ROCKLIN CITY COUNCIL

City Council Regular Meeting
City Hall - Council Chambers
3970 Rocklin Rd. Rocklin, CA 95677
Website: www.rocklin.ca.us

August 8, 2023
General Session at 6:00 p.m.

Notice of Teleconference Meeting Location:
Hyatt Place New York
52 West 36th Street, NY, NY 10018

KEN BROADWAY, *Mayor*
GREG JANDA, *Vice Mayor*
DAVID BASS, *Council Member*
JILL GAYALDO, *Council Member*
BILL HALLDIN, *Council Member*

ALY ZIMMERMANN, *City Manager*
DANIEL CUCCHI, *Interim City Attorney*
DANIEL CHOE, *City Treasurer*
HALEY REID, *Management Analyst*

MEETING PROCEDURES AND STANDARDS OF DECORUM

For items listed on the agenda, any person may address the City Council at the time the item is considered. Speakers are requested to restrict their comments to the item as it appears on the agenda and stay within the required five minute time limit, unless the time is adjusted by the Mayor.

For items not listed on the agenda, any person may do so under Citizens Addressing the City Council. Speakers are limited to five minutes and the item must be under the jurisdiction of the Rocklin City Council. As a reminder, the Brown Act does not permit the City Council to take action on items brought up under Citizens Addressing the City Council.

Whenever any group of persons wishes to address the City Council on the same subject matter, it shall be proper for the Mayor to request that a spokesperson be chosen.

Although not required, speakers are requested to identify themselves by stating their name and city of residence for the official record. Time will be monitored on the lectern. When the time reaches zero, please be seated.

Any person who disrupts the meeting of the City Council, may be barred by the Mayor from further audience before the City Council during that meeting.

All remarks shall be addressed to the City Council as a body and not to any member thereof, or to staff, or to the public. No person, other than a member of the City Council, the City Manager or the City Attorney and the person having the floor, shall be permitted to enter into any discussion without the permission of the presiding officer.

WRITINGS RECEIVED AFTER AGENDA POSTING

Any writing related to an agenda item for the open session of this meeting distributed to the City Council, Public Financing Authority or Successor Agency less than 72 hours before this meeting is available for inspection at City Hall, 3970 Rocklin Road, Rocklin, during normal business hours. These writings will also be available for review at the council meeting in the public access binder. If you have questions related to this agenda, please call (916) 625-5560.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, the City of Rocklin encourages those with disabilities to participate fully in the public hearing process. If you have a special need in order to allow you to attend or participate in our public meeting and public hearing processes, including receiving notices, agendas, and other writings in appropriate alternative formats, please contact our office at (916) 625-5560 well in advance of the public meeting or public hearing you wish to attend so that we may make every reasonable effort to accommodate you.

ELECTRONIC PRESENTATIONS

All persons with electronic presentations for public meetings will be required to bring their own laptop or other form of standalone device that is HDMI or VGA compatible. It is further recommended that presenters arrive early to test their presentations. The City is not responsible for the compatibility or operation of non-city devices or the functionality of non-city presentations.

POSTING OF AGENDA

In accordance with Government Code Section 54954.2(a) this agenda was posted on the City's bulletin board at City Hall, 3970 Rocklin Road, Rocklin, and City of Rocklin website at www.rocklin.ca.us.

AGENDA

MEETING INSTRUCTIONS

The public may listen to audio or view the meeting via live stream at https://www.rocklin.ca.us/agendas-minutes.

The public is welcome to attend in person or participate virtually.

For those that do not plan on attending in person, but wish to make a public comment during the meeting, public comments will be accepted in email form up until 3:00 p.m. on the meeting day.

Those wishing to make a public comment in person, although not required, speakers are requested to complete a speaker card and present to the City Clerk.

Public comments should be submitted to the City Clerk at PublicComments@rocklin.ca.us.

Emailed public comments will be distributed to City Council and treated as a public record.

For those requiring a modification or accommodation under the Americans with Disabilities Act, please contact Janette Haley, Deputy City Clerk at (916) 625-5241 or via email at Janette.Haley@rocklin.ca.us

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AGENDA REVIEW

CITIZENS ADDRESSING THE CITY COUNCIL

1. REPORTS FROM CITY COUNCIL AND CITY MANAGER

2. CONSENT CALENDAR

2A. Acting City Clerk Appointment
Recommendation: Adopt a Resolution of the City Council of the City of Rocklin, Appointing Haley Reid, Management Analyst as Acting City Clerk.
Staff Presentation by Aly Zimmermann, City Manager

2B. Minutes of the June 27, 2023 Regular Meeting of the City Council
Recommendation: Approve the Minutes of the June 27, 2023 Regular Meeting of the City Council.
Staff Presentation by Janette Haley, Deputy City Clerk

2C. Appointments to the Planning Commission, Parks and Recreation Commission, and Investment Advisory Committee
Recommendation: Adopt a Resolution of the City Council of the City of Rocklin Approving Appointments to the Planning Commission, Parks and Recreation Commission, and Investment Advisory Committee.
Staff Presentation by Haley Reid, Management Analyst

2D. Side Letters of Agreement with Rocklin Police Officers' Association
Recommendation:

A. Adopt a Resolution of the City Council of the City of Rocklin to Adopt a Side Letter of Agreement to the Memorandum of Understanding between the City of Rocklin and the Rocklin Police Officers' Association.
B. Adopt a Resolution of the City Council of the City of Rocklin to Adopt a Side Letter of Agreement to the Memorandum of Understanding between the City of Rocklin and the Rocklin Police Officers' Association to Modify the PEPRA Employees Retirement Member Contribution Wording to Reflect the Exact Employer Cost Sharing Contribution Paid by Employees.

Staff Presentation by Tameka Usher, Director of Administrative Services

2E. AFSCME Salary Schedule Adoption
Recommendation: Adopt a Resolution of the City Council of the City of Rocklin to Approve Revised Salary Schedules for the Public Service Employees Bargaining Unit.
Staff Presentation by Tameka Usher, Director of Administrative Services

2F. Injury and Illness Prevention Plan
Recommendation: Adopt a Resolution of the City Council of the City of Rocklin Approving and Authorizing the City Manager to Administer the City of Rocklin Injury and Illness Prevention Program and Rescinding Resolution No. 2017-244.
Staff Presentation by Amanda Tonks, Management Analyst

2G. Various Personnel Updates
Recommendation:

A. Adopt a Resolution of the City Council of the City of Rocklin to Adopt a Salary Range for Communications Specialist; Reallocate One Website Technician to Communications Specialist; and Adopt Revised Confidential Employees and Temporary Employees Salary Schedule.

B. Adopt a Resolution of the City Council of the City of Rocklin to Adopt a Salary Range for Senior Management Analyst City Clerk; Reallocate One Management Analyst and One Accounting Supervisor to Senior Management Analysts; and Adopt Revised Management Employees Salary Schedule.

Staff Presentation by Tameka Usher, Director of Administrative Services

2H. Intention to Annex Maverik Gas Station (APN 017-283-047-000) into Community Facilities District No. 1
Recommendation: Adopt a Resolution of the City Council of the City of Rocklin of Intention to Annex Territory to Rocklin Community Facilities District No. 1 (Annexation No. 78) and to Authorize the Levy of Special Taxes Therein (Maverik Gas Station, APN 017-283-047-000).
Staff Presentation by Megan Bressem, Management Analyst

2I. Quarterly Building Report
Recommendation: Receive the Quarterly Building Report for the Quarter which Ended June 30, 2023.
Staff Presentation by David Mohlenbrok, Director of Community Development

2J. Wildcat West/General Development Plan Amendment, PDG2023-0001 and Rezone, Z2023-0001 (Second Reading of Ordinance)
Recommendation: Adopt an Ordinance of the City Council of the City of Rocklin Amending the Northwest Rocklin General Development Plan and Rezoning an Approximately 8.6-Acre Site from Planned Development Commercial (PD-C) to Planned Development 12 Units per Acre (PD-12) (Wildcat West / PDG2023-0001 and Z2023-0001)
Staff Presentation by Bret Finning, Planning Services Manager

2K. Villages at Civic Center Notice of Completion
Recommendation: Adopt a Resolution of the City Council of the City of Rocklin Accepting the Public Work Known as Villages at Civic Center Subdivision Improvements, Public Streets and City Open Space Lots (SD-2004-08), Approving the Notice of Completion Thereof, and Authorizing and Directing the Execution and Recordation of Said Notice on Behalf of the City (Riverland Homes Inc., a California Corporation).
Staff Presentation by Lynn Toth, Associate Civil Engineer

2L. Local Responsibility Area Wildland Protection Reimbursement Agreement
Recommendation: Adopt a Resolution of the City Council of the City of Rocklin authorizing the City Manager to execute a Cooperative Fire Programs Local Responsibility Area Wildland Protection Reimbursement Agreement with the California Department of Forestry and Fire Protection (CAL FIRE) within the City of Rocklin for Fiscal Year 2023/2024.

Staff Presentation by Ryan Brayton, Deputy Fire Chief

2M. Release of Property from Development Agreement, Design Guidelines and Flood Agreement (Placer Creek Apartments, LLC) - Parcel M
Recommendation: Adopt a Resolution of the City Council of the City of Rocklin Approving and Authorizing the Release of Property from Development Agreement, Design Guidelines and Flood Agreement (Placer Creek Apartments, LLC) - Parcel M.
Staff Presentation by Lynn Toth, Associate Civil Engineer

2N. Sunset Whitney Recreation Area Master Plan
Recommendation: Adopt a Resolution of the City Council of the City of Rocklin Approving and Authorizing the City Manager to Execute Amendment No. 1 to the Contract for Services with Melton Design Group, Inc. for Professional Services to Create a Master Plan for the Sunset Whitney Recreation Area.
Staff Presentation by Kevin Huntzinger, Director of Parks and Recreation

3. OATH OF OFFICE

3A. Swearing in of Newly Appointed Board and Commission Members
Staff Presentation by Haley Reid, Management Analyst

4. SPECIAL PRESENTATIONS

4A. Proclamation Recognizing August 21st as National Fentanyl Prevention and Awareness Day
Staff Presentation by Mayor Broadway

5. PUBLIC HEARINGS

6. DISCUSSION ITEMS

7. FUTURE AGENDA ITEMS

8. CLOSED SESSION

8A. Pursuant to Government Code section 54957: Public Employment, Title: City Attorney

ADJOURNMENT

ROCKLIN
CALIFORNIA

City Council
Staff Report

Subject: Acting City Clerk Appointment

Date: August 8, 2023

Submitted By: Aly Zimmermann, City Manager

Department: City Manager's Office

Recommendation:
Adopt a Resolution of the City Council of the City of Rocklin, Appointing Haley Reid, Management Analyst as Acting City Clerk.

Background:

The former City Clerk separated from City employment on July 28, 2023. In order to maintain continuity in the immediate term, staff recommends appointing Haley Reid, Management Analyst to serve as acting City Clerk.

Staff anticipates this appointment to be for approximately 2-3 months, during which time an active recruitment to select a City Clerk will be underway. Following the selection of a new City Clerk, the City Council will appoint that person to permanently serve the City of Rocklin as City Clerk.

Fiscal Impact:
Mrs. Reid will receive a pay increase of 15% solely for the hours when she is serving as the Acting City Clerk. It is anticipated that she will be serving in this capacity for approximately 10 hours per week.

ATTACHMENTS:
1. Resolution

RESOLUTION NO. 2023-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKLIN APPOINTING HALEY REID, MANAGEMENT ANALYST, AS ACTING CITY CLERK

WHEREAS, the former City Clerk separated from employment on July 28, 2023; and

WHEREAS, the City of Rocklin has a need to have City Clerk functions and services performed until a permanent City Clerk is selected and appointed; and

WHEREAS, Management Analyst, Haley Reid, is qualified, capable, and willing to perform the functions of the City Clerk on an interim basis; and

WHEREAS, the City Council of the City of Rocklin desires to appoint Haley Reid, Management Analyst, as acting City Clerk to perform the functions and services of the City Clerk as defined in the Rocklin Municipal Code.

NOW, THEREFORE, the City Council of the City of Rocklin does resolve as follows:

Section 1. The City Council of the City of Rocklin appoints Haley Reid, Management Analyst as Acting City Clerk to perform the functions and services of the City Clerk as defined in the Rocklin Municipal Code.

Section 2. The City Council may terminate the appointment at any time.

PASSED AND ADOPTED this 8th day of August, 2023, by the following vote:

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

Ken Broadway, Mayor

ATTEST:

Janette Haley, Deputy City Clerk

ROCKLIN
CALIFORNIA

City Council
Staff Report

Subject: Minutes of the June 27, 2023 Regular Meeting of the City Council

Date: August 8, 2023

Submitted By: Janette Haley, Deputy City Clerk

Department: City Clerk's Office

Recommendation:
Approve the Minutes of the June 27, 2023 Regular Meeting of the City Council.

ATTACHMENTS:
1. DRAFT June 27, 2023 Meeting Minutes

REGULAR MEETING OF THE
ROCKLIN CITY COUNCIL

June 27, 2023
GENERAL SESSION at 6:00 p.m.

City Council Chambers
3970 Rocklin Road, Rocklin, CA 95677
www.rocklin.ca.us

MEETING MINUTES
-DRAFT-

CALL TO ORDER
Mayor Broadway called the meeting to order at 6:00 p.m.

ROLL CALL
Councilmembers: David Bass, Bill Halldin, Jill Gayaldo, Greg Janda, Mayor Ken Broadway

PLEDGE OF ALLEGIANCE
Mayor Broadway led the pledge of allegiance.

AGENDA REVIEW
None.

CITIZENS ADDRESSING THE CITY COUNCIL
Jerry Mitchell spoke on Midas Street traffic concerns.

1. REPORTS FROM CITY COUNCIL AND CITY MANAGER
City Council Reports

Councilmember Halldin reported attendance at a County of Placer Homelessness Advisory Committee meeting, a Placer County Economic Development board meeting, the Placer County Fair, and the Yachtley Crew concert at the Quarry Park Amphitheater.

Councilmember Gayaldo reported attendance at a Sacramento Area Council of Governments (SACOG) board meeting and SACOG's Strategic Planning Blueprint workshop, the State of the City event, a Placer Mosquito & Vector Control District board meeting, a Park Pulse event, expressed appreciation to the Parks and Recreation department for efforts in bringing Yachtley Crew to Rocklin, and promoted the upcoming Old St. Mary Chapel's 140th Anniversary event on June 30th at 2:00 p.m.

Councilmember Bass expressed appreciation to the Rocklin Chamber of Commerce and all others involved for their efforts in planning the State of the City event and encouraged the community to support local non-profit fundraising efforts by purchasing fireworks from firework booths within the city.

Vice Mayor Janda reported attendance at a Pioneer Community Energy board meeting.

Mayor Broadway reported attendance at the SACOG Strategic Planning Blueprint workshop, the Police Department's swearing in ceremony, the Summer Civic Program presentation, the ribbon cutting event for the 85th Anniversary of the Placer County Fair, as well as the State of the City event.

City Manager Report

City Manager Aly Zimmermann asked the Director of Parks and Recreation to provide an update of future Quarry Park shows, introduced City Engineer Hunter Young, and reminded all that all regular public meetings scheduled in July have been canceled due to the City Council Chambers redesign project.

2. <u>CONSENT CALENDAR</u>

2.A Approved the meeting minutes of the Regular Meeting of the City Council, June 13, 2023.

2.B Fiscal Year 2023/24 Community Facilities Districts Bond Debt Service Fund Budgets and Collection of Special Taxes on the 2023/24 Tax Roll.

A. Resolution No. 2023-91 of the City Council of the City of Rocklin Adopting Budgets for Community Facilities Districts Bond Debt Service Funds for Fiscal Year 2023/24.

B. Resolution No. 2023-92 of the City Council of the City of Rocklin Requesting the Collection of Special Taxes on the 2023/24 Tax Roll.

2.C Resolution No. 2023-93 of the City Council of the City of Rocklin Authorizing the City Manager to Purchase Goods and Services through Cooperative Purchase Agreements for Fiscal Year 2023/24.

2.D Resolution No. 2023-94 of the City Council of the City of Rocklin Accepting the Quarterly Financial Report for the Quarter Ended March 31, 2023, and Amending the Fiscal Year 2022/23 Budget.

2.E Resolution No. 2023-95 of the City Council of the City of Rocklin Adopting the Revised Salary Schedules for Rocklin Police Officers' Association, Rocklin Police Officers' Association Public Safety Managers' Bargaining Unit, and Rocklin Firefighter's Union, Local 3847.

2.F Resolution No. 2023-96 of the City Council of the City of Rocklin Acknowledging the City of Rocklin Fire Department's Compliance with Sections 13146.2 and 13146.3 of the California Health and Safety Code.

2.G Resolution No. 2023-97 of the City Council of the City of Rocklin Approving the Use of the National Purchasing Partners Cooperative Purchasing Agreement with US Digital Designs, Inc. for the Fire Station Alerting System Purchase; and Authorize the City Manager to Make the Purchase.

2.H Resolution No. 2023-98 of the City Council of the City of Rocklin Awarding the Contract for Parks Mow and Landscape Services to Dominguez Landscape Services, Inc., and Authorizing the City Manager to Execute the Agreement.

2.I Cooperative Agreements with Caltrans for the I-80/Rocklin Road Interchange and Acceleration Lane.

A. Resolution No. 2023-99 of the City Council of the City of Rocklin Approving the Cooperative Agreement with Caltrans to Improve Interstate 80/Rocklin Road Interchange and to Improve Pedestrian and Bicycle Access, Increase Movement of People and Goods, and Enhance Safety and Authorizing the City Manager to Execute the Cooperative Agreement.

B. Resolution No. 2023-100 of the City Council of the City of Rocklin Approving the Cooperative Agreement with Caltrans to Add an Additional Westbound On-Ramp Acceleration Lane at Rocklin Road to Interstate 80 and Authorizing the City Manager to Execute the Cooperative Agreement.

2.J Resolution No. 2023-101 of the City Council of the City of Rocklin Adopting the Quality Assurance Program (QAP) Manual for Use on Federally Funded Capital Improvement Projects.

2.K Notice of Exemption and Agreement for Fire Station No. 24 & Fire Station No. 25 Security.

A. Resolution No. 2023-102 of the City Council of the City of Rocklin approving a Notice of Exemption for the Fire Station No. 24 & Fire Station No. 25 Security.

B. Resolution No. 2023-103 of the City Council of the City of Rocklin Awarding the Contract for the Fire Station No. 24 & Fire Station No. 25 Security to Swierstok Enterprise Inc. DBA Pro Builders and Authorizing the City Manager to Execute an Agreement with Swierstok Enterprise Inc. DBA Pro Builders.

2.L Resolution No. 2023-104 of the City Council of the City of Rocklin Accepting the Department of California Highway Patrol Cannabis Tax Fund Grant and Authorizing the City Manager to Execute a Grant Agreement.

2.M Ordinance No. 1166 of the City Council of the City of Rocklin to Amend Section 17.72.020 of the Rocklin Municipal Code to Address Objective Design Standards (Objective Design Standards / ZOA2023-0001).

2.N *Pulled.

2.O Ordinance No. 1167 of the City Council of the City of Rocklin Amending Title 16 of the Rocklin Municipal Code to Repeal and Re-Enact Sections 16.20.060 - Extension of Deadline and 16.24.040 - Failure to File – Extensions (ZOA2023-0002).

2.P Resolution No. 2023-106 of the City Council of the City of Rocklin Directing the City Manager to Negotiate and Execute Purchase and Sale Agreements for Portions of that Certain Real Property Designated as APN 017-350-057 within the Stanford Ranch Phase II Subdivision that are Adjacent to APNs 369-040-013, -14, -015, -016, -017, -018, -019, -020, -021 and -022 and APNs 369-050-001 and -003.

Motion to approve Item Nos. 2.A – 2.M, 2.O - 2.P by Councilmember Halldin, seconded by Councilmember Bass. Passed by the following vote:

Ayes: Bass, Broadway, Gayaldo, Halldin, Janda
Noes: NONE
Absent: NONE
Abstain: NONE

2.N Resolution No. 2023-105 of the City Council of the City of Rocklin Authorizing the City Manager to Execute a Grant Agreement with The Gathering Inn for Homelessness Prevention and Rapid Rehousing Services (FY 2023/24).

Director of Long-Range Planning and Housing Laura Webster presented to the City Council.

Councilmembers wished her well on her retirement.

Motion to approve Item No. 2.N by Councilmember Bass, seconded by Vice Mayor Janda. Passed by the following vote:

Ayes: Bass, Broadway, Gayaldo, Halldin, Janda
Noes: NONE
Absent: NONE
Abstain: NONE

3. SPECIAL PRESENTATIONS

None.

4. PUBLIC HEARINGS

4.A Special Assessments for Delinquent Weed Abatement Charges.

A. Resolution No. 2023-107 of the City Council of the City of Rocklin Imposing Special Assessments Against Certain Parcels for Delinquent Weed Abatement Charges.

B. Resolution No. 2023-108 of the City Council of the City of Rocklin Requesting the Collection of Specials Assessments on the 2023/24 Tax Roll (Weed Abatement Charges).

Senior Accountant Angela Doyle presented to the City Council.

Mayor Broadway opened the public hearing. Seeing no public comment, Mayor Broadway closed the public hearing.

Motion to approve Item No. 4.A by Councilmember Halldin, seconded by Vice Mayor Janda. Passed by the following vote:

Ayes: Bass, Broadway, Gayaldo, Halldin, Janda
Noes: NONE
Absent: NONE
Abstain: NONE

4.B Annexation into Community Facilities District No. 1 (Maverik Gas Station, APN 017-283-047-000)

A. Adopt a Resolution of the City Council of the City of Rocklin for Annexation of Territory to Community Facilities District No. 1 (Annexation No. 78), Authorizing the Levy of a Special Tax, and Submitting Levy of Tax to Qualified Electors (Maverik Gas Station, APN 017-283-047-000).

B. Adopt a Resolution of the City Council of the City of Rocklin Declaring Results of Special Annexation Election, Determining Validity of Prior Proceedings, and Directing Recording of Amended Notice of Special Tax Lien Pertaining to Community Facilities District No. 1 (Annexation No. 78) (Maverik Gas Station, APN 017-283-047-000).

This agenda item will be heard at a future meeting date.

4.C Fiscal Year 2023/24 Budget and the 2024-2028 Capital Improvement Plan

Resolution No. 2023-109 of the City Council of the City of Rocklin Adopting the Fiscal Year 2023/24 Budget and the 2024-2028 Capital Improvement Plan.

Deputy Director of Administrative Services Daniel Choe presented to the City Council.

Mayor Broadway opened the public hearing.

Public Comment:
Jerry Mitchell

Seeing no further public comment, Mayor Broadway closed the public hearing.

Motion to approve Item No. 4.C by Vice Mayor Janda, seconded by Councilmember Gayaldo. Passed by the following vote:

Ayes:	Bass, Broadway, Gayaldo, Halldin, Janda
Noes:	NONE
Absent:	NONE
Abstain:	NONE

4.D Solid Waste Collection Service (Recology) Rate Increase

Resolution No. 2023-110 of the City Council of the City of Rocklin Amending Solid Waste Collection Service Rates within the Incorporated Limits of the City of Rocklin and Rescinding Resolution No. 2022-150.

Director of Public Services Justin Nartker presented to the City Council.

Mayor Broadway opened the public hearing.

Public Comment:
Tisha Gill, Recology

Seeing no further public comment, Mayor Broadway closed the public hearing.

Motion to approve Item No. 4.D by Councilmember Halldin, seconded by Vice Mayor Janda. Passed by the following vote:

Ayes:	Bass, Broadway, Gayaldo, Halldin, Janda
Noes:	NONE
Absent:	NONE
Abstain:	NONE

5. <u>DISCUSSION ITEMS</u>

5.A Whitney Park Pump Track Design Review

Approve the Final Design for the Whitney Park Pump Track and Prioritize the Alternate Bid Items.

Director of Parks and Recreation Kevin Huntzinger presented to the City Council.

Public Comment:
Lily, Whitney High School Running Team
Hans Walde, Rocklin Bike Coalition
John Hughes
Diana Boyer, Auburn Bike Park

Motion to approve Item No. 5.A by Councilmember Bass, seconded by Councilmember Gayaldo (with priorities as outlined by Council). Passed by the following vote:

Ayes:	Bass, Broadway, Gayaldo, Halldin, Janda
Noes:	NONE
Absent:	NONE
Abstain:	NONE

5.B Commemorative Tree and Bench Donation Appeal

Reject the Commemorative Tree and Bench Donation Application Appeals Submitted by Barry Goodwin.

Director of Parks and Recreation Kevin Huntzinger presented to the City Council.

Public Comment:
Barry Goodwin
Benjamin Bjorkman

Motion to deny the appeal for two plaques by Councilmember Halldin, seconded by Councilmember Bass. Passed by the following vote:

Ayes:	Bass, Broadway, Gayaldo, Halldin, Janda
Noes:	NONE
Absent:	NONE

Abstain: NONE

Motion to allow modification to the verbiage on the plaque by Councilmember Bass, seconded by Vice Mayor Janda (as outlined by Mayor Broadway). Passed by the following vote:

Ayes: Bass, Broadway, Halldin, Janda
Noes: Gayaldo
Absent: NONE
Abstain: NONE

6. FUTURE AGENDA ITEMS

None.

7. PUBLIC FINANCING AUTHORITY

7.A. Resolution No. PFA 2023-62 of the Public Financing Authority of the City of Rocklin Adopting a Budget for Fiscal Year 2023/24.

Sr. Accountant Angela Doyle presented to the City Council.

Motion to approve Item No. 7.A by Vice Mayor Janda, seconded by Councilmember Gayaldo. Passed by the following vote:

Ayes: Bass, Broadway, Gayaldo, Halldin, Janda
Noes: NONE
Absent: NONE
Abstain: NONE

ADJOURNMENT

Mayor Broadway adjourned the meeting at 9:17 p.m.

_____
Ken Broadway, Mayor

ATTEST:

_____
, Acting City Clerk

DRAFT

ROCKLIN
CALIFORNIA

City Council
Staff Report

Subject: Appointments to the Planning Commission, Parks and Recreation Commission, and Investment Advisory Committee

Date: August 8, 2023

Submitted By: Haley Reid, Management Analyst

Department: City Clerk's Office

Recommendation:
Adopt a Resolution of the City Council of the City of Rocklin Approving Appointments to the Planning Commission, Parks and Recreation Commission, and Investment Advisory Committee.

Background:
On July 18, 2023, Mayor Broadway and Councilmember Halldin conducted interviews with qualified applicants to fill vacancies to the Planning Commission, Parks and Recreation Commission (Youth Commissioner), and Investment Advisory Committee. Exhibit A to the Resolution identifies the recommended appointments.

Fiscal Impact:
There is no fiscal impact to the staff recommendation.

ATTACHMENTS:
1. Resolution

RESOLUTION NO. 2023-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKLIN
MAKING APPOINTMENTS TO THE PLANNING COMMISSION, PARKS AND RECREATION COMMISSION, AND INVESTMENT ADVISORY COMMITTEE

The City Council of the City of Rocklin does resolve as follows:

Section 1. The City Council of the City of Rocklin does hereby appoint the following individuals to the various Boards, Commissions, and Committees of the City of Rocklin commencing August 8, 2023 as set forth in Exhibit A, attached hereto and hereby incorporated herein by this reference.

PASSED AND ADOPTED this 8th day of August, 2023, by the following vote:

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

_____
Ken Broadway, Mayor

ATTEST:

_____
, Acting City Clerk

EXHIBIT A

PLANNING COMMISSION	
Appointee	Term Expires
Jared Thomas	6/30/2026

PARKS AND RECREATION COMMISSION (YOUTH APPOINTMENT)	
Appointee	Term Expires
London Diaz	6/30/2024

INVESTMENT ADVISORY COMMITTEE	
Appointee	Term Expires
Jeffrey Schnoebelen	6/30/2026

ROCKLIN
CALIFORNIA

City Council Staff Report

Subject: Side Letters of Agreement with Rocklin Police Officers' Association

Date: August 8, 2023

Submitted By: Elise Hardy, Administrative Services
Tameka Usher, Administrative Services

Department: Administrative Services - Human Resources

Recommendation:

A. Adopt a Resolution of the City Council of the City of Rocklin to Adopt a Side Letter of Agreement to the Memorandum of Understanding between the City of Rocklin and the Rocklin Police Officers' Association.
B. Adopt a Resolution of the City Council of the City of Rocklin to Adopt a Side Letter of Agreement to the Memorandum of Understanding between the City of Rocklin and the Rocklin Police Officers' Association to Modify the PEPRA Employees Retirement Member Contribution Wording to Reflect the Exact Employer Cost Sharing Contribution Paid by Employees.

Background:

RESOLUTION A - MANDATORY OVERTIME STAFFING

In June 2023, Police Department staff notified the City that Section II., Article 12.2 of the MOU between the City of Rocklin and the Rocklin Police Officers' Association, approved by Resolution No. 2022-129 creates difficulties in managing mandatory overtime staffing.

Representatives of the City and the Union have met and conferred and mutually agree to the new provisions to Section II. Article 12, 12.2 as follows:

Section II, Article 12, 12.2 Short Notice Overtime

Patrol

Separate overtime callout lists shall be created for Weekday shift assignments and Weekend shift assignments. The lists will consist of Patrol Officers, COPPS Officers, Corporals, Detectives, School Resource Officers, and Traffic Officers.

The lists shall be organized by the officers' seniority, starting with the least senior officer, working through the lists to the most senior officer. The lists repeat once the most senior officer (respective to each list) has been selected for a vacant overtime assignment or

skipped.

Should a Patrol overtime assignment remain vacant following the use of the Short-Notice Overtime procedure (12.2.1), the Supervisor shall begin a (mandatory) call-out.

The (mandatory) call-out process (12.2.2) is as follows:

Starting with the least senior officer, and working through to the most senior officer, vacant overtime assignments will be assigned. There will be one officer assigned per vacancy, making sure the officer has had at least one (1) day (twenty-four (24) consecutive hours) off in the previous seven (7) days. Once the vacancies are filled, proper notifications will be sent to the officers.

NOTE: While attempting to fill the vacant overtime assignments, the supervisor shall take into consideration the officers' availability to fill the vacant overtime assignment. Employees with preapproved vacations, modified duty assignments, leave of absence, or light duty assignments, shall not be scheduled to fill vacant overtime assignments. Using these guidelines, the supervisor will determine if an employee is eligible to work an overtime assignment.

ALSO NOTE: If any officer proactively signs up for a full (10-hour/12.5-hour), vacant, patrol overtime assignment (that is a potential mandatory overtime assignment), and successfully completes that assignment, they will receive a "skip." A "skip" allows an officer to be skipped, should they be selected for a vacant overtime assignment, in the future, utilized by this procedure. "Skips" cannot be banked/stored. "Skips" shall be used the first opportunity that arises. For purposes of this section only, skipped shall be defined as bypassing the ineligible officer and moving to the next available officer on the list.*

If an officer is assigned an overtime assignment and is unavailable to work it, as a result of a conflict not covered in this procedure (e.g., sick), it will be the officer's responsibility to find coverage for the overtime assignment. If more than one officer wishes to trade overtime assignments, it will be all the involved parties' responsibility to communicate that to their respective Supervisors.

The list shall remain in effect for one shift rotation (six (6) months).

The side letter is included as Attachment 2.

RESOLUTION B - CALPERS REPORTABLE COMPENSATION

In July 7, 2018, Rocklin Police Officers' Association (RPOA) Safety and Miscellaneous PEPRA employees agreed to contribute an additional three percent (3%) of the CalPERS reportable compensation towards the City's contribution. This agreement also included that if the CalPERS PEPRA employee contribution rate increased, then the additional employee contribution paid towards the City's retirement contribution shall be reduced by the same percentage.

Effective July 1, 2023, CalPERS increased the employee contribution rate for PEPRA employees (previously 6.75% for miscellaneous and 13% for safety) to 8.25% for the

miscellaneous employees and 13.75% for safety employees.

On July 21, 2023, the City was notified by a CalPERS Representatives that the MOU wording in Article 27.4 is no longer compliant with California Government Code Section 20516 because it does not specifically state the exact percentage of the member compensation that shall be paid by employees.

Representatives of the City and the Union have met and conferred and mutually agree to the new provisions to MOU to ensure compliance with the above referenced government code. The agreed upon language is below:

Section III, Article 27, 27.4 PEPRA Employees Retirement Member Contribution

PEPRA employees will make employee contributions as required by State law and as determined by CalPERS. In addition, effective July 7, 2018, PEPRA miscellaneous employees shall contribute an additional three percent (3%) of their CalPERS reportable compensation towards the employer's retirement contribution, and PEPRA safety employees shall contribute an additional three percent (3%) of their CalPERS reportable compensation towards the employer's retirement contribution. If the required employee contribution for PEPRA employees (currently 6.25% for miscellaneous and 12.00% for safety) increases in the future, the additional employee contribution paid towards the employer's retirement contribution (i.e., additional 3% for miscellaneous and 3% for safety) shall be reduced by the same percentage until eliminated. At that point, PEPRA employees will only pay the employee share required by State law and determined by CalPERS (i.e., fifty percent (50%) of the normal cost) and will not contribute an additional amount towards the employer share.

Given the recent CalPERS increase to the employee contribution for PEPRA employees (previously 6.75% for miscellaneous and 13% for safety), effective July 1, 2023, the miscellaneous employees rate increased to 8.25% and the safety employees rate increased to 13.75%. Employee cost-sharing for RPOA employees per the MOU must change as well, previously 2.50% for miscellaneous PEPRA employees, and 2.00% for safety employees. The new cost-sharing amounts, effective July 1, 2023, will be 1.00% for PEPRA miscellaneous employees and 1.25% for PEPRA safety employees.

Effective July 1, 2023, PEPRA Miscellaneous employees' cost-sharing amount shall reduce by one and five tenths (1.5%) percent toward the employer's retirement contribution and PEPRA safety employees' cost-sharing amount shall reduce by seventy-five hundredths (0.75%) percent toward the employer's retirement contribution.

The side letter is attached hereto as Attachment 4.

Fiscal Impact:

There is no direct fiscal impact to the General Fund from the staff recommendation to adopt a Side Letter of Agreement to the Memorandum of Understanding between the City of Rocklin and the Rocklin Police Officers' Association.

The fiscal impact to the General Fund from the staff recommendation to adopt a Side Letter of Agreement to the Memorandum of Understanding between the City of Rocklin and the Rocklin Police Officers' Association to Modify the PEPRA Employees Retirement Member Contribution Wording to Reflect the Exact Employer Cost Sharing Contribution Paid by Employees is

approximately $45,300.

ATTACHMENTS:

1. Resolution A
Resolution A Exhibit A - Side Letter of Agreement
3. Resolution B
Resolution B Exhibit A - Side Letter of Agreement

RESOLUTION NO. 2023-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKLIN ADOPTING A SIDE LETTER OF AGREEMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF ROCKLIN AND THE ROCKLIN POLICE OFFICERS' ASSOCIATION

WHEREAS, the City Council approved and adopted the Memorandum of Understanding (MOU) between the City of Rocklin and the Rocklin Police Officers' Association effective July 1, 2022 to June 30, 2025 by Resolution No. 2022-129; and

WHEREAS, the scheduling options available in the Section II., Article 12.2 of MOU creates difficulties in managing mandatory overtime staffing; and

WHEREAS, the City and Rocklin Police Officers' Association have met and conferred and tentatively agreed to amend the provisions of Article 12.2 of the MOU.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Rocklin as follows:

Section 1. The side letter of agreement attached hereto as "Resolution Exhibit 1" shall amend the Memorandum of Understanding between the City of Rocklin and the Rocklin Police Officers' Association and is hereby approved.

PASSED AND ADOPTED this 8th day of August 2023, by the following vote:

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

_____
Ken Broadway, Mayor

ATTEST:

_____
, Acting City Clerk

DocuSign Envelope ID: 035AEF1C-C775-4B57-AD7F-FA41A806F4CD

SIDE LETTER OF AGREEMENT

BETWEEN THE CITY OF ROCKLIN AND THE ROCKLIN POLICE OFFICERS' ASSOCIATION

WHEREAS, the City of Rocklin (City) and the Rocklin Police Officers' Association (Union) (collectively, "the Parties") are parties to a Memorandum of Understanding (MOU) establishing the terms and conditions of employment between the City and employees in the Union for the period of July 1, 2022 to June 30, 2025; and

WHEREAS, Article 12.2 of the MOU describes the manner and method in which sworn employees of the Union will be scheduled for Short Notice overtime; and

WHEREAS, as currently written, Article 12.2 of the MOU creates operational difficulties for staffing the patrol division; and

WHEREAS, the City and the Union have met and conferred and agree to amend the MOU to include an alternative Short Notice overtime procedure for the patrol division only.

AGREEMENT

Now, therefore, the Parties agree to amend the MOU and incorporate the changes and additions set forth herein. Except as amended by this Agreement, the provisions of the MOU remain in full force and effect.

Section II, Article 12, 12.2 Short Notice Overtime

Patrol

Separate overtime callout lists shall be created for Weekday shift assignments and Weekend shift assignments. The lists will consist of Patrol Officers, COPPS Officers, Corporals, Detectives, School Resource Officers, and Traffic Officers.

The lists shall be organized by the officers' seniority, starting with the least senior officer, working through the lists to the most senior officer. The lists repeat once the most senior officer (respective to each list) has been selected for a vacant overtime assignment or skipped.

Should a Patrol overtime assignment remain vacant following the use of the Short-Notice Overtime procedure (12.2.1), the Supervisor shall begin a (mandatory) call-out.

The (mandatory) call-out process (12.2.2) is as follows:

Starting with the least senior officer, and working through to the most senior officer, vacant overtime assignments will be assigned. There will be one officer assigned per vacancy, making sure the officer has had at least one (1) day (twenty-four (24) consecutive hours) off in the previous seven (7) days. Once the vacancies are filled, proper notifications will be sent to the officers.

NOTE: While attempting to fill the vacant overtime assignments, the supervisor shall take into consideration the officers' availability to fill the vacant overtime assignment. Employees with preapproved vacations, modified duty assignments, leave of absence, or light duty assignments, shall not be scheduled

DocuSign Envelope ID: 035AEF1C-C775-4B57-AD7F-FA41A806F4CD

to fill vacant overtime assignments. Using these guidelines, the supervisor will determine if an employee is eligible to work an overtime assignment.

ALSO NOTE: If any officer proactively signs up for a full (10-hour/12.5-hour), vacant, patrol overtime assignment (that is a potential mandatory overtime assignment), and successfully completes that assignment, they will receive a "skip." A "skip" allows an officer to be skipped, should they be selected for a vacant overtime assignment, in the future, utilized by this procedure. "Skips" cannot be banked/stored. "Skips" shall be used the first opportunity that arises. For purposes of this section only, skipped shall be defined as bypassing the ineligible officer and moving to the next available officer on the list*

If an officer is assigned an overtime assignment and is unavailable to work it, as a result of a conflict not covered in this procedure (e.g., sick), it will be the officer's responsibility to find coverage for the overtime assignment. If more than one officer wishes to trade overtime assignments, it will be all the involved parties' responsibility to communicate that to their respective Supervisors.

The list shall remain in effect for one shift rotation (six (6) months).

FOR THE UNION:

DocuSigned by:
Jeff Kozak
ADFF2E5A097642A...

Jeffrey Kozak, President
Rocklin Police Officers' Association

Date: 7/21/2023 | 9:43 PM PDT

FOR THE CITY:

_____

Aly Zimmermann, City Manager
City of Rocklin

Date: _____

RESOLUTION NO. 2023-XX

ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKLIN TO ADOPT A SIDE LETTER OF AGREEMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF ROCKLIN AND THE ROCKLIN POLICE OFFICERS' ASSOCIATION TO MODIFY THE PEPRA EMPLOYEES' RETIREMENT MEMBER CONTRIBUTION WORDING TO REFLECT THE EXACT EMPLOYER COST SHARING CONTRIBUTION PAID BY EMPLOYEES.

WHEREAS, the City Council of the City of Rocklin approved and adopted the Memorandum of Understanding (MOU) between the City of Rocklin and the Rocklin Police Officers' Association effective July 1, 2022 to June 30, 2025 by Resolution No. 2022-129; and

WHEREAS, Article 27.4 of the MOU describes sworn and non-sworn PEPRA employee's retirement member contribution and given an increase in the PEPRA rate, PEPRA employees cost sharing percentage will decrease; and

WHEREAS, as currently written, Article 27.4 of the MOU as written is not compliant with California Government Code Section 20516.;

WHEREAS, the City and the Union have met and conferred and agree to amend the MOU to include the exact percentage of the employee member contribution that will be paid towards cost sharing.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Rocklin as follows:

Section 1. The side letter of agreement attached hereto as "Resolution Exhibit 1" shall amend the Memorandum of Understanding between the City of Rocklin and the Rocklin Police Officers' Association and is hereby approved.

PASSED AND ADOPTED this 22nd day of August 2023, by the following vote:

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

_____
Ken Broadway, Mayor

ATTEST:

_____
, Acting City Clerk

DocuSign Envelope ID: 7C477886-4146-458C-A800-7FA6064EB69D

SIDE LETTER OF AGREEMENT

BETWEEN THE CITY OF ROCKLIN AND THE ROCKLIN POLICE OFFICERS' ASSOCIATION

WHEREAS, the City of Rocklin (City) and the Rocklin Police Officers' Association (Union) (collectively, "the Parties") are parties to a Memorandum of Understanding (MOU) establishing the terms and conditions of employment between the City and employees in the Union for the period of July 1, 2022 to June 30, 2025; and

WHEREAS, Article 27.4 of the MOU describes sworn and non-sworn PEPRA employee's retirement member contribution and given an increase in the PEPRA rate, PEPRA employees cost sharing percentage will decrease; and

WHEREAS, as currently written, Article 27.4 of the MOU as written is not compliant with Government Code 20516.; and

WHEREAS, the City and the Union have met and conferred and agree to amend the MOU to include the exact percentage of the employee member contribution that will be paid towards cost sharing.

AGREEMENT

Now, therefore, the Parties agree to amend the MOU and incorporate the changes and additions set forth herein. Except as amended by this Agreement, the provisions of the MOU remain in full force and effect.

Section III, Article 27, 27.4 PEPRA Employees Retirement Member Contribution

PEPRA employees will make employee contributions as required by State law and as determined by CalPERS. In addition, effective July 7, 2018, PEPRA miscellaneous employees shall contribute an additional three percent (3%) of their CalPERS reportable compensation towards the employer's retirement contribution, and PEPRA safety employees shall contribute an additional three percent (3%) of their CalPERS reportable compensation towards the employer's retirement contribution. If the required employee contribution for PEPRA employees (currently 6.25% for miscellaneous and 12.00% for safety) increases in the future, the additional employee contribution paid towards the employer's retirement contribution (i.e., additional 3% for miscellaneous and 3% for safety) shall be reduced by the same percentage until eliminated. At that point, PEPRA employees will only pay the employee share required by State law and determined by Cal PERS (i.e., fifty percent (50%) of the normal cost) and will not contribute an additional amount towards the employer share.

Given the recent CalPERS increase to the employee contribution for PEPRA Employees (previously 6.75% for miscellaneous and 13% for safety), effective July 1, 2023, the miscellaneous employees rate increased to 8.25% and the safety employees rate increase to 13.75% . Employee cost-sharing for RPOA employees per the MOU must change as well, previously 2.50% for miscellaneous PEPRA employees, and 2.00% for safety employees. The new cost-sharing amounts, effective July 1, 2023, will be 1.00% for PEPRA miscellaneous employees and 1.25% for PEPRA safety employees.

DocuSign Envelope ID: 7C477886-4146-458C-A800-7FA6064EB69D

Effective July 1, 2023, PEPRA Miscellaneous employees' cost-sharing amount shall reduce by one and five tenths (1.5%) percent toward the employer's retirement contribution and PEPRA safety employees' cost-sharing amount shall reduce by seventy-five hundredths (0.75%) percent toward the employer's retirement contribution.

FOR THE UNION:

DocuSigned by:
Jeff Kozak
ADFF2E5A097642A...

Jeffrey Kozak, President
Rocklin Police Officers' Association

Date: 8/1/2023 | 3:24 PM PDT

FOR THE CITY:

_____

Aly Zimmermann, City Manager
City of Rocklin

Date: _____

ROCKLIN
CALIFORNIA

City Council
Staff Report

Subject: AFSCME Salary Schedule Adoption

Date: August 8, 2023

Submitted By: Tameka Usher, Director of Administrative Services
Tameka Usher, Administrative Services

Department: Administrative Services - Human Resources

Recommendation:
Adopt a Resolution of the City Council of the City of Rocklin to Approve Revised Salary Schedules for the Public Service Employees Bargaining Unit.

Background:
Title 2 of the California Code of Regulations, section 570.5 requires the City's salary schedules to be adopted at a public meeting.

