AGENDA
April 5, 2017

CITY COUNCIL MEETING
HOUSING AUTHORITY MEETING
7:00 P.M.
City Council Chambers
311 Vernon Street
Roseville, California

1. CALL TO ORDER

2. ROLL CALL

Vice Mayor:	**Bonnie Gore**
Councilmember:	**Scott Alvord**
Councilmember:	**Tim Herman**
Councilmember:	**John Allard**
Mayor:	**Susan Rohan**

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. Proclamation - Sexual Assault Awareness Month

Proclaim April 2017, as Sexual Assault Awareness Month, and designate April 26, 2017 as Denim Day, and urge everyone to wear jeans to help communicate the message that there is "no excuse and never an invitation to rape".

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

5.2. Proclamation - West Nile Virus and Mosquito and Vector Control Awareness Week

Proclaim April 16-22, 2017 as West Nile Virus and Mosquito and Vector Control Awareness Week, increasing public awareness of the threat of diseases, and encouraging action in prevention to help minimize health threats within Roseville.

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. Woodcreek Oaks Boulevard Widening Project - Approval of Plans and Specifications and Authorization to Call for Bids

Memo from Assistant Engineer Stefanie Kemen and Public Works Director Rhon Herndon recommending Council approve the plans and specifications for the Woodcreek Oaks Boulevard Widening project and authorize staff to call for bids. The project will complete the widening of the segment of Woodcreek Oaks Boulevard between Crimson Ridge Way and 600' north of Pleasant Grove Boulevard, adding one lane in each direction using the space available in the extra wide median, and constructing the other half of the bridge over the south branch of Pleasant Grove Creek. The engineer's estimate is $6.7 million and the project is fully funded by Traffic Mitigation Funds.

CC #: 8379

File #: 0900-04-02

CONTACT: Stefanie A. Kemen 916-774-5372 skemen@roseville.ca.us

7.2. Louis Orlando Transfer Point Improvement Project - Award of Project,

Execution of Agreement and Budget Adjustment

Memo from Assistant Engineer Nick Graves and Public Works Director Rhon Herndon recommending Council adopt RESOLUTION NO. 17-119 APPROVING AN AGREEMENT BETWEEN THE CITY OF ROSEVILLE AND WESTERN ENGINEERING CONTRACTORS, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE; and adopt ORDINANCE NO. 5822 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 Council award the Louis Orlando Transfer Point Improvement Project to the sole bidder Western Engineering Contractors Inc., in the amount of $3,069,311.75 with authorization to exceed the award amount by 10% ($306,931.18) as a construction change order contingency. The project will construct covered waiting platforms with bench seating, electronic transit schedule boards, bus pass kiosks, a small restroom and utility closet for employee use only, a paved parking lot, bike racks and bike lockers, on-site lighting, and landscaping. A budget adjustment is necessary in the amount of $2,849,663.00 to increase the total project construction budget to $3,658,000.00 which covers both construction and project management costs. The engineer's estimate for this project is $2,500,000.00. The project is funded by $2,480,000.00 of Federal Transit Administration grant funds, $80,081.00 of Prop 1B TSSDRA grant funds, $277,349.00 of State Low Carbon Transit Operations Program grants, $117,000.00 of Placer County Air Pollution Control District Clean Air grand funds, $362,667.00 from Placer County Transit and Sacramento Regional Transit reimbursement, and $340,903.00 of Local Transit Fund Available Resources. No General Funds will be used for this project.

CC #: 8364

File #: 0721-03 & 0201-01

CONTACT: Nick Graves 916-746-1305 ngraves@roseville.ca.us

7.3. Traffic Signal Items (RFQ 01-3118) - Purchase Order

Memo from Buyer Babette Owens and Central Services Director Paul Diefenbach recommending Council adopt RESOLUTION NO. 17-115 APPROVING PURCHASE ORDERS BETWEEN THE CITY OF ROSEVILLE AND TESCO CONTROLS, INC., PENTRAD, ADVANCED TRAFFIC PRODUCTS, INC., WESTERN PACIFIC SIGNAL, LLC, WESTERN SYSTEMS, INC., ECONOLITE, INC., CONTROL TECH WEST, INC., ANIXTER, INC., AND MCCAIN, INC. This is request of Council to approve an award of purchase orders to nine separate vendors for the purchase of various traffic signal items to be purchased on an as needed basis. These items are used for the repair, upgrade, and maintenance of existing traffic signals as well as the installation of new traffic signals throughout the City. The estimated total for the initial contract term is $387,000.00. Funding is included in the Public Works Traffic Signal Division's FY2016-17 and FY2017-18 approved budgets. Staff requests authorization to renew the bid contract without further Council approval.

CC #: 8369

File #: 0203-13-02

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

7.4. Vehicle Purchases - Service Agreement, Budget Adjustment, and Purchase Order

Memo from Buyer Tiffany Valdez and Central Services Director Paul Diefenbach recommending Council adopt RESOLUTION NO. 17-108 APPROVING A SERVICE AGREEMENT BETWEEN CITY OF ROSEVILLE AND EDWARD R. BACON COMPANY, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE (S1708211); and adopt ORDINANCE NO. 5820 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 a purchase order to Long Beach BMW Motorcycles. Staff recommends Council authorize a service agreement to Edward R. Bacon Company, Inc. utilizing RFQ 01-3125 for the purchase and fabrication of one Stellar ECCR with utility body. This request also Includes a budget adjustment of $77,985.00 from the Solid Waste Capital Purchase Fund to the Auto Replacement Fund to purchase the Stellar ECCR system and the truck to carry the system. The total cost, including tax, is $62,983.79 for one Stellar ECCR with utility body and $15,000.00 to purchase the truck that will be modified to carry the Stellar ECCR. The purchase order to Long Beach BMW Motorcycles utilizing RFQ 01-3126 is for six BMW Police Motorcycles. The total cost of the six motorcycles, including tax and options, is $199,464.42. Funding is included in the FY2016-17 Auto Replacement budget.

CC #: 8355

File #: 0203-01 & 0201-01

CONTACT: Tiffany Valdez 916-774-5708 tvaldez@roseville.ca.us

7.5. Distribution Transformers (RFQ 2075) - Purchase Orders

Memo from Buyer Babette Owens and Central Services Director Paul Diefenbach recommending Council adopt RESOLUTION NO. 17-124 APPROVING PURCHASE ORDERS BETWEEN THE CITY OF ROSEVILLE AND GENERAL PACIFIC, CENTRAL MOLONEY, INC., PACIFIC UTILITIES AND ANIXTER POWER SOLUTIONS. The purpose of the transformers is to convert power to a lower voltage to be used in homes and businesses. The estimated annual cost is $700,000.00, not to exceed budgeted amounts. Funding is included in the Electric Department CIAC CIP Fund and 12kV Upgrade & Extension Fund for FY2016-17, and for FY2017-18, pending Council approval of budgets and purchases will be made on an ongoing basis. Staff requests authorization to renew the bid contract without further Council approval.

CC #: 8351

File #: 0203-07-02

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

7.6. Deadfront Pad-Mount Switchgear (RFQ 2082) – Purchase Order

Memo from Buyer Babette Owens and Central Services Director Paul Diefenbach recommending Council adopt RESOLUTION NO. 17-123 APPROVING A PURCHASE ORDER BETWEEN THE CITY OF ROSEVILLE AND ANIXTER POWER SOLUTIONS. Staff requests Council authorize renewal of purchase order to Anixter Power Solutions for deadfront pad-mount switchgear with purchases to be made on an as needed basis throughout the year. In the event of a power outage, switchgear can be reconfigured to isolate the problem area and restore power to other customers. The estimated annual cost is $450,000.00. Funding is included in the Electric Department's Contribution in Aid of Construction Capitol Improvement Project (CIP) Fund and 12kV Upgrade & Extension Fund CIP FY2016-17 budgets. Staff requests authorization to renew the bid contract without further Council approval.

CC #: 8350

File #: 0203-07-01

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

7.7. HVAC Filter Replacement - Service Agreement Renewal

Memo from Facility Manager Dan Allen and Central Services Director Paul Diefenbach recommending Council adopt RESOLUTION NO. 17-122 APPROVING A SERVICE AGREEMENT RENEWAL BETWEEN CITY OF ROSEVILLE AND AIR FILTER SUPPLY, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE (S1703252). Staff recommends Council authorize a service agreement renewal with Air Filter Supply to provide HVAC filter replacement services on a scheduled and an as-needed basis. This is the last of two one-year renewal options. The total value on the agreement renewal is $45,000.00. Funding is included in the Building Maintenance FY2016-17 and proposed FY2017-18 budgets.

CC #: 8345

File #: 0203-04

CONTACT: Dan Allen 916-774-5741 dallen@roseville.ca.us

Resolutions

7.8. Fiddyment Ranch Phase 2 Village F-19B-Phase1 - Certificate of Completion

Memo from Construction Inspector Darin Crockett and Development Services Director Kevin Payne recommending Council adopt RESOLUTION NO. 17-112 OF THE COUNCIL OF THE CITY OF ROSEVILLE ACCEPTING THE PUBLIC WORK KNOWN AS Fiddyment Ranch Phase 2-Village F-19B-Phase 1 PROJECT, APPROVING THE "CERTIFICATE OF COMPLETION", AND AUTHORIZING AND DIRECTING THE CITY ENGINEER TO EXECUTE SAID NOTICE ON BEHALF OF THE CITY OF ROSEVILLE, THEREFORE, AND ACCEPTING ALL DEDICATIONS OFFERED ON THE RECORDED MAP OF THE SUBDIVISION. The Engineering Division has made final inspection of the project and has found the roadway infrastructure work complete in accordance with the improvement plans

and City Specifications. This action has no impact to the City's General Fund. Construction costs were paid by the developer.

CC #: 8362

File #: 0400-04-09-1

CONTACT: Darin Crockett 916-746-1324 dcrockett@roseville.ca.us

7.9. Westbrook Phase I Village 24 - Certificate of Completion

Memo from Senior Construction Inspector John Hernandez and Development Services Director Kevin Payne recommending Council adopt RESOLUTION NO. 17-117 OF THE COUNCIL OF THE CITY OF ROSEVILLE ACCEPTING THE PUBLIC WORK KNOWN AS Westbrook Phase I Village 24 PROJECT, APPROVING THE "CERTIFICATE OF COMPLETION", AND AUTHORIZING AND DIRECTING THE CITY ENGINEER TO EXECUTE SAID NOTICE ON BEHALF OF THE CITY OF ROSEVILLE, THEREFORE, AND ACCEPTING ALL DEDICATIONS OFFERED ON THE RECORDED MAP OF THE SUBDIVISION. The Engineering Division has made final inspection of the project and has found the roadway infrastructure work complete in accordance with the improvement plans and City Specifications. This action has no impact to the City's General Fund. Construction costs were paid by the developer.

CC #: 8371

File #: 0400-04-12-1

CONTACT: John Hernandez 916-774-5486 jhernandez@roseville.ca.us

7.10. Westbrook Phase I Village 25 - Certificate of Completion

Memo from Senior Construction Inspector John Hernandez and Public Works Director Rhon Herndon recommending Council adopt RESOLUTION NO. 17-118 OF THE COUNCIL OF THE CITY OF ROSEVILLE ACCEPTING THE PUBLIC WORK KNOWN AS Westbrook Phase I Village 25 PROJECT, APPROVING THE "CERTIFICATE OF COMPLETION", AND AUTHORIZING AND DIRECTING THE CITY ENGINEER TO EXECUTE SAID NOTICE ON BEHALF OF THE CITY OF ROSEVILLE, THEREFORE, AND ACCEPTING ALL DEDICATIONS OFFERED ON THE RECORDED MAP OF THE SUBDIVISION. The Engineering Division has made final inspection of the project and has found the roadway infrastructure work complete in accordance with the improvement plans and City Specifications. This action has no impact to the City's General Fund. Construction costs were paid by the developer.

CC #: 8372

File #: 0400-04-12-1

CONTACT: John Hernandez 916-774-5486 jhernandez@roseville.ca.us

7.11. South Placer Regional Transportation Authority Tier II Fee - Memorandum of Agreement Amendment and Fee Deferral

Memo from Engineering Manager Chris Kraft and Development Services Director Kevin Payne recommending Council adopt RESOLUTION NO. 17-116 APPROVING AN AMENDMENT TO MEMORANDUM OF

AGREEMENT BETWEEN THE CITY OF ROSEVILLE, COUNTY OF PLACER, CITY OF ROCKLIN, AND CITY OF LINCOLN AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE. This item recommends approval of Amendment 2 to the existing South Placer Regional Transportation Authority Tier II fee deferral. This amendment extends the fee deferral to 50% of the Tier II fee to all Dwelling Unit Equivalents until January 1, 2035. This action has no impact on the City's General Fund, as the fees that are being collected are development impact fees intended to fund the improvement of the Placer Parkway project.

CC #: 8370

File #: 0215-07

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

7.12. Street Closure Request - I Love the 80's Fun Run - May 7, 2017

Memo from Community Relations Analyst Jamie Hazen and Parks, Recreation & Libraries Director Dion Louthan recommending Council adopt RESOLUTION NO. 17-110 OF THE COUNCIL OF THE CITY OF ROSEVILLE APPROVING THE CLOSING OF CERTAIN STREETS FOR THE I LOVE THE 80'S FUN RUN. Staff is requesting closure of multiple streets identified in the staff report on Sunday, May 7, 2017 for the City sponsored event, *I Love the 80's* Fun Run. The budget for this event is $35,400.00 with an expected vendor, sponsorship and participant revenue to meet or exceed expenses. This amount is included in the approved Parks, Recreation & Libraries Department FY2016-17 budget.

CC #: 8360

File #: 0109-02

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

7.13. Street Closure Request - Concert on the Square Series

Memo from Community Relations Analyst Jamie Hazen and Parks, Recreation & Libraries Director Dion Louthan recommending Council adopt RESOLUTION NO. 17-111 OF THE COUNCIL OF THE CITY OF ROSEVILLE APPROVING THE CLOSING OF SOUTH GRANT STREET FOR THE VERNON STREET TOWN SQUARE CONCERT SERIES. Staff is requesting the closure of South Grant Street on the third Saturday of each month from May through September, 2017 from 5:00 - 10:30 p.m. for the City sponsored Vernon Street Town Square Summer Concert Series. The budget for this series is $28,625.00 and is included in the approved FY2016-17 Parks, Recreation & Libraries Department budget.

CC #: 8361

File #: 0109-02

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

7.14. Finance Director and Assistant Electric Utility Director Recruitment - Professional Services Agreement

Memo from Human Resources Manager Linda Hampton and Human Resources

Director Gayle Satchwell recommending Council adopt RESOLUTION NO. 17-109 APPROVING A PROFESSIONAL SERVICES AGREEMENT, BY AND BETWEEN THE CITY OF ROSEVILLE AND RALPH ANDERSEN & ASSOCIATES, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE. Staff recommends Council authorize the City Manager to enter into a professional services agreement with Ralph Anderson & Associates to conduct executive recruitments for a Finance Director and an Assistant Electric Utility Director on behalf of the City. The total cost of recruitment services for both positions is $53,750.00. The costs for these services will be $28,775.00 for the Electric Assistant Director portion, with the remaining portion for the Finance Director from the General Fund. Funds are available in the FY2016-17 budget.

CC #: 8354

File #: 0600-07

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

Ordinances (for introduction and first reading)

7.15. Board of Appeals - Administrative Citations and Administrative Remedies Ordinance Update

Memo from Paralegal Gretchen Hakala and City Attorney Bob Schmitt recommending Council introduce for first reading ORDINANCE OF THE COUNCIL OF THE CITY OF ROSEVILLE AMENDING SECTION 2.26.020 OF CHAPTER 2.26, AMENDING SECTIONS 2.50.020, 2.50.040, 2.50.060, 2.50.070, 2.50.080, 2.50.090, 2.50.110 OF CHAPTER 2.50, AND AMENDING SECTIONS 2.52.040 AND 2.52.050 OF CHAPTER 2.52 OF TITLE 2 OF THE ROSEVILLE MUNICIPAL CODE REGARDING BOARD OF APPEALS, ADMINISTRATIVE CITATIONS AND ADMINISTRATIVE REMEDIES. This is an Ordinance amendment regarding the Board of Appeals, Administrative Citations and Administrative Remedies. These entail minor technical clean-ups to conform various existing code sections to current practices and City operations.

CC #: 8380

File #: 0103-41-02

CONTACT: Gretchen Hakala 916-774-5325 ghakala@roseville.ca.us

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

7.16. General Fund Full Cost/Consolidated Billing - Budget Adjustment

Memo from Administrative Analyst Brandy LeBeau and Development Services Director Kevin Payne recommending Council adopt ORDINANCE NO. 5819 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 process of consolidating Traffic Study monies to pay for third party consultants to perform traffic studies will be combined into the Development Services monthly billing and reporting services. A budget adjustment in the amount of $1,396,604.00 from the Traffic

Study Deposit fund to the Full Cost/Consolidated Billing fund is necessary to fund these pass through projects. There is no impact to the General Fund.

CC #: 8348

File #: 0800-06 & 0201-01

CONTACT: Brandy LeBeau 916-774-5278 blebeau@roseville.ca.us

7.17. Fire Department Strike Team - Budget Adjustment

Memo from Administrative Analyst Katrina Rostam and Fire Chief Rick Bartee recommending Council adopt ORDINANCE NO. 5818 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 budget adjustment is to increase the Fire Department FY2016-17 budget by $675,622.00 in staffing related expenses and $675,622.00 in associated revenue directly related to strike team assignments. As a participant in the California Fire Assistance Agreement (CFAA), California Task Force Seven of the National Urban Search and Rescue Response System, and the United States Department of Agriculture/Forest Service Agreement, the Fire Department sends resources, upon emergency request, to assist in the management and control of large emergency incidents that occur throughout our region every year. The CFAA can also provide resources to Roseville Fire should the department require and request them. This fiscal year to date, fire department crews have assisted all over California, Nevada and the eastern United States (Hurricane Mathew). The contracts provide for staff, vehicle and overhead reimbursement. Since the increased expenses are reimbursed, there is no net effect on the General Fund.

CC #: 8344

File #: 0324 & 0201-01

CONTACT: Katrina Rostam 916-774-5848 krostam@roseville.ca.us

7.18. Roadway Capital Improvement Program Update - Budget Adjustment

Memo from Senior Engineer Scott Gandler and Public Works Director Rhon Herndon recommending Council adopt ORDINANCE NO. 5821 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 is a request for a budget adjustment of $100,000.00 to cover staff time and additional fee scenario analysis for updating the City's Traffic Model and Roadway Capital Improvement Program. This request is funded through traffic mitigation fees that are collected as part of new development. There is no negative impact to the City's General Fund as part of this request.

CC #: 8366

File #: 0201-01 & 0801

CONTACT: Scott Gandler 916-774-5439 sgandler@roseville.ca.us

Reports / Requests

7.19. Out-of-State Travel Request - Environmental Utilities Department

Memo from Refuse and Stormwater Manager Devin Whittington and Environmental Utilities Director Richard Plecker recommending Council approve specified staff to travel to New Orleans, Louisiana May 8, 2017 - May 11, 2017 to attend WasteExpo to research Solid Waste Collection and handling equipment and assess current industry trends. The total cost is expected to be $9,000.00 and is funded through existing approved funds budgeted within the Solid Waste Operations FY2016-17 budget.

CC #: 8346

File #: 0600-02

CONTACT: Devin Whittington 916-774-5783 dwhittington@roseville.ca.us

7.20. Out of State Travel Request - Fire Department

Memo from Fire Chief Rick Bartee and Assistant Fire Chief Greg James recommending Council approve out-of-state travel for Firefighter Paramedic Trevor Hartman and Firefighter Paramedic Alex Kleefeld to attend the Union Pacific sponsored Tank Car Safety and Emergency Response Course April, 2017. This course is held at the Association of American Railroad's Security and Emergency Response Training Center located at the Transportation and Technology Center near Pueblo, CO. Total cost to the department is approximately $6,680.00 which includes back-fill costs and travel per diem for Firefighter Paramedic Hartman and Firefighter Paramedic Kleefeld. Funds for this training are available in the department's current Fiscal Year budget. All costs related to tuition, travel, and lodging will be covered by Union Pacific.

CC #: 8363

File #: 0600-02

CONTACT: Greg James 916-774-5806 gjames@roseville.ca.us

7.21. Transportation Development Act Audit Report for Fiscal Year Ended June 30, 2016

Memo from Financial Analyst Jennifer Kwok and Chief Financial Officer Jay Panzica with an informational report of the Transportation Development Act Audit Report regarding the City's Alternative Transportation Division for the fiscal year ended June 30, 2016. There is no impact to the City's General Fund as a result of this report.

CC #: 8375

File #: 0201-02 & 0721

CONTACT: Jennifer Kwok 916-774-5307 jkwok@roseville.ca.us

7.22. Parks, Recreation and Libraries Department Staffing Changes

Memo from Human Resources Manager Linda Hampton and Human Resources Director Gayle Satchwell recommending Council approve the Parks, Recreation and Libraries allocation schedule to reflect the reclassification of one vacant Librarian allocation to an Administrative Technician allocation in the Library division. The proposed changes will result in annual savings of $7203.00 and a savings of

$1662.00 for the rest of the fiscal year.

CC #: 8353

File #: 0600-01

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

7.23. Sierra Crossing Park - Master Plan Approval

Memo from Park Planning & Development Superintendent Tara Gee and Parks, Recreation & Libraries Director Dion Louthan to approve the master plan for Sierra Crossing (W-50A) Park. The master plan proposes a design that offers an informal layout for passive play. The plan includes a shaded picnic area, a children's play and swing area, a modest adult fitness pod and a small water spray feature clustered together. The park design also identifies a perimeter walking path, open turf on the interior for play, and water-efficient landscaping along the park exterior. The plan extends the school parking with approximately 15 new spaces. The estimated cost of the project is $1,200,000.00. Funds collected through the West Roseville Neighborhood Park Fund have been allocated for this park in FY2016-17. There will be no General Fund impact.

CC #: 8377

File #: 0704-01

CONTACT: Tara Gee 916-774-5253 tgee@roseville.ca.us

END OF CONSENT CALENDAR

8. MINUTES

8.1. Minutes of Prior Meetings

Memo from City Clerk Sonia Orozco recommending Council approve the minutes of the March 15, 2017 City Council/Housing Authority meeting (Rohan absent).

CC #: 8384

File #: 0102-03

CONTACT: Sonia Orozco 916-774-5263 sorozco@roseville.ca.us

9. RESOLUTIONS

9.1. Roseville Electric Utility Financial and Rate Policies

Memo from Electric Rates and Financial Administrator Philip McAvoy and Electric Utility Director Michelle Bertolino recommending Council adopt RESOLUTION NO. 17-113 APPROVING A ROSEVILLE ELECTRIC UTILITY RATE POLICY AND UPDATED ROSEVILLE ELECTRIC FINANCIAL POLICIES. This item updates Roseville Electric Utility's financial policies and establishes rate policies. There is no fiscal impact from this item.

CC #: 8365

File #: 0800-03

CONTACT: Philip McAvoy 916-774-5689 pmcavoy@roseville.ca.us

9.2. Resolution of Intention to Modify the Placer Valley Sports Complex and Tourism Management District Plan

Memo from Assistant City Manager Dominick Casey and City Manager Rob Jensen recommending Council adopt RESOLUTION NO. 17-120 OF THE CITY COUNCIL OF THE CITY OF ROSEVILLE, STATE OF CALIFORNIA, DECLARING ITS INTENTION TO MODIFY THE PLACER VALLEY SPORTS COMPLEX AND TOURISM MARKETING DISTRICT MANAGEMENT DISTRICT PLAN, AND FIXING THE TIME AND PLACE OF A PUBLIC HEARING THEREON AND GIVING NOTICE THEREOF AND TO AMEND THE AUTHORIZATION TO ISSUE BONDS. Placer Valley Tourism (PVT) requests that the Management District Plan be amended to allow for the issuance of bonds for any project outlined in the plan, and that the plan be amended to allow for the issuance of bonds by any public entity authorized to issue bonds under the plan, subject to the consent of the City. The first step requires Council to adopt a Resolution of Intention which sets the time and place of a public hearing for May 10, 2017.

CC #: 8376

File #: 0110-01

CONTACT: Dominick Casey 916-774-5288 dcasey@roseville.ca.us

10. SPECIAL REQUESTS/REPORTS/PRESENTATION

10.1. Capital Improvement Project Rehabilitation Fund and Internal Service Funds Budget Update

Memo from Central Services Director Paul Diefenbach and Chief Financial Officer Jay Panzica with a budget presentation on the Capital Improvement Project Rehabilitation Fund and the Internal Service Funds created for FY2018.

CC #: 8359

File #: 0201

CONTACT: Paul Diefenbach 916-774-5654 pdiefenbach@roseville.ca.us

10.2. Information Technology Strategic Plan Assessment

Memo from Information Technology Program Manager Roger Root and Chief Information Officer Hong Sae recommending Council accept an informational item with findings from the Citywide Technology Strategic Plan Assessment and the FY2017-18 Information Technology Strategic Work Plan.

CC #: 8316

File #: 0800-05 & 0102-11

CONTACT: Roger Root 916-774-5120 rroot@roseville.ca.us

11. APPOINTMENTS

11.1. Appointments to Senior Commission and Transportation Commission

Memo from Deputy City Clerk Mary Esquivel and City Clerk Sonia Orozco recommending Council appoint (1) one member to the Senior Commission with a term ending December 31, 2018, from the following (1) one individual who

submitted an application for consideration: Gary Egan; and appoint (1) one member to the Transportation Commission with a term ending December 31, 2019, from the following (6) six individuals who submitted applications for consideration: Peter Ashby, Nathan Fruin, Ronald "Lewis" McGeorge, Alyson Murphy, Thomas O'Hair, and Sergey Terebkov.

CC #: 8349

File #: 0103 & 0103-12-02 & 0103-13-02

CONTACT: Mary Esquivel 916-774-5266 mesquivel@roseville.ca.us

12. PUBLIC HEARING

NOTICE TO THE PUBLIC

City Council, when considering the matter scheduled for hearing, will take the following actions:

1. Open the Public Hearing
2. Presentation by Staff
3. Presentation by applicant or Appellant
4. Accept Public Testimony
5. Appellant or Applicant Rebuttal Period
6. Close the Public Hearing
7. City Council Comments and Questions
8. City Council Action

In the future, if you wish to challenge in court any of the matters on this agenda for which a public hearing is to be conducted, you may be limited to raising only those issues, which you, or someone else raised orally at the Public Hearing or in written correspondence received by the City or before the hearing

Public Hearings listed for continuance will be continued as noted and posting of this agenda serves as notice of continuation.

12.1. Hewlett Packard - Development Agreement Amendment

Memo from Associate Planner Gina McColl and Development Services Director Kevin Payne recommending Council introduce for first reading ORDINANCE ADOPTING A SIXTH AMENDMENT OF THE DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND QUALITY INVESTMENT PROPERTIES, LLC, QUALITY INVESTMENT PROPERTIES ROSEVILLE II, LLC, AND QUALITY INVESTMENT PROPERTIES ROSEVILLE LAND COMPANY, LLC RELATIVE TO THE ROSEVILLE MASTER PLAN PARCEL 3 AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE. The purpose of this request is to formalize the development capacities and clarify obligations specific to the Quality Investment Properties (QIP) property. QIP is also processing this development agreement amendment to fulfill conditions of a settlement agreement between BBC Roseville and QIP. These actions are applicant-initiated and all fiscal impacts are discussed in the Hewlett Packard Development Agreement and 1st Amendment to the Hewlett Packard Development Agreement.

CC #: 8367

File #: 0400-04-18-1 & 0201-01

CONTACT: Gina McColl 916-774-5452 gmccoll@roseville.ca.us

12.2. Housing Authority - FY2017-18 Annual Plan

Memo from Housing Analyst Suzanne Acrell and Housing Authority Director Chris Robles recommending Council adopt HOUSING AUTHORITY OF THE CITY OF ROSEVILLE RESOLUTION NO. 3-17 AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT THE ROSEVILLE HOUSING AUTHORITY ANNUAL PLAN FOR FY2017/18 TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ALONG WITH ALL THE REQUIRED CERTIFICATIONS, DISCLOSURES AND RELATED DOCUMENTS. This item is Roseville Housing Authority's submission of its Annual Plan for FY2017-18 for Council's approval. This Housing Authority Annual Report does not create any additional cost to the City's General Fund.

CC #: 8374

File #: 0103-03-02 & 0709-1

CONTACT: Suzanne Acrell 916-774-5469 sacrell@roseville.ca.us

12.3. Pleasant Grove Wastewater Treatment Plant Expansion and Energy Recovery Projects - Initial Study/Mitigated Negative Declaration and Projects Adoption

Memo from Senior Engineer George Hanson and Environmental Utilities Director Richard Plecker recommending Council adopt RESOLUTION NO. 17-114 ADOPTING AN INITIAL STUDY/MITIGATED NEGATIVE DECLARATION, APPROVING THE MITIGATION MONITORING AND REPORTING PLAN, AND APPROVING THE PLEASANT GROVE WASTEWATER TREATMENT PLANT EXPANSION & ENERGY RECOVERY PROJECTS. This item requests the adoption of the Initial Study/Mitigated Negative Declaration and approval of the Mitigation, Monitoring and Reporting Plan for the Pleasant Grove Wastewater Treatment Plant Expansion & Energy Recovery Projects and approval of the projects as described in the Initial Study. These actions are necessary to fulfill the project's State environmental review requirements and do not impose any additional fiscal impact.

CC #: 8368

File #: 0900-02-02-2

CONTACT: George Hanson 916-746-1764 ghanson@roseville.ca.us

13. COUNCIL / STAFF / REPORTS/ COMMENTS

14. ADJOURNMENT

COUNCIL COMMUNICATION

CC #: 8382
File #: 0102-06

Title:	Proclamation - Sexual Assault Awareness Month
Contact:	Heather Blanco 916-774-5265 hblanco@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 5.1.

RECOMMENDATION TO COUNCIL

Proclaim April 2017, as Sexual Assault Awareness Month, and designate April 26, 2017 as Denim Day, and urge everyone to wear jeans to help communicate the message that there is "no excuse and never an invitation to rape".

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

Rob Jensen, City Manager

ATTACHMENTS:

Description

Proclamation - Sexual Assault Awareness Month

City of Roseville

Proclamation

Sexual Assault Awareness Month

April 2017

WHEREAS, the crimes of rape and other forms of sexual assault violate an individual's dignity, privacy, security, and humanity; and

WHEREAS, every two minutes, someone in America is sexuallly assaulted; and

WHEREAS, approximately 1-in-5 women are sexually assaulted during their lifetime, 1-in-33 men experienced an attempt or completed rape in their lifetime, and youths under 18 account for 44% of all reported sexual assaults, although only 12% of child sexual abuse is reported to authorities; and

WHEREAS, Sexual Assault Awareness Month and Denim Day were instituted to call attention to widespread misconceptions and misinformation about forcible rape and other forms of sexual assault that historically blamed survivors for their assault, perpetuated these crimes and caused victims/survivors to be re-victimized; and

WHEREAS, there is compelling evidence that education, is successful in reducing incidents of this alarming and psychologically damaging crime; and

WHEREAS, survivors should receive compassion, medical and legal options and services, emotional support, and community resources to heal from the trauma they have experienced, and perpetrators should be punished to the full extent of the law; and

WHEREAS, Stand Up Placer is the Rape Crisis Center for Placer County that educates the community about impacts of rape and sexual assault, and provided almost 6,500 services to 391 sexual assault victims in 2016; and

WHEREAS, to reduce incidents of rape and sexual assault and increase incidents of bystander intervention partnerships with local law enforcement, state coalitions, national organizations, criminal and juvenile justice agencies, and victim service help to protect and support vulnerable members of the community; and

NOW, THEREFORE, I, SUSAN ROHAN, MAYOR OF THE CITY OF ROSEVILLE, CALIFORNIA, on behalf of the City Council, do hereby proclaim, **APRIL 2017**, as Sexual Assault Awareness Month, and designate **April 26th, 2017** as Denim Day, and urge everyone to wear jeans to help communicate the message that there is "no excuse and never an invitation to rape".

SIGNED AND APPROVED this 5th day of April, 2017.

SUSAN ROHAN, MAYOR

ATTEST:

SONIA OROZCO, CITY CLERK
CITY OF ROSEVILLE, CALIFORNIA

COUNCIL COMMUNICATION

CC #: 8347
File #: 0102-06

Title:	Proclamation - West Nile Virus and Mosquito and Vector Control Awareness Week
Contact:	Heather Blanco 916-774-5265 hblanco@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 5.2.

RECOMMENDATION TO COUNCIL

Proclaim April 16-22, 2017 as West Nile Virus and Mosquito and Vector Control Awareness Week, increasing public awareness of the threat of diseases, and encouraging action in prevention to help minimize health threats within Roseville.

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

Rob Jensen, City Manager

COUNCIL COMMUNICATION

CC #: 8379
File #: 0900-04-02

Title:	Woodcreek Oaks Boulevard Widening Project - Approval of Plans and Specifications and Authorization to Call for Bids
Contact:	Stefanie A. Kemen 916-774-5372 skemen@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.1.

RECOMMENDATION TO COUNCIL

Staff recommends that the City Council approve the plans and specifications for the Woodcreek Oaks Boulevard Widening project and authorize staff to call for bids.

BACKGROUND

The Council-adopted Roadway Capital Improvement Program calls for Woodcreek Oaks Boulevard to have four lanes between Pleasant Grove Boulevard and Blue Oaks Boulevard. The new Campus Oaks Development recently completed a portion of this widening between Blue Oaks and Crimson Ridge Way. South of Crimson Ridge, Woodcreek Oaks continues to have only two vehicle lanes along with the associated bike lanes, curb, gutter, sidewalk, and a center median designed to accommodate the future widening of the road to four lanes. The Woodcreek Oaks Boulevard Widening Project will complete the widening of this segment of Woodcreek Oaks. The project includes adding one lane in each direction using the space available in the extra wide median, and constructing the other half of the bridge over the south branch of Pleasant Grove Creek.

Construction is anticipated to begin in early July 2017, with completion by August 2018. The construction schedule anticipates a wet-weather suspension of construction activities between October 2017 and April 2018.

Construction plans and specifications for the project have been completed and are available at the City Clerk's Office for Council's review.

PUBLIC OUTREACH

Public Works staff will be working closely with our communication team (CT) 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. About two weeks before the planned work, Changeable Message Signs (CMS) will be placed, and staff will send letters to residents and

businesses adjacent to the project area. The letters will explain the planned work and what the recipients can expect before, during, and after the project. The CMS's will be placed at several locations within the project area to inform the traveling public about the project's start and end times and any potential traffic impacts expected due to the work. Construction is scheduled to occur during regular business hours, and one traffic lane in each direction will remain open to travelers.

FISCAL IMPACT

The engineer's estimate for this project is $6.7 million and is fully funded by Traffic Mitigation Funds. No General Funds will be used.

ECONOMIC DEVELOPMENT / JOBS CREATED

Based on Federal guidelines, there is one job created for every $92,000.00 in direct government spending. Based on that figure, this project will create 72 jobs.

ENVIRONMENTAL REVIEW

Council approval of bid documents for the Woodcreek Oaks Boulevard Widening Project is an action that is subject to CEQA. Project level CEQA compliance for the Woodcreek Oaks Boulevard Widening Project was accomplished with the preparation of the Woodcreek Oaks Boulevard Widening Project Initial Study/Mitigated Negative Declaration (IS/MND) (Adopted: February 1, 2017) (SCH: 2016102053). Because the Woodcreek Oaks Boulevard Widening Project is consistent with the project evaluated in the IS/MND, no new effects would be expected to occur and all applicable mitigation measures from the IS/MND will be implemented. As such, no additional CEQA action is required at this time.

Respectfully Submitted,

Stefanie A. Kemen, Assistant Engineer

Rhon Herndon, Public Works Director

_____

Rob Jensen, City Manager

ATTACHMENTS:

Description

Plans

Specifications

DATE PLOTTED: 2/15/2017

SHEET INDEX:

SHEET NO.	SHEET TITLE	TITLE
1	T-1	TITLE SHEET
2	GN-1	GENERAL NOTES
3-10	X-1 THRU X-8	TYPICAL SECTIONS
11	CD-1	CONTROL DIAGRAM
12-25	L-1 THRU L-13	LAYOUT
26-28	C-1 THRU C-3	CONSTRUCTION DETAILS
29-32	EC-1 THRU EC-4	EROSION CONTROL
33	DP-1	DRAINAGE PROFILES
34	DD-1	DRAINAGE DETAILS
35-47	U-1 THRU U-13	UTILITY PLAN
48-54	SC-1 THRU SC-7	STAGE CONSTRUCTION
55-58	PD-1 THRU PD-4	PAVEMENT DELINEATION PLAN
59	PDQ-1	SIGNING & STRIPING
60-61	Q-1 THRU Q-2	SUMMARY OF QUANTITIES
62-66	TD-1 THRU TD-5	TREE DISPOSITION AND PROTECTION PLAN
67-74	IP-1 THRU IP-8	IRRIGATION PLAN
75	IP-9	LANDSCAPE DOCUMENTATION PACKAGE
76-82	PP-1 THRU PP-7	PLANTING PLAN
83-85	LD-1 THRU LD-3	LANDSCAPE DETAILS
86	SL-1	STREET LIGHTING
87-94	E-1 THRU E-8	TRAFFIC SIGNAL SCHEDULE
95-105	1 THRU 15	STRUCTURE PLANS

IMPROVEMENT PLANS
FOR
WOODCREEK OAKS BOULEVARD WIDENING PROJECT
PROJECT # 162502
FROM 600' NORTH OF PLEASANT GROVE BOULEVARD TO CRIMSON RIDGE WAY

To be supplemented by City of Roseville
Standard Specifications and Construction Details dated January 2016,
California Standard Plans dated 2015

CITY OF ROSEVILLE CALIFORNIA

90% PROGRESS PRINT
FEBRUARY 14TH, 2017

SUBMITTED BY:
BRIAN STEPHENSON, PE — DATE
ENGINEER IN RESPONSIBLE CHARGE
DOKKEN EGNIEERING
RCE: 65313 EXP: 9/30/17

CITY OF ROSEVILLE
DEPARTMENT OF PUBLIC WORKS

APPROVAL RECOMMENDED BY:
JASON SHYKOWSKI, PE — DATE
PRINCIPAL ENGINEER
CITY OF ROSEVILLE
RCE: 58234 EXP: 6/30/18

APPROVED BY:
RHON L. HERNDON, PE — DATE
PUBLIC WORKS DIRECTOR
CITY OF ROSEVILLE
RCE: 50909 EXP: 9/30/17

CALL BEFORE YOU DIG

THE CONTRACTOR SHALL CALL "UNDERGROUND SERVICE ALERT" (USA) AT 811 AT LEAST 2 WORKING DAYS PRIOR TO PERFORMING ANY EXCAVATION

CITY OF ROSEVILLE			
UTILITY REPRESENTATIVES/CONTACTS			
UTILITY	REPRESENTATIVES		PHONE
TELECOM CABLE	CONSOLIDATED COMMUNICATIONS	LARRY MONTGOMERY	916-786-1217
DRAINAGE	CITY OF ROSEVILLE	JERRY DANKBAR	916-774-5790
ELECTRIC/STREET LIGHTS	CITY OF ROSEVILLE	COREY MAH	916-774-5614
GAS	PACIFIC GAS & ELECTRIC	ANNALESA MORLOCK	530-889-5150
SEWER	CITY OF ROSEVILLE	KEN GLOTZBACH	916-746-1820
WATER	CITY OF ROSEVILLE	JIM MULLIGAN	916-774-5668
PARKS/RECREATION	CITY OF ROSEVILLE	JOEL DE JONG	916-223-7757

NO.	DESCRIPTION	APPD. ENGR.	DATE

SCALE:
HORIZ. 1" = N/A
VERT. 1" = N/A

BENCH MARK BM 95
ELEV: = 107.05
CITY OF ROSEVILLE BENCHMARK, NORTH WEST CORNER OF EXISTING BRIDGE

DESIGNED BY: B. STEPHENSON
DRAWN BY: V. NGUYEN
CHECKED BY: J. OSTDIEK
PROJ. ENGR.: B. STEPHENSON

REGISTERED PROFESSIONAL ENGINEER — BRIAN STEPHENSON — No. 65313 — Exp. 9/30/17 — CIVIL — STATE OF CALIFORNIA

DOKKEN ENGINEERING
110 BLUE RAVINE ROAD, SUITE 200
FOLSOM, CA 95630
PH: 916-858-0642 FAX: 916-858-0643

CITY OF ROSEVILLE CALIFORNIA

CITY OF ROSEVILLE
DEPARTMENT OF PUBLIC WORKS
311 VERNON STREET
ROSEVILLE, CA 95678
(916) 746-1300

WOODCREEK OAKS BOULEVARD WIDENING PROJECT

TITLE SHEET
T-1

DATE 2/14/2017
SHEET NO. 1 OF 105

...\511\2240_AB01.dgn

Woodcreek Oaks Boulevard Widening Project

Public Works - Engineering

311 Vernon Street ● Roseville, CA 95678 - 2649
www.roseville.ca.us/engineering

CITY OF ROSEVILLE CALIFORNIA

COUNCIL COMMUNICATION

CC #: 8364
File #: 0721-03 & 0201-01

Title:	Louis Orlando Transfer Point Improvement Project - Award of Project, Execution of Agreement and Budget Adjustment
Contact:	Nick Graves 916-746-1305 ngraves@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.2.

RECOMMENDATION TO COUNCIL

Staff recommends that City Council:

1. Award the Louis Orlando Transfer Point Project to the sole bidder, Western Engineering Contractors, Inc., in the amount of $3,069,311.75 with authorization to exceed the award amount by 10% ($306,931.18) as a construction change order contingency;
2. Approve a budget adjustment in the amount of $2,849,663.00;
3. Authorize the City Manager to execute the agreement with Western Engineering Contractors, Inc.

BACKGROUND

The Louis Orlando Transfer Point Improvement Project will reconstruct and expand an existing bus transfer point on the south side of the City at the east corner of Louis Lane and Orlando Avenue (see attached Exhibit A). The transfer point will be used by Roseville Transit as well as Sacramento Regional Transit and Placer County Transit. The transfer point will also include a parking lot for commuters using public transit to get to their destination.

The transfer point improvements include: covered waiting platforms with bench seating, electronic transit schedule boards, a bus pass kiosk, a small restroom and utility closet for employee use only, a paved parking lot, bike racks, bike lockers, on-site lighting, and landscaping.

Council approved the project plans and specifications and authorized staff to call for bids at their February 17, 2016 meeting. Bids were subsequently opened on June 19th, 2016. Only one bid was received for an amount of $3,212,258.75 which was $946,133, or 42%, over the Engineer's Estimate. Staff believed this bid amount was excessive based on bids for other projects, and recommended that Council reject the bid and authorize staff to rebid the project at the August 17, 2016 Council meeting.

The project was re-advertised and bids opened on February 27, 2017. Only one bid was

received for $3,069,311.75. This is $569,311.75 over the revised engineer's estimate. The increased bid cost above the engineer's estimate is due to an improving economy resulting in higher construction costs overall. Staff has reviewed the bid from Western Engineering and found their bid to be complete and in order. We anticipate construction to begin in May and be completed by September of 2017.

February 2017 Bid Results

	Bid Results
Engineer's Estimate	$2,500,000.00
Western Engineering	$3,069,311.75

The bid received in February 2017 was $142,947.00 less than the bid received in June 2016. A comparison of the lowest bid received in June 2016 and the lowest bid received in February 2017 is provided in the table below.

2016 Bid vs 2017 Bid Comparison

	Bid Results
June 2016 Low Bid	$3,212,258.75
February 2017 Low Bid	$3,069,311.75

A majority of the net decrease in bid amount from last year was a result of the Sacramento Area Council of Governments agreeing to furnish the bus pass kiosk. This reduces the bid amount because the contractor does not need to purchase the kiosk and only included the cost of installation in their bid. The price was also affected by the timing of the advertisement. By advertising early in the construction season, some items decreased in price because the demand for these items has not yet peaked this year. These items include the cost of mobilization, landscape irrigation, asphalt, and aggregate road base. There was, however, an increase in price for other items. The items that had a price increase included electrical, plumbing, and concrete work. The increase in cost for these items is consistent with an industry trend that represents a high demand, low supply environment for the skilled trades.

PUBLIC ENGAGEMENT: Previous public engagement included public open houses held during the planning process in 2011. Staff also attended and presented the project at a City of Citrus Heights public meeting for their Auburn Blvd Complete Streets Revitalization Project in June of 2016. Staff has been in direct contact with local business owners throughout the planning and bidding process to keep the abreast of the project's progress.

As the project moves forward, communication staff will execute a comprehensive communication plan in conjunction with Sacramento Regional Transit, Placer County Transit, and Western Engineering Contractors. Transit riders and the community will be kept informed and engaged about the project's progress and construction impacts through a variety of communication strategies. These include: City digital and print efforts, earned press coverage, social media, and in-person outreach. Additionally, the partner agencies will share information through their respective channels.

FISCAL IMPACT

This project is funded by Federal, State, and County grant funds, and through the use of Local

Transit funds. No General Funds will be used for this project. The total anticipated cost to construct the project is $3,658,000.00. The City of Roseville, in cooperation with Sacramento Regional Transit, Placer County Transit and the Placer County Transportation Planning Agency (PCTPA) will use grant funds to pay for a substantial portion of the project. The breakdown of participating grant funds and available resources in the Local Transit Fund to be used for this project follows:

- FTA grant $2,480,000.00
- Proposition 1B TSSSDRA grant $80,081.00
- State Low-Carbon Transit Operations Program grants $277,349.00*
- Placer County Air Pollution Control District Clean Air grant funds $117,000
- Placer County and Sacramento Regional Transit reimbursement $362,667.00
- Local Transit Fund Available Resources $340,903.00

* Including $50,000.00 from Placer County Transit, $11,645.00 from the city of Rocklin and $5,191.00 from the City of Auburn.

The requested budget adjustment in the total amount of $2,849,663.00 will increase the total project construction budget to $3,658,000.00 and will cover the construction contract, construction contingency, construction management, materials testing, and City staff time. No General Funds are allocated for this project.

ECONOMIC DEVELOPMENT / JOBS CREATED

Federal guidelines suggest that there is one job created for every $92,000 in direct government spending. Based on that figure, this project will create 33.4 jobs.

ENVIRONMENTAL REVIEW

Construction of the Louis Orlando Transfer Point Improvement Project is an action that is subject to CEQA. Project level CEQA compliance for the Louis/Orlando Transfer Point project was accomplished with preparation of the Initial Study/Mitigated Negative Declaration (Adopted: September 19, 2012) (SCH: 2012072026). Because the Louis/Orlando Transfer Point project is consistent with the project evaluated in the Initial Study/Mitigated Negative Declaration, no new effects would be expected to occur and all applicable mitigation measures from the Initial Study/Mitigated Negative Declaration will be implemented. As such, no additional CEQA action is required at this time.

Respectfully Submitted,

Nick Graves, Assistant Engineer

Rhon Herndon, Public Works Director

Rob Jensen, City Manager

ATTACHMENTS:

Description

Exhibit A - Project Location Map

Resolution No. 17-119

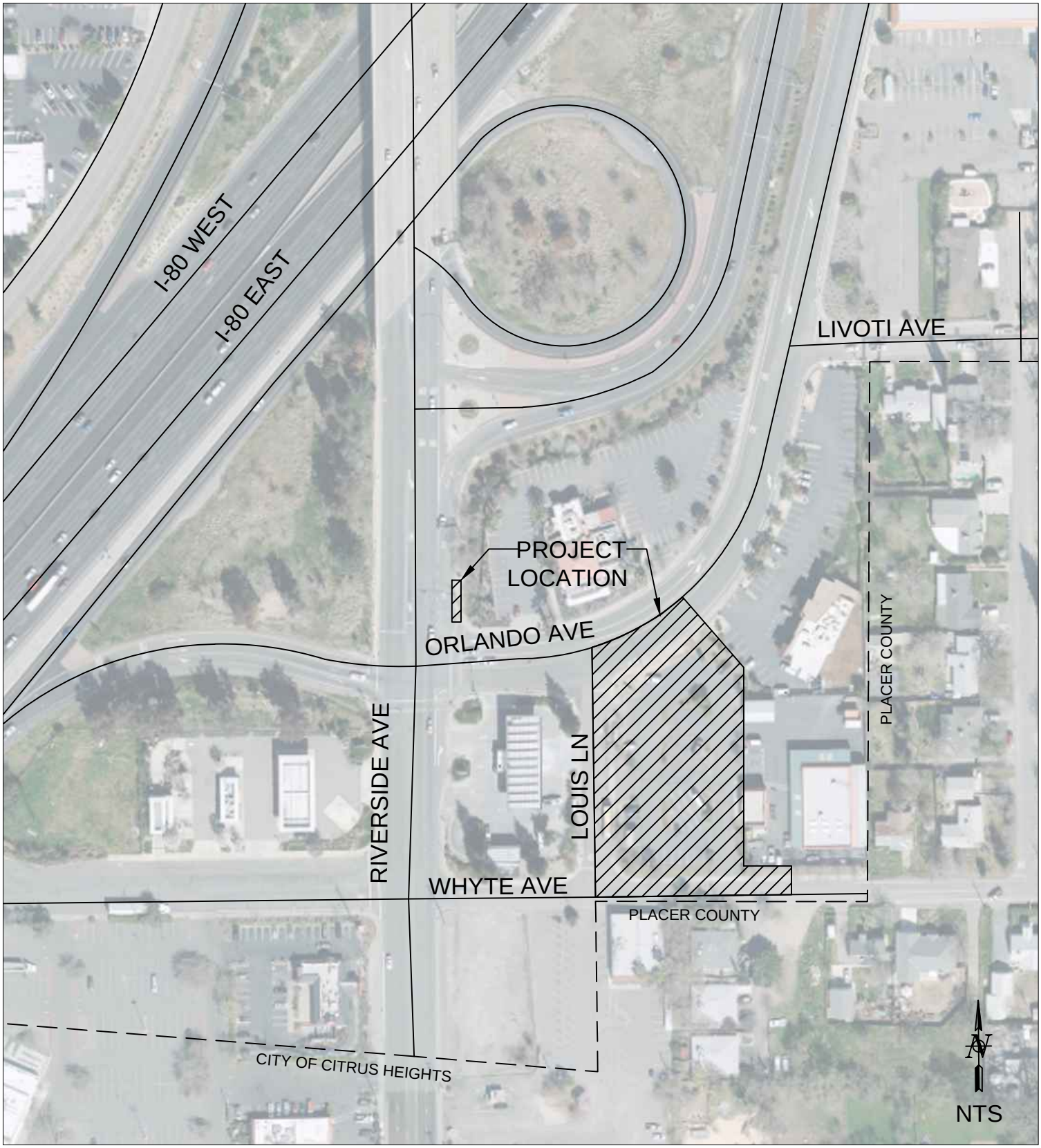
Agreement

Ordinance No. 5822

Budget Adjustment

EXHIBIT A - LOCATION MAP

LOUIS ORLANDO TRANSFER POINT



RESOLUTION NO. 17-119

APPROVING AN AGREEMENT BETWEEN THE CITY OF ROSEVILLE AND WESTERN ENGINEERING CONTRACTORS, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE

WHEREAS, an agreement between the City of Roseville and Western Engineering Contractors, Inc., for the Louis/Orlando Transfer Point Improvement project, 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 or his designee is authorized to approve change orders for the project, consistent with the contract terms, provided that the net cost of all change orders shall not exceed 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

* Copy *

AGREEMENT

THIS AGREEMENT, is made and entered into this ___day of _____, 20__, by and between the City of Roseville, a municipal corporation, ("CITY"), and Western Engineering Contractors, Inc. _____, a California Corporation _____, ("CONTRACTOR"); and

WITNESSETH:

WHEREAS, the City Council of the CITY, at a meeting held on the ____day of _____, 20__, approved plans and specifications for the Louis Orlando Transfer Point Improvement Project _____ and directed the City Clerk to advertise for sealed proposals for doing said work and providing that bids be submitted on the 27th day of ____February_____, 2017; 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 Louis Orlando Transfer Point Improvement 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 three million, sixty-nine thousand, three hundred eleven and 75/100 dollars ($3,069,311.75) 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 $5,000.00 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

ATTEST:

By: _____
SONIA OROZCO
City Clerk

CONTRACTOR:

By: _____

its: Josh Wertz-Vice President

AND

By: _____

its: _____

Business License #: 00800594

[E:\agreement\form agreements\project manual streets.docx; 2/15/2017]

[Streets & Bridges: 2/17]

APPROVED AS TO FORM:

By: _____
ROBERT R. SCHMITT
City Attorney

ORDINANCE NO. 5822

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 Louis/Orlando Transfer Point construction project per request of the Public Works Department, as listed on the attached Request for Budget Adjustment totaling $2,849,663.00

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

CITY OF ROSEVILLE CALIFORNIA

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*: Nick Graves, Asst. Engineer; Elizabeth Haydu, Fin. Analyst I

DEPARTMENT/DIVISION*: Public Works/Engineering; Transportation

FISCAL YEAR/EFFECTIVE DATE*: FY2016-17

PROPOSED COUNCIL DATE (if applicable): 04/05/2017

USE OF FUNDS*

AMOUNT*	ACCOUNT NUMBER GL ORG KEY*	GL OBJECT*	GL FUND*	JL PROJECT	JL ACTIVITY	Account Title/Activity Description*
2,849,663	90009	6130	440	099012	45	Facility Construction/Louis Orlando Transfer Point
$ 2,849,663	TOTAL					

SOURCE OF FUNDS*

AMOUNT*	ACCOUNT NUMBER GL ORG KEY	GL OBJECT	GL FUND*	JL PROJECT	JL ACTIVITY	Account Title/Activity Description*
2,480,000	00440	3700	440	099012	77	Federal Reimbursement/FTA Grants
69,663	00440	3749	440	099012	76	California Air Resources Board/LCTOP Grant
300,000	00440	3790	440	099012	79	From Other Agencies/PCAPCD/Placer County/SacRT
$ 2,849,663	TOTAL					

FINANCE USE Approved:

Nancy A. Hisburger 3/15/17 — BUDGET MANAGER/DESIGNEE — DATE

Kathy Cullen 3/15/17 — Finance Director — Date

Justification for Budget Adjustment*:

Funds needed for construction of the Louis/Orlando Transfer Point construction project.

Approved: 3-17-2017 — REQUESTING DEPARTMENT HEAD / DESIGNEE — DATE

Approved: — CITY MANAGER — DATE

Revised 6/2016

COUNCIL COMMUNICATION

CC #: 8369
File #: 0203-13-02

Title:	Traffic Signal Items (RFQ 01-3118) - Purchase Order
Contact:	Babette Owens 916-774-5704 bowens@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.3.

RECOMMENDATION TO COUNCIL

Recommend Council adopt a resolution to authorize purchase orders to Tesco Controls, Inc., Pentrad, Advanced Traffic Products, Inc., Western Pacific Signal, LLC, Western Systems, Inc., Econolite, Inc., Control Tech West, Inc., Anixter, Inc., and McCain, Inc., as the lowest responsive bidders for traffic signal items to be issued on an as needed basis for bids received in response to RFQ 01-3118.

The initial contract is from the date of contract award through 6/30/18. The estimated total of $97,000.00 for the remainder of FY2016-17 and $290,000.00 for FY2017-18 is derived from historical data and knowledge of future requirements.

The bid allowed for four optional renewal years at one-year intervals. Staff requests authorization to continue utilizing the remaining optional renewal years of the bid contract without further Council approvals until the contract expires or until City staff determines that continuing with the same vendor is not in the City's best interest.

BACKGROUND

The Public Works Traffic Signal Division has an ongoing requirement for miscellaneous traffic signal items including but not limited to such things as traffic signal boxes and lids, traffic signal cameras and pole mount kits, traffic control cabinets, control cabinet battery back-up's, control cabinet detectors, control cabinet load switches, ITS Express Ethernet switches, LED (light-emitting diode) signals and LED signal heads, etc. These items are used in the repair, upgrade, and maintenance of existing traffic signals as well as the installation of new traffic signals throughout the City of Roseville.

A formal bid was issued where vendors were asked to quote a total of 112 items that are stocked in the Traffic Signals Warehouse. The contract is awarded on a line item by line item basis to the lowest responsive bidder for each product. The various traffic signal items will be purchased on an as needed basis throughout the contract term from the vendor receiving the award for that item.

FISCAL IMPACT

The estimated total for the initial contract term is $387,000.00. Funding is included in the Public Works Traffic Signal Division's FY2016-17 and FY2017-18 Budgets. The dollars will be encumbered one year at a time pending Council approval of budget for each year.

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 purchase of traffic signal items does not include the potential for a significant environmental effect, and therefore is not subject to CEQA.

Respectfully Submitted,

Babette Owens, Buyer

Paul Diefenbach, Central Services Director

_____

Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 17-115

RESOLUTION NO. 17-115

APPROVING PURCHASE ORDERS BETWEEN THE CITY OF ROSEVILLE AND TESCO CONTROLS, INC., PENTRAD, ADVANCED TRAFFIC PRODUCTS, INC., WESTERN PACIFIC SIGNAL, LLC, WESTERN SYSTEMS, INC., ECONOLITE, INC., CONTROL TECH WEST, INC., ANIXTER, INC., AND MCCAIN, INC.

WHEREAS, purchase orders for traffic signal items, between the City of Roseville and Tesco Controls, Inc., Pentrad, Advanced Traffic Products, Inc., Western Pacific Signal, LLC, Western Systems, Inc., Econolite, Inc., Control Tech West, Inc., Anixter, Inc., and McCain, Inc., have been reviewed by the Council; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that said purchase orders are approved and staff is authorized to execute four optional one-year renewals of the purchase orders provided that the applicable budget is approved by the City Council.

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 #: 8355
File #: 0203-01 & 0201-01

Title:	Vehicle Purchases - Service Agreement, Budget Adjustment, and Purchase Order
Contact:	Tiffany Valdez 916-774-5708 tvaldez@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.4.

RECOMMENDATION TO COUNCIL

RFQ 01-3125
Recommend Council authorize a service agreement to Edward R. Bacon Company, Inc. as the lowest responsive bidder to RFQ 01-3125 for the purchase and fabrication of one Stellar ECCR container carrier with Utility Body. The total cost, including tax, is $62,983.79. Additionally, adopt a resolution authorizing the City Manager to sign the service agreement.

Budget Adjustment
Recommend Council adopt an ordinance amending the budget by $77,985.00 in order for the Environmental Utilities (EU) Department to purchase a surplus 2008 International 4400 truck, vehicle number 08-328, from the Parks Maintenance Division, and for the purchase of the Stellar ECCR container carrier with Utility Body. The truck will be transferred to the Environmental Utilities (EU) Department Solid Waste Division where the truck will be modified to mount the Stellar ECCR with utility body onto the cab and chassis. The cost of the surplus truck from Parks Maintenance is $15,000.00, and the cost of the Stellar ECCR is $62,983.79 for a total of $77,983.79. Funding for this purchase was included in the FY2015-16 Auto Replacement Budget as a new employee fleet addition and funds were not carried forward into the current FY2016-17 Auto Replacement Budget while specifications for a bid were being developed.

RFQ 01-3126
Recommend Council authorize a purchase order to Long Beach BMW Motorcycles as the lowest responsive bidder to RFQ 01-3126 for six BMW Police Motorcycles to replace vehicle numbers 09-500, 09-501, 10-506, 10-507, 10-508, and 12-515. The total cost of the motorcycles, including tax and options, is $199,464.42. Funding is included in the FY2016-17 Auto Replacement Fund.

BACKGROUND

RFQ 01-3125
The EU Solid Waste Division is purchasing one Stellar ECCR Utility Body to be mounted on the

cab and chassis of existing vehicle number 08-328. The Park Maintenance Division vehicle number 08-328 was assigned to surplus in FY2016-17 and will be transferred to the EU Solid Waste Division. The truck will be repurposed to add the Stellar ECCR with utility body to transport commercial dumpsters to and from businesses and residents throughout the City. The rotating forks allow dumpsters to be emptied, cleaned, and rinsed as needed. The equipment lifts bins in order to replace wheels, casters, and make repairs. It also carries large containers for the Residential door-to-door Universal Waste (E-waste) Program and can be used for delivery of residential cans.

A formal bid was issued with the following vendor response:

Vendor	Total
Edward R. Bacon Company, Inc. Sacramento, CA	**$62,983.79**

RFQ 01-3126
The Police Department is purchasing six BMW R1200 RT-P motorcycles to replace five Honda ST1300's and one Kawasaki Concours 1400. The motorcycles are used by the Police Department to enforce traffic laws, respond to collisions and service calls, as well as attend community events throughout the City.

A formal bid was issued with the following vendor responses:

Vendor	Unit Price (without options)	Total (qty 6)
Long Beach BMW Motorcycles Long Beach, CA	**$25,877.95**	**$155,267.70**
J.C. Enterprises Bakersfield, CA	$36,964.33	$221,785.98

Vehicle replacements are based on the Fleet Scoring System which considers factors such as age, miles, reliability, prior maintenance and repair costs, and current condition. Below are the vehicle replacement scores.

Vehicle ID	Replacement Score	Vehicle Condition
09-500	30	Meets City replacement criteria
09-501	30	Meets City replacement criteria
10-506	27	Meets City replacement criteria
10-507	28	Meets City replacement criteria
10-508	26	Meets City replacement criteria
12-515	28	Meets City replacement criteria

FISCAL IMPACT

RFQ 01-3125
The total cost, including tax, is $62,983.79. A budget adjustment in the amount of $77,985.00 is included to pay for the Stellar ECCR with utility body, plus $15,000.00 for the surplus truck. The budget adjustment will move the funds from the FY2016-17 Solid Waste Capital Purchase account to the FY2016-17 Auto Replacement Budget.

RFQ 01-3126
The total cost of the motorcycles, including tax and options, is $199,464.42. Funding for this purchase is included in the FY2016-17 Auto Replacement Budget.

