

**CITY OF CITRUS HEIGHTS
CITY COUNCIL
Regular Meeting of Thursday, May 11, 2023
City Hall Council Chambers, 6360 Fountain Square Dr., Citrus Heights, CA
Teleconference Location – Homewood Suites, 125 Harbour Place Dr., Davidson, NC
Regular Meeting 6:00 p.m.**

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953, Teleconferencing. Any member of the public may attend this meeting either at the Council Chambers or at the teleconference location.

HOW TO PARTICIPATE:

The City of Citrus Heights welcomes your interest and involvement in the City's legislative process. The Council may take up any agenda item at any time, regardless of the order listed. 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. Alternatively, you may submit your comment by 4:00 p.m. on the meeting day by completion of an online Speaker Card at <https://www.citrusheights.net/FormCenter/City-Council-Meetings-Speaker-Card-30>. Written public comments shall be limited to 250 words or less. Each comment will be read aloud by the City Clerk.

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 during normal business hours at City Hall, located at 6360 Fountain Square Drive. Audio/Visual presentation material must be provided to the City Clerk's Office at least 48 hours prior to the meeting. Email subscriptions of the agenda are available online by signing up with the City's [Notify Me](#) service.

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IN PERSON	ONLINE	ON TELEVISION
		
City Council meetings take place in the City Hall Council Chambers.	Watch the livestream and replay past meetings on the City website .	Watch live and replays of meetings on Sac Metro Cable, Channel 14.

If you need a disability-related modification or accommodation, to participate in this meeting, please contact the City Clerk's Office 916-725-2448, cityclerk@citrusheights.net, or City Hall 6360 Fountain Square Drive at least 48 hours prior to the meeting. TDD: California Relay Service 7-1-1.

May 5, 2023


Amy Van, City Clerk

REGULAR CITY COUNCIL MEETING
6:00 PM**CALL REGULAR MEETING TO ORDER**

1. Flag Salute
2. Roll Call: Council Members: Karpinski-Costa, Lopez-Taff, Middleton, Daniels, Schaefer
3. Video Statement

APPROVAL OF AGENDA**PUBLIC COMMENT****PRESENTATIONS**

4. Proclamation of the City of Citrus Heights Proclaiming May 12, 2023 as "Provider Appreciation Day"
5. Proclamation of the City of Citrus Heights Proclaiming May 14-20, 2023 as "National Police Week"
6. Proclamation of the City of Citrus Heights Proclaiming May 21-27, 2023 as "National Public Works Week"
7. Proclamation of the City of Citrus Heights Proclaiming May 2023 as "Building Safety Month"

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES**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.

8. **SUBJECT:** Approval of Minutes
RECOMMENDATION: Approve the Minutes of the Meeting of April 27, 2023
9. **SUBJECT:** Zoning Code Update – Second Reading
STAFF REPORT: C. Kempenaar / E. Singer
RECOMMENDATION: Adopt Ordinance No. 2023-003 an Ordinance of the City Council of the City of Citrus Heights Amending Various Sections of Chapter 106 of the Citrus Heights Municipal Code (Zoning Code Section)
10. **SUBJECT:** Sunrise MarketPlace Economic Development Support Grant Request
STAFF REPORT: M. Huber
RECOMMENDATION: Adopt Resolution No. 2023-___ a Resolution of the City Council of the City of Citrus Heights, California, Approving a \$20,000 Grant to the Sunrise MarketPlace from the Economic Development Support Fund – Part I

REGULAR CALENDAR

11. **SUBJECT:** Fiscal Year (FY) 2023/2024 and 2024/2025 Biennial Budget Overview and Discussion
 - a. Review and discuss the FY 2023-24 and FY 2024-25 Biennial Draft Operating Budget
 - b. Review and Discuss the Five-Year Capital Improvement Program for Fiscal Years 2023/2024 through 2027/2028
12. **SUBJECT:** Resolution Authorizing the City Manager to Execute An Agreement with Townsend Public Affairs Not to Exceed \$60,000 for the Creation of a Comprehensive Grants Strategy and Implementation Support for a One-year Term
STAFF REPORT: M. Huber
RECOMMENDATION: Adopt Resolution No. 2023-___ a Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute an Agreement with Townsend Public Affairs Not to Exceed \$60,000 for the Creation of a Comprehensive Grants Strategy and Implementation Support for a One-year Term

DEPARTMENT REPORTS**CITY MANAGER ITEMS****ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS****ADJOURNMENT**

**CITY OF CITRUS HEIGHTS
CITY COUNCIL
MINUTES
Special / Regular Meeting of Thursday, April 13, 2023
City Hall Council Chambers
6360 Fountain Square Drive, Citrus Heights, CA**

CALL SPECIAL MEETING TO ORDER

The special meeting was called to order at 5:00 p.m. by Mayor Schaefer.

1. Roll Call: Council Members present: Karpinski-Costa, Lopez-Taff, Middleton, Schaefer
Council Members absent: Daniels
Staff present at the roll call: Feeney, Jones and Van

PUBLIC COMMENT

None

CLOSED SESSION

2. CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code Section 54957.6
Agency designated representatives: Ashley Feeney, City Manager, Ryan Jones, City Attorney, and Patrick Clark, Negotiator
Employee organization: Citrus Heights Police Officers Association, Citrus Heights Police Employees Association, and unrepresented employees
3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to Government Code Section 54956.8
Property: 7500 Coronado Lane, Citrus Heights, CA (243-0031-004-0000) and 6448 Sylvan Road, Citrus Heights, CA (243-0031-006-0000)
Agency negotiator: Ashley Feeney, City Manager and Ryan Jones, City Attorney
Negotiating parties: Robert Paul Coronado, Negotiator
Under negotiation: Price, terms of payment, or both

The City Council, City Manager and City Attorney participated in the closed session.

REPORT OUT OF CLOSED SESSION

Closed session was continued to the end of the regular meeting.

CALL REGULAR MEETING TO ORDER

The regular meeting was called to order at 6:00 p.m. by Mayor Schaefer.

1. The Flag Salute was led by Council Member Lopez-Taff.
2. Roll Call: Council Members present: Karpinski-Costa, Lopez-Taff, Middleton, Schaefer
Council Members absent: Daniels

Staff present: Cave, Feeney, Jones, Singer, Van and department directors.

3. The video statement was read by City Clerk Van.

APPROVAL OF AGENDA

Mayor Schaefer requested to move Item 12 to a future Council meeting.

City Clerk Van noted staff has requested to move Item 13 to a future Council meeting.

Mayor Schaefer made a motion to approve the agenda as amended. Council Member Middleton seconded the motion. The following roll-call vote was taken.

AYES:	Middleton, Schaefer
NOES:	Karpinski-Costa, Lopez-Taff
ABSENT:	Daniels

The motion failed.

PUBLIC COMMENT

Kathy Morris on behalf of Neighborhood Association Area Seven, Eight and Nine (CHASEN) invited the City Council to attend their next CHASEN meeting with guest speaker Assemblymember Josh Hoover.

Randy Gallagher stated he received a notice on his door regarding sewer work that is scheduled along his street, however he said nothing has happened yet and would like to know if there is a reason for this.

Council Member Karpinski-Costa, as the City's representative on the Sacramento Area Sewer District Board, stated she will contact Randy Gallagher after the meeting to discuss his concerns.

PRESENTATIONS:

4. Presentation by Gary Goodman with Sacramento-Yolo Mosquito & Vector Control District

Luz Maria Robles with the Sacramento-Yolo Mosquito & Vector Control District gave an update on 2022 West Nile Virus activity in California and within the City of Citrus Heights. She also noted the District's concerns regarding invasive mosquitoes that have been found that are capable of transmitting diseases including Zika, dengue and chikungunya.

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

Council Member Karpinski-Costa stated she attended the Memorial Services for Steve Miller.

Council Member Middleton stated she attended the Memorial Services for Steve Miller. She also attended Cap-to-Cap in Washington, DC.

Council Member Lopez-Taff stated she attended the Memorial Services for Steve Miller. She attended two meetings related to homelessness in Sacramento. She also attended Cap-to-Cap in Washington, DC.

Mayor Schaefer stated he attended the Memorial Services for Steve Miller. He also attended Cap-to-Cap in Washington, DC. He also participated as a judge, along with Council Member Karpinski-Costa, at the Lions Club speaking contest.

CONSENT CALENDAR

5. **SUBJECT:** Approval of Minutes
RECOMMENDATION: Approve the Minutes of the Meeting of April 13, 2023
6. **SUBJECT:** Resolution Designating the City Manager as the City Representative Authorized to Execute Agreements Issued by the State of California for State and Federal Aid Funded Projects
STAFF REPORT: R. Cave / M. Poole
RECOMMENDATION: Adopt Resolution No. 2023-029, a Resolution of the City Council of the City of Citrus Heights, California, Designating the City Manager as the City Representative Authorized to Execute Agreements Issued by the State of California Department of Transportation for State and Federal Aid Funded Projects
7. **SUBJECT:** Audited Financial Statements and Compliance Report for Transportation Development Act Funds and Single Audit Report
STAFF REPORT: S. Talwar / A. Preciado
RECOMMENDATION: Accept and file the City of Citrus Heights Transportation Development Act (TDA) Funds Audited Financial Statements and Compliance Report for fiscal year ended June 30, 2022 and the Single Audit Report for the fiscal year ended June 30, 2022
8. **SUBJECT:** Quarterly Treasurer's Report
STAFF REPORT: S. Talwar / A. Preciado
RECOMMENDATION: Receive and file the Quarterly Treasurer's Report for the quarter ending March 31, 2023
9. **SUBJECT:** Approval of Neighborhood Improvement Project Fund Applications
STAFF REPORT: M. Huber
RECOMMENDATION: The following is recommended:
 - a. Adopt Resolution No. 2023-030, a Resolution of the City Council of the City of Citrus Heights, California, Approving Neighborhood Improvement Partnership Funding Request Not to Exceed \$2,595
 - b. Adopt Resolution No. 2023-031, a Resolution of the City Council of the City of Citrus Heights, California, Approving a Neighborhood Improvement Partnership Application Not to Exceed \$1,725
10. **SUBJECT:** Resolution Authorizing the City Manager to execute an agreement with RSG not to exceed \$60,000 for the completion of an Annexation Feasibility Study and Outreach Project
STAFF REPORT: C. Kempenaar

RECOMMENDATION: Adopt Resolution No. 2023-032, a Resolution of the City Council of the City of Citrus Heights Authorizing the City Manager to Execute an Agreement with RSG Not to Exceed \$60,000 for the Completion of the Annexation Feasibility Study and Outreach Project

ACTION: On a motion by Council Member Karpinski-Costa, seconded by Council Member Middleton, the City Council adopted Consent Calendar Items 5, 6, 7, 8, 9 and 10.

AYES: Karpinski-Costa, Lopez-Taff, Middleton, Schaefer
NOES: None
ABSENT: Daniels

PUBLIC HEARING

11. **SUBJECT:** Zoning Code Updates – Continued from the March 9, 2023 City Council Meeting

STAFF REPORT: C. Kempenaar / E. Singer

RECOMMENDATION: The following motions are recommended:

- a. Move to determine the proposed amendments are exempt from the California Environmental Quality Act (CEQA) under Section 15061(b)(3) of the Guidelines; and
- b. Move to introduce for first reading, read by title only and waive the full reading of Ordinance 2023-003, an Ordinance of the City Council of the City of Citrus Heights amending various sections of Chapter 106 of the Citrus Heights Municipal Code (Zoning Code Section)

Associate Planner Singer provided an overview of the recommended amendments to the Zoning Code that includes locally initiated changes, and changes in response to State Law mandates including affordable housing incentives (density bonus), parking requirements, accessory dwelling units, and temporary vending.

Council questions followed.

Mayor Schaefer opened the public hearing at 6:35 p.m., hearing no speakers he closed the public hearing.

ACTION: On a motion by Council Member Karpinski-Costa, seconded by Council Member Middleton, the City Council determined the proposed amendments are exempt from the California Environmental Quality Act (CEQA) under Section 15061(b)(3) of the Guidelines.

AYES: Karpinski-Costa, Lopez-Taff, Middleton, Schaefer
NOES: None
ABSENT: Daniels

ACTION: On a motion by Council Member Middleton, seconded by Council Member Lopez-Taff, the City Council introduced for first reading, read by title only and waived the full reading of Ordinance 2023-003, an Ordinance of the City Council of the City of Citrus Heights amending various sections of Chapter 106 of the Citrus Heights Municipal Code (Zoning Code Section).

AYES: Karpinski-Costa, Lopez-Taff, Middleton, Schaefer
NOES: None
ABSENT: Daniels

REGULAR CALENDAR

12. **SUBJECT:** Citrus Heights Education Committee
STAFF REPORT: A. Van
RECOMMENDATION: Review and discuss the Ad Hoc 2x2 Committee's recommended work plan for the CHEC and provide direction to staff

City Clerk Van reported that at the March 23, 2023 meeting, Council approved the formation of a limited term Citrus Heights Education Committee to examine the feasibility of a Citrus Heights school district. Council further tasked a City Council 2x2 Education Committee with developing a work plan for the Committee. She provided an overview of the proposed work plan. The Citrus Heights Education Committee is proposed to be composed of seven members, one member appointed by each Councilmember and two at-large members. She also provided an overview of the proposed timeline for the committee as follows:

DATE	ACTION
April 28	Application released and posted on the City's website; conduct community outreach
May 12	Applications due to the City
May 15	Applications would be sent to Council for review
May 25 Council Mtg.	Committee members appointed by City Council
June – October	Committee meetings to be held over a five-month period, or other schedule as determined by the City Council
November 9 Council Mtg.	The Committee's work program is expected to culminate in a policy recommendation to Council in November.

Council Member Lopez-Taff stated she met with Vice Mayor Daniels to work on this proposal and stated they were interested in forwarding the idea without influencing it too much. They discussed the concept of committee members from the community looking at the processes that are involved in forming a school district.

Public Comment

Bill Shirley proposed the City create an advisory committee to look at ways we can support our schools within our city. This committee could include staff members and parents from each school to find out what their wants and needs are. He stated the committee should be focusing on what can we do locally to improve our schools. He stated by doing this we can achieve a lot more than spending time looking at creating our own district.

Daniel Thigpen with the San Juan Unified School District stated they appreciate the question on the application around past or current employment in the District or attendance at a SJUSD school or volunteering at a SJUSD. The District has a lot of educators and support staff that live and work in Citrus Heights and have personal connections to their schools. This would provide a unique perspective when looking for a diversity of citizens on this committee.

Mayor Schaefer stated this committee is designed to take a comprehensive look at forming a Citrus Heights school district and see if it is viable. He expressed support for the proposed work plan.

Council Member Karpinski-Costa stated this item is not in the Council's strategic plan. She believes the Council needs to discuss this topic at the next strategic planning meeting and is not in favor of moving forward with the proposed work plan.

Council Member Middleton stated she is not in favor of moving forward with the proposed work plan.

Mayor Schaefer requested to postpone this item until all Councilmembers are present to discuss the item.

Council Member Lopez-Taff stated she is in favor of postponing this item to a future meeting.

Mayor Schaefer noted it appears the Council will not reach a consensus on postponing the item.

Council Member Karpinski-Costa suggested adding this item for discussion at the next City Council strategic planning meeting.

City Attorney Jones stated there isn't a unanimous or even a majority consensus to move forward with the proposed workplan, if the rest of the council is comfortable with moving the item to the May 18th strategic planning meeting then it can be discussed then.

13. **SUBJECT:** Approval of Sunrise MarketPlace Property-Based Improvement District 2022 Annual Report
STAFF REPORT: M. Huber
RECOMMENDATION: Adopt Resolution No. 2023-____, a Resolution of the City Council of the City of Citrus Heights, Approving the Sunrise MarketPlace 2022 Annual Report

Mayor Schaefer stated Kathilynn Carpenter with the Sunrise MarketPlace was unable to attend the meeting and requested to move the item to a future meeting.

By unanimous consensus, Item 13 was continued to a future City Council meeting.

14. **SUBJECT:** Sound Wall Beautification – Proposed Locations and Recommendations
STAFF REPORT: R. Cave
RECOMMENDATION: Adopt Resolution No. 2023-033, a Resolution of the City Council of the City of Citrus Heights, California, Authorizing the General Services Department to Release a Request for Bids for Sound Wall Beautification and Approving the Allocation of \$155,000 in American Rescue Plan Act Funds to Support this Project

General Services Director Cave reported this item was identified as a strategic objective by the City Council that directed staff to gather a list of locations, identify total estimated costs, and include recommendations for funding of the project. The overall project would improve the appearance of various corridors throughout the community and aims to address blight.

ACTION: On a motion by Council Member Karpinski-Costa, seconded by Council Member Middleton, the City Council adopted Resolution No. 2023-033, a Resolution of the City Council of the City of Citrus Heights, California, Authorizing the General Services Department to Release a Request for Bids for Sound Wall Beautification and Approving the Allocation of \$155,000 in American Rescue Plan Act Funds to Support this Project.

AYES: Karpinski-Costa, Lopez-Taff, Middleton, Schaefer
NOES: None
ABSENT: Daniels

DEPARTMENT REPORTS

None

CITY MANAGER ITEMS

City Manager Feeney announced the City has been designated Tree City USA for the fifth year in a row.

ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS

None

CLOSED SESSION

The City Council adjourned to closed session.

2. CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code Section 54957.6
Agency designated representatives: Ashley Feeney, City Manager, Ryan Jones, City Attorney, and Patrick Clark, Negotiator
Employee organization: Citrus Heights Police Officers Association, Citrus Heights Police Employees Association, and unrepresented employees
3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to Government Code Section 54956.8
Property: 7500 Coronado Lane, Citrus Heights, CA (243-0031-004-0000) and 6448 Sylvan Road, Citrus Heights, CA (243-0031-006-0000)
Agency negotiator: Ashley Feeney, City Manager and Ryan Jones, City Attorney
Negotiating parties: Robert Paul Coronado, Negotiator
Under negotiation: Price, terms of payment, or both

The City Council, City Manager and City Attorney participated in the closed session.

REPORT OUT OF CLOSED SESSION

There was no reportable action from closed session.

ADJOURNMENT

Mayor Schaefer adjourned the special and regular meetings at 7:22 p.m.

Respectfully submitted,

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT

MEMORANDUM

DATE: May 11, 2023

TO: Mayor and City Council Members
Ashley J. Feeney, City Manager

FROM: Casey Kempenaar, Community Development Director
Alison Bermudez, Senior Planner
Eric Singer, Associate Planner

SUBJECT: **Zoning Code Updates – Second Reading**

Summary and Recommendation

On April 27, 2023, the City Council introduced, read by title only and waived the first full reading of an Ordinance amending various sections of Chapter 106 of the Citrus Heights Municipal Code (Zoning Code Section). Background materials associated with this item are contained in the [April 27, 2023 City Council Meeting Staff Report](#) available on the City's website.

Staff recommends that the Council approve Ordinance No. 2023-003 an Ordinance of the City Council of the City of Citrus Heights amending various sections of Chapter 106 of the Citrus Heights Municipal Code (Zoning Code Section).

Fiscal Impact

There is no fiscal impact.

