

AGENDA
August 9, 2018
CITY OF CITRUS HEIGHTS
CITY COUNCIL
7:00 PM REGULAR MEETING
City Hall Council Chambers
6360 Fountain Square Drive, Citrus Heights, CA

8-9-18 Agenda Packet

Documents:

[8-9 -18 AGENDA PACKET.PDF](#)

CALL REGULAR MEETING TO ORDER

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

APPROVAL OF AGENDA

PRESENTATIONS

4. Award Of Financial Reporting Achievement

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

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.

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 Regular Meeting of Thursday, July 26, 2018
6. SUBJECT: Mariposa Safe Routes To School Phase 4 - ATPSB1L-5475(043)
STAFF REPORT: R. Sherman / S. Hodgkins / L. Blomquist
RECOMMENDATION: Adopt Resolution No. 2018-____; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute a Contract with Bennett Engineering to Provide Professional Services for the 'Mariposa Avenue Safe Routes to School Phase 4' Project

PUBLIC HEARINGS

7. SUBJECT: Landscape Maintenance Assessment Districts 97-01 (Zones 1, 2, 3, And 4)

STAFF REPORT: R. Sherman / S. Hodgkins / A. Flores

RECOMMENDATION: Adopt Resolution No. 2018-____; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2018/2019 Assessments for Landscape Maintenance Assessment District No. 97-01 (ZONES 1, 2, 3, and 4)

8. SUBJECT: Landscape Maintenance Assessment Districts 98-01, 98-02 & 03-01

STAFF REPORT: R. Sherman / S. Hodgkins / A. Flores

RECOMMENDATION: Staff Recommends the City Council Adopt the Following:

a. Adopt Resolution No. 2018-____; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2018/2019 Assessments for Landscape Maintenance Assessment District No. 98-01 (Stock Village Units Nos. 1 and 2)

b. Adopt Resolution No. 2018-____; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2018/2019 Assessments for Landscape Maintenance Assessment District No. 98-02 (Zone 1: Sorenson Ranch and Zone 2: Autumnwood)

c. Adopt Resolution No. 2018-____; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2018/2019 Assessments for Landscape Maintenance Assessment District No. 03-01 (Stock Ranch Zones 1 and 2).

9. SUBJECT: Citrus Heights Lighting Assessment District Levy Of Fiscal Year 2018/2019 Assessments

STAFF REPORT: R. Sherman / L. Blomquist

RECOMMENDATION: Adopt Resolution No. 2018-____; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2018/2019 Assessments for the Citrus Heights Lighting Assessment District

10. SUBJECT: Adopt The Amended 2018 Action Plan For The Community Development Block Grant Program And Authorize The City Manager To Execute All Contracts Necessary To Implement The Amended 2018 CDBG Action Plan

STAFF REPORT: R. Sherman / S. Cotter

RECOMMENDATION: Adopt Resolution No. 2018- ____; A Resolution of the City Council of the City of Citrus Heights, California, Approving the 2018 Community Development Block Grant (CDBG) Action Plan Amendment and Authorizing the City Manager to Execute all Contracts Necessary to Implement the Amended 2018 CDBG Action Plan

REGULAR CALENDAR

11. SUBJECT: Rental Housing Inspection Unit – Authorization To Create City Ordinance And Implement Program

STAFF REPORT: R. Lawrence / D. Gutierrez

RECOMMENDATION: Adopt Resolution No. 2018 -____; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the Creation of a City Ordinance and Fee Schedule for a Rental Housing Inspection Unit

DEPARTMENT REPORTS

12. SUBJECT: Youth And Family Services Unit

CITY MANAGER ITEMS

ITEMS REQUESTED BY COUNCIL MEMBERS / FUTURE AGENDA ITEMS

ADJOURNMENT



Steve Miller, Mayor
Jeannie Bruins, Vice Mayor
Bret Daniels, Council Member
Albert J. Fox, Council Member
Jeff Slowey, Council Member

**CITY OF CITRUS HEIGHTS
CITY COUNCIL
Regular Meeting of Thursday, August 9, 2018
City Hall Council Chambers
6360 Fountain Square Dr., Citrus Heights, CA
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 6360 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.

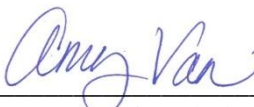
City Council meetings are televised live on Metro Cable 14, the government affairs channel on the Comcast, Consolidated Communications, and AT&T U-Verse cable systems and replayed on the following Monday at 9:00 a.m. Meetings are also webcast live at www.citrusheights.net.

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

August 3, 2018


Amy Van, City Clerk

Please turn off all cellular phones and pagers while the City Council meeting is in session.

REGULAR MEETING 7:00 PM
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CALL REGULAR MEETING TO ORDER

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

APPROVAL OF AGENDA**PRESENTATIONS**

4. Award of Financial Reporting Achievement

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 are requested by a Council Member.

5. **SUBJECT:** Approval of Minutes
RECOMMENDATION: Approve the Minutes of the Regular Meeting of Thursday, July 26, 2018
6. **SUBJECT:** Mariposa Safe Routes to School Phase 4 - ATPSB1L-5475(043)
Award of Contract for Professional Services to Bennett Engineering
STAFF REPORT: R. Sherman / S. Hodgkins / L. Blomquist
RECOMMENDATION: Adopt Resolution No. 2018-____; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to

Execute a Contract with Bennett Engineering to Provide Professional Services for the
'Mariposa Avenue Safe Routes to School Phase 4' Project

PUBLIC HEARING

7. **SUBJECT:** Landscape Maintenance Assessment Districts 97-01 (Zones 1, 2, 3, and 4)
Levy of Fiscal Year 2018/2019 Assessments
STAFF REPORT: R. Sherman / S. Hodgkins / A. Flores
RECOMMENDATION: Adopt Resolution No. 2018-____; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2018/2019 Assessments for Landscape Maintenance Assessment District No. 97-01 (ZONES 1, 2, 3, and 4)
8. **SUBJECT:** Landscape Maintenance Assessment Districts 98-01, 98-02 & 03-01
Levy of Fiscal Year 2018/2019 Assessments
STAFF REPORT: R. Sherman / S. Hodgkins / A. Flores
RECOMMENDATION: Staff Recommends the City Council Adopt the Following:
- a. Adopt Resolution No. 2018-____; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2018/2019 Assessments for Landscape Maintenance Assessment District No. 98-01 (Stock Village Units Nos. 1 and 2)
- b. Adopt Resolution No. 2018-____; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2018/2019 Assessments for Landscape Maintenance Assessment District No. 98-02 (Zone 1: Sorenson Ranch and Zone 2: Autumnwood)
- c. Adopt Resolution No. 2018-____; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2018/2019 Assessments for Landscape Maintenance Assessment District No. 03-01 (Stock Ranch Zones 1 and 2).
9. **SUBJECT:** Citrus Heights Lighting Assessment District Levy of Fiscal Year 2018/2019 Assessments
STAFF REPORT: R. Sherman / L. Blomquist
RECOMMENDATION: Adopt Resolution No. 2018-____; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2018/2019 Assessments for the Citrus Heights Lighting Assessment District
10. **SUBJECT:** Adopt the Amended 2018 Action Plan for the Community Development Block Grant Program and Authorize the City Manager to Execute all Contracts Necessary to Implement the Amended 2018 CDBG Action Plan
STAFF REPORT: R. Sherman / S. Cotter

RECOMMENDATION: Adopt Resolution No. 2018- ____; A Resolution of the City Council of the City of Citrus Heights, California, Approving the 2018 Community Development Block Grant (CDBG) Action Plan Amendment and Authorizing the City Manager to Execute all Contracts Necessary to Implement the Amended 2018 CDBG Action Plan

REGULAR CALENDAR

11. **SUBJECT:** Rental Housing Inspection Unit – Authorization to Create City Ordinance and Implement Program
STAFF REPORT: R. Lawrence / D. Gutierrez
RECOMMENDATION: Adopt Resolution No. 2018 - ____; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the Creation of a City Ordinance and Fee Schedule for a Rental Housing Inspection Unit

DEPARTMENT REPORTS

12. **SUBJECT:** Youth and Family Services Unit
DEPARTMENT: Police Department

CITY MANAGER ITEMS

ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS

ADJOURNMENT

**CITY OF CITRUS HEIGHTS
CITY COUNCIL
MINUTES
Regular Meeting of Thursday, July 26, 2018
City Hall Council Chambers
6360 Fountain Square Drive, Citrus Heights, CA**

CALL REGULAR MEETING TO ORDER

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

1. The Flag Salute was led by Jayna Karpinski-Costa.
2. Roll Call: Council Members present: Daniels, Fox, Slowey, Bruins, Miller
Council Members absent: None
Staff present: Boyd, Cooley, Hodgkins, Reid, Van, Ziegler and department directors.
3. The video statement was read by City Clerk Van.

APPROVAL OF AGENDA

ACTION: On a motion by Mayor Miller, seconded by Vice Mayor Bruins, the City Council approved the agenda.

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

PRESENTATIONS

None

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

Mayor Miller had no updates or comments.

Council Member Slowey provided a report from the Regional Transit Board meeting and the Sacramento County Public Library Authority meeting. He attended the Police Activities League Annual Trap Shoot Fundraiser and the Community Campout event held at Rusch Park.

Council Member Daniels had no updates or comments.

Council Member Fox attended the grand opening for Giltner Business Solutions. He commented on the Community Campout event held on July 21 – 22.

Vice Mayor Bruins attended the Sacramento Regional County Sanitation District meeting and the Dos Coyotes grand opening ribbon cutting. She provided an update from the Sacramento Area Sewer District meeting.

PUBLIC COMMENT

Sarah Do expressed concerns with school district boundaries because her home is within Citrus Heights, however it is not within the San Juan Unified School District.

Jayna Karpinski-Costa thanked city staff for their fast response to neighborhood traffic concerns.

David Warren handed out copies of a postcard that was mailed to a physician, of Indian decent, in Citrus Heights. He said the comments on the postcard are derogatory, insulting and demeaning. His also request that the Police Department initiate a very active investigation of this type of intolerant threat to a member of the community. .

Michael Logomarsino provided an update from the Community Campout event held on July 21 – 22.

CONSENT CALENDAR

4. **SUBJECT**: Approval of Minutes
 RECOMMENDATION: Approve the Minutes of the Regular Meeting of Thursday, June 28, 2018 and the Regular Meeting of Thursday, July 12, 2018

5. **SUBJECT**: Mariposa Safe Routes to School, Phase 3 PN 20-14-003 Award of Construction Management & Inspection Services Agreement
 STAFF REPORT: R. Sherman / S. Hodgkins
 RECOMMENDATION: Adopt Resolution No. 2018-067; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute a Contract with Ghiradelli Associates to Provide Construction Management, Inspection and Material Testing Services for the Mariposa Avenue Safe Routes to School Phase 3 Project

6. **SUBJECT**: Baird Way Drainage Project Final Acceptance – City PN 30-16-003
 STAFF REPORT: R. Sherman / S. Hodgkins / L. Blomquist
 RECOMMENDATION: Adopt Resolution No. 2018- 068; A Resolution of the City Council of the City of Citrus Heights, California, Accepting the Baird Way Drainage Project as Complete and Authorizing the City Engineer to Record a Notice of Completion and Release the Contract Retention

7. **SUBJECT**: Quarterly Treasurer’s Report
 STAFF REPORT: R. Rivera
 RECOMMENDATION: Staff Recommends That the Council Receive and File the Quarterly Treasurers’ Report for the Quarter Ending June 30, 2018

ACTION: On a motion by Council Member Slowey, seconded by Vice Mayor Bruins, the City Council adopted Consent Calendar items 4, 5, 6 and 7.

AYES: Daniels, Fox, Slowey, Bruins, Miller
NOES: None

ABSENT: None

PUBLIC HEARING

None

REGULAR CALENDAR

8. **SUBJECT:** Initiate Proceedings for Fiscal Year 2018/2019 Annual Update for Landscape Maintenance Assessment District 97-01 (Zones 1, 2, 3 and 4)
STAFF REPORT: R. Sherman / S. Hodgkins / A. Flores
RECOMMENDATION: Staff Recommends the City Council Adopt the Following:

- a. Adopt Resolution No. 2018-069; A Resolution of the City Council of the City of Citrus Heights, California, to Initiate Proceedings Pursuant to the Landscaping and Lighting Act of 1972 for Landscape Maintenance Assessment District No. 97-01 (Zones 1, 2, 3, And 4)
- b. Adopt Resolution No. 2018-070; A Resolution of the City Council of the City of Citrus Heights, California, for the Intention to Levy and Collect Assessments for Fiscal Year 2018/2019 for Landscape Maintenance Assessment District No. 97-01 (Zones 1, 2, 3, And 4)

City Engineer Hodgkins reported that pursuant to the Landscape and Lighting Act of 1972 the City must update the assessments for its various landscape maintenance assessment districts each year. Tonight's item is the first of two steps needed to update the landscape maintenance assessment districts for fiscal year 2018/2019. Staff recommends that the City Council adopt two resolutions. The first resolution is to initiate the proceedings for the annual update and also authorize the preparation of the engineer's report to describe the proposed levels of maintenance, the proposed financial summary, and include assessment diagrams for each zone in the district. The second resolution is the resolution of intention where the City Council approves the engineer's report for Landscape Maintenance Assessment District 97-01 annual update for fiscal year 2018/2019.

Council questions and comments followed.

ACTION: On a motion by Vice Mayor Bruins, seconded by Council Member Fox, the City Council adopted the following:

- a. Adopt Resolution No. 2018-069; A Resolution of the City Council of the City of Citrus Heights, California, to Initiate Proceedings Pursuant to the Landscaping and Lighting Act of 1972 for Landscape Maintenance Assessment District No. 97-01 (Zones 1, 2, 3, And 4)
- b. Adopt Resolution No. 2018-070; A Resolution of the City Council of the City of Citrus Heights, California, for the Intention to Levy and Collect Assessments for Fiscal Year 2018/2019 for Landscape Maintenance Assessment District No. 97-01 (Zones 1, 2, 3, And 4)

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

9. **SUBJECT:** Initiate Proceedings for Fiscal Year 2018/2019 Annual Update
Landscape Maintenance Assessment Districts 98-01, 98-02 (Zones 1 & 2), and 03-01 (Zones 1 & 2)

STAFF REPORT: R. Sherman / S. Hodgkins / A. Flores

RECOMMENDATION: Staff Recommends the City Council Adopt the Following:

- a. Adopt Resolution No. 2018-071; A Resolution of the City Council of the City of Citrus Heights, California, to Initiate Proceedings Pursuant to the Landscaping and Lighting Act of 1972 for Landscape Maintenance Assessment District No. 98-01
- b. Adopt Resolution No. 2018-072; A Resolution of the City Council of the City of Citrus Heights, California, to Initiate Proceedings Pursuant to the Landscaping and Lighting Act of 1972 for Landscape Maintenance Assessment District No. 98-02 (Zones 1 & 2)
- c. Adopt Resolution No. 2018-073; A Resolution of the City Council of the City of Citrus Heights, California, to Initiate Proceedings Pursuant to the Landscaping and Lighting Act of 1972 for Landscape Maintenance Assessment District No. 03-01 (Zones 1 & 2)
- d. Adopt Resolution No. 2018-074; A Resolution of the City Council of the City of Citrus Heights, California, for the Intention to Levy and Collect Assessments for Fiscal Year 2018/2019 for Landscape Maintenance Assessment District No. 98-01
- e. Adopt Resolution No. 2018-075; A Resolution of the City Council of the City of Citrus Heights, California, for the Intention to Levy and Collect Assessments for Fiscal Year 2018/2019 for Landscape Maintenance Assessment District No. 98-02 (Zones 1 & 2)
- f. Adopt Resolution No. 2018-076; A Resolution of the City Council of the City of Citrus Heights, California, for the Intention to Levy and Collect Assessments for Fiscal Year 2018/2019 for Landscape Maintenance Assessment District No. 03-01 (Zones 1 And 2)

City Engineer Hodgkins reported tonight's item is the first of two steps to update Landscape Maintenance Assessment Districts 98-01, 98-02, and 03-01 for fiscal year 2018/2019. Staff recommends the City Council adopt two sets of resolutions for each district. The first set is to initiate proceedings for the annual updates and also authorize the preparation of an engineer's report. The second set of resolutions is the resolutions of intention for each of the three districts where City Council approves the engineer's report for the landscape maintenance assessment districts.

Council questions and comments followed.

ACTION: On a motion by Council Member Slowey, seconded by Vice Mayor Bruins, the City Council adopted the following:

- a. Adopt Resolution No. 2018-071; A Resolution of the City Council of the City of Citrus Heights, California, to Initiate Proceedings Pursuant to the Landscaping and Lighting Act of 1972 for Landscape Maintenance Assessment District No. 98-01
- b. Adopt Resolution No. 2018-072; A Resolution of the City Council of the City of Citrus Heights, California, to Initiate Proceedings Pursuant to the Landscaping and Lighting Act of 1972 for Landscape Maintenance Assessment District No. 98-02 (Zones 1 & 2)
- c. Adopt Resolution No. 2018-073; A Resolution of the City Council of the City of Citrus Heights, California, to Initiate Proceedings Pursuant to the Landscaping and Lighting Act of 1972 for Landscape Maintenance Assessment District No. 03-01 (Zones 1 & 2)
- d. Adopt Resolution No. 2018-074; A Resolution of the City Council of the City of Citrus Heights, California, for the Intention to Levy and Collect Assessments for Fiscal Year 2018/2019 for Landscape Maintenance Assessment District No. 98-01
- e. Adopt Resolution No. 2018-075; A Resolution of the City Council of the City of Citrus Heights, California, for the Intention to Levy and Collect Assessments for Fiscal Year 2018/2019 for Landscape Maintenance Assessment District No. 98-02 (Zones 1 & 2)
- f. Adopt Resolution No. 2018-076; A Resolution of the City Council of the City of Citrus Heights, California, for the Intention to Levy and Collect Assessments for Fiscal Year 2018/2019 for Landscape Maintenance Assessment District No. 03-01 (Zones 1 And 2)

AYES: Daniels, Fox, Slowey, Bruins, Miller

NOES: None

ABSENT: None

10. **SUBJECT:** Citrus Heights Lighting Assessment District Initiate Proceedings for Fiscal Year 2018/2019 Annual Update

STAFF REPORT: R. Sherman / L. Blomquist

RECOMMENDATION: Staff Recommends the City Council Adopt the Following:

- a. Adopt Resolution No. 2018-077; A Resolution of the City Council of the City of Citrus Heights, California, to Initiate Proceedings Pursuant to the Landscaping and Lighting Act of 1972 for the Citrus Heights Lighting District
- b. Adopt Resolution No. 2018-078; A Resolution of the City Council of the City of Citrus Heights, California, for the Intention to Levy and Collect Assessments for Fiscal Year 2018/2019 for the Citrus Heights Lighting District

City Engineer Hodgkins reported each year the city is required to update the assessments for the Lighting District. Staff's recommendation is to take action on two resolutions. The first resolution is to initiate proceedings for fiscal year 2018/2019 annual update. The second is to adopt a resolution of intention approving the engineer's report declaring the intent to order and levy the collection of assessments.

Council questions and comments followed.

ACTION: On a motion by Mayor Miller, seconded by Council Member Slowey, the City Council adopted the following:

- a. Adopt Resolution No. 2018-077; A Resolution of the City Council of the City of Citrus Heights, California, to Initiate Proceedings Pursuant to the Landscaping and Lighting Act of 1972 for the Citrus Heights Lighting District
- b. Adopt Resolution No. 2018-078; A Resolution of the City Council of the City of Citrus Heights, California, for the Intention to Levy and Collect Assessments for Fiscal Year 2018/2019 for the Citrus Heights Lighting District

AYES: Daniels, Fox, Slowey, Bruins, Miller

NOES: None

ABSENT: None

11. **SUBJECT:** History & Arts Grant Program Application – Citrus Heights Incorporation Book
STAFF REPORT: K. Cooley / H. Reid
RECOMMENDATION: Adopt Resolution No. 2018- 079; A Resolution of the City Council of the City of Citrus Heights, California, Approving the History & Arts Grant Program Application for the Production of a Citrus Heights Incorporation Book

Administrative Technician Reid stated that the History & Arts Grant Program was created to assist those in the Citrus Heights community wishing to complete programs and activities highlighting historical preservation or arts promotion. Resident, business owner, and city incorporation advocate Bill Van Duker is proposing to partner with a professional writer, Miranda Culp, to compile a book detailing a comprehensive history of the Citrus Heights incorporation effort. According to program guidelines, grant requests in excess of \$5,000 require City Council approval. Staff recommends the City Council approve grant funding for the completion of the Citrus Heights incorporation book in the amount of \$10,000.

Public Comment

Bill Van Duker stated Miranda Culp has agreed to do the writing research and writing and he would be one of her resources as an adviser. He said the timetable is to have the first draft completed within six months with another three to four months in graphic design, editing and production. He believes the story needs to be told in written form.

Council questions and comments followed.

ACTION: On a motion by Council Member Daniels, seconded by Vice Mayor Bruins, the City Council adopted Resolution No. 2018- 079; A Resolution of the City Council of the City of Citrus Heights, California, Approving the History & Arts Grant Program Application for the Production of a Citrus Heights Incorporation Book.

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

12. **SUBJECT:** Authorizing the City Manager Regarding Response to League of California Cities Recommended Position as to Critical Legislation in Specific Circumstances

STAFF REPORT: C. Boyd / K. Cooley

RECOMMENDATION: Adopt Resolution No. 2018-080; A Resolution of the City Council of the City of Citrus Heights, California Authorizing the City Manager Regarding City's Position as to Legislation

Vice Mayor Bruins left the meeting at 8:04 p.m.

Assistant to the City Manager Cooley stated Citrus Heights is a member of the League of California Cities. Members are asked to support the League's position on critical legislation that the League believes will significantly affect California cities. There are certain instances when the League requests the city to support its position on high priority legislation and there may not be enough time to bring the issue before the City Council for direction. During the Strategic Planning retreat, the City Council expressed a desire to delegate authority to the City Manager to submit letters of support or oppose the legislation on behalf of the City Council. The City Manager is to determine that the legislation is of high priority, consistent with previously adopted city policies and that there is not sufficient time to bring to the City Council for direction. Staff recommends the City Council adopt a resolution authorizing the City Manager regarding the city's position as to legislation.

Public Comment

David Warren spoke in opposition of authorizing the City Manager regarding the city's position as to legislation.

Council questions and comments followed.

Council Member Slowey suggested adding a sunset clause of December 31, 2019.

Council Member Fox supported Council Member Slowey's suggestion.

ACTION: On a motion by Council Member Slowey, seconded by Mayor Miller, the City Council adopted Resolution No. 2018-080; A Resolution of the City Council of the City of Citrus Heights, California Authorizing the City Manager Regarding City's Position as to Legislation with the condition of an added sunset clause of December 31, 2019.

AYES: Fox, Miller, Slowey
NOES: Daniels

ABSENT: Bruins

DEPARTMENT REPORTS

None

CITY MANAGER ITEMS

None

ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS

Council Member Slowey had questions about Police Department Commander promotions.

City Clerk Van noted that council meetings are broadcast live on Metro Cable 14 and webcast on the city's website.

ADJOURNMENT

Mayor Miller adjourned the regular meeting 8:25 p.m.

Respectfully Submitted,

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: August 9, 2018

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

FROM: Rhonda Sherman, Community Services Director
Stuart Hodgkins, City Engineer
Leslie Blomquist, Senior Civil/Traffic Engineer

SUBJECT: **Mariposa Safe Routes to School Phase 4 - ATPSB1L-5475(043)**
Award of Contract for Professional Services to Bennett Engineering

Summary and Recommendation

In November 2016, the Sacramento Area Council of Governments awarded the city a regional Active Transportation Program (ATP) grant in the amount of \$2,078,000 (with a total project estimate of \$2,603,000) for preliminary engineering, environmental documentation, design, right-of-way and construction of the Mariposa Avenue Safe Routes to School Phase 4 Project (the Project).

The General Services Department circulated a Request for Proposals (RFP) for preliminary engineering, environmental documentation, final design and public outreach services. In accordance with required Caltrans “Qualifications Based” selection procedures, Bennett Engineering, was selected as the top ranked consultant.

Staff recommends the City Council adopt Resolution No. 2018-____ A Resolution of the City Council of the City of Citrus Heights, California, authorizing the City Manager to execute a contract with Bennett Engineering, to provide professional services for the Mariposa Avenue Safe Routes to School Phase 4 Project.

Fiscal Impact

The contract with Bennett Engineering is for an amount not to exceed \$416,462. Funding for the Project is included in the Fiscal Year 2018/2019 Budget and the 2019 – 2023 Capital Improvement Program and will come from various sources as outlined in the table below:

Funding Source	Total Funding Amount
ATP Grant	344,067
Measure A Capital	72,393
Total	416,460

Background and Analysis

The Project is the final phase of 1.2 mile Safe Route to School project providing complete streets connections between Greenback Lane and Madison Avenue encompassing Skycrest Elementary, San Juan High School and San Juan Park. This phase of the Project will complete the bicycle and pedestrian network between Northeast Circle and Madison Avenue including installation of the following items:

- (1) sidewalk
- (2) curb and gutter
- (3) bike lanes
- (4) street lighting
- (5) upgrades to the traffic signal at Madison Avenue and Mariposa Avenue.

The city issued an RFP in April 2018, and received three proposals on May 3, 2018. The city used a qualifications based selection process consistent with Caltrans Local Assistance Procedures Manual, Chapter 10, which governs consultant selection. Interviews of all three consultant teams were conducted on May 29, 2018. Proposals and interviews were evaluated based on the criteria specified in the RFP. As a result of the process, staff found Bennett Engineering to be the most qualified consultant team. They provided an in-depth and detailed proposal, introduced a highly qualified team and demonstrated a clear understanding of the work involved in the design and public outreach of the grant funded project.

Staff and the top ranked consultant have fine-tuned the scope and cost for work associated with all phases of the project to ensure the services meet the city's needs. Although the RFP solicited proposals for all phases of the Project, only work on the preliminary engineering and environmental phase of the project has been authorized by the granting agency for expenditure. This contract is to award all portions of the Project scope (including public outreach and final design), but only work associated with the preliminary engineering and environmental document phase will be authorized. Authorization to work on future phases of the contract will only occur after project funding expenditures have been approved by the granting agency.

Attachments

Subject: Mariposa Ave Safe Routes to School Phase 4, Award of Professional Services Contract

Date: August 9, 2018

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- (1) Resolution No. 2018-____ A Resolution of the City Council of the City of Citrus Heights, California, authorizing the City Manager to execute a contract with Bennett Engineering to provide professional services for the 'Mariposa Avenue Safe Routes to School Phase 4' Project
- (2) Consulting Services Agreement Between the City of Citrus Heights and Bennett Engineering for the Mariposa Avenue Safe Routes to School Phase 4 Project

RESOLUTION NO. 2018-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH BENNETT ENGINEERING TO PROVIDE PROFESSIONAL SERVICES FOR THE ‘MARIPOSA AVENUE SAFE ROUTES TO SCHOOL PHASE 4’ PROJECT

WHEREAS, in November 2016, the city was awarded \$2,078,000 (\$2,603,000 total project cost) in a regional Active Transportation Program (ATP) grant for the Mariposa Avenue Safe Routes to School Phase 4 Project;

WHEREAS, Caltrans has authorized the city to proceed with the project approval and environmental documentation phase of the project;

WHEREAS, the city circulated a request for proposals and in accordance with federal procedures for selection of the most qualified consultant Bennett Engineering was found to be the best qualified to provide the required services;

WHEREAS, the city now desires to enter into a Professional Services Contract with Bennett Engineering in an amount not to exceed \$416,462; and

WHEREAS, the proposed professional services will be paid for with ATP grant funds and Measure A Capital funds.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Citrus Heights, the City Manager is hereby authorized to execute a contract with Bennett Engineering to provide professional services for the ‘Mariposa Avenue Safe Routes to School Phase 4’ Project, in a form approved by the City Attorney.

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

PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 9th day of August, 2018, by the following vote, to wit:

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

Steve Miller, Mayor

ATTEST:

Amy Van, City Clerk

**CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF CITRUS HEIGHTS AND
BENNETT ENGINEERING
MARIPOSA AVENUE SAFE ROUTES TO SCHOOL PHASE 4 PROJECT
(FHWA assisted A&E projects)**

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SAMPLE

ARTICLE I. INTRODUCTION

This contract for consulting services is made by and between the City of Citrus Heights ("CITY") and Bennett Engineering ("CONSULTANT") ("together referred to as the "Parties") as of August 9, 2018 (the "Effective Date").

The Contract Administrator for City will be Leslie Blomquist, Senior Civil/Traffic Engineer.

- A. The work to be performed under this contract is described in Article II entitled Statement of Work and the approved CONSULTANT's Scope of Services dated June 27, 2018. The approved CONSULTANT's Proposal is attached hereto as Exhibit A and incorporated by reference. If there is any conflict between the approved Proposal and this contract, this contract shall take precedence.
- B. CONSULTANT agrees to indemnify, defend with counsel acceptable to CITY, and hold harmless CITY, its officers, officials, agents, and employees from any and all liability, loss, claims, demands, expenses, and costs, including without limitation, attorney's fees, costs and fees of litigation, arising from or connected with the services provided hereunder due to negligent acts, errors, or omissions of CONSULTANT. CONSULTANT will reimburse CITY for any expenditure, including reasonable attorneys' fees, incurred by CITY in defending against claims resulting from the negligent acts, errors, or omissions of CONSULTANT.
- C. CONSULTANT and the agents and employees of CONSULTANT, in the performance of this contract, shall act in an independent capacity and not as officers or employees or agents of CITY.
- D. Without the written consent of CITY, this contract is not assignable by CONSULTANT either in whole or in part.
- E. No alteration or variation of the terms of this contract shall be valid, unless made in writing and signed by the Parties hereto; and no oral understanding or agreement not incorporated herein, shall be binding on any of the Parties hereto.
- F. The consideration to be paid to CONSULTANT as provided herein, shall be in compensation for all of CONSULTANT's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

ARTICLE II. STATEMENT OF WORK

Subject to the terms and conditions set forth in this Agreement, CONSULTANT shall provide to CITY the services described in the Scope of Work attached as Exhibit A, and incorporated herein, at the time and place and in the manner specified therein.

CONSULTANT shall perform all services required pursuant to this Agreement according to the standards observed by a competent practitioner of the profession in which CONSULTANT is engaged. CONSULTANT shall assign only competent personnel to perform services pursuant to this Agreement. In the event that CITY, in its sole discretion, at any time during the term of this Agreement, requests in writing the reassignment of any such persons to ensure CONSULTANT performs services in accordance with the Standard of Performance, CONSULTANT shall, immediately upon receiving CITY's request, reassign such persons.

ARTICLE III. CONSULTANT'S REPORTS OR MEETINGS

- A. CONSULTANT shall submit progress reports at least once a month. The report should be sufficiently detailed for the Contract Administrator to determine, if CONSULTANT is performing to expectations, or is on schedule; to provide communication of interim findings, and to sufficiently address any difficulties or special problems encountered, so remedies can be developed.
- B. CONSULTANT's Project Manager shall meet with CITY's Contract Administrator, as needed, to discuss progress on the contract.

ARTICLE IV. PERFORMANCE PERIOD (Verbatim)

- A. This contract shall go into effect on August 9, 2018, contingent upon approval by CITY, and CONSULTANT shall commence work after notification to proceed by CITY'S Contract Administrator. The contract shall end on May 31, 2020, unless extended by contract amendment.
- B. CONSULTANT is advised that any recommendation for contract award is not binding on CITY until the contract is fully executed and approved by CITY.

ARTICLE V. ALLOWABLE COSTS AND PAYMENTS (Verbatim)

- A. The method of payment for this contract will be based on actual cost plus a fixed fee. CITY will reimburse CONSULTANT for actual costs (including labor costs, employee benefits, travel, equipment rental costs, overhead and other direct costs) incurred by CONSULTANT in performance of the work. CONSULTANT will not be reimbursed for actual costs that exceed the estimated wage rates, employee benefits, travel, equipment rental, overhead, and other estimated costs set forth in the approved CONSULTANT'S Cost Proposal, unless additional reimbursement is provided for by contract amendment.

In no event, will CONSULTANT be reimbursed for overhead costs at a rate that exceeds CITY's approved overhead rate set forth in the Cost Proposal. In the event that CITY determines that a change to the work from that specified in the Cost Proposal and contract is required, the contract time or actual costs reimbursable by CITY shall be adjusted by contract amendment to accommodate the changed work. The maximum total cost as specified in Paragraph "H" shall not be exceeded, unless authorized by contract amendment.

- B. In addition to the allowable incurred costs, CITY will pay CONSULTANT a fixed fee of \$18,494.30. The fixed fee is nonadjustable for the term of the contract, except in the event of a significant change in the scope of work and such adjustment is made by contract amendment.
- C. Reimbursement for transportation and subsistence costs shall not exceed the rates specified in the approved Cost Proposal.
- D. When milestone cost estimates are included in the approved Cost Proposal, CONSULTANT shall obtain prior written approval for a revised milestone cost estimate from the Contract Administrator before exceeding such cost estimate.
- E. Progress payments will be made monthly in arrears based on services provided and allowable incurred costs. A pro rata portion of CONSULTANT's fixed fee will be included in the monthly progress payments. If CONSULTANT fails to submit the required deliverable items according to the schedule set forth in the Statement of Work, CITY shall have the right to delay payment or terminate this Contract in accordance with the provisions of Article VI Termination.

- F. No payment will be made prior to approval of any work, nor for any work performed prior to approval of this contract.
- G. CONSULTANT will be reimbursed, as promptly as fiscal procedures will permit upon receipt by CITY's Contract Administrator of itemized invoices in triplicate. Invoices shall be submitted no later than 45 calendar days after the performance of work for which CONSULTANT is billing. Invoices shall detail the work performed on each milestone and each project as applicable. Invoices shall follow the format stipulated for the approved Cost Proposal and shall reference this contract number and project title. Final invoice must contain the final cost and all credits due CITY including any equipment purchased under the provisions of Article XI Equipment Purchase of this contract. The final invoice should be submitted within 60 calendar days after completion of CONSULTANT's work. Invoices shall be mailed to CITY's Contract Administrator at the following address:

CITY:	City of Citrus Heights
Contract Administrator	Leslie Blomquist
	6360 Fountain Square Drive
	Citrus Heights, CA 95621

- H. The total amount payable by CITY including the fixed fee shall not exceed \$416,460.00.
- I. Salary increases will be reimbursable if the new salary is within the salary range identified in the approved Cost Proposal and is approved by CITY's Contract Administrator.

For personnel subject to prevailing wage rates as described in the California Labor Code, all salary increases, which are the direct result of changes in the prevailing wage rates are reimbursable.

ARTICLE VI. TERMINATION (Verbatim)

- A. CITY reserves the right to terminate this contract upon thirty (30) calendar days written notice to CONSULTANT with the reasons for termination stated in the notice.
- B. CITY may terminate this contract with CONSULTANT should CONSULTANT fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, CITY may proceed with the work in any manner deemed proper by CITY. If CITY terminates this contract with CONSULTANT, CITY shall pay CONSULTANT the sum due to CONSULTANT under this contract prior to termination, unless the cost of completion to CITY exceeds the funds remaining in the contract. In which case the overage shall be deducted from any sum due CONSULTANT under this contract and the balance, if any, shall be paid to CONSULTANT upon demand.
- C. The maximum amount for which the CITY shall be liable if this contract is terminated is \$416,460.00.

ARTICLE VII. COST PRINCIPLES AND ADMINISTRATIVE REQUIREMENTS (Verbatim)

- A. CONSULTANT agrees that the Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., shall be used to determine the cost allowability of individual items.

- B. CONSULTANT also agrees to comply with federal procedures in accordance with 49 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- C. Any costs for which payment has been made to CONSULTANT that are determined by subsequent audit to be unallowable under 2 CFR, Part 200 and 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., are subject to repayment by CONSULTANT to CITY.

ARTICLE VIII. RETENTION OF RECORDS/AUDIT (Verbatim)

For the purpose of determining compliance with Public Contract Code 10115, et seq. and Title 21, California Code of Regulations, Chapter 21, Section 2500 et seq., when applicable and other matters connected with the performance of the contract pursuant to Government Code section 8546.7; CONSULTANT, subconsultants, and CITY shall maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of the contract, including but not limited to, the costs of administering the contract. All Parties shall make such materials available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment under the contract. The state, State Auditor, CITY, FHWA, or any duly authorized representative of the Federal Government shall have access to any books, records, and documents of CONSULTANT and its certified public accountants (CPA) work papers that are pertinent to the contract and indirect cost rates (ICR) for audit, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested.

ARTICLE IX. AUDIT REVIEW PROCEDURES (Verbatim)

- A. Any dispute concerning a question of fact arising under an interim or post audit of this contract that is not disposed of by agreement, shall be reviewed by CITY'S Chief Financial Officer/Finance Director.
- B. Not later than 30 days after issuance of the final audit report, CONSULTANT may request a review by CITY'S Chief Financial Officer of unresolved audit issues. The request for review will be submitted in writing.
- C. Neither the pendency of a dispute nor its consideration by CITY will excuse CONSULTANT from full and timely performance, in accordance with the terms of this contract.
- D. CONSULTANT and subconsultant contracts, including cost proposals and ICR, are subject to audits or reviews such as, but not limited to, a contract audit, an incurred cost audit, an ICR Audit, or a CPA ICR audit work paper review. If selected for audit or review, the contract, cost proposal and ICR and related work papers, if applicable, will be reviewed to verify compliance with 48 CFR, Part 31 and other related laws and regulations. In the instances of a CPA ICR audit work paper review, it is CONSULTANT's responsibility to ensure federal, state, or CITY officials are allowed full access to the CPA's work papers, including making copies as necessary. The contract, cost proposal, and ICR shall be adjusted by CONSULTANT and approved by CITY contract manager to conform to the audit or review recommendations. CONSULTANT agrees that individual terms of costs identified in the audit report shall be incorporated into the contract by this reference if directed by CITY at its sole discretion. Refusal by CONSULTANT to incorporate audit or review recommendations, or to ensure that the federal, state or CITY have access to CPA work papers, will be considered a breach of contract terms and cause for termination of the contract and disallowance of prior reimbursed costs.

ARTICLE X. SUBCONTRACTING (Verbatim)

- A. Nothing contained in this contract or otherwise, shall create any contractual relation between CITY and any subconsultant(s), and no subcontract shall relieve CONSULTANT of its responsibilities and obligations hereunder. CONSULTANT agrees to be as fully responsible to CITY for the acts and omissions of its subconsultant(s) and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by CONSULTANT. CONSULTANT's obligation to pay its subconsultant(s) is an independent obligation from CITY'S obligation to make payments to the CONSULTANT.
- B. CONSULTANT shall perform the work contemplated with resources available within its own organization and no portion of the work pertinent to this contract shall be subcontracted without written authorization by CITY's Contract Administrator, except that, which is expressly identified in the approved Cost Proposal.
- C. CONSULTANT shall pay its subconsultants within ten (10) calendar days from receipt of each payment made to CONSULTANT by CITY.
- D. All subcontracts entered into as a result of this contract shall contain all the provisions stipulated in this contract to be applicable to subconsultants.
- E. Any substitution of subconsultant(s) must be approved in writing by CITY's Contract Administrator prior to the start of work by the subconsultant(s).

ARTICLE XI. EQUIPMENT PURCHASE (Verbatim)

- A. Prior authorization in writing, by CITY's Contract Administrator shall be required before CONSULTANT enters into any unbudgeted purchase order, or subcontract exceeding \$5,000 for supplies, equipment, or CONSULTANT services. CONSULTANT shall provide an evaluation of the necessity or desirability of incurring such costs.
- B. For purchase of any item, service or consulting work not covered in CONSULTANT's Cost Proposal and exceeding \$5,000 prior authorization by CITY's Contract Administrator; three competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.
- C. Any equipment purchased as a result of this contract is subject to the following: "CONSULTANT shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two years and an acquisition cost of \$5,000 or more. If the purchased equipment needs replacement and is sold or traded in, CITY shall receive a proper refund or credit at the conclusion of the contract, or if the contract is terminated, CONSULTANT may either keep the equipment and credit CITY in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established CITY procedures; and credit CITY in an amount equal to the sales price. If CONSULTANT elects to keep the equipment, fair market value shall be determined at CONSULTANT's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by CITY and CONSULTANT, if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by CITY." 2 CFR, Part 200 requires a credit to Federal funds when participating equipment with a fair market value greater than \$5,000 is credited to the project.

ARTICLE XII. STATE PREVAILING WAGE RATES (Verbatim)

- A. CONSULTANT shall comply with the State of California's General Prevailing Wage Rate requirements in accordance with California Labor Code, Section 1770, and all Federal, State, and local laws and ordinances applicable to the work.
- B. Any subcontract entered into as a result of this contract, if for more than \$25,000 for public works construction or more than \$15,000 for the alteration, demolition, repair, or maintenance of public works, shall contain all of the provisions of this Article, unless the awarding agency has an approved labor compliance program by the Director of Industrial Relations.
- C. When prevailing wages apply to the services described in the scope of work, transportation and subsistence costs shall be reimbursed at the minimum rates set by the Department of Industrial Relations (DIR) as outlined in the applicable Prevailing Wage Determination. See <http://www.dir.ca.gov>.

ARTICLE XIII. CONFLICT OF INTEREST (Verbatim)

- A. CONSULTANT shall disclose any financial, business, or other relationship with CITY that may have an impact upon the outcome of this contract, or any ensuing CITY construction project. CONSULTANT shall also list current clients who may have a financial interest in the outcome of this contract, or any ensuing CITY construction project, which will follow.
- B. CONSULTANT hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this contract.
- C. CONSULTANT hereby certifies that neither CONSULTANT, nor any firm affiliated with CONSULTANT will bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract. An affiliated firm is one, which is subject to the control of the same persons through joint-ownership, or otherwise.
- D. Except for subconsultants whose services are limited to providing surveying or materials testing information, no subconsultant who has provided design services in connection with this contract shall be eligible to bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract.

ARTICLE XIV. REBATES, KICKBACKS OR OTHER UNLAWFUL CONSIDERATION (Verbatim)

CONSULTANT warrants that this contract was not obtained or secured through rebates kickbacks or other unlawful consideration, either promised or paid to any CITY employee. For breach or violation of this warranty, CITY shall have the right in its discretion; to terminate the contract without liability; to pay only for the value of the work actually performed; or to deduct from the contract price; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

ARTICLE XV. PROHIBITION OF EXPENDING CITY STATE OR FEDERAL FUNDS FOR LOBBYING (Verbatim)

- A. CONSULTANT certifies to the best of his or her knowledge and belief that:
 - 1. No state, federal or CITY appropriated funds have been paid, or will be paid by-or-on behalf of CONSULTANT to any person for influencing or attempting to influence an officer or employee

of any state or federal agency; a Member of the State Legislature or United States Congress; an officer or employee of the Legislature or Congress; or any employee of a Member of the Legislature or Congress, in connection with the awarding of any state or federal contract; the making of any state or federal grant; the making of any state or federal loan; the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state or federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency; a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress; in connection with this federal contract, grant, loan, or cooperative agreement; CONSULTANT shall complete and submit to CITY Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- C. CONSULTANT also agrees by signing this document that he or she shall require that the language of this certification be included in all lower-tier subcontracts, which exceed \$100,000 and that all such sub recipients shall certify and disclose accordingly.

ARTICLE XVI. STATEMENT OF COMPLIANCE (Verbatim)

- A. CONSULTANT's signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that CONSULTANT has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.
- B. During the performance of this Contract, Consultant and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Consultant and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Contract by reference and made a part hereof as if set forth in full.