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 purchase of vehicles does not include the potential for a significant environmental effect, and therefore is not subject to CEQA.

Respectfully Submitted,

Tiffany Valdez, Buyer

Paul Diefenbach, Central Services Director

_____
Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 17-108

S1708211 Edward R. Bacon Company, Inc.

Ordinance No. 5820

Request for Budget Adjustment RFQ 01-3125

RESOLUTION NO. 17-108

APPROVING A SERVICE AGREEMENT BETWEEN CITY OF ROSEVILLE AND EDWARD R. BACON COMPANY, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE

WHEREAS, a service agreement (Service Agreement No. S1708211) for purchase and fabrication of one Stellar ECCR with utility body, between City of Roseville and Edward R. Bacon Company, Inc., has been prepared and reviewed by the Council;

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: **S1708211**

SERVICE LOCATION: AS DIRECTED

REQ. NO.: R1715085 DATE: 02/15/2017

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

Contractor No.: V00035
Telephone No.: 916-383-8250 Fax: 916-381-1386
Email address: STEVE1@ERBACON.COM
Contractor: EDWARD R. BACON COMPANY, INC.
ATTN: STEVE BENSTEAD
8440 BELVEDERE AVENUE
UNIT A
SACRAMENTO, CA 95826

Department: ENVIRONMENTAL UTILITIES

Acct. Code: 03322-6000

Buyer: TIFFANY VALDEZ
Phone: 916-774-5708

Start Date	Terms	Completion Date	Insurance Limits	Contact
EXECUTED AGREEMENT	NET 30	FINAL PAYMENT	Approved by Risk Mgt.	PETER BREVIK

The contractor shall furnish all labor, equipment and materials necessary to accomplish the following:
Vendor shall remove the existing Stellar Flex 36 Series Model 120-14 Hook Lift currently on the City's 2008 International 4400 truck and replace it with a new, unused Stellar Model ECCR Extendable and Retractable fork body with rotator, extendable rack and utility body in accordance with all specifications, terms, conditions, drawings and attachments of RFQ 01-3125.

Please contact Peter Brevik at (916) 746-1754 with questions regarding this agreement.

Total Cost of Service: $ **62,983.79**

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.: 5850 *Contractor License No.:* 906345 *DIR Registration No.:* 1000025841

☐ **SOLE PROPRIETOR** ☐ **PARTNERSHIP** ☒ **CORPORATION**

CONTRACTOR: Harry How Harry How President
SIGNATURE **PRINT NAME** **TITLE**

CONTRACTOR: _____
SIGNATURE **PRINT NAME** **TITLE**

By: _____
Rob Jensen, City Manager
CITY OF ROSEVILLE, A MUNICIPAL CORPORATION

ORDINANCE NO. 5820

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 purchase and fabrication of one Stellar ECCR with utility body, per request of the Environmental Utilities Department, as listed on the attached Request for Budget Adjustment in the amount of $155,700.00.

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

CITY OF ROSEVILLE CALIFORNIA

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*: Devin Whittington

DEPARTMENT/DIVISION*: Environmental Utilities

FISCAL YEAR/EFFECTIVE DATE*: FY 16/17

PROPOSED COUNCIL DATE (if applicable): 04/05/2017

USE OF FUNDS*

AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL			JL		
	ORG KEY*	OBJECT*	FUND*	PROJECT	ACTIVITY	
77,985	03322	6000	502			Auto Replacement
77,985	00502	3904	502			Auto Replacement - Tranfer IN
$ 155,970	TOTAL					

SOURCE OF FUNDS*

AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL			JL		
	ORG KEY	OBJECT	FUND*	PROJECT	ACTIVITY	
77,985			462			Solid Waste Capital- Avail Resources
77,985	00462	8904	462			SW Capital Purchase - Tranfser Out
$ 155,970	TOTAL					

FINANCE USE

Approved: Nancy Whitington 3/9/17
BUDGET MANAGER/DESIGNEE DATE

Kathy Cullen 3/9/17
Finance Director Date

Justification for Budget Adjustment*:

The Solid Waste Maintenance Division, 08413, is requesting appropriation of funds to purchase a vehicle previously included with the FY15/16 budget. Background: The Vehicle was never purchased, nor encumbered; FY15/16 line item #96 was an addition to the fleet for use with a new employee. Funds to purchase will come from the Solid Waste Capital Purchase account.

Approved: 3/13/17
REQUESTING DEPARTMENT HEAD / DESIGNEE DATE

Approved:
CITY MANAGER DATE

Revised 6/2016

COUNCIL COMMUNICATION

CC #: 8351
File #: 0203-07-02

Title:	Distribution Transformers (RFQ 2075) - Purchase Orders
Contact:	Babette Owens 916-774-5704 bowens@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.5.

RECOMMENDATION TO COUNCIL

Recommend Council authorize renewal of purchase orders to General Pacific, Central Moloney Inc., Pacific Utilities and Anixter Power Solutions (formerly HD Supply Power Solutions) for distribution transformers with purchases to be made on an as needed basis throughout the year. The estimated annual cost is $700,000.00 or not to exceed budgeted amounts.

This is the third of four optional renewal years for this bid. Staff requests authorization to continue renewing the contract without further Council approvals until the contract expires or until City staff determines that continuing with the same vendor is not in the City's best interest.

BACKGROUND

The Electric Department has a recurring requirement for distribution transformers. The purpose of a transformer is to convert power to a lower voltage to be used for new development construction and replacement of aged and failed equipment for homes and businesses. The estimated annual quantity to be purchased is 120, which is derived from historical data and knowledge of future requirements.

FISCAL IMPACT

The estimated annual cost for the transformers is $700,000.00. Funding is included in the Electric Department CIAC CIP Fund and 12kV Upgrade & Extension Fund for FY2016-17, and for FY2017-18, pending Council approval of budgets. Transformers are initially purchased using the Central Stores Inventory Replacement Account, and are ultimately purchased by the Electric Department for maintenance or new service projects and charged to their respective accounts.

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 purchase of distribution transformers does not include the potential for a significant environmental effect, and therefore is not subject to CEQA.

Respectfully Submitted,

Babette Owens, Buyer

Paul Diefenbach, Central Services Director

_____
Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 17-124

RESOLUTION NO. 17-124

APPROVING PURCHASE ORDERS BETWEEN THE CITY OF ROSEVILLE AND GENERAL PACIFIC, CENTRAL MOLONEY, INC., PACIFIC UTILITIES AND ANIXTER POWER SOLUTIONS

WHEREAS, purchase orders for distribution transformers, between the City of Roseville and General Pacific, Central Moloney, Inc., Pacific Utilities and Anixter Power Solutions, have been reviewed by the Council; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that said purchase orders are approved, and staff is additionally authorized to execute an optional fourth year renewal of each of the purchase orders provided that the applicable budget is approved by the City Council.

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 #: 8350
File #: 0203-07-01

Title:	Deadfront Pad-Mount Switchgear (RFQ 2082) – Purchase Order
Contact:	Babette Owens 916-774-5704 bowens@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.6.

RECOMMENDATION TO COUNCIL

Recommend Council authorize renewal of purchase orders to Anixter Power Solutions for deadfront pad-mount switchgear with purchases to be made on an as needed basis throughout the year. The estimated annual cost is $450,000.00 or not to exceed budgeted amounts.

This is the third of four optional renewal years for this bid. Staff requests authorization to continue renewing the contract without further Council approvals until the contract expires or until City staff determines that continuing with the same vendor is not in the City's best interest.

BACKGROUND

The Electric Department has a recurring requirement for deadfront pad-mount switchgear. The switchgear increases reliability to City customers by sectionalizing underground power lines. Typically in the event of a power outage, the switchgear can be reconfigured to isolate the problem area and restore power to other customers. Switchgear is used for new development construction and replacement of aged and failed equipment. The estimated annual quantities purchased are 20, which is derived from historical data and knowledge of future requirements.

FISCAL IMPACT

The estimated annual cost for the deadfront pad-mount switchgear is $450,000.00. Funding is included in the Electric Department CIAC CIP Fund and 12kV Upgrade & Extension Fund for FY2016-17, and for FY2017-18, pending Council approval of budgets. The switchgear are initially purchased using the Central Stores Inventory Replacement Account, and are ultimately purchased by the Electric Department for maintenance or new service projects and charged to their respective accounts.

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 purchase of switchgear does not include the potential for a significant environmental effect, and therefore is not subject to CEQA.

Respectfully Submitted,

Babette Owens, Buyer

Paul Diefenbach, Central Services Director

_____

Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 17-123

RESOLUTION NO. 17-123

APPROVING A PURCHASE ORDER BETWEEN THE CITY OF ROSEVILLE AND ANIXTER POWER SOLUTIONS

WHEREAS, a purchase order for deadfront pad-mount switchgear, between the City of Roseville and Anixter Power Solutions, have been reviewed by the Council; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that said purchase order is approved, and staff is additionally authorized to execute an optional fourth year renewal of the purchase order provided that the applicable budget is approved by the City Council.

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 #: 8345
File #: 0203-04

Title: HVAC Filter Replacement - Service Agreement Renewal
Contact: Dan Allen 916-774-5741 dallen@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.7.

RECOMMENDATION TO COUNCIL

Recommend Council adopt a resolution authorizing the City Manager to sign the renewal of service agreement number S1703252 with Air Filter Supply to provide HVAC filter replacement services on a scheduled and an as needed basis. This is the last of two one year renewal options. The total value on the agreement renewal is $45,000.00.

BACKGROUND

January 2013 the staff solicited proposals for HVAC filter service. March of 2013, Council adopt a resolution authorizing the City Manager to sign the the service agreement with Air Filter Supply for scheduled and as-needed HVAC filter replacement for three years with two one year renewal options. This is the last of two one year renewal options. Funding is included in the Building Maintenance FY2016/17 and proposed FY2017/18 budgets. Regularly scheduled filter replacements reduce costly breakdowns and extend the useful life of HVAC equipment.

FISCAL IMPACT

The service agreement renewal total annual value is $45,000.00. Funding is included in the Building Maintenance Division FY2016/17 and proposed FY2017/18 budgets.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable.

ENVIRONMENTAL REVIEW

The proposed project involves HVAC scheduled maintenance at existing facilities. 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,

Dan Allen, Facility Manager

Paul Diefenbach, Central Services Director

Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 17-122

Air Filter Supply Service Agreement

RESOLUTION NO. 17-122

APPROVING A SERVICE AGREEMENT RENEWAL BETWEEN CITY OF ROSEVILLE AND AIR FILTER SUPPLY, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE

WHEREAS, a Service Agreement Renewal (Service Agreement No. S1703252) for air filter replacement service, between City of Roseville and Air Filter Supply, has been prepared and reviewed by the Council;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that said Service Agreement Renewal 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: **S1703252**

SERVICE LOCATION: AS DIRECTED

REQ. NO.: Renewal DATE: 2/2/17

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

Contractor No.: V31956

Telephone No.: 916-364-5200 Fax: 916-364-5202
Email address: Eli@airfiltersupply.com
Contractor: AIR FILTER SUPPLY
ATTN: ELI BRINK
10087 MILLS STATION RD. STE C
SACRAMENTO, CA 95834

Department: CENTRAL SERVICES

Acct. Code: 03331-5100

Buyer: BABETTE OWENS
Phone: 916-774-5704

Start Date	Terms	Completion Date	Insurance Limits	Contact
4/17/17	NET 30	4/16/18	Approved by Risk Mgt.	LORI HOGAN

The contractor shall furnish all labor, equipment and materials necessary to accomplish the following:
VENDOR WILL PROVIDE AIR FILTER REPLACEMENT SERVICE AS NEEDED IN ACCORDANCE WITH THE RFP AND ATTACHED RATE SCHEDULE. ALL JOBS MUST BE QUOTED AND APPROVED BY CENTRAL SERVICES.

CONTACT LORI HOGAN AT 916-774-5707 FOR QUESTIONS REGARDING THIS AGREEMENT.

**The total amount listed is an approximation only. The City does not guarantee whatsoever the actual value of this contract.

Total Cost of Service: $ **45,000.00**

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.: _____ *Contractor License No.:* 878021 *DIR Registration No.:* 1000017707

☐ SOLE PROPRIETOR ☐ PARTNERSHIP ☒ CORPORATION

CONTRACTOR: [signature] Eli R Brink CEO
SIGNATURE PRINT NAME TITLE

CONTRACTOR: [signature] Amber K Brink SEC
SIGNATURE PRINT NAME TITLE

By: _____
Rob Jensen, City Manager
CITY OF ROSEVILLE, A MUNICIPAL CORPORATION

COUNCIL COMMUNICATION

CC #: 8362
File #: 0400-04-09-1

Title:	Fiddyment Ranch Phase 2 Village F-19B-Phase1 - Certificate of Completion
Contact:	Darin Crockett 916-746-1324 dcrockett@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.8.

RECOMMENDATION TO COUNCIL

Staff recommends that the City Council take the following action:

1. Adopt the attached resolution accepting Fiddyment Ranch Phase 2-Village F-19B-Phase 1, CWJ#130239, as complete.

2. Authorize the City Engineer to execute the Certificate of Completion.

BACKGROUND

The Engineering Division has made a final inspection of the above project and has found the roadway infrastructure work complete in accordance with the improvement plans and City Specifications.

FISCAL IMPACT

The actions requested as part of this action have no impact to the City's General Fund. Construction costs were paid by the developer.

ECONOMIC DEVELOPMENT / JOBS CREATED

Accepting the project as complete will not directly create jobs but rather maintain current employee levels of the developer until such a time the project is fully built out.

ENVIRONMENTAL REVIEW

The Council action of accepting Fiddyment Ranch Phase 2-Village F-19B-Phase 1 as complete will not result in a direct or reasonably foreseeable indirect physical change in the environment (CEQA Guideline 15060(c)(2). Adoption of this project does not include the potential for a significant environmental effect and therefore is not subject to CEQA.

Respectfully Submitted,

Darin Crockett, Construction Inspector

Kevin Payne, Development Services Director

_____

Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 17-112

COC

Exibit A

RESOLUTION NO. 17-112

RESOLUTION OF THE COUNCIL OF THE CITY OF ROSEVILLE ACCEPTING THE PUBLIC WORK KNOWN AS Fiddyment Ranch Phase 2-Village F-19B-Phase 1 PROJECT, APPROVING THE "CERTIFICATE OF COMPLETION", AND AUTHORIZING AND DIRECTING THE CITY ENGINEER TO EXECUTE SAID NOTICE ON BEHALF OF THE CITY OF ROSEVILLE, THEREFORE, AND ACCEPTING ALL DEDICATIONS OFFERED ON THE RECORDED MAP OF THE SUBDIVISION.

BE IT RESOLVED by the Council of the City of Roseville as follows:

1. The "Certificate of Completion" on file in the City Clerk's Department relative to that public work known as the Fiddyment Ranch Phase 2- Village F-19B- Phase1 is hereby approved and the public work accepted.

2. All rights of way and easements as offered on the final map of recorded with Placer County Recorder's Office Book DD of Maps, Page 71 is hereby accepted.

3. The City Engineer is hereby authorized and directed to execute said Notice 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

AFTER RECORDING RETURN TO:
CITY CLERK
311 VERNON STREET
ROSEVILLE, CA 95678

CERTIFICATE OF COMPLETION

NOTICE IS HEREBY GIVEN that the public work known as FIDDYMENT RANCH PHASE 2 -VILLAGE F-19B-Phase1 Project was completed and accepted by the City of Roseville on _____.The location is indicated on the attached map, marked as Exhibit "A" and incorporated herein by this reference.

The general contractor on said project was **LUND CONSTRUCTION**.

The surety on said project was **A SUBDIVISION MAINTENANCE BOND GUARANTEE AND WARRANTY SECURITY BOND NUMBER 705119S FROM DEVELOPERS SURETY AND INDEMINITY COMPANY IOWA**

_____
MARC STOUT
City Engineer
City of Roseville

ATTEST:

_____
SONIA OROZCO, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF PLACER)

I, MARC STOUT, being first duly sworn, depose and say: I am the City Engineer of the City of Roseville, a municipal corporation in the State of California, owner of the property described in the above Notice. I am duly authorized to make this verification for and on behalf of the City of Roseville. I have read the Certificate of Completion and know its contents and the facts stated therein are true.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

_____
MARC STOUT
City Engineer
City of Roseville

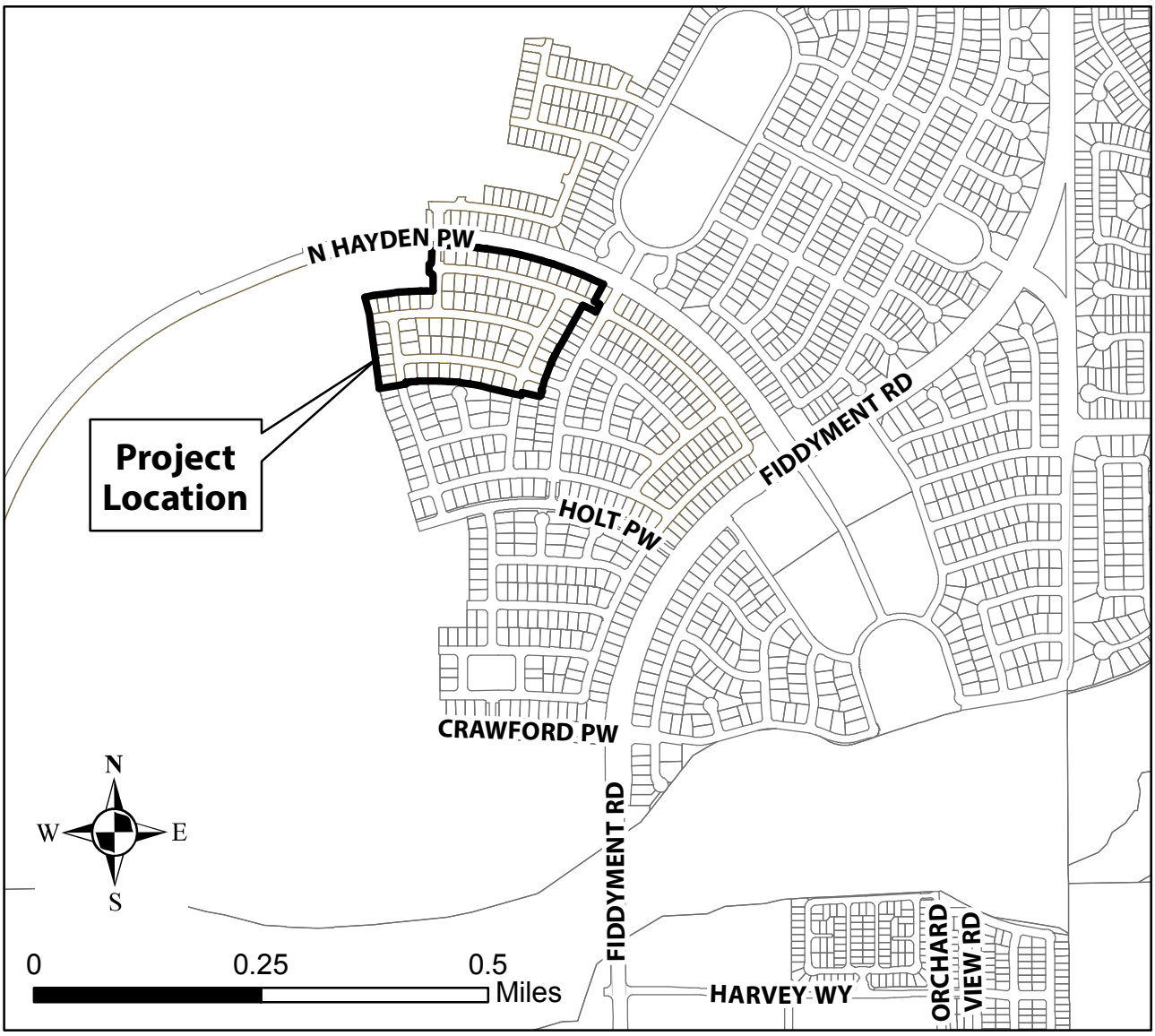
STATE OF CALIFORNIA)
COUNTY OF PLACER)

Subscribed and sworn to (or affirmed) before me on this ____day of _____, 2017, by _____ proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

_____
Notary Public in and for said County and State

EXHIBIT A

City of Roseville
Fiddyment Ranch - Phase 2
Village F-19B-Phase 1



COUNCIL COMMUNICATION

CC #: 8371
File #: 0400-04-12-1

Title:	Westbrook Phase I Village 24 - Certificate of Completion
Contact:	John Hernandez 916-774-5486 jhernandez@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.9.

RECOMMENDATION TO COUNCIL

Staff recommends that the City Council take the following action:

1. Adopt the attached resolution accepting Westbrook Phase I Village 24 Subdivision, CWJ# 160103, as complete.

2. Authorize the City Engineer to execute the Certificate of Completion.

BACKGROUND

The Engineering Division has made a final inspection of the above project and has found the roadway infrastructure work complete in accordance with the improvement plans and City Specifications.

FISCAL IMPACT

The actions requested as part of this action have no impact to the City's General Fund. Construction costs were paid by the developer.

ECONOMIC DEVELOPMENT / JOBS CREATED

Accepting the project as complete will not directly create jobs but rather maintain current employee levels of the developer until such a time the project is fully built out.

ENVIRONMENTAL REVIEW

The Council action of accepting Westbrook Phase I Village 24 Subdivision as complete will not result in a direct or reasonably foreseeable indirect physical change in the environment (CEQA Guideline 15060(c)(2). Adoption of this project does not include the potential for a significant environmental effect and therefore is not subject to CEQA.

Respectfully Submitted,

John Hernandez, Senior Construction Inspector

Kevin Payne, Development Services Director

_____

Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 17-117

Westbrook Phase I Village 24 Certificate of Completion

Westbrook Phase I Village 24 Exhibit A

RESOLUTION NO. 17-117

RESOLUTION OF THE COUNCIL OF THE CITY OF ROSEVILLE ACCEPTING THE PUBLIC WORK KNOWN AS Westbrook Phase I Village 24 PROJECT, APPROVING THE "CERTIFICATE OF COMPLETION", AND AUTHORIZING AND DIRECTING THE CITY ENGINEER TO EXECUTE SAID NOTICE ON BEHALF OF THE CITY OF ROSEVILLE, THEREFORE, AND ACCEPTING ALL DEDICATIONS OFFERED ON THE RECORDED MAP OF THE SUBDIVISION.

BE IT RESOLVED by the Council of the City of Roseville as follows:

1. The "Certificate of Completion" on file in the City Clerk's Department relative to that public work known as the Westbrook Phase I Village 24 is hereby approved and the public work accepted.

2. All rights of way and easements as offered on the final map of recorded with Placer County Recorder's Office Book DD of Maps, Page 64 is hereby accepted.

3. The City Engineer is hereby authorized and directed to execute said Notice 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

AFTER RECORDING RETURN TO:
CITY CLERK
311 VERNON STREET
ROSEVILLE, CA 95678

CERTIFICATE OF COMPLETION

NOTICE IS HEREBY GIVEN that the public work known as Westbrook Phase I Village 24 Project was completed and accepted by the City of Roseville on April 5, 2017. The_location is indicated on the attached map, marked as Exhibit "A" and incorporated herein by this reference.

The general contractor on said project was Teichert Construction

The surety on said project was The Atlantic Specialty Insurance Company, a New York Corporation. Subdivision maintenance bond # 800021795

_____
MARC STOUT
City Engineer
City of Roseville

ATTEST:

_____
SONIA OROZCO, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF PLACER)

I, MARC STOUT, being first duly sworn, depose and say: I am the City Engineer of the City of Roseville, a municipal corporation in the State of California, owner of the property described in the above Notice. I am duly authorized to make this verification for and on behalf of the City of Roseville. I have read the Certificate of Completion and know its contents and the facts stated therein are true.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

_____
MARC STOUT
City Engineer
City of Roseville

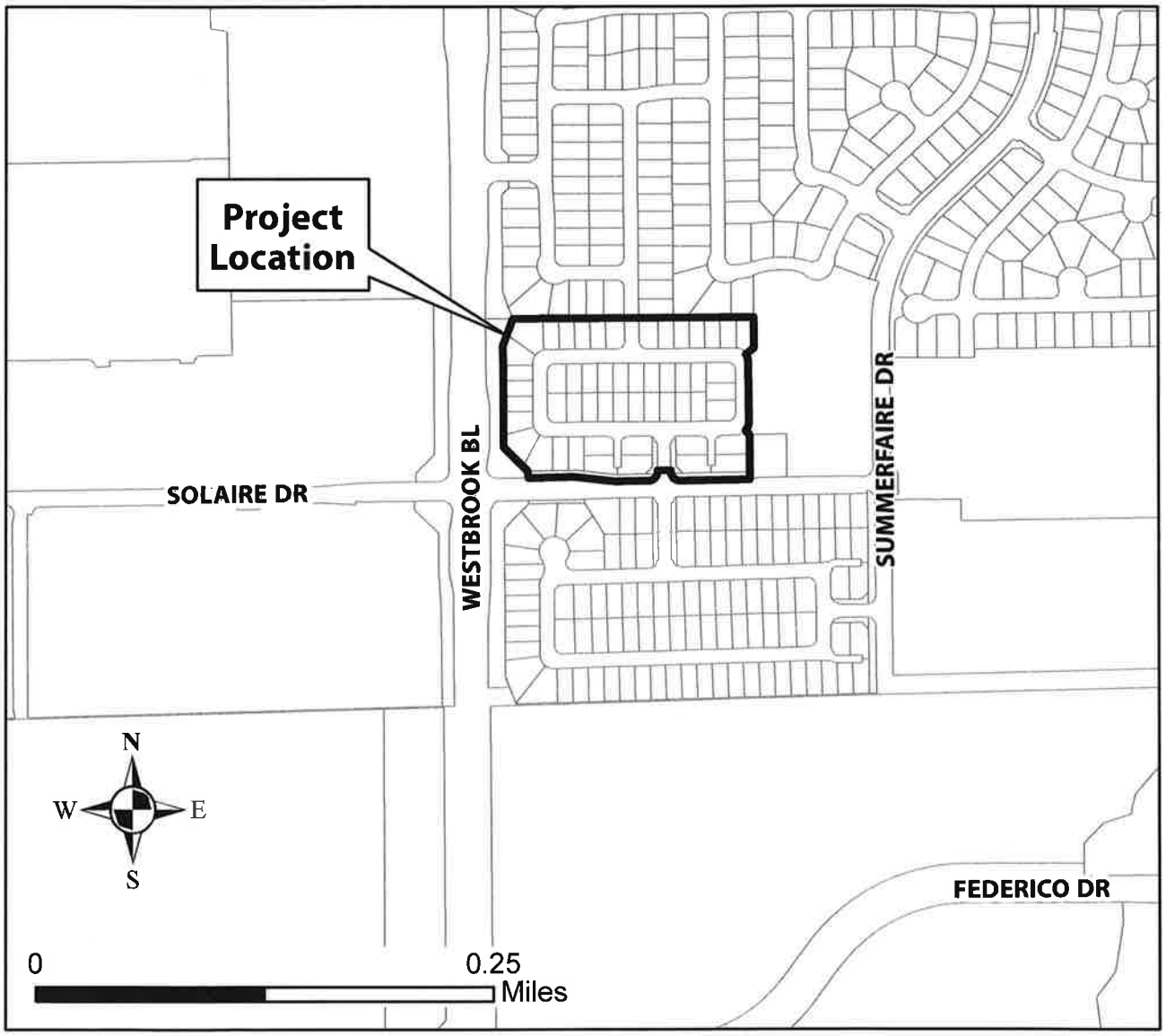
STATE OF CALIFORNIA)
COUNTY OF PLACER)

Subscribed and sworn to (or affirmed) before me on this ____day of _____, 2017, by _____ proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

_____
Notary Public in and for said County and State

EXHIBIT A

City of Roseville
Westbrook Phase 1
Village 24



COUNCIL COMMUNICATION

CC #: 8372
File #: 0400-04-12-1

Title:	Westbrook Phase I Village 25 - Certificate of Completion
Contact:	John Hernandez 916-774-5486 jhernandez@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.10.

RECOMMENDATION TO COUNCIL

Staff recommends that the City Council take the following action:

1. Adopt the attached resolution accepting Westbrook Phase I Village 25, CWJ# 160105, as complete.

2. Authorize the City Engineer to execute the Certificate of Completion.

BACKGROUND

The Engineering Division has made a final inspection of the above project and has found the roadway infrastructure work complete in accordance with the improvement plans and City Specifications.

FISCAL IMPACT

The actions requested as part of this action have no impact to the City's General Fund. Construction costs were paid by the developer.

ECONOMIC DEVELOPMENT / JOBS CREATED

Accepting the project as complete will not directly create jobs but rather maintain current employee levels of the developer until such a time the project is fully built out.

ENVIRONMENTAL REVIEW

The Council action of accepting Westbrook Phase I Village 25 as complete will not result in a direct or reasonably foreseeable indirect physical change in the environment (CEQA Guideline 15060(c)(2). Adoption of this project does not include the potential for a significant environmental effect and therefore is not subject to CEQA.

Respectfully Submitted,

John Hernandez, Senior Construction Inspector

Kevin Payne, Development Services Director

Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 17-118

Westbrook Phase I Village 25 Certificate of Completion

Westbrook Phase I Village 25 Exhibit A

RESOLUTION NO. 17-118

RESOLUTION OF THE COUNCIL OF THE CITY OF ROSEVILLE ACCEPTING THE PUBLIC WORK KNOWN AS Westbrook Phase I Village 25 PROJECT, APPROVING THE "CERTIFICATE OF COMPLETION", AND AUTHORIZING AND DIRECTING THE CITY ENGINEER TO EXECUTE SAID NOTICE ON BEHALF OF THE CITY OF ROSEVILLE, THEREFORE, AND ACCEPTING ALL DEDICATIONS OFFERED ON THE RECORDED MAP OF THE SUBDIVISION.

BE IT RESOLVED by the Council of the City of Roseville as follows:

1. The "Certificate of Completion" on file in the City Clerk's Department relative to that public work known as the Westbrook Phase I Village 25 is hereby approved and the public work accepted.

2. All rights of way and easements as offered on the final map of recorded with Placer County Recorder's Office Book DD of Maps, Page 78 is hereby accepted.

3. The City Engineer is hereby authorized and directed to execute said Notice 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

AFTER RECORDING RETURN TO:
CITY CLERK
311 VERNON STREET
ROSEVILLE, CA 95678

CERTIFICATE OF COMPLETION

NOTICE IS HEREBY GIVEN that the public work known as Westbrook Phase I Village 25 Project was completed and accepted by the City of Roseville on April 5, 2017. The_location is indicated on the attached map, marked as Exhibit "A" and incorporated herein by this reference.

The general contractor on said project was D R Horton Homes California

The surety on said project was The Nationwide Mutual Insurance Company, an Ohio Corporation. Subdivision maintenance bond # SNN4004257

_____
MARC STOUT
City Engineer
City of Roseville

ATTEST:

_____
SONIA OROZCO, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF PLACER)

I, MARC STOUT, being first duly sworn, depose and say: I am the City Engineer of the City of Roseville, a municipal corporation in the State of California, owner of the property described in the above Notice. I am duly authorized to make this verification for and on behalf of the City of Roseville. I have read the Certificate of Completion and know its contents and the facts stated therein are true.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

_____
MARC STOUT
City Engineer
City of Roseville

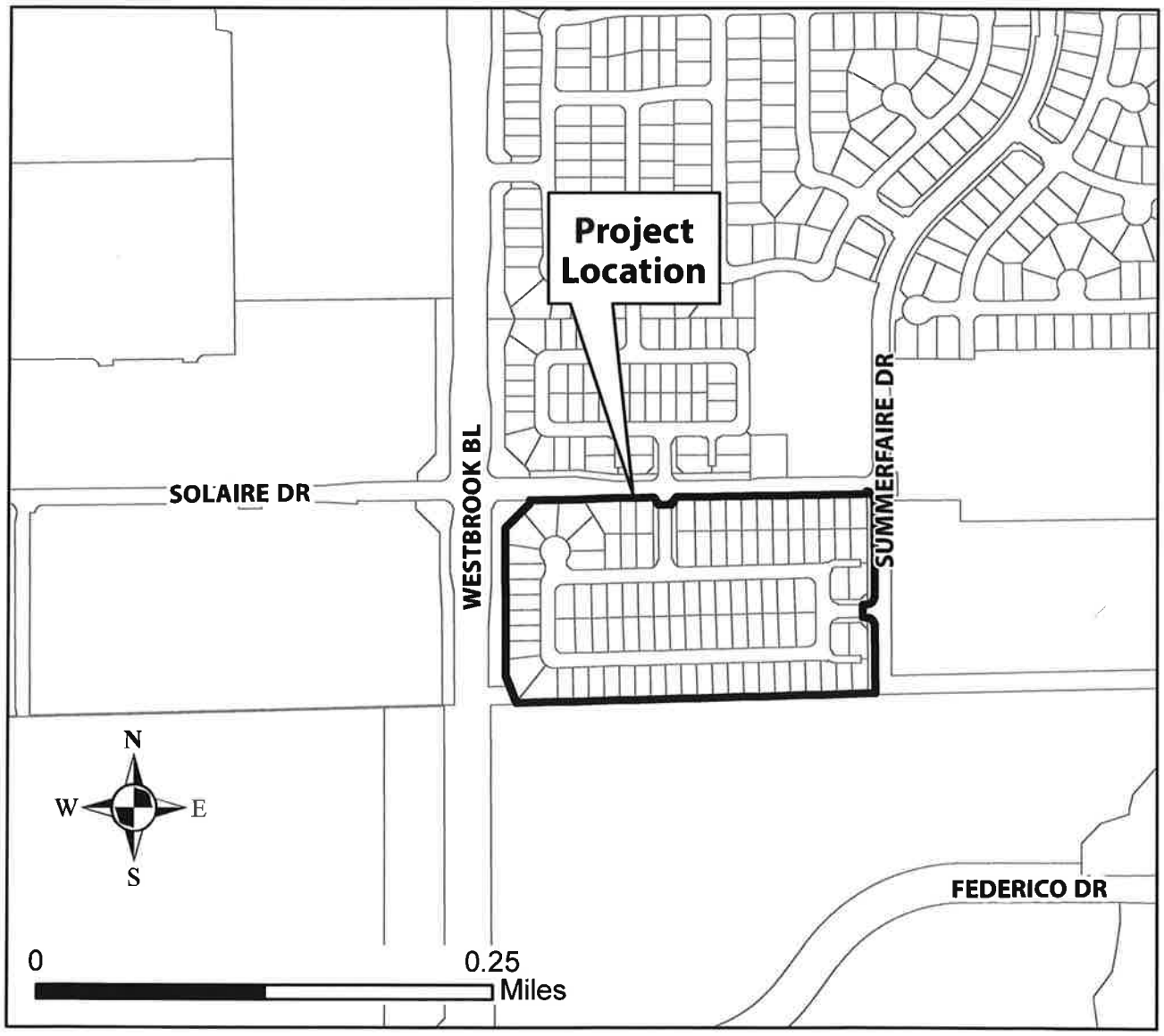
STATE OF CALIFORNIA)
COUNTY OF PLACER)

Subscribed and sworn to (or affirmed) before me on this ____day of _____, 2017, by _____ proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

_____
Notary Public in and for said County and State

EXHIBIT A

City of Roseville
Westbrook Phase 1
Village 25



COUNCIL COMMUNICATION

CC #: 8370
File #: 0215-07

Title:	South Placer Regional Transportation Authority Tier II Fee - Memorandum of Agreement Amendment and Fee Deferral
Contact:	Chris Kraft 916-774-5373 ckraft@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.11.

RECOMMENDATION TO COUNCIL

Staff recommends that City Council adopt a resolution to approve the Second Amendment to the Placer Parkway Tier 2 Memorandum of Agreement to update the South Placer Regional Transportation Authority (SPRTA) Tier II Development Fee Deferral Program, and authorize the City Manager to execute the Amendment.

BACKGROUND

In 2009, a Memorandum of Agreement (MOA) was adopted by Placer County and the cities of Lincoln, Rocklin and Roseville that established the uniform SPRTA Tier II Fee to be included in development agreements in new growth areas to provide a funding source for development and construction of the Placer Parkway. Although SPRTA is not a party to the MOA, the existing agreement designates SPRTA as the Tier II program administrator.

In October 2012, Roseville staff presented the concept of a SPRTA Tier II fee Deferral program to the SPRTA Board. This was done with the intent to stimulate near-term development while balancing the need for adequate funding to design and construct portions of Placer Parkway. The SPRTA Board was receptive to the concept. In June 2013 the City Council, as well as the other participating jurisdictions, approved the First Amendment to the MOA establishing the Tier II Development Fee Deferral Program with the following parameters: The Fee Deferral Program would initially provide for deferral of not more than 50% of the Tier II fees for eligible projects.

On January 1, 2026, or upon the participation of 7,000 dwelling unit equivalents (DUEs) in the Fee Deferral Program, whichever is the first to occur, the maximum amount of fees subject to deferral shall be reduced to not more than 30% of the Tier II fees for eligible projects.

On January 1, 2031, or upon the participation of 14,000 DUEs in the Fee Deferral Program, whichever is the first to occur, no additional DUEs shall become subject to, or participate in, the Fee Deferral Program. The amendments to the deferral program associated with the second amendment to the MOA proposes to replace the existing sunset clauses, eliminate the limitations of how many Dwelling Unit Equivalents (DUE's) can participate within the limits of the sunset

clauses, and eliminate the tiered percentage of fees that can be deferred. The second amendment allows for a 50% deferral of fees for all DUE's until January 1, 2035. Deferred fee repayment will occur as a result of the 2nd CFD bond re-issuance, which typically occurs 30 years after the initial CFD issuance. Placer Parkway will be constructed in phases, the total cost of which is currently estimated at $480 million for the segment within Placer County. Due to the high cost, construction is not expected to occur in the immediate future. Although the proposed deferral may cause some delay in construction of individual phases, it is expected to have a negligible affect on the overall timing of completion of all phases. This second amendment proposal was discussed with all of the member jurisdictions including Placer County and the cities of Lincoln, Rocklin and Roseville, as well as the Technical Advisory Committees of PCTPA. All agencies reached consensus on the proposed changes. All of the participating jurisdictions are planning to bring this item to their respective Boards and Councils for approval.

FISCAL IMPACT

Approval of the proposed Second Amendment to the SPRTA Tier II Fee Deferral will have no fiscal impact on the city's general fund. It is funded entirely by new development through payment of traffic mitigation fees.

ECONOMIC DEVELOPMENT / JOBS CREATED

No jobs will be directly provided by this action. However, jobs may be created by providing incentive for new development in the region and associated construction of the Placer Parkway.

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). Approval of the Second Amendment to the Tier II Memorandum of Agreement does not include the potential for a significant environmental effect, and therefore is not subject to CEQA.

Respectfully Submitted,

Chris Kraft, Engineering Manager

Kevin Payne, Development Services Director

_____

Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 17-116

SPRTA Tier II Fee Deferral 2nd Amendment

RESOLUTION NO. 17-116

APPROVING AN AMENDMENT TO MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF ROSEVILLE, COUNTY OF PLACER, CITY OF ROCKLIN AND CITY OF LINCOLN AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE

WHEREAS, a Second Amendment to the Memorandum of Agreement regarding Establishment of the Tier II Development Fee Deferral Program, between the city of Roseville, County of Placer, City of Rocklin and City of Lincoln, has been reviewed by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that said second amendment to memorandum of 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

SECOND AMENDMENT TO THE
MEMORANDUM OF AGREEMENT

Establishment of the Tier II Development Fee Deferral Program

THIS SECOND AMENDMENT TO THE MEMORANDUM OF AGREEMENT ("Amendment") is made effective as of the ____ day of _____, 2017, by and among the County of Placer (**"Placer County"**), the City of Roseville (**"Roseville"**), the City of Rocklin (**"Rocklin"**) and the City of Lincoln (**"Lincoln"**). Placer County, Roseville, Rocklin and Lincoln are hereinafter collectively referred to as the **"Local Jurisdictions."**

Recitals

A. WHEREAS, on May 27, 2009, the Local Jurisdictions entered into a Memorandum of Agreement ("MOA") for the establishment and collection of Tier II Development Fees for all new development in the Tier II Development Fee Area, as defined in the MOA, for the future funding of the regional Placer Parkway project; and

B. WHEREAS, on September 10, 2013, the Local Jurisdictions entered into a First Amendment to the MOA to establish a Tier II Fee Deferral Program.

C. WHEREAS, the South Placer Regional Transportation Authority ("SPRTA") was designated as the administrator of the Tier II Development Fees; and

D. WHEREAS, in consideration of the economic pressures that have resulted in a reduction of the processing and development of projects within the Local Jurisdictions, the Local Jurisdictions desire to provide an opportunity to stimulate near-term development within the South Placer County Region while balancing the need for adequate funding to design and construct portions of Placer Parkway when needed to accommodate future traffic demands; and

E. WHEREAS, a fee deferral option was adopted which protects the integrity of the fee program, provides an incentive to build, ensures a method of future re-payment, minimizes the exposure of the overall fee program by limiting the number of DUEs that can participate, the maximum amount that can be deferred, limiting the time for which the deferral will be made available, and provides the parties with the ability to terminate the deferral program at any time; and

F. WHEREAS, SPRTA proposes to extend the fee deferral program; and

G. WHEREAS, SPRTA has reviewed and supports the extension of the fee deferral program subject to the modifications below and concurrence of the Local Jurisdictions; and

H. WHEREAS, the Local Jurisdictions remain committed to the Tier II Development Fee Program and to working cooperatively with each other towards the construction of this regionally important facility.

NOW, THEREFORE, the parties hereby agree as follows:

1. Extension of the Tier II Development Fee Deferral Program. The Local Jurisdictions each agree to the extension of a Tier II Development Fee Deferral Program that provides opportunity for projects within and subject to the Tier II Development Fee Area (as previously defined in the original MOA) to defer a portion of their Tier II Development Fees as set forth in Paragraph 2. This deferral program establishes a short term incentive to the development community and can be terminated by the Local Jurisdictions according to the termination provisions set forth in Paragraph 8 of the MOA, provided that any preexisting obligations to pay Tier II Development Fees shall include any deferred fee amounts.

2. Criteria of Fee Deferral Program. The fee deferral program will be available to all new development projects that establish a Community Facilities District ("CFD") as reviewed by SPRTA staff, or other financing mechanism approved by the SPRTA Board to pay the deferred fees. The basic program parameters are as follows:

   - A CFD with the ability to implement a second bond issuance or other financing mechanism is required for all participating Dwelling Unit Equivalents (DUEs), as defined in the MOA.
   - Fee deferrals shall occur at the time of building permit issuance. Prior to building permit issuance, the Local Jurisdictions will report to SPRTA staff on the total amount of units being deferred.
   - The Fee Deferral Program will provide for deferral of not more than 50% of the Tier II fees for eligible projects. On January 1, 2035, no additional DUEs shall become subject to, or participate in, the Fee Deferral Program.
   - SPRTA Board to review by December 31, 2020 and periodically thereafter at its discretion to determine if revisions to or termination of the program are appropriate.

3. Guarantee of Repayment. All qualifying properties taking advantage of the fee deferral program are obligated to future payment of the deferred fee amount within thirty (30) years from the date of initial deferral. The guarantee of future payment will come in the form of either: (1) a second issuance of the CFD which will be collected with either a second bond sale or continuance of max tax collection (defined as the maximum special tax that can be collected as determined in the rate and method of apportionment adopted with a CFD) until the fees are paid in full or (2) other financing mechanism as approved by the SPRTA Board until the fees are paid in full. The obligations of the original CFD, which shall run with the land,

will specify that the deferred Tier II Development Fees will be paid with proceeds from the second issuance of the CFD or other approved financing mechanism consistent with the requirement that all fees be paid within thirty (30) years of the initial deferral and authorize the city and/or county having jurisdiction to continue to collect taxes. The amount of the deferred fee shall be based upon the amount of the future fee estimated to be charged at the time of payment of the deferred amount. This calculation shall be made utilizing standard methodologies that include calculations for inflation based upon consumer price index growth and other reasonable factors. If for whatever reason the second issuance of the CFD or other financing mechanism does not occur, the county or applicable city which granted the fee deferral will be responsible for future payment of the deferred fees at such time as the fees were otherwise due to be paid. This obligation for repayment by the applicable city or county shall be guaranteed utilizing all lawfully permitted amounts that may be pledged for security, and shall survive the expiration of any applicable development agreement and the subject city or county's participation in the MOA.

4. Actual Deferred Repayment. The repayment amount of the deferred fee shall be the future fee at the time of payment of the deferred amount.

5. Accounting, Tracking and Reporting of Deferred Payments. The Local Jurisdictions shall each provide SPRTA with an annual accounting of the fee deferral program within their respective jurisdictions. The annual accounting report shall include the following:

   - A list of all participating properties, including Assessor's Parcel Numbers (APN's).
   - Date of building permit issuance for participating properties.
   - Identification of underlying CFD or other financing mechanism approved by the SPRTA Board that secures future repayment.
   - Date of CFD origination or other financing mechanism approved by the SPRTA Board.
   - Expiration date of original CFD, and anticipated date of second bond sale or repayment of another financing mechanism approved by the SPRTA Board.
   - Total number of participating parcels, and total amount of deferral to date.

6. SPRTA's Responsibilities.

   a. SPRTA, as Administrator of the Tier II Development Fees, shall continue to receive that portion of the Tier II Development Fees collected by the Local Jurisdictions which is not part of the fee deferral program and shall remain obligated pursuant to the MOA.

   b. On an annual basis, SPRTA shall collect the fee deferral program annual reports prepared by each Local Jurisdiction and shall deliver copies of such

reports to the Local Jurisdictions with the copies of the audit report required by Paragraph 5(e) of the MOA.

7. MOA Full Force and Effect. This Second Amendment to the MOA is intended to supersede the First Amendment and supplement the existing MOA, which is incorporated herein by this reference. All other provisions of the existing MOA shall remain unchanged and in full force and effect.

8. SPRTA Review or Approval. In reviewing a CFD or approving other financing mechanism that utilizes a fee deferral program, SPRTA may, in its reasonable discretion, require the City and/or County requesting SPRTA review or approval to provide additional indemnity or other guarantee(s) to SPRTA and/or its member entities to ensure future payment of deferred amounts.

9. Section 3 of the MOA is repealed and replaced in its entirety as follows: On an annual basis, SPRTA and the Local Jurisdictions will meet to review the estimated cost of the Subject Improvements, the continued need for the Subject Improvements and the reasonable relationship between such need and the impacts of the various types of development pending or anticipated and for which the Tier II Development Fees are charged. Based upon their review, the Local Jurisdictions may agree to a special adjustment of the amount of the Tier II Development Fees. If no special adjustment is made, the Tier II Development Fees shall be automatically adjusted based upon averaging the Construction Cost Index ("CCI") for 20 cities and for San Francisco, as published in the Engineering News Record publication for the preceding twelve (12) months ending April 1st.

IN WITNESS WHEREOF, the parties hereto have entered into this Second Amendment to the MOA effective as of the date first above written.

ATTEST:

COUNTY OF PLACER

_____
Clerk of the Board,
Placer County

By_____
Chairman

Approved as to Form:

_____
County Counsel

ATTEST:

CITY OF LINCOLN
A Municipal Corporation

_____
City Clerk, City of Lincoln

By_____
City Manager

Approved as to Form:

_____
City Attorney

ATTEST:

CITY OF ROCKLIN
A Municipal Corporation

_____
City Clerk, City of Rocklin

By_____
City Manager

Approved as to Form:

_____
City Attorney

ATTEST:

CITY OF ROSEVILLE
A Municipal Corporation

_____
City Clerk, City of Roseville

By_____
City Manager

Approved as to Form:

_____
City Attorney

The South Placer Regional Transportation Authority (SPRTA) hereby consents to the provisions of this MOA and agrees to be bound hereby.

By: _____
Chairperson

Dated:_____

APPROVED AS TO FORM:

_____
General Counsel

COUNCIL COMMUNICATION

CC #: 8360
File #: 0109-02

Title:	Street Closure Request - I Love the 80's Fun Run - May 7, 2017
Contact:	Jamie Hazen 916-774-5978 jhazen@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.12.

RECOMMENDATION TO COUNCIL

Staff requests Council adopt a resolution approving street closures on Sunday, May 7, 2017 for the *I Love the 80's* Fun Run from 5:00 a.m.-12:00 p.m.

Exhibit A: *List of streets to be closed*
Exhibit B: *5K run route map*
Exhibit C: *10K run route map*

BACKGROUND

The Parks, Recreation & Libraries Department will be hosting the *I Love the 80's* 5K/10K Fun Run on Sunday May 7, 2017. The fun run begins at 9:00 a.m. Proceeds from this event will benefit the City of Roseville's At Risk Youth Programs. The event will feature a "fun zone" at the Vernon Street Town Square which includes a DJ, a large tent to host a dance party, celebrity impersonators, photo opportunities and nostalgia items on display.

City staff will send out informational letters to all the residents and businesses that may be impacted by closing streets and creating detours for this event. Although staff is requesting streets to be closed until 12:00 p.m., many neighborhood streets will open earlier following the last runner/walker passing through. Staff will monitor the flow of the event and may open up other streets earlier, if possible.

In addition to notifying residents and businesses directly impacted, we continue to distribute the "Downtown Roseville Area Street Closures" e-newsletter. Staff also submitted a Downtown Closure Notification letter to designated representatives of the Downtown Roseville Merchants Association, the Downtown Roseville Partnership and the Roseville Community Development Corporation requesting comments.

FISCAL IMPACT

Funding for this event is included in the Parks, Recreation & Libraries FY2016/17 budget.

ECONOMIC DEVELOPMENT / JOBS CREATED

Although there are no jobs created as a result of events in downtown area, the exposure could have a positive impact to the local businesses.

ENVIRONMENTAL REVIEW

To safely accommodate the event, temporary street closures are required. 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 temporary street closures does not include the potential for a significant environmental effect, it is not subject to CEQA.

Respectfully Submitted,

Jamie Hazen, Community Relations Analyst

Dion Louthan, Parks, Recreation & Libraries Director

_____

Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 17-110

Exhibit A

Exhibit B

Exhibit C

RESOLUTION NO. 17-110

RESOLUTION OF THE COUNCIL OF THE CITY OF ROSEVILLE APPROVING THE CLOSING OF CERTAIN STREETS FOR THE *I LOVE THE 80's* FUN RUN

WHEREAS, City staff is requesting the closure of certain streets for the *I Love the 80's* Fun Run, and

WHEREAS, the Council desires to formally approve said request, with certain conditions,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that the request to hold the *I Love the 80's* Fun Run ("the event") on Thursday, May 7, 2017, is hereby approved subject to the following terms and conditions:

1. The following streets may be closed to traffic between 5:00 a.m. and 12:00 p.m. on Thursday, May 7, 2017:
   a. Vernon Street, between 6th Street and Taylor Road; and
   b. Vernon Street, between Taylor and Folsom Roads; and
   c. Folsom Road, between Yosemite Road and Maciel Avenue; and
   d. 6th Street, between Vernon Street and Mayfair Drive; and
   e. 5th Street, between Vernon and D Streets; and
   f. E Street, between Vernon & 6th Streets; and
   g. Taylor Street, between Atlantic and Vernon Streets; and
   h. S. Grant Street, between Atlantic and Oak Streets; and
   i. Atlantic Street, between Taylor and Yosemite Streets; and
   j. Linda Drive, between Lincoln Street and Folsom Road; and
   k. E. Washington Boulevard, between Atlantic and Vernon Streets; and
   l. Lincoln Street, between Atlantic and Oak Streets; and
   m. Jefferson Street, between Atlantic and Vernon Streets.

2. Adequate barriers and warning signs, as requested by the City Manager, shall be placed at all street entrances and alleys leading into the closed area. No markings of any kind will be permitted on the street.

3. All debris, booths, exhibits, or other materials resulting from the event shall be completely removed and the alleyway shall be reopened to traffic by 12:00 p.m. on the date of the event.

4. The City of Roseville shall notify in writing all businesses located on the streets to be closed of the event and the planned street closures not later than five (5) days in advance of the event.

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

Street Closures for the I Love the 80's Fun Run on May 7, 2017. Event time 9am-11:30am.

The times listed are approximates. We will make every attempt to re-open streets as soon as possible and when all is safe for participants.

Streets		Closed	Re-opened
Vernon St	between 6th St. & Taylor Rd.	5:00am	10:30am
Vernon St	between Taylor Rd. & Folsom Rd.	5:00am	12:00pm
Folsom Rd	between Yosemite Rd. & Maciel Ave.	8:00am	12:00pm
6th Street	between Vernon & Mayfair Dr.	8:30am	10:00am
5th Street	between Vernon & D St.	8:30am	10:00am
E Street	between Vernon & 6th St.	8:30am	10:00am
Taylor St.	between Atlantic & Vernon	5:00am	10:30am
S. Grant St.	between Atlantic & Oak	5:00am	12:00pm
Atlantic St	between Taylor St & Yosemite	5:00am	12:00pm
Linda Dr	between Lincoln & Folsom Rd	5:00am	12:00pm
E. Washington	between Atlantic & Vernon	5:00am	12:00pm
Lincoln St	between Atlantic & Oak	5:00am	12:00pm
Jefferson St.	between Atlantic & Vernon	5:00am	12:00pm

Traducción en Español de espalda

Las calles siguientes estaran cerradas para el evento del maraton "Me Encantan los 80's" Mayo 7 de 2017. El evento es de 9am-11:30am.

Los tiempos mencionados son aproximados. Haremos todo lo posible para volver a abrir las calles tan pronto como sea posible y cuando todo es seguro para los participantes.

Calles		cerraron	re-abierto
Vernon St	entre 6th St & Taylor Rd.	5:00am	10:30am
Vernon St	entre Taylor Rd. & Folsom Rd.	5:00am	12:00pm
Folsom Rd	entre Yosemite Rd. & Maciel Ave.	8:00am	12:00pm
6th St.	entre Vernon & Mayfair Dr.	8:30am	10:00am
5th St.	entre Vernon & D St.	8:30am	10:00am
E calle	entre Vernon & 6th St.	8:30am	10:00am
Taylor St	entre Atlantic St & Vernon St.	5:00am	10:30am
S. Grant St	entre Atlántico & Oak St	5:00am	12:00pm
Atlantic St	entre Taylor St & Yosemite	5:00am	12:00pm
Linda Dr	entre Lincoln & Folsom Rd	5:00am	12:00pm
E. Washington	entre Atlantic & Vernon	5:00am	12:00pm
Lincoln St	entre Atlantic & Oak St	5:00am	12:00pm
Jefferson St	entre Atlantic & Vernon	5:00am	12:00pm

English Translation on back

EXHIBIT B

mapmyrun

5K_2014
Distance: 3.05 mi
Elevation: 31.98 ft} (Max: 168.64 ft)

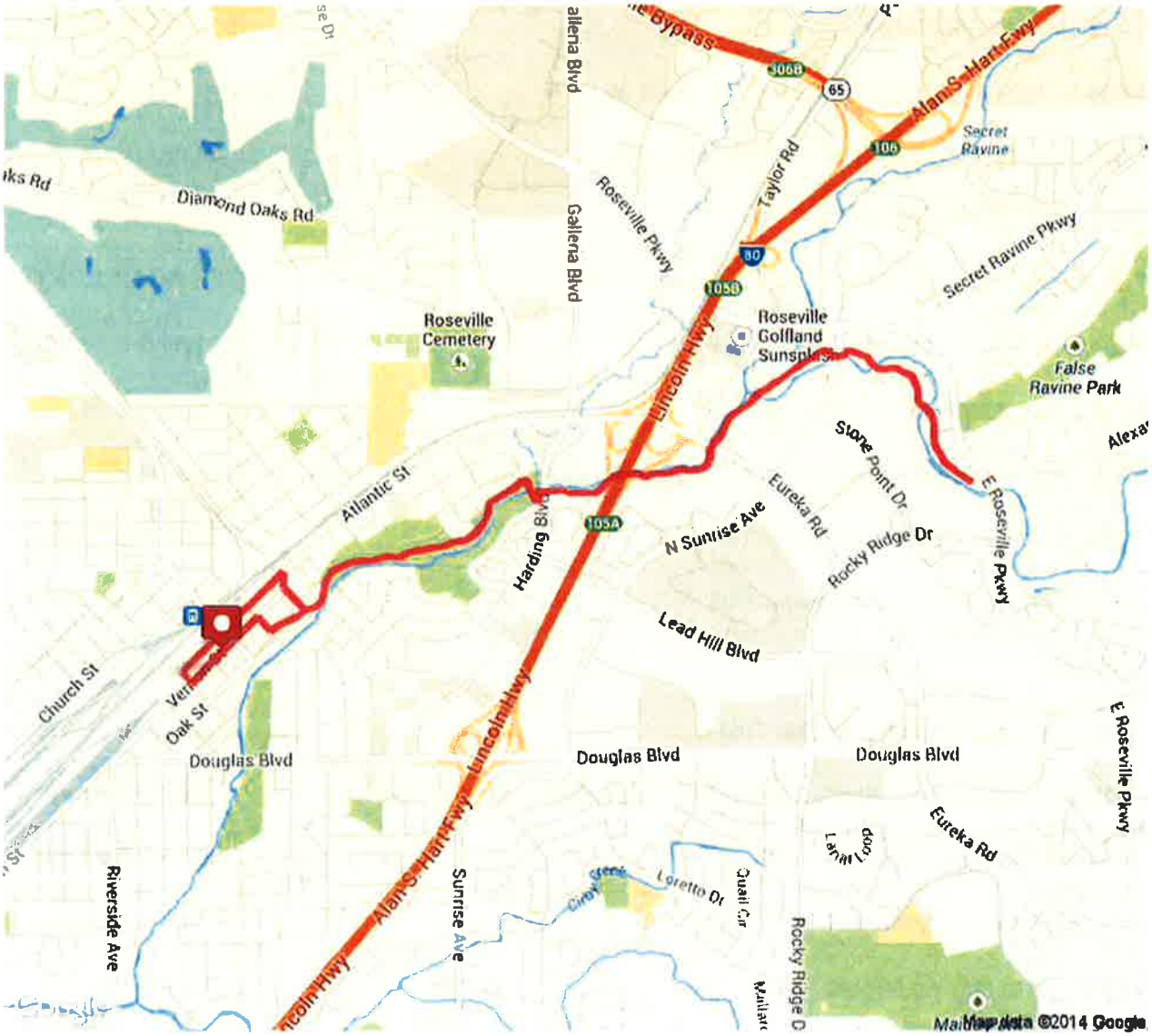
Copyright (c) 2014 MapMyFitness Inc.

Head southwest on Vernon St toward S Grant St	0 mi (+0.84 mi)
Head south on E St toward 5th St	0.84 mi (+0.22 mi)
Turn right onto 6th St Destination will be on the right	1.06 mi (+0 mi)
Head west on 6th St toward La Rosa Ct	1.07 mi (+0.2 mi)
Head north on Vernon St toward 5th St	1.27 mi (+1.02 mi)
Head northwest on Taylor St toward Atlantic St	2.29 mi (+0.03 mi)
Continue onto Atlantic St	2.32 mi (+0.01 mi)
Head northeast on Atlantic St toward S Grant St	2.33 mi (+0.41 mi)
Head northeast on Atlantic St toward Vernon St	2.74 mi (+0 mi)
Turn right onto Vernon St	2.74 mi (+0.05 mi)
Turn left onto Folsom Rd	2.79 mi (+0.09 mi)
Head southeast on Folsom Rd toward Linda Dr	2.88 mi (+0 mi)
Turn right onto Linda Dr	2.88 mi (+0.12 mi)
Head northwest on Lincoln St toward Vernon St	3 mi (+0.06 mi)
Head southwest on Vernon St toward S Grant St	3.05 mi (+0.15 mi)
Destination	3.05 mi (+0 mi)

MapMyRun • http://mapmyrun.com/routes/view/422418640

mapmyrun

10K_2014
Distance: 6.16 mi
Elevation: 96.69 ft) (Max: 227.0 ft)



Copyright (c) 2014 MapMyFitness Inc.

Head southwest on Vernon St toward S Grant St	0 mi (+0.12 mi)
Head northeast on Vernon St toward Taylor St	0.12 mi (+0 mi)
Turn left onto Taylor St	0.12 mi (+0.03 mi)
Continue onto Atlantic St	0.16 mi (+0.01 mi)
Head northeast on Atlantic St toward S Grant St	0.16 mi (+0.41 mi)
Head northeast on Atlantic St toward Vernon St	0.57 mi (+0 mi)
Turn right onto Vernon St	0.58 mi (+0.05 mi)
Turn left onto Folsom Rd	0.62 mi (+0.09 mi)
Head northeast on Miner's Ravine Trail	0.71 mi (+0.53 mi)
Head east on Miner's Ravine Trail	1.25 mi (+0.16 mi)
Slight right to stay on Miner's Ravine Trail Destination will be on the right	1.4 mi (+0.12 mi)
Head southeast on Miner's Ravine Trail	1.53 mi (+0.07 mi)
Head northeast on Miner's Ravine Trail	1.6 mi (+0.01 mi)
Turn left	1.61 mi (+0.05 mi)
Head east toward Miner's Ravine Trail	1.66 mi (+0.09 mi)
Continue straight onto Miner's Ravine Trail Destination will be on the left	1.75 mi (+0.3 mi)
Head east on Miner's Ravine Trail	2.05 mi (+0.38 mi)
Head northeast on Miner's Ravine Trail	2.43 mi (+0.24 mi)
Slight right to stay on Miner's Ravine Trail	2.67 mi (+0.21 mi)
Head east on Miner's Ravine Trail toward False Ravine Trail	2.87 mi (+0.48 mi)
Head northwest on Miner's Ravine Trail toward False Ravine Trail	3.35 mi (+0.9 mi)
Head southwest on Miner's Ravine Trail	4.25 mi (+0.59 mi)
Head southwest on Miner's Ravine Trail	4.84 mi (+0.11 mi)
Slight right	4.95 mi (+0.1 mi)
Head south toward Miner's Ravine Trail	5.05 mi (+0.04 mi)

Turn right onto Miner's Ravine Trail	5.09 mi (+0.09 mi)
Head southwest on Miner's Ravine Trail toward Folsom Rd	5.18 mi (+0.62 mi)
Head southwest on Miner's Ravine Trail toward Folsom Rd	5.79 mi (+0.19 mi)
Continue onto Linda Dr	5.99 mi (+0.12 mi)
Head northwest on Lincoln St toward Vernon St	6.1 mi (+0.06 mi)
Head southwest on Vernon St toward S Grant St	6.16 mi (+0.15 mi)
Destination	6.16 mi (+0 mi)

MapMyRun • http://mapmyrun.com/routes/view/423859930

COUNCIL COMMUNICATION

CC #: 8361
File #: 0109-02

Title:	Street Closure Request - Concert on the Square Series
Contact:	Jamie Hazen 916-774-5978 jhazen@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.13.

