As a condition of approval of the Tentative Subdivision Map the owner, John Mourier Construction, Inc., agreed to annex into Community Facilities District No. 4 (Public Services) for the purpose of covering the costs of the ongoing maintenance obligations. The public hearing will be conducted on Wednesday, September 7, 2016 at 7:00 p.m., in the Roseville City Hall, Council Chambers at 311 Vernon Street, Roseville, California. Parcels within this subdivision will be assigned the maximum tax rate associated with zone

7 of the Rate and Method of Apportionment. The annexation to Community Facilities District No. 4 (Public Services) will not have a negative impact the City's General Fund. The property owners will pay a special tax sufficient to pay the costs of the CFD and be levied annually among the parcels of real property within the CFD.

CC #: 7875

File #: 0206-03-01

CONTACT: Jeannine Thrash 916-774-5473 jthrash@roseville.ca.us
Monty Hanks 916-774-5313 mhanks@roseville.ca.us

7.15. North Industrial Planning Area Blue Oaks Commerce Center - Construction Fee Agreement for Bus Shelters #249, #250, #251 and #253

Memo from Administrative Technician Anita Giordano and Public Works Director Rhon Herndon recommending Council adopt RESOLUTION NO. 16-336 APPROVING A TRANSIT BUS SHELTER CONSTRUCTION FEE AGREEMENT, BY AND BETWEEN THE CITY OF ROSEVILLE AND HARSCH INVESTMENT PROPERTIES II, LLC, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE. This item requests approval of a Bus Shelter Construction Fee Agreement for the construction of Bus Shelter #249, #250, #251 and #253 and authorizing the City Manager to execute it on behalf of the City. There will be no fiscal impact on the City's General fund or the Alternative Transportation Division's Transportation Development Act funds.

CC #: 7880

File #: 0721

CONTACT: Anita Giordano 916-774-5385 agiordano@roseville.ca.us

7.16. Electronic Document Review and Management System Implementation – Professional Service Agreement

Memo from Mapping Supervisor Joe Allen and Development Services Director Kevin Payne recommending Council adopt RESOLUTION NO. 16-339 APPROVING A PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND TRUEPOINT SOLUTIONS, LLC, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE. This item requests approval for services to implement Electronic Document Review and Electronic Document Management System integration into the City's existing Accela Civic Platform. The total cost not to exceed \$61,740.00 will be funded through the Accela System Capital Improvement Project account.

CC #: 7883

File #: 0800-06

CONTACT: Joe Allen 916-774-5165 jallen@roseville.ca.us

Ordinances (for introduction and adoption - appropriation/urgency measures)

7.17. Citizens' Benefit Fund - Budget Adjustment

Memo from Assistant to the City Manager Vicki Philpott and City Manager Rob Jensen recommending Council adopt ORDINANCE NO. 5727 OF THE COUNCIL

OF THE CITY OF ROSEVILLE AUTHORIZING CERTAIN AMENDMENTS TO THE 2016-17 BUDGET AND DECLARING THIS ORDINANCE TO BE IMMEDIATELY EFFECTIVE AS AN APPROPRIATION MEASURE. This item requests Council approval of a budget adjustment to transfer \$364.00 (R.E.A.C.H. donations) from the Citizens' Benefit Fund to Parks, Recreation and Libraries. These funds represent employee donations made during the 2015 Employee Giving Campaign in the FY2016 budget that were earmarked for Project Play-Roseville's accessible playgrounds.

CC #: 7891

File #: 0201-01 & 0216-02

CONTACT: Vicki Philpott 916-774-5353 vphilpott@roseville.ca.us

7.18. Flood Emergency Response Projects – Statewide Grant Round 2 - Agreement and Budget Adjustment

Memo from Senior Engineer Carl Walker and Public Works Director Rhon Herndon recommending Council adopt RESOLUTION NO. 16-343 APPROVING AN AGREEMENT BY AND BETWEEN THE STATE OF CALIFORNIA DEPARTMENT OF WATER RESOURCES AND THE CITY OF ROSEVILLE, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE; and adopt ORDINANCE NO. 5724 OF THE COUNCIL OF THE CITY OF ROSEVILLE AUTHORIZING CERTAIN AMENDMENTS TO THE 2016-17 BUDGET AND DECLARING THIS ORDINANCE TO BE IMMEDIATELY EFFECTIVE AS AN APPROPRIATION MEASURE. This project will begin the upgrade of the regional Flood Alert System to the latest communication protocol and add two new flood alert gauges upstream of Roseville. The project is primarily grant funded and includes a \$12,500.00 previously budgeted contribution from the General Fund. The total project cost is \$142,513.00.

CC #: 7887

File #: 0201-01 & 0214 & 0800-04

CONTACT: Carl Walker 916-746-1300 cwalker@roseville.ca.us

7.19. Human Resources Staffing Changes and Budget Adjustment

Memo from Human Resources Director Gayle Satchwell recommending Council adopt ORDINANCE NO. 5725 OF THE COUNCIL OF THE CITY OF ROSEVILLE AMENDING ORDINANCE NO. 5615, THE SALARY ORDINANCE FOR CONFIDENTIAL EMPLOYEES, AS AMENDED BY APPENDIX "B" TO BE EFFECTIVE AUGUST 6, 2016, AS AN URGENCY MEASURE; and adopt ORDINANCE NO. 5726 OF THE COUNCIL OF THE CITY OF ROSEVILLE AUTHORIZING CERTAIN AMENDMENTS TO THE 2016-17 BUDGET AND DECLARING THIS ORDINANCE TO BE IMMEDIATELY EFFECTIVE AS AN APPROPRIATION MEASURE, and approve an allocation schedule reflecting the addition of one Senior Human Resources Technician and one Human Resources Analyst I/II allocations, as well as the deletion of one Human Resources Technician and one Insurance and Contract Technician allocations. The proposed changes will be cost neutral to the General Fund and will have an annual cost to the enterprise fund of \$104,285.00.

CC #: 7889

File #: 0201-01 & 0600-01

CONTACT: Gayle Satchwell 916-774-5374 gsatchwell@roseville.ca.us

7.20. Pleasant Grove/Curry Creek Watershed Mitigation Fee Update – Professional Design Services Agreement and Budget Adjustment

Memo from Engineering Manager Chris Kraft and Development Services Director Kevin Payne recommending Council adopt RESOLUTION NO. 16-338 APPROVING A PROFESSIONAL DESIGN SERVICES AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND CIVIL ENGINEERING SOLUTIONS, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE; and adopt ORDINANCE NO. 5723 OF THE COUNCIL OF THE CITY OF ROSEVILLE AUTHORIZING CERTAIN AMENDMENTS TO THE 2016-17 BUDGET AND DECLARING THIS ORDINANCE TO BE IMMEDIATELY EFFECTIVE AS AN APPROPRIATION MEASURE. This recommendation is to approve a Professional Design Services Agreement with Civil Engineering Solutions, Inc. and a budget adjustment to update the Pleasant Grove/Curry Creek Watershed Mitigation Fee. This action will have no impact to the City's General Fund as the costs for these services will be paid for through City's Drainage Fee program.

CC #: 7882

File #: 0201-01 & 0800-06

CONTACT: Chris Kraft 916-774-5373 ckraft@roseville.ca.us

Reports / Requests

7.21. FY17 Budgeted Reclassifications

Memo from Senior Human Resources Analyst Linda Hampton and Human Resources Director Gayle Satchwell recommending Council approve the reclassification of 5.00 allocations in the citywide allocation schedule. The fiscal impact to the General Fund of \$54,949.00 and to the Enterprise fund of \$23,578.00 is included in the FY2016-17 budget.

CC #: 7868

File #: 0600-01

CONTACT: Linda Hampton 916-774-5215 lhampton@roseville.ca.us

7.22. Out of State Travel Request - Police Department

Memo from Department Public Information Officer Dee Dee Gunther and Police Chief Daniel Hahn recommending Council approve two acting Police Lieutenants to travel to College Station, Texas to attend a training course in incident management and unified command on August 22-26, 2016. The Federal Emergency Management Agency and the Department of Homeland Security sponsors the course, and they will pay all tuition and travel expenses. The cost to the City will be \$590.00 for meals and incidental expenses.

CC #: 7869

File #: 0600-02

CONTACT: Troy Bergstrom 916-774-5058 tbergstrom@roseville.ca.us

7.23.Out of State Travel Request - Parks, Recreation & Libraries Department

Memo from Marketing & Communications Analyst Pam Allen and Parks, Recreation & Libraries Director Dion Louthan recommending Council approve out of state travel for Parks, Recreation & Libraries Marketing & Communications Analyst Pam Allen to attend the City-County Communications and Marketing Association annual conference in San Antonio, Texas from September 6 through September 9, 2016. Travel costs are estimated at \$2,000.00 and are included in the FY2016-17 Parks, Recreation & Libraries budget.

CC #: 7872

File #: 0600-02

CONTACT: Pam Allen 916-746-1251 pallen@roseville.ca.us

END OF CONSENT CALENDAR

8. COUNCIL / STAFF / REPORTS/ COMMENTS

9. ADJOURNMENT



COUNCIL COMMUNICATION

CC #: 7892
File #: 0102-10

Title: Resolution of Commendation to Jordan Brown
Contact: Heather Blanco 916-774-5265 hblanco@roseville.ca.us

Meeting Date: 8/3/2016
Item #: 5.1.

RECOMMENDATION TO COUNCIL

Recommend Jordan Brown be commended for his outstanding accomplishments and hard work as a student athlete in the Roseville School District and wished success on his future endeavors.

BACKGROUND

Not applicable.

FISCAL IMPACT

Not applicable.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable.

ENVIRONMENTAL REVIEW

Not applicable.

Respectfully Submitted,

Heather Blanco, Deputy City Clerk

Sonia Orozco, City Clerk

A handwritten signature in blue ink, appearing to be "H. Blanco", with a long horizontal stroke extending to the right.

Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution of Commendation to Jordan Brown

City of Roseville RESOLUTION OF COMMENDATION

WHEREAS, Jordan Brown, an honor roll student at Woodcreek High School, and has been selected to play on the USA Junior Olympics Basketball Team two years in a row; and

WHEREAS, Jordan started playing basketball at 12 years of age and has a bright future ahead of him; and

WHEREAS, Jordan was a member of the 2015 USA under-16 National Team that captured the gold medal with a perfect 5-0 records in Bahia Blanca, Argentina; and

WHEREAS, Jordan was once again selected to play on the 2016 under-17 USA Team in Barcelona, Spain where they were victorious yet again with another gold medal; and

WHEREAS, Jordan became part of an elite group this year as the USA Basketball Men's under-17 won it's fourth-straight world title; and

WHEREAS, in the first two years of Jordan's prep career he has a total of 1,328 points, 710 rebounds, and 162 blocked shots; and

WHEREAS, Jordan's many high school accomplishments include MaxPreps Freshman Five, and Sophomore All-American first team, Sacramento Bee All-Metro first team, Cal-Hi Sports and All-State Elite Boys Basketball second team, Conference Player of the Year, NorCal Player of the Year and All-NorCal, California All-Division 1, and Sierra Foothill League MVP; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ROSEVILLE, CALIFORNIA, that **JORDAN BROWN** be commended for his outstanding accomplishments and hard work as a student athlete in the Roseville School District and wished success on his future endeavors.

SIGNED AND APPROVED this 3rd day of August, 2016.

CAROL GARCIA, MAYOR

ATTEST:

**SONIA OROZCO, CITY CLERK
CITY OF ROSEVILLE, CALIFORNIA**





COUNCIL COMMUNICATION

CC #: 7873
File #: 0203-03

Title: Liquid Cationic Polymer (RFQ 01-3073) - Reject All Bids
Contact: Babette Owens 916-774-5704 bowens@roseville.ca.us

Meeting Date: 8/3/2016
Item #: 7.1.

RECOMMENDATION TO COUNCIL

Recommend Council reject all bids received for RFQ 01-3073 for liquid cationic polymer because the specifications included language for delivery surcharge that no longer is applicable. New specifications will clarify language that all delivery fees be included in the price per pound.

BACKGROUND

The Environmental Utilities Department Pleasant Grove Wastewater Treatment Plant has an ongoing requirement for liquid cationic polymer. This chemical is used in the "dewatering" of waste byproduct called sludge. This treatment process is necessary as it reduces the overall weight of the sludge, thus allowing for removal to the landfill at a considerably lower cost to the City.

A formal bid was issued with the following three responses:

<u>Bidder Price</u>	<u>Per Pound</u>
Kubwater Resources Tigard, OR	\$1.28
SNF Polydyne Inc. Riceboro, GA	\$0.67
Solenis LLC Wilmington, DE	\$1.00

The bid terms and conditions state that the City reserves the right to reject any or all bids, so in order to clarify language in the bid, the bids will be rejected and a new bid will be issued immediately following this Council session.

FISCAL IMPACT

There is no fiscal impact at this time, since there will be no contract award.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) does not apply to activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment (CEQA Guidelines §15061(b)(3)). The hauling and delivery of hazardous substances is regulated by the State. Hazardous material transport consistent with applicable safety regulations should not result in a significant environmental effect. Therefore, the proposed Service Agreement does not include the potential for significant environmental effect and is not subject to CEQA.

Respectfully Submitted,

Babette Owens, Buyer

Paul Diefenbach, Central Services Director



Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution 16-329

RESOLUTION NO. 16-329

REJECTING ALL BIDS FOR LIQUID CATIONIC POLYMER

WHEREAS, the City of Roseville requested bids for liquid cationic polymer for the Pleasant Grove Wastewater Treatment Plant; and

WHEREAS, the specifications included language for delivery surcharge that are no longer applicable; and

WHEREAS, staff desires to reject all bids for liquid cationic polymer;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that all bids for liquid cationic polymer are hereby rejected.

PASSED AND ADOPTED by the Council of the City of Roseville this ____ day of _____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk



COUNCIL COMMUNICATION

CC #: 7879

File #: 0201-01 & 0721-05

Title: 2016 Bike Trail Resurfacing Project - Award of Contract and Budget Adjustment

Contact: Cathy Gosalvez 916-746-1300 cgosalvez@roseville.ca.us

Meeting Date: 8/3/2016

Item #: 7.2.

RECOMMENDATION TO COUNCIL

Staff recommends the City Council take the following actions:

1. Adopt the attached resolution awarding the 2016 Bike Trail Resurfacing Project to the lowest responsive bidder, Telfer Pavement Technologies, LLC, in the amount of \$213,350.00; grant staff change order authorization to exceed the award amount by 10% (\$21,335.00); and authorize the City Manager to execute the construction agreement.
2. Approve the attached ordinance for a Budget Adjustment to transfer \$60,000.00 from the Transportation Fund to the project account to cover construction and staff related costs.

BACKGROUND

The scope of this project consists of resurfacing various bike trails throughout the City (see attached map). Resurfacing provides a water proof membrane to protect the existing bike trail surface and extend the life of the underlying pavement. This project is part of our proactive bike trail maintenance program designed to seal, protect, and preserve bike trail pavement by placing relatively affordable asphalt resurfacing products at 7 to 10 year intervals to keep our bike trails in good condition and avoid pavement failure that would require more costly rehab/reconstruction. Staff keeps track of which bike trail segments have been resurfaced so that we know when certain segments of trail are due for another resurfacing treatment. We anticipate construction to begin in early August 2016 with completion by the end of September 2016.

PUBLIC OUTREACH

Public Works Staff has been working with our communication team to develop a public outreach campaign to keep the community informed of the project's progress and traffic impacts during the construction phase of the project. This includes disseminating the latest project information on the City's web page and through news stories, traffic alerts, and social media. Prior to working on each bike trail, the contractor will place temporary Bike Trail Closed signs on barricades informing the residents and businesses of the scheduled closure for that section of trail.

FISCAL IMPACT

The total cost of the Bike Trail Slurry Seal Project, including 10% change order authorization, is \$234,685. Construction costs for the project are included within the 2016 Bike Trail Resurfacing Project budget. The Budget Adjustment for \$60,000 includes costs for inspection, materials testing, and project management by City staff. This project is fully funded with Local Transportation Funds. No General Funds will be used.

ECONOMIC DEVELOPMENT / JOBS CREATED

Federal guidelines suggest that there is one job created for every \$92,000.00 in direct government spending. Based on that figure, this project will create 2.3 jobs.

ENVIRONMENTAL REVIEW

The proposed project involves the maintenance of an existing facility. This activity is categorically exempt from CEQA as a Class 1 Exemption (State CEQA Guidelines Section 15301). The Exemption has been prepared and no further CEQA action is required.

Respectfully Submitted,

Cathy Gosalvez, Assistant Engineer

Rhon Herndon, Public Works Director



Rob Jensen, City Manager

ATTACHMENTS:

Description

Location Exhibit

Resolution No. 16-335

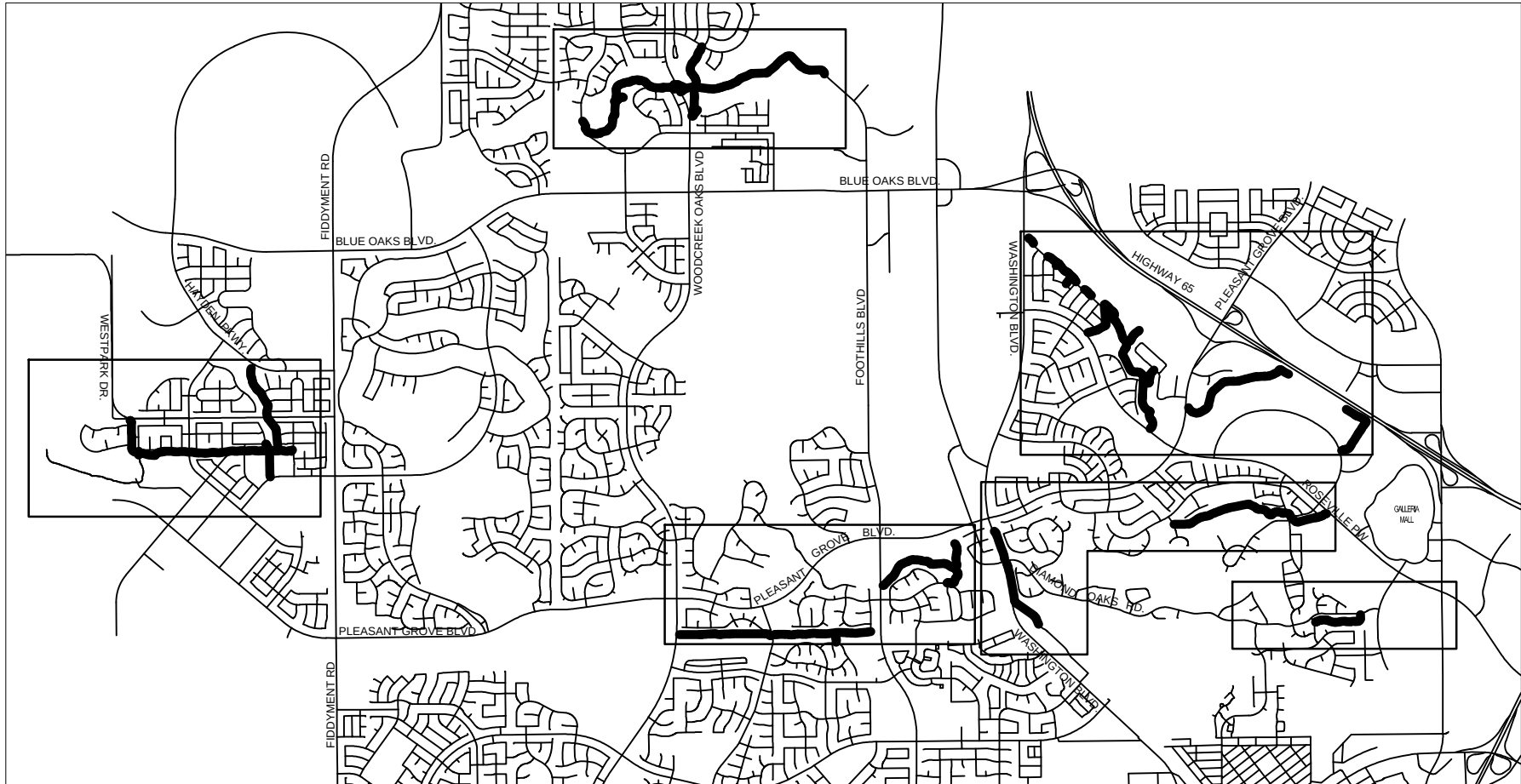
Agreement

Ordinance No. 5722

Budget Adjustment

EXHIBIT A

2016 BIKE TRAIL RESURFACING PROJECT



PROJECT LOCATIONS INDICATED BY BOLD LINES

RESOLUTION NO. 16-335

APPROVING AN AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND
TELFER PAVEMENT TECHNOLOGIES, LLC, AND AUTHORIZING THE CITY
MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE

WHEREAS, an Agreement regarding the 2016 Bike Trail Resurfacing Project, by and between the City of Roseville and Telfer Pavement Technologies, LLC, has been reviewed by the City Council; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that said agreement is hereby approved and that the City Manager is authorized to execute it on behalf of the City of Roseville; and

BE IT FURTHER RESOLVED that the Public Works Director is authorized to approve change orders for the Project, consistent with the contract terms, by ten percent (10%) of the contract price.

PASSED AND ADOPTED by the Council of the City of Roseville this ____ day of _____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk

A G R E E M E N T

THIS AGREEMENT, is made and entered into this ____ day of _____, 20__, by and between the City of Roseville, a municipal corporation, ("CITY"), and Telfer Pavement Technologies, LLC, a Mississippi Limited Liability Company, ("CONTRACTOR"),

W I T N E S S E T H:

WHEREAS, the City Council of the CITY, at a meeting held on the 4th day of May, 2016, approved plans and specifications for the 2016 Bike Trail Resurfacing Project

and directed the City Clerk to advertise for sealed proposals for doing said work and providing that bids be submitted on the 20th day of June, 2016, and

WHEREAS, the City Clerk, thereafter duly and regularly caused a notice to be published in the manner and for the time prescribed by law, and

WHEREAS, CONTRACTOR, pursuant to the provisions of said notice duly filed a bid with the City Clerk, a true copy of which bid is now on file in the office of the City Clerk, and is hereby referred to and by this reference made a part hereof as fully as if set forth at length herein, and

WHEREAS, all bids received pursuant to said notice were opened and examined and publicly declared at the time specified in said advertisement for bids and at a meeting of the City Council held on the ____ day of _____, 20__, the Council found and declared the bid of CONTRACTOR to be the lowest responsible bid and thereupon awarded a contract to CONTRACTOR to do the work referred to in the aforementioned specifications,

NOW, THEREFORE, the parties agree as follows:

1. THE WORK. CONTRACTOR agrees:

a. To do the work and furnish all the labor, materials, tools, equipment and insurance required for the 2016 Bike Trail Resurfacing Project

in accordance with the Contract Documents (the work).

b. To do and perform the Work contemplated hereby in a good and workmanlike manner under the direction of and to the satisfaction of the Director of Public Works of the City of Roseville.

2. PAYMENT. CITY shall pay CONTRACTOR \$213,350.00

Two hundred thirteen thousand, three hundred fifty and 00/100 for the Work.

3. CONTRACT DOCUMENTS. The complete Agreement between the parties hereto consists of the following documents:

- a. The advertisement for bids (including the notice to bidders, instructions to bidders and proposals);
- b. The accepted bid;
- c. Plans and specifications (including standard construction specifications, special provisions and construction details);
- d. Bonds and insurance required by the specifications; and
- e. This contract.

All documents specified above are intended to operate so that any work called for in any one and not mentioned in the other, or vice versa, is to be executed the same as if mentioned in all said documents.

4. LIQUIDATED DAMAGES. In the event CONTRACTOR does not complete the work within the time specified, CONTRACTOR agrees that CITY will suffer damages. Inasmuch as the actual damages which would result from such breach by CONTRACTOR

under this Agreement are uncertain, and would be impractical or extremely difficult to fix, CONTRACTOR agrees that it shall pay, or CITY shall deduct from CONTRACTOR's fee, the amount of \$ \$1,600 per day as liquidated damages, in the event of such delay.

5. TIME OF ESSENCE. Time is of the essence of this Agreement.

6. ATTORNEY'S FEES; VENUE; GOVERNING LAW. If either party commences any legal action against the other party arising out of this Agreement or the performance thereof, the prevailing party in such action shall be entitled to recover its reasonable litigation expenses, including but not limited to, court costs, expert witness fees, discovery expenses, and attorneys' fees. Any action arising out of this Agreement shall be brought in Placer County, California, regardless of where else venue may lie. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

7. INDEPENDENT CONTRACTOR. CONTRACTOR shall act as an independent contractor, and covenants and agrees that it will conduct itself consistent with such status, that it will neither hold itself out as, nor claim to be, an officer or employee of CITY by reason of this Agreement.

8. SUCCESSORS IN INTEREST. This Agreement shall be binding upon the heirs, successors, executors, administrators and assigns of the respective parties hereto.

9. MODIFICATION. This Agreement and each provision contained herein may be waived, amended, supplemented or eliminated only by mutual written agreement of the parties.

10. SEVERABILITY. If any of the provisions contained in this Agreement are for any reason held invalid or unenforceable, such holding shall not affect the remaining provisions or the validity and enforceability of the Agreement as a whole.

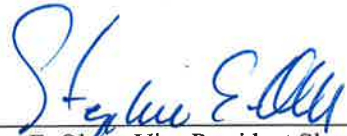
11. INTEGRATED AGREEMENT. This is an integrated agreement and contains all of the terms, considerations, understanding and promises of the parties. It shall be read as a whole.

IN WITNESS WHEREOF, the City of Roseville, a municipal corporation, has authorized the execution of this Agreement in duplicate by its City Manager and attestation by its City Clerk under authority of Resolution No. _____, adopted by the Council of the City of Roseville on the ____ day of _____, 20 __, and CONTRACTOR has caused this Agreement to be duly executed.

CITY OF ROSEVILLE,
a municipal corporation

By: _____
ROB JENSEN
City Manager

CONTRACTOR:
Telfer Pavement Technologies, LLC

By: 
its: Stephen E. Olsen, Vice President Slurry Division

ATTEST:

AND

By: _____
SONIA OROZCO
City Clerk

By: _____
its: _____

APPROVED AS TO FORM:

Business License #: 00834378

By: _____
ROBERT R. SCHMITT
City Attorney

ORDINANCE NO. 5722

ORDINANCE OF THE COUNCIL OF THE CITY OF ROSEVILLE
AUTHORIZING CERTAIN AMENDMENTS TO THE 2016-17
BUDGET AND DECLARING THIS ORDINANCE TO BE IMMEDIATELY
EFFECTIVE AS AN APPROPRIATION MEASURE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. The City of Roseville Annual Budget, Fiscal Year 2016-17, is hereby amended by transferring appropriation to and from the activities indicated below:

Appropriate funds for the 2016 Bike Trail Resurfacing Project per request of the Public Works Department, as listed on the attached Request for Budget Adjustment totaling \$60,000.00.

SECTION 2. This ordinance is hereby declared to be an appropriation measure, immediately effective pursuant to the provisions of Section 5.03 of the Charter.

SECTION 3. The City Clerk is hereby authorized and directed to post a true copy of the foregoing ordinance in each of three (3) conspicuous locations in the City and she shall immediately after such posting enter in the ordinance book, under the record of the ordinance, a certificate under her hand stating the time and place of such publication by posting.

PASSED AND ADOPTED by the Council of the City of Roseville, this
_____ day of _____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk



REQUEST FOR BUDGET ADJUSTMENT
FINANCE DEPARTMENT

Instructions: Complete all necessary fields. Fields marked with an asterisk (*) are mandatory and required for processing. Obtain required approvals and process according to the procedure outlined in:
[A.R. 6.01 Budget Adjustment Policy & Procedure.](#)

For more detailed budget adjustment training information, including examples, please click on the following link:
[Miscellaneous Budget Training Information.](#)

REQUESTER*: Cathy Gosalvez

DEPARTMENT/DIVISION*: PW/Engineering

FISCAL YEAR/EFFECTIVE DATE*: 2017

PROPOSED COUNCIL DATE (if applicable): 08/03/2016

USE OF FUNDS*						
AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL			JL		
	ORG KEY*	OBJECT*	FUND*	PROJECT	ACTIVITY	
60,000	90004	6130	441	169002	45	2016 Bike Trail Resurfacing
\$ 60,000	TOTAL					

SOURCE OF FUNDS*						
AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL			JL		
	ORG KEY	OBJECT	FUND*	PROJECT	ACTIVITY	
60,000			441			Transportation Fund
\$ 60,000	TOTAL					

FINANCE USE	Approved:					
	<i>Val N. DRI</i>	<i>7/12/16</i>	<i>Cathy Haul</i>			
	BUDGET MANAGER/DESIGNEE	DATE	Finance Director			Date

Justification for Budget Adjustment*:

Funds needed for construction contract, construction management, materials testing and staff.

Approved:		Approved:	
<i>[Signature]</i>	<i>7-12-2016</i>		
REQUESTING DEPARTMENT HEAD / DESIGNEE	DATE	CITY MANAGER	DATE



COUNCIL COMMUNICATION

CC #: 7867
File #: 0800-02

Title: Electric Vehicle Charging Stations and Plug-In Electric Vehicle Purchase - Budget Adjustment
Contact: Terri Shirhall 916-774-5536 tshirhall@roseville.ca.us

Meeting Date: 8/3/2016
Item #: 7.3.

RECOMMENDATION TO COUNCIL

Recommend Council 1) adopt an ordinance to approve a budget adjustment in the amount of \$87,500 to transfer available funds from Air Quality Mitigation Fund to Utility Exploration Center Fund (227); and 2) Approve purchase and installation of two electric vehicle charging stations, and associated parking space configuration; and purchase of a plug-in electric vehicle for Utility Exploration Center for transportation, programming and demonstration needs.

BACKGROUND

Since 2006, the City has had a policy in place to collect air quality mitigation fees from development in the West Roseville Specific Plan, and use the funds to reduce emissions for the direct benefit of Roseville residents. The City's policy, and corresponding MOU with the Placer County Air Pollution Control District (APCD), requires the following:

- 1) Mitigation Fees collected by the City are to be allocated by the City to fund emission reduction projects that will benefit City residents.
- 2) The MOU requires consultation with the APCD regarding emission reduction methods. APCD staff have concurred that the proposed EV chargers and electric vehicle is an appropriate use of the mitigation funds.
- 3) The policy specifies that the fees should be used for, but not limited to:
 - Transit and fleet vehicle purchase, conversion, and retrofit
 - Purchase, conversion, or retrofit of City operational equipment
 - Support of other new technologies that will aid in the improvement of local air quality

In 2014, staff approached the City Manager's Office with the concept of using a portion of these funds to purchase an electric vehicle and associated charging station(s). This would accomplish several goals:

- Facilitate outreach and support educational programming of UEC, including an interpretive panel near the car to discuss PEV's, charging stations, etc. to be incorporated as part of the IDEAScape project, with associated designers/fabricators expertise to create the panel.

- Provide a demonstration project in support of programs supported by Roseville Electric.
- Appropriately expend air quality mitigation fees.

EV Project

Staff evaluated various models of plug-in electric vehicles based on UEC educational programming, demonstration, and transportation needs, and identified the Kia Sol as the make and model best suited for programming and demonstration needs.

A number of locations for the EV charging spaces were investigated and evaluated. The UEC's operational needs combined with growing public demand and American Disabilities Act (ADA) accessibility compliance have resulted in the following recommendation:

- Two dual head electric vehicle charging stations will be installed to provide electric vehicle charging capabilities in 4 parking stalls. Cost estimates include set up, and 5 years of parts and labor to cover any manufacturing defects. The proposed configuration would provide:
 - 1 UEC pool EV charging space
 - 2 Public EV charging spaces
 - 1 Handicap accessible EV charging space
 - Vehicle wrap with educational messaging

An existing electric panel at the Martha Riley Library has capacity to add electric load for the chargers. Building maintenance has been consulted and has agreed to allow use of the existing panel for the EV chargers. Based on discussions with the Development Services Department regarding the parking stalls, there are no issues with the stall locations or their use for EV charging. The proposed chargers are ChargePoint CT4000 dual port models. These are consistent with the three existing EV charging stations the City currently owns and operates.

FISCAL IMPACT

The project will include the cost of the vehicle, vehicle wrap, electric chargers, signage, sign installation, and pavement striping. Funds for the project are available in the City's Air Quality Mitigation Fund, and the proposed project is consistent with intended use of the fund monies. The estimated project cost is \$80,074.00 however some conservative costs have been included in the proposed budget adjustment in the event that actual costs are slightly higher than anticipated. The Municipal Code (§14.24.055) identifies an electric vehicle charging rate which will be charged to users of the City owned EV charging units. The current balance of the Air Quality Mitigation Fund is \$342,958.00. Costs of proposed infrastructure and vehicle would constitute approximately 23 percent of available funds.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable, no new jobs are associated with this request.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) does not apply to activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment (CEQA Guidelines

§15061(b)(3). The EV purchase does not include the potential for a significant environmental effect, and therefore is not subject to CEQA. The proposed EV charging stations involve minor alteration and addition to an existing parking lot (facility). This activity is categorically exempt from CEQA as a Class 1 Exemption (State CEQA Guidelines Section 15301). The Exemption has been prepared and no further CEQA action is required.

Respectfully Submitted,

Terri Shirhall, Business Services Analyst

Richard Plecker, Environmental Utilities Director



Rob Jensen, City Manager

ATTACHMENTS:

Description

Vehicle Request Form

Ordinance No. 5721

Budget Adjustment Form



City of Roseville Vehicle Request Form Budget FY2016-17

Instructions: Complete separate request for each vehicle.

Return completed form to Budget Staff, c/o Finance Department by Wednesday, January 20, 2016 - 4:00 pm

1. Division: UEC Department: EU Org Key number requesting vehicle: 91006
2. Name /phone number of contact: Name: Rachel Tooker Phone: x1505
3. Description of vehicle requested: Kia Soul 4. Garage code: _____
5. Description of the intended purpose of vehicle is: Transportation, Education and Outreach
6. Has the purpose of the vehicle changed since the last replacement? Yes ☐ No ☒
7. ☐ Fleet Replacement? or ☒ Fleet Addition? and/or ☐ Addition related to new position request?
If addition, include requirement of vehicle, effect on program or problems if vehicle is not purchased. Use separate sheet if needed.
(If related to new position request, attach this form to the Position Request). ☐

8. Estimated annual usage (miles/hours): _____
9. Vehicle being replaced: # _____ 10. Current rent: \$ _____ 11. Current monthly replacement: \$ _____
12. Vehicle price (include sales tax): \$ 38,000

13. Additional equipment needed (installation included in prices):

- | | | |
|--|---|---|
| ☐ LED Mini light bar (\$1,000) | ☐ Tool box (\$1,000) | ☐ Powered docking station for Panasonic CF31 (\$1,200) |
| ☐ LED Full-size light bar (\$1,700) | ☐ Standard or ☐ Deep | ☐ other: _____ Price: \$ _____ |
| ☐ Super strobe beacon (\$750) | ☐ Saddle Box or ☐ Cross Box | |
| ☐ LED Traffic advisor (\$1,125) | ☐ Laptop mount non-powered (\$750) | |
| ☐ Headache rack/back rack (\$600) | ☐ Laptop mount powered by Lind inverter (\$1,000) | |
| ☐ w/mesh ☐ w/out mesh | ☐ Spray-on bed liner/pickup (\$700) | |
| ☐ Basic strobe beacon (\$450) | ☐ Spray on bed liner/utility body (\$900) | |
| ☐ Pork chop box (\$600) | | |
| ☐ Curbside or ☐ Streetside | | |

Division Manager Signature

Date

TOTAL PRICE: \$ 38,000

Printed Name

FOR FLEET SERVICES/FINANCE USE ONLY

Fleet Management recommendation: ☐ Approve ☐ Deny

Give brief recommendation/justification: _____

(Attach completed Vehicle Replacement Justification Form for all replacement requests)

Estimated life of new vehicle for replacement (years): _____ Estimated month new vehicle will be put into use: _____

LTD funds available as of December: \$ _____ New monthly rent (per garage code) : \$ _____

Replacement Funds available = December report + (\$ monthly replacement x number of months until put into service)

Fleet Manager Signature

Date

ORDINANCE NO. 5721

ORDINANCE OF THE COUNCIL OF THE CITY OF ROSEVILLE
AUTHORIZING CERTAIN AMENDMENTS TO THE 2016-17
BUDGET AND DECLARING THIS ORDINANCE TO BE IMMEDIATELY
EFFECTIVE AS AN APPROPRIATION MEASURE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. The City of Roseville Annual Budget, Fiscal Year 2016-17, is hereby amended by transferring appropriation to and from the activities indicated below:

Appropriate funds for electric vehicle charging stations and a plug-in electric vehicle for the Roseville Utility Exploration Center per request of the Environmental Utilities Department, as listed on the attached Request for Budget Adjustment in the amount of \$125,500.00.

SECTION 2. This ordinance is hereby declared to be an appropriation measure, immediately effective pursuant to the provisions of Section 5.03 of the Charter.

SECTION 3. The City Clerk is hereby authorized and directed to post a true copy of the foregoing ordinance in each of three (3) conspicuous locations in the City and she shall immediately after such posting enter in the ordinance book, under the record of the ordinance, a certificate under her hand stating the time and place of such publication by posting.

PASSED AND ADOPTED by the Council of the City of Roseville, this
_____ day of _____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk



REQUEST FOR BUDGET ADJUSTMENT FINANCE DEPARTMENT

Instructions: Complete all necessary fields. Fields marked with an asterisk (*) are mandatory and required for processing. Obtain required approvals and process according to the procedure outlined in:

[A.R. 6.01 Budget Adjustment Policy & Procedure.](#)

For more detailed budget adjustment training information, including examples, please click on the following link:

[Miscellaneous Budget Training Information.](#)

REQUESTER*: Terri Shirhall, Administrative Analyst II

DEPARTMENT/DIVISION*: Environmental Utilities

FISCAL YEAR/EFFECTIVE DATE*: FY17

PROPOSED COUNCIL DATE (if applicable): 08/03/2016

USE OF FUNDS*						
AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL		FUND*	JL		
	ORG KEY*	OBJECT*		PROJECT	ACTIVITY	
45,000	91006	6001	257			Electric Vehicle Charger and Installation
38,000	03322	6000	502			Plug In EV Purchase, Tax, Licensing
2,500	91006	5300	257			Vehicle Maintenance and Insurance
2,000	91006	5100	257			Vehicle Wrap with Messaging
38,000	00502	3904	502			Transfer In for Electric Vehicle Purchase
\$ 125,500	TOTAL					

SOURCE OF FUNDS*						
AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL		FUND*	JL		
	ORG KEY	OBJECT		PROJECT	ACTIVITY	
87,500			257			Air Quality Mitigation Fund
38,000	00257	8904	257			Transfer Out for Electric Vehicle Purchase
\$ 125,500	TOTAL					

FINANCE USE	Approved:					
	<i>Nancy Rothlisberger</i>	7/5/16	<i>Kathy Cullen for M Hanks</i>			
	BUDGET MANAGER/DISEGNEE	DATE	Finance Director			Date

Justification for Budget Adjustment*:

Since 2006, the City has had a policy in place to collect air quality mitigation fees from development in the West Roseville Specific Plan. Staff is requesting use of the Air Quality Mitigation funds for a plug-in electric vehicle for UEC educational programming, demonstration, and transportation needs. The two dual head electric vehicle charging stations will provide electric vehicle charging capabilities in 4 parking stalls.

Approved:		Approved:	
<i>Jimmiel S. Penner</i>	7/5/16		
REQUESTING DEPARTMENT HEAD / DESIGNEE	DATE	CITY MANAGER	DATE



COUNCIL COMMUNICATION

CC #: 7871
File #: 0203-09

Title: Water Meter Purchase Order
Contact: Jim Mulligan 916-774-5668 jmulligan@roseville.ca.us

Meeting Date: 8/3/2016
Item #: 7.4.

RECOMMENDATION TO COUNCIL

Approve the award of sole source purchase orders to Golden State Flow Measurement for the City's annual requirement of water meters.

BACKGROUND

The City of Roseville uses Sensus water meters for all applications. This decision originated with a sole source justification approved by the City Council in 1990. The need to continue with this product line is still valid. Sensus meters have proven reliable over the last 26 years. By continuing with a single source, the staff training, labor and materials required to maintain the 43,000 meters in the system can be minimized. In addition to proven reliability, Sensus has excellent customer service, quickly resolving any issues and consistently meeting delivery commitments through local distributor presence. The authorized local representative for Sensus meters is Golden State Flow Measurement. The Water Division regularly reviews other meter manufacturers as potential competitors. These trials resulted in unacceptable failure rates and potential operational challenges associated with unproven technology.

FISCAL IMPACT

Funding for the annual purchase of new water meters will be from the Water Fund at \$200,000 and reimbursed via meter sales to new development. Funding for the portion of the new meters slated to replace existing, malfunctioning meters will be from the Water Rehabilitation Fund at \$150,000.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable.

ENVIRONMENTAL REVIEW

The purchase of water meters is not considered a "project" as defined by the California

Environmental Quality Act (CEQA) and therefore is not subject to CEQA.

Respectfully Submitted,

Jim Mulligan, Water Utility Manager

Richard Plecker, Environmental Utilities Director

A handwritten signature in blue ink, appearing to read 'Rob Jensen', with a long horizontal stroke extending to the right.

Rob Jensen, City Manager

ATTACHMENTS:

Description



COUNCIL COMMUNICATION

CC #: 7877
File #: 0203-03

Title: Sodium Hypochlorite (BACC 14-2015) - Service Agreement Amendment
Contact: Babette Owens 916-774-5704 bowens@roseville.ca.us

Meeting Date: 8/3/2016
Item #: 7.5.

RECOMMENDATION TO COUNCIL

Recommend Council authorize an amendment to service agreement S1603135 with Univar USA, Inc. to increase the value of the agreement from \$255,000.00 to \$297,500.00, and to extend the term of the agreement by two months from 6/30/16 to 8/30/16. The additional dollars will allow the vendor to continue to provide 12.5% sodium hypochlorite which is used to sanitize the water in swimming pools and is required for use as a disinfectant at the plants. In addition, adopt a resolution authorizing the City Manager to sign the attached service agreement amendment.

BACKGROUND

The Pleasant Grove Wastewater Treatment Plant, the Roseville Energy Park, and the Aquatics Complex have ongoing requirements for 12.5% sodium hypochlorite (chlorine), which is used to sanitize the water in swimming pools and is required for use as a disinfectant at the plants. The chemical will be purchased by the end using departments as needed throughout the year.

Additional money is required on the agreement to allow the vendor to continue to provide 12.5% sodium hypochlorite through the extended term of the contract, and allow time for Council to approve a new service agreement and for City staff to implement service with the new vendor.

FISCAL IMPACT

The estimated annual cost of the agreement is \$42,500.00. Funding is included in the Environmental Utilities, Electric, and Parks, Recreation and Libraries Departments' FY2016/17 budgets.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) does not apply to activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment (CEQA Guidelines §15061(b)(3)). The hauling and delivery of hazardous substances is regulated by the state. Hazardous material transport consistent with applicable safety regulations should not result in a significant environmental effect. Therefore, the proposed Purchase Agreement does not include the potential for significant environmental effect and is not subject to CEQA.

Respectfully Submitted,

Babette Owens, Buyer

Paul Diefenbach, Central Services Director



Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 16-333

Signed Amendment

RESOLUTION NO. 16-333

APPROVING AMENDMENT NO. 1 TO SERVICE AGREEMENT
BETWEEN CITY OF ROSEVILLE AND UNIVAR USA, INC., AND AUTHORIZING THE
CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE

WHEREAS, Amendment No. 1 to Service Agreement (Service Agreement No. S1603135) for sodium hypochlorite, between City of Roseville and Univar USA, Inc., has been prepared and reviewed by the Council; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that said first amendment to service agreement is approved and that the City Manager is authorized to execute it on behalf of the City of Roseville.

PASSED AND ADOPTED by the Council of the City of Roseville this ____ day of _____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

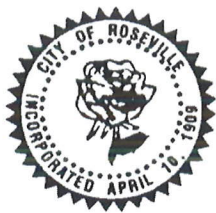
NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk



PURCHASING
CITY OF ROSEVILLE

2005 HILLTOP CIRCLE, ROSEVILLE, CA 95747
(916) 774-5720 • TDD (916) 774-5220 • FAX (916) 774-5736

**SERVICE AGREEMENT
AMENDMENT**

SERVICE AGREEMENT No: S1603135
AMENDMENT No.: 1

SERVICE LOCATION: Aquatics Complex
PGWWTP
REP
WTP

Contractor No.: V27858

SUBMIT ALL INVOICES TO:
CITY OF ROSEVILLE
Finance Department
311 Vernon Street
Roseville, CA 95678

Contractor License No.:
Business License No.:

Department: VARIOUS

Telephone No.: 253-872-5000 Fax:

Contractor: UNIVAR USA, INC
ATTN: WER MUNI TEAM
8201 S. 212TH
KENT, WA 98032-1994

Acct. Code: VARIOUS

Buyer: BABETTE OWENS
Phone: 916-774-5704

Service Agreement Number S1603135 ("Agreement"), which was executed on 8/5/15, is hereby modified as follows:

Select all provisions that apply:

- ☐ The Contractor name is hereby changed from
- ☒ The term of the Agreement is increased by 2 months (days/months/years) and the expiration date of the Agreement is changed from 6/30/16 to 8/30/16.
- ☒ The Total Cost of Service payable under this Agreement is increased from \$ 255,000.00 to \$297,500.00. The purpose of this modification is: to continue to provide sodium hypochlorite (bleach).

All other provisions of the Agreement shall remain unchanged and in full force and effect.

CONTRACTOR:

By: Sherry Utley
Title: Municipal Commercial Manager
By: B R R f
Title: Regional Vice President

CITY OF ROSEVILLE,
A MUNICIPAL CORPORATION:

By: _____
Rob Jensen
City Manager

Distribution: 1- Purchasing, 1 - Contractor, 1 - Originating Dept



COUNCIL COMMUNICATION

CC #: 7874
File #: 0800-03

Title: Emissions Testing - Service Agreement Amendment
Contact: Matt Garner 916-746-1691 mgarner@roseville.ca.us

Meeting Date: 8/3/2016
Item #: 7.6.

RECOMMENDATION TO COUNCIL

Adopt a resolution approving amendment No. 2 to The Avogadro Group, LLC, service agreement for emissions compliance testing at the Roseville Energy Park and adopt a resolution authorizing the City Manager to sign the service agreement amendment. The amendment extends the service agreement expiration date by two months to perform annual required emissions compliance testing. Funding is included in the Electric Department budget for FY2016-17.

BACKGROUND

The operating permit for Roseville Energy Park requires regular emissions testing and certification. These emission tests must be performed in order to meet county, state, and federal permit requirements necessary for continued operation of the facility. Roseville Electric awarded a contract to The Avogadro Group, LLC for a one-year basic service agreement with the option for four consecutive one-year commitments. Due to scheduling conflicts the emissions compliance test in calendar year 2016 fell outside the normal fiscal year contract cycle by two months. The contract amendment will extend the service agreement by two months to perform this required testing. The calendar year 2016 emission compliance testing was included in the initial service agreement scope and spending limit.

FISCAL IMPACT

Funding is included in the Electric Department budget for FY17. The amended service agreement does not increase the original authorized spending limit.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable.

ENVIRONMENTAL REVIEW

The amendment to the service agreement for emissions compliance testing is not considered a “project” as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines §15378). Consequently no CEQA action is required.

Respectfully Submitted,

Matt Garner, Power Generation Superintendent

Michelle Bertolino, Electric Utility Director



Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 16-330

Avogadro S1203211 Amendment No 2

RESOLUTION NO. 16-330

APPROVING AMENDMENT NO. 2 TO SERVICE AGREEMENT
BETWEEN CITY OF ROSEVILLE AND THE AVOGADRO GROUP, LLC, AND
AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF
ROSEVILLE

WHEREAS, Amendment No. 2 to Service Agreement (Service Agreement No. S1203211) for emissions compliance testing at the Roseville Energy Park, between the City of Roseville and The Avogadro Group, LLC, has been prepared and reviewed by the Council; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that said second amendment to service agreement is approved and that the City Manager is authorized to execute it on behalf of the City of Roseville.

PASSED AND ADOPTED by the Council of the City of Roseville this ____ day of _____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk



Attached is a copy of a service agreement for your review and acceptance. Please review the company name, address, and contact information and notify me via email if any corrections need to be made. I will update the agreement prior to you signing the document.

Sign the agreement using the below signature guidelines. Alterations or modifications to the agreement are not allowed. Mail **two signed original** copies of the agreement to the address noted below. Faxes, photocopies, and electronic transmittals will not be accepted. Upon receipt of all necessary documents, the City will sign the agreements and return a fully executed original copy to you. Receipt of the signed copy will be your notice to proceed with the work in accordance with the terms and conditions of the service agreement. Work must not begin until the contract has been fully executed.

The following guidelines must be followed for the signature block on the Service Agreement:

- | | | |
|--|---|----------------------------|
| Sole proprietorship | - | By owner |
| Partnership | - | Any general partner |
| Corporation | - | Two options: |
| (1) A signature from the President and the corporate seal; or | | |
| (2) One signature from the Chairman of the Board, President, or any Vice President AND one signature from the Secretary, any Assistant Secretary, Chief Financial Officer, Treasurer, or any Assistant Treasurer of the corporation | | |

*General Manager, Office Manager and/or Sales Manager are not Corporate officer titles. The service agreement will be rejected if not signed in accordance with these guidelines.

Insurance requirements:

The City's insurance requirements are referenced on Attachment A in this service agreement packet. The service agreement will not be considered active or valid until the necessary insurance documents have been received by Roseville's insurance compliance contractor, EBIX. Please contact EBIX customer service at (951) 652-4239 or roseville@ebix.com for any insurance related questions.

Service Agreement Return Address:
Purchasing, Joanna Oukrop
2005 Hilltop Circle
Roseville, CA 95747-9704



PURCHASING
CITY OF ROSEVILLE

2005 HILLTOP CIRCLE, ROSEVILLE, CA 95747
(916) 774-5720 • TDD (916) 774-5220 • FAX (916) 774-5736

**SERVICE AGREEMENT
AMENDMENT**

SERVICE AGREEMENT No: **S1203211**
AMENDMENT No.: **2**

SERVICE LOCATION: **ROSEVILLE ENERGY PARK
5120 PHILLIP ROAD
ROSEVILLE, CA 95747**

Contractor No.: **V36624**

SUBMIT ALL INVOICES TO:
CITY OF ROSEVILLE
Finance Department
311 Vernon Street
Roseville, CA 95678

Contractor License No.:

Business License No.:

Telephone No.: **(925)680-4300** Fax: **(925)680-4416**

Department: **ELECTRIC**

Contractor: **THE AVOGADRO GROUP, LLC
ATTN : JEREMY KLOSINSKI
2825 VERNE ROBERTS CIRCLE
ANTIOCH, CA 94509**

Acct. Code: **08616-5340/686549-20**

Buyer: **JOANNA OUKROP**
Phone: **(916)774-5745**

Service Agreement Number **S1203211** ("Agreement"), which was executed on **8/12/11**, is hereby modified as follows:

Select all provisions that apply:

- ☒ The term of the Agreement is extended for an additional **two (2) months** and the expiration date of the Agreement is changed from **6/30/16** to **8/31/16**.

All other provisions of the Agreement shall remain unchanged and in full force and effect.

CONTRACTOR:

By: *Joanna Oukrop*

Title: *COO/CEO*

By: *Rob Jensen*

Title: *CEO*

CITY OF ROSEVILLE,
A MUNICIPAL CORPORATION:

By: _____

Rob Jensen
City Manager

Distribution: 1- Purchasing, 1 - Contractor, 1 - Originating Dept



COUNCIL COMMUNICATION

CC #: 7878
File #: 0203-05

Title: Telecommunications System Master Sales and Maintenance - Service Agreement
Contact: Matt Donaldson 916-774-5405 mdonaldson@roseville.ca.us

Meeting Date: 8/3/2016
Item #: 7.7.

RECOMMENDATION TO COUNCIL

Staff recommends Council approve a Service Agreement with Altura Communication Solutions for the services approved by the City Council on June 15, 2016 to update the telephone system and adopt the attached resolution authorizing the City Manager to sign said agreement.

BACKGROUND

On June 15, 2016 City Council approved the Master Sales and Maintenance Agreement with Altura Communication Solutions to update the telephone system and adopted a resolution authorizing the City Manager to sign said agreement, which will be no more than \$175,000.00. Staff now needs approval for the Service Agreement to implement the work approved by City Council on June 15, 2016. The approved Master Sales and Maintenance Agreement outlines the scope of work and the terms for the services, but the City requires a standard Service Agreement to implement the approved Master Sales and Maintenance Agreement. There are no additional costs associated with this Service Agreement other than the \$175,000.00 approved on June 15, 2016.

FISCAL IMPACT

The total cost for the services under this Service Agreement were already approved by City Council on June 15, 2016 and will not exceed the \$175,000.00 amount already approved. Funding is included in the IT budget for FY 2015/16.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable. There are no jobs created by this agreement.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) does not apply to activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment (CEQA Guidelines

§15061(b)(3). Consulting does not include the potential for a significant environmental effect, and therefore is not subject to CEQA.

Respectfully Submitted,

Matt Donaldson, IT Program Manager

Hong Sae, Chief Information Officer



Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 16-334

Service Agreement S1605256

RESOLUTION NO. 16-334

APPROVING A SERVICE AGREEMENT
BETWEEN CITY OF ROSEVILLE AND ALTURA COMMUNICATION SOLUTIONS, AND
AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF
ROSEVILLE

WHEREAS, a service agreement (Service Agreement No. S1605256) between City of Roseville and Altura Communication Solutions for telecommunication services has been reviewed by the City Council; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that said service agreement is approved and that the City Manager is authorized to execute it on behalf of the City of Roseville.

PASSED AND ADOPTED by the Council of the City of Roseville this ____ day of _____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk



PURCHASING
CITY OF ROSEVILLE

2005 HILLTOP CIRCLE, ROSEVILLE, CA 95747
(916) 774-5720 • TDD (916) 774-5220 • FAX (916) 774-5736

SERVICE AGREEMENT

SERVICE AGREEMENT

No: **S1605256**

SERVICE LOCATION: AS DIRECTED

REQ. NO.: R1613926 DATE: 6/7/16

SUBMIT ALL INVOICES TO:

CITY OF ROSEVILLE
Finance Department
311 Vernon Street
Roseville, CA 95678

Contractor No.: V29874
Telephone No.: (925)264-5304 Fax:
Email address: banderson@alturacs.com
Contractor: ALTURA COMMUNICATION SOLUTIONS
ATTN: BILL ANDERSON
1335 SOUTH ACACIA AVE.
FULLERTON, CA 92831

Department: INFORMATION TECHNOLOGY

Acct. Code: 91020-5216/169302-40

Buyer: JOANNA OUKROP
Phone: (916)774-5745

Start Date	Terms	Completion Date	Insurance Limits	Contact
ASAP	NET 30	7/5/17	Approved by Risk Mgt.	MATT DONALDSON

The contractor shall furnish all labor, equipment and materials necessary to accomplish the following:

The vendor shall provide equipment, software, installation, and support services for the City's voice systems refresh and virtualization project to upgrade our public branch exchange (PBX), voice mail, fax, and call center software and to upgrade hardware components in our gateways in accordance with the attached "Proposal for: Voice Systems Refresh Year One Support" proposal dated 6/6/16, the attached "Proposal for: Voice Systems Refresh & Virtualization - Labor Only" proposal dated 6/6/16, and the attached "Proposal for: Voice Systems Refresh & Virtualization - Parts Only" proposal dated 6/6/16.

Please contact Matt Donaldson at (916)774-5405 for questions regarding this agreement.

Total Cost of Service: \$ **171,115.82**

ATTENTION: Total cost of service not to exceed the agreement amount without prior approval of the Purchasing Office.

The Contractor named hereon by the acceptance of this order agrees to the provisions of this document titled "Service Agreement" and Attachment "A".

Business License No.: N/A Contractor License No.: 842829 DIR Registration No.: N/A

☐ SOLE PROPRIETOR

☐ PARTNERSHIP

☐ CORPORATION

CONTRACTOR: Robert L. Blazek

SIGNATURE

Robert L. Blazek

PRINT NAME

President and CEO

TITLE

CONTRACTOR: David L. Key

SIGNATURE

DAVID L. KEY

PRINT NAME

CHIEF FINANCIAL OFFICER

TITLE

By: _____
Rob Jensen, City Manager

CITY OF ROSEVILLE, A MUNICIPAL CORPORATION

1. To the fullest extent allowed by law, Contractor shall defend, indemnify, and save and hold harmless City, its officers, agents, employees and volunteers from any claims, suits or actions of every name, kind and description brought forth, or on account of, injuries to or death of any person (including but not limited to workers and the public), or damage to property, resulting from or arising out of Contractor's willful misconduct or negligent act or omission while engaged in the performance of obligations or exercise of rights created by this Agreement, except those matters arising from City's sole negligence or willful misconduct. The parties intend that this provision shall be broadly construed. Contractor's responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law. The defense and indemnity obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement.
2. Contractor is an independent contractor, and shall not be considered an officer, agent or employee of the City.
3. Without the written consent of the City, this Agreement is not assignable by Contractor either in whole or in part.
4. Time is of the essence of this Agreement.
5. At any time during the term of this Agreement, the City has the right to terminate this Agreement provided Contractor is given a thirty (30) day notice.
6. This Agreement may only be amended or modified in writing. It is integrated and contains the complete understanding of the parties.
7. All equipment, supplies and services sold to the City of Roseville shall conform to the general safety orders of the State of California.
8. Unless notified to the contrary, in writing, the City assumes that the Contractor has accepted the work in accordance with the plans and specifications (if any) and agrees to do the work in compliance with this Agreement.
9. All fair employment practices must be adhered to. In addition, if the project referenced on this service agreement is a Public Works project, all prevailing wage laws must be complied with. For prevailing wage contracts over \$25,000, copies of certified payroll must be submitted with invoices. Prevailing wage rates may be obtained from the State Department of Industrial Relations and/or the following website address: <http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm>.
- 10a. Unless otherwise specified, the Contractor shall maintain the policies of insurance outlined in Attachment A, incorporated herein by this reference, in full force and effect during the term of this Agreement. The City of Roseville retains sole discretion in determining the types and proper levels of insurance coverage.
- 10b. Form. Contractor shall submit a certificate evidencing such coverage for the period covered by this Agreement in a form satisfactory to Risk Management and the City Attorney, prior to undertaking any work hereunder. Any insurance written on a claims made basis is subject to the approval of Risk Management and the City Attorney.
- 10c. Additional Insureds. Contractor shall also provide a separate endorsement or section of the policy showing City, its officers, agents, employees, and volunteers as additional insureds for each type of coverage, except for Workers' Compensation. Such insurance shall specifically cover the contractual liability of Contractor. The additional insured coverage under the Contractor's policy shall be primary and noncontributory, as evidenced by a separate endorsement or section of the policy, and shall not seek contribution from City's insurance or self-insurance. In addition, the additional insured coverage shall be at least as broad as the Insurance Services Office ("ISO") CG 20 01 Endorsement. Any available insurance proceeds in excess of the specified minimum insurance coverage requirements and limits shall be available to the additional insureds. Furthermore, the requirements for coverage and limits shall be: (1) the minimum coverage and limits specified in this Agreement; or (2) the full coverage and maximum limits of any insurance proceeds available to the named insureds, whichever is greater.
- 10d. Cancellation/Modification. Contractor shall provide ten (10) days written notice to City prior to cancellation or modification of any insurance required by this Agreement.
- 10e. Umbrella/Excess Insurance. The limits of insurance required in this Agreement may be satisfied by a combination of primary and excess insurance. Any excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of City (if agreed to in a written contract) before City's own insurance shall be called upon to protect it as a named insured.
- 10f. Subcontractors. Contractor agrees to include in its contracts with all subcontractors the same requirements and provisions of this Agreement, including the indemnity and insurance requirements, to the extent they apply to the scope of the subcontractor's work. Furthermore, Contractor shall require its subcontractors to agree to be bound to Contractor and City in the same manner and to the same extent as Contractor is bound to City under this Agreement. Additionally, Contractor shall obligate its subcontractors to comply with these same provisions with respect to any tertiary subcontractor, regardless of tier. A copy of City's indemnity and insurance provisions will be furnished to the subcontractor or tertiary subcontractor upon request.
- 10g. Self-Insured Retentions. All self-insured retentions ("SIR") must be disclosed to Risk Management for approval and shall not reduce the limits of liability. Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or City. City reserves the right to obtain a full certified copy of any insurance policy and endorsements. The failure to exercise this right shall not constitute a waiver of such right.
- 10h. Waiver of Subrogation. Contractor hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss under a Workers Compensation, Commercial General Liability or Automobile Liability policy. All Workers Compensation, Commercial General Liability and Automobile Liability policies shall be endorsed with a waiver of subrogation in favor of City, its officers, agents, employees and volunteers for all work performed by Contractor, its employees, agents and subcontractors.
- 10i. Liability/Remedies. Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve Contractor of liability in excess of such coverage, nor shall it preclude City from taking such other actions as are available to it under any other provisions of this Agreement or law.
11. Contractor shall comply with all federal, state and local laws and ordinances, including but not limited to the City's storm water regulations, as may be applicable to the performance of services under this Agreement. Failure to comply with local ordinances

may result in monetary fines and cancellation of this Agreement. Refer to www.roseville.ca.us/stormwater for links to more information on the City's storm water regulations.

12. In the event that the terms of any attachment or exhibit conflict with any terms of this Service Agreement, the terms of this Service Agreement shall control.
13. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.
14. If either party commences any legal action against the other party arising out of this Agreement or the performance thereof, the prevailing party in such action shall be entitled to recover its reasonable litigation expenses, including but not limited to, court costs, expert witness fees, discovery expenses, and attorneys' fees. Any action arising out of this Agreement shall be brought in Placer County, California, regardless of where else venue may lie. This Agreement shall be governed by and construed in accordance with the laws of the State of California.
15. This Agreement shall be binding upon the heirs, successors, executors, administrators and assigns of the respective parties hereto.
16. If any of the provisions contained in this Agreement are for any reason held invalid or unenforceable, such holding shall not affect the remaining provisions or the validity and enforceability of the Agreement as a whole.
17. If the project referenced on this service agreement is a Public Works project, then the following shall apply. No contractor or subcontractor may work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. During the performance of this agreement, Contractor and its subcontractors shall have a continuing legal obligation to maintain current registration with the Department of Industrial Relations. Contractor is hereby notified that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

City reserves the right to withhold any payments to Contractor in the event of noncompliance with insurance requirements or if required by law.



ATTACHMENT A
HUMAN RESOURCES/RISK MANAGEMENT DIVISION
INSURANCE REQUIREMENTS
SERVICE AGREEMENT

General - Required Coverage/Documentation

- General Liability: \$1 Million per occurrence
\$2 Million aggregate
- Automobile Liability: \$1 Million combined single limit
- Workers' Compensation: Statutory *Must provide a Waiver of subrogation
- Additional Insured Endorsement (AIE) - General Liability policy: CG 20 38 04 13 or an equivalent, blanket endorsement or section of the policy. Endorsement shall cover the City of Roseville, its officers, agents, employees and volunteers as additional insured
- Policies must be primary and non-contributory
- A 30 day notice of cancellation must be provided
- List certificate holder as: The City of Roseville -Insurance Compliance
PO Box 12010-R1
Hemet, CA 92546-8010

Additional Liability Requirements if required by Agreement (and marked below):

☐ Construction	☐ Design Professional	☐ Chemical/Environmental
General Liability: \$2 Million/occurrence \$4 Million aggregate	General Liability: \$2 Million/occurrence \$4 Million aggregate Professional Liability \$2 Million/occurrence	General Liability: \$3 Million/occurrence \$6 Million aggregate, Pollution – \$2 Million/Occurrence Auto - \$2 Million/Occurrence
☒ IT Services	☐ Professional Consultant	☐ Hazardous Materials
Professional Liability: \$1 Million/occurrence No auto required	Professional Liability: \$1 Million/occurrence	Pollution Liability: \$1 Million/occurrence
☐ Special Events/Caterers/Vendors	☐ Professional Counseling/Psychological	☐ Pyrotechnics
No auto required No workers' comp required	Professional Liability: \$1 Million/occurrence No auto required	General Liability: \$5 Million/occurrence \$10 Million aggregate Auto - \$2 Million/Occurrence

Insurance Submission Process

The City of Roseville Human Resources/Risk Management Department uses a service called EBIX to manage our insurance certificate tracking.

How It Works

- The vendor's contact information is entered into EBIX. EBIX will contact the vendor to request proof of insurance.
- The Vendor can forward the request to their Insurance Agent(s) if necessary.
- Vendor/Insurance Agent submits insurance to EBIX by email to roseville@ebix.com or by fax to (770) 325-5727. After faxing or emailing the certificate, please **DO NOT** send the certificate by mail to EBIX. Please do not mail, email or fax any certificates to the City of Roseville.
- Once submitted, EBIX reviews the insurance documentation. If there are deficiencies, EBIX will send a follow up letter or email requesting additional information.

Questions Regarding Insurance Submission: Contact EBIX at (951) 652-4239
Questions Regarding Insurance Requirements Contact Risk Management at (916) 774-5202



Proposal for: Voice Systems Refresh Year One Support City of Roseville

Site: City of Roseville
401 OAK STREET
Roseville, California 95678
June 6, 2016

Dear Mr. Donaldson,

Altura Communication Solutions (Altura) is pleased to present City of Roseville the enclosed telecommunications system proposal. After reviewing the information that follows, we trust you will come to know Altura as the unified communications provider best suited to meet all of your telecommunications needs.

Altura, with offices nationwide, is one of Avaya's largest authorized Platinum Business Partners and a leading provider of communications applications, equipment and services for voice and data networking solutions. For nearly two decades, enterprises throughout North America have trusted Altura to design, deploy and manage their communications networks. Altura's vast experience in the industry, top rated service, strategic partnerships and full suite of network services is a significant advantage to customers. We provide solutions to over 6,000 customer sites in government, education, healthcare and financial markets.

Your designated Point of Contact for answering any questions regarding this proposal is:

Bill Anderson
Account Manager
(925) 264-5306
banderson@alturacs.com

This proposal to City of Roseville is subject to mutually agreeable Terms and Conditions. Altura proposals contained herein are non-binding. All pricing is for discussion purposes only and subject to change. Final price quote is subject to verification of requirements and configuration.



Altura Communication Solutions

1335 South Acacia Ave.
Fullerton CA, 92831



Exhibit A – Order Form

Quote For MASTER SALES AND MAINTENANCE AGREEMENT ("Agreement")
dated June 7, 2016 by and between Altura Communication Solutions, LLC and City of
Roseville ('Customer')

Service Agreement No : S1605256

Site # 09216 - ST 5069926
PREMISES (INSTALLED AT):

SERVICES PERFORMED FOR:

City of Roseville
Site: City of Roseville
401 OAK STREET
Roseville, California 95678
Randy Beckman
(916) 774-5402

Bill To: City of Roseville - 41873300
City of Roseville
Site: City of Roseville
401 OAK STREET
Roseville, California 95678
Randy Beckman
(916) 774-5402

PRICING & DATES

Support Paid Up-Front **\$26,163.36**

Contract Presented June 6, 2016

Delivery * TBD

Installation Start * TBD

Cutover * TBD

In Service * TBD

** Estimated*

ATTACHMENTS

- Cover page
- Exhibit A, Exhibit B and Schedule 1
- Support Details

Upon execution by both parties, this Order Form shall be incorporated into the Agreement.