Consultant and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

- C. The Consultant shall comply with regulations relative to Title VI (nondiscrimination in federally-assisted programs of the Department of Transportation – Title 49 Code of Federal Regulations, Part 21 - Effectuation of Title VI of the 1964 Civil Rights Act). Title VI provides that the recipients of federal assistance will implement and maintain a policy of nondiscrimination in which no person in

the state of California shall, on the basis of race, color, national origin, religion, sex, age, disability, be excluded from participation in, denied the benefits of or subject to discrimination under any program or activity by the recipients of federal assistance or their assignees and successors in interest.

- D. The Consultant, with regard to the work performed by it during the Agreement shall act in accordance with Title VI. Specifically, the Consultant shall not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in the selection and retention of Subconsultants, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the U.S. DOT's Regulations, including employment practices when the Agreement covers a program whose goal is employment.

ARTICLE XVII. DEBARMENT AND SUSPENSION CERTIFICATION (Verbatim)

- A. CONSULTANT's signature affixed herein, shall constitute a certification under penalty of perjury under the laws of the State of California, that CONSULTANT has complied with Title 2 CFR, Part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (nonprocurement)", which certifies that he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to CITY.
- B. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining CONSULTANT responsibility. Disclosures must indicate to whom exceptions apply, initiating agency, and dates of action.
- C. Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the Federal highway Administration.

ARTICLE XVIII. FUNDING REQUIREMENTS

- A. It is mutually understood between the Parties that this contract may have been written before ascertaining the availability of funds or appropriation of funds, for the mutual benefit of both Parties, in order to avoid program and fiscal delays that would occur if the contract were executed after that determination was made.
- B. This contract is valid and enforceable only, if sufficient funds are made available to CITY for the purpose of this contract. In addition, this contract is subject to any additional restrictions, limitations, conditions, or any statute enacted by the Congress, State Legislature, or CITY governing board that may affect the provisions, terms, or funding of this contract in any manner.
- C. It is mutually agreed that if sufficient funds are not appropriated, this contract may be amended to reflect any reduction in funds.
- D. CITY has the option to void the contract under the 30-day termination clause pursuant to Article VI, or by mutual agreement to amend the contract to reflect any reduction of funds.

ARTICLE XIX. CHANGE IN TERMS

- A. This contract may be amended or modified only by mutual written agreement of the Parties.
- B. CONSULTANT shall only commence work covered by an amendment after the amendment is executed and notification to proceed has been provided by CITY's Contract Administrator.
- C. There shall be no change in CONSULTANT's Project Manager or members of the project team, as listed in the approved Cost Proposal, which is a part of this contract without prior written approval by CITY's Contract Administrator.

ARTICLE XX. DISADVANTAGED BUSINESS ENTERPRISES (DBE) PARTICIPATION

- A. This contract is subject to 49 CFR, Part 26 entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs". Consultants who obtain DBE participation on this contract will assist Caltrans in meeting its federally mandated statewide overall DBE goal.
- B. The goal for DBE participation for this contract is 22%. Participation by DBE consultant or subconsultants shall be in accordance with information contained in the Consultant Proposal DBE Commitment (Exhibit 10-O1), or in the Consultant Contract DBE Information (Exhibit 10-O2) attached hereto and incorporated as part of the Contract. If a DBE subconsultant is unable to perform, CONSULTANT must make a good faith effort to replace him/her with another DBE subconsultant, if the goal is not otherwise met.
- C. DBEs and other small businesses, as defined in 49 CFR, Part 26 are encouraged to participate in the performance of contracts financed in whole or in part with federal funds. CONSULTANT or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. CONSULTANT shall carry out applicable requirements of 49 CFR, Part 26 in the award and administration of US DOT-assisted agreements. Failure by CONSULTANT to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as CITY deems appropriate.
- D. Any subcontract entered into as a result of this contract shall contain all of the provisions of this section.
- E. A DBE firm may be terminated only with prior written approval from CITY and only for the reasons specified in 49 CFR 26.53(f). Prior to requesting CITY consent for the termination, CONSULTANT must meet the procedural requirements specified in 49 CFR 26.53(f).
- F. A DBE performs a Commercially Useful Function (CUF) when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a CUF, the DBE must also be responsible with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether a DBE is performing a CUF, evaluate the amount of work subcontracted, industry practices, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing, and other relevant factors.
- G. A DBE does not perform a CUF if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation. In determining whether a DBE is such an extra participant, examine similar transactions, particularly those in which DBEs do not participate.

- H. If a DBE does not perform or exercise responsibility for at least thirty percent (30%) of the total cost of its contract with its own work force, or the DBE subcontracts a greater portion of the work of the contract than would be expected on the basis of normal industry practice for the type of work involved, it will be presumed that it is not performing a CUF.
- I. CONSULTANT shall maintain records of materials purchased or supplied from all subcontracts entered into with certified DBEs. The records shall show the name and business address of each DBE or vendor and the total dollar amount actually paid each DBE or vendor, regardless of tier. The records shall show the date of payment and the total dollar figure paid to all firms. DBE prime consultants shall also show the date of work performed by their own forces along with the corresponding dollar value of the work.
- J. Upon completion of the Contract, a summary of these records shall be prepared and submitted on the form entitled, "Final Report-Utilization of Disadvantaged Business Enterprise (DBE), First-Tier Subconsultants" CEM-2402F [Exhibit 17-F, of the LAPM], certified correct by CONSULTANT or CONSULTANT's authorized representative and shall be furnished to the Contract Administrator with the final invoice. Failure to provide the summary of DBE payments with the final invoice will result in twenty-five percent (25%) of the dollar value of the invoice being withheld from payment until the form is submitted. The amount will be returned to CONSULTANT when a satisfactory "Final Report-Utilization of Disadvantaged Business Enterprises (DBE), First-Tier Subconsultants" is submitted to the Contract Administrator.
- K. If a DBE subconsultant is decertified during the life of the contract, the decertified subconsultant shall notify CONSULTANT in writing with the date of decertification. If a subconsultant becomes a certified DBE during the life of the Contract, the subconsultant shall notify CONSULTANT in writing with the date of certification. Any changes should be reported to CITY's Contract Administrator within 30 days.

ARTICLE XXI. CONTINGENT FEE

CONSULTANT warrants, by execution of this contract that no person or selling agency has been employed, or retained, to solicit or secure this contract upon an agreement or understanding, for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees, or bona fide established commercial or selling agencies maintained by CONSULTANT for the purpose of securing business. For breach or violation of this warranty, CITY has the right to annul this contract without liability; pay only for the value of the work actually performed, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

ARTICLE XXII. DISPUTES

- A. Any dispute, other than audit, concerning a question of fact arising under this contract that is not disposed of by agreement shall be decided by a committee consisting of CITY's Contract Administrator and Rhonda Sherman, Community Services Director, who may consider written or verbal information submitted by CONSULTANT.
- B. Not later than 30 days after completion of all deliverables necessary to complete the plans, specifications and estimate, CONSULTANT may request review by CITY Governing Board of unresolved claims or disputes, other than audit. The request for review will be submitted in writing.

- C. Neither the pendency of a dispute, nor its consideration by the committee will excuse CONSULTANT from full and timely performance in accordance with the terms of this contract.

ARTICLE XXIII. INSPECTION OF WORK

CONSULTANT and any subconsultant shall permit CITY, the state, and the FHWA if federal participating funds are used in this contract; to review and inspect the project activities and files at all reasonable times during the performance period of this contract including review and inspection on a daily basis.

ARTICLE XXIV. SAFETY

- A. CONSULTANT shall comply with OSHA regulations applicable to CONSULTANT regarding necessary safety equipment or procedures. CONSULTANT shall comply with safety instructions issued by CITY Safety Officer and other CITY representatives. CONSULTANT personnel shall wear hard hats and safety vests at all times while working on the construction project site.
- B. Pursuant to the authority contained in Section 591 of the Vehicle Code, CITY has determined that such areas are within the limits of the project and are open to public traffic. CONSULTANT shall comply with all of the requirements set forth in Divisions 11, 12, 13, 14, and 15 of the Vehicle Code. CONSULTANT shall take all reasonably necessary precautions for safe operation of its vehicles and the protection of the traveling public from injury and damage from such vehicles.
- C. Any subcontract entered into as a result of this contract, shall contain all of the provisions of this Article.

ARTICLE XXV. INSURANCE

- A. Prior to commencement of the work described herein, CONSULTANT shall furnish CITY a Certificate of Insurance stating that there is general comprehensive liability insurance presently in effect for CONSULTANT with a combined single limit (CSL) of not less than two million dollars (\$2,000,000) per occurrence and four million dollars (\$4,000,000) aggregate. Insurance shall be a self-insured retention or deductible of no more than \$100,000.
- B. The Certificate of Insurance will provide:
1. That the insurer will not cancel the insured's coverage without 30 days prior written notice to CITY.
 2. That CITY, its officers, officials, agents, employees, and volunteers are included as additional insureds, but only insofar as the operations under this contract are concerned.
 3. That CITY will not be responsible for any premiums or assessments on the policy.
- C. CONSULTANT agrees that the bodily injury liability insurance herein provided for, shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the term of this contract, CONSULTANT agrees to provide at least thirty (30) days prior notice to said expiration date; and a new Certificate of Insurance evidencing insurance coverage as provided for herein, for not less than either the remainder of the term of the contract, or for a period of not less than one (1) year. New Certificates of Insurance are subject to the approval of CITY. In the event CONSULTANT fails to keep in effect at all times insurance

coverage as herein provided, CITY may, in addition to any other remedies it may have, terminate this contract upon occurrence of such event.

ARTICLE XXVI. OWNERSHIP OF DATA

- A. Upon completion of all work under this contract, ownership and title to all reports, documents, plans, specifications, and estimates produce as part of this contract will automatically be vested in CITY; and no further agreement will be necessary to transfer ownership to CITY. CONSULTANT shall furnish CITY all necessary copies of data needed to complete the review and approval process.
- B. It is understood and agreed that all calculations, drawings and specifications, whether in hard copy or machine-readable form, are intended for one-time use in the construction of the project for which this contract has been entered into.
- C. CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with the modification, or misuse by CITY of the machine-readable information and data provided by CONSULTANT under this contract; further, CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with any use by CITY of the project documentation on other projects for additions to this project, or for the completion of this project by others, except only such use as many be authorized in writing by CONSULTANT.
- D. Applicable patent rights provisions regarding rights to inventions shall be included in the contracts as appropriate (48 CFR 27, Subpart 27.3 - Patent Rights under Government Contracts for federal-aid contracts).
- E. CITY may permit copyrighting reports or other agreement products. If copyrights are permitted; the agreement shall provide that the FHWA shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use; and to authorize others to use, the work for government purposes.

ARTICLE XXVII. CLAIMS FILED BY CITY's CONSTRUCTION CONTRACTOR

- A. If claims are filed by CITY's construction contractor relating to work performed by CONSULTANT's personnel, and additional information or assistance from CONSULTANT's personnel is required in order to evaluate or defend against such claims; CONSULTANT agrees to make its personnel available for consultation with CITY'S construction contract administration and legal staff and for testimony, if necessary, at depositions and at trial or arbitration proceedings.
- B. CONSULTANT's personnel that CITY considers essential to assist in defending against construction contractor claims will be made available on reasonable notice from CITY. Consultation or testimony will be reimbursed at the same rates, including travel costs that are being paid for CONSULTANT's personnel services under this contract.
- C. Services of CONSULTANT's personnel in connection with CITY's construction contractor claims will be performed pursuant to a written contract amendment, if necessary, extending the termination date of this contract in order to resolve the construction claims.

ARTICLE XXVIII. CONFIDENTIALITY OF DATA

- A. All financial, statistical, personal, technical, or other data and information relative to CITY's operations, which are designated confidential by CITY and made available to CONSULTANT in

order to carry out this contract, shall be protected by CONSULTANT from unauthorized use and disclosure.

- B. Permission to disclose information on one occasion, or public hearing held by CITY relating to the contract, shall not authorize CONSULTANT to further disclose such information, or disseminate the same on any other occasion.
- C. CONSULTANT shall not comment publicly to the press or any other media regarding the contract or CITY's actions on the same, except to CITY's staff, CONSULTANT's own personnel involved in the performance of this contract, at public hearings or in response to questions from a Legislative committee.
- D. CONSULTANT shall not issue any news release or public relations item of any nature, whatsoever, regarding work performed or to be performed under this contract without prior review of the contents thereof by CITY, and receipt of CITY'S written permission.
- E. Any subcontract entered into as a result of this contract shall contain all of the provisions of this Article.
- F. All information related to the construction estimate is confidential, and shall not be disclosed by CONSULTANT to any entity other than CITY.

ARTICLE XXIX. NATIONAL LABOR RELATIONS BOARD CERTIFICATION

In accordance with Public Contract Code Section 10296, CONSULTANT hereby states under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against CONSULTANT within the immediately preceding two-year period, because of CONSULTANT's failure to comply with an order of a federal court that orders CONSULTANT to comply with an order of the National Labor Relations Board.

ARTICLE XXX. EVALUATION OF CONSULTANT

CONSULTANT's performance will be evaluated by CITY. A copy of the evaluation will be sent to CONSULTANT for comments. The evaluation together with the comments shall be retained as part of the contract record.

ARTICLE XXXI. RETENTION OF FUNDS

- A. Any subcontract entered into as a result of this Contract shall contain all of the provisions of this section.
- B. No retainage will be withheld by the Agency from progress payments due the prime consultant. Retainage by the prime consultant or subconsultants is prohibited, and no retainage will be held by the prime consultant from progress due subconsultants. Any violation of this provision shall subject the violating prime consultant or subconsultants to the penalties, sanctions, and other remedies specified in Section 7108.5 of the California Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the prime consultant or subconsultant in the event of a dispute involving late payment or nonpayment by the prime consultant or deficient subconsultant performance, or noncompliance by a subconsultant. This provision applies to both DBE and non-DBE prime consultants and subconsultants.

ARTICLE XXXII. NOTIFICATION

All notices hereunder and communications regarding interpretation of the terms of this contract and changes thereto, shall be effected by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

CONSULTANT:	Bennett Engineering
Project Manager	Leo Rubio
	1082 Sunrise Avenue, Suite 100
	Roseville, CA 95661
CITY:	City of Citrus Heights
Contract Administrator	Leslie Blomquist
	6360 Fountain Square Drive
	Citrus Heights CA 95621

ARTICLE XXXIII. ADDITIONAL TERMS

Additional terms and conditions for this contract are set forth in Exhibit B, attached hereto and incorporated herein. In the event that there are any conflicts between Exhibit B and this contract, the terms and conditions of Exhibit B shall prevail.

ARTICLE XXXIV. CONTRACT

The two Parties to this contract, who are the before named CONSULTANT and the before named CITY, hereby agree that this contract, including all exhibits, constitutes the entire agreement which is made and concluded in duplicate between the two Parties. Both of these Parties for and in consideration of the payments to be made, conditions mentioned, and work to be performed; each agree to diligently perform in accordance with the terms and conditions of this contract as evidenced by the signatures below.

[SIGNATURES ON FOLLOWING PAGE]

CITY OF CITRUS HEIGHTS

CONSULTANT

Christopher W. Boyd, City Manager

Leo Rubio, President

Attest:

Amy Van, City Clerk

Approved as to Form:

Ruthann G. Ziegler, City Attorney

SAMPLE

EXHIBIT A
SCOPE OF WORK & COST PROPOSAL

SAMPLE

Exhibit A: Scope of Services

Client: City of Citrus Heights
Consultant: Bennett Engineering Services Inc
Project: Mariposa Avenue Safe Routes to School Phase 4
Date: June 27, 2018



Consultant's services shall be limited to those expressly set forth below, and Consultant shall have no other obligations or responsibilities for the Project or to the Client except as agreed to in writing or as provided in this Agreement. All of Consultant's services in any way related to the Project or Client shall be subject to the terms of this Agreement.

TASK o. Project Management and Coordination

Subtask 0.1. Develop Project Development Team and Work Plan

BEN|EN shall develop the Project Development Team (PDT) with representatives from sub-consultants and appropriate City staff. BEN|EN shall provide a project schedule, using Microsoft Project, showing the activities and milestones outlined in our project scope. The activities will show begin and end dates, duration and dependency on other tasks. BEN|EN shall identify the critical path elements to keep project delivery on schedule. The schedule will be refined and maintained on a regular basis and as decisions are made throughout the life of the project.

Subtask 0.2. Project Manager Meetings

BEN|EN's project manager shall attend up to twelve (12) meetings with City to discuss the project work, including City Council meetings as requested by the City Project Manager.

Subtask 0.3. Monthly Invoices and Status Reports

A draft status report will be submitted by the BEN|EN for approval prior to submittal of the first invoice. BEN|EN shall prepare and submit monthly invoices and status reports to City. The status reports will include project tasks completed and deliverables submitted for that month's invoice. BEN|EN shall provide City a list of issues that may affect the project design, budget or schedule as soon as such issues are known. In addition, monthly invoices shall be accompanied by a budget summary indicating task breakdown for budget, percent complete, spent to date, and remaining budget. Invoices will include employee rates, expenses per task, and a copy of any sub-consultant invoices. Assume 24 months duration.

Subtask 0.4. PDT Meetings and Stakeholder Coordination

BEN|EN shall setup and facilitate all PDT, interagency, kickoff meeting, field review, and other project related meetings as required to obtain the necessary project related information. BEN|EN shall prepare all meeting agendas and meeting minutes and distribute these to the project team.

Subtask 0.5. Quality Control

BEN|EN shall provide technical resources necessary to ensure that deliverables are complete, and that they meet the City's requirements prior to submittal to City. BEN|EN shall conduct reviews by experienced senior staff and document the reviews using QA/QC documentation forms provided by City or similar review documentation forms that meet the requirements of the City's QA/QC documentation. This documentation shall include the reviewer name, date of review, and the resolution of any comments. This task includes providing quality control reviews for the 35% P&E, 65%, 95%, and Final (100%) PS&E submittals.

INITIALS:

Project Requirements – This project will comply with the following:

- Caltrans Local Assistance Procedures Manual (LAPM)
- Americans with Disabilities Act (ADA)
- AASHTO Guide for Bicycle Facilities
- California Manual on Uniform Traffic Control Devices (CA MUTCD)
- Caltrans Highway Design Manual (HDM)
- All other applicable City, County and State design guidelines and requirements

DELIVERABLES:

- *Project Scope – MS Project*
- *Work Plan*
- *Meeting Notices, Agendas, Minutes, and Sign-In Sheets*
- *Draft Status Report, Monthly Invoices, and Status Reports*
- *Twelve (12) meetings*
- *Quality Control Reviews and Documentation*

ASSUMPTIONS:

- *Twelve (12) meetings*

TASK 1. Surveys, Mapping, and Right-of-Way Engineering

Land surveying will include research, horizontal and vertical control, review of existing and adjacent project information, boundary and right-of-way surveying, a drafted base map of the boundary and right-of-way, along with topographic surveying and mapping. BEN|EN will coordinate with Sacramento County and the City of Citrus Heights to attain the necessary mapping, documentation, and permitting required for this project.

Subtask 1.1. Topographic and Boundary Survey

BEN|EN will review existing data and survey control provided by the City of the adjacent Safe Routes to School projects along Mariposa Avenue to ensure overall project datum consistency. UNICO has performed topographic and boundary surveys as part of the Mariposa Safe Routes to School Phase 3 project and is familiar with project datum, project expectations and items critical to design. UNICO will perform detailed (non-aerial) topographic surveys utilizing the common datum along the project corridor for design. UNICO will perform surveys to include existing pavement and slope, curbs, walks, gutters, driveways, striping, shoulders, tops and toes of banks, ditches, utility poles, signals, visible utilities, manholes, drain inlets, trees and other relevant features critical to design. Road cross-sections will be located at 50' intervals or closer, including all curve points, grade breaks and change in directions. The width of the cross-sections will extend beyond the existing right-of-way approximately 15' as accessible and entire length of residential driveways. Measure downs to relevant sewer and drain structures will be performed to include depth, approximate size and flow direction. Special attention to conforms, driveways, ADA access and ADA curb ramps will be given. UNICO will map all topographic features in AutoCAD format. Appropriate labeling, legend, 1' contours and DTM 3D surface will be provided. In addition, UNICO will provide pot-holing support surveys as needed to include location for horizontal and vertical location of pot-holed items.

UNICO will research record mapping and deed documents for the determination of the existing right-of-way and parcel boundaries along the project. UNICO will perform field surveying of record right-of-way and property monuments to resolve the right-of-way and parcel boundaries. UNICO will resolve the boundaries from record and field information and

create an overall right-of-way base map. The City of Citrus Heights will provide title reports for all properties fronting the project.

Subtask 1.2. Plats and Legal Descriptions

UNICO will prepare plats and legal descriptions for four (4) right-of-way takes and easements, including twelve (12) Temporary Construction Easements (TCEs).. For this proposal, UNICO will assume the preparation of sixteen (16) plats and legal descriptions.

DELIVERABLES:

- *Topographic AutoCAD Base File*
- *Point Files*
- *Right-of-Way and Boundary Base File*
- *Copies of Maps and Deeds, if requested*
- *PDF Plats and Legal Descriptions*

TASK 2. Public Outreach and Engagement

Subtask 2.1. Public Outreach and Engagement

BEN|EN understands community outreach and face-to-face communication with the impacted property owners is critical, and obtaining the necessary property rights on time is vital to the project's success. BEN|EN will work with City staff to explain the right-of-way process to property owners and any potential impacts to their property. Some of the potential impacts to adjacent properties on the project include impacts to landscaping, irrigation, fencing and driveways.

BEN|EN will provide strategic advice, project materials, and exhibits, coordinate with the project team, and facilitate public meetings with support from City staff. Assume two (2) public informational meetings during environmental review and twenty (20) property owner meetings.

Outreach support will include:

- Securing venue, generating and mailing informational flyers to community. The mailing list will be provided by the City.
- Facilitation of public outreach meetings to explain and obtain feedback for the design of the project and environmental review process.
- Facilitate property owner meetings with adjacent private property owners to discuss project design, proposed improvements, and impacts.
- Prepare a public informational handout (5"x7") or postcard for City use. City to print out copies as necessary.
- Provide content for City website updates as needed

DELIVERABLES:

- *Concept-Level Plans, Driveway and Property Exhibits and Visual Aids*
- *Public Outreach Meeting Agendas and minutes*

TASK 3. Preliminary Engineering and Research

This task will include:

- Preliminary engineering necessary for our environmental review
- An assessment of the project area for our right-of-way constraints and environmental impacts
- Accessibility needs, drainage problems, etc.
- Utility coordination with all utility companies
- Preliminary engineering alignments and for proposed project improvements
- Identification of existing rights-of-way and the need for any new right-of-way and easement acquisitions
- Preliminary cost estimates of proposed project and project alternatives

Subtask 3.1. 35% Plans and Estimate

BEN|EN shall work with City to confirm the proposed Project improvements and shall prepare preliminary schematic designs and cost estimate showing proposed limits of work. The schematic design will be prepared at 1"=40' scale.

Preliminary plans to confirm conceptual design will include:

- Schematic layout and signage and striping
- Existing right-of-way and new right-of-way needs
- Drainage improvements
- Accessibility improvements
- Impacts to adjacent property owners

Subtask 3.2. Utility Coordination

BEN|EN shall work with City to confirm the proposed Project improvements and shall prepare preliminary schematic designs and cost estimate showing proposed limits of work. The schematic design will be prepared at 1"=40' scale.

Subtask 3.2.1 Utility Verification and Coordination with Owners

BEN|EN will send "Utility A" letters with project location/limit map with a City-approved letter requesting verification of the location, size, and depth of each facility within the project area. BEN|EN will identify all public or private utilities that may be affected and determine utilities to be raised to grade or relocations and determine responsible party for utility costs. A utility log documenting all correspondence with the utility owners will be maintained for the duration of the project.

Subtask 3.2.2 Utility Impact Resolution and Utility Potholing

Once the existing utility information is compiled, BEN|EN will prepare a summary of utility impacts and proposed resolutions. Subsequent Utility "B" and "C" letters with project plans will be sent to the respective utility companies in accordance with Caltrans Local Assistance Utility Coordination Procedures. Verification maps, conflict maps and Report of Investigation will be included as part of this task. BEN|EN will also complete the utility agreements as needed. These documents will not be sent to Caltrans for approval but will be kept for documentation for City's records and self-certification.

Potholing will be performed where needed to verify utility location and confirm impact and develop resolution. A total of ten (10) potholes is assumed for this work scope.

Subtask 3.2.3 Utility Impact Resolution and Utility Potholing

For existing utilities that need to be adjusted or relocated, BEN|EN will coordinate with utility companies for final utility relocation plans and construction schedule for the relocations prior to or during Project construction.

Subtask 3.3. Geotechnical Investigation

Subtask 3.3.1 Geotechnical Investigation

BEN|EN will evaluate the pavement and subsurface conditions along the project alignment and provide geotechnical design and construction recommendations. The investigation will include geologic/geotechnical and as-built literature reviews, field exploration, geotechnical laboratory testing, engineering analysis and report preparation.

The work will generally include the following:

- Perform a limited geologic/geotechnical literature review and review any as-built information for the site and vicinity
- Perform a site reconnaissance to observe existing conditions and features of interest identified during literature review
- Notify subscribing utility companies via Underground Service Alert (USA) a minimum of 48-hours (as required by law) prior to performing exploratory excavations at the site
- Obtain an encroachment permit from the City of Citrus Heights to perform exploratory excavations in City right-of-way. Since this is a City project, BEN|EN assumes that any fee for the permit will be waived
- Perform up to five (5) pavement cores at selected locations along the project alignment
- Perform up to five (5) hand-auger borings at or near the core locations subgrade soil conditions
- Provide necessary traffic control measures during fieldwork
- Measure the existing pavement section material thicknesses at each core pit location
- Document the cores pits with digital photographs
- Obtain bulk subgrade soil samples from selected hand-auger boring locations
- Upon completion, backfill and patch the cores and hand-auger borings in accordance with City of Citrus Heights encroachment permit requirements. Assumes the City will allow patching the cores with cold-patch asphalt or rapid-set concrete
- Perform laboratory tests to evaluate pertinent geotechnical parameters
- Prepare a summary report with conclusions and recommendations. Report will include (but not be limited to) the following:
 - Site plan showing locations of pavement cores and hand-auger borings
 - Logs of the hand-auger borings
 - Description of subsurface conditions and photos of pavement conditions
 - Existing pavement structural section material thicknesses at the core locations
 - Laboratory test results
 - Anticipated excavation characteristics and grading recommendations
 - Concrete sidewalk, curb, and gutter recommendations
 - New pavement design recommendations
 - Construction considerations

Subtask 3.3.2 Aerially Deposited Lead (ADL) Investigations

The ADL Investigation will consist of the following activities:

- We assume that encroachment permits and access agreements are not required or have been obtained by others.
- Establish shoulder closures, as necessary, where sampling is being conducted using “SHOULDER WORK AHEAD” advance warning signs and cones.
- Advance six soil borings (at approximate 50-foot intervals) to a depth of 2 feet using hand-auger sampling techniques along the west side of Mariposa Avenue. Soil samples will be collected at 1-foot depth intervals (0-1 and 1-2 feet) from each boring. Soil samples will be transferred directly from the hand-auger to Ziploc® re-sealable plastic bags. The soil samples will be field homogenized within the sample bags and subsequently labeled, placed in an ice chest, and delivered to the analytical laboratory under standard chain-of-custody documentation. The borings will be backfilled with the excavated soil materials. General soil types encountered in the borings will be noted on the daily field log.
- The location of each boring will be determined using a global positioning system (GPS). The GPS to be utilized will have the ability to determine a horizontal position with an error of no more than 3.3 feet. The GPS will be used to record the horizontal position of the sampling location using the latitude-longitude coordinate system.
- Perform quality assurance/quality control (QA/QC) procedures during the field exploration activities. These procedures will include decontamination of sampling equipment before each sample is collected, and providing chain-of-custody documentation for each soil sample submitted to the laboratory. The soil sampling equipment will be cleansed between each sample by washing the equipment with an Alconox® solution followed by a double rinse with deionized water. The rinse water will be discharged to ground surface areas within the right-of-way which do not slope to drainage inlets or surface water bodies.
- Analyze each of the soil samples for total lead following EPA Test Method 6010B (12 samples).
- Analyze samples with total metals concentrations exceeding ten times their respective STLC concentrations for soluble metals using the WET method, EPA Test Method 7000, where necessary (assume four samples).
- Analyze soil samples with total metals concentrations greater than their respective TTLC concentrations for TCLP soluble metals, where necessary (assume two samples).
- Prepare a letter report presenting our findings and conclusions. The report will include the following:
 - Introduction/project description
 - Vicinity Map and Site Plan showing boring locations
 - Investigative methods
 - Investigative results and field observations
 - Conclusions and recommendations
 - Appendices including laboratory reports and chain-of-custody documentation

DELIVERABLES:

- *Draft submittal A PDF*
- *One (1) Hard Copy Roll Plot (36" wide) of the Schematic Layout and Estimate at the 35% Level*
- *Utility A, B, and C letters and Plans*
- *Summary impacts and resolutions*
- *Utility Relocation Plans*
- *Report of Investigations*
- *Draft Utility Agreements*
- *ADL Report*

ASSUMPTIONS:

- *Two (2) Draft Utility Agreements*

TASK 4. Environmental Documentation (CEQA)

GPA Consulting anticipates the proposed project would be a categorical exemption for CEQA (Class 1: Existing Facilities). A check of the Regional Water Quality Control Board Geotracker database revealed no open hazardous waste cases within the project vicinity. Due to the developed nature of the project area and the limited potential for biological resources, no impacts to species or habitat is anticipated. An arborist survey is not anticipated as the proposed tree removal is anticipated to be included as an exception under the Citrus Heights Tree Preservation and Protection Ordinance (Citrus Heights Municipal Code Chapter 106.39).

Subtask 4.1. CEQA CE

GPA will prepare a CEQA Categorical Exemption (CE) for review and approval by the City. The CE will be prepared in conformance with the City's procedures and will include supporting information based on the technical studies listed above. GPA will submit the CE with the Notice of Exemption (NOE) for filing with the County Clerk. The NOE will be posted for 30 days.

Subtask 4.2. Migratory Bird Treaty Survey

For ground disturbing activities occurring during the breeding season (February 1 to August 31), BEN|EN's biologist will conduct pre-construction visual (binocular) surveys of all potential nesting habitat for birds within 500 feet of line sight of construction activities, and a survey of a 0.25 mile buffer would be conducted for raptor nests.

It should be noted that for listed bird species, protection is required year-round and there may be special treatment during mating season. The survey will be scheduled in coordination between GPA, the City, and the contractor 15 days prior to the start of construction related activities (including site mobilization) during the nesting season. The survey results are valid for two weeks or for continuous construction in same location. This survey would address all bird species, including raptors, passerines, and songbirds.

If preconstruction surveys indicate that nests are inactive or potential habitat is unoccupied during the construction period, no further mitigation is required. In the event an active bird nests are observed within the project area, GPA will coordinate with the City and its contractors to develop the appropriate strategy, and consult with wildlife agencies (USFWS, CDFW) as necessary. In general, a 250-foot no-disturbance buffer will be created around active raptor nests during the breeding season or until it is determined that all young have fledged. A 50-foot buffer zone will be created around the nests of other nesting birds. The buffer shall be maintained around the nest area until the end of the breeding season or until

a qualified biologist determines that, the young have fledged and are foraging on their own. The extent of these buffers shall be determined by the biologist (coordinating with the CDFW) and shall depend on the species identified, level of noise or construction disturbance, line of sight between the nest and the disturbance, ambient levels of noise and other disturbances, and other topographical or artificial barriers.

Noise – Due to proximity to residences, a brief technical memorandum/report addressing CEQA noise compliance issues will be provided.

DELIVERABLES:

- *A Draft and Final CE with NOE*
- *Technical Memorandum of Survey Results and Recommendations, if necessary*

TASK 5. Right-of-Way Services

Interwest will prepare appraisals and make the acquisition offers as directed by the City for needed right-of-way. Interwest will manage the real property acquisition process throughout the life of the assigned Project. Interwest will work closely with City staff in performing the required real estate services and provide the team with regular, ongoing progress reports regarding the status of all right-of-way activities.

It is anticipated that most of the project work will be within existing right-of-way, with four (4) residential properties requiring both permanent and temporary construction easement acquisitions, and assume eight (8) residential properties requiring temporary construction easement acquisitions. The remaining ten (10) parcels may be Permit to Enter and Construct. Interwest can obtain the Permit to Enter and Construct agreements as an optional task.

Subtask 5.1. Appraisals

Interwest will use contemporary valuation methods set in the framework of California Eminent Domain law, Caltrans Right-of-Way Appraisal Standards, the Uniform Act of 1970 as amended, and the standards established in the Uniform Standards of Professional Appraisal Practice (USPAP) to arrive at estimates of just compensation. The reports will be prepared in conformance with and subject to the requirements of the Uniform Standards of Professional Practice (USPAP) of the Appraisal Foundation.

Subtask 5.2. Acquisition Review

The review appraiser will ensure the appraisal meets minimal reporting requirements and follows case law for eminent domain in California. A Certificate of Review will be provided expressing the salient factual information in the review appraisal and a summary of the estimated fair market value/just compensation conclusions of the appraiser if the reviewer is in basic agreement with the appraiser's methodology and conclusion of value. Said reviews, consultations with the appraiser, and Certificate of Review will be completed in timely fashion so as not to delay project timelines and goals. To do so, requires open lines of communication between the City, the project team and the fee appraiser.

Subtask 5.3. Acquisition Support Services

It is understood that the City will serve as key negotiator with the property owners. Interwest will provide the initial acquisition activities, up to the First Written Offer. Negotiation activities are anticipated to be performed by the City. However, Interwest will be prepared to provide additional services or provide support as requested by City.

Subtask 5.4. Right-of-Way Certification

Interwest recognizes that Right-of-Way Certification is a written statement summarizing the status of all right-of-way related matters pertaining to a proposed construction project. As

part of the certification process, Interwest in coordination with BEN|EN, will provide a Right-of-Way Certification for the City's records.

TASK 6. Plans, Specifications, and Estimate (PS&E)

BEN|EN will request and incorporate, as appropriate, design review comments from Skycrest Elementary, San Juan Unified School District, Sunrise Recreation and Park District, Sacramento Metropolitan Fire Department, and other impacted agencies and organizations.

BEN|EN will prepare a Sacramento County encroachment permit application package for submittal by the City for all work outside the City limits. BEN|EN will incorporate all review comments received from the County into the contract documents.

Subtask 6.1. 65% Plans and Estimate

BEN|EN will prepare and submit Plans and Estimate to the City for review and comment. BEN|EN will include a complete set of construction drawings, prepared at 1"=20' scale, including the following:

- Title Sheet
- Legend/Abbreviations
- Survey Control
- Typical Cross Sections
- Roadway Layout
- Roadway Profiles
- Construction and grading Details
- Drainage Plans
- Drainage Profiles
- Pavement Delineation Plans
- Traffic Signal Plans (if necessary)
- Lighting/Electrical Plans
- Detailed Construction Cost Estimate
- Specifications

Traffic Signal and Lighting Design

BEN|EN will obtain electronic base plan and as-built signal and lighting plans and verify them in the field. Based on the obtained information, BEN|EN will prepare plans, specifications, and cost estimates (PS&E) for traffic signal at the Mariposa Avenue/Madison Avenue intersection and street lighting within the project limits. BEN|EN will also coordinate with SMUD in identifying electrical service point location. BEN|EN will submit signal and lighting PS&E for City of Citrus Heights and SacDOT review. Any comments by the review agencies will be incorporated in final PS&E.

Previous review comments received from the City and other agencies will be tabulated; responses will be addressed and incorporated on the Project plans as necessary.

Subtask 6.2. 95% PS&E

BEN|EN shall prepare and submit 95% Plans, Specifications, and Estimate to the City for review and comment.

Review comments received from the City will be tabulated; responses will be addressed and incorporated in the subsequent PS&E submittal.

Subtask 6.3. Constructability Review

BEN|EN will review the 100% PS&E package for consistency and constructability and provide written comments in the form of a summary memorandum and “redline” markups of the plans and specifications. The review will include the final contract plans, specifications, permits, agreements, easements, environmental documents and the Resident Engineer pending files consisting of design engineer memos to the Resident Engineer, quantity calculations, technical reports and studies.

Subtask 6.4. Final 100% PS&E Documents and RE File

BEN|EN shall prepare and submit final Plans, Specifications, and Estimate to the City. After submittal of the Final Bid Documents, BEN|EN will prepare the Resident Engineer File for use by the City during construction.

DELIVERABLES:

- *Draft submittal – a PDF and two (2) 22”x34” and five (5) 11”x17” hard copy sets of the Plans and Estimate at the 95% level*
- *Comment Response Table, Comments from Previous Submittal*
- *Constructability Review Memorandum and Markups*
- *Final plan submittal will be on Mylar, stamped and signed by a CA registered PE. Original Mylar plan sheets shall become the property of the City after approval and acceptance*
- *Resident Engineer File and Construction Survey Data*
- *CD containing Final Plans and Specifications in .dwg and .PDF format, including:*
 - *Final Plans - AutoCAD 2014*
 - *Special Provisions – MS Word*
 - *Itemized Cost Estimate – MS Excel*
 - *Project Construction Schedule – MS Project*

TASK 7. Bidding and Construction Assistance

Subtask 7.1. Bidding Assistance

Requests for Information

BEN|EN will draft responses to bidder inquiries during the bidding process for City review and distribution to all bidders. Assume four (4).

Bid Addenda

BEN|EN will assist City staff in preparing bid addenda documents as necessary. BEN|EN will be available during the bidding phase to support the City by providing answers to Contractor inquiries and preparing addenda as a result of these inquiries. Assume two (2).

Pre-Bid Meeting

BEN|EN will attend a pre-bid meeting and address technical questions that may arise at the meeting.

Subtask 7.2. Construction Assistance

Pre-Construction Meeting

BEN|EN will attend the pre-construction meeting.

Submittals, RFIs, and Change Orders

BEN|EN will assist City staff to review and commenting on contractor's submittals, RFIs, and change order requests. Assume ten (10) submittal reviews, five (5) requests for information, and two (2) change orders.

Subtask 7.3. Prepare Record As-Built Drawings

BEN|EN will prepare as-built record drawings both in electronic and hard copy format once redlines from contractor has been provided.