RECOMMENDATION TO COUNCIL

Recommend Council adopt a resolution approving street closures from 5:00 – 10:30 p.m. on the third Saturday of the month from May – September, 2017 for the Concert on the Square event series City sponsored by the Parks, Recreation & Libraries Department:

- S. Grant Street from Vernon Street to Oak Street

BACKGROUND

On the third Saturday, from May through September 2017, the Parks, Recreation & Libraries Department will hold its 2017 Concert on the Square series. Each concert is a free event. Bands are scheduled to perform on the June Wanish Stage from 7:30 - 9:30 p.m. with gates opening at 6:30 p.m. Also included will be the SactoMoFo food trucks and a beer and wine garden, provided by Roseville Aerie #1582 Fraternal Order of Eagles, a local non-profit group. The following is the Concert on the Square line up for 2017:

Event dates:

May 20:	Thunder Cover
June 17:	MANIA! (Beatles tribute)
July 15:	The 80z AllStars
August 19:	Skid Roses
September 16:	Bubba & The Boys

FISCAL IMPACT

The budget for this series is $28,625.00 and is included in the approved FY2016/17 Parks, Recreation & Libraries department budget.

ECONOMIC DEVELOPMENT / JOBS CREATED

Although there are no jobs created as a result of events in the downtown area, the exposure could

have a positive impact to local businesses.

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 proposed temporary street closures do not include the potential for a significant environmental effect and are not subject to CEQA.

Respectfully Submitted,

Jamie Hazen, Community Relations Analyst

Dion Louthan, Parks, Recreation & Libraries Diretor

_____

Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 17-111

RESOLUTION NO. 17-111

RESOLUTION OF THE COUNCIL OF THE CITY OF ROSEVILLE
APPROVING THE CLOSING OF SOUTH GRANT STREET FOR CONCERT ON THE SQUARE SERIES

WHEREAS, City staff is requesting the closure of South Grant Street from Vernon Street to Oak Street on the third Saturday, from May through September 2017; and

WHEREAS, the Council desires to formally approve said request, with certain conditions,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that the request to hold the Concert on the Square series every third Saturday, from May through September 2017, is hereby approved subject to the following terms and conditions:

1. The following streets may be closed to traffic between 5:00 p.m. and 10:30 p.m.:
   a. South Grant Street between Vernon Street and Oak Street.

2. Adequate barriers and warning signs, as requested by the City Manager, shall be placed at all street entrances and alleys leading into the closed area. No markings of any kind will be permitted on the street.

3. All debris, booths, or other materials resulting from the event shall be completely removed and the street shall be reopened to traffic by 10:30 p.m. on the date of the event.

4. The City of Roseville shall notify in writing all businesses located on the streets to be closed of the event and the planned street closures not later than five (5) days in advance of the event.

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 #: 8354
File #: 0600-07

Title:	Finance Director and Assistant Electric Utility Director Recruitment - Professional Services Agreement
Contact:	Linda Hampton 916-774-5215 lhampton@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.14.

RECOMMENDATION TO COUNCIL

It is recommended that the City Council authorize the City Manager to enter into professional services agreement with Ralph Anderson & Associates to conduct executive recruitments for a Finance Director and an Assistant Electric Utility Director on behalf of the City of Roseville, and approve a resolution authorizing the City Manager to execute it. Funding for this agreement are available in the current 2016-17 Electric and Human Resources department budgets.

BACKGROUND

The City has an interest in beginning the recruitment process for a new Finance Director and an Assistant Electric Utility Director. It is important that a comprehensive recruitment be conducted to ensure that the individuals selected to fill these critical roles have sufficient skills and abilities, will be excellent matches for the City of Roseville, and will reflect positively on both the Finance and Electric Departments and the organization.

Ralph Anderson and Associates is a Placer County firm with a high level of expertise in conducting executive searches in the Finance and Electric fields. The company has extensive experience in public agency department head recruitments and has successfully placed many candidates.

FISCAL IMPACT

The service agreement between the City of Roseville and Ralph Anderson and Associates to conduct the Finance Director recruitment will be $24,975 and $28,775 for the Assistant Electric Utility Director. The total cost of recruitment services for both positions is $53,750.

ECONOMIC DEVELOPMENT / JOBS CREATED

No new jobs will be created by this action.

ENVIRONMENTAL REVIEW

Staffing 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,

Linda Hampton, Human Resources Manager

Gayle Satchwell, Human Resources Director

_____

Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 17-109

PSA-Ralph Anderson & Associates

RESOLUTION NO. 17-109

APPROVING A PROFESSIONAL SERVICES AGREEMENT, BY AND BETWEEN THE CITY OF ROSEVILLE AND RALPH ANDERSEN & ASSOCIATES, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE

WHEREAS, a Professional Services Agreement for Assistant Electric Director and Finance Director recruitment services, by and between the City of Roseville and Ralph Andersen & Associates, 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: Assistant Electric Director and Finance Director Recruitment Services

THIS AGREEMENT is made and entered into this ___ day of _____, 20__, by and between the City of Roseville, a municipal corporation ("CITY"), and Ralph Andersen & Associates, a California corporation ("CONSULTANT"); and

W I T N E S S E T H:

WHEREAS, CITY desires professional services relating to the recruitment of an Assistant Electric Director and a Finance Director for the City of Roseville; and

WHEREAS, CONSULTANT has prepared a proposal for each recruitment dated February 10, 2017, 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 "A." Total compensation shall not exceed fifty-three thousand, seven hundred fifty dollars ($53,750).

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.

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 worked 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. Records. CONSULTANT and its subcontractors shall maintain all files and records relating to the services performed hereunder during the term of this Agreement and for a period of not less than one (1) year after the date of termination or expiration. Provided, however, that in the event of litigation or settlement of claims arising from the performance of this Agreement, CONSULTANT and its subcontractors shall maintain all files and records until such litigation, appeals or claims are resolved. Duly authorized representatives of CITY shall have right of access during normal business hours and after reasonable notice to CONSULTANT's and subcontractors' files and records relating to the services performed hereunder, and may review and copy the files and records at appropriate stages during performance of the services and during the one (1) year period following termination or

expiration of this Agreement. CONSULTANT shall include this provisions in its contracts with all subcontractors.

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 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 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	CONSULTANT
Gayle Satchwell Human Resources Director 311 Vernon Street Roseville, Ca 95678	Ralph Andersen & Associates 5800 Stanford Ranch Road, Suite 410 Rocklin, CA 95765

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

RALPH ANDERSEN & ASSOCIATES, a California corporation

BY: Robert J. Bury
its: Executive Vice President

and

BY:_____
its: _____

[SIGNATURES CONTINUED ON FOLLOWING PAGE]

APPROVED AS TO FORM:

BY: _____
ROBERT R. SCHMITT
City Attorney

APPROVED AS TO SUBSTANCE:

BY: _____
GAYLE SATCHWELL
Human Resources Director

EXHIBIT "A"

Ralph Andersen & Associates

February 10, 2017

Ms. Linda Hampton
Human Resources Manager
Human Resources Department
City of Roseville
311 Vernon Street
Roseville, California 95678

Via Email: LHampton@roseville.ca.us

RE: Recruitment for Assistant Electric Utility Director – Financial and Administrative Services

Dear Ms. Hampton:

We are pleased to submit this Letter Proposal for recruitment services for the position of Assistant Electric Utility Director - Financial and Administrative Services. We understand that this is a new position reporting to the Director. Having worked recently with Ms. Bertolino, on an industry related search (CMUA-Executive Director), we would again rely on this same network for initial outreach combined with our existing network of special districts and local government agencies. Based on our quick review of the job qualifications, this new position focuses on key operational, administrative, and financial elements, making this a challenging position to recruit for. While we would not expect a large number of applicants, we do believe, based on the information provided, including the compensation range and Roseville Electric's reputation in the industry, that a select group of highly qualified candidates will be received.

Approach to Executive Search

The successful search process relies heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. The executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 45 years.

We feel that the key elements of the ***full search*** process, which can be tailored to fit the specific needs of the City, should include:

- Developing a comprehensive position profile based upon information obtained in various meetings with the Electric Utility Director or other designated staff as appropriate.
- Extensive personal outreach (email, telephone, and potentially in-person) to highly qualified candidates throughout the Western Region with a specific focus in California.
- Candidates would be initially screened with a "paper review" based on resume submittal and a preliminary interview with the Recruiter conducted via Skype.
- A marketing strategy that uses selected advertising to supplement the extensive candidate identification process, the Internet, and professional contacts throughout California and the Western Region.
- A screening process that narrows the field of candidates to those that most closely match the needs of the City and is based on screening interviews with the top candidates. Candidates' education, experience, and credentials are matched to the criteria established in the position profile.

- Delivering a product in the form of a search report that recommends a top group of candidates and provides the decision-makers with detailed information about their backgrounds and experience.
- Assistance during the interview and selection process and in the negotiation of a compensation package.

Ralph Andersen & Associates has an outstanding reputation for being thorough and professional in the approach it takes in recruitments. Each candidate's match with the position is based on the individual's own set of professional experiences, management style, education and credentials, and overall fit with the organization and executive leadership.

Search Work Plan

This section describes the usual steps in the search for the new Assistant Electric Utility Director - Financial and Administrative Services for the City of Roseville Electric Department. Ms. Heather Renschler will be the Project Director on this search.

Task 1 – Review Project Management Approach

Ms. Renschler will meet with the Electric Utility Director and other City staff, as appropriate, to discuss the project management for the search. The discussion will include a review of the work plan, confirmation of timing, and communication methods.

Task 2 – Develop Position Profile

The position profile for the Assistant Electric Utility Director - Financial and Administrative Services is the guide for the entire search process. The development of the profile includes the collection of technical information and recruitment criteria.

Technical Information

The Project Director will meet with the Electric Utility Director and others, as appropriate, to gain an understanding of the experience and professional background requirements desired in the Assistant Electric Utility Director - Financial and Administrative Services. These meetings will also help the Project Director gain an understanding of the work environment and the issues facing the City of Roseville Electric Department.

Recruitment Criteria

The recruitment criteria are those personal and professional characteristics and experiences desired in the Assistant Electric Utility Director - Financial and Administrative Services. The criteria should reflect the goals and priorities of the City. The Project Director will meet with key staff in the City, and others as appropriate, to facilitate the identification and articulation of that criteria.

Subsequent to the development and adoption of the candidate profile, the technical information and recruitment criteria will be documented in an information brochure prepared by the Project Director working with City staff. The brochure will be reviewed by the City in draft format, revised as appropriate, and published for use throughout the search.

Task 3 – Outreach and Recruiting

This task is among the most important of the entire search. It is the focus of the activities of the Project Director and includes specific outreach and recruiting activities briefly described below.

Outreach

An advertising campaign will be developed specifically for, and tailored to, this executive search assignment.

Additionally, the advertisement and the full text of the position profile (the recruitment brochure) will be placed on Ralph Andersen & Associates' website, which is accessed by a large number of qualified candidates. This method of outreach to potential applicants provides a confidential source that is monitored by many key level executives on an on-going basis.

Candidate Identification

Ralph Andersen & Associates will use their extensive contacts to focus the recruiting effort. In making these contacts, the Project Director will target those individuals who meet the criteria set by the City. All of the candidates identified through the recruiting efforts will be sent an information brochure. Candidates will also be contacted directly to discuss the position and to solicit their interest in being considered.

Both the outreach and recruiting activities will result in applications and resumes from interested candidates. As they are received, resumes will be acknowledged and candidates will be advised of the general timing of the search process. The following tasks involve the actual selection process, once all resumes have been received.

Task 4 – Candidate Evaluation

This task will be conducted following the application closing date. It includes the following specific activities:

Screening

All of the applications will be carefully reviewed. Those that meet the recruitment criteria and minimum qualifications will be identified and subject to a more detailed evaluation. This evaluation will include consideration of such factors as professional experience, and size and complexity of the candidate's current organization as compared to the candidate profile.

Preliminary Research and Internet Review

The research staff of Ralph Andersen & Associates, under the direction of the Project Director, will conduct preliminary research and internet review for those candidates identified as the most qualified as a result of the screening process. This level of research will be done on a limited number of candidates to learn more about each candidate's public profile and related information that is available on the internet.

Preliminary Interviews via Skype

Ms. Renschler, as the Project Director, will conduct preliminary interviews with the top group of candidates identified through the screening and preliminary research and internet review processes. The interviews are extensive and designed to gain additional information about the candidates' experience, management style, and "fit" with the recruitment criteria. Interviews will be conducted using Skype or via telephone. No consultant travel for preliminary in-person interviews has been included in this proposal.

The screening portion of the candidate evaluation process typically reduces a field of applicants to approximately eight (8) to ten (10) individuals. Those individuals will be reviewed with the Electric Utility Director, or designated representative, prior to proceeding with the individual interviews.

Task 5 – Search Report

After completing Task 4, the Project Director will meet with the Electric Utility Director to review the search report on the top candidates. The report divides all of the candidates into four groups including 1) the top group of candidates that are recommended to be interviewed in-person by the Electric Utility Director; 2) a backup group to the first group; 3) no further consideration group; and 4) lacks minimum qualifications. The search report will include candidate resumes. The results of preliminary research and interviews will be reviewed with the Electric Utility Director.

The results of the Search Report will be a confirmed group of finalist candidates (typically 6 to 8) that the Electric Utility Director will interview in-person.

Task 6 – Selection/Negotiation

The final selection process will vary depending upon the desires of the City. It is understood that the City desires an innovative way to assess the candidates and our process will be tailored to the needs of the City. Typical services provided by Ralph Andersen & Associates in the selection process are described briefly below:

- The Project Director will coordinate the selection process for the finalist group of candidates. This includes handling the logistical matters with candidates and with the City.
- Ralph Andersen & Associates will prepare an interview booklet that includes the resumes and candidate report (with interview comments, preliminary research, and other relevant information about the candidates). In addition, the booklet will contain suggested questions and areas for discussion based upon the recruitment criteria. Copies of the interview booklet will be provided in advance of the candidate interviews.
- The Project Director will attend the interviews to assist the City through the selection process. This assistance will include an initial orientation, candidate introductions, and facilitation of discussion of candidates after all interviews have been completed.
- Verifications will be made on the top two (2) candidates and will include education verifications, Department of Motor Vehicle check, wants and warrants, civil and criminal litigation search, and credit check. The results of these verifications will be discussed with the Electric Utility Director at the appropriate time.
- Reference checks will be conducted on the top candidate. For the top candidate, former co-workers, supervisors, Board Members, and community members will be identified and contacted. The results of these reference checks will be discussed with the City at the appropriate time.
- As needed, the Project Director is available to provide assistance to the City in the final selection as may be desired. This assistance may include providing or obtaining any additional information desired to assist in making the final selection decision.
- The Project Director is available to assist the City in negotiating a compensation package with the selected candidate. This may include recommendations on setting compensation levels.

Task 7 – Close Out

After the City has reached agreement with the individual selected for the position, the Project Director will close out the search. These activities will include advising all of the finalist candidates of the status of the search by telephone.

Project Staffing

Only senior members of Ralph Andersen & Associates are assigned to lead search assignments, ensuring that their broad experience and knowledge of the industry is brought to bear on our clients' behalf. ***The City will have Ms. Heather Renschler as Project Director.*** Additionally, Ms. Renschler will have all the resources and full support of our firm fully dedicated to ensure the highest quality outcome during this important recruitment process.

Ms. Renschler will be the consultant and primary contact with the City and can be reached at (916) 630-4900, on her cell at (916) 804-2885, or via email at heather@ralphandersen.com.

Heather Renschler, Project Director

Ms. Renschler has been with Ralph Andersen & Associates for more than 32 years and is the firm's President/CEO. Ms. Renschler has overseen the recruitment practice of Ralph Andersen & Associates for the last 20 years and, as a result, is often involved with recruitments on a national scale and those of a highly sensitive and critical nature. She is experienced at working with boards, city councils, staff members, and selection committees in the recruitment and selection process.

Ms. Renschler has both current and prior experience in conducting public sector recruitments and, as a result, has developed a network of contacts and potential candidates on a national basis. Prior to joining Ralph Andersen & Associates, Ms. Renschler had extensive private sector experience in the areas of construction management, health care, and public accounting.

Ms. Renschler is a current member of California Society of Municipal Finance Officers (CSMFO) and Government Finance Officers Association (GFOA). Additionally, she is an Associate member of International City/County Management Association (ICMA).

Ms. Renschler attended the University of Toledo and majored in Accounting and Journalism and obtained a Bachelor's degree in Public Administration from the University of San Francisco.

Paraprofessional and Support Staff

Paraprofessional, graphics, and support staff will provide administrative support to the consultant team on recruitment assignments. These may include Ms. Christen Sanchez, Ms. Brianna Ham, Mr. Jeff McMurdo, Ms. Rachel Adams, Ms. Diana Haussmann, Ms. Teresa Heple, Ms. Hannah Jones, Ms. Julie Wall, and Ms. Hillari Bynum.

Project Timing

Upon award of this search assignment, Ralph Andersen & Associates will complete the search within 75 to 90 days (or less) from the execution of the agreement between the City and the date finalists are presented. Negotiation with the top candidate will take an additional week or two after finalist interviews.

Project Cost

The recruitment effort for a new Assistant Electric Utility Director - Financial and Administrative Services will be a comprehensive search process with a focus in California. Selective outreach to candidates with utility related experience will be done on a case-by-case basis. The review of resumes and qualifications will be conducted on all candidates who submit, thus giving the City the ability to select

from a broad field of qualified candidates. The professional services fee to perform this search will be a fixed fee of $28,775 for recruitment services and **all related expenses**.

Expenses included in this fixed fee include such items as advertisements, consultant travel (unlimited meetings due to close proximity), clerical, research, graphic design, printing and binding, postage and delivery, verifications and Internet and Lexis/Nexis searches on the top candidate, and long-distance telephone charges.

Invoicing – Ralph Andersen & Associates will bill the City of Roseville in four installments.

Brochure – A full color brochure will be developed for the City. All pictures will be the responsibility of the City.

Exclusions (Candidate Travel) – The City of Roseville will be responsible for all costs associated with candidate travel to and from the finalist on-site interviews; and, if desired, for consultant travel for in-person screening interviews for selected finalist candidates, as well as site visits or speaking, in person, to references or other relevant individuals.

Ralph Andersen & Associates' Guarantee

Ralph Andersen & Associates offers the industry-standard guarantee on our full search services. If within a one-year period after appointment the Assistant Electric Utility Director - Financial and Administrative Services of the City of Roseville resigns or is dismissed for cause, we will conduct another search free of all charges for professional services. The City would be expected to pay for the reimbursement of all incurred costs.

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Should you need any additional information, please feel free to call Ms. Renschler at (916) 630-4900 or on her cell phone (916) 804-2885.

Respectfully Submitted,

Ralph Andersen & Associates

Ralph Andersen & Associates

Ralph Andersen & Associates

February 10, 2017

Ms. Linda Hampton
HR Manager, HR Department
City of Roseville
311 Vernon Street
Roseville, California 95678

Via Email: LHampton@roseville.ca.us

Dear Ms. Hampton:

We are pleased to submit this Letter Proposal for recruitment services for the position of Director of Finance and would be very interested in working with the City of Roseville on this search engagement. In addition to experience recruiting for finance related positions, the firm is very strong in the area of public utility recruitments, including in the area of finance. This is important to note because of Roseville's specific needs with its own electric utility. California clients in the utility sector have ranged from mid-to-smaller agencies to as large as Los Angeles Department of Water and Power. The firm has other utility clients on a national scales as well that will broaden the reach for potential candidates for consideration.

Specific Financial Experience

Ralph Andersen & Associates has conducted the following recent finance related recruitments (2010 to Present):

- Anaheim, CA
  - Budget Manager (2016)
- Baltimore, MD
  - Director of Finance (2011)
  - Deputy Director of Finance (2010)
- Beverly Hills, CA
  - Director of Administrative Services / Chief Financial Officer (2012)
  - Assistant Director of Administrative Services / Finance (Current Search)
- Broward County, FL
  - Chief Financial Officer/Director of Finance and Administrative Services (most recently 2016)
  - County Auditor (Current Search)
  - Deputy Chief Financial Officer/Deputy Director of Finance and Administrative Services (2013)
  - Director of Management and Budget (Current Search)
  - Port Everglades Director of Finance (2012)

- Camarillo, CA
  - Director of Finance (2016)
  - Assistant Director of Finance (Partial Search) (2016)
- Central Contra Costa Sanitary District, CA
  - Director of Budget & Finance (2016)
- Coronado, CA
  - Administrative Services Director (2015)
- Eastern Municipal Water District, CA
  - Assistant General Manager of Finance and Administration (2012)
  - Controller (2015)
- Goleta, CA
  - Finance Director (Current Search)
- Irvine Ranch Water District, CA
  - Executive Director of Finance & Administration (2012)
- Kansas City, MO
  - City Auditor (2013)
- Las Vegas Valley Water District, NV
  - Finance Director (2011)
- Marin Municipal Water District, CA
  - Administrative Services Division Manager/Treasurer (2016)
- Martinez, CA
  - Finance Manager (2016)
- Menifee, CA
  - Finance Director (2010)
- Millbrae, CA
  - Senior Accountant (2016)
- Mono County, CA
  - Director of Finance (2016)
- New Mexico Finance Authority
  - Chief Executive Officer (2014)
  - Chief Financial Officer (2016)
  - Chief Regulatory Compliance Officer (2016)
- Palo Alto, CA

  - City Auditor (2014)
- Philadelphia Housing Authority, PA
  - Director of Audit & Compliance (2011)
- Public Health – Seattle & King County, WA
  - Chief Financial Officer (2016)
- Sacramento, CA
  - City Treasurer (Current Search)
- San Antonio, TX
  - Assistant Director of Finance (Public Utilities) (2016)
- San Francisco International Airport
  - Airport Finance Manager (2016)
- Santa Monica, CA
  - Assistant Director of Finance (2010)
- Solano County, CA
  - Budget Officer (2013)
- Solano Irrigation District
  - Finance Director (2010)
- Turlock Irrigation District
  - Financial Reporting Manager (2016)
- Windsor, CA
  - Finance Director (2012)

Approach to Executive Search

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We feel that the key elements of the ***full search*** process, which can be tailored to fit the specific needs of the City, should include:

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Search Work Plan

This section describes the usual steps in the search for the new Director of Finance for the City of Roseville. Ms. Heather Renschler will be the Project Director on this search.

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Ms. Renschler will meet with the City Manager and other City staff, as appropriate, to discuss the project management for the search. The discussion will include a review of the work plan, confirmation of timing, and communication methods.

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Technical Information

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Recruitment Criteria

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priorities of the City of Roseville. The Project Director will meet with key staff in the City, and others as appropriate, to facilitate the identification and articulation of that criteria.

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Task 5 – Search Report

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Task 7 – Close Out

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Project Staffing

Only senior members of Ralph Andersen & Associates are assigned to lead search assignments, ensuring that their broad experience and knowledge of the industry is brought to bear on our clients' behalf. ***The City will have Ms. Heather Renschler as Project Director.*** Additionally, Ms. Renschler will have all the resources and full support of our firm fully dedicated to ensure the highest quality outcome during this important recruitment process.

Ms. Renschler will be the consultant and primary contact with the City and can be reached at (916) 630-4900, on her cell at (916) 804-2885, or via email at heather@ralphandersen.com.

Heather Renschler, Project Director

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contacts and potential candidates on a national basis. Prior to joining Ralph Andersen & Associates, Ms. Renschler had extensive private sector experience in the areas of construction management, health care, and public accounting.

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Paraprofessional and Support Staff

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Project Timing

Upon award of this search assignment, Ralph Andersen & Associates will complete the search within 75 to 90 days (or less) from the execution of the agreement between the City and the date finalists are presented. Negotiation with the top candidate will take an additional week or two after finalist interviews.

Project Cost

The recruitment effort for a new Director of Finance will be a comprehensive search process with a focus in California. Selective outreach to candidates with utility related experience will be done on a case-by-case basis. The review of resumes and qualifications will be conducted on all candidates who submit, thus giving the City the ability to select from a broad field of qualified candidates. The professional services fee to perform this search will be a fixed fee of $24,975 for recruitment services and **all related expenses**.

Expenses included in this fixed fee include such items as advertisements, consultant travel (unlimited meetings due to close proximity), clerical, research, graphic design, printing and binding, postage and delivery, verifications and Internet and Lexis/Nexis searches on the top candidate, and long-distance telephone charges.

Invoicing – Ralph Andersen & Associates will bill the City of Roseville in four installments.

Brochure – A full color brochure will be developed for the City. All pictures will be the responsibility of the City.

Exclusions (Candidate Travel) – The City of Roseville will be responsible for all costs associated with candidate travel to and from the finalist on-site interviews; and, if desired, for consultant travel for in-person screening interviews for selected finalist candidates, as well as site visits or speaking, in person, to references or other relevant individuals.

Ralph Andersen & Associates' Guarantee

Ralph Andersen & Associates offers the industry-standard guarantee on our full search services. If within a one-year period after appointment the Director of Finance of the City of Roseville resigns or is dismissed for cause, we will conduct another search free of all charges for professional services. The City would be expected to pay for the reimbursement of all incurred costs.

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Should you need any additional information, please feel free to call Ms. Renschler at (916) 630-4900 or on her cell phone (916) 804-2885.

Respectfully Submitted,

Ralph Andersen & Associates

Ralph Andersen & Associates

COUNCIL COMMUNICATION

CC #: 8380
File #: 0103-41-02

Title:	Board of Appeals - Administrative Citations and Administrative Remedies Ordinance Update
Contact:	Gretchen Hakala 916-774-5325 ghakala@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.15.

RECOMMENDATION TO COUNCIL

Staff recommends that the City Council introduce for first reading, ordinance amendments to various sections within Roseville Municipal Code Chapters 2.26, 2.50 and 2.52, regarding the Board of Appeals, Administrative Citations and Administrative Remedies.

BACKGROUND

This ordinance amendment proposes minor changes to clarify and update existing code language pertaining to code enforcement.

In regard to Chapter 2.26, "Board of Appeals", minor edits are proposed to correct prior references to other code sections which have been amended by other departments.

In regard to Chapter 2.50, "Administrative Citations", minor edits are proposed to various sections to account for, e.g., elimination of the Planning Director position, adding Water Conservation Specialist as an enforcement officer, noting the availability of appeal forms on the City's website, clarifying selection of hearing panel members and rescheduling of hearings, adding the option of waiver of fines in the interests of justice as has been the Board of Appeal's practice, and affirming the City Attorney's Office's prosecutorial discretion and its authority to negotiate settlements with respect to matters that are appealed to the Superior Court.

In regard to Chapter 2.52, "Administrative Remedies", minor edits are proposed to change references to "building official" to include as building official "his or her designee" and similarly include language regarding prosecutorial discretion.

The majority of these sections were last amended in 2008 and the above-mentioned language clean-ups are necessary for conformance to current practices and City operations.

FISCAL IMPACT

There is no fiscal impact as a result of these Ordinance amendments.

ECONOMIC DEVELOPMENT / JOBS CREATED

No jobs will be created as a result of these Ordinance amendments.

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)).

Respectfully Submitted,

Gretchen Hakala, Paralegal

Bob Schmitt, City Attorney

_____
Rob Jensen, City Manager

ATTACHMENTS:

Description

ordinance

ORDINANCE NO. ____

ORDINANCE OF THE COUNCIL OF THE CITY OF ROSEVILLE AMENDING SECTION 2.26.020 OF CHAPTER 2.26, AMENDING SECTIONS 2.50.020, 2.50.040, 2.50.060, 2.50.070, 2.50.080, 2.50.090, 2.50.110 OF CHAPTER 2.50, AND AMENDING SECTIONS 2.52.040 AND 2.52.050 OF CHAPTER 2.52 OF TITLE 2 OF THE ROSEVILLE MUNICIPAL CODE REGARDING BOARD OF APPEALS, ADMINISTRATIVE CITATIONS AND ADMINISTRATIVE REMEDIES

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Section 2.26.020 of Chapter 2.26 of Chapter 2 of the Roseville Municipal Code is hereby amended to read as follows:

2.26.020 Purpose.

The board of appeals shall hear appeals of decisions of the building official pursuant to Sections 16.04.110 and 17.08.530, appeals of decisions of the fire chief pursuant to Section 16.16.05~~8~~0, appeals of decisions of the environmental utilities director pursuant to Section 14.20.45~~33~~0 and appeals of decisions of the chief of police pursuant to Section 9.45.260. Members of the board of appeals shall also provide a pool of hearing examiners to sit on hearing panels pursuant to Sections 2.50.070 and 2.52.070 of this title.

SECTION 2. Section 2.50.020 of Chapter 2.50 of Title 2 of the Roseville Municipal Code is hereby amended to read as follows:

2.50.020 Definitions.

For purposes of this chapter, the following definitions shall apply:

"Enforcement officer" shall mean any city employee or agent of the city with the authority to enforce any provision of this code, including, but not limited to, ~~the~~ an animal control officer, building inspector, building official, chief building inspector, city attorney, code enforcement inspector, fire chief, fire inspector, fire marshal, housing inspector, planning ~~director~~manager, public works inspector, water conservation specialist, construction inspector, engineer, and any police officer.

SECTION 3. Section 2.50.040 of Chapter 2.50 of Title 2 of the Roseville Municipal Code is hereby amended to read as follows:

2.50.040 Amount of fines.

A. The amounts of the fines for code violations imposed pursuant to this chapter shall be set forth in a schedule of fines established by resolution of the C~~c~~ity C~~c~~ouncil.

B. The schedule of fines shall specify any increased fines for repeat violations of the same code provision within 12 months from the date of an administrative citation.

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SECTION 4. Section 2.50.060 of Chapter 2.50 of Title 2 of the Roseville Municipal Code is hereby amended to read as follows:

2.50.060 Hearing request.

A. Any recipient of an administrative citation may contest that there was a violation of the code or that he or she is the responsible party by completing a request for hearing form and returning it to the city attorney's office within 30 days from the date of the notice issued pursuant to Section 2.50.035.

B. A request for hearing form may be obtained from the city attorney's office or from the city's website.

C. The person requesting the hearing shall be notified of the time and place set for the hearing at least 10 days prior to the date of the hearing.

D. If the enforcement officer submits an additional written report concerning the administrative citation for consideration at the hearing, then a copy of that report also shall be served on the person requesting the hearing at least five days prior to the date of the hearing.

SECTION 5. Section 2.50.070 of Chapter 2.50 of Title 2 of the Roseville Municipal Code is hereby amended to read as follows:

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2.50.070 Hearing panel.

The ~~director~~ city attorney's office shall designate a hearing panel for the administrative citation hearing. The panel shall have two or three members, drawn from the membership of the board of appeals. The members shall be selected to serve on the hearing panel on a rotating, as-available basis by the city attorney's office. Members shall act impartially on any matter placed before them and shall remove themselves from the panel should any conflict of interest involving the subject matter or parties of the proceedings come to their attention.

SECTION 6. Section 2.50.080 of Chapter 2.50 of Title 2 of the Roseville Municipal Code is hereby amended to read as follows:

2.50.080 Hearing procedure.

A. A hearing shall be set for a date that is not less than 15 days and not more than 90 days from the date that the request for hearing is initially filed in accordance with the provisions of this chapter.

B. The city attorney's office, in its sole discretion, may reschedule a hearing one-time at the request of any party, so long as such request is made not less than three business days before the hearing date. If a party requests a new hearing date other than the assigned date and that date is more than 90 days from the date of the initial request for hearing, the request shall be denied. Any requests to reschedule a hearing date must be provided to the city attorney's office not less than three business days prior to the date of the hearing.

C~~B~~. At the hearing, the party contesting the administrative citation shall be given the opportunity to testify and to present evidence concerning the administrative citation.

D~~C~~. The failure of any recipient of an administrative citation to appear at the administrative citation hearing shall constitute a failure to exhaust administrative remedies.

E~~D~~. The administrative citation and any additional report submitted by the enforcement officer shall constitute prima facie evidence of the respective facts contained in those documents.

F~~E~~. The hearing panel may continue the hearing and request additional information from the enforcement officer or the recipient of the citation prior to issuing a written decision.

SECTION 7. Section 2.50.090 of Chapter 2.50 of Title 2 of the Roseville Municipal Code is hereby amended to read as follows:

2.50.090 Hearing panel's decision.

A. After considering all of the testimony and evidence submitted at the hearing, the hearing panel shall issue a written decision to uphold or dismiss the administrative citation and shall list the ~~reasons~~ basis for that decision. The decision of the hearing panel shall be final.

B. The recipient of the administrative citation shall be served with a copy of the hearing panel's written decision.

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C. If the hearing panel determines that the citation should be upheld, then the responsible party shall have 20 days from the date of notice of the hearing panel's decision to pay the fine. If the hearing panel determines that the citation should be upheld, but the fine waived in the interests of justice, no fine shall be due.

D. If the administrative citation involves noncompliance with conditions of approval of a discretionary permit, in addition to assessing administrative fines, the hearing panel may, at its discretion, refer the matter to the planning commission for possible action on the underlying permit.

SECTION 8. Section 2.50.110 of Chapter 2.50 of Title 2 of the Roseville Municipal Code is hereby amended to read as follows:

2.50.110 Right to judicial review.

A. Any person aggrieved by an administrative decision of a hearing panel on an administrative citation may obtain review of the administrative decision by filing a petition for review with the Superior Court in Placer County in accordance with the timelines and provisions set forth in California Government Code Section 53069.4, as it may be amended.

B. Should any party file a petition for review in accordance with section A above, the city attorney or his or her designee shall have authority to dismiss the citation, and/or to enter into a negotiated settlement with the petitioner, if such dismissal and/or negotiated settlement is determined by the city attorney or his or her designee to be in the best interests of the city.

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SECTION 9. Section 2.52.040 of Chapter 2.52 of Title 2 of the Roseville Municipal Code is hereby amended to read as follows:

2.52.040 Notice and order.

In the case of a compliance order issued pursuant to Chapter 16.35, the building official or his or her designee, shall issue a notice and order directed to the record owner of the building.

A. The notice and order shall contain all of the following:

I. The street address and a legal description sufficient for identification of the premises upon which the building is located;

2. A statement that the building official or his or her designee, has found the building to be dangerous, with a concise description of the conditions found to render the building dangerous under the provisions of Section 16.35.110 of this chapter;

3. A statement of the required action, as determined by the building official or his or her designee;~~:~~

a. If the building official or his or her designee, has determined that the building or structure must be repaired, the order shall require that all necessary permits be secured therefor and the work physically commenced within such time (not to exceed 60 days from the date of the order) and completed within such time as the building official shall determine is reasonable under all of the circumstances,

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b. If the building official or his or her designee, has determined that the building or structure must be vacated, the order shall require that the building or structure shall be vacated within a time certain from the date of the order as determined by the building official to be reasonable,

c. If the building official or his or her designee, has determined that the building or structure must be demolished, the order shall require that the building be vacated within such time as the building official or his or her designee, shall determine is reasonable (not to exceed 60 days from the date of the order); that all required permits be secured therefor within 60 days from the date of the order; and that the demolition be completed within such time as the building official shall determine is reasonable,~~;~~

4. Statements advising that if any required repair or demolition work (without vacation also being required) is not commenced within the time specified, the building official or his or her designee;~~:~~

a. Will order the building vacated and posted to prevent further occupancy until the work is completed, and

b. May proceed to cause the work to be done and charge the costs thereof against the property or its owner;

5. Statements advising that:

a. Any person having any record title or legal interest in the building may appeal from the notice and order or any action of the building official or his or her designee, to a hearing

panel, provided the appeal is made in writing as provided in this chapter and filed with the building department within 30 days from the date of service of such notice and order, and

b. Failure to appeal will constitute a waiver of all right to an administrative hearing and determination of the matter.

B. The notice and order, and any amended or supplemental notice and order, shall be served upon the record owner and posted on the property; and one copy thereof shall be served on each of the following if known to the building official or disclosed from official public records:

1. The holder of any mortgage or deed of trust or other lien or encumbrance of record;

2. The owner or holder of any lease of record; and

3. And the holder of any other estate or legal interest of record in or to the building or the land on which it is located.

C. The failure of the building official to serve any person required herein to be served shall not invalidate any proceedings hereunder as to any other person duly served or relieve any such person from any duty or obligation imposed by the provisions of this section.

SECTION 10. Section 2.52.050 of Chapter 2.52 of Title 2 of the Roseville Municipal Code is hereby amended to read as follows:

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2.52.050 Extension of time to perform work.

Upon receipt of an application from the person required to conform to the order and by agreement of such person to comply with the order if allowed additional time, the building official or his or her designee, ~~or planning director~~ may grant an extension of time, not to exceed an additional 120 days, within which to achieve compliance.

SECTION 11. Section 2.52.180 of Chapter 2.52 of Title 2 of the Roseville Municipal Code is hereby amended to read as follows:

2.52.180 Right of judicial review.

A. The decision of the hearing panel shall be final. Any person aggrieved by an administrative order of the hearing panel may obtain review of the administrative order in the superior court by filing with the court a petition for writ of mandate within 90 days pursuant to California Code of Civil Procedure Section 1094.6, as it may be amended.

B. Should any party file a petition for review in accordance with section A above, the city attorney or his or her designee shall have authority to dismiss the citation, and/or to enter into a negotiated settlement with the petitioner, if such dismissal and/or negotiated settlement is determined by the city attorney or his or her designee to be in the best interests of the city.

SECTION 12. This ordinance shall be effective at the expiration of thirty (30) days from the date of adoption.

SECTION 13. The City Clerk is hereby directed to cause this ordinance to be published in full at least once within fourteen (14) days after it is adopted in a newspaper of general circulation in the City, or shall within fourteen (14) days after its adoption cause this ordinance to be posted in full in at least three (3) public places in the City and enter in the Ordinance Book a certificate 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

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COUNCIL COMMUNICATION

CC #: 8348
File #: 0800-06 & 0201-01

Title: General Fund Full Cost/Consolidated Billing - Budget Adjustment
Contact: Brandy LeBeau 916-774-5278 blebeau@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.16.

RECOMMENDATION TO COUNCIL

Approve the budget adjustment for the transfer of $1,396,604 from Traffic Study Deposit Fund to the Full Cost/Consolidated Billing Fund.

BACKGROUND

On March 5, 2015, the Development Services Department received approval by the City Council to provide monthly billings and reporting services for both Full Cost entitlement projects and Consolidated Billings. This effort resulted in automating the reporting and billing for both Full Cost entitlements and Consolidated Billing, as well as, allowing the City to produce billings monthly rather than quarterly. With the creation of the billing automation project in Development Services, the department is constantly looking to make procedures more streamlined and efficient.

Currently the traffic study deposit org key 90125 takes in deposits from applicants and used as a pass through funding to pay third party consultants to perform traffic studies on DS engineering projects. This process will be combined into the Development Services monthly billing and reporting services and the traffic impact deposit org key 90125 will no longer be used.

The budget amount for 90125 will be reduced by $1,396,604 and applied to 90160. This consolidation of org keys will allow for the impact studies to be entered into Accela permit system under the improvement plans for transparency to the applicants. Also, in doing this consolidation will allow for the developers/applicants to receive monthly statements on their studies. There is no impact on the general fund and the transfer is for operational efficiency. This will allow for budgeting and tracking under one account.

FISCAL IMPACT

There is no net impact on the available resources in the General Fund.

ECONOMIC DEVELOPMENT / JOBS CREATED

Approval of this request will not create any new jobs.

ENVIRONMENTAL REVIEW

The budget adjustment 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,

Brandy LeBeau, Administrative Analyst

Kevin Payne, Development Services Director

_____
Rob Jensen, City Manager

ATTACHMENTS:

Description

Ordinance No. 5819

GF FC/CB Budget Adjustment

ORDINANCE NO. 5819

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 consolidation of billing, per request of the Development Services Department, as listed on the attached Request for Budget Adjustment in the amount of $1,396,604.00.

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

CITY OF ROSEVILLE CALIFORNIA

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*: Brandy LeBeau

DEPARTMENT/DIVISION*: Development Services

FISCAL YEAR/EFFECTIVE DATE*: FY17

PROPOSED COUNCIL DATE (if applicable): 04/02/2017

USE OF FUNDS*

AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL			JL		
	ORG KEY*	OBJECT*	FUND*	PROJECT	ACTIVITY	
1,396,604	90160	5111	0100			Converting org key 90125 to 90160
(1,396,604)	90125	5101	010			Converting org key 90125 to 90160
$ - 0	TOTAL					

SOURCE OF FUNDS*

AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL			JL		
	ORG KEY	OBJECT	FUND*	PROJECT	ACTIVITY	
1,396,604	90160	3840	0100			Converting org key 90125 to 90160
(1,396,604)	90125	3840	100			Converting org key 90125 to 90160
$ -(0)	TOTAL					

FINANCE USE — Approved: Nancy Rothlisberger 3/9/17 (BUDGET MANAGER/DESIGNEE, DATE) — Comments: Kathy Cullen 3/9/17

Justification for Budget Adjustment*:

Transfer expenditures and revenue budget from 90125 to 90160. With the billing automation project in Development Services, the previous traffic study deposit org key 90125 will no longer be in use and all existing projects coded to 90125 will now be coded under 90160 causing the increase in budget.

Approved: Karen Thyme 3/9/17 (REQUESTING DEPARTMENT HEAD/DESIGNEE, DATE)

Approved: (CITY MANAGER, DATE)

Revised 7/13

COUNCIL COMMUNICATION

CC #: 8344
File #: 0324 & 0201-01

Title:	Fire Department Strike Team - Budget Adjustment
Contact:	Katrina Rostam 916-774-5848 krostam@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.17.

RECOMMENDATION TO COUNCIL

The Fire Department is requesting Council approval for a budget adjustment to recognize the $675,622.00 overtime expense and associated $675,622.00 in revenue related to the department participation in reimbursable strike teams.

BACKGROUND

The Fire Department is requesting a budget adjustment to recognize the $675,622.00 overtime expense and associated $675,622.00 in revenue related to the department's participation in reimbursable strike teams. As a participant in the California Fire Assistance Agreement (CFAA), California Task Force Seven of the National Urban Search and Rescue Response System and the United States Department of Agriculture/Forest Service Agreement (USDA/FS), the Fire Department sends resources, upon emergency request, to assist in the management and control of large emergency incidents that occur throughout our region every year. The CFAA can also provide resources to Roseville Fire should the department require and request them. This fiscal year to date, fire department crews have assisted all over California, Nevada and the eastern United States (Hurricane Mathew). The contracts provide for staff, vehicle and overhead reimbursement.

FISCAL IMPACT

Since the increased expenses are reimbursed, there is no net effect on the General Fund.

ECONOMIC DEVELOPMENT / JOBS CREATED

Non-applicable.

ENVIRONMENTAL REVIEW

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

Respectfully Submitted,

Katrina Rostam, Administrative Analyst

Rick Bartee, Fire Chief

_____

Rob Jensen, City Manager

ATTACHMENTS:

Description

Ordinance No. 5818

Budget Adjustment

ORDINANCE NO. 5818

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 Strike Team overtime per request of the Fire Department, as listed on the attached Request for Budget Adjustment in the amount of $675,622.00.

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

CITY OF ROSEVILLE CALIFORNIA

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*: Katrina Rostam, Administrative Analyst

DEPARTMENT/DIVISION*: Fire Department

FISCAL YEAR/EFFECTIVE DATE*: 2016/2017

PROPOSED COUNCIL DATE (if applicable): 04/05/2017

USE OF FUNDS*

AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL			JL		
	ORG KEY*	OBJECT*	FUND*	PROJECT	ACTIVITY	
30,449	06000	4007	100			Overtime - Strike Team
6,701	06011	4007	100			Overtime - Strike Team
609,710	06021	4007	100			Overtime - Strike Team
24,817	06022	4007	100			Overtime - Strike Team
3,945	06025	4007	100			Overtime - Strike Team
$ 675,622	TOTAL					

SOURCE OF FUNDS*

AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL			JL		
	ORG KEY	OBJECT	FUND*	PROJECT	ACTIVITY	
675,622	06021	3790	100			Strike Team Reimbursement/Revenue
$ 675,622	TOTAL					

FINANCE USE Approved:

BUDGET MANAGER/DESIGNEE — DATE 3/2/17

Finance Director: Kathy Cullen — Date 3/4/17

Justification for Budget Adjustment*:

The Fire Department is requesting a budget adjustment to recognize the $675,622 overtime expense and associated $675,622 in revenue related to the department's participation in reimbursable strike teams. As a participant in the California Fire Assistance Agreement (CFAA), California Task Force Seven of the National Urban Search and Rescue Response System and the United States Department of Agriculture/Forest Service Agreement (USDA/FS), the Fire Department sends resources, upon emergency request, to assist in the management and control of large emergency incidents that occur throughout our region every year. This fiscal year to date, fire department crews have assisted all over California, Nevada and the eastern United States (Hurricane Mathew).

Approved: 3-1-17

REQUESTING DEPARTMENT HEAD / DESIGNEE — DATE

Approved:

CITY MANAGER — DATE

Revised 6/2016

COUNCIL COMMUNICATION

CC #: 8366
File #: 0201-01 & 0801

Title: Roadway Capital Improvement Program Update - Budget Adjustment
Contact: Scott Gandler 916-774-5439 sgandler@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.18.

RECOMMENDATION TO COUNCIL

It is recommended that the Council approve the attached ordinance for a budget adjustment of $100,000 to cover additional staff time and fee analysis for the Roadway Capital Improvement Program update.

BACKGROUND

In August 2016, city staff entered into a contract with DKS Associates to update the city's Roadway CIP. This CIP update reflects the additional units and roadway improvements associated with the adoption of the Amoruso Ranch Specific Plan. Updating the CIP following adoption of a Specific Plan is a normal course of business.

City Staff has been working with DKS on that update, including extensive work on the Roadway projects cost estimates and exploring the effect of various fee scenarios on the fees. In order to complete that work, it is necessary to move $100,000 from the Traffic Mitigation fee fund to the project budget to cover City staff time and contract services.

FISCAL IMPACT

The actions requested in this item have no impact to the city's general fund. As has been done in the past, this CIP update will be funded from traffic mitigation fees.

ECONOMIC DEVELOPMENT / JOBS CREATED

No jobs will be directly 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

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). Approval of the proposed budget adjustment does not include the potential for a significant environmental effect, and therefore is not subject to CEQA.

Respectfully Submitted,

Scott Gandler, Senior Engineer

Kevin Payne, Development Services Director

_____

Rob Jensen, City Manager

ATTACHMENTS:

Description

Ordinance No. 5821

CIP Update Budget Adjustment

ORDINANCE NO. 5821

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 Roadway Capitol Improvement Project Update staff time, per request of the Development Services Department, as listed on the attached Request for Budget Adjustment in the amount of $100,000.00.

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

CITY OF ROSEVILLE CALIFORNIA

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*: Scott Gandler, Senior Engineer

DEPARTMENT/DIVISION*: Development Services

FISCAL YEAR/EFFECTIVE DATE*: FY 2017

PROPOSED COUNCIL DATE (if applicable): 04/05/2017

USE OF FUNDS*

AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL			JL		
	ORG KEY*	OBJECT*	FUND*	PROJECT	ACTIVITY	
50,000	90003	5650	221	969001	06	City-wide Traffic Model & CIP Update - Staff Costs
50,000	90003	5101	221	969001	30	City-wide Traffic Model & CIP Update - Contract Servi
$ 100,000	TOTAL					

SOURCE OF FUNDS*

AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL			JL		
	ORG KEY	OBJECT	FUND*	PROJECT	ACTIVITY	
100,000			221			Traffic Mitigation Fee Fund
$ 100,000	TOTAL					

FINANCE USE Approved: Nancy Toth Lisberger 3/14/17 — BUDGET MANAGER/DESIGNEE — DATE

Kathy Cullen 3/14/17 — Finance Director — Date

Justification for Budget Adjustment*:

This is a request for a budget adjustment of $50,000 to cover staff time and additional fee analysis for updating the City's Traffic Model and Roadway Capital Improvement Program (CIP). This request is funded through traffic mitigation fees that are collected as part of new development. There is no negative impact to the City's General Fund as part of this request.

Approved: REQUESTING DEPARTMENT HEAD / DESIGNEE — DATE

Approved: CITY MANAGER — DATE

Revised 6/2016

COUNCIL COMMUNICATION

CC #: 8346
File #: 0600-02

Title:	Out-of-State Travel Request - Environmental Utilities Department
Contact:	Devin Whittington 916-774-5783 dwhittington@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.19.

RECOMMENDATION TO COUNCIL

Staff Recommends the City Council approve out-of-state travel for the Refuse and Stormwater Manager, Devin Whittington, Refuse Supervisor Chris Uhercik and Fleet Manager Brian Craighead to travel to New Orleans Louisiana from May 8 – May 11, 2017 to evaluate Solid Waste collection and handling equipment as well as explore new industry trends. All travel is funded through existing Solid Waste Operations FY16/17 budget. The event location has changed from last year.

BACKGROUND

The Waste Expo is the largest Solid Waste trade show in the United States many of the new technologies and industry trends are displayed and described at this event. The event also has technical sessions designed to inform Solid Waste Managers on new industry trends. Listed below are the areas of focus at the conference.

•Automated Collections
•Anaerobic Digestion
•Big Data Collection Trends
•Bioplastics
•Composting
•Curbside Recycling & Public Education Programs
•Driver Recruitment/Retention
•Data Security – Are you at risk?
•Ebola Updates
•Equipment Leasing & Financing
•Fire Safety in Waste & Recycling
•Fleet Maintenance Best Practices
•Food Waste Reduction & Recovery
•Industry Trends in Waste & Recycling
•International Waste & Recycling Trends
•Leachate

•Managing Contamination
•MRF Safety
•New Safety Technologies
•Odor Control at Organics Recovery Facilities
•Operating Landfills
•Organics Management
•Organics Recycling
•Organics Equipment & Technologies
•Roadside Inspections
•Zero Waste Strategies & Best Practices

FISCAL IMPACT

Travel is funded with existing funds from Solid Waste Operations FY16/17. The costs will be three staff at $3,000 each for a total of $9,000.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable.

ENVIRONMENTAL REVIEW

This proposed item is not a “project” as defined by the California Environmental Quality Act (CEQA) (CEQA Guideline Section 15378). Consequently, no CEQA action is required.

Respectfully Submitted,

Devin Whittington, Refuse and Stormwater Manager

Richard Plecker, Environmental Utilities Director

_____
Rob Jensen, City Manager

ATTACHMENTS:

Description

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Registration Categories	Through 3/23/17	After 3/23/17

PREMIUM PACKAGE

Includes access to:

- 3 days of WasteExpo education session
- 3 Days of WasteExpo Exhibit Hall
- 4 Days of Food Recovery Forum
- 2 days of Healthcare Waste Tabletop Exhibits
- 1 Ticket to the WasteExpo Welcome Reception
- Unlimited access to Waste360 University for WasteExpo 2017 conference sessions

PREMIUM PACKAGE DOES NOT INCLUDE: Waste360 Healthcare Waste Conference Sessions, Waste360 Investor Summit Conference Sessions or the EREF Summit

- $995/Member NWRA/SWANA/APWA
- $1185/Non-Member
- $905/Gov't & Public Sector
- $895/Canada
- $595/International

- $1095/Member NWRA/SWANA/APWA
- $1325/Non-Member
- $905/ Gov't & Public Sector
- $895/Canada
- $595/International

ONE DAY CONFERENCE (MONDAY, TUESDAY OR WEDNESDAY)

Includes access to:

- WasteExpo education sessions for the day selected.
- Food Recovery Forum sessions for the day selected.
- 3 days of Exhibit hall
- 2 days of Healthcare Waste Tabletop Exhibits
- Monday includes 1 ticket to the WasteExpo Welcome Reception

- $545/Member NWRA/SWANA/APWA
- $625/Non-Member
- $545 Gov't & Public Sector
- $545/Canada
- $545/International

- $595/Member NWRA/SWANA/APWA
- $695/Non-Member
- $595/Gov't & Public Sector
- $595/Canada
- $595/International

(NEW!) EREF Summit	Through 3/23/17	After 3/23/17
Includes access to: • 3 days of the WasteExpo Exhibit Hall • 2 days of the Healthcare Waste Tabletop exhibits • 1 ticket to the Welcome Reception	• $250: Consultants/Industry Personnel • $50: Federal/State/Local Agencies/Nonprofits • $30: Student/Academia	• $275: Consultants/Industry Personnel • $75: Federal/State/Local Agencies/Nonprofits • $55: Student/Academia

Food Recovery Forum	Through 3/23/17	After 3/23/17
Includes access to: • 3 Days of Food Recovery Forum education • 3 days of WasteExpo Exhibit Hall • 2 days of Healthcare Waste Tabletop Exhibits	• $545 Member/Non-Members	• $595 Member/Non-Members

Co-Located Events	Through 3/23/17	After 3/23/17
INVESTOR SUMMIT ONLY Includes access to: • 1 day of the Investor Summit (Monday) • 3 days of WasteExpo Exhibit Hall • 2 days of Healthcare Waste Tabletop Exhibits	• $575 Non-Member • $525 Member NWRA • $275 - if purchased w/Premium Pkg	• $625 Non-Member • $575 Member NWRA • $325 - if purchased w/Premium Pkg

HEALTHCARE WASTE CONFERENCE ONLY Includes access to: • 2 days of Healthcare Waste Conference (Wednesday & Thursday) • 2 days of Healthcare Waste Tabletop Exhibits • 3 days of WasteExpo Exhibit Hall	• $505/Member NWRA • $650/Non-Member • $430/Canada • $325/International	• $550/Member NWRA • $685 Non-Member • $445/Canada • $345/International

Exhibit Hall Only	Through 3/23/17	After 3/23/17
Includes access to: • 3 days of WasteExpo Exhibit Hall • 2 days of Healthcare Waste Tabletop Exhibits	• $95/Member NWRA/SWANA/APWA • $95/Non-Member • $0/Canada • $0/International	• $125/Member NWRA/SWANA/APWA • $125/Non-Member • $0/Canada • $0/International

Add Ons/Additional Options	Through 3/23/17	After 3/23/17
Monday WasteExpo Welcome Reception Ticket	• $79	• $79
Waste360 University for WasteExpo 2017 Sessions	• $199	• $199

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COUNCIL COMMUNICATION

CC #: 8363
File #: 0600-02

Title: Out of State Travel Request - Fire Department
Contact: Greg James 916-774-5806 gjames@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.20.

RECOMMENDATION TO COUNCIL

Staff recommends Council approve out-of-state travel for Firefighter Paramedic Trevor Hartman and Firefighter Paramedic Alex Kleefeld to attend Union Pacific Railroad's Tank Car Safety and Emergency Response course April, 2017. The course is being at held at the Association of American Railroad's Security and Emergency Response Training Center (SERTC) near Pueblo, CO. This is an intensive manipulative course focused on emergency response to railroad incidents. Total cost to the department is approximately $6,680, which includes backfill costs and per diem for Firefighter Paramedic Hartman and Firefighter Paramedic Kleefeld. Funds for this training are available in the department's current Fiscal Year budget.

BACKGROUND

The Roseville Fire Department has a Type-1 Hazardous Materials team capable of responding to various Hazardous Materials rail incidents in Roseville and the surrounding area. Type 1 Hazardous Materials teams have the highest level of equipment and training, and are tasked with mitigating the most technical hazardous materials emergencies.

The City of Roseville is home to the largest rail switchyard west of the Mississippi. Large quantities of hazardous materials move safely through the heart of Roseville on a daily basis. Occasionally, there is an event that requires Roseville Fire's Hazmat team to respond and work collaboratively with Union Pacific to rapidly mitigate the emergency. The goal is to protect the citizens and businesses of the City of Roseville, and minimize disruption to business and commerce. Frequently, the most effective way of accomplishing these objectives is to perform a "field repair," stopping the emergency, and allowing the affected railcar to be offloaded or moved out of Roseville to a certified repair shop for complete repair and recertification. This class covers these advanced field repair techniques on full scale, state of the art props and damaged railcars. This is the Association of American Railroad's national training center, known as the Transportation Technology Center (TTCI), near Pueblo, Colorado. Information gained in this class will be brought back and shared with Roseville's Hazmat Team to improve our response to railroad hazardous material emergencies.

FISCAL IMPACT

Cost to the City of Roseville will be approximately:

Personnel costs for 2 Fire Department Members	$6,000.00
Total Per Diem for 2	680.00
Total Approximate Costs	$6,680.00

The funding is allocated in the department's current fiscal year budget.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable.

ENVIRONMENTAL REVIEW

This out-of-state travel request is not considered a "project" as defined by the California Environmental Quality Act (CEQA). Consequently no CEQA action is required.

Respectfully Submitted,

Greg James, Assistant Fire Chief

Rick Bartee, Fire Chief

_____

Rob Jensen, City Manager

COUNCIL COMMUNICATION

CC #: 8375
File #: 0201-02 & 0721

Title:	Transportation Development Act Audit Report for Fiscal Year Ended June 30, 2016
Contact:	Jennifer Kwok 916-774-5307 jkwok@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.21.

RECOMMENDATION TO COUNCIL

The Transportation Development Act (TDA) Funds audit is an informational item and no formal action is required.

BACKGROUND

The Placer County Transportation Planning Agency (PCTPA), as the administrator of Placer County Local Transportation Fund, is required to perform annual fiscal audits of jurisdictions within Placer County receiving Transportation Development Act (TDA) funding. The TDA funds allocated to the City are used to fund the City's Alternative Transportation Division. PCTPA is responsible for awarding contracts for professional independent audit services and awarded this fiscal year contract to Richardson & Company, LLP.

The City has received an unmodified (clean) opinion on the TDA Funds audit. There were no financial reporting or compliance findings included in the report for the current year. In subsequent audits prior year findings are evaluated and included in the current report to provide a status of the findings. We are pleased to report that all three prior year findings were reported as being resolved in the current year. The three prior year findings related to revenue recognition (2013/14-1), proper reclaiming of TDA funds (2014/15-1), and timely submission of required reports (2013/14-2).

FISCAL IMPACT

There is no impact to the City's General Fund.

ECONOMIC DEVELOPMENT / JOBS CREATED

No jobs will be created by this informational report.

ENVIRONMENTAL REVIEW

This is not considered a “project” as defined by the California Environmental Quality Act (CEQA), Section 15378 of the CEQA guidelines and therefore no CEQA action is required.

Respectfully Submitted,

Jennifer Kwok, Financial Analyst

Jay Panzica, Chief Financial Officer

Rob Jensen, City Manager

ATTACHMENTS:

Description

TDA Annual Audit Report for Fiscal Year Ended June 30, 2016

CITY OF ROSEVILLE

TRANSPORTATION DEVELOPMENT ACT FUND

Audited Financial Statements
and Compliance Report

June 30, 2016

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CITY OF ROSEVILLE
TRANSPORTATION DEVELOPMENT ACT FUND

Audited Financial Statements
and Compliance Report

June 30, 2016

Audited Financial Statements

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Statements of Net Position 3
Statements of Revenues, Expenses and Changes in Fund Net Position 5
Statements of Cash Flows 7
Notes to Financial Statements 11

Compliance Report

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards,* the Transportation Development Act Enhancement Guidelines and the Public Transportation Modernization Improvement and Services Enhancement Account (PTMISEA) Guidelines 20

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RICHARDSON & COMPANY LLP
CERTIFIED PUBLIC ACCOUNTANTS

550 Howe Avenue, Suite 210
Sacramento, California 95825

Telephone: (916) 564-8727
FAX: (916) 564-8728

INDEPENDENT AUDITOR'S REPORT

To the City Council
Roseville, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Transportation Development Act Funds allocated to the City of Roseville, as of and for the year ended June 30, 2016, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Transportation Development Act Funds of the City of Roseville as of June 30, 2016, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

To the City Council
City of Roseville, California

Emphasis-of-Matter

As discussed in Note B, the financial statements present only the Transportation Development Act Funds of the City of Roseville and do not purport to, and do not, present fairly the financial position of the City of Roseville as of June 30, 2016, the changes in financial position, or where applicable, its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matters

Prior Year Comparative Information

We have previously audited the TDA Fund financial statements dated March 22, 2016. In our opinion the summarized comparative information presented herein as of and for the year ended June 30, 2015 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Required Supplementary Information

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. Our opinion on the financial statements is not affected by this missing information.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 27, 2017 on our consideration of the City's internal control over financial reporting related to the Fund and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters, including the Transportation Development Act and PTMISEA Guidelines. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Richardson & Company, LLP

February 27, 2017

CITY OF ROSEVILLE

TRANSPORTATION DEVELOPMENT ACT FUNDS

STATEMENTS OF NET POSITION

June 30, 2016
(With Comparative Totals as of June 30, 2015)

	Transit Fund	Transportation Fund	Transit Project Fund
ASSETS			
CURRENT ASSETS			
Cash and cash investments	$ 8,448,396	$ 5,825	$ 162,689
Accounts receivable	26,205	1,140	8,627
Due from other agencies	3,072,461	6,003,617	
Interest receivable	14,900	4,953	318
Due from other funds	1,677,120	2,500,000	
TOTAL CURRENT ASSETS	13,239,082	8,515,535	171,634
NONCURRENT ASSETS			
Capital assets, nondepreciable	1,462,249	2,478,691	
Capital assets, depreciable, net	5,953,700	5,914,408	
TOTAL NONCURRENT ASSETS	7,415,949	8,393,099	
TOTAL ASSETS	20,655,031	16,908,634	171,634
DEFERRED OUTFLOWS OF RESOURCES			
Pensions	101,153	97,909	
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	$ 20,756,184	$ 17,006,543	$ 171,634
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION			
CURRENT LIABILITIES			
Accounts payable	$ 73,106	$ 45,086	
Accrued salaries and benefits	44,166	32,575	
Due to other funds	2,500,000	1,677,120	
Compensated absences	35,816	41,658	
Unearned revenue	9,247,670	5,671,557	
TOTAL CURRENT LIABILITIES	11,900,758	7,467,996	
NONCURRENT LIABILITIES			
Compensated absences	83,539	79,075	
Net pension liability	989,947	1,001,131	
NONCURRENT LIABILITIES	1,073,486	1,080,206	
TOTAL LIABILITIES	12,974,244	8,548,202	
DEFERRED INFLOWS OF RESOURCES			
Pensions	60,450	65,242	
NET POSITION			
Net investment in capital assets	7,415,949	8,393,099	
Restricted for Local Transportation	305,541		$ 171,634
Restricted for PTMISEA projects			
Deficit			
TOTAL NET POSITION	7,721,490	8,393,099	171,634
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	$ 20,756,184	$ 17,006,543	$ 171,634

The accompanying notes are an integral part of these financial statements.