Altura Communication Solutions, LLC

City of Roseville

By

By

Name Altura Contract Administration

Name

Title Director of Contract Administration

Title

Date 6/7/2016

Date

Schedule 1 – Quote & Exhibit B

This quote is only good for 45 days, effective: 2/1/2016.

Vendor	Description	Sale Price
Altura	Advantage PP	\$12,541.47
Avaya	Avaya Support PP	\$13,621.89
	YEAR ONE SUPPORT Paid Up-Front	\$26,163.36

All Pricing Excluding Taxes

Upon Commencement of Agreement **\$26,163.36**

Upon execution by both parties, this Schedule shall be incorporated into the Agreement.

Altura Communication Solutions, LLC

City of Roseville

By



By

Name Altura Contract Administration

Name

Title Director of Contract Administration

Title

Date 6/7/2016

Date

Support Details

Part #	Description	Term	QTY	Location	Unit Sale	Sale Price
257126J	AVAYA SA PREF C/D SM R6 SIP CONNECTION 1YPP	12 months		72 A Oak Street	\$0.21	\$181.44
283669	AVAYA SA ESS CMS R17 INITIAL ACD 1YPP	12 months		1 A Oak Street	\$0.00	\$0.00
289001	AVAYA UPG ADV AURA CORE R6 (A21) 1YPP	12 months	1900 A	Oak Street	\$0.10	\$2,280.00
241868J	AVAYA SA PREF C/D CCR6 ELITE AGT101-250 1YPP	12 months		50 A Oak Street	\$4.75	\$2,850.00
251839	AVAYA UPG ADV CMS R17 AGT 1-100 1YPP	12 months		50 A Oak Street	\$2.73	\$1,638.00
288995J	AVAYA SA PREF C/D AURA CORE R6 (A21) 1YPP	12 months	1900 A	Oak Street	\$0.12	\$2,736.00
249286	AVAYA UPG ADV CCR6 ELITE AGT 101-250 1YPP	12 months		50 A Oak Street	\$2.73	\$1,638.00
234399	AVAYA SA ESS CMS R17 SUPERVISOR 1YPP	12 months		5 A Oak Street	\$4.25	\$255.00
234323	AVAYA SA ESS CMS R17 AGT 1-100 1YPP	12 months		50 A Oak Street	\$1.49	\$894.00
251456	AVAYA UPG ADV SM R6 SIP CONNECTION 1YPP	12 months		72 A Oak Street	\$0.08	\$69.03
	Avaya Support PP					\$12,541.47
Sentinel	Altura Sentinel Service	12 months		1900 Oak Street	\$2.67	\$5,073.00
2010-00040-C	AVST RightFax Incremental Support				\$216.67	\$650.01
	1 Avaya CM OVA file loaded in VMware ALTURA LABOR 8X5 PP	12 months	3 Servers	All Locations	\$3,168.00	\$3,168.00
	2 Avaya SAL Gateway OVA file loaded in VMware ALTURA LABOR 8X5 PP	12 months	1 Servers	All Locations	\$1,056.00	\$1,056.00
	4 Avaya SMGR/SM - Dual ALTURA LABOR 8X5 HWNBD PP	12 months	1 Instances	All Locations	\$1,562.88	\$1,562.88
	5 Avaya Utility Server OVA file loaded in VMware ALTURA LABOR 8X5 PP	12 months	1 Servers	All Locations	\$1,056.00	\$1,056.00
	6 Avaya WebLM Server OVA file loaded in VMware ALTURA LABOR 8X5 PP	12 months	1 Servers	All Locations	\$1,056.00	\$1,056.00
	Altura Advantage PP					\$13,621.89
					Total	\$26,163.36

AN = Annual Payment

PP = Prepaid Payment

Maintenance Start Date

Due Upon Commencement of Manufacturer Support Contract

Support Agreement Overview

The support agreement for the refresh and virtualization project includes Avaya Software Support and Upgrades for the Avaya Communication Manager, Avaya Session Manager, Avaya System Manager, Avaya Session Border Controllers, Avaya CMS, Avaya Elite Agents and Avaya CMS Supervisors. This coverage gives the city the assurance that Altura will have access to Avaya Tier 4 support on software issues. It also gives the city upgrade coverage on all Avaya applications.

The other element of support is the Altura Support Advantage which gives the City of Roseville the ability to call into Altura for all solutions proposed. Altura will triage, trouble shoot and take the issue through resolution. Coverage includes remote monitoring and support for Web LM, Utility Server, SAL, SIP licenses, Session Manager, System Manager and the CM OVA file.

There is an existing maintenance agreement in place for the current applications that runs through the end of 2016. This agreement is for the new applications being added. We will make the existing agreement coterminous with this agreement for 1/1/17.



Proposal for: Voice Systems Refresh & Virtualization – Labor Only

City of Roseville

Site: City of Roseville
401 OAK STREET
Roseville, California 95678
June 6, 2016

Dear Mr. Donaldson,

Altura Communication Solutions (Altura) is pleased to present City of Roseville the enclosed telecommunications system proposal. After reviewing the information that follows, we trust you will come to know Altura as the unified communications provider best suited to meet all of your telecommunications needs.

Altura, with offices nationwide, is one of Avaya's largest authorized Platinum Business Partners and a leading provider of communications applications, equipment and services for voice and data networking solutions. For nearly two decades, enterprises throughout North America have trusted Altura to design, deploy and manage their communications networks. Altura's vast experience in the industry, top rated service, strategic partnerships and full suite of network services is a significant advantage to customers. We provide solutions to over 6,000 customer sites in government, education, healthcare and financial markets.

Your designated Point of Contact for answering any questions regarding this proposal is:

Bill Anderson

Account Manager

(714) 948-8732

banderson@alturacs.com

This proposal to City of Roseville is subject to mutually agreeable Terms and Conditions. Altura proposals contained herein are non-binding. All pricing is for discussion purposes only and subject to change. Final price quote is subject to verification of requirements and configuration.

Altura Communication Solutions

1335 South Acacia Ave.
Fullerton CA, 92831



Exhibit A – Order Form

**Quote For MASTER SALES AND MAINTENANCE AGREEMENT ("Agreement")
dated June 7 2016 by and between Altura Communication Solutions, LLC and City of
Roseville ('Customer')**

Service Agreement No : S1605256

PREMISES (INSTALLED AT):

Site # 09216 - ST 5069926

City of Roseville

Site: City of Roseville

401 OAK STREET

Roseville, California 95678

Randy Beckman

(916) 774-5402

SERVICES PERFORMED FOR:

Bill To: City of Roseville - 41873300

City of Roseville

Site: City of Roseville

401 OAK STREET

Roseville, California 95678

Randy Beckman

(916) 774-5402

PRICING & DATES

Purchase Price * \$65,870.00

Support Paid Up-Front See Separate Schedule

TOTAL \$65,870.00

Support to be billed See Separate Schedule

** Including installation, but excluding parts, support and taxes*

Contract Presented June 6, 2016

Delivery * TBD

Installation Start * TBD

Cutover * TBD

In Service * TBD

** Estimated*

ATTACHMENTS

- Coverpage
- Exhibit A, Exhibit B and Schedule 1
- Scope of Work

Upon execution by both parties, this Order Form shall be incorporated into the Agreement.

Altura Communication Solutions, LLC

City of Roseville

By

By

Name Altura Contract Administration

Name

Title Director of Contract Administration

Title

Date 6/7/16

Date

Schedule 1 -- Quote & Exhibit B

This quote is only good for 45 days, effective: 6/6/2016.

Vendor	Description	Sale Price
Altura	Install Labor	\$6,000.00
Altura	Professional Services	\$39,071.00
Subcontracted	Labor	\$20,799.00
Installation Total		\$65,870.00
TOTAL Installation		\$65,870.00
*Parts & First Year Support is to be purchased at the same time on a different contract		
All Pricing Excluding Taxes		
Labor Upon Acceptance		\$65,870.00

Upon execution by both parties, this Schedule shall be incorporated into the Agreement.

Altura Communication Solutions, LLC

City of Roseville

By 

By

Name Altura Contract Administration

Name

Title Director of Contract Administration

Title

Date 6/7/16

Date

Scope of Work

Altura Communication Solutions

1335 South Acacia Ave.
Fullerton CA, 92831



Scope of Work

for
CITY OF ROSEVILLE

Altura will upgrade and virtualize the existing Avaya Communication Manager (CM), add Avaya System Manager (SMGR) and (2) Session Manager (SM) on customer provided virtual servers and upgrade the AVST CallXpress server to a virtual environment for the City of Roseville, California, hereafter referred to as the Customer. Also the AVST will be converted from QSIG to SIP. Altura will install 2 remote S8300E Media Servers in existing Gateways and upgrade the LSP software first at the staging at a Roseville location. Altura will perform the actual remote S8300E LSP server install and deployment.

In this scope of work Altura will be converting the ACD reporting tool from Intellicenter to CMS. The CMS will be loaded onto a customer provided VMware server. Altura will do the implementation and subcontract to Avaya for provisioning. Altura will subcontract to Open Text to upgrade the RightFax.

Prerequisites:

- The Customer is responsible for VMware support and assistance with loading Avaya software into the VMware environment.
- The Customer will need to provide vSphere Client access for all Avaya components in the VMware environment.
- The virtual server requirements for each component are as follows:
 - AVST CallXpress in VMware (Each Server requires Microsoft Windows Server 2008r2 or Microsoft Windows Server 2012r2)
 - Release: 8.6
 - Capacity (Users): 40K (Voicemail)
 - Virtual CPU: 4 (Intel Xeon E5504 Dedicated per Server)
 - Virtual Memory: 4 GB Minimum (8 GB Recommended for Speech)
 - Virtual Storage: 80 GB for C partition, 300 GB for D Partition per server
 - Minimum CPU Speed (GHz): 2.0 GHz
- Avaya Communication Manager (CM) with Software Duplication (2 Instances)
 - Release: 7
 - Capacity (Users): 35K
 - Virtual CPU: 3
 - Virtual Memory: 5 GB

- Virtual Storage: 30 GB
 - Minimum CPU Speed (GHz): 2.9 GHz (36K Users), 2.4 GHz (30K Users)
- Avaya System Manager (SMGR) Server (1 Instance)
 - Release: 7
 - Capacity (Users): 250K and 50 Administrators Simultaneously
 - Virtual CPU: 4
 - Virtual Memory: 9 GB (6.3)
 - Virtual Storage: 70 GB
 - Minimum CPU Speed (GHz): 2.4 GHz
- Avaya Session Manager (SM) Server (2 Instances)
 - Release: 7
 - Capacity (Users): 3.5K 7K 10K
 - Virtual CPU: 4 8 12
 - Virtual Memory: 7GB 10GB 12GB
 - Virtual Storage: 150GB
 - Minimum CPU Speed (GHz): 2.4 GHz
- All new server(s) will be pre-installed into racks with power prior to arrival.
- Customer provided servers should have the latest Windows Server updates applied prior to start of the upgrade.
- All data network configurations and access will be completed per documentation to insure applications can communicate to all necessary devices and services over the customer Data / Voice network prior to arrival.
- All network configurations and connections will be completed to insure all AVST CallXpress Servers, customer Exchange Servers and PBX can communicate over the customer data and voice network.
- All required permissions for the AVST CallXpress Servers to access the customer Exchange servers will be in place prior to arrival.
- All required software and licensing will be onsite prior to engagement.
- If needed numbering plans will be updated to support final configuration prior to onsite arrival.
- Customer and Branch will be responsible for making any required database changes in the Customers PBXs.
- Customer will work with Altura to establish a VPN connection for the management of the new system prior to system cutover.
- All work to PBX systems will be completed and all number plans updated to support final configuration prior to onsite arrival.
- Customer will provide access to the Internet while Altura is on site.

Altura Communication Solutions Professional Services Will:

For the Communication Manager (CM) in VMware

- Conduct up to 4 hours of remote fact finding meetings with customer and local Altura Branch and assist in completion of the required workbook(s).
- Assist customer in loading CM software (.OVA file) into VMware Environment and bring servers into service.
- Install Avaya current patches
- Obtain and load licenses from Avaya PLDS process.
- Verify connectivity between all CM servers.
- Provide 4 hours post-upgrade support following cutover

For System/Session Manager (SMGR/SM) Servers

- Conduct up to 4 hours of remote fact finding meetings with customer and local Altura Branch and assist in completion of the required workbook(s).
- Assist customer in loading SMGR/SM software (.OVA file) into VMware Environment and bring servers into service.
- Install Avaya current patches.
- Obtain and load licenses from Avaya PLDS process.
- Administer system and turn up System Manager functions.
- Administer system and turn up Session Manager functions.
- Test functionality with customer to gain acceptance of basic features.
- Confirm connectivity between Avaya Communication Manager Media Server, and Avaya System/Session Manager.
- Administer system and work with the customer and local branch to cutover the system into a production environment.
- Verify remote access to Altura Communication Solutions.
- Conduct up to 4 hours of System Administrative Overview of the installed system for up to 3 customer designated employees. This administrative overview will include how to access the system, administer moves, adds and changes, and perform high-level system maintenance.
- Provide input to the Altura Project Manager who will create documentation of the installed system.
- SIP trunking is not required at this time. Roseville would like to leverage SIP stations.
- There will be two instances of Session Manager and one instance of System Manager.

For AVST Messaging System (AVST)

- Remotely conduct up to four hours of fact finding call(s) to determine specifics regarding the solutions to be installed. This will be a remote phone call(s) with the customer. This will provide the necessary information to complete the workbook.
- Assist customer in loading AVST software into VMware Environment and bring servers into service.
- Backup up the existing CallXpress system to network drive or external storage.
- Verify proper system operation prior to upgrade.
- Install CallXpress application on new operating system.

- Install all applicable updates and or patches for CallXpress.
- Migrate customer database for CallXpress from backup.
- Verify customer database.
- Add second call server to system (if necessary)
- Configure SIP integration
- Verify Call Answering.
- Verify Message Notification.
- Verify Message Retrieval.
- Verify Transfers
- Setup backup to customer defined network location.
- Back up CallXpress system.
- Provide customer documentation of any changes made during upgrade process.

RightFax upgrade

Altura will work with AVST and RightFax to deploy an upgrade to the RightFax software and move it over to a customer provided virtual server and leverage SIP for integration to the Session Manager. The MFPs are optional and not included in this quote.

For All Systems

- Work with the customer to cutover the installed system into their production environment.
- Provide completion of installation and submission to The Customer of signed Functionality Testing (including Outstanding Items). Any Outstanding Items will be worked to completion.
- Provide Day 1 support.

In order to achieve a successful installation, Altura Communication Solutions has the following expectations.

The Customer will:

- Provide a Single Point of Contact (SPOC) who has a thorough understanding of the business requirements and technical environment and can make decisions on the customer's behalf.
- Complete all planning forms by the date requested.
- Coordinate with customer's telephony and network vendors to resolve any problems and to reach agreement on testing dates and times.
- Complete all necessary hardware, software, and technical requirements and, if provided, return the signed checklist at least 3 days prior to an engineer's arrival.
- Insure all racking is in place, power is in place and all environmental conditions are met in installation area.

- Insure that any customer required network requirements are completed prior to installation start date.
- Have a resource available during System Cut / Functionality Testing.
- Ensure that any network problems are referred to Customer's network service provider or IT group and resolved. Work with Altura to reach agreement on verification of problem resolution testing.

Altura Communication Solutions local branch will:

- Provide a Project Manager to serve as implementation point of contact, establish project timeline, milestones and manage project status.
- Install all new servers into racks, load software and make servers ready for integration programming.
- Insure existing systems are at the appropriate software, hardware and firmware release levels to support applications.
- Pre-register all system servers with Avaya and provide branch technician with SEIDs to configure SAL Gateway for Avaya alarming and remote access.
- Final registration of system servers with Avaya.
- Insure licensing is available as purchased.
- Have a resource available during Functionality Testing.

CMS Scope of Work

Altura Communication Solutions Professional Services will implement an Avaya Call Management System (CMS) and integrate to the customer provided VMware Avaya Communication Manager system for City of Roseville, hereafter referred to as the Customer.

Prerequisites:

- All VMware server(s) will be pre-installed into racks with power prior to arrival.
- All network configurations and connections will be completed to insure all Servers and PBX's can communicate over the customer data and voice network.
- All required software will be onsite prior to arrival.
- Customer will work with Altura to establish a VPN connection for the management of the new system prior to system cutover.
- Altura will be provided with the delivery location and mode of acceptance for all equipment deliveries for this engagement. This includes scheduling, access and storage of all equipment and manner of delivery (flatbed, lift gate, loading dock). Customer is encouraged to participate in the inventory of all equipment deliveries. All equipment must be stored in a secured and environmentally controlled environment, until required for use. All equipment delivered and inventoried by Altura and Customer, become the property and are under the control of Customer.

Altura Communication Professional Services will:

For CMS

- Load Operating System, CMS Software and bring servers into service.
- Remotely conduct up to 4 hour fact finding calls to determine specifics regarding the solutions to be installed. This will be remote phone calls with the customer and required Altura resources. This will provide the necessary information to complete the workbook.
- Install Avaya current patches.
- Obtain and load licenses from Avaya PLDS.
- Assist Avaya in the provisioning process.
- Based on the planning forms returned - Altura will Develop System Configuration including number of Supervisors and agents—Integrate Communication Manager to CMS server.
- Provide current CMS supervisor software and load onto Supervisor corporate PC (Up to 5) If more than 5 is needed than Altura can either provide stated software to customer contact who can then have CMS supervisor software installed on any and/or all customer PC (s) or Altura can install on all customer PCs for the additional price quoted.
- Provide current CMS Agent and Client Desktop software and load onto Agent corporate PC (Up to 5) If more than 5 is needed than Altura can either provide stated software to customer contact who can then have CMS Agent and Client Desktop software installed on any and/or all customer PC (s) or Altura can install on all customer PCs for the additional price quoted.
- Verify remote access to Altura Communication Solutions.
- Schedule (5) hours of CMS Supervisor training (Up to 5 Supervisors)
- **Training of supervisors will need to be done in shifts. Customer will be responsible for determining when those shifts will occur within a (1) day period for supervisors. Customer will be responsible for providing this information to Altura. This training will need to be accomplished before the actual cut over date.**
- Assist in connecting CMS to customer provided Wall Boards. ****Note**** CMS does not support serial connections.
- Provide up to 8 hours of day one post cut support.

For All Systems

- Work with the customer to cutover the installed system into their production environment.
- Provide input to the Altura Project Manager who will create documentation of the installed CMS system.
- Provide completion of installation and submission to The Customer of signed Functionality Testing (including Outstanding Items). Any Outstanding Items will be worked to completion.

In order to achieve a successful installation, Altura Communication Solutions Professional Services has the following expectations.

The Customer will:

- Provide a Single Point of Contact (SPOC) who has a thorough understanding of the business requirements and technical environment and can make decisions on the customer's behalf.
- Complete all planning forms by the date requested.
- Coordinate with customer's telephony and network vendors to resolve any problems and to reach agreement on testing dates and times.
- Complete all necessary hardware, software, and technical requirements and, if provided, return the signed checklist at least 3 days prior to an engineer's arrival.
- Insure all racking is in place, power is in place and all environmental conditions are met in installation area.
- Insure that any customer required network requirements are completed prior to installation start date.
- Provide appropriate facilities for training (Room, Projector, handouts, etc.).
- Have a resource available during System Cut / Functionality Testing.
- Ensure that any network problems are referred to Customer's network service provider or IT group and resolved. Work with Altura to reach agreement on verification of problem resolution testing.

Altura Communication Solutions local branch will:

- Provide a Project Manager to serve as implementation point of contact, establish project timeline, milestones and manage project status.
- Insure existing systems are at the appropriate software, hardware and firmware release levels to support applications.
- Coordinate CMS provisioning by Avaya **(2) weeks** prior to the delivery of CMS services and training.
- Insure licensing is available as purchased.

Have a resource available during Functionality Testing

Project proposed start & completion dates:

- TBD

Delays caused by the customer not meeting deadlines or providing facilities, racks, power and other requirements on time will be subject to additional charges at a rate of \$ 2,000 per day.

Pricing assumes that all work will be done in consecutive days during normal working hours. If the project will be split, or work is to be performed on non-consecutive days, or after normal working hours, additional charges will apply.

NOTE: For all additional work that falls out of the scope noted herein, the following hourly rates will apply for Altura Professional Services.

Normal Daily Rate (8:00 AM – 5:00 PM):	\$175.00 per hr.
Evenings and Saturdays:	\$262.50 per hr.
Sundays and Holidays:	\$350.00 per hr.

1. This proposal and pricing are valid for 90 days from the date of delivery to the business partner/customer (hereinafter referred to as you or your) unless extended in writing by Altura Communication Solutions.
2. Altura Communication Solutions has relied on information provided by you to prepare this proposal and pricing. Any changes to the understanding of the work, scope or other substantive nature of the proposal and pricing may result in a change order or a new, additional Scope of Work (SOW). Work Altura Communication Solutions performs associated with the remediation of software or hardware problems that are caused by manufacturer, not related to the services provided by Altura Communication Solutions may be subject to additional billing and submitted on a change order.
3. Unless otherwise stated in the proposal and pricing, it is assumed that all products and services will be delivered during normal daily business day hours (e.g. 8 a.m. to 5 p.m.), excluding holidays and non-business days, based on customer work site local time. Additional charges will apply for services delivered outside of normal daily business hours or on weekends, holidays, or non-business days.
4. Scheduling. When this proposal is formally accepted, a project start date and targeted project completion date are finalized, and the project will be assigned to a resource and delivery scheduled. Once the project is assigned and scheduled, a Altura Communication Solutions consultant will provide a detailed Statement of Work for you to approve. Please also provide us with an initial project point person(s) that our project team can contact for information and planning once resources have been assigned.
5. Any and all ideas, concepts, solutions, derivative solutions, work product, creative contribution and the like generated by Altura Communication Solutions, its employees, and its agents are the sole property of Altura Communication Solutions and its affiliates and may not be used, borrowed, disclosed, or reverse engineered without the express prior written signed consent of a Altura Communication Solutions officer. Violation by you of this section will result in financial and equitable damages, which will be no less than five years of forecasted gross revenue as determined by Altura Communication Solutions.
6. Any written indication of job completion acceptance, including an e-mail or a signed project completion approval letter or failure by you to write any concerns within five calendar days after we declare the job finished indicates the customer's acceptance of the ongoing maintenance and support of the application and/or service. Additional Altura Communication Solutions support will be provided on a then applicable Time and Materials basis for those services which may include a new Scope of Work.
7. Altura Communication Solutions is not liable for any damages, financial or otherwise, including lost business that may occur as a result of programming performed, applications installed or services provided, attempted, contemplated or discussed.
8. Each party agrees that they shall not directly, indirectly or otherwise solicit to employ, discuss potential employment, employ, or contract the services of any person who is employed by the other party, its affiliates, agents or contractors. This non-solicitation is in force for the term of two (2) years following the expiration, cancellation or termination of this Agreement. Violation by you of this section will result in financial and

equitable damages to be no less than two years of forecasted gross revenue impact as determined by Altura Communication Solutions.

Customer Project Contact & Information (Required)

*Name _____

Phone _____ * Email _____

* Project start date _____

* Project completion date _____



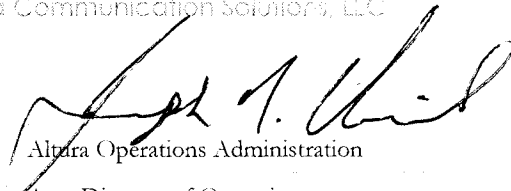
Acceptance of this proposal is indicated by faxing an executed copy of this *entire* document to local Altura branch's number.

Altura Communication Solutions, LLC

CITY OF ROSEVILLE

By

By

Name  Altura Operations Administration

Name _____

Title Area Director of Operations

Title _____



Proposal for: Voice Systems Refresh & Virtualization – Parts Only

City of Roseville

Site: City of Roseville
401 OAK STREET
Roseville, California 95678
June 6, 2016

Dear Mr. Donaldson,

Altura Communication Solutions (Altura) is pleased to present City of Roseville the enclosed telecommunications system proposal. After reviewing the information that follows, we trust you will come to know Altura as the unified communications provider best suited to meet all of your telecommunications needs.

Altura, with offices nationwide, is one of Avaya's largest authorized Platinum Business Partners and a leading provider of communications applications, equipment and services for voice and data networking solutions. For nearly two decades, enterprises throughout North America have trusted Altura to design, deploy and manage their communications networks. Altura's vast experience in the industry, top rated service, strategic partnerships and full suite of network services is a significant advantage to customers. We provide solutions to over 6,000 customer sites in government, education, healthcare and financial markets.

Your designated Point of Contact for answering any questions regarding this proposal is:

Bill Anderson

Account Manager

(714) 948-8732

banderson@alturacs.com

This proposal to City of Roseville is subject to mutually agreeable Terms and Conditions. Altura proposals contained herein are non-binding. All pricing is for discussion purposes only and subject to change. Final price quote is subject to verification of requirements and configuration.

Altura Communication Solutions

1335 South Acacia Ave.
Fullerton CA, 92831



Exhibit A – Order Form

Quote For MASTER SALES AND MAINTENANCE AGREEMENT ("Agreement")
dated June 7, 2016 by and between Altura Communication Solutions, LLC and City of
Roseville ('Customer')

Service Agreement No : S1605256

PREMISES (INSTALLED AT):

Site # 09216 - ST 5069926

City of Roseville

Site: City of Roseville

401 OAK STREET

Roseville, California 95678

Randy Beckman

(916) 774-5402

SERVICES PERFORMED FOR:

Bill To: City of Roseville - 41873300

City of Roseville

Site: City of Roseville

401 OAK STREET

Roseville, California 95678

Randy Beckman

(916) 774-5402

PRICING & DATES

Purchase Price * \$79,082.45

Support Paid Up-Front See Separate Schedule

TOTAL \$79,082.45

Support to be billed See Separate Schedule

Contract Presented June 6, 2016

Delivery * TBD

Installation Start * TBD

Cutover * TBD

In Service * TBD

** Including shipping and estimated taxes*

** Estimated*

ATTACHMENTS

- Cover page
- Exhibit A, Exhibit B and Schedule 1
- Parts Details

Upon execution by both parties, this Order Form shall be incorporated into the Agreement.

Altura Communication Solutions, LLC

City of Roseville

By

A handwritten signature in black ink, appearing to read "Randy Beckman".

By

Name Altura Contract Administration

Name

Title Director of Contract Administration

Title

Date 6/7/16

Date

Schedule 1 – Quote & Exhibit B

This quote is only good for 45 days, effective: 6/6/2016.

Vendor	Description		Sale Price
Avaya	Taxable equipment		\$6,486.91
Avaya	Licenses		\$57,258.50
	Avaya Solutions		\$63,745.41
AVST	Solution		\$14,785.00
Freight	Solution		\$65.54
	Other Solutions		\$14,850.54
	Solutions Total		\$78,595.94
	Estimated Tax	Tax rate 7.5%	\$486.51
	TOTAL Solution and Installation		\$79,082.45
	*Labor & First Year Support is to be purchased at the same time on a different contract		
		All Pricing Excluding Taxes	
	Equipment Upon Delivery		\$79,082.45

Upon execution by both parties, this Schedule shall be incorporated into the Agreement.

Altura Communication Solutions, LLC

City of Roseville

By 

By

Name Altura Contract Administration

Name

Title Director of Contract Administration

Title

Date 6/7/16

Date

Parts Details

Part #	Description	QTY	Location	Unit Sale	Sale Price
227273	SAL POLICY SRVR LIC R1.5 DWNLD	1	A Oak Street	\$0.00	\$0.00
231820	AVAYA AURATM RFA TO PLDS CONVERSION	1	A Oak Street	\$0.00	\$0.00
259401	MEDIA ENCRYPTION R6+/MBT	1	A Oak Street	\$0.00	\$0.00
270366	CC R7 ELITE UPG PER AGT	50	A Oak Street	\$126.99	\$6,349.50
274555	CC ELITE VIRTUAL CM PLTFORM SYS TRK	1	A Oak Street	\$0.00	\$0.00
307098	DS R2 SAL2.3 GATEWAY SFTW VIRTUAL	1	A Oak Street	\$0.00	\$0.00
308257	ASBCE R6 VIRTUAL PLTFRM NEW SYS TRACK	1	A Oak Street	\$0.00	\$0.00
340153	AVLIVE VIDEO RIGHT TO DISCOUNT	81	A Oak Street	\$0.00	\$0.00
380002	AURA R7 SM VE VAPP LIC	1	A Oak Street	\$0.00	\$0.00
380004	AURA R7 SM SYSTEM LIC	2	A Oak Street	\$1,050.00	\$2,100.00
380228	AURA SMGR R7 VE VAPP LICENSE	1	A Oak Street	\$0.00	\$0.00
380348	AURA R7 CM VIRTUAL PLATFORM SOL UPG TRK	1	A Oak Street	\$0.00	\$0.00
380349	AURA R7 CM VE VAPP SYS LIC	1	A Oak Street	\$0.00	\$0.00
380360	AURA R7 CM DUP VE VAPP SYS LIC	1	A Oak Street	\$0.00	\$0.00
380402	AURA R7 CORE UPG/UPL UA LIC	1900	A Oak Street	\$13.19	\$25,061.00
380413	CORE R7 ASBCE R7 STD /E	584	A Oak Street	\$0.00	\$0.00
380414	CORE R7 ASBCE R7 ADV /E	292	A Oak Street	\$0.00	\$0.00
380415	CORE R7 ASBCE R7 STD HA /E	584	A Oak Street	\$0.00	\$0.00
380416	CORE R7 ASBCE R7 ADV HA /E	292	A Oak Street	\$0.00	\$0.00
380417	CORE R7 MSG SEAT BASIC R6 /E	1900	A Oak Street	\$0.00	\$0.00
380418	CORE R7 AMM R2 BASIC USR /E	1900	A Oak Street	\$0.00	\$0.00
380419	CORE R7 COMMUNICATOR IPAD R2/E	1900	A Oak Street	\$0.00	\$0.00
380420	CORE R7 COMMUNICATOR WINR2 /E	1900	A Oak Street	\$0.00	\$0.00
380421	CORE R7 1X MBL SIP CLIENT R5 /E	1900	A Oak Street	\$0.00	\$0.00
380422	CORE R7 AES UNIFIED DESKTOP R7 /E	1900	A Oak Street	\$0.00	\$0.00
380423	CORE R7 INTG MGMT ADMIN R6 /E	1	A Oak Street	\$0.00	\$0.00
380424	CORE R7 EC500 SM R9 /E	1900	A Oak Street	\$0.00	\$0.00
380425	CORE R7 ONE-X CES R6 /E	1900	A Oak Street	\$0.00	\$0.00
380426	CORE R7 ONE-XC VIDEO R6 /E	1900	A Oak Street	\$0.00	\$0.00
380428	CORE R7 SYSTEM MANAGER R7 /E	1	A Oak Street	\$0.00	\$0.00
380429	CORE R7 PRESENCE SERVICES R7 /E	1900	A Oak Street	\$0.00	\$0.00
380430	CORE R7 EDP R3 USER /E	1900	A Oak Street	\$0.00	\$0.00
380432	CORE R7 CMM R7 /E	1900	A Oak Street	\$0.00	\$0.00
380434	CORE R7 1XC MAC OS R2 /E	1900	A Oak Street	\$0.00	\$0.00
380435	CORE R7 ONE-X COMM R6 /E	1900	A Oak Street	\$0.00	\$0.00
380436	CORE R7 COMM FOR MS LYNC R6 /E	1900	A Oak Street	\$0.00	\$0.00
380920	SMGR R7 VIRTUAL PLATFORM UPG SYS TRK	1	A Oak Street	\$0.00	\$0.00
381691	CMS R18 NEW AGT LIC 1-100	50	A Oak Street	\$474.96	\$23,748.00
AVAYA Non- taxable PARTS TOTAL					\$57,258.50

700510787	AURA SESSION MGR R7.0 DVD	1	A Oak Street	\$35.00	\$35.00
700510883	AURA SMGR R7.0 DVD	1	A Oak Street	\$45.00	\$45.00
265012	CMS ODBC JDBC SUBSCRIP	1	A Oak Street	\$0.00	\$0.00
272750	SAL R2 STDALN GATEWAY APP VAPP LIC	1	A Oak Street	\$0.00	\$0.00
381829	CMS R18 SUPV NEW 5 FREE	5	A Oak Street	\$0.00	\$0.00
381832	CMS R18 INITIAL ACD	1	A Oak Street	\$0.00	\$0.00
381837	CMS R18 VE VAPP FOR LINUX	1	A Oak Street	\$0.00	\$0.00
381838	CMS R18 VIRTUAL PLATFRM NEW SYS TRK	1	A Oak Street	\$0.00	\$0.00
380002	AURA R7 SM VE VAPP LIC	1	B Mahaney-ESS	\$0.00	\$0.00
380349	AURA R7 CM VE VAPP SYS LIC	1	B Mahaney-ESS	\$0.00	\$0.00
700510787	AURA SESSION MGR R7.0 DVD	1	B Mahaney-ESS	\$35.00	\$35.00
380349	AURA R7 CM VE VAPP SYS LIC	1	F Police Dept	\$0.00	\$0.00
381276	APP VRTL PLTFRM R7 SNGL CPU EMBD ENABLE	1	F Police Dept	\$150.00	\$150.00
700510424	AV APP VRTL PLTFRM R7 MEDIA KIT	1	F Police Dept	\$90.00	\$90.00
700510626	AURA UTILITY SERVICES R7.0 DVD	1	F Police Dept	\$35.00	\$35.00
700511105	AURA CM R7.0 SFTW DVD	1	F Police Dept	\$35.00	\$35.00
700511106	AURA SDM CLIENT R7.0 DVD	1	F Police Dept	\$40.00	\$40.00
700508955	S8300E SERVER - NON GSA	1	F Police Dept	\$1,880.66	\$1,880.66
380349	AURA R7 CM VE VAPP SYS LIC	1	J Electric	\$0.00	\$0.00
381276	APP VRTL PLTFRM R7 SNGL CPU EMBD ENABLE	1	J Electric	\$150.00	\$150.00
700510424	AV APP VRTL PLTFRM R7 MEDIA KIT	1	J Electric	\$90.00	\$90.00
700508955	S8300E SERVER - NON GSA	1	J Electric	\$1,880.66	\$1,880.66
Sentinel Server	Altura Server for Sentinel Monitoring	1	Oak Street	\$2,020.59	\$2,020.59
			AVAYA Taxable PARTS TOTAL		\$6,486.91
.FREIGHT	Freight	1	Oak Street	\$65.54	\$65.54
1028-04018-00	AVST Avaya Communication Manager SIP (Includes SIP trunk for CM/SM, and SIP station for SM Integration)	1	Oak Street	\$735.00	\$735.00
1028-04000-00	AVST SIP Port (All SIP integrations) - Per Port	60	Oak Street	\$142.50	\$8,550.00
1090-98121-00	AVST Dongle Return - Credit Pending	1	Oak Street	\$0.00	\$0.00
2000-10303-00	AVST RightFax 10.6 FoIP Enable an Existing Channel (Add FoIP capabilities to an existing channel.	10	Oak Street	\$550.00	\$5,500.00
1028-03700-01	AVST RightFax 10.6 Support Covered Upgrade - Business Server	1	Oak Street	\$0.00	\$0.00
			OTHER Non-taxable PARTS TOTAL		\$14,850.54

Asbestos-Containing Materials in City-Owned Buildings

California Health and Safety Code Section 25915 requires that all City of Roseville employees, contractors and lessees be notified annually of the presence of asbestos in City-owned buildings constructed prior to 1979. Please post this notice in an area(s) accessible to all employees, contractors and lessees. Contact Facility Maintenance & Operations at (916) 774-5740 for more information about Asbestos Containing Materials (ACMs) in specific City-owned buildings. For more information about asbestos refer to the OSHA website.

The City of Roseville is committed to maintaining a safe and healthy work environment. The City's Facility Maintenance & Operations staff conducts ongoing inspections to identify and safely manage previously installed asbestos-containing products. Renovation of City-owned buildings **MUST** be reviewed in advance by Facility Maintenance & Operations to ensure the City is in compliance with building codes, Americans with Disabilities Act and that no ACMs are disturbed without proper safeguards. Work that requires removal or repair of ACMs is restricted to trained and qualified persons only. **Facility Maintenance & Operations will need to approve the qualified contractors.**

Use the following measures to protect you and others from exposure to airborne asbestos:

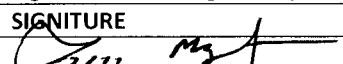
- Presume all building materials contain asbestos until determined otherwise by Facility Maintenance & Operations.
- Do not install walls, closets, cabinets, ceilings.
- Do not remove, cut, drill, sand, grind or otherwise disturb any material in the buildings, including carpet and tile.
- Do not paint (this includes any walls, ceilings, floors and electrostatic painting of office furniture).
- Do not remove any items nailed or screwed to the walls (this includes pictures, cabinets, electrical, etc.).
- Do not go above ceilings, behind walls or into building spaces such as attics and crawlspaces unless these areas have been inspected and cleared by Facility Maintenance & Operations.
- Do not pull cable or wiring through above-ceiling spaces with asbestos.
- Do not install screws, pins, nails or hangers into asbestos ceiling or wall plaster.
- Be careful not to damage walls, ceilings or floors when moving furniture or equipment. It is recommended that Facility Maintenance & Operations be contacted prior to moving furniture or equipment.
- Do not brush, sweep or vacuum textured asbestos ceiling plaster or plaster debris.
- Immediately report any damage or deterioration of suspect building materials to Facility Maintenance & Operations or Risk Management.

It is important to note that the presence of asbestos does not mean you have been exposed. Exposure results when friable asbestos particles are inhaled or ingested. Asbestos becomes friable when material containing asbestos is drilled, sanded or disturbed by remodeling or demolition work or when the ACM has deteriorated. Intact, bonded, sealed or undisturbed asbestos does not pose a hazard.

Employees may review the asbestos survey reports, results of bulk sampling or air monitoring conducted in City-owned buildings. All asbestos data will be available by appointment with Facility Maintenance & Operations.

Facilities Built Pre 1979 That May Contain Asbestos	Year Built
Downtown Library - 225 Taylor Street 95678	1974
Carnegie Museum - 557 Lincoln Street 95678	1912
Tower Theatre - 415 Vernon Street 95678	1940
*401 Oak Street 95678	1974
Fire Station #3 - 1300 Cirby Way 95661	1963
Old Corp Yard - 100 Old Corp Yard Road 95678	1940
Water Treatment Plant Operations Bldg.- 9595 Barton Road 95746	1965
Waste Water Treatment Plant Operations Bldg. - 1800 Booth Road 95747	1962
Royer Recreation Bldg. - 190 Park Drive 95678	1950
Fire Museum - 400 Lincoln Street 95678	1930
Diamond Oaks Golf - 349 Diamond Oaks Road 95678	1965
Johnson Pool, 4th & D Street	1950
330 Vernon Street	1940
107 Sutter Avenue	1962

* Indicates facility has known asbestos

Sign to acknowledge receipt of asbestos notification		
SIGNATURE	COMPANY NAME	DATE
	Altura Communication Sol	06/07/16



COUNCIL COMMUNICATION

CC #: 7884
File #: 0800-03

Title: California Greenhouse Gas Cap-and-Trade Program - 2017 Free Allowance Allocation
Contact: Shannon McCann 916-774-5649 smccann@roseville.ca.us

Meeting Date: 8/3/2016
Item #: 7.8.

RECOMMENDATION TO COUNCIL

Staff recommends that City Council adopt a resolution approving the request to use 224,000 of the City's 2017 allocation of greenhouse gas emission allowances for its direct compliance obligation.

BACKGROUND

In 2006, the State of California passed Assembly Bill 32 (AB 32), the "Global Warming Solutions Act of 2006". This law created the statewide Cap-and-Trade program designed to reduce greenhouse gas (GHG) emissions in California to 1990 levels by 2020.

To address the City's legal and fiscal responsibilities under the California Greenhouse Gas Cap-and-Trade Program, Roseville Electric developed an internal Greenhouse Gas Cap-and-Trade Program that was approved by City Council in August 2012 and, with revisions, in February 2013. This program defines how Roseville Electric will use the emission allowances it receives from the State each year.

Each year, by the first business day of September, the City must allocate the following calendar year's allowances between those used to meet its direct compliance obligation and those to be auctioned. Roseville's direct compliance obligation is determined by Roseville Energy Park generation and out-of-state imports of electricity.

Allowances can be banked and do not expire so the maximum free allowances potentially needed for Roseville's direct compliance obligation are allocated and moved into the compliance account. Initially, 300,000 allowances were moved into the compliance account as a baseline. Roseville will receive 492,774 allowances of 2017 vintage. To maintain the baseline, staff recommends 224,000 allowances be put in the compliance account. The remaining 268,774 allowances will be auctioned.

FISCAL IMPACT

The City will receive proceeds from the auction of its free allowances which must be spent pursuant to the restrictions set forth in Assembly Bill 32. The proceeds will be determined by the auction price and sales volume in each quarterly auction.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable.

ENVIRONMENTAL REVIEW

This approval is not considered a “project” as defined by the California Environmental Quality Act (“CEQA”) (CEQA Guidelines § 15378). Consequently, no CEQA action is required.

Respectfully Submitted,

Shannon McCann, Electric Resources Analyst

Michelle Bertolino, Electric Utility Director



Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 16-340

Request to Use Direct Allocation Allowances

RESOLUTION NO. 16-340

APPROVING REQUEST TO USE 224,000 OF CITY'S 2017 ALLOCATION OF
GREENHOUSE CAP-AND-TRADE PROGRAM ALLOWANCES

WHEREAS, the City Council approved the Roseville Greenhouse Gas Cap-and-Trade Program in August 2012 and updated said program in February 2013; and

WHEREAS, this program defines how Roseville Electric will use the emission allowances it receives from the State each year; and

WHEREAS, each year the City must allocate the following calendar year's allowances between those used to meet its direct compliance obligation and those to be auctioned with Roseville receiving the proceeds;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville that it hereby approves the use of 224,000 of the City's 2017 allocation of allowances for its direct compliance obligation.

PASSED AND ADOPTED by the Council of the City of Roseville this ____ day of _____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk



Request to Use Direct Allocation Allowances

The City of Roseville, as an electrical distribution utility, annually receives free direct allocations of California GHG allowances, "free allowances". The City must designate how to split the allowances between its compliance account and limited use holding account. Allowances placed in the limited use holding account will be auctioned and the City will receive the proceeds with restrictions on how the funds may be spent. Allowances placed in the compliance account must be used for the City's compliance obligation which is for the Roseville Energy Park emissions and out of state imports of electricity; however, the same restrictions on how funds are spent also apply to using the free allowances for compliance. Those restrictions are:

1. Must be used for the benefit of retail ratepayers,
2. Must be used consistent with the goals of AB32,
3. Must not be used for the benefit of entities or persons other than the ratepayers,
4. And, must not be used to meet compliance obligations for electricity sold into the California Independent System Operator markets.

Per Roseville's Greenhouse Gas Cap-and-Trade Program, the City Council must approve the use of all free allowances. If the request is to use funds from auction proceeds and the funds being requested have not been realized, City Council must consider the possibility that the funds may not be realized and what that means to the overall value of the project. If the request is to use allowances for compliance, the request must consider allowances already banked in the compliance account from previous years.

Request:

On November 1st 2016, the City of Roseville will receive 492,774 vintage year 2017 free allowances. By September 1st 2016, the City of Roseville must designate how to split the allowances between its compliance account and limited use holding account. **Staff requests that 224,000 of the 2017 direct allocation of allowances be put into the City's Compliance account to be used for the compliance obligation of the Roseville Energy Park (REP)** (the compliance obligation for imports does not adhere to the requirement of being consistent with the goals of AB32). The remaining direct allocation allowances will go to the City's Limited Use Holding account for auction.

Description:

The Roseville Energy Park is a 160 MW natural gas plant located in Roseville. It is economically dispatched. When market prices are low, market energy is purchased. When market prices are high, the REP is used for generation. REP generation is primarily used to meet Roseville load, but a small percentage of energy generated is sold into markets. The compliance obligation for the REP varies per year based on what market prices were for that given year. The following table shows the compliance obligation for the REP for the last few years.

Calendar Year	MT of CO2e
2015*	265,671
2014	222,931
2013	227,316
2012	240,001
2011	55,206
2010	205,198
2009	305,198
2008	293,080

* Unverified

Allowances can be banked and do not expire so the maximum free allowances potentially needed for compliance should be moved into the compliance account. In future years, the amount of free allowances moved into the compliance account should take into consideration unused allowances already in the compliance account. In essence, a baseline of allowances will be maintained. In the first year, 300,000 allowances were moved into the compliance account as a baseline. To maintain the baseline for 2017, the REP Compliance obligation for 2013 through 2016 must be considered. The REP 2016 compliance obligation is not known at this time because 2016 is not yet completed. Using actual 2013 through 2015 data, preliminary data for the first part of 2016 and a worst case estimate for the remainder of 2016, 224,000 allowances of 2017 vintage should be put in the compliance account to maintain a balance of 300,000 allowances. The remaining 2017 allowances will be put in the limited use holding account for auction. The following table shows how the 2017 compliance allocation was calculated to bring the compliance account back to its baseline:

Compliance Account	
1,061,000	2013-2016 Free Allowances Allocated to Compliance
-223,550	2013 REP Compliance Obligation (minus CAISO Sales)
-219,557	2014 REP Compliance Obligation (minus CAISO Sales)
-264,221	2015 REP Compliance Obligation (minus CAISO Sales)
-277,057	2016 REP Compliance Obligation - worst case
76,614	Balance Carryover
223,386	2017 Free Allowances Allocated to Compliance
300,000	Return to Baseline for 2017

How does this benefit retail ratepayers?

Energy produced by the Roseville Energy Park is primarily used to serve the load of the City of Roseville. By using free allowances for the REP's compliance obligation, the City does not have to purchase compliance instruments, which reduces the cost of energy for Roseville's ratepayers.

How is this consistent with the goals of AB32?

The Roseville Energy Park is located in the City of Roseville. Being located near Roseville's load, line losses are reduced which reduces overall production thus reducing the emission of greenhouse gases. Also, the REP is a modern facility, which began operating in 2007, so it is slightly cleaner than the average market generator. By generating energy with the REP instead of purchasing market energy, the emission of greenhouse gases is reduced.

Does this benefit entities or persons other than the ratepayers?
No.
Are allowances being used to meet compliance obligations for electricity sold into the California Independent System Operator (CAISO) markets?
No, allowances will not be used for the small percentage of energy that the REP generates for sale into the CAISO markets.
If this is a request to use funds received from the auction of free allowances, is the request within the balance of funds available? If request of funds relies on expected future funds, what is the impact to the project if those funds are not realized?
Not applicable
If this is a request to use allowances for compliance, does the request consider allowances already banked in the compliance account from previous years?
Yes, it considers 2013 through 2015, and the portion of 2016 that has already happened and estimates the worst case scenario for the remaining portion of 2016.



COUNCIL COMMUNICATION

CC #: 7876
File #: 0800-03

Title: Spare Parts and Tool Sharing Agreement for Combustion Turbine No. 1 - Agreement Amendment
Contact: Shannon McCann 916-774-5649 smccann@roseville.ca.us

Meeting Date: 8/3/2016
Item #: 7.9.

RECOMMENDATION TO COUNCIL

Staff recommends City Council adopt a resolution to authorize the City Manager to execute the Second Amendment to Agreement for Spare Parts and Tool Sharing Relating to Combustion Turbine No. 1 (CT1) Project with Northern California Power Agency (NCPA) to extend the agreement three (3) years for continued access to spare parts and tools necessary to operate and maintain the Roseville Power Plant 2's (RPP2) combustion turbine units.

BACKGROUND

Roseville has been a Member of NCPA since 1968, and is a participant in multiple NCPA generation projects. In July 1984, Roseville became a participant in the NCPA CT1 project. The project consisted of five turbines located in Lodi (1), Alameda (2), and Roseville (2).

On September 1, 2010, Roseville assumed ownership of the two Roseville units and renamed them the RPP2. Also effective that date was the Agreement for Spare Parts and Tool Sharing Relating to Combustion Turbine No. 1 Project between the Northern California Power Agency and the City of Roseville. The agreement provides Roseville access to spare parts and tools necessary to operate and maintain the RPP2's combustion turbine units. The original term of the agreement was 3 years. The first amendment extended the agreement for 3 years and expires on August 31, 2016. Staff recommends continuation of the sharing arrangement because sharing parts and tools with NCPA for RPP2 is more cost effective than maintaining separate inventory. In addition to extending the term, the amendment includes a requirement to coordinate and review inventory quarterly, and to notice changes.

FISCAL IMPACT

Roseville is required to pay the actual replacement cost of any parts used and an allocation of NCPA's warehouse expense of \$15,644.00 per year. Funding is budgeted annually in the Power Supply operating budget.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable.

ENVIRONMENTAL REVIEW

This agreement is not considered a “project” as defined by the California Environmental Quality Act (“CEQA”) (CEQA Guidelines § 15378). Consequently, no CEQA action is required.

Respectfully Submitted,

Shannon McCann, Electric Resources Analyst

Michelle Bertolino, Electric Utility Director



Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 16-332

Second Amendment to Agreement for Spare Parts and Tool Sharing relating to Combustion Turbine No. 1 between NCPA and the City of Roseville

RESOLUTION NO. 16-332

APPROVING A SECOND AMENDMENT TO AGREEMENT, BY AND BETWEEN THE
CITY OF ROSEVILLE AND NORTHERN CALIFORNIA POWER AGENCY, AND
AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF
ROSEVILLE

WHEREAS, a Second Amendment to Agreement for Spare Parts and Tool Sharing
Relating to Combustion Turbine No. 1 Project, by and between the City of Roseville and
Northern California Power Agency, has been reviewed by the City Council; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that
said second amendment is hereby approved and that the City Manager is authorized to execute it
on behalf of the City of Roseville.

PASSED AND ADOPTED by the Council of the City of Roseville this ____ day of
_____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk



**SECOND AMENDMENT TO AGREEMENT FOR SPARE PARTS AND TOOL SHARING RELATING TO
COMBUSTION TURBINE NO. 1 PROJECT BETWEEN
THE NORTHERN CALIFORNIA POWER AGENCY AND THE CITY OF ROSEVILLE**

This Second Amendment ("Amendment") to the Agreement for Spare Parts and Tool Sharing Relating to Combustion Turbine No. 1 Project is entered into by and between the NORTHERN CALIFORNIA POWER AGENCY ("NCPA"), a joint powers agency, and the City of Roseville ("Roseville"), a municipal corporation and charter city, together sometimes referred to herein individually as Party and collectively as "parties" as of _____, 2016 (the "Amendment Effective Date").

WHEREAS, the Parties entered into an Agreement for Spare Parts and Tool Sharing Relating to Combustion Turbine No. 1 ("CT1") Project dated effective September 1, 2010, (the "Agreement") to enable NCPA and Roseville to share the costs of maintaining the spare parts and tools necessary to operate and maintain their respective CT1 units; and

WHEREAS, the Parties amended the Agreement for Spare Parts and Tool Sharing Relating to Combustion Turbine No. 1 ("CT1") Project dated effective September 1, 2013, ("First Amendment") to extend the term of the agreement to six years; and

WHEREAS, the Parties now desire to amend the Agreement to add a new Section regarding quarterly coordination and review of the spare parts and specialized tooling inventory; and

WHEREAS, the Parties now desire to amend the Agreement to extend the term of Agreement from six (6) years to nine (9) years; and

WHEREAS, NCPA desires to update its contact information for the delivery of notices; and

WHEREAS, the Parties now desire to amend the Agreement to remove the requirement for receipt of written resolution and authorization from its governing body as conditions precedent to any amendments and the need to attach those documents to the Agreement; and

WHEREAS, both Parties have agreed to modify the Agreement as set forth above; and

WHEREAS, pursuant to Section 5.12 of the Agreement, all changes to the Agreement must be in writing and signed by the Parties; and

NOW, THEREFORE, the Parties agree as follows:

1. Section 1.9 is added to the Agreement as follows:

1.9 Roseville and NCPA agree to coordinate and review the Inventory on a quarterly basis. The Power Plant Working Group meetings are the expected forum for this discussion.

2. Section 2. —TERM AND TERMINATION of the Agreement is now amended and restated to read in full as follows:

SECTION 2. TERM AND TERMINATION

2.1 Term. This Agreement shall begin on the Effective Date and shall end nine (9) years from the Effective Date. Provided, that either Party may earlier terminate this Agreement as of any July 1 upon ninety (90) days prior written notice ("Notice of Termination"). Roseville shall pay NCPA for all fees and costs required under this Agreement through the effective date of its Notice of Termination. Upon payment of the above amounts, no Party shall have further obligations under this Agreement except as otherwise set forth in Sections 3.2 and 3.3 regarding the survival of defense and indemnity obligations, and Section 4.3 regarding interest to be paid on amounts owing.

3. Section 5.6—Notices of the Agreement is now amended and restated to read in full as follows:

5.6. Notices. Unless this Agreement requires otherwise, any notice, demand or request provided for in this Agreement, or served, given or made shall become effective when delivered in person, or received by registered or certified first class mail, to the persons specified below:

To NCPA

Randy S. Howard
General Manager
Northern California Power Agency
651 Commerce Dr.
Roseville, CA 95678

With a copy to:

Michael F. Dean
General Counsel
Northern California Power Agency
Meyers Nave
555 Capitol Mall, Suite 1200
Sacramento, CA 95814

To Roseville

Michelle Bertolino
Electric Utility Director
City of Roseville
2090 Hilltop Circle
Roseville, CA 95747

(916) 774-5603
(916) 784-5583 (fax)

With a copy to:

Matt Garner
Power Generation Superintendent
City of Roseville
5120 Phillip Rd.
Roseville, CA 95747
(916) 746-1691
(916) 746-1655 (fax)

Whenever it is required, permitted, or desired in this Agreement that written notice or demand be given by any Party to any other Party, such notice or demand may be either personally served or sent by United States mail, or facsimile. Notice shall be deemed to have been given when personally served, when received as indicated on a return receipt or if no return receipt then five days after being deposited in the United States mail, certified or registered with postage prepaid and properly addressed, or when transmitted by facsimile provided however, notices delivered by facsimile shall only be effective if delivered during regular business hours on a day that is considered a regular business day for both Parties.

4. Section 5.12 –Amendments of the Agreement is now amended and restated to read in full as follows:

5.12 Amendments. The Parties may amend this Agreement only by a writing signed by both Parties.

5. This Amendment in no way alters the terms and conditions of the Agreement except as specifically set forth herein.

The Parties have executed this Amendment as of the Amendment Effective Date.

NORTHERN CALIFORNIA POWER AGENCY

CITY OF ROSEVILLE

Date: _____

Date: _____

Randy S. Howard, General Manager

Rob Jensen, City Manager

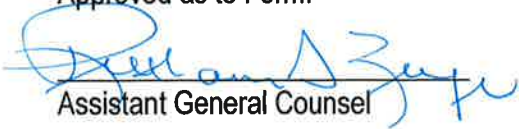
Attest:

Attest:

Assistant Secretary of the Commission

City Clerk

Approved as to Form:


Assistant General Counsel

Approved as to Form:

City Attorney



COUNCIL COMMUNICATION

CC #: 7888

File #: 0401-02-02-1

Title: Oak Street Parking Garage and Fire Station No. 1 - Professional Services Agreement
Contact: Luz "Nina" Buelna 916-746-1300 nbuelna@roseville.ca.us

Meeting Date: 8/3/2016

Item #: 7.10.

RECOMMENDATION TO COUNCIL

Staff recommends that the City Council authorize the City Manager to execute the Professional Services Agreement with Youngdhal Consulting Group for special inspection services for the Oak Street Parking Structure and Fire Station No. 1 construction projects. The not-to-exceed fee is \$176,106.00.

BACKGROUND

The Downtown Specific Plan, adopted by the City Council in April 2009, included a focused analysis of the area's parking. The study concluded that the north end of Vernon Street is projected, if plan goals are met, to have a shortfall of approximately 1,100 spaces. To address this shortfall, the City will be constructing the Oak Street Parking Garage on the parcels between the 200 block of Vernon Street and Oak Street (behind the Roseville Theater). This parking garage will add approximately 400 parking stalls to the Downtown area.

City Council approved the Oak Street Parking Garage design contract with Walker Parking Consultants/Engineers Inc at their April 1, 2016 meeting.

Additionally, the Downtown Specific Plan identified the need to relocate Fire Station No. 1 from its current location along Dry Creek in order to better utilize the Dry Creek corridor as a resource for the community and an attractor for the commercial development of the Downtown area. The Downtown Specific Plan identified the current fire station parcel at the Oak Street/Lincoln Street intersection as a key site in facilitating the goals of the Specific Plan since it allows for mixed use development to occur along Dry Creek while removing barriers to creating a creek walk/bike trail.

City Council approved a design contract for the new Fire Station #1 with MFDB Architects, Inc. at their October 21, 2015 meeting.

Because both of these projects are classified as structures, the California Building Code (CBC) requires special inspections. The City does not perform these types of special inspections in house. Therefore, staff solicited a request for proposals (RFP) for special inspection services to ensure the contractor constructs the building in conformance with the plans and specifications.

The four proposals received in response to the RFP were reviewed by the selection committee. Youngdhal Consulting Group was chosen because of their thorough understanding of the projects and their experience with special inspections on similar projects.

Construction for the parking garage is anticipated to begin in September 2016 with completion in July 2017. The Fire station construction is anticipated to begin in May of 2017 with completion by May 2018.

FISCAL IMPACT

The parking garage special inspection services will be funded through the remaining 2006 Redevelopment Agency (RDA) Bond Funds. No general fund will be used for this project.

Fire Station #1 special inspection services will be funded through the Fire Facilities Tax Fund. No General Funds will be used for this work.

ECONOMIC DEVELOPMENT / JOBS CREATED

Federal guidelines suggest there is one job created for every \$92,000.00 in direct government spending. Based on that figure, this contract will create approximately 2 jobs.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) does not apply to activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment (CEQA Guidelines §15061(b)(3)). Specialty inspection services do not include the potential for a significant environmental effect, and therefore are not subject to CEQA.

Respectfully Submitted,

Luz "Nina" Buelna, Associate Engineer

Rhon Herndon, Public Works Director



Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 16-342

Youngdahl PSA

RESOLUTION NO. 16-342

APPROVING A PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN THE
CITY OF ROSEVILLE AND YOUNGDAHL CONSULTING GROUP, INC., AND
AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF
ROSEVILLE

WHEREAS, a professional services agreement for special inspection services for the Oak Street Parking Structure and Fire Station No. 1, between the City of Roseville and Youngdahl Consulting Group, Inc., has been reviewed by the City Council; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that said agreement is hereby approved and that the City Manager is authorized to execute it on behalf of the City of Roseville; and

PASSED AND ADOPTED by the Council of the City of Roseville this ____ day of _____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk

PROFESSIONAL SERVICES AGREEMENT

Project: Special Inspection Services for the Oak Street Parking

Structure and Fire Station No. 1

THIS AGREEMENT is made and entered into this ____ day of _____, 20__,
by and between the City of Roseville, a municipal corporation ("CITY"), and Youngdahl
Consulting Group, Inc., a California corporation ("CONSULTANT"); and

W I T N E S S E T H:

WHEREAS, CITY desires professional services consisting of special inspection services
for the Oak Street Parking Garage and Fire Station No.1; and

WHEREAS, CONSULTANT has prepared the attached proposal which describes the
scope of work to be performed by CONSULTANT, the budget for the work, and the schedule for
performance of the work; and

WHEREAS, CONSULTANT is qualified and experienced to provide such professional
services.

NOW, THEREFORE, the parties agree as follows:

1. Services. CONSULTANT shall perform, at the direction of CITY, the scope of
services as described in EXHIBIT "A," attached hereto and incorporated herein by this
reference.

2. Compensation. For its services provided hereunder, CONSULTANT shall be compensated on a time and expense basis in accordance with the budget estimate as described in EXHIBIT "B," attached hereto and incorporated herein by this reference. Total compensation shall not exceed one hundred seventy-six thousand, one hundred six dollars (\$176,106).

CONSULTANT shall submit one monthly invoice for its services. Such invoices shall be delineated by task, the person performing the services, and the hourly rate, which shall be stated in time increments of not greater than one tenth (1/10) hours. CITY shall pay invoices within thirty (30) days after receipt, if the services specified in the invoice have been satisfactorily completed.

3. Prevailing Wages. CONSULTANT shall comply with all applicable prevailing wage laws. Additionally, as applicable, CONSULTANT shall require its subcontractors, if any, to comply with all prevailing wage laws for services performed under this Agreement. In accordance with Section 1775 of the California Labor Code, the CONSULTANT shall forfeit as a penalty to the CITY fifty dollars (\$50.00), and/or such other penalty amounts required by statute, for each calendar day or portion thereof, for each worker paid less than the prevailing wage rates for such work or craft in which such worker is employed for any work done under this Agreement by the CONSULTANT or by any subcontractor under the CONSULTANT in violation of the provisions of the California Labor Code and in particular, Labor Code sections 1770 to 1780, inclusive. In addition to said penalty and pursuant to said Section 1775, the difference between such stipulated prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage shall be paid to each worker by CONSULTANT. Moreover, CITY shall have the right to withhold payment in such amounts as directed by the Department of Industrial

Relations or Labor Commissioner. Prevailing wage rates may be obtained from the State Department of Industrial Relations and/or the follow website address:

<http://www.dir.ca.gov/DLSR/PWD/Northern.html>. During the performance of this Agreement, CONSULTANT and its subcontractors, if applicable, shall have a continuing legal obligation to maintain current registration with the Department of Industrial Relations pursuant to Labor Code Section 1725.5. CONSULTANT is hereby notified that this Project, as applicable, is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

4. Indemnification. To the fullest extent allowed by law, CONSULTANT shall defend, indemnify, and save and hold harmless CITY, its officers, agents, employees and volunteers from any claims, suits or actions of every name, kind and description brought forth, or on account of, injuries to or death of any person (including but not limited to workers and the public), or damage to property, resulting from or arising out of CONSULTANT's willful misconduct or negligent act or omission while engaged in the performance of obligations or exercise of rights created by this Agreement, except those matters arising from CITY's sole negligence or willful misconduct. The parties intend that this provision shall be broadly construed.

CONSULTANT's responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law. The defense and indemnity obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement.

5. Insurance. CONSULTANT agrees to continuously maintain, in full force and effect, the following minimum policies of insurance during the term of this Agreement.

COVERAGE

LIMITS OF LIABILITY

Workers' Compensation

Statutory

Commercial General Liability

\$1,000,000 each occurrence

\$2,000,000 aggregate

Personal Injury:

\$1,000,000 each occurrence

\$2,000,000 aggregate

Automobile Liability

\$1,000,000 combined single limit

Professional Liability (errors and omissions)

\$1,000,000 per claim

\$2,000,000 aggregate

a. Form. CONSULTANT shall submit a certificate evidencing such coverage for the period covered by this Agreement in a form satisfactory to Risk Management and the City Attorney, prior to undertaking any work hereunder. Any insurance written on a claims made basis is subject to the approval of Risk Management and the City Attorney.

b. Additional Insureds. CONSULTANT shall also provide a separate endorsement form or section of the policy showing CITY, its officers, agents, employees and volunteers as additional insureds for each type of coverage, except for Workers' Compensation and Professional Liability. Such insurance shall specifically cover the contractual liability of CONSULTANT. The additional insured coverage under the CONSULTANT's policy shall be primary and noncontributory, as evidenced by a separate endorsement or section of the policy, and shall not seek contribution from CITY's insurance or self-insurance. In addition, the additional insured coverage shall be at least as broad as the Insurance Services Office ("ISO") CG 20 01 Endorsement. Any available insurance proceeds in excess of the specified minimum insurance coverage requirements and limits shall be available to the additional insureds. Furthermore, the requirements for coverage and limits shall be: (1) the minimum coverage and

limits specified in this Agreement; or (2) the full coverage and maximum limits of any insurance proceeds available to the named insureds, whichever is greater.

c. Cancellation/Modification. CONSULTANT shall provide ten (10) days written notice to CITY prior to cancellation or modification of any insurance required by this Agreement.

d. Umbrella/Excess Insurance. The limits of insurance required in this Agreement may be satisfied by a combination of primary and excess insurance. Any excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of CITY (if agreed to in a written contract) before CITY's own insurance shall be called upon to protect it as a named insured.

e. Subcontractors. CONSULTANT agrees to include in its contracts with all subcontractors the same requirements and provisions of this Agreement, including the indemnity and insurance requirements, to the extent they apply to the scope of the subcontractor's work. Furthermore, CONSULTANT shall require its subcontractors to agree to be bound to CONSULTANT and CITY in the same manner and to the same extent as CONSULTANT is bound to CITY under this Agreement. Additionally, CONSULTANT shall obligate its subcontractors to comply with these same provisions with respect to any tertiary subcontractor, regardless of tier. A copy of CITY's indemnity and insurance provisions will be furnished to the subcontractor or tertiary subcontractor upon request.

f. Self-Insured Retentions. All self-insured retentions ("SIR") must be disclosed to Risk Management for approval and shall not reduce the limits of liability. Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or CITY. CITY reserves the right to obtain a full

certified copy of any insurance policy and endorsements. The failure to exercise this right shall not constitute a waiver of such right.

g. Waiver of Subrogation. CONSULTANT hereby agrees to waive subrogation which any insurer of CONSULTANT may acquire from CONSULTANT by virtue of the payment of any loss under a Workers Compensation, Commercial General Liability or Automobile Liability policy. All Workers Compensation, Commercial General Liability and Automobile Liability policies shall be endorsed with a waiver of subrogation in favor of CITY, its officers, agents, employees and volunteers for all work performed by CONSULTANT, its employees, agents and subcontractors.

h. Liability/Remedies. Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve CONSULTANT of liability in excess of such coverage, nor shall it preclude CITY from taking such other actions as are available to it under any other provisions of this Agreement or law.

6. Access to Records. Duly authorized representatives of CITY shall have right of access during normal business hours to CONSULTANT's files and records relating to the services performed hereunder, and may review the files and records at appropriate stages during performance of the services.

7. Time is of the Essence. Time is of the essence of this Agreement.

8. Compliance with Laws. CONSULTANT shall comply with all federal, state and local laws, ordinances and policies as may be applicable to the performance of services under this Agreement.

9. Ability to Perform. CONSULTANT agrees and represents that it has the time, ability and professional expertise to perform the services required under this Agreement.

10. Governing Agreement. In the event of any conflict between this Agreement and its EXHIBITS, the provisions of this Agreement shall govern. In the event of any conflict between any of the EXHIBITS, the provisions of the first in order of attachment shall govern.

11. Assignment. CONSULTANT is employed to perform unique personal services. CONSULTANT shall not assign this Agreement without the prior written consent of CITY. CONSULTANT shall not employ or otherwise incur any obligation to pay other specialists or experts for services in connection with this Agreement, without prior written consent of CITY.

12. Independent Contractor. CONSULTANT shall act as an independent contractor, and covenants and agrees that it will conduct itself consistent with such status, that it will neither hold itself out as, nor claim to be, an officer or employee of CITY by reason of this Agreement.