Fee Estimate

Client: City of Citrus Heights

Consultant: Bennett Engineering Services Inc

Project: Mariposa Avenue SR2S Phase 4

Date: June 27, 2018



Fee Estimate			Principal Engineer 246 \$/hr		Engineer VI 258 \$/hr		Engineer III 154 \$/hr		Engineer II 104 \$/hr		Engineer I 85 \$/hr		Designer III 117 \$/hr		Administrative 101 \$/hr		BEN EN Subtotal		MISC. EXPENSES	GPA	GEOCON	Interwest	UNICO	Y&C	TOTAL		
			Qty		Cost		Qty		Cost		Qty		Cost		Qty		Cost			Qty	Cost	Contract	Contract	Contract		Contract	Contract
Task 1 - Surveys, Mapping and Right of Way Engineering																											
1.1	Topographic and Boundary Survey		hrs	\$0	hrs	\$0	2 hrs	\$308	hrs	\$0	hrs	\$0	4 hrs	\$467	hrs	\$0	6 hrs	\$775	\$0	\$0	\$0	\$0	\$21,903	\$0	\$22,678		
1.2	Plats and Legal Descriptions		4 hrs	\$984	hrs	\$0	4 hrs	\$615	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	8 hrs	\$1,599	\$0	\$0	\$0	\$0	\$14,696	\$0	\$16,295		
Subtotal			4 hrs	\$984	hrs	\$0	6 hrs	\$923	hrs	\$0	hrs	\$0	4 hrs	\$467	hrs	\$0	14 hrs	\$2,374	\$0	\$0	\$0	\$0	\$36,599	\$0	\$38,973		
Task 2 - Public Outreach & Engagement																											
2.1	Public Outreach & Engagement		40 hrs	\$9,842	hrs	\$0	50 hrs	\$7,688	hrs	\$0	32 hrs	\$2,708	16 hrs	\$1,870	100 hrs	\$10,148	238 hrs	\$32,256	\$900	\$0	\$0	\$0	\$0	\$0	\$33,156		
Subtotal			40 hrs	\$9,842	hrs	\$0	50 hrs	\$7,688	hrs	\$0	32 hrs	\$2,708	16 hrs	\$1,870	100 hrs	\$10,148	238 hrs	\$32,256	\$900	\$0	\$0	\$0	\$0	\$0	\$33,156		
Task 3 - Preliminary Engineering and Research																											
3	Project Management		24 hrs	\$5,905	4 hrs	\$1,033	16 hrs	\$2,460	hrs	\$0	hrs	\$0	hrs	\$0	25 hrs	\$2,537	69 hrs	\$11,935	\$200	\$0	\$0	\$0	\$0	\$0	\$12,135		
3.1	35% Plans & Estimate		8 hrs	\$1,968	hrs	\$0	24 hrs	\$3,690	30 hrs	\$3,122	36 hrs	\$3,047	60 hrs	\$7,012	hrs	\$0	158 hrs	\$18,839	\$0	\$0	\$0	\$0	\$0	\$4,500	\$23,339		
3.2	Utility Coordination																										
3.2.1	Utility Verification and Coordination with Owners		1 hrs	\$246	hrs	\$0	8 hrs	\$1,230	30 hrs	\$3,122	40 hrs	\$3,385	hrs	\$0	hrs	\$0	79 hrs	\$7,983	\$0	\$0	\$0	\$0	\$0	\$0	\$7,983		
3.2.2	Utility Impact Resolution and Utility Potholing		2 hrs	\$492	hrs	\$0	8 hrs	\$1,230	40 hrs	\$4,163	40 hrs	\$3,385	hrs	\$0	hrs	\$0	90 hrs	\$9,270	\$12,000	\$0	\$0	\$0	\$0	\$0	\$21,270		
3.2.3	Utility Adjustment/Relocation Coordination		2 hrs	\$492	hrs	\$0	16 hrs	\$2,460	24 hrs	\$2,498	20 hrs	\$1,693	hrs	\$0	hrs	\$0	62 hrs	\$7,143	\$0	\$0	\$0	\$0	\$0	\$0	\$7,143		
3.3	Geotechnical Investigation		1 hrs	\$246	hrs	\$0	4 hrs	\$615	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	5 hrs	\$861	\$0	\$0	\$19,166	\$0	\$0	\$0	\$20,027		
Subtotal			38 hrs	\$9,350	4 hrs	\$1,033	76 hrs	\$11,686	124 hrs	\$12,905	136 hrs	\$11,510	60 hrs	\$7,012	25 hrs	\$2,537	463 hrs	\$56,032	\$12,200	\$0	\$19,166	\$0	\$0	\$4,500	\$91,898		
Task 4 - Environmental Documentation (CEQA)																											
4.1	CEQA CE		4 hrs	\$984	hrs	\$0	8 hrs	\$1,230	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	12 hrs	\$2,214	\$0	\$6,766	\$0	\$0	\$0	\$0	\$8,980		
4.2	Migratory Bird Treaty Survey		1 hrs	\$246	hrs	\$0	1 hrs	\$154	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	2 hrs	\$400	\$20	\$3,091	\$0	\$0	\$0	\$0	\$3,511		
Subtotal			5 hrs	\$1,230	hrs	\$0	9 hrs	\$1,384	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	14 hrs	\$2,614	\$20	\$9,857	\$0	\$0	\$0	\$0	\$12,491		
Task 5 - Right of Way Services																											
5	Project Management		8 hrs	\$1,968	hrs	\$0	4 hrs	\$615	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	12 hrs	\$2,583	\$0	\$0	\$0	\$15,060	\$0	\$0	\$17,643		
5.1	Appraisals		2 hrs	\$492	hrs	\$0	4 hrs	\$615	hrs	\$0	16 hrs	\$1,354	16 hrs	\$1,870	hrs	\$0	38 hrs	\$4,331	\$220	\$0	\$0	\$16,000	\$0	\$0	\$20,551		
5.2	Appraisal Review		hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	\$0	\$0	\$0	\$10,500	\$0	\$0	\$10,500		
5.3	Acquisition Support Services		hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	\$0	\$0	\$0	\$50,658	\$0	\$0	\$50,658		
5.4	ROW Certification		1 hrs	\$246	hrs	\$0	2 hrs	\$308	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	3 hrs	\$554	\$0	\$0	\$0	\$2,972	\$0	\$0	\$3,526		
Subtotal			11 hrs	\$2,706	hrs	\$0	10 hrs	\$1,538	hrs	\$0	16 hrs	\$1,354	16 hrs	\$1,870	hrs	\$0	53 hrs	\$7,468	\$220	\$0	\$0	\$95,190	\$0	\$0	\$102,878		
Task 6 - PS&E																											
6	Project Management		20 hrs	\$4,921	12 hrs	\$3,100	24 hrs	\$3,690	hrs	\$0	hrs	\$0	hrs	\$0	16 hrs	\$1,624	72 hrs	\$13,335	\$200	\$0	\$0	\$0	\$0	\$0	\$13,535		
6.1	65% Plans & Estimate		8 hrs	\$1,968	hrs	\$0	36 hrs	\$5,535	40 hrs	\$4,163	40 hrs	\$3,385	100 hrs	\$11,686	8 hrs	\$812	232 hrs	\$27,550	\$200	\$0	\$0	\$0	\$0	\$10,000	\$37,750		
6.2	95% PS&E		16 hrs	\$3,937	hrs	\$0	30 hrs	\$4,613	36 hrs	\$3,747	30 hrs	\$2,539	80 hrs	\$9,349	8 hrs	\$812	200 hrs	\$24,996	\$300	\$0	\$0	\$0	\$0	\$7,500	\$32,796		
6.3	Constructability Review		2 hrs	\$492	hrs	\$0	4 hrs	\$615	hrs	\$0	hrs	\$0	hrs	\$0	8 hrs	\$812	14 hrs	\$1,919	\$0	\$0	\$0	\$0	\$10,022	\$0	\$11,941		
6.4	Final PS&E and RE File		8 hrs	\$1,968	hrs	\$0	40 hrs	\$6,150	16 hrs	\$1,665	10 hrs	\$846	60 hrs	\$7,012	8 hrs	\$812	142 hrs	\$18,454	\$300	\$0	\$0	\$0	\$0	\$3,000	\$21,754		
Subtotal			54 hrs	\$13,286	12 hrs	\$3,100	134 hrs	\$20,604	92 hrs	\$9,574	80 hrs	\$6,770	240 hrs	\$28,046	48 hrs	\$4,871	660 hrs	\$86,252	\$1,000	\$0	\$0	\$0	\$10,022	\$20,500	\$117,774		
Task 7 - Bidding & Construction Assistance																											
7.1	Bidding Assistance		4 hrs	\$984	hrs	\$0	8 hrs	\$1,230	8 hrs	\$833	hrs	\$0	hrs	\$0	hrs	\$0	20 hrs	\$3,047	\$50	\$0	\$0	\$0	\$0	\$1,000	\$4,097		
7.2	Construction Assistance		4 hrs	\$984	hrs	\$0	24 hrs	\$3,690	16 hrs	\$1,665	hrs	\$0	24 hrs	\$2,805	hrs	\$0	68 hrs	\$9,144	\$100	\$0	\$0	\$0	\$0	\$1,000	\$10,244		
7.3	Prepare Record As-Built Drawings		2 hrs	\$492	hrs	\$0	4 hrs	\$615	hrs	\$0	4 hrs	\$339	24 hrs	\$2,805	hrs	\$0	34 hrs	\$4,250	\$200	\$0	\$0	\$0	\$0	\$500	\$4,950		
Subtotal			10 hrs	\$2,460	hrs	\$0	36 hrs	\$5,535	24 hrs	\$2,498	4 hrs	\$339	48 hrs	\$5,609	hrs	\$0	122 hrs	\$16,441	\$350	\$0	\$0	\$0	\$0	\$2,500	\$19,291		
PROJECT TOTAL			162 hrs	\$39,858	16 hrs	\$4,133	321 hrs	\$49,357	240 hrs	\$24,977	268 hrs	\$22,681	384 hrs	\$44,874	173 hrs	\$17,556	1564 hrs	\$203,436	\$14,690	\$9,857	\$19,166	\$95,190	\$46,621	\$27,500	\$416,460		

- [Additional Fee Information](#)
- ▶ This fee estimate is valid for 90 days.
 - ▶ This fee estimate contains an abbreviated list of staff classifications and does not restrict BEN|EN to those classifications. The Standard Rate Schedule with a full list of staff classifications is available upon request.
 - ▶ Standard hourly rates do not apply to a demand to perform work during an overtime period. Work required to be performed during an overtime period (as mandated by California law) will be charged at a 50% premium.
 - ▶ Substantial changes in the required scope of work or schedule may result in the revision of the proposed fees and total contract amount.

INITIALS:

EXHIBIT B

ADDITIONAL TERMS

1. INDEMNIFICATION.

To the fullest extent permitted by law, CONSULTANT shall indemnify, defend with counsel acceptable to CITY, and hold harmless CITY and its officers, officials, employees, agents and volunteers (collectively, "Indemnitees") from and against any and all liability, loss, damage, claims, expenses, and costs, including without limitation, attorney's fees, costs and fees of litigation, (collectively, "Liability") of every nature arising out of or in connection with CONSULTANT's performance of the services under this Agreement, or its failure to comply with any of its obligations contained in this Agreement, or its failure to comply with any applicable law or regulation, except such Liability caused by the sole negligence or willful misconduct of CITY. If CONSULTANT is performing design professional services, CONSULTANT's obligations under this section shall be limited to the extent required by Civil Code section 2782.8.

Acceptance by CITY of insurance certificates and endorsements required under this Agreement does not relieve CONSULTANT from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damage or claims for damages whether or not such insurance policies shall be determined to apply.

In the event that CONSULTANT or any employee, agent, or subcontractor of CONSULTANT providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of CITY, CONSULTANT shall indemnify, defend, and hold harmless CITY for the payment of any employee and/or employer contributions for PERS benefits on behalf of CONSULTANT or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of CITY.

2. INSURANCE.

Before beginning any services under this Agreement, CONSULTANT, at its own cost and expense, shall procure the types and amounts of insurance specified herein and maintain that insurance throughout the term of this Agreement. The cost of such insurance shall be included in the CONSULTANT's bid or proposal. CONSULTANT shall be fully responsible for the acts and omissions of its subcontractors or other agents.

2.1 Workers' Compensation. CONSULTANT shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by CONSULTANT in the amount required by applicable law. The requirement to maintain Statutory Workers' Compensation and Employer's Liability Insurance may be waived by the CITY upon written verification that CONSULTANT is a sole proprietor and does not have any employees and will not have any employees during the term of this Agreement.

2.2 Commercial General and Automobile Liability Insurance.

2.2.1 General requirements. CONSULTANT, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than \$2,000,000 per occurrence and \$4,000,000 aggregate, combined single limit coverage for risks associated with the work contemplated by this Agreement.

2.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an “occurrence” basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition) covering any auto (Code 1), or if CONSULTANT has no owned autos, hired (code 8) and non-owned autos (Code 9). No endorsement shall be attached limiting the coverage.

2.2.3 Additional requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The Commercial General and Automobile Liability Insurance shall cover on an occurrence basis.
- b. CITY, its officers, officials, employees, agents, and volunteers shall be covered as additional insureds for liability arising out of work or operations on behalf of the CONSULTANT, including materials, parts, or equipment furnished in connection with such work or operations; or automobiles owned, leased, hired, or borrowed by the CONSULTANT. Coverage can be provided in the form of an endorsement to the CONSULTANT’s insurance at least as broad as CG 20 10 11 85, or both CG 20 10 10 01 and CG 20 37 10 01.
- c. For any claims related to this Agreement or the work hereunder, the CONSULTANT’s insurance covered shall be primary insurance as respects the CITY, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, agents or volunteers shall be excess of the CONSULTANT’s insurance and non-contributing.
- d. The policy shall cover inter-insured suits and include a “separation of Insureds” or “severability” clause which treats each insured separately.
- e. CONSULTANT agrees to give at least 30 days prior written notice to CITY before coverage is canceled or modified as to scope or amount.

2.3 Professional Liability Insurance.

2.3.1 General requirements. CONSULTANT, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than \$1,000,000 per occurrence or claim covering the CONSULTANT’s errors and omissions.

2.3.2 Claims-made limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement or the work.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, CONSULTANT must purchase an extended period coverage for a minimum of five (5) years after completion of work under this Agreement.

- d. A copy of the claim reporting requirements must be submitted to the CITY for review prior to the commencement of any work under this Agreement.

2.4 All Policies Requirements.

2.4.1 Submittal Requirements. CONSULTANT shall submit the following to CITY prior to beginning services:

- a. Certificate of Liability Insurance in the amounts specified in this Agreement; and
- b. Additional Insured Endorsement as required for the General Commercial and Automobile Liability Policies.

2.4.2 Acceptability of Insurers. All insurance required by this Agreement is to be placed with insurers with a Bests' rating of no less than A:VII.

2.4.3 Deductibles and Self-Insured Retentions. Insurance obtained by the CONSULTANT shall have a self-insured retention or deductible of no more than \$100,000.

2.4.4 Wasting Policies. No policy required herein shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).

2.4.5 Waiver of Subrogation. CONSULTANT hereby agrees to waive subrogation which any insurer or contractor may require from CONSULTANT by virtue of the payment of any loss. CONSULTANT agrees to obtain any endorsements that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the CITY has received a waiver of subrogation endorsement from the insurer.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the CITY for all work performed by the CONSULTANT, its employees, agents, and subcontractors.

2.4.6 Subcontractors. CONSULTANT shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein, and CONSULTANT shall ensure that CITY, its officers, officials, employees, agents, and volunteers are covered as additional insured on all coverages.

2.4.7 Excess Insurance. If CONSULTANT maintains higher insurance limits than the minimums specified herein, CITY shall be entitled to coverage for the higher limits maintained by the CONSULTANT.

2.5 Remedies. In addition to any other remedies CITY may have if CONSULTANT fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, CITY may, at its sole option: 1) obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement; 2) order CONSULTANT to stop work under this Agreement and withhold any payment that becomes due to CONSULTANT hereunder until CONSULTANT demonstrates compliance with the requirements hereof; and/or 3) terminate this Agreement.

3. LICENSES & PERMITS.

CONSULTANT represents and warrants to CITY that CONSULTANT and its employees, agents, and any subcontractors have, and will maintain at their sole cost and expense, all licenses, permits,

qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. In addition to the foregoing, CONSULTANT and any subcontractors shall obtain and maintain during the term of this Agreement valid business licenses from CITY.

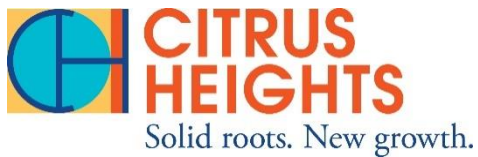
4. ASSIGNMENT AND SUBCONTRACTING.

CITY and CONSULTANT recognize and agree that this Agreement contemplates personal performance by CONSULTANT and is based upon a determination of CONSULTANT's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to CITY for entering into this Agreement was and is the professional reputation and competence of CONSULTANT. CONSULTANT may not assign this Agreement or any interest therein without the prior written approval of the CITY Manager, or his or her designee. CONSULTANT shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the CITY Manager, or his or her designee.

5. GOVERNING LAW & VENUE

In the event that either party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in Sacramento County or in the United States District Court for the Eastern District of California. The laws of the State of California shall govern this Agreement.

2852508.2



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT

MEMORANDUM

DATE: August 9, 2018

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

FROM: Rhonda Sherman, Community Services Director
Stuart Hodgkins, City Engineer
Ardelyn Flores, Associate Civil Engineer

SUBJECT: **Landscape Maintenance Assessment Districts 97-01 (Zones 1, 2, 3, and 4)
Levy of Fiscal Year 2018/2019 Assessments**

Summary and Recommendation

On July 26, 2018, City Council took the first steps toward the proposed annual update for Fiscal Year 2018/2019 for the Landscape Maintenance Assessment Districts (LMAD) 97-01 (Zones 1, 2, 3, and 4). At that time, Council adopted Resolutions of Intention to update the districts and called for a public hearing on August 9, 2018. Subsequently, the City Clerk published the required notice.

The City Council's intent at that meeting was to maintain the assessments for Zones 1, 2, 3, and 4 at the same level as the prior year.

Staff recommends City Council:

1. Convene the public hearing for the district regarding the proposed annual assessment for Fiscal Year 2018/2019.
2. Adopt Resolution No. 2018-____: A Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year 2018/2019 assessments for Landscaping Maintenance Assessment District No. 97-01 (Zones 1, 2, 3 and 4).

Fiscal Impact

LMAD 97-01, Zones 1 and 2 are currently fully funded by their assessments; therefore, there are no fiscal impacts for these districts. However, Zones 3 and 4 experienced shortfalls for FY 17/18.

Zone 3 typically has adequate funding to cover the annual expenditures; however, there was a shortfall of approximately \$220 for FY 17/18 which was covered by Gas Tax revenue. With no current reserves, a shortfall of approximately \$2,138 is anticipated for FY 18/19.

The funding for Zone 4 does not adequately cover the costs for maintaining Zone 4. It has historically had a shortfall and the city has implemented cost saving measures to reduce the shortfall amount. In past years, contributions from the city's Gas Tax and General Fund revenues were used to balance Zone 4. For FY 17/18 Zone 4 has an estimated shortfall of \$7,311 which was covered by Gas Tax revenue. For FY 18/19, \$3,976 from Gas Tax revenues has been budgeted to cover the shortfall. Since costs for utilities and labor increase each year, the shortfall for Zone 4 is also projected to continue. However, with the City Council's direction, staff is prepared to work with the property owners of Zone 4 to initiate the process for a possible assessment increase for FY 19/20 to bridge the shortfall gap.

Background and Analysis

The city currently has four landscape maintenance districts.

Assessment District	Zone	Creation Date	Location
97-01	1	1997	"Bridgemont" subdivision off of Van Maren Lane
	2	1997	"St. Andrews Court" subdivision off of Old Auburn Road
	3	1997	"Verner Glenn" (Summerhill) subdivision off of Verner Avenue
	4	1997	"Villa Creekridge" subdivision off of Oak Avenue
98-01	1	1998	"Stock Village Unit No. 1 & 2" Subdivision off of Stock Ranch Road
98-02	1	1998	"Sorenson Ranch" subdivision off of Van Maren Lane
	2	2014	"Autumnwood" subdivision off of Antelope Road
03-01	1	2003	"Stock Ranch" development on Auburn Blvd - properties north of Arcade Creek
	2	2003	"Stock Ranch" development off of Stock Ranch Road – properties south of Arcade Creek

This agenda item addresses LMAD 97-01 (LMAD's 98-01, 98-02 and 03-01 are addressed under a separate agenda item). The annual update and the levy of assessments for Fiscal Year 2018/2019 for the LMAD 97-01 (Zones 1, 2, 3, and 4), proposed by the resolution will fund the following: maintenance and servicing of landscaping, trees, and other vegetation, and related or appurtenant facilities, including weeding, fertilizing, pruning, and controlling fungus, disease and insect infestation; operation of irrigation and drainage systems, including the provision of water and power, and maintenance of sound walls. Specific maintenance responsibilities for each zone in the district are discussed in the Engineer's Report, dated July 26, 2018.

The revenues for Zones 1 and 2 are adequate to cover their annual expenses and the Engineer's Report proposes the assessment rates for these zones remain at the rate levied in Fiscal Year 2017/2018.

Since the city took over 97-01 from the County of Sacramento, Zones 3 and 4 have been underfunded and as a result the city has used various funds, including General Fund revenues, to cover the operating shortfall.

To eliminate the funding gap in Zone 3, an assessment increase was approved in 2005. The amount increased from \$42.50 per parcel to \$80 per parcel. The increase provided enough funds to cover the

costs for maintenance and utilities leaving the account balance a few hundred dollars each year to build reserves. Irrigation repairs vary from year-to-year and the reserve was used as needed for repairs of the existing irrigation system. However, in FY 17/18 the continuing increase in utilities resulted in a budget shortfall.

To eliminate the funding gap in Zone 4, the city proposed to increase the annual assessment. In 2005 and again in 2009 the owners of properties within Zone 4 voted against a proposed increase in the annual assessment, which was intended to balance the Zone's budget. In 2010, to reduce future subsidies, the city incorporated a xeriscaping (low-water and maintenance) plan to eliminate some of the more labor intensive and water consuming landscape features, such as turf, and reduced the level of service on the remaining landscaping to a minimum. There have been significant reductions in maintenance and utility costs, but the expenditures still exceeded the existing revenues for this zone. This shortfall was subsidized by the city's General Fund. To eliminate future subsidies, the city reduced the frequency of maintenance as a pilot project (i.e. every 6 or 8 weeks instead of monthly). The budget for Zone 4 was balanced with a reduced maintenance schedule. However after numerous complaints from the public of its poor appearance, a higher level of maintenance was reinstated during the FY 11/12 year.

Pursuant to the Landscaping and Lighting Act of 1972, assessment districts of this type must be updated annually. A Resolution to Initiate Proceedings is required as the first action of the City Council in order to initiate the update of the LMADs. Subsequent approval of the assessments to be levied and collected will be for the purpose of meeting operating expenses and purchasing supplies, equipment, or materials necessary to maintain landscape facilities for the districts.

On July 26, 2018, the City Council adopted a Resolution of Intention for LMAD 97-01 (Zones 1, 2, 3, and 4) approving the Engineer's Report; declaring its intention to order the annual update for Fiscal Year 2018/2019, to levy and collect assessments for the City of Citrus Heights Landscape Maintenance Assessment District, and setting Thursday, August 9, 2018 at 7:00pm (or shortly thereafter) as the date and time for the public hearing.

Pursuant to State Law, the city must hold a public hearing on the matter for each District. Since an increase in assessments is not proposed, the code only requires the notice to be published in a newspaper.

The Engineer's Report proposes the assessment rates will not exceed the rate levied in Fiscal Year 2017/2018. No ballot procedure or special notice will be necessary to maintain these assessments. The assessment district diagrams and assessment rolls are contained in the Engineer's Reports.

Attachments

- 1) Resolution No. 2018-____: A Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year 2018/2019 assessments for Landscaping Maintenance Assessment District No. 97-01 (Zones 1, 2, 3 and 4).
- 2) Engineer's Report

RESOLUTION NO. 2018-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, TO CONFIRM THE DIAGRAM AND ASSESSMENT AND TO LEVY FISCAL YEAR 2018/2019 ASSESSMENTS FOR LANDSCAPE MAINTENANCE ASSESSMENT DISTRICT NO. 97-01 (ZONES 1, 2, 3, and 4)

WHEREAS, on July 26, 2018 the City Council (the “Council”) of the City of Citrus Heights (the “City”) adopted its Resolution No. 2018-069, initiating proceedings pursuant to the landscaping and Lighting Act of 1972, being California Streets and Highways Code Sections 22500 et seq. (the “Act”), to levy and collect assessments for Fiscal Year 2018/2019 in the City of Citrus Heights Landscape Maintenance Assessment District No. 97-01 (Zones 1, 2, 3, and 4);

WHEREAS, as directed by this Council, the City Engineer has prepared and filed with the City Clerk a report for Fiscal Year 2018/2019 (the “Engineer’s Report”) in accordance with the Act;

WHEREAS, on July 26, 2018, Council adopted its Resolution No. 2018-070, approving Engineer’s Report, and setting a public hearing date of August 9, 2018, at 7:00 p.m., at the Citrus Heights Council Chambers located at 6360 Fountain Square Drive, Citrus Heights, California 95621;

WHEREAS, a notice of the public hearing was published in the form, time and manner required by law; and

WHEREAS, at the public hearing, Council duly heard all interested persons desiring to be heard.

NOW THEREFORE BE IT RESOLVED AND ORDERED, by the City Council of the City of Citrus Heights hereby declares that:

Section 1. Recitals. The foregoing recitals are true and correct and the City Council so finds and determines.

Section 2. Approval of Engineer’s Report. This Council hereby approves the Engineer’s Report as now on file with the City Clerk.

Section 3. Improvements Ordered. This Council hereby orders the proposed improvements described in the Engineer’s Report to be made.

Section 4. Special Benefit Finding. This Council hereby finds and determines that the assessment included in the Engineer’s Report assesses all of the subdivisions of land in the assessment district for the special benefits provided by the improvements in proportion to the special benefits to be received by such subdivision, respectively, from the improvements.

Section 5. Confirmation of Assessment Diagram. This Council hereby confirms the diagram and the assessment now on file with it.

Section 6. Directive to file Diagram and Assessment. This Council hereby directs the City Clerk to file a certified copy of the diagram and the assessment as confirmed with the Sacramento County Auditor.

Section 7. Entry on the Roll. The Sacramento County Auditor is hereby requested to enter on the County Assessment Roll opposite each lot or parcel of land the amount assessed thereupon, as shown on the assessment filed by the City Clerk.

Section 8. Effective Date. This resolution shall take effect from and after the date of its passage.

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 9th day of August, 2018 by the following vote, to wit:

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

Steve Miller, Mayor

ATTEST:

Amy Van, City Clerk

CITY OF CITRUS HEIGHTS

SACRAMENTO COUNTY

CALIFORNIA



ENGINEER'S REPORT

for

Landscape Maintenance Districts

Assessment District No. 97-01(Zones 1, 2, 3, and 4)

Annual Update for Fiscal Year 2018/2019

Prepared by

Stuart Hodgkins

City Engineer

July 26, 2018

Revised: August 9, 2018



CERTIFICATIONS

LANDSCAPE MAINTENANCE ASSESSMENT DISTRICT

NO. 97-01, Zones 1, 2, 3 & 4

(Pursuant to the Landscaping and Lighting Act of 1972)

Engineer's Report for Fiscal Year 2018/2019

The undersigned respectfully submits the enclosed report as directed by the City Council.

DATED: July 26, 2018

CITY OF CITRUS HEIGHTS

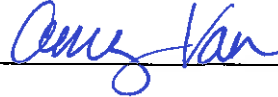
By


Stuart Hodgkins
CITY ENGINEER

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with me on the 26th day of July, 2018.

Amy Van, City Clerk
City of Citrus Heights,
Sacramento County, California

By



I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Citrus Heights, California, on the _____ day of _____, 2018.

Amy Van, City Clerk
City of Citrus Heights,
Sacramento County, California

By

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with the County Auditor of the County of Sacramento on the _____ day of _____, 2018.

Amy Van, City Clerk
City of Citrus Heights,
Sacramento County, California

By

ENGINEER'S REPORT

LANDSCAPE MAINTENANCE ASSESSMENT DISTRICT NO. 97-01, Zones 1, 2, 3, and 4

LEVY of FISCAL YEAR 2018/2019 ASSESSMENTS

INTRODUCTION

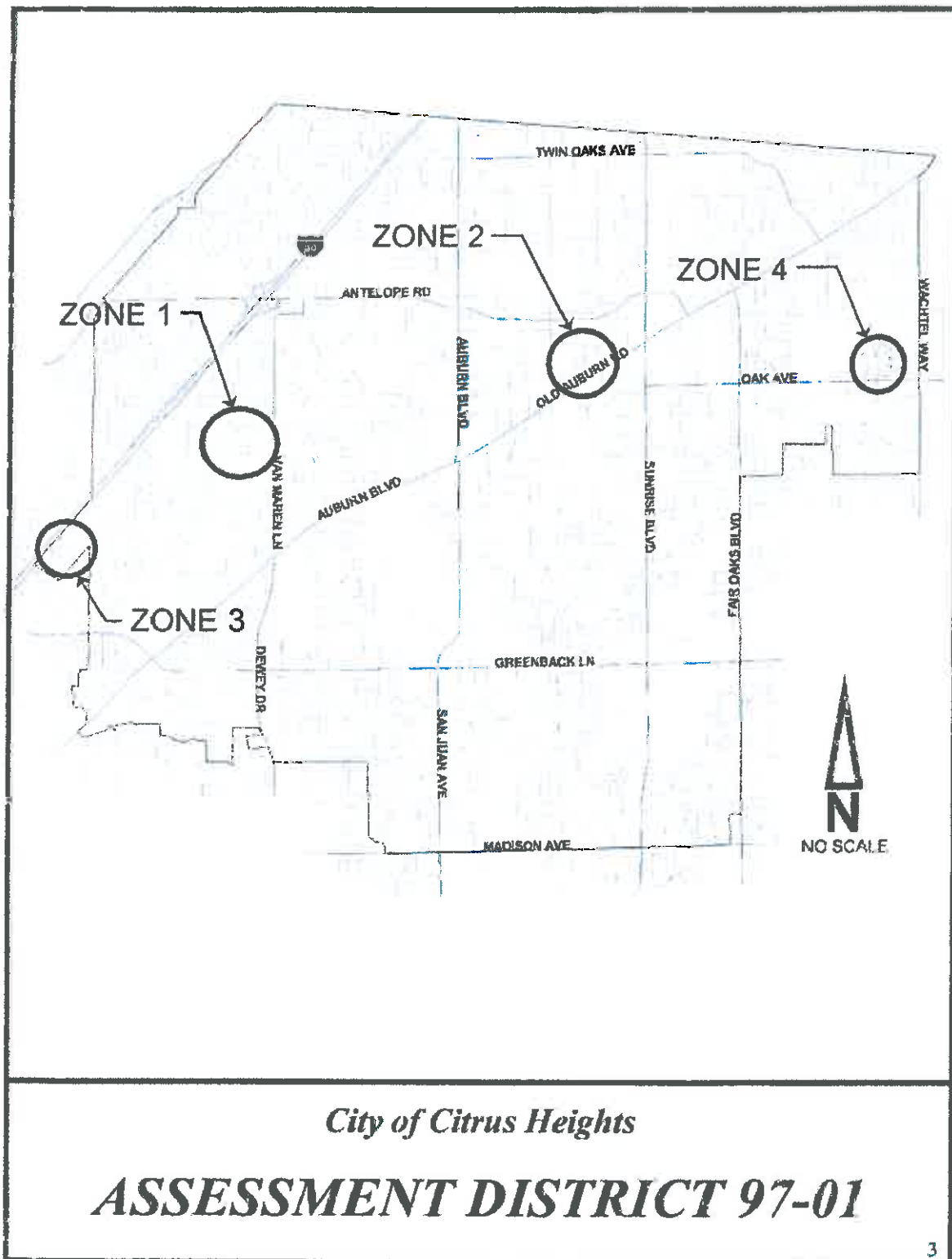
The City of Citrus Heights has four (4) separate Landscape Maintenance Assessment Districts (LMADs), which provide for maintenance of common areas within nine (9) distinct communities around the City. This report addresses only LMAD 97-01, which contains four (4) separate zones. The general locations for Zones 1, 2, 3, and 4 are shown on the maps on the following pages.

The Sacramento County Landscape Maintenance Assessment District (SCLMAD) was created in 1994 by Sacramento County to consolidate eighteen separate landscape maintenance districts into a single district with five zones. Zones were established based on the type of landscaping, the frequency and level of service required and geographical location.

Upon incorporation, all of Zone 1, and part of Zones 2 and 4 of the SCLMAD fell within the boundaries of the City of Citrus Heights. As a result, the City created Assessment District 97-01 (A.D. 97-01) on August 13, 1997 to take over responsibility for the maintenance of the zones or portions of zones located within Citrus Heights. Subsequently, in 2004, the City split the existing Zone 4 into two separate zones, Zone 3 and Zone 4.

Funding for the DISTRICT will be from annual assessments levied on property in the four zones. The annual assessment levied on each property is related to the maintenance costs for the zone in which the parcel is located.

The following sections provide detailed explanations of each Zone. The corresponding Budget/Assessment tables list the 2017/2018 sources of funds (revenues), uses of funds (direct and indirect expenditures), and the proposed assessment for each. Prior year expenditures and assessments are shown for comparison. The City has separated the accounting for each of the four zones, therefore, any noticing and balloting requirements for each of the zones will be treated independently.



ZONE 1

General:

Known as the Bridgemont Landscape Maintenance Zone, the limits of Zone 1 are defined by Van Maren Lane on the east; north and south of Bridgemont Way, and by Cripple Creek on the west. There are 80 parcels in this Zone, whose boundaries are particularly shown on the Assessment Diagram in Figure 1.1.

The landscape is a natural open space re-vegetation area along Cripple Creek and adjacent to Van Maren Lane. It consists of naturalized and mitigated oak tree stands and other California native plantings. An automatic drip irrigation system is no longer providing water to the re-vegetation plantings, because the plantings are already well established. Routine maintenance includes tree and shrub care, pruning, fertilization, and tree and shrub well maintenance. A minimum of two times per year, in the spring and summer, weed abatement is performed along the open space perimeter, adjacent to the homes within the district.

City performs/manages the maintenance for the LMAD using its own forces or those of contract providers. Figure 1.2 describes the maintenance specifications for the district.

Method of Assessment:

Development of the single family Bridgemont subdivision was conditioned upon establishing a funding source to provide for ongoing landscape maintenance to the re-vegetation planting and open space area. Because each of the single-family lots within the Zone was created as a result of compliance with this condition, each lot benefits in the same proportion. Therefore, the assessment costs are allocated on a per parcel basis for all parcels located in Zone 1 that currently qualify as a buildable single-family parcel per the current City of Citrus Heights Zoning Ordinances.

The Summary Analysis in Figure 1.3 shows details of the Fiscal Year 2018/2019 budget and assessments for Zone 1. The assessments are proposed to remain the same as Fiscal Year 2017/2018, at \$131.54 per parcel per year for a total annual assessment of \$10,523.20. This Zone's Assessment Roll is shown in Figure 1.4.

Zone 1 Boundary Description:

All that territory situated in the City of Citrus Heights, County of Sacramento, State of California, more particularly described as follows and as shown on the Assessment Diagram for Zone 1 in Figure 1.1.

Area Description:

All that real property included in the map of Bridgemont, as recorded in the office of the recorder of Sacramento County in Book 195 of Maps, Map number 10 on July 12, 1989.

FIGURE 1.1

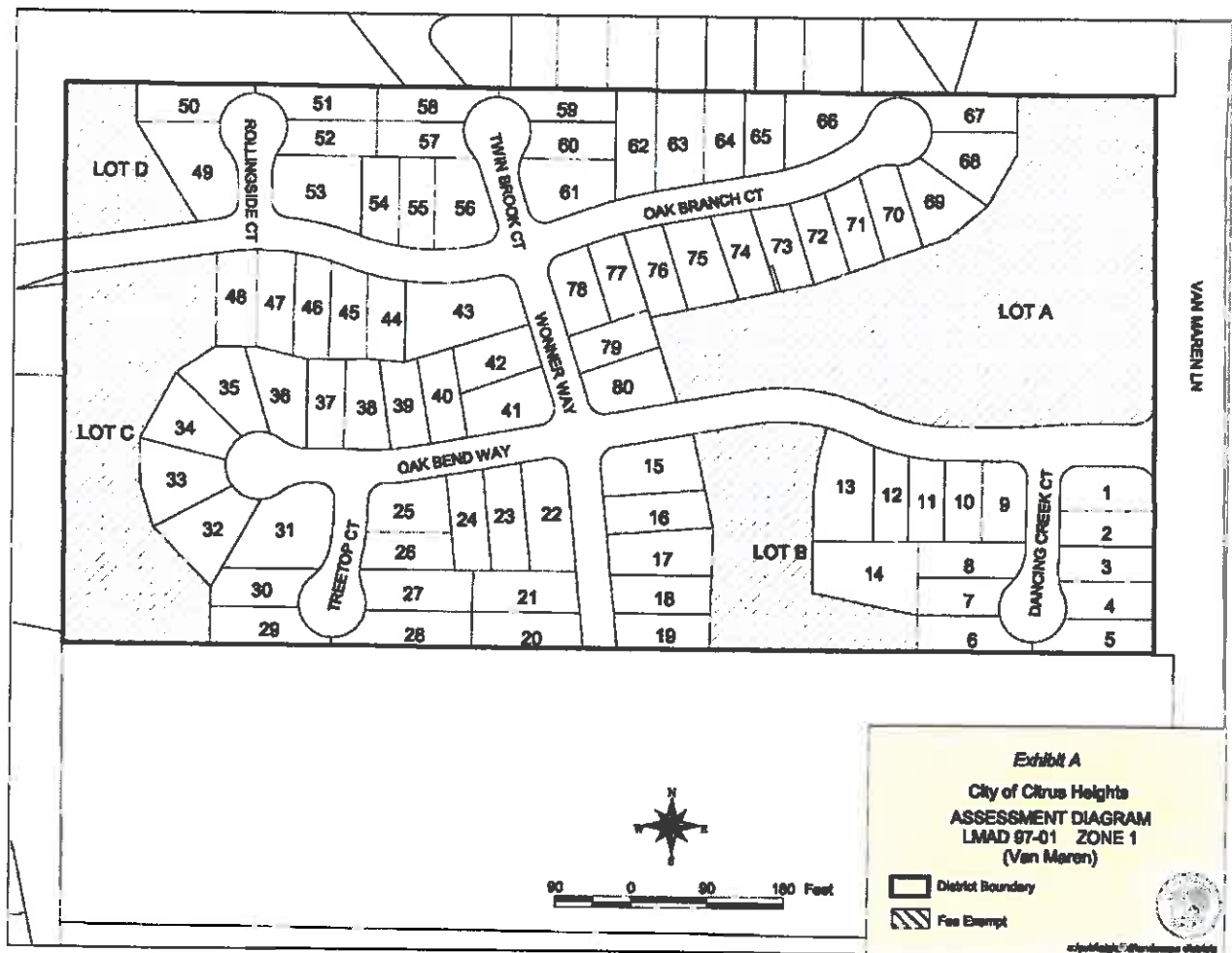


FIGURE 1.2

AD 97-01 Zone 1 City of Citrus Heights Landscape Maintenance District	
Task Sheet	Van Maren / Riparian Area
Lawn Maintenance:	
1. Mowing, trimming, edging all lawn areas.	
2. Fertilize lawn areas.	
3. Aerate lawn areas.	
4. Weed Control of all lawn areas.	
5. Control infestation of fungus, diseases and/or insects.	
6. Manage irrigation. Adjust controllers as needed.	
Hard/Tall Fescue Maintenance:	
7. Weed control of fescue. <i>Fescue to be as weed free as ornamental turf.</i>	
8. Weedeat fescue seed-heads.	
9. Weedeat fescue to 4" heights.	
10. Fertilize fescue.	
11. Control infestation of fungus, diseases and/or insects.	
12. Manage irrigation. Adjust controllers as needed.	
Trees, Shrubs and Planting Area Maintenance:	
13. Complete weeding of all planting areas.	X
14. Fertilize planting areas.	
15. Fertilize trees.	
16. Prune trees.	X
17. Prune shrubs.	X
18. Control infestation of fungus, diseases and/or insects.	X
19. Maintain adequate staking of all trees.	
20. Manage irrigation. Adjust controllers as needed.	
Groundcover and Vine Maintenance:	
21. Complete weeding of groundcovers.	
22. Fertilize all groundcovers and vines.	
23. Control infestation of fungus, diseases and/or insects.	
24. Prune groundcovers and vines.	X
25. Edge groundcovers.	
26. Manage irrigation. Adjust controllers as needed.	
Grounds Maintenance:	
27. Complete litter pick up of landscape areas.	X
28. Remove all cuttings, trimmings, and leaf debris from site.	X
29. Remove weeds in paved and D.G. areas, fence lines.	X
30. Remove litter and debris (sidewalk and gutter).	X
Weed Abatement:	
31. Complete weed abatement.	
32. Tree/shrub well clearing.	

FIGURE 1.3
ASSESSMENT DISTRICT 97-01 - ZONE 1
SUMMARY ANALYSIS

AD 0270 (291-75-290)

<u>DESCRIPTION</u>	FY 17/18 ACTUAL **	FY 18/19 PROPOSED BUDGET
SOURCES OF FUNDS:		
Release from Fund Balance	\$ -	\$ -
Interest on Fund Balance	\$ 591.00	\$ -
Special Assessments	\$ 10,523.20	\$ 10,523.20
Contributions	\$ -	\$ -
Other Revenue	\$ -	\$ -
Total Sources of Funds:	\$ 11,114.20	\$ 10,523.20

USES OF FUNDS:		
Materials and Supplies	\$ -	\$ -
Advertising & Mail	\$ 313.10	\$ 335.00
Professional Services	\$ 99.60	\$ 115.00
Contract - MCE	\$ 10,800.00	\$ 10,800.00
	\$ -	\$ -
General Services Admin	\$ 84.00	\$ 123.00
Total Uses of Funds:	\$ 11,296.70	\$ 11,373.00

FUND BALANCE		
Beginning Fund Balance (July 1st)	\$39,381.00	\$39,198.50
Add Sources of Funds	\$11,114.20	\$10,523.20
Subtract Uses of Funds	\$11,296.70	\$11,373.00
Ending Fund Balance (June 30th)	\$39,198.50	\$38,348.70

ASSESSMENT RATES:		
Rate Per Parcel	\$ 131.54	\$ 131.54
Total Number of Parcels	80	80
Total Special Assessments	\$ 10,523.20	\$ 10,523.20

** Recorded actual expenses for the first 3 quarters of the current Fiscal Year plus projections for the 4th quarter.

\$xx.xx Audited Fund Balance from previous Fiscal Year

FIGURE 1.4
ASSESSMENT DISTRICT 97-01 - ZONE 1

A.D. 97-01 (Zone 1) Assessment Roll

Assessor's Number	Assessment
211 0820 001 0000	131.54
211 0820 002 0000	131.54
211 0820 003 0000	131.54
211 0820 004 0000	131.54
211 0820 005 0000	131.54
211 0820 006 0000	131.54
211 0820 007 0000	131.54
211 0820 008 0000	131.54
211 0820 009 0000	131.54
211 0820 010 0000	131.54
211 0820 011 0000	131.54
211 0820 012 0000	131.54
211 0820 013 0000	131.54
211 0820 014 0000	131.54
211 0820 015 0000	131.54
211 0820 016 0000	131.54
211 0820 017 0000	131.54
211 0820 018 0000	131.54
211 0820 019 0000	131.54
211 0820 020 0000	131.54
211 0820 021 0000	131.54
211 0820 022 0000	131.54
211 0820 023 0000	131.54
211 0820 024 0000	131.54
211 0820 025 0000	131.54
211 0820 026 0000	131.54
211 0820 027 0000	131.54
211 0820 028 0000	131.54
211 0820 029 0000	131.54
211 0820 030 0000	131.54
211 0820 031 0000	131.54
211 0820 032 0000	131.54
211 0820 033 0000	131.54
211 0820 034 0000	131.54
211 0820 035 0000	131.54
211 0820 036 0000	131.54
211 0820 037 0000	131.54
211 0820 038 0000	131.54
211 0820 039 0000	131.54
211 0820 040 0000	131.54
211 0820 041 0000	131.54
211 0820 042 0000	131.54
211 0820 043 0000	131.54

Assessor's Number	Assessment
211 0820 044 0000	131.54
211 0820 045 0000	131.54
211 0820 046 0000	131.54
211 0820 047 0000	131.54
211 0820 048 0000	131.54
211 0820 049 0000	131.54
211 0820 050 0000	131.54
211 0820 051 0000	131.54
211 0820 052 0000	131.54
211 0820 053 0000	131.54
211 0820 054 0000	131.54
211 0820 055 0000	131.54
211 0820 056 0000	131.54
211 0820 057 0000	131.54
211 0820 058 0000	131.54
211 0820 059 0000	131.54
211 0820 060 0000	131.54
211 0820 061 0000	131.54
211 0820 062 0000	131.54
211 0820 063 0000	131.54
211 0820 064 0000	131.54
211 0820 065 0000	131.54
211 0820 066 0000	131.54
211 0820 067 0000	131.54
211 0820 068 0000	131.54
211 0820 069 0000	131.54
211 0820 070 0000	131.54
211 0820 071 0000	131.54
211 0820 072 0000	131.54
211 0820 074 0000	131.54
211 0820 075 0000	131.54
211 0820 076 0000	131.54
211 0820 077 0000	131.54
211 0820 078 0000	131.54
211 0820 079 0000	131.54
211 0820 080 0000	131.54
211 0820 085 0000	131.54

80 Parcels; Total Zone 1 Assessment is \$10,523.20

ZONE 2

General:

Known as the Heather Downs Landscape Maintenance Zone, the Zone 2 limits are defined by Old Auburn Road on the south, east and west of Wickham Drive; and Mariposa Avenue on the west, north and south of Heredia Way. There are 82 parcels in this Zone, whose boundaries are more particularly shown on the Assessment Diagram in Figure 2.1.

The maintained area in Zone 2 consists of two landscape types, a natural, open space, re-vegetation area, and a street frontage (corridor). It consists of naturalized and mitigated oak tree stands, other California native plantings and an automatic drip irrigation system providing water to the re-vegetation plantings. Routine maintenance includes tree and shrub care, pruning, fertilization, and tree and shrub well maintenance. A minimum of three times per year, weed abatement mowing is performed in the open space.

The street frontage landscape includes lawn, trees, shrubs, and ground cover. Ongoing street frontage maintenance requires weekly care of the lawn, trees, shrubs, and ground cover, including weed control, fertilization, pruning, and litter removal.

City performs/manages the maintenance for the LMAD using its own forces or those of contract providers. Figure 2.2 describes the maintenance specifications for the district.

General Fund money was used to supplement this zone in the past. However, in Fiscal Year 2000/2001 the property owners within this zone voted to approve an assessment increase from \$122.74 to \$151.38 per parcel. This increase has successfully kept the district fully funded.

Method of Assessment:

As a condition of approval, the developer of the single family subdivision was required to establish a funding source to provide ongoing landscape maintenance. Because each of the single-family lots within the Zone was created as a result of compliance with this condition, each lot benefits in the same proportion. Therefore, the assessment costs are allocated on a per parcel basis for all parcels located in Zone 2 that currently qualify as a buildable single-family parcel per the current City of Citrus Heights Zoning Ordinances.

The Summary Analysis in Figure 2.3 shows details of the Fiscal Year 2018/2019 budget and assessments for Zone 2. The assessments for Zone 2 are proposed to remain the same as Fiscal Year 2017/2018, at \$151.38 per parcel per year for a total annual assessment of \$12,413.16. This Zone's Assessment Roll is shown in Figure 2.4.

Zone 2 Boundary Description:

All that territory situated in the City of Citrus Heights, County of Sacramento, State of California, more particularly described as follows and as shown on the Assessment Diagram for Zone 2 in Figure 2.1.

Area Description:

All that real property included in the revised map of Heather Downs Two, as recorded in the office of the recorder of Sacramento County in Book 206 of Maps, Map number 2; July, 1991.

