



**JUNE 22, 2023**

**AGENDA**

**CITY OF CITRUS HEIGHTS CITY COUNCIL**

**PM SPECIAL MEETING**

**6:00 PM REGULAR MEETING**

**City Hall Council Chambers**

**6360 Fountain Square Drive, Citrus Heights, CA**

**HOW TO PARTICIPATE:**

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

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

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**June 22, 2023 City Council Agenda Packet**

**Documents:**

REVISED 6-22-23 REGULAR COUNCIL AGENDA PACKET.PDF

CALL REGULAR MEETING TO ORDER

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

APPROVAL OF AGENDA

PUBLIC COMMENT

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

CONSENT CALENDAR

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

4. SUBJECT: Approval Of Minutes

RECOMMENDATION: Approve the Minutes of the Meeting of June 8, 2023

5. SUBJECT: Resolution Approving Concern As The City Of Citrus Heights Employee Assistance Program (EAP)

STAFF REPORT: S. Talwar / M. Dippert

RECOMMENDATION: Adopt Resolution No. 2023- \_\_\_\_, a Resolution of the City Council of the City of Citrus Heights, California, Approving Concern as the City of Citrus Heights Employee Assistance Program (EAP)

6. SUBJECT: Fiscal Year (FY) 2023/24 And FY2024/25 Biennial Budget Document

STAFF REPORT: S. Talwar / T. Nossardi / A. Preciado

RECOMMENDATION: Receive and file FY 2023/24 and FY 2024/25 Biennial Budget Document

7. SUBJECT: Cripple Creek Repairs Project – Award Of Professional Engineering Services Agreement

STAFF REPORT: R. Cave / L. Blomquist / D. Kehrer

RECOMMENDATION: Adopt Resolution No. 2023- \_\_\_\_, a Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute an Agreement for Professional Services with Dokken Engineering for the Cripple Creek Repairs Project

8. SUBJECT: 2022 Residential Street Resurfacing Project – Authorize Additional Work

STAFF REPORT: R. Cave / L. Blomquist

RECOMMENDATION: Staff recommends the City Council adopt the following resolutions:

a. Adopt Resolution No. 2023- \_\_\_\_, a Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute Change Orders up to 17% of the contract amount with All Phase Construction, Inc. for the 2022 Residential Street Resurfacing Project and increasing the total authorized construction budget to \$2,991,546

b. Adopt Resolution No. 2023- \_\_\_\_, a Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute Amendment No. 1 to the Agreement for Professional Services with Consor North America, Inc. (formerly Quincy Engineering, Inc.) for the 2022 Residential Street Resurfacing Project

#### REGULAR CALENDAR

9. SUBJECT: Appointments To The Citrus Heights Education Committee (CHEC)  
STAFF REPORT: A. Van

RECOMMENDATION: Adopt Resolution No. 2023- \_\_\_\_, a Resolution of the City Council of the City of Citrus Heights, California, Appointing Seven Members to the Citrus Heights Education Committee (CHEC)

10. SUBJECT: Overview And Discussion Of Objective Design And Development Standards For The Auburn Boulevard Special Planning Area  
STAFF REPORT: C. Kempenaar / A. Bermudez

RECOMMENDATION: Review and discuss the proposed Objective Design and Development Standards for the Auburn Boulevard Specific Plan.

#### DEPARTMENT REPORTS

11. SUBJECT: Presentation On The Citrus Heights Stars And Stripes Celebration To Be Held July 1, 2023  
DEPARTMENT: General Services

12. SUBJECT: Fireworks Enforcement And Operation Plan  
DEPARTMENT: Police Department

13. SUBJECT: Homeless Navigator Program Update  
DEPARTMENT: Police Department

#### CITY MANAGER ITEMS

ITEMS REQUESTED BY COUNCIL MEMBERS / FUTURE AGENDA ITEMS

ADJOURNMENT

**CITY OF CITRUS HEIGHTS  
 CITY COUNCIL  
 Regular Meeting of Thursday, June 22, 2023  
 City Hall Council Chambers, 6360 Fountain Square Dr., Citrus Heights, CA  
 Regular Meeting 6:00 p.m.**

**HOW TO PARTICIPATE:**

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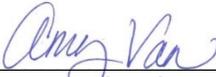
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June 16, 2023

  
 \_\_\_\_\_  
 Amy Van, City Clerk

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**REGULAR CITY COUNCIL MEETING  
6:00 PM**

**CALL REGULAR MEETING TO ORDER**

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

**APPROVAL OF AGENDA**

**PUBLIC COMMENT**

**COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES**

**CONSENT CALENDAR**

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

4. **SUBJECT:** Approval of Minutes  
**RECOMMENDATION:** Approve the Minutes of the Meeting of June 8, 2023
5. **SUBJECT:** Resolution Approving Concern as the City of Citrus Heights Employee Assistance Program (EAP)  
**STAFF REPORT:** S. Talwar / M. Dippert  
**RECOMMENDATION:** Adopt Resolution No. 2023-\_\_\_\_, a Resolution of the City Council of the City of Citrus Heights, California, Approving Concern as the City of Citrus Heights Employee Assistance Program (EAP)
6. **SUBJECT:** Fiscal Year (FY) 2023/24 and FY2024/25 Biennial Budget Document  
**STAFF REPORT:** S. Talwar / T. Nossardi / A. Preciado  
**RECOMMENDATION:** Receive and file FY 2023/24 and FY 2024/25 Biennial Budget Document
7. **SUBJECT:** Cripple Creek Repairs Project – Award of Professional Engineering Services Agreement  
**STAFF REPORT:** R. Cave / L. Blomquist / D. Kehrer  
**RECOMMENDATION:** Adopt Resolution No. 2023-\_\_\_\_, a Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute an Agreement for Professional Services with Dokken Engineering for the Cripple Creek Repairs Project

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**STAFF REPORT:** R. Cave / L. Blomquist  
**RECOMMENDATION:** Staff recommends the City Council adopt the following resolutions:
- a. Adopt Resolution No. 2023-\_\_\_\_, a Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute Change Orders up to 17% of the contract amount with All Phase Construction, Inc. for the 2022 Residential Street Resurfacing Project and increasing the total authorized construction budget to \$2,991,546
  - b. Adopt Resolution No. 2023-\_\_\_\_, a Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute Amendment No. 1 to the Agreement for Professional Services with Consor North America, Inc. (formerly Quincy Engineering, Inc.) for the 2022 Residential Street Resurfacing Project

### **REGULAR CALENDAR**

9. **SUBJECT:** Appointments to the Citrus Heights Education Committee (CHEC)  
**STAFF REPORT:** A. Van  
**RECOMMENDATION:** Adopt Resolution No. 2023-\_\_\_\_, a Resolution of the City Council of the City of Citrus Heights, California, Appointing Seven Members to the Citrus Heights Education Committee (CHEC)
10. **SUBJECT:** Overview and Discussion of Objective Design and Development Standards for the Auburn Boulevard Special Planning Area  
**STAFF REPORT:** C. Kempenaar / A. Bermudez  
**RECOMMENDATION:** Review and discuss the proposed Objective Design and Development Standards for the Auburn Boulevard Specific Plan

### **DEPARTMENT REPORTS**

11. **SUBJECT:** Presentation on the Citrus Heights Stars and Stripes Celebration to be held July 1, 2023  
**DEPARTMENT:** General Services
12. **SUBJECT:** Fireworks Enforcement and Operation Plan  
**DEPARTMENT:** Police Department
13. **SUBJECT:** Homeless Navigator Program Update  
**DEPARTMENT:** Police Department

### **CITY MANAGER ITEMS**

### **ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS**

### **ADJOURNMENT**

**CITY OF CITRUS HEIGHTS  
CITY COUNCIL  
MINUTES  
Regular Meeting of Thursday, June 8, 2023  
City Hall Council Chambers  
6360 Fountain Square Drive, Citrus Heights, CA**

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**CALL REGULAR MEETING TO ORDER**

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

1. The Flag Salute was led by Council Member Lopez-Taff.
2. Roll Call: Council Members present: Karpinski-Costa, Lopez-Taff, Middleton, Daniels, Schaefer  
Council Members absent: None  
Staff present: Cave, Feeney, Huber, Jones, Poole, Riddle, Van and department directors.
3. The video statement was read by City Clerk Van.

**APPROVAL OF AGENDA**

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

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

**PUBLIC COMMENT**

None

**PRESENTATIONS:**

4. Proclamation of the City of Citrus Heights Honoring Dave Mitchell, District Administrator upon His Retirement from the Sunrise Recreation and Park District

Mayor Schaefer read and presented the proclamation to Dave Mitchell.

5. Presentation by Republic Services – Contamination Penalties for Residential Customers

Annah Rulon with Republic Services provided an overview of the implementation timeline in response to Senate Bill 1383. She explained the residential organic waste collection cycle that is utilized by Republic Services to use good organics material to support the local farm to fork economy, groundwater supply, and air quality. Since October, Republic Services has been conducting container audits. If contamination is found staff will document the contamination and depending on the level of contamination a fine may be applied on the next invoice.

**COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES**

Council Member Middleton stated residents should have received a flyer in the mail from the City announcing some free upcoming events.

Council Member Karpinski-Costa attended the Memorial Day celebration at Sylvan Cemetery. She provided an update from the Sacramento-Yolo Mosquito and Vector Control District.

Council Member Lopez-Taff provided an update from the Sunrise MarketPlace Board of Directors meeting.

Vice Mayor Daniels attended the Memorial Day celebration at Sylvan Cemetery. He also attended the Citrus Heights Police Department Promotion Ceremony.

Mayor Schaefer provided a report from the Sacramento Area Council of Governments Board meeting. He also attended the Memorial Day celebration at Sylvan Cemetery and at the American Legion Post 637.

**CONSENT CALENDAR**

6. **SUBJECT:** Approval of Minutes  
**RECOMMENDATION:** Approve the Minutes of the Meeting of May 25, 2023
7. **SUBJECT:** Approval of Updates to Purchasing Policy and Asset Capitalization and Inventory Control Policy  
**STAFF REPORT:** S. Talwar / A. Preciado  
**RECOMMENDATION:** Staff recommends the City Council:
  - a. Move to Adopt Resolution No. 2023-044 a Resolution of the City Council of the City of Citrus Heights, California, Approving the Updates to the Purchasing Policy in Compliance with Senate Bill 1383; and
  - b. Move to approve updates to the Asset Capitalization and Inventory Control Policy.
8. Pulled for discussion.
9. **SUBJECT:** Resolution of Intention of the City Council of the City of Citrus Heights to Record Delinquent Solid Waste Service Charges, Penalties and Interest on the Property Tax Roll  
**STAFF REPORT:** R. Cave / M. Poole  
**RECOMMENDATION:** Adopt Resolution No. 2023-046, A Resolution of Intention of the City Council of the City of Citrus Heights, California, to Record Delinquent Solid Waste Service Charges, Penalties and Interest on the Property Tax Roll

**ACTION:** On a motion by Council Member Karpinski-Costa, seconded by Vice Mayor Daniels, the City Council adopted Consent Calendar Items 6, 7, and 9.

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

**CONSENT CALENDAR ITEMS PULLED FOR DISCUSSION**

8. **SUBJECT:** Resolution Authorizing the City Manager to Execute an Agreement with the County of Sacramento, and Cities of Elk Grove, Folsom, Galt, Rancho Cordova, and Sacramento to Meet Certain SB 1383 Edible Food Recovery Regulatory Requirements  
**STAFF REPORT:** R. Cave / M. Poole  
**RECOMMENDATION:** Adopt Resolution No. 2023 -045 a Resolution Authorizing the City Manager to Execute an Agreement with the County of Sacramento, and Cities of Elk Grove, Folsom, Galt, Rancho Cordova, and Sacramento to Meet Certain SB 1383 Edible Food Recovery Regulatory Requirements.

Vice Mayor Daniels pulled Item 8 for a brief presentation by staff.

Operations Manager Poole explained the item is an agreement with Sacramento County and other cities in Sacramento County to provide the edible food recovery program. Senate Bill 1383 also governs edible food recovery which is defined as food that's intended for human consumption. The Statewide goal is to recover 20% of currently disposed edible food by 2025. Food generators and recovery organizations will enter into food recovery agreements with each other. A regional working group has been working together to develop a plan for meeting the requirements of SB 1383 related to edible food recovery, and staff is recommending approval of a Memorandum of Understanding with Sacramento County and cities in the region to ensure the City meets its objectives.

City Council questions and comments followed. City Attorney Jones responded to questions regarding compliance with state mandated SB 1383.

**ACTION:** On a motion by Council Member Middleton, seconded by Mayor Schaefer, the City Council adopted Resolution No. 2023 - 045 a Resolution Authorizing the City Manager to Execute an Agreement with the County of Sacramento, and Cities of Elk Grove, Folsom, Galt, Rancho Cordova, and Sacramento to Meet Certain SB 1383 Edible Food Recovery Regulatory Requirements.

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

**REGULAR CALENDAR**

10. **SUBJECT:** Resolution Approving Community Projects Grant Awards  
**STAFF REPORT:** M. Huber / C. Riddle  
**RECOMMENDATION:** Adopt Resolution No. 2023-\_\_\_\_\_ a Resolution of the City Council of the City of Citrus Heights, California, Approving Community Projects Grant Awards

Economic Development & Community Engagement Director Huber and Management Analyst Riddle provided an overview of the program. On September 22, 2022, the City Council approved the Community Projects Grant program guidelines and a \$50,000 funding allocation. The program launched to the public on March 1, 2023, and is available to any 501c3, community group, or organization to implement projects or host events that improve the quality of life and promote community connection and engagement within the City. They explained the applications received were reviewed utilizing a scoring rubric to ensure consistency with the eligibility requirements.

Council Member Middleton stated that she will recuse from participation on a portion of the item because she has a relative who is part of the Citrus Heights Arts.

Council Member Lopez-Taff stated that she will recuse from participation on a portion of the item because she is employed by one of the organizations.

Management Analyst Riddle presented the recommended applications Set 1 as follows:

<b>Applicant</b>	<b>Description of Project</b>	<b>Request</b>	<b>Award</b>
Citrus Heights Women’s Club	Distribution of “Friendship Bags” filled with essentials at senior apartments and facilities	\$15,000	\$5,000
Royal Stage	Community open mic/talent show at their theater space inside of the Sunrise Mall. Six Fridays per year (and up to 12, depending upon demand) for around 50-65 participants	\$6,720	\$1,900
Sunrise Christian Food Ministry	The Sunrise Christian Food Ministry and the Sayonara Center will partner to create a cooking class for the students. The program will target 60 participants benefiting up to 500 people	\$2,000	\$2,000

Public Comment

Jeanmarie Willabee with the Citrus Heights Women’s Club thanked the City Council and is excited about what they can do for the community.

Tammy with Royal Stage thanked the City Council for their support.

**ACTION:** On a motion by Council Member Karpinski-Costa, seconded by Council Member Middleton, the City Council adopted Resolution No. 2023-047 a Resolution of the City Council of the City of Citrus Heights, California, Approving Community Projects Grant Awards: Set 1

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

Council Member Lopez-Taff recused herself and left the dais.

Management Analyst Riddle presented the recommended applications Set 2 as follows:

<b>Applicant</b>	<b>Description of Project</b>	<b>Request</b>	<b>Award</b>
Junior Achievement of Sacramento	Provide 200 young people (ages 9-25) guidance to explore entrepreneurial opportunities through motivational interactions with local entrepreneurs and innovators	\$10,000	\$3,500

**ACTION:** On a motion by Vice Mayor Daniels, seconded by Council Member Karpinski-Costa, the City Council adopted Resolution No. 2023-048 a Resolution of the City Council of the City of Citrus Heights, California, Approving Community Projects Grant Awards: Set 2

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

Council Member Lopez-Taff returned to the dais.

Council Member Middleton recused and left the dais.

Management Analyst Riddle presented the recommended applications Set 3 as follows:

<b>Applicant</b>	<b>Description of Project</b>	<b>Request</b>	<b>Award</b>
Citrus Heights Arts	Summer Art & Music Series. Two events scheduled on the 3 <sup>rd</sup> Saturday of the month in July and August	\$10,000	\$10,000

**ACTION:** On a motion by Council Member Karpinski-Costa, seconded by Vice Mayor Daniels, the City Council adopted Resolution No. 2023-049 a Resolution of the City Council of the City of Citrus Heights, California, Approving Community Projects Grant Awards: Set 3

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

- 11. **SUBJECT:** Senate Bill 1 Road Maintenance and Rehabilitation Account Funding and Project Expenditure Plan for FY 2023-2024  
**STAFF REPORT:** R. Cave / L. Blomquist  
**RECOMMENDATION:** Adopt Resolution No. 2023-050 a Resolution of the City Council of the City of Citrus Heights, California, Approving the Fiscal Year 2023-2024 Project List to be Funded by Senate Bill 1: The Road Repair and Accountability Act of 2017

General Services Director Cave explained the City is required to approve an SB 1 expenditure plan and submit it to the state each year. Citrus Heights' allocation is estimated at \$2,125,472 for FY 2023/2024.

**ACTION:** On a motion by Vice Mayor Daniels, seconded by Council Member Lopez-Taff, the City Council adopted Resolution No. 2023-\_\_\_ a Resolution of the City Council of the City of Citrus Heights, California, Approving the Fiscal Year 2023-2024 Project List to be Funded by Senate Bill 1: The Road Repair and Accountability Act of 2017.

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

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**DEPARTMENT REPORTS**

12. **SUBJECT:** City of Citrus Heights Website Redesign  
**DEPARTMENT:** City Manager's Office / City Clerk

City Clerk Van explained that after a 7-month long project, the City's website has undergone a redesign. She provided an overview of the redesigned website and some of the new features.

**CITY MANAGER ITEMS**

City Manager Feeney highlighted a City mailer that was distributed to residents that includes information on beautifying the City together and includes some upcoming City event dates. He announced that the Citrus Heights Police Department has partnered with the Sacramento County Probation Department to embed two Deputy Probation Officers within the department to assist with tracking probation offenders and working with the IMPACT Team to combat chronic offenders. He noted some recent Police Department leadership promotions. He provided an update on the efforts on shopping cart abatement in the public right of way.

**ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS**

None

**ADJOURNMENT**

Mayor Schaefer adjourned the regular meeting at 7:45 p.m.

Respectfully submitted,

\_\_\_\_\_  
Amy Van, City Clerk



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** June 22, 2023

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

**FROM:** Macy Dippert, Human Resources Manager  
Susan Talwar, Administrative Services Director

**SUBJECT:** **Resolution Approving Concern as the City of Citrus Heights Employee Assistance Program (EAP)**

### **Summary and Recommendation**

The City's current employee assistance program (EAP), Managed Health Network (MHN), notified they will no longer be providing EAP benefits. Human Resources staff worked with the City's benefits broker, Alliant, to conduct a market comparison on EAP services and rates. The findings of the market comparison which included the most beneficial services to all staff, including First Responders Program, with Concern Employee Assistant Program (Concern). Concern falls within the Public Risk Innovation, Solutions, and Management (PRISM) Joint Powers Agreement (JPA) membership approved by Council on January 26, 2023. Approving Concern will provide greater services and benefits to our staff.

Staff recommends the City Council adopt Resolution No. 2023-\_\_\_, A Resolution Approving Concern as the City of Citrus Heights Employee Assistance Program effective July 1, 2023.

### **Fiscal Impact**

The City currently pays approximately \$4,446 annually for all staff to participate in the existing MHN EAP. A similar traditional plan with Concern for approximately 73 City Hall employees is approximately \$3,504 annually plus a new added benefit of first responder services for 134 employees in the Police Department at approximately \$15,010 annually. This will be an increase in cost of approximately \$14,068 annually. This includes increased coverage to both the traditional and the first responder services for mental health and overall wellness. The rate is guaranteed for the next three-years. There is no request for an increase to the budget as the cost is within the Human Resources budget and part of our ongoing enhanced wellness efforts to help deal with wellness tools for the specific issues that first responders are faced with in their service to the community.

**Subject: Resolution Approving Concern as the City of Citrus Heights Employee Assistance Program (EAP)**

**Date: June 22, 2023**

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Staff is reviewing other ancillary benefits offered to city employees for potential savings through market rate analysis to off-set the increased cost beginning January 1, 2024.

**Background and Analysis**

The City received notification earlier this year that our current EAP provider Managed Health Network (MHN) will no longer be providing EAP services effective June 30, 2023. Staff worked with Alliant, broker of benefits, to conduct a market rate analysis on Employee Assistance Program, to better serve the employees of the City with traditional and adding the benefit of first responder program options.

The first responder program is new EAP services that the City has not utilized with our prior EAP services. As part of the City’s strategic plan, these services are a section of developing a series of approaches that will assist with retention and staffing satisfaction. This allows trained and experienced clinicians to assist our first responders in wellness and mental health. Human Resources and the Police Department are in agreement that these services are overdue for both our City Hall and Police employees.

The Human Resources Division along with a Police Commander reviewed services and pricing from Anthem, Magellan, Concern, Cordico Shield and Responder Health. It was determined that Concern was the best choice for the City. Concern’s plans include the following services:

<b>EAP Benefits</b>	<b>Concern – Traditional Plan</b>	<b>Concern – First Responders</b>
Number of Sessions	8 Sessions	10 Sessions
Telephonic Consultations	24/7	24/7
Wok Life (Daily) Living	Included	Included
Legal Consultations	30-minutes per issue	30-minutes per issue
Financial Counseling	2 30- minute consultations per issues	2 30- minute consultations per issues
Training/Workshops	Included	Included
Newsletters & Collateral Materials	Included	Included
Internet Service	Mobile Compatible Website	Mobile Compatible Website

In addition, the First Responder benefit also includes access to Concern's First Responder Specialty Panel of culturally-competent, trauma- trained counselors who are experienced treating the unique needs of this critical workforce.

In addition to the First Responder Specialty Panel, benefits also include:

- 24/7 Access: Clinical First Intake Center or Self-Service Digital Platform
- Immediate access to licensed clinicians who answer calls and guide members to the right support right from the start
- Unlimited in-the-moment support for triage, emotional support, effective problem-solving, and positive next steps

**Subject: Resolution Approving Concern as the City of Citrus Heights Employee Assistance Program (EAP)**

**Date: June 22, 2023**

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- Multiple counseling options: in-person, video, telephonic, text therapy, live chat
- Expanded access to additional counselors with BetterHelp
- Client-counseling matching
- Round the clock critical incident response
- Dynamic digital platform accessible by phone, tablet, or computer
- Guided mindfulness solutions personalized for physical and emotional wellbeing
- Work-Life programs: free financial and legal consultations, ID theft response, parenting and eldercare consultations, vetted referrals
- Parent Coaching
- Organizational support including unlimited in-the-moment HR & management consultations, and training webinars on 75+ topics (see attached)
- Curated self-help resource library
- Reporting
- Designated Account Executive

### **Attachment**

1. Resolution Approving Concern as the City of Citrus Heights Employee Assistance Program (EAP)

**RESOLUTION NO. 2023 - \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, APPROVING CONCERN AS THE CITY OF CITRUS HEIGHTS EMPLOYEE ASSISTANCE PROGRAM (EAP)**

**WHEREAS**, the City will utilize Concern as the Employee Assistance Program effective July 1, 2023; and

**WHEREAS**, the program will fall under the Public Risk Innovation, Solutions, and Management (PRISM) Joint Powers Authority (JPA) membership that was approved on January 26, 2023 to become members; and

**WHEREAS**, except as to those actions that must be approved by the City Council of the City of Citrus Heights, such delegation of authority is necessary in order to carry out the purposes and functions of the Authority with its members; and

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

Concern will be the City of Citrus Height Employee Assistance Program.

These changes will become effective July 1, 2023.

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

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 22<sup>nd</sup> day of June 2023 by the following vote, to wit:

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

\_\_\_\_\_  
**Tim Schaefer, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Amy Van, City Clerk**



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** June 08, 2023

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

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

**SUBJECT:** Fiscal Year (FY) 2023/24 and FY2024/25 Biennial Budget Document

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### **Summary and Recommendation**

City Council (the Council) receive and file FY 2023/24 and FY 2024/25 Biennial Budget Document.

### **Fiscal Impact**

There is no fiscal impact associated with the June 8, 2023 Budget document. The budget was formally adopted by City Council on May 25, 2023.

### **Background and Analysis**

The Biennial Budget is a roadmap for anticipated future revenue and planned expenditures, allocating resources, and reflecting the City Council's priorities and policies for two (2) fiscal years. The budget is also an evaluation tool, comparing commitments made in the previous year's budget with actual accomplishments. This edition of the budget book was developed to incorporate some of Government Finance Officers Association's (GFOA) best practices on budgeting. Some notable changes from prior editions include a detailed organizational chart, increased detail and narrative on the budget development process, and a financial forecast to name a few.

The Biennial Budget document contains information about both the City's operating and capital budgets for fiscal years 23/24 & 24/25. Typically, when one refers to the City's Biennial Budget, the meaning is the combination of the operating and capital budgets. The operating budget details the funding for the day-to-day operations and obligations of the City for a particular fiscal year such as personnel costs, vendors and contractors, utilities, building maintenance, and debt payments. The capital budget details planned expenditures for the same fiscal year to construct,

**Subject: Fiscal Year (FY) 2023/2024 and 2024/2025 Biennial Budget Document**

**Date: June 22, 2023**

**Page 2 of 2**

maintain, or improve City facilities such as police stations, community centers, and other infrastructure.

**Attachment**

1. FY2023/24 and FY2024/25 Biennial Budget Document

**Resources**

1. May 25, 2023 City Council Meeting staff report link:  
[Budget Adoption Staff Report – FY2023/2024 and FY2024/2025 Budget Adoption](#)

# **City of Citrus Heights**

## **Adopted Biennial Budget**

### **Fiscal Year 2024 and Fiscal Year 2025**

Adopted May 25, 2023

# **City of Citrus Heights**

## **Fiscal Years 2023/24 and 2024/25**

### **Adopted Budget**

#### **City Council**

Tim Schaefer, Mayor  
Bret Daniels, Vice Mayor  
Porsche Middleton, Council Member  
Jayna Karpinski-Costa, Council Member  
MariJane Lopez-Taff, Council Member

#### **City Manager**

Ashley J. Feeney

#### **Department Directors**

Alex Turcotte, Police Chief  
Susan Talwar, Administrative Services Director  
Casey Kempenaar, Community Development Director  
Regina Cave, General Services Director  
Meghan Huber, Economic Development & Community Engagement Director

#### **Budget Team**

Susan Talwar, Administrative Services Director  
Tammy Nossardi, Finance Manager  
Alberto Preciado, Accounting Manager  
Macy Dippert, Human Resources Manager  
Mike Pettinato, Sr. Database and Applications Specialist

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# City Manager's Message

Dear Honorable Mayor and City Council Members,

I am pleased to present the Biennial Budget for Fiscal Years 2023-2025 (FY 23/24 & FY 24/25) and the Capital Improvement Plan for the City of Citrus Heights. City Council and staff share the belief that a budget should serve as a statement of community values and priorities. City staff collaborated on preparing a budget focused on providing high levels of service in an environment of rising costs while setting our organization up to make advancements on key City Council priorities. City Council unanimously approved this forward-looking budget on May 25, 2023.

This budget reflects Citrus Heights commitment to fiscal prudence. Despite continued increases in maintenance and operating costs, the City has continued its efforts to create cost-effective expenditures to offset rising costs. This balanced budget carefully examined historical expenditure trends, as well as current and foreseeable operating needs. Lean budget principles were utilized to create even more efficiencies to ensure dollars were maximized in areas of greatest need. Additionally, a healthy reserve balance is being built to ensure funds are available in times of economic uncertainty, address necessary operational needs, and to position the city to take advantage of strategic infrastructure grant opportunities that have matching requirements, thereby maximizing return on city funds.

In addition to the guiding principle of fiscal prudence, this budget is aligned with our strategic focus areas: community image, addressing blight and homelessness, economic development, community connection, and infrastructure improvements. This budget provides significant General Fund expenditures for street repairs for the first time in the city's history, starting with \$2,000,000 in FY 23/24 and increasing to \$4,000,000 in FY 24/25. These funds augment and enhance other funding sources that have been used for street repair and roadway resurfacing projects.

## **Biennial Budget for FY (2023-2025)**

### Biennial Budget Year 1 – FY 23/24

The adopted budget for FY 23/24 includes \$69,564,525 in total revenues and \$66,119,001 in total expenditures. The General Fund portion of this budget totals \$43,137,271 in revenues and \$39,803,048 in expenditures. This budget anticipates revenues exceeding expenditures allowing for an increase in General Fund reserves of \$3,334,224.

### Biennial Budget Year 2 – FY 24/25

The adopted budget for FY 24/25 includes \$83,790,489 in total revenues and \$81,508,066 in total expenditures. The General Fund portion of this budget totals \$44,609,022 in total revenues and \$41,299,430 in expenditures allowing an increase in General Fund reserves of \$3,309,592.

The FY 23/24 adopted General Fund expenditures are budgeted to increase by \$1,436,201 or 3.74% above the FY 22/23 adopted budget. The FY 24/25 General Fund expenditures are budgeted to increase by \$1,496,382 or 3.76% above the FY 23/24 adopted budget. These increase percentages are below the projected increase assumptions in the City's long-range forecasting model.

A comprehensive explanation of the revenues and expenditures sources are provided in this budget book. This budget also introduces a new addition to the collection of budget documents with the

City's first [\*Budget in Brief \(BIB\)\*](#) which serves as a summarized overview of the City's operating and capital budget. The BIB highlights the FY 23/24 budget and will be updated to reflect the FY 24/25 budget during the mid-cycle budget review in 2024.

#### Forecasted Budget Reserve

The approved FY 23/24 budget projects an ending General Fund reserve balance of \$19,784,450 and \$19,094,043 for FY 24/25. This balance is in excess of the targeted reserve goal of 25% of total General Fund expenditures. A larger General Fund reserve provides not only for the ability to navigate times of economic uncertainty but also provides greater ability to pursue City Council priorities, especially including infrastructure projects that often have match or shovel-ready requirements. When specific projects, grants, and/or City operational needs are identified, reserves above the minimum target level provide an opportunity to allocate funds through the budget amendment process. The City Council has the ability to allocate additional General Fund reserve monies for identified projects that help advance road rehabilitation efforts and prepare shovel-ready projects for future years.

As outlined in the City Council adopted Focus Area Work Plan and the associated Strategic Objectives that have been executed over the course of the last year, City Council and staff are focused on improving the community in four key areas:

- **Community Image:** There have been significant investments and strategies deployed to address community image improvement through beautification efforts and combatting blight.
- **Community Connection:** The Citrus Heights community is reconnecting through city-sponsored events and community-facing grant and programs that bring residents together and facilitate greater connection.
- **Economic Development:** Increased business attraction and redevelopment efforts and focused efforts to facilitate redevelopment.
- **Infrastructure:** Enhanced engineered pothole repair operations have been deployed, along with gearing up city policies and staff resources to address long-standing infrastructure needs.

This budget, including the reserve fund, provides the foundational building blocks for continued progress on some of our more challenging fronts. Employee retention and recruitment efforts continue to be problematic as the national workforce shrinks due to retirements with a lesser number of workers available to fill those positions. This is not unique to Citrus Heights and is a challenge across most employment sectors. We continuously assess our competitiveness as an employer of choice, as the organization needs strong talent and adequate staffing to ensure the advancement of our ambitious goals to improve the quality of life for residents and businesses.

The poor roadway conditions throughout the City create another major challenge. It is estimated to cost more than \$90,000,000 to repair the City's roadways up to an industry average pavement standard if approached as a singular project with more than \$13,000,000 needed annually to maintain the standard thereafter. The City does not have a current revenue stream to fully address these pavement challenges. To ensure the maximization of available investments, policies have been put in place to prioritize major arterial roads in significant need of resurfacing while still allocating some funding toward residential streets. The existing funding sources and additional General Fund roadway allocations will help make meaningful progress in this area. Critical to project planning, the adopted budget also reallocates needed staffing to General Services Department to build capacity for increased infrastructure investment and delivery of projects. As capacity grows, the City Council may

allocate additional General Fund reserve monies toward infrastructure improvements. Significant roadway projects in the pipeline will help make visible progress on this important issue in the next few years.

This Biennial Budget for FY 2023-2025 builds on a foundation of aggressive strategic goals and continues the forward progress the City of Citrus Heights has made post-pandemic, highlights of which include:

- Fully funding and staffing Citrus Heights Police Department after previous cutbacks
- Obtained over \$23,000,000 in grant funding awards in FY22/23, a city record!
- Launched the Beautification Crew to combat blight and beautify our community
- Restarted and increased city-produced event offerings for community connection
- Investments in necessary Police Department fleet vehicle replacement and critical upgrades to the Communications Center
- Creation of a \$1,000,000 Business Attraction Incentive Program to attract new restaurants, breweries, and entertainment
- Advanced Sunrise Tomorrow Specific Plan efforts through the development of infrastructure studies and financing strategies, which were funded through competitive grants
- Began construction of the Arcade Cripple Creek Trail

Numerous other accomplishments are highlighted in this budget book. City staff continues to advance strategic objectives, consistent with the adopted City Council Three-Year Goals and the Focus Area Work Plan, that strive to improve the quality of life for our residents and businesses. Forward progress on quality of life and community vibrancy is top of mind for our team as we serve the Citrus Heights community. Rooted in the dream and vision for a better future that were established by city founders more than 25 years ago, am honored to serve with our team to focus on delivering on the promise of tomorrow as we forge an exciting next chapter for Citrus Heights.

I want to acknowledge our team whose dedication and care created these successes, and who worked extremely hard to create a pragmatic, community-facing budget that will achieve even more in the next two years.