In June 2023, the City Council adopted the Fiscal Year 2023/24 Operating Budget. Within the budget, a new position allocation was added to the Community Development Department for a Public Services Business Technician. Given the Public Services Business Technician will no longer be used in just the Public Services Department, Human Resources (HR) staff took the opportunity to revise the classification specification to capture the duties that will be performed for the Community Development Department, and the duties currently performed by the incumbents in the Public Services Department. Additionally, staff recommends the title be changed to Administrative Technician since it will now be used in multiple departments, better reflects the duties performed, and creates a clear class series.

HR staff satisfied the meet and confer process by notifying Public Service Employees Bargaining Unit represented by AFSCME regarding the proposed changes in accordance with the City of Rocklin Employee-Employer Resolution. The Public Service Employees Bargaining Unit did not respond with any input or changes.

Fiscal Impact:
There is no direct fiscal impact to the General Fund from the staff recommendation. The salary range will not be changing with the retitle.

ATTACHMENTS:

1. Resolution
2. Resolution Exhibit A - Public Services Employees Salary Schedules A & B
3. Administrative Technician - Class Specification

RESOLUTION NO. 2023-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKLIN
TO APPROVE REVISED SALARY SCHEDULES FOR THE PUBLIC SERVICE EMPLOYEES
BARGAINING UNIT

WHEREAS, the classification of Public Services Business Technician is now allocated to multiple departments; and

WHEREAS, staff recommends the title be changed to Administrative Technician since it will now be used in multiple departments; and

WHEREAS, the retitle of a classification requires an update to the Public Services Employees Salary Schedule.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Rocklin as follows:

Section 1. Effective August 12, 2023, the updated Public Service Employees Salary Schedules attached hereto as Exhibit "A" are adopted.

PASSED AND ADOPTED this 8th day of August, 2023, by the following vote:

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

_____
Ken Broadway, Mayor

ATTEST:

_____
, Acting City Clerk

CITY OF ROCKLIN
PUBLIC SERVICE EMPLOYEES SALARY SCHEDULE A
(Annual Salary)
Effective August 12, 2023

Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Office Assistant I Park Services Aide	5	35,583	37,362	39,230	41,191	43,251	45,414
Office Assistant II	11	41,265	43,328	45,495	47,769	50,158	52,666
Code Enforcement Technican	14	44,438	46,660	48,993	51,442	54,015	56,715
Senior Office Assistant Street Maintenance Worker I	15	45,549	47,826	50,218	52,729	55,365	58,133
Landscape Services Worker Street Maintenance Worker II	17	47,855	50,248	52,760	55,398	58,168	61,076
Equipment Mechanic I Planning/Building Technician I Traffic Maintenance Assistant	19	50,277	52,791	55,431	58,202	61,113	64,168
Building Maintenance Worker Irrigation Maintenance Technician	20	51,534	54,111	56,817	59,657	62,640	65,772
Accounting Technician I Senior Street Maintenance Worker	21	52,823	55,464	58,237	61,149	64,206	67,417
Landscape Services Trades Worker Public Services Technician Senior Building Maintenance Worker	22	54,143	56,850	59,693	62,678	65,812	69,102
Administrative Assistant Engineering Technician I Planning/Building Technician Recreation Coordinator	23	55,497	58,272	61,185	64,245	67,457	70,830
Equipment Mechanic II	24	56,884	59,729	62,715	65,851	69,143	72,600

CITY OF ROCKLIN
PUBLIC SERVICE EMPLOYEES SALARY SCHEDULE A
(Annual Salary)
Effective August 12, 2023

Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Accounting Technician II Community Development Technician Environmental Services Technician	25	58,306	61,222	64,283	67,497	70,872	74,415
Building Inspector I Construction Inspector I Fire Inspector I Landscape Inspector Public Works Inspector I Senior Irrigation Maintenance Technician	26	59,764	62,752	65,890	69,184	72,644	76,276
Engineering Technician II GIS/Engineering Technician Permit Center Supervisor Administrative Technician	27	61,258	64,321	67,537	70,914	74,460	78,183
Accountant I Building Trades Worker Code Enforcement Officer Senior Equipment Mechanic	28	62,790	65,929	69,226	72,687	76,321	80,137
Building Maintenance Supervisor Traffic Control and Lighting Technician	29	64,359	67,577	70,956	74,504	78,229	82,141
Community Development Inspector Construction Inspector II Environmental Services Specialist Housing Specialist Public Works Inspector II Senior Building Trades Worker	30	65,968	69,267	72,730	76,367	80,185	84,194

CITY OF ROCKLIN
PUBLIC SERVICE EMPLOYEES SALARY SCHEDULE A
(Annual Salary)
Effective August 12, 2023

Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Building Plans Examiner GIS Analyst I Information Technology Specialist Recreation Supervisor	31	67,618	70,998	74,548	78,276	82,190	86,299
Building Inspector II Fire Inspector II Senior Construction Inspector Senior Traffic Control and Lighting Technician	32	69,308	72,773	76,412	80,233	84,244	88,457
Accountant II Assistant Planner Fleet Services Supervisor Landscape Services Supervisor Permit Services Supervisor Street Maintenance Supervisor	33	71,041	74,593	78,322	82,238	86,350	90,668
Assistant Civil Engineer Facilities Maintenance Supervisor Public Services Operations Supervisor Senior Information Technology Specialist	35	74,637	78,369	82,287	86,402	90,722	95,258
Assistant Land Surveyor Parks Division Supervisor Traffic Maintenance Supervisor	37	78,416	82,336	86,453	90,776	95,315	100,080

CITY OF ROCKLIN
PUBLIC SERVICE EMPLOYEES SALARY SCHEDULE A
(Annual Salary)
Effective August 12, 2023

Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Administrative Analyst Associate Planner Building Division Supervisor Facilities Operations Superintendent Fire Prevention Plans Examiner GIS Analyst II Information Technology Analyst Land Development Engineer Senior Accountant	39	82,385	86,505	90,830	95,371	100,140	105,147
Senior Information Technology Analyst	42	88,720	93,156	97,814	102,705	107,840	113,232
Associate Civil Engineer Deputy Fire Marshal	43	90,938	95,485	100,259	105,272	110,536	116,063
Plan Check Engineer Senior Planner	44	93,212	97,872	102,766	107,904	113,299	118,964

CITY OF ROCKLIN
PUBLIC SERVICE EMPLOYEES SALARY SCHEDULE B
(Annual Salary)
Effective August 12, 2023

Classification	Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N
Office Assistant I Park Services Aide	5	35,583	36,472	37,384	38,319	39,277	40,259	41,265	42,297	43,354	44,438	45,549	46,688	47,855	49,051
Office Assistant II	11	41,265	42,297	43,354	44,438	45,549	46,688	47,855	49,051	50,277	51,534	52,823	54,143	55,497	56,884
Code Enforcement Technician	14	44,438	45,549	46,688	47,855	49,051	50,277	51,534	52,823	54,143	55,497	56,884	58,306	59,764	61,258
Senior Office Assistant Street Maintenance Worker I	15	45,549	46,688	47,855	49,051	50,277	51,534	52,823	54,143	55,497	56,884	58,306	59,764	61,258	62,790
Landscape Services Worker Street Maintenance Worker II	17	47,855	49,051	50,277	51,534	52,823	54,143	55,497	56,884	58,306	59,764	61,258	62,790	64,359	65,968
Equipment Mechanic I Planning/Building Technician I Traffic Maintenance Assistant	19	50,277	51,534	52,823	54,143	55,497	56,884	58,306	59,764	61,258	62,790	64,359	65,968	67,618	69,308
Building Maintenance Worker Irrigation Maintenance Technician	20	51,534	52,823	54,143	55,497	56,884	58,306	59,764	61,258	62,790	64,359	65,968	67,618	69,308	71,041
Accounting Technician I Senior Street Maintenance Worker	21	52,823	54,143	55,497	56,884	58,306	59,764	61,258	62,790	64,359	65,968	67,618	69,308	71,041	72,817
Landscape Services Trades Worker Public Services Technician Senior Building Maintenance Worker	22	54,143	55,497	56,884	58,306	59,764	61,258	62,790	64,359	65,968	67,618	69,308	71,041	72,817	74,637
Administrative Assistant Engineering Technician I Planning/Building Technician II Recreation Coordinator	23	55,497	56,884	58,306	59,764	61,258	62,790	64,359	65,968	67,618	69,308	71,041	72,817	74,637	76,503
Equipment Mechanic II	24	56,884	58,306	59,764	61,258	62,790	64,359	65,968	67,618	69,308	71,041	72,817	74,637	76,503	78,416
Accounting Technician II Community Development Technician Environmental Services Technician	25	58,306	59,764	61,258	62,790	64,359	65,968	67,618	69,308	71,041	72,817	74,637	76,503	78,416	80,376
Building Inspector I Construction Inspector I Fire Inspector I Landscape Inspector Public Works Inspector I Senior Irrigation Maintenance Technician	26	59,764	61,258	62,790	64,359	65,968	67,618	69,308	71,041	72,817	74,637	76,503	78,416	80,376	82,385
Engineering Technician II GIS/Engineering Technician Permit Center Supervisor Administrative Technician	27	61,258	62,790	64,359	65,968	67,618	69,308	71,041	72,817	74,637	76,503	78,416	80,376	82,385	84,445
Accountant I Building Trades Worker Code Enforcement Officer Senior Equipment Mechanic	28	62,790	64,359	65,968	67,618	69,308	71,041	72,817	74,637	76,503	78,416	80,376	82,385	84,445	86,556

CITY OF ROCKLIN
PUBLIC SERVICE EMPLOYEES SALARY SCHEDULE B
(Annual Salary)
Effective August 12, 2023

Classification	Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N
Building Maintenance Supervisor Traffic Control and Lighting Technician	29	64,359	65,968	67,618	69,308	71,041	72,817	74,637	76,503	78,416	80,376	82,385	84,445	86,556	88,720
Community Development Inspector Construction Inspector II Environmental Services Specialist Housing Specialist Public Works Inspector II Senior Building Trades Worker	30	65,968	67,618	69,308	71,041	72,817	74,637	76,503	78,416	80,376	82,385	84,445	86,556	88,720	90,938
Building Plans Examiner GIS Analyst I Information Technology Specialist Recreation Supervisor	31	67,618	69,308	71,041	72,817	74,637	76,503	78,416	80,376	82,385	84,445	86,556	88,720	90,938	93,212
Building Inspector II Fire Inspector II Senior Construction Inspector Senior Traffic Control and Lighting Technician	32	69,308	71,041	72,817	74,637	76,503	78,416	80,376	82,385	84,445	86,556	88,720	90,938	93,212	95,542
Accountant II Assistant Planner Fleet Services Supervisor Landscape Services Supervisor Permit Services Supervisor Street Maintenance Supervisor	33	71,041	72,817	74,637	76,503	78,416	80,376	82,385	84,445	86,556	88,720	90,938	93,212	95,542	97,930
Assistant Civil Engineer Facilities Maintenance Supervisor Public Services Operations Supervisor Senior Information Technology Specialist	35	74,637	76,503	78,416	80,376	82,385	84,445	86,556	88,720	90,938	93,212	95,542	97,930	100,379	102,888
Assistant Land Surveyor Parks Division Supervisor Traffic Maintenance Supervisor	37	78,416	80,376	82,385	84,445	86,556	88,720	90,938	93,212	95,542	97,930	100,379	102,888	105,460	108,097
Administrative Analyst Associate Planner Building Division Supervisor Facilities Operations Superintendent Fire Prevention Plans Examiner GIS Analyst II Information Technology Analyst Land Development Engineer Senior Accountant	39	82,385	84,445	86,556	88,720	90,938	93,212	95,542	97,930	100,379	102,888	105,460	108,097	110,799	113,569
Senior Information Technology Analyst	42	88,720	90,938	93,212	95,542	97,930	100,379	102,888	105,460	108,097	110,799	113,569	116,408	119,319	122,302
Associate Civil Engineer Deputy Fire Marshal	43	90,938	93,212	95,542	97,930	100,379	102,888	105,460	108,097	110,799	113,569	116,408	119,319	122,302	125,359
Plan Check Engineer Senior Planner	44	93,212	95,542	97,930	100,379	102,888	105,460	108,097	110,799	113,569	116,408	119,319	122,302	125,359	128,493

ROCKLIN
CALIFORNIA

ADMINISTRATIVE TECHNICIAN

DEFINITION

Under general supervision, performs a variety of responsible paraprofessional administrative, technical, and clerical duties in support of assigned department or program; has ongoing technical and/or administrative responsibilities for specific assignments which may include financial and budgetary support, program/special project support, grant management support, and technology system support within assigned department; coordinates assigned programs, projects, and services with other City divisions and/or departments; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. May provide technical and functional direction to lower level clerical staff.

CLASS CHARACTERISTICS

This is a journey-level paraprofessional classification and under general supervision, provides the full range of administrative support to the assigned department. The work has technical and procedural aspects, requiring the interpretation and application of and ensuring compliance with policies, procedures, requirements, and regulations and may involve frequent contact with staff and the public. Incumbents are expected to perform the full range of duties assigned, working independently, and exercise a tact, discretion, independent judgment, and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This classification is distinguished from the Administrative Analyst in that the latter is a professional-level class responsible for a broad range of project management duties with departmental or City-wide impact including researching and analyzing practices and procedures, and assisting in developing recommendations for operational, policy, financial, budgetary, and procedural improvements in assigned areas.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Participates in developing and monitoring assigned budgets, including preparing cost estimates for budget recommendations; gathers and reviews financial data to identify and recommend account adjustments and fund transfers; ensures accurate allocation to accounts; provides account balances and updates to management and staff; processes invoices and purchase orders, maintains budget spreadsheets; enters information into the enterprise resource planning software; attends budget meetings.
- Performs technical and procedural work in support of assigned department; applies technical

procedures, methods, and techniques to support management analysis functions and processes; monitors and explains operational and program requirements and processes to various stakeholders.

- Composes, edits, proofreads, and submits department-specific bid documents, consultant agreements, resolutions, contracts, requests for proposal, exhibits, notices of completion, and various reports for submission to the City Council.
- Researches available grants, prepares and submits grant applications, and assists in administering grant funding.
- Researches and compiles information and data from internal and external sources on topics related to assigned areas of responsibility; reviews, organizes, and summarizes data collected; compares data to identify trends and discrepancies; presents preliminary findings and recommendations in an appropriate format for review by senior professional, supervisory, or management staff.
- Assists in evaluating office and inter-departmental procedures and makes recommendations for modifications as necessary to maintain efficient and effective office operations; assists in developing and implementing department objectives, policies, procedures, and work standards.
- Participates in and manages a variety of special projects.
- Coordinates department administrative and business services activities with other City departments and outside agencies.
- Performs other clerical/administrative work as required, which may include, but is not limited to, typing and copying documents, scanning, filing/retrieving files, reviewing and processing mail, faxing information, answering the telephone, scheduling appointments and meetings, maintaining calendars, maintaining inventory of supplies and materials, etc.; listens to questions, and interprets and applies regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; refers callers to the appropriate staff; coordinates or resolves problems of a moderate nature, when appropriate.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles, methods, and techniques, including the principles of accounting, budget development and implementation, goal setting, and organizational analysis.
- Applicable state, federal, and local laws, regulations, and policies and procedures.
- Basic principles and techniques of research, data collection, and report preparation.
- Basic principles, practices, and techniques of public sector finance, budgeting, and accounting.
- Basic budget preparation and monitoring, cash control and related accounting practices.
- Principles and practices of research methods and statistical analysis.
- Basic program and project management methods and techniques
- Business letter writing and the standard format for reports and correspondence.
- Business mathematics and basic statistical techniques.
- Records management principles and practices.

- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform responsible, difficult and complex technical, procedural, administrative, and secretarial support work involving the use of considerable independent judgment with accuracy, speed, and general supervision.
- Evaluate alternatives and make judgments within established policy and procedural guidelines.
- Develop and coordinate effective systems, programs, policies, and procedures; recognize needs, analyze problems, develop and evaluate options, make sound recommendations and initiate actions in order to develop more efficient systems, policies, and procedures or resolve problems within established guidelines.
- Interpret, summarize, and present administrative and technical information and data in an effective manner.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Assist in the development and monitoring of assigned program budgets.
- Interpret and explain pertinent departmental and City policies and procedures.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Make accurate mathematical, financial, and statistical computations.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Independently organize work, set priorities, and meet critical time deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster effective working relationships with those contacted in the course of work.

Education and Experience

A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless

expressly stated herein.

Equivalent to graduation from high school;

AND

Five (5) years of increasingly responsible clerical, administrative, or municipal finance experience.

OR

Equivalent to an Associate's degree with major emphasis in business or public administration, financial management, accounting or a related field;

AND

Three (3) years of increasingly responsible clerical, administrative, or municipal finance experience.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard and calculator; the ability to bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information; and occasionally lift, carry, push, and pull materials and objects up to 20 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	July 2013
Revised	September 2022, August 2023 (Title Change to Administrative Technician)
FLSA	Non-Exempt
Salary Schedule	AFSCME/Range 27

ROCKLIN
CALIFORNIA

City Council
Staff Report

Subject: Injury and Illness Prevention Plan

Date: August 8, 2023

Submitted By: Amanda Tonks, Management Analyst
Tameka Usher, Director of Administrative Services

Department: Administrative Services - Human Resources

Recommendation:
Adopt a Resolution of the City Council of the City of Rocklin Approving and Authorizing the City Manager to Administer the City of Rocklin Injury and Illness Prevention Program and Rescinding Resolution No. 2017-244.

Background:
Pursuant to California Labor Code §6401.7 and California Code of Regulations, Title 8, Subchapter 7, §3203, every employer shall establish, implement, and maintain an effective Injury and Illness Prevention Program (IIPP).

The City Council has adopted an IIPP and approved subsequent revisions, most recently in 2017 via Resolution No. 2017-244, authorizing the City Manager or his/her designee to administer the program.

To maintain an effective program, City staff, with the assistance of consultant safety specialists, reviewed and revised the existing IIPP to align with current State regulations and City staffing structure.

Attachment 2 is the revised IIPP reflecting the necessary updates. Based on the authority required to effectively administer the program, staff recommends the City Council authorize the City Manager or his/her designee to implement and maintain the revised IIPP.

Fiscal Impact:
There is no fiscal impact associated with the staff recommendation.

ATTACHMENTS:
1. Resolution
2. Resolution Exhibit 1 - Injury Illness Prevention Program (2023)

RESOLUTION NO. 2023-

ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKLIN TO APPROVE THE CITY OF ROCKLIN INJURY AND ILLNESS PREVENTION PROGRAM, AUTHORIZE THE CITY MANAGER TO ADMINISTER THE PROGRAM, AND RESCIND RESOLUTION NO. 2017-244

WHEREAS, pursuant to California Labor Code §6401.7 and California Code of Regulations, Title 8, Subchapter 7, §2303, every employer shall establish, implement, and maintain an effective Injury and Illness Prevention Program; and

WHEREAS, the City of Rocklin is committed to ensuring the health and safety of City employees; and

WHEREAS, City staff performed a program review and recommends replacing the current City of Rocklin Injury and Illness Prevention Policy and Program adopted by Resolution No. 2017-244; and

WHEREAS, the program requires ongoing administration; therefore, staff recommends authorizing the City Manager or his/her designee to implement and maintain the City's programs related to occupational safety and health; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Rocklin as follows:

Section 1. Resolution No. 2017-244 is hereby rescinded.

Section 2. The City Council hereby approves and adopts the City of Rocklin Injury and Illness Prevention Program attached hereto as Exhibit 1.

Section 3. The City Council hereby authorizes the City Manager or his/her designee to administer the Injury and Illness Prevention Program.

PASSED AND ADOPTED this 8th day of August, 2023, by the following vote:

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

_____
Ken Broadway, Mayor

ATTEST:

_____
, Acting City Clerk

ROCKLIN

CALIFORNIA

City of Rocklin

Injury & Illness Prevention Program (IIPP)

AUGUST 2023

Table of Contents

I. Policy

II. Responsibilities and Authority

III. Compliance

IV. Employee Access to the IIPP

V. Communication

VI. Hazard Assessment

VII. Accident Reporting and Investigation

VIII. Hazard Correction

IX. Training and Instruction

X. Recordkeeping

I. Policy

The City of Rocklin (the City) has established this written Injury and Illness Prevention Program (IIPP) to communicate our procedures for creating a safe and healthy work environment for employees.

The purpose of this IIPP is to provide employees with a safe and healthy workplace by identifying responsibilities to be followed by management, employees, volunteers, and the employer. Employees have a right to a safe workplace and their employer has a duty to ensure that every manager and supervisor is aware of the City's safe work practices and that they are being followed by each employee. All employees and volunteers, at every level and in all positions, are required to comply with our safety and health policies and practices. All managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP.

The City is committed to correcting or controlling workplace hazardous conditions or practices as they occur or are recognized. This commitment is backed by organizational policies, procedures, employee recognitions, and disciplinary actions as necessary to ensure employee compliance with safe and healthful work practices.

This IIPP applies to all departments, employees, and volunteers providing services at all facilities, workplaces, and events, and is the umbrella under which all employee health and safety programs are implemented.

As an employee, you have a right to:

- A safe workplace free from recognized hazards;
- Receive training on hazards associated with your job;
- Know how to identify and control hazards relative to your job-specific tasks;
- Access Safety Data Sheets for all chemicals used in your workplace;
- Refuse to perform work under confirmed unsafe conditions, and to file complaints without fear of reprisal; and
- See the Cal/OSHA Log of Occupational Injuries and Illnesses.

II. Responsibilities and Authority

City Manager or Designee:

The City Manager or designee has the authority and responsibility for implementing the provisions of this program for the City, and is ultimately responsible for ensuring a safe and healthy workplace is established and maintained. The City Manager or designee will ensure that department directors implement the IIPP and develop corresponding safety policies and procedures for operations under their control.

IIPP Administrator or Designee:

- As designated by the City Manager, the Director of Administrative Services or his/her designees will coordinate development, implementation, and maintenance of the IIPP and revise as necessary;
- Maintain records of employee accidents and injuries, and review injury and illness trends;

- Coordinate worksite safety inspections;
- Assist with investigating reports of hazardous conditions, accidents, injuries, and near misses, making necessary remedial recommendations;
- Follow up on accidents, injuries, and near-misses to ensure departments correct or control identified hazards, tracking through resolution;
- Facilitate and participate in city-wide safety committee meetings;
- Interpret regulations and recommend appropriate compliance strategies; and
- Act as the City liaison with Cal/OSHA.

Department Director or Designee:

- Designate/appoint at least one Department Safety Coordinator (DSC) for the department;
- Designate staff responsible for worksite safety inspections;
- Develop department-specific safety policies and procedures;
- Ensure a copy of the IIPP and department safety policies and procedures are readily available, and their location is known by all department personnel;
- Be familiar with and ensure department personnel are familiar with City policies in support of the IIPP;
- Ensure employees and volunteers receive department and job-specific safety training and IIPP orientation prior to assignment;
- Post or communicate health and safety information;
- Ensure that each supervisor and manager adhere to adopted policies and procedures and consistently enforce safety rules and regulations; and
- Notify the Human Resources Division (HR) of any communication with Cal/OSHA and, upon request from HR, verify abatement action taken to mitigate citations issued by Cal/OSHA.

Managers, Supervisors, and Volunteer Coordinators:

- Implement and maintain the IIPP in their work areas and answer employee and volunteer questions about the IIPP;
- Be aware of occupational health and safety regulations affecting operations;
- Implement and document training programs designed to instruct employees and volunteers in safe work practices and specific job duties;
- Schedule, conduct, and document new employee and volunteer safety orientation and ongoing safety training;
- Enforce safety policies and procedures;
- Investigate accidents, injuries, and near misses and prepare written documentation;
- Evaluate new equipment and procedures and make recommendations to the department director, DSC, and/or HR;
- Ensure the maintenance of materials and equipment are maintained and in safe operating condition;
- Determine necessary personal protective equipment (PPE); ensure necessary PPE is provided and

available to employees and volunteers; and provide training on the proper selection, usage, maintenance, and disposal;

- Routinely inspect work areas;
- Train employees and volunteers in the identification and reporting of safety hazards and concerns;
- Work with the department director, DSC, and HR on all safety related issues; and
- Correct or report unsafe conditions.

Department Safety Coordinators (DSC):

- Coordinate safety communication with the department (e.g., maintain a department safety bulletin board or intranet page);
- Represent employees on health and safety issues;
- Act as a liaison to HR on health and safety matters;
- Attend city-wide safety committee meetings;
- Conduct, facilitate, or assist in department or worksite safety meetings; maintain written records of attendance and topics discussed;
- Conduct periodic worksite safety inspections; recommend appropriate measures for the correction or control of unsafe conditions;
- Ensure employees are informed of any identified hazards;
- Participate in incident investigations when requested;
- Review investigations of occupational accidents, injury, illness, or exposure to identify hazards and preventative measures; and
- Periodically update the department director on safety activities, with a copy to the IIPP Administrator.

Employees and Volunteers:

- Become familiar with and comply with the City IIPP and their department-specific safety policies and procedures;
- Report any hazardous conditions or equipment to supervisors or managers;
- Use all safety clothing, equipment, and personal protective equipment (PPE) as required and trained;
- Not perform any job duties for which safety training has not been provided;
- Stop work if unsafe and report the condition to a supervisor or manager.
- Attend all general and tailgate safety meetings; and
- Immediately report all injuries, accidents, and near-miss incidents to supervisors.

III. Compliance

All employees and agents of the City, including volunteers, are expected to abide by the policies and procedures contained within the IIPP.

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees and volunteers. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees, including managers and supervisors, and volunteers are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

The willful violation of City, department, or worksite safety rules or government regulations may result in disciplinary action up to and including termination. All disciplinary action will be in compliance with the current applicable Personnel Rules and Regulations and/or the applicable memorandum of understanding, resolution, or contract.

The systems to ensure all employees comply with these practices include, but are not limited to:

- Inform employees of the requirements within the City's IIPP in a readily understandable language.
- Train employees on the IIPP, general safety policies, rules, and work practices.
- Evaluate compliance with safe work practices and procedures in employee performance evaluations.
- Recognize employees who perform safe and healthful work practices.
- Provide additional training to employees whose safety performance is deficient.

IV. Employee Access to the IIPP

City employees or their designated representatives have the right to examine and receive a copy of the City's IIPP.

This will be accomplished by:

1. Providing access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.

   Whenever an employee or designated representative requests a copy of the IIPP, the City will provide the requester a printed copy of the IIPP, unless the employee or designated representative agrees to receive an electronic copy of the IIPP.

2. Provide unobstructed access through the HR intranet site which allows the employee to review, print, and download the current version of the IIPP. Link: https://rocklincalifornia.sharepoint.com/sites/HR/SitePages/Risk%20Management%20and%20Safety.aspx

   (Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.)

An employee must provide written authorization in order to make someone their "designated representative." A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the City IIPP.

The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

V. Communication

The City uses a variety of methods to communicate occupational health and safety information, including:

- Two-way communication between management and staff on actual and perceived safety and health hazards or suggestions for improvement;
- New employee orientation that includes a review of the IIPP and a discussion of safety policies and procedures that the employee is expected to follow, both City-wide and department-specific;
- Regularly scheduled safety meetings;
- Workplace safety and health training programs;
- Posted and/or distributed safety notifications all employees and volunteers can access;
- Email notifications of occupational health and safety concerns, tips, or other useful information; and
- HR intranet Risk Management & Safety page.

Other appropriate methods of communicating pertinent safety and health information will be implemented as such methods are identified.

Employees are required to immediately report any hazardous conditions to their immediate supervisor. Volunteers must report any hazardous conditions or concerns to their volunteer coordinator, a supervisor, or a manager.

Employees are encouraged to report safety concerns and recommendations for eliminating unsafe practices or conditions in the workplace. While the City prefers safety reports and suggestions to be made in writing, employees may make such suggestions and reports orally. Employees may report a concern or suggestion to their supervisor, the IIPP Administrator, or to other management personnel, who must document the safety suggestion or hazard. The reports will then be prioritized and addressed according to the severity and need to correct.

Employees may report hazards and suggestions anonymously to HR via inter-office mail, or electronically via the HR Risk Management & Safety intranet page: https://rocklincalifornia.sharepoint.com/sites/HR/SitePages/Risk%20Management%20and%20Safety.aspx.

When safety suggestions or hazards are reported:

- Management will review all safety suggestions and hazardreports.
- If an employee's name is included with a hazard report or safety suggestion, the reporting employee will be notified about any non-confidential corrective action that is taken with

respect to the hazard report or safety suggestion.

No employee shall be disciplined or retaliated against for reporting any potential or actual safety hazards or for making safety suggestions.

VI. Hazard Assessment

Hazards should be identified, evaluated, and corrected as part of the daily work routine and through workplace safety inspections. The City encourages all employees to continuously identify and correct workplace hazards and poor safety practices. Inspections are also used to identify unsafe working conditions and practices.

Safety Inspections:

- **Informal Inspections:** Informal inspections can be done at any time. Department directors, DSCs, managers, and supervisors are responsible for ensuring informal safety inspections take place in their work areas.
- **Scheduled Inspections:** DSC will coordinate scheduled safety inspections for each worksite, as required by the worksite's operations, but in no event less frequently than once per year.

Additional inspections will be conducted:

- When new substances, processes, procedures, or equipment presenting a new safety or health hazard are introduced into the workplace.
- When new or previously unrecognized hazards are recognized.
- When occupational injuries and illnesses occur.
- When workplace conditions warrant an inspection.
- When the City hires and/or reassign employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

VII. Accident Reporting and Investigation

All reporting and investigation instructions and forms can be found on the HR Workers' Compensation intranet page: https://rocklincalifornia.sharepoint.com/sites/HR/SitePages/Workers_Comp.aspx.

Reporting

Employees are required to report all workplace injuries, exposures, or illnesses to their supervisor/manager immediately.

When an occupational injury, exposure, or illness occurs, a Supervisor's Report of Employee Injury shall be completed within one business day by the employee's supervisor or manager and submitted to HR.

In the event of a near-miss (i.e., non-injury incident), the incident is still to be investigated and documented on the Supervisor's Injury/Incident Investigation form.

Investigation

Supervisors are responsible for investigating all workplace injuries, exposures, and illnesses as soon as practical. For more severe incidents, supplemental investigations may be initiated by HR or other related third-party consultants.

All incidents resulting in injury or exposure will be investigated timely to determine any primary and contributing causes. Any primary and contributing causes for workplace accidents will be documented and analyzed to assist in taking corrective action to prevent similar incidents from occurring in the future.

All facts, findings, and recommendations uncovered during investigations of workplace injuries and illnesses will be documented, generally using the Supervisor's Injury/Incident Investigation form. The department director or designee will review all reports with a view towards determining adequacy of corrective action.

The following is a guideline for responding to a workplace injury and conducting the investigation:

1. Visit the scene of the accident as soon as possible (if safe to do so).
2. Arrange medical attention for the injured employee, if needed.
3. For serious injuries, maintain the scene if safe to do so.
4. Photograph the scene and equipment involved.
5. Interview injured employee(s) and witnesses.
6. Determine root cause and provide corrective actions.
7. Record findings and corrective actions taken. Corrective actions will be tracked by the department director or designee until closed-out.

VIII. Hazard Correction

The City shall correct unsafe or unhealth work conditions, practices, or procedures in a timely manner based on the severity of the hazards. Corrective action for hazards is the responsibility of department directors, managers, and supervisors with assistance from the IIPP Administrator or other designated individuals.

Hazards shall be corrected:

- When hazards are observed or discovered.
- When an imminent hazard exists that cannot be immediately abated without endangering employees and/or property, the City will ensure that all exposed workers are removed from the area except the personnel necessary to correct the hazardous condition. Only personnel who have been provided with the necessary protections, safeguards, and training will be allowed to correct the hazard.

IX. Training and Instruction

All employees, including department directors, managers, and supervisors, will participate in

training on general and job-specific workplace safety and health practices, including recognizing hazards associated with the specific type of work performed and the procedures to control or minimize those hazards. Training may include online classes or in-person instruction by a supervisor/manager or qualified person.

Training and instruction will be provided:

- When the IIPP is first established and/or substantially amended;
- To all new employees;
- To all employees given new job assignments for which training has not previously been received;
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
- Whenever the City is made aware of a new or previously unrecognized hazard; and
- To all supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

X. Recordkeeping

The City is a local government entity and is not required to keep written records of the steps taken to implement and maintain our IIPP. Notwithstanding, the following documentation will be maintained for a minimum of three years:

- Safety trainings for each employee, including the employee's name, training dates, type of training and training providers.
- Inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices, identified corrective action, and follow up.
- Incident investigations that identify the primary and contributory causes and corrective action taken.
- IIPP reviews.

ROCKLIN
CALIFORNIA

City Council
Staff Report

Subject: Various Personnel Updates

Date: August 8, 2023

Submitted By: Tameka Usher, Administrative Services
Tameka Usher, Administrative Services

Department: Administrative Services - Human Resources

Recommendation:

A. Adopt a Resolution of the City Council of the City of Rocklin to Adopt a Salary Range for Communications Specialist; Reallocate One Website Technician to Communications Specialist; and Adopt Revised Confidential Employees and Temporary Employees Salary Schedule.

B. Adopt a Resolution of the City Council of the City of Rocklin to Adopt a Salary Range for Senior Management Analyst City Clerk; Reallocate One Management Analyst and One Accounting Supervisor to Senior Management Analysts; and Adopt Revised Management Employees Salary Schedule.

Background:
Title 2 of the California Code of Regulations, section 570.5 requires the City's salary schedules to be adopted at a public meeting.

Communications Specialist
In the Fiscal Year (FY) 2023/24 Operating Budget, four non-benefited temporary positions were converted to benefited part-time positions. One of those positions is a Website Technician within the City Manager's Office. The City does not have a classification specification for Website Technician; therefore, Human Resources (HR) staff conducted a review of the classification's essential duties and responsibilities to develop a classification specification. Following that review and development of the classification specification, staff recommends retitling the position to Communications Specialist since the essential duties and responsibilities are not only related to maintenance of the City's website.

In accordance with the City of Rocklin Employee/Employer Resolution, staff further recommends that the classification of Communications Specialist be placed in the Confidential employees' unit since it will be assigned solely to the City Manager's Office and therefore will

have knowledge of, and regular access to, decisions of City management affecting employer-employee relations.

Staff recommends that the classification of Communications Specialist be placed at salary range 8 ($44,035 - $60,703) of the Confidential Employees salary schedule and the incumbent's salary will be set consistent with the hourly equivalent salary.

Lastly, staff recommends removing the Website Technician title from the Temporary Employees Salary Schedule since it will no longer be in use.

Regarding the aforementioned changes, it is being recommend that City Council:

1. Delete 0.50 FTE Website Technician allocation in the City Manager's Office.
2. Add 0.50 FTE Communications Specialist allocation in the City Manager's Office.

<u>Senior Management Analyst</u>

Human Resources Division

Recent staffing changes in the Human Resources Division of Administrative Services created an opportunity to reevaluate the department organizational structure consistent with the consultant's recommendation in 2021. To help create an improved functional structure in the Department, staff recommends the following organizational change.

The current organizational structure of the HR Division includes one (1) Director of Administrative Services who has four (4) direct reports in addition to other direct reports from the Finance Division, Payroll Division, and Information Technology Division. The Director of Administrative Services is responsible for supervising all functions of the HR Division. Staff recommends creating a supervisory-level position to supervise the day-to-day activities of the HR Division. The City does not currently have a supervisory-level human resources position; therefore, the Senior Management Analyst classification was developed. HR recommends that the salary for the classification be set to salary range 18 ($98,514 - $135,802) of the Management Salary Schedule.

In accordance with the definition of Management Employee in the City of Rocklin Employee/Employer Resolution, staff recommends that the classification of Senior Management Analyst be assigned to the Management Employee's unit.

To offset the cost of this recommendation, HR further recommends deleting 1.0 FTE vacant Management Analyst allocation in the HR division.

Finance Division

The Accounting Supervisor in the Finance Division has been vacant since January 2023; recruitment efforts have been unsuccessful and the caliber of applicants has been low. Given these challenges, staff has reevaluated the department organizations structure and recommends the Accounting Supervisor be reallocated to a Senior Management Analyst. As indicated above, the Senior Management Analyst will serve as a supervisor-level classification and be able to provide oversight of the day-to-day activities of the Accounting unit and will also expand the level of essential duties assigned and provide a higher level of support to the Deputy Director of Administrative Services/City Treasurer.

To offset the cost of this recommendation, HR recommends deleting 1.0 FTE vacant Accounting Supervisor allocation in the Finance Division.

Regarding the aforementioned changes, it is being recommend that City Council:

1. Delete 1.0 FTE Management Analyst allocation in Human Resources Division of the Administrative Services Department.
2. Add 1.0 FTE Senior Management Analyst allocation in the Human Resources Division of the Administrative Services Department.
3. Delete 1.0 FTE Accounting Supervisor allocation in the Finance Division of the Administrative Services Department.
4. Add 1.0 FTE Senior Management Analyst allocation in the Finance Division of the Administrative Services Department.

City Clerk

The recent resignation of the City Clerk created an opportunity to change the reporting structure of the City Clerk. Currently, the City Clerk serves at the pleasure of the City Council, under the general day-to-day direction of the City Manager. To create operational efficiencies, and consistent with other management-level positions, staff recommends changing the reporting structure to have the City Clerk report to the City Manager.

Additionally, staff recommends making this position an at-will position as defined in the City of Rocklin Personnel Rules, and recommends that the salary for the classification be set to salary range 18 ($98,514 - $135,802) of the Management Salary Schedule.

Fiscal Impact:

The fiscal impact to the General Fund from the recommendations is cost neutral. The changes in the Communication Specialist and City Clerk positions are expected to be cost neutral. With the establishment of Senior Management Analyst positions, there is expected to be an increase in cost of approximately $23,000. This cost will be offset by the deletion of the Accounting Supervisor and Management Analyst positions and expected savings through departmental vacancies.

ATTACHMENTS:

1. Resolution A - Communications Specialist
2. Resolution A Exhibit 1 - Confidential Salary Schedules A & B
3. Resolution A Exhibit 2 - Temporary Positions Salary Schedule
4. Communications Specialist Class Specification
5. Resolution B - Management Positions.docx
6. Resolution B Exhibit A - Management Salary Schedules A & B Effective 8-12-23
7. Senior Management Analyst Class Specification

RESOLUTION NO. 2023-

ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKLIN TO ADOPT A SALARY RANGE FOR COMMUNICATIONS SPECIALIST; REALLOCATE ONE WEBSITE TECHNICIAN TO COMMUNICATIONS SPECIALIST; AND ADOPT REVISED CONFIDENTIAL EMPLOYEES AND TEMPORARY EMPLOYEES SALARY SCHEDULE.

WHEREAS, the City currently uses the classification of Website Technician to perform communications related work and the City does not have a classification specification for Website Technician; and

WHEREAS, Human Resources (HR) developed a classification specification to capture the duties of the Website Technician and recommends retitling and reallocating it to the newly created classification of Communications Specialist;

WHEREAS, HR determined the classification should be assigned to the Confidential employees' group at Confidential Salary Range 8 ($44,035 - $60,703); and

WHEREAS, the recommended changes require an update to the Confidential Employees Salary Schedule and the Temporary Employees Salary Schedule.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Rocklin as follows:

Section 1. Effective August 12, 2023 the City Council approves the reallocation of 0.50 FTE encumbered Website Technician to Communications Specialist in the City Manager's Office.

Section 2. Effective August 12, 2023, the updated Confidential Employees Salary Schedules A & B attached hereto as Exhibit "1" are adopted.

Section 2. Effective August 12, 2023, the updated Temporary Employees Salary Schedule attached hereto as Exhibit "2" is adopted.

PASSED AND ADOPTED this 8th day of August, 2023, by the following vote:

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

_____
Ken Broadway, Mayor

ATTEST:

_____

, Acting City Clerk

CITY OF ROCKLIN
CONFIDENTIAL SALARY SCHEDULE A
(Annual Salary)
Effective August 12, 2023

Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Communications Specialist	8	44,035	46,237	48,549	50,976	53,525	56,201
Senior Administrative Assistant	11	47,421	49,792	52,282	54,896	57,641	60,523
Departmental Administrative Specialist Human Resources Technician I Legal Secretary Payroll Technician I	17	54,994	57,744	60,631	63,662	66,846	70,188
Deputy City Clerk Human Resources Technician II Payroll Technician II Senior Departmental Administrative Specialist Senior Police Technician	20	59,223	62,184	65,293	68,558	71,985	75,585
Executive Assistant Executive Assistant to the City Manager Paralegal	24	65,371	68,639	72,071	75,675	79,458	83,431

CITY OF ROCKLIN
CONFIDENTIAL SALARY SCHEDULE B
(Annual Salary)
Effective August 12, 2023

Classification	Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N
Communications Specialist	8	44,035	45,136	46,264	47,421	48,607	49,822	51,067	52,344	53,653	54,994	56,369	57,778	59,222	60,703
Senior Administrative Assistant	11	47,421	48,607	49,822	51,067	52,344	53,653	54,994	56,369	57,778	59,223	60,703	62,221	63,776	65,371
Departmental Administrative Specialist Human Resources Technician I Legal Secretary Payroll Technician I	17	54,994	56,369	57,778	59,223	60,703	62,221	63,776	65,371	67,005	68,680	70,397	72,157	73,961	75,810
Deputy City Clerk Human Resources Technician II Payroll Technician II Senior Departmental Administrative Specialist Senior Police Technician	20	59,223	60,703	62,221	63,776	65,371	67,005	68,680	70,397	72,157	73,961	75,810	77,705	79,648	81,639
Executive Assistant Executive Assistant to the City Manager Paralegal	24	65,371	67,005	68,680	70,397	72,157	73,961	75,810	77,705	79,648	81,639	83,680	85,772	87,916	90,114

CITY OF ROCKLIN
TEMPORARY POSITIONS
HOURLY SALARY SCHEDULE
Effective August 12, 2023

Classification	Step 1	Step 2	Step 3
Program Assistant I	$ 15.50	$ 16.04	$ 16.60
Program Assistant II	$ 16.28	$ 16.84	$ 17.43
Maintenance Worker Senior Public Services Specialist	$ 17.02	$ 17.62	$ 18.23
Police Clerk	$ 18.76	$ 19.42	$ 20.10
Senior Maintenance Worker Special Events Production Coordinator	$ 20.68	$ 21.40	$ 22.15
GIS Assistant	$ 21.46	$ 22.21	$ 22.99
Reserve Police Officer Coordinator	$ 26.18		

ROCKLIN
CALIFORNIA

COMMUNICATIONS SPECIALIST

DEFINITION

Under general supervision, performs a variety of marketing, graphic design, and communications duties within the City Manager's Office and in support of City of Rocklin departments; develops and utilizes marketing strategies to inform and promote City programs and activities to customers and the general public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel.
Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a journey level classification in the confidential group responsible for performing marketing, communications, and special projects in support of the City Manager's office. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and exercise a high level of tact, discretion, and independent judgment in performing a wide variety of duties.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Assists in developing and implementing marketing and communication plans and strategies for assigned program areas and projects.
- Assists in developing and conducting market research and public opinion surveys; analyzes customer behavior, usages and trends; evaluates program and modifies communication, advertising and outreach methods as necessary.
- Coordinates multiple tasks simultaneously; ensures projects and assignments are completed on time and within budget; coordinates with internal staff and external organizations for the timely and accurate distribution of materials.
- Updates, maintains, and manages the City website, including implementing new content (text, images, forms, presentations, etc.) from various departments; and works with the City web development contractors to handle site issues and functionality.
- Monitors web traffic and generates web analytics reports; improve website search engine optimization.
- Designs and implements social media strategies in accordance with City Manager goals
- Creates, edits, and shares social media graphic content.
- Creates and edits marketing materials for large campaigns, including billboards, website graphics, print materials (postcards, flyers, brochures, signs, posters), and merchandise (magnets, totes, shirts, etc.)

- Collaborates with other departments to ensure brand consistency.
- Suggests and implements features to enhance brand awareness across digital platforms and print products.
- Creates PowerPoint presentations, infographics, and visual aids for various departments.
- Assists various departments with special projects, including maps for the public, directional signage, commemorative plaques and walls, vehicle wraps, and signage for parks, buildings, and other locations
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of marketing, advertising, public relations, market research and analysis, and publishing.
- Basic principles and methods as it pertains to social media (Facebook, Twitter, Instagram) platforms and internal and citizen-to government communication.
- Basic principles and practices of effective communications as they apply to publications, including editing, design, layout, photography, and publication requirements.
- Creative graphics programs and tools, including the Adobe Creative Suite, video editing software, and Canva.
- Web design principles, including HTML and CSS.
- Record management principles and practices.
- Techniques for providing a high level of customer service to the public, vendors, and City staff, in person and over the telephone.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Coordinate a variety of marketing and communications programs.
- Gather and compile department specific information from a variety of sources.
- Perform research; prepare, review, and present reports, recommendations, and other correspondence and communications in a clear and concise manner.
- Learn City organization, services, and programs.
- Work on multiple projects simultaneously.
- Design and produce materials, using appropriate desktop publishing software, tools and techniques.
- Work independently, organize work, coordinate projects, set priorities, meet critical deadlines, and follow-up on assignments with minimum direction.
- Take a proactive approach to customer service issues in a professional manner.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.