FIGURE 2.1

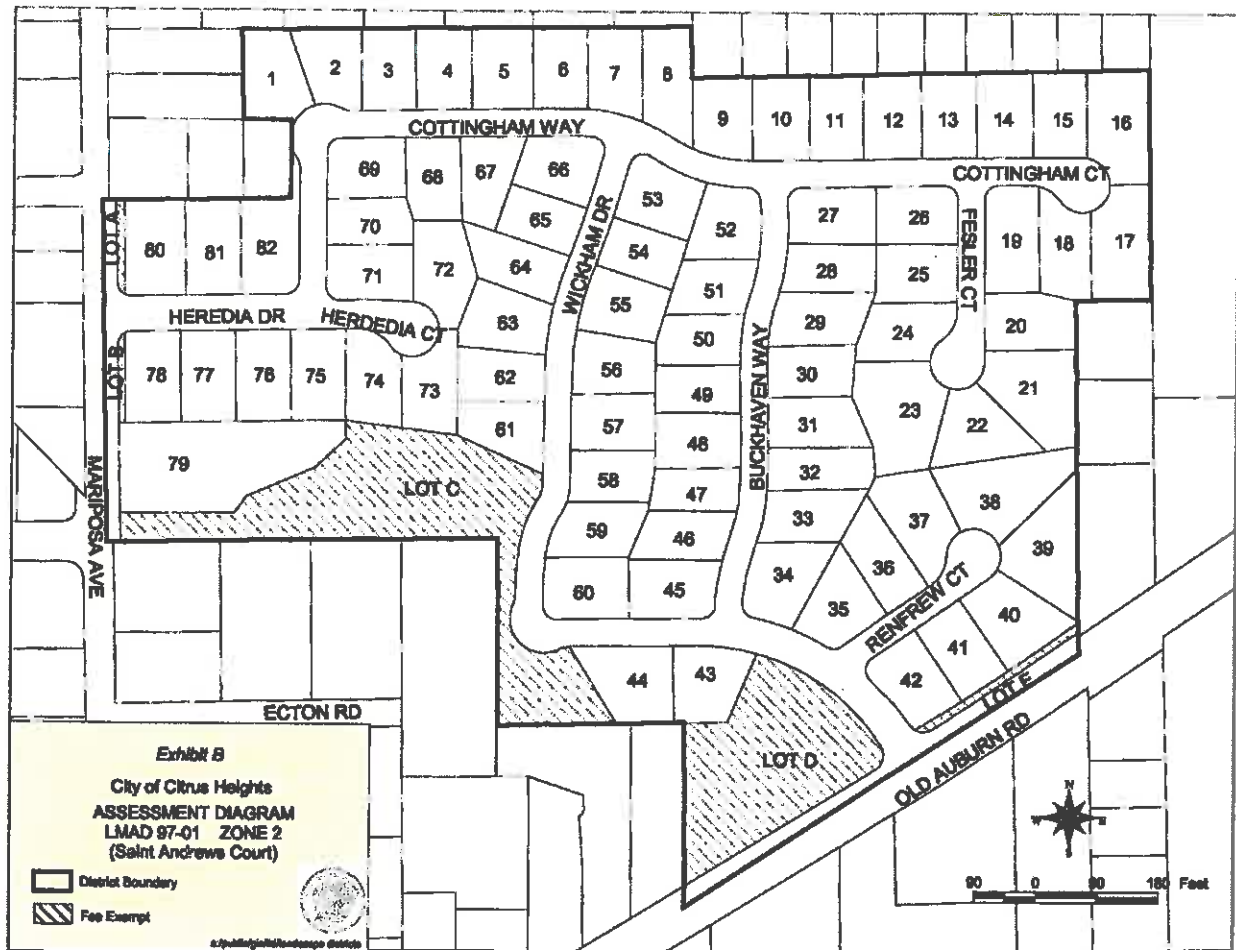


FIGURE 2.2

AD 97-01 Zone 2 City of Citrus Heights Landscape Maintenance District		
Task Sheet	22100 Heather Downs Frontage	22101 Heather Downs Revegetation
Lawn Maintenance:		
1. Mowing, trimming, edging all lawn areas.	X	
2. Fertilize/weed control of all lawn areas.	X	
3. Aerate lawn areas.	X	
4. Control infestation of fungus, diseases and/or insects.	X	
5. Manage irrigation. Adjust controllers.	X	
Hard/Tall Fescue Maintenance:		
6. Weed control of fescue. <i>Fescue to be as weed free as ornamental turf.</i>		
7. Weedeat fescue seed-heads.		
8. Weedeat fescue to 4" heights.		
9. Control infestation of fungus, diseases and/or insects.		
10. Manage irrigation. Adjust controllers.		
Trees, Shrubs and Planting Area Maintenance:		
11. Complete weeding of all planting areas.	X	
12. Fertilize planting areas.	X	
13. Fertilize trees.	X	
14. Prune trees and remove all trimmings.	X	X
15. Prune shrubs and remove all trimmings.	X	
16. Control infestation of fungus, diseases and/or insects.	X	X
17. Maintain adequate staking of all trees.	X	X
18. Manage irrigation. Adjust controllers.	X	
Groundcover and Vine Maintenance:		
19. Complete weeding of groundcovers.	X	
20. Fertilize all groundcovers and vines.	X	
21. Control infestation of fungus, diseases and/or insects.	X	
22. Prune groundcovers.	X	
23. Edge groundcovers.	X	
24. Manage irrigation. Adjust controllers.	X	
Grounds Maintenance:		
25. Complete litter pick up of landscape areas every visit.	X	
26. Remove all cuttings, trimmings, and leaf debris from site.	X	
27. Remove weeds in paved and D.G. areas, fence lines.	X	
28. Remove litter and debris every visit (sidewalk and gutter).	X	
Weed Abatement:		
29. Complete initial weed abatement.		X
30. Tree/shrub well clearing.		X
31. Mow tall grasses as required by fire protection services.		X

FIGURE 2.3 ASSESSMENT DISTRICT 97-01 - ZONE 2

SUMMARY ANALYSIS

AD 0271 (291-75-291)

<u>DESCRIPTION</u>	FY 17/18 ACTUAL**	FY 18/19 PROPOSED BUDGET
SOURCES OF FUNDS:		
Release from Fund Balance	\$ -	\$ -
Interest on Fund Balance	\$ 955.00	\$ 619.00
Special Assessments	\$ 12,413.16	\$ 12,413.16
Contributions	\$ -	\$ -
Other Revenue	\$ -	\$ -
Total Sources of Funds:	\$ 13,368.16	\$ 13,032.16

USES OF FUNDS:		
Advertising & Mail	\$ 313.10	\$ 335.00
Utilities	\$ 1,482.55	\$ 1,900.00
Professional Services	\$ 100.84	\$ 115.00
Repairs & Extra Work	\$ 1,047.00	\$ 1,556.00
Contract Landscape Services	\$ 5,232.00	\$ 11,400.00
Tree Trimming		
General Services Admin	\$ 72.00	\$ 123.00
Total Uses of Funds:	\$ 8,247.49	\$ 15,429.00

FUND BALANCE		
Beginning Fund Balance (July 1st)	\$68,535.00	\$73,655.67
Add Sources of Funds	\$13,368.16	\$13,032.16
Subtract Uses of Funds	\$8,247.49	\$15,429.00
Ending Fund Balance (June 30th)	\$73,655.67	\$71,258.83

ASSESSMENT RATES:		
Rate Per Parcel	\$ 151.38	\$ 151.38
Total Number of Parcels	82	82
Total Special Assessments	\$ 12,413.16	\$ 12,413.16

** Recorded actual expenses for the first 3 quarters of the current Fiscal Year plus projections for the 4th quarter.

\$xx xx Audited Fund Balance from previous Fiscal Year

FIGURE 2.4

ASSESSMENT DISTRICT 97-01 - ZONE 2

A.D. 97-01 (Zone 2) Assessment Roll

Assessor's Number	Assessment
224 0910 001 0000	\$151.38
224 0910 002 0000	\$151.38
224 0910 003 0000	\$151.38
224 0910 004 0000	\$151.38
224 0910 005 0000	\$151.38
224 0910 006 0000	\$151.38
224 0910 007 0000	\$151.38
224 0910 008 0000	\$151.38
224 0910 009 0000	\$151.38
224 0910 010 0000	\$151.38
224 0910 011 0000	\$151.38
224 0910 012 0000	\$151.38
224 0910 013 0000	\$151.38
224 0910 014 0000	\$151.38
224 0910 015 0000	\$151.38
224 0910 016 0000	\$151.38
224 0910 017 0000	\$151.38
224 0910 018 0000	\$151.38
224 0910 019 0000	\$151.38
224 0910 020 0000	\$151.38
224 0910 021 0000	\$151.38
224 0910 022 0000	\$151.38
224 0910 023 0000	\$151.38
224 0910 024 0000	\$151.38
224 0910 025 0000	\$151.38
224 0910 026 0000	\$151.38
224 0910 027 0000	\$151.38
224 0910 028 0000	\$151.38
224 0910 029 0000	\$151.38
224 0910 030 0000	\$151.38
224 0910 031 0000	\$151.38
224 0910 032 0000	\$151.38
224 0910 033 0000	\$151.38
224 0910 034 0000	\$151.38
224 0910 035 0000	\$151.38
224 0910 036 0000	\$151.38
224 0910 037 0000	\$151.38
224 0910 038 0000	\$151.38
224 0910 039 0000	\$151.38
224 0910 040 0000	\$151.38
224 0910 041 0000	\$151.38
224 0910 042 0000	\$151.38

Assessor's Number	Assessment
224 0910 043 0000	\$151.38
224 0910 044 0000	\$151.38
224 0910 045 0000	\$151.38
224 0910 046 0000	\$151.38
224 0910 047 0000	\$151.38
224 0910 048 0000	\$151.38
224 0910 049 0000	\$151.38
224 0910 050 0000	\$151.38
224 0910 051 0000	\$151.38
224 0910 052 0000	\$151.38
224 0910 053 0000	\$151.38
224 0910 054 0000	\$151.38
224 0910 055 0000	\$151.38
224 0910 056 0000	\$151.38
224 0910 057 0000	\$151.38
224 0910 058 0000	\$151.38
224 0910 059 0000	\$151.38
224 0910 062 0000	\$151.38
224 0910 063 0000	\$151.38
224 0910 064 0000	\$151.38
224 0910 065 0000	\$151.38
224 0920 001 0000	\$151.38
224 0920 002 0000	\$151.38
224 0920 003 0000	\$151.38
224 0920 006 0000	\$151.38
224 0920 007 0000	\$151.38
224 0920 008 0000	\$151.38
224 0920 009 0000	\$151.38
224 0920 010 0000	\$151.38
224 0920 011 0000	\$151.38
224 0920 012 0000	\$151.38
224 0920 013 0000	\$151.38
224 0920 014 0000	\$151.38
224 0920 015 0000	\$151.38
224 0920 016 0000	\$151.38
224 0920 017 0000	\$151.38
224 0920 019 0000	\$151.38
224 0920 023 0000	\$151.38
224 0920 024 0000	\$151.38
224 0920 027 0000	\$151.38

82 Parcels; Total Zone 2 Assessment is \$12,413.16

ZONE 3

General:

Zone 4 of LMAD 97-01, as originally adopted by the City, consisted of two widely separated landscape areas with differing landscaping and maintenance responsibilities. In 2004, the City Council adopted a resolution dividing Zone 4 into two parts and thereby creating Zone 3 (previously non-existent). Zone 3 consists of the Verner Glen Subdivision (commonly known as Summerhill). There are 80 parcels in this Zone, whose boundaries are particularly shown on the Assessment Diagram in Figure 3.1.

The maintained area in Zone 3 consists of street frontage landscape including lawn, trees, shrubs, and ground cover. Ongoing street frontage maintenance requires weekly care of the lawn, trees, shrubs, and ground cover, including weed control, fertilization, pruning, and litter removal.

City performs/manages the maintenance for the LMAD using its own forces or those of contract providers. Figure 3.2 describes the maintenance specifications for the district.

General Fund money was used to supplement maintenance of landscaped areas in Zone 3 in the past. To eliminate the assessment revenue shortfall, an increase in assessment was proposed in Fiscal Year 98/99. However, the increase was unanimously opposed in the required balloting process. In 2005 an increase in the annual assessment was again proposed and subsequently the property owners approved an increase in the assessment from \$42.50 to \$81.88.

In addition to approving an increase in the annual maintenance assessment, the property owners approved an additional assessment, in the amount of \$174.68, to construct a sound wall along Interstate 80 adjacent to the "Summerhill" community. The City constructed the wall in 2009 and the residents participated by contributing one-half of the estimated construction cost (\$139,740) over a ten year period. The final year for the sound wall assessment was FY 2014/15 and this additional assessment is no longer collected.

General Fund money was used to supplement this zone in the past, but an assessment increase approved in 2005 along with focus efforts to reduce overall maintenance costs has kept Zone 3 expenditures below available revenues. However, irrigation repairs and the continued cost increases for utilities, resulted in a budget shortfall of approximately \$220 in FY 2017/18. This shortfall will be subsidized by Gas Tax Revenue. With no current reserves, a shortfall of approximately \$2,138 is anticipated for FY 18/19.

Method of Assessment:

As a condition of approval, the developer of the single family subdivision was required to establish a funding source to provide ongoing landscape maintenance. Because each of the single-family lots within the Zone was created as a result of compliance with this condition, each lot benefits in the same proportion. Therefore, the assessment costs are allocated on a per

FIGURE 3.2

AD 97-01 Zone 3 City of Citrus Heights Landscape Maintenance District	
Task Sheet	42005 Verner Glen
Lawn Maintenance:	
1. Mowing, trimming, edging all lawn areas.	X
2. Fertilize/weed control lawn areas.	X
3. Aerate lawn areas.	X
4. Control infestation of fungus, diseases and/or insects.	X
5. Manage irrigation. Adjust controllers.	X
Hard/Tall Fescue Maintenance:	
6. Weed control of fescue. <i>Fescue to be as weed free as ornamental turf.</i>	
7. Weedeat fescue seed-heads.	
8. Weedeat fescue to 4" heights.	
9. Fertilize fescue.	
10. Control infestation of fungus, diseases and/or insects.	
11. Manage irrigation. Adjust controllers.	
Trees, Shrubs and Planting Area Maintenance:	
12. Complete weeding of all planting areas.	X
13. Fertilize planting areas and trees.	X
14. Prune trees one time per year.	X
15. Prune shrubs.	X
16. Control infestation of fungus, diseases and/or insects.	X
17. Maintain adequate staking of all trees.	X
18. Manage irrigation. Adjust controllers.	X
Groundcover and Vine Maintenance:	
19. Complete weeding of groundcovers.	X
20. Fertilize all groundcovers and vines.	X
21. Control infestation of fungus, diseases and/or insects.	X
22. Prune groundcovers and vines.	
23. Edge groundcovers.	X
24. Manage irrigation. Adjust controllers.	X
Grounds Maintenance:	
25. Complete litter pick up of landscape areas each visit.	X
26. Remove all cuttings, trimmings, and leaf debris from site each visit.	X
27. Remove weeds in paved and D.G. areas, fence lines.	X
28. Remove litter and debris every visit (sidewalk and gutter).	X
29. Median(s): Remove weeds in paved and D.G. areas.	
30. Median(s): Remove litter and debris each visit (gutter to gutter and nosing).	

FIGURE 3.3

ASSESSMENT DISTRICT 97-01 - ZONE 3

AD 0279 (291-75-298)

SUMMARY ANALYSIS

<u>DESCRIPTION</u>	FY 17/18** ACTUAL	FY 18/19 PROPOSED BUDGET
SOURCES OF FUNDS:		
Release from Fund Balance	\$ -	\$ -
Interest on Fund Balance	\$0.00	\$0.00
Special Assessments	\$ 6,550.40	\$ 6,550.40
Contributions	\$ -	\$ -
Other Revenue (1)	\$ 219.98	\$ 2,137.60
Total Sources of Funds:	\$ 6,770.38	\$ 8,688.00

USES OF FUNDS:		
Advertising & Mail	\$ 313.10	\$ 335.00
Utilities	\$ 2,933.18	\$ 1,915.00
Professional Services	\$ 99.60	\$ 115.00
Repairs and Extra Work	\$ 136.50	\$ -
Contract Landscape	\$ 3,216.00	\$ 6,200.00
Construction	\$ -	\$ -
General Services Admin	\$ 72.00	\$ 123.00
Total Uses of Funds:	\$ 6,770.38	\$ 8,688.00

FUND BALANCE		
Beginning Fund Balance	\$0.00	\$0.00
Add Sources of Funds	\$ 6,770.38	\$ 8,688.00
Subtract Uses of Funds (maint.)	\$ 6,770.38	\$ 8,688.00
Ending Fund Balance	\$0.00	\$0.00

ASSESSMENT RATES:		
Rate Per Parcel	\$ 81.88	\$ 81.88
Total Number of Parcels	80	80
Total Special Assessments	\$ 6,550.40	\$ 6,550.40

** Recorded actual expenses for the first 3
quarters of the current Fiscal Year plus

\$xx xx Audited Fund Balance from previous

FIGURE 3.4

ASSESSMENT DISTRICT 97-01 ZONE 3

A.D. 97-01 (Zone 3) Assessment Roll

Assessor's Number	Assessment
229 0970 001 0000	\$81.88
229 0970 002 0000	\$81.88
229 0970 003 0000	\$81.88
229 0970 004 0000	\$81.88
229 0970 005 0000	\$81.88
229 0970 006 0000	\$81.88
229 0970 007 0000	\$81.88
229 0970 008 0000	\$81.88
229 0970 009 0000	\$81.88
229 0970 013 0000	\$81.88
229 0970 014 0000	\$81.88
229 0970 015 0000	\$81.88
229 0970 016 0000	\$81.88
229 0970 017 0000	\$81.88
229 0970 018 0000	\$81.88
229 0970 019 0000	\$81.88
229 0970 020 0000	\$81.88
229 0970 021 0000	\$81.88
229 0970 022 0000	\$81.88
229 0970 023 0000	\$81.88
229 0970 024 0000	\$81.88
229 0970 025 0000	\$81.88
229 0970 026 0000	\$81.88
229 0970 027 0000	\$81.88
229 0970 028 0000	\$81.88
229 0970 029 0000	\$81.88
229 0970 030 0000	\$81.88
229 0970 031 0000	\$81.88
229 0970 032 0000	\$81.88
229 0970 033 0000	\$81.88
229 0970 034 0000	\$81.88
229 0970 035 0000	\$81.88
229 0970 036 0000	\$81.88
229 0970 037 0000	\$81.88
229 0970 038 0000	\$81.88
229 0970 039 0000	\$81.88
229 0970 040 0000	\$81.88
229 0970 041 0000	\$81.88
229 0970 042 0000	\$81.88
229 0970 043 0000	\$81.88
229 0970 044 0000	\$81.88
229 0970 045 0000	\$81.88
229 0970 046 0000	\$81.88

Assessor's Number	Assessment
229 0970 047 0000	\$81.88
229 0970 048 0000	\$81.88
229 0970 049 0000	\$81.88
229 0970 050 0000	\$81.88
229 0970 051 0000	\$81.88
229 0970 052 0000	\$81.88
229 0970 053 0000	\$81.88
229 0970 054 0000	\$81.88
229 0970 055 0000	\$81.88
229 0970 056 0000	\$81.88
229 0970 057 0000	\$81.88
229 0970 058 0000	\$81.88
229 0970 059 0000	\$81.88
229 0970 060 0000	\$81.88
229 0970 061 0000	\$81.88
229 0970 062 0000	\$81.88
229 0970 063 0000	\$81.88
229 0970 064 0000	\$81.88
229 0970 065 0000	\$81.88
229 0970 066 0000	\$81.88
229 0970 067 0000	\$81.88
229 0970 068 0000	\$81.88
229 0970 069 0000	\$81.88
229 0970 070 0000	\$81.88
229 0970 071 0000	\$81.88
229 0970 072 0000	\$81.88
229 0970 073 0000	\$81.88
229 0970 074 0000	\$81.88
229 0970 075 0000	\$81.88
229 0970 076 0000	\$81.88
229 0970 077 0000	\$81.88
229 0970 078 0000	\$81.88
229 0970 079 0000	\$81.88
229 0970 080 0000	\$81.88
229 0970 081 0000	\$81.88
229 0970 082 0000	\$81.88
229 0970 083 0000	\$81.88

80 Parcels, Total Zone 3 Assessment is \$6,550.40

ZONE 4

General:

Zone 4, as originally adopted by the City, consisted of two widely separated landscape areas with differing landscaping and maintenance responsibilities.

As a result of the different geographical locations and maintenance responsibilities, the City Council adopted a resolution in 2004 to divide Zone 4 into two parts. The Verner Glenn (Summerhill development) was placed in the newly created Zone 3. With the creation of Zone 3, Zone 4 now consists of 111 parcels located in the Villa Creekridge Subdivision. Figure 4.1 shows the boundaries of Zone 4.

City performs/manages the maintenance for the LMAD using its own forces or those of contract providers. Figure 4.2 describes the maintenance specifications for the district.

General Fund money has been used to supplement maintenance in Zone 4 in the past. To reduce the assessment revenue shortfall, staff repeatedly re-evaluated and adjusted the maintenance effort to reduce costs. In July 2007, the City Council approved detaching a portion of the maintained area from Zone 4 (landscaping along Fireweed Circle). This detached area is now maintained by a neighboring Home Owners Association under a special agreement. While detaching part of the maintained area has reduced the maintenance costs for the district, the projected cost to maintain the remaining area continues to exceed the anticipated revenues of Zone 4. In 2005 and again in 2009, the City proposed to increase in the annual assessment. For Fiscal Year 09/10, the proposed increase was \$37.50 per parcel (from the existing assessed level of \$42.50 to \$80.00). However, the increase was unanimously opposed in the required balloting process.

Originally the maintained area in Zone 4 consisted of street frontage landscape including lawn, trees, shrubs, and ground cover. Ongoing street frontage maintenance requires weekly care of the lawn, trees, shrubs, and ground cover, including weed control, fertilization, pruning, and litter removal.

In 2010, to reduce future subsidies, the City implemented a xeriscaping (low-water and maintenance) plan to eliminate some of the more labor intensive and water consuming landscape features, such as turf, and reduced the level of service on the remaining landscaping to a minimum. Zone 4 now consists of street frontage landscape including trees, shrubs, and ground cover; all with monthly maintenance.

There have been significant reductions in maintenance and utility costs, but the expenditures still exceeded the existing revenues for this zone. This shortfall was subsidized by the City's General Fund.

In 2011, to eliminate future subsidies, the City conducted a pilot project that reduced the frequency of maintenance (i.e. every 6 or 8 weeks instead of monthly). However, the monthly maintenance schedule was reinstated due to complaints on its appearance from the public. This resulted in a shortfall of \$3,500 which was funded by the City's General Fund. For the years

since, the City has continued its monthly maintenance and has continued to supplement the shortfall using Gas Tax revenue.

For the 2017/2018 fiscal year, rising costs for utilities and the replacement of a portion of the irrigation system resulted in a shortfall of \$7,481. This shortfall was subsidized by Gas Tax revenues. The shortfall for Zone 4 is projected to continue. For the upcoming fiscal year (2018/2019), \$3,975.50 is budgeted from Gas Tax revenues to cover the shortfall.

Method of Assessment:

As a condition of approval, the developer of the single family subdivision was required to establish a funding source to provide ongoing landscape maintenance. Because each of the single-family lots within the Zone was created as a result of compliance with this condition, each lot benefits in the same proportion. Therefore, the assessment costs are allocated on a per parcel basis for all parcels located in Zone 4 that currently qualify as a buildable single-family parcel per the current City of Citrus Heights Zoning Ordinances.

The Summary Analysis in Figure 4.3 shows details of the Fiscal Year 2018/2019 budget and assessments for Zone 4. The assessments for Zone 4 for Fiscal Year 2018/2019 shall remain at the previously assessed level of \$42.50 per parcel per year for a total annual assessment of \$4,717.50. This Zone's Assessment Roll is shown in Figure 4.4.

Zone 4 Boundary Description:

All that territory situated in the City of Citrus Heights, County of Sacramento, State of California, more particularly described as follows and as shown on the Assessment Diagram for Zone 4 in Figure 4.1.

Area Description:

All that real property included in the Plat of Villa Creekridge, as recorded in the office of the recorder of Sacramento County Book 188 of Maps, Map number 3; December, 1988.

FIGURE 4.1

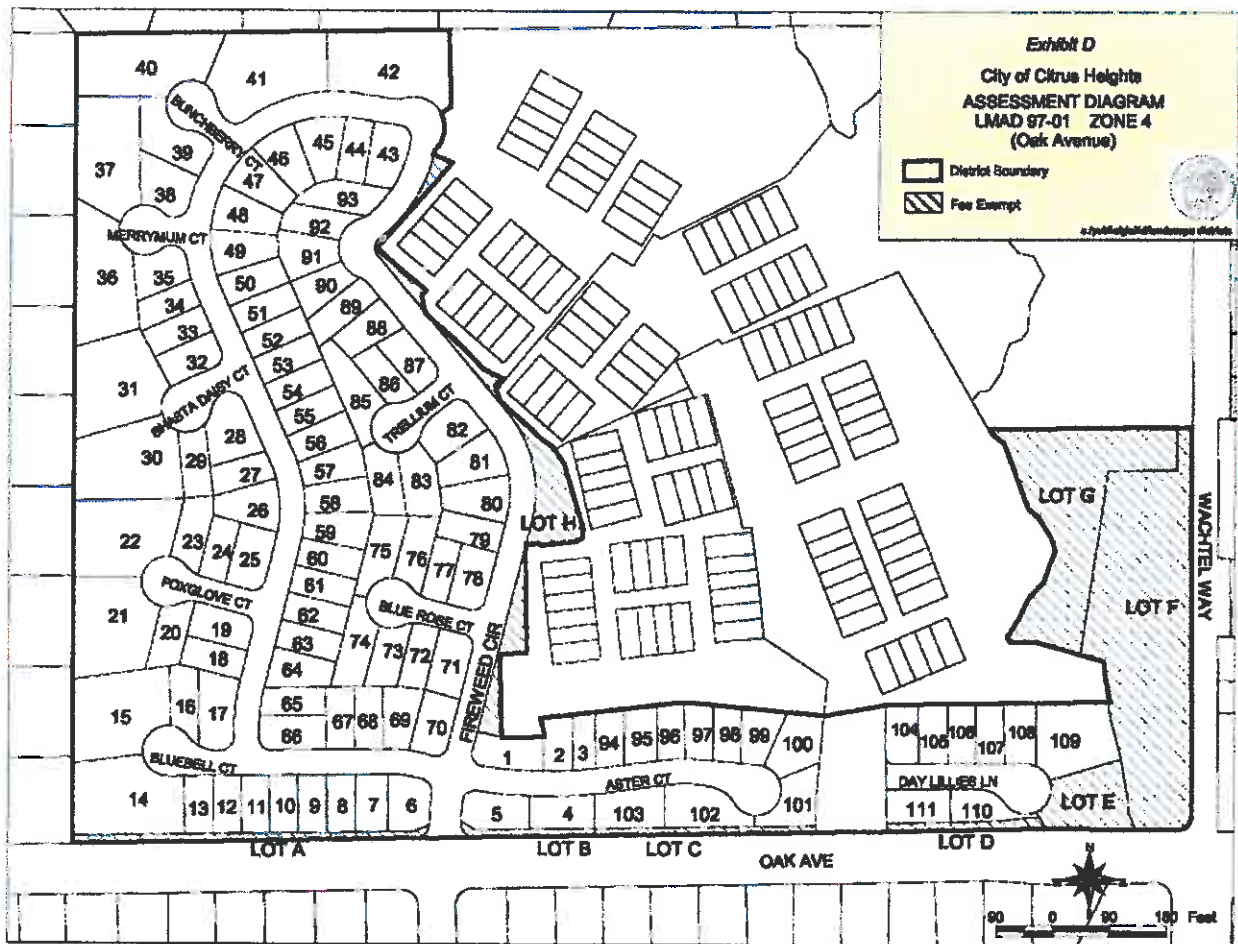


FIGURE 4.2

AD 97-01 Zone 4 City of Citrus Heights Landscape Maintenance District	
Task Sheet	42006 Villa Creekridge
Lawn Maintenance:	
1. Mowing, trimming, edging all lawn areas.	
2. Fertilize/weed control lawn areas.	
3. Aerate lawn areas.	
4. Control infestation of fungus, diseases and/or insects.	
5. Manage irrigation. Adjust controllers.	
Hard/Tall Fescue Maintenance:	
6. Weed control of fescue. <i>Fescue to be as weed free as ornamental turf.</i>	
7. Weedeat fescue seed-heads.	
8. Weedeat fescue to 4" heights.	
9. Fertilize fescue.	
10. Control infestation of fungus, diseases and/or insects.	
11. Manage irrigation. Adjust controllers.	
Trees, Shrubs and Planting Area Maintenance:	
12. Complete weeding of all planting areas.	X
13. Fertilize planting areas and trees.	X
14. Prune trees one time per year.	X
15. Prune shrubs.	X
16. Control infestation of fungus, diseases and/or insects.	X
17. Maintain adequate staking of all trees.	X
18. Manage irrigation. Adjust controllers.	X
Groundcover and Vine Maintenance:	
19. Complete weeding of groundcovers.	X
20. Fertilize all groundcovers and vines.	X
21. Control infestation of fungus, diseases and/or insects.	X
22. Prune groundcovers and vines.	X
23. Edge groundcovers.	X
24. Manage irrigation. Adjust controllers.	X
Grounds Maintenance:	
25. Complete litter pick up of landscape areas each visit.	X
26. Remove all cuttings, trimmings, and leaf debris from site each visit.	X
27. Remove weeds in paved and D.G. areas, fence lines.	X
28. Remove litter and debris every visit (sidewalk and gutter).	X
29. Median(s): Remove weeds in paved and D.G. areas.	
30. Median(s): Remove litter and debris each visit (gutter to gutter and nosing).	

FIGURE 4.3 **ASSESSMENT DISTRICT 97-01 - ZONE 4**

AD 0272 (291-75-292)

SUMMARY ANALYSIS

<u>DESCRIPTION</u>	FY 17/18 ACTUAL**	FY 18/19 PROPOSED BUDGET
SOURCES OF FUNDS:		
Release from Fund Balance	\$ -	\$ -
Interest on Fund Balance	\$ -	\$ -
Special Assessments	\$ 4,717.50	\$ 4,717.50
Contributions	\$ -	\$ -
Other Revenue (1)	\$ 7,310.92	\$ 3,975.50
Total Sources of Funds:	\$ 12,028.42	\$ 8,693.00

USES OF FUNDS:		
Advertising	\$ 313.10	\$ 335.00
Utilities - Electric	\$ 482.16	\$ 600.00
Utilities - Water	\$ 3,200.64	\$ 3,000.00
Professional Services	\$ 118.82	\$ 135.00
Landscape Replacement/Repairs	\$ 3,365.70	\$ -
Contract Landscape	\$ 4,476.00	\$ 4,500.00
Construction	\$ -	\$ -
General Services Admin	\$ 72.00	\$ 123.00
Total Uses of Funds:	\$ 12,028.42	\$ 8,693.00

FUND BALANCE		
Beginning Fund Balance (July 1st)	\$0.00	\$0.00
Add Sources of Funds	\$12,028.42	\$8,693.00
Subtract Uses of Funds	\$12,028.42	\$8,693.00
Ending Fund Balance (June 30th)	\$0.00	\$0.00

ASSESSMENT RATES:		
Rate Per Parcel	\$ 42.50	\$ 42.50
Total Number of Parcels	111	111
Total Special Assessments	\$ 4,717.50	\$ 4,717.50

(1) Contribution from Gas Tax Fund to balance LMAD Budget

** Recorded actual expenses for the first 3 quarters of Fiscal Year plus projection for the 4th quarter.

FIGURE 4.4

ASSESSMENT DISTRICT 97-01 - ZONE 4

A.D. 97-01 (Zone 4) Assessment Roll

Assessor's Number					Assessment
224	0890	001	0000		\$42.50
224	0890	002	0000		\$42.50
224	0890	003	0000		\$42.50
224	0890	004	0000		\$42.50
224	0890	005	0000		\$42.50
224	0890	006	0000		\$42.50
224	0890	007	0000		\$42.50
224	0890	008	0000		\$42.50
224	0890	009	0000		\$42.50
224	0890	010	0000		\$42.50
224	0890	011	0000		\$42.50
224	0890	012	0000		\$42.50
224	0890	013	0000		\$42.50
224	0890	014	0000		\$42.50
224	0890	015	0000		\$42.50
224	0890	016	0000		\$42.50
224	0890	017	0000		\$42.50
224	0890	018	0000		\$42.50
224	0890	019	0000		\$42.50
224	0890	020	0000		\$42.50
224	0890	021	0000		\$42.50
224	0890	022	0000		\$42.50
224	0890	023	0000		\$42.50
224	0890	024	0000		\$42.50
224	0890	025	0000		\$42.50
224	0890	026	0000		\$42.50
224	0890	027	0000		\$42.50
224	0890	028	0000		\$42.50
224	0890	029	0000		\$42.50
224	0890	030	0000		\$42.50
224	0890	031	0000		\$42.50
224	0890	032	0000		\$42.50
224	0890	033	0000		\$42.50
224	0890	034	0000		\$42.50
224	0890	035	0000		\$42.50
224	0890	036	0000		\$42.50
224	0890	037	0000		\$42.50
224	0890	038	0000		\$42.50
224	0890	039	0000		\$42.50
224	0890	040	0000		\$42.50
224	0890	041	0000		\$42.50

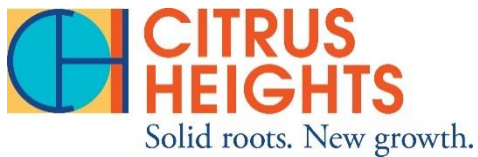
Assessor's Number					Assessment
224	0890	042	0000		\$42.50
224	0890	043	0000		\$42.50
224	0890	044	0000		\$42.50
224	0890	045	0000		\$42.50
224	0890	046	0000		\$42.50
224	0890	047	0000		\$42.50
224	0890	048	0000		\$42.50
224	0890	049	0000		\$42.50
224	0890	050	0000		\$42.50
224	0890	051	0000		\$42.50
224	0890	052	0000		\$42.50
224	0890	053	0000		\$42.50
224	0890	054	0000		\$42.50
224	0890	055	0000		\$42.50
224	0890	056	0000		\$42.50
224	0890	057	0000		\$42.50
224	0890	058	0000		\$42.50
224	0890	059	0000		\$42.50
224	0890	060	0000		\$42.50
224	0890	061	0000		\$42.50
224	0890	062	0000		\$42.50
224	0890	063	0000		\$42.50
224	0890	064	0000		\$42.50
224	0890	065	0000		\$42.50
224	0890	066	0000		\$42.50
224	0890	067	0000		\$42.50
224	0890	068	0000		\$42.50
224	0890	069	0000		\$42.50
224	0890	070	0000		\$42.50
224	0890	071	0000		\$42.50
224	0890	072	0000		\$42.50
224	0890	073	0000		\$42.50
224	0890	074	0000		\$42.50
224	0890	075	0000		\$42.50
224	0890	076	0000		\$42.50
224	0890	077	0000		\$42.50
224	0890	078	0000		\$42.50
224	0890	079	0000		\$42.50
224	0890	080	0000		\$42.50
224	0890	081	0000		\$42.50
224	0890	082	0000		\$42.50

ASSESSMENT DISTRICT 97-01 - ZONE 4

A.D. 97-01 (Zone 4) Assessment Roll

Assessor's Number				Assessment
224	0890	083	0000	\$42.50
224	0890	084	0000	\$42.50
224	0890	085	0000	\$42.50
224	0890	086	0000	\$42.50
224	0890	087	0000	\$42.50
224	0890	088	0000	\$42.50
224	0890	089	0000	\$42.50
224	0890	090	0000	\$42.50
224	0890	091	0000	\$42.50
224	0890	092	0000	\$42.50
224	0890	093	0000	\$42.50
224	0900	001	0000	\$42.50
224	0900	002	0000	\$42.50
224	0900	003	0000	\$42.50
224	0900	004	0000	\$42.50
224	0900	010	0000	\$42.50
224	0900	011	0000	\$42.50
224	0900	013	0000	\$42.50
224	0900	014	0000	\$42.50
224	0900	015	0000	\$42.50
224	0900	016	0000	\$42.50
224	0900	017	0000	\$42.50
224	0900	018	0000	\$42.50
224	0900	019	0000	\$42.50
224	0900	020	0000	\$42.50
224	0900	021	0000	\$42.50
224	0900	022	0000	\$42.50
224	0900	026	0000	\$42.50
224	0900	028	0000	\$42.50

111 Parcels; Total Zone 4 Assessment is \$4,717.50
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CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: August 9, 2018

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

FROM: Rhonda Sherman, Community Services Director
Stuart Hodgkins, City Engineer
Ardelyn Flores, Associate Civil Engineer

SUBJECT: **Landscape Maintenance Assessment Districts 98-01, 98-02 & 03-01
Levy of Fiscal Year 2018/2019 Assessments**

Summary and Recommendation

On July 26, 2018, City Council took the first steps toward the proposed annual update for Fiscal Year 2018/2019 for the Landscape Maintenance Assessment Districts (LMAD) 98-01, 98-02 and 03-01 (Zones 1 and 2). At that time, Council adopted Resolutions of Intention to update the districts and called for public hearings on August 9, 2018. Subsequently, the City Clerk published the required notice.

Staff recommends City Council adopt the following resolutions in the order listed:

1. Resolution No. 2018-____: Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year 2018/2019 assessments for Landscape Maintenance Assessment District No. 98-01 (Stock Village Units Nos. 1 and 2).
2. Resolution No. 2018-____: Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year 2018/2019 assessments for Landscape Maintenance Assessment District No. 98-02 (Zone 1: Sorenson Ranch and Zone 2: Autumnwood).
3. Resolution No. 2018-____: Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year 2018/2019 assessments for Landscape Maintenance Assessment District No. 03-01 (Stock Ranch Zones 1 and 2).

Fiscal Impact

Assessment Districts 98-01, 98-02 (Zones 1 and 2), and 03-01 (Zones 1 and 2) are currently fully funded by their assessments; therefore, there is no fiscal impact for these districts.

Background and Analysis

The City currently has four (4) landscape maintenance districts.

Assessment District	Zone	Creation Date	Location
97-01	1	1997	“Bridgemont” subdivision off of Van Maren Lane
	2	1997	“St. Andrews Court” subdivision off of Old Auburn Road
	3	1997	“Verner Glenn” (Summerhill) subdivision off of Verner Avenue
	4	1997	“Villa Creekridge” subdivision off of Oak Avenue
98-01	1	1998	“Stock Village Unit No. 1 & 2” Subdivision off of Stock Ranch Road
98-02	1	1998	“Sorenson Ranch” subdivision off of Van Maren Lane
	2	2014	“Autumnwood” subdivision off of Antelope Road
03-01	1	2003	“Stock Ranch” development on Auburn Blvd - properties north of Arcade Creek
	2	2003	“Stock Ranch” development off of Stock Ranch Road – properties south of Arcade Creek

This agenda item addresses LMADs 98-01, 98-02, and 03-01 (LMAD 97-01 is addressed under a separate agenda item). Specific maintenance responsibilities for each of these districts are discussed in the Engineer’s Report, dated July 26, 2018.

On July 26, 2018, the City Council adopted Resolutions of Intention for each of the three LMAD’s approving the Engineer’s Report, declaring its intention to order the annual update for Fiscal Year 2018/2019, to levy and collect assessments for the City of Citrus Heights Landscape Maintenance Assessment Districts, and setting Thursday, August 9, 2018 at 7:00pm (or shortly thereafter) as the time and date for the public hearings.

Pursuant to State Law, the city must hold a public hearing on the matter for each District. Since an increase in assessments is not proposed, the code only requires the notice to be published in a newspaper.

The annual update and the levy of assessments for Fiscal Year 2018/2019 for the Landscape Maintenance Assessment Districts Nos. 98-01, 98-02 (Zones 1 and 2) and 03-01 (Zones 1 and 2), proposed by the resolutions will fund the following: maintenance and servicing of landscaping, trees, and other vegetation, and related or appurtenant facilities, including weeding, fertilizing, pruning, and controlling fungus, disease and insect infestation; operation of irrigation and drainage systems including the provision of water and power, and maintenance of sound walls.

The Engineer's Report does not propose any increase to the current assessments collected for Landscape Maintenance Assessment Districts 98-01, 98-02 (Zones 1 and 2), and 03-01 (Zones 1 and 2). The assessment district diagrams and assessment rolls for these assessment districts are contained in the Engineer's Reports.

Attachments

1. Resolution No. 2018-____: Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year 2018/2019 assessments for Landscape Maintenance Assessment District No. 98-01 (Stock Village Units Nos. 1 and 2).
2. Resolution No. 2018-____: Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year 2018/2019 assessments for Landscape Maintenance Assessment District No. 98-02 (Zone 1: Sorenson Ranch and Zone 2: Autumnwood).
3. Resolution No. 2018-____: Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year 2018/2019 assessments for Landscape Maintenance Assessment District No. 03-01 (Stock Ranch Zones 1 and 2).
4. Engineer's Report

RESOLUTION NO. 2018-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, TO CONFIRM THE DIAGRAM AND ASSESSMENT AND TO LEVY FISCAL YEAR 2018/2019 ASSESSMENTS FOR LANDSCAPE MAINTENANCE ASSESSMENT DISTRICT NO. 98-01 (STOCK VILLAGE UNITS NOS. 1 AND 2)

WHEREAS, on July 26, 2018, the City Council (the “Council”) of the City of Citrus Heights (the “City”) adopted its Resolution No. 2018-071, initiating proceedings pursuant to the landscaping and Lighting Act of 1972, being California Streets and Highways Code Sections 22500 et seq. (the “Act”), to levy and collect assessments for Fiscal Year 2018/2019 in the City of Citrus Heights Landscape Maintenance Assessment District No. 98-01 (Stock Village Units Nos. 1 and 2);

WHEREAS, as directed by this Council, the City Engineer has prepared and filed with the City Clerk a report for Fiscal Year 2018/2019 (the “Engineer’s Report”) in accordance with the Act;

WHEREAS, on July 26, 2018, Council adopted its Resolution No. 2018-074, approving Engineer’s Report, and setting a public hearing date of August 9, 2018 at 7:00 p.m., at the Citrus Heights Council Chambers located at 6360 Fountain Square Drive, Citrus Heights, California 95621;

WHEREAS, a notice of the public hearing was published in the form, time and manner required by law; and

WHEREAS, at the public hearing, the Council duly heard all interested persons desiring to be heard.

NOW THEREFORE BE IT RESOLVED AND ORDERED, by the City Council of the City of Citrus Heights hereby declares that:

Section 1. Recitals. The foregoing recitals are true and correct and the Council so finds and determines.

Section 2. Approval of Engineer’s Report. This Council hereby approves the Engineer’s Report as now on file with the City Clerk.

Section 3. Improvements Ordered. This Council hereby orders the proposed improvements described in the Engineer’s Report to be made.

Section 4. Special Benefit Finding. This Council hereby finds and determines that the assessment included in the Engineer’s Report assesses all of the subdivisions of land in the assessment district for the special benefits provided by the improvements in proportion to the special benefits to be received by such subdivision, respectively, from the improvements.

Section 5. Confirmation of Assessment Diagram. This Council hereby confirms the diagram and the assessment now on file with it.

Section 6. Directive to file Diagram and Assessment. This Council hereby directs the City Clerk to file a certified copy of the diagram and the assessment as confirmed with the Sacramento County Auditor.

Section 7. Entry on the Roll. The Sacramento County Auditor is hereby requested to enter on the County Assessment Roll opposite each lot or parcel of land the amount assessed thereupon, as shown on the assessment filed by the City Clerk.

Section 8. Effective Date. This resolution shall take effect from and after the date of its passage.

