



JANUARY 12, 2023 AGENDA

CITY OF CITRUS HEIGHTS CITY COUNCIL

6:00 PM REGULAR MEETING

City Hall Council Chambers

6360 Fountain Square Drive, Citrus Heights, CA

HOW TO PARTICIPATE:

The City of Citrus Heights welcomes your interest and involvement in the City's legislative process. The Council may take up any agenda item at any time, regardless of the order listed. The City Council has established a procedure for addressing the Council. If you wish to address the Council during the meeting, please fill out a Speaker Identification Sheet and give it to the City Clerk, if participating via webcast you may use the Zoom hand raise function (or *9 if you join the webinar via telephone) and the host will unmute you when it is time to speak. When you are called upon to speak, step forward to the podium and state your name for the record. Normally speakers are limited to five minutes each with 30 minutes being allowed for all comments. Any public comments beyond the initial 30 minutes may be heard at the conclusion of the agenda. The Mayor has the discretion to lengthen or shorten the allotted times. Alternatively, you may submit your comment via email by 4:00 p.m. on the meeting day to cityclerk@citrusheights.net or by completion of an online Speaker Card at <https://www.citrusheights.net/FormCenter/City-Council-Meetings-Speaker-Card-30>. Written public comments shall be limited to 250 words or less. Each comment will be read aloud by the City Clerk.

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection during normal business hours at City Hall, located at 6360 Fountain Square Drive. Audio / Visual presentation material must be provided to the City Clerk's Office at least 48 hours prior to the meeting. Email subscriptions of the agenda are available online by signing up with the City's [Notify Me](#) service.

Zoom Meeting –Webinar link: <https://zoom.us/j/99986745666>

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January 12, 2023 City Council Agenda Packet

Documents:

[JANUARY 12 2023 CITY COUNCIL AGENDA PACKET.PDF](#)

CALL REGULAR MEETING TO ORDER

1. Flag Salute

2. Roll Call: Council Members: Karpinski-Costa, Lopez-Taff, Middleton, Daniels, Schaefer

3. Video Statement

APPROVAL OF AGENDA

PRESENTATIONS

4. Recognition Of Outgoing Mayor

5. Presentation By Republic Services – Poster Contest Awards

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

PUBLIC COMMENT

CONSENT CALENDAR

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

6. SUBJECT: Approval Of Minutes

RECOMMENDATION: Approve the Minutes of the Regular Meeting of December 8, 2022

7. SUBJECT: Approve Resolution For Continued Remote Meetings In Accordance With AB 361

STAFF: A. Van/ R. Jones

RECOMMENDATION: Adopt Resolution No. 2023-____, A Resolution of the City Council of the City of Citrus Heights, California, Making the Legally Required Findings to Continue to Authorize the Conduct of Remote “Telephonic” Meetings During the State of Emergency

8. SUBJECT: Appointments To Regional Boards And Committees

STAFF: A. Van

RECOMMENDATION: The following is recommended;

a. Adopt Resolution No. 2023-____, A Resolution of the City Council of the City of Citrus Heights, California, Appointing a Citrus Heights Member to Serve as the Representative on the Sacramento Metropolitan Air Quality Management District (SMAQMD) Board of Directors, and Appointing a Member to Serve as the Alternate

b. Adopt Resolution No. 2023-____, A Resolution of the City Council of the City of Citrus Heights, California, Appointing a Citrus Heights Member to Serve as the Representative on the Sacramento Regional County Sanitation District (SRCSD) and Sacramento Area Sewer District (SASD) Boards of Directors, and Appointing a Member to Serve as the Alternate

c. Adopt Resolution No. 2023 - _____, A Resolution of the City Council of the City of Citrus Heights, California, Appointing a Citrus Heights Member to Serve as the

Representative on the Sacramento Transportation Authority (STA), and Appointing a Member to Serve as the Alternate

d. Adopt Resolution No. 2023 - _____, A Resolution of the City Council of the City of Citrus Heights, California, Appointing a Citrus Heights Member to Serve as a Director to the Sacramento Area Council of Governments (SACOG) Board of Directors, and Appointing a Member to Serve as the Alternate

9. SUBJECT: Amendments To The City Council Handbook
STAFF: A. Van

RECOMMENDATION: Adopt Resolution No. 2023 - _____ A Resolution of the City Council of the City of Citrus Heights, California, Approving Amendments to the City of Citrus Heights City Council Handbook

REGULAR CALENDAR

10. SUBJECT: City Board And Commission Appointments
STAFF: A. Van/ H. Reid-Hildebrand

RECOMMENDATION: The following is recommended;

- a. Council Members MariJane Lopez-Taff, Jayna Karpinski-Costa, and Porsche Middleton Nominate One Regular Member to Serve on the Planning Commission
- b. Vice Mayor Daniels Nominate One Regular Member to Fill the Unexpired Term on the Planning Commission
- c. The City Council, by Majority Vote, Appoint Individuals for the Remaining At-Large Appointments to the Planning Commission and Construction Board of Appeals

11. SUBJECT: Presentation By San Juan Unified School District Regarding Safe Schools
PRESENTER: SJUSD Director Mike Jones

12. SUBJECT: Police Officers Assigned To Schools Discussion
STAFF: A. Turcotte/ C. Burnett

RECOMMENDATION: Receive Staff Presentation and Provided Further Direction If Needed

DEPARTMENT REPORTS

CITY MANAGER ITEMS

ITEMS REQUESTED BY COUNCIL MEMBERS / FUTURE AGENDA ITEMS

ADJOURNMENT

**CITY OF CITRUS HEIGHTS
CITY COUNCIL
Regular Meeting of Thursday, January 12, 2023
City Hall Council Chambers, 6360 Fountain Square Dr., Citrus Heights, CA
Regular Meeting 6:00 p.m.**

HOW TO PARTICIPATE:

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Regular Meeting 6:00 p.m. Zoom Meeting –Webinar link: <https://zoom.us/j/99986745666>

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| IN PERSON | ONLINE | ON TELEVISION |
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|  |  |  |
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January 6, 2023


Amy Van, City Clerk

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

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

APPROVAL OF AGENDA**PRESENTATIONS**

4. Recognition of Outgoing Mayor
5. Presentation by Republic Services – Poster Contest Awards

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES**PUBLIC COMMENT****CONSENT CALENDAR**

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

6. **SUBJECT:** Approval of Minutes
RECOMMENDATION: Approve the Minutes of the Regular Meeting of December 8, 2022
7. **SUBJECT:** Approve Resolution for Continued Remote Meetings in Accordance with AB 361
STAFF: A. Van/ R. Jones
RECOMMENDATION: Adopt Resolution No. 2023-____, A Resolution of the City Council of the City of Citrus Heights, California, Making the Legally Required Findings to Continue to Authorize the Conduct of Remote “Telephonic” Meetings During the State of Emergency
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STAFF: A. Van
RECOMMENDATION: The following is recommended;
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the Sacramento Regional County Sanitation District (SRCSD) and Sacramento Area Sewer District (SASD) Boards of Directors, and Appointing a Member to Serve as the Alternate

- c. Adopt Resolution No. 2023 - _____, A Resolution of the City Council of the City of Citrus Heights, California, Appointing a Citrus Heights Member to Serve as the Representative on the Sacramento Transportation Authority (STA), and Appointing a Member to Serve as the Alternate
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STAFF: A. Van
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REGULAR CALENDAR

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STAFF: A. Van/ H. Reid-Hildebrand
RECOMMENDATION: The following is recommended;
- a. Council Members MariJane Lopez-Taff, Jayna Karpinski-Costa, and Porsche Middleton Nominate One Regular Member to Serve on the Planning Commission
 - b. Vice Mayor Daniels Nominate One Regular Member to Fill the Unexpired Term on the Planning Commission
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PRESENTER: SJUSD Director Mike Jones
12. **SUBJECT:** Police Officers Assigned to Schools Discussion
STAFF: A. Turcotte/ C. Burnett
RECOMMENDATION: Receive Staff Presentation and Provided Further Direction If Needed

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CITY MANAGER ITEMS

ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS

ADJOURNMENT

**CITY OF CITRUS HEIGHTS
CITY COUNCIL
MINUTES
Regular Meeting of Thursday, December 8, 2022
City Hall Council Chambers
6360 Fountain Square Drive
Citrus Heights, CA 95621**

CALL REGULAR MEETING TO ORDER

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

1. The Flag Salute was led by Council Member Miller.
2. Roll Call: Council Members present: Bruins, Daniels, Miller, Schaefer, Middleton
Council Members absent: None
Staff present: Cave, Feeney, Huber, Jones, Kempenaar, Talwar, Turcotte, and Van.
3. The video statement was read by City Clerk Van.

APPROVAL OF AGENDA

ACTION: On a motion by Council Member Daniels, seconded by Council Member Bruins, the City Council approved the agenda.

| | |
|---------|--|
| AYES: | Bruins, Daniels, Miller, Schaefer, Middleton |
| NOES: | None |
| ABSENT: | None |

SPECIAL ITEMS

4. Recognition of Retiring Council Members Jeannie Bruins and Steve Miller

Vice Mayor Schaefer read and presented a proclamation to Jeannie Bruins for her service on the City Council.

Council Member Daniels read and presented a proclamation to Steve Miller for his service on the City Council.

Comments from Council Members followed.

PUBLIC COMMENT

Supervisor Sue Frost addressed the Council sharing her well wishes for retiring Council Members Jeannie Bruins and Steve Miller.

Bill Van Duker addressed the Council to thank retiring Council Member Jeannie Bruins for her service to Citrus Heights. He also shared his appreciation to retiring Council Member Steve Miller.

Michael Lagomarsino addressed the Council to share his appreciation for Council Member Jeannie Bruins and Steve Miller's commitment to the Citrus Heights community.

Rick Hodgkins addressed the Council thanking retiring Council Member Steve Miller for his service.

5. **SUBJECT:** Certification of November 8, 2022 Election Results
 STAFF REPORT: A. Van
 RECOMMENDATION: Adopt Resolution No. 2022-115; A Resolution of the City Council of the City of Citrus Heights, California, Reciting the Fact of the General Municipal Election Held on November 8, 2022, Declaring the Result and Other Such Matters as Provided By Law

City Clerk Van stated pursuant to Elections Code the City Council, as the governing body of the city, shall adopt a resolution reciting the fact of the election. As a result of the November 8, 2022 General Municipal Election, the following council members have been elected to the City Council for full, four-year terms: City Council District 2 – MariJane Lopez-Taff, City Council District 4 – Jayna Karpinski-Costa, and City Council District 5 – Porsche Middleton.

ACTION: On a motion by Council Member Bruins, seconded by Council Member Miller, the City Council adopted Resolution No. 2022-115; A Resolution of the City Council of the City of Citrus Heights, California, Reciting the Fact of the General Municipal Election Held on November 8, 2022, Declaring the Result and Other Such Matters as Provided By Law.

| | |
|---------|--|
| AYES: | Bruins, Daniels, Miller, Schaefer, Middleton |
| NOES: | None |
| ABSENT: | None |

Mayor Middleton called for a five-minute recess.

6. Swearing in of Newly Elected Council Members

Supervisor Sue Frost administered the oath of office to MariJane Lopez-Taff.

Ted Costa administered the oath of office to Jayna Karpinski-Costa.

City Clerk Van administered the oath of office to Porsche Middleton.

7. Selection of Mayor and Vice Mayor

ACTION: On a motion by Council Member Daniels, seconded by Council Member Lopez-Taff, the City Council appointed Tim Schaefer as Mayor.

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

ACTION: On a motion by Council Member Karpinski-Costa, seconded by Council Member Lopez-Taff, the City Council appointed Bret Daniels as Vice Mayor.

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

Mayor Middleton called for a two-minute recess.

PUBLIC COMMENT

Rick Hodgkins addressed the Council regarding the shopping cart ordinance. He suggested the City work with Sacramento County on returning carts to the appropriate jurisdiction.

John Kane addressed the Council regarding the creation of a Citrus Heights school district. He stated his concern with the quality of education provided by public education. He stated Citrus Heights students are being left behind academically and the security at schools needs to be addressed.

PRESENTATION

8. Employee Service Recognition

City Manager Feeney stated tonight we will be recognizing individual employees who have reached a milestone, either their 5, 10, 15, or 20 years of service with the City.

City Manager Feeney recognized Haley Reid for 10 years of service.

Administrative Services Director Talwar recognized Brian Koski for 20 years of service.

Community Development Director Kempenaar recognized Nicole Piva for 20 years of service.

General Services Director Cave recognized Bryan Rowe for 5 years of service. Additionally she recognized Ardelyn Flores and Randy Keen for 20 years of service.

Police Chief Turcotte recognized Vedad Caus, Dominic Cooper, and Heather Hutchinson for 5 years of service. He also recognized Nathan Culver, Joseph Davis, Nicole Garing, and Patrick McCoy for 15 years of service.

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

Council Member Middleton provided an update from a League of California Cities "League Leader's" workshop.

Council Member Karpinski-Costa shared her appreciation for those who voted in the November 8, 2022 election.

Council Member Lopez-Taff shared her appreciation to voters from District 2 who voted in the November 8, 2022 election.

Vice Mayor Daniels shared his congratulations to the newly elected Council Members. He recently attended the CHASEN Neighborhood Association meeting, which represents neighborhoods seven, eight, and nine.

Additionally, he recently attended the Sunrise MarketPlace ribbon cutting and City's Tree Lighting event. He shared information on the toys for the troops kids drive running from December 10 – 22 at Greenback and Sunrise.

Mayor Schaefer attended the City's Tree Lighting event.