In your service,



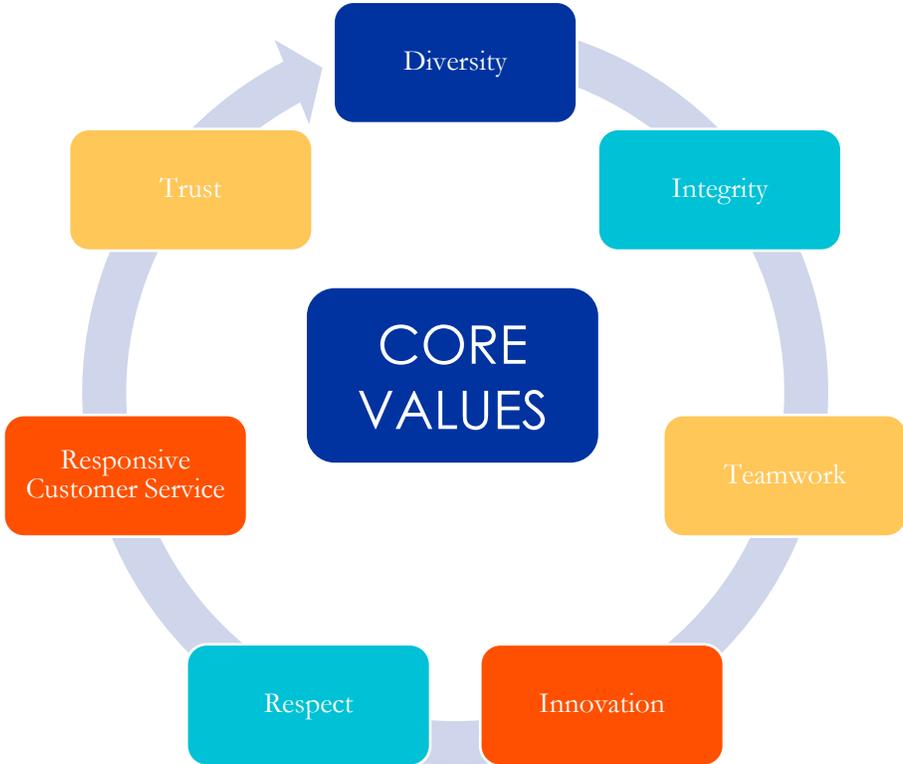
Ashley J. Feeney  
Citrus Heights City Manager



## **General Information**

# Mission Statement

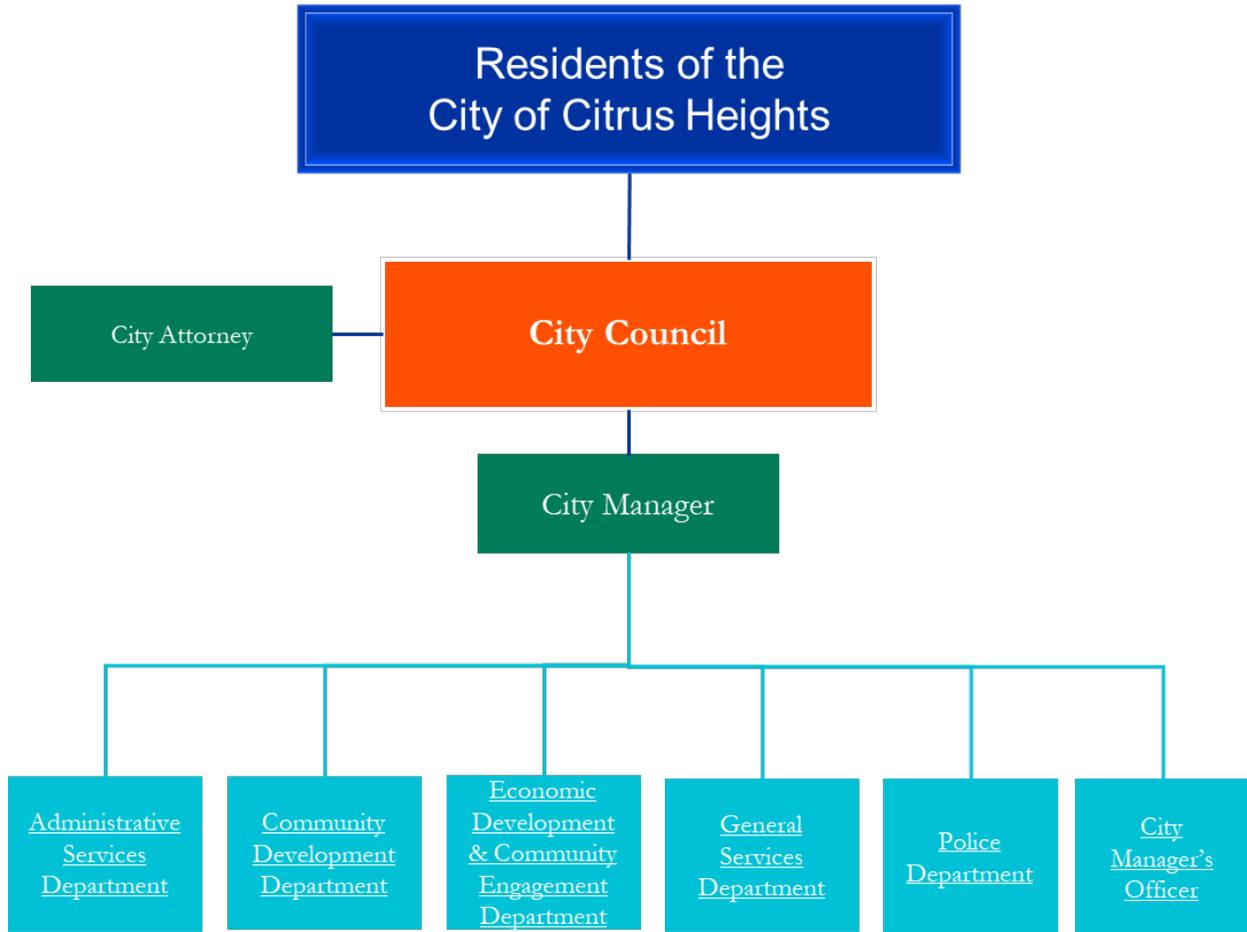
*The City of Citrus Heights is committed to providing high quality, economical, responsive city services to our community.*



# Vision Statement

*Citrus Heights will be the city of choice for residents and businesses to prosper and thrive and a model of neighborhood engagement.*

# City of Citrus Heights Organization Chart



# City Council

The Citrus Heights City Council (“Council”) consists of five members, elected by district to four-year overlapping terms. Council members must be a resident in the district in which he or she seeks election at the time nomination papers are issued. The positions of Mayor and Vice Mayor are chosen by a majority vote of Council, and the positions typically rotate annually. The Mayor conducts Council meetings and represents the City at ceremonial occasions.

Council serves as the policy board for the municipality. As an elected “Board of Directors,” Council provides policy direction, establishes goals, and sets priorities for City government. Council uses this document, the annual budget, to set policy establishing approved programs, projects, and services. Once the budget is adopted, Council funds approved programs, projects, and services focusing on advancing the City’s stated priorities. In addition to serving as policy makers for the community, Council is responsible for advocacy with numerous regional bodies, boards, and jurisdictions, ensuring that the City’s perspective and priorities are protected. Council is responsible for numerous land use decisions within its borders, including the implementation of the General Plan.

Council appoints the City Manager, City Attorney, and all members of advisory boards and commissions. Boards and commissions are advisory to Council except the Planning Commission, which has officially been delegated some decision-making parameters pertaining to the General Plan and Zoning Code. While seeking input, Council retains ultimate authority and responsibility for setting public policy.

**City of Citrus Heights City Council**

**Tim Schaefer**  
Mayor

**Bret Daniels**  
Vice Mayor

**Jayna Karpinski-Costa**  
Council Member

**MariJane Lopez-Taff**  
Council Member

**Porsche Middleton**  
Council Member

**CITRUS HEIGHTS CALIFORNIA**  
Solid roots. New growth.

# City of Citrus Heights

## Regional Setting

Citrus Heights is located 15 miles northeast of California's capital, where the plains of the Sacramento Valley begin their gradual rolling ascent to the Sierra Nevada foothills. For 19th-century pioneers, the sight of the gently folded landscape meant they had arrived at the promised land. The Transcontinental railroad and the Lincoln Highway later brought new waves of travelers through our area. Today, Interstate 80, the main transcontinental highway connecting New York and San Francisco, serves businesses and the over 87,000 residents who call Citrus Heights home.

## Quick Facts



Median Age – 38.2  
Millennials – 20,758  
Retiring Soon – 26,651



Total Housing Units 35,496  
Average Home Price \$494,077

## Early History

Early pioneer settlers in the Central Township established their ranches in the late 1850s along Old Auburn Road. As a rule, each pioneer family settled on a quarter section (160 acres) of land, built a house and a barn, dug a well, and set about clearing the land for farming. Because the land had to be cleared of native oak trees, many of the early settlers earned their income selling cords of firewood to nearby Sacramento. Early farmers sold their wheat crops to flouring mills, while hay and barley were grown mostly for use as food for their livestock.

Around the 1860s and 1870s a gentleman named Corneilius Donahue settled in the area. Donahue established a ranch near Citrus Heights in 1863 then expanded it in 1872 to include the land that now houses both the Sunrise Mall and the Birdcage shopping centers. Peter Van Maren, an early settler who was a leading agriculturalist in the region, maintained a vast estate of nearly 1,000 acres by 1875. In 1910, the quiet pastoral life of the rural Sylvan district underwent a marked change when the real estate firm Trainor & Desmond bought up large tracts of idle land and subdivided them into ten acre lots. As a promotional ploy to attract buyers, the firm replaced the name Sylvan with the more euphonious sounding name of Citrus Heights, and it has remained so.



Remaining predominantly rural through the 1960s, Citrus Heights began its emergence as a regionally important retail destination in the 1970s with the opening of the Sunrise Mall and Birdcage Walk shopping centers. The seismic stability of Citrus Heights that distinguishes it from much of coastal California, undoubtedly contributed to its

growth and maturation. After existence as an unincorporated area of northeastern Sacramento County for nearly 100 years, Citrus Heights became an independent city offering local municipal services in January 1997. Unchanged, however, is our traditional Citrus Heights hospitality.

### **Education**

The City of Citrus Heights is primarily served by the San Juan Unified School District (SJUSD). There are three K-8 schools, six elementary schools, one middle school, and two high schools located within the City of Citrus Heights. SJUSD also offers other educational schools and programs such as special education centers, adult schools, preschools, and before- and after-school programs.

### **Doing Business in Citrus Heights**

Citrus Heights is home to industries that provide products and services to our community. The City's top five highest growth industries in the next five years are:

1. Health care and social assistance
2. Construction
3. Administration and Support
4. Utilities
5. Manufacturing

### **Planning for the future**

Throughout budget development great emphasis was placed by the team towards:

- Major infrastructure investments with organizational restructuring with additional staffing in General Services
- Increasing General Fund reserves to allow for being nimble on grants
- The city's first general fund allocation towards street repairs of \$2million and \$4million in respective budget years
- Buildup of reserve funds for facility and fleet replacement
- Coming out of the pandemic the city will be increasing a focus on the community with many new programs and events
- Placing a focus on economic development such as the Business Attraction Incentive Program preserving and enhancing public safety

# Budget Development and Objectives

## **Budget Process**

The City's fiscal year is July 1 through June 30. This year's budget process began in January with a kick-off meeting for departmental budget teams and the preparation of a presentation to Council in May requesting direction regarding the overall budget process and what Council desires to see as it relates to the budget request. In consideration of the financial forecast, staff requested and Council agreed to receive the budget and the related costs to provide the services. While efforts are made to control costs, costs for the existing personnel, supplies and services increase over time. This results in incremental increases based on both labor agreements and market conditions that impact prices.

To establish the budget, the Finance Division prepared a budget submittal document that provides departments with the information of previous fiscal years' budget and actual amounts, including the mid-year status of FY22/23, as well as the template for the department and fund descriptions. An examination of budget expenditures prior to the pandemic were also examined. The Finance Division also updated the labor costs and provided that information for the budget development.

The City's biennial budget process includes the Capital Improvement Plan and the Operating Budget, which are developed and submitted for Council approval in alternating years. This provides for additional work capacity for departments to focus on the development of their budgets. Departments prepare budgets for the funds and divisions within their departments. This budget updates the costs of maintaining service and staffing levels into the new biennial budget. The budget also includes the updated estimates of revenues and other financing sources.

After thorough vetting amongst department directors and the City Manager, proposed budgets are prepared and transmitted to the Finance Committee, Mayor and City Council and posted publicly prior to the budget presentation. The Finance Committee comprised of two City Council members reviews the budget and makes recommendations to the entire City Council on the budget. The Mayor and Council then review the proposed operating budget in public meetings. The budget is formally adopted by a vote of City Council on or before June 30 of each year. Any changes to the proposed budget, as considered and approved by the City Council during budget hearings, are included in the Adopted Budget document.

Subsequent budget amendments throughout the fiscal year are submitted to Council for approval by resolution. The City Council approves appropriations at the fund level which limits the fund may not spend more than was appropriated in aggregate for the entire fund.

## **Basis of Budgeting**

The City of Citrus Heights uses a modified accrual basis of accounting in preparing the budget for governmental funds. This is consistent with the basis of accounting used for the Annual Comprehensive Financial Report (ACFR).

Under the modified accrual basis, revenues are recognized when measurable and available. The City considers all revenues reported in the governmental funds to be available if the revenues are collected within 60 days after fiscal year-end. Licenses, property taxes and taxpayer-assessed tax revenues (e.g., franchise taxes, sales taxes, motor vehicle fees, etc.), net of estimated refunds and uncollectible amounts, and interest associated with the current fiscal period are all considered

susceptible to accrual and so have been recognized as revenues of the current fiscal period. Revenue from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

Expenditures are recorded when the related fund liability is incurred, except for claims and judgments, and compensated absences (which are recognized as expenditures to the extent they have matured), and principal and interest on general long-term debt.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary funds financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements are met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal year are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal year. All other revenue items are considered to be measurable and available only when cash is received by the City.

### **Budgetary Controls**

The City maintains strict budgetary controls, with the objective of ensuring compliance with legal provisions contained in the annual appropriated budgets approved by the City Council. The level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) is established at the department/function level within each fund. Budgetary controls from the Adopted Budget Resolution are formally adopted by the City Council at budget adoption, that includes controls such as Department Directors authorized to move appropriations from one object to another, within each budgetary program/division and within the same fund, provided that the total approved appropriations for a budget program and within the same fund are not exceeded.

### **Budget Strategies**

*Strategic Focus* – The City’s financial management should be strategic, reflecting the Council’s and the community’s priorities for service while providing resources that fund routine operations.

*Fiscal Control and Accountability* – The City’s financial activities should be fiscally sound and accountable to the City Council through the City Manager.

*Transparency and Clarity* – The City’s financial planning and reporting should be clear and easy to understand so that all participants, the Council, the community, and staff can productively participate in making good decisions.

*Long-term Planning* – The City’s financial planning should emphasize multi-year horizons to promote long-term planning of resource uses.

*Flexible and Cost-Effective Responses* – The City’s financial management practices should encourage a mission-driven organization that responds quickly and straightforwardly to community demands. The City’s management should flexibly respond to opportunities for better service, proactively manage revenues, and cost-effectively manage ongoing operating costs.

*Staffing Philosophy* – The City has worked towards establishing a balance between City employees and contract staff to ensure the most efficient City operations maximizing output at the lowest cost possible.

### **Management Responsibility**

The City Manager shall provide the City Council with a mid-year review of financial activities in February of each year and a mid-cycle review at the start of the second fiscal year of the biennial budget. The review will compare annual budget projections with actual results. In addition, the City Council has adopted policy parameters for the City’s fiscal management.

#### *Financial Activity Reporting*

The City’s financial activity will be reported in a variety of funds, which are the basic accounting and reporting entities in governmental accounting. The City’s accounting structure make it possible:

- To present fairly and with full disclosure the financial position and results of financial operations of the funds of the City in conformity with generally accepted accounting principles
- To determine and demonstrate compliance with finance-related legal and contractual provisions

#### *Appropriation Control*

Appropriation of fiscal resources is the responsibility of the City Council and the City Manager.

Appropriations requiring Council action are:

- Appropriation of reserves, except replacement fund reserves
- Transfers between funds
- Appropriations of any unassigned revenues (unassigned revenues are those revenues that are not associated with a particular business or service unit)
- Inter-fund loans

Appropriations requiring City Manager action are:

- Transfers within funds
- Appropriation of unbudgeted assigned revenues (assigned revenues support a specific business or service unit and allow expansion or contraction of that unit in response to demand as manifested by receipt of assigned revenues)
- Appropriation of replacement fund reserves

### *Debt Management*

The City Council has adopted a Debt Management Policy. This policy addresses short-term borrowing, long-term borrowing, and debt issuance. The policy provides guidance for ensuring that financial resources are adequate to meet short-term and long-term service objectives and that financing undertaken by the City satisfies certain clear objectives which allow the City to protect its financial resources in order to meet its long-term capital needs.

### *Investments*

The City Council annually reviews the City's Investment Policy in conformance with California Government Code. The Investment Policy addresses the objectives of safety, liquidity, and yield with respect to the City's financial assets.

### *Fees and Charges*

The City Council periodically adopts a schedule of fees and charges. The City's fees and charges are set to provide adequate resources for the cost of the program or service provided.

### *Purchasing*

The City maintains a Purchasing Policy designed to support and enhance the delivery of governmental services while seeking to obtain the maximum value for each dollar expended.

### *Financial Forecast*

The Ten-Year Financial Forecast has served as a primary budget guidance tool since the City's incorporation. The forecast is updated at least on an annual basis to project future revenue, and operating and capital expenditures.

Modest increases in General Fund revenues and expenditures have been projected for the next ten years. Several factors directly affect the City's General Fund revenue. Because the largest single source of General Fund revenue comes from sales tax, the City is especially susceptible to economic downturns. Also, the major changes in revenue generating growth are not expected to impact the General Fund forecast because 98% of the City has been developed.

## **Funds of the City of Citrus Heights**

Governmental accounting systems are organized and operated on a fund basis. A fund is a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances. Funds are used to segregate the City's financial activities in categories that attain certain objectives in accordance with special regulations, restrictions, or limitations.

The City maintains a General Fund reserve level policy of 17% of annual expenditures for general operating needs and the City Manager has a goal of maintaining an additional 8% for a total of 25% to help buffer against economic uncertainties, allow for the City to be opportunistic on pursuing grants through having matching funds available, to address an unforeseen need and to provide the opportunity to have reserve funds beyond the minimum policy set aside if there was a particular community priority the Council wished to address that required additional investment. The reserve may dip below the City Manager recommended goal of 25% to address a particular situation as described above with the intent of bringing the reserve back to 25% in future years. This budget sustains and exceeds these reserve levels, based upon the revenue and expenditures projected. Healthy reserve balance funding is a core pillar of fiscally prudent policies to ensure service delivery

is continued in both good and bad economic cycles, and to allow a city to be opportunistic when appropriate.

### **Summary of All City Funds**

The City's accounts are organized and operated on a fund basis. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts recording assets, liabilities, fund balances, revenues, and expenditures.

The City has the following fund type categories:

#### ***Governmental Fund Types***

The governmental funds include the General, Capital Projects, Debt Service, and Special Revenue Funds. Governmental Funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. The majority of funding for City operations is derived from the General Fund. The following reserves and funds have been established:

- *General Fund Reserve* - The purpose of this reserve is to (a) stabilize the City's fiscal base for anticipated fluctuations in revenues/expenditures, (b) fund facility renovation/replacement through the Replacement Fund, and (c) to cover if there is a revenue shortfall of 17% or greater of budgeted revenues
- *Capital Improvement Fund* - The budget for capital funds is reviewed by the City Council as part of the five-year Capital Improvement Program (CIP). Capital improvement projects for FY23/24 and FY24/25 are included in this budget.
- *Special Revenue Fund* - The purpose for this fund is to account for proceeds of specific revenue sources that are restricted to expenditures for specified purposes

#### ***Proprietary Fund Types***

The proprietary funds, which include the Enterprise and Internal Service Funds, are used to account for the City's business-type activities. Proprietary funds are reported using the economic resources measurement focus and the full accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

- *Enterprise Funds* - used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The City has one enterprise fund.

The "Summary of All City Funds" schedule on the following section groups the City's funds into four classifications:

- General Fund

- Capital Funds
- Special Revenue Funds
- Enterprise Fund

This section provides a financial overview of all City funds by fund type. It presents the total available resources and total use of resources, including beginning and ending fund balances, revenues, and expenditures, operating transfers in, and operating transfers out.



**All City Funds Financial  
Summary**

## Summary of All City Funds

Table 1- FY23/24 All City Funds

	<i>General Fund</i>	<i>Enterprise Fund</i>	<i>Special Revenue Funds</i>	<i>Capital Funds</i>	<i>All City Funds Total</i>
<b><u>Revenues</u></b>					
Property Tax	7,404,484	-	-	-	7,404,484
Sales Tax	14,451,807	-	-	-	14,451,807
Utility Users Tax	2,600,000	-	-	-	2,600,000
Other Tax/Assessment Revenue	450,000	784,392	-	-	1,234,392
Franchise Fees	1,380,000	-	-	-	1,380,000
Business License	299,520	-	-	-	299,520
Licenses and Permits	1,507,032	-	4,465,175	-	5,972,207
Motor Vehicle In Lieu	11,026,823	-	-	-	11,026,823
Gas and Road Tax	-	-	7,041,128	-	7,041,128
Use of Money	125,000	164,800	-	-	289,800
Fines and Forfeitures	769,453	-	-	-	769,453
Charges for Service	1,114,868	145,696	2,060	-	1,262,624
Other Revenues	2,008,284	60,206	3,425,817	1,895,159	7,389,466
Transfers In	-	-	96,321	8,346,500	8,442,821
<b>Total Revenues</b>	<b>\$ 43,137,271</b>	<b>\$ 1,155,094</b>	<b>\$ 15,030,501</b>	<b>\$ 10,241,659</b>	<b>\$ 69,564,525</b>
<b><u>Expenditures</u></b>					
Legislative	160,165	-	-	-	160,165
City Manager's Office	1,106,673	-	-	-	1,106,673
Economic Development & Community Engagement	1,030,580	260,710	1,297,129	-	2,588,419
Administrative Services	8,856,866	-	-	-	8,856,866
Police	22,638,821	-	948,727	-	23,587,548
General Services	3,275,173	1,187,660	11,154,284	8,992,500	24,609,617
Community Development	1,624,770	-	1,608,944	-	3,233,714
Revenue Neutrality	-	-	-	-	-
Transfers Out	1,110,000	-	866,000	-	1,976,000
<b>Total Expenditures</b>	<b>\$ 39,803,048</b>	<b>\$ 1,448,370</b>	<b>\$ 15,875,083</b>	<b>\$ 8,992,500</b>	<b>\$ 66,119,001</b>

Table 2 – FY24/25 All City Funds

	<i>General Fund</i>	<i>Enterprise Fund</i>	<i>Special Revenue Funds</i>	<i>Capital Funds</i>	<i>All City Funds Total</i>
<b><u>Revenues</u></b>					
Property Tax	7,732,501	-	-	-	7,732,501
Sales Tax	14,763,725	-	-	-	14,763,725
Utility Users Tax	2,650,000	-	-	-	2,650,000
Other Tax/Assessment Revenue	468,000	807,924	-	-	1,275,924
Franchise Fees	1,430,000	-	-	-	1,430,000
Business License	300,293	-	-	-	300,293
Licenses and Permits	1,551,940	-	4,234,427	-	5,786,367
Motor Vehicle In Lieu	11,515,311	-	-	-	11,515,311
Gas and Road Tax	-	-	7,246,419	-	7,246,419
Use of Money	130,000	169,744	2,500	-	302,244
Fines and Forfeitures	824,387	-	-	-	824,387
Charges for Service	1,175,824	150,066	2,122	-	1,328,012
Other Revenues	2,067,041	62,012	3,368,185	777,827	6,275,065
Transfers In	-	-	6,511	22,353,730	22,360,241
<b>Total Revenues</b>	<b>\$ 44,609,022</b>	<b>\$ 1,189,746</b>	<b>\$ 14,860,164</b>	<b>\$ 23,131,557</b>	<b>\$ 83,790,489</b>
<b><u>Expenditures</u></b>					
City Council	161,780	-	-	-	161,780
City Manager's Office	1,172,226	-	-	-	1,172,226
Economic Development & Community Engagement	1,451,755	268,531	1,336,045	-	3,056,331
Administrative Services	9,320,084	-	-	-	9,320,084
Police	23,457,902	-	974,708	-	24,432,610
General Services	2,970,890	1,303,100	12,061,955	21,973,730	38,309,675
Community Development	1,654,793	-	1,478,387	-	3,133,180
Transfers Out	1,110,000	-	812,180	-	1,922,180
<b>Total Expenditures</b>	<b>\$ 41,299,430</b>	<b>\$ 1,571,631</b>	<b>\$ 16,663,275</b>	<b>\$ 21,973,730</b>	<b>\$ 81,508,066</b>

## Overview – General Fund

The Fiscal Year 2023-24 General Fund budget anticipates revenue of \$43,137,271 to fund expenditures of \$39,803,048 with the remaining \$3,334,223 funding the General Fund reserve.

For Fiscal Year 2024-25, General Fund revenue is projected to be \$44,609,022. General Fund expenditures for Fiscal Year 2024-25 are projected to be \$41,299,430. It is anticipated that General Fund reserves will increase by \$3,309,592. All revenue and expenditure projections for Fiscal Year 2024-25 will be updated and presented at the mid-cycle review in 2024.

*Table 3 -FY23/24 General Fund Overview*

	Amended Budget FY22/23	Adopted Budget FY23/24	Change from FY22/23 Amended Budget	% Change
Revenue	\$43,719,157	\$43,137,271	\$(581,886)	(1.33) %
Expenditures	\$38,366,847	\$39,803,048	\$1,436,201	3.74%
Net Surplus/(Loss)	\$4,824,477	\$3,334,223		

*Table 4 – FY24/25 General Fund Overview*

	Adopted Budget FY23/24	Adopted Budget FY24/25	Change from FY23/24 Budget	% Change
Revenue	\$43,137,271	\$44,609,022	\$1,471,751	3.41%
Expenditures	\$39,803,048	\$41,299,430	\$1,496,382	3.76%
Net Surplus/(Loss)	\$3,334,223	\$3,309,592		

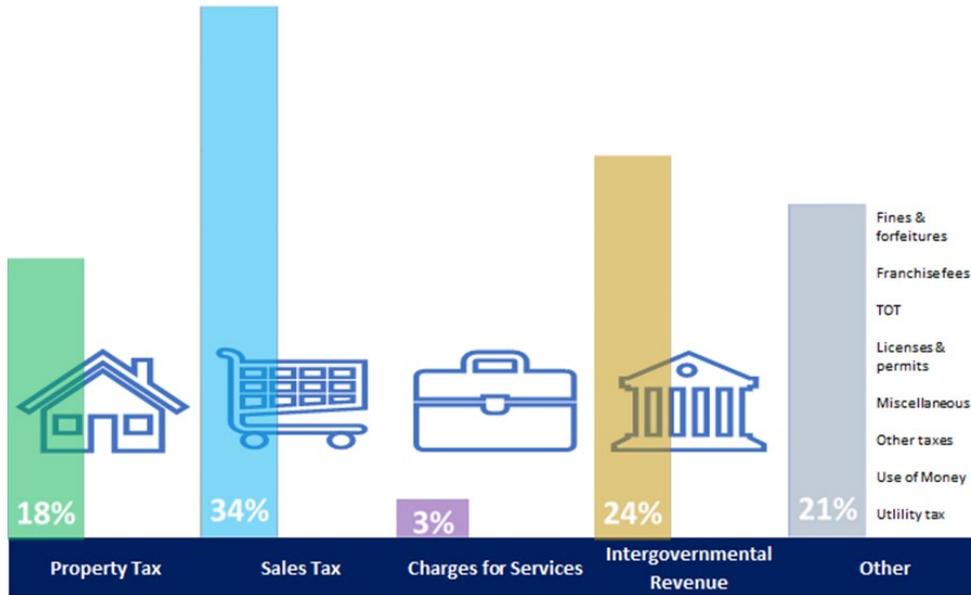
Table 5 - General Fund Summary

	FY 22/23 Amended Budget	FY23/24 Adopted Budget	FY24/25 Adopted Budget
<b>Revenues</b>			
Property Tax	\$ 6,445,000	\$ 7,404,484	\$ 7,732,501
Sales Tax	13,800,000	14,451,807	14,763,725
Utility Users Tax	2,850,000	2,600,000	2,650,000
Franchise Fees	1,245,000	1,380,000	1,430,000
Other Tax Revenue	388,000	450,000	468,000
Business License	300,950	299,520	300,293
Licenses and Permits	1,532,950	1,507,032	1,551,940
Motor Vehicle in Lieu	9,623,877	11,026,823	11,515,311
Use of Money	50,000	125,000	130,000
Fines & Forfeitures	1,002,602	769,453	824,387
Charges for Service	1,132,459	1,114,868	1,175,824
Line of Credit Draw		-	
Other Revenues	4,820,486	2,008,284	2,067,041
<b>Total Revenues</b>	<b>\$ 43,191,324</b>	<b>\$ 43,137,271</b>	<b>\$ 44,609,022</b>
<b>Expenditures</b>			
<u>Legislative</u>			
City Council	\$ 144,118	\$ 160,165	\$ 161,780
<u>City Manager's Office</u>			
City Manager	708,008	520,335	516,799
City Attorney	318,270	327,800	337,700
City Clerk	293,564	258,538	263,627
Elections	51,000	-	54,100
Total	1,370,842	1,106,673	1,172,226
<u>Economic Development &amp; Community Engagement</u>			
Economic Development	559,463	1,010,580	1,014,126
History & Arts	20,000	20,000	20,000
Total	579,463	1,030,580	1,034,126
<u>Administrative Services</u>			
Human Resources	716,670	729,712	743,807
Information Services	1,097,371	1,602,947	1,704,137
Risk Management	2,460,950	2,640,797	2,736,167
Finance	973,239	957,510	985,723
Non-Departmental	2,766,908	2,925,900	3,150,250
Total	8,015,138	8,856,866	9,320,084
<u>Police</u>			
Police Operations	22,182,196	21,971,140	22,778,654
Animal Control	771,165	667,681	679,248
Total	\$ 22,953,361	\$ 22,638,821	\$ 23,457,902
<u>General Services</u>			
Engineering	488,912	637,363	637,287
Facility Management	741,149	836,894	846,106
Fleet Management	174,458	736,655	739,709
Community Events*	239,031	330,108	417,629
Community Center - Operations	685,427	696,193	709,678
Sylvan Community Center	23,152	20,430	20,580
Sayonara Community Center	19,656	17,530	17,530
Total	\$ 2,371,785	\$ 3,275,173	\$ 3,388,519
<u>Community Development</u>			
Housing	86,420	100,333	83,626
Planning	651,869	517,158	536,042
Building Inspection	979,664	994,579	1,022,425
Planning Commission	17,186	12,700	12,700
Total	\$ 1,735,139	\$ 1,624,770	\$ 1,654,793
Transfers Out	\$ 1,197,000	\$ 1,110,000	\$ 1,110,000
<b>Total Expenditures</b>	<b>\$ 38,366,846</b>	<b>\$ 39,803,048</b>	<b>\$ 41,299,430</b>
Operating Surplus/(Shortfall)	\$ 4,824,478	\$ 3,334,223	\$ 3,309,592

# General Fund Revenue

The City’s staff develops revenue estimates with input from outside expert opinion from a variety of sources that include the City’s sales tax and property tax consultants HdL Coren & Cone (HdL), and Sacramento County. The baseline assumptions incorporate these various information sources and analytical methods and take into account national, state, and local economic conditions as well as legislative and development factors.

Table 6 - General Fund Revenue Sources



The General Fund has several revenue sources, including five (5) major categories: Sales Tax, Property Tax, Utility Users’ Tax, Intergovernmental Revenue (Motor Vehicle in lieu) and Licenses and Permits. Together, these five (5) categories amount to over 82% of total General Fund Revenues. In total, General Fund revenues are expected to be \$43.1 million in FY23/24 and \$44.6 million in FY24/25. A Master Fee Schedule update was prepared in FY22/23. The fee schedule update will allow the City to continue its practice of recovering costs at the Council-approved levels. Table 7 on the following page shows the various revenue sources for the General Fund and their relative percentage of total revenue.

Table 7- FY23/24 General Fund by Category

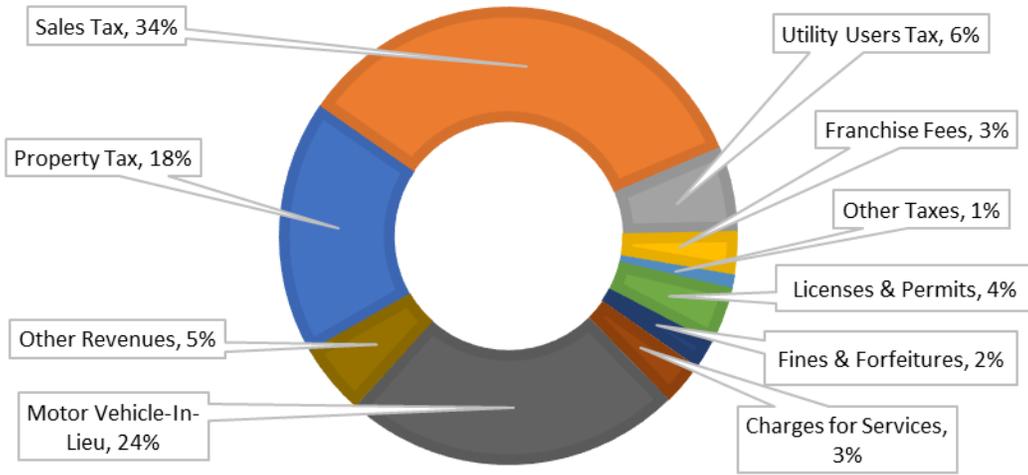
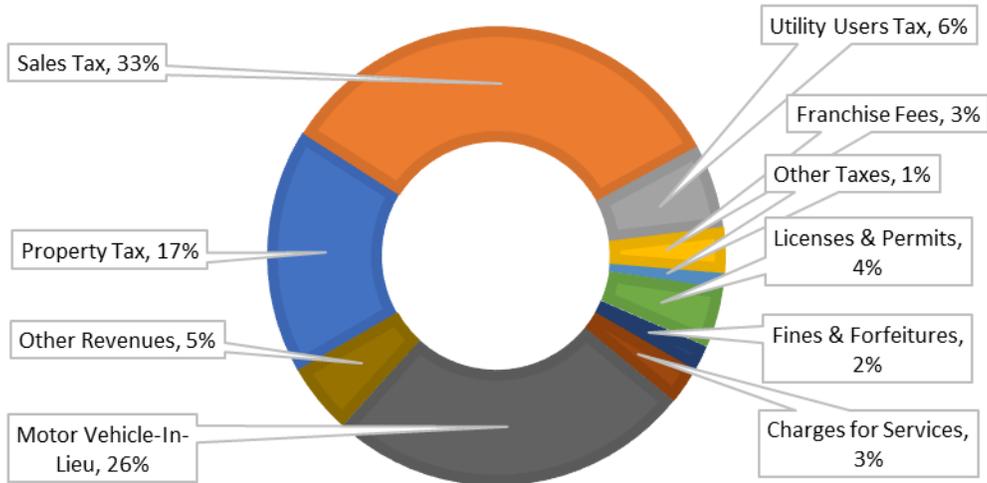


Table 8 - FY24/25 General Fund by Category

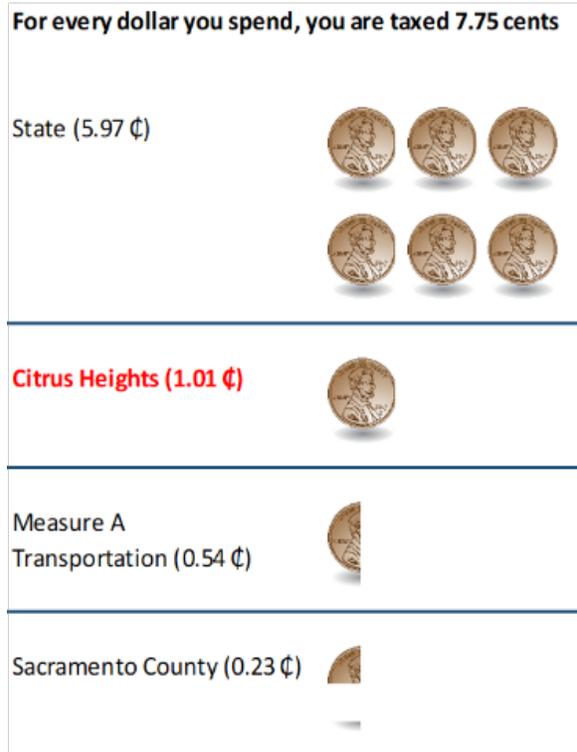


**Taxes and Franchises**

Sales tax accounts for approximately 34% of the General Fund's annual operating revenues, making it the largest source of revenue. Based upon local economic trends and forecasts, it is projected that sales tax revenue will total \$14.4 million, which is \$154,057 less than the amended FY23/24 and an additional \$311,918 in FY24/25.