13. Representations and Warranties. CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working for CONSULTANT, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, CITY shall have the right to terminate as void this Agreement, without liability, or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

14. Successors in Interest. This Agreement shall be binding upon the heirs, successors, executors, administrators and assigns of the respective parties hereto.

15. Copyright, Ownership and Use of Materials. All tangible material ("Material") created or delivered pursuant to this Agreement is considered a work made for hire under the

Copyright Act. To the extent such Material does not qualify as a work made for hire, CONSULTANT hereby assigns to CITY all right, title, and interest, including but not limited to all copyrights, in all Material created by CONSULTANT in its performance under this Agreement. Material constitutes the scope of work outlined in Exhibit A and attached hereto, and all written and other tangible expressions, including but not limited to, drawings (including computer aided drawings), papers, documents, reports, surveys, renderings, exhibits, sketches, maps, models, prints, paintings or photographs, in any and all media or formats in which such materials have been created or are maintained. All Material furnished by CONSULTANT is, and shall remain, the property of CITY.

CONSULTANT shall execute any documents necessary to effectuate such assignment. In the event that CONSULTANT uses, employs, designates, or retains any person or entity who is not an employee of CONSULTANT, to perform any work required of it pursuant to this Agreement, CONSULTANT shall require said person or entity to execute an agreement containing the preceding paragraph.

16. Termination of Agreement. The City may terminate this Agreement without cause by giving CONSULTANT ten (10) days advance written notice from the City Manager. CONSULTANT may terminate this Agreement without cause by giving CITY thirty (30) days advance written notice. In the event of termination through no fault of CONSULTANT, CITY shall compensate CONSULTANT for services performed as of the date of termination, upon the release to CITY of all Material hereunder, in any and all media or formats in which such materials have been created or are maintained. CITY retains the right to receive and use any MATERIAL, notwithstanding any termination or any dispute regarding the amount to be paid.

17. Attorney's Fees; Venue; Governing Law. If either party commences any legal action against the other party arising out of this Agreement or the performance hereof, the prevailing party in such action shall be entitled to recover its reasonable litigation expenses, including but not limited to, court costs, expert witness fees, discovery expenses, and attorney's fees. Any action arising out of this Agreement shall be brought in Placer County, California, regardless of where else venue may lie. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

18. Modification. This Agreement and each provision contained herein may be waived, amended, supplemented or eliminated only by mutual written agreement of the parties.

19. Severability. If any of the provisions contained in this Agreement are for any reason held invalid or unenforceable, such holding shall not affect the remaining provisions or the validity and enforceability of the Agreement as a whole.

20. Notices. Any notices to parties required by this Agreement shall be delivered personally or mailed, U.S. first class postage prepaid, addressed as follows:

CITY OF ROSEVILLE

Rhon Herndon
Public Works Director
311 Vernon Street
Roseville, CA 95678

CONSULTANT

Youngdahl Consulting Group, Inc.
1234 Glenhaven Court
El Dorado Hills, CA 95762

Either party may amend its address for notice by giving notice to the other party in writing.

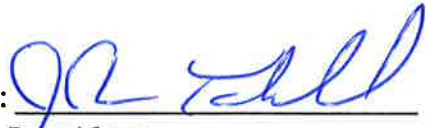
21. Integrated Agreement. This is an integrated agreement and contains all of the terms, considerations, understanding and promises of the parties. It shall be read as a whole.

IN WITNESS WHEREOF, the City of Roseville, a municipal corporation, has authorized the execution of this Agreement in duplicate by its City Manager and attested to by its City Clerk under the authority of Resolution No. _____, adopted by the Council of the City of Roseville on the ____ day of _____, 20__, and CONSULTANT has caused this Agreement to be executed.

CITY OF ROSEVILLE, a
municipal corporation

YOUNGDAHL CONSULTING GROUP,
INC., a California corporation

BY: _____
ROB JENSEN
City Manager

BY: 
its: President

ATTEST:

and
BY: 
its: Corporate Secretary

BY: _____
SONIA OROZCO
City Clerk

APPROVED AS TO FORM:

BY: _____
ROBERT R. SCHMITT
City Attorney

APPROVED AS TO SUBSTANCE:

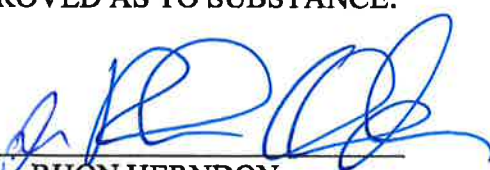
BY: 
RHON HERNDON
Public Works Director

EXHIBIT “A”

JULY 7, 2016

Founded in 1984

**Number of
Employees**

38

Office Locations

1234 Glenhaven Court
El Dorado Hills, CA 95762

4300 Anthony Court
Rocklin, CA 95677

Areas of Specialization

Geotechnical

Geosciences

Environmental

Materials Testing and Inspection

DSA Certified Laboratory

Stormwater Management

Staff

Geotechnical Engineers

Civil Engineers

Engineering Geologists

Hydrogeologists

Registered Geologists

Environmental Assessors

DSA Approved Masonry Inspectors

A.W.S./C.W.I. Certified Inspectors

ICC Certified Special Inspectors

**Small Business
Certification**

State of California

**Department of
Industrial Relations**

"DIR" Registration Number
1000008342



PROJECT UNDERSTANDING & SCOPE OF WORK

We understand that this project is part of the continuing efforts made by the City of Roseville to further revitalize the downtown area. The project, the Oak Street Parking Garage and relocation of Fire Station 1, is being constructed in conjunction with the replacement of the aging city hall annex and new pedestrian bridges across Dry Creek. Youngdahl Consulting Group is excited to be a part of the team contributing to the rejuvenation of downtown Roseville. We recently provided a similar role for the City of Folsom for their downtown revitalization and just completed services for the City of Placerville. We envision the projects unfolding as follows:

OAK STREET PARKING STRUCTURE: Central to downtown development will be the construction of a new parking structure to accommodate the burgeoning city center. Located on Republican Alley, the 7-story structure will reside northeast of the new roundabout, at the intersection of Washington Boulevard and Oak Street, and aims to house approximately 468 vehicles. The parking structure will be a critical piece to the City's infrastructure, aiding the flow of visitors to the sights and sounds of the vibrant new city center.

The contribution Youngdahl Consulting Group will make towards the successful conclusion of this project is one of verifying the integrity of construction, start to

Request For Proposal No. #15-39

Special Inspection Services - Oak Street Parking Garage And Fire Station 1

finish. Our services begin with the testing and observation of the foundation upon which this structure shall reside. These observations include the monitoring of grading operations and foundation excavation, as well as testing of underlying soil (verifying adequate compaction). Utility trench backfills (sewer, storm, water) will be monitored and tested for proper backfilling, as will any wall designated for a retaining condition. The overlying intent will be to verify that the City's Quality Assurance procedures as they pertain to these constructed materials are followed.

With the proper foundation in place, the construction of footings can begin. YCG's services include the verifying of specified reinforcing steel, observation of concrete placement, and testing of placed concrete. These services continue to the basement slab, columns and shear walls supporting the subsequent parking decks. Each of these subsequent decks and ramps have within them a post-tension system requiring thorough inspection and monitoring, including post-placement stressing operations. Within the structure shall be masonry walls enclosing stairs and elevators; our services include inspection of all structural masonry walls including material sampling of all related materials in addition to verification of reinforcing.

Once the structure has been completed, our focus turns to the areas surrounding the building. Our services here include those of monitoring asphalt placement, testing of asphalt paving (constituent materials and subgrade suitability) and testing of concrete placed at curb, gutters and sidewalks (materials and subgrade). All services include thorough reporting, prompt material testing results as well as oversight from YCG's professional engineering staff.

FIRE STATION 1: By vacating the existing Public Safety Building and relocating Fire Operations to a new, state-of-the-art facility on Oak Street and Lincoln, the functionality of the fire service will be enhanced. This new prime location near Dry Creek, Fire Station 1, will contain a new kitchen, laundry, fitness center, dorms, offices, meeting rooms and engine bays. This new facility likely be the envy of every firefighter serving in the community of Roseville and a gem for every passerby to see.

Insuring the structural integrity of this building would center upon the inspection of structural steel framing. This project requires the verification of welder certifications and welding procedures, insuring proper fabrication and piece fit-up in the field, and possibly most importantly, insuring the integrity of full penetration welding through continuous monitoring and follow-up ultrasonic testing. Of great importance as well is the verification of the concrete foundation, the metal intermediary and roof decks, as well as structural masonry walls.

Special Inspection services as well as Quality Assurance testing for the City is anticipated to begin on the Fire Station in 2017. We anticipate an amendment to this agreement with the City once fully developed plans and schedules are available.

EXHIBIT “B”



COST ESTIMATE - OAK STREET PARKING GARAGE

Proposal No. P16-232 - June 6, 2016

Scope of Structural Testing and Observation based on requirements of:

PLANS BY WALKER PARKING CONSULTANTS

CONCRETE CONSTRUCTION:

	TRIPS	HOURS/TRIP	RATE/HR	COST
Concrete Aggregate Sampling	2	3.0	\$94.00	\$564.00
Reinforcing Steel Sampling	4	3.0	\$94.00	\$1,128.00
Reinforcing Steel/Cable Observation	30	4.0	\$94.00	\$11,280.00
Concrete Placement Observation and Sampling				
Foundations	2	8.0	\$94.00	\$1,504.00
Floor Slabs	29	8.0	\$94.00	\$21,808.00
Cast-In-Place Walls/Columns	15	8.0	\$94.00	\$11,280.00
Beams	7	6.0	\$94.00	\$3,948.00
Elevator Pit	1	4.0	\$94.00	\$376.00
Concrete Sample Collection	10	2.0	\$94.00	\$1,880.00
Post-Tension Cable Stressing Observation	13	8.0	\$94.00	\$9,776.00
Tendon Grouting Observation	12	4.0	\$94.00	\$4,512.00
	UNITS		RATE/EA	
Bend & Tensile Test - Reinforcing Steel	20		\$75.00	\$1,500.00
Sieve Analysis - Concrete Aggregates	2		\$150.00	\$300.00
Compression Test - Concrete Cylinder	280		\$20.00	\$5,600.00
Subtotal:				\$75,456.00

MASONRY CONSTRUCTION:

	TRIPS	HOURS/TRIP	RATE/HR	COST
Reinforcing Steel Observation	14	2.0	\$94.00	\$2,632.00
Grouting Observation and Sampling	14	6.0	\$94.00	\$7,896.00
Masonry Sample Collection	14	2.0	\$94.00	\$2,632.00
	UNITS		RATE/EA	
Moisture & Absorption - Masonry Units	3		\$70.00	\$210.00
Compression Test - Masonry Units	3		\$75.00	\$225.00
Compression Test - Mortar Sample	6		\$30.00	\$180.00
Compression Test - Grout Sample	16		\$30.00	\$480.00
Subtotal:				\$14,255.00

STRUCTURAL STEEL CONSTRUCTION:

	TRIPS	HOURS/TRIP	RATE/HR	COST
Shop Welding Observation	5	3.0	\$94.00	\$1,410.00
Field Welding Observation (including enclosure roofing)	7	3.0	\$94.00	\$1,974.00
Subtotal:				\$3,384.00

TECHNICIAN SCHEDULING, MANAGEMENT, AND REPORT PREPARATION:

	HOURS	RATE/HR	COST
Pre-Construction/Site Meetings	6.0	\$122.00	\$732.00
Concrete Mix Design Review	4.0	\$122.00	\$488.00
Supervisory Oversight/Letters	10.0	\$152.00	\$1,520.00
Wordprocessing/typing/report distribution			no charge
Subtotal:			\$2,740.00

TOTAL ESTIMATED COST: \$95,835.00

(*Total cost reflects a 15-30% itemized reduction from YCG 2016 Prevailing Wage Fee Schedule)



SITE WORK COST ESTIMATE - OAK STREET PARKING GARAGE

Addendum to Proposal No. P16-232 - June 6, 2016

Scope of Earthwork Testing and Observation based on Plans;
Note: *no quantities or schedule available at this time

Offsite Design Plans by Mark Thomas & Company
Dated June 9, 2016*

EARTHWORK CONSTRUCTION:

	TRIPS	HOURS/TRIP	RATE/HR	COST
Building Pad Construction/Site Grading Testing and Observation	7	4.0	\$94.00	\$2,632.00
Wall Backfill Testing and Observation	5	6.0	\$94.00	\$2,820.00
Sewer, Storm, Water Backfill on site	12	6.0	\$94.00	\$6,768.00
Curb and Gutter Offsite Subgrade and AB	12	4.0	\$94.00	\$4,512.00
Curb Gutter Concrete Pour + PCC Concrete	3	4.0	\$94.00	\$1,128.00
Subgrade and AB - Onsite AC Paving	4	4.0	\$94.00	\$1,504.00
Onsite AC Paving	1	4.0	\$94.00	\$376.00
AC Overlay Paving	1	4.0	\$94.00	\$376.00
Foundation Excavation Observation	6	4.0	\$94.00	\$2,256.00
Laboratory Testing:	UNITS		COST/EA	
Rice, Oil, Gradation	1 per day		\$450.00	\$900.00
Concrete Cylinders	3 sets of 4		\$80.00	\$240.00
R-Value (Verify if needed)	1		\$300.00	\$300.00
Compaction Curve (ASTM D698/D1557-A)	1		\$250.00	\$250.00
Compaction Curve (ASTM D698/D1557-B or C)	1		\$270.00	\$260.00
Subtotal:				\$24,322.00

TECHNICIAN SCHEDULING, MANAGEMENT, AND REPORT PREPARATION:

	HOURS	RATE/HR	COST
Pre-Construction/Site Meetings	6.0	\$122.00	\$732.00
Concrete Mix Design Review	1.0	\$122.00	\$122.00
Supervisory Oversight/Letters	6.0	\$152.00	\$912.00
Wordprocessing/typing/report distribution			no charge
Subtotal:			\$1,766.00

TOTAL ESTIMATED COST: \$26,088.00



COST ESTIMATE - FIRE STATION NO. 1

Proposal No. P16-232
June 6, 2016

Scope of Structural Testing and Observation based on requirements of*:
*Schedule Not Available

PLANS BY MFDB ARCHITECTS
DATED MARCH 16, 2016

CONCRETE CONSTRUCTION:

	TRIPS	HOURS/TRIP	RATE/HR	COST
Reinforcing Steel Observation	7	3.0	\$94.00	\$1,974.00
Concrete Placement Observation and Sampling				
Foundations	4	6.0	\$94.00	\$2,256.00
Floor Slabs	2	8.0	\$94.00	\$1,504.00
High Strength Grout Observation and Sampling	1	3.0	\$94.00	\$282.00
Concrete Sample Collection	7	2.0	\$94.00	\$1,316.00
	UNITS		RATE/EA	
Compression Test - High Strength Grout Samples	4		\$30.00	\$120.00
Compression Test - Concrete Cylinder	24		\$30.00	\$720.00
			Subtotal:	\$8,172.00

MASONRY CONSTRUCTION:

	TRIPS	HOURS/TRIP	RATE/HR	COST
Masonry Construction Observation and Sampling	8	8.0	\$94.00	\$6,016.00
Masonry Sample Collection	3	2.0	\$94.00	\$564.00
	UNITS		RATE/EA	
Moisture & Absorption - Masonry Units	3		\$70.00	\$210.00
Compression Test - Masonry Units	3		\$75.00	\$225.00
Compression Test - Mortar Sample	6		\$30.00	\$180.00
Compression Test - Grout Sample	20		\$30.00	\$600.00
			Subtotal:	\$7,795.00

STRUCTURAL STEEL CONSTRUCTION:

	TRIPS	HOURS/TRIP	RATE/HR	COST
Bolt testing and Observations	4	4.0	\$94.00	\$1,504.00
Shop Welding Observation	5	8.0	\$94.00	\$3,760.00
Field Welding Observation	10	8.0	\$94.00	\$7,520.00
NDT-Ultrasonic Testing	6	4.0	\$112.00	\$2,688.00
			Subtotal:	\$15,472.00

TECHNICIAN SCHEDULING, MANAGEMENT, AND REPORT PREPARATION:

	HOURS	RATE/HR	COST
Pre-Construction/Site Meetings	3.0	\$122.00	\$366.00
Concrete Mix Design Review	3.0	\$122.00	\$366.00
Supervisory Oversight/Letters	5.0	\$152.00	\$760.00
Wordprocessing/typing/report distribution			no charge
		Subtotal:	\$1,492.00

TOTAL ESTIMATED COST: \$32,931.00

(*Total cost reflects a 15-30% Itemized reduction from YCG 2016 Prevailing Wage Fee Schedule)



SITE WORK COST ESTIMATE - FIRE STATION #1

Addendum to Proposal No. P16-232 - June 6, 2016

Scope of Earthwork Testing and Observation based on Partial Plans:

Plans by Mark Thomas & Company

Note: *no quantities or schedule available at this time

Dated March 16, 2016*

*no offsite plans available

EARTHWORK CONSTRUCTION:

	TRIPS	HOURS/TRIP	RATE/HR	COST
Building Pad Construction/Site Grading Testing and Observation**	7	4.0	\$94.00	\$2,632.00
Wall Backfill Testing and Observation	1	4.0	\$94.00	\$376.00
Sewer, Storm, Water Backfill on site	10	6.0	\$94.00	\$5,640.00
Subgrade and AB + Proofroll	12	4.0	\$94.00	\$4,512.00
Curb Gutter Concrete Pour + PCC Concrete Pours	6	4.0	\$94.00	\$2,256.00
Onsite AC Paving	1	4.0	\$94.00	\$376.00
Offsite AC Paving	1	4.0	\$94.00	\$376.00
Foundation Excavation Observation	3	4.0	\$94.00	\$1,128.00
Laboratory Testing:	UNITS		COST/EA	
Rice, Oil, Gradation	1 per day		\$450.00	\$900.00
Concrete Cylinders	6 sets of 4		\$80.00	\$480.00
R-Value (Verify if needed)	1		\$300.00	\$300.00
Compaction Curve (ASTM D698/D1557-A)	1		\$250.00	\$250.00
Compaction Curve (ASTM D698/D1557-B or C)	1		\$270.00	\$260.00
			Subtotal:	\$19,486.00

TECHNICIAN SCHEDULING, MANAGEMENT, AND REPORT PREPARATION:

	HOURS	RATE/HR	COST
Pre-Construction/Site Meetings	6.0	\$122.00	\$732.00
Concrete Mix Design Review	1.0	\$122.00	\$122.00
Supervisory Oversight/Letters	6.0	\$152.00	\$912.00
Wordprocessing/typing/report distribution			no charge
Subtotal:			\$1,766.00

TOTAL ESTIMATED COST: \$21,252.00

** Assumes current grades near proposed grades with about 6 feet of fill proposed on east edge (per plans)



COUNCIL COMMUNICATION

CC #: 7885
File #: 0109-02

Title: Street Closure Request - Glue Factory Grand Opening - August 18, 2016
Contact: Jamie Hazen 916-774-5978 jhazen@roseville.ca.us

Meeting Date: 8/3/2016
Item #: 7.11.

RECOMMENDATION TO COUNCIL

Recommend Council adopt a resolution authorizing the City Manager or his designee to sign an agreement with Health Education Council, Serving Populations at Risk to approve the following street closure for the Glue Factory Grand Opening:

- Closure of East Washington Boulevard from Atlantic Street to Vernon Street on Thursday, August 18, 2016 from 3:00 p.m. – 9:00 p.m.

The street closures will ensure the event is a safe, traffic-free environment for attendees.

BACKGROUND

The Health Education Council, located at 244 Vernon Street, has submitted a special event application to close East Washington Boulevard to host the official grand opening ceremony for the Glue Factory. The event will be an invitation-only meet and greet for their current entrepreneurs and founding partners. It will take place from 5:00p.m. – 7:00 p.m. with local dignitary remarks at approximately 6:00 p.m. They anticipate having up to 100 people in attendance.

In addition to notifying residents and businesses directly impacted, the street closures will also be noted in the "Downtown Roseville Area Street Closures" monthly e-newsletter.

FISCAL IMPACT

There will be no fiscal impact to City budgets for this event. The applicant will reimburse the City for staff time and resources.

ECONOMIC DEVELOPMENT / JOBS CREATED

Although there are no jobs created as a result of this event, the exposure could have a positive impact to the businesses in the downtown area, and supports the Council goal of having a vibrant downtown.

ENVIRONMENTAL REVIEW

The proposed Street Closure Agreement outlines applicant and City responsibilities for proposed temporary street closures required to safely accommodate the event. The California Environmental Quality Act (CEQA) does not apply to activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment (CEQA Guidelines §15061(b)(3)). Because the request for approval of the Temporary Street Closure Agreement does not include the potential for a significant environmental effect, it is not subject to CEQA and no further action is required.

Respectfully Submitted,

Jamie Hazen, Community Relations Analyst

Dion Louthan, Parks, Recreation & Libraries Director



Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 16-341

Street Closure - Glue Factory

RESOLUTION NO. 16-341

APPROVING AN AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND
HEALTH EDUCATION COUNCIL, SERVING POPULATIONS AT RISK, AND
AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF
ROSEVILLE

WHEREAS, an Agreement for Special Event and Temporary Street Closure regarding
The Glue Factory Grand Opening, between the City of Roseville and Health Education Council,
Serving Populations at Risk, has been reviewed by the City Council; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that
said agreement is hereby approved and that the City Manager is authorized to execute it on
behalf of the City of Roseville.

PASSED AND ADOPTED by the Council of the City of Roseville this ____ day of
_____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk

AGREEMENT FOR SPECIAL EVENT AND
TEMPORARY STREET CLOSURE

Event: The Glue Factory Grand Opening

THIS AGREEMENT is made and entered into this ____ day of _____, 20__, by
and between the City of Roseville, a municipal corporation ("CITY"), and Health Education
Council, Serving Populations at Risk, a California non-profit corporation ("PROMOTER"), and

W I T N E S S E T H:

WHEREAS, PROMOTER has requested the closure of certain public streets for The
Glue Factory Grand Opening ("Event") to be held on Thursday, August 18, 2016; and

WHEREAS, CITY approves said request subject to the following terms and conditions.

NOW, THEREFORE, the parties agree as follows:

1. PROMOTER shall comply with all applicable provisions of the Roseville
Municipal Code.
2. The following streets may be closed to traffic between 3:00 p.m.; and 9:00 p.m.
on Thursday, August 18, 2016:
 - a. East Washington Boulevard, between Vernon and Atlantic Streets.
3. Adequate barriers and warning signs, as requested by the Public Works
Director/City Engineer, shall be placed by City personnel at all street entrances and alleys
leading into the closed area. No markings of any kind will be permitted on the street, street
lights, or electrical poles.

4. All debris, booths, exhibits, or other materials resulting from the Event shall be completely removed and all streets and alleyways shall be reopened to traffic by 9:00 p.m. on the date of the Event.

5. PROMOTER shall notify in writing all businesses, located on the streets to be closed, of the Event and planned street closure not later than five (5) days in advance of the Event.

6. To the fullest extent allowed by law, PROMOTER shall defend, indemnify, and save and hold harmless CITY, its officers, agents, employees and volunteers from any claims, suits or actions of every name, kind and description brought forth, or on account of, injuries to or death of any person (including but not limited to workers and the public), or damage to property, resulting from, arising out of or in connection with the Event or the attendant street and/or garage closures; except those matters arising from CITY's sole negligence or willful misconduct. The parties intend that this provision shall be broadly construed.

PROMOTER's responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law. The defense and indemnity obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement.

7. The PROMOTER shall obtain insurance covering the Event in accordance with the attached insurance requirements, which are incorporated herein by this reference.

8. CITY reserves the right to cancel this Agreement if PROMOTER has knowingly made a false statement of material fact or has knowingly omitted to state a material fact to CITY.

9. No alcoholic beverages shall be sold on City streets or property.

10. PROMOTER shall reimburse CITY for all staff costs incurred relating to the Event including, but not limited to, street closure costs.

11. Either party may terminate this Agreement by giving the other party ten (10) days advance written notice.

IN WITNESS WHEREOF, the City of Roseville, a municipal corporation, has authorized the execution of this Agreement in duplicate by its City Manager and attested to by its City Clerk under the authority of Resolution No. _____, adopted by the Council of the City of Roseville on the ____ day of _____, 20__, and PROMOTER has caused this Agreement to be executed.

CITY OF ROSEVILLE, a
municipal corporation

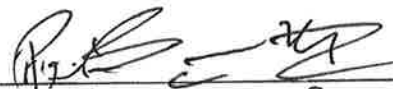
HEALTH EDUCATION COUNCIL,
SERVING POPULATIONS AT RISK, a
California non-profit corporation

BY: _____
ROB JENSEN
City Manager

BY: 
its: Executive Director

and

ATTEST:

BY: 
its: Operations Manager

BY: _____
SONIA OROZCO
City Clerk

APPROVED AS TO FORM:

BY: _____
ROBERT R. SCHMITT
City Attorney

APPROVED AS TO SUBSTANCE:

BY: 

DION LOUTHAN
Parks, Recreation & Libraries Director



COUNCIL COMMUNICATION

CC #: 7870
File #: 0800-02

Title: Wastewater Operating Agreement
Contact: Chris Bracco 916-746-1892 cbracco@roseville.ca.us

Meeting Date: 8/3/2016
Item #: 7.12.

RECOMMENDATION TO COUNCIL

Staff recommends that City Council approve the attached Contract and Operating Agreement between City of Roseville, SASD and SRCSD and authorize the City Manager to execute this agreement.

BACKGROUND

The City of Roseville worked closely with SASD and SRCSD staff in the development of this agreement. The intent of this agreement is to formally establish rates, fees and operational responsibilities between the City of Roseville, SASD and SRCSD, where wastewater services both enter and leave the City of Roseville boundaries. There are 6 locations along the southern edge of Roseville where wastewater flows exit the City's service area and are treated at Sacramento Regional Wastewater Treatment plant. Similarly, there is one location where wastewater flows from the SASD system to the City of Roseville and is treated at Dry Creek WWTP.

FISCAL IMPACT

There are no fiscal impacts associated with authorizing and implementing the Operating Agreement between the City of Roseville, SASD and SRCSD.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable.

ENVIRONMENTAL REVIEW

The proposed actions have been determined to be exempt from the California Environmental Quality Act (CEQA) per Sections 15061 (b)(3) because it can be seen with certainty that the proposed project will have no significant effect on the environment.

Respectfully Submitted,

Chris Bracco, Wastewater Collection Superintendent

Richard Plecker, Environmental Utilities Director



Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 16-328

Wastewater Operating Agreement

RESOLUTION NO. 16-328

APPROVING AN AGREEMENT BY AND BETWEEN SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, SACRAMENTO AREA SEWER DISTRICT AND THE CITY OF ROSEVILLE, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE

WHEREAS, a Wastewater Services Contract and Operating Agreement, by and between Sacramento Regional County Sanitation District, Sacramento Area Sewer District and the City of Roseville, has been reviewed by the City Council; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that said agreement is hereby approved and that the City Manager is authorized to execute it on behalf of the City of Roseville; and

PASSED AND ADOPTED by the Council of the City of Roseville this ____ day of _____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk

Contract No. 50000099



Wastewater Service by Contract and Operating Agreement between Sacramento Regional County Sanitation District, Sacramento Area Sewer District, and City of Roseville

SASD Dispatch	(916) 875-6730
Regional San PCC	(916) 875-9400 or (916) 875-9406
City of Roseville	(916) 774-5750 or (916) 746-1890



**SACRAMENTO AREA
SEWER DISTRICT**

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INTRODUCTION

This WASTEWATER SERVICE BY CONTRACT AND OPERATING AGREEMENT AMONG THE SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, THE SACRAMENTO AREA SEWER DISTRICT AND THE CITY OF ROSEVILLE is made this 9TH day of MARCH, 2016, by and between SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, a sanitation district formed pursuant to and operating under the authority of the County Sanitation District Act commencing at Health and Safety Code Section 4700, hereinafter referred to as "Regional San," SACRAMENTO AREA SEWER DISTRICT, a sanitation district formed pursuant to, and operating under the authority of the County Sanitation District Act commencing at Health and Safety Code Section 4700, hereinafter referred to as "SASD," and CITY OF ROSEVILLE, a municipal corporation, hereinafter referred to as "CITY."

RECITALS

WHEREAS, wastewater from some sewers within the CITY, as shown in Exhibits A through F, flows into the SASD sewer system, then through the Regional San sewer system, and is then treated at Regional San's Sacramento Regional Wastewater Treatment Plant (SRWTP); and

WHEREAS, wastewater from some sewers within the SASD service area, as shown in Exhibit G, flows into the CITY sewer system and is then treated at the CITY's Dry Creek Wastewater Treatment Plant; and

WHEREAS, the intent of this Agreement is to meet regulatory requirements and to provide a basis for Regional San, SASD, and the CITY to work together to provide sewer service to users, establish operation and maintenance responsibilities, determine financial billing responsibilities, define system ownership, ensure ordinance compliance, outline rates and fees; and

WHEREAS, Section 56133 (a) of the Cortese-Knox-Hertzberg Act which establishes procedures for local government changes of organization, and Section 56133 (e) allows for contracts or agreements solely involving two or more public agencies are exempt from requiring approval from Local Agency Formation Commission approval; and

WHEREAS, the CITY collects rates and fees for services provided to the Vernon Oaks area, which resides inside the SASD and Regional San Service Areas; and

WHEREAS, the CITY collects rates and fees for services provided to customers inside the CITY's Service Area that are connected to SASD and Regional San; and

WHEREAS, this Agreement creates a service by contract between Regional San, SASD, and the CITY.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth and acting pursuant to Section 4760 of the Health and Safety Code of the State of California and the Joint Exercise of Powers Act of said State, Regional San, SASD and the CITY agree as follows:

SECTION 1: DEFINITIONS

Within this Agreement, the following words shall have the meanings specified below.

CITY: The City of Roseville

CITY ENVIRONMENTAL UTILITIES DIRECTOR: The Director of Wastewater, Water, and Solid Waste Utilities for the City of Roseville, or successor.

COLLECTION SYSTEM OPERATIONS NOTICE (CSON) PROGRAM: A program implemented by the Regional San Wastewater Source Control Section (WSCS) to provide notification and effective communication of pertinent information for planned sewer system events such as chemical additions, large scale cleaning, construction plugs, and various routine operational, maintenance, and construction activities that may have significant impacts on downstream sewer systems and the Sacramento Regional Wastewater Treatment Plant. These "significant impacts" are further described within the CSON program.

CUSTOMER: The person, agency, or entity paying for sewer service.

DISTRICT ENGINEER: The District Engineer for Regional San and SASD.

DISTRICT SEWER SYSTEM: The facilities owned by Regional San or SASD used for collecting, conveying, pumping, treating, and disposing of wastewater and residuals.

EFFECTIVE DATE: The date that this Agreement is approved by the governing bodies of Regional San, SASD and the CITY and executed by all parties.

EQUIVALENT SINGLE-FAMILY DWELLING (ESD) or EQUIVALENT DWELLING UNIT (EDU): A parameter used to identify the sewage discharge from a single-family detached residential dwelling.

INCIDENT RESPONDER: An individual within SASD, Regional San or the CITY who is in charge of an SSO at any given time.

NPDES: National Pollutant Discharge Elimination System

O&M (M&O): Operations and Maintenance

OWNERSHIP RESPONSIBILITIES: Includes all the responsibilities of ownership without actually owning the property or facility including but not limited to operation, maintenance, replacement, repair, rate and fee collection, and Proposition 218 notification.

POINT OF DEMARCATION: The point in the sanitary sewer where ownership, operation, and maintenance transitions from one agency to another.

RATE: Monthly rate that all users of the sewer collection system must pay to use the sewer collection system.

REGIONAL SAN: Sacramento Regional County Sanitation District

REGIONAL SAN CONSOLIDATED ORDINANCE: An ordinance, adopted on March 23, 2016, and as subsequently amended, that relates to the operation and regulatory powers of Regional San.

RESPONSIBLE AGENCY: With respect to Sanitary Sewer Overflow (SSO), the agency ultimately responsible for responding, cleanup, mitigation, and reporting of the SSO.

SACRAMENTO REGIONAL WASTEWATER TREATMENT PLANT (SRWTP): Regional San's treatment facility located at 8521 Laguna Station Road, Elk Grove, CA 95758.

SANITARY SEWER or SEWER: A pipe or conduit (including pumping facilities and in-line treatment and control facilities) that receives and carries wastewater. This definition does not include Regional San treatment facilities.

SANITARY SEWER OVERFLOW (SSO): An unplanned overflow, spill, release, or discharge of untreated or partially treated wastewater from a sewer collection system, as defined in the most current WDR.

SASD: Sacramento Area Sewer District

SASD SEWER ORDINANCE: An ordinance, adopted October 25, 2013, and as subsequently amended, that relates to the operation and regulatory powers of SASD.

SEWER IMPACT FEE (FEE): Fee to pay for user's proportionate share of sewer capacity and associated costs.

SEWER SYSTEM MANAGEMENT PLAN (SSMP): Document that provides SASD, Regional San, or the City a system-wide living management plan for the operation, maintenance, expansion, repair and replacement of the sewer collection system. The intent of this document is to be the day-to-day working management plan that also meets the requirements of addressing the mandatory elements defined by the State Water Resources Control Board, Waste Discharge Requirements for sanitary sewer systems, most current edition.

SPWA: South Placer Wastewater Authority

STANDARD OPERATING PROCEDURE (SOP): The published or prescribed typical methodology for completing a task.

USER: Any person or entity that discharges waste directly or indirectly to the sewer collection system, causes, or allows such discharge.

WASTEWATER: The liquid and water-carried wastes from dwellings, commercial buildings, industrial facilities, institutions, and other sources, whether treated or untreated, which enter or are permitted to enter the sanitary sewer. This term also includes ground, surface, and storm waters comingled with liquid and water-carried wastes as may be present in the sewer system.

WASTEWATER SOURCE CONTROL SECTION (WSCS): A section within Regional San that protects the sewage collection and treatment facilities of the Sacramento region by controlling pollutant discharges to the sewer system. WSCS works to reduce the discharge of pollutants to the sewer by educating businesses and the general public on the waste reduction, management, and appropriate disposal.

WDR: Statewide General Waste Discharge Requirements for Sanitary Sewer Systems,
Order No. 2006-0003-DWQ, promulgated by the State Water Resources Control Board
(SWRCB), and subsequent revisions.

SECTION 2: FACILITIES

A. POINTS OF DEMARCATION

Exhibits A through F identify 6 locations where wastewater flows from the City to SASD sewers. The service area defines which agency (SASD or the CITY) is responsible for operation and maintenance of the manhole ("owner" in Table 2.1) at the point of demarcation. Table 2.1 shows the manholes that establish the point of demarcation for the sewers that flow from the City to SASD:

Table 2.1 – Points of Demarcation (By MH)

Area	Roseville MH # (SASD MH #)	Owner
1	A06-282	Roseville
2	A06-281	Roseville
3	A05-145 (216-003-007)	Roseville
4	A04-154 (204-001-002)	SASD
5	A06-245	Roseville
6	A04-155 (204-001-001)	SASD

Exhibit G identifies an area, known as Vernon Oaks, where wastewater flows from the SASD and Regional San service area into the CITY service area then to the Dry Creek Wastewater Treatment Plant. Table 2.2 identifies parcels within the SASD and Regional San service area that are customers and users of the CITY sewer system and Dry Creek Wastewater Treatment Plant.

Table 2.2 – Parcel Numbers for Vernon Oaks

209-0730-001 (#647)	209-0730-009 (#631)
209-0730-002 (#645)	209-0730-010 (#629)
209-0730-003 (#643)	209-0730-011 (#627)
209-0730-004 (#641)	209-0730-012 (#625)
209-0730-005 (#639)	209-0730-013 (#623)
209-0730-006 (#637)	209-0730-014 (#621) Lateral located in City of Roseville
209-0730-007 (#635)	209-0730-015 (#619) Lateral located in City of Roseville
209-0730-008 (#633)	209-0730-016 (#615) Lateral located in City of Roseville
209-0047-012 (#7241)	

For properties listed in Table 2.2 and shown on Exhibit G, the CITY maintains the mainline and laterals for this area. The CITY is responsible for operation and maintenance, and all associated responsibilities of ownership for sewer service and the sewer pipelines that serve these parcels.

B. TRANSFER OF FACILITIES

If a facility is to be transferred by mutual agreement from one agency to the other, a transfer agreement will be prepared, including a description of the facilities and real property rights to be transferred, a description of transferred operation and maintenance responsibilities, and a clear description of financial obligations.

C. EASEMENTS AND RIGHTS OF WAY

For access to properties and the sanitary sewer system considered by this agreement, Regional San, SASD, and the CITY agree that each agency, as an agent of the other, is authorized to use each other's existing easements or rights of way as reasonably necessary to carry out provisions of this Agreement, unless precluded by law or contract. If an easement or right of way is situated in a public street or highway, the laws of the State of California will govern its joint usage in the absence of a specific agreement. All agencies agree to follow each other's SOP for notification.

D. FACILITY MODIFICATIONS

Any physical modifications to Regional San, SASD, or CITY sanitary sewer systems that could affect compliance with the current waste discharge requirements, NPDES permits, or other applicable standards; significantly change the rate of flow; or materially affect the operation of any other Regional San, SASD, or CITY sanitary sewer systems must be coordinated between all parties to this agreement.

SECTION 3: OPERATION AND MAINTENANCE

The boundaries of ownership, operation, and maintenance responsibility of sewer facilities is at the point of demarcation as described in Section 2 and shown in Exhibits A through F. Ownership, operation and maintenance responsibilities for sanitary sewer systems and service to parcels located within the Vernon Oaks area (Exhibit G) will be the responsibility of the CITY.

A. OPERATION AND MAINTENANCE ACTIVITIES

There is a potential for maintenance activities conducted by Regional San, SASD, or the CITY to cause temporary operational impacts within each other's sanitary sewer systems. Regional San, SASD, and the CITY will work together to implement measures that mitigate or minimize operational impacts.

B. ACCESS TO FACILITIES

SASD and the CITY will allow reasonable access to each other's sanitary sewer systems, subject to the operational limitations of the facility owner. The CITY will request access to SASD facilities through the SASD access permit process, as described in Section 3.4 of the SASD Ordinance. SASD will coordinate access to the CITY sanitary sewer facilities with the Environmental Utilities Collections Maintenance Division. See Section G for contact information.

C. ODOR AND CORROSION CONTROL

1. RESPONSIBILITY

Each agency is responsible for odor and corrosion control in their sewer system.

2. AGENCY COORDINATION FOR ODOR RESPONSE

SASD and the CITY will coordinate responses to odor complaints near the points of demarcation.

When an agency receives an odor complaint, it will:

1. Investigate to identify possible sources of the odor complaint within a response time consistent with their standard operating procedures.
2. If it is determined that the agency receiving the complaint is the responsible agency, it will mitigate the odor issue as necessary to remedy the issue.
3. If it is suspected that the other agency may be responsible for the odor complaint, the agency receiving the complaint will immediately contact the other agency.
4. Until SASD and the CITY agree which agency is the responsible agency, all agencies will remain engaged in finding a solution and work collaboratively to resolve any odor issues.

D. DATA ACQUISITION

Regional San, SASD, and the CITY, may request existing data and information for planning, monitoring, and/or operational purposes from each other. This data and information (excluding any privileged data or information) will be made available within a reasonable timeframe.

E. PROHIBITED DISCHARGE

SASD and the CITY will be responsible for controlling waste discharges into their system that significantly differ from each other's ordinances or that may cause harm to each other's sanitary sewer systems. More information on prohibited discharges can be found in *Section 2.4, Sewer Use, Prohibited Discharges* of the SASD Ordinance, *Chapter 14.12, Regulation of Sewer Use, Section 14.12.050 Use of Public Sewers* in the City of Roseville Municipal Code, and *Section 2.5 Sewer Use, Regulations* of the Regional San Consolidated Ordinance.

F. NOTIFICATION

SASD and the CITY shall notify each other as soon as either agency becomes aware of any serious ordinance or municipal code violation or an un-remedied violation that could cause harm or otherwise negatively affect the sanitary sewer system. Ordinance and municipal code enforcement will be coordinated between Regional San, SASD, and the CITY.

Each agency will notify the other through proper notification processes of any planned operational issues or any future operation or maintenance activities that may be detrimental to safe operations of each other's sanitary sewer system (see Section G for contact information).

The CITY will provide a minimum 48 hours notice to SASD and follow requirements of the Regional San Collection System Operations Notice (CSON) program for planned activities conducted in the CITY sanitary sewer system that could impact the District sewer system. SASD agrees to provide a minimum of 48 hours notice to the CITY and follow CITY requirements for any planned activity that could impact the CITY or SPWA infrastructure or CITY treatment plant operations.

As a condition of authorizing any temporary discharge of nondomestic wastewater to the sanitary sewer system, the Regional San, SASD, and the CITY will require the discharger to obtain approval from the Regional San Wastewater Source Control Section and the CITY's Industrial Waste Program respectively.

Notifications of any SSO's will be in accordance with Section 6 of this Agreement and all regulatory requirements.

G. CONTACT LIST

The point of contact for each agency will be the following:

Table 3.1 – Contact Numbers

SASD Dispatch	(916) 875-6730 10060 Goethe Road Sacramento, CA 95827
Regional San Plant Control Center	(916) 875-9400 or (916) 875-9406 8521 Laguna Station Road, Elk Grove, CA 95758
City of Roseville	(916) 746-1890 During normal business hours (916) 774-5750 after hours 1530-0700 1800 Booth Road Roseville, CA 95747

SECTION 4: PLANNING COORDINATION**A. CAPACITY PLANNING**

Capacity demands may change depending on future development needs. Each agency will coordinate pertinent planning changes to ensure that sewer service needs are met.

B. NEW CONNECTIONS

This agreement addresses only areas identified in exhibits A through G. New connections planned within areas identified in exhibits A through G shall be coordinated between all affected agencies. New connections will be permitted only when adequate capacity is available in the receiving sanitary sewer system. Neither Regional San, SASD, nor the CITY is responsible for increasing capacity within its sewer system to accommodate flow from new connections outside its service area. Any new connections planned from areas outside those identified in exhibits A through G, or new connections that require the other agency to increase sewer capacity, will require a separate agreement or an amendment to this agreement.

C. PLANNING UPDATES

Regional San, SASD, and the CITY will coordinate with each other prior to creating or making changes to facilities that impact the connections to each other's sanitary sewer

systems. Increase in sanitary sewer system flow that affects capacity requires approval from the receiving agency.

SECTION 5: FINANCIAL CONSIDERATIONS

A. ACCOUNTING AND BILLING

Regional San, SASD, and the CITY agree to maintain records that confirm billing and transfers of billed amounts representative of the number of users being provided service and to make records available when requested.

Regional San, SASD, and the CITY will remit monthly service charge payments to each other on a semiannual basis (twice a year) as follows:

Table 5.1 – Payment Schedule

Period Covered	Payment due no later than
July 1 through December 31	February 28
January 1 through June 30	August 31

SASD and the CITY will absorb the following costs incurred providing service to customers for which collection and treatment service is provided by the other party:

1. Costs incidental to collection and transmittal of service charge payments; and
2. Costs attributable to uncollectable debts or service billings

B. RATES AND FEES

Properties located in the CITY service area, shown in Exhibits A through F, which have sewers connected to the Regional San and SASD sewer system will be subject to prescribed rates and fees for use and connection to the Regional San and SASD sewer systems. These rates and fees are governed by the Regional San and SASD ordinances and adopted by their respective Boards.

The CITY will pay 50% of SASD's and 100% of Regional San's rates for their customers using the SASD and Regional San sewer systems. The CITY will pay 100% of both SASD and Regional San's sewer impact fees for their customers that will connect to District sewer system. As applicable, Regional San or SASD will notify the CITY as required by Proposition 218, of any proposed rate or fee changes. The CITY will be responsible for notifying the CITY customers that use the District sewer system for any CITY proposed rate or fee changes.

For the Vernon Oaks area (Exhibit G), the CITY will assume all ownership responsibilities for the collection of rates and fees associated with providing sewer collection and treatment for the properties in the Regional San and SASD Service Area with sanitary sewer systems connected to and served by the CITY sanitary sewer system. The City will comply with Proposition 218 requirements for changes to these properties.

C. AUDITS

Regional San, SASD, and the CITY have the authority to audit, or appoint auditors, as necessary to examine the financial records of the other agencies to determine if rates and fees have been correctly and timely collected and appropriate amount has been remitted by the other agency in accordance with the terms of this agreement. Regional San, SASD, and the CITY will make available all requested records and will assist the auditors in their efforts.

D. REPLACEMENTS AND REPAIRS

The cost and performance of all replacement, betterments, and repairs, and any other costs for items not specifically defined in this Agreement will be the responsibility of the facility owner.

E. WASTEWATER SOURCE CONTROL PROGRAMS

Currently, Regional San and the CITY each administer separate mandated Federal Pretreatment Programs and local source control programs. Subject to applicable approval requirements of each agency, the District Engineer and the City Environmental Utilities Director may enter into agreements covering the reimbursement to the City or Regional San for the CITY's or Regional San's fair and reasonable share of their respective staff time and resources dedicated to the administration of their respective source control programs as related to this agreement.

F. OTHER COSTS

Subject to each agency's approval requirements, Regional San, SASD, or the CITY may enter into future agreements to reimburse costs for other services provided. Expenses chargeable for services provided will be fixed in nature and will provide full reimbursement for all costs, whatever the nature incurred in providing such services. The agency providing the services will be entitled to recover actual loaded rate costs.

SECTION 6: SSO COORDINATION

A. INCIDENT OWNERSHIP

When an SSO is reported, the agency receiving the notification will follow their own SSO Emergency Response Plan included in their Sewer System Management Plan (SSMP). The Responder will investigate the SSO and take all appropriate steps to respond in accordance with that agency's SSO Standard Operating Procedures (SOP). If it is determined that the other agency is the responsible party, a transfer of the incident will be made by calling the other agency's point of contact (Section 3-G). The responsible agency will assume responsibility as soon as they are contacted. Date and time of changes in Incident Responder will be communicated verbally and documented by both initial and relieving Incident Responder.

As the initial responder, both CITY and SASD agree to take all measures possible to contain and minimize a spill. As appropriate, the initial incident responder will remain onsite until responsibility can be determined and transfer of incident ownership can occur. To the extent that staff in one agency can help the other agency without jeopardizing the functioning of their own systems, these efforts will continue until, in the judgment of the Responsible Agency, the Responsible Agency has mobilized to the site with all necessary equipment and personnel to continue SSO abatement.

Once notified the Responsible Agency agrees to mobilize all necessary equipment and personnel in a timely manner.

Costs incurred by the initial Incident Responder when providing this service for the Responsible Agency will be reimbursed as outlined in Section 5.

B. SSO RESPONSIBILITY

The agency that is responsible for operation and maintenance of the sanitary sewer system is also responsible for controlling and correcting SSO's originating in that sanitary sewer system. An agency's assumption of the role of Responder, with respect to an SSO, will not alone make the agency responsible for the SSO. Responsibility will be determined based upon OWNERSHIP of the location of the blockage or failure in the pipe, not the SSO appearance point. Following response activities, Regional San, SASD, and the CITY agree to investigate and share information resulting from the incident investigation until the cause and location of the blockage or failure causing the SSO is determined.

C. SSO REPORTING

The Responsible Agency will report their SSO in accordance with the most current regulations.

SECTION 7: MUTUAL AID

A. EMERGENCY MUTUAL AID

Agencies may provide emergency mutual aid to each other. To the extent that staff in one agency can help the other agency without jeopardizing the functioning of their own systems, both agencies will share staff and resources for the benefit of the Sacramento Area and South Placer County regions. The recipient of the services will reimburse the other party pursuant to Section 5 of this Agreement.

B. RESOURCES

When one agency loans resources to another, the provider will keep records for the labor hours, equipment, and expenses incurred. Costs incurred will be reimbursed as outlined in Section 5.

SECTION 8: ADHERENCE TO REGULATIONS

A. APPLICABLE LAWS AND REGULATIONS

Regional San, SASD, and the CITY agree to operate all sanitary sewer systems in conformance with all pertinent laws and regulations.

B. SEWER ORDINANCES

1. SASD AND REGIONAL SAN ORDINANCES

SASD and Regional San's ordinances may be amended periodically, including changes that regulate the use of public sewers. The CITY code will ensure that all discharges to the public sewer system are in general compliance or do not result in a significant violation of the applicable SASD and Regional San ordinances and prohibit the discharge of any substance prohibited by the SASD and Regional San ordinances. The CITY code will also enforce the provisions in the SASD and Regional San ordinances that relate to pretreatment of industrial wastes.

2. CITY MUNICIPAL CODE

The CITY Municipal Code may be amended periodically, including changes that regulate the use of public sewers. The SASD and Regional San Ordinances will ensure that all discharges to the public sewer system are in general compliance or do not result in a significant violation of the applicable Municipal Code and prohibit the discharge of any substance prohibited by the CITY Municipal Code. The SASD

and Regional San Ordinances will also enforce the provisions in the CITY Municipal Code that relate to pretreatment of industrial wastes.

C. WASTEWATER DISCHARGE PRETREATMENT PROGRAM

The Regional San Wastewater Source Control Section will issue wastewater discharge permits under the Regional San Pretreatment Program to the CITY for users of the District sewer system within the City of Roseville. The CITY grants Regional San the authority to administer its pretreatment program to ensure users connected to the SASD and Regional San systems maintain compliance with the Regional San Pretreatment Program.

The CITY Industrial Waste Section will issue wastewater discharge permits under the CITY Pretreatment Program to Regional San for users of the CITY sanitary sewer system users in the Regional San service area. Regional San grants the CITY the authority to administer its pretreatment program to ensure that users connected to the CITY systems maintain compliance with the CITY Pretreatment Program.

SECTION 9: NOTICE

Unless indicated otherwise herein, all notices, invoices, payments, statements, or other writing authorized or required by this Agreement may be delivered personally, or sent in the United States mail, postage prepaid, or sent by electronic mail if the recipient confirms receipt, and addressed to the respective parties as follows:

To CITY:
Wastewater Utilities Manager
City of Roseville
2005 Hilltop Circle
Roseville, CA 95747

To Regional San and SASD:
District Engineer
Sanitation Districts Agency
10060 Goethe Road
Sacramento, CA 95827

SECTION 10: MUTUAL INDEMNIFICATION

The CITY shall defend, indemnify and hold harmless Regional San, its Board of Directors, officers, directors, agents, employees, volunteers, and assigns from and against all demands, claims, actions, liabilities, losses, damages, injuries to or death of persons, regulatory fines and/or penalties imposed by any local, state, or federal authority for breaches of such authority's regulations, and costs, including reasonable attorneys' fees, to the extent arising out of or resulting from the negligent or intentional acts or omissions of the CITY, its City Council,

officers, directors, agents, employees, assigns, contractors, or volunteers in connection with this Agreement.

The CITY shall defend, indemnify and hold harmless SASD, its Board of Directors, officers, directors, agents, employees, volunteers, and assigns from and against all demands, claims, actions, liabilities, losses, damages, injuries to or death of persons, regulatory fines and/or penalties imposed by any local, state, or federal authority for breaches of such authority's regulations, and costs, including reasonable attorneys' fees, to the extent arising out of or resulting from the negligent or intentional acts or omissions of the CITY, its City Council, officers, directors, agents, employees, assigns, contractors, or volunteers in connection with this Agreement.

SASD shall defend, indemnify, and hold harmless the CITY, its City Council, officers, directors, agents, employees, volunteers, and assigns from and against all demands, claims, actions, liabilities, losses, damages, injuries to or death of persons, regulatory fines and/or penalties imposed by any local, state, or federal authority for breaches of such authority's regulations, and costs, including reasonable attorney's fees, to the extent arising out of or resulting from the negligent or intentional acts or omissions of the SASD Board of Directors, officers, directors, agents, employees, assigns, contractors, or volunteers in connection with this Agreement.

Regional San shall defend, indemnify, and hold harmless the CITY, its City Council, officers, directors, agents, employees, volunteers, and assigns from and against all demands, claims, actions, liabilities, losses, damages, injuries to or death of persons, regulatory fines and/or penalties imposed by any local, state, or federal authority for breaches of such authority's regulations, and costs, including reasonable attorney's fees, to the extent arising out of or resulting from the negligent or intentional acts or omissions of the Regional San Board of Directors, officers, directors, agents, employees, assigns, contractors, or volunteers in connection with this Agreement.

It is the intention of Regional San, SASD and the CITY that, where comparative fault is determined to have been contributory, principles of comparative fault will be followed and to the extent permitted by law each party shall bear the proportionate cost of any damage attributable to the fault of that party, its officers, directors, agents, employees, assigns, contractors and volunteers.

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

Nothing in this Indemnity 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.

The provisions of this Indemnity shall survive the expiration or termination of the Agreement.

SECTION 11: INSURANCE

Each party, at its sole cost and expense shall carry insurance or shall self-insure its activities in connection with this Agreement and obtain, keep in force, and maintain insurance or equivalent programs or self-insurance for general liability, worker's compensation, property, professional liability, environmental liability, and business automobile liability adequate to cover its potential liabilities hereunder. Each party agrees to provide the other party thirty (30) days advance written notice of any cancellation, termination, or lapse of any of the insurance or self-insurance coverage. Failure to maintain insurance as required in this Agreement is a material breach of contract and may be grounds for termination of this Agreement.

SECTION 12: AMENDMENTS

Modifications or amendments affecting this Agreement shall be in writing and executed by all parties.

SECTION 13: ENTIRE AGREEMENT

This instrument constitutes the entire Agreement between Regional San, SASD, and the CITY concerning the subject matter hereof.

SECTION 14: AGREEMENT TERM

This Agreement shall become effective on the date hereof and will continue in full force and effect until terminated or amended upon mutual consent of both Regional San, SASD, and the CITY.

SECTION 15: NO AGENCY

Except as otherwise expressly provided in this Agreement, neither party, nor any of its officers, agents, or employees, volunteers or contractors, shall for any reason be considered agents, nor authorized to act as agents of the other party, with respect to the performance of this Agreement.

Wastewater Service by Contract and Operating Agreement between Sacramento Regional County Sanitation District,
Sacramento Area Sewer District, and City of Roseville

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

SACRAMENTO AREA SEWER DISTRICT and SACRAMENTO REGIONAL SANITATION DISTRICT sanitation districts formed pursuant to and operating under the authority of the County Sanitation District Act commencing at Health and Safety Code Section 4700

CITY OF ROSEVILLE, a municipal corporation

RECOMMENDED FOR APPROVAL:

By:


District Engineer

RECOMMENDED FOR APPROVAL:

By:


Environmental Utilities Director

APPROVED AS TO FORM:

By:

SEE ATTACHED COUNTERPART(S)

District Counsel

APPROVED AS TO FORM:

By:

City Attorney

ATTEST:

By:

SEE ATTACHED COUNTERPART(S)

Clerk of the Board of Supervisors of
Sacramento County, California, and
Ex-Officio Secretary of the Board of
Directors

ATTEST:

By:

City Clerk

By:

SEE ATTACHED COUNTERPART(S)

Chair, Board of Directors

By:

City Manager

Wastewater Service by Contract and Operating Agreement between Sacramento Regional County Sanitation District,
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**SACRAMENTO AREA SEWER
DISTRICT and SACRAMENTO
REGIONAL SANITATION DISTRICT**
sanitation districts formed pursuant to and
operating under the authority of the County
Sanitation District Act commencing at
Health and Safety Code Section 4700

CITY OF ROSEVILLE, a municipal
corporation

RECOMMENDED FOR APPROVAL:
By: SEE ATTACHED COUNTERPART(S)

RECOMMENDED FOR APPROVAL:
By: _____

District Engineer

Environmental Utilities Director

APPROVED AS TO FORM:
By: _____

APPROVED AS TO FORM:
By: _____



District Counsel

City Attorney

ATTEST:
By: SEE ATTACHED COUNTERPART(S)

ATTEST:
By: _____

Clerk of the Board of Supervisors of
Sacramento County, California, and
Ex-Officio Secretary of the Board of
Directors

City Clerk

By: SEE ATTACHED COUNTERPART(S)

By: _____

Chair, Board of Directors

City Manager

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sanitation districts formed pursuant to and
operating under the authority of the County
Sanitation District Act commencing at
Health and Safety Code Section 4700

CITY OF ROSEVILLE, a municipal
corporation

RECOMMENDED FOR APPROVAL:

By: _____

SEE ATTACHED COUNTERPART(S)

District Engineer

APPROVED AS TO FORM:

By: _____

SEE ATTACHED COUNTERPART(S)

District Counsel

RECOMMENDED FOR APPROVAL:

By: _____

Environmental Utilities Director

APPROVED AS TO FORM:

By: _____

City Attorney

ATTEST:

By: _____



Clerk of the Board of Supervisors of
Sacramento County, California, and
Ex-Officio Secretary of the Board of
Directors

ATTEST:

By: _____

City Clerk

By: _____



Chair, Board of Directors

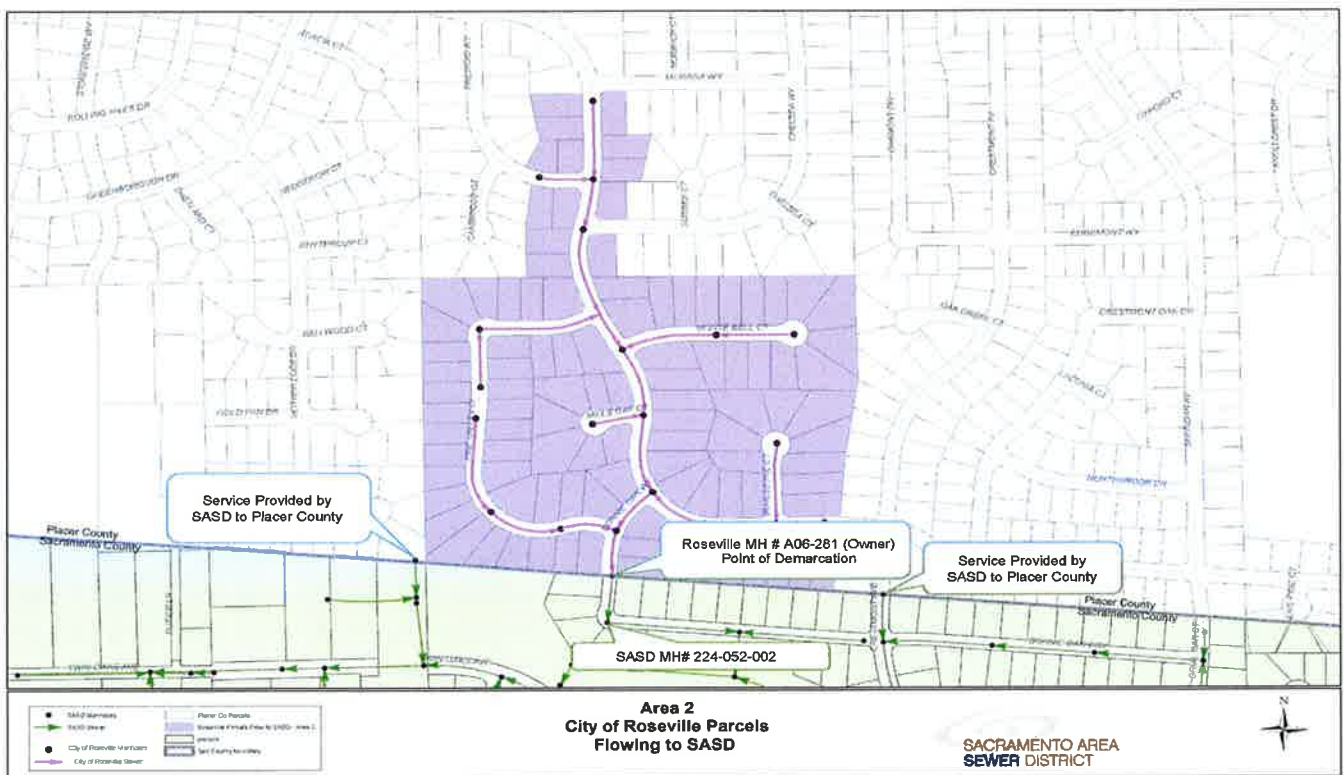
By: _____

City Manager

Area 1
City of Roseville Parcels
Flowing to SASD



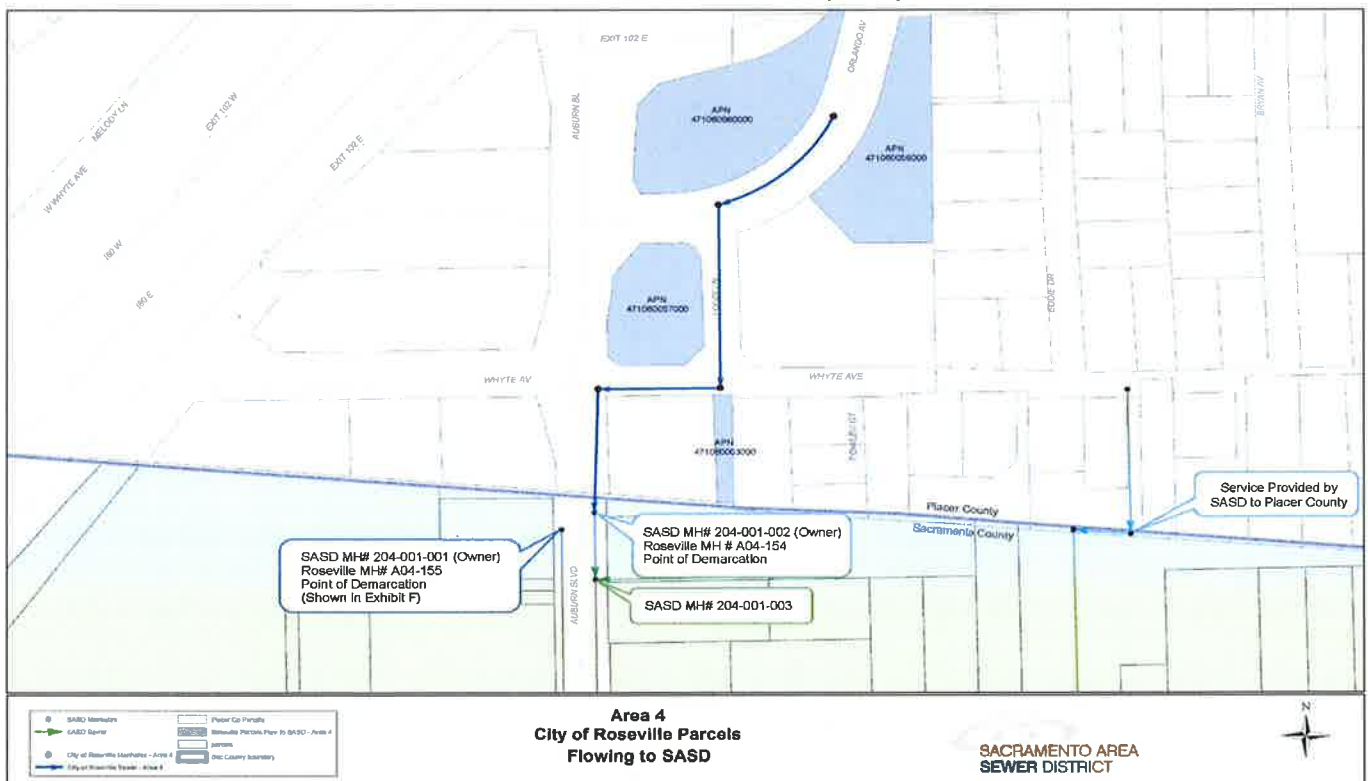
EXHIBIT B – ROSEVILLE TO SASD FLOW (AREA 2)



Area 3
City of Roseville Parcels
Flowing to SASD

SACRAMENTO AREA SEWER DISTRICT

EXHIBIT D – ROSEVILLE TO SASD FLOW (AREA 4)



Area 5
City of Roseville Parcels
Flowing to SASD

SASD Sewer
SASD Sewer
City of Roseville Sewer
City of Roseville Sewer

Placer Co. Parcel
Roseville Parcel Flow to SASD - Area 5
Parcel
Roseville Sewer

Roseville MH# A06-245
Point of Demarcation (Owner)

Service Provided by SASD
to Placer County

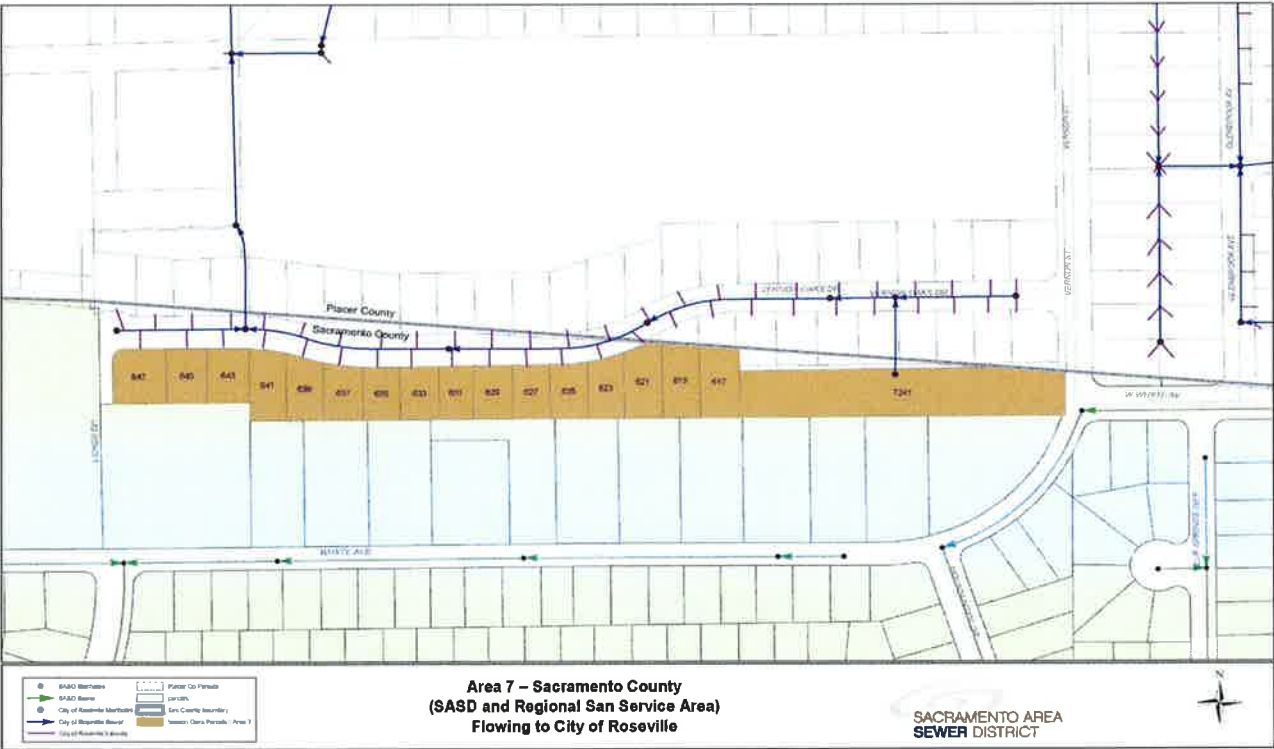
SASD MH# 216-004-009

SACRAMENTO AREA SEWER DISTRICT

EXHIBIT F – ROSEVILLE TO SASD FLOW (AREA 6)



EXHIBIT G – SASD TO ROSEVILLE FLOW (VERNON OAKS)





COUNCIL COMMUNICATION

CC #: 7881

File #: 0201

Title: Bond Trustee - Professional Services Agreement
Contact: Jacquie Clarizio 916-774-5323 jclarizio@roseville.ca.us

Meeting Date: 8/3/2016

Item #: 7.13.