CONSENT CALENDAR

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

9. Item pulled for discussion.
10. **SUBJECT:** Approve Resolution for Continued Remote Meetings in Accordance with AB 361
STAFF: A. Van/ R. Jones
RECOMMENDATION: Adopt Resolution No. 2022-116, A Resolution of the City Council of the City of Citrus Heights, California, Making the Legally Required Findings to Continue to Authorize the Conduct of Remote "telephonic" Meetings During the State of Emergency
11. **SUBJECT:** Submission of Application for Tree City USA Designation
STAFF: C. Kempenaar/ E. Singer
RECOMMENDATION: Adopt Resolution No. 2022-117, A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the Submission of an Application to the National Arbor Day Foundation for Consideration of Citrus Heights Being Designated a Tree City USA Community
12. **SUBJECT:** Annual AB 1600 Development Report
STAFF: S. Talwar/ T. Nossardi
RECOMMENDATION: Adopt Resolution No. 2022-118, A Resolution of the City Council of the City of Citrus Heights, California, Accepting, Filing, and Making the Findings Identified in the City's Annual AB 1600 Fee Report for the Fiscal Year Ended June 30, 2022
13. **SUBJECT:** Second Reading – Sacramento Metropolitan Cable Television Commission Joint Powers Agency Agreement Ordinance Amendment
STAFF: A. Van
RECOMMENDATION: Adopt Ordinance No. 2022-013, An Ordinance of the City Council of the City of Citrus Heights Amending Sections 90-88 and 90-93 of Chapter 90 "Telecommunications" of the Citrus Heights Municipal Code Relating to the Sacramento Metropolitan Cable Television Commission
14. **SUBJECT:** Transportation Development Act (TDA) Claim Authorization
STAFF: R. Cave/ M. Poole
RECOMMENDATION: Adopt Resolution No. 2022-119, A Resolution of the City Council of the City of Citrus Heights, California, Authorizing City Staff to Submit Transportation Development Act Claims for Fiscal Years 2021-2022 and 2022-2023 and to Submit Any Amended Claims Based on Revised Apportionments for Fiscal Year 2022-2023 and Previous Years

ACTION: On a motion by Vice Mayor Daniels, seconded by Council Member Middleton, the City Council adopted Consent Calendar Items 10, 11, 12, 13, and 14.

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

CONSENT CALENDAR ITEM PULLED

9. **SUBJECT:** Approval of Minutes
RECOMMENDATION: Approve the Minutes of the Special/Regular Meeting of October 27, 2022 and the Regular Meeting of November 10, 2022

Council Member Karpinski-Costa pulled the item to abstain from the vote.

ACTION: On a motion by Vice Mayor Daniels, seconded by Council Member Middleton, the City Council adopted Consent Calendar Item 9.

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

PUBLIC HEARING

15. **SUBJECT:** Second Reading – Ordinance Amending Chapter 38 of the City of Citrus Heights Municipal Code Relating to Fire Prevention and Protection
STAFF: C. Kempenaar/ G. Anderson
RECOMMENDATION: Adopt Ordinance No. 2022-014, An Ordinance of the City of Citrus Heights Amending Chapter 38 of the Citrus Heights Municipal Code Relating to Fire Prevention and Protection

Community Development Director Kempenaar presented the item to Council. This is the second reading to adopt the International Fire Code, including minor local amendments.

Mayor Schaefer opened the public hearing at 7:17 p.m. hearing no comment, he closed the public hearing.

ACTION: On a motion by Council Member Middleton, seconded by Vice Mayor Daniels, the City Council Adopted Ordinance No. 2022-014, An Ordinance of the City of Citrus Heights Amending Chapter 38 of the Citrus Heights Municipal Code Relating to Fire Prevention and Protection.

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

REGULAR CALENDAR

16. **SUBJECT:** Resolution Authorizing the City Manager to Execute Service Agreements Not to Exceed \$200,000 for the Development of Infrastructure Financing Strategies and any Necessary Ancillary Engineering Work for the Sunrise Tomorrow Project
STAFF: M. Huber/ C. Kempenaar

RECOMMENDATION: Adopt Resolution No. 2022-120, A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute Agreements Not to Exceed \$200,000 for the Development of Infrastructure Financing Strategies and any Necessary Ancillary Work for the Sunrise Tomorrow Project

Economic Development and Community Engagement Director Huber presented the item to Council. Huber shared the project history regarding the Sunrise Tomorrow Specific Plan. In May 2022, Council set a strategic objective to issue an RFP to conduct analysis of public infrastructure financing strategy scenarios and other tools to inform development for the project. In July 2022, Council authorized the issuance of the infrastructure financing strategies request for proposals. Huber stated that the Infrastructure Financing Strategy will include comprehensive information on options to designation portions of infrastructure as public to facilitate development and how to leverage a variety of financing tools to plan or construct needed infrastructure. Staff recommend selecting Kosmont Companies to fulfill the requirements outlined in the request for proposals. Staff have outlined four steps for the project process. These include; identification and evaluation of relevant financing tools and public funding sources, preliminary funding and financing analysis, fiscal and economic impact analysis, and governance and implementation roadmap. Huber shared that Citrus Heights was awarded a \$160,000 Green Means Go grant to complete the infrastructure financing strategies.

Council comments and discussion followed.

PUBLIC COMMENT

Rick Hodgkins addressed the Council. He stated that the mall is a place for seniors to go and walk during the cold winter months and hot summer months. He believes having a place like this for seniors will always be important to the community.

ACTION: On a motion by Vice Mayor Daniels, seconded by Council Member Karpinski-Costa, the City Council Adopted Resolution No. 2022-120, A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute Agreements Not to Exceed \$200,000 for the Development of Infrastructure Financing Strategies and any Necessary Ancillary Work for the Sunrise Tomorrow Project.

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

17. **SUBJECT:** Resolution Authorizing the Application for REAP 2.0 Higher Impact Transformative (HIT) Allocation

STAFF: C. Kempenaar/ M. Huber

RECOMMENDATION: Adopt Resolution No. 2022-121, A Resolution of the City Council of the City of Citrus Heights, California, Authorizing Application to and Participation in the Higher Impact Transformative (HIT) Grant Program

Community Development Director Kempenaar presented the item to Council. He stated that the REAP 2.0 Higher Impact Transformative grant is part of a competitive funding program with HUD intended to accelerate housing needs, unlock infill development, and support multi-modal options. There is \$30 million available statewide with a \$10 million maximum grant allocation. The scope of the grant is to support infill

development including frontage improvements and intersection improvements. Staff are currently working on the grant application, but the initial scope of work would focus on transit and other frontage improvements.

ACTION: On a motion by Vice Mayor Daniels, seconded by Council Member Karpinski-Costa, the City Council Adopted Resolution No. 2022-121, A Resolution of the City Council of the City of Citrus Heights, California, Authorizing Application to and Participation in the Higher Impact Transformative (HIT) Grant Program.

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

CITY MANAGER ITEMS

City Manager Feeney shared photos from the Citrus Heights Police Department welcoming home Officer McCoy from deployment. He also shared information on the Citrus Heights Police Department honor wall, established to honor the hard work of previous members of the agency. Additionally, he shared information for the Planning Commission & Construction Board of Appeals recruitment. Lastly, he shared that the December 22, 2022 City Council meeting is cancelled and the next City Council meeting will be January 12, 2023.

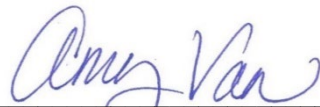
ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS

Vice Mayor Daniels requested to amend the City Council handbook to allow two Council Members to add an item to a future agenda instead of three. Council Members Karpinski-Costa and Lopez-Taff supported the item.

ADJOURNMENT

Mayor Schaefer adjourned the regular meeting at 7:50 p.m.

Respectfully submitted,



Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: January 12, 2023

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

FROM: Amy Van, City Clerk
Ryan Jones, City Attorney

SUBJECT: **Approve Resolution for Continued Remote Meetings in Accordance with AB 361**

Summary and Recommendation

On October 17, 2022, Governor Newsom announced that the COVID-19 State of Emergency would end on February 28, 2023. Therefore, staff is recommending the City Council continue to adopt a resolution every 30 days to authorize the conduct of remote meetings through February 28, 2023.

Staff recommends the City Council adopt Resolution No. 2022-___ a resolution making the legally required findings to continue to authorize the conduct of remote “telephonic” meetings during the State of Emergency.

Fiscal Impact

There is no fiscal impact associated with this item.

Background and Analysis

At the October 14, 2021 regular meeting, the City Council adopted Resolution No. 2021-082 making the legally required findings to authorize the conduct of remote “telephonic” meetings during a declared state of emergency pursuant to Government Code (AB 361). The City Council determined that as a result of the COVID-19 pandemic and state of emergency, meetings in person of the City Council and all legislative bodies of the City would present imminent risks to the health or safety of attendees.

Governor Newsom’s March 4, 2020 Proclamation of Emergency related to the COVID-19 pandemic will end on February 28, 2023. Therefore, in order to continue to conduct meetings

remotely until the State of Emergency ends, any time after the first remote meeting of the legislative body, it can meet remotely if both of the following apply:

1. State/local emergency/social distancing. Either:
 - a. “a state of emergency remains active” or
 - b. “state or local officials have imposed or recommended measures to promote social distancing” and
2. 30 days. Within the last 30 days (which vote may occur at that meeting) the legislative body has made the following findings by majority vote “(A) The legislative body has reconsidered the circumstances of the state of emergency. (B) Any of the following circumstances exist (i) The state of emergency continues to directly impact the ability of the members to meet safely in person. (ii) State or local officials continue to impose or recommend measures to promote social distancing.”

In the absence of the statewide state of emergency, members of the legislative bodies will no longer be able to rely upon AB 361. However, the Governor also signed AB 2449 into law, which allows members of legislative bodies to remotely participate in very specific circumstances without posting the address of their remote location and without being required to allow the public to participate from that location. Until AB 2449 takes effect on January 1, 2023, failing to adopt this resolution would require meetings to be held in-person under traditional Brown Act parameters (noticing the teleconference location, providing access to the public, etc.); adopting the resolution would give the flexibility as it moves forward with meetings.

If the City intends to conduct meetings remotely, it should add to the agenda every 30 days a consent calendar item to reaffirm the findings described above, which are required to allow the remote meetings. This resolution also makes the necessary findings for all subordinate legislative bodies of the City, such as the Planning Commission, so these bodies can also continue to meet remotely until the State of Emergency ends on February 28, 2023.

Attachments

1. Resolution to Continue to Authorize the Conduct of Remote “Telephonic” Meetings During the State of Emergency

RESOLUTION NO. 2023-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS MAKING THE LEGALLY REQUIRED FINDINGS TO CONTINUE TO AUTHORIZE THE CONDUCT OF REMOTE “TELEPHONIC” MEETINGS DURING THE STATE OF EMERGENCY

WHEREAS, on March 4, 2020, pursuant to California Gov. Code Section 8625, the Governor declared a state of emergency stemming from the COVID-19 pandemic (“Emergency”); and

WHEREAS, on October 17, 2022, Governor Newsom announced that the COVID-19 State of Emergency would end on February 28, 2023; and

WHEREAS, on September 17, 2021, Governor Newsom signed AB 361, which bill went into immediate effect as urgency legislation; and

WHEREAS, AB 361 added subsection (e) to Government Code Section 54953 to authorize legislative bodies to conduct remote meetings provided the legislative body makes specified findings; and

WHEREAS, as of October 20, 2022, the COVID-19 pandemic has killed more than 95,808 Californians; and

WHEREAS, social distancing measures decrease the chance of spread of COVID-19; and

WHEREAS, this legislative body previously adopted a resolution to authorize this legislative body and all other subordinate legislative bodies of the City to conduct remote “telephonic” meetings; and

WHEREAS, Government Code 54953(e)(3) authorizes legislative bodies of the City to continue to conduct remote “telephonic” meetings provided that the City has timely made the findings specified therein.

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Citrus Heights as follows:

1. This legislative body declares that it has reconsidered the circumstances of the state of emergency declared by the Governor and at least one of the following is true: (a) the state of emergency, continues to directly impact the ability of the members of this legislative body and all subordinate legislative bodies of the City to meet safely in person; and/or (2) state or local officials continue to impose or recommend measures to promote social distancing.

PASSED, APPROVED AND ADOPTED this 12th day of January, 2023 by the following roll call vote:

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

Tim Schaefer, Mayor

ATTEST:

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: January 12, 2023

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

FROM: Amy Van, City Clerk

SUBJECT: **Appointments to Regional Boards and Committees**

Summary and Recommendation

Citrus Heights City Council Members represent the City on various regional boards and committees throughout Sacramento County as part of their duties as council members. Each January, the Mayor makes appointments to regional boards and local committees. Four of the regional boards require appointments to be made by a formal motion of the City Council. The Mayor will then propose all other appointments for 2023 as shown on Attachment 5.

Staff recommends the City Council adopt the following:

- a) Resolution No. 2023 - ____ A Resolution of the City Council of the City of Citrus Heights, California, Appointing a Citrus Heights Member to Serve as the Representative on the Sacramento Metropolitan Air Quality Management District (SMAQMD) Board of Directors, and Appointing a Member to Serve as the Alternate;
- b) Resolution No. 2023 - ____ A Resolution of the City Council of the City of Citrus Heights, California, Appointing a Citrus Heights Member to Serve as the Representative on the Sacramento Regional County Sanitation District (SRCSD) and Sacramento Area Sewer District (SASD) Boards of Directors, and Appointing a Member to Serve as the Alternate;
- c) Resolution No. 2023 - ____ A Resolution of the City Council of the City of Citrus Heights, California, Appointing a Citrus Heights Member to Serve as the Representative on the Sacramento Transportation Authority (STA), and Appointing a Member to Serve as the Alternate; and
- d) Resolution No. 2023 - ____ A Resolution of the City Council of the City of Citrus Heights, California, Appointing a Citrus Heights Member to Serve as a Director to the Sacramento Area Council of Governments (SACOG) Board of Directors, and Appointing a Member to Serve as the Alternate.