Equivalent to an associate degree from an accredited educational institution in communications, marketing, graphic design, public relations or a closely related field;

AND

Two (2) years of experience in communications, marketing, or graphic design, with at least one (1) year of design experience using various social media platforms.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard and calculator; the ability to bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information; and occasionally lift, carry, push, and pull materials and objects up to 20 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	August 2023
Revised	
FLSA	Non-Exempt
Salary Schedule	Confidential/Range 8

RESOLUTION NO. 2023-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKLIN ADOPTING A SALARY RANGE FOR SENIOR MANAGEMENT ANALYST AND CITY CLERK; REALLOCATING ONE MANAGEMENT ANALYST AND ONE ACCOUNTING SUPERVISOR TO SENIOR MANAGEMENT ANALYSTS; AND ADOPTING REVISED MANAGEMENT EMPLOYEES SALARY SCHEDULE

WHEREAS, staffing changes in the Administrative Services Department created an opportunity to restructure the department staffing model; and

WHEREAS, the City does not currently have a senior-level in the Management Analyst classification series; and

WHEREAS, HR developed the classification of Senior Management Analyst and determined the classification should be assigned to the management group at Management Salary Range 18 ($98,514 - $135,802); and

WHEREAS, the duties performed by the Accounting Supervisor will now be encompassed in the Senior Management Analyst classification; and

WHEREAS, staff recommends making the City Clerk an at-will position assigned to Management Salary Range 18 ($98,514 - $135,802); and

WHEREAS, the recommended changes require an update to the Management Salary schedule.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Rocklin as follows:

Section 1. Effective August 12, 2023, the City Council approves the reallocation of 1.0 FTE vacant Management Analyst and 1.0 FTE vacant Accounting Supervisor to 2.0 FTE Senior Management Analyst in the Administrative Services Department.

Section 2. Effective August 12, 2023, the City Council abolishes the classification of Accounting Supervisor.

Section 2. Effective August 12, 2023, the updated Management Salary Schedules attached hereto as Exhibit “A” are adopted.

PASSED AND ADOPTED this 8th day of August 2023, by the following vote:

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

_____
Ken Broadway, Mayor

ATTEST:

_____
, Acting City Clerk

CITY OF ROCKLIN
MANAGEMENT SALARY SCHEDULE A
(Annual Salary)
Effective August 12, 2023

Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Associate Management Analyst	5	71,464	75,037	78,789	82,728	86,865	91,208
Payroll Administrator	6	73,250	76,913	80,759	84,797	89,036	93,488
Code Enforcement Program Manager Management Analyst Manager of Police Records and Communications	15	91,480	96,054	100,856	105,899	111,194	116,754
Principal Information Technology Analyst	16	93,767	98,455	103,378	108,547	113,974	119,673
Parks and Recreation Manager Public Services Manager	17	96,111	100,916	105,962	111,260	116,823	122,665
City Clerk Manager of Building Services Senior Engineer Senior Management Analyst	18	98,514	103,439	108,611	114,042	119,744	125,731
Manager of Planning Services	19	100,977	106,025	111,327	116,893	122,738	128,874
Principal Management Analyst	20	103,501	108,676	114,110	119,815	125,806	132,096
Information Technology Manager	22	108,741	114,178	119,887	125,881	132,175	138,784
Chief Building Official Director of Long-Range Planning and Housing	23	111,459	117,032	122,884	129,028	135,479	142,253
Assistant City Attorney Deputy Director of Administrative Services	26	120,029	126,031	132,332	138,949	145,896	153,191
City Engineer	27	123,030	129,182	135,641	142,423	149,544	157,021
Deputy Fire Chief	31	135,802	142,592	149,722	157,208	165,068	173,322
Director of Community Development Director of Parks and Recreation	32	139,197	146,157	153,465	161,138	169,195	177,655
Director of Public Services	34	146,244	153,556	161,234	169,296	177,761	186,649
Police Captain	35	149,900	157,395	165,265	173,528	182,205	191,315
Director of Administrative Services	36	153,648	161,330	169,397	177,866	186,760	196,098
Assistant City Manager	38	161,426	169,497	177,972	186,871	196,214	206,025
Fire Chief Police Chief	40	169,598	178,078	186,982	196,331	206,148	216,455

	Salary	Resolution No.	Date Adopted
City Manager	252,000	2022-186	09/13/2022

CITY OF ROCKLIN
MANAGEMENT SALARY SCHEDULE B
(Annual Salary)
Effective August 12, 2023

Classification	Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N
Associate Management Analyst	5	71,464	73,250	75,082	76,959	78,883	80,855	82,876	84,948	87,072	89,249	91,480	93,767	96,111	98,514
Payroll Administrator	6	73,250	75,082	76,959	78,883	80,855	82,876	84,948	87,072	89,249	91,480	93,767	96,111	98,514	100,977
Code Enforcement Program Manager Management Analyst Manager of Police Records and Communications	15	91,480	93,767	96,111	98,514	100,977	103,501	106,088	108,741	111,459	114,246	117,102	120,029	123,030	126,106
Principal Information Technology Analyst	16	93,767	96,111	98,514	100,977	103,501	106,088	108,741	111,459	114,246	117,102	120,029	123,030	126,106	129,258
Parks and Recreation Manager Public Services Manager	17	96,111	98,514	100,977	103,501	106,088	108,741	111,459	114,246	117,102	120,029	123,030	126,106	129,258	132,490
City Clerk Manager of Building Services Senior Engineer Senior Management Analyst	18	98,514	100,977	103,501	106,088	108,741	111,459	114,246	117,102	120,029	123,030	126,106	129,258	132,490	135,802
Manager of Planning Services	19	100,977	103,501	106,088	108,741	111,459	114,246	117,102	120,029	123,030	126,106	129,258	132,490	135,802	139,197
Principal Management Analyst	20	103,501	106,088	108,741	111,459	114,246	117,102	120,029	123,030	126,106	129,258	132,490	135,802	139,197	142,677
Information Technology Manager	22	108,741	111,459	114,246	117,102	120,029	123,030	126,106	129,258	132,490	135,802	139,197	142,677	146,244	149,900
Chief Building Official Director of Long-Range Planning and Housing	23	111,459	114,246	117,102	120,029	123,030	126,106	129,258	132,490	135,802	139,197	142,677	146,244	149,900	153,648
Assistant City Attorney Deputy Director of Administrative Services	26	120,029	123,030	126,106	129,258	132,490	135,802	139,197	142,677	146,244	149,900	153,648	157,489	161,426	165,462
City Engineer	27	123,030	126,106	129,258	132,490	135,802	139,197	142,677	146,244	149,900	153,648	157,489	161,426	165,462	169,598
Deputy Fire Chief	31	135,802	139,197	142,677	146,244	149,900	153,648	157,489	161,426	165,462	169,598	173,838	178,184	182,639	187,205
Director of Community Development Director of Parks and Recreation	32	139,197	142,677	146,244	149,900	153,648	157,489	161,426	165,462	169,598	173,838	178,184	182,639	187,205	191,885
Director of Public Services	34	146,244	149,900	153,648	157,489	161,426	165,462	169,598	173,838	178,184	182,639	187,205	191,885	196,682	201,599
Police Captain	35	149,900	153,648	157,489	161,426	165,462	169,598	173,838	178,184	182,639	187,205	191,885	196,682	201,599	206,639
Director of Administrative Services	36	153,648	157,489	161,426	165,462	169,598	173,838	178,184	182,639	187,205	191,885	196,682	201,599	206,639	211,805
Assistant City Manager	38	161,426	165,462	169,598	173,838	178,184	182,639	187,205	191,885	196,682	201,599	206,639	211,805	217,100	222,528
Fire Chief Police Chief	40	169,598	173,838	178,184	182,639	187,205	191,885	196,682	201,599	206,639	211,805	217,100	222,528	228,091	233,793

	Salary	Resolution No.	Date Adopted
City Manager	252,000	2022-186	09/13/2022

ROCKLIN
CALIFORNIA

SENIOR MANAGEMENT ANALYST

DEFINITION

Under general direction, performs supervisory duties and advanced, difficult, and complex analytical work in areas such as finance, budget, human resources, risk management, grants, and administration and implementation of city programs and policies in support of the City Manager's Office or the Department of Administrative Services; researches and analyzes practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; participates in strategic planning, policy development, and legislative analysis; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over professional, technical and administrative support staff.

CLASS CHARACTERISTICS

This is the advanced journey/supervisory-level classification in the Management Analyst class series. Incumbents work under general direction and exercise a high level of discretion, initiative, and independent judgment in performing the full range of routine to complex job duties in a wide variety of duties such as finance, budgets, human resources, risk management, grants, contracts, and administration and implementation of city programs and policies. Incumbents are also primarily responsible for supervising the work of a group of subordinate professional, technical and/or administrative support staff.

Positions are normally assigned to the Department of Administrative Services or City Manager's Office.

This class is distinguished from the class of Management Analyst in that the latter class does not supervise professional staff as a preponderant duty.

This class is further distinguished from the Principal Management Analyst in that the latter is the advanced journey-level class in the series that has responsibility for performing City-wide budgetary, financial, economic, statistical, administrative, and analytical support duties which require working with the complicated logistics of interdepartmental and/or interagency cooperation.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Plans, organizes, assigns, and supervises the staff, operations, and activities of an assigned administrative function.

- Supervises the work of professional, technical, and administrative support staff; selects, trains, motivates, and directs personnel; evaluates and reviews work for acceptability and conformance with department standards; prepares and delivers performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns; works with department management and staff to build and maintain a high performing team environment.
- Supervises the activities of a distinct departmental/division administrative program, function, or work unit; has significant responsibility for the development of goals, objectives, and operational strategies for the assigned program/unit and for quality control/improvement.
- Supervises and conducts complex analyses to identify alternatives and make recommendations regarding such matters as organizational structure, accounting services, budget development/administration, staffing, cost/benefit, and policy or procedure modifications.
- Discusses analyses findings with management staff, makes recommendations, and coordinates the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Prepares and maintains a variety of records, reports. and correspondence related to program activities.
- Coordinates assigned activities with other divisions, departments, governmental agencies, and outside organizations.
- Monitors, researches, reviews, interprets, and analyzes existing and new legislation and examines its effect on the City's operations; makes recommendations and provides alternatives to the City, departments, or special project team consistent with legislative guidelines and requirements.
- Composes and present a variety of technical and City Council agenda reports.
- Assists with managing the work of consultants; assists with the preparation of requests for proposals, review bids, and interviews, and recommend the selection of consultants; manages workflow, sets expectations and priorities, and reviews outcomes; assists with the negotiation and monitoring of contracts.
- Attends meetings, conferences, and workshops; may participate on committees and task forces; may make presentations to various groups and individuals.
- Performs related duties as assigned.

When assigned to Administrative Services

Human Resources

- Assumes supervisory responsibility for major human resources functions and activities such as recruitment and selection, employee benefits, labor and employees relations, risk management, organizational development and training, or related activities; identifies

opportunities for improvement in the current policies, procedures, and systems; develops recommendations for changes, recognizing the implications of recommendations; implements modifications to the program, policies, and/or procedures as appropriate.

- Manages, coordinates, and monitors classification and/or compensation studies conducted for a single department, multiple departments, or City-wide; plans, oversees, and reviews the conduct of job analyses and development of recommendations for position allocations; directs salary and total compensation surveys and develops salary recommendations.
- Provides staff support in contract negotiations; prepares summaries, collects data, and makes recommendations.
- Conducts complex investigations regarding allegations of unlawful discrimination, harassment, and/or violations of City policies, procedures, or negotiated memoranda of understanding; interviews complainants, respondents, and witnesses; makes recommendations regarding subsequent actions.
- Advises City officials on interpreting human resources rules, practices, and memoranda of understanding; investigates grievances and discrimination complaints.
- Participates in developing long-range sustainable strategies for the City's labor and employee relations program with key City management staff to ensure that the program is consistent with the City's strategic plan.
- Directs, manages, monitors, and evaluates the programmatic administration and operations of the City’s employee benefit plans/programs, including but not limited to health, life, vision, dental, and unemployment insurance; prepares recommendations regarding third-party administrators; provides advice and explanations to employees regarding complex benefits questions.
- Plans, organizes, coordinates, and supervises a comprehensive risk management and loss control program, including but not limited to workers’ compensation, as well as liability and industrial safety programs.
- Administers and/or oversees processes and procedures to ensure compliance with medical and disability leaves, including the American with Disabilities Act, Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, Paid Family Leave, State Disability Integration, and other related laws.

Finance

- Plans, supervises, and oversees the daily operations, functions, and activities of general financial services or accounting operations such as accounting, accounts payable, payroll, accounts receivable, billing and collection, debt, general ledger reporting, and grants.
- Performs a wide range of fiscal activities for the City and related agencies, including general accounting, budget preparation, monitoring investments, reporting, reconciliations, and debt management.
- Maintains and reconciles a variety of ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records; performs month-end, quarter-end, and fiscal year-end accounting system processing.

- Oversees the preparation of the Annual Comprehensive Financial Report by preparing and analyzing a variety of complex financial reports, statements, schedules, and footnotes; prepares new-year, mid-year, year-end, interim, and ad-hoc reports, including financial reports for special projects and other organizations associated with the City.
- Plans, coordinates, and/or assists in preparing a variety of financial reports and data in the preparation of the annual operating and Capital Improvement Program budgets.
- Plans and oversees the accurate calculation and production of the City's biweekly payroll in accordance with applicable laws, regulations, policies, procedures, and best practices; resolves the more complex and difficult payroll issues and discrepancies, and handles non-routine inquires related to payroll practices, processing, documents, and records.
- Participates in the development, revision, and maintenance of policy and procedure manuals governing fiscal matters; monitors financial procedures of all City departments, including internal audits and checks and balances; ensures necessary corrective actions are taken.
- Participates in debt management activities; maintains debt records; provides information to debt advisors, accounts for defeasance, and performs other debt oversight functions.
- Provides information to City departments regarding financial policies and procedures; interprets policies and procedures for departments.
- Reports financial information and provides special reports to the City Treasurer regarding investment of City funds.

When assigned to the City Manager's Office:

- Perform comprehensive management program analyses in all areas of city administration.
- Oversee special projects at the request of the City Manager. Such projects will typically span the interests of multiple city departments and often involve coordination with other governmental agencies, the private sector and/or the general public.
- Plans, directs, manages, and monitors various administrative and operational analyses, studies, and audits; manages and participates in data collection with regard to needs assessments, benchmarking, and operational reviews of designated responsibilities; evaluates success and provides feedback.
- Serves as a subject matter expert in area(s) of specialty or designated responsibility; acts as a liaison/resource to departments.
- Reviews and monitors the financial activity of assigned department's/division's budgets.
- Develops, manages, implements, and maintains major departmental, functional, or City-wide initiatives, programs, or projects; and coordinates interjurisdictional, interdepartmental, and/or interagency activities; communicates with appropriate City entities.
- Develops, manages, implements, and maintains major departmental, functional, or City initiatives, programs, or projects; makes decisions with the long-term benefit of the City in mind; and coordinates interjurisdictional, interdepartmental, and/or interagency activities.
- Provides lead departmental support as assigned; reviews and analyzes departmental operations, policies and procedures, activities, and budgets; provides recommendations and alternative solutions.

- Assists in organizational reviews within assigned departments; provides support and advice regarding strategic planning, identification of staffing needs and growth estimates to ensure consistency with City goals and priorities; identifies alternative solutions, prepares recommendations, and assists departments in implementing recommended and/or mandated changes.
- Negotiates and monitors compliance of various grant agreements or affordable housing agreements entered into between service providers or developers and the City.
- Interprets and develops policies, procedures, standards, and ordinances to ensure compliance with applicable laws and regulations.

QUALIFICATIONS

Knowledge of:

- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Principles and practices of employee supervision and leadership, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff.
- Advanced principles and practices of human resources, public finance, budgeting, fiscal control, and administrative and policy analysis.
- Advanced principles, practices, and techniques of public human resources administration, including employee and labor relations, recruitment and selection, classification and compensation, job analysis, job evaluation, organizational and employee development, employee benefits administration, leave management administration, and risk management.
- Principles and practices of local government, including city administration, organization, programs, and functions.
- Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), and Governmental Auditing Standards.
- Principles and practices of labor relations in a public agency setting, including effective negotiation techniques.
- Advanced principles and practices related to public finance administration, budgeting, auditing, and reconciliation; and municipal taxation and revenue management.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Public agency contracting requirements, grant applications, and fiscal control of same.
- Communication techniques required for gathering, evaluating and transmitting information, and directing group discussions.
- Administrative principles and methods, including goal setting, program and budget development, and implementation.
- Personnel management and basic supervisory practices, including training and performance evaluation.

- City organization and functions; laws, rules, and regulations governing fiscal administration.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in planning, organizing, administering, reviewing, and evaluating a broad human resource services program and directing staff in specified day-to-day human resources activities.
- Direct and participate in advanced administrative, fiscal, budgetary, and operational activities.
- Analyze complex and sensitive administrative, budgetary, operational, economic, political, and organizational problems; evaluate alternatives; and reach sound conclusions.
- Develop and administer policies, standards, and procedures.
- Audit a variety of documents, procedures, and reports.
- Recognize proper authorization and documentation for disbursements and other transactions.
- Investigate, evaluate findings, and reach sound conclusions regarding allegations of discrimination, harassment, and other violations of City rules, regulations, and policies.
- Interview and obtain information from complainants, suspects, and others.
- Negotiate agreement between differing individuals and groups, gaining cooperation through discussion and persuasion.
- Read, analyze, evaluate, and summarize written material and statistical data including narrative reports, financial reports, and budgets.
- Analyze systems and administrative and management practices and identifying opportunities for improvement.
- Prepare, monitor, and administer various agreements and contracts.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Determine effective methods of research; compile data and present in a form most likely to enhance understanding.
- Prepare and present clear, concise, and logical written and oral reports.

- Coordinate activities with other City departments and agencies as required.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Possession of a bachelor's degree with major coursework in public or business administration, finance, human resources, economics, or a closely related field;

AND

Four (4) years of increasingly responsible professional experience performing public administration, finance, housing, human resources functions, or similar management analytical duties and one (1) year of related supervisory experience;

OR

Two (2) years of experience at a level equivalent to the City's Management Analyst class.

When assigned to a specific functional area as noted above, additional knowledge and experience in such area may be desirable.

Public sector experience is preferred.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment,

including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

Emergency Service Workers: All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	August 2023
Revised	
FLSA	Exempt
Salary Schedule	Management/Range 18

ROCKLIN
CALIFORNIA

City Council
Staff Report

Subject: Intention to Annex Maverik Gas Station (APN 017-283-047-000) into Community Facilities District No. 1

Date: August 8, 2023

Submitted By: Daniel Choe, Deputy Director of Administrative Services
Megan Bressem, Management Analyst

Department: Administrative Services - Finance

Recommendation:
Adopt a Resolution of the City Council of the City of Rocklin of Intention to Annex Territory to Rocklin Community Facilities District No. 1 (Annexation No. 78) and to Authorize the Levy of Special Taxes Therein (Maverik Gas Station, APN 017-283-047-000).

Background:

Maverik Gas Station, Assessor's Parcel Number 017-283-047-000, is a retail commercial property located on the westerly side of the intersection of Sunset Boulevard and Lonetree Boulevard. The development of Maverik Gas Station is conditioned on, among other things, annexation into Community Facilities District (CFD) No. 1.

CFD No. 1 finances the operation and maintenance of fire protection and suppression services and ambulance and paramedic services.

The landowner has submitted a petition and waiver letter for CFD No. 1, which requests the annexations to occur and waives some of the procedural requirements for processing the annexations. With the petitions and waivers, the City Council may adopt the resolution of intention at this meeting, and proceed with the public hearing and election, and order the annexation at its regular meeting on September 12, 2023.

Fiscal Impact:

There is no direct fiscal impact to the General Fund from the staff recommendation. Annexation into CFD No. 1 would allow the City to levy and collect special taxes to pay for the services provided by CFD No. 1.

ATTACHMENTS:

1. Resolution
2. Annexation Map

RESOLUTION NO. 2023-

RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF ROCKLIN OF INTENTION TO ANNEX
TERRITORY TO ROCKLIN COMMUNITY FACILITIES
DISTRICT NO. 1 (ANNEXATION NO. 78)
AND TO AUTHORIZE THE LEVY OF SPECIAL TAXES THEREIN
(Maverik Gas Station, APN 017-283-047-000)

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Rocklin as follows:

Section 1. The City Council finds that there exists in the City of Rocklin a district known as Rocklin Community Facilities District No. 1 (the "CFD") formed and established pursuant to Chapter 2.5 of Part 1 of Division 2 of Title 5 of the California Government Code (Mello-Roos Community Facilities Act of 1982, Government Code section 53311 et seq. (the "Act")).

Section 2. The City Council further finds that the public convenience and necessity require that certain territory be added to the CFD.

Section 3. The territory included in the existing CFD is as shown on the amended maps thereof filed in Book 1 of Maps of Community Facilities Districts to which maps reference is hereby made. The territory proposed to be annexed to the CFD is as shown on the Annexation Map No. 78 to the CFD on file with the City Clerk, the boundaries of which territory are hereby preliminarily approved and to which map reference is hereby made for further particulars. The City Clerk is hereby directed to cause to be recorded in the office of the Placer County Recorder the Annexation Map No. 78 to the CFD, showing the territory to be annexed, within fifteen days of the date of adopting of this resolution. Said territory is commonly known as Maverik Gas Station.

Section 4. The public services authorized for the existing CFD are fire protection and suppression services and ambulance and paramedic services. The services to be provided in the territory proposed to be annexed to the CFD are fire protection and suppression services and ambulance and paramedic services as described in section 3 of Resolution No. 86-102 adopted by the Council on May 27, 1986 ("Resolution of Formation"). It is presently intended that the public services shall be shared without preference or priority by the existing territory in the CFD and the territory proposed to be annexed to the CFD.

Section 5. Except where funds are otherwise available, a special tax sufficient to pay for all such services will be annually levied and collected in the same manner as ordinary ad valorem property taxes on each building within the territory proposed to be annexed to the CFD at the following rates:

a) Single family detached - $250.75
b) Condominium - $250.75
c) Multi-family with up to four units - $376.13
d) Multi-family with five or more units - $788.07
e) Commercial - $328.36
f) Light industrial - $394.04

Section 6. Beginning July 1, 2024 and each July 1 thereafter, the maximum annual tax rates assigned to each building category shall be increased to an amount equal to 103% of the amount in effect in the prior year.

Section 7. No alteration in the special tax rate authorized to be levied in the existing CFD shall be made as a result of the proposed annexation.

Section 8. A public hearing on the matter of the proposed annexation to Rocklin Community Facilities District No. 1, and for consideration and final determination of whether the public interest, convenience and necessity require the annexation of territory to the CFD and the levy of special taxes therein, shall be held on September 12, 2023, at 6:00 P.M. in the City of Rocklin Council Chambers, 3970 Rocklin Road, Rocklin, California.

Section 9. The City Clerk is hereby directed to give notice of the hearing in accordance with sections 53339.4, 53322 and 53322.4 of the Act by publication in the Placer Herald once at least seven (7) days prior to the hearing and by first-class mail to each registered voter and each landowner within the territory proposed to be annexed to the CFD at least 15 days before the hearing. The notice shall be substantially in the form specified in section 53339.4 of the Act.

PASSED AND ADOPTED this 8th day of August, 2023, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

_____
Ken Broadway, Mayor

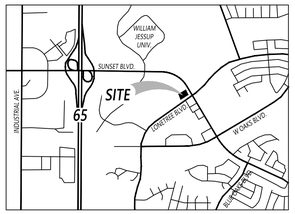
ATTEST:

_____
, Acting City Clerk

BOOK ___ OF COMMUNITY FACILITIES DISTRICT, PAGE ___

ANNEXATION MAP NO. 78 OF COMMUNITY FACILITIES DISTRICT NO. 1 MAVERIK GAS STATION / DR 2020-0003

PARCEL A OF MBR 2021-012536, BEING A PORTION OF SECTION 10, T.11N., R.6E., M.D.B.&M. CITY OF ROCKLIN, COUNTY OF PLACER, STATE OF CALIFORNIA.
MARCH 2023

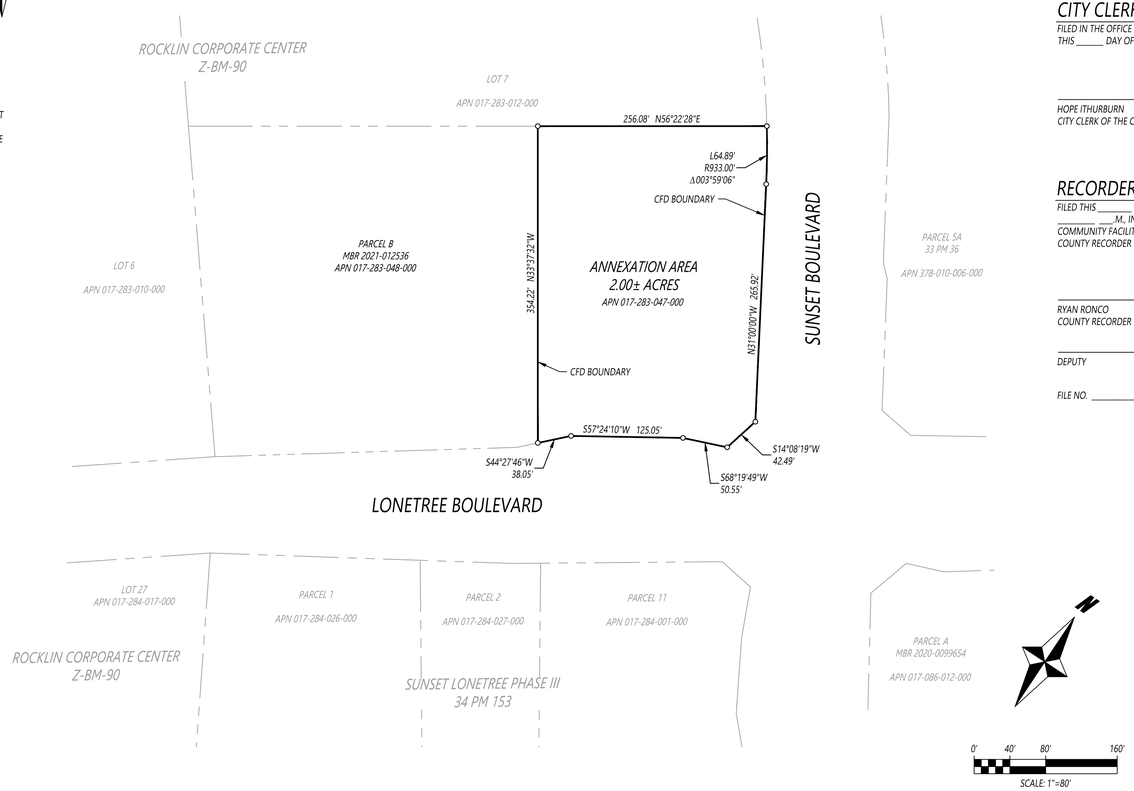


VICINITY MAP

NOT TO SCALE

NOTES:

REFERENCE IS HEREBY MADE TO THAT CERTAIN MAP ENTITLED "PROPOSED BOUNDARIES OF COMMUNITY FACILITIES DISTRICT NO. 1, CITY OF ROCKLIN, COUNTY OF PLACER, STATE OF CALIFORNIA,"FILED THE 3RD DAY OF APRIL 1987 AT THE HOUR OF 9:12 AM IN BOOK 1 OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICT AT PAGE 2, IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, WHICH THIS ANNEXATION MAP AFFECTS.



CITY COUNCIL'S STATEMENT:

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING PROPOSED BOUNDARIES OF ANNEXATION NO. _____ TO COMMUNITY FACILITIES DISTRICT NO. 1, CITY OF ROCKLIN, COUNTY OF PLACER, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF ROCKLIN, AT A MEETING THEREOF, HELD ON THE _____ DAY OF _____, 2023, BY ITS RESOLUTION NO. _____.

_____ _____
HOPE ITHURBURN DATE
CITY CLERK OF THE CITY OF ROCKLIN

CITY CLERK'S STATEMENT:

FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF ROCKLIN THIS _____ DAY OF _____, 2023.

_____ _____
HOPE ITHURBURN DATE
CITY CLERK OF THE CITY OF ROCKLIN

RECORDER'S STATEMENT:

FILED THIS _____ DAY OF _____, 2023, AT THE HOUR OF _____M., IN BOOK _____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS, AT PAGE _____ IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF PLACER, STATE OF CALIFORNIA.

_____ _____
RYAN RONCO DATE
COUNTY RECORDER OF PLACER COUNTY

_____
DEPUTY

FILE NO. _____ FEE _____

SHEET 1 OF 1

ROCKLIN
CALIFORNIA

City Council
Staff Report

Subject: Quarterly Building Report

Date: August 8, 2023

Submitted By: David Mohlenbrok, Director of Community Development

Department: Community Development

Recommendation:
Receive the Quarterly Building Report for the Quarter which Ended June 30, 2023.

ATTACHMENTS:
1. Community Development Department Quarterly Building Report

CITY OF ROCKLIN

Community Development Department

Building Division

MONTHLY BUILDING REPORTS

ROCKLIN

CALIFORNIA

April – June 2023

Permits Issued - Summary by Type

City of Rocklin

Date Range Between 4/1/2023 and 4/30/2023

PERMIT TYPE	NUMBER OF PERMITS ISSUED	VALUATION	FEES CHARGED
COMMERCIAL ALTER	**1**	**$14,000.00**	**$2,035.27**
ALTERATIONS	1	$14,000.00	$2,035.27
COMMERCIAL NEW	**1**	**$26,100.00**	**$996.48**
ACCESSORY BUILDING	1	$26,100.00	$996.48
ELECTRICAL	**232**	**$5,009,710.47**	**$107,617.39**
ELECTRICAL PANEL-RES	1	$4,729.00	$273.50
EVCS - COM	1	$30,000.00	$676.46
EVCS - RES	15	$20,239.65	$4,102.50
OTHER	1	$3,500.00	$325.91
PHOTOVOLTAIC-COM	1	$80,360.00	$1,113.27
PHOTOVOLTAIC-RES	206	$4,736,694.98	$94,640.55
PORTABLE SPA	1	$945.00	$421.50
PV/ESS-RES	6	$133,241.84	$6,063.70
MECHANICAL	**23**	**$398,595.00**	**$6,377.50**
HVAC-RES	23	$398,595.00	$6,377.50
MISCELLANEOUS	**1**	**$5,825.00**	**$407.50**
ELEC/MECH/PLUM-RES	1	$5,825.00	$407.50
MULTI FAMILY ALTER	**1**	**$15,643.78**	**$995.24**
ALTERATIONS	1	$15,643.78	$995.24
MULTI FAMILY NEW	**6**	**$7,404,911.54**	**$514,148.87**
DWELLING	6	$7,404,911.54	$514,148.87
PERMIT REISSUE	**1**	**$4,999.00**	**$307.00**
PLUMBING	**10**	**$93,743.00**	**$3,162.56**
OTHER	8	$83,089.00	$2,468.78
SOLAR PANELS-RES	1	$7,246.00	$420.28
WATER HEATER-RES	1	$3,408.00	$273.50
POOL	**5**	**$533,917.34**	**$5,580.22**
POOL	2	$166,322.00	$2,031.03
POOL/SPA	3	$367,595.34	$3,549.19
RES 1 2 FAMILY ALTER	**43**	**$770,160.59**	**$21,567.63**
ALTERATIONS	4	$164,000.00	$5,174.67
OTHER	17	$220,850.72	$7,594.03
ROOFING	21	$372,069.87	$8,381.50
SIDING	1	$13,240.00	$417.43
RES 1 2 FAMILY NEW	**19**	**$4,051,453.72**	**$193,671.00**
DETACHED GARAGE	1	$21,394.88	$1,176.56
DWELLING	8	$3,894,124.64	$185,314.15
OTHER	1	$54,000.00	$1,706.97
PATIO COVER	7	$68,234.20	$4,279.50
RETAINING WALL	1	$3,700.00	$600.40
SHED	1	$10,000.00	$593.42

Permits Issued - Summary by Type

City of Rocklin

Date Range Between 4/1/2023 and 4/30/2023

SIGN	**5**	**$25,200.00**	**$3,467.37**
BLDG PLANNING PERMIT	5	$25,200.00	$3,467.37
WEB RES HVAC	**25**	**$360,832.02**	**$6,565.00**
WEB RES WATER HEATER	**12**	**$33,597.60**	**$3,282.00**
Totals:	**385**	**$18,748,689.06**	**$870,181.03**

Permits Issued - Summary by Type

City of Rocklin

Date Range Between 5/1/2023 and 5/31/2023

PERMIT TYPE	NUMBER OF PERMITS ISSUED	VALUATION	FEES CHARGED
COMMERCIAL ALTER	**4**	**$4,167,531.00**	**$51,351.85**
ALTERATIONS	1	$3,480,531.00	$36,839.59
OTHER	2	$187,000.00	$4,483.03
TENANT IMPROVEMENT	1	$500,000.00	$10,029.23
DEMOLITION	**1**	**$100.00**	**$0.00**
COMMERCIAL	1	$100.00	$0.00
ELECTRICAL	**145**	**$3,078,832.75**	**$72,607.82**
ELECTRICAL PANEL-COM	4	$3,000.00	$1,721.08
ELECTRICAL PANEL-RES	8	$25,100.00	$2,377.00
EVCS - RES	13	$37,041.00	$3,555.50
OTHER	3	$21,560.00	$1,711.31
PHOTOVOLTAIC-COM	1	$41,328.00	$1,098.83
PHOTOVOLTAIC-RES	103	$2,469,416.02	$47,525.05
PV/ESS-RES	13	$481,387.73	$14,619.05
MECHANICAL	**19**	**$584,188.85**	**$8,331.85**
HVAC-COM	4	$352,268.85	$4,095.35
HVAC-RES	15	$231,920.00	$4,236.50
MISCELLANEOUS	**1**	**$20,000.00**	**$459.91**
ELEC/MECH/PLUM-COM	1	$20,000.00	$459.91
MULTI FAMILY ALTER	**4**	**$98,000.00**	**$2,326.59**
OTHER	4	$98,000.00	$2,326.59
PERMIT REISSUE	**4**	**$470,321.21**	**$1,280.41**
PLUMBING	**11**	**$62,086.00**	**$3,155.28**
OTHER	3	$22,487.00	$820.50
SOLAR PANELS-RES	1	$6,375.00	$420.28
WATER HEATER-RES	7	$33,224.00	$1,914.50
POOL	**10**	**$1,290,371.00**	**$11,443.65**
POOL	4	$502,251.00	$4,536.29
POOL/SPA	6	$788,120.00	$6,907.36
RES 1 2 FAMILY ALTER	**56**	**$1,244,113.46**	**$39,564.11**
ADDITION	1	$11,000.00	$1,100.23
ALTERATIONS	14	$401,040.00	$16,810.06
OTHER	13	$292,853.78	$8,937.06
ROOFING	24	$517,219.68	$11,322.39
SIDING	4	$22,000.00	$1,394.37
RES 1 2 FAMILY NEW	**26**	**$5,861,551.49**	**$326,288.87**
ACCESSORY BUILDING	1	$14,052.10	$707.36
DETACHED GARAGE	1	$40,000.00	$1,726.37
DWELLING	16	$5,713,725.39	$318,312.71
PATIO COVER	7	$83,774.00	$4,870.98
RETAINING WALL	1	$10,000.00	$671.45

Permits Issued - Summary by Type

City of Rocklin

Date Range Between 5/1/2023 and 5/31/2023

SIGN	**4**	**$8,350.00**	**$2,364.50**
BLDG PLANNING PERMIT	3	$8,350.00	$1,978.50
PLANNING PERMIT	1	$0.00	$386.00
WEB RES HVAC	**57**	**$949,888.48**	**$15,595.50**
WEB RES WATER HEATER	**17**	**$65,183.09**	**$4,650.50**
Totals:	**359**	**$17,900,517.33**	**$539,420.84**

Permits Issued - Summary by Type

City of Rocklin

Date Range Between 6/1/2023 and 6/30/2023

PERMIT TYPE	NUMBER OF PERMITS ISSUED	VALUATION	FEES CHARGED
COMMERCIAL ALTER	**6**	**$1,095,812.00**	**$31,814.79**
ALTERATIONS	1	$12,000.00	$730.13
ROOFING	2	$104,205.00	$1,742.05
TENANT IMPROVEMENT	3	$979,607.00	$29,342.61
DEMOLITION	**1**	**$39,576.00**	**$545.91**
RES 1 2 FAMILY	1	$39,576.00	$545.91
ELECTRICAL	**78**	**$1,963,674.34**	**$41,875.02**
ELECTRICAL PANEL-COM	1	$306.00	$637.50
ELECTRICAL PANEL-RES	5	$21,213.27	$1,367.50
EVCS - RES	8	$9,976.00	$2,188.00
PHOTOVOLTAIC-COM	1	$135,733.00	$1,208.45
PHOTOVOLTAIC-RES	55	$1,556,480.50	$26,707.06
PV/ESS-RES	8	$239,965.57	$9,766.51
MECHANICAL	**31**	**$528,296.06**	**$9,089.49**
HVAC-COM	2	$18,640.00	$1,005.58
HVAC-RES	29	$509,656.06	$8,083.91
MISCELLANEOUS	**1**	**$46,774.00**	**$1,955.35**
ELEC/MECH/PLUM-COM	1	$46,774.00	$1,955.35
MULTI FAMILY ALTER	**4**	**$84,000.00**	**$2,065.27**
OTHER	4	$84,000.00	$2,065.27
MULTI FAMILY NEW	**2**	**$1,690,476.11**	**$129,535.48**
DWELLING	2	$1,690,476.11	$129,535.48
PERMIT REISSUE	**6**	**$1,200,303.16**	**$2,009.88**
PLUMBING	**9**	**$52,126.65**	**$2,702.50**
OTHER	5	$37,999.00	$1,517.50
WATER HEATER-RES	4	$14,127.65	$1,185.00
POOL	**17**	**$1,883,263.00**	**$20,614.99**
POOL	8	$624,464.00	$7,847.60
POOL/SPA	8	$1,058,799.00	$9,355.06
PUBLIC	1	$200,000.00	$3,412.33
RES 1 2 FAMILY ALTER	**54**	**$1,461,152.49**	**$51,201.69**
ADDITION	4	$303,765.00	$12,485.06
ALTERATIONS	16	$471,643.00	$19,345.71
OTHER	17	$398,578.49	$12,565.46
ROOFING	14	$242,326.00	$5,504.00
SIDING	3	$44,840.00	$1,301.46
RES 1 2 FAMILY NEW	**18**	**$4,826,140.21**	**$249,512.25**
DWELLING	9	$4,535,778.81	$239,561.67
PATIO COVER	9	$290,361.40	$9,950.58
WEB RES HVAC	**50**	**$746,799.00**	**$13,678.00**
WEB RES WATER HEATER	**14**	**$42,214.00**	**$3,829.00**
Totals:	**291**	**$15,660,607.02**	**$560,429.62**

ROCKLIN
CALIFORNIA

City Council
Staff Report

Subject: Wildcat West/General Development Plan Amendment, PDG2023-0001 and Rezone, Z2023-0001 (Second Reading of Ordinance)

Date: August 8, 2023

Submitted By: David Mohlenbrok, Director of Community Development
Bret Finning, Planning Services Manager

Department: Community Development

Recommendation:
Adopt an Ordinance of the City Council of the City of Rocklin Amending the Northwest Rocklin General Development Plan and Rezoning an Approximately 8.6-Acre Site from Planned Development Commercial (PD-C) to Planned Development 12 Units per Acre (PD-12) (Wildcat West / PDG2023-0001 and Z2023-0001)

Background:
On June 13, 2023, the City Council considered the proposed General Development Plan Amendment and Rezone as part of the review of the Wildcat West project, which also included a Tentative Subdivision Map, SD2022-0001 and a Design Review, DR2022-0003. The City Council had several questions for Staff and the applicant regarding access, the adjacent commercial uses, parking, and the project being proposed as “all electric.” There being no public comments, the City Council deliberated and then voted 4-0 (one member absent) to approve the subdivision map and design review entitlements and to introduce, waive the full reading and read by title only, an ordinance of the City Council of the City of Rocklin amending the Northwest Rocklin General Development Plan and rezoning an approximately 8.6 acres site from Planned Development Commercial (PD-C) to Planned Development 12 Units per Acre (PD-12). To confirm its adoption and passage, the City Council needs to approve the second reading (title only) of the ordinance.

For further information regarding project details, see the June 13, 2023 City Council Staff Report for this project (Attachment 1).

ATTACHMENTS:
1. Wildcat West TSM 6/13/23 CC Staff Report
2. Ordinance
3. Ordinance Exhibit A - Rezoning Map
4. Ordinance Exhibit B - PDG Amendment Text Revisions

City Council Report

Subject: **Wildcat West**
Environmental, ENV2023-0006
General Development Plan Amendment, PDG2023-0001
Rezone, Z2023-0001
Tentative Subdivision Map, SD2022-0001
Design Review, DR2022-0003

Date: June 13, 2023

Submitted by: David Mohlenbrok, Director of Community Development
Bret Finning, Planning Services Manager
Dara Dungworth, Senior Planner

Department: Community Development

Recommendation:

As the entitlement request includes an Ordinance amendment, a two-meeting process is required. At the first meeting the City Council shall conduct a public hearing, complete deliberation, provide staff with direction (if appropriate) as to any desired modification(s) to the draft entitlement documents and, if approving, introduce the ordinance and continue the item to the next feasible City Council meeting as indicated below:

The Planning Commission and Staff recommend the following:

June 13, 2023 (first reading of the ordinance and final action on all project entitlements)

Move to Adopt a Resolution of the City Council of the City of Rocklin Approving a Mitigated Negative Declaration of Environmental Impacts and a Mitigation Monitoring Program (Wildcat West / ENV2023-0006).

Move to Introduce, Waive the Full Reading and Read by Title Only an Ordinance of the City Council of the City of Rocklin Amending the Northwest Rocklin General Development Plan and Rezoning an Approximately 8.6-Acre Site From Planned Development Commercial (PD-C) to Planned Development 12 Units to the Acre (PD-12) (Wildcat West / PDG2023-0001 and Z2023-0001).

Move to Adopt a Resolution of the City Council of the City of Rocklin Approving a Small Lot Tentative Subdivision Map (Wildcat West / SD2022-0001).

Move to Adopt a Resolution of the City Council of the City of Rocklin Approving a Design Review (Wildcat West Subdivision / DR2022-0003).

August 8, 2023 (final action on Ordinance)

Move to Adopt an Ordinance of the City Council of the City of Rocklin Amending the Northwest Rocklin General Development Plan and Rezoning an Approximately 8.6-Acre Site /Planned Development Commercial (PD-C) to Planned Development 12 Units to the Acre (PD-12) (Wildcat West / PDG2023-0001 and Z2023-0001).

Proposal/Application Request:

This application is a request for approval of the following entitlements to allow the development of approximately 8.6 acres into an eighty-eight lot residential subdivision:

- A General Development Plan Amendment to revise the development standards for the proposed zone district
- A Rezone to change the zoning applicable to the project site from Planned Development Commercial (PD-C) to Planned Development Residential, 12 dwelling units per acre (PD-12)
- Tentative Subdivision Map to create eighty-eight single-family lots and sixteen lettered access and landscaping lots
- A Design Review to approve the landscaping and architecture of the single-family homes.

Owner/Applicant:

The applicant is Robert Parish with R.M. Parish & Associates and the property owner is Peter Saetes with Oakwood Trails 7V, LLC.

Location:

The subject site is located southwest of the southerly terminus of Ocelot Way (formerly Cheetah Street). APN: 017-171-039. See **Figure 1**.