RECOMMENDATION TO COUNCIL

Staff recommends City Council adopt a resolution to approve the professional services agreement for Bond Trustee Services with the Bank of New York, and authorize the City Manager to execute it. This contract will replace our current agreement with them.

BACKGROUND

The City's Bond Trustee relationship is currently maintained with Bank of New York. Given the ongoing changes occurring within the banking industry and evolving technologies, the City has determined that a review of the services offered by all qualifying institutions is appropriate at this time. Our goal is to create new efficiencies, make improvements where possible, and take advantage of new applicable technologies.

A comprehensive proposal to provide Bond Trustee to the City was prepared. See "Appendix 1". Six Bond Trustee banking institutions responded. After extensive review of each proposal, staff interviewed the three most qualified banks, and the Bank of New York was once again selected based on their experience, pricing, and services offered.

FISCAL IMPACT

This will be a yearly contract starting on August 1, 2016 thru June 30, 2017, but is renewable yearly, for a term of five years. The contract for this first year will not exceed \$75,000. The annual fee of approximately \$1,800 per series is paid by each outstanding bond series.

ECONOMIC DEVELOPMENT / JOBS CREATED

Adoption of the Bond Trustee Services will not have an impact on economic development or job creation.

ENVIRONMENTAL REVIEW

The Bond Trustee contract is not considered a "project" as defined by the California Environmental Quality Act (CEQA) based on Section 15273 of the CEQA Guidelines. No other CEQA action is required.

Respectfully Submitted,

Jacquie Clarizio, Financial Analyst

Monty Hanks, Finance Director



Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 16-337

Signed PSA for Bond Trustee Services

Exhibits A & B

RESOLUTION NO. 16-337

APPROVING A PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND THE BANK OF NEW YORK MELLON TRUST COMPANY, N.A., AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE

WHEREAS, a professional services agreement for bond trustee services, between the City of Roseville and The Bank of New York Mellon Trust Company, N.A., has been reviewed by the City Council; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that said agreement is hereby approved and that the City Manager is authorized to execute it on behalf of the City of Roseville; and

PASSED AND ADOPTED by the Council of the City of Roseville this ____ day of _____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk

PROFESSIONAL SERVICES AGREEMENT

Project: Bond Trustee Services

THIS AGREEMENT is made and entered into this ____ day of _____, 20 __,
by and between the City of Roseville, a municipal corporation ("CITY"), and The Bank of New
York Mellon Trust Company, N.A., a national banking association ("CONSULTANT"); and

WITNESSETH:

WHEREAS, CITY desires professional services consisting of bond trustee services; and

WHEREAS, CONSULTANT has prepared a proposal dated May 16, 2016, which
describes the scope of work to be performed by CONSULTANT, the budget for the work, and
the schedule for performance of the work; and

WHEREAS, CONSULTANT is qualified and experienced to provide professional
services related to bond trustee services.

NOW, THEREFORE, the parties agree as follows:

1. Term. The term of this Agreement shall commence on August 1, 2016 and expire
on June 30, 2017. Following the initial term, CITY retains the right at its sole discretion to
renew the contract for up to five (5) additional years, one year at a time. Such renewals shall be
memorialized as written amendments to this Agreement.

2. Services. CONSULTANT shall perform, at the direction of CITY, the scope of services as described in EXHIBIT "A," attached hereto and incorporated herein by this reference.

3. Compensation. For its services provided hereunder, CONSULTANT shall be compensated on a time and expense basis in accordance with the fees set forth in the fee schedule attached as EXHIBIT "B" hereto and incorporated herein by this reference, not inclusive of expenses, which shall be reimbursed to CONSULTANT. Total compensation shall not exceed seventy-five thousand dollars (\$75,000).

CONSULTANT shall submit one monthly invoice for its services. Such invoices shall be delineated by task, the person performing the services, and the hourly rate, which shall be stated in time increments of not greater than one tenth (1/10) hours. CITY shall pay invoices within thirty (30) days after receipt, if the services specified in the invoice have been satisfactorily completed.

4. Indemnification. To the fullest extent allowed by law, CONSULTANT shall defend, indemnify, and save and hold harmless CITY, its officers, agents and employees from any claims, suits or actions of every name, kind and description brought forth, or on account of, injuries to or death of any person (including but not limited to workers and the public), or damage to property, resulting from or arising out of CONSULTANT's willful misconduct or negligent act or omission while engaged in the performance of obligations or exercise of rights created by this Agreement, except those matters arising from CITY's sole negligence or willful misconduct.

CONSULTANT's responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by

law. The defense and indemnity obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement.

5. Insurance. CONSULTANT agrees to continuously maintain, in full force and effect, the following minimum policies of insurance during the term of this Agreement.

<u>COVERAGE</u>	<u>LIMITS OF LIABILITY</u>
Workers' Compensation	Statutory
Commercial General Liability	\$1,000,000 each occurrence \$2,000,000 aggregate Personal Injury: \$1,000,000 each occurrence \$2,000,000 aggregate
Automobile Liability	\$1,000,000 combined single limit
Professional Liability (errors and omissions)	\$1,000,000 per claim \$2,000,000 aggregate

a. Form. CONSULTANT shall submit a certificate evidencing such coverage for the period covered by this Agreement in a form satisfactory to Risk Management and the City Attorney, prior to undertaking any work hereunder. Any insurance written on a claims made basis is subject to the approval of Risk Management and the City Attorney.

b. Additional Insureds. CONSULTANT shall also provide a separate endorsement form or section of the policy showing CITY, its officers, agents, employees and volunteers as additional insureds for each type of coverage, except for Workers' Compensation, Auto Liability and Professional Liability. Such insurance shall specifically cover the contractual liability of CONSULTANT. The additional insured coverage under the CONSULTANT's policy shall be primary and noncontributory, as evidenced by a separate endorsement or section of the policy, and shall not seek contribution from CITY's insurance or self-insurance. In

addition, the additional insured coverage shall be at least as broad as the Insurance Services Office ("ISO") CG 20 01 Endorsement. Any available insurance proceeds in excess of the specified minimum insurance coverage requirements and limits shall be available to the additional insureds. Furthermore, the requirements for coverage and limits shall be: (1) the minimum coverage and limits specified in this Agreement; or (2) the full coverage and maximum limits of any insurance proceeds available to the named insureds, whichever is greater.

c. Cancellation/Modification. CONSULTANT shall provide ten (10) days written notice to CITY prior to cancellation or modification of any insurance required by this Agreement.

d. Umbrella/Excess Insurance. The limits of insurance required in this Agreement may be satisfied by a combination of primary and excess insurance. Any excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of CITY (if agreed to in a written contract) before CITY's own insurance shall be called upon to protect it as a named insured.

e. Self-Insured Retentions. All self-insured retentions ("SIR") must be disclosed to Risk Management for approval and shall not reduce the limits of liability. Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or CITY. CITY reserves the right to obtain a full certified copy of any insurance policy and endorsements. The failure to exercise this right shall not constitute a waiver of such right.

f. Waiver of Subrogation. CONSULTANT hereby agrees to waive subrogation which any insurer of CONSULTANT may acquire from CONSULTANT by virtue of the payment of any loss under a Workers Compensation, Commercial General Liability or

Automobile Liability policy. All Workers Compensation, Commercial General Liability and Automobile Liability policies shall be endorsed with a waiver of subrogation in favor of CITY, its officers, agents, employees and volunteers for all work performed by CONSULTANT, its employees, agents and subcontractors.

g. Liability/Remedies. Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve CONSULTANT of liability in excess of such coverage, nor shall it preclude CITY from taking such other actions as are available to it under any other provisions of this Agreement or law.

6. Access to Records. Duly authorized representatives of CITY shall have right of access during normal business hours, with prior notice, to CONSULTANT's files and records relating to the services performed hereunder (except for records that are confidential to CONSULTANT pursuant to applicable law, containing trade secrets, and/or under attorney-client privilege as applicable), and may review the files and records at appropriate stages during performance of the services.

7. Time is of the Essence. Time is of the essence of this Agreement.

8. Compliance with Laws. CONSULTANT shall comply with all federal, state and local laws, ordinances and policies as may be applicable to the performance of services under this Agreement.

9. Ability to Perform. CONSULTANT agrees and represents that it has the time, ability and professional expertise to perform the services required under this Agreement.

10. Governing Agreement. In the event of any conflict between this Agreement and its EXHIBITS, the provisions of this Agreement shall govern. In the event of any conflict between any of the EXHIBITS, the provisions of the first in order of attachment shall govern.

11. Assignment. CONSULTANT is employed to perform unique personal services. Except as set forth in agreements or indentures executed in connection with this Agreement, CONSULTANT shall not assign this Agreement without the prior written consent of CITY, unless it is assigned to another entity in connection with the merger, conversion or consolidation of CONSULTANT with such entity, or the sale of all or substantially all of CONSULTANT's corporate trust business to such entity. CONSULTANT shall not employ or otherwise incur any obligation to pay other specialists or experts for services in connection with this Agreement, without prior written consent of CITY.

12. Independent Contractor. CONSULTANT shall act as an independent contractor, and covenants and agrees that it will conduct itself consistent with such status, that it will neither hold itself out as, nor claim to be, an officer or employee of CITY by reason of this Agreement.

13. Representations and Warranties. CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working for CONSULTANT, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, CITY shall have the right to terminate as void this Agreement, without liability, or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

14. Successors in Interest. This Agreement shall be binding upon the heirs, successors, executors, administrators and assigns of the respective parties hereto.

15. Termination of Agreement. The City may terminate this Agreement without cause by giving CONSULTANT ten (10) days advance written notice from the City Manager. CONSULTANT may terminate this Agreement without cause by giving CITY thirty (30) days advance written notice. In the event of termination through no fault of CONSULTANT, CITY shall compensate CONSULTANT for services performed as of the date of termination, upon the release to CITY, if so requested, the closing documents for the transactions entered into in connection with this Agreement.

16. Attorney's Fees; Venue; Governing Law. If either party commences any legal action against the other party arising out of this Agreement or the performance hereof, the prevailing party in such action shall be entitled to recover its reasonable litigation expenses, including but not limited to, court costs, expert witness fees, discovery expenses, and attorney's fees. Any action arising out of this Agreement shall be brought in Placer County, California, regardless of where else venue may lie. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

17. Modification. This Agreement and each provision contained herein may be waived, amended, supplemented or eliminated only by mutual written agreement of the parties.

18. Severability. If any of the provisions contained in this Agreement are for any reason held invalid or unenforceable, such holding shall not affect the remaining provisions or the validity and enforceability of the Agreement as a whole.

19. Notices. Any notices to parties required by this Agreement shall be delivered personally or mailed, U.S. first class postage prepaid, addressed as follows:

CITY OF ROSEVILLE

Monty Hanks,
Finance Director
311 Vernon Street
Roseville, CA 95678

CONSULTANT

Wade Winkler,
The Bank of New York Mellon
Trust Company, N.A.
100 Pine Street, Suite #3200
San Francisco, CA 94111

Either party may amend its address for notice by giving notice to the other party in writing.

20. Integrated Agreement. This is an integrated agreement and contains all of the terms, considerations, understanding and promises of the parties. It shall be read as a whole.

IN WITNESS WHEREOF, the City of Roseville, a municipal corporation, has authorized the execution of this Agreement in duplicate by its City Manager and attested to by its City Clerk under the authority of Resolution No. _____, adopted by the Council of the City of Roseville on the ____ day of _____, 20__, and CONSULTANT has caused this Agreement to be executed.

CITY OF ROSEVILLE, a
municipal corporation

BY: _____
ROB JENSEN
City Manager

ATTEST:

BY: _____
SONIA OROZCO
City Clerk

THE BANK OF NEW YORK MELLON
TRUST COMPANY, N.A., a national
banking association

BY: _____
its: Josephine S. Libunao
and Vice President

BY: _____
its: Vice President

[SIGNATURES CONTINUED ON FOLLOWING PAGE]

APPROVED AS TO FORM:

BY: _____
ROBERT R. SCHMITT
City Attorney

APPROVED AS TO SUBSTANCE:

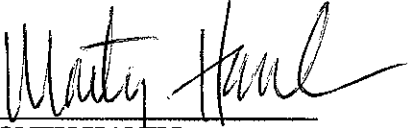
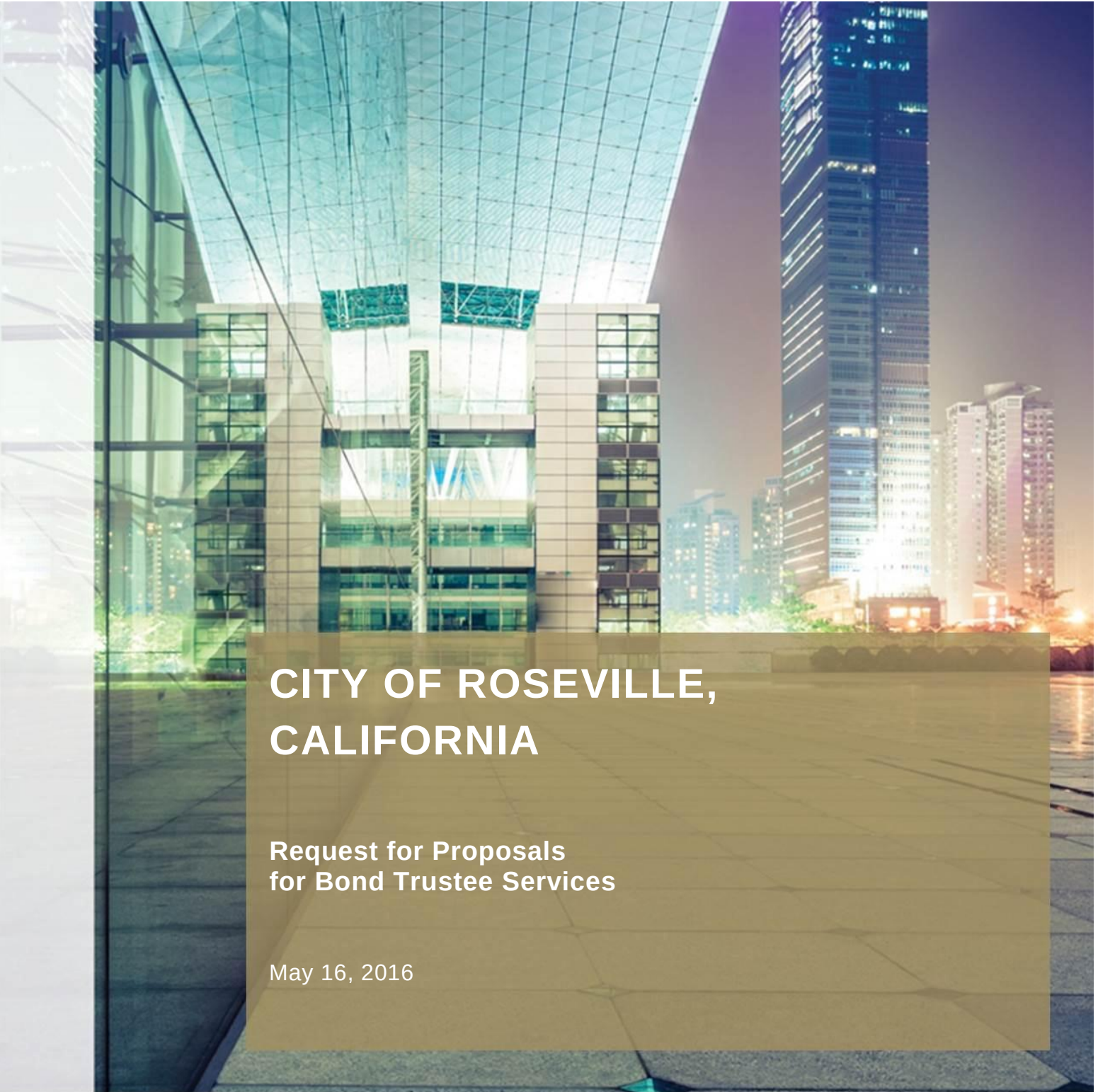
BY:  _____
MONTY HANKS
Finance Director

EXHIBIT "A"



CITY OF ROSEVILLE, CALIFORNIA

Request for Proposals for Bond Trustee Services

May 16, 2016



BNY MELLON | **Invested**

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Tab III. Qualifications of Team

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Tab V. Project Plan

Tab VI. Cost Proposal

Tab VII. Required Statements/Documents

Tab VII. Exceptions

Tab XI. Competency of Proposers

Cover Letter



BNY MELLON

May 16, 2016

City of Roseville, California
Attn: City Clerk Department
311 Vernon Street
Roseville, CA 95678

Re: City of Roseville, California Request for Proposals - Bond Trustee Services RFP

Dear Monty,

On behalf of The Bank of New York Mellon Trust Company, N.A. (BNY Mellon) we appreciate the opportunity to respond to the City's request for proposal for Trustee services.

For many issuers, and for many types of debt, there is a fundamental requirement to appoint a trustee. A trustee provides a central point of contact and acts as the noteholder's representative. Divergent legal environments influence the role of the trustee and the extent of any administrative duties undertaken; however, the core fiduciary and agency services remain largely the same. In today's demanding, complex, and competitive capital markets, choosing the right trustee as your partner is crucial, and could influence an issue's rating as well as its potential performance in the secondary market.

At BNY Mellon we have a team of seasoned Corporate Trust professionals ready to serve the City with their bond trustee services. BNY Mellon has been providing Trustee, Depositary, Registrar and Paying Agent services for more than 70 years.

Over the years BNY Mellon has radically expanded its sphere of operation and influence. Today the company is an integral part of the worldwide financial markets, helping clients around the globe manage and service their financial assets and succeed in the rapidly changing global marketplace.

We will adhere to the bond trustee requirements in the RFP; please see attached our legal and insurance comments. Please never hesitate to contact me should you ever have any questions or need additional information regarding our proposal.

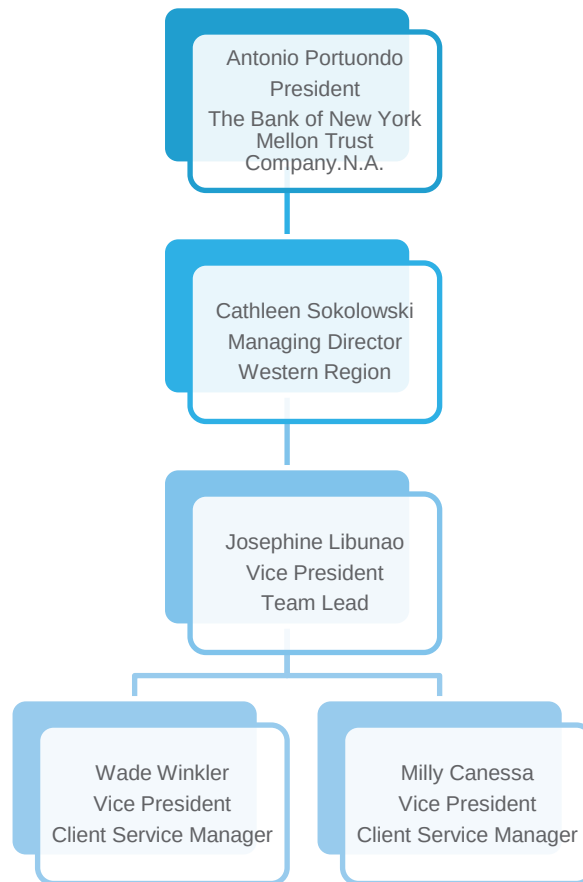
Warmest Regards,

Jose Matamoros, Vice President Sales & Relationship Management
The Bank of New York Mellon Trust Company, N.A
400 S. Hope Street, Suite 500
Los Angeles, CA 90071
Phone (213) 630-6457 Fax (213) 630-6179
jose.matamoros@bnymellon.com

Bond Trustee Qualifications

Identify the services which would be completed by your firm's staff and those that would be provided by sub-consultants or sub-contractors, if any.
BNY Mellon does not anticipate using sub-consultants or sub-contractors.

Include the firm's organizational chart, including its constituent parts, and size variation of staffing levels in the past five (5) years.



Staffing Variation

December 31, 2015	1,223
December 31, 2014	1,174
December 31, 2013	1,140
December 31, 2012	1,185
December 31, 2011	1,841

6.3.1 Briefly describe the history, ownership, and overall business structure of your trust department. In addition describe the structure of the municipal trust area of the bank and its significance to your firm's business.

Started by Alexander Hamilton in 1784, BNY Mellon is one of the longest-lasting financial institutions in the world. We have endured, been innovative and went on to prosper through every economic event and market move over the past 230 years. We serve exceptional clients, many of the world's leading investors. They rely on us to connect to opportunities in 100 markets across 35 countries. Our extraordinary people,

experts in their field, make it possible. It's one reason we're the investments company for the world.

The Bank of New York Mellon Trust Company, N.A is a wholly owned subsidiary of The Bank of New York Mellon Corporation. The N.A. is a registered transfer agent and a "named transfer agent" under the SEC rules. We are regulated by the Office of the Comptroller of Currency (OCC). The N.A has had offices in Los Angeles and San Francisco since 1985 which is longer than any of our competitors.

Corporate Trust is the second largest product line at BNY Mellon. Due to its bottom line contribution to the Bank's spreadsheet, Corporate Trust is one of the Bank's most important product lines. Therefore, Corporate Trust gets senior management attention and large budgets for technology and straight through processing.

6.3.2 Describe the financial strength of the bank's long term debt rating and current market capitalization.

<i>BNY Mellon N.A.</i>	<i>Moody's</i>	<i>S&P</i>	<i>Fitch</i>	<i>DBRS</i>
<i>Long-term Deposits</i>	<i>Aa1</i>	<i>AA-</i>	<i>AA+</i>	<i>AA</i>
<i>Long-term Senior Debt</i>	<i>Aa2</i>	<i>AA-</i>	<i>AA (a)</i>	<i>AA</i>
<i>Short-term Deposits</i>	<i>P-1</i>	<i>A-1+</i>	<i>F1+</i>	<i>R-1 (high)</i>
<i>Outlook</i>	<i>Stable</i>	<i>Stable</i>	<i>Stable</i>	<i>Stable</i> <i>(long-term)</i> <i>Stable</i> <i>(short-term)</i>

BNY Mellon is one of the most well capitalized, highest rated and financially sound Financial Services providers in the United States.

6.3.3 Describe any anticipated changes to the strategic direction of the trust business and how this may impact existing and prospective clients and the services that the City is seeking.

The BNY Mellon has an attractive business model focused on two main engines of growth, investment management and investment services, with leading market positions in each of its component businesses. Our strategic priorities to drive growth include: driving profitable revenue growth; executing on business improvement process which focuses on reducing structural costs; being a strong, safe and trusted counterparty; generating excess capital and deploying capital effectively; and attracting, developing and retaining top talent. As a result we don't anticipate having any changes in strategic direction that may affect the City.

Experience and References

6.4.1 Provide a summary of your firm's experience in providing trustee services and a brief summary of your institution's experience serving as a Trustee.

BNY Mellon is a leading provider of corporate trust and agency services:

- *As of March 31, 2016, we served as trustee and/or paying agent on more than 58,000 debt-related issues globally.*
- *Trust services for all major debt categories, including:*
 - *Corporate and municipal/sovereign debt*
 - *Structured credit*
 - *Specialty Services*
 - *Value added services that bridge global experience, core competencies and traditional products to create a new class of market and client-driven solutions*
- *A leading Corporate Trust Service Provider, Globally*

BNY Mellon is a recognized market leader in corporate trust services worldwide, consistently ranking as one of the top trustees in the public and private debt markets. Our dedicated business units are managed by professionals with specialized product expertise and region-specific knowledge. We offer the industry's most comprehensive suite of corporate trust services, acting as trustee, registrar, paying agent and more -- and we have the resources, know-how, and flexibility to accommodate virtually any transaction, from the simple to the most complex.

With over 7,000 accounts under administration in the State of California, BNY Mellon has vast experience with Revenue Bonds, Special Assessment Bonds, Certificates of Participation Bonds and Tax Allocation Bonds. As the incumbent, BNY Mellon has synopsis, ticklers and bond holder records for all of the City's debt issues.

6.4.2 Describe any organizational changes that occurred or were announced during the past two (2) years (e.g., mergers, acquisitions, structural changes, departures of key personnel).

As one of the largest financial services institutions in the world, BNY Mellon is always looking for acquisitions to complement its multiple product lines. With regards to Corporate Trust, no other institution has demonstrated a commitment to Corporate Trust like BNY Mellon and its affiliates. In the past 17 years, BNY Mellon has acquired 48 corporate trust departments from financial institutions that wished to exit the Corporate Trust Industry. These Corporate Trust acquisitions include Wells Fargo, JP Morgan, Citi, US Trust Corporation, Wachovia and many more. There have been no significant developments within our institution within the past two years that would affect our ability to provide Corporate Trust services to the City.

6.4.3 How do you plan to integrate these changes into your current organization? What will be the impact on client relationships?

There have been no significant changes during the last two years that would materially impair the ability of The Bank of New York Mellon Trust Company, N.A. to perform the services relevant to this RFP.

6.4.4 List and briefly describe any new trustee services/product improvements that have been released in the past two years or will be released within the next year.

BNY Mellon strives to provide our clients with the latest technology. We are introducing Nexen to our clients. With Nexen, BNY Mellon is building a digital enterprise. Nexen is built for the cloud and untethered to hardware. Our new technology is nimble and innovation is constant. Nexen is BNY Mellon's next generation technology solution for the entire company. Our clients will be able to view, transact and manage their assets with greater ease.

6.4.5 List and briefly describe any major investments you have made in the trustee services in the past two years or which will be made within the next year.

The Bank of New York Mellon continues to make investments to better provide trustee services to our clients. Most recently, we have begun the roll-out of The Deal Onboarding Solution (DOS.) DOS is a single repository for deal information from which pipelines are created. It integrates previous development efforts around Business Acceptance with Corporate Trust's end-to-end client and deal onboarding processes. The solution eliminates the need for different groups to add, maintain and collect data for pipeline use in separate trackers. Pipeline data is downloadable in excel format. Deal information enrichment is shared with all internal deal parties. This enhancement will create internal efficiencies so that Client Service Managers will have more opportunity to focus externally on the needs of our clients.

6.4.6 Please list any litigation or regulatory issues that the organization has faced in the last three (3) years.

The Bank of New York Mellon Corporation ("Company") is a publicly held financial holding company organized under the laws of the State of Delaware and supervised by the Board of Governors of the Federal Reserve System ("Federal Reserve"). As a public company, the Company files certain publicly available reports with the United States Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934. These reports describe, in general, any material pending legal or regulatory proceedings to which the Company or its subsidiaries is a party. The Company's filings are available on its website at www.bnymellon.com.

Like all major institutions, the Company and its subsidiaries are subject to various litigations, proceedings and investigations. There have been no litigations, proceedings or investigations during the last three years that would materially impair the ability of the Company to perform the services relevant to this RFP.

We have disclosed certain inquiries and lawsuits in our public securities filings. For a discussion of these matters, please see Legal Proceedings on page 212 in Note 22 "Commitments and Contingent Liabilities" to our Annual Report, which may be found on our website:

<https://www.bnymellon.com/global-assets/pdf/investor-relations/annual-report-2015.pdf>

6.4.7 Provide three (3) references for clients whom the project manager has performed similar trustee services and have completed in the last five (5) years. Include brief descriptions of the projects, dates, client names and contact persons' names, mailing and email addresses, and telephone numbers. Public sector references are preferred.

For the references provided below, we have served as Trustee for an average of 15 years or more. Our book of business consists of revenue, tax allocation, mello-roos, and assessment district bonds.

City of Burlingame

Fariba Ghahremani
Deputy Finance Director
501 Primrose Road
Burlingame, CA 94010
(650) 558-7221

fgahremani@burlingame.org

City of Concord

Deborah Yamamoto
Senior Financial Analyst
1950 Parkside Drive, MS/09
(925) 671-3183

Deborah.Yamamoto@cityofconcord.org

City of Tracy

Robert Harmon
Senior Account/Project Manager
333 Civic Center Plaza
Tracy, CA 95376
(209) 831-6828

Robert.harmon@ci.tracy.ca.us

Qualifications of Team

6.5.1 Describe the personnel, including the proposed project manager, who would be assigned to our account and include their roles and responsibilities.

BNYM Trust Company's Corporate Trust Division is composed of a seasoned team of industry professional and market specialists with many years of experience in the municipal trust market.

BNYM Trust Company maintains a unique corporate trust operating model in that we provide a Client Service Manager ("CSM") as the day to day contact for each debt issue; your CSM will be Wade Winkler. The CSM will be responsible for Debt Service, Trade Processing and monitoring compliance.

The CSM is supported by an array of technology that includes the customary trust and bond accounting systems as well as a proprietary tickler system. The tickler system automatically prompts the CSM for critical processes and due dates such as debt service, mandatory sinking fund redemptions and origination periods.

6.5.2 Please also describe the personnel and their experience, who will be handling the City's account, including their roles and responsibilities.

Your CSM, Wade Winkler is your day to day contact for the City's accounts. Wade will be responsible for inquiries, investment of funds, payment of requisitions, compliance and debt service processing. Your service team will be comprised of Wade Winkler as Primary Client Service Manager and Milly Canessa as back up Client Service Manager. Lisa Infusino will continue to work with the City as the Transaction Manager during document review and the pre-closing process. Josephine Libunao is the team lead responsible for oversight of the Client Service Managers dedicated to the City of Roseville.

Wade Winkler, Vice President and Client Service Manager

415-263-2439

wade.winkler@bnymellon.com

Wade Winkler has been with BNYMellon for eight and a half years. Wade started his career with the bank in Asset Servicing, as a Client Accounting and Reporting Specialist in Everett, MA. He joined the San Francisco Corporate Trust team in July of 2009 and has administered a variety of municipal accounts. They include revenue, tax allocation, mello-roos, HUD, and assessment district bonds.

Wade has a Bachelors of Science degree in International Business from Quinnipiac University and is currently pursuing his MBA. Prior to his career with BNY Mellon, Wade played professional hockey in the United States and in Europe.

Milly Canessa, Vice President and Client Service Manager

(415) 263-2420

milly.canessa@bnymellon.com

Milly has over 26 years' experience in Corporate Trust with the past 21 years in Corporate Trust Administration. Milly is highly knowledgeable in the administration of a wide variety of municipal and corporate trust accounts including all types of Revenue, Certificates of Participation, and Assessment District financing.

Milly completed two years of Business Administration courses at San Francisco City College and has also attended the Cannon Financial Institute Corporate Trust School.

Lisa Infusino, Vice President and Transaction Manager

(213) 630-6263

[***lisa.infusino@bnymellon.com***](mailto:lisa.infusino@bnymellon.com)

Lisa has fourteen years of experience in administration of corporate trust and other bank related products. She has administered various types of financings which include: Auction Rate, Commercial Paper Issues, Revenue Bonds, Certificates of Participation, Tax Allocation Bonds and Notes, Variable Rate Bond Issues, Tax Revenue and Anticipation Notes, as well as various escrows and custodial accounts. Lisa is currently a Transaction Manager responsible for document review during the pre-closing process.

Lisa is a graduate of California State University, Long Beach.

Josephine Libunao, Vice President and Team Lead

(415) 263-2418

[***josephine.libunao@bnymellon.com***](mailto:josephine.libunao@bnymellon.com)

Josephine has over twenty (20) years' experience in Corporate Trust. Through her years in corporate trust she has worked as an administrator, marketing officer and currently is the Team leader and Site Manager of the San Francisco Public Finance Office. Josephine is experienced in a wide variety of municipal and corporate trust accounts including Single and Multifamily Housing, Build America Bonds, Certificates of Participation, Mortgage backed, Revenue, Tax Allocation and Assessment District Bonds.

She has a Bachelors of Arts degree from the University of San Francisco and Master's Degree in Finance from Golden Gate University. She is also a Certified Corporate Trust Specialist. Prior to coming to corporate trust services, Josephine has extensive experience in the financial services sector. This included positions held in investment and insurance services, (license Series 6 and 63) retail and business banking and real estate sales.

6.5.3 Please also describe your backup plans to service the City's account in the event that a member of the service team is unavailable.

As stated above Wade Winkler is your primary contact, Milly Canessa is his backup and will support the needs of the City should Wade be unavailable. Josephine Libunao is available as a point of escalation and can assist at any time if needed.

6.5.4 Please identify the name and location of the in-house attorneys and/or outside firms that will be part of the service team and will handle routine requests and extraordinary issues.

Internal Counsel

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6.5.5 Does your organization segregate client service teams by client type or by assets? If so, please describe what group will be responsible for the City.

BNY Mellon segregates client service teams by client type. We have a dedicated Public-Not-For-Profit team that works exclusively with Local Governments.

6.5.6 Describe what type of training is provided to promote professional development, as well as what type of education and/or training is required for an entry level client service team member.

Both technical and regulatory training is provided to our staff through on-the-job training as well as computer-based and in-person training, depending on the nature of the individual's job responsibilities. A core curriculum of Corporate Trust classes are assigned to each new team member, through our global company university – BK University. Learning is organized under five academies – Business Development & Client Service, Client Service Delivery & Client Technology Solutions, Risk & Compliance, Professional Development and Leadership & Management Development. Peer partners are assigned and mentors are made available to assist new employees. Managers and team leaders are responsible for validating that technical skills are appropriate at each level of staff. Performance management processes as well as specific task evaluations are completed within the business units. Timely and frequent feedback is provided to all employees on an on-going basis, with formal documentation at mid and end of year.

Depending on the career, entry level staff must meet the minimum degree and/or the number of service years' experience.

Project Understanding

6.6.1 Also identify any unique approaches or strengths that your firm may have related to this project. City staff will assess your understanding of all aspects of the project based on the overview.

BNY Mellon's commitment to corporate trust is unparalleled. We allocate more resources to corporate trust than our competitors do. As your current Trustee, BNY Mellon has a unique perspective on the needs and goals of the City of Roseville. We recognize that the City of Roseville places high value not only on service quality, experience of staff and a sharing of common goals, but also on the ability to conduct in-person meetings with their trustee on periodic or as-needed basis. This is why we would like to offer Wade Winkler, from our San Francisco office, as your CSM. In the past, Wade had an opportunity to provide administrative support to the City's accounts as a Trust Associate. You are also already familiar with Milly Canessa, who has worked on the City's accounts as a backup Client Service Manager. Your interactions with Lisa Infusino, as Transaction Manager, will remain consistent. Our San Francisco Office is managed by Josephine Libunao. Josephine, with over 20 years' experience with the City of Roseville, has a wealth of industry knowledge that she has tailored to the City's needs over the course of your relationship. By moving your servicing team to be geographically closer to you, we are confident that we will continue to foster our long-standing relationship.

6.6.2 Briefly describe your master and bond trustee capabilities including items that set you apart from your competition. What percentage of the organization's revenues derived from trust services?

BNY Mellon offers its customers a complete range of corporate trust services. Our exceptional performance record and industry prominence reflect our unique ability to offer the services required by underwriters, financial advisors, and issuers.

For over 70 years, BNY Mellon has provided a broad spectrum of corporate trust services. The quality of our corporate trust services are founded upon the following basic principles:

Client Focus – *Our client relationships are collaborative partnerships in which we get to know our clients, their business, and their servicing requirements in order to provide products and services that meet current and future needs. Our ability to provide unique specialized solutions for each client is supported by depth of resources in both technology and quality of staff. Our client service teams coordinate all aspects of ongoing service delivery and are chartered with the goal of finding ways to enhance clients' efficiency and help clients' achieve their goals.*

Commitment to the Business – *Corporate trust services are a core business for BNY Mellon and our senior management is committed to the constant improvement of the services we offer.*

Technology – *BNY Mellon is a technology company. We incorporate next generation technologies to bring information to our clients and to provide internal efficiencies. We have invested heavily in advanced technologies to meet our clients' ever changing and complex needs.*

Administrative and Operational Expertise – *Our staff stands ready to listen to your needs and bring resources into play. A knowledgeable servicing staff assures you of communication with a qualified, responsive individual.*

We believe that BNY Mellon's commitment to corporate trust services as a core business, combined with our continued investment in technology, global capabilities, high quality people, and a broad product offering tailored for the unique needs of our clients, uniquely positions BNY Mellon to be the provider of choice.

Issuer Services, of which Corporate Trust is a part of, represents approx. 8% of the organization's revenues.

6.6.3 Describe the strengths of your trustee services offering to government institutions.

Our team of public debt specialists administer a wide range of trust appointments and provide expert insight into new market trends. Prior to issuance, we work closely with Issuers, Underwriters, and Attorneys to facilitate a smooth closing process. After the issuance, we take a flexible approach and customize our services to meet the client's needs. Some of BNY Mellon's Corporate Trust strengths include:

- According to Thomson Data - #1 Corporate Trust service provider for U.S. Municipal Debt Issues (principal)*
- One of the world's highest rated financial firms.*
- One of the safest US-based banks according to Global Finance magazine's annual World's 50 safest banks.*

6.6.4 Describe the levels of checks and balances to ensure accuracy. If a mistake is made, how are they caught and corrected.

Daily review, verification and reconciliation procedures ensure that client information is accurate, reliable and integrated so that it can be extracted through standard reports or data downloads to meet clients' reporting requirements.

Systematic Review in Daily Processing

All client information is held in its most elemental form in our central client data warehouse. The client data warehouse is an information vault that stores clients' cash and securities information so that all processing and reporting applications can retrieve appropriate data and report or process the information as required. Our common architecture infrastructure is designed such that no redundant data exists thereby assuring that the elemental data maintained in the client data warehouse is consistent. The stringent application of client rules, asset classifications and database standards ensures that all information is in accordance with client requirements.

Before client information settles in the client data warehouse, it is subject to extensive automated edit checks and validation routines on several levels. The first level of validation occurs upon receipt of the trade instructions and before posting of transactions to our core processing engine, not only for more timely settlements with fewer claims and reconciliation problems but also for accurate reporting of activity with complete and reliable transaction details. Our input programs perform a series of checks and reviews based upon pre-established compliance parameters and predefined client rules to prevent illogical or prohibited transactions. Prior to the posting of transaction data to the master files, a second level of validations and cross-checks are applied to the data including: security identification number verification, quantity, pricing, valid money values, dates, pending income, corporate action events, etc.

Once posted, security positions are monitored by our securities operations staff for timely settlement, income collection, corporate action, proxy, securities valuation, and tax reclaim processing. We adhere to established processes to reconcile positions with the appropriate depository, subcustodian and/or vault. These proofs ensure the integrity of our records resulting in fewer errors in income collection, maturities, corporate actions and related activities. Dedicated units within our Operations Division maintain primary responsibility for identifying, tracking, auditing and resolving items as well as investigating items referred for research. Weekly division management reviews an outstanding items report during weekly operation risk review meetings to ensure prompt action to resolve issues. Monthly, senior management in operations, audit and risk management receive an outstanding items report for review.

Accurate Reporting

Connect is systemically feed transaction information from our underlying transaction processing system following an automated reconciliation between the securities processing platform and the client data warehouse. The automated feed between Connect and the underlying transaction processing is reconciled before that information is released to clients, thereby ensuring that the information we send to you is complete and reconciled against our sources.

The accuracy of the data reported in daily and month-end reports and data extracts is reliable by virtue of the multiple levels of checks, controls, reconciliation and follow-up of exception items by the automated processing and the validation routines of our system and by our securities operations staff. The only reports that we 'audit' are the investment accounting reports when clients subscribe to this service. These reports require auditing after the application of accrual and cost calculation methodologies, as well as unitization and transaction allocation methodologies for multiple participating plans in an investment pool. This additional level of reporting is typically required for pension plans.

The effectiveness of our internal controls is validated by positive past examinations by our internal and external auditors and industry regulators. They report that all operating and administrative areas of securities processing services are operating in a controlled environment with a strong management reporting system in place. The procedures readily identify any potential problems and corrects them in a timely manner.

6.6.5 Provide a listing of your organization's master and bond trustee clients.

BNY Mellon is a leading provider of trustee services; please find attached a sample listing of clients pulled from Thomson for deals we have served as trustee in 2015 and 2016 in the West.

6.6.6 Describe how establishing, holding and administering all funds and accounts are done.

As trustee, we will review all documents associated with the transaction with our counsel and determine which accounts are required to be set up. Our Deal Life Cycle management group is responsible for opening the accounts. Ticklers and account synopsis are set up on our Account Control Management System to enable correct administration of the accounts.

6.6.7 Please describe your institution's internet-based client reporting resources, including a brief description of your automated system, types and availability of reports, and other key factors of your automated system.

BNY Mellon provides on-line access through BNY Mellon Connect by which users authorized by the City will be able to access statements and download reports. Connect provides consolidated capabilities for reporting and secure processing of instructions.

All transactions including wire are available real time through our on line portal called connect for tracking and verification. All posted transactions can be viewed on Connect, our Internet based system, on the day processed. The trust system allows up to three lines of detailed description for each transaction posted.

Connect provides a robust reporting suite with centralized scheduling and delivery of on-demand and dynamic reports. Available reports include:

• Cash • Custody holdings • Transactions • Payments • Daily and monthly statements

Connect features a reporting suite with centralized scheduling and delivery of on-demand and dynamic reports. Reporting is user controlled, with robust reports delivered when needed. Users can:

- Select reports through real-time interaction with our core system*
- Schedule delivery of a package of reports for a future time*
- Distribute reports through e-mail or a printer or share with another client user online*
- Filter and Sort and slice data using the IVR (Interactive Viewer) functionality*

6.6.8 Providing the City with monthly, quarterly and/or annual account statements, when are the statements available each month online? Provide a sample of the monthly statements. Provide a demo link to the trustee's web site.

Our standard investment accounting reports are available on a monthly, quarterly, semi annual and/or annual basis. Annual reports can be scheduled on a calendar or fiscal year cycle. Accounting information is presented via a selection of schedules sorted by such characteristics as asset class, cash balance, country, industry, transaction, etc.

Accounting information is available via Connect daily. Cash and securities transactions are reported real-time to help reduce fails and allow the fund to be fully invested in the markets day in and day out. Online, end-of-day status is provided for all other information, including positions, projections, accruals, income and maturity payments, corporate actions, FX transactions, tax reclaim receivables and securities out on loan. Reports are refreshed on retrieval with the most current data available to give clients the most accurate picture of the fund's activity.

6.6.9 Safekeeping and custodial services (purchasing and selling of securities), administering investment agreements, maintaining records of receipts and disbursements, income collecting, providing periodic statements with valuations, tax reporting (arbitrage and audit reporting).

In today's volatile markets, municipalities have a strong need for a complete custody and safekeeping solution. Leveraging BNY Mellon's position as one of the world's largest securities custodians, we offer a collection of high quality safekeeping services tailored to governmental agencies with include:

- Benefit disbursements and reporting*
- Corporate action and proxy services*
- Income Collection*

- *Securities clearance and safekeeping*
- *Web-based communications interface*

We deliver a wide range of user-friendly reports to our clients via various communications channels which include:

- *Daily electronic transaction and position reporting via the Internet*
- *Monthly, quarterly and annual portfolio accounting schedules*
- *Flexible schedule for audited reporting*

Investment Agreements are monitored and reconciled in our IMMS/GSP trust accounting system. The system is manually posted depending on withdrawals or receipt of funds. At months end, we receive the monthly statements and reconcile the transactions.

6.6.10 How is the dissemination of continuing disclosure handled?

If appointed Dissemination Agent, we set up ticklers to remind us to collect the appropriate continuing disclosure documentation. Then we proceed to post the documentation on EMMA. When we receive material event notices from the City, we ensure that we post the material on EMMA immediately.

6.6.11 How is your administer the day-to-day management of the City's accounts with respect to staffing, management, client communication, and reporting? What is your firm's approach in the event that a member of the service team is unavailable?

BNY Mellon uses matrixes to determine the appropriate account load of a client service manager. Wade Winkler will be the City's day to day contact and responsible for all aspects of corporate trust administration. Wade will be responsible for accurate account statements. He will also communicate with the City verbally or electronically. When Wade is unavailable, Milly Canessa will be his back-up and can be contacted to ensure communication. Josephine Libunao will be responsible for the client experience and will be point of escalation.

6.6.12 What is your firm's approach to ensure compliance with reserve fund requirements? Frequency of review?

BNY Mellon's Public-Not-for-Profit group has an Analytics Group that works closely with the Client Service Managers for reserve fund requirements. The frequency of the Reserve Fund Calculations are contingent on the Debt Service Reserve Fund language found in the governing documents.

Issuer	State
Alaska Municipal Bond Bank	Alaska
Antioch Public Finance Authority	California
Arizona Board of Regents	Arizona
Arizona Health Facs Authority	Arizona
Arizona School Facilities Board	Arizona
Boise State University	Idaho
Brawley Successor Comm Redev Agcy	California
Burbank-Glndl-Psdna Airport Auth	California
California Affordable Hsg Agcy	California
California Comm College Fin Auth	California
California Educational Facs Auth	California
California Health Facs Fin Auth	California
California Municipal Fin Auth	California
California Statewide CDA (CSCDA)	California
Carson Redev Successor Agency	California
Chino Public Financing Auth	California
Clark Co-Nevada	Nevada
Cloverdale Comm Dev Agency	California
Colma Town-California	California
Colorado Ed and Culture Fac Auth	Colorado
Dixon Redevelopment Agency	California
East Bay MUD	California
Energy Northwest	Washington
Escondido City-California	California
Fairfield City-California	California
Foothill/Eastern Transp Corridor Agy	California
Fresno Co-California	California
Glendale City-Arizona	Arizona
Glendale Industrial Dev Auth	Arizona
Golden State Tobacco Sec Corp	California
Hawaii Dept of Budget & Finance	Hawaii
Henderson Redevelopment Agency	Nevada
Humboldt Co (Klamath-Trinity) JUSD	California
Idaho Health Facilities Auth	Idaho
Imperial Irrigation Dt	California
Irvine City-California	California
Kern Co (Panama-Buena Vista) USD	California
Klamath Falls City-Oregon	Oregon
Las Vegas City-Nevada	Nevada
Local Oregon Capital Assets Prog	Oregon
Long Beach City-California	California
Los Alamitos City-California	California
Los Angeles (Hacienda-La Puente) USD	California
Los Angeles Co Metro Trans Auth	California
Los Angeles Co Schools	California
Los Angeles Dept of Airports	California
Matanuska-Susitna Boro-Alaska	Alaska
Merced Irrigation Dt	California
Midpeninsula Regl Open Space Dt	California
Miracosta Community College Dt	California
Modesto City-California	California
Montebello Successor Comm Redev Agy	California
Monterey Co-California	California
Monterey Regional Waste Mgmt Au	California
Morgan Hill Fin Auth	California

Issuer	State
Nogales Muni Dev Auth Inc	Arizona
North Natomas CFD #4	California
Oakland-Alameda Co Coliseum Auth	California
Oceanside City-California	California
Oceanside Pub Financing Auth	California
Oceanside Successor Redev Agcy	California
Orange Co (Irvine) USD	California
Orange Co (Santa Ana) USD	California
Pajaro Valley Water Mgmt Services	California
Paramount Successor Redev Agy	California
Parlier Redevelopment Agency	California
Pasadena City-California	California
Pittsburg Successor Redev Agency	California
Placer Co Redevelopment Agcy	California
Port of Portland-Oregon	Oregon
Rancho Calif Wtr Dt Fin Auth	California
Regents of the Univ of California	California
Riverside Co Public Fin Authority	California
Riverside Co Successor Redev Agy	California
Roseville City-California	California
Sacramento City Financing Auth	California
San Bernardino Successor Redev Agy	California
San Diego Co (Ramona) USD	California
San Diego Co (San Ysidro) SD	California
San Francisco City & Co Airport Comm	California
San Mateo Successor Redev Agy	California
San Mateo Successor Redev Agy	California
San Ramon Redev Successor Agcy	California
Santa Cruz Co Cap Fin Auth	California
Santa Cruz Co Redev Successor Agcy	California
Santa Paula Utility Authority	California
Silicon Valley Clean Water	California
SMUD Financing Auth	California
Solano Co (Vacaville) USD	California
Sonoma Co (Santa Rosa) HSD	California
Sonoma Co (Waugh) SD	California
Sonoma Co Transportation Auth	California
Sonoma Comm Dev Successor Agcy	California
South Placer Fire Protection Dt	California
South Tahoe Jt Powers Fin Auth	California
Tempe City-Arizona	Arizona
Tracy Successor Community Dev Agy	California
Tri-Co Metro Trans Dt	Oregon
Truckee Donner Public Util Dt	California
Truckee Meadows Water Auth	Nevada
Tustin City-California	California
Union City Successor Comm Redev Agy	California
University of Alaska	Alaska
Utah State Board of Regents	Utah
Vernon City-California	California
Washington Health Care Facs Au	Washington
Yuma Municipal Property Corp	Arizona

Project Plan

6.7.1 How do you process transactions that are pending during the transition/conversion period?

As your current Trustee, there would be no need for a transition. The City can avoid the lengthy, complicated and costly conversions by keeping BNY Mellon as your corporate trust provider.

6.7.2 How do you ensure a smooth hand-off from the conversion team to the ongoing service team?

Please see above question 6.7.1.

Cost Proposal

6.8.1 What is the billing frequency? Can yearly invoices for all accounts be generated at the same time?

In order to meet the City's needs for efficiency, an annual billing cycle is preferred. However, we can accommodate the billing frequency to meet the City's needs. BNY Mellon is currently providing the City with a one-time customized billing cycle.

6.8.2 Provide a sample bill showing the level of detail that will be provided.

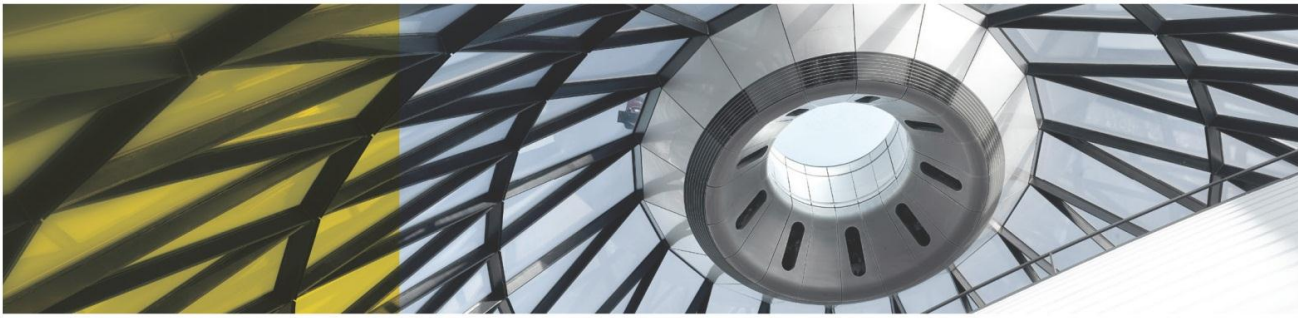
As your current provider our bills will remain the same, for your convenience we have attached a sample statement.

Attachment D

Trustee Bid Form

	ASSUMPTIONS	CALCULATION	FEE
UP-FRONT FEES:			
Acceptance Fee - Trustee	Flat Fee	0	Waived
First Year Administration	Flat Fee	per series	\$1,200
Bond Issuance	Book-Entry	0	Waived
Legal Counsel	Not to Exceed	per indenture	\$1,500
COI Disbursements	12	\$25 per wire	\$300
First Year Book-Entry	Flat Fee		Waived
Out of Pocket	Estimate		At Cost
Any other fees not listed			
TOTAL			\$3,000
ANNUAL FEES: The Agency requires that all ongoing			
Annual Administration - Trustee	Flat Fee	per series	\$1,000
Annual Dissemination Agent Fee	Flat Fee	per series	\$250
Book-Entry	Flat Fee		
Out of Pocket	Estimate/Basis		At Cost
Any other fees not listed			
TOTAL			
OTHER FEES			

On-line Availability of Monthly Reports (Number of days from month end, Cost)			<i>Waived</i>
Requisition/Disbursement Fee-Check or Wire / per transaction		<i>\$25 per disbursement</i>	<i>\$25</i>
Investments		<i>\$25 per trade</i>	<i>\$25</i>
TOTAL			
OTHER INFORMATION			
Any other fees not described elsewhere			<i>\$1,300</i>



City of Roseville, CA Bond Trustee Services RFP

Date: May 16, 2016

Presented By:

BNY Mellon Corporate Trust

Fee Schedule for the following:

- **Trustee**
- **Paying Agent / Registrar**

Fee Schedule

Subject to the Terms and Disclosures below, upon appointment of The Bank of New York Mellon Trust Company, N.A. (“BNYM” or “us” or “affiliates” or “subsidiaries”) in the roles as outlined within this Fee Schedule (this “Fee Schedule”), City of Roseville (“Customer”) shall be responsible for the payment of the fees, expenses and charges as set forth herein. Fees are payable or accrue at the time of the execution of the governing documents (the “Transaction Documents”) in connection with the closing of the transaction (the “Transaction”) which is the subject of this Fee Schedule.

General Fees

Acceptance Fee

Waived

The Transaction Acceptance Fee is payable at the time of the execution of the governing documents in connection with the closing of the transaction which is the subject of this Agreement (the “**Transaction**”), and compensates BNYM for the following: review of all supporting documents, initial establishment of the required accounts and Know Your Customer checks.

Annual Trustee Fee / per series

\$1,000

An annual fee covering the duties and responsibilities related to account administration, which may include maintenance of accounts on various systems and the monitoring of issuer compliance. This fee is payable in advance for the year and shall not be prorated.

Annual Dissemination Agent Fee / if applicable

\$250

An annual charge covering the normal dissemination agent duties that include but are not limited to determining the names and addresses of repositories, annually file the Annual Report, Audited Financial Statement with each National and State repository and upon receipt file a notice of material event to both National and State Repositories.

Investments

\$25

BNYM will charge a \$25 transaction fee for the purchase, sale, or maturity of commercial paper and U.S. treasuries, agencies or draws upon LAIF, CAMP, County Pools, and any investment contracts or agreements.

Requisition / Disbursement Fee – Check or Wire / per transaction

\$25

A fee of \$25 per disbursement will be assessed for each cash disbursement or requisition.

Arbitrage Rebate

Please Call For Quote

Delivered by a highly experienced team of professionals, our arbitrage rebate compliance services are designed to help maximize allowable investment returns on your bond funds and minimize or eliminate your arbitrage liability. When BNYM is the trustee and/or paying agent for your tax-exempt bonds, we simplify the process and provide *seamless* arbitrage reporting and information.

Investment Compensation

With respect to investments in money market mutual funds for which BNYM provides shareholder services, BNYM (or its affiliates) may receive fees from the mutual funds (or their affiliates) for shareholder services as set forth in the Authorization and Direction to Invest Cash Balances in Money Market Mutual Funds or other similar fees described in the fund prospectus.

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The information contained within this Fee Schedule is the proprietary information of The Bank of New York Mellon and is confidential. Except as otherwise provided by law, this document, either in whole or in part, must not be reproduced or disclosed to others or used for purposes other than that for which it has been supplied without the prior written permission of The Bank of New York Mellon.

Counsel Fees - External

\$1,500

If external legal counsel is retained by BNYM, a bill for the fees, expenses and disbursements of such external legal counsel will be sent to Customer. Customer will be billed for the actual amount of the fees, expenses and disbursements charged by external legal counsel for its services plus any applicable taxes, and such amount will be payable upon the closing of the Transaction up to the capped amount of \$1,500. In the event that the Transaction is terminated prior to closing, Customer will remain responsible for the payment of external counsel fees, expenses and disbursements incurred up to and including the termination date.

Travel Expense to Attend Closing

At Cost

Extraordinary Services/Miscellaneous Fees

At Cost

The charges for performing extraordinary or other services not contemplated at the time of the execution of the Transaction Documents or not specifically covered elsewhere in this schedule will be commensurate with the service to be provided and may be charged in BNY Mellon's sole discretion. If it is contemplated that BNY Mellon hold/and or value collateral, additional acceptance, administration and counsel review fees will be applicable to the agreement governing such services. If the bonds are converted to certificated form, additional annual fees will be charged for any applicable tender agent and/or registrar/paying agent services. Additional information will be provided at such time. If all outstanding bonds of a series are defeased or redeemed, or BNY Mellon is removed as paying agent prior to the maturity of the bonds, a termination fee may be assessed at that time.

Miscellaneous fees and expenses may include, but are not necessarily limited to supplemental agreements, tender processing, the preparation and distribution of sinking fund redemption notices, optional redemptions, failed remarketing processing, preparation of special or interim reports, UCC filing fees, auditor confirmation fees, wire transfer fees, Letter of Credit drawdown fees, transaction fees to settle third-party trades, and reconciliation fees to balance trust account balances to third-party investment provider statements. Counsel, accountants, special agents and others will be charged at the actual amount of fees and expenses billed. FDIC or other governmental charges will be passed along as incurred. Reimbursement will be required for any out-of-pocket expenses and will be invoiced to the Customer at cost.

Customer agrees to reimburse BNYM for extraordinary expenses incurred by it in connection with the Transaction to the extent permitted by law.

Unless specifically listed in this Fee Schedule, the fees, expenses and disbursements of BNYM legal counsel are not included in the charges listed above.

Default Administration

If an event of default occurs under the Transaction Documents, the services of each employee of BNYM administering such default will be charged at the prevailing hourly rate for default administration services as set out from time to time. In addition, all of BNYM's costs and expenses including but not limited to any legal costs, travel costs and applicable taxes shall be charged to Customer.

Negative Interest Rates – Charges

With respect to any funds invested by BNYM in connection with the Transaction, if: (i) any recognized overnight benchmark rate or any official overnight interest rate set by a central bank or other monetary authority is negative or zero; or (ii) any market counterparty or other institution applies a negative interest rate or any related charge to any account or balance of BNYM or any account or balance opened for You by BNYM, BNYM may apply a charge to any of Your accounts or balances. BNYM will give You prompt written notice of the application of any such charges. You acknowledge and agree that the application of such a charge by BNYM may cause the effective interest rate applicable to Your account or balance to be negative, notwithstanding that one or more of the rates set by third parties specified in clauses (i) and (ii) above may be positive.

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Terms and Disclosures

General

BNYM's final acceptance of its appointment pursuant to the Transaction Documents is subject to the full review and approval of all related documentation and standard Know Your Customer procedures. In the event that this Transaction does not proceed with BNYM in the roles contemplated by this Fee Schedule and the Transaction Documents, Customer will be responsible for payment of any external counsel fees and expenses and out-of-pocket expenses which BNYM may have incurred up to and including the termination date.

Customer shall be responsible for filing any applicable information returns with the U.S. Department of Treasury, Internal Revenue Service in connection with payments made by BNYM to vendors who have not performed services for BNYM's benefit under the various bond or note issuances or other undertakings contemplated by this Fee Schedule.

The Bank of New York Mellon Corporation is a global financial organization that operates in and provides services and products to clients through its affiliates and subsidiaries located in multiple jurisdictions (the "BNY Mellon Group"). The BNY Mellon Group may (i) centralize in one or more affiliates and subsidiaries certain activities (the "Centralized Functions"), including audit, accounting, administration, risk management, legal, compliance, sales, product communication, relationship management, and the compilation and analysis of information and data regarding Customer (which, for purposes of this provision, includes the name and business contact information for Customer employees and representatives) and the accounts established pursuant to the Transaction Documents ("Customer Information") and (ii) use third party service providers to store, maintain and process Customer Information ("Outsourced Functions"). Notwithstanding anything to the contrary contained elsewhere in this Fee Schedule or the Transaction Documents and solely in connection with the Centralized Functions and/or Outsourced Functions, Customer consents to the disclosure of, and authorizes BNY Mellon to disclose, Customer Information to (i) other members of the BNY Mellon Group (and their respective officers, directors and employees) and to (ii) third-party service providers (but solely in connection with Outsourced Functions) who are required to maintain the confidentiality of Customer Information. In addition, the BNY Mellon Group may aggregate Customer Information with other data collected and/or calculated by the BNY Mellon Group, and the BNY Mellon Group will own all such aggregated data, provided that the BNY Mellon Group shall not distribute the aggregated data in a format that identifies Customer Information with Customer specifically. Customer represents that it is authorized to consent to the foregoing and that the disclosure of Customer Information in connection with the Centralized Functions and/or Outsourced Functions does not violate any relevant data protection legislation. Customer also consents to the disclosure of Customer Information to governmental and regulatory authorities in jurisdictions where the BNY Mellon Group operates and otherwise as required by law.

Please note the fees quoted in this Fee Schedule are based upon the information available at the present time. Further quotes may be provided once the structure of the deal has been finalized. Annual Fees cover a period of one year and any portion thereof and are not subject to pro-rata. Fees may be subject to adjustment during the life of the engagement.

Advance Fees

BNYM requires that Customer agree to the fees quoted in this Fee Schedule prior to the commencement of any work or the provision of any services by BNYM in relation to the Transaction. In the event that BNYM provides any services to Customer prior to your agreement to the fees quoted herein, the commencement of such work or the provision of such services shall not be deemed to constitute a waiver of the fees listed in this Fee Schedule. BNYM reserves the right to cease providing services until such time as Customer agrees to the fees quoted herein. BNYM reserves the right to request that any and all fees due and payable pursuant to this Fee Schedule and related in any way to the Transaction are paid in advance (either in whole or in part) prior to the provision of any services.

Acceptance/Revocation of Offer

You may agree to the fees quoted herein by (i) executing this Fee Schedule and returning it to us, (ii) closing the Transaction, or (iii) instructing us or continuing to instruct us after receipt of this Fee Schedule. Upon the earlier to occur of (i), (ii) and (iii), the fees quoted herein shall be deemed accepted by you. If you agree to the fees quoted herein, the terms of this Fee Schedule shall supersede any prior fees quoted with respect to the Transaction. BNYM may revoke the terms of this Fee Schedule if the

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Transaction does not close within three months from the date of this Fee Schedule. Should the Transaction fail to close for any reason, a termination fee equal to BNYM's Acceptance Fee, any external counsel fees, expenses and disbursements and all out-of-pocket expenses will apply.

Confidential Information

Except as otherwise provided by law, all information provided to Customer by BNYM must remain confidential and may not be intentionally disclosed, reproduced, copied, published, or displayed in any form to any third party without BNYM's prior written approval.

Customer Notice Required By the USA Patriot Act

To help the U.S. government fight the funding of terrorism and money laundering activities, US Federal law requires all financial institutions to obtain, verify and record information that identifies each person (whether an individual or organization) for which a relationship is established. When Customer establishes a relationship with BNYM, we will ask Customer to provide certain information (and documents) that will help us to identify Customer. We will ask for your organization's name, physical address, tax identification or other government registration number and other information that will help us identify Customer. We may also ask for a Certificate of Incorporation or similar document or other pertinent identifying documentation for your type of organization.

City of Roseville hereby accepts and agrees to the fees and the terms and conditions set forth in this Fee Schedule.

By: _____
Name: _____ *(Print name in full)*
Title: _____
Date: _____

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BNY MELLON

DOR 1

INVOICE

BACK UP BILL RECIPIENT
THE BANK OF NEW YORK COMPANY INC
CORPORATE TRUST BILLING
111 SANDERS CREEK PARKWAY, 2ND FLOOR
EAST SYRACUSE, NY 13057

000001

Invoice Number: 111-1680616
Account Number: TESTABC
Invoice Date: 12-May-16
Cycle Date: 01-Jan-16
Administrator: CT GCS
Phone Number: 212-815-5273
Currency: USD

TEST ABC

	Quantity	Rate	Proration	Subtotal	Total
Flat					
Administration Fee					2,000.00
For the period: January 01, 2016 to December 31, 2016					
One Time Charges					
Acceptance Fee					1,000.00
Invoice Total:					3,000.00
Satisfied To Date:					0.00
Balance Due:					3,000.00

Terms: Payable upon receipt. Please reference the invoice and account number with your remittance.
Our Tax ID Number is 13-5160382. Please fax Taxpayer Certification requests to (732) 667-9576.
The Bank of New York Mellon is located at 225 Liberty Street, New York, NY 10286

Check Payment Instructions:
The Bank of New York Mellon
Corporate Trust Department
P.O. Box 392013
Pittsburgh, PA 15251-9013
Please enclose billing stub.

Wire, SWIFT and ACH Payment Instructions:
The Bank of New York Mellon
SWIFT Address: IRVTUS3N
ABA Number 021000018
Account Number 8901245259
Please reference Invoice Number: 111-1680616

Billing Stub

TEST ABC

Invoice Number: 111-1680616
Account Number: TESTABC
Invoice Date: 12-May-16
Cycle Date: 01-Jan-16
Administrator: CT GCS
Phone Number: 212-815-5273
Amount: 3,000.00 USD

000000617515111D16806160000000000003000002

Required Statements/Documents

6.9.1 Non-substitution for the designated members of the team without approval by City staff (Section 5.0)

We recognized the importance of relationship in corporate trust. BNY Mellon doesn't intend to make changes where relationships are working well. Nevertheless, staff changes are a natural part of any organization. Our goal is to provide great service. As individuals leave a position due to promotion, personal choice or other reasons with 20 years' history of serving the City, we will work with you to continue this relationship with the best people available.

6.9.2 The absence of a conflict of interest (Section 10.4)

To the best of our knowledge, no conflict of interest appears to exist that would prohibit us from bidding on this transaction.

6.9.3 Indicate your ability and agreement to fulfill the indemnification and insurance requirements contained in the sample contract (Section 10.7). (Please note that actual certificates of insurance are not required as part of your submittal.)

Please see comments to the Insurance section of the sample contract attached in the Exceptions area.

6.9.4 A statement that nothing contained in the submitted proposal will be proprietary. (Section 10.21)

The information contained within our Fee Schedule is the proprietary information of The Bank of New York Mellon and is confidential. Except as otherwise provided by law, the fee schedule document, either in whole or in part, must not be reproduced or disclosed to others or used for purposes other than that for which it has been supplied without the prior written permission of The Bank of New York Mellon.

6.9.5 Executed copy of Proposer's Certification (Attachment A)

Please find attached attachment A.

11.0 ATTACHMENTS

Attachment A

PROPOSER'S CERTIFICATION

I hereby propose to furnish the goods or services specified in the Request for Proposals ("RFP"). I agree that my proposal will remain firm for a period of up to ninety (90) days in order to allow the City of Roseville ("City") adequate time to evaluate the qualifications submitted.

I have carefully examined the Request for Proposals and any other documents accompanying or made a part of this RFP. The information contained in this proposal is true and correct to the best of my knowledge and is signed under penalty of perjury under the laws of the State of California. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its authorized agent and that the firm is ready, willing, and able to perform if awarded the contract.

I further certify that this proposal is made without prior understanding, agreement, connection, discussion, or conspiracy with any other person, firm, or corporation submitting a proposal for the same product or service; that this proposal is fair and made without outside control, collusion, fraud, or illegal action; that no officer, employee, or agent of the City or any other proposer is financially interested in said proposal; that no undue influence or pressure was used against or in concert with any officer, employee, or agent of the City in connection with the award or terms of the contract that will be executed as a result of this RFP; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

The Bank of New York Mellon Trust Company, N.A.
NAME OF BUSINESS


SIGNATURE

Jose Matamoros, Vice President
NAME & TITLE, TYPED OR PRINTED

400 S. Hope Street, Suite 400, Los Angeles, CA 90071
MAILING ADDRESS

(213) 630-6457
TELEPHONE NUMBER

jose.matamoros@bnymellon.com
EMAIL

Type of Organization:

☐ Sole Proprietorship ☒ Corporation ☐ State of Incorporation
☐ Partnership ☐ Limited Liability Company



COUNCIL COMMUNICATION

CC #: 7875

File #: 0206-03-01

Title: Community Facilities District No. 4 (Public Services) - Resolution of Intention

Contact: Jeannine Thrash 916-774-5473 jthrash@roseville.ca.us
Monty Hanks 916-774-5313 mhanks@roseville.ca.us

Meeting Date: 8/3/2016

Item #: 7.14.