**Intergovernmental**

Intergovernmental predominately includes Motor Vehicle-in-Lieu (Vehicle License Fee): Established in 1935 as a uniform statewide tax, the Vehicle License Fee (VLF) is a tax on the ownership of a registered vehicle in place of taxing vehicles as personal property. By law, all revenues from the VLF fund city and county services, but the state legislature controls the tax rate and the allocation among local governments. In 2004, the Legislature permanently reduced the VLF tax rate and eliminated state general fund backfill to cities and counties. Instead, cities and counties now receive additional transfers of property tax revenues in lieu of VLF. The property tax-in-lieu of VLF amount changes annually based on each agency's gross taxable value and is projected to come in same as in FY23/24 with an additional \$488,488 in FY24/25.



**Property Tax**



The City is a “no/low property tax” jurisdiction, receiving only 8.4 cents from every property tax dollar paid. The City began receiving property tax in 2023. Most of the property tax paid by the City's residents goes to the County of Sacramento, San Juan Unified School District, the Sacramento Metropolitan Fire District (Sac Metro Fire), and community college districts. Property tax is the third largest

General Fund revenue source, representing about 17% of General Fund revenues. This category is projected to experience a net taxable value increase of \$85,136 for the FY23/24 and an additional \$328,017 in FY24/25.

**Licenses and Permits**

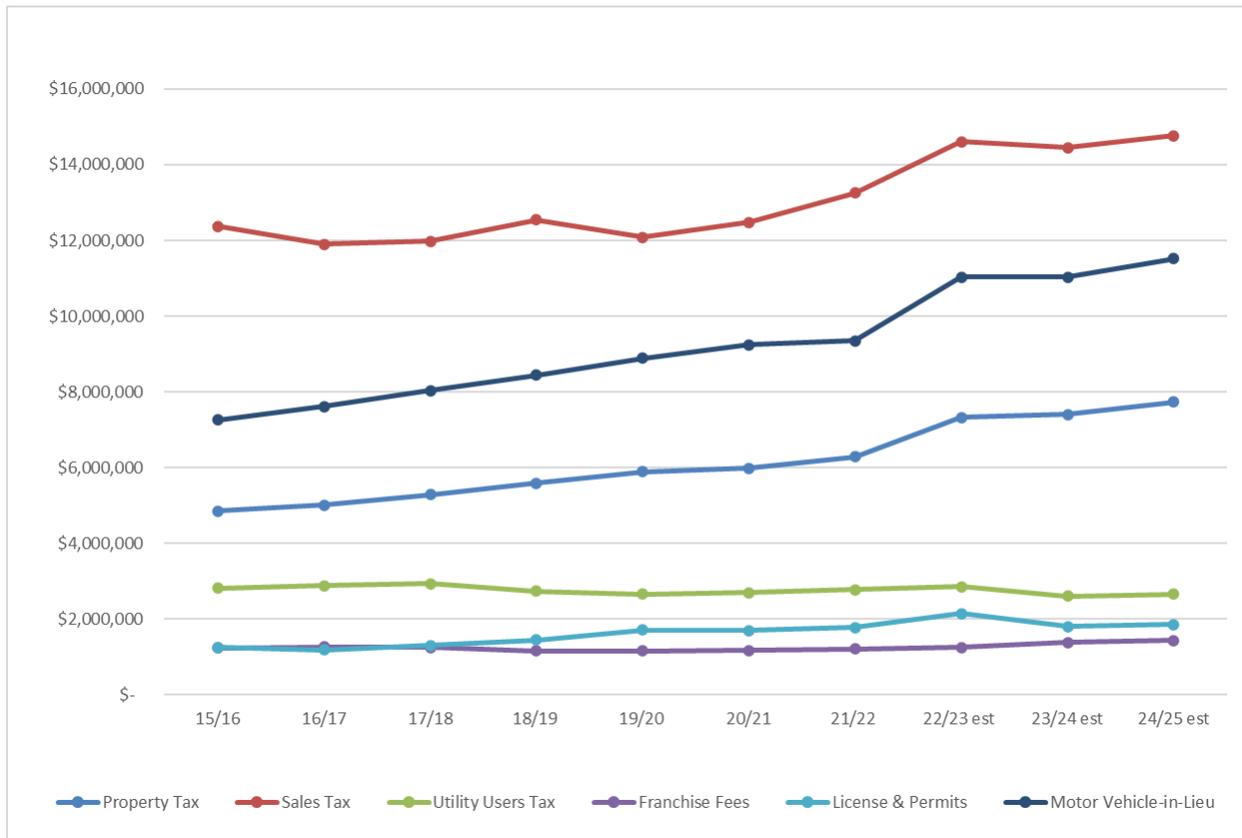
Licenses and Permits include building permits, zoning permits, plan checks, and other home improvement permits. The City issues these licenses to ensure that activities being carried out within the City to comply with local laws, regulations, and safety standards. Revenue from licenses and permits is projected at \$1.5 million in FY23/24 and an additional \$44,908 in FY24/25.

**Other Revenues**

Other revenues account for approximately 5% of the General Fund income and consist of various sources, including Fines and Forfeitures, Use of Money, Revenues from Other Agencies, Fees for Services, State Grants, Cost Reimbursements, and Interest Income. The category is anticipated to decrease by \$2,812,202 in FY23/24 compared to FY22/23 amended budget and decrease by \$58,757 in FY24/25 compared to FY23/24. The decreases are primarily due to one-time revenues in FY22/23, such as adopted allocation ARPA funds to restore Police Department staffing to pre-pandemic levels. The projections for FY23/24 and FY24/25 align more with the actual revenues of the previous fiscal years, excluding the one-time revenues in FY22/23.

The table below provides an overview of each major revenue category, with a comparison of prior year actuals to the adopted FY23/24 budget and the adopted FY24/25 budget.

*Table 9 - Revenue Trends*



## General Fund Expenditures

Based on the City’s strategic priorities and guiding principles established, the FY23/24 & FY 24/25 Biennial Budget was developed using thoughtful and fiscally prudent balancing measures to provide exceptional services to our community and increase contributions for infrastructure improvements.

The General Fund has an operating budget of \$39,803,048 for FY23/24 and \$41,299,430 for FY24/25. This amount includes \$38,693,048 in ongoing expenditures and \$1,110,000 from transfers-out for FY23/24 and \$40,189,430 in ongoing expenditures and \$1,110,000 from transfers-out for FY24/25. This amount funds the daily, ongoing operations of the City, including public safety, Community Development, Economic Development and Community Engagement, Public Works maintenance, animal care/control, debt service, as well as various City services and functions that contribute to the day-to-day operations of the City. The Transfers Out category includes operating transfers to the Replacement Fund for building maintenance, equipment and fleet replacement and technology replacement.

The FY23/24 General Fund planned expenditures will increase by \$1,436,201 or 3.74% in FY23/24 compared to the FY22/23 Adopted Budget, and \$1,496,382 or 3.76% in FY24/25 compared to FY23/24 budget for the General Fund. The increases take into account the normal cost of living adjustment, merit increases, and operational increases for the FY23/24 & FY24/25 biennial budget. As a best practice the Financial Forecast takes into account a 4.5% inflationary factor when projecting future trends. Staff maintained nominal increases below what is forecasted in the long-range planning forecast model.

The summary of General Fund Expenditures is included on Table 10.

*Table 10 - General Fund Expenditures Summary*

GENERAL FUND EXPENDITURES	FY23/24	FY24/25
Salaries and Benefits	\$27,385,943	\$28,444,095
Maintenance and Operations	\$11,307,105	\$11,745,335
Transfers Out	\$1,110,000	\$1,110,000
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$39,803,048</b>	<b>\$41,299,430</b>

Table 11 - FY 23/24 General Fund Expenditures by Department

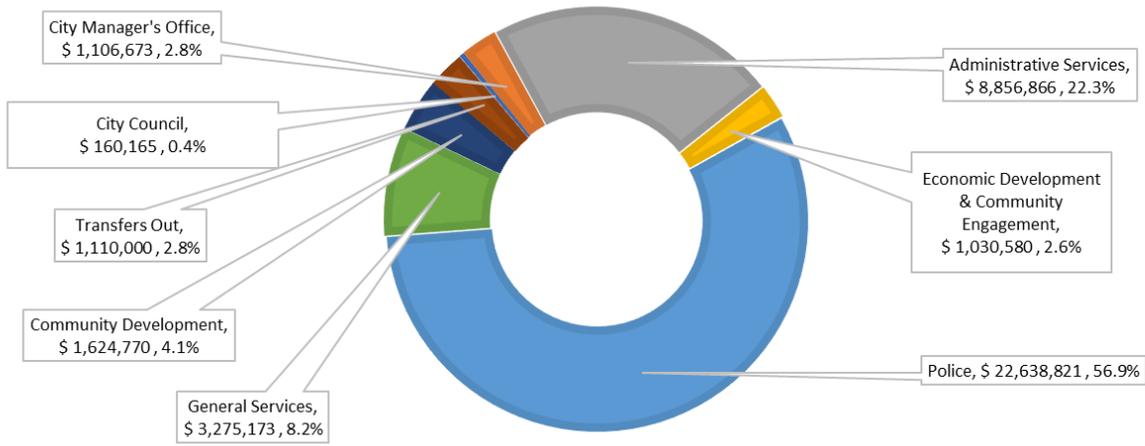
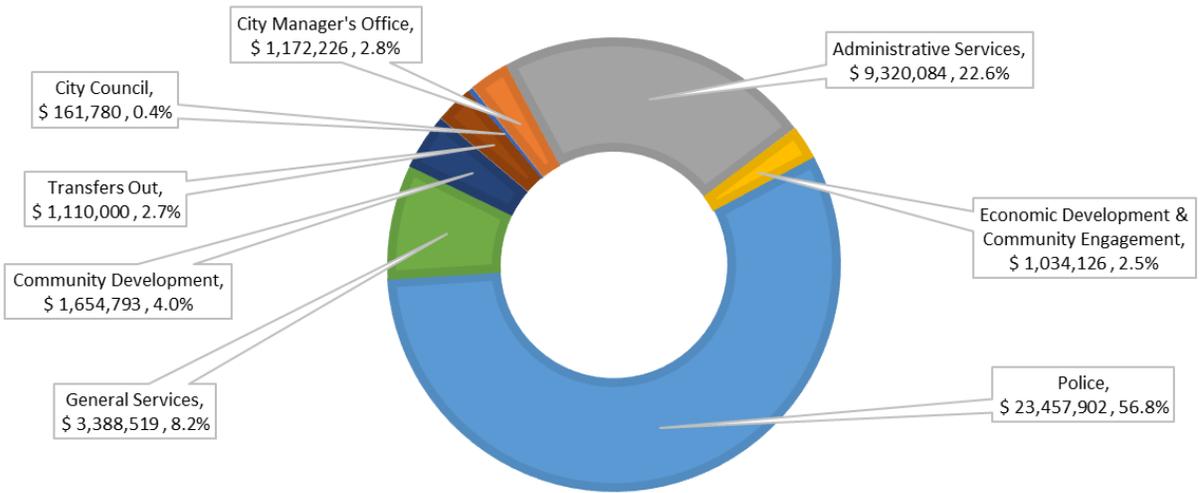


Table 12 - FY 24/25 General Fund Expenditures by Department



Despite continued increases in maintenance and operating costs, the City has ensured the most cost-effective expenditures to offset rising costs. The following highlights summarize the City’s spending plan for the General Fund for FY23/24 & FY24/25.

**Position Changes**

The total cost of the net half (.5) General Fund additional positions identified below is approximately \$35,000 in FY 2023-24 and an additional \$2,500 in FY24/25. The City had 210.25 authorized, full-time equivalent (FTE) positions approved for FY22/23. Table 13 shows the number of authorized positions by department for the Amended FY22/23 and for FY23/24 & FY24/25 as shown, a total of half (.5) full-time position addition. The changes are to enable the City to achieve optimal service levels in areas that reflect the community’s current and foreseeable needs and priorities.

The team came together to holistically assess operational needs at the city-wide level and determined there was a greater need within General Services to achieve city infrastructure goals. The following position reorganization and the resulting fiscal impact have been included in the budget.

*Table 13 - Position Changes*

Dept	Position	Change	FTE
CDD	Planning Manger	Reallocate to new GSD position	-1.0
CDD	Assistant Planner	Reallocate to new GSD position	-1.0
PD	Code Enforcement Officer	Reclass to Dispatcher I/II	NA
PD	Police Officer (temp grant funded)	Reclass half Community Services Officer to Full Time	-0.5
GSD	Facility and Grounds Manager	Reallocated to New GSD position	-1.0
GSD	Operations Manager	Reallocated to New GSD position	-1.0
GSD	Program Assistant	Reallocated to New GSD position	-1.0
GSD	Principal Engineer	New	1.0
GSD	Associate Civil Engineer	New	1.0
GSD	Fleet and Facility Supervisor	New	1.0
GSD	Event and Community Center Supervisor	New	1.0
GSD	Program Technician (2)	New	2.0
<b>Total Impact to FTE positions</b>			<b>0.5</b>

*Table 14 - Staffing Changes by Department*

Department	FY 2022-23 Amended	Additions	Deletions	FY 23/24 & FY 24/25
City Manager’s Office	5.00	0.00	0.00	5.00
Administrative Services	17.00	0.00	0.00	17.00
Community Development	15.00	0.00	-2.00	13.00
General Services	22.75	4.00	0.00	26.75
Economic Development and Community Engagement	3.00	0.00	0.00	3.00
Police Department	147.50	0.50	-2.00	146.00
<b>TOTAL</b>	<b>210.25</b>	<b>4.50</b>	<b>-4.00</b>	<b>210.75</b>

More detail, shown on Tables 26 through 28 in the budget book, lists each position by classification and by department and compares prior years with the FY23/24 & FY24/25 adopted Budget. In addition, each department has an organizational chart showing where the various positions are allocated by functional area.

### **CalPERS Pension Contributions**

CalPERS pension costs continue to rise. However, CalPERS updated their return on investments projection which led to favorable results for the City. CalPERS reported a preliminary 21.3% Investment Returns for FY20/21, that exceeded the adopted investment return of 7.00% for an excess return of 14.3%. The stronger return resulted in the CalPERS Funding Risk Mitigation policy to reduce the expected volatility of future investment returns that corresponds to a reduction in the discount rate of 0.20%, from 7.00% to 6.8% for FY23/24. Due to these factors, the General Fund will experience a smaller increase of \$200,000 in FY23/24 and FY24/25.

The *Classic* CalPERS designated employee segment continues to shrink over time which results in a higher ratio of lower cost *PEPRA* designated employees. As a newly incorporated city, Citrus Heights is in a more favorable position compared to other municipalities. This shift will reduce long term pension liability, continuing to improve the City's fiscal position.

### **Other Post-Employment Benefits (OPEB)**

OPEB are the benefits, other than pension distributions, that employees may begin to receive from their employer once they retire. Other post-employment benefits at the City include health insurance contributions. In FY22/23, the City budgeted to contribute \$245,000 to the OPEB Section 115 trust. According to the actuarial reports the projected amounts to be funded are \$250,000 for FY23/24 and FY24/25.

### **Information Services**

Previous budgets, software and communications expenditures were charged to respective departments. In an effort to streamline and provide optimal services, communications and software expenses have been combined into one budget within information technology division. While the division shows an increase, it is important to note this is a reallocation of funds with moderate fiscal impact of annual projected maintenance increases. Consolidating software also allows for greater management controls.

### **Community Engagement**

As a relatively new department, expenditures included reallocation of community grants previously from non-departmental division and new marketing and promotion initiatives to include, two new city-wide mailers and neighborhood association promotions.

### **American Rescue Plan Act**

The funding provided under American Rescue Plan Act (ARPA) provided an opportunity for state and local governments to make strategic pandemic recovery investments, enhance financial stability, and cover temporary operating shortfalls until economic conditions and operations normalize. The City of Citrus Heights was allocated \$15,676,972 in American Rescue Plan Act (ARPA) funding. The City

received the first ARPA payment of \$7,838,486 from the U.S. Treasury in May 2021. The final ARPA payment of \$7,838,486 was received on June 6, 2022. To date, the City Council has appropriated \$13,037,121 and there is currently \$2,639,851 of ARPA funding available for the City Council's consideration. Table 15 below highlights the appropriated funds and FY23/24 request for two programs to Rehire Public Safety to pre-pandemic levels and fleet replacement allocation.

Table 15 - ARPA Approved Committed Funds

<b>ARPA Approved Committed Funds</b>			
Total Award		\$ 15,676,972	
	Committed	Actual thru 4/30/23	Running Balance
6/24/2021 Rehire Public Safety staff to pre-pandemic levels FY 21/22	\$ 2,541,434	\$ 1,570,105	\$ 14,106,868
6/24/2021 Rehire Public Safety staff to pre-pandemic levels FY 22/23	\$ 2,811,775	\$ 1,485,062	\$ 11,295,093
1/13/2022 Small Business COVID Recovery Grant	\$ 320,000	\$ 281,111	\$ 11,013,982
6/23/2022 Beautification Crew Pilot Program +	\$ 875,000	\$ 137,403	\$ 10,138,982
6/23/2022 Police Fleet Vehicles & Equipment	\$ 1,400,000	\$ 286,198	\$ 8,738,982
6/23/2022 Public Safety Communications Center Critical Needs	\$ 600,000	\$ 67,927	\$ 8,138,982
6/23/2022 Block Party Trailer - Economic Development+	\$ 50,000	\$ 22,377	\$ 8,088,982
9/22/2022 Community Projects Grant Program**+	\$ 50,000		\$ 8,038,982
10/27/2022 I.T. Critical, Major Projects; Execute Contract Tyler Technologies+	\$ 1,198,350	\$ 186,564	\$ 6,840,632
12/8/2022 Infrastructure Financing Strategies for Sunrise Tomorrow+	\$ 40,000	\$ 13,279	\$ 6,800,632
1/26/2023 Patriotic Event+	\$ 80,000		\$ 6,720,632
2/23/2023 Cares Community Pride and Cleanliness Campaign+	\$ 47,000		\$ 6,673,632
3/23/2023 Business Attraction Incentive Program**+	\$ 1,000,000		\$ 5,673,632
4/27/2023 Sound Wall Beautification+	\$ 155,000		\$ 5,518,632
5/11/2023 Proposed Grant Strategy+	\$ 60,000		\$ 5,458,632
5/25/2023 FY23/24 Rehire Public Safety staff to pre-pandemic levels	\$ 2,396,381		\$ 3,062,251
5/25/2023 FY23/24 Fleet Replacement	\$ 400,000		\$ 2,662,251
6/8/2023 Community Project Grant Round 2 **+	\$ 22,400		\$ 2,639,851
	Spent	\$ 4,050,025	
	Remaining Committed	\$ 8,987,096	
	Current Balance	\$ 2,639,851	
+ City Council Strategic Objective			
* dependent on successful award of grant			
** dependent on program subscription			

### **Other Changes**

Increase in professional services of \$60,000 for annexation consultant contract in FY23/24 and \$80,000 in funding for Stars and Stripes event in FY24/25.

### **Transfers Out**

Annual transfers to replacement fund in the amount of \$1,110,000 for FY23/24 and FY24/25 are: Building Maintenance improvements - \$210,000, Equipment Replacement program - \$350,000, Information Technology – equipment/software replacement - \$150,000, and Fleet Replacement of \$400,000.

# Financial Forecast

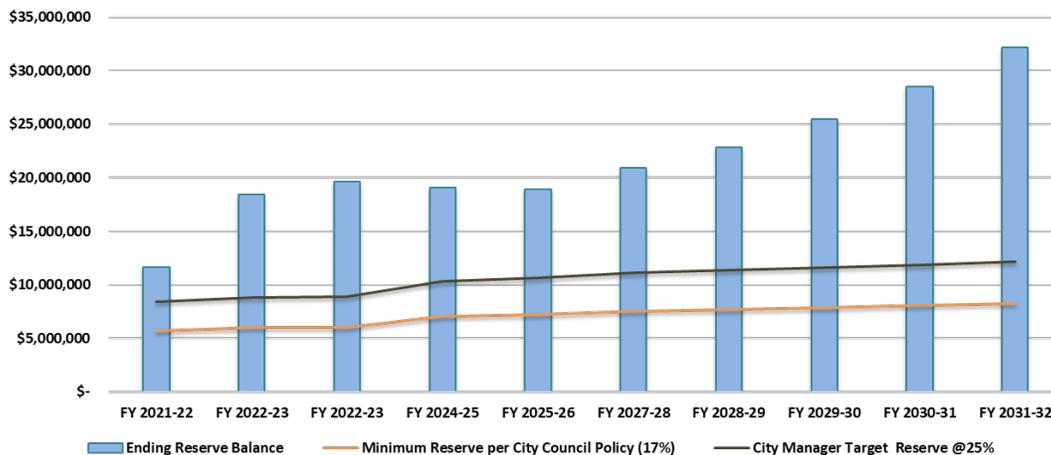
Below is the updated financial forecast chart identifying unassigned fund balance changes based upon the budget and projections going forward based on historical trends. Council and staff have worked diligently to ensure that the City’s long-term fiscal health is our focus. It is important that we, as a city, continue to look at the long-term impacts of short-term decisions.

Table 16 - General Fund Financial Forecast

	FY 2021-22 Actual	FY 2022-23 Budget	Budget FY 2022-23 Jan Forecast	FY 2023-24 Proposed	FY 2024-25 Proposed	FY 2025-26 Projected	FY 2026-27 Projected	FY 2027-28 Projected	FY 2028-29 Projected	FY 2029-30 Projected	FY 2030-31 Projected	FY 2031-32 Projected
<b>Beginning Reserve Balance (Unassigned/Committed)</b>	8,419,923	11,643,475	11,643,475	19,653,846	19,784,450	19,094,043	18,929,343	19,496,723	20,881,611	22,869,954	25,450,476	28,509,944
<b>TOTAL REVENUE</b>	36,889,329	42,135,122	43,565,443	43,137,271	44,609,022	46,268,391	47,954,367	49,748,385	51,351,510	52,967,074	54,533,691	56,264,071
<b>TOTAL OPERATING EXPENDITURES</b>	33,665,777	35,355,072	35,555,072	39,803,048	41,299,430	42,433,091	43,386,987	44,363,497	45,363,167	46,386,552	47,474,223	48,596,765
<b>Net Operating Position</b>	3,223,552	6,780,050	8,010,371	3,334,223	3,309,592	3,835,300	4,567,381	5,384,888	5,988,343	6,580,522	7,059,468	7,667,306
ARPA STREET REPAIRS Auburn Blvd - Phase 2 Match				2,796,381 2,000,000 4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
<b>Ending Reserve Balance</b>	\$ 11,643,475	\$ 18,423,525	\$ 19,653,846	\$ 19,784,450	\$ 19,094,043	\$ 18,929,343	\$ 19,496,723	\$ 20,881,611	\$ 22,869,954	\$ 25,450,476	\$ 28,509,944	\$ 32,177,250
Minimum Reserve per City Council Policy (17%) Over(under) Reserve Target	\$ 5,723,182 5,920,293	\$ 6,010,362 12,413,163	\$ 6,044,362 13,609,484	\$ 6,766,518 13,017,932	\$ 7,020,903 12,073,140	\$ 7,213,625 11,715,717	\$ 7,375,788 12,120,936	\$ 7,541,795 13,339,817	\$ 7,711,738 15,158,216	\$ 7,885,714 17,564,763	\$ 8,070,618 20,439,326	\$ 8,261,450 23,915,800
City Manager Target Reserve @25% Over(under) Reserve Target	8,416,444 3,227,031	8,838,768 9,584,757	8,888,768 10,765,078	9,950,762 9,833,689	10,324,857 8,769,185	10,608,273 8,321,070	10,846,747 8,649,977	11,090,874 9,790,737	11,340,792 11,529,163	11,596,638 13,853,838	11,868,556 16,641,388	12,149,191 20,028,059

As can be seen in Table 17, the General Fund reserve balance is projected to exceed the required Council Policy of maintaining a reserve equal to 17% of General Fund expenditures. The General Fund reserve is also forecasted to meet or exceed the City Manager’s target of a 25% General Fund reserve balance.

Table 18 - Projected General Fund Reserve Balance



Fund Balance percentage is not the only important indicator of the City’s fiscal health, it is also important to keep at the minimum reserve level that is manageable and address in future budget years as revenues and expenditures become more accurate.

## Non-General Funds

Non-General Funds are used to account for the proceeds of specific revenue sources allocated to expenditures for specified purposes. The City uses two types of these funds: Special Revenue and Enterprise Funds.

**Special Revenue Funds** are used to account for the proceeds of specific revenue sources (other than expendable trusts and major capital projects) that are legally restricted to expenditures for specified purposes.

*Transit Fund:* This fund accounts for the revenue and expenses associated with the administration and maintenance of city-wide transit services in conjunction with the Sacramento Regional Transportation Authority (RT).

*Stormwater Drainage Fund:* This fund accounts for the revenues and expenses associated with the administration and coordination of stormwater drainage activities.

*Street Maintenance:* These funds account for Transportation Development Act (TDA), Gas Tax, SB1 (Road Repair and Accountability Act) and Measure A Street Maintenance funds. It represents the revenues and expenses associated with the maintenance and improvement of the City's roads and street landscaping.

*Code Enforcement:* This fund accounts for the revenues and expenses associated with code enforcement.

*Grants and Housing (CDBG, Recycling Grants, Household Hazardous Waste Grants, Housing Grants, and other miscellaneous grants):* These funds account for the revenues and expenses associated with specialized grant monies received by the City which may only be spent under specific guidelines.

*Police Grants:* These funds account for the revenues and expenses associated with police grant monies received by the City and may only be spent under specific guidelines.

*Assessment Districts:* These funds account for the revenues and expenses associated with the maintenance of 13 city lighting and landscape assessment districts. Lighting and landscape districts are created to finance common area landscape maintenance and lighting. Homeowners are assessed through their property tax bill.

*Development Impact Fees (Multimodal, Affordable Housing, Park Facilities and Fire):* These funds account for the revenues and expenses associated with new development of infrastructure, affordable housing, and parks.

**Enterprise funds** account for activities which operate as separate public enterprises. These funds receive revenues from fees charged to programs or other department users. The City has one enterprise fund, the Solid Waste Fund.

*Solid Waste Fund:* This fund accounts for revenues and expenses associated with garbage collection in the City. The City contracts solid waste services with Republic Services.

Tables 18-20 below summarize the projected Non-General Fund revenue and expenditures requested for FY23/24 and FY24/25 by department. Non-General funds are often used to fund multi-year projects with a rolling balance as shown on Table 24 – Fund Balance Projection Detail. Most funds are projected to end with a positive balance with the exception of a few of the Assessment Districts. Due to the fact that the rates are not adjustable, those few assessment districts are subsidized by the General Fund.

Table 19 - Non-General Fund Revenue and Expenditures - GSD

<b>General Services Department</b>			
<b>Non-General Funds</b>	<b>FY22/23 Budget</b>	<b>FY23/24 Adopted</b>	<b>FY24/25 Adopted</b>
<b>Revenues</b>			
Gas Tax	2,312,574	2,521,494	2,597,140
RMRA-SB1	1,773,444	1,826,647	1,881,447
Stormwater	3,850,000	3,965,879	3,965,879
Measure A Road Maintenance	2,361,064	2,692,987	2,767,832
Transit	287,092	372,696	383,877
Transportation Development Act	76,385	101,275	101,275
Other Grants Special Revenue	37,132	62,000	104,500
Development Fees Special Revenue	353,496	499,296	208,548
Assessment District Special Revenue	651,671	761,164	770,147
Solid Waste		1,155,094	1,189,746
Capital Funds		10,241,659	23,131,557
<b>Total Revenues</b>	<b>\$11,702,858</b>	<b>\$24,200,191</b>	<b>\$37,101,948</b>
<b>Expenditures</b>			
Gas Tax	2,041,445	2,398,973	2,458,557
RMRA-SB1	2,100,000	1,800,000	1,800,000
Stormwater	4,665,709	4,455,215	4,946,497
Measure A Road Maintenance	1,808,681	3,060,627	3,349,045
Transit	303,673	348,326	514,135
Transportation Development Act	16,195	208,000	-
Other Grants Special Revenue	-	167,374	342,000
Development Fees Special Revenue	318,222	351,007	181,275
Assessment District Special Revenue	776,813	803,215	829,045
Solid Waste		1,448,370	1,571,631
Capital Funds		8,992,500	21,973,730
<b>Total Expenditures</b>	<b>\$12,030,738</b>	<b>\$24,033,608</b>	<b>\$37,965,915</b>

Table 20 - Non- General Fund Revenue and Expenditures - CDD

<b>Community Development</b>			
<b>Non-General Funds</b>	<b>FY22/23 Budget</b>	<b>FY23/24 Adopted</b>	<b>FY24/25 Adopted</b>
<b>Revenues</b>			
Other Grants Special Revenue	-	10,500	
Housing Grants	\$ 106	\$ 500,000	\$ 500,000
CDBG Entitlement	900,000	660,000	600,000
<b>Total Revenues</b>	<b>\$ 900,106</b>	<b>\$ 1,170,500</b>	<b>\$ 1,100,000</b>
<b>Expenditures</b>			
Other Grants Special Revenue		10,500	
Housing Grants	\$ 78,621	\$ 500,000	\$ 500,000
CDBG Entitlement	1,348,266	660,000	600,000
<b>Total Expenditures</b>	<b>\$ 1,426,887</b>	<b>\$ 1,170,500</b>	<b>\$ 1,100,000</b>

Table 21 - Non-General Fund Revenue and Expenditures - PD

<b>Police Department</b>			
<b>Non-General Funds</b>	<b>FY22/23 Budget</b>	<b>FY23/24 Adopted</b>	<b>FY24/25 Adopted</b>
<b>Revenues</b>			
Code Enforcement	\$ 791,377	\$ 699,520	\$ 699,644
Police Special Revenue	84,295	31,000	31,000
Police Grants	243,642	192,650	115,482
SLES Funds	133,000	133,393	133,393
<b>Total Revenues</b>	<b>\$ 1,252,314</b>	<b>\$ 1,056,563</b>	<b>\$ 979,519</b>
<b>Expenditures</b>			
Code Enforcement	\$ 829,643	\$ 834,050	\$ 859,073
Police Special Revenue	130,322	95,729	97,760
Police Grants	230,912	158,377	161,486
SLES Funds	89,500	23,690	24,402
<b>Total Expenditures</b>	<b>\$ 1,280,377</b>	<b>\$ 1,111,846</b>	<b>\$ 1,142,721</b>

# Fund Balance Projection Detail

Table 21 - Detailed All City Fund Balance

Fund	FY22/23	FY23/24			FY24/25		
	Projected Ending Balance	Budgeted Revenue	Budgeted Expenditures	Projected Ending Fund Balance	Budgeted Revenue	Budgeted Expenditures	Projected Ending Fund Balance
100 - General Fund *	7,380,553	\$ 43,137,271	\$ 39,803,048	\$ 10,714,776	\$ 44,609,022	\$ 41,299,430	\$ 14,024,368
203 - Code Enforcement	769,909	699,520	834,050	635,379	699,644	859,073	475,950
205 - Gas Tax (HUTA)	1,240,663	2,521,494	2,398,973	1,363,184	2,597,140	2,458,557	1,501,768
206 - SB1 RMRA	1,379,077	1,826,647	1,800,000	1,405,724	1,881,447	1,800,000	1,487,171
209 - Stormwater	2,381,230	3,965,879	4,455,215	1,891,894	3,965,879	4,946,497	911,275
210 - Measure A Road Maintenance	3,709,718	2,692,987	3,060,627	3,342,077	2,767,832	3,349,045	2,760,864
211 - Transit	193,335	372,696	348,326	217,705	383,877	514,135	87,447
212 - Transportation Development Act	118,248	101,275	208,000	11,523	101,275	-	112,798
221 - Police Special Revenue	1,856,568	31,000	94,184	1,793,384	31,000	96,169	1,728,215
222 - Police Grants	32,429	192,650	158,377	66,702	115,482	161,486	20,698
223 - SLES Fund	102,994	133,393	23,690	212,697	133,393	24,402	321,688
224 - Police Donations	19,332	-	1,545	17,787	-	1,591	16,196
230 - PLHA Program Grant	0	500,000	500,000	-	500,000	500,000	-
231 - 03 CalHome 028	0	-	-	-	-	-	-
232 - 06 CalHome 0249	769,909	-	-	769,909	-	-	769,909
233 - 14 CalHome 9841	0	-	-	-	-	-	-
234 - CDBG	0	660,000	660,000	-	600,000	600,000	-
235 - CDBG PI & RL	119,649	-	-	119,649	-	-	119,649
236 - 99 EDI Grant	5,048	-	-	5,048	-	-	5,048
237 - 98 Home Grant	291,019	-	-	291,019	-	-	291,019
251 - Other Grants	126,374	32,000	121,374	37,000	12,000	15,000	34,000
256 - SB 1186 CASp	0	10,500	10,500	-	11,000	10,500	500
310 - Measure A Construction - Traffic	334,095	269,299	397,000	206,394	276,783	425,000	58,177
311 - Measure A Construction - Ped Safety	240,435	396,860	249,000	388,295	409,334	338,000	459,629
330 - Capital Projects Fund	226,968	89,000	-	315,968	91,710	-	407,678
331 - Replacement Fund	2,213,531	1,140,000	-	3,353,531	1,143,000	-	4,496,531
390 - Streets	0	8,346,500	8,346,500	-	21,210,730	21,210,730	-
510 - Solid Waste (Unrestricted)	1,733,308	1,155,094	1,448,370	1,440,032	1,189,746	1,571,631	1,058,147
757 - STA Fees	0	30,000	30,000	-	30,000	300,000	-
827 - Housing Agency Special Revenue Fund	86,993	-	-	86,993	-	-	86,993
<b>Development Fees</b>							
262 - Roadway - CLOSED	439,523	5,000	75,000	369,523	2,500	-	372,023
263 - Affordable Housing	381,692	17,483	54,636	344,539	18,002	54,636	307,905
264 - Tree Mitigation	52,835	38,246	21,371	69,710	39,393	22,003	87,100
265 - Park Facilities	181,651	117,420	75,000	224,071	120,943	54,636	290,378
266 - Transit Impact	183,989	-	-	183,989	-	-	183,989
267 - Fire Impact Fees	0	50,000	16,000	-	51,500	16,500	-
268 - Multimodal Impact Fees	23,328	271,147	125,000	169,475	27,710	50,000	147,185
Total Development Impact Fees	1,263,018	\$ 499,296	\$ 367,007	\$ 1,191,832	\$ 260,048	\$ 197,775	\$ 1,241,395
<b>Assessment Districts</b>							
280 - AD Zone 1	34,057	10,523	17,142	27,438	10,523	17,656	20,305
281 - AD Zone 2	69,445	12,785	14,849	67,381	13,169	15,293	65,257
282 - AD Zone 4	0	11,039	20,177	(9,138)	11,229	20,782	(18,691)
283 - AD 98-01	126,126	11,288	14,520	122,894	11,627	14,956	119,565
284 - AD 98-02	65,824	23,552	32,056	57,320	24,259	33,019	48,560
285 - AD 98-02 Zone 2	39,085	17,279	18,589	37,775	17,798	19,145	36,428
286 - AD 03-01 Zone 1	799,249	94,102	116,138	777,213	96,925	119,621	754,517
287 - AD 03-01 - Zone 2	22,413	21,318	28,477	15,254	21,957	30,685	6,526
288 - AD Zone 3	45	6,550	16,037	(9,442)	6,550	16,517	(19,409)
289 - Citrus Heights Lighting District	0	440,000	484,828	(44,828)	440,000	499,372	(104,200)
292 - AD 98-02 Zone 3	26,779	11,988	6,077	32,690	12,348	6,259	38,779
294 - AD Wyatt 1170	0	9,224	1,675	7,549	9,501	1,875	15,175
296 - AD Mitchell 1128	90,694	91,516	32,650	149,560	94,261	33,865	209,956
Total Assessment Districts	1,273,718	\$ 761,164	\$ 803,215	\$ 1,231,667	\$ 770,147	\$ 829,045	\$ 1,172,769
Total City		\$ 69,564,525	\$ 66,119,001		\$ 83,790,489	\$ 81,508,066	

# Capital Improvement Plan

The City's 5-Year Capital Improvement Program (CIP) is a tool used to help identify priorities and create a path by which to plan and program resources. The CIP reflects on-going community input, through ongoing requests for improvements, safety enhancements, and amenities to support the quality of life of our community. These projects are vetted through various means, such as constructability and delivery, necessity, sustainability, priority, and available funding. The CIP is an evolving document, and much like the City's overall budget, is subject to actual conditions, revenues and changes in priorities.