Site Characteristics and Background:

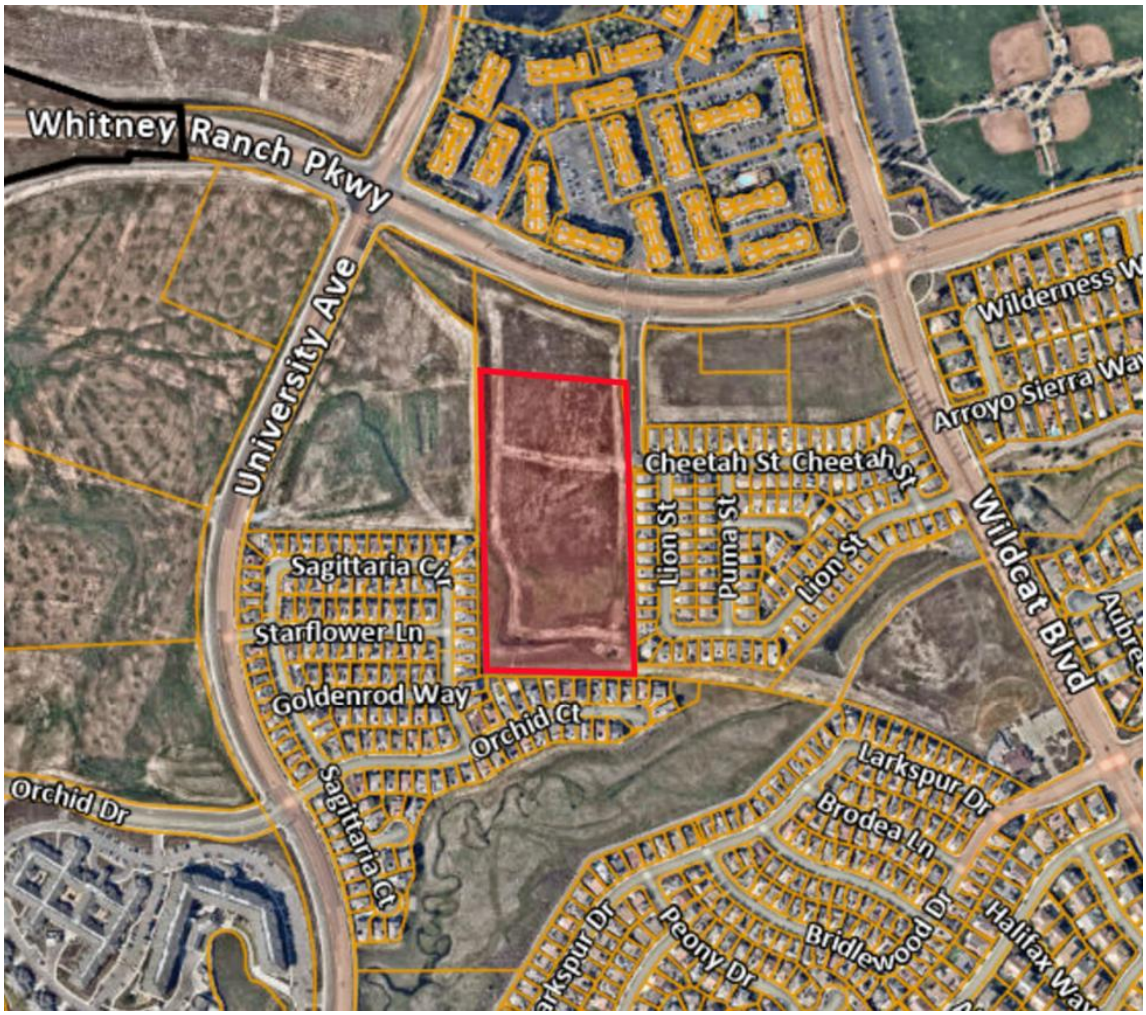
The project site is vacant and supports native and non-native grasses. A large soil stockpile is partially located on the western portion of the site, which otherwise slopes generally from northeast to southwest. The parcel has an approximately 150 foot frontage on Ocelot Way (formerly Cheetah Street). An easement across the adjoining commercial properties to the north will allow the parcel a second point of access directly to Whitney Ranch Parkway.

The parcel comprising the project site was approved in 2004 with the Northwest Rocklin General Development Plan and accompanying large lot subdivision map. The project site is within the Whitney Ranch Planning Area (portion of Whitney Ranch Unit 3). At that time, the project site, along with adjacent parcels, was intended for commercial development. With the

approval of the City's 2012 General Plan Update, the underlying General Plan land use designation for the project site and adjacent properties to the east and west was changed to Mixed Use, however the commercial zoning was not changed. Subsequently, many of the adjacent properties, or portions thereof, have been approved for development or developed with residential uses; the Spring Valley subdivision to the south and west in 2014, the Wildcat (a.k.a. Durango) subdivision to the east in 2015, and the Placer Creek Apartments to the west in 2022. The properties directly north of the project site, fronting on Whitney Ranch Parkway, are vacant and intended to be developed with commercial uses. In 2021, the Whitney Ranch Chevron and Carwash project was approved to the northeast of the project site across Ocelot Way (formerly Cheetah Street).

In December 2022, the Planning Commission approved the Wildcat West Tentative Parcel Map which subdivided Whitney Ranch Unit 3 into three parcels; two parcels approximately 1.4 and 1.6 acres in size that front on Whitney Ranch Parkway and an approximately 8.6 acre parcel to the south that is the project site. The Tentative Parcel Map has not yet been recorded.

Figure 1 – Existing Site Conditions



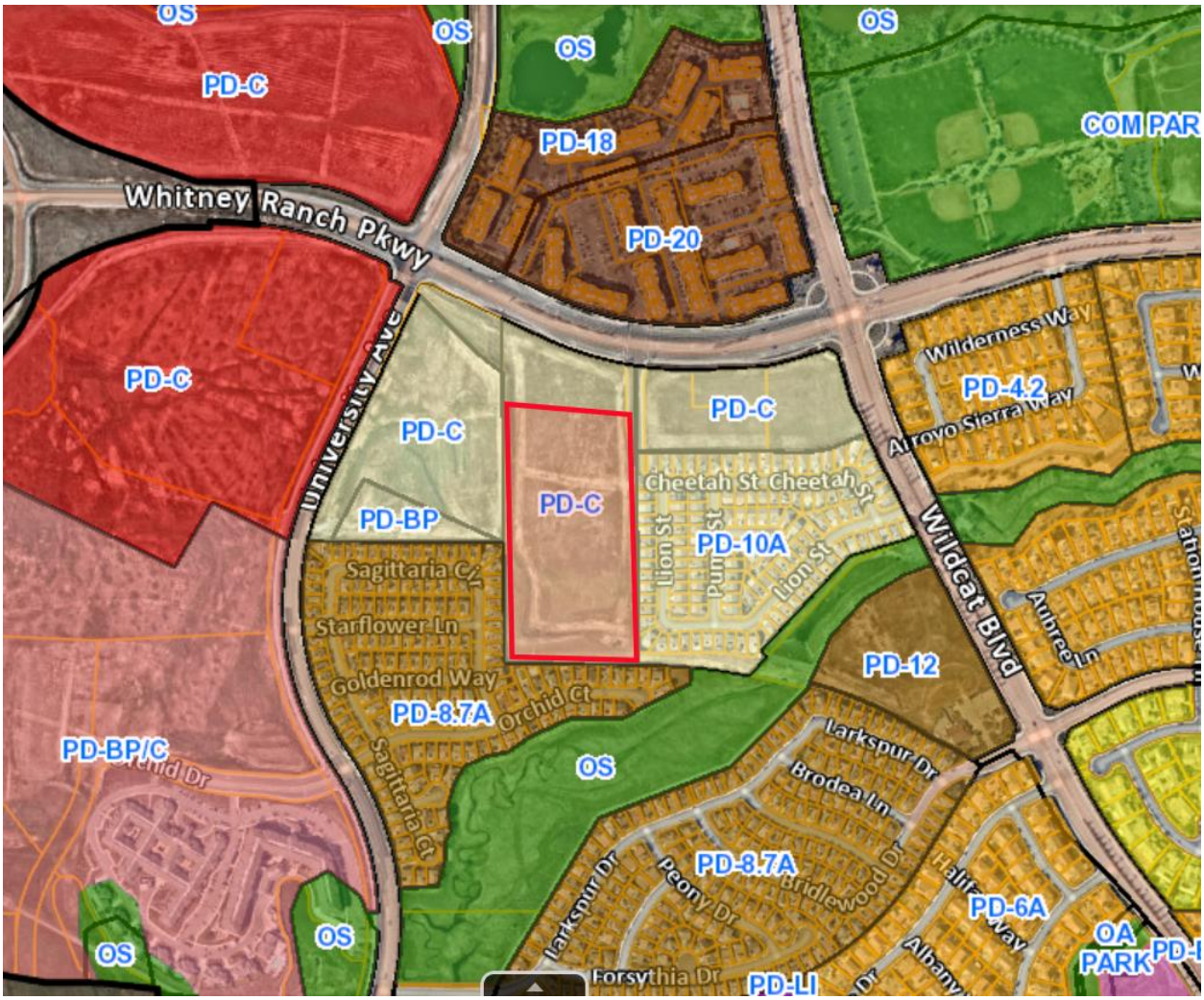
Surrounding Uses:

See **Table 1** for surrounding land uses and see **Figure 2** for the current General Plan and Zoning.

Table 1 – Surrounding Land Uses

	General Plan	Zoning	Existing Land Use
Project Site	Mixed Use (MU)	Planned Development Commercial (PD-C)	Vacant
North	Mixed Use (MU)	PD-C	Vacant
East	MU	Planned Development 10 dwelling units per acre (PD-10A)	Single-family residential (Wildcat Subdivision (aka Durango))
South & West	Medium High Density Residential (MHDR)	Planned Development 8.7 dwelling units per acre (PD-8.7A)	Single Family Homes (Spring Valley subdivision)
West	MU	Planned Development 22 Minimum Dwelling Units Per Acre (PD-22+)	Vacant (approved Placer Creek Apartments)

Figure 2 – General Plan & Zoning



Land Use Designation

- Professional Office
- Business Professional/Commercial
- Bus. Prof./Comm./Light Industrial
- Heavy Industrial
- Light Industrial
- Retail Commercial
- Service Commercial
- Mixed Use
- Public/Quasi-Public
- High Density Residential
- Medium-High Density Residential
- Medium Density Residential
- Low Density Residential
- Rural Residential
- Recreation/Conservation
- Park
- Downtown Plan Area
- Future School Site

Zoning

PD-C – Planned Development Commercial
PD-BP – Planned Development Business Professional (recently changed)
PD-BP/C – Planned Development Business Professional/Commercial
PD-4.2 – Planned Development 4.2 units per acre
PD-6A – Planned Development 6 units per acre
PD-8.7A – Planned Development 8.7 units per acre
PD-12 – Planned Development 12 units per acre
PD-18 – Planned Development 19 units per acre
PD-20 – Planned Development 20 units per acre
COM PARK – Community Park
OS – Open Space

Summary of Planning Commission Hearing and Action:

On May 16, 2023, the Planning Commission considered the proposed Wildcat West project. Following Staff's presentation and a brief presentation from the property owner's representative, Robert Parish, the Planning Commission asked questions regarding the potential absence of natural gas from the project (as requested by the applicant), whether the site had been identified as a Regional Housing Needs Allocation inventory site, and potential future noise impacts from the commercial sites to the north once they develop.

The Commission then opened the hearing for public comment. There being no public comment, the hearing was closed.

During deliberations, the Commissioners articulated some concern regarding future home buyers not having a choice between natural gas and electric (or other fuel types), but acknowledged the transition is happening in the market and likely legislatively at the State level in the next few years. The Commissioners generally expressed support for the project.

The Commission then voted unanimously 4 to 0 (one Commissioner absent) to recommend approval of the project to the City Council including the revisions to the subdivision map and design review resolutions to amend the conditions to remove requirements for provision of natural gas in the subdivision.

Project Updates Subsequent to the Planning Commission Hearing:

At the applicant's request, Staff added a condition of approval in the tentative subdivision map resolution to provide for a property owners' agreement, or the legal equivalent, that ensures the ongoing maintenance of the shared private drive (Street C) that traverses Parcels 1 and 2 of the associated Tentative Parcel Map (DL2021-0003) between Whitney Ranch Parkway and the subdivision.

General Plan Consistency:

The project site is designated in the City's General Plan as Mixed Use (MU). The purpose of this designation is to provide "for land use patterns and mixed use development that integrate residential and non-residential land use" among others. Mixed Use designated parcels may be developed as all commercial, all office, all residential, or as any combination of those uses. As mixed-use areas develop, the City shall strive to ensure that there is ultimately a mix of residential and non-residential uses. In the project vicinity, there remain several undeveloped parcels currently zoned as Planned Development – Commercial that are able to provide for that mix of uses. Residential density in a MU area is specified at a range of 10 to 40 dwelling units per acre (du/acre). The project site does not have direct frontage on major arterial roads and it is distant from Highway 65 (features that would typically be more conducive to retail commercial development). In addition, commercially designated land to the north is being retained and the project's proposed density of twelve dwelling units per acre is compatible with surrounding existing residential development. For these reasons, the Planning Commission and

Staff concluded that this residential project could be considered to be appropriate within this Mixed Use designated location and is, therefore, consistent with the General Plan.

General Development Plan Amendment and Rezone:

Under State law, the site's General Plan land use designation of MU would allow single-family development without the need for a rezone. However, to provide for clarity and consistency between land use and zoning, a rezone has been included as one of the project entitlements. The Rezone would change the existing zoning of the project site from Planned Development Commercial (PD-C) to Planned Development 12 units per acre (PD-12) on the Citywide Zoning Map. PD-12 is an existing zone district within the Northwest Rocklin General Development Plan and with the approval of the Rezone by City Council, the project would be consistent with the zoning of the site. The project as proposed complies with the density and proposed development standards in the PD-12 zone.

A General Development Plan Amendment is proposed to revise some of the development standards of the existing PD-12 zone to allow for the eight-pack lot configuration of the proposed subdivision. Specifically, in Section 3.5 'Development Standards' the minimum lot area applicable to the PD-10 & 12 Zone districts is proposed to be reduced from 2,000 square feet to 1,850 square feet and the Front, Front entry Garage, and Side Street setbacks are proposed to be reduced as indicated below, see **Table 2**.

Table 2 – Proposed Development Standard Modifications

Standard	**PD-10, 12**
Max. units per gross acre	12
Min. units per gross acre	8.5
Min. lot area (sq. ft.)	~~2,000~~ **1,850**
Min. lot width Interior Corner	 20' 25'
Minimum lot depth	-
Setbacks Front Front Porch Front entry Garage Side, interior Side, street [f] Rear Rear Entry Garage	 ~~5'~~ **2'** N/A ~~5'~~ **2'** 0' ~~10'~~ **7'**
Max. lot coverage	70%
Max. bldg. height Principal bldg. Accessory bldg.	 35' N/A

Additionally, Footnote F, in the same section, would be revised as follows to allow for the project's proposed Lot 19 lot to have a reduced street side setback (underlining to show new text):

> <u>Street side setback for Lot 19 Development Parcel (DP) 3B shall be 3.5' to correspond with the reduced public utility easement.</u> Street side setback for Lot 10 DP 13A, Lot 1 DP 13B, Lot 1 DP 25, Lot 39 DP 31, Lot 40 DP 31, and Lot 79 DP 31 shall be 30 feet - this setback may be reduced at the discretion of the Community Development Director if it is determined that traffic calming features or landscape features will adequately lessen vehicle speeds in these locations and/or diminish the prominence of the portion of the residence facing the subdivision entry.

No development has occurred yet within the PD-10 and PD-12 zones, and at this time it is only applicable to two other sites, Estia at Rocklin and Whitney Ranch Unit 1. The reductions in lot size and setbacks would not affect any approved (Estia) or proposed development (Whitney Ranch Unit 1) and would allow for additional flexibility in PD-10 and PD-12 zoned developments in the future. In the instance of Lot 19, given the lot's configuration at the street knuckle, only a very small portion of the corner of the house would be set back 3.5 feet, and the majority of the house setback would be significantly greater. Therefore, the Planning Commission and Staff have no objection to the reduced street side setback and, given the above, support the requested modifications to the development standards.

The General Development Plan Amendment is also required to update the various text sections and tables to reflect the project's changed zoning, unit count, and acreage, etc. The City is currently processing a Tentative Subdivision Map for Whitney Ranch Unit 1, which does not require a General Development Amendment to change development standards or zoning, but is changing the residential unit count previously identified for Unit 1. Whitney Ranch Unit 1 subdivision was approved by the City Council on May 23, 2023, therefore updates to incorporate the Whitney Ranch Unit 1 specifics into the General Development Plan have also been included.

Tentative Subdivision Map:

<u>Subdivision Design - General</u>

The Tentative Subdivision Map will subdivide the approximately 8.6-acre site into eighty-eight single family residential lots and sixteen landscape lots (see **Figure 3** below). Twenty-four of the residential lots, along the east and south sides of the project, will be traditional single-family lots with individual driveways off of the main streets. The remaining sixty-four lots are arranged in clusters of eight lots that share access via an alley off of the main streets. Of the sixteen lettered lots (A through P), Lots A and B are for street frontage and entry landscaping that will be dedicated to the City. Lots E, F, G, and N are project landscape lots to be owned and maintained by a homeowner's association. Lots C and D, H through M, and O are internal streets and alleys to serve the eight-pack homes. Residential lot sizes range from 1,858 square feet up to a maximum lot size of 5,347 square feet. The average lot size is 2,342 square feet.

The subdivision streets are proposed to be private and are designed as a modified minor street section, reduced from 42 feet to 36 feet in width with vertical curb, gutter, and a sidewalk on one side and a vertical curb on the other side. The streets are very similar to two existing developments off Whitney Oaks Drive at Sterling Drive and at Abby Court. A total of fifty-four (54) visitor and guest parking spaces would be provided, via twenty-two (22) parallel on-street parking spaces, limited to one side of the subdivision streets, and thirty-two (32) additional perpendicular parking spaces located at the north and south ends of the loop formed by Streets A and B. Driveway spaces (48) and garage spaces (176) account for another 224 parking spaces. The homeowner's association will be responsible for creating and enforcing a parking management plan that requires the use of garages for parking vehicles rather than as storage. The parking proposed is similar to the on-street parking coupled with the parking enforcement plan that was approved for the Sierra Pine Subdivision. To date, Staff is not aware of any issues regarding parking or access through that subdivision, which is nearly completed and with homes occupied since 2020.

The subdivision is designed with two points of entry: one from the southern terminus of Ocelot Way (no gates are proposed) and one from a private driveway off of Whitney Ranch Parkway that bisects the two commercial parcels and will also provide access to the future commercial development. The private driveway becomes Street C within the subdivision. Ocelot Way is a public street, a draft condition of approval has been included to require a sign to indicate the transition to a private street.

The project is obligated to construct all on-site streets and improvements, including the connection to Whitney Ranch Parkway, and to install sewer, water, and other infrastructure as required by the City and the applicable utilities to provide service to the project.

Grading, Retaining Walls, Stormwater Quality, Utilities

The project's grading is designed to incorporate fill materials from another Rocklin development site with approved entitlements. Three foot tall maximum retaining walls are proposed to help level the site in a few locations at the project boundaries.

The project is within the Northwest Rocklin Master Drainage Plan area and is conditioned to comply with the City's Post Construction Manual for Stormwater management. Air quality, sediment, and erosion control measures are required to be implemented and maintained during construction. In addition, applicable requirements from the Northwest Rocklin General Development Plan have also been incorporated in the project conditions of approval.

The applicant has requested that the standard condition to provide natural gas to the subdivision be removed because the prospective homebuilder intends to build an "all-electric" project. Pacific Gas & Electric (PG&E) is the residential natural gas provider in Rocklin. In response to an inquiry by Staff, PG&E indicated they have no official position on this issue and have chosen to let developers and local jurisdictions determine the best course of action based on local circumstances. The requirement to provide natural gas to all new developments has long been a standard condition of development in Rocklin and most other jurisdictions in the State, as natural gas has been considered a cleaner burning fuel for heating and cooking. Given

the applicant's request, Staff is seeking direction on this issue. After deliberations, the Planning Commission indicated that while they would not be in favor of a blanket ban on the provision of natural gas to new development, they were comfortable giving the developers the latitude to do so or not, based upon the developer's market research and knowledge of their customer's preferences. Therefore, the Planning Commission supported the applicant's request to waive the installation of natural gas infrastructure in this development and modified conditions of approval in the draft Design Review resolution and the draft Subdivision resolution accordingly, as part of their recommendation for approval of the project. If the City Council agrees with the Planning Commission and approves the project as recommended it would establish a precedent for other future development projects throughout the City.

Fencing, Walls and Noise Analysis

Consistent with City requirements, the subdivision proposes eight-foot tall decorative masonry walls with pilasters along the northern project boundary to provide screening and separation from the future commercial uses. Six-foot tall walls are also proposed along the backs of landscape Lots A and B. A tubular steel fence is proposed where Lots 68 through 76 abut Landscape Lot F. For privacy, good neighbor fences are proposed between the private residential side and rear yards.

The City of Rocklin General Plan goal for noise is: "To protect residents from health hazards and annoyance associated with excessive noise levels". To implement that goal, the City has adopted Noise Compatibility Guidelines prepared by the State Office of Noise Control. The objective of the Noise Compatibility Guidelines is to assure that consideration is given to the sensitivity to noise of a proposed land use in relation to the noise environment in which it is proposed to be located. For single-family residential uses, exterior noise levels up to 60 dB Ldn are Normally Acceptable, and exterior noise levels from 60-70dB Ldn are Conditionally Acceptable. The maximum allowable interior noise level is 45 dB Ldn.

A noise analysis was prepared for the proposed Wildcat Subdivision and Whitney Ranch Parkway Commercial project to analyze transportation noise, as well as stationary source noise from the adjacent anticipated commercial uses, and to review compliance with City standards for acceptable noise levels in residential developments. The noise study found that other than the six foot high masonry wall required by the Rocklin Municipal Code between residential and commercial uses, no additional mitigation was needed at this time. The report did note that, depending upon the nature of future commercial development, those projects may need to incorporate mitigation measures.

Public and Common Area Landscaping

Landscape Lots A and B shall be dedicated to the City consistent with the adjacent Wildcat Subdivision. A draft condition of approval has been included to ensure that the configuration of Lot B and the masonry wall on that lot match that of the adjoining Wildcat project. Because of the curve of the wall on that project, as it approaches the project site it will look inconsistent if the matching wall on the project site does not have a similar curvature. Additionally, this will create a natural "frame" for a public art piece. A draft condition of approval has been included

for provision of a public art piece in this location should the future homebuilder elect to participate in the City's Public Art Master Plan program and provide public art on Lot B.

A note on the project plans provides for the possibility of a future project entry sign to be located on the Lot B sound wall should the future homebuilder elect to install one. The Planning Commission and Staff have no objection to the inclusion of such a sign, provided that it is non-illuminated and composed of individual metal letters. Therefore, a condition to allow the Community Development Director to approve such a sign has been included in the draft conditions of approval for the subdivision.

There is a significant grade difference between the project and the adjacent Spring Valley development, which averages approximately ten feet below the project's elevation. Due to this differential and in particular along the western property line, Staff was concerned about line of site issues as people on the project street would possibly be able to look across Lot F and see into the back yards of the existing homes. To provide for robust screening along the western boundary of the project adjacent, and to screen the existing single family homes, Lot F is shown and conditioned to provide heavy planting of a screening hedge of English Laurel in addition to other landscaping. English Laurel is a hearty, durable evergreen that will grow to a height of twenty feet or more if not pruned, and should provide for significant screening within a few years' time. A condition of approval also requires the homeowner's association to maintain the screening shrubs at their maximum height and to not "top" prune them down. It should be noted that due to the depth of Lot H on the southern boundary of the project and the planned landscaping, Staff has a reduced concern for privacy protection for the homes to the south.

Figure 3 – Proposed Site Plan

Design Review:

Architecture

The project includes a Design Review for the yard landscaping as well the architectural designs, colors and materials for the single-family homes to be built in the subdivision. The project site is located within the University Architectural District, which is the City's most modern district with regard to architectural design. Projects are encouraged to incorporate features such as a strong linear emphasis, strong use of color, metallic panels and surfaces, and other modern architectural elements.

The project proposes four house plans, each with three elevation color and material variations (aka schemes), all within the contemporary, University District architectural style. The architecture of the project employs strong linear and geometric elements including projections and voids to provide rhythm and scale. The architecture also uses a variation of materials, including horizontal siding (typically a cementitious fiber/cement product), with stucco and dimensional asphalt shingles, and a muted color palette.

The project was reviewed by the Architectural Review Committee (ARC) on March 16, 2023. The ARC provided direction to reduce the prominence of the second story frame element over the garage of Plan 1, Elevation B. The applicant responded by revising this portion of the façade, eliminating part of the frame element and reorienting the roofline so it is less heavy and imposing. With this change, the Planning Commission and Staff believe the applicant adequately responded to the ARC's direction and support the architecture as consistent with the University District requirements.

Individual Lot Landscaping

Front yard landscaping is provided for each traditional lot. Each eight-pack house will have alley landscaping; however, space does not allow for large shade trees. Tree selections have accounted for the size of the respective yard, planter areas, driveway locations, as well as the need to accommodate utilities in the reduced Public Utility Easement (PUE). Front yard landscaping also includes shrubs and turf consistent with the State's Water Efficiency Landscape Ordinance.

Environmental Determination:

Consistent with the requirements of the California Environmental Quality Act, an Initial Study was prepared to determine the Wildcat West Subdivision and Whitney Ranch Parkway Commercial project's potential impacts on the environment. The study found that the project could have significant impacts with regard to Biological Resources, Cultural Resources, Green House Gas Emissions, Noise, Transportation/Traffic, and Tribal Cultural Resources; however, it was also able to identify mitigation measures that would reduce each of these potential impacts to a less than significant level. Therefore, a Mitigated Negative Declaration (MND) of environmental impacts was prepared for the project. The mitigation measures identified as applicable to the residential project have been incorporated into the conditions of approval in the draft Subdivision resolution.

ORDINANCE NO.

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROCKLIN AMENDING THE NORTHWEST ROCKLIN GENERAL DEVELOPMENT PLAN AND REZONING AN APPROXIMATELY 8.6-ACRE SITE FROM PLANNED DEVELOPMENT COMMERCIAL (PD-C) TO PLANNED DEVELOPMENT 12 UNITS PER ACRE (PD-12)

(Wildcat West / PDG2023-0001 and Z2023-0001)

The City Council of the City of Rocklin does ordain as follows:

Section 1. Findings. The City Council of the City of Rocklin finds and determines that:

A. The proposed general development plan amendment and rezone would amend the Northwest Rocklin General Development Plan and the City-wide Zoning Map to update portions of the text to reflect the modified zoning and acreage numbers and to rezone an approximately 8.6-acre portion of a site within the Whitney Ranch Planning Area (Unit 3B) from Planned Development Commercial (PD-C) to Planned Development Residential 12 Units to the Acre (PD-12), as indicated in Exhibits A and B to this resolution, which are attached hereto and incorporated herein by this reference.

B. The general development plan amendment is compatible with the Rocklin General Plan and land uses existing and permitted on the properties in the vicinity.

C. The general development plan amendment does not propose to eliminate any existing or add any new land uses, it will only modify some setback standards and update text and figures to reflect the new project. The general development plan amendment and the rezone would not create serious health problems or create nuisances on properties in the vicinity.

D. The City Council has considered the effect of the proposed general development plan amendment and rezone on the housing needs of the region and has balanced those needs against the public service needs of its residents and available fiscal and environmental resources.

E. The proposed amendments to the Northwest Rocklin General Development Plan only affect Exhibit C of that document, with Exhibit B, Conditions of Approval for the Northwest Rocklin General Development Plan, and the North West Rocklin Financing Plan remaining in effect and unchanged by this amendment.

Section 2. Authority. The City Council enacts this Ordinance under the authority granted to cities by Article XI, Section 7 of the California Constitution.

Section 3. Amendment to Code. The Northwest Rocklin General Development Plan is hereby amended to rezone a 8.6-acre portion of the Whitney Ranch/ Sunset Ranchos Planning Area (Unit 3B) from Planned Development Commercial (PD-C) to Planned Development 12 units PD-12, as indicated in Exhibits A and B of this Ordinance, which are attached hereto and incorporated herein by this reference, and to make other project-related conforming changes to various tables and text in Exhibit C of the Northwest Rocklin General Development Plan as set forth in Exhibit "B."

Section 4. Amendment to Zoning Map. The Citywide Zoning Map is hereby amended to modify the zoning designation for the 8.6-acre portion of Whitney Ranch Unit 3, as set forth in Exhibit "B."

Section 5. Severability. If any section, sub-section, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Ordinance. The City Council hereby declares that it would have adopted the Ordinance and each section, sub-section, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, sub-sections, sentences, clauses, phrases or portions be declared invalid or unconstitutional.

Section 6. Environmental. A Mitigated Negative Declaration has been approved for this project via City Council Resolution No. 2023-87.

Section 7. Effective Date. This ordinance shall take effect thirty (30) days after the day of its adoption.

Section 8. Publication. Within 15 days of passage of this Ordinance, the City Clerk shall cause the full text of the ordinance, a summary of the Ordinance, or an advertisement of the Ordinance to be published in a newspaper of general circulation, with the names of those City Councilmembers voting for and against the Ordinance, in accordance with Government Code section 36933.

INTRODUCED at a regular meeting of the City Council of the City of Rocklin held on June 13, 2023, by the following vote:

AYES:	Councilmembers:	Bass, Broadway, Gayaldo, Halldin
NOES:	Councilmembers:	
ABSENT:	Councilmembers:	Janda
ABSTAIN:	Councilmembers:	

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Rocklin held on August 8, 2023, by the following vote:

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

_____
Ken Broadway, Mayor

ATTEST:

_____
, Acting City Clerk

First Reading: 6/13/2023
Second Reading: 8/8/2023
Effective Date: 9/7/2023

EXHIBIT A

Wildcat West - Rezone - Z2023-0001

Rezone Exhibit

Available at the Community Development Department, Planning Division

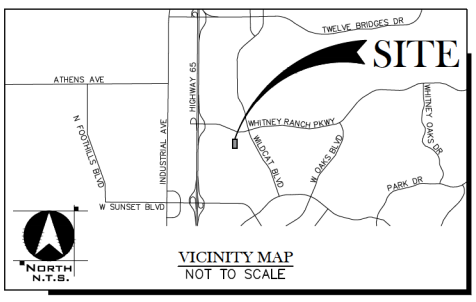
EXHIBIT B

Wildcat West – General Development Plan Amendment – PDG2023-0001

Northwest Rocklin General Development Plan Amendment (Exhibit C)

Available at the Community Development Department, Planning Division

RE-ZONING MAP



PROJECT SUMMARY

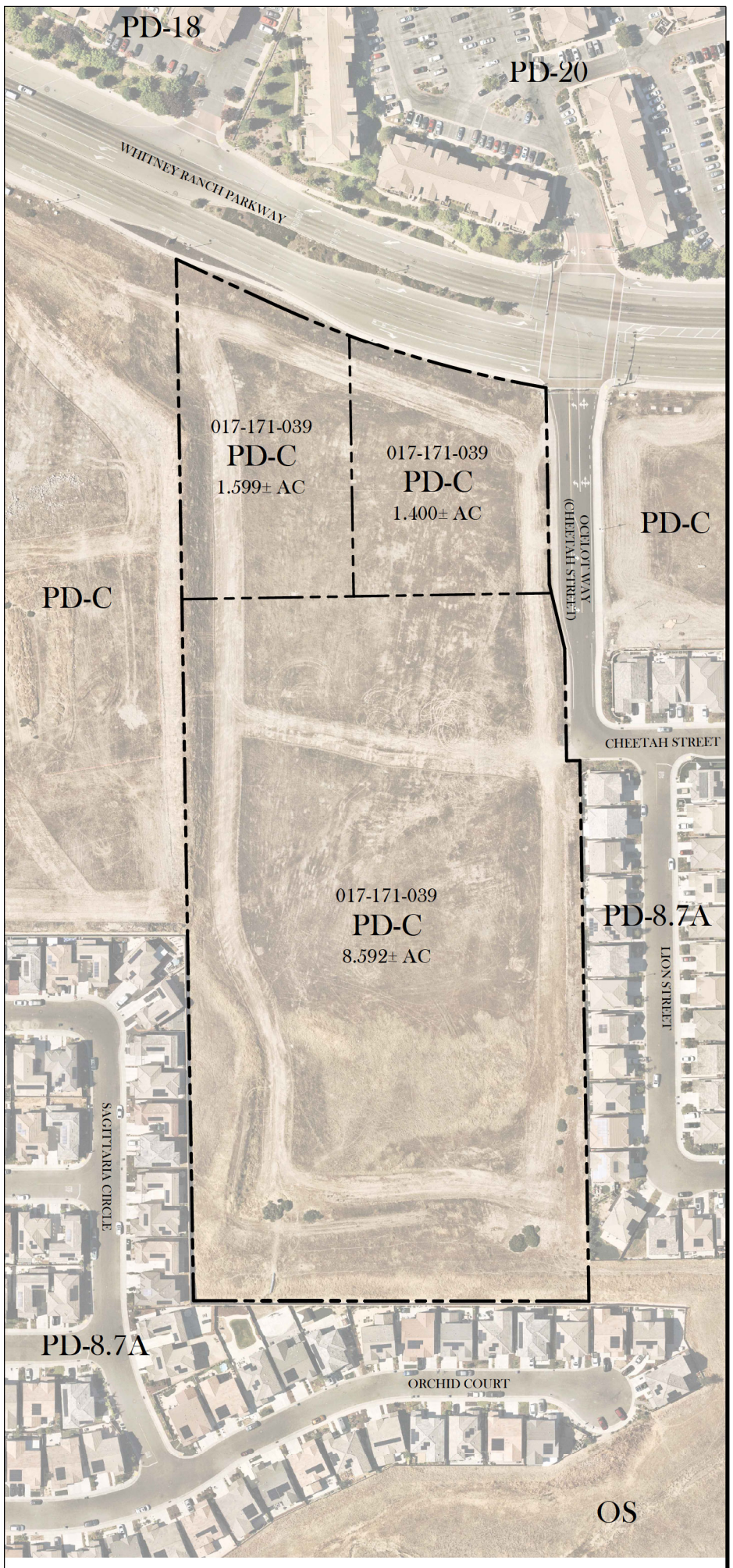
ASSESSOR'S PARCEL NO.
PART OF 017-171-039

TOTAL PROJECT AREA
GROSS: 8.592± AC (374,275 SF)

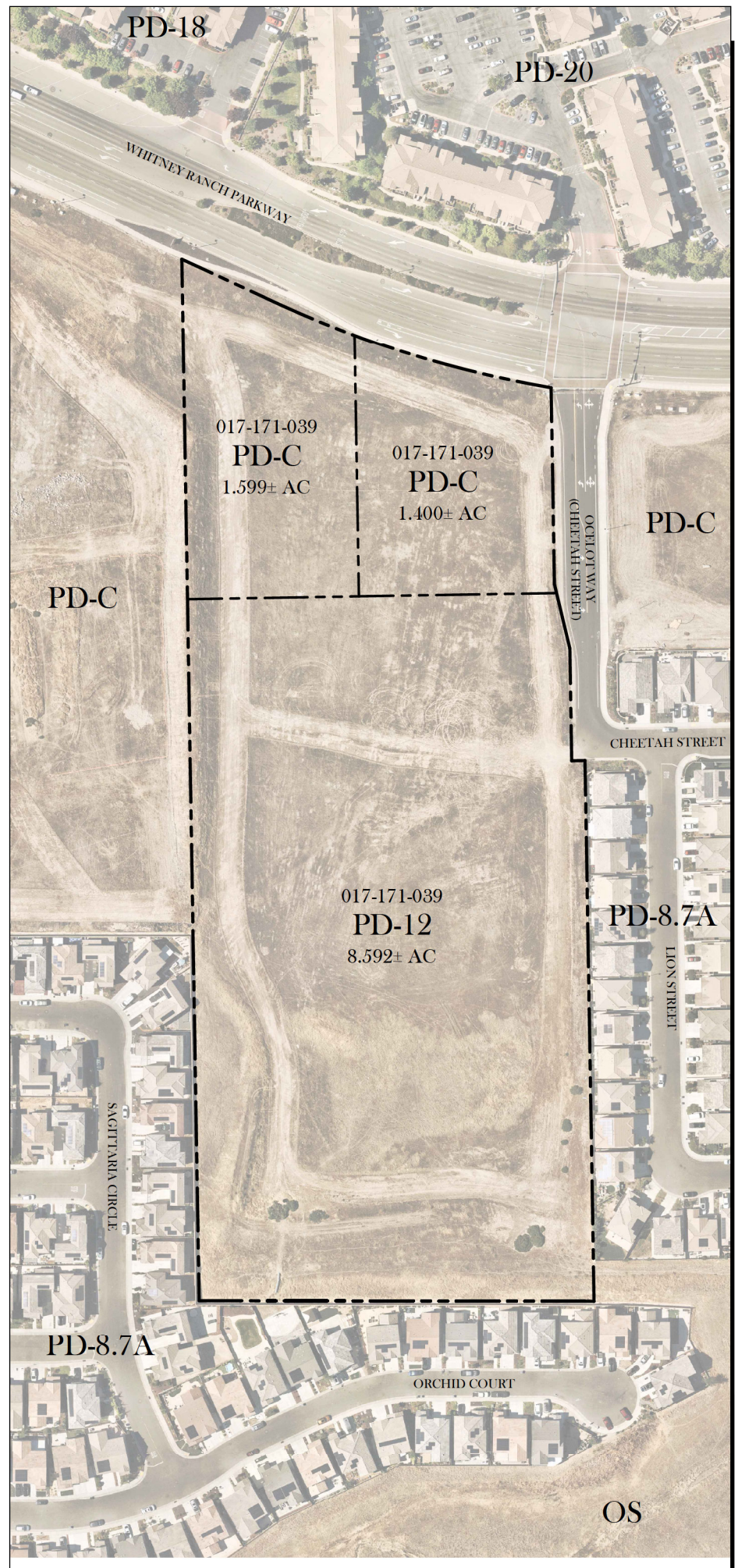
EXISTING ZONING
PLANNED DEVELOPMENT COMMERCIAL (PD-C)

PROPOSED ZONING
PLANNED DEVELOPMENT (PD-12)

EXHIBIT A
PDG2023-0001/Z2023-0001



A EXISTING GENERAL PLAN
SCALE: 1" = 80'



B PROPOSED GENERAL PLAN
SCALE: 1" = 80'

Recommended for Approval by the Planning Commission on May 16, 2023 *David Mohlenbrok*

N
W E
S
scale: 1"=80'
80 0 40 80 160

THE WILDCAT WEST - ROCKLIN C-8

SW Corner of Whitney Ranch Pkwy
Rocklin, California

Proposed By:
OAKWOOD TRAILS 7V, LLC
1031 Roseville Parkway #148
Roseville, CA 95678

MARCH 23, 2023
SECOND SUBMITTAL

TSD ENGINEERING, INC.
expect more.
785 Orchard Drive, Suite #110
Folsom, CA 95630
Phone: (916) 608-0707
Fax: (916) 608-0701

P:\Projects\528-001\02 DWG\B- Planning\FIG\Tentative Subdivision Map\TWW_C-8 Re-Zoning Map.dwg, Jonathan, 13:00:17, 03-22-23

Recommended for Approval by the Planning Commission
on May 16, 2023 *David Mohlenbrok*

EXHIBIT B

NORTH WEST ROCKLIN
GENERAL DEVELOPMENT PLAN
EXHIBIT C TO PDG-99-02 ET AL
PDG2023-0001 (Wildcat West)

NORTHWEST ROCKLIN

GENERAL DEVELOPMENT PLAN AMENDMENT

By

Community Development Department
City of Rocklin
California

Prepared for:

WHITNEY RANCH™

Sunset Ranchos Investors, LLC

Adopted and amended by Rocklin City Council Ordinance Nos. –
858, 882, 884, 892, 898, 932, 941, 991, 1000, 1014, 1041,
1055, 1060, 1089, 1121, 1151, 1153, 1160, and XXXX

Final Approval Date, 2023

TABLE OF CONTENTS

Chapter One - Introduction
1.1 Purpose of General Development Plan 4
1.2 Plan Area Location and Description 6

Chapter Two – Zoning Districts and Relationship to the Rocklin Municipal Code
2.1 Relationship to the Rocklin Municipal Code 10
2.2 Zoning Districts 10
2.3 Zoning Boundaries 13

Chapter Three – Permitted Land Uses and Development Standards
3.1 Introduction 16
3.2 Overview of Project Area 16
3.3 Land Use Summaries 16
3.3.1 Sunset Ranchos 16
3.3.2 Parcel K 19
3.3.3 Highway 65 Corridor 19
3.4 Permitted Land Uses
3.4.1 Residential Districts 21
3.4.2 Non Residential Districts 22
3.4.3 Special Use Regulations for Non Residential Zones 24
3.4.4 Traffic Capacity 25
3.5 Development Standards
3.5.1 Residential Zones 28
3.5.2 Special Regulations for Single-family Residential Zones 29
3.5.3 Special Regulations for Multi-Family Residential Zones 33
3.5.4 Non Residential Zones 34
3.5.5 Special Regulations for Non Residential Zones 34
3.5.6 Off Street Parking 35
3.6 Parks and Open Space
3.6.1 Parks 35
3.6.2 Open Space 36
3.7 Schools 38
3.8 Circulation
3.8.1 Interchanges 38
3.8.2 Vehicular Circulation System 38
3.8.3 Bikeway and Pedestrian Trail System 42
3.8.4 Open Space Crossings 43
3.9 Public Facilities and Services 44

List of Figures

1- Regional Map
2- Vicinity Map
3- Existing Site Conditions Map Before Annexation
4- N.W.R.A. Zoning
5- N.W.R.A. General Development Plan Development Areas
6- N.W.R.A. Parks, Open Space and Trail Map
7- N.W.R.A. Vehicular Circulation Map
8- N.W.R.A. Roadway Cross-Sections
9- N.W.R.A. Drainage Basins and Culverts

List of Tables

1 – Summary of Land Uses by Planning Area
~~2 – Proposed Zoning by Acres, Dwelling Units and/or Square Footage~~
3 – Sunset Ranchos Land Uses by Development Areas
4 – Parcel K Land Uses by Development Areas
5 – Highway 65 Corridor Land Uses by Development Areas
6 – Permitted and Conditionally Permitted Uses in Residential Districts
7 – Permitted and Conditionally Permitted Uses in Nonresidential Districts
8 – Highway 65 Corridor Trip Allocation by Development Areas
9 – Residential Development Standards
10 – Development Standards for Non Residential Zones
11 – Major Roadway Improvements
12 – Service Providers

CHAPTER ONE - INTRODUCTION

1.1 Purpose of General Development Plan

A General Development Plan (GDP) is a planning document that defines, in detail, the development criteria for a project area. Chapter 17.60 of the Rocklin Municipal Code establishes the Planned Development process as a "means to provide for greater flexibility in environmental design than is provided under the strict application of the zoning and subdivision ordinances." With that intent, the North West Rocklin Area General Development Plan ("NWRA GDP") has been crafted to allow the integrated development of the 1,871-acre project in a manner that will a) promote the development of developable areas and avoid sensitive environmental areas, b) encourage creative and innovative design by allowing flexibility in property development standards, c) encourage the preservation of open space, and d) accommodate various types of large scale, complex and phased development in the planning area. More specifically, the NWRA GDP:

1. Establishes the interrelationship among land uses in the plan area.

2. Specifies permitted and conditionally permitted uses for all parcels and the intensity of the uses.

3. Establishes development standards such as the lot sizes, building setbacks, and height limits.

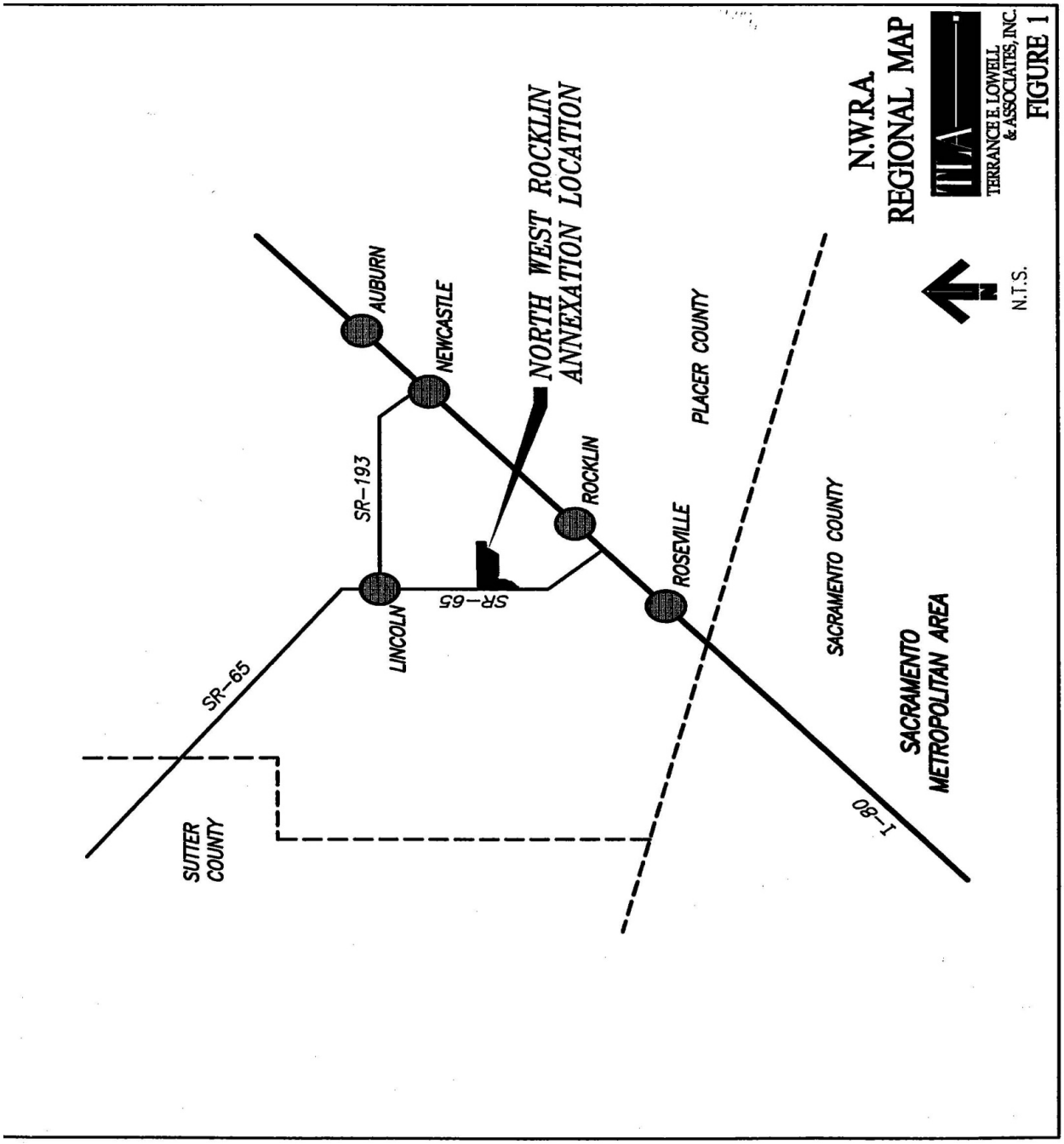
4. Identifies the width and general location of roadways necessary to serve the development

5. Identifies the needs and supply sources of water, sewer, drainage, and other public service needs of the project.

6. Provides guidance for the preparation of tentative maps, with regards to design features such as street alignments and cross-sections, lot size and lot orientation

The GDP will serve as the regulatory land use document for the North West Rocklin area. All provisions of the Zoning Ordinance (Title 17 of the Rocklin Municipal Code) shall apply to this project unless otherwise specified in this GDP.