Fiscal Impact

Stipends associated with the regional boards and committees are issued to appointed representatives directly by the regional agency and have no fiscal impact to the City.

Attachments

- 1) Resolution No. 2023 - ____ A Resolution of the City Council of the City of Citrus Heights, California, Appointing a Citrus Heights Member to Serve as the Representative on the Sacramento Metropolitan Air Quality Management District (SMAQMD) Board of Directors, and Appointing a Member to Serve as the Alternate;
- 2) Resolution No. 2023 - ____ A Resolution of the City Council of the City of Citrus Heights, California, Appointing a Citrus Heights Member to Serve as the Representative on the Sacramento Regional County Sanitation District (SRCSD) and Sacramento Area Sewer District (SASD) Boards of Directors, and Appointing a Member to Serve as the Alternate;
- 3) Resolution No. 2023 - ____ A Resolution of the City Council of the City of Citrus Heights, California, Appointing a Citrus Heights Member to Serve as the Representative on the Sacramento Transportation Authority (STA), and Appointing a Member to Serve as the Alternate; and
- 4) Resolution No. 2023 - ____ A Resolution of the City Council of the City of Citrus Heights, California, Appointing a Citrus Heights Member to Serve as a Director to the Sacramento Area Council of Governments (SACOG) Board of Directors, and Appointing a Member to Serve as the Alternate
- 5) 2023 Proposed List of Regional Board/Committee Appointments

RESOLUTION NO. 2023- ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, APPOINTING A CITRUS HEIGHTS MEMBER TO SERVE AS THE
REPRESENTATIVE ON THE SACRAMENTO METROPOLITAN AIR QUALITY
MANAGEMENT DISTRICT (SMAQMD) BOARD OF DIRECTORS, AND
APPOINTING A MEMBER TO SERVE AS THE ALTERNATE**

WHEREAS, the Sacramento Metropolitan Air Quality Management District jurisdiction is comprised of the County of Sacramento and its incorporated cities, and their mission is to achieve clean air goals by leading the region in protecting public health and the environment through innovative and effective programs, dedicated staff, community involvement, and public education;

WHEREAS, the City of Citrus Heights recognizes that it has an important role in helping to improve air quality to protect the public health;

WHEREAS, Health & Safety Code Section 40980(e)(1) requires that the members of the governing Board who are mayors or city council members shall be selected by the City Selection Committee if the District only contains one county; and

WHEREAS, Health & Safety Code Section 40980(e)(2) requires that subsequent appointments to represent a single city with the district on the SMAQMD Board shall be made by the city council of that city at a regularly scheduled city council meeting, consistent with state notice requirements.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Citrus Heights declares the following:

- The City of Citrus Heights appoints Bret Daniels to serve as the City's representative on the SMAQMD Board of Directors.
- The City of Citrus Heights appoints Porsche Middleton to serve as the City's alternate representative on the SMAQMD Board of Directors.

PASSED AND ADOPTED this 12th day of January 2023, by the following vote, to wit:

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

Tim Schaefer, Mayor

ATTEST:

Amy Van, City Clerk

RESOLUTION NO. 2023- ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, APPOINTING A CITRUS HEIGHTS MEMBER TO SERVE AS THE REPRESENTATIVE ON THE SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT (SRCSD) AND SACRAMENTO AREA SEWER DISTRICT (SASD) BOARDS OF DIRECTORS, AND APPOINTING A MEMBER TO SERVE AS THE ALTERNATE

WHEREAS, the Sacramento Regional County Sanitation District (SRCSD) was formed in 1973 and provides regional wastewater conveyance and treatment services to residential, industrial and commercial customers throughout Sacramento County and the cities of Citrus Heights, Elk Grove, Folsom, Rancho Cordova, Sacramento and West Sacramento;

WHEREAS, the Sacramento Area Sewer District (SASD) was formed in 1978 and is a sewer utility providing service to more than one million people in the Sacramento region. Wastewater that is collected in their system flows into the SRCSD interceptor system, where it is conveyed to the Sacramento Regional Wastewater Treatment Plan;

WHEREAS, pursuant to Health and Safety Code Section 4730.11 and 4730.12 the Districts are governed by Boards comprised of representatives from the respective governing bodies of the jurisdictions served by SRCSD and SASD; and

WHEREAS, each City Council must designate (by a vote) the member(s) of their Council to become a director on the SRCSDS Board and SASD Board, as well as specifying alternates.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Citrus Heights declares the following:

- The City of Citrus Heights appoints Bret Daniels to serve as the City's representative on the SRCSD Boards of Directors, and appoints Jayna Karpinski-Costa to serve as the City's alternate.
- The City of Citrus Heights appoints Jayna Karpinski-Costa to serve as the City's representative on the SASD Boards of Directors, and appoints Bret Daniels to serve as the City's alternate.

PASSED AND ADOPTED this 12th day of January 2023, by the following vote:

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

Tim Schaefer, Mayor

ATTEST:

Amy Van, City Clerk

RESOLUTION NO. 2023 - ____

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF CITRUS HEIGHTS, CALIFORNIA, APPOINTING A CITRUS
HEIGHTS MEMBER TO SERVE AS THE REPRESENTATIVE ON THE
SACRAMENTO TRANSPORTATION AUTHORITY (STA), AND APPOINTING
A MEMBER TO SERVE AS THE ALTERNATE**

WHEREAS, the Sacramento Transportation Authority (STA) was created in 1988 when Sacramento County's electorate approved Measure A, pursuant to Public Utilities Code Section 131240;

WHEREAS, the STA is comprised of the County of Sacramento and its incorporated cities; and

WHEREAS, the City of Citrus Heights is entitled to one Council Member and alternate who shall be appointed by and serve during his/her term of office at the pleasure of the City Council.

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

- The City of Citrus Heights appoints Jayna Karpinski-Costa to serve as the City's representative on the STA Board of Directors.
- The City of Citrus Heights appoints Bret Daniels to serve as the City's alternate representative on the STA Board of Directors.

PASSED AND ADOPTED on this 12th day of January 2023, by the following vote, to wit:

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

Tim Schaefer, Mayor

ATTEST:

Amy Van, City Clerk

RESOLUTION NO. 2023 - _____

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF CITRUS HEIGHTS, CALIFORNIA, APPOINTING A CITRUS HEIGHTS
MEMBER TO SERVE AS DIRECTOR TO THE SACRAMENTO AREA COUNCIL OF
GOVERNMENTS (SACOG) BOARD OF DIRECTORS, AND APPOINTING A
MEMBER TO SERVE AS THE ALTERNATE.**

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

WHEREAS, the City of Citrus Heights is entitled to one Director and Alternate seat who shall be a Mayor or a City Council member appointed by the City Council.

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

- The City of Citrus Heights appoints Tim Schaefer to serve as SACOG Director
- The City of Citrus Heights appoints Porsche Middleton to serve as Alternate SACOG Director.

BE IT FURTHER RESOLVED that the City Clerk is directed to send a copy of this resolution to SACOG within ten days after adoption.

PASSED AND ADOPTED on this 12th day of January 2023, by the following vote, to wit:

| | |
|-----------------|-------------------------|
| AYES: | Council Members: |
| NOES: | Council Members: |
| ABSTAIN: | Council Members: |
| ABSENT: | Council Members: |

Tim Schaefer, Mayor

ATTEST:

Amy Van, City Clerk

CITY OF CITRUS HEIGHTS
2023 - Summary of Council Member Appointments

Councilmember Appointments to Regional Jurisdictions

| Functional Area | Agency | Meeting Schedule | Special Requirements (if any) | Mayor's Appointment |
|-----------------|--|--|--|--|
| Miscellaneous | Sacramento Local Agency Formation Commission (LAFCo) | 1 st Wed. of the month; 5:30 PM at County Board of Sups. Chambers | The Mayor or their designee of the City of Citrus Heights will serve as the appointment to LAFCO. Current appointment is City of Isleton ending 12/31/2023. (Awaiting on the rotation schedule to be adopted). | |
| Miscellaneous | Sacramento Metropolitan Cable Television Commission | Quarterly in March, June, September, December; 2:30 PM at the County Board of Sups. Chambers. No January meeting. | | P. Middleton M. Lopez-Taff (Alternate) |
| Library | Sacramento Public Library Authority (JPA) | 4 th Thur. of the month; 3:00 p.m. at County Board of Sups. Chambers | | M. Lopez-Taff P. Middleton (Alternate) |
| Wastewater | Sacramento Area Sewer District (Meets with Regional Sanitation District) * | 2 nd & 4 th Wed. of the month; 9:30 AM at County Board of Sups. Chambers | | J. Karpinski-Costa B. Daniels (Alternate) |
| Wastewater | Sacramento Regional County Sanitation District (Meets with County Sanitation District) * | 2 nd & 4 th Wed. of the month; 9:30 AM at County Board of Sups. Chambers | | B. Daniels J. Karpinski-Costa (Alternate) |
| Transportation | Sacramento Transportation Authority (STA) * | 2 nd Thurs. of the month; 1:30 PM at County Board of Sups. Chambers. No Jan/Sept meetings. | | J. Karpinski-Costa B. Daniels (Alternate) |
| Transportation | Sacramento Area Council of Governments (SACOG) * (JPA) | 3 rd Thurs. of the month; 9AM at SACOG offices | | T. Schaefer P. Middleton (Alternate) |
| Transportation | Regional Transit (RT) | 2 nd & 4 th Mon. of the month; 6:00 PM at the RT Auditorium – 1400 29 th Street – Room 114. | | B. Daniels T. Schaefer (Alternate) |
| Air Quality | Sacramento Metropolitan Air Quality Management District (SMAQMD) * | 4 th Thurs. of the month; 9:00 AM at the County Board of Sups. Chambers. No Nov/Dec meetings. | | B. Daniels P. Middleton (Alternate) |
| Homelessness | Sacramento Steps Forward Homeless Policy Council | Meetings are anticipated to be held 3 times a year. | | M. Lopez-Taff P. Middleton (Alternate) |

* Indicates a resolution is required to be adopted confirming the appointment(s).

Liaisons to Local Entities

| Appointment Opportunity | Meeting Schedule | Special Requirements (if any) | Mayor's Appointment |
|--|------------------|-------------------------------|---------------------------------------|
| Education & Community Programs (San Juan Unified School District & Sunrise park & Recreation District) | Meets as needed | | B. Daniels M. Lopez-Taff |
| Sacramento Metropolitan Fire District | Meets as needed | | M. Lopez-Taff P. Middleton |
| Sunrise MarketPlace | | | B. Daniels M. Lopez-Taff |

Council Ad Hoc Subcommittees

| Functional Area | Subject Matter | Mayor's Appointment |
|--|---|---|
| Finance/Admin. | Budget, Investments, Miscellaneous Finance, Human Resources, Risk Management & Information Technology | B. Daniels J. Karpinski-Costa |
| Quality of Life (General Service, Community Development, Neighborhood Enhancement, Economic Development & Redevelopment) | General Plan, Zoning, Code Enforcement, Volunteer Programs, CDBG, Housing, REACH (Focus on CDBG Priorities), Economic Development/Redevelopment – (Focus on Innovation Fund), Engineering, Capital Improvement Projects, Solid Waste, Lighting and Landscaping Districts, Public Works) | T. Schaefer J. Karpinski-Costa |



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: January 12, 2023

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

FROM: Amy Van, City Clerk

SUBJECT: Amendments to the City Council Handbook

Summary and Recommendation

The city periodically updates the City Council handbook to reflect current Council policy. The handbook was last updated in October 2020. At the December 8, 2022 City Council meeting, during the Items Requested by Council Members portion of the meeting, Council discussed updating the Council procedure for placing items on the agenda for consideration. A redline version of the City Council Handbook is included as an attachment for review.

Staff recommends the City Council adopt Resolution No. 2023-____ A Resolution of the City Council of the City of Citrus Heights, California, approving amendments to the City of Citrus Heights City Council Handbook.

Fiscal Impact

There is no fiscal impact associated with this action.

Background and Analysis

Handbook Purpose

The purpose of the City Council handbook is to outline the fundamental responsibilities of the City Council Members. The City intends for the handbook to orient new Council Members and serve as a point of reference in the event questions arise. The handbook is not all-inclusive nor does the City intend for it to supersede any local, state or federal laws. The City intends for the handbook to be a dynamic document and it will be amended as needed.

Placing an Item on the Council Agenda

The draft handbook amendment, located on page 22, requires that if a Council Member desires to place an item on the council agenda for review, he or she must follow the procedure outlined below:

City Council: A Council Member may request an item be considered on a future agenda as long as he/she receives support from at least one or more City Council Members. Council Members may make this request during the “Items Requested by Council Members” portion of a meeting. Staff will conduct any necessary research and prepare any required staff report after receiving direction by a majority vote of three or more Council Members.

This structure ensures that time and resources are expended upon researching and developing programs that a majority of the council is interested in exploring.

Administrative Changes

Staff has made various administrative changes to the handbook to reflect current processes, policies and resources available to Council Members. For example, the City Council recently changed their regular meeting time to 6:00 p.m., and staff updated the handbook to reflect this change.

