



## **AGENDA**

### **CITY OF CITRUS HEIGHTS CITY COUNCIL**

City Hall Council Chambers  
6300 Fountain Square Drive, Citrus Heights, CA  
Special Meeting 5:00 P.M.  
Regular Meeting 7:00 P.M.

May 28, 2015 Council Agenda Packet

Documents: [5-28-15 COUNCIL AGENDA PACKET2.PDF](#)

#### **CALL SPECIAL MEETING TO ORDER**

1. Roll Call: Council Members: Miller, Slowey, Turner, Bruins, Frost

#### **PUBLIC COMMENT**

Under Government Code Section 54954.3, members of the audience may address the Council on any item of interest to the public and within the Council's purview, or on any Agenda Item before or during the Council's consideration of the Item. If you wish to address the Council during the meeting, please fill out a Speaker Identification Sheet and give it to the City Clerk. When you are called upon to speak, step forward to the podium and state your name for the record. Normally, speakers are limited to five minutes each with 30 minutes being allowed for all comments. Any public comments beyond the initial 30 minutes may be heard at the conclusion of the agenda. The Mayor has the discretion to lengthen or shorten the allotted times.

#### **STUDY SESSION**

2. Fiscal Year 2015/2016 Annual Budget Workshop
  - a. Capital Improvement Projects
  - b. Department Presentations

#### **ADJOURNMENT**

#### **CALL REGULAR MEETING TO ORDER**

1. Flag Salute
2. Roll Call: Council Members: Miller, Slowey, Turner, Bruins, Frost
3. Video Statement

#### **APPROVAL OF AGENDA**

#### **PRESENTATIONS**

4. California Police Chiefs Association Recognition Of Outgoing President Chief, Christopher Boyd (Presented By California Police Chiefs Association President, Chief David Bejarano)

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

#### **PUBLIC COMMENT**

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#### CONSENT CALENDAR

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

5. SUBJECT: Approval Of Minutes  
RECOMMENDATION: Approve the Minutes of the Special and Regular Meetings of March 26, 2015
6. SUBJECT: Appropriation Limit For Fiscal Year 2015-2016  
STAFF REPORT: S. Daniell  
RECOMMENDATION: Resolution No. 2015-\_\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Establishing Appropriation Limit for the Fiscal Year 2015-2016
7. SUBJECT: Memorandum Of Understanding With Sacramento Area Council Of Governments (SACOG) Concerning Transit Related Federal Funding  
STAFF REPORT: D. Wheaton / M. Poole  
RECOMMENDATION: Resolution No. 2015-\_\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Approving the Transit Related Federal Funding Memorandum of Understanding (MOU) Between the City, the Sacramento Area Council of Governments (SACOG), and Transit Operators and Providers within the Sacramento Urbanized Area (UZA) and Authorizing the City Manager to Execute the MOU
8. SUBJECT: Appointment To Sacramento Groundwater Authority  
STAFF REPORT: A. Van  
RECOMMENDATION: Staff Recommends that the City Council Confirm the Modifications to the Current Appointments and Direct the City Clerk to Send a Letter to the Citrus Heights Water District and Sacramento Groundwater Authority Following Council Action
9. SUBJECT: 2015 Residential Street Resurfacing Project Award Of Construction Contract – City PN 22-15-002  
STAFF REPORT: D. Wheaton / I. Chaudry / H. Desai  
RECOMMENDATION: Resolution No. 2015-\_\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute an Agreement with Martin Brothers Construction for 2015 Residential Street Resurfacing Project
10. SUBJECT: Twin Oaks & Mariposa Drainage Improvement Project Termination Of Contract – City PN 30-14-001  
STAFF REPORT: D. Wheaton / C. Fallbeck  
RECOMMENDATION: Resolution No. 2015-\_\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Terminate a Contract with Vinciguerra Construction for the Twin Oaks & Mariposa Drainage Improvement Project
11. SUBJECT: Twin Oaks & Mariposa Drainage Improvement Project Award Of Contract – City PN 30-14-001  
STAFF REPORT: D. Wheaton / C. Fallbeck  
RECOMMENDATION: Resolution No. 2015-\_\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute a Contract with Marques Pipeline, Inc., for the Twin Oaks & Mariposa Drainage

Improvement Project

12. SUBJECT: Second Reading – Antelope Crossing Special Planning Area Zoning Code Amendment

RECOMMENDATION: Adopt Ordinance No. 2015-004 Ordinance Amending Zoning Code Article 3, Section 106.38.040B (Prohibited Signs) and Article 5, Section 106.50.030.E.11 (Antelope Crossing SPA) as Shown in Exhibit A.

#### REGULAR CALENDAR

13. SUBJECT: Fiscal Year 2015-2016 Annual Budget Adoption

STAFF REPORT: S. Daniell

RECOMMENDATION: Staff Recommends that the City Council adopt the following resolutions:

a. Resolution No. 2015-\_\_\_ A Resolution of the City Council of the City of Citrus Heights Approving the Fiscal Year 2015 - 2016 City of Citrus Heights Annual Budget and the Fiscal Year 2015 – 2016 through 2019 - 2020 Capital Improvement Program (CIP)

b. Resolution No. 2015-\_\_\_ A Resolution of the City Council of the City of Citrus Heights Authorizing One New Position for the 2015 - 2016 Annual Budget for the City of Citrus Heights

#### DEPARTMENT REPORTS

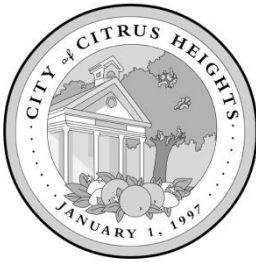
14. SUBJECT: Mobile Home Repair And Replacement Program

PRESENTATION: R. Sherman / K. Cooley

#### CITY MANAGER ITEMS

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

#### ADJOURNMENT



**Sue Frost, Mayor**  
**Jeannie Bruins, Vice Mayor**  
**Steve Miller, Council Member**  
**Jeff Slowey, Council Member**  
**Mel Turner, Council Member**

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**CITY OF CITRUS HEIGHTS  
CITY COUNCIL  
Special / Regular Meetings of Thursday, May 28, 2015  
Citrus Heights Community Center  
6300 Fountain Square Dr., Citrus Heights, CA  
Special Meeting 5:00 p.m.  
Regular Meeting 7:00 p.m.**

**PLEASE NOTE:** The Council may take up any agenda item at any time, regardless of the order listed. Action may be taken on any item on the agenda. The City Council has established a procedure for addressing the Council. Speaker Identification Sheets are provided on the table inside the Council Chambers. If you wish to address the Council during the meeting, please complete a Speaker Identification Sheet and give it to the City Clerk. So that everyone who wishes may have an opportunity to speak, there is a five-minute maximum time limit when addressing the Council. Audio/Visual presentation material must be provided to the City Clerk's Office at least 48 hours prior to the meeting.

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at City Hall located at 6237 Fountain Square Drive, Citrus Heights during normal business hours. Email subscriptions of the agenda are available online by signing up with the City's Notify Me service.

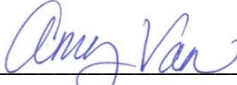
City Council meetings are televised live on Metro Cable 14, the government affairs channel on the Comcast and SureWest Cable Systems and replayed on the following Monday at 9:00 a.m. Meetings are also webcast live at [www.citrusheights.net](http://www.citrusheights.net).

The Agenda for this meeting of the City Council for the City of Citrus Heights was posted in the following listed sites before the close of business at 5:00 p.m. on the Friday preceding the meeting.

1. City of Citrus Heights, 6237 Fountain Square Drive, Citrus Heights, CA
2. Rusch Park Community Center, 7801 Auburn Boulevard, Citrus Heights, CA
3. Sacramento County Library, Sylvan Oaks Branch, 6700 Auburn Blvd., Citrus Heights, CA

If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk's Office 916-725-2448, 6237 Fountain Square Drive, at least 48 hours prior to the meeting. TDD (hearing impaired only) 916-725-6185.

May 22, 2015

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

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*Please turn off all cellular phones and pagers while the City Council meeting is in session.  
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**SPECIAL MEETING  
5:00 PM**

**CALL SPECIAL MEETING TO ORDER**

1. Roll Call: Council Members: Miller, Slowey, Turner, Bruins, Frost

**PUBLIC COMMENT**

**STUDY SESSION**

2. Fiscal Year 2015/2016 Annual Budget Workshop
  - a. Capital Improvement Projects
  - b. Department Presentations

**ADJOURNMENT**

**REGULAR MEETING  
7:00 PM**

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1. Flag Salute:
2. Roll Call: Council Members: Miller, Slowey, Turner, Bruins, Frost
3. Video Statement

**APPROVAL OF AGENDA**

**PRESENTATIONS**

4. California Police Chiefs Association Recognition of Outgoing President Chief, Christopher Boyd  
(Presented by California Police Chiefs Association President, Chief David Bejarano)

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### **DEPARTMENT REPORTS**

14. **SUBJECT:** Mobile Home Repair and Replacement Program  
**PRESENTATION:** R. Sherman / K. Cooley

### **CITY MANAGER ITEMS**

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

### **ADJOURNMENT**

**CITY OF CITRUS HEIGHTS  
CITY COUNCIL  
MINUTES**

**ITEM 5**

**Special/Regular Meetings of Thursday, March 26, 2015  
City Hall Council Chambers  
7117 Greenback Lane, Citrus Heights, CA**

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**CALL SPECIAL MEETING TO ORDER**

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

1. Roll Call: Council Members present: Miller, Turner, Slowey, Bruins and Frost  
Council Members absent: None  
Staff present: Alejandrez, Tingle, Van, Ziegler and department directors.

**PUBLIC COMMENT**

None

**CLOSED SESSION**

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Government Code Section 54956.9 (d)(2):

One ( 1 ) case

City Attorney Ziegler reported that the City Council is reserving the right to go back into closed session later on during the meeting.

Mayor Frost announced that there was no reportable action from closed session.

**ADJOURNMENT**

Mayor Frost adjourned the special meeting at 7:00 p.m.

**CALL REGULAR MEETING TO ORDER**

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

1. The flag salute was led by Vice Mayor Bruins.
2. Roll Call: Council Members present: Miller, Slowey, Turner, Bruins and Frost  
Council Members absent: None  
Staff present: Alejandrez, Boyd, McDuffee, Tingle, Van, Ziegler and department directors.

**APPROVAL OF AGENDA**

**ACTION:** On a motion by Council Member Turner, seconded by Council Member Miller, the City Council approved the agenda.



AYES: Miller, Slowey, Turner, Bruins and Frost  
NOES: None  
ABSENT: None

### **PRESENTATIONS**

None

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

None

### **PUBLIC COMMENT**

None

### **CONSENT CALENDAR**

4. **SUBJECT:** Approval of Minutes  
**RECOMMENDATION:** Approve the Minutes of the Special and Regular Meetings of March 12, 2015.
5. **SUBJECT:** Sunrise Boulevard Complete Streets Improvement Project – Phase 3 Award of Construction Contract. City PN 20-11-005  
**STAFF REPORT:** David Wheaton / Stuart Hodgkins  
**RECOMMENDATION:** Adopt Resolution No. 2015- 020 A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute an Agreement with Martin Brothers Construction for the Sunrise Boulevard Complete Streets Improvement Project – Phase 3
6. **SUBJECT:** Approval of Street Light and Traffic Signal Maintenance Services Contract with Bear Electrical Solutions, Inc. – 2015-2024  
**STAFF REPORT:** David Wheaton / Dennis Dunn / Stuart Hodgkins  
**RECOMMENDATION:** Adopt Resolution No. 2015 - 021 A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute a Contract with Bear Electrical Solutions, Inc. to Provide Traffic Signal and Street Light Maintenance Services

**ACTION:** On a motion by Vice Mayor Bruins, seconded by Council Member Slowey, the City Council approved Consent Calendar Items 4, 5 and 6.

AYES: Miller, Slowey, Turner, Bruins and Frost  
NOES: None  
ABSENT: None

**PUBLIC HEARINGS**

7. **SUBJECT:** Medical Office Building and City Hall Project  
**STAFF REPORT:** Henry Tingle / Monica Alejandrez / Rhonda Sherman / Colleen McDuffee / Chris Myers / Stephanie Cotter  
**RECOMMENDATION:** The Planning Commission, on a 5-1 vote, recommended approval of the following motions:
- a. Adopt Resolution No. 2015 - 022 A Resolution of the City Council of the City of Citrus Heights, California, certifying an Environmental Impact Report, approving CEQA Findings, and adopting a Mitigation Monitoring Program.
  - b. Adopt Resolution No. 2015 - 024 A Resolution of the City Council of the City of Citrus Heights, California, adopting a General Plan Map Amendment, and approving a Design Review Permit and Tree Permit for the medical office building at 7115 Greenback Lane.
  - c. Introduce Ordinance No. 2015 - 003 for First Reading, and waive reading of the entire ordinance, An Ordinance of the City Council of the City of Citrus Heights, California, amending Article 5, Chapter 106.50 of the Zoning Code concerning Special Planning Areas.
  - d. Adopt Resolution No. 2015 - 023 A Resolution of the City Council of the City of Citrus Heights, California, adopting a General Plan Map Amendment, and approving a Design Review Permit and Tree Permit for the City Hall building at 6360 Fountain Square Drive.