Figure 1 Regional Map



1.2 Plan Area Location and Description

The North West Rocklin Plan Area is approximately 1,871 acres located in the northwest corner of the City of Rocklin. Rocklin is located in the County of Placer, about 20 miles northeast of the City of Sacramento.

The North West Rocklin Plan Area is contiguous to SR 65 on the west and the Twelve Bridges Specific Plan area in the City of Lincoln on the north. Within the City of Rocklin, the Whitney Oaks project is to the east with Sunset West and Stanford Ranch on the south. West of the plan area is the Sunset Industrial Area in the County of Placer.

The North West Rocklin Plan Area's location within the regional setting is presented in Figure 1 and a vicinity map is presented in Figure 2. Figure 3 shows the existing site conditions at the time of the annexation, which influenced future land uses for the plan area.

Figure 2 Vicinity Map

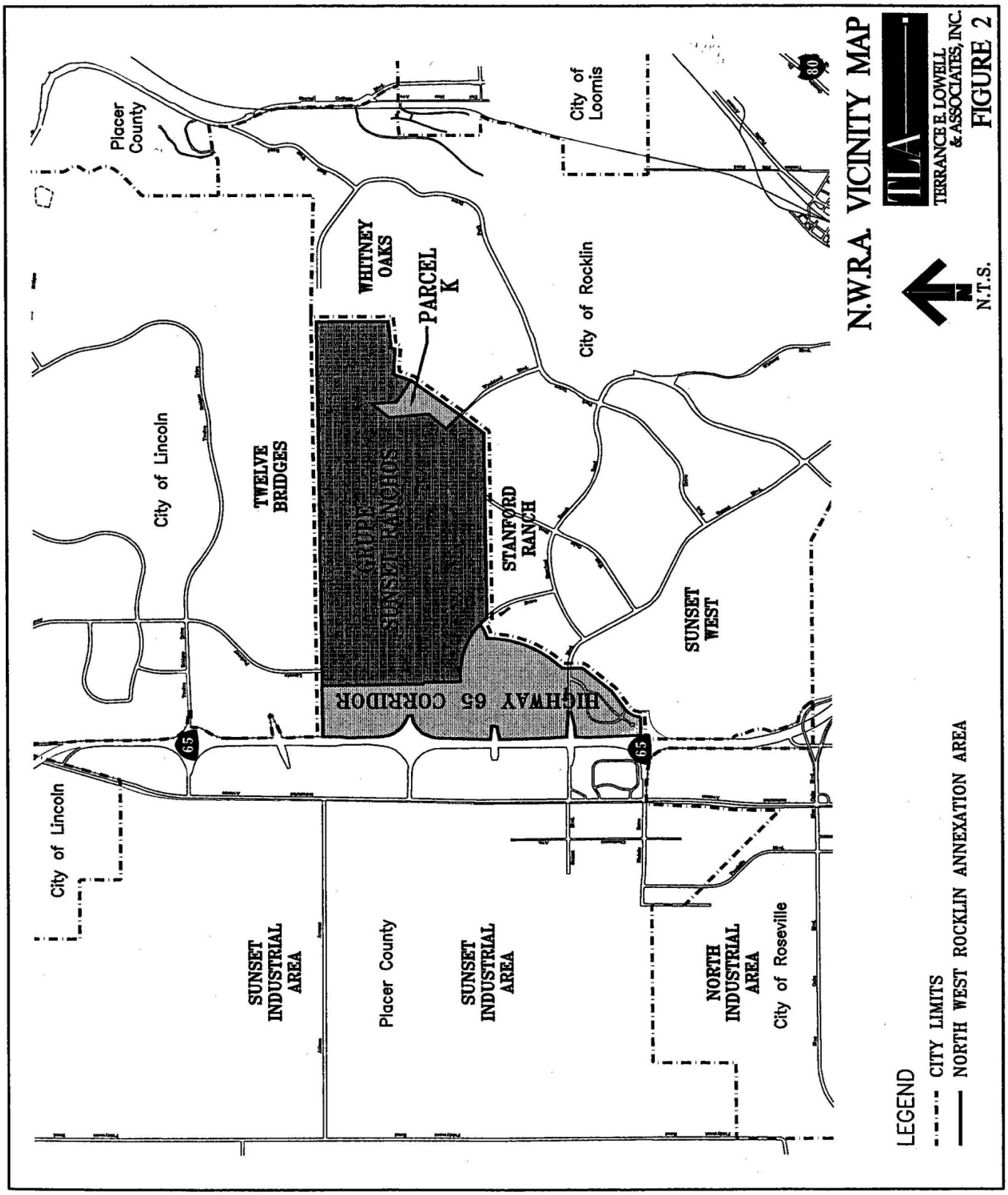
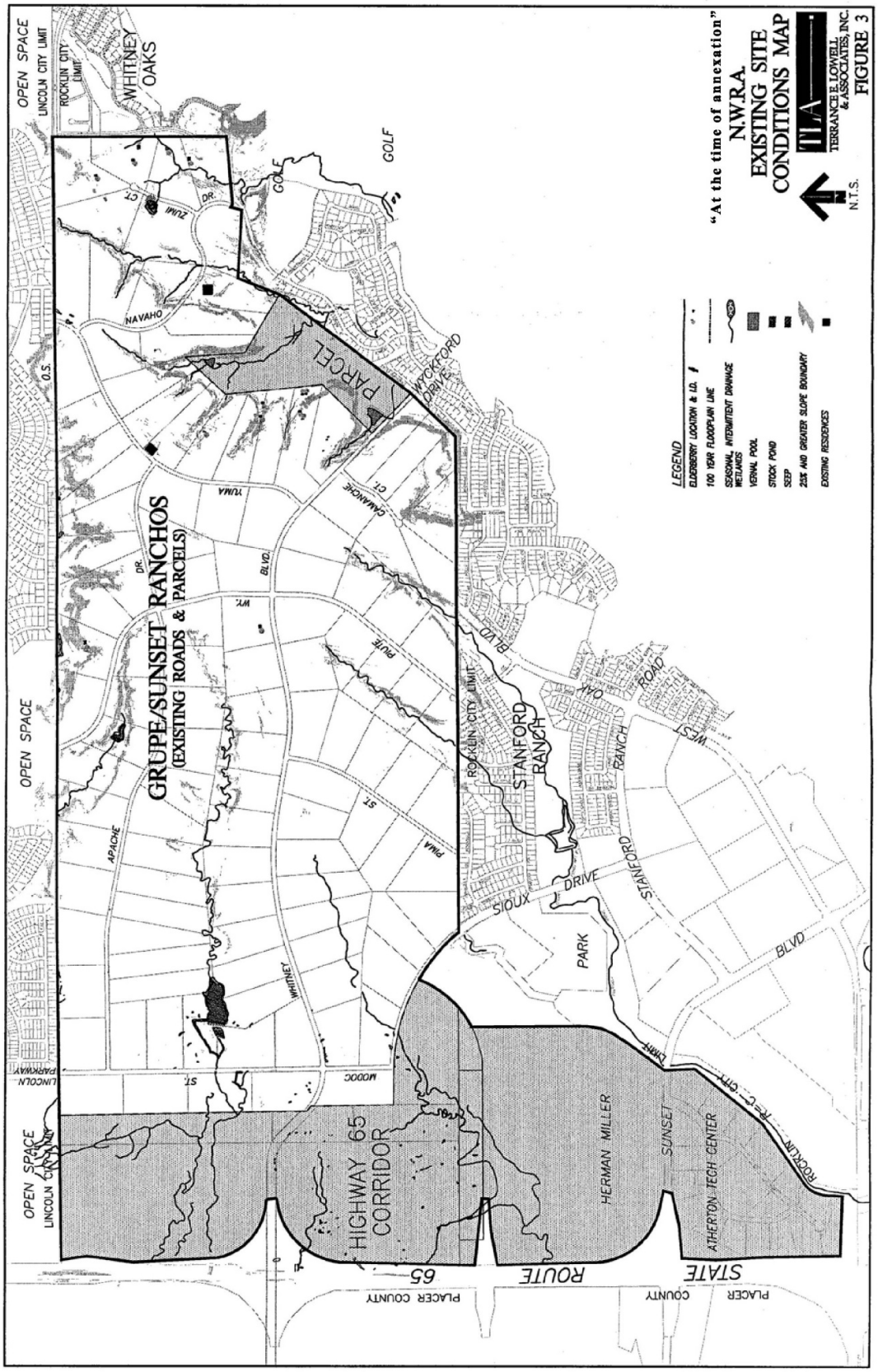


Figure 3 Existing Site Conditions Map Before Annexation



The North West Rocklin Area contains three distinct planning areas: Sunset Ranchos (aka Whitney Ranch), Highway 65 Corridor, and Parcel K. Table 1 presents a summary of proposed land uses in the three planning areas and Figure 2 shows their locations.

Table 1
Summary of Land Uses by Planning Area

Planning Area	Acreage	Existing Use	Dev. Unit	Proposed Zoning and Use
Sunset-Ranchos aka Whitney Ranch	**1,296.3**	Single-family homes, Apartments, Condominiums, High School, parks	**1 to 69**	Planned Development (PD) • up to 3,555 SF dwelling units • up to 895 MF dwelling units • 8.7 acres (94,181 sq. ft) non-residential • 2 Elementary Schools (22.4 ac.) • 1 High School (50.0 ac.) • 57.3 ac. Public Parks/ • 5.2 ac. Private Recreation Facilities • 199.8 ac. Open Space
Highway 65 Corridor:	**532.2**			Planned Development (PD)
• Atherton Tech	81.8 ac. 5 ac.	Light Industrial Open Space	115 116	Light Industrial (81.8 ac.) Open Space (5 ac.)
• William Jessup University	155.8 ac.	University and vacant land	113 A 113 B 113 C 114 A 114 B 112	Light Industrial (13.9 ac.) Light Industrial/MU (17.7 ac.) WJU Campus (74.5 ac.) Commercial (10.1 ac.) 181 MF dwelling units (20.0 ac.) Open Space (19.6 ac.)
• Placer Ranch	147.3 ac.	Vacant	107 A 107 B 108A 108B 110 109/111	Commercial (32.4 ac.) 254 MF dwelling units (10.4 ac.) Bus. Prof./Commercial (47.6 ac.) 174 SF dwelling units (20.4 ac) 196 SF dwelling units (22.9 ac.) Open Space (18 ac.)
• JBC Investments	114.2 ac.	Vacant	106 104 105	Commercial (24.3 ac.) Bus. Prof./Commercial (66.3 ac.) Open Space (23.6 ac.)
• Core Roadways	23.7 ac.			
Parcel K	**47 ac.**	Single-family residential		Developed • 109 SF dwelling units • Open Space (3.2 ac.)

CHAPTER TWO – ZONING DISTRICTS AND RELATIONSHIP TO THE ROCKLIN MUNICIPAL CODE

2.1 Relationship to the Rocklin Municipal Code

All provisions of the Rocklin Municipal Code (R.M.C.) shall apply to this project unless otherwise specified in this General Development Plan. Whenever there is a conflict between Title 16 and Title 17 of the R.M.C. and this General Development Plan, the provisions of the General Development Plan shall prevail.

{General Note: 'Table 2 –Parcel Ownership by Planning Area' was deemed unnecessary and was deleted from the amendment of the Northwest Rocklin General Development Plan approved via Ordinance 941 – Whitney Ranch Phase II in 2018.}

2.2 Zoning Districts

To encourage a more creative and flexible approach to the use of land in this planning area, the General Development Plan identifies the zoning for Northwest Rocklin as a Planned Development (PD).

The Northwest Rocklin General Development Plan will utilize the following zoning categories.

PD-1.6	Residential – One-and-six tenths (1.6) dwelling units to the gross acre.
Purpose:	To provide for low density, single family-detached residential units, with minimum lot size of 11,000square feet.
PD-2.1 – 3.3	Residential Cluster – Two-and-one tenths (2.1) through three-and-three tenths (3.3) dwelling units to the gross acre.
Purpose:	To provide for low density, single family-detached residential units, with minimum lot size of 7,000 square feet.
PD-2.9C – 3.8C	Residential Cluster – Two-and-nine tenths (2.9) through three-and-eight tenths (3.8) dwelling units to the gross acre.
Purpose:	To provide for low density, single family-detached residential units, with minimum lot size of 6,000 square feet. This zoning category applies to parcels with extensive slope constraints. Smaller lot sizes allows slope areas to be preserved as permanent open space.
PD-3A	Residential – Three (3) dwelling units to the gross acre.
Purpose:	To provide for low density, single family-detached residential units, with minimum lot size of 11,000 square feet.

PD-3B	Residential – Three (3) dwelling units to the gross acre.
Purpose:	This designation shall apply to the Parcel K area next to Stanford Ranch. It will provide for low density, single family-detached residential units, with minimum lot size of 7,500 square feet.
PD-3.5C – 5.4C	Residential Cluster – Three-and-five tenths (3.5) through five-and-four-tenths (5.4) dwelling units to the gross acre.
Purpose:	To provide for medium density, single family detached and attached residential units, with minimum lot size of 4,000 square feet. This zoning category applies to parcels with extensive slope constraints. Smaller lot sizes allows slope areas to be preserved as permanent open space.
PD-4	Residential – Four (4) dwelling units to the gross acre.
Purpose:	To provide for medium density, single family-detached residential units, with minimum lot size of 7,500 square feet. See note (1).
PD-4.2 - 5	Residential – Four-and-two tenths (4.2) through five (5) dwelling units to the gross acre.
Purpose:	To provide for medium density, single family detached and attached residential units, with minimum lot size of 6,000 square feet.
PD-6.0 – 6.6	Residential – Six (6.0) through six-and-six tenths (6.6) dwelling units to the gross acre.
Purpose:	To provide for medium density, single family detached or attached residential units, using traditional and non-traditional lot designs. A minimum l0ot size of 3,000 square feet is required.
PD-7.3 – 10A	Residential – Seven-and-three tenths (7.3) through ten (10) dwelling units to the gross acre.
Purpose:	To provide for medium density, single family detached or attached residential units, using traditional and non-traditional lot designs. A minimum lot size of 2,400 square feet is required.
PD-8.7A	Residential – Eight-and-seven tenths (8.7) dwelling units to the gross acre.
Purpose:	To provide for medium high density, single family-detached or attached residential units, using traditional and non-traditional lot designs. A minimum lot size of 2,500 square feet is required.

PD-10 – 12	Residential – Ten (10) through Twelve (12) dwelling units to the gross acre.
Purpose:	To provide for medium high density, single-family detached or attached, multi-family residential units, apartments, townhouses, condominiums, or cluster design.
PD-18 – 20	Residential – Eighteen (18) through Twenty (20) dwelling units to the gross acre.
Purpose:	To provide for high density, multi-family attached residential units, apartments, townhouses, condominiums, or cluster design.
PD-22+	Residential – **Minimum** Twenty-two (22) dwelling units to the gross acre.
Purpose:	To provide for high density, multi-family attached residential units, apartments, townhouses, condominiums, or cluster design. This category is intended to help the City achieve its regional housing needs allocation. Thus, the minimum density is set with no maximum cap. No project will be approved if the density is below 22 dwelling units per gross acre.
PD-BP	Business Professional
Purpose:	To provide opportunities for developing and operating professional and administrative offices.
PD-COMM	Commercial
Purpose:	To provide a large concentration and mix of retail and services to meet the needs of local residents and employees of the plan area. Office uses will be limited to no more than 30% of the total building square footage.
PD-NC	Neighborhood Commercial To provide a mix of retail and services to meet the needs of local residents. Due to limited parcel size and proximity to single-family residential uses, uses in this district will be limited in types, intensity, and design compared to the community commercial district.
PD-BP/COMM	Business Professional/Commercial
Purpose:	To provide opportunities for developing and operating professional and administrative offices while allowing limited amount (maximum of 30% of site) retail commercial uses that are compatible with office uses.

PD-LI	Light Industrial
Purpose:	This district is intended primarily for light industrial uses such as manufacturing, assembly, research and development as well as limited office uses that are compatible with industrial uses and light Industrial land uses in a campus-like setting.
SCHOOL	School Facilities
Purpose:	To reserve land for the construction of future school facilities. These parcels will be reserved for purchase by the Rocklin Unified School District (RUSD). (1)
Recreation Facility	Private Recreation Facilities
Purpose:	To provide areas for private recreational facilities typically owned and operated by a community association or Home Owners' Association for exclusive use by property owners, tenants, and their guests.
Park	Park Facilities
Purpose:	To provide areas for passive and active recreational opportunities. These parcels will be dedicated to the City for park improvements and annexed into the City of Rocklin Parks CFD. The Community park site will provide for more intense active recreation such as athletic complexes, swimming pools and lighted ball fields. The park will attract users from throughout the City. Neighborhood parks will serve the immediate neighborhood and will have less intensive recreation uses like play equipment and turf area.
OS	Open Space
Purpose:	To preserve hillsides, streams, and other natural resources and buffer them from adjacent land uses. Storm water conveyance and detention will also utilize open space area. The open space corridors will preserve natural drainage ways, link public facilities via adjacent pedestrian trail, and create a unifying element to the plan.
Note (1):	All proposed elementary school parcels have been designated with an underlying designation of PD-5. This would give notice that residential development could occur in the event the Rocklin Unified School District chooses not to use any of the sites for future school facilities.

The land use types, acreage and dwelling units for each project area are presented in Table 1. Figure 5 identifies the Development Areas referred to in this General Development Plan.

Subsequent amendments to zoning in the North West Rocklin Area are reflected on the City's Official Zoning Map. That document shall be referred to in all instances as the official zoning exhibit for this General Development Plan.

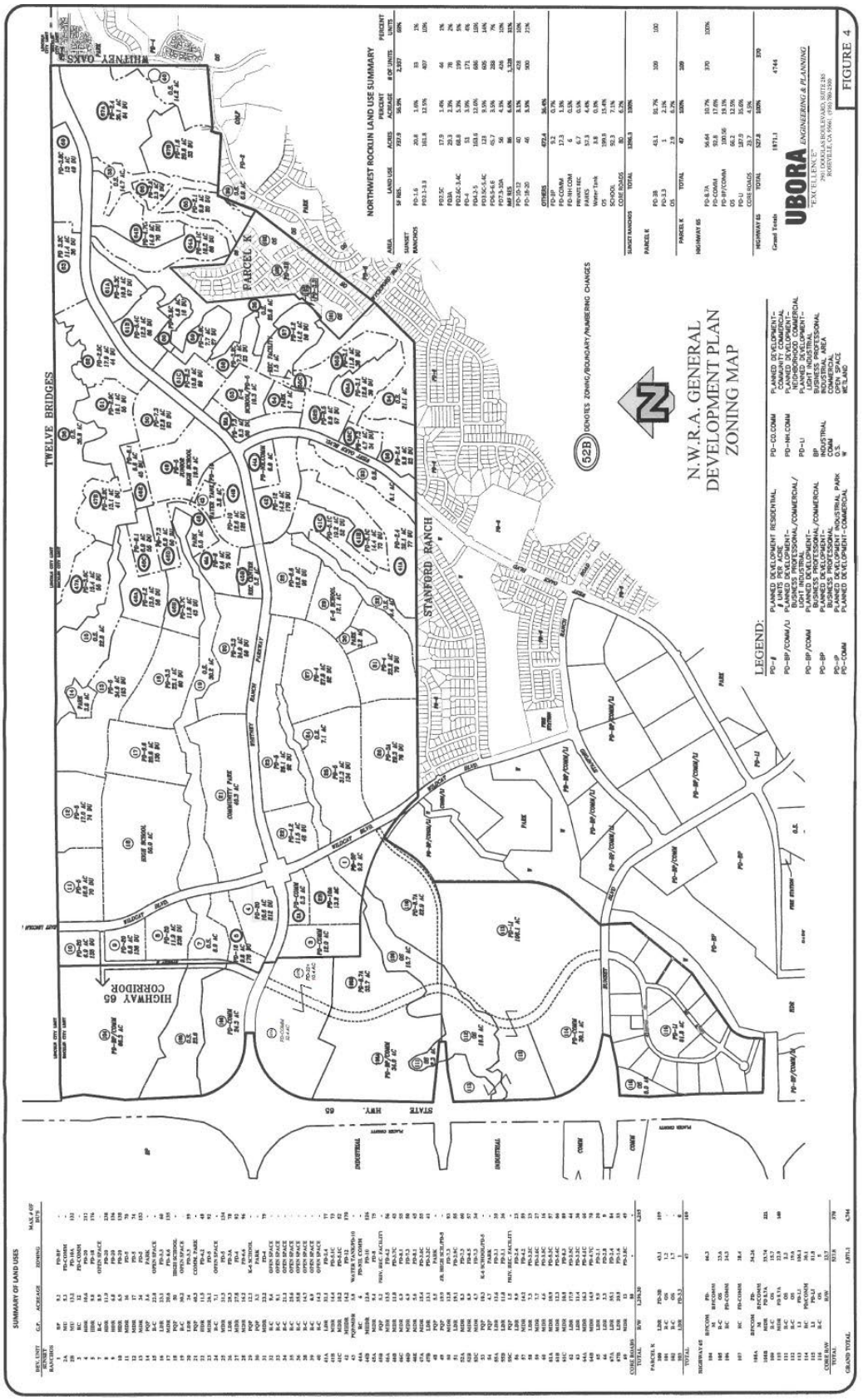
The number of dwelling units and/or square footage reflected above is the maximum allowed based on zoning and for which infrastructure is designed or planned for. Actual development yield may be less. The only exception is for those zones where the number of dwelling units is followed by a "+" notation. In those instances, the number of dwelling units allowed per acre is a minimum.

Square footage for the Highway 65 Corridor is tied to number of trips and will depend on mix of uses. See Chapter 3.

2.3 Zoning Boundaries

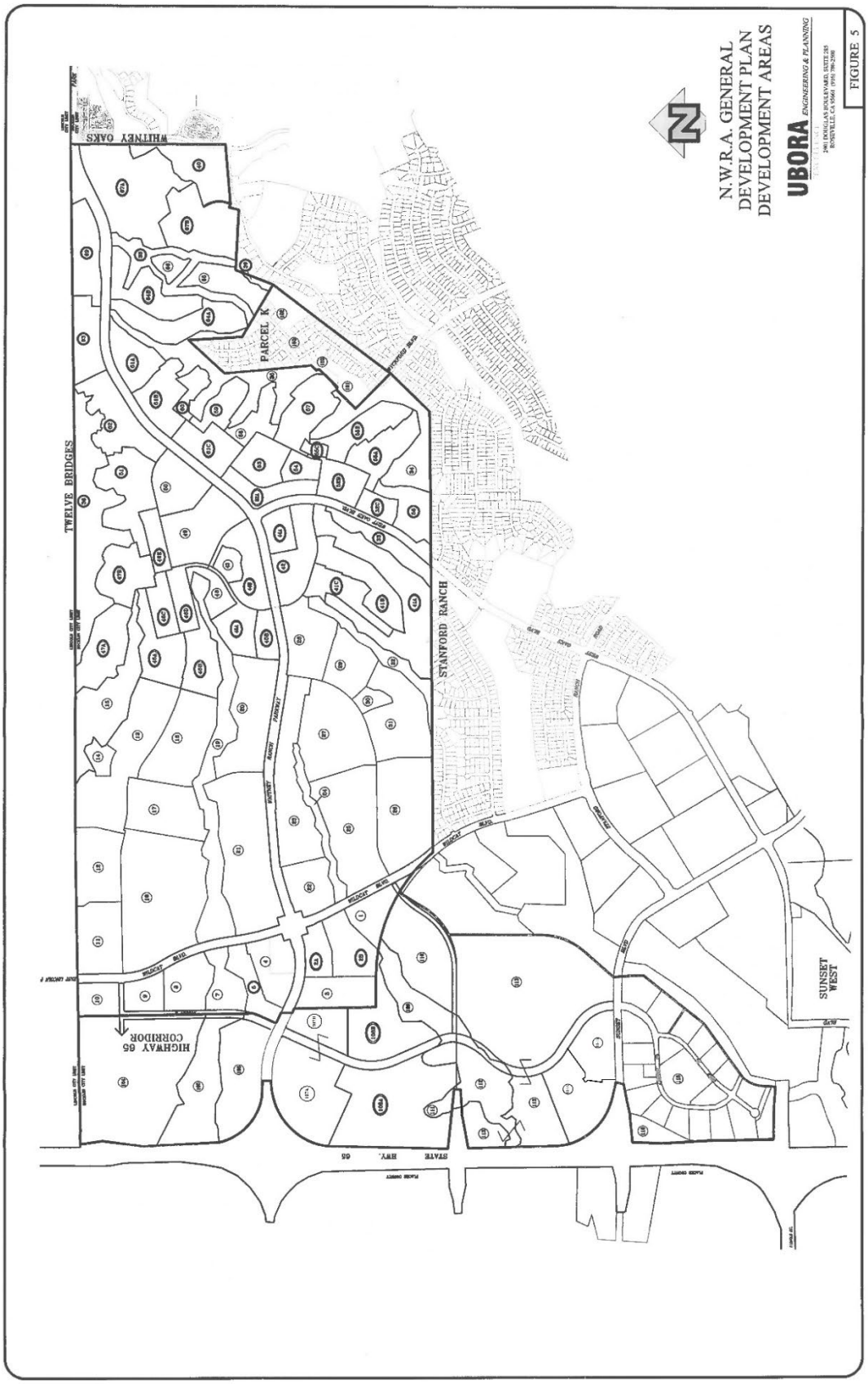
The boundaries of the zones described in this plan shall be as shown on the Citywide Zoning Map.

Figure 4 NWRA GDP Zoning Map



This map is for reference only to the General Development Plan area. See Figure 5 for updated Planning Unit numbers and see the City of Rocklin Citywide Zoning Map, as updated periodically, for current Zoning.

Figure 5 NWR GDP Development Areas



CHAPTER THREE – PERMITTED LAND USES AND DEVELOPMENT STANDARDS

3.1 Introduction

This chapter presents information regarding permitted uses and development standards associated with the zoning districts in the Northwest Rocklin Plan Area. The requirements presented in this chapter are prescriptive, which means all projects must comply with them without any discretion. In addition to these requirements, a set of Design Guidelines have been prepared which would provide guidance to property owners, architects, and developers in designing projects that are harmonious with the existing fabric of the project area and the City of Rocklin in general.

3.2 Overview of Project Area

The Sunset Ranchos planning area consists of predominantly residential development with associated parks and school sites, open space, and a commercial area to support the community's population. The site originally encompassed approximately 1,296.3 +/- vacant acres and, with the most recent amendment in 2023, is approved for 3,249 single-family lots, 895 multi-family units, one 50-acre high school site, and two elementary school sites totaling 22.4 acres, 62.5 acres of park/recreational sites, 199.8 acres of open space, and 8.7 acres of commercial sites.

Parcel K planning area consists of 44.1 acres of residential development up to a maximum of 109 units and approximately 2.9 acres of open space.

The Highway 65 Corridor planning area includes the Atherton Tech Center, which consists of existing office, business professional and industrial uses, the William Jessup University facility, existing single family residential, and vacant undeveloped land zoned for similar land uses. Approximately 57 acres of the Highway 65 Corridor area is zoned for 370 small-lot single-family residential units. Additional acreage within the Highway 65 Corridor has been zoned to accommodate approximately 435 multi-family residential units. A 226 unit senior congregate care/residential project was also approved with a use permit. The Atherton Tech Center was approved for the construction of Light Industrial buildings and is almost built out.

3.3 Land Use Summaries

3.3.1 Sunset Ranchos

The Sunset Ranchos planning area is conceptually divided into 84 development areas for land use planning. Each development area is identified on Figure 5 in Chapter 2. Table 3 lists the development areas within Sunset Ranchos with the corresponding proposed land use, zoning category, estimated acreage, maximum allowable number of dwelling units (# of DUs) and potential square footage.

Table 3
Sunset Ranchos Land Uses By Development Areas

Development Unit	Land Use	Acreage	Zoning	Max. Allowable Dw. Units*	Square Ft. ('000)*
1A	Residential	6.2	PD-12	74	
1B	Open Space	2.1	Open Space		
2A	Commercial	5.3	PD-Comm	-	56.6
2B	Residential	13.2	PD-10A	132	
3A	Commercial	3.0	PD-Comm	-	32.7
3B	Residential	8.6	PD-12	103	
4	Residential	10.6	PD-20	212	
5	Residential	9.8	PD-18	171	
7	Open Space	8.9	Open Space	-	
8	Residential	11.9	PD-20	238	
9	Residential	6.8	PD-20	136	
10	Residential	6.9	PD-20	138	
11	Residential	16	PD-5	70	
12	Residential	17	PD-5	74	
13	Residential	34	PD-5	153	
14	Neigh. Park	3.6	Park	-	
15	Open Space	22.8	Open Space	-	
16	Residential	23.1	PD-3.3	60	
17	Residential	20.6	PD- 6.6	135	
18	High School	50	High School	-	
19	Open Space	30.2	Open Space	-	
20	Residential	24	PD-3.3	59	
21	Comm. Park	40.3	Community Park	-	
22	Residential	11.5	PD-4.2	48	
23	Residential	26.1	PD-5	92	
24	Open Space	7.1	Open Space	-	
25	Residential	31.3	PD-5	134	
26	Residential	29.3	PD-3A	78	
27	Residential	27.8	PD-4	92	
28	Residential	16.2	PD-6.6	96	
29	School	12.1	K-6 School	-	
30	Neigh. Park	3.2	Park	-	
31	Residential	23.2	PD-4	79	
32	Open Space	9.4	Open Space	-	
33	Open Space	9.1	Open Space	-	
34	Open Space	21.1	Open Space	-	
35	Open Space	25.6	Open Space	-	
36	Open Space	35.8	Open Space	-	
38	Open Space	14.7	Open Space	-	
39	Open Space	0.9	Open Space	-	
40	Open Space	14.2	Open Space	-	
41A	Residential	32.1	PD-2.4	77	
41B	Residential	14.4	PD-5.1C	73	

Table 3, Continued.

Development Unit	Land Use	Acreage	Zoning	Max. Allowable Dw. Units*	Square Ft. ('000)*
41C	Residential	10.2	PD-5.1C	52	
42	Residential	14.2	PD-5.1C	72	
43	Water Tank	3.8	Water Tank/PD-10	-	
44A	Residential	6	PD-5.1C	30	
44B	Residential	12.6	PD-8	100	
45A	Residential	9.4	PD-8	75	
45B	Rec. Center	5.2	Private Rec. Facility	-	
46A	Residential	13.5	PD-4.2	56	
46B	Residential	11.8	PD-3.7C	43	
46C	Residential	6.9	PD-8.1	55	
46D	Residential	6.9	PD-7.3	50	
46E	Residential	5.6	PD-8.1	45	
47A	Residential	15.4	PD-3.6C	55	
47B	Residential	13.1	PD-3.2C	41	
48	Neigh. Park	5.5	Park	-	
49	Residential	19.9	PD-3.3C	65	
50	Residential	12.8	PD-7.3	93	
51	Residential	19.1	PD-2.9C	55	
52A	Residential	8.3	PD-7.3	60	
52B	Residential	8.9	PD-6.5	57	
52C	Residential	4.7	PD-7.3	34	
53	School	10.3	K-6 School/PD-5	-	
54	Neigh. Park	4.7	Park	-	
55A	Residential	12.6	PD-3.1	39	
55B	Residential	11.8	PD-3.1	36	
55C	Residential	1.5	PD-5	7	
56	Residential	9.9	PD-2.4	23	
57	Residential	14.2	PD-4.2	59	
58	Residential	7.3	PD-3.2C	23	
59	Residential	7.7	PD-3.6C	27	
60	Residential	4.6	PD-6.0	27	
61A	Residential	10.9	PD-6.4	69	
61B	Residential	12.3	PD-6.4	78	
61C	Residential	10.8	PD-8.3	89	
62	Residential	17.9	PD-2.5C	44	
63	Residential	11.4	PD-3.2C	36	
64A	Residential	16.3	PD-4.1C	66	
64B	Residential	14.9	PD-4.7C	70	
65	Residential	9.9	PD-2.1	20	
66	Residential	3.3	PD-2.8	9	
67A	Residential	35.1	PD-2.4	84	
67B	Residential	20.8	PD-1.6	33	
69	Residential	13	PD-3.8C	49	
Core Roads	RW	80.9	-	-	
Total		**1,296.3**		**4,450**	**89.3**

3.3.2 Parcel K

The Parcel K Planning Area is divided into 4 conceptual development areas for land use planning. Each development area is identified in Figure 5 in Chapter 2. Table 4 lists the development areas with the corresponding proposed land use, zoning category, estimated acreage and potential number of dwelling units (# of DUs).

Table 4
Parcel K - Land Use by Development Areas

Dev. Area #	Use	Zoning	Acre.	# of Dus *
100	Residential	PD-3B	43.1	109
101	Open Space	OS	1.2	-
102	Open Space	OS	1.7	-
103	Residential	PD-3.3	1	0
Total			**47**	**109**

* Dwelling unit numbers are based upon them

3.3.3 Highway 65 Corridor

The Highway 65 Corridor Planning Area is divided into 18 conceptual development areas for land use planning. Each development area is identified in Figure 5. Table 5 lists the development areas within Highway 65 Corridor with the corresponding proposed land use, zoning designation and estimated acreage. Square footage is tied to the number of trips and will depend on the mix of uses that is proposed. (See section 3.4.4).

Table 5
Highway 65 Corridor Land Uses By Development Areas

Dev. Area #	Use	Zoning	Acres **
104	Office and Commercial	PD-BP/COMM	66.3
105	Open Space	OS	23.6
106	Commercial	PD-COMM	24.3
107 A	Commercial	PD-COMM	32.4
107 B	Residential	PD-22+	10.4
108A	Office and Commercial	PD-BP/COMM	47.6
108B	Residential	PD-8.7A	20.4
109	Open Space	OS	15.7
110	Residential	PD-8.7A	22.9
111	Open Space	OS	2.3
112	Open Space	OS	19.6
113 A	Light Industrial	PD-LI	13.9
113 B	Light Industrial / Mixed Use	PD-LI	17.7
113 C	University Campus	PD-LI	74.5
114 A	Commercial	PD/COMM	10.1
114 B	Residential	PD-10	20.0
*115	Light Industrial	PD-LI	81.8
116	Open Space	OS	5.0
Core R/W	***Road	R/W	23.7
Subtotal			**532.2**

* This parcel (Atherton Tech) is almost built out. Total square footage for existing development is 659,700.

** Acreage estimates have been prepared as part of the General Development Plan. The actual acreages may change slightly through mapping of the properties.

*** Includes 5 acres of roadways within Atherton Tech.

3.4 Permitted Land Uses

3.4.1 Residential Districts

Table 6 presents the permitted and conditionally permitted uses in residential districts.

Table 6
Permitted and Conditionally Permitted Uses in Residential Districts

Uses	1.6	2.1 – 3.3	2.5C	2.9C – 3.8C	3A	3B	3.5C – 5.4C	4	4.2 - 5	6.0 – 6.6	7.3 – 10.A	8.7A	10-12	18-22+
Accessory uses & structure	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Apartments, Townhouses, Condominiums	-	-	-	-	-	-	-	-	-	-	P	P	P	P
Community/Residential Care	U	U	U	U	U	U	U	U	U	U	U	U	U	U
Day Care Facilities	U	U	U	U	U	U	U	U	U	U	U	U	U	U
Rest Homes	-	-	-	-	-	-	-	-	-	U	U	U	U	U
Mobile Home Park	-	-	-	-	-	-	-	-	-	-	-	-	U	U
Parks, Playgrounds	U	U	U	U	U	U	U	U	U	U	U	U	U	U
Places of Assembly for Community Service	U	U	U	U	U	U	U	U	U	U	U	U	U	U
* Private Recreation facility	U	U	U	U	U	U	U	U	U	U	U	U	U	U
Utility Substation	U	U	U	U	U	U	U	U	U	U	U	U	U	U
Schools, private elementary and secondary	U	U	U	U	U	U	U	U	U	U	U	U	U	U
Schools, public elementary and secondary	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Secondary residential units	P	P	P	P	P	P	P	P	P	P	P	P	P	-
Single family detached	P	P	P	P	P	P	P	P	P	P	P	P	P	-
Duplex/Triplex	-	-	-	-	-	-	-	-	-	P	P	P	P	P

* Private Recreation Facilities: Defined as recreational facilities typically owned and operated by a community association or homeowner's association for exclusive use by property owners, tenants, and their guests. Such facilities may include: club houses, swimming pools, and other similar recreational uses that do not involve public address systems or exterior lighting that is uncharacteristic for a residential development.

P = Permitted Use U = Conditionally Permitted Use - = Not Permitted

3.4.2 Non Residential Districts

Table 7 presents the permitted and conditionally permitted uses in non-residential districts.

Table 7
Permitted and Conditionally Permitted Uses in Non-residential Districts

Uses	Neigh. Comm	Comm	BP	BP/ Comm	Light Indust.
					-
Arcade/Billiard Parlor	-	U	-	U	
Automotive Dealership	-	U	-	U	U
Automotive Dealership (entirely indoor without repair)	-	P	-	P	U
Automotive Repair Shop (Light)	-	U	-	U	U
Automotive Repair Shop (Heavy)	-	-	-	-	U
Banking, Insurance, Financial	P	P	P	P	P
Broadcasting Studios	-	-	-	-	U
Business Support Services such as copy shops and mailing services	P	P	P	P	P
Car Wash (Stand alone or with a Gas Station)	-	U	-	U	-
Coin operated laundry or pick-up station for laundry or dry cleaner	P	P	-	P	-
Convenience Stores	P	P	-	P	-
Convenience store with gasoline sale	-	P	-	P	-
Contractors yard	-	-	-	-	U
Day Care Facilities	U	U	U	U	U
Delicatessen	P	P	P	P	P
Drive-through Facilities	-	P	P	P	-
Dry cleaners with on-site dry cleaning	U	U	-	U	P
Death care services, including mortuary and cremation service	-	-	-	-	U
Equipment rentals, indoor	-	-	-	-	P
Equipment rentals, outdoor	-	-	-	-	U
Farm Equipment & Supply Sales	-	-	-	-	U
Gas Station	-	P	-	P	U
Hard Liquor Sales (off-premise sales)	-	P	-	P	-
Hospital	-	-	-	U	-
Hotel/Lodging	-	U	U	U	-
Indoor Sports and Recreation, Health and fitness Centers, Figure Salons	-	P	U	P	U

Table 7, Continued

Uses	Neigh. Comm	Comm	BP	BP/ Comm	Light Indust.
Light Manufacturing and processing	-	-	-	-	P/U (3)
Mail Order & Vending	-	-	-	-	P
Massage Parlors	-	U	-	U	-
Mini storage	-	-	-	-	U(7)
Mobile Pushcart Vending Facility	U	U	U	U	U
Offices	P	P	P	P	P
Outdoor Dining (more than 4 tables or 8 chairs)	U	U	U	U	U
Personal Services (beauty/barber salon, dry cleaners, dance studio without alcohol sale etc.)	P	P	-	P	-
Pet shop, grooming services	P	P	-	P	-
Places of Assembly for Community Service	-	-	P	P	U
Plant Nurseries (stand alone or accessory to a department store)	-	P	-	P	P
Printing & Publishing	-	-	-	-	P
Public Utility Facilities	U	U	U	U	P
Research and Development	-	-	-	-	P
Restaurant, with or without bar	P	P	P (6)	P	
Restaurant ancillary to & within primary use	P	P	P (6)	P	P
Retail Sales (inside an enclosed building) except that adult/sex oriented sales shall be regulated by Section 17.79.020 of the Rocklin Municipal Code	P	P	-	P	-
Retail use, showroom, and training appurtenant to a permitted or conditionally permitted use	P	P	-	P	P
Schools, college & university	-	U	U	U	U
Schools, private elementary and secondary	U	U	U	U	-
Schools, public elementary and secondary	P	P	P	P	P
Schools, specialized education & training, including trade schools	-	U	P	U	U
Sports facility or other outdoor public assembly	-	-	-	-	U
Theaters except that adult/sex oriented motion picture shall be regulated by Section 17.79.020 of the Rocklin Municipal Code	-	U	-	U	-
Uses involving public address system	-	U	U	U	U
Uses that operate between 11 p.m. and 6 a.m.	U	P	P	P	P
Vehicle rental storage (outside)	-	-	-	-	U
Veterinary Clinic	U	U	U	U	-
Warehousing and Distribution	-	-	-	-	P
Wholesale Sales	-	-	-	-	P
Woodworking and Cabinet Shops	-	-	-	-	U

P = Permitted Use U = Conditionally Permitted Use - = Not Permitted

3.4.3 Special Use Regulations for Non Residential Zones

Permitted and conditionally permitted uses are subject to the following conditions and criteria:

1. SIMILAR USE DETERMINATIONS

   The Community Development Director may determine certain uses or activities that are not explicitly stated above to be permitted or conditionally permitted uses provided the use or activity has characteristics that are similar to those of the uses listed above.

2. MODIFICATIONS TO TRAFFIC CAPACITIES (TABLE 8)

   Maximum square footage for each development area shall be limited by the traffic capacity shown in Table 8. Additional square footage may be allowed if it can be demonstrated through a traffic analysis that intersections and roadway segments would operate acceptably.

3. POTENTIAL NUISANCE FACTORS/USE PERMIT

   Uses which in the opinion of the Community Development Director, involve the potential to create odor, dust, noise, light, vibration or other nuisance factors, will be considered with a conditional use permit.

4. OFFICE USES/PD-COMM

   Office uses in the PD-Comm. district shall be limited to no more than 30% of total building square footage.

5. COMMERCIAL USES/PD-BP/COMM

   Commercial uses in the PD-BP/COMM. district shall be limited to no more than 30% of the land area within each applicable Development Area identified on the General Development Plan Zoning Map. This condition specifically applies to Development Area 104, and 108A.

6. RESTAURANTS & DRIVE-THRUS/PD-BP

   Restaurant buildings or drive-through speaker boxes in the PD-BP district shall be located no closer than 300 feet to a residential property line.

7. MINISTORAGES / DEVELOPMENT AREA 113

   Conditional use permit applications for mini-storage facilities will only be considered within Development Area number 113.

3.4.4 Traffic Capacity

The traffic impact study for the NWRA project as updated by the Final Transportation Impact Analysis for the Northwest Rocklin Area General Development Plan (May 5, 2016 – Fehr & Peers) and updated through a project related Traffic Impact Study and Addendum (Estia at Rocklin) in August 2022, assumes total average daily trips of 98,010 trips for the Highway 65 corridor planning area - consisting of development areas 104 through 116, including the undeveloped parcels in Atherton Tech. (See Highway 65 Corridor Development Areas Map at the end of this Section). If all traffic and road improvements that are outlined the General Development Plan are constructed and modifications to specific intersections identified in the 2016 study are incorporated into and implemented through the City's Capital Improvement Program and development intensity stays within levels assumed by the traffic study, roadway intersections and segments within the project area will operate within acceptable levels of service established by the General Plan. To ensure that development intensity stays within levels assumed by the traffic study, future uses shall be required to demonstrate that the volume of traffic generated by each development does not exceed the Average Daily Traffic (ADT) shown for each development area in Table 8.

Volumes shown in Table 8 may be exceeded only if a traffic study demonstrates that all intersections and roadway segments would operate acceptably with the increase. This may occur when other areas within the annexation area develop at intensities lesser than presumed in the GDP and traffic study.

Traffic volumes for the original 34.0 acres of commercial zoning and 9.2 acres of business professional zoning in the Sunset Ranchos planning area were included in the traffic counts for the Sunset Ranchos planning area. Since the proposed building square footage is consistent with or below levels identified in Table 3, no additional traffic analysis is required.