Attachments

1. Resolution No. 2023- A Resolution Approving Amendments to the City of Citrus Heights City Council Handbook
2. Redline Version of City Council Handbook

RESOLUTION NO. 2023- ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, APPROVING AMENDMENTS TO THE CITY OF CITRUS HEIGHTS CITY
COUNCIL HANDBOOK**

WHEREAS, the City Council adopted a City of Citrus Heights City Council Handbook on April 12, 2007, which contains general City Council procedures and guidelines;

WHEREAS, the City Council adopted amendments to the City of Citrus Heights City Council Handbook on April 24, 2008, October 27, 2016, October 10, 2019, and October 8, 2020;

WHEREAS, administrative amendments have been made to the handbook to reflect current processes, policies and resources available to Council Members;

WHEREAS, the purpose of the handbook is to outline the fundamental responsibilities of the City Council Members, to orient new Council Members, and serve as a point of reference in the event that general questions arise;

WHEREAS, in addition to administrative amendments, the Council procedure for placing an item on the Council Agenda has been updated as follows: *A Council Member may request an item be considered on a future agenda as long as he/she receives support from at least one or more City Council Members. Council Members may make this request during the "Items Requested by Council Members" portion of the meeting.*

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WHEREAS, the handbook is not all inclusive nor is it intended to supersede any local, state or federal laws and is intended to be a dynamic document and will be amended from time-to-time.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the City Council of the City of Citrus Heights does approve the amendments to the City of Citrus Heights City Council Handbook that is on file with the City Clerk's Office.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 12th day of January 2023, by the following vote, to wit:

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

Tim Schaefer, Mayor

ATTEST:

Amy Van, City Clerk

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Chapter 1

Introduction and Overview

As a City Council Member, you not only establish important and often critical policies for the community, but you are also a board member of a municipal corporation with an annual budget of more than \$50 million. The scope of services and issues addressed by the City organization go well beyond those frequently reported in the newspaper or discussed at City Council meetings.

Overview of Basic City Documents

This information [al](#) handbook provides a summary of important aspects of City Council activities. It is intended to orient new Council Members and serve as a point of reference in the event questions arise. The handbook is not all inclusive, nor is it intended to supersede any local, state or federal laws. Where conflicts arise, local, state and federal law prevail.

Some of the most notable documents that contain information necessary for undertaking the business of the City Council are listed below.

Citrus Heights Municipal Code: The Municipal Code contains local laws and regulations adopted by ordinances. The Municipal Code contains a variety of laws including, but not limited to, zoning and development standards, traffic/speed regulations, and administrative standards. ~~Council Members are given a hard copy, if they choose, of the Municipal Code and periodic updates as new ordinances are adopted.~~ An on-line version is available on the City's [Web-site](#) under the City Clerk's services area.

California Government Code: The state Government Code contains many requirements for the operation of city government and administration of meetings of city councils throughout the state. Many of these requirements, such as open meeting laws, are also referenced within the Municipal Code to ensure there is broad awareness of such requirements. Citrus Heights is a "general law" city, which means it is organized in accordance with provisions of the State Law in the *Government Code*. Some cities within California are "charter cities" and have adopted local provisions to determine how the city is structured.

The *Government Code* describes the council-manager form of government, which is practiced in Citrus Heights. This form of government prescribes that a city council's role is to establish policies and priorities, while the role of the city manager is to administer the affairs of the city government.

Bi-Annual Budget: The City's bi-annual budget provides a description of City services and the resources used to provide services. The document contains a broad overview of the budget as well as descriptions of programs offered within each division of the organization.

Capital Improvement Program: Each year, the City updates its five-year Capital Improvement Plan (CIP) as a planning tool to prioritize and implement its short and long-term program of transportation, drainage, facilities, ~~grant funding, information technology,~~ and general purpose capital and maintenance projects. The CIP is updated during the ~~winter and~~ spring of each calendar year as a precursor to the development of the City's bi-annual operating budget.

General Plan: The General Plan is a state mandated plan that addresses adopted future land development plans and policies. Elements of the City's General Plan are updated on a periodic basis. State law provides for the adoption of an annual report of the Plan implementation by the City Council.

Orientation of New Members

It is important that the members of the City Council gain an understanding of the full range of services and programs provided by the organization. As new members join the City Council, department heads are instructed to provide overviews of the programs and activities undertaken by the departments. At any time, if there are facilities or programs about which you would like more information, arrangements will be made to increase your awareness of these operations.

Chapter 2

Citrus Heights City Council: General Powers and Responsibilities

City Council Generally

The powers of a city council in California to establish policy are quite broad. Essentially, councils may undertake any action related to city affairs other than those forbidden or preempted by state or federal law. Specifically, *the Council shall have the power in the name of the City, to do and perform all acts and things appropriate to a municipal corporation and the general welfare of its inhabitants and which are not specifically forbidden by the Constitution and laws of the State of California (California Government Code).*

It is important to note that the Council acts as a body. No member has any extraordinary powers beyond those of other members. While the Mayor and Vice Mayor have some additional ceremonial and administrative responsibilities as described below, in the establishment of policies, voting and in other significant areas, all members are equal. It is also important to note that policy is established by a majority vote of the Council. While individual members may disagree with decisions of the majority, a decision of the majority does bind the Council to a course of action. In turn, it is staff's responsibility to ensure the policy of the Council is implemented. Actions of staff to pursue the policy direction established by a majority of Council does not reflect any bias against Council Members who held a minority opinion on an issue.

At-Large Governance

On June 28, 2019, the City Council transitioned from at-large elections, to district based elections. As a result the Council adopted a strategic planning goal at its April 2019 retreat for staff to, "present to the City Council methods by which the Council can sustain effective governance given that future Councilmembers will be elected by district, rather than citywide." The Governance Principles designed to maintain at-large governance and discussed by the Council are outlined below:

As a team, the City Council will create, and judiciously execute, citywide strategic goals.

The City Council will conduct at least annually, bi-annual strategic planning retreats, which will include a discussion of citywide goals, rather than district-based goals. Councilmembers will create citywide policy priorities to allocate limited resources, while showing no favoritism to any given district. To orient prospective Council Members to the City's governance culture, Staff will conduct a Councilmember candidate orientation to educate candidates on governance principles and City operations in general.

The City practices data-driven resource allocation.

Resources (including staffing, services, and capital projects) will be allocated based on data-driven, prioritized needs of the entire City without giving preference to any district.

The City prioritizes customer service.

All Councilmembers will be informed of issues and interests within each district. The Mayor will respond to general citizen inquiries regardless of district. Councilmembers with issue-specific knowledge are free to respond to inquiries regardless of district. In all cases, Councilmembers and the City Manager will be informed of communication. Staff will maintain citywide messaging on communication platforms.

The City Council will honor the roles of the Council / City Manager form of government.

While community members may initially think the roles of Council Members have changed due to the shift to district-based elections, Council Members will continue to honor the roles of Council / City Manager in policy creation and program administration.

Role of Mayor and Vice Mayor

Mayor: The role of the Mayor is to preside at all meetings of the City Council and to perform such other duties consistent with the office as may be imposed by the Council or by a vote of the people. The Mayor does not possess any power of veto. As presiding officer of the Council, the Mayor is to faithfully communicate the will of the Council majority in matters of policy. The Mayor is also recognized as the official head of the City for all ceremonial purposes.

The Mayor is appointed by and serves at the pleasure of the City Council. Currently the Mayor's seat is rotated on an annual basis, generally in the month of December.

The Mayor shall consult and coordinate with the City Manager in the development of agendas for City Council meetings. The scope of such review focuses on the timing of business items and the volume of business, which can be considered at any one meeting. Such review does not allow for a unilateral, unlimited delay of items to be considered by the Council. Should any significant disagreement arise regarding the scheduling of items, these matters are to be resolved by a majority of the City Council at a City Council meeting. The City Council is presented with a long-range agenda at every meeting that provides an estimation of matters to be considered at future meetings. In order to add items to the agenda for consideration, there must be support from at least two ~~or more~~ Council Members.

The Mayor is also responsible for making appointments to regional boards and commissions. Appointments occur in early January of each year.

Vice Mayor: The Vice Mayor shall perform the duties of the Mayor during the Mayor's absence or disability. The Vice Mayor serves in this capacity at the pleasure of the City Council. This position is rotated on an annual basis, generally in the month of December.

Appointment of City Manager and City Attorney

The City Council appoints two positions within the City organization: the City Manager and the City Attorney. Both positions serve at the will of the City Council. Beginning in 1997, City Attorney services have been provided by contract. The City Manager is an employee of the City and has an employment agreement, which specifies some terms of employment including an annual evaluation by the City Council. The City Manager is responsible for all other personnel appointments within the City.

Role in Disaster

The City Council has some special extraordinary powers in the case of a disaster. Some meeting restrictions and expenditure controls are eased in such extreme situations. In critical situations, the Council may be directed to assemble in the City's emergency operations center located in the Citrus Heights Community Center, 6300 Fountain Square Drive, to provide policy guidance and to receive information in an extreme emergency.

The City developed an Emergency Operations Plan. This plan spells out the roles and responsibilities of the Council Members and staff during an emergency.

Appointment of Advisory Bodies

The City has two Commissions/Boards. In addition, special purpose committees and task forces are often appointed by the City Council to address issues of interest. Information on appointments to advisory bodies is included in the City's Municipal Code (Chapter 3). The following procedures reflect the **general guidelines** of the City Council regarding the appointment of volunteers to the various advisory bodies of the City. The appointment process for specific committees/task forces may vary depending on the purpose of the committee/task force.

The establishment of these procedures ensures that well-qualified, responsible and willing residents are given the opportunity to serve the City and to participate in the governing of their community. These procedures apply to all appointments and reappointments to standing advisory bodies.

Qualifications: A member must be knowledgeable of and experienced in the areas of interest of the board/commission on which he/she wishes to serve. Residency is a requirement for appointment to the City's boards and commissions.

Terms: The term of office on most board/commissions is outlined in the Municipal Code. To allow the greatest opportunity for participation, an appointee shall generally be limited to serving on only one City committee, commission or board at a time. This includes representing the City at the regional level.

Current City commissions and boards are as follows:

| Name | Terms of Members | Appointment Method |
|-------------------------------|--|--|
| Planning Commission | 4 years for regular; 2 years for at-large | Each Council member nominates one commissioner; full Council ratifies. Two at-large commissioners are elected by majority vote of the Council. |
| Construction Board of Appeals | 4 years | Each member is selected by a majority vote of the Council. |

Current City regional appointed positions (of residents) are as follows:

| Name | Terms of Members | Appointment Method |
|--|-------------------------|---|
| Sacramento Groundwater Authority | 4 years | Selected by a majority vote of the Council from directors of Citrus Heights Water District. |
| Sacramento – Yolo Mosquito and Vector Control District | 2 or 4 years | Selected by a majority vote of the Council. |

For those appointments where a Council Member individually nominates an applicant to an available position, the appointment shall be effective only upon a majority vote of the Council ratifying the appointment.

The term length of the appointment shall be concurrent with the nominating Council Member's term of office. In the event a Council Member leaves office prior to the normal expiration of his or her term, the regular appointed Member nominated by the departing Council Member shall remain in office until replaced by the successor Council Member's nomination or until otherwise removed by the City Council. Additionally, all appointees serve at the pleasure of the Council; there is no vested right for an appointee to complete an entire term.

If a vacancy occurs, the replacement member shall be appointed by the Council Member making the initial appointment, or by the Council Member who replaced the Council Member making the initial appointment. An appointment to fill an unexpired term shall be for the remaining period of the unexpired term.

The term of any appointee may automatically be extended for not more than ninety (90) days pending the qualification of his/her successor.

Outreach/Posting: On or before December 31st of each year, the City Clerk shall prepare an appointment list of all regular and ongoing committees, commissions and boards which are appointed by the City Council. This listing shall contain the names of all appointees, their terms, the date of appointment and the date the term expires. This listing shall be posted at City Hall, ~~the Sylvan Branch Library~~, and on the City ~~W~~web-site.

Whenever an unscheduled vacancy for an at-large appointment occurs, a special notice shall be posted in the office of the City Clerk, and the City ~~W~~web-site as soon as practical but at least within 20 days after the vacancy occurs. Final appointment shall not be made by the City Council for at least ten (10) working days after the posting of the notice in the Clerk's Office. If the Council finds an emergency exists, the Council may fill the unscheduled vacancy immediately on a temporary basis.

Recruitment: At least one month before regular terms expire, or immediately following receipt of a resignation, the City Clerk shall distribute the vacancy notice as follows, but is not limited to:

- City Council and City Manager
- City Hall posting board
- City ~~W~~web-site, ~~and~~ E-Notifier list, social media, and E-Newsletter
- ~~Sylvan Branch Library~~
- ~~Rusch Park~~
- ~~Sacramento Bee~~Media outlets (notice and press release)
- REACH and Neighborhood Association representatives
- Connect Citrus Heights
- Citrus Heights Chamber of Commerce
- Sunrise MarketPlace PBID
- Members of City commission, boards and committees

- Council Chambers (copies available at public meetings)
- Any interested parties

Applications

1. Application forms are available on the City ~~W~~web-site and in the City Clerk's Office.
2. Applications must be received by the City Clerk by the published deadline to be considered.
3. The application process includes a video interview. After the application deadline, timely applications and video interviews will be provided to the City Council and the public.
4. An ad hoc Council committee may be directed by the City Council to conduct interviews and provide recommendations to the full Council. Should the full Council wish to interview candidates, a special open meeting will be called for that purpose.
5. Appointments will be made following a vote of the Council at an open and public meeting. Open ballots may be distributed, or an oral vote may be taken. The City Clerk will announce the votes.
6. Appointees will be provided with a letter of appointment and will receive the Oath of Office. Appointees may also be required to complete Statement of Economic Interest forms.

Ethics Training & Sexual Harassment Prevention Training and Education: The City Clerk shall, at least ~~semi-annually~~biennially, provide information to local officials on training available to meet the Ethics Training and Sexual Harassment Prevention Training and Education requirements. If a member of a commission or board fails to complete the training requirements pursuant to Government Code 53235 and 53237.1, within the time period specified, the City Clerk shall, no later than 10 days after the statutory deadline, send a written notice to the member that his or her proof of completion is due within 10 days from the date of the written notice. If the member's proof of completion has not been received within 20 days from the date of the initial notification, that person shall automatically be removed from membership on the commission or board. The City Clerk shall provide final written notice to the member of their disqualification from the commission or board. The City Council shall solicit applications in accordance with City policy and appoint a new member within 45 days of the disqualification.