RECOMMENDATION TO COUNCIL

Staff recommends the City Council approve the attached Resolution of Intention to annex the property into CFD No. 4;

- A Resolution of Intention to Annex Territory to Community Facilities District and to Authorize the Levy of Special Taxes Therein

And set Wednesday, September 7, 2016 at 7:00 p.m., in the Roseville City Hall, Council Chambers at 311 Vernon Street, Roseville, California, as the time and place to conduct a public hearing.

BACKGROUND

On January 22, 2015 the Planning Commission approved a Tentative Subdivision Map and Tree Permit that created sixty-two (62) lots for JMC's Foothills American Dream Project, located at 4051 Foothills Boulevard, Roseville, CA. Per that approval, fifty-eight (58) lots ranging in size from 2,900-5,800 square feet will be developed with single family homes, three (3) lots will be utilized as common areas, and one (1) lot will remain undeveloped for the retention of a native oak tree. In addition, on March 4, 2015, City Council approved an associated Rezone request. As per a condition of approval of the Tentative Subdivision Map (Condition #64), the owner, John Mourier Construction, Inc., agreed to annex into Community Facilities District No. 4 (Public Services), for the purpose of covering the costs of the ongoing maintenance obligations. The List of Authorized Services can be found in the attached documents. Parcels within this subdivision will be assigned the maximum tax rate associated with zone 7 of the Rate and Method of Apportionment, also attached.

FISCAL IMPACT

The annexation to Community Facilities District No. 4 (Public Services) will not impact the City's

General Fund. The property owners will pay a special tax sufficient to pay the costs of the CFD and be levied annually among the parcels of real property within the CFD.

ECONOMIC DEVELOPMENT / JOBS CREATED

No jobs or economic development will be created by this action.

ENVIRONMENTAL REVIEW

This action is not considered a "project" as defined by the California Environmental Quality Act (CEQA) and therefore no CEQA action is required.

Respectfully Submitted,

Jeannine Thrash, Administrative Analyst

Monty Hanks, Finance Director



Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 16-331

Boundary Map-Infill CFD #4, Annexation 6

Rate and Method of Apportionment

List of Authorized Services

RESOLUTION NO. 16-331

A RESOLUTION OF INTENTION TO ANNEX TERRITORY TO COMMUNITY FACILITIES DISTRICT AND TO AUTHORIZE THE LEVY OF SPECIAL TAXES THEREIN

CITY OF ROSEVILLE Community Facilities District No. 4 (Public Services)

Annexation No. 6 (Foothills American Dream)

RESOLVED by the City Council (the "Council") of the City of Roseville (the "City"), County of Placer, State of California, that:

WHEREAS, this Council has conducted proceedings to establish Community Facilities District No. 4 (Public Services) (the "CFD") pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing at Section 53311, of the California Government Code; and

WHEREAS, under the Act, this Council, as the legislative body for the CFD, is empowered with the authority to annex territory to the CFD, and now desires to undertake proceedings to annex territory to the CFD.

NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

1. Findings. This Council hereby finds and determines that public convenience and necessity require that territory be added to the CFD.

2. Territory Described. The name of the existing CFD is "City of Roseville Community Facilities District No. 4 (Public Services)." The territory originally included in the existing CFD is set forth in the map of the CFD heretofore recorded in the Placer County Recorder's Office on May 3, 2005, in Book 3 at Page 50 of Maps of Assessment and Community Facilities Districts, to which map reference is hereby made, as such map has been supplemented in connection with subsequent annexations.

The territory now proposed to be annexed to the CFD is as shown on the Annexation Map for the captioned Annexation No. 6 (Foothills American Dream) to the CFD, on file with the Clerk, the boundaries of which territory are hereby preliminarily approved and to which map reference is hereby made for further particulars. The City Clerk is hereby directed to cause to be recorded such Annexation Map, showing the territory to be annexed, in the office of the County Recorder of the County of Placer within 15 days of the date of adoption of this resolution.

3. The Services. The types of public services financed by the CFD and pursuant to the Act consist of those Public services (the "Services") as described in Exhibit A to the Resolution of Formation with respect to the CFD adopted by the Council as Resolution No. 05-

227 on May 18, 2005 (the "Resolution of Formation"). It is presently intended that the Services will be provided, without preference or priority, to the existing territory in the CFD and the territory proposed to be annexed to the CFD.

4. Special Tax. Except to the extent that funds are otherwise available to the CFD to pay for the Services, a special tax sufficient to pay the costs thereof is intended to be levied annually within the CFD, and collected in the same manner as ordinary *ad valorem* property taxes.

The special tax proposed to pay for Services to be supplied within the territory proposed to be annexed will be equal to the special taxes levied to pay for the same Services in the CFD, except that a higher or lower tax may be levied within the territory proposed to be annexed or to be annexed in the future to the extent that the actual cost of providing the Services in that territory is higher or lower than the cost of providing those Services in the CFD.

The proposed rate and method of apportionment of the special tax among the parcels of real property within the CFD, as now in existence and following the annexation proposed herein, in sufficient detail to allow each landowner within the territory proposed to be annexed to the CFD to estimate the maximum amount such owner will have to pay, are described in the Resolution of Formation.

5. Hearing. Wednesday, September 7th at 7:00 p.m. or as soon as possible thereafter, in the City Hall, Council Chambers, 311 Vernon Street, Roseville, California, be, and the same are hereby appointed and fixed as the time and place when and where this Council, as legislative body for the CFD, will conduct a public hearing on the matters described in this Resolution.

6. Notice. The City Clerk is hereby directed to cause notice of said public hearing to be given by publication one time in a newspaper of general circulation in the area of the CFD, including the area to be annexed to the CFD. The publication of said notice shall be completed at least 7 days before the date herein set for said hearing. The City Clerk may also cause a copy of such notice and a copy of this Resolution to be mailed to each landowner within the territory proposed to be annexed, which notice and resolution shall be mailed at least 15 days before the date of said hearing. Such notice shall be substantially in the form specified in Section 53339.4 of the Act, with a summary form specifically authorized.

7. Effective Date. This Resolution shall take effect upon its adoption.

* * * * *

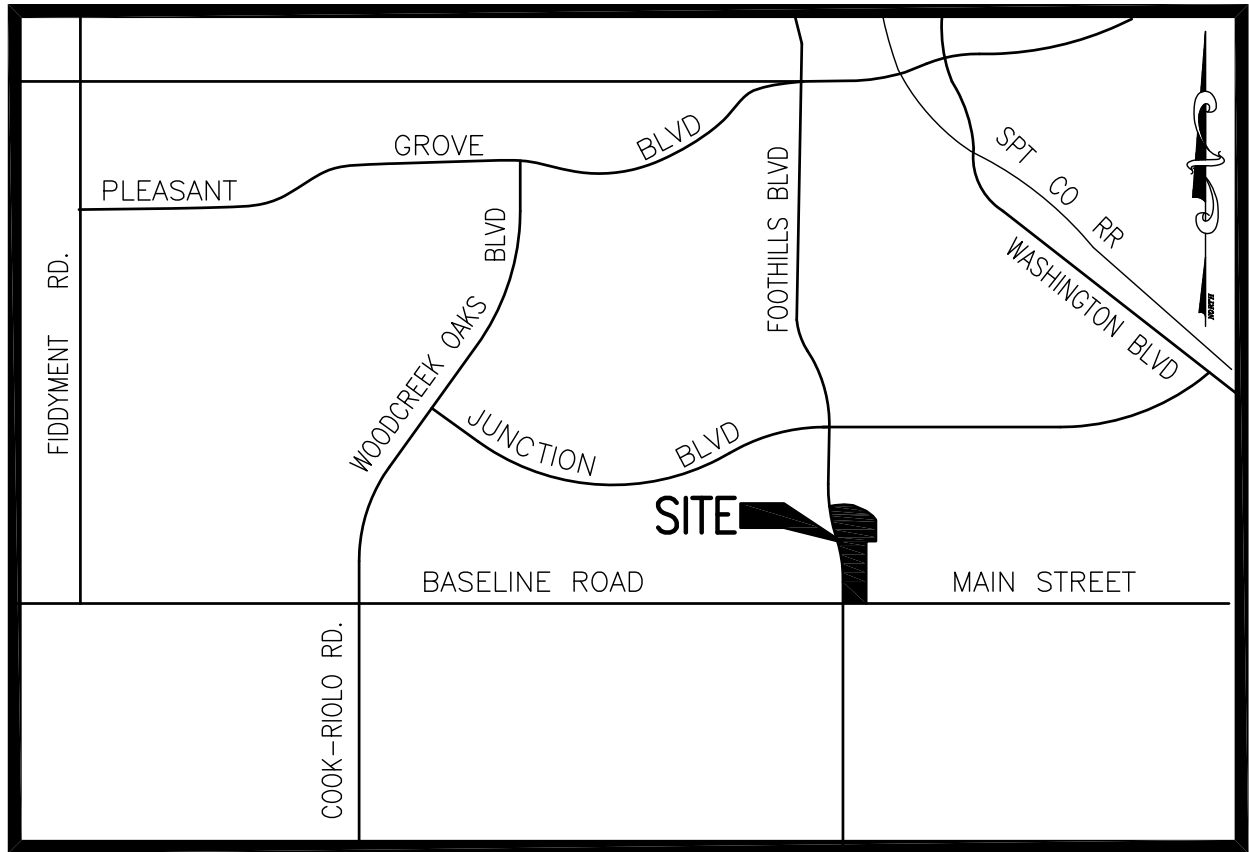
ADOPTED by the City Council and signed by the Mayor and attested by the City Clerk
this _____ day of _____, 2016.

AYES: COUNCILMEMBERS
NOES: COUNCILMEMBERS
ABSENT: COUNCILMEMBERS
ABSTAIN: COUNCILMEMBERS

By: _____
Mayor of the City of Roseville

Attest:

City Clerk of the City of Roseville



LOCATION MAP
N.T.S.

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING PROPOSED BOUNDARIES OF ANNEXATION MAP NO. 6, FOOTHILLS AMERICAN DREAM TO COMMUNITY FACILITIES DISTRICT NO. 4, CITY OF ROSEVILLE, COUNTY OF PLACER, STATE OF CALIFORNIA WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF ROSEVILLE, AT A REGULAR MEETING THEREOF HELD ON THE ____ DAY OF _____, 2016, BY ITS RESOLUTION NUMBER. _____

SONIA OROZCO, CITY CLERK
CITY OF ROSEVILLE
PLACER COUNTY, CALIFORNIA

FILED THIS ____ DAY OF _____, 2016, AT THE HOUR OF ____ O'CLOCK, __M.,
IN BOOK _____ OF MAPS OF COMMUNITY FACILITIES DISTRICT, AT PAGE _____,
IN THE OFFICE OF THE RECORDER OF THE COUNTY OF PLACER, STATE OF CALIFORNIA.

DOC NO. _____ RYAN RONCO
PLACER COUNTY RECORDER

FEE: _____ BY: _____
DEPUTY

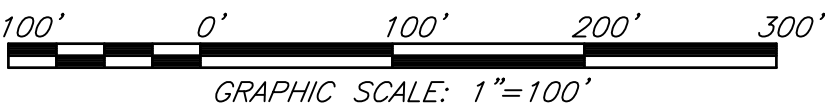
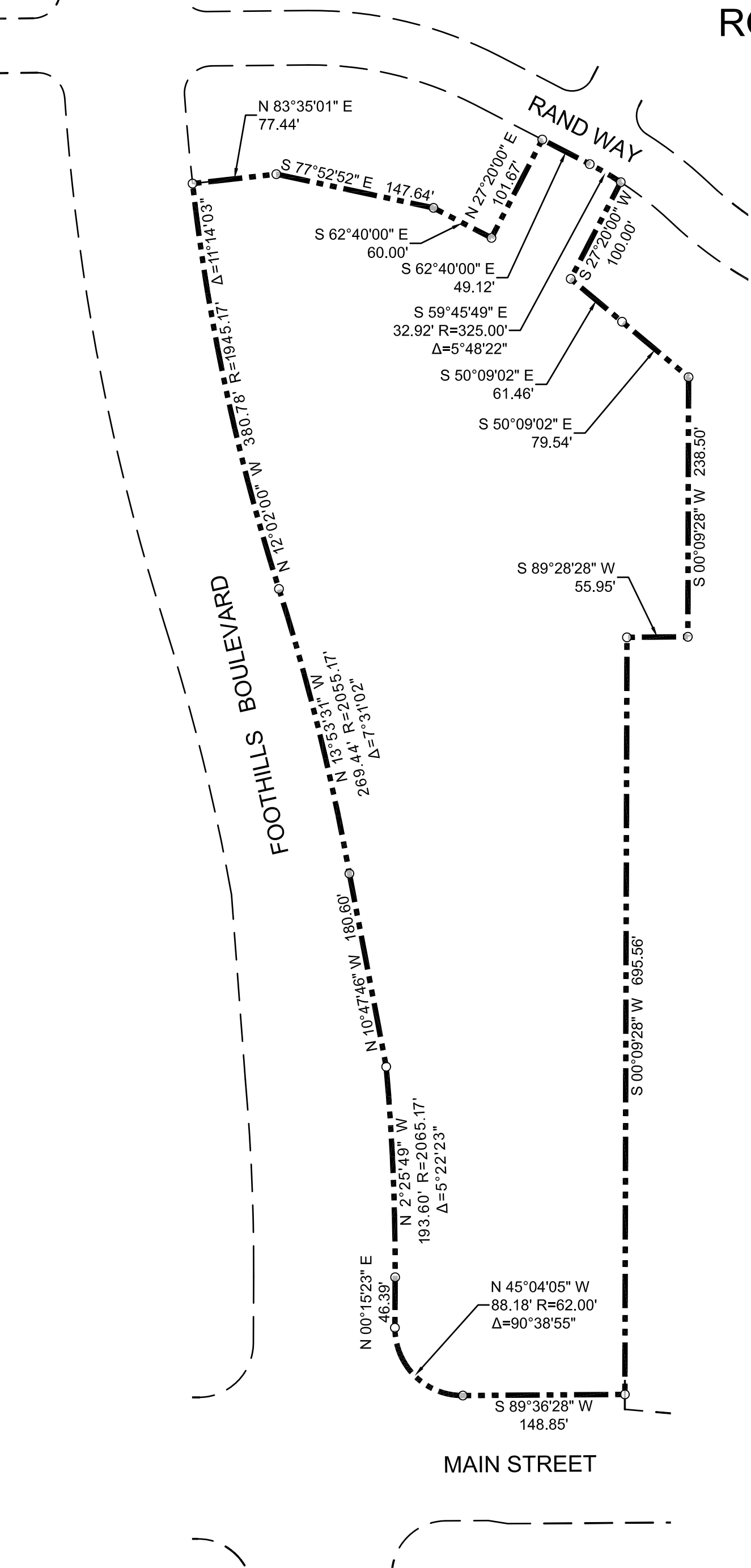
FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF ROSEVILLE, COUNTY OF PLACER,
STATE OF CALIFORNIA THIS ____ DAY OF _____, 2016.

SONIA OROZCO, CITY CLERK
CITY OF ROSEVILLE
PLACER COUNTY, CALIFORNIA

PROPOSED BOUNDARY MAP
ANNEXATION MAP NO. 6 OF COMMUNITY FACILITIES
DISTRICT NO. 4 (PUBLIC SERVICES) OF THE CITY OF
ROSEVILLE, COUNTY OF PLACER, STATE OF CALIFORNIA
FOOTHILLS AMERICAN DREAM

SCALE: 1" = 100'

SHEET 1 OF 1



LEGEND:
- - - - - BOUNDARY OF ANNEXATION
o DIMENSION POINT

REFERENCE IS HEREBY MADE TO THAT CERTAIN MAP FILED MAY 22, 2008, IN BOOK 3 OF MAPS OF COMMUNITY FACILITIES DISTRICT, AT PAGE 50-5, IN THE OFFICE OF THE PLACER COUNTY RECORDER, STATE OF CALIFORNIA, WHICH THIS ANNEXATION MAP AFFECTS.

MAP PREPARED BY:

BW BAKER-WILLIAMS ENGINEERING GROUP
Engineering / Surveying / Land Planning / Entitlement Processing / GPS Services
6020 Rutland Drive, Suite 19 ~ Carmichael CA 95608
(916) 331-4336 ~ fax (916) 331-4430 ~ office@bwengineers.com

EXHIBIT A
CITY OF ROSEVILLE
COMMUNITY FACILITIES DISTRICT NO. 4
(PUBLIC SERVICES)

RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

A Special Tax applicable to each Assessor's Parcel in Community Facilities District No. 4 (Public Services) [herein "CFD No. 4"] shall be levied and collected according to the tax liability determined by the City Council, acting in its capacity as the legislative body of CFD No. 4, through the application of the appropriate Special Tax rate, as described below. All of the property in CFD No. 4, unless exempted by law or by the provisions of Section E below, shall be taxed for the purposes, to the extent, and in the manner herein provided, including property subsequently annexed to CFD No. 4 unless a separate Rate and Method of Apportionment of Special Tax is adopted for the annexation area.

A. DEFINITIONS

The terms hereinafter set forth have the following meanings:

"Acreage" or "Acre" means the land area making up an Assessor's Parcel as shown on an Assessor's Parcel Map, or if the land area is not shown on an Assessor's Parcel Map, the land area shown on the applicable final subdivision map or other parcel map recorded at the County Recorder's Office.

"Administrative Expenses" means the costs incurred by the City to determine, levy and collect the Special Tax, including salaries of City employees and fees of consultants and the costs of collecting installments of the Special Taxes upon the general tax rolls; preparation of required reports, and any other costs required to administer the CFD as determined by the Finance Director.

"Administrator" means the person or firm designated by the City to administer the Special Taxes according to this Rate and Method of Apportionment of Special Tax.

"Annual Tax Escalation Factor" means an annual increase in the Maximum Special Tax following the Base Year in an amount not to exceed four percent (4%).

"Assessor's Parcel" or "Parcel" means a lot or parcel shown in an Assessor's Parcel Map with an assigned Assessor's Parcel number.

"Assessor's Parcel Map" means an official map of the County Assessor designating parcels by Assessor's Parcel number.

"Authorized Services" means the public services authorized to be funded by CFD No. 4 as set forth in the documents adopted by the City Council when the CFD was formed.

“Base Year” means Fiscal Year 2005-06.

“City” means the City of Roseville.

“City Council” means the City Council of the City of Roseville, acting as the legislative body of CFD No. 4.

“County” means the County of Placer.

“Developed Property” means, in any Fiscal Year, all Parcels of Taxable Property for which a use permit or building permit for new construction of a residential or non-residential structure was issued prior to June 30 of the preceding Fiscal Year.

“Finance Director” means the Finance Director for the City of Roseville or his or her designee.

“Fiscal Year” means the period starting on July 1 and ending on the following June 30.

“Land Use Class” means, for a particular Parcel, Non-Residential Property, Multi-Family Property, Single Family Detached Property, or Single Family Attached Property.

“Maximum Special Tax” means the maximum Special Tax determined in accordance with Section C below that can be levied on Taxable Property in any Fiscal Year.

“Multi-Family Property” means any Parcel of Developed Property for which a building permit or use permit has been issued for construction of a residential structure with Units that are offered for rent to the general public.

“Non-Residential Property” means any Parcel of Developed Property within CFD No. 4 that is not Multi-Family Property, Single Family Detached Residential Property, or Single Family Attached Property.

“Public Property” means any property within the boundaries of CFD No. 4 that is owned by the federal government, State of California, County, City, or other public agency.

“Single Family Attached Property” means, in any Fiscal Year, all Parcels in CFD No. 4 for which a building permit was issued for construction of a residential structure consisting of two or more Units that share common walls and are offered as for-sale Units, including such residential structures that meet the statutory definition of a condominium contained in Civil Code Section 1351.

“Single Family Detached Property” means, in any Fiscal Year, all Parcels in CFD No. 4 for which a building permit was issued for construction of a Unit that does not share a common wall with another Unit.

“Special Tax Requirement” means the amount of revenue needed in any Fiscal Year to pay for the following: (i) Authorized services, maintenance expenses, sinking fund payments and capital

reserves authorized to be funded by CFD No. 4, (ii) Administrative Expenses, (iii) amounts needed to cure any delinquencies in the payment of Special Taxes which have occurred or (based on delinquency rates in prior years) may be expected to occur in the Fiscal Year in which the tax will be collected.

“Special Tax” means any tax levied pursuant to the Act on property within CFD No. 4.

“Taxable Property” means all Assessor’s Parcels within the boundaries of CFD No. 4 which are not exempt from the Special Tax pursuant to law or Section F below.

“Taxable Public Property” means, in any Fiscal Year, all Assessor’s Parcels in CFD No. 4 that had, in prior Fiscal Years, been taxed as Developed Property and subsequently came under the ownership of a Public Agency.

“Tax Zone” means one of the twenty-eight (28) mutually exclusive tax zones identified in Attachment 1 of this Rate and Method of Apportionment of Special Tax, as may be updated to include new Parcels added to the CFD as a result of future annexations (which may be noncontiguous with Parcels already in the Tax Zone).

“Unit” means an individual single-family detached unit or an individual residential unit within a duplex, triplex, fourplex, townhome, condominium, or apartment structure.

“Undeveloped Property” means all Parcels of Taxable Property within the boundaries of CFD No. 4 that are not Developed Property, as determined by the Administrator.

B. DATA COLLECTION FOR ANNUAL TAX LEVY

Each Fiscal Year, the Administrator shall identify the current Assessor’s Parcel number for all Parcels of Taxable Property within CFD No. 4 and shall determine within which Tax Zone each Assessor’s Parcel is located. Upon each annexation of property into CFD No. 4, the Administrator shall update Attachment 1 to include the new Assessor’s Parcel number(s).

Based on review of building permit records for property within the CFD, each Parcel shall be categorized as either Developed Property or Undeveloped Property for purposes of levying the Special Tax pursuant to Section E below. For Single Family Attached Property or Multi-Family Property, the number of Units shall be determined by referencing the condominium plan, apartment plan, site plan or other development plan for the property.

If a Parcel in the CFD is rezoned prior to such Parcel becoming Developed Property, the City may in its sole discretion, move the Parcel to a different Tax Zone based on the new Land Use Class that can be developed on the Parcel after the rezone. If a Parcel rezones after the Parcel has been taxed as Developed Property in prior Fiscal Years, the City can either continue to apply the Maximum Special Tax to the Parcel that had applied prior to the rezone or, in the City’s sole discretion, allow for the Parcel to be moved to a different Tax Zone based on the Land Use Class that will be allowed after the rezone is approved.

C. MAXIMUM SPECIAL TAX

The following Maximum Special Tax rates apply to all Parcels of Developed Property within CFD No. 4:

**MAXIMUM SPECIAL TAX RATES
(FISCAL YEAR 2005-06, REVISED 2006-07) ***

Tax Zone	Maximum Special Tax (Fiscal Year 2005-06) *
1	\$ 50 per Unit
2	\$ 75 per Unit
3	\$ 100 per Unit
4	\$ 125 per Unit
5	\$ 150 per Unit
6	\$ 175 per Unit
7	\$ 200 per Unit
8	\$ 225 per Unit
9	\$ 250 per Unit
10	\$ 275 per Unit
11	\$ 300 per Unit
12	\$ 350 per Unit
13	\$ 375 per Unit
14	\$ 250 per Acre
15	\$ 350 per Acre
16	\$ 475 per Acre
17	\$ 600 per Acre
18	\$ 750 per Acre
19	\$ 850 per Acre
20	\$ 1,000 per Acre
21	\$ 1,050 per Acre
22	\$ 1,500 per Acre
23	\$ 2,000 per Acre
24	\$ 2,500 per Acre
25	\$ 3,000 per Acre
26	\$ 3,500 per Acre
27	\$ 4,000 per Acre
28	\$ 4,500 per Acre
29	\$ 5,000 per Acre
30	\$ 5,500 per Acre
31	\$ 6,000 per Acre

** Beginning July 1, 2006 and each July 1 thereafter, all of the Maximum Special Taxes shown in Table 1 above shall be adjusted by applying the Annual Tax Escalation Factor.*

D. METHOD OF LEVY AND COLLECTION OF SPECIAL TAX

Each Fiscal Year, the Special Tax shall be levied as follows until the amount of the levy equals the Special Tax Requirement for that Fiscal Year:

First: The Special Tax shall be levied Proportionately on each Parcel of Developed Property up to 100% of the Maximum Special Tax determined for each category of Developed Property within each Tax Zone until the amount levied is equal to the Special Tax Requirement for the Fiscal Year.

Second: If additional revenue is needed after the first step has been completed, the Special Tax shall be levied Proportionately on each Parcel of Taxable Public Property up to 100% of the Maximum Special Tax that had applied to the Parcel prior to the Parcel becoming Public Property until the amount levied is equal to the Special Tax Requirement for the Fiscal Year.

The Special Tax for CFD No. 4 shall be collected at the same time and in the same manner as ordinary ad valorem property taxes provided, however, that the City may (under the authority of Government Code Section 53340) collect Special Taxes at a different time or in a different manner if necessary to meet CFD No. 4 financial obligations and the Special Tax shall be equally subject to foreclosure if delinquent.

E. LIMITATIONS

Notwithstanding any other provision of this Rate and Method of Apportionment of Special Tax, no Special Tax shall be levied on Public Property that is not Taxable Public Property.

F. INTERPRETATION OF SPECIAL TAX FORMULA

The City reserves the right to make minor administrative and technical changes to this document that does not materially affect the rate and method of apportioning the Special Taxes. In addition, the interpretation and application of any section of this document shall be left to the City's discretion. Interpretations may be made by the City by ordinance or resolution for purposes of clarifying any vagueness or ambiguity in this Rate and Method of Apportionment of Special Tax.

ATTACHMENT 1
MAXIMUM SPECIAL TAX RATES
(FISCAL YEAR 2005-06, REVISED 2006-07) *
IDENTIFICATION OF TAX ZONES

Tax Zone	Maximum Special Tax (Fiscal Year 2005-06) *
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	017-250-005, (017-117-007, 011, 014) 71 ac
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	

The property identified by the APNs listed above shall remain part of the identified Tax Zone regardless of changes in the configuration of the Assessor's Parcels or changes to Assessor's Parcel numbers in future Fiscal Years.

ATTACHMENT 2
MAXIMUM SPECIAL TAX RATES
IDENTIFICATION OF TAX ZONES
ANNEXATION NO. 5 (OLD AUBURN RANCH)

Tax Zone	Assessor's Parcels Included in Tax Zone*	Proposed Units	Fiscal Year in Which APN was Added to CFD No. 4
1			
2			
3			
4			
5			
6			
7	467-090-002-000	32	2015/16
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

The property identified by the APNs listed above shall remain part of the identified Tax Zone regardless of changes in the configuration of the Assessor's Parcels or changes to Assessor's Parcel numbers in future Fiscal Years.

ATTACHMENT 3
MAXIMUM SPECIAL TAX RATES
IDENTIFICATION OF TAX ZONES
ANNEXATION NO. 6 (FOOTHILLS AMERICAN DREAM)

Tax Zone	Assessor's Parcels Included in Tax Zone*	Proposed Units	Fiscal Year in Which APN was Added to CFD No. 4
1			
2			
3			
4			
5			
6			
7	475-050-019-000	62	2016/17
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

The property identified by the APNs listed above shall remain part of the identified Tax Zone regardless of changes in the configuration of the Assessor's Parcels or changes to Assessor's Parcel numbers in future Fiscal Years.

EXHIBIT B
CITY OF ROSEVILLE
COMMUNITY FACILITIES DISTRICT NO. 4
(Services District)
LIST OF AUTHORIZED SERVICES

The Maintenance Obligations to be financed, in whole or in part, by this CFD shall consist of the following:

1. Maintenance of the landscape corridors and paseos designed to serve the project areas within the CFD, including but not limited to, soundwalls, trees, bus shelters, autumn leaf cleanup and street sweeping, landscaping, the City and neighborhood entry features and the landscape median;
2. Maintenance of all public pedestrian or bicycle pathways;
3. Maintenance of the Open Space Buffer Areas, Park Preserve areas and any lots that will be conveyed to the City, with such maintenance to include fire breaks and fire safety measures;
4. Maintenance of landscaping, and irrigation, for neighborhood park improvements, maintenance, and repair and replacement;
5. Maintenance of any sound attenuation wall, berm, and related on-site sound attenuation improvements constructed as part of the CFD;
6. Maintenance of storm drainage, stormwater management and drainage system facilities; and
7. Performance and management of any environmental mitigation monitoring, including the annual review thereof.

Other authorized services include:

General City Costs

- City and County costs associated with the setting, levy, and collection of the Special Taxes.
- City costs associated with contract administration.

Sinking Funds

The Special Taxes may be collected and set-aside in designated sinking funds to be used by the City to fund miscellaneous costs related to any of the items described above as well as vandalism repair and future repairs to and replacement of landscaping, entry monuments and features, walls and fences, and other improvements the maintenance of which is funded by CFD No. 4.



COUNCIL COMMUNICATION

CC #: 7880

File #: 0721

Title: North Industrial Planning Area Blue Oaks Commerce Center - Construction Fee Agreement for Bus Shelters #249, #250, #251 and #253

Contact: Anita Giordano 916-774-5385 agiordano@roseville.ca.us

Meeting Date: 8/3/2016

Item #: 7.15.

RECOMMENDATION TO COUNCIL

Staff recommends that the City Council adopt a resolution approving a Bus Shelter construction fee agreement for the construction of Bus Shelter #249, #250, #251 and #253 between the City of Roseville and Harsch Investment Properties-II, LLC, and authorizing the City Manager to execute it on behalf of the City of Roseville.

BACKGROUND

The Conditions of approval of the tentative subdivision map for the Blue Oaks Commerce Center (9001 Washington Blvd) require the developer to install or fund the installation of four bus shelters, with locations on Washington Boulevard, Blue Oaks Boulevard, and on internal public roadways.

Staff anticipates that bus service to this location will be added three or more years into the future, necessitating the installation of bus shelters at that time. As a result, the developer, Harsch Investment Properties-II, LLC, has requested to enter into a Bus Shelter Construction Fee Agreement. Harsch has remitted the full and present cost (\$40,000) for construction of bus shelter #249, #250, #251 and #253. Shelters #252 and #253 are located within the developer's property requiring a Grant of Easement. Easements are not required for shelters #249 and #250 as they will be located in existing public right of ways.

FISCAL IMPACT

The construction fee of \$40,000 provides security for bus shelters #249, #250, #251 and #253 to be installed in the future with no fiscal impact to the City's General fund or the Alternative Transportation Division's Transportation Development Act (TDA) funds.

ECONOMIC DEVELOPMENT / JOBS CREATED

Federal guidelines suggest that there is one job created for every \$92,000.00 in direct

government spending. Based on that figure, this project will translate to approximately less than one job created.

ENVIRONMENTAL REVIEW

The proposed project involves the construction of a limited number of small facilities. This activity is categorically exempt from CEQA as a Class 3 Exemption (State CEQA Guidelines Section 15303). The Exemption has been prepared and no further CEQA action is required.

Respectfully Submitted,

Anita Giordano, Administrative Technician

Rhon Herndon, Public Works Director



Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution 16-336

Construction Fee Agreement Blue Oaks Commerce Center Shelters 249,250,251,253

RESOLUTION NO. 16-336

APPROVING A TRANSIT BUS SHELTER CONSTRUCTION FEE AGREEMENT, BY AND BETWEEN THE CITY OF ROSEVILLE AND HARSCH INVESTMENT PROPERTIES II, LLC, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE

WHEREAS, a Transit Bus Shelter Construction Fee Agreement regarding the North Industrial Planning Area Blue Oaks Commerce Center Project, Bus Shelters #249, #250, #251 and #253, by and between the City of Roseville and Harsch Investment Properties II, LLC, has been reviewed by the City Council; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that said agreement is hereby approved and that the City Manager is authorized to execute it on behalf of the City of Roseville; and

PASSED AND ADOPTED by the Council of the City of Roseville this ____ day of _____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk

RECORDING REQUESTED BY AND WHEN RECORDED,
PLEASE RETURN TO:

City Clerk
CITY OF ROSEVILLE
311 Vernon Street
Roseville, CA 95678

TRANSIT BUS SHELTER
CONSTRUCTION FEE AGREEMENT

Project Name: NIPA Blue Oaks Commerce Center

Shelter Number: 249,250,251,253

THIS AGREEMENT is made and entered into this 14th day of April,
2016, by and between the CITY OF ROSEVILLE, a municipal corporation, ("CITY") and
Harsch Investment Properties- II, LLC, a
, ("DEVELOPER"), and

W I T N E S S E T H:

A. DEVELOPER is the owner of a parcel of real property located in Roseville, Placer County, California, which is more particularly described in Exhibit "A" ("the Subject Property"). DEVELOPER currently intends to develop the Subject Property, and as a condition of such development, or as provided for per the Development Agreement between DEVELOPER and CITY, the terms of which are fully incorporated herein by this reference, CITY requires that DEVELOPER construct or finance the construction of a bus shelter on the Subject Property, on real property to be dedicated to CITY as part of landscape corridor and/or public right-of-way.

B. In order to satisfy such condition(s) set forth in Paragraph A, DEVELOPER hereby desires to pay CITY the full present cost of constructing such bus shelter. Such funds shall be deposited into CITY account 00440-2011/683505-70. DEVELOPER has previously

: 12/14/2015]

provided to CITY, or will provide to CITY concurrent to the execution of this Agreement, an easement to allow for the construction, installation, operation, and maintenance of a bus shelter, or other transit related facilities, by CITY or its designated agents, in further satisfaction of such condition(s).

C. CITY is willing to accept and deems such payment and easement as in full compliance with the aforementioned condition(s) of the project permit for the Subject Property, with the understanding that the funds may be used as determined by CITY for the placement of any transit related improvement within the vicinity of the Subject Property.

NOW, THEREFORE, the parties agree as follows:

1. Agreement Runs with the Land. This Agreement is an instrument affecting the title or possession of the Subject Property. It shall run with the land, and all of the terms, covenants, conditions and restrictions of this Agreement shall be binding upon and inure to the benefit of all of the successors in interest of DEVELOPER. Upon sale or division of the Subject Property, the terms, conditions, covenants and restrictions of this Agreement shall apply to each parcel, and the owner or owners of each parcel of the Subject Property shall succeed to the obligations imposed upon DEVELOPER by this Agreement.
2. Payment. Concurrent with the execution of this Agreement, DEVELOPER shall pay to CITY the sum of Forty Thousand Dollars (\$ 40,000.00), which represents the full current cost of constructing a bus shelter, or other transit related facility.
3. Location. CITY, in its sole discretion, may choose to construct, install, operate, and/or maintain a bus shelter upon the Subject Property, or may choose to use the funds to build any other transit related facilities within the vicinity of the Subject Property.
4. Right of Entry. Permission to enter onto the Subject Property or other property of DEVELOPER is hereby granted to CITY, or its designated agents, as may be necessary to construct, install, operate, or maintain such bus shelter or other transit related facilities.

5. Compliance with Conditions. Upon delivery to CITY of both the fully executed grant of easement specified in Paragraph B above and the payment specified in Section 2 above, DEVELOPER shall be deemed to have fully complied with and satisfied the condition of the Project Permit for the Subject Property for the financing and construction of the required bus shelter.

6. Integration. This is an integrated agreement, and contains the complete understanding of the parties. It shall be read as a whole.

7. Amendments. This Agreement and each provision contained herein may be waived, amended, supplemented, or terminated only by mutual written agreement of CITY and DEVELOPER.

8. Notices. Any notices required by this Agreement shall be personally delivered or mailed, U.S. Mail first class postage prepaid, addressed as follows:

CITY OF ROSEVILLE

City of Roseville
311 Vernon Street
Roseville, CA 95678
Attn: Public Works Dept.

DEVELOPER

Harsch Investment Properties - II, LLC
1121 SW Salmon Street 5th Floor
Portland, Oregon 97208

Either party may amend its address for notice by notifying the other party in writing.

9. Venue. Any action arising out of this Agreement shall be brought in Placer County, regardless of where else it might otherwise be venued.

10. Attorney's Fees. In any action brought by either party to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees.

IN WITNESS WHEREOF, the City of Roseville, a municipal corporation, has caused this Agreement to be executed in duplicate by its City Manager and attested to by its City Clerk under the authority of Resolution No. _____, adopted by the Council of the City of Roseville on the _____ day of _____, 20____, and DEVELOPER has caused this Agreement to be executed.

CITY OF ROSEVILLE, a
municipal corporation

BY: _____
ROB JENSEN
City Manager

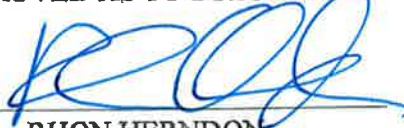
ATTEST:

BY: _____
SONIA OROZCO
City Clerk

APPROVED AS TO FORM:

BY: _____
ROBERT R. SCHMITT
City Attorney

APPROVED AS TO SUBSTANCE:

BY:  _____
RHON HERNDON
Public Works Director

DEVELOPER:

Harsch Investment Properties -II, a
LLC


BY: John Gordon
its: Senior Vice President

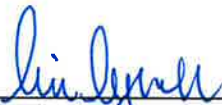
and

BY: _____
its: _____

(NOTARIZATION REQUIRED)

State of Oregon)
) ss.
County of Multnomah)

On this 9th day of May, 2016, personally appeared before me John Gordon, whose identity is personally known to me and who by me duly affirmed, did say that he is the Senior Vice President of Harsch Investment Properties-II, LLC.



Notary Public



Exhibit A
Legal Description

Blue Oaks Commerce Center

Parcels 1-6, inclusive, as shown on the "Parcel Map of Blue Oaks Commerce Center",
Subdivision No. 000143, recorder in Book 35 of Parcel Maps, Page 72.



COUNCIL COMMUNICATION

CC #: 7883
File #: 0800-06

Title: Electronic Document Review and Management System Implementation – Professional Service Agreement

Contact: Joe Allen 916-774-5165 jallen@roseville.ca.us

Meeting Date: 8/3/2016
Item #: 7.16.

RECOMMENDATION TO COUNCIL

Staff recommends City Council adopt a resolution authorizing the City Manager to execute a professional services agreement with TruePoint Solutions (a certified implementation partner for Accela Inc.) for consulting and implementation services associated with the Electronic Document Review (EDR) and Electronic Document Management System (EDMS) integration into the City's existing Accela Civic Platform. The total cost not to exceed \$61,740.00 will be funded through the Accela System CIP project account.

BACKGROUND

On June 1, 2016 the City authorized a purchase order for e-PlanCheck software, a fully integrated web-based electronic document review solution for the City's existing enterprise permitting system, Accela Automation.

The City currently has approximately 80 employees across multiple departments that participate in a paper-intensive manual process to review and approve applicant submitted building and architectural plans. The e-PlanCheck software solution for Accela will improve the City's plan check process by accommodating the electronic submittal, routing, review, commenting, and approval of building and architectural plans; therefore, reducing response time and removing the need to print costly and environmentally unfriendly paper documents. The system will allow applicants to submit and pay for permits, upload plans, and receive plan review notifications and status updates through the City's online Citizen Access Portal. In addition, the system uses mobile technology that will allow inspectors to view plans and receive real-time updates while in the field.

TruePoint Solutions provided professional consultation services in the initial implementation of Accela Automation and in the City's expansion and use of the Accela Civic Platform to improve and streamline business processes and civic engagement since the launch of the new system on July 1, 2013. To complete the next phase in the Accela implementation, the City is engaging the services of TruePoint Solutions to implement the electronic document review solution for the City's Accela Civic Platform. This includes business process and workflow review, e-PlanCheck

software implementation, Accela system configuration, and end-user training.

Additionally, TruePoint Solutions will configure a modified EDMS interface between Accela Automation and two separate document management systems, SIRE used by the Engineering and Planning divisions, and SyTech primarily used by the Building division. This limited interface will give staff the ability to access and review project related documents stored in separate document management systems from within Accela Automation.

The City's objective is to provide end-to-end management of and access to electronic documents across department teams, thus streamlining the review process for development staff and customers, and improving overall transparency and accountability of the plan review process.

FISCAL IMPACT

The total professional service agreement shall not exceed \$61,740.00, and will be funded from the Accela System CIP project account. No General Fund monies are required or proposed.

ECONOMIC DEVELOPMENT / JOBS CREATED

This project is not anticipated to create any new jobs.

ENVIRONMENTAL REVIEW

This professional service agreement is not considered a "project" as defined by the California Environmental Quality Act (CEQA) CEQA Guidelines §15378). Consequently no CEQA action is required.

Respectfully Submitted,

Joe Allen, Mapping Supervisor

Kevin Payne, Development Services Director



Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 16-339

Professional Service Agreement & Statement of Work

Confidentiality / Non-Disclosure Agreement

RESOLUTION NO. 16-339

APPROVING A PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND TRUEPOINT SOLUTIONS, LLC, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE

WHEREAS, a professional services agreement for the EDMS and EDR Integration to the Accela Civic Platform project, between the City of Roseville and TruePoint Solutions, LLC, has been reviewed by the City Council; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that said agreement is hereby approved and that the City Manager is authorized to execute it on behalf of the City of Roseville; and

PASSED AND ADOPTED by the Council of the City of Roseville this ____ day of _____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk

PROFESSIONAL SERVICES AGREEMENT

Project: EDMS and EDR Integration to the Accela Civic Platform

THIS AGREEMENT is made and entered into this ____ day of _____, 20____,
by and between the City of Roseville, a municipal corporation ("CITY"), and TruePoint
Solutions, LLC, a California limited liability company ("CONSULTANT"); and

W I T N E S S E T H:

WHEREAS, CITY desires professional services consisting of consulting concerning
Electronic Document Management System (EDMS) and Electronic Document Review (EDR)
integration to the Accela Civic Platform; and

WHEREAS, CONSULTANT has prepared a proposal dated February 10, 2016, which
describes the scope of work to be performed by CONSULTANT, the budget for the work, and
the schedule for performance of the work; and

WHEREAS, CONSULTANT is qualified and experienced to provide such professional
services.

NOW, THEREFORE, the parties agree as follows:

1. Services. CONSULTANT shall perform, at the direction of CITY, the scope of
services as described in EXHIBIT "A," attached hereto and incorporated herein by this
reference.
2. Compensation. For its services provided hereunder, CONSULTANT shall be

compensated on a fixed fee basis in accordance with the budget estimate as described in EXHIBIT "A." Total compensation shall not exceed sixty one thousand, seven hundred forty dollars (\$61,740.00).

CONSULTANT shall submit one monthly invoice for its services. Such invoices shall be delineated by task, the person performing the services, and the hourly rate, which shall be stated in time increments of not greater than one tenth (1/10) hours. CITY shall pay invoices within thirty (30) days after receipt, if the services specified in the invoice have been satisfactorily completed.

3. Indemnification. To the fullest extent allowed by law, CONSULTANT shall defend, indemnify, and save and hold harmless CITY, its officers, agents, employees and volunteers from any claims, suits or actions of every name, kind and description brought forth, or on account of, injuries to or death of any person (including but not limited to workers and the public), or damage to property, resulting from or arising out of CONSULTANT's willful misconduct or negligent act or omission while engaged in the performance of obligations or exercise of rights created by this Agreement, except those matters arising from CITY's sole negligence or willful misconduct. The parties intend that this provision shall be broadly construed.

CONSULTANT's responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law. The defense and indemnity obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement.

4. Insurance. CONSULTANT agrees to continuously maintain, in full force and effect, the following minimum policies of insurance during the term of this Agreement.

<u>COVERAGE</u>	<u>LIMITS OF LIABILITY</u>
Workers' Compensation	Statutory
Commercial General Liability	\$1,000,000 each occurrence \$2,000,000 aggregate Personal Injury: \$1,000,000 each occurrence \$2,000,000 aggregate
Automobile Liability	\$1,000,000 combined single limit
Professional Liability (errors and omissions)	\$1,000,000 per claim \$2,000,000 aggregate

a. Form. CONSULTANT shall submit a certificate evidencing such coverage for the period covered by this Agreement in a form satisfactory to Risk Management and the City Attorney, prior to undertaking any work hereunder. Any insurance written on a claims made basis is subject to the approval of Risk Management and the City Attorney.

b. Additional Insureds. CONSULTANT shall also provide a separate endorsement form or section of the policy showing CITY, its officers, agents, employees and volunteers as additional insureds for each type of coverage, except for Workers' Compensation and Professional Liability. Such insurance shall specifically cover the contractual liability of CONSULTANT. The additional insured coverage under the CONSULTANT's policy shall be primary and noncontributory, as evidenced by a separate endorsement or section of the policy, and shall not seek contribution from CITY's insurance or self-insurance. In addition, the additional insured coverage shall be at least as broad as the Insurance Services Office ("ISO") CG 20 01 Endorsement. Any available insurance proceeds in excess of the specified minimum insurance coverage requirements and limits shall be available to the additional insureds.

Furthermore, the requirements for coverage and limits shall be: (1) the minimum coverage and

limits specified in this Agreement; or (2) the full coverage and maximum limits of any insurance proceeds available to the named insureds, whichever is greater.

c. Cancellation/Modification. CONSULTANT shall provide ten (10) days written notice to CITY prior to cancellation or modification of any insurance required by this Agreement.

d. Umbrella/Excess Insurance. The limits of insurance required in this Agreement may be satisfied by a combination of primary and excess insurance. Any excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of CITY (if agreed to in a written contract) before CITY's own insurance shall be called upon to protect it as a named insured.

e. Subcontractors. CONSULTANT agrees to include in its contracts with all subcontractors the same requirements and provisions of this Agreement, including the indemnity and insurance requirements, to the extent they apply to the scope of the subcontractor's work. Furthermore, CONSULTANT shall require its subcontractors to agree to be bound to CONSULTANT and CITY in the same manner and to the same extent as CONSULTANT is bound to CITY under this Agreement. Additionally, CONSULTANT shall obligate its subcontractors to comply with these same provisions with respect to any tertiary subcontractor, regardless of tier. A copy of CITY's indemnity and insurance provisions will be furnished to the subcontractor or tertiary subcontractor upon request.

f. Self-Insured Retentions. All self-insured retentions ("SIR") must be disclosed to Risk Management for approval and shall not reduce the limits of liability. Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or CITY. CITY reserves the right to obtain a full

certified copy of any insurance policy and endorsements. The failure to exercise this right shall not constitute a waiver of such right.

g. Waiver of Subrogation. CONSULTANT hereby agrees to waive subrogation which any insurer of CONSULTANT may acquire from CONSULTANT by virtue of the payment of any loss under a Workers Compensation, Commercial General Liability or Automobile Liability policy. All Workers Compensation, Commercial General Liability and Automobile Liability policies shall be endorsed with a waiver of subrogation in favor of CITY, its officers, agents, employees and volunteers for all work performed by CONSULTANT, its employees, agents and subcontractors.

h. Liability/Remedies. Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve CONSULTANT of liability in excess of such coverage, nor shall it preclude CITY from taking such other actions as are available to it under any other provisions of this Agreement or law.

5. Access to Records. Duly authorized representatives of CITY shall have right of access during normal business hours to CONSULTANT's files and records relating to the services performed hereunder, and may review the files and records at appropriate stages during performance of the services.

6. Time is of the Essence. Time is of the essence of this Agreement.

7. Compliance with Laws. CONSULTANT shall comply with all federal, state and local laws, ordinances and policies as may be applicable to the performance of services under this Agreement.

8. Ability to Perform. CONSULTANT agrees and represents that it has the time, ability and professional expertise to perform the services required under this Agreement.

9. Governing Agreement. In the event of any conflict between this Agreement and its EXHIBITS, the provisions of this Agreement shall govern. In the event of any conflict between any of the EXHIBITS, the provisions of the first in order of attachment shall govern.

10. Assignment. CONSULTANT is employed to perform unique personal services. CONSULTANT shall not assign this Agreement without the prior written consent of City. CONSULTANT shall not employ or otherwise incur any obligation to pay other specialists or experts for services in connection with this Agreement, without prior written consent of CITY.

11. Independent Contractor. CONSULTANT shall act as an independent contractor, and covenants and agrees that it will conduct itself consistent with such status, that it will neither hold itself out as, nor claim to be, an officer or employee of CITY by reason of this Agreement.

12. Representations and Warranties. CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working for CONSULTANT, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, CITY shall have the right to terminate as void this Agreement, without liability, or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

13. Successors in Interest. This Agreement shall be binding upon the heirs, successors, executors, administrators and assigns of the respective parties hereto.

14. Copyright, Ownership and Use of Materials. All tangible material ("Material") created or delivered pursuant to this Agreement is considered a work made for hire under the

Copyright Act. To the extent such Material does not qualify as a work made for hire, CONSULTANT hereby assigns to CITY all right, title, and interest, including but not limited to all copyrights, in all Material created by CONSULTANT in its performance under this Agreement. Material constitutes the scope of work outlined in EXHIBIT "A" and attached hereto, and all written and other tangible expressions, including but not limited to, drawings (including computer aided drawings), papers, documents, reports, surveys, renderings, exhibits, sketches, maps, models, prints, paintings or photographs, in any and all media or formats in which such materials have been created or are maintained. All Material furnished by CONSULTANT is, and shall remain, the property of CITY.

CONSULTANT shall execute any documents necessary to effectuate such assignment. In the event that CONSULTANT uses, employs, designates, or retains any person or entity who is not an employee of CONSULTANT, to perform any work required of it pursuant to this Agreement, CONSULTANT shall require said person or entity to execute an agreement containing the preceding paragraph.

15. Termination of Agreement. The City may terminate this Agreement without cause by giving CONSULTANT ten (10) days advance written notice from the City Manager. CONSULTANT may terminate this Agreement without cause by giving CITY thirty (30) days advance written notice. In the event of termination through no fault of CONSULTANT, CITY shall compensate CONSULTANT for CITY-approved milestones completed from EXHIBIT "A" as of the date of termination, upon the release to CITY of all Material hereunder, in any and all media or formats in which such materials have been created or are maintained. CITY retains the right to receive and use any MATERIAL, notwithstanding any termination or any dispute regarding the amount to be paid.

16. Attorney's Fees; Venue; Governing Law. If either party commences any legal action against the other party arising out of this Agreement or the performance hereof, the prevailing party in such action shall be entitled to recover its reasonable litigation expenses, including but not limited to, court costs, expert witness fees, discovery expenses, and attorney's fees. Any action arising out of this Agreement shall be brought in Placer County, California, regardless of where else venue may lie. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

17. Modification. This Agreement and each provision contained herein may be waived, amended, supplemented or eliminated only by mutual written agreement of the parties.

18. Severability. If any of the provisions contained in this Agreement are for any reason held invalid or unenforceable, such holding shall not affect the remaining provisions or the validity and enforceability of the Agreement as a whole.

19. Notices. Any notices to parties required by this Agreement shall be delivered personally or mailed, U.S. first class postage prepaid, addressed as follows:

CITY OF ROSEVILLE

Kevin Payne, City of Roseville
311 Vernon Street
Roseville, CA 95678

CONSULTANT

TruePoint Solutions
3262 Penryn Road Suite 100-B
Loomis, CA 95650

Either party may amend its address for notice by giving notice to the other party in writing.

20. Integrated Agreement. This is an integrated agreement and contains all of the terms, considerations, understanding and promises of the parties. It shall be read as a whole.

IN WITNESS WHEREOF, the City of Roseville, a municipal corporation, has authorized the execution of this Agreement in duplicate by its City Manager and attested to by its City Clerk

under the authority of Resolution No. _____, adopted by the Council of the City of Roseville on the ____ day of _____, 20____, and CONSULTANT has caused this Agreement to be executed.

CITY OF ROSEVILLE, a
municipal corporation

TRUEPOINT SOLUTIONS, LLC, a
California limited liability company

BY: _____
ROB JENSEN
City Manager

BY: Kent Johnson
its: Kent Johnson

and

ATTEST:

BY: _____
its: _____

BY: _____
SONIA OROZCO
City Clerk

APPROVED AS TO FORM:

BY: _____
ROBERT R. SCHMITT
City Attorney

APPROVED AS TO SUBSTANCE:

BY: Kevin Payne
KEVIN PAYNE
Development Services Director

EXHIBIT "A"

Statement of Work

For Consulting and Professional Services

In support of the:
City of Roseville, CA
**Electronic Document Review and Document Management System Integration to
the Accela Civic Platform**

March, 13, 2016

TruePoint Solutions
3262 Pecos Road
Suite 100-B
Loomis, CA 95660

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Document Control

Date	Author	Version	Change Reference
11/8/15	Keith Hobday	1.0	Initial
1/14/16	Joe Allen	2.0	Major Revisions
1/31/16	Keith Hobday	2.1	Revision Review
2/2/16	Joe Allen	3.0	Minor Revisions
2/10/16	Joe Allen	4.0	Final Revisions
3/13/16	Keith	4.1	Revisions Review

Introduction

The following Statement of Work will detail how TruePoint Solutions will provide the City of Roseville with Professional Services consulting for the Electronic Document Management System (EDMS) and Electronic Document Review (EDR) integration to the Accela Civic Platform.

This Statement of Work ("SOW") sets forth a scope and definition of the consulting/professional services, work and/or project (collectively, the "Services") to be provided by TruePoint Solutions ("TruePoint") to the City of Roseville, CA ("Agency").

TruePoint will provide the Agency the following two Services:

- Document Management Integration - TruePoint will configure an EDMS interface between Accela Automation and two separate document management systems (SIRE and SyTech).
- Electronic Plan Review Integration - TruePoint will implement the ePlanSoft Electronic Document Review solution for the Agency's Accela Civic Platform. This includes business process and workflow review, ePlanSoft software implementation, Accela system configuration, and end-user training.

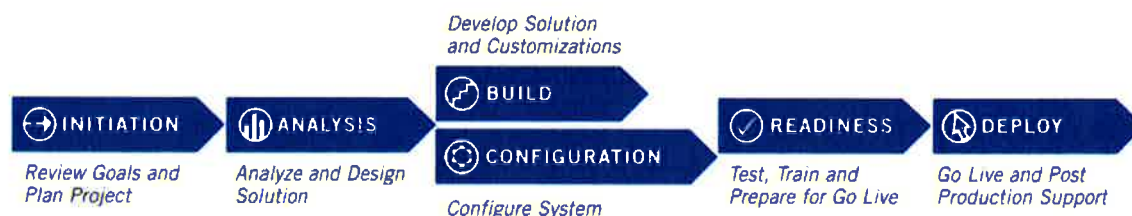
The specific scoping points for both Services can be found in Appendix A.

General Assumptions

- The scope is based on discovery sessions during the negotiation of this SOW with Agency prior to the initial SOW development.
- Agency and TruePoint will review their respective responsibilities before work begins to ensure that Services can be satisfactorily completed and in the appropriate timeframe.
- Early in the project the SIRE and SyTech web services will be analyzed by TruePoint to verify that the necessary functionality is in place to make the integration successful.
- Configuration not specifically described in this document is the responsibility of Agency.
- The Agency will provide remote network access to their system environments for TruePoint to work remotely.
- Agency has committed to the involvement of key resources and subject matter experts for ongoing participation in all project activities.
- Agency will provide access to subject matter experts and decision makers in a timely fashion.
- Scope increase required by Agency that results in additional hours worked over the hours or scope stated in the SOW may require a Change Order.
- ePlanSoft's ePlanCheck solution will be implemented and accepted by Agency before EDMS integrations will be fully implemented and accepted by Agency.

Project Methodology

This project will follow an agile approach. The interfaces/integrations will be developed in the DEV or STAGE environment. Once approved they will be migrated to PROD. The following diagram depicts the implementation process, broken down into six project stages:



Project Team

Once the project is approved and a start time is agreed to by both parties TruePoint will assign staff to the project.

TruePoint will designate a Project Manager and provide individuals to meet the requirements and accomplish the work as stated in this Agreement. The following positions are key roles for this project:

Project Manager

- Responsible for successful project implementation by managing project scope, project deliverables, project resources, project communication and project timeline
- Provide bi-weekly status reports depicting progress and raising attention to potential risks
- Available to answer question and address problems for the duration of the project

Implementation Consultant

- Act as subject matter experts for the product
- Define and document requirements
- Perform testing and work with clients on user acceptance testing
- Training and knowledge transfer
- Support during project completion through transition

Technical Consultant

- Interface design
- Interface coding
- Report creation

Project Schedule

As described above, the project will consist of two separate services. The expected duration of the project integration is four to five months. Once the project is approved and a start time is agreed upon by both parties TruePoint will provide a project schedule (Gantt chart) depicting milestones and the duration and timing of each task.

Project Costs

Document Management (EDMS) Integration

Task	Hours	Rate	Amount
Project Management	8	\$150	\$1,200
SIRE Web Services Analysis	1	\$165	\$165
SIRE EDMS Adapter Build/Integration	55	\$165	\$9,075
SIRE EDMS Adapter User Acceptance Testing	4	\$150	\$600
SyTech Web Services Analysis	1	\$165	\$165
SyTech EDMS Adapter Build/Integration	55	\$165	\$9,075
SyTech EDMS Adapter User Acceptance Testing	4	\$150	\$600
Go Live Preparation and Move to PROD	8	\$150	\$1,200
Service Totals	136		\$22,080

Assumptions:

This is a fixed price deliverable based estimate that assumes Agency will play an active role in the project

Electronic Plan Review (EDR) Integration

Task	Hours	Rate	Amount
Project Management	8	\$150	\$1,200
EDR Software Installation (ePlanSoft)	28	\$150	\$4,200
Business Process Review	12	\$150	\$1,800
EDR Workflow Analysis Documents (9 current workflows)	12	\$150	\$1,800
EDR Configuration and Scripting	100	\$150	\$15,000
EDR Training (Admin, Supervisor and Reviewers)	24	\$165	\$3,960
Stamp Creation (3 stamp templates)	8	\$150	\$1,200
Uploading Standard Comments	10	\$150	\$1,500
Report Creation (2 correction reports)	12	\$150	\$1,800
ACA Intake, Pageflow, & Fees Configuration for Application Submittal	0	\$150	\$0
EDR User Acceptance Testing	28	\$150	\$4,200
Go Live Preparation and Move to PROD	12	\$150	\$1,800
Service Totals	254		\$38,460

Services Budget

\$60,540

Expense Budget for possible travel expenses

\$1,200

Total Budget (Not to Exceed Amount)

\$61,740

Assumptions:

This is a fixed price deliverable based estimate that assumes the Agency will play an active role in the project Workflows will likely need to be reconfigured for EDR.

Scripts will be created to drive Task activation, assignments and notifications for EDR

TruePoint will provide basic support for Stamp Creation

The Agency will perform any ACA configuration required for Application Submittal, Pageflow, Fees for EDR

TruePoint will work with Agency to identify business requirements for EDR configuration

Agency will purchase ePlanSoft and accompanying software prior to project start date

Agency will be responsible for purchasing Affero APGL iText licenses from ePC for each environment (estimated cost per license is \$450)

Agency will be responsible for purchasing Adobe ColdFusion license (estimated cost per license is \$1,500)

Payment Terms

The Agency will compensate TruePoint as payment milestones are met. The budget for the project is defined below.

The price is based on the information available at the time of signing and the assumptions, dependencies and constraints, and roles and responsibilities of the Parties, as stated in this SOW. Should there be changes to the scope, timeline or resources that increases or decreases the hours or costs needed to complete the project, a Change Order may be required prior for project continuation.

Payments will be processed upon written acceptance by Agency that the payment milestone is complete.

Payment Description	Payment Milestones	Payment Amount
Payment #1	▪ ePlanSoft Software Installation accepted for EDR ▪ Business Process Review accepted for EDR ▪ Workflow Analysis (10) Documents accepted for EDR	\$7,800
Payment #2	▪ Configuration and Scripting tested & accepted for EDR	\$15,000
Payment #3	▪ SIRE Web Services Analysis accepted for EDMS ▪ SIRE EDMS Adapter Build/Integration accepted ▪ SIRE EDMS Adapter User Acceptance Testing	\$9,840
Payment #4	▪ SyTech Web Services Analysis accepted for EDMS ▪ SyTech EDMS Adapter Build/Integration accepted ▪ SyTech EDMS Adapter User Acceptance Testing	\$9,840
Payment #5	▪ Stamp Creation accepted for EDR ▪ Uploading Standard Comments accepted for EDR ▪ Report Creation accepted for EDR ▪ Training and User Acceptance Testing for EDR	\$8,460
Payment #6	▪ Testing and Go Live Preparation for EDR (ePlanSoft) ▪ EDR Move to Production	\$6,000
Payment #7	▪ Go Live Preparation for EDMS (SIRE/SyTech) ▪ EDMS Move to Production ▪ Project Management (EDR/EDMS)	\$3,600
Total		\$60,540

Expenses:

Work on this project will primarily be performed by local resources or remotely via GoTo meeting. An expense budget of \$1,200 is estimated if non-local staff are needed for on-site training. If expenses are incurred they will be billed to the City at the end of the month they are incurred.

Appendix A: Specific Scoping Details and Assumptions

Document Management Integration

Services

TruePoint will configure a modified or limited EDMS interface between Accela Automation and two separated document management systems (SIRE and SyTech). The Agency will provide access and assistance to the TruePoint team for installation.

The following is the summary of the functionality of the two EDMS integrations to Accela Automation:

Overview

The purpose of this document is to present the design details of the EDMS interface between Accela Automation and SIRE/SyTech. The Accela Automation EDMS web service is a client or consumer of information provided by a third party EDMS systems. This adaptor will accept web service calls from the Accela Automation EDMS client, retrieves/sends information to the document management application, and format the response back to Accela Automation.

Technical Overview

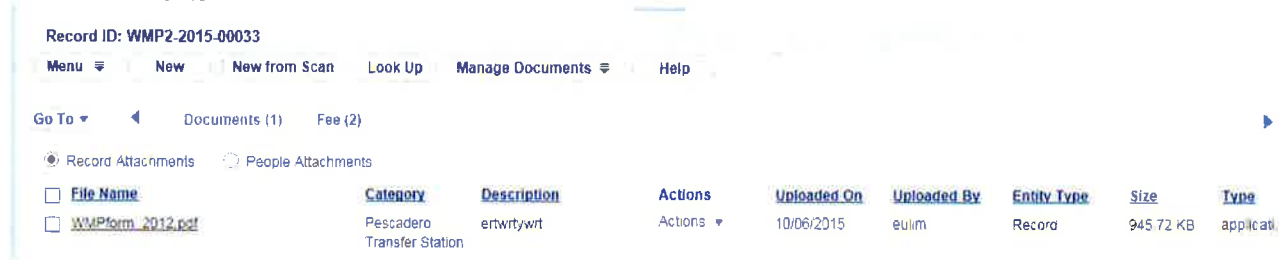
The goal is to develop as an ASMX web service in C# using Visual Studio.

Functional Details

LIST/LISTRESPONSE MESSAGES

The list/list Response messages are designated to provide Accela Automation with a list of documents for a specific records. This function is called when Accela Automation loads the Document List by clicking the documents tab in the record detail portlet of the Vantage360 user interface.

The list of documents available on the documents tab of the record detail portlet is created by performing a field search. The name of the template and the name of the field are specified in application settings, AltID Search Template Name and AltID Search Field Name



File Name	Category	Description	Actions	Uploaded On	Uploaded By	Entity Type	Size	Type
WMPform_2012.pdf	Pescadero Transfer Station	ertwtywrt	Actions	10/06/2015	eulim	Record	945.72 KB	applicati

GET/GETRESPONSE MESSAGES

The get/get Response messages are designated for the EDMS system to provide the actual document requested to the Accela Automation portlet. When the user clicks on the Download button, the portlet makes a request from the associated EDMS system to provide the actual document.

Accela Automation EDMS Attribute Mapping

The Accela Automation entity attributes associated with each document are pre-defined as part of the standard EDMS adapter definition (EDMS.wsdl). It is not possible to add additional information directly to the document attribute data associated defined in this wsdl file. Any additional meta-data from Accela Automation requires GovXML callbacks into Accela Automation.

The pre-defined attributes handled by the Standard Accela Automation EDMS adapter are as follows:

- Entity Key, including Entity Type (CAP)
- Agency id
- Type (CAP, PARCEL)
- Entity id
- Unique doc identifier
- Identifier display (alt id)
- Category (Document Type)
- Description
- File Name
- File Size
- File Context Type

Assumptions and Responsibilities:

- Assumes Agency is responsible for SIRE/SyTech side of the interface, web services, and training.
- Assumes up to 3 Accela environments (DEV, STAGE, & PROD)

Approach

The document manage system integration implementation approach will consist of the following activities performed by TruePoint

- Analysis
 - TruePoint will work with Agency to conduct analysis sessions for determining the final design of the Accela EDMS adapters for SIRE and SyTech
- Configuration
- User Acceptance Testing (UAT)
 - TruePoint will work with the Agency in the testing and validation of the interface configurator to ensure its readiness to be migrated to Production
 - As Agency staff executes testing activities during the UAT process, TruePoint will address and rectify issues discovered
- EDMS Admin Training
 - TruePoint will provide a 2 hour knowledge transfer / training session of the EDMS configuration and administration
- End-User Training
 - TruePoint will provide a 2 hour EDMS end user training session
- Deployment Support
 - TruePoint will support the Agency with issue resolution for up to two weeks during the deployment of the configuration to the Production environment
 - TruePoint will provide a list of configuration elements to migrate
 - TruePoint will manually move any items not covered by the Accela Data Manager

Electronic Plan Review Integration

Project Management and Oversight

TruePoint will provide a project manager for the implementation in order to plan and monitor execution of the project in accordance with deliverables outlined in the Statement of Work. Generally these services include the following:

- Issue log management and escalation
- Status reporting
- Change order management
- Resource management

Sample EDR Configuration Concepts

The following is the concept of a possible/typical EDR configuration:

- Submit a new application via ACA
- Add attachments to the ACA page flow so the citizen/contractor/outside consultant can attach the plans
- Trigger scripts when plans are accepted from the workflow. For example a status of "Plans Accepted for Review" can trigger scripts.
 - Look up the required tasks/due date requirements based on application input
 - Use this info to default TSI fields on the Plans Distribution task.
 - Once all the reviews have been set the Plans Distribution workflow task can be updated to a status of something like "Ready for Electronic Review" or "Ready for Physical Review".
 - If electronic review is selected a script runs on WTUB that checks to make sure there is a document attached that is eligible for electronic review.
 - If everything checks out then the scripts look at the TSI to determine which reviews should be active or not
 - The scripts can either deactivate the tasks that are not required or delete them all together
 - Scripts can also create the document review task for each applicable document, associate it to the appropriate workflow task, and assign it to whomever the workflow task was assigned to.
- Each reviewer can now review the document
 - They can see their assignments either from the document task list in My Tasks, or their normal My Tasks list under the workflow tab.
 - On the workflow task they can get to the document by clicking on the sub-task tab and they will see the document there. They can click the Review link and start the review in ePlanCheck.
 - When they are done they can either update the document review task or update the workflow.
 - Once all the parallel tasks are complete then the Plan Coordination step is now active.
 - If revisions are required
 - The Plan Coordinator can check in the document, and then update the workflow that revisions are required. Notification template emails can notify the primary applicant with instruction and include a deep link to the record on ACA.
 - Revised plans can be updated through ACA. A script can look for the resubmitted and updates the appropriate Task to "Re-submittal Received" when it has been uploaded. This could also trigger a notification to someone internally.
 - If Approved the workflow can forward to "Ready to Issue"
 - Again scripts can be put in place that look at the reviews, so when updating to "Ready to Issue" if any of the reviews say "Revisions Required" it won't let them move forward.