Consistent with the Traffic Impact Study, the following trip generation rates will be used for the purpose of establishing the base ADT limitation for a project within the Highway 65 Corridor Planning Area:

Business Professional (Office)	17.7 daily trips per 1,000 square feet
Commercial (Retail, Highway etc.)	35.0 daily trips per 1,000 square feet
Light Industrial	7.6 daily trips per 1,000 square feet
Single Family Residential	9.0 daily trips per dwelling unit
Multi-Family Residential	6.5 daily trips per dwelling unit

All uses will be subject to applicable use limitations of this GDP as well as the traffic limitations herein. For example, in the PD-BP/COMM zone district, commercial uses cannot exceed 30% of the site.

SAMPLE CALCULATION OF ALLOWED SQUARE FOOTAGE FOR A PARCEL USING TRAFFIC CAPACITY AND ZONING RESTRICTIONS.

Development Area No.	104
Zoning Designation:	PD-BP/Comm.
Acreage:	66.3 acres

Step 1:

Total Site acreage:	66.3 acres or 2,888,028 square feet
Total Trips allocated	20,127

Step 2

Maximum allowed commercial
(30% of site assumed at 25% FAR): 216,602 square feet

Step 3

Trip generation for maximum allowed commercial (@ 35 trips per 1,000 sq., ft.): 7,581 trips

Step 4

Remainder of trips for parcel: 20,127 minus 7,581 = 12,546 trips

Step 5

Allowable square footage for Business Professional uses:
12,546 trips divided by 17.7 (trip rate for BP uses) x 1,000 = 708,000 square feet

In the above example:

1. The use regulation (chapter 3.4.3) limits commercial uses in the BP/Comm Zone to 30% of the site. A 25% FAR is assumed for commercial development and 30% FAR assumed for office and light industrial. This limitation translates into a maximum of 216,602 square feet for commercial uses.

2. At 35 trips per 1,000 square feet, the maximum number of trips allocated for commercial uses is 7,581 trips.

3. That leaves a remainder of 12,546 trips for the parcel. That translates into 708,000 square feet of development.

4. Because there is no use limitation on other uses, the developer could elect to develop the entire 66.3 acres for office or other allowed use.

   The "Potential Building Square Footage" shown in Table 8 has been computed using the zoning limitations of chapter 3.4.3 and the traffic capacity of chapter 3.4.4. The computation does not assume the maximum allowed commercial intensity in the PD-BP/Comm Zone or the maximum allowed business-professional office in the PD-

Comm. Zone. Instead, the potential maximum development intensity is calculated for both commercial and office uses to fit under the traffic capacity caps. It must be emphasized that this calculation is one of several possibilities for each parcel. In the PD-Comm. zone for example, it is possible for the entire site to be developed as commercial. In that case, the total building square footage would be smaller than what is shown in Table 8.

Table 8
Highway 65 Corridor Trip Allocation By Development Areas

	Dev. Area #	Acres	Zoning	TRIPS (ADT)	Potential Building Square Footage (in thousands)			
					BP	Comm	LI	Total
JBC	104	66.3	PD-BP/COMM	20,127	708	216	0	924
	105	23.6	OS	0	-	-	-	-
	106	24.3	PD-COMM	10,398	0	297	0	297
	Subtotal	***114.2***		***30,525***	***708***	***513***	***0***	***1,221***
Placer Ranch	107 A	32.4	PD-COMM	14,511	0	414.6	0	414.6
	107 B	10.4	PD-22+ (254 MF Units)	1,651	N/A	N/A	N/A	Converted to Multi-family
	108 A	47.6	PD-BP/COMM	16,651	508	219	0	727
	108 B	20.4	PD-8.7A (174 SF Units)	1,566	N/A	N/A	N/A	Converted to Single Family
	109	15.7	OS	0	-	-	-	-
	110	22.9	PD-8.7A (196 SF Units)	1,764	N/A	N/A	N/A	Converted to Single Family
	111	2.3	OS	0	-	-	-	-
	Subtotal	***151.7***		***36,143***	***508***	***633.6***		***1,141.6***
William Jessup University	112	19.6	OS	0	-	-	-	-
	113 A	13.9	PD-LI ([4]Future HDR)	2,711	0	0	0	0
	113 B	17.7	[1] PD-LI	6,603	135	120	0	255
	113 C	74.5	PD-LI (WJU Campus)	[2] 7,425	N/A	N/A	N/A	See Footnote 2
	114 A	10.0	PD-COMM	4,515	0	129	0	129
	114 B	20.0	PD-10 (181 MF Units)	1,328	N/A	N/A	N/A	Converted to Multi-family
	Subtotal	***155.7***		***22,852***	***135***	***249***	***0***	***384***
Atherton Tech	115	81.8	PD-LI	[3] 8,760	39	0	91	130
	116	5.0	OS	0	-	-	-	-
	Subtotal	***86.8***		***8,760***	***39***	***0***	***91***	***130***
Core Roadways		**23.7**						
TOTAL		**532.1**		**98,010**	**1,390**	**1,395.6**	**91**	**2,876.6**

ADT: Average Daily Traffic

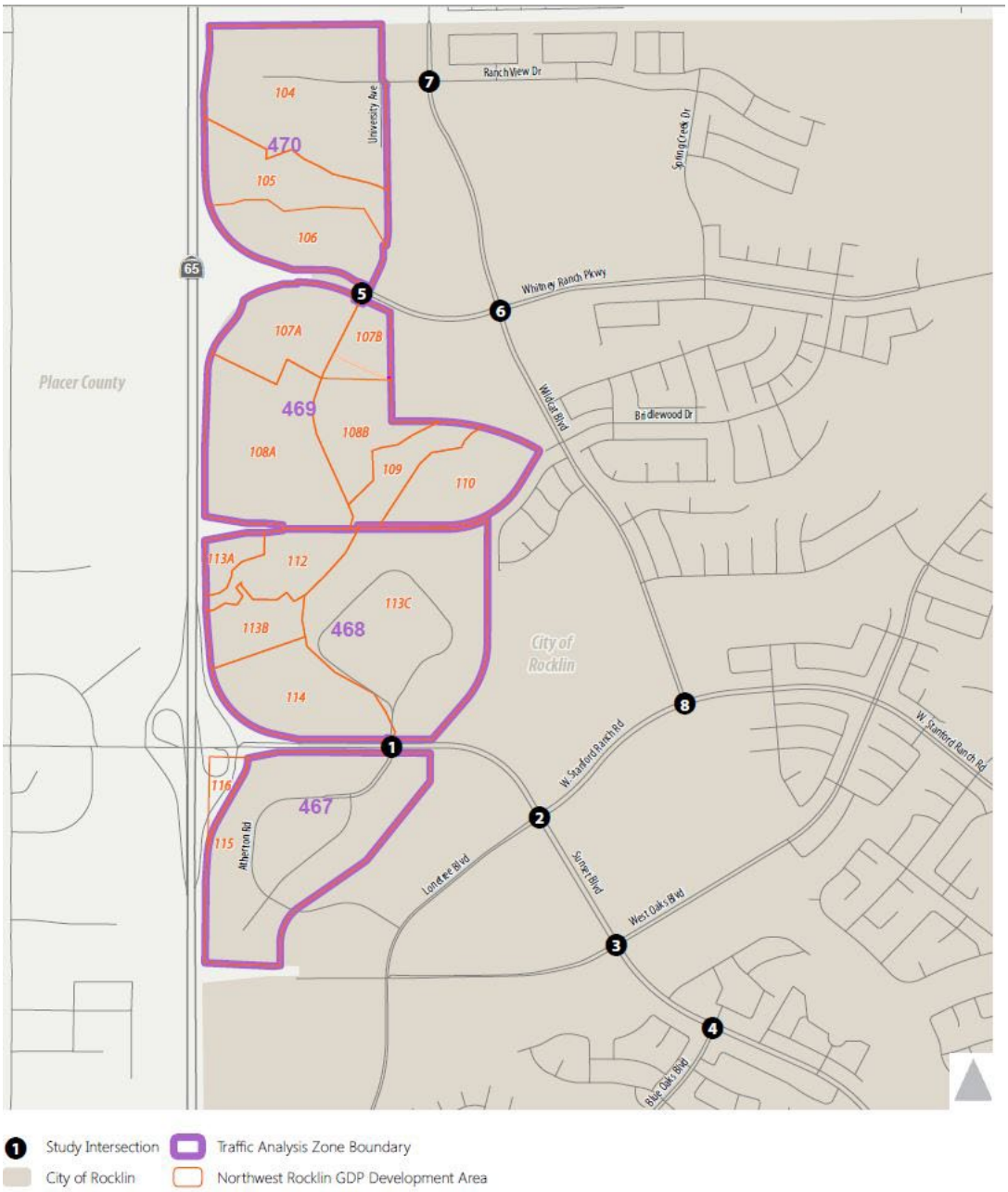
1 This site is designated as Mixed Use in the General Plan, therefore, Retail and Office development are allowed. Project specific zoning will be applied when a development project comes forward.

2 Includes traffic capacity for existing and planned William Jessup University (assuming an ultimate student capacity of up to 3,300 students).

3 Includes traffic capacity for existing occupied 659,700 square foot light industrial and office buildings. Remaining traffic capacity for new development in Atherton Tech Center (last undeveloped parcels) is 3,130 trips.

4 This site is on the City's (2021-2029) Housing Element Regional Housing Needs Allocation (RHNA) Available Sites List and was assumed as High Density Residential (HDR) / 30 dwelling units per acre (417 total multi-family units) in Table 3 of the City's 2016 Final Transportation Impact Analysis for the Northwest Rocklin Area General Development Plan (Trip Caps Study).

.Highway 65 Corridor Development Areas Map



This map is for reference only to the General Development Plan area. See Figure 5 for updated Planning Unit numbers.

3.5 Development Standards

3.5.1 Residential Development Standards – Single- and Multi-Family Zones

Table 9 presents the development standards for single-family and multi-family residential zones.

Table 9
Residential Development Standards

Standard [a]	PD-1.6	PD-2.1, 2.4, 2.5C, 2.8, 3.1, & 3.3	PD-2.9C, 3.2C, 3.3C, 3.6C 3.7C & 3.8C	PD-3A	PD-3B	PD-3.5C, 4.1C, 4.7C, 5.1C, 5.3C, & 5.4C	PD-4	PD-4.2 & 5	PD-6.0, 6.4, 6.5 & 6.6	PD-7.3, 8, 8.1, 8.3 &10A	PD-8.7A [g]	PD-10, 12	PD-18 & 20	PD-22+ Minimum
Max. units per gross acre	1.6	2.1-3.3	2.9 – 3.8	3	3	3.5 – 5.4	4	4.2 – 5	6 – 6.6	7.3 – 10	8.7	12	18-20	None
Min. units per gross acre	1	1	1	1	1	3.5	3.5	3.5	3.5	3.5	8.5	8.5	15.5	22
Min. lot area (sq. ft.)	11,000	7,000	6,000	11,000	7,500	4,000	7,500	6,000	3,000	2,400	2,500	1,850	2 acres	2 acres
Min. lot width														
Interior	90’	65’	55’	75’	65’	40’	65’	55’	40’	30’	30’	20’	70’	70’
Corner	100’	70’	60’	80’	70’	45’	70’	60’	45’	40’	30’’	25’	80’	80’
Minimum lot depth [b]	100’	100’	100’	100’	100’	80’	100’	100’	80’	70’	60’	-	-	-
Setbacks [c]														
Front	25’	20’	20’	25’	25’	15’	20’	20’	12’	12’	8’	2’	20’	20’
Front Porch	20’	15’	15’	20’	20’	11.5'	15’	15’	11.5’	10’	5’	N/A	N/A	N/A
Front entry Garage	20’	20	20’	20’	20’	20’	20	20’	20’	20’	18’	2’	N/A	N/A
Side, interior	10’	5’	5’	10’	5’	4’	5’	5’	4’	4’	0’[h]	0’	15’	15’
Side, street [f]	15’	10’	10’	15’	10’	10’	10’	10’	10’	10’	10’	7’	15’	15’
Rear	25’	20’	20’	25’	25’	15’	20’	20’	15’	4’	4’		15’	15’
Rear Entry Garage			5’			5’		5’	4’	4’	4’			
Max. lot coverage [e]	40%	50%	50%	45%	40%	55%	50%	50%	60%	60%	70%	70%	70%	70%
Max. bldg. height [d]														
Principal bldg.	30’	30’	30’	30’	30’	30’	30’	30’	30’	35’	35’	35’	35’	50’
Accessory bldg.	14’	14’	14’	14’	14’	14’	14’	14’	14’	NA	14’	NA	14’	14’

[a] Special development standard modifications may be permitted for non-traditional single family residential, senior, and affordable housing developments. See Sections 3.5.2 (11), 3.5.2 (13), and 3.5.2 (14)

[b] Also see Section 3.5.2 (1)

[c] Also see Sections 3.5.2(1), 3.5.2 (2), 3.5.2 (3), 3.5.2 (11), 3.5.2 (13) and 3.5.2 (14)

[d] Also see Section~~s~~ 3.5.3 (1)

[e] Also see Sections 3.5.2 (4), 3.5.2 (11), 3.5.2 (13) and 3.5.2 (14).

[f] Street side setback for Lot 19 DP3B shall be 3.5’ to correspond with the reduced public utility easement. Lot 10 DP 13A, Lot 1 DP 13B, Lot 1 DP 25, Lot 39 DP 31, Lot 40 DP 31, and Lot 79 DP 31 shall be 30 feet. This setback may be reduced at the discretion of the Community Development Director if it is determined that traffic calming features or landscape features will adequately lessen vehicle speeds in these locations and/or diminish the prominence of the portion of the residence facing the subdivision entry.
DP = Development Parcel (Reference pertains to SD-2003-04)

[g] Sections 3.5.2 (2) and 3.5.2 (3) are not applicable in this zone district

[h] The minimum interior side setback shall be three (3’) feet. An interior side setback of zero (0’) is permissible when a minimum six (6’) wide Use Benefit Easement has been established on the adjacent property to allow access for maintenance and ensure a minimum six (6’) setback between.

3.5.2 Special Regulations for Single-Family Residential Zones

The following additional regulations shall apply to single-family residential:

1. PARCEL K and SUNSET RANCHOS PLANNING AREAS / ADJACENT TO STANFORD RANCH

Residences constructed on lots within the Sunset Ranchos and Parcel K Planning Areas that are located immediately adjacent to Stanford Ranch, shall also be restricted to the following standards. These standards supersede the standards contained in the chart in Section 3.5.1 where applicable.

Rear Setback (primary structures in Parcel K only)(a)	60 feet
Min. Lot Depth	125 feet

a) Patio covers that are open on at least two sides shall be permitted to encroach within the 60 foot setback.

2. VARIED FRONT YARD SETBACKS

a) Varied front yard setbacks are required along all residential streets. However, the minimum setback must be met in all cases. This requirement shall not apply to non-traditional single family residential subdivision designs such as alley loaded, 3-packs or green court.

b) Usable porches that are open on at least 2 sides and do not occupy more than 50% of the front width of the house may project five (5) feet into the required front setback. To be considered “usable” and therefore, eligible for this provision, a porch must be a minimum of 5 feet deep and 10 feet long.

3. GARAGE SETBACKS

a) Garage structures for single-family residences shall be setback a minimum 20 feet from the street even if the building setback is less than 20 feet. This excludes alleys and courtyards.

b) The garage portion of a house may project five (5) feet into the required front setback, provided the garage door does not front the street. The garage elevation that fronts the street and projects into the front yard must have architectural details other than a blank wall plane. Architectural details could include but are not limited to a combination of pop-outs, window features, planters, etc.

4. LOT COVERAGE CALCULATION

Lot coverage calculations will not include porches open on at least 2 sides and located on the front or street side of the house.

5. LANDSCAPING

The front and side yard landscaping for each lot shall be installed prior to final inspection of the structure to the satisfaction of the Community Development Director. Said landscaping shall include at minimum one 15-gallon tree, one other tree, 5-gallon shrubs and turf to the satisfaction of the Community Development Director. All landscaping installed after the final inspection shall be at the discretion of the property owner.

6. BUILDING PAD

The building pad for each primary structure shall, at minimum, extend a minimum of three (3) feet beyond the side walls of the primary structure to the toe or top of slope and minimum of ten (10) feet beyond the rear wall of the primary structure to the toe or top of the slope to the satisfaction of the Community Development Director.

7. RETAINING WALLS IN FRONT AND STREET SIDE YARDS

Individual retaining structures located in the front yard or street side yard shall not exceed 30 inches in height. The aggregate height of multiple retaining structures in the front yard and street side yard shall not exceed 5-feet and there shall be a minimum 24-inch bench between retaining structures to the satisfaction of the Community Development Director.

8. PARCEL K OPEN SPACE

At least 20 percent of the Parcel K planning area shall be retained in open space.

9. PARCEL K ROCK FORMATIONS

The existing large rock formations located within the Parcel K planning area northwest of Kali Place shall be retained and preserved in open space. The open space designated to preserve these features shall be considered part of the total percentage of open space required for the planning area. (The open space and rock formations shall be placed within an HOA parcel or parcel dedicated to the City of Rocklin with appropriate funding mechanisms for maintenance).

10. PARCEL K VEHICULAR ACCESS

Primary vehicular access to future development within the Parcel K planning area shall be provided by at least two points of access. The access points shall consist of one street that intersects with Wyckford Boulevard and the extension of Kali Place. These facilities shall be open non-gated public streets.

11. SETBACK MODIFICATION

The Planning Commission and/or City Council may modify the development standards for nontraditional single-family housing, such as zero lot lines and cluster housing, provided the overall density is not increased.

12. GATES

Gates that restrict access to neighborhood park sites shall be prohibited or must remain open between 7 a.m. and 10 p.m.

13. SENIOR HOUSING DEVELOPMENT STANDARDS

Development standards for age-restricted senior housing (as defined by Civil Code Section 51.3 and the Federal Fair Housing Act of 1988) may be modified by up to 20%, including density increases. This modification is based on a) typical household size for this type of housing is less than 2 and b) trip generation for this type of housing is 4.6 trips per day compared to 9 trips per day for conventional single family. This density increase may not be combined with State density bonus pursuant to section 65915 of the Government Code for the provision of affordable housing.

14. AFFORDABLE HOUSING DEVELOPMENT STANDARDS

Development standards for affordable housing units pursuant to State law and/or the City of Rocklin Housing Element may be modified by up to 20%. Density increases shall be granted only in accordance with section 65915 of the Government Code.

15. TRIANGULAR VISIBLITY AREA

The "triangular visibility area" means the area at any corner formed by the intersection of two or more public streets. At the intersection of two residential streets, no accessory structure or fence is permitted within a triangle dimensioned twenty feet (20') by twenty feet (20'), measured from the back of sidewalk. In the case of separated sidewalks, the triangle shall be measured from front of sidewalk. Landscaping and fences within the clear vision triangle shall be limited in a manner such that it does not hinder sight distance for vehicular or pedestrian traffic as determined by the Director of Public Works.

16. SALES OFFICE

a) The Community Development Director may approve the use of a temporary sales trailer, for a limited period of time, within the project area, subject to such standards and conditions as deemed necessary to ensure aesthetic qualities, public health, and safety.

b) The Community Development Director may approve the use of one or more residences as model homes and the use of the garage of one model home as a sales office subject to such standards and conditions as deemed necessary to ensure aesthetic qualities, public health, and safety. Prior to approval of a final inspection for a model home the developer shall reconvert any garage used for sales office to a garage use to the satisfaction of the Community Development Director.

3.5.3 Special Regulations for Multi-Family Residential Zones

1. BUILDING HEIGHT INCREASES

The maximum height for principal buildings in the PD-18, PD-20 and PD-22+ zones shall be as listed in Table 9. However, the maximum allowable height may be increased beyond the limits identified in Table 9 subject to justification provided and accepted as part of a Design Review approval.

2. PRIMARY ACCESS DESIGN

Private access drives shall be of circular design where possible and provide vehicular access at two or more points. Access drives which have but one point of access shall not exceed one hundred fifty feet (150') in length; however, such drives may exceed 150 feet in length if the design includes turnaround arrangements or "emergency only" access arrangements to the satisfaction of City of Rocklin.

3. SECONDARY ACCESS DESIGN

Secondary access drives for private driveways may be installed with a minimum full travel pavement of 20 feet, within which parking shall be prohibited by layout and design features which reasonably assure that no part of the access will potentially be used for on or off-street parking by normally conscientious drivers.

4. FENCING ALONG STREETS

Open type fencing, a minimum of 4 feet in height, shall be incorporated into the project when multi-family units front along a public road. The purpose of the fencing is to discourage residents from using the public road for on-street parking. The fence shall be sited parallel to the public roadway, with a minimum 5 feet setback.

5. SECURITY

Project design must incorporate security and safety considerations for occupants, including: fencing, gates, adequate lighting within public areas such as walkways, parking and play areas, location of children's play areas and parking areas visible from dwelling units.

6. LANDSCAPING

Landscaping shall be required in all multi-family residential projects and granite boulders shall be incorporated into landscaped areas.

3.5.4 Non Residential Zones

Table 10 presents the development standards for non residential zones.

Table 10
Development Standards for Non Residential Zones

	NC	**C**	**BP**	**BP/C**	**LI**
Max. Bldg. Height	30’	30’	30’	30’	30’
Max. Bldg. Height with Use Permit	-	50’ (55’)*	50’ (55’)*	50’ (55’)*	50’ (55’)*
Max. No of Stories	2	2	2	2	2
Max. No of Stories with Use Permit	-	4	4	4	4
Max. Lot Coverage	50%	50%	50%	50%	50%
Setbacks from:					
Highway 65	-	50’	50’	50’	50’
6-lane Street	-	25	-	-	-
4 lanes or less	20’	20’	20’	20’	20’
Multi-family (PD-20)	15’	15’	15’	15’	-
Single family (PD2-6.6)	25’	-	-	-	-
Open Space/Park/School	15’	15’	15’	15’	15’
Any property line	10’	10’	10’	10’	10’

* Applies to developments along Highway 65 only.

3.5.5 Special Regulations for Non Residential Zones

1. LANDSCAPING / HIGHWAY 65

Setback area adjacent to Highway 65 shall be landscaped to provide an attractive visual buffer to the satisfaction of the Community Development Director. Parking shall not be allowed in the setback area.

2. LANDSCAPING/NON RESIDENTIAL PROJECTS

Landscaping shall be required in all non-residential projects. Granite boulders shall be incorporated into landscaped areas.

3. TRASH ENCLOSURES

Trash enclosure areas shall be fully screened by a combination of masonry walls with solid metal gates to the satisfaction of the Community Development Director.

4. OUTSIDE STORAGE

All outside storage areas shall be screened by a combination of fencing, masonry walls, and grade separation. Outside storage without adequate screening is not permitted.

3.5.6 Off Street Parking

The off street parking shall be provided in accordance with the provisions of Chapter 17.66 of the Rocklin Municipal Code.

3.6 Parks and Open Space – Sunset Ranchos / Whitney Ranch & Highway 65 Corridor

The plan designates 57.3 acres of public park, 5.2 acres of private recreation sites within the Sunset Ranchos / Whitney Ranch development area; no public or private recreational facilities were anticipated in the Highway 65 Corridor as it was designated for commercial and office development. The Northwest Rocklin Annexation area as a whole provides for 199.8 acres of open space areas.

3.6.1 Parks

The City of Rocklin General Plan and Subdivision Ordinance require dedication of park acreage in the amount of five (5) acres of parkland per thousand (1,000) population of residents of any new development. Subdivisions of 50 parcels or more are required either to dedicate land for park purposes, to pay a dedication fee in lieu of land, or a combination of both to satisfy the development's proportion of the adopted park acreage. The Sunset Ranchos/Whitney Ranch planning area of the General Development Plan was zoned through 2022, i.e., via approval of the single family residential tentative subdivision map for Whitney Ranch Unit 49 (SD2021-0003), to accommodate up to 4,347 dwelling units. At 2.6 persons per dwelling unit, the area is projected to generate up to 11,302 persons since the General Development Plan was originally adopted and with subsequent updates over the years. Approximately 56.51 acres of parkland was required to serve that project number of residents. The 2022 plan designated 57.3 acres of public park. The public parkland includes one community park site of 40.3 acres and four neighborhood park sites totaling 17.0 acres. With the zoning changes associated with the 2023 Whitney Ranch Unit 1 Modification (SD2022-0002) and with Whitney Ranch Unit 3 subdivision (aka Wildcat West, SD2021-0001), an additional eighty single family units were added resulting in a total of 4,427 dwelling units. The area is now projected to generate up to 11,510 persons. The total park acreage needed to serve this number of residents is 57.55 acres, leaving a deficit of 0.25 acre. Due to the minimal amount of acreage needed, the City has elected to require that all units within the Wildcat West (Unit 3) subdivision pay Park Development (without dedication) Fees in lieu of actual development of a park within the project. If additional areas of the Sunset Ranchos/Whitney Ranch planning area are developed or redesignated with higher residential densities than allowed currently and/or if portions of the Northwest Rocklin Annexation area outside of the Sunset Ranchos/Whitney Ranch planning area are converted to residential land uses, additional park lands may be necessary. The Sunset Ranchos/Whitney Ranch planning area

also includes a 5.2 acre private recreation facility, which is not included in required public park acreage.

The community park location provides a large contiguous site with relatively flat terrain suitable for intense recreational activity such as softball, soccer, and the construction of swimming pools and recreational buildings. Other recreational activities and facilities may include walking, viewing, outdoor theatres, tot lots/playground, picnic areas and hard courts for basketball and tennis. Restrooms and off-street parking will be provided. Lighting for security and night activities on the recreational fields will be installed at the discretion of the City. It is anticipated that competitive level lighting will be installed in the ball field areas.

Neighborhood parks are intended to be the focal points of neighborhoods, sometimes in combination with elementary schools. Two of the five neighborhood parks are adjacent to elementary school sites. The other three are "free-standing." The neighborhood parks are planned to serve population within ¼ to ½ mile radius, and generally will not provide for off-street parking. Recreational activities at these public parks may include the following: passive and active recreational interests, turf area for multi-use recreational activities, pre-school and school-aged/playgrounds, picnic areas, hard courts for basketball, and restrooms.

Park design will be at the discretion of the Parks and Recreation Commission and the City Council. The park sites have General Plan designations of PQP and are zoned as Planned Development - Parks. See Figure 6 for locations of parks.

3.6.2 Open Space

The plan preserves open space areas, which provide numerous passive and active recreational opportunities for future residents. The following areas have been identified for preservation and designated as open space:

- Areas with steep slopes in excess of 25%.
- All lands within the post development 100-year floodplain.
- Lands within 50 feet from the edge of the bank of all perennial and intermittent streams and creeks providing natural drainage, and to areas consisting of riparian habitat.
- Wetland resources associated with the area's natural drainage ways.

Open space corridors are designed to:

a) Provide a buffer between land uses.
b) Preserve special areas of riparian or other botanical habitat including those subject to the conditions of any Federal or State wetland preservation permit requirements.
c) Provide a corridor for off-street pedestrian and bikeway circulation.
d) Provide a visually unifying natural element.

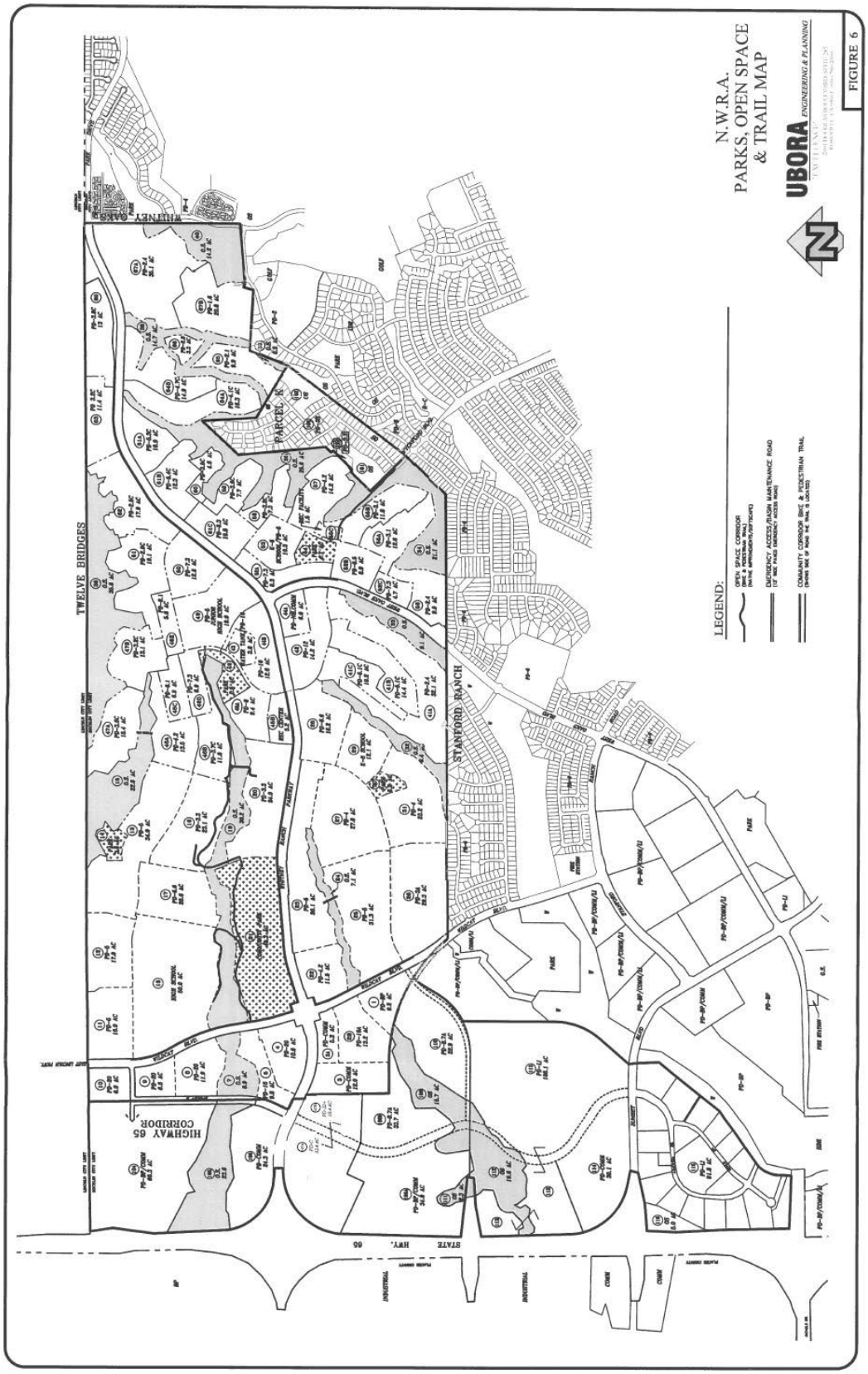
e) Encourage view corridors to points of orientation throughout the plan area; both for local, short range views to landmarks in the area, and long range views to the Sierra Nevada and Coast Range foothills.
f) Provide land for on-site management of stormwater drainage.

Development will be restricted in open space areas. Open space areas may be configured as common-interest parcels under control of individual or master Homeowners Association(s) (HOAs) or dedicated to the City of Rocklin with some other mechanism for financing improvements and maintenance. Unless otherwise noted for improvements such as road crossings, utilities and pedestrian and bike trail, these areas will remain undeveloped. Open space areas are shown on Figure 6 - parks, open space and trail system map.

A Fuel Modification Plan (FMP) will be prepared concurrently with any subsequent entitlement for development of land which includes or is adjacent to an open space area to address the interface between open space areas and urban uses. The goal of the FMP is to reduce the potential for fire and contain the spread of fire. It shall include, but not be limited to:

a) Access points as necessary into open space areas.
b) Appropriate clearances around homes.
c) Disposal of removed brush and trees within any firebreak area.

Figure 6 – Parks, Open Space and Trail Map



This map is for reference only to Parks, Open Space, and Trails. See Figure 5 for updated Planning Unit Numbers information and to the City of Rocklin Citywide Zoning Map for current zoning information.

3.7 Schools

The plan provides a 50-acre high school site and two elementary school sites totaling 22.4 acres. The two elementary school sites are located next to neighborhood park sites to provide joint-use opportunities. Consistent with City policy, public schools are allowed in all zoning designations in the City.

3.8 Circulation

The vehicular circulation system is designed to provide continuous access throughout the plan area, as well as connections to the existing community. The plan area's roadway system also provides important regional roadway connections to SR 65, the City of Lincoln to the north, and through adjacent projects to Sierra College Boulevard.

Non-vehicular circulation within the plan area consists of a system of sidewalks, bike lanes and pedestrian trails. These sidewalks, bike lanes and trails provide non-vehicular access between neighborhoods, to schools/parks and open space, to neighborhood commercial facilities as well as to employment centers.

3.8.1 Interchanges

Interchanges are planned at Sunset Boulevard/SR 65 and Whitney Ranch Parkway/SR 65 intersections along the western boundary of the plan area. Funding for the future interchanges has been addressed in the financing plan for the GDP.

3.8.2 Vehicular Circulation System

The street system is organized in a hierarchy with three arterial streets carrying traffic to and throughout the plan area. Whitney Ranch Parkway is an east-west connection between Highway 65 and the Whitney Oaks development. Wildcat Boulevard will connect the existing community with Twelve Bridges in Lincoln. West Oak Boulevard will be extended through the plan area to connect to Whitney Ranch Parkway. University Avenue, is a 4-lane north-south, divided arterial parallel to Highway 65 that will provide access to the Highway 65 Corridor properties. The location of University Avenue from Whitney Ranch Parkway to Sunset Boulevard through the William Jessup University site is conceptual. Ultimate alignment will be determined at subsequent project approvals and will be based on criteria such as acceptable street radius, connectivity to established signalized intersections and other environmental constraints. Collector streets will provide access into individual neighborhoods. Conceptual locations of collector streets along the arterial roads are shown on the Figure 7. Final alignments will be shown on subsequent Tentative Maps.

Wyckford Boulevard and Kali Place will provide access to Parcel K. These streets are currently stubbed to the Parcel K boundary. Under limitations defined in the North Rocklin Circulation Element, no more than 200 additional residential dwelling units shall be allowed to access

Wyckford Boulevard. Parcel K proposes development of up to 109 dwelling units consistent with the threshold established for Wyckford Boulevard.

Each elementary school site will be provided with a minimum of two street frontages to facilitate traffic circulation. A road may also be established on the east side of the high school to also facilitate circulation. Location and alignment of local streets will be shown on subsequent Tentative Maps.

A summary of major road improvements is provided in Table 11. Figure 7 shows the plan area's arterial roadways, number of lanes and location of traffic signals. Right-of-way improvements for the roadways are shown in road cross-section on Figure 8.

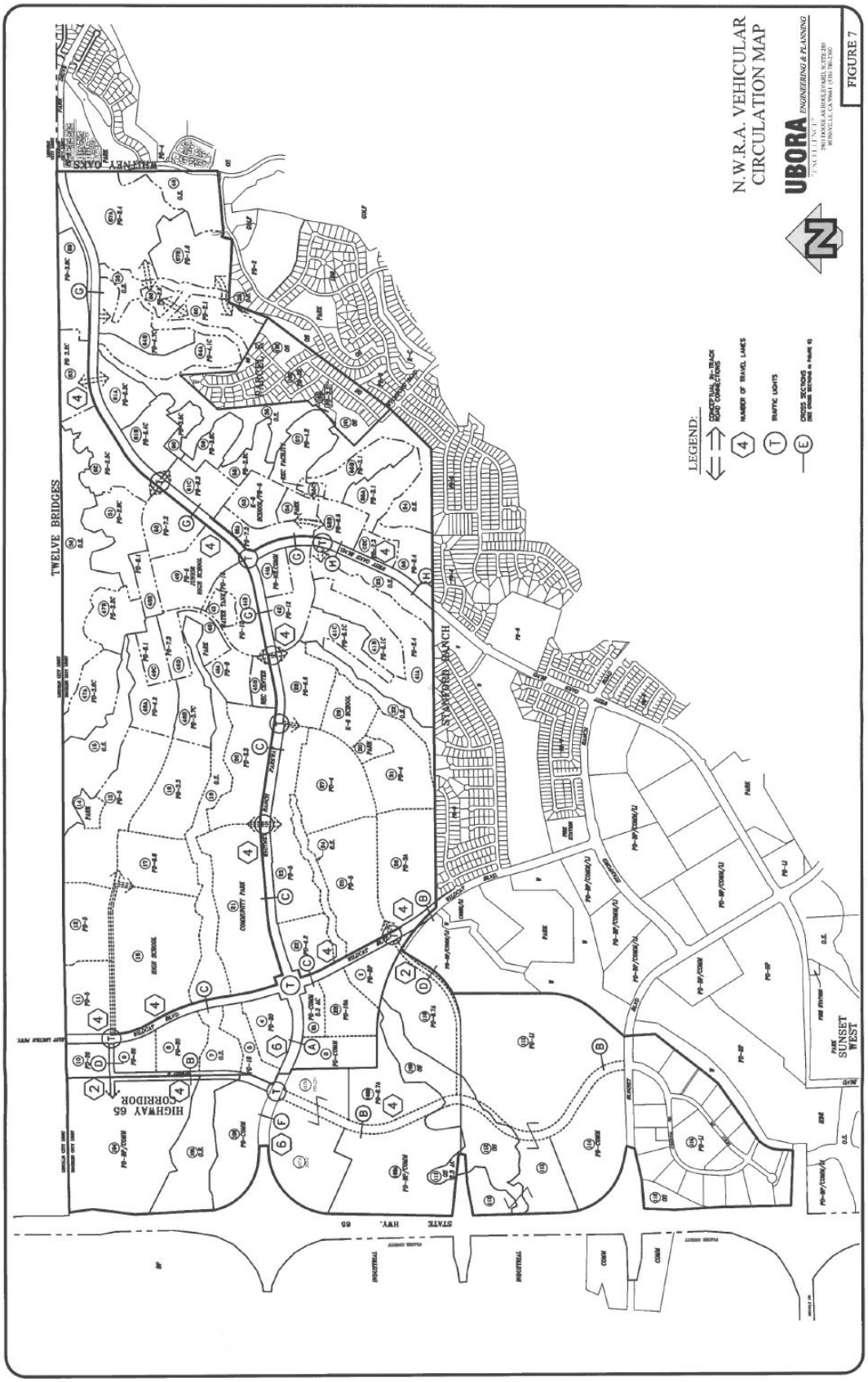
Table 11
Major Roadway Improvements

Roadway	Right-of-way	# of Lanes	Width Per Travel Lane	Landscape Median	Sidewalk Width	Frontage Landscape	Cross Section
Whitney Ranch Parkway, from Hwy 65 to University Avenue.	158'	6	12'	20'	6'	25'	F
Whitney Ranch Parkway, from – University Avenue to Wildcat Blvd.	152'	6	12'	14'	6'	25'	A
Whitney Ranch Parkway, from Wildcat Blvd. to Painted Pony Dr., and portions of Wildcat Blvd.	130'	4	12'	14'	6'	27' & 35'	C
Whitney Ranch Parkway, from Painted Pony Dr. to Park Dr., and West Oak Blvd., north of Painted Pony	140'	4	12'	14'	6'	27' & 35'	G
West Oak Blvd., south of Painted Pony	130'	4	12'	14'	6'	21' & 31'	H
University Avenue	120'	4	12'	14'	6'	15'	B
Typical Ind./Comm St	60'	2	21'	-	6'	-	D

Notes:

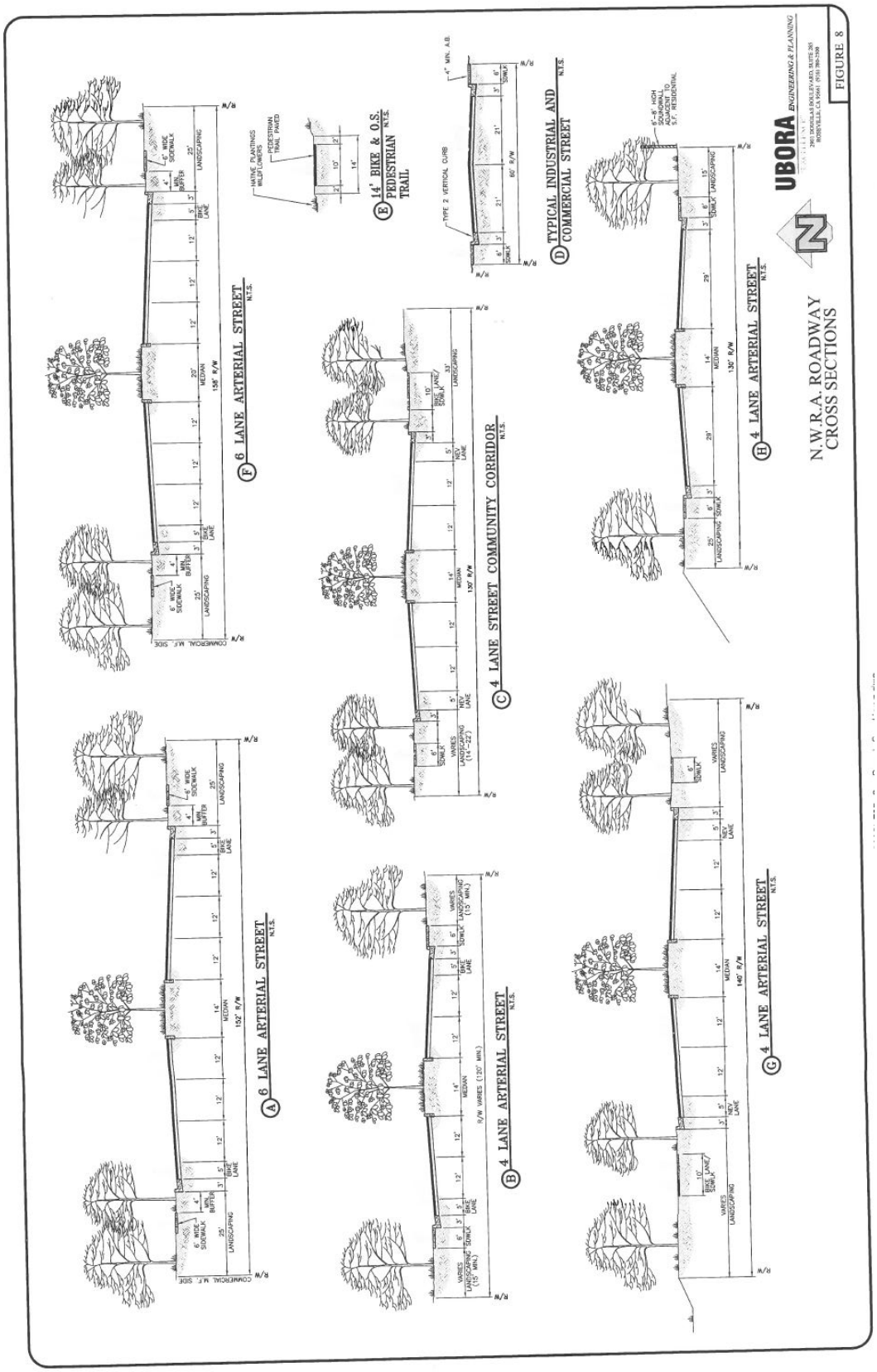
- The 6 and 4-lane arterials are intended to function as non-frontage access roads except where driveway access to commercial areas or multi-family uses is needed.
- All major intersections will have appropriate bus turnouts based on PCTA's recommendations.
- Whitney Ranch Parkway median width will be 20 ft. between the interchange and B Street to accommodate City secondary entryway sign.
- Whitney Ranch Parkway, east of Painted Pony and West Oaks, north of Painted Pony, include additional shoulders (5' minimum) which also serve as NEV lane in each direction of traffic.

Figure 7 – Vehicular Circulation Map



This map is for reference only to Vehicular Circulation. See Figure 5 for updated Planning Unit numbers and to the City of Rocklin Citywide Zoning Map for current zoning information.

Figure 8 – Roadway Cross-Sections



3.8.3 Bikeway and Pedestrian Trail System

The City's General Plan includes an on-street and off-street bicycle plan that interconnects the entire community on a bikeway trail system. Most of the major streets within the City have on-street bicycle lanes and pedestrian sidewalks.

The GDP bike and pedestrian trail system expands the city's bike/pedestrian access concept beyond the public street rights-of-way and into planned open space corridors connecting neighborhoods, schools, parks, open space, commercial, and recreational (passive and active) uses.

This comprehensive community bike and pedestrian trail system is incorporated into the project design. The trail system will enhance the neighborhood village design with an extensive network of interconnected pedestrian and bikeway trails on-street and off-street within the planned open space corridors. These amenities are designed to encourage human activities and interactions within the pedestrian/bikeway and open space corridors, resulting in a greater sense of community. The network of trails and bike lanes will be fully accessible to the general public.

The trail system design includes a transitional component and two internal components. The transitional component links the City of Rocklin standard from existing major arterial streets into the project site. These segments will extend the Wildcat Boulevard, West Oaks Boulevard, and Park Drive standard on-street bike lanes and sidewalk improvements to points of transition in the North West Rocklin area where the internal trail system begins. Street landscaping for the transitional component has been increased from the standard 15 feet from arterial roads to a total of 27 feet (including a 6'-wide sidewalk). The landscaping will be designed to provide a 6' wide landscape buffer from the roadway, a 6' wide sidewalk, and a 15' landscape strip between the sidewalk and private property.