Chapter 3

Administrative Support Provided to City Council

Staff/Clerical Support

Administrative support to members of the City Council is provided through the City Manager's Office. Clerical services including scheduling of appointments and attendance at conferences, receipt of phone messages, and word processing are available as needed. Staff members who provide administrative support to the five City Council Members include the City Manager's Office staff. Sensitivity to the workload of staff in these departments, as well as all City departments is appreciated. Please note that individuals may have other work assigned with high priority. Should requested tasks require significant time commitments, prior consultation with the City Manager is requested and must have support of three or more Council Members.

Council Office/Meeting Rooms

The City Hall [council office and/or conference room meeting space](#) can also be reserved for use of City Council Members by City Manager's office staff.

Mail and Deliveries

Members of the City Council receive a large volume of mail and other materials from the public, private interests, and staff. Mail boxes are maintained for each member by the City Manager's Department. Staff opens mail and reviews any time sensitive invitations, meeting notices or materials. Time sensitive materials are emailed to Council Members or a phone call is made regarding the materials. Mail is generally distributed to Council Members at the scheduled Council Meetings. In the case of urgent material the Council Member is contacted.

Other courier deliveries are scheduled as needed. Staff makes every attempt to telephone Council Members prior to unscheduled deliveries.

Chapter 4

Financial Matters

Council Compensation/Benefits

State law and the City Municipal Code provide for modest compensation to members of the City Council. Currently, pursuant to State statute, members receive a salary of \$600.00 per month. In addition, members have access to similar benefits as management employees (i.e., health, dental, vision, and life insurance) with a few minor exceptions. The City will pay the premiums for Council Members only. Council Members that choose not to participate in the City's health care program may place \$500/month into the City's deferred compensation program.

Cal Cards

Council Members are eligible to receive "Cal Card" credit cards to use for City-related business as outlined in the City's purchasing policy. Cal Cards have a \$2,000 limit. All receipts are due to City Manager's Office staff by the 10th of each month. Council members must submit a special "lost receipt form" if they lose a Cal Card receipt.

The City has adopted a purchasing policy (Appendix A) and complies with AB 1234 in regards to travel and expense reimbursement (Appendix B).

Chapter 5

Communications

Overview

Perhaps the most fundamental role of a Council Member is communication – communication with the public to assess community opinions and needs and communication with staff to provide policy direction and to gain an understanding of the implications of various policy alternatives. Because the City Council acts as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking for the Council. Equally important, when members are expressing personal views and not those of the Council, the public should be so advised.

Correspondence from Council Members

Members of the City Council will often be called upon to write letters to citizens, businesses, or other public agencies. Typically, the Mayor shall be charged with transmitting the City's position on policy matters to outside agencies on behalf of the City Council. Individual members of the Council will often prepare letters for constituents in response to inquiries or to provide requested information. City Council letterhead is available for this purpose, and staff can assist in the preparation of such correspondence.

On occasion, members may wish to transmit correspondence on an issue which the Council has yet to take a position or about an issue for which the Council has no position. In these circumstances, members should clearly indicate within letters that they are not speaking for the City Council as a whole but for themselves as one member of the Council.

After the City Council has taken a position on an issue, official correspondence should reflect this position. While members who may disagree with a position are free to prepare correspondence on such issues as private citizens, members should not use City letterhead, official Council title, and staff support for this purpose. In addition, City letterhead and staff support cannot be utilized for personal or political purposes.

Responding to Public Complaints

When Council Members receive a complaint or inquiry from the public that involves a significant amount of staff work, and/or large financial cost, the Council Member should acknowledge the requestor's communication without making promises about what will happen on behalf of the City Council and forward the message to the City Manager.

Speaking for "the City"

Similar to written correspondence, when members are requested to speak to groups or are asked the Council's position on an issue, the response should reflect the position of the Council as a

whole. Of course, a member may clarify his/her vote on a matter by stating, "While I voted against X, the City Council voted in support of it." When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council's position rather than that of an individual member.

State Legislation, Propositions

The City Council is frequently requested to take action on pending state legislation. The City Council has authorized the City Manager to submit a letter on behalf of the City in regard to proposed state legislation only under the following conditions:

1. In the City Manager's reasonable discretion, the City Manager determines that there is not sufficient time to obtain City Council direction as to the City's position on the proposed legislation;
2. The legislation is consistent with previously adopted policies and principles of the City and City Council, as determined by the City Manager; and
3. The League of California Cities deems the legislation "high-priority" and requests written letters supporting the League's position as to the proposed legislation.

The City Manager shall immediately inform the City Council when a letter of support is submitted under the authority granted.

Proclamations/Certificates

Ceremonial proclamations are often requested of the City in recognition of an event or individual. Proclamations are not statements of policy but a manner in which the City can make special recognition of an event (e.g. Recycling Week). Certificates of commendation, recognition and appreciation are often presented to individuals for their accomplishments.

As part of his/her ceremonial responsibilities, the Mayor is charged with administration of proclamations and certificates on behalf of the City Council. Staff will work with the Mayor and City Manager to determine the appropriate delivery method of the proclamation or certificate. In some instances, a proclamation or certificate may be presented at an event by the Mayor. Individual Council Members do not issue proclamations or certificates. If a Council Member receives a request for recognition, the request should be forwarded to the City Clerk's Office for processing. Types of requests for recognition may include:

- Community Events, Community Organizations
- Athletic/Academic Accomplishments
- Acts of Heroism
- Non-profit Organizations, Yearly Commemorative Events
- Eagle Scouts and Golden Arrow Scouts
- City Commissioner Appointments and Resignations
- Regional Events and Recognition for Other Cities

Chapter 6

Conflicts & Liability

Conflict of Interest

State laws are in place that attempt to eliminate any action by a Council Member which may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest.

At any time a Council Member believes a potential for conflict of interest exists, he/she should consult with the City Attorney for advice. Staff may also request an opinion from the City Attorney regarding a member's potential conflict. Laws which regulate conflicts are very complicated. Violations may result in significant penalties including criminal prosecution.

The Fair Political Practices Commission (FPPC) has published lengthy regulations and opinions on conflicts of interest that are useful in determining whether a particular financial interest or decision could give rise to disqualification based on a potential conflict of interest. The FPPC also puts out informational pamphlets to assist public officials in determining what types of situations may give rise to prohibited conflicts of interest. The FPPC can be reached at www.fppc.ca.gov or (1-866-275-3772).

There are a number of other restrictions placed on Council actions, such restrictions include prohibitions on secrecy and discrimination as well as assurance that all City funds are spent for public purposes. Violations of these restrictions may result in personal liability for individual Council Members.

The Council has also approved a Conflict of Interest Code which is reviewed biennially and is attached as Appendix E.

City Attorney Conflict Advice

It is critical to note that while the City Attorney can render advice on the interpretation of state laws and regulations on conflict matters, such advice is solely an interpretation of the law. The only authority that can provide binding interpretations on such matters, and legal protection for Council Members, is the state Fair Political Practices Commission (FPPC). Members or the full Council may also solicit opinions on such matters directly from the FPPC; however, such opinions often take time to develop and may not readily respond to urgent matters. Members of the Planning Commission may also wish to seek opinions and advice on potential conflicts of interest.

Conflict of Interest Forms

Council Members and Commissioners and designated staff must fill out annual disclosure statements identifying sources of income, ownership of property, and receipt of loans and gifts. The City Council has adopted its own Conflict of Interest Code. Council Members often serve on the governing board of other agencies as a result of the Council position (e.g. Air Quality Management District, SACOG). These agencies may also require submittal of disclosure forms.

Liability

The City is a large institution offering a variety of services and may often find itself subject to legal actions through lawsuits. For example, those involved in automobile accidents sometimes choose to take actions against a City since the accident occurred on a City roadway. The City must always approach its responsibilities in a manner which reduces risk to all involved; however, with such a wide variety of high profile services (e.g. police) risk cannot be eliminated. The City currently purchases its insurance services from a joint powers authority.

It is important to note that violations of certain laws and regulations by individual members of the City Council may result in that member being personally liable for damages which would not be covered by the City's insurance. Examples may include discrimination, harassment, or fraud.

Harassment

The City is committed to providing an environment that is free from harassment and discrimination of any kind, including sexual harassment and harassment based on race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation or any other characteristic prohibited by state or federal law. Council Members should be familiar with the City's sexual harassment policies. Violations of such policies may find Council Members personally exposed through legal action. A copy of the City's Non-Discrimination/Harassment Policy is included as Appendix C.

Chapter 7

Interaction with City Staff/Officials

Overview

City Council policy is implemented through professional staff. Therefore, it is critical that the relationship between Council and staff be well understood by all parties so policies and programs may be implemented successfully. The City of Citrus Heights has set a tone of positive relationships between members of the City Council and staff. To maintain these effective relationships, it is important that roles are clearly recognized.

Council-Manager Form of Government

Like most general law cities, Citrus Heights has adopted a council-manager form of government. This structure reflects the City Council's role to establish City policy and priorities. The Council appoints a city manager to implement this policy and undertake the administration of the organization. The City Council must work through the City Manager in dealing with City staff.

The City Manager is appointed by the City Council to enforce its laws, to direct the daily operations of City government, to prepare and monitor the municipal budget, and to implement the policies and programs initiated by the City Council. The City Manager is responsible to the City Council rather than to individual Council Members, and directs and coordinates the various departments.

Council/Manager Relationship

The employment relationship between the City Council and City Manager honors the fact that the City Manager is the chief executive officer of the City. The City Council should avoid situations that can result in staff being directed, intentionally or unintentionally, by one or more members of the City Council. Regular communication between the City Council and City Manager is important in maintaining open communications. All dealings with the City Manager, whether in public or private, should respect the authority of the City Manager in administrative matters. Disagreements should be expressed in policy terms, rather than in terms that question satisfaction with, or support of, the City Manager.

The City Council is to evaluate the City Manager, at a minimum, on an annual basis to ensure that both the City Council and City Manager are in agreement about performance and goals based on mutual trust and common objectives.

As in any professional relationship, it is important that the City Manager keep the City Council informed. The City Manager respects and is sensitive to the political responsibility of the City Council and acknowledges that the final responsibility for establishing the policy direction of the City is held by the City Council. The City Manager communicates with City Council in various

ways. There are informal briefing meetings with individual Council Members as needed, informational memoranda and monthly department reports. Communication must be undertaken in such a way that all Council Members are treated similarly and kept equally informed.

Giving Direction to the City Manager ¹

From time-to-time, but at least annually, the City Council, the City Manager, and the City Attorney hold a strategic planning retreat to discuss protocols for working together well and with consistency. At the December 5, 2006 retreat, the Council discussed the method for giving direction to the City Manager. Below is a summary of the discussion points.

- If the City Manager believes that Council action is needed before doing staff work, the City Manager will inform the Council Member;
- City Council Members are not to direct staff to do work; for routine matters (e.g., pot holes, graffiti), communicate with a department head and copy the City Manager; and
- Three or more Council Members need to agree when giving direction to the City Manager unless it is an item of minor nature (e.g., fixing a pot hole or street light).

The latest retreat record is available on the City's [Web-site](http://www.citrusheights.net) at www.citrusheights.net.

City Manager Code of Ethics

The City Manager is subject to a professional code of ethics from his/her professional association. It should be noted that this code binds the City Manager to certain practices designed to ensure actions are in support of the City's best interests. Violations of such standards can result in censure by the professional association.

City Council/City Attorney Relationship

The City Attorney is the legal advisor for the Council, City Manager, and City staff. The general legal responsibilities of the City Attorney are to: 1) provide legal assistance necessary for formulation and implementation of legislative policies and projects; 2) represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations, and similar proceedings; 3) prepare ordinances, resolutions, contracts, and other legal documents to best reflect and implement the purposes for which they are prepared; and 4) to keep City Council and staff apprised of court rulings and legislation affecting the legal interest of the City. It is important to note that the City Attorney does not represent individual members of Council, but the City Council as a whole.

The City Manager is to evaluate the City Attorney, at a minimum, on an annual basis to ensure that both the City Council and City Attorney are in agreement about performance and goals based on mutual trust and common objectives.

¹ Also see *Giving Direction to the City Attorney* (page 19)

Giving Direction to the City Attorney²

From time-to-time, but at least annually, the City Council, the City Manager and the City Attorney hold a strategic planning retreat to discuss protocols for working together well and with consistency. At the December 5, 2006 retreat, the Council discussed the method for giving direction to the City Attorney. Below is a summary of the discussion points.

- If a Council member has a simple (not requiring a lot of time) legal question or an individualized city-related legal issue, contact the City Attorney directly;
- Three or more Council Members need to agree when asking the City Attorney to do many hours of legal work; and
- The City Attorney will inform the Council member if the issue needs to get support from three or more members.

Roles and Information Flow

Objectives: It is the intent of staff to ensure Council Members free access to information from the City and to insure that such information is communicated completely and with candor to those making the request. To carry out this responsibility, however, Council Members must avoid intrusion into those areas which are the responsibility of staff. Individual Council Members may not intervene in staff decision-making, development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and majority approval of the City Council. This is necessary to protect staff from undue influence and pressure from individual Council Members and to allow staff to execute priorities given by management and the Council as a whole without fear of reprisal.

Council roles: The full City Council retains power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, work loads and schedules, departmental priorities, and the performance of City business.

Individual members of the City Council should not make attempts to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities without the prior knowledge and approval of the Council as a whole. If a Council Member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Council to do so as a matter of Council policy.

Access to Information: Individual Council Members as well as the Council as a whole are permitted complete freedom of access to any information requested of staff and shall receive the full cooperation and candor of staff in being provided with any requested information.