Note: In addition to the scenario describe above, the EDR solution will also need to support workflow configurations that are designed around partial reviews/returns, and that do not contain a Plan Coordination task or role.

Electronic Document Review Integration

This section describes the tasks, responsibilities and assumptions that will enable submissions, review and markup of documents for up to nine (9) business processes (workflows) within the Agency's current configuration. TruePoint will work with the Agency to identify the following business requirements for EDR configuration:

- Plans that will be submitted online through Accela Citizen Access and Accela Automation as part of the review process.
- Agency workflows associated with the document review process.
- Requirements for workflow tasks / statuses / assignments for each role (e.g. intake personnel, plan reviewers, plan processors / approvers, etc.) in support of Agency workflow.
- Versioning of documents submitted / reviewed.
- Process steps within the Agency's workflow associated with reviewing the plan.
- Requirements for notifications via email.
- Stamps to be used on submitted documents.
- Information that will be exposed to the public via Accela Citizen Access.

Assumptions and Responsibilities:

- Prior to configuration of EDR the Agency will:
 - Purchase licensing for ePlanSoft
 - Purchase Affero APGL iText
 - Purchase Adobe ColdFusion
 - Purchase the necessary hardware to support EDR
 - Be installed on Accela Automation 7.3.3.5 or higher.
- For the duration of the project the Agency will:
 - Make available the appropriate subject matter experts to provide needed information, participate in the analysis, and verify the accuracy of the information provided. The Agency will be responsible for collaborating with outside consultants (contract reviewers).
 - Adhere to agreed-upon timelines
 - Provide access to Agency equipment and network.
- Implementation will take place in a Development environment and moved to Production at go-live.
- The configuration of Accela Electronic Document Review will build on the configuration, record types, and workflow tasks the Agency already has in place and allow for modifications to the document review process. Processes to submit, review, and accept documents will leverage the current configuration.
- The configuration of Accela Electronic Document Review will build on Accela Citizen Access configuration that the Agency already has in place. Application processes through Accela Citizen Access will have already been configured and enabled. Configuration of new online applications and new or updated page flows constitutes additional scope.
- The Agency will leverage stamps provided out-of-the box. Basic instruction on the creation of stamps will be provided. One custom stamp for static text only, simple dynamic stamp and dynamic stamp with input will be created. These three samples will be used as templates and will be covered during the training exercises. The Agency will be responsible for creating any additional stamps that will be required.
- The Agency will use the default EDMS/ADS currently in place for documents.
- In Final Testing and Acceptance, the Agency will:
 - Develop use cases / test cases needed to test the configuration.
 - Allocate appropriate staff to the testing effort to ensure that the system is operating per signed specifications and ready for the move to production.

Integration Tasks

The Accela Electronic Document Review implementation is comprised of the activities that will enable the submission, review, and markup of documents to work effectively given the Agency's configuration of Accela Automation. TruePoint will conduct the following activities in support of the implementation:

Installation

TruePoint Responsibilities:

- TruePoint will review server requirements with Agency
- TruePoint will install ePlanSoft and accompanying software (i.e. ColdFusion, iText, etc.)
- This work can be done remotely

Agency Responsibilities:

- Agency will ensure the following server environment is in place:

Source (Server)	Destination (Server)	Ports	Reciprocate	Zone
Accela Citizen Access Server	Accela Database Server	1433	Yes	Internal/Internet
Accela Citizen Access Server	CFMX/Accela Web Server	80, 443	Yes	Internal/Internet
CFMX/Accela Web Server	Accela Biz Server		Yes	Internal
Accela Biz Server	Accela Database Server	1433	Yes	Internal

- Agency will ensure workstations requirements are in place.

Assumptions:

- The Agency will have Accela Document Service (ADS) installed and configured prior to the contract period of performance.

Analysis

TruePoint will work with the Agency to understand its document submission, plan review, and approval process for up to nine (9) processes in order to enable the Accela Electronic Document Review configuration to work effectively with the Agency's workflow.

- The following nine (9) business processes (workflows) have been selected for inclusion in this effort:

Module	Record Type(s)	Workflow
Building	Fire (2)	F_SYSTEM
	Commercial (15)	B_COM
	Residential (6)	B_RES
	Residential Master Plan	B_PRD
Engineering	Encroachment	E_ENC
	Grading	E_GRD
	Improvement Plan	IMP_8
	Map	E_MAP
Planning	Project	P_PROJ

TruePoint Responsibilities:

- TruePoint will meet with the Agency for initial analysis of the processes, as well as conduct follow up meetings to clarify any requirements.
 - Establish business objectives
 - Conduct detailed business process review

- Define business process flow chart (workflow diagram)
- TruePoint will produce an Accela Electronic Document Review Specifications Document as the basis for configuration.

Agency Responsibilities:

- The Agency will review the documents to ensure the business requirements needed for configuration were properly captured.
- Agency shall review the configuration documentation.

Assumptions:

- The Agency will select decision makers to approve the documents and make them available so as not to delay the schedule.
- This is scoped to assume that the use of the current shared workflows across record types does not change.

Configuration

TruePoint will configure to allow for electronic document review in the Agency's current workflows.

TruePoint Responsibilities:

- Typical items for TruePoint to configure to enable EDR:
 - Standard choices: Document Status, Document Review Status, Virtual Folders, EDMS
 - User Groups: activate FIDs to allow for EDR
 - Attachments: Document group codes and document types
 - Workflow: Add workflow tasks to allow for Plans Distribution and Plans Consolidation (if necessary)
 - Record/Application Type: Set document group code
 - Workflow email notifications: setup notifications
 - EDMS security policy: set document security for Public Users
- TruePoint will use the Accela Electronic Document Review Specifications Document as the basis for configuration.

Agency Responsibilities:

- The Agency will make changes to the ACA intake process to allow for intake of an application thru ACA

Assumptions:

- Configuration does not include adjustments to fee schedules.
- EDMS will be configured and operable in AA prior to configuration.

EDR Scripting

TruePoint Responsibilities:

- TruePoint will provide the following four Model level Event scripts:
 - **WorkflowTaskUpdateAfter** (WTUA): Email the applicant when revisions/resubmittals are required OR when the application is approved.
 - **DocumentUploadAfter** (DUA): When awaiting a revision/resubmittal, when the document is uploaded, the workflow task status for Application Submittal will be updated AND optionally the Agency staff can be notified.
 - **DocumentReviewUpdateAfter** (DRUA): When the Document Review Status is modified it will automatically update the Plan Review workflow task, alleviating the staff from having to update both.
 - **DocumentUploadBefore** (DUB): Applicants are not allowed to upload new documents through ACA when the record's application status is "In Review".
- Accela scripts will include email notifications as identified in the Analysis phase of the project described above

Agency Responsibilities:

- The Agency will provide access to configure the above items.
- The Agency will provide approval for the use of the above scripts.

Assumptions:

- The creation/configuration of Accela Electronic Document Review scripts will build on the configuration, record types, and workflow tasks the Agency already has in place and allow for modifications to the document review process.

End-User Training

TruePoint Responsibilities:

- TruePoint/ePlan Soft will first train the core project team that will be conducting User Acceptance Testing (UAT).
- After UAT is complete, TruePoint will provide standard training on Accela Electronic Document Review.
- Training topics include:
 - Attaching documents via Accela Citizen Access and Accela Automation
 - Searching for documents
 - Processing workflow and document assignments
 - Reviewing and annotating documents with the ePlanSoft toolset.

Agency Responsibilities:

- The Agency will provide suitable facilities, hardware, software, and supporting equipment required for training – including fully configured workstations.
- The Agency will provide ePlanSoft access and training to outside consultants (contract reviewers).

Assumptions:

- Training participants will already have been trained in Accela Automation.
- Training will focus on leveraging the functionality of Accela EDR.
- Training will be conducted in the DEV or STAGE environment.

User Acceptance Testing (UAT)

TruePoint Responsibilities:

- TruePoint will work with the Agency in the testing and validation of the configuration to ensure its readiness to be migrated to Production. As Agency staff executes testing activities during the UAT process, TruePoint will address and rectify issues discovered.

Agency Responsibilities:

- In support of User Acceptance Testing, the Agency will:
 - Develop use cases / test cases needed to test the configuration.
 - Allocate appropriate staff to the testing effort to ensure that the system is operating per signed specifications and ready for the move to production.

Stamp and Report Creation

TruePoint Responsibilities:

- TruePoint will create the following three custom stamps:
 - Static text only stamp
 - Simple dynamic stamp
 - Dynamic stamp with user input

- TruePoint will provide Agency basic instruction on the creation of custom stamps
- TruePoint will work with the Agency to analyze and build the following two reports (not to exceed 12 hours) :
 - Consolidated "Comments and Conditions" report
 - Department specific "Corrections Letter" report

Agency Responsibilities:

- The Agency will be responsible for creating any additional stamps beyond the three stamp templates provided by TruePoint.
- The Agency will be responsible for creating any additional reports beyond the two reports provided by TruePoint

Assumptions:

- ePlanSoft will provide example out of the box stamps to use as a starting point
- ePlanSoft will provide sample out of the box reports to use as a starting point

Deployment Support

TruePoint Responsibilities:

- TruePoint will support the Agency with issue resolution for up to two weeks during the deployment of the configuration to the Production environment
- TruePoint will provide a list of configuration elements to migrate
- TruePoint will manually move any items not covered by the Accela Data Manager

CONFIDENTIALITY AND NON-DISCLSOURE AGREEMENT

ARTICLE I – GENERAL

TruePoint Solutions, LLC ("Consultant") agrees that information relating to the Professional Services Agreement for the Accela EDR Project

("Agreement") furnished by the City of Roseville ("Roseville") shall be deemed proprietary and confidential to Roseville, and, all such foregoing information, to the extent previously, presently, or subsequently disclosed to Consultant is hereinafter referred to as "Confidential Information" of Roseville. In consideration of Roseville's entering into the Agreement and the disclosure of the Confidential Information by Roseville and in recognition of the proprietary and confidential nature thereof, Consultant agrees to treat the Confidential Information as provided by this Agreement. This Agreement shall supersede any conflicting terms and conditions in the Agreement.

ARTICLE II – TREATMENT OF CONFIDENTIAL INFORMATION

Consultant shall, and shall cause each of Consultant's affiliates, agents, employees, directors, partners, and representatives to, safeguard and maintain as confidential all Confidential Information disclosed to Consultant, including, without limitation, information in written, magnetic or other physical form, and take reasonable precautions to protect the Confidential Information (including, without limitations, all precautions Consultant employs with respect to Consultant's own proprietary and confidential information). Consultant shall not, and Consultant shall cause each of Consultant's affiliates, agents, employees, directors, partners, and representatives not to: (a) use the Confidential Information except to perform Consultant's obligations relating to the Agreement; (b) derive any commercial benefit, whether direct or indirect; (c) do anything to impair the business relationships, intellectual property or other proprietary rights of Roseville; (d) claim, or reverse engineer any of the Confidential Information; or (e) disclose the Confidential Information to anyone unless required to do so by law. Any Consultant employee, affiliate, advisor, agent, director, partner or representative given access to any of the Confidential Information must have a legitimate "need to know" and Consultant will notify such employee, affiliate, advisor, director, partner, or representative that they are bound by the same restrictions as Consultant regarding the Confidential Information.

ARTICLE III – EXCEPTIONS

The foregoing restrictions of confidentiality and non-use will not apply to information that:

- (a) is or becomes publicly available without breach of this Agreement;
- (b) is disclosed to Consultant by a third party, provided such information was not obtained by such third party, directly or indirectly, from Roseville on a confidential basis (no third party will be involved without the written consent of Roseville);
- (c) is already known to Consultant without obligations of confidentiality;

- (d) is independently developed or discovered by Consultant without access to the Confidential Information as evidenced by the Consultant's business records; or
- (e) is the subject of a written permission to disclose provided by Roseville.

ARTICLE IV – PERMITTED DISCLOSURES

Notwithstanding any provisions of this Agreement to the contrary, Consultant may disclose the Confidential Information to applicable regulatory authorities or if required by judicial or administrative process or timely disclosure requirements imposed by law, provided that Consultant first provides to Roseville prompt written notice of such required disclosure, maintains confidentiality to the greatest extent permissible and takes such steps as may be reasonable in the circumstances to allow Roseville to seek a protective order with respect to the confidentiality of the information required to be disclosed.

ARTICLE V – NO LICENSE

This Agreement shall not be construed as creating, conveying, transferring, granting or conferring upon Consultant any rights, license or authority in or to the Confidential Information. Furthermore and specifically, no license or conveyance of any intellectual property rights is granted or implied by this Agreement.

ARTICLE VI – RETURN OF CONFIDENTIAL INFORMATION

Immediately upon the decision of either party to terminate the Agreement, Consultant shall, and shall cause each of Consultant's affiliates, agents, employees, directors, partners, and representatives to, return to Roseville all documents and media containing Confidential Information and any and all copies or extracts thereof within ten (10) business days of such decision. Furthermore, within thirty (30) business days of the decision of either party to terminate the Agreement, Consultant shall remove all Confidential Information from any computer system used by Consultant's agents or business partners.

ARTICLE VII – REQUIRED DISCLOSURES

Consultant must disclose information regarding participation, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other entity, which has resulted or could result in a benefit to Consultant, if said participation creates potential conflicts or competition with the Agreement or other agreements involving Roseville.

ARTICLE VIII – REMEDIES FOR BREACH

Consultant agrees that the limitations contained herein are reasonable and necessary for the protection of Roseville, and given the unique nature of the Confidential Information, the breach of this Agreement cannot be adequately remedied by law. Therefore, in the event of a breach of this Agreement by Consultant, Roseville shall be entitled to pursue equitable remedies, which shall include, but not be limited to,

injunctive relief, and recovery of any associated reasonable attorney's fees and legal costs, along with any other available remedies at law. Consultant will notify Roseville in writing immediately of any such unauthorized release or other breach of which Consultant is aware.

ARTICLE IX – VALIDITY

Any provision of this Agreement held to be illegal, invalid, or unenforceable by law or rule or regulation shall be fully severable, and the remaining provisions of this Agreement shall remain in full force and effect. Additionally, the parties hereby agree to negotiate in good faith to modify and amend this Agreement to maintain the original intent of the parties with respect to such provisions so severed.

By: Kent Johnson
Print Name: Kent Johnson
Title: CEO
Date: 03/21/2016

and

By: _____
Print Name: _____
Title: _____
Date: _____



COUNCIL COMMUNICATION

CC #: 7891

File #: 0201-01 & 0216-02

Title: Citizens' Benefit Fund - Budget Adjustment
Contact: Vicki Philpott 916-774-5353 vphilpott@roseville.ca.us

Meeting Date: 8/3/2016

Item #: 7.17.

RECOMMENDATION TO COUNCIL

Authorize the City Manager to approve a budget adjustment in the amount of \$364 to record the revenue and expenditures for CBF/R.E.A.C.H. Funds (employee donations) earmarked to support Project Play - Roseville's accessible playgrounds.

BACKGROUND

In 2002, the City of Roseville created a new employee and community giving program – the Roseville Employees Annual Charitable Hearts (R.E.A.C.H.). This program provides employees an easy and convenient way to support their favorite nonprofits through automatic payroll deductions. However, some employees wanted to keep their donations local but didn't know where the community's greatest needs existed. This led to the creation of a separate fund called the R.E.A.C.H. Fund. Employee and community donations made to the R.E.A.C.H. Fund, unless earmarked for a special program, are distributed through the same competitive grants process used for the Citizens' Benefit Fund and provide needed services for the Roseville community.

As an option during the annual giving campaign, employees can earmark their R.E.A.C.H. donations to a pre-identified program that is coordinated by a City department but not funded by the general fund. Examples of these programs include Buckle Up Baby, PedalSafe, Operation Swim and the Project Play. These adjunct programs rely on employee donations and community grants.

A budget adjustment is required to record the revenue and related expenditures so that the Parks, Recreation and Libraries Department can access the employee donations and use the funds to support the earmarked program – Project Play.

FISCAL IMPACT

There is no impact to the City's general fund. This fund holds the bi-weekly donations from employees until the campaign year ends. This budget adjustment is to record the revenue and the related expenditure of the funds to the respective city department.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable.

ENVIRONMENTAL REVIEW

The CBF/R.E.A.C.H. Fund is not considered a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines §15378). Consequently, no CEQA action is required.

Respectfully Submitted,

Vicki Philpott, Assistant to the City Manager

Rob Jensen, City Manager



Rob Jensen, City Manager

ATTACHMENTS:

Description

Ordinance No. 5727

Budget Adjustment - REACH

ORDINANCE NO. 5727

ORDINANCE OF THE COUNCIL OF THE CITY OF ROSEVILLE
AUTHORIZING CERTAIN AMENDMENTS TO THE 2016-17
BUDGET AND DECLARING THIS ORDINANCE TO BE IMMEDIATELY
EFFECTIVE AS AN APPROPRIATION MEASURE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. The City of Roseville Annual Budget, Fiscal Year 2016-17, is hereby amended by transferring appropriation to and from the activities indicated below:

Appropriate funds to record the revenue and expenditures for Citizens' Benefit Fund/R.E.A.C.H. funds (employee donations) earmarked to support Project Play per request of the City Managers' Department, as listed on the attached Request for Budget Adjustment totaling \$728.00.

SECTION 2. This ordinance is hereby declared to be an appropriation measure, immediately effective pursuant to the provisions of Section 5.03 of the Charter.

SECTION 3. The City Clerk is hereby authorized and directed to post a true copy of the foregoing ordinance in each of three (3) conspicuous locations in the City and she shall immediately after such posting enter in the ordinance book, under the record of the ordinance, a certificate under her hand stating the time and place of such publication by posting.

PASSED AND ADOPTED by the Council of the City of Roseville, this
_____ day of _____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk



REQUEST FOR BUDGET ADJUSTMENT

FINANCE DEPARTMENT

Instructions: Complete all necessary fields. Fields marked with an asterisk (*) are mandatory and required for processing. Obtain required approvals and process according to the procedure outlined in: [A.R. 6.01 Budget Adjustment Policy & Procedure](#).

REQUESTER*: Vicki Philpott

DEPARTMENT/DIVISION*: City Manager

FISCAL YEAR/EFFECTIVE DATE*: FY2017

PROPOSED COUNCIL DATE (if applicable): ~~07/20/2016~~ 8-3-16

For more detailed budget adjustment training information, including examples, please click on the following link:

[Miscellaneous Budget Training Information](#).

USE OF FUNDS*						
AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL			JL		
	ORG KEY*	OBJECT*	FUND*	PROJECT	ACTIVITY	
364	00217	5998	217			Project Play
364	00217	3900	217			
\$ 728	TOTAL					

SOURCE OF FUNDS*						
AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL			JL		
	ORG KEY	OBJECT	FUND*	PROJECT	ACTIVITY	
364			280			Citizens' Benefit Fund (REACH)
364	00280	8900	280			
\$ 728	TOTAL					

FINANCE USE	Approved:				
		<i>Val N PPL</i>	<i>7/6/16</i>	<i>Kathy Cullen</i>	<i>7/6/16</i>
	BUDGET MANAGER/DESIGNEE	DATE		Finance Director	DATE

Justification for Budget Adjustment*:

\$364 represents the amount of employee donations collected during the 2015 Employee Giving Campaign - REACH (April 2015-March 2016). These funds were earmarked to support Project Play - Roseville's accessible playgrounds. This budget adjustment moves the money from the CBF/REACH Fund to PR&L to be used in their FY2017 program.

Approved:	<i>[Signature]</i>	7/8/16	Approved:	<i>[Signature]</i>	
REQUESTING DEPARTMENT HEAD / DESIGNEE	DATE		CITY MANAGER	DATE	



COUNCIL COMMUNICATION

CC #: 7887

File #: 0201-01 & 0214 & 0800-04

Title: Flood Emergency Response Projects – Statewide Grant Round 2 - Agreement and Budget Adjustment

Contact: Carl Walker 916-746-1300 cwalker@roseville.ca.us

Meeting Date: 8/3/2016

Item #: 7.18.

RECOMMENDATION TO COUNCIL

Staff recommends the City Council take the following actions:

1. Approve the Agreement between the State of California Department of Water Resources and the City of Roseville for the Flood Emergency Response Projects Statewide Grant Round 2 and adopt the attached resolution authorizing the City Manager to execute the Agreement on behalf of the City.
1. Approve the attached ordinance for a Budget Adjustment of \$130,013 for use of the grant funds provided by the State of California Department of Water Resources.

BACKGROUND

In December 2014, the Department of Water Resources (DWR) began soliciting grant proposals from eligible cities, counties, and flood protection agencies for funding under the Flood Emergency Response Projects Statewide Grant Round 2 program. The purpose of this grant program is to provide funding for local agencies to improve flood emergency preparedness and response.

In response to the grant proposal request, the City of Roseville and the Placer County Flood Control and Water Conservation District (Flood Control District) collaborated to prepare an application to seek \$250,000 in funding to update the communications system for the Flood Alert System precipitation and stream gauges owned and operated by the City of Roseville and the Flood Control District.

The current communications system for the City's and the Flood Control District's Flood Alert System, "ALERT", (which stands for Automated Local Evaluation in Real Time) was developed by the National Weather Service in the 1970's. During high intensity storm events, such as extremely heavy rainfall, the current ALERT system communication protocol can overload the receiving base station with data, causing errors with the data collected from our remote sensors during an event

when we need the most accurate information available.

In an effort to correct the data transmission problems inherent with the ALERT protocol, the National Hydrologic Warning Council, in association with the ALERT Users Group, released the ALERT2 data transmission standards in 2010. Since the development of the ALERT2 protocol, various flood alert systems throughout the State, including the County of Sacramento, have been successful in obtaining grant funds from the State DWR to update their flood alert systems to this new communications protocol.

The DWR grant proposal development guidelines required multi-agency applicants to designate a lead agency to apply for the grant. Since the City of Roseville owns and operates a majority of the stream gauges within Southwest Placer County, and our staff is familiar with the equipment and locations of each stream gauge installation, the City of Roseville was designated as the lead agency for the purposes of filing the grant application and administering the project.

On February 4, 2015, the City Council approved Resolution No. 15-34, which authorized the City Manager to file the grant application on behalf of the City.

In October 2015, the Department of Water Resources informed the City that our application for use of Flood Emergency Response Projects – Statewide Grant Round 2 funds was selected for funding in the amount of \$130,013 which is nearly \$120,000 less than our initial funding request.

While DWR did not recommend fully funding the City's and Flood Control District's initial grant request, the funding offered by DWR will fully fund new Flood Alert System base station equipment and database software for both the City's and Flood Control District's first phase transition to the ALERT2 protocol. Specifically, the new base station equipment will consist of antennas, antenna towers, and new receivers/decoders used to accept transmission from the field sensors in the new ALERT2 format. Upgrades to existing database software are also required to record the data received by the field sensors in the new ALERT2 format. Both the City's and County's equipment and software will be upgraded.

The grant will also fund the conversion of four stream gauge transmitter sites for each agency to ALERT2, and provide funding for the installation of two new gauges within the flood-prone areas of Granite Bay, along Miners Ravine and Linda Creek. The grant funding also provides \$5,905 in funding for the project management efforts required by City staff and reimbursement of \$1,258 for the cost to prepare the grant application.

Funding for upgrading the remaining transmitters within the City's and Flood Control District's Flood Alert Systems to the ALERT2 protocol will be the subject of subsequent grant requests to DWR through their Flood Emergency Response Projects program and through funds budgeted within each agency's Capital Improvement Budgets.

Use of the DWR grant funds will require the City to provide \$12,500 in local matching funds, which has been identified within Capital Improvement Project #152002, "Flood Alert System Replacement Project", within the Fiscal Year 2017 Budget approved by the City Council in June 2016.

FISCAL IMPACT

Eligible project costs recommended for funding by DWR in the amount of \$130,013 are funded by the grant, with an additional local funding match of \$12,500 required from the City. The matching funds are included within the City's FY 2017 Budget.

ECONOMIC DEVELOPMENT / JOBS CREATED

Federal guidelines suggest there is one job created for every \$92,000 in direct government spending. Based on that, this project will create 1.5 jobs.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) does not apply to activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment (CEQA Guidelines §15061(b)(3)). The execution of the grant funding agreement between the City of Roseville and DWR does not include the potential for a significant environmental effect, and therefore are not subject to CEQA. The installation of the two new County stream gauges funded by the grant may be subject to CEQA, and the appropriate CEQA document will be prepared by the County prior to installation of the new stream gauges.

Respectfully Submitted,

Carl Walker, Senior Engineer

Rhon Herndon, Public Works Director



Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 16-343

Agreement

Ordinance No. 5724

Budget Adjustment

RESOLUTION NO. 16-343

APPROVING AN AGREEMENT BY AND BETWEEN THE STATE OF CALIFORNIA
DEPARTMENT OF WATER RESOURCES AND THE CITY OF ROSEVILLE, AND
AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF
ROSEVILLE

WHEREAS, in 2014, the State of California Department of Water Resources (DWR) began soliciting grant proposals for funding under the Flood Emergency Response Projects Statewide Grant Round 2 Program; and

WHEREAS, on February 4, 2015, the City Council authorized the City Manager to file the grant application on behalf of the City; and

WHEREAS, use of the DWR grant funds will require the City to provide \$12,500 in local matching funds and to sign an agreement which outlines use of the funds; and

WHEREAS, an agreement between DWR and the City of Roseville for the Flood Emergency Response Projects Statewide Grant Round 2, has been reviewed by the City Council; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that said agreement is hereby approved and that the City Manager is authorized to execute it on behalf of the City of Roseville; and

PASSED AND ADOPTED by the Council of the City of Roseville this ____ day of _____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk

**STATE OF CALIFORNIA
THE NATURAL RESOURCES AGENCY
DEPARTMENT OF WATER RESOURCES
AGREEMENT BETWEEN THE STATE OF CALIFORNIA
DEPARTMENT OF WATER RESOURCES AND
CITY OF ROSEVILLE
UNDER THE FLOOD EMERGENCY RESPONSE PROJECTS –
STATEWIDE GRANT ROUND 2**

THIS AGREEMENT, made in quadruplicate and effective as of the last date of the required signatures of the parties, is entered into by and between the Department of Water Resources of the State of California (hereinafter called the State), and the City of Roseville (hereinafter called the Grantee) for the Flood Emergency Response Projects – Statewide Grant Round 2.

The State and the Grantee agree as follows:

SECTION 1 PURPOSE OF AGREEMENT

This Agreement is made by and between the State and the Grantee to assist in financing a Flood Emergency Response Projects – Statewide Grant Round 2 project pursuant to Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Section 75032 of Chapter 3 of Division 43 of the Public Resources Code).

Grant funds may be used only as provided in this Agreement for such Eligible Project Costs as set forth in the project description and budget, copies of which are incorporated herein by this reference and set forth in Exhibit A, Scope of Work and Exhibit B, Budget which describe tasks to be accomplished and costs associated with those tasks under this Agreement.

SECTION 2 SCOPE AND TERM OF AGREEMENT

This Agreement shall remain in effect for three (3) years from the date of execution. The date of execution shall be the last date of the required signatures of the parties to the Agreement. Certain activities specified in this Agreement have a different term such as maintenance responsibilities of the Grantee which continue in perpetuity.

This Agreement incorporates:

Exhibit A – Scope of Work

Exhibit B – Budget

Exhibit C – Schedule

Exhibit D – Standard Terms

Exhibit E – Planned Maintenance Activities

SECTION 3 PROJECT SCHEDULE AND COSTS

Grantee shall diligently perform or cause to be performed all project work in accordance with the Project Schedule set forth in Exhibit C or as otherwise approved by the State in writing.

The total project costs (identified in Exhibit B) are estimated to be \$142,513.

SECTION 4 STATE GRANT AND ELIGIBLE PROJECT COSTS

Pursuant to the California Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84), and subject to the availability of funds, including any mandates from the Department of Finance, the Pooled Money Investment Board, or any other State authority, the State will reimburse the Grantee, in accordance with the terms of this Agreement, in an amount equal to the Grantee's eligible expenditures for this project not to exceed \$130,013 as the State Share, as identified in Exhibit B, Budget. The State will not make payments of any kind until funding is made available by the State Treasurer, after allocation decisions are made by the Pooled Money Investment Board and Department of Finance.

Grantee shall use State funds received only for Eligible Project Costs which are incurred only during the effective term of this agreement, with the exception of approved reimbursable application costs. Invoices eligible for reimbursement shall reflect work performed after the effective date and before the termination date of the agreement. Work performed before the effective date, or after the termination date, of the agreement is not eligible for reimbursement under this funding agreement.

Eligible Project Costs include only the reasonable and necessary actual costs directly related to the Scope of Work (Exhibit A). Travel expenses will not be reimbursed unless travel is preapproved by the State Project Manager.

SECTION 5 GRANTEE'S COST SHARE AMOUNT

The Grantee agrees to fund the difference, if any, between the actual project cost and the State Grant (Section 4).

SECTION 6 INCORPORATION OF STANDARD TERMS AND GRANTEE COMMITMENTS

In addition to Exhibits A, B, and C this Agreement by this reference incorporates Exhibit D, Standard Terms, and Exhibit E, Planned Maintenance Activities. The Grantee accepts and agrees to comply with all terms, provisions, conditions, and commitments of this Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations and statements made by the Grantee in the Application, documents, amendments and communications filed in support of its request for financing.

SECTION 7 METHOD OF PAYMENT

The Grantee shall submit invoices and supporting documentation on a quarterly basis. All payments will be made to the Grantee upon receipt of an invoice by the State of California, Department of Water Resources, 3310 El Camino Avenue, Room 200, Sacramento, California 95821, to the attention of John Paasch, Project Manager for the State. Invoices should include contract number and work plan element identification.

The Grantee shall meet all conditions for disbursement of money under this Agreement, including the provisions of the Conditions for Disbursement which is located in Exhibit D. Failure by Grantee to comply may, at the option of the State, result in termination of the Agreement.

SECTION 8 PROGRESS REPORTS AND STATEMENTS OF COSTS

The Grantee shall submit quarterly progress reports, starting with the end of the first complete calendar quarter after date of execution, describing the status of the Project and containing a statement of costs to the State. The submittal and approval by the State of these reports is a requirement for continued disbursement of State Grant funds. Progress reports shall include a record of expenditures, description of project activities since the previous report, status of the project relative to the scope of work, progress schedule and key issues that must be resolved. Additionally, if the Grantee is aware of any anticipated problems, obstacles, or issues that could affect the project budget, schedule, or scope of work, they should be discussed in the progress reports.

MODIFICATION OF OVERALL SCOPE OF WORK.

At the request of the Grantee, the State may at its sole discretion approve non-material changes to the portions of Exhibit A which concern the budget and schedule without formally amending this Agreement. Non-material changes with respect to the budget are changes that only result in reallocation of the budget and will not result in an increase in the amount of the State Funding Commitment set forth in Section 4. Non-material changes with respect to the Project schedule are changes that will not extend the term of this Agreement which is set forth in Section 2 of the Agreement. Requests for non-material changes to the budget and schedule must be submitted by the Grantee to the State in writing and are not effective unless and until specifically approved by the State's Program Manager in writing.

The Grantee may include a contingency fund in the budget provided in Exhibit A, of up to ten percent (10%) of the overall budget. If there is a cost overrun with respect to an individual contract item or task of no more than 20% of the original estimate for that item or task, the State's Program Manager may authorize the use of any available contingency fund or reallocation of unexpended funds for other individual contract items or tasks. If there is a cost overrun or decrease in allocated funds that exceeds 20% of the amount originally estimated for an individual contract item or task, the Grantee and the State must agree to amend the Agreement.

If the Grantee and the State agree to a material change with respect to the Overall Work Plan that decreases the Project Cost in Section 4, the parties agree there shall be proportionate reduction in the limit on State funds set forth in Section 4.

If the State Program Manager approves a material change pursuant to the provisions of this Section, the Grantee shall include information regarding the material change in the reports required by this Agreement. Within a reasonable time after the material change is approved, the State and the Grantee shall also formally amend this Agreement to reflect the material change.

SECTION 9 FINAL REPORTS

Upon project completion or termination, the Grantee shall submit a Final Report describing project activities and a report of expenditures (Final Financial Report) for the State's review and comment. The Final Report and Final Financial Report shall both be submitted within sixty (60) days of the project completion or termination. The Final Report shall describe the results of the project's activities, and include photographs of pre-project conditions and of the work completed.

For any construction activity undertaken pursuant to and funded by this agreement, upon completion of the project the Grantee shall provide for a final inspection and a written certification by a California Registered Civil Engineer that the project has been completed in accordance with final plans and specifications and any modifications thereto. Such certification shall be submitted to the State with a copy of the final report of project expenditures required in the paragraph below. The Grantee shall keep on file, for the useful life of the project, as built plans and specifications for the project. Such documents shall be made available for inspection by the State upon reasonable notice.

The Final Financial Report documenting total project expenditures shall be submitted by the Grantee at the same time as the Final Report.

SECTION 10 RELATIONSHIPS OF PARTIES

The Grantee, its contractors, subcontractors, and their respective agents and employees required for performing any work under this Agreement shall act in an independent capacity and not as officers, employees, or agents of the State. Grantee is solely responsible for planning, design, construction, maintenance, and operation of the activity undertaken pursuant to and funded by this Agreement. Any review or approval by the State is solely for the purpose of proper administration of State funding and shall not be deemed to relieve or restrict Grantee's responsibility for its work.

SECTION 11 PERMITS, LICENSES, APPROVALS AND LEGAL OBLIGATIONS

The Grantee shall be responsible for obtaining any and all permits, licenses and approvals required for performing any work under this Agreement, including those necessary for planning and implementing the Project. The Grantee shall be responsible for complying with all applicable federal, State, and local laws, rules or regulations

affecting any such work, specifically including, but not limited to, environmental, labor, procurement and safety laws, rules, regulations, and ordinances.

Without limiting the foregoing, Grantee shall keep informed of and take all measures necessary to ensure compliance with the California Labor Code requirements, including but not limited to Section 1720 *et seq.* of the California Labor Code regarding public works, limitations on use of volunteer labor (California Labor Code Section 1720.4), labor compliance programs (California Labor Code Section 1771.5), and payment of prevailing wages for work done under this Agreement, including any payments to the Department of Industrial Relations under California Labor Code Section 1771.3.

Work that is subject to the California Environmental Quality Act (CEQA) and funded under this Agreement shall not proceed until documents that satisfy the CEQA process are received by the State Project Manager and the State has completed its CEQA compliance. Work funded under this Agreement that is subject to a CEQA document shall not proceed until and unless approved by the State Project Manager. Such approval is fully discretionary and shall constitute a condition precedent to any work for which it is required. Once CEQA documentation has been completed, the State will consider the environmental documents and decide whether to continue to fund the project or to require changes, alterations, or other mitigation.

SECTION 12 GRANTEE'S RESPONSIBILITIES FOR WORK

Grantee shall be responsible for work and for persons or entities engaged in work, including, but not limited to, subcontractors, suppliers, and providers or services. Grantee shall give personal supervision to any work required under this Agreement or employ a competent representative, satisfactory to State, with the authority to act for Grantee. Grantee or its authorized representative shall be present while work is in progress. Grantee shall give attention to the fulfillment of the Agreement and completion of the Project, and shall keep work within Scope of Work, project schedule and budget. The Grantee shall be responsible for any and all disputes arising out of its contracts for work on the Project, including but not limited to bid disputes and payment disputes with the Grantee's contractors and subcontractors. The State will not mediate disputes between the Grantee and any other entity concerning responsibility for performance of work.

SECTION 13 PERFORMANCES AND ASSURANCES

Grantee accepts and agrees to comply with all terms, provisions, conditions, and commitments of this Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations, and statements made by Grantee in the application, documents, amendments, and communications filed in support of its request for California Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84) financing.

Grantee agrees to faithfully and expeditiously perform or cause to be performed all Project work as described in the Scope of Work and to apply State funds received only to the Eligible Project Costs in accordance with applicable provisions of the law.

DEFAULT PROVISIONS AND DISPUTE RESOLUTION

Grantee shall be in default under this Agreement if any of the following occur:

- a) Substantial breaches of this Agreement, or any supplement or amendment to it, or any other agreement between Grantee and State evidencing or securing Grantee's obligations; or
- b) Making any false warranty, representation, or statement with respect to this Agreement or the application filed to obtain this Agreement; or
- c) Failure to make any remittance required by this Agreement.

Should an event of default occur, State shall provide notice of default to the Grantee and shall give Grantee ten or more days to cure the default from the date the notice of default is sent via first-class mail to the Grantee. If the Grantee fails to cure the default within the time prescribed by the State, State may do any or all of the following:

- a) Declare the funds be immediately repaid, with interest, which shall be equal to State of California general obligation bond interest rate in effect at the time of default;
- b) Terminate any obligation to make future payments to the Grantee;
- c) Terminate the Agreement; and
- d) Take any other action that it deems necessary to protect its interests, including but not limited to completing the work, and requiring the Grantee to pay the cost of the work, less the State cost share.

SECTION 14 PROJECT OFFICIALS AND NOTICES

The Project Manager for the State is John Paasch, Chief, Flood Operations Branch, Division of Flood Management, Department of Water Resources.

The State's Program Manager shall be the Chief of the Division of Flood Management, Department of Water Resources. The State's Program Manager shall be the State's representative and shall have the authority to make determinations and findings with respect to each controversy arising under or in connection with the interpretation, performance, or payment for work performed under the Agreement. The State's Program Manager may delegate any task to the State's Project Manager.

The Grantee Project Manager shall be Rhon Herndon. The Grantee Project Manager shall be the Grantee's representative for the administration of the Agreement and shall have full authority to act on behalf of the Grantee, including authority to execute all payment requests. All communications given to the Project Manager shall be as binding as if given to the Grantee.

Either party may change its representative upon written notice to the other party. Any notice, demand, request, consent, or approval that either party desires or is required to give to the other party under this Agreement shall be in writing to the Project Manager.

Notices required to be given to the State in writing by the Grantee under this Agreement shall be sent to:

State of California
Department of Water Resources
Flood Operations Branch
3310 El Camino Avenue, Room 200
Sacramento, CA 95821

Notices required to be given to the Grantee in writing by the State under this Agreement shall be sent to:

Rhon Herndon
Public Works Director
City of Roseville – Public Works Department
311 Vernon Street
Roseville, CA 95678

A change of address for delivery or notice may be made by either party by written notice of such change of address to the other party.

Notices may be sent by any of the following means: delivery in person, by certified U.S. Mail, postage prepaid, by "overnight" delivery service or, electronic transmission followed by submittal of a hard copy.

SECTION 15 MAINTENANCE OF PROPERTY IMPROVED

Grantee agrees to use, manage, and maintain the property developed, rehabilitated, or restored with the grant funds provided in this Agreement consistent with the purposes of the program and is required to continue in perpetuity or until deemed no longer necessary by the State. Specific maintenance activities are outlined in Exhibit E, Planned Maintenance Activities. The Grantee or their successors may, with the approval of the State, transfer this responsibility to use, manage, and maintain the property as discussed in Exhibit D, Standard Terms: Easements. Such title transfer will occur in a way that binds the new owner to the same obligations.

IN WITNESS HEREOF, the following authorized representatives have executed this Agreement as of the date first above written and approved as to Legal form and sufficiency.

CITY OF ROSEVILLE

**STATE OF CALIFORNIA
DEPARTMENT OF WATER
RESOURCES**

By: _____
Rob Jensen
City Manager

By: _____
Jon Ericson, Chief
Hydrology and Flood Operations Office

Date: _____

Date: _____

Approved as to Legal Form
and Sufficiency

Approved as to Legal Form
and Sufficiency

By: _____
Robert Schmitt
City Attorney

By: _____
Robin Brewer
Assistant Chief Counsel

Date: _____

Date: _____

Attachments

List of Exhibits:

Exhibit A – Scope of Work

Exhibit B – Budget

Exhibit C – Schedule

Exhibit D – Standard Terms

Exhibit E – Planned Maintenance Activities

Exhibit A - Project Scope of Work, Tasks, & Deliverables

City of Roseville ALERT2 Flood Alert Network Update Project

Introduction

The City of Roseville (City) and the Placer County Flood Control and Water Conservation District (Flood Control District, or “District”) are working collaboratively to update the communications system for the Flood Alert System precipitation and stream gauges within South Placer County, including Roseville.

The City of Roseville ALERT2 Flood Alert Network Update Project (Project) has the unique opportunity to complete a significant regional network of stream and precipitation data collection for the Dry Creek and Cross Canal Watersheds, which are significant tributaries to the Sacramento and American river systems. By converting the Flood Alert Systems in Placer County to the ALERT2 protocol, high-quality data for these watersheds will be consistently made available to the National Weather Service, the California Data Exchange Center, Sacramento County, and the rest of the region.

Implementation of this Project will enhance the flood warning systems maintained by the City and the Flood Control District, and allow our flood warning systems to communicate regionally with the recently updated flood warning system within Sacramento County.

Proposed Project

Task 1: Radio Frequency License & TDMA Database Coordination

Acquisition of the appropriate Federal Communications Commission (FCC) radio licenses for the new ALERT2 transmitters. The Time Division Multiple Access (TDMA) database maintained by the National Hydrologic Warning Council (NHWC) will also need to be updated to include the new transmitter identification information.

Task 1 Deliverables

- a) A report detailing all work completed including invoices, FCC application and license for new radio frequency, and proof of updated TDMA Database.***

All work completion reports throughout this Exhibit may be combined as necessary or appropriate for submittal.

Task 2: ALERT2 Base Station Equipment & Database

The Flood Alert Systems for the City and Flood Control District will require new base station equipment, which will consist of antennas, antenna towers, receiver/decoders, and database software, to record transmissions from the field sensors. The database software will display field sensor data within a web browser format that will be hosted by the City and/or Flood Control District. The web browser format will provide emergency services staff from the Flood Control District member agencies and the public access to the field sensor data.

Sub-task 2.1 - Procure and Install ALERT2 Base Station Equipment & Database Program, Roseville

Task 2.1 Deliverables

a) Installation report including field logs, receipts, sample ALERT2 data reports, specifications/cut sheets, and photos of installed equipment.

Sub-task 2.2 - Procure and Install ALERT2 Base Station Equipment & Database Program, Flood Control District

Task 2.2 Deliverables

a) Installation report including field logs, receipts, sample ALERT2 data reports, specifications/cut sheets, and photos of installed equipment.

Task 3: ALERT2 Data Collection Network

This task includes the removal of up to eight (8) existing legacy ALERT transmitters (four transmitters operated by the City, and four transmitters operated by the Flood Control District) and replacing the equipment with new ALERT2 transmitters and GPS antennas at existing stream and/or precipitation gauge locations. The number of transmitter conversions may vary, depending upon proposals received for the work and limited by the Project budget.

Due to budget constraints, the City and the Flood Control District will prioritize the conversion of the transmitter located along Dry Creek at the Vernon Street Bridge. The data from this gauge is used regionally by the County of Sacramento, National Weather Service, and CA Department of Water Resources (DWR) to monitor conditions within the Dry Creek Watershed. Since this gauge is owned and operated by the City, this transmitter will be one of the City's four transmitter conversions.

The City and the Flood Control District will work cooperatively towards establishing the priority for converting the remaining transmitters, and obtain the advice of the Flood Control District's Technical Advisory Committee in establishing priorities. However, the

final selection of the Flood Control District's transmitter conversion sites will be at the discretion of the District Manager, and the final selection of the City's transmitter conversion sites will be at the discretion of the City's Floodplain Management staff, with the exception of the Dry Creek/Vernon Street gauge transmitter.

This task also includes the installation of two new data collection sites within unincorporated Placer County. The City and the Flood Control District will work cooperatively towards establishing the locations for the two new data collection sites, and obtain the advice of the Flood Control District's Technical Advisory Committee in establishing their locations. However, the final selection of the new data collection sites will be at the discretion of the Flood Control District's District Manager, with the Flood Control District becoming ultimately responsible for the future maintenance of the equipment. Prior to installation of two new data collection sites, the City and/or District must obtain the required environmental documents and permits, if applicable.

Sub-task 3.1 - Procure and Install ALERT2 Data Collection Network, Roseville

Task 3.1 Deliverables

a) Installation report including field logs, receipts, specifications/cut sheets, and locations and photos of installed equipment.

Sub-task 3.2 - Procure and Install ALERT2 Data Collection Network, Flood Control District

Task 3.2 Deliverables

a) Installation report including field logs, receipts, specifications/cut sheets, and locations and photos of installed equipment.

Sub-task 3.3 - Procure and Install ALERT2, New Data Collection Sites

Task 3.3 Deliverables

a) Installation report including field logs, receipts, specifications/cut sheets, and locations and photos of installed equipment.

Task 4: ALERT2 System Simulation & Training

This task includes two days (16 hours) of ALERT2 database training for City and Flood Control District staff, including members of the Technical Advisory Committee or their designees. This task also includes the development of a maintenance schedule for the new database software, and a list of tasks to be performed in the field.

Task 4 Deliverables

- a) List of training attendees***
- b) Copy of the training material***

Task 5: Environmental Review & Permitting

The Environmental Review and Permitting for the two new gauge locations is expected to be simplified by locating these gauges outside of any environmentally sensitive areas and avoiding resources to the greatest extent practicable. However, the Project budget reflects the “worst case” scenario for environmental review and permitting. New gauge locations will be determined by considering the least damaging alternative to the natural resources at their proposed locations. Funding for this task will consist of local matching funds, without reimbursement from DWR.

Task 5 Deliverables

- a) Copies of approved required permits for the two new gauge locations***

Task 0: Project Management

This task includes budgeting for the coordination of project partners, interfacing with DWR staff, and preparation of quarterly reports and invoices.

Task 0 Deliverables

- a) Quarterly progress reports and statements of cost as described in Section 8 of the Contract.***
- b) Final reports as described in Section 9 of the Contract.***

Exhibit B - Project Budget

City of Roseville ALERT2 Flood Alert Network Update Project

Task	Task Description	Qty	DWR Funding Amount	Match Funding Amount	Total Funding
1	Apply to FCC for New Radio Frequency & TDMA Database Coordination		\$1,700	\$0	\$1,700
2	ALERT2 Base Station Equipment & Database				
2.1	Procure and Install ALERT 2 Base Station – Roseville	1	\$22,000	\$0	\$22,000
2.2	Procure and Install ALERT 2 Base Station – Flood Control District	1	\$51,000	\$0	\$51,000
	Subtotal – Tasks 1 & 2		\$74,700	\$0	\$74,700
3	ALERT2 Data Collection Network				
3.1	Replace existing ALERT transmitters with ALERT 2 - Roseville	4	\$16,820	\$0	\$16,820
3.2	Replace existing ALERT transmitters with ALERT 2 – Flood Control District	4	\$16,820	\$0	\$16,820
3.3	Procure and Install – New Data Collection Sites	2	\$11,010	\$0	\$11,010
	Subtotal – Task 3		\$44,650	\$0.00	\$44,650
4	ALERT2 System Simulation & Training		\$3,500	\$0.00	\$3,500
5	Environmental Review & Permitting – New Sites		\$0	\$12,500	\$12,500
0	Project Management		\$5,905	\$0	\$5,905
	Application Cost Reimbursement		\$1,258	\$0	\$1,258
	Totals		\$130,013	\$12,500	\$142,513

Exhibit C - Schedule
City of Roseville ALERT2 Flood Alert Network Update Project

Project Schedule		2016/17									
		Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Task 0	Project Management										
Task 1	Radio Frequency License & TDMA Database										
Task 2	ALERT2 Base Station Equipment & Database										
2.1	Procurement and Installation - Roseville										
2.2	Procurement and Installation - PCWCFCFCD										
Task 3	ALERT2 Data Collection Network										
3.1	Procurement and Installation - Roseville										
3.2	Procurement and Installation - PCWCFCFCD										
3.3	Procurement and Installation - New Sites (2)										
Task 4	ALERT2 System Simulation and Training										
Task 5	Environmental Review and Permitting - New Sites (2)										
	Project Closeout										

NOTE: Schedule will be adjusted to actual start date; schedule will start on actual date of Agreement
Task 3 - Installation of Data Collection Network components shall not occur during flood season (October 15th through April 15th)

STANDARD TERMS

1. ACCOUNTING AND DEPOSIT OF GRANT DISBURSEMENT:

- a) Separate Accounting of State Grant Disbursements and Interest Records: The Grantee shall account for the money disbursed pursuant to this Agreement separately from all other Grantee's funds. The Grantee shall maintain audit and accounting procedures that are in accordance with generally accepted accounting principles and practices, consistently applied. The Grantee shall keep complete and accurate records of all receipts, disbursements, and interest earned on expenditures of such funds. The Grantee shall require its contractors or subcontractors to maintain books, records, and other documents pertinent to their work in accordance with generally accepted accounting principles and practices. Records are subject to inspection by the State at any and all reasonable times.
- b) Disposition of Money Disbursed: All money disbursed pursuant to this Agreement shall be deposited, administered, and accounted for pursuant to the provisions of applicable law.
- c) Remittance of Unexpended Funds: The Grantee, within a period of sixty (60) days from the final disbursement from the State to the Grantee of State Grant funds, shall remit to the State any unexpended funds that were disbursed to the Grantee under this Agreement and were not needed to pay Eligible Project Costs.
- d) Interim and Final Audits: The State reserves the right to conduct an audit at any time between the execution of this Agreement and the completion of the Project, with the costs of such audit borne by the State. After completion of the Project, the State may require the Grantee to conduct a final audit, at the State's expense.

Pursuant to Government Code Section 8546.7, the contracting parties shall be subject to the examination and audit of the State for a period of three years after final payment under the contract. All Grantee's records and the Grantee's subcontractors related to this agreement shall be retained for at least three years after project completion.

- 2. **ACKNOWLEDGEMENT OF CREDIT:** The Grantee shall include appropriate acknowledgement of credit to the State and to all cost-sharing partners for their support when promoting the Project, erecting signs at the project site, or using any data and/or information developed under the Agreement.
- 3. **AMENDMENT:** This Agreement may be amended at any time by mutual agreement of the parties, except insofar as any proposed amendments are in

any way contrary to applicable law. Requests by the Grantee for amendments must be in writing stating the amendment request and the reason for the request.

4. **AMERICANS WITH DISABILITIES ACT:** By signing this Agreement, Grantee assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.
5. **ANTITRUST CLAIMS:** Grantee shall comply with all applicable laws and regulations regarding securing competitive bids and undertaking competitive negotiations in Grantee's contracts with other entities for acquisition of goods, and services and construction of public works with funds provided by the State under this Agreement.
6. **APPROVAL:** This Agreement is of no force or effect until signed by all parties to the agreement. Grantee may not submit invoices or receive payment until has all required signatures have been obtained.
7. **AVAILABILITY OF FUNDS:** Work to be performed under this contract is subject to availability of funds through the State's normal budget process.
8. **CALIFORNIA CONSERVATION CORPS:** As required in Water Code section 79038(b), Grantee shall examine the feasibility of using the California Conservation Corps or community conservation corps to accomplish the habitat restoration, enhancement and protection activities listed in the Scope of Work (Exhibit C), and shall use the services of one of these organizations whenever feasible.
9. **CLAIMS DISPUTE:** Any claim that the Grantee may have regarding the performance of this agreement including, but not limited to, claims for additional compensation or extension of time, shall be submitted to the Project Manager, Department of Water Resources, within thirty (30) days of the Grantee's knowledge of the claim. Project Manager and Grantee shall then attempt to negotiate a resolution of such claim and process an amendment to this Agreement to implement the terms of any such resolution.
10. **COMPETITIVE BIDDING AND PROCUREMENTS:** Grantee shall comply with all applicable laws and regulations securing competitive bids and undertaking competitive negotiations in Grantee contracts with other entities for acquisition of goods and services and construction of public works with funds provided by State under this Funding Agreement.

11. CONDITIONS FOR DISBURSEMENT: The State shall have no obligation to disburse money under this Agreement unless and until the Grantee has satisfied the State that the disbursement is in accordance with the requirements of the legislation creating the funding source for the grant funds. Before engaging in site modifications to be paid for from State funds, the grantee must complete the following:

- a) For Construction Projects, the Grantee must submit to the State, final plans and specifications certified by a California Registered Civil Engineer or equivalent documentation as to compliance with the approved Project.
- b) The Grantee must submit a written statement by an authorized representative that it has obtained all necessary permits, easements, rights-of-way and approvals as may be required by other State, federal, and/or local agencies, as specified in Section 11 of this Agreement.
- c) The Grantee must demonstrate compliance with the California Environmental Quality Act and if applicable the National Environmental Policy Act by submitting copies of any environmental documents, including environmental impact reports, environmental impact statements, negative declarations, mitigation agreements, legal notices and environmental permits as may be required prior to modifying the Project site.
- d) The Grantee must demonstrate continuing availability of sufficient funds to complete the Project.
- e) The Grantee shall develop, and submit for State approval, a plan to minimize the impacts to adjacent landowners (California Water Code Section 79041, Division 26, Chapter 5, Article 2.5). This plan may require completion of a hydrologic and hydraulic study, and if so the specifications will be included in Exhibit A, the project Scope of Work.

12. CONFLICT OF INTEREST:

- a) Current State Employees:
No state officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

No state officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

b) Former State Employees:

For the two year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the Agreement while employed in any capacity by any state agency.

For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed Agreement within the twelve-month period prior to his or her leaving state service.

c) City/County/Non Profit Employees:

No employee, officer, employer or agency of the City/County/Non Profit shall participate in the selection or in the award or administration of a contract supported by State Funds if a conflict of interest, real or apparent, would be involved. The City/County/Non Profit shall comply with all applicable laws on conflict of interest including, but not limited to the following: Public Contract Code (PCC) Sections 10335.5 et seq., PCC Sections 10365.5 et seq., PCC Sections 10410 et seq., and Government Code Sections 1090 et seq., and 8100 et seq.

13. DRUG-FREE WORKPLACE CERTIFICATION: By signing this contract, the Grantee hereby certifies under penalty of perjury under the laws of the State of California that the Grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- a) Publish a statement notifying employees, contractors and subcontractors that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees, contractors or subcontractors for violations.
- b) Establish a Drug-Free Awareness Program to inform employees, contractors and subcontractors about all of the following:
 - 1. The dangers of drug abuse in the workplace,
 - 2. The Grantee's policy of maintaining a drug-free workplace,
 - 3. Any available counseling, rehabilitation and employee assistance programs, and
 - 4. Penalties that may be imposed upon employees, contractors or subcontractors for drug abuse violations.

- c) Every employee, contractor and subcontractor who works under this Agreement:
1. Will receive a copy of the Grantee's drug-free policy statement, and
 2. Will agree to abide by terms of the Grantee's statement as a condition of employment, contract or subcontract.
14. **EASEMENTS:** Where the Grantee acquires property in fee title or funds improvements to property already owned in fee by the Grantee using grant funds provided through this Agreement, an appropriate easement or other title restriction providing for floodplain preservation and agricultural and/or wildlife habitat conservation for the subject property in perpetuity, approved by the State, shall be conveyed to a regulatory or trustee agency or conservation group acceptable to the State. The easement or other title restriction must be in first position ahead of any recorded mortgage or lien on the property unless this requirement is waived by the State.
- Where the Grantee acquires an easement under this Agreement, the grantee agrees to monitor and enforce the terms of the easement, unless the easement is subsequently transferred to another land management or conservation organization or entity with State permission, at which time monitoring and enforcement responsibilities will transfer to new easement owner.
- Failure to provide an easement acceptable to the State can result in termination of this Agreement.
15. **ELIGIBLE PROJECT COSTS:** Grantee shall apply State Grant funds received only to eligible project costs, as identified in Exhibit B - Budget.
16. **GOVERNING LAW:** This Agreement is governed by and shall be interpreted in accordance with the laws of the State of California.
17. **INDEMNIFICATION:** Grantee shall indemnify and hold and save the State, its officers, agents, and employees, free and harmless from any and all liabilities for any claims and damages (including inverse condemnation) that may arise out of the Project and this Agreement, including, but not limited to any claims or damages arising from the planning, design, construction, maintenance and/or operation of levee rehabilitation measures for this Project and any breach of this Agreement. Grantee shall require its contractors to name the State, its officers, agents, and employees as additional insureds on their liability insurance for activities undertaken pursuant to this Agreement.
18. **INSPECTIONS OF PROJECT BY STATE:** The State shall have the right to inspect the work being performed at any and all reasonable times during the term of the Agreement. This right shall extend to any subcontracts, and the

Grantee shall include provisions ensuring such access in all its contracts or subcontracts entered into pursuant to its Agreement with the State.

19. **INSPECTIONS OF BOOKS, RECORDS AND REPORTS:** During regular office hours, each of the parties hereto and their duly authorized representatives shall have the right to inspect and to make copies of any books, records, or reports of either party pertaining to this Funding Agreement or matters related hereto. Each of the parties hereto shall maintain and shall make available at all times for such inspection accurate records of all its costs, disbursements, and receipts with respect to its activities under this Funding Agreement. Failure or refusal by Grantee to comply with this provision shall be considered a breach of this Funding Agreement, and the State may withhold disbursements to Grantee or take any other action it deems necessary to protect its interests as provided in the Funding Agreement.
20. **LABOR COMPLIANCE PLAN:** Prior to awarding a contract for public works projects funded in whole or in part from Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006, or any other source of funding so requiring, the grantee shall comply with Public Resources Code Section 75075, which requires adoption and enforcement of a labor compliance program pursuant to subdivision (b) of Labor Code Section 1771.5 for application to the funded public works project. At the State's request, Grantee must promptly submit written evidence of its compliance with Labor Compliance Program requirements.
21. **NONDISCRIMINATION:** During the performance of this Agreement, the Grantee, its contractors, and subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Grantee and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Grantee and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Govt. Code § 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et. seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code § 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Grantee and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Funding Agreement.

22. **PROHIBITION AGAINST DISPOSAL OF PROPERTY WITHOUT STATE PERMISSION:** The Grantee shall not sell, abandon, lease, transfer, exchange, mortgage, hypothecate, or encumber in any manner whatsoever all or any portion of any real or other property necessarily connected or used in conjunction with the Project, without prior permission of the State. The Grantee shall not take any action, including but not limited to actions relating to user fees, charges, and assessments that could adversely affect the ability of the Grantee to meet its obligations under this Agreement, without prior written permission of the State. The State may require that the proceeds from the disposition of any real or personal property be remitted to the State to be applied to the Grantee's indebtedness under this Agreement.
23. **REIMBURSEMENT CLAUSE:** If applicable, travel and per diem expenses to be reimbursed under this contract shall be the same rates the State provides for unrepresented employees in accordance with the provisions of Title 2, Chapter 3, of the California Code of Regulations.
24. **SEVERABILITY:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.
25. **SUCCESSOR AND ASSIGNS:** This Agreement and all of its provisions shall apply to and bind the successors and assigns of the parties hereto. No assignment or transfer of this Agreement or any part thereof, rights hereunder, or interest herein by the Grantee shall be valid unless and until it is approved by the State and made subject to such reasonable terms and conditions as the State may impose.
26. **TERMINATION WITHOUT CAUSE:** The State may terminate this Agreement without cause on 30 days advance written notice. The Grantee shall be reimbursed for all reasonable expenses incurred up to the date of termination.
27. **TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Grantee fail to perform the requirements of this Agreement at the time and in the manner herein provided including but not limited to reasons of default under Standard Term 28 – Termination By Grantee.
28. **TERMINATION BY GRANTEE:** Subject to State approval which may be reasonably withheld, Grantee may terminate this Agreement and be relieved of contractual obligations. In doing so, Grantee must provide a reason(s) for termination. Grantee must submit all progress reports summarizing accomplishments up until termination date.

29. **THIRD PARTY BENEFICIARIES:** The parties to this Agreement do not intend to create rights in, or grant remedies to, any third party as a beneficiary of this Agreement, or any duty, covenant, obligation or understanding established herein.
30. **TIMELINESS:** Time is of the essence in this Agreement.
31. **WITHHOLDING OF GRANT FUNDS BY STATE:**
- a) **Withholding Clause:** The State will withhold ten percent (10%) of the funds requested by the Grantee for reimbursement of Eligible Project Costs until the Project is completed and Final Report is received. Withheld funds may be released upon completion of milestones identified in Exhibit A, the project Scope of Work.
 - b) **Additional Conditions for Withholding:** If the State determines that the Project is not being completed substantially in accordance with the provisions of this Agreement or that the Grantee has failed in any other respect to comply substantially with the provisions of this Agreement, and if the Grantee does not remedy any such failure to the State's satisfaction, the State may withhold from the Grantee all or any portion of the State Grant commitment and take any other action that it deems necessary to protect its interests.
32. **WORKERS' COMPENSATION:** The Grantee affirms that it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self insurance in accordance with the provisions of that code, and the Grantee affirms that it will comply with such provisions before commencing the performance of the work under this Agreement and will make its contractors and subcontractors aware of this provision.

Exhibit E – Planned Maintenance Activities

ALERT2 Flood Alert Network Update Project

The City of Roseville (City) and the Placer County Flood Control and Water Conservation District (District) currently owns, operates, and maintains separate Flood Alert Systems. While each Flood Alert System is separately funded and maintained, the City and District routinely share stream measurement data, and serve as backup systems for each other.

The City's Flood Alert System has been in continuous operation for the past twenty-eight years, and funding for its current operation is included within the Public Works Department – Engineering Division Operations Budget.

The District's Flood Alert System has been in continuous operation for a similar amount of time, and funding for its current operation is included within the Placer County Flood Control and Water Conservation District Budget.

The Department of Water Resources is not responsible for the funding or execution of any scheduled maintenance or emergency repair activities related to equipment or products purchased under this grant project.

1. Resources & Procedure for Maintenance Plan

a. Resources:

The City of Roseville Public Works Department – Engineering Division has a Senior Civil Engineer and Assistant Engineer allocated as full-time staff for the purposes of Floodplain Management and Flood Alert System maintenance. Floodplain Management and Flood Alert System staff will serve as the primary staff assigned to maintain the City of Roseville Flood Alert System database and transmitters installed under this grant application.

The Placer County Flood Control and Water Conservation District has a District Manager and Development Review Coordinator allocated as full-time staff for the purposes of Flood Alert System maintenance. District staff will be the primary staff assigned to maintain the Placer County Flood Control and Water Conservation District Flood Alert System database and transmitters installed under this grant application.

b. Procedures:

Written maintenance procedures for the base station hardware, software, and transmitters are project deliverables and will be used by City and District staff to maintain the equipment and software procured under their respective tasks.

2. Funding

a. Funding for maintenance of the base station equipment, data collection software, new stream gauges, and ALERT 2 transmitters will be included within the City's and Flood Control District's respective budgets.

ORDINANCE NO. 5724

ORDINANCE OF THE COUNCIL OF THE CITY OF ROSEVILLE
AUTHORIZING CERTAIN AMENDMENTS TO THE 2016-17
BUDGET AND DECLARING THIS ORDINANCE TO BE IMMEDIATELY
EFFECTIVE AS AN APPROPRIATION MEASURE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. The City of Roseville Annual Budget, Fiscal Year 2016-17, is hereby amended by transferring appropriation to and from the activities indicated below:

Appropriate funds for Department of Water Resources Flood Emergency Response Projects per request of the Public Works Department, as listed on the attached Request for Budget Adjustment totaling \$130,013.00.

SECTION 2. This ordinance is hereby declared to be an appropriation measure, immediately effective pursuant to the provisions of Section 5.03 of the Charter.

SECTION 3. The City Clerk is hereby authorized and directed to post a true copy of the foregoing ordinance in each of three (3) conspicuous locations in the City and she shall immediately after such posting enter in the ordinance book, under the record of the ordinance, a certificate under her hand stating the time and place of such publication by posting.

PASSED AND ADOPTED by the Council of the City of Roseville, this
_____ day of _____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk



REQUEST FOR BUDGET ADJUSTMENT FINANCE DEPARTMENT

Instructions: Complete all necessary fields. Fields marked with an asterisk (*) are mandatory and required for processing. Obtain required approvals and process according to the procedure outlined in:
[A.R. 6.01 Budget Adjustment Policy & Procedure.](#)

REQUESTER*: Carl Walker, Senior Engineer

DEPARTMENT/DIVISION*: Public Works/Engineering

FISCAL YEAR/EFFECTIVE DATE*: FY 2017 / Sept. 4, 2016

PROPOSED COUNCIL DATE (if applicable): 08/03/2016

For more detailed budget adjustment training information, including examples, please click on the following link:
[Miscellaneous Budget Training Information.](#)

USE OF FUNDS*						
AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL		FUND*	JL		
	ORG KEY*	OBJECT*		PROJECT	ACTIVITY	
130,013	20001	6120	00100	152002	32	Flood Alert System Replacement Project
\$ 130,013	TOTAL					

SOURCE OF FUNDS*						
AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL		FUND*	JL		
	ORG KEY	OBJECT		PROJECT	ACTIVITY	
130,013	20001	3746	00100	152002	76	Department of Water Resources Grant
\$ 130,013	TOTAL					

FINANCE USE	Approved:					
	<i>Carl Walker</i>	<i>7/6/16</i>		<i>Kathy Cullen for</i>	<i>7/6/16</i>	
	BUDGET MANAGER/DESIGNEE	DATE		Finance Director	DATE	
				<i>Monty Frank</i>		

Justification for Budget Adjustment*:

The Flood Alert System Replacement - Capital Improvement Project is a multi-year project to replace the City's outdated Flood Alert System equipment. The Department of Water Resources - Flood Emergency Response Projects Statewide Grant Round 2 funding Agreement provides \$130,013 of grant funding to complete the first phase of this multi-year project. The grant Agreement requires \$12,500 in City matching funds, which has been budgeted within CIP #152002 during FY 2017.

Approved:			Approved:		
<i>[Signature]</i>	<i>7/14/16</i>				
REQUESTING DEPARTMENT HEAD / DESIGNEE	DATE		CITY MANAGER	DATE	



COUNCIL COMMUNICATION

CC #: 7889

File #: 0201-01 & 0600-01

Title: Human Resources Staffing Changes and Budget Adjustment

Contact: Gayle Satchwell 916-774-5374 gsatchwell@roseville.ca.us

Meeting Date: 8/3/2016

Item #: 7.19.

RECOMMENDATION TO COUNCIL

Staff is recommending Council approve an allocation schedule reflecting the addition of one Senior Human Resources Technician and one Human Resources Analyst I/II allocations and the deletion of one Human Resources Technician and one Insurance and Contract Technician allocations to support reorganization efforts in the Human Resources Department. It is recommended that City Council take the following actions:

1. Adopt an ordinance to approve the attached Confidential A & B salary schedules (Appendix B) reflecting the deletion of the Insurance and Contract Technician (3620/B103) effective August 6, 2016; and
2. Motion to approve the attached Human Resources allocation schedule effective August 6, 2016.
3. Adopt an ordinance approving the attached budget adjustments to provide funding for one Human Resources Technician.

The net result of all proposed and recently approved positions will result in no additional FTEs and is cost neutral to the general fund.

BACKGROUND

As part of the Municipal Code, the Human Resources Department is charged with maintaining the City's classification plan. Staff is continually evaluating organizational structure and staffing levels necessary to provide high service levels to the community within the constraints of the budget.