State law requires the City to prepare a Capital Improvement Program covering a 5-year plan (Table 18). The CIP does not appropriate funds but functions as a budgeting and planning tool, supporting actual appropriations that are made through adoption of the budget.

Table 22 - Five Year Capital Improvement Plan

PROJECTS	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	TOTALS
Advanced Traffic Management (ATMS)	50,000	50,000	185,000	185,000	200,000	670,000
Amsell Court Storm Drain Improvements Project	-	-	150,000	350,000	-	500,000
Antelope Road-I/80 Safety Improvements Project	-	-	200,000	300,000	-	500,000
Arcade Creek – Creek Bank Repairs Project	50,000	530,000	300,000	-	-	880,000
Arcade-Cripple Creek Trail Project	5,770,210	25,000	-	-	-	5,795,210
Arcade-Cripple Creek Trail Project - Mariposa Extension	230,000	270,000	325,000	481,000	5,849,000	7,155,000
Auburn Boulevard Complete Street Revitalization Project Phase 2	2,027,000	17,759,000	12,421,000	40,000	-	32,247,000
Blayden Court Storm Drain Improvements Project	-	-	125,000	500,000	-	625,000
Bridge Maintenance Project	325,000	325,000	-	-	-	650,000
Chula Vista Storm Drain Improvements Project	75,000	425,000	325,000	-	-	825,000
Cripple Creek Repairs Project	150,000	500,000	350,000	-	-	1,000,000
Gateway Activation Project	400,000	300,000	-	-	-	700,000
Mariposa-Sylvan Valley Storm Drain Improvements Project	-	-	-	100,000	300,000	400,000
Minnesota, Anderson and Canady Infiltration Basins and Storm Drain Improvements Project	-	-	-	250,000	900,000	1,150,000
Multi-Modal Transportation Safety Improvements Project Implementation	105,000	105,000	105,000	105,000	105,000	525,000
Neighborhood Areas Drainage Master Plans	-	-	-	125,000	125,000	250,000
Old Auburn Complete Street Project Phase 1	328,000	1,635,000	407,000	-	-	2,370,000
Pavement Restoration Program	518,000	7,270,000	7,500,000	7,550,000	760,000	35,100,800
Roseville Road Butternut Drive Safety Improvements Project	240,000	1,629,730	-	-	-	1,869,730
San Juan Complete Streets Project Phase 1A	2,392,000	2,114,000	-	-	-	4,506,000
San Juan Complete Streets Project Phase 1B	-	1,526,000	1,546,000	-	-	3,072,000
Sunrise Blvd Complete Streets Project	-	500,000	-	500,000	500,000	1,500,000
Wonder Street Storm Drain Improvements Project	-	-	-	150,000	450,000	600,000
<b>Totals:</b>	<b>\$17,322,210</b>	<b>\$34,963,730</b>	<b>\$23,939,000</b>	<b>\$10,636,000</b>	<b>\$16,029,000</b>	<b>\$102,890,740</b>

Capital Projects Funds are used to account for the financial resources to be used for the acquisition or construction of major capital facilities and infrastructure.

**Measure A Construction Fund:** This fund accounts for the revenues and expenses associated with street and highway construction/improvements. Various projects are approved annually through the Sacramento Transportation Authority, a regional agency with which the City has a voting seat. Funding is provided through a special augmentation of sales tax.

**Federal/State Funded Projects:** These funds account for the revenues and expenses associated with street and highway construction/improvements. Funding is received through federal and state grants and special state funding.

**General Capital Improvements:** This fund accounts for the revenues and expenses associated with construction projects or the purchase of public facilities and projects.

The CIP consists of a multitude of projects focused on improving the functionality and safety of the city's infrastructure. While many of the projects are a continuation of years of efforts, such as the Auburn Boulevard Complete Streets Project, there are various new projects that reflect the city's successful attainment of new grant funds. The CIP incorporates projects fully secured funding through construction, as well as projects funded through preliminary engineering with the expectation of leveraging local dollars in the future to secure state and/or federal funds for construction. The CIP also includes the pavement restoration program, a community and Council priority, incorporating General Fund dollars in addition to local transportation revenues to help bolster future street resurfacing efforts to address our increasing needs.

Table 23 - CIP Expenditures by Project Type

Project Type	FY23/24	FY24/25
Bridges	325,000	325,000
Complete Streets	4,747,000	23,534,000
Pavement Restoration	5,180,000	7,270,800
Storm Water	275,000	1,455,000
Traffic/Pedestrian Safety	395,000	1,784,730
Trails	6,400,210	595,000

Table 244 - Planned Capital Improvement Projects for FY 23/24 and FY 24/25

Fund Name	23/24	24/25	Total	Fund Name	23/24	24/25	Total
ATP Grant - Auburn Blvd	160,000	746,000	906,000	Redflex Funds	30,000	30,000	60,000
ATP Grant - Trail Project	750,000	-	750,000	Regional Transit Capital Contribution	-	155,000	155,000
ATP Grant - Trail Extension Project (new)	230,000	270,000	500,000	SACOG Grant, M&M Funds - San Juan (new)	489,000	2,133,000	2,622,000
CDBG	360,000	-	360,000	SACOG Grant, NHPP Funds - Auburn Blvd	450,000	4,625,000	5,075,000
CMAQ Grant - Auburn Blvd	-	1,400,000	1,400,000	SACOG Grant - State of Good Repair - San Juan	740,000	904,000	1,644,000
Gen Cap Funds	2,000,000	6,700,000	8,700,000	SACOG Grant - Transformative/Community Design - Auburn Blvd	994,000	4,650,000	5,644,000
Gas Tax	400,000	400,000	800,000	SACOG Reg. ATP Grant - Old Auburn	304,500	1,535,000	1,839,500
HSIP Grant Cycle 11 (new)	216,000	1,466,730	1,682,730	SB1 LPP Funds	259,000	-	259,000
Measure A Bike/Ped	524,000	238,000	762,000	SB1 RMRA	1,800,000	1,800,000	3,600,000
Measure A Capital Allocation (STA)	-	500,000	500,000	Solid Waste	6,210	-	6,210
Measure A Maintenance	975,000	1,175,000	2,150,000	STA Smart Growth Grant Match - Auburn Blvd	338,000	338,000	676,000
Measure A Traffic Safety	537,500	275,000	812,500	State Recreation Grant - Trail Project	2,750,000	-	2,750,000
Park Impact Fees	75,000	-	75,000	Stormwater Utility	2,060,000	2,480,000	4,540,000
Per Capita State Grant - Trail Project	225,000	-	225,000	TDA Bike/Ped	208,000	-	208,000
Placer Gateway SGGP Grant - Auburn Blvd	-	1,100,000	1,100,000	Utility Contributions	41,000	1,743,000	1,784,000
Priority Legislative Budget Project Grant - Gateway Activation Project (new)	400,000	300,000	700,000	<b>2 Year Totals:</b>	<b>\$ 17,322,210.00</b>	<b>\$ 34,963,730.00</b>	<b>\$ 52,285,940.00</b>

# Adopted Positions, by Classification and Department

As the policy board, City Council approves all new allocated positions and reviews all staffing levels during the budget process. A position allocation system is the standard mechanism used by municipalities to track and monitor staffing levels and approvals. An “Authorized Positions Summary” is included in this section.

## Staffing Philosophy

The City has a history of retaining a mix of contract and employee staff in order to ensure a cost effective and flexible service delivery system. The City is committed to continual analysis of contract versus employee staffing determinations. City employees create the oversight and administrative guidance necessary for contractual staff.

In FY23/24 and FY24/25, the City has an authorized staffing level of 210.75 regular Full Time Equivalent (FTE) positions.

*Table 25 - Adopted Positions by Department*

Department	FY22-23 Amended	Additions	Deletions	Transfers	FY23-25 Proposed
City Manager's Office	5	0	0	0	5
Administrative Services	17	0	0	0	17
Community Development	15	0	-2	0	13
General Services	22.75	6	-3	1	26.75
Economic Development and Community Engagement	3	0	0	0	3
Police Department	147.5	1.5	-2	-1	146
<b>TOTAL</b>	<b>210.25</b>	<b>7.5</b>	<b>-7</b>	<b>0</b>	<b>210.75</b>

Table 26 - Adopted Positions by Department Detail (a)

	FY23/24 Authorized/ Amended	Change	FY23/24 & FY24/25
Department / Position	FTE	FTE	Authorized FTE
<b>CITY MANAGER'S OFFICE</b>			
City Manager	1.00		1.00
Executive Assistant	1.00		1.00
Office Assistant/Receptionist	1.00		1.00
City Clerk	1.00		1.00
Administrative Assistant	1.00		1.00
TOTAL	<b>5.00</b>	-	<b>5.00</b>
<b>ECONOMIC DEVELOPMENT &amp; COMMUNITY ENGAGEMENT</b>			
Economic Development and Communications Director	1.00		1.00
Management Analyst I/II	1.00		1.00
Communications Officer	1.00		1.00
TOTAL	<b>3.00</b>	-	<b>3.00</b>
<b>ADMINISTRATIVE SERVICES DEPARTMENT</b>			
Administrative Services Director	1.00		1.00
Human Resources Manager	1.00		1.00
Senior Management Analyst	1.00		1.00
Management Analyst	1.00		1.00
Human Resources Technician	2.00		2.00
Finance Manager	1.00		1.00
Accounting Manager	1.00		1.00
Payroll Technician	1.00		1.00
Customer Service Representative	1.00		1.00
Accountant	1.00		1.00
Accounting Technician	2.00		2.00
Information Technology Manager	1.00		1.00
Senior Database and Applications Analyst	1.00		1.00
Information Technology Analyst I/II	1.00		1.00
Information Technology Support Specialist	1.00		1.00
TOTAL	<b>17.00</b>	-	<b>17.00</b>

Table 27 - Adopted Positions by Department Detail (b)

Department / Position	FY23/24 Authorized/ Amended FTE	Change FTE	FY23/24 & FY24/25 Authorized FTE
<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>			
Community Development Director	1.00		1.00
Chief Building Official	1.00		1.00
Senior Building Inspector	1.00		1.00
Building Inspector I/II	2.00		2.00
Development Services Technician I/II	2.00		2.00
Plans Examiner	1.00		1.00
Planning Manager	1.00	(1.00)	-
Senior Planner	1.00		1.00
Assistant Planner	1.00	(1.00)	-
Administrative Assistant	1.00		1.00
Associate Planner	1.00		1.00
Housing & Human Services Program Coordinator	1.00		1.00
Administrative Technician	1.00		1.00
<b>TOTAL</b>	<b>15.00</b>	<b>(2.00)</b>	<b>13.00</b>
<b>GENERAL SERVICES DEPARTMENT</b>			
General Services Director	1.00		1.00
Administrative Technician	1.00		1.00
Operations Manager	2.00	(1.00)	1.00
Program Assistant	2.00	(1.00)	1.00
City Engineer	1.00		1.00
Principal Civil Engineer	1.00	1.00	2.00
Senior Civil Engineer	2.00		2.00
Assistant Engineer	1.00		1.00
Engineering Technician I/II	1.00		1.00
Construction/Maintenance Inspector Supervisor	1.00		1.00
Construction/Maintenance Inspector I/II	2.00		2.00
Facility and Grounds Manager	1.00	(1.00)	-
Facilities and Fleet Supervisor		1.00	1.00
Event & Community Ctr Supervisor		1.00	1.00
Associate Civil Engineer		1.00	1.00
Senior Maintenance Worker	1.00		1.00
Maintenance Worker I/II	1.00		1.00
Custodian	2.75		2.75
Program Technician		2.00	2.00
Fleet Technican		1.00	1.00
Event and Community Center Technician	2.00		2.00
<b>TOTAL</b>	<b>22.75</b>	<b>4.00</b>	<b>26.75</b>

Table 28 - Adopted Positions by Department Detail (c)

Department / Position	FY23/24 Authorized/ Amended FTE	Change FTE	FY23/24 & FY24/25 Authorized FTE
<b>POLICE DEPARTMENT</b>			
Chief of Police	1.00		1.00
Executive Assistant	1.00		1.00
Administrative Technician	1.00		1.00
Animal Services Officer (Senior)	1.00		1.00
Animal Services Officer I/II	2.00		2.00
Code Enforcement Officer (Senior)	1.00		1.00
Code Enforcement Officer I/II	4.00	(1.00)	3.00
Community Services Officer (Senior)	1.00		1.00
Community Services Officer I/II	6.50	0.50	7.00
Crime Analyst	1.00		1.00
Crime Scene/Property Evidence Specialist (Senior)	1.00		1.00
Crime Scene/Property Evidence Specialist I/II	2.00		2.00
Fleet Technician	1.00	(1.00)	-
Management Analyst (Senior)	1.00		1.00
Police Commander	2.00		2.00
Police Communications Supervisor	2.00		2.00
Police Dispatcher I/II	16.00	1.00	17.00
Police Lieutenant	6.00		6.00
Police Officer *	71.00	(1.00)	70.00
Police Records Assistant I/II (Senior)	1.00		1.00
Police Records Assistant I/II	5.00		5.00
Police Sergeant	11.00		11.00
Police Services Manager	2.00		2.00
Program Assistant	5.00		5.00
Police Services Supervisor	2.00		2.00
TOTAL	147.50	(1.50)	146.00
<b>TOTAL AUTHORIZED FTE POSITIONS</b>	<b>210.25</b>	<b>0.50</b>	<b>210.75</b>

\*elimination of gant funded position

Authorized Positions	FY22/23		FY23/25
Authorized FTE	210.25	0.5	210.75
At-Will, Non-benefited Positions	as needed	as needed	as needed



## **Department Overview**

## Administrative Services Department

The Administrative Services Department serves as an internal customer service provider of integrated services including Finance, Human Resources, and Information Technology.

**Human Resources (HR) & Risk Management Division** implements the City’s mission, vision, and core values through policy development and implementation, maintaining a safe and fair environment for employees and the community, and to ensure that City assets are protected from loss, theft, and misuse. The HR Division administers the City’s health benefits, leave and compensation programs, and ensures compliance with federal and state employment laws, provides services to assist City departments and the community with employment and volunteer opportunities. The HR Division also manages recruitments, on-boarding, developing engaging and retaining a diverse, well qualified and professional workforce of 210.75 regular employees and 19 temporary/seasonal employees to deliver high-quality services to the City. The Risk Management Division provides safety trainings and coordinates treatment for employee injuries, providing support to the employee with the mission of assisting with a healthy recovery. Risk Management personnel manages all liability claims, property claims, insurance for special events and contractual risk transfer for City contracts.

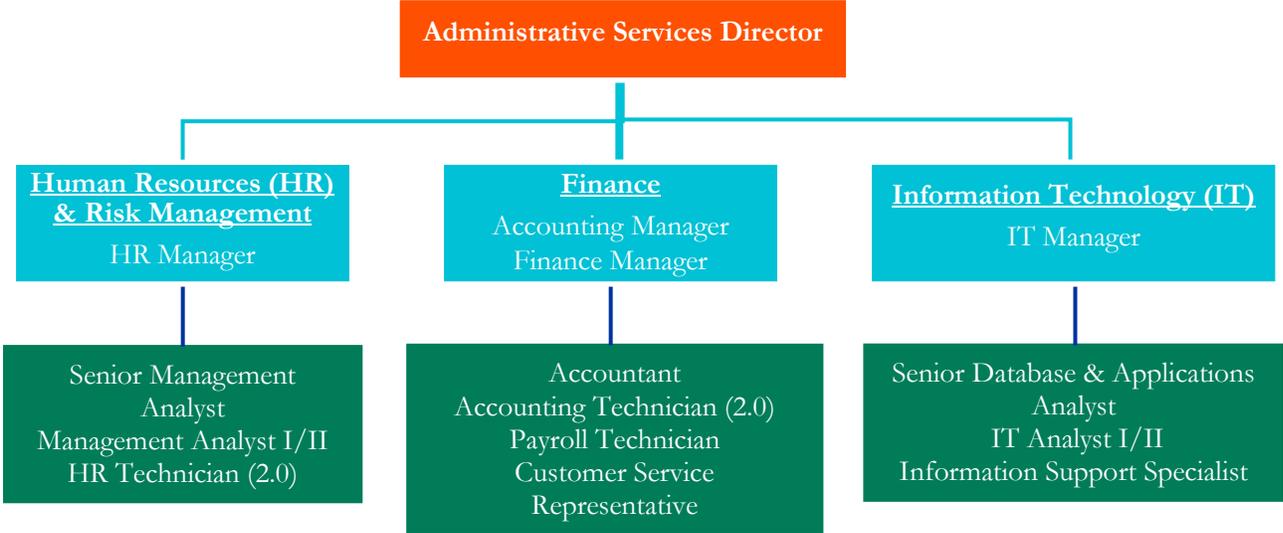
**Information Technology Division** provides services through the use of technology to serve both internal departments and the community. The department is responsible for administering and sustaining vital City services through innovative technology, business solutions and cybersecurity. The division plans for future technology needs and oversees the procurement of new equipment and software. It maintains the City’s network and infrastructure, and works with departments to address specific software needs. The division provides technical training to employees to ensure equipment and software are used efficiently and continues to focus heavily on cybersecurity awareness through education and regular cybersecurity training.

**Finance Division** provides services to other City departments and to other government agencies by providing financial information to aid in their decision-making process. The division is responsible for budget preparation and development, revenue and expenditure forecasting inclusive of updating and maintaining the city financial forecasting model, financial reporting, auditing, investment and cash management, debt management, accounts payable, revenue collection, payroll and grant accounting.

Table 29 - Administrative Services Department Budget

Department	FY22/23 Adopted Budget	FY23/24 Budget	Change from FY22/23 Amended Budget	FY24/25 Adopted Budget	Change from FY23/24 Budget
Human Resources	716,670	729,712	13,042	743,807	14,095
Information Services	1,097,371	1,602,947	505,576	1,704,137	101,191
Risk Management	2,460,950	2,640,797	179,847	2,736,167	95,370
Finance	973,239	957,510	(15,729)	985,723	28,212
Non Departmental (excludes trsf out)	2,766,908	2,925,900	158,992	3,150,250	224,350
Non Departmental - Transfers Out	1,197,000	1,110,000	(87,000)	1,110,000	-
Total	9,212,138	9,966,866	754,728	10,430,084	463,218

Administrative Services Department



## **Human Resources and Risk Management Division**

### **Overview of Services**

In support of the City's mission, vision, and values, it is Human Resources' mission to support leadership in meeting its goals through the most valuable resource, its workforce. In addition, to create and maintain a foundation which enables the City to promote the development, involvement, engagement, and retention of employees to ensure total customer satisfaction. Moreover, to provide professional leadership in the administration and execution of personnel policies and objectives formulated by City Council. In so, will offer the opportunity to provide and maintain an excellent quality of life for all residents.

#### *Employment Services and Benefits*

The team is responsible for recruitment, selection, pre-employment and onboarding process for regular and temporary employees, and retaining talented and qualified employees to help departments serve their customers. It is also the division's responsibility to plan, develop, oversee and implement the City's classification and compensation plans. The division is also responsible for monitoring and implementing Federal and State laws that apply to the City's workforce and to develop and implement appropriate policies and procedures.

#### *Labor Relations/Performance Management/Employee Development*

The team promotes organizational advancement and support through effective employee/labor relations activities pertaining to two recognized employee bargaining units and one unrepresented employee group, employee performance evaluations; coordinates, develops and conducts employee training; administers and tracks online instructions.

#### *Risk Management*

The team seeks to foster a safe and ergonomically sound workplace environment and minimize injuries to employees resulting in workers' compensation costs and lost time. Employee injuries are closely monitored with the goal of ensuring that the employees receive sound medical treatment that returns them to work in a healthy and prompt manner. Through a proactive employer relations program, the City seeks to ensure that employees are adequately trained on workplace policies and procedures, the appropriate means for reporting an incident, and the consequences of violation. The goal is to maintain an environment that is free of workplace wrongdoing. The division is also charged with establishing and monitoring contract procedures and insurance requirements to ensure that the City's interests are protected, while retaining the ability to conduct business in a prompt and reasonable manner.

**Accomplishments FY 21/22 & FY 22/23**

*Human Resources*

- FY21/22 facilitated 24 recruitments resulting in approximately 31 new employees to full-time, part-time, and temporary positions
- FY22/23 facilitated 36 recruitments resulting in approximately 28 new employees to full-time, part-time, and temporary positions
- Showcased the City’s open employment opportunities including our Police Explorer, Internship and Volunteer programs at the following career fairs:

<b>Career Fair</b>	<b>Date</b>
San Juan High School	September 7, 2022
Twin Rivers Unified School District	September 8, 2022
Assemblyman Ken Cooley	September 9, 2022
Citrus Heights Public Works Showcase	May 2022 and 2023
Sierra College Veterans	November 10, 2022
Mesa Verde High School	April 28, 2023

- Conducted an agency-wide Total Compensation Classification Study
- Created and implemented Hybrid Teleworking Policy and Agreement
- Created and implemented a permanent COVID-19 Prevention Plan
- Implemented the new Police Officer Recruit classification along with application and internal testing process required under California POST PELLET B exam and the physical agility testing
- Updated and implemented a more efficient Employee Performance Evaluation form
- Hosted open Enrollment Fair to educate employees on benefit changes and streamlined the open enrollment process for employee benefits
- Created and implemented a monthly employee benefits newsletter
- Implemented applicant tracking system NEOGOV to reach more applicants and qualified candidates, creating create efficiencies for Human Resources staff and department staff, allowing the City to go paperless in the recruitment process and gain more robust reporting for managing recruitment workload

*Risk Management*

- Continued to monitor employee injuries in order to facilitate returning to work as soon as possible in a healthy and efficient manner
- Provided training for all staff including:
  - An overview of Workers’ Compensation process
  - Cyber Security
  - Heat Illness and Prevention
  - Harassment and Prevention
  - Ethics for Managers is coming in the Summer 2023
  - Improving Building Inspections Simple but Needed
  - Supervisor/Manager trainings
  - Bloodborne Pathogen
- Implemented security measures to prevent fraudulent activities

- Managed open workers' compensation claims and open liability claims working with the City Clerk, third-party administrators, and legal counsel
- Monitored ongoing Wellness Program to help reduce sworn personnel work-related injuries
- Work in conjunction with the Police Department to revamp the sworn peer support/wellness program
- Monitored legislative actions with impacts to labor, risk management, and benefits
- Piloting injured employees return to work Bridge Assignment Program
- Provided ergonomic tips and ergonomic assessments

### **Key Initiatives and Budget Highlights**

#### *Employee Benefit Evaluation*

Conduct full review of all benefits, medical, dental and axillary, for cost savings while continuing to providing excellent benefits. Implement a City-wide wellness program that includes first-responder specific areas of focus, physical and mental health for all employees. A new Employee Assistance Program will be implemented that includes more employee sessions and a first responder clinicians available.

#### *Employee Recognition Program*

Review ways to increase retention and growth for City employees. Develop a recognition program for departments to promote recognition of great work to further build a culture of appreciation that ultimately will result in better service to the community.

#### *Policy Review*

Review and update citywide HR policies to current legal and "best practices" standards.

#### *Labor Relations*

The City has two employee represented groups: Police Officers Association and Police Employees Associations, both contracts will expire in the Fall 2023. The City will be negotiating new contracts with both associations. Human Resources strives to have good communications and relationships with both Associations.

#### *Workers' Compensation*

The City will implement a Managed Provider Network which allows our injured employees access to more clinics and healthcare providers.

#### *Risk Management*

As part of the City's Injury & Illness Prevention Program and effective hazard communication mandated by OSHA, Risk Management maintains safety data sheets (SDS) binders. The City will be implementing an electronic Safety Data Sheet Management software program. The platform allows for immediate access to safety data sheets, and an easy way to manage and report on hazardous chemicals.

## **Information Technology Division**

### **Overview of Services**

The mission of the Information Technology Division is to enhance customer service and operational efficiency through the use of technology. It is the responsibility of the division to identify changing technology and how it can be integrated into our current system in order to increase the efficiency of City operations. The division also assists in the research and deployment of business applications to enhance staff's effectiveness and efficiency and to provide greater customer service to the public.

#### *Client Services*

Client Services is responsible for the maintenance, installation, support and replacement of all desktop hardware, software and related peripherals. They are the first line of defense in troubleshooting and resolving hardware and software problems for City staff.

#### *Enterprise Services*

Enterprise Services provides maintenance, installation, and support for the City's enterprise level applications (i.e., Tyler ERP, CityWorks, RIMS, etc.). In addition, Enterprise Services provides custom application development to enhance City systems; administration and maintenance of the City's geographical information system (GIS); and a variety of complex data and reporting needs as requested by City staff.

#### *Technology Services*

Technology Services is responsible for the administration, maintenance and support of the City's back-end infrastructure. This includes, but is not limited to:

Network related systems (switches, Wi-Fi, fiber, firewalls, VPNs, Internet, etc.);  
City's phone system and related components;  
Physical and vertical server system infrastructure;  
Security and compliance with both state and federal guidelines, as well as industry best practices;  
Backup and disaster recovery of the City's systems.

### **Accomplishments FY21/22 & FY22/23**

- Traffic Camera Migration to Genetec
- Domain Infrastructure Upgrades
- Flock Access to Traffic Cameras
- Mandatory PRI T1 to SIP Truck Move
- City Fileserver Replacement
- Windows 10 to Windows 11 Upgrades
- Rolled out SeeClickFix for public service requests to GSD
- New GIS3 server for CityWorks maps, other map services to follow
- Set up regular RIMS data export to LensLock so they can index video files correctly
- Worked with Crossroads and Sun Ridge to implement integration between their systems for citations and collision reports

## **Key Initiatives and Budget Highlights**

### *Office 365 Roll Out*

Upgrade the City's existing Microsoft Office 2016 to Microsoft Office 365 and migrate our on-premise email and files to the Microsoft Government Cloud.

### *Tyler ERP Implementation*

Convert from our existing Tyler Eden financial and PermitCity permitting software to Tyler ERP.

### *City Intranet Portal migration to SharePoint Online*

Migrate our intranet portal from SharePoint 2013 to SharePoint Online (Part of the Office 365 Roll Out).

### *Upgrade iRIMS 6*

Upgrade our existing iRIMS software to improve the information available to officers in the field.

### *Police Dispatch Technical Redesign*

Technical redesign and system upgrades of both dispatch computers and associated servers to accommodate additional staff and increased system response time.

### *Police MDC Replacements*

Replacing the existing 7+ year old in-car mobile data computers.

### *Helpdesk Software Implementation*

Implement a helpdesk system to track I.T. requests and improve customer service to our end users.

### *Replacement and Enhancements to the City's Backup & Recovery System*

Replace existing backup equipment and add a tape backup solution to prevent ransomware attacks from impacting our data infrastructure.

### *Expand Electronic Document Management System (EDMS) Services*

Expand the City's use of the Docuware document management system to support additional internal processes and procedures.

### *Upgrade and Enhancements to the City Geographical Information System (GIS)*

Upgrade our current internal GIS system to the ESRI ArcGIS Enterprise 11 platform.

### *Complete Migration to Windows 11 Enterprise*

Finish moving all City computers to Windows 11 from Windows 10 and earlier.

### *Replace Server & Networking Hardware*

Replace existing Microsoft Hyper-V virtual infrastructure and network switches to increase performance and allow for future technical expansion.

## Finance Division

### Overview of Services

The Finance Division provides internal support to other City Departments and external support to other government agencies by providing financial information to facilitate decision making process. The Finance Division also provides financial analysis and forecasting through the use of the City's Ten-Year Financial Model and administers over 45 funds in accordance with Generally Accepted Accounting Principles.

#### *Budget*

The team is responsible for the preparation, development, and publication of the Biennial adopted budget as well as Quarterly Financial Reports. The team also assists with budget amendments and works with all City departments to ensure that actual spending does not exceed City Council-approved budget appropriations.

#### *Accounting*

The team is responsible for developing, implementing, and maintaining effective financial accounting systems and controls. The division provides management control over the City's financial activity by ensuring the ability to present a fairly stable financial position of the City. Accounting is responsible for managing the revenue operations of the City and monitoring the City's debt and investment portfolio. The division is also responsible for the City's billed receivables, including collection of city-wide delinquent accounts. In addition, this division is responsible for grants, special assessments, capital assets, and financial reporting.

#### *Disbursements*

The division is responsible for timely calculations and payment of payroll, payments to vendors, CalPERS administration and reporting, and retiree health administration and payment. The division is also responsible for all federal and state payroll and accounts payable reporting requirements.

### Accomplishments FY21/22 & FY22/23

- Recognized by the Governmental Finance Officers Association (GFOA) with the Certificate of Achievement for Excellence in Financial Reporting award for FY2021/22 & FY2022/23 Annual Comprehensive Financial Report (ACFR) for each report which marks the twenty-second consecutive year to receive this award
- Recognized by GFOA with the Certificate of Achievement for Excellence in Popular Annual Finance Report (PAFR) for the first time.
- Prepared and adopted a balanced biennial budget.
- Implemented Accounts Payable Automated Clearing House (ACH) payment option for vendors.
- Implemented Financial Forecasting Program GovInvest to analyze Pension, OPEB and Labor costs.
- Received, maintained and routinely reported on the first and second tranche of American Rescue Plan Act (ARPA) funds in accordance to US Treasury Guidelines.
- Worked with Departments to update and maintain City-wide Master Fee Schedule.
- Presented mid-year and mid-cycle budget updates along with 10-year financial model review to Council.
- Successfully completed financial audits with no findings/unmodified "clean" opinion.

- Established an investment portfolio through securing an Investment Advisor and Asset Management partner.
- Updated the City Council-adopted Investment Policy to current legal standards and best practices.

### **Key Initiatives and Budget Highlights**

#### *Budget*

Utilize the City's electronic financial system to closely monitor FY2023/24 & FY2024/25 budgets and present mid-year, mid-cycle budget reviews and 10-year forecast model updates to City Council.

#### *Major Projects*

The budget includes ARPA approved and funded implementation of City-wide TylerMunis Enterprise Enterprise Resource Planning (ERP) system. The implementation process will span over approximately 2 years for all modules of the ERP systems including the implementation of City-wide on-line payment options.

#### *Financial Reporting*

Maintain American Rescue Plan Act (ARPA) funds in accordance with US Treasury guidelines and Obtain unmodified audit opinion on Annual Comprehensive Financial Report.

#### *Operational Efficiencies*

Staff will complete a full review and update of all Financial Policies to industry "Best Practices".

## City Manager's Office

The City Manager's Office implements the policy direction of the Council and provides professional expertise in the management of a municipal corporation with a budget in excess of \$60 million and a workforce in excess of 200 staff. Serving as the Chief Executive Officer, the City Manager coordinates and facilitates the activities of the four City departments that provide direct services to the community. The department is also responsible for completing management studies, operational analyses, and special projects. In addition to managing citywide activities, the City Manager provides assistance to the City Council. For budget purposes, the City Manager is segmented into the following divisions:

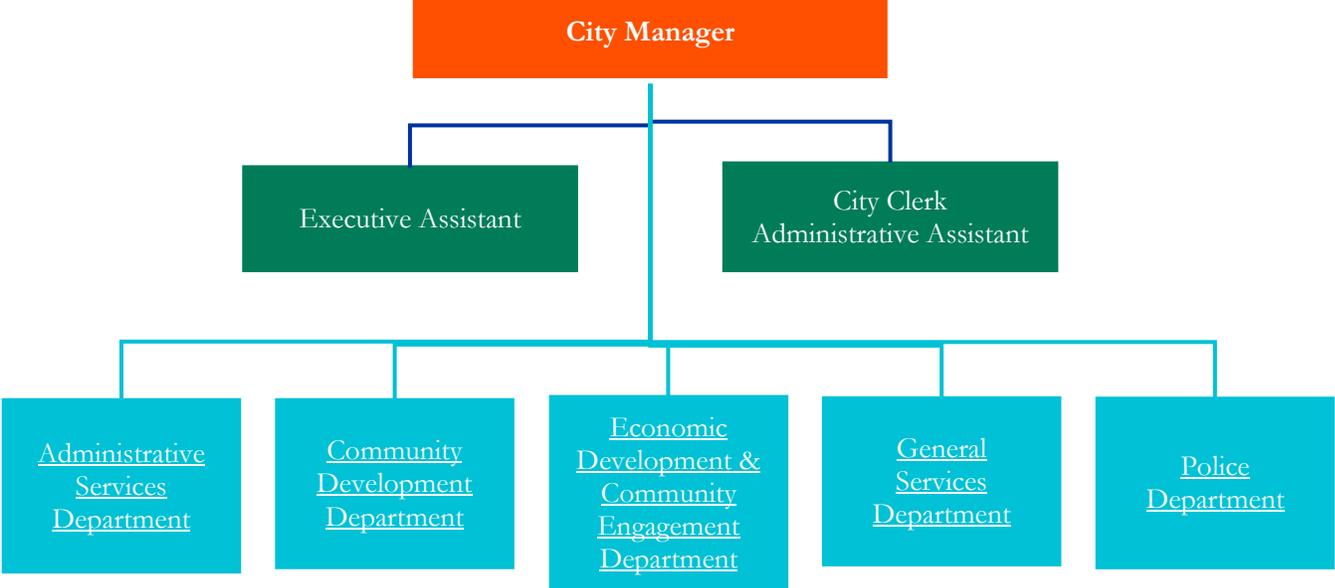
**City Manager** develops, advises on policies, programs, legislative issues, and various City business matters, and reports to the Council. The office consists of the City Manager, City Clerk, Executive Assistant and an Administrative Assitant. The City Manager supervises executive staff and mentors pivotal managers from each department. In addition, the City Manager supports the City Council and ad hoc committees, oversees the City's Capital Improvement Program (CIP), and leads the City's legislative advocacy program. The City Manager supervises multi-jurisdictional collaboration efforts between the City, special districts, the San Juan Unified School District, and Bi-Annual Strategic Planning Retreats (action plan serving as a planning guide for primary Council directed initiatives for all departments).

**City Clerk** responsibilities include records management, legislative administration, public notices, elections management, codification of city ordinances, receipt of claims, and the administration of the City's Conflict of Interest Code. The City Clerk is the City's Election Official, Records Manager, and the Filing Officer/Official for Statements of Economic Interest. As part of the legislative process, the City Clerk's Office prepares the Council agendas, minutes, and public hearing notices; maintains records of Council business and actions; and provides comprehensive information to the community and the internal organization. The City Clerk also supports the Risk Management Division by assisting with the management of general liability claims and contract administration for the City.