Attachments

1. Ordinance No. 2023-003 an Ordinance of the City Council of the City of Citrus Heights amending various sections of Chapter 106 of the Citrus Heights Municipal Code (Zoning Code Section)
 - Exhibit A: Redline Strikeout of Zoning Code

ORDINANCE NO. 2023-003

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS AMENDING VARIOUS SECTIONS OF CHAPTER 106 OF THE CITRUS HEIGHTS MUNICIPAL CODE (ZONING CODE SECTION)

THE CITY OF CITRUS HEIGHTS DOES ORDAIN AS FOLLOWS:

Section 1: Purpose and Authority

The purpose of this Ordinance is to amend the Citrus Heights Zoning Code as shown in Exhibit A amending various sections of the Zoning Code, relating to Affordable Housing Incentives, Parking Requirements, Accessory Dwelling Units, Temporary Vending, and other minor changes.

Section 2: Findings

- The proposed amendments to the Affordable Housing Incentives section is consistent with the General Plan.
- The proposed amendments to the Parking Requirements section is consistent with the General Plan.
- The proposed amendments to the Accessory Dwelling Units section is consistent with the General Plan.
- The proposed amendments to the Temporary Vending section is consistent with the General Plan.
- The proposed added definition for Public Transit is consistent with the General Plan.
- The proposed amendments will not be detrimental to the public, interest, health, safety, convenience, or welfare of the City.

Section 3: Environmental Determination

The Council finds that the proposed amendments are exempt from the California Environmental Quality Act (CEQA) under Section 15061(b)(3) of the Guidelines.

Section 4: Action

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

Section 5: Severability

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

Section 6: Effective Date and Publication

This Ordinance shall take effect thirty (30) days after its adoption, provided it is published in full or in summary within fifteen (15) days after its passage, in a newspaper of general circulation and circulated in the City of Citrus Heights.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights this 11th day of May, 2023 by the following vote:

AYES:	Councilmembers:
NOES:	Councilmembers:
ABSENT:	Councilmembers:
ABSTAIN:	Councilmembers:

Tim Schaefer, Mayor

ATTEST:

Amy Van, City Clerk

Exhibit:

A. Redline Strikeout of Zoning Code

	S	Permit requirement set by Specific Use Regulations						
	—	Use not allowed						
LAND USE (1)	PERMIT REQUIRED BY DISTRICT							Specific Use Regulations
	BP	LC	SC	GC	AC	CR	MP	

INDUSTRY, MANUFACTURING & PROCESSING, WHOLESALING

Artisan/Craft Product manufacturing	MUP	MUP	P	P	MUP	—	P	
Contract construction service - Indoor	—	—	—	P	—	—	P	
Contract construction service - Outdoor storage	—	—	—	MUP	—	—	MUP	
Contract construction service - Outdoor work area	—	—	—	UP	—	—	UP	
Manufacturing/processing - Light	—	—	—	UP	—	—	P	
Manufacturing/processing - Medium intensity	—	—	—	—	—	—	—	
Manufacturing/processing - Heavy	—	—	—	—	—	—	—	
Medical marijuana cultivation	S	S	S	S	S	S	S	50-702
Non-medical marijuana cultivation	S	S	S	S	S	S	S	50-802
Recycling - Small collection facility	—	MUP	MUP	MUP	—	—	MUP	106.42.190
Storage - Outdoor	—	—	—	UP	—	—	UP	106.42.170
Storage - Personal storage facility (mini-storage)	—	UP	—	UP	—	—	MUP	
Storage - RVs, boats	—	—	—	UP	—	UP	—	
Storage - Warehouse, indoor storage	—	—	—	P	—	—	P	
Wholesaling and distribution	—	—	—	P	—	—	P	

RECREATION, EDUCATION & PUBLIC ASSEMBLY USES

Adult entertainment business	—	S	—	S	—	—	S	106.40
Bingo parlor	—	—	—	UP	—	—	—	10.81 - 10.100
Card room	—	—	UP	UP	—	—	—	10.26 - 10.54
Commercial recreation facility - Indoor, Minor	—	P	P	P	—	P	P	
Commercial recreation facility - Indoor, Major	—	UP	UP	UP	—	MUP	UP	
Commercial recreation facility - Outdoor	UP	—	—	UP	—	MUP	UP	
Conference/convention facility	UP	—	UP	UP	—	UP	—	
Fitness/health facility	UP	P	P	P	—	P	UP	
Golf Course	—	—	—	UP	—	MUP	UP	
Library, museum	P	P	P	P	—	—	—	
Meeting facility, public or private	UP	UP	UP	UP	—	—	UP	
Park, playground	P	P	P	P	—	P	UP	
School - College, university	UP	UP	UP	UP	—	—	—	
School - Elementary, middle, secondary	UP	UP	UP	UP	—	—	—	
School - Specialized education/training - Minor	P	P	P	P	—	—	P	
School - Specialized education/training -Major	UP	UP	UP	UP	—	—	UP	
Sports and entertainment assembly facility	—	—	UP	MUP	—	MUP	MUP	
Studio - Art, dance, martial arts, music, etc.	S	P	P	P	—	—	S	106.26.030.C
Theater	—	—	MUP	MUP	—	MUP	—	

Key to Zone Symbols

BP	Business and Professional Office	AC	Auto Commercial
LC	Limited Commercial	CR	Commercial Recreation
SC	Shopping Center	MP	Industrial/Office Park
GC	General Commercial	Notes: (1) See Article 8 for land use definitions.	

106.30.040 - Creekside Development and Flood Hazard Mitigation

A. Purpose. The requirements of this Section shall apply to all proposed development within designated creekside properties and shall comply with all requirements of Chapter 42 of the City's Municipal Code (Floods). This Section provides standards that are intended to:

1. Protect the natural, scenic, and recreational value of waterway and riparian resources within the City, including the provision of adequate buffer areas between creeks and adjacent development;
2. Ensure that development either avoids areas subject to inundation by a 100-year flood or more frequent flooding event, or is located and/or designed and protected so that it will not be damaged by flooding, or increase the hazard of flooding on other properties;
3. Protect new development from erosion caused by the meandering nature of the creek system; and
4. Protect the water quality of the creeks.

B. Applicability. The requirements of this Section apply to:

1. **Creekside properties.** Proposed development, other than public works or infrastructure, on any site adjacent to or crossed by a watercourse that is shown on the map in Figure 3-1; and

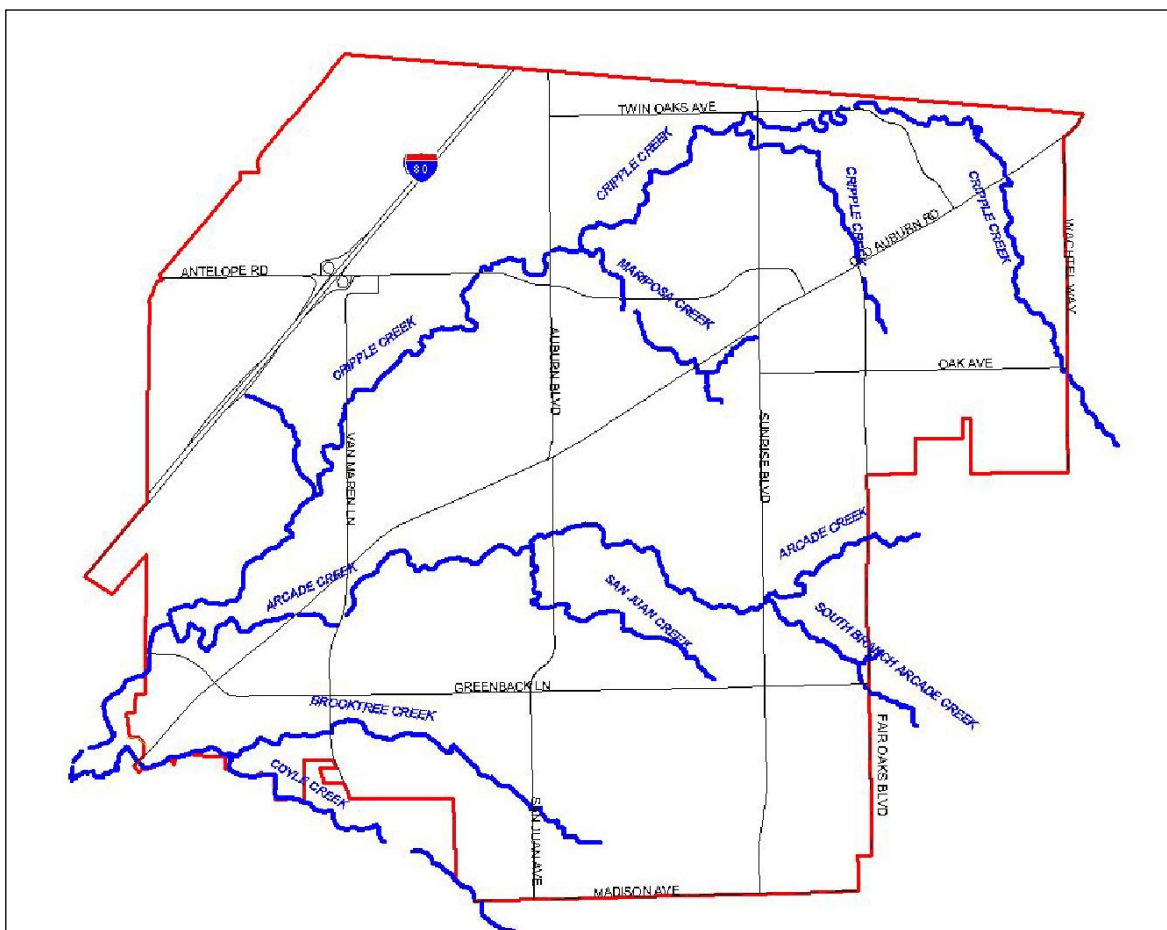


Figure 3-1 - Creeks Where Section 106.30.040 Applies

- 2. Properties within areas subject to flooding.** All properties shown on the Flood Insurance Rate Maps (FIRM) prepared by the Federal Emergency Management Agency (FEMA) as being partly or entirely located in an area subject to flooding by a 100-year flood or more frequent flooding event, and other areas known to the City to be subject to flooding. These areas shall be referred to in this Section as "flood hazard areas."
- C. Streambed analysis required.** A planning permit application for a project subject to this Section shall include a site-specific streambed analysis prepared by a hydrologist, civil engineer, or other qualified professional approved by the City to identify the precise boundary/top of bank of the waterway. The Director may waive this requirement if it is determined that the project, because of its size, location, or design will not have a significant impact on the waterway, or that sufficient information already exists and further analysis is not necessary. A required streambed analysis shall include all information and materials required by the Department and/or the City Engineer.
- D. Subdivision requirements.** Each new parcel proposed adjacent to a designated tributary shall be designed to provide the lot area shown in the following table for the applicable zone, located outside the 100-year floodplain of the tributary.

Zoning District	Minimum Net Lot Area
RD-1	0.50 acres
RD-2	0.25 acres
RD-3, RD-4	7,500 sf
RD-5, RD-7	Entire lot or 5,000 sf, whichever is less
RD-10 and above	Entire area except for common open space and landscape areas
Commercial and Industrial zones	Entire area except for landscaping

E. Development standards.

- 1. Location of proposed development.** Proposed structures and other development shall comply with the more restrictive of the following requirements.
- a. Creek setback for resource preservation.** Each proposed structure shall be set back a distance of 2.5 times the height of the stream bank plus 30 feet, as measured from the top of the stream bank outward.
- (1) The City may require additional setbacks to preserve existing vegetation or other significant environmental resources along any waterway.
 - (2) The City may require erosion protection to be placed at creek bends, drainage outfalls, and other locations that are subject to erosion, or where bank steepness indicates that severe erosion is taking, or may take place.
 - (3) A setback required by the applicable zoning district adjacent to a creekside path or open space area shall be measured from the boundary of the path or open space on the side away from the creek.
 - (4) A path or trail may be located within a creekside setback; however, no structure, road, parking access, parking space, paved area, or swimming pool shall be constructed within a creek or creekside setback area.

- ## Article 3 - Site Planning & Project Design Standards

- b. Authorized for flood control purposes by the proper permits issued by the California State Department of Fish and Game, and all other applicable State and Federal agencies having authority over the creek.
- 4. **Use of permeable surfaces.** Proposed development should incorporate permeable surfaces (for example, wood decks, sand-joined bricks, and stone walkways) where feasible, to minimize off-site flows and facilitate the absorption of water into the ground.
- 5. **Creek bank stabilization.** Development or land use changes that increase impervious surfaces or sedimentation may result in channel erosion. This may require measures to stabilize creek banks.
 - a. Creek rehabilitation is the preferred method of stabilization, with the objective of maintaining the natural character of the creek and riparian area. Rehabilitation may include enlarging the channel at points of obstruction, clearing obstructions at points of constriction, limiting uses in areas of excessive erosion, and restoring riparian vegetation.
 - b. Concrete channels ~~are not allowed~~, and Other other mechanical stabilization measures shall not be allowed unless no other alternative exists.
 - c. If bank stabilization requires other than rehabilitation or vegetative methods, hand-placed stone or rock rip-rap are the preferred methods.
- 6. **Physical and visual access.**
 - a. Public access and visibility to creeks should be provided, if feasible, through the use of single-loaded frontage roads adjacent to creeks, but outside of the creek setback. Structures or lots that back-up to creeks or creek frontage roads are discouraged.
 - b. The provision of multipurpose creekside trails and public open space is encouraged. Open space areas should include planting for riparian enhancement with native shrubs and trees, paths and trails, lighting, benches, play and exercise equipment, and trash receptacles outside of the riparian habitat area, where appropriate.
 - c. Where streets are not used, frequent access to creekside trails and public open space should be provided at least every 300 feet, and may occur at the end of cul-de-sacs.
- 7. **Best management practices (BMPs) for storm water quality.** Development along creekside areas shall be designed to minimize impacts to storm water quality.
 - a. Drainage swales and runoff should be filtered through grassy swales or other BMPs acceptable to the City Engineer to remove street oils, sediments and other site specific storm water environmental hazards.
 - b. Fertilizer or pesticide usage is discouraged. Plants and trees for landscape areas should be selected that can survive without fertilizers or pesticides. Long-term ponding of water from landscape irrigation shall be avoided.
 - c. Retention/detention basins will require mosquito abatement.
- F. **Warning – Liability denied.** The degree of flood protection required by this Section is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This Section does not imply that land outside the areas of special flood hazards or uses permitted within the areas will be free from flooding or flood damages. This Section shall not create liability on the part of the City or by any officer or employee for any flood damages that result from reliance on this Section or any administrative decision lawfully made under this Section.

CHAPTER 106.32 - AFFORDABLE HOUSING INCENTIVES

Sections:

- 106.32.010 - Purpose
- 106.32.020 - Eligibility for Bonus, Incentives, or Concessions
- 106.32.030 - Allowed Density Bonuses
- 106.32.040 - Allowed Incentives or Concessions
- 106.32.050 - Parking Requirements in Density Bonus Projects
- 106.32.060 - Bonus and Incentives for Housing with Child Care Facilities
- 106.32.070 - Continued Availability
- 106.32.080 - Location and Type of Designated Units
- 106.32.090 - Processing of Bonus Requests
- 106.32.100 - Density Bonus Agreement
- 106.32.110 - Control of Resale
- 106.32.120 - Judicial Relief, Waiver of Standards

106.32.010 - Purpose

As required by Government Code Section 65915, this Chapter offers density bonuses, and incentives or concessions for the development of housing that is affordable to the types of households and qualifying residents identified in Section 106.32.020 (Eligibility for Bonus, Incentives, or Concessions). This Chapter is intended to implement the requirements of Government Code Section 65915, et seq., and the Housing Element of the General Plan. If conflicts occur between requirements of this Chapter of the Zoning Code and Government Code Section 65915 through 65918, the requirements of Government Code Section 65915 through 65918 shall apply.

106.32.020 - Eligibility for Bonus, Incentives, or Concessions

In order to be eligible for a density bonus and other incentives or concessions as provided by this Chapter, a proposed housing development shall comply with the following requirements, and satisfy all other applicable provisions of this Zoning Code, except as provided by Section 106.32.040 (Allowed Incentives or Concessions).

A. Resident requirements. A housing development proposed to qualify for a density bonus shall be designed and constructed so that it includes at least any one of the following:

1. 10 percent of the total number of proposed units are for lower income households, as defined in Health and Safety Code Section 50079.5;
2. Five percent of the total number of proposed units are for very low income households, as defined in Health and Safety Code Section 50105;
3. The project is a senior citizen housing development as defined in Civil Code Sections 51.3 and 51.12, or is a mobile home park that limits residency based on age requirements for housing older persons in compliance with Civil Code Sections 798.76 or 799.5; or
4. 10 percent of the total dwelling units are for persons and families of moderate income, as defined in Health and Safety Code Section 50093, provided that all units in the development are offered to the public for purchase.
5. 10 percent of the total units of a housing development are for transitional foster youth, as defined in Section 66025.9 of the Education Code, disabled veterans, as defined in Section 18541 of the Government Code,

or homeless persons, as defined in the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sect. 11301 et seq.) are for very low income households, as defined in Health and Safety Code Section 50105.

6. 20 percent of the total units for low income college students in housing dedicated for full-time students at accredited colleges meeting the requirements of Government Code 65915.
 7. The project donates at least one acre of land to the city for very low income units, and the land has appropriate general plan designation, zoning, permits and approvals, and access to public facilities needed for such housing per Government Code Section 65915.
- B. Applicant selection of basis for bonus.** For purposes of calculating the amount of the density bonus in compliance with Section 106.32.030 (Allowed Density Bonuses), below, the applicant who requests a density bonus shall elect whether the bonus shall be awarded on the basis of Subsections A.1., 2., 3., 4., 5., 6., or 7. above.
- C. Bonus units shall not qualify a project.** A density bonus granted in compliance with Section 106.32.030 (Allowed Density Bonuses), below, including "total units," "total dwelling units," or "total rental beds" shall not be included when determining the number of housing units that is equal to the percentages required by Subsection A.
- D. Minimum project size to qualify for density bonus.** The density bonus provided by this Chapter shall be available only to a housing development of five or more dwelling units.
- E. Condominium conversion projects.** A condominium conversion project for which a density bonus is requested shall comply with the eligibility and other requirements in Government Code Section 65915.5.

106.32.030 - Allowed Density Bonuses

The amount of a density bonus allowed in a housing development shall be determined by the Council in compliance with this Section. For the purposes of this Chapter, "density bonus" means a density increase over the otherwise maximum allowable residential density ("base density") under the applicable zoning district and designation of the Land Use Element of the General Plan as of the date of application by the applicant to the City. If the base density under the zoning designation is inconsistent with the General Plan or any Specific Plan, the greater density shall apply. If a range of densities are permitted, the maximum numbers of units will be allowed.