There are limited restrictions when information cannot be provided. Draft documents (e.g. staff reports in progress, administrative draft EIRs) are not available for release until complete and after review by City management. In addition, there are legal restrictions on the City's ability to

² Also see *Giving Direction to the City Manager* (page 18)

release certain personnel information even to members of the City Council. Certain aspects of police department affairs (access to restricted or confidential information related to crimes) may not be available to members of the Council. Confidential personnel information also has restrictions on its ability to be released.

Staff roles: The Council recognizes the primary function of staff is to execute Council policy and actions taken by the Council and to keep the Council informed. Staff is obligated to take guidance and direction only from the Council as a whole or from the appropriate management supervisors. Staff is directed to reject any attempts by individual members of the Council to unduly direct or otherwise pressure them into making, changing, or otherwise influencing recommendations.

City staff will make every effort to respond in a timely and professional manner to all requests made by individual Council Members for information or assistance, provided that, in the judgment of the City Manager, the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full City Council.

Dissemination of Information

In cases where a staff response to an individual Council Member request involves written materials that may be of interest to other Council Members, the City Manager will provide copies of the material to all other Council Members. In making this judgment, the City Manager will consider whether the information is significant, new, otherwise not available to the Council, or of interest to the Council.

Magnitude of Information Request

Any information, service-related needs, or policy positions perceived as necessary by individual Council Members that cannot be fulfilled based on the above guidelines should be raised by the individual Council Member under the "communications" portion of a regularly scheduled City Council meeting. If so directed by action of the Council, staff will proceed to complete the work within a Council established timeline.

Staff Relationship with Advisory Bodies

Staff support and assistance may be provided to commissions and task forces; however, advisory bodies do not have supervisory authority over City employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately the City Manager and City Council. The members of the commission/board/committee are responsible for the functions of the advisory body, and the chairperson is responsible for committee compliance with any Council policies.

Staff support may include preparation of reports providing a brief background of the issue, a list of alternatives, recommendations, and appropriate backup materials, if necessary. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues. The assigned staff person serves as secretary, taking minutes as needed.

It is important that advisory bodies wishing to communicate recommendations to the City Council do so through adopted or approved Council agenda procedures. In addition, when a commission wishes to correspond with an outside agency, correspondence should be reviewed and approved by the City Council. Individuals who would like a commission to review a particular issue must also gain approval for such a request from the full City Council. Staff members are to assist the advisory body chair to ensure appropriate compliance with state and local laws and regulations.

Restrictions on Political Involvement by Staff

Local governments are non-partisan entities. Reflected within the council-manager form of government is a principal of professional staff which formulates recommendations in compliance with council policy and for the good of the community and is not influenced by political factors. For this reason, it is very important to understand the restrictions of staff in any level of political involvement through campaigns, fund-raisers, or other means.

By working for the City, staff members do not surrender rights to be involved in local elections. Indeed, laws are in place to preserve those rights. However, there are limitations to such involvement.

The City Manager has approved a Political Activities Administrative Policy which is included as Appendix D. Employees have no restrictions while off the job. No participation in campaigns or other activities may take place while on the job. No City resources may be used by staff in support of any campaign. Even while off the job, no employee may participate in campaign or other activities while in a City uniform. For example, posing for a promotional photograph for a candidate for local office while in uniform is inappropriate. The support of the City Council in these matters is requested. A Council Member asking staff to sign petitions or similar items can create an awkward situation.

Chapter 8

City Council Meetings

Meeting Schedule

Regular meetings are held in the Citrus Heights Council Chambers at 6360 Fountain Square Drive on the 2nd and 4th Thursday of the month. Meeting times and dates are established by resolution ~~(2005-33)~~ of the City Council. The regular City Council meetings begin at ~~7~~6:00 p.m. with closed sessions generally being convened earlier as needed. Occasionally, work sessions ~~may are be~~ held as a special meeting outside of the regular meeting schedule on an as-needed basis, prior to a Council meeting and generally begin at 5:30 p.m. No Council meeting will be held in the event that a regular meeting of the Council falls on a legal holiday. If a regular meeting of the City Council falls on a legal holiday, the meeting shall be held on the preceding day at the aforesaid hour and place or may be cancelled in advance. From time-to-time, regular City Council meetings may be cancelled. Written notice must be given to the City Council, the public and the media at least 72 hours prior to a regular meeting. (More details are contained in the Open Meeting Laws section.)

Special Meetings

Special meetings may be called from time-to-time. Written notice must be delivered to the City Council, provided to the public by posting, and to the media (if requested in writing) 24 hours prior to a special meeting (*Cal Govt Code Section 54956*). No business other than that announced may be discussed. Public comment is taken at Special Meetings.

Notice requirements of the Brown Act shall be complied with for all meetings; minutes of the meeting shall be taken by the City Clerk or designee and shall, upon Council approval, be available for public inspection.

Placing Items on Agenda

City Council: A Council Member may request an item be considered on a future agenda as long as he/she receives support from at least one ~~two~~ or more City Council Members. Council Members may make this request during the “Items Requested by Council Members” portion of a meeting. Staff will conduct any necessary research and prepare any required staff report after receiving direction by a majority vote of three or more Council Members.

Members of the Public: A member of the public may request an item be placed on a future agenda during public comment or through other communication with Council Members. The item will be placed on a future agenda upon agreement of two or more Council Members or by City Manager direction.

Emergency and Non-Agendized Items: Emergency and non-agendized items may be added to an agenda for a regular meeting only, in accordance with state law. Emergency items are only those matters affecting public health or safety such as work stoppages, disasters, and other severe emergencies. Adding an emergency item requires a majority vote. Emergency items are very rare. More likely, an item arises after the agenda is posted that the Council would like to act on. Non-agendized items may be added to the agenda only if the Council makes findings that (1) the need to consider the item arose after the posting of the agenda and (2) that there is a need to take immediate action at this meeting of the City Council. These findings must be approved by a 4/5th vote; if less than four members of Council are present, the findings require a unanimous vote of those present.

Tips on the Dais

Televised meetings: As part of its franchise agreement with the Sacramento Cable Commission, Council meetings are telecast live on the local cable television system as a means for providing municipal information to the citizens of Citrus Heights. Meetings are also [cablecast-webcast](#) live on the City's [Web-site](#) from a link on the homepage.

The City Council Chamber is equipped with a public address system. The system provides microphones at the dais, staff table, and podium. There is also a hand-held microphone and a lapel microphone. There are several issues related to the sound system that are important to keep in mind:

- Turn the microphone on when you want to talk and **speak directly into the microphone;**
- **Turn the microphone off when you are through talking, during recesses, and after the meeting. The microphones are very sensitive and voices can be picked up from an adjacent microphone. Sound is broadcast in the City Hall Lobby and on TV;**
- Never say things near a microphone you do not want heard; and
- Have all speakers come forward to the podium. Do not allow people to speak from the audience.

Certain colors of clothing present difficulties to the television system, and thus can be distracting to viewers at home. White causes glare and makes the picture around it appear dark, causing loss of detail. Bright red and orange reproduce poorly on television and can also cause glare problems. Clothing with fine patterns, such as stripes and grids, can cause a rainbow effect in the picture. Larger shiny objects that reflect light should be avoided. Good colors for television include blues, greens, browns, grays, and most pastels.

Order of Business

The City Council establishes the general order of meetings through the adoption of an ordinance (2005-12). This section summarizes each meeting component.

1. Closed sessions (closed to the public): The ability of a City Council to conduct sessions not open to the public is restricted by state law to ensure open proceedings. Certain defined

circumstances exist wherein a City Council may meet without the public in attendance. Such circumstances include:

Real Property: the purchase, sale, exchange, or lease of real property with the City's negotiator; the real property and the person(s) with whom the City may negotiate must be announced in open session prior to the closed session (*Cal Govt Code Section 54956.8*).

Litigation: pending or a significant exposure to litigation, or the decision to initiate litigation; the litigation or title must be identified in open session prior to the closed session unless the Council states that to do so would jeopardize its ability to conclude existing settlement negotiations or effectuate service of process. The purpose is to confer with, or receive advice from, legal counsel on such litigation (*Cal Govt Code Section 54956.9*).

Compensation: (salaries and benefits) of employees; to review its position and instruct designated representatives (*Cal Govt Code Section 54957.6*).

Personnel: the appointment, employment, evaluation of performance, or dismissal of a public employee, or to hear complaints against the employee unless the employee requests the discussion occur in public (*Cal Govt Code Section 54957*).

Members of the Council, employees of the City, or anyone else present shall not disclose to any person the content or substance of any discussion which takes place in a closed session unless authorized by the Council. All written materials distributed at a Closed Session shall be returned to staff at the end of the Closed Session.

Typically, closed sessions will be scheduled before the public portions of the meeting. This is done so that public portions of the meeting are not interrupted by closed sessions. In addition, such sessions may require the attendance of special legal counsel and consultants.

At closed sessions, the public is invited to speak under Public Comment, but can only speak on the closed session agenda item(s).

2. **Study Sessions:** Study Sessions are meetings with staff to discuss current issues. These meetings are different from special meetings in that Council cannot take action on items discussed in the study session. These meetings are open to the public. Study Sessions (sometimes referred to as Work Sessions) can be held on a regular Council meeting day or as part of a special [or a regular](#) meeting.

3. **Comments by Council Members and Regional Board Updates:** The purpose of this section of the meeting is to provide members of the Council an opportunity to introduce discussion on matters not currently before the Council including brief announcements, questions of staff, and request for items to be placed on the agenda at a future meeting. Examples of appropriate communications would be information of general interest received from outside agencies, comments or inquiries received from individuals or from the public, ~~requests to agendize future items~~, announcements of interest to the public, reports on regional board activities, and solicitations of Council's input on these efforts.

4. *Public Comment:* Individuals desiring to speak are to address the Council from the speaker podium after giving their name.

Comments should focus on a specific matter within the Council's jurisdiction with reasons for the position taken. Written comments are encouraged during the public comments section or during public hearings. When materials are presented during public hearings, they should be submitted before the public hearing is closed on the item. Comments may be limited so that all have an opportunity to address the Council. Normally, speakers are limited to five minutes each with 30 minutes being allowed for all comments. Any public comments beyond the initial 30 minutes may be heard at the conclusion of the agenda. The Mayor has the discretion to lengthen or shorten the allotted times. Any materials submitted during public comments (or for public hearings) become part of the public record and may be subject to disclosure under the Public Records Act. This includes, but is not limited to PowerPoint presentations, videos, letters and photographs.

Letters sent to Council in advance of a meeting, yet after the preparation of the agenda will be placed at the Council Member's position on the dais; and will be made available to the public "without delay" at the public counter in City Hall [and on the City's website](#).

Each person desiring to address the Council shall approach the microphone, state his or her name for the record, state the subject he or she wishes to discuss, state whom he or she represents if applicable, and unless further time is granted by majority vote of the Council, shall limit his or her remarks to the time specified by City Council. All remarks shall be addressed to the Council as a whole and not to one particular member of the Council or to the audience or staff members. No questions shall be asked of a Council Member or a member of the City staff without obtaining permission of the presiding Council Member. Members of the public are requested to fill out a speaker slip for record-keeping purposes. Speaker slips are public records.

In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the council on the same subject matter, it shall be proper for the presiding officer to inquire whether or not the group has a spokesperson and if so, that he/she be heard with the following speakers in the group to be limited to facts not already presented by the group spokesperson. It is the Council's practice not to allow speakers to transfer their time to another speaker.

5. *Consent Calendar:* Those items on the Council agenda which are considered to be of a routine and non-controversial nature by the City Manager are placed on the "Consent Calendar". These items shall be approved, adopted, accepted, etc., by one motion of the Council. For example, approval of minutes, final reading and adoption of ordinances, various resolutions approving agreements, minor budgetary items, status reports, and routine City operations.

Council Members may request that any item listed under "Consent Calendar" be removed from the Consent Calendar, and Council will then take action separately on this item. A member of the public may request that an item listed under "Consent Calendar" be removed and Council action taken separately on the item; however, a majority of the City Council must concur with such a

request. Items which are removed (“pulled”) by members of the Council for discussion will typically be heard after other Consent Calendar items are approved unless the majority of Council chooses an earlier or later time.

Minor questions: A Council Member may ask questions on any item on the Consent Calendar. When a Council Member has a minor question for clarification concerning a consent item which will not involve extended discussion, the item may be pulled for clarification and the questions will be addressed along with the rest of the Consent Calendar. Council Members are encouraged to seek clarifications prior to the meeting, if possible.

Correction of Minutes: Minutes of the City Council meetings are submitted to the Council for approval and/or correction in draft form at a subsequent regular meeting. It is the policy of the City Council that only members of the Council and the City Clerk have the authority to make revisions to the minutes subject to a majority vote of the City Council. Council Members having only typographical corrections to minutes are encouraged to provide such corrections to the City Clerk directly and need not wait to submit such corrections at a meeting.

No or Abstain vote: When a Council Member wishes to pull an item simply to register a dissenting vote, the Council Member shall inform the City Council that he or she wishes to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Calendar, and the City Clerk will register a “no” or “abstain” vote in the minutes.

6. *Public Hearings:* Hearings on matters of importance or legal requirement. These items require the Council to review the written public record and to hear and weigh public testimony during the public hearing before taking action. Hearings are noticed according to law by publication in the local newspapers and/or by mailed notices to property owners; and can be continued to any subsequent meeting. Public hearings should be “opened” and “closed” and reopened if necessary.

After public hearings are closed, no member of the public shall be permitted to address the Council or the staff from the audience, except at the discretion of the presiding Council Member.

7. *Regular Business Items:* Regular items are shown on the agenda in the order that they will be considered. At times, the Council may decide to adjust the order of the agenda to better accommodate the public. Depending on the type of public hearing, public testimony may be limited. The City Attorney should be consulted if there are any questions.