*Table 30 - City Manager's Office Budget*

Department	FY22/23 Adopted Budget	FY23/24 Budget	Change from FY22/23 Amended Budget	FY24/25 Adopted Budget	Change from FY23/24 Budget
City Council	144,118	160,165	16,047	161,780	1,615
City Manager	708,008	520,334	(187,674)	516,799	(3,535)
City Clerk	293,564	258,538	(35,026)	263,627	5,089
Elections	51,000	-	(51,000)	54,100	54,100
City Attorney	318,270	327,800	9,530	337,700	9,900
Total	1,514,960	1,266,837	(248,123)	1,334,006	67,169

City Manager's Office



# City Manager

## **Overview of Services**

As the organization's Chief Executive Officer, the City Manager drives strategic direction for the organization consistent with City Council priorities and oversees all aspects of the city's functions, including operations, finances and staff.

The City Manager's Office is responsible for planning, supervising, and coordinating the City's budget, policies, information technology, and general operations. The City Manager supervises executive staff and key managers from each department, including Community and Economic Development; Finance; Human Resources and City Information; General Services; and Police. In addition, the City Manager's Office supports the City Council and ad hoc committees; oversees the City's Capital Improvement Program (CIP); leads the City's legislative advocacy program; and coordinates regional collaboration. The department is also responsible for completing management studies, operational analyses, and special projects.

The City Manager implements policies and programs approved by Council, keeps Council informed of the city's financial condition and other economic trends and issues, and regularly advises and makes recommendations on programs, projects and policy decisions. The City Manager continues the City's tradition of fiscal prudence, defends local control, promotes public safety, and fosters the legacy of quality customer service.

## **Accomplishments FY21/22 & FY22/23**

- Upon hiring, immediately immersed in the community through active listening, completing a comprehensive roadshow and thoroughly engaging in community affairs
- Led creation of unanimously adopted Focus Area Work Plan clarifying organizational focus and including 48 recommendations for programs and initiatives to create progress in community priority areas
- Guided creation of community facing, fiscally prudent budget resulting in unanimous approval by City Council
- Reopened City Hall post pandemic with an emphasis on customer service, efficiency and quality service provision.
- Created a new department to enhance the focus on economic development and community engagement built to deliver on increased quality of life goals
- Strengthened connections with non-profits, service clubs, neighborhoods, community groups and local agencies

## **Key Initiatives and Budget Highlights**

*Continue forward progress through effective and measurable Strategic Planning*

Advance strategic planning objectives to meet community goals in Community Image, Community Connection, Economic Development and Infrastructure.

*Foster a culture of continuous improvement and results orientation*

Place emphasis on metrics, regular reporting, and outcomes in all policy and project implementation.

*Grow partner agencies relationships to advance quality of life goals*

Lead collaboration with partner agencies to increase efficiencies, catalyze improvements and create opportunities to achieve new levels of service to community. Partner agencies include but are not limited to Sacramento County, San Juan Unified School District, Sunrise Parks and Recreation District, Sacramento Metro Fire, Sacramento Area Sewer District/Regional Sanitation, Citrus Heights Water District, Sacramento Library, and local and regional business associations.

*Communicate consistently with the Community*

Issue regular communications on city and local media channels to affirm transparent, open and equitable access to City information and leadership.

*Ensure competitive retention and recruitment practices*

Negotiate the Police Officer Association and Police Employee Association labor agreements and complete a citywide compensation study, which was last completed in 2017.

# City Clerk

## **Overview of Services**

As the manager of the Council's business records and actions, the City Clerk is uniquely positioned to provide comprehensive information to the community and the internal organization. The City Clerk is also responsible for overseeing the Council's business records.

The City Clerk manages the agenda process and public notification requirements for the City Council's business meetings, prepares and provides public access to the Council meeting minutes and agendas. The City Clerk also prepares legislation, proclamations, notices, other official documents, and coordinates recruitment and membership on city commissions and task forces. The City Clerk also manages the election process for Council and coordinates activities and requirements with the county election staff, including notifying candidates, city staff, and other officials of financial and campaign disclosure statement filing requirements. The City Clerk oversees the records management system for the City and develops and implements a citywide records retention schedule.

The City Clerk is the City's Election Official, Records Manager, the Filing Officer, and Official for Statements of Economic Interest. City Clerk responsibilities include records management, legislative administration, public notices, codification of city ordinances, claims management, and legislative duties. The legislative responsibilities involve council agenda, minute, and business & action preparation. Additionally, the City Clerk prepares Public Hearing Notices and provides comprehensive information to the community and internal staff. The City Clerk supports the Risk Management Division by assisting with general liability claims and contract administration.

## **Accomplishments FY21/22 & FY22/23**

### Increasing Transparency and Efficiency:

- Held an Ethics Training and mandated harassment training for City Council and Board/Commission Members
- Served as the filing official for all Fair Political Practice filings
- Updated the City's Records Retention Schedules
- Administered the November 2022 General Municipal Election
- Presented and implemented updates to the City Council Procedures Manual
- Successfully recruited applications for the City's board and commission
- Oversaw the redistricting process following the 2020 Census and provided redistricting and elections educational material

## **Key Initiatives and Budget Highlights**

### *Document Management*

Provide training for Electronic Document Management System for City personnel and continue to work to complete back scanning of all closed/permanent City contracts and service agreements.

### *State Filings and Elections*

Serve as the filing official for all Fair Political Practice filings and administer the November 2024 General Municipal Election.

*Legislative Responsibility*

Oversee the recruitment process for new board and commission members.

*Records Management*

Continue to oversee and maintain the Records Retention Program, the City's Municipal Code, and the City Council Procedures Manual.

## General Services Department

The General Services Department (Public Works) serves the general public as well as internal customers through the divisions of Community Services, Engineering, Facilities and Fleet, and Operations and Maintenance.

**Community Services Division** provides administrative support for the overall operations of the General Services Department, and is charged with outwards customer service to the community, including implementation of the new SeeClickFix system to submit requests for service. This division oversees and implements citywide residential refuse services (solid waste, recycling and organics), and ensures compliance with state-imposed regulations around these programs. Community Services is also responsible for public transportation servicing the community of Citrus Heights, and actively administers the Smart Ride program for Citrus Heights through partnership with Sacramento Regional Transit.

**Engineering Division** plans, designs and delivers capital improvement projects, provides development project review, and helps to ensure the city's public infrastructure supports all modes of transportation, including Americans with Disabilities Act (ADA) compliance. This division oversees traffic operations, including traffic engineering, signal operations, and modifications and enhancements to the city's traffic management system. Engineering is also responsible for the citywide stormwater management program, including projects, stormwater compliance, and floodplain management. Engineering also administers various state and federal grants to support advancements of the city's transportation network.

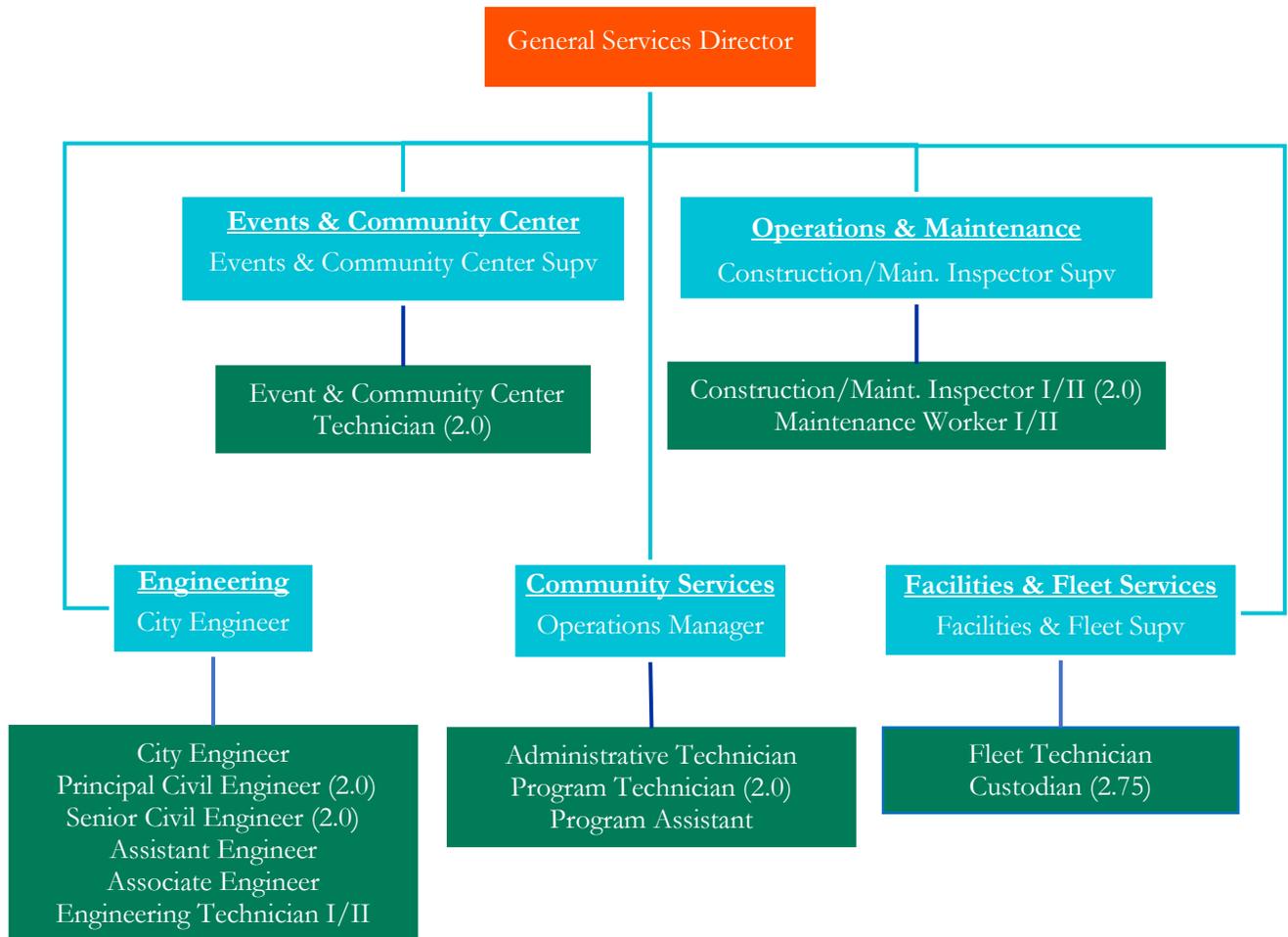
**Facilities and Fleet Division** is responsible for the maintenance and improvement of all city-owned buildings and grounds, which include City Hall and adjacent Utility Building, the Citrus Heights Community Center, the Sylvan Center, the Police Department, and the Sayonara Center. This division also supports staff housed in city buildings, such as office moves, reconfigurations, furniture procurements. In addition to maintaining the Citrus Heights and Sylvan Community Centers, this division also manages the operations of these buildings, including scheduling and staffing to support private events, and promoting and advertising the spaces for rent. Facilities and Fleet are also responsible for the procurement and maintenance of all city-owned fleet to support various internal departments. Additionally, this division oversees coordination and implementation of City Events, such as Sunday Funday, the Tree Lighting Ceremony, and the new Stars and Stripes Celebration.

**Operations and Maintenance Division** is charged with the management and maintenance of a variety of areas of transportation infrastructure, including routine pavement maintenance, sidewalk repairs, trail maintenance, and signage. This division also oversees citywide landscaping, including servicing 11 landscape assessments, general landscaping along our various corridors, and the citywide tree canopy. Operations and Maintenance also maintains the city's creek and channel system, and citywide storm drain system to ensure efficiency as well as reduce risk of flood during inclement weather months. Operations and Maintenance also houses the new Beautification Team, which provides enhanced services to the community to help address general blight in the public right of way.

Table 32 - General Services Department Budget

Department	FY22/23 Adopted Budget	FY23/24 Budget	Change from FY22/23 Amended Budget	FY24/25 Adopted Budget	Change from FY23/24 Budget
Community Events <i>(was in Fund 201)</i>	239,031	330,108	91,077	417,629	87,520
Community Center Operations	685,427	696,193	10,766	709,678	13,484
Sylvan Community Center	23,152	20,430	(2,722)	20,580	150
Sayonara Community Center	19,656	17,530	(2,126)	17,530	-
Engineering	488,913	637,363	148,450	637,287	(75)
Facility Management	741,149	836,894	95,745	846,106	9,212
Fleet Management	174,458	736,655	562,197	739,709	3,055
Total	2,371,786	3,275,173	903,387	3,388,519	113,346

# General Services Department



## Community Services Division

### Overview of Services

The focus of the Community Services Division is to provide support to the department to best service the community. This division oversees various contract services.

#### *Customer Service*

This area of focus is the cornerstone of the department, providing service request intake, documentation, records management, work order processing, asset management, and development and implementation of the new SeeClickFix program. Additionally, staff in the division perform intake of all transportation and encroachment permits, and provide routine support and accounting on all development projects reviewed by the engineering division.

#### *Solid Waste, Recycling and Organics*

These services are provided under contract for residential services. Division staff are also charged with ensuring commercial businesses are in compliance with state regulations related to organics and diversion programs. Staff continue to educate the public on organics requirements, ensuring citywide compliance, and actively seek out grant funding to help further support these efforts.

#### *Public Transportation*

This area of service focuses on the partnership with Sacramento Regional Transit to provide public transportation through various scheduled routes as well the widely used Smart Ride service. This partnership also includes consideration for capital support on various city-sponsored transportation projects that implement enhancements to help promote transit use.

#### *Street Sweeping Services*

This service, provide through contract services, is managed and coordinated through the Community Services division in a strategic effort to align with the city's unique residential bulky pickup services, and to ensure compliance with the city's National Pollutant Discharge Elimination System permit.

### Accomplishments FY21/22 & FY22/23

- Launched SeeClickFix program to improve community interaction and reporting capabilities
- Completed implementation of Mandatory Residential Organic Recycling Program (SB 1383)
- Completed implementation of Mandatory Commercial Organic Recycling Program (SB 1383)
- Performed intake on over 8,200 service requests
- Supported delivery on various capital improvement and operation programs and projects
- Process over 1,280 encroachment permits

## **Key Initiatives and Budget Highlights**

### *SB 1383 Mandatory Organic Recycling*

Continue education and outreach efforts related to SB 1383 Mandatory Organic Recycling for residential and commercial customers, and leverage regional collaboration to ensure City compliance with Edible Food Recovery requirements under SB 1383, such as developing and implementing a program to provide residents with access to free compost provided by Republic Services to further support the City's efforts in achieving compliance with SB 1383.

### *SacRT Coordination*

Continue coordination with SacRT to participate in CIP Projects, including San Juan Complete Streets and Auburn Boulevard Complete Streets Phase 2; advance transit service and amenity improvements citywide; and continue to coordinate with SacRT to support funding opportunities for Sunrise Tomorrow public improvements.

# Engineering Division

## Overview of Services

The Engineering Division carries out responsibilities on a full array of transportation and storm water related services to support all facets of the community. The mission of the division is to ensure safe, accessible streets, sidewalks, trails and appurtenances throughout the community, and help meet mandates for clean water, and reduce risk of flooding. This division is funded by various funding sources, including General Fund, Gas Tax, Storm Water Utility, Measure A, and capital project Grant Funds. The staff within the engineering division provide overlap services for the following key areas of service:

### *Development Review*

The area of service provides engineering review for all development projects within Citrus Heights to ensure infrastructure built to serve the public is constructed to standards, meets all applicable regulations, and will not adversely impact the community. Development review includes large commercial improvements, new housing developments, and single-family lot improvements.

### *Traffic Engineering*

The area of traffic engineering encompasses a variety of services, including traffic management, traffic signalization, traffic analysis for private development as well as public projects, and traffic calming for a variety of neighborhood safety improvements.

### *Transportation*

Within the engineering division, the area of transportation focuses broadly on all modes of transportation and infrastructure throughout the community. Transportation projects and programs served through the Engineering Division include trail projects, Complete Streets improvements, street resurfacing projects, ADA enhancements, and transportation safety plan programs. Often these projects and programs are the central point for obtaining external grant funds to support extensive capital improvements to serve the community.

### *Storm Water*

The storm water program covers a broad area as it relates to public and private interests and conveyance of storm water. Through various regional, state and federal programs, this area of Engineering provides review, oversight, and enforcement of federal and state regulations and local municipal codes. Staff work to ensure proper flood plain management, compliance with clean water regulations, and develop and deliver capital improvement projects help reduce risk of localized flooding,

## Accomplishments FY21/22 & FY22/23

- Completed construction of the Greenback Lane Complete Streets Project – Sunrise Boulevard to Fair Oaks Boulevard
- Completed construction of the Mariposa Avenue Safe Routes to School Phase 4 Project
- Completed construction of the Bonita Way Drainage Improvement Project
- Completed construction of the Various Signalized Intersection Safety Improvements and Pedestrian Fence Project
- Completed the 2021 Residential Resurfacing Project
- Initiated and substantially completed the 2022 Residential Resurfacing Project

- Began construction of the Arcade Cripple Creek Trail Project
- Awarded 2022 APWA Project of the Year for Mariposa Avenue Safe Routes to School (Greenback Lane to Madison Ave)
- Awarded Cycle 11 Highway Safety Improvement Program Grant for Roseville Road/Butternut Drive Intersection Improvements & Systemic Signalized Intersection Improvements
- Awarded Regional Active Transportation Program Grant for Cripple Creek Trail Extension Project
- Awarded additional SACOG Grant funds (Community Design, Regional Local and STA Smart Growth Incentive Program) for the Auburn Boulevard Complete Street Revitalization Phase 2 Project
- Completed design, and right of way acquisitions for Auburn Boulevard Complete Streets Revitalization Phase 2 Project; preparing to advance construction
- Completed 10 Multi Modal Transportation Safety Program (MMTSP) neighborhood transportation safety improvement projects
- Completed Local Roadway Safety Plan
- Completed Streetlight LED Retrofit Project, converting over 550 streetlights
- Conducted engineering review on 578 building permits and 41 development projects, including parcel maps, mergers and lot line adjustments
- Provided all offsite inspections for various development projects, including Jamboree, Auburn Heights, Sunrise Village Phases 1 and 2, Mitchell Village, and Calvary Cemetery

### **Key Initiatives and Budget Highlights**

#### *Auburn Blvd Complete Streets*

Initiate construction of the much-anticipated Auburn Boulevard Complete Streets Revitalization Phase 2 Project, as well as connectivity and safety improvements of the San Juan Avenue corridor.

#### *Public Infrastructure Improvements*

Additional investments in public infrastructure will include strategic pavement resurfacing projects, focusing on high traffic areas as well as improving ADA, pedestrian and bicycle facilities. Other planned projects will focus on drainage improvements, bridge and creek enhancements, and citywide traffic safety upgrades and modifications.

## Facilities and Fleet

### Overview of Services

This division's focus is on customer service, both internal and external, ensuring the facilities and instruments provided for staff to conduct business are safe and suitable for employees and the general public. In addition, to facilitate opportunities and spaces for the public to gather and engage, and support the needs of staff. This division is primarily funded by General Funds. The staff within the Facilities and Fleet division provide overlap services for the following key areas of service:

#### *Facilities Operations and Maintenance*

The area of service supports the upkeep and operations of the various city owned buildings, including City Hall and adjacent Utility Building, the Police Department, and the City's three community centers (Citrus Heights Community Center, Sylvan Community Center, and Sayonara Center). In addition to maintenance and operations, staff also plan for renovations, capital improvements, and upgrades to support improvements and expansion of services.

#### *Fleet Operations and Maintenance*

This area of service supports maintenance, replacement and outfitting of city-owned fleet to support various department including Police, General Services, Building, and pool vehicles.

#### *Community Center Operations*

The Community Center Operations staff focus on maintaining the Citrus Heights Community Center in excellent working condition and appearance to offer the public a quality venue for special and every day events. Staff support event bookings, arranging rooms for events, conduct preferred caterer screenings, and service events in progress.

#### *City Events Coordination and Implementation*

This particular function of the division is charge with coordinating and carry out City trademark events, such Sunday Funday, the Tree Lighting ceremony, and the new Stars and Stripes Celebration. Staff collaborate with external partners, such as the Sunrise Recreation and Park District, local business, vendors and contractors to provide various services, equipment and expertise to ensure successful delivery of community engaging experiences.

### Accomplishments FY21/22 & FY22/23

- Procured and outfitted new Beautification Crew truck and supplies
- Procured and outfitted new Block Party Trailer, supplies and equipment
- Successful delivery of the 2021 and 2022 Tree Lighting Ceremony events
- Prosperous return of the annual Sunday Funday event, promoted as the City's 25-year celebration series
- Supported over 290 events in FY21/22 and over 372 events in FY22/23 at the Citrus Heights Community Center
- Supported over 60 events in FY21/22 and over 78 events in FY22/23 at the Sylvan Community Center
- Increased facility attendant staffing levels to support Community Center operations.
- Completed LED lighting retrofit in the Police Department
- Completed LED lighting retrofit in the Sylvan Community Center
- Completed conversion of utility yard powered security gate

## **Key Initiatives and Budget Highlights**

*Community Center Building Refresh* - Minor stucco repairs and complete exterior repaint of the Community Center building.

### *Event Center Marketing*

Develop and execute a marketing initiative to highlight the Community Center as desirable events destination.

### *Community Events*

Launch New Annual Event - Establish new patriotic event in place of historical Red, White and Blue Parade. Explore opportunities for volunteer group participation, and leveraging community partnerships for sponsorship opportunities.

*Mini-Series Events* - Evaluate community interest in mini events, such as movies in the park, senior-focused events, and opportunities to connect the community with local civic representatives and staff.

### *City Hall*

Facilities Replacement and Depreciation Analysis - Conduct thorough inventory of all building equipment and assets, and develop an in-depth depreciation and replacement schedule to ensure appropriate levels of replacement funding for future needs.

*Solar Connections* - Explore benefits, costs and programs to support adding solar carports to select City Hall parking areas.

### *Police Department Building*

Interior and Exterior Improvements - Establish cost estimates for repainting of interior lobby, rear access staff gate, and options for constructing accessible path for north facing egress door.

### *Sayonara Center*

Supports general maintenance 2,200 sf after-school program facility.

### *Sylvan Center*

Interior Improvements - Repaint interior and establish cost estimates for floor repair and replacement.

### *Fleet Management*

Energy Efficiency Exploration - Evaluate options and cost benefits for replacing non-PD fleet with electric vehicles where appropriate, and explore programs and incentives for increasing on-site charging stations.

Fleet Maintenance Tracking Software - Utilizing existing tools and resources, develop a module to serve as a central point for all fleet activity, including maintenance records, fuel use, replacement schedule and equipment needs.

# Operations and Maintenance Division

## Overview of Services

The mission of the Operations and Maintenance Division is to ensure all public infrastructure and amenities are in safe, clean and accessible condition for our residents and businesses. This division is responsible for responding to public requests and concerns related to blight within or visible from the public right of way in addition to creek and vegetation management; landscape management; trees; encroachments; signage; potholes; and various public works related activities. This division is partially funded by General Funds, in addition to Gas Tax, Measure A, Solid Waste, and Storm Water. The following are general areas of focus for this division.

### *Citywide Blight Abatement*

This area of focus addresses weeds, debris, illegal dumping, abandoned encampments, graffiti, collaboration with external partners (Cal Trans and Sacramento County) on shared facilities, illegal signs, and general blight.

### *Creek, Open Space and Storm Water Maintenance*

This area of service largely encompasses routine maintenance of storm water facilities to help reduce risk of localized flooding, as well as environmental management efforts.

### *Landscape and Tree Maintenance*

The City has 11 landscape assessment districts, in addition to general landscape along various arterials and collectors through the community. This division oversee the general management and enhancement of city-maintained landscape, as well as management of the City's extensive tree canopy.

### *Transportation Maintenance*

The area of service focuses on the general maintenance of streets, sidewalks, signage, trails, and encroachments in the right of way including permitted and unpermitted.

## Accomplishments FY21/22 & FY22/23

- Launched Beautification Crew program; enhanced department's services to increase responsiveness to the community
- Held eight community service cleanup/enhancement events
- Cleaned over 400,000 lineal feet of storm pipe and structures, resulting in a high performing storm system through the 2022/2023 rain season
- Responded to approximately 6,460 service requests
- Serviced approximately 1,400 city owned trees (pruned)
- Performed vegetation management on over 88 acres of open space, and approximately 10,300 lineal feet of creeks and channels

## Key Initiatives and Budget Highlights

### *Pavement Restoration*

Continue expanding efforts in areas of pavement restoration through mill and fill operations and coordinate with Engineering to increase output of pavement restriping.

*Encroachment Program*

Provide coordinated inspection oversight for encroachment program ensuring public safety and conformance with restoration standards.

*Enhance Community Image*

Execute objectives from the Focus Area Work Plan to enhance the appearance of our community through various beautification efforts, include continued coordination of the Beautification Team, citywide sound wall enhancements.

# Community Development Department

The Community Development Department encompasses three divisions: Building and Safety; Housing and Grants; and Planning. The department supports two City Commissions, the Construction Board of Appeals and Planning Commission, as well as the Citrus Heights Collaborative.

**Building and Safety** is responsible for the administration and enforcement of the adopted local and state-mandated codes that regulate construction, property maintenance, and development. The purpose of these codes is to establish the minimum requirements to safeguard public health, safety, and general welfare. This division supports the Construction Board of Appeals.

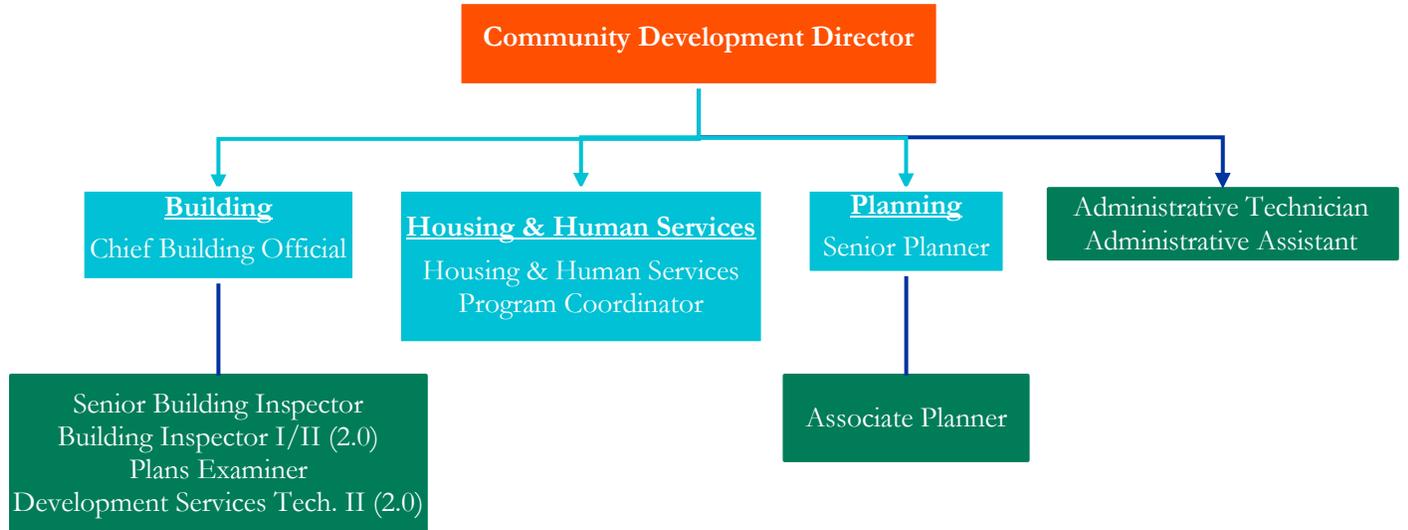
**Housing and Grants** administers a number of local, state, and federal housing and community development grants. These funds are used to assist first-time homebuyers and provide loans to modest-income homeowners to rehabilitate their homes. Additional uses for these funds include various public service projects such as: senior nutrition program, homeless services, housing crisis assistance, and youth projects. This division supports the Citrus Heights Collaborative.

**Planning** comprises current and advanced planning activities as well as environmental analysis to ensure development is consistent with local and state land use regulations. This division supports the Planning Commission. The Planning Division also oversees the City’s business license program.

Table 34 - Community Development Department Budget

Department	FY22/23 Adopted Budget	FY23/24 Budget	Change from FY22/23 Amended Budget	FY24/25 Adopted Budget	Change from FY23/24 Budget
Housing	86,420	100,333	13,913	83,626	(16,707)
Planning	651,869	517,158	(134,711)	536,042	18,883
Building Inspection	979,664	994,579	14,915	1,022,425	27,845
Planning Commission	17,186	12,700	(4,486)	12,700	-
Total	1,735,139	1,624,771	(110,368)	1,654,792	30,022

# Community Development Department



## **Building and Safety Division**

### **Overview of Services**

The Building and Safety Division is responsible for reviewing plans, issuing permits, performing field inspections of buildings, ensuring compliance with local, state, and federal regulations related to building construction, maintenance, repair, accessibility and access requirements, as well as energy and green building standards. This division also enforces local standards by regulating the design, construction, use, occupancy, location, and maintenance of all buildings and structures within the city other responsibilities include assisting the IMPACT Team, Code Compliance Division, Fire District, Engineering Division, and Planning Division. This division supports the Construction Board of Appeals.

### **Accomplishments FY21/22 & FY22/23**

- Increased usage of Citizen Access Portal for online building permits now at 98% online
- Maintained a Building Code Effectiveness Grading Classification of (2) through the Insurance Services Office, Inc. (ISO)
- Continued to participate and promote the PASS program (Prequalified Architectural Submittal System)
- Completed staff training as required for staff to maintain their professional certifications.
- Worked collaboratively with Code Enforcement in regards to dangerous and/or substandard buildings
- Performed over 14,000 inspections in 2022

### **Key Initiatives and Budget Highlights**

#### *Update Processes for Compliance with State and Federal Law*

The Building Division will be updating plan review and inspection procedures to comply with recently enacted state law including the recently enacted California Solar Mandate and the 2022 California Building Code.

#### *Integration of Permit Software*

The Building Division will implement transition from Permit City to the City's new ERP System.

## **Housing and Grants Division**

### **Overview of Services**

The Housing and Grants Division is responsible for the administration of local, state, and federal housing funds and oversees programs funded with these revenues. These programs include: Community Development Block Grant (CDBG) Program, federal HOME funds, CalHome funds, Permanent Local Housing Allocation (PLHA) funds, the Citrus Heights Housing Trust Fund, Housing Successor Agency, and several special purpose funds (i.e., housing loan repayments and housing mitigation fees). These funds are used to improve the quality of the City's housing stock, increase home ownership rates, and revitalize neighborhoods. The division's funds also pay for services that benefit low and moderate-income households, such as senior meals, youth programs, as well as homeless prevention and assistance. In addition, the division's funds may be used for special community needs, such as adding or modernizing parks, installing streetlights, improving handicapped access, and various economic development initiatives.

### **Accomplishments FY21/22 & FY22/23**

- The City offered a variety of public services using CDBG entitlement funds during the 2021 and 2022 program year, including an emergency food closet; and after-school youth program at the Sayonara Center; meals to seniors; housing counseling and permanent housing placement services provided by the Citrus Heights Navigator; domestic violence services; tutoring services for distance learning youth; as well as a free Renters Helpline to provide information and assist with fair housing disputes
- Allocated a total of \$313,117 in CDBG-CV funds to the Supplemental Navigator program that provides resources to the Citrus Heights Navigator's existing unhoused clients in order to help them obtain permanent housing. These funds are expected to be spent by December 31, 2023
- Partnered with Rebuilding Together Sacramento to provide a Critical Home Repair Grant Program which provided 19 grants to low-income mobile home homeowners to make health and safety repairs to their homes
- Partnered with Michael Baker International to provide a Home Repair Loan Program which provided four low interest loans to low-income homeowners to make health and safety repairs to their homes
- Completed several capital improvement projects in partnership with the General Services Department using CDBG funds including; Various Signalized Intersection Improvement Project, Greenback Complete Streets Project, and the Residential Street Resurfacing Project. These projects added sidewalks and curb ramps primarily in low-income neighborhoods and other high traffic intersection to increase pedestrian safety, walkability, and meet Americans with Disabilities Acts requirements
- Facilitated the Citrus Heights Collaborative, an informal network of community members, government agencies, non-profit organizations, faith-based groups, and others who gather monthly to share information and resources

### **Key Initiatives and Budget Highlights**

#### *Sayonara Drive Replacement Housing Obligation*

The Housing and Grants Division will collaborate with the Planning Division to implement the

Memorandum of Understanding with Habitat for Humanity of Greater Sacramento for the development of 26 for-sale homes on Sayonara Drive income restricted families to fulfill the City's replacement housing obligation.

*CDBG Consolidated Plan*

The Housing and Grants Division will be responsible for developing the City's 2025-2029 Consolidated Plan for the Community Development Block Grant Program.

*Housing and Human Services Support*

The Housing and Grants Division will continue ongoing collaboration with Citrus Heights Collaborative and several governmental entities in the region including Sacramento Housing and Redevelopment Agency, Elk Grove, Folsom, and Rancho Cordova through the Continuum of Care Advisory Board, Funder's Collaborative, and Homeless Policy Council.

# Planning Division

## **Overview of Services**

The Planning Division is responsible for reviewing all proposed new residential, commercial, and office development projects. This analysis also includes completing the appropriate level of environmental review. In addition, the Planning Division conducts advanced planning activities related to the implementation of the General Plan, Sunrise Tomorrow Specific Plan, Stock Ranch Guide for Development, and The Boulevard Plan, special planning studies, including design guidelines and new ordinances. The division provides customer assistance at the “one-stop” counter and coordinates with other city departments as well as local, regional, state, and federal agencies. The division also provides staff support to the Planning Commission, special committees, and City Council regarding all matters relating to land use. The Planning Division also oversees the business license program.

## **Accomplishments FY21/22 & FY22/23**

- Facilitated City Council approval of the Sunrise Tomorrow Specific Plan (Sunrise Mall site).
- Approved 30 Accessory Dwelling units include 6 from the Permit-Ready Program (PRADU)
- Implemented online application portal for Planning projects
- Recognized as a Prohousing City by the California Department of Housing and Community Development (HCD)
- Implementation of Short-Term Rental Ordinance.

## **Key Initiatives and Budget Highlights**

### *Sayonara Drive Replacement Housing Obligation*

The Planning Division will collaborate with the Housing Division to implement the Memorandum of Understanding with Habitat for Humanity of Greater Sacramento for the development of 26 for-sale homes on Sayonara Drive income restricted families to fulfill the City’s replacement housing obligation.

### *Trail and Multi-modal Connection Planning*

The Planning Division, in collaboration with the General Services Department will continue efforts to extend the City’s multi-modal trail network including the Gateway Activation Plan (GAP) project which connects Citrus Heights, Roseville and Sacramento County trail networks.

### *New Sylvan Housing Development*

The Planning Division will continue to process the entitlements and environmental review for the New Sylvan housing development on the city-owned property at Sylvan Corners. The current proposal for Woodside Homes includes approximately 95 homes, including 15% affordable to lower income households.

### *Integration of Permit Software*

The Planning Division will implement transition from existing Planning and Business License software to the City’s new ERP System.

# Economic Development & Community Engagement Department

The Economic Development & Community Engagement Department (EDCE) was created in July 2022 to lead increased strategic objectives in key areas and deliver on the community priorities over the foreseeable future. The department oversees strategy and implementation in the following areas: Economic Development, Communications, Community Engagement, Comprehensive Grants Strategy and Legislative & Government Affairs.