- A. Density bonus.** A housing project that complies with the eligibility requirements in Subparagraphs 106.32.020.A.1 shall be entitled to density bonuses as follows, unless a lesser percentage is proposed by the applicant.
1. **Bonus for units for low, very low, and moderate income households, land donations, senior citizen developments, transitional foster youth housing, disabled veterans housing, homeless persons housing, or student housings.** A housing development that is eligible for a bonus in compliance with one of the criteria listed in Section 106.32.020.A shall be entitled to a density bonus calculated as follows:

Affordable Unit Percentage**	Very Low Income Density Bonus	Low Income Density Bonus	Moderate Income Density Bonus***	Land Donation Density Bonus	Senior****	Foster Youth/Disabled Vets/Homeless	College Students
5%	20%	--	--	--	20%	--	--
6%	22.5%*	--	--	--	20%	--	--
7%	25%	--	--	--	20%	--	--
8%	27.5%	--	--	--	20%	--	--
9%	30%	--	--	--	20%	--	--
10%	32.5%	20%	5%	15%	20%	20%	--
11%	35%	21.5%	6%	16%	20%	20%	--
12%	38.75%	23%	7%	17%	20%	20%	--
13%	42.5%	24.5%	8%	18%	20%	20%	--
14%	46.25%	26%	9%	19%	20%	20%	--
15%	50%	27.5%	10%	20%	20%	20%	--
16%	50%	29%	11%	21%	20%	20%	--
17%	50%	30.5%	12%	22%	20%	20%	--
18%	50%	32%	13%	23%	20%	20%	--
19%	50%	33.5%	14%	24%	20%	20%	--
20%	50%	35%	15%	25%	20%	20%	35%
21%	50%	38.75%	16%	26%	20%	20%	35%
22%	50%	42.5%	17%	27%	20%	20%	35%
23%	50%	46.25%	18%	28%	20%	20%	35%
24%	50%	50%	19%	29%	20%	20%	35%
25%	50%	50%	20%	30%	20%	20%	35%
26%	50%	50%	21%	31%	20%	20%	35%
27%	50%	50%	22%	32%	20%	20%	35%
28%	50%	50%	23%	33%	20%	20%	35%
29%	50%	50%	24%	34%	20%	20%	35%
30%	50%	50%	25%	35%	20%	20%	35%
31%	50%	50%	26%	35%	20%	20%	35%
32%	50%	50%	27%	35%	20%	20%	35%
33%	50%	50%	28%	35%	20%	20%	35%
34%	50%	50%	29%	35%	20%	20%	35%
35%	50%	50%	30%	35%	20%	20%	35%
36%	50%	50%	31%	35%	20%	20%	35%
37%	50%	50%	32%	35%	20%	20%	35%
38%	50%	50%	33%	35%	20%	20%	35%
39%	50%	50%	34%	35%	20%	20%	35%
40%	50%	50%	35%	35%	20%	20%	35%
41%	50%	50%	38.75%	35%	20%	20%	35%
42%	50%	50%	42.5%	35%	20%	20%	35%
43%	50%	50%	46.25%	35%	20%	20%	35%
44%	50%	50%	50%	35%	20%	20%	35%
100%*****	80%	80%	80%	35%	20%	20%	35%

*All density bonus calculations resulting in fractions are rounded up to the next whole number

Affordable unit percentage is calculated excluding units added by a density bonus *Moderate income density bonus applies to for sale units, not to rental units

****No affordable units are required for senior units

*****Applies when 100% of the total units (other than manager's units) are restricted to very low, lower, and moderate income (maximum 20% moderate)

- a. **Increased bonus.** The increase in the table above shall be in addition to any increase in density required by Subsections A.1, up to a maximum combined mandated density increase of 35 percent if an applicant seeks both the increase required in compliance with a land donation, as well as the bonuses provided by any other qualifying category as described in Subsection A.1.
- b. **Eligibility for increased bonus.** An applicant shall be eligible for the increased density bonus provided by this Subsection if all of the following conditions are met.
 - (1) The applicant donates and transfers the land no later than the date of approval of the final subdivision map, parcel map, or residential development application.
 - (2) The developable acreage and zoning classification of the land being transferred are sufficient to permit construction of units affordable to very low income households in an amount not less than 10 percent of the number of residential units of the proposed development.
 - (3) The transferred land is at least one acre, or of sufficient size to permit development of at least 40 units, has the appropriate General Plan designation, is appropriately zoned for development as affordable housing, and is or will be served by adequate public facilities and infrastructure. The land shall have appropriate zoning and development standards to make the development of the affordable units feasible.
 - (4) No later than the date of approval of the final subdivision map, parcel map, or of the residential development, the transferred land shall have all of the permits and approvals, other than Building Permits, necessary for the development of the very low income housing units on the transferred land, except that the City may subject the proposed development to subsequent design review to the extent authorized by Government Code Section 65583.2(l) if the design is not reviewed by the City before the time of transfer.
 - (5) The transferred land and the affordable units shall be subject to a deed restriction ensuring continued affordability of the units consistent with Section 106.32.070 (Continued Availability), below, which shall be recorded on the property at the time of dedication.
 - (6) The land is transferred to the City or to a housing developer approved by the City. The City may require the applicant to identify and transfer the land to the approved housing developer.
 - (7) The transferred land shall be within the boundary of the proposed development or, if the City agrees, within one-quarter mile of the boundary of the proposed development.
 - (8) The proposed source of funding for the very low income units shall be identified not later than the date of approval of the final subdivision map, parcel map, or residential development application.
 - (9) Any development in an area designated as a Very Low Vehicle Miles Traveled Area as defined in Government Code 65915 are eligible for the following benefits:
 - 1. A height increase of three stories or 33 feet for projects that are 100% lower income units in addition to the four incentives/concessions already allowed. Manager's unit(s) are allowed and up to 20% may be for moderate income households.
 - 4-2. Unlimited density.

- B. **Greater or lesser bonuses.** The City may choose to grant a density bonus greater than provided by this Section for a development that meets the requirements of this Section, or grant a proportionately lower density bonus than required by this Section for a development that does not comply with the requirements of this Section.

CHAPTER 106.36 - PARKING AND LOADING

Sections:

- 106.36.010 - Purpose
- 106.36.020 - Applicability
- 106.36.030 - General Parking Regulations
- 106.36.040 - Number of Parking Spaces Required
- 106.36.050 - Disabled/Handicapped Parking Requirements
- 106.36.060 - Bicycle Parking
- 106.36.070 - Motorcycle Parking
- 106.36.080 - Reduction of Parking Requirements
- 106.36.090 - Parking Design and Development Standards
- 106.36.100 - Loading Space Requirements
- 106.36.110 - Trip Reduction

106.36.010 - Purpose

The requirements of this Chapter are intended to ensure that sufficient but not excessive off-street parking facilities are provided for all uses, and that parking facilities are properly designed, attractive, and located to be unobtrusive while meeting the needs of the specific use. The City discourages providing parking in excess of that required by this Chapter.

106.36.020 - Applicability

Each land use and structure shall provide off-street parking and loading areas in compliance with this Chapter. This Chapter shall also apply to changes to, or expansion of a land use or structure. A land use shall not be commenced and a structure shall not be occupied until the improvements required by this Chapter are completed and approved by the Director.

106.36.030 - General Parking Regulations

- A. **Timing of installation.** A new or altered structure shall not be occupied, and a new land use not requiring a structure shall not be established, until all off-street parking and loading facilities required by this Chapter are in place and approved by the City.
- B. **Permanent facilities required.** Each required parking and loading space shall be permanently available, marked, and maintained for parking or loading purposes for the use it is intended to serve. The approval of a Temporary Use Permit (Section 106.62.030) may allow the temporary use of a parking or loading space for other purposes.
- C. **Unrestricted facilities required.** An owner, lessee, tenant, or other person who controls the operation of a site with required parking or loading spaces shall not prevent, prohibit, or restrict authorized persons from using the spaces without the prior approval of the Director.
- ~~D. D.~~ **Truck or Trailer Parking.** The parking of a motor vehicle used for commercial or industrial purposes and rated more than one (1) ton capacity and trailers used for commercial or industrial purposes shall not be parked or stored in any residential zone except when loading, unloading, or rendering service.

B.E. State-mandated exemptions. Per Government Code 65863.2, parking is not required for any residential, commercial, or other development project within ½ mile of public transit (see Section 106.80.020 for definition of "public transit"). These rules do not apply to requirements for ADA parking spaces, EV charging spaces, or existing grandfathered contracts with the city to provide public parking.

106.42.010 - Purpose and Applicability

- A. Purpose.** This Chapter provides site planning, development, and/or operating standards for certain land uses that are allowed by Article 2 (Zoning Districts and Allowable Land Uses) within individual or multiple zoning districts, and for activities that require special standards to mitigate their potential adverse impacts.
- B. Applicability.** The land uses and activities covered by this Chapter shall comply with the provisions of the Sections applicable to the specific use, in addition to all other applicable provisions of this Zoning Code.
- 1. Where allowed.** The uses that are subject to the standards in this Chapter shall be located only where allowed by Article 2 (Zoning Districts and Allowable Land Uses).
 - 2. Planning permit requirements.** The uses that are subject to the standards in this Chapter shall be authorized by the planning permit required by Article 2 (Zoning Districts and Allowable Land Uses), except where a planning permit requirement is established by this Chapter for a specific use.
 - 3. Development standards.** The standards for specific uses in this Chapter supplement and are required in addition to those in Articles 2 (Zoning Districts and Allowable Land Uses) and 3 (Site Planning and Project Design Standards).
 - a. The applicability of the standards in this Chapter to the specific land uses listed is determined by Article 2 (Zoning Districts and Allowable Land Uses).
 - b. In the event of any conflict between the requirements of this Chapter and those of Articles 2 (Zoning Districts and Allowable Land Uses) or 3 (Site Planning and Project Design Standards), the requirements of this Chapter shall control.

106.42.015 – Accessory Dwelling Units

This Section establishes standards for accessory dwelling units and junior accessory dwelling units. An accessory dwelling unit may be created by conversion of floor area in a pre-existing primary dwelling unit, by an addition thereto, or created within a new or existing residential accessory structure. Except as otherwise specified by this Chapter, all accessory dwelling units shall comply with all provisions applicable to a primary dwelling unit. Nothing in this Chapter shall provide an exception to the requirements of the Building Code.

- A. Allowed Location.** An accessory dwelling unit is allowed on any property developed with residential living unit(s).
- B. Limitation on number of units.** No more than one accessory dwelling unit shall be located on a parcel developed with a single dwelling except the parcel may also have one junior accessory dwelling unit provided the junior accessory dwelling unit complies with Section 106.42.105.D.8. Accessory dwelling units are not included when calculating the density of a parcel.
- C. Relationship to primary use.**
- 1. Design, style.** An accessory dwelling unit shall be incidental to the primary single-family residential use of the site in terms of location and appearance and shall not alter the character of the primary structure. The architectural style, exterior materials, and colors of the accessory dwelling unit shall be compatible with the primary dwelling unit.
 - 2. Timing of construction.** An accessory dwelling unit may be constructed simultaneously with or after the primary dwelling. In addition, an existing dwelling that complies with the development standards for accessory

dwellings in Subsection D below, may be considered an accessory dwelling unit, and a new primary unit may be constructed which would then be considered the primary dwelling unit.

3. **Term of Rentals.** Accessory dwelling units or junior accessory dwelling units shall not be rented for periods of less than thirty one (31) days. This provision shall not apply to accessory dwelling units lawfully constructed prior to January 1, 2020.
- D. **Development standards.** The following standards apply to all newly constructed accessory dwelling units unless an exception is provided in Section 106.42.015.D.9.
1. **Setback requirements.** An accessory dwelling unit shall comply with the setback requirements of the applicable zoning district except that the side and rear yard setbacks may be four feet.
 2. **Height limit.** An attached accessory dwelling unit shall comply with the height limits of the applicable zoning district except that a detached accessory dwelling unit shall not exceed a maximum height of ~~16-18 feet, plus an additional two feet to accommodate roof pitch to align with roof pitch of the primary dwelling unit, except when~~Where the accessory dwelling unit is above a detached residential accessory structure, ~~in which case it~~ shall not exceed 25 feet in height.
 3. **Allowed floor area.**
 - a. The floorspace of an attached accessory dwelling unit shall not exceed 60 percent of the floorspace of the primary dwelling or 1,200 square feet, whichever is less. Regardless of the size of the primary dwelling, an attached accessory dwelling unit shall be allowed the minimum size as follows:
 - (1) 850 square feet for an accessory dwelling with zero to one bedrooms; or
 - (2) 1,000 square feet for an accessory dwelling with two or more bedrooms.
 - b. The floorspace of a detached accessory dwelling unit shall not exceed 1,200 square feet, regardless of the size of the primary dwelling.
 - c. For purposes of computing the floorspace of an accessory dwelling unit, all enclosed areas accessed from within the accessory dwelling unit shall be included. For purposes of computing the floorspace of the primary dwelling, all living area shall be included when calculating the floorspace of the primary dwelling.
 4. **Off-street parking requirements.** Additional off-street parking is not required for an accessory dwelling unit.
 5. **Separate entrance required.** An attached accessory dwelling unit shall have an entrance separate from the entrance to the primary dwelling.
 6. **Window placement.** An accessory dwelling unit that is 15 feet or less from a residential unit on an adjacent parcel shall not have windows that directly face windows in the other unit. A detached accessory dwelling unit located closer than 10 feet to a side lot line or 20 feet from a rear lot line shall have no second floor windows facing the side or rear except obscured glass or clerestory windows, unless the review authority determines that other types of windows will not significantly interfere with the privacy of residents on adjacent parcels.

- 7. Junior Accessory Dwelling Unit:** As an alternative to the standard accessory dwelling units, a parcel with a single dwelling may have one junior accessory dwelling in addition to a standard accessory dwelling unit.
- a. A unit is considered a junior accessory dwelling unit provided each of the following standards are met:
 - (1) The unit is created within the walls of the proposed or existing single-family residence, including attached garages.
 - (2) The unit does not exceed 500 square feet in size.
 - (3) The unit has at least an efficiency kitchen. The efficiency kitchen shall be removed if the junior accessory unit ceases.
 - (4) The unit has bathroom facilities that are either separate from or shared with the residence in which the unit is contained.
 - (5) The unit has exterior access separate from the entrance to the dwelling in which it is contained.
 - b. Either the junior accessory dwelling unit or the residence in which the junior dwelling unit is contained must be occupied by the owner. Owner-occupancy shall not be required if the owner is another governmental agency, land trust, or housing organization.
 - c. Prior to the issuance of the building permit, the owner shall show proof of a recorded deed restriction. The deed restriction, which shall run with the land including the transfer of ownership, will prohibit the following:
 - (1) The junior accessory dwelling unit shall not be sold separately from the single dwelling.
 - (2) The junior accessory dwelling unit shall be restricted in size and attributes as describe in Government Code 65852.22.
- 8. Exceptions.** An accessory dwelling unit shall be allowed as follows, regardless of whether the development standards contained in this section can be met.
- a. For lots with single-family dwelling, one of the following:
 - (1) One interior accessory dwelling unit or one junior accessory dwelling unit per lot constructed within an existing or proposed single-family or accessory structure, including the construction of up to a one hundred fifty (150) square foot expansion beyond the same physical dimensions as the existing accessory dwelling structure to accommodate ingress and egress. The accessory dwelling unit or junior accessory dwelling unit must have exterior access and side and rear setbacks sufficient for fire safety. If the unit is a junior accessory dwelling unit, it must also comply with the requirements of section 106.042.015.5.; or
 - (2) One new, detached accessory dwelling unit with a minimum four-foot side and rear setbacks, up to eight hundred (800) square feet and ~~no more than sixteen (16) feet high~~ that meets the height requirements of Section 106.42.010(D)(2) on a lot with an existing or proposed single family dwelling. A junior accessory dwelling unit may also be built within the existing or proposed dwelling of such residence in connection with the accessory dwelling unit.
 - (2)(3) Front yard setbacks shall not be applied to an attached or detached ADU if it would prohibit the construction of an ADU that is at least 800 square feet with 4-foot side and rear yard setbacks.

- b. For lots with an existing multi-family dwelling:
- (1) Accessory dwelling units may be constructed in areas that are not used as livable space within an existing multi-family dwelling structure (i.e., storage rooms, boiler rooms, passageways, attics, basements, or garages), provided the spaces meet state building standards for dwellings. The number of interior accessory dwelling units permitted on the lot shall not exceed twenty-five percent (25%) of the current number of units of the multi-family complex on the lot and at least one such unit shall be allowed. Units constructed pursuant to this subsection shall not exceed eight hundred (800) square feet in floor area; and
 - (2) Up to two (2) detached accessory dwelling units may be constructed, provided they meet the height requirements of Section 106.42.010(D)(2)~~are no taller than sixteen (16) feet, and they have at least four (4) feet of side and rear yard setbacks~~. Units constructed pursuant to this subsection shall not exceed eight hundred (800) square feet in floor area. For the purpose of this subsection, a structure with two or more attached dwellings on a single lot is considered a multi-family dwelling structure. Multiple detached single-unit dwelling on the same lot are not considered multi-family.

E. **Zoning Clearance.** The Director shall issue the Zoning Clearance in compliance with Section 106.62.020.

7. Parking requirements.

- a. No additional parking space shall be required for customers of a small collection facility located in the established parking lot of the primary use.
- b. Use of parking spaces by the patrons and the attendant shall not reduce available parking spaces below the minimum number required for the primary use unless a parking study, determined to be acceptable by the Director, shows that existing capacity is not fully utilized during the time the recycling facility would be on the site.

106.42.200 - Residential Accessory Uses and Structures

This Section provides standards for residential accessory uses and structures, where allowed by Article 2 (Zoning Districts and Allowable Land Uses). These requirements do not apply to accessory dwelling units, which are instead regulated by Section 106.42.015 (Accessory Dwelling Units).

- A. Relationship to primary use.** An accessory use and/or structure shall be incidental to the primary residential use of the site, and shall not alter the character of the primary use.
- B. Timing of installation.** An accessory structure shall only be constructed concurrent with or after the construction of the primary structure on the same site, unless construction in advance of a primary structure is authorized through Minor Use Permit approval.
- C. Attached structures.** An accessory structure attached to the primary structure shall comply with all zoning district requirements applicable to the primary structure, including height limits and site coverage; and shall also comply with any applicable requirements of Subsection E below, for the specific type of structure.
- D. Detached structures.** An accessory structure that is detached from the primary structure shall comply with the following standards, except where Subsection E below, establishes a different requirement for a specific type of accessory structure. A residential accessory structure may be located between the primary dwelling and a street only with Design Review approval.

1. Setback requirements.

- a. **Front setback.** An accessory structure shall not be located within a required front setback except as may otherwise be provided by Subsection E below.
- b. **Side and rear setbacks.** An accessory structure ~~not exceeding 16 feet in height~~ shall maintain interior side and rear setbacks of at least five feet; except that the Director may authorize a minimum side and/or rear setback of three feet. ~~An accessory structure with a height greater than 16 feet shall increase the setback one foot for each foot above 16 feet. (i.e., an 18-foot high structure shall be set back seven feet.)~~
- c. **Separation between structures.** An accessory structure shall maintain at least a five-foot separation from other accessory structures and the primary dwelling unit.
- d. **Double-frontage lot.** An accessory structure shall not occupy the front half of a parcel, or either front quarter of a double-frontage lot, unless it is setback at least 75 feet from any street lot line.
- e. **Reverse corner lot.** On a reverse corner lot that abuts a key lot, no accessory structure shall be located less than 12.5 feet from the street property line. See Figure 4-3.
- f. **Garages accessible from an alley.** Where an accessory garage is accessible to vehicles from an alley, it shall be located not less than 25 feet from the opposite side of the alley.

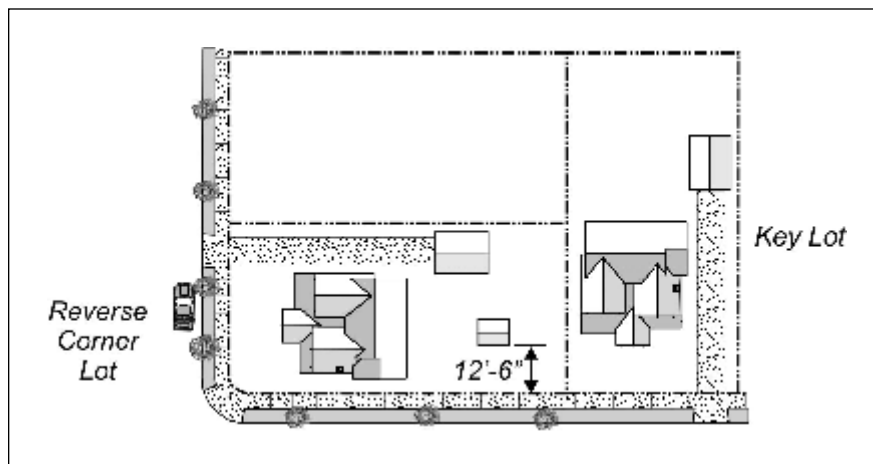


Figure 4-3 - Accessory Structure on Reverse Corner Lot

2. **Height limit.** An accessory structure shall not exceed a maximum height of 16 feet. ~~An accessory structure with a height greater than 16 feet shall increase the required five foot setback one foot for each foot above 16 feet (i.e., an 18-foot high structure shall be set back seven feet.) An accessory structure that is unable to meet the setback requirement previously described may have a height greater than 16 feet authorized by Minor Use Permit approval, except where an accessory dwelling unit is located above a detached garage or other accessory structure, or a height greater than 16 feet is authorized through Minor Use Permit approval.~~
 3. **Lot coverage.** Residential accessory structures shall be included when calculating lot coverage requirements of Section 106.24.060 (Residential District Site Planning and Building Standards).
 - a. The combined square footage of all accessory structures shall not exceed 2,400 square feet unless authorized through Minor Use Permit approval.
- E. **Standards for specific accessory uses and structures.** The following requirements apply to the specific types of accessory structures listed, in addition to the requirements of Subsection D above, as applicable.
1. **Patio covers.** A patio cover that is attached to or detached from the primary dwelling, and open on at least three sides, may be located within the required rear setback subject to the following:
 - a. The five-foot separation from the primary dwelling unit required by Subparagraph D.1.c (Separation between structures), above does not apply;
 - b. The structure shall comply with the coverage and size limitations of Subparagraph D.3 (Coverage and size limitations), above; and
 - c. No part of a detached patio cover shall be closer than five feet to a rear property line, five feet to interior side, and 12.5 feet to street side property line.
 2. **Carports.** The five-foot separation from the primary dwelling unit required by Subparagraph D.1.c (Separation between structures), above does not apply to a carport. Design review is required for a carport located between the front property line and the residence.
 3. **Swimming pools.** A non-commercial swimming pool is an allowed accessory use in any zoning district, provided that no swimming pool shall be located within a required front or side setback, closer than three feet to any property line, or within three feet of a dwelling unit as measured to the surface of the water. No swimming pool shall be located within a utility easement.

3. The exterior roofing surface shall be shingle, shake or tile types of roofing either in natural form or simulated from such materials as metal, plastic or concrete. Specifically excluded are built-up, roll roofs and corrugated, sheet or skin metal or plastic panels.
- B. Facade width.** No dwelling shall have a smallest projected facade width of less than 20 feet, not including a garage. For the purposes of this Section "smallest facade width" means the smallest dimension attained by the parallel projection of the outside, insulated, enclosing walls of the building when projected from every direction.
- C. Kitchens.** No single dwelling shall have more than one full kitchen.

106.42.225 – Small Lot Housing Product Projects

This Section provides standards for the design of single family detached units or duplexes on individual lots when located within the RD-10 through RD-30, BP, GC, SC, and LC zoning districts. The intent of these standards is to allow smaller lots for housing than would otherwise be allowed or allow the development of detached homes on multi-family lots. Development standards for Multi-unit housing (apartments) are provided in Section 106.42.150.

- A. Minimum Lot Area and Minimum Lot Width.** The minimum lot area and/or minimum lot width may be determined by the review authority, provided the overall development site complies with the minimum parcel size and that the total number of dwellings is in compliance with the maximum density for the applicable zone.
- B. Building separation.** Buildings proposed on the site shall be separated by a minimum of 8 feet. Separation for pedestrian oriented stoops, entry features and front porches less than 15 feet in height may be reduced to 5 feet.
- C. Architectural standards.** Each dwelling shall comply with the following architectural requirements:
1. Exterior siding material shall be high quality wood, stucco, stone or masonry, including wood/stone/masonry veneers. Siding shall extend below the top of the foundation or to the finished ground, whichever is applicable. Low grade wood siding shall be prohibited.
 2. Blank walls are discouraged. All sides of each detached dwelling unit shall provide windows to allow natural lighting into each dwelling. Window placement should consider privacy of adjacent units and private outdoor space.
- D. Semi-Private Outdoor Areas.** Each unit shall provide a minimum of 250 square feet of semi-private outdoor area for each unit. The outdoor area shall provide a minimum usable dimension of 10 feet. The review authority may reduce these requirements where necessary to accommodate the minimum density identified for the site by the Housing Element, provided that project design has first incorporated smaller unit sizes.
- E. Access drive and parking space location.**
1. Each access drive shall be located at least 10 feet from any habitable space and 4 feet from any portion of a garage or porch, measured in any direction from the edge of the drive (including vertical angle measurement), and no closer than three feet from a fence, patio, trellis, etc.
 2. Parking spaces shall be located at least 6 feet from any structure measured in any direction from the edge of parking space (including vertical angle measurement).
 3. Garage doors shall either be a minimum of 6 feet from the edge of the access drive or more than 20 feet from the access drive. If the driveway to the garage is 20 or more feet in depth, the driveway may be counted as a parking space.

7. **Garage sales.** No parcel may have more than three sales per year, and no sale may exceed two consecutive days.
 8. **Public park events.** Organizations selling goods or merchandise on park property with prior written authorization from the Sunrise Recreation and Park District.
 9. **Public property.** Activities conducted on public property including parks, schools or property under control of the City.
 10. **Sidewalk Vending.** Vendor shall maintain a valid City business license and comply at all times with all other applicable City and governmental requirements, including the Americans with Disabilities Act (e.g. path of travel requirements).
 11. **Special Event or Sale.** Special event or sale that is held within a completely enclosed building and would be permitted under the applicable land use table.
 12. **Temporary work trailers.** A trailer or mobile home used as a construction office, or a temporary work site for employees of a business, provided that:
 - a. The use is authorized by a Building Permit for the trailer, and the Building Permit for the permanent structure;
 - b. The use is appropriate because:
 - (1) The trailer or mobile home will be in place during the construction of a subdivision, or the construction or remodeling of a permanent commercial or manufacturing structure for a maximum of one year, or upon expiration of the Building Permit for the permanent structure, whichever first occurs; or
 - (2) The applicant has demonstrated that the temporary work site is a short-term necessity for a maximum of one year, while a permanent work site is being obtained; and
 - c. The trailer is removed prior to final building inspection or the issuance of a certificate of occupancy for the permanent structure.
 13. **Vending On Demand.** Vendor shall maintain a valid City business licenses, County health permit, and comply at all times with all other applicable City and governmental requirements.
- C. Allowed temporary uses.** A Temporary Use Permit may authorize the following temporary activities within the specified time limits. Other temporary or short-term activities that do not fall within the categories defined below shall instead comply with the planning permit requirements and development standards that otherwise apply to the property.
1. **Auto and RV sales.** The temporary outdoor sales of autos, mobile homes, boats, and RV's may occur on any paved site within a GC, SC, AC, or commercial SPA zone for a period of three consecutive days every three months not to exceed 12 days in a calendar year. The temporary sale may be set up one day prior to the three-day sale and taken down one day following the sale.
 2. **Construction staging areas – off-site.** Off-site contractors' staging area for an approved construction project subject to the following development standards:
 - a. **Appearance/safety.** The Contractor shall erect and maintain temporary fencing and/or screening as needed to keep the site safe. Perimeter fencing shall be setback a minimum of five feet from the curb/sidewalk or street in the case of no sidewalks, to allow passage by pedestrians. The City may

(3) No signage whatsoever shall be allowed on containers.

14. Vending. Vending may be authorized in commercial zones with the approval of a Temporary Use Permit subject to the following standards:

- a. **Appearance and storage.** The vendor shall maintain the area within which vending activities occur in a clean, safe, sanitary, and dust-controlled condition. Unless authorized through the Temporary Use Permit, the vendor shall remove all evidence of vending and leave the site in a clean state at the close of each business day.
- b. **Location on particular roadways.** Vending ~~may be~~ is restricted or prohibited along specific roadways, or portions thereof, which, as a result of limited parking, limited line-of-sight, traffic control impacts, high traffic flow, or other reasons specified, are determined to be unsafe for vending. This may include restrictions against operating during peak traffic hours, as determined by the City.
- c. **Obstructions, hazards.** No vendor shall obstruct vehicular traffic, bicycle traffic, sidewalk pedestrian traffic, or accessibility to vehicles parked adjacent to the curb, and shall not create public health or safety hazards. No vending activity shall occur within the traffic safety visibility area described in Section 106.30.060.E (Height Limit at Street Corners).
- d. **Proximity to other items.** No vending shall occur within 10 feet of a fire hydrant, fire escape, building entrance, bus stop, loading zone, handicapped parking space or access ramp, fire station driveway, or police station driveway. A greater distance or separation from other uses may be required, under the permit, in order to preserve line-of-sight, or for other safety reasons. The vending shall not damage landscaped areas.
- e. **Residential zoning districts.** With the exception of food products, vending shall not be permitted in a residential zone.
- f. **Rights-of-way.** Vending shall not be permitted in a roadway median, or within any other public right-of-way unless authorized by the City.
- g. **Permit display.** Each vendor shall maintain a copy of the Temporary Use Permit and Business License at the location of vending.
- h. **Signs.** Portable signage shall be removed daily. At no time are signs allowed to be placed within the public right-of-way, on a sidewalk, or in a location that would impede vehicular or pedestrian traffic.
- i. **Tables.** Tables for use by customers are prohibited unless authorized through the Temporary Use Permit. The vendor must be able to demonstrate that areas proposed for the use of tables, i.e. a plaza, open space area, or similar area has adequate room to not interfere with on-site travel movements. Sites using tables must demonstrate that adequate restroom facilities are available for use by customers.
- j. **Time Limits.** Stationary vending is intended to be a temporary activity and may not occur in a single location more than 180 days within a twelve month period ~~—~~ unless authorized through Minor Use Permit approval.
- k. **Toilet and handwashing facilities.** Vendors that remain in place more than one hour must be situated within two hundred feet travel distance of a legally approved and permitted toilet and handwashing facility for use by the vendor. Temporary toilet and handwashing facilities are subject to review and approval by the Community Development Director. Criteria for review include duration, location,

appearance and visibility from the public right-of-way. Vendors that remain in place more than four hours must demonstrate that adequate restroom facilities are available for use by customers.

- I. **Vending vehicles or devices.** The width, length, and height of all vendor vehicles and devices shall be subject to review as a part of consideration of the Temporary Use Permit. The City's review shall include but not be limited to color, materials, and appearance of the vending vehicle or device; shade umbrellas; accessories (including ice chests and trash receptacles); and maneuvering necessary for set-up and takedown. All vehicles shall comply with the California Vehicle Code and California Health and Safety Code.
 - m. **Other applicable regulations.** Each vendor shall comply at all times with all applicable City and other governmental requirements, including without limitation, health permit, the Americans with Disabilities Act, health and safety regulations, this Zoning Code.
- D. **Development standards.** The Director may establish the following standards based on the type of temporary use using the requirements of the applicable zoning district, and Articles 3 (Site Planning and Project Design Standards) and 4 (Standards for Specific Land Uses) for guidance:
- 1. Measures for removal of the activity and site restoration, to ensure that no changes to the site would limit the range of possible future land uses otherwise allowed by this Zoning Code;
 - 2. Limitation on the duration of approved "temporary structures," so that they shall not become permanent or long-term structures; and
 - 3. Other requirements as appropriate to minimize any adverse impacts of the use.

106.42.250 – Two-Unit Housing Development

This Section provides standards for housing developments of no more than two units, where allowed by this section. The provisions of this section supersede any contrary provisions in the Citrus Heights Municipal Code to the contrary.

- A. **Allowed Locations.** A housing development in compliance with this Section shall be approved ministerially if it meets the following requirements:
- 1. The parcel is located within a single-family residential zone.
 - 2. The parcel is not located in any of the following areas and does not fall within any of the following categories:
 - a. A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency (FEMA) in any official maps published by FEMA. If an applicant is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph and is otherwise eligible for streamlined approval under this section, the city shall not deny the application on the basis that the applicant did not comply with any additional permit requirement, standard, or action adopted by the city that is applicable to that site. A development may be located on a site described in this subparagraph if either of the following are met:
 - i. The site has been subject to a Letter of Map Revision prepared by FEMA and issued to the city; or
 - ii. The site meets FEMA requirements necessary to meet minimum flood plain management criteria of the Nation Flood Insurance Program as further spelled out in

Drug Store, Pharmacy. A retail store that sells prescription drugs, over-the-counter medications, and other related products.

Duplex. A structure containing two dwelling units, including a structure where both units are under single ownership, and a structure where each unit is separately owned (a "half-plex").

Dwelling, Dwelling Unit, or Housing Unit. A room or group of internally connected rooms that have sleeping, cooking, eating, and sanitation facilities, but not more than one kitchen, which constitute an independent housekeeping unit, occupied by or intended for one household on a long-term basis.

E. Definitions, "E."

Easement. A grant of one or more of the property rights by the property owner to and/or for the use by the public, a corporation or another person or entity.

Efficiency Kitchen. A kitchen which contains a sink with a drain and cooking facilities with appliances. Food preparation counter and storage cabinets are of reasonable size in relation to the size of the unit.

Emergency Shelter. A facility for the temporary overnight shelter of indigents operated by a public or non-profit agency. This includes but is not limited to other interim interventions such as a navigation center, bridge housing, and respite or recuperative care. Does not include charitable food distribution, which is not regulated by this Zoning Code.

Environmental Impact Report (EIR). An informational document used to assess the physical characteristics of an area and to determine what effects will result if the area is altered by a proposed action, prepared in compliance with the California Environmental Quality Act (CEQA).

Equestrian Facility. A commercial facility for horses, donkeys, and/or mules, examples of which include horse ranches, boarding stables, riding schools and academies, horse exhibition facilities (for shows or other competitive events), and barns, stables, corrals and paddocks accessory and incidental to these uses. Does not include the simple pasturing of horses, donkeys, and/or mules, which is instead included in "Animal Keeping" as regulated by Section 106.42.030.

Equipment Rental. A service establishment that may offer a wide variety of household and business equipment, furniture, and materials for rental. Does not include construction equipment rental, which is separately defined.

F. Definitions, "F."

Fence. A constructed, un-roofed barrier of wood, metal, masonry, or other material as allowed by this Zoning Code, that is intended to enclose, separate, define, secure, protect, and/or screen one or more areas of a site. Includes masonry walls.

1. **Open Wire Fence.** A fence through which fenced areas remain visible because of the wire mesh used for the fence. Includes chain link fencing, deer fencing, etc.
2. **Safety Fence.** A fence constructed to prevent access to a hazard or hazardous area.
3. **Razor or Concertina Wire.** Sharp fencing materials that are designed to lacerate animals or unauthorized persons attempting to climb or cross the fence through other than a gate.

Farm Supply and Feed Store. A retail business selling supplies for use in soil preparation and maintenance, the planting and harvesting of crops, the keeping and raising of farm animals, and other operations and processes pertaining to farming and ranching. Does not include the sale, rental, or repair of farm machinery and equipment, which is instead included in the definition of "Construction and Heavy Equipment Sales and Rental."

typesetting, engraving, photoengraving and electrotyping. This use also includes establishments that publish newspapers, books and periodicals; establishments manufacturing business forms and binding devices. "Quick printing" services are included in the definition of "Business Support Services."

Private Residential Recreation Facility. A privately-owned, non-commercial outdoor recreation facility provided for residential project or neighborhood residents, including swimming pools, swim and tennis clubs, park and sport court facilities. Does not include golf courses, which are separately defined. This is not considered a separate land use requiring Minor Use Permit approval in compliance with Article 2 (Zoning Districts and Allowable Land Uses) if approved at the same time as the overall project of which it is part.

Produce Stand. A temporary business established and operated for a specific time, selling raw, unprocessed fruits, vegetables, nuts, and other produce in its raw or natural state, and that is accessory to an on-site or adjacent agricultural operation.

Project Arborist. An arborist providing consulting services for tree permit(s) as a condition of construction, development, or redevelopment project

Property Line. See "Lot Line".

Proposed Project. A proposed new structure, new addition to an existing structure, or area of other new site development; these do not include the alteration of any portion of an existing structure other than an addition.

Protected Zone of a Tree. The radius of the protected zone is a circle equal to the trunk diameter in inches converted to feet. (For example, the radius of the protected zone of a tree with a trunk diameter of six inches is six feet.) Trunk diameter is measured at 54 inches above the ground.

Public Auction, Flea Market. The sale of used and/or new merchandise by individual vendors in a temporary or permanent facility. An indoor swap meet or flea market occupies a building typically designed for retail sales with tables, booths, or other spaces for the individual vendors.

Public Safety Facility. A facility operated by a public agency including fire stations, other fire prevention and fire fighting facilities, police and sheriff substations and headquarters, including interim incarceration facilities. May include ambulance dispatch facilities on the same site.

Public Transit. A major transit stop, i.e., an existing rail or bus rapid transit station; a ferry terminal serviced by bus or rail service; or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during morning and afternoon peak commute periods, including major transit stops included in an applicable regional transportation plan.

Q. Definitions, "Q."

Qualifying Resident. For the purposes of Chapter 106.32 (Affordable Housing Incentives), a senior citizen or other person eligible to reside in senior citizen housing.



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: May 11, 2023

TO: Mayor and City Council Members
Ashley J. Feeney, City Manager

FROM: Meghan Huber, Economic Development & Community Engagement Director

SUBJECT: Sunrise MarketPlace Economic Development Support Grant Request

Summary and Recommendation

The City's Economic Development Support Fund – Part I grants businesses and economic development-related organizations to fund events, marketing and promotions, studies to further economic development, and other activities that promote the program goals. Sunrise MarketPlace, the Property Business Improvement District supporting Citrus Heights' premier commercial area, has submitted an application request not to exceed \$20,000 to continue creating murals within the district in collaboration with property owners. Per program guidelines, Economic Development staff reviewed the application (Attachment 1) to confirm program eligibility. In summary, the grant meets the goals of the Economic Development Support Fund, including:

- Attracting new shoppers
- Promote/market a specific commercial area
- Create or enhance a sense of place
- Improve the aesthetics of a commercial area
- Improve perception and/or proactive of the City being business friendly

The grant request also aligns with the City Council's strategic goal of enhancing community vibrancy and engagement. Per program guidelines, the proposed project scope would require grant disbursement on a reimbursement basis.

In conformance with program guidelines, City Council Finance Committee has reviewed the application and recommends approval of a resolution of the City Council of the City of Citrus Heights, approving a \$20,000 grant to the Sunrise MarketPlace from the Economic Development Support Fund – Part I.

Subject: Sunrise MarketPlace Economic Development Support Grant request

Date: May 11, 2023

Page 2 of 3

City Council Strategic Goal/Objective

This staff report aligns with the following Citrus Heights City Council Strategic Plan Goals:

Goal: To enhance community vibrancy and engagement

Fiscal Impact

The Economic Development Support Fund has \$148,047 allocated for FY 2022-2023, with \$88,075.00 currently available. Should City Council approve this application, \$68,075 remaining funds will be available for FY 2022-2023.

Background and Analysis

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

For reference, the Economic Development Part II program offers design assistance and sign improvement grant resources for commercial properties.

To be considered for the Economic Development Support Fund Part I, interested parties submit an application along with any supporting documentation as appropriate. Upon receipt, staff reviews the application per the following funding criteria:

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

Subject: Sunrise MarketPlace Economic Development Support Grant request

Date: May 11, 2023

Page 3 of 3

The Sunrise MarketPlace submitted a \$20,000 Economic Development Support Grant Part I application on March 15, 2023 (Attachment 1). Staff has determined that the application adequately meets the program funding criteria. Please refer to Attachment 2 for a copy of the Application Evaluation.

The Finance Committee has reviewed the funding request and recommends City Council approve

Attachments

1. Sunrise MarketPlace Application
2. Economic Development Support Gran Application Evaluation
3. Resolution No. 2023-____ : A Resolution of the City of the City Council of the City of Citrus Heights, Approving a \$20,000 Grant to the Sunrise MarketPlace from the Economic Development Support Fund – Part I

APPLICATION FOR ECONOMIC DEVELOPMENT SUPPORT FUND – PART I FUNDING

Part One – General Information

Organization Name: Sunrise MarketPlace, Inc.		Project Name: Art in SMP Murals	
Address:	8095 Greenback Lane, Suite D		Phone: 916-536-9267
	Citrus Heights, CA 95610		
			Website: sunrisemarketplace.com
Contact Person (Name/Title):	Kathilynn Carpenter Executive Director		Phone: 916-769-5615 Email: kathilynn@sunrisemarketplace.com
Amount of Funding Requested:			\$20,000.00

Part Two – Project Specifics

- 1) **PROJECT DESCRIPTION.** Provide a brief and clear description of your project, including but not limited to: dates, time period, etc. (no more than 2 pages, typed).
 - Identify if your request is for a grant or sponsorship. If your request is for a sponsorship, clearly outline the specific, concrete benefits to the City.
 - If the city has provided funding for your project in prior years, please indicate the date of previous applications/requests, the name of the project, description of what the funds were used for, and the dollar amount that was funded.
- 2) **PROGRAM PURPOSE.** Describe which of the following program objectives your project meets. More than one project objective may be identified.
- 3) **PROJECTED OUTCOME/BENEFIT.** What is expected to result from this project? Describe how an accurate record of this was obtained and will be maintained. Also, using the objectives listed in #2 above; describe how the proposed program, project or event is providing a benefit to the City/community? (no more than 1 page, typed).
- 4) **LEVERAGING OF FUNDS.** What is the total project cost? How much of this is the City being asked to fund? Does your organization have any other funds or funding commitments to assist in financing the project?
- 5) **SUSTAINABILITY.** In almost all cases the City's support of an outside organization should be considered a temporary or one-time commitment. Does your organization or event have a plan to become financially self-sustaining?
- 6) **SCHEDULE.** Provide a schedule indicating when funds will be needed, when the project is to be implemented, and when it will be completed.

Part Two – Project Specifics

1) PROJECT DESCRIPTION. Provide a brief and clear description of your project, including but not limited to: dates, time period, etc. (no more than 2 pages, typed).

- Identify if your request is for a grant or sponsorship. If your request is for a sponsorship, clearly outline the specific, concrete benefits to the City.
- If the city has provided funding for your project in prior years, please indicate the date of previous applications/requests, the name of the project, description of what the funds were used for, and the dollar amount that was funded.

SMP continues to make art in the District a priority focus area, building on MasterPieces in the MarketPlace, a project done in conjunction with SMUD, showcasing masterworks on utility boxes. Phase One of the project completed in 2019 included 21 utility boxes displaying 47 pieces of art throughout the District. Each work of art consists of a label with the name of the piece, artist, and date, as well as a QR code that, when captured, directs the audience to the MasterPieces page on the SMP website, where more details on the artist and artwork can be found.

MASTERPIECES
IN THE MARKETPLACE

In 2021, SMP assisted Gerrity Group with \$5,000 in funding for a mural on the former Stein Mart building as part of the WOW program. This was the first time that WOW expanded outside downtown Sacramento. In 2022, SMP partnered with WOW to complete an additional three murals in the District, completed in May last year. Wide Open Walls, an annual Sacramento mural festival founded in 2016, brings artists from all over to transform the region in street art, activating spaces in alleyways and buildings.

ART
IN SMP

Due in part to the success of the murals, we have had several property owners reach out with interest in having murals painted on their buildings. SMP is seeking funds to assist property owners in offsetting the cost of the murals. SMP will match the City of Citrus Heights grant funds of \$10,000.00 to help property owners who wish to have large-scale murals painted on their buildings.

SMP previously received an ED Support grant of \$15,000 in 2014 to offset costs for PBID Renewal and one (1) in 2022 in the amount of \$5,000.00 to offset the cost of murals.

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

The SMP Mural Project meets the following Economic Development Support Fund Program priorities:

1. Attract new shoppers/expand trade area
2. Promote/market a specific commercial area/City
3. Create or enhance a sense of place
4. Improve aesthetics of a commercial area

Below we have outlined how the project meets the program's priority areas.

1. Attract new shoppers/expand trade area

SMP will promote the murals through social media platforms. We live in a social media era, and many business and commercial property owners have invested in public art to attract customers and enhance their experience. The murals create awareness for the area and improve the community's reputation. The murals incentivize customers to visit shopping centers like MarketPlace at Birdcage, Citrus Town Center, and the City of Citrus Heights. Instead of paying large sums for marketing through traditional advertising, Centers like MarketPlace at Birdcage and Citrus Town Center can leverage wall art to create word-of-mouth marketing. It's a cost-effective, fun, and colorful way of marketing products and services and creates a lasting brand impression.

2. Promote/market a specific commercial area/City

By law and its mission, the PBID must provide benefits to assessed parcels. All SMP programs are designed to carry out the priorities and programs outlined in the Management District Plan (a document created with the feedback and buy-in of property and business owners in the District). The PBID's primary goals have remained the same these past 22 years:

- Create Awareness for the District, our property and business owners.
- Drive traffic to the District
- Create an attractive and user-friendly environment.
- Maintain a safe and clean environment for our shoppers, business, and property owners.

The murals meet these goals and specifically promote the District, the City's main economic engine. The murals benefit the centers, their tenants, and the District. Commercial buildings are becoming known for their murals, adding foot traffic to shopping centers. Customers come for the wall art, which fascinates them and sparks interest in what the shopping center offers. Shopping centers are seeing the value of creating wall art, even if it doesn't lead to direct monetary gain. It's about drawing customers in and letting the murals do the rest.

3. Create or enhance a sense of place

Apart from attracting customers and offering a platform for social media engagement, murals add a unique amenity to the environment, enhancing a sense of place and community focal point. SMP has substantially invested in enhancing the public area with palm tree lights, banners, holiday décor, special events, and wrapped utility boxes. The City has also substantially invested in the District with gateway signs, palm trees, upgraded mediums, and street signs.

The murals are another way to provide an amenity and enhance the look of the District and its buildings. SMP promotes this through our social media encouraging visitors to tour the utility boxes and murals. The murals provide a visual and unique backdrop for events. The PetSmart mural offers a dramatic entry point for the Arcade Cripple Creek Trail.

Murals make our community beautiful and add color to building walls and streets that would otherwise go unnoticed, which is a treat for locals and tourists alike. Murals attract new local businesses, help bring customers to pre-existing locations, and boost an area's economy. Murals can tell the community's story, create a unique experience and encourage community engagement. A mural establishes a place where people want to go and linger, making places like MarketPlace at Birdcage, Citrus Town Center, and the City of Citrus Heights more diverse, interesting, and active. Murals and all public art also can foster connections among people and across cultures, creating a sense of place for all.

4. Improve aesthetics of a commercial area

Since installing the utility wraps in 2019, only one utility box has been vandalized, and this was a small mark easily cleaned. There have been no attempts to vandalize any of the four murals in the District. The murals are a way to enhance the attractiveness of commercial buildings with the added benefit of deterring graffiti. Before the mural, due to increased transient activity from the trail, PetSmart was a frequent target of graffiti. *See attached photo.*

For unattractive, murals add color to otherwise blank walls and make customers feel at home. In addition to sprucing up dull walls, murals are being leveraged to mask unattractive utilities and services/waste disposal units at retail and commercial properties.

In summary, murals enrich the community and create a warm, inviting, and unique environment. Additionally, public art increases foot traffic and tourism, as well as an appreciation for the arts and artists. Murals enhance a sense of place and improve the overall aesthetics of our commercial area. Public art is believed to help prevent crime in an area by drawing foot traffic, reducing the attractiveness to criminals looking for a space to do their harmful activity. Transient-related property damage is an ongoing and vast problem for the District; the murals can also mitigate this activity.

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

With support from the City's ED Support Grant, SMP can invest in more murals and public art in the District; the murals and public art greatly benefit the City. It drives traffic, creates awareness for the City's main economic engine, and creates a vibrant, attractive, safe, and clean environment vital to the City's efforts to implement the Sunrise Tomorrow plan at Sunrise Mall. While the mall is in decline, the City can show that the rest of the District is thriving, which will help attract the developers and investors needed to make the plan a success.

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

The total project cost has yet to be determined, we anticipate doing at minimum two murals, but will try to do as many murals as funds allow. We estimate each mural will cost between \$10,000.00 to \$20,000.00. The Sunrise MarketPlace has allocated \$10,000.00. We are asking the City of Citrus Heights to provide \$20,000.00 in funding. We believe this will prove to be a collaborative effort of all three entities: the property owners, the Sunrise MarketPlace, and the City of Citrus Heights.

Cost:

Murals Estimated Cost	\$50,000.00
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Total Project Cost	\$50,000.00
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Funding:

Property Owner Funds	\$20,000.00 (Combination of several owners)
Sunrise MarketPlace Funds	\$10,000.00
City of Citrus Heights	\$20,000.00

Total Project Funds	\$50, 000.00
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5) SUSTAINABILITY. In almost all cases the City's support of an outside organization should be considered a temporary or one-time commitment. Does your organization or event have a plan to become financially self-sustaining?

The Sunrise MarketPlace has allocated funds to assist in the beautification of the Property and Business Improvement District. We ask that the City of Citrus Heights grant us a one-time fund of \$10,000.00 so we will be able to bring more activities and art to the District. We want to cultivate a culture that is truly collaborative where all parties have buy-in and can share in the success of the project.

SMP as a property-based tax assessment district is financially self-sustaining. SMP is requesting one-time funding for this specific project.

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

The SMP Mural Project is flexible, upon the funding of the grant, SMP will start the execution of said projects. Locations have already been sought and property owners have already expressed interest. Funding by June 1, 2023 would allow us to complete the project during dry weather.

Stein Mart Mural completed in 2021



Jamba Juice Mural completed in May 2022



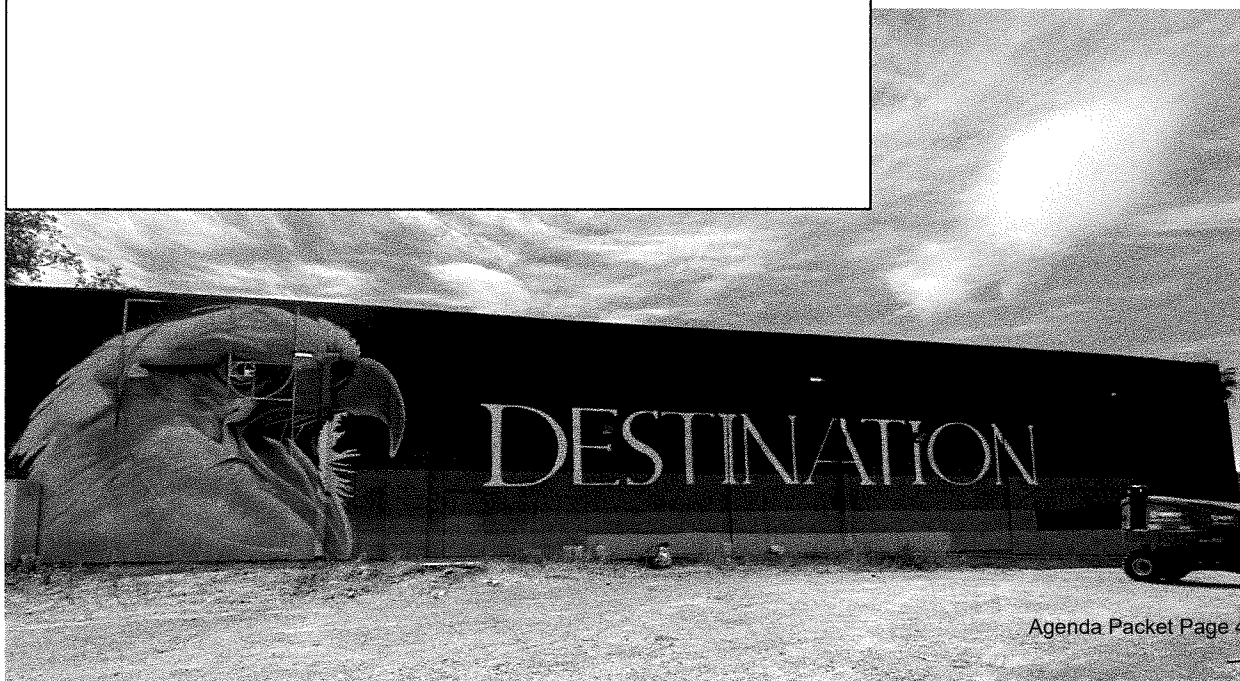
Bath & Body Works Mural completed in May 2022



PetSmart wall before mural



PetSmart mural



**ED SUPPORT PART I
APPLICATION EVALUATION SHEET**

Applicant: Sunrise MarketPlace
 Project Description: **SMP Mural Project**
 Requested Amount: \$20,000
 Is this a GRANT OR SPONSORSHIP? Grant

Evaluation Criteria

- 1. Program Goal.** Does it meet one of the program goals as denoted in the program guidelines?

The application effectively meets four program goals:

- **Attracting new shoppers/expanding trade zone:** mural marketing builds interest and creates a desire to shop in a unique and inviting environment.
- **Promote/market a specific commercial area:** By increasing the volume of murals in the Sunrise MarketPlace, SMP will increase awareness of the trade area, drive traffic, and create an attractive environment.
- **Create or enhance a sense of place:** Murals are a best practice of arts-based place-making and distinguish commercial areas.
- **Improve aesthetics of a commercial area:** Not only do murals add interest, but they are also a proven tool for crime prevention through environmental design.
- **Improve the City's perception and/or practice as business-friendly:** this grant award would continue and strengthen the City's partnership with the Sunrise MarketPlace.

- 2. Targeted Area.** Does the proposed grant/sponsorship benefit a targeted area (Antelope Crossing, Auburn, RDA or SMP)?

Yes: this project will benefit the program target area of Sunrise MarketPlace.

- 3. Projected Outcome.** What is the expected outcome of the project?

A minimum of two new murals in Sunrise MarketPlace, with the potential for more based on property owner engagement and the final scope/cost of locations.

- 4. Leveraging Investment.** Are the funds adequately leveraged? What percentage of the total budget is the City being requested to fund? List other funding sources:

\$50,000 total project

- \$20,000 property owner funds
- \$10,000 Sunrise MarketPlace funds
- \$20,000 City of Citrus Heights funds

- 5. Sustainability.** Can the proposed activity be carried out with financial assistance from the City in the long term?

Yes - the project has a finite start and finish with quantifiable deliverables.

- 6. Public Benefit.** Does the project provide a public benefit?

The project enhances Citrus Heights' premier commercial area with art for all residents, businesses, visitors, and shoppers. Additionally, it creates a sense of place and provides the benefit of crime prevention through environmental design.

RESOLUTION NO. 2023- ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, APPROVING A \$20,000 GRANT TO THE SUNRISE MARKETPLACE
FROM THE ECONOMIC DEVELOPMENT SUPPORT
FUND – PART I**

WHEREAS, in March 2021, the City Council created a new three-year Strategic Goal entitled “Enhance Community Vibrancy and Engagement”;

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

WHEREAS, \$148,047 was allocated for the Economic Development Support Fund for Fiscal Year 2022-2023;

WHEREAS, the Sunrise MarketPlace has submitted an application for \$20,000 to the Economic Development Support Fund – Part I; and

WHEREAS, the Finance Committee reviewed the application and recommended to the City Council that the application be approved in the amount of \$20,000;

NOW THEREFORE BE IT RESOLVED AND ORDERED that the City of Citrus Heights does hereby approve a grant not to exceed \$20,000 to the Sunrise MarketPlace from the Economic Development Support Fund (100-51-140-53450).

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

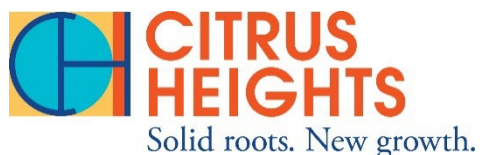
PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 11th day of May 2023 by the following vote, to wit:

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

Tim Schaefer, Mayor

ATTEST:

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: May 11, 2023

TO: Mayor and City Council Members
Ashley J. Feeney, City Manager

FROM: Susan Talwar, Administrative Services Director
Tammy Nossardi, Finance Manager
Alberto Preciado, Accounting Manager

SUBJECT: **Fiscal Year (FY) 2023/2024 and 2024/2025 Biennial Budget Overview and Discussion**

Summary and Recommendation

City Council (the Council) receive an update and provide feedback on preliminary FY 2023-24 and FY 2024-25 Operating Budget and Capital Improvement Plan (CIP).

Fiscal Impact

There is no fiscal impact associated with the May 11th Budget Study Session. However, staff will use feedback received to further develop the FY 2024/FY 2025 Proposed Operating Budget and Proposed CIP, which are scheduled to be formally considered for adoption on May 25, 2023.

Complete fiscal impacts for both items will be shared with the Council and the public on May 11, 2023 and May 25, 2023, including an updated 10-Year Forecast so that future fiscal impacts of current actions can be fully understood and considered before final action is taken by the Council.

Background and Analysis

The Biennial Budget is a roadmap for anticipated future revenue and planned expenditures, allocating resources, and reflecting the City Council's priorities and policies for two (2) fiscal years. The budget is also an evaluation tool, comparing commitments made in the previous year's budget with actual accomplishments. FY 2022-23 is "Year Two" of the Biennial Budget and was approved by City Council in April 2021.

The City adopts a budget every two years. The biennial budget process is underway for the upcoming fiscal years 2023-2024 and 2024-2025. These revenue projections and expenditure

Subject: Fiscal Year (FY) 2023/2024 and 2024/2025 Biennial Budget Overview Discussion

Date: May 11, 2023

Page 2 of 2

allocations cover the period of July 1, 2023 through June 30, 2025. This proposed budget was presented to Finance Committee on May 2, 2023.

It is prudent and transparent to hold budget workshops prior to adoption so that key stakeholders can review the draft budget, provide direction, and make suggestions. Staff will present the General Fund operating budget, and specific other funds for discussion, using the City Council's Strategic Priorities as a guide for structuring the budgeting plan. City staff is pleased to present a balanced, operating General Fund draft budget for the next two fiscal years. This draft budget may be further refined based upon feedback provided at the workshop and prior to the final draft budget being brought forward for consideration of adoption at the May 25, 2023 City Council meeting.



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: May 11, 2023

TO: Mayor and City Council Members
Ashley J. Feeney, City Manager

FROM: Meghan Huber, Economic Development & Community Engagement
Director

SUBJECT: **Resolution Authorizing the City Manager to Execute An Agreement with Townsend Public Affairs Not to Exceed \$60,000 for the Creation of a Comprehensive Grants Strategy and Implementation Support for a One-year Term**

Summary and Recommendation

At the City Council Strategic Planning Retreat on May 10, 2022 a strategic goal was set to “Create a comprehensive grants action plan.”

City staff have achieved a substantial track record of grant awards at the regional and state level. Grant submissions have been completed ad hoc as opportunities become available. With the addition of the focus area work plan, more aggressive strategic objectives, and significant projects like Sunrise Tomorrow, current staff bandwidth cannot guarantee the maximization of grant opportunities. The above strategic objective was set to create an intentional system that prioritizes, plans, and creates support to increase grant submission volume and the likelihood of success. The comprehensive grants strategy will serve as a tool that clarifies strategic focus on grant objectives and promotes alignment between staff and City Council as grants are pursued.

At the November 10, 2022, City Council meeting, City Council subsequently approved issuing a Request for Proposals (RFP) for consultant support to create a Comprehensive Grants Strategy. The RFP was published on November 11, 2022, and received 11 responses. At the City Council Strategic Planning retreat on October 25, 2022, City Council set a strategic objective to “Pending City Council approval, select a consultant to begin creating a comprehensive grants strategy.” Staff oversaw an RFP response review and interview process resulting in a final unanimous consensus to recommend Townsend Public Affairs for contract award. While new to supporting the City of Citrus Heights, Townsend Public Affairs established clear subject matter expertise and experience on grants applicable to the City’s focus areas.

Subject: Resolution authorizing the City Manager to execute an agreement with Townsend Public Affairs not to exceed \$60,000 for the creation of a Comprehensive Grants Strategy and implementation support for a one-year term.

Date: May 11, 2023

Page 2 of 7

Scope of Work

Following is a summary scope of work to create, launch and execute a Citrus Heights Comprehensive Grants Strategy in collaboration with the recommended consultant, Townsend Public Affairs:

- Orientation and Policy Review to ensure competitiveness
- Assemble Project Backgrounds
- Creation of a 3-year Strategic Funding Plan
 - Designed and customized to support priority projects and initiatives
 - Delivered and presented to City Council within three months of onboarding
- Development of a Grants Tracking Tool
 - Delivered within three months of onboarding
 - Living document consistently updated by staff and consultant
- Research Grant Funding Opportunities
 - Host monthly meetings with staff to for new grant updates and to forecast 30/60/90 day applications submittals
- Application Development & Submittal Support
- Pre- and Post-Submittal Funding Advocacy
- Post-Award Grant Administration and Compliance
- Comprehensive Follow-up on Unsuccessful Applications

Staff recommends the City Council approve Resolution No. 2023-___ authorizing the City Manager to execute an agreement with Townsend Public Affairs not to exceed \$60,000 for the creation of a Comprehensive Grants Strategy and implementation support for a one-year term.

City Council Strategic Goal/Objective

This staff report aligns with the following Citrus Heights City Council Strategic Plan Objectives:

Goal: Maintain and Enhance Fiscal Stability

Objective: Pending City Council approval, select a consultant to create a comprehensive grants strategy.

Fiscal Impact

The Townsend RFP response is an inclusive budget of \$60,000 to complete the scope of work identified in the Comprehensive Grants Strategy RFP including ongoing consultant grants strategy implementation support for a one-year term.

Subject: Resolution authorizing the City Manager to execute an agreement with Townsend Public Affairs not to exceed \$60,000 for the creation of a Comprehensive Grants Strategy and implementation support for a one-year term.

Date: May 11, 2023

Page 3 of 7

By creating a comprehensive grants strategy and increasing efficiencies to pursue opportunities, staff expects a financial return on this strategic investment through increased grant submissions and awards activity. The built-in consultant support will help alleviate the increased workflow created by the increased volume of target grants. Increased grant revenue helps build financial resilience and achieves the City Council's priority of fiscal prudence.

Staff recommends allocating \$60,000 in American Rescue Plan Act (ARPA) funds to complete the strategic objective to create a comprehensive grant strategy with associated implementation support for one year.

The table below provides a history of ARPA allocations to date, along with the remaining balance that is to be allocated by December 2024 with expenditures occurring by December 2026:

ARPA FUNDING ALLOCATION SUMMARY		
Total City Allocation		\$15,676,972
6/24/2021	Rehire public safety to pre-pandemic levels FY 2021/22	(\$1,570,105)
6/24/2021	Rehire public safety to pre-pandemic levels FY 2022/23	(\$2,811,775)
1/13/2022	Small Business COVID Recovery Grant	(281,111)
6/23/2022	Beautification Crew Pilot Program +	(\$875,000)
6/23/2022	Community Block Party Trailer – Community Engagement +	(\$50,000)
6/23/2022	Police Fleet Vehicles and Equipment	(\$1,400,000)
6/23/2022	Police Department Communications Center Critical Needs	(\$600,000)
9/22/2022	Community Projects Grant Program +	(\$50,000)
10/27/2022	ERP System and Technology Updates +	(\$1,198,350)
12/8/2022	Infrastructure Financing Strategies for Sunrise Tomorrow +	(\$40,000)
12/8/2022	REAP 2.0 Higher Impact Transformative Allocation*	(\$1,000,000)
1/26/2023	Patriotic Event +	(\$80,000)
2/23/2023	Citrus Heights Cares Campaign – Beautification +	(\$47,000)
2/23/2023	Business Attraction Incentive Program - Economic Development +	(\$1,000,000)
4/27/23	Sound Wall Beautification +	(\$155,000)
5/11/2023	Proposed Grant Strategy +	(\$60,000)
Total Allocation Remaining		\$4,458,631.501

+ City Council Strategic Objective

*Dependent on the successful award of the grant

** Dependent on program subscription

Subject: Resolution authorizing the City Manager to execute an agreement with Townsend Public Affairs not to exceed \$60,000 for the creation of a Comprehensive Grants Strategy and implementation support for a one-year term.

Date: May 11, 2023

Page 4 of 7

Background and Analysis

Current Strategic Objective

At the City Council Strategic Planning Retreat on May 10, 2022, a goal was set to “Create a comprehensive grants action plan.” A Comprehensive Grants Strategy has two components. The first component is an inventory and a City Council prioritization of focus areas and projects for grant activity. The second component is a comprehensive funding plan with an extensively researched list of federal, state, and regional grants most applicable to the priority focus areas and projects.

There are many benefits to creating and implementing a Comprehensive Grants Strategy. Moving from a more ad hoc structure to a holistic strategy will allow the City to achieve increased success with grants. Consolidated and strategic grant efforts will create the ability to prioritize the most important initiatives to match them with the most appropriate funding opportunities. It will also provide the City advance notice to plan for upcoming grant opportunities. The Comprehensive Funding Plan component allows staff to determine which grant opportunities make the most sense and helps staff stay ahead of opportunities. This will result in more thoughtful and ultimately more successful grant applications. It also allows staff to determine when it is in the City’s best interests to forgo a grant opportunity for which the City might not be as competitive or which conflicts with more important tasks or opportunities.

The grant strategy will be implemented and executed by a cross-departmental working group. The working group will consistently collaborate on the execution of the Comprehensive Grants Strategy with the Economic Development and Community Engagement (EDCE) Department staff. EDCE staff will provide support to the working group by:

- Tracking, prioritization, and submission coordination informed by the comprehensive funding plan.
- Creating an asset library that will increase the efficiency and effectiveness of grant submissions. Assets could include subject matter marketing collateral for turnkey submission, quality data sources for metrics, and sample letters of support.
- Ensuring and completing regular reporting of comprehensive grant strategy activity, successes, and return on investment.

Staff will benefit from support and expertise to create a comprehensive grants strategy. Deliverables will include an inventory of priority focus areas, projects, and a comprehensive funding plan.

Subject: Resolution authorizing the City Manager to execute an agreement with Townsend Public Affairs not to exceed \$60,000 for the creation of a Comprehensive Grants Strategy and implementation support for a one-year term.

Date: May 11, 2023

Page 5 of 7

RFP Process

The Comprehensive Grants Strategy RFP was released on November 11, 2022, and received 11 responses. The RFP laid out desired deliverables for the creation and implementation of a Comprehensive Grants Strategy as follows:

- Three-year Comprehensive Grant Strategy prioritizing funding opportunities in alignment with the City's approved focused areas using a comprehensive funding plan;
- Inventory of existing and planned projects matching them to identified funding opportunities
- Development of a grants tracking tool (to show grants the city applied for, received and those denied)
- Review of existing City policies and plans ex: General Plan, Auburn Specific Plan, Greenhouse Gas (GHG) to support grant applications
- As needed staff support to ensure accurate and complete applications are submitted per deadlines

In accordance with the City of Citrus Heights RFP best practices, staff used a two-step process to evaluate all of the proposals and determine which respondent was most qualified to provide the required services. The process began with an initial review of the proposals to identify the most qualified submittals based on the requirements and scope of work outlined in the RFP. The RFP requested the following information be included in the response: Statement of Qualifications, qualifications of key personnel, previous experience, references, and fee schedule.

Four of the 11 submitted responses were selected to advance to the second step. The second step in the process consisted of team interviews with the finalist firms, where they introduced their key personnel and presented their firm's approach to developing Comprehensive Grants Strategies, insight on how they would identify grant opportunities for Citrus Heights, and answer staff questions on details including grant tracking, application language templates, and potential ongoing staff support.

Following is a summary of firms that were interviewed and their RFP response. It is important to note that it cannot yet be estimated how many grants will eventually be included in the completed grant strategy. Therefore, it is difficult to estimate the total number of hours of consultant support that may be needed to execute one year of the comprehensive grants strategy. Some firms provided multiple pricing structures, including monthly retainer, per grant, per hour, and project deliverable. For this comparison matrix, staff selected the easiest pricing structure to quantify for a one-year scope.

Subject: Resolution authorizing the City Manager to execute an agreement with Townsend Public Affairs not to exceed \$60,000 for the creation of a Comprehensive Grants Strategy and implementation support for a one-year term.

Date: May 11, 2023

Page 6 of 7

Firm	Specialty	RFP RESPONSE (One year term)
Townsend Public Affairs	Legislative advocacy and grant writing firm	\$60,000 one-year term <ul style="list-style-type: none"> - \$5,000/mo <i>inclusive</i> retainer - Grants Strategy, policy review, ongoing identification/ research/ monitoring of grant funding opportunities, development of grant tracking tool, application development/ checklists/ submission, project backgrounds & technical project coordination, draft written proposals, funding advocacy, post-award administration and compliance, follow up on unsuccessful applications
BKF	Engineering firm w/ Grants & Funding Services	\$38,790 based on firm estimated project hours for one year <ul style="list-style-type: none"> - Estimated 215 base hours at various rates - Includes project inventory, grant tracking tool and packaging applications
Grant Management Associates	Grant Development Firm	\$93,600 one-year term* <ul style="list-style-type: none"> - \$7,800/mo retainer - *up to 40 hours a month (\$210/hr after for services including accounting, monitoring, compliance, reporting) - up to 2 new grants per quarter and 4 roll-over grants
Interwest Group	Planning & Engineering Consulting	\$54,140 project completion <ul style="list-style-type: none"> - estimated hours for policy review and grant strategy - Capital Improvement Project related grant expertise <i>only</i> - <i>does not include ongoing consultant support</i>

Townsend Public Affairs was selected as the most qualified consultant for the project as a result of the evaluation process. The firm provided a comprehensive and full-service proposal. It introduced a highly qualified team that demonstrated a clear understanding and expertise in project goals, community and City values, and sensitivity to budget.

Additional attributes that make Townsend the most qualified firm include:

- *All-inclusive service* for Comprehensive Grants Strategy & Consultant Support that augments limited staff time to ensure completion of an increased volume of identified grants;

Subject: Resolution authorizing the City Manager to execute an agreement with Townsend Public Affairs not to exceed \$60,000 for the creation of a Comprehensive Grants Strategy and implementation support for a one-year term.

Date: May 11, 2023

Page 7 of 7

- Offers the *widest variety of expertise* in grant areas, including Local Governance, Transportation Policy and Infrastructure, Education Policy and Infrastructure, Housing and Economic Development, Parks and Community Facilities, Energy/Environment and Natural Resources, Budget and Finance, and Public Safety;
- *Includes monthly updates* forecasting 30/60/90 day grant developments, including new opportunities, impending deadlines, etc.;
- Familiarity, competency, and support of *Benefit-Cost Analysis (BCA)* completions for Federal Grants;
- Provides *pre- and post-submission funding advocacy* by leveraging extensive networking in California Legislature, State agencies, Congress, and Federal agencies;
- Provision of *post-application review* to understand why the application was not funded and ensure continuous learning and improvement of the program.

Following is an approximate timeline of deliverables should an agreement be executed with Townsend Public Affairs:

- May 12, 2023: Execute agreement
- Beginning June 1, 2023:
 - Onboarding meetings with the project team, Department Heads, etc.
 - Review policies to ensure as supportive of grant activity as possible
 - Research and create a comprehensive grant strategy
- July 1, 2023: Launch Grants Tracking Tool established
- July 15, 2023: Launch Comprehensive Grants Strategy
- Ongoing monthly meetings and collaboration thereafter on grant submissions

Based on the analysis presented, staff recommends City Council authorize the City Manager to execute an agreement with Townsend Public Affairs not to exceed \$60,000 for the creation of a Comprehensive Grants Strategy and ongoing implementation support for a one-year term

Attachments

1. Resolution No. 2023-___ authorizing the City Manager to execute an agreement with Townsend Public Affairs not to exceed \$60,000 for the creation of a Comprehensive Grants Strategy and ongoing implementation support for a one-year term
2. Townsend RFP response
3. Draft Service Agreement

RESOLUTION NO. 2023- ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT
WITH TOWNSEND PUBLIC AFFAIRS NOT TO EXCEED \$60,000 FOR THE CREATION
OF A COMPREHENSIVE GRANTS STRATEGY AND IMPLEMENTATION SUPPORT FOR
A ONE-YEAR TERM**

WHEREAS, Citrus Heights City Council set a strategic goal to “Maintain and Enhance Fiscal Stability

WHEREAS, at the City Council Strategic Planning Retreat on May 10, 2022, City Council set a strategic objective to “Create a comprehensive grants action plan.”;

WHEREAS, in October 2022, the City circulated a Request for Proposals for the selection of the most qualified consultant for the creation and implementation of a Comprehensive Grant Strategy;

WHEREAS, at the City Council Strategic Planning Retreat on October 25, 2022, City Council set a strategic objective to “Pending City Council approval, select a consultant to begin creating a comprehensive grants strategy.

WHEREAS, standard City procurement procedures were followed for the selection of the most qualified consultants;

WHEREAS, the City now desires to enter into a professional services agreement with Townsend Public Affairs not to exceed \$60,000 for a one-year term;

NOW THEREFORE BE IT RESOLVED AND ORDERED, the City Council authorizes the City Manager to execute an agreement not to exceed \$60,000 for the creation of a Comprehensive Grants Strategy and associated implementation support for a one-year term.

BE IT FURTHER RESOLVED that the City Council of the City of Citrus Heights approves an amendment to the Fiscal Year 2022-23 Budget as provided below:

Budget Amendment	\$60,000
Fund:	General Fund/American Rescue Plan Act Funds (Fund 101)
Department:	Economic Development

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 11th day of May 2023 by the following vote, to wit:

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

Tim Schaefer, Mayor

ATTEST:

Amy Van, City Clerk



WWW.TOWNSENDPA.COM

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NORTHERN CALIFORNIA • CENTRAL CALIFORNIA
SOUTHERN CALIFORNIA

**Proposal for
Comprehensive Grant Strategy &
Consultant Support**

December 16, 2022

Table of Contents	1
Cover Letter	2
Statement of Qualifications	3
Key Personnel.....	5
Grant Award List	10
References.....	15
Fee Schedule	16
Ability to Meet Insurance Requirements	18





December 16, 2022

Courtney Riddle, Management Analyst II
City of Citrus Heights
6360 Fountain Square Drive
Citrus Heights, CA 95621

Dear Ms. Riddle:

Thank you for the opportunity for Townsend Public Affairs, Inc. ("TPA") to submit our proposal for Comprehensive Grant Strategy and Consultant Support to the City of Citrus Heights ("City").

Since its inception in 1998, TPA has earned the reputation as ***Champions for Better Communities*** by providing the experience, resources, and relationships expected from a premier legislative advocacy and grant writing firm while also giving clients the unique brand of customer service they deserve: personal attention, maximum accessibility, and passion for their mission.

Our strategic approach to advocacy and funding is tailored to meet the individual needs of each client by leveraging the breadth and depth of our team as well as our vast network of relationships with key stakeholders and decision makers.

Utilizing this method on behalf of our clients, TPA has shepherded over 100 legislative and regulatory proposals into law, and secured over \$2.5 billion in grants from state, federal, and local government agencies as well as nonprofit foundations and private companies.

Thank you again for your interest in our firm and your consideration of this proposal. TPA affirms complete understanding of and the ability to comply with all requirements of the RFP. Please contact Olivia Raymond at (949) 399-9050 or ORaymond@TownsendPA.com if you have any questions or need additional information. We would be honored to serve the City of Citrus Heights.

Yours truly,

A handwritten signature in blue ink, appearing to read "Chris Townsend", is written over a faint blue circular stamp.

Christopher Townsend (**Authorized to Bind the Firm**)
President

1401 Dove Street, Suite. 330
Newport Beach, CA 92660
CTownsend@TownsendPA.com, (949) 399-9050



TPA is a state and federal legislative advocacy and grant writing firm that provides lobbying and funding services to public agencies and nonprofit organizations throughout California.

- Founder/Owner/President: Christopher Townsend
- Advocacy Success: Shepherded **over 100** client-sponsored legislative proposals into law
- Funding Success: Over **\$2.5 billion** in state, federal, and local government grants as well as grants from nonprofit organizations and private companies
- Longevity: 24 years (founded in 1998)
- Number of Employees: 17
- Number of Registered State and Federal Lobbyists and Grant Writers: 14
- Number of Offices: Five
 - TPA State Capitol Office, Sacramento
 - TPA Federal Office, Washington, DC
 - TPA Northern California Office, Oakland
 - TPA Central California Office, Fresno
 - TPA Southern California Office, Newport Beach
- Types of Clients:
 - City Governments
 - County Governments
 - Water and Sanitation Districts
 - Transportation Districts
 - K-12 School Districts
 - Community College Districts
 - Parks and Recreation Districts
 - Fire Protection Districts
 - Museums, Science Centers, and Cultural Facilities
- Areas of Specialization:
 - Local Governance (Cities, Counties, Special Districts)
 - Transportation Policy and Infrastructure
 - Water and Sanitation Policy and Infrastructure
 - Education Policy and Infrastructure
 - Housing and Economic Development
 - Parks and Community Facilities (Recreational, Cultural, Historical)
 - Energy, Environment, and Natural Resources
 - Public Safety
 - Budget and Finance

STATEMENT OF QUALIFICATIONS

TPA is submitting the following proposal to the City of Citrus Heights to provide Comprehensive Grant Strategy and Consultant Support. This proposal demonstrates our experience and expertise in working with local public agencies to achieve their funding priorities through effective and innovative strategies. Our team of professional grant writers possesses the expertise, relationships, and professionalism the City of Citrus Heights needs to maximize its grant strategy and funding success.

TPA has raised the bar amongst grant writing firms with a California focus. TPA has five offices strategically located across the state and in Washington, DC. Our active presence in Sacramento and Washington, DC positions TPA perfectly to achieve results which other firms simply cannot. Since its founding, TPA has provided customized legislative and funding advocacy for over 300 public agencies throughout the State of California. The menu of services TPA provides for cities of all sizes includes, but is not limited to, legislative advocacy, funding advocacy, regulatory assistance, and policy consultation.

TPA's proven advocacy methods have generated significant legislative and funding victories on behalf of our clients. Since 1998, TPA has secured **over \$2.5 billion** in funding for our clients through state, federal, and local government agencies as well as private and nonprofit grant programs. This includes **\$205.4 million** in public safety funding, **\$729 million** in housing and development funding, **\$780 million** in transportation funding, **\$300 million** in education funding, **\$285 million** in parks and recreation funding, **\$137 million** in water and sanitation funding, and **\$132 million** in cultural resources funding. TPA's ability to secure significant funding from a diverse range of agencies is a result of our expertise in numerous policy areas and serves as a testament of our fervent belief that we are the best grant writing firm to represent the City.

TPA is constantly working to stay ahead of the continually shifting political climate by adjusting strategies to position clients for continued success. Over the years, TPA has developed an extensive network with members and staff of the California Legislature, State agencies, Congress, and Federal agencies, which allows TPA to provide our clients with the most up-to-date information on relevant funding opportunities. TPA's strong relationships with senior professional staff provide a two-way dialogue allowing TPA clients access to voice their concerns and provide information on developing and proposed funding opportunities.

TPA is comprised of 14 full-time passionate, hardworking legislative advocates and grant writers providing grant writing and funding advocacy to turn clients' visions into reality. The TPA team works with clients to craft and execute an agenda focused on implementing funding solutions for legacy projects at all levels of government. The firm is made up of team members with their own areas of expertise, who will collaborate and work together to achieve ultimate results. This means that the City will have a dedicated Client Manager, as well as the benefit of having a variety of subject experts at its disposal who are at the top of their field to tackle projects and issues



With a team of 14 registered legislative advocates and grant writers, TPA has the breadth and depth of experience AND the ability to deploy as many grant writers as needed to maximize success for the City while minimizing the burden on City staff. TPA proposes a dedicated team of five people to provide grant strategy and consultant support for the City.



Christopher Townsend

President

Role: Managing Principal/Senior Strategic Advisor

Location: 1401 Dove St., Ste. 330, Newport Beach, CA 92660



Eric Thronson

Deputy Director

Role: Strategic Advisor/Funding Advocate

Location: 925 L St., Ste. 1401, Sacramento, CA 95814



Alex Gibbs

Grants Manager

Role: Project Manager/Grant Writer

Location: 925 L St., Ste. 1401, Sacramento, CA 95814



Christine Rose

Senior Associate

Role: Grant Writer

Location: 925 L St., Ste. 1401, Sacramento, CA 95814



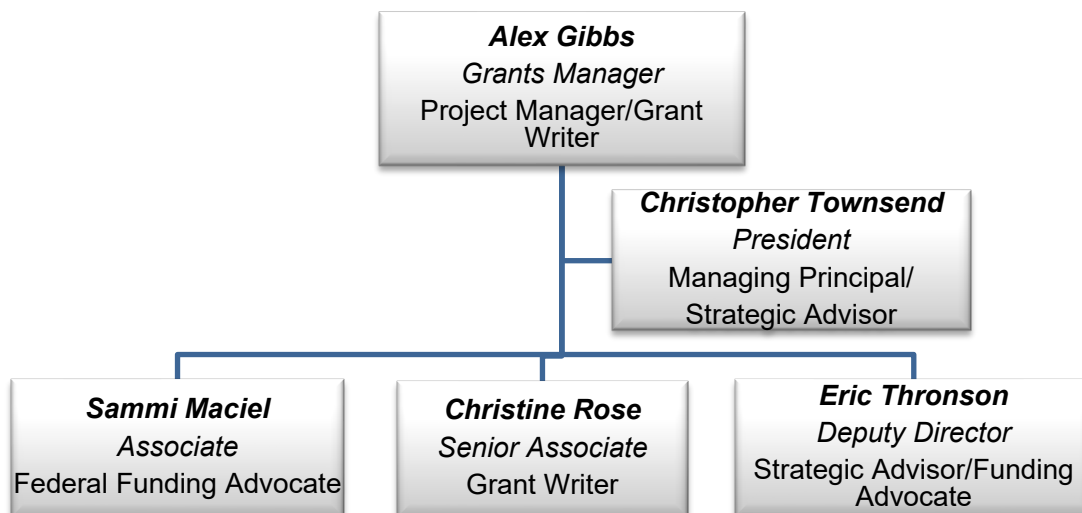
Sammi Maciel

Associate

Role: Federal Funding Advocate

Location: 600 Pennsylvania Ave SE, Ste. 207, Washington, DC 20003

The following organizational chart demonstrates the structure of the proposed project team.



KEY PERSONNEL



Christopher Townsend, President: Christopher founded TPA in 1998 and has 40 years of experience in public affairs, legislative advocacy, and grant writing. Christopher and TPA have represented over 315 clients, including 250 local public agencies, such as cities, counties, transportation agencies, water and sanitation districts, elementary and secondary school districts, community college districts, park and recreation districts, and other special districts, as well as nonprofit organizations.

Townsend Public Affairs, Inc.

President

1998-Present

Christopher provides leadership to a team of 14 advocates and grant writers while managing the development and implementation of the agendas of each client. His achievements include:

- Under Christopher's leadership, TPA has become one of the most successful advocacy firms in California (and is continually recognized as a "top ten" firm registered with the California Secretary of State) while still providing the personalized attention and focus of a small boutique firm.
- Christopher and his team have secured over **\$2.5 billion** in local, regional, state, and federal government grants as well as private and nonprofit grants for a multitude of legacy projects in the policy sectors of water and sanitation, transportation, education, housing and economic development, parks and natural resources, historical and cultural resources, and public safety.
- Maintains close bi-partisan relationships with several members of the California Congressional delegation, including Senators Feinstein and Padilla, and Representatives Torres, Lowenthal, Porter, Levin, Correa, Lee, Swalwell, Napolitano, Garamendi, Carbajal, DeSaulnier, Sanchez, Lieu, Harder, McNerney, Calvert, Garcia, Steel, and Kim.

PepsiCo/Taco Bell Corp., Irvine, CA

Senior Director, Government & Community Affairs

1992-1998

Stein-Brief Group, Inc., Dana Point, CA

Vice President, Public Affairs

1982-1992

JFK School of Government, Harvard University, Cambridge, MA

Master of Public Administration

1991

Claremont McKenna College, Claremont, CA

Bachelor of Arts, Political Science, Magna cum Laude, Political Science Honors Prize

1982

Coro Fellow

Southern California

1981

Harry S Truman Scholar

California

1980



Eric Thronson, Deputy Director: Eric brings two decades of legislative and public policy experience to TPA. Eric maintains deep relationships with key leaders throughout California. Eric has expertise in transportation infrastructure from his tenure with both Legislative Transportation Committees and the California Transportation Commission, as well as expertise in housing and land use, the state budget, and local governance.

Townsend Public Affairs, Inc.

Deputy Director

2021-Present

At TPA, Eric serves a broad range of public agency clients throughout California. He advocates at all levels for client projects, including the pursuit of grants and other funding opportunities. Eric's network



KEY PERSONNEL

of relationships in Congress, the State Capitol and at the California Transportation Commission contributes to his success with clients. He is adept at securing funding for clients related to all aspects of transportation, housing, and infrastructure policy.

- Eric worked with the City of Fontana to develop and execute a strategic plan to support the City's FY22 RAISE grant application. This highly competitive federal grant opportunity administered by the U.S. Department of Transportation formed a key component of the City's Complete Streets Upgrades. The strategy entailed gathering support from key stakeholders specifically tailored to the current Administration's priorities, thus maximizing the application's chances of success. TPA also planned advocacy that leveraged the City's strengths during the grant review process. The culmination of this process was the award of more than **\$15 million in federal RAISE funds** for the City's transportation infrastructure improvements.
- Eric worked with California State Transit Agency staff to secure **\$23,600,000** from the Transit and Intercity Rail Capital Program (TIRCP) for the Sacramento Regional Transit District. The funds will support a fleet modernization project to purchase 8 new low-floor light rail vehicles to expand low-floor light rail operations, resulting in faster operations, and increased safety capacity.
- Eric worked with Senator Anna Caballero to secure **\$3 million** in the FY 2022-23 state budget on behalf of the City of Merced for its Regional Fire Training Center, including building infrastructure, decontamination facilities, urban search and rescue props, and fire training props.

Assembly Transportation Committee

Chief Consultant

2017-2020

California Transportation Commission

Deputy Director of Legislation and Finance

2015-2017

Senate Transportation and Housing Committee

Principal Committee Consultant

2011-2015

California Legislative Analyst's Office

Fiscal and Policy Analyst, Transportation, Housing, and High-Speed Rail

2008-2011

LBJ School of Public Affairs, The University of Texas at Austin

Master of Public Affairs

2008

Tulane University, New Orleans

B.A. in English, Minor in Classics

2000



Alex Gibbs, Grant Manager: Alex brings 11 years of public policy and legislative advocacy experience to TPA. Alex has four years of experience working for the State Legislature analyzing, researching, writing, and shepherding bills through the legislative process. Alex has also secured significant grant funding for clients throughout California. Alex has expertise in the policy sectors of parks and recreation, local governance, public safety, transportation, cap and trade, and labor relations.

Townsend Public Affairs, Inc.

Grants Manager

2014-Present

During his tenure at TPA, Alex has been responsible for securing millions in competitive grant funds at all levels for local public agency clients. In addition to his expertise on parks and recreation, transportation, and public safety, Alex has a strong network of relationships with State Legislators and key staff, as well as various state departments and agencies. Some of his accomplishments include:



KEY PERSONNEL

- Alex worked with the City of San Leandro to secure **\$4,540,922** in grant funding from the Building Forward Library Infrastructure Program administered by the California State Library to upgrade multiple libraries in the City. Alex tailored the grant application's narrative and worked with City staff to create a project budget and timeline that would ensure competitiveness. Alex also utilized advocacy strategies that leveraged the City's strengths during the grant review process.
- Alex worked with the City of Oakland staff to secure **\$10,801,183** in grant funding from the Clean California Local Grant Program. Alex leveraged relationships with the California Department of Transportation and the City's legislative delegation to successfully advocate for two funded projects.
- Alex led a team of Kern County staff through the application process to secure **\$6,515,000** in grant funding from the Prop 68 Statewide Parks Program (Round 4). This funded the South Kern Lamont Park Project which provided renovations to an existing park in the community of Lamont, despite grant program guidelines which provided preferences for the construction of new parks.
- Alex collaborated with state Natural Resources Agency staff to secure a **\$3,086,000** Urban Greening Grant for the Desert Recreation District. Alex continued to work with the District on grant administration, ensuring the client was able to see the completion of their legacy project.
- Alex worked with the City of South San Francisco to secure a **\$868,000** grant from the Active Transportation Program (ATP). Alex leveraged relationships with the California Department of Transportation and coordinated among local business stakeholders and school officials to craft a competitive grant application.

California State Senate*Legislative Aide*

2012-2014

University of San Francisco, CA*Bachelor of Arts, Politics*

2011



Christine Rose, Senior Associate: Christine brings a variety of experience and knowledge to TPA, including five years of experience in public policy and four years of experience in higher education. Christine has expertise in policy areas such as K-12 and higher education, cultural resources, public health, and natural resources.

Townsend Public Affairs, Inc.*Senior Associate*

2022 – Present

Since joining TPA, Christine has worked with clients to identify their funding needs and develop competitive proposals. She has identified new and strategic funding resources, bringing her clients' proposals from idea to reality. Her work includes:

- Securing **\$3.8 million** in California Community Schools Program implementation funding for Merced Union High School District for the expansion of their community school program.
- Coordinating efforts between the City of Guadalupe, Guadalupe Union School District, and nonprofit Los Amigos de Guadalupe to secure a **\$52,875** Artists in Schools grant award to initiate an arts program in the area's elementary schools.
- Advocating for funding for Guadalupe Union School District's early learning center and securing federal community program funding in the amount of **\$200,000**.



KEY PERSONNEL

- Christine works to create accessible grant writing and development tools for clients such as grant tracking matrices and application breakdowns. These tools allow clients to access key strategic funding opportunities, develop comprehensive and competitive proposals, and secure grant funding.

California State Assembly*Legislative Director*

2018 – 2022

California State Assembly*Legislative Aide*

2017 – 2018

Cal Poly, San Luis Obispo*Master of Arts, History*

2013

California State University, Sacramento*Bachelor of Arts, History and Government*

2011



Sammi Maciel, Associate: Sammi brings four years of federal legislative, funding, and public policy experience. Sammi has experience managing legislative activity, including bill analysis, research, and drafting particularly for federal funding opportunities. Sammi has expertise in several policy sectors including local governance, transportation, broadband, energy, and cultural resources.

Townsend Public Affairs, Inc.*Associate*

2021-Present

Since joining TPA, Sammi keeps clients informed of significant actions and pertinent developments in the federal government and strategizes ways in which to influence and enact changes in Washington, DC that have concrete results for clients. Some of Sammi's experience include:

- Sammi's four years of experience working for two California Senators has led to an extensive network of relationships both on Capitol Hill and within federal agencies. Her understanding of the regional and political dynamics of the California Congressional delegation and their interactions with other members of the Senate and House are important to successfully advocating for TPA clients.
- Sammi has first-hand knowledge of the current federal appropriations process, including community project funding requests, which is key to ensuring request competitiveness. Sammi has assisted clients in securing millions of dollars' worth of earmarks.
- Sammi has identified new and previously-underutilized federal grants for the benefit of TPA clients. She has leveraged her relationships with key grant officials at various federal agencies to ascertain their specific priorities and buzz words required for successful grant applications. Sammi then leverages that information to help TPA federal clients develop and submit more competitive federal grant applications and then provide more effective tailored advocacy to secure funding awards.

US Senate, Office of Senator Kamala Harris (CA)*Field Representative*

2019-2021

US Senate, Office of Senator Dianne Feinstein (CA)*Legislative Intern*

Summer of 2017

Dominican University of California*Bachelor of Arts, Political Science*

2017



GRANT AWARD LIST

ITEM 12

The following chart provides a list of relevant grant awards secured by TPA since 2020. For each award, TPA was instrumental in crafting the application narrative, submitting the project for consideration, and conducting post-submittal advocacy in order to ensure project success. An asterisk (*) denotes an award secured directly by a member of the proposed project team.

Award Recipient	Funding Agency	Grant Program	Project Description	Date of Award	Grant Award
City of San Leandro*	California State Library	Building Forward Library Infrastructure Program	Mulford Marina Branch Library Project	2022	\$4,540,922
City of Palmdale	California State Library	Building Forward Library Infrastructure Program	Palmdale City Library HVAC Installation and Renovation Project	2022	\$698,000
City of Murrieta	Federal Emergency Management Agency	Hazard Mitigation Grant Program	Emergency Generators Installation	2022	\$327,957
City of Murrieta	Department of Recreation	Parks Pass Program	Funding for Murrieta Library Activity Kits	2022	\$3,500
City of South San Francisco*	Department of Recreation	Land Water Conservation Fund	Linden Park Project	2022	\$830,000
Kern County*	Department of Recreation	Regional Parks Program	Buena Vista Aquatic Recreational Area Improvements	2022	\$2,691,150
City of Morro Bay*	Department of Recreation	Rural Recreational and Tourism Program	Coleman Park Improvements	2022	\$600,000
Town of Colma*	Metropolitan Transportation Commission	One Bay Area Grant (OBAG) Cycle 3 County and Local Program	El Camino Real Complete Streets Project	2022	\$4,640,000
SunLine Transit Agency*	Federal Transit Administration	Buses and Bus Facilities and the Low or No Emission Grant Programs	Hydrogen Buses and Hydrogen Refueling Station Expansion Project	2022	\$7,819,257
SunLine Transit Agency*	Federal Transit Administration Federal Transit Administration	Buses and Bus Facilities and the Low or No Emission Grant Programs	Funding for Battery Electric Buses and Chargers	2022	\$7,146,793
City of Fontana*	US Department of Transportation	Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program	Fontana's Building a Better Connected Inland Empire Project	2022	\$15,000,000
Sacramento Regional Transit District*	California State Transportation Agency	Transit and Intercity Rail Capital Program	Fleet Modernization Project	2022	\$23,600,000
City of Fullerton*	Department of Recreation	Outdoor Equity Program	Richman Outdoor Grant Project	2022	\$204,555
Desert Recreation District*	Department of Recreation	Outdoor Equity Program	Outdoor Wellness Retreat North Shore Project	2022	\$142,068
Merced Union High School District*	Department of Recreation	Outdoor Equity Program	Funding for Our Outdoors Program	2022	\$700,000
CalWater	Department of Water Resources	Small Community Drought Relief Program	Kernville Raw Water Intake Facility Project	2022	\$1,400,000



GRANT AWARD LIST

CalWater	Department of Water Resources	Small Community Drought Relief Program:	Tulco Water System Storage Tanks and Booster Pump	2022	\$894,000
City of Murrieta	Economic Development Administration	EDA Challenge Grant	Funding for the Murrieta Innovation Center	2022	\$2,400,000
Affordable Community Living Corporation	Department of Housing and Community Development	CalHOME Grant Program	First-time Homebuyer Mortgage Assistance	2022	\$1,831,500
City of Buena Park*	Department of Recreation	Statewide Parks Program	Whitaker School Park Project	2022	\$3,190,543
City of Madera*	Department of Recreation	Statewide Parks Program	Olive Park Project	2022	\$1,282,048
Desert Recreation District*	Department of Recreation	Statewide Parks Program	Thermal Park Project	2022	\$4,500,000
Hesperia Recreation and Parks District*	Department of Recreation	Statewide Parks Program	Lime Street Park Project	2022	\$4,424,842
County of Kern*	Department of Recreation	Statewide Parks Program	South Kern Lamont Park Project	2022	\$6,515,000
City of Palmdale	LA County Regional Park and Open Space District	Measure A Grant	Marie Kerr Pool Revitalization Project	2022	\$1,000,000
City of Palmdale	LA County Regional Park and Open Space District	LA County Regional Park and Open Space District Measure A Grant	Amargosa Creek Trail Enhancement Project	2022	\$1,000,000
City of San Leandro*	Department of Forestry and Fire Protection	Urban Forestry Grant	Tree Resilient San Leandro Project	2022	\$1,500,000
Consumnes Community Services District*	Firehouse Subs Public Safety Foundation	Firehouse Subs Grant Program	Funding for CPR Dummies	2022	\$16,050
City of Berkeley*	Business, Consumer Services, and Housing Agency	Encampment Resolution Funding Program	Encampment clean-up efforts in partnership with UC Berkeley	2022	\$4,708,000
City of Oakland*	CalTrans	Clean California Local Grant Program	Oakland Mini Parks Beautification	2022	\$4,992,380
City of Oakland*	CalTrans	Clean California Local Grant Program	Courtland Creek Restoration	2022	\$2,033,575
City of Madera*	CalTrans	Clean California Local Grant Program	Fresno River & Trail Clean Up Project	2022	\$832,350
East Contra Costa Fire Protection District*	Department of Finance	COVID-19 Fiscal Relief for Special Districts	COVID Reimbursements	2021	\$24,296
Consumnes Community Services District*	Department of Finance	COVID-19 Fiscal Relief for Special Districts	COVID Reimbursements	2021	\$3,981,404
City of Palmdale	LA County	Emergency Food and Shelter Program -	Funding for Homeless Supplemental Services	2021	\$28,700



GRANT AWARD LIST

		CARES Act Supplemental Round			
City of Placentia	Department of Recreation	Department of Parks and Recreation: Statewide Parks Program	Jaycee Parkette Renovation	2021	\$610,000
City of Palmdale	Department of Recreation	Statewide Parks Program	Melville J. Courson Park Revitalization	2021	\$4,150,000
City of Oakland	US Department of Transportation	Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program	Reconnecting Oakland Project	2021	\$14,507,075
Port of Hueneme	State Lands Commission	COVID-19 Pandemic Response Funding	Funding for Direct Pandemic Response and Revenue Loss	2021	\$2,337,563
East Orange County Water District	Bureau of Reclamation	Drought Response Program	Vanderwerf Well Drilling Project	2021	\$500,000
Orange County Pacific Symphony	County of Orange	American Recovery Plan Act	Funding for COVID Recovery Arts Grant	2021	\$20,000
City of Fullerton*	Federal Emergency Management Agency	Assistance to Firefighters Grant Program	Funding for Operations and Safety Equipment	2021	\$108,852
City of Costa Mesa	Federal Emergency Management Agency	Assistance to Firefighters Grant Program	Funding for Operations and Safety Equipment	2021	\$664,194
City of Selma*	Fresno Council of Governments	Transit-Oriented Development Grant Program	Downtown Selma Revitalization and Strategic Plan	2021	\$167,000
City of Selma*	Fresno Council of Governments	Regional Early Action Planning (REAP) Grant	Selma GIS Development Portal Project	2021	\$25,000
City of Selma*	Fresno Council of Governments	Regional Early Action Planning (REAP) Grant	Funding for Selma Housing Design Program	2021	\$26,000
City of Selma*	California City Management Foundation	Judy L. Kelsey Memorial Grant Fund	Funding for Summer Intern Stipend	2021	\$5,000
City of Moreno Valley	Office of Emergency Services	Community Power Resiliency Allocation to Cities Program	Funding for Generators and Backup Energy Equipment	2021	\$289,000
Hesperia Recreation and Parks District*	Department of Justice	Tobacco Grant Program	Park Ranger Project	2021	\$272,160
City of Murrieta	CalRecycle	Rubberized Pavement Grant Program	Murrieta Hot Springs Road Pavement Project	2021	\$123,200
City of Murrieta	Riverside County	CARES Act Emergency Solutions Grant Round 2	Funding for Street Outreach and Homeless Services	2021	\$249,114
City of Brea*	CalFIRE	Fire Prevention Grants Program	Fire Prevention Project	2021	\$436,462
City of Stanton*	Southern California Association of Governments	SCAG Sustainable Communities Program	Funding for Smart Cities & Mobility Innovations	2021	\$150,000



GRANT AWARD LIST

Merced Union High School District	Department of Education	Education for Homeless Children and Youth Program	Funding for Nurtured Heart Approach Mental Health Student Services	2021	\$73,000
City of Placentia	US Department of Justice	Project Safe Neighborhoods	The Placentia STRONG Project	2021	\$537,160
Town of Danville*	CalRecycle	Rubberized Pavement Grant Program	Townwide Chip Seal Road Rehabilitation Project	2021	\$200,000
City of South El Monte*	Southern California Association of Governments	SCAG Sustainable Communities Program	Funding for Comprehensive Zoning Code Update	2021	\$200,000
City of Palmdale	Southern California Association of Governments	SCAG Sustainable Communities Program	Workforce Housing Development Project	2021	\$300,000
City of Murrieta	Department of Transportation	Highway Safety Improvement Program Cycle 10	Citywide Traffic Signal Adaptive Timing Program	2021	\$422,350
City of Lafayette	Office of Emergency Services	Community Power Resiliency Allocation to Cities Program	Funding for Emergency Preparedness Equipment	2021	\$249,749
East Contra Costa Fire Protection District	Office of Emergency Services	Community Power Resiliency Allocation to Special Districts Program	Funding for Emergency Preparedness Equipment	2021	\$201,150
City of Fullerton*	CalRecycle	Beverage Container Recycling Grant	Beverage Container Recycling Bins and Education/Outreach Program	2021	\$209,770
Town of Danville*	Department of Transportation	: Highway Safety Improvement Program Cycle 10	Funding for Townwide Pedestrian Crossing Safety Improvements	2021	\$240,000
City of South San Francisco*	Department of Transportation	Highway Safety Improvement Program Cycle 10	Pedestrian Safety Improvement Project	2021	\$249,800
City of Palmdale	LA County	Emergency Food and Shelter Program	Funding for Food and Supportive Services For Homeless	2020	\$20,200
City of Palmdale	Office of Emergency Services	Public Safety Shutoff Resiliency Program	Funding for Oasis Recreation Center Backup Generators	2020	\$195,000
City of Palmdale	Natural Resources Agency	Environmental Enhancement and Mitigation Grant Program	Avenue S Corridor Landscaping Project	2020	\$500,000
Antelope Valley-East Kern Water Agency	CalOES	Hazard Mitigation Grant Program	Funding for Citywide Hazard Mitigation Program:	2020	\$150,000
City of Concord	Department of Justice	Coronavirus Emergency Supplemental Funding Program	Funding for COVID-19 Public Safety Personnel	2020	\$105,655
City of Los Banos*	CalFIRE	Urban and Community Forestry Program	Funding for Urban Forest Management Plan	2020	\$161,700



GRANT AWARD LIST

City of Palmdale	LA County Department of Arts and Culture	Community Impact Arts Grant	Funding for Gabriel's House/Music and Kids Concert Series	2020	\$8,600
City of Palmdale	SoCalGas	SoCalGas Climate Adaptation & Resiliency Grant Program	Local Hazard Mitigation Plan Update	2020	\$50,000
City of Palmdale	California Transportation Commission	Active Transportation Quick Build Program	Domenic Massari Bike Lane System Project	2020	\$412,000
City of Murrieta	Federal Emergency Management Agency	AFG-SAFER Grant Program	Funding for an Additional Six Positions For Their Medic Patrol Program	2020	\$2,012,193
City of Huron*	Department of Justice	Community Oriented Policing Services Grant	Funding to Add Two Police Officers	2020	\$391,786
City of Parlier*	Department of Justice	Community Oriented Policing Services Grant	Funding to Add One Police Officer	2020	\$254,247
City of Tracy*	Department of Justice	Community Oriented Policing Services Grant	Funding to Add Three Police Officers	2020	\$375,000
City of Turlock*	Department of Justice	Community Oriented Policing Services Grant	Funding to Add Four Police Officers	2020	\$500,000
City of Vallejo*	Department of Justice	Community Oriented Policing Services Grant	Funding to Add Eight Police Officers	2020	\$5,114,754
City of South El Monte	CalTrans	Sustainable Transportation Planning Grant Program	Rosemead Corridor Enhancement Plan	2020	\$301,002
City of Palmdale	CalTrans	Sustainable Transportation Planning Grant Program	Palmdale Sustainable Transportation Plan	2020	\$598,057
City of Avalon	CalTrans	Sustainable Transportation Planning Grant Program	Avalon Mode Shift Feasibility Study	2020	\$173,519
Affordable Community Living Corporation	Department of Housing and Community Development	CalHOME Grant Program	Funding for Owner occupied housing rehabilitation	2020	\$5,000,000
Rancho Santiago Community College District	US Department of Education	CARES Act Institutional Support Funding	Funding for Institutional Support And Student Financial Aid	2020	\$8,488,302
Coast Community College District	US Department of Education	CARES Act Institutional Support Funding	Funding for Institutional Support And Student Financial Aid	2020	\$14,072,819
City of Fullerton	Department of Recreation	Statewide Parks Program	Pearl Park Rehabilitation Project	2020	\$1,572,311
City of Placentia	Department of Recreation	Statewide Parks Program	La Placita Parkette Renovation Project	2020	\$640,000
City of Oakland*	Department of Recreation	Statewide Parks Program	Tyrone Carney Park Renovation	2020	\$2,469,155
City of Oakland*	Department of Recreation	Statewide Parks Program	Sobrante Park Renovation	2020	\$2,600,000
City of Selma*	Department of Recreation	Statewide Parks Program	Rockwell Pond Park Project	2020	\$4,416,000

TOTAL GRANT FUNDS SECURED 2020-2022: \$836,934,208



1. City of South San Francisco

Contact Name: Mike Futrell
Contact Title: City Manager
Address: 400 Grant Ave, South San Francisco, CA 94080
Phone Number: (650) 676-0173
Email Address: mike.futrell@ssf.net
Dates of Service: 2015 - Present
Description of Services: TPA provides grant writing and legislative advocacy services to the City.

2. Sacramento Regional Transit District

Contact Name: Devra Selenis
Contact Title: Vice President of Communications and Partnerships
Address: 1225 R St, Sacramento, CA 95811
Phone Number: (916) 556-0121
Email Address: dselenis@sacrt.com
Dates of Service: 2022 - Present
Description of Services: TPA provides grant writing and legislative advocacy services to the District.

3. City of Buena Park

Contact Name: Aaron France
Contact Title: City Manager
Address: 6650 Beach Blvd, Buena Park, CA 90622
Phone Number: (714) 562-3554
Email Address: afrance@buenapark.com
Dates of Service: 2009 - Present
Description of Services: TPA provides grant writing services to the City.



ALL-INCLUSIVE MONTHLY RETAINER:

DESCRIPTION OF SERVICES	FEE
Comprehensive Grant Strategy & Consultant Support	\$5,000 Per Month*
• Conduct Detailed Orientation	Included
• Craft Strategic Funding Plan	Included
• Identify, Research, and Monitor Grant Funding Opportunities	Included
• Support of Grant Application Development and Submittal	Included
• Establishment of Clear Accountabilities	Included
• Provide Overview of Full Applications Requirements	Included
• Assemble Project Background and Details	Included
• Coordinate Technical Project Details	Included
• Support to Draft Written Proposal	Included
• Incorporate Feedback to Finalize Proposal	Included
• Support to Submit Completed Application	Included
• Funding Advocacy	Included
• Post-Grant Submittal Advocacy	Included
• Development of Grants Tracking Tool	Included
• Post-Award Grant Administration and Compliance	Included
• Review of Existing City Policies	Included
• Comprehensive Follow-Up on Unsuccessful Applications	Included
<i>*The monthly fee includes all reasonable business and travel expenses</i>	
TOTAL ESTIMATE FOR SCOPE OF WORK: \$60,000	

KEY DELIVERABLES:

DELIVERABLE	DATE
• Grants Tracking Tool	July 1, 2023
• Strategic Funding Plan	July 15, 2023



FEE SCHEDULE

HOURLY BILLING RATES FOR PROPOSED STAFF:

NAME & TITLE	HOURLY FEE
Christopher Townsend, President	\$350*
Eric Thronson, Deputy Director	\$275*
Alex Gibbs, Grants Manager	\$275*
Christine Rose, Senior Associate	\$250*
<i>*The hourly fee includes all reasonable business and travel expenses</i>	



ABILITY TO MEET INSURANCE REQUIREMENTS

ITEM 12

TPA affirms its ability to meet the City's insurance requirements as outlined in the RFP.



**CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF CITRUS HEIGHTS AND
Townsend Public Affairs
(Standard Agreement)**

THIS Agreement (“Agreement”) for consulting services is made by and between the City of CITRUS HEIGHTS (“City”) and Townsend Public Affairs (“Consultant”) (together referred to as the “Parties”) as of June 1, 2023 (the “Effective Date”).

Section 1. SERVICES. 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.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on June 30, 2024 or the date the Consultant completes the services specified in Exhibit A, whichever occurs first, unless the term of the Agreement is otherwise terminated or extended, as referenced herein.
- 1.2 **Standard of Performance.** 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.
- 1.3 **Assignment of Personnel.** 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.
- 1.4 **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided herein above and to satisfy Consultant’s obligations hereunder.

Section 2. COMPENSATION. City hereby agrees to pay Consultant a sum not to exceed \$60,000 as set forth in Exhibit B, attached hereto and incorporated herein for services to be performed and reimbursable expenses incurred under this Agreement. This dollar amount is not a guarantee that the City will pay that full amount to the Consultant, but is merely a limit of potential City expenditures under this Agreement.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant’s estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the parties further agree that compensation hereunder is intended to include the

costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

- 2.1 Invoices.** Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information, unless waived by the City Manager, or his or her designee:
- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
 - The beginning and ending dates of the billing period;
 - A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
 - At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
 - The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder;
 - The Consultant's signature.
- 2.2 Monthly Payment.** City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall pay undisputed invoices that comply with the above requirements within 30 days from the receipt of the invoice.
- 2.3 Final Payment.** Consultant shall submit its final invoice within 60 days of completing its services. Consultant's failure to submit its final invoice within this 60 day period shall constitute Consultant's waiver of any further billings to, or payments from, City.
- 2.4 Reimbursable Expenses.** Reimbursable expenses, if any, are specified in Exhibit B and included in the total compensation referenced in Section 2. Expenses not listed in Exhibit B are not chargeable to, or reimbursable by, City.
- 2.5 Payment of Taxes.** Consultant is solely responsible for the payment of all federal, state and local taxes, including employment taxes, incurred under this Agreement.
- 2.6 Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this

Agreement until receipt of a written authorization from the City Manager, or his or her designee.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement

Section 4. INSURANCE REQUIREMENTS. 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.

4.1 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.

4.2 Commercial General and Automobile Liability Insurance.

4.2.1 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.

4.2.2 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.

4.2.3 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.

4.3 Professional Liability Insurance.

4.3.1 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.

4.3.2 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.

4.4 All Policies Requirements.

4.4.1 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.

4.4.2 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.

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

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

4.4.5 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.

4.4.6 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.

4.4.7 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.

4.5 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.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.

5.1 General Requirement. 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.

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.

5.2 PERS Indemnification. 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.

Section 6. STATUS OF CONSULTANT.

6.1 Independent Contractor. At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City.

6.2 Consultant Not an Agent. Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

7.1 Governing Law. The laws of the State of California shall govern this Agreement.

7.2 Compliance with Applicable Laws. Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder. Consultant shall also, to the extent required by the California Labor Code, pay not less than the latest prevailing wage rates as determined by the California Department of Industrial Relations.

7.3 Licenses and 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.

7.4 Nondiscrimination and Equal Opportunity. Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, genetic information, marital status, sex, sexual orientation, gender or gender identity, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the

provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Section 8. TERMINATION AND MODIFICATION.

- 8.1 Termination.** Upon ten days' prior written notice, City may cancel this Agreement at any time and without cause upon such written notification to Consultant. In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.
- 8.2 Amendments.** The parties may amend this Agreement only by a writing signed by the parties hereto.
- 8.3 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.
- 8.4 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant, including but not limited to the provisions of Section 5, shall survive the termination of this Agreement.
- 8.5 Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:
- 8.5.1** Immediately terminate the Agreement;

- 8.5.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
- 8.5.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or
- 8.5.4 Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.
- 8.5.5 The remedies mentioned in this Agreement are not exclusive of any other right, power or remedy permitted by law. The City's failure or delay in exercising any remedy shall not constitute a waiver of such remedy or preclude the further exercise of City's rights.

Section 9. KEEPING AND STATUS OF RECORDS.

- 9.1 **Records Created as Part of Consultant's Performance.** All final versions of reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement, and the City may use, reuse or otherwise dispose of the documents without Consultant's permission. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential drafts and will not be released to third parties by Consultant without prior written approval of City.
- 9.2 **Consultant's Books and Records.** Consultant shall maintain any and all records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement. All such records shall be maintained in accordance with generally accepted accounting principles and shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Pursuant to Government Code Section 8546.7, the Agreement may be subject to the

examination and audit of the State Auditor for a period of 3 years after final payment under the Agreement.

Section 10 MISCELLANEOUS PROVISIONS.

- 10.1 Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 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.
- 10.3 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.4 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.6 Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*
- Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*
- 10.7 Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

- 10.8 Notices.** Any notice, demand, request, consent or approval that either party is required to give the other pursuant to this Agreement, shall be in writing and may be given by either (i) personal service, or (ii) certified United States mail, postage prepaid, return receipt requested,. Notice shall be effective upon personal delivery or delivery to the addresses specified below, as reflected on the receipt of delivery or return receipt, as applicable.

Consultant : Townsend Public Affairs
1401 Dove Street, Suite 330
Newport Beach, CA 92660
ATTN: President

City: City of Citrus Heights
6360 Fountain Square Drive
Citrus Heights, CA 95621
ATTN: City Manager

- 10.9 Professional Seal.** Where applicable in the determination of the City Manager, or his or her designee, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation. The stamp/seal shall be in a block entitled "Seal and Signature of Registered Professional with report/design responsibility."

- 10.10 Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibits A and B represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. To the extent there are any inconsistencies between this Agreement, the Exhibits, and Consultant's proposal, the Agreement shall control. To the extent there are any inconsistencies between the Exhibits and the Consultant's Proposal, the Exhibits shall control.

Exhibit A Scope of Services
Exhibit B Compensation Schedule

- 10.11 Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.
- 10.12 Construction of Agreement.** Each party hereto has had an equivalent opportunity to participate in the drafting of the agreement and/or to consult with legal counsel. Therefore, the usual construction of an agreement against the drafting party shall not apply hereto.

10.13 No Third Party Beneficiaries. This Agreement is made solely for the benefit of the parties hereto, with no intent to benefit any third parties.

SIGNATURES ON FOLLOWING PAGE

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

CITY OF CITRUS HEIGHTS

CONSULTANT

Ashley J. Feeney, City Manager

Christopher Townsend

Attest:

Amy Van, City Clerk

Approved as to Form:

Ryan R. Jones, City Attorney

EXHIBIT A
SCOPE OF SERVICES

EXHIBIT B
COMPENSATION SCHEDULE

CERTIFICATE OF COMPLIANCE WITH LABOR CODE § 3700

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

CONSULTANT

By: _____

Title: _____

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