CTSA Call Center	Totals 2016	Totals 2015
$ 877,201	$ 9,494,111	$ 13,327,536
	35,972	37,129
33,749	9,109,827	474,570
1,997	22,168	21,898
	4,177,120	3,715,000
912,947	22,839,198	17,576,133
	3,940,940	3,658,094
258,958	12,127,066	12,481,573
258,958	16,068,006	16,139,667
1,171,905	38,907,204	33,715,800
9,217	208,279	187,355
$ 1,181,122	$ 39,115,483	$ 33,903,155

$ 25,078	$ 143,270	$ 501,093
3,111	79,852	43,416
	4,177,120	3,715,000
3,470	80,944	69,188
19,729	14,938,956	11,014,552
51,388	19,420,142	15,343,249
709	163,323	145,304
87,870	2,078,948	1,960,569
88,579	2,242,271	2,105,873
139,967	21,662,413	17,449,122
5,616	131,308	276,853
258,958	16,068,006	16,139,667
776,581	1,253,756	1,211,136
		31,503
		(1,205,126)
1,035,539	17,321,762	16,177,180
$ 1,181,122	$ 39,115,483	$ 33,903,155

CITY OF ROSEVILLE

TRANSPORTATION DEVELOPMENT ACT FUNDS

STATEMENTS OF REVENUES, EXPENSES
AND CHANGES IN FUND NET POSITION

For the Year Ended June 30, 2016
(With Comparative Totals as of June 30, 2015)

	Transit Fund	Transportation Fund	Transit Project Fund
OPERATING REVENUES			
Passenger fares	$ 1,009,063		
TOTAL OPERATING REVENUES	1,009,063		
OPERATING EXPENSES			
Salaries and benefits	537,862	$ 573,771	
Purchased transportation	3,413,575		
Maintenance, materials and supplies	1,205,271	276,211	
Depreciation	1,307,514	315,890	
TOTAL OPERATING EXPENSES	6,464,222	1,165,872	
OPERATING LOSS	(5,455,159)	(1,165,872)	
NONOPERATING REVENUES (EXPENSES)			
Local Transportation Funds - operating	2,258,158	2,205,134	
State Transit Assistance Funds	503,199		
Federal and state grants - operating	1,299,288	35,875	
Interest revenues	84,545	25,660	$ 1,532
Gain(loss) on sale of capital assets	6,160		
Other revenues	94,715	9,378	36,273
TOTAL NONOPERATING REVENUES (EXPENSES)	4,246,065	2,276,047	37,805
NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS	(1,209,094)	1,110,175	37,805
Local Transportation Funds - capital	179,868	1,182,107	
Federal and state grants - capital	10,748	195,172	
Transfer in from other City funds	152,580		
Transfer out to other City funds	(244,841)	(252,438)	(1,344)
CHANGE IN NET POSITION	(1,110,739)	2,235,016	36,461
Net position, beginning of year	8,832,229	6,158,083	135,173
NET POSITION, END OF YEAR	$ 7,721,490	$ 8,393,099	$ 171,634

The accompanying notes are an integral part of these financial statements.

CTSA Call Center	Totals 2016	Totals 2015
	$ 1,009,063	$ 1,035,368
	1,009,063	1,035,368
$ 57,114	1,168,747	1,089,958
	3,413,575	3,343,169
299,689	1,781,171	2,312,857
16,156	1,639,560	2,170,604
372,959	8,003,053	8,916,588
(372,959)	(6,993,990)	(7,881,220)
280,271	4,743,563	6,367,708
	503,199	502,826
46,729	1,381,892	450,431
9,758	121,495	72,475
	6,160	(99,312)
30,000	170,366	236,626
366,758	6,926,675	7,530,754
(6,201)	(67,315)	(350,466)
	1,361,975	
	205,920	2,686,614
	152,580	44,482
(9,955)	(508,578)	(3,919,174)
(16,156)	1,144,582	(1,538,544)
1,051,695	16,177,180	17,715,724
$ 1,035,539	$ 17,321,762	$ 16,177,180

CITY OF ROSEVILLE

TRANSPORTATION DEVELOPMENT ACT FUNDS

STATEMENTS OF CASH FLOWS

For the Year Ended June 30, 2016
(With Comparative Totals as of June 30, 2015)

	Transit Fund	Transportation Fund	Transit Project Fund
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers and users	$ 1,009,063		
Payments to employees and related benefits	(514,603)	$ (421,798)	
Payments to suppliers	(4,809,822)	(578,435)	
NET CASH USED BY OPERATING ACTIVITIES	(4,315,362)	(1,000,233)	
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES			
Operating grants and other revenues	875,500	3,341	$ 37,469
Interfund borrowings	2,037,880	(2,037,880)	
Transfers in	152,580		
Transfers out	(244,841)	(252,438)	(1,344)
NET CASH PROVIDED (USED) BY NON-CAPITAL AND RELATED FINANCING ACTIVITIES	2,821,119	(2,286,977)	36,125
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Capital grants	1,298,909	1,070,012	
Purchases of capital assets	(190,616)	(1,377,283)	
Proceeds from sale of capital assets	6,160		
NET CASH PROVIDED (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES	1,114,453	(307,271)	
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest earnings on investments	86,464	23,877	1,458
NET CASH PROVIDED BY INVESTING ACTIVITIES	86,464	23,877	1,458
NET INCREASE IN CASH AND CASH EQUIVALENTS	(293,326)	(3,570,604)	37,583
Cash and cash equivalents, beginning of year	8,741,722	3,576,429	125,106
CASH AND CASH EQUIVALENTS, END OF YEAR	$ 8,448,396	$ 5,825	$ 162,689

CTSA Call Center	Totals 2016	Totals 2015
	$ 1,009,063	$ 1,035,368
$ (320,949)	(1,257,350)	(1,413,508)
(57,588)	(5,445,845)	(5,181,737)
(378,537)	(5,694,132)	(5,559,877)
371,988	1,288,298	9,572,677
	-	
	152,580	44,482
(9,955)	(508,578)	(3,919,174)
362,033	932,300	5,697,985
	2,368,921	3,678,886
	(1,567,899)	(1,711,462)
	6,160	460,534
	807,182	2,427,958
9,426	121,225	73,806
9,426	121,225	73,806
(7,078)	(3,833,425)	2,639,872
884,279	13,327,536	10,687,664
$ 877,201	$ 9,494,111	$ 13,327,536

CITY OF ROSEVILLE

TRANSPORTATION DEVELOPMENT ACT FUNDS

STATEMENTS OF CASH FLOWS (Continued)

For the Year Ended June 30, 2016
(With Comparative Totals as of June 30, 2015)

	Transit Fund	Transportation Fund	Transit Project Fund
RECONCILIATION OF OPERATING LOSS TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES			
Operating loss	$ (5,455,159)	$ (1,165,872)	
Adjustments to reconcile net loss to net cash provided (used) by operating activities:			
Depreciation	1,307,514	315,890	
Change in operating assets, deferred outflows of resources, liabilities and deferred inflows of resources:			
Deferred outflows/inflows of resources	(82,585)	(76,602)	
Accounts payable	(190,976)	(145,587)	
Accrued salaries	24,171	11,196	
Compensated absences payable	22,166	6,666	
Net pension liability	59,507	54,076	
NET CASH USED BY OPERATING ACTIVITIES	$ (4,315,362)	$ (1,000,233)	$ -

The accompanying notes are an integral part of these financial statements.

CTSA Call Center	Totals 2016	Totals 2015
$ (372,959)	$ (6,993,990)	$ (7,881,220)
16,156	1,639,560	2,170,604
(7,282)	(166,469)	262,855
(21,260)	(357,823)	141,600
1,069	36,436	(805)
943	29,775	24,159
4,796	118,379	(277,070)
$ (378,537)	$ (5,694,132)	$ (5,559,877)

NOTE A – ORGANIZATION

The City of Roseville (the City) receives funds from the Placer County Transportation Agency under the provisions of the Transportation Development Act (TDA) from the Placer County Local Transportation Fund (LTF) under Article 4, Section 99260(a) and Article 8, 99400(a) and State Transit Assistance Fund (STAF) under Article 4, Section 6730(a). The STAF funds are to be used for public transportation purposes only. The City's Article 4 LTF funds are for the support of public transportation systems as defined in the TDA.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation: The financial statements of the City of Roseville's Transportation Development Act Funds (the Funds) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Reporting Entity: The financial statements are intended to present the financial position, results of operations and cash flows of only transactions recorded in the Funds. The Funds are included in the financial statements of the City.

Fund Accounting: The accounts of the Funds are organized on the basis of funds. A fund is an accounting entity with a self-balancing set of accounts established to record the financial position and results of operations of a specific governmental activity. The City utilizes the enterprise fund type of the proprietary fund group to account for the activities of the Funds. The following funds are used by the City to account for its TDA funds:

Transit Fund: The Transit Fund is used to account for the operation of the City's transit system. The principal operating revenues are charges to passengers for public transit services. Operating expenses include the cost of transit services, administrative expenses and depreciation on capital assets. All other revenues and expenses are reported as nonoperating.

Transportation Fund: The Transportation Fund accounts for Local Transportation Funds which have been allocated for the purpose of street and road infrastructure and pedestrian and bicycle improvements.

Transit Project Fund: The Transit Project Fund accounts for Local Transportation Fund and State Transit Assistance Funds which have been allocated for the purpose of transit facility construction and acquisition.

CTSA Call Center: The CTSA Call Center Fund accounts for Local Transportation Fund which have been allocated for the construction and operation of the Placer County Transportation Call Center.

Basis of Accounting: The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets, deferred outflows of resources, liabilities and deferred inflows of resources associated with the operation of these funds are included on the statement of net position. Net position is segregated into the net investment in capital assets, amounts restricted and amounts unrestricted. Proprietary fund-type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net position.

The accrual basis of accounting is utilized by proprietary fund types. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. TDA and grant revenues are recorded when all eligibility requirements have been met.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

Cash and Cash Equivalents: For the purposes of reporting cash flows, cash and cash equivalents are defined as those amounts included in the balance sheet caption "cash and investments" and consist of amounts held in the City's cash and investment pool, which are available on demand.

Capital Assets: Capital assets are recorded at historical cost or estimated historical cost if actual cost is not available provided such costs exceed the respective capitalization threshold and the expected useful life of the asset is greater than one year. Contributed capital assets are valued at their estimated fair market value on the date of contribution.

Capital assets with limited useful lives are depreciated over their estimated useful lives. Alternatively, the "modified approach" is used for certain capital assets. Depreciation is not provided under this approach, but all expenditures on these assets are expensed, unless they are additions or improvements.

Depreciation is computed using the straight-line method over the estimated useful lives of the assets. The estimated useful lives of the assets and capitalization thresholds are listed below:

	Useful Lives	Capitalization Thresholds
Buildings & Improvements	20-40 years	No threshold
Equipment	3-12 years	$ 5,000
Transit vehicles	5-10 years	No threshold
Bike paths	20 years	No threshold
Bridges	90 years	No threshold
Culverts	75 years	No threshold
Sidewalks	20 years	No threshold
Drain inlets	50 years	No threshold
Storm drains	75 years	No threshold

The Funds have acquired certain assets with funding provided by federal and state assistance from various grant programs. The Funds hold title to these assets; however, the federal government retains an interest in those assets for which it has contributed funding should the assets no longer be used for transit purposes. Currently only transit vehicles have been purchased as a capital asset using federal money.

Compensated Absences: Employees accrue vacation, sick and compensatory time off benefits. An employee may accumulate vacation time equal to the amount that can be earned in a two-year period. Vacation pay is paid upon separation of service or retirement. Sick leave benefits may be applied to earlier retirement. Upon termination, sick leave benefits in excess of a specified maximum are paid. All vacation and sick leave is accrued when incurred in the proprietary fund statements.

Deferred Inflows/Outflows of Resources: In addition to assets, the statement of net position reports a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and so will not be recognized as an expense/expenditure until then. In addition to liabilities, the statement of net position reports a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

As of June 30, 2016, the Funds have deferred outflows of resources related to employer pension contributions and deferred inflows of resources related to changes in assumptions and the net difference between projected and actual earning on pension plan investments, as described in Note P.

Pensions: For purposes of measuring the net pension liability and deferred inflows/outflows of resources related to pensions, and pensions expense, information about the fiduciary net position of the City's California Public Employees' Retirement System (CalPERS) plans and additions to/deductions from the plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are at fair value.

Restricted Net Position: Restrictions of net position show amounts that are legally restricted for specific uses.

Use of Estimates: The preparation of the financial statements in conformity with GAAP required management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE C – CASH AND CASH EQUIVALENTS

Investment in the City's Cash and Investment Pool: The Fund's cash and investments are held in the City's cash and investment pool. The City maintains a cash and investment pool and allocates interest to various funds based upon average cash balances. Investments held in the City's investment pool are available on demand to the fund and are stated at cost, which approximates fair value. The City's investment policy, interest rate risk and credit risk may be found in the notes to the City's basic financial statements.

NOTE D – DUE FROM OTHER GOVERNMENTAL AGENCIES

The due from other governments for the City consisted of the following at June 30, 2016:

Federal Transit Administration grants	$ 918,570
Local Transportation Funds	7,582,486
State Transit Assistance	503,199
Other	105,572
Total due from other governmental agencies	$ 9,109,827

NOTE E – INTERFUND BALANCES AND TRANSACTIONS

Amounts reported as due to or from other TDA related funds arise in the normal course of business and are expected to be repaid shortly after the end of the fiscal year. At June 30, 2016, there was an interfund due to and due from balance of $1,677,120 from the Transportation Fund to the Transit Fund to cover the cash deficit in the Transportation Fund. Additionally, there was an interfund due to and due from balance of $2,500,000 from the Transit Fund to transfer money repurposed from Transit purposes to Streets and Roads purposes. The transfers in to the Transit Fund consisted of $98,618 from the Roadway Fund for the Sierra Gardens Transfer Point Improvement Project, and $53,962 from the Municipal Services District #3. Significant transfers out in the Transit Fund consisted of $233,287 to the General Fund for indirect costs. Significant transfers out in the Transportation Fund consisted of $130,514 to the Public Facilities Fund for the Downtown Pedestrian Bridge Project and $107,483 to the General Fund for indirect costs. Transfers out in the Transit Project Fund consisted of $1,344 to the CIP Rehabilitation Fund Public Facilities Fund for a painting project. Transfers out in the CTSA Call Center Fund consisted of $9,955 to the General Fund for indirect costs.

NOTE F – CAPITAL ASSETS

Capital asset activity consisted of the following for the year ended June 30, 2016:

	Balance June 30, 2015	Additions	Deletions	Transfers	Balance June 30, 2016
Capital assets, not being depreciated					
Land	$ 828,234				$ 828,234
Easements	41,599				41,599
Infrastructure (modified)	51,757				51,757
Construction in progress	2,736,504	$ 1,567,899		$ (1,285,053)	3,019,350
Total capital assets, not being depreciated	3,658,094	1,567,899	-	(1,285,053)	3,940,940
Capital assets being depreciated					
Buildings and improvements	2,095,315		$ (4,085)	9,999	2,101,229
Equipment	2,135,299				2,135,299
Vehicles	12,807,987		(42,258)		12,765,729
Bike paths	4,480,497			904,958	5,385,455
Bridges	1,702,403				1,702,403
Culverts	356,961				356,961
Sidewalks	120,148			343,847	463,995
Drain inlets	24,662			5,201	29,863
Storm drains	38,069			21,048	59,117
Total capital assets, being depreciated	23,761,341	-	(46,343)	1,285,053	25,000,051
Less accumulated depreciation for:					
Buildings and improvements	(922,158)	(67,375)	4,085		(985,448)
Equipment	(1,175,691)	(246,577)			(1,422,268)
Vehicles	(7,363,581)	(1,024,244)	42,258		(8,345,567)
Bike paths	(1,631,597)	(244,314)			(1,875,911)
Bridges	(122,951)	(18,916)			(141,867)
Culverts	(30,412)	(4,760)			(35,172)
Sidewalks	(23,365)	(31,796)			(55,161)
Drain inlets	(4,836)	(649)			(5,485)
Storm drains	(5,177)	(929)			(6,106)
Total accumulated depreciation	(11,279,768)	(1,639,560)	46,343	-	(12,872,985)
Net capital assets being depreciated	12,481,573	(1,639,560)	-	1,285,053	12,127,066
Total capital assets, net	$ 16,139,667	$ (71,661)	$ -	$ -	$ 16,068,006

NOTE G – LONG-TERM LIABILITIES

Changes in long-term liabilities consisted of the following for the years ended June 30:

	Balance June 30, 2015	Additions	Used	Balance June 30, 2016	Due Within One Year
Compensated absences	$ 214,492	$ 66,190	$ 36,415	$ 244,267	$ 80,944
Net pension liability	1,960,569	118,379		2,078,948	
	$ 2,175,061	$ 184,569	$ 36,415	$ 2,323,215	$ 80,944

NOTE H – FARE REVENUE RATIO

The City is required under the Transportation Development Act to maintain a fare revenue to operating expenses ratio of 15%. The calculation of the fare revenue ratio for the year ended June 30, 2016, is as follows:

Passenger fare revenues (excludes charter revenues)	$ 1,009,063
Local support - advertising	96,902
Local support - cash transfers in	53,962
	$ 1,159,927
Operating expenses	$ 6,464,222
Less allowable exclusions:	
Depreciation	(1,307,514)
	$ 5,156,708
Fare revenue ratio	22.49%

NOTE I – UNEARNED REVENUE

The Local Transportation Fund (LTF) allocates monies to the transit system to support operations. LTF allocations are considered earned when they are properly spent for operations by the transit system. Allocations in excess of this amount are recorded as unearned revenue. The maximum eligibility for LTF allocations for the year ended June 30, 2016, was determined as follows:

	Transit Fund	Transportation Fund	CTSA Call Center
Operating expenses	$ 6,464,222	$ 1,165,872	$ 372,959
Adjustments:			
Depreciation	(1,307,514)	(315,890)	(16,156)
Fare box revenues	(1,009,063)		
State Transit Assistance revenue	(503,199)		
Grant revenue	(1,299,288)	(35,875)	(46,729)
Interest revenues	(84,545)	(25,660)	(9,758)
Other revenues	(94,715)	(9,378)	(30,000)
Net transfers	92,261	252,438	9,955
Adjustment for prior year deficit		1,173,625	
Maximum eligibility for operating	$ 2,258,159	$ 2,205,132	$ 280,271
Capital expenditures	$ 190,615	$ 1,377,281	
Adjustments:			
Pedestrian and bikeway revenue		(847,190)	
Grant revenue	(10,748)	(195,172)	
Maximum eligible for capital	$ 179,867	$ 334,919	$ -

NOTE I – UNEARNED REVENUE (Continued)

A schedule of changes in unearned revenue for the year ended June 30, 2016, is as follows:

	Transit Fund					
	Local Transportation Funds	PTMISEA	TSSSDRA	LCTOP	Other	Total
Beginning balance, July 1, 2015	$ 10,527,363		$ 90,900		$ 396,289	$ 11,014,552
LTF Allocations	1,691,760					1,691,760
Maximum LTF eligibility						
Operating	(2,258,159)					(2,258,159)
Capital	(179,867)					(179,867)
Unearned receipts		$ 1,085,117	80,081	$ 207,686	133,711	1,506,595
Other	(27,211)					(27,211)
LTF Allocations reclaimed from Transit use to Transportation use	(2,500,000)					(2,500,000)
Ending balance, June 30, 2016	$ 7,253,886	$ 1,085,117	$ 170,981	$ 207,686	$ 530,000	$ 9,247,670

	Transportation Fund			CTSA Call Center
	Local Transportation Funds	PTMISEA	Total	Local Transportation Funds
Beginning balance, July 1, 2015				
LTF Allocations	$ 5,677,933		$ 5,677,933	$ 300,000
Maximum LTF eligibility				
Operating	(2,205,132)		(2,205,132)	(280,271)
Capital	(334,919)		(334,919)	
Unearned receipts		$ 33,675	33,675	
LTF Allocations reclaimed from Transit use to Transportation use	2,500,000		2,500,000	
Ending balance, June 30, 2016	$ 5,637,882	$ 33,675	$ 5,671,557	$ 19,729

NOTE J – PTMISEA

In November 2006, California Voters passed a bond measure enacting the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006. Of the $19.25 billion of State general obligation bonds authorized, $4 billion was set aside by the State as instructed by the statute as the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA). These funds are available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements or for rolling stock procurement, rehabilitation or replacement.

As of June 30, 2016, the City's status of the approved projects and respective grant amounts from the State's PTMISEA account are listed in the table below. The table below also discloses the amounts expended, received and unexpended for each approved project as of June 30:

NOTE J – PTMISEA

Project Name	Fund	Grant Amount (includes earned interest)	Received Through June 30, 2016	Expended Through June 30, 2016	(Receivable) Unexpended at June 30, 2016
Dial-A-Ride and light fleet upgrade	Transit	$ 117,649	$ 76,772	$ 85,606	$ (8,834)
Bus replacement acquisition	Transit	1,085,117	1,085,117		1,085,117
Downtown transfer point reconstruction	Transportation	367,541	365,369	333,866	33,675
		$1,570,307	$1,527,258	$ 419,472	$ 1,109,958

NOTE K – TSSSDRA

As approved by the voters in the November 2006 general elections, Proposition 1B enacts the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 to authorize $19.925 billion of state general obligation bonds for specified purposes, including grants for transit system safety, security and disaster response projects. CalOES has been charged with administering the following Prop 1B Transit System Safety, Security & Disaster Response Account (TSSSDRA).

The remaining proceeds of $170,981 reflected as unearned revenue, including accrued interest, were restricted. $90,900 is for transit facility exterior security and lighting and $80,081 is for bus stop safety and security improvements. Qualifying expenses must be encumbered within three years from the date of the allocation and expended within three years from the date of the encumbrance. As of June 30, 2016, funds received and expended were as follows:

Balance at beginning of year	$ 90,900
CalOES funds received	80,081
Unexpended proceeds	$ 170,981

NOTE L – LCTOP

The Low Carbon Transit Operations Program (LCTOP) was established by the California Legislature in 2014 by Senate Bill 862. The LCTOP provides funds to transit agencies to reduce greenhouse gas emission and improve mobility through operating and capital grants. Projects approved for LCTOP will support bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions.

The City received $207,686 of LCTOP funds during the year ended June 30, 2016, of which $45,465 is for the Louis/Orlando Transfer Center and fixed route service enhancements and $162,221 is for Route S service expansion. No amounts were expended as of June 30, 2016.

NOTE M – RISK MANAGEMENT

The City manages risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters by participating in the public entity risk pools described below and by retaining certain risks. The City maintains insurance coverage from a commercial carrier for its long-term disability and dental benefit plan.

Public entity risk pools are formally organized and separate entities established under the Joint Exercise of Powers Act of the State of California. As separate legal entities, those entities exercise full powers and authorities within the scope of the related Joint Powers Agreements including the preparation of annual budgets, accountability for all funds, the power to make and execute contracts and the right to sue and be sued. Each risk pool is governed by a board consisting of representatives from member municipalities. Each board controls the operations of the respective risk pool, including selection of management and approval of operating budgets, independent of any influence by member municipalities beyond their representation on that board. Obligations and liabilities of these risk pools are not the City's responsibility.

Risk Coverage

The City is a member of the California Joint Powers Risk Management Authority (CJPRMA) which covers general liability claims up to $40,000,000, property damage up to $300,000,000, and boiler and machinery up to $21,250,000. The City has a self-insured retention or deductible of $500,000, $25,000, and $5,000, respectively per claim. Once the City's self-insured retention for general liability claims is met, CJPRMA becomes responsible for payment of all claims up to the limit. CJPRMA has purchased commercial insurance against property damage and boiler and machinery claims.

The City is also a member of the Local Agency Workers' Compensation Excess Joint Powers Authority (LAWCX), which covers workers' compensation claims up to $5,000,000, and has excess coverage through CSAC-EIA up to the statutory limit. The City has a self-insured retention of up to $350,000 per claim.

The contributions made to each risk pool equal the ratio of their respective payrolls to the total payrolls of all entities participating in the same layer of each program, in each program year. Actual surpluses or losses are shared according to a formula developed from overall loss costs and spread to member entities on a percentage basis after a retrospective rating.

Financial Statements for the risk pools may be obtained from CJPRMA, 3201 Doolan Road, Suite 285, Livermore, California 94551 and LAWCX, 1750 Creekside Oaks Drive, Suite 200, Sacramento, California 95833. Information regarding the City's risk management programs is available in the City of Roseville's comprehensive annual financial report.

NOTE N – CONCENTRATIONS

The Funds receive a substantial amount of its support from a statewide retail sales tax from the Local Transportation Fund and State Transit Assistance Fund created by the TDA. A significant reduction in the level of this support, if this was to occur, may have a significant impact on the Funds' activities.

NOTE O – CONTINGENCIES

The City receives funding form the Federal Transit Administration and the State of California that are subject to review and audit. Such audits could result in a request for reimbursement for expenses disallowed under the terms and conditions of the contracts. It is the opinion of management that no material liabilities will result from such potential audits.

NOTE P – PENSION LIABILITY

GASB issued Statement No. 68, *Accounting and Financial Reporting for Pensions*, and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No. 68,* which require certain information to be disclosed for pension plans. The City's transit-type employees are included in the City's Miscellaneous Plan, an agent multiple-employer defined benefit pension plan. Information is available about the City's pension plans in the City's Comprehensive Annual Financial Report. The actuarial valuation for the City's Miscellaneous Plan received from CalPERS does not separately disclose information that is required to be reported under GASB 68 and 71 for the Funds. The pension liability reported in the Funds represents a proportional share of the pension liability of the City's Miscellaneous Plan as a whole based on a proportional share of cash basis employer contributions paid on behalf of the Funds' employees compared to all the City's Miscellaneous Plan employees. As of and for the year ended June 30, 2016, the deferred outflows of resources, net pension liability, deferred inflows of resources and pension expense related to the Funds were $208,279, $2,078,948, $131,308 and $160,190, respectively. As of and for the year ended June 30, 2015, the total deferred outflows of resources, net pension liability, deferred inflows of resources and pension expense related to the Funds were $187,355, $1,960,569, $276,853 and $173,140, respectively. Pension expense was reported as part of operations expenses.

NOTE Q – CHANGE IN ACCOUNTING METHOD

The City changed its method of accounting for unexpended Local Transportation Funds allocated for streets and roads. Prior to the year ended June 30, 2016, these revenues were recognized in the year they were allocated to the City and unexpended amounts were reflected as restricted net position or as a net position deficit if expenditures exceeded revenues. Starting the year ended June 30, 2016, the City recorded unexpended amounts as unearned revenue and the June 30, 2015 net position deficit of $1,173,625 was applied against the fiscal year 2015/16 allocations to arrive at the unearned revenue balance.

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS,* THE TRANSPORTATION DEVELOPMENT ACT AND THE PUBLIC TRANSPORTATION MODERNIZATION IMPROVEMENT AND SERVICES ENHANCEMENT ACCOUNT (PTMISEA) GUIDELINES

To the City Council
City of Roseville, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Transportation Development Act Funds (the Funds) allocated to the City of Roseville (the City), as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Funds' financial statements, and have issued our report thereon dated February 27, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph in this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be a material weakness. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. Our audit was further made to determine that Transportation Development Act (TDA) Funds allocated and received by the City were expended in conformance with the applicable statutes, rules and regulations of the TDA and Section 6667 of the California Code of Regulations. We also tested the receipt and appropriate

expenditures of bond funds, as presented in Note J to the financial statements, in accordance with the PTMISEA statutes and guidelines. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards,* the TDA, or the PTMISEA guidelines.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards,* the TDA and PTMISEA in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose

Richardson & Company, LLP

February 27, 2017

SCHEDULE OF PRIOR YEAR FINDINGS

June 30, 2016

FINANCIAL REPORTING

CURRENT YEAR FINDINGS

None

PRIOR YEAR FINDINGS

FINDING 2013/14-1—Material Weakness

Criteria: Internal controls over financial reporting should be in place to ensure revenue is recorded in the correct period. In addition, the City should compare net position to the prior year financial statements to ensure all audit adjustments are posted so net position rolls forward.

Condition: The City records grant amounts as revenue in the period received rather than in the period the revenue is considered earned, and net position does not reflect all audit adjustments from the prior year.

Cause: The City was recording revenue in a manner that was consistent with cash-basis accounting and was not posting all audit adjustments from the prior year.

Status: The City has made the necessary improvements to ensure revenue is recognized in the proper period and that prior audit adjustments are properly reflected in the City's accounting system. TDA funds were properly recorded in the proper funds. Proceeds from the sale of assets were properly recorded. The City properly invoiced PCTPA for bus upgrades supported by PTMISEA funds. Finally, PTMISEA revenue was properly claimed and recorded in the period expenditures were incurred. This finding has been resolved.

COMPLIANCE

PRIOR YEAR FINDINGS

FINDING 2014/15-1

Criteria: Local Transportation Funds claimed for transit purposes are required to be used for transit related expenditures according to California P.U.C. Section 99260.

Condition: The City transferred $3,450,000 to its Road Fund for street resurfacing and transferred $265,000 to its Transportation Fund for pedestrian and bicycle project expenditures.

Effect: The City is not in compliance with P.U.C. Section 99260.

Cause: The City transferred funds out of its Transit Fund for street and pedestrian projects without re-claiming those funds through PCTPA under P.U.C. Section 99400 for Streets and Roads.

Status: The City properly re-claimed funds for Streets and Roads purposes in the current year and is in compliance with P.U.C. 99260.

FINDING 2013/14-2

Criteria: The City's annual Transit Operator Report and its annual Streets and Roads Report are required to be filed with the California State Controller's Office within 90 days of year-end (110 days after year-end if filed electronically) each year according to California P.U.C. Sections 99243 and 99406.

Condition: The City did not file within 110 days of the fiscal years ended June 30, 2015 and 2014.

SCHEDULE OF PRIOR YEAR FINDINGS (CONTINUED)

June 30, 2016

Effect: The City is not in compliance with P.U.C. Section 99243 and 99406.

Cause: The City did not prepare the annual Transit Operator Report or the annual Streets and Roads Report by the filing deadline.

Status: The Transit Operator Report and Streets and Roads Report for the fiscal year ended June 30, 2016 was properly filed within the required 110 days.

COUNCIL COMMUNICATION

CC #: 8353
File #: 0600-01

Title: Parks, Recreation and Libraries Department Staffing Changes
Contact: Linda Hampton 916-774-5215 lhampton@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.22.

RECOMMENDATION TO COUNCIL

Staff recommends the City Council approve the Parks, Recreation and Libraries allocation schedule to reflect the reclassification of one vacant Librarian allocation to an Administrative Technician allocation in the Library division. It is recommended that City Council take the motion to approve the attached Parks, Recreation and Libraries allocation schedule effective April 8, 2017.

BACKGROUND

As part of the Municipal Code, the Human Resources Department is charged with maintaining the City's classification plan.

Staff is requesting to reclassify a vacant Librarian allocation to an Administrative Technician allocation due to the administrative workload disbursed amongst existing library staff. The growing complexity of tasks, along with a need for increased technical expertise, has highlighted a need for this position. As staff roles change and evolve, it impacts services when there is not a central point of contact for administrative tasks.

FISCAL IMPACT

Parks, Recreation and Libraries

From	To	Current Salary & Benefits	Proposed Salary & Benefits	Annual Impact	Fiscal Impact
Librarian	Administrative Technician	$ 72,774	$ 65,571	-$7,203	-$1,662

The proposed changes will result in annual savings of $7203 and in the current budget a savings of $1662.

ECONOMIC DEVELOPMENT / JOBS CREATED

No new jobs will be 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, Human Resources Manager

Gayle Satchwell, Human Resources Director

_____
Rob Jensen, City Manager

ATTACHMENTS:

Description

Parks, Recreation & Libraries Allocation Schedule 04-08-2017

Position Allocation/Staffing Report
by Department and Location ("Division")

Gra	Position Title	Allocated FTE	Staffed FTE	(Over)/ Under Staffed Variance
Department: 72	**LIBRARY**			
Div/Loc: 06500 - LIBRARY - ADMIN/TECH SERVICES				
065000084	ADMINISTRATIVE TECHNICIAN	1.000	0.000	1.000
065001224	CITY LIBRARIAN	1.000	1.000	
065004152	LIBRARIAN II	6.500	5.500	1.000
065004210	LIBRARY ASSISTANT II	7.000	5.000	2.000
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	2.000	(2.000)
TOTAL FOR LOC/DIV 06500 - LIBRARY - ADMIN/TECH SERVICES:		**24.500**	**23.500**	**1.000**
TOTAL FOR DEPARTMENT 72 - LIBRARY:		**24.500**	**23.500**	**1.000**
Grand Totals:		**24.500**	**23.500**	**1.000**

COUNCIL COMMUNICATION

CC #: 8377
File #: 0704-01

Title:	Sierra Crossing Park - Master Plan Approval
Contact:	Tara Gee 916-774-5253 tgee@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 7.23.

RECOMMENDATION TO COUNCIL

Approve the park master plan for Sierra Crossing Park (W-50A).

BACKGROUND

Location and Size

This school/park site is located in the West Roseville Specific Plan area and is approximately 6 acres in size. It is positioned in the north portion of West Roseville off of Westbrook Boulevard and Brookstone Drive.

Master Plan Proposal

The master plan proposes a design that offers an informal layout for passive play. The plan includes a shaded picnic area, a children's play and swing area, a modest adult fitness pod and a small water spray feature clustered together. The park design also identifies a perimeter walking path, open turf on the interior for play and water-efficient landscaping along the park exterior. The plan extends the school parking with approximately 15 new spaces.

Public Outreach

Two public workshops were held in late Summer and Fall of 2016. Workshop notifications were provided first with a postcard to the neighborhood and neighborhood associations (both Fiddyment Farm and West Park), with follow up emails to those attending the workshops. An average of 9 people attended both workshops.

The first workshop identified park amenities which were suggested by the residents. The amenities receiving the highest interest using a three dot method included:

- Gathering area / Picnic area (8)
- Tennis courts (6)
- Hose bib, access to water (5)
- Shade structure (5)
- Trees, landscape (4)
- Children's splash pad (3)

- Adult fitness equipment (3)
- Restroom (3)
- Basketball (2)
- Park climber (1)
- Gazebo (1)

The second workshop presented a concept sketch for review and feedback from the residents. The discussion at this meeting suggested the parking lot and fitness pod be reduced in size, increase the size of the water play area and consider the balance of fast and slow growing trees. The conversation also included the high cost to both build and maintain tennis courts. Additionally, the dialogue shifted to the greater community benefit of installing tennis courts in a regional site, such as near the high school, where potentially more than two could be located.

The restroom was also not included in the park as the design leaned more to a one hour "stay and play" experience. Generally, with an hour "stay and play" value, restrooms are not included in the design. While the budget is $1.2 million, both the tennis courts and restroom are high cost amenities. Should these items be included, other amenities planned for the park would need to be eliminated. The design seeks to find balance of community needs, addressing the greatest overall benefit and aligning with the allotted budget. Consideration of maintenance and life cycle costs are also factored into the equation when making design decisions.

For meeting notes of each meeting, see
http://www.roseville.ca.us/parks/parks_n_facilities/planning_our_parks/parks_in_the_works.asp#W-50A Neighborhood Park Site

A two week write in period was also provided in early December 2016. Thirteen comments were submitted (see attached). Most of the comments received were from residents who did not attend the two face to face workshops. Many of the suggestions were reviewed during the public workshops. Responses were made to all comments with no additional feedback from the residents. Based on the comments received, it appears that overall, the park design is supported.

Schedule
The target for start of construction is Spring 2018.

Parks & Recreation Commission
The Parks & Recreation Commission reviewed and recommended approval at the February 6, 2017 meeting, pending environmental clearance.

FISCAL IMPACT

The estimated cost of the project is $1,200,000.00. Funds collected through the West Roseville Neighborhood Park Fund have been allocated for this park in FY2016/17. Maintenance costs will be approximately $10,000.00 per acre each year. The funding source for maintenance is provided through the West Roseville Community Facilities District for Service.

ECONOMIC DEVELOPMENT / JOBS CREATED

This project helps stimulate the local economy and the local construction industry through the employment of the construction team. Based on Federal guidelines, there is one job created for

every $92,000.00 in direct government spending. Based on that figure, 13 new jobs were created as a result of this project.

ENVIRONMENTAL REVIEW

Development of West Roseville Specific Plan (WRSP) Parcel W-50a is identified and was previously evaluated in the final EIR. Approval of the W-50A Neighborhood Park Master Plan is found to be within the scope of the project covered by the Final EIR and Amendment. Because the project is consistent with the Final EIR and Specific Plan, no new effects would be expected to occur and all applicable mitigation measures from the final EIR will be implemented. As such, no additional CEQA action is required at this time.

Respectfully Submitted,

Tara L. Gee, Park Planning & Development Superintendent

Dion Louthan, Parks, Recreation & Libraries Director

Rob Jensen, City Manager

ATTACHMENTS:

Description

Master Plan

Exhibit A - Public Comments

MASTER PLAN

PARK W-50A

NOVEMBER 18, 2016

0 30 60 120

CITY OF ROSEVILLE CALIFORNIA

Gee, Tara

From: Granada, Sandra on behalf of Your Landscape
Sent: Monday, December 05, 2016 6:03 PM
To: Jessica Wiggins
Cc: Gee, Tara
Subject: RE: Brookstone Dr Park

Ms. Wiggins,

Thank you for your feedback. Yes, we are concerned with the size of the sand area and are seeking to balance water play and sand, a play experience that children love. A larger splash pad is being planned for a different site near Pleasant Grove, which has a budget that can support such a feature. For this park, we do have a tight construction budget and are looking to stretch our dollars to offer a variety of play experiences. We can look at the cost of a shade element over the play area. Currently bids are coming in excessively high, but we can see what the costs are and hope for some competitive bids to be able to include this feature. Thank you again for your comments.

Sandra Granada on behalf of Tara Gee

-----Original Message-----
From: Jessica Wiggins [mailto:rescueranger24@yahoo.com]
Sent: Tuesday, November 22, 2016 5:46 PM
To: Your Landscape <YLandscape@roseville.ca.us>
Subject: Brookstone Dr Park

Hello,
I do like the rendition for the new park. If I were able to change anything though, I would much rather have a bigger water feature and less of a sandbox/ kitty litter box. Although my kids love playing in the sand they always seem to find hidden "treasures". The two problems I always have are there isn't enough shade on equipment so it's too hot to play on by 10:30 am during the summer and the few parks with a water feature are packed. If those two things could be addressed we would all appreciate it.
Thank you
Jessica Wiggins
Sent from my iPhone

Gee, Tara

From: Granada, Sandra on behalf of Your Landscape
Sent: Monday, December 05, 2016 6:02 PM
To: Karen Oberly
Cc: Gee, Tara
Subject: RE: Option for those without children

Ms. Oberly,

Thank you for your feedback. Unfortunately, a dog park was not identified as a top priority for this park site during the two public meetings held. Dog parks bring a number of concerns that require placing this in an appropriate location. We are reviewing our opportunities to locate a dog park in West Roseville, one that may not be as close to homes and children due to concerns of noise and mixing dogs with children. I, myself, love dogs, however, not everyone feels the same, so locating a dog park requires particular scrutiny and evaluation. Thank you for your feedback and stay tuned about a future dog park in West Roseville.

Sandra Granada on behalf of Tara Gee

-----Original Message-----
From: Karen Oberly [mailto:ksowhat@frontiernet.net]
Sent: Tuesday, November 22, 2016 7:17 PM
To: Your Landscape <YLandscape@roseville.ca.us>
Subject: Option for those without children

Hi,

I appreciate your request for comments. I'd like your team to consider a state of the art dog park.

I would love some cool options for a high fenced dog park made with strategic trash bins, walk paths, water feature and baggies and shade trees and nice grass or turf.

Auburn has a neat area with a waterfall and loop walking path. People can walk the path and enjoy the off leash experience as well.

I look forward to following the progress!

Karen

Sent from my iPhone

Gee, Tara

From: Granada, Sandra on behalf of Your Landscape
Sent: Monday, December 05, 2016 6:01 PM
To: Kaye Swain
Cc: Gee, Tara
Subject: RE: Trees for this park?

Ms. Swain,

Thank you for your comments. At this point, we have not identified tree species for the park. This will come later with the construction documents. That said, we do agree that redwoods do pose some challenges in a park setting. We try to locate the "right tree in the right place" and will be scrutinizing tree species as we plan the improvements. Thank you for your comments.

Sandra Granada on behalf of Tara Gee

From: Kaye Swain [mailto:kayeswainre@gmail.com]
Sent: Tuesday, November 22, 2016 10:30 PM
To: Your Landscape <YLandscape@roseville.ca.us>
Subject: Trees for this park?

Hi,

Do you plan on planting any redwood trees at this park. If so, I would highly recommend against that. I have friends who live by one of the parks with Redwoods and they have had many problems with the roots, along with the droppings and other issues.

Just a thought. :)

Kaye

Kaye Swain, REALTOR
916-768-0127
KayeSwain.com
Facebook.com/KayeSwainRealEstateInfo
Pinterest.com/KayeSwainRE
Check out my latest blog post.

Keller Williams Realty
CalBRE#01966207

Acquire Wisdom

Gee, Tara

From: Granada, Sandra on behalf of Your Landscape
Sent: Monday, December 05, 2016 6:00 PM
To: Daniel Hollis
Cc: Gee, Tara
Subject: RE: W-50A Neighborhood Park Site

Dr. Hollis,

Thank you for the feedback on the park plan. With a joint use site between the school and park, amenities are looked at as a campus. The school will have outdoor basketball courts. The City is currently working on ensuring access to the outdoor school amenities to expand on the community recreation value. Thank you again for your feedback.

Sandra Granada on behalf of Tara Gee

-----Original Message-----
From: Daniel Hollis [mailto:hollisdaniel@gmail.com]
Sent: Wednesday, November 23, 2016 6:36 AM
To: Your Landscape <YLandscape@roseville.ca.us>
Subject: W-50A Neighborhood Park Site

I would like to see basketball included.

Prof. Daniel P. Hollis, MBA
7225 Castle Rock Way
Roseville, CA 95747
(916) 342-5181
U.S. Navy 70-78

Gee, Tara

From: Granada, Sandra on behalf of Your Landscape
Sent: Monday, December 05, 2016 5:59 PM
To: Gokul
Cc: Gee, Tara
Subject: RE: W-50A park feedback

Hi!

Thank you for your feedback. We reviewed the possibility of adding tennis courts to this park. Unfortunately, this did not fit in to the tight budget. We will continue to look for opportunities to add tennis courts to another future park. As well, we will be looking at the regional park site just south of Blue Oaks by the future high school for siting tennis courts. Thank you again for your comments.

Sandra Granada on behalf of Tara Gee

-----Original Message-----
From: Gokul [mailto:gboothpur@gmail.com]
Sent: Wednesday, November 23, 2016 6:36 AM
To: Your Landscape <YLandscape@roseville.ca.us>
Subject: W-50A park feedback

Hello,
It would be great if we could add tennis courts to this or the other park in this area.

Thank you,
Gokul Boothpur

Gee, Tara

From: Granada, Sandra on behalf of Your Landscape
Sent: Monday, December 05, 2016 5:52 PM
To: Robert Amos
Cc: Gee, Tara
Subject: RE: W-50A Neighborhood Park Site

Mr. Amos:

Thank you for your feedback on the plan. Unfortunately, dogs in developed parks are prohibited. This would apply to all parks. If you do see violators of this ordinance, let us know time of day, etc and our animal control officers can help educate users of the park rules. Thank you also for the feedback. We're glad you like it.

Sandra Granada on behalf of Tara Gee

-----Original Message-----
From: Robert Amos [mailto:raamos1@gmail.com]
Sent: Sunday, November 27, 2016 9:13 PM
To: Your Landscape <YLandscape@roseville.ca.us>
Subject: W-50A Neighborhood Park Site

Hello,

My wife and I would like to request that dog poop bag dispensers, and signage stating dog owners be responsible for picking up after their pet be installed at the park. Every day when we walk our dogs, we come across dog waste that has not been picked up. Having dispensers available or at least signs posted will help keep our park and neighborhood clean. The plan looks great and we are excited for the park to be built.

Thank you for your consideration.

Robert Amos

Gee, Tara

From: Granada, Sandra on behalf of Your Landscape
Sent: Monday, December 05, 2016 5:54 PM
To: Chris Cotten
Cc: Katie Donahue; Gee, Tara
Subject: RE: W-50A

Mr. Cotten,

Thank you for your feedback. The write-in period is designed to give people a chance to review the plan, especially, those who were unable to attend the meetings. The adult work out area is a small area, much reduced from the original sketch. The amenities will be safe for all ages. We have a similar area at Mahan Park. While people were skeptical, this has been a well-used amenity and one that was requested during our first public workshop.

As for the 2-5 year old play area, the play value for this age group is limited. With the tight budget, the play structure shown will address most ages, with adult supervision. The sand/water area will have limited water and sand. This will be to comply with water restrictions as well as minimize maintenance. Water and sand offer a huge play value and our goal is to strike a good balance with fun elements that are maintenance-friendly. Finally, we can look at distance markers on the pathway.

Thank you again for you feedback.

Sandra Granada on behalf of Tara Gee

From: Chris Cotten [mailto:cotten06@gmail.com]
Sent: Sunday, November 27, 2016 1:13 PM
To: Your Landscape <YLandscape@roseville.ca.us>
Cc: Katie Donahue <ktc.donahue@gmail.com>
Subject: W-50A

Parks and Rec Dept,

My wife Katie and I will will be living across from the proposed park and were unfortunately unable to make the park planning meetings.

With the exception of adult workout equipment, we both like all park proposals. Instead of adult fitness pods we would rather see a 2-5 age play structure. I have not been to all neighborhood parks in Roseville but are there many with adult workout equipment? In addition if you put adult workout equipment next to an elementary school, children will no doubt climb on it. Children climbing on adult equipment poses the potential for injury since it is not meant for them.

The sand and water play areas are a great idea, but putting them next to one another is not. I envisioned the sand getting a lot of water in it and sand in the splash pad water spout. I understand if other parks have the same set up and what I outlined is not a concern. If this is a concern worth raising simply place the grassy area in between the sandy area and splash pad.

Gee, Tara

From: Granada, Sandra on behalf of Your Landscape
Sent: Monday, December 05, 2016 5:55 PM
To: Jaspreet
Cc: Gee, Tara
Subject: RE: W-50A Park Site Rendering feedback

Jas B,

Thank you for your comments. Once the write-in period is complete, we will forward this on to our Parks & Recreation Commission for review and approval. This is assuming we have support for the design once all comments have been received. If supported, we will target the February Parks & Recreation Commission meeting. This will be step one of a two-step approval process. Thanks again.

Sandra Granada on behalf of Tara Gee

-----Original Message-----
From: Jaspreet [mailto:jboyal08@gmail.com]
Sent: Friday, November 25, 2016 2:12 PM
To: Your Landscape <YLandscape@roseville.ca.us>
Subject: W-50A Park Site Rendering feedback

Hello,

I am a resident in the local area to the new elementary school and park site off Brookstone.

I haven't attended any planning meetings but I wanted to give my feedback on the plans.

I am very excited and like the proposed plans! I have a toddler and a baby who will be attending the school in a few years but we are very happy to have a park for them to use soon.

The main parts of a park we enjoy are swings, climbing/slide area, and a sandbox. Having a lot of open grass space as well as a splash pad will be a great bonus that I know my children and neighbors will enjoy and use! Only wish is that it could be completed sooner rather than later!

Thank you,

Jas B
Westpark resident and future frequent visitor to park!

Sent from my iPhone

Gee, Tara

From: Granada, Sandra on behalf of Your Landscape
Sent: Monday, December 05, 2016 5:56 PM
To: Gmail
Cc: Gee, Tara
Subject: RE: W50-A park

Dear Ms. Fogler,

A restroom was discussed at one of our meetings. Typically, a restroom is considered when there are planned amenities that require a stay and play value of several hours. In this situation, typical of other neighborhood parks, the design of the park is for an hour or less. As well, given our tight budget, a restroom would replace other amenities slated and desired. Our goal is to balance needs to best meet the budget. Thank you for your feedback. It will be included with the others.

Sandra Granada on behalf of Tara Gee

-----Original Message-----
From: Gmail [mailto:stacifogler@gmail.com]
Sent: Thursday, November 24, 2016 7:10 AM
To: Your Landscape <YLandscape@roseville.ca.us>
Subject: W50-A park

Please try to include a bathroom! It's a nightmare to be at the park with kids who suddenly need to use the bathroom, and have to drag everyone else away from the park to hurry home...

Staci Fogler

Gee, Tara

From: Granada, Sandra on behalf of Your Landscape
Sent: Monday, December 05, 2016 5:57 PM
To: Tony Clayton
Cc: Gee, Tara
Subject: RE: W-50A Park site feedback

Mr. Clayton

Thank you for your comments. Yes, we agree, we want this park to be developed to minimize water demands as well as provide a safe, long term amenity to the community. Thanks for your time in providing feedback.

Sandra Granada on behalf of Tara Gee

From: Tony Clayton [mailto:tony@allstarnetworks.com]
Sent: Wednesday, November 23, 2016 3:39 PM
To: Your Landscape <YLandscape@roseville.ca.us>
Subject: W-50A Park site feedback

Please ensure at least 60% of the trees are native Oaks, including at least 5 Blue Oaks spaced about the Park for maximum long term shade protection. Parks are an opportunity to reduce heat sinks, improve air quality, improve bio diversity. New Parks give us the opportunity to develop Parks that reduce water demands. Lastly, we not only want to think of the Park now, but how it will look in 50 years. With Many thanks, Tony Clayton

Gee, Tara

From: Granada, Sandra on behalf of Your Landscape
Sent: Monday, December 05, 2016 5:58 PM
To: Mary Jo Flynn
Cc: Gee, Tara
Subject: RE: W-50A Parksite

Ms. Flynn,

Thank you for your comments. Unfortunately, bocce ball and horseshoe courts were not identified as a desired amenity at either of our public meetings. Because of this, we did not include these in the design. Additionally, we did not include softball or basketball in the park design. The current design reflects a passive, informal park with a children's play area, picnicking and open turf. Fruit trees are a high maintenance amenity and because of this, are not included in public parks or streetscapes. This might be a request of the adjacent school to include on school grounds as the teaching moments can be a part of the school curriculum. We will look at placing distance markers along the pathway. Thank you again for your comments.

Sandra Granada on behalf of Tara Gee

From: Mary Jo Flynn [mailto:mjflynn001@gmail.com]
Sent: Wednesday, November 23, 2016 2:12 PM
To: Your Landscape <YLandscape@roseville.ca.us>
Subject: W-50A Parksite

I'd much prefer a Bocce Ball court near the picnic group shelter area. By installing a bocce court, you'd be reducing your grass watering needs by a small amount. A horseshoe pit, may also achieve the same type of family game area.

I'm rather surprised at such an active use of the park with softball or basketball, especially in such proximity to homes. Studies have shown property values increase when in proximity to a passive park vs. an active park since active parks bring noise, trash, parking and other concerns.

I would like to see fruit trees incorporated into the landscape design. Provides a teaching opportunity and other communities have allowed food banks to harvest what is grown.

In addition to adding Barbecue amenities, I'd love to see fire pits, if they can be accomplished with an easy reservation system.

Be sure to include mile markers along the walking/jogging trails so people can measure their walks/runs - it even helps them calibrate their wearable technology.

Granada, Sandra

From: Granada, Sandra on behalf of Your Landscape
Sent: Monday, December 05, 2016 12:24 PM
To: 'Norbert Pail'
Subject: RE: W-50A Neighborhood Park Site Question

Hello,

I believe I just responded to your other inquiry in regards to W-50B. In response to your request for more detailed description or picture of planned equipment, we do not have that yet. It is our goal to confirm the design is meeting the overall needs of the community by providing a 5-12 age play structure, some adult fitness items, either in a pod format or individual pieces, a path/walk-way around the perimeter and also open turf for various activities.

Sandra Granada
Park, Recreation & Libraries Technician
Direct: 916-774-5246
www.roseville.ca.us/parks

CITY OF ROSEVILLE CALIFORNIA
Parks, Recreation & Libraries

From: Norbert Pail [mailto:norbert.j.pail@gmail.com]
Sent: Thursday, December 01, 2016 9:51 AM
To: Your Landscape <YLandscape@roseville.ca.us>
Subject: W-50A Neighborhood Park Site Question

Would you please provide our family with a picture or description of the equipment that will be included in the children's play area and adult fitness section?

The Master Plan provides allows limited insights; we are striving to use fun/fitness equipment that provides opportunities for balance, strength and stretching fitness throughout all body zones.

Granada, Sandra

From: Granada, Sandra on behalf of Your Landscape
Sent: Monday, December 05, 2016 12:20 PM
To: 'Norbert Pail'
Subject: RE: W-50B Neighborhood Park Site Question

Greetings Mr. Pail,

Thank you for your feedback and inquiry related to W-50B. A master plan for this park has not been completed. Please see the notes from the two public-outreach meetings held in respect to W-50A. These notes may be found on the Park Development page of www.Roseville.ca.us . There was discussion about amenities currently available in nearby parks. If you have any specific questions, please feel free to give me a call.

Sandra Granada
Park, Recreation & Libraries Technician
Direct: 916-774-5246
www.roseville.ca.us/parks

CITY OF ROSEVILLE CALIFORNIA
Parks, Recreation & Libraries

From: Norbert Pail [mailto:norbert.j.pail@gmail.com]
Sent: Thursday, December 01, 2016 9:55 AM
To: Your Landscape <YLandscape@roseville.ca.us>
Subject: W-50B Neighborhood Park Site Question

Would you please provide our family a copy of the Master Plan for the W-50B Park? This park is located within one mile from the W-50A site and understanding the park's features will help us provide the best feedback for the 6.5 acre park (W-50A).

Granada, Sandra

From: Granada, Sandra on behalf of Your Landscape
Sent: Monday, December 05, 2016 5:51 PM
To: 'Ron Adair'
Cc: Gee, Tara
Subject: RE: W-50A Site Plan

Mr. Adair,

Thank you for your comments. As you mentioned, we did do some brainstorming at the first meeting and at the second meeting, we discussed all of the potential aspects of including every item on the desired list. Unfortunately, we are constrained with budget and a couple of high cost amenities had to be eliminated. Today's construction dollars have escalated to an all-time high and balancing proposed park amenities with the available budget was a challenge. We did have good attendance at the second meeting with notices sent to all in attendance of the first meeting and posted on the web. We are not sure what happened with your notification and will review our process. This is why we do a write in period, so all have a chance to review. Thanks again for your feedback.

Sandra Granada on behalf of Tara Gee

From: Ron Adair [mailto:Ron_Adair@msn.com]
Sent: Tuesday, November 29, 2016 4:48 PM
To: Your Landscape <YLandscape@roseville.ca.us>
Subject: W-50A Site Plan

Hi
I am very disappointed with the changes made based on the second meting. I was in attendance at the first meeting and the plan you are proposing isn't anything like what was voted on at that meeting. We were under the impression that a notification would be sent out with the date and time of the second meeting but we never received this notice. I am VERY disappointed at how this was handled and don't believe your current plan is a good representation of what the home owners want. Please review the results of the first meeting compared to the second and you will see why we are frustrated.

Thank you
Ron Adair
ron_adair@msn.com

COUNCIL COMMUNICATION

CC #: 8384
File #: 0102-03

Title: Minutes of Prior Meetings
Contact: Sonia Orozco 916-774-5263 sorozco@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 8.1.

RECOMMENDATION TO COUNCIL

Approve the minutes of the March 15, 2017 City Council/Housing Authority meeting (Rohan absent).

BACKGROUND

Not applicable.

FISCAL IMPACT

Not applicable.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable.

ENVIRONMENTAL REVIEW

Not applicable.

Respectfully Submitted,

Sonia Orozco, City Clerk

Rob Jensen, City Manager

ATTACHMENTS:

Description

March 15, 2017

MINUTES
March 15, 2017

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

1. CALL TO ORDER

Vice Mayor Bonnie Gore called the March 15, 2017 City Council/Housing Authority meeting to order at 7:00 p.m.

2. ROLL CALL

Present: Gore, Alvord, Herman, Allard
Absent: Rohan

Vice Mayor:	**Bonnie Gore**
Councilmember:	**Scott Alvord**
Councilmember:	**Tim Herman**
Councilmember:	**John Allard**
Mayor:	**Susan Rohan**

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Alvord.

4. MEETING PROCEDURES

City Clerk Sonia Orozco announced the procedures for addressing Council.

5. PRESENTATIONS

5.1. Kathryn McClary Award

Presentation of the Kathryn McClary Operator of the Year Award to Jeanne Waddoups, MV Transportation bus operator.

CONTACT: Eileen Bruggeman 916-774-5449 ebruggeman@roseville.ca.us

Vice Mayor Gore introduced Rich Frost, MV Transportation General Manager.

Rich Frost, MV Transportation General Manager presented the Kathryn McClary Operator of the Year Award to Jeanne Waddoups, who responded.

6. PUBLIC COMMENTS

No public comment received.

7. CONSENT CALENDAR

Motion by Tim Herman, seconded by John Allard, to remove item 7.13 from the Consent Calendar to be discussed separately, and approve the remaining items as recommended. The Motion Passed.

Roll call vote: Ayes: Allard, Alvord, Gore, Herman

Absent: Rohan

BEGINNING OF CONSENT CALENDAR

Minutes

7.1. Minutes of Prior Meetings

Memo from City Clerk Sonia Orozco recommending Council approve the Minutes of January 18, 2017 City Council/Housing Authority/Housing Successor meeting, February 1, 2017 City Council/Housing Authority meeting, February 2, 2017 City Council Goals Workshop, February 15, 2017 City Council meeting.

CC #: 8342

File #: 0102-03

CONTACT: Sonia Orozco 916-774-5263 sorozco@roseville.ca.us

Bids / Purchases / Services

7.2. Roseville Main Library Accessible Restroom Update Phase 2 (RFQ 01-3115) - Service Agreement

Memo from Buyer Babette Owens and Central Services Director Paul Diefenbach recommending Council adopt RESOLUTION NO. 17-102 APPROVING A SERVICE AGREEMENT BETWEEN CITY OF ROSEVILLE AND NOLEN CONSTRUCTION, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE (S1703522). Staff requests Council authorize a service agreement with Nolen Construction, Inc. as

the lowest responsive bidder for RFQ 01-3115 for the Roseville Main Library Accessible Restroom Update Phase 2. The Main Library was built in 1974, and the restroom needed to be updated to meet the current Americans with Disabilities Act codes. The total cost for the repairs is $147,840.00. Funding is included in the FY2016-17 Library Public Building Capital Improvement Project Fund budget.

CC #: 8334

File #: 0704-01

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

7.3. Cummins Vehicle Parts (RFQ 01-3123) - Service Agreement

Memo from Buyer Tiffany Valdez and Central Services Director Paul Diefenbach recommending Council adopt RESOLUTION NO. 17-91 APPROVING A SERVICE AGREEMENT BETWEEN THE CITY OF ROSEVILLE AND NORCAL KENWORTH, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE (S1708001). Staff recommends Council authorize a service agreement to Norcal Kenworth as the lowest responsive bidder to RFQ 01-3123 for the purchase and installation of miscellaneous Cummins vehicle parts on an as-needed basis. The Fleet Services Division has a requirement for Cummins parts to repair and maintain the Fleet vehicles that have "IS" series Cummins engines, installed in vehicles operated by Alternative Transportation, Solid Waste, Electric, Public Works, Water and Wastewater. The estimated total spend through June 30, 2017 is $65,000.00 and the estimated spend for FY2017-18 is $175,000.00 or up to department budgeted amounts. Funding is included in the Fleet Division's FY2016-17 budget. Staff requests authorization to renew the bid contract without further Council approval.

CC #: 8320

File #: 0203-02

CONTACT: Tiffany Valdez 916-774-5708 tvaldez@roseville.ca.us

7.4. Ballistic Plate Carriers and Ballistic Plates (RFQ 01-3121) - Purchase Order

Memo from Senior Buyer Joanna Oukrop and Central Services Director Paul Diefenbach recommending Council adopt RESOLUTION NO. 17-87 APPROVING A PURCHASE ORDER BETWEEN THE CITY OF ROSEVILLE AND SECURITY 20/20, INC. DBA SECURITY PRO USA. This is a request of Council to authorize a purchase order to Security 20/20, Inc. doing business as Security Pro USA as the lowest responsive bidder to RFQ 01-3121 for ballistic plate carriers and ballistic plates to be purchased on an as needed basis for use by all uniformed officers. Ballistic plate carriers and ballistic plates are used during emergency situations where officers are faced with a potential threat from a rifle. The cost of the initial purchase of 135 sets of plates and carriers is $27,540.00 plus tax of $1,996.65 for a total of $29,536.65. Funding is included in the Police Department's FY2016-17 Capital Improvement Rehabilitation Fund. Staff requests authorization to continue utilizing the remaining optional renewal years of the bid contract without further Council approvals until the contract expires or until City staff determines that continuing with the same vendor is not in the City's best interest.