**Economic Development** in partnership with other City departments and the private sector, implements various strategies designed to improve residents' overall quality of life and maintain essential city services valued by the community. Economic Development functions include business attraction, retention and expansion, marketing, entrepreneurship, and start-up support. Economic Development also develops ongoing relationships with the local broker, property owner, developer, and business communities, serving as a liaison to Sunrise Marketplace Property Business Improvement Districts; working with the Chamber of Commerce on a variety of business strengthening, jobs creation and retention activities; serving as a liaison to business associations and individual businesses/property owners; promotion of the City; and pursuing potential leads and requests for information.

**Communications** perform various communications and marketing projects promoting the city's brand and key messages, mission and values, programs, projects, and events. This includes public relations, creating marketing presentations and collateral in various media, including video and web content, special event planning and promotion, serving as a community representative, and acting as a media spokesperson.

**Community Engagement** provides support and resources to neighborhood groups to strengthen the relationship between the City of Citrus Heights and its residents. This achieved by deploying grassroots tools including amenities, neighborhood grants, micro events and direct support.

In collaboration with other departments, the **Comprehensive Grant Strategy** is an ongoing initiative to create and execute a comprehensive funding plan with an extensively researched list of federal, state, and regional grants most applicable for the priority focus areas and projects.

The **Legislative and Government Affairs** program will increase legislative engagement by regularly monitoring and responding to relevant legislative priorities. It will also coordinate advocacy that supports the Comprehensive Grants Strategy and priority City projects and initiatives.

Table 35 - Economic Development & Community Engagement Department

Department	FY22/23 Adopted Budget	FY23/24 Budget	Change from FY22/23 Amended Budget	FY24/25 Adopted Budget	Change from FY23/24 Budget
Economic Development	559,463	1,010,580	451,117	1,014,126	3,547
History & Arts	20,000	20,000	-	20,000	-
Total	579,463	1,030,580	451,117	1,034,126	3,547

Economic Development &  
Community Engagement Department

Economic Development &  
Community Engagement Director

Communications Officer  
Management Analyst I/II

# Economic Development

## Overview of Services

Economic Development consists of four categories of focus: Business Attraction, Business Retention & Expansion, Marketing and Start Up Support.

### *Business Attraction*

Economic Development performs regular business attraction efforts through direct prospecting, networking, nurturing referrals and maintaining a strong relationship with Greater Sacramento Economic Council (the Sacramento region's Economic Development Organization). Staff maintains a real time working knowledge of available commercial sites and locations along with strong development community relationships to effectively match make and ensure pull through of new business opportunities. This includes support throughout the development process to identify and overcome barriers to entry, serving as a conduit to internal and partner agency service providers, and championing projects.

### *Business Retention & Expansion*

Economic Development achieves business retention through regular communications, early activation and direct dialogue with the business community and partner organizations like the Citrus Heights Chamber of Commerce and Sunrise MarketPlace Property Business Improvement District.

### *Marketing*

Economic Development regularly markets Citrus Heights, its business community, economic development initiatives and resources, and business attraction efforts through direct marketing, strategic communications and public relations.

### *Start Up Support*

Economic Development maintains an extensive database of resource partners that provide ready support to entrepreneurs and new businesses including Small Business Administration, Small Business Development Center, Sacramento County Business Environmental Resource Center, SCORE, and Greater Sacramento Economic Council, among others. In addition, staff works to host regular entrepreneurship and resource programs at city facilities to provide direct local access, increase awareness to the local business community, and maintain a reputation as a trusted business partner.

## Accomplishments FY21/22 & FY22/23

- Assisted Green Acres in finding a site and opening a new retail store creating 40 jobs.
- Assisted USPI & Dignity Health in opening new surgery center creating over 200 jobs.
- Hosted 3rd Community Workshop presenting final draft Specific Plan to the community.
- Unanimous approval of the Sunrise Tomorrow Specific Plan.
- Letters of Support for Sunrise Tomorrow Specific Plan from two property owners.
- Designed, launched, and administered Small Business COVID Recovery Grant, providing almost \$300,000 to Citrus Heights businesses.
- Stewarded entitlement submission for a potential hotel project at Sunrise Mall.
- Facilitated RFP process, firm selection, implementation and completion of the Sunrise Tomorrow Infrastructure Financing Strategy.
- Executed Right-Of-Way MOU with Namdar Realty.

- Awarded \$25,000 Economic Development Support Grant to Royal Stage Theater.
- Approval and rollout of \$1,000,000 Citrus Heights Business Attraction Incentive Program.
- Awarded \$25,000 in Economic Development Support Grants to Sunrise MarketPlace.

### **Key Initiatives and Budget Highlights FY23/24 & FY24/25**

#### *Business Attraction Incentive Program*

Create and execute marketing plan to support and create success for the Citrus Heights Business Attraction Incentive Program including target marketing, communications and direct promotion opportunities.

#### *Other Economic Development Grant Programs*

Market and leverage the Economic Development Support Grant, Design Assistance Program, Sign Support Program and Activate Auburn Façade Improvement Program in business attraction, retention and expansion opportunities.

#### *Sunrise Tomorrow Specific Plan Progress*

Steward progress of the Sunrise Tomorrow Specific Plan including owner relations, developer attraction, infrastructure financing strategy and pursuing applicable grants to catalyze development.

#### *Sunrise MarketPlace Property Business Improvement District (PBID) Renewal*

Support Sunrise MarketPlace in the renewal process including Management District Plan finalization, property owner relations, petition drives, and public hearing coordination.

## Communications

### Overview of Services

The City's communications are built around a strategic messaging platform that allows for consistency of message across all communications efforts. Staff works with departments to ensure that proactive communications are meaningful, support key messages and strategic objectives, and keep in mind the needs of the Citrus Heights community and its partners. Communications supports City Departments in their ongoing communications efforts and special proactive programming. This includes the development of collateral material, media relations, social media support with potential paid promotion, and digital communications (e-newsletter, website) Staff facilitates and ensures a consistent, timely flow of news to build trust, transparency and awareness with residents and businesses. Finally, Communications ensures results are measurable, so efforts can be analyzed for key learning.

### Accomplishments FY21/22 & FY22/23

- Launched Hello, CH text service and website support.
- Launched City of Citrus Heights Instagram page.
- Facilitated the Connect Citrus Heights coalition of community groups.
- Facilitated media training for City Council and executive staff.
- Hosted 2021 & 2022 State of the City events.
- Won California Association of Public Information Official's award for 2021 State of the City.
- Orchestrated "CH Celebrates Trails!" Neighborhood Pop Up and Ride event.
- Launched 25<sup>th</sup> Anniversary brand.
- Hosted 25<sup>th</sup> Anniversary Concert.
- Hosted Prospective Councilmember Workshop.
- Created Citrus Heights CARES brand and marketing strategy.
- Facilitated two annual "Best Lights in Citrus Heights" holiday community pride campaigns.

### Key Initiatives and Budget Highlights FY23/24 & FY24/25

#### *Growing Citrus Heights brand reach and engagement*

Staff will work to increase reach, engagement and subscriptions to all communications channels with a goal to maximize accessibility, transparency, engagement and community pride. Leveraged channels will include website, e-news, Facebook, Instagram, LinkedIn, Twitter, Next Door, You Tube, Hello, CH text service, Flashvote, local media and regional media.

#### *Increasing non-digital communications*

The Communications Plan will increase focus and dedicate resources to increase non-digital communications like mailers, signage, etc., to better reach the Citrus Heights nondigital population.

#### *Citrus Heights Cares campaign for community beautification and pride*

The Citrus Heights Cares campaign has three calls to action: Report, Maintain and Chip In. The first six months of the campaign focused on the saturation of the Report call to action, ensuring residents were aware of the variety of service request reporting channels, types of service requests, and the importance of proactive and consistent reporting. The next phase of the campaign will build on that education using a variety of communications and focusing on the Maintain and Chip In calls to action.

*Connect Citrus Heights*

Staff will continue working with stakeholders to grow the Connect Citrus Heights brand representing the coalition of Citrus Heights community groups. Action items include the enhancement and consistent promotion of the community calendar hosted on the City's website as well as creative communications, cross promotion, events collaboration and media outreach.

## **Community Engagement**

### **Overview of Services**

The Community Engagement Division was created in July 2022 to serve as a dedicated resource to support Neighborhood Areas as well as inclusive engagement initiatives. The program will identify neighborhood leaders and build relationships, develop engagement strategies and identify projects that enhance engagement, as well as leverage the City's communications tools to increase awareness and help grow both the Neighborhood Association network and community engagement citywide.

### **Accomplishments FY21/22 & FY22/23**

- Administered annual Community Support program providing \$134,000 to Citrus Heights nonprofits
- Launched Citrus Heights Community Engagement brand
- Created and launched Community Block Party Trailer Program
- Created and launched Community Projects Grant Program
- Revised Neighborhood Improvement Program (NIP) Guidelines to catalyze subscription
- Stewarded two NIP applications to approval, sending two new Neighborhood Association leaders to the Neighborhoods USA Conference

### **Key Initiatives and Budget Highlights FY23/24 & FY24/25**

#### *Community Engagement Program*

The budget includes resources to support and promote Citrus Heights Neighborhood Areas. Staff will work with community leaders and members to increase awareness of the NA network using effective communications and community engagement tools. Staff will serve as direct liaison to Neighborhood Areas.

#### *Engagement Communications*

Utilizing city communications platforms, staff will leverage a variety of channels to increase awareness of Neighborhood Areas and engagement opportunities. Offerings will include a consistently updated city webpage, social media and e-news promotion, mailer inclusion, and more.

#### *Engagement Resources & Support*

Department will market, promote and administer current engagement resources like the Community Block Party Trailer and Community Projects Grants. Staff will also continuously assess new opportunities for new resources or support tools that add value to increase resident engagement with the City.

#### *Engagement Events*

The budget includes resources for grassroots events programming to connect the City, Neighborhood Areas and residents. "City Scoop", a new grassroots event series launching this summer, is designed to deploy city presence directly into neighborhoods, build awareness of neighborhood associations, with an infusion of fun to create community connection and increase community pride.

#### *Neighborhood Improvement Partnership Grants*

Staff recently modified the existing Neighborhood Improvement Partnership guidelines to be more accessible with wider eligibility. The program already achieved subscription successes and the hope

is the subscription rate will increase with refreshed marketing efforts.

*Community Projects Grants*

Council recently reviewed and approved Round 1 of Community Projects Grants in June 2023 and gave direction to embark on Round 2 with a refreshed budget allocation. The program contributes funding to projects and events that create community connection and contribute to community pride and engagement.

*Community Support Grants*

The division will house and administer the annual Community Support Grant. The grant offers limited one-time funding for non-profit organizations that provide services to residents of the Citrus Heights community.

*History & Arts Grants*

The History and Arts Grant Program to provide funds that further efforts to promote history and arts within Citrus Heights.

## **Grants Strategy**

### **Overview of Services**

The Comprehensive Grants Strategy initiative was created to improve the City's ability to pursue and secure an increased volume of grants with the ultimate goal of advancing City priorities through the maximization of local funds. In partnership with other City departments, the division is responsible for developing a comprehensive grant strategy to generate increased grant funding in the City Council approved priority focus areas. The strategy will identify priority projects and match them to state, federal, regional and private funding opportunities. Moving from a more ad hoc structure to a holistic strategy will allow the City to achieve increased success with grants. Consolidated and strategic grant efforts will create the ability to prioritize the most important initiatives to match them with the most appropriate funding opportunities. It will provide the City advance notice to plan for upcoming grant opportunities also allows staff to determine when it is actually in the City's best interests to forgo a grant opportunity for which the City might not be as competitive or which conflicts with more important tasks or opportunities. A cross-departmental working group will consistently collaborate on the execution of the Comprehensive Grant Strategy with EDCE Department staff.

### **Accomplishments FY21/22 & FY22/23 (created July 2022)**

- Launched Grant Strategy RFP and conducted consultant interviews
- Onboarded consultant for the creation and implementation of Comprehensive Grants Strategy

### **Key Initiatives and Budget Highlights FY23/24 & FY24/25**

#### *Create & Launch Grants Strategy*

Implementing a grants strategy will create an action plan to increase the volume of grant applications submitted to create new potential revenue. By creating a comprehensive grants strategy and increasing efficiencies to pursue opportunities, staff expects a financial return on this strategic investment through increased activity of grant submissions and awards.

#### *Grants Submission Support*

EDCE staff and consultant support will help manage the increased workflow that will be created with the increased volume of target grants. Increased grant revenue helps build financial resilience and achieves City Council's priority of fiscal prudence.

#### *Funding Advocacy*

Pre- and post-submission advocacy at the State and Federal level will increase likelihood of success. This can take form in letters of support, advocacy days with state and federal agencies and leaders, and more.

# Legislative & Government Affairs

## Overview of Services

A successful Government and Legislative Affairs program will track and influence relevant legislation proposed by State and Federal legislative bodies, take action on potential laws that could impact the City's ability to effectively govern, and take positions on relevant State Ballot initiatives or pending bills in the State or Federal law-making process

The Citrus Heights Legislative and Government Affairs program will prioritize and act on potential legislation that:

- Aligns with the City's mission, vision, and values
- Supports the City's current strategic goals
- Advances the City's core pillars of local control, fiscal prudence, and public safety
- Is consequential to city operations and service to residents

## Accomplishments FY21/22 & FY22/23 (created July 2022)

- Created and presented a plan to City Council on how to increase Legislative & Government affairs activity
- Program to be fully launched in FY23/24 once other programs are ramped up

### *Legislative Platform*

Creation of a Legislative Platform that will allow staff to respond quickly and nimbly to legislative actions in alignment with council direction. The platform will be designed consistent with city principles of fiscal prudence, public safety and local control.

### *Advocacy*

The program will also include Advocacy Days with State and Federal leaders and agencies that will promote priority initiatives and projects for future funding.

# Police Department

The City’s Police Department has been serving the residents of Citrus Heights for seventeen years.

The Police Department is a full-service organization, which is responsible for general law enforcement and peacekeeping. It has, among its many responsibilities: improving the quality of life in the community, preserving public order, protecting life and property, investigating crimes, apprehending criminal offenders, investigating traffic collisions, and enforcing criminal and traffic laws. The department is divided into three divisions:

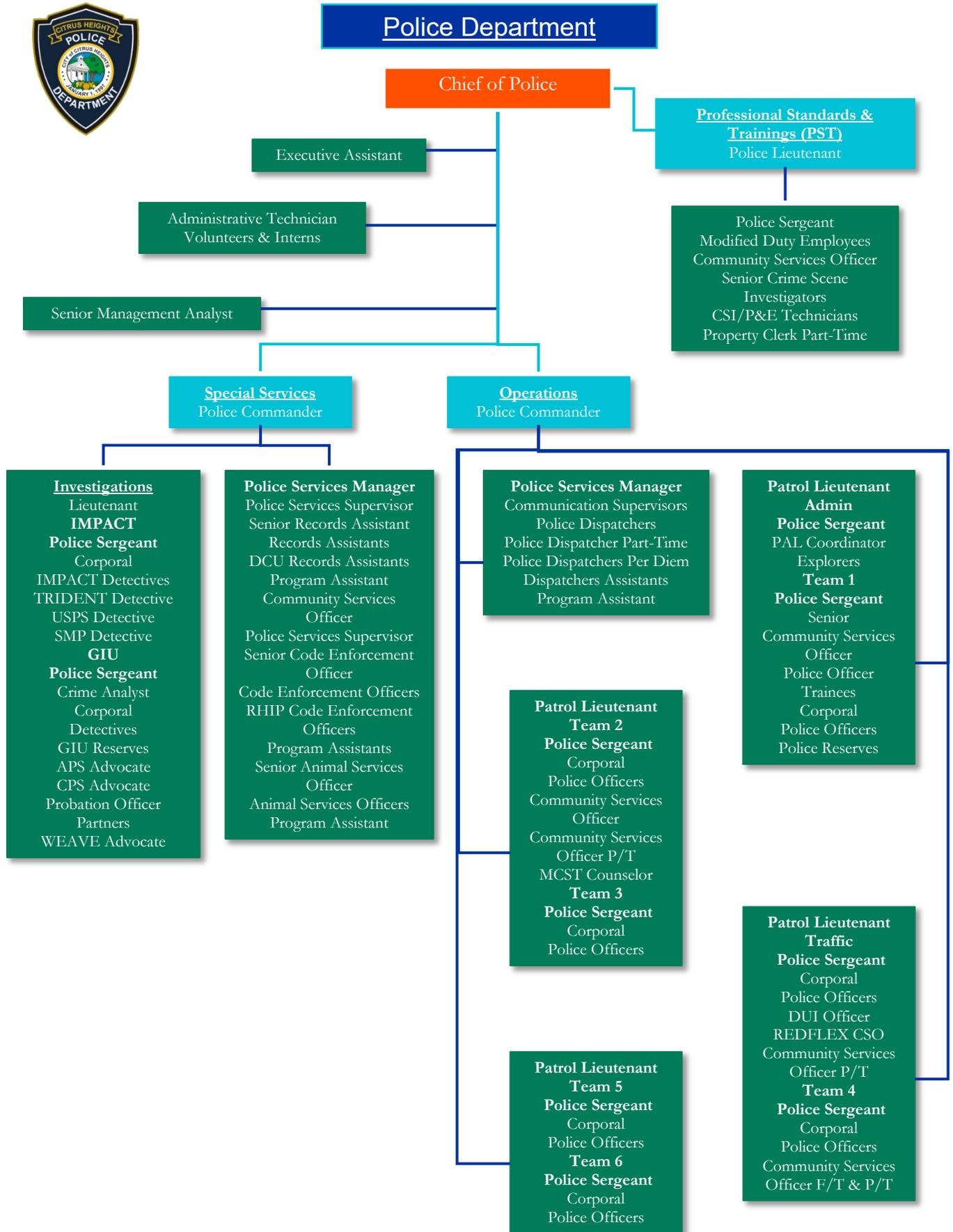
**Office of the Chief** has overall authority and is responsible for the effective administration, management and coordination of police services in the community. In addition to the Office of the Chief, this Division includes Budget and Finance, Policy and Procedure (updates/issuance/adherence), Technology Research and Development, as well as the Professional Standards and Training Unit (PST). PST includes hiring, personnel, training, organizational adherence to Federal, State & local laws, acceptance and review of personnel commendations and complaints, Property and Evidence (as well as Crime Scene Investigations), short- and long-range Strategic Planning, and public information and social media.

**Operations Division** is the largest division in the Police Department, and consists of several police units including Patrol, SWAT, Canine, Traffic/Motors, Reserve Program, Communications and Field Training. The Operations Division is managed by a Commander whose primary responsibility is to provide general management, direction, and control for that Division.

**Special Services Division** consists of the Records Unit, Data Compliance Unit, General Investigations Unit, IMPACT Team, and the Special Operations Unit, which includes our Code Enforcement, Rental Housing Inspection Unit, and Animal Services Unit. The Special Services Division is managed by a Commander whose primary responsibility is to provide general management, direction, and control for that division.

Table 36 - Police Department Budget

Department	FY22/23 Adopted Budget	FY23/24 Budget	Change from FY22/23 Amended Budget	FY24/25 Adopted Budget	Change from FY23/24 Budget
Police	22,182,196	21,971,140	(211,056)	22,778,654	807,514
Animal Control	771,165	667,681	(103,484)	679,248	11,567
Total	22,953,361	22,638,821	(314,540)	23,457,902	819,081



## Office of the Chief

### **Overview of Services**

*The Office of the Chief of Police* is comprised of the Police Chief, a senior management analyst, an executive assistant, an administrative technician, Professional Standards and Training, the Property and Evidence/Crime Scene Investigations Unit, Crime Prevention, and Media Relations. This division is responsible for the effective administration, management, and coordination of police services in the community, and ensuring the highest standards of professionalism and integrity.

Professional Standards and Training (PST) consists of the PST lieutenant, PST sergeant, and a CSO who are dedicated to ensuring the adherence to the laws, policies, and procedures, which govern the department's responsibility to provide for the public's safety, security, and quality of life. PST is managed by the PST Lieutenant who coordinates all department training, hiring, media relations/public information, internal investigations, and oversees the Property & Evidence Unit.

### **Accomplishments FY21/22 and FY22/23**

- Hired over 70 police employees
- Coordinated over 30 internal recruitments
- Secured grant funding to purchase new radios and communications center equipment
- Secured grant funding to purchase mobile data terminals for fleet
- Secured grant funding to purchase updated ballistic shields
- The Property and Evidence underwent a thorough audit by an outside company and received glowing marks
- Secured City Council approval of ARPA funding to assist with replacing several vehicles within our patrol fleet to ensure maximum safety and to limit equipment malfunctions
- Secured City Council approval of ARPA funding for a remodel of the Communications Center to provide additional workspaces for personnel as well as upgraded equipment to meet technological advancements
- Released our first OIS Critical Incident Debrief on social media
- Established CHPD Collaborative Communications Team with monthly meetings for internal/external communications and media planning
- Branded our community update and recruitment posts on social media and utilized targeted marketing to extend recruitment reach

### **Key Initiatives and Budget Highlights FY23/24 & FY24/25**

- Develop and implement the department's annual strategic plan
- Continue to hire new staff and fill vacancies in our specialty units
- Update the department's training plan for internal and external required trainings
- Enhance coaching and mentoring program for the Department's leadership team
- Continue to enhance wellness program through annual wellness check ins and EAP vendors who are culturally competent to treat law enforcement professionals
- Continue to make advancements in promoting city beautification efforts

# Operations Division

## Overview of Services

Operations Division operates under the Community Policing Philosophy. The division consists of Patrol Services, which is comprised of six teams of uniformed patrol officers. Additional elements deployed within the division are Traffic Enforcement, Canine, the Communications Center, Community Service Officers, and the Mobile Crisis Support Team. Operations Division staff provides round-the-clock enforcement presence, and are first responders for life-threatening emergencies, traffic collisions, and in-progress criminal activity. They conduct preliminary investigations on the majority of crimes reported to the Police Department and implement proactive strategies to detect and deter crime. Operations Division staff is actively involved in addressing neighborhood problems and quality of life issues.

The Traffic Enforcement Unit augments the traffic enforcement effort of patrol officers by providing directed traffic enforcement in identified problem areas. This unit also conducts follow-up collision investigations and handles major collision investigation and reconstruction.

Community Services Officers provide assistance to patrol officers and the Traffic Unit by responding to non-emergency calls for service.

The Mobile Crisis Support Team pairs Crisis Intervention Trained (CIT) Officers with licensed mental health professionals to respond to calls involving subjects in a mental health crisis. This first responder model is focused on mitigating the impact of these crises while providing enhanced service to those with mental health needs.

The Communications Center answers non-emergency and all emergency 9-1-1 calls that come into the police department, with police dispatchers coordinating field response to calls for service.

## Accomplishments FY21/22 and FY22/23

- The Communications Center successfully trained five new dispatch employees
- Our Communications Center maintained a proficient call answering time of 95% of 9-1-1 calls were answered within 15 seconds
- Installed a superior long-term logging system to capture more radio channels and phone extensions
- Developed strategies to reengage with the community after COVID, reinvigorating programs such as 9-1-1 4Kids, Project Lifesaver, presenting at service clubs, and sending mail advisements of reckless driving in the city to registered owners
- Acquired grant funding to purchase portable crash/crime scene lighting equipment
- Installed additional 9-1-1 trunk line to ensure availability for citizens to reach help during heavy call volume
- Adopted and implemented a new Alert and Warning system called RAVE to send information to residents during emergencies
- Acquired new K9 training/deployment software
- Text to 9-1-1 moved to a new software platform providing residents with an additional way to reach emergency services
- Launched the “CHPD Family Bridge” program as an additional resource to promote staff wellness

- Worked with the City Attorney to finalize and implement a permanent social host fireworks ordinance
- Partnered with the Citrus Heights Police Foundation to conduct staff appreciation BBQs to promote staff wellness and team building
- The SWAT Team celebrated their 15-year anniversary
- Completed multiple DUI checkpoints and obtained grant funding from OTS for continued DUI enforcement to host additional checkpoints
- Acquired a new Law Enforcement Field Training Application to replace the previous antiquated software. The new system is fully customizable to meet the modern demands of Officer training

**Key Initiatives and Budget Highlights FY23/24 & FY24/25**

- Complete the Communications Center upgrade
- Provide increased quality training to our officers and reinstating our robust training program to include tactical scenario-based training with the use of force simulator
- Utilize Opioid Settlement to fund a part-time Community Services Officer to provide opioid awareness, education, and prevention to at risk community members and track the statistical impact of this dangerous drug
- Enhance coaching and mentoring of line level staff and frontline supervisors
- Evaluate and prioritize traffic enforcement strategies as Traffic Unit returns to full staffing

## **Special Services Division**

### **Overview of Services**

Special Services Division consists of a variety of units and specialty assignments, including the General Investigations Unit, IMPACT Unit, Records and Data Compliance Unit, Code Enforcement and Rental Housing Units, Animal Services, and the Crime Analyst.

The General Investigations Unit includes crimes against persons and property crime investigators. The IMPACT Unit detectives focus their efforts on violent criminal offenders, sex offenders, gang and narcotics investigations, human trafficking, and chronic nuisance offenders.

The Code Enforcement Unit and Rental Housing Inspection Program focus on improving the quality of life in the community through the development of community partnerships and are actively involved in addressing neighborhood problems and providing crime prevention information. The Code Enforcement Unit enforces nuisance abatement codes involving zoning, inoperable vehicles, graffiti, and housing. This unit's program goal is to obtain voluntary compliance with the City's Municipal Ordinance. Code Enforcement officers work closely with other City departments and divisions, including Finance, Building and Safety, Planning, and Engineering, during any enforcement effort. The unit also assists other local and state agencies, including the Sacramento Metropolitan Fire District, in matters of code enforcement. This unit is both reactive to citizens' requests for services as well as proactive in canvassing the community to correct blight conditions in order to maintain and improve property values and the quality of life in the City.

The Animal Services Unit focuses on promoting healthy human-animal relationships in our community. Through education and enforcement, our goal is to empower responsible pet owners and deliver visible and compassionate support to the community.

The Records and Data Compliance Units manage the police front counter and telephone customer service, police records, and the processing of reports. The team also conducts live scanning of applicants, Drug, Arson, and Sex Offender registrations. The Data Compliance Unit is tasked with ensuring the daily activities logs and arrest data are compliant with the Department of Justice crime reporting.

### **Accomplishments FY21/22 and FY22/23**

- Completed a \$600,000 Grant for anti-tobacco/vaping officer and education campaign
- Continued partnership with Regional Trident taskforce to further combat illicit drugs and the fentanyl epidemic in our community
- Transitioned from Summary Based Reporting to a National Incident Based Reporting System (NIBRS)
- Implemented a program to gather traffic stop data compliant with the Racial Identity and Profiling Act (RIPA)
- Leveraged grant funding and collaborative regional partnerships to maintain effective domestic violence, sex assault, and child exploitation investigations in collaboration with WEAVE
- Developed creative strategies to bring back volunteer staff who patrol the City to address nuisance vehicle abatement and public blight
- Launched the IMPACT team and developed strategies including the "Beautification Crew"

- concept in collaboration with the General Services Team
- Presented active shooter review and provided Use of Force Simulator training to officers.
- Assisted with multiple emergency situations around the state and region for mutual aid including fires, and civil unrest
- Partnered with several local business to make environmental improvements and install updated detection technologies to prevent crime and apprehend violators

### **Key Initiatives and Budget Highlights FY23/24 & FY24/25**

- Produce a transparency web page to enhance information sharing and assist with public records requests
- Ensure auditing of data to ensure accuracy of RIPA, CIBRS, and NIBRS reporting
- Collaborate with regional resources and develop partnerships to maintain effective domestic violence, sex assault, and child exploitation investigations
- Enhance Quality of life by focusing on chronic nuisance offenders and identifying crime and gang trends
- Increase the utilization of part time extra help to supplement investigations by assisting with active and cold case investigations
- Partner with regional organizations and teams to enhance crime solving, prevention strategies and accountability of known offenders in our community
- Evaluate regional partnership to leverage detection technologies in a real time data-sharing program



## **Council Actions**























## **Glossary of Budget Terminology**

**Appropriation:** An authorization by City Council to make expenditures and incur obligations for a specific purpose within a specific timeframe.

**Assessed Valuation:** A dollar value placed on real estate or other property by Sacramento County as a basis for levying property taxes.

**Assessment District:** Defines area of land that is benefited by the acquisition, construction, or maintenance of a public improvement. An assessment is levied and collected in the regular property tax bill to fund the improvements.

**Audit:** Scrutiny of the City's accounts by an independent auditing firm that determines whether the City's financial statements are fairly presented in conformity with generally accepted accounting principles. An independent audit is performed annually.

**Beginning Balance:** Unencumbered resources available in a fund from the prior fiscal year after payment of prior fiscal year expenditures.

**Bond:** Capital raised by issuing a written promise to pay a specified sum of money, called the face value or principal amount, with interest at predetermined intervals.

**Budget:** A fiscal plan of financial operation, listing an estimate of proposed applications or expenditures and the proposed means of financing them.

**Capital Improvement Program (CIP):** The five-year financial plan for improving assets and integrating debt service and capital assets maintenance, adopted in a separate budget document and updated annually.

**Community Development Block Grant (CDBG):** a program designed by the U.S. Department of Housing and Urban Development to revitalize low-and moderate-income areas within a city.

**Deficit:** An excess of expenditures over revenues (resources).

**Department:** An organizational unit comprised of divisions of functions. It is the basic unit of service responsibility encompassing a broad mandate or related activities.

**Expenditure:** The actual payment for goods and services.

**Fiscal Year (FY):** The period designated by the City for the beginning and ending of financial transactions. The City of Citrus Heights fiscal year begins July 1<sup>st</sup> and ends June 30<sup>th</sup> of each year.

**Gas Tax:** Administered by the State Board of Equalization, this is a 51.1 cents per gallon tax (as of July 2021) on fuel used to propel a motor vehicle or aircraft. Use of the revenue is for research, planning construction, improvement, maintenance, and operation of public streets and highways, or public mass transit.

**General Fund:** The fund used to account for all financial resources except those required to be accounted for in another fund.

**General Plan:** California State law requires each city to adopt a General Plan that describes the direction the city will take concerning its future development.

**Healthy Cities Grant:** A State grant received by the City to help in its efforts to enhance neighborhood livability in Citrus Heights by the involvement of residents and businesses in clean-up and beautification programs and efforts.

**Infrastructure:** Facilities on which the continuance and growth of the community depend on, such as roads, water lines, sewers, public buildings, etc.

**Measure A:** This funding source was approved by Sacramento County voters in the form of a ½ cent sales tax in the late 1980s to fund specific transportation projects. When Citrus Heights incorporated, Measure A funds programmed for County transportation projects within Citrus Heights became available to the City as a funding source for those projects previously under County jurisdiction.

**Motor Vehicle-in-Lieu:** A State vehicle fee imposed on motorists for the privilege of operating a motor vehicle on the public highways. It is imposed “in-lieu” of a local property tax.

**Property Tax:** Property tax is imposed on real property (land and permanently attached improvements such as a building) and tangible personal property located within the City. The tax compromises one percent of the assessed value of the property.

**Residents’ Empowerment Association of Citrus Heights (REACH):** A coalition of Citrus Heights Neighbors working together.

**Redevelopment Property Tax Trust Fund:** On February 1, 2012, the Community Redevelopment Agency of the City of Citrus Heights was dissolved. The City of Citrus Heights as Successor Agency and its Oversight Board are responsible for the wind down of the agency. Property tax revenue remitted from the County into the Redevelopment Property Tax Trust Fund will be used to pay off obligations and complete projects that have enforceable obligations and are listed on the Recognized Obligation Payment Schedule.

**Reserved Fund Balance:** Accounts used to record a portion of the fund balance legally segregated for a specific use and not available for appropriation.

**Resolution:** A special order of the City Council which has a lower legal standing than an ordinance.

**Revenue:** Annual income received by the City.

**Revenue Neutrality:** The Cortese-Knox local Government Reorganization Act (“The Cortese-Knox Act”), which establishes procedures for changes in local government organizations, including city incorporation, was amended by the State Legislature in 1992. The 1992 Amendment was the “revenue neutrality” statute (Government Code 56845). Revenue neutrality addresses the process and outcome of how revenues and expenditures will be allocated to the newly incorporated agency (the new city) and the larger agency that the incorporated area came from (the county). For more information on revenue neutrality, refer to Government Code Section 56842.

**Request for Proposal for Services (RFP):** A document that solicits proposal, often made through a bidding process by an agency or company interested in procurement of a commodity, service, or

valuable asset, to potential suppliers to submit business proposals.

**Risk Management:** The process for conserving the earning power and assets of the City by minimizing the financial effect of accidental losses.

**Salaries and Benefits:** A budget category which generally accounts for full-time and temporary employees, overtime, and all employee benefits, such as medical, dental, and retirement.

**Sacramento Regional County Solid Waste Authority (SWA):** SWA is a joint powers authority that oversees commercial waste management in the City of Sacramento and the unincorporated areas of Sacramento County.

**Taxes:** Compulsory charges levied by a government for the purpose of financing service performed for the common benefit.

**Transient Occupancy Tax (TOT):** A tax imposed on travelers who stay in temporary lodging facilities within the City. Also referred to as a Hotel/Motel Tax.



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** June 22, 2023

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

**FROM:** Regina Cave, General Services Director  
Leslie Blomquist, City Engineer  
Daniel Kehrer, Senior Civil Engineer

**SUBJECT:** **Cripple Creek Repairs Project**  
**Award of Professional Engineering Services Agreement**

### **Summary and Recommendation**

On January 25, 2023, staff issued a Request for Proposals (RFP) seeking qualified firms to provide preliminary engineering, environmental documentation, right-of-way, final design, and construction support services for the Cripple Creek Repairs Project (Project). A total of seven proposals were received on March 14, 2023.

The City's selection team utilized a process consistent with standard industry practice governing consultant selection. A two-part process was utilized in which a selection panel independently reviewed and ranked each proposal in accordance with rating criteria set forth in the RFP. After the initial review, the selected panel interviewed the four highest-ranked firms. After the interviews were completed, the selection panel weighed the pros and cons of the top ranking consultant teams and made a selection.

Through this evaluation process, Dokken Engineering, Inc. (Dokken) was determined to be the most qualified consultant to provide the desired services for the Project. Staff opened the budget proposal and completed negotiations to agree upon the final scope of work and budget.

Staff recommends the City Council approve Resolution No. 2023-\_\_\_, a Resolution of the City Council of the City of Citrus Heights, California, authorizing the City Manager to execute an agreement for professional services with Dokken Engineering, Inc. for the Cripple Creek Repairs Project.

### **Fiscal Impact**

Approval of this agreement represents no additional fiscal impact to the approved Fiscal Years (FY's) 23/24 and 24/25 budget. Funding for engineering design, environmental documentation, and right-of-way services are included in the adopted Capital Improvement Program (CIP).

**Subject: Cripple Creek Repairs Project – Award of Professional Engineering Services Agreement**

**Date: June 22, 2023**

**Page 2 of 3**

The contract with Dokken is for an amount not to exceed \$472,543 and will be paid for spanning multiple Fiscal Years, as outlined in the adopted CIP, from the budgeted sources as follows:

Source Fund	Fund No.	Total Funding Amount
Stormwater Fund	209	\$472,543
Totals		\$472,543

**Background and Analysis**

This Project involves professional services for creek bank repairs in areas of the City where natural erosion and City maintenance activities have become challenging and pose risk of damage to private property. The proposed consultant scope for the project includes all required aspects of preliminary engineering, hydraulic analysis, final engineering, bid documents for construction, and support to seek potential grants for construction. The goal of the Project is to repair and stabilize erosion prone locations along Cripple Creek and implement naturalized stabilization techniques to preserve the natural features of the City’s waterways.

**Location #1 – Edgecliff/Cripple Creek Open Space Bank Restoration**

This Project site is located at a sharp bend in the creek located within Edgecliff/Cripple Creek Open Space. After years of natural erosion and sedimentation of the creek bed at this location, The creek bank has eroded the slopes near private property. Erosion has reached the point where routine vegetation maintenance is not possible and risk to private property is increasing due to the natural high and low flows of Cripple Creek in this vicinity. The Project site is owned by Sunrise Recreation and Park District; however, the City is responsible for maintaining the creeks and performing floodplain management within City limits.

**Location #2 – Gingerblossom Canal Restoration**

This Project site is a concrete lined canal in a residential development that is a tributary to Cripple Creek, which is owned (easement) and maintained by the City of Citrus Heights. This Project includes approximately 1,200 linear feet of canal restoration as the deterioration of the existing concrete lined canal has eroded away the bottom and portions of the side-slopes inhibiting maintenance activities and management of the floodplain flows and pathways.

The City issued an RFP in January 2023, and received seven proposals on March 14, 2023. The firms who proposed on the project included: Bennett Engineering Services + Y&C Transportation Consultants, CWE, Dokken Engineering, Dudek, FlowWest, Schaaf & Wheeler, and Watearth. The City used a qualifications based selection process consistent with standard industry practices and requirements. Interviews of the four highest ranking consultant teams were conducted on May 9<sup>th</sup> & 10<sup>th</sup>, 2023. Proposals and interviews were evaluated based on the criteria specified in the RFP. As a result of the process, Dokken Engineering Inc. was determined to be the most qualified consultant as they provided an in-depth and detailed proposal, introduced a highly qualified team and demonstrated a clear understanding of the work involved in the design and environmental approval strategies.

**Subject: Cripple Creek Repairs Project – Award of Professional Engineering Services Agreement**

**Date: June 22, 2023**

**Page 3 of 3**

Staff and the top ranked consultant have fine-tuned the scope and cost for work associated with the Project to ensure that the services provided meet the City's needs and that the work will be done cost effectively.

**Attachments**

1. Resolution No. 2023-\_\_\_\_\_ a Resolution of the City of Citrus Heights, California, Authorizing the City Manager to execute a professional services agreement with Dokken Engineering, Inc. to provide professional engineering services for the Cripple Creek Repairs Project.
2. Professional Services Agreement between the City of Citrus Heights and Dokken Engineering, Inc. for the Project.

**RESOLUTION NO. 2023-\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,  
CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN  
AGREEMENT FOR PROFESSIONAL SERVICES WITH DOKKEN ENGINEERING,  
INC. FOR THE CRIPPLE CREEK REPAIRS PROJECT**

**WHEREAS**, the City circulated a request for proposals in accordance with industry standard procedures and requirements for selection of the most qualified consultant, and Dokken Engineering, Inc. was found to be the most qualified firm to provide the required services;

**WHEREAS**, the City now desires to enter into a Professional Services Agreement with Dokken Engineering, Inc. in an amount not to exceed \$472,543; and

**WHEREAS**, the proposed professional services will be paid for utilizing Stormwater Utility Funds (Fund 209).

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the City Council of the City of Citrus Heights that the City Manager is hereby authorized to execute a contract with Dokken Engineering, Inc. to provide professional engineering services for the Project in a form approved by the City Attorney.

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

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 22<sup>nd</sup> day of June, 2023 by the following vote, to wit:

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

\_\_\_\_\_  
**Tim Schaefer, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Amy Van, City Clerk**

**CONSULTING SERVICES AGREEMENT BETWEEN  
THE CITY OF CITRUS HEIGHTS AND  
DOKKEN ENGINEERING, INC.**

Cripple Creek Repairs Project

THIS Agreement (“Agreement”) for consulting services is made by and between the City of CITRUS HEIGHTS (“City”) and Dokken Engineering, Inc. (“Consultant”) (together referred to as the “Parties”) as of June 22, 2023 (the “Effective Date”).

**Section 1. SERVICES.** Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A, and incorporated herein, at the time and place and in the manner specified therein.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on June 30, 2026 or the date the Consultant completes the services specified in Exhibit A, whichever occurs first, unless the term of the Agreement is otherwise terminated or extended, as referenced herein.
- 1.2 **Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement according to the standards observed by a competent practitioner of the profession in which Consultant is engaged.
- 1.3 **Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, requests in writing the reassignment of any such persons to ensure Consultant performs services in accordance with the Standard of Performance, Consultant shall, immediately upon receiving City’s request, reassign such persons.
- 1.4 **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided herein above and to satisfy Consultant’s obligations hereunder.

**Section 2. COMPENSATION.** City hereby agrees to pay Consultant a sum not to exceed four hundred seventy two thousand five hundred forty three dollars (\$472,543), as set forth in Exhibit B, attached hereto and incorporated herein for services to be performed and reimbursable expenses incurred under this Agreement. This dollar amount is not a guarantee that the City will pay that full amount to the Consultant, but is merely a limit of potential City expenditures under this Agreement.

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

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

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

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

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

**Section 4. INSURANCE REQUIREMENTS.** Before beginning any services under this Agreement, Consultant, at its own cost and expense, shall procure the types and amounts of insurance specified herein and maintain that insurance throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid or proposal. Consultant shall be fully responsible for the acts and omissions of its subcontractors or other agents.

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

**4.2 Commercial General and Automobile Liability Insurance.**

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

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

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

- a. The Commercial General and Automobile Liability Insurance shall cover on an occurrence basis.

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

#### **4.3 Professional Liability Insurance.**

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

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

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

extended period coverage for a minimum of five (5) years after completion of work under this Agreement.

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

#### 4.4 **All Policies Requirements.**

4.4.1 **Submittal Requirements.** Consultant shall submit the following to City prior to beginning services:

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

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

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

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

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

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

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

**4.4.7 Excess Insurance.** If Consultant maintains higher insurance limits than the minimums specified herein, City shall be entitled to coverage for the higher limits maintained by the Consultant.

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

## **Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.**

**5.1 General Requirement.** To the fullest extent permitted by law, Consultant shall indemnify, defend with counsel acceptable to City, and hold harmless City and its officers, officials, employees, agents and volunteers (collectively, "Indemnitees") from and against any and all liability, loss, damage, claims, expenses, and costs, including without limitation, attorney's fees, costs and fees of litigation, (collectively, "Liability") of every nature arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the Consultant in performance of the services under this Agreement, except such Liability caused by the sole negligence or willful misconduct of City.

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

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

## **Section 6. STATUS OF CONSULTANT.**

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

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

**Section 7. LEGAL REQUIREMENTS.**

- 7.1 **Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 **Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder. Consultant shall also, to the extent required by the California Labor Code, pay not less than the latest prevailing wage rates as determined by the California Department of Industrial Relations.
- 7.3 **Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have, and will maintain at their sole cost and expense, all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid business licenses from City.
- 7.4 **Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, genetic information, marital status, sex, sexual orientation, gender or gender identity, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

**Section 8. TERMINATION AND MODIFICATION.**

- 8.1 **Termination.** Upon ten days' prior written notice, City may cancel this Agreement at any time and without cause upon such written notification to Consultant. In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant

delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

- 8.2 **Amendments.** The parties may amend this Agreement only by a writing signed by the parties hereto.
- 8.3 **Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the City Manager, or his or her designee. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the City Manager, or his or her designee.
- 8.4 **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant, including but not limited to the provisions of Section 5, shall survive the termination of this Agreement.
- 8.5 **Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:
- 8.5.1 Immediately terminate the Agreement;
  - 8.5.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
  - 8.5.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or
  - 8.5.4 Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.
  - 8.5.5 The remedies mentioned in this Agreement are not exclusive of any other right, power or remedy permitted by law. The City's failure or delay in exercising any remedy shall not constitute a waiver of such remedy or preclude the further exercise of City's rights.

**Section 9. KEEPING AND STATUS OF RECORDS.**

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

**Section 10 MISCELLANEOUS PROVISIONS.**

- 10.1 **Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 **Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in Sacramento County or in the United States District Court for the Eastern District of California.

- 10.3 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.4 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.6 Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a “conflict of interest,” as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*
- Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*
- 10.7 Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.
- 10.8 Notices.** Any notice, demand, request, consent or approval that either party is required to give the other pursuant to this Agreement, shall be in writing and may be given by either (i) personal service, or (ii) certified United States mail, postage prepaid, return receipt requested. Notice shall be effective upon personal delivery or delivery to the addresses specified below, as reflected on the receipt of delivery or return receipt, as applicable.

Consultant: Dokken Engineering  
 110 Blue Ravine Road, Suite 200  
 Folsom, CA 95630-1713  
 ATTN: Ashley Orsaba-Finders, PE, QSD/P, MBA

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

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

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

Exhibit A      Scope of Services  
Exhibit B      Compensation Schedule

**10.11 Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

**10.12 Construction of Agreement.** Each party hereto has had an equivalent opportunity to participate in the drafting of the agreement and/or to consult with legal counsel. Therefore, the usual construction of an agreement against the drafting party shall not apply hereto.

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

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

**CITY OF CITRUS HEIGHTS**

**CONSULTANT NAME**

\_\_\_\_\_  
 Ashley J. Feeney, City Manager

\_\_\_\_\_  
 John A. Klemunes Jr, PE  
 Principal-in-Charge

Attest:

Approved as to Form:

\_\_\_\_\_  
 Amy Van, City Clerk

\_\_\_\_\_  
 Ryan R. Jones, City Attorney

## Exhibit A Scope of Services

### Work Plan & Schedule

#### EDGECLIFF / CRIPPLE CREEK OPEN SPACE BANK RESTORATION

##### Task A – Project Management

###### Task A.1 – Project Management

Dokken's Project Manager will plan, organize, direct, and monitor project work and will plan activities and resources in accordance with contracted scope, schedule, and budget and will report to the City's Project Manager.

This task includes performing ongoing general project management with the client, subconsultants, and stakeholders, including preparing contract paperwork, memos, letters, and email, making phone calls, and maintaining project files.

Dokken will prepare progress reports to record the progress of the project and as supporting data for invoices presented monthly to the City. The progress report will include recently accomplished tasks, anticipated progress for the next month, pending issues, and schedule completion target dates. The progress report will consist of a brief (1 page) summary of work, and a more detailed description of project status.

The detailed project status will include progress status and budget status for each task. This activity commences with receiving the Notice-To-Proceed, continues through submittal of the key final project deliverables, and concludes when the project is advertised for construction. This task assumes a 17-month duration.

###### TASK A.1 DELIVERABLES

- ✓ Budget Management and Invoicing
- ✓ Project File Management
- ✓ Monthly Schedule Updates

###### Task A.2 – Meetings and Coordination

The project team meetings will serve as the primary forum for reviewing the status of the project and identifying and resolving project issues. Attendees will include Dokken's Project Manager, designers as needed, City staff and other stakeholders, as necessary. This task assumes one monthly project team meeting for a 17-month duration.

###### TASK A.2 DELIVERABLES

- ✓ Meetings Agendas and Minutes (Kick-off and Progress)
- ✓ Communications with Stakeholders

###### Task A.3 – QA/QC

Dokken's QA/QC manager will prepare a Quality Control Plan and provide independent reviews of the preliminary and construction documents. Quality control reviews will be performed for the following deliverables as part of the task for said deliverables:

###### TASK A.3 DELIVERABLES

- ✓ 65% Project Plans and Estimates
- ✓ 95% Plans, Specifications, and Estimates
- ✓ Final Plans, Specifications, and Estimates

###### Task A.4 – Grant Support

Dokken will support the preparation of up to two grant applications in support of the project at the behest of the City. This effort includes data gathering, document preparation, and draft and final application packages support.

###### TASK A.4 DELIVERABLES

- ✓ Draft and Final Grant Application support

##### Task B – Base Mapping/Topographic Surveys

###### Task B.1 – Surveying and Base Mapping

**Topographic Surveying** - UNICO will perform topographic field surveys and develop base mapping at the project location. A detailed, design level topographic strip survey of the project limits will be performed utilizing conventional (non-aerial) field surveying methods along the project creek channel areas. Within the strip, UNICO will locate, at a minimum, top of bank, bottom of bank, flowline, existing trees (6 inches or greater), improvement features, pavement, concrete, slopes, grade breaks, drainage features (size and inverts), signs, structures, fencing, and visible utilities. UNICO will survey cross-sections for hydraulic analyses at 100'



intervals as directed by the design team. Base Mapping will include full mapping, 1' contours and digital surface at 1"=20' scale that will be provided in an AutoCAD based drawing. UNICO will set durable control points to be preserved for utilization of surveys and for future construction control. UNICO will base its survey on current National Geodetic Surveys (NGS) published NAD83 and NAVD88 datums.

**Boundary Mapping** - UNICO will research mapping, deed documents, records of survey, parcel maps, and subdivision maps to resolve the property boundaries along the project limits. UNICO will search for and survey right of way and property monuments to resolve the property boundaries. All survey monuments discovered that may be compromised by the project will be surveyed and noted.

**TASK B.1 DELIVERABLES**

- ✓ AutoCAD Base File
- ✓ Raw Point Files
- ✓ Maps and Deed Documents

**Task B.2 – Easement Acquisition Coordination**

**Task B.2.1 – Right of Way Management and Coordination Services**

To eliminate any unforeseen issues, Dokken will work closely with applicable funding sources to ensure all changes regarding certification, documentation, and procedures are implemented. Dokken Engineering ensures that all the current documentation and procedures are used for all right of way efforts for local public agency projects.

Dokken will maintain a right of way tracking table and ensure that it is sent to the City on the regularly requested schedule. This table will outline milestones and include completion dates, comments, and any additional information the Client may request.

It is assumed that there are no right of way needs associated with parcels 224-0490-010, 224-0490-011 and 224-0490-012. All project construction will take place within existing right of way and APN 224-0490-001.

Dokken Engineering will do the following services, as needed, for the project:

- Attain title reports
- Review title reports and implement solutions for items that may affect title or cause a delay in escrow
- Attain executed 17-EX-8 Acknowledgement for Donations from the Park District
- Coordinate recording of signed and accepted easement with the Sacramento County Recorder
- Provide original copy of easement coordination file to the Client

**TASK B.2.1 DELIVERABLES**

- ✓ Project Tracking Table

**Task B.2.2 Obtain Title Report/Title Research**

Dokken will obtain one (1) title report for parcel 224-0490-001. Dokken will perform all necessary research for the parcel being acquired and will resolve or oversee resolution of problems relating to unusual circumstances regarding title or ownership and uncover any flaws, noting any exceptions pertaining to property such as liens, restrictions, easements, and rights of way.

**TASK B.2.2 DELIVERABLES**

- ✓ Preliminary Title Report (1)

### Task B.2.3 Easement Coordination

This project will require the acquisition of a permanent easement from APN 224-0490-001, owned by Sunrise Recreation & Park District. The District has indicated they are in support of the project and will be donating the easement to the City. Dokken will provide all required donation documentation, coordinate execution of documentation, and recording of the easement.

#### TASK B.2.3 DELIVERABLES

- ✓ Donation Agreement, Form 17-EX-8 Acknowledgement for Donations, Grant of Easement Deed, Diaries
- ✓ Escrow Documents and Closing Statements, Original Acquisition File

### Task B.3 – Plats and Legals

UNICO will prepare plats and legal descriptions as necessary for the project. It is expected that a permanent easement will be required along Cripple Creek at Location 1, within the Sunrise Park and Recreation parcels. UNICO will prepare preliminary plats, legal descriptions and closure calculations for review. Upon approval, UNICO will prepare final signed and stamped PDF plats and legal descriptions.

#### TASK B.3 DELIVERABLES

Plats and Legal Descriptions (1 Total)

## Task C – Geotechnical Analysis

Dokken's subconsultant Crawford & Associates will provide geotechnical analysis for this project.

### Task C.1 – Project Coordination

- Coordinate with the design team to review the preliminary plans and discuss the project design needs, goals, and schedule.
- Review available record documents, existing geotechnical data/reports, preliminary project data, and mapping pertaining to site geology in the area.
- Visit the site to determine access, potential right-of-entry requirements, and mark our boring locations for Underground Services Alert (USA) North 811.
- Obtain necessary boring permits for fieldwork.

### Task C.2 – Field Exploration

For the erosion along the banks of Cripple Creek, Crawford proposes to complete 2 to 3 test borings to depths of 15 to 40 ft. Due to limited access near the flanks of the failed area, the use of a portable drill rig and/or hand-operated dynamic cone penetrometers (DCP) equipment will likely be required. We expect the site earth materials to be drillable with power-auger equipment and site access will be via Newbridge Way. Additionally, Crawford will supplement the sampled boring data with shallow soil probes and/or 2 to 3 hand-operated DCP tests along the toe of the failed slope (depending on water levels in the creek) to help correlate near-surface soils and evaluate foundation support conditions.

### Task C.3 – Laboratory Testing

Crawford will perform the following laboratory tests, as appropriate, on selected soil samples retrieved from the test borings.

- Moisture content and unit weight for soil classification and bearing capacity
- Unconfined compression and/or direct shear for axial and lateral bearing capacity
- Sieve analysis and plasticity index for soil classification, bearing capacity, and liquefaction assessment
- Resistivity, pH, sulfate content and chloride content for soil corrosivity analysis

### Task C.4 – Preliminary and Final Geotechnical Memorandum

Based on the results of the subsurface explorations, the Dokken team will complete engineering evaluation and analysis to develop and provide preliminary recommendations in a Preliminary Geotechnical Memorandum (memo) for each project location. For Location 1, potentially viable repair options, such as gravity wall systems (gabion, block, concrete retaining walls, etc.), reconstructed/reinforced embankments, rock buttressing, and a soldier pile wall will be evaluated based on right of way location, geometric site constraints, depth to bearing material, etc. The findings from the Gingerblossom location will be included in the same report.

Based on the evaluation/analysis and discussions with the design team, Crawford will prepare a Geotechnical Memo for each location describing the subsurface earth materials encountered; present all field and laboratory test results; and provide geotechnical recommendations for selected permanent repair at the site locations.



The memos will include the following:

- Scope of Work
- Site description
- Project description
- Site Geology Summary
- Summary of subsurface exploration & subsurface conditions
- Laboratory test results
- CBC seismic design parameters (if needed)
- Liquefaction and seismic settlement
- Corrosion Evaluation
- Infiltration rates for Location 2
- Geotechnical recommendations and considerations for the selected repair alternatives for Location 1, including cross-sections sketches based on surveying
- Recommendations for grading and construction, including ground preparation, materials excavation, stability and placement
- Risk management and limitations
- Vicinity Map
- Site Plan with exploration locations
- Geologic and fault maps
- Boring and/or DCP logs with laboratory test results

**TASK C.4 DELIVERABLES**

- ✓ Preliminary and Final Geotechnical Memorandum

**Task D – Preliminary Alternatives Analysis**

**Task D.1 – Site Investigations**

Dokken will perform field visits to understand channel morphology and erosion limits, and review potential construction access paths. Exhibits will be prepared documenting our findings which will be the basis of the repairs. The existing culvert will also be inspected and reviewed for potential replacement or rehabilitation.

**TASK D.1 DELIVERABLES**

- ✓ Site Visits and Photo Documentation

**Task D.2 – Hydrologic and Hydraulic Analysis**

The existing recent HEC-RAS model of Cripple Creek will be used for hydraulic and hydraulic analysis. This effort with some supplemental location specific data. Each alternative in the preliminary analysis will be developed as a proposed condition in the hydraulic model to understand the hydraulic impacts of each alternative.

**Task D.3 – Alternatives Analysis and Hydraulics Memorandum**

Based upon the three identified alternatives from the proposal phase, Dokken will prepare preliminary design, engineer’s estimate, and separate hydraulic analysis of each alterative. A memorandum and exhibits of each alternative with constraints and benefits will be prepared for discussion with the City. Included in the memorandum will be a No Net Rise Certification for the preferred alternative.

**TASK D.3 DELIVERABLES**

- ✓ Preliminary Alternatives Analysis and Hydraulics Memorandum

**Task E – Environmental Technical Studies and Permitting**

**Task E.1 Biological Technical Memorandum**

Dokken will complete a field survey to document biological resources within the project footprint. Survey results and the results from background research will be synthesized in a biological resources report that will determine project impacts to sensitive species and habitats as well as develop suitable mitigation for those impacts.

**TASK E.1 DELIVERABLES**

- ✓ Biological Resource Report

**Task E.2 Jurisdictional Delineation**

Dokken will complete a jurisdictional delineation to identify and map the horizontal and vertical boundary of the ordinary high-water mark to accurately quantify waters impacts. Results will be documented in an Aquatic Resources Delineation Report (ARDR) following the U.S. Army Corps of Engineers standards. The ARDR is a requirement for 404 permitting and will be included in the pre-construction notification package that is provided to the U.S. Army Corps of Engineers.

**TASK E.2 DELIVERABLES**

- ✓ Aquatic Resources Delineation Report

**Task E.3 Cultural Resources Memorandum**

Dokken will conduct cultural record searches from the North Central Information Center (NCIC) and the Native American Heritage Commission Sacred Lands File, notify the local Native American Tribes under Section 106 and AB-52, complete a pedestrian survey of the areas in an effort to identify any cultural or tribal resources that may be affected by the projects. The results of these data collection efforts will be compiled into a Cultural Resources Report. This scope of work includes an “other direct cost” to cover the cost of obtaining record searches from the NCIC.

**TASK E.3 DELIVERABLES**

- ✓ Cultural Resources Memorandum

**Task E.4 Native American Consultation**

Dokken will assist the City with Native American Consultation efforts. This will include preparing project notification letters, conducting follow up consultation under Section 106, preparing for/attending all consultation meetings, and generating a consultation log detailing all efforts and conclusions. Dokken will also assist the City in determining appropriate avoidance and minimization measures, in coordination with interested Native American tribes.

**TASK E.4 DELIVERABLES**

- ✓ Consultation Letters & Native American Consultation Log

**Task E.5 CEQA Document Draft IS/MND**

Based on preliminary research, Dokken has determined that all potentially significant environmental impacts resulting from this project can be mitigated to a less than significant level and an Initial Study with Mitigated Negative Declaration (IS/MND) is the appropriate level of documentation under CEQA. The City will be the CEQA lead agency for the project and Dokken will prepare all CEQA Documentation to be consistent with City templates and thresholds of significance. The Draft IS/MND will be provided to the City for review and comment.

**TASK E.5 DELIVERABLES**

- ✓ Draft IS/MND for City review

**Task E.6 Public Circulation**

Once the draft IS/MND has been approved by the City, it will be circulated for public review for a period of 30 days. Dokken will coordinate the preparation of the distribution list with the City. Pursuant to CEQA requirements, Dokken will prepare a Notice of Availability and Notice of Intent to Adopt the Draft IS/MND. This notice, along with the draft IS/MND, will be made available at City Hall during the 30-day public circulation and review period. In addition, local residents will be notified of the public circulation and invited to comment on the project. Dokken will complete the uploading and circulation through the State Clearinghouse CEQA Submit website. This scope of work does not include a public meeting during circulation.

**TASK E.6 DELIVERABLES**

- ✓ Public notices and document uploaded through CEQA Submit

**Task E.7 Final IS/MND**

Following public review of the draft IS/MND, Dokken will meet with City staff to review any comments on the IS/MND that were received, and to discuss potential responses to these comments. Dokken will then formulate responses to the comments on the IS/MND in a Response to Public Comments matrix that will be included as an appendix to the Final IS/MND. Once draft responses to comments are completed, they will be submitted to City staff for review and comment. Once approved, Dokken will incorporate the comments and final mitigation measures into the Final IS/MND. To complete the CEQA Process, Dokken will file a Notice of



Determination with the Sacramento County Recorder's Office within 5-days of City adoption of the IS/MND. This scope assumes the City will be responsible for paying the CEQA filing Fee.

**TASK E.7 DELIVERABLES**

- ✓ Final IS/MND, Mitigation Monitoring and Reporting Program, and Notice of Determination

**Task E.8 §1600 Streambed Alteration Agreement**

The proposed repair project exceeds the size limits specified in the RMA and a stand alone §1600 Streambed Alteration Agreement from the California Department of Fish and Wildlife is required. Dokken will prepare the necessary Notification materials for submittal to CDFW through the Electronic Permit Information Management System (EPIMS). Dokken will coordinate directly with CDFW's admin department to link our EPIMS account to the City so that we may prepare the notification on behalf of the City. This scope of work assumes that the City would be responsible for paying any permit fees to CDFW.

**TASK E.8 DELIVERABLES**

- ✓ §1600 Notification through EPIMS, Streambed Alteration Agreement

**Task E.9 §401 Water Quality Certification**

The project is expected to be consistent with a non-notifying Nationwide Permit 3 and coordination with the USACE under Section 404 of the Clean Water Act is not expected to be required. However, a 401 Water Quality Certification from the Central Valley Regional Water Quality Control Board (Regional Board) will be required. Dokken will prepare an application for a Clean Water Certification under §401 of the Clean Water Act. Under the September 2020 Final Rule, a pre-application meeting is required prior to submitting the permit application. Dokken will coordinate with the Regional Board before, during, and after submittal of the application to ensure consistent communication with the Regional Board and minimal permitting delays. This scope assumes that the City will be responsible for paying the permit application fee and the project fee that will be assessed by the Regional Board.

**TASK E.9 DELIVERABLES**

- ✓ §401 Application, Water Quality Certification

**Task E.10 §404 Nationwide Permit**

The proposed project is consistent with Nationwide Permit 13 and is expected to exceed the 1 cubic yard per linear foot thresholds for notification and coordination with the USACE. Dokken will prepare all necessary notifications for submittal to the USACE and follow up regularly during USACE's review of the notification materials to ensure timely completion of this permitting task.

**TASK E.10 DELIVERABLES**

- ✓ §404 Notification Package, Nationwide 13 Authorization

**Task F – Plans, Specifications, and Estimate**

**Task F.1 - 65% Plans and Estimate (P&E)**

Dokken will prepare 65% plans and estimates for the project.

Dokken will prepare an engineer's estimate of construction costs, based on detailed quantity takeoffs and current unit prices. A reasonable upward adjustment shall be applied to all bid quantities that may vary during construction to allow for any necessary design adjustments. Quantities for all contract items, including cost of lump sum items, shall be substantiated by calculations. All quantity calculations shall be independently checked and substantiated with independent calculations.

This task also includes the development of design alternatives for the repairs. While we have provided our preliminary approach, we will revisit the strategy as part of the development of the 65% construction package.

**TASK F.1 DELIVERABLES**

- ✓ 65% Plans and Estimates

**Task F.2 - 95% Plans, Specifications, and Estimate (PS&E)**

Dokken will prepare 95% plans and estimates based on the 65% plans and review comments. Dokken will prepare a response to comments matrix with each comment received and response regarding how the comment was addressed/incorporated.

Dokken will prepare an engineer's estimate of construction costs, based on detailed quantity takeoffs and current unit prices. A reasonable upward adjustment shall be applied to all bid quantities that may vary during construction to allow for any necessary

design adjustments. Quantities for all contract items, including cost of lump sum items, shall be substantiated by calculations. Quantity calculations shall be neat and orderly and shall show all sketches, diagrams, and dimensions necessary to allow them to be independently used by field engineers. All quantity calculations shall be independently checked and substantiated with independent calculations.

Dokken will prepare draft special provisions based on Caltrans, County, and City standard special provisions. The special provisions will include all environmental mitigation and permitting measures required for the project.

**TASK F.2 DELIVERABLES**

- ✓ 95% Plans, Estimates, Specifications, and Response to Comment Matrix

**Task F.3 – Final Plans, Specifications, and Estimate (PS&E)**

Dokken will prepare final contract documents ready for advertisement. The final contract documents will incorporate comments received on the 95% PS&E.

**TASK F.3 DELIVERABLES**

- ✓ Final Plans, Specifications, Estimate, and Response to Comments Matrix

**Task G – Bidding Support Services**

**Task G.1 – Bid Support**

Dokken will be available to assist the City with preparation of the bid package, project description for advertisement and provide responses to bidder inquiries either directly or through the City as determined by the City. Dokken will also be available to attend a Pre-Bid Meeting, at the City's discretion and will support the City giving an overview of the project to the bidders. Dokken will be available during bidding to respond to questions and request for information specifically related to the design plans and specifications and provide clarification when requested by the City. Dokken will be available to assist the City with preparations of Bid Addendum, if needed. Dokken will Review bids received for responsiveness and reasonableness.

**TASK G.1 DELIVERABLE**

- ✓ Attend Pre-Bid meeting
- ✓ Respond to pre-bid RFIs and draft bid addenda
- ✓ Compile and review bid results conformance with contract requirements, math checks, and review for inaccuracies and responsiveness

**GINGERBLOSSOM CANAL**

**Task A – Project Management**

**Task A.1 – Project Management**

Dokken's Project Manager will plan, organize, direct, and monitor project work and will plan activities and resources in accordance with contracted scope, schedule, and budget and will report to the City's Project Manager.

This task includes performing ongoing general project management with the client, subconsultants, and stakeholders, including preparing contract paperwork, memos, letters, and email, making phone calls, and maintaining project files.

Dokken will prepare progress reports to record the progress of the project and as supporting data for invoices presented monthly to the City. The progress report will include recently accomplished tasks, anticipated progress for the next month, pending issues, and schedule completion target dates. The progress report will consist of a brief (1 page) summary of work, and a more detailed description of project status.

The detailed project status will include progress status and budget status for each task. This activity commences with receiving the Notice-To-Proceed, continues through submittal of the key final project deliverables, and concludes when the project is advertised for construction. This task assumes a 17-month duration.

**TASK A.1 DELIVERABLES**

- ✓ Budget Management and Invoicing
- ✓ Project File Management
- ✓ Monthly Schedule Updates

**Task A.2 – Meetings and Coordination**



The project team meetings will serve as the primary forum for reviewing the status of the project and identifying and resolving project issues. Attendees will include Dokken's Project Manager, designers as needed, City staff and other stakeholders, as necessary. This task assumes one monthly project team meeting for a 13-month duration.

**TASK A.2 DELIVERABLES**

- ✓ Meetings Agendas and Minutes (Kick-off and Progress)
- ✓ Communications with Stakeholders

**Task A.3 – QA/QC**

Dokken's QA/QC manager will prepare a Quality Control Plan and provide independent reviews of the preliminary and construction documents. Quality Control reviews will be performed for the following deliverables as part of the task for said deliverables:

**TASK A.3 DELIVERABLES**

- ✓ 65% Project Plans and Estimates
- ✓ 95% Plans, Specifications, and Estimates
- ✓ Final Plans, Specifications, and Estimates

**Task A.4 – Grant Support**

Dokken will support the preparation of up to two grant applications in support of the project at the behest of the City. This effort includes data gathering, document preparation, and draft and final application packages support.

**TASK A.4 DELIVERABLES**

- ✓ Draft and Final Grant Application support

**Task B – Base Mapping/Topographic Surveys**

**Task B.1 – Surveying and Base Mapping**

**Topographic Surveying** - UNICO will perform topographic field surveys and develop base mapping at the project location. A detailed, design level topographic strip survey of the project limits will be performed utilizing conventional (non-aerial) field surveying methods along the project creek channel areas. Within the strip, UNICO will locate at a minimum, top of bank, bottom of bank, flowline, existing trees (6 inches or greater), improvement features, pavement, concrete, slopes, grade breaks, drainage features (size and inverts), signs, structures, fencing, and visible utilities. UNICO will survey cross-sections for hydraulic analyses at 100' intervals as directed by the design team. Base Mapping will include full mapping, 1' contours and digital surface at 1"=20' scale that will be provided in an AutoCAD based drawing. UNICO will set durable control points to be preserved for utilization of surveys and for future construction control. UNICO will base its survey on current National Geodetic Surveys (NGS) published NAD83 and NAVD88 datums.

**Boundary Mapping** - UNICO will research mapping, deed documents, records of survey, parcel maps, and subdivision maps to resolve the property boundaries along the project limits. UNICO will search for and survey right of way and property monuments to resolve the property boundaries. All survey monuments that are discovered and may be compromised by the project will be surveyed and noted.

**TASK B.1 DELIVERABLES**

- ✓ AutoCAD Base File
- ✓ Raw Point Files
- ✓ Maps and Deep Documents

**Task C – Geotechnical Analysis**

Dokken's subconsultant Crawford & Associates will provide geotechnical analysis for this project provided by the following scope services.

**Task C.1 – Project Coordination**

- Coordinate with the design team to review the preliminary plans and discuss the project design needs, goals, and schedule.
- Review available record documents, existing geotechnical data/reports, preliminary project data, and mapping pertaining to site geology in the area.

- Visit the site to determine access, potential right-of-entry requirements, and mark our boring locations for Underground Services Alert (USA) North 811.
- Obtain necessary boring permits for our fieldwork.

### Task C.2 – Field Exploration

For the deterioration along the concrete lined canal, Crawford proposes a limited exploration 3 to 4 shallow hand augers up to 5 feet deep to evaluate near surface soil conditions along the canal bottom (where accessible) and/or canal banks. Following the completion of the subsurface exploration, Crawford will perform infiltration rate testing at 3 to 4 hand auger locations. The infiltration rate depths will be determined based on the proposed site grades and the soil conditions encountered in our subsurface exploration. For this proposal, we assume that the infiltration rate tests will be located approximately 5 ft below the existing grade of the canal bottom. An engineer from our office will perform the infiltration rate tests in the field using the constant or falling-head test method.

### Task C.3 – Laboratory Testing

Crawford will perform the following laboratory tests, as appropriate, on selected soil samples retrieved from the test borings.

- Sieve analysis and plasticity index for soil classification, bearing capacity, and liquefaction assessment
- Resistivity, pH, sulfate content and chloride content for soil corrosivity analysis

### Task C.4 – Preliminary and Final Geotechnical Memorandum

Based on the results of the subsurface explorations, Crawford will complete engineering evaluation and analysis to develop and provide preliminary recommendations in a combined Preliminary Geotechnical Memorandum (memo) with the Edgcliff Park location.

## Task D – Preliminary Alternatives Analysis

### Task D.1 – Site Investigations

Dokken will perform field visits to understand channel morphology and erosion limits and review potential construction access paths. Exhibits will be prepared documenting our findings which will be the basis of the repairs. The existing culverts will also be inspected and reviewed for potential replacement or rehabilitation.

#### **TASK D.1 DELIVERABLES**

- ✓ Site Visits and Photo Documentation

### Task D.2 – Hydrologic and Hydraulic Analysis

Dokken's water resources staff will prepare a Memorandum summarizing the no net impact the repairs will have on the channel. The existing recent HEC-RAS model of the Gingerblossom Canal/Cripple Creek will be used for this effort with some supplemental location specific data. Each alternative in the preliminary analysis will be developed as a proposed condition in the hydraulic model to understand the hydraulic impacts of each alternative.

### Task D.3 – Alternatives Analysis and Hydraulics Memorandum

Based upon the three identified alternatives from the proposal phase, Dokken will prepare preliminary design, engineer's estimate, and separate hydraulic analysis of each alternative. A memorandum and exhibits of each alternative with constraints and benefits will be prepared for discussion with the City. Included in the memorandum will be a No Net Rise Certification for the preferred alternative.

#### **TASK D.3 DELIVERABLES**

- ✓ Preliminary Alternatives Analysis and Hydraulics Memorandum



## Task E – Environmental Technical Studies and Permitting

### Task E.1 Biological Technical Memorandum

Dokken will complete a general biological survey to document existing biological conditions on site. The results of the survey will be compiled into a Biological Resources Memorandum that will assess impacts to biological resources. The Biological Report will be used as supporting documentation for the regulatory permitting.