The two internal components include the community corridor and open space corridor trails. The community corridor will be the centerpiece of the trail system. The community corridor places both the sidewalk and the bike paths within a 35-38 foot landscape corridor located on one side and a single sidewalk within a 19-27 foot landscape corridor on the opposite side of the street. The 35-38 foot wide corridor consists of a 10'-wide paved bicycle and pedestrian trail, and 25-28 foot of landscaping. These corridors provide connections between the GDP village core and the multi-family residential and commercial land use areas. In addition, the trail will connect to the Whitney Oaks trail starting at the intersection of Park Drive and Whitney Oaks Drive. To facilitate the transition between the on-street bike lanes and the community corridor, the corridor begins at signalized intersections. The community corridor trail system is approximately four (4) miles long.

The open space trail cross-section is a 10'wide combined bike and pedestrian trail with 2-foot shoulders on each side of the trail. Open space trails will be off-street facilities located generally, within or along open space corridors. The open space trails will connect the 40-acre community park and neighborhood parks with residential areas, forming an off-street trail network. This

will provide for the easy movement of pedestrians between neighborhoods and encourage the use of this non-vehicular form of travel. Open space drainage crossings will also be provided as shown to facilitate access and connections to residential neighborhoods. Approximately 3 miles of trails are provided within or along the open space corridors.

Cross sections of the community corridor and open space trail designs are depicted in Figure 8.

3.8.4 Open Space Crossings

Non-vehicular and emergency vehicle access crossings of open space within the project area are shown in Figure 6. These crossings have been located to provide critical transportation linkage to development areas and access to public facilities such as schools, parks and detention basins. The approved Army Corps of Engineers' (ACOE) Nationwide permit allows open space crossings. Each crossing will be designed with minimal effects on wetland resources within the open space area and in accordance with conditions of the ACOE permit, as well as Streambed Alteration Agreements for each crossing.

3.9 Public Facilities and Services

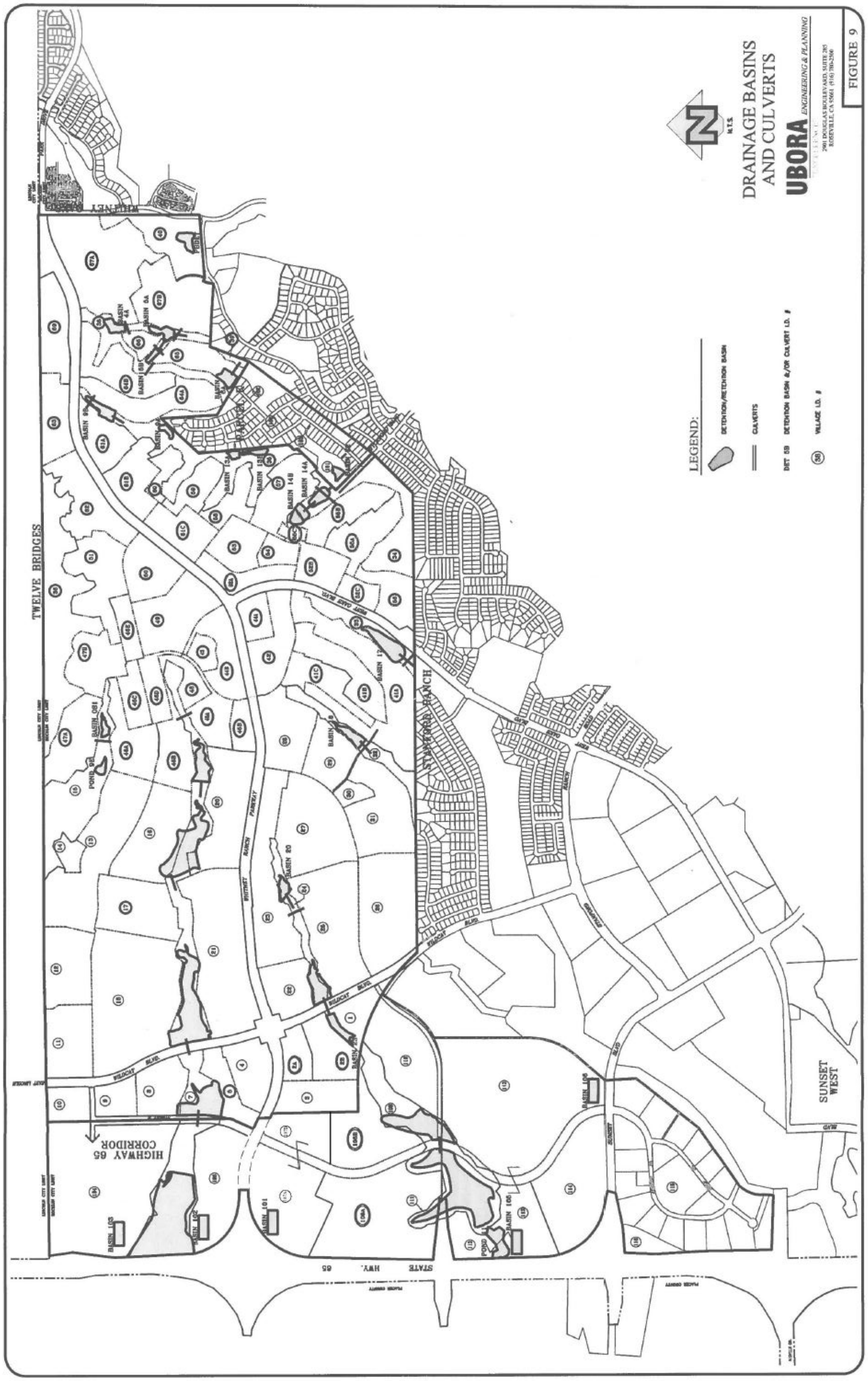
The North West Rocklin Area General Development Plan will provide the entire infrastructure necessary to serve the needs of residents and users within the plan area. Services will be provided as follows:

Table 12
Service Providers

Service	Provider
Water	Placer County Water Agency (PCWA)
Sewer	South Placer Municipal Utility District (SPMUD)
Drainage	City of Rocklin
Solid Waste	Recology Auburn-Placer Disposal
Schools	Rocklin Unified School District
Power & Natural Gas	P G & E
Telephone	Multiple Carriers

All facilities and services shall be constructed, dedicated, or provided in accordance with the General Plan, the Capital Improvement plan, the Rocklin Municipal Code and other required entitlements and permits.

Figure 9 – Drainage Basins and Culverts



This map is for reference only to Drainage Basins and Culverts. See Figure 5 for updated Planning Unit numbers, the City of Rocklin Citywide Zoning Map for current zoning information, and to the Northwest Rocklin Master Drainage Plan for additional drainage information.

ROCKLIN
CALIFORNIA

City Council
Staff Report

Subject: Villages at Civic Center Notice of Completion

Date: August 8, 2023

Submitted By: David Mohlenbrok, Director of Community Development
Lynn Toth, Associate Civil Engineer

Department: Community Development

Recommendation:
Adopt a Resolution of the City Council of the City of Rocklin Accepting the Public Work Known as Villages at Civic Center Subdivision Improvements, Public Streets and City Open Space Lots (SD-2004-08), Approving the Notice of Completion Thereof, and Authorizing and Directing the Execution and Recordation of Said Notice on Behalf of the City (Riverland Homes Inc., a California Corporation).

Background:
This project is generally located south of Winding Way and east of Ruhkala Road, west of Lost Avenue, with public street access off Lost Avenue, Evelyn Avenue, and Wickman Loop. The project consists of 65 numbered residential lots, three (3) lettered homeowners' association-maintained lots, one (1) lettered City maintained open space lot (Lot D), and one (1) lettered City maintained drainage lot (Lot C).

The tentative subdivision map for Villages at Civic Center (SD-2004-08) was approved by the City Council on September 13, 2005 per Resolution No. 2005-307. The tentative map was extended on September 26, 2017 per Resolution No. 2017-216, and the tentative map was approved for Substantial Compliance on December 15, 2017 by the Community Development Director. The City Council approved the Final Map for Villages at Civic Center Subdivision and authorized the execution of a Subdivision Improvement Agreement on May 14, 2019 per Resolution No. 2019-97. The final map was recorded on August 5, 2019 in Book EE of Maps, at Page 61 in the Office of the Recorder of Placer County.

The streets were offered for dedication in fee on the aforementioned final map and the agreement required the developer, Riverland Homes Inc, to construct certain improvements that are specified to be dedicated to the City, including the subdivision's public streets: Evelyn Avenue, Wickman Loop, and Lost Avenue, as shown in the Notice of Completion.

Riverland Homes Inc. has completed the improvements and will maintain a warranty bond for a period of one (1) year from the date the City accepts the improvements. The attached

resolution and subsequent recordation of the Notice of Completion will allow the City to take ownership of the streets and public lots associated with the subdivision.

Fiscal Impact:

The public streets have been dedicated to the City and will be maintained by the City, funded through Community Facilities District No. 5.

ATTACHMENTS:

1. Resolution - Notice of Completion with Exhibit A
2. Exhibit 1 to Resolution Exhibit A - Location Map

RESOLUTION NO. 2023-

RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF ROCKLIN ACCEPTING THE PUBLIC WORK KNOWN
AS VILLAGES AT CIVIC CENTER SUBDIVISION IMPROVEMENTS, PUBLIC STREETS
AND CITY OPEN SPACE LOTS
(SD-2004-08), APPROVING THE NOTICE OF COMPLETION THEREOF,
AND AUTHORIZING AND DIRECTING THE EXECUTION AND RECORDATION OF
SAID NOTICE ON BEHALF OF THE CITY
(Riverland Homes Inc., a California Corporation)

The City Council of the City of Rocklin does resolve as follows:

Section 1. The Notice of Completion ("Notice") relative to that public work known as Villages at Civic Center Subdivision Improvements, public streets and City open space lots (SD-2004-08), attached hereto and incorporated herein as Exhibit "A", which consists of two avenues and a loop, and an open space lot and a drainage lot, as identified in Exhibit "1" of the Notice, is hereby approved and the public work accepted.

Section 2. The City Engineer is authorized and directed to execute said Notice on behalf of the City of Rocklin.

Section 3. The City Clerk is authorized and directed to record said Notice in the Office of the Placer County Recorder when fully executed and notarized and within ten (10) days of City Council approval.

PASSED AND ADOPTED this 8th day of August 2023, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

_____
Ken Broadway, Mayor

ATTEST:

_____
, Acting City Clerk

Exhibit “A”
Notice of Completion

Recording Requested by
and Return to:

City Clerk
City of Rocklin
3970 Rocklin Road
Rocklin, CA 95677

No Fee Per Gov't Code § 27383
No Documentary Transfer Tax -$0-
Per Rev & Tax Code § 11922

NOTICE OF COMPLETION

On September 13, 2005, the City Council of the City of Rocklin, located at 3970 Rocklin Road, Rocklin, California, approved the Villages at Civic Center Tentative Subdivision Map (City Council Resolution No. 2005-307) and a condition of said map was the construction of public improvements. The Final Map of the Villages at Civic Center Subdivision, which included the final layout for the public improvements was approved by Resolution No. 2019-97 of the City Council of the City of Rocklin and was recorded with the County Recorder of Placer County on the 5th day of August, 2019 in Book EE of Maps, at Page 61.

NOTICE IS HEREBY GIVEN that the public work (public streets and City maintained open space and drainage lots) known as Villages at Civic Center Subdivision Improvements (SD-2004-08) is complete. The location of said public work (the streets listed as "Evelyn Avenue," "Wickman Loop," and "Lost Avenue" and "Lot C" and "Lot D") is indicated on the map attached hereto as Exhibit "1" and incorporated herein by this reference. The developer of said project was Riverland Homes Inc., a California Corporation. The surety on said project was American Contractors Indemnity Company. The date of completion was July 31, 2023.

I, Hunter Young, being first duly sworn, depose and say: I am the City Engineer of the City of Rocklin, a general law city in the State of California, owner of the property described in the above Notice of Completion. I am duly authorized to make this verification for and on behalf of the City of Rocklin. I have read the Notice of Completion, and know its contents and the facts stated therein are true.

ATTEST:

_____
, Acting City Clerk

City of Rocklin

_____
City Engineer - City of Rocklin, 3970 Rocklin Road, Rocklin, California – Owner of the Public Work Improvements – Villages at Civic Center Public Streets and City Maintained Open Space and Drainage Lots (SD-2004-08)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:_____ Signature:_____

Hunter Young
City Engineer, City of Rocklin

EXHIBIT “1”
NOTICE OF COMPLETION OF IMPROVEMENTS
CITY ACCEPTANCE OF STREET IMPROVEMENTS
VILLAGES AT CIVIC CENTER (SD-2004-08)

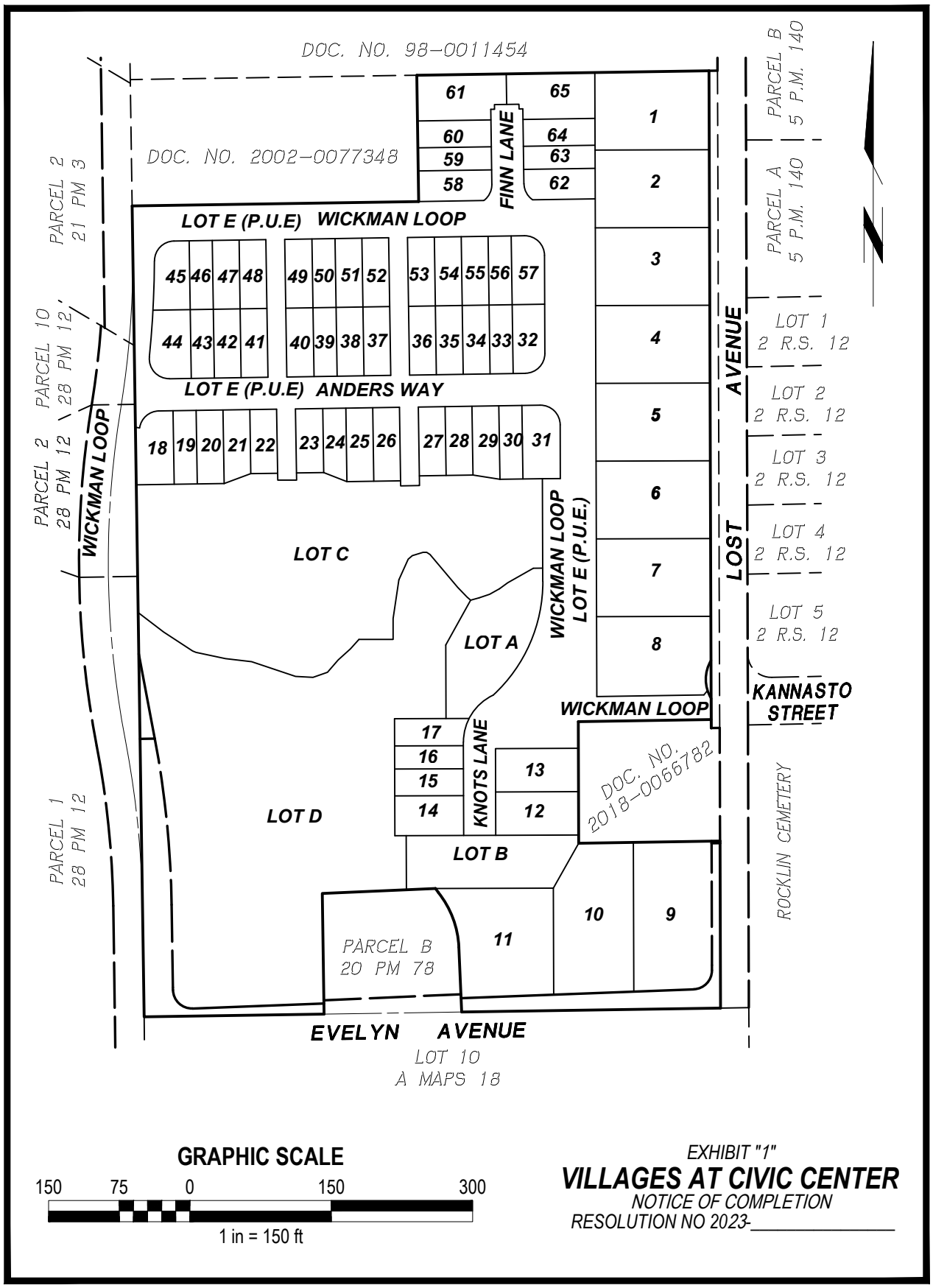


EXHIBIT "1"

VILLAGES AT CIVIC CENTER

NOTICE OF COMPLETION

RESOLUTION NO 2023-_____

ROCKLIN
CALIFORNIA

City Council
Staff Report

Subject: Local Responsibility Area Wildland Protection Reimbursement Agreement

Date: August 8, 2023

Submitted By: Ryan Brayton, Deputy Fire Chief

Department: Fire

Recommendation:
Adopt a Resolution of the City Council of the City of Rocklin authorizing the City Manager to execute a Cooperative Fire Programs Local Responsibility Area Wildland Protection Reimbursement Agreement with the California Department of Forestry and Fire Protection (CAL FIRE) within the City of Rocklin for Fiscal Year 2023/2024.

Background:

Since 1997, the City of Rocklin has contracted with CAL FIRE for wildland fire protection of the Clover Valley Lakes area. On an annual basis, the City Council must authorize the City Manager to sign an agreement on the City's behalf with CAL FIRE for the protection of wildlands in the annexation territory. The agreement provides for annual renewals and rate adjustments for as long as CAL FIRE services are necessary or desirable. In 2004, Resolution No. 2004-105 authorized a reimbursement agreement for the developers of Clover Valley Lakes area to reimburse the City for the cost of CAL FIRE wildland fire protection services for the Clover Valley Lakes area. The agreement remains in effect for as long as CAL FIRE provides fire protection of wildlands within the annexation territory.

In 2020, Resolution No. 2020-126 was adopted by the City Council on July 14, 2020 for Fiscal Year 2020/21, which approved the CAL FIRE Agreement Cost Calculations for the Clover Valley Lakes area for 622.5 acres. In 2019, the developer, Massie & Company, LLC, sold approximately 95 acres to Jessup University. This transaction and change of ownership resulted in an amendment to the original agreement, as well as an evaluation of the current acreage. The amended acreage was determined and confirmed with the Placer County GIS and County Assessor's Office as 613.2 acres (including the Jessup University portion). CAL FIRE has included the Agreement Cost Calculations on page 8 of the Attachment 2.

The agreement with CAL FIRE provides the City of Rocklin with automatic responses to wildland fires in the area. On "High Fire Dispatch" days, the City will receive two dozers, six engines, two Chief Officers, two Hand Crews, one Helicopter, one Air Attack, and two Air Tankers free of charge. See page 16 of Attachment 2 for details pertaining to the Operating Plan.

Fiscal Impact:

For Fiscal Year 2023/2024, the CAL FIRE total protection cost for 613.2 acres is $25,036. The funds were appropriated into the Fiscal Year 2023/24 Operating Budget in Fire Prevention, and will be reimbursed by the property owner; thus will have no additional fiscal impact.

ATTACHMENTS:

1. Resolution
2. Exhibit A to Resolution - Wildland Protection Agreement.pdf

RESOLUTION NO. 2023-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKLIN AUTHORIZING THE CITY MANAGER TO EXECUTE A COOPERATIVE FIRE PROGRAMS LOCAL RESPONSIBILITY AREA WILDLAND PROTECTION REIMURSEMENT AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE) WITHIN THE CITY OF ROCKLIN FOR FISCAL YEAR 2023/2024

WHEREAS, the State of California Department of Forestry and Fire Protection (CAL FIRE) has the ability to provide wildland fire protection within the Clover Valley Lakes area of the City of Rocklin, and the City desires to contract with CAL FIRE to provide this service as long as portions of the Clover Valley Lakes area remains undeveloped; and

WHEREAS, pursuant to Resolution No. 2003-276, the City Council authorized the City Manager to execute the annual wildland fire protection agreement (Agreement) for the Clover Valley Lakes area with CAL FIRE, providing a cost to the City; and

WHEREAS, pursuant to Resolution No. 2004-105, and in accordance with Exhibit A to Resolution No. 2004-105, the developer(s) of Clover Valley Lakes area entered into a reimbursement agreement to reimburse the City for the cost of CAL FIRE wildland protection service. The Agreement remains in effect for as long as CAL FIRE provides protection of wildlands within the annexation territory; and

WHEREAS, an Operating Plan submitted with the CAL FIRE agreement provides the City with wildland fire protection and would cover the expenses of a wildland fire response; and in the absence of contract coverage through CAL FIRE, the City would be responsible to pay for CAL FIRE response costs; and

WHEREAS, the current CAL FIRE agreement cost calculations for 613.2 acres will cost $25,035.51 for Fiscal Year 2023/2024.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rocklin as follows:

Section 1. The annual Cooperative Fire Programs Local Responsibility Area Wildland Protection Reimbursement Agreement with the California Department of Forestry and Fire Protection (CAL FIRE) for wildland fire protection within the Clover Valley Lakes area of the City of Rocklin for Fiscal Year 2023/2024 is approved in substantially the form attached hereto as Exhibit A to Resolution, and the City Manager is authorized to execute the agreement on behalf of the City.

PASSED AND ADOPTED this 8th day of August 2023, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

_____
Ken Broadway, Mayor

ATTEST:

_____
, Acting City Clerk

STATE OF CALIFORNIA

COOPERATIVE FIRE PROGRAMS
LOCAL RESPONSIBILITY AREA WILDLAND PROTECTION
REIMBURSEMENT AGREEMENT

LG-W REV 1/2023

AGREEMENT NUMBER	2CA06308
REGISTRATION NUMBER:	

1. This Agreement is entered into between the State Agency and the Local Agency named below:

STATE AGENCY'S NAME
California Department of Forestry and Fire Protection – (CAL FIRE)

LOCAL AGENCY'S NAME
City of Rocklin

2. The term of this Agreement is: July 1, 2023 through June 30, 2024

3. The maximum amount of this Agreement is: $ 25,035.51
Twenty five thousand thirty five dollars and fifty one cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work – Includes page 2 (contact page) in count for Exhibit A	2	pages
Exhibit B – Budget Detail and Payment Provisions	2	pages
Exhibit C* – General Terms and Conditions; DGS GTC Version: 04/2017	0	pages
Exhibit D – Special Terms and Conditions (Attached hereto as part of this Agreement)	1	pages
Exhibit E – Additional Provisions	12	pages

*Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this Agreement as if attached hereto.
General Terms and Conditions can be viewed at: http://www.dgs.ca.gov/ols

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

LOCAL AGENCY		***California Department of General Services Use Only***
LOCAL AGENCY'S NAME City of Rocklin		
BY *(Authorized Signature)* ✍	DATE SIGNED*(Do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING Aly Zimmermann, City Manager		
ADDRESS 3970 Rocklin Road Rocklin, CA 95677		
STATE OF CALIFORNIA		
AGENCY NAME California Department of Forestry and Fire Protection		
BY *(Authorized Signature)* ✍	DATE SIGNED*(Do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING Matthew Sully, Assistant Deputy Director, Cooperative Fire		
ADDRESS P.O. Box 944246, Sacramento, CA 94244-2460		

DocuSign Envelope ID: 61A22580-4783-41DD-9444-A387E1A7769E

EXHIBIT A

COOPERATIVE FIRE PROGRAMS

AGREEMENT FOR PROTECTION OF WILDLANDS WITHIN LOCAL AGENCY RESPONSIBILITY AREA

1. The project representatives during the term of this Agreement will be:

CAL FIRE Unit Chief:		Local Agency:	City of Rocklin
Name:	Brian Estes	Name:	Reginald Williams, Chief
Phone:	530-277-2300	Phone:	530-625-5310
Fax:	530-823-9201	Fax:	

All required correspondence shall be sent through U.S. Postal Service by certified mail and directed to:

CAL FIRE Unit Chief:	Brian Estes	Local Agency:	City of Rocklin
Section/Unit:	Nevada-Yuba-Placer	Section/Unit:	Fire Department
Attention:	Steve Robinson, AO	Attention:	Reginald Williams, Chief
Address:	13760 Lincoln Way Auburn, CA 95603	Address:	4060 Rocklin Road Rocklin, CA 95677
Phone:	530-277-2302	Phone:	530-625-5310
Fax:	530-823-9201	Fax:	

Send an additional copy of all correspondence to:

CAL FIRE
Cooperative Fire Services
P.O. Box 944246
Sacramento, CA 94244-2460

2. AUTHORIZATION

This Agreement is entered into this 1st day of July, 2023, by and between the State of California, hereinafter called STATE and City of Rocklin, County of Placer, State of California, hereinafter called Local Agency through its duly authorized officers. As used herein, Director shall mean Director of the California Department of Forestry and Fire Protection (CAL FIRE). Where the standard clauses for example in Exhibit C, use the word "Contractor" that word shall mean LOCAL AGENCY as LOCAL AGENCY is used in this Agreement.

Section 4142 of the Public Resources Code provides that the Director may enter into cooperative Agreements with local jurisdictions for the purpose of providing wildland fire protection.

3. SCOPE OF WORK

LOCAL AGENCY has the responsibility for protection of life, property, and wildland areas comprising 613.2 acres of land as indicated on the map included under Exhibit E and desires to contract with the STATE to provide wildland fire protection to said area.

STATE has the ability to provide wildland fire protection for said area, of the type and degree, which it now provides on adjacent State Responsibility Areas.

DocuSign Envelope ID: 61A22580-4783-41DD-9444-A387E1A7769E

4. SERVICES BY STATE

A. STATE shall provide wildland fire protection for the areas defined in the above section.

B. For those areas, which are adjacent to State Responsibility Area, STATE will provide wildland fire protection at the same level of service it now provides on adjacent State Responsibility Area.

C. For those areas (islands), which are not adjacent to State Responsibility Area, the wildland fire protection provided by the STATE will be limited to those resources identified in the preplanned wildland response for the respective area. Any resources beyond those specified in the preplanned wildland response are assistance by hire and the financial responsibility of the LOCAL AGENCY.

5. ADMINISTRATION

A. LOCAL AGENCY agrees that STATE may dispatch fire protection resources available under this Agreement to other areas of the state when needed at the sole discretion of STATE.

B. STATE response will be subject to availability of resources.

C. Incident Management within the contract area shall conform to current Incident Command System criteria for Unified Command.

D. STATE and LOCAL AGENCY shall, through established dispatch procedures, immediately notify each other of any fire incident within the contract area.

6. MUTUAL AID

LOCAL AGENCY shall provide mutual aid response into the contract area for wildfires. Structural fire protection remains the jurisdictional and financial responsibility of LOCAL AGENCY.

7. ENTIRE AGREEMENT

This Agreement contains the whole Agreement between the parties. It cancels and supersedes any previous Agreement for the same or similar services.

DocuSign Envelope ID: 61A22580-4783-41DD-9444-A387E1A7769E

EXHIBIT B

BUDGET DETAIL, INVOICING, PAYMENT AND RECONCILIATION

1. **Invoicing and Payment:**

   A. LOCAL AGENCY shall pay STATE for providing said protection at the rate of 36.45 per acre, plus an 12.01% administrative charge for a total of $25,035.51 upon presentation of an invoice by STATE. The rate per acre and administrative charge will be calculated by STATE prior to January 1, of each year and annually thereafter, for the succeeding fiscal year subject to approval by LOCAL AGENCY. This Agreement shall be amended each fiscal year to reflect new rates.

   B. STATE shall provide thirty (30) day written notice to LOCAL AGENCY of the cost per acre and the administrative charge to be assessed for each subsequent fiscal year during the term of this Agreement; LOCAL AGENCY shall have thirty (30) days to approve said rate; if written approval is not received by STATE within said period, STATE's obligations hereunder shall terminate; LOCAL AGENCY shall be liable for all amounts due up to and including the date of such termination.

   C. To minimize the need for reconciliation payment is expected in full after the LOCAL AGENCY receives the STATE invoice. Payments made by the LOCAL AGENCY will cover the protection rate per acre and the administrative charge for the protection services rendered by STATE and including any other costs as provided herein, giving credit for all payments made by LOCAL AGENCY and claiming the balance due to STATE, if any, or refunding to LOCAL AGENCY the amount of any overpayment.

2. **Budget Contingency Clause**

   A. If the LOCAL AGENCY's governing authority does not appropriate sufficient funds for the current year or any subsequent years covered under this Agreement, which results in an inability to pay the STATE for the services specified in this Agreement, the LOCAL AGENCY shall promptly notify the STATE and this Agreement will terminate pursuant to the notice periods required herein.

   B. If funding for any fiscal year is reduced or deleted by the LOCAL AGENCY for purposes of this program, the LOCAL AGENCY shall promptly notify the STATE, and the STATE shall have the option to either cancel this Agreement with no liability occurring to the STATE, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced amount, pursuant to the notice terms herein

   C. If the STATE Budget Act does not appropriate sufficient funds to provide the services for the current year or any subsequent years covered under this Agreement, which results in an inability to provide the services specified in this Agreement to the LOCAL AGENCY, the STATE shall promptly notify the LOCAL AGENCY, and this Agreement will terminate pursuant to the notice periods required herein.

DocuSign Envelope ID: 61A22580-4783-41DD-9444-A387E1A7769E

D. If funding for any fiscal year is reduced or deleted by the STATE Budget Act for purposes of this program, the STATE shall promptly notify the LOCAL AGENCY, and the LOCAL AGENCY shall have the option to either cancel this Agreement with no liability occurring to the LOCAL AGENCY, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced services, pursuant to the notice terms herein.

E. Notwithstanding the foregoing provisions in paragraphs A and B above, the LOCAL AGENCY shall remain responsible for payment for all services actually rendered by the STATE under this Agreement regardless of LOCAL AGENCY funding being reduced, deleted or not otherwise appropriated for this program. The LOCAL AGENCY shall promptly notify the STATE in writing of any budgetary changes that would impact this Agreement.

F. LOCAL AGENCY and STATE agree that this Budget Contingency Clause shall not relieve or excuse either party from its obligation(s) to provide timely notice as may be required elsewhere in this Agreement.

DocuSign Envelope ID: 61A22580-4783-41DD-9444-A387E1A7769E

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. **Cancellation**

   Failure of either party to meet any of the terms and conditions of this Agreement, including non-payment of monies due hereunder, shall be cause for the termination of this Agreement; such termination shall become effective upon written receipt of 30 day notice of cancellation.

2. **Audit**

   If the Agreement is over $10,000, the parties shall, in accordance with Government Code Section 10532, be subject to examination and audit of the State Auditor General for a period of three (3) years after final payment under the Agreement. Examination and audit shall be confined to those matters connected with performance of the Agreement including, but not limited to, cost of administering the Agreement The Contractor warrants by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon Agreement or understanding.

3. **Operating Plan**

   Prior to April 1 of each year, STATE and LOCAL AGENCY shall establish a joint Operating Plan for the contract area, which shall be attached after Exhibit E. If LOCAL AGENCY received its structural fire protection from another local agency, the local agency providing the structural fire protection must be party to the Operating Plan.

4. **Extension of Agreement**

   Unless there is written notice by LOCAL AGENCY to terminate this Agreement STATE shall extend this Agreement for a single one-year period from the original termination date. The cost of services provided by STATE during the extended period shall be based upon the rates published for the fiscal year in which the extended period falls had a new Agreement been entered into.

5. **Modification**

   This Agreement may be amended at any time by written mutual consent of the parties hereto.

6. **Indemnification**

   Each party, to the extent permitted by law, agrees to indemnify and hold harmless the other party, its officers, agents, and employees from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the indemnifying party.

DocuSign Envelope ID: 61A22580-4783-41DD-9444-A387E1A7769E

EXHIBIT E

ADDITIONAL PROVISIONS

Attachments

- ☒ Budget Plan
- ☒ Topographic Map
- ☒ Operating Plan
- ☐ Annual Report

DocuSign Envelope ID: 61A22580-4783-41DD-9444-A387E1A7769E

LOCAL RESPONSIBILITY AREA (LRA) WILDLAND PROTECTION REIMBURSEMENT AGREEMENT

Program Cost Account (PCA #) **29005**

THIS IS THE BUDGET PLAN FOR THE LOCAL RESPONSIBILITY AREA (LRA)
WILDLAND FIRE PROTECTION REIMBURSEMENT AGREEMENT BETWEEN THE
STATE OF CALIFORNIA, DEPARTMENT OF FORESTRY & FIRE PROTECTION (CAL FIRE)
AND THE CITY/TOWN OF Rocklin A LOCAL AGENCY
FOR THE 2023/2024 FISCAL YEAR

AGREEMENT COST CALCULATIONS:

Number of Acres 613.2

General Fund Reimbursement	$ 16.33	$ 10,013.56
Unit Budget	$ 20.12	$ 12,337.58
Sub-Total		$ 22,351.14
Admin Rate	12.01%	$ 2,684.37
Total Protection Cost		**$ 25,035.51**

Comments Section:

DocuSign Envelope ID: 61A22580-4783-41DD-9444-A387E1A7769E

EXHIBIT E

FY 2022/23

OPERATING PLAN

TO THE AGREEMENT FOR WILDLAND FIRE PROTECTION

WITHIN LOCAL RESPONSIBILITY AREA

BETWEEN

CITY OF ROCKLIN

AND

CALIFORNIA DEPARTMENT OF FORESTRY & FIRE PROTECTION

NEVADA-YUBA-PLACER UNIT

DocuSign Envelope ID: 61A22580-4783-41DD-9444-A387E1A7769E

OPERATING PLAN

Table of Contents

1. Identification of the State and Local Agency Involved 11
2. Authority of Plan 11
3. Purpose of Plan 11
4. Definitions and Restrictions 11
5. Procedures 11
6. General Procedures 12
7. Fire Prevention 13
8. Signatures 15

APPENDIX

CAL FIRE Nevada-Yuba-Placer Unit Pre-Planned Response A-1
City of Rocklin Pre-Planned Response A-2
Wildland Fire Protection Contract Map A-3

DocuSign Envelope ID: 61A22580-4783-41DD-9444-A387E1A7769E

OPERATING PLAN

1. WHO

This operating plan is between the California Department of Forestry and Fire Protection Nevada-Yuba-Placer Unit (CAL FIRE) and the City of Rocklin (City). It has been developed to specifically discuss the contractual agreement with CAL FIRE and the City for Watershed Fire Protection within the City limits.

2. AUTHORITY OF PLAN

The operating plan is required of both agencies by the agreement between CAL FIRE and the City for wildland fire protection within Local Agency dated **July 1, 2023**, herein after referred to as AGREEMENT.

3. PURPOSE OF PLAN

This operating plan will provide the Chief Officers of both agencies a means for executing the AGREEMENT and is "Exhibit B" to that AGREEMENT.

4. DEFINITIONS AND RESTRICTIONS

See AGREEMENT for definitions and descriptions of general terms.

This operating plan does not allow either agency to operate outside the limitations stated in the AGREEMENT and any existing automatic mutual aid agreements.

5. PROCEDURES

A. Fire reporting/reports – When the City of Rocklin Fire Department receives a report of a wildfire within the area covered by the AGREEMENT, it will promptly notify the CAL FIRE Emergency Command Center (ECC). Each agency will process their appropriate reports and make the information available to the other upon request no later than 60 days.

B. Incident Management – The Incident Command System (ICS) will be used to manage wildfires within the AGREEMENT area. A Unified Command Structure will be implemented with a CAL FIRE representative as IC and a City of Rocklin Fire Department representative as Deputy IC.

C. AGREEMENT Area Fires – Each agency will maintain a pre-planned response for fires within the AGREEMENT area. Immediate cooperation between agency dispatch centers will occur to insure commonality in resource utilization. State resources will be ordered consistent with the terms of the AGREEMENT through the ECC. Any State augmentation to the pre-planned State response must be

DocuSign Envelope ID: 61A22580-4783-41DD-9444-A387E1A7769E

authorized by a CAL FIRE officer. Augmentation above pre-planned response may require, through post audit, that adjacent CAL FIRE Direct Protection Area was threatened, or that the augmentation was justified on a cost efficiency basis. Local government and private resources will be ordered through the City of Rocklin Department Emergency Command Center to insure proper utilization of the Master Mutual Aid Agreement.

D. Mutual Aid – for the purpose of this agreement, all initial attack resources will be considered mutual aid.

E. Initial Attack – Initial Attack resources will always be based on the closest forces concept as identified in the pre-planned initial attack response areas.

F. Move-up and Cover – Station coverage will be exchanged between both agencies when appropriate. Normally covering agency engines should be replaced with specific agency resources as soon as possible to prevent long term coverage problems.

G. Fire Information – Nothing in the operation of a Joint Public Information Center would preclude following agency internal information policy or procedure.

Unified Command Fire:

1. Representatives of both agencies will meet as needed to discuss procedures and locations of potential Information Centers. Both agencies will strive to keep personnel certified in the field of Public Information for use during emergencies.

2. The Unified Command will determine which agency will provide the lead Information Officer, but normally it would be the agency with the greatest commitment of resources.

H. Parties to this agreement (Chief Officer level) may order resources directly from each other's Emergency Command Centers when an immediate need exists. These resources include engines, fire crews, and bulldozers, in accordance with the AGREEMENT. The closest forces concept will be utilized.

6. GENERAL PROCEDURES

Each agency's representative and ECC personnel will meet annually to discuss, review, and update boundary fire dispatching, AGREEMENT area dispatching, fire reporting procedures, and exchange information which would affect the other agency.

DocuSign Envelope ID: 61A22580-4783-41DD-9444-A387E1A7769E

7. FIRE PREVENTION

A. POLICY

All fire prevention activities conducted on lands within the AGREEMENT area will be consistent with both agencies' guidelines. CAL FIRE and City of Rocklin Fire Department will be expected to conduct a year-round aggressive fire prevention program using guidelines within the CAL FIRE Handbook 9000 and City of Rocklin Fire Department Prevention Guidelines. This will include, but is not limited to, annual analysis and planning sessions so a proactive fire prevention plan can be generated and followed.

1. Protection/Planning Issues - Although the responsibility for enforcing fire safe ordinances pertaining to improvements in wildland areas within the City limits is the responsibility of the City of Rocklin Fire Department, a CAL FIRE representative will be available upon request to comment on these issues and assist in the enforcement of related ordinances.

2. Hazard Reduction Inspections

   a) Home Inspection – CAL FIRE will work directly with the City of Rocklin Fire Department to enforce Public Resources Code Sections 4291, 4446, 4442, 4443, 4123, or applicable International Fire Code sections.

   b) Powerline Inspections – CAL FIRE will work directly with the City of Rocklin Fire Department concerning the inspections of power lines over 750 volts, using PRC 4292, 4293, as a guide.

B. RESPONSIBILITY

CAL FIRE and the City of Rocklin Fire Department personnel will, in the performance of their duties, give full consideration to the prevention of fires and public education. Both agencies will allow staff to establish and attain fire prevention goals.

C. EXISTING AND PROJECTED DEMAND

Fire prevention, along with suppression and general emergency mitigation, is a primary role for both agencies. The demand for future services will increase thus requiring more intensive programs. Fire protection and prevention will be influenced by the following factors:

1. Increased recreation use.

2. Increased residential and commercial development.

DocuSign Envelope ID: 61A22580-4783-41DD-9444-A387E1A7769E

3. Industrial Activity.

D. OBJECTIVES

The objective of the fire prevention plan is the cost-effective reduction of fire suppression expenditures and damages from person caused fires. It is also a current and comprehensive public education program directed towards fire safety awareness and code enforcement.

E. RECOMMENDED ACTIONS

1. Public Education

   a) School programs, ages K-3.

   b) Timely newspaper articles concerning fire awareness.

2. Code Enforcement

   a) Active PRC 4291 home inspection program in targeted areas.

   b) Enforcement of the Fire Safe ordinances as they apply to construction in watershed areas.

   c) Active role in railroad and powerline inspections as resources allow.

3. Area Involvement

   a) Maintain a trained staff for public information during wildfire events in the City.

F. FUEL MODIFICATION

Both agencies will continue to encourage property owners and associations that own property to establish and maintain a healthy fuel complex through the following avenues:

1. Explore prescribed burning through available programs.

2. Forest Practice Inspections.

3. Manual fuel modification with mechanized programs (bio-mass), handcrew programs, and local resources.

DocuSign Envelope ID: 61A22580-4783-41DD-9444-A387E1A7769E

4. Group bio-mass programs to control stems per acres and remove dead and down materials.

G. BURNING PERMIT ADMINISTRATION

Burning Permit Issuance

1. The City of Rocklin Fire Department has the responsibility of issuing burn permits within the City limits and therefore the AGREEMENT area. Both agencies will agree to and establish burn permit guidelines by April 1 of each year. Guidelines will mirror those established by CAL FIRE to ensure consistency in burn programs in both the City and areas adjacent to the City.

2. The suspension of burning permits in the AGREEMENT area will be directly related to the permit suspension procedures outside of the AGREEMENT area to ensure consistency. Suspensions will be based on input from CAL FIRE and the City of Rocklin Fire Department.

H. MONITORING AND EVALUATION

Periodic monitoring and evaluation of the Operating Plan will provide for orderly and timely amendments and revisions of the Plan. The monitoring will determine if:

1. Objectives are being met.

2. Plan direction is being followed.

3. Plan is achieving desired results.

This Operating Plan has been approved and authorized as Exhibit B to be attached to the Wildland Fire Protection for Local Responsibility Areas Agreement between the NEU Unit and the City of Rocklin.

For STATE:
California Department of
Forestry and Fire Protection
Nevada-Yuba-Placer Unit
13760 Lincoln Way
Auburn, CA 95603

For LOCAL AGENCY:

City of Rocklin Fire Department
4060 Rocklin Road,
Rocklin, CA 95677

Brian Estes, Unit Chief

Reginald Williams, Fire Chief

DocuSign Envelope ID: 61A22580-4783-41DD-9444-A387E1A7769E

A-1

CAL FIRE DISPTACH PLAN
PRE-PLANNED RESPONSE
ROCKLIN WATERSHED CONTRACT

	DOZER	ENGINES	OFFICER	CREWS	HELICOPTER	AIR ATTACK	AIR TANKER
LOW	0	2	1	0	0	0	0
MEDIUM	1	4	1	2	TYPE II 1	1	2
HIGH	2	6	2	2	TYPE II 1	1	2

**** Rocklin Fire Department resources not included in wildland response resources.***

Station Proximity			Air Attack
1. Auburn	CAL FIRE	2 Engine	*Initial aircraft will be dispatched under the closest forces concept.
2. Foresthill	CAL FIRE	1 Engine	
3. Higgins	CAL FIRE	2 Engine	
4. Colfax	CAL FIRE	1 Engine	
Bulldozers	**Handcrews**		**Copters**
1. Auburn	1. Washington Ridge		*Initial helicopter dispatch will be under the closest forces concept
2. Nevada City	2. Growlersberg		
	3. Placer Center		

DocuSign Envelope ID: 61A22580-4783-41DD-9444-A387E1A7769E

A-2

ROCKLIN DISPATCH PLAN
PRE-PLANNED RESPONSE
ROCKLIN WATERSHED CONTRACT AREA

VEGETATION FIRE RESPONSE

ENGINES	OFFICER
2	1

STRUCTURE PROTECTION

ENGINES	OFFICER
3	1

City of Rocklin
Local Wildland Contract - 2023/2024

N

ROCKLIN
CALIFORNIA

City Council
Staff Report

Subject: Release of Property from Development Agreement, Design Guidelines and Flood Agreement (Placer Creek Apartments, LLC) - Parcel M

Date: August 8, 2023

Submitted By: David Mohlenbrok, Director of Community Development
Lynn Toth, Associate Civil Engineer

Department: Community Development

Recommendation:
Adopt a Resolution of the City Council of the City of Rocklin Approving and Authorizing the Release of Property from Development Agreement, Design Guidelines and Flood Agreement (Placer Creek Apartments, LLC) - Parcel M.

Background:
Parcel M (APN 017-084-001-000) is approximately 0.84 acres, located at the southeast corner of the intersection of Whitney Ranch Parkway and University Avenue (see Attachment 1 for a location map). It was previously owned by Sunset Ranchos Investors, LLC and at the time, assumed to be used for road right of way for Whitney Ranch Parkway. This remnant parcel was created when the alignment for Whitney Ranch Parkway was changed and the remainder was no longer needed for right of way. The parcel is not easily developable by itself due to its size and geometry. Therefore, it was contemplated that the parcel would be made part of the adjacent parcel to ensure its orderly and efficient development.

On April 24, 2018, the City Council adopted Resolution No. 2018-88, approving and authorizing the City Manager to execute a grant deed accepting Parcel M from Sunset Ranchos Investors, LLC, and a separate grant deed transferring the same parcel to Evergreen Rocklin Land Joint Venture (ERLJV). Most recently, UKI Rocklin, LLC a California Limited liability company (UKI), a related entity to ERLJV, conveyed Parcel M to Placer Creek Apartments, LLC. There were certain title restrictions on the property when owned by Sunset Ranchos Investors, LLC, pertaining to the development of Whitney Ranch that are no longer applicable and should be released in order for Placer Creek Apartments, LLC to develop the property and the adjacent property as a proposed apartment project.