CC #: 8308

File #: 0203-12

CONTACT: Joanna Oukrop 916-774-5745 joukrop@roseville.ca.us

7.5. Vehicle Purchase Order

Memo from Fleet Manager Brian Craighead and Central Services Director Paul Diefenbach recommending Council authorize a purchase order to National Auto Fleet Group for one Ford Escape utilizing National Joint Powers Alliance contract 120716. The Police Department is purchasing one Ford Escape to be used by volunteers to conduct Citizens on Patrol, vacation house checks, and attend numerous community related events throughout the year. The total cost of one Ford Escape is $24,148.28. Funding is included in the FY2016-17 Auto Replacement Budget.

CC #: 8335

File #: 0203-01

CONTACT: Brian Craighead 916-774-5731 bcraighead@roseville.ca.us

7.6. Genfare Fare Boxes – Sole Source Purchase Order

Memo from Alternative Transportation Analyst Eileen Bruggeman and Public Works Director Rhon Herndon recommending Council authorize a sole source purchase not to exceed $31,000.00 for two (2) Genfare fare boxes to be installed on two (2) new Roseville Transit buses. A sole source purchase is proposed because GenFare fare boxes are installed on all Roseville Transit buses, and this is the only equipment available that reads the information encoded in the electronic fare media used by Roseville Transit. Funding is provided through State Proposition 1B grant funding and local transportation development act funds.

CC #: 8315

File #: 0721

CONTACT: Eileen Bruggeman 916-774-5449 ebruggeman@roseville.ca.us

Resolutions

7.7. Linda Drive - Roadway Right of Way Vacation

Memo from Associate Engineer Hossein Naghibzadeh and Public Works Director Rhon Herndon recommending Council adopt RESOLUTION NO. 17-96 ORDERING SUMMARY VACATION OF A PORTION OF THE ROADWAY RIGHT-OF-WAY OF LINDA DRIVE. Staff is requesting a vacation of a portion of Linda Drive along City-owned property for the construction of Fire Station No. 1. There is no cost associated cost with this action.

CC #: 8326

File #: 0800-05

CONTACT: Hossein Naghibzadeh 916-746-1300 hnaghibzadeh@roseville.ca.us

7.8. Designation of Assistant City Manager as the City of Roseville's Authorized Agent to the Governor's Office of Emergency Services

Memo from Senior Engineer Carl Walker and Public Works Director Rhon Herndon recommending Council adopt RESOLUTION NO. 17-88 DESIGNATING THE ASSISTANT CITY MANAGER AS THE AUTHORIZED AGENT TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY AND THE GOVERNOR'S OFFICE OF EMERGENCY SERVICES ON BEHALF OF THE CITY OF ROSEVILLE. Staff recommends Council approve the designation of the Assistant City Manager as the City's Authorized Agent to the Governor's Office of Emergency Services for all matters pertaining to State disaster assistance. Doing so will allow staff to obtain federal financial assistance in acquiring 645 Riverside Avenue as a part of the City's flood mitigation efforts.

CC #: 8311

File #: 0307

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

7.9. Master Plan for F-56 Regional Park

Memo from Park Planning & Development Superintendent Tara Gee and Parks, Recreation & Libraries Director Dion Louthan recommending Council adopt RESOLUTION NO. 17-98 APPROVING A PROFESSIONAL DESIGN SERVICES AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND CALLANDER ASSOCIATES LANDSCAPE ARCHITECTURE, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE. Staff is requesting approval of the professional design services agreement with Callander Associates Landscape Architects, Inc. for $109,475.00 for master plan services on the F-56 Regional Park Project. Allocation for the preparation of a master plan was approved in the FY2016-17 budget through the West Roseville City-wide Park Fund. There will be no impact to the General Fund.

CC #: 8328

File #: 0704-01

CONTACT: Tara Gee 916-774-5253 tgee@roseville.ca.us

7.10. Street Closure Request - Revolution Run - March 25, 2017

Memo from Community Relations Analyst Jamie Hazen and Parks, Recreation & Libraries Director Dion Louthan recommending Council adopt RESOLUTION NO. 17-100 APPROVING AN AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND JOHN ADAMS ACADEMIES, INC. AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE; and approve closure of Northbound lane number two of Harding Boulevard, between Lead Hill Boulevard and Wills Road on Saturday, March 25, 2017 from 7:30 a.m. - 11:00 a.m. for the Revolution Run organized by John Adams Academy. All costs associated with this event for City services will be reimbursed by John Adams Academy.

CC #: 8332

File #: 0109-02

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

7.11. Streambed Alteration Agreement for Routine Maintenance Activities – Agreement Approval

Memo from Environmental Coordinator Mark Morse and Assistant City Manager Dominick Casey recommending Council adopt RESOLUTION NO. 17-103 APPROVING AN AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE. The cost of this agreement in previous years has been minimal, however, additional surveying, monitoring, reporting and tracking requirements will increase the current agreement cost by approximately $20,000.00. The Parks, Recreation and Libraries Open Space Division will absorb the majority of the cost increase. Additional funding sources include special taxes collected by assessment districts (where available) and the General Fund.

CC #: 8309

File #: 0309-03

CONTACT: Mark Morse 916-774-5499 mmorse@roseville.ca.us

7.12. Housing Element Annual Progress Report for Calendar Year 2016

Memo from Housing Analyst Trisha Isom and Economic Development Director Chris Robles recommending Council adopt RESOLUTION NO. 17-93 HOUSING ELEMENT ANNUAL PROGRESS REPORT (Calendar Year 2016). The California Government Code requires the City to provide this annual report to their legislative body, and the State Offices of Office of Planning & Research and Housing & Community Development on the status of the Housing Element of the General Plan and progress in its implementation.

CC #: 8324

File #: 0709-02-01

CONTACT: Trisha Isom 916-746-1239 tisom@roseville.ca.us
Danielle Foster 916-774-5446 dfoster@roseville.ca.us

7.13. 2017 Weed Abatement

Memo from Fire Inspection Supervisor Rob Arnett and Fire Chief Rick Bartee recommending Council adopt RESOLUTION NO. 17-86 OF THE COUNCIL OF THE CITY OF ROSEVILLE DECLARING ALL WEEDS, DIRT, RUBBISH OR RANK GROWTHS WITHIN THE CITY OF ROSEVILLE TO BE A PUBLIC NUISANCE; ORDERING THE FIRE CHIEF TO GIVE NOTICE OF THE PASSAGE OF THIS RESOLUTION; AND SETTING A TIME AND PLACE FOR HEARING ANY OBJECTIONS TO THE PROPOSED DESTRUCTION OR REMOVAL OF SUCH WEEDS, DIRT, RUBBISH, OR RANK GROWTHS. To initiate the 2017 Weed Abatement Program, staff recommends approval of a resolution declaring weeds, rubbish, dirt, and/or rank growth within the City to be a public nuisance, as well as ordering the Fire Chief to give notice of the passage and setting a time and place for the required public hearing. The public hearing will be scheduled for the City Council meeting on Wednesday, April 19, 2017. Each year all vacant parcels are identified and property owners are notified of their obligation to maintain adequate fire breaks as a fire protection/prevention

measure. Property owners are given an opportunity to abate hazards that exist on their parcels. The City only conducts abatement activities on private parcels once the owner has failed to abate the hazard by a pre-determined date specified by the Fire Department. Abatement costs related to private properties are billed to the respective property owners. Owners of private parcels that are abated by the City are responsible for the costs associated with providing abatement services. A bill is sent to each property owner detailing the abatement costs, as well as an administrative fee. If the property owner fails to pay the bill, the City places a lien on the subject property and the monies owed are reimbursed through the property tax collection process.

CC #: 8307

File #: 0320-01

CONTACT: Rob Arnett 916-774-5827 rarnett@roseville.ca.us

Item removed by Councilmember Alvord for presentation.

Fire Chief Rick Bartee made the presentation to Council.

Fire Division Chief Jason Rizzi continued the presentation to Council.

No public comment received.

Motion by Tim Herman, seconded by Scott Alvord, to adopt RESOLUTION NO. 17-86 OF THE COUNCIL OF THE CITY OF ROSEVILLE DECLARING ALL WEEDS, DIRT, RUBBISH OR RANK GROWTHS WITHIN THE CITY OF ROSEVILLE TO BE A PUBLIC NUISANCE; ORDERING THE FIRE CHIEF TO GIVE NOTICE OF THE PASSAGE OF THIS RESOLUTION; AND SETTING A TIME AND PLACE FOR HEARING ANY OBJECTIONS TO THE PROPOSED DESTRUCTION OR REMOVAL OF SUCH WEEDS, DIRT, RUBBISH, OR RANK GROWTHS. The Motion Passed.

Roll call vote: Ayes: Allard, Alvord, Gore, Herman

Absent: Rohan

7.14. Louis Orlando Transfer Point Project - Grant Application

Memo from Financial Analyst Elizabeth Haydu and Public Works Director Rhon Herndon recommending Council adopt RESOLUTION NO. 17-90 AUTHORIZING CITY MANAGER OR HIS DESIGNEE TO SUBMIT LOW CARBON TRANSIT OPERATIONS PROGRAM GRANT APPLICATIONS AND TO EXECUTE THE RELATED GRANT APPLICATIONS, FORMS AND AGREEMENTS. This item requests that Council authorize the submittal of a Low Carbon Transit Operations Program grant application in an amount up to $69,663.00 for the Louis Orlando Transfer Point Project. The Louis Orlando Transfer Point Project is funded entirely with transportation funds. No General Fund money will be used for the project.

CC #: 8318

File #: 0800-04 & 0214

CONTACT: Elizabeth Haydu 916-746-1302 ehaydu@roseville.ca.us

7.15. Ongoing Operations of the Regional Connect Card System - Memorandum of Understanding

Memo from Alternative Transportation Manager Michael Dour and Public Works Director Rhon Herndon recommending Council adopt RESOLUTION NO. 17-99 APPROVING A MEMORANDUM OF UNDERSTANDING BY AND AMONG THE SACRAMENTO AREA COUNCIL OF GOVERNMENTS, THE SACRAMENTO REGIONAL TRANSIT DISTRICT, THE CITY OF ELK GROVE, THE CITY OF FOLSOM, THE CITY OF ROSEVILLE, THE COUNTY OF PLACER, THE COUNTY OF SACRAMENTO, THE EL DORADO COUNTY TRANSIT AUTHORITY, THE YOLO COUNTY TRANSPORTATION DISTRICT AND YUBA-SUTTER TRANSIT AUTHORITY, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE. This is a request authorizing the City to enter into a Memorandum of Understanding for the Ongoing Operations of the Regional Connect Card System. Connect Card is the Sacramento region's new transit smart card fare collection system.

CC #: 8329

File #: 0721

CONTACT: Michael Dour 916-746-1304 mdour@roseville.ca.us

7.16. Housing-Related Parks Program Grant Application

Memo from Housing Manager Danielle Foster and Economic Development Director Chris Robles recommending Council adopt RESOLUTION NO. 17-106 AUTHORIZING CITY MANAGER OR HIS DESIGNEE TO SUBMIT A HOUSING-RELATED PARKS PROGRAM GRANT APPLICATION IN AN AMOUNT UP TO $230,000 FOR USE IN THE REHABILITATION OF JOHNSON POOL COMMUNITY SWIM CENTER AND PROVIDING AUTHORIZATION TO NEGOTIATE AND EXECUTE THE RELATED GRANT APPLICATION, FORMS, AGREEMENTS, AND ALL RELATED DOCUMENTS. This item will authorize the City Manager or his designee to submit a grant application to the Housing-Related Parks Program for up to $230,000.00 for use in the rehabilitation of the Johnson Pool community swim center. These grant funds will be used with federal Community Development Block Grant funds in the facility's rehabilitation based on information provided in the 2015 facility assessment. This will reduce potential need on the General Fund for this project.

CC #: 8340

File #: 0707 & 0214

CONTACT: Danielle Foster 916-774-5446 dfoster@roseville.ca.us
Chris Robles 916-774-5421 crobles@roseville.ca.us

7.17. Internet Service Providers - Master Sales Agreement and Service Agreement Amendment

Memo from Information Technology Program Manager Matt Donaldson and Chief Information Officer Hong Sae recommending Council adopt RESOLUTION NO. 17-94 APPROVING A MASTER SALES AGREEMENT AND AMENDMENT

BETWEEN THE CITY OF ROSEVILLE AND COMCAST BUSINESS COMMUNICATIONS MANAGEMENT, LLC, INCORPORATED, AND AUTHORIZING THE CITY MANAGER TO EXECUTE BOTH ON BEHALF OF THE CITY OF ROSEVILLE; and adopt RESOLUTION NO. 17-95 APPROVING A SERVICE AGREEMENT BETWEEN THE CITY OF ROSEVILLE AND COGENT COMMUNICATION, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE (S1704316). Staff requests Council approve a Master Sales Agreement and First Amendment with Comcast to provide a managed internet connection to the City's Vernon Data Center at a cost of $26,558.16 each year for five years. Staff also requests Council approve a Service Agreement with Cogent to provide a managed internet connection to the City's Riley Data Center, at a cost $32,420.00 for the first year and $30,120.00 each year thereafter. These managed services will be funded proportionally from the annual operating budgets in each department.

CC #: 8325

File #: 0708 & 0800-05

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

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

7.18. Cirby-Douglas-Berry Fiber Addition Project - Budget Adjustment

Memo from Senior Power Engineer Mitch Larkin and Electric Utility Director Michelle Bertolino recommending Council adopt ORDINANCE NO. 5810 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 is a budget adjustment for $275,000.00 to fund additional construction costs to replace the existing medium voltage lines between Douglas and Cirby substations along Sunrise Boulevard during the Cirby-Douglas-Berry Fiber Addition Project. Completing this work will reduce costs, minimize impacts on customers and increase system reliability. This will increase the total Cirby-Douglas-Berry Fiber Addition Project budget from $300,000.00 to $575,000.00 in the Electric Construction Fund.

CC #: 8312

File #: 0800-03 & 0201-01

CONTACT: Mitch Larkin 916-746-1601 mlarkin@roseville.ca.us

7.19. Downtown Bridges & Trail Improvement Project - Professional Services Agreement and Budget Adjustment

Memo from Associate Engineer Hossein Naghibzadeh and Public Works Director Rhon Herndon recommending Council adopt RESOLUTION NO. 17-89 APPROVING A PROFESSIONAL SERVICES AGREEMENT, BY AND BETWEEN THE CITY OF ROSEVILLE AND THE HANNA GROUP, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE; and adopt ORDINANCE NO. 5811 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 is a request for Council approval of a budget adjustment and agreement for construction management services for the Downtown Bridges and Trail Improvement Project. The project includes refurbishment and rotation of the Rube Nelson Bridge, construction of a replacement Library Bridge, and construction of the Oak Street Class I Trail. The not-to-exceed fee for the Construction Management Services contract with The Hanna Group is $456,093.24. The budget adjustment in the amount of $500,000.00 includes funding for The Hanna Group's services and funding for staff time associated with managing The Hanna Group contract. The construction management services are largely funded by federal grants, with matching funds provided by local Transportation Development Act Funds and a state Bicycle Transportation Account Grant.

CC #: 8313

File #: 0401-02-02-1 & 0201-01

CONTACT: Hossein Naghibzadeh 916-746-1300 hnaghibzadeh@roseville.ca.us

7.20. Roseville Aquatics Complex Deck Replacement and Pool Re-plaster Project - Professional Design Services Agreement, Grant Acceptance, and Budget Adjustment

Memo from Park Development Analyst Rjahja Canlas and Parks, Recreation & Libraries Director Dion Louthan recommending Council adopt RESOLUTION NO. 17-101 APPROVING A PROFESSIONAL DESIGN SERVICES AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND ARCH-PAC, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE; and adopt ORDINANCE NO. 5814 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 accept a $500,000. grant from Placer Valley Tourism. In October 2016, Placer Valley Tourism informed the City of a $500,000.00 grant award to re-plaster the competition pool and repair the surrounding concrete deck at the Roseville Aquatics Complex. The total estimated cost of the project is $1,200,000.00. The budget adjustment of $700,000.00 from the General Capital Improvement Project Rehabilitation Fund is needed to fully fund the project.

CC #: 8333

File #: 0707 & 0201-01 & 0214

CONTACT: Rjahja Canlas 916-774-5505 rcanlas@roseville.ca.us

7.21. Development Services Building Inspection Contract Services - Budget Adjustment

Memo from Building Official Scott Byrnes and Development Services Director Kevin Payne recommending Council adopt ORDINANCE NO. 5813 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 Development Services Department, Building Division, requests that Council approve a budget adjustment of $275,000.00 for contract plan check and inspection services. The requested budget adjustment would result in a

neutral fiscal impact as the costs associated with contract plan check and inspection services will be offset through additional projected revenues through the end of FY2017.

CC #: 8321

File #: 0800-06 & 0201-01

CONTACT: Scott Byrnes 916-774-5338 sbyrnes@roseville.ca.us

7.22. Electric Department Staffing Changes

Memo from Human Resources Manager Linda Hampton and Human Resources Director Gayle Satchwell recommending Council adopt ORDINANCE NO. 5812 OF THE COUNCIL OF THE CITY OF ROSEVILLE AMENDING ORDINANCE NO. 5805, THE SALARY ORDINANCE FOR MANAGEMENT EMPLOYEES, AS AMENDED BY APPENDIX "J" TO BE EFFECTIVE MARCH 18, 2017, AS AN URGENCY MEASURE. Staff is requesting the Management A & B salary schedules be amended to reflect the addition of the new classification Assistant Electric Utility Director-Financial and Administrative Services. In addition, staff is requesting Council approve the Electric Department allocation schedule reflecting the addition of one Assistant Electric Utility Director-Financial and Administrative Services and deleting one vacant Electric Customer Programs Supervisor. The proposed changes will result in an annual cost to the Electric Department of $67,199.00 and a fiscal impact of $20,677.00 which will be absorbed by salary savings, due to existing vacancies, in the current FY17 budget.

CC #: 8314

File #: 0600-01

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

Ordinances (for second reading and adoption)

7.23. Second Reading - Municipal Code Amendment - Cooperative Purchasing

ORDINANCE NO. 5817 OF THE COUNCIL OF THE CITY OF ROSEVILLE AMENDING SECTION 4.12.105 OF CHAPTER 4.12 OF TITLE 4 OF THE ROSEVILLE MUNICIPAL CODE REGARDING COOPERATIVE PURCHASING, for second reading and adoption.

CC #: 8339

File #: 5817

CONTACT: Shannon Wiest 916-774-5705 swiest@roseville.ca.us

7.24. Second Reading - Municipal Code Amendment - 2017 Speed Limit Ordinance Update

ORDINANCE NO. 5816 OF THE COUNCIL OF THE CITY OF ROSEVILLE AMENDING SECTION 11.28.010 OF CHAPTER 11.28 OF TITLE 11 OF THE ROSEVILLE MUNICIPAL CODE REGARDING SPEED LIMITS, for second reading adoption.

CC #: 8338

File #: 0316-04

CONTACT: Jerome Pastor 916-746-1352 jpastor@roseville.ca.us

Reports / Requests

7.25. Out of State Travel Request - Fire Department

Memo from Assistant Fire Chief Brian Diemer and Fire Chief Rick Bartee requesting City Council approve out-of-state travel for Firefighter Trevor Hartman to attend two-1 week multi-city seminars designed specifically for fire service personnel responsible for specifying and procuring fire personal protective equipment occurring March and May, 2017. All costs related to travel for the City employee, including air fare, transportation, lodging and meals are covered by Lion and Globe Manufacturing. Staff costs are limited to backfilling the attendee's normal shift assignment. The total shift impact will be two days for each class or a total of four shifts between the two classes. All staffing costs are within current department budgets with no additional funds requested. The total staff costs for the two trips will not exceed $3,177.00.

CC #: 0600-02

File #: 8319

CONTACT: Brian Diemer 916-746-1392 bdiemer@roseville.ca.us

7.26. HOUSING AUTHORITY - Housing Authority Status Report - Housing Choice Voucher Program

Memo from Housing Analyst Suzanne Acrell and Economic Development Director Chris Robles with an informational report providing the City Council, acting as the Roseville Housing Authority Governing Board, a quarterly informational report on the Roseville Housing Authority Housing Choice Voucher Program. This report is for informational purposes only and has no impact on the City's General Fund.

CC #: 8323

File #: 0709-02-01

CONTACT: Suzanne Acrell 916-774-5469 sacrell@roseville.ca.us

Ceremonial Documents

7.27. Resolution of Commendation and Appreciation to Michelle Nordquist

Michelle Kara Nordquist be commended for her outstanding service and dedication to the City of Roseville, congratulated for her many accomplishments, and wished a long, healthy, and enjoyable retirement.

CC #: 8341

File #: 0102-10

CONTACT: Roy VanNess 916-774-5553 rvanness@roseville.ca.us

END OF CONSENT CALENDAR

8. MINUTES

8.1. Minutes of Prior Meetings

Memo from City Clerk Sonia Orozco recommending Council approve the Minutes of March 1, 2017 City Council/Housing Authority meeting (Herman absent).

CC #: 8343

File #: 0102-03

CONTACT: Sonia Orozco 916-774-5263 sorozco@roseville.ca.us

City Clerk Sonia Orozco made the presentation to Council.

Motion by Scott Alvord, seconded by John Allard, to approve the minutes of the March 1, 2017 City Council/Housing Authority meeting. The Motion Passed.

Roll call vote: Ayes: Allard, Alvord, Gore

Absent: Rohan
Abstain: Herman

9. RESOLUTIONS

9.1. AB 2021 Energy Efficiency Targets

Memo from Electric Business Analyst Renee Laffey and Electric Utility Director Michelle Bertolino recommending Council adopt RESOLUTION NO. 17-82 APPROVING ROSEVILLE ELECTRIC UTILITY'S ENERGY EFFICIENCY TARGETS. Staff recommends Council approve Roseville Electric Utility's energy efficiency targets for the next 10 year period as required by California Assembly Bill 2021. There is no financial impact from the approval of the 10 year energy efficiency targets.

CC #: 8337

File #: 0800-03

Renee Laffey 916-774-5671 rlaffey@roseville.ca.us

Electric Utility Director Michelle Bertolino made the presentation to Council.

Customer Programs Supervisor David Bradford continued the presentation to Council.

No public comment received.

Motion by Tim Herman, seconded by John Allard, to adopt RESOLUTION NO. 17-82 APPROVING ROSEVILLE ELECTRIC UTILITY'S ENERGY EFFICIENCY TARGETS. The Motion Passed.

Roll call vote: Ayes: Allard, Alvord, Gore, Herman

Absent: Rohan

10. ORDINANCES

10.1. 401 Oak Street and Adjacent Properties Purchase and Sale Agreement

Memo from Economic Development Manager Laura Matteoli and Economic Development Director Chris Robles recommending Council adopt RESOLUTION NO. 17-104 APPROVING A PURCHASE AND SALE AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND UNIVERSITY DEVELOPMENT FOUNDATION, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE; and adopt RESOLUTION NO. 17-105 APPROVING A PROFESSIONAL DESIGN SERVICES AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND MARK THOMAS & COMPANY, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE; and adopt ORDINANCE NO. 5815 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 is a request of Council to approve a Purchase and Sale Agreement between the University Development Foundation and the City for the sale of 401 Oak Street and adjacent properties for $190,000.00. A Professional Services Agreement with Mark Thomas & Company is requested for professional engineering services (preparation of flood certificate, tentative and final map). A budget adjustment is necessary to allocate $53,406.00 from the Building Improvement Fund to cover the costs of due diligence items required for property sale (appraisal and engineering/mapping services).

CC #: 8336

File #: 1003 & 0201-01

CONTACT: Laura Matteoli 916-774-5284 lmatteoli@roseville.ca.us

Economic Development Director Chris Robles made the presentation to Council.

Economic Development Manager Laura Matteoli continued the presentation to Council.

Michael Faust, Warwick University, University Development Foundation Project Manager - Spoke in support.

Bob Hogg, Warwick University - Spoke in support.

Rob Dick, President Roseville Merchants Association - Spoke in support.

Bob Hogg presented Vice Mayor Gore with a University of Warwick flag.

Motion by Tim Herman, seconded by John Allard, to adopt RESOLUTION NO. 17-104 APPROVING A PURCHASE AND SALE AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND UNIVERSITY DEVELOPMENT FOUNDATION, AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE; and adopt RESOLUTION NO. 17-105 APPROVING A PROFESSIONAL DESIGN SERVICES AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND MARK THOMAS & COMPANY, INC., AND

AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE; and adopt ORDINANCE NO. 5815 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 instructing staff to bring back terms and conditions at a future meeting. The Motion Passed.

Roll call vote: Ayes: Allard, Alvord, Gore, Herman

Absent: Rohan

11. SPECIAL REQUESTS/REPORTS/PRESENTATION

11.1. Police Department Staffing Study

Memo from Department Public Information Officer Dee Dee Gunther and Police Chief Daniel Hahn with a report from the Matrix Consutling Group regarding the current and future staffing needs of the Police Department.

CC #: 8331

File #: 0600-01

CONTACT: James Maccoun 916-774-5011 jmaccoun@roseville.ca.us

Police Chief Daniel Hahn made the presentation to Council.

Assistant Police Chief James Maccoun continued the presentation to Council.

Richard Brady, Matrix Consulting, continued the presentation to Council.

Ian Brady, Matrix Consulting, continued the presentation to Council.

Richard Tepolt - Spoke to concerns regarding new proposed patrol officers.

Information item only. No action required.

11.2. City's 2017 Economic Development Update

Memo from Economic Development Manager Laura Matteoli and Economic Development Director Chris Robles with a presentation of the City's 2017-2018 Economic Development Department's Areas of Focus and Strategic Objectives.

CC #: 8310

File #: 0102-11

CONTACT: Laura Matteoli 916-774-5284 lmatteoli@roseville.ca.us

Economic Development Director Chris Robles made the presentation to Council.

Justin LeBlanc - Spoke to concerns regarding regional transportation efforts.

Information item only. No action required.

12. PUBLIC HEARING

NOTICE TO THE PUBLIC

City Council, when considering the matter scheduled for hearing, will take the following actions:

1. Open the Public Hearing
2. Presentation by Staff
3. Presentation by applicant or Appellant
4. Accept Public Testimony
5. Appellant or Applicant Rebuttal Period
6. Close the Public Hearing
7. City Council Comments and Questions
8. City Council Action

In the future, if you wish to challenge in court any of the matters on this agenda for which a public hearing is to be conducted, you may be limited to raising only those issues, which you, or someone else raised orally at the Public Hearing or in written correspondence received by the City or before the hearing

Public Hearings listed for continuance will be continued as noted and posting of this agenda serves as notice of continuation.

12.1. Main Street Plaza - 304 Washington Boulevard - Affordable Housing Disposition and Development Agreement

Memo from Housing Manager Danielle Foster and Economic Development Director Chris Robles recommending Council adopt RESOLUTION NO. 17-97 APPROVING AN AMENDED AND RESTATED DISPOSITION AND DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND MAIN STREET PLAZA, LLC, AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE, AND MAKING FINDINGS AS REQUIRED BY HEALTH AND SAFETY CODE SECTION 33433. This item is in follow-up to the February 15, 2017 City Council action, on behalf of the City and the Housing Successor, to award a City-owned affordable housing site and local affordable housing funds to the Main Street Plaza Affordable Housing Project. The recommended public hearing and Amended and Restated Disposition and Development Agreement are being provided in accordance with Redevelopment Law requirements to carry out City Council action.

CC #: 8327

File #: 0709-03-02

Danielle Foster 916-774-5446 dfoster@roseville.ca.us

Vice Mayor Gore opened the public hearing.

Housing Manager Danielle Foster made the presentation to Council.

Tim Sewell, Meta Housing Vice President - Spoke in support.

Vice Mayor Gore closed the public hearing.

Motion by Tim Herman, seconded by John Allard, to adopt RESOLUTION NO. 17-97 APPROVING AN AMENDED AND RESTATED DISPOSITION AND DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND MAIN STREET PLAZA, LLC, AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE, AND MAKING FINDINGS AS REQUIRED BY HEALTH AND SAFETY CODE SECTION 33433.. The Motion Passed.

Roll call vote: Ayes: Allard, Alvord, Gore, Herman

Absent: Rohan

13. COUNCIL / STAFF / REPORTS/ COMMENTS

St. Baldricks Event - Councilmember Herman presented Proclamation and participated in event.

TSI Open House Event - Council Alvord reported.

14. ADJOURNMENT

Motion by Tim Herman, seconded by John Allard, to adjourn the meeting at 8:31 p.m. The Motion Passed.

Roll call vote: Ayes: Allard, Alvord, Gore, Herman

Absent: Rohan

COUNCIL COMMUNICATION

CC #: 8365
File #: 0800-03

Title:	Roseville Electric Utility Financial and Rate Policies
Contact:	Philip McAvoy 916-774-5689 pmcavoy@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 9.1.

RECOMMENDATION TO COUNCIL

Staff recommends City Council adopt a resolution to approve the attached Roseville Electric Utility Rate Policies and updated Financial Policies.

BACKGROUND

The City, through its Electric System, has provided electricity to residents, businesses, and the City's street and traffic lighting systems for over one hundred years. The Utility currently provides electric service to over 58,000 residents and businesses. The electric utility also supports new development in both infill and new specific plan areas of the city by installing electric infrastructure, paid for by developers, necessary to support new growth.

The Roseville City Charter requires that each utility be financially self-sufficient, meet its financial obligations for debt service, and provide for the ongoing maintenance and operation of the utility. Each Roseville utility is an enterprise fund and accounts for business type activities similar to a private industry. The electric utility does not make a profit and accounts for all expenses and revenues in funds separate from the City's general fund. In addition to the direction provided by the City Charter, City Council provides direction, through the City Council's goals such as Fiscal Soundness and Sound and Stable Utilities. The proposed rate policies and updated financial policies support both City Council goals and City Charter requirements.

Over the last few years, the financial strength of the utility has improved. City Council policies, conservative financial management and adherence to financial industry metrics as well as the utility's financial policies, including implementation of rate actions when needed, resulted in improvement of the utility's bond ratings from A to AA- in late 2016. The higher bond ratings will lower debt costs and customer utility bills.

The proposed updated financial and new rate policies will formally adopt policies and practices that resulted in the ratings upgrade.

Financial Policies

In January 2005, City Council adopted the utility's first formal financial policies. In March 2009, the policies were amended with the establishment of the Electric Hydroelectric Adjustment.

Staff recently conducted a comprehensive review of the financial policies consistent with current rating agency metrics and the financial performance of the utility. Based upon the review, staff recommends updates to the policies to better reflect financial industry and rating agency metrics.

The purpose of Roseville Electric Utility's Financial Policies is to provide guidance and direction to achieve and maintain fiscal strength and soundness.

Establishing financial policies assists the utility by:

- Providing long term direction
- Providing guidance for managing resources
- Setting goals for rate planning
- Maintaining and improving bond ratings and outlooks
- Adopting metrics to measure and sustain a strong financial position.

Roseville Electric Utility uses these policies to analyze performance trends and compare financial results to other utilities. These ratios and benchmarks are also used by credit rating agencies, investors, and bond insurers to measure credit worthiness.

The following updated financial policies are recommended:

1. Rate Stabilization Fund
2. Debt Service Coverage Ratio
3. Variable Rate Debt
4. Debt to Asset Ratio
5. Days Cash on Hand
6. Fixed Cost Coverage
7. Debt Service Reserve

See *Roseville Electric Utility Financial Policies* attachment for a detailed discussion of the proposed updated financial policies.

Rate Policies

In addition to the above financial policies, staff proposes establishment of rate policies to provide formal guidance to staff for future rate proposals.

The primary revenue source for the electric utility is electric rates, as established by the City Council. In the past, rate change recommendations followed guidelines, based upon current laws, industry standards and practices, as well as input from customers, community groups, City staff, Public Utilities Commission and City Council. The guidelines identify the manner in which rates are set to improve the understanding of the cost of providing electric utility service and provide direction for evaluating the appropriateness of established and proposed rates.

The proposed electric rate policies are intended to provide management and staff further guidance for studies and recommendations related to utility rate analyses. The policies listed below have been used as general guidelines for previous rate case actions. Creating formal policies provides management and staff clear direction for the development of future electric rates.

The proposed electric rate policies support rate structures that are:

1. Cost Based
2. Adequate
3. Fair and Equitable
4. Stable

See *Roseville Electric Utility Rate Policies* attachment for a detailed discussion of the proposed rate policies.

The combination of the updated financial policies and the proposed rate policies provide direction to maintain and improve the financial health of the electric utility.

The Roseville Public Utilities Commission unanimously recommended approval of the proposed updated Financial Policies on January 24, 2017 and the Rate Policies on September 26, 2016.

FISCAL IMPACT

There is no direct fiscal impact from these policy changes. However, establishment of and adherence to strong financial and rate policies, consistent with financial industry standards, supports the fiscal stability and health of the electric utility.

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,

Philip McAvoy, Electric Rates & Financial Administrator

Michelle Bertolino, Electric Utility Director

_____
Rob Jensen, City Manager

ATTACHMENTS:
Description

Resolution No. 17-113

Roseville Electric Financial Policies redline

Roseville Electric Utility Rate Policies

RESOLUTION NO. 17-113

APPROVING A ROSEVILLE ELECTRIC UTILITY RATE POLICY AND UPDATED ROSEVILLE ELECTRIC FINANCIAL POLICIES

WHEREAS, the Roseville City Charter requires that each utility be financially self-sufficient, meet its financial obligations for debt service, and provide for the ongoing maintenance and operation of the utility; and

WHEREAS, staff recently conducted a comprehensive review of the financial policies, and recommends updates to the policies to better reflect financial industry and rating agency metrics; and

WHEREAS, staff also recommends establishing a Roseville Electric Utility Rate Policy to serve as formal guidance for future rate proposals; and

WHEREAS, the combination of the updated financial policy and the proposed rate policy will provide direction to maintain and improve the financial health of the electric utility; and

WHEREAS, the Roseville Public Utilities Commission unanimously recommended approval of the proposed updated Financial Policy and the new Rate Policy; and

WHEREAS, both the Roseville Electric Utility Rate Policy and the updated Roseville Electric Financial Policy, have been reviewed by the City Council; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that both the Roseville Electric Utility Rate Policy and the updated Roseville Electric Financial Policy are hereby approved; 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

Roseville Electric Utility Financial Policies

The purpose of Roseville Electric Utility's financial policies is to provide management guidance to maintain a fiscally sound utility.

Establishing financial policies assists the utility by:

1. Providing long term direction
2. Providing guidance for managing resources
3. Setting goals for rate planning
4. Maintaining and improving bond ratings and outlooks
5. Adopting metrics to measure and sustain a strong financial position.

Roseville Electric Utility uses financial ratios from these policies to analyze performance trends and compare financial results to other utilities. These ratios and benchmarks are also used by credit rating agencies, investors, and bond insurers to measure credit worthiness.

The seven financial policies include:

1. Rate Stabilization Fund
2. Debt Service Coverage Ratio
3. Variable Rate Debt
4. Debt to Asset Ratio
5. Days Cash on Hand
6. Fixed Cost Coverage
7. Debt Service Reserve

1. Rate Stabilization Fund

Maintain a rate stabilization fund (contingency reserves) balance of a minimum 40% and maximum 90% of operating expenses with a target balance of 65%.

The purpose of the rate stabilization fund is to provide reserves to cover large contingencies such as fluctuation in fuel costs, while limiting or leveling out the impact of cost increases to rate payers. Reserve adequacy is reviewed carefully by rating agencies, bond insurers, and bondholders when evaluating a company's financial position.

The balance in the rate stabilization fund will fluctuate from year to year as funds are transferred into and from operations, maintaining level rates for our customers. The goal is to maintain an average target for the rate stabilization fund of 65% of the annual operating expenses, accepting a range of 40% to 90% in any fiscal year. By establishing a goal to maintain the rate stabilization fund at 65% of operating costs, Roseville Electric Utility should possess sufficient reserves available for contingencies.

2. **Debt Service Coverage Ratio**
   Maintain an annual debt service coverage ratio of minimum 2.0. Maintain a debt service coverage requirement as required by bond covenants.

   The debt service coverage ratio is one of the primary measures of a utility's financial position. This ratio calculates funds available to pay debt service and measures a utility's ability to meet its annual debt obligations. This is a key indicator used by rating agencies, bond insurers, and investors in evaluating our ability to meet our annual debt obligations. The formula is (annual net revenues / annual debt service obligations).

3. **Variable Rate Debt**
   Maintain unhedged variable rate debt less than Rate Stabilization Fund balance.

   A balanced risk portfolio includes both fixed and variable rate debt. When interest rates are high, variable rate debt may reduce costs. Variable rate debt may be synthetically fixed with hedging when economically beneficial.

4. **Debt to Asset Ratio**
   Maintain Debt to Asset ratio of less than 50%.

   The debt to asset ratio measures a utility's ability to meet its liabilities based on the availability of assets. The formula is (total liabilities / total assets).

   It is an indicator of a utility's financial practices. It is also a measure of a utility's ability to access credit in the future. Utilities with low debt to asset ratios are more likely to obtain high credit ratings, incur lower debt service costs and have access to credit when necessary.

5. **Days Cash on Hand**
   Maintain a cash balance (excluding restricted items) greater than 250 days.

   Days cash on hand is an indication of how many days operating expenses could be paid before additional income is needed. It measures a utility's ability to meet its annual operating obligations. This is a key indicator used by rating agencies, bond insurers, and investors in evaluating our ability to meet our operating

obligations. The formula is *(cash*365 / annual operating expenses - depreciation).*
Restricted cash and cash held with joint powers agencies are excluded from the calculation.

6. **Fixed Cost Coverage**
   Minimum fixed cost coverage ratio of 1.5.

   Fixed cost coverage is an indication of how many times fixed costs can be paid from income. This is a key indicator used by rating agencies, bond insurers, and investors in evaluating the utility's ability to pay fixed costs. The formula is (Net revenue – net transfers (including General Fund transfers) not included in net revenue + total debt service) / (total debt service). The debt service includes Roseville's off balance sheet debt obligation held by joint powers agencies.

7. **Debt Service Reserve**
   Maintain a fully funded debt service reserve as required by bond covenants.

   Debt service reserve ensures adequate cash is available to fund payments to bond holders. Actual cash is held by a fiscal agent and a reservation of fund balance is recorded in the financial statements. The value is set by bond covenant documents and is typically equal to one full year of debt service.

~~Roseville Electric Financial Policies~~

~~1. Establish financial ratios and benchmarks to measure and sustain Roseville Electric's strong financial position.~~

~~Roseville Electric uses financial ratios and benchmarks to analyze trends and compare financial results to other utilities and industry trends. Financial ratios are also used to anticipate possible future financial results or areas of needed improvements. These ratios and benchmarks are being used by credit rating agencies, investors and bond insurers to measure our credit worthiness.~~

~~Financial Ratio and Benchmark Targets:~~

~~a. Target a debt service coverage ratio of 2.0 with a minimum coverage of 1.5 (annual net revenues I annual debt service obligations)~~

~~The debt service coverage ratio is one of the primary measures of a utility's financial position. This ratio calculates funds available to pay debt service and measures a utility's ability to meet its annual debt obligations. This is a key indicator used by rating agencies, bond insurers and investors in evaluating our ability to meet our annual debt obligations.~~

~~b. Maintain Debt to Asset ratio of less than 50% (total liabilities I total assets)~~

~~The debt to asset ratio measures a utility's ability to meet its liabilities based on the availability of assets. It is an indicator of a utility's financial practices and operations in the area of rate setting (For example, is the utility able to pay for the majority of its assets based on current rates or are they incurring debt to pay for most of their assets?). It is also a measure of a utility's ability to access credit in the future. Utilities with low debt to asset ratios are more likely to obtain high credit ratings, incur lower debt service costs and have easy access to credit when necessary. Financing a large project such as Roseville Energy Park will cause the debt to asset ratio to increase above the 50% target ratio. However, staff expects that we could we could reach the 50% target within a five-year period~~

~~c. Maintain the Rate Stabilization Fund (contingency reserves) at 60% to 90% of operating costs, with a target balance of 75%.~~

~~The purpose of the rate stabilization fund is to provide reserves to cover large contingencies such as fluctuation in fuel costs and dry water years, while limiting or leveling out the impact of cost increases to ratepayers. Reserve adequacy is reviewed carefully by rating agencies, bond insurers and bondholders when evaluating a~~

~~company's financial position.~~

~~The balance in the Rate Stabilization Fund will fluctuate from year to year as funds are transferred into and from operations, maintaining level rates for our customers. The goal is to maintain an average target for the Rate Stabilization Fund at 75% of the annual operating expenses, accepting a range of 60% to 90% in any fiscal year. By establishing a goal to maintain the Rate Stabilization Fund at 75% of operating costs, Roseville Electric should possess sufficient reserves available for contingencies. The reserve range and target may be revised every three years.~~

~~2. Implement debt structure policies for future financings.~~

~~Maintain variable debt at less than the balance in the Rate Stabilization Fund~~

~~Over the past 10 years, variable rate bonds have averaged 2.4%, substantially less than fixed rate bonds. Roseville Electric's debt portfolio is 99% fixed. Most financial advisors and investment bankers recommend that Roseville Electric increase its variable rate debt balance to reduce interest costs and balance debt portfolio. The level for variable rate debt for Roseville Electric is recommended at less than the balance available in the rate stabilization fund.1.~~

February 10, 2017

Roseville Electric Utility Rate Policies

Electric Utility Rate Policies

The electric utility rate policies establish a set of guidelines for rates management and rate changes, consistent with City Council priorities. The electric rate policies support rate structures that are:

1. Adequate
2. Fair and Equitable
3. Cost Based
4. Stable

Adequacy Policy

The utility should collect revenue adequate to safely operate, maintain, and build utility infrastructure as well as meet financial policies, obligations, and maintain regulatory compliance. Based upon revenue requirements, rate changes will be recommended to City Council to meet the revenue needs listed above.

Rates should be reviewed frequently, preferably, every two to three years, to verify revenue requirements and the need for rate changes, if necessary.

Fair and Equitable Policy

Electric rates should be fair and equitable by matching revenues from a customer class with the cost to provide electricity services to that class of customers, where possible. In addition, rates should be designed to minimize the interclass subsidies that can arise from differing usage patterns. The rates should, to the extent feasible, charge each customer the cost to serve each premise without shifting costs to other customers.

Competitive Policy

Electric rates should be competitive with neighboring communities.

Cost Based Policy

Utility rates and revenue should match the cost of providing service. Electric rates should be designed in accordance National Association of Regulatory Utility Commissioners cost causation principles. Revenues should be collected in categories that match with cost causation categories. For example, energy costs should largely be covered by energy revenues, distribution expenses largely covered by distribution revenues, and customer-based costs largely covered by customer-based revenues. While an exact cost based rate structure may not always be feasible, rates should be established to match costs with revenue sources, following cost causation principles, where possible.

Stability Policy

The purpose of the stability policy is to maintain stable, consistent, and predictable revenues and rates. Significant rate changes should be avoided when possible; less frequent, smaller rate changes are preferred over large, infrequent rate changes. Rates should be designed to have as minimal impact to customers as possible. The rate stabilization fund balance may be used consistent with financial policies and to mitigate the impact on customers by gradually increasing rates.

COUNCIL COMMUNICATION

CC #: 8376
File #: 0110-01

Title:	Resolution of Intention to Modify the Placer Valley Sports Complex and Tourism Management District Plan
Contact:	Dominick Casey 916-774-5288 dcasey@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 9.2.

RECOMMENDATION TO COUNCIL

Adopt the attached Resolution of Intention to Modify the Placer Valley Sports Complex and Tourism Marketing District Management Plan, and Fixing the Time and Place of a Public Hearing on May 10, 2017 for the purposes of promoting and expanding tourism in South Placer County.

BACKGROUND

In 2002, the South Placer County Tourism Business Improvement Area (BIA) was formed for the purpose of promoting and expanding tourism in South Placer County. Revenue was generated by assessments on hotel room nights for all hotels in the cities of Lincoln and Rocklin ($1.00 per room night) and Roseville ($1.50 per room night.) The BIA was managed by Placer Valley Tourism (PVT) and operated successfully. In August of 2014, the hotel business owners of Roseville, Rocklin and Lincoln requested that the City form the Placer Valley Sports Complex and Tourism Marketing District (TBID) to replace and expand the mission of the existing BIA. The TBID was formed on November 5, 2014, a Management District Plan was adopted (attached) and PVT was appointed to continue to serve as to the owners' association for the district.

TBID Details

District Boundaries: Cities of Lincoln, Rocklin and Roseville, with the sole exception of the City-owned parcel designated for construction of a conference center and hotel.

TBID Rates: $4.25 per night at formation
$6.50 per night beginning January 1, 2017

Collection Process: Hotels remit collections to City of Roseville quarterly. Roseville forwards the collections to the TBID administrator, PVT.

Annual Review: The budget and work program for the TBID are developed by PVT and approved by the Roseville City Council annually.

Requested Amendments

On March 1, 2017, the City received the attached request from PVT to modify the original Management District Plan in two respects. First, the original plan allowed for the issuance of bonds by the City to finance the development of a long field sports complex. PVT requests that the plan be amended to allow for the issuance of bonds for any project outlined in the Management District Plan. Second, the original plan authorized the issuance of bonds by the City only. PVT requests that the plan be amended to allow for the issuance of bonds by any public entity authorized to issue bonds under the plan, subject to the consent of the City.

Amendment of the Management District Plan is a two-step process. The first step is the adoption of this Resolution of Intention which sets the time and place of a public hearing for May 10, 2017 before the City Council. Once adopted, this Resolution of Intention will be published in the newspaper and mailed to all hotel owners and operators. On May 10th, a public hearing will be held before the City Council on a resolution approving and amending the Management District Plan.

These amendments do not change the current rate of assessments. In addition, the management of the District does not change. The amendments will simply provide flexibility for bonds to be applied to projects within the District other than the long field project, and the ability for another authorized public agency to issue bonds, as approved by the Roseville City Council.

FISCAL IMPACT

The Management District Plan anticipated a $16 million budget for the first five years of the TBID normalizing at about $3.8 million annually starting in year six. These projections remain consistent with the original Management Plan.

ECONOMIC DEVELOPMENT / JOBS CREATED

The purpose of the TBID is to replace and expand the mission of the former BIA. It is anticipated that the incremental increase in assessments will provide over $1.6 million in funding to benefit the Placer County economy in the first year, and over $2.9 million annually beginning in 2017.

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)). Adoption of a Resolution of Intention to Modify the Placer Valley Sports Complex and Tourism Marketing District Management Plan, and Fixing the Time and Place of a Public Hearing does not include the potential for a significant environmental effect, and therefore is not subject to CEQA.

Respectfully Submitted,

Dominick Casey, Assistant City Manager

Rob Jensen, City Manager

Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 17-120

Request Ltr Modification Mgmt District Plan

Management District Plan

RESOLUTION NO. 17-120

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROSEVILLE, STATE OF CALIFORNIA, DECLARING ITS INTENTION TO MODIFY THE PLACER VALLEY SPORTS COMPLEX AND TOURISM MARKETING DISTRICT MANAGEMENT DISTRICT PLAN, AND FIXING THE TIME AND PLACE OF A PUBLIC HEARING THEREON AND GIVING NOTICE THEREOF AND TO AMEND THE AUTHORIZATION TO ISSUE BONDS

WHEREAS, the Property and Business Improvement District Law of 1994 (Streets and Highways Code § 36600, *et seq*.) (the "Law"), authorizes cities and counties to establish property and business improvement districts for the purposes of promoting tourism; and

WHEREAS, pursuant to Resolution No. 14-482 adopted by the City of Roseville ("City") City Council ("Council") on November 5, 2014, the City formed the Placer Valley Sports Complex and Tourism Marketing District ("District"), and appointed the South Placer County Tourism Corporation, dba Placer Valley Tourism ("PVT") to serve as the Owners' Association for the District; and

WHEREAS, in connection with the formation of the District, a Management District Plan for the District was approved and adopted by the City, which provided for the construction of a long field sports complex, development of other new facilities and the enhancement of existing facilities; and

WHEREAS, the Management District Plan and Resolution 14-482 both authorize the issuance of bonds by the City, or an affiliated joint powers authority, to finance the construction of a long field sports complex with the bonds to be paid off with funds raised from an assessment established pursuant to formation of the District ("Assessment"); and

WHEREAS, progress on construction of the long field sports complex has taken longer than anticipated, causing the District and PVT, to initiate work on other projects authorized by the Management District Plan; and

WHEREAS, some of the other projects may benefit from bond financing, with bonds issued by either the City or any other public agency authorized to issue bonds; and

WHEREAS, in accordance with Streets and Highways Code Section 36636, PVT submitted a written request to the City asking for modifications to the Management District Plan that would allow for issuance of bonds not only for a long field sports complex, but also for any project authorized by the Management District Plan, and would allow the bonds to be issued by any qualified public agency.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville as follows:

1. The recitals set forth herein are true and correct.

2. The Council declares its intention to modify the Management District Plan as requested by PVT, allowing for the issuance of bonds to finance any of the projects authorized by the

Management District Plan, and allowing the bonds to be issued by the City or a joint powers authority the public member agencies of which includes only cities, counties or a city and county, or any public agency qualified under the Law, upon the City's prior written consent. In connection therewith and as provided in Section 36640 of the Law, Bonds may be issued under the Improvement Bond Act of 1915 or in conjunction with the Marks-Roos Local Bond Pooling Act of 1985. "Bonds" as referred to or defined in any resolution authorizing the issuance of bonds shall refer to any bonds authorized by Section 36640.

3. Except as modified hereby, the Management District Plan and all other documents adopted in connection with the formation of the District and issuance of bonds shall remain in full force and effect. These modifications are not intended to and shall not constitute authorization to levy a new or increased assessment.

4. The time and place for a public hearing concerning the requested modifications are set for May 10, 2017, at 7:00 p.m., or as soon thereafter as the matter may be heard, at the Council Chambers located at 311 Vernon Street, Roseville, California. The Clerk of the Council is directed to provide written notice to the lodging businesses subject to the Assessment of the date, place and time of the public hearing, and to provide such notice in the manner required by Streets and Highways Code Section 36636. At the public hearing the testimony of all interested persons for or against the requested modifications will be received.

5. The complete Management District Plan is on file with the Clerk of the Council and may be reviewed upon request.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the City Council of the City of Roseville, State of California, at a regular meeting of the Council held on the _____ day of _____ 2017, by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

_____
MAYOR

ATTEST:

_____
City Clerk

March 1, 2017

Honorable Susan Rohan, Mayor
City of Roseville
311 Vernon Street
Roseville, CA 95678

Re: Modification of Management District Plan

Dear Mayor Rohan:

South Placer County Tourism Corporation, dba Placer Valley Tourism ("PVT") appreciates our strong working relationship with the City of Roseville, and applauds the City's commitment to economic development through the promotion of tourism in the South Placer Region. The self-assessments paid by local hotels pursuant to the Placer Valley Sports Complex Tourism Marketing District ("TBID"), formed by the City in 2014, provides enhanced funding for tourism promotion and resources for new capital projects, as well as upgrades to existing facilities. The structure and initiatives of the TBID are described in the Management District Plan that was adopted in 2014. PVT was appointed to serve as the Owner's Association for the TBID when it was formed.

Based on our experience since the TBID was formed, PVT is formally requesting a minor modification of the Management District Plan. The original Management District Plan allowed for the issuance of bonds by the City of Roseville to finance the development of a long field sports complex. Our experience with the utility of bonds as a financing tool suggests that the use of bonds should be more broadly available for any of the initiatives outlined in the Management District Plan. Accordingly, PVT has prepared and offers for consideration by the City Council, two Resolutions, the effect of which would be to authorize the issuance of bonds for any initiative authorized by the Management District Plan, and to clarify that those bonds could be issued by any public entity authorized to issue such bonds, subject to the consent of the City of Roseville. Copies of the Resolutions are enclosed. The proposed modifications to the Management District Plan were considered by the PVT Board of Directors at its meeting on January 26, 2017, and the Board gave authorization to proceed with this request.

We appreciate the assistance of the City's attorneys, Michelle Sheidenberger and Dave Fama in crafting these resolutions, and we look forward to answering any questions that may arise in connection with the City's consideration of this request.

Very truly yours,

SOUTH PLACER COUNTY
TOURISM CORPORATION

By: Heather Hilton
Heather Hilton, Board Chairman

Enclosures
cc: City Manager
Michelle Sheidenberger
David Fama

PLACER VALLEY SPORTS COMPLEX AND TOURISM MARKETING DISTRICT MANAGEMENT DISTRICT PLAN

A modernization and replacement of the South Placer County Tourism Business Improvement Area

Formed pursuant to the Property and Business Improvement District Law of 1994
(Streets and Highways Code §36600 et seq.)

DATED
November 5, 2014
By

PLACER VALLEY
ROSEVILLE • ROCKLIN • LINCOLN
CALIFORNIA

PLACER VALLEY SPORTS COMPLEX AND TOURISM MARKETING DISTRICT MANAGEMENT DISTRICT PLAN

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APPENDIX 4 – DIAGRAM OF SPORTS COMPLEX 26

I. EXECUTIVE SUMMARY

A. *Introduction*: Developed by Placer Valley Tourism in conjunction with lodging businesses, the Placer Valley Sports Complex and Tourism Marketing District, a tourism business improvement district, (the "TBID") is proposed to help fund the design, construction and operation of sports tourism complexes, enhance and upgrade existing facilities and expand marketing and sales promotion efforts to provide specific benefits and exclusive privileges to lodging businesses within the Cities of Roseville, Rocklin and Lincoln ("the District"). The TBID is proposed to replace and expand the mission of the existing South Placer County Tourism Business Improvement Area (the "BIA"). This approach has been used successfully in other destination areas throughout the region, state, and country to improve tourism and drive additional room night sales.

B. *Background*.

Origins: In 2003, the City of Roseville adopted Resolution No. 03-94 forming the BIA in accordance with the terms of the Parking and Business Improvement Area Law of 1989. The BIA was formed to promote tourism efforts that generate overnight stays. In accordance with the terms of the 1989 Act, the South Placer County Tourism Corporation (dba Placer Valley Tourism; hereinafter "PVT") was formed as a California non-profit 501(c)(6) corporation to serve as the Advisory Board for the BIA. Since its formation, PVT has advanced tourism by advocating the development of a unified sports tourism strategy, enhancing and promoting existing facilities and assisting in the development of new complexes. These programs have increased the number of room sales associated with these events by more than 550% since 2008. PVT is funded by an assessment imposed on hotels pursuant to the BIA based upon overnight stays.

A New Plan: As part of its 2010 Work Plan, PVT commissioned a feasibility study to analyze whether building a new sports complex would further the PVT mission of generating increased hotel stays and advancing tourism in the District by making the District a tournament sports destination. The feasibility study concluded that properly designed sports complexes could establish the Placer Valley as a tournament sports destination and have a tremendous economic impact on the District. The conclusion of the study was that building a new long field complex (Placer Valley Sports Complex) consisting of 8 to 12 artificial turf and lighted fields focused on tournament play and the addition of a four diamond baseball complex located at an existing four diamond complex, creating an eight field facility, would position South Placer as a major sports tourism destination. These new complexes will generate an incremental 24,000 to 26,000 room nights annually, more than doubling the current number of 23,500 rooms generated by this segment. The study also found that most of the funding for sports complexes could be raised through an additional assessment on lodging establishments within the District. The conclusions of the study lead directly to the proposed formation of the TBID and the proposed construction of the new long field sports complex containing 8 to 12 fields, parking, restrooms, and a field house focused on tournaments built in west Roseville in partnership with the City of Roseville on previously designated city park land.

The Future: PVT recognizes that its success to date in the sports tourism market is due in great part to the significant investment our cities have made in existing facilities and further recognizes that enhancing and maintaining those facilities is important to its ongoing sports tourism strategy. The TBID will evaluate other potential opportunities and enhancements to existing facilities as revenues become available.

C. *Overview*.

Location: The proposed TBID includes all lodging businesses, existing and in the future, available for public occupancy within the boundaries of the City of Roseville, the City of Rocklin and the City of Lincoln, with one exception in the City of Roseville (noted on the district map as APN 363-011-086-000) designated for the development of a Conference Center and hotel.

Services: The proposed TBID will provide resources needed for expanded marketing and sales promotions to specifically benefit assessed lodging businesses by increasing tourism and sports group business, funding the construction, operation and marketing of the Placer Valley Sports Complex and other existing and future facilities. These expanded marketing and sales efforts, combined with the new and expanded sports facilities, will drive incremental business to lodging establishments as tourist, meeting and event destinations to provide the specific benefit and exclusive privilege of additional room night rentals.

Budget: The total budget for construction of the Placer Valley Sports Complex is anticipated to be approximately $30 to $34 million. The City of Roseville, or a City affiliated joint powers authority, will issue bonds to finance the construction of the Placer Valley Sports Complex and will pay off those bonds with the assessments collected from the lodging establishments pursuant to the newly formed TBID. The TBID will also fund the existing and expanded programs currently being funded by the BIA managed by PVT, and evaluate other opportunities for the use of its capital projects and reserve fund. The TBID budget for the first five years of operations, including marketing expenses, debt service, capital reserves and project programs, is anticipated to be approximately $15,987,877. Debt service will be $4,724,339. Sales and marketing operations (BIA replacement) will be $4,960,200. Capital Reserve Projects and Grants (other new facilities or existing facility enhancements) will be $ 6,303,337.

Cost: Assessment rates pursuant to the TBID will be $4.25 per room night for hotels located within the District from inception to January 1, 2017 when the assessment will rise to $ 6.50 per room night, remaining at that amount until all bonds are retired.

Formation: The TBID formation begins with the City Councils of Rocklin and Lincoln agreeing to the formation of the TBID by the Roseville City Council to include lodging establishments within their city limits. After this consent is obtained, a petition will be submitted by lodging establishments representing more than 50% of the projected total annual assessments to the Roseville City Council. The Roseville City Council will then consider adoption of a resolution expressing their intention to form the TBID. The City of Roseville will mail notice of this resolution to all lodging businesses to be assessed within the TBID. The

Roseville City Council will hold a public meeting for comments, followed by a public hearing. At the public hearing, the City Clerk will tally any written protests received. If there are written protests by lodging establishment owners who will pay 50% or more of the proposed assessment, the TBID will not be formed. If a majority of assessed owners do not protest, the Roseville City Council may adopt a resolution forming the TBID.

Duration: The proposed TBID will have a life span equal to the number of years required to pay off the bonds not to exceed 30 years. The TBID assessment will be implemented immediately upon TBID formation.

II. WHAT IS A TOURISM BUSINESS IMPROVEMENT DISTRICT?

Tourism Business Improvement Districts (TBIDs) utilize the efficiencies of private sector operation in the market-based promotion of tourism districts. TBIDs allow lodging business owners to organize their efforts to increase room night sales. Lodging business owners within the district fund a TBID, and those funds are used to provide beneficial services that the businesses located within the district desire.

TBID services often include, but are not limited to:

- Marketing of the Destination;
- Tourism Promotion Activities;
- Special Event Sponsorship;
- Sales Lead Generation;
- Tourism-related Infrastructure Improvements;
- Organization and Facility Operations.

In California, TBIDs are formed pursuant to the Property and Business Improvement District Law of 1994 (the "1994 Act"). This law allows for the creation of an assessment district to raise funds within a specific geographic area. The key difference between TBIDs formed under the 1994 Act and other special benefit assessment districts is that funds raised may be returned to a private non-profit corporation under contract with the TBID to administer and implement the activities and improvements as specified in the management district plan.

There are many benefits to TBIDs:
- Funds cannot be diverted for other programs;
- TBIDs are customized to fit the needs of each tourism district;
- They allow for a wide range of services, including those listed above;
- TBIDs are ***designed, created and managed by those who will pay*** the assessment;
- They provide a stable funding source for tourism promotion.

The 1994 Act (AB 3754), as amended through the 2013-2014 legislative session, is provided in Appendix 1 of this document.

III. BOUNDARIES

The TBID's boundaries will encompass the entire territory within the current and future city limits of Roseville, Rocklin and Lincoln with one exception in the City of Roseville (noted on the district map as APN 363-011-086-000) designated for the development of a Conference Center and hotel.

A map of the area included within the TBID is attached as Appendix 2A. Appendix 2B is a map of the businesses that will be assessed upon formation of the TBID. All existing and future lodging establishments located within the TBID's boundaries will be required to pay the assessment imposed pursuant to the creation of the TBID (the "Assessment"). The proposed TBID boundaries currently include 23 lodging businesses. The number of lodging businesses will fluctuate as additional lodging development takes place or as existing lodging establishments constrict.

IV. SERVICE PLAN AND BUDGET

A. *Bonds*: The City of Roseville, or a City affiliated joint powers authority, will issue bonds not to exceed 30 years to finance the cost to design and build the Placer Valley Sports Complex. The revenue stream resulting from the Assessment will be pledged to repay the bonds.

B. *Assessments*: The amount of the Assessment will be $4.25 per room night in the cities of Roseville, Rocklin and Lincoln upon the formation of the TBID. Assessments will increase to $6.50 on January 1, 2017, and continue at that rate until the bonds are retired. The Assessment will be used to pay off the bonds, enhance and expand current and future facilities and conduct the marketing activities that have been, and will continue to be, undertaken by PVT for the benefit of all lodging establishments within the TBID. The lodging establishments located within the TBID will benefit from the marketing activities and the construction of the sports complexes because of the increased number of room nights that will be sold as the area becomes more established as a tournament sports destination. The Assessment will be imposed on all current and future lodging establishments within the TBID. A list of the establishments to be assessed, as of the date of this Plan, is attached as Appendix 3. The Assessment will continue until the bonds are fully repaid, a period of time not to exceed 30 years, and will be collected on a quarterly basis by the City of Roseville, similar to existing procedures for collecting the current BIA assessment. The remedies for non-payment will be the same as those applicable to non-payment of the current BIA assessment. Those remedies are set forth in the Roseville Municipal Code and include, depending on the circumstances, civil penalties, interest, collection costs, and criminal penalties for misdemeanor violations (including fines and imprisonment).

C. *Improvements:* The revenue generated by the Assessment will be pledged to the repayment of bonds that will be sold to finance construction of the Placer Valley Sports Complex, primarily designed to host soccer, football, lacrosse, field hockey and rugby, but capable of hosting other events that draw overnight visitors. A diagram of the proposed Placer Valley Sports Complex is attached hereto as Appendix 4. Construction of the sports complex is

estimated to take 2 to 3 years to complete, at an expected cost of $30 to $34 million. Additionally, excess Assessment revenues available after annual bond payments have been made will be used to conduct the sales and marketing efforts currently being done by PVT and to construct new, or enhance existing, facilities.

D. *Ongoing Operations*: Upon completion, the Placer Valley Sports Complex is expected to generate sufficient revenue from operations to cover operating expenses and to provide a reserve for replacement of turf and related facilities. If necessary, these funds will be augmented from TBID capital reserves.

E. *Benefits:* The specific benefit the TBID will provide to assessed lodging businesses is incremental room night sales. The programs and services described herein will be designed specifically to drive room night sales at assessed lodging businesses. Those programs and services will be an exclusive privilege granted only to lodging businesses that are current in the payment of their Assessment obligations. Only assessed lodging businesses will be featured in marketing materials, receive sales leads generated from District-funded activities, be featured in advertising campaigns, be included in marketing campaigns, and benefit from other District-funded services. Those lodging businesses not assessed, or not current in the payment of their Assessment, will not be included in or receive specific benefits from these TBID-funded services.

F. *Service Plan Budget Summary:* A summary of the first five years budget for the District is:

Sales, Marketing, Management and Administrative (existing PVT /BIA replacement)	**31%**	**$ 4,960,200**
Debt Service	**30%**	**$ 4,724,339**
Capital Reserve, Projects & Grants	**39%**	**$ 6,303,337**
Total Five Year Budget	**100%**	**$15,987,877**

G. *Annual Service Plan*: A normalized service plan budget has been developed to deliver services to assessed lodging businesses throughout the TBID. This normalized budget reflects year six and beyond.

Sales, Marketing, Management and Administrative (existing PVT /BIA replacement)	**28%**	**$1,050,000**
Debt Service	**53%**	**$1,970,000**
Capital Reserve, Projects & Grants	**19%**	**$ 729,309**
Total Normalized Annual Budget	**100%**	**$3,749,309**

Sales, Marketing, Management and Administrative

A sales and marketing program will promote TBID lodging businesses as tourist, event, and meeting destinations. The programs are an exclusive privilege which will be enjoyed by TBID lodging businesses and provide, as a direct specific benefit to the assessed businesses, increased incremental room night sales. The management and administrative component of the budget will be consistent with existing operations of PVT, albeit expanded to make efficient use of the additional funds available to promote the destination. The City of Roseville will also receive a fee for assisting in the collection and disbursement of the Assessment as set forth in the South Placer County Tourism Business Improvement District Management Agreement. This will be similar to the existing fee paid in the BIA.

The sales and marketing program will have a central theme of promoting the Roseville, Rocklin and Lincoln area as a desirable place to visit overnight, and may include the following activities:

- Internet marketing efforts to increase awareness and optimize internet presence;
- Print ads in magazines and newspapers targeted at potential visitors;
- Television ads targeted at potential visitors;
- Radio ads targeted at potential visitors;
- Attendance at trade shows;
- Sales blitzes;
- Familiarization tours;
- Financial incentives to locate events producing room sales within the TBID;
- Preparation and production of collateral promotional materials such as brochures, flyers and maps;
- Attendance at professional industry conferences and affiliation events;
- Lead generation activities designed to attract tourists and group events to the Area;
- Director of Sales and General Manager meetings to plan and coordinate tourism promotion efforts;
- Education of hospitality staff on service and safety (related to alcohol and food) designed to create a visitor experience that will bring repeat visits; and
- Education of lodging business management and the owners' association on marketing strategies best suited to meet the Area's needs.

Debt Service

The debt service component of the budget will be devoted to making the payments owed to bond holders.

Capital Reserve, Projects & Grants

A capital reserve fund will be accumulated to provide funding for additional facilities and improvements within the area served by the TBID. Assessments will also be used to continue the use of grants as a tool for attracting overnight visitors to the area. In addition, a prudent portion of the budget will be set aside in a contingency fund to be used for unforeseeable costs in carrying out the sales and marketing programs. If, at the expiration of

the TBID, there are contingency funds remaining, and business owners wish to renew the TBID, the remaining contingency funds may be used for renewal costs.

V. GOVERNANCE

A. *Owner's Association*. PVT (or its successor with a minimum of 60% of the total directors' seats belonging to those being assessed and allocated to reflect the percentage of assessed properties by jurisdiction) shall be the Owner's Association of the TBID, and shall have the responsibility of managing TBID funds as provided for in this Management District Plan, subject to the oversight of the Roseville City Council. PVT is managed by a 17-member Board of Directors with representatives from assessed lodging establishments, local Chambers of Commerce and City staff. Each member of the Board of Directors has one vote.

B. *Brown Act and Public Records Act Compliance*. Pursuant to § 36614.5 of the 1994 Act, PVT is subject to the provisions of the Ralph M. Brown Act (Government Code § 54950, *et seq*.) and the California Public Records Act (Government Code § 6250, et seq.) for all meetings held and documents produced or held relating to all matters of the TBID. Except as provided above, neither PVT nor its Board members shall be considered a public entity or public official for any purpose.

C. *Annual Report*. The PVT Board will present an annual report at the end of each fiscal year of operation to the City Councils of Lincoln, Rocklin and Roseville pursuant to § 36650 of the 1994 Act. The annual report along with the audit will include details of PVT revenues and expenditures.

The annual report or annual plan and budget will include:

- Any proposed changes in the boundaries of the TBID or in any benefit zones or classification of businesses within the TBID;
- The improvements and activities to be provided for that fiscal year;
- An estimate of the cost of providing the improvements and the activities for that fiscal year;
- The method and basis of levying the assessment in sufficient detail to allow each business owner to estimate the amount of the assessment to be levied against his or her business for that fiscal year;
- The amount of any surplus or deficit revenues to be carried over from a previous fiscal year;
- The amount of any contributions to be made from sources other than assessments.

D. *Audits and Accounting*. The Roseville Finance Director & Treasurer or their designee will be allowed to review the financial records of the District. A South Placer County Tourism Business Improvement District Management Agreement ("Management Agreement") will be entered into between PVT and the City of Roseville detailing the collecting and accounting of TBID dollars. The Management Agreement will document the accounting process, including collections, allocations and reporting required to be submitted to the Roseville Finance Director & Treasurer with respect to all TBID funds.

PVT shall engage an independent certified public accountant (or the Placer County Auditor-Controller) to conduct annual audits. Any independent certified public accountant selected shall be subject to approval of the Roseville Finance Director or Treasurer, and their audit report must be submitted to the Roseville Finance Director & Treasurer no more than six months after the fiscal year ends.

E. *Modifications*. No changes may be made to this Management District Plan that impact assessments or expenditures within a local jurisdiction without the consent of that jurisdiction's City Council.

APPENDIX 1

PROPERTY AND BUSINESS IMPROVEMENT DISTRICT LAW OF 1994

STREETS AND HIGHWAYS CODE
Division 18. Parking

*** THIS DOCUMENT IS CURRENT THROUGH CHAPTER 19 OF THE 2014 REGULAR SESSION OF THE 2013-2014 LEGISLATURE ***

§ 36600. Citation of part
This part shall be known and may be cited as the "Property and Business Improvement District Law of 1994."

§ 36601. Legislative findings and declarations
The Legislature finds and declares all of the following:

(a) Businesses located and operating within the business districts of this state's communities are economically disadvantaged, are underutilized, and are unable to attract customers due to inadequate facilities, services, and activities in the business districts.

(b) It is in the public interest to promote the economic revitalization and physical maintenance of the business districts of its cities in order to create jobs, attract new businesses, and prevent the erosion of the business districts.

(c) It is of particular local benefit to allow cities to fund business related improvements, maintenance, and activities through the levy of assessments upon the businesses or real property that benefits from those improvements.

(d) Assessments levied for the purpose of providing improvements and promoting activities that benefit real property or businesses are not taxes for the general benefit of a city, but are assessments for the improvements and activities which confer special benefits upon the real property or businesses for which the improvements and activities are provided.

§ 36602. Purpose of part
The purpose of this part is to supplement previously enacted provisions of law that authorize cities to levy assessments within a business improvement area. This part does not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes.

§ 36603. Preemption of authority or charter city to adopt ordinances levying assessments
Nothing in this part is intended to preempt the authority of a charter city to adopt ordinances providing for a different method of levying assessments for similar or additional purposes from those set forth in this part. A property and business improvement district created pursuant to this part is expressly exempt from the provisions of the Special Assessment Investigation, Limitation and Majority Protest Act of 1931 (Division 4 (commencing with Section 2800)).

§ 36603.5. Part prevails over conflicting provisions

Any provision in this part that conflicts with any other provision of law shall prevail over the other provision of law.

§ 36604. Severability

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

§ 36605. [Section repealed 2001.]

§ 36606. "Assessment"

"Assessment" means a levy for the purpose of acquiring, constructing, installing, or maintaining improvements and promoting activities which will benefit the properties or businesses located with- in a property and business improvement district.

§ 36607. "Business"

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

§ 36608. "City"

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

§ 36609. "City council"

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

§ 36610. 'Improvement"

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

(a) Parking facilities.

(b) Benches, booths, kiosks, display cases, pedestrian shelters and signs.

(c) Trash receptacles and public restrooms.

(d) Lighting and heating facilities.

(e) Decorations.

(f) Parks.

(g) Fountains.

(h) Planting areas.

(i) Closing, opening, widening, or narrowing of existing streets.

(j) Facilities or equipment, or both, to enhance security of persons and property within the area.

(k) Ramps, sidewalks, plazas, and pedestrian malls.

(l) Rehabilitation or removal of existing structures.

§ 36611. "Property and business improvement district"; "District"
"Property and business improvement district," or "district," means a property and business improvement district established pursuant to this part.

§ 36612. "Property"
"Property" means real property situated within a district.

§ 36613. "Activities"
"Activities" means, but is not limited to, all of the following:

(a) Promotion of public events which benefit businesses or real property in the district.

(b) Furnishing of music in any public place within the district.

(c) Promotion of tourism within the district.

(d) Marketing and economic development, including retail retention and recruitment.

(e) Providing security, sanitation, graffiti removal, street and sidewalk cleaning, and other municipal services supplemental to those normally provided by the municipality.

(f) Activities which benefit businesses and real property located in the district.

§ 36614. "Management district plan"; "Plan"
"Management district plan" or "plan" means a proposal as defined in Section 36622.

§ 36614.5. "Owners' association"
"Owners' association" means a private nonprofit entity that is under contract with a city to ad- minister or implement activities and improvements specified in the management district plan. An owners' association may be an existing nonprofit entity or a newly formed nonprofit entity. An owners' association is a private entity and may not be considered a public entity for any purpose, nor may its board members or staff be considered to be public officials for any purpose. Notwithstanding this section, an owners' association shall comply with the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code), at all times when matters within the subject matter of the district are heard, discussed, or deliberated, and with the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code), for all documents relating to activities of the district.

§ 36615. "Property owner"; "Owner"
"Property owner" means any person shown as the owner of land on the last equalized assessment roll or otherwise known to be the owner of land by the city council. "Business owner" means any person recognized by the city as the owner of the business. "Owner" means either a business owner or a property owner. The city council has no obligation to obtain other information as to the ownership of land or businesses, and its determination of ownership shall

be final and conclusive for the purposes of this part. Wherever this part requires the signature of the property owner, the signature of the authorized agent of the property owner shall be sufficient. Wherever this part requires the signature of the business owner, the signature of the authorized agent of the business owner shall be sufficient.

§ 36616. "Tenant"

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

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

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

§ 36620. Establishment of property and business improvement district

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

§ 36620.5. Requirement of consent of city council

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

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

(a) Upon the submission of a written petition, signed by the property or business owners in the proposed district who will pay more than 50 percent of the assessments proposed to be levied, the city council may initiate proceedings to form a district by the adoption of a resolution expressing its intention to form a district. The amount of assessment attributable to property or a business owned by the same property or business owner that is in excess of 40 percent of the amount of all assessments proposed to be levied, shall not be included in determining whether the petition is signed by property or business owners who will pay more than 50 percent of the total amount of assessments proposed to be levied.

(b) The petition of property or business owners required under subdivision (a) shall include a summary of the management district plan. That summary shall include all of the following:

(1) A map showing the boundaries of the district.

(2) Information specifying where the complete management district plan can be obtained.

(3) Information specifying that the complete management district plan shall be

furnished upon request.

(c) The resolution of intention described in subdivision (a) shall contain all of the following:

(1) A brief description of the proposed activities and improvements, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property or businesses within the district, a statement as to whether bonds will be issued, and a description of the exterior boundaries of the proposed district. The descriptions and statements do not need to be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements and activities and the location and extent of the proposed district.

(2) A time and place for a public hearing on the establishment of the property and business improvement district and the levy of assessments, which shall be consistent with the requirements of Section 36623.

§ 36622. Contents of management district plan

The management district plan shall contain all of the following:

(a) If the assessment will be levied on property, a map of the district in sufficient detail to locate each parcel of property and, if businesses are to be assessed, each business within the district. If the assessment will be levied on businesses, a map that identifies the district boundaries in sufficient detail to allow a business owner to reasonably determine whether a business is located within the district boundaries. If the assessment will be levied on property and businesses, a map of the district in sufficient detail to locate each parcel of property and to allow a business owner to reasonably determine whether a business is located within the district boundaries.

(b) The name of the proposed district.

(c) A description of the boundaries of the district, including the boundaries of benefit zones, proposed for establishment or extension in a manner sufficient to identify the affected lands and businesses included. The boundaries of a proposed property assessment district shall not overlap with the boundaries of another existing property assessment district created pursuant to this part. This part does not prohibit the boundaries of a district created pursuant to this part to overlap with other assessment districts established pursuant to other provisions of law, including, but not limited to, the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500)). This part does not prohibit the boundaries of a business assessment district created pursuant to this part to overlap with another business assessment district created pursuant to this part. This part does not prohibit the boundaries of a business assessment district created pursuant to this part to overlap with a property assessment district created pursuant to this part.

(d) The improvements and activities proposed for each year of operation of the district and the maximum cost thereof. If the improvements and activities proposed for each year of operation are the same, a description of the first year's proposed improvements and activities

and a statement that the same improvements and activities are proposed for subsequent years shall satisfy the requirements of this subdivision.

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

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

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

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

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

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

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

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

§ 36623. Procedure to levy assessment

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

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

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

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

§ 36624. Changes to proposed assessments

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

§ 36625. Resolution of formation

(a) If the city council, following the public hearing, decides to establish the proposed property and business improvement district, the city council shall adopt a resolution of formation that shall contain all of the following:

(1) A brief description of the proposed activities and improvements, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property, businesses, or both within the district, a statement about whether bonds will be issued, and a description of the exterior boundaries of the proposed district. The descriptions and statements do not need to be detailed and shall be sufficient if they enable an owner to generally identify

the nature and extent of the improvements and activities and the location and extent of the proposed district.

(2) The number, date of adoption, and title of the resolution of intention.

(3) The time and place where the public hearing was held concerning the establishment of the district.

(4) A determination regarding any protests received. The city shall not establish the district or levy assessments if a majority protest was received.

(5) A statement that the properties, businesses, or properties and businesses in the district established by the resolution shall be subject to any amendments to this part.

(6) A statement that the improvements and activities to be provided in the district will be funded by the levy of the assessments. The revenue from the levy of assessments within a district shall not be used to provide improvements or activities outside the district or for any purpose other than the purposes specified in the resolution of intention, as modified by the city council at the hearing concerning establishment of the district.

(7) A finding that the property or businesses within the area of the property and business improvement district will be benefited by the improvements and activities funded by the assessments proposed to be levied.

(b) The adoption of the resolution of formation and, if required, recordation of the notice and map pursuant to Section 36627 shall constitute the levy of an assessment in each of the fiscal years referred to in the management district plan.

§ 36626. Resolution establishing district

If the city council, following the public hearing, desires to establish the proposed property and business improvement district, and the city council has not made changes pursuant to Section 36624, or has made changes that do not substantially change the proposed assessment, the city council shall adopt a resolution establishing the district. The resolution shall contain all of the in- formation specified in paragraphs (1) to (8), inclusive, of subdivision (b) of Section 36625, but need not contain information about the preliminary resolution if none has been adopted.

§ 36626.5. [Section repealed 1999.]
§ 36626.6. [Section repealed 1999.]

§ 36626.7. [Section repealed 1999.]

§ 36627. Notice and assessment diagram

Following adoption of the resolution establishing district assessments on properties pursuant to Section 36625 or Section 36626, the clerk of the city shall record a notice and an assessment

diagram pursuant to Section 3114. No other provision of Division 4.5 (commencing with Section 3100) applies to an assessment district created pursuant to this part.

§ 36628. Establishment of separate benefit zones within district; Categories of businesses
The city council may establish one or more separate benefit zones within the district based upon the degree of benefit derived from the improvements or activities to be provided within the benefit zone and may impose a different assessment within each benefit zone. If the assessment is to be le- vied on businesses, the city council may also define categories of businesses based upon the degree of benefit that each will derive from the improvements or activities to be provided within the district and may impose a different assessment or rate of assessment on each category of business, or on each category of business within each zone.

§ 36628.5. Assessments on businesses or property owners
The city council may levy assessments on businesses or on property owners, or a combination of the two, pursuant to this part. The city council shall structure the assessments in whatever manner it determines corresponds with the distribution of benefits from the proposed improvements and activities.

§ 36629. Provisions and procedures applicable to benefit zones and business categories
All provisions of this part applicable to the establishment, modification, or disestablishment of a property and business improvement district apply to the establishment, modification, or disestablishment of benefit zones or categories of business. The city council shall, to establish, modify, or disestablish a benefit zone or category of business, follow the procedure to establish, modify, or disestablish a property and business improvement district.

§ 36630. Expiration of district; Creation of new district
If a property and business improvement district expires due to the time limit set pursuant to sub- division (h) of Section 36622, a new management district plan may be created and a new district established pursuant to this part.

§ 36631. Time and manner of collection of assessments; Delinquent payments
The collection of the assessments levied pursuant to this part shall be made at the time and in the manner set forth by the city council in the resolution levying the assessment. Assessments levied on real property may be collected at the same time and in the same manner as for the ad valorem property tax, and may provide for the same lien priority and penalties for delinquent payment. All delinquent payments for assessments levied pursuant to this part shall be charged interest and penalties.

§ 36632. Assessments to be based on estimated benefit; Classification of real property and businesses; Exclusion of residential and agricultural property
(a) The assessments levied on real property pursuant to this part shall be levied on the basis of the estimated benefit to the real property within the property and business improvement district. The city council may classify properties for purposes of determining the benefit to property of the improvements and activities provided pursuant to this part.

(b) Assessments levied on businesses pursuant to this part shall be levied on the basis of the estimated benefit to the businesses within the property and business improvement

district. The city council may classify businesses for purposes of determining the benefit to the businesses of the improvements and activities provided pursuant to this part.

(c) Properties zoned solely for residential use, or that are zoned for agricultural use, are conclusively presumed not to benefit from the improvements and service funded through these assessments, and shall not be subject to any assessment pursuant to this part.

§ 36633. Time for contesting validity of assessment

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

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

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

§ 36635. Request to modify management district plan

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

§ 36636. Modification of plan by resolution after public hearing; Adoption of resolution of intention; Modification of improvements and activities by adoption of resolution after public hearing

(a) Upon the written request of the owners' association, the city council may modify the management district plan after conducting one public hearing on the proposed modifications. The city council may modify the improvements and activities to be funded with the revenue derived from the levy of the assessments by adopting a resolution determining to make the modifications after holding a public hearing on the proposed modifications. If the modification includes the levy of a new or increased assessment, the city council shall comply with Section 36623 . Notice of all other public meetings and public hearings pursuant to this section shall comply with both of the following:

(1) The resolution of intention shall be published in a newspaper of general circulation in the city once at least seven days before the public meeting.

(2) A complete copy of the resolution of intention shall be mailed by first class mail, at least 10 days before the public meeting, to each business owner or property owner affected by the proposed modification.

(b) The city council shall adopt a resolution of intention which states the proposed modification prior to the public hearing required by this section. The public hearing shall be held not more than 90 days after the adoption of the resolution of intention.

§ 36637. Reflection of modification in notices recorded and maps

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

consistent with the provisions of Section 36627.

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

(a) The city council may, by resolution, determine and declare that bonds shall be issued to finance the estimated cost of some or all of the proposed improvements described in the resolution of formation adopted pursuant to Section 36625, if the resolution of formation adopted pursuant to that section provides for the issuance of bonds, under the Improvement Bond Act of 1915 (Division 10 (commencing with Section 8500)) or in conjunction with Marks-Roos Local Bond Pooling Act of 1985 (Article 4 (commencing with Section 6584) of Chapter 5 of Division 7 of Title 1 of the Government Code). Either act, as the case may be, shall govern the proceedings relating to the issuance of bonds, although proceedings under the Bond Act of 1915 may be modified by the city council as necessary to accommodate assessments levied upon business pursuant to this part.

(b) The resolution adopted pursuant to subdivision (a) shall generally describe the proposed improvements specified in the resolution of formation adopted pursuant to Section 36625, set forth the estimated cost of those improvements, specify the number of annual installments and the fiscal years during which they are to be collected. The amount of debt service to retire the bonds shall not exceed the amount of revenue estimated to be raised from assessments over 30 years.

(c) Notwithstanding any other provision of this part, assessments levied to pay the principal and interest on any bond issued pursuant to this section shall not be reduced or terminated if doing so would interfere with the timely retirement of the debt.

§ 36641. [Section repealed 2001.]
§ 36642. [Section repealed 2001.]

§ 36643. [Section repealed 2001.]

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

(a) The owners' association shall cause to be prepared a report for each fiscal year, except the first year, for which assessments are to be levied and collected to pay the costs of the improvements and activities described in the report. The owners' association's first report shall be due after the first year of operation of the district. The report may propose changes, including, but not limited to, the boundaries of the property and business improvement district or any benefit zones within the district, the basis and method of levying the assessments, and any changes in the classification of property, including any categories of business, if a classification is used.

(b) The report shall be filed with the clerk and shall refer to the property and business improvement district by name, specify the fiscal year to which the report applies, and, with respect to that fiscal year, shall contain all of the following information:

(1) Any proposed changes in the boundaries of the property and business improvement district or in any benefit zones or classification of property or businesses within the district.

(2) The improvements and activities to be provided for that fiscal year.

(3) An estimate of the cost of providing the improvements and the activities for that fiscal year.

(4) The method and basis of levying the assessment in sufficient detail to allow each real property or business owner, as appropriate, to estimate the amount of the assessment to be levied against his or her property or business for that fiscal year.

(5) The amount of any surplus or deficit revenues to be carried over from a previous fiscal year.

(6) The amount of any contributions to be made from sources other than assessments levied pursuant to this part.

(c) The city council may approve the report as filed by the owners' association or may modify any particular contained in the report and approve it as modified. Any modification shall be made pursuant to Sections 36635 and 36636.

The city council shall not approve a change in the basis and method of levying assessments that would impair an authorized or executed contract to be paid from the revenues derived from the levy of assessments, including any commitment to pay principal and interest on any bonds issued on be- half of the district.

§ 36651. Designation of owners' association to provide improvements and activities

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

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

(a) Any district previously established whose term has expired, may be renewed by following the procedures for establishment as provided in this chapter.

(b) Upon renewal, any remaining revenues derived from the levy of assessments, or any revenues derived from the sale of assets acquired with the revenues, shall be transferred to the renewed district. If the renewed district includes additional parcels or businesses not included in the prior district, the remaining revenues shall be spent to benefit only the parcels or businesses in the prior district. If the renewed district does not include parcels or businesses included in the prior district, the remaining revenues attributable to these parcels shall be refunded to the owners of these parcels or businesses.

(c) Upon renewal, a district shall have a term not to exceed 10 years, or, if the district is authorized to issue bonds, until the maximum maturity of those bonds. There is no requirement that the boundaries, assessments, improvements, or activities of a renewed district be the same as the original or prior district.

§ 36670. Circumstances permitting disestablishment of district; Procedure

(a) Any district established or extended pursuant to the provisions of this part, where there is no indebtedness, outstanding and unpaid, incurred to accomplish any of the purposes of the district, may be disestablished by resolution by the city council in either of the following circumstances:

(1) If the city council finds there has been misappropriation of funds, malfeasance, or a violation of law in connection with the management of the district, it shall notice a hearing on disestablishment.

(2) During the operation of the district, there shall be a 30-day period each year in which assessees may request disestablishment of the district. The first such period shall begin one year after the date of establishment of the district and shall continue for 30 days. The next such 30-day period shall begin two years after the date of the establishment of the district. Each successive year of operation of the district shall have such a 30-day period. Upon the written petition of the owners or authorized representatives of real property or the owners or authorized representatives of businesses in the area who pay 50 percent or more of the assessments levied, the city council shall pass a resolution of intention to disestablish the district. The city council shall notice a hearing on disestablishment.

(b) The city council shall adopt a resolution of intention to disestablish the district prior to the public hearing required by this section. The resolution shall state the reason for the disestablishment, shall state the time and place of the public hearing, and shall contain a proposal to dispose of any assets acquired with the revenues of the assessments levied within the property and business improvement district. The notice of the hearing on disestablishment required by this section shall be given by mail to the property owner of each parcel or to the owner of each business subject to assessment in the district, as appropriate. The city shall conduct the public hearing not less than 30 days after mailing the notice to the property or business owners. The public hearing shall be held not more than 60 days after the adoption of the resolution of intention.

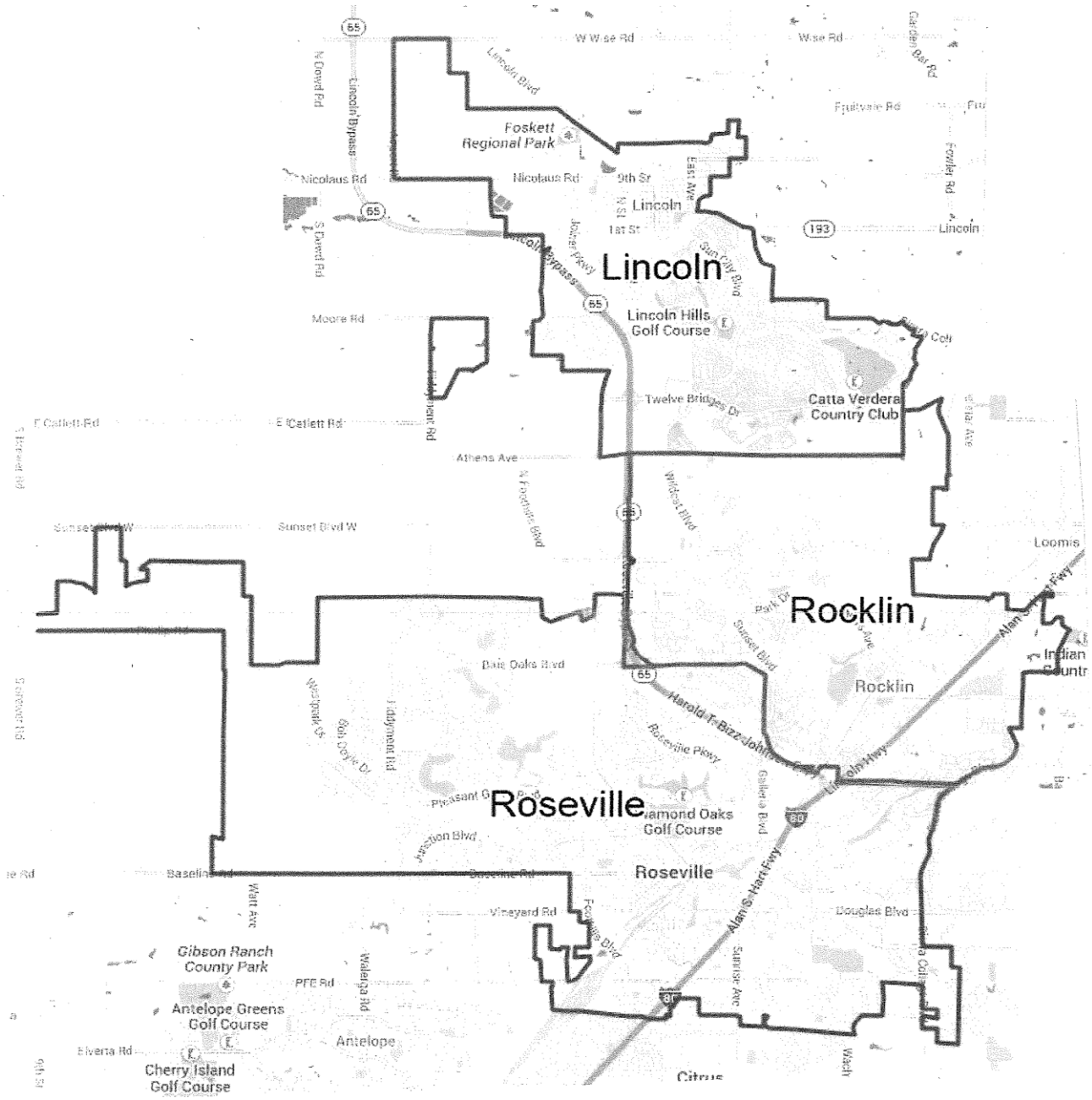
§ 36671. Refund of remaining revenues upon disestablishment of district; Calculation of re- fund; Use of outstanding revenue collected after disestablishment of district

(a) Upon the disestablishment or expiration without renewal of a district, any remaining revenues, after all outstanding debts are paid, derived from the levy of assessments, or derived from the sale of assets acquired with the revenues, or from bond reserve or construction funds, shall be refunded to the owners of the property or businesses then located and operating within the district in which assessments were levied by applying the same method and basis that was used to calculate the assessments levied in the fiscal year in which the district is disestablished or expires. All outstanding assessment revenue collected after disestablishment shall be spent on improvements and activities specified in the management district plan.

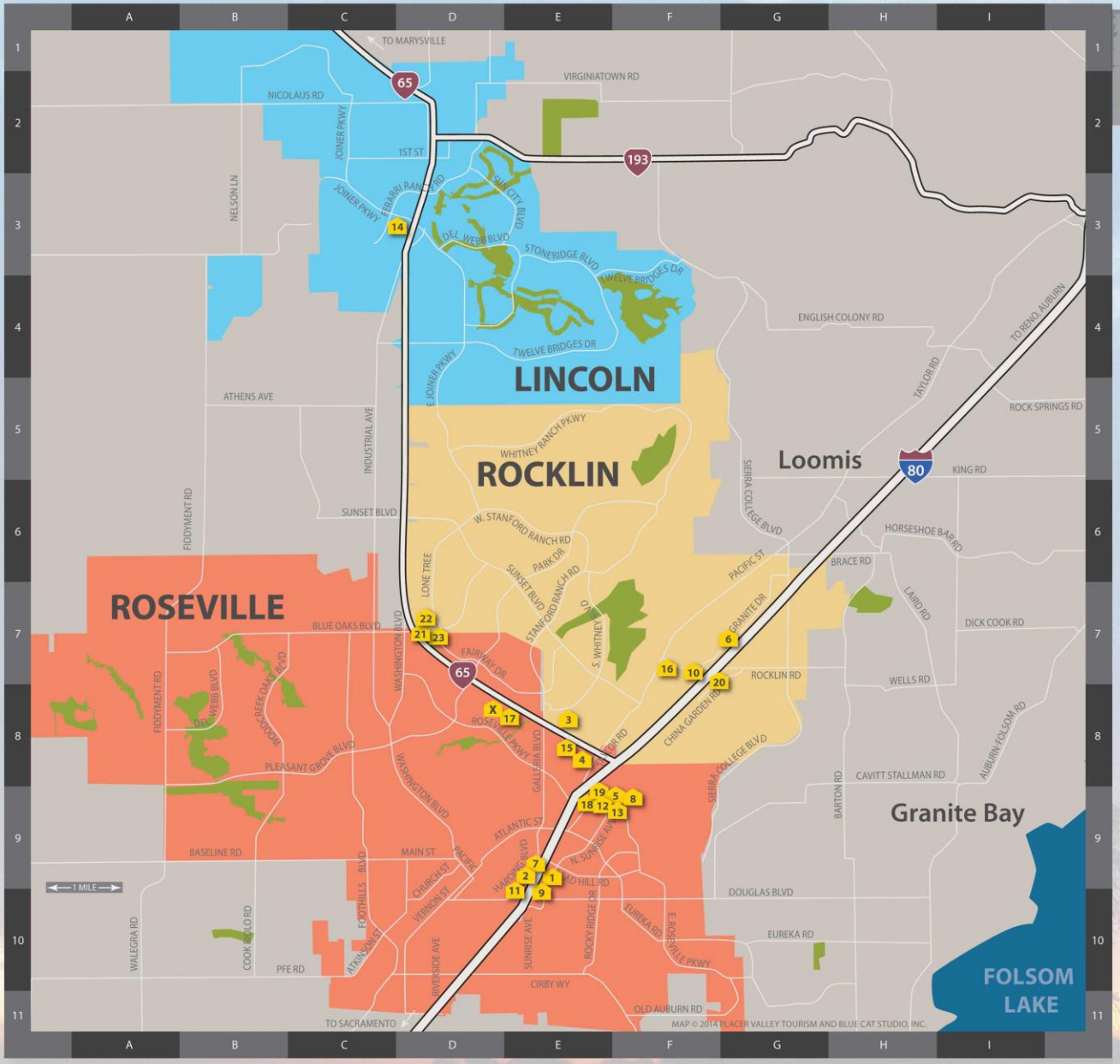
(b) If the disestablishment occurs before an assessment is levied for the fiscal year, the method and basis that was used to calculate the assessments levied in the immediate prior fiscal year shall be used to calculate the amount of any refund.

APPENDIX 2A

MAP OF DISTRICT WITH CITY BOUNDARIES*



*****Excluding Assessor's Parcel Number 363-011-086-000 in Roseville designated for the development of a Conference Center and hotel.



APPENDIX 2B
MAP OF CURRENTLY ASSESSED BUSINESSES

HOTELS*

1 Best Western Plus Orchid Hotel & Suites E-9
2 Best Western Roseville Inn E-9
3 Comfort Suites Rocklin E-8
4 Courtyard by Marriott Galleria Roseville E-8
5 Courtyard by Marriott Roseville F-9
6 Days Inn Rocklin G-7
7 Extended Stay America Roseville E-9
8 Fairfield Inn Roseville. F-9
9 Hampton Inn & Suites Roseville E-10
10 Heritage Inn Express Rocklin F-7
11 Heritage Inn Roseville E-10
12 Hilton Garden Inn Roseville. E-9
13 Holiday Inn Express Galleria Roseville F-9
14 Holiday Inn Express Lincoln. D-3
15 Homewood Suites by Hilton Roseville E-8
16 Howard Johnson Inn & Suites Rocklin F-7
17 Hyatt Place Roseville E-8
18 Larkspur Landing Roseville E-9
19 Residence Inn by Marriott Roseville . . E-9
20 Rocklin Park Hotel. F-7
21 SpringHill Suites by Marriott Roseville D-7
22 Staybridge Suites Rocklin D-7
23 TownePlace Suites by Marriott Roseville D-7
X Future Conference Center Hotel (excluded from TBID parcel 363-011-086-000) F-8

*New hotels operating in the current or future boundaries of a participating city will also be subject to assessments

APPENDIX 3
LODGING BUSINESSES TO BE ASSESSED

1. Best Western Plus Orchid Hotel & Suites - 130 N. Sunrise Ave., Roseville
2. Best Western Roseville Inn - 220 Harding Blvd., Roseville
3. Comfort Suites Rocklin - 6830 Five Star Blvd., Rocklin
4. Courtyard by Marriott Galleria Roseville - 301 Creekside Ridge Court, Roseville
5. Courtyard by Marriot Roseville - 1920 Taylor Rd., Roseville
6. Days Inn Rocklin - 4515 Granite Drive, Rocklin
7. Extended Stay America Roseville - 1000 Lead Hill Blvd., Roseville
8. Fairfield Inn Roseville - 1910 Taylor Road, Roseville
9. Hampton Inn & Suites Roseville - 110 North Sunrise Ave., Roseville
10. Heritage Inn Express Rocklin - 4480 Rocklin Road, Rocklin
11. Heritage Inn Roseville - 204 Harding Blvd., Roseville
12. Hilton Garden Inn Roseville - 1951 Taylor Rd., Roseville
13. Holiday Inn Express Galleria Roseville - 1398 East Roseville Parkway, Roseville
14. Holiday Inn Express Lincoln - 155 Ferrari Ranch Rd., Lincoln
15. Homewood Suites by Hilton Roseville - 401 Creekside Ridge Ct., Roseville
16. Howard Johnson Inn & Suites Rocklin - 4420 Rocklin Rd., Rocklin
17. Hyatt Place Roseville - 220 Conference Center Drive, Roseville
18. Larkspur Landing Roseville - 1931 Taylor Rd., Roseville
19. Residence Inn by Marriot Roseville - 1930 Taylor Rd., Roseville
20. Rocklin Park Hotel - 5450 China Garden Rd., Rocklin
21. SpringHill Suites by Marriott Roseville - 10593 Fairway Drive, Roseville
22. Staybridge Suites Rocklin - 6664 Lonetree Blvd., Rocklin
23. TownePlace Suites by Marriot Roseville - 10569 Fairway Drive, Roseville

APPENDIX 4

DIAGRAM OF SPORTS COMPLEX

COUNCIL COMMUNICATION

CC #: 8359
File #: 0201

Title:	Capital Improvement Project Rehabilitation Fund and Internal Service Funds Budget Update
Contact:	Paul Diefenbach 916-774-5654 pdiefenbach@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 10.1.

RECOMMENDATION TO COUNCIL

Recommend Council receive the Budget presentation on CIP Rehabilitation Fund and the creation of new Internal Service funds for fiscal year 2018.

BACKGROUND

At the April 6, 2016 Council Meeting, staff presented details on the CIP Rehabilitation Fund's annual funding shortfall. Additionally, staff presented plans to create replacement funds and new internal service funds for fiscal year 2018. This presentation is to update the Council on the CIP REhab fund and staff's progress over the past year.

FISCAL IMPACT

This is an informational presentation and has no fiscal impact.

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). This staff presentation does not include the potential for a significant environmental effect, and therefore is not subject to CEQA.

Respectfully Submitted,

Paul Diefenbach, Central Services Director

_____

Rob Jensen, City Manager

COUNCIL COMMUNICATION

CC #: 8316
File #: 0800-05 & 0102-11

Title:	Information Technology Strategic Plan Assessment
Contact:	Roger Root 916-774-5120 rroot@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 10.2.

RECOMMENDATION TO COUNCIL

This item requires no Council action and is for information only.

BACKGROUND

In April 2013, the City of Roseville completed the development of a Three-Year Citywide Strategic Technology Plan. The City's goals and objectives for the project primarily focused on the creation of a strategic plan that would be used to guide the City's efforts toward achieving a clearly defined vision and would align with the overall business objectives of the City and each Department. It was also expected that the plan would account for goals and initiatives of interest to the IT department which included continuously improving support for internal users (City staff), allowing the Departments to realize efficiencies within service delivery to the community (including residential and business/commercial customers). The primary goals were summarized within the following:

• Guarantee that the strategic technology direction of the City aligns with the business strategies, objectives and meets customer needs

• Ensure that the strategic initiatives strengthen and reinforce the vision of the City as a whole

• Reinforce the acceptance of the City as a technology leader within the region

• Improve collaboration between the IT Department and other departments

• Strengthen Technology Governance processes

• Capitalize on current trends within the technology sector that allow for realization of efficiencies

Implementation is oftentimes the most difficult part of the strategic planning process. It involves achieving the objectives set out in the strategic plan while remaining alert and flexible to new opportunities as they unfold. With foresight, the City built a monitoring process into the original engagement. The reasoning behind establishing ongoing monitoring and evaluation is sound and is fundamentally built around determining if the City is: achieving its objectives; showing progress

towards its goals; meeting the needs of its stakeholders; efficiently and effectively using its resources; and able to demonstrate the impact and/or progress. The overarching focus of this assessment has been on evaluating the progress of the IT department over the past few years to determine whether the purpose, goals, and objectives of the planning effort were met and whether the plan served to guide technology investments over the past years. In addition, since the project involved gaining an understanding of the IT operations during this time period, the City requested that the project team provide feedback relative to the performance categories that comprise the core of the rotational performance audits that all City departments undergo. Below are the summarized findings:

• Plan Execution: Information gathered from interviews and from listings of technology projects completed or initiated since plan inception revealed that the City has utilized resources towards efforts that align with many of the strategic initiatives and meet stakeholder needs, thereby achieving several of the highlighted objectives in the Strategic Plan.

• Planning Purpose: The extent to which the preliminary purpose of the planning effort has been achieved through the development and subsequent execution of the Strategic Technology Plan. The purpose was tied to a set of goals listed in the plan and described as shaping not only the structure of the plan document but also the strategies and initiatives included therein. Based on the discussions and review of documentation, several goals have been achieved over the course of the plan timeline which leads to the conclusion that the purpose has been met. On pages 6-7 of Strategic Plan Assessment a table provides a brief discussion regarding the extent to which each individual listed goal has been met through the strategic technology planning process.

• Audit Categories: As noted, the City requested preliminary feedback in advance of an upcoming operational audit slated for the IT Department as part of the five-year rotational cycle. A table on pages 8-11, provides the results of the high-level assessment. The assessment on each of the categories or performance attributes has been developed based on discussions with stakeholders, review of documentation, and observations over the past few years. In this portion of the assessment, the IT department was able to gain a high-level understanding of the IT operations in order to assess performance. While there were numerous strong points highlighted, this evaluation was able to shine on areas in which the IT department can improve.

Here are the lessons learned & recommendations that have been proposed after the assessment was complete:

• Technology Governance: Governance incorporates multiple inter-related disciplines that together establish the strategies, structures, processes and measurements for the management of technology and technology resources. In order to move technology governance to the next level (say, for example, in a traditional maturity model), the City needs to recognize that governance goes beyond making decisions on whether or not to allocate technology resources to a given proposed project, initiative, or strategy. The City should examine the list provided which identifies the component processes or disciplines that make up technology governance according to the IT Governance Institute. In this list, a summary of recommendations are provided for the City's consideration with respect to continuous improvement of technology governance.

• Strategic Planning: The lessons learned within the progress assessment process suggest that strategic technology planning should be treated in a more dynamic fashion and draw a distinction between establishing a longer-term framework of strategic initiatives versus annual operational efforts. In this regard, the City should give consideration to:

o Continuing to align IT Department mission/vision/values/goals with those of the City
o Continuing to treat the Citywide Technology Strategic Plan as a longer-term plan representing a framework of strategies/initiatives/program recommendations
o Adding elements to the plan and to project proposals that allow for better outcome/performance measurement
o Developing elements to make people more accountable to using the plan (roles/responsibilities)
o Focusing more on preparing and managing annual operational plans, making sure they are tied to strategies/initiatives and have associated KPI that align with outcome measurements
o Expanding communication efforts related to the completion of the plan to increase awareness across the city

• Service Level Agreements (SLAs): Consideration should be given to the development of Service Level Agreements (SLAs) between the IT Department and the departments that not only establish the levels of service, but define the services themselves, the roles and responsibilities of the customers and the metrics to be used to measure compliance

• Transparency: Given the positive reaction of the City staff and management to the changes that have been made within IT over the past six years, the department should identify ways to further improve department transparency, including giving consideration to publishing maintenance schedules/calendars. With the implementation of the new service desk system, the department has the opportunity to more effectively communicate status of issues and incidents reported by users, thereby keeping them in the loop and informed rather than leaving them guessing.

• Service Delivery Approach: The IT Department should continue adopting a collaborative or consultative approach with the departments as a means to realize continuous improvement when it comes to service delivery. The needs of the departments from a system, functionality, and support standpoint should become a core component of an ongoing dialog that the department has with its customers.

Moving forward the Information Technology Department will be producing an annual work plan that will layout the projected projects and alignment with City Council goals. The work plan will encompass many of the recommendations provided in this assessment.

FISCAL IMPACT

There is no fiscal impact as a result of this informational report.

ECONOMIC DEVELOPMENT / JOBS CREATED

No new jobs will be created by this action.

ENVIRONMENTAL REVIEW

This presentation 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,

Roger Root, IT Program Manager

Hong Sae, Chief Information Officer

Rob Jensen, City Manager

ATTACHMENTS:

Description

Strategic Technology Plan Progress Assessment

FY 2017-18 Strategic Technology Work Plan

Strategic Plan Assessment PowerPoint Presentation

MOSS-ADAMS LLP

Certified Public Accountants | Business Consultants

WWW.MOSSADAMS.COM

PROPRIETARY AND CONFIDENTIAL DRAFT REPORT FOR

CITY OF ROSEVILLE

STRATEGIC TECHNOLOGY PLAN PROGRESS ASSESSMENT

August 8, 2016

Prepared by:

Moss Adams LLP

805 SW Broadway, Suite 1200
Portland, Oregon 97205
(503) 242-1447

MOSS ADAMS LLP

Certified Public Accountants | Business Consultants

MOSS-ADAMS LLP

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I. BACKGROUND

In April 2013, the City of Roseville completed development of a Three-Year Citywide Strategic Technology Plan. The City's goals and objectives for the project primarily focused on the creation of a strategic plan that would be used to guide the City's efforts toward achieving a clearly defined vision and would align with the overall business objectives of the City and each Department. It was also expected that the plan would account for goals and initiatives of interest to the IT department which included continuously improving support for internal users (City staff), allowing the Departments to realize efficiencies within service delivery to the community (including residential and business/commercial customers). The primary goals were summarized within the following:

- Guarantee that the strategic technology direction of the City aligns with the business strategies, objectives and meets customer needs
- Ensure that the strategic initiatives strengthen and reinforce the vision of the City as a whole
- Reinforce the acceptance of the City as a technology leader within the region
- Improve collaboration between the IT Department and other departments
- Strengthen Technology Governance processes
- Capitalize on current trends within the technology sector that allow for realization of efficiencies

The resulting plan included a series of initiatives with associated strategies and expected outcomes that were driven by internal and external factors within the technology environment of the City as well as that of the broader market and industry. The plan was not designed to provide a detailed road map with turn-by-turn directions, but instead represented a compass to be used for navigation and orientation as the City made decisions on how best to utilize technology budgets and resources.

The process was straightforward and was largely driven by the customers. The project approach was designed to be streamlined and efficient, building on previous efforts that the IT Department and City had already undertaken. The process included interviews to capture the voice of the customer, which helped identify the wants and needs of departments. This effort was important to balance the demand for business technology services versus the limited supply of resources available in the City. The process further helped ensure that the highest-priority efforts would be undertaken, supporting transparency and access from a variety of stakeholders.

However, implementation is oftentimes the most difficult part of the strategic planning process. It involves achieving the objectives set out in the strategic plan while remaining alert and flexible to new opportunities as they unfold. With foresight, the City built a monitoring process into the original engagement. The reasoning behind establishing ongoing monitoring and evaluation is sound and is fundamentally built around determining if the City is: achieving its objectives; showing progress towards its goals; meeting the needs of its stakeholders; efficiently and effectively using its resources; and able to demonstrate the impact and/or progress.

MOSS-ADAMS LLP

II. PROGRESS ASSESSMENT

The overarching focus of the current project has been on assessing progress against the Citywide Strategic Technology Plan. Given the nature of the plan (with its emphasis on providing course navigation) and the goals of the planning effort, the project team focused foremost on evaluating whether the City has stayed on course towards achieving goals related to alignment, collaboration, governance, etc.

Since the project involved examining the activities of the IT Department, the City further requested that broad consideration be given to how the progress and performance of the IT Department ties into a parallel citywide initiative. In 2012, the Roseville City Council approved a five-year rotational cycle of performance audits to ensure city departments were operating efficiently, managing risks effectively through established internal control structures, and practicing fiscal responsibility and proper stewardship of public funds and resources. To this end, the City requested preliminary feedback regarding the IT Department relative to the various categories against which its performance will be measured in the coming year.

Given these factors, the process involved working with the IT Department to review its activities over the plan's time horizon, as well as interviewing stakeholders, users, and participants in the prior planning process. The extent to which the City achieved initial plan goals and objectives, utilized the plan framework, and performed in the audit categories has been analyzed. With this in mind, the project team structured this effort around some key questions, as follows:

- Has the City effectively used the plan to guide and influence technology decisions as well as project prioritization? Have City and technology resources been directed towards the initiatives/projects set forth by the plan?
- How well has the plan served in meeting the primary purpose for the strategic technology planning effort?
- Will there be any surprises about which the City should be concerned during an operational audit of the IT Department?
- What are the lessons learned and the next steps in terms of the City's strategic technology planning efforts?

Within each of the following report sections, analysis related to these core questions has been assembled for consideration.

A. PLAN EXECUTION

The initial questions naturally focus on the reasoning behind establishing the monitoring and evaluation process. That is, to assess whether plan objectives have been achieved, resources have been utilized appropriately, stakeholder needs have been met, and demonstrable progress has been made. Information gathered from interviews and from listings of technology projects completed or

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initiated since plan inception revealed that the City has utilized resources towards efforts that align with many of the strategic initiatives and meet stakeholder needs, thereby achieving certain objectives.

However, this has occurred despite a number of factors that reveal the plan was not central to guiding, influencing, and prioritizing these technology decisions. Primary factors contributing to this situation relate to the ongoing efforts the City has had with technology governance, thereby missing an opportunity to incorporate the plan into transparent decision-making processes and directly address governance issues. This is exacerbated by the lack of clarity regarding the role of the Technology Governance Committee (TGC) as well as the TGC's reported decline in participation. Nevertheless, the progress assessment has raised productive questions not only concerning governance and the TGC, but also regarding the most suitable approach for subsequent strategic technology planning efforts.

To be sure, the plan has been effectively utilized in productive ways by IT Management as a means to communicate and demonstrate the linkages with the citywide GIS plans, to orient new department heads to the City, and to present proposed technology expenditures to City Council. As noted, while the plan may not have been actively incorporated into some governance processes, the framework created by the ten initiatives laid out in the plan remained active themes for grouping projects, communicating the status of ongoing projects and highlighting the efforts of the IT Department for City and departmental management. The following table links the projects pursued with the strategies and initiatives laid out in the plan.

Initiative	Strategy	Representative Projects/Progress
Information Management	Strengthen Data Management	• SharePoint Pilot and Implementation • Project Enterprise Dashboard
	Pursue Systems Integration Opportunities	• eDisclosure (Form 700) / eCampaign • 20+ interfaces with Public Safety Computer system (New World Systems)
	Enhance Decision Support & Performance Management	• ESRI Business Analyst Online • Enterprise Reporting • Project Dashboard
Enterprise Systems	Expand Capabilities, including Support, of Current Enterprise Systems	• IFAS Technology Upgrade • CIS Technology Upgrade • Office 365
	Address Needs for New Enterprise and Vertical Systems	• ERP Selection Kick-off • CIS Implementation • Accela Automation • Integrated Library System (ILS) • Maximo Enterprise Asset Management
Process & Workflow Improvement	Improve Data Flow through Systems Integrations and Interfaces	• eDisclosure (Form 700) / eCampaign • 20+ interfaces with Public Safety Computer system (New World Systems)

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Initiative	Strategy	Representative Projects/Progress
	Pursue Agenda Automation	• Agenda Management System
	Identify Additional Paperless Opportunities	• Docathon SOP Management System • SharePoint Pilot and Implementation • Law Enforcement Records Management System
Records Management	Utilize Technology to Implement Records Retention Policies	• SharePoint Pilot and Implementation • Agenda Management System
	Optimize Use of Document Management Systems	• Agenda Management System • Accela Citizens Access • Law Enforcement Records Management System
	Establish Reasonable e-mail Retention Policies	• eMail Retention policy • Office 365
Customer Service & Governance	Expand Customer Service Capabilities	• Remedy IT Service Management System • Customer Outreach Assignments • Application Teams Realignment
	Improve Collaboration and Communication with Departments	• Office 365 • Customer Service Surveys • Technology Insiders Group
	Institutionalize IT Governance Processes	• IT Governance Continuous Improvement • Project Portfolio Management System
	Ensure System Reliability	• IFAS Technology Upgrade • CIS Technology Upgrade • WiFi Upgrade/Replacement • SQL Server Upgrade
Emerging Technologies	Pursue Cloud/Software-as-a-Service Opportunities	• Office 365 • Integrated Library System (ILS) • ArcGIS Cloud Online
Mobile Workforce	Develop a Mobile Strategy	• Mobile Device Standardization • Mobile Devices Testing
	Enable Greater Mobility of the Workforce as well as Citizen Interaction through Mobile Technologies	• Website Upgrade • Virtual Private Networking • Office365 • MSDSOnline
eGovernment & Citizen Interaction	Coordinate Social Media Presence	• Social Media Center • eMail Notification Subscriptions
	Solidify Virtual City Hall Plans	• eGovernment Strategic Plan • CMS Replacement
	Achieve Greater Openness, Communication, and Accountability through Transparency	• eDisclosure (Form 700) • Open Data Portal • ESRI Story Maps • SB272 Catalog of Enterprise Systems

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Initiative	Strategy	Representative Projects/Progress
Security & Privacy	Pursue Balance between Security and Productivity	• SANS Institute Training • Information Security Administrator Position • Security Technology and A/V Standards
	Expand Remote Access Capabilities	• Virtual Private Networking w- Two-Factor Authentication • Office365 • System Center Configuration Manager
	Ensure Regulatory Compliance	• eDisclosure (Form 700) / eCampaign • Computer Usage Policy (CJIS, PCI Compliance) • SB272 Catalog of Enterprise Systems
Innovative Ideas & Workforce Empowerment	Pursue Innovative Funding Strategies	• Cost of Service Chargeback Study • Annual Rehab Funding
	Increase Citywide Buying Power	• PublicPurchase.com • Open Purchase Orders
	Provide Adequate Training	• Project Management Training • Cyber Attack Exercise • Formal Onboarding • Pluralsight eLearning

Over the plan's time horizon, there appeared to be a shift in how the plan was utilized to communicate and demonstrate the linkages to overarching goals of the City. Whereas the plan was developed with a strong tie-in to the mission, vision, values and goals largely borne through the City Manager's office, more recently alignment with the City Council goals has become more prevalent. This shift has not been disruptive given the fact that the goals, values, and philosophies of both City Management and City Council are naturally in sync.

Project sponsors provided documentation fashioned to represent the alignment of IT programs, initiatives, and project listings (initiated, completed, near-term, long-term, and maintenance) with Council Goals and the Strategic Technology Plan. While this documentation is potentially useful in depicting the efforts of the IT Department in support of Council goals, it nevertheless appears to be more representative of a point in time mapping rather than indicative of a process that occurred over time with such intentions. Further, the documentation excludes some key elements, including a discussion of how the technology-oriented descriptions of each goal were derived as well as linkages to the strategic plan initiatives. As a result, the reader may be left to assume that the materials were prepared utilizing 20/20 vision in hindsight.

The City is fortunate to be in a position to exhibit success in deploying, utilizing, and maintaining technologies that effectively support and demonstrate progress towards achieving the goals set forth by the City's elected representatives. As noted, this success did not come through dutiful conformity with the strategic technology plan tenets. Rather, it is more likely attributed to the IT Department's faithful devotion to the vision the team had developed prior to the planning effort. This vision was designed to aid in the realization of the overarching City vision, and is comprised of strategic components and values which include valued partnerships and collaboration, technology

leadership, and agility and innovation. While this vision was a key influencer in the development of strategic initiatives within the plan, one can make the argument that it also drove the initial planning project itself, particularly the emphasis placed on listening to the voice of the customer.

B. PLANNING PURPOSE

The second question focuses on the extent to which the preliminary purpose of the planning effort has been achieved through the development and subsequent execution of the plan. The purpose was tied to a set of goals listed in the plan and described as shaping not only the structure of the plan document but also the strategies and initiatives included therein. Based on the discussions and review of documentation, the table below provides a brief discussion regarding the extent to which each listed goal has been met through the strategic technology planning process.

Goal Focus	Summary Assessment	Goal Met?
Align technology with business objectives and customer needs	The voice of the customer and the City's mission/vision represented the primary internal drivers/influencers of strategic initiatives within plan;	✓
Reinforce and strengthen vision	As noted above, IT Department vision, and the overarching City vision from which it was derived, has remained a primary driver.	✓
Further establish regional technology leadership	The City continues to be recognized for Excellence in IT Practice and is committed to the pursuit of regional partnerships, particularly within the public safety realm.	✓
Improve collaboration between IT and customers	A majority of City representatives involved in the assessment spoke favorably of progress made by the IT Department in collaborating and strengthening service.	✓
Strengthen governance	The City continues to make improvements with technology governance but has not yet effectively established processes for defining and measuring expected outcomes. The number of projects reviewed and approved by the TGC grows year over year; however, this is attributable more to the increase in the number of projects presented to the group than anything to do with the effectiveness of the group. The timeline has been reduced from quarterly to monthly for reporting out on committee activities and projects reviewed. In addition, the Committee has been taking advantage of technologies such as SharePoint to realize some efficiency with respect to project proposal and concept paper submittal and review.	

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Goal Focus	Summary Assessment	Goal Met?
Capitalize on trends to realize efficiencies	While projects have been initiated and/or completed that should streamline processes and automate data interchange to realize efficiencies, the City has not accomplished this through attention to technology trends or by positioning itself on the leading edge. However, the City appears to be shifting gears through development of the Technology Insiders group.	✗

Most goals appear to have been achieved over the course of the plan timeline which leads to the conclusion that the purpose has been met. Closer examination shows that maintaining focus on accomplishing its vision again contributed to much of the success the City and IT Department had in meeting the purpose and goals for conducting the planning process.

Here again the progress assessment has highlighted governance issues that contributed to the plan becoming more of a static document than an organic, dynamic one. There are other contributing factors that should be highlighted in order to make subsequent planning even more successful. Given the nature of the Citywide Strategic Technology Plan as a "big picture" document, within the plan itself there was limited discussion around actionable, measurable steps and/or assigned roles and responsibilities for accountability of implementation. In addition, limited communication and visibility outside of the IT Department and the participants in the planning process allowed the plan to sit relatively idle.

C. AUDIT CATEGORIES

As noted, the City requested preliminary feedback in advance of an upcoming operational audit slated for the IT Department as part of the five-year rotational cycle. While a common set of performance categories has been developed, given the diverse nature of the departments, including service offerings and customer base, it is first necessary to come to consensus on the relevance of the categories/attributes to each operation being audited. As such, the project team put some effort into interpreting what each performance category means with respect to IT Department operations in order to provide the requested feedback.

The following table provides the results of the high-level assessment, noting the performance category and representative operational/organizational elements that serve as the basis for evaluation. The assessment on each of the categories or performance attributes has been developed based on discussions with stakeholders, review of documentation, and observations over the past few years.

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Category/Attribute • *Relevance to IT Department*	Assessment
Product Quality • *Programs, services, technologies, and functionality align with customer needs, requirements, and expectations* • *Quality control mechanisms exist to measure outcomes and success/failure*	✓ The department has a commitment to continuous improvement of service delivery, system reliability, and project management, which can be evidenced by its success in delivering projects on time and on budget ✓ Stakeholder interviews highlighted some areas where users had unmet needs in terms of system functionality (such as complex scheduling capabilities); however, follow-up with the IT department revealed that in most cases the needs were being addressed by projects still in process – Project proposals include a section where expected benefits can be listed; however, current governance processes focus more on assessing project success or failure and does not make a determination whether benefits were realized
Customer Satisfaction • *Focus on Voice of the Customer to strengthen relationships and meet/exceed expectations* • *Processes established for listening to customer, measuring satisfaction, providing customer support, incorporating feedback, managing relationships, and ensuring value*	✓ Strategic Technology Plan was driven by VOC ✓ Continuous feedback on SharePoint project to incorporate lessons learned as rollout to new departments – The mixed reviews with respect to the SharePoint rollout are indicative of the fact that the IT department realizes greater success when they adopt a consultative role with the departments and the departments recognize their role in determining how the technology will be used – The department recognizes a need for greater alignment with each department ✗ The department does not appear to have conducted customer satisfaction surveys within the past few years
Employee & Leadership Development • *Competent, motivated, adaptive, and safe-working staff/management that value people/customers* • *Participatory, collaborative organization dedicated to:* - *mission, vision and values* - *continual learning and improvement* - *knowledge retention* - *opportunities for professional and leadership development* - *creation of integrated, well-coordinated team*	✓ The department always appears to share a particular camaraderie that likely results in a productive work environment ✓ Department leadership continuously remains focused on the mission, vision and values adopted by IT ✓ There is an emphasis on learning and training, with the department budgeting more per FTE than most of the City. The department also provides training to the City in the areas of business analysis, project management, and cybersecurity ✓ Staff in administrative positions are given opportunities to evolve their career and move into positions more technical in nature ✓ Based on the volumes of documentation that the City has provided for projects, it appears knowledge retention remains high

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Category/Attribute • *Relevance to IT Department*	Assessment
Operational Optimization • *Focus on continuous improvement and innovation of processes/work systems for efficiency and effectiveness, standardization, and redundancy minimization* • *Maximized return on investment of resources, minimal service errors and downtime, and control of costs*	✓ The department has a commitment to continuous improvement of service delivery, system reliability, and project management, which can be evidenced by its success in delivering projects on time and on budget ✓ The department recently re-organized to ensure improved alignment with the goals and initiatives set forth by the City Council ✓ Based on recent project pursuits, the department seeks technologies that may allow for the realization of cost-savings and efficiency gains such as virtualization and enterprise integration frameworks; – However, these technologies have been available for quite some time. In that regard, the City may be risk averse or slow adopters with respect to new technology trends – SharePoint rollout offers opportunities to realize operational improvement, standardization and innovation, but some stakeholders still not clear on how it is to be used
Financial Viability • *Managed and optimized financial resources allocated to highest and greatest need* • *Known TCO of programs and services, acceptable cost recovery mechanisms and strong internal financial controls*	✓ The City is currently examining its cost recovery methodologies and the IT Department is focusing on preparing a plan for moving to a cost recovery/ reimbursement model which will require that the department fully understand the costs of providing specific services. Not much information is available to effectively assess this category currently.
Infrastructure Stability • *Known condition and costs of infrastructure assets* • *Long-term asset maintenance, enhancement, and replacement plans consider appropriate life-cycle cost and acceptable risk* • *Maintenance and repair activities/projects coordinated to minimize disruptions*	✓ The City is currently examining its cost recovery methodologies and the IT Department is focusing on developing the IT Internal Service Fund which will require that the department better understand the total cost of ownership regarding information assets – Maintenance activities are coordinated to minimize disruptions to users, with the department scheduling downtime and maintenance activities on the same day each month and sending out reminder communications seven days in advance

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Category/Attribute • *Relevance to IT Department*	Assessment
Operational Strength • *Collaborative culture with customers, responsive to customer problems, spirit of teamwork and continuous improvement* • *Proper mix of skills to meet service demands and accomplish mission/vision* • *Understanding of internal and external business risks, and anticipation of and response to trends*	✓ Working well with Government Relations Team internally on projects as well as externally to understand and respond to pending legislation to mitigate risks and effect change ✓ The department has a commitment to continuous improvement of service delivery, system reliability, and project management, which can be evidenced by its success in delivering projects on time and on budget ✓ The City has embarked on developing a Business Impact Analysis (BIA) that further brings IT together with the departments to understand risks and threats as well as to prioritize services for resumption culminating in plans for business continuity and disaster recovery – There is as perception that all technology decisions are made by the IT department which can lead to the impression that IT is a barrier to obtaining and implementing systems when a concept paper gets rejected
Community Sustainability • *Promotion of sustainability practices, ideas and efforts as well as employee health and wellness* • *Facilitation of reduced energy dependency, waste reduction, and increased recycling*	✓ The department is leading the efforts to replace the Content Management System (CMS) in an effort to streamline communications and interactions between the City, its departments, and the citizens and customers. – The department continues to explore options that could reduce energy dependency, including virtualization and cloud technologies; however, the drivers of this relate more to interest in capitalizing on trends than it does on sustainability
Resource Adequacy • *Long-term resource supply and demand analysis to serve current and future customer needs* • *Clear understanding of hardware and software replacement cycles* • *Infrastructure reinvestment and stewardship through needs analysis and utilization of necessary tools, facilities and resource allocation*	✓ IT has been working much more closely with the departments through key points of contact – Still working through project portfolio management in order to improve resource allocation across projects and day-to-day maintenance activities – Some stakeholders interviewed reported concerns that the service desk appeared to be stretched thin ✗ Formal analysis related to long-term supply and demand of resources along with analysis of the total cost of ownership when assessing alternatives or making acquisitions of information assets has not been incorporated into technology decision-making and governance processes. The ITISF project should provide a means by which to establish some baselines.

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Category/Attribute • *Relevance to IT Department*	Assessment
Stakeholder Understanding & Support • *Continuous education, dialogue and feedback about services through data driven facts and managed expectations* • *Recognition of supportive relationships and accountability to oversight bodies* • *Active involvement of stakeholders in decisions that affect them*	✓ Stakeholders interviewed noted that over the past six years there has been a drastic opening of the doors, as IT has become more transparent, and has shown positive changes as departments experience greater ease of interactions with IT ✓ Departments would like to see IT continue to improve communications around what they do and what they can do ✓ IT has been working much more closely with the departments through key points of contact – The benefits, features, and functionality associated with SharePoint have not been effectively articulated – The Department reports on performance indicators of work volume and efficiency/effectiveness, but includes very little contextual information to make the metrics meaningful
Safety • *Secure environment for employees, visitors, and users of all service* • *Trained employees to recognize and respond to unsafe practices, emergencies, incidents and unnecessary risks* • *Adequate Incident detection, prevention, response, and management*	✓ Created a security manager position to ensure that security-related issues receive adequate attention ✓ Worked to amend legislation that could have required release of sensitive information impacting the security of critical assets ✓ CIO Communications to the City and posted on the City's website have been largely focused around cybersecurity to increase awareness not only amongst City personnel but also the community at large

The anticipated operational performance audit will go into much more depth in these and several other areas. However, given the focus of the strategic plan progress assessment on the major activities and projects undertaken by the IT department over the past three years, the project team was able to gain a high-level understanding of the IT operations in order to assess performance. This information has been assembled to provide the department with a preliminary glimpse into performance areas that may be functioning as expected as well as areas that may need increased focus.

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III. LESSONS LEARNED & RECOMMENDATIONS

Fundamentally, this project represents a milestone with respect to the Three-Year Citywide Strategic Technology Planning effort and resulting plan published in 2012. The project has focused on examining the activities of the IT department over the past three years to determine whether the purpose, goals, and objectives of the planning effort were met and whether the plan served to guide technology investments over the past three years. In addition, since the project involved gaining an understanding of the IT operations during this time period, the City requested that the project team provide feedback relative to the performance categories that comprise the core of the rotational performance audits that all City departments undergo. Within this final section of the progress assessment report, issues and lessons learned are reiterated and highlighted to facilitate presentation of proposed next steps.

A. TECHNOLOGY GOVERNANCE

As noted within the themes that provide the framework for the City's overarching goals, there is significant importance placed on the attributes embodied within the "One City" concept. Core to this concept is the emphasis placed on working together as a team, both among city departments as well as with the community to accomplish the collective fiscal and economic development goals, including delivering exceptional customer service. Cross functional teams have been assembled throughout the City for the express purpose of fostering teamwork and collaboration as well as to ensure buy-in and sound decision-making.

Naturally, technology governance within the City has been built around the Technology Governance Committee (TGC), which is a cross-functional team assembled to review proposals and business value related to City technology projects. The group meets regularly, reviews project proposals, and makes recommendations to the City's Executive team on whether to fund the projects. As noted within the progress assessment, the volume of projects that the TGC has reviewed and approved has steadily increased; however, the TGC and its role within the decision-making processes related to technology resources does not, in and of itself, indicate healthy and robust governance.

Technology governance incorporates multiple inter-related disciplines that together establish the strategies, structures, processes and measurements for the management of technology and technology resources. In order to move technology governance to the next level (say, for example, in a traditional maturity model), the City needs to recognize that governance goes beyond making decisions on whether or not to allocate technology resources to a given proposed project, initiative, or strategy.

The following bullet list identifies the component processes or disciplines that make up technology governance according to the IT Governance Institute, and provides summary recommendations for the City's consideration with respect to continuous improvement of technology governance.

- ***Alignment*** – The department should continue to plan and act to provide a strategic direction of IT and the alignment of IT and the business, not only with respect to projects, but also with respect to services that the department offers, manages, and delivers.
- ***Value and Service Delivery*** – From a value perspective, as the City shifts to an internal service fund model, increased focus will be placed on ROI and ensuring that the City as a whole is perceiving and/or receiving adequate value from investments. With respect to service delivery, the department can continue to emphasize collaboration, cross-functional teaming, and continuous improvement.
- ***Risk Management*** – When it comes to risk, focus has largely been on security, but there may be opportunities to adopt a control framework across the board, particularly with respect to the lifecycle of IT investments, from acquisition to implementation to ongoing maintenance.
- ***Resource Management*** – In this area, the City has been focusing on project portfolio management, but should now take into consideration the total cost of ownership and plan resource utilization associated with ongoing maintenance and management of resources. This should include the department's human resources, capitalizing on staff development, succession planning, and ongoing training efforts to ensure adequate capabilities exist for current and future needs.
- ***Performance Measurement*** – At the project level, the City should incorporate processes into governance that guarantee expected benefits outlined in project proposals are re-visited to ensure expectations have been met. For the department as a whole, KPIs for performance measurement should be meaningful and tie back to the other key areas above.

The City should examine each of these areas independently with a goal of assessing how they can all be tied together in an effort to strengthen (or continuously improve) technology governance.

B. STRATEGIC PLANNING PROCESS

The lessons learned within the progress assessment process suggest that strategic technology planning should be treated in a more dynamic fashion and draw a distinction between establishing a longer-term framework of strategic initiatives versus annual operational efforts. In this regard, the City should give consideration to:

- Continuing to align IT Department mission/vision/values/goals with those of the City
- Continuing to treat the Citywide Technology Strategic Plan as a longer-term plan representing a framework of strategies/initiatives/program recommendations
- Adding elements to the plan and to project proposals that allow for better outcome/performance measurement
- Developing elements to make people more accountable to using the plan (roles/responsibilities)
- Focusing more on preparing and managing annual operational plans, making sure they are tied to strategies/initiatives and have associated KPI that align with outcome measurements

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- Expanding communication efforts related to the completion of the plan to increase awareness across the city

C. ADDITIONAL RECOMMENDATIONS

In addition to the lessons learned and recommendations related to the strategic plan and technology governance, a few additional recommendations were identified:

- Consideration should be given to the development of Service Level Agreements (SLAs) between the IT Department and the departments that not only establish the levels of service, but define the services themselves, the roles and responsibilities of the customers and the metrics to be used to measure compliance
- Given the positive reaction of the City staff and management to the changes that have been made within IT over the past six years, the department should identify ways to further improve department transparency, including giving consideration to publishing maintenance schedules/calendars. With the implementation of the new service desk system, the department has the opportunity to more effectively communicate status of issues and incidents reported by users, thereby keeping them in the loop and informed rather than leaving them guessing.
- The IT Department should continue adopting a collaborative or consultative approach with the departments as a means to realize continuous improvement when it comes to service delivery. The needs of the departments from a system, functionality, and support standpoint should become a core component of an ongoing dialog that the department has with its customers.

Information Technology
Strategic Work Plan FY 2017/18

CITY OF ROSEVILLE CALIFORNIA

Our Story

Technology is what drives the future infrastructure of the City. Through collaborative partnership in many of our innovative projects today and investing in our team members with the right skill sets, cost effective solutions are delivered to support the Citywide operations and provide excellent services to our community.

Hong Sae (Sae), CGCIO
Chief Information Officer

Our Purpose

Roseville's centralized provider of technology solutions

The Information Technology Department (I.T.) is an award-winning organization that is the centralized provider of technology solutions to the City of Roseville. The department provides essential infrastructure services such as data storage and internet connectivity, hardware and application deployment, support and maintenance, project management services; information security services, and a governance model for aligning city council goals, and allocation of funds.

The development of this work plan is made a priority for the I.T. department each year, as it allows us to set forth goals and communicate those to our customers and partners.

This plan provides a high level overview at the departmental responsibilities, identifies key areas of importance and the impact those items have on the organization. This work plan also highlights the allocated resources and approved project list for FY 17/18.

Roseville's Information Technology Department is proud to be an award-winning organization.

Our Mission

Striving to provide superior results every day

Mission

- Through our leadership, expertise and strategic partnerships, we deliver innovative, cost effective technology solutions to support city wide operations and provide excellent service to the community.

Vision

- Leaders in technology for Roseville
- Strategic partners working together
- Collaborative work environment
- Flexible and agile to meet business needs with innovation

Values

- Valued Partnerships - we appreciate people and are committed to relationships and teamwork based on integrity, trust and respect.
- Excellent Service - we strive for continuous improvement and efficiency. We emphasize communication and will listen.
- Innovation - we embrace new ideas and will anticipate and adapt to change for success.
- Superior Results - we desire success through quality, value, safety, security, high performance and accountability.

"Since I started working for the city in 1990, I've seen technology significantly improve how we do business and how we provide services to our residents and businesses. Our technology infrastructure and staff plays a vital role in keeping our workforce efficient and effective; and our community an attractive and desirable place to live and do business."

Rob Jensen
City Manager

Strategic Focus

Enhancing Roseville's effectiveness & efficiency

Like many local governments, the City of Roseville is facing a challenging economic environment and has competing demands for technology with limited City resources to meet those needs. The purpose of this Strategic Technology Work Plan is to align the business technology investment and efforts with the needs of the City and the citizens of Roseville. Additionally, the technology plan, goals, and initiatives are structured to support the mission and goals of the City, as defined by City Council *(Public Safety, Fiscal Soundness, Economic Development, Sound and Stable Utilities, a Great Downtown, Infrastructure, Legislative Advocacy, Code Enforcement and Civic Engagement).* In doing so, this plan will guide the City's efforts toward a clearly defined vision. This framework consists of the following ten initiatives:

Information Management

Encompasses the policies, procedures, processes and controls intended to manage information throughout the City, supporting immediate and future regulatory, legal, risk, environmental, decision support, data sharing, and operational requirements.

Enterprise Systems

Ensures that the use and support of existing systems is optimized by capitalizing on existing or under-utilized functionality to meet data, processing, and reporting needs across the City. In addition, addressing those needs of existing systems requiring replacement, or the acquisition of new applications.

Process & Workflow Improvements

Achieves greater efficiencies across the City in terms of sharing of information and documentation. Through appropriate use of technology, the City will save time and resources.

Records Management

Facilitates the management of a records retention program involving the systematic review, retention, and destruction of documents and records received or created during the course of business.

Customer Service & Governance

Pursues opportunities to achieve greater customer satisfaction with Information Technology functions and systems.

Emerging Technologies

Capitalizes on trends and developments in the technology field for the purpose of achieving efficiencies and expanding opportunities for connecting with citizens.

Mobile Workforce

Capitalizes on trends in newer technologies that untether the City's workforce from desktop machines and facilitate mobility. In addition, this initiative strives to increase the opportunities for interacting with the public through mobile technologies.

eGovernment & Citizen Interaction

Expands the City's virtual presence through website re-design, standardization, and expansion of online services. In addition, this initiative focuses on addressing the requirements for increased transparency in government.

Security & Privacy

Promotes productivity and ease of access without impeding security and regulatory compliance requirements.

Innovative Ideas & Workforce Empowerment

Is aimed at fostering innovative ideas with respect to empowering City staff as well as ensuring the availability of technology funding.

> "The City embraces a 'One City' and 'Open for Business' visionary mindset, and we need to work together and continuously strive for innovative, cost effective and secured solutions."
>
> Hong, Sae (Sae), CGCIO - *Chief Information Officer*

Strategic Focus

Comprised of three major functions with seven divisions

As technology continues to grow and advance, our department must be positioned to reach new levels of performance. In an effort to achieve this, a new organizational structure has been implemented. This new structure is designed to allow our team to achieve our quest to be leaders in technology, to form strategic partnerships, to allow flexibility & agility, innovation, and a collaborative work environment.

Client & Innovation Services

Client Services

- Patch management
- Automated software deployment
- Incident management
- Hardware/software procurement
- PC replacement
- End point management
- Internship/onboarding

Enterprise Solutions

- Agile commercial off the shelf (COTS)
- Utility billing
- ERP (Finance, Human Resources, Procurement)
- Time and attendance
- Learning management

Business & Cloud Solutions

- Line of business applications
- Cloud applications
- Emergency management
- Records management
- Parks, Recreation & Libraries applications
- Development services applications

Strategic Planning & Digital Communication

- Communication/eGovernment
- Special projects/Project Management (PMO)
- Leadership training/team building
- Strategic plan development
- Technology Governance (TGC)
- Business audits
- Budget (Internal Service Fund)
- Policy and procedures
- Change management
- Social engagement
- Open data portal

"The rapidly changing technology industry and landscape demands any successful technology organization to be agile, innovative, collaborative and strategic. These are the character qualities that define who we are as technology leaders for our customers, partners and the citizens of Roseville."

Tom Pelster - *IT Assistant Director, Network Infrastructure*

Infrastructure Solutions

Database & Cloud Solutions

- Information platforms (SharePoint, IIS & Web)
- Information architecture (Database admin & file services)
- Cloud computing/cloud management
- XaaS, policy and vendor management

GIS & Analytics

- Enterprise GIS (cross functional)
- Team business and location analytics
- GIS business solutions

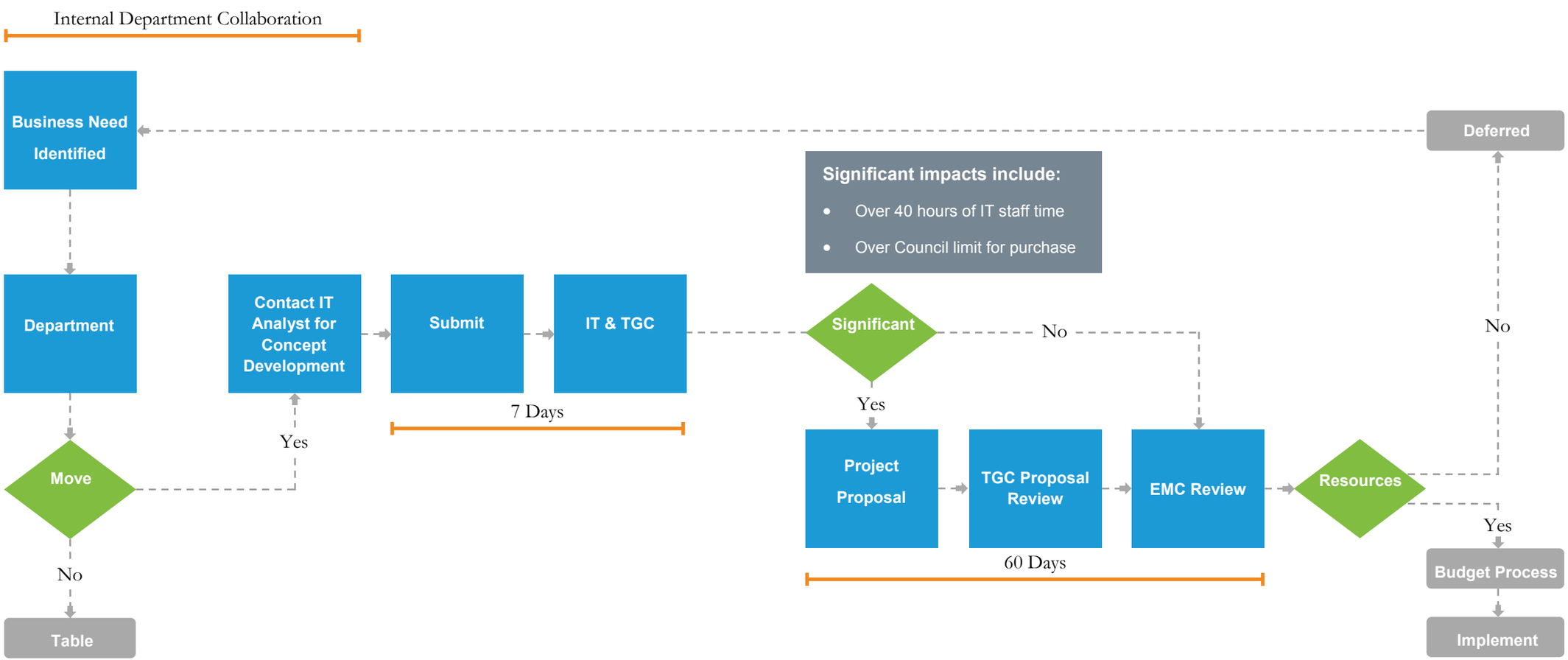
Network Infrastructure

- Radio operation
- Voice/video/data convergence
- Server and storage administration
- Cyber security
- Infrastructure maintenance
- Networking architecture

Technology Governance

Helping to improve processes

The Technology Governance Committee (TGC) helps the City invest in technology sensibly and in a way that is consistent with its strategic goals. It also ensures that resources are available to complete technology projects.



Road Map & Resources

FY 2017/18 approved project list & estimated completion

Over the past several years, we have seen a dramatic increase in the use of innovative business technology. With all current projects (about $73 million in total), we expect this trend to continue. Below are the FY 17/18 approved projects identified in the Technology Project Resource Forecast. For more detailed information about the projects below see Appendix A.

1st Quarter (July - September)

- Parks & Rec PastPerfect
- Citywide Content Management System Replacement (Internet)
- Communications Grammar Check Software (Grammarly.com)
- Police Camera Registry

2nd Quarter (October - December)

- Fire Situational Awareness and Threat Management (Cal COP)
-
- Development Services Accela Upgrade
- Public Works Bus Transportation Contract
- Parks & Recreation Registration Software
- Telephone System Upgrade
- PC Replacement
- Service Level Agreements

3rd Quarter (January-March)

- Police/Fire New World Phase 3
- Police License Plate & Facial Recognition Software
- Police Scheduling Software
- Transportation Payment System (ConnectCard)
- Library Public PCs Domain Management
- Citywide Content Management System Replacement (Intranet)
- IT Portfolio Management (Daptiv) Integration

4th Quarter (April-June)

- Police Ruggedized Device Replacement
- Transit Passenger System
- Parks, Rec Irrigation Systems
- Dev Service Accela Permitting System Phases 2 & 3
- Public Works ALERT2 Update Transition
- EAM Enterprise Asset Management Phase 3
- ArcGIS Upgrade
- Network Infrastructure Improvements
- GIS Parcel Layer Replacement

Multi-year Approved Citywide Projects

- ERP Financial & Human Resources Information System
- Utilities-Advanced Metering Infrastructure
- East Site Radio Tower Installation & 800MHz Radio System Replacement

A Year of Delivering Value

IT FY 2015/16 at a Glance (Key Performance Indicators)

Customer Service

Our Team is passionate about providing superior customer service to the City.

Community

We're making government more open and our services more accessible.

In addition to our main City website, there are an additional 37 online services available to our community ranging from online bill pay to reporting public safety concerns.

37 Online services available

15 Open Data sets available

4.9M Visits to the City website

Projects

Many more technology tools and services are being made available to staff and the community.

11 Major projects completed

30 Projects summited to governance

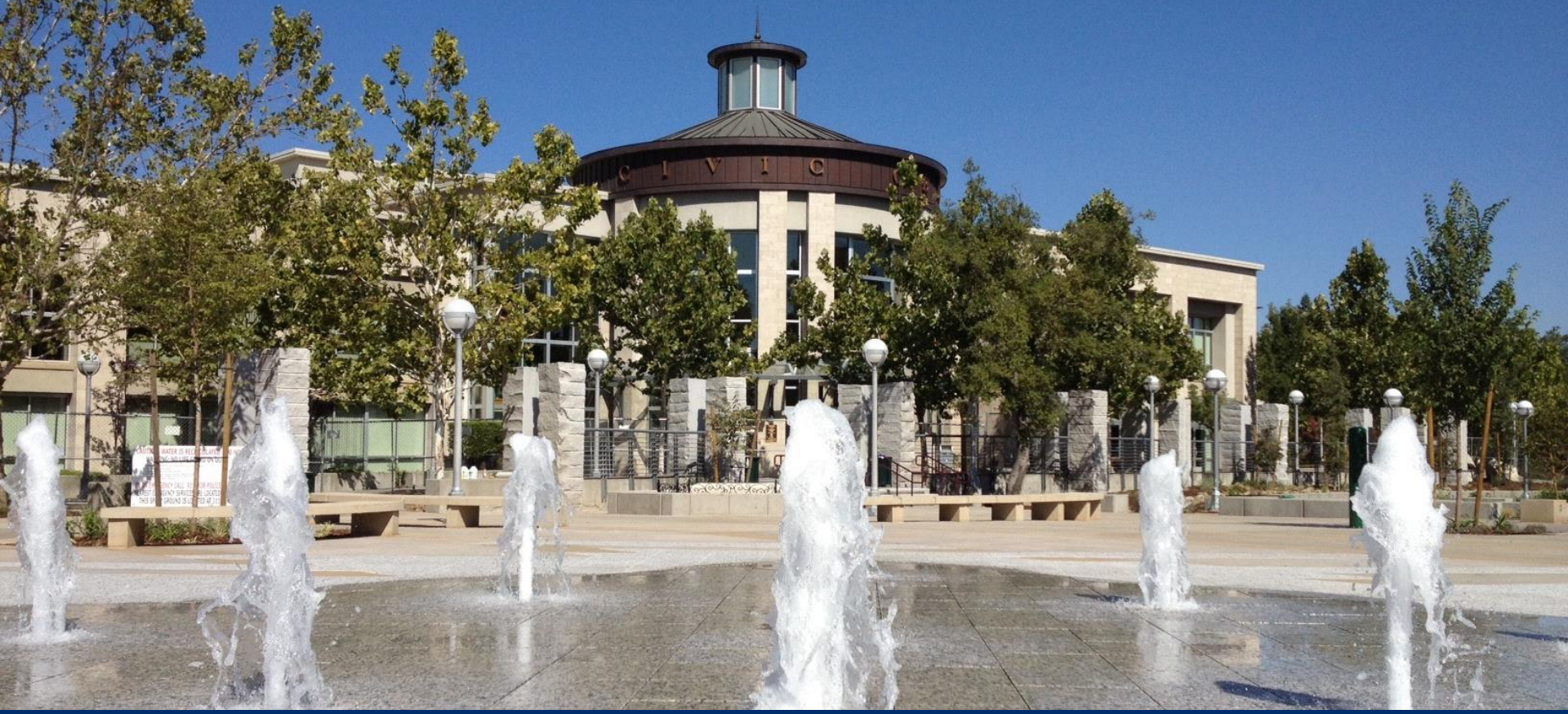
From the Citywide Telephone Upgrade to IT Service Management Implementation, 11 major projects were completed in FY15/16.

Appendix A

Technology Project Resource Forecast (FY2017/18)

		Program Information			Quarters				Internal Resources (Hours)													External Resources			Project Cost & Funding	
		Citywide Project / Program	**Project lead**	**Tech Governance Concept Paper#**	**Q1**	**Q2**	**Q3**	**Q4**	**Mgmt Hours**	**Info Security Admin**	**Project Mgmt**	**Business Analyst**	**Technician**	**Database Admin**	**GIS Analyst**	**Data Center**	**Network**	**Telephone**	**Radio**	**Sub-Total Internal Resources (Hours)**	**Total Internal Resources (Hours)**	**City Cross Functional Resources (Hours)**	**External Vendor Resources (Hours)**	**Total Project Hours**	**Project Cost ($1000's)**	**Funding Source**
1	Public Safety	Camera Registry	Chris Hardy	2017-001	X				17	10		10			20					40	57			57	$0	POLICE
2	Public Safety	License Plate & Facial Recognition Software	Robin Bernhard	2016-002		X	X		86	10	30	70	70				20			200	286			286	$40	POLICE
3	Public Safety	PD Scheduling Software	Robin Bernhard	2016-028		X	X		60	10	20	80	10	10			10			140	200			200	$30	POLICE
4	Public Safety	Police/Fire New World Phase 3	Claudia / Chris Hardy	2014-024	X	X	X		392	40	80	450	100	160	10	10	60			910	1302			1302	$150	CAD CIP
5	Public Safety	Ruggedized Device Replacement	Jesse Ravera	2016-027	X	X	X	X	116		20	120	120				10			270	386			386	$100	CIP
6	Public Safety	Situational Awareness and Threat Management (Cal COP)	Chris Hardy	2016-003	X	X			56	10	20	40	10	20	20		10			130	186			186	$0	FIRE
7	General Government	Accela Upgrade	Holly Krelle/Joe Allen	2016-031	X	X			138	10	10	100	20	30	40	80	30			320	458			458	$0	DEV SER
8	General Government	Alert 2 Flood Alerting Upgrade	Holly Krelle	2016030	X	X	X		95	20	10	60	20	20	40	20	30			220	315			315		
9	General Government	Bus Transportation Contract	Mike Dour/Art Vogtlin	2017-002	X	X			103	20	20	60	40	10	10	20	30	20	10	240	343			343	$0	PW
10	General Government	ConnectCard	Holly Krelle	2016-010	X	X	X		60	10	20	60	40				10			140	200			200	$0	PW
11	General Government	Connected Vehicles TTS	Holly Krelle	2016-026	X	X			34	10		10		10	20	20	10			80	114			114	$0	PW
12	General Government	Dev Service-Accela Permitting System Phases 2 & 3	Holly Krelle/Joe Allen	2013-013	X	X	X	X	495	10	20	900	40	40	30	80	30			1150	1645			1645	$70	DEV SER
13	General Government	Grammarly.com	Carol Armour	2016-032	X				30	10	10	20	20				10			70	100			100	$1	PA&C
14	General Government	Irrigation Systems	Carol Armour	2016-020			X	X	47	10	10	40	10	10	10	10	10			110	157			157	$0	PW/PR&L
15	General Government	Library Public PCs Domain	Jose Fernandez	2016-024		X	X		172	30	20	70	200			40	40			400	572			572	$0	PR&L
16	General Government	Parks & Recreation Registration Software	Carol Armour/Rendi Hodge	2015-015	X	X			138	20	20	160	20	40	40	10	10			320	458			458	$180	PR&L
17	General Government	PastPerfect Museum Software	Jesse Ravera	2016-005	X				39		10	30	10	10		20	10			90	129			129	$7	PR&L
18	General Government	Spreadsheet Server	Jacquelyn/Lisa	2016017	0	X	0	0	5	0	10	40	0	0	0	5	0	0	0	0	0	0	0	0	$0	0
19	General Government	Transit Passenger System	Holly Krelle	2016-018		X	X	X	163	20	30	120	120	10	20	10	40	10		380	543			543	$260	PW
20	Utilities	EAM Enterprise Asset Management Phase 3	Dale Olsen/Kevin Richey	2012-018	X	X	X	X	658	40		890		200	400					1530	2188			2188	$1,300	EU/ELEC
21	Utilities	Single Sign On - Utility / Citywide Applications	Duke Arakaki	2013-003					852	100	240	500		240		500	500			1980	2832			2832	$25	ENT
22	Utilities	Utilities-Advanced Metering Infrastructure (AMI)	Matt Nelson	2015-006			X	X	366	100		250		500						850	1216			1216	$22,000	EU/ELEC
23	Citywide	ArcGIS Upgrade	Ben Mundell	2016-014	X	X	X	X	152					20	326	8				354	506	344	199	1049	$17	GF/ENT
24	Citywide	Citywide Content Management System Replacement	Angela Bal/Morgan Flowers	2015-014	X	X	X		944	10	300	1100	700	60	5	10	10			2195	3139	800	1200	5139	$86	PEG/GF/ENT
25	Citywide	ERP Financial & Human Resources Information System	Nafees/ERP team	2014-001	X	X	X	X	1889	40		2550		1760		40				4390	6279	1760	7656	15695	$11,100	GF/ENT
26	Citywide	Network Infrastructure Switches Improvements	Matt Donaldson	2013-012	X	X	X	X	749	100	200					480	960			1740	2489		500	2989	$775	CIP
27	Citywide	Radio-800MHz Radio System Replacement	Karl Grover	2011-013	X	X	X	X	1011	0	240					40	20		2050	2350	3361		500	3861	$6,800	GF/ENT
28	Citywide	Radio-East Site Radio Tower Installation	Karl Grover	2011-013	X	X	X	X	254	0	80						20		490	590	844		500	1344	$1,500	GF/ENT
29	Citywide	Telephone System Upgrade	Randy Beckman	2013-012	X	X			129		100							200		300	429		250	679	$250	CIP
		Totals							**8867**	**640**	**1520**	**7730**	**1550**	**3150**	**991**	**1403**	**1880**	**230**	**2550**	**21489**	**30734**	**2904**	**10805**	**44443**	**$44,691**	

		Program Information			Quarters				Internal Resources (Hours)													External Resources			Project Cost & Funding	
		Process Improvement Projects	**Project lead**	**Tech Governance Concept Paper#**	**Q1**	**Q2**	**Q3**	**Q4**	**Mgmt Hours**	**Info Security Admin**	**Project Mgmt**	**Business Analyst**	**Technician**	**Database Admin**	**GIS Analyst**	**Data Center**	**Network**	**Telephone**	**Radio**	**Sub-Total Internal Resources (Hours)**	**Total Internal Resources (Hours)**	**City Cross Functional Resources (Hours)**	**External Vendor Resources (Hours)**	**Total Project Hours**	**Project Cost ($1000's)**	**Funding Source**
30	Process Improvement	Daptiv Integration	Brittany Flores	2017-003		X	X		250	20	200	300		40			20			580	830			830	$0	GF
31	Process Improvement	ITSM-Phase3	Traci Bringgold	2016-001	X	X			331	20	250	250	250							770	1101	0		1101	$0	GF
32	Process Improvement	Parcel Layer Replacement	Scott Adrian/Joe Allen	2016-036	X	X	X	X	235		266	20		4	248	8				546	781	1033	491	2305	$0	GF/ENT
33	Process Improvement	PC Replacement	Traci Bringgold	5-Year Plan	X	X			357		30		800							830	1187			1187	$280	GF/ENT
34	Process Improvement	Service Level Agreements	Mike Sinor	ISF Directive	X	X			142	20	50	100	20	40	20	20	20	20	20	330	472	250		722	$0	GF
		Totals							**1315**	**60**	**796**	**670**	**1070**	**84**	**268**	**28**	**40**	**20**	**20**	**3056**	**4371**	**1283**	**491**	**6145**	**$280**	
		Total Project Hours (All Inclusive / Including X-Functional Team & Vendors)							**10560**	**700**	**2316**	**8400**	**2620**	**3234**	**1259**	**1431**	**1920**	**250**	**2570**	**24545**	**35105**	**4187**	**11296**	**50588**	**$44,971**	
		Total Project Hours (Internal to IT-Team Only)																						**35105**		
		Total Estimated Annual IT Maintenance Hours (Avg of last few years)																						**35000**		
		Total Project Estimated FTE (1,760 Hours Per Year)							**6.00**	**0.40**	**1.32**	**4.77**	**1.49**	**1.84**	**0.72**	**0.81**	**1.09**	**0.14**	**1.46**	**14.03**	**20.03**	**FTE-All Inclusive**		**48.63**		
																						FTE-IT-Team Only		**39.83**		



Strategic Technology Assessment & Annual Work Plan

April 2017 – Roger Root, Hong Sae

Information Technology

CITY OF ROSEVILLE CALIFORNIA

3 Year Strategic Technology Plan

Areas of Focus (Yr 2013 – Yr 2016)

- Ensure the strategic technology direction of the City aligns with council goals
- Ensure Initiatives Reinforce City's Vision
- Embrace City as Technology Leader
- Improve Departmental Collaboration
- Strengthen Technology Decision Making Processes
- Capitalize Technology Trends & Improve Efficiencies

Strategic Technology Plan Assessment

Summarized Findings

Strengths

- Collaboration & Regional Partnership
- Ongoing Monitoring & Continuous Improvement
- Agile & Operational Efficiencies

Look Into The Future (Recommendations)

- Strategic Planning
- Technology Decision Making
- Service Level Agreement
- Transparency
- Service Delivery Approach

Recommendation: Strategic Planning

- Establish Long Term Framework & Initiatives
- Draw distinction between long-term framework vs. annual operational efforts.

Looking to the future:

- Continue to align Technology goals with those of the City
- Continue to treat the Citywide Technology Strategic Plan as a longer-term plan
- Include performance measurements within the plan
- Incorporate accountability
- Focus more on preparing and managing annual operational plans
- Expand communication efforts

Recommendation: Technology Decision Making

- Continue to improve upon technology governance process

Looking to the future:

- Resource management (Technology Project Portfolio Management)
- Risk Management
- Performance Measurement (gate reviews)
- Value and Service Delivery (continue to emphasize collaboration, cross-functional teaming, and continuous improvement)

Recommendation: Service Level Agreements

- Develop Service Level agreements

Looking to the future:

- Internal Service Fund Structure
- Business Service Catalog & Portfolio

Recommendation: Transparency

- Identify ways to further improve department transparency

Looking to the future:

- Increase Communication (GIM,CC,etc.)
- Open Data & Social Engagement (website)
- Data Analytics & Business Intelligence
- Increase regional leadership involvement
- New I.T. Service Management System

Recommendation: Service Delivery Approach

- Continue adopting a collaborative and consultative approach with the departments as a means to realize continuous improvement

Looking to the future:

- Enterprise & Citywide Projects Implementation: ERP-Finance & HR Info System, 800Mhz Radio, East Site Radio Tower, Advanced Metering Infrastructure

FY 2017/18 Strategic Work Plan

This work plan includes a high level overview of:

- departmental responsibilities
- key areas of importance and the impact on the organization
- allocated resources and approved project list for FY 17/18

Questions?

CITY OF ROSEVILLE CALIFORNIA

COUNCIL COMMUNICATION

CC #: 8349
File #: 0103 & 0103-12-02 & 0103-13-02

Title:	Appointments to Senior Commission and Transportation Commission
Contact:	Mary Esquivel 916-774-5266 mesquivel@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 11.1.

RECOMMENDATION TO COUNCIL

Appoint (1) one member to the Senior Commission with a term ending December 31, 2018, from the following (1) one individual who submitted applications for consideration: Gary Egan.

Appoint (1) one member to the Transportation Commission with a term ending December 31, 2019, from the following (6) six individuals who submitted applications for consideration: Peter Ashby, Nathan Fruin, Ronald "Lewis" McGeorge, Alyson Murphy, Thomas O'Hair, and Sergey Terebkov.

BACKGROUND

Appointment to the Senior Commission is due to an unscheduled vacancy. Recruitment occurred in March 2017, and a video interview of the applicant was conducted by the City Clerk's department. The application and video interview was compiled and is provided to the City Council for consideration.

Appointment to the Transportation Commission is due to an unscheduled vacancy. Recruitment occurred in March 2017, video interviews of all applicants were conducted by the City Clerk's department, and the City Attorney's office reviewed the statement of Economic Interests (Form 700) for potential conflicts of interest. The applications, video interviews, and Attorney review are compiled and provided to the City Council for consideration

FISCAL IMPACT

Not applicable.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable.

ENVIRONMENTAL REVIEW

Appointment of members to boards, commissions, and committees are not considered a "project" as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 5378). Consequently, no CEQA action is required.

Respectfully Submitted,

Mary Esquivel, Deputy City Clerk

Sonia Orozco, City Clerk

_____
Rob Jensen, City Manager

COUNCIL COMMUNICATION

CC #: 8367
File #: 0400-04-18-1 & 0201-01

Title:	Hewlett Packard - Development Agreement Amendment
Contact:	Gina McColl 916-774-5452 gmccoll@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 12.1.

RECOMMENDATION TO COUNCIL

At the February 23, 2017, Planning Commission hearing the Planning Commission recommended the City Council take the following action on the project:

1. Introduce for First Reading an Ordinance authorizing the City Manager to execute the Sixth Amendment of the HP Development Agreement with Quality Investment Properties Roseville, LLC.

BACKGROUND

The project site is located at 9100 Foothills Boulevard, within the North Industrial Planning Area (NIPA) of the City, at the northeast portion of the original Hewlett Packard (HP) Campus. The approximately ±500 acre HP Campus has since been subdivided and is currently owned by five separate property owners (BBC Roseville, Campus Oaks Apartments 1 LP (Scott Canel), Hewlett Packard, R10 Foothill, LLC (Cokeva) and Quality Investment Properties (QIP)). The QIP property is identified as Parcel 3 and includes three lots for a total area of approximately 59.2 acres.

Development of the HP Campus was anticipated with the HP Master Plan. The original HP Campus property was also governed by a Development Agreement (DA) (1996 and 1st Amendment in 2001) that included the vested development capacities (e.g. intensity thresholds) identified in the HP Master Plan and rights and obligations for the entire property. With the sale of the HP Campus properties, private “side-agreements” divided the vested development capacities between the individual properties. A detailed history and background of the HP Campus and HP DA amendments is provided in the attached Planning Commission staff report (Attachment 1).

The purpose of this request (6th DAA) is to formalize the development capacities and clarify obligations specific to the QIP property. QIP is also processing this DAA to fulfill conditions of a settlement agreement between BBC Roseville and QIP. The 6th DAA:

• Extends the term of the agreement to December 31, 2047;
• Acknowledges QIP as the independent property owner of Parcel 3;

• Vests the development capacities for Parcel 3,
• Divides the sewer improvement obligations between QIP and BBC Roseville;
• Deletes references to a detention basin not located on the QIP property;
• Divides development obligations for Blue Oaks Boulevard between BBC Roseville and QIP; and
• Protects the City from any legal action by QIP.

Development of the QIP property is not proposed at this time. With review of a development application on the property, a subsequent DAA may be necessary.

Planning Commission Evaluation

The Planning Commission held a public hearing on this item on February 23, 2017. As referenced above, the Planning Commission staff report is provided as Attachment 1. The staff report provides a complete evaluation of the project. No public comments were received at the public hearing nor were any questions or concerns raised by the Planning Commission. The Planning Commission unanimously (7-0) voted to recommend approval of the project.

FISCAL IMPACT

The 6th Amendment to the HP Development Agreement will not result in a fiscal impact to the City. The DA does not include additional obligations or exactions; it simply clarifies the previously identified obligations for QIP. The fiscal impact from development of the QIP property was previously evaluated with the HP Master Plan, the original HP DA (1996) and the 1st Amendment to the HP DA (2001).

ECONOMIC DEVELOPMENT / JOBS CREATED

The project will not result in changes to the amount of jobs previously anticipated with the HP Master Plan.

ENVIRONMENTAL REVIEW

The project is exempt from environmental review pursuant to Section 15061(b)(3) (General Rule) of the California Environmental Quality Act (CEQA) because there is no possibility that approval of development agreement amendment will have a significant effect on the environment.

Respectfully Submitted,

Gina McColl, Associate Planner

Kevin Payne, Development Services Director

Rob Jensen, City Manager

ATTACHMENTS:

Description

Planning Commision 2/23/17 Staff Report

ordinance

QIP DAA - 6th Amendment to HP DA

Revised Exhibit A-1

Revised Exhibit B

Revised Exhibit C-1

Planning Division Staff Report
Planning Commission Meeting February 23, 2017

Prepared by: Gina McColl, Associate Planner

ITEM IV-B: DEVELOPMENT AGREEMENT AMENDMENT – 9100 FOOTHILLS BL. – HEWLETT PACKARD DEVELOPMENT AGREEMENT AMENDMENT (SIXTH AMENDMENT FOR QIP) – FILE # PL16-0443

REQUEST

The applicant requests approval of a Development Agreement Amendment (DAA) to vest development rights, clarify development obligations, and extend the term for the property owned by Quality Investment Properties (QIP), within the Hewlett Packard (HP) campus. This DAA will be the 6th amendment to the HP Development Agreement.

Applicant - Mark Perlberger, Halbear Enterprises
Property Owner – Quality Investment Properties Roseville, LLC.

SUMMARY RECOMMENDATION

The Planning Division recommends the Planning Commission take the following actions:

A. Recommend that the City Council adopt the five (5) findings of fact and approve the Development Agreement Amendment for Quality Investment Properties (Sixth Amendment).

SUMMARY OF OUTSTANDING ISSUES

There are no outstanding issues associated with this request.

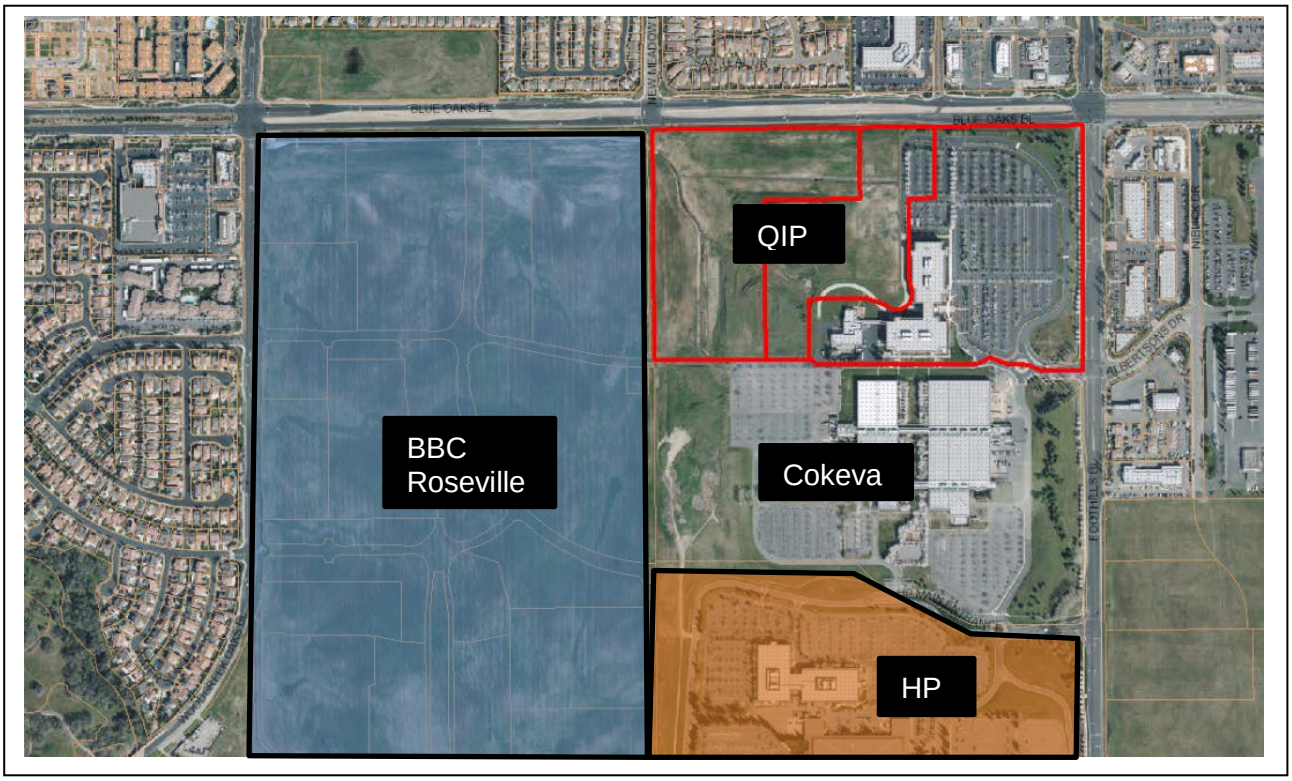
BACKGROUND

The project site is located at 9100 Foothills Boulevard, within the North Industrial Planning Area (NIPA) of the City, at the northeast portion of the original Hewlett Packard (HP) Campus (see Figure 1). The approximately ±500 acre HP Campus has since been subdivided and is currently owned by four separate property owners (BBC Roseville, HP, R10 Foothill, LLC (Cokeva) and Quality Investment Properties (QIP)). The QIP property is identified as Parcel 3 and includes three lots for a total area of approximately 59.2 acres.

Development of the HP Campus was anticipated with the HP Master Plan. The HP Master Plan identified land uses, permitted uses, and infrastructure demands based on the permitted development thresholds for the campus. The original HP Campus property was also governed by a Development Agreement (DA) (1996 and 1st Amendment in 2001) that included the vested development capacities (e.g. intensity thresholds) identified in the HP Master Plan and rights and obligations for the entire property. With the sale of the HP Campus properties, private "side-agreements" divided the vested development capacities between the individual properties. In 2015, the HP and Campus Oaks properties amended the original HP DA (2nd Amendment; File #PL14-0374) to recognize the subdivision of the HP Campus and divest the two properties from the original DA. At the same time, HP (3rd Amendment) and BBC Roseville (4th Amendment) each processed individual DAA's to address specific development rights and obligations for their properties (File#PL14-0373). With the 3rd and 4th DAA, the City formalized the individual development capacities for the BBC Roseville and HP properties. In 2016, BBC Roseville processed the 5th Amendment (File#PL16-0153) for the purpose of changing the 4th DAA to address obligations associated with land use modifications.

The purpose of this request (6th DAA) is to formalize the development capacities and clarify obligations specific to the QIP property, similar to the previous amendments to the HP DA. QIP is also processing this DAA to fulfill conditions of a settlement agreement between BBC Roseville and QIP. Development of the QIP property is not proposed at this time. With review of a development application on the property, a subsequent DAA may be necessary.

Figure 1 – Project Location



EVALUATION

As discussed above, in 1996, the City entered into a Development Agreement with Hewlett Packard to guide development of the entire site as a single owner and operator. Since then the original campus has been subdivided and has multiple property owners. In an effort to recognize these individual development interests, property owner specific amendments to the HP DA have been processed. The DAA's define development capacities for the participating properties consistent with the approved Master Plan. These allocations are reflective of existing private side agreements that were transferred with the individual parcels. If approved, this DAA will allow QIP to develop independently of the other parcels within the Master Plan, provided any development shall not alter or negatively impact any of the rights or the other property owners. Approval of this DAA will also allow QIP to have their individual development rights defined. This will allow QIP better flexibility when developing or expanding their sites in the future. Items that are not addressed in this amendment are subject to the original DA. The key elements addressed in the proposed DAA include:

- **Extension of Term** – The term of the agreement is extended to December 31, 2047 (30 years).

- **Independent Ownership –** Acknowledges QIP as the property owner of Parcel 3 and allows QIP to process agreements/amendments on their parcels without approval of other HP Campus property owners as long as the modifications do not negatively affect or impose obligations on other parcels.

- **Vested Entitlements** – Identifies the intensity thresholds for Water, Sewer, Electric and Traffic for the QIP property, as follows:

QIP Development Capacities

Property	Acreage	Gross Sq. Ft.	Average FAR	Water *(Max Daily Demand)*	Sewer *(Max Daily Flow)*	Electric *(Peak Annual Demand)*(1)	Traffic *(PM Peak Hour Trips)*
QIP/Parcel 3 Light Industrial	59.2	900,000	0.35	0.35 mgd	0.24 mgd	6.06 MW	1,025

1. Electric Demand is based on gross square foot allocations. Actual demand may increase with infrastructure improvements.

- **Sewer Improvements** – Divides development obligations for sewer lines within Painted Dessert Drive, Woodcreek Oaks Boulevard, and Blue Oaks Boulevard between BBC Roseville and QIP as outlined in the settlement agreement.

- **Detention Basins** – Deletion of references to detention basins that are not on the QIP property and therefore not applicable.

- **Blue Oaks Boulevard** – Divides development obligations for Blue Oaks Boulevard including separated sidewalk, landscaping, irrigation, medians, and bus turnout, bus shelter, and shelter pad between BBC Roseville and QIP as outlined in the settlement agreement.

- **Legal Action** – Landowner waives all claims for monetary damages against City and agrees to hold the City harmless from any liability.

The DAA acknowledges QIP as the property owner of Parcel 3. The DAA does not amend any previous development obligations. The amendment also does not alter the original total allocated development capacities for the HP Campus, it simply assigns an allocation directly to QIP. As with the previous BBC Roseville and HP DAA's, the assignment of allocated capacity is based on individual private "side-agreements" that were entered into at the sale of the individual properties. These allocations are consistent with the original DA and HP Master Plan. In summary, City staff has found the proposed DAA to be consistent with the existing Master Plan. Therefore, it is considered to be in substantial conformance with the Master Plan.

Chapter 19.84 of the Zoning Ordinance requires the Planning Commission to make a recommendation to City Council on the DAA following consideration of five findings. The required findings are listed in the Recommendation section below. As discussed, staff finds that all five findings can be met and supports approval of the DAA.

ENVIRONMENTAL DETERMINATION

The project is exempt from environmental review pursuant to Section 15061(b)(3) (General Rule) of the California Environmental Quality Act (CEQA) and Section 305 of the City of Roseville CEQA Implementing Procedures.

RECOMMENDATION

The Planning Division recommends the Planning Commission take the following actions:

A. Recommend that the City Council adopt the five findings of fact and approve the **DEVELOPMENT AGREEMENT AMENDMENT – 9100 FOOTHILLS BL. – 6th DAA QIP – FILE# PL16-0443** as provided in Exhibit A.

1. *The Development Agreement Amendment is consistent with the objectives, policies, programs and land use designations of the City of Roseville General Plan and the Hewlett Packard Roseville Campus Master Plan.*

2. *The Development Agreement Amendment is consistent with the City of Roseville Zoning Ordinance.*

3. *The Development Agreement Amendment is in conformance with the public health, safety and welfare.*

4. *The Development Agreement Amendment will not adversely affect the orderly development of the property or the preservation of property values.*

5. *The provisions of the Development Agreement Amendment will provide sufficient benefit to the City to justify entering into the Agreement.*

Exhibit

A. Sixth (6th) Amendment to the Hewlett Packard Development Agreement for Parcels 3 between the City of Roseville and Quality Investment Properties (QIP).

Note to Applicant and/or Developer: Please contact the Planning Division staff at (916) 774-5276 prior to the Commission meeting if you have any questions on any of the recommended conditions for your project. If you challenge the decision of the Commission in court, you may be limited to raising only those issues which you or someone else raised at the public hearing held for this project, or in written correspondence delivered to the Planning Manager at, or prior to, the public hearing.

ORDINANCE NO.

ADOPTING A SIXTH AMENDMENT OF THE DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND QUALITY INVESTMENT PROPERTIES ROSEVILLE, LLC, QUALITY INVESTMENT PROPERTIES ROSEVILLE II, LLC, AND QUALITY INVESTMENT PROPERTIES ROSEVILLE LAND COMPANY, LLC RELATIVE TO THE ROSEVILLE MASTER PLAN FOR PARCEL 3 AND AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON BEHALF OF THE CITY OF ROSEVILLE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. In accordance with Chapter 19.84 of Title 19 of the Roseville Municipal Code (the Zoning Ordinance) of the City of Roseville, the City Council has received the recommendation of the Planning Commission that the City of Roseville enter into a Sixth Amendment of the Development Agreement by and between the City of Roseville and Quality Investment Properties Roseville, LLC, Quality Investment Properties Roseville II, LLC, and Quality Investment Properties Roseville Land Company, LLC Relative to the Roseville Master Plan for Parcel 3.

SECTION 2. On June 5, 1996, the City Council, in Resolution 96-204 certified as adequate and complete, the Final EIR (the "Plan EIR") for the Hewlett-Packard Roseville Master Plan (the "Master Plan"). Feasible mitigation measures were identified in the Plan EIR and were adopted and incorporated into the Master Plan and made terms and conditions of the existing Development Agreement. On August 5, 2015, the City Council adopted an Addendum to the Plan EIR (the “Addendum”). On August 17, 2016, the City Council adopted a second Addendum to the Plan EIR (the “2nd Addendum”). On April 5, 2017, the City Council found, based on substantial evidence, that this Sixth Amendment of the Development Agreement:

- Is not being entered into in connection with development of any property;
- Does not alter the original total allocated development capacities for the Hewlett-Packard Campus but merely assigns an allocation directly to Quality Investment Properties Roseville, LLC, Quality Investment Properties Roseville II, LLC, and Quality Investment Properties Roseville Land Company, LLC;
- Clarifies, but does not impose, development obligations specific to the property subject to the Development Agreement;
- Is consistent with the original Development Agreement, the subsequent Development Agreement amendments and the Master Plan;
- Does not result in any changes to the entitlements that would result in any physical changes to the environment or changes to environmental impacts from those previously considered in connection with the approval of the existing Development Agreement through the Fifth Amendment.

Accordingly, the Sixth Amendment of the Development Agreement is exempt from environmental review pursuant to Section 15061(b)(3) (General Rule) of the California

Environmental Quality Act (CEQA) because there is no possibility that approval of this agreement will have a significant effect on the environment.

SECTION 3. The Council of the City of Roseville has reviewed the findings of the Planning Commission recommending approval of the Sixth Amendment to Development Agreement, and makes the following findings:

1. The Sixth Amendment to Development Agreement is consistent with the objectives, policies, programs and land use designations of the City of Roseville General Plan and the Hewlett-Packard Campus Oaks Master Plan Amendment for the Campus Oaks Property;

2. The Sixth Amendment to Development Agreement is consistent with the City of Roseville Zoning Ordinance;

3. The Sixth Amendment to Development Agreement is in conformance with the public health, safety and welfare;

4. The Sixth Amendment to Development Agreement will not adversely affect the orderly development of the property or the preservation of property values; and

5. The provisions of the Sixth Amendment to Development Agreement will provide sufficient benefit to the City to justify entering into said Amendment;

SECTION 4. The Sixth Amendment to Development Agreement, by and between the City of Roseville and Quality Investment Properties Roseville, LLC, Quality Investment Properties Roseville II, LLC, and Quality Investment Properties Roseville Land Company, LLC, a copy of which is on file in the City Clerk's Department and incorporated herein by reference, is hereby approved and the City Manager is authorized to execute it on behalf of the City of Roseville.

SECTION 5. The City Clerk is directed to record the executed Development Agreement Amendment within ten (10) days of the execution of the agreement by the City Manager with the County Recorder's Office of the County of Placer.

SECTION 6. This ordinance shall be effective at the expiration of thirty (30) days from the date of its adoption.

SECTION 7. The City Clerk is hereby directed to cause this ordinance to be published in full at least once within fourteen (14) days after it is adopted in a newspaper of general circulation in the City, or shall within fourteen (14) days after its adoption cause this ordinance to be posted in full in at least three (3) public places in the City and enter in the Ordinance Book a certificate 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

OFFICIAL BUSINESS
Document entitled to free recording
Government Code Section 6103

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

City Clerk
City of Roseville
311 Vernon Street
Roseville, CA 95678

(SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE)

SIXTH AMENDMENT OF THE DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF ROSEVILLE AND QUALITY INVESTMENT PROPERTIES ROSEVILLE, LLC, QUALITY INVESTMENT PROPERTIES ROSEVILLE II, LLC, AND QUALITY INVESTMENT PROPERTIES ROSEVILLE LAND COMPANY, LLC RELATIVE TO THE ROSEVILLE MASTER PLAN FOR PARCEL 3

THIS SIXTH AMENDMENT OF THE DEVELOPMENT AGREEMENT FOR PARCEL 3 (the "Sixth Amendment") is entered into this _____day of _____,2017, by and between the CITY OF ROSEVILLE, a municipal corporation ("CITY"), and QUALITY INVESTMENT PROPERTIES ROSEVILLE, LLC, a Delaware limited liability company, QUALITY INVESTMENT PROPERTIES ROSEVILLE II, LLC, a Delaware limited liability company, and QUALITY INVESTMENT PROPERTIES ROSEVILLE LAND COMPANY, LLC, a Delaware limited liability company (collectively "LANDOWNER"), pursuant to the authority of Sections 65864 through 65869.5 of the Government Code of California.

WITNESSETH:

A. Property (Parcel 3). The subject of this Sixth Amendment is the development of a portion of the overall Master Plan property known as Parcel 3 and further subdivided on December 27, 2012. Parcel 3 consists of approximately 59.2 acres and is described in Revised Exhibit A and depicted in Revised Exhibit A-1 attached hereto. Quality Investment Properties Roseville, LLC – a Delaware limited liability company owns 27.5 acres; Quality Investment Properties Roseville II, LLC – a Delaware limited liability company owns 13.3 acres; Quality Investment Properties Roseville Land Company, LLC – a Delaware limited liability company owns 18.4 acres. LANDOWNER hereby represents that, as to Parcel 3, LANDOWNER owns such Property in fee and that all other persons holding legal or equitable interests in such Parcel shall be bound by this Sixth Amendment. As to this Sixth Amendment, "Property" shall mean Parcel 3 as described above.

B. Development Agreement. On August 1, 1996, the CITY and Hewlett-Packard entered into that certain agreement entitled "Development Agreement By and Between The City

of Roseville and Hewlett-Packard Company Relative to the Roseville Master Plan" (the "Original Development Agreement"). The Original Development Agreement was recorded in the Official Records of Placer County on August 16, 1996, as Instrument No. 96-0047544 and re-recorded on March 25, 1998 as Instrument No. 98-0019739.

C. First Amendment of Development Agreement. On May 23, 2001, the CITY and Hewlett-Packard entered into that certain agreement entitled "First Amendment of Development Agreement By and Between The City of Roseville and Hewlett-Packard Relative to the Roseville Master Plan" ("First Amendment"). The First Amendment was recorded in the Official Records of Placer County on June 7, 2001, as Instrument No. 2001-0056191. The Original Development Agreement, as amended by the First Amendment, shall be referred to herein as the "Development Agreement." Except as otherwise defined herein, all capitalized terms used herein shall have the meanings ascribed thereto in the Development Agreement unless otherwise provided herein. All references to "Section" herein, unless otherwise noted, shall mean and refer to the corresponding Section of the Development Agreement.

D. Subdivision of Hewlett-Packard Property. Hewlett- Packard subdivided the Master Plan Property into four Parcels. Subsequent to that time, Hewlett-Packard transferred and/or sold parcels to other landowners. Other landowners with legal interest in the existing Development Agreement are as follows: Hewlett-Packard owns "Parcel 1;" R10 Foothill, LLC owns " Parcel 2;" and BBC Roseville Oaks, LLC, owns the majority of "Parcel 4."

E. Campus Oaks Master Plan. On August 5, 2015, the CITY approved the Hewlett-Packard Campus Oaks Master Plan Amendment that amended the Master Plan for Parcel 1 and Parcel 4. The Hewlett-Packard Campus Oaks Master Plan Amendment does not apply to Parcel 3.

F. Second Amendment of Development Agreement for Parcel 1 and 4. On August 19, 2015, the CITY approved entering into a Second Amendment to the Development Agreement for Parcel 1and Parcel 4 with Hewlett-Packard and BBC Roseville Oaks LLC. The Second Amendment is not applicable to Parcel 3

G. Third Amendment of Development Agreement for Parcel 1. On August 19, 2015, the CITY approved entering into a Third Amendment to the Development Agreement for Parcel 1 with Hewlett-Packard. The Third Amendment is not applicable to Parcel 3.

H. Fourth Amendment of Development Agreement for Parcel 4. On August 19, 2015, the CITY approved entering into a Fourth Amendment to the Development Agreement for Parcel 4 with BBC Roseville Oaks, LLC. The Fourth Amendment is not applicable to Parcel 3.

I. Fifth Amendment of Development Agreement for Parcel 4. On September 7, 2016, the CITY approved entering into a Fifth Amendment to the Development Agreement for Parcel 4 with BBC Roseville Oaks, LLC. The Fifth Amendment is not applicable to Parcel 3.

J. Purpose of Sixth Amendment. LANDOWNER and CITY desire to amend the Development Agreement to facilitate the development of the Property by clearly establishing and confirming the existing vested entitlements under the Development Agreement allocated to

Parcel 3. This Agreement amends and restates the specific vested rights pertaining to Parcel 3. This Sixth Amendment is not applicable to Parcels 1, 2, and 4. LANDOWNER and CITY also desire to extend the term of the Development Agreement, all in substantial conformance with the intent and basic provisions of the Hewlett-Packard Roseville Master Plan, as adopted by Resolution No. 96-203, amended by Resolution No. 01-97.

K. Authorization. To strengthen the public planning process, encourage private participation in comprehensive planning and reduce the economic risk of development, the Legislature of the State of California adopted Section 65864, et seq., of the Government Code (the "Development Agreement Statute"), which authorizes the City of Roseville and an applicant for a development project to enter into a development agreement establishing certain development rights in and obligations with respect to Parcel 3 which is the subject of the development project application. In addition to this statutory authorization, Section 1.4 of the Development Agreement allows for the amendment of said Development Agreement.

L. Planning Commission Hearing. On February 23, 2017, the City Planning Commission, designated by Roseville Ordinance No. 3014 as the planning agency for purposes of development agreement review pursuant to Government Code Section 65867, in a duly noticed public hearing, considered this Sixth Amendment to the Development Agreement and recommended that the City Council approve this Sixth Amendment.

M. Environmental Review. On June 5, 1996, the City Council, in Resolution 96-204 certified as adequate and complete, the Final EIR (the "Plan EIR") for the Hewlett-Packard Roseville Master Plan (the "Master Plan"). Feasible mitigation measures were identified in the Plan EIR and were adopted and incorporated into the Master Plan and made terms and conditions of the existing Development Agreement. On August 5, 2015, the City Council adopted an Addendum to the Plan EIR (the "Addendum"). On August 17, 2016, the City Council adopted a second Addendum to the Plan EIR (the "2nd Addendum"). On _____, 2017, the City Council, in Ordinance_____ found, based on substantial evidence, that this Sixth Amendment of the Development Agreement does not result in any changes to the Entitlements that would result in any physical changes to the environment or changes to environmental impacts from those previously considered in connection with the approval of the existing Development Agreement through the Fifth Amendment; therefore, no further environmental review relating to the adoption of this Sixth Amendment is required.

N. Development Agreement Ordinance. CITY and LANDOWNER have taken all actions mandated by and fulfilled all requirements set forth in the Development Agreement Ordinance of the City of Roseville, Chapter 19.84 of the Roseville Municipal Code. This Agreement, to the extent it amends and affects the terms of the Development Agreement for Parcel 3, is consistent with and authorized by the amendment provisions of Section 1.4 of the Development Agreement.

O. Consistency with General Plan and Master Plan. Having duly examined and considered this Agreement and having held properly noticed public hearings hereon, CITY finds and declares that this Agreement is consistent with the General Plan of the City of Roseville and with the Master Plan. In particular, the CITY finds that all amendments herein related to the

implementation of the Master Plan, including the allocation of Intensity Thresholds are consistent with the intent and basic provisions of the Master Plan.

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Amendment of Development Agreement. The following sections of the Development Agreement are hereby amended with respect to development of Parcel 3 as follows:

A. Revised Recitals (Property). The description of the "Property" which is the subject of the Sixth Amendment of the Development Agreement is hereby acknowledged to refer to Parcel 3 as depicted in **Revised Exhibit A-1** attached to this Sixth Amendment.

B. Extended Term. For purposes of Section 1.3, CITY and LANDOWNER hereby agree to extend the term of the Development Agreement to and through December 31, 2047, unless the Development Agreement is terminated, modified or extended by circumstances set forth in the Development Agreement, as amended, or by mutual consent of the parties hereto.

C. Revised Section 1.4 (Subsequent Amendments, New Development Agreements and/or Master Plan Amendments). Section 1.4 is hereby revised in its entirety to read as follows:

> "1.4 Subsequent Amendments, New Development Agreements and/or Master Plan Amendments. This Agreement and /or the Master Plan may be replaced and/or amended from time to time as to Parcel 3, or any such parcel or as to any portion thereof, by mutual consent of CITY and a Landowner, including any successor owner of any portion of Parcel 3 subject of such amendment, in accordance with the provisions of the Development Agreement Statute and City Ordinance and as provided for herein. If the proposed amendment or new agreement affects less than all of Parcel 3, then such amendment or new agreement need only be approved by the owner(s) in fee of the portion of such Parcel that is subject to or affected by such amendment or new agreement subject to provisions of this Agreement.
>
> "LANDOWNER may seek to amend this Agreement or adopt a new development agreement for the parcel owned thereby, including changes to the allowable land uses and other terms and provisions of the Master Plan vested hereby applicable to the development and use of such parcel, or any portion thereof, independent of and without the consent of the other Landowners subject to the Development Agreement. LANDOWNER, at its discretion may seek as part of any such amendment or new agreement to amend the Master Plan as applied to the parcel owned thereby or to create its own separate plan for development of its parcel, or any portion thereof, independent of and in place of the Master Plan. However, CITY hereby agrees that any such amendment or new agreement and/or amendment to the Master Plan by a Landowner with respect to the parcel owned thereby shall:

1. Not negatively affect or reduce the development rights allocated to and vested in the Development Agreement for any other Parcel, or any portion thereof, granted pursuant to the Development Agreement, as amended by the Second through Fifth Amendments and this Sixth Amendment, unless otherwise agreed to in writing by the Landowner of the other parcel or property whose allocated development rights are proposed to be affected or reduced thereby pursuant to a corresponding, concurrently approved amendment or new agreement and/or amendment to the Master Plan for such other affected parcel or property; and

2. Not impose any new obligations or conditions upon development of any other Parcel subject to the Development Agreement, or any portion thereof, to mitigate any impacts associated with the amendment, new agreement and/or amendment to the Master Plan for the parcel that is the subject of such amendment, or portion thereof, which impacts shall be fully addressed and/or mitigated through the terms of the amendment, new agreement and/or amendment of the Master Plan applicable to the amending parcel, or the amending portion thereof."

D. Revised Section 2.2 (Vested Entitlements). Section 2.2 is hereby revised in its entirety to read as follows:

"2.2 Vested Entitlements. Subject to the provisions and conditions of this Agreement, CITY agrees that CITY is granting and grants herewith, a fully vested entitlement and right to develop Parcel 3 in accordance with the terms and conditions of this Agreement and the Entitlements. CITY acknowledges that the Entitlements include the following land uses for Parcel 3:

Light Industrial: 59.2 acres

as depicted in Exhibit B. Such uses shall be developed in accordance with the Entitlements, as such Entitlements provide on the effective date of this Agreement, or as they may provide from time-to-time by amendment of the Master Plan by LANDOWNER as provided for herein. LANDOWNER's vested right to proceed with development of Parcel 3 shall be subject to the Intensity Thresholds defined in this section below. Such vested rights are also subject to subsequent approvals as defined and as provided for in the Master Plan, provided that any conditions, terms, restrictions, and requirements for such subsequent approvals shall not prevent development of Parcel 3 for the uses and density and intensity of development or rate of timing of development set forth in this Agreement so long as the limitations set forth in the Intensity Thresholds have not been reached for Parcel 3 as described below and further provided that LANDOWNER is not in default under this Agreement.

"For purposes of this Sixth Amendment and development of Parcel 3 pursuant to the Master Plan and all other entitlements that exist at the time this Agreement is executed, the CITY and LANDOWNER hereby agree that the Intensity Thresholds for uses described for Parcel 3 in the Master Plan are allocated to Parcel 3 as follows:

Property	**Acreage**	**Gross Sq. Ft.**	**Average FAR**	**Water** *(Max Daily Demand)*	**Sewer** *(Max Daily Flow)*	**Electric** *(Peak Annual Demand)*1	**Traffic** *(PM Peak Hour Trips)*
QIP/Parcel 3	59.2 Light Industrial	900,000	0.35	.35 mgd	.24 mgd	6.06 MW	1,025

1. Electric Demand is based on gross square foot allocations. Actual demand may increase with infrastructure improvements.

"As a result of these allocations of Intensity Thresholds to Parcel 3, the CITY acknowledges and agrees that the development rights allocated to and vested for such Parcel pursuant to this Section 2.2, shall not be affected or reduced by any action taken by the CITY. The CITY reserves the right to review each subsequent entitlement application for development of Parcel 3 to ensure that the thresholds are not exceeded in the future without appropriate mitigation by the owner of such Parcel and to ensure that the proposed development meets all other applicable design guidelines. So long as the development of the Parcel is consistent with the vested development rights allocated thereto under this Development Agreement, the obligations associated with that development shall be limited to the payment of all fees associated with such development and the installation of roadway and utility improvements described in the terms of this Development Agreement and the Master Plan."

E. Revised Section 3.6.2 (Sewer Improvements). For purposes of Section 3.6.2 of the Development Agreement, CITY hereby agrees that the planned construction of the sewer line within Painted Desert Drive by BBC Roseville Oaks, for which LANDOWNER has paid its fair share based upon the vested rights in Section 2.2 pursuant to a Settlement Agreement between CITY, BBC Roseville Oaks and LANDOWNER, is designed to sewer the existing and future development of Parcel 2 and Parcel 3 consistent with the vested Entitlements to connect to the existing sewer lines in Woodcreek Oaks Boulevard in place of the 12" sewer line along Blue Oaks Boulevard. LANDOWNER shall have no obligation or right to construct the additional 12" sewer line along Blue Oaks Boulevard to sewer development of the Property. LANDOWNER and CITY hereby agree that except to the extent clarified herein, all other terms and provisions of Section 3.6.2 shall remain in full force and effect."

F. Revised Section 3.4.4 (Detention Basins). All references within Section 3.4.4 to the "Northern Detention Basin" and the "Undeveloped Northern Watershed" are hereby deleted.

G. Revised Section 3.8.1 (Blue Oaks Boulevard). Section 3.8.1 is hereby revised in its entirety to read as follows:

"3.8.1. Blue Oaks Boulevard. Blue Oaks Boulevard frontage improvements for Parcel 3 will be completed pursuant to the Settlement Agreement between CITY, BBC Roseville Oaks and LANDOWNER. Accordingly, Landowner shall only be responsible for the finished grading of the landscaped corridor adjacent to Blue Oaks Boulevard, the construction of an eight foot wide (8') separated sidewalk for Blue Oaks Boulevard frontage from its intersection with Foothills Boulevard to its intersection with New Meadow Drive, as shown in cross-section in Exhibit C-1, construction of a bus turnout, shelter pad and bus shelter on Blue Oaks Boulevard east of New Meadow Drive, and the completed landscaping and landscape irrigation within the fifty-foot wide (50') landscape set back adjacent to Blue Oaks Boulevard. With the approval of future development plans for Parcel 3, LANDOWNER will be responsible for the installation of all standard improvements associated with access to and from public roads, as determined by CITY. When LANDOWNER constructs an intersection with Blue Oaks Boulevard or receives a building permit for a building located within three hundred feet (300') or less of the southerly boundary of the right of way for Blue Oaks Boulevard, LANDOWNER shall construct the sidewalk improvements from Foothills Boulevard to the western property boundary and the bus turnout, shelter pad and bus shelter. CITY may, at its sole discretion, allow for the construction of the sidewalk and landscaping to be phased. All improvements to be installed by LANDOWNER shall comply with CITY's then current standards.

The bus turnout, shelter and related improvements shall conform to CITY's then current standards. LANDOWNER and CITY may enter into a deferred improvement or other agreement based on a construction cost of ten thousand dollars ($10,000) per shelter for future construction of the bus shelter (#282) on Blue Oaks Boulevard east of New Meadow Drive. A separate easement shall be dedicated to CITY for the bus shelter pad. The easement shall be drafted for approval and acceptance by CITY and recorded at the Office of the Placer County Recorder."

H. Revised Section 5.4 (Legal Action). Section 5.4 is hereby revised in its entirety to read as follows:

"5.4 Legal Action. In addition to any other rights or remedies, any party may institute legal action to cure, correct or remedy any default, to enforce any covenant or agreement herein, or to enjoin any threatened or attempted violation. Provided, however, that LANDOWNER, its successors and assigns hereby waive any and all claims for monetary damages against CITY arising out of this Agreement at any time. All legal actions shall be initiated in the Superior Court of the County of Placer, State of California, or the Federal District Court in the Eastern District of California."

I. Revised Section 6 (Hold Harmless). Section 6 is hereby revised in its entirety to read as follows:

" 6.0 Hold Harmless. LANDOWNER and its heirs, successors-in-interest and assigns, hereby agrees to, and shall defend and hold CITY, and its elective and appointive boards, commissions, officers, agents, employees, and volunteers harmless from any liability for damage or claims of damage for personal injury, or bodily injury

including death, as well as from claims for property damage which may arise from operation of LANDOWNER's, or LANDOWNER's contractors, or contractors' subcontractors, agents, or employees under this Agreement, whether such operations be by LANDOWNER, or by LANDOWNER's contractors, subcontractors, or by any one or more persons directly or indirectly employed by, or acting as agent for LANDOWNER of any of LANDOWNER's contractors or subcontractors unless such damage or claim arises from negligence or willful misconduct of CITY. The foregoing indemnity obligation shall not apply to any liability for damage or claims for damage with respect to any damage to or use of any public improvements after the completion and acceptance thereof by CITY."

J. Revised Section 10 (Notices). The notice addresses for the CITY and LANDOWNER in Section 10 are hereby revised to read as follows:

Development Services Director
City of Roseville
311 Vernon Street
Roseville, CA 95678

with copy to:
City Attorney
City of Roseville
311 Vernon Street
Roseville, CA 95678

Notice required to be given to LANDOWNER shall be addressed as follows:

QUALITY INVESTMENT PROPERTIES ROSEVILLE, LLC, QUALITY INVESTMENT PROPERTIES ROSEVILLE II, LLC, and QUALITY INVESTMENT PROPERTIES ROSEVILLE LAND COMPANY, LLC:

12851 Foster Street
Overland Park, KS 66213
Attn: Chad Williams

with copy to:
HalBear Enterprises
5716 Callister Ave
Sacramento CA 95819
Attn: Mark A. Perlberger

Taylor & Wiley
500 Capital Mall, Suite 1150

Sacramento, CA 95814
Attn: James B Wiley, Esq.

2. Exhibits. The following New Exhibit and Revised Exhibits are attached hereto and incorporated herein by reference and hereby replace and supersede the respective Exhibits previously attached to the Development Agreement. Accordingly, all references to the applicable Exhibits in the Development Agreement, as amended hereby, shall mean and refer to the corresponding New and Revised Exhibits below:

New Exhibit A	Legal Descriptions of Parcel 3
Revised Exhibit A-1	Revised Diagram of the Property
Revised Exhibit B	Land Use Map of the Property
Revised Exhibit C-1	Blue Oaks Boulevard Cross Section.

3. Consistency with General Plan. The CITY hereby finds and determines that execution of this Sixth Amendment is in the best interest of the public health, safety and general welfare and is consistent with the General Plan.

4. Amendment; Balance of Development Agreement Remains In Full Force. This Sixth Amendment amends, but does not replace or supersede, the Development Agreement. In the event of any conflict, the language of this Sixth Amendment shall be controlling in all events or circumstances. Except as modified hereby, all other terms and provisions of the Development Agreement shall remain in full force and effect.

5. Form of Amendment; Execution in Counterparts. This Sixth Amendment is executed in duplicated originals, each of which is deemed to be an original, and may be executed in counterparts.

IN WITNESS WHEREOF, the City of Roseville, a municipal corporation, has authorized the execution of this Amendment in duplicate by its City Manager and the attestation to this Amendment by its City Clerk under the authority of Ordinance No. ___, adopted by the Council of the City of Roseville on the ___day of _____, 2017, and LANDOWNER have caused this Amendment to be executed.

CITY:

CITY OF ROSEVILLE,
a municipal corporation

By:_____
Rob Jensen, City Manager

ATTEST:

LANDOWNER:

QUALITY INVESTMENT PROPERTIES ROSEVILLE, LLC, a Delaware limited liability company

By:_____
Name: Andrew G. Ruffini
Title: Executive Director

Sonia Orozco, City Clerk

APPROVED AS TO FORM:

Robert R. Schmitt, City Attorney

APPROVED AS TO SUBSTANCE:

Kevin Payne
Development Services Director

QUALITY INVESTMENT PROPERTIES ROSEVILLE II, LLC, a Delaware limited liability company

By: [signature]
Name: Andrew G. Ruffini
Title: Executive Director

QUALITY INVESTMENT PROPERTIES ROSEVILLE LAND COMPANY, LLC, a Delaware limited liability company

By: [signature]
Name: Andrew G. Ruffini
Title: Executive Director

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of Kansas
County of Johnson

On March 24th, 2017, before me, Corrina L Black, Notary Public
(Here insert Name and Title of Officer)
personally appeared Andrew Ruffini, Executive Director QIP Roseville LLC,
Name(s) of Signer(s)
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY PUBLIC - STATE OF KANSAS
CORRINA L. BLACK
MY APPT. EXP. 9-21-2020

Corrina L Black
NOTARY PUBLIC SIGNATURE

NOTARY PUBLIC SEAL

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of Kansas
County of Johnson

On March 24th, 2017, before me, Corrina L. Black, Notary Public
(Here insert Name and Title of Officer)
personally appeared Andrew Ruffini, Executive Director QIP Roseville II LLC,
Name(s) of Signer(s)
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY PUBLIC - STATE OF KANSAS
CORRINA L. BLACK
MY APPT. EXP. 9-21-2020

Corrina L Black
NOTARY PUBLIC SIGNATURE

NOTARY PUBLIC SEAL

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of Kansas
County of Johnson

On March 24th, 2017, before me, Corrina L Black, Notary Public
(Here insert Name and Title of Officer)
personally appeared Andrew Ruffini, Executive Director QIP Roseville Land Co LLC,
Name(s) of Signer(s)
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY PUBLIC - STATE OF KANSAS
CORRINA L. BLACK
MY APPT. EXP. 9-21-2020

Corrina L Black
NOTARY PUBLIC SIGNATURE

NOTARY PUBLIC SEAL

Revised Exhibit A

Legal Description of Property

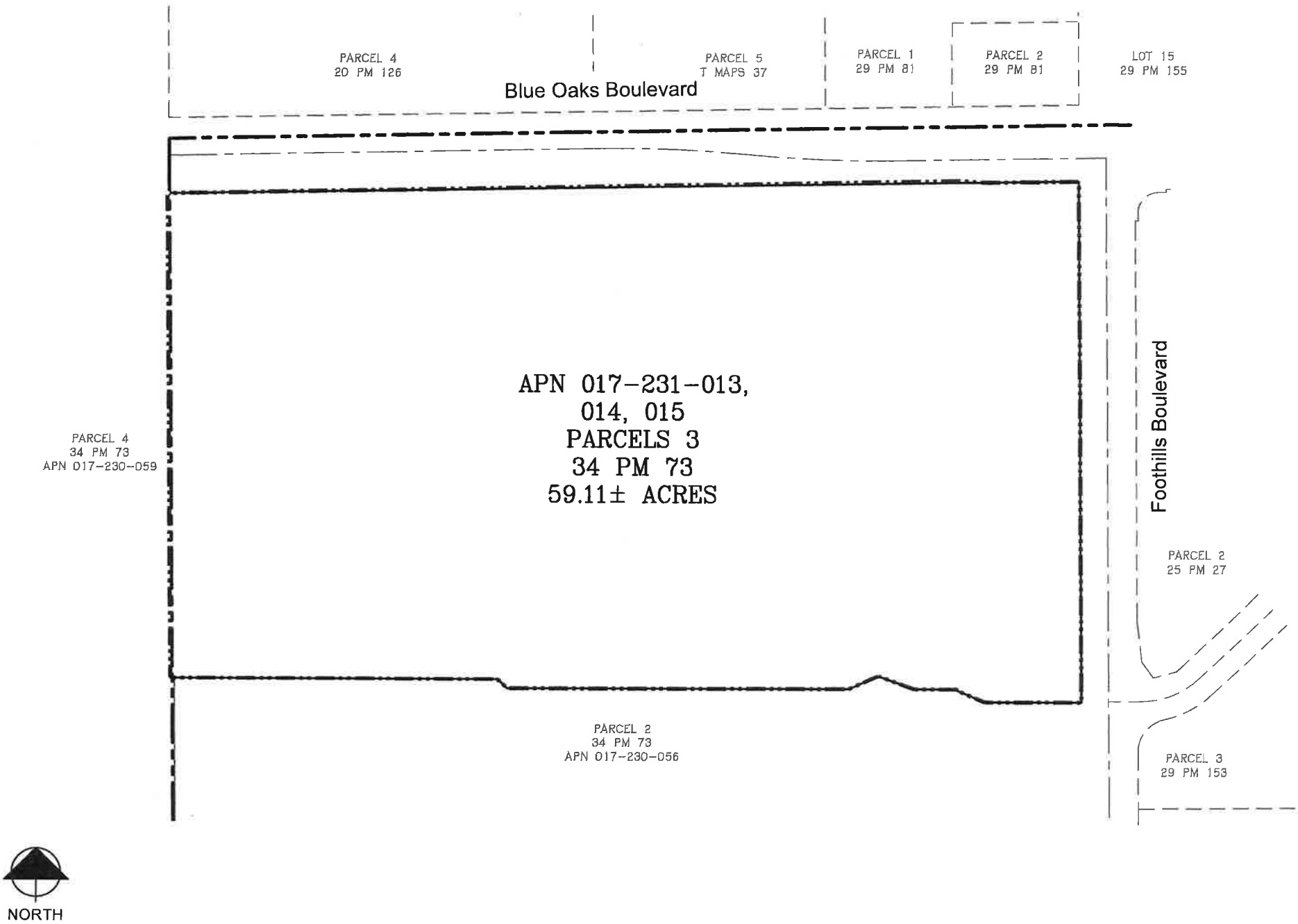
Parcel 3

The land referred to herein is situated in the State of California, County of Placer, City of Roseville, and is described as follows:

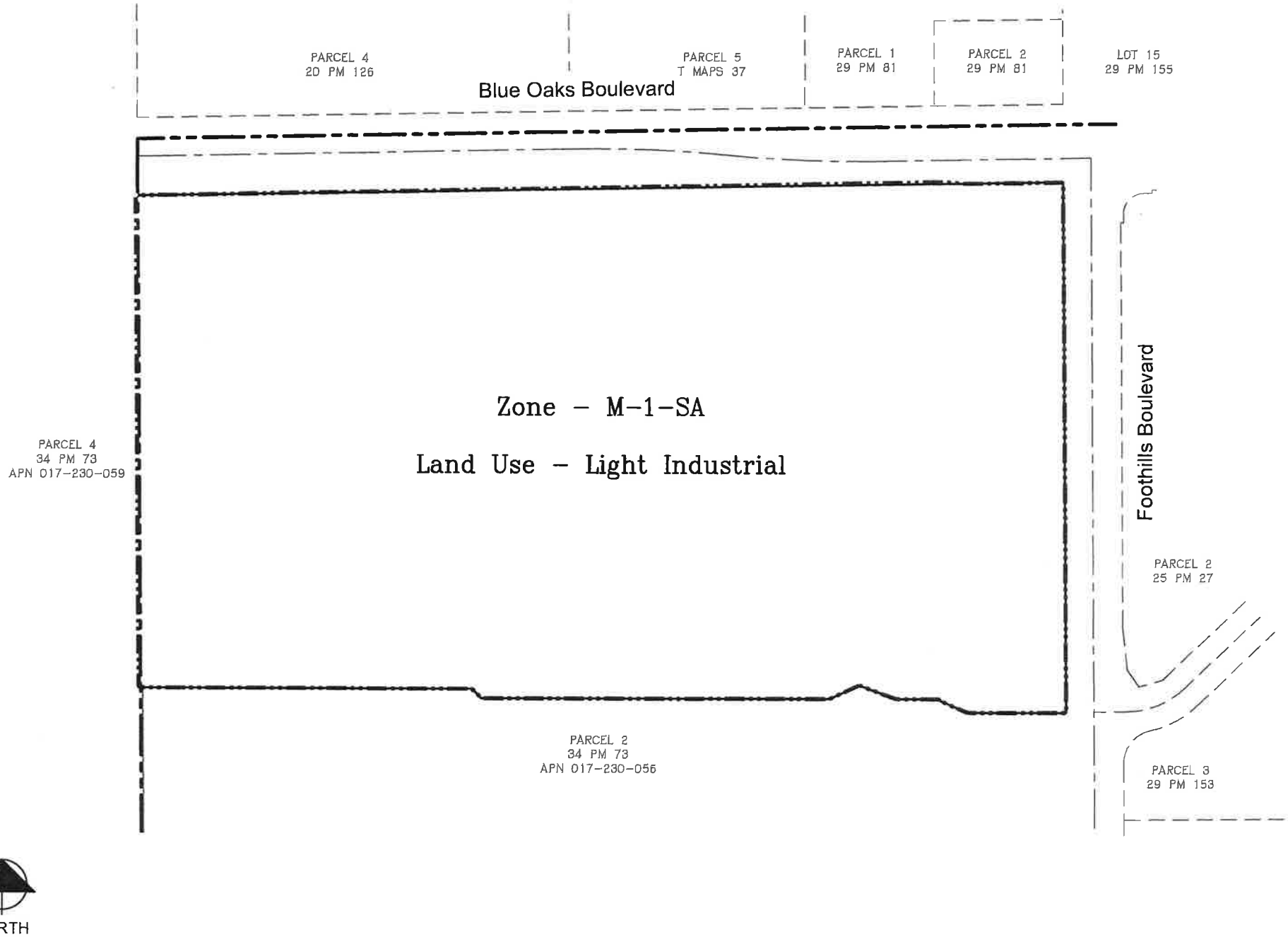
> Parcel 3, as shown on that certain Parcel Map of Hewlett-Packard Subdivision No. Sub-000105, recorded on June 4, 2008, in the Office of the Recorder for the County of Placer, State of California, in Book 34 of Parcel Maps, at Page 73.

APN: 017-230-057

Revised Exhibit A-1 : Revised Diagram of the Property

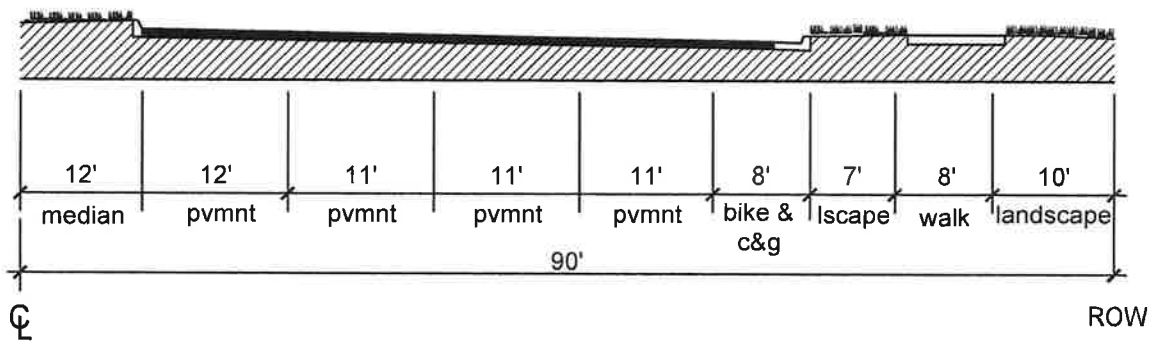


Revised Exhibit B : Land Use Map of the Property



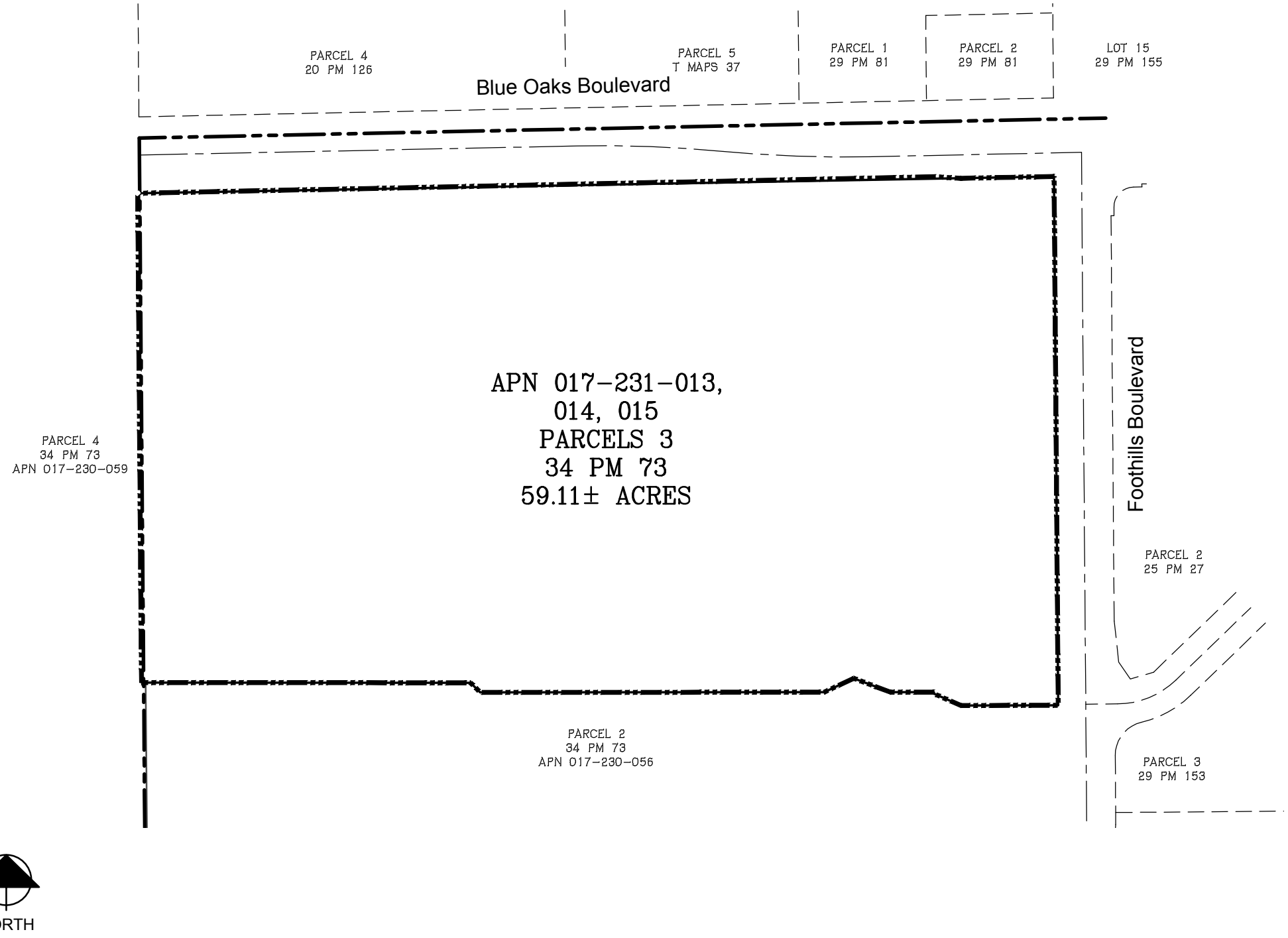
Revised Exhibit C-1 :Blue Oaks Boulevard Cross Section

SOUTH

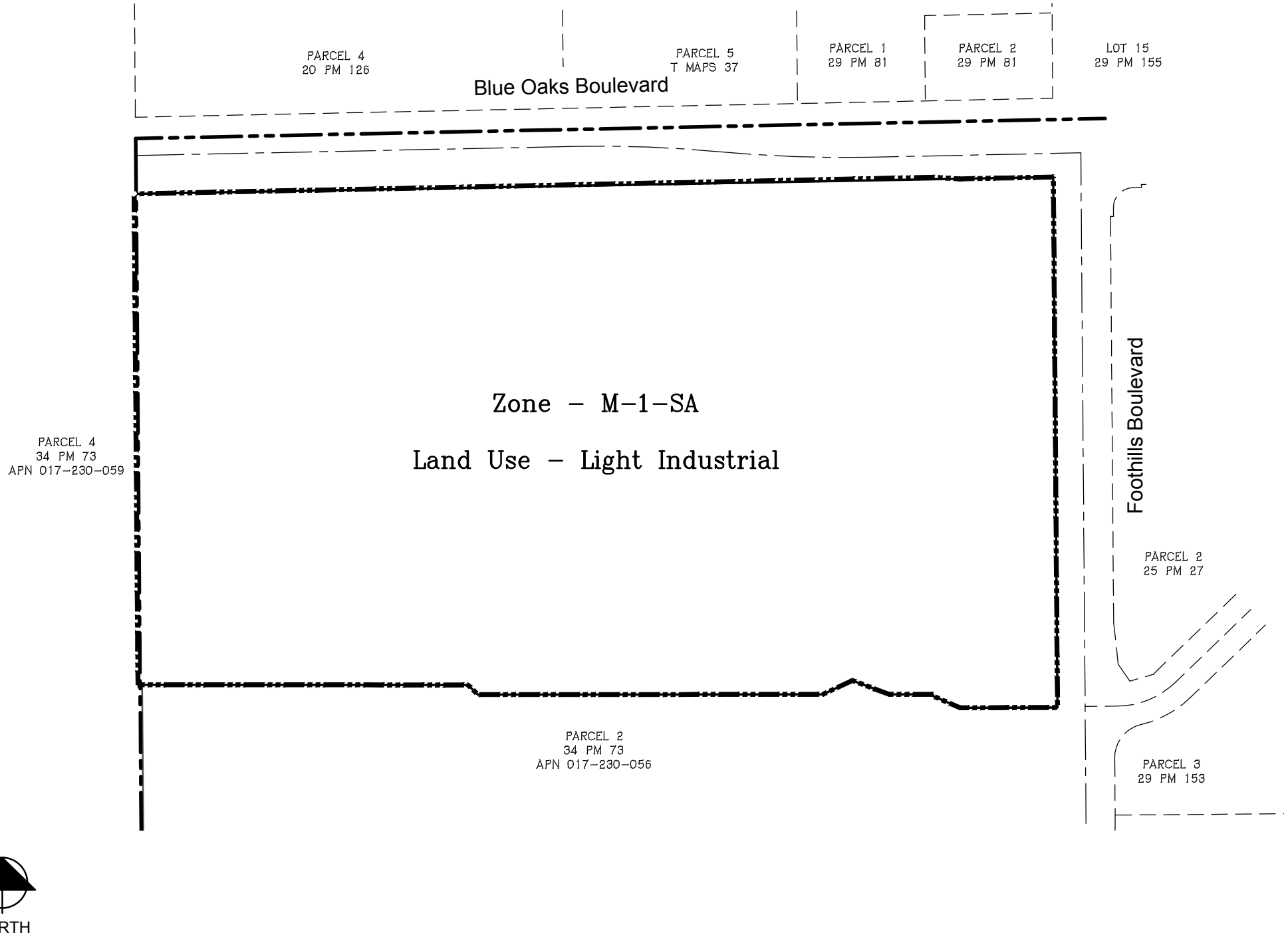


Blue Oaks Boulevard

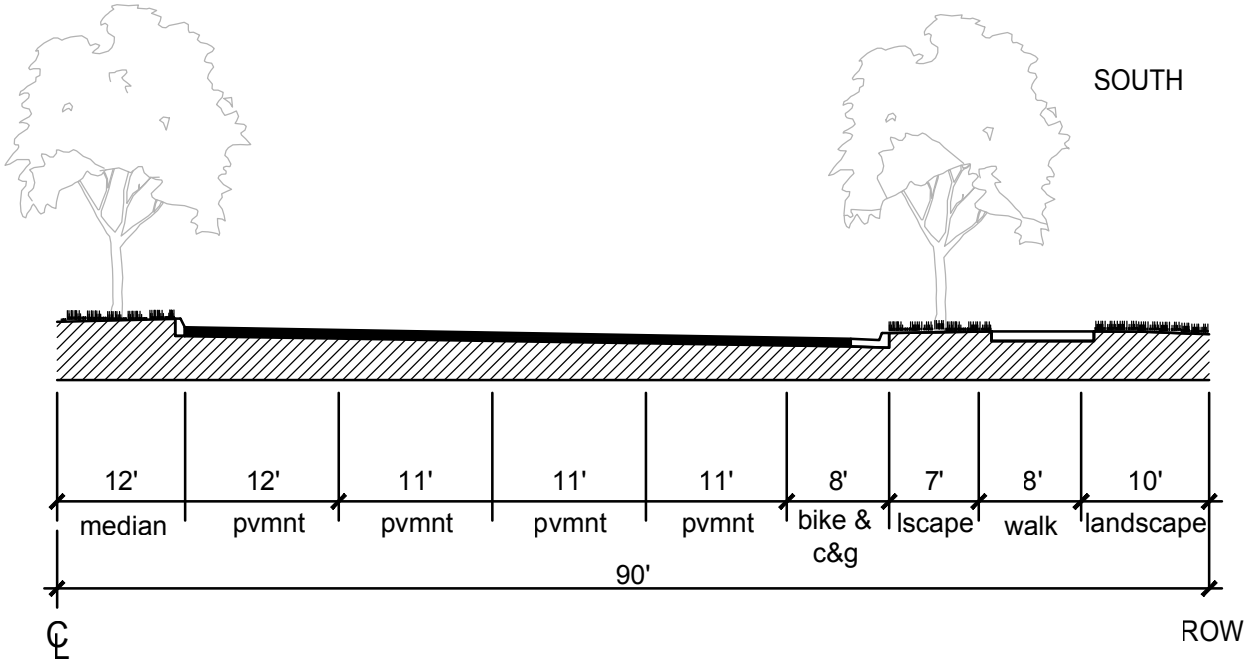
Revised Exhibit A-1 : Revised Diagram of the Property



Revised Exhibit B : Land Use Map of the Property



Revised Exhibit C-1 :Blue Oaks Boulevard Cross Section



Blue Oaks Boulevard

COUNCIL COMMUNICATION

CC #: 8374
File #: 0103-03-02 & 0709-1

Title:	Housing Authority - FY2017-18 Annual Plan
Contact:	Suzanne Acrell 916-774-5469 sacrell@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 12.2.

RECOMMENDATION TO COUNCIL

Staff recommends that the City Council, acting as the Board of Directors for the Roseville Housing Authority, take the following actions:

1. Hold a public hearing; and
2. Adopt the attached resolution, which approves the attached Roseville Housing Authority Annual Plan for FY2017/18 and
authorizes the Executive Director to submit the Roseville Housing Authority Annual Plan for FY2017/18 to the U.S. Department of Housing & Urban Development along with the required certifications, disclosures, and related documents.

BACKGROUND

The Roseville Housing Authority (RHA) provides 663 households with Housing Choice Voucher (HCV) rental assistance funded through the US Department of Housing and Urban Development (HUD). This total includes vouchers specifically for non-elderly disabled (NED) households and for veteran households in need of Veterans' Affairs Supportive Housing (VASH). The HCV Program's rental assistance works to ensure that low and very low income households are able to afford rent and live in safe, decent housing.

Pursuant to the 1998 Quality Housing and Work Responsibility Act (QHWRA), all housing authorities must submit an Agency Plan, which includes a Five Year Plan and an Annual Plan. HUD designed the Agency Plan to reflect the current and future goals of all housing authorities. It is also intended to identify the needs of the households served by the RHA. Since the RHA submitted its Five Year Plan to HUD in 2015, the RHA is only required to submit its Annual Plan this year.
In November 2008, HUD issued Notice PIH 2008-41 (HA) that provided housing authorities with a revised Annual Plan process which reduces the reporting requirements for qualified housing authorities. Since the RHA has been designated as a "High Performing" and a "Section 8 Only" housing authority, RHA is entitled to submit a simplified annual plan this year, which limits reporting to a few components.
The draft Annual Plan is required to have a 45-day local comment period before the RHA has a public hearing to adopt the Annual Plan. The 45-day comment period was noticed and commenced on

February 17, 2017, closing at 5:00 p.m. April 5, 2017. To date, staff has not received any comments from the public regarding this item.
Housing Authority staff held a meeting on March 28, 2017 to discuss the Annual Plan for FY2017/18 with the RHA's Resident Advisory Board (RAB) members. The RAB members were provided a copy and reviewed the draft Annual Plan prior to attending the meeting with staff. Their comments supported the content of the proposed Annual Plan, including RHA's goals and its progress in meeting them.
Subject to the City Council's action on the proposed Annual Plan, as the Housing Authority Board, housing staff anticipates submitting the final document to HUD in compliance with the April 14, 2017 due date, which is 75 days before the beginning of the next fiscal year.

FISCAL IMPACT

The RHA provides an important social service to ensure safe and affordable housing for our residents. Safe and affordable housing is an essential component to the foundation of our community's economic and social stability.

This Housing Authority Annual Report does not result in any new cost to the City's General Fund.

ECONOMIC DEVELOPMENT / JOBS CREATED

Estimates of total employment created can be based on expenditure data, consistent with guidance from the Council of Economic Advisers (CEA), a three member council that analyzes and interprets economic developments and advises the President of the United States on national economic policy.

Total employment not only includes direct and indirect jobs, but also induced jobs. CEA estimates that total employment is increased by one job-year for every $92,000.00 in direct government spending.

The RHA's annual budget for rental assistance (over $4,000,000.00) will result in approximately 43 jobs based on the Federal guideline of one job for every $92,000.00 in direct government spending.

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 Roseville Housing Authority's Annual Report does not include the potential for a significant environmental effect, and therefore is not subject to CEQA.

Respectfully Submitted,

Suzanne Acrell, Housing Analyst

Chris Robles, Economic Development Director

Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 3-17

2017 Draft Annual Plan - Roseville Housing Authority

HOUSING AUTHORITY OF THE CITY OF ROSEVILLE
RESOLUTION NO. 3-17

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ROSEVILLE AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT THE ROSEVILLE HOUSING AUTHORITY ANNUAL PLAN FOR FISCAL YEAR 2017/18 TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ALONG WITH ALL THE REQUIRED CERTIFICATIONS, DISCLOSURES AND RELATED DOCUMENTS

WHEREAS, the Department of Housing and Urban Development (HUD) requires all housing authorities to submit an Agency Plan, which includes an Annual Plan; and

WHEREAS, staff has prepared the Annual Plan for Fiscal Year 2017/18; and

WHEREAS, the Housing Authority has reviewed the plan;

NOW, THEREFORE, THE HOUSING AUTHORITY OF THE CITY OF ROSEVILLE DOES HEREBY RESOLVE that:

1. The Roseville Housing Authority Annual Plan for Fiscal Year 2017/18 is hereby approved.

2. The Executive Director is authorized to submit the Roseville Housing Authority Annual Plan for Fiscal Year 2017/18 to the U.S. Department of Housing and Urban Development along with all required certifications, disclosures, and related documents.

PASSED AND ADOPTED by the Housing Authority of the City of Roseville this _____ day of _____, 20___, by the following vote on roll call:

AYES AUTHORITY MEMBERS:

NOES AUTHORITY MEMBERS:

ABSENT AUTHORITY MEMBERS:

_____
Chair

ATTEST:

_____
Secretary

Streamlined Annual PHA Plan *(High Performer PHAs)*	**U.S. Department of Housing and Urban Development Office of Public and Indian Housing**	**OMB No. 2577-0226 Expires: 02/29/2016**

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

(1) ***High-Performer PHA*** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.

(2) ***Small PHA*** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.

(3) ***Housing Choice Voucher (HCV) Only PHA*** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.

(4) ***Standard PHA*** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.

(5) ***Troubled PHA*** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.

(6) ***Qualified PHA*** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A. PHA Information.

A.1

PHA Name: Roseville Housing Authority **PHA Code**: CA128
PHA Type: ☐ Small ☒ High Performer
PHA Plan for Fiscal Year Beginning: (MM/YYYY): 07/01/2017
PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)
Number of Public Housing (PH) Units 0 **Number of Housing Choice Vouchers (HCVs)** 663
Total Combined 663
PHA Plan Submission Type: ☒ Annual Submission ☐ Revised Annual Submission

Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

Copies of PHA Plans may be obtained at the Agency's main office:

Roseville Housing Authority
316 Vernon Street, Suite 150
Roseville, CA 95678

5-Year and Annual PHA Plans are also available on the website at www.roseville.ca.us/hcv

☐ **PHA Consortia**: (Check box if submitting a Joint PHA Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

B.	Annual Plan Elements

B.1 **Revision of PHA Plan Elements.**

(a) Have the following PHA Plan elements been revised by the PHA since its last **Annual PHA Plan** submission?

Y N
☐ ☒ Statement of Housing Needs and Strategy for Addressing Housing Needs.
☐ ☒ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
☐ ☒ Financial Resources.
☐ ☒ Rent Determination.
☐ ☒ Homeownership Programs.
☐ ☒ Safety and Crime Prevention.
☐ ☒ Pet Policy.
☐ ☒ Substantial Deviation.
☐ ☒ Significant Amendment/Modification

(b) The PHA must submit its Deconcentration Policy for Field Office Review.

(c) If the PHA answered yes for any element, describe the revisions for each element below:

The PHA's definition of "significant amendment" and "substantial deviation/modification":

Changes to the PHA admission or waiting list policies would be considered a substantial deviation and significant amendment to the PHA Plan requiring a public hearing

B.2 **New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N
☐ ☒ Hope VI or Choice Neighborhoods.
☐ ☒ Mixed Finance Modernization or Development.
☐ ☒ Demolition and/or Disposition.
☐ ☒ Conversion of Public Housing to Tenant Based Assistance.
☐ ☒ Conversion of Public Housing to Project-Based Assistance under RAD.
☒ ☐ Project Based Vouchers.
☐ ☒ Units with Approved Vacancies for Modernization.
☐ ☒ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

The Roseville Housing Authority has amended its Administrative Plan to add the option of Project-Based Vouchers. RHA is working towards utilizing project-based vouchers as a method for furthering the construction , rehabilitation, and preservation of extremely low income and permanent supportive housing units that will assist individuals and families who are homeless or at-risk of homelessness, thereby reducing homelessness overall within the Roseville and Rocklin communities.
RHA is using project-based vouchers to assist newly constructed housing and the expansion of the local affordable housing stock through the acquisition and rehabilitation of existing housing units. RHA is initially offering up to 30 project-based vouchers during Fiscal Year 16-17 to further the provision of extremely low income and supportive housing units and is considering an additional release of project-based vouchers during Fiscal Year 17-18 to further support the construction and preservation of extremely low income and permanent supportive housing units.
In addition to the items listed in B.3. below for furthering the progress of the PHA Plan, project-basing vouchers also works to address the issue of having the availability and adequacy of affordable housing for extremely low income households. The PHA Plan speaks to quality affordable housing for this income group as a local housing need. Project basing units for this income category allows RHA to review the quality of the housing and ensure the provision of such housing units.

B.3 **Progress Report.**

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.

Goals for the current 5-Year Plan:

1. Expand the supply of assisted housing.
   - *The Roseville Housing Authority (RHA) will apply for additional VASH vouchers if they become available.*
     - *PROGRESS: RHA had the opportunity to apply for 8 more VASH vouchers which were awarded in May 2015.*
     - *PROGRESS: RHA has initiated project-based vouchers as an option so that all vouchers, including VASH vouchers can be placed and utilized in housing. This is particularly difficult to do with VASH vouchers and in a local housing market with less than a three percent vacancy.*
2. Improve the quality of assisted housing.
   - *The Roseville Housing Authority will maintain its high-performer rating (SEMAP score).*
     - *PROGRESS: RHA received the high-performer rating again this year.*
     - *PROGRESS: RHA has initiated project-based vouchers as an option so that the quality of housing assisted by the program is further reviewed by RHA. In a community with a low vacancy rate, it is important to provide vouchers a priority to new and high quality housing opportunities.*
3. Increase assisted housing choices.
   - *The Roseville Housing Authority will continue to encourage property owners to provide available unit information for Housing Choice Voucher holders that are searching for a rental unit.*
     - *PROGRESS: RHA maintains a list of available rental units that it encourages owners to utilize for available units.*
   - *The Roseville Housing Authority will monitor HAP payments monthly to ensure that at least 98% of the Annual Contributions Contract is utilized or that 98% of total unit months are leased each year.*
     - *PROGRESS: For calendar year 2016 RHA utilized 99.04% of regular HCV vouchers, 97.3% of NED vouchers and 38.6% of VASH vouchers and are working with the Department of Veteran's Affairs to fully utilize all VASH vouchers.*
4. Affirmatively further Fair Housing
   - *The Roseville Housing Authority will provide training opportunities for staff to promote equal opportunity in housing.*
     - *PROGRESS: During 2016 RHA staff attended a fair housing training and an ADA training.*
5. Collaborate with neighboring housing authorities to optimize administration of the Housing Choice Voucher Program.
   - *The Roseville Housing Authority will continue to host HCV Roundtable meetings with housing authorities in Northern California three times a year and maintain the Yahoo! User Group for ongoing communication.*
     - *PROGRESS: RHA hosted 3 HCV Roundtable meetings with eight other housing authorities:* El Dorado Housing Authority, Madera Housing Authority, Placer County Housing Authority, Plumas Housing Authority, Regional Housing Authority of Sutter and Nevada Counties, Shasta Housing Authority, Sacramento Housing, and Vacaville Housing Authority. RHA has also maintained the Yahoo! User Group for ongoing communication and collaboration.

RHA Mission Statement:

The mission of the Roseville Housing Authority is to enhance the quality of life to Roseville and Rocklin's low-income families and individuals by:

• Effectively administering Housing Choice Voucher rental assistance funds

PROGRESS: The Roseville Housing Authority has effectively administered Housing Choice Voucher rental assistance funds by monthly reviewing available funds and lease-up to determine further leasing strategy. This has resulted in utilizing the full budget authority for the last calendar year and using no reserve funds.

• Assisting families with opportunities for safe, decent and affordable housing

PROGRESS: By careful monitoring lease-up, success rate, and market trends we ensure that we are able to assist the largest number of families. Our 2016 utilization of unit counts for our regular and NED vouchers is 98.2%.

• Delivering a high level of customer service

PROGRESS: We consistently provide a high level of customer service. This is evidenced, in part, by our practice of giving out our direct lines to owners and participants, and when unable to answer the call personally, return the call no later than the next business day. When we receive RFTAs we strive to approve them as soon as possible and complete the move-in inspection within 2 business days of when the unit is available for inspection.

• Guiding families and individuals towards self-sufficiency

PROGRESS: During the last year, three households successfully completed the FSS Program. All three either newly secured full-time employment or earned a promotion. Two of the three no longer need rental assistance and the third is still in need of rental assistance due to income, family size, and rent.

B.4.	**Most Recent Fiscal Year Audit**. (a) Were there any findings in the most recent FY Audit? Y N ☐ ☒ (b) If yes, please describe:
	Other Document and/or Certification Requirements.
C.1	**Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan** Form 50077-ST-HCV-HP, *Certification of Compliance with PHA Plans and Related Regulations*, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.2	**Civil Rights Certification.** Form 50077-ST-HCV-HP, *Certification of Compliance with PHA Plans and Related Regulations*, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.3	**Resident Advisory Board (RAB) Comments.** (a) Did the RAB(s) provide comments to the PHA Plan? Y N ☒ ☐ If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.
C.4	**Certification by State or Local Officials.** Form HUD 50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.
D	**Statement of Capital Improvements**. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
D.1	**Capital Improvements.** Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. n/a

COUNCIL COMMUNICATION

CC #: 8368
File #: 0900-02-02-2

Title:	Pleasant Grove Wastewater Treatment Plant Expansion and Energy Recovery Projects - Initial Study/Mitigated Negative Declaration and Projects Adoption
Contact:	George Hanson 916-746-1764 ghanson@roseville.ca.us

Meeting Date: 4/5/2017
Item #: 12.3.

RECOMMENDATION TO COUNCIL

Staff recommends that the City Council adopt a resolution to approve the Pleasant Grove Wastewater Treatment Plant Expansion & Energy Recovery Projects, adopt the Initial Study/Mitigated Negative Declaration (Exhibit A), and approve the Mitigation, Monitoring and Reporting Plan (Exhibit A, Chapter 4).

BACKGROUND

The City owns and operates the Pleasant Grove Wastewater Treatment Plant (PGWWTP), on behalf of the South Placer Wastewater Authority (SPWA) partners, including Placer County and the South Placer Municipal Utility District. The plant currently has a treatment capacity of 9.5 million gallons per day (mgd) and has been in service since it was constructed in 2004.

The need to expand the PGWWTP is being driven by recent and anticipated growth within the SPWA service area. The PGWWTP presently treats an average dry weather flow (ADWF) of approximately 8 mgd. This expansion project is expected to increase the treatment capacity from 9.5 mgd to 12 mgd to accommodate projected growth through 2040.

The proposed expansion project would add primary clarification, anaerobic digestion, solids handling and ancillary facilities to the current treatment process. Anaerobic digestion produces digester gas, which when separated from carbon dioxide, and its moisture content, is similar in composition to natural gas (methane). To utilize this digester gas, an energy recovery project is planned to utilize the gas as fuel for power generation and City vehicles. The project would also utilize additional gas generated from High Strength Waste (HSW) such as food waste and fats, oils and grease (FOG) that would be received at the PGWWTP and processed in the digesters. The expansion project will occur within the existing boundary of the PGWWTP and would last approximately 24 months. It is anticipated construction will begin either in December of this year or in January 2018.

The facilities for the Energy Recovery Project would be constructed on City-owned property

reserved for treatment plant infrastructure, adjacent to, and immediately south of the existing PGWWTP facilities. The project would include the following facilities: three microturbines, a HSW receiving facility, a food waste pre-processing facility, systems for conditioning and upgrading the digester gas to a renewable compressed natural gas quality, and a gas fueling station and associated parking. The microturbines will produce electrical power that will be used by the treatment plant and the heat needed for the anaerobic digestion process. Construction of the Energy Recovery Facilities would last approximately 18 months and would begin in early 2018.

FISCAL IMPACT

There is no additional fiscal impact on the funding previously approved by the South Placer Wastewater Authority for engineering services for both projects.

ECONOMIC DEVELOPMENT / JOBS CREATED

There will be no direct economic development impacts or jobs created within the City of Roseville as a result of this action.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) requires that all state and local government agencies consider the environmental consequences of projects over which they have discretionary authority before acting on those projects. An Initial Study (IS) is a public document used by the decision-making lead agency to describe the proposed project, the existing setting, and to determine whether the project may have a significant impact on the environment. If it is determined in an IS that the proposed project will not have a significant impact on the environment, a Negative Declaration (ND) or Mitigated Negative Declaration (MND) shall be prepared. In accordance with CEQA an IS was prepared for the proposed project (Exhibit A). The conclusion of the Initial Study is that all potential impacts can be mitigated to a less-than-significant level. As such, a MND is proposed by staff to satisfy CEQA requirements. A summary of the potential impacts and recommended mitigation measures contained in the IS/MND is presented below.

Because the project may be partially funded with a loan from the federal Clean Water State Revolving Fund (SRF) administered by the State Water Resources Control Board (SWRCB), the project is also required to comply with certain federal environmental protection laws. Collectively, the SWRCB refers to these requirements as “CEQA-Plus.” Therefore, the IS has also been prepared in accordance with the Environmental Review Process Guidelines for State Revolving Fund Loan Applicants and is expanded beyond the typical CEQA IS content requirements. This additional SRF analysis is found in Chapter 4 of the draft IS, “Compliance with Federal Regulations”, as well as in Appendix A “Alternatives Analysis”. These sections of the IS have been prepared to assist SWRCB processing of the SRF loan application and do not require action by the City of Roseville.

Environmental Summary

The IS assesses both individually, and as a combined project, the environmental impacts of the PGWWTP Expansion and the Energy Recover Project. The environmental analysis identified potential impacts to five environmental issue areas. The potential impacts and mitigation measures (MM) are summarized below:

Biological Resources
• Impact: Potential impacts to burrowing owl due to grading at the Energy Recover Project Site
• Mitigation: Implement MM 3.4-1: WRSP EIR MM 4.7-6 avoid nesting sites
Cultural Resources
• Impact: Potential impacts to unknown cultural resources and/or Native American human remains due to ground disturbing activities
• Mitigation: Implement MM 3.5-1: Stop work if cultural resources are found; and, MM 3.5-2: Stop work if human remains are found
Greenhouse Gas Emissions
• Impact: Potentially significant greenhouse gas emissions due to the PGWWTP Expansion Project operation
• Mitigation: Implement MM 3.7-1: Achieve a net reduction of 1,725 MT CO2e/year by either: 1) implementing the Energy Recover Project (which would reduce additional operational emissions from the Expansion Project by 103 percent); 2) Purchase electricity from a higher percentage of renewable sources; or, 3) Purchase Green House Gas (GHG) offsets
Noise
• Impact: Although not anticipated, should night-time construction be required, construction noise could exceed the City's 45 dB nighttime noise standard at residences located west of Westbrook Boulevard.
• Mitigation: Implement MM 3.12-1: Employ noise curtains during nighttime construction involving heavy equipment or haul trucks on the west side of the project sites
Traffic
• Impact: Large trucks accessing the project sites via two-lane roads with adjacent residential uses during construction and/or operation would be incompatible with residential neighborhoods and could temporarily increase hazards.
• Mitigation: Implement MM 3.16-1 which calls for development of a construction traffic management plan; also, adhere to the project access route identified in the project description and shown on IS Figure 2-3 (Fiddyment Road, to Hayden Parkway to Bob Doyle Drive, to Westpark Drive).

A full analysis of the environmental impacts and MMs is contained in the IS. In addition, the full text of all MMs is contained in the Mitigation Monitoring and Reporting Program (MMRP) which is included as Chapter 4 of the Comments, Responses and Errata for the CEQA-Plus IS/MND (Exhibit A).
The IS concludes that with implementation of all recommended mitigation measures, all potential impacts would be reduced to a less-than-significant level and a MND is proposed to satisfy CEQA requirements. Therefore, staff recommends adoption of the IS/MND and approval of the Mitigation Monitoring Plan.

Public Outreach
The IS/MND was made available in electronic and hard copy format at the Permit Center front counter and on the City's web site for a 38-day public review and comment period that extended from December 19, 2016 through January 25, 2017. The public review period included an additional week beyond regulatory requirements to account for the fact that it occurred over the

holiday season. The Environmental document availability was publicized via legal notice in the Roseville Press Tribune on December 16, 2016 and via post card notices mailed on December 19, 2016 to all properties located within 300 feet of the proposed project. The project notice was also sent to all involved state and federal agencies, nearby local jurisdictions, the Roseville Coalition of Neighborhood Associations, and the Roseville Chamber of Commerce. An article was also included in the December 20, 2016 edition of the City of Roseville Newsletter. Electronic and social media outreach included several postings to the City's web site main page, Nextdoor online portal and Facebook. All notices advised of the IS/MND availability and public comment period.

Should the projects be approved, staff will reach out, again, to the public, with advance notice regarding construction of the projects.

Public Comment on the Environmental Document
The City received six (6) comment letters during the public review period as follows:

• Nancy Bullock, Resident, December, 21, 2016
• California Department of Fish and Wildlife, January 5, 2017
• Central Valley Regional Water Quality Control Board, January 12, 2017
• State Water Resources Control Board, January 23, 2017
• Governor's Office of Planning and Research, January 23, 2017
• Placer County, January 25, 2017

Comments received related to the following topics:
• Economic feasibility of the project
• Potential for biological resources to be affected by the project and adequacy of proposed mitigation
• Compliance with applicable water quality regulations
• Compliance with federal requirements under the State Revolving Fund Program

All comment letters and City responses, as well as any IS pages requiring revision (errata pages) based upon comments received, are contained in the Comments, Responses, and Errata for the CEQA-Plus IS/MND (Exhibit A). City responses and City initiated changes to the ISMND are not considered significant and re-circulation of the document is not required in accordance with CEQA Guidelines Section 15073.5(c).

Respectfully Submitted,

George Hanson, Senior Engineer

Richard Plecker, Environmental Utilities Director

_____

Rob Jensen, City Manager

ATTACHMENTS:

Description

Resolution No. 17-114

Pleasant Grove WWTP Expansion and Energy Recovery Project Comments, Responses, and Errata for the CEQA-Plus Initial Study/Mitigated Negative Declaration

RESOLUTION NO. 17-114

ADOPTING AN INITIAL STUDY/MITIGATED NEGATIVE DECLARATION, APPROVING THE MITIGATION MONITORING AND REPORTING PLAN, AND APPROVING THE PLEASANT GROVE WASTEWATER TREATMENT PLAN EXPANSION & ENERGY RECOVERY PROJECTS

WHEREAS, the City of Roseville, pursuant to the City of Roseville Procedures for the Preparation, Processing and Review of Environmental Documents ("the Procedures"), has submitted to the City Council, acting as Approving Authority pursuant to said Procedures, an Initial Study/Mitigated Negative Declaration for the Pleasant Grove Wastewater Treatment Plan Expansion & Energy Recovery Projects located in Roseville, California ("the Project"); and

WHEREAS, the Council has considered the recommendation of staff and the Proposed Initial Study/Mitigated Negative Declaration, together with all public comments received during the public review process; and

WHEREAS, the City Clerk's Department is the custodian of record of the record of proceedings and such documents are on file with the City Clerk's Department; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville that it finds on the basis of the Initial Study/Mitigated Negative Declaration, and the whole record, including public comments and other documents, that if the Pleasant Grove Wastewater Treatment Plan Expansion & Energy Recovery Projects is conditioned with mitigation measures as proposed, there is no substantial evidence that the Project will have a significant effect on the environment; the Initial Study/Mitigated Negative Declaration reflects the independent judgment and analysis of the City of Roseville, and the Initial Study/Mitigated Negative Declaration for the Project is hereby adopted.

BE IT FURTHER RESOLVED, the Mitigation Monitoring Plan for the Pleasant Grove Wastewater Treatment Plan Expansion & Energy Recovery Projects is hereby approved.

BE IT FURTHER RESOLVED that the Pleasant Grove Wastewater Treatment Plan Expansion & Energy Recovery Projects as described in the Initial Study is hereby approved and staff is directed to move forward with the proposed project.

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

Pleasant Grove Wastewater Treatment Plant Expansion and Energy Recovery Project Comments, Responses, and Errata for the CEQA-Plus Initial Study/Mitigated Negative Declaration

http://www.roseville.ca.us/civicax/filebank/blobdload.aspx?BlobID=37409