8. *Department Reports:* This section of the meeting provides staff an opportunity to give the City Council brief informational updates on various projects.

9. *City Manager Items:* The purpose of this section of the agenda is to provide the Mayor and City Council with pertinent information as well as brief comments on City business, operations, projects, and other items of general interest.

10. *Item(s) Requested by Council Members/Future Agenda Items:* An item may be put on a future agenda by a Council Member if he/she gets support from at least ~~two~~one other Council

Members. Council-generated staff work needs a majority vote of three or more Council Members.

State law provides the Council can take action only on such matters which have been properly noticed and agendized, unless special circumstances are found to exist (as mentioned above). Subject to that exception, action or approval on non-agendized items is not allowed, and such items should be placed on the agenda of the next regular meeting.

General Procedures

The Council has adopted general rules of procedure for Council Meetings. These procedures are contained in Chapter 2 (Sec. 2-61) of the Municipal Code (amended by Ordinance 2005-12). Over the past ten years, the Council has established certain practices including:

Presiding Officer: The Mayor is the presiding officer and acts as Chair at Council meetings. In the absence or incapacity of the Mayor, the Vice Mayor serves as presiding officer.

Seating Arrangement of the Council: The Vice Mayor is seated immediately next to the Mayor. The Mayor, with the approval of individual Council Members, shall establish other seating arrangements for regular Council meetings.

Signing of City Documents: The Mayor, unless unavailable, shall sign all ordinances, resolutions, contracts, and other documents which have been adopted by the City Council and require an official signature except when the City Manager has been authorized by Council action to sign documents. In the event the Mayor is unavailable, the Vice Mayor's signature may be used.

Discussion Rules

To assist the City Council in the development of a structure for orderly discussion of items, the Council has generally followed the procedures below:

1. Obtaining the Floor: A member of the City Council or staff shall first address the Mayor and gain recognition. Comments and questions should be limited to the issue before the Council. Cross-exchange between Council Members and public should be avoided.

2. Questions to Staff: A Council Member shall, after recognition by the Mayor, address questions to the designated staff member.

3. Interruptions: Once recognized, a Council Member should not be interrupted while speaking except to make a point of order or personal privilege. If a Council Member is called to order while speaking, the individual shall cease speaking until the question order is determined. Upon being recognized by the Mayor, members of the staff shall hold the floor until completion of their remarks or until recognition is withdrawn by the Mayor.

4. Discussion Limit: A Council Member should not speak more than once on a particular subject until every other Council Member has had the opportunity to speak. Council Members are encouraged to discuss items during the decision-making process.

5. *Tabling Procedure:* Immediately stops discussion and causes a vote to postpone the matter indefinitely or to a certain time and date.

6. *Right of Protest:* A Council Member is never required to state reasons for a dissenting vote.

Other Protocol

Other guidelines have been practiced to ensure meetings of the Council emphasize the importance of the business being conducted in a professional manner. Council Members and staff shall:

- a. Work to preserve appropriate order and decorum during all meetings.
- b. Discourage side conversations, disruption, interruptions, or delaying efforts.
- c. Inform the Mayor when departing from a meeting.
- d. Limit disruptive behavior. Persons demonstrating rude, boisterous or profane behavior will be called to order by the Mayor. If such conduct continues, the Mayor may call a recess, request the removal of such person(s) from the Council Chambers, adjourn the meeting, or take such other appropriate action as permitted by the Brown Act.

Enforcement of Order: The Police Chief or his/her designee acts as the Sergeant-at-Arms. Any Council Member may request the presiding officer to enforce the rules of protocol. Upon motion and majority vote, the presiding officer shall be required to do so.

Values of Respect: The City Council has also recognized the importance of approaching the public's business in an environment of personal respect which places emphasis on the consideration of policy and avoids personalization of comments. Some general guidelines utilized by the City Council include:

Discussion should focus on policy matters;

Personal criticism of members is inappropriate; and

Proper decorum should be displayed as other members express their views.

Courtesy:

- **Council Members:** Council Members shall accord the utmost courtesy to each other, City staff and the public appearing before the City Council, and shall refrain at all times from rude and derogatory remarks, public criticism of staff, remarks as to integrity, abusive comments and statements as to motives and personalities.
- **City Employees:** Employees of the City shall observe the same rules of order and decorum applicable to the City Council.

- **Public Speakers:** Members of the public attending a City Council meeting shall be encouraged to observe the same rules of order and decorum applicable to the City Council. Any person who becomes boisterous while addressing the City Council or while attending the City Council meeting, or behaves in such a way as to be disruptive of the meeting, shall be removed from the room if the Sergeant-at-Arms is so directed by the Mayor and such person may be barred at that meeting from further audience before the City Council.
- **Appointed Members of Boards, Commissions and Committees:** Appointed members of Boards, Commissions and Committees of the City shall observe the same rules of order and decorum applicable to the City Council.

Noise in the Chamber: Noise emanating from the area immediately outside the City Council Chambers which disrupts City Council meetings shall not be permitted.

Crowd Control in Council Chambers: If the City Manager, or the City Manager's designee, anticipates in advance a crowd larger than the maximum number of attendees allowed in the City Council Chambers, he or she shall provide for overflow in an adjacent room or elsewhere if needed.

Smoking: It is unlawful for any person to smoke in the City Council Chambers (*Cal Govt Code Section 7597*).

Distribution of Literature and Other Materials in City Council Chambers: No person shall distribute flyers, leaflets, placards or other literature or circulate any petition within the City Council Chambers. Such literature may be displayed or distributed outside the City Council Chambers area.

Voting Procedures

When present, all Council Members are to vote. Failure of a seated member to orally express a vote constitutes an affirmative vote. No ordinance, resolution, or motion shall be passed or become effective without an affirmative vote.

A conflict of interest shall be declared whenever appropriate and in compliance with state law. The affected Council Member will step down from the dais, leave the Council Chambers and not participate in the discussion or vote on the item.

General consensus may be declared at the discretion of the presiding officer if there are no negative votes or objections by Council Members.

Upon the request of any Council Member, a roll call vote will be taken and recorded.

Tie vote: A tie vote is equivalent to a vote which has failed. The presiding officer may publicly explain the effect of the tie vote for the audience or may direct a member of the staff to do so.

The City Attorney should be consulted during or before a Council meeting, if questions arise regarding voting procedures.

Notification and Advertising

The City attempts to publicize matters of significant neighborhood or community public interest which appear on a City Council or Planning Commission agenda, as well as all matters where advertising is required by law.

All advertising is to be accomplished in a legal and economical manner. All affidavits of publication shall be reviewed by the City Clerk and will be available to interested members of the public.

Open Meeting Laws ("The Brown Act")

Operations and procedures of the City and City Council incorporate requirements of the state's open meeting law (commonly referred to as the Brown Act for former state legislator Ralph M. Brown). Because this law is such an important part of local government operations, some specific requirements of the law are highlighted below for your information and future reference. Additional reference is included as Appendix F.

Applicability and Penalties: The entire City organization conducts its business in compliance with the Ralph M. Brown Act, State Government Code Section **54950 et seq.** The intent of the Act is to ensure that deliberation and actions of local public agencies are conducted in open and public meetings. The law provides for misdemeanor penalties for members of a body who violate the Act (*Cal Govt Code Section 54959*). In addition, violations are subject to civil action (*Cal Govt Code Section 54960*). A current copy of the Act will be provided to all Council Members when assuming office. The provisions that most directly affect the Council are summarized in this chapter.

A. Applicability: The Act applies to the Council and all commissions, boards, and task forces that advise the Council. Staff cannot promote actions which would violate the Act.

B. Meetings: All meetings shall be open and public. A meeting takes place whenever a quorum (3 or more members) is present and information about the business of the body is received; discussions qualify as a meeting. Social functions (e.g. receptions, dinners) do not fall under the Act unless City business is discussed.

C. Agendas: Agendas for regular meetings must be posted 72 hours in advance of the meeting and must meet various requirements.

D. Actions: No action can be taken on any item not appearing on the posted agenda.

Exceptions: 1) An emergency situation exists (determined by a majority of the Council); 2) The need to take action arose subsequent to the agenda being posted and there is a need for

immediate action (determined by 2/3 vote of the Council; or if less than 2/3 are present, by unanimous vote); 3) The item was continued to another meeting that was scheduled and posted within 5 days of the original agenda.

E. Public Input: The public has an opportunity to address the Council on any item of interest to the public that is within the jurisdiction of the Council during regular meetings and on any agenda item during special meetings. The City has the right to establish time limits on speakers and the total time allocated for a particular issue.

F. Public Disruptions: A portion or all of the public may be removed if willful disruption makes conducting the meeting “unfeasible”; the press may remain unless they participate in the disruption.

G. Correspondence: All non-confidential writings distributed to the Council less than 72 hours prior to the meeting relating to any agenda item for discussion or consideration are public records; and will be made available to the public “without delay” at the public counter in City Hall [and the City’s website](#). This includes PowerPoint presentations, photos, handouts, videos and letters.

H. Special Meetings: Special meetings may be called by the Mayor or a majority of the Council with strict notification requirements delivered to the media and Council 24-hours before the time of the meetings.

I. Emergency Meetings: Emergency meetings may be called due to the disruption or threatened disruption of public facilities without notification. Only work stoppages or crippling disasters that impair the public health and/or safety qualify for emergency meetings.

J. Other Provisions: The Act provides many other restrictions and requirements; this chapter is intended merely as a Council summary and overview of the Act, and nothing in this Chapter supersedes the provisions of the Brown Act. Please check with the City Attorney and/or the City Clerk for more information. The City Attorney provides periodic trainings on the Brown Act.

Minutes

The minutes serve as a source of information for the Council and for the public. Meeting minutes include the following information:

- Members present;
- Motions, proposals, resolutions, orders, ordinances, and other items of business and their disposition, and
- Results of all votes.

The minutes are generally a summary of the action that took place and do not include a verbatim transcript. The City Clerk is responsible for recording, preparing, and filing Council minutes. It is the City Clerk’s goal to bring the minutes to the Council for approval within one month of a meeting. Once approved, Council meeting minutes are available for review in the City Clerk’s office and on-line at www.citrusheights.net.

Tape Recordings

All regular meetings (except closed sessions) of the City Council shall be videotaped recorded by Metro Cable. On occasion, due to circumstances beyond the City's control, meetings may not be taped recorded (e.g., due to equipment malfunction). On these rare occasions, staff will make every attempt to audio record the meeting. A copy of the DVD will be provided to the Sacramento County Public Library for general circulation. Copies are also available at City Hall. Video from the meetings are available for viewing on-line at www.citrusheights.net.

Chapter 9

Leaving Office

Filling Council Vacancies

Generally, if a vacancy occurs on the City Council during a member's term (e.g. resignation) the Council may appoint an individual to serve the remaining term within 60 days, choose not to fill the vacancy and wait until the vacancy is filled during the next regular election, or call for a special election.

Chapter 10

Additional Training & Resource Materials

League of California Cities

The League is an association of virtually all of the cities in California. It provides many levels of service including the production of educational conferences for local officials, publication of various newsletters, and a monthly magazine, *Western City*. The League also has lobbyists on staff that represents the interest of cities before the state legislature and federal government. Committees having local officials as members are also organized around the interests of City departments (e.g. City Council, City Manager, City Clerk, Fire, Police, Community Services, Community Development) to address issues as they arise. The League has established a 'Newly Elected Officials' Packet' that is available through their website at www.cacities.org/resources/newly-elected-officials-packet. The League's Web site is www.cacities.org. Their phone number is (916) 658-8236.

The League of California Cities has established the New Mayors and Council Members Academy held in January, and the Mayors and Council Members Executive Forum held in June. The Academy has developed a curriculum which addresses subjects and skills utilized by members of city councils.

International City Management Association (ICMA)

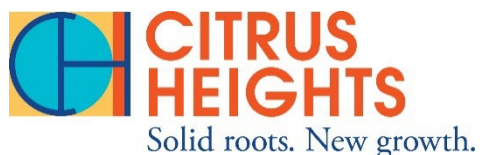
ICMA is a professional association of local government chief executives. The association has an extensive list of publications to assist local officials. The Association's *Elected Officials Handbook* series can be of great value to Council Members. Publications have also been developed on every basic city service.

Institute for Local Government (ILG)

The ILG promotes good government at the local level with practical, impartial and easy-to-use resources for California communities. The Institute also provides many levels of information by subject including ethics and transparency, budgeting and financial management, economic development and many other areas relating to state and local government. The Institute also provides resources for newly elected officials that can be downloaded at www.ca-ilg.org/local-government-basics-thos-new-public-service.

Appendices

| | |
|---|---|
| Purchasing Policy | A |
| Travel Expense and Reimbursement Policy | B |
| Non-Discrimination/Harassment Policy | C |
| Political Activities Policy | D |
| Conflict of Interest Code | E |
| Brown Act – Opening Meeting Law | F |



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: January 12, 2023

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

FROM: Amy Van, City Clerk
Haley Reid-Hildebrand, Management Analyst II

SUBJECT: City Board and Commission Appointments

Summary and Recommendation

Several Planning Commission and Construction Board of Appeals appointments are expiring as of December 31, 2022. The city accepted applications for a seven-week period running from November 1, 2022 through December 16, 2022. The city received a total of 15 applications (some individuals have applied for multiple positions): 15 for the Planning Commission, and 3 for the Construction Board of Appeals. Applications and a link to video interviews with Planning Commission applicants were distributed to the City Council for review.

Staff recommends Council Members MariJane Lopez-Taff, Jayna Karpinski-Costa, and Porsche Middleton nominate one regular member to serve on the Planning Commission whose appointments are subject to ratification by the City Council.

Additionally, Paul Makhnovskiy resigned from the Planning Commission effective January 3, 2023. Mr. Makhnovskiy was appointed by Vice Mayor Bret Daniels to a four-year term January 14, 2021 to December 31, 2024. Staff recommends Vice Mayor Daniels nominate one regular member to fill the unexpired term on the Planning commission, subject to ratification by the City Council.