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 9th day of August, 2018 by the following vote, to wit:

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

Steve Miller, Mayor

ATTEST:

Amy Van, City Clerk

RESOLUTION NO. 2018-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, TO CONFIRM THE DIAGRAM AND ASSESSMENT AND TO LEVY
FISCAL YEAR 2018/2019 ASSESSMENTS FOR LANDSCAPE MAINTENANCE
ASSESSMENT DISTRICT NO. 98-02
(ZONE 1: SORENSON RANCH AND ZONE 2: AUTUMNWOOD)**

WHEREAS, on July 26, 2018, the City Council (the “Council”) of the City of Citrus Heights (the “City”) adopted its Resolution No. 2018-072, initiating proceedings pursuant to the Landscaping and Lighting Act of 1972, being California Streets and Highways Code Sections 22500 *et seq.* (the “Act”), to levy and collect assessments for Fiscal Year 2018/2019 in the City of Citrus Heights Landscape Maintenance Assessment District No. 98-02 (Zone 1: Sorenson Ranch and Zone 2: Autumnwood);

WHEREAS, as directed by this Council, the City Engineer has prepared and filed with the City Clerk a report for Fiscal Year 2018/2019 (the “Engineer’s Report”) in accordance with the Act;

WHEREAS, on July 26, 2018, the Council adopted its Resolution No. 2018-075, approving Engineer’s Report, and setting a public hearing date of August 9, 2018, at 7:00 p.m., at the Citrus Heights Council Chambers located at 6360 Fountain Square Drive, Citrus Heights, California 95621;

WHEREAS, a notice of the public hearing was published in the form, time and manner required by law; and

WHEREAS, at the public hearing, the Council duly heard all interested persons desiring to be heard.

NOW THEREFORE BE IT RESOLVED AND ORDERED, by the City Council of the City of Citrus Heights hereby declares that:

Section 1. Recitals. The foregoing recitals are true and correct and the Council so finds and determines.

Section 2. Approval of Engineer’s Report. This Council hereby approves the Engineer’s Report as now on file with the City Clerk.

Section 3. Improvements Ordered. This Council hereby orders the proposed improvements described in the Engineer’s Report to be made.

Section 4. Special Benefit Finding. This Council hereby finds and determines that the assessment included in the Engineer’s Report assesses all of the subdivisions of land in the assessment district for the special benefits provided by the improvements in proportion to the special benefits to be received by such subdivision, respectively, from the improvements.

Section 5. Confirmation of Assessment Diagram. This Council hereby confirms the diagram and the assessment now on file with it.

Section 6. Directive to file Diagram and Assessment. This Council hereby directs the City

Clerk to file a certified copy of the diagram and the assessment as confirmed with the Sacramento County Auditor.

Section 7. Entry on the Roll. The Sacramento County Auditor is hereby requested to enter on the County Assessment Roll opposite each lot or parcel of land the amount assessed thereupon, as shown on the assessment filed by the City Clerk.

Section 8. Effective Date. This resolution shall take effect from and after the date of its passage.

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 9th day of August, 2018 by the following vote, to wit:

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

Steve Miller, Mayor

ATTEST:

Amy Van, City Clerk

RESOLUTION NO. 2018-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, TO CONFIRM THE DIAGRAM AND ASSESSMENT AND TO LEVY FISCAL YEAR 2018/2019 ASSESSMENTS FOR LANDSCAPE MAINTENANCE ASSESSMENT DISTRICT NO. 03-01 (STOCK RANCH ZONES 1 AND 2)

WHEREAS, on July 26, 2018, the City Council (the “Council”) of the City of Citrus Heights (the “City”) adopted its Resolution No. 2018-073, initiating proceedings pursuant to the Landscaping and Lighting Act of 1972, being California Streets and Highways Code Sections 22500 *et seq.* (the “Act”), to levy and collect assessments for Fiscal Year 2018/2019 in the City of Citrus Heights Landscape Maintenance Assessment District No. 03-01 (Stock Ranch Zones 1 & 2);

WHEREAS, as directed by this Council, the City Engineer has prepared and filed with the City Clerk a report for Fiscal Year 2018/2019 (the “Engineer’s Report”) in accordance with the Act;

WHEREAS, on July 26, 2018, the Council adopted its Resolution No. 2018-076, approving Engineer’s Report, and setting a public hearing date of August 9, 2018 at 7:00 p.m., at the Citrus Heights Council Chambers located at 6360 Fountain Square Drive, Citrus Heights, California 95621;

WHEREAS, a notice of the public hearing was published in the form, time and manner required by law; and

WHEREAS, at the public hearing, the Council duly heard all interested persons desiring to be heard.

NOW THEREFORE BE IT RESOLVED AND ORDERED, by the City Council of the City of Citrus Heights hereby declares that:

Section 1. Recitals. The foregoing recitals are true and correct and the Council so finds and determines.

Section 2. Recitals Approval of Engineer’s Report. This Council hereby approves the Engineer’s Report as now on file with the City Clerk.

Section 3. Improvements Ordered. This Council hereby orders the proposed improvements described in the Engineer’s Report to be made.

Section 4. Special Benefit Finding. This Council hereby finds and determines that the assessment included in the Engineer’s Report assesses all of the subdivisions of land in the assessment district for the special benefits provided by the improvements in proportion to the special benefits to be received by such subdivision, respectively, from the improvements.

Section 5. Confirmation of Assessment Diagram. This Council hereby confirms the diagram and the assessment now on file with it.

Section 6. Directive to file Diagram and Assessment. This Council hereby directs the City Clerk to file a certified copy of the diagram and the assessment as confirmed with the Sacramento County Auditor.

Section 7. Entry on the Roll. The Sacramento County Auditor is hereby requested to enter on the County Assessment Roll opposite each lot or parcel of land the amount assessed thereupon, as shown on the assessment filed by the City Clerk.

Section 8. Effective Date. This resolution shall take effect from and after the date of its passage.

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 9th day of August, 2018 by the following vote, to wit:

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

Steve Miller, Mayor

ATTEST:

Amy Van, City Clerk

CITY OF CITRUS HEIGHTS

SACRAMENTO COUNTY

CALIFORNIA



ENGINEER'S REPORT

for

Landscape Maintenance Districts

Assessment District Numbers: 98-01, 98-02 and 03-01

Annual Update for Fiscal Year 2018/2019

Prepared by

Stuart Hodgkins

City Engineer

July 26, 2018

Revised: August 9, 2018



CERTIFICATIONS

**LANDSCAPE MAINTENANCE DISTRICT
ASSESSMENT DISTRICTS NUMBERS: 98-01, 98-02 and 03-01**
(Pursuant to the Landscaping and Lighting Act of 1972)

Engineer's Report for Fiscal Year 2017/2018

The undersigned respectfully submits the enclosed report as directed by the City Council.

DATED: July 26, 2018

CITY OF CITRUS HEIGHTS

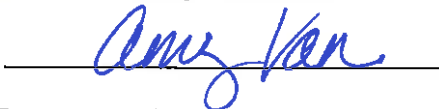
By


Stuart Hodgkins
CITY ENGINEER

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with me on the 26th day of July, 2018.

Amy Van, City Clerk
City of Citrus Heights,
Sacramento County, California

By



I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Citrus Heights, California, on the _____ day of _____, 2018.

Amy Van, City Clerk
City of Citrus Heights,
Sacramento County, California

By

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with the County Auditor of the County of Sacramento on the _____ day of _____, 2018.

Amy Van, City Clerk
City of Citrus Heights,
Sacramento County, California

By

ENGINEER'S REPORT

LANDSCAPE MAINTENANCE DISTRICT

ASSESSMENT DISTRICT NO. 98-01, Stock Village Unit Nos. 1 & 2

ASSESSMENT DISTRICT NO. 98-02, Zone 1, Sorensen Ranch

ASSESSMENT DISTRICT NO. 98-02, Zone 2, Autumnwood

ASSESSMENT DISTRICT NO. 03-01, Zone 1, Stock Ranch Commercial

ASSESSMENT DISTRICT NO. 03-01, Zone 2, Stock Ranch Residential

LEVY of FISCAL YEAR 2018/2019 ASSESSMENTS

INTRODUCTION

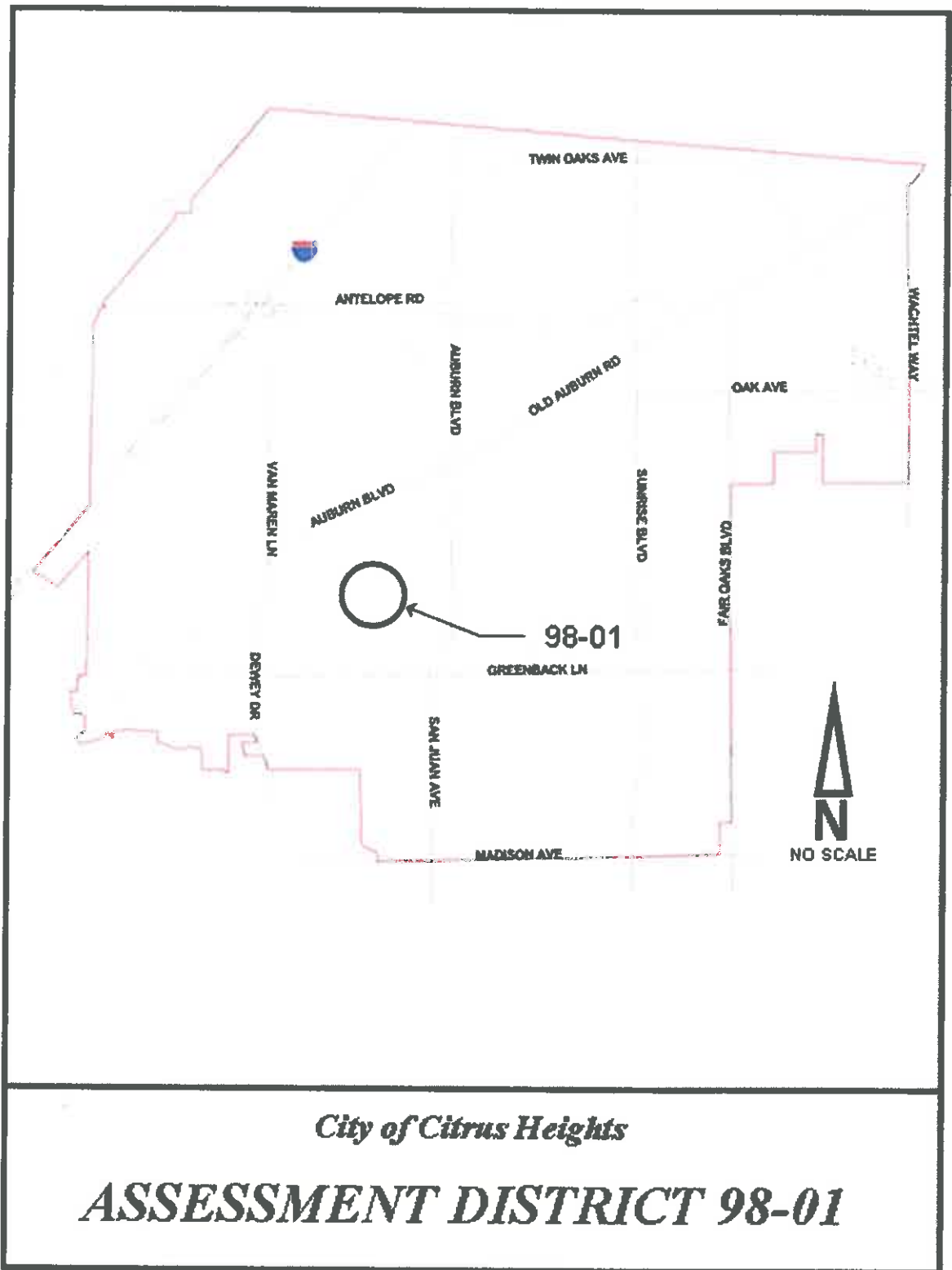
The City of Citrus Heights has four (4) separate landscape maintenance assessment districts, which provide for maintenance of common areas within nine (9) distinct communities around the City. This Engineer's Report addresses three of the Districts, 98-01, 98-02 (Zones 1 and 2), and 03-01 (Zones 1 and 2). The general locations of these districts are shown on the maps on the following pages.

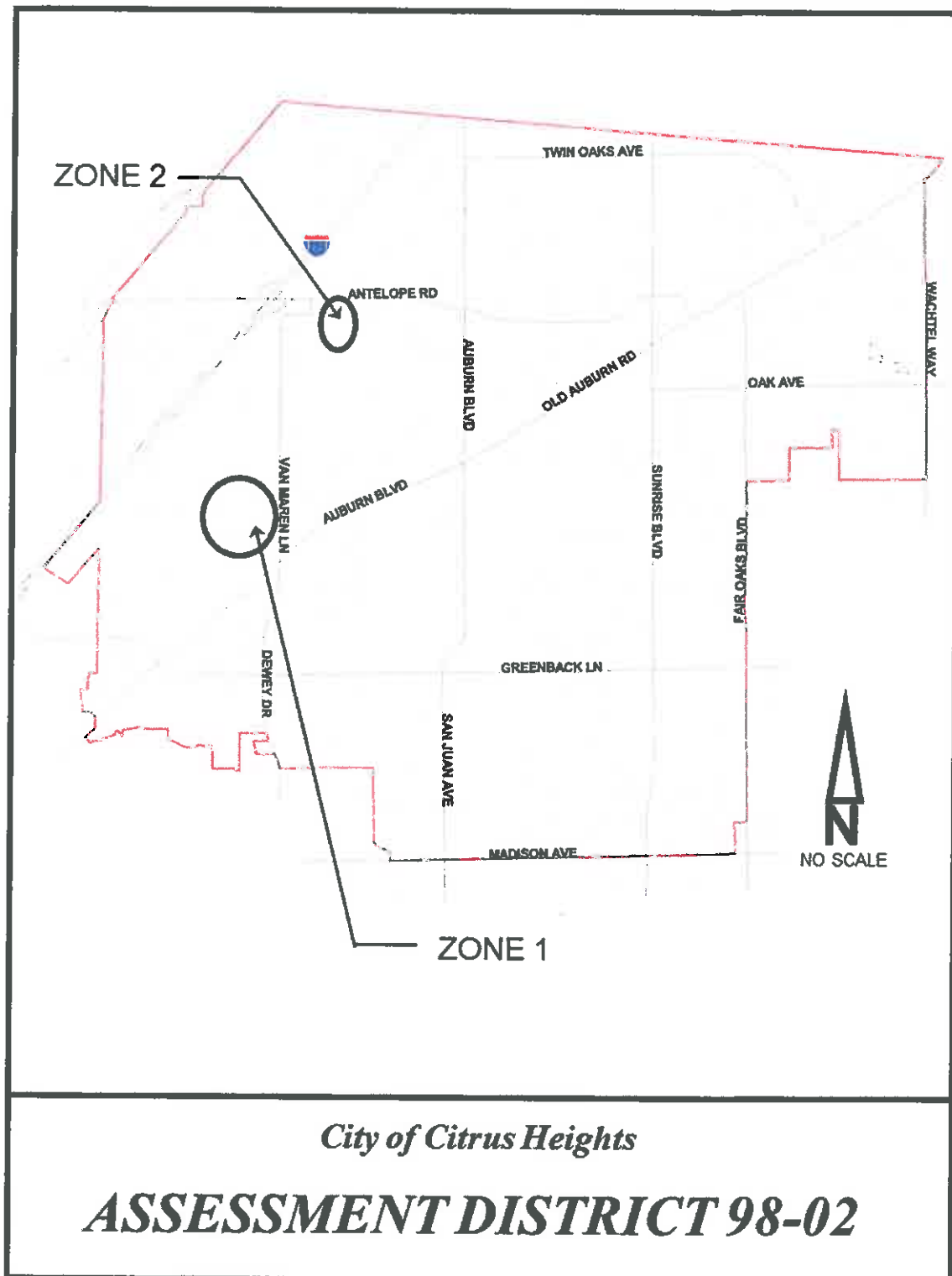
Assessment District 98-01, first created in 1998, is for the maintenance of certain areas within the subdivision called Stock Village Unit No. 1 and Unit No. 2. A Strip of land along the west edge of the subdivision and a strip of land along the east edge, adjacent to Stock Ranch Road are the areas to be maintained.

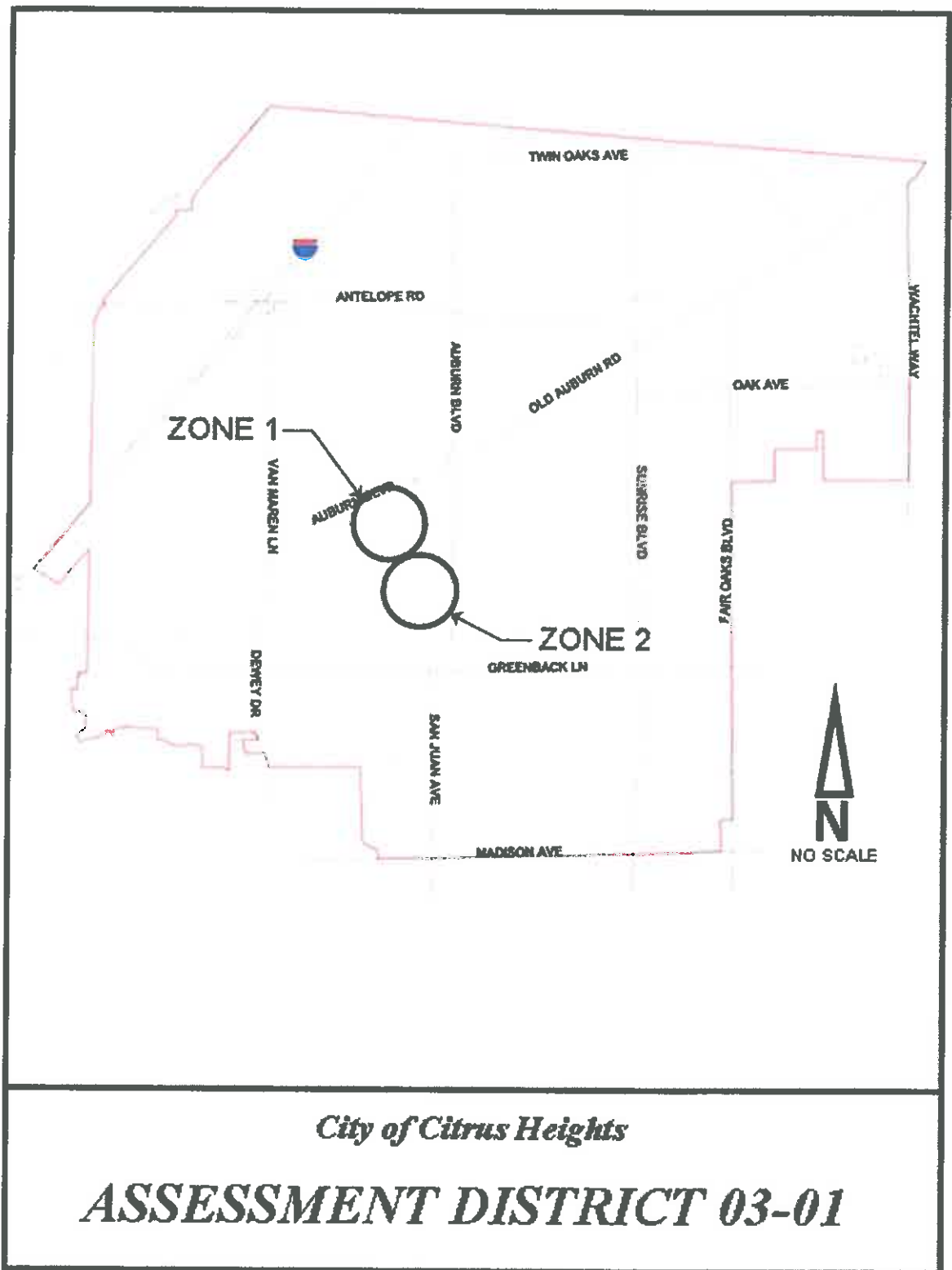
Assessment District 98-02 (Zone 1), first created in 1998, is for the maintenance of certain areas within and adjacent to the subdivisions called Sorensen Ranch Unit Nos. 1, 2, 3, and 4 development. All improvements are on public property. The improved parcels to be maintained are along the west side of Van Maren Lane (approximately 1500 feet); along the north side of Oak Lakes Lane (approximately 1300 feet); and shorter parcels along Campfire Way at Van Maren Lane (approximately 100 feet on the south side); Horseman Way at Van Maren Lane (approximately 100 feet on the north and south side); and the east side of Silversaddle Way at Oak Lake Lane (approximately 100 feet).

Assessment District 98-02 (Zone 2), first created in 2014, is for the maintenance of certain areas within and adjacent to the Autumnwood subdivision development. All improvements are on public property. The improved parcels to be maintained are along the south side of Antelope Road (approximately 300 feet); along the east side of Live Oak Way (approximately 370 feet); and two (2) detention basins within the subdivision.

Assessment District 03-01, first created in 2003, is for the maintenance of certain areas within the commercial and residential developments called Stock Ranch. Zone 1 (commercial) consists of the landscaping along Auburn Boulevard between San Tomas Drive and Raintree Drive (north side of the street and within the medians) and the open space north of Arcade Creek. Zone 2 (residential/commercial) consists of the open space on the south side of Arcade Creek and along the north side of Stock Ranch Road.







ASSESSMENT DISTRICT 98-01

GENERAL

Landscape Maintenance Assessment District (LMAD) 98-01, first created in 1998, is located along the west side of Stock Ranch Road north of the Stock Ranch Road / Fountain Square Drive intersection. This LMAD provides for the maintenance of certain areas in and adjacent to Units 1 & 2 of the Stock Village subdivision. There are 133 parcels within this district, whose boundaries are more particularly described on the Assessment Diagram contained in Figure 1.1.

Specific features maintained along the western boundary of the subdivision include, a large group of mature oak trees, the west surface of the soundwall along that edge (but not the structural aspects of the wall) and the tree well areas on the west side of the soundwall. Initially the LMAD was responsible for maintaining 42 large Live and Blue oaks, however, through storm damage, disease, and age; that number has been reduced to 25. The City is committed to ensuring the health and viability of the remaining trees as well as the safety of the nearby residents. Therefore, the trees are regularly inspected by an arborist who specializes in oak tree care and maintenance (i.e. removal, pruning and/or cabling) is performed as recommended.

On the eastern boundary of the development, the LMAD maintains landscaping and irrigation in two planter areas adjacent to Stock Ranch Road (Parcels A and B) and the surface and structural aspects of the soundwall along the residential parcels abutting the two planter areas. The City is committed to the appearance of the development through proper maintenance of the plantings as well as periodic replacement of the plant materials. Additionally, the City also focuses on immediate abatement of graffiti on walls and other public structures.

City performs/manages the maintenance for the LMAD using its own forces or those of contract providers. Figure 1.2 describes the maintenance specifications for the district.

It is understood that should the assessment district be dissolved or not generate enough funds to provide the amount of maintenance described herein, the City may reduce the level of maintenance and reduce or discontinue the repair of the improvements on parcels A and B. Additionally, the City shall then have no obligation to maintain the oak trees and soundwall on the west side of the subdivision. The individual property owners could perform the work on the west edge of the subdivision. The individual property owners would not be a beneficiary of the access easement along the west edge of the subdivision.

DISTRICT FINANCING/ASSESSMENT

The funding for the District is from annual assessments levied on properties within the District pursuant to the Landscaping and Lighting Act of 1972. LMAD 98-01 is currently fully funded by its assessments and has accumulated sufficient reserves to address its long-term tree and wall maintenance responsibilities. Beginning in Fiscal Year 2004-2005 the annual assessment was reduced from \$158 to \$80. This reduced assessment rate permitted the District to eliminate excessive increases in the reserve balance, while fully funding annual landscape maintenance and maintaining sufficient reserves to provide for unscheduled maintenance (i.e. wall repairs, oak tree trimming and electrical system repairs).

As shown in Figure 1.3 “Summary Analysis”, the Fiscal Year 2018/2019 assessments for District 98-01 are proposed to remain the same as Fiscal Year 2017/2018, at \$80.00 per parcel per year for a total annual assessment of \$10,640.00. No annual adjustments are proposed for Fiscal Year 2018/2019.

METHOD OF ASSESSMENT

Development of the single family Stock Village Unit No. 1 and Unit No. 2 subdivision was conditioned upon establishing a funding source to provide for ongoing maintenance to the re-vegetation planting and the soundwalls and the frontage landscaping and irrigation. Because each of the single-family lots within the District was created as a result of compliance with this condition, each lot benefits in the same proportion. Therefore, the assessment costs are allocated on a per parcel basis for all Assessment Diagram parcels located in the Assessment District that could qualify as a buildable single-family parcel per the current City of Citrus Heights Zoning Ordinances.

The City of Citrus Heights may be required to increase the assessment on each assessed parcel within the District because of the rise in the cost of maintenance activities and utilities. Each annual increase, if any, that exceeds the amount assessed to the property owners for the prior years shall not exceed the cost of living increase based on the Bay Area Consumer Price Index for all urban consumers.

The District’s Assessment Roll is shown in Figure 1.4.

FIGURE 1.1

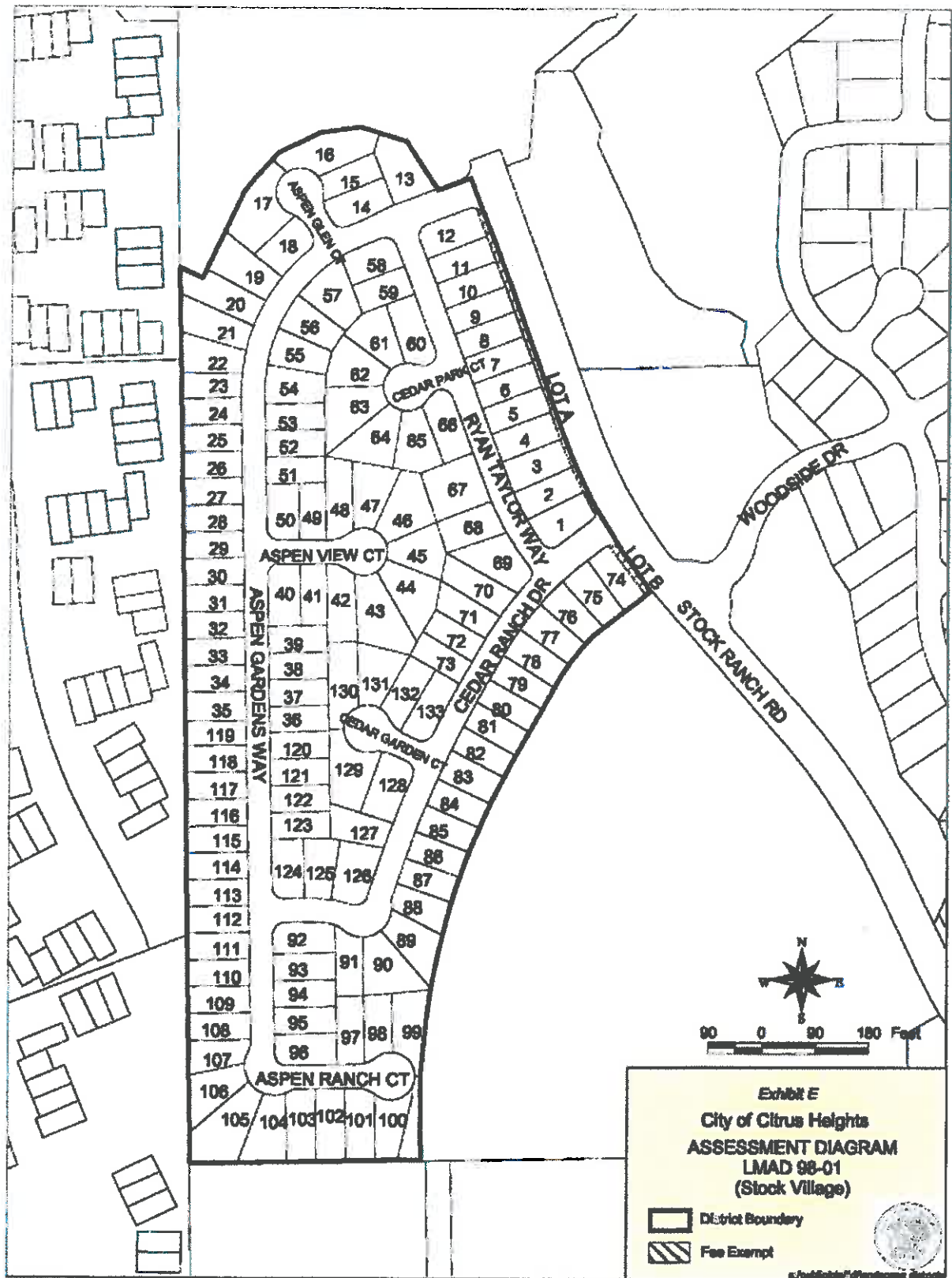


FIGURE 1.2

ASSESSMENT DISTRICT NO. 98-01

MAINTENANCE SPECIFICATION

West edge of Subdivision

- 1) Maintain 25 Oak trees. Prune Oak trees once every 5 years or as recommended by an arborist. Supply material and apply insect and disease control chemicals to trees and shrubs. Irrigate Oak trees as necessary. Clean debris from around trees once per year. Annual Oak tree inspection and associated report.
- 2) Maintain west soundwall. Clean all graffiti from west surface of wall once every three months, if required.

East edge of Subdivision

- 1) Maintain tree and other planting along east frontage of the subdivision, a minimum of once every two weeks. Maintain irrigation system, weekly. Weed area a minimum of once every two weeks. Fertilize area a minimum of twice per year. Control infestation of fungus, diseases and/or insects. This item includes irrigation repair and replanting as needed.
- 3) Maintain east soundwall. Clean all graffiti from east surface of wall once every three months, if required.

FIGURE 1.3 **ASSESSMENT DISTRICT 98-01**

AD 0273 (291-75-293)

SUMMARY ANALYSIS

<u>DESCRIPTION</u>	FY 17/18** ACTUAL	FY 18/19 PROPOSED BUDGET
SOURCES OF FUNDS:		
Release from Fund Balance	\$ -	\$ -
Interest on Fund Balance	\$ 1,334.00	\$ 600.00
Special Assessments	\$ 10,640.00	\$ 10,640.00
Contributions	\$ -	\$ -
Other Revenue	\$ -	\$ -
Total Sources of Funds:	\$ 11,974.00	\$ 11,240.00

USES OF FUNDS:		
Materials and Supplies	\$ -	\$ -
Advertising & Mail	\$ 1,253.40	\$ 1,400.00
Utilities	\$ 2,896.26	\$ 2,000.00
Professional Services	\$ 132.46	\$ 150.00
Repairs & Extra Work		\$ -
Contract Landscape	\$ 1,608.00	\$ 2,000.00
Construction	\$ -	\$ -
General Services Admin	\$ 144.00	\$ 246.00
Total Uses of Funds:	\$ 6,034.12	\$ 5,796.00

FUND BALANCE		
Beginning Fund Balance (July 1st)	\$145,657.00	\$151,596.88
Add Sources of Funds	\$11,974.00	\$11,240.00
Subtract Uses of Funds	\$6,034.12	\$5,796.00
Ending Fund Balance (June 30th)	\$151,596.88	\$157,040.88

ASSESSMENT RATES:		
Rate Per Parcel	\$ 80.00	\$ 80.00
Total Number of Parcels	133	133
Total Special Assessments	\$ 10,640.00	\$ 10,640.00

** Recorded actual expenses for the first 3 quarters of the current Fiscal Year plus

\$xxx,xxx Audited Fund Balance from previous

FIGURE 1.4
ASSESSMENT DISTRICT 98-01 for
STOCK VILLAGE UNITS NO. 1 AND NO. 2

Assessment Roll

Tax Assessor's Number				Assessment Diagram #	Assessment
243	0570	001	0000	1	\$80.00
243	0570	002	0000	2	\$80.00
243	0570	003	0000	3	\$80.00
243	0570	004	0000	4	\$80.00
243	0570	005	0000	5	\$80.00
243	0570	006	0000	6	\$80.00
243	0570	007	0000	7	\$80.00
243	0570	008	0000	8	\$80.00
243	0570	009	0000	9	\$80.00
243	0570	010	0000	10	\$80.00
243	0570	011	0000	11	\$80.00
243	0570	012	0000	12	\$80.00
243	0570	013	0000	13	\$80.00
243	0570	014	0000	14	\$80.00
243	0570	015	0000	15	\$80.00
243	0570	016	0000	16	\$80.00
243	0570	017	0000	17	\$80.00
243	0570	018	0000	18	\$80.00
243	0570	019	0000	19	\$80.00
243	0570	020	0000	20	\$80.00
243	0570	021	0000	21	\$80.00
243	0570	022	0000	22	\$80.00
243	0570	023	0000	23	\$80.00
243	0570	024	0000	24	\$80.00
243	0570	025	0000	25	\$80.00
243	0570	026	0000	26	\$80.00
243	0570	027	0000	27	\$80.00
243	0570	028	0000	28	\$80.00
243	0570	029	0000	29	\$80.00
243	0570	030	0000	30	\$80.00
243	0570	031	0000	31	\$80.00
243	0570	032	0000	32	\$80.00
243	0570	033	0000	33	\$80.00
243	0570	034	0000	34	\$80.00
243	0570	035	0000	35	\$80.00
243	0570	036	0000	36	\$80.00
243	0570	037	0000	37	\$80.00
243	0570	038	0000	38	\$80.00
243	0570	039	0000	39	\$80.00
243	0570	040	0000	40	\$80.00
243	0570	041	0000	41	\$80.00
243	0570	042	0000	42	\$80.00
243	0570	043	0000	43	\$80.00
243	0570	044	0000	44	\$80.00
243	0570	045	0000	45	\$80.00
243	0570	046	0000	46	\$80.00
243	0570	047	0000	47	\$80.00
243	0570	048	0000	48	\$80.00

**ASSESSMENT DISTRICT 98-01 for
STOCK VILLAGE UNITS NO. 1 AND NO. 2**

Assessment Roll

Tax Assessor's Number				Assessment Diagram #	Assessment
243	0570	049	0000	49	\$80.00
243	0570	050	0000	50	\$80.00
243	0570	051	0000	51	\$80.00
243	0570	052	0000	52	\$80.00
243	0570	053	0000	53	\$80.00
243	0570	054	0000	54	\$80.00
243	0570	055	0000	55	\$80.00
243	0570	056	0000	56	\$80.00
243	0570	057	0000	57	\$80.00
243	0570	058	0000	58	\$80.00
243	0570	059	0000	59	\$80.00
243	0570	060	0000	60	\$80.00
243	0570	061	0000	61	\$80.00
243	0570	062	0000	62	\$80.00
243	0570	063	0000	63	\$80.00
243	0570	064	0000	64	\$80.00
243	0570	065	0000	65	\$80.00
243	0570	066	0000	66	\$80.00
243	0570	067	0000	67	\$80.00
243	0570	068	0000	68	\$80.00
243	0570	069	0000	69	\$80.00
243	0570	070	0000	70	\$80.00
243	0570	071	0000	71	\$80.00
243	0570	072	0000	72	\$80.00
243	0570	073	0000	73	\$80.00
243	0570	074	0000	74	\$80.00
243	0570	075	0000	75	\$80.00
243	0570	076	0000	76	\$80.00
243	0570	077	0000	77	\$80.00
243	0570	078	0000	78	\$80.00
243	0570	079	0000	79	\$80.00
243	0570	080	0000	80	\$80.00
243	0580	001	0000	81	\$80.00
243	0580	002	0000	82	\$80.00
243	0580	003	0000	83	\$80.00
243	0580	004	0000	84	\$80.00
243	0580	005	0000	85	\$80.00
243	0580	006	0000	86	\$80.00
243	0580	007	0000	87	\$80.00
243	0580	008	0000	88	\$80.00
243	0580	009	0000	89	\$80.00
243	0580	010	0000	90	\$80.00
243	0580	011	0000	91	\$80.00
243	0580	012	0000	92	\$80.00
243	0580	013	0000	93	\$80.00
243	0580	014	0000	94	\$80.00
243	0580	015	0000	95	\$80.00
243	0580	016	0000	96	\$80.00

**ASSESSMENT DISTRICT 98-01 for
STOCK VILLAGE UNITS NO. 1 AND NO. 2**

Assessment Roll

Tax Assessor's Number				Assessment Diagram #	Assessment
243	0580	017	0000	97	\$80.00
243	0580	018	0000	98	\$80.00
243	0580	019	0000	99	\$80.00
243	0580	026	0000	105	\$80.00
243	0580	027	0000	106	\$80.00
243	0580	028	0000	107	\$80.00
243	0580	029	0000	108	\$80.00
243	0580	030	0000	109	\$80.00
243	0580	031	0000	110	\$80.00
243	0580	032	0000	111	\$80.00
243	0580	033	0000	112	\$80.00
243	0580	034	0000	113	\$80.00
243	0580	035	0000	114	\$80.00
243	0580	036	0000	115	\$80.00
243	0580	037	0000	116	\$80.00
243	0580	038	0000	117	\$80.00
243	0580	039	0000	118	\$80.00
243	0580	040	0000	119	\$80.00
243	0580	041	0000	120	\$80.00
243	0580	042	0000	121	\$80.00
243	0580	043	0000	122	\$80.00
243	0580	044	0000	123	\$80.00
243	0580	045	0000	124	\$80.00
243	0580	046	0000	125	\$80.00
243	0580	047	0000	126	\$80.00
243	0580	048	0000	127	\$80.00
243	0580	049	0000	128	\$80.00
243	0580	050	0000	129	\$80.00
243	0580	051	0000	130	\$80.00
243	0580	052	0000	131	\$80.00
243	0580	053	0000	132	\$80.00
243	0580	054	0000	133	\$80.00
243	0580	056	0000	100	\$80.00
243	0580	057	0000	101	\$80.00
243	0580	058	0000	102	\$80.00
243	0580	059	0000	103	\$80.00
243	0580	060	0000	104	\$80.00

133 Parcels; Total 98-01 Assessment is \$10,640

ASSESSMENT DISTRICT 98-02 – Zone 1 (Sorensen Ranch)

GENERAL

Landscape Maintenance Assessment District (LMAD) 98-02, Zone 1 (Sorensen Ranch), first created in 1998, is located west of Van Maren Lane and north of Oak Lakes Lane. This LMAD provides for the maintenance of certain areas within and adjacent to Unit Nos. 1, 2, 3, and 4 of the Sorensen Ranch development. There are 222 parcels in this district, whose boundaries are more particularly described on the Assessment Diagram contained in Figure 2.1.

All improvements are on public property. The improved parcels to be maintained are along the west side of Van Maren Lane (approximately 1500 feet); along the north side of Oak Lakes Lane (approximately 1300 feet); and shorter parcels along Campfire Way at Van Maren Lane (approximately 100 feet on the south side); Horseman Way at Van Maren Lane (approximately 100 feet on the north and south side); and the east side of Silversaddle Way at Oak Lakes Lane (approximately 100 feet).

The improvements to be maintained include 81 Oak trees and various conifer trees and accent trees. Shrubs, groundcover, lawn planting, irrigation, soundwalls, sign walls with lighting, planters and mow strips are also included. The City is committed to the appearance of the development through proper maintenance of the plantings as well as periodic replacement of the plant materials. Additionally, the City also focuses on immediate abatement of graffiti on walls and other public structures.

City performs/manages the maintenance for the LMAD using its own forces or those of contract providers. Figure 2.2 describes the maintenance specifications for the district.

DISTRICT FINANCING/ASSESSMENT

The funding for the District is from annual assessments levied on properties within the District pursuant to the Landscaping and Lighting Act of 1972. LMAD 98-02 is currently fully funded by its assessments and has accumulated sufficient reserves to address its annual landscape maintenance and long-term tree and wall maintenance responsibilities. Beginning in Fiscal Year 2003-2004 the annual assessment was reduced from \$200 to \$100. This reduced assessment rate permitted the District to eliminate excessive increases in the reserve balance, while fully funding annual landscape maintenance and maintaining sufficient reserves to provide for unscheduled maintenance (i.e. wall repairs, oak tree trimming and periodic plant replacement).

As shown in Figure 2.3. "Summary Analysis", the Fiscal Year 2018/2019 assessments for District 98-02 are proposed to remain the same as Fiscal Year 2017/2018, at \$100.00 per parcel per year for a total annual assessment of \$22,200.00. No annual adjustments are proposed for Fiscal Year 2018/2019.

METHOD OF ASSESSMENT

As a condition of approval, the developer of the single family Sorensen Ranch Unit Nos. 1, 2, 3, and 4 subdivisions was required to establish a funding source to provide for ongoing maintenance of the re-vegetation planting and the sound walls and the frontage landscaping and irrigation. Because each of the single-family lots within the zone was created as a result of compliance with this condition, each lot benefits in the same proportion. Therefore, the assessment costs are allocated on a per parcel basis for all assessment diagram parcels located in the Assessment District that could qualify as a buildable single-family parcel per the current City of Citrus Heights Zoning Ordinances.

The City of Citrus Heights may be required to increase the assessment on each assessed parcel within the district because of the rise in the cost of maintenance activities and utilities. Each annual increase, if any, that exceeds the amount assessed to the property owners for the prior years shall not exceed the cost of living increase based on the Bay Area Consumer Price Index for all urban consumers.

BOUNDARY DESCRIPTION

All that real property situated in the City of Citrus Heights, County of Sacramento, State of California, which is further described as follows:

Parcel 1, Parcel 2, and Parcel 3 as shown on that certain parcel map entitled "A Portion of the Southwest One-Quarter of Section 27, Township 10 North, Range 6 East, M.D.M.", filed for record in the office of the Recorder of Sacramento County, on May 28, 1998, in Book 151 of Parcel Maps, at Page 3, and more particularly described on the Assessment Diagram contained in Figure 2.1.

The district's Assessment Roll is contained in Figure 2.4.