Assistant to the City Manager Alejandrez presented a summary of the project stating Panattoni has proposed to develop a Medical Office Building on the existing City Hall Campus. She reported that Capital Partners submitted a proposal to construct two new buildings on the Stock Property for use by the City. She reviewed the fiscal analysis and benefits of the two projects. The City would lease the Fountain Square property to Panattoni Development and receive a total of \$6.9 million over 15 ½ years, with an initial payment of \$1 million and \$5.9 million in annual payments over the 15 ½ year lease term. At the end of the lease term, Dignity Health would have an option to purchase the Fountain Square property. With regard to the Capital Partners proposal it includes a new City Hall and a utility yard. It is a 10.92 acre lot for a guaranteed cost of \$22 million. The City would make an initial lease payment to Capital Partners of \$7.6 million upon execution of the lease-purchase agreement. If the City exercises its option to purchase, the City would pay the remainder which is approximately \$14.4 million to Capital Partners in exchange for the buildings, land, and improvements. The City has performed the regular maintenance and capital repairs to the existing City Hall campus and it is still in need of extensive capital repairs including inefficient HVAC systems, extensive dry rot, underground plumbing needs to be replaced, inefficient exterior lighting, fire sprinkler system needs to be replaced, less-than-ideal ADA Accessibility, and failing roofs. If the City were to construct a new building the projected maintenance and operations savings for City Hall over 15 years would be approximately \$4.7 million. If the City were to renovate the existing buildings the projected maintenance and operations savings for City Hall over 15 years would be approximately \$2.3 million. She presented the proposed financial summary of the proposed City Hall project as follows:

	Amount
Estimated Project Cost for New City Hall	\$22,000,000
Non-General Fund City Resources	(\$1,411,000)
General Fund Reserve Drawdown	(\$20,589,000)
Lease Payments (Over a 15 ½ year period)	(\$6,904,916)
Total Impact on General Fund Reserve (Over a 15 ½ year period)	\$13,684,084
Estimated Savings in Maintenance and Operations Costs (Over a 15 ½ year period)	(\$4,751,960)
<b>NET IMPACT ON GENERAL FUND</b> (Over a 15 ½ year period)	<b>\$8,932,124</b>

She provided an overview of the economic benefits of the proposed Medical Office Building and City Hall project which includes attracting non-retail businesses, 170 non-retail job opportunities, spur development of medical-related businesses and meet the community's current and future needs for medical services.

Planning Manager McDuffee reported that in order for the Medical Office Building to locate here on the Fountain Square site, there are three entitlements that the Council would need to approve. Those are a General Plan Amendment, Design Review Permit and Tree Permit. A portion of the property is currently designated Public under the General Plan, and in order for a Medical Office Building to locate here it would need to be modified to a General Commercial designation. She reported the proposed amendment is consistent with the General Plan. One of the goals of the General Plan is to diversify our local economy and to pursue non-retail development. A Medical Office Building would be consistent with those policies and goals of the General Plan. In 2011, the City updated its Economic Development Strategy, and one of the key strategies identified in that document was to pursue economic diversification. The second entitlement is for a Design Review Permit for the Medical Office Building. The building would be just under 69,000 square feet in size, three stories in height and would offer primary and specialty care health services to the community. General hours would be 8:00 a.m. to 5:00 p.m. with occasional evening or Saturday appointments. A total of 170 employees are projected for the site. She provided an overview of the proposed site plan for the Medical Office Building. She then provided an overview of the proposed City Hall site which is currently vacant property. The City Hall portion of the site requires approval of four entitlements. Those are a rezone of the site, a General Plan Amendment, Design Review Permit and Tree Permit. The rezone includes the proposed City Hall site and the post office, Community Center and the Police Department building. Instead of just rezoning the City Hall parcel, staff is proposing an overall Civic Center Special Planning Area to reinforce those provisions of the City's General Plan. The proposed City Hall site is currently designated for Multi-Family uses and the proposal is to designate it Public to be consistent with the civic uses. The proposed General Plan Amendment is consistent with the City's General Plan. The Design Review Permit for the City Hall Building would be for a 35,000 square foot one-story building. It would house all City departments except Police. Generally, hours would be 8:00 a.m. to 5:00 p.m. with occasional night meetings. There would also be a utility yard with a 4,000 square foot building. She provided an overview of the site plan for the City Hall Building.

Katherine Waugh with Dudek and Associates reviewed the Environmental Impact Report (EIR). She stated the California Environmental Quality Act (CEQA) statute defines the legislative intent behind that law as recognizing the need to maintain a high quality environment throughout the state. That intent is met through a requirement that a lead agency, that's evaluating a project, needs to

consider the environmental effects of that project and determine ways to minimize and avoid those effects. In order to meet those goals CEQA requires that an EIR be prepared when there are potentially significant impacts and that the EIR must be an informational document to disclose to the public and to the decision makers the potential impacts of a project as well as the ways that you might be able to reduce or avoid those impacts through mitigation measures as well as through project alternatives. If there are significant impacts, CEQA requires that any feasible mitigation measures or alternatives that could substantially reduce or avoid those impacts be adopted. She stated there were several issues that were raised in public comments throughout the process regarding the visual compatibility of the Medical Office Building with the surrounding development and the potential for glare. With respect to visual compatibility and glare their analysis included visual simulations, comparison to other development, and evaluation of consistency with City code and line of sight studies. With respect to the Stock Property the primary concerns with esthetic impacts would be the conversion of a currently vacant site to a developed site. The analysis included design review and the landscaping plan. Another concern for the Stock Property was the introduction of lighting to the site. For both the Medical Office Building and the Stock Property the mitigation that is recommended is to require a photometric plan that shows clearly what the lighting levels would be at the property boundaries and ensure that those meet the City's standards. The next topic reviewed was Air Quality. Both of the projects individually and together are smaller than the screening level sizes that are set by the Air District so that indicates that these projects would each have a less than significant impact on air quality. However, because the project involves demolition we did need to model the air pollutant emissions that would be generated. The individual impacts from each component individually would be less than significant, but that there was a potential for a significant impact if a certain phase of development overlapped, and that is the site preparation phase. The mitigation recommended was to coordinate the construction schedules to avoid that impact. With respect to biological resources both sites could support nesting raptors or other nesting birds both on the ground at the Stock Property or in the trees that are present at either site. The Fountain Square site could also support bats that might reside in the existing buildings and crevices. For both sites there was an arborists report completed to identify all of the trees that would qualify as protected trees under the City's ordinance. There was one tree on the Stock Property that is just under the size that would qualify for protection that is within the development area, but it is proposed to be retained in the proposed landscaping. For both sites they are recommending a mitigation measure to do preconstruction surveys for any nesting birds and then for the Fountain Square site a preconstruction survey for nesting bats that might be present in the buildings. There were comments on the Draft EIR that had concerns about how stormwater runoff would be handled from the Stock Property and whether it would impinge on the wetland buffer. On the site plan for the Stock Property it clearly shows that the proposed water quality features would be located outside of that 50 buffer from the wetland. Both sites were evaluated for cultural resources and historic resources and none were identified. There is a standard mitigation measure identified in the EIR that documents the procedures that would need to be followed should anything be encountered during the construction process. It is known that there are hazardous materials present in the buildings at the Fountain Square site and they were typically used in construction at the time these buildings were constructed. The mitigation measure identifies standard procedures that need to be followed during demolition to make sure that they don't become airborne. The Environmental Impact Analysis focuses on whether the General Plan Amendment and proposed rezone would create a physical environmental incompatibility with surrounding land uses, and they found that there would be none. She stated there was a detailed noise assessment completed that entailed conducting measurements of existing noise levels in the area, looking at the amount of traffic and the trip generation patterns that would be expected as a result of the project, and evaluating how that additional traffic would increase noise levels. The noise assessment also

considered operations on each project site such as noise that comes from use of the parking and as well as the mechanical equipment on each building. All of those impacts were found to be less than significant. There was concern from the public with potential vibration during construction. The analysis in the EIR documents what the typical vibration levels would be from construction and compares those to standards that are adopted by CalTrans to ensure that adjacent or nearby buildings would not be damaged.

John Gard with Fehr & Peers provided a comprehensive overview of the Transportation Impact Study that was conducted for the project. The studied intersections for the two proposed sites included north, south, east and west of the project. They were selected based on their susceptibility of being impacted, their location relative to the project, the amount of project traffic that could be using those particular facilities as well as potential for some interactions of travel between the Medical Office Building and San Juan Medical Center. When they conducted the analysis they used a traffic model that replicates intersection signal timing, traffic volumes, lane configurations, and all the aspects of the intersection of the corridor. They take the traffic results and tabulate the answers which creates a series of levels of service ranging from A along portions of Fountain Square Drive to the C and D range along portions of Greenback Lane. Fountain Square Drive is relatively uncongested and under capacity. Greenback Lane does experience some heavy delays and heavy traffic flows. Several days of observation was conducted for the eastbound left-turn lane at Greenback Lane / Fountain Square Drive. The turn lane is about 275 feet long and can store 11 vehicles and based on their observations the turn lane queuing currently meets or exceeds the available storage during certain weekday peak period conditions. They evaluated vehicle trips into and out of the existing City Hall building. Trip estimates for the Medical Office Building were nationally published rates from the Trip Generation Manual. The daily trip generation for the proposed project would be approximately 2,600 for the Medical Office Building and 600 for City Hall. Next they evaluated the distribution of trips and where those trips go. For the Medical Office Building they used advanced technology to evaluate the population density within a five mile radius, travel time runs and proximity of the San Juan Medical Center. Using the same State of the Practice traffic model they evaluated traffic with the proposed Medical Office Building. The data from the model is tabulated to help understand the changes in delay and changes in level of service that would be expected at intersections such as Greenback Lane / San Juan Avenue. Most intersections experiences a little bit of additional increase in delay and not a lot of level of service change. More specifically they evaluated the eastbound left-turn lane at Greenback Lane / Fountain Square Drive and when the project traffic is added the max queue is 300 feet, that exceeds the available vehicle storage. The project would not worsen the Level of Service at any study intersections, but would exacerbate the existing queuing deficiency in the eastbound left-turn lane at the Greenback Lane / Fountain Square Drive intersection. There are two potentially significant traffic impacts. The first potential impact is excess queuing in the eastbound left-turn lane at the Greenback Lane / Fountain Square Drive intersection. Mitigation measures for this impact would be the Medical Office Building applicant would increase the length of the eastbound left-turn lane from 275 to 325 feet. The second part is to give a greater amount of green time to the eastbound left-turn lane. The second potential impact is the potential for adverse circulation during project demolition and construction. Mitigation measures for this impact would be to develop a Construction Traffic Management Plan to the satisfaction of the City's General Services Department. He stated the following items were found to be less than significant impacts: neighborhood streets, bicycle facilities, pedestrian facilities, transit facilities and service, parking, emergency vehicle access, and project access and internal circulation.

John Gard with Fehr & Peers stated this afternoon he was provided with a letter from the Don Mooney Law Group that included an attachment dated March 24, 2015 from Smith Engineering Management; they haven't had sufficient time to provide a full written response but he wanted to provide a verbal response. He read comment one, "The traffic counts collected May 20, 2013, should have been used instead of the August 2014 counts that were used in the EIR because the 2013 counts were greater." The response to the comment is that at the Greenback and Fountain Square intersection the May 2013 counts were identical in terms of total traffic going through the intersection during the AM peak hours and 10.8% greater during the PM peak hour when compared with the August 2014 counts. The counts in August 2014 were used because this time period corresponds to the issuance of a Notice of Preparation for the EIR. He read the second comment in the letter, "The Auburn Boulevard Revitalization Project probably did not affect traffic along Greenback Lane as was asserted in the Final EIR as an explanation of greater traffic levels on Greenback Lane on May 2013." The Auburn Boulevard Revitalization Project improved the corridor but while doing so narrowed the road from four to two lanes during construction. Utilizing the City's traffic models they tested what would happen if the Auburn Boulevard Project was narrowed down to two lanes, like what occurred, and the model predicted a 2% increase in PM peak hour traffic on Greenback Lane along the project frontage as a direct result of simply narrowing Auburn from four to two lanes. He read comment three which asserts that, "Private schools and junior colleges were not in session during the August 2014 counts, which may have affected travel on Greenback Lane on August 2014." The August 2014 counts were taken when San Juan Unified School District was in session. It is true the other private schools and colleges may not have been in session at the time. He noted that the AM volumes in 2013 were no different than the AM volumes in August 2014. He read comment four, "The difference between May 2013 and August 2014 counts should have been disclosed in the Draft EIR." This data was extraneous to the study, in that it would not have better enabled the public or decision makers to understand the potential environmental effects of the project. He read comment five, "Table 3 of the Final EIR shows how the level of service in delay would change had the May 2013 counts be used, but that the data in table 3 was done without the benefits of using the computational software." He said this afternoon they used the traffic model with the May 2013 counts and the results showed that the conclusions in the Final EIR are in fact sound. He read comment six that asserts, "The mitigation measures proposed at Greenback and Fountain Square proposed in the Draft EIR are inadequate." He believed that they have done a pretty thorough job of describing what the mitigation measures are to mitigate impacts to less than significant. He read comment seven that asserts, "That vehicle queuing in a through lane that blocks access to a turn pocket should have also been considered a significant impact." Blockage of the turn lane by through traffic is a fairly common process that occurs in built-out areas and is not considered an impact under CEQA. In their view, the Draft EIR properly considered and mitigated for queuing related impacts. He read comment eight that asserts, "That the Draft EIR's estimate of the utility yard trip generation has been underestimated based on responses in the Final EIR." The majority of field personnel who will utilize the utility yard will leave and arrive at random times depending on their workload, work assignments and day of the week. They generally arrive back at the City at the end of the day prior to 4 p.m. to complete paperwork and attend staff briefings. To have assumed all utility vehicles, which there are 14 of them, exit the yard during the AM peak hours and then entered in the evening would have been a gross overestimation of trip generations inconsistent with the project description. He read comment nine that suggested, "The project would be improved by having a driveway installed on Stock Ranch Road." The traffic analysis indicated that a driveway is not necessary from either a traffic flow or operational perspective and the comment doesn't raise any issues associated with analysis. He read comment ten that expresses concern, "over emergency vehicle access." He said the project is required to prepare a Construction Traffic Management Plan for the safe and orderly movement

of construction vehicles and employees. The signalized Police access driveway off Fountain Square Drive will remain open to access of the police parking lots throughout construction.

Katherine Waugh with Dudek and Associates reported as part of the Energy Consumption Analysis the issue is to consider whether or not the energy that would be used, both in construction and operation of the projects, would be wasteful, inefficient or unnecessary. They found that the energy usage would not be inefficient. She noted both of the projects are proposed to be built to LEED standards. She stated CEQA requires the review of project alternatives, particularly as ways to reduce or avoid significant environmental impacts. They reviewed a wide range of project alternatives by comparing qualitatively how impacts would be either the same greater or lesser under each alternative. She provided an overview of the alternatives impact summary. She stated CEQA requires that the City adopt mitigation measures and alternatives only if there are significant impacts that cannot otherwise be avoided. Since the EIR has determined that the impacts of the project would be mitigated with the mitigation measures down to less than significant levels, the City is not required under CEQA to proceed with one of the alternatives.

Planning Manager McDuffee provided an overview of the Planning Commission meeting from March 11, 2015. She summarized a comment made by Norman Hill to reduce the height of the Medical Office Building to two stories and push it back further from Greenback Lane. She noted that the EIR for the project concluded that the Medical Office Building would not have a significant adverse visual impact. The Planning Commission voted to recommend the approval of the Environmental Impact Report, the three entitlements associated with the Medical Office Building, and the four entitlements associated with the City Hall Building. She stated that one of the comments from the Don Mooney Law Group addressed the staffing levels that City currently has and how that equates to the size of the proposed City Hall. She stated that the City does not anticipate significant growth in staffing levels.

John Gard with Fehr & Peers responded to questions from Council Members.

The Council took a recess from 8:33 p.m. to 8:41 p.m.

Assistant to the City Manager Alejandrez continued with staff's presentation of Item 8 regarding the ground lease with Panattoni Development Company. She explained that after the execution of the lease, if approved by Council, Panattoni would prepare final design and construction documents. Within three business days after issuance of a Building Permit, the City would receive \$1 million. The City would abate additional rent payments until conclusion of the construction period. Panattoni would construct the Medical Office Building and after construction is complete, Panattoni would sell the Medical Office Building and assign the Ground Lease to the California Foundation for Public Facilities (CFPF). Dignity Health System would operate the Medical Office Building and at all times during the lease period the lessee must maintain the property and improvements at its own cost and expense. The City would receive monthly lease payments for the remainder of the 15 ½ years. To the extent that the financing is favorable and interest rates and other factors result in more revenue, additional revenue would flow to the City. She stated that at the end of the 15 ½ year lease term the City would have received \$6.9 million for lease and acquisition of the property. Dignity Health may exercise the option to purchase at any time following the final Ground Lease payment but no later than 60 days after the lease expiration date.

Assistant to the City Manager Alejandrez continued with staff's presentation of Item 9 regarding the lease-purchase agreement with Capital Partners Development Company. She explained that upon



execution of the lease, if approved by Council, the City would make an initial lease payment of \$7.6 million to Capital Partners. Capital Partners would acquire the land and construct the buildings consistent with the City's programming requirements. Capital Partners must provide, furnish, and perform any necessary design and construction services such as the planning, engineering, permitting, support services and supervision.

Mayor Frost opened the public hearing at 8:54 p.m.

Rod Johnson Capital Partners stated they have developed over 8 million square feet of space and their last project in the City was the Small Business Administration Building. He stated he would be the project manager for the proposed City Hall building. He explained Capital Partners is proposing a lease to purchase option of the entire 10.92 acres and it is a turn-key project.

Tim Schaedler with Panattoni Development Company stated they are the project applicant, builder and bridge equity provider. The firm will also be providing the completion and cost guarantees to the City, Dignity Health and third-party lenders for the Medical Office Building. They are excited to have the project before Council and it has been a long road. He explained in response to opposition of the project, they have looked at every conceivable option that has been mentioned and they do not work; they are not going to invest \$30 million in a project that doesn't work. The project before Council will provide a state of the art health care facility for 5,000 City residents that travel past the site on their way to Mercy San Juan. Their ultimate goal is to allow Dignity Health to meet the growing medical needs of the community. He thanked the City for their time and effort working on the project.

Sigrid Owyang with Dignity Health and Mercy Medical Group stated they have researched an ideal location for many years. She provided several reasons why the proposed location of the Medical Office Building is the best location. She displayed interior photos of other similar Dignity Health Medical Office Buildings in the region. They plan to honor the heritage of Citrus Heights and Fountain Square by incorporating a plaque in the small rose garden they will be putting in and reflect the community with an interior design in collaboration with local artists.

David Warren spoke against the proposal and said the reason he opposes the projects is in looking at the studies we are not going to receive sufficient funds to maintain our streets, roads and infrastructure that will be impacted by the increased number of visits to this facility.

Brian Ivy with Mercy San Juan Medical Center stated they have a long standing relationship with the City and they have been supporting and investing in this community for many years. Dignity Health is committed to meeting the growing medical needs of the community and improving access to care. He said nearly 5,000 patients in Citrus Heights visit the medical office building on the Coyle Avenue campus each year. They believe this project creates a great investment in the community.

Jay Hornbuckle with the Citrus Heights Regional Chamber of Commerce stated their Board voted to unanimously support the proposed New City Hall and Medical Office Building. He urged the City Council to approve the project.

Forest Allen spoke in support of the two proposed projects.

Tom Scheeler stated he would like to see the Medical Office Building pushed back to 50 feet at a minimum; additionally he would like to see the building be reduced to two stories for increased privacy for residents. He also suggested moving the motorcycle parking lot along the wall adjacent to the homeowners due to potential increased engine noise.

Richard Hale owner of Walt's Auto Service spoke in support of the New City Hall and Medical Office Building projects.

Kathy Cook spoke in support of the New City Hall and Medical Office Building projects.

Beryl Turner-Weeks urged the Council to keep City Hall on the Fountain Square property.

Matthew Paul Manas expressed concerns about the financing of the projects. He spoke against the Medical Office Building project.

Norman Hill with Preserve Our Civic Center stated they are concerned that the EIR downplays all the effects, it is designed to promote the project it is not designed to be a good analysis and informative analysis for the public and for Council about the environmental effects of the project. Our organization is prepared to challenge this EIR in court if the project is approved as proposed. We have proposed, offered a compromise solution that we think gives every party to this dispute their essential goals. We look to the public in having environmental effects reduced, the City would get a new City Hall, Dignity Health would get a new Medical Office Building, Capital Partners would get the Stock Property developed and sold to the City. We had many points of this proposal, that Colleen McDuffee described which would involve use of more parking spaces behind City Hall. Make them available for Dignity Health for the Medical Office Building and move whatever parking is displaced from there into the back of the Green Parking Lot and secure it so the Police Department maintains the secured parking that they need. CEQA really tries to develop or get people to develop better projects by informing them of all the affects that are going on, not sales jobs. We believe that this proposal offers a good way to go; a compromised solution that meets everybody's needs not just those of Dignity Health. We recommend that you take a hard look at this proposal or we will meet again to discuss it at a settlement conference in a CEQA lawsuit.

Rick Doyle spoke in support of the Medical Office Building project.

Kathilynn Carpenter with the Sunrise MarketPlace stated they support the Medical Office Building which will generate jobs and give the City much needed Class A office space. They also support the relocation of City Hall.

Bill Van Duker spoke in support of the Medical Office Building and New City Hall project.

Mayor Frost closed the public hearing at 9:36 p.m.

The Council took a recess from 9:36 p.m. to 9:44 p.m.

Assistant to the City Manager Alejandrez stated that should this project be approved there are a number of sites available in Citrus Heights, then we would look at for temporary relocation and then we would do a CEQA analysis on that.

John Gard with Fehr & Peers provided clarification based on public comments by stating that trucks were considered in the Transportation Impact Study to the extent that trips are generated as a result of the Medical Office Building and the New City Hall. There was previous discussion concerning growth in traffic on Greenback Lane and some of that growth may be trucks delivering goods and supplies to the Medical Office Building. Greenback Lane is designed with a structural bed that is intended to accommodate truck traffic.

Police Chief Boyd responded to public comments received by the City concerning the public's access to the Police Department building during construction phases of the project. He stated there will be no issues to public access during demolition and construction phases. He also responded to public comments regarding a suggestion, as he understands, to cut into the existing Police Department's secured parking area to provide additional public parking for the Medical Office Building. He stated the suggestion would not work and would increase the vulnerability and the risk of safety to Police Department personnel as well as the community.

Council Member individual comments followed.

**ACTION:** On a motion by Council Member Slowey, seconded by Vice Mayor Bruins, the City Council adopted Resolution No. 2015 - 022 A Resolution of the City Council of the City of Citrus Heights, California, certifying an Environmental Impact Report, approving CEQA Findings, and adopting a Mitigation Monitoring Program.

AYES: Miller, Slowey, Turner, Bruins and Frost  
NOES: None  
ABSENT: None

**ACTION:** On a motion by Council Member Slowey, seconded by Vice Mayor Bruins, the City Council adopted Resolution No. 2015 - 024 A Resolution of the City Council of the City of Citrus Heights, California, adopting a General Plan Map Amendment, and approving a Design Review Permit and Tree Permit for the medical office building at 7115 Greenback Lane.

AYES: Miller, Slowey, Turner, Bruins and Frost  
NOES: None  
ABSENT: None

**ACTION:** On a motion by Council Member Slowey, seconded by Vice Mayor Bruins, the City Council introduced for a First Reading and waived reading of the entire ordinance, Ordinance No. 2015-003 An Ordinance of the City Council of the City of Citrus Heights, California, amending Article 5, Chapter 106.50 of the Zoning Code concerning Special Planning Areas.

AYES: Miller, Slowey, Turner, Bruins and Frost  
NOES: None  
ABSENT: None

**ACTION:** On a motion by Vice Mayor Bruins, seconded by Council Member Miller, the City Council adopted Resolution No. 2015 - 023 A Resolution of the City Council of the City of Citrus Heights, California, adopting a General Plan Map Amendment, and approving a Design Review Permit and Tree Permit for the City Hall building at 6360 Fountain Square Drive.

AYES: Miller, Slowey, Turner, Bruins and Frost  
NOES: None  
ABSENT: None

### **REGULAR CALENDAR**

8. **SUBJECT:** Ground Lease with Panattoni Development Company, Inc.  
**STAFF REPORT:** Henry Tingle / Monica Alejandrez / Stephanie Cotter  
**RECOMMENDATION:** Adopt Resolution No. 2015 - 025 A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Negotiate and Execute a Ground Lease with Panattoni Development Company on Specified Terms and Conditions.

**ACTION:** On a motion by Vice Mayor Bruins, seconded by Council Member Turner, the City Council adopted Resolution No. 2015 - 025 A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Negotiate and Execute a Ground Lease with Panattoni Development Company on Specified Terms and Conditions.

AYES: Miller, Slowey, Turner, Bruins and Frost  
NOES: None  
ABSENT: None

9. **SUBJECT:** Lease – Purchase Agreement with Capital Partners Development Company  
**STAFF REPORT:** Henry Tingle / Monica Alejandrez / Stephanie Cotter  
**RECOMMENDATION:** Adopt Resolution No. 2015 - 026 A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Negotiate and Execute a Lease – Purchase Agreement with Capital Partners Development Company on Specified Terms and Conditions.

**ACTION:** On a motion by Council Member Miller, seconded by Council Member Turner, the City Council adopted Resolution No. 2015 - 026 A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Negotiate and Execute a Lease – Purchase Agreement with Capital Partners Development Company on Specified Terms and Conditions.

AYES: Miller, Slowey, Turner, Bruins and Frost  
NOES: None  
ABSENT: None

### **DEPARTMENT REPORTS**

None

### **CITY MANAGER ITEMS**

None

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

None

**ADJOURNMENT**

Mayor Frost adjourned the regular meeting at 10:32 p.m.

Respectfully submitted,

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Amy Van, City Clerk



# CITY OF CITRUS HEIGHTS

## Memorandum

May 28, 2015

**TO:** Mayor and City Council Members  
Henry Tingle, City Manager

**FROM:** Stefani Daniell, Finance Director

**SUBJECT:** **Appropriation Limit for Fiscal Year 2015-2016**

Approved and Forwarded to City Council

Fin.

Atty.

Henry Tingle, City Manager

### Summary and Recommendation

The City is required to establish a new appropriation limit each year. It is recommended that an appropriation limit of \$45,976,020 be adopted for FY 2015-2016

### Fiscal Impact

No fiscal impact.

### Background and Analysis

Article XIII B of the California State Constitution provides that the total annual appropriations subject to limitation of each governmental entity shall not exceed the appropriation limit of the entity for the prior year adjusted for changes in population and inflation. This was mandated by Proposition 4 passed in November 1979 and Proposition 111 passed in June 1990. The appropriation limit for a given fiscal year is established just prior to the beginning of that fiscal year.

The appropriation limit was calculated by using the California Per Capita Income change and the percentage change in population for the County of Sacramento.

### Conclusion

Using the California Per Capita Income change and the percentage change in population for the County of Sacramento, the appropriation limit for FY 2015-2016 is \$45,976,020.

Attachments: 1) Appropriation Limit Calculation  
2) Resolution No. 2015 - \_\_\_\_

**City of Citrus Heights**  
**Appropriation Limit Calculation**  
**Fiscal Year 2015-2016**

Revenue Source 2015-2016 Requested	Proceeds of Taxes	Nonproceeds of Taxes	Total
<b>Taxes</b>			
Property Taxes	4,493,186		4,493,186
Sales and Use Taxes	12,600,000		12,600,000
Utility Users Tax	2,931,321		2,931,321
Franchise Fees	706,000		706,000
Franchise Fees Solid Waste	455,000		455,000
Property Transfer Tax	225,000		225,000
Transient Occupancy Tax	15,000		15,000
<b>Total Taxes</b>	<b>21,425,507</b>	<b>-</b>	<b>21,425,507</b>
<b>Licenses &amp; Permits</b>			
Business License	300,000		300,000
All Other		1,077,500	1,077,500
<b>Total Licenses &amp; Permits</b>	<b>300,000</b>	<b>1,077,500</b>	<b>1,377,500</b>
<b>Other Revenue</b>			
Fines		675,428	675,428
Other Revenue		1,123,819	1,123,819
<b>Total Other Revenue</b>	<b>-</b>	<b>1,799,247</b>	<b>1,799,247</b>
<b>Revenues from Other Agencies</b>			
Motor vehicle in-lieu	7,299,829		7,299,829
Off Highway Tax	-		-
Other Revenue	-		-
<b>Total from Other Agencies</b>	<b>7,299,829</b>	<b>-</b>	<b>7,299,829</b>
<b>Interfund Charges</b>		<b>1,716,605</b>	<b>1,716,605</b>
<b>Subtotal</b>	<b>29,025,336</b>	<b>4,593,352</b>	<b>33,618,688</b>
<b>% of Total</b>	<b>86%</b>	<b>14%</b>	<b>100%</b>
<b>Interest Income</b>	<b>148,374</b>	<b>23,481</b>	<b>171,855</b>
<b>Total General Fund Revenue</b>	<b>29,173,710</b>	<b>4,616,833</b>	<b>33,790,543</b>
<b>Other</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Grand Total</b>	<b>29,173,710</b>	<b>4,616,833</b>	<b>33,790,543</b>



# City of Citrus Heights

## Appropriation Limit Calculation

### Fiscal Year 2015-2016

*The Appropriation Limit Calculation is required by Article XIII B of the California State Constitution. It consists of the classification of appropriated revenues into proceeds and non-proceeds of taxes for the 2015-2016 fiscal year. The most favorable population and cost-of-living factors are then applied to the appropriation limit calculation from the previous fiscal year.*

*Reflecting the current economic condition in California, the allowed growth between last fiscal year and the current fiscal year resulted in an increase in the City's appropriation limit. With an estimated available appropriation capacity of over 36%, the City still appears to be in a more favorable position in relation to its Tax Spending Limit than in the last several years. This "cushion" acts as a protection against unforeseen circumstances that ultimately affect a City's appropriation limit, such as poor annual local population growth, downturns in the State's economy, or fluctuating local revenue collections.*

#### Appropriations Subject to the Limit

Fiscal Year 2015-2016 General Fund Revenues	33,790,543
Less: Nonproceeds of Taxes	4,616,833
Plus: User Fees in excess of costs	-
<b>Total Appropriations Subject to the Limit</b>	<b>29,173,710</b>

#### Fiscal Year 2014-2015 appropriation limit

43,828,541

A. Cost of Living Adjustment - CPI*	1.0382
B. Population Adjustment **	1.0104
Change Factor (A x B)	1.0489973

Increase in the appropriation limit	2,147,479
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<b>Fiscal Year 2015-2016 Appropriation Limit</b>	<b>45,976,020</b>
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<b>Remaining appropriation capacity</b>	<b>16,802,310</b>
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Available capacity as a percent of the appropriation limit	36.55%
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\* Based on percentage change in California per capita personal income.

\*\* Based on annual population change for the County of Sacramento.

**RESOLUTION NO. 2015 - \_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS  
HEIGHTS ESTABLISHING AN APPROPRIATION LIMIT FOR THE  
FISCAL YEAR 2015-2016**

**WHEREAS**, Article XIII B of the California Constitution provides that the total annual appropriations subject to limitation of each governmental entity, including this City, shall not exceed the appropriation limit of such entity of government for the prior year adjusted for changes in population and inflation mandated by Proposition 4 passed in November 1979 and Proposition 111 passed in June 1990 except as otherwise provided for in said Article XIII B and implementing State statutes; and,

**WHEREAS**, pursuant to said Article XIII B of said California Constitution, and Section 7900 et seq. of the California Government Code, the City is required to set its appropriation limit for each fiscal year. In setting said limit, the City is required to select the following factors: 1) California Per Capita Income, multiplied by 2) the greater of city or county population growth; and,

**WHEREAS**, the City of Citrus Heights reserves the right to change or revise any growth factors associated with the calculation of the Proposition 111 limit, if such changes or revisions would result in a more advantageous appropriation limit;

**WHEREAS**, pursuant to Section 7910 of said California Government Code, the City Manager has made available to the public the documentation used in the determination of said appropriation limit;

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Citrus Heights that the factors used in determining the 2015-2016 appropriation limit will be the California Per Capita Income change and the percentage change in population for the County of Sacramento. The appropriation limit for Fiscal Year 2015-2016 is \$45,976,020.

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this \_\_\_\_ day of \_\_\_\_\_, 2015, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

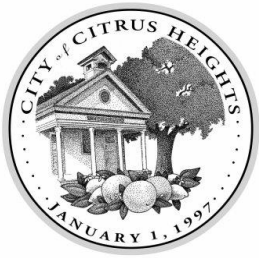
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**Sue Frost, Mayor**

**ATTEST:**

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**Amy Van, City Clerk**



## CITY OF CITRUS HEIGHTS

### Memorandum

Date May 28, 2015

**TO:** Mayor and City Council Members  
Henry Tingle, City Manager

**FROM:** David Wheaton, General Services Director  
Mary Poole, Operations Manager

**SUBJECT:** Memorandum of Understanding with Sacramento Area Council of Governments (SACOG) Concerning Transit Related Federal Funding

Approved and Forwarded to  
City Council

\_\_\_\_\_ Fin.

\_\_\_\_\_ Atty.

Henry Tingle, City Manager

#### Summary and Recommendation

The item is administrative in nature. Accompanying this staff report is a Memorandum of Understanding (MOU) between SACOG and transit operators and providers (Citrus Heights is a transit provider) in the Sacramento Urbanized Area. The MOU specifies terms and conditions by which SACOG and transit operators and providers will coordinate concerning transit/transportation planning activities. The planning and reporting relationships/responsibilities outlined in the MOU provide a framework for allocation of federal transit dollars in the region. The MOU is required by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) in order for SACOG to continue claiming and distributing federal transit and transportation dollars in its jurisdiction.

Approval of this MOU does not functionally change existing organizational and funding relationships; it merely clarifies them in writing. Staff recommends approval of the resolution approving the MOU and authorizing the City Manager to execute the MOU.

#### Fiscal Impact

The MOU is required for the City to continue to receive Federal Transit Administration funding through SACOG.

#### Background and Analysis

The MOU sets forth the parties eligible to apply for and receive federal funding in order to support ongoing and future deployment of transit services affecting the Sacramento Urbanized Area (Sacramento UZA). It identifies providers and operators eligible to apply for funds as well as eligible sub-recipients. SACOG is identified as the Metropolitan Planning Organization (MPO) responsible for programming federal funds within in the SACOG Federal Transportation Improvement Program (FTIP) and the Metropolitan Transportation Improvement Program (MTIP). SACOG is also

**Subject: SACOG MOU for Federal Transit Funding**

**Date: May 28, 2015**

**Page 2 of 2**

responsible for coordinating the process by which transit projects are selected and sub-allocation of federal funds in the Sacramento UZA is carried out.

The MOU includes agreement by the participating parties related to the following: cooperative, collaborative, effective and federally compliant working relationship framework; provision of local and regional short and long-range transit planning; a federally compliant sub-allocation process for the programming of federal funds; a process for monitoring and reporting for the selected projects; and administrative steps relative to amendments and termination of the MOU.

**Conclusion**

Approval of this MOU does not functionally change existing organizational and funding relationships; it merely clarifies them in writing. Staff recommends approval of the resolution approving the MOU and authorizing the City Manager to execute the MOU.

Attachments: (1) Resolution  
(2) Memorandum of Understanding

**RESOLUTION NO. 2015 – \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, APPROVING THE TRANSIT RELATED FEDERAL FUNDING MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY, THE SACRAMENTO AREA COUNCIL OF GOVERNMENTS (SACOG), AND TRANSIT OPERATORS AND PROVIDERS WITHIN THE SACRAMENTO URBANIZED AREA (UZA), AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE MOU**

**WHEREAS**, The City of Citrus Heights is a member jurisdiction of the Sacramento Area Council of Governments (SACOG); and

**WHEREAS**, The City of Citrus Heights is considered a transit provider within the Sacramento Urbanized Area (UZA); and

**WHEREAS**, SACOG has issued a Memorandum of Understanding (MOU) to each of its member jurisdictions who are transit operators or providers in compliance with requirements of the Federal Transit Administration (FTA); and

**WHEREAS**, the MOU defines the relationship between the parties concerning the coordination of ongoing transit planning and programming of federal funds; and

**WHEREAS**, the coordination is important in order to support the ongoing and future deployment of transit services affecting the Sacramento Urbanized Area (UZA); and

**WHEREAS**, the City will continue to coordinate with SACOG concerning transit policies, programs and funding at the regional level through continued participation on SACOG's Transit Coordinating Committee and through other forums.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the Council of the City of Citrus Heights that the Memorandum of Understanding between SACOG and transit operators and providers within its jurisdiction is hereby approved and that the City Manager is authorized to execute the Memorandum of Understanding.

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

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 28th day of May, 2015, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
**Susan J. Frost, Mayor**

**ATTEST:**

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

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN THE**

**SACRAMENTO AREA COUNCIL OF GOVERNMENTS**

**AND**

**THE CITY OF CITRUS HEIGHTS, THE EL DORADO COUNTY TRANSIT AUTHORITY, THE CITY OF ELK GROVE, THE CITY OF FOLSOM, THE CITY OF LINCOLN, THE TOWN OF LOOMIS, THE CITY OF ROCKLIN, THE CITY OF ROSEVILLE, THE COUNTY OF PLACER, SACRAMENTO REGIONAL TRANSIT DISTRICT, THE YOLO COUNTY TRANSPORTATION DISTRICT, AND THE YUBA-SUTTER TRANSIT AUTHORITY.**

*“Regarding the Coordination of Ongoing Transit Planning and Programming of Federal Funds in order to Support the Ongoing and Future Deployment of Transit Services affecting the Sacramento Urbanized Area.”*

This Memorandum of Understanding (MOU) is entered into between the SACRAMENTO AREA COUNCIL OF GOVERNMENTS (SACOG) and the CITY OF CITRUS HEIGHTS, the EL DORADO COUNTY TRANSIT AUTHORITY (EDCTA), the CITY OF ELK GROVE, the CITY OF FOLSOM, the CITY OF LINCOLN, the TOWN OF LOOMIS, the CITY OF ROCKLIN, the CITY OF ROSEVILLE, the COUNTY OF PLACER, the SACRAMENTO REGIONAL TRANSIT DISTRICT (RT), the YOLO COUNTY TRANSPORTATION DISTRICT (YCTD), and the YUBA-SUTTER TRANSIT AUTHORITY, hereinafter referred to collectively as the (Parties) and singularly as (Party), as of this \_\_\_\_ day of \_\_\_\_\_, 2014.

This MOU is supplementary to other MOUs between the Parties and does not intend to replace or supersede any other MOU or Master Agreement that may be in existence between the Parties.

**WITNESSES THAT:**

**WHEREAS**, RT, EDCTA, the City of Elk Grove, the City of Folsom, the County of Placer, the City of Roseville, RT, YCTD, and the Yuba-Sutter Transit Authority are public transportation operators in the Sacramento urbanized area and are eligible to apply for and receive Federal Transit Administration (FTA) and/or Federal Highways Administration (FHWA) transit funding for capital, operating, and planning assistance for the delivery of public mass transportation; and

**WHEREAS**, all powers of the City of Citrus Heights, the City of Elk Grove, the City of Folsom, the City of Lincoln, the Town of Loomis, the City of Rocklin, and the City of Roseville are vested in a duly comprised city council of elected officials empowered to perform all duties of and obligations of the respective City as imposed by State law, and all powers of the County of Placer are vested in a duly comprised Board of Supervisors of elected officials empowered to perform all duties and obligations of the County of Placer as imposed by State law, and all powers of EDCTA, RT, YCTD, and Yuba-Sutter Transit Authority are vested in a duly comprised Board of Directors empowered to perform all duties of the Transit District or Authority as imposed by State law; and

**WHEREAS**, SACOG is the Regional Transportation Planning Agency (RTPA) for the counties of Sacramento, Sutter, Yolo, and Yuba, and the cities therein, and is the Metropolitan Planning Organization (MPO) for the Sacramento region, directed by a duly comprised Board of Directors made up of elected

officials with a committee structure to advise the SACOG Board on all planning and policy questions, including a Transit Coordinating Committee (TCC) for transit issues of regional concern; and

*WHEREAS*, SACOG has memoranda of understanding with the El Dorado County Transportation Commission (EDCTC) and the Placer County Transportation Planning Agency (PCTPA) that describe the planning and programming relationship between those agencies; and

*WHEREAS*, the Federal Transportation Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) requires MPOs to work cooperatively with public transit operators to develop Regional Transportation Plans (RTPs) and the Federal Transportation Improvement Programs (FTIPs) through performance-based planning and programming for urbanized areas, which are intended to improve the safety of the nation's public transportation systems, ensure that those systems are in a state of good repair, and provide increased transparency into agencies' budgetary decision-making processes; and

*WHEREAS*, the FTA in 23 CFR Section 450.314(a), requires either an MOU or a unified planning work program between the MPO and all local authorities and transit operators receiving FTA funds to specify the procedures for carrying out transportation planning and fund programming; and

*WHEREAS*, SACOG, the City of Citrus Heights, EDCTA, the City of Elk Grove, the City of Folsom, the City of Lincoln, the Town of Loomis, the County of Placer, the City of Rocklin, the City of Roseville, RT, YCTD, and Yuba-Sutter Transit Authority rely upon a cooperative relationship to foster comprehensive regional transit planning which feeds directly into State and national planning;

*WHEREAS*, SACOG has worked cooperatively with the Parties to establish a process and a set of criteria for the selection of transit projects to be included in the TIP;

*WHEREAS*, the process and criteria to be used in the selection and ranking of projects are set forth in Exhibit A, which is incorporated herein;

*NOW, THEREFORE*, in consideration of the mutual benefits to the Parties hereto, and in consideration of the covenants and conditions herein contained, the Parties agree as follows:

## **SECTION 1: Cooperative Relationship**

### **1.1 MOU Purpose and Intent**

The purposes of this MOU are to:

- a) Foster a cooperative and mutually beneficial working relationship between the Parties for the provision of comprehensive, effective, and coordinated transit planning between each jurisdiction's public mass transportation system; and
- b) Identify the regional transit planning responsibilities, in coordination with the State of California, for programming federal funds within the SACOG Federal Transportation Improvement Program (FTIP), commonly referred to as the Metropolitan Transportation Improvement Program (MTIP) developed by SACOG; and
- c) Codify the process and the criteria for selection of transit projects and sub-allocation of federal funds in the Sacramento urbanized area (UZA); and



- d) Ensure that federal transit funds are distributed in the region in compliance with federal requirements; and

The intent of this MOU is to:

- a) Maintain flexibility in funding in order to allow large projects to receive adequate funding in the required years; and
- b) Support implementation of a performance-based approach to transportation decision-making; and
- c) Foster economies of scale through assistance in the coordination of funding for mutually beneficial capital projects, including shared transit facilities and bus purchase contracts; and
- d) Provide for coordinated planning and foster coordinated services; and
- e) Apply federal transit dollars to implement transit priorities identified in the SACOG Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS).

## **1.2 Representation on SACOG Transit Coordinating Committee (Sacramento Urbanized Area)**

All Parties except for SACOG shall provide one (1) representative and one (1) alternate to serve as a voting member on SACOG's TCC on matters that pertain to this MOU, or shall identify a TCC representative from another jurisdiction to serve as their representative. SACOG shall coordinate and facilitate activities related to the TCC.

## **1.3 Communication and Agreements**

A critical component of coordination involves open and productive communication. SACOG is required to update the FTIP/MTIP every even-numbered year and the MTP every four (4) years. Responsive communication between the Parties is imperative in order to meet this mandate.

Within the designated Sacramento urbanized area, RT and other transit operators that meet the applicable federal requirements are eligible to apply for FTA and/or FHWA transit funding for capital, operating, and planning assistance for the delivery of public mass transportation under arrangements made through an MOU between the Parties and SACOG consistent with FTA and FHWA requirements or MOUs between Parties who will be recipients of federal funds. If new FTA and/or FHWA funding opportunities become available for operators and jurisdictions, new MOUs or amendments to existing MOUs may be needed.

### Annual Certifications and Assurances Regarding FTA Grant Programs

By signing this Agreement, each Party, and its sub-recipients, certifies to comply with the applicable Annual Certifications and Assurances for FTA Grant Programs, including the Urbanized Area Formula Grants (5307), published annually in the Federal Register, and agree to forward to SACOG a signed copy of the Certifications and Assurances form for each year prior to the time the Party receives its first FTA Urbanized Area Formula Grants (5307) and Bus and Bus Facilities (5339) Programs grant award for the year.

### FTA Public Involvement Process

To receive a FTA grant, a grant applicant must meet certain public participation requirements in development of the FTA programs. Per FTA Circular 9030.1D, Chapter IV, FTA considers a grantee to have met the public participation requirements associated with the annual development of the Program of Projects (POP)

when the grantee follows the public involvement process outlined in the FHWA/FTA planning regulations for the TIP (see MOU Section 3, 3.2).

#### National Transit Database

The NTD is FTA's primary source for information and statistics collected from transit systems that receive FTA formula funding under the Urbanized Area Formula Program (Sec. 5307 and 5339)

Transit operators receiving funds from these programs are required by statute and FTA guidance to submit annual reports to the National Transit Database. (FTA Circular C 9030.1 E, Section V-2.) Service factors reported in the Urbanized Area determines the amounts of FTA Section 5307 and 5339 funds generated in the region. SACOG staff will work with the Parties to coordinate reporting of service factors to maximize the amount of funds generated in the region and to determine urbanized area eligibility.

### **1.4 Responsibilities**

The Chief Executive Officer (CEO) of SACOG, Executive Director of EDCTA, the General Manager/CEO of RT, the Executive Director of YCTD, the Transit Manager of Yuba-Sutter Transit Authority, the County Executive of the County of Placer, and the City Managers/Managing Executives of the Cities of Citrus Heights, Elk Grove, Folsom, Lincoln, Rocklin, Roseville, and the Town of Loomis are the primary individuals responsible for ensuring compliance with the provisions specified in this MOU.

## **SECTION 2: Transit Planning**

### **2.1 Planning Assistance**

Upon request, or in order to maintain eligibility for federal funds, SACOG will assist in the development of transit planning documents produced by each Party. The type of assistance provided by SACOG will include, but is not limited to, the following:

- a) Assist in securing funds (e.g., research funding options, grant writing) to conduct required planning studies, including transit demand studies and in-depth analysis of transit ridership;
- b) Obtain and analyze data from various sources to develop concrete demographic, growth, and use assumptions for the purpose of transit forecasting and development (e.g., trip generation tables, census information, maps);
- c) Assist in obtaining state and federal funding of projects consistent with the SACOG MTP/SCS and FTIP/MTIP (e.g., completing paper work, facilitating FTIP/MTIP amendments, FTA billing process);
- d) Provide a program through the FTIP/MTIP or Overall Work Program (OWP) through which federal funds can be authorized for expenditure; and
- e) Support operators in compliance with MAP-21 mandates such as development of transit operators' Transit Asset Management Plans and targets, as well as Transit Agency Safety Plans and targets.

A final copy of all transit planning documents, including FTA Triennial Audits, National Transit Database, and State Controller Reports, as well as the transit asset management plans and safety plans produced by the Parties, will be forwarded by each Party to SACOG. This will assist SACOG in overall transit planning coordination as well as ensuring that FTA and FHWA transit funds are used as planned, as per FTA and FHWA requirements.

## **2.2 Regional Planning**

SACOG will provide a forum that will foster partnerships and coordination in the development of public transit services throughout the SACOG region. As part of SACOG's MPO role, SACOG will continue the cooperative and coordinated planning of the transportation system in each jurisdiction Party to this MOU and the relationship of the regional and interregional transit network within the regional transportation system.

SACOG will be responsible for the development of regional planning documents that are required to be developed by it as the MPO for the Sacramento region, such as the MTP/SCS. Each Party will provide technical information during the development of these regional planning documents through the SACOG committee structure.

## **2.3 Long-Range Regional Transportation Plan - Metropolitan Transportation Plan**

In accordance with the planning regulations and FTA and FHWA guidance, the Parties to this MOU will participate in the development of SACOG's Long-Range Regional Transportation Plan (RTP), referred to as the Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS). The MTP/SCS will assess the transportation needs of the region and set forth improvements necessary to address those needs over a minimum twenty (20) year period. SACOG updates its MTP/SCS every four (4) years, consistent with federal and state guidelines.

In order to comply with the planning regulations and federal guidance for the development of the MTP/SCS, the Parties will cooperate in providing the information required to fully comply with the federal requirements. Examples of the type of information required to be provided to SACOG by transit operators include, but are not limited to, the following:

- a) FTA Triennial Audits, National Transit Database and State Controller Reports;
- b) An overview of key performance measures of existing transit systems;
- c) Transit demand projections;
- d) Anticipated fleet replacement and expansion needs (Transit Asset Management Plan and targets and Agency Safety Plans and targets);
- e) Anticipated equipment replacement and rehabilitation needs;
- f) Anticipated facility needs;
- g) System improvement strategies with time frames for action;
- h) A financial plan, including expected revenues, planned expenditures, documentation of fiscal ability to operate and expand services and strategies to deal with potential funding support changes; and
- i) Documentation of the public participation process used to develop the local inputs to the MTP/SCS.

To the extent that a current, adopted Short-Range Transit Plan, required by FTA for direct receipt of federal transit funding, includes the foregoing information, then providing SACOG with a copy of a Short-Range Transit Plan will be deemed compliance with the MTP/RTP information submittal requirements.

## **2.4 Short-Range Transit Plan**

In response to FTA and FHWA planning regulations and guidance, the Parties will prepare Short-Range Transit Plans (SRTPs) that set out transit planning and programming for a five- to seven-year period. These

SRTPs will provide input for SACOG's preparation of the Transportation Improvement Program. The SRTPs will address unmet transit needs and service level sustainment, in addition to other agency-specific concerns. Future SRTPs shall contain a list of projects for future FTA and FHWA transit funding. The project list shall:

- a) Identify and describe the scope of the specific projects and services, which address ongoing and increased transit demands. These projects and services, which include but are not limited to, Americans with Disabilities Act (ADA) and Transportation Control Measures (TCMs), shall be described with sufficient detail (design, concept, and scope) to permit air quality conformity analysis to be performed by SACOG. The list shall also address the issues related to unmet transit needs that are reasonable to meet.
- b) Identify the amount and type of federal and non-federal funds required to support the projects for each year represented in the Plan. In addition, the list shall identify anticipated discretionary funding estimates for the FTIP/MTIP.

SACOG will work cooperatively with the Parties, PCTPA and EDCTC in their efforts to generate information needed to prepare their SRTPs and future updates.

For those Parties that are not subject to the requirement to prepare SRTPs, SACOG, in association with PCTPA or EDCTC, as appropriate, will assist them in preparing a five-year list of planned capital maintenance and operational expenditures for use in the programming efforts described in Section 3 of this MOU.

### **SECTION 3: Programming of Federal Funds**

#### **3.1 Federal Funds Sub-Allocation Process**

FTA planning guidelines state that using a predetermined split or formula for sub-allocating funds in the Urbanized Area (UZA) is not necessarily consistent with the goals of the metropolitan planning process. Therefore, to sub-allocate FTA Urbanized Area Formula Grants (5307) and Bus and Bus Facilities (5339) Program funds, SACOG, in cooperation and coordination with the Parties (direct and/or sub-recipients of the Federal formula funds in the Sacramento UZA), developed a locally-acceptable methodology which is divided in two parts, the "Earned Share" and the "Discretionary." This methodology was created through a comprehensive planning process and is documented in Exhibit A of this MOU. Changes to this methodology that are approved by the Parties through regular TCC meetings will be reflected in future updates of Exhibit A and do not require a full MOU amendment.

#### **3.2 Federal Transportation Improvement Program (FTIP) Programming**

The parties agree to use the Earned Share Sub-allocation process as the focal point for making an annual determination regarding the distribution of federal funds available for allocation by SACOG within the Sacramento Urbanized Area. The Parties agree that it is desirable to ensure that a stable funding stream is

available for all area operators that allows the operators to carry out coordinated services throughout the urbanized area.

SACOG will use the Sub-Allocation process to develop its biennial program of projects for FTA formula funds. Following direct consultation among the Parties to this MOU, SACOG distributes notices of intent to develop or amend the FTIP/MTIP, publishes the proposed program of projects to be adopted, and carries out a public involvement and review process for FTIP/MTIP adoption or amendment, in compliance with 23 CFR Sections 450.312 and 450.324. The same notices of intent, publication of proposed projects, and public involvement and review also shall be used to fulfill the public hearing requirements of 49 USC Section 5307, covering review and approval of FTA grant applications for FTIP/MTIP projects. Parties to this agreement that require FTIP/MTIP programming and subsequent grant approvals will provide SACOG with sufficient project detail to convey understanding of the projects by all interested agencies and persons, meet FTA grant application requirements, and provide a clear linkage to FTIP/MTIP project descriptions. SACOG will adjust FTIP/MTIP project descriptions to a standard format to accomplish these three objectives. Using the approved descriptions, all Parties will then advertise the proposed public hearing(s), projects to be programmed, and fund amounts to be programmed through their existing public participation processes.

No later than June every other year, the Parties shall meet to draft a program of projects for the following two (2) federal fiscal years. Following the enactment of an annual federal budget and publication of funding apportionments in the Federal Register, SACOG shall inform the Parties of the amounts of the formula and other designated federal funds coming to the Sacramento UZA. SACOG will then re-convene the Parties to finalize the programming of those funds into the FTIP/MTIP, making adjustments as necessary to the draft program of projects completed earlier.

As part of the FTIP/MTIP process, projects are programmed in the MTIP on behalf of all transit providers receiving federal funds. SACOG and the Parties shall meet biennially to use the locally-developed Sub-Allocation process and recommend a prioritized list of projects for the allocation of FTA Urbanized Area Formula Grants (5307) and Bus and Bus Facilities (5339) Program funds apportioned to the Sacramento UZA, plus additional federal funds that may be available for distribution from FTA and FHWA.

The project list advances to the SACOG Board for approval. The SACOG Board shall have the final decision on the recommended program of projects.

The process for the programming of FTA and FHWA transit funding agreed to in the Exhibit A of this MOU is not intended to, nor does it replace the procedures for programming other federal funds or the procedures described in the MOUs between SACOG and PCTPA and EDCTC.

### **3.3 Applications for Transit Funding**

RT is the designated recipient for federal formula funds allocated under the Federal Transit Act, as amended, in the Sacramento UZA. Should this change, the Parties shall meet and confer to determine the appropriate party for this role.

After the completion of the Sub-allocation process, each Party seeking federal transit funding, in association with the other transit operators and jurisdictions, will prepare applications to the FTA or FHWA for federal transit funding. Draft applications will be submitted to SACOG using the FTA Transportation Electronic Award and Management (TEAM) system or TrAMS, FTA's next generation of TEAM or another mutually agreed upon method, in advance of the FTA or FHWA submittal to confirm accuracy and consistency with

FTIP/MTIP programming requirements and with the local SRTP and SACOG's MTP/SCS, as required by federal guidelines.

All Parties agree to work in good faith to develop consistent programming, documentation, and funding requests in a manner consistent with FTA or FHWA requirements.

## **SECTION 4: FTIP Project Monitoring & Maintenance**

### **4.1 Progress Reporting**

SACOG is responsible for tracking the overall progress of all projects in the FTIP/MTIP and is required to produce an annual list of projects for which federal funds have been obligated in the preceding year and will ensure that it is made available for public review.

Each Party will assist SACOG's efforts to track the overall progress of transit projects in the FTIP/MTIP through providing basic access to their FTA TEAM accounts. At a minimum, milestone/progress reports submitted to FTA and reviewed by SACOG shall contain all of the information required in FTA Circular 5010, as amended, for grant administration procedures. If project specific questions are raised by FTA or SACOG that cannot be answered through review of the TEAM documentation, the affected Party will, upon request, provide SACOG or RT, as applicable, additional information. Examples of information that may be periodically requested and may include the following:

- a) A classification of the projects by the individual categories, as identified in the FTIP/MTIP;
- b) A documentation of the stage of project implementation;
- c) An explanation for any project delays if the project is behind schedule;
- d) The reasons for any cost overruns if the project is over budget;
- e) A status update on the amount of federal funding obligated, received, and used to support projects;
- f) Any identified needs for an FTIP/MTIP amendment; and
- g) Project savings to be reverted, if any, at project completion;

### **4.2 FTIP/MTIP Amendments**

SACOG processes FTIP/MTIP modifications and amendments periodically. Parties must put in a formal request to SACOG for changes in project funding, cost, scope, or schedule in order for those changes to be incorporated in an amendment. FTIP/MTIP amendments may be needed to address issues such as funding shortfalls, delays in project implementation and/or new projects that need to be included in the FTIP/MTIP.

As a part of the quarterly progress report, or more frequent reporting if required, each Party will alert SACOG, and as appropriate PCTPA or EDCTC, regarding the reasons an amendment or other minor modification to the FTIP/MTIP is needed.

Each Party is responsible for notifying SACOG, and, as appropriate, PCTPA or EDCTC, if there is the need to amend the FTIP/MTIP. Amendments may require anywhere from two (2) weeks to eight (8) months for approval, depending on the type and complexity of the change. If STIP funds are involved the Parties should allow plenty of time and engage SACOG early.

## **SECTION 5: Additional Terms and Conditions of the MOU**

Participation in this MOU is required for the receipt of Federal FTA and/or FHWA funds, specifically the FTA Urbanized Area Formula Grants (5307) and Bus and Bus Facilities (5339) Programs.

### **5.1 MOU Amendments**



This MOU may be amended by the written consent of all Parties. Amendments must be approved by SACOG and the respective Board of Directors or City Council representing Parties to this MOU, unless such Board or City Council has delegated amendment authority to their respective Chief Executive Officer, Executive Director, General Manager, or City Manager.

## **5.2 MOU Withdrawal; MOU Termination**

Any Party, upon ninety (90) days advance written notice to all other Parties, may withdraw its participation in this MOU. Any Party that withdraws from the MOU forfeits its eligibility to receive FTA Urbanized Area Formula Grants (5307) and Bus and Bus Facilities (5339) Programs funds for the Sacramento UZA. Withdrawal by any single Party does not affect the continuing validity of the MOU for the remaining Parties. Should a majority of the Parties withdraw from the MOU, the remaining Parties shall meet and confer to determine how best to continue the purpose and intent of this MOU.

## **5.3 Notice**

Any notice under this MOU shall be in writing and either personally delivered or sent by First Class U.S. Mail, postage pre-paid, addressed as follows:

### **SACOG**

Mike McKeever  
Chief Executive Officer  
Sacramento Area Council of Governments  
1415 L Street, Suite 300  
Sacramento, CA 95814

### **CITY OF CITRUS HEIGHTS**

Henry Tingle  
City of Citrus Heights  
6237 Fountain Square Drive  
Citrus Heights, CA 95621

### **EL DORADO COUNTY TRANSIT AUTHORITY**

Mindy Jackson  
Executive Director  
El Dorado Transit  
6565 Commerce Way  
Diamond Springs, CA 95619-945

### **CITY OF ELK GROVE**

Laura S. Gill  
City Manager  
City of Elk Grove  
8401 Laguna Palms Way  
Elk Grove, CA 95758

**CITY OF FOLSOM**

Evert Palmer  
City Manager  
City of Folsom  
Folsom City Hall  
50 Natoma Street  
Folsom, CA 95630

**CITY OF LINCOLN**

Matt Brower  
City Manager  
City of Lincoln  
600 Sixth Street  
Lincoln, CA 95648

**TOWN OF LOOMIS**

Rick Angelocci  
Town Manager  
3665 Taylor Road  
Loomis, CA 95650

**CITY OF ROCKLIN**

Ricky A. Horst  
City Manager  
City of Rocklin  
3970 Rocklin Road  
Rocklin, CA, 95677

**CITY OF ROSEVILLE**

Ray Kerridge  
City Manager  
City of Roseville  
311 Vernon Street  
Roseville, CA 95678

**COUNTY OF PLACER**

David Boesch  
Chief Executive Officer  
Placer County  
175 Fulweiler Avenue  
Auburn, CA 95603

**SACRAMENTO REGIONAL TRANSIT DISTRICT**

Michael R. Wiley  
General Manager/CEO  
Sacramento Regional Transit District  
P.O. Box 2110  
Sacramento, CA 95812-2110

**YUBA-SUTTER TRANSIT AUTHORITY**

Keith Martin  
Transit Manager  
2100 B Street  
Marysville, CA 95901

**YOLO COUNTY TRANSPORTATION DISTRICT**

Terry Bassett  
Executive Director  
Yolo County Transportation District  
350 Industrial Way  
Woodland, CA 95776

**5.4 Counterparts**

The Parties agree that this MOU may be signed in one or more counterparts, each of which will constitute an original and all of which taken together shall constitute one and the same instrument.

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## 5.5 MOU Authorization

By our signature below, we certify that our respective Boards of Directors and City Councils have authorized us to enter into this MOU on behalf of our agency.

\_\_\_\_\_  
Michael R. Wiley                      Date  
RT General Manager/CEO

APPROVE AS TO FORM:

\_\_\_\_\_  
RT Attorney                      Date  
RT

\_\_\_\_\_  
Terry Bassett                      Date  
YCTD Executive Director

APPROVE AS TO FORM:

\_\_\_\_\_  
Sonia Cortes                      Date  
YCTD Counsel

\_\_\_\_\_  
Henry Tingle                      Date  
City Manager, Citrus Heights

APPROVE AS TO FORM:

\_\_\_\_\_  
  Date  
City Attorney, Citrus Heights

\_\_\_\_\_  
Mike McKeever                      Date  
SACOG Executive Director

APPROVE AS TO FORM:

\_\_\_\_\_  
SACOG Counsel                      Date

\_\_\_\_\_  
Ray Kerridge                      Date  
City Manager, Roseville

APPROVE AS TO FORM:

\_\_\_\_\_  
Robert Schmitt                      Date  
City Attorney, Roseville

\_\_\_\_\_  
Laura S. Gill                      Date  
City Manager, Elk Grove

APPROVE AS TO FORM:

\_\_\_\_\_  
Jonathan P. Hobbs              Date  
City Attorney, Elk Grove

\_\_\_\_\_  
Ricky A. Horst                  Date  
City Manager, Rocklin

APPROVE AS TO FORM:

\_\_\_\_\_  
Russell Hildebrand            Date  
City Attorney, Rocklin

\_\_\_\_\_  
Rick Angelocci                  Date  
Town Manager, Loomis

\_\_\_\_\_  
Keith Martin                      Date  
YSTA, Transit Manager

\_\_\_\_\_  
Evert Palmer                      Date  
City Manager, Folsom

APPROVE AS TO FORM:

\_\_\_\_\_  
Bruce Cline                        Date  
City Attorney, Folsom

\_\_\_\_\_  
David Boesch                    Date  
Chief Executive Officer, Placer

APPROVE AS TO FORM:

\_\_\_\_\_  
Gerald O. Carden                Date  
County Counsel, Placer

\_\_\_\_\_  
Mindy Jackson                   Date  
El Dorado Transit, Director

\_\_\_\_\_  
Matt Brower  
City Manager, Lincoln

## **EXHIBIT A**

### **Sacramento Urbanized Area**

The Federal Transit Administration (FTA) apportions Urbanized Area Formula Grants (Section 5307) and Bus and Bus Facilities (Section 5339) to the Sacramento Regional Transit District which is the designated recipient (DR) in the Sacramento urbanized area (UZA).

FTA requires that the sub-allocation of formula funds should be based on a financially constrained Transportation Improvement Program (TIP) and that the Metropolitan Planning Organization (MPO), in cooperation with the public transportation operator, work through a planning process consistent with the goals of the metropolitan planning process to allocate the funds. FTA does not prescribe a specific methodology to sub-allocate formula funds within a UZA. This is a local decision.

Since the Sacramento UZA has multiple FTA Sections 5307 and 5339 fund recipients, the Sacramento Area Council of Governments (SACOG) as the MPO for the six-county region formed a sub-group of the Transit Coordinating Committee ("TCC" called the "Working Group") which included the DR and eight eligible public transportation operators to address FTA's requirement. SACOG coordinates and facilitates Working Group activities. Using a collaborative process, the Working Group developed a sub-allocation methodology to divide Sections 5307 and 5339 funds (collectively "Sacramento UZA Funds"). The Sacramento UZA Working Group is comprised of the following public transit operators:

- 1- El Dorado Transit
- 2- Elk Grove Transit (e-tran)
- 3- Folsom Stage Lines
- 4- Lincoln Transit
- 5- Placer County Transit
- 6- Roseville Transit
- 7- Sacramento Regional Transit District (RT)
- 8- Yolo County Transportation District
- 9- Yuba –Sutter Transit

### **Sub-Allocation of Sections 5307 and 5339 Funds**

In this region, Sections 5307 and 5339 funds are used to support public transit capital projects, including vehicle, facility and equipment purchases, preventive maintenance, and other eligible expenses.

After the implementation of MAP 21, the repeal of the Job Access Reverse Commute (JARC) program and the consolidation of the eligible activities of JARC under the 5307 funding program, the process related to the sub-allocation of 5307 funds became more

complex and challenging. Without a substantial increase in 5307 formula funds, the consolidation of JARC funds has increased the number of public transportation providers that must share the funds. The proposed methodology is designed to allow the previous recipients of JARC funds to have the opportunity to compete for a portion of the 5307 funds.

### **Sub-Allocation Methodology**

The Sacramento UZA transit operators, in collaboration with SACOG, developed a performance/service measure based on a competitive process that identifies projects to be funded with federal formula funds. SACOG supported the process by facilitating the discussions, analyzing/ quantifying various alternatives and explaining the impacts to the affected parties. The following section outlines the selected “local approach” and the sub-allocation process of FTA Sections 5307 and 5339 funds. This methodology was approved by the Sacramento UZA Working Group in December 2013 and will be phased in over a four year period. The programming of projects will be processed bi-annually.

The sub-allocation methodology is comprised of two parts: “Service Based Earned Share” and the “Discretionary Share.”

**Service Based Earned Share** involves the allocation of 88% of Sacramento UZA Funds based on transit system service data. The performance/operating data are derived from the National Transit Database (NTD) which summarizes individual agencies’ information from their annual data submittals as required by the FTA. The most current and available NTD data are used to generate the Service Based Earned Share. The service and performance attributes used are: vehicle revenue miles, vehicle revenue hours, population and unlinked passenger trips. This process will result in a list of transit projects being incorporated into the Metropolitan Transportation Improvement Program (MTIP).

The following table is an illustration of the Earned Share methodology spread over the 4 year phased implementation using the 2011/2012 NTD data.

<b>Scenario 12</b>					
<b>Available funding is distributed based on % of 2010 population (13%), % of FY 11/12 vehicle revenue hours (29%), % of FY 11/12 vehicle revenue miles (29%), and % of FY 11/12 unlinked passenger trips (29%).</b>					
<b>Agency</b>	<b>% of Total</b>	<b>Year 1 Earned Share</b>	<b>Year 2 Earned Share</b>	<b>Year 3 Earned Share</b>	<b>Year 4 Earned Share</b>
<i>El Dorado Transit</i>	1.7%	\$ 244,855	\$ 293,747	\$ 343,593	\$ 394,406
<i>Elk Grove</i>	5.7%	\$ 836,187	\$ 988,182	\$ 1,143,133	\$ 1,301,084
<i>Folsom</i>	1.3%	\$ 389,764	\$ 356,297	\$ 322,121	\$ 287,227
<i>Lincoln</i>	0.8%	\$ 152,909	\$ 163,820	\$ 174,934	\$ 186,253
<i>PCT</i>	3.6%	\$ 587,840	\$ 664,019	\$ 741,662	\$ 820,792
<i>Roseville</i>	3.6%	\$ 724,176	\$ 760,838	\$ 798,162	\$ 836,155
<i>SRTD &amp; PI</i>	80.2%	\$ 18,194,146	\$ 18,273,178	\$ 18,351,971	\$ 18,430,513
<i>YCTD</i>	3.1%	\$ 1,165,115	\$ 1,017,862	\$ 867,547	\$ 714,124
<b>Total</b>	<b>100%</b>	<b>\$ 22,294,993</b>	<b>\$ 22,517,943</b>	<b>\$ 22,743,122</b>	<b>\$ 22,970,553</b>

**Discretionary Share** distributes the remaining 12% of the Sacramento UZA Funds based on a regional competition for projects. Similar to SACOG's Regional/Local funding rounds, this process creates a regional competition for a portion of the estimated FTA Sections 5307 and 5339 formula funds. The process involves a Call for Projects, in which transit operators are asked to identify and submit project applications. The project application was developed and approved by the Working Group (sample application is shown in Attachment 1).

SACOG staff is responsible for the technical evaluation of projects and scoring the project applications using the adopted "Project Evaluation Criteria" (Attachment 2). The criteria were also developed and agreed upon by the Working Group and are based on the approved policies of SACOG's MTP/SCS (Attachment 3) and transit operators' Short Range Transit Plans.

When the scoring process is complete, the Transit Coordinating Committee (TCC) will review and prioritize the project list and SACOG staff will submit a funding recommendation to the SACOG Transportation Committee and SACOG Board of Directors.

This practice will allow SACOG to assist in the prioritization of the projects and with the implementation of "performance based planning" required under MAP-21 and also recommended as part of the SACOG Triennial TDA Audit.

The Sacramento UZA Working Group approved the Earned Share and Discretionary sub-allocation process subject to the list of compromise outlined in the following page.



# **SACRAMENTO URBANIZED AREA 5307/5339 COMPROMISE (APPROVED 11/20/2013)**

Scenario 12 (Earned Share allocation), subject to the following:

1. The Sacramento Urbanized Area operators are locked into those relative shares (4-yr phase in methodology approved previously, Years 1 and 2), assuming they come from the 88% 5307/5339 Sacramento urbanized area split, for Federal Fiscal years 2014 and 2015.
2. An acceptable competitive evaluation process is developed for the remaining 12%. This 12% selection process would also be biennial, unless there is a significant change in the funding program.
3. YCTD will not be eligible for any of the 12% discretionary funding amount for Federal FY 2014 AND 2015, unless that total increases by 10% or more above the current SACOG estimate
4. Every transit operator may choose to update its UZA service distributions every two years (the next update year would be the FY 13/14 reporting year), consistent with written FTA suggested NTD methodologies
5. Around March, 2015, the TCC Sacramento Urbanized Area Working Group will meet again to assess the revised NTD data and its impact on FTA Sacramento Urbanized Area Section 5307 funds coming to the region. Both the 88% and 12% distribution methodologies will be reassessed at that time for Federal Fiscal years subsequent to 2014 and 2015.
6. Once number 5 above is completed, SACOG will start using an agreed upon set of percentages for every two years' worth of Sacramento urbanized area programming. If NTD numbers are used, FY 2013/14 validated numbers would be used for FFY 2016 and 2017, FY 2015/16 validated numbers would be used for FFY 2018 and 2019, and so on.
7. YCTD and SACOG agree to meet in good faith to seek and obtain transit operating subsidies from Sacramento International Airport towards Yolobus Route 42.



# CITY OF CITRUS HEIGHTS

## Memorandum

May 28, 2015

**TO:** Mayor and City Council Members  
Henry Tingle, City Manager

**FROM:** Amy Van, City Clerk

**SUBJECT:** Appointment to Sacramento Groundwater Authority

Approved and Forwarded to City Council

Fin.

Atty.

Henry Tingle, City Manager

### Summary and Recommendation

The Joint Powers Agreement creating the Sacramento Groundwater Authority (SGA) provides a process for appointments to its governing board by the local cities and the County of Sacramento. The City of Citrus Heights is designated as the appointing body for elected representatives from the Citrus Heights Water District (CHWD) to serve on the SGA.

Presently, the City's designated appointees to the SGA Governing Board are as follows:

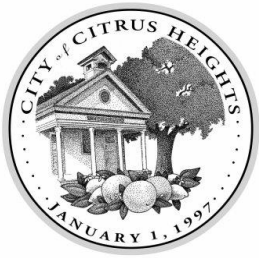
Primary Representative: Allen B. Dains  
Alternate Representative: Caryl F. Sheehan

On April 14, 2015, the CHWD Board of Directors discussed the following modifications for the City's current designated appointees to the SGA Governing Board:

Primary Representative: Caryl F. Sheehan  
Alternate Representative: Allen B. Dains

Ms. Sheehan is currently Vice President of the CHWD Board of Directors and Mr. Dains serves as President of the Board. Both are residents of the City of Citrus Heights. The CHWD is requesting that the City Council confirm the modifications to the current appointments as indicated above.

Staff recommends that the City Council confirm the modifications to the current appointments and direct the City Clerk to send a letter to the CHWD and SGA following Council action.



# CITY OF CITRUS HEIGHTS

## Memorandum

May 28, 2015

**TO:** Mayor and City Council Members  
Henry Tingle, City Manager

**FROM:** David Wheaton, General Services Director  
Ikram Chaudry, City Engineer  
Hiru Desai, Associate Engineer

**SUBJECT:** **2015 Residential Street Resurfacing Project**  
**Award of Construction Contract - City PN 22-15-002**

Approved and Forwarded to City Council

\_\_\_\_\_ Fin.

\_\_\_\_\_ Atty.

Henry Tingle, City Manager

### Summary and Recommendation

2015 Residential Street Resurfacing Project was advertised for bids on April 22, 2015, the City received two (2) bids for the Project. The bids were opened and publicly read aloud and evaluated to ensure their responsiveness to our bidding requirements and their financial responsibility. After evaluating both bids, staff determined Martin Brothers Construction has submitted the lowest responsive and responsible Base Bid.

<u>Bidder</u>	<u>Base Bid</u>	<u>Add Alt. 1</u>	<u>Add Alt. 2 ( PMAR)</u>
Martin Brothers Construction.	\$1,539,566.28	\$80,000.00	\$173,000 (Item #4a) \$295,210(Item #5a)
Telfer Highway Technologies	\$1,631,475.00	\$111,680.00	\$312,500 (Item #4a) \$442,550 (Item #5a)

The grand total of the Base Bid and Additive Alternate 2 for Martin Brothers Construction comes out to \$1,723,646.28, which is the lowest bid. The complete bid results can be found on the Bid Opening Summary Sheet, attached as Exhibit A.

Staff recommends City Council approve the attached Resolution, authorizing the City Manager to execute a contract with Martin Brothers Construction in the amount of \$1,723,646.28 for the Base Bid and Additive Alternate 2 for the 2015 Residential Street Resurfacing Project.

### Fiscal Impact.

The Contractor's bid for the project (Base Bid plus Additive Alternate 2) is \$ 1,723,646.28. However, this bid is based upon estimated quantities, which may vary due to actual field conditions. Ultimately, the Contractor is paid for actual work completed based upon the unit price bid, which may require the approval of a change order. Change orders for amounts less than 15% of the total contract price shall require prior written approval of the City Manager. Change orders for amounts equal to or greater than

15% of the total contract price require prior written approval of the City Council. The project is identified in the 2015/2016 5-Year Capital Improvement Program, with funds coming from Measure A Maintenance, General Capital Improvement Funds, Gas Tax and Stormwater Utility. These funds will support the project construction, construction management, inspection and materials testing.

### **Background and Analysis**

Streets are selected for resurfacing on a priority basis using the City's Pavement Management System as well as staff's visual inspection of streets. The program coordinates and prioritizes various elements of pavement maintenance and types of resurfacing based on various factors including surface and structural condition, traffic volume, costs, and historical repairs. The streets in this project were selected to be resurfaced because of the level of deterioration in the pavement.

The work to be performed for this project is for twenty-four (24) streets. The general work will include placing multi-layer Bituminous overlays, minor pavement reconstruction, reconstructing ADA curb access ramps, drainage modifications, and pavement striping and markings.

The City advertised for construction bids on April 22, 2015; two (2) bids were received. After a thorough analysis, staff has determined that Martin Brothers Construction bid of \$1,723,646.28 was the lowest responsive and responsible Base Bid, (award must be based upon lowest Base Bid). Additionally, with a favorable Base Bid, sufficient funding is available to construct the Base project and Additive Alternate 2 at a total cost of \$1,723,646.28. Council may now award a contract to the low bidder.

The 2015 Residential Resurfacing Project meets City Council's goal of improving overall City infrastructure, putting emphasis on neighborhood revitalization.

### **Conclusion**

Staff recommends City Council approve the attached Resolution authorizing the City Manager to execute a contract with Martin Brothers Construction for the 2015 Residential Street Resurfacing Project, Base Bid and Additive Alternate 2.

Attachments: 1) Exhibit A - Bid Opening Summary  
2) Resolution

## **EXHIBIT A**

**RESOLUTION NO. 2015- \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,  
CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT  
WITH MARTIN BROTHERS CONSTRUCTION FOR 2015 RESIDENTIAL STREET  
RESURFACING PROJECT**

**WHEREAS**, the City Council of the City of Citrus Heights, California, wishes to proceed with the 2015 Residential Street Resurfacing Project; and

**WHEREAS**, Bids for the Project were opened on May 14, 2015, and Martin Brothers Construction was determined to be the lowest responsive, responsible bidder for the subject project; and

**WHEREAS**, adequate Measure A Capital, General Capital Improvement, Gas Tax, and Stormwater Utility Funds have been budgeted for the Base Project plus Additive Alternate 2; and

**WHEREAS**, subject project was identified as a priority at City Council's April 2015 Strategic Retreat of improving the City's overall infrastructure with an emphasis on neighborhood revitalization.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the City Council of the City of Citrus Heights hereby authorizes the City Manager to execute an agreement, in the amount of \$1,723,646.28, with Martin Brothers Construction for the Base Bid and Additive Alternate 1 and 2 of the 2015 Residential Street Resurfacing Project and that a copy of the Agreement is available and on file in the City Clerk's office and is incorporated herein by reference and made a part of this Resolution.

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

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 28<sup>th</sup> day of May, 2015, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
**Susan Frost, Mayor**

**ATTEST:**

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



Bid Tabulation  
2015 Residential Street Resurfacing Project

EXHIBIT A

Base Bid				Martin Brothers Construction		Telfer Highway Technologies	
Item #	Item of Work	Unit	Est Qty	Unit Price	Item Total	Unit Price	Item Total
1	Mobilization	LS	1	195,000.00	195,000.00	25,000.00	25,000.00
2	Clear & Grub	LS	1	50,178.48	50,178.48	52,000.00	52,000.00
3	Minor Pavement Reconstruction (4" Depth)	SF	9900	10.00	99,000.00	9.00	89,100.00
4	3 Layer Bituminous System	SY	25000	4.56	114,000.00	7.00	175,000.00
5	2 Layer Bituminous System	SY	53000	3.21	170,130.00	4.50	238,500.00
6	Minor Microsurfacing (Type 3)	SY	5600	2.57	14,392.00	5.00	28,000.00
7	Miscellaneous Type A AC - Potholing	TON	10	750.00	7,500.00	3,000.00	30,000.00
8	Speed Tables	EA	4	7,200.00	28,800.00	5,200.00	20,800.00
9	AC Dike	LF	100	46.00	4,600.00	50.00	5,000.00
10	Shoulder Reconstruction	LF	150	65.00	9,750.00	135.00	20,250.00
11	Remove, Replace and Relocate Type B Inlet	EA	25	4,000.00	100,000.00	3,000.00	75,000.00
12	Type F Inlet	EA	1	4,000.00	4,000.00	4,500.00	4,500.00
13	Remove and Replace Frame and Grate	EA	2	1,500.00	3,000.00	550.00	1,100.00
14	12" C-900	LF	870	130.00	113,100.00	225.00	195,750.00
15	Adjust Utility Box to Grade	EA	4	800.00	3,200.00	2,500.00	10,000.00
16	Thermoplastic - Detail 1	LF	4400	0.60	2,640.00	0.40	1,760.00
17	Thermoplastic - Detail 27B	LF	3050	0.90	2,745.00	0.50	1,525.00
18	Thermoplastic Limit Lines (12")	LF	440	3.01	1,324.40	4.00	1,760.00
19	Thermoplastic - Pavement Markings	SF	940	5.01	4,709.40	4.00	3,760.00
20	Reflective Pavement Markers - blue	EA	50	12.02	601.00	10.00	500.00
21	Remove and Replace PCC Sidewalk	SF	19400	12.02	233,188.00	17.00	329,800.00
22	Remove and Replace Type 2 Curb and Gutter	LF	4400	63.32	278,608.00	62.00	272,800.00
23	Detectable Warning Surface (At Curb Ramps)	EA	78	950.00	74,100.00	315.00	24,570.00
24	Supplemental Work	LS	1	25,000.00	25,000.00	25,000.00	25,000.00
TABULATION GRAND TOTAL				\$ 1,539,566.28		\$ 1,631,475.00	
BID SUBMITTED:				\$ 1,538,566.28		\$ 1,634,475.00	

Additive Alternative 1 - Pavement Reconstruction at Cul-De-Sac Locations				Martin Brothers Construction		Telfer Highway Solutions	
Item #	Item of Work	Unit	Est Qty	Unit Price	Item Total	Unit Price	Item Total
25	Pavement Reconstruction (4" Depth)	SF	16000	5.00	80000.00	6.98	111680.00
TABULATION GRAND TOTAL W/ BASE BID				\$ 1,619,566.28		\$ 1,743,155.00	
BID SUBMITTED, ADD ALT 1 ONLY:				\$ 80,000.00		\$ 111,680.00	

Additive Alternative 2 - Polymer Modified Asphalt Rubber				Martin Brothers Construction		Telfer Highway Solutions	
Item #	Item of Work	Unit	Est Qty	Unit Price	Item Total	Unit Price	Item Total
4a	3 Layer Bituminous System (PMAR)	SY	25000	6.92	173000.00	12.50	312500.00
5a	2 Layer Bituminous System (PMAR)	SY	53000	5.57	295210.00	8.35	442550.00
TABULATION: NEW BASE BID GRAND TOTAL				\$ 1,723,646.28		\$ 1,973,025.00	
BID SUBMITTED, ADD ALT 2 ONLY:				\$ 468,210.00		\$ 755,050.00	



# CITY OF CITRUS HEIGHTS

## Memorandum

May 28, 2015

**TO:** Mayor and City Council Members  
Henry Tingle, City Manager

**FROM:** David Wheaton, General Services Director  
Chris Fallbeck, Principal Civil Engineer

**SUBJECT:** **Twin Oaks & Mariposa Drainage Improvement Project  
Termination of Contract – City PN 30-14-001**

Approved and Forwarded to  
City Council

\_\_\_\_\_ Fin.

\_\_\_\_\_ Atty.

\_\_\_\_\_  
Henry Tingle, City Manager

### Summary and Recommendation

On February 5, 2015, the City opened bids for the Twin Oaks & Mariposa Drainage Improvement Project (Project). A total of nine bids were received. After evaluating the bids staff determined Vinciguerra Construction (Contractor) submitted the lowest responsive and responsible bid. A contract was awarded to Vinciguerra Construction to construct the project. During submittal review and utility verification prior to beginning construction activities, the contractor encountered third-party delays that prevented a timely start to construction. The delay further impacted the Contractor's availability of personnel to complete the project. City staff along with the Contractor determined it would be beneficial to terminate the contract with Vinciguerra Construction and award the contract to the second lowest responsive and responsible bidder.

Staff recommends the City Council approve the attached Resolution, authorizing the City Manager to terminate the contract with Vinciguerra Construction for construction of the Twin Oaks & Mariposa Drainage Improvement Project.

### Fiscal Impact

Although the Contractor did not begin actual construction activity onsite some expenses were incurred that will benefit the construction of the contract when a new contractor is selected. Construction staking was completed and a portion of the pipe to be used on the project was ordered. The staking is in place and is in a condition that can be used to construct the project. Pipe to use on the project will be drop shipped to the site for installation. The cost for such expenses is not entirely known at this time, but it will not exceed \$35,000.

Funding from the Stormwater Utility fund (\$1,200,000.00) is programmed in the 2014-2015 budget and 5-Year Capital Improvement Program to fund construction.

### Background and Analysis

In November 10, 2011, staff presented the Neighborhood Areas 6 & 7 Drainage Master Plan Study (Areas 6 & 7 MP) to the City Council. The study was the first comprehensive effort towards the



**Subject: Twin Oaks & Mariposa Drainage Improvement Project – Termination of Contract**

**Date: May 28, 2015**

**Page 2 of 2**

development of a Drainage Capital Improvement Program (CIP) in the City. The CIP provides a prioritized list of projects along with the estimated implementation costs and schedules.

The Twin Oaks & Mariposa Drainage Improvement Project is No. 2 on the CIP list. The project will construct 2357 lineal feet of pipe, 14 manholes and 5 drain inlets.

**Conclusion**

Staff recommends the City Council approve the attached Resolution, authorizing the City Manager to terminate the contract with Vinciguerra Construction for construction of the Twin Oaks & Mariposa Drainage Improvement Project.