Over the past three and one-half years, the Human Resources Department has been undergoing a significant transition in the way human resources services are being provided to the City due to a change in leadership philosophy, growth of the City's workforce, and the impact of the numerous employment laws that have been enacted over the past few years. As a result, the workload in the office has increased dramatically. The significant increases in workload can be found in the labor relations areas (discipline, investigations, grievance handling and meet and confers); implementation of the Affordable Health Care Act; increased departmental reorganizations requiring classification work; and a continuing spike in recruitments.

Specifically, a constant flow of reclassification work has been the norm since 2013 as the baby boomers have begun to retire. Beginning in 2013, approximately 40% of the City's workforce was eligible to retire. To date, approximately 10% of the workforce has retired leaving 30% still eligible to retire along with a continuing workload in this area. This new classification workload includes analysis and processing of new and reclassified positions both during the budget process and throughout the year. Over the past three years, this work has been completed for approximately 208 positions.

The recruitment and selection process has also seen a dramatic increase in activity since 2012. The chart below depicts the increases in the number of recruitments and applications received per year:

Year	Recruitments	Percent Increase	Applications	Percent Increase
2005	130		5,684	
2006	244	88%	7,584	33%
2007	139	-43%	6,389	-16%
2008	69	-50%	3,821	-40%
2009	98	42%	4,585	20%
2010	86	-12%	4,981	9%
2011	91	6%	6,432	29%
2012	107	18%	8,534	33%
2013	168	57%	11,231	32%
2014	213	27%	13,183	17%
2015	207	-3%	13,944	6%
2016	108		8,171*	

As of June 27

*This trend may result in 16,000 applications by the end of the year.

On the horizon, the HR Department will additionally look towards dedicating significant resources to the implementation of the new employee evaluation system; completing implementation of the irrevocable election process for Retiree Health, enhancing the City's safety program, staffing the ERP project for the HR module and supporting negotiations in both 2016 and 2018. It is anticipated that the recruitment workload will continue to escalate at least until the remaining 30% of our workforce who is eligible to retire, leaves the City for their well-earned retirement years.

In order to support the City's current initiatives, meet the services needs of our departments, and position the City to be successful in the future, the following staffing changes are recommended:

- 1) Fill the current vacant HR Manager position and delete one Senior HR Analyst.
- 2) Reclassify one Human Resources Technician to one Human Resources Analyst I.
- 3) Reclassify one Human Resources Technician to a Senior Human Resources Technician
- 4) Add one Human Resources Technician position (to be funded by Electric and Environmental Utilities equally)

As the City has grown and employees have retired, departments have been proactively reorganizing their staff. This has caused an increased and continual reclassification workload for the Senior HR Analyst in the department, who additionally supervises the employment services (recruitment and payroll) workload of staff assigned to those areas. The Sr. HR Analyst is the one

and only employee in the HR office who is knowledgeable and trained in the classification and compensation area. For better efficiencies, cross training, faster service and for succession planning purposes, the addition of a Human Resources Analyst I position is recommended. The new HR Analyst will report to the Human Resources Manager and be assigned to classification and compensation, benefits and payroll as well as provide support to the recruitment and selection process. This will resolve the issue of having only one knowledgeable staff member assigned to classification and compensation duties.

It is also recommended that the management position assigned to oversee the City's classification and compensation, recruitment and selection and benefits programs is more appropriately classified as a Human Resources Manager rather than a Senior HR Analyst. The level of responsibility, decision-making and complexity of the work more than justifies this higher level position. A vacant HR Manager position currently exists and upon filling of the position, the Senior Human Resources Analyst position will be deleted.

Finally, the HR Department has recently changed its service delivery model to one of department-based generalist assignments rather than specialized assignments. This change assigns one Technician to each department to provide recruitment, personnel actions and benefits services; a "one stop shop" for departments. As a result, there are now 5 HR Technicians cross-trained into the majority of the employment services areas of the HR Department. To ensure technical accuracy and appropriate training and support, it is recommended that one of the five positions be reclassified to a Senior HR Technician.

Due to the increased volume of work resulting from the Utilities, one Human Resources Technician position will be funded by the Electric and Environmental Utilities departments. This position will be shared equally by Electric and EU and is intended to help expedite recruitment services to their departments. The net result of all proposed and recently approved positions will result in no additional FTEs and is cost neutral to the general fund. All positions will be filled utilizing the City's formal recruitment process.

FISCAL IMPACT

The proposed changes will be cost neutral to the general fund. The proposed changes will result in an annual cost of \$104,285 and a fiscal impact of \$84,230 to the enterprise fund.

Summary of All Recently Approved and Proposed Staffing Changes

Eliminate	New Positions	Current Salary & Benefits	Proposed Salary & Benefits	Fiscal Impact
	Assistant HR Director*		\$ 221,860	\$ 179,195
HR Technician	Senior HR Technician	\$ 104,285	\$ 114,713	\$ 8,422
Senior HR Analyst		\$ 160,494	\$ -	\$ (129,630)
Insurance & Contract Technician		\$ 104,285	\$ -	\$ (84,230)
HR Technician		\$ 104,285	\$ -	\$ (84,230)
	HR Analyst I	\$ -	\$ 134,737	\$ 108,826

\$ (1,647)

Enterprise Funded

	HR Technician	\$ 104,285	\$ -	\$ 84,230
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*Previously approved by the City Council

ECONOMIC DEVELOPMENT / JOBS CREATED

No new jobs will be created by this action.

ENVIRONMENTAL REVIEW

Salary schedule and staffing changes are not considered a “project” as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines 15378). Consequently no CEQA action is required.

Respectfully Submitted,

Gayle Satchwell, Human Resources Director



Rob Jensen, City Manager

ATTACHMENTS:

Description

HR Position Allocation

Ordinance No. 5725

CONF Salary Sched A

CONF Salary Sched B

Ordinance No. 5726

Budget Adjustment

		<u>Position Allocation/Staffing Report</u> <u>by Department and Location ("Division")</u>		(Over)/ Under Staffed Variance
PCN	Position Title	Allocated FTE	Staffed FTE	
Department: 42 HUMAN RESOURCES				
Div/Loc: 03100 - HUMAN RESOURCES				
031000071	ADMINISTRATIVE ASSISTANT (C)	1.000	1.000	
031000484	ASST HUMAN RESOURCES DIRECTOR	1.000	1.000	
031003596	HUMAN RESOURCES ANALYST II	2.000	0.000	2.000
031003598	HUMAN RESOURCES DIRECTOR	1.000	1.000	
031003599	HUMAN RESOURCES MANAGER	1.000	0.000	1.000
031005235	HUMAN RESOURCES TECH (C)	5.000	4.000	1.000
031007178	SR HUMAN RESOURCES TECH (C)	1.000	0.000	1.000
031007150	SR HUMAN RESOURCES ANALYST	0.000	1.000	(1.000)
03100B102	HUMAN RESOURCES TECH (C)	0.000	1.000	(1.000)
03100B774	HUMAN RESOURCES ANALYST II	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 03100 - HUMAN RESOURCES:		12.000	10.000	2.000
Div/Loc: 03110 - RISK MGMT - ADMINISTRATION				
031106450	RISK MANAGER	1.000	1.000	
031107178	SR HUMAN RESOURCES TECH (C)	1.000	1.000	
031105235	HUMAN RESOURCES TECH (C)	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 03110 - RISK MGMT - ADMINISTRATION:		2.000	3.000	(1.000)
TOTAL FOR DEPARTMENT 42 - HUMAN RESOURCES:		14.000	13.000	1.000
Grand Totals:		14.000	13.000	1.000

ORDINANCE NO. 5725

ORDINANCE OF THE COUNCIL OF THE CITY OF ROSEVILLE AMENDING
ORDINANCE NO. 5615, THE SALARY ORDINANCE FOR CONFIDENTIAL
EMPLOYEES, AS AMENDED BY APPENDIX "B" TO BE EFFECTIVE
AUGUST 6, 2016, AS AN URGENCY MEASURE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Title and Purpose.

Ordinance No. 5615, the Salary Ordinance for Confidential Employees, is hereby amended as shown on Appendix "B" attached hereto.

DELETION OF CLASSIFICATION:

<u>Classification No.</u>	<u>Position Title</u>	<u>Salary Range</u>
3620/B103	Insurance & Contract Technician	3345

SECTION 2. Salary Schedule Effective Date.

This Ordinance shall be effective August 6, 2016 as an urgency measure.

SECTION 3. Urgency Ordinance.

This ordinance is hereby declared to be an urgency measure, immediately necessary for the public peace, health and safety and shall take effect August 6, 2016. A statement of urgency is as follows:

It is necessary to amend the Salary Ordinance to comply with recently approved changes for the orderly and necessary continuance of operations of the City.

SECTION 4. Posting.

The City Clerk is hereby authorized and directed to post a true copy of the foregoing ordinance in each of three (3) conspicuous locations in the City and she shall immediately after such posting enter in the Ordinance Book under the record of the ordinance a certificate under her hand stating the time and place of said publication by posting.

PASSED AND ADOPTED by the Council of the City of Roseville this ____ day of _____, 20____, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk

CITY OF ROSEVILLE

SALARY SCHEDULE A

Appendix: B
Percentage:1.00

Effective Date 08/06/2016

CONF CONFIDENTIAL

Job Code	Title	Step	Hourly	Bi-weekly	Monthly	Annual
0071	ADMIN ASSISTANT	STEP A	24.9620	1,996.96	4,326.74	51,920.96
		STEP B	26.2100	2,096.80	4,543.06	54,516.80
		STEP C	27.5205	2,201.64	4,770.22	57,242.64
		STEP D	28.8966	2,311.72	5,008.74	60,104.92
		STEP E	30.3414	2,427.31	5,259.17	63,110.11
		STEP F	31.8585	2,548.68	5,522.14	66,265.68
		STEP G	33.4515	2,676.12	5,798.26	69,579.12
2550	EXECUTIVE ASST TO THE CITY MGR	STEP A	30.2274	2,418.19	5,239.41	62,872.99
		STEP B	31.7387	2,539.09	5,501.37	66,016.49
		STEP C	33.3256	2,666.04	5,776.43	69,317.24
		STEP D	34.9921	2,799.36	6,065.29	72,783.56
		STEP E	36.7416	2,939.32	6,368.54	76,422.52
		STEP F	38.5788	3,086.30	6,686.99	80,243.90
		STEP G	40.5077	3,240.61	7,021.33	84,256.01
5235	HUMAN RESOURCES TECHNICIAN	STEP A	24.9620	1,996.96	4,326.74	51,920.96
		STEP B	26.2100	2,096.80	4,543.06	54,516.80
		STEP C	27.5205	2,201.64	4,770.22	57,242.64
		STEP D	28.8966	2,311.72	5,008.74	60,104.92
		STEP E	30.3414	2,427.31	5,259.17	63,110.11
		STEP F	31.8585	2,548.68	5,522.14	66,265.68
		STEP G	33.4515	2,676.12	5,798.26	69,579.12
4094	LEGAL CLERK I	STEP A	22.6919	1,815.35	3,933.26	47,199.15
		STEP B	23.8265	1,906.12	4,129.92	49,559.12
		STEP C	25.0178	2,001.42	4,336.41	52,037.02
		STEP D	26.2688	2,101.50	4,553.25	54,639.10
		STEP E	27.5821	2,206.56	4,780.89	57,370.76
		STEP F	28.9613	2,316.90	5,019.95	60,239.50
		STEP G	30.4095	2,432.76	5,270.98	63,251.76
4096	LEGAL CLERK II	STEP A	24.9620	1,996.96	4,326.74	51,920.96
		STEP B	26.2100	2,096.80	4,543.06	54,516.80
		STEP C	27.5205	2,201.64	4,770.22	57,242.64
		STEP D	28.8966	2,311.72	5,008.74	60,104.92
		STEP E	30.3414	2,427.31	5,259.17	63,110.11
		STEP F	31.8585	2,548.68	5,522.14	66,265.68
		STEP G	33.4515	2,676.12	5,798.26	69,579.12

CITY OF ROSEVILLE

SALARY SCHEDULE A

Appendix: B
Percentage:1.00

Effective Date 08/06/2016

CONF CONFIDENTIAL

Job Code	Title	Step	Hourly	Bi-weekly	Monthly	Annual
4456	MANAGEMENT ASSISTANT I					
		STEP A	24.5353	1,962.82	4,252.78	51,033.42
		STEP B	25.7620	2,060.96	4,465.41	53,584.96
		STEP C	27.0501	2,164.00	4,688.68	56,264.20
		STEP D	28.4026	2,272.20	4,923.11	59,077.40
		STEP E	29.8228	2,385.82	5,169.28	62,031.42
		STEP F	31.3139	2,505.11	5,427.74	65,132.91
		STEP G	32.8796	2,630.36	5,699.13	68,389.56
4457	MANAGEMENT ASSISTANT II					
		STEP A	26.9888	2,159.10	4,678.05	56,136.70
		STEP B	28.3382	2,267.05	4,911.95	58,943.45
		STEP C	29.7551	2,380.40	5,157.55	61,890.60
		STEP D	31.2429	2,499.43	5,415.43	64,985.23
		STEP E	32.8050	2,624.40	5,686.20	68,234.40
		STEP F	34.4453	2,755.62	5,970.51	71,646.22
		STEP G	36.1676	2,893.40	6,269.05	75,228.60
4951	OFFICE ASSISTANT I (C)					
		STEP A	16.9952	1,359.61	2,945.83	35,350.01
		STEP B	17.8450	1,427.60	3,093.13	37,117.60
		STEP C	18.7375	1,499.00	3,247.83	38,974.00
		STEP D	19.6741	1,573.92	3,410.17	40,922.12
		STEP E	20.6580	1,652.64	3,580.72	42,968.64
		STEP F	21.6907	1,735.25	3,759.72	45,116.65
		STEP G	22.7753	1,822.02	3,947.71	47,372.62
4953	OFFICE ASSISTANT II (C)					
		STEP A	18.6948	1,495.58	3,240.43	38,885.18
		STEP B	19.6295	1,570.36	3,402.44	40,829.36
		STEP C	20.6108	1,648.86	3,572.53	42,870.46
		STEP D	21.6415	1,731.32	3,751.19	45,014.32
		STEP E	22.7236	1,817.88	3,938.75	47,265.08
		STEP F	23.8597	1,908.77	4,135.68	49,628.17
		STEP G	25.0527	2,004.21	4,342.46	52,109.61
5015	PARALEGAL					
		STEP A	29.9382	2,395.05	5,189.28	62,271.45
		STEP B	31.4350	2,514.80	5,448.73	65,384.80
		STEP C	33.0069	2,640.55	5,721.19	68,654.35
		STEP D	34.6573	2,772.58	6,007.26	72,087.18
		STEP E	36.3901	2,911.20	6,307.61	75,691.40
		STEP F	38.2096	3,056.76	6,623.00	79,475.96
		STEP G	40.1201	3,209.60	6,954.15	83,449.80

CITY OF ROSEVILLE

SALARY SCHEDULE A

Appendix: B
Percentage:1.00

Effective Date 08/06/2016

CONF CONFIDENTIAL

Job Code	Title	Step	Hourly	Bi-weekly	Monthly	Annual
5102	PAYROLL CLERK I	STEP A	19.7315	1,578.52	3,420.12	41,041.52
		STEP B	20.7180	1,657.44	3,591.12	43,093.44
		STEP C	21.7539	1,740.31	3,770.67	45,248.11
		STEP D	22.8416	1,827.32	3,959.21	47,510.52
		STEP E	23.9838	1,918.70	4,157.19	49,886.30
		STEP F	25.1830	2,014.64	4,365.05	52,380.64
		STEP G	26.4420	2,115.36	4,583.28	54,999.36
5103	PAYROLL CLERK II	STEP A	21.7047	1,736.37	3,762.14	45,145.77
		STEP B	22.7899	1,823.19	3,950.24	47,402.99
		STEP C	23.9294	1,914.35	4,147.76	49,773.15
		STEP D	25.1257	2,010.05	4,355.12	52,261.45
		STEP E	26.3820	2,110.56	4,572.88	54,874.56
		STEP F	27.7013	2,216.10	4,801.55	57,618.70
		STEP G	29.0862	2,326.89	5,041.60	60,499.29
5100	PAYROLL TECHNICIAN I	STEP A	22.6928	1,815.42	3,933.41	47,201.02
		STEP B	23.8273	1,906.18	4,130.06	49,560.78
		STEP C	25.0188	2,001.50	4,336.59	52,039.10
		STEP D	26.2697	2,101.57	4,553.41	54,640.97
		STEP E	27.5830	2,206.64	4,781.05	57,372.64
		STEP F	28.9623	2,316.98	5,020.13	60,241.58
		STEP G	30.4105	2,432.84	5,271.15	63,253.84
5101	PAYROLL TECHNICIAN II	STEP A	24.9620	1,996.96	4,326.74	51,920.96
		STEP B	26.2100	2,096.80	4,543.06	54,516.80
		STEP C	27.5205	2,201.64	4,770.22	57,242.64
		STEP D	28.8966	2,311.72	5,008.74	60,104.92
		STEP E	30.3414	2,427.31	5,259.17	63,110.11
		STEP F	31.8585	2,548.68	5,522.14	66,265.68
		STEP G	33.4515	2,676.12	5,798.26	69,579.12
7178	SR HUMAN RESOURCES TECH	STEP A	27.4580	2,196.64	4,759.38	57,112.64
		STEP B	28.8309	2,306.47	4,997.35	59,968.27
		STEP C	30.2726	2,421.80	5,247.25	62,967.00
		STEP D	31.7862	2,542.89	5,509.60	66,115.29
		STEP E	33.3755	2,670.04	5,785.08	69,421.04
		STEP F	35.0441	2,803.52	6,074.31	72,891.72
		STEP G	36.7964	2,943.71	6,378.04	76,536.51

CITY OF ROSEVILLE
SALARY SCHEDULE A

Appendix: B
Percentage:1.00

Effective Date 08/06/2016

CONFIDENTIAL

Job Code	Title	Step	Hourly	Bi-weekly	Monthly	Annual
7141	SR PAYROLL TECHNICIAN	STEP A	27.4580	2,196.64	4,759.38	57,112.64
		STEP B	28.8309	2,306.47	4,997.35	59,968.27
		STEP C	30.2726	2,421.80	5,247.25	62,967.00
		STEP D	31.7862	2,542.89	5,509.60	66,115.29
		STEP E	33.3755	2,670.04	5,785.08	69,421.04
		STEP F	35.0441	2,803.52	6,074.31	72,891.72
		STEP G	36.7964	2,943.71	6,378.04	76,536.51

CITY OF ROSEVILLE

SALARY SCHEDULE - B

Appendix: B
Percentage:1.00

Effective Date 08/06/2016

CONB CONFIDENTIAL B

Job Code	Title	Step	Hourly	Bi-weekly	Monthly	Annual
B100	ADMIN ASSISTANT	STEP A	24.9620	1,996.96	4,326.74	51,920.96
		STEP B	25.5782	2,046.25	4,433.55	53,202.65
		STEP C	26.2099	2,096.79	4,543.04	54,516.59
		STEP D	26.8572	2,148.57	4,655.24	55,862.97
		STEP E	27.5204	2,201.63	4,770.20	57,242.43
		STEP F	28.2001	2,256.00	4,888.01	58,656.20
		STEP G	28.8965	2,311.72	5,008.72	60,104.72
		STEP H	29.6101	2,368.80	5,132.41	61,589.00
		STEP I	30.3414	2,427.31	5,259.17	63,110.11
		STEP J	31.0907	2,487.25	5,389.05	64,668.65
		STEP K	31.8585	2,548.68	5,522.14	66,265.68
		STEP L	32.6453	2,611.62	5,658.51	67,902.22
		STEP M	33.4515	2,676.12	5,798.26	69,579.12
B101	EXECUTIVE ASST TO THE CITY MGR	STEP A	27.5218	2,201.74	4,770.44	57,245.34
		STEP B	28.2014	2,256.11	4,888.24	58,658.91
		STEP C	28.8979	2,311.83	5,008.96	60,107.63
		STEP D	29.6116	2,368.92	5,132.67	61,592.12
		STEP E	30.3429	2,427.43	5,259.43	63,113.23
		STEP F	31.0922	2,487.37	5,389.31	64,671.77
		STEP G	31.8601	2,548.80	5,522.41	66,269.00
		STEP H	32.6469	2,611.75	5,658.79	67,905.55
		STEP I	33.4531	2,676.24	5,798.53	69,582.44
		STEP J	34.2793	2,742.34	5,941.74	71,300.94
		STEP K	35.1258	2,810.06	6,088.47	73,061.66
		STEP L	35.9933	2,879.46	6,238.83	74,866.06
		STEP M	36.8822	2,950.57	6,392.91	76,714.97
B102	HUMAN RESOURCES TECHNICIAN	STEP A	24.9620	1,996.96	4,326.74	51,920.96
		STEP B	25.5782	2,046.25	4,433.55	53,202.65
		STEP C	26.2099	2,096.79	4,543.04	54,516.59
		STEP D	26.8572	2,148.57	4,655.24	55,862.97
		STEP E	27.5204	2,201.63	4,770.20	57,242.43
		STEP F	28.2001	2,256.00	4,888.01	58,656.20
		STEP G	28.8965	2,311.72	5,008.72	60,104.72
		STEP H	29.6010	2,368.08	5,130.84	61,570.08
		STEP I	30.3414	2,427.31	5,259.17	63,110.11
		STEP J	31.0907	2,487.25	5,389.05	64,668.65
		STEP K	31.8585	2,548.68	5,522.14	66,265.68
		STEP L	32.6453	2,611.62	5,658.51	67,902.22
		STEP M	33.4515	2,676.12	5,798.26	69,579.12

CITY OF ROSEVILLE

SALARY SCHEDULE - B

Appendix: B
Percentage:1.00

Effective Date 08/06/2016

CONB CONFIDENTIAL B

Job Code	Title	Step	Hourly	Bi-weekly	Monthly	Annual
B104	LEGAL CLERK I	STEP A	22.6919	1,815.35	3,933.26	47,199.15
		STEP B	23.2522	1,860.17	4,030.38	48,364.57
		STEP C	23.8264	1,906.11	4,129.90	49,558.91
		STEP D	24.4148	1,953.18	4,231.89	50,782.78
		STEP E	25.0178	2,001.42	4,336.41	52,037.02
		STEP F	25.6356	2,050.84	4,443.50	53,322.04
		STEP G	26.2687	2,101.49	4,553.24	54,638.89
		STEP H	26.9175	2,153.40	4,665.70	55,988.40
		STEP I	27.5822	2,206.57	4,780.91	57,370.97
		STEP J	28.2634	2,261.07	4,898.98	58,787.87
		STEP K	28.9614	2,316.91	5,019.97	60,239.71
		STEP L	29.6766	2,374.12	5,143.94	61,727.32
		STEP M	30.4095	2,432.76	5,270.98	63,251.76
B105	LEGAL CLERK II	STEP A	24.9620	1,996.96	4,326.74	51,920.96
		STEP B	25.5782	2,046.25	4,433.55	53,202.65
		STEP C	26.2099	2,096.79	4,543.04	54,516.59
		STEP D	26.8572	2,148.57	4,655.24	55,862.97
		STEP E	27.5204	2,201.63	4,770.20	57,242.43
		STEP F	28.2001	2,256.00	4,888.01	58,656.20
		STEP G	28.8965	2,311.72	5,008.72	60,104.72
		STEP H	29.6101	2,368.80	5,132.41	61,589.00
		STEP I	30.3414	2,427.31	5,259.17	63,110.11
		STEP J	31.0907	2,487.25	5,389.05	64,668.65
		STEP K	31.8585	2,548.68	5,522.14	66,265.68
		STEP L	32.6453	2,611.62	5,658.51	67,902.22
		STEP M	33.4515	2,676.12	5,798.26	69,579.12
B106	MANAGEMENT ASSISTANT I	STEP A	24.5353	1,962.82	4,252.78	51,033.42
		STEP B	25.1409	2,011.27	4,357.75	52,293.07
		STEP C	25.7618	2,060.94	4,465.37	53,584.54
		STEP D	26.3980	2,111.84	4,575.65	54,907.84
		STEP E	27.0499	2,163.99	4,688.64	56,263.79
		STEP F	27.7180	2,217.44	4,804.45	57,653.44
		STEP G	28.4025	2,272.20	4,923.10	59,077.20
		STEP H	29.1039	2,328.31	5,044.67	60,536.11
		STEP I	29.8227	2,385.81	5,169.26	62,031.21
		STEP J	30.5592	2,444.73	5,296.92	63,563.13
		STEP K	31.3138	2,505.10	5,427.72	65,132.70
		STEP L	32.0872	2,566.97	5,561.78	66,741.37
		STEP M	32.8796	2,630.36	5,699.13	68,389.56

CITY OF ROSEVILLE

SALARY SCHEDULE - B

Appendix: B
Percentage:1.00

Effective Date 08/06/2016

CONB CONFIDENTIAL B

Job Code	Title	Step	Hourly	Bi-weekly	Monthly	Annual
B107	MANAGEMENT ASSISTANT II	STEP A	26.9888	2,159.10	4,678.05	56,136.70
		STEP B	27.6550	2,212.40	4,793.53	57,522.40
		STEP C	28.3380	2,267.04	4,911.92	58,943.04
		STEP D	29.0378	2,323.02	5,033.21	60,398.62
		STEP E	29.7550	2,380.40	5,157.53	61,890.40
		STEP F	30.4898	2,439.18	5,284.89	63,418.78
		STEP G	31.2428	2,499.42	5,415.41	64,985.02
		STEP H	32.0143	2,561.14	5,549.14	66,589.74
		STEP I	32.8050	2,624.40	5,686.20	68,234.40
		STEP J	33.6151	2,689.20	5,826.61	69,919.40
		STEP K	34.4453	2,755.62	5,970.51	71,646.22
		STEP L	35.2959	2,823.67	6,117.95	73,415.47
		STEP M	36.1676	2,893.40	6,269.05	75,228.60
B108	OFFICE ASSISTANT I (C)	STEP A	16.9952	1,359.61	2,945.83	35,350.01
		STEP B	17.4148	1,393.18	3,018.56	36,222.78
		STEP C	17.8449	1,427.59	3,093.11	37,117.39
		STEP D	18.2856	1,462.84	3,169.50	38,034.04
		STEP E	18.7372	1,498.97	3,247.78	38,973.37
		STEP F	19.1999	1,535.99	3,327.98	39,935.79
		STEP G	19.6741	1,573.92	3,410.17	40,922.12
		STEP H	20.1599	1,612.79	3,494.38	41,932.59
		STEP I	20.6578	1,652.62	3,580.68	42,968.22
		STEP J	21.1680	1,693.44	3,669.12	44,029.44
		STEP K	21.6907	1,735.25	3,759.72	45,116.65
		STEP L	22.2264	1,778.11	3,852.57	46,230.91
		STEP M	22.7753	1,822.02	3,947.71	47,372.62
B109	OFFICE ASSISTANT II (C)	STEP A	18.6948	1,495.58	3,240.43	38,885.18
		STEP B	19.1562	1,532.49	3,320.40	39,844.89
		STEP C	19.6293	1,570.34	3,402.41	40,828.94
		STEP D	20.1140	1,609.12	3,486.42	41,837.12
		STEP E	20.6108	1,648.86	3,572.53	42,870.46
		STEP F	21.1198	1,689.58	3,660.76	43,929.18
		STEP G	21.6413	1,731.30	3,751.15	45,013.90
		STEP H	22.1758	1,774.06	3,843.80	46,125.66
		STEP I	22.7235	1,817.88	3,938.74	47,264.88
		STEP J	23.2846	1,862.76	4,036.00	48,431.96
		STEP K	23.8597	1,908.77	4,135.68	49,628.17
		STEP L	24.4489	1,955.91	4,237.80	50,853.71
		STEP M	25.0527	2,004.21	4,342.46	52,109.61

CITY OF ROSEVILLE

SALARY SCHEDULE - B

Appendix: B
Percentage:1.00

Effective Date 08/06/2016

CONB CONFIDENTIAL B

Job Code	Title	Step	Hourly	Bi-weekly	Monthly	Annual
B110	PARALEGAL	STEP A	29.9382	2,395.05	5,189.28	62,271.45
		STEP B	30.6773	2,454.18	5,317.39	63,808.78
		STEP C	31.4349	2,514.79	5,448.71	65,384.59
		STEP D	32.2112	2,576.89	5,583.27	66,999.29
		STEP E	33.0067	2,640.53	5,721.16	68,653.93
		STEP F	33.8218	2,705.74	5,862.44	70,349.34
		STEP G	34.6571	2,772.56	6,007.23	72,086.76
		STEP H	35.5130	2,841.04	6,155.58	73,867.04
		STEP I	36.3900	2,911.20	6,307.60	75,691.20
		STEP J	37.2887	2,983.09	6,463.37	77,560.49
		STEP K	38.2096	3,056.76	6,623.00	79,475.96
		STEP L	39.1532	3,132.25	6,786.55	81,438.65
		STEP M	40.1201	3,209.60	6,954.15	83,449.80
B111	PAYROLL CLERK I	STEP A	18.2554	1,460.43	3,164.26	37,971.23
		STEP B	18.7062	1,496.49	3,242.40	38,908.89
		STEP C	19.1682	1,533.45	3,322.48	39,869.85
		STEP D	19.6415	1,571.32	3,404.52	40,854.32
		STEP E	20.1266	1,610.12	3,488.61	41,863.32
		STEP F	20.6237	1,649.89	3,574.77	42,897.29
		STEP G	21.1330	1,690.64	3,663.05	43,956.64
		STEP H	21.6549	1,732.39	3,753.51	45,042.19
		STEP I	22.1897	1,775.17	3,846.21	46,154.57
		STEP J	22.7377	1,819.01	3,941.20	47,294.41
		STEP K	23.2992	1,863.93	4,038.52	48,462.33
		STEP L	23.8746	1,909.96	4,138.26	49,659.16
		STEP M	24.4642	1,957.13	4,240.46	50,885.53
B112	PAYROLL CLERK II	STEP A	20.0776	1,606.20	3,480.11	41,761.40
		STEP B	20.5734	1,645.87	3,566.05	42,792.67
		STEP C	21.0815	1,686.52	3,654.12	43,849.52
		STEP D	21.6022	1,728.17	3,744.38	44,932.57
		STEP E	22.1356	1,770.84	3,836.83	46,042.04
		STEP F	22.6823	1,814.58	3,931.59	47,179.18
		STEP G	23.2425	1,859.40	4,028.70	48,344.40
		STEP H	23.8165	1,905.32	4,128.19	49,538.32
		STEP I	24.4046	1,952.36	4,230.13	50,761.56
		STEP J	25.0073	2,000.58	4,334.59	52,015.18
		STEP K	25.6249	2,049.99	4,441.64	53,299.79
		STEP L	26.2577	2,100.61	4,551.33	54,616.01
		STEP M	27.9062	2,232.49	4,837.07	58,044.89

CITY OF ROSEVILLE

SALARY SCHEDULE - B

Appendix: B
Percentage:1.00

Effective Date 08/06/2016

CONB CONFIDENTIAL B

Job Code	Title	Step	Hourly	Bi-weekly	Monthly	Annual
B113	PAYROLL TECHNICIAN I	STEP A	21.0958	1,687.66	3,656.60	43,879.26
		STEP B	21.6168	1,729.34	3,746.91	44,962.94
		STEP C	22.1506	1,772.04	3,839.43	46,073.24
		STEP D	22.6977	1,815.81	3,934.26	47,211.21
		STEP E	23.2582	1,860.65	4,031.42	48,377.05
		STEP F	23.8326	1,906.60	4,130.98	49,571.80
		STEP G	24.4212	1,953.69	4,233.00	50,796.09
		STEP H	25.0243	2,001.94	4,337.54	52,050.54
		STEP I	25.6423	2,051.38	4,444.66	53,335.98
		STEP J	26.2755	2,102.04	4,554.42	54,653.04
		STEP K	26.9244	2,153.95	4,666.89	56,002.75
		STEP L	27.5894	2,207.15	4,782.16	57,385.95
		STEP M	28.2707	2,261.65	4,900.25	58,803.05
B114	PAYROLL TECHNICIAN II	STEP A	23.2044	1,856.35	4,022.09	48,265.15
		STEP B	23.7775	1,902.20	4,121.43	49,457.20
		STEP C	24.3647	1,949.17	4,223.21	50,678.57
		STEP D	24.9664	1,997.31	4,327.50	51,930.11
		STEP E	25.5830	2,046.64	4,434.38	53,212.64
		STEP F	26.2148	2,097.18	4,543.89	54,526.78
		STEP G	26.8622	2,148.97	4,656.11	55,873.37
		STEP H	27.5256	2,202.04	4,771.10	57,253.24
		STEP I	28.2053	2,256.42	4,888.91	58,667.02
		STEP J	28.9019	2,312.15	5,009.66	60,115.95
		STEP K	29.6157	2,369.25	5,133.38	61,600.65
		STEP L	30.3470	2,427.76	5,260.14	63,121.76
		STEP M	31.0965	2,487.72	5,390.06	64,680.72
B115	SR HUMAN RESOURCES TECH	STEP A	27.4580	2,196.64	4,759.38	57,112.64
		STEP B	28.1358	2,250.86	4,876.87	58,522.46
		STEP C	28.8307	2,306.45	4,997.32	59,967.85
		STEP D	29.5427	2,363.41	5,120.73	61,448.81
		STEP E	30.2723	2,421.78	5,247.19	62,966.38
		STEP F	31.0199	2,481.59	5,376.78	64,521.39
		STEP G	31.7859	2,542.87	5,509.55	66,114.67
		STEP H	32.5709	2,605.67	5,645.62	67,747.47
		STEP I	33.3753	2,670.02	5,785.05	69,420.62
		STEP J	34.1995	2,735.96	5,927.91	71,134.96
		STEP K	35.0441	2,803.52	6,074.31	72,891.72
		STEP L	35.9096	2,872.76	6,224.33	74,691.96
		STEP M	36.7964	2,943.71	6,378.04	76,536.51

CITY OF ROSEVILLE
SALARY SCHEDULE - B

Appendix: B
Percentage:1.00

Effective Date 08/06/2016

CONB CONFIDENTIAL B

Job Code	Title	Step	Hourly	Bi-weekly	Monthly	Annual
B116	SR PAYROLL TECHNICIAN	STEP A	25.5271	2,042.16	4,424.69	53,096.36
		STEP B	26.1575	2,092.60	4,533.96	54,407.60
		STEP C	26.8035	2,144.28	4,645.94	55,751.28
		STEP D	27.4654	2,197.23	4,760.66	57,128.03
		STEP E	28.1437	2,251.49	4,878.24	58,538.89
		STEP F	28.8387	2,307.09	4,998.70	59,984.49
		STEP G	29.5509	2,364.07	5,122.15	61,465.87
		STEP H	30.2807	2,422.45	5,248.65	62,983.85
		STEP I	31.0286	2,482.28	5,378.29	64,539.48
		STEP J	31.7948	2,543.58	5,511.09	66,133.18
		STEP K	32.5800	2,606.40	5,647.20	67,766.40
		STEP L	33.3846	2,670.76	5,786.66	69,439.96
		STEP M	34.2091	2,736.72	5,929.57	71,154.92

ORDINANCE NO. 5726

ORDINANCE OF THE COUNCIL OF THE CITY OF ROSEVILLE
AUTHORIZING CERTAIN AMENDMENTS TO THE 2016-17
BUDGET AND DECLARING THIS ORDINANCE TO BE IMMEDIATELY
EFFECTIVE AS AN APPROPRIATION MEASURE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. The City of Roseville Annual Budget, Fiscal Year 2016-17, is hereby amended by transferring appropriation to and from the activities indicated below:

Appropriate funds to provide funding for a Human Resources Technician per request of the Human Resources Department, as listed on the attached Request for Budget Adjustment in the amount of \$84,230.00.

SECTION 2. This ordinance is hereby declared to be an appropriation measure, immediately effective pursuant to the provisions of Section 5.03 of the Charter.

SECTION 3. The City Clerk is hereby authorized and directed to post a true copy of the foregoing ordinance in each of three (3) conspicuous locations in the City and she shall immediately after such posting enter in the ordinance book, under the record of the ordinance, a certificate under her hand stating the time and place of such publication by posting.

PASSED AND ADOPTED by the Council of the City of Roseville, this
_____ day of _____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk



REQUEST FOR BUDGET ADJUSTMENT FINANCE DEPARTMENT

Instructions: Complete all necessary fields. Fields marked with an asterisk (*) are mandatory and required for processing. Obtain required approvals and process according to the procedure outlined in: [A.R. 6.01 Budget Adjustment Policy & Procedure.](#)

For more detailed budget adjustment training information, including examples, please click on the following link: [Miscellaneous Budget Training Information.](#)

REQUESTER*: Matt Nelson / Janet Vargas

DEPARTMENT/DIVISION*: Electric / Finance & Admin / Environmental Utilities

FISCAL YEAR/EFFECTIVE DATE*: FY2016/17

PROPOSED COUNCIL DATE (if applicable): 08/03/2016

USE OF FUNDS*						
AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL		FUND*	JL		
	ORG KEY*	OBJECT*		PROJECT	ACTIVITY	
(42,115)	03100	4998	100			HR / Credit offset - Work Performed for Others
42,115	03100	4398	100			HR / General Benefits - Budgeted
42,115	08600	5650	490			Electric Admin / Other Internal Charges
(42,115)	03100	4998	100			HR / Credit offset - Work Performed for Others
42,115	03100	4398	100			HR / General Benefits - Budgeted
42,115	08400	5650	480			EU Admin / Other Internal Charges
\$ 84,230	TOTAL					

SOURCE OF FUNDS*						
AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL		FUND*	JL		
	ORG KEY	OBJECT		PROJECT	ACTIVITY	
42,115			490			Electric Operations Fund / Available Resources
42,115			480			Water Operations Fund / Available Resources
\$ 84,230	TOTAL					

FINANCE USE	Approved:		
	<i>Kathy Cullen</i>	7/13/16	<i>Walter Hall</i>
	BUDGET MANAGER/DIGNEE	DATE	Finance Director, Date

Justification for Budget Adjustment*:

The direct funding of the HR Tech position by EU and Electric allows HR to dedicate one HR Technician solely to Electric and EU. This is intended to increase service delivery times to the EU and Electric departments for recruitment and classification issues. The amount of \$84,230.00 will be evenly funded by the EU and Electric departments.

Approved:		Approved:	
<i>Armin S. Purny</i>	7/15/16		
REQUESTING DEPARTMENT HEAD / DESIGNEE	DATE	CITY MANAGER	DATE

DM
Electric Department Head
 Date: *7-12-16*



COUNCIL COMMUNICATION

CC #: 7882

File #: 0201-01 & 0800-06

Title: Pleasant Grove/Curry Creek Watershed Mitigation Fee Update – Professional Design Services Agreement and Budget Adjustment
Contact: Chris Kraft 916-774-5373 ckraft@roseville.ca.us

Meeting Date: 8/3/2016

Item #: 7.20.

RECOMMENDATION TO COUNCIL

Staff recommends that Council take the two following actions;

1. Adopt the resolution approving the Professional Design Services Agreement with Civil Engineering Solutions, Inc., and authorize the City Manager to execute the agreement,
2. Approve the attached ordinance for a budget adjustment in the amount of \$200,000 for the cost of the PSA and staff time relative to the Pleasant Grove/Curry Creek Watershed Mitigation Fee Update.

BACKGROUND

In 1991, the City Council adopted the Pleasant Grove Drainage Fee to mitigate the downstream storm water volume impacts resulting from new development in Roseville. Over the years there have been several program and fee updates to include new specific plan areas and updated hydrologic methodologies. The most recent fee update was completed in 2006.

To date the fee program has collected \$21.7m in fees and has spent \$13.1m for the purchase of the Reason Farms Property, the Conceptual Design Report, the processing of the program level EIR to support the project, and fee updates. This current fee update will be paid for with funds collected from the Fee Program.

This update will expand the fee district to include the recently approved Amoruso Ranch Specific Plan area, expand the scope of improvements to include the rehabilitation of the northern channel (University Creek), re-evaluate the volumetric needs required for mitigation, update the construction costs including design, environmental review, agency permitting, and resource mitigation costs that could be expected, and finally, to reassess the mitigation fee making any appropriate changes to the fee as may be necessary. Additionally, staff is presently working with the development team representing the Creekview Specific Plan to evaluate the design plans for the first phase of the flood control project construction, anticipated to be underway in the next

several years. Upon completion of the fee update, staff will conduct community outreach and present the findings to the City Council with appropriate requests for Ordinance Amendments to update the fee.

The award of this Professional Services Agreement not to exceed \$128,360.00 will be sole sourced to Civil Engineering Solutions, Inc. (CES). CES has the technical expertise and experience to perform the hydrologic and hydraulic calculations required to complete the necessary analysis to support the fee update. CES has intimate knowledge of the local water sheds, has performed many of the studies and technical plans for improvements to our local drainage systems, has been involved with the conceptual basin plan creation, and completed the previous 2006 review and fee update. Staff feels that based on our past experience with CES, their intimate knowledge and understanding of our local watersheds, and their proven technical abilities, that they are the best professional firm to assist the City in this update.

The requested budget adjustment will draw \$200,000.00 from the Pleasant Grove Drainage Basin fee account that will be used to pay of the professional services contract and miscellaneous staff time relative to the fee update.

FISCAL IMPACT

The costs for the fee update is paid by the fee program, there will be no fiscal impact to the City's general fund by the proposed action.

ECONOMIC DEVELOPMENT / JOBS CREATED

No jobs will be provided by this action. However, a national economic development study has shown that for every \$92,000 invested in public projects 1 job is created.

ENVIRONMENTAL REVIEW

Approval of Fee updates and Increases to Development Processing, Plan Check and Inspection Fees is considered statutorily exempt from CEQA (State CEQA Guidelines section 15271). The project involves the restructuring of rates, tolls, fares, and other charges be a public agency for the purpose of meeting operation expenses, including employee wage rates and fringe benefits. No further CEAQA action is required.

Respectfully Submitted,

Chris Kraft, Engineering Manager

Kevin Payne, Development Services Director



Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 16-338

Professional Design Service Agreement

Ordinance No. 5723

Budget Adjustment Form

RESOLUTION NO. 16-338

APPROVING A PROFESSIONAL DESIGN SERVICES AGREEMENT BY AND BETWEEN
THE CITY OF ROSEVILLE AND CIVIL ENGINEERING SOLUTIONS, INC., AND
AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF
THE CITY OF ROSEVILLE

WHEREAS, a professional design services agreement regarding the Pleasant Grove Basin Mitigation Fee Update project, by and between the City of Roseville and Civil Engineering Solutions, Inc., has been reviewed by the City Council; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that said agreement is hereby approved and that the City Manager is authorized to execute it on behalf of the City of Roseville.

PASSED AND ADOPTED by the Council of the City of Roseville this ____ day of _____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk

PROFESSIONAL DESIGN SERVICES AGREEMENT

Project: Pleasant Grove Retention Basin Mitigation Fee Update

THIS AGREEMENT is made and entered into this ____ day of _____, 20____,
by and between the City of Roseville, a municipal corporation ("CITY"), and Civil Engineering
Solutions, Inc., a California corporation ("CONSULTANT "); and

W I T N E S S E T H:

WHEREAS, CITY desires professional design services consisting of engineering services
concerning updates to the Pleasant Grove Retention Basin Mitigation Fee; and

WHEREAS, CONSULTANT has prepared a proposal dated June 28, 2016, which
describes the scope of work to be performed by CONSULTANT, the budget for the work, and
the schedule for performance of the work; and

WHEREAS, CONSULTANT is qualified and experienced to provide such professional
design services.

NOW, THEREFORE, the parties agree as follows:

1. Services. CONSULTANT shall perform, at the direction of CITY, the scope of
services as described in EXHIBIT "A," attached hereto and incorporated herein by this
reference.
2. Compensation. For its services provided hereunder, CONSULTANT shall be
compensated on a time and expense basis in accordance with the budget estimate as described in

EXHIBIT "B," attached hereto and incorporated herein by this reference. Total compensation shall not exceed one hundred twenty-eight thousand, three hundred sixty dollars (\$128,360).

CONSULTANT shall submit monthly invoices for its services. Such invoices shall be delineated by task, the person performing the services, and the hourly rate, which shall be stated in time increments of not greater than one-tenth (1/10) hours. CITY shall pay invoices within thirty (30) days after receipt, if the services specified in the invoice have been satisfactorily completed.

3. Indemnification. To the fullest extent allowed by law, CONSULTANT agrees to indemnify, including the cost to defend CITY, and its officers, agents, employees and volunteers from any and all claims, demands, costs or liability that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT and its agents in the performance of services under this contract, but this indemnity does not apply to liability for damages for death or bodily injury to persons, injury to property, or other loss, arising from the sole negligence, willful misconduct or defects in design by CITY or the agents, servants, or independent contractors who are directly responsible to CITY, or arising from the active negligence of CITY.

CONSULTANT's responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law. The defense and indemnity obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement.

4. Insurance. CONSULTANT agrees to continuously maintain, in full force and effect, the following minimum policies of insurance during the term of this Agreement.

COVERAGE

LIMITS OF LIABILITY

Workers' Compensation

Statutory

Commercial General Liability

\$2,000,000 each occurrence
\$4,000,000 aggregate
Personal Injury:
\$2,000,000 each occurrence
\$4,000,000 aggregate

Automobile Liability

\$1,000,000 combined single limit

Professional Liability (errors and omissions)

\$2,000,000 per claim
\$4,000,000 aggregate

a. Form. CONSULTANT shall submit a certificate evidencing such coverage for the period covered by this Agreement in a form satisfactory to Risk Management and the City Attorney, prior to undertaking any work hereunder. Any insurance written on a claims made basis is subject to the approval of Risk Management and the City Attorney.

b. Additional Insureds. CONSULTANT shall also provide a separate endorsement form or section of the policy showing CITY, its officers, agents, employees and volunteers as additional insureds for each type of coverage, except for Workers' Compensation and Professional Liability. Such insurance shall specifically cover the contractual liability of CONSULTANT. The additional insured coverage under the CONSULTANT's policy shall be primary and noncontributory, as evidenced by a separate endorsement or section of the policy, and shall not seek contribution from CITY's insurance or self-insurance. In addition, the additional insured coverage shall be at least as broad as the Insurance Services Office ("ISO") CG 20 01 Endorsement. Any available insurance proceeds in excess of the specified minimum insurance coverage requirements and limits shall be available to the additional insureds. Furthermore, the requirements for coverage and limits shall be: (1) the minimum coverage and

limits specified in this Agreement; or (2) the full coverage and maximum limits of any insurance proceeds available to the named insureds, whichever is greater.

c. Cancellation/Modification. CONSULTANT shall provide ten (10) days written notice to CITY prior to cancellation or modification of any insurance required by this Agreement.

d. Umbrella/Excess Insurance. The limits of insurance required in this Agreement may be satisfied by a combination of primary and excess insurance. Any excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of CITY (if agreed to in a written contract) before CITY's own insurance shall be called upon to protect it as a named insured.

e. Subcontractors. CONSULTANT agrees to include in its contracts with all subcontractors the same requirements and provisions of this Agreement, including the indemnity and insurance requirements, to the extent they apply to the scope of the subcontractor's work. Furthermore, CONSULTANT shall require its subcontractors to agree to be bound to CONSULTANT and CITY in the same manner and to the same extent as CONSULTANT is bound to CITY under this Agreement. Additionally, CONSULTANT shall obligate its subcontractors to comply with these same provisions with respect to any tertiary subcontractor, regardless of tier. A copy of CITY's indemnity and insurance provisions will be furnished to the subcontractor or tertiary subcontractor upon request.

f. Self-Insured Retentions. All self-insured retentions ("SIR") must be disclosed to Risk Management for approval and shall not reduce the limits of liability. Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or CITY. CITY reserves the right to obtain a full

certified copy of any insurance policy and endorsements. The failure to exercise this right shall not constitute a waiver of such right.

g. Waiver of Subrogation. CONSULTANT hereby agrees to waive subrogation which any insurer of CONSULTANT may acquire from CONSULTANT by virtue of the payment of any loss under a Workers Compensation, Commercial General Liability or Automobile Liability policy. All Workers Compensation, Commercial General Liability and Automobile Liability policies shall be endorsed with a waiver of subrogation in favor of CITY, its officers, agents, employees and volunteers for all work performed by CONSULTANT, its employees, agents and subcontractors.

h. Liability/Remedies. Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve CONSULTANT of liability in excess of such coverage, nor shall it preclude CITY from taking such other actions as are available to it under any other provisions of this Agreement or law.

5. Access to Records. Duly authorized representatives of CITY shall have right of access during normal business hours to CONSULTANT's files and records relating to the services performed hereunder, and may review the files and records at appropriate stages during performance of the services.

6. Time is of the Essence. Time is of the essence of this Agreement.

7. Compliance with Laws. CONSULTANT shall comply with all federal, state and local laws, ordinances and policies as may be applicable to the performance of services under this Agreement.

8. Ability to Perform. CONSULTANT agrees and represents that it has the time, ability and professional expertise to perform the services required under this Agreement.

9. Governing Agreement. In the event of any conflict between this Agreement and its EXHIBITS, the provisions of this Agreement shall govern. In the event of any conflict between any of the EXHIBITS, the provisions of the first in order of attachment shall govern.

10. Assignment. CONSULTANT is employed to perform unique personal services. CONSULTANT shall not assign this Agreement without the prior written consent of CITY. CONSULTANT shall not employ or otherwise incur any obligation to pay other specialists or experts for services in connection with this Agreement, without prior written consent of CITY.

11. Independent Contractor. CONSULTANT shall act as an independent contractor, and covenants and agrees that it will conduct itself consistent with such status, that it will neither hold itself out as, nor claim to be, an officer or employee of CITY by reason of this Agreement.

12. Representation and Warranties. CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working for CONSULTANT, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, CITY shall have the right to terminate as void this Agreement, without liability, or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

13. Successors in Interest. This Agreement shall be binding upon the heirs, successors, executors, administrators and assigns of the respective parties hereto.

14. Copyright, Ownership and Use of Materials. All tangible materials ("Material") created or delivered pursuant to this Agreement is considered a work made for hire under the

Copyright Act. To the extent such Material does not qualify as a work made for hire, CONSULTANT hereby assigns to CITY all right, title, and interest, including but not limited to all copyrights, in all Material created by CONSULTANT in its performance under this Agreement. Material constitutes the scope of work outlined in Exhibit A and attached hereto, and all written and other tangible expressions, including but not limited to, drawings, papers, documents, reports, surveys, renderings, exhibits, sketches, maps, models, prints, paintings or photographs, in any and all media or formats in which such materials have been created or are maintained. All Material furnished by CONSULTANT is, and shall remain, the property of CITY.

CONSULTANT shall execute any documents necessary to effectuate such assignment. In the event that CONSULTANT uses, employs, designates, or retains any person or entity who is not an employee of CONSULTANT, to perform any work required of it pursuant to this Agreement, CONSULTANT shall require said person or entity to execute an agreement containing the preceding paragraph.

15. Termination of Agreement. The City may terminate this Agreement without cause by giving CONSULTANT ten (10) days advance written notice from the City Manager. CONSULTANT may terminate this Agreement without cause by giving CITY thirty (30) days advance written notice. In the event of termination through no fault of CONSULTANT, CITY shall compensate CONSULTANT for services performed as of the date of termination, upon the release to CITY of all Material hereunder, in any and all media or formats in which such materials have been created or are maintained. CITY retains the right to receive and use any Material, notwithstanding any termination or any dispute regarding the amount to be paid.

16. Attorney's Fees; Venue; Governing Law. If either party commences any legal action against the other party arising out of this Agreement or the performance thereof, the prevailing party in such action shall be entitled to recover its reasonable litigation expenses, including but not limited to, court costs, expert witness fees, discovery expenses, and attorneys' fees. Any action arising out of this Agreement shall be brought in Placer County, California, regardless of where else venue may lie. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

17. Modification. This Agreement and each provision contained herein may be waived, amended, supplemented or eliminated only by mutual written agreement of the parties.

18. Severability. If any of the provisions contained in this Agreement is for any reason held invalid or unenforceable, such holding shall not affect the remaining provisions or the validity and enforceability of the Agreement as a whole.

19. Notices. Any notices to parties required by this Agreement shall be delivered personally or mailed, U.S. first class postage prepaid, addressed as follows:

CITY OF ROSEVILLE

Kevin Payne
Development Services Director
311 Vernon Street
Roseville, CA 95678

CONSULTANT

Thomas S. Plummer, P.E., CFM
590 E Street
Lincoln, CA 95648

Either party may amend its address for notice by giving notice to the other party in writing.

20. Integrated Agreement. This is an integrated agreement and contains all of the terms, considerations, understanding and promises of the parties. It shall be read as a whole.

IN WITNESS WHEREOF, the City of Roseville, a municipal corporation, has authorized the execution of this Agreement in duplicate by its City Manager and attested to by its City Clerk

under the authority of Resolution No. _____, adopted by the Council of the City of Roseville on the ____ day of _____, 20____, and CONSULTANT has caused this Agreement to be executed.

CITY OF ROSEVILLE, a
municipal corporation

CIVIL ENGINEERING SOLUTIONS,
INC., a California corporation

BY: _____
ROB JENSEN
City Manager

BY: 
its: _____

and

ATTEST:

BY: _____
its: _____

BY: _____
SONIA OROZCO
City Clerk

APPROVED AS TO FORM:

BY: _____
ROBERT R. SCHMITT
City Attorney

APPROVED AS TO SUBSTANCE:

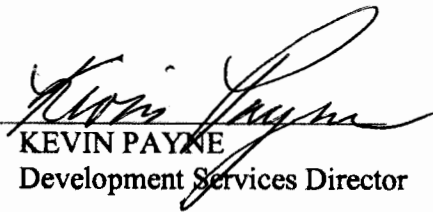
BY: 
KEVIN PAYNE
Development Services Director

EXHIBIT “A”



**CIVIL ENGINEERING
SOLUTIONS, INC.**

590 E Street
Lincoln Ca. 95648
916.645-5700
Fax: 916.645-5706

Proposal – Scope of Services

To: Chris Kraft
City of Roseville

RE: Pleasant Grove Retention Basin Mitigation Fee Update

Date: June 28, 2016

Dear Chris;

Please review the included SCOPE of services for the Pleasant Grove Retention Basin Mitigation Fee Update.

We propose to perform the above services (time and materials) for a fee not to exceed \$128,360.

If you have any questions or comments, please contact me at (916) 645-5700.

Sincerely,

Thomas S. Plummer, P.E., CFM

**SCOPE OF SERVICES
FOR
THE PLEASANT GROVE RETENTION BASIN
MITIGATION FEE UPDATE
June 27, 2016**

1.0 SCOPE OF SERVICES

The **City of Roseville** – Public Works Department is seeking professional engineering services for updating the Pleasant Grove Retention Basin Mitigation Fee. The scope of services requested by the City include all hydrologic and hydraulic modeling, updates to the Reason Farms Conceptual Plans, development of cost estimates, and all other professional engineering services required to prepare the required study to update the fee program. The scope of services shall include the following tasks:

Stated Purpose:

The purpose of the fee revision study subject to analyze the stormwater runoff impacts to Sutter County from the proposed new development areas within the Pleasant Grove Creek/Cross Canal Watershed, including the Amoruso Ranch Specific Plan. The fee revision study will use the adopted 8-day, 100-year storm event hydrology standards found within the most recent edition of the Placer County Flood Control and Water Conservation District Stormwater Management Manual.

Minimum Necessary work items:

- Expand the MOU area to include the ARSP,
- Update the land use assumptions within the MOU area to reflect actual project approvals to date,
- Account for all the land uses built since the development of the fee program
- Account for all of the un-built land uses within the expanded MOU area,
- Reassess the City's volumetric storage needs
- Reassess the total cost to complete the project including the rehabilitation of University Creek,
- Revise the drainage impact fee as necessary.

Additional Considerations for the Basin Projects:

The City has an interest in keeping the RFRB Project a multi-use, multi-objective Project.

- The revised plan for the south basin shall also include a habitat restoration element and an analysis of the feasibility to conduct groundwater recharge.
- Determine if the southern basin and/or northern basin can provide cost effective stormwater detention to mitigate for increased runoff for the 200-year storm event for all new development approved for construction after July 2, 2015.

2.0 PROPOSED SCOPE OF WORK:

2.1 FEE UPDATE

1. Land Use Inventory – utilizing a “cut-off” date on July 1, 2016
 - a. Update historic conditions: Assess the absorption of land use within the MOU area described within the 2006 Fee Update since the inception of the fee program in 1990 and compare that with the remaining land uses yet to be developed in the new MOU area. Update any land uses assumptions since the 2006 update to include the Fiddymont Ranch rezone, the HP rezone, and the approved Sierra Vista, Creekview and Amoruso Ranch Specific Plan Area’s. Establish a base Map to define the MOU area and comparable tables of units/area development and vacant lands yet to develop.
 - b. Investigate developed vs. non-developed lands as of the July 1, 2016 cut-off date.
 - c. Utilize 2006 base map GIS files. Update for new data.
2. Hydrologic Update:
 - a. Using the land uses from above, evaluate the differential pre- vs. post development storage requirements based on the 8-day, 100-year event for the pre-development conditions of 1990 and the post-development buildout conditions within the new MOU area.
 - b. Calculate the total storage volume necessary to mitigate anticipated development impacts including storage volumes for the Pleasant Grove WWTP and the Roseville Energy Facility identified in the PWA 2002 report.
 - c. Provide a recommendation for an appropriate design safety factor for the capacity of the basin and include the recommended storage volume within the storage capacity of the South Basin.
 - d. Based on 2006 analysis, determine total City volumetric mitigation needs for the Cross Canal Watershed for scenarios requested.
 - e. Consider whether a safety factor is necessary and make recommendations.
3. Concept Plans - Revise the conceptual plans for the Southern Reason Farms Basin to take into account the proposed improvements of the bypass/inset channel required as part of the Creekview Specific Plan.
 - a. Incorporate items of this work already performed with the Creekview project.
 - b. CESI to prepare a composite plan view drawing showing the total project and project elements.
 - c. A 3D surface for the proposed plan, integrated into surrounding terrain will be constructed for modeling use.

- d. An updated unsteady state hydraulic model for the baseline project will be prepared using HEC-RAS. 2D Modeling will also be incorporated using HEC-RAS 5.0, for evaluation of 2D elements such as flow across lateral weirs, and flow within the volumetric basin area for filling and relief.
4. Construction Costs - Using a 20% soft cost and a 20% contingency, analyze and update the construction costs for the completion of the flood control project, to include all improvements on the City owned property, the costs for that portion of the Creekview inset channel improvements are not attributable to the fee program. Adjust the cost per remaining DUE within the undeveloped land area within the City, as described within the Pleasant Grove/Curry Creek Watershed Mitigation Fee Update (2006 Fee Update) to ensure that sufficient funds will be available to complete the construction.
- a. Prepare Baseline Analysis for Fee update based on the revised concept minus the "Creekview items". Update Cost Estimate for remaining items and construction for the Complete Planned Facility.
 - b. Completion of the flood control project as assumed in the 2006 update (southern basin only)
 - c. Completion of the University Creek rehabilitation channel improvements.
 - d. Investigate fee collected funds as of a July 1, 2016 (per City), and amount of funds not encumbered.
 - e. Determine if a shortfall or excess is likely based on the current fee schedule for the remaining units to be built within the contributing MOU area, and quantify financial balance of those monies.
 - f. Prepare update fee spread based on 2006 methodology, for remaining costs.
 - g. CESI may contact a contractor familiar with projects in this region to assist with Cost Estimate preparation and Quality Assurance for Unit prices.
5. Fee Update - Utilizing the balances within the City's drainage fee account as of July 1, 2016, Provide a fee analysis and establish as updated Drainage Fee for the remaining units within the new MOU area for the following scenarios:
- a. Inclusion of the Southern Basin Only
 - b. Inclusion of the Southern Basin and the Rehabilitated University Creek
 - c. Using methodology similar to the 2006 Fee Update, determine DUE and Cost per commercial acre fee estimates for the University Creek projects
 - d. Fee Update analysis will be provided for the two scenarios listed for the 2006 plan + a proposed re-optimized plan based on the results of the phasing and alternatives analysis in item 5.

ORDINANCE NO. 5723

ORDINANCE OF THE COUNCIL OF THE CITY OF ROSEVILLE
AUTHORIZING CERTAIN AMENDMENTS TO THE 2016-17
BUDGET AND DECLARING THIS ORDINANCE TO BE IMMEDIATELY
EFFECTIVE AS AN APPROPRIATION MEASURE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. The City of Roseville Annual Budget, Fiscal Year 2016-17, is hereby amended by transferring appropriation to and from the activities indicated below:

Appropriate funds for the Pleasant Grove/Curry Creek Watershed Mitigation Fee update per request of the Development Services Department, as listed on the attached Request for Budget Adjustment in the amount of \$200,000.00.

SECTION 2. This ordinance is hereby declared to be an appropriation measure, immediately effective pursuant to the provisions of Section 5.03 of the Charter.

SECTION 3. The City Clerk is hereby authorized and directed to post a true copy of the foregoing ordinance in each of three (3) conspicuous locations in the City and she shall immediately after such posting enter in the ordinance book, under the record of the ordinance, a certificate under her hand stating the time and place of such publication by posting.

PASSED AND ADOPTED by the Council of the City of Roseville, this
_____ day of _____, 20__, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk



REQUEST FOR BUDGET ADJUSTMENT
FINANCE DEPARTMENT

Instructions: Complete all necessary fields. Fields marked with an asterisk (*) are mandatory and required for processing. Obtain required approvals and process according to the procedure outlined in:

[A.R. 6.01 Budget Adjustment Policy & Procedure.](#)

For more detailed budget adjustment training information, including examples, please click on the following link:

[Miscellaneous Budget Training Information.](#)

REQUESTER*: Chris Kraft

DEPARTMENT/DIVISION*: Development Services, Engineering

FISCAL YEAR/EFFECTIVE DATE*: 2017, August 3, 2016

PROPOSED COUNCIL DATE (if applicable): 08/03/2016

USE OF FUNDS*						
AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL			JL		
	ORG KEY*	OBJECT*	FUND*	PROJECT	ACTIVITY	
128,360	90010	5101	250	172001		Pleasant Grove Basin 2016 Fee Update - Consultant
71,640	90010	5650	250	172001		Pleasant Grove Basin 2016 Fee Update - Staff
\$ 200,000	TOTAL					

SOURCE OF FUNDS*						
AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL			JL		
	ORG KEY	OBJECT	FUND*	PROJECT	ACTIVITY	
200,000	00250		250			Pleasant Grove Drainage Basin
(71,640)	08820	4998	100			Increase labor charges out from General Fund
71,640			100			Increase to General Fund Balance
\$ 200,000	TOTAL					

FINANCE USE	Approved:		
	<i>Kathy Cullen</i> 7/12/16	<i>Wally Haul</i>	
	BUDGET MANAGER/DESIGNEE	DATE	Finance Director/
			Date

Justification for Budget Adjustment*:

The funds will be used to complete a fee update for the Pleasant Grove Drainage Fee

Approved:		Approved:	
<i>Kern Payne</i>			
REQUESTING DEPARTMENT HEAD / DESIGNEE	DATE	CITY MANAGER	DATE



COUNCIL COMMUNICATION

CC #: 7868
File #: 0600-01

Title: FY17 Budgeted Reclassifications
Contact: Linda Hampton 916-774-5215 lhampton@roseville.ca.us

Meeting Date: 8/3/2016
Item #: 7.21.

RECOMMENDATION TO COUNCIL

As part of the 2016-2017 budget process, departments requested additional personnel to meet business needs. In some cases, staff had to conduct job analysis work on new allocations and reclassifications and advised council they would be periodically requesting approval of these changes as the analysis and meet and confer obligations with the bargaining groups have been met. Staff has completed work on some of the budgeted requests and is recommending the City Council approve the reclassification of 5.00 allocations by motioning to approve the attached city-wide allocation schedule effective August 6, 2016.

BACKGROUND

As part of the Municipal Code, the Human Resources Department is charged with maintaining the City's classification plan. The Human Resources staff is continually evaluating staffing levels necessary to provide high service levels to the community. As part of the 2016-2017 budget process, departments requested additional personnel or reclassifications of existing personnel to meet business needs. It was shared with council during the approval of budgeted positions, that staff had to conduct job analysis work on new allocations and reclassifications and will bring these changes periodically to council as the analysis and meet and confer obligations with the bargaining groups have been met. Staff has completed the job analysis work on 5 reclassification requests and is requesting council approval. The meet and confer obligation with Local 39 regarding these reclassifications has been met.

New Classification:

Staff is recommending the reclassifications of the following positions:

Current Position	New Positions
Business Systems Analyst (2 FTE)	Senior Business Systems Analyst (2 FTE)
Parks Maintenance Worker	Senior Parks Maintenance Worker

Finance Technician I/II	Accountant I/II
Engineering Technician	GIS Analyst I/II

FISCAL IMPACT

There is a fiscal impact to the General Fund of \$54,949 and to the Enterprise fund of \$23,578 which is included in the 2016 - 2017 budget.

ECONOMIC DEVELOPMENT / JOBS CREATED

No new jobs are created by this action.

ENVIRONMENTAL REVIEW

Staffing changes are not considered a "project" as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines 15378). Consequently no CEQA action is required.