FIGURE 2.1

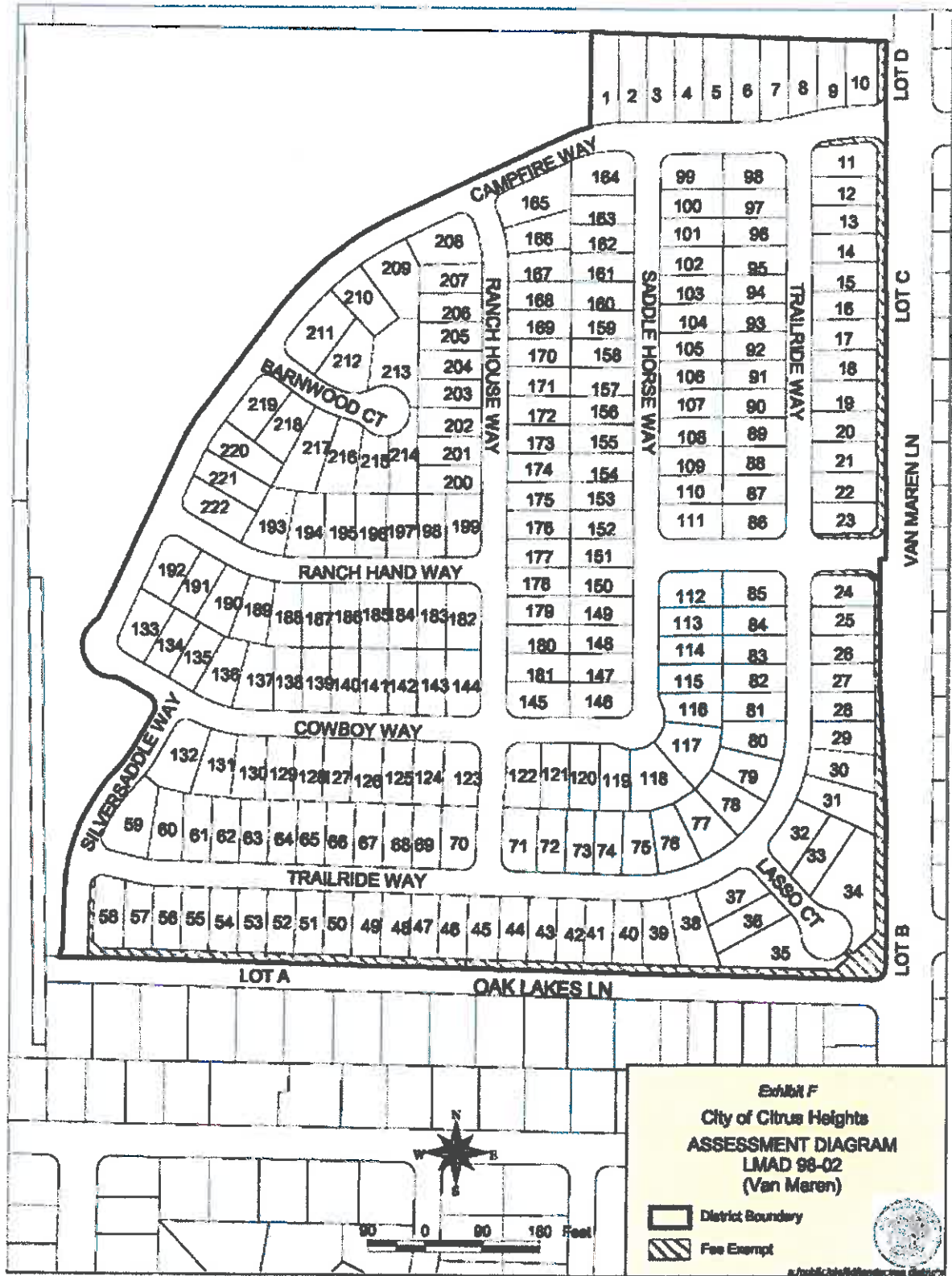


FIGURE 2.2

ASSESSMENT DISTRICT NO. 98-02 Zone 1 (Sorensen Ranch)

MAINTENANCE SPECIFICATION

East and South edge of Subdivision

- 1) Maintain 81 Oak (mitigation requirement), and various conifer and accent trees. Prune Oak trees once every 5 years. Supply material and apply insect and disease control chemicals to trees and shrubs. Annual Oak tree inspection and associated report.
- 2) Maintain soundwall. Clean all graffiti from street side of wall as needed. Perform structural repairs/replacement as needed.
- 3) Maintain trees, turf and other plantings along frontage of the subdivision, a minimum of once every two weeks. Maintain irrigation system, weekly. Weed area a minimum of once every two weeks. Fertilize area a minimum of twice per year. Control infestation of fungus, diseases and/or insects. This item includes irrigation repair and replanting as needed.

FIGURE 2.3
ASSESSMENT DISTRICT 98-02, ZONE 1
SUMMARY ANALYSIS

AD 0275 (291-75-294)

<u>DESCRIPTION</u>	FY 17/18** ACTUAL	FY 18/19 PROPOSED BUDGET
SOURCES OF FUNDS:		
Release from Fund Balance	\$ -	\$ -
Interest on Fund Balance	\$ 196.53	\$ 450.00
Special Assessments	\$ 22,200.00	\$ 22,200.00
Contributions	\$ -	\$ -
Other Revenue	\$ -	\$ -
Total Sources of Funds:	\$ 22,396.53	\$ 22,650.00

USES OF FUNDS:		
Materials and Supplies	\$ -	\$ -
Advertising & Mail	\$ 645.69	\$ 1,350.00
Utilities	\$ 8,231.95	\$ 10,000.00
Professional Services	\$ 187.64	\$ 200.00
Repairs and Extra Work		\$ -
Contract Landscape	\$ 4,080.00	\$ 5,000.00
Construction	\$ -	\$ -
General Services Admin	\$ 432.00	\$ 739.00
Total Uses of Funds:	\$ 13,577.28	\$ 17,289.00

FUND BALANCE		
Beginning Fund Balance (July 1st)	\$90,299.00	\$99,118.25
Add Sources of Funds	\$22,396.53	\$22,650.00
Subtract Uses of Funds	\$13,577.28	\$17,289.00
Ending Fund Balance (June 30th)	\$99,118.25	\$104,479.25

ASSESSMENT RATES:		
Rate Per Parcel	\$ 100.00	\$ 100.00
Total Number of Parcels	222	222
Total Special Assessments	\$ 22,200.00	\$ 22,200.00

** quarters of the current Fiscal Year plus
projection for the 4th quarter.

\$xxx,xxx Audited Fund Balance from previous

Figure 2.4

**Assessment District No. 98-02 for
Sorensen Ranch Unit Nos. 1, 2, 3, and 4**

Assessment Roll

UNIT NO. 1

Tax Assessor's Number	Assessment Diagram #	Assessment
211 0830 001 0000	11	100.00
211 0830 002 0000	12	100.00
211 0830 003 0000	13	100.00
211 0830 004 0000	14	100.00
211 0830 005 0000	15	100.00
211 0830 006 0000	16	100.00
211 0830 007 0000	17	100.00
211 0830 008 0000	18	100.00
211 0830 009 0000	19	100.00
211 0830 010 0000	20	100.00
211 0830 011 0000	21	100.00
211 0830 012 0000	22	100.00
211 0830 013 0000	23	100.00
211 0830 014 0000	86	100.00
211 0830 015 0000	87	100.00
211 0830 016 0000	88	100.00
211 0830 017 0000	89	100.00
211 0830 018 0000	90	100.00
211 0830 019 0000	91	100.00
211 0830 020 0000	92	100.00
211 0830 021 0000	93	100.00
211 0830 022 0000	94	100.00
211 0830 023 0000	95	100.00
211 0830 024 0000	96	100.00
211 0830 025 0000	97	100.00
211 0830 026 0000	98	100.00
211 0830 027 0000	99	100.00
211 0830 028 0000	100	100.00
211 0830 029 0000	101	100.00
211 0830 030 0000	102	100.00
211 0830 031 0000	103	100.00
211 0830 032 0000	104	100.00
211 0830 033 0000	105	100.00
211 0830 034 0000	106	100.00
211 0830 035 0000	107	100.00
211 0830 036 0000	108	100.00
211 0830 037 0000	109	100.00
211 0830 028 0000	110	100.00
211 0830 039 0000	111	100.00
211 0830 040 0000	149	100.00
211 0830 041 0000	150	100.00
211 0830 042 0000	151	100.00
211 0830 043 0000	152	100.00
211 0830 044 0000	153	100.00
211 0830 045 0000	154	100.00

Tax Assessor's Number	Assessment Diagram #	Assessment
211 0830 046 0000	155	100.00
211 0830 047 0000	156	100.00
211 0830 048 0000	157	100.00
211 0830 049 0000	158	100.00
211 0830 050 0000	159	100.00
211 0830 051 0000	160	100.00
211 0830 052 0000	161	100.00
211 0830 053 0000	162	100.00
211 0830 054 0000	163	100.00
211 0830 055 0000	164	100.00
211 0830 056 0000	2	100.00
211 0830 057 0000	3	100.00
211 0830 058 0000	4	100.00
211 0830 059 0000	5	100.00
211 0830 060 0000	6	100.00
211 0830 061 0000	7	100.00
211 0830 062 0000	8	100.00
211 0830 063 0000	9	100.00
211 0830 064 0000	10	100.00

**Assessment District No. 98-02 for
Sorensen Ranch Unit Nos. 1, 2, 3, and 4**

Assessment Roll

UNIT NO. 2

Tax Assessor's Number	Assessment Diagram #	Assessment
211 0830 067 0000	24	100.00
211 0830 068 0000	25	100.00
211 0830 069 0000	26	100.00
211 0830 070 0000	27	100.00
211 0830 071 0000	28	100.00
211 0830 072 0000	29	100.00
211 0830 073 0000	30	100.00
211 0830 074 0000	31	100.00
211 0830 075 0000	32	100.00
211 0830 076 0000	33	100.00
211 0830 077 0000	34	100.00
211 0830 078 0000	35	100.00
211 0830 079 0000	36	100.00
211 0830 080 0000	37	100.00
211 0830 081 0000	38	100.00
211 0830 082 0000	39	100.00
211 0830 083 0000	40	100.00
211 0830 084 0000	41	100.00
211 0830 085 0000	42	100.00
211 0830 086 0000	43	100.00
211 0830 087 0000	44	100.00
211 0830 088 0000	45	100.00
211 0830 089 0000	71	100.00
211 0830 090 0000	72	100.00
211 0830 091 0000	73	100.00
211 0830 092 0000	74	100.00
211 0830 093 0000	75	100.00
211 0830 094 0000	76	100.00
211 0830 095 0000	77	100.00
211 0830 096 0000	78	100.00
211 0830 097 0000	79	100.00
211 0830 098 0000	80	100.00
211 0830 099 0000	81	100.00
211 0830 100 0000	82	100.00
211 0830 101 0000	83	100.00
211 0830 102 0000	84	100.00
211 0830 103 0000	85	100.00
211 0830 104 0000	112	100.00
211 0830 105 0000	113	100.00
211 0830 106 0000	114	100.00
211 0830 107 0000	115	100.00
211 0830 108 0000	116	100.00
211 0830 109 0000	117	100.00
211 0830 110 0000	118	100.00
211 0830 111 0000	119	100.00

Tax Assessor's Number	Assessment Diagram #	Assessment
211 0830 112 0000	120	100.00
211 0830 113 0000	122	100.00
211 0830 114 0000	123	100.00
211 0830 115 0000	145	100.00
211 0830 116 0000	181	100.00
211 0830 117 0000	180	100.00
211 0830 118 0000	148	100.00
211 0830 119 0000	147	100.00
211 0830 120 0000	146	100.00

**Assessment District No. 98-02 for
Sorensen Ranch Unit Nos. 1, 2, 3, and 4**

Assessment Roll

UNIT NO. 3

Tax Assessor's Number	Assessment Diagram #	Assessment
211 0840 104 0000	58	100.00
211 0840 103 0000	57	100.00
211 0840 102 0000	56	100.00
211 0840 101 0000	55	100.00
211 0840 100 0000	54	100.00
211 0840 099 0000	53	100.00
211 0840 098 0000	52	100.00
211 0840 097 0000	51	100.00
211 0840 096 0000	50	100.00
211 0840 095 0000	49	100.00
211 0840 094 0000	48	100.00
211 0840 093 0000	47	100.00
211 0840 092 0000	46	100.00
211 0840 091 0000	70	100.00
211 0840 090 0000	69	100.00
211 0840 089 0000	68	100.00
211 0840 088 0000	67	100.00
211 0840 087 0000	66	100.00
211 0840 086 0000	65	100.00
211 0840 085 0000	64	100.00
211 0840 084 0000	63	100.00
211 0840 083 0000	62	100.00
211 0840 082 0000	61	100.00
211 0840 081 0000	60	100.00
211 0840 080 0000	59	100.00
211 0840 079 0000	132	100.00
211 0840 078 0000	131	100.00
211 0840 077 0000	130	100.00
211 0840 076 0000	129	100.00
211 0840 075 0000	128	100.00
211 0840 074 0000	127	100.00
211 0840 073 0000	126	100.00
211 0840 072 0000	125	100.00
211 0840 071 0000	124	100.00
211 0840 070 0000	123	100.00
211 0840 069 0000	144	100.00
211 0840 068 0000	143	100.00
211 0840 067 0000	142	100.00
211 0840 066 0000	141	100.00
211 0840 065 0000	140	100.00
211 0840 064 0000	139	100.00
211 0840 063 0000	138	100.00
211 0840 062 0000	137	100.00
211 0840 061 0000	136	100.00
211 0840 060 0000	135	100.00

Tax Assessor's Number	Assessment Diagram #	Assessment
211 0840 059 0000	134	100.00
211 0840 058 0000	133	100.00
211 0840 057 0000	192	100.00
211 0840 056 0000	191	100.00
211 0840 055 0000	190	100.00
211 0840 054 0000	189	100.00
211 0840 053 0000	188	100.00
211 0840 052 0000	187	100.00
211 0840 051 0000	194	100.00
211 0840 050 0000	193	100.00
211 0840 049 0000	222	100.00
211 0840 048 0000	221	100.00

**Assessment District No. 98-02 for
Sorensen Ranch Unit Nos. 1, 2, 3, and 4**

Assessment Roll

UNIT NO. 4

Tax Assessor's Number	Assessment Diagram #	Assessment
211 0840 001 0000	165	100.00
211 0840 002 0000	166	100.00
211 0840 003 0000	167	100.00
211 0840 004 0000	168	100.00
211 0840 005 0000	169	100.00
211 0840 006 0000	170	100.00
211 0840 007 0000	171	100.00
211 0840 008 0000	172	100.00
211 0840 009 0000	173	100.00
211 0840 010 0000	174	100.00
211 0840 011 0000	175	100.00
211 0840 012 0000	176	100.00
211 0840 013 0000	177	100.00
211 0840 014 0000	178	100.00
211 0840 015 0000	179	100.00
211 0840 016 0000	182	100.00
211 0840 017 0000	183	100.00
211 0840 018 0000	184	100.00
211 0840 019 0000	185	100.00
211 0840 020 0000	186	100.00
211 0840 021 0000	195	100.00
211 0840 022 0000	196	100.00
211 0840 023 0000	197	100.00
211 0840 024 0000	198	100.00

Tax Assessor's Number	Assessment Diagram #	Assessment
211 0840 025 0000	199	100.00
211 0840 026 0000	200	100.00
211 0840 027 0000	201	100.00
211 0840 028 0000	202	100.00
211 0840 029 0000	203	100.00
211 0840 030 0000	204	100.00
211 0840 031 0000	205	100.00
211 0840 032 0000	206	100.00
211 0840 033 0000	207	100.00
211 0840 034 0000	208	100.00
211 0840 035 0000	209	100.00
211 0840 036 0000	210	100.00
211 0840 037 0000	211	100.00
211 0840 038 0000	212	100.00
211 0840 039 0000	213	100.00
211 0840 040 0000	214	100.00
211 0840 041 0000	215	100.00
211 0840 042 0000	216	100.00
211 0840 043 0000	217	100.00
211 0840 044 0000	218	100.00
211 0840 045 0000	219	100.00
211 0840 046 0000	220	100.00
211 0840 047 0000	1	100.00

222 Parcels; Total 98-02 Assessment is \$22,200.00

ASSESSMENT DISTRICT 98-02 – Zone 2 (Autumnwood)

GENERAL

Landscape Maintenance Assessment District (LMAD) 98-02, Zone 2 (Autumnwood), first created in 2014, is located south side of Antelope Road and west of Amsterdam Avenue. This LMAD provides for the maintenance of certain areas within and adjacent to the Autumnwood subdivision development. All improvements are on public property. There are 46 residential parcels in this district, whose boundaries are more particularly described on the Assessment Diagram contained in Figure 3.1.

Zone 2 consists of forty-six (46) residential lots and seven (7) lots used for landscaping, pedestrian pathways, and drainage detention basins.

Development of the property was conditioned upon establishing a funding source to provide for ongoing maintenance of landscaping, open space, pedestrian/bike trails, masonry walls, drainage detention basins and related appurtenances.

The facilities in Zone 2 include landscaping south of Antelope Road (Lots E and along the frontage of 7106 Antelope Road) and also within the subdivision (Lots A, B, C, D, F, and H). On-going maintenance of the landscaped areas require routine care of trees, shrubs, and groundcover, including weed control, fertilization, mulch replacement, and litter removal. The pedestrian pathways require routine maintenance, including surface and structural maintenance, and graffiti abatement.

The facilities in Zone 2 also include masonry walls on the North and East sides of the subdivision located within Lots A, B, C, E, and the frontage along 7106 Antelope Road. The walls require routine maintenance, including surface and structural maintenance, and graffiti abatement.

The walls and landscaping within the City's Right-of-Way along the frontage of 7106 Antelope Road (APN: 204-0193-027-0000) as dedicated by separate instrument (County of Sacramento Book 20140715, Page 0721) is also included as areas to be maintained in LMAD 98-02, Zone 2.

The facilities in Zone 2 also include a drainage detention basin located in the northwest corner of the property in Lot D and a drainage detention basin located in the southeast corner of the property in Lot F. The drainage detention basins and appurtenances require routine maintenance including surface and structural maintenance, graffiti abatement, landscape maintenance, and litter removal.

Additionally, the facilities in Zone 2 include a pedestrian trail for circulation (Lots D, F, and H). The trail will require routine maintenance and replacement.

Figure 3.2 contains a detailed listing of items to be maintained and/or replacement of each of the items. City performs/manages the maintenance for the LMAD using its own forces or those of contract providers.

DISTRICT FINANCING/ASSESSMENT

The funding for Zone 2 will be from annual assessments levied on residential parcels within the zone (Figure 3.4), pursuant to the Landscaping and Lighting Act of 1972. The Summary Analysis for Zone 2 more completely describes the funding and is part of the engineer's report.

After the initial year of the formation of the assessment district, the City of Citrus Heights may be required to increase the assessment on each addressed parcel within the District to pay for increased costs of maintenance and replacement. The amount of the assessments authorized to be collected may be increased by a maximum of four percent (4%) annually.

As shown in Figure 3.3. "Summary Analysis", the Fiscal Year 2018/2019 assessments for District 98-02, Zone 2 are proposed to remain the same as Fiscal Year 2017/2018. No annual adjustments are proposed for Fiscal Year 2018/2019.

METHOD OF ASSESSMENT

As a condition of approval, the developer of the single family Autumnwood subdivision was required to establish a funding source to provide for ongoing maintenance of the landscaping, irrigation, detention basins, pedestrian pathways, and masonry walls located within Lots A, B, C, E, and the frontage along 7106 Antelope Road. Because each of the single-family lots within the zone was created as a result of compliance with this condition, each lot benefits in the same proportion. Therefore, the assessment costs are allocated on a per parcel basis for all assessment diagram parcels located in the Assessment District that qualified as a buildable single-family parcel per the current City of Citrus Heights Zoning Ordinances.

The City of Citrus Heights may be required to increase the assessment on each assessed parcel within the district because of the rise in the cost of maintenance activities and utilities. Each annual increase, if any, that exceeds the amount assessed to the property owners for the prior years shall not exceed four percent (4%) annually.

BOUNDARY DESCRIPTION

All that real property situated in the City of Citrus Heights, County of Sacramento, State of California, which is further described as follows:

The district's **Assessment Roll** is contained in Figure 3.4.

FIGURE 3.1

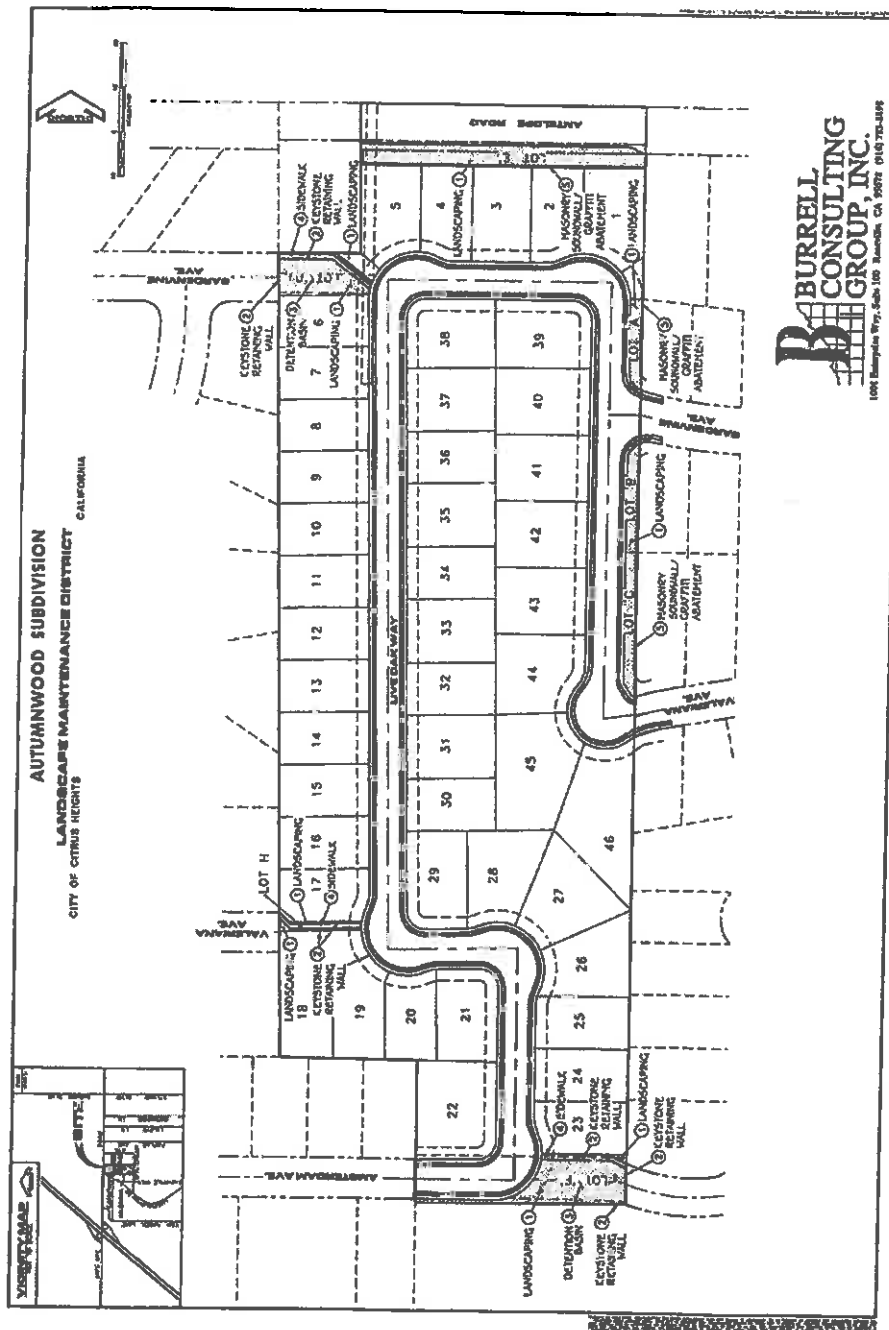


FIGURE 3.2

**ASSESSMENT DISTRICT NO. 98-02
Zone 2 (Autumnwood)**

MAINTENANCE SPECIFICATION

- 1) Maintain trees and other plantings along frontage of the subdivision along Antelope Road (Lot E) and Live Oak Way (Lots A-C) a minimum of once every two weeks. Maintain irrigation system, weekly. Weed area a minimum of once every two weeks. Fertilize area a minimum of twice per year. Control infestation of fungus, diseases and/or insects. This item includes irrigation repair, landscaping materials (wood chips, chemicals, etc.), and replanting as needed.
- 2) Maintain trees and other plantings within the detention basins (Lots D and F)
- 3) Maintain masonry walls (Lots A-F). Clean all graffiti from street side of wall as needed. Perform structural repairs/replacement as needed.
- 4) Maintain pedestrian pathways (Lots D, F, and H). Clean all graffiti as needed. Perform structural repairs/replacement as needed.

Figure 3.3
ASSESSMENT DISTRICT 98-02, ZONE 2

SUMMARY ANALYSIS

AD 0268 (291-75-295)

<u>DESCRIPTION</u>	FY 1/18** ACTUAL	FY 18/19 PROPOSED BUDGET
SOURCES OF FUNDS:		
Release from Fund Balance	\$ -	\$ -
Interest on Fund Balance	\$ 45.61	\$ 100.00
Special Assessments	\$ 16,287.68	\$ 16,287.68
Contributions	\$ -	\$ -
Other Revenue	\$ -	\$ -
Total Sources of Funds:	\$ 16,333.29	\$ 16,387.68

USES OF FUNDS:		
Materials and Supplies	\$ -	\$ -
Advertising & Mail	\$ 645.69	\$ 1,400.00
Utilities	\$ 2,187.26	\$ 2,000.00
Professional Services	\$ 78.52	\$ 150.00
Contract Landscape	\$ 6,744.00	\$ 6,744.00
Construction and/or Repairs	\$ 289.00	\$ 7,000.00
General Services Admin	\$ 144.00	\$ 246.00
Total Uses of Funds:	\$ 10,088.47	\$ 17,540.00

FUND BALANCE		
Beginning Fund Balance (July 1st)	\$19,812.00	\$26,056.82
Add Sources of Funds	\$16,333.29	\$16,387.68
Subtract Uses of Funds	\$10,088.47	\$17,540.00
Ending Fund Balance (June 30th)	\$26,056.82	\$24,904.50

ASSESSMENT RATES:		
Rate Per Parcel	\$ 354.08	\$ 354.08
Total Number of Parcels	46	46
Total Special Assessments	\$ 16,287.68	\$ 16,287.68

** Recorded actual expenses for the first 3 quarters of the current Fiscal Year plus

\$xx xx Audited Fund Balance from previous

FIGURE 3.4

ASSESSMENT DISTRICT 98-02, Zone 2 (Autumnwood) ASSESSMENT ROLL

Assessment Diagram #	TAX ASSESSOR #	ASSESSMENT (\$)
1	204 0740 001 0000	\$ 354.08
2	204 0740 002 0000	\$ 354.08
3	204 0740 003 0000	\$ 354.08
4	204 0740 004 0000	\$ 354.08
5	204 0740 005 0000	\$ 354.08
6	204 0740 006 0000	\$ 354.08
7	204 0740 007 0000	\$ 354.08
8	204 0740 008 0000	\$ 354.08
9	204 0740 009 0000	\$ 354.08
10	204 0740 010 0000	\$ 354.08
11	204 0740 011 0000	\$ 354.08
12	204 0740 012 0000	\$ 354.08
13	204 0740 013 0000	\$ 354.08
14	204 0740 014 0000	\$ 354.08
15	204 0740 015 0000	\$ 354.08
16	204 0740 016 0000	\$ 354.08
17	204 0740 017 0000	\$ 354.08
18	204 0740 018 0000	\$ 354.08
19	204 0740 019 0000	\$ 354.08
20	204 0740 020 0000	\$ 354.08
21	204 0740 021 0000	\$ 354.08
22	204 0740 022 0000	\$ 354.08
23	204 0740 023 0000	\$ 354.08
24	204 0740 024 0000	\$ 354.08
25	204 0740 025 0000	\$ 354.08
26	204 0740 026 0000	\$ 354.08
27	204 0740 027 0000	\$ 354.08
28	204 0740 028 0000	\$ 354.08
29	204 0740 029 0000	\$ 354.08
30	204 0740 030 0000	\$ 354.08
31	204 0740 031 0000	\$ 354.08
32	204 0740 032 0000	\$ 354.08
33	204 0740 033 0000	\$ 354.08
34	204 0740 034 0000	\$ 354.08
35	204 0740 035 0000	\$ 354.08
36	204 0740 036 0000	\$ 354.08
37	204 0740 037 0000	\$ 354.08
38	204 0740 038 0000	\$ 354.08
39	204 0740 039 0000	\$ 354.08
40	204 0740 040 0000	\$ 354.08
41	204 0740 041 0000	\$ 354.08

**ASSESSMENT DISTRICT 98-02, Zone 2 (Autumnwood)
ASSESSMENT ROLL**

42	204 0740 042 0000	\$ 354.08
43	204 0740 043 0000	\$ 354.08
44	204 0740 044 0000	\$ 354.08
45	204 0740 045 0000	\$ 354.08
46	204 0740 046 0000	\$ 354.08

Total # Parcels: 46	98-02, Zone 2 Assessment TOTAL=	\$16,287.68
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ASSESSMENT DISTRICT 03-01 - ZONE 1

GENERAL

This assessment district, first created in 2003, is for the maintenance of certain areas within and adjacent to the Stock Ranch development. All improvements are on public property.

Assessment District 03-01 has two service areas, Zones 1 and 2. The boundaries of Zone 1 are more particularly described on the Assessment Diagram contained in Figure 4.1.

Zone 1 (Auburn Commerce District) is responsible for the landscaping along Auburn Boulevard between San Tomas Drive and Raintree Drive (both sides of the street and the medians), soundwalls (surface and structural maintenance) along the east and west sides of the development and the open space north of Arcade Creek including the drainage basins, pedestrian trails and bridge. The City is committed to the appearance of the development through proper maintenance of the plantings as well as periodic replacement of the plant materials. Additionally, the City also focuses on immediate abatement of graffiti on walls and other public structures.

The City maintains LMAD related landscape areas in and adjacent to public streets using City forces or those of contract providers. Facilities located in the open-space areas within the District are maintained by the Sunrise Park and Recreation District. Figure 4.2 describes the maintenance specifications for the district.

DISTRICT FINANCING/ASSESSMENT

The funding for the District will be from annual assessments levied on property within the District pursuant to the Landscaping and Lighting Act of 1972. By agreement, the developer

of the Stock Ranch subdivisions installed and maintained all landscaping improvements described in this Engineer's Report until the City's acceptance.

As shown in Figure 4.3, "Summary Analysis", the Fiscal Year 2018/2019 assessments for District 03-01, Zone 1 are proposed to remain the same as Fiscal Year 2017/2018. No annual adjustments are proposed for Fiscal Year 2018/2019.

METHOD OF ASSESSMENT:

The method used to spread the assessments for Zone 1 is as follows:

- Zone 1 consists of 67.20 total acres with 36.99 acres designated for commercial uses. As of June 1, 2003, there were 36.99 developable acres in Zone 1.
- The cost to maintain the improvements within Zone 1 is to be allocated as follows:
 1. The assessment for each parcel is calculated by multiplying the total developable acres, as shown in Figure 4.4, by the cost per acre.
(\$2,469.10 per acre in Fiscal Year 2015-2016)
 2. The assessment is subject to an annual adjustment not to exceed 4% beginning with FY 2004-2005.

No annual adjustments are proposed for Fiscal Year 2017/2018.

Figure 4.4 contains the Assessment Roll for A.D. 03-01 – Zone 1.

FIGURE 4.1

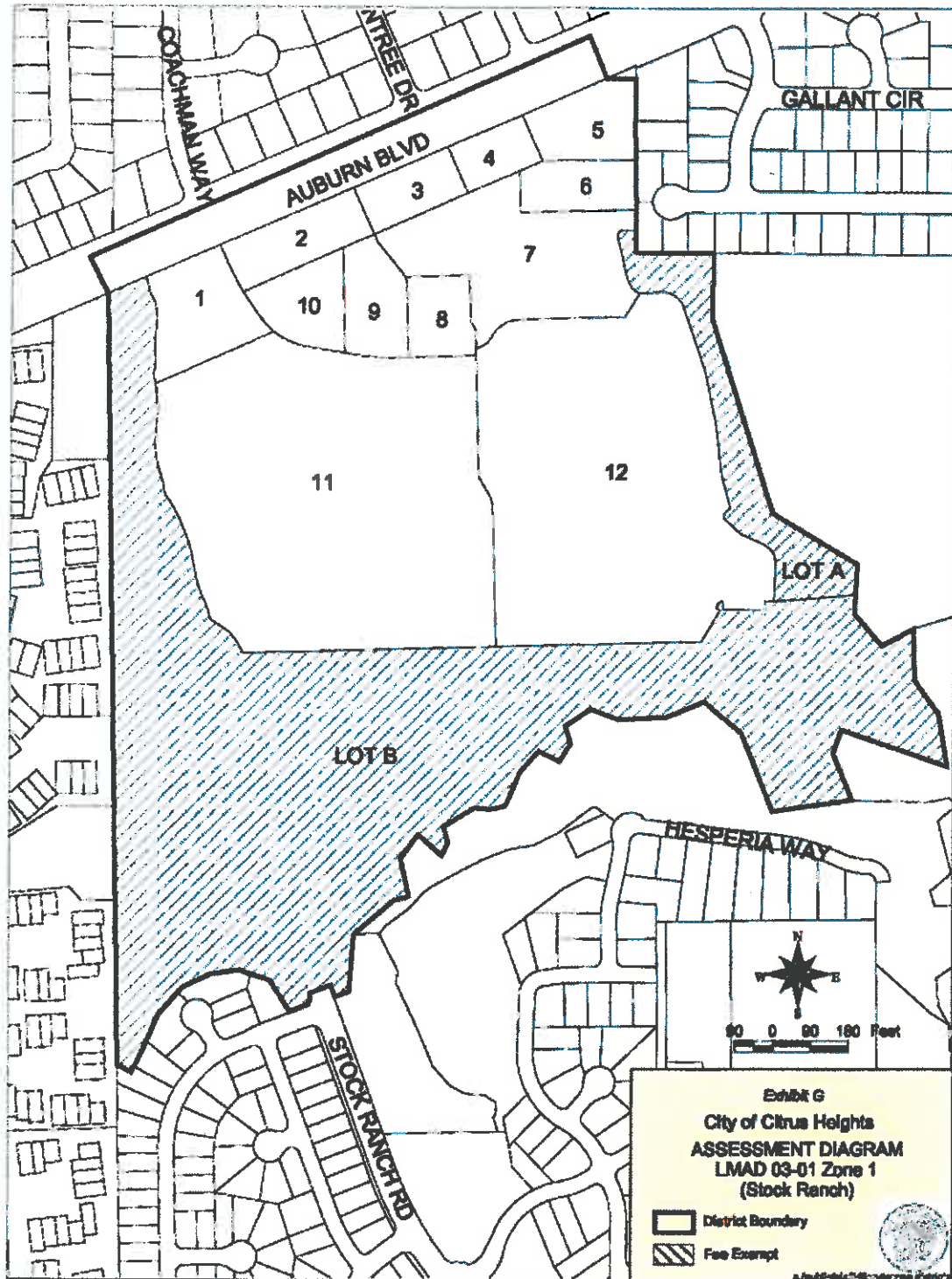


FIGURE 4.2

ASSESSMENT DISTRICT NO. 03-01 Zone 1

MAINTENANCE SPECIFICATION

The following sections provide detailed explanations and describe the zone of benefit and the facilities to be maintained.

ZONE 1

Maintained by the City or City contractors:

Landscaping north of Auburn Boulevard and within the median on Auburn Boulevard. On-going maintenance of the Auburn Boulevard landscape requires routine care of lawn, trees, shrubs and groundcover, including weed control, fertilization and litter removal.

Drainage facilities in the open space area next to the creek way include three detention basins and drain manholes which will require routine maintenance and include cleaning and clearing of debris.

Maintained by the Sunrise Parks and Recreation District

Masonry walls on the east and west side of the zone adjacent to open space areas. These walls require routine maintenance, including surface and structural maintenance and graffiti abatement.

Pedestrian circulation facilities in the Zone includes a pedestrian trail with lighting and benches and pedestrian bridge. The trail and benches will require routine maintenance and lighting along the trail will require period maintenance and replacement of bulbs.

FIGURE 4.3

ASSESSMENT DISTRICT 03-01 - Zone 1

SUMMARY ANALYSIS

AD 0276 (291-75-296)

DESCRIPTION	FY 17/18** ACTUAL	FY 18/19 PROPOSED BUDGET
SOURCES OF FUNDS:		
Release from Fund Balance	\$ -	\$ -
Interest on Fund Balance	\$ 1,950.57	\$ 3,350.00
Special Assessments	\$ 88,700.12	\$ 88,700.08
Contributions	\$ -	\$ -
Other Revenue	\$ -	\$ -
Total Sources of Funds:	\$ 90,650.69	\$ 92,050.08
USES OF FUNDS:		
Advertising	\$ 645.69	\$ 675.00
Utilities - Electrical	\$ 1,947.32	\$ 1,550.00
Utilities Water - FY 13/14 Transfer to SRPD & Stock Ranch		
Professional Services	\$ 57.44	
Contract - Repairs & Extra Work	\$ 10,118.07	\$ 2,055.00
Contract Landscape	\$ 4,572.00	\$ 19,000.00
Construction		\$ -
Release to Sunrise Rec and Park	\$ 18,828.03	\$ 26,000.00
General Services Admin	\$ 360.00	\$ 616.00
Total Uses of Funds:	\$ 36,528.55	\$ 49,896.00
FUND BALANCE		
Beginning Fund Balance (July 1st)	\$897,537.00	\$951,659.14
Add Sources of Funds	\$90,650.69	\$92,050.08
Subtract Uses of Funds	\$36,528.55	\$49,896.00
Ending Fund Balance (June 30th)	\$951,659.14	\$993,813.22
FACILITY REPLACEMENT RESERVE		
Beginning Fund Balance (July 1st)	\$340,197.00	\$366,366.00
Annual Replacement Set-Aside	\$26,169.00	\$26,169.00
Subtract Replacement Project Cost	\$0.00	\$0.00
Ending Fund Balance (June 30th)	\$366,366.00	\$392,535.00
MAINTENANCE RESERVE	\$585,293.14	\$601,278.22
ASSESSMENT RATES:		
Rate Per Acre	\$ 2,409.02	\$ 2,409.02
Total Number of Acres (12 Parcels)	36.82	36.82
Total Special Assessments	\$ 88,700.12	\$ 88,700.12

** Recorded actual expenses for the first 3 quarters of the current Fiscal Year plus projection for the 4th quarter.

\$xx.xx Audited Fund Balance from previous Fiscal Year

FIGURE 4.4

Assessment District No. 03-01 - Zone 1

Assessment Roll

Tax Assessor's Number	Assessment Diagram No.	Area (ac)	Asmt Amount (per acre)	Total Assessment
211 0870 012 0000	1	1.44	\$2,409.02	\$3,468.98*
211 0870 011 0000	2	1.10	\$2,409.02	\$2,649.92
211 0870 007 0000	3	0.78	\$2,409.02	\$1,879.04
211 0870 006 0000	4	0.61	\$2,409.02	\$1,469.50
211 0870 005 0000	5	1.06	\$2,409.02	\$2,553.56
211 0870 004 0000	6	0.81	\$2,409.02	\$1,951.30*
211 0870 003 0000	7	3.55	\$2,409.02	\$8,552.02
211 0870 008 0000	8	0.76	\$2,409.02	\$1,830.86
211 0870 009 0000	9	0.98	\$2,409.02	\$2,360.84
211 0870 010 0000	10	0.98	\$2,409.02	\$2,360.84
211 0870 001 0000	11	13.19	\$2,409.02	\$31,774.96*
211 0870 002 0000	12	11.56	\$2,409.02	\$27,848.26*

12 Parcels; Total Zone 1 Assessment is	\$88,700.08
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* County Assessor's Office requires value to end in an even number. This value rounded down by 1¢

ASSESSMENT DISTRICT 03-01 - ZONE 2

GENERAL

This assessment district, first created in 2003, is for the maintenance of certain areas within and adjacent to the Stock Ranch development. All improvements are on public property.

Assessment District 03-01 has two service areas, Zones 1 and 2. On July 13, 2006 the City Council approved the annexation of Phases 3 and 4 of the Stock Ranch Residential development into Zone 2. The boundaries of Zone 2 are more particularly described on the Assessment Diagram contained in Figure 5.1.

Zone 2 is responsible for the open space on the south side of Arcade Creek and along the north side of Stock Ranch Road, the landscape strip along the north side of Stock Ranch Road (Sol Way to Woodside Drive), the pedestrian trails and park facilities, a future median in Stock Ranch Road, east of the roundabout, and a future landscape strip along the south side of Stock Ranch Road. The City is committed to the appearance of the development through proper maintenance of the plantings as well as periodic replacement of the plant materials. Additionally, the City also focuses on immediate abatement of graffiti on walls and other public structures.

The City maintains LMAD related landscape areas in and adjacent to public streets using City forces or those of contract providers. Facilities located in the open-space areas within the District are maintained by the Sunrise Park and Recreation District. Figure 5.2 describes the maintenance specifications for the district.

DISTRICT FINANCING/ASSESSMENT

The funding for the District will be from annual assessments levied on property within the District pursuant to the Landscaping and Lighting Act of 1972.

The funding for the District is from annual assessments levied on properties within the District pursuant to the Landscaping and Lighting Act of 1972. LMAD 03-01, Zone 2 is currently fully funded by its assessments and has accumulated sufficient reserves to address its annual landscape maintenance and long-term tree and wall maintenance responsibilities.

As shown in Figure 5.3. "Summary Analysis", the Fiscal Year 2018/2019 assessments for District 03-01, Zone 2 are proposed to remain the same as Fiscal Year 2017/2018. No annual adjustments are proposed for Fiscal Year 2018/2019.

METHOD OF ASSESSMENT:

The methods used to spread the assessments for Zone 2 is as follows:

1. Each single family residential parcel within Zone 2 is assessed the cost of \$82.42 per parcel per year for a total annual assessment of \$9,972.82.
2. The assessment for each non-residential parcel is calculated by multiplying the total developable acres, as shown in Figure 4.4, by the cost per acre (\$411.86 per acre in Fiscal Year 2013-2014)

3. The assessments are subject to an annual adjustment not to exceed 4% beginning with FY 2004-2005.

No annual adjustments are proposed for Fiscal Year 2017/2018.

Figure 5.4 contains the Assessment Roll for A.D. 03-01 – Zone 2.

FIGURE 5.1

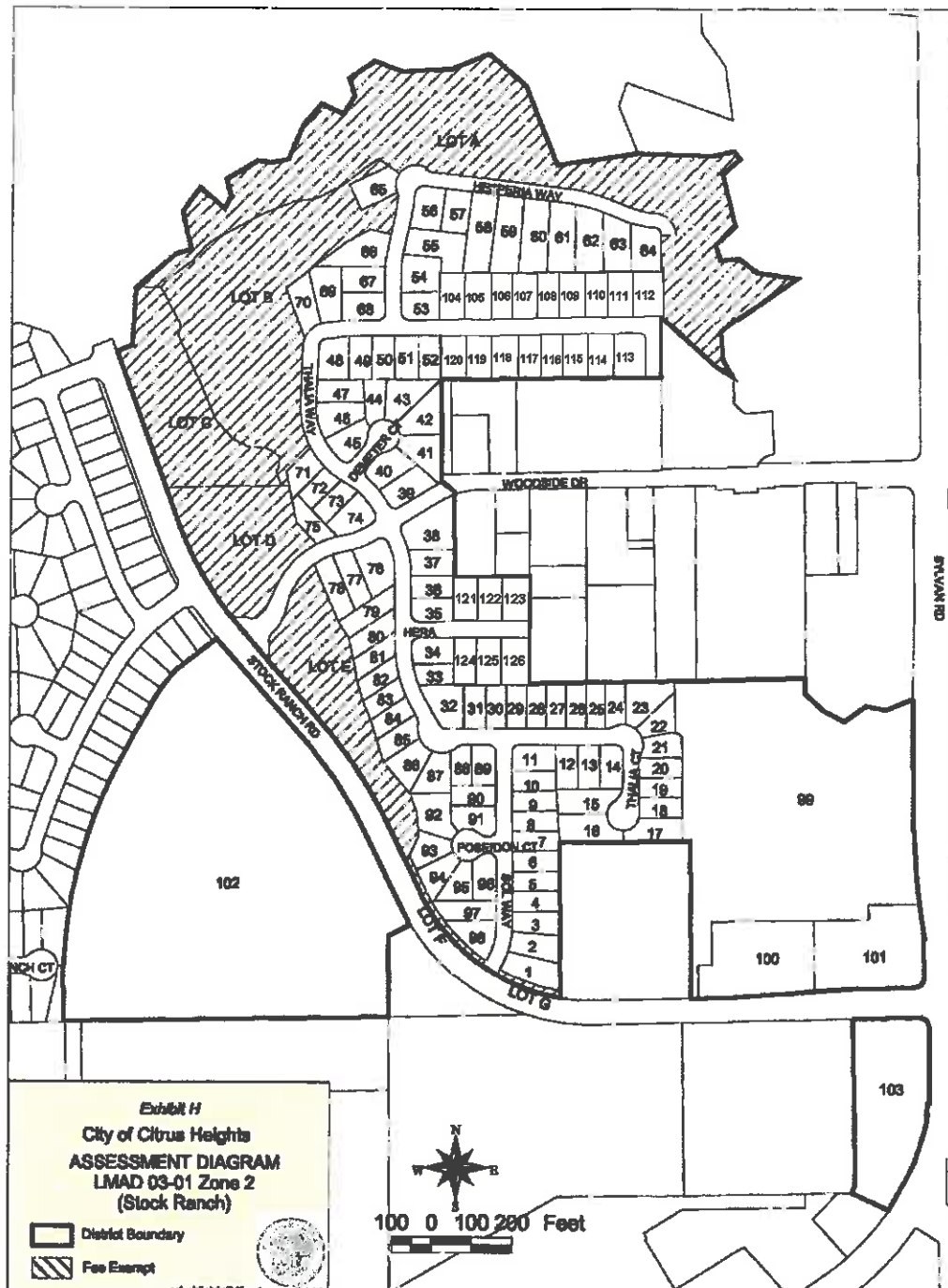


FIGURE 5.3

ASSESSMENT DISTRICT NO. 03-01 Zone 2

MAINTENANCE SPECIFICATION

The following sections provide detailed explanations and describe the zone of benefit and the facilities to be maintained.

ZONE 2

Maintained by the City or City contractors:

Along the north side of Stock Ranch Road, the landscaping and irrigation of land within the 15-foot landscape corridor shall be maintained and repaired as necessary. The street frontage landscape includes lawn, trees, shrubs and groundcover.

Ongoing street frontage maintenance requires weekly care of the lawn, trees, shrubs and groundcover including weed control, fertilization, pruning and litter removal.

A future median in Stock Ranch Road between Fountain Square Drive and Sol Way and a landscape corridor along the south side of Stock Ranch Road, east of Fountain Square Drive will also be maintained. Once construction is complete, maintenance of these future improvements will begin following a required plant establishment period.

Maintained by the Sunrise Parks and Recreation District:

Zone 2 includes maintenance of the open space area south of Arcade Creek and within the open space parcels located immediately east of Stock Ranch Road. Routine maintenance includes pruning, tree and shrub maintenance and weed abatement adjacent to homes within the District. A post and cable fence between Stock Ranch Road and the open space parcels will require periodic maintenance and replacement.

Pedestrian circulation facilities in the Zone include a pedestrian trail that requires routine maintenance.

FIGURE 5.3
ASSESSMENT DISTRICT 03-01 - Zone 2

AD 0278 (291-75-297)

SUMMARY ANALYSIS

DESCRIPTION	FY 17/18** ACTUAL	FY 18/19 PROPOSED BUDGET
SOURCES OF FUNDS:		
Release from Fund Balance	\$ -	\$ -
Interest on Fund Balance	\$ 247.54	\$ 500.00
Special Assessments	\$19,342.60	\$19,342.60
Contributions	\$ -	\$ -
Other Revenue	\$ -	\$ -
Total Sources of Funds:	\$ 19,590.14	\$ 19,842.60
USES OF FUNDS:		
Advertising	\$ 645.69	\$ 675.00
Utilities - Electric	\$ 765.54	\$ 150.00
Utilities - Water	\$ 365.74	\$ 350.00
Professional Services	\$ 128.04	
Repairs	\$ 722.00	\$ 900.00
Contract Landscape	\$ 3,420.00	\$ 12,000.00
Construction	\$ -	\$ -
Release to Sunrise Rec and Park	\$ 17,443.45	\$ 12,000.00
General Services Admin.	\$ 288.00	\$ 493.00
Total Uses of Funds:	\$ 23,778.46	\$ 26,568.00
FUND BALANCE		
Beginning Fund Balance (July 1st)	\$102,438.00	\$98,249.68
Add Sources of Funds	\$19,590.14	\$19,842.60
Subtract Uses of Funds	\$23,778.46	\$26,568.00
Ending Fund Balance (June 30th)	\$98,249.68	\$91,524.28
FACILITY REPLACEMENT RESERVE		
Beginning Fund Balance (July 1st)	\$36,804.00	\$39,871.00
Annual Replacement Set-aside	\$3,067.00	\$3,067.00
Subtract Replacement Project Cost	\$0.00	\$0.00
Ending Fund Balance (June 30th)	\$39,871.00	\$42,938.00
MAINTENANCE RESERVE		
	\$58,378.68	\$48,586.28
ASSESSMENT RATES:		
Rate Per Parcel (Residential)	\$82.42	\$82.42
Total Number of Residential Parcels	121	121
Sub-Total A	\$9,972.82	\$9,972.82
Rate Per Acre (Commercial/Undeveloped)	\$ 411.86	\$ 411.86
Total Number of Acres (5 Parcels)	22.7	22.7
Sub-Total B	\$9,369.78	\$9,369.78
Total Special Assessments (A+B)	\$19,342.60	\$19,342.60

** Recorded actual expenses for the first 3 quarters of the current Fiscal Year plus projection for the 4th quarter.

\$98,249.68 Audited Fund Balance from previous Fiscal Year

FIGURE 5.4**ASSESSMENT DISTRICT 03-01 - ZONE 2**

Assessment Roll

Tax Assessor's Number				Assessment Diagram No.	Assessment	Tax Assessor's Number				Assessment Diagram No.	Assessment
243	0590	026	0000	1	82.42	211	0880	003	0000	50	82.42
243	0590	027	0000	2	82.42	211	0880	004	0000	51	82.42
243	0590	028	0000	3	82.42	211	0880	005	0000	52	82.42
243	0590	029	0000	4	82.42	211	0880	006	0000	53	82.42
243	0590	030	0000	5	82.42	211	0880	007	0000	54	82.42
243	0590	031	0000	6	82.42	211	0880	008	0000	55	82.42
243	0590	032	0000	7	82.42	211	0880	009	0000	56	82.42
243	0590	033	0000	8	82.42	211	0880	010	0000	57	82.42
243	0590	034	0000	9	82.42	211	0880	011	0000	58	82.42
243	0590	035	0000	10	82.42	211	0880	012	0000	59	82.42
243	0590	036	0000	11	82.42	211	0880	013	0000	60	82.42
243	0590	037	0000	12	82.42	211	0880	014	0000	61	82.42
243	0590	038	0000	13	82.42	211	0880	015	0000	62	82.42
243	0590	039	0000	14	82.42	211	0880	016	0000	63	82.42
243	0590	040	0000	15	82.42	211	0880	017	0000	64	82.42
243	0590	041	0000	16	82.42	211	0880	018	0000	65	82.42
243	0590	042	0000	17	82.42	211	0880	019	0000	66	82.42
243	0590	043	0000	18	82.42	211	0880	020	0000	67	82.42
243	0590	044	0000	19	82.42	211	0880	021	0000	68	82.42
243	0590	045	0000	20	82.42	211	0880	022	0000	69	82.42
243	0590	046	0000	21	82.42	211	0880	023	0000	70	82.42
243	0590	047	0000	22	82.42	243	0590	073	0000	71	82.42
243	0590	048	0000	23	82.42	243	0590	074	0000	72	82.42
243	0590	049	0000	24	82.42	243	0590	075	0000	73	82.42
243	0590	050	0000	25	82.42	243	0590	001	0000	74	82.42
243	0590	051	0000	26	82.42	243	0590	002	0000	75	82.42
243	0590	052	0000	27	82.42	243	0590	003	0000	76	82.42
243	0590	053	0000	28	82.42	243	0590	004	0000	77	82.42
243	0590	054	0000	29	82.42	243	0590	005	0000	78	82.42
243	0590	055	0000	30	82.42	243	0590	006	0000	79	82.42
243	0590	056	0000	31	82.42	243	0590	007	0000	80	82.42
243	0590	057	0000	32	82.42	243	0590	008	0000	81	82.42
243	0590	058	0000	33	82.42	243	0590	009	0000	82	82.42
243	0590	059	0000	34	82.42	243	0590	010	0000	83	82.42
243	0590	060	0000	35	82.42	243	0590	011	0000	84	82.42
243	0590	061	0000	36	82.42	243	0590	012	0000	85	82.42
243	0590	062	0000	37	82.42	243	0590	013	0000	86	82.42
243	0590	063	0000	38	82.42	243	0590	014	0000	87	82.42
243	0590	064	0000	39	82.42	243	0590	015	0000	88	82.42
243	0590	065	0000	40	82.42	243	0590	016	0000	89	82.42
243	0590	066	0000	41	82.42	243	0590	017	0000	90	82.42
243	0590	067	0000	42	82.42	243	0590	018	0000	91	82.42
243	0590	068	0000	43	82.42	243	0590	019	0000	92	82.42
243	0590	069	0000	44	82.42	243	0590	020	0000	93	82.42
243	0590	070	0000	45	82.42	243	0590	021	0000	94	82.42
243	0590	071	0000	46	82.42	243	0590	022	0000	95	82.42
243	0590	072	0000	47	82.42	243	0590	023	0000	96	82.42
211	0880	001	0000	48	82.42	243	0590	024	0000	97	82.42
211	0880	002	0000	49	82.42	243	0590	025	0000	98	82.42

ASSESSMENT DISTRICT 03-01 - ZONE 2

Assessment Roll

Tax Assessor's Number				Assessment Diagram No.	Assessment	Tax Assessor's Number				Assessment Diagram No.	Assessment
211	0880	026	0000	104	82.42	211	0880	038	0000	116	82.42
211	0880	027	0000	105	82.42	211	0880	039	0000	117	82.42
211	0880	028	0000	106	82.42	211	0880	040	0000	118	82.42
211	0880	029	0000	107	82.42	211	0880	041	0000	119	82.42
211	0880	030	0000	108	82.42	211	0880	042	0000	120	82.42
211	0880	031	0000	109	82.42	243	0590	081	0000	121	82.42
211	0880	032	0000	110	82.42	243	0590	082	0000	122	82.42
211	0880	033	0000	111	82.42	243	0590	083	0000	123	82.42
211	0880	034	0000	112	82.42	243	0590	084	0000	124	82.42
211	0880	035	0000	113	82.42	243	0590	085	0000	125	82.42
211	0880	036	0000	114	82.42	243	0590	086	0000	126	82.42
211	0880	037	0000	115	82.42						
121 Residential Parcels; Total Zone 2 Residential Assessment =											\$9,972.82

ASSESSMENT DISTRICT 03-01 – ZONE 2 (COMMERCIAL PARCELS)

Tax Assessor's Number				Assessment Diagram No.	Area (ac)	Asmt Amount (per acre)	Total Assessment
243	0010	032	0000	99	7.52	\$411.86	\$3,097.18 *
243	0010	033	0000	100	1.16	\$411.86	\$477.76
243	0010	034	0000	101	1.21	\$411.86	\$498.34 *
243	0010	027	0000	102	11.08	\$411.86	\$4,563.40 *
243	0020	051	0000	103	1.78	\$411.86	\$733.10 *

5 Commercial Parcels; Total Zone 2 Commercial Assessment =	\$9,369.78
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* County Assessor's Office requires value to end in an even number.
This value rounded down by 1¢



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: August 9, 2018

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

FROM: Rhonda Sherman, Community Services Director
Leslie Blomquist, Senior Civil/Traffic Engineer

SUBJECT: Citrus Heights Lighting Assessment District
Levy of Fiscal Year 2018/2019 Assessments

Summary and Recommendation

On July 26, 2018, the City Council took the first steps toward the proposed annual update for Fiscal Year 2018/2019 for the Citrus Heights Lighting District (CHLD). At that time, the City Council adopted a Resolution of Intention to update the CHLD and called for a public hearing on August 9, 2018. Subsequently, the City Clerk published the required notice.

No changes are recommended to the assessment rates in conjunction with the annual update of the CHLD. However, after conducting a detailed review of the application of the existing assessment rates throughout the city, staff has updated the assessment role to reflect the correct rates for numerous individual parcels.

Staff recommends the Council:

1. Convene a public hearing for the district regarding the proposed annual assessment for Fiscal Year 2018/2019.
2. Adopt Resolution No. 2018-____ A Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year assessments for the Citrus Heights Lighting District.

Fiscal Impact

During fiscal year 2017/2018, CHLD has an estimated shortfall of \$61,470 which was covered using Measure A Maintenance funds.

For fiscal year 2018/2019, the annual special assessment revenue and cost recovery related to insurance settlements on damaged lights are projected to cover a portion of the CHLD's anticipated expenditures. However, as a result of the increased electrical power costs and the

ongoing repairs related to aging equipment, the approved fiscal year 2018/2019 budget reflects an anticipated shortfall of approximately \$77,498.76. The Engineer's Report projects a cost of approximately \$35,270.13 for unscheduled maintenance work (including items such as knock-downs, repair and/or replacement of aging infrastructure, etc.). Measure A Maintenance funds are proposed to balance the CHLD budget.

With the passage of Proposition 218 in 1996, lighting assessment rates are essentially frozen and can only be changed by a two-thirds vote of the people. Therefore, no changes in the assessment rates are recommended for Fiscal Year 2018/2019.

Below is a summary of the proposed Fiscal Year 2018/2019 annual assessment charges included in the attached Engineer's Report:

Assessment Rate	FY 2018/2019 Rates (Unchanged from FY 2017/2018 Rates)
Safety Light Only	\$2.56/parcel
Safety and Street Light (single family residential)	\$17.88/parcel
Safety and Street Light (non-single family residential)	\$2.56/parcel + \$0.2519 per linear foot of frontage

Background and Analysis

Sacramento County created County Service Area No. 1 (CSA-1) to provide revenue to operate and maintain street and safety lights throughout the County. In June 2005, the City Council voted to begin the process of detaching from CSA-1 in an effort to improve levels of service on safety and street lighting within the city. In June 2006, the city completed the process by forming the CHLD and became fully responsible for operation and maintenance of all street and safety lights within the city.

Specific maintenance responsibilities for the District are discussed in the Engineer's Report, dated July 26, 2018.

On July 26, 2018, the City Council adopted a Resolution of Intention for the CHLD approving the Engineer's Report, declaring its intention to order the annual update for Fiscal Year 2018/2019, to levy and collect assessments for the District, and setting the time and date for the public hearing.

Pursuant to the Landscaping and Lighting Act of 1972, the city must hold a public hearing on the matter for the District. Since an increase in assessments is not proposed, the Code only requires the Notice to be published in a newspaper.

The annual update and the levy of assessments for Fiscal Year 2018/2019 for the Citrus Heights Lighting Assessment District, proposed by the resolution, will fund operation and maintenance

of street lights and safety lights, including the cost of electricity, replacement of bulbs and repair and replacement of damaged light poles, luminaires, and other related equipment.

The Engineer's Report proposes the assessment rates will not exceed the rate levied in fiscal year 2017/2018. No ballot procedure or special notice will be necessary to maintain these assessments. The Assessment District diagram and assessment rolls are contained in the Engineer's Reports.

Attachments

- (1) Resolution No. 2018-____ A Resolution of the City Council of the City of Citrus Heights, California, to confirm the diagram and assessment and to levy Fiscal Year assessments for the Citrus Heights Lighting District.
- (2) Draft Engineer's Report

RESOLUTION NO. 2018-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, TO CONFIRM THE DIAGRAM AND ASSESSMENT AND TO LEVY FISCAL YEAR 2018/2019 ASSESSMENTS FOR THE CITRUS HEIGHTS LIGHTING ASSESSMENT DISTRICT

WHEREAS, on July 26, 2018 the City Council (the “Council”) of the City of Citrus Heights (the “City”) adopted its Resolution No. 2018-077, initiating proceedings pursuant to the Landscaping and Lighting Act of 1972, being California Streets and Highways Code Sections 22500 et seq. (the “Act”), to levy and collect assessments for Fiscal Year 2018/2019 in the City of Citrus Heights Lighting Assessment District; and

WHEREAS, as directed by this Council, the City Engineer has prepared and filed with the City Clerk a report for Fiscal Year 2018/2019 (the “Engineer’s Report”) in accordance with the Act; and

WHEREAS, on July 26, 2018, the Council adopted its Resolution No. 2018-078, approving Engineer’s Report, and setting a public hearing date of August 9, 2018, at 7:00 p.m., or soon after, at the Citrus Heights Council Chambers located at 6360 Fountain Square Drive, Citrus Heights, California 95621; and

WHEREAS, a notice of the public hearing was published in the form, time, and manner required by law; and

WHEREAS, at the public hearing, the Council duly heard all interested persons desiring to be heard.

NOW THEREFORE BE IT RESOLVED AND ORDERED, by the City Council of the City of Citrus Heights hereby declares that:

Section 1. Recitals. The foregoing recitals are true and correct and the City Council so finds and determines.

Section 2. Approval of Engineer’s Report. This Council hereby approves the Engineer’s Report as now on file with the City Clerk.

Section 3. Improvements Ordered. This Council hereby orders the proposed improvements described in the Engineer’s Report to be made.

Section 4. Special Benefit Finding. This Council hereby finds and determines that the assessment included in the Engineer’s Report assesses all of the subdivisions of land in the assessment district for the special benefits provided by the improvements in proportion to the special benefits to be received by such subdivision, respectively, from the improvements.

Section 5. Confirmation of Assessment Diagram. This Council hereby confirms the diagram and the assessment now on file with it.

Section 6. Directive to file Diagram and Assessment. This Council hereby directs the City Clerk to file a certified copy of the diagram and the assessment as confirmed with the Sacramento County Auditor.

Section 7. Entry on the Roll. The Sacramento County Auditor is hereby requested to enter on the County Assessment Roll opposite each lot or parcel of land the amount assessed thereupon, as shown on the assessment filed by the City Clerk.

Section 8. Effective Date. This resolution shall take effect from and after the date of its passage.

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 9th day of August, 2018, by the following vote, to wit:

AYES: Council Members:

NOES: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

Steve Miller, Mayor

ATTEST:

Amy Van, City Clerk

CITY OF CITRUS HEIGHTS

SACRAMENTO COUNTY

CALIFORNIA



ENGINEER'S REPORT

For

Citrus Heights Lighting District

Annual Update for Fiscal Year 2018/2019

Prepared by

Stuart Hodgkins

City Engineer

July 26, 2018



CERTIFICATIONS

CITRUS HEIGHTS LIGHTING DISTRICT
(Pursuant to the Landscaping and Lighting Act of 1972)
Engineer's Report for Fiscal Year 2018/2019

The undersigned respectfully submits the enclosed report as directed by the City Council.

DATED: July 26, 2018

CITY OF CITRUS HEIGHTS

By _____
Stuart Hodgkins, P.E.
CITY ENGINEER

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with me on the 26th day of July, 2018.

Amy Van, City Clerk
City of Citrus Heights,
Sacramento County, California

By _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Citrus Heights, California, on the _____ day of _____, 2018.

Amy Van, City Clerk
City of Citrus Heights,
Sacramento County, California

By _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with the County Auditor of the County of Sacramento on the _____ day of _____, 2018.

Amy Van, City Clerk
City of Citrus Heights,
Sacramento County, California

By _____

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Section I: Overview

A. Contents of the Engineer's Report

This Report describes the District boundaries and the proposed improvements to be assessed to the property owners located within the District. The Report is made up of the following sections:

Section I: Introduction and Background – Provides a general introduction into the Report and provides background on the assessment.

Section II: Plans and Specifications – Contains a general description of the improvements that are maintained and serviced by the District.

Section III: Estimate of Costs – Identifies the cost of the maintenance and services to be provided by the District including incidental costs and expenses.

Section IV: Method of Apportionment – Describes the basis in which costs have been apportioned to lots and parcels within the District, in proportion to the special benefit received by each lot and parcel.

Section V: Assessment Roll – The assessment roll identifies the maximum assessment to be levied to each lot or parcel within the District.

Section VI: Assessment Diagram – Displays a diagram of the District showing the boundaries of the District.

For this Report, each lot or parcel to be assessed, refers to an individual property assigned its own Assessment Parcel Number by the Sacramento County Assessor's Office as shown on the last equalized roll of the assessor.

B. Introduction and Background

County Service Area 1 (CSA-1) was created in 1986 by the Sacramento County Board of Supervisors (Board) by reorganizing five existing street light maintenance districts. CSA-1 provides street light services to those portions of Sacramento County that were unincorporated in 1986. Since that time, the Cities of Citrus Heights, Elk Grove and Rancho Cordova have incorporated, but street light services remained with CSA-1. On June 14, 2005 the Board approved the establishment of separate zones within CSA-1 for each of the incorporated cities served. The City of Citrus Heights was identified as CSA-1 Zone 3.

The City of Citrus Heights (City) incorporated on January 1, 1997. In the time between when the city incorporated and assumed ownership of CSA-1 Zone 3, city staff worked with County staff regarding street light maintenance and repairs by forwarding requests for service from city residents to the County. CSA-1's revenues were essentially fixed since the passage of Proposition 218 in 1996 and expenses (electricity, labor, materials, etc.) continued to rise. Ultimately, CSA-1 was forced to reduce staffing levels, which eventually increased the response time for repairs.

Believing the transfer of street light maintenance responsibilities and assessments from CSA-1 Zone 3 to the City was essential to improving maintenance response on city street lights, City Council adopted

Resolution No. 2005-58 on June 22, 2005 advising the Board of the City's desire to detach Zone 3 from CSA-1.

After working closely with CSA-1 and the Local Agency Formation Commission (LAFCO) over the next year, on June 8, 2006 the City Council adopted Resolution No. 2006-63 declaring its intent to form the Citrus Heights Lighting District. The final step in the process came on June 22, 2006, when City Council adopted Resolution No. 2006-70 forming the Citrus Heights Lighting District (CHLD) pursuant to the *Landscape and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code §22500* (1972 Act). Formation of the CHLD in this way allowed the city to continue to levy the direct assessment charges previously authorized under CSA-1. The city assumed revenues and maintenance responsibilities from Sacramento County at the start of Fiscal Year 2006/2007.

This Engineer's Report (Report) has been prepared pursuant to the 1972 Act (*Part 2 of Division 15 Sections 22500 through 22679 of the Streets and Highways Code*) and describes the District and the proposed assessments for the annual update. The proposed assessments are based on the historical cost to maintain the improvements, energy rates, and historical information from neighboring jurisdictions. Assessments will be applied to those parcels that receive a special benefit from street and safety lights. Each parcel within the District is required to be assessed proportionately for the special benefits provided to the parcel from the improvements.

Section II: Plans and Specifications

A. General Description of the District

The boundaries of the Citrus Heights Lighting District are coterminous with the boundaries of the City of Citrus Heights (see Figure 1.1). Citrus Heights is located in the northernmost section of Sacramento County along Interstate 80 and covers approximately 14 square miles.

B. Description of Services and Improvements to be Maintained

All lighting improvements and facilities maintained and serviced through District assessments are owned or operated by the City of Citrus Heights or Sacramento Municipal Utility District (SMUD). For the purposes of the Report, charges are separated into two categories by type of light. Highway Safety Lights are those lights located at intersections, on major streets and along the rear of properties that abut major streets. Street Lights are all lights not designated as Highway Safety lights, primarily local street lighting. Maintenance services will be provided by city personnel, contractors, and SMUD. The District provides funding for all Street and Highway Safety Lighting services within the city, including, but not limited to the following activities:

- Maintenance, repair and replacement of street light poles and fixtures, including changing light bulbs, painting, photoelectric cell repair or replacement, and repairing damage caused by automobile accidents, vandalism, time and weather.
- Electrical conduit and pullbox repair and replacement due to damage by construction, vehicle accidents, and weather.
- Payment of the electrical bill for the existing street light system.

- Responding to constituent and business inquiries and complaints regarding street lighting.
- Remedial projects for major repairs or upgrading of facilities. Engineering services are provided by General Services Department staff or by consultant.
- Installation of Highway Safety Lights for highway safety purposes only along major streets and at intersections. These Safety Lights are normally installed with new construction of signalized intersections, or as a condition of development. The capital costs are typically paid through the city's Capital Improvement Program for newly signalized intersections and by the developer for new installations adjacent to new development construction.
- Street light inventory database creation and maintenance, pole numbering, and mapping to establish and keep current the number of street lights that must be maintained, as well as the condition and location of these street lights as part of an effective maintenance program.
- Acquisition of land, easements, and rights of way necessary to maintain the Street and Highway Safety Lighting system.
- Administration of the District.

Maintenance means the furnishing of services and materials for the ordinary and usual operation of the public lighting facilities. This includes repair, removal, or replacement of all or part of any of the improvements or appurtenant facilities necessary for the operation of the lighting improvements.

Service means the furnishing of all labor materials, equipment, and utilities necessary to maintain and operate all public facilities provided by the City.

Based upon current maintenance records, the combined number of Street Lights and Highway Safety Lights within the Citrus Heights Lighting District is 4,703.

Section III: District Budget

A. Proposed Fiscal Year Budget

Since taking over responsibility for the lighting district from the county in June 2006, the city has identified current revenue sources and developed a clear understanding of all District expenditures. Additionally, the city has substantially improved the level of service related to street light and highway safety light maintenance and operations and refined the procedures guiding the annual maintenance contract to reduce expenditures to a minimum.

The 2018/2019 Fiscal Year funds collected through special assessments are projected to cover the majority of the District's anticipated expenditures. However, as a result of the increased electrical power costs and ongoing repair related to aging equipment, there is a projected total shortfall of approximately \$77,498.76. Costs for contract unscheduled maintenance work (materials & repairs for damages due to knockdowns and aging infrastructure) are difficult to predict each year. For FY 2018/2019, the estimated costs for unscheduled maintenance work is projected to be \$35,270.13. Cost recovery related to insurance settlements on street light knockdowns will be pursued as appropriate.

In the past year, the city has converted existing street lights and added new energy efficient Light Emitting Diode (LED) fixtures with roadway projects; bringing the total to approximately 1,149 LED lights citywide.

Staff continues to identify and evaluate additional measures to reduce District expenditures and offset rising electricity costs. On July 12, 2018, City Council approved application to the California Energy Commission for technical assistance to conduct a feasibility study evaluating the possibility to update various city-owned equipment and facilities with the goal of reducing energy costs. On May 10, 2018, City Council approved an application of a low interest (1%) Energy Efficiency Loans from the California Energy Commission for the implementation of energy efficiency projects, including a significant number of safety and street light retrofits. Over the last year, staff has continued to work with Sacramento Municipal Utilities District (SMUD) to ensure accurate billings, including quantities, type, and wattages for the entire District inventory. Monthly updates and changes are communicated to SMUD which are subsequently reflected in the monthly utility billings.

No expansion of the existing system, except when included in major transportation projects funded by grants or new development projects, will be considered until additional revenues can be identified to cover the initial and ongoing costs associated with an expansion.

The proposed District budget is summarized in the Budget Analysis shown on Table 1.1, including the estimated costs to provide the improvements, the collection of administrative costs and the special benefit assessment (Balance to Levy).

B. Description of Budget Items

The following is a brief description of the various components of the District budget including the sources and uses of funds, which are included in Table 1.1.

Sources of Funds – This includes the sources of funds used by the District in maintaining and servicing lighting improvements. This may include interest on any fund balance, special assessments, cost recovery and other sources.

- Interest on Fund Balance – Includes any interest earned on the balances in the District's fund.
- Special Assessments – Revenue received from assessments levied on properties within the District that benefit from the street and highway safety lights.
- Cost Recovery – Revenue from cost recovery efforts associated with insurance settlements on knockdowns and/or damage to street lights and highway safety lights.
- Other Revenue – Contributions from the city's General Fund or other source to offset excess expenditures.

Uses of Funds – This includes the costs of maintaining and servicing lighting improvements. This may include, but is not limited to, the costs for labor, utilities, equipment, supplies, repairs, replacements and upgrades that are required to properly maintain the items that provide a direct benefit to the District.

- Electrical Costs – Includes the cost of providing electricity to the lights. Additionally, some lights are maintained by SMUD, the cost for maintenance of these lights is also included on the utility bill.
- Professional Services – Includes costs for the city's consultant to verify that all assessor information is correct for each parcel on the assessment role for the district. The consultant also incorporates all new parcels into the role, assessment collection fees charged by the Sacramento County Assessor's office to collect the District assessments from property owners and disperse those proceeds to the City. Also includes costs charged by Sacramento County to levy each parcel with the approved assessment.
- Contract Maintenance (Scheduled) – Includes the contract labor associated with the monthly maintenance of the street lights and the cost of preparing and maintaining the light inventory.
- Contract Maintenance (Unscheduled) – Includes work by the contractor for repairs & materials for aging infrastructure, knock-down repairs & replacements, and other work not included in the monthly scheduled maintenance program.
- Construction – Funds set aside for special projects to upgrade street and safety lights and related facilities.

Section IV: Method of Apportionment

A. General

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, which include the construction, maintenance, and servicing of street lights, traffic signals, landscaping, parks and drainage facilities.

Streets and Highways Code Section 22573 requires that maintenance assessments be levied according to benefit rather than the assessed value.

"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."

Section 22574 of the 1972 Act also allows the designation of zones of benefit within an assessment district if "by reason of variations in the nature, location, and extent of the improvements, the various areas will receive differing degrees of benefit from the improvements."

In addition, Article XIID and the Implementation Act require that a parcel's assessment may not exceed the reasonable cost for the proportional special benefit conferred to that parcel. Article XIID and the Implementation Act further provides that only special benefits are assessable and the City must separate the general benefits from the special benefits. They also require that publicly owned properties which specifically benefit from the improvements be assessed.

B. Special Benefit Analysis

All properties within the District benefit equally from the enhanced Safety provided by Highway Safety Lights as roadways and major intersections are illuminated. This lighting assists drivers traveling to or from a property in seeing traffic controls (stop signs, yield signs), in reading street name signs, and identifying pedestrians that may be attempting to cross the street after dark. These features also assist emergency service providers (police, fire, etc.) to respond and locate properties within the District.

In addition to the Highway Safety Light special benefit, individual parcels may receive special benefit from the presence of a Street Light on or near the parcel which enhances safety/security in the area. For a parcel to receive this safety/security benefit from street lighting, fifty percent or more of the property's frontage must be illuminated (based on the road width and spacing of the lights found in the County of Sacramento Improvement Standards). The Street Lighting service charge is apportioned only to those parcels that benefit directly from Street lighting. A distinction is made between residential benefit parcels and non-residential benefit parcels based on the zoning of the parcel. This results in a flat rate service charge on each residential benefit parcel and a service charge per front foot on each non-residential benefit parcel.

The formula used for calculating the District assessment reflects the composition of the parcels, the improvements and the services provided, and fairly proportions the costs based on special benefit to each parcel. Only parcels receiving benefit from Street Lights and Highway Safety Lights will be assessed.

General Benefits

There are no general benefits related to Highway Safety Lights or Street Lights.

C. Assessment Methodology

When the original CSA-1 was established the assessment methodology was as follows:

Highway Safety Lighting – All properties are considered to benefit equally from Safety Lighting, as defined above in Special Benefit Analysis. As such, all parcels within CSA-1 were levied a flat rate calculated by the following formula:

$$\text{Safety Light Maintenance Cost/Total Parcels} = \text{Levy per parcel}$$

Street Lighting – Only properties that benefit from a street light are levied this assessment. Service charges for parcels that benefit from both safety and street lights are classified as residential parcels or non-residential parcels with separate services charges as follows:

Residential Parcels (Zoned RD1, RD2, RD3, RD4, RD5, RD7): The service charge for a residential parcel was levied utilizing the following formula:

$$\text{Street Light Maintenance Cost} * \% \text{ of Residential lights} / \text{Residential Parcels} = \\ \text{Levy per residential parcel}$$

Non-Residential Parcels (all other zoning): The service charge for a residential parcel was levied utilizing the following formula:

$$\frac{\text{Street Light Maintenance Cost} * \% \text{ of Non-Residential lights}}{\text{Non- Residential Front Footage of Parcels}} = \text{Levy per linear feet of non-residential front footage}$$
$$\text{Levy per linear feet of non-residential front footage} * \text{Non-Residential Parcel Front Footage} = \text{Levy per Parcel}$$

The passage of Proposition 2018 in 1996 mandated that assessment increases must be approved by a two-thirds vote of the assessed property owners. As a result, the assessment rates for the Sacramento County's CSA-1 were essentially frozen at the levels in effect at that time. These same rates remained in place and were carried over in 2006 upon creation of the Citrus Heights Lighting District. The rates have remained unchanged for over 22 years. The current assessment methodology is therefore:

Highway Safety Lighting – All properties are considered to benefit equally from Safety Lighting, as defined above in Special Benefit Analysis. The service charge per parcel is equal to \$2.56 per year.

Street Lighting – Only properties that benefit from a street light are levied this assessment. Service charges for parcels that benefit from both safety and street lights are classified as residential parcels or non-residential parcels with separate services charges as follows:

Residential Parcels (Zoned RD1, RD2, RD3, RD4, RD5, RD7): The service charge for a residential parcel is equal to \$15.32 per year.

Non-Residential Parcels (all other zoning): The service charge for a non-residential parcel is equal to \$0.2519 per linear foot length of the parcel's public street frontage.

Exempt – Excepted from the assessment would be the areas of public streets and other roadways (typically not assigned an APN by the County), dedicated public easements, open space areas and rights of ways including public greenbelts and parkways. Also excepted from assessment would be utility rights of ways, common areas (such as in condominium complexes), landlocked parcels, small parcels vacated by City/County, bifurcated lots, and any other property that can not be developed. These types of parcels have little or no value and therefore do not benefit from the improvements.

Land use classification for each parcel is based on the Sacramento County Assessor's Roll. Zoning classification for each parcel is based on the City of Citrus Heights Zoning Map.

D. Rates

The Fiscal Year 2018/2019 assessment rates for the District are proposed to remain the same as Fiscal Year 2017/2018. The following shows the assessments proposed to be levied:

Street Lighting

Residential (Zoned RD1, RD2, RD3, RD4, RD5, RD7)	\$15.32 per parcel
Non-Residential (all other zones)	\$0.2519 per front foot

Highway Safety Lighting

All parcels (except 'Exempt')	\$2.56 per parcel
-------------------------------	-------------------

Section V: Assessment Roll

Parcel identification, for each lot or parcel within the District, shall be the parcel as shown on the Sacramento County Assessor's map for the year in which this Report is prepared.

Non-assessable lots or parcels include all developed non-residential parcels, vacant parcels, government-owned and public utility-owned parcels, land principally encumbered with public rights of way and other tax exempt parcels such as common areas or open space for which the County does not generate a tax bill. These parcels will not be assessed for the District improvements.

A listing of parcels assessed within this District, along with the proposed assessment amounts, is on file with the City Clerk, and by reference is made part of this Report. Said listing of parcels to be assessed shall be submitted to the County Auditor/Controller and included on the property tax roll for each parcel in FY 2018/2019. If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the current fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel(s) shall be based on the method of apportionment and the assessment rate approved in this Report. Therefore, if a single parcel has changed to multiple parcels, the assessment amount applied to each of the new parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment.

Section VI: Assessment Diagram

The boundaries of the District are coterminous with the boundaries of the City of Citrus Heights (see Figure 1.1).

FIGURE 1.1
Lighting District Boundary

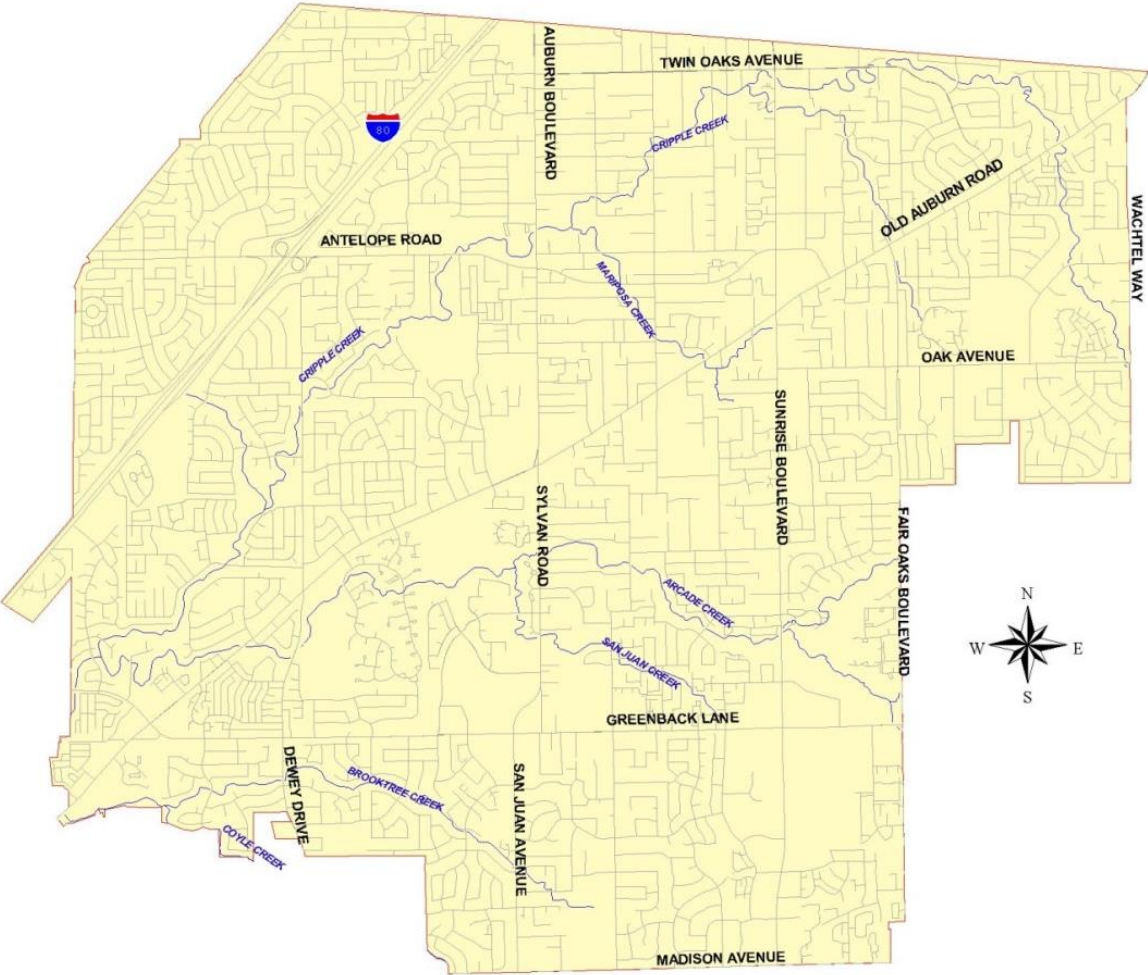


TABLE 1.1

**Citrus Heights Lighting District
Budget Analysis**

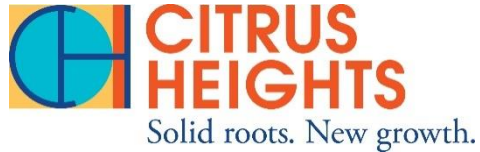
LMAD 269 (Fund 29900)

<u>DESCRIPTION</u>	FY 16/17 ACTUAL	FY 17/18 ACTUAL (3)	FY 18/19 PROPOSED BUDGET
SOURCES OF FUNDS:			
Interest on Fund Balance	\$0.00	\$0.00	\$0.00
Special Assessments	\$348,240.64	\$344,286.00	\$350,591.00
Other Revenue (1)	\$40,592.27	\$61,469.94	\$77,498.76
Total Sources of Funds:	\$388,832.91	\$405,755.94	\$428,089.76

USES OF FUNDS:			
Advertising	\$1,422.31	\$1,278.72	\$1,350.00
Materials and Supplies			
Utilities (2)	\$248,099.05	\$264,278.51	\$272,206.87
Professional Services	\$18,356.93	\$18,347.99	\$18,500.00
Contract Maintenance (Scheduled)	\$85,530.58	\$87,148.32	\$89,762.77
Membership Dues	\$704.97	\$1,111.80	\$1,000.00
Contract Maintenance (Unscheduled) (4)	\$34,719.07	\$33,590.60	\$35,270.13
MISC (Theft)	\$0.00	\$0.00	\$10,000.00
Total Uses of Funds:	\$388,832.91	\$405,755.94	\$428,089.76

FUND BALANCE			
Beginning Fund Balance (July 1st)	\$0.00	\$0.00	\$0.00
Add Sources of Funds	\$388,832.91	\$405,755.94	\$428,089.76
Subtract Uses of Funds	\$388,832.91	\$405,755.94	\$428,089.76
Ending Fund Balance (June 30th)	\$0.00	\$0.00	\$0.00

- (1) Contribution from other sources to balance District Budget
- (2) Includes SMUD maintenance costs - Certain street lights are mounted on SMUD owned power poles. The District reimburses SMUD for the operation and maintenance of these lights.
- (3) Recorded actual expenses for the first 3 quarters of previous Fiscal Year plus projection for the 4th quarter.
- (4) Contract Maintenance (Unscheduled) work includes knock-downs, repairs & materials for aging infrastructure, etc.).



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: August 9, 2018

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

FROM: Rhonda Sherman, Community Services Director
Stephanie Cotter, Development Specialist

SUBJECT: **Adopt the Amended 2018 Action Plan for the Community Development Block Grant Program and Authorize the City Manager to Execute all Contracts Necessary to Implement the Amended 2018 CDBG Action Plan**

Summary and Recommendation

On November 9, 2017, the City Council adopted the 2018 Community Development Block Grant (CDBG) Action Plan, which identifies planned projects and funding amounts for the program year. On April 26, the City Council adopted the first amendment to the 2018 CDBG Action Plan. Following adoption of the first amendment, the U.S. Department of Housing and Urban Development (HUD) released the actual CDBG allocations. The city's actual allocation was \$696,616, an increase of \$107,616 from the estimated amount of \$589,000.

While minor budget changes may be made administratively, some changes, such as allocating unanticipated revenue, constitute a substantial amendment to the city's CDBG Action Plan. As such, the city is required to conduct a public hearing and obtain City Council review and approval of the proposed amendment to the 2018 CDBG Action Plan.

Staff recommends the Council:

1. Conduct a public hearing regarding the proposed 2018 CDBG Action Plan Amendment.
2. Adopt Resolution No. 2018-_____ Approving the 2018 Community Development Block Grant (CDBG) Action Plan Amendment and Authorizing the City Manager to Execute all Contracts Necessary to Implement the Amended 2018 CDBG Action Plan.

Fiscal Impact

This action will allocate \$107,616 in additional federal CDBG entitlement grant funds. Therefore, there is no anticipated impact to the city's General Fund associated with this action.

Background and Analysis

Annually, the city receives CDBG funding from the U.S. Department of Housing and Urban Development (HUD) as an entitlement community. As a CDBG grantee, the city is required to adopt an annual Action Plan that outlines how the city will spend its CDBG funds for the program year. On November 9, 2017, the City Council adopted the 2018 CDBG Action Plan based on the estimated grant amount of \$589,000.

While minor budget changes may be made administratively, some changes require a formal amendment to the CDBG Action Plan. On April 26, the City Council adopted the first amendment to the 2018 CDBG Action Plan to add a new public service activity in order to replace a cancelled activity.

Subsequently, HUD released the actual entitlement allocations for 2018. The city's estimated allocation was \$589,000; the actual allocation was \$696,616. Because the city received a higher-than-expected grant amount, the City Council must adopt a resolution to allocate the additional \$107,616 in 2018 CDBG funds.

Since adoption of the 2018 CDBG Action Plan, the General Services Department has identified additional locations in need of accessibility improvements. Due to time constraints regarding the timely expenditure of CDBG funds and current needs, staff recommends allocating the additional \$107,616 in CDBG funds to the Citywide Accessibility Improvement Project and associated planning and administration costs. This action would increase the total allocation to the Citywide Accessibility Improvement Project from \$383,000 to \$469,293 and would increase the planning and administration allocation from \$118,000 to \$139,323.

The city's 2018 Action Plan has been amended as follows to reflect the staff recommendation, but may be changed to reflect Council direction:

Proposed 2018 CDBG Action Plan Amendment

Organization	Recommended Funding
<i>Public Services</i>	
Campus Life Connection	10,000
Crossroads Diversified Services	5,000
Meals on Wheels	14,000
Sacramento Self-Help Housing Housing Counseling & Navigator	14,000
Sacramento Self-Help Housing Renter's Helpline	18,965
Sunrise Christian Food Ministry	10,035
Terra Nova Counseling	8,000

Subject: 2018 Community Development Block Grant Program Action Plan Amendment

Date: August 9, 2018

Page 3 of 3

W.E.A.V.E. Incorporated	8,000
<i>Capital Projects</i>	
Citywide Accessibility Improvement Project	469,293-383,000
<i>Planning and Administration</i>	
Program administration	139,323-118,000
Total 2018 CDBG Funding	696, 616 589,000

Attachments

1. 2018 CDBG Action Plan Amendment
2. Resolution No. 2018- _____ Approving the 2018 Community Development Block Grant (CDBG) Action Plan Amendment and Authorizing the City Manager to Execute all Contracts Necessary to Implement the Amended 2018 CDBG Action Plan.

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The 2018 Action Plan is an annual plan to address the community development and low-income housing needs within the City of Citrus Heights. The following document covers the fourth year of implementation of the City's 2015-2019 Consolidated Plan. Both the Consolidated Plan and the Action Plan are implemented by the City's Housing and Grants Division.

The City anticipates receiving \$~~589,000~~696,616 in 2018 funds from the federal Community Development Block Grant (CDBG) program. The City also plans to address its community development and housing needs through the City's First-Time Homebuyer and Housing Repair Programs.

City staff has encouraged citizen participation throughout the Action Plan process. Outreach efforts included holding public meetings and providing the opportunity for public comment during the public review period. Using research and input from the public, City staff formulated the objectives and outcomes briefly described below.

2. Summarize the objectives and outcomes identified in the Plan

Objectives

- Assist community-based organizations with financing that allows them to provide a new or expanded services to target-income residents, especially seniors, youth, and the homeless.
- Provide a housing repair program that addresses the quality and affordability of ownership housing stock for target-income households.
- Remove barriers to accessibility throughout the city, especially those barriers identified as a priority by the City's General Services Department.

Outcomes

The City's housing outcomes for this planning period will utilize funding from prior years to provide loans to eligible low-income homeowners for health and safety repairs to their single-fam. The City will continue to offer a First-Time Homebuyer Program, which will provide a low-interest loan to eligible households looking to purchase their first home in Citrus Heights. The First-Time Homebuyer Program is funded with Home Consortium funds and loan repayments. The City will also fund a Citywide Accessibility Improvement Project, a project compliant with Americans with Disabilities Act (ADA) standards.

The City received applications from eight eligible organizations to provide residents with a variety of services. On October 26, 2017, City Council will review funding recommendations and hear public comment. On November 9, the City Council will provide final funding recommendations and approve the 2018 Action Plan. The following applications were received:

- **Campus Life Connection** offers educational and social development to elementary and middle age children and provides an after-school experience that moves students in a positive direction.
- **Meals on Wheels** provides daily hot or frozen meals to homebound seniors or seniors in a congregate setting.
- **Sacramento Self-Help Housing** offers housing counseling and Homeless Navigator services to homeless individuals and those who are at risk of homelessness.
- **Sacramento Self-Help Housing** provides a Renter's Helpline to tenants, educating them about their tenant-landlord rights, mediation, and investigation through a partnership with Project Sentinel and Rental Housing Association.
- **Sunrise Christian Food Ministry** offers ongoing emergency food to low-income residents.
- **Terra Nova Counseling** administers a Juvenile Diversion and Education Program in partnership with Citrus Heights Police Department to provide individual and/or family therapy to decrease crime recidivism and improve quality of life for low-income youth.
- **Crossroads Diversified Services** provides a Youth Employment Readiness Program which includes developmental workshops to high school students, ages 14-18, who live in Citrus Heights and attend Mesa Verde or San Juan high schools.
- **W.E.A.V.E. Incorporated** provides response services to domestic violence victims and services to support victims of sexual assault and sex trafficking.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals and activities. The City evaluated its past performance as part of determining which activities to fund in 2018.

Over the last few years, the City has taken steps to identify and address needs related to homelessness. The City has funded a Homeless Navigator Program with local general fund revenue; this program is under the umbrella of Sacramento Self-Help Housing. The homeless navigator identifies homeless individuals in Citrus Heights and provides resource referrals for this population.

In the area of accessibility, the City has completed dozens of ADA-compliant curb ramps and several sidewalk infill projects in recent years. The need for these activities remains high.

The City has typically devoted the full 15% allowed to public services, providing thousands of households with a wide range of services, from meals to youth and education to housing counseling. Many households have come to depend on these services and new households are accessing them. The City plans to continue to devote the maximum allowable funding to public services and also to supplement the CDBG funding with approximately \$135,400 in general fund revenue.

4. Summary of Citizen Participation Process and Consultation Process

The City offered several opportunities for public participation and comment throughout the Action Plan process:

On July 25, 2017, City staff held a funding application workshop for non-profit organizations interested in applying for public service funds. The workshop was noticed in *The Sacramento Bee* and staff sent

emails to a large mailing list of interested persons and organizations. A total of six participants attended the workshop. City staff also held an interdepartmental meeting to identify potential citywide projects.

The City will provide an opportunity for members of the public to comment at its October 26, 2017 City Council meeting, wherein the City Council will discuss the federal 2018 Community Development Block Grant funding allocation. The City will also offer an opportunity for public comment at the November 9, 2017 City Council meeting, when the Council will consider final adoption of the Action Plan.

The Action Plan will be made available for public review during public comment period from October 11, 2017 to November 9, 2017. A public notice announcing its availability was published in *The Sacramento Bee* on July 10, 2017. The first public hearing on the Action Plan will be held in front of the Citrus Heights City Council on October 26, 2017; the second public hearing will be held on November 9, 2017.

5. Summary of public comments

Comments received during the public comment period from October 11, 2017 to November 9, 2017 will be included upon Action Plan finalization.

6. Summary of comments or views not accepted and the reasons for not accepting them

To date, the City has not received any public comments. Comments received during the public comment period from October 11, 2017 to November 9, 2017 will be included in the final Action Plan, if applicable.

7. Summary

As part of the Consolidated Plan effort, the City selected two key priorities:

1. Build healthy communities; and
2. Expand economic opportunities.

Those goals align closely with three of the City Council's five goals, which include grow the local economy, enhance the quality of life, and improve overall city infrastructure with emphasis on neighborhood revitalization.

Within those priorities, the City identified six main goals:

1. Foster affordable housing;
2. Expand homeless transitional housing and services;
3. Create job training opportunities;
4. Improve accessibility;
5. Construct or upgrade public facilities; and
6. Provide other social services.

To address these goals in 2018, the City plans to provide homebuyer assistance loans to first-time homebuyers, provide health and safety housing repair loans to homeowners, support nonprofits offering a wide range of social services, and assist with citywide accessibility projects.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Plan

Table 1 – Responsible Agencies

CDBG Administrator	CITRUS HEIGHTS	Community and Economic Development Department
HOME Administrator	CITRUS HEIGHTS	Sacramento Housing and Redevelopment Agency (SHRA)

The City of Citrus Heights Housing and Grants Division, within the Community and Economic Development Department, serves as the lead agency for the Annual Action Plan and the administration of CDBG, HOME, and other housing and community development funds. Within the Housing and Grants Division, the Management Analyst II oversees the day-to-day administration of the CDBG program. The Housing and Grants Program Technician II assists in administering the program.

For the receipt of HOME funds, Citrus Heights is in a consortium with Sacramento County, the City of Sacramento, and the City of Rancho Cordova. Citrus Heights receives an annual allocation from the consortium. Sacramento Housing and Redevelopment Agency (SHRA) is the lead organization in the consortium.

Action Plan Contact Information

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Citrus Heights, CA 95621
Attn: Housing and Grants Division
916-727-4752
npiva@citrusheights.net

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

In preparing the Consolidated Plan, the City consulted a variety of agencies, including local and regional nonprofits, government organizations, and faith based organizations. In preparation of the Consolidated Plan, the City also prepared an online survey that received a high response rate of 251 responses including interested residents and service providers. City staff also attended a meeting of the Citrus Heights Collaborative to gain feedback from its service provider membership.

The goal of the consultation process was to gather data to help determine the priority needs of Citrus Heights' citizen and opportunities for coordination to improve availability and accessibility to services.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City's public housing agency is Sacramento Housing and Redevelopment Agency (SHRA), which has consulted with several agencies in an attempt to determine the level of coordination needed during the preparation of SHRA's Consolidated Plan.

At the local level, Sacramento Self-Help Housing (SSHH) provides case management services and homeless navigator who will provide outreach to homeless individuals in the city. SSHH is also in regular communication with Sacramento Steps Forward, the organization that administers the Continuum of Care on behalf of Sacramento County. Sunrise Christian Food Ministry also maintains a food pantry at Advent Lutheran Church and connects clients to local and regional services when possible. Both of these groups regularly attend Citrus Heights Collaborative meetings to maintain connection and communication with their partner organizations.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City maintains strong involvement in the Continuum of Care, which is currently administered by Sacramento Steps Forward. The City's Interim Assistant to the City Manager, Katherine Cooley, is a member of the Continuum of Care Advisory Board. The Continuum of Care Board is responsible for advising the Sacramento Steps Forward Board of Directors on policy around the issue of homelessness. The goal of the Advisory Board is to ensure Sacramento Steps Forward retains a broad representation of constituents in the community, allowing the organization to establish a more efficient method of community planning and evaluation.

The City has a strong history of funding Self-Help Housing, which provides housing counseling to homeless individuals or those at risk of homelessness. The City looks forward to exploring additional solutions for homelessness during the coming Consolidated Plan.

Other City efforts to address the needs of homeless persons include the partnership with the Citrus Heights Homeless Assistance Resource Team (HART). HART is a local nonprofit made up of various public and private organizations and volunteers. The group's mission is to provide resources that will enable at risk people and people experiencing homelessness to become independent, self-sustaining and participating members of the community. In 2017, Citrus Heights HART, coordinated their first ever winter sanctuary. The immediate goal of the winter sanctuary is to provide shelter for those without homes in the winter; HART's ultimate goal is the help the homeless individuals find permanent housing. The City partnered with HART in its housing endeavor and provided a homeless navigator connects homeless individuals with public services. The homeless navigator visited the sanctuary one a week, helping homeless individuals to obtain state IDs, driver licenses, and access housing counseling.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Sacramento Steps Forward, the lead agency for the Sacramento County Continuum of Care, receives funding through SHRA. Citrus Heights does not have sufficient population to receive Emergency Shelter Grant (ESG) funds directly, and typically SHRA has made decisions related to ESG funding. The City will remain diligent regarding its involvement in the Continuum of Care and will look for opportunities to be involved in ESG funding decision in the future.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The City offered several opportunities for participation and comment throughout the Action Plan process, as indicated below.

Table 2 – Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	
1	Newspaper Ad	Non-targeted/broad community	The City published a public notice in the Sac Bee newspaper to publicize two public hearing meetings which will be held on October 26 and November 9, 2017 and public review and comment period begins October 11 and will end November 9, 2017.	No comments have been received.	No comments have been received.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	
2	Internet Outreach	Non-targeted/broad community	The City published the two public hearing meetings (October 26 and November 9, 2017) on the City's Housing and Grants webpage.	No comments have been received.	No comments have been received.	
3	Public Hearing	Non-targeted/broad community	On October 26, 2017 City Council will hold a public hearing.	No comments have been received.	No comments have been received.	
4	Public Hearing	Non-targeted/broad community	A second public hearing will be held on November 9, 2017 recommending the City Council approve the Action Plan.	No comments have been received.	No comments have been received.	

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The City anticipates continuing to receive CDBG funding throughout the Consolidated Plan period. In addition, the City will apply for grant funding through grant applications to the California Department of Housing and Community Development.

Table 3 - Expected Resources – Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	Estimated Award: 589,000	100,279.72	0	689,279.72	The City is an entitlement jurisdiction receiving Community Development Block Grant funds on a calendar year basis. Program income is from loan repayments, which has been reallocated to the city's Housing Repair Program.
HOME	public - federal	First-Time Homebuyer Program (down payment assistance) Housing Programs	0	119,269.16	634,754.84	754,024.00	The City receives HOME funds through Sacramento Housing Redevelopment Agency (SHRA). Program income is received by loan repayments.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
General Fund	public - local	Public Services	135,400	0	0	135,400	The City allocates local Community Support funds to support nonprofits. The nonprofits serve low-income residents, but that is not a requirement of the funding source.
Other	public - state	Admin and Planning Housing Repair Program	1,000,000	0	0	1,000,000	The City has received a one-time \$1,000,000 grant through Housing and Community Development (HCD) for mobile home health and safety repairs within the Citrus Heights.

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The CDBG program does not have a match requirement. However, the City does allocate general fund revenue to further support a few of the nonprofit organizations receiving CDBG funding.

If appropriate, describe publically-owned land or property located within the jurisdiction that may be used to address the needs identified in the plan.

During the life of the City's Redevelopment Agency, the Agency purchased fourteen four-plexes and one eight-plex on Sayonara Drive. As these properties were severally dilapidated they were demolished and the City now has statutory requirements to replace the affordable

units. Unfortunately with the dissolution of redevelopment agencies in California, what would have been the main source of funding for this project is no longer available. The City is pursuing alternate funding sources in accordance with state law to replace the units.

Discussion

The City attempts to maximize the use of all of its available funding sources by encouraging projects that access private financing (grants/loans) or other federal or state funding sources. The City always actively pursues available grants for housing and community development programs.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Table 4 – Goals Summary

Sort Order	Goal Name	Start Year	End Year	Category		Needs Addressed		Goal Outcome Indicator
1	Foster Affordable Housing	2015	2019	Affordable Housing		Build Healthy Communities		To provide homeowners who are low-income with health and safety home repairs.
2	Expand Homeless Housing and Services	2015	2019	Homeless		Build Healthy Communities		Sacramento Self-Help Housing will provide a public service to low-and moderate income households who are in need of temporary or permanent housing.
4	Improve Accessibility	2015	2019	Non-Housing Community Development		Build Healthy Communities		To provide a Citywide Accessibility project where construction of new curb access ramps and fully ADA compliant ramps with pedestrian signal heads and accessible crosswalks will be installed. Locations have yet to be determined.
5	Other Public Service Needs	2015	2019	Homeless Non-Homeless Special Needs		Building Healthy Communities		Beneficiaries include those estimated from CDBG projects except Self-Help Housing (already mentioned above).

Table5 – Goal Descriptions

1	Goal Name	Foster Affordable Housing
	Goal Description	In 2014, Citrus Heights received a grant in the amount of \$1,000,000 from the Department of Housing and Community Development (HCD) to provide health and safety repairs to low-income mobile home owners. Funding comes from HCD; an estimated 30 low-income mobile home homeowners will receive health and safety repairs to their homes.
2	Goal Name	Expand Homeless Housing and Services
	Goal Description	In 2016, the City funded a homeless navigator position with local Community Support funds for the first-time to identify and assist people who are homeless within the City. In 2018, Sacramento Self-Help Housing (SSHH) will continue to provide a full-time homeless navigator, who will proactively seek to connect with the homeless who have not yet to receive resources directly. The homeless navigator will continue to build relationships with community service providers, Citrus Heights Homeless Assistance Resource Team (HART) members as well as City and Citrus Heights Police Department staff to assist the homeless population.
4	Goal Name	Improve Accessibility
	Goal Description	The Citywide Accessibility Improvement Project will consist of the construction of new curb access ramps and fully compliant ramps, relocation of drainage inlets and restriping where necessary, pedestrian signal heads and accessible crosswalks. Locations have yet to be determined.
5	Goal Name	Other Public Service Needs
	Goal Description	Beneficiaries include those estimated from CDBG and non-CDBG activities, except for Self-Help Housing (listed under previous goals).

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

Currently, Citrus Heights does not have its own affordable housing program and HOME funding is incorporated into SHRA's Action Plan as that organization is the lead organization in the HOME Consortium. Although, the City plans to pursue new affordable housing within the City of Citrus Heights thus, affordable housing projects may be considered throughout the timeframe of the Consolidated Plan.

AP-35 Projects – 91.220(d)

Introduction

The table below summarizes the city's recommendation to allocate 2018 Community Development Block Grant funding. On September 7, the Quality of Life Committee recommended funding, the following projects. On October 26, the City Council will hear public comment on the draft 2018 Action Plan, on November 9; the City Council will consider the 2018 Action Plan. Staff will then submit the Action Plan to the Department of Housing and Urban Development for review and final approval.

#	Project Name
1	Planning & Administration
2	Citywide Accessibility Improvement Project
3	Campus Life Connection, After-School Program
4	Crossroads Diversified Services, Youth Employment Readiness Program
5	Meals on Wheels, Senior Nutrition Program
6	Sacramento Self-Help Housing, Housing Counseling & Homeless Navigator Program
7	Sacramento Self-Help Housing, Renter's Helpline Program
8	Sunrise Christian Food Ministry, Emergency Food Program
9	Terra Nova Counseling, Juvenile Diversion & Education Program
10	W.E.A.V.E. Incorporated, services for victims of domestic violence, sexual assault and sex trafficking

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

In making project recommendations, consideration is given based on a variety of thresholds that projects must meet to comply with CDBG objectives, including meeting one of the national objectives and addressing one of the community priorities set out in the Consolidated Plan. Staff took into account activity need and justification, cost reasonableness and effectiveness, activity management and implementation, experience with similar activities, past performance, leveraged funds, and completeness of the application.

While there are several constraints to meeting the needs of low-income residents, the primary obstacle is the lack of funding to fully address all needs. The economic challenges facing the nation have forced many nonprofits to cut services at a time when governmental entities and others are least able to provide them. In response to the level of need, the City has maintained its commitment to providing local funding to nonprofits, even though budget cuts that have been required in a number of areas.

Amended Annual Action Plan 2018

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A second obstacle to meeting underserved needs is the location of many available services is in the City of Sacramento. Citrus Heights works closely with the regional transit agencies to improve access, and there are several daily public transportation linkages between Citrus Heights and downtown Sacramento.

AP- 38 Projects Summary

Project Summary Information

All projects identified are expected to be completed no later than December 31, 2018.

Project Name	Goals Supported	Needs Addressed	Recommended Funding
Planning & Administration	-	-	CDBG \$118,000 \$139,323
Citywide Accessibility Improvement Project	Improve Accessibility	Build Healthy Communities	CDBG \$383,000 \$469,293
Campus Life Connection	Provide Public Services	Building Healthy Communities	CDBG \$10,000
Crossroads Diversified	Provide Public Services and Economic Opportunities	Build Healthy Communities	CDBG \$5,000
Meals on Wheels	Provide Public Services	Build Healthy Communities	CDBG \$14,000
Sacramento Self-Help Housing, Housing Counseling & Homeless Navigator	Provide Public Services	Build Healthy Communities	CDBG \$14,000
Sacramento Self-Help Housing, Renter's Helpline	Provide Public Services	Build Healthy Communities	CDBG \$18,965
Sunrise Christian Food Ministry	Provide Public Services	Build Healthy Communities	CDBG \$10,035
Terra Nova Counseling	Provide Public Services	Build Healthy Communities	CDBG \$8,000
W.E.A.V.E. Incorporated	Provide Public Services	Build Healthy Communities	CDBG: \$8,000

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The geographic distribution is predicated on the nature of the activity to be funded. The majority of the activities the City plans to conduct will be offered to residents citywide. The Citywide Accessibility Project, First-Time Homebuyer Program, and the Housing Repair Program are not specific to target areas, these projects are eligible citywide and will eventually have a specific location.

Rationale for the priorities for allocating investments geographically

The City did not allocate investments geographically; no particular areas were identified as needing higher level of investment than others.

Discussion

No geographic priorities.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Although the Action Plan focuses on affordable housing, the City identifies first-time homebuyer and housing repair programs as the primary components of the City's housing strategy.

Table 6 - One Year Goals for Affordable Housing by Support Type

One Year Goals for the Number of Households to be Supported	
Homeless	60
Non-Homeless	0
Special-Needs	0
Total	60

Table 7 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	7
Acquisition of Existing Units	0
Total	7

Discussion

Over the last several years many households struggle with different challenges as a result of economic factors. The Consolidated Plan identifies preservation and rehabilitation of the existing housing stock and the city's First-Time Homebuyer Program as the primary components of the City's housing strategy. Since 1998, the City has continued to provide down payment assistance to those that purchase homes in Citrus Heights. The program will be funded using the city's annual share of Home Consortium funds; the level of assistance is up to \$40,000 per project.

The City's Home Repair Program offers loans to homeowners making health and safety repairs to their homes. The program offers conventional loans to eligible homeowners for up to \$60,000 in assistance for needed home repairs. The City also offers grants for accessibility improvements, lead-based paint inspection, abatement, and relocation.

Located within the City of Citrus Heights, there are two affordable public housing complexes on Mariposa Avenue and Tiara Way under the jurisdiction of Sacramento Housing and Redevelopment Agency (SHRA).

SHRA operates 89 conventional housing units and over 660 assisted housing units throughout seven complexes within the city.

The City has a housing In-Lieu funding source; this funding source receives fees collected per square foot on new non-residential development in the City. Housing In-Lieu Fund revenue must be used to produce housing that is affordable to households earning at or below 60 percent of area median income (AMI).

Other measures to promote affordable housing are identified and explained in detail in the City's Housing Element.

AP-60 Public Housing – 91.220(h)

Introduction

The City of Citrus Heights does not have its own local housing authority. Public housing located on Mariposa Avenue and Tiara Way in Citrus Heights is administered directly by SHRA, which serves as the housing authority for all the Sacramento County.

Actions planned during the next year to address the needs to public housing

Please refer to the SHRA Public Housing Authority Annual Plan for information on the ways SHRA plans to address public housing needs.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

SHRA encourages public housing residents to participate in policy, procedure, and the program implementation and development through its Resident Advisory Board. In addition, the Housing Authority recognizes Resident Committees throughout the Sacramento region where residents are elected bodies representing residents in their respective complexes. SHRA also distributes quarterly newsletters to all residents, which contain relevant news, information on training and employment opportunities, and other community resources available to public housing residents. Public housing residents also participate in the development of SHRA's five-year and annual plans. The Residents Services Division distributes a survey to prioritize resident's needs and schedule short- and long-term improvements.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

SHRA is not designated as "troubled."

Discussion

A wealth of information on SHRA and their programs, housing resources, budgets, and financial planning and reporting is available on their website at www.shra.org.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City's strategy related to the needs of the homeless, those at risk of homelessness, and other special needs populations is focused primarily on funding supportive services in Citrus Heights.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Since 2003, the City has provided housing counseling to homeless persons and those at risk of becoming homeless through the partnership with Sacramento Self-Help Housing (SSHH). SSHH provides housing counseling, including access to a database of low-cost housing resources in the region and limited motel vouchers to households in immediate need of housing. In 2016, the City funded a homeless navigator position with general fund revenue for the first-time to identify and assist individuals who are homeless within the city. In 2018, SSHH will continue to provide a full-time homeless navigator, who will proactively seek to connect with the homeless individuals who have not yet sought help directly. The homeless navigator will build relationships with community, service providers, Citrus Heights Homeless Assistance Resource Team (HART) members and City and Citrus Heights Police Department staff to assist the homeless population.

Addressing the emergency shelter and transitional housing needs of homeless persons

While Citrus Heights currently does not have a shelter providing services within the city limits, residents are referred to agencies such as St. John's, Volunteers of America, Sacramento Housing Prevention and Rapid Rehousing Program, Sacramento Area Emergency Housing, and Union Gospel Mission for different shelter options. Homeless individuals are referred to the City's homeless navigator for more information; City staff also works with informal committees of social service nonprofits and faith-based organizations. The City continues to research opportunities for permanent supportive housing services.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Sacramento Self-Help Housing (SSHH) will connect the client with other services and resources as needed including the Career Center, Department of Human Assistance, County Mental Health services, Social Security, adult education, and medical clinics. In 2018, the City will fund SSHH to provide housing counseling and case management for residents in need of permanent housing.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City will fund one activity aimed at preventing homelessness:

- Sacramento Self-Help Housing will provide housing counseling with the goal of helping people who are currently homeless or in imminent danger of becoming homeless to secure new housing. The homeless navigator will also identify and assist people who are homeless in the city and assist in connecting the client with available resources.

Discussion

In addition to services for homeless individuals or those at risk of homelessness, the City's special needs population includes seniors, disabled persons, foster children, victims of domestic violence and other needs. The City will fund several programs and services assisting the special needs population in 2018. These include the following:

- Senior Services, including home-delivered meals and meals served at Rusch Park Community Center
- Public Services, including the Sunrise Christian Food Ministry and W.E.A.V.E.
- Citywide Accessibility Improvement Project , which will primarily benefit disabled individuals

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

The City identified several barriers to affordable housing in the process of drafting the Housing Element update. Notable barriers to developing affordable housing include:

- The balance between owner-occupied and renter-occupied housing and the preservation and maintenance of the City's aging housing stock.
- As suburbs mature with an aging housing stock, both single family homes and apartment complexes in Citrus Heights face an increasing need to maintain.
- Land availability and land zoned at densities appropriate for multi-family housing.
- Environmental factors such as floodplain and native oak trees.
- Availability of financing.
- Design guidelines, which control the appearance of new development. Due to the requirements the cost of building new housing may increase.
- Site improvements, development impact, and processing fees. These fees can add significant cost to developing new housing. Developers must often pay for new roadways, sewer, water, and park facilities, along with other miscellaneous fees. There are also costs associated with getting projects approved by the City and other agencies.
- Permit and approval process. In addition to the cost of fees on new projects, the amount of time required to process them varies by project, and the developer generally must pay holding costs, such as property taxes, during the time.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City is undertaking actions to reduce potential barriers and constraints to affordable housing, as well as promote housing for special needs populations. These are described in more detail in the City's Housing Element.

AP-85 Other Actions – 91.220(k)

Introduction

While there are several constraints to meeting the needs of target-income residents, the primary obstacle is the lack of funding to fully address all needs. Economic challenges in recent years forced many nonprofits to cut services.

Actions planned to address obstacles to meeting underserved needs

The economic challenges in recent years have forced many nonprofits to cut services at time when government entities and others are least able to provide them. There is no federal requirement for the City to match CDBG funds; however, the City has maintained a commitment to providing local funding to nonprofits despite other budget cuts. As such, the City's general fund commitment for FY 17/18 is \$135,400.

Another obstacle to meeting underserved needs is the locations of many available services are in the City of Sacramento. Citrus Heights works closely with the regional transit agencies to improve access, and there are several daily public transportation linkages between Citrus Heights and downtown Sacramento.

Another obstacle is, the City has very little vacant land available for development. The City will focus heavily on preservation of the existing housing stock through the Housing Repair Program.

Actions planned to foster and maintain affordable housing

In 2018, the City will offer several programs to foster and maintain affordable housing:

- The Housing Repair Program will offer low-interest 30-year deferred loans to homeowners making health and safety repairs to their homes. This program will be funded using prior-year CDBG funds and loan repayments.
- The CalHome Mobilehome Grant Program will offer 20-year gradually forgivable loans to mobilehome homeowners making health and safety repairs to their homes. The program will be funded by a \$1,000,000 CalHome Grant.
- The City's Home Consortium Program will offer 30-year deferred loans to first-time homebuyers for down payment assistance.
- The City will continue to support Code Enforcement programs that assure lower income households have a safe, decent, and appropriate place to live.
- The City will continue to support public services through nonprofits funded by CDBG that serve the community's youth, seniors, domestic violence victims, families, and those with special needs.

Actions planned to reduce lead-based paint hazards

While most housing units were built prior to 1978, and estimated 5,312 units are occupied by target income households that may contain lead-based paint. The City will provide lead-abatement assistance

for residential units through its Housing Repair Program. The City contracts with a third-party firm to administer its Housing Repair Program.

The city's consultant, Michael Baker International, has staff qualified to evaluate lead-based paint hazards and implement lead-safe work practices. Independent contractors are also employed to develop the appropriate lead hazard reduction plans and or abatement scopes of work. The programs will comply with the Residential Lead Based Paint Hazard Reduction Act of 1992 (Title X) and subsequent changes in September 1999. The procedures regarding lead-based paint in all repair programs will include notification and identification.

Actions planned to reduce the number of poverty-level families

The City's anti-poverty strategy is based on providing a range of employment opportunities and supportive services aimed at enabling those in poverty to move into the workforce or obtain benefits to which they are entitled (e.g. social security, disability). During the 2018 program year, these activities will include Sacramento Self-Help Housing (SSHH) counseling services and Crossroads Diversified unemployment services. The City will also continue to support activities that preserve and expand the supply of housing affordable to low-income households.

Actions planned to develop institutional structure

The City's Housing and Grants Division is responsible for the management, implementation, and monitoring of the Consolidated Plan documents, including the annual Action Plan. The Housing and Grants Division works in close consultation with the City's advisory committees, the Citrus Heights Collaborative, the General Services Department, and the Director of the Community and Economic Development Department.

Actions planned to enhance coordination between public and private housing and social service agencies

The City will continue to work with neighboring jurisdictions, such as the County and the City of Sacramento and the Sacramento Housing and Redevelopment Agency, to address the regional issues that affect the needs of low-income persons as well as special needs populations. The City will also continue to work with many of the local nonprofits that provide a range of services to low-income Citrus Heights residents. In addition, the City plans to work with the other entitlement jurisdictions in the Sacramento County, City of Elk Grove and City of Rancho Cordova to research issues of interest to all jurisdictions and to coordinate on shared subrecipient monitoring.

In 2016, the City entered into a Memorandum of Understanding (MOU) with Sacramento Housing and Redevelopment Agency, Roseville Housing Authority, Housing Authority of the County of Yolo, and seven other local entitlement jurisdictions to conduct a regional fair housing assessment. It is anticipated the Affirmatively Furthering Housing Assessment will be adopted and approved by each member's governing body in September 2019.

RESOLUTION NO. 2018- ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, APPROVING THE 2018 COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) ACTION PLAN AMENDMENT AND AUTHORIZING THE CITY MANAGER TO
EXECUTE ALL CONTRACTS NECESSARY TO IMPLEMENT THE AMENDED 2018 CDBG
ACTION PLAN**

WHEREAS, the City of Citrus Heights is an entitlement community and receives an annual allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD);

WHEREAS, as a CDBG grantee, the City is required to adopt an annual Action Plan to set forth the activities that will be accomplished during each program year using CDBG funds;

WHEREAS, the City Council adopted the 2018 CDBG Action Plan on November 9, 2017;

WHEREAS, the City Council adopted Amendment #1 to the 2018 CDBG Action Plan on April 26, 2018;

WHEREAS, the City received a higher-than-expected 2018 CDBG entitlement allocation for 2018; and

WHEREAS, staff recommends allocating the additional \$107,616 in 2018 CDBG entitlement funds to the Citywide Accessibility Improvement Project (\$86,293) and Planning and Administration (\$21,323).

NOW THEREFORE BE IT RESOLVED AND ORDERED that the City of Citrus Heights does hereby approve the 2018 Community Development Block Grant (CDBG) Action Plan Amendment and authorizes the City Manager to execute all contracts necessary to implement the amended 2018 CDBG Action Plan.

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

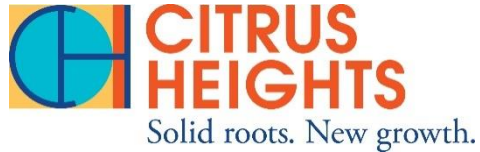
PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 9th day of August 2018 by the following vote, to wit:

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

Steve Miller, Mayor

ATTEST:

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT

MEMORANDUM

DATE: August 9, 2018

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

FROM: Ronald A. Lawrence, Chief of Police
Dave Gutierrez, Lieutenant

SUBJECT: **Rental Housing Inspection Unit – Authorization to Create City Ordinance and Implement Program**

Summary and Recommendation

During a study session on April 12, 2018, the police department presented three staffing and service delivery options for a proposed Rental Housing Inspection Unit (RHIU) for Council review. The goal of the study session was to elicit feedback from council members regarding project options. City council members provided feedback staff utilized to continue research efforts, and create a final implementation proposal.

Staff recommends City Council adopt Resolution No. 2018-____A Resolution of the City Council of the City of Citrus Heights, California to authorize the City Manager to direct staff to proceed with creating a city ordinance and fee schedule for a new RHIU.

Fiscal Impact

The current Rental Stock Fee (RSF) is \$12.00 which was established by City Council resolution on October 28, 2010.

- The current rental stock fee funds approximately seventy five percent of the existing Code Enforcement staffing.
- The existing \$12.00 RSF will continue to fund approximately seventy five percent of the current Code Enforcement staffing, and was not utilized for the proposed RHIU cost analysis.

Fees are charged for services provided to a resident or group that benefit that resident or group rather than the public as a whole. Recommended fees are generally set to equal the cost of providing the service; consistent with applicable law, the fees will not exceed the cost of the services provided.

A fee based systematic program, when coupled with an effective enforcement program, can generate fees sufficient to offset program costs. Over time, this will change the dynamics of our existing Code Enforcement program and enable it to be more proactive.

The total annual reoccurring costs associated with the full implementation of the RHIU is estimated to be approximately \$505,450.00. (See Attachment 2)

The annual reoccurring costs will have no fiscal impact on the City's General Fund. All reoccurring costs are expected to be offset by increasing the existing RSF and by requiring all rental property owners to pay a \$95.00 annual RHIU registration fee, per property, totaling an estimated \$507,068. The \$95.00 registration fee is a fee for service, and as such, each rental property will receive the same level of service from the RHIU; therefore the fee is per property, as opposed to per owner.

The total startup costs for the RHIU are estimated to be approximately \$145,790.

The startup costs will initially be funded by the General Fund; however, the General Fund will be reimbursed once the registration fees begin to be collected.

The startup costs include:

- Purchase of two code enforcement officer vehicles
- Uniforms and equipment
 - Uniforms will ensure RHIU Code Enforcement Officers maintain a professional an official appearance. This is especially important due to staff entering private residences.
- Staff training
- Software

Background and Analysis

Rental Housing in Citrus Heights

Throughout our research phase and prior to staff making a final RHIU implementation recommendation, staff made sure to engage the California Apartment Association (CAA). Staff also sought out expert advice to ensure we were aware of best practices and relevant legal considerations. As a result of the engagement, staff incorporated some of the suggestions made.

The city is home to approximately 15,000 rental units. These units represent approximately forty four percent of the city's total housing stock. Approximately eighty eight percent of the city's housing stock was built prior to 1990, resulting in an average housing stock age of at least 28 years old. This is concerning for a few reasons:

- Rapid building in the 1970's and 1980's resulted in a lack of quality control and the use of material that did not have a long usable lifespan. Approximately forty four percent of housing units in the city were built between 1970 and 1979;

- Critical components such as HVAC, siding/stucco, windows, and roofs are at or nearing the end of their useful life which can result in failures that can lead to mold and other affiliated issues;
- According to the 2012-2016 American Community Survey 5-year estimates, the City of Citrus Heights has approximately 1,100 rental units per square mile. This is more than the County of Sacramento, the City of Sacramento, and the City of Rancho Cordova; and
- Rental housing can deteriorate due to intentional and unintentional neglect by property owners, managers and tenants

Research showed that approximately forty percent of Citrus Heights rental property owners live more than 10 miles outside of the city, many of those live in the Bay Area. (See Attachment 3)

RHIU Program Goals

The goal of the proposed RHIU program is to prevent blight and require the provision of decent, safe, sanitary, and appropriately maintained rental properties within the city through enforcement in deteriorating neighborhoods. This will be achieved through routine periodic inspections of both the exterior and interior of rental housing properties to identify, and correct, code violations that result in:

- Threats to tenants' health, safety and welfare;
- Threats to the structural integrity of the building; and
- Negative aesthetic impact on the surrounding neighborhoods.

This program will provide the following benefits to both the City of Citrus Heights and its residents:

- Tenants – Safe housing;
- Property Owners – Increased property values and educational tools with which to operate a successful business;
- City – Enhance rental housing stock which will improve overall interest in Citrus Heights by those looking to live in the region; and
- Residents – Increased property values and improved quality of life in neighborhoods.

Current Code Enforcement Staffing

The code enforcement unit currently has three full-time code enforcement officers who handle over 1,300 code enforcement related calls per year, some taking months or even years to resolve. On average, approximately twenty seven percent of annual code enforcement calls are attributed to rental properties.

In addition to the normal code enforcement related calls, code enforcement officers also handle calls related to graffiti and marijuana grows.

Due to high case loads, code enforcement officers are currently only able to achieve approximately five percent proactive work which limits their ability to locate issues before they become major concerns.

Staff believes a code enforcement unit based mostly on reactive work poses significant challenges such as:

- Inspections and or community concerns are driven mostly by complaints;
- There is a possible lack of reporting due to fear of retaliation/eviction, lack of familiarity with, or fear of public agencies, and language barriers; and
- The tenant/occupant is the complainant instead of being a participant with a proactive model.

Rental Housing Inspection Unit Staffing

Staff functions will include program oversight, inspections, reinspections, scheduling, outreach, and communications, fiscal and accounting support, and GIS mapping and tracking.

The program will require the addition of 3.0 FTE Code Enforcement Officers and 2.0 FTE Program Assistants.

Properties to be Inspected

The RHIU program applies to any single family or multifamily residence that is being rented, or is intended to be rented. The inspection cycle will be approximately three-years.

A minimum of one interior inspection will be conducted on all rental housing units for properties with 15 units or less in the city within each three-year inspection cycle.

For those properties with 16 units or more, a minimum of five percent of the interior of the units will be inspected at least once within each three-year inspection cycle.

The exterior of all rental housing properties will be inspected within the three-year inspection cycle. The exterior focus will be for those items defined as an unlawful public nuisance as defined in City Ordinance 50-146.

A systematic approach will be used to identify which properties will be prioritized. The most problematic areas, as determined by the Chief of Police, will be inspected earlier in the three-year inspection cycle.

Staff will send out notification 30 days in advance of the scheduled inspection date, via U.S. Mail, to the property owner as well as the tenant(s). Staff will also include an inspection list so the tenant(s) are aware of all items to be inspected.

- Tenants will have the right to refuse an inspection. If a tenant refuses an inspection, the refusal will be documented and the RHIU will presume the tenant is not experiencing any

substandard living conditions. If there is reasonable cause to believe a substandard living condition exists, the RHIU would seek to obtain an administrative inspection warrant. An inspection without consent and without other express legal authorization would occur only if the RHIU inspector had reasonable cause to believe the unit was so dangerous that immediate inspection is required to safeguard the public health or safety.

- If a property owner refuses an inspection, but the tenant desires an inspection, the RHIU will inspect the rental unit. (Griffith v. City of Santa Cruz – property owner has no standing to assert the claim of privacy on behalf of tenants because they have no privacy interest in units occupied by tenants)

Exemptions

Rental properties that have been constructed within five years and rental units that are subject to routine inspection by another government agency.

Self-Certifications

Property owners who own a rental property with 16 units or more who pass the initial inspection and have no prior code enforcement cases will be eligible for the self-certification program in the program's second cycle. Prior code enforcement cases include those cases within the city or in any other jurisdiction. (This proposed limitation to the self-certification process was reviewed and approved by the City Attorney)

Random audits may be conducted on self-certified properties not more than once per year. A minimum of five percent of all self-certified properties will be audited. If a self-certified property does not pass the random audit inspection, that property will lose its self-certification status. If a self-certified property is the subject of a code enforcement related complaint that is found to be valid, the property may lose its self-certified status.

Although the RHIU will only conduct inspections on five-percent of self-certified properties, self-certified properties will be required to conduct their own move-in and move-out inspections. Self-certified properties will also be required to retain those records for a period of three years.

Program Implementation Timeline

- Ordinance adopted and staff positions approved prior to January 2019.
- System modifications and design, program testing, and staff hiring and training will take place between April and June 2019.
- Community outreach and rental property owner notification will begin no later than January 2019. Outreach and notification will include letters, neighbor association meetings, brochures, media, social media, the city's website, and the police department's website.
- Inspections to begin July 1, 2019.

New Fee Collection

- RHIU registration forms and invoices to be mailed out in January 2019. Initial registration period would be for July 2019 through June 2020.
- RSF updated with Consolidated Utilities Billing and Services (CUBS) for January 2019 billing. RSF's are collected for calendar year. The new RSF will be billed at half of the current rate and half of the proposed new rate. The full new rate will be billed in January of 2020 for calendar year 2020.

Attachments: (1) Resolution
(2) RHIU cost and fee analysis
(3) Map - locations of owners of rental units

RESOLUTION NO. 2018- ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, AUTHORIZING THE CREATION OF A CITY ORDINANCE AND FEE
SCHEDULE FOR A RENTAL HOUSING INSPECTION UNIT**

WHEREAS, the City has approximately 15,000 rental units representing approximately forty-four percent of the city's total housing stock;

WHEREAS, approximately eighty-eight percent of the city's housing stock was built prior to 1980 during a time of poor quality control and the use of material that did not have a long usable lifespan;

WHEREAS, the City desires to ensure all persons who live in rental housing units are provided decent, safe, and sanitary housing;

WHEREAS, the City desires to have a proactive Rental Housing Inspection Unit that will routinely inspect the exterior and interior of rental properties to ensure early detection and prevention of deteriorating neighborhoods;

WHEREAS, the City believes property owners will benefit from a proactive Rental Housing Inspection Unit, because it will ensure continued periodic inspections so problems do not go unnoticed, or unrepaired which can be very costly; and

WHEREAS, the City wishes to recover the costs of certain services provided to a citizen or group that benefit that citizen or group rather than the public as a whole.

NOW THEREFORE BE IT RESOLVED AND ORDERED by the City Council of the City of Citrus Heights that the City Manager, or his designee, is hereby authorized to direct staff to create a city ordinance and fee schedule for a new Rental Housing Inspection Unit within the guidelines specified in the staff report.

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 9th day of August 2018 by the following vote, to wit:

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

Steve Miller, Mayor

ATTEST:

Amy Van, City Clerk



Rental Housing Inspection Unit Cost & Fees Analysis	
Total Rental Units	14,800
Assessor Parcel Numbers (Actual 4810)	4,700
Owners (Actual 4116)	4,000
Credits	
Annual Registration Fee @ \$95 per rental property x 4700 @ 80% collection	\$357,200
Increase of Current Rental Stock Fee (Curr \$12)	3 Tiers
(5375) 100 + Units @ \$5 increase (\$17 Total Housing Stock Fee)	\$26,875
(2626) 5 - 99 Units @ \$8 increase (\$20 Total Housing Stock Fee)	\$21,008
(6799) 1 - 4 Units @ \$15.00 Increase (\$27 Total Housing Stock Fee)	\$101,985
Inspection Fee	\$ -
Re-Inspection Fee / Failure To Notify	\$470
Collection Rate Business License	80%
Collection Rate Rental Stock Fee	100%
TOTAL CREDITS	\$507,068.00
Debits	
Salaries & Benefits	\$472,850
Vehicles & Maintenance (2 Vehicles)	\$1,600
Fuel (2 Vehicles)	\$3,000
Citizeserve	\$18,000
Postage / Paper / Misc	\$10,000
TOTAL DEBITS	\$505,450
TOTAL	\$1,618

*Start-Up Costs: Vehicles, Equipment, Software, Training (Not Incl In Total): \$145,790

Locations of Owners of Rental Units Single Family/Multi-Unit Rentals