Staff further recommends the City Council, by majority vote, appoint individuals for the remaining at-large appointments to the Planning Commission and Construction Board of Appeals.

Fiscal Impact

There is no fiscal impact associated with this item.

Background and Analysis

The City Council formed the Planning Commission and Construction Board of Appeals to assist the city in the information gathering, and deliberative process. Board and commission members are members of the public appointed by the Council.

Planning Commission

Pursuant to Citrus Heights Municipal Code Section 2-270 each member of the City Council shall nominate one regular member of the Planning Commission, whose appointment is subject to ratification by the City Council. It further states, the Council shall, by majority vote, appoint two at-large members of the Planning Commission.

There are six appointments to be made to the Planning Commission as follows:

| Position | Nominated By | Term |
|------------------------|--------------------------------------|--|
| Regular Member | Council Member MariJane Lopez-Taff | 4 years |
| Regular Member | Council Member Jayna Karpinski-Costa | 4 years |
| Regular Member | Council Member Porsche Middleton | 4 years |
| Regular Member | Vice Mayor Bret Daniels | Unexpired Term Ending 12/31/2024 |
| At-Large (2 positions) | City Council | 2 years |

The following individuals submitted an application for appointment (applicants are listed by City Council District for information purposes only):

Planning Commission Applicants

City Council District 1

Alina Dubinets
Michael Lagomarsino
Kelsey Nelson
Andrew Saunders
Andrew Van Duker

City Council District 2

Steve Durham
Max Semenenko

City Council District 3

Marcelle Flowers

City Council District 4

Lance Gartner
Manuel Perez-Salazar
James Remick

Subject: City Board and Commission Appointments

Date: January 12, 2023

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Oleg Shishko
Joe Williams
City Council District 5

Jenna Moser
Natalee Price

Term Limits

Pursuant to Citrus Heights Municipal Code Section 2-271 members of the Planning Commission shall not serve more than eight consecutive years on the commission. An individual who has previously served eight consecutive years on the commission is eligible for re-appointment to the commission after two years have passed.

The following Commission Members have applied for re-appointment:

| Name | Previous Term | Eligibility for Re-appointment |
|---------------------|---|---------------------------------------|
| Marcelle Flowers | 1/10/19 – 12/31/22 (4 years) | Regular or At-Large |
| Andrew Van Duker | 01/10/19 – 12/31/22 (4 years) | Regular or At-Large |
| Michael Lagomarsino | Previously served for 8 years between 2013 and 2020. Two years have passed since his last term on the Commission. | Regular or At-Large |

Construction Board of Appeals

Pursuant to Citrus Heights Municipal Code Section 2-302 the Council shall, by majority vote, appoint five at-large members of the Construction Board of Appeals.

There are two appointments to be made to the Construction Board of appeals as follows:

| Position | Term |
|------------------------------|-------------|
| Regular Member (2 positions) | 4 years |

Applications were received from the following individuals:

Lance Gartner
Manuel Perez-Salazar
Max Semenenko

Subject: City Board and Commission Appointments

Date: January 12, 2023

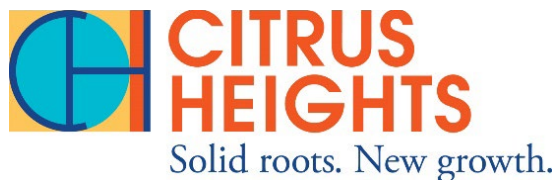
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The following current Board Member has applied for re-appointment:

| Name | Previous Term | Eligibility for Re-appointment |
|----------------------|------------------------------|---|
| Manuel Perez-Salazar | 1/14/19 – 12/31/22 (4 years) | At-Large 4 year term |

Attachments

Applications were distributed to the City Council under separate cover.



CITY OF CITRUS HEIGHTS

MEMORANDUM

DATE: January 12, 2023

TO: City Council Members

FROM: Alex Turcotte, Police Chief

SUBJECT: Presentation by San Juan Unified School District Regarding Safe Schools

Agenda item 11 will consist of a presentation by Director Mike Jones, with the San Juan Unified School District, regarding Safe Schools.

There is no associated staff report or recommendation for the item.



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT

MEMORANDUM

DATE: January 12, 2023

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

FROM: Alexander A. Turcotte, Chief of Police
Cassandra Burnett, Senior Management Analyst

SUBJECT: Police Officers Assigned to Schools Discussion

Summary and Recommendation

A number of threats and violent incidents have occurred at schools throughout the nation. Members of City Council have voiced concern about safety at Citrus Heights schools. At the July 28, 2022 City Council meeting, Police Chief Turcotte provided a school safety update describing how Citrus Heights Police Department engages with San Juan Unified Safe Schools program and their readiness to respond should an incident or a threat happen at a Citrus Heights school. There was also discussion that San Juan Unified School District (SJUSD) allocated \$10 million to support safety improvements at schools throughout the district and that SJUSD would be providing an update to City Council at a future meeting about their plans for safety improvements. Representatives from SJUSD will be providing an overview of their Safe Schools program and their planned safety improvements as a separate agenda item at the January 12, 2023 meeting.

At the October 13, 2022 City Council meeting, Council directed staff to assess the feasibility of placing a police officer at every school within the City by the first meeting in January 2023. The police department has conducted an initial analysis of this request and this staff report outlines preliminary cost estimates and requirements to accomplish this option. Initial analysis estimates that this would require a minimum of an additional 15 employees (12 police officers, one police sergeant, one police lieutenant, and one community services officer) to serve in the unit, 15 additional vehicles, and related uniforms, equipment, supplies, etc.

This staff report is intended to serve as an initial analysis. Should City Council desire to explore this concept further, additional analysis would be required to assess additional staffing demands in finance, human resources, records, dispatch, and fleet, as additional employees will add extra work in these units. Additional costs for potential building improvements for workspaces,

offices, cubicles, locker rooms, the parking lot, and other logistical impacts would also need to be evaluated.

As another feasibility consideration, San Juan Unified School District has jurisdiction over Citrus Heights schools. Should the City Council desire to pursue this concept, discussions with district administrators would need to be held in order to determine next steps relative to collaborative engagement on the matter.

This report is being provided as an informational item at the request of City Council. No specific action is required.

Fiscal Impact

In evaluating the staffing concept associated with providing a police officer in every Citrus Heights school, the initial estimated fiscal impact is \$1.8 million for startup costs and \$2.58 million for annual costs (based on current salary ranges).

Estimated startup costs includes the acquisition of vehicles, uniforms, equipment, computers, supplies, and costs associated with the background process. Annual costs includes the costs of salaries and benefits for the additional employees, as well as annual training costs, supplies, vehicles and equipment, maintenance, and other miscellaneous items. A breakdown of the preliminary cost estimates is attached to this staff report (Exhibit1).

There are additional unknown fiscal impacts related to personnel and logistical issues not included in this initial assessment (long-term pension liability, workers comp, risk management, etc.). Further analysis is required to determine the annual cost burden estimates of those impacts.

There is no current funding source identified for this conceptual program. A revenue source would need to be identified to support the costs of this conceptual program.

Background and Analysis

At the October 13, 2022 City Council meeting, staff was directed to determine the feasibility of placing a police officer at every school within the City by the first meeting in January 2023. The police department has conducted an initial analysis as to what it would require to accomplish this task. This initial analysis only looked at public schools within the city limits.

Within in the City limits, there are two high schools, three K-8 schools, one middle school, and six elementary schools. Therefore, a minimum of 12 police officers would be needed if they were to be at the same school each day. It is important to note, that only having the 12 officers does not guarantee an officer will be physically present at each school each day. Officer's investigations, court appearances, required training, and approved leaves are some examples of items that may temporarily pull officers from an assigned campus. Officers would be encouraged to take preplanned vacation during normal breaks in the school calendar.

These additional officers would require administrative assistance, supervision, personnel management, and logistic support which cannot be accommodated through the police department's current infrastructure. It is recommended that, at minimum, a community services officer be added to help with the administrative workload, a sergeant to provide frontline supervision, a lieutenant to manage school resource operations and personnel issues.

Estimated annual costs for personnel alone are approximately \$2.23 million with annual operating costs for uniforms, equipment, supplies, etc. are around \$347,000 for a total cost of approximately \$2.58 million a year. Associated startup costs for vehicles, initial uniforms and equipment, hiring, etc. are \$1.8 million. It is important to note that these costs are for employees coming in at Step 5 of the pay scale and are based on current salary ranges, therefore, the annual costs will increase consistent with other budgetary increases. (See Exhibit 1 attached for itemized cost estimates).

By way of background, Citrus Heights Police Department had a previous School Resource Officer (SRO) program. This program consisted of two full time police officers. One officer was assigned to each High School and shared responsibility for the remaining Citrus Heights schools. The City general fund fully paid for these positions. In January of 2021, the SRO program was dissolved to bolster staffing needs in patrol services. The San Juan Unified Safe Schools program currently has the primary responsibility for school safety and collaborates with the Citrus Heights Police Department whenever there appears to be a safety concern or threat to school campuses.

Should Council desire to move forward with further analysis and consideration, engaging an outside consultant may be prudent to work with staff to study the full financial impact of this program. This initial analysis does not include additional staffing in finance, human resources, records, dispatch, and fleet, as additional employees will add extra work in these units. There may be additional costs for building improvements for workspaces, offices, cubicles, locker rooms, the parking lot, and other logistical impacts. This estimate does not include long term pension liability, risk management estimates or other similar long term impacts.

Attachment

Exhibit 1 – Preliminary Cost Estimates

PRELIMINARY COST ESTIMATES

EXHIBIT 1

| One Time Costs | Amount Per | Quantity | Total Cost |
|--------------------------------------|------------|----------|---------------------|
| Vehicle - Officer | \$ 90,000 | 12.00 | \$ 1,080,000 |
| Vehicle - Sergeant | \$ 90,000 | 1.00 | \$ 90,000 |
| Vehicle - Lieutenant | \$ 65,000 | 1.00 | \$ 65,000 |
| Vehicle - Community Services Officer | \$ 55,000 | 1.00 | \$ 55,000 |
| Vehicle Equipment | \$ 500 | 15.00 | \$ 7,500 |
| Uniforms - Officer/CSO | \$ 3,000 | 14.00 | \$ 42,000 |
| Uniforms - Lt | \$ 2,000 | 1.00 | \$ 2,000 |
| Vest | \$ 650 | 15.00 | \$ 9,750 |
| Gun | \$ 550 | 14.00 | \$ 7,700 |
| Rifle | \$ 1,075 | 14.00 | \$ 15,050 |
| Backgrounds - Hired | \$ 2,300 | 15.00 | \$ 34,500 |
| Backgrounds - No Hire | \$ 1,400 | 15.00 | \$ 21,000 |
| Radios - Portable | \$ 6,000 | 15.00 | \$ 90,000 |
| Radios - Vehicle | \$ 6,000 | 15.00 | \$ 90,000 |
| Badges | \$ 160 | 15.00 | \$ 2,400 |
| Computers | \$ 2,800 | 16.00 | \$ 44,800 |
| Printers | \$ 450 | 16.00 | \$ 7,200 |
| Body Worn Cameras | \$ 6,000 | 15.00 | \$ 90,000 |
| Citation Printers | \$ 1,000 | 12.00 | \$ 12,000 |
| Taser | \$ 1,400 | 14.00 | \$ 19,600 |
| Miscellaneous equipment | \$ 500 | 15.00 | \$ 7,500 |
| TOTAL | | | \$ 1,793,000 |

UNKNOWN ONE TIME COSTS

- Parking lot reconfiguration for additional vehicles
- Locker room reconfiguration for additional lockers
- Reconfiguration for additional workspaces/offices

| Annual Costs | Amount Per | Quantity | Total Cost |
|------------------------------|---------------|----------|------------------------|
| Officer | \$ 146,000.00 | 12 | \$ 1,752,000.00 |
| Sergeant | \$ 165,000.00 | 1 | \$ 165,000.00 |
| Lieutenant | \$ 222,000.00 | 1 | \$ 222,000.00 |
| Community Services Officer | \$ 90,000.00 | 1 | \$ 90,000.00 |
| Cell Phones | \$ 260.00 | 15 | \$ 3,900.00 |
| Radio Fees - Portable | \$ 370.00 | 15 | \$ 5,550.00 |
| Radio Fees - Vehicle | \$ 370.00 | 15 | \$ 5,550.00 |
| POST Training | \$ 785.00 | 15 | \$ 11,775.00 |
| Training | \$ 650.00 | 15 | \$ 9,750.00 |
| Fuel - Officer/CSO/ Sergeant | \$ 1,425.00 | 14 | \$ 19,950.00 |
| Fuel - Lt | \$ 5,225.00 | 1 | \$ 5,225.00 |
| Equipment Maintenance | \$ 175.00 | 15 | \$ 2,625.00 |
| Vehicle Maintenance | \$ 3,880.00 | 15 | \$ 58,200.00 |
| Materials/Supplies | \$ 280.00 | 15 | \$ 4,200.00 |
| Safety Equipment | \$ 80.00 | 15 | \$ 1,200.00 |
| Firearms | \$ 500.00 | 14 | \$ 7,000.00 |
| Vehicle Replacement - B&W | \$ 15,000.00 | 13 | \$ 195,000.00 |
| Vehicle Replacement -Lt/CSO | \$ 8,125.00 | 2 | \$ 16,250.00 |
| TOTAL | | | \$ 2,575,175.00 |
| - Personnel Costs | | | \$ 2,229,000.00 |
| - Operating Costs | | | \$ 346,175.00 |

UNKNOWN ONGOING COSTS

- Additional staffing demands (finance, human resources, dispatch, records, fleet)