Attachments: (1) Resolution

**RESOLUTION NO. 2015-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,  
CALIFORNIA, AUTHORIZING THE CITY MANAGER TO TERMINATE A  
CONTRACT WITH VINCIGUERRA CONSTRUCTION FOR THE  
TWIN OAKS & MARIPOSA DRAINAGE IMPROVEMENT PROJECT**

**WHEREAS**, the City Council of the City of Citrus Heights, California, wishes to proceed with the Twin Oaks & Mariposa Drainage Improvement Project; and

**WHEREAS**, bids for the Project were opened on February 5, 2015, and Vinciguerra Construction was determined to be the lowest responsive, and responsible bidder for the subject project; and

**WHEREAS**, third-party delays prevented a timely start of construction and Vinciguerra Construction no longer has the personnel required for a timely project completion; and

**WHEREAS**, both the City and Contractor have mutually agreed to terminate the contract; and

**WHEREAS**, an estimated \$35,000 in Stormwater Utility Funds have been spent to date on materials and preparation for construction.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the City Council of the City of Citrus Heights, and the City Manager is hereby authorized to terminate the contract with Vinciguerra Construction and that a copy of the contract is available and on file in the City Clerk's office and is incorporated herein by reference and made a part of this Resolution.

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

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 28th day of May, 2015, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

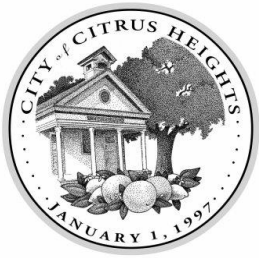
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**Susan Frost, Mayor**

**ATTEST:**

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**Amy Van, City Clerk**



# CITY OF CITRUS HEIGHTS

## Memorandum

May 28, 2015

**TO:** Mayor and City Council Members  
Henry Tingle, City Manager

**FROM:** David Wheaton, General Services Director  
Chris Fallbeck, Principal Civil Engineer

**SUBJECT:** **Twin Oaks & Mariposa Drainage Improvement Project**  
**Award of Contract – City PN 30-14-001**

Approved and Forwarded to  
City Council

\_\_\_\_\_ Fin.

\_\_\_\_\_ Atty.

\_\_\_\_\_  
Henry Tingle, City Manager

### Summary and Recommendation

On February 5, 2015, the City opened bids for the Twin Oaks & Mariposa Drainage Improvement Project (Project). A total of nine bids were received. After evaluating the bids staff determined Vinciguerra Construction (Contractor) submitted the lowest responsive and responsible bid. A contract was awarded to Vinciguerra Construction to construct the project. During submittal review and utility verification prior to beginning construction activities, the contractor encountered third-party delays that prevented a timely start to construction. The delay further impacted the Contractor's availability of personnel to complete the project. City staff along with the Contractor determined it would be beneficial to terminate the contract with Vinciguerra Construction and award the contract to the second lowest responsive and responsible bidder, Marques Pipeline, Inc.

Staff recommends the City Council approve the attached Resolution, authorizing the City Manager to execute a contract with Marques Pipeline, Inc. in the amount of \$988,991.00 for the Twin Oaks & Mariposa Drainage Improvement Project.

### Fiscal Impact

The Contractor's bid for the Project is \$988,991.00. However, this bid is based upon estimated quantities, which may vary due to actual field conditions. Ultimately, the Contractor is paid for actual work completed based upon the unit bid price, which may require the approval of a change order. Change orders for amounts less than 15% of the total contract price shall require prior written approval of the City Manager. Change orders for amounts equal to or greater than 15% of the total contract price shall require prior written approval of the City Council.

Funding from the Stormwater Utility fund (\$1,200,000.00) is programmed in the 2014-2015 budget and 5-Year Capital Improvement Program to fund construction.

### Background and Analysis

In November 10, 2011, staff presented the Neighborhood Areas 6 & 7 Drainage Master Plan Study (Areas 6 & 7 MP) to the City Council. The study was the first comprehensive effort towards the

**Subject: Twin Oaks & Mariposa Drainage Improvement Project – Award of Contract**

**Date: May 28, 2015**

**Page 2 of 2**

development of a Drainage Capital Improvement Program (CIP) in the City. The CIP provides a prioritized list of projects along with the estimated implementation costs and schedules.

The Twin Oaks & Mariposa Drainage Improvement Project is No. 2 on the CIP list. The project will construct 2357 lineal feet of pipe, 14 manholes and 5 drain inlets.

**Conclusion**

Staff recommends the City Council approve the attached Resolution, authorizing the City Manager to execute a contract with Marques Pipeline, Inc. for construction of the Twin Oaks & Mariposa Drainage Improvement Project.

Attachments: (1) Resolution

**RESOLUTION NO. 2015-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,  
CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE  
A CONTRACT WITH MARQUES PIPELINE, INC. FOR THE  
TWIN OAKS & MARIPOSA DRAINAGE IMPROVEMENT PROJECT**

**WHEREAS**, the City Council of the City of Citrus Heights, California, wishes to proceed with the Twin Oaks & Mariposa Drainage Improvement Project; and

**WHEREAS**, bids for the Project were opened on February 5, 2015, and Vinciguerra Construction was determined to be the lowest responsive, and responsible bidder for the subject project; and

**WHEREAS**, third-party delays prevented a timely start of construction and Vinciguerra Construction no longer has the personnel required for a timely project completion; and

**WHEREAS**, Marques Pipeline, Inc. submitted a bid on February 5, 2015 and was determined to be the second lowest responsive and responsible bidder for the subject project; and

**WHEREAS**, sufficient Stormwater Utility funds have been budgeted for this work.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the City Council of the City of Citrus Heights, and the City Manager is hereby authorized to execute a contract in the amount of \$988,991.00 with Marques Pipeline, Inc. and that a copy of the contract is available and on file in the City Clerk's office and is incorporated herein by reference and made a part of this Resolution.

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

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 28th day of May, 2015, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

**Susan Frost, Mayor**

**ATTEST:**

---

**Amy Van, City Clerk**



# CITY OF CITRUS HEIGHTS

## Memorandum

May 28, 2015

**TO:** Mayor and City Council Members  
Henry Tingle, City Manager

**FROM:** Amy Van, City Clerk

**SUBJECT:** **Second Reading – Antelope Crossing Special Planning Area Zoning Code Amendment**

Approved and Forwarded to City Council

\_\_\_\_\_  
Fin.

\_\_\_\_\_  
Atty.

\_\_\_\_\_  
Henry Tingle, City Manager

### **Summary and Recommendation**

On May 14, 2015, the City Council introduced, read by title only and waived the first full reading of an ordinance amending the Citrus Heights Municipal Code Article 3, Section 106.38.040.B (Prohibited Signs) and Article 5, Section 106.50.030.E.11 (Antelope Crossing SPA) Zoning Code.

### **Fiscal Impact**

There is no expected fiscal impact as a result of adopting this ordinance.

### **Conclusion**

Staff recommends that the Council approve Ordinance No. 2015- \_\_\_\_, amending Zoning Code Article 3, Section 106.38.040.B (Prohibited Signs) and Article 5, Section 106.50.030.E.11 (Antelope Crossing SPA) as shown in Exhibit A.

Attachments: Ordinance No. 2015-

ORDINANCE 2015-004

AN ORDINANCE OF THE CITY OF CITRUS HEIGHTS TO AMEND CERTAIN  
SECTIONS OF THE ZONING CODE IN REGARDS TO ELECTRONIC MESSAGE  
DISPLAY SIGN WITHIN THE ANTELOPE CROSSING SPECIAL PLANNING  
AREA

THE CITY OF CITRUS HEIGHTS DOES ORDAIN AS FOLLOWS:

Section 1: Purpose and Authority

The purpose of this Ordinance is to amend the Citrus Heights Zoning Code as shown in the attached Exhibits A-1 and A-2.

Section 2: Findings

- The proposed amendment to allow electronic sign display within the Antelope Crossing Special Planning area is consistent with the General Plan including Policy 8.1 that discusses how the use of creative signage assists in the retention of businesses; and
- The proposed amendment to allow electronic message display within the Antelope Crossing Special Planning area is not detrimental to the public, interest, health, safety, convenience, or welfare of the City.

Section 3: Action

The City Council hereby amends the Zoning Code of the City of Citrus Heights as described within Exhibits A-1 and A-2 herein, and as discussed within the Staff Report, which is incorporated by reference.

Section 4: Severability

If any section of this Ordinance is determined to be unenforceable, invalid, or unlawful, such determination shall not affect the enforceability of the remaining provisions of this Ordinance.

Section 5: Effective Date and Publication

This Ordinance shall take effect thirty (30) days after its adoption, and within fifteen (15) days after its passage, shall be posted in three public places.

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights  
this \_\_\_\_\_ day of \_\_\_\_\_, 2015 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Sue Frost, Mayor

**ATTEST:**

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

CODIFY \_\_\_\_\_

UNCODIFY \_\_\_\_\_

Exhibit A-1 – Section 106.38.040

Exhibit A-2 – Section 106.50.030





# CITY OF CITRUS HEIGHTS

## Memorandum

May 28, 2015

**TO:** Mayor and City Council Members  
Henry Tingle, City Manager

**FROM:** Stefani Daniell, Finance Director

**SUBJECT:** **Budget Adoption**

Approved and Forwarded to City Council

\_\_\_\_\_  
Fin.

\_\_\_\_\_  
Atty.

\_\_\_\_\_  
Henry Tingle, City Manager

### Summary and Recommendation

Staff recommends that the City Council adopt the following resolutions:

- Resolution approving the fiscal year 2015-2016 City of Citrus Heights Annual Budget and the fiscal year 2015-2016 through 2019-2020 Capital Improvement Program.
- Resolution authorizing a position for one Program Assistant in the Human Resources/City Information Department for the FY 2015-2016 City of Citrus Heights Annual Budget.

### Fiscal Impact and Policy Implications

The City of Citrus Heights Annual Budget provides policy direction to allocate resources on the basis of identified goals and objectives.

The City of Citrus Heights Capital Improvement Program (CIP) is a planning tool that identifies anticipated capital improvements for fiscal years 2015-2016 through 2019-2020. The five-year CIP is required by state law. Capital projects for fiscal year 2015-2016 are included the Annual Budget.

Changes in this fiscal year's budget include:

- Sales and Use Tax revenues are projected to increase by \$1,259,000 (11.10%), as compared to last fiscal year's budget. This is mainly due to the wind-down and true-up of "triple flip."
- Motor Vehicle License Fee revenues are projected to increase by \$492,998 (7.24%), as compared to last fiscal year's budget. This is due to an increase in assessed property values.

- Staff is recommending that the budget for the Economic Development Support Fund remains at \$150,000. The use of these funds will be determined based upon applications received.
- Staff is recommending that \$550,000 be transferred from the General Fund Reserve to the Capital Improvement Fund. These funds will be used as follows:
  - Neighborhood Street Resurfacing                      \$ 350,000
  - Arterial Major Patch Repairs                              \$ 200,000

### **Background and Analysis**

**Annual Budget** - The City's Annual Budget is developed from the input of citizens, the City Council, and staff. For fiscal year 2015-2016, expenditures are budgeted as follows: General Fund \$34,340,543, Capital Improvement Fund \$1,679,154, Capital Replacement Fund \$164,100, Measure A Capital Funds \$1,336,518, Federal Transportation Grants \$3,761,015 and expenditures for all other City funds total \$23,786,009. A conservative approach was used in developing the budget. This budget strategy will assist in managing the projected future cash-flow, which is highlighted in the City's Long-term Financial Model.

**Five-Year Capital Improvement Program** - State law requires the City to prepare a Capital Improvement Program covering a 5-year planning horizon. Prepared by City Manager's Office based upon submissions from City departments, the CIP does not appropriate funds, but functions as a budgeting and planning tool, supporting actual appropriations that are made through adoption of the budget. On April 22, 2015 the Planning Commission found the five-year CIP to be consistent with the City's General Plan.

### **Conclusion**

The fiscal year 2015-2016 annual budget reflects the City's commitment to financial sustainability and excellent service delivery.

The five-year CIP establishes Council's priority capital projects for fiscal years 2015-2016 through 2019-2020.

### **Attachments:**

- (1) Resolution approving the fiscal year 2015-2016 Annual Budget and the five-year CIP.
- (2) Resolution authorizing a position for one Program Assistant in the Human Resources/City Information Department for the FY 2015-2016 City of Citrus Heights Annual Budget.

**RESOLUTION NO. 2015-\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF CITRUS HEIGHTS  
APPROVING THE FY 2015-2016 ANNUAL BUDGET AND  
FY 2015-2016 THROUGH 2019-2020 FIVE YEAR CAPITAL IMPROVEMENT  
PROGRAM (CIP)**

**WHEREAS**, the City has experienced measurable private sector economic development and public infrastructure investment since incorporation; and

**WHEREAS**, in approving the FY 2015-2016 budget, the City is pursuing budget strategies to maintain financial stability and service levels; and

**WHEREAS**, pursuant to statute, the City's Five Year Capital Improvement Program has been updated to reflect the City's public infrastructure, facility and project priorities during the next five years; and

**WHEREAS**, on April 22, 2015, the Citrus Heights Planning Commission found that the Five Year Capital Improvement Program is consistent with the City's General Plan;

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

- A) The FY 2015-2016 budget is approved. The total appropriated expenses (all funds) are \$65,067,339.
- B) The FY 2015-2016 through 2019-2020 Five Year Capital Improvement Program (CIP) is approved.

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

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California this 28th day of May, 2015 by the following vote, to wit:

**AYES:**                      **Council Members:**

**NOES:**                      **Council Members:**

**ABSTAIN:**                      **Council Members:**

**ABSENT:**                      **Council Members:**

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**Sue Frost, Mayor**

**ATTEST:**

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**Amy Van, City Clerk**

**RESOLUTION NO. 2015-\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS  
HEIGHTS AUTHORIZING ONE NEW POSITION  
FOR THE 2015-2016 ANNUAL BUDGET FOR THE  
CITY OF CITRUS HEIGHTS**

**WHEREAS**, the 2015-2016 Annual Budget is a balanced budget that reflects operating expenditures, capital improvement projects and personnel costs for fiscal year 2015-2016; and

**WHEREAS**, per the City's compensation policy, the City Council allocates positions by resolution and sets the broad band salary range. The final salary for each position will be based on a labor market survey and internal relationships and will be set by the City Manager prior to recruitment; and

**WHEREAS**, after budget analysis, City Manager recommends one (1) additional full-time regular position as listed below; and

<b>Department / Position Title</b>	<b>Salary Broad Band Range</b>
Human Resources/City Information Program Assistant (1.0 FTE)	Support Staff

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED**, that the City Council of the City of Citrus Heights does hereby approves the position change listed above and approves the broad band salary range for the position as listed.

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this \_\_\_\_<sup>th</sup> day of May 2015, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
**Sue Frost, Mayor**

**ATTEST:**

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