Respectfully Submitted,

Linda Hampton, Senior Human Resources Analyst

Gayle Satchwell, Human Resources Director



Rob Jensen, City Manager

ATTACHMENTS:

Description

Citywide Allocation Schedule - 08-06-2016

Position Allocation/Staffing Report
by Department and Location ("Division")

PCN	Position Title	Allocated FTE	Staffed FTE	(Over)/ Under Staffed Variance
Department: 20 CITY ATTORNEY				
Div/Loc: 02000 - CITY ATTORNEY				
020000245	ASSISTANT CITY ATTORNEY	1.000	1.000	
020001200	CITY ATTORNEY	1.000	1.000	
020001658	DEPUTY CITY ATTORNEY II	2.000	3.000	(1.000)
020004094	LEGAL CLERK I (C)	0.000	0.750	(.750)
020004096	LEGAL CLERK II (C)	2.000	1.000	1.000
020005015	PARALEGAL (C)	1.000	1.000	
020007123	SR DEPUTY CITY ATTORNEY	2.000	1.000	1.000
TOTAL FOR LOC/DIV 02000 - CITY ATTORNEY:		9.000	8.750	.250
TOTAL FOR DEPARTMENT 20 - CITY ATTORNEY:		9.000	8.750	.250
Department: 30 CITY MANAGER				
Div/Loc: 01500 - CITY MANAGER - ADMINISTRATION				
015001245	CHIEF FINANCIAL OFFICER	1.000	1.000	
015001240	CITY MANAGER	1.000	1.000	
015002550	EXECUTIVE ASST TO THE CITY MGR	1.000	1.000	
015004457	MANAGEMENT ASSISTANT II	2.000	2.000	
TOTAL FOR LOC/DIV 01500 - CITY MANAGER - ADMINISTRATION:		5.000	5.000	
Div/Loc: 01520 - PUBLIC AFFAIRS & COMMUNICATION				
015203451	GOVERNMENT RELATIONS ADMISTRAT	1.000	1.000	
015205615	PUB AFFAIRS&COMMUNICATN ADMNST	1.000	1.000	
015205610	PUBLIC AFFAIRS-COMMUNIC DIRECT	1.000	1.000	
015205565	PUBLIC INFORMATION OFFICER	1.000	1.000	
TOTAL FOR LOC/DIV 01520 - PUBLIC AFFAIRS & COMMUNICATION:		4.000	4.000	
Div/Loc: 08100 - DEVELOPMENT AND OPS-ADMIN				
081000325	ASSISTANT CITY MANAGER	1.000	1.000	
081002540	ENVIRONMENTAL COORDINATOR	1.000	1.000	
081004457	MANAGEMENT ASSISTANT II	1.000	1.000	
TOTAL FOR LOC/DIV 08100 - DEVELOPMENT AND OPS-ADMIN:		3.000	3.000	
TOTAL FOR DEPARTMENT 30 - CITY MANAGER:		12.000	12.000	
Department: 31 ECONOMIC DEVELOPMENT				
Div/Loc: 08110 - HOUSING ADMIN				
081103318	FINANCIAL ANALYST II	1.000	1.000	
081103402	HOUSING ANALYST II	2.000	0.000	2.000
081103589	HOUSING MANAGER	1.000	0.000	1.000
081103590	HOUSING SUPERVISOR	1.000	1.000	
081103592	HOUSING TECHNICIAN II	3.000	2.900	.100
081107148	SR HOUSING TECHNICIAN	1.000	1.000	
081103401	HOUSING ANALYST I	0.000	2.000	(2.000)
TOTAL FOR LOC/DIV 08110 - HOUSING ADMIN:		9.000	7.900	1.100
Div/Loc: 08123 - ECONOMIC DEVELOPMENT				
081231675	DEVELOPMENT ANALYST II	1.000	1.000	
081231710	ECONOMIC DEVELOPMENT DIRECTOR	1.000	1.000	
081231712	ECONOMIC DEVELOPMENT MANAGER	1.000	1.000	
TOTAL FOR LOC/DIV 08123 - ECONOMIC DEVELOPMENT:		3.000	3.000	
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Position Allocation/Staffing Report
by Department and Location ("Division")

PCN	Position Title	Allocated FTE	Staffed FTE	(Over)/ Under Staffed Variance
TOTAL FOR DEPARTMENT 31 - ECONOMIC DEVELOPMENT:		12.000	10.900	1.100
Department: 41 FINANCE				
Div/Loc: 05000 - FINANCE ADMINISTRATION				
050000050	ADMIN ANALYST II	1.000	1.000	
050000071	ADMINISTRATIVE ASSISTANT (C)	1.000	1.000	
050006520	ERP MANAGER	1.000	0.000	1.000
050003301	FINANCE DIRECTOR	1.000	1.000	
TOTAL FOR LOC/DIV 05000 - FINANCE ADMINISTRATION:		4.000	3.000	1.000
Div/Loc: 05010 - BUDGET				
050100915	BUDGET ANALYST II	2.750	2.500	.250
050100930	BUDGET MANAGER	1.000	1.000	
TOTAL FOR LOC/DIV 05010 - BUDGET:		3.750	3.500	.250
Div/Loc: 05011 - PAYROLL				
050112900	FINANCE MANAGER	1.000	1.000	
050115103	PAYROLL CLERK II (C)	1.600	0.600	1.000
050115101	PAYROLL TECHNICIAN II	2.000	2.000	
050117141	SR PAYROLL TECHNICIAN	1.000	1.000	
TOTAL FOR LOC/DIV 05011 - PAYROLL:		5.600	4.600	1.000
Div/Loc: 05012 - ACCOUNTS PAYABLE				
050123335	FINANCE CLERK II	2.000	2.000	
050124957	OFFICE ASSISTANT II	0.625	0.625	
050127146	SR FINANCE CLERK	1.000	1.000	
050127147	SR FINANCE TECHNICIAN	1.000	1.000	
TOTAL FOR LOC/DIV 05012 - ACCOUNTS PAYABLE:		4.625	4.625	
Div/Loc: 05030 - CASH MANAGEMENT				
050303335	FINANCE CLERK II	0.500	0.500	
050303326	FINANCE TECHNICIAN II	1.000	1.000	
050303318	FINANCIAL ANALYST II	1.000	1.000	
TOTAL FOR LOC/DIV 05030 - CASH MANAGEMENT:		2.500	2.500	
Div/Loc: 05040 - UTIL BILLING & SERV - ADMIN				
050400920	BILLING SERVICES MANAGER	1.000	1.000	
TOTAL FOR LOC/DIV 05040 - UTIL BILLING & SERV - ADMIN:		1.000	1.000	
Div/Loc: 05041 - UTIL BILLING & SRV-FIELD SRV				
050414540	METER READER	4.500	4.500	
050414534	METER SERVICE WORKER	2.000	1.000	1.000
050414546	METER SERVICES SUPERVISOR	1.000	1.000	
050417200	SR METER SERVICE WORKER	1.000	1.000	
TOTAL FOR LOC/DIV 05041 - UTIL BILLING & SRV-FIELD SRV:		8.500	7.500	1.000
Div/Loc: 05042 - UTIL BILLING & SRV - BILLING				
050423326	FINANCE TECHNICIAN II	4.000	4.000	
050427147	SR FINANCE TECHNICIAN	2.000	2.000	
TOTAL FOR LOC/DIV 05042 - UTIL BILLING & SRV - BILLING:		6.000	6.000	
Div/Loc: 05043 - UTIL BILLING & SRV-SERVICES				
050433335	FINANCE CLERK II	11.750	9.750	2.000
050433310	FINANCE SUPERVISOR	1.000	1.000	
050433326	FINANCE TECHNICIAN II	1.000	1.000	

Position Allocation/Staffing Report
by Department and Location ("Division")

PCN	Position Title	Allocated FTE	Staffed FTE	(Over)/ Under Staffed Variance
050437146	SR FINANCE CLERK	1.000	0.000	1.000
050433334	FINANCE CLERK I	0.000	2.500	(2.500)
TOTAL FOR LOC/DIV 05043 - UTIL BILLING & SRV-SERVICES:		14.750	14.250	.500
Div/Loc: 05050 - GEN ACCT - ADMINISTRATION				
050500040	ACCOUNTANT II	1.000	1.000	
050500041	ACCOUNTING MANAGER	1.000	1.000	
050500043	ACCOUNTING SUPERVISOR	1.000	1.000	
TOTAL FOR LOC/DIV 05050 - GEN ACCT - ADMINISTRATION:		3.000	3.000	
Div/Loc: 05053 - GEN ACCT - ACCOUNTING				
050530040	ACCOUNTANT II	1.000	0.000	1.000
050533318	FINANCIAL ANALYST II	2.000	2.000	
TOTAL FOR LOC/DIV 05053 - GEN ACCT - ACCOUNTING:		3.000	2.000	1.000
TOTAL FOR DEPARTMENT 41 - FINANCE:		56.725	51.975	4.750

Department: 42 HUMAN RESOURCES

Div/Loc: 03100 - HUMAN RESOURCES

031000071	ADMINISTRATIVE ASSISTANT (C)	1.000	1.000	
031000484	ASST HUMAN RESOURCES DIRECTOR	1.000	1.000	
031003596	HUMAN RESOURCES ANALYST II	2.000	0.000	2.000
031003598	HUMAN RESOURCES DIRECTOR	1.000	1.000	
031003599	HUMAN RESOURCES MANAGER	1.000	0.000	1.000
031005235	HUMAN RESOURCES TECH (C)	5.000	4.000	1.000
031007178	SR HUMAN RESOURCES TECH (C)	1.000	0.000	1.000
031007150	SR HUMAN RESOURCES ANALYST	0.000	1.000	(1.000)
03100B102	HUMAN RESOURCES TECH (C)	0.000	1.000	(1.000)
03100B774	HUMAN RESOURCES ANALYST II	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 03100 - HUMAN RESOURCES:		12.000	10.000	2.000

Div/Loc: 03110 - RISK MGMT - ADMINISTRATION

031106450	RISK MANAGER	1.000	1.000	
031107178	SR HUMAN RESOURCES TECH (C)	1.000	1.000	
031105235	HUMAN RESOURCES TECH (C)	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 03110 - RISK MGMT - ADMINISTRATION:		2.000	3.000	(1.000)

TOTAL FOR DEPARTMENT 42 - HUMAN RESOURCES: **14.000** **13.000** **1.000**

Department: 43 INFORMATION TECHNOLOGY

Div/Loc: 03120 - IT-STRAT PLNNG&DIGITAL COMMUN

031201362	BUSINESS SYSTEMS ANALYST II	1.000	1.000	
031201180	CHIEF INFORMATION OFFICER	1.000	1.000	
031203625	INFO SECURITY ADMINISTRATOR	1.000	1.000	
031203616	IT PLANNING & POLICY TECH	1.000	0.000	1.000
031203602	IT PROGRAM MANAGER	1.000	1.000	
031207130	SR BUSINESS SYSTEMS ANALYST	1.625	1.625	
03120B469	IT PLANNING & POLICY TECH	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 03120 - IT-STRAT PLNNG&DIGITAL COMMUN:		6.625	6.625	

Div/Loc: 03121 - IT-DATABASE & CLOUD SOLUTION

031213794	IT ANALYST II	1.000	1.000	
031213601	IT DIVISION MANAGER	1.000	1.000	
031217145	SR DATABASE ANALYST	1.000	1.000	

Position Allocation/Staffing Report
by Department and Location ("Division")

PCN	Position Title	Allocated FTE	Staffed FTE	(Over)/ Under Staffed Variance
TOTAL FOR LOC/DIV 03121 - IT-DATABASE & CLOUD SOLUTION:		3.000	3.000	
Div/Loc: 03122 - IT-NETWORK & INFRASTRUCTURE				
031223794	IT ANALYST II	6.000	5.000	1.000
031223602	IT PROGRAM MANAGER	1.000	1.000	
031227149	SR IT TECHNICIAN	1.000	1.000	
031223793	IT ANALYST I	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 03122 - IT-NETWORK & INFRASTRUCTURE:		8.000	8.000	
Div/Loc: 03123 - IT-BUSINESS & CLOUD SOLUTIONS				
031231362	BUSINESS SYSTEMS ANALYST II	4.000	5.000	(1.000)
031233602	IT PROGRAM MANAGER	1.000	1.000	
031237130	SR BUSINESS SYSTEMS ANALYST	1.000	0.000	1.000
TOTAL FOR LOC/DIV 03123 - IT-BUSINESS & CLOUD SOLUTIONS:		6.000	6.000	
Div/Loc: 03124 - IT-GIS & ANALYTICS				
031243794	IT ANALYST II	2.000	2.000	
031243602	IT PROGRAM MANAGER	1.000	1.000	
031247130	SR BUSINESS SYSTEMS ANALYST	1.000	1.000	
TOTAL FOR LOC/DIV 03124 - IT-GIS & ANALYTICS:		4.000	4.000	
Div/Loc: 03125 - IT:CLIENT SERVICES				
031253601	IT DIVISION MANAGER	1.000	1.000	
031253618	IT TECHNICIAN II	3.000	3.000	
031257194	SR IT ANALYST	1.000	1.000	
031257149	SR IT TECHNICIAN	2.000	2.000	
TOTAL FOR LOC/DIV 03125 - IT:CLIENT SERVICES:		7.000	7.000	
Div/Loc: 03126 - IT-ENTERPRISE SOLUTIONS				
031261362	BUSINESS SYSTEMS ANALYST II	3.000	2.000	1.000
031263602	IT PROGRAM MANAGER	1.000	1.000	
031267130	SR BUSINESS SYSTEMS ANALYST	1.000	0.000	1.000
TOTAL FOR LOC/DIV 03126 - IT-ENTERPRISE SOLUTIONS:		5.000	3.000	2.000
TOTAL FOR DEPARTMENT 43 - INFORMATION TECHNOLOGY:		39.625	37.625	2.000
Department: 44 CITY CLERK				
Div/Loc: 03200 - CITY CLERK - ADMINISTRATION				
032000250	ASST CITY CLERK	1.000	1.000	
032001220	CITY CLERK	1.000	1.000	
032001227	CITY CLERK TECHNICIAN II	2.000	2.000	
032001665	DEPUTY CITY CLERK II	3.000	3.000	
TOTAL FOR LOC/DIV 03200 - CITY CLERK - ADMINISTRATION:		7.000	7.000	
TOTAL FOR DEPARTMENT 44 - CITY CLERK:		7.000	7.000	
Department: 45 CENTRAL SERVICES				
Div/Loc: 03300 - CENTRAL SERV - ADMINISTRATION				
033000050	ADMIN ANALYST II	1.000	1.000	
033000071	ADMINISTRATIVE ASSISTANT (C)	1.000	1.000	
033001125	CENTRAL SERVICES DIRECTOR	1.000	1.000	
TOTAL FOR LOC/DIV 03300 - CENTRAL SERV - ADMINISTRATION:		3.000	3.000	
Div/Loc: 03311 - PURCHASING				

Position Allocation/Staffing Report
by Department and Location ("Division")

PCN	Position Title	Allocated FTE	Staffed FTE	(Over)/ Under Staffed Variance
033110084	ADMIN TECHNICIAN	1.000	0.000	1.000
033111060	BUYER II	3.000	2.000	1.000
033115652	PURCHASING & WAREHOUSE MANAGER	1.000	1.000	
033117139	SENIOR BUYER	1.000	0.000	1.000
03311B402	ADMINISTRATIVE TECHNICIAN	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 03311 - PURCHASING:		6.000	4.000	2.000
Div/Loc: 03312 - CENTRAL STORES				
033121450	COURIER	1.000	1.000	
033127203	SR WAREHOUSE WORKER	1.000	1.000	
033128952	WAREHOUSE WORKER II	1.000	1.000	
TOTAL FOR LOC/DIV 03312 - CENTRAL STORES:		3.000	3.000	
Div/Loc: 03321 - AUTOMOTIVE SERVICES				
033212565	EQUIPMENT MAINT. SUPERVISOR	1.000	1.000	
033212560	EQUIPMENT SERVICEWORKER	4.000	3.000	1.000
033213392	FLEET MANAGER	1.000	1.000	
033214501	MECHANIC II	8.000	5.000	3.000
033214957	OFFICE ASSISTANT II	1.000	1.000	
033217189	SR MECHANIC	2.000	2.000	
033218938	VEHICLE MAINT PARTS BUYER	1.000	0.000	1.000
033218940	VEHICLE MAINT SERVICEWRITER	1.000	1.000	
033218952	WAREHOUSE WORKER II	1.000	1.000	
033214500	MECHANIC I	0.000	2.000	(2.000)
03321B482	MECHANIC I	0.000	1.000	(1.000)
03321B530	VEHICLE MAINT PARTS BUYER	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 03321 - AUTOMOTIVE SERVICES:		20.000	19.000	1.000
Div/Loc: 03322 - AUTO REPLACEMENT				
033223319	FLEET MANAGEMENT TECHNICIAN	1.000	1.000	
TOTAL FOR LOC/DIV 03322 - AUTO REPLACEMENT:		1.000	1.000	
Div/Loc: 03331 - BUILDING MAINTENANCE				
033311032	BLDG MAINTENANCE WORKER II	4.000	4.000	
033313395	FACILITIES MANAGER	1.000	1.000	
033314957	OFFICE ASSISTANT II	0.750	0.662	.087
033315560	PROJECT COORDINATOR	1.000	1.000	
033317119	SR BUILDING MAINTENANCE WORKER	2.000	2.000	
TOTAL FOR LOC/DIV 03331 - BUILDING MAINTENANCE:		8.750	8.662	.087
Div/Loc: 03332 - JANITORIAL				
033321485	CUSTODIAN	5.000	5.000	
033327144	SR CUSTODIAN	1.000	1.000	
TOTAL FOR LOC/DIV 03332 - JANITORIAL:		6.000	6.000	
TOTAL FOR DEPARTMENT 45 - CENTRAL SERVICES:		47.750	44.662	3.087

Department: 50 POLICE

Div/Loc: 05500 - POLICE - ADMINISTRATION

055000050	ADMIN ANALYST II	1.000	1.000	
055000071	ADMINISTRATIVE ASSISTANT (C)	1.000	1.000	
055000510	ASSISTANT POLICE CHIEF	1.000	1.000	
055005400	POLICE CAPTAIN	2.000	2.000	
055005410	POLICE CHIEF	1.000	1.000	
055005420	POLICE LIEUTENANT	1.000	1.000	

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Date: 08/06/2016

Report: HR_ALLOC_STAFF_DEPT_LOC_ROSEV - HR: Allocation by Department, DivLoc - No Names

Time: 08:42:18

Position Allocation/Staffing Report
by Department and Location ("Division")

PCN	Position Title	Allocated FTE	Staffed FTE	(Over)/ Under Staffed Variance
055005430	POLICE OFFICER	1.000	1.000	
055005440	POLICE RECORDS CLERK II	1.000	1.000	
055005470	POLICE SERGEANT	1.000	1.000	
TOTAL FOR LOC/DIV 05500 - POLICE - ADMINISTRATION:		10.000	10.000	
Div/Loc: 05511 - RECORDS-PROPERTY				
055115434	POLICE PROP & EVIDENCE CLRK II	3.000	1.000	2.000
055115429	POLICE PROPERTY & EVIDENCE SUP	1.000	1.000	
055115435	POLICE RECORDS CLERK I	0.000	2.000	(2.000)
055115440	POLICE RECORDS CLERK II	8.000	5.000	3.000
055115494	POLICE SCENE TECHNICIAN II	4.000	3.000	1.000
055115489	POLICE SERVICES ADMINISTRATOR	1.000	1.000	
055115748	RECORDS SUPERVISOR	1.000	1.000	
055115433	POLICE PROP & EVIDENCE CLRK I	0.000	1.000	(1.000)
055115492	POLICE SCENE TECHNICIAN I	0.000	1.000	(1.000)
05511B929	POLICE RECORDS CLERK I	0.000	2.000	(2.000)
TOTAL FOR LOC/DIV 05511 - RECORDS-PROPERTY:		18.000	18.000	
Div/Loc: 05513 - POLICE COMMUNICATIONS				
055131430	COMMUNICATIONS SUPERVISOR	3.000	3.000	
055131700	DISPATCHER II	19.500	16.500	3.000
055135489	POLICE SERVICES ADMINISTRATOR	1.000	1.000	
05513B923	DISPATCHER I	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 05513 - POLICE COMMUNICATIONS:		23.500	21.500	2.000
Div/Loc: 05514 - COMMUNITY SERVICES				
055141645	DEPT PUBLIC INFO OFFICER	1.000	1.000	
055145430	POLICE OFFICER	6.000	5.000	1.000
055145440	POLICE RECORDS CLERK II	1.000	0.000	1.000
055145470	POLICE SERGEANT	1.000	1.000	
055145485	POLICE SOCIAL SVCS ADMINSTR	1.000	1.000	
055145654	PUB SAFETY OUTREACH & COMM REL	1.000	1.000	
055145657	PUBLIC SAFETY PROGRAM COORD	1.000	1.000	
TOTAL FOR LOC/DIV 05514 - COMMUNITY SERVICES:		12.000	10.000	2.000
Div/Loc: 05531 - PATROL				
055311380	COMMUNITY SVCS OFFICER II	9.000	5.000	4.000
055315420	POLICE LIEUTENANT	3.000	3.000	
055315430	POLICE OFFICER	74.000	70.000	4.000
055315470	POLICE SERGEANT	9.000	8.000	1.000
055315710	RANGEMASTER	1.000	1.000	
05531B925	POLICE OFFICER TRAINEE	0.000	2.000	(2.000)
TOTAL FOR LOC/DIV 05531 - PATROL:		96.000	89.000	7.000
Div/Loc: 05532 - INVESTIGATIONS				
055321380	COMMUNITY SVCS OFFICER II	2.000	2.000	
055321475	CRIME ANALYST	2.000	2.000	
055325420	POLICE LIEUTENANT	1.000	1.000	
055325430	POLICE OFFICER	17.000	20.000	(3.000)
055325440	POLICE RECORDS CLERK II	2.000	1.000	1.000
055325470	POLICE SERGEANT	2.000	3.000	(1.000)
TOTAL FOR LOC/DIV 05532 - INVESTIGATIONS:		26.000	29.000	(3.000)
Div/Loc: 05533 - ANIMAL CONTROL				
055330100	ANIMAL CONTROL OFFICER	2.000	2.000	
055330110	ANIMAL CONTROL SUPERVISOR	1.000	1.000	

Position Allocation/Staffing Report
by Department and Location ("Division")

PCN	Position Title	Allocated FTE	Staffed FTE	(Over)/ Under Staffed Variance
TOTAL FOR LOC/DIV 05533 - ANIMAL CONTROL:		3.000	3.000	
Div/Loc: 05535 - POLICE TRAFFIC				
055355420	POLICE LIEUTENANT	1.000	1.000	
055355430	POLICE OFFICER	7.000	6.000	1.000
055355470	POLICE SERGEANT	1.000	1.000	
055351380	COMMUNITY SVCS OFFICER II	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 05535 - POLICE TRAFFIC:		9.000	9.000	
TOTAL FOR DEPARTMENT 50 - POLICE:		197.500	189.500	8.000
Department: 60 FIRE				
Div/Loc: 06000 - FIRE - ADMINISTRATION				
060000071	ADMINISTRATIVE ASSISTANT (C)	1.000	1.000	
060003330	FIRE CHIEF	1.000	1.000	
060003389	FIRE TECHNICIAN II	1.000	1.000	
060004957	OFFICE ASSISTANT II	1.000	1.000	
060005654	PUB SAFETY OUTREACH & COMM REL	0.500	0.000	.500
TOTAL FOR LOC/DIV 06000 - FIRE - ADMINISTRATION:		4.500	4.000	.500
Div/Loc: 06011 - FIRE PREVENTION				
060111645	DEPT PUBLIC INFO OFFICER	1.000	1.000	
060113377	FIRE & ENVIR SAFETY INSPEC II	1.000	2.000	(1.000)
060113332	FIRE DIVISION CHIEF	1.000	1.000	
060113382	FIRE INSPECTION SUPERVISOR	2.000	2.000	
060113385	FIRE INSPECTOR II	2.000	1.000	1.000
060113454	HAZARDOUS MATERIALS INSPECTOR	1.000	1.000	
TOTAL FOR LOC/DIV 06011 - FIRE PREVENTION:		8.000	8.000	
Div/Loc: 06021 - FIRE OPERATIONS				
060210480	ASST FIRE CHIEF	1.000	1.000	
060213391	FIRE BATALLION CHIEF (8HR)	1.000	1.000	
060210905	FIRE BATTALION CHIEF	3.000	3.000	
060213320	FIRE CAPTAIN	30.000	28.000	2.000
060213340	FIRE ENGINEER	30.000	29.000	1.000
060213355	FIREFIGHTER PARAMEDIC II	36.000	26.000	10.000
060213353	FIREFIGHTER PARAMEDIC I	0.000	5.000	(5.000)
06021F320	FIRE CAPTAIN 8 HOUR	0.000	1.000	(1.000)
06021F340	FIRE ENGINEER - 8 HOUR	0.000	1.000	(1.000)
06021F355	FIREFIGHTER PARAMEDIC	0.000	6.000	(6.000)
TOTAL FOR LOC/DIV 06021 - FIRE OPERATIONS:		101.000	101.000	
Div/Loc: 06022 - FIRE TRAINING				
060222415	EMS QUAL ASSURANCE COORDINATOR	1.000	0.000	1.000
060223391	FIRE BATALLION CHIEF (8HR)	1.000	1.000	
06022B755	EMS QUAL ASSURANCE COORDINATOR	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 06022 - FIRE TRAINING:		2.000	2.000	
Div/Loc: 06025 - FIRE LOGISTICS				
060250050	ADMINISTRATIVE ANALYST II	1.000	1.000	
060250480	ASST FIRE CHIEF	1.000	1.000	
060253412	GIS ANALYST II	1.000	1.000	
TOTAL FOR LOC/DIV 06025 - FIRE LOGISTICS:		3.000	3.000	
Div/Loc: 06040 - EMERGENCY PREPAREDNESS				

Position Allocation/Staffing Report
by Department and Location ("Division")

PCN	Position Title	Allocated FTE	Staffed FTE	(Over)/ Under Staffed Variance
060403332	FIRE DIVISION CHIEF	1.000	1.000	
TOTAL FOR LOC/DIV 06040 - EMERGENCY PREPAREDNESS:		1.000	1.000	
TOTAL FOR DEPARTMENT 60 - FIRE:		119.500	119.000	.500

Department: 71 PARKS AND RECREATION

Div/Loc: 08500 - PARKS & REC - ADMINISTRATION

085000084	ADMIN TECHNICIAN	1.000	1.000	
085000050	ADMINISTRATIVE ANALYST II	1.000	1.000	
085000071	ADMINISTRATIVE ASSISTANT (C)	1.000	1.000	
085004517	MARKET & COMMUNICATIONS ANA II	1.000	1.000	
085005010	PARKS,REC & LIB BUS ADMINISTR	1.000	1.000	
085005082	PARKS,REC & LIBRARIES DIRECTOR	1.000	1.000	
TOTAL FOR LOC/DIV 08500 - PARKS & REC - ADMINISTRATION:		6.000	6.000	

Div/Loc: 08501 - PARK DEVELOPMENT

085015022	PARK DEVELOPMENT ANALYST II	1.000	1.000	
085015024	PARK PLANNING & DEV SUPERINTEN	1.000	1.000	
085017192	SR PARKS MAINTENANCE WORKER	1.000	1.000	
TOTAL FOR LOC/DIV 08501 - PARK DEVELOPMENT:		3.000	3.000	

Div/Loc: 08505 - RECREATION STAFFING

085051401	COMMUNITY RELATIONS ANALYST	1.000	1.000	
085054957	OFFICE ASSISTANT II	4.000	2.000	2.000
085056122	RECREATION COORDINATOR II	6.000	5.000	1.000
085056125	RECREATION MANAGER	1.000	1.000	
085056145	RECREATION SUPERINTENDENT	3.000	3.000	
085056147	RECREATION SUPERVISOR	3.000	3.000	
085054956	OFFICE ASSISTANT I	0.000	2.000	(2.000)
08505B502	RECREATION COORDINATOR II	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08505 - RECREATION STAFFING:		18.000	18.000	

Div/Loc: 08521 - MAIDU MUSEUM & HISTORIC SITE

085213732	INTERPRETIVE SRVCS SPECIAL II	1.000	0.000	1.000
085213740	INTERPRETIVE SRVCS SUPERVISOR	1.000	1.000	
085214957	OFFICE ASSISTANT II	1.000	1.000	
085213730	INTERPRETIVE SRVCS SPECIALST I	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08521 - MAIDU MUSEUM & HISTORIC SITE:		3.000	3.000	

Div/Loc: 08530 - AQUATICS

085305080	PARKS MAINTENANCE WORKER II	1.000	0.000	1.000
085305070	PARKS MAINTENANCE WORKER I	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08530 - AQUATICS:		1.000	1.000	

Div/Loc: 08541 - ADVENTURE CLUBS

085410376	ASSISTANT CHILD CARE SITE COOR	4.000	2.000	2.000
085411225	CHILD CARE SITE COORDINATOR	13.000	13.000	
085414957	OFFICE ASSISTANT II	1.000	1.000	
085415045	PARKS, REC, & LIBRARIES TECH	1.000	0.000	1.000
085416147	RECREATION SUPERVISOR	3.000	2.000	1.000
085410084	ADMIN TECHNICIAN	0.000	1.000	(1.000)
08541B815	RECREATION SUPERVISOR	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08541 - ADVENTURE CLUBS:		22.000	20.000	2.000

Div/Loc: 08545 - AFTER SCHOOL EDUCATION_SAFETY

Position Allocation/Staffing Report
by Department and Location ("Division")

PCN	Position Title	Allocated FTE	Staffed FTE	(Over)/ Under Staffed Variance
085451225	CHILD CARE SITE COORDINATOR	1.000	2.000	(1.000)
TOTAL FOR LOC/DIV 08545 - AFTER SCHOOL EDUCATION_SAFETY:		1.000	2.000	(1.000)
Div/Loc: 08546 - CDE-CHILD DEVELOPMENT				
085461225	CHILD CARE SITE COORDINATOR	3.000	2.000	1.000
TOTAL FOR LOC/DIV 08546 - CDE-CHILD DEVELOPMENT:		3.000	2.000	1.000
Div/Loc: 08550 - PARK OPERATIONS - ADMIN				
085504957	OFFICE ASSISTANT II	1.000	1.000	
085505090	PARKS SUPERINTENDENT	1.000	1.000	
085505069	PARKS SUPERVISOR	3.000	3.000	
085505045	PARKS, REC, & LIBRARIES TECH	1.000	1.000	
TOTAL FOR LOC/DIV 08550 - PARK OPERATIONS - ADMIN:		6.000	6.000	
Div/Loc: 08551 - OPEN SPACE/TREE MAINTENANCE				
085514862	NATURAL RESOURCES TECHNICIAN	1.000	1.000	
085514872	NATURAL RESOURCES WORKER II	1.000	0.000	1.000
085514960	OPEN SPACE SUPERINTENDENT	1.000	1.000	
085517154	SR NATURAL RESOURCES WORKER	1.000	1.000	
085517201	SR TREE TRIMMER	1.000	0.000	1.000
085518310	TREE TRIMMER	1.000	1.000	
085518762	URBAN FORESTER	1.000	1.000	
TOTAL FOR LOC/DIV 08551 - OPEN SPACE/TREE MAINTENANCE:		7.000	5.000	2.000
Div/Loc: 08555 - PARKS - MAINTENANCE				
085555075	IRRIGATION TECHNICIAN	1.000	1.000	
085555070	PARKS MAINTENANCE WORKER I	0.000	1.000	(1.000)
085555080	PARKS MAINTENANCE WORKER II	17.000	15.000	2.000
085557192	SR PARKS MAINTENANCE WORKER	11.000	9.000	2.000
TOTAL FOR LOC/DIV 08555 - PARKS - MAINTENANCE:		29.000	26.000	3.000
TOTAL FOR DEPARTMENT 71 - PARKS AND RECREATION:		99.000	92.000	7.000
Department: 72 LIBRARY				
Div/Loc: 06500 - LIBRARY - ADMIN/TECH SERVICES				
065001224	CITY LIBRARIAN	1.000	1.000	
065004152	LIBRARIAN II	7.500	6.500	1.000
065004210	LIBRARY ASSISTANT II	7.000	6.000	1.000
065004246	LIBRARY SUPERVISOR	4.000	4.000	
065004250	LIBRARY TECHNICIAN	5.000	5.000	
065004151	LIBRARIAN I	0.000	1.000	(1.000)
06500B478	LIBRARY ASSISTANT II	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 06500 - LIBRARY - ADMIN/TECH SERVICES:		24.500	24.500	
TOTAL FOR DEPARTMENT 72 - LIBRARY:		24.500	24.500	
TOTAL FOR DEPARTMENT 80 - DEVELOPMENT AND OPERATIONS:		0.000	0.000	
TOTAL FOR DEPARTMENT 82 - PLANNING,REDEVELOPMENT,HOUSING:		0.000	0.000	
Department: 83 PUBLIC WORKS				
Div/Loc: 08300 - PUBLIC WORKS - ADMINISTRATION				
083000071	ADMINISTRATIVE ASSISTANT (C)	1.000	1.000	
083005635	PUBLIC WORKS DIRECTOR	1.000	1.000	

Position Allocation/Staffing Report
by Department and Location ("Division")

PCN	Position Title	Allocated FTE	Staffed FTE	(Over)/ Under Staffed Variance
TOTAL FOR LOC/DIV 08300 - PUBLIC WORKS - ADMINISTRATION:		2.000	2.000	
Div/Loc: 08320 - ENGINEERING				
083200084	ADMIN TECHNICIAN	1.000	1.000	
083200820	ASSOC ENGINEER	3.000	3.000	
083200338	ASST ENGINEER	8.000	6.000	2.000
083203792	JR ENGINEER	0.000	2.000	(2.000)
083205514	PRINCIPAL ENGINEER	1.000	1.000	
083207142	SR ENGINEER	2.750	2.750	
TOTAL FOR LOC/DIV 08320 - ENGINEERING:		15.750	15.750	
Div/Loc: 08321 - FLOOD ALERT				
083210338	ASST ENGINEER	1.000	0.000	1.000
TOTAL FOR LOC/DIV 08321 - FLOOD ALERT:		1.000	0.000	1.000
Div/Loc: 08335 - TRAFFIC SIGNALS				
083352380	ELECTRONICS TECHNICIAN I	0.000	1.000	(1.000)
083352385	ELECTRONICS TECHNICIAN II	5.000	4.000	1.000
083355519	PREVENTATIVE MAINT SUPERVISOR	1.000	1.000	
083357170	SR ELECTRIC TECHNICIAN	1.000	1.000	
083352376	TRAFFIC SIGNAL MAINT WKR II	1.000	0.000	1.000
083352375	TRAFFIC SIGNAL MAINT WKR I	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08335 - TRAFFIC SIGNALS:		8.000	8.000	
Div/Loc: 08340 - STREETS - ADMINISTRATION				
083400084	ADMINISTRATIVE TECHNICIAN	1.000	0.000	1.000
083404957	OFFICE ASSISTANT II	2.000	2.000	
083407522	STREET MAINTENANCE SUPERVISOR	3.000	3.000	
083407520	STREET MAINTENANCE SUPT	1.000	1.000	
TOTAL FOR LOC/DIV 08340 - STREETS - ADMINISTRATION:		7.000	6.000	1.000
Div/Loc: 08342 - STREET DRAINAGE				
083427187	SR STREET MAINTENANCE WORKER	1.000	1.000	
083427530	STREET MAINTENANCE WORKER II	1.000	1.000	
TOTAL FOR LOC/DIV 08342 - STREET DRAINAGE:		2.000	2.000	
Div/Loc: 08343 - PAVING				
083437162	SR ENGINEERING TECHNICIAN	1.000	0.000	1.000
083437187	SR STREET MAINTENANCE WORKER	2.000	2.000	
083437525	STREET MAINTENANCE WORKER I	0.000	1.000	(1.000)
083437530	STREET MAINTENANCE WORKER II	11.000	8.000	3.000
08343B526	STREET MAINTENANCE WORKER I	0.000	2.000	(2.000)
TOTAL FOR LOC/DIV 08343 - PAVING:		14.000	13.000	1.000
Div/Loc: 08344 - STREET SIGNS				
083447187	SR STREET MAINTENANCE WORKER	1.000	1.000	
083447530	STREET MAINTENANCE WORKER II	2.000	1.000	1.000
TOTAL FOR LOC/DIV 08344 - STREET SIGNS:		3.000	2.000	1.000
Div/Loc: 08345 - STREET PAINT				
083457187	SR STREET MAINTENANCE WORKER	1.000	1.000	
083457530	STREET MAINTENANCE WORKER II	2.000	1.000	1.000
TOTAL FOR LOC/DIV 08345 - STREET PAINT:		3.000	2.000	1.000
Div/Loc: 08348 - STREET SWEEPING				
083487187	SR STREET MAINTENANCE WORKER	1.000	1.000	

Position Allocation/Staffing Report
by Department and Location ("Division")

PCN	Position Title	Allocated FTE	Staffed FTE	(Over)/ Under Staffed Variance
083487530	STREET MAINTENANCE WORKER II	1.000	0.000	1.000
083487540	STREET SWEEPER OPERATOR	4.000	4.000	
083487525	STREET MAINTENANCE WORKER I	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08348 - STREET SWEEPING:		6.000	6.000	
Div/Loc: 08350 - TRANSPORTATION-ADMIN				
083500084	ADMIN TECHNICIAN	1.000	1.000	
083500088	ALTERNATIVE TRANSP ANALYST II	1.000	1.000	
083500090	ALTERNATIVE TRANSP MGR	1.000	1.000	
083503318	FINANCIAL ANALYST II	1.000	0.000	1.000
083504957	OFFICE ASSISTANT II	1.750	0.000	1.750
083503316	FINANCIAL ANALYST I	0.000	1.000	(1.000)
083504956	OFFICE ASSISTANT I	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08350 - TRANSPORTATION-ADMIN:		5.750	5.000	.750
Div/Loc: 08352 - TRANSPORTATION				
083520088	ALTERNATIVE TRANSP ANALYST II	1.750	1.750	
083520338	ASST ENGINEER	1.000	0.000	1.000
083524517	MARKET & COMMUNICATIONS ANA II	1.000	1.000	
083524957	OFFICE ASSISTANT II	0.750	0.750	
TOTAL FOR LOC/DIV 08352 - TRANSPORTATION:		4.500	3.500	1.000
Div/Loc: 08354 - CTSA				
083541401	COMMUNITY RELATIONS ANALYST	0.500	0.500	
TOTAL FOR LOC/DIV 08354 - CTSA:		0.500	0.500	
TOTAL FOR DEPARTMENT 83 - PUBLIC WORKS:		72.500	65.750	6.750
Department: 84 ENVIRONMENTAL UTILITIES				
Div/Loc: 08400 - ENV UTIL - ADMINISTRATION				
084000050	ADMIN ANALYST II	3.000	2.750	.250
084000071	ADMINISTRATIVE ASSISTANT (C)	1.000	1.000	
084001050	BUSINESS SVCS ADMINISTRATOR	1.000	1.000	
084001548	DATA MANAGEMENT SPECIALIST II	1.000	0.000	1.000
084001645	DEPT PUBLIC INFO OFFICER	1.000	1.000	
084001684	ENVIRONMENTAL UTIL. DIRECTOR	1.000	1.000	
084002548	EU BUSINESS ADMINISTRATOR	1.000	0.000	1.000
084002547	EU RATE ANALYST II	3.000	0.000	3.000
084004517	MARKETING & COMMUNIC ANALYST II	1.000	0.000	1.000
TOTAL FOR LOC/DIV 08400 - ENV UTIL - ADMINISTRATION:		13.000	6.750	6.250
Div/Loc: 08402 - EU ASSET MANAGEMENT				
084020084	ADMIN TECHNICIAN	1.000	1.000	
084025533	PREVENTATIVE MAINTENANCE COORD	1.000	1.000	
084025514	PRINCIPAL ENGINEER	1.000	1.000	
TOTAL FOR LOC/DIV 08402 - EU ASSET MANAGEMENT:		3.000	3.000	
Div/Loc: 08405 - ENV UTIL-ENGINEERING				
084050411	ASSISTANT EU DIRECTOR	1.000	1.000	
084050820	ASSOC ENGINEER	3.000	2.000	1.000
084051434	CONSTRUCTION INSPECTOR II	2.000	1.000	1.000
084051672	DEVELOPMENT TECHNICIAN II	1.000	1.000	
084051350	ENGINEERING TECHNICIAN II	1.000	1.000	
084053412	GIS ANALYST II	3.000	1.000	2.000
084054509	MAPPING SUPERVISOR	1.000	1.000	

Position Allocation/Staffing Report
by Department and Location ("Division")

PCN	Position Title	Allocated FTE	Staffed FTE	(Over)/ Under Staffed Variance
084054957	OFFICE ASSISTANT II	1.000	1.000	
084055514	PRINCIPAL ENGINEER	1.000	1.000	
084056500	SAFETY COORDINATOR	1.000	1.000	
084057121	SR CONSTRUCTION INSPECTOR	1.000	1.000	
084057142	SR ENGINEER	3.000	3.000	
084050338	ASST ENGINEER	0.000	2.000	(2.000)
08405B425	CONSTRUCTION INSPECTOR II	0.000	1.000	(1.000)
08405B455	GIS ANALYST II	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08405 - ENV UTIL-ENGINEERING:		19.000	19.000	
Div/Loc: 08410 - SOLID WASTE - ADMINISTRATION				
084103335	FINANCE CLERK II	2.000	1.000	1.000
084104957	OFFICE ASSISTANT II	1.000	0.000	1.000
084106244	REFUSE & STORMWATER MANAGER	1.000	0.000	1.000
084106231	REFUSE SUPERINTENDENT	1.000	1.000	
084106242	REFUSE UTILITY MANAGER	1.000	1.000	
084107324	SOLID WASTE BILLING TECHNICIAN	1.000	1.000	
084103334	FINANCE CLERK I	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08410 - SOLID WASTE - ADMINISTRATION:		7.000	5.000	2.000
Div/Loc: 08411 - RESIDENTIAL SOLID WASTE PICKUP				
084116235	REFUSE SUPERVISOR	1.000	1.000	
084116302	REFUSE TRUCK DRIVER I	0.000	1.000	(1.000)
084116304	REFUSE TRUCK DRIVER II	11.000	9.000	2.000
084117129	SR REFUSE TRUCK DRIVER	2.000	2.000	
08411B505	REFUSE TRUCK DRIVER I	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08411 - RESIDENTIAL SOLID WASTE PICKUP:		14.000	14.000	
Div/Loc: 08412 - COMMERCIAL SOLID WASTE PICKUP				
084126150	RECYCLING & ORGANICS COORDNTR	1.000	0.000	1.000
084126235	REFUSE SUPERVISOR	1.000	1.000	
084126302	REFUSE TRUCK DRIVER I	0.000	3.000	(3.000)
084126304	REFUSE TRUCK DRIVER II	16.000	12.000	4.000
084127129	SR REFUSE TRUCK DRIVER	2.000	2.000	
08412B505	REFUSE TRUCK DRIVER I	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08412 - COMMERCIAL SOLID WASTE PICKUP:		20.000	19.000	1.000
Div/Loc: 08413 - SOLID WASTE MAINTENANCE				
084136225	REFUSE MAINT. WORKER I	0.000	1.000	(1.000)
084136226	REFUSE MAINT. WORKER II	4.000	3.000	1.000
084137129	SR REFUSE TRUCK DRIVER	1.000	1.000	
TOTAL FOR LOC/DIV 08413 - SOLID WASTE MAINTENANCE:		5.000	5.000	
Div/Loc: 08415 - RECYCLING				
084156304	REFUSE TRUCK DRIVER II	3.000	3.000	
TOTAL FOR LOC/DIV 08415 - RECYCLING:		3.000	3.000	
Div/Loc: 08416 - GREEN WASTE PROGRAM				
084166302	REFUSE TRUCK DRIVER I	0.000	1.000	(1.000)
084166304	REFUSE TRUCK DRIVER II	4.000	3.000	1.000
084167129	SR REFUSE TRUCK DRIVER	1.000	1.000	
TOTAL FOR LOC/DIV 08416 - GREEN WASTE PROGRAM:		5.000	5.000	
Div/Loc: 08420 - WASTEWATER - ADMINISTRATION				
084205514	PRINCIPAL ENGINEER	1.000	1.000	
084207142	SR ENGINEER	1.000	1.000	

Position Allocation/Staffing Report
by Department and Location ("Division")

PCN	Position Title	Allocated FTE	Staffed FTE	(Over)/ Under Staffed Variance
084209045	WSTWTR UTILITY MANAGER	1.000	1.000	
TOTAL FOR LOC/DIV 08420 - WASTEWATER - ADMINISTRATION:		3.000	3.000	
Div/Loc: 08421 - WATER TREATMENT/STORAGE				
084219175	WATER TRMT PLT CHIEF OPERATOR	1.000	1.000	
084219234	WATER TRMT PLT OPR GD II 8HR	1.000	0.000	1.000
084219230	WATER TRMT PLT OPR GRD III 24	4.000	4.000	
08421B535	WATER TRMT PLT OPR GD I 8HR	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08421 - WATER TREATMENT/STORAGE:		6.000	6.000	
Div/Loc: 08422 - DRY CREEK WWTP				
084224957	OFFICE ASSISTANT II	1.000	1.000	
084229010	WSTWTR TRMT PLT OPR GD II	2.000	1.000	1.000
084229020	WSTWTR TRMT PLT OPR GD III 24H	4.000	4.000	
084229030	WSTWTR TRMT PLT OPR IV	1.000	1.000	
08422B540	WSTWTR TRMT PLT OPR GD I	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08422 - DRY CREEK WWTP:		8.000	8.000	
Div/Loc: 08424 - ENVIRONMENTAL UTIL-MAINTENANCE				
084242378	ELECTRONIC MAINT COORDINATOR	1.000	1.000	
084242385	ELECTRONICS TECHNICIAN II	4.000	4.000	
084244520	MATERIALS TECHNICIAN	1.000	1.000	
084245319	PLANT & EQUIPMENT MAINT WOR II	1.000	2.000	(1.000)
084245328	PLANT & EQUIPMENT MECHANIC II	5.000	3.000	2.000
084245402	PREDICTIVE MAINTENANCE TECH II	1.000	1.000	
084245519	PREVENTATIVE MAINT SUPERVISOR	1.000	1.000	
084245502	PREVENTATIVE MAINT TECH II	5.000	3.000	2.000
084245533	PREVENTATIVE MAINTENANCE COORD	2.000	2.000	
084247020	SCADA SYSTEM TECHNICIAN	2.000	2.000	
084247205	SR PLANT & EQUIPMENT MECHANIC	1.000	1.000	
084247284	SR PREVENTATIVE MAINT TECH	2.000	2.000	
084245327	PLANT & EQUIPMENT MECHANIC I	0.000	2.000	(2.000)
TOTAL FOR LOC/DIV 08424 - ENVIRONMENTAL UTIL-MAINTENANCE:		26.000	25.000	1.000
Div/Loc: 08425 - INDUSTRIAL TREATMENT				
084253604	INDUSTRIAL WASTE SPECIALIST	1.000	0.000	1.000
084253610	INDUSTRIAL WASTE TECHNICIAN	1.000	1.000	
TOTAL FOR LOC/DIV 08425 - INDUSTRIAL TREATMENT:		2.000	1.000	1.000
Div/Loc: 08426 - ENVIRONMENTAL TREATMENT LAB				
084261548	DATA MANAGEMENT SPECIALIST II	1.000	1.000	
084262541	EU COMPLIANCE ADMINISTRATOR	1.000	1.000	
084264020	LABORATORY TECHNICIAN II	4.000	4.000	
084269101	WATER QUALITY LAB SUPERVISOR	1.000	1.000	
TOTAL FOR LOC/DIV 08426 - ENVIRONMENTAL TREATMENT LAB:		7.000	7.000	
Div/Loc: 08427 - PLEASANT GROVE WWTP				
084274957	OFFICE ASSISTANT II	1.000	1.000	
084279040	WSTWTR TRMT PLT CHIEF OPERATOR	1.000	1.000	
084279025	WSTWTR TRMT PLT OPR GD III	4.000	4.000	
TOTAL FOR LOC/DIV 08427 - PLEASANT GROVE WWTP:		6.000	6.000	
Div/Loc: 08430 - WATER - ADMINISTRATION				
084309244	WATER UTILITY MANAGER	1.000	1.000	
TOTAL FOR LOC/DIV 08430 - WATER - ADMINISTRATION:		1.000	1.000	

Position Allocation/Staffing Report
by Department and Location ("Division")

PCN	Position Title	Allocated FTE	Staffed FTE	(Over)/ Under Staffed Variance
Div/Loc: 08431 - WATER DISTRIBUTION				
084314957	OFFICE ASSISTANT II	3.000	3.000	
084317204	SR WATER DISTRIBUTION WORKER	4.000	4.000	
084319084	WATER DISTRIBUTION SUPERVISOR	2.000	1.000	1.000
084319085	WATER DISTRIBUTION SUPT	1.000	0.000	1.000
084319248	WATER DISTRIBUTION WORKER II	22.000	20.000	2.000
TOTAL FOR LOC/DIV 08431 - WATER DISTRIBUTION:		32.000	28.000	4.000
Div/Loc: 08432 - WASTEWATER COLLECTION				
084323610	INDUSTRIAL WASTE TECHNICIAN	1.000	1.000	
084324957	OFFICE ASSISTANT II	1.000	0.000	1.000
084327202	SR WSTWTR UTILITY MAINT WKR	4.000	4.000	
084328980	WSTWTR COLLECTION SUPT	1.000	1.000	
084328978	WSTWTR COLLECTION SUPV	1.000	1.000	
084329027	WSTWTR UTILITY MAINT WKR I	0.000	4.000	(4.000)
084329029	WSTWTR UTILITY MAINT WKR II	22.000	17.000	5.000
084324956	OFFICE ASSISTANT I	0.000	1.000	(1.000)
08432B254	WSTWTR UTILITY MAINT WKR I	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08432 - WASTEWATER COLLECTION:		30.000	30.000	
Div/Loc: 08433 - WATER EFFICIENCY				
084330084	ADMIN TECHNICIAN	1.000	0.900	.100
084334957	OFFICE ASSISTANT II	1.750	1.000	.750
084339047	WATER CONSERVATION ADMINSTR	1.000	1.000	
084339078	WATER CONSERVATION SPECIALIST	1.000	1.000	
084339049	WATER CONSERVATION WORKER I	0.000	3.000	(3.000)
084339051	WATER CONSERVATION WORKER II	4.000	1.000	3.000
084334956	OFFICE ASSISTANT I	0.000	0.750	(.750)
TOTAL FOR LOC/DIV 08433 - WATER EFFICIENCY:		8.750	8.650	.100
Div/Loc: 08441 - RECYCLED WATER				
084417162	SR ENGINEERING TECHNICIAN	1.000	0.000	1.000
TOTAL FOR LOC/DIV 08441 - RECYCLED WATER:		1.000	0.000	1.000
Div/Loc: 08450 - STORM WATER MANAGEMENT PROGRAM				
084501350	ENGINEERING TECHNICIAN II	1.000	1.000	
084502544	ENVIRONMENTAL COMPL SPEC II	2.000	2.000	
084507142	SR ENGINEER	1.000	1.000	
TOTAL FOR LOC/DIV 08450 - STORM WATER MANAGEMENT PROGRAM:		4.000	4.000	
Div/Loc: 08527 - UTILITY EXPLORATION CENTER				
085273732	INTERPRETIVE SRVCS SPECIAL II	2.000	2.000	
085273740	INTERPRETIVE SRVCS SUPERVISOR	1.000	1.000	
085274517	MARKET & COMMUNICATIONS ANA II	1.000	1.000	
TOTAL FOR LOC/DIV 08527 - UTILITY EXPLORATION CENTER:		4.000	4.000	
TOTAL FOR DEPARTMENT 84 - ENVIRONMENTAL UTILITIES:		227.750	211.400	16.350
Department: 86 ROSEVILLE ELECTRIC				
Div/Loc: 08600 - ELECTRIC - ADMINISTRATION				
086000084	ADMIN TECHNICIAN	1.000	1.000	
086000071	ADMINISTRATIVE ASSISTANT (C)	1.000	1.000	
086001548	DATA MANAGEMENT SPECIALIST II	1.000	1.000	
086001645	DEPT PUBLIC INFO OFFICER	1.000	1.000	
086001312	ELECTRIC BUSINESS ANALYST II	4.000	3.000	1.000

Position Allocation/Staffing Report
by Department and Location ("Division")

PCN	Position Title	Allocated FTE	Staffed FTE	(Over)/ Under Staffed Variance
086002346	ELECTRIC RATES & FINANCIAL ADM	1.000	1.000	
086002358	ELECTRIC TECHNOLOGY SYST SUPV	1.000	1.000	
086002359	ELECTRIC TECHNOLOGY SYSTS TECH	3.000	2.000	1.000
086002320	ELECTRIC UTILITY DIRECTOR	1.000	1.000	
086004517	MARKET & COMMUNICATIONS ANA II	1.000	1.000	
086007128	SR ELECTRIC BUSINESS ANALYST	1.000	1.000	
08600B739	ELECTRIC BUSINESS ANALYST II	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08600 - ELECTRIC - ADMINISTRATION:		16.000	15.000	1.000
Div/Loc: 08605 - ELEC REGULATORY-LEGISLATIVE SV				
086050084	ADMIN TECHNICIAN	1.000	0.000	1.000
086050050	ADMINISTRATIVE ANALYST II	1.000	1.000	
086052335	ELECTRIC COMPLIANCE ANALYST	2.000	2.000	
086052348	ELECTRIC REG COMPL ADMINSTR	1.000	1.000	
TOTAL FOR LOC/DIV 08605 - ELEC REGULATORY-LEGISLATIVE SV:		5.000	4.000	1.000
Div/Loc: 08611 - ELECTRIC ENGINEERING				
086110084	ADMIN TECHNICIAN	1.000	2.000	(1.000)
086110395	ASSISTANT ELECTRIC UTILITY DIR	1.000	1.000	
086112330	ELECTRIC DRAFTING TECH II	2.000	2.000	
086112345	ELECTRIC ENGINEERING TECH II	4.000	3.000	1.000
086112284	ELECTRIC ENGINEERING TECH SUPV	1.000	1.000	
086113412	GIS ANALYST II	1.000	0.000	1.000
086114957	OFFICE ASSISTANT II	2.000	1.000	1.000
086115596	POWER ENGINEER II	4.000	3.000	1.000
086115505	POWER ENGINEERING MANAGER	1.000	1.000	
086117151	SR POWER ENGINEER	2.000	2.000	
086112340	ELECTRIC ENGINEERING TECH I	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08611 - ELECTRIC ENGINEERING:		19.000	17.000	2.000
Div/Loc: 08614 - ELECT CONST & MAINTENANCE				
086140150	ELECTRIC APPRENTICE LINE TECH	0.000	1.000	(1.000)
086142280	ELECTRIC LINE CONST SUPERVISOR	2.000	2.000	
086142285	ELECTRIC LINE TECH	16.000	10.000	6.000
086142286	ELECTRIC LINE TROUBLESHOOTER	4.000	3.000	1.000
086142212	ELECTRIC MATERIALS TECH II	3.000	3.000	
086142338	ELECTRIC OPERATIONS MANAGER	1.000	1.000	
086142254	ELECTRIC PREV DATA SYSTEM TECH	2.000	1.000	1.000
086142352	ELECTRIC SAFETY COORDINATOR	1.000	1.000	
086142319	ELECTRIC SUBSTATION SUPERVISOR	1.000	1.000	
086142350	ELECTRIC SYSTEM DISPATCHER	3.000	3.000	
086142360	ELECTRIC UTILITY TECHNICIAN I	0.000	4.000	(4.000)
086142362	ELECTRIC UTILITY TECHNICIAN II	17.000	10.000	7.000
086144957	OFFICE ASSISTANT II	1.000	1.000	
086147118	SR ELECTRIC LINE TECHNICIAN	5.000	5.000	
086147169	SR ELECTRIC MATERIALS TECH	1.000	1.000	
086147124	SR ELECTRIC METERING TECH	1.000	1.000	
086147126	SR ELECTRIC SUBSTATION TECH	3.000	3.000	
086147168	SR ELECTRIC SYSTEM DISPATCHER	1.000	1.000	
086142421	ELECTRIC PRE-APPRENTICE	0.000	2.000	(2.000)
TOTAL FOR LOC/DIV 08614 - ELECT CONST & MAINTENANCE:		62.000	54.000	8.000
Div/Loc: 08616 - ELECTRIC POWER PLANT				
086162210	ELECTRIC MATERIALS TECH I	0.000	1.000	(1.000)
086162212	ELECTRIC MATERIALS TECH II	1.000	0.000	1.000

Position Allocation/Staffing Report
by Department and Location ("Division")

PCN	Position Title	Allocated FTE	Staffed FTE	(Over)/ Under Staffed Variance
086162362	ELECTRIC UTILITY TECHNICIAN II	1.000	1.000	
086163608	INSTRUMENT & CONTROL TECH	2.000	2.000	
086164957	OFFICE ASSISTANT II	1.000	1.000	
086165600	POWER GENERATION SUPERINTENDEN	1.000	1.000	
086165591	POWER PLANT ENGINEER II	1.000	1.000	
086165530	POWER PLANT OPS & MAINT SUPVS	2.000	2.000	
086165526	PWR PLNT MECHANIC	3.000	2.000	1.000
086165523	PWR PLNT OPERATOR/TECH II	8.000	8.000	
086165555	SR POWER PLANT ENGINEER	1.000	1.000	
086167152	SR POWER PLANT OPERATOR/TECH	4.000	4.000	
08616B232	POWER PLANT MECHANIC	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08616 - ELECTRIC POWER PLANT:		25.000	25.000	
Div/Loc: 08621 - POWER SUPPLY				
086210084	ADMIN TECHNICIAN	1.000	1.000	
086218553	ASST ELEC UTIL DIR-RESOURCES	1.000	1.000	
086212314	ELECTRIC RESOURCES ANALYST I	0.000	2.000	(2.000)
086212316	ELECTRIC RESOURCES ANALYST II	7.000	2.000	5.000
086212354	ELECTRIC RISK MGMT ADMINISTRAT	1.000	1.000	
086215535	POWER SUPPLY & PORTFOLIO ADMST	1.000	1.000	
086211312	ELECTRIC BUSINESS ANALYST II	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08621 - POWER SUPPLY:		11.000	9.000	2.000
Div/Loc: 08623 - RETAIL SRVCS-PUBLIC BENEFITS				
086231312	ELECTRIC BUSINESS ANALYST II	1.000	1.000	
086236280	ELECTRIC RETAIL SERVICES SUPV	2.000	1.000	1.000
086232466	ENERGY PROGRAM TECHNICIAN	4.000	4.000	
086232501	ENERGY SERVICES ACCOUNT REP II	2.000	2.000	
086233810	KEY ACCOUNTS REPRESENTATIVE	1.000	0.000	1.000
086234957	OFFICE ASSISTANT II	1.000	1.000	
086237163	SR ENERGY SERVICES ACCOUNT REP	1.000	1.000	
TOTAL FOR LOC/DIV 08623 - RETAIL SRVCS-PUBLIC BENEFITS:		12.000	10.000	2.000
TOTAL FOR DEPARTMENT 86 - ROSEVILLE ELECTRIC:		150.000	134.000	16.000
Department: 88 DEVELOPMENT SERVICES				
Div/Loc: 08200 - PLANNING				
082000900	ASSOC PLANNER	5.000	4.000	1.000
082004957	OFFICE ASSISTANT II	2.000	2.000	
082005309	PLANNING MANAGER	2.000	2.000	
082005513	PRINCIPAL PLANNER	1.000	0.000	1.000
082007180	SR PLANNER	1.000	1.650	(.650)
082003410	GIS ANALYST I	0.000	1.000	(1.000)
08200B407	ASST PLANNER	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08200 - PLANNING:		11.000	11.650	(.650)
Div/Loc: 08800 - DEV SVCS- ADMINISTRATION				
088000050	ADMINISTRATIVE ANALYST II	1.000	0.000	1.000
088000071	ADMINISTRATIVE ASSISTANT (C)	1.000	1.000	
088001676	DEVELOPMENT SERVICES DIRECTOR	1.000	1.000	
088001695	DEVELOPMENT SERVICES MANAGER	1.000	1.000	
088000045	ADMINISTRATIVE ANALYST I	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08800 - DEV SVCS- ADMINISTRATION:		4.000	4.000	
Div/Loc: 08801 - DEV SVCS- PERMIT CENTER				

Position Allocation/Staffing Report
by Department and Location ("Division")

PCN	Position Title	Allocated FTE	Staffed FTE	(Over)/ Under Staffed Variance
088013412	GIS ANALYST II	1.000	0.000	1.000
088014509	MAPPING SUPERVISOR	1.000	1.000	
088015245	PERMIT ANALYST	1.000	1.000	
088015279	PERMIT TECHNICIAN II	4.000	4.000	
088015311	PLANNING SYSTEMS ANALYST	1.000	1.000	
088015315	PLANNING SYSTEMS TECHNICIAN II	1.000	1.000	
088015562	PROJECT PLANNER	1.000	1.000	
TOTAL FOR LOC/DIV 08801 - DEV SVCS- PERMIT CENTER:		10.000	9.000	1.000
Div/Loc: 08810 - DEV SVCS- BUILDING INSPECTION				
088101017	BLDG INSPECTION SUPERVISOR	1.000	1.000	
088101019	BLDG INSPECTOR II	4.000	2.000	2.000
088101043	BLDG OFFICIAL	1.000	2.000	(1.000)
088101047	BLDG PLANS EXAMINER II	4.000	3.000	1.000
088101672	DEVELOPMENT TECHNICIAN II	2.000	2.000	
088104957	OFFICE ASSISTANT II	1.000	1.000	
088107117	SR BUILDING INSPECTOR	1.000	1.000	
088107195	SR BUILDING PLANS EXAMINER	1.000	1.000	
088101018	BLDG INSPECTOR I	0.000	2.000	(2.000)
TOTAL FOR LOC/DIV 08810 - DEV SVCS- BUILDING INSPECTION:		15.000	15.000	
Div/Loc: 08815 - DEV SVCS- CODE ENFORCEMENT				
088151019	BLDG INSPECTOR II	2.000	0.000	2.000
088151366	CODE ENFORCEMENT INSPECTOR	2.000	1.000	1.000
088157134	SR CODE ENFORCEMENT INSPECTOR	1.000	1.000	
088151018	BLDG INSPECTOR I	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08815 - DEV SVCS- CODE ENFORCEMENT:		5.000	3.000	2.000
Div/Loc: 08820 - DEV SVCS- ENGINEERING				
088200820	ASSOC ENGINEER	1.000	1.000	
088200338	ASST ENGINEER	3.000	2.000	1.000
088201248	CONSTRUCTION INSPECTION SUPV	1.000	1.000	
088201434	CONSTRUCTION INSPECTOR II	3.000	2.000	1.000
088201277	ENGINEERING MANAGER	1.000	1.000	
088201350	ENGINEERING TECHNICIAN II	1.000	0.000	1.000
088203326	FINANCE TECHNICIAN II	1.000	1.000	
088205514	PRINCIPAL ENGINEER	1.000	1.000	
088207121	SR CONSTRUCTION INSPECTOR	2.000	2.000	
088207142	SR ENGINEER	2.000	2.000	
088201300	ENGINEERING TECHNICIAN I	0.000	1.000	(1.000)
088201432	CONSTRUCTION INSPECTOR I	0.000	1.000	(1.000)
088203792	JR ENGINEER	0.000	1.000	(1.000)
TOTAL FOR LOC/DIV 08820 - DEV SVCS- ENGINEERING:		16.000	16.000	
TOTAL FOR DEPARTMENT 88 - DEVELOPMENT SERVICES:		61.000	58.650	2.350
Grand Totals:				
		1,149.850	1,080.712	69.137



COUNCIL COMMUNICATION

CC #: 7869
File #: 0600-02

Title: Out of State Travel Request - Police Department
Contact: Troy Bergstrom 916-774-5058 tbergstrom@roseville.ca.us

Meeting Date: 8/3/2016
Item #: 7.22.

RECOMMENDATION TO COUNCIL

Approve travel for two members of the police command staff to attend an incident management and unified command course from August 22 through August 26, 2016 in College Station, Texas.

BACKGROUND

The Federal Emergency Management Agency (FEMA) and the U.S. Department of Homeland Security (DHS) have certified a course, Enhanced All-Hazards Incident Management/Unified Command. The course is taught at the Emergency Operations Training Center at Texas A&M University in College Station, Texas. The course trains participants in the incident management skills, staff responsibilities, situational awareness and decision-making skills needed to manage a hazardous incident according to National Incident Management System (NIMS) protocols. Police Department members Brian Lewis and Jeff Kool have recently been promoted to the position of Acting Lieutenant. In their new positions, they will have the responsibility of managing such incidents for the police department. The course will better prepare them to manage such incidents according to standard Incident Command System (ICS) principles, and will increase the City's capacity to manage emergency incidents.

FISCAL IMPACT

FEMA/DHS sponsors the course and will pay for tuition, airfare, local transportation and lodging. The City will pay the standard per diem allowance for meals and incidental expenses for the week. Per diem amounts to \$295 per student for a total of \$590. The Police Department's General Fund budget has sufficient funds to cover the training.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable to this request for out-of-state travel.

ENVIRONMENTAL REVIEW

This request for out of state travel is not a "project" as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines §15378). Consequently no CEQA action is required.

Respectfully Submitted,

Dee Dee Gunther, Department Public Information Officer

Daniel Hahn, Police Chief

A handwritten signature in blue ink, appearing to read 'Rob Jensen', with a long horizontal flourish extending to the right.

Rob Jensen, City Manager

ATTACHMENTS:

Description

Course description

ENHANCED ALL-HAZARDS INCIDENT MANAGEMENT/UNIFIED COMMAND

MGT-314

The EIMUC course uses a computer-driven simulation to train participants in incident management skills, staff responsibilities, situational awareness and decision-making skills particular to any All-Hazards events. The course focuses on the Incident Command Post (ICP) processes and the key decision-making requirements within that response node.

The overall incident management structure used in the course is based on the National Response Framework (NRF) and the National Incident Management System (NIMS) and is certified by the DHS/FEMA National Training and Education Division (NTED).

Training Level:

Management and Planning

Venue:

Emergency Operations Training Center (EOTC)
College Station, Texas

Course Length:

Three and ½ days (28 hours)

Participant Audience:

Eligible participants include emergency responders who serve in a management or supervisory role and may be required to perform incident command or general staff functions for a jurisdiction during the response to a CBRNE incident. Disciplines include:

- Law Enforcement
- Emergency Medical Services
- Emergency Management
- Fire Service
- Hazardous Materials
- Public Works
- Governmental Administrative
- Public Safety Communications
- Health Care
- Public Health

Continuing Education Credits:

IACET - 2.8 CEUs

ACE - 1 Hour College Credit (Lower Division)

Prerequisites:

Participants must be supervisors or managers in one of the NTED emergency responder disciplines/services in the Participant Audience and possess a working knowledge of the Incident Command System (ICS). Participants must have completed the MGT-313 IM/UC course, the FEMA Intermediate Incident Command System Course or higher course, or equivalent incident management and unified command course. Experience and job position will also be considered.

Class Size:

40 participants

"Every attendee of this course told us what a beneficial, hands-on course that it was; but the course turned out to be even better than we envisioned. The unique opportunity to be able to come together to gain more knowledge of incident command/unified command structure allowed for some real hands-on type training."

— CATHY HAYNES

EMERGENCY PREPAREDNESS DIRECTOR
CHARLESTON COUNTY, SOUTH CAROLINA

For more information, contact:
TEXAS A&M ENGINEERING EXTENSION SERVICE
Jory Grassinger, Training Manager, EOTC Programs
200 Technology Way
College Station, Texas 77845-3424
979.458.5620 or 855.245.1614 (toll-free)
Jory.Grassinger@teex.tamu.edu
www.teex.org/esti





COUNCIL COMMUNICATION

CC #: 7872
File #: 0600-02

Title: Out of State Travel Request - Parks, Recreation & Libraries Department
Contact: Pam Allen 916-746-1251 pallen@roseville.ca.us

Meeting Date: 8/3/2016
Item #: 7.23.

RECOMMENDATION TO COUNCIL

Approve out of state travel for Marketing & Communications Analyst, Pam Allen, to attend the City-County Communications and Marketing Association (3CMA) annual conference in San Antonio, Texas from September 6 through September 9, 2016.

BACKGROUND

3CMA is a public communication association, providing training and enrichment opportunities for individuals who assist in the development of a local government communications program. In the efforts of the Parks, Recreation & Libraries Department to effectively inform, educate and engage its customers, continued training and education in public information and outreach is important. This year's sessions at 3CMA include social media, video, citizen engagement, ethics, communications planning and advertising led by not just peers but also some of the industry's top experts.

FISCAL IMPACT

Funding for travel, lodging, and conference costs is estimated to be \$2000.00 and is included in the FY2016/17 Parks, Recreation & Libraries budget.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable.

ENVIRONMENTAL REVIEW

This request for out of state travel is not a "project" as defined by the California Environment Quality Act (CEQA), per CEQA guidelines section 15378. Consequently, no CEQA action is required.

Respectfully Submitted,

Pam Allen, Marketing & Communications Analyst

Dion Louthan, Parks, Recreation & Libraries Director

A handwritten signature in blue ink, appearing to read 'Rob Jensen', with a long horizontal flourish extending to the right.

Rob Jensen, City Manager