The Development Agreement (DA-2001-01, Ordinance No. 859), subsequent amendments, Design Guidelines, and Flood Agreement are no longer applicable to the remnant parcel, which is now part of an approved project (Placer Creek Apartments). The proposed Resolution (Attachment 2) provides for the release of the development agreement, design guidelines and

flood agreement that are no longer necessary.

Fiscal Impact:
The property is part of the current development of the Placer Creek Apartments project (DR2017-0006), and has generated permit fees and property tax revenue.

ATTACHMENTS:
1. Location Map
2. Resolution
3. Resolution Exhibit A - Release of Parcel M
4. Resolution Exhibit B - Legal Description

Attachment 1

Location Map

RESOLUTION NO. 2023-

RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF ROCKLIN APPROVING AND AUTHORIZING THE RELEASE OF PROPERTY FROM DEVELOPMENT AGREEMENT, DESIGN GUIDELINES AND FLOOD AGREEMENT
(Placer Creek Apartments, LLC) - Parcel M

The City Council of the City of Rocklin does resolve as follows:

WHEREAS, the City and Sunset Ranchos Investors, LLC, entered into a development agreement for the Whitney Ranch Development project, of which Parcel "M" was a part of; and

WHEREAS, Parcel M, described in Exhibit "B" attached hereto, is also subject to Design Guidelines and a Flood Agreement which were intended to pertain to the development of the property as part of the Whitney Ranch Development project; and

WHEREAS, the City Council approved Resolution No. 2018-88, approving and authorizing the City Manager to execute a grant deed accepting Parcel M from Sunset Ranchos Investors, LLC, and a separate grant deed transferring the same parcel to Evergreen Rocklin Land Joint Venture, a California general partnership ("ERLJV"); and

WHEREAS, Parcel M was conveyed to the City, by Grant Deed dated May 8, 2018, recorded June 1, 2018 as Document No. 2018-0039305, Official Records, as it is a remnant parcel separated from the rest of the Whitney Ranch Development project and no longer required by the Developer; and

WHEREAS, the City conveyed Parcel M to ERLJV, by Grant Deed dated June 1, 2018, recorded June 1, 2018 as Document No. 2018-0039306, Official Records, and ERLJV owned adjacent property and is not a part of the Whitney Ranch Development project.

WHEREAS, most recently, UKI Rocklin, LLC, a California limited liability company ("UKI"), a related entity to ERLJV, conveyed Parcel M to Placer Creek Apartments, LLC, by Grant Deed dated December 21, 2022, recorded December 30, 2022 as Document No. 2022-0094153, Official Records.

WHEREAS, Parcel M is a remnant parcel separated from the rest of the Whitney Ranch development following the construction of Whitney Ranch Parkway and was no longer required by the City of Rocklin for the construction of Whitney Ranch Parkway.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rocklin as follows:

Section 1. The City Council of the City of Rocklin finds that upon the conveyance of Parcel M to Evergreen Rocklin Land Joint Venture, it is no longer necessary to impose the obligations of the Development Agreement, Design Guidelines and Flood Agreement on Parcel M.

Section 2. The City Council of the City of Rocklin herby approves and authorizes execution and recordation of the Release of Property from the Development Agreement, Design Guidelines and Flood Agreement, in substantially the form attached hereto as Exhibit "A" by this reference incorporated herein.

PASSED AND ADOPTED this 8th day of August 2023, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

_____
Ken Broadway, Mayor

ATTEST:

_____
, Acting City Clerk

Exhibit “A”
Release

RECORDING REQUESTED BY
AND WHEN RECORDED, MAIL TO:

Placer Creek Apartments, LLC
c/o The Grupe Company
Attn: Nelson E. Bahler, Esq.
3255 W. March Lane, Suite 400
Stockton, CA 95219

APN: 017-084-001-000

RELEASE OF PROPERTY FROM DEVELOPMENT AGREEMENT,
FLOOD AGREEMENT AND DESIGN GUIDELINES

This Release of Property from Development Agreement, Flood Agreement and Design Guidelines ("Release") is hereby granted by the City of Rocklin, a Municipal Corporation of the State of California (the "City") to and for the benefit of Placer Creek Apartments, LLC, a Delaware limited liability company, and any successor owner of Parcel M (as defined below).

RECITALS

A. Reference is made to that certain "Development Agreement, by and between Sunset Ranchos Investors, LLC, a California limited liability company ("Developer"), and the City, dated July 23, 2002, recorded September 24, 2002, as Instrument No. 2002-0113578, Official Records, Placer County, California ("Official Records"), as amended by that certain First Amendment to said Agreement, recorded June 3, 2004, Instrument No. 2004-0071769, Official Records, by that certain Second Amendment to said Agreement, recorded June 20, 2005, Instrument No. 2005-0078521, Official Records, by that certain Third Amendment to said Agreement, recorded January 29, 2009, Instrument No. 2009-0006183, Official Records, by that certain Amended and Restated Development Agreement, recorded February 16, 2011, Instrument No. 2011-0013076, Official Records, by that certain Fifth Amendment to said Agreement, recorded July 12, 2013, Instrument No. 2013-0069965, Official Records, by that certain Sixth Amendment to said Agreement, recorded May 17, 2019, Instrument No. 2019-0032768, Official Records, by that certain Seventh Amendment to said Agreement, recorded December 16, 2020, Instrument No. 2020-0147893, Official Records, and by that certain Eighth Amendment to said Agreement, recorded _____, 2023, Instrument No. 2023-_____, Official Records (as amended, the "Development Agreement"). The Development Agreement pertains to the development of that certain property developed by Developer as a master planned community commonly known as Whitney Ranch, which property is more particularly described in the Development Agreement and referred to as the "Property."

B. The development of the Property is further subject to certain other matters of record, namely (a) the Northwest Rocklin Design Guidelines (Resolution No. 2002-233) ("Design Guidelines"), as noticed in that certain Notice of Design Guidelines Restrictions dated September

28, 2004, recorded October 6, 2004 as Instrument No. 2004-0132776, Official Records, and (b) Agreement (Flood and Drainage Control) by and between Developer and the City, dated July 20, 2004, recorded October 06, 2004, as Instrument No. 2004-0132774, Official Records ("Flood Agreement").

C. The Design Guidelines, Flood Agreement and Development Agreement specifically were intended to pertain to the development of the Property as part of the Whitney Ranch development.

D. By Grant Deed dated May 8, 2018, recorded June 1, 2018 as Document No. 2018-0039305, Official Records, Developer conveyed to the City that portion of the Property described on Exhibit A attached hereto ("Parcel M"). The City in turn conveyed Parcel M to Evergreen Rocklin Land Joint Venture, a California general partnership ("ERLJV"), by Grant Deed dated June 1, 2018, recorded June 1, 2018 as Document No. 2018-0039306, Official Records. Most recently, UKI Rocklin, LLC, a California limited liability company ("UKI"), a related entity to ERLJV, conveyed Parcel M to Placer Creek Apartments, LLC, by Grant Deed dated December 21, 2022, recorded December 30, 2022 as Document No. 2022-0094153, Official Records. Parcel M is a remnant parcel that was originally assumed to be used for road right of way for Whitney Ranch Parkway, but the roadway alignment was changed and the remainder was no longer needed for the construction of the roadway.

RELEASE

1. Recitals. The foregoing Recitals are incorporated herein by this reference as are all exhibits.

2. Release of Parcel M. As of June 1, 2018, the City affirms that Parcel M shall no longer be considered part of the Property for purposes of the Development Agreement, Design Guidelines, and Flood Agreement, and that ERLJV, UKI, Placer Creek Apartments, LLC, and any subsequent owner of Parcel M is released from all of the obligations imposed upon or applicable to the Property, or the development thereof, under the terms of the Development Agreement, Design Guidelines, and Flood Agreement. Moreover, the City specifically affirms that, as a result of this Release, ERLJV, UKI, Placer Creek Apartments, LLC, or any subsequent owner of Parcel M shall have no obligation to the City under the Development Agreement, Design Guidelines, and Flood Agreement, by reason of its ownership of Parcel M.

The City has caused this instrument to be executed as of the day and year set forth below.

Dated: _____, 2023.

CITY OF ROCKLIN,
a municipal corporation

By:_____
Name: _____
Its: _____
[SIGNATURE MUST BE ACKNOWLEDGED]

INSERT NOTARY ACKNOWLEDGEMENT HERE

EXHIBIT "B"

Legal Description of Parcel M

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF ROCKLIN, COUNTY OF PLACER, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

Area "M", as shown on the Map entitled "Whitney Ranch Large Lot Subdivision" filed for record in the Office of the County Recorder of Placer County, California, on October 2, 2004, in Book "Z" of Maps, at Page 94. Certificate of Corrections recorded June 4, 2007 as Instrument No. 2007-0056099 of Official Records, and recorded July 12, 2013 as Instrument No. 2013-0069963 of Official Records. Excepting therefrom all that portion conveyed to the City of Rocklin in that certain Grant Deed recorded May 28, 2014, Instrument No. 2014-0034877, of Official Records.

For APN/Parcel ID(s): 017-084-001-000

ROCKLIN
CALIFORNIA

City Council
Staff Report

Subject: Sunset Whitney Recreation Area Master Plan

Date: August 8, 2023

Submitted By: Kevin Huntzinger, Director of Parks and Recreation

Department: Parks and Recreation

Recommendation:
Adopt a Resolution of the City Council of the City of Rocklin Approving and Authorizing the City Manager to Execute Amendment No. 1 to the Contract for Services with Melton Design Group, Inc. for Professional Services to Create a Master Plan for the Sunset Whitney Recreation Area.

Background:

On April 26, 2022, the City Council approved a Contract for Services with Melton Design Group, Inc. (MDG) to create a master plan for the Sunset Whitney Recreation Area (SWRA). The process included the following steps:

- Project Coordination
- Site Analysis and Utility Study
- Needs Assessment, Stakeholder Outreach and Program Development
- SWRA Visioning and Master Plan Inspiration
- Development, Operations and Maintenance Costs
- Final-phased Implementation Plan

The City Council approved the master plan presented by MDG on February 14, 2023, and provided additional direction to staff based on MDG's findings and recommendations. In addition to the originally proposed Phase I items, the Veteran's Memorial Park was identified as a Phase I priority, by the City Council, and staff was asked to provide a concept plan in the future.

MDG provided an amended statement of work for design services related to Veteran's Memorial Park for an additional amount of $15,000. The amended statement of work includes:

- Kick-off Meeting
- Concept Plan for Veteran's Memorial Park
    - Preliminary Concept Plan Identifying Feature and Materials

    - Preliminary Lighting Plan
    - Preliminary Cost Analysis
    - Design Renderings
- Master Plan Package Review
    - Plan and Cost Revisions
    - Final Submission

Staff recommends that the City Council approve Amendment No. 1 (Attachment 2) to the SWRA Master Plan Contract for Services with Melton Design Group, Inc. (Attachment 3).

Fiscal Impact:

The proposed contract amendment will increase the contract amount by $15,000, for a new contract total not-to-exceed amount $138,870. Sufficient funds are available in the SWRA Improvements project in the Fiscal Year 2023/24 Operating Budget to cover the recommended contract increase.

ATTACHMENTS:

1. Resolution
2. Resolution Exhibit A - Amendment No. 1
3. Contract for Services

RESOLUTION NO. 2023 -

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKLIN APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 1 TO THE SUNSET WHITNEY RECREATION AREA MASTER PLAN CONTRACT FOR SERVICES WITH MELTON DESIGN GROUP, INC.

WHEREAS, on April 28, 2022 the City and Melton Design Group Inc. entered into a Contract for Services (Resolution 2022-84), for professional services to create a master plan for Sunset Whitney Recreation Area; and

WHEREAS, Melton Design Group, Inc. has completed all tasks outlined in the Contract for Services, and presented a final master plan concept to the City Council for consideration on February 14, 2023; and

WHEREAS, the City Council approved the final master plan concept and identified project priorities and phases; and

WHEREAS, the City Council identified Veteran's Memorial Park as a Phase I priority and directed staff to provide a concept plan; and

WHEREAS, the City and Melton Design Group, Inc. desire to add additional design services for Veteran's Memorial Park to the Contract for Services and amend the contract amount.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Rocklin as follows:

Section 1. The City Council of the City of Rocklin hereby approves and authorizes the City Manager to execute Amendment No. 1 to the SWRA Master Plan Contract for Services with Melton Design Group, Inc. in a form substantially similar to the Exhibit "A," attached hereto and incorporated herein.

PASSED AND ADOPTED this 8th day of August, 2023, by the following vote:

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

_____
Mayor, Ken Broadway

ATTEST:

_____

, Acting City Clerk

AMENDMENT NO. 1
TO CONTRACT FOR SERVICES BETWEEN THE CITY OF ROCKLIN
AND MELTON DESIGN GROUP, INC.

This Amendment is entered into as of _____, by and between the City of Rocklin, a municipal corporation ("City") and Melton Design Group, Inc. ("Contractor"), who agree as follows:

RECITALS

WHEREAS, the City and Contractor entered into a Contract for Services Agreement on April 28, 2022, for professional services to create a master plan for Sunset Whitney Recreation Area; and

WHEREAS, Melton Design Group has completed all tasks outlined in the Contract for Services for Sunset Whitney Recreation Area, and presented a final master plan concept to City Council for consideration on February 14, 2023; and

WHEREAS, the City and Contractor agree to increase the total contract amount and add additional services for the design and planning of Veteran's Memorial Park.

AGREEMENT

NOW, therefore, the City and Contractor hereby agree to amend the Contract for Services as follows:

1. Section 2, entitled "Compensation", subsection "A" is amended to increase the total compensation not to exceed amount to One Hundred Thirty-Eight Thousand, Eight Hundred Seventy Dollars ($138,870).

2. Exhibit A, entitled "Contractor Proposal/Scope of Work", Section 1, Task 4 – SWRA VISIONING MASTER PLAN and INSPIRATION is amended to include services related to the design and planning of Veteran's Memorial Park.

3. Exhibit C, entitled "Schedule of Fees" is amended to increase the total amount to $138,870.

Except as set forth in this Amendment, the Contract for Services is unaffected and shall continue in full force and effect in accordance with its terms. If there is a conflict between this Amendment and the Contract for Services, the terms of this Amendment will prevail.

Executed as of the date first written above.

CONTRACTOR

By: _____
Greg Melton, Principal

By: _____
Christa Melton, Secretary

CITY OF ROCKLIN

By: _____
Aly Zimmermann, City Manager

APPROVED AS TO FORM:

By: _____
Daniel Cucchi, Interim City Attorney

ATTEST:

By: _____
, Acting City Clerk

DocuSign Envelope ID: 046D6316-2F21-40B3-9CFE-79E88A877FF4

CONTRACT FOR SERVICES

THIS CONTRACT is made on 4/28/2022 | 11:26 AM PDT, 20__, by and between the CITY OF ROCKLIN a municipal corporation ("City"), and MELTON DESIGN GROUP ("Contractor") who mutually agree as follows:

Melton Design Group
820 Broadway St.
Chico, CA 95928

Phone: (530) 899-1616
Phone: (916) 754-2153
Email: greg@meltondg.com

1. SCOPE OF SERVICES

Subject to the terms and conditions set forth in this agreement, Contractor shall provide to the City the services described in the Scope of Work, Exhibit A. Contractor shall provide the services at the time, place and in the manner specified in Exhibits A and/or B. Contractor shall not be compensated for services outside the scope of Exhibit A unless prior to the commencement of the services: (a) Contractor notifies the City and City agrees the services are outside the scope of Exhibit A; (b) Contractor estimates the additional compensation required for these additional services; and (c) City after notice, approves in writing a supplemental agreement specifying the additional services and the amount of compensation therefore. City shall have no obligation whatsoever under this agreement or any supplemental agreement, unless and until the agreement or supplemental agreement is approved by the City Manager, the City Manager's authorized designee, or by the Rocklin City Council, as required by the Rocklin Municipal Code or other local law or policy.

2. COMPENSATION

A. The City shall pay Contractor for the services rendered pursuant to this agreement at the times and in the manner set forth in the Scope of Services, Exhibit A, the Schedule for Performance, Exhibit B, and in accordance with the Schedule of Fees in Exhibit C, but in no event shall the total compensation exceed the **total sum of $123,870 (One hundred twenty-three thousand, eight hundred seventy dollars).** The payments specified in Exhibits A and/or B shall be the only payments to be made to Contractor for the services rendered pursuant to this Agreement unless pursuant to Section 1, above, City approves additional compensation for additional services.

B. Contractor shall furnish City with invoices for all expenses as well as for all materials authorized by this Contract. The invoices shall be submitted with the monthly billings. Reimbursable expenses shall be limited to actual expenditures of Contractor for expenses that are necessary for the proper completion of the services and shall only be payable if specifically authorized in advance by City.

C. Contractor shall submit all billings/invoices for services to City in the manner specified in Exhibit B. Contractor's fees shall be as specified in the Scope of Work, Exhibit A or

DocuSign Envelope ID: 046D6316-2F21-40B3-9CFE-79E88A877FF4

the Schedule of Fees as set forth in Exhibit C. All invoices submitted by Contractor shall contain the following information:

(1) Job/project name or description;

(2) City's current purchase order and/or work order number (if applicable);

(3) Contractor's invoice number;

(4) Date of invoice issuance;

(5) Description of services billed under invoice, including the description of tasks performed and the corresponding rate charged for the completion of that task;

(6) Amount of invoice, itemizing all authorized reimbursable expenses; and

(7) Total billed to date under agreement.

D. City shall make payment to Contractor net 30 days from receipt of an acceptable invoice. If Contractor's performance is not in conformity with the Scope of Work, Exhibit A, or the Schedule of Performance, Exhibit B, or the provisions set forth above, payments may be delayed or denied, unless the Contractor's failure to perform is a documented result of the City's failure to conform with the Schedule of Performance, or if the Schedule of Performance is extended pursuant to Section 4. City shall not be responsible for delays in payment to Contractor resulting from Contractor's failure to comply with the invoice format described above, or as set forth in the Schedule of Performance.

E. During performance of the agreement and for a period of three (3) years after completing all services, Contractor shall maintain all accounting and financial records related to this Agreement, including but not limited to records of Contractor's costs for all services performed under this agreement and records of Contractor's reimbursable expenses, in accordance with generally accepted accounting practices, and shall keep and make the records available for inspection and audit by representatives of the City upon reasonable written notice.

F. Contractor shall pay when and as due, any and all taxes incurred as a result of Contractor's compensation hereunder, including estimated taxes, and shall provide City with proof of payment upon request. Contractor hereby agrees to indemnify City for any claims, losses, costs, fees, liabilities, damages or injuries suffered by City arising out of Contractor's breach of this section.

3. FACILITIES AND EQUIPMENT

Contractor shall at its sole cost and expense, furnish all facilities and equipment that may be required for Contractor to perform services pursuant to this agreement. City shall furnish to Contractor, only the facilities and equipment listed in Exhibit A (if any) according to any terms and conditions set forth in Exhibit A.

4. TERM OF CONTRACT

A. This agreement shall become effective on the date that it is approved by both parties, set forth on the first page of the agreement and shall continue in effect until project completion, unless sooner terminated as provided herein.

DocuSign Envelope ID: 046D6316-2F21-40B3-9CFE-79E88A877FF4

B. The services of Contractor are to commence upon execution of this Contract and shall be undertaken and completed in accordance with the Schedule of Performance attached hereto and incorporated herein by this reference as **Exhibit B.**

5. SUSPENSION/TERMINATION:

A. City shall have the right at any time to temporarily suspend Contractor's performance hereunder, in whole or in part, by giving written notice of suspension to Contractor. If City gives such notice, Contractor shall immediately suspend its activities under this agreement.

B. This Contract may be terminated by either party, provided that the other party is given not less than **30** calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate. If the agreement is terminated by the City:

Contractor shall immediately cease rendering services pursuant to this agreement;

Contractor shall, not later than five days after such notice of termination, deliver to City copies of all information prepared pursuant to this agreement;

City shall pay Contractor the reasonable value of services rendered by Contractor prior to termination; provided however, City shall not in any manner be liable for lost profits that might have been made by Contractor had the agreement not been terminated or had Contractor completed the services required by this agreement. Contractor shall furnish to City such financial information as in the judgment of the City is necessary for City to determine the reasonable value of the services rendered by Contractor. The foregoing is cumulative and does not affect any right or remedy that city may have in law or equity.

C. Notwithstanding any provisions of this Contract, Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by Contractor, and the City may withhold any payments due to Contractor until such time as the exact amount of damages, if any, due the City from Contractor is determined.

6. INDEPENDENT CONTRACTOR

Contractor enters into this Contract as an independent contractor and not as an employee or agent of the City. Contractor shall have no power or authority by this Contract to act on behalf of City in any capacity whatsoever as an agent, or to bind the City in any respect or to any obligations whatsoever. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Contractor are employees, agents, contractors or subcontractors of the Contractor and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Contractor by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this agreement.

7. AMENDMENTS, CHANGES OR MODIFICATIONS

Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.

DocuSign Envelope ID: 046D6316-2F21-40B3-9CFE-79E88A877FF4

8. EXTENSIONS OF TIME

Contractor may, for good cause, request extensions of time to perform the services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Contract or the attached Work Program in the manner provided in Section 7.

9. PROPERTY OF CITY

It is mutually agreed that all materials prepared by the Contractor under this Contract shall become the property of the City, and the Contractor shall have no property right therein whatsoever. Immediately upon termination, the City shall be entitled to, and the Contractor shall deliver to the City, all data, drawings, specifications, reports, estimates, summaries and other such materials as may have been prepared or accumulated to date by the Contractor in performing this Contract which is not Contractor's privileged information, as defined by law, or Contractor's personnel information, along with all other property belonging exclusively to the City which is in the Contractor's possession.

10. COMPLIANCE WITH ALL LAWS:

Contractor shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, all applicable laws, ordinances, and codes of federal, State and local governments, which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract.

For all leases and purchases of materials, equipment, supplies or other tangible personal property used to perform the agreement and shipped from outside California, the Contractor and any subcontractors leasing or purchasing such materials, equipment, supplies or other tangible personal property shall obtain a Use Tax Direct Payment Permit or Seller's Permit from the California State Board of Equalization, in accordance with the applicable SBE criteria and requirements. This provision applies in all instances unless prohibited by the funding source for the agreement.

11. WARRANTIES AND RESPONSIBILITIES - CONTRACTOR

A. Contractor agrees and represents that it is qualified to properly provide the services set forth in **Exhibit "A"** in a manner which is consistent with the generally accepted standards of Contractor's profession.

B. Contractor is duly licensed, qualified and experienced to perform the services set forth in the Scope of Services, Exhibit A. Contractor represents and warrants that Contractor has all licenses, permits, qualifications and approvals of whatsoever nature that are legally required for Contractor to practice its profession or provide any services under this agreement. Contractor represents and warrants that Contractor shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this agreement, any licenses, permits and approvals that are legally required for Contractor to practice its profession or provide such services. If Contractor is an out of state corporation, Contractor further warrants and represents that it possesses a valid certification of qualification to transact business in the State of California issued by the California Secretary of State.

DocuSign Envelope ID: 046D6316-2F21-40B3-9CFE-79E88A877FF4

C. Contractor shall perform all services required pursuant to this agreement in the manner and according to the standards currently observed by a competent practitioner of Contractor's profession in California. Contractor shall devote such time and effort to the performance of services pursuant to this agreement as is necessary for the satisfactory and timely performance of Contractor's obligations under this agreement. Neither party shall be considered in default of this agreement to the extent that party's performance is prevented or delayed by any cause that is beyond the reasonable control of that party.

D. All products of whatsoever nature that Contractor delivers to City pursuant to this Agreement shall be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in Contractor's profession, and shall be provided in accordance with any scope of services or schedule of performance specified in Exhibits A or B.

E. Contractor shall assign only competent personnel to perform services pursuant to this agreement. Contractor shall designate a project manager who at all times shall represent the Contractor before the City on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed at the request of the City, is no longer employed by Contractor, or is replaced with the written approval of the City, which approval shall not be unreasonably withheld. Contractor shall notify City in writing, of any other changes in Contractor's staff assigned to perform the services required under this agreement, prior to any such performance. In the event the City desires the removal of any person assigned by Contractor to perform services pursuant to this agreement, because the City in its sole discretion, determines that such person is not performing in accordance with the standards required herein, Contractor shall remove such person immediately upon receiving notice from the City of the desire for the removal of such person.

F. Contractor agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local law.

Contractor shall provide corrective services without charge to the City for services which fail to meet the above professional and legal standards and which are reported to Contractor in writing within sixty (60) days of discovery. Should Contractor fail or refuse to perform promptly its obligations, the City may render or undertake performance thereof and the Contractor agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this agreement is based on such independent investigation and research. Contractor shall be liable for any expenses thereby incurred**.**

12. SUBCONTRACTING

None of the services covered by this Contract shall be subcontracted without the prior written consent of the City, which will not be unreasonably withheld. Contractor shall be as fully responsible to the City for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by Contractor.

13. ASSIGNABILITY

DocuSign Envelope ID: 046D6316-2F21-40B3-9CFE-79E88A877FF4

Contractor shall not assign or transfer any interest in this Contract whether by assignment or novation, without the prior written consent of the City. The City has a strong interest in the qualifications and capability of the persons and entities that will fulfill the obligations imposed on Contractor under this agreement. However, claims for money due or to become due Contractor from the City under this Contract may be assigned to a financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the City.

14. INTEREST IN CONTRACT

Contractor covenants that neither it, nor any of its employees, agents, contractors, or subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. Contractor shall make all disclosures required by the City's conflict of interest code in accordance with the category designated by the City, unless the City Manager determines in writing that Contractor's duties are more limited in scope than is warranted by the category designated by the City code and that a narrower disclosure category should apply. Contractor also agrees to make disclosure in compliance with the City conflict of interest code if, at any time after the execution of this Contract, City determines and notifies Contractor in writing that Contractor's duties under this Contract warrant greater disclosure by Contractor than was originally contemplated. Contractor shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the City.

15. MATERIALS CONFIDENTIAL

To the extent permitted by law, all of the materials prepared or assembled by Contractor pursuant to performance of this Contract are confidential and Contractor agrees that they shall not be made available to any individual or organization without the prior written approval of the City, except by court order.

16. LIABILITY OF CONTRACTOR-NEGLIGENCE

Contractor shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of the Contractor's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The City shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Contractor or its employees, agents, contractors or subcontractors.

17. INDEMNITY AND LITIGATION COSTS

Contractor shall indemnify, defend, and hold harmless the City, its officers, officials, agents, and employees against all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees, arising from Contractor's negligent acts or negligent failure to act, errors, omissions or willful misconduct incident to the performance of this Contract except such loss or damage caused by the active negligence**,** sole negligence, or willful misconduct of the City. The provisions of this paragraph shall survive termination or suspension of this Contract.

18. CONTRACTOR TO PROVIDE INSURANCE

DocuSign Envelope ID: 046D6316-2F21-40B3-9CFE-79E88A877FF4

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **$1,000,000** per accident for bodily injury and property damage.

Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **$1,000,000** per accident for bodily injury or disease.

Professional Liability (Errors and Omissions) Insurance appropriate to the Contractor's profession, with limit no less than **$1,000,000** per occurrence or claim, $3,000,000 aggregate.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status. The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; <u>and</u> CG 20 37 forms if later revisions used).

Primary Coverage. For any claims related to this contract, the Contractor's insurance coverage shall be primary with coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, or volunteers, and shall be excess of the Contractor's insurance and shall not contribute to it.

***Notice of Cancellation*.** Each insurance policy required above shall not be canceled, except with notice to the City.

Waiver of Subrogation. Contractor hereby grants to City a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City by virtue of the payment of

DocuSign Envelope ID: 046D6316-2F21-40B3-9CFE-79E88A877FF4

any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect 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.

Self-Insured Retentions. Self-insured retentions must be declared to and approved by the City. The City may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

Acceptability of Insurers. Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Claims Made Policies. If any of the required policies provide coverage on a claims made basis:

The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

***Verification of Coverage*.** Contractor shall furnish the City with original Certificate of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors. Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances. City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

19. GENERAL/MISCELLANEOUS PROVISIONS:

A**. Contract Documents.** This agreement and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control. If any portion of the Contract Documents shall be in conflict with any other portion, provisions contained in the Contract shall govern over conflicting provisions contained in the exhibits to the

DocuSign Envelope ID: 046D6316-2F21-40B3-9CFE-79E88A877FF4

Contract. In the event of any conflict between the terms or conditions of this written agreement and any terms or conditions of any document prepared or provided by Contractor and made a part of this agreement, including without limitation any document relating to the scope of services or payment therefor, the written terms of this document shall control over those terms or conditions.

B. **Non-Discrimination in Employment and Equal Employment Opportunity**. Contractor shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, color, ancestry, national origin, religious creed, sex (including pregnancy, childbirth breastfeeding or related medical condition), sexual orientation, gender, gender identity, gender expression and age (over 40), disability (mental and physical), medical condition, marital status, citizenship, and military and veteran status.

C. **Inspection of Records**. Contractor shall maintain and make available for inspection by the City and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Contract are made to the Contractor.

D. **Entire Agreement**. This Contract constitutes the entire agreement between the parties relative to the services specified herein and supersedes whatever oral or written understanding they may have had prior to the execution of this agreement. No alteration or modification of this agreement shall be valid or effective unless and until such modification is evidenced by a writing signed by both parties to this Contract, by persons authorized to act on behalf of the parties. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

E. **Severability**. If any portion of this agreement or the application thereof to any person or circumstance shall be held invalid or unenforceable, the remainder of this agreement shall not be affected thereby and shall be enforced to the greatest extent permitted by law.

F. **Waiver**. Neither City's acceptance of, or payment for, any service performed by Contractor, nor any waiver by either party of any default, breach, or condition precedent, shall be construed as a waiver of any provision of this agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.

G. **Notice**. All notices that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

City: City of Rocklin
Office of the City Manager
3970 Rocklin Road
Rocklin, CA 95677

DocuSign Envelope ID: 046D6316-2F21-40B3-9CFE-79E88A877FF4

City of Rocklin
City Attorney's Office
3970 Rocklin Road
Rocklin, CA 95677

Contractor: Melton Design Group
820 Broadway St.
Chico, CA 95928

H. **Enforcement of Agreement.** This Contract shall be interpreted, governed and enforced in accordance with the laws of the State of California. Venue of any action arising out of this Contract shall be brought and maintained in Placer County California, regardless of where else venue may lie. The parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such court, and consent to service of process issued by such courts.

I. **Attorney's Fees**. In any action brought by either party to enforce the terms of this Contract, each party shall bear responsibility for its attorney's fees and all costs regardless of whether one party is determined to be the prevailing party.

J. **Power and Authority to Enter into Agreement**. All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles, and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, Contractor hereby warrants that it shall not have breached the terms or conditions of any other contract or Agreement to which Contractor is obligated, which breach would have a material effect hereon.

K. **Exhibits**. All exhibits referred to herein and attached hereto, are by this reference incorporated as if set forth fully herein.

CONTRACTOR

DocuSigned by:
By: Greg Melton, Principal
A7798620A9E4410... Date: 4/28/2022 | 10:27 AM PDT

Greg Melton, Principal

DocuSigned by:
By: Christa Melton, Secretary
72C34DF9A3AE447... Date: 4/28/2022 | 10:30 AM PDT

Christa Melton, Secretary

CITY OF ROCKLIN Date: 4/29/2022 | 1:16 PM PDT

DocuSigned by:
By: Aly Zimmermann
66D99BDD198445B...

Aly Zimmermann, City Manager

ATTEST:

DocuSigned by:
By: Hope Ithurburn
A99E538144D94FF... Date: 4/29/2022 | 2:55 PM PDT

Hope Ithurburn, City Clerk

APPROVED AS TO FORM: Date: 4/28/2022 | 11:26 AM PDT

DocuSigned by:
By: Sheri Chapman, City Attorney
F3B1093A1D74413...

Sheri Chapman, City Attorney

DocuSign Envelope ID: 046D6316-2F21-40B3-9CFE-79E88A877FF4

EXHIBIT A

Contractor Proposal/Scope of Work

SECTION 1 – SCOPE OF SERVICES

TASK 1 – KICK-OFF MEETING and PROJECT COORDINATION ..... $ 8,450

- Project Initiation with Team and City
- Refinement of Scope and Schedule
- Ongoing Project Management

TASK 2 – SITE ANALYSIS and UTILITY STUDY ..... $ 11,600

- Site Visits and Photo Summary of Site
- Civil/Utility/Environmental/Reconnaissance and Avoidance
- Existing Conditions and Infrastructure Improvement Plan – with Staff Support
- Existing Condition of Structures and Utility Assessments

TASK 3 – NEEDS ASSESSMENT, STAKEHOLDER OUTREACH and PROGRAM DEVEL. ..... $ 19,100

- Review Existing Reports, Studies and previous Outreach data.
- Interviews with all Stakeholders (3 meetings)
- Opportunities and Constraints Study
- Sustainable Project Certification Requirements
- Feasibility and ROI Opportunity of Clubhouse and Pro Shop
- Program for Current and Future Needs of Stakeholders

TASK 4 – SWRA VISIONING MASTER PLAN and INSPIRATION ..... $ 52,100

- Preliminary Concept Plan Identifying all Active and Passive Activities
- Renderings, Enlargements, and 3D Renderings of Key Areas; Sketches and Photos Providing Inspiration and Vision – Basic graphic level of rendering
- Concepts for Clubhouse and Pro Shop – Basic Perspective Sketches and Elevations
- Recommendations for Current and Future Use Presented to Stakeholders
- Environmental Description of Project
- Master Plan Booklet (Draft)

TASK 5 – DEVELOPMENT, OPERATION and MAINTENANCE COST ..... $ 21,470

- Capital Improvement Cost Estimate
- Phasing Improvement and Cost Breakdown
- Life-Cycle Infrastructure and Maintenance Cost
- Operational and Maintenance Cost Analysis

TASK 6 – FINAL PHASED IMPLEMENTATION PLAN ..... $ 7,750

- Review, Refine and Complete Master Plan Booklet with Stakeholder Approval
- Present Final SWRA Plan to Parks, Recreation and Arts Commission and Council

DocuSign Envelope ID: 046D6316-2F21-40B3-9CFE-79E88A877FF4

OPTIONAL TASKS

TASK 7 – POTENTIAL FUNDING OPPORTUNITIES ..... $ 5,750

- Grant Funding Matrix Identifying Possible Grants that Meet the Needs of the Master Plan

TASK 8 –ARCHITECTURAL and STRUCTURAL BUILDING ASSESSMENT ..... $ 9,600

- Study of Clubhouse Building to Determine its Ability to be Re-purposed

SECTION 2 – ADDITIONAL SERVICES

Services not described in Section 1 of the scope of services shall be provided if authorized in writing by both parties.

Additional Services include but are not limited to:

1. Work involving environmental impact reports or initial study.
2. Construction Drawings, specifications, Bid documents and Construction Administration.
3. Civil engineering or design for off-site improvements.
4. Structural engineering or geotechnical reports.
5. Models, computer generated animations or other forms of presentation materials, that go beyond the stipulated plans, drawings and documents in Section 1.
6. Any service or reimbursable expense not included in or in excess of Section 1 that are provided by Melton Design Group, Inc. at your request or concurrence.

SECTION 3 – MISCELLANEOUS PROVISIONS

1. This proposal will remain valid for a time period of 6 months, after which if a contract has not been executed MELTON DESIGN GROUP reserves the right to revise billing rates/fee amounts.
2. If project is put on hold for 6 months a 5% startup fee will be assessed.
3. Landscape Architect agrees to provide its professional services in accordance with generally accepted standards of its profession.
4. Landscape Architects are regulated by the State of California. Any questions concerning a Landscape Architect may be referred to:

   Landscape Architects Technical Committee
   2420 Del Paso Road, Suite 105, Sacramento, CA 95834. (916) 575-7230

DocuSign Envelope ID: 046D6316-2F21-40B3-9CFE-79E88A877FF4

EXHIBIT B

Schedule of Performance

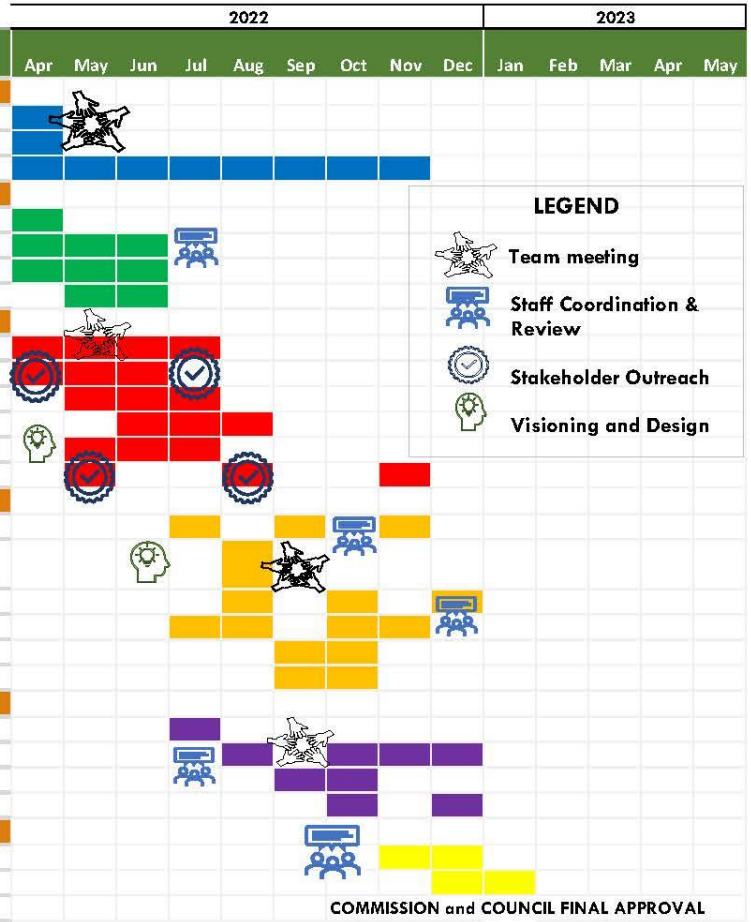
The Melton Design Group presented the initial project schedule below, outlining an approximate schedule of nine months from project kick-off to completion. All dates outlined would be modified based on contract approval and kick-off schedule.

DocuSign Envelope ID: 046D6316-2F21-40B3-9CFE-79E88A877FF4

Sunset Whitney Recreation Area Master Plan

Project Timeline-Schedule from Kick-off Through Final Master Plan Stage

TASK DESCRIPTION	PLAN START	PLAN END
Task 1 Kick-Off Meeting and Project Coordination		
Initiation of Project with Team and City	4/1/2022	4/30/2022
Refinement of Scope and Schedule	4/1/2022	4/30/2022
Ongoing Project Management	4/1/2022	11/15/2022
Task 2 Site Analysis and Utility Study		
Site Visits and Photo Summary of Site	4/1/2022	4/30/2022
Civil / Utility / Environmental / Reconnaissance and Avoidance	4/1/2022	6/30/2022
Existing Conditions and Infrastructure Improvement Plan - With Staff Support	4/1/2022	6/30/2022
Existing Conditions of Structure and Utility Assessment	5/1/2022	4/30/2022
Task 3 Needs Assessment, Stakeholder Outreach and Program Development		
Existing Reports and Studies	4/22/2022	7/5/2022
Interviews with All Stakeholders	4/22/2022	6/16/2022
Opportunities and Constraints Study	5/23/2022	7/11/2022
Sustainable Project Certification Requirements	6/1/2022	8/5/2022
Feasibility and ROI Opportunity of Clubhouse and Pro Shop	5/1/2022	7/12/2022
Program for Current and Future Needs of All Stakeholders	5/1/2022	11/16/2022
Task 4 SWRA Visioning Master Plan and Inspiration		
Preliminary Concept Plan Identifying All Active and Passive Activities	7/1/2022	12/16/2022
Renderings, Enlargements and 3D Renderings of Key Areas; Sketches and Photos Providing Inspiration and Vision	8/1/2022	8/30/2022
Concepts for Clubhouse and Pro Shop - 3D Sketches	8/1/2022	12/16/2022
Recommendations for Current and Future Use Presented to Stakeholders	6/1/2022	11/30/2022
Environmental Description of Project	9/1/2022	10/30/2022
Master Plan Booklet (Draft)	9/1/2022	10/30/2022
Task 5 Development, Operation and Maintenance Cost		
Capital Improvement Cost Estimate	7/1/2022	7/30/2022
Phasing Improvement and Cost Breakdown	8/1/2022	12/31/2022
Life-Cycle Infrastructure and Maintenance Cost	9/1/2022	10/31/2022
Operational and Maintenance Cost Analysis	10/1/2022	12/31/2022
Task 6 Final Phased Implementation Plan		
Review, Refine and Complete Master Plan Booklet with Stakeholder Approval	11/1/2022	12/31/2022
Present Final SWRA Plan to Parks, Recreation and Arts Commission and Council	12/1/2022	1/20/2022



DocuSign Envelope ID: 046D6316-2F21-40B3-9CFE-79E88A877FF4

EXHIBIT C

Schedule of Fees

COST SUMMARY PER TASK – MASTER PLAN DEVELOPMEN

TASK 1: KICK-OFF MEETING and PROJECT COORDINATION	$ 8,350
TASK 2: SITE ANALYSIS and UTILITY STUDY	$ 11,600
TASK 3: NEEDS ASSESSMENT, STAKEHOLDER OUTREACH and PROGRAM DEVEL.	$ 19,100
TASK 4: SWRA VISIONING MASTER PLAN and INSPIRATION	$ 52,100
TASK 5: DEVELOPMENT, OPERATION and MAINTENANCE COSTS	$ 21,470
TASK 6: FINAL PHASED IMPLEMENTATION PLAN	$ 7,750
REIMBURSABLES (Actual prints and reproductions to be determined by City)	$ 3,500
TOTAL	**$ 123,870**

OPTIONAL TASKS (activate upon initialing each task)

TASK 7: POTENTIAL FUNDING OPPORTUNITIES	*$ 5,750*
TASK 8: ARCHITECTURAL and STRUCTURAL BUILDING ASSESSMENT	*$ 9,600*

MDG billing will occur monthly. If the project scope changes in a way that could cause additional work beyond this contract, MDG will dictate an addendum to contract and notify the City of Rocklin prior to exceeding the estimate.

2022 SCHEDULE OF RATES

MDG PERSONNEL

Principal Landscape Architect	$180.00 / hour
Project Manager	$145.00 / hour
Irrigation Specialist	$130.00 / hour
Graphic Designer	$115.00 / hour
Designer/Technician	$ 95.00 / hour
Administration	$ 85.00 / hour

REIMBURSABLE EXPENSES

Black & White Copies 8.5 x 11	$ .30 each
Black & White Copies 11 x 17	$ .55 each

DocuSign Envelope ID: 046D6316-2F21-40B3-9CFE-79E88A877FF4

Color Copies 8.5 x 11	$ 1.35 each
Color Copies 11 x 17	$ 2.50 each
Binding Covers 8.5 x 11	$ 3.00 each
Binding Covers 11 x 17	$ 6.00 each
Black & White 24 x 36 Print	$ 5.40 each
Black & White 30 x 42 Print	$ 7.88 each
Color 24 x 36 Print	$28.86 each
Color 30 x 42 Print	$42.09 each
Premium Color Glossy Plan Print	$62.50 each
Foam Core 24 x 36	$13.25 each
Foam Core 30 x 42	$15.75 each
Flash Drive	$ 9.00 each
Overnight Mail	Cost Plus 15%
Courier	Cost Plus 15%
Photography	Cost Plus 15%
Soils Analysis	Cost Plus 15%
Travel / Automobile	$ .62 per mile

Note: Rates subject to change after one year of proposal

DocuSign Envelope ID: 046D6316-2F21-40B3-9CFE-79E88A877FF4

EXHIBIT __

CERTIFICATE OF COMPLIANCE WITH LABOR CODE § 3700
[Labor Code § 1861]

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.

CONTRACTORS

DocuSigned by:

By: Greg Melton, Principal
A7798620A9E4419...

Greg Melton, Principal

4/28/2022 | 10:27 AM PDT

END OF CONTRACT

ROCKLIN
CALIFORNIA

City Council
Staff Report

Subject: Swearing in of Newly Appointed Board and Commission Members

Date: August 8, 2023

Submitted By: Haley Reid, Management Analyst

Recommendation:

ROCKLIN
CALIFORNIA

City Council
Staff Report

Subject: Proclamation Recognizing August 21st as National Fentanyl Prevention and Awareness Day

Date: August 8, 2023

Submitted By: Janette Haley, Deputy City Clerk
Haley Reid, Management Analyst

Department: City Council

Recommendation:

Item Number 8A.

City Council
Staff Report

Subject: Pursuant to Government Code section 54957: Public Employment, Title: City Attorney

Date: August 8, 2023

Submitted By:

Department: City Manager's Office

Recommendation: