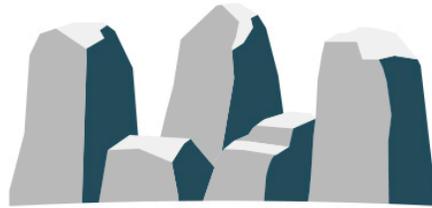


# CITY OF ROCKLIN



**ROCKLIN**  
CALIFORNIA

## **BOARDS AND COMMISSIONS' HANDBOOK**

Date: July 2016

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# Introduction & Overview

## Welcome

The City of Rocklin City Council, City Manager and City staff are pleased that you are interested in serving your community as a member of one of the City's Boards and Commissions.

As an appointed citizen member of a City established Board and Commission, you are considered a public official serving in an advisory capacity to the City Council performing a valuable service by addressing community issues and needs. City Commissioners look forward to your contribution as we all work together to provide efficient municipal service that is responsive to local needs and expectations.

The City Council appreciates your willingness to work in this capacity and hopes your experience will be satisfying and enjoyable.

***“Never doubt that a small group of thoughtful committed citizens can change the world; indeed, it’s the only thing that ever has.”*** -- Margaret Mead

## **General Information**

The City Council has established Boards and Commissions to review City programs, projects and community issues. These Boards and Commissions provide greater community participation and input into local government and facilitate informed decisions by the City Council. This Handbook is designed as an informational tool presenting a statement of purpose, policies, and guidelines that outline the role, operation and responsibilities of the Boards and Commissions. The City's Strategic Plan that outlines the City's strategic direction and framework is attached as Appendix A.

## **Purpose of Boards and Commissions**

Boards, and Commissions play an important role in City Government by assisting and advising the City Council in formulating and implementing policy, and in some cases functioning as the decision making body.<sup>1</sup> The Mayor makes all appointments to Boards and Commissions, subject to approval by the City Council, unless specifically provided by statute or a City ordinance. It is the goal of the City Council that well-qualified, responsible and willing citizens are given the opportunity to serve the City and participate in the governing of their community.

## **Description and Responsibilities**

The primary role of an advisory body is to provide judicious advice to the City Council, the elected policy-making body of the City. The advisory body's role can include hearing public testimony on the City Council's behalf, building community consensus for proposals or projects, reviewing written material, facilitating study of issues, guiding implementation of new or regulating established programs, assessing the alternatives regarding issues of community concern and ultimately forwarding recommendations to the City Council for its consideration. There may be times when the advisory body's recommendations will not be sustained or will be modified by the City Council. It is important for the advisory body members to recognize that this is not a rejection of the integrity of the recommendation, but an inevitable part of the process of community decision-making.

The following is a summary of each Board and Commission:

### ***Planning Commission***

The Planning Commission consists of five members who must be residents of the City and are appointed to alternating four-year terms. Responsibilities of the Planning Commission range from acting as the approving body for tentative parcel maps and design review for certain types of residential projects and all non-residential projects, to an advisory role making recommendations to the City Council regarding land use policies, long range planning ideas, changes to the City Zoning Code, and all land development related topics.

The Planning Commission holds its regular meetings on the first and third Tuesday of each month  
The Planning Commission holds its regular meetings on the first and third Tuesday of each month at 6:30 p.m. in the City Council Chambers. For more information on the Planning Commission, refer to Chapter 2.40 of the Rocklin Municipal Code.

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<sup>1</sup> For example, the Planning Commission serves as the approving body for some land use decisions such as Design Review applications and Tentative Parcel Maps.

### ***Parks, Recreation and Arts Commission***

The Parks, Recreation and Arts Commission consists of five commissioners appointed to alternating four-year terms and one non-voting youth commissioner. This is an advisory Commission to the Rocklin City Council. The Parks, Recreation and Arts Commission is responsible for the promotion and preservation of community recreation, open space, park lands, public art and cultural initiatives. The Commission advises and makes recommendations to the City Council on matters regarding the long-term planning, acquisition and/or development of parks, open space and trail systems and on works of art considered for acquisition by the City.

Parks, Recreation and Arts Commissioners must be at least 18 years of age, live within the City limits, and a registered voter.

The Parks, Recreation and Arts Commission meets on the second Wednesday of each month at 6:00 p.m. Each meeting requires several hours of preparation, reading staff reports, related material, and visiting sites.

Parks, Recreation and Arts Commissioners are paid \$150 per month.

Chapter 2.44 of the Rocklin Municipal Code specifically addresses the role of the Parks, Recreation and Arts Commission.

By resolution, the Parks, Recreation and Arts Commission is charged with the following scope of work:

1. The Commission is responsible for advising the City Council on subjects referred by the City Council, City Manager, and Recreation, Arts, and Event Tourism Director or on matters the Commission feels are important regarding the preservation of community recreation, open space, park lands, public art and cultural initiatives. The Commission has the duty to advise and recommend to the City Council regarding long-term planning, acquisition and/or development of park or open space lands to include trail systems. The Commission will provide initial review and opportunity for public comments concerning open space, trail systems and/or park capital projects (non-maintenance projects in excess of \$50,000).
2. The Commission will represent the City's interest in recreation, park and public arts matters and serve as a spokesperson group for related matters in the City. The Commission is responsible for keeping the City Council informed.
3. The Commission seeks to develop cooperative efforts with art schools, and regional and national art organizations, and will explore and obtain private, local, state, and federal funds to promote art projects within the community. The Commission also reviews and makes recommendations on works of art considered for acquisition by the City, and renders other services in the field of art, aesthetics, or beautification of the City when requested.
4. **Commission Priorities:** (As the City Council shall establish and amend from time to time)
  - a. Research and complete an outreach mechanism to determine how the City is doing in terms of satisfying community needs.
  - b. Investigate and evaluate the use of public/private partnerships in support of stated goals and objectives.
  - c. Update the master plan for the development and use of Johnson-Springview Park.
  - d. Develop a city-wide Park and Trail System Master Plan
  - e. Evaluate the needs of all current parks and determine if 2nd and 3rd phases are needed. Review and update the 5 year Park Capital Improvement Plan.

- f. Establish a Public Art Program (static and performing arts, festivals, etc.) in alignment with the Rocklin Public Art Master Plan.
  - g. Review and determine the feasibility and timing to establish a 501 (c) 3 non-profit organization for community fund raising in support of events and programs that further the City's Public Art Master Plan; create a scope of work and governance framework.
  - h. Expand volunteer opportunities.
  - i. Explore youth recreation interests and create and support Rocklin Youth Council Program(s).
  - j. Review and recommend changes to this policy document annually.
5. **Commission Ad Hoc Committees:** (As the City Council shall establish and amend from time to time)
- a. **Public Art Initiative:** Identify ways to create a community-wide discussion about the role that public art can play in the city. This can be in partnership with the implementation of the Public Art Master Plan.
  - b. **Traveling Art Show:** Provide a mechanism and venue for artists who are from out of the area to showcase their artwork to the community. This can be a stand-alone event or collaborate with an existing special event.
  - c. **Artifacts from the Mining Industry:** Enhance the history of Rocklin through identifying and placing historical artifacts throughout the community. Locations can include the downtown area/Quarry District.
  - d. **Placer Arts:** Partner with Placer Arts on new events to showcase local artists.
  - e. **Student Initiative:** Youth Commissioner will facilitate programs that involve high school students, such as an arts competition showcasing different areas/parks in the community.
  - f. **Revisit 2nd and 3rd Phases of Parks:** Evaluate the needs and determine if these phases are needed. Review the 5 year Park Capital Improvement Plan.

### ***Building Board of Appeals***

The Board of Appeals consists of five members appointed to alternating four-year terms. The Board hears issues involving interpretation of the City's building and fire codes.

The Board of Appeals meets as necessary to hear appeals of determinations made by City staff regarding code interpretations.

For additional specific information on the Building Board of Appeals, refer to Resolution Nos. 81-34 and 94-273.

### **Attendance**

For Boards and Commissions to function effectively and accomplish their goals, all members must be active participants. This means all members must be present at all meetings. Members should inform the staff liaison prior to the meeting if they will be unable to attend.

### **Scope of Authority**

Boards and Commissions are not involved in administration or operation of City departments. Members may not direct administrative staff to initiate programs and may not conduct major studies or establish policy without the approval of the City Council. City staff members are available to provide general staff assistance to Boards and Commissions.

# Meetings

## Open Meeting Laws (The “Brown Act”)

The entire City organization conducts its business in compliance with the Ralph M. Brown Act, Government Code Section 54950. (the “Brown Act”) 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. A publication of the League of California Cities entitled *Open and Public IV, A Guide to the Ralph M. Brown Act* will be provided with this Handbook which goes into greater detail on this subject.



**Applicability and Penalties:** The intent of the Act is to ensure that deliberation and actions of local public agencies are conducted in open and at public meetings. The law provides for misdemeanor penalties for members of a body who violate the Act (Cal Gov Code Section 54959). In addition, violations are subject to civil action (Cal Gov Code Section 54960). The provisions that most directly affect the Council are summarized in this chapter.

1. **Applicability:** The Act applies to all public officials including the members of all commissions, boards and task forces that advise Council. Staff cannot promote actions which would violate the Act.
2. **Meetings.** All meetings shall be open and public. A meeting takes place whenever a quorum (generally 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 conducted.
3. **Agendas.** Agendas for regular meetings must be posted 72 hours in advance of the meeting and must meet various requirements.<sup>2</sup>
4. **Actions.** The general rule is that no action can be taken on any item not appearing on the posted agenda. However, there are three exceptions to that rule:

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<sup>2</sup> Many individual agenda items have specific and more complex public notice requirements than the regular meeting agenda posting requirement.

- a. An emergency situation exists (determined by a separate motion and majority vote).
  - b. An urgency situation exists, in that the need to take action arose subsequent to the agenda being posted and there is a need for immediate action (determined by a separate motion and 2/3 vote; or if less than 2/3 are present, by unanimous vote).
  - c. The item was continued to another meeting that was scheduled and posted within 5 days of the original agenda.
5. Public Input. The public, by law, has an opportunity to speak on any item of interest to the public that is within the jurisdiction of the board or commission, at the time the matter is heard. The Chair has the right to establish a time limit on speakers and the total time allocated for a particular issue. Five minutes per speaker is often the standard, but in unusual circumstances, shorter or longer time periods may be enacted.
  6. 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.
  7. Correspondence. All writings distributed for discussion or consideration at a public meeting are public records.
  8. Special Meetings. At times, special meetings may be called for with strict notification requirements for delivery to the media and commissioners 24 hours before the time of the meeting.
  9. Emergency Meetings. Emergency meetings may be called without notification due to the disruption or threatened disruption of public facilities. Only work stoppages or crippling disasters that impair the public health and/or safety qualify for emergency meetings.
  10. Other Provisions. The Act provides many other restrictions and requirements; this chapter is intended merely as a summary and overview of the Act, and nothing in this Chapter supersedes the provisions of the Brown Act. Please check with the City Attorney if you have any questions about the Brown Act requirements.

## **E-Mail Communications Between Members**

Because e-mail communication can ultimately lead to the exchange of information intended to, or which may, create collective concurrence among a quorum of Board and Commission members, e-mail communications between members relative to Board and Commission business, should be avoided. While two members of a five-member body, for example, may appropriately communicate with one another by way of e-mail, the “forwarding” of such an e-mail message on to a third or subsequent member might result in a **Brown Act violation** depending on the content of the email.

## Meeting Protocol<sup>3</sup>

It is the Chair's role to facilitate meeting protocol. Staff liaisons may assist the Chair in starting the meeting on time, and also provide guidance in meeting protocol. Staff may also facilitate and promote effective communication.

### Proceedings

- Start meetings on time. Keep the agenda in mind in order to give each item the appropriate time.
- Announce at the start of the meeting if the order of agenda items is to be rearranged either for convenience, response to those attending only for certain items, or for better pacing of the agenda.
- Let the Chair run the meeting.
- Be fair, impartial, and respectful of the public, staff and each other. Give your full attention when others speak.
- Trust your own good judgment on decisions.
- Keep in mind that people may be attending a meeting for the first time and may be unfamiliar with the advisory body procedures. In your discussion, either avoid or explain technical terms or verbal shorthand.
- Listen to audience concerns.
- Don't engage in side conversations or otherwise be distracted.
- Don't engage the public in debate.
- Remember that your advisory body exists to take actions. It is not simply a discussion group or debating society.
- End meetings at a reasonable hour.

## Role and Responsibilities of the Chair

The Chair shall preserve order and decorum at all meetings of the advisory body, announce the advisory body's decisions, and decide questions of order. The Chair is responsible for ensuring the effectiveness of the group process. A good Chair balances moving the discussion forward with involving all members of the advisory body and allowing for adequate public participation. In the absence of the Chair, the Vice Chair shall act as the presiding officer. In the absence of the Chair or Vice-Chair, the senior member shall chair the meeting.

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<sup>3</sup> Each Board and Commissions' Rules of Procedure are located at Appendix C and are similar to that of the City Council.

## Preparing Motions

Advisory body meetings are usually conducted according to modified parliamentary procedure. The Chair directs the meeting, and his/her rulings must be followed unless they are overruled by the body.

When a member wishes to propose an action on a particular item on the posted agenda for the advisory body to consider, the member makes a motion. A motion goes through the following steps.

1. The member asks to be recognized by the Chair.
2. After being recognized, the member makes the motion: *"I move that we..."*
3. Another member seconds the motion: *"I second the motion."*
4. The Chair restates the motion and asks for discussion on the motion.
5. When the Chair determines that there has been enough discussion, the debate may be closed with: *"Is there any further discussion?"*
6. If no one asks for permission to speak, the Chair then puts the question to a vote: *"All those in favor say aye."* *"All those opposed say nay."* The Chair should restate the motion prior to the vote to ensure the motion is clearly understood by all. Any member may request a roll call vote on a motion.
7. After the vote, the Chair announces the decision.

Properly phrasing a motion can be difficult and corrections may be necessary before it is acted upon. Until the Chair states the motion, the member making the motion may rephrase or withdraw it. Only motions that are voted on will appear in the minutes.

## Meeting Minutes

The staff liaison assigned to the advisory body is responsible for preparation of the minutes of each meeting. Meeting minutes shall be a brief record of matters discussed and actions taken by the advisory body. The minutes shall also list the full names (if provided) of those persons speaking during the public comment period. Minutes should not reflect personal opinions and/or comments that do not directly relate to actions taken by the advisory body. Minutes of the meeting shall be submitted to the advisory body for approval at its next meeting and shall be signed by the Chair.

## **Tips on The Dais**

The Council Chambers is equipped with a public address system. The system provides microphones at the dais, staff table, and podium. There are several issues related to the sound system which 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.

Never say things near a microphone you do not want heard.

Have all speakers come forward to the podium. Do not allow people to speak from the audience as they cannot be heard.

# Conflicts & Liability

## Conflicts of Interest

State laws are in place which attempt to eliminate any action by a public official 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. Most newly elected members are required to file a Statement of Economic Interests (Form 700) within 30 days of being sworn into office. Thereafter, elected officials are required to file an annual Form 700. The City Clerk's Department will notify you of your filing requirements.

At any time a member believes a potential for conflict of interest exists, he/she is encouraged to consult with the City Attorney or private legal counsel for advice. Staff may also request an opinion from the City Attorney regarding a member's potential conflict. Laws that regulate conflicts are very complicated. Violations may result in significant penalties including criminal prosecution.

While not inclusive, a general summary of conflict rules has been prepared by the City Attorney and is as follows:

The primary body of laws that govern conflicts of interest for public officials in California are the Political Reform Act, Government Code §1090 and Government Code §87105 (<http://www.leginfo.ca.gov/calaw.html>.) In general terms, the Political Reform Act prohibits a public official from having a financial interest in a decision before the official; §1090 prohibits a public official from being interested in government contracts.

## Political Reform Act

The Political Reform Act prohibits public officials from making, participating in, or in any way attempting to use their official position to influence a governmental decision in which they know, or have reason to know, that they have a financial interest. Therefore, if a public official has a conflict of interest, the official must disqualify him or herself from acting on or participating in the decision before the City.

An official has a financial interest if "it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from the effect on the public generally," on a financial interest of the official or a member of the official's immediate family.

Determining whether a public official has a financial interest is very complicated and fact specific. Financial interests include interests in businesses worth \$2,000 or more, interests in

real property, both ownership and leases, worth \$2,000 or more, and gifts of \$420 or more provided to or received within one year of the decision. These dollars amounts are subject to annual increases. Please check with the City Attorney to verify current dollar amounts.

Often the financial interest involved is real property owned or leased by the public official. In these cases, determining whether the public official has a conflict requiring disqualification involves an analysis of the distance the property is from the property involved in the governmental decision, the uniqueness of the property use, what is between the two properties, exactly what decision is before the body, and other factors that would influence whether the decision before the body would have a material financial effect on the public official's property.

Government Code 87105 states that a Council or commission member who has a conflict of interest must now recuse him or herself and leave the room, unless the matter is on the Consent Calendar. You must take the following steps after you have determined that a conflict of interest exists under the Political Reform Act:

1. **Publicly identify the financial interest.** This must be done in enough detail for the public to understand the financial interest that creates the conflict of interest. Residential street addresses do not have to be disclosed.
2. **Recuse yourself from both the discussion and the vote on the matter.** You must recuse yourself from all proceedings related to the matter.
3. **Leave the room until the matter has been completed.** The matter is considered complete when there is no further discussion, vote or any other action.

Exception: If the matter is on the consent calendar, you do not have to leave the room.

Exception: If you wish to speak during public comment, you may do so as a private citizen, but this is the only time when you may be in the room while the matter is considered.

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. Visit the FPPC website at <http://www.fppc.com>.

## **Government Code Section 1090**

Government Code §1090 is similar to the Political Reform Act, but applies only to city contracts in which a public official has a financial interest. The financial interests covered by §1090 are different from those in the Political Reform Act. Having an interest in a contract may preclude the city from entering into the contract at all. In addition, the penalties for violating §1090 are severe. If a public official believes that he or she may have any financial interest in a contract

that will be before the body, the member should immediately seek advice from the City Attorney.

## **Common Law Conflict of Interest**

The public has a right to fair and unbiased decision makers. The decision maker should not be tempted by his or her own personal interest or pecuniary interest. Examples of bias which could create a common law conflict of interest are a personal, but not financial interest in the outcome. A people bias, where you hold strong personal feelings positive or negative about one of the parties involved in a proceeding or decision. Or a factual bias, whereby you have information not available to the other decision makers.

## **Conflicts Related to Real Property Holdings**

The California Political Reform Act and the regulations administered by the FPPC provide that Commissioners may not participate in certain governmental decisions if they, their spouse or dependent children may have a financial positive or negative interest in the outcome of the decision. If applicable, the Commissioner is disqualified from making, participating in making or using his or her official position to influence the making of the decision **at any stage of the decision making process.**

Real property interests of the Commissioner, his or her spouse or dependent children often affect participation by Commissioners. You will have an interest in real property if you, your spouse or dependent children have a direct or indirect equity, option or leasehold interest of \$2000 or more in parcel of real property (e.g., ownership, mortgages, deeds of trust, option to buy, joint tenancies, partnerships hold real property) and any part of that property is located in the City or within two miles of the City boundaries.

If that real property is the direct subject of a proceeding in the City, it is generally presumed you have a disqualifying interest and you must not participate in any manner regarding the pending matter. For example, the FPPC regulations expressly provide that if your property (described above) is involved in City related zoning, annexations, sale, lease, actual or permitted use of, or taxes or fees imposed on the property or major redevelopment decisions, among other things, you will be presumed to be disqualified.

You can also be disqualified if your real property (described above) is not the subject of a City matter **but** any part of it is within 500 feet of other real property which is the subject of a City proceeding or action. In such cases you will be presumed to have a disqualifying direct interest in the outcome unless you can demonstrate that the outcome will not have a positive or negative financial outcome on you, your spouse or dependent children's own real property. The City Clerk will assist you in identifying all your real property interests (as defined above) and the 500 foot radius.

If you think you may have a disqualifying real property interest (or any other financial interest) in a matter coming before or pending in the City, there are a series of checklists and rules to

review to determine whether you can participate or not. Please contact the City Attorney at the earliest possible time to get assistance.

### **Ex Parte Communications**

All members of Boards and Commissions may have “ex parte” communications – meaning communications outside the meeting forum; however, such communication should not be encouraged, made or accepted when such communication is designed to influence the official decision or conduct of the official or other officials in order to obtain a more favored treatment or special consideration to advance the personal or private interests of him/herself or others. This guarantees that all interested parties to any matter shall have equal opportunity to express and represent their interests.

Members of Boards and Commissions who have ex parte communication with a party that appears before them at the meeting, should disclose that he/she had ex parte communication with the party. This can be done by stating that the member had ex parte communication with a party at a time in the meeting when the item is discussed.

Any written ex parte communication received by an official in matters where all interested parties should have an equal opportunity for a hearing shall be made a part of the record by the recipient.

### **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, fire), risk cannot be eliminated. As noted under “Risk Management,” the City belongs to a Joint Powers Authority (JPA) comprised of approximately 20 cities in Northern California to pool our resources to manage insurance and risk activities.

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**

State law prohibits, and the City has policies and procedures which prohibit, any form of harassment. Boards and Commissions should be familiar with the City’s harassment policy attached as Appendix D. Boards and Commissions may be personally liable for violations of such policies.

## **Code of Ethics Policy**

Boards and Commissions should become familiar with the City's Code of Ethics Policy attached as Appendix E.

## **AB 1234 – Ethics Training for Public Officials**

Assembly Bill 1234 was signed into law and went into effect on January 1, 2006. This State law requires members of Boards and Commissions (those who receive compensation for their service or are eligible to have their expenses reimbursed) to receive two hours of ethics training every two years. Newly seated officials must receive this training within 12 months of taking their positions. The original Certificate of Completion of this training must be filed with the City Clerk by that deadline.

This training covers subjects such as personal financial gain, personal advantages and perks, government transparency, fair process and when to seek advice from agency counsel. The training will cover in detail the laws that are briefly presented above.

Please contact the City Clerk for training opportunities.

# Relationships

## **Staff Relationship with Advisory Bodies**

Staff support and assistance is provided to boards and commissions, but 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. Members of boards and commissions are responsible for the functions of the advisory body.

Staff support includes preparation of an agenda, and 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 will serve as a clerk, taking minutes as needed.

## **Council Relationship with Advisory Bodies**

The City Council has determined that Commissioners should not lobby commissioners for particular votes. However, Commissioners may request that commissioners consider certain issues during their deliberations.

## **Restrictions on Political Involvement by Staff**

Local governments are non-partisan entities. Professional staff, as reflected within the principles of Council-City Manager form of government, 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.

Generally, 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.

# Financial Matters

## Compensation

Some Boards and Commissions receive a modest compensation. The City of Rocklin participates in an alternative retirement plan through ICMA-RC (ICMA-ARS) in lieu of participation in Social Security. Under the ICMA-ARS plan, you will contribute 7.5% of your salary on a pre-tax basis. Your contributions will be retained by ICMA-ARS in a fully vested individual account.

Boards or Commissions that receive compensation, should complete the forms listed below within **thirty (30)** days of taking office and return them to Human Resources.

Forms are available in Human Resources, except as noted.

1. Employee Data Record – Confidential (includes Confidential Emergency Information).
2. Designation of Physician for Industrial Injury (optional - obtain from Human Resources).
3. Employment Eligibility Verification (I-9 form) with a copy of Social Security Card and CA Driver's License – see I-9 instructions. Or see list for other options.
4. W-4 (current year form obtained online from [www.irs.gov](http://www.irs.gov)).

## Allowable Expenditures

In some instances, the City budget includes funds for Commissioners to undertake official City business. Eligible expenses include membership in professional associations, attendance at conferences or educational seminars, and the purchase of publications and annual subscriptions. Commissioners are also entitled to reimbursement for travel expenses, including meals for Commissioners and mileage.

## Expenditure Guidelines

It is very important to note that any expense must be related to City affairs. Public property and funds may not be used for any private or personal purposes. Courts have ruled that this prohibition includes personal political purposes. Attached as Appendix F is Resolution No. 2014-190 establishing per diem and travel allowance policies for City officials and employees.

## Additional Training & Resource Materials

### ***League of California Cities***

The League is an association of all 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 who represent 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) to address issues as they arise. The League's website address is [www.cacities.org](http://www.cacities.org). There are a number of important and useful educational documents on the League's website and members are encouraged to review the materials as often as possible to stay abreast of current issues of importance to California cities.

A valuable resource if you have questions regarding rules of procedure not included in the adopted council or commission rules can be found on the League's website. Look for the League publication entitled *Rosenburg's Rules of Order Simple Parliamentary Procedure for the 21<sup>st</sup> Century*.

### ***Institute for Local Government***

The Institute for Local Government provides information skills and resources to the entire range of city and county officials that result in more effective local governments and stronger communities. The Institute's website address is [www.ca-ilg.org](http://www.ca-ilg.org). The ILG is the research and education affiliate of the California State Association of Counties and the League of California Cities. Similar to the League of California Cities website, you will find numerous educational guides and publications on the ILG website such as a guide to local planning, *Understanding the Basics of Land Use and Planning*, and a discussion of city finance in *Understanding the Basics of City and County Revenue*. There is also practical advice for conduct at meetings, such as an article on Dealing with Emotional Audiences. The ILG website is a valuable source of information which shouldn't be overlooked.

### ***National League of California Cities***

The National League of Cities is the oldest and largest national organization representing municipal governments throughout the United States. Its mission is to strengthen and promote cities as centers of opportunity, leadership, and governance. Their website address is [www.nlc.org](http://www.nlc.org).

### ***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 Commissioners. Publications have also been developed on every basic city service. ICMA's website address is [www.icma.org](http://www.icma.org).

### ***Local Government Commission***

The Commission is a California-based organization which has focused largely on planning and resource conservation issues. It conducts workshops, offers periodic seminars, and publishes several newsletters. The Commission's website address is [www.lgc.org](http://www.lgc.org).

### ***Other Reference Materials on File***

Other reference materials which may be of interest are on file with the City Clerk or may be accessed at the below links:

**The Brown Act - Open Meetings for Local Legislative Bodies**  
([http://www.cacities.org/resource\\_files/26038.OpenPublic2010.pdf](http://www.cacities.org/resource_files/26038.OpenPublic2010.pdf))

**The Political Reform Act**  
([www.fppc.ca.gov](http://www.fppc.ca.gov))

**City of Rocklin Municipal Code**  
([www.rocklin.ca.us](http://www.rocklin.ca.us))

**California Government Codes**  
([www.leginfo.legislature.ca.gov/faces/codes.xhtml](http://www.leginfo.legislature.ca.gov/faces/codes.xhtml))

# Leaving Office

## Filling Vacancies

If an unscheduled vacancy occurs whether due to resignation, death, termination, or other cause, a special vacancy notice shall be posted pursuant to Government Code Section 54974. An appointment to fill an unexpired term shall be posted for the period remaining on the unexpired term.

## Bi-Annual Board and Commission Vacancy Procedures

The following procedures are the general timeline and actions taken by the staff and City Council to obtain applications and select Commissioners:

1. Mid-April of even-numbered years:
  - Send letters with an application to board and commission members whose terms are expiring inviting them to re-apply and any person who has requested notice
2. April:
  - Publish public notice in The Placer Herald for two consecutive weeks
  - Submit Press Release to The Placer Herald
  - Post article on the City's website (homepage) with interactive application
3. May:
  - Mid-May, deadline for receiving applications
  - After reviewing applications and if Council requests interviews, schedule a Special Meeting in May to interview applicants
  - Send letters to applicants notifying them of their interview date/time
  - Mid to late May, conduct interviews
  - After interviews, send letters to applicants notifying them of the results
4. June:
  - Second Council meeting in June; appoint applicants

The appointment process applies to all appointments and reappointments to standing Commissions. There is no maximum time that a Commission member may serve. A regular member may serve until they choose to not reapply or there is a need to resign; however, the City Council does retain the right to revoke an appointment and remove a Board or Commission member during their term. Qualifications for appointment of members to the various Boards and Commissions are set forth in the Rocklin Municipal Code and various resolutions.

A P P E N D I X

APPENDIX A – CITY OF ROCKLIN STRATEGIC PLAN

# ROCKLIN STRATEGIC PLAN (2015-2020)

## OFFICE OF THE CITY MANAGER



### **CITY COUNCIL**

George Magnuson, Mayor  
Greg Janda, Vice Mayor  
Scott Yuill, Councilmember  
Diana Ruslin, Councilmember  
Dave Butler, Councilmember

*City of Rocklin, Office of the City Manager*  
3970 Rocklin Road, Rocklin, CA 95677  
(916) 625-5560 | [www.rocklin.ca.us](http://www.rocklin.ca.us)

### **EXECUTIVE TEAM**

Ricky Horst, City Manager  
Russell Hildebrand, City Attorney

### **Administrative Services Department**

Kim Sarkovich, Assistant City Manager/CFO

### **Economic & Community Development Department**

Marc Mondell, Director of Economic & Community Development

### **Fire Department**

James Summers, Fire Chief

### **Police Department**

Ronald Lawrence, Police Chief

### **Public Services Department**

Rick Forstall, Director of Public Services

# Rocklin's Guiding Principals



A Strategic Framework for the City of Rocklin and the Community to ensure our vision to provide its citizens with exceptional quality of life, while maintaining its small town sense of community.

## The City of Rocklin's Strategic Areas of Emphasis:

- Maintain and Enhance the Physical Environment
- Promote a Safe and Secure Community
- Promote Economic Vitality
- Promote a Sustainable Community
- Promote Effective Government



## City of Rocklin's Vision Statement:

- To become a city that provides its citizens with exceptional quality of life while maintaining its small town sense of community.

## City of Rocklin Vision Principles:

- Rocklin views the safety of its citizens as vital and places a priority on public safety and emergency response
- Rocklin values education and its benefits to the community and is an active partner and supporter of community schools
- Rocklin is a community of neighborhoods; each unique and essential in preserving and promoting a diverse and welcoming community
- Rocklin emphasizes citizen engagement and views it as the cornerstone for community decision making
- Rocklin strives to be a sustainable community, both economically and environmentally
- Rocklin celebrates and builds on its rich history by protecting natural and cultural resources
- Rocklin values community recreation programs and a park system serving all residents

# Executive Summary



The City of Rocklin Strategic Plan gives us – elected officials, employees, citizens, the business community and all who are interested in ensuring its future success the tools to align resources and decision making so that we do not run from uncertainty but embrace it and plan for it.

The Community Vision, which is the foundation of any long-range plan, is aspirational in nature and articulates the desired future state of the Community. It is intended to inspire stakeholders to a common goal and to guide policy and resource allocation decisions. Used properly it can outlast philosophical shifts or priority changes to ensure the City’s progress continues along a path consistent with its resident’s shared values.

An integral piece of the strategic planning process is to ensure that Rocklin operations and processes provide the appropriate environment for the City, its residents and businesses to succeed. Simply producing a strategic planning document does not ensure success. That requires effective leadership and an implementation plan that takes the current City practices to the next level by incorporating the concepts of the strategic plan into the City’s day-to-day activities.

The Rocklin Strategic Plan is a five-year document intended to provide a higher level of strategic direction that will give the community a better sense of where the City is heading. Departmental Action Plans are designed to take the Strategic Plan and break it down into shorter, more actionable units. Action plans are developed and revised annually with no more than a two-year implementation schedule. The Departmental Action Plan is to be a working document that provides each department with tactical guidance on the specific “how” and “what” for achieving desired outcomes.

The Strategic Plan is one of the key tools for implementing the City’s General Plan. The General Plan provides an overarching vision and sets policies for guiding the physical, economic, social and cultural development of the City over the next twenty years including a series of action plans. In contrast, the Strategic Plan looks more specifically at the next five years and outlines the strategies, projects and programs that will support a phased implementation of the General Plan. The City’s Capital Improvement Plan (CIP), Annual Budget and Departmental Action Plans then prioritize these projects and programs on an annual basis.



# Executive Summary



City of Rocklin 2015 - 2020 Population and Housing Projections		
Year	Population	Housing Units
2015	60,252 <sup>1</sup>	22,862 <sup>1</sup>
2016	61,393	23,295
2017	62,534	23,728
2018	63,675	24,161
2019	64,816	24,594
2020	65,957	25,027
<b>Total Increase 2015 - 2020</b>	<b>5,705 persons</b>	<b>2,165 units</b>

1 - Department of Finance January 2015 Estimate (released in Spring 2015)

Population projections assume 2.6 average persons per household

Assumptions equate to annual average of 433 new dwelling units per year (Single Family and MF combined)

# Executive Summary



City of Rocklin Commercial Development	
2005-2015	
Year	Square Footage
2005	920,046
2006	730,644
2007	276,477
2008	62,768
2009	12,695
2010	6,656
2011	5,800
2012	321,768
2013	349,048
2014	126,172
2015	77,676
11 Years	2,889,750
Annual Average	262,705
Five Year Projection	1,313,523
City of Rocklin Commercial Development Forecast	
2016-2020	
Year	Square Footage
2016	262,705
2017	262,705
2018	262,705
2019	262,705
2020	262,705
5 Years	1,313,525

**Please Note:**

Based on the previous 11 years of commercial development, the Economic & Community Development Department is projecting an annual average of 262,705 square footage of commercial development for the next 5 years. In staff’s opinion, the five-year forecast is **conservative** given that the annual average number includes limited activity during the recession; the depth and breadth of which is not likely to repeat in the next five years. Also, it’s staff’s opinion that **commercial activity will increase given the growing market and the City’s increased focus on economic development.**

# Executive Summary



## 5-Year Parks and Open Space Forecast (per 1,000 residents):

Update In Progress

## 5-Year Street Lane Miles Forecast:

Year	Lane Miles
2015	503.5
2016	509.5
2017	512.5
2018	516.0
2019	519.0
2020	521.0
<b>Total Increase 2015-2020</b>	<b>17.5</b>

Staff is projecting to add another 17.5 lane miles over the next 5 years and the projected grand total is 521 lane miles.

# Executive Summary



## Strategic Goals

During the past 122 years, Rocklin has developed a rich heritage and has made a significant imprint within Placer County and the Greater Sacramento area. The City of Rocklin is at an important juncture in its growth and development. Having recently updated our General Plan, and with the continuing economic recovery, Rocklin is experiencing substantial development demand for both residential and commercial uses. However, the remaining undeveloped land supply in the City is limited and build-out of major portions of the remaining neighborhoods and commercial districts is within the foreseeable future. Therefore, this Strategic Plan is critical to ensuring we retain a fiscally sustainable community while maintaining a Quality of Life that our citizens have come to expect.

The City organization seeks to deliver high-quality services to the community in a way that upholds the vision and values that make Rocklin one of the premier communities in Northern California.

The Five-Year Strategic Plan is a blueprint to help guide the City's day-to-day operations and its capital improvement and revitalization programs. The Strategic Plan is formulated into five distinct areas of emphasis. These goals are based on the understanding that investment of financial, physical and staff resources made today ensure that the City's quality of life is enhanced and preserved for its future residents.

The City Council, Boards and Commissions and Staff embrace the following five distinct Strategic Areas of Emphasis:

1. Maintain and Enhance the Physical Environment
2. Promote a Safe and Secure Community
3. Promote Economic Vitality
4. Promote a Sustainable Community
5. Promote Effective Government

# Strategic Areas of Emphasis



## 1. Maintain and Enhance the Physical Environment

A Strategic Area of Emphasis of the City of Rocklin is to provide a clean and well-maintained environment for individuals who live, work and play within its boundaries. Rocklin's public facilities and infrastructure play an essential role in the fabric of the community, and the City seeks to develop and maintain infrastructure that is community-serving, resilient, high-performing, cost-effective, resource-efficient and environmentally friendly.

Public infrastructure consists of a range of facilities including streets and transportation systems, sewer, storm drainage, flood control and solid waste disposal facilities; water, gas and electric utilities, recreation and landscape facilities; and other local government facilities. Rocklin public facilities play a critical role in providing social services to residents, which enhance neighborhood stability, supplement housing and economic opportunities for community members and otherwise affect day-to-day life in the City.

The City of Rocklin seeks to integrate both the traditional and emerging best practices in urban planning, public policy and participatory community efforts. The extensive building and construction activity over the years have had a significant impact on the environment and the use of resources (materials, energy, water and land). Understanding the relationship between the physical infrastructure and the environment will help Rocklin plan effectively for future land uses, transportation, housing and civic facilities that shape the quality of life for residents.

# 1.1 Ensure High Quality Design in SF Residential

## Description of Objective

To collaborate with decision makers, stakeholders and the public resulting in clear guidance regarding design expectations to be incorporated in Small Lot Single Family Residential Projects and considered in other Single Family Residential proposals.



*Single-family home*

## SUPPORTING ACTIONS FOR OBJECTIVE 1.1

	Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.1a	Enhance the City's existing Design Criteria and Guidelines applicable to Small Lot Single Family Residential projects and for consideration in other single family residential proposals.	Adoption of updated Criteria and Guidelines  Staff and developer use and reliance on updated documents for purposes of streamlining project processing	LU-13 Review proposals for new residential development for compatibility with the character and scale of nearby neighborhoods, while providing a variety of densities and housing types as reflected by the zoning and land use designation of the infill property.	Economic & Community Development	Q3

# 1.2 Develop Oak Woodland Preservation Strategy

## Description of Objective

Identify potential property for purpose of oak woodland preservation and develop a strategy to create public spaces within preserved properties for the public to enjoy.



Oak Tree

## SUPPORTING ACTIONS FOR OBJECTIVE 1.2

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
1.2a	<p>Create inventory of possible oak woodland preservation sites and determine the financial feasibility of obtaining them.</p>	<p>Inventory of possible oak woodland preservation sites.</p> <p>Completion of site purchases.</p>	<p>LU-51 Enhance and preserve the special natural features of the Central Rocklin, Downtown Rocklin Plan and Civic Center area to the extent feasible, including oak trees, quarries and rock outcrops.</p> <p>OCR-57 Encourage urban design and form that conserves land and other resources.</p>	<p>Public Services with support from ECD</p>	<p>Q1</p>
1.2b	<p>Design public access and educational information that encourages use of oak woodland preservation sites by the public.</p>	<p>Complete designs for signage and plans for typical amenities to be included within oak woodland preservation sites.</p>	<p>GOAL FOR THE PRESERVATION OF OPEN SPACE LAND FOR NATURAL RESOURCES: To designate, protect, and conserve open space land in a manner that protects natural resources and balances needs for the economic, physical and social development of the City.</p>	<p>Public Services with support from ECD</p>	<p>Q2</p>

# 1.3 Implement ADA Transition Plan

## Description of Objective

Incorporate repairs outlined in the ADA assessment and continue to incorporate ADA guidelines on new projects for the facilities, streets, and parks as outlined in the transition plan.



Generic ADA Transition Plan Logo

## SUPPORTING ACTIONS FOR OBJECTIVE 1.3

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
1.3a	Create a prioritization list of identified barriers from the ADA assessment.	Identifying barrier removal in conjunction with upcoming projects and identifying potential funding sources for repairs.	C-56 Improve bicyclist and pedestrian safety through such methods as signage, lighting, traffic controls, and crosswalks.	Public Services	Q2
1.3b	Work with developers to ensure ADA compliance is a part of their projects.	Have all new construction meet current minimum ADA requirements.	C-56 Improve bicyclist and pedestrian safety through such methods as signage, lighting, traffic controls, and crosswalks.  PF-14 Require that projects be designed with adequate access for emergency services and general circulation. Such design should typically include the provision of multiple points of access.	Public Services	Q1

## SUPPORTING ACTIONS FOR OBJECTIVE 1.3 (continued)

	Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.3c	Seek alternative funding sources for identified ADA compliance projects. e.g. Safe Routes to Schools grant	Receive project approval for the proposed Safe Routes to Schools projects.	C-56 Improve bicyclist and pedestrian safety through such methods as signage, lighting, traffic controls, and crosswalks.  PF-14 Require that projects be designed with adequate access for emergency services and general circulation. Such design should typically include the provision of multiple points of access.	Public Services	Q3

# 1.4 Develop & Implement City Infrastructure Plan

## Description of Objective

Create and implement a city-wide infrastructure maintenance plan



Sidewalk Repair on Rocklin Rd.

## SUPPORTING ACTIONS FOR OBJECTIVE 1.4

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
1.4a	Create and implement the five-year pavement management plan. Prioritize pavement areas while taking into account available fund dollars vs. roadway impacts and identify new road resurfacing materials.	Having the next 5 years of resurfacing projects identified including what preventative product to use. Projects will be prioritized on Pavement Condition Index (PCI) and will identify budget shortfalls to maintain all roadways.	<p>C-27 Design and phase construction improvements to minimize disruption to local residents and traffic, to the extent feasible.</p> <p>C-31 Design road improvements and new road alignments to avoid or minimize disturbance to identified cultural resources, where feasible.</p> <p>PF-38 Coordinate roadway maintenance and construction projects with utility companies and private developers to minimize pavement cuts in new or resurfaced streets.</p>	Public Services	Q3

## SUPPORTING ACTIONS FOR OBJECTIVE 1.4 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.4b	Evaluate PCI of all roadways to determine which roadways can be treated with a preventative treatment vs. having to perform a roadway reconstruction.	Inventory and monitor the PCI for all roadways. Establishment of a priority scale for roads to receive preventative maintenance vs. roads that are needing a full reconstruction.	C-27 Design and phase construction improvements to minimize disruption to local residents and traffic, to the extent feasible.  PF-38 Coordinate roadway maintenance and construction projects with utility companies and private developers to minimize pavement cuts in new or resurfaced streets.	Public Services Q2

# Chapter 1: MAINTAIN AND ENHANCE THE PHYSICAL ENVIRONMENT

## 1.5 Review all City Owned Parks & Landscaping for Beautification and Sustainability Opportunities

### Description of Objective

To improve, enhance and restore the City's street medians, roadways, and parkland, while creating an environmentally friendly and welcoming atmosphere for our residents and visitors.



*Updated Landscaping along Sunset Blvd.*

### SUPPORTING ACTIONS FOR OBJECTIVE 1.5

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.5a	Replace turf with drought tolerant plants and drip irrigation in specific park and street median areas.	Decrease water usage by the percentage mandated by Placer County Water Agency (PCWA).	OCR-60 Work with Placer County Water Agency to ensure that available methods and techniques to conserve potable water supplies are applied in Rocklin.	Public Services Q6
1.5b	Convert irrigation management system from Maxicom to IQ as current irrigation clocks reach end of life.	Replacement of irrigation clocks approved in the operation budget for the fiscal year 2015/2016 with IQ clocks that are 20% less expensive than Maxicom clocks.	OCR-26 Maintain a Park Repair and Development Fund that receives revenues from a variety of sources.	Public Services Q4

## SUPPORTING ACTIONS FOR OBJECTIVE 1.5 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.5c	Re-stain existing sun faded median brick patterns on Sunset Blvd. from Pacific St. to Hwy 65	Uniform appearance of all City medians from old town area to the newer developed areas.	<p>LU-31 Promote and renew as needed, the Pacific Street, Rocklin Road, Sunset Blvd., Granite Drive, Lone Tree, Blue Oaks, and the Highway 65 corridor business districts in order to provide diversified business opportunities and greater pedestrian orientation.</p> <p>C-24 Require landscaping and tree planting along major new streets, properties abutting highways/freeways and along existing streets as appropriate.</p>	Public Services Q7
1.5d	Replace chain link fencing with wrought iron fence at the Sunset Train Overpass and remaining 50% at Rocklin Road/I-80	Replacement of the dated chain link fence with tubular steel fence to match the safety fencing installed on Front Street adjacent to the railroad tracks.	C-33 Seek improvement to existing railroad crossings and construction of new grade separated crossings or undercrossings where appropriate and feasible.	Public Services Q8
1.5e	Update street landscape specifications	Creation of new city standard specifications that are consistent with current practices and regulations for water conservation.	C-24 Require landscaping and tree planting along major new streets, properties abutting highways/freeways and along existing streets as appropriate.	Public Services Q2

## SUPPORTING ACTIONS FOR OBJECTIVE 1.5 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.5f	Finalize the B Street Pedestrian Corridor Design	Support of final design by B Street Residents Creation of Project Construction Plans and Specifications including an Engineer's Estimate	OCR-44 Support continued development of an urban forest within the City by incorporating appropriate tree species and implementing proper planting and maintenance practices within public rights-of-way and public and private development projects.	Public Services Q8
1.5g	Replace existing outdated play structure at Twin Oaks Community Park. The current structure has exceeded its useful life and no longer meets the Consumer Product Safety Commission (CPSC) safety guidelines.	Installation of a new play structure that meets all current regulations including ADA (Americans with Disabilities Act).	OCR-33 Provide active recreation facilities and related infrastructure within community parks, such as lighted athletic fields, soccer fields, softball diamonds, and parking areas.  OCR-12 Provide for park and other outdoor recreational needs, both active and passive, through methods including but not limited to: collection of park user fees, dedication of parkland, or a combination of both; rehabilitation of existing park and recreation facilities; requiring the installation of park improvements; and requiring that financial mechanisms be created for long-term park and/or open space operation and maintenance.	Public Services Q8

## SUPPORTING ACTIONS FOR OBJECTIVE 1.5 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.5h	Neighborhood Park renovations to include: updating aging irrigation systems, inspecting/repairing concrete trip hazards, updating security lighting, etc.	Mitigation of identified park liabilities and risk.	<p>OCR-12 Provide for park and other outdoor recreational needs, both active and passive, through methods including but not limited to: collection of park user fees, dedication of parkland, or a combination of both; rehabilitation of existing park and recreation facilities; requiring the installation of park improvements; and requiring that financial mechanisms be created for long-term park and/or open space operation and maintenance.</p> <p>OCR-34 Provide recreation facilities for neighborhood residential areas in neighborhood parks that include informal turf areas, playgrounds, and passive recreation activities.</p>	Public Services Q12

## SUPPORTING ACTIONS FOR OBJECTIVE 1.5 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.5i	Create and implement a tree removal policy defining hazardous vs. nuisance trees that are City owned.	Identification and removal of hazardous or nuisance trees that are maintained by the city.	OCR-44 Support continued development of an urban forest within the City by incorporating appropriate tree species and implementing proper planting and maintenance practices within public rights-of-way and public and private development projects.	Public Services Q1
1.5j	Implementation of Parks and Trails Master Plan recommendations	<p>Review and establishment of priorities based on highest community need and available budget.</p> <p>Identification of potential funding sources such as grants to fund upgrades.</p>	<p>OCR-33 Provide active recreation facilities and related infrastructure within community parks, such as lighted athletic fields, soccer fields, softball diamonds, and parking areas.</p> <p>OCR-35 Seek funding sources for a variety of recreational programs and facilities, including program fees, lease agreements and concessions, State and Federal funds, and the City Americans with Disabilities Act Superfund.</p>	Public Services Q4

# 1.6 Public Art Program Implementation

## Description of Objective

Implement the goals and objectives of the Public Arts Master Plan through coordination with City Departments, Public-Private Partnerships, and creation of new policy.



*Public Art Master Plan Cover*

## SUPPORTING ACTIONS FOR OBJECTIVE 1.6

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.6a	<p>Implement the goals and objectives from the Public Art Master Plan</p> <p>Creation of a policy that requires all C.I.P. construction projects to include 1% of construction costs as an art component.</p> <p>Creation of a voluntary Public Art program for developers to participate in.</p> <p>Increased art elements and additional art offerings as part of the Special Events.</p> <p>Partnering with Rocklin Fine Arts as a Non-Profit Organization to enhance the arts within</p>	<p>OCR-30 Provide recreation programs that meet resident needs.</p> <p>OCR-32 Support and cooperate with Rocklin-based volunteer groups and organizations that provide recreation activities to all citizens, particularly young people and senior citizens.</p> <p>PF-10 Encourage public/private partnerships such as joint use of offices, recreational facilities, open space, and the delivery of public services by private sector suppliers.</p>	Public Services	Q4

# 1.7 Keep Open Space Areas Free of Trash and Debris

## Description of Objective

Provide education on the importance of open space areas and encourage citizen participation in keeping open space areas free of trash and debris.



City of Rocklin Open Space Map

## SUPPORTING ACTIONS FOR OBJECTIVE 1.7

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
1.7a	Engage the community in the abatement and/or recycling of trash and debris from the open space	Hold quarterly community service days to perform litter and debris abatement in the open space areas within Rocklin.	OCR-29 Encourage participation by community volunteers in park development, repair and maintenance.	Public Services	Q4
1.7b	Educate the community on the importance of open space areas and on the benefits of reducing, reusing, and recycling solid waste and other materials such as oil, paint, and antifreeze.	Attend at least 3 public events with our Environmental Services Outreach booth to educate the community on the benefits of reducing, reusing, and recycling solid waste and other materials such as oil, paint, and antifreeze.	OCR-52 Consult with other agencies to develop public education programs that will encourage residents to minimize pollutant and sediments reaching receiving waters.  PF-30 Support public education programs in order to reduce. Recycle, and reuse solid waste and other materials such as oil, paint, and antifreeze in order to reduce landfill disposal.	Public Services	Q4

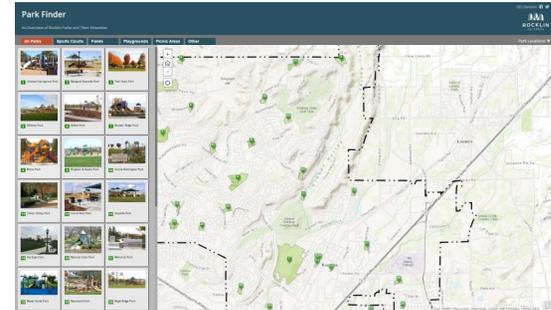
## SUPPORTING ACTIONS FOR OBJECTIVE 1.7 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.7c	Continue to expand education and outreach programs at local schools to encourage minimization of pollutant and sediments reaching the creeks and streams	Partner with Rocklin Unified School District and charter schools in Rocklin to educate the youth of Rocklin on how to minimize pollutants and sediments from reaching the water ways.	<p>OCR-29 Encourage participation by community volunteers in park development, repair and maintenance.</p> <p>OCR-52 Consult with other agencies to develop public education programs that will encourage residents to minimize pollutant and sediments reaching receiving waters.</p> <p>OCR-53 Encourage measures promoting proper disposal of pollutants to the sanitary sewer or hazardous waste facilities rather than to the storm drainage system.</p>	Public Services Q5

# 1.8 Public Services Technology Enhancements

## Description of Objective

Implement improved technology for providing dependable customer service to the community and staff.



GIS Park Finder Landing Page

## SUPPORTING ACTIONS FOR OBJECTIVE 1.8

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
1.8a	Develop and deploy a smartphone app for citizens to report maintenance issues, i.e., broken landscape/park sprinklers, light pole/traffic light issues, etc.	Faster response time to the needs of the community and the ability to generate multiple report types on the requests received.	OCR-29 Encourage participation by community volunteers in park development, repair and maintenance.  PF-9 Provide for the ongoing operation and maintenance of City services through the use of existing or new Community Facilities Districts, Lighting and Landscaping Districts, Park Development and Maintenance Districts, special taxes and other similar financing mechanisms.	Public Services	Q2

## SUPPORTING ACTIONS FOR OBJECTIVE 1.8 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
1.8b	<p>Integrate fuel transaction data seamlessly into the Fleet software system to automate preventive maintenance work order generation and identify any diagnostic codes stored in the vehicle computer.</p>	<p>Improved fleet management based upon current and accurate meter readings and auto-notification of any diagnostic trouble codes. The data can be used for tracking:</p> <ul style="list-style-type: none"> <li>• Preventive Maintenance</li> <li>• Future Capital Replacement Estimation</li> <li>• Fuel Consumption</li> <li>• Vehicle Performance</li> </ul>	PF-7 Maintain and update a plan for public facilities that includes projected staff needs and building space requirements.	Public Services	Q2
1.8c	<p>Introduce “All Electric” vehicles into the City.</p>	<p>Increase energy security, improve fuel economy, lower fuel costs, and reduce emissions.</p>	OCR-59 Continue to consult with the Placer County Air Pollution Control District in the development of stationary and mobile source control measures affecting the City of Rocklin.	Public Services	Q1
1.8d	<p>Provide a public facing GIS mapping service.</p>	<p>Successfully deploy various maps for public access that may include:</p> <ul style="list-style-type: none"> <li>• Park Amenities</li> <li>• Historical Sites or other Points of interest</li> </ul>	PF-7 Maintain and update a plan for public facilities that includes projected staff needs and building space requirements.	Public Services	Q4

## SUPPORTING ACTIONS FOR OBJECTIVE 1.8 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.8e	Utilize various photo/video to inventory city assets during regular inspection.	Implement use of drone video inspection as supported by the Police and Fire departments.	PF-7 Maintain and update a plan for public facilities that includes projected staff needs and building space requirements.	Public Services Q1
1.8f	Review and analyze the Wi-Fi usage from Public Wi-Fi systems in the community parks	Creation of usage report identifying the number of times the system was used by the public. This data can be used for possible program expansion and for marketing advertisement space to Rocklin businesses.	PF-10 Encourage public/private partnerships, such as joint use of offices, recreational facilities, open space, and the delivery of public services by private sector suppliers.  PF-36 Encourage the development of wireless communication systems and facilities and direct cellular antennas to commercial, industrial, and publically owned sites.	Public Services Q3

# 1.9 City-Wide Open Space Management

## Description of Objective

Create, adopt, and implement a city-wide open space management plan.



City Open Space Areas

## SUPPORTING ACTIONS FOR OBJECTIVE 1.9

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
1.9a	Create a draft city-wide open space management plan	Approval of the plan by U.S. Army Corps of Engineers allowing for one document to provide guidance on the maintenance and operations of all open space within the City of Rocklin	S-18 Incorporate fuel modification/fire hazard planning (e.g. weed abatement, open space management plans, firebreaks, planting restrictions) on lands (both public and private) that contain terrain and vegetative features such as grass, woodlands, and severe slopes.	Public Services	Q1
1.9b	Adopt approved draft city-wide open space management plan	Adoption of plan by City Council allowing for one document to provide guidance on the maintenance and operations of all open space within the City of Rocklin	S-18 Incorporate fuel modification/fire hazard planning (e.g. weed abatement, open space management plans, firebreaks, planting restrictions) on lands (both public and private) that contain terrain and vegetative features such as grass, woodlands, and severe slopes.	Public Services	Q2

## SUPPORTING ACTIONS FOR OBJECTIVE 1.9 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.9c	<p>Implement adopted city-wide open space management plan by following the maintenance and operations procedures.</p>	<ul style="list-style-type: none"> <li>• Produce a new Request for Proposal to retain the services of an environmental consulting firm to adhere to all of the new procedures and document the monitoring and reporting of the open space areas.</li> <li>• Identify and fund new fencing projects.</li> <li>• Remove illegal access points to the open space.</li> <li>• Adopt new open space areas into the plan.</li> </ul>	S-18 Incorporate fuel modification/fire hazard planning (e.g. weed abatement, open space management plans, firebreaks, planting restrictions) on lands (both public and private) that contain terrain and vegetative features such as grass, woodlands, and severe slopes.	Public Services Q2
1.9d	<p>Update the status of the weed abatement and grazing programs on the website</p>	<p>Provide regular updates on the program to include information about grazing and other weed abatement work that is occurring within the City. Maintain accurate contact information and schedules to provide transparency to the residents.</p>	S-18 Incorporate fuel modification/fire hazard planning (e.g. weed abatement, open space management plans, firebreaks, planting restrictions) on lands (both public and private) that contain terrain and vegetative features such as grass, woodlands, and severe slopes.	Public Services Q4

## SUPPORTING ACTIONS FOR OBJECTIVE 1.9 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.9e	Create and implement a fuel loads reduction plan	Adoption of the fuel loads reduction plan by City Council and the implementation of this plan throughout the City on both private and public areas. Utilization of partnerships with CalFire and other agencies that are interested in fuel load reduction.	S-18 Incorporate fuel modification/fire hazard planning (e.g. weed abatement, open space management plans, firebreaks, planting restrictions) on lands (both public and private) that contain terrain and vegetative features such as grass, woodlands, and severe slopes.	Public Services Q3

# 1.10 Storm Water Management Plan

## Description of Objective

Update the storm water management plan by expanding existing programs and implementing additional inspections of streams, outfalls, and inlets.



*Drainage Channel at  
Kathy Lund Park*

## SUPPORTING ACTIONS FOR OBJECTIVE 1.10

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.10a Expansion of the Adopt-a-Creek program	Benchmark against other agencies to maintain an effective program and to “adopt” additional creeks as part of the program.	OCR-29 Encourage participation by community volunteers in park development, repair and maintenance.  OCR-52 Consult with other agencies to develop public education programs that will encourage residents to minimize pollutants and sediments reaching receiving waters	Public Services	Q4

## SUPPORTING ACTIONS FOR OBJECTIVE 1.10 (continued)

	Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.10b	Conduct stream and outfall inspections to determine operational efficiencies and potential maintenance issues and/or system failures.	Creation of maintenance best practices, inspection of streams and outfalls, and establishment of potential funding sources for capital replacements.	<p>OCR-49 Minimize the degradation of water quality through use of erosion control plans and BMPs.</p> <p>OCR-53 Encourage measures promoting proper disposal of pollutants to the sanitary sewer or hazardous waste facilities rather than to the storm drainage system.</p>	Public Services	Q1
1.10c	Partner with regional groups for MS4 Permit requirements	New and continued partnerships for conservancy and cost sharing.	OCR-52 Consult with other agencies to develop public education programs that will encourage residents to minimize pollutants and sediments reaching receiving waters	Public Services	Q4
1.10d	Create a Storm Water System Master Plan	<p>Creation of Storm Water System Master Plan based on the information contained in the Storm Water System assessment. The plan should include:</p> <ul style="list-style-type: none"> <li>• Maintenance Best Practices</li> <li>• Preventative Maintenance Schedules</li> <li>• Capital Replacement/ Upgrade Projects</li> <li>• Identification of Operation and Capital funding requirements</li> </ul>	OCR-54 Establish and coordinate operations and maintenance procedures for all City departments to assure that water quality objectives are not threatened by City operations and to serve as an example for the community.	Public Services	Q3

## SUPPORTING ACTIONS FOR OBJECTIVE 1.10 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.10e	Establishment of funding sources for the Storm Water System Master Plan Implementation	Working with finance to determine different funding sources such as: <ul style="list-style-type: none"> <li>• Additional CFD's</li> <li>• Establishment of fees or tax opportunities</li> </ul>	OCR-54 Establish and coordinate operations and maintenance procedures for all City departments to assure that water quality objectives are not threatened by City operations and to serve as an example for the community.	Public Services Q5

# 1.11 Traffic Enhancements and Upgrades

## Description of Objective

Maintain and enhance street aesthetics while sustaining a steady flow of traffic in a safe and secure manner.



*Residential Traffic Calming*

## SUPPORTING ACTIONS FOR OBJECTIVE 1.11

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
1.11a	Installation of new decorative signs, poles, and light fixtures city wide.	Replacement of damaged and/or aging signs throughout the city. Installation of decorative fixtures in designated areas such as the Quarry District.	C-20 Maintain street design standards for arterials, collectors and local streets. C-56 Improve bicyclist and pedestrian safety through such methods as signage, lighting, traffic controls, and crosswalks.	Public Services	Q7
1.11b	Perform adjustments to traffic signal timing to maintain an acceptable level of service as traffic patterns change.	Having all of intersections within the city limits function at an acceptable level of service.	C-7 Monitor traffic on City streets to determine improvements needed to maintain an acceptable Level of Service. C-19 Maintain existing streets in a safe condition. CONTINUED ON NEXT PAGE...	Public Services	Q4

## SUPPORTING ACTIONS FOR OBJECTIVE 1.11 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
1.11c	Retrofit incandescent and outdated street lighting to LED lighting.	Installation of additional LED street lighting to provide additional lighting on city roadways while reducing energy consumption and lowering electricity costs.	<p>C-22 Interconnect traffic signals and/or consider the use of roundabouts where financially feasible and warranted to provide flexibility in controlling traffic movements at intersections.</p> <p>C-56 Improve bicyclist and pedestrian safety through such methods as signage, lighting, traffic controls, and crosswalks.</p> <p>C-56 Improve bicyclist and pedestrian safety through such methods as signage, lighting, traffic controls, and crosswalks.</p> <p>PF-9 Provide for the ongoing operation and maintenance of City services through the use of existing or new Community Facilities Districts, Lighting and Landscaping Districts, Park Development and Maintenance Districts, special taxes and other similar financing mechanisms.</p>	Public Services	Q8
1.11d	Replace aging street signage to meet retro-reflectivity requirements	Installation of new retro-reflective signs that provide citizens and emergency vehicles direction during all hours.	<p>C-23 Require street designs where appropriate to connect neighborhoods. These connections allow for vehicular and pedestrian use and for the efficient movement of service and emergency vehicles.</p> <p>C-56 Improve bicyclist and pedestrian safety through such methods as signage, lighting, traffic controls, and crosswalks.</p>	Public Services	Q3

## SUPPORTING ACTIONS FOR OBJECTIVE 1.11 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.11e	Install and maintain redundant power sources at all signalized intersections	Replacement of the batteries and/or battery backup system to power all intersections in case of power failure.	<p>C-56 Improve bicyclist and pedestrian safety through such methods as signage, lighting, traffic controls, and crosswalks.</p> <p>PF-9 Provide for the ongoing operation and maintenance of City services through the use of existing or new Community Facilities Districts, Lighting and Landscaping Districts, Park Development and Maintenance Districts, special taxes and other similar financing mechanisms.</p>	Public Services  Q8
1.11f	Creation of a Roundabouts 1st Policy Document	Adoption and implementation of the Roundabout 1st Policy.	<p>C-7 Monitor traffic on City streets to determine improvements needed to maintain an acceptable Level of Service.</p> <p>C-15 Reduce the potential for the use of local residential streets as shortcuts for through traffic on streets that are not improved to full City standards.</p> <p>C-22 Interconnect traffic signals and/or consider the use of roundabouts where financially feasible and warranted to provide flexibility in controlling traffic movements at intersections.</p> <p>C-56 Improve bicyclist and pedestrian safety through such methods as signage, lighting, traffic controls, and crosswalks.</p>	Public Services  Q2

## SUPPORTING ACTIONS FOR OBJECTIVE 1.11 (continued)

	Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.11g	Evaluate Traffic Calming and Speed Reduction best practices and establish policies and procedures.	<p>Creation of a traffic calming and speed reduction policy and implementation plan focusing on all residential roadways especially Whitney Blvd., Argonaut Ave., and Midas Avenue.</p> <p>Resident participation in traffic calming programs and strategies.</p> <p>A measurable decrease in vehicle speeds and cut-through traffic on roadways which traffic calming strategies are approved and implemented.</p>	<p>C-7 Monitor traffic on City streets to determine improvements needed to maintain an acceptable Level of Service.</p> <p>C-15 Reduce the potential for the use of local residential streets as shortcuts for through traffic on streets that are not improved to full City standards.</p> <p>C-56 Improve bicyclist and pedestrian safety through such methods as signage, lighting, traffic controls, and crosswalks.</p>	Public Services	Q3

# 1.12 Quarry Park Development

## Description of Objective

Create a Special Events destination to help revitalize the downtown area.



Quarry Park Conceptual Drawing

## SUPPORTING ACTIONS FOR OBJECTIVE 1.12

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
1.12a	Construct Phase I of Quarry Park to include new restrooms, an amphitheater, walking trail.	Completion of the Phase I construction and hosting special events in the new amphitheater.	<p>LU-10 Encourage preservation and adaptive reuse of significant historic structures and sites.</p> <p>LU-51 Enhance and preserve the special natural features of the Central Rocklin, Downtown Rocklin Plan, and Civic Center area to the extent feasible, including oak trees, quarries, and rock outcrops.</p> <p>OCR-14 Provide developed as well as undeveloped parkland, recognizing that certain unique open space attributes may be best preserved by retaining them in a natural condition.</p> <p>OCR-42 Encourage projects to be designed in a manner that protects heritage oak trees and other botanically unique vegetation designated to be retained.</p>	Public Services	Q2

## SUPPORTING ACTIONS FOR OBJECTIVE 1.12 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.12b	Finalize Kesti Property Acquisition adding approximately 7 acres to the existing land designated for Quarry Park while preserving one of Rocklin's Oak Groves	Acquiring the Kesti Property and incorporating the newly acquired land into the Quarry Park concept while preserving one of Rocklin's Oak Groves.	<p>OCR-62 Encourage preservation and incorporation of existing rock quarries, major rock out croppings, and geologically unique areas in future development.</p> <p>OCR-42 Encourage projects to be designed in a manner that protects heritage oak trees and other botanically unique vegetation designated to be retained.</p>	Public Services Q6

# 1.13 Special Events Enhancements

## Description of Objective

Enhance city-wide Special Events through incorporation of arts and cultural experiences for all residents.



Rocklin Ramble Starting Line

## SUPPORTING ACTIONS FOR OBJECTIVE 1.13

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.13a	<p>Explore additional locations for new and existing special events within the City.</p> <p>Creation of new or modification of existing events to have them take place in various locations throughout the city, e.g. Food Truck Mania rotating between the community parks</p> <p>Encourage visitors to our community to include overnight stays to promote the local economy</p>	OCR-30 Provide recreation programs that meet resident needs.	Office of the City Manager	Q4



# 1.14 Update the City’s Park Impact Fees

## Description of Objective

Align the City’s future park development needs and park impact fees through an update and consolidation of the City’s park impact fees.



*Johnson-Springview Park*

## SUPPORTING ACTIONS FOR OBJECTIVE 1.14

	Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
1.14a	Conduct a study to update the City’s park impact fees based on future park needs and revised land use assumptions. Present revised park impact fee to City Council.	Development of a consolidated park impact fee that aligns future development impacts with the City’s park development needs.	OCR 12— “Provide for park and other outdoor recreational needs, both active and passive, through methods including... collection of park user fees...rehabilitation of existing park and recreation facilities; requiring the installation of park improvements....”	Administrative Services	Q4

# Strategic Areas of Emphasis



## **2. Promote a Safe and Secure Community**

The Strategic Area of Emphasis to maintain a safe and secure community is fundamental to the health, quality of life and economic vitality of the City of Rocklin. There are three departments with primary responsibility for maintaining safety and security of the Rocklin community: Police Department, Fire Department and Office of Code Compliance.

## Chapter 2: PROMOTE A SAFE AND SECURE COMMUNITY

### 2.1 Increase Safety of Community by Exploring New or Expanded Services

#### *Description of Objective*

Maintain or increase as needed, fire service levels through strategic allocations of operations, staffing, equipment and mutual aid.



*Vehicle Extrication  
Demonstration*

#### **SUPPORTING ACTIONS FOR OBJECTIVE 2.1**

	<b>Supporting Actions</b>	<b>Success Indicators</b>	<b>General Plan Relationship</b>	<b>Lead Dept.</b>	<b>Date</b>
2.1a	Develop a business inspection plan as a means to provide enhanced benefits and safety protection as a part of our business license requirements.	<ul style="list-style-type: none"> <li>• Identification of occupancies to be inspected</li> <li>• Provide training to personnel</li> <li>• Implementation of program</li> </ul>	PF-21 Provide progressive fire protection resources as necessary to meet community needs.	Fire Department	Q6

## SUPPORTING ACTIONS FOR OBJECTIVE 2.1 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
2.1b	<p>Conduct a Standards of Coverage analysis to evaluate fire department service levels, and offer strategic recommendations to ensure a safe and effective emergency response</p>	<ul style="list-style-type: none"> <li>• Research, Study &amp; Evaluate communities demographics, risk, resource deployment, concentration of personnel and response reliability.</li> <li>• Develop a Standards of Coverage report</li> <li>• Develop Short and Long Term Strategic Plan</li> </ul>	PF-21 Provide progressive fire protection resources as necessary to meet community needs.	
2.1c	<p>Explore the possibility of additional staffing and equipment purchases through grant funding.</p>	<ul style="list-style-type: none"> <li>• Identification of possible grant sources.</li> <li>• Research and complete available grants applications.</li> </ul>	PF-13 Analyze the cost of fire protection, police services and emergency medical response for annexations and major project developments and require a funding mechanism to offset any shortfall.	Fire Department Q6
2.1d	<p>Collaborate with other public safety agencies to increase purchasing power and decrease cost.</p>	<ul style="list-style-type: none"> <li>• Identify potential agencies</li> <li>• Determine equipment purchase needs</li> </ul>	PF-21 Provide progressive fire protection resources as necessary to meet community needs.	Fire Department Q6

## 2.2 Explore Options to Eradicate Blighted Properties

### *Description of Objective*

Conduct a detailed evaluation of blighted properties and determine what options are available to redevelop or otherwise improve the appearance and use of the properties.



*Blighted Property*

### SUPPORTING ACTIONS FOR OBJECTIVE 2.2

	Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
2.2a	Complete an inventory of current blighted sites to be addressed; assess health and safety issues; options and costs associated with relocation of uses as applicable; and prepare RFP's soliciting development and/or redevelopment proposals.	Elimination of blight over time and reuse/redevelopment of identified sites  Implementation of a Good Landlord Program	HE Goal 1 Maintain and improve the quality of existing housing and residential neighborhoods in Rocklin.  Policy 1.1 Promote increased awareness of the importance of property maintenance to long-term housing quality and engage the community to preserve neighborhoods.  CONTINUED ON NEXT PAGE...	Economic & Community Development and Code Compliance	Q1-4

## SUPPORTING ACTIONS FOR OBJECTIVE 2.2 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
		<p>Policy 1.2 Seek, through code enforcement, the private rehabilitation of substandard dwelling units and provide financial assistance, when available, to owners of dwelling units occupied by lower-income households. In applying this policy, the City shall seek to avoid the displacement of lower-income households.</p> <p>Policy 1.3 Provide assistance to inspect and identify code violations in residential structures.</p> <p>Policy 1.4 Require the abatement or demolition of substandard housing that is not economically feasible to repair.</p> <p>LU-8 Continue programs for the prevention of blight, utilizing public and private resources such as code enforcement, neighborhood rehabilitation programs, and Redevelopment Agency actions.</p>		

# Strategic Areas of Emphasis



## **3. Promote Economic Vitality**

The City of Rocklin Economic Development Strategy emphasizes the continued development of a diverse economic base pursuing business sectors with the best potential to grow and prosper. Rocklin's diverse economic base will be a stabilizing force through periods of economic downturn and serve as a fiscal foundation once our community hits build out. Local economic development policies constitute the primary activity that local governments can undertake to enhance economic growth in the community. A City of Rocklin's size and attributes must be selective in how it competes for economic growth; limited economic resources must be deployed in a manner that builds on the city's underlying strengths. Rocklin must support and sustain a business environment that contributes to economic prosperity and improves the economic well-being and quality of life for our citizens.

# 3.1 Multijurisdictional Shared Services

## Description of Objective

Work with regional partners to enhance efficiencies and effectiveness (or capabilities) while reducing cost and/or enhancing revenue streams.



*Mutual Aid for Commercial Structure Fire*

## SUPPORTING ACTIONS FOR OBJECTIVE 3.1

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
3.1a	<p>Initiate discussions with area partners for Fire Protection Services.</p> <ul style="list-style-type: none"> <li>Develop a Informational Memorandum regarding the potential for regional cooperative fire protection services.</li> <li>Evaluate Short Term initiatives for shared services such as; Administration, Prevention, &amp; Training.</li> </ul> <p>CONTINUED ON NEXT</p>	<p>S-19 Maintain inter-jurisdictional cooperation and coordination, including automatic aid agreements with fire protection/suppression agencies in Placer County.</p> <p>PF– Provide progressive fire protection resources as necessary to meet community needs.</p>	Fire Department	Q6



## SUPPORTING ACTIONS FOR OBJECTIVE 3.1 (continued)

	Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
3.1c	Long Term Strategy of establishing a EMS Transport Model by Fire Departments.	<ul style="list-style-type: none"> <li>• Evaluate multi-jurisdictional EMS Transport Models</li> <li>• Pursue a multi-jurisdictional EMS Transport Model (JPA , Public/Private)</li> </ul>	S-19 Maintain inter-jurisdictional cooperation and coordination, including automatic aid agreements with fire protection/suppression agencies in Placer County.	Fire Department	Q6
3.1d	Develop a partnership with Sierra College to explore the possibility of a Regional Training Facility.	<ul style="list-style-type: none"> <li>• Develop a Political Review Committee with key stakeholders.</li> <li>• Develop Financial Strategies to secure alternative methods of funding</li> <li>• Create working groups for the design/development of the facility.</li> </ul>	S-19 Maintain inter-jurisdictional cooperation and coordination, including automatic aid agreements with fire protection/suppression agencies in Placer County.	Fire Department	Q6

## Chapter 3: PROMOTE ECONOMIC VITALITY

# 3.2 Arts Incubator

### Description of Objective

To create a self-sustaining arts community dedicated to providing new and emerging artists with rental spaces to create art, to have access to shared resources and to be exposed to ongoing support and training opportunities.



Art Show at Finn Hall

## SUPPORTING ACTIONS FOR OBJECTIVE 3.2

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
3.2a	<ul style="list-style-type: none"> <li>Establish partnerships with community groups, agencies, and non-profits and generate support for the arts</li> </ul>	<ul style="list-style-type: none"> <li>Development of viable businesses and the promotion of economic development in the historic Quarry District.</li> <li>Assisting individuals and groups who wish to launch new arts ventures in the City and expanding the scope of those organizations already in place.</li> </ul>	PF-10 Encourage public/private partnerships such as joint use of offices, recreational facilities, open space, and the delivery of public services by private sector suppliers.	Office of the City Manager	Q1-4

## SUPPORTING ACTIONS FOR OBJECTIVE 3.2 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
3.2b	Identify City assets to support the arts and potential site for an Arts Incubator	Utilization of facilities and services in the Quarry District for artists to exhibit or perform within the community and to engage through outreach activities. Facilities include Finn Hall, Rocklin train Station and Quarry Park.	OCR-38 Provide additional active recreational opportunities such as community centers, a performing arts center, swimming pools and gymnasiums.	Office of the City Manager	Q1-4
3.2c	Adopt a flexible approach to support artists	Creation of a customized menu of facilities, services and programs that respond to each artist individually.			

## 3.3 Streamline Entitlement & Permit Processes

### *Description of Objective*

Streamline entitlement and building permit processes creating a clear, easily navigable process that results in timely delivery of services and information needed by customers, Planning Commission, City Council and staff.



*Development Plans*

### SUPPORTING ACTIONS FOR OBJECTIVE 3.3

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
3.3a	Ensure adequate and flexible staffing to match areas of current and future needs.	Improved entitlement and permit issuance timeframes. Increased customer satisfaction.	GENERAL LAND USE GOAL: To promote orderly and well-planned development that enhances the City of Rocklin.	Economic & Community Development	Q1
3.3b	Invest in technology needed to support a streamlined entitlement process.	Full utilization of TrackIt. Implementation of GIS in Planning & Economic Development	Same as above	Economic & Community Development	Q1-4

## SUPPORTING ACTIONS FOR OBJECTIVE 3.3 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
3.3c	Analyze all aspects of entitlement and building permit process including forms and applications, internal processing, etc. and reduce or eliminate unnecessary or repetitive steps	Reduce backlog and wait list for public hearing and plan checks.	GENERAL LAND USE GOAL: To promote orderly and well-planned development that enhances the City of Rocklin.	Economic & Community Development	Q1-4
3.3d	Utilize the website to provide clear information and forms or tools to assist the development and business community in their interactions with the City.	Easier access and reference for members of the public. Less time and effort spent on paperwork.	Same as above	Economic & Community Development	Q1-4
3.3e	Adopt expedited permit review alternatives and coordinate with regional efforts.	Shorter review and process periods.	Same as above	Economic & Community Development	Q1-4

## SUPPORTING ACTIONS FOR OBJECTIVE 3.3 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
3.3f	Create easy public access to information, procedures and processes; conduct city-sponsored training for architects, developers, planners, engineers, contractors, builders, etc. on said procedures and	More informed applicants and more complete applications and submittals.	GENERAL LAND USE GOAL: To promote orderly and well-planned development that enhances the City of Rocklin.	Economic & Community Development	Q1-4
3.3g	Further review and transition defined development approvals to an administrative process.	Reduced wait times for public and reduced staff time	Same as above	Economic & Community Development	Q1-4
3.3h	Solicit public feedback to improve development processes	Development processes reflective of public's needs.	Same as above	Economic & Community Development	Q1-4
3.3i	Collaborate with key partners including outside review agencies and utilities to facilitate expedited review and plan check of higher priority projects.	Improved coordination and faster review of priority projects by outside agencies	Same as above	Economic & Community Development	Q1-2

## 3.4 Higher Education Partnerships

### *Description of Objective*

Continue to strengthen relationships with higher education partners and pursue partnerships that further the community's economic and fiscal goals.



*William Jessup University*

### SUPPORTING ACTIONS FOR OBJECTIVE 3.4

	Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
3.4a	Continue partnership with Sierra College and Hacker Lab Rocklin to support and encourage entrepreneurs and start-up businesses.	Participation in Hacker Lab Rocklin and creation of new businesses in Rocklin.	LU-43 Attract job generating land uses that will provide a variety of employment opportunities for those who live or are likely to live in the community or South Placer sub-region.	Economic & Community Development	Q1-4

## SUPPORTING ACTIONS FOR OBJECTIVE 3.4 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
3.4b	Determine needs of current and future industries in Rocklin and work with Sierra College and William Jessup University to develop programs to meet those needs.	Regular communication with Sierra College and William Jessup University on workforce needs and promotion of Sierra College and WJU programs to businesses and regional ED agencies.	LU-43 Attract job generating land uses that will provide a variety of employment opportunities for those who live or are likely to live in the community or South Placer sub-region.	Economic & Community Development	Q1-4
3.4c	Work cooperatively with Sierra College and William Jessup University to advance their Campus Master Plans.	Successful implementation of master plans by Sierra College and William Jessup University.	GENERAL LAND USE GOAL: To promote orderly and well-planned development that enhances the City of Rocklin.	Economic & Community Development	Q1-4
3.4d	Work cooperatively with William Jessup University in support of the Small Business Development Center.	Successful referral of businesses to SBDC.	LU-43 Attract job generating land uses that will provide a variety of employment opportunities for those who live or are likely to live in the community or South Placer sub-region.	Economic & Community Development	Q1-4

## 3.5 GIS Integration

### *Description of Objective*

Implement GIS into Economic & Community Development Department operations as well as assist in developing an integrated and coordinated system citywide.



### SUPPORTING ACTIONS FOR OBJECTIVE 3.5

	Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
3.5a	Develop GIS Strategy for ECD and facilitate integration with citywide GIS Strategy.	Successful integration of GIS Technology in ECD.	GENERAL LAND USE GOAL: To promote orderly and well-planned development that enhances the City of Rocklin.	Economic & Community Development	Q1-Q2
3.5b	Upgrade technology as needed to utilize GIS in Economic & Community Development Dept.	Successful integration of GIS Technology in ECD.	GENERAL LAND USE GOAL: To promote orderly and well-planned development that enhances the City of Rocklin.	Economic & Community Development	Q1-Q2

## 3.6 Create an Economic Development Strategy

### Description of Objective

Create an Economic Development Strategy that will serve as Rocklin’s guide for economic vitality both short and long-term. The ED Strategy should identify partners, priorities and resources and specific action steps to achieve stated goals and objectives. The ED Strategy will not only serve as an internal guide, but will be used to align goals and resources with other Economic Development and business groups.



PG&E Ribbon Cutting

### SUPPORTING ACTIONS FOR OBJECTIVE 3.6

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
3.6a	Economic Development Strategy Framework.	<p>LU-42 Encourage the development of regional shopping facilities within the City of Rocklin.</p> <p>LU-43 Attract job generating land uses that will provide a variety of employment opportunities for those who live, or are likely to live, in the community or South Placer sub-region.</p> <p>LU-44 Continue programs that promote commercial and professional office uses to locate in Rocklin in areas designated for those purposes.</p>	Economic & Community Development	Included—see ED Strategy Document

## SUPPORTING ACTIONS FOR OBJECTIVE 3.6 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
3.6b	Implement plan to fully develop ED Strategy	Completion of Economic Development Strategy.	Same as above	Economic & Community Development Q1-4
3.6c	<p>Specific objectives and actions within the ED Strategy to be achieved in the next fiscal year.</p> <ul style="list-style-type: none"> <li>• Develop District Concept</li> <li>• Zoning District Updates</li> <li>• Impediment Study</li> <li>• Rocklin Road Gateway Enhancements</li> <li>• Economic Development</li> <li>• Economic Development Branding &amp; Marketing</li> </ul>	<i>See ED Strategy for details</i>	Same as above	Economic & Community Development Q1-4

## **City of Rocklin Economic Development Strategy Framework**

Over the course of the next year, staff will develop an Economic Development Strategy in conjunction with partners and the community at large. The Economic Development Strategy will serve as a guide for the Rocklin's short- and long-term goals and objectives related to the city's economic prosperity. Although the strategy will include broad goals and objectives, it will also include specific actions in support of those goals and objectives.

The Economic Development Strategy will be a special section within to the City's Strategic Plan, but focused specifically on economic development. As such, the Economic Development Strategy, like the Strategic Plan, will be updated at least annually and adopted as part of the budget.

The Economic Development Strategy included in the FY 15/16 budget is not a fully developed strategy. Instead it is the framework for a strategy with specific actions that will be taken to create a full strategy. Staff anticipates that creating an economic development strategy will take all of FY 15/16 and that the full plan would be adopted as part of FY 16/17.

This Economic Development Strategy framework proposed for FY 15/16 does, however, include some specific action items for various projects and programs. These projects and programs represent items already in progress, items that support other Strategic Plan objectives, current opportunities or priorities that Council has previously expressed.

A key aspect of the Economic Development Strategy will be partnerships. Staff will rely on partnerships for input into the strategy development process, but also to help implement the actions necessary to achieve goals and objectives. Specifically, staff plans to create ad-hoc committees comprised of community stakeholders that have an interest in Rocklin's economic vitality to provide input as the strategy is developed. Staff will also rely on the professional input of consultants where internal resources are not available or specific expertise is needed.

Following is a list of steps that will be taken to develop an Economic Development Strategy followed by the list of specific Economic Development objectives and actions for FY 15/16.

## Economic Development Strategy Framework

Each phase of the framework notes the actions to be taken, success indicators, partners and timeframe. Please note that some phases may overlap or occur simultaneously and are simply intended to provide structure to the process.



### Phase 1: Existing Conditions

Objective: Staff will examine existing studies, reports and data sources related to City demographics, business sectors, current and anticipated development and City regulations and processes. This information will be benchmarked against peer communities.

Supporting Actions	Success Indicators	Resources/Partners	Date
<ul style="list-style-type: none"> <li>Extract key data from Land Use Study, Branding Surveys, brokerage firm reports, Census and other sources.</li> <li>Conduct surveys and interviews with business and development community where other data is not available.</li> </ul>	<ul style="list-style-type: none"> <li>Summary report of key data</li> </ul>	<ul style="list-style-type: none"> <li>Finance (Business License)</li> <li>Brokerage firms</li> <li>Greater Sacramento</li> <li>Business &amp; Development Community</li> </ul>	Q1

**Phase 2: Challenges**



Objective: Staff will focus on specific obstacles and challenges to economic growth and develop solutions to eliminate or reduce the impact of those challenges, thereby increasing economic opportunities and encouraging private sector investment.

Supporting Actions	Success Indicators	Resources/Partners	Date
<ul style="list-style-type: none"> <li>Conduct an Economic Opportunity Study</li> </ul>	<ul style="list-style-type: none"> <li>Completion of study</li> </ul>	<ul style="list-style-type: none"> <li>Consultant</li> <li>Business &amp; Development Community</li> </ul>	Q2
<ul style="list-style-type: none"> <li>Permit and land entitlement improvements</li> </ul>	<ul style="list-style-type: none"> <li>Increased efficiency for permit and land entitlement processes</li> </ul>	<ul style="list-style-type: none"> <li>Development community</li> </ul>	Q1-4

**Phase 3: Targeted Industries**



*Hacker Lab  
Ribbon Cutting*

Staff will utilize statistical and comparative analysis as well as information gathered in Phases 1 and 2 to determine where there are opportunities to attract new or expand existing industry sectors and clusters. Staff will also analyze the return on investment (ROI) of potential targeted industries to determine the benefits to the City and region.

Supporting Actions	Success Indicators	Resources/Partners	Date
<ul style="list-style-type: none"> <li>Location quotient analysis</li> <li>Utilization of select software applications</li> <li>Analyze ROI of potential targeted industries in terms of direct and indirect economic impacts including taxes, employment and wages, exports and other factors.</li> </ul>	<ul style="list-style-type: none"> <li>List of targeted industries</li> </ul>	<ul style="list-style-type: none"> <li>Greater Sacramento</li> <li>Finance</li> <li>Land Use Study</li> </ul>	Q3



**Whitney Ranch Interchange  
Groundbreaking**

**Phase 4: Targeted Areas**

Staff will evaluate areas which represent best and or unique development opportunities that will likely stimulate additional private sector investment and job creation. Targeted areas are larger sites that could accommodate multiple buildings or projects and includes new development or redevelopment.

Supporting Actions	Success Indicators	Resources/Partners	Date
<ul style="list-style-type: none"> <li>Review sites in Rocklin with greatest development potential and meet with property owners to determine how the City can facilitate and encourage high quality development in support of the ED Strategy.</li> </ul>	<ul style="list-style-type: none"> <li>Identification of viable targeted areas.</li> </ul>	<ul style="list-style-type: none"> <li>Private development community</li> </ul>	Q4



**Big Gun Catalyst Site**

**Phase 5: Catalyst Sites**

Staff will explore potential key sites and corridors that if developed or redeveloped will likely stimulate additional private sector investment and job creation. Catalyst sites are typically single parcels or assembly of multiple small parcels for a single development in key areas with the potential to spur additional private investment.

Supporting Actions	Success Indicators	Resources/Partners	Date
<ul style="list-style-type: none"> <li>Identify catalyst sites (i.e., Sierra Pine) and meet with property owners to determine how the City can facilitate and encourage high quality development in support of the ED Strategy.</li> </ul>	<ul style="list-style-type: none"> <li>Identification of viable catalyst sites.</li> </ul>	<ul style="list-style-type: none"> <li>Private development community</li> </ul>	Q4
<ul style="list-style-type: none"> <li>Leverage city owned sites (i.e., Quarry Park) to encourage private investment and development.</li> </ul>	<ul style="list-style-type: none"> <li>Private sector investment</li> </ul>	<ul style="list-style-type: none"> <li>Private development community</li> </ul>	Q4



**Phase 6: Tools**

Staff will develop recommendations for the creation of tools necessary to implement strategies and achieve stated goals and objectives.

Supporting Actions	Success Indicators	Resources/Partners	Date
<ul style="list-style-type: none"> <li>Determine tools that further ED Strategy objectives including tools related to entitlement and permit processing, cost-savings and financial measures, programs and resources, partner organizations</li> </ul>	<ul style="list-style-type: none"> <li>ED Strategy will identify existing and/or needed tools for each objective</li> </ul>	<ul style="list-style-type: none"> <li>ED &amp; Business organizations</li> <li>Private development community</li> <li>Chamber of Commerce</li> </ul>	Q4

## 3.7. Develop District Concepts (Economic Development Strategy)

### Description of Objective

Consider creating “Districts” where concentrations of existing assets are leveraged to support investment in the district and further the growth of businesses and industries.



*Window sign for Hacker Lab Rocklin*

### SUPPORTING ACTIONS FOR OBJECTIVE 3.7

	Supporting Actions	Success Indicators	Resources/Partners	Date
3.7a	Identify potential district areas including an Innovation District (includes Sierra College & Hacker Lab) and Tech Ed District (WJU, Atherton)	Description of district areas and list of assets	n/a	Q1
3.7b	Determine District Boundaries and develop plan for developing or bringing in identified elements.	Maps defining district boundaries	n/a	Q1

Supporting Actions	Success Indicators	Resources/Partners	Date	
3.7c	Identify district “champions”, those businesses or individuals in a district that will help further District concept goals and objectives.	List of business and individuals who will help promote district	<ul style="list-style-type: none"> <li>• Private business</li> <li>• Universities</li> <li>• Hacker Lab</li> </ul>	Q2
3.7d	Consider specialized assistance or incentives unique to the district that will encourage investment by the private sector.	Approved list of assistance or incentives	<ul style="list-style-type: none"> <li>• Funding Sources</li> <li>• Private sector</li> <li>• Chamber of Commerce</li> <li>• ED/Business organizations</li> <li>• Greater Sacramento</li> </ul>	Q3
3.7e	<p>Consider reuse of city owned assets or leverage city controlled processes to support the district goals and objectives.</p> <ul style="list-style-type: none"> <li>• Ex: Portion of Dominguez Overcrossing parcel as automotive sign and/or display area to lease to automotive uses</li> </ul>	Strategy detailing reuse of city building or asset	<ul style="list-style-type: none"> <li>• City owned buildings &amp; assets</li> <li>• Public Services</li> <li>• Private sector</li> </ul>	Q3
3.7f	Partner with education, business and economic development organizations to provide programs and services supporting entrepreneurs and start-up businesses.	Agreements or partnerships with organizations providing services	<ul style="list-style-type: none"> <li>• Sierra College</li> <li>• William Jessup University</li> <li>• Chamber of Commerce</li> <li>• Greater Sacramento</li> <li>• SBDC</li> </ul>	Q4

## 3.8 Expand Quarry District Concept (Economic Development Strategy)

### Description of Objective

Expand the Quarry District concept and consider a focus on arts, music and food that complements and leverages existing assets including public building and spaces. The Quarry District should be positioned as a unique, regional asset to attract private investment and tourism and expand community events.



### SUPPORTING ACTIONS FOR OBJECTIVE 3.8

Supporting Actions	Success Indicators	Resources/Partners	Date
3.8a Explore expanding the Quarry District concept to include an Art/Music/Food focus. Review best practices and example in other cities.	Concept plan and list of assets	n/a	Q1
3.8b Identify district “champions”, those businesses or individuals in a district that will help further District concept goals and objectives.	List of business and individuals who will help promote district	<ul style="list-style-type: none"> <li>• Private business</li> <li>• Universities</li> <li>• Hacker Lab</li> </ul>	Q2

## SUPPORTING ACTIONS FOR OBJECTIVE 3.8 (continued)

Supporting Actions	Success Indicators	Resources/Partners	Date
3.8c	Consider specialized assistance or incentives unique to the district that will encourage investment by the private sector.	<ul style="list-style-type: none"> <li>• Funding Sources</li> <li>• Private sector</li> <li>• Chamber of Commerce</li> <li>• ED/Business organizations</li> <li>• Greater Sacramento</li> </ul>	Q3
3.8d	<p>Consider reuse of city owned assets or leverage city controlled processes to support the district goals and objectives.</p> <ul style="list-style-type: none"> <li>• Fire Station #1 as public market, restaurant, culinary arts, co-op kitchen</li> <li>• Train station as arts incubator</li> <li>• Underutilized space in Historic City Hall</li> </ul>	<p>Strategy detailing reuse of city building or asset</p> <ul style="list-style-type: none"> <li>• City owned buildings &amp; assets</li> <li>• Public Services</li> <li>• Private sector</li> </ul>	Q3

## 3.9 Zoning District Updates (Economic Development Strategy)

### Description of Objective

Review current zoning to ensure zoning designations descriptions and permitted uses are reflective of current desired business types and flexible enough to accommodate evolving technology and business types.



### SUPPORTING ACTIONS FOR OBJECTIVE 3.9

	Supporting Actions	Success Indicators	Resources/Partners	Date
3.9a	Review industrial zoning designations and determine if updates are necessary to reflect desired business types.	Complete evaluation of industrial zoning designation description.	<ul style="list-style-type: none"> <li>Greater Sacramento (Analytics &amp; report)</li> <li>Commercial Brokers</li> </ul>	Q1
3.9b	Complete update of Mixed Use zoning designation.	Adopted Mixed Use zoning designation description.		Q1

## Chapter 3: PROMOTE ECONOMIC VITALITY

# 3.10 Economic Opportunity Study (Economic Development Strategy)

### Description of Objective

This study will identify our community strengths and assets in support of economic growth measured against our weaknesses and recognized barriers to economic growth. The City can then design and implement an economic strategy that best suits our assets, our capabilities and our interests.



## SUPPORTING ACTIONS FOR OBJECTIVE 3.10

	Supporting Actions	Success Indicators	Resources/Partners	Date
3.10a	Retain a consultant to assist with preparing the Economic Opportunity Study.	Completed Economic Opportunity Study with recommendations.	<ul style="list-style-type: none"> <li>Consultant</li> </ul>	Q1
3.10b	Use recommendations of the Economic Opportunity Study to inform the Economic Development Strategy	Integration of Economic Opportunity Study recommendations into the Economic Development Strategy.	n/a	Q3

# 3.11 Downtown Commercial Revitalization

(Economic Development Strategy)

## Description of Objective

Work with private property owners to develop strategies to reinvest in properties and improve the aesthetics of the area on Rocklin Road and Granite Drive near I-80.



*Rocklin Road Gateway*

## SUPPORTING ACTIONS FOR OBJECTIVE 3.11

Supporting Actions		Success Indicators	Resources/Partners	Date
3.11a	Meet with property owners in affected area to gauge interest in reinvestment or sale of properties.	Discussion with all affected property owners.	<ul style="list-style-type: none"> <li>Property owners</li> </ul>	Q1
3.11b	Conduct analysis of costs & revenue of existing sites and potential ROI if redeveloped	Analysis of costs, revenues and ROI	<ul style="list-style-type: none"> <li>Multiple city departments</li> </ul>	Q1

## SUPPORTING ACTIONS FOR OBJECTIVE 3.11 (continued)

	Supporting Actions	Success Indicators	Resources/Partners	Date
3.11c	Develop strategies to improve aesthetics of Rocklin Rd & Granite Dr. and coordinate with planned roundabout at Rocklin Rd./Granite Dr. intersection.	Report listing specific strategies with timeline.	<ul style="list-style-type: none"> <li>• Public Services</li> <li>• Property Owners</li> </ul>	Q2
3.11d	Consider purchase of key properties to encourage assembly of sites suitable for larger development or to achieve aesthetic	Analysis of sites including ROI	<ul style="list-style-type: none"> <li>• Property owners</li> </ul>	Q3

# 3.12 Economic Development Funding

(Economic Development Strategy)

## Description of Objective

Consider alternative sources of funding for Economic Development projects and objectives.



*Ribbon Cutting*

## SUPPORTING ACTIONS FOR OBJECTIVE 3.12

	Supporting Actions	Success Indicators	Resources/Partners	Date
3.12a	Consider using equivalent of former TIF as set aside for ED objectives.	Analysis of “TIF” set aside	<ul style="list-style-type: none"> <li>Finance</li> </ul>	Q1
3.12b	Explore Business Improvement Districts (BIDs) for targeted areas.	Analysis of BID concept; buy-in from affected property owners	<ul style="list-style-type: none"> <li>Private property owners</li> <li>Consultant</li> </ul>	Q2
3.12c	Consider creation of a demolition fund to remove blighted buildings	Creation of Demo Fund	<ul style="list-style-type: none"> <li>Finance</li> </ul>	Q3

# 3.13 Economic Development Branding & Marketing

(Economic Development Strategy)

## Description of Objective

Leverage the City’s new brand and integrate into business retention and attraction efforts.



City Logo

## SUPPORTING ACTIONS FOR OBJECTIVE 3.13

	Supporting Actions	Success Indicators	Resources/Partners	Date
3.13a	Use city brand to market and promote the Rocklin business climate, programs and other attractions for both business retention and attraction.	Development of new and useful data and information for current and perspective businesses and developers.	<ul style="list-style-type: none"> <li>Consultant/Professional Services</li> </ul>	Q1-4
3.13b	Integrate brand as part of redesigned website including ECD pages that is customer centric and serves as a 24/7 self-help tool for residents, businesses and others interested in Rocklin.	Redesigned website built around customer needs.	<ul style="list-style-type: none"> <li>Consultant/Professional Services</li> </ul>	Q1-2

# Strategic Areas of Emphasis



## **4. Promote a Sustainable Community**

Rocklin's distinct identity and quality of life is attributable to its heritage as a family oriented progressive community with a variety of residential neighborhoods. Rocklin remains attractive for business and private investment with ample space for new development and redevelopment.

Rocklin's future prosperity will rely on maintaining a sustainable quality of life through a mix of land uses, a safe community with no visible signs of deterioration, an efficient circulation system that promotes alternative modes of transportation and abundant open space and recreational amenities. These attributes along with a strong economic base will preserve and build upon Rocklin's sense of uniqueness, cultural and social diversity and a strong sense of community.

# 4.1 Develop Local Public Safety Efficiencies

## Description of Objective

Identify and develop public safety efficiencies within Police and Fire Departments to enhance public safety in Rocklin.



Rocklin Police & Fire Facility

## SUPPORTING ACTIONS FOR OBJECTIVE 4.1

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
4.1a	Analyze and review Police and Fire Department administrative functions and create partnerships resulting in public safety efficiencies and effectiveness.	Fiscal Services – Review of consolidation of budgeting, payroll, facilities, grants, etc.  Public Outreach/PIO – Coordinate Police/Fire community outreach with Crime/Fire Prevention & handle daily & major event PIO duties	GOAL FOR COMMUNITY SAFETY: To minimize danger from hazards and to protect residents and visitors from earthquake, fire, flood, other natural disasters, and human-created hazards such as train derailment, industrial accidents, acts of war or terrorism, and accidental release of harmful materials.	Police and Fire Departments	Q2

## 4.2 Regional Public Safety Efforts

### Description of Objective

To explore regional partnerships for enhancement of law enforcement and public safety emergency services effectiveness in response to and mitigation of local and regional emergencies.



*Rocklin Emergency  
Communications Center*

### SUPPORTING ACTIONS FOR OBJECTIVE 4.2

	Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
4.2a	Collaborate with City of Lincoln to explore options of a consolidated Public Safety Answering Point (PSAP), and consolidated Emergency Communications Center.	<ul style="list-style-type: none"> <li>Conduct feasibility study and cost benefits analysis.</li> <li>Proposal to City Council's if feasible to move forward.</li> </ul>	GOAL FOR COMMUNITY SAFETY: To minimize danger from hazards and to protect residents and visitors from earthquake, fire, flood, other natural disasters, and human-created hazards such as train derailment, industrial accidents, acts of war or terrorism, and accidental release of harmful materials.	Police Department	Q3



## 4.3 Enhance Quality of Life in Rocklin

### Description of Objective

This plan focuses on specific issues related to quality of life through enforcement of and/or amendments to the Rocklin Municipal Codes (RMC). It will leverage the RMC to maintain a clean, healthy, and safe environment.



Rocklin Police and Fire Facility

### SUPPORTING ACTIONS FOR OBJECTIVE 4.3

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
4.3a	<ul style="list-style-type: none"> <li>Develop regional partnerships to develop a broad strategy for addressing homelessness</li> <li>Identify appropriate actions &amp; enforcement of RMC to address homelessness related issues, particularly in the downtown/Quarry</li> </ul>	GOAL FOR COMMUNITY SAFETY: To minimize danger from hazards and to protect residents and visitors from earthquake, fire, flood, other natural disasters, and human-created hazards such as train derailment, industrial accidents, acts of war or terrorism, and accidental release of harmful materials.	Police Dept., Code Compliance	Q4

## SUPPORTING ACTIONS FOR OBJECTIVE 4.3 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
4.3b	Develop more effective process to recover fines and fees for Administrative Citations (Municipal Code violations – fine recovery)	<ul style="list-style-type: none"> <li>• Locate outside vendor for past fine recovery &amp; new fine collection.</li> <li>• 100% collection of fines from Administrative Citations issued by authorized City person-</li> </ul>	GOAL FOR COMMUNITY SAFETY: To minimize danger from hazards and to protect residents and visitors from earthquake, fire, flood, other natural disasters, and human-created hazards such as train derailment, industrial accidents, acts of war or terrorism, and accidental release of harmful materials.	Police Dept., Admin. Services— Finance & City Attorney’s Office	Q2
4.3c	Explore options for a future, long-term animal shelter located in and operated by Rocklin for long-term future growth.	<ul style="list-style-type: none"> <li>• Collaborate with surrounding jurisdictions (Lincoln, Loomis, Roseville, Placer County) to determine what joint efforts can be explored.</li> <li>• Conduct feasibility study and cost benefits analysis.</li> <li>• Proposal to City Council’s if feasible to move forward.</li> <li>• Identify possible locations</li> <li>• Cost of existing or new structure</li> <li>• Coordinate with Public Services on a staffing model for local operations</li> </ul>	GOAL FOR COMMUNITY SAFETY: To minimize danger from hazards and to protect residents and visitors from earthquake, fire, flood, other natural disasters, and human-created hazards such as train derailment, industrial accidents, acts of war or terrorism, and accidental release of harmful materials.	Police Department	Q3

## 4.4 Evaluate GP Policies to Maximize Fiscal Stability

### Description of Objective

Identify and consider opportunities to enhance the City’s long term sustainability by re-evaluating General Plan policies that require significant and/or ongoing investment.



*Aerial view of Rocklin subdivision*

### SUPPORTING ACTIONS FOR OBJECTIVE 4.4

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
4.4a	Analyze the City’s traffic Circulation Element for possible amendment to modify future road improvements and maximize the ability of the City to conduct on-going maintenance.	Complete the technical analysis and amend the General Plan if determined appropriate.	C-7 Monitor traffic on City streets to determine improvements needed to maintain an acceptable Level of Service.  C-10 A. Maintain a minimum traffic Level of Service “C” for all signalized intersections during the p.m. peak hour on an average weekday, except in the circumstances described in C-10.B and C.  CONTINUED ON NEXT PAGE...	Economic & Community Development	Q1-3

## SUPPORTING ACTIONS FOR OBJECTIVE 4.4 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
		<p>C-34 Provide for the extension of Dominguez Road over I-80 as a future Improvement to relieve the Sierra College Boulevard/I-80 and Rocklin Road/I-80 interchanges and create access to the southeast quadrant of the Sierra College Boulevard/I-80 interchange.</p> <p>C-35 Increase traffic capacity at Rocklin Road and I-80, as traffic conditions require, by widening, overcrossings, or other design features, to allow for more efficient traffic movement and pedestrian and bike facilities.</p> <p>C-36 Develop a new east/west road connection between State Route 65 and Sierra College Boulevard. The road shall traverse the Northwest Rocklin area, connect to Park Drive in the northern portion of Whitney Oaks, and extend from Park Drive through Clover Valley to intersect with Sierra College Boulevard.</p> <p>CONTINUED ON NEXT PAGE...</p>		

## SUPPORTING ACTIONS FOR OBJECTIVE 4.4 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
		<p>C-41 Create a Civic Center street/drive network south of Rocklin Road that provides access to Pacific Street and South Grove Street.</p> <p>C-44 Prohibit an easterly extension of Greenbrae Road that would connect with Southside Ranch Road.</p> <p>C-45 Extend Monument Springs Drive southerly across Secret Ravine Creek to developing areas south of Greenbrae Road.</p> <p>C-46 Sever Aguilar Road at a time specified by the City of Rocklin. The severing shall occur at or near the Aguilar tributary crossing to preclude through traffic.</p>		

## 4.5 Update the City’s Capital Improvement Program

### Description of Objective

Ensure that the City’s Capital Improvement Program (CIP) for streets and associated traffic impact fees adequately address planned improvements.



Construction

### SUPPORTING ACTIONS FOR OBJECTIVE 4.5

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
4.5a	Update the City’s CIP to reflect the outcome of the 2012 General Plan Update and any Circulation Element changes resulting from additional amendments.	Adoption of the CIP Update and any associated Traffic Impact Fee adjustments	C-8 Update the Capital Improvement Program (CIP) and traffic impact fees at least every five years, or as determined necessary with the approval of major new developments or major general plan amendments not considered in the adopted Capital Improvement Program.  C-9 Provide for an annual inflationary adjustment to the City’s traffic impact fee to ensure that the fee is adequate for the future construction of roads.	Public Services with input from Economic & Community Development	Q2-4

## SUPPORTING ACTIONS FOR OBJECTIVE 4.5 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
4.5b	Analyze potential locations for roundabout installation within the city	Identify and list preferred roundabout locations with identified funding sources such as CMAQ (Congestion Mitigation and Air Quality Improvement Program) and RSTP (Regional Surface Transportation Program).	C-22 Interconnect traffic signals and/or consider the use of roundabouts where financially feasible and warranted to provide flexibility in controlling traffic movements at intersections.	Public Services Q2

## 4.6 Maintain Housing Element Available Sites

### Description of Objective

Ensure that the City’s Housing Element inventory of available sites remains adequate to meet RHNA allocation requirements.



*Apartments*

### SUPPORTING ACTIONS FOR OBJECTIVE 4.6

	Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
4.6a	Maintain a record of the City’s identified sites and proposed amendments. Verify that alternative sites are provided as necessary to maintain a complying inventory.	Processing of General Plan Amendments as needed. Confirmation of site inventories being maintained in project staff reports where modification to existing sites are proposed.	HE Goal 2 Facilitate the provision of a range of housing types to meet the diverse needs of the community.  HE Goal 3 Provide adequate housing sites through appropriate land use and zoning designations to accommodate the City’s share of the regional housing needs.	Economic & Community Development	Q1-4

# 4.7 Maintain General Plan Adequacy

## Description of Objective

Maintain a legally defensible General Plan to avoid challenges to the adequacy of the Plan.



*Aerial View*

## SUPPORTING ACTIONS FOR OBJECTIVE 4.7

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
4.7a	Keep abreast of new legislation relating to General Plan requirements and case law. Propose amendments when appropriate.	Required to properly maintain and implement the General Plan.	Economic & Community Development	Q1-4
4.7b	Review adopted GP Action Plans and assist with programming of items to be completed.	Required to properly maintain and implement the General Plan.	Economic & Community Development	Q2

## SUPPORTING ACTIONS FOR OBJECTIVE 4.7 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date	
4.7c	Utilize the four annual plan amendments to the General Plan to effectively manage and continually update the Plan.		Required to properly maintain and implement the General Plan.	Economic & Community Development	Q1-4
4.7d	Prepare and adopt various rezones needed to implement General Plan and Zoning consistency.	Completion of the rezones.	<p>LU-62 Amend the Zoning Code and other land use regulations as needed to make them consistent with the General Plan.</p> <p>LU-63 Approve amendments to the Zoning Code and other land use regulations only if the changes are consistent with the General Plan.</p>	Economic & Community Development	Q1-4

# Strategic Areas of Emphasis



## **5. Promote Effective Government**

Another key Strategic Area of Emphasis is to promote effective government to efficiently serve the needs of the Rocklin community. Effective government is central to the mission of the City. It impacts the Rocklin community both through the provision of services and the quality of those services.

# 5.1 Citywide Communications Strategy

## Description of Objective

Develop guidelines and strategies for citywide marketing and communications that emphasize a “one city” approach rather than individual departments or divisions. Develop strategies with a focus on customer experience rather than city structure. Communication pieces across the city should have a consistent tone, voice and style.



City Logo

## SUPPORTING ACTIONS FOR OBJECTIVE 5.1

	Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
5.1a	Work with the Communications Team to develop a Communications Strategy.	Completion of Communications Strategy	<i>The Communications Strategy is a tool to effectively communicate the City’s message.</i>	Office of the City Manager with support of ECD	Q1-4
5.1b	Determine training needs to ensure consistent communications, print, media and social, citywide	Staff completion of training		Office of the City Manager with support of ECD	Q1-2

## SUPPORTING ACTIONS FOR OBJECTIVE 5.1 (continued)

Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
5.1c	Continue regular meetings of Communications Team with representatives from each department to ensure consistent communication and information sharing.	Regular meetings (12x year)	Office of the City Manager with support of ECD	Q1-4

## 5.2 Develop a Disaster Recovery Plan

### *Description of Objective*

A disaster recovery plan will document the processes followed in the event of a disaster that will allow the City to protect its information technology infrastructure and data, and to recover more quickly from the event.



*Backing up and maintaining computer files*

### SUPPORTING ACTIONS FOR OBJECTIVE 5.2

	Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
5.2a	Create Plan and begin implementation	<ol style="list-style-type: none"> <li>1. Determine potential threats and consequences</li> <li>2. Create a plan around identified threats and current infrastructure</li> <li>3. Implement and test the plan</li> <li>4. Update and test the plan annually</li> </ol>	Supports the overall General Plan	Admin. Services—IT	Q3

## 5.3 Develop a Benefits Review

### *Description of Objective*

To enhance, improve access to, and reduce the cost of employee benefits by doing an RFP for Benefit providers



*Cheers for reduced benefit costs*

### SUPPORTING ACTIONS FOR OBJECTIVE 5.3

	Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
5.3a	Find ways to enhance, improve access to, and reduce cost of	Better benefit plans, reduced costs, better access like on-line enrollment.	Supports the overall General Plan	Admin. Services—HR	Q4

## 5.4 Update Policy Reviews

### *Description of Objective*

Roll Out Leave Policies Manual, update existing policies as applicable, and create a Policy Manual that includes all City policies.



*City policies for review and update*

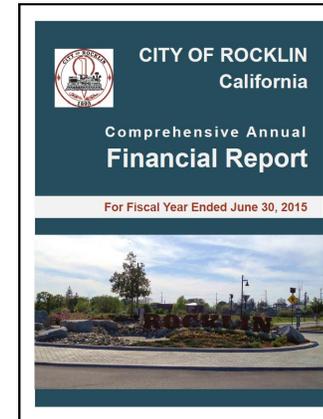
### SUPPORTING ACTIONS FOR OBJECTIVE 5.4

	Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
5.4a	Roll out Leave Policy Manual/Update current policies as applicable.	Policies are updated and published	Supports the overall General Plan	Admin. Services—HR	Q3
5.4b	Create Policy Manual that includes all City policies.	Manual is completed	Supports the overall General Plan	Admin. Services—HR	Q3

# 5.5 Prepare Comprehensive Annual Financial Report

## Description of Objective

Prepare the Comprehensive Annual Financial Report (CAFR) in house



Rocklin's CAFR Report

## SUPPORTING ACTIONS FOR OBJECTIVE 5.5

	Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
5.5a	Preparation of the Comprehensive Annual Financial Report (CAFR)	Completed CAFR Clean audit opinion	Supports the overall General Plan	Admin. Services— Finance	Q8

## 5.6 Establish Internal Control Annual Reviews

### Description of Objective

Establishment of Internal Control Annual Reviews



*Assuring operational effectiveness and efficiency, and controlling risks to Rocklin*

### SUPPORTING ACTIONS FOR OBJECTIVE 5.6

	Supporting Actions	Success Indicators	General Plan Relationship	Lead Dept.	Date
5.6a	Establishment of Internal Control Annual reviews	Positive results in the annual testing and continual monitoring of the established internal controls	Supports the overall General Plan	Admin. Services— Finance	Q4

**APPENDIX B – RESOLUTION NO. 2015-280 – CITY MANAGER AUTHORITY**

RESOLUTION NO. 2015-280

RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF ROCKLIN  
DEFINING THE DUTIES, RESPONSIBILITIES, AND  
LIMITS OF AUTHORITY OF THE CITY MANAGER  
AND REPEALING RESOLUTION NO. 2012-49

WHEREAS, the City Council of the City of Rocklin desires to clarify and define the City Manager's list of duties, responsibilities, and limits of authority.

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

Section 1. The City Manager shall have the duties, responsibilities, and limits of authority stated below:

A. DUTIES AND RESPONSIBILITIES.

The City Manager shall have the following duties and responsibilities subject to the provisions of the California Government Code and City ordinances, policies, rules and regulations.

1. Municipal Activities
  - a. Plans, directs, coordinates, and reviews the services rendered by the various departments of the City.
  - b. Monitors public services provided through contract or franchise by private corporations or individuals and enforces contract provisions.
  - c. Develops and recommends to the City Council an annual schedule of programs, projects and activities; reviews and recommends revisions as needed.
  - d. Submits to the City Council periodic and annual progress report.
  - e. Ensures that all ordinances of the City and laws of the State of California are enforced.
  - f. Attends meetings of the City Council, and meetings of its committees as required.

- g. Advises the City Council on City needs and issues that arise and recommends to the City Council measures or actions deemed necessary.
- h. Investigates all complaints filed with the City concerning the administration of the City government and its services, taking appropriate action or recommending action to the Council.
- i. Secures the services of specialized consultants to determine the solution of problems when City staff are unable to perform the task.

2. Organization

- a. Develops and recommends to the City Council for approval a City organization plan, including organizational charts, and recommends revisions to this plan as needed.
- b. Develops and recommends to the City Council for approval a staffing plan and maintains manpower consistent with the plan. Recommends revisions to the staffing plan as needed.
- c. Directs the preparation of administrative policies defining the function, responsibilities, authority and relationships of City officials and employees, to ensure understanding of such positions and to facilitate effective administration.

3. Personnel

- a. Develops and administers a personnel program for the recruitment, selection, placement, evaluation, training, promotion, retention and release of City employees.
- b. Develops and recommends to the City Council for approval, a salary schedule for employees, and when appropriate, individual employment contracts.
- c. Appoints and removes employees subject to such terms and conditions as are contained within the Personnel Rules, applicable MOUs, any applicable employment contracts, and budgetary limitations. Terms and conditions may include, but are not limited to, payment of

moving expenses, car and telephone allowances and accrued leave.

- d. Determines initial salaries of City employees and salary increases for promotion or merit within the limits of approved salary schedules, applicable employment contracts, and the policies of the Council.

4. Finances

- a. Prepares and recommends to the City Council an annual fiscal year budget showing current financial status, anticipated revenue, and estimated operating and capital expenditures, and proposes amendments as necessary.
- b. Develops proposals regarding methods for financing City development and improvements.
- c. Directs City purchasing activities in conformance with City ordinances, policies, rules, and regulations. Establishes and administers procedures to ensure acceptable standards of quality and performance are maintained.
- d. Establishes and administers effective internal controls to safeguard City assets against loss through dishonesty or negligence.

B. DELEGATION OF AUTHORITY

The City Manager may delegate to members of the City staff portions of these responsibilities together with commensurate authority for their accomplishment, but may not delegate or relinquish over-all responsibility and accountability for results. The City Manager is specifically authorized to delegate contracting authority to bind the City for all legal purposes as follows:

- 1. Department Heads are authorized to execute contracts for capital expenditures, consultant and professional services contracts, joint agency memorandums of understanding, facility or venue rental agreements and fee waivers, or any other type of agreement required for the orderly conduct of the City's business, in amounts of \$25,000 or less, provided there is no cost to the City, or the costs of such agreements are authorized in the current budget.

2. The City Manager may delegate authority to execute routine agreements required for the orderly conduct of the City's business in amounts of \$5,000 or less to specific City employees with the concurrence of the Department Head, provided this delegation of authority is made in writing and filed with the City Clerk.

C. LIMITS OF AUTHORITY

Subject to City ordinances, policies, rules and regulations the following limits of authority apply to the City Manager:

1. Capital Expenditures: Authorizes, executes and amends contracts on behalf of the City for capital expenditures as follows:
  - a. In amounts of \$25,000 or less;
  - b. Capital expenditures identified and authorized in the current budget in amounts of \$50,000 or less; or
  - c. Amendments and change orders to public works construction contracts in amounts not to exceed 10% of the project cost or \$30,000 whichever is less in the aggregate per project, unless a different change order limit is approved by the City Council on a project specific basis, in which case the project specific limit takes precedent and shall be the controlling amount. In addition, the City Manager shall have change order authority for up to \$150,000 for instances where unexpected conditions are encountered and seeking Council approval would cause work to stop. In such instances, the City Manager shall report to the City Council in the next regularly scheduled City Council meeting of his actions and the reasons thereof.
2. Operating and Maintenance Expenditures: Authorizes and executes contracts on behalf of the City for operating and maintenance expenditures, including supplies, materials and equipment, funded in the current budget of \$75,000 or less, or as more specifically set forth in the City Of Rocklin Purchasing Ordinance codified at Chapter 3.04 of the Rocklin Municipal Code.
3. Consultant Services Expenditures: Authorizes and executes contracts on behalf of the City for consultant or professional services to be rendered to the City funded in the current budget

of \$50,000 or less; provided, however, that the City Manager may approve an unbudgeted expenditure for consulting services in matters related to confidential investigations, legal matters, or consulting services pertaining to confidential personnel matters up to \$25,000.

4. Public Relations and Advertising: Authorizes expenditures for public relations and advertising funded in the current budget of \$25,000 or less.
5. Purchase and Sale of Real Property: Authorizes and executes contracts on behalf of the City for the purchase of real property funded in the current budget of \$25,000 or less, and the acquisition or disposition of easements and licenses necessary for the construction of public works projects or valued at \$25,000 or less. The Council hereby directs and authorizes the City Manager to execute Certificates of Acceptance on behalf of the City Of Rocklin for all authorized acquisitions of interests in real property. Recommends the sale of City owned real property to the City Council.
6. Sale of Surplus Materials and Equipment: Authorizes the sale of materials and equipment determined to be surplus as set forth in the City Of Rocklin Purchasing Ordinance at Section 3.04.200 of the Rocklin Municipal Code.
7. Leasing of City Equipment: Authorizes and executes short-term (less than one year) agreements to lease City equipment to third parties.
8. Settlement of Claims: Authorizes, with concurrence of the City Attorney, settlement of claims against the City in amounts not exceeding \$50,000 per claim. Recommends settlement of claims in excess of \$50,000 to the City Council. Should the City Manager and City Attorney fail to reach a concurrence within 10 days of a request for settlement, the settlement request shall be submitted to the City Council for a final decision at the next regularly scheduled City Council meeting.
9. Bad Debt Losses: Authorizes write-off of items of \$2,000 or less and not in excess of \$10,000 in the aggregate in any fiscal year.
10. Expense Reports: Approves expense reports of all City officials and Department Heads.

11. Grant Funds: Authorizes applications and all necessary paperwork to apply for grant funds on behalf of the City.

D. RELATIONSHIPS

1. City Council

Reports to, receives policy direction from and is accountable to the City Council.

Advises, consults with, and informs the City Council on policy matters affecting the City, making regular or special reports to the Council as required, or as he deems necessary.

2. Other Governmental Agencies

Maintains liaison with other City officials, and with other municipal, county, state, and federal governmental agencies to ensure proper coordination of activities.

3. General Public

Meets with private citizens and business, civic, charitable, fraternal, and labor organizations seeking information or making suggestions or complaints.

Meets with representatives of news organizations; prepares news releases and other informative materials for publication.

4. Other Organizations

Maintains membership in, or appropriate relationships with professional, civic, and governmental associations and organizations.

Section 2. Resolution No. 2012-49 is hereby repealed.

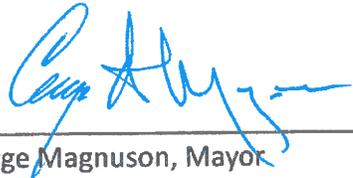
PASSED AND ADOPTED this 13<sup>th</sup> day of October, 2015, by the following vote:

AYES: Councilmembers: Butler, Ruslin, Janda, Yuill, Magnuson

NOES: Councilmembers: None

ABSENT: Councilmembers: None

ABSTAIN: Councilmembers: None

  
\_\_\_\_\_  
George Magnuson, Mayor

ATTEST:

  
\_\_\_\_\_  
Barbara Ivanusich, City Clerk

**APPENDIX C.I – PLANNING COMMISSION RULES OF PROCEDURE**

RESOLUTION NO. PC-2008-75

RESOLUTION OF THE PLANNING COMMISSION  
OF THE CITY OF ROCKLIN  
APPROVING REVISED RULES OF OPERATING PROCEDURES  
FOR THE PLANNING COMMISSION AND REPEALING  
RESOLUTION NO. PC-2005-94

The Planning Commission of the City of Rocklin does resolve as follows:

Section 1. The Planning Commission of the City of Rocklin finds and determines that:

- a. The proposed Rules of Operating Procedures for the Planning Commission is consistent with Section 65804 of the California Government Code.
- b. The proposed Rules of Operating Procedures for the Planning Commission is consistent with the Rocklin Municipal Code, Section 17.88.050.
- c. The proposed Rules of Operating Procedure is consistent with efficiency and good administrative policy.

Section 2. The Planning Commission therefore approves the adoption of the "Planning Commission Rules of Operating Procedures" as shown on Exhibit A, attached hereto and incorporated by reference herein.

Section 3. Resolution No. PC-2005-94 is hereby repealed.

Passed and Adopted this 16<sup>th</sup> day of December, 2008 by the following roll call vote:

AYES: Commissioners Sully, Weibert, Coleman, Shirhall, and Menth

NOES: None

ABSENT: None

ABSTAIN: None

  
Chairman

ATTEST:

  
Secretary

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## EXHIBIT A

### PLANNING COMMISSION OF THE CITY OF ROCKLIN

#### RULES OF OPERATING PROCEDURE

##### I. AUTHORITY

- 1.1 These rules of procedure are adopted pursuant to Section 17.88.050 of the Rocklin Municipal Code and Section 65804 of the California Government Code.

##### II. MEETINGS

###### 2.1 Regular Meetings

The Commission shall hold its regular meetings on the first and third Tuesday of each month at the hour of 6:30 p.m.

If the regular meeting date falls on a holiday, the meeting shall be canceled. The Planning Commission may elect to schedule the canceled meeting to another date

###### 2.2 Meeting Place

The Commission shall meet in the City Council Chambers of the City Administration Building located at 3970 Rocklin Road, Rocklin, or at such other place to which the meeting may be adjourned and as provided in Government Code §54954. In the case of an emergency or other condition rendering the Council chambers unsafe or unsuitable for the meeting, the meeting may be held for the duration of such condition at such other place as may be designated by the presiding officer in a notice to the local media who have requested such notices in writing. The notice shall be given by the most rapid means of communication available at the time.

###### 2.3 Special Meetings

- A. A special meeting may be called by the Chairman or by the presiding officer in the absence of the Chairman, or by a majority of the Commission.
- B. A special meeting shall be held at the place specified in the notice and as provided in Government Code §54954.
- C. Business at a special meeting shall be limited to the items specified in the special meeting notice.

###### 2.4 Adjourned Meetings

The Commission may adjourn any regular, special, adjourned regular, or adjourned special meeting to a time and place specified in the order of adjournment. A copy of the order of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held, within twenty-four (24) hours after the time of the adjournment.

## **2.5 Quorum**

- A. Except where otherwise provided by law, three (3) Commissioners, present and qualified to act, shall be a quorum for the transaction of business at Commission meetings.
- B. In the absence of a quorum, a lesser number may adjourn the meeting or postpone any business to a later time, provided that 30 minutes shall have elapsed after the hour set for such meeting.
- C. Where no Commissioner is present and qualified to act, the Director of Community Development or a representative of the Director of Community Development shall adjourn the meeting to a stated day and hour and personally serve each Commissioner with a notice of the time of such adjourned meeting at least three (3) hours prior thereto.

## **2.6 Meetings Open to Public**

- A. All regular and special meetings of the Commission shall be public; provided that the Commission may hold an executive session as provided by law during any regular, special, adjourned regular or adjourned special meeting, from which the public shall be excluded.
- B. No member of the Planning Commission, employee of the City, or any other person present during a closed session shall disclose to any person the content or substance of any discussion which took place during the closed session unless disclosure is authorized by a majority vote of the Commission.

## **2.7 Attendance at Meetings**

- A. If any Commissioner cannot attend a meeting, he or she shall notify the Director of Community Development as soon as possible, but in no event later than noon on the meeting day.
- B. Any member of the Planning Commission who misses three (3) consecutive regular meetings without the consent of the Planning Commission shall be deemed to have resigned, and his position shall be deemed vacant.

# **III. NOTICES OF SPECIAL MEETINGS**

## **3.1 Mail and Posting**

- A. Notice of a special meeting shall be given by the Community Development Director at least twenty-four hours before the time of the meeting by delivering written notice either personally or by mail to each member of the Planning Commission at his or her usual place of residence and to each local newspaper of general circulation, radio, and television station requesting special meeting notice in writing.
- B. The notice shall be posted at least twenty-four hours before the meeting at the locations specified by resolution of the City Council.

### **3.2 Contents of Notice**

The notice shall specify the time and place of the special meeting and the business to be transacted. The notice shall also state that members of the public will have an opportunity to directly address the Planning Commission concerning any item on the agenda before or during consideration of that item.

## **IV. THE AGENDA**

### **4.1 Agenda and Background Information (Agenda Packet)**

- A. For all regular and special meetings the Community Development Director shall cause to be prepared an agenda setting forth the time and place of the meeting and a brief general description of each item of business to be transacted or discussed at the meeting. Items to be included must be submitted to the Director no later than the date established by the Director.
- B. The Community Development Director or representative shall arrange for the agenda packets to be delivered to the Planning Commissions by 5:00 p.m. on the Friday preceding the meeting.
- C. The Director of Community Development shall include in the agenda packet a staff report containing pertinent facts, information and recommendations, as well as exhibits and any other pertinent material for each item on the agenda.
- D. The agenda for every regular meeting shall include an opportunity for members of the public to directly address the Planning Commission on any item of interest to the public. If the item is not listed on the agenda, the public may address the Commission under the agenda item called, "Citizens Addressing the Commission". If the item is on the agenda, the public may address the item when the item is announced. No action shall be taken on any item not appearing on the agenda, unless the item is added to the agenda as provided by Section 7.8B. Discussion of items not on the agenda shall be limited as described in Section 7.8A.
- E. The agenda for every special meeting shall include an opportunity for members of the public to directly address the Planning Commission on any item on the agenda before or during consideration of that item. No items may be added to the agenda. No action shall be taken and no discussion shall be had on any item not on the agenda.

### **4.2 Posting**

At least 72 hours before each regular meeting, the Community Development Director or representative shall post the agenda at the locations specified by resolution of the Council.

## **V. THE PRESIDING OFFICER**

**5.1** During the first 3 months of the calendar year of each year, the Planning Commission shall elect from its membership the Chairman and Vice Chairman.

### **5.2. Duties of the Chairman**

- A. The Chairman shall preside and preserve order at all regular and special meetings of the Commission.
- B. The Chairman shall decide all questions of order without debate, subject, however, to advice from the Commission.
- C. Whenever a member of the Commission is to sit on a committee created by the Commission or other body, the Chairman shall appoint the Commission member, subject to confirmation by a majority of the Commission.

**5.3 Presiding Officer--Succession**

In the absence of the Chairman, the Vice Chairman shall preside. In the absence of both, the senior Commission member shall preside.

**5.4 Presiding Officer--Rights**

The Chairman or other presiding officer may move or second from the chair, shall have the right to debate, subject only to such limitations of debate as are imposed on all members, and shall be deprived of none of the rights or privileges of a Commissioner by reason of his or her occupying the chair.

**VI. ORDER OF BUSINESS**

**6.1 Regular Meetings**

The order of business of all regular meetings of the Planning Commission shall be as follows:

1. Call to order at 6:30 p.m.;
2. Pledge of Allegiance;
3. Roll call;
4. Approval of minutes;
5. Citizens addressing the Commission;
6. Review and Reorganization of the Agenda;
7. Continued or deferred items;
8. Scheduled items;
9. Discussion items;
10. Adjournment.

**6.2 Regular Meetings - Change**

The order of business herein prescribed may be changed any time by a majority vote of the Planning Commission.

## VII. CONDUCT OF BUSINESS

### 7.1 Session

The chairman or other presiding officer shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Commission to order.

### 7.2 Roll Call

Before proceeding with the business of the Commission, the roll of the members shall be called by the Secretary to the Planning Commission, and the names of those present shall be entered in the minutes.

### 7.3 Minutes--Preparation--Distribution

- A. The minutes of the Commission shall be kept by the Secretary and shall contain the following:
1. A record of each particular type of business as was actually passed upon by a vote of the Commission, set off in paragraphs;
  2. Upon request of a member of the Commission, remarks of Commissioners or of any other person;
  3. A record shall be made of the names and cities of residence of persons addressing the Commission, the title of the subject matter to which their remarks related and whether they spoke in support of or in opposition to such matter.
- B. After every Commission meeting, the Secretary shall cause a copy of the minutes thereof to be given to each member of the Commission in the Agenda packet for the next regular meeting or as soon as possible if the Secretary needs more time to complete the minutes.

### 7.4 Minutes--Approval--Reading

- A. Unless the reading of the minutes of a Commission meeting is requested by a member of the Commission, such minutes may be approved without reading if the Secretary has previously furnished each member with a copy thereof.
- B. The Chairman shall ask the Planning Commissioners if they have any corrections or additions to the minutes, and after all the Commissioners have responded, the Chairman shall accept the minutes as final.
- C. When the minutes are final, the Secretary shall forward any copies of any approved minutes to the City Council within two weeks.

### 7.5 Standards of Decorum

#### A. Commissioners

While the Commission is in session, the members shall preserve order and decorum, and no member shall, either by conversation or otherwise, delay

or interrupt the proceedings or the peace of the Commission or disturb any member while speaking, or refuse to obey the orders of the Commission or its presiding officer. Commissioners shall be courteous at all times in their dealings with the public, staff and each other.

B. Other Persons

Any person making personal, impertinent or slanderous remarks, or who shall become boisterous while addressing the Commission or who disrupts the meeting of the Commission, may be barred by the presiding officer from further audience before the Commission during that meeting, unless permission to continue be granted by majority vote of the Commission.

**7.6 Manner of Addressing Commission**

- A. The Commission shall ask each person addressing the commission to give his or her name and city of residence in an audible tone of voice for the record before making comments. All remarks shall be addressed to the Commission as a body and not to any individual member thereof, or to staff, or to the public. No person, other than a Commissioner, the Community Development Director and the person having the floor, shall be permitted to enter into any discussion without the permission of the presiding officer.
- B. For items not on the agenda, and for non-hearing items on the agenda the Chairman may limit the time allowed for each item.
- C. For hearing items on the agenda, the presiding officer may impose reasonable time limits on any citizen addressing the Commission, including applicants, proponents and opponents, when the presiding officer determines the limits are necessary for the orderly conduct of the hearing, and the limits are fairly applied.
- D. Whenever any group of persons wishes to address the Commission on the same subject matter, it shall be proper for the presiding officer to request that a spokesman be chosen by the group to address the Commission and, in case additional matters are to be presented at the time by any member of the group, to limit the number of persons so addressing the Commission, so as to avoid unnecessary repetition.

**7.7 Procedure for Public Hearing**

- A. The order of conducting a public hearing by the Commission shall be as follows:
  - 1. Presiding officer announces the item and opens the public hearing;
  - 2. Staff report;
  - 3. Questions of staff for clarification by Commissioners;
  - 4. Statement by proponents;

5. Questions of proponents or staff by Commissioners;
  6. Public comments;
  7. As necessary, questions by Commissioners to staff, proponent or public;
  8. Presiding officer closes public hearing;
  9. Commissioners discussion;
  10. Commissioners action on item.
- B. The making and handling of motions shall be governed by the presiding officer.
  - C. During the conduct of the hearing, all questions shall be directed to the Chairman, not to staff or individual Commissioners or the public. The Chairman will redirect the question if appropriate.
  - D. The public, staff and Commissioners shall grant the speaker the courtesy of an uninterrupted presentation. All involved shall request permission to speak from the Chairman.
  - E. The Commission can continue an item to a subsequent meeting if more information is required to be presented, or exact wording on a revised condition, resolution or ordinance is requested.

## **7.8 Non-Agenda Items**

- A. No action or discussion shall be taken on any item not appearing on the posted agenda, except as provided below:
  1. Commissioners may respond briefly to statements made or questions posed by members of the public addressing the Commission on any item not on the agenda.
  2. Commissioners may, on their own initiative or in response to questions posed by a member of the public, ask a question for clarification, provide a reference to staff or other resources for factual information, or request that any matter be placed on a future agenda.
  3. The Commission may take action to direct staff to report back to the Commission at a subsequent meeting on any matter.
- B. The Commission may add to the posted agenda, and take action on any item of business under the conditions stated below:
  1. Upon a determination by a majority vote of the Commission that an emergency situation exists. "Emergency situation" means a crippling disaster, a work stoppage, or other activity which severely impairs public health, safety or both.

2. Upon a determination by a two-thirds vote of the Commission, or, if less than two-thirds of the members are present, by a unanimous vote of those present, that there is a need to take immediate and urgent action and that the need for action came to the attention of the City after the agenda was posted.
3. The item was on the agenda for a prior meeting of the Commission occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

## **VIII. VOTING**

### **8.1 Majority Vote**

- A. Except as provided in B and C, below, and except where otherwise required by law, all motions by the Commission shall be carried by a majority vote of all members who are present, qualified to act, and who cast either a "yes" or "no" vote, provided that a quorum is present.
- B. No motion shall be carried by the affirmative vote of less than two (2) members.
- C. In the event of a tie vote, the motion fails.

### **8.2 Abstention - Qualified Member**

An abstention shall be recorded when a member, although qualified to vote on a motion, chooses not to register his or her vote, and instead casts no vote whatever.

### **8.3. Abstention - Majority Vote**

An abstention shall not be considered for purposes of determining a majority vote. For purposes of determining whether a sufficient number of Commissioners are present to act on an item of business, however, the abstaining member shall be counted as present. For example, where five Commissioners are present and qualified to vote, a vote on a motion of 2 in favor, 1 opposed, and 2 abstain would be a majority vote. Likewise, where four Commissioners are present and qualified to vote, a vote on a motion of 2 in favor and 2 abstain would be a majority vote.

### **8.4. Conflict of Interest**

No Commissioners shall make, participate in making or in any way attempt to use his or her official position to influence a decision on any issue when prohibited from so doing by law.

### **8.5 Conduct During Consideration of Item by Disqualified Commissioner**

At the time the presiding officer calls an item from which a Commissioner is disqualified from participation under paragraph 8.4, above, the disqualified Commissioner shall announce the fact and the reason he or she is disqualified for the record and shall thereafter refrain from any participation as a Commissioner in the discussion and action on the item and shall leave the meeting chambers.

**8.6 Abstention - Conflict of Interest**

A Commissioner disqualified from participation because of paragraph 8.4, above, shall not be considered present at the meeting for the item(s) of business on which such member is disqualified.

**IX. EXECUTIVE SESSIONS**

**9.1 Executive (Closed) Sessions Authorized**

The Commission may meet in closed session for the following purposes and as authorized by law:

1. Conference with legal counsel regarding existing or anticipated litigation pursuant to Government Code §54956.9;

**9.2 Agenda Requirements**

Closed sessions shall be described on the agenda of the meeting for which they are scheduled as specified in Government Code §54954.5.

**9.3. Announcing Executive Sessions**

- A. Prior to holding a closed session, the Commission shall convene in open session and announce the item or items to be discussed and/or acted upon in closed session by referencing the item or items by their number on the agenda. The Chairman shall allow the public to comment upon the closed session matter before the item is discussed in closed session.

**9.4. Reporting After Closed Session**

The Commission shall publicly report any action taken in closed session, and the vote or abstention of every member present, as follows and as required by Government Code §54957.1:

- A. For closed sessions to confer with legal counsel concerning existing litigation, approval to defend, or to seek or refrain from seeking appellate review or relief, or to enter into litigation as amicus curiae, at the same meeting at which the closed session was held. The report shall identify, if known, the adverse party or parties and the substance of the litigation.
- B. For closed sessions to confer with legal counsel on anticipated litigation, approval given to initiate or intervene in an action. The report shall not identify the action, the defendants, or other particulars, but shall specify that the direction to initiate or intervene in the action has been given and that the action, the defendants, and other particulars shall, once formally commenced, be disclosed to any person upon inquiry, unless to do so would jeopardize the City's ability to effectuate service of process on one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

- C. For closed sessions to confer with legal counsel concerning the settlement of existing litigation, acceptance of a final settlement offer signed by the opposing party, identifying the substance of the agreement, at the same meeting at which the closed session was held. If final approval rests with the other party, this section shall not apply.
- D. Closed session reports may be made orally or in writing. The report may be made at the location announced in the agenda for the closed session, as long as the public is allowed to be present at that location for the purpose of hearing the report.

## **X. DISTRIBUTION OF MATERIALS**

### **10.1 Planning Commission Meetings**

- A. The Planning Commission agenda packet shall be made available for inspection and copying as public records before and at the Planning Commission Meeting.
- B. Writings distributed by staff to a majority of the Commission Members after the agenda has been distributed, but before the Planning Commission Meeting, shall be made available for public inspection as required by Government Code section 54957.5.
- C. Writings prepared or submitted by staff or by a member of the Commission which are distributed during the Planning Commission Meeting shall be available for public inspection after the meeting.
- D. Writings prepared or submitted by a member of the public shall be made available for public inspection after the Planning Commission Meeting.
- E. The Secretary of the Commission shall keep copies of all writings submitted to the Planning Commission before and during the Planning Commission Meeting, that are submitted to be part of the record, with the record of the Planning Commission meeting and make a copy available for inspection and copying as required by law.

### **10.2 Facts and Circumstances Relating to Anticipated Litigation**

Claims and records of statements threatening litigation made outside an open and public meeting shall be made available as required by this section and Government Code §54957.5.

## **XI. VALIDITY OF ACTIONS**

No action taken by the Planning Commission which is otherwise legally valid shall be voided or nullified by reason of a failure to follow these Rules of Procedure.

APPENDIX C.2 – PARKS, ARTS & RECREATION COMMISSION  
RULES OF PROCEDURE

PARKS, RECREATION & ARTS COMMISSION OF THE CITY OF ROCKLIN  
RULES OF OPERATING PROCEDURE

**I. AUTHORITY**

These rules of procedure are adopted pursuant to Section **2.44** of the Rocklin Municipal Code.

**II. MEETINGS**

**A. Regular Meetings**

The Commission shall hold its regular meetings on the second Wednesday of each month at the hour of 6:00 p.m.

If the regular meeting date falls on a holiday, the meeting shall be held on the next business day or another day agreed upon by the Commission, or cancel the meeting altogether.

**B. Meeting Place**

The Commission shall meet in the City Administration Building located at 3970 Rocklin Road, Rocklin, or at such other place to which the meeting may be adjourned and as provided in Government Code §54954. In the case of an emergency or other condition rendering the Commission chambers unsafe or unsuitable for the meeting, the meeting may be held for the duration of such condition at such other place as may be designated by the presiding officer in a notice to the local media who have requested such notices in writing. The notice shall be given by the most rapid means of communication available at the time.

**C. Special Meetings**

1. A special meeting may be called by the Chairman or by the presiding officer in the absence of the Chairman, or by a majority of the Commission.
2. A special meeting shall be held at the place specified in the notice and as provided in Government Code §54954.
3. Business at a special meeting shall be limited to the items specified in the special meeting notice.

4. This rule shall not be construed to affect the right of the Commission to call and conduct an emergency meeting authorized under §54956.5 of the Government Code.

**D. Adjourned Meetings**

The Commission may adjourn any regular, special, adjourned regular, or adjourned special meeting to a time and place specified in the order of adjournment. A copy of the order of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within twenty-four (24) hours after the time of the adjournment.

**E. Quorum**

1. Except where otherwise provided by law, three (3) Commissioners, present and qualified to act, shall be a quorum for the transaction of business at Commission meetings.
2. In the absence of a quorum, a lesser number may adjourn the meeting or postpone any business to a later time, provided that 30 minutes shall have elapsed after the hour set for such meeting.
3. In the absence of any Commissioner present and qualified to act, the Director of Public Services or a representative of the Director of Public Services shall adjourn the meeting to a stated day and hour and personally serve each Commissioner with a notice of the time of such adjourned meeting at least three (3) hours prior thereto.

**F. Meetings Open to Public**

1. All regular and special meetings of the Commission shall be public; provided that the Commission may hold an executive session as provided by law during any regular, special, adjourned regular or adjourned special meeting, from which the public shall be excluded.
2. No member of the Parks, Recreation & Arts Commission, employee of the City, or any other person present during a closed session shall disclose to any person the content or substance of any discussion which took place during the closed session unless disclosure is authorized by a majority vote of the Commission.

**G. Attendance at Meetings**

If any Commissioner cannot attend a meeting, he or she shall notify the Director of Public Services as soon as possible, but in no event later than noon on the meeting day.

Any member of the Parks, Recreation & Arts Commission who misses three (3) consecutive regular meeting without the consent of the Parks, Recreation & Arts Commission shall be deemed to have resigned, and their position shall be deemed vacant.

**III. NOTICES OF SPECIAL MEETINGS**

**A. Mail and Posting**

1. Notice of a special meeting shall be given by the Director of Public Services at least twenty-four hours before the time of the meeting by delivering written notice either personally or by mail to each member of the Parks, Recreation & Arts Commission at his or her usual place of residence and to each local newspaper of general circulation, radio, and television station requesting special meeting notice in writing.
2. The notice shall be posted at least twenty-four hours before the meeting at the locations specified by resolution of the City Commission.

**B. Contents of Notice**

The notice shall specify the time and place of the special meeting and the business to be transacted. The notice shall also state that members of the public will have an opportunity to directly address the Parks, Recreation & Arts Commission concerning any item on the agenda before or during consideration of that item.

**IV. THE AGENDA**

**A. Agenda and Background Information**

1. For all regular and special meetings, the Director of Public Services shall cause to be prepared an agenda setting forth the time and place of the meeting and a brief general description of each item of business to be transacted or discussed at the meeting. Items to be included must be submitted to the Director no later than the date established by the Director.
2. The Director of Public Services shall cause to be prepared a memorandum giving pertinent facts and background information on each item which requires Commission action.

3. The agenda for every regular meeting shall include an opportunity for members of the public to directly address the Parks, Recreation & Arts Commission on any item of interest to the public, before or during the Commission's consideration of the item, that is within the subject matter jurisdiction of the Commission. No action shall be taken on any item not appearing on the agenda, unless the item is added to the agenda as provided by section VII.1.2. Discussion of items not on the agenda shall be limited as described in section VII.1.1.
4. The agenda for every special meeting shall include an opportunity for members of the public to directly address the Commission on any item on the agenda before or during consideration of that item. No items may be added to the agenda. No action shall be taken and no discussion shall be had on any item not on the agenda.

**B. Posting**

At least 72 hours before each regular meeting, the Director of Public Services shall post the agenda at the locations specified by resolution of the Commission.

**V. THE PRESIDING OFFICER**

- A.** During a regular scheduled meeting between November 15 and January 15 of each year, the Commission shall elect from its membership the Chairman and vice Chairman.

**B. Duties of the Chairman**

1. The Chairman shall preside and preserve order at all regular and special meetings of the Commission.
2. The Chairman shall decide all questions of order without debate, subject, however, to advice from the Commission.
3. The Chairman shall appoint Commissioners to committees or other bodies, subject to confirmation by a majority of the Commission.

**C. Presiding Officer--Succession**

In the absence of the Chairman, the Vice Chairman shall preside. In the absence of both, the senior Commissioner shall preside.

**D. Presiding Officer--Rights**

The Chairman or other presiding officer may move or second from the chair, shall have the right to debate subject only to such limitations of debate as are imposed on all members, and shall be deprived of none of the rights or privileges of a Commissioner by reason of his or her occupying the chair.

## **VI. ORDER OF BUSINESS**

### **A. Regular Meetings**

The order of business of all regular meetings of the Commission shall be as follows:

1. Call to order at 6:00 p.m.;
2. Pledge of allegiance;
3. Roll call;
4. Agenda review;
5. Approval of minutes;
6. Consent calendar;
7. Citizens addressing the Commission;
8. Hearings;
9. Ordinances and resolutions;
10. Bid openings and actions on bids;
11. Reports from city officials;
12. Reports from city committees or commissions;
13. Miscellaneous;
14. Commissioner announcements and activity reports;
15. Future agenda items;
16. Adjournment.

### **B. Same - Change**

The order of business herein prescribed may be changed any time by a majority vote of the Commission.

## **VII. CONDUCT OF BUSINESS**

### **A. Session**

The Chairman or other presiding officer shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Commission to order.

### **B. Roll Call**

Before proceeding with the business of the Commission, the roll of the members shall be called by the Director of Public Services designee, and the names of those present shall be entered in the minutes.

**C. Minutes--Preparation--Distribution**

1. The minutes of the Commission shall be kept by the Director of Public Services and shall be neatly typewritten in a book kept for that purpose and shall contain the following:
  - a. A record of each particular type of business as was actually passed upon by a vote of the Commission, set off in paragraphs;
  - b. Upon request of a Commissioner, remarks of commissioners or of any other person; and
  - c. A record shall be made of the names and cities of residence of persons addressing the commission, the title of the subject matter to which their remarks related and whether they spoke in support of or in opposition to such matter.
2. As soon as possible after every Commission meeting, the Director of Public Services shall cause a copy of the minutes thereof to be given to each member of the Commission, the manager and department heads.

**D. Minutes--Approval--Reading**

1. Unless the reading of the minutes of a Commission meeting is requested by a member of the Commission, such minutes may be approved without reading if the Director of Public Services has previously furnished each member with a copy thereof.
2. The minutes shall be approved by the Commission under the consent calendar.

**E. Standards of Decorum**

1. Commissioners

While the Commission is in session, the members shall preserve order and decorum, and no member shall, either by conversation or otherwise, delay or interrupt the proceedings or the peace of the Commission or disturb any member while speaking, or refuse to obey the orders of the Commission or its presiding officer. Commissioners shall be courteous at all times in their dealings with the public, staff and each other.

2. Other Persons

Any person making personal, impertinent or slanderous remarks, or who shall become boisterous while addressing the Commission or who disrupts the meeting of the Commission, may be barred by the presiding officer from further audience before the Commission during that meeting, unless permission to continue be granted by majority vote of the Commission.

F. Manner of Addressing Commission

1. The Chairman or presiding officer shall request that each person addressing the Commission give his name and city of residence in an audible tone of voice for the record before making comments, although a person is not required to identify himself before addressing the Commission. All remarks shall be addressed to the Commission as a body and not to any member thereof, or to staff, or to the public. No person, other than a member of the Commission, the City Manager or the City Attorney and the person having the floor, shall be permitted to enter into any discussion without the permission of the presiding officer.
2. For items not on the agenda, and for non-hearing items on the agenda, the person addressing the Commission shall be limited to five minutes, unless the time is extended by the presiding officer.
3. For hearing items on the agenda, the presiding officer may impose reasonable time limits on any citizen addressing the Commission, including applicants, proponents and opponents, when the presiding officer determines the limits are necessary for the orderly conduct of the hearing, and the limits are fairly applied.
4. Whenever any group of persons wishes to address the Commission on the same subject matter, it shall be proper for the presiding officer to request that a spokesman be chosen by the group to address the Commission and, in case additional matters are to be presented at the time by any member of the group, to limit the number of persons so addressing the Commission, so as to avoid unnecessary repetition.

G. Procedure for Public Hearing

The order of conducting a public hearing by the Commission shall be as follows:

- a. Presiding officer announces the item and opens the public hearing;
- b. Staff report;

- c. Questions of staff for clarification by Commissioners;
- d. Statement by proponents;
- e. Questions of proponents or staff by Commissioners;
- f. Public comments;
- g. As necessary, questions of public or staff by Commissioners;
- h. Response by proponent;
- i. Response by staff;
- j. Final questions by Commissioners to staff, proponent or public;
- k. Presiding officer closes public hearing;
- l. Commission discussion;
- m. Commission action on item.

H. The making and handling of motions shall be governed by the presiding officer.

I. **Non-Agenda Items**

- 1. No action or discussion shall be taken on any item not appearing on the posted agenda, except as provided below:
  - a. Commissioners may briefly respond to statements made or questions posed by members of the public addressing the Commission on any item not on the agenda.
  - b. Commissioners may, on their own initiative or in response to questions posed by a member of the public, ask a question for clarification, provide a reference to staff or other resources for factual information, or request that any matter be placed on a future agenda.
  - c. The Commission may take action to direct staff to report back to the Commission at a subsequent meeting on any matter.
- 2. The Commission may add to the posted agenda, and take action on any item of business under the conditions stated below:
  - a. Upon a determination by a majority vote of the Commission that an emergency situation exists. "Emergency situation"

means a crippling disaster, a work stoppage, or other activity which severely impairs public health, safety or both.

- b. Upon a determination by a two-thirds vote of the Commission, or, if less than two-thirds of the members are present, by a unanimous vote of those present, that there is a need to take immediate and urgent action and that the need for action came to the attention of the City after the agenda was posted.
- c. The item was on the agenda for a prior meeting of the Commission occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

## VIII. VOTING

### A. Majority Vote

- 1. Except as provided in 2. and 3. below, and except where otherwise required by law, all motions by the Commission shall be carried by a majority vote of all members who are present, qualified to act, and who cast either a "yes" or "no" vote, provided that a quorum is present. Silence shall be deemed to be a "yes" vote.
- 2. No motion shall be carried by the "yes" vote of less than two (2) members.
- 3. Resolutions, orders for the payment of money, and all ordinances require the "yes" vote of at least three (3) Commissioners for passage.
- 4. In the event of a tie vote, the motion fails.

### B. Abstention

An abstention shall be recorded when a member, although qualified to vote on a motion, votes neither "yes" nor "no," and instead states "abstain."

### C. Same - Majority Vote

An abstention shall not be considered for purposes of determining a majority vote. For purposes of determining whether a sufficient number of Commissioners are present to act on an item of business, however, the abstaining member shall be counted as present. For example, where five Commissioners are present and qualified to vote, a vote on a motion of 2 in favor, 1 opposed, and 2 abstain would be a majority vote. Likewise, where four Commissioners are present and qualified to vote, a vote on a motion of 2 in favor and 2 abstain would be a majority vote.

**D. Conflict of Interest**

No Commissioner shall make, participate in making or in any way attempt to use his or her official position to influence a decision on any issue when prohibited from so doing by law.

**E. Same - Member Considered Absent**

A Commissioner disqualified from participation because of paragraph D, above, shall not be considered present at the meeting for the item(s) of business on which such member is disqualified.

**F. Same - Conduct During Consideration of Item**

At the time the presiding officer calls an item from which a Commissioner is disqualified from participation under paragraph D, above, the disqualified Commissioner shall announce the fact and the reason he or she is disqualified for the record and shall thereafter refrain from any participation as a Commissioner in the discussion and action on the item. Further, except when the matter is on the consent calendar, the disqualified Commissioner shall leave the Commission chambers while the matter is being discussed.

**IX. DISTRIBUTION OF MATERIALS**

**A. Parks, Recreation & Arts Commission Meetings**

1. Commission agenda packets shall be made available for public inspection as public records before and during the Commission meetings.
2. Writings distributed by staff to a majority of the Commissioners after the agenda has been distributed, but before the Commission meeting, shall be made available for public inspection as required by Government Code section 54957.5.
3. Writings distributed during a Commission meeting by staff, a Commissioner, or a member of the public, shall be made available for inspection after the Commission meeting.
4. The City Director of Public Services shall keep copies of all writings submitted as part of the record to the Commission members before and during a Commission meeting with the official record of the Commission meeting and shall make a copy available for inspection and copying as required by law.

**B. Documents Approved in Closed Session**

Copies of contracts, settlement agreements, or other documents that are finally approved or adopted in closed session shall be provided to any person who has submitted a request for such to the Commission within twenty-four hours of the posting of the agenda listing the closed session, or to any person who has made a standard request for all documentation as part of a request for notice of meetings, if the requester is present at the time the closed session ends. If the action taken results in substantial revisions to the documents, the documents shall not be released until retyping is completed. Upon request, the presiding officer shall orally summarize the substance of the amendments if requested at the end of the closed session. The closed session documents shall be made available to any person on the next business day following the closed session or, where substantial revisions are necessary, when the necessary revisions are made.

**C. Facts and Circumstances Relating to Anticipated Litigation**

Claims and records of statements threatening litigation made outside an open and public meeting shall be made available as required by this section and Government Code §54957.5.

**X. VALIDITY OF ACTIONS**

No action taken by the Commission which is otherwise legally valid shall be voided or nullified by reason of a failure to follow these Rules of Procedure.

APPENDIX C.3 – BOARD OF APPEALS RULES OF PROCEDURE

## **EXHIBIT A**

### **BUILDING BOARD OF APPEALS OF THE CITY OF ROCKLIN**

#### **RULES OF OPERATING PROCEDURE**

##### **ARTICLE I. AUTHORITY AND PURPOSE**

**1.1** These rules of procedure are adopted pursuant to Section 1.8.8 of the 2010 California Building Code, Title 15 of the Rocklin Municipal Code, and Section 65804 of the California Government Code. These Rules and Procedures (“Rules”) are adopted to implement the provisions of the California Building Standards Code, known as The California Code of Regulations, Title-24, Parts 1, 2, 2.5, 3, 4, 5, 6, 8, 9, 10, 11 & 12 and the 2009 Edition of the International Property Maintenance Code published by the International Code Council as adopted and amended by the City of Rocklin. (Hereinafter, these codes shall be referred to as “the Uniform Codes”.)

**1.2 Conflicts**

In the event of any conflict between these Rules and the Uniform Codes, the Code that is the subject matter of the hearing shall prevail. In the event of any conflict between the most recently adopted Uniform Codes and the code in effect on the day or days giving rise to the subject matter of the appeal, the Board shall apply the Uniform Codes in effect and applicable on the day or days relevant to the subject matter of the appeal.

**1.3 Right to Appeal**

Any person having record title or any legal interest in a building noticed for violations under the Uniform Codes or any other person entitled to service under the Uniform Codes may appeal from such notice and order, or from any action of the Building Official for a hearing before the Board.

##### **ARTICLE II. MEETINGS**

**2.1 Regular Meetings**

The Building Board of Appeals of the City of Rocklin (the “Board”) shall hold its regular meeting on the first Thursday of March, June, September, and December of each year at the hour of 6:00 p.m. The meeting may be cancelled by the Chair if there is no business to be transacted. If the regular meeting date falls on a holiday, the meeting shall be canceled. The Building Board of Appeals may elect to schedule a meeting canceled due to a holiday to another date.

## **2.2 Meeting Place**

The Building Board of Appeals shall meet in the City Council Chambers in the City Administration Building located at 3970 Rocklin Road, Rocklin, or at such other place to which the meeting may be adjourned or as provided in Government Code §54954. In the case of an emergency or other condition rendering the Council chambers unsafe or unsuitable for the meeting, the meeting may be held for the duration of such condition at such other place as may be designated by the presiding officer in a notice to the local media who have requested such notices in writing. The notice shall be given by the most rapid means of communication available at the time.

## **2.3 Special Meetings**

- A. A special meeting may be called by the Chairman or by the presiding officer in the absence of the Chairman, or by a majority of the Board.
- B. A special meeting shall be held at the place specified in the notice and as provided in Government Code §54954.
- C. Business at a special meeting shall be limited to the items specified in the special meeting notice.

## **2.4 Adjourned Meetings**

The Board may adjourn any regular, special, adjourned regular, or adjourned special meeting to a time and place specified in the order of adjournment. A copy of the order of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held, within twenty-four (24) hours after the time of the adjournment.

## **2.5 Quorum**

- A. Except where otherwise provided by law, three Boardmembers, present and qualified to act, shall be a quorum for the transaction of business at Board meetings.
- B. In the absence of a quorum, a lesser number may adjourn the meeting or postpone any business to a later time, provided that 30 minutes shall have elapsed after the hour set for such meeting.
- C. Where no Boardmember is present and qualified to act, the Director of Community Development or a representative of the Director of Community Development shall adjourn the meeting to a stated day and hour and personally serve each Boardmember with a notice of the time of such adjourned meeting at least three (3) hours prior thereto.

## **2.6 Meetings Open to Public**

- A. All regular and special meetings of the Board shall be public and conducted in accordance with the California Open Meeting Law (the Brown Act); provided that the Board may hold an executive session as provided by law during any regular, special, adjourned regular or adjourned special meeting, from which the public shall be excluded.
- B. No member of the Building Board of Appeals, employee of the City, or any other person present during a closed session shall disclose to any person the content or substance of any discussion which took place during the closed session unless disclosure is authorized by a majority vote of the Board.

## **2.7 Attendance at Meetings**

- A. If any Boardmember cannot attend a meeting, he or she shall notify the Director of Community Development as soon as possible, but in no event later than noon on the meeting day.
- B. Any member of the Building Board of Appeals who misses three (3) consecutive regular meetings without the consent of the Building Board of Appeals shall be deemed to have resigned, and his position shall be deemed vacant.

# **ARTICLE III. NOTICES OF SPECIAL MEETINGS**

## **3.1 Mail and Posting**

- A. Notice of a special meeting shall be given by the Community Development Director at least twenty-four hours before the time of the meeting by delivering written notice either personally or by mail to each member of the Building Board of Appeals at his or her usual place of residence and to each local newspaper of general circulation, radio, and television station requesting special meeting notice in writing.
- B. The notice shall be posted at least twenty-four hours before the meeting at the locations specified by resolution of the City Council for city wide posting of notices.

## **3.2 Contents of Notice**

The notice shall specify the time and place of the special meeting and the business to be transacted. The notice shall also state that members of the public will have an opportunity to directly address the Building Board of Appeals concerning any item on the agenda before or during consideration of that item.

## ARTICLE IV. THE AGENDA

### 4.1 Agenda and Background Information (Agenda Packet)

- A. For all regular and special meetings the Community Development Director shall cause to be prepared an agenda setting forth the time and place of the meeting and a brief general description of each item of business to be transacted or discussed at the meeting. Items to be included must be submitted to the Director no later than the date established by the Director.
- B. Boardmembers shall pick up the regular meeting agenda packet on the Thursday preceding the meeting after 3:00 p.m. unless other arrangements are made by the Community Development Director.
- C. The Director of Community Development shall include in the agenda packet a staff report containing pertinent facts, information and recommendations, as well as exhibits and any other pertinent material for each item on the agenda.
- D. The agenda for every regular meeting shall include an opportunity for members of the public to directly address the Building Board of Appeals on any item of interest to the public. If the item is not listed on the agenda, the public may address the Board under the agenda item called, "Citizens Addressing the Board". If the item is on the agenda, the public may address the item when the item is announced. No action shall be taken on any item not appearing on the agenda, unless the item is added to the agenda as provided by Section 7.8B. Discussion of items not on the agenda shall be limited as described in Section 7.8A.
- E. The agenda for every special meeting shall include an opportunity for members of the public to directly address the Building Board of Appeals on any item on the agenda before or during consideration of that item. No items may be added to the agenda. No action shall be taken and no discussion shall be had on any item not on the agenda.

### 4.2 Posting

At least 72 hours before each regular meeting, the Community Development Director or representative shall post the agenda at the locations specified by resolution of the Council.

## **ARTICLE V. THE PRESIDING OFFICER**

### **5.1 Officers**

During the first 3 months of the calendar year of each year, the Building Board of Appeals shall elect from its membership the Chairman and Vice Chairman.

### **5.2. Duties of the Chairman**

- A. The Chairman shall preside and preserve order at all regular and special meetings of the Board.
- B. The Chairman shall decide all questions of order without debate, subject, however, to advice from the Board.
- C. Whenever a member of the Board is to sit on a committee created by the Board or other body, the Chairman shall appoint the Board member, subject to confirmation by a majority of the Board.

### **5.3 Presiding Officer--Succession**

In the absence of the Chairman, the Vice Chairman shall preside. In the absence of both, the senior Board member shall preside.

### **5.4 Presiding Officer--Rights**

The Chairman or other presiding officer may move or second any motions from the chair, shall have the right to debate, subject only to such limitations of debate as are imposed on all members, and shall be deprived of none of the rights or privileges of a Boardmember by reason of his or her occupying the chair.

## **ARTICLE VI. ORDER OF BUSINESS**

### **6.1 Regular Meetings**

The order of business of all regular meetings of the Building Board of Appeals shall be as follows:

1. Call to order at 6:00 p.m.;
2. Roll call;
3. Approval of minutes;
4. Agenda Review;
5. Citizens addressing the Board;
6. Scheduled items;
7. Discussion items;
8. Adjournment.

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## **6.2 Regular Meetings - Change**

The order of business herein prescribed may be changed any time by a majority vote of the Building Board of Appeals.

## **ARTICLE VII. CONDUCT OF BUSINESS GENERALLY**

### **7.1 Session**

The chairman or other presiding officer shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Board to order.

### **7.2 Distribution of Materials**

Agendas and other writings distributed by any person to all or a majority of the Building Board of Appeals for discussion or consideration at a public meeting shall be made available for inspection and copying as public records. Writings prepared by staff or by a member of the Board which are distributed during a public meeting shall be available for public inspection at the meeting. If prepared by some other person, the writings shall be made available for public inspection after the meeting. In this case, a copy of the writing shall be delivered to the Secretary of the Board who will keep the copy with the record of the Building Board of Appeals meeting and make a copy available for inspection and copying as required by law.

### **7.3 Roll Call**

Before proceeding with the business of the Board, the roll of the members shall be called by the Secretary to the Building Board of Appeals, and the names of those present shall be entered in the minutes.

### **7.4 Minutes--Preparation--Distribution**

- A. The minutes of the Board shall be kept by the Secretary and shall be neatly typewritten with a record of each particular type of business transacted set off in paragraphs; provided, that the Secretary shall be required to make a record only of such business as was actually passed upon by a vote of the Board, and shall not be required to record any remarks of Boardmembers or of any other person except at the request of a member of the Board; and provided further, that a record shall be made of the names and addresses of persons addressing the Board, the title of the subject matter to which their remarks related and whether they spoke in support of or in opposition to such matter.
- B. After every Board meeting, the Secretary shall cause a copy of the minutes thereof to be given to each member of the Board in the Agenda packet for the next regular meeting.

## **7.5 Minutes--Approval--Reading**

- A. Unless the reading of the minutes of a Board meeting is requested by a member of the Board, such minutes may be approved without reading if the Secretary has previously furnished each member with a copy thereof.
- B. Following the meeting, the Secretary shall forward any copies of any approved minutes to the City Council within two weeks.

## **7.6 Standards of Decorum**

### **A. Boardmembers**

While the Board is in session, the members shall preserve order and decorum, and no member shall, either by conversation or otherwise, delay or interrupt the proceedings or the peace of the Board or disturb any member while speaking, or refuse to obey the orders of the Board or its presiding officer. Boardmembers shall be courteous at all times in their dealings with the public, staff and each other.

### **B. Other Persons**

Any person making personal, impertinent or slanderous remarks, or who shall become boisterous while addressing the Board or who disrupts the meeting of the Board, may be barred by the presiding officer from further audience before the Board during that meeting, unless permission to continue be granted by majority vote of the Board.

## **7.7 Manner of Addressing Board**

- A. Each person addressing the Board shall be requested to give his or her name in an audible tone of voice for the record. All remarks shall be addressed to the Board as a body and not to any individual member thereof, or to staff, or to the public. No person, other than a Boardmember, the Community Development Director and the person having the floor, shall be permitted to enter into any discussion without the permission of the presiding officer.
- B. For items not on the agenda, and for non-hearing items on the agenda, the Chairman may limit the time allowed for each item.
- C. For hearing items on the agenda, the presiding officer may impose reasonable time limits on any citizen addressing the Board, including applicants, proponents and opponents, when the presiding officer determines the limits are necessary for the orderly conduct of the hearing, and the limits are fairly applied.

- D. Whenever any group of persons wishes to address the Board on the same subject matter, it shall be proper for the presiding officer to request that a spokesman be chosen by the group to address the Board and, in case additional matters are to be presented at the time by any member of the group, to limit the number of persons so addressing the Board, so as to avoid unnecessary repetition.

## **7.8 Non-Agenda Items**

- A. No action or discussion shall be taken on any item not appearing on the posted agenda, except as provided below:
1. Boardmembers may respond briefly to statements made or questions posed by members of the public addressing the Board on any item not on the agenda.
  2. Boardmembers may, on their own initiative or in response to questions posed by a member of the public, ask a question for clarification, provide a reference to staff or other resources for factual information, or request that any matter be placed on a future agenda.
  3. The Board may take action to direct staff to report back to the Board at a subsequent meeting on any matter.
- B. The Board may add to the posted agenda, and take action on any item of business under the conditions stated below:
1. Upon a determination by a majority vote of the Board that an emergency situation exists. "Emergency situation" means a crippling disaster, a work stoppage, or other activity which severely impairs public health, safety or both.
  2. Upon a determination by a two-thirds vote of the Board, or, if less than two-thirds of the members are present, by a unanimous vote of those present, that there is a need to take immediate action and that the need for action came to the attention of the City after the agenda was posted.
  3. The item was on the agenda for a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

## ARTICLE VIII. VOTING

### 8.1 Majority Vote

- A. Except as provided in B and C, below, and except where otherwise required by law, all motions by the Board shall be carried by a majority vote of all members who are present, qualified to act, and who cast either a "yes" or "no" vote, provided that a quorum is present.
- B. No motion shall be carried by the affirmative vote of less than two (2) members.
- C. In the event of a tie vote, the motion fails.

### 8.2 Abstention - Qualified Member

An abstention shall be recorded when a member, although qualified to vote on a motion, chooses not to register his or her vote, and instead casts no vote whatever.

### 8.3. Abstention - Majority Vote

An abstention shall not be considered for purposes of determining a majority vote. For purposes of determining whether a sufficient number of Boardmembers are present to act on an item of business, however, the abstaining member shall be counted as present. For example, where five Boardmembers are present and qualified to vote, a vote on a motion of 2 in favor, 1 opposed, and 2 abstain would be a majority vote. Likewise, where four Boardmembers are present and qualified to vote, a vote on a motion of 2 in favor and 2 abstain would be a majority vote.

### 8.4. Conflict of Interest

No Boardmembers shall make, participate in making or in any way attempt to use his or her official position to influence a decision on any issue when prohibited from so doing by law.

### 8.5 Conduct During Consideration of Item by Disqualified Boardmember

At the time the presiding officer calls an item from which a Boardmember is disqualified from participation under paragraph 8.4, above, the disqualified Boardmember shall announce the fact and the reason he or she is disqualified for the record and shall thereafter refrain from any participation as a Boardmember in the discussion and action on the item. If the item is a noticed public hearing item, or it is known the discussion on the item will be prolonged, the disqualified Boardmember shall step down from the Board table until the item is over and leave the room where the hearing is being held.

**8.6 Abstention - Conflict of Interest**

A Boardmember disqualified from participation because of paragraph 8.4, above, shall not be considered present at the meeting for the item(s) of business on which such member is disqualified.

**ARTICLE IX. HEARINGS UNDER THE UNIFORM CODES**

**9.1 Right To Request An Appeal Hearing.**

Any person having record title or any legal interest in a building noticed for violations under the Uniform Codes or any other person entitled to service under the Uniform Codes may appeal from such notice and order, or any action of the Building Official for a hearing before the Board.

**9.2 Requests for Hearings under the Uniform Codes**

The following matters shall require a hearing at which evidence shall be received, and findings of fact and conclusions of law made:

- A. Any requests for a hearing on the decision of the Building Official or Fire Chief relating to the suitability of alternative materials and methods of construction.
- B. Any request for a hearing on the decision of the Building Official or Fire Chief relating to an interpretation of the Uniform Codes.

**9.3 Request For Hearing**

- A. An appeal or request for hearing shall be filed in writing to the Building Official on an approved form provided by the Building Official.
- B. The Building Official shall, upon receipt of a written appeal or request for a hearing, calendar the same for hearing at the next regular or special meeting of the Board. The appeal shall be scheduled as soon as practical, but no less than ten (10) days nor more than sixty (60) days from the date the Building Official received the appeal.
- C. Not less than ten (10) days prior to the date of the hearing, the Building Official shall notify the appellant of the meeting date either by personal delivery or by mail to the address shown on the form.

#### **9.4 Hearing**

- A. At the time set for hearing, the Board shall hear evidence concerning the appeal or request. Such evidence may include any relevant matter (whether written or oral) deemed appropriate by the Board. However, the rules of evidence used in judicial proceedings shall not apply. The conduct of the hearing shall be according to the procedures set forth in each relevant Uniform Code (or Codes).
- B. The order of presentation of the evidence shall be:
- C. The Building Official and witnesses on his or her behalf.
- D. The appellant and witnesses on his or her behalf.
- E. Participation by third parties.

#### **9.5 Votes on Appeals**

- A. Not less than three (3) affirmative votes shall be required on any matter for which a hearing is required.
- B. A roll call vote shall be required for any motion to adopt a decision on any matter subject to a hearing.
- C. An abstention from voting is counted for purposes of establishing the presence of a quorum, but shall not be counted for or against any motion.

#### **9.6 Findings and Conclusions**

- A. After the hearing, and not later than ninety (90) days after the hearing, the Board shall render its decision on the subject matter of the hearing. The decision shall list the findings of fact made by the Board from the evidence, and the conclusion reached as a result of the findings, including a determination of the issues presented and the requirements to be complied with. The decision shall be in writing, signed by the Chair, and attested to by the Secretary.
- B. The decision of the Board shall be mailed to all parties.
- C. The decision of the Board shall be filed with the Building Official.
- D. The decision of the Board shall be final.

## ARTICLE X. CLOSED SESSIONS

### 10.1 Closed (Executive) Sessions Authorized

The Board may meet in closed session as authorized by law for the purpose of a conference with legal counsel regarding existing or anticipated litigation pursuant to Government Code §54956.9

### 10.2 Agenda Requirements

Closed sessions shall be described on the agenda of the meeting for which they are scheduled as specified in Government Code §54954.5.

### 10.3. Announcing Closed Sessions

Prior to holding a closed session, the Board shall convene in open session and announce the item or items to be discussed and/or acted upon in closed session by referencing the item or items by their number on the agenda.

### 10.4. Facts and Circumstances Relating to Anticipated Litigation

Claims and records of statements threatening litigation made outside an open and public meeting shall be made available as required by this section and Government Code §54957.5.

### 10.5 Reporting After Closed Session

The Board shall publicly report any action taken in closed session, and the vote or abstention of every member present, as follows and as required by Government Code §54957.1:

- A. For closed sessions to confer with legal counsel concerning existing litigation, approval to defend, or to seek or refrain from seeking appellate review or relief, or to enter into litigation as amicus curiae, at the same meeting at which the closed session was held. The report shall identify, if known, the adverse party or parties and the substance of the litigation.
- B. For closed sessions to confer with legal counsel on anticipated litigation, approval given to initiate or intervene in an action. The report shall not identify the action, the defendants, or other particulars, but shall specify that the direction to initiate or intervene in the action has been given and that the action, the defendants, and other particulars shall, once formally commenced, be disclosed to any person upon inquiry, unless to do so would jeopardize the City's ability to effectuate service of process on one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

- C. For closed sessions to confer with legal counsel concerning the settlement of existing litigation, acceptance of a final settlement offer signed by the opposing party, identifying the substance of the agreement, at the same meeting at which the closed session was held. If final approval rests with the other party, this section shall not apply.
- D. Closed session reports may be made orally or in writing. The report may be made at the location announced in the agenda for the closed session, as long as the public is allowed to be present at that location for the purpose of hearing the report.

#### **ARTICLE XI. VALIDITY OF ACTIONS**

No action taken by the Building Board of Appeals which is otherwise legally valid shall be voided or nullified by reason of a failure to follow these Rules of Procedure.

END OF RULES OF PROCEDURE

APPENDIX D – CITY OF ROCKLIN HARASSMENT POLICY

RESOLUTION NO. 92-220

RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF ROCKLIN AMENDING LEGISLATIVE  
POLICY NO. 7 CONCERNING THE PROHIBITION OF HARASSMENT

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

Section 1. The City Council of the City of Rocklin hereby amends Legislative policy No. 7 adopted on April 25, 1989 as Resolution 89-103, as attached hereto & amended herein.

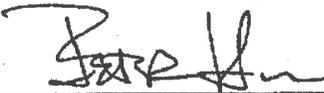
Passed and adopted this 22nd day of September, 1992, by the following roll call vote:

Ayes: Councilmembers: Lund, Domínguez, Huson, Magnuson, Hill

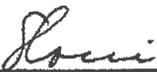
Noes: Councilmembers: None

Absent: Councilmembers: None

Abstain: Councilmembers: None

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk

nw:RES92B:mcr

**CITY OF ROCKLIN  
LEGISLATIVE POLICY NO. 7**

**SUBJECT:** Prohibition of Harassment

**PURPOSE:** The purpose of this policy is to define what actions may be considered to constitute unlawful harassment, to be on record that the City will not tolerate any such actions directed against any City employee by another employee, a City official, or a non-employee, and to institute a procedure for the investigation and resolution of any complaints regarding harassment.

**NEED:** The need for this policy is to state that City will not tolerate any actions by or against any City employees that are found to constitute unlawful harassment. With increased awareness in this subject area, employees will be encouraged to report any such actions which may constitute unlawful harassment.

**OBJECTIVE:** The objective of this policy shall be to create a working environment which shall be free from unlawful harassment directed against any employee.

**POLICY**

- A. The City of Rocklin condemns and prohibits harassment of an individual because of that individual's sex, race, religious creed, color, age, national origin, ancestry, marital status, medical condition, sexual orientation, or physical or mental disability. Such harassment by employees, officials, or non-employees is demeaning to both the victim and the City. It can result in high turnover, absenteeism, low morale and productivity and an uncomfortable atmosphere to work in. Therefore, the City of Rocklin will not tolerate any such harassment of its employees and will take affirmative steps to stop it.
- B. Harassment includes, but is not limited to:
1. Verbal harassment, such as epithets, derogatory comments or slurs.
  2. Physical harassment such as assault, impeding or blocking movements or any physical interference with normal work or movement directed at an individual.

3. Visual forms of harassment such as derogatory posters, cartoons or drawings.
  4. Sexual harassment which includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either (1) submission to such conduct is made an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- C. Any employee who believes he or she has been harassed by a co-worker, supervisor, City official, or non-employee should promptly report the facts of the incident or incidents and the names of the individuals involved to his or her supervisor or, in the alternative, to the Personnel Officer. Supervisors should immediately report any incidents of harassment to the Personnel Officer.
- D. The City of Rocklin will immediately investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is found to have violated this prohibition against harassment. **The City of Rocklin does not tolerate harassment of any kind and will take appropriate disciplinary action whenever such harassment is demonstrated.** Any person who engages in such conduct may be personally liable in any legal action brought against him or her.
- E. No employee will be disciplined or otherwise retaliated against for filing a complaint about such harassment.

**SUMMARY:** The City of Rocklin will not tolerate any harassment to or by any City employee. Any such unwarranted activities should be reported immediately as outlined above. Any employee filing such a report may expect a prompt and discreet investigation of such allegations. Disciplinary actions up to and including discharge will be taken when warranted.

Any questions concerning this policy should be directed to the Personnel Officer.

APPENDIX E – CODE OF ETHICS POLICY

RESOLUTION NO. 2007-279

RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF ROCKLIN  
ADOPTING A CODE OF ETHICS POLICY

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

Section 1. The City Council of the City of Rocklin hereby approves and adopts a Code of Ethics in the format attached hereto as Exhibit A.

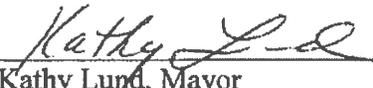
PASSED AND ADOPTED this 11<sup>th</sup> day of September, 2007, by the following roll call vote:

AYES: Councilmembers: Yuill, Hill, Magnuson, Lund

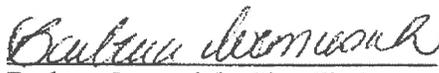
NOES: Councilmembers: None

ABSENT: Councilmembers: Storey

ABSTAIN: Councilmembers: None

  
\_\_\_\_\_  
Kathy Lund, Mayor

ATTEST:

  
\_\_\_\_\_  
Barbara Ivanusich, City Clerk

## EXHIBIT A

### **CITY OF ROCKLIN CODE OF ETHICS**

#### **Preamble**

The residents and businesses in the City of Rocklin are entitled to have a fair, ethical and accountable local government that has earned the public's full confidence for integrity. The proper operation of democratic government requires that public officials be independent, impartial and responsible in their judgment and actions to the people.

City employees are also in a position of public trust and have an obligation, even higher than the private sector, to do their jobs well in the spirit of public service. As such, City officials and employees shall conduct themselves in an ethical manner, both on and off the job, and in a manner that does not present the appearance of a conflict of interest.

In recognition of these goals, the City Council has adopted the following Code of Ethics. For ease of reference, "City" shall refer to the City of Rocklin; "officials" herein shall refer to any and all members of the City Council or any member of a City board or commission; and "employees" shall refer to all City employees.

#### **The Code of Ethics**

**1. Act in the Public Interest**

Recognizing that stewardship of the public interest must be their primary concern, officials and employees will work for the common good of the people of the City of Rocklin and not for any private or personal financial business interest. Officials and employees will assure fair and equal treatment of all persons, claims and transactions.

**2. Comply with the Law**

Officials and employees shall comply with the laws of the United States of America, the State of California and the City of Rocklin in the performance of their public duties. These laws include, but are not limited to: the United States and California Constitutions; the City of Rocklin Municipal Code; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government, as well as other City resolutions and policies.

**3. Conduct**

The professional and personal conduct of officials and employees must avoid the appearance of impropriety. Officials and employees shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other officials, employees or the public.

Officials and employees should conduct their official and private affairs so as not to give a reasonable basis for the impression that any such fellow official or employee can be improperly influenced in the performance of his/her duties. Officials and employees should not be a source of embarrassment to the City and should avoid even the appearance of conflict between their public duties and private interests. Officials and employees will make impartial decisions, free of unlawful gifts, narrow political interests and be truthful in what they say and do.

**4. Use of Public Resources**

Officials and employees shall not use public resources not available to the public in general, for private gain or campaign purposes.

Officials and employees shall use City or departmental letterhead for official City business-related purposes only.

Officials and employees will use their title(s) only when conducting official City business, for information purposes, or an indication of background and expertise, carefully considering whether they are exceeding or appearing to exceed their authority.

Public resources should only be used when authorized by the City Manager and/or his/her designee and when there is a benefit to the City for the use of such resources in a community event or activity.

**5. Conflict of Interest**

To assure their independence and impartiality on behalf of the common good, officials shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship which may give the appearance of a conflict of interest. Employees must avoid conflicts of private interests with public duties and responsibilities and shall not do indirectly what may not be done directly.

Officials and employees shall also comply with the City's Conflicts of Interest Code which is on file with the City Clerk's Office.

**6. Gifts**

State law limits the amount of gifts that can be received by officials, candidates, and designated employees, and contains requirements for reporting such gifts. Officials and employees shall comply with these state laws, and shall not take special advantage of services or opportunities for personal gain, by virtue of their position with the City, which is not available to the public in general.

**7. Confidentiality**

Officials and employees shall respect the confidentiality of information and shall refrain from disclosing confidential information concerning litigation, personnel,

property, or other affairs of the City, without proper legal authority, nor use such information to advance their financial or other private interests.

Confidential information means all information, whether transmitted verbally or in writing, which is of a nature that it is not, at that time, a matter of public record or public knowledge, including those items described in the California Public Records Act (Government Code § 6254 et seq.), items from closed sessions under the Brown Act (Government Code § 54950 et seq.) and items subject to the attorney-client privilege.

**8. Outside Employment**

The City recognizes the rights of employees to engage in activities outside of their City employment that are of a private nature and unrelated to City work. However, employees are prohibited from engaging in outside employment that creates a conflict of interest for the employee. Employees must receive written authorization from the City Manager before engaging in outside employment and must also comply with any applicable department policy.

**9. Cost Control**

To effectively conserve City resources, officials and employees will attempt to use the most reasonable, economical, direct and efficient cost of goods and services when conducting City business for which the City may reimburse them.

**10. Conduct of Public Meetings**

Officials and employees shall prepare themselves for public issues, listen courteously and attentively to all public discussions before them, and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business before them or otherwise interfering with the orderly conduct of meetings. Officials shall also base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

**11. Representation of Public Interests**

In keeping with their role as stewards of the public interest, officials shall not appear on behalf of the private interests of third parties before the Council of any board, commission or proceeding of the City. Officials shall also represent the official policies and positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, officials shall explicitly state they do not represent their body or the City, nor will they allow inference that they do.

**12. Compliance and Enforcement**

Officials and employees have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. This Code of Ethics becomes most

APPENDIX F – RESOLUTION NO. 2014-190– TRAVEL POLICY

RESOLUTION NO. 2014-190

RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF ROCKLIN  
ESTABLISHING THE TRAVEL POLICY  
FOR CITY OFFICIALS AND EMPLOYEES  
AND SUPERSEDING RESOLUTION NO. 2001-240

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

Section 1. Resolution No. 2001-240 is hereby superseded.

Section 2. The travel policy is hereby approved as attached hereto as Exhibit A.

PASSED AND ADOPTED this 9th day of September, 2014, by the following vote:

AYES: Councilmembers: Ruslin, Butler, Janda, Yuill

NOES: Councilmembers: None

ABSENT: Councilmembers: Magnuson

ABSTAIN: Councilmembers: None



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Scott Yuill, Mayor

ATTEST:



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Barbara Ivanusich, City Clerk

EXHIBIT A

## CITY OF ROCKLIN

### FINANCIAL POLICY TRAVEL POLICY

#### PURPOSE

The City of Rocklin will provide reasonable travel and expense funds for authorized travel to attend business or professional conferences, training seminars, meetings, or other authorized City business travel.

#### APPLICATION

The travel policy applies to all City Employees, including part-time and temporary (seasonal) employees, City Council Members, Board and Committee Members, and Volunteers here in after "Traveler."

#### ACCOUNTABILITY

- A. Travelers are required to use fiscal prudence in the conduct of City business. The location and cost of the travel, and any available alternatives, should be reviewed to ensure the best use of City funds.
- B. Each traveler is responsible for receiving authorization prior to making any travel arrangements, obtaining all necessary travel documents, completing Travel Expense Reimbursement Request forms and providing these forms and documents to the Finance Division within established timelines.
- C. Personal business should not be mixed with official City business if it will result in any cost to the City, result in lost work time, or cause harm to the City's reputation or interest.

#### GENERAL

- A. Non-local travel should be on an as-needed basis. City Travelers shall work with their supervisors to determine if a local venue or webinar will have the same or similar event within a reasonable time frame before scheduling non-local travel.
- B. All travel costs including registration, airfare, hotel, and rental car should be made, whenever possible, by City purchase card. The City purchase card should not be used for items which will be covered by per diem or mileage reimbursement (see City of Rocklin Purchase Card Program Policy and Procedures).

- C. For all travel related expenses, City Travelers shall obtain a receipt and if necessary additional documentation.
- D. The Traveler must complete a Travel Expense Reimbursement Request, when there have been expenses that require reimbursement or have been advanced, have it signed by their manager and/or Department Head, and submit it to the Finance Division **within ten (10) working days** of their return. A Travel Expense Reimbursement Request is not required when approved charges associated with the event have been paid by City purchase card.
- E. Travel Expense Reimbursement Requests shall include a copy of the registration, flight itinerary (when applicable), location, dates and purpose of the travel, and the original itemized receipts for expenses (except those that will be covered by per diem or mileage reimbursement). For a receipt that covers more than one Traveler, the names of all Travelers should be included on the receipt.
- F. An individual may not authorize or approve reimbursement for his/her own travel. Travel Expense Reimbursement Requests and City purchase card statements must be approved by the Traveler's manager and/or Department Head. The City Manager will approve travel expenses for the Chief Finance Officer and City Council Members. The Chief Finance Officer will approve travel expenses for the City Manager, City Attorney and Department Directors.

#### TRANSPORTATION

- A. The most economical and reasonable form of transportation, based on distance, time and total cost to the City, shall be utilized.
- B. The Traveler should use a City vehicle rather than a personal vehicle whenever practical.
- C. Personal Vehicle:
  - When a Traveler must use their personal vehicle for transportation, accurate mileage records must be kept by the Traveler, and the most direct route that is practical must be used.
  - Mileage reimbursement rate is established by the City, based on the IRS rate.
  - Mileage will be computed either from City offices or from the Traveler's home, whichever is less.
  - Mileage must be verified by MapQuest or similar means, showing the starting location and destination. Documentation regarding the purpose of the trip must accompany the Mileage Reimbursement Form.
  - Mileage reimbursement shall not exceed the cost of the most economical combination of airfare, shuttle and parking, relative to the destination for non-

- local travel. Travelers shall be reimbursed at the lesser amount of the actual mileage reimbursement or combination of airfare, shuttle and parking cost.
- Any additional lodging and meal expense resulting from the Traveler's selection to drive shall be paid by the Traveler.
  - To use a personal vehicle, the Traveler must:
    - a) Possess a valid California driver's license;
    - b) Have proof of insurance on file with the City; and
    - c) Understand that any services or repairs to their personal vehicle and any automobile or other insurance claims that result from travel on authorized City business shall be the Traveler's responsibility.
- D. The City will pay all expenses, such as bridge tolls and parking fees, incurred as the result of a Traveler's authorized use of a City or personal vehicle while traveling on City business. It is the Traveler's responsibility to request receipts for these expenses. Transportation expenses, such as bridge tolls and parking fees, can be reimbursed through petty cash if under \$50 or included on a Travel Expense Reimbursement Request.
- E. If the Traveler receives a monthly auto allowance mileage reimbursement will not be paid for travel within a thirty-five mile radius of Rocklin. Mileage reimbursement will not be paid for travel in City vehicles.
- F. The use of a rental vehicle is allowed only when no other means of transportation is available, or when alternate transportation would be more expensive or impractical. Transportation within the destination city shall be accomplished by courtesy buses, local shuttle services or taxi service if available and reasonable.
- When a rental vehicle is used, the least expensive vehicle that is appropriate based on travel needs shall be selected.
  - Rental vehicles shall not be authorized for personal use.
  - Travelers on City business shall not purchase optional insurance when offered by the rental agency as City of Rocklin insurance covers rentals.
- G. When transportation by air is the most appropriate form of travel, a copy of the flight itinerary must accompany the Travel Expense Reimbursement Request form or City purchase card statement.
- Parking at the airport is reimbursable at the most economical lot rate with the original receipt
  - Mileage to and from the Sacramento International Airport will be reimbursed at the current mileage rate set annually by the City. Mileage to and from the airport will be computed either from City offices, (29 miles each way), or from the Traveler's home, whichever is less. Mileage must be verified by MapQuest or similar means.

## LODGING

- A. The City will pay reasonable lodging expenses, including applicable taxes and mandatory resort fees when business travel requires overnight stays.
- B. Hotel receipts must be itemized, and the original, itemized receipt must be turned in to the City along with related Travel Expense Reimbursement Requests and/or City purchase card statements.
- C. The Traveler shall request a standard single room at the conference or government rate, whichever is lower. Lodging costs shall not exceed the group rate published by the event sponsor, unless group rate rooms are sold out.
- D. The City will pay for lodging for the evening preceding and/or subsequent to a business related event when the Traveler would have to travel unreasonably early or late in order to reach the destination.
- E. Conference/meeting time is for the actual business related event and not for optional tours, sporting or social events.
- F. Lodging expenses will not normally be reimbursed for local travel except in the following conditions:
  - The length of the conference is more than one day and the distance is more than 100 miles from the Traveler's residence; or
  - The Traveler will be required to be away for more than twelve (12) hours; or
  - The Traveler's presence is required for activities before or after the regular conference hours; or
  - In special circumstances documented and approved by the City Manager or designee.
- G. The City will pay for business telephone calls and internet service if needed for work during travel on official City business. The City shall not pay for personal telephone calls or other optional hotel services that are not required for work.

## PER DIEM

- A. Per IRS regulations (Publication 463, Travel, Entertainment, Gift and Car Expenses), per diem shall only be given when the trip includes an overnight stay.
- B. The City provides a per diem allowance of up to \$60 per day for a Traveler's meals and incidental expenses during an overnight trip:
  - Incidentals include baggage handling and gratuities.
  - Receipts for per diem meals and incidentals are not required.

- If the Traveler spends an amount in excess of the per diem amount, the excess expense is not eligible for reimbursement.

#### MEAL REIMBURSEMENT

- A. The City will reimburse up to \$30 for the cost of one meal, when an employee is required to travel outside of the local 30 mile radius for greater than 8 hours but less than an amount of time and distance that would require an overnight stay.

#### UNAUTHORIZED EXPENSES

- A. The following are examples of unauthorized expenses:
  - Alcoholic beverages
  - In-room movies
  - Spa/gym services
  - Tours
  - Laundry
  - Dry cleaning
  - Supplemental insurance on rental cars
  - Personal entertainment and other personal expenses
  - Sports events or other activities offered through the conference or other business related event as an additional cost to registration
  - Costs applicable to spouses or guests who accompany the Traveler during travel on City business
- B. Unauthorized expenses are solely at the discretion of the Traveler. They will be considered a personal expense and shall be paid by the Traveler.
- C. If a Traveler elects to travel in advance or stay longer on personal business or vacation, the City shall pay only the expenses for the authorized event. Any additional expenses shall be considered a personal expense and shall be paid by the Traveler.