#### TASK E.1 DELIVERABLES

- ✓ Biological Resource Memorandum

### Task E.2 Cultural Resources Memorandum

Dokken's archaeologists will obtain cultural record searches from the North Central Information Center (NCIC) and the Native American Heritage Commission Sacred Lands File and notify the local Native American Tribes of the project to identify any previously surveyed cultural or tribal resources that may be affected by the projects. Dokken's archaeologists will then complete a pedestrian survey of the areas to search for surface evidence of archaeological resources. The results of these data collection efforts will be compiled into an Archaeological Resources Memorandum. This scope does not include formal AB-52 consultation with Native American tribes as the project is covered under an existing CEQA Document. This scope of work includes an ODC to cover the cost of obtaining record searches from the NCIC.

#### TASK E.2 DELIVERABLES

- ✓ Cultural Resources Memorandum

### Task E.3 §1600 Routine Maintenance VRF

The project is consistent with the **h) Repair of Facilities** project type listed in the City's existing Routine Maintenance Agreement (RMA) and a Verification Request Form (VRF) is required to fully document project features and verify compliance with permit conditions listed in the RMA. A standalone §1600 permit is not expected to be required but is included as an optional task in case the City decides to incorporate additional improvements. The VRF will include a project description with attached engineering plans and the Biological Technical Memorandum.

#### TASK E.3 DELIVERABLES

- ✓ Verification Request Form

### Task E.4 §401 Water Quality Certification

The Gingerblossom Canal is a realigned natural tributary to Cripple Creek and is considered a jurisdictional water of the U.S. and State. The project is expected to be consistent with a non-notifying nationwide permit 3 and coordination with the U.S. Army Corps of Engineers under Section 404 of the Clean Water Act is not expected to be required; however, the City will be required to obtain a 401 Water Quality Certification from the Central Valley Regional Water Quality Control Board (Regional Board). Dokken will prepare an application for a Clean Water Certification under §401 of the Clean Water Act. Under the September 2020 Final Rule, a pre-application meeting is required prior to submitting the permit application. Dokken will coordinate with the Regional Board before, during, and after submittal of the application to ensure consistent communication with the Regional Board and minimal permitting delays. This scope assumes that the City will be responsible for paying the permit application fee and the project fee that will be assessed by the Regional Board.

#### TASK E.4 DELIVERABLES

- ✓ §401 Application, Water Quality Certification

## Task F – Plans, Specifications, and Estimate

### Task F.1 - 65% Plans and Estimate (P&E)

Dokken will prepare 65% plans and estimate for the project.

Dokken will prepare an engineer's estimate of construction costs, based on detailed quantity takeoffs and current unit prices. A reasonable upward adjustment shall be applied to all bid quantities that may vary during construction to allow for any necessary design adjustments. Quantities for all contract items, including cost of lump sum items, shall be substantiated by calculations. All quantity calculations shall be independently checked and substantiated with independent calculations.

This task also includes the development of design alternatives for the repairs. While we have provided our preliminary approach, we will revisit the strategy as part of the development of the 65% construction package.

**TASK F.1 DELIVERABLES**

- ✓ 65% Plans and Estimates

**Task F.2 - 95% Plans, Specifications, and Estimate (PS&E)**

Dokken will prepare 95% plans and estimates based on the 65% plans and review comments. Dokken will prepare a response to comments matrix with each comment received and response regarding how the comment was addressed/incorporated.

Dokken will prepare an engineer's estimate of construction costs, based on detailed quantity takeoffs and current unit prices. A reasonable upward adjustment shall be applied to all bid quantities that may vary during construction to allow for any necessary design adjustments. Quantities for all contract items, including cost of lump sum items, shall be substantiated by calculations. Quantity calculations shall be neat and orderly and shall show all sketches, diagrams, and dimensions necessary to allow them to be independently used by field engineers. All quantity calculations shall be independently checked and substantiated with independent calculations.

Dokken will prepare draft special provisions based on Caltrans, County, and City standard special provisions. The special provisions will include all environmental mitigation and permitting measures required for the project.

**TASK F.2 DELIVERABLES**

- ✓ 95% Plans, Estimates, Specifications, Response to Comment Matrix

**Task F.3 – Final Plans, Specifications, and Estimate (PS&E)**

Dokken will prepare final contract documents ready for advertisement. The final contract documents will incorporate comments received on the 95% PS&E.

**TASK F.3 DELIVERABLES**

- ✓ Final Plans, Specifications, Estimates, and Response to Comments Matrix

**Task G – Bidding Support Services**

**Task G.1 – Bid Support**

Dokken will be available to assist the City with preparation of the bid package, project description for advertisement and provide responses to bidder inquiries either directly or through the City as determined by the City. Dokken will also be available to attend a Pre-Bid Meeting, at the City's discretion and will support the City giving an overview of the project to the bidders. Dokken will be available during bidding to respond to questions and request for information specifically related to the design plans and specifications and provide clarification when requested by the City. Dokken will be available to assist the City with preparations of Bid Addendum, if needed. Dokken will Review bids received for responsiveness and reasonableness.

**TASK G.1 DELIVERABLE**

- ✓ Attend Pre-Bid meeting
- ✓ Respond to pre-bid RFIs and draft bid addenda
- ✓ Compile and review bid results conformance with contract requirements, math checks, and review for inaccuracies and responsiveness



TASK DESCRIPTION	UNICO ENGINEERING, INC.							TOTAL HOURS	TOTAL COST	GRAND TOTAL HOURS	OTHER DIRECT COSTS	GRAND TOTAL COSTS
	Rob Markes, Survey Manager	Tim Pringle, Party Chief	Tony Perez, Rodman	Enrique Cacho, Survey Technician	Ryan Ming, Sr. Land Surveyor	Roy Porter, Land Surveyor						
<b>BILLING RATES*</b>	\$207	\$201	\$192	\$78	\$174	\$100						
<b>EDGECLIFF/CRIPPLE CREEK OPEN SPACE BANK RESTORATION</b>												
<b>Task A - Project Management</b>										130		\$28,330
A.1 - Project Management										30		\$6,450
A.2 - Meetings and Coordination										52		\$10,580
A.3 - QA/QC										20		\$6,400
A.4 - Grant Support										28		\$4,900
<b>Task B - Base Mapping/Topographic Surveys</b>	4	52	40	44	16	12	168	\$26,376	226	\$1,500	\$38,036	
B.1 - Surveying and Base Mapping	3	52	40	40	12	12	159	\$25,161	165		\$26,291	
B.2 - Easement Acquisition Coordination									42	\$1,500	\$8,560	
B.2.1 Right of Way Management and Coordination Services									12		\$2,100	
B.2.2 Obtain Title Report/Title Research									7	\$1,500	\$2,610	
B.2.3 Easement Coordination									23		\$3,850	
B.3 - Plats and Legals	1			4	4		9	\$1,215	19		\$3,185	
<b>Task C - Geotechnical Analysis</b>									137	\$21,061	\$42,874	
<b>Task D - Preliminary Alternatives Analysis</b>									280		\$43,210	
D.1 - Site Investigations									56		\$8,880	
D.2 - H&H Analysis									100		\$16,300	
D.3 - Alternatives Analysis and Hydraulics Memorandum									124		\$18,030	
<b>Task E - Environmental Documents &amp; Permitting</b>									644	\$500	\$90,605	
E.1 - Biological Technical Memorandum									59		\$7,620	
E.2 - Jurisdictional Delineation									41		\$5,285	
E.3 - Cultural Resources Memorandum									57	\$500	\$10,025	
E.4 - Native American Consultation									33		\$5,255	
E.5 - Draft Initial Study w/ Mitigated Negative Declaration									148		\$20,970	
E.6 - Public Circulation									36		\$4,940	
E.7 - Final Initial Study w/ Mitigated Negative Declaration									68		\$9,450	
E.8 - \$1600 Streambed Alteration Agreement									66		\$8,900	
E.9 - \$401 Water Quality Certification									74		\$9,920	
E.10 \$404 Nationwide Permit 13									62		\$8,240	
<b>Task F - Plans, Specifications, and Estimate</b>									420		\$63,880	
F.1 - 65% P&E									214		\$30,610	
F.2 - 95% PS&E									148		\$24,100	
F.3 - Final PS&E									58		\$9,170	
<b>Task G - Bidding Support Services</b>									32		\$5,020	
<b>TOTAL HOURS</b>	<b>4</b>	<b>52</b>	<b>40</b>	<b>44</b>	<b>16</b>	<b>12</b>	<b>168</b>		<b>1,869</b>			
<b>TOTAL COST</b>	<b>\$828</b>	<b>\$10,452</b>	<b>\$7,680</b>	<b>\$3,432</b>	<b>\$2,784</b>	<b>\$1,200</b>		<b>\$26,376</b>		<b>\$23,061</b>	<b>\$311,955</b>	

\*Billing Rates will be adjusted in January of each Calendar year by 5%, rounded to the nearest multipl

TASK DESCRIPTION	DOKKEN ENGINEERING													CRAWFORD & ASSOCIATES, INC.														
	Principal in Charge / QA/QC Manager	Ashley Orsaba-Finders, PE, QSD/P* Project Manager	Daniel Saechao, PE* Project Engineer	Senior Engineer 2	Senior Engineer 1	Associate Engineer 1	Assistant Engineer 2	Assistant Engineer 1	Environmental Manager	Senior Environmental Planner	Associate Environmental Planner	Environmental Planner	TOTAL HOURS	TOTAL COST	Principal	Senior Project Manager	Project Manager	Senior Engineer	Project Engineer II	Project Engineer I	Staff Engineer	Administrative Assistant	Field Technician (PW)	TOTAL HOURS	OTHER DIRECT COST	TOTAL COST		
	BILLING RATES*	\$320	\$215	\$175	\$255	\$215	\$165	\$145	\$125	\$245	\$175	\$135	\$110			\$250	\$210	\$190	\$170	\$150	\$140	\$135	\$110	\$147				
<b>GINGERBLOSSOM CANAL RESTORATION</b>																												
Task A - Project Management	12	44	8	8				16					88	\$18,740														
A.1 - Project Management		24											24	\$5,160														
A.2 - Meetings and Coordination		16	8										24	\$4,840														
A.3 - QA/QC	12												12	\$3,840														
A.4 - Grant Support		4		8				16					28	\$4,900														
Task B - Base Mapping/Topographic Surveys			4										4	\$700														
B.1 - Surveying and Base Mapping			4										4	\$700														
Task C - Geotechnical Analysis		1	4										5	\$915	5	6	3	4	23	8	11	2	12	74	\$5,689	\$17,488		
Task D - Preliminary Alternatives Analysis	2	4	20		18	16	76	48					184	\$28,530														
D.1 - Site Investigations		2	8				10	8					28	\$4,280														
D.2 - H&H Analysis					16	16	40						72	\$11,880														
D.3 - Alternatives Analysis and Hydraulics Memorandum	2	2	12		2		26	40					84	\$12,370														
Task E - Environmental Documents & Permitting									6	70	40	65	181	\$26,270														
E.1 - Biological Technical Memorandum										10	10	20	40	\$5,300														
E.2 - Cultural Resources Memorandum									4	40			44	\$7,980														
E.3 - §1600 RMA Verification Request Form										5	5	10	20	\$2,650														
E.4 §401 Water Quality Certification									2	15	25	35	77	\$10,340														
Task F - Plans, Specifications, and Estimate		6	76		44		30	140					296	\$45,900														
F.1 - 65% PS&E		2	30		8		12	80					132	\$19,140														
F.2 - 95% PS&E		2	26		30		10	40					108	\$17,880														
F.3 - Final PS&E		2	20		6		8	20					56	\$8,880														
Task G - Bidding Support Services		2	8		2		8	8					28	\$4,420														
<b>TOTAL HOURS</b>	<b>14</b>	<b>57</b>	<b>120</b>	<b>8</b>	<b>64</b>	<b>16</b>	<b>114</b>	<b>212</b>	<b>6</b>	<b>70</b>	<b>40</b>	<b>65</b>	<b>786</b>		<b>5</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>23</b>	<b>8</b>	<b>11</b>	<b>2</b>	<b>12</b>	<b>74</b>				
<b>TOTAL COST</b>	<b>\$4,480</b>	<b>\$12,255</b>	<b>\$21,000</b>	<b>\$2,040</b>	<b>\$13,760</b>	<b>\$2,640</b>	<b>\$16,530</b>	<b>\$26,500</b>	<b>\$1,470</b>	<b>\$12,250</b>	<b>\$5,400</b>	<b>\$7,150</b>		<b>\$125,475</b>	<b>\$1,250</b>	<b>\$1,260</b>	<b>\$570</b>	<b>\$680</b>	<b>\$3,450</b>	<b>\$1,120</b>	<b>\$1,485</b>	<b>\$220</b>	<b>\$1,764</b>		<b>\$5,689</b>	<b>\$17,488</b>		

\*Billing Rates will be adjusted in January of each Calendar year by 5%, rounded to the nearest multiple of \$5.

TASK DESCRIPTION	UNICO ENGINEERING, INC.							TOTAL HOURS	TOTAL COST	GRAND TOTAL HOURS	OTHER DIRECT COSTS	GRAND TOTAL COSTS
	Rob Marques, Survey Manager	Tim Pringle Party Chief	Tony Perez Rodman	Enrique Cacho Survey Technician	Ryan Ming Sr. Land Surveyor	Roy Porter Land Surveyor						
<b>BILLING RATES*</b>	\$207	\$201	\$192	\$78	\$174	\$100						
<b>GINGERBLOSSOM CANAL RESTORATION</b>												
<b>Task A - Project Management</b>										88		\$18,740
<b>A.1 - Project Management</b>										24		\$5,160
<b>A.2 - Meetings and Coordination</b>										24		\$4,840
<b>A.3 - QA/QC</b>										12		\$3,840
<b>A.4 - Grant Support</b>										28		\$4,900
<b>Task B - Base Mapping/Topographic Surveys</b>	3	36	24	24	12	12	111	\$17,625		115		\$18,325
<b>B.1 - Surveying and Base Mapping</b>	3	36	24	24	12	12	111	\$17,625		115		\$18,325
<b>Task C - Geotechnical Analysis</b>										79	\$5,689	\$18,403
<b>Task D - Preliminary Alternatives Analysis</b>										184		\$28,530
<b>D.1 - Site Investigations</b>										28		\$4,280
<b>D.2 - H&amp;H Analysis</b>										72		\$11,880
<b>D.3 - Alternatives Analysis and Hydraulics Memorandum</b>										84		\$12,370
<b>Task E - Environmental Documents &amp; Permitting</b>										181		\$26,270
<b>E.1 - Biological Technical Memorandum</b>										40		\$5,300
<b>E.2 - Cultural Resources Memorandum</b>										44		\$7,980
<b>E.3 - \$1600 RMA Verification Request Form</b>										20		\$2,650
<b>E.4 \$401 Water Quality Certification</b>										77		\$10,340
<b>Task F - Plans, Specifications, and Estimate</b>										296		\$45,900
<b>F.1 - 65% PS&amp;E</b>										132		\$19,140
<b>F.2 - 95% PS&amp;E</b>										108		\$17,880
<b>F.3 - Final PS&amp;E</b>										56		\$8,880
<b>Task G - Bidding Support Services</b>										28		\$4,420
<b>TOTAL HOURS</b>	3	36	24	24	12	12	111			971		
<b>TOTAL COST</b>	\$621	\$7,236	\$4,608	\$1,872	\$2,088	\$1,200		\$17,625			\$5,689	\$160,588

\*Billing Rates will be adjusted in January of each Calendar year by 5%, rounded to the nearest multi



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** June 22, 2023

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

**FROM:** Regina Cave, General Services Director  
Leslie Blomquist, City Engineer

**SUBJECT:** **2022 Residential Street Resurfacing Project**  
**Authorize Additional Work**

### Summary and Recommendation

On June 23, 2022, the City Council approved a resolution authorizing the City Manager to execute an agreement with All Phase Construction, Inc. (All Phase) for the 2022 Residential Street Resurfacing Project (Project) which includes resurfacing of 19 roadways. Additionally, at the same meeting, the City Council authorized the City Manager to execute a professional services agreement with Consor North America, Inc. (Conсор), to provide construction management, inspection, and materials testing services for the Project.

Construction commenced in August 2022 and progressed quickly with the exception of a contract suspension during the winter months. With Project completion tentatively scheduled for July, the original Project scope is anticipated to be completed well under budget. In order to obtain the maximum amount of pavement restoration within the City as part of the Project, staff recommends allocating the remaining construction budget, and a supplemental budget, to complete pavement repairs and upgrade roadway striping on one additional street (Verner Ave).

Staff recommends the City Council adopt the following resolutions:

1. Adopt Resolution No. 2023-\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute Change Orders up to 17% of the contract amount with All Phase Construction, Inc. for the 2022 Residential Street Resurfacing Project and increasing the total authorized construction budget to \$2,991,546.
2. Adopt Resolution No. 2023-\_\_\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute Amendment No. 1 to the Agreement for Professional Services with Consor North America, Inc. (formerly Quincy Engineering, Inc.) for the 2022 Residential Street Resurfacing Project.

Subject: 2022 Residential Street Resurfacing Project – Authorization of Additional Work

Date: June 22, 2023

Page 2 of 4

### City Council Strategic Goal/Objective

This item aligns with the Citrus Heights City Council Strategic Plan Objective to “Maintain Public Infrastructure and Enhance Alternative Modes of Transportation.”

### Fiscal Impact

Although not all funds are programmed in the current Capital Improvement Program (CIP), sufficient funds are available to supplement the programmed project funding and cover the additional project costs.

In addition to reallocating the remaining, previously authorized Project funds, the incorporation of additional pavement rehabilitation work on Verner Ave requires a nominal increase in the construction budget in the amount of \$51,138. Furthermore, an amendment to the construction management, inspection, and materials testing services contract with Consor in an amount not to exceed \$29,000 is necessary to ensure the construction is properly completed.

The full funding for the project is summarized in the following tables:

**Table No 1. – Estimated Project Costs**

<b>Construction Component</b>	<b>Estimated Cost</b>
Originally Awarded Contract (including Additive Alternate Items #1 – 3)	\$2,756,877.00
Original Deductive Change Order, estimated (Wild Oak Drive)*	-\$200,000.00
Originally Authorized Contingency (15%)	\$383,531.00
<i>Proposed Additional Funding to Complete Verner Avenue Improvements (to be approved by Contract Change Order)</i>	<i>\$51,138.00</i>
<b>Construction Subtotal</b>	<b>\$2,991,546.00</b>
<b>Construction Management/Inspection Component</b>	<b>Estimated Cost</b>
Originally Awarded Contract	\$285,000.00
<i>Proposed Additional Funding to Complete Verner Avenue</i>	<i>\$29,000.00</i>
<b>Construction Management/Inspection Sub Total</b>	<b>\$314,000.00</b>
<b>Construction Grand Total</b>	<b>\$3,305,546.00</b>

\*due to planned PG&E gas main work on Wild Oak Dr, removal of this street from the 2022 Residential Street Resurfacing Project was recommended at time of contract award.

**Table No 2. – Project Funding**

<b>Construction Component</b>	<b>Fund No.</b>	<b>FY's 21/22 and 22/23</b>
Sacramento County Contribution (estimated)	-	\$211,501.00
Stormwater Utility Fund	209	\$184,000.00
Road Maintenance and Rehabilitation Account (Revenues from SB-1)	206	\$2,100,000.00
Community Development Block Grant (CDBG)	234	\$390,000.00
Gas Tax	205	\$54,907.00

**Subject: 2022 Residential Street Resurfacing Project – Authorization of Additional Work**

**Date: June 22, 2023**

**Page 3 of 4**

<b>Construction Component</b>	<b>Fund No.</b>	<b>FY's 21/22 and 22/23</b>
Gas Tax	205	\$51,138.00
Construction Subtotal		\$2,991,546.00
<b>Construction Management/Inspection Component</b>	<b>Fund No.</b>	<b>FY's 21/22 and 22/23</b>
Sacramento County Contribution	-	\$19,900.00
Measure A Maintenance	210	\$200,000.00
Gas Tax	205	\$49,100.00
Stormwater Utility Fund	209	\$16,000.00
Gas Tax	205	\$29,000.00
Construction Management/Inspection Subtotal		\$314,000.00
<b>Construction Grand Total</b>		<b>\$3,305,546.00</b>

### **Background and Analysis**

Streets are selected for resurfacing on a priority basis using the city's computerized pavement management system and staff's inspection of streets. The program coordinates and prioritizes various elements of pavement maintenance and types of resurfacing based on various factors including surface and structural condition, traffic volume, costs, and historic repairs. The 19 streets in this project were selected for resurfacing due to the level of deterioration in the existing pavement.

On June 23, 2022, the City Council authorized the City Manager to execute a construction contract with All Phase and to execute a professional services agreement with Consor to provide construction management, inspection, and materials testing services for the Project.

Construction commenced in August 2022 and progressed quickly with the exception of a contract suspension during the winter months. With Project completion tentatively scheduled for July, staff anticipate the Project being well under budget.

During the course of construction, staff evaluated and designed additional pavement repairs on Verner Avenue between Flaming Arrow Drive and Goldenwood Circle (near the City limits). With the remaining construction budget able to support the majority of the additional work on Verner Avenue, staff recommends a nominal increase in the construction budget in the amount of \$51,138 to allow additional rehabilitation and traffic safety work on Verner Avenue to occur. Furthermore, an amendment to the construction management, inspection, and materials testing services contract with Consor in an amount not to exceed \$29,000 is necessary to ensure the construction is properly completed.

### **Attachments**

1. Adopt Resolution No. 2023-\_\_\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, authorizing the City Manager to execute Change Orders up to 17% of the contract amount with All Phase Construction, Inc. for the 2022 Residential Street Resurfacing Project and increasing the total authorized construction budget to \$2,991,546

**Subject: 2022 Residential Street Resurfacing Project – Authorization of Additional Work**

**Date: June 22, 2023**

**Page 4 of 4**

2. Adopt Resolution No. 2023-\_\_\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute Amendment No. 1 to the Agreement for Professional Services with Consor North America, Inc. (formerly Quincy Engineering, Inc.) for the 2022 Residential Street Resurfacing Project
  - a. Amendment No. 1 to the Consulting Services Agreement between the City of Citrus Heights and Consor North America, Inc. for Construction Management, Inspection, and Materials Testing Services for the 2022 Residential Street Resurfacing Project

**RESOLUTION NO. 2023-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,  
CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE  
ORDERS UP TO 17% OF THE CONTRACT AMOUNT WITH ALL PHASE  
CONSTRUCTION, INC. FOR CONSTRUCTION OF THE 2022 RESIDENTIAL  
STREET RESURFACING PROJECT AND INCREASING THE TOTAL AUTHORIZED  
CONSTRUCTION BUDGET TO \$2,991,546**

**WHEREAS**, on June 23, 2022, the City Council of the City of Citrus Heights, California, authorized the City Manager to execute a construction contract with All Phase Construction, Inc. for the 2022 Residential Street Resurfacing Project (Project);

**WHEREAS**, the City wishes to perform pavement repairs on Verner Avenue to take advantage of favorable contractor pricing;

**WHEREAS**, the City wishes to increase the overall construction budget from \$2,940,408.00 to \$2,991,546.00 in order to fund the Contract Change Order(s);

**WHEREAS**, the City wishes to increase the City Manager's authority to execute Contract Change Orders in an aggregate amount up to 17% of the contract amount; and

**WHEREAS**, sufficient Gas Tax (Fund 205) funds are included in the Fiscal Year 22/23 budget to cover this budget adjustment for the Project.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the City Council of the City of Citrus Heights, the City Manager is hereby authorized to execute Contract Change Order(s) up to 17% of the total contract with All Phase Construction, Inc. for the 2022 Residential Street Resurfacing Project.

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

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 22nd day of June, 2023 by the following vote, to wit:

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

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**Tim Schaefer, Mayor**

**ATTEST:**

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**Amy Van, City Clerk**

**RESOLUTION NO. 2023-\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 1 TO THE AGREEMENT FOR PROFESSIONAL SERVICES WITH CONSOR NORTH AMERICA, INC. (FORMERLY QUINCY ENGINEERING, INC.) FOR THE 2022 RESIDENTIAL STREET RESURFACING PROJECT**

**WHEREAS**, on June 23, 2022, the City Council of the City of Citrus Heights, California authorized execution of an agreement with Consor North America, Inc. (formerly Quincy Engineering, Inc.) in the amount of \$285,000 for Construction Management, Inspection and Materials Testing Services for the 2022 Residential Street Resurfacing Project;

**WHEREAS**, the City wishes to perform pavement repairs on Verner Avenue to take advantage of favorable contractor pricing, which work requires field inspection and construction management support;

**WHEREAS**, Amendment No. 1, in the amount of \$29,000 will increase the total not-to-exceed contract fee to \$314,000; and

**WHEREAS**, sufficient Gas Tax (Fund 205) funds are included in the Fiscal Year 22/23 budget to cover this budget adjustment for the Project.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the City Council of the City of Citrus Heights, the City Manager is hereby authorized to execute Contract Amendment No. 1 in the not-to-exceed amount of \$29,000.00 for the Project.

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

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 22nd day of June, 2023 by the following vote, to wit:

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

\_\_\_\_\_  
**Tim Schaefer, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Amy Van, City Clerk**

**Exhibit**

A. Amendment No. 1

**AMENDMENT NO. 1 TO THE CONSULTING SERVICES AGREEMENT  
BETWEEN THE CITY OF CITRUS HEIGHTS AND  
CONSOR NORTH AMERICA, INC. (FORMERLY QUINCY ENGINEERING, INC.)  
FOR CONSTRUCTION MANAGEMENT, INSPECTION, AND MATERIALS TESTING**

This Amendment No. 1 (the “Amendment”) is entered into by and between the CITY OF CITRUS HEIGHTS (“City”), a municipal corporation in the State of California, and CONSOR NORTH AMERICA, INC. (FORMERLY QUINCY ENGINEERING, INC.) (Consultant), as of June 22, 2023.

**RECITALS**

WHEREAS, the City and Consultant previously entered into that Contract for Professional Services for Construction Management, Inspection, and Materials Testing Services for the 2022 Residential Street Resurfacing Project (“Project”) dated June 23, 2022 (the “Agreement”);

WHEREAS, the City and Consultant now wish to execute Contract Amendment No. 1 to provide additional professional services for the Project (the “Additional Work”) and extend the duration of the agreement, terminating on June 30, 2024; and

WHEREAS, the City and Consultant also agree to increase the maximum compensation allowed under the Agreement by twenty-nine thousand dollars and zero cents (\$29,000.00), for an amended not-to-exceed total compensation of three hundred fourteen thousand dollars and zero cents (\$314,000.00).

NOW, THEREFORE, The City and Consultant agree as follows:

1. The City and Consultant agree to modify the Agreement to include the Additional Work. Section 1, “Services,” is hereby amended to read as follows:

“Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A and A1, and incorporated herein, at the time and place and in the manner specified therein.”

2. The City and Consultant agree to modify the Agreement to extend the end date. Section 1.1, “Term of Services,” is hereby amended to read as follows

“The term of this Agreement shall begin on the Effective Date and shall end on June 30, 2024 or the date the Consultant completes the services specified in Exhibits A and A1, whichever occurs first, unless the term of the Agreement is otherwise terminated or extended, as referenced herein.”

3. The City and Consultant agree to modify the Agreement to include the Additional Work. Section 2, “Compensation,” is hereby amended to read as follows:

“City hereby agrees to pay Consultant a sum not to exceed three hundred fourteen thousand dollars (\$314,000.00), as set forth in Exhibit B and A1, attached hereto and incorporated herein for services to be performed and reimbursable expenses incurred under this Agreement. This dollar amount is not a guarantee that the City will pay that

full amount to the Consultant, but is merely a limit of potential City expenditures under this Agreement.”

- 4. The City and Consultant agree to modify the Agreement to integrate additional documents into the contract. Section 10.10, “Integration,” is hereby amended to read as follows:

“This Agreement, including the scope of work attached hereto and incorporated herein as Exhibits A, A1 and B represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. To the extent there are any inconsistencies between this Agreement, the Exhibits, and Consultant’s Proposal, the Agreement shall control. To the extent there are any inconsistencies between the Exhibits and the Consultant’s Proposal, the Exhibits shall control.

- Exhibit A      Scope of Services
- Exhibit B      Compensation Schedule
- Exhibit A1     Additional Scope of Services and Compensation

- 5. All other terms and conditions of the Agreement shall remain unchanged and in full force and effect, including but not limited to, the terms and conditions regarding timing of payment, insurance and indemnification, and standard of care.

**CITY OF CITRUS HEIGHTS**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Ashley J. Feeney, City Manager

Attest

\_\_\_\_\_  
Amy Van, City Clerk

Approved as to Form

\_\_\_\_\_  
Ryan R. Jones, City Attorney

**CONSOR NORTH AMERICA, INC.**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_



May 26, 2023

**City of Citrus Heights**  
**General Services Department**  
**Attn: Hunter Young, PE, Principal Civil Engineer**  
**6360 Fountain Square Drive**  
**Citrus Heights, CA 95621**

**RE: Amendment 2 for Construction Management, Inspection, and Materials Testing for the 2022 Residential Street Resurfacing Project**

Dear Mr. Young,

The 2022 Residential Street Resurfacing Project is approaching completion of the original list of streets to be rehabilitated. At the request of the City, Consor is pleased to provide this proposal to provide additional construction management and inspection services to complete unforeseen work on Wachtel Way as well as the addition of new pavement rehabilitation on Verner Avenue. For Amendment No. 2, we request an additional \$29,000 be authorized such that Consor can fully meet the City's needs for completing the project.

If you have any questions, please contact me at (916) 368-9181, or my email at: [leland.mason@consoreng.com](mailto:leland.mason@consoreng.com) or on my cell phone at (916) 600-0452. We look forward to continuing our partnership on this important City project.

Sincerely,  
Consor North America, Inc.

A handwritten signature in blue ink, appearing to read "Leland Mason", with a long horizontal line extending to the right.

Leland Mason, PE, QSD  
Principal Construction Manager  
Office Number (916) 368-9181 | Cell Number (916) 600-0452 | [leland.mason@consoreng.com](mailto:leland.mason@consoreng.com)



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** June 22, 2023

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

**FROM:** Amy Van, City Clerk

**SUBJECT:** **Appointments to the Citrus Heights Education Committee (CHEC)**

---

### **Summary and Recommendation**

The City accepted applications for the limited term Citrus Heights Education Committee (CHEC) for a two-week period running from May 26, 2023 through June 9, 2023. The city received a total of 10 applications. Applications were distributed to the City Council for review on June 12, 2023.

Staff recommends the City Council:

1. Each Council Member nominate their individual appointment to serve on the CHEC;
2. Nominate two at-large members to serve on the CHEC; and
3. Adopt Resolution No. 2023-\_\_\_ a Resolution of the City Council of the City of Citrus Heights, California, Appointing Seven Members to the Citrus Heights Education Committee (CHEC).

### **Background and Analysis**

On March 23, 2023, the City Council approved formation of the limited term CHEC to examine the feasibility of a Citrus Heights school district. On May 25, 2023, the City Council approved the CHEC work plan, timeframe, and composition. The CHEC is to be comprised of seven seats as follows: one appointee by each Councilmember (does not need to reside in their Council District), and two at-large committee members.

The following individuals submitted an application for appointment:

- Jeannie Bruins
- Trish Dawson
- Jessica Fork
- John Kane
- Karen Mix
- Katherine Morash
- James Remick
- Thomas Scheeler
- Robin Stout
- Laura Wilbur

**NEXT STEPS:**

The City Manager's office will seek to contract with a consultant to assist with the facilitation of the CHEC over the next four months. The Committee will provide a policy recommendation to the City Council concerning the feasibility of a Citrus Heights school district.

DATE	ACTION
July – October	Committee meetings to be held over a four-month period, or other schedule as determined by the City Council
November 9 Council Mtg.	The Committee's work program is expected to culminate in a policy recommendation to Council in November.

**Attachments**

1. Resolution Appointing Members to the CHEC
2. Applications were distributed to the City Council under separate cover.

**RESOLUTION NO. 2023- \_\_\_\_****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,  
CALIFORNIA, APPOINTING SEVEN MEMBERS TO THE CITRUS HEIGHTS  
EDUCATION COMMITTEE (CHEC)**

**WHEREAS**, the City of Citrus Heights solicited applications for appointment on the Citrus Heights Education Committee (CHEC) between May 26, 2023 and June 9, 2023;

**WHEREAS**, the CHEC will serve as a limited-term advisory committee and will provide a policy recommendation to the Citrus Heights City Council concerning the feasibility of a Citrus Heights school district;

**WHEREAS**, the City received 10 completed applications for the CHEC; and

**WHEREAS**, each City Council member nominated an individual member, and the City Council further nominated two at-large members to serve on the CHEC.

**NOW THEREFORE BE IT RESOLVED AND ORDERED** that the City Council of the City of Citrus Heights hereby declares the seven community members attached herein are appointed to serve on the Citrus Heights Education Committee (CHEC).

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

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 22 day of June, 2023 by the following vote, to wit:

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

---

**Tim Schaefer, Mayor**

**ATTEST:**

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**Amy Van, City Clerk**

**Exhibit**

- a. CHEC List of Appointees

**EXHIBIT A**

Citrus Heights Education Committee (CHEC) List of Appointees

TBD



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** June 22, 2023

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

**FROM:** Casey Kempenaar, Community Development Director  
Alison Bermudez, Senior Planner

**SUBJECT:** **Overview and Discussion of Objective Design and Development Standards for the Auburn Boulevard Special Planning Area**

### **Summary and Recommendation**

Planning staff will provide the City Council with an overview and lead a discussion on the anticipated adoption of Objective Design and Development Standards (ODDS) for the Auburn Boulevard Specific Plan. The adoption of ODDS are necessary in order to comply with State housing legislation intended to streamline the construction of qualified housing projects.

This is a discussion only item and no formal action is being requested. Adoption of the ODDS applicable to housing projects within the Boulevard Plan Area is anticipated for the July 13<sup>th</sup> City Council meeting and ODDS applicable to all other areas in the City will be later this summer.

### **Fiscal Impact**

There is no fiscal impact associated with this discussion item on the proposed ODDS. However, it should be noted the ODDS were created in partnership with Opticos Design, a consulting firm and the Opticos contract was funded through the City's Regional Early Action Program (REAP) award. The funding of this award expires this fall and will require the submission of the adopted ODDS.

### **Background and Analysis**

The City, along with a consultant, have developed objective design and development standards for the review of multi-family and mixed-use development applications proposed within the Boulevard Plan Area (Figure 1). While the existing (2005) Boulevard Plan contains subjective design standards for new development, only objective standards may be applied pursuant to state law.

**Subject: Overview and Discussion of ABSP ODDS**

**Date: June 22, 2023**

**Page 2 of 3**

Objective design and development standards are defined under State law as “standards that involve no personal or subjective judgement by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal” (California Government Code, Section 65913.4).

Objective design standards (ODDS) are intended to be a tool in the response to State housing laws that reduce local control of development, intended to streamline housing production. ODDS are required to remove subjectivity; however, can still provide objective standards to ensure that the appearance of new development is compatible with the City’s vision.

The proposed ODDS standards are not intended to materially change the overall design intent established within the existing Boulevard Plan; rather the intent is to transition the subjective standards found within the Boulevard Plan into ODDS to be consistent with state law.

At this meeting, staff and the consultant will provide information on ODDS including the legislative actions that led to the need for ODDS, information on the types of housing projects that qualify, and how the ODDS support the City’s current design and development standards.

**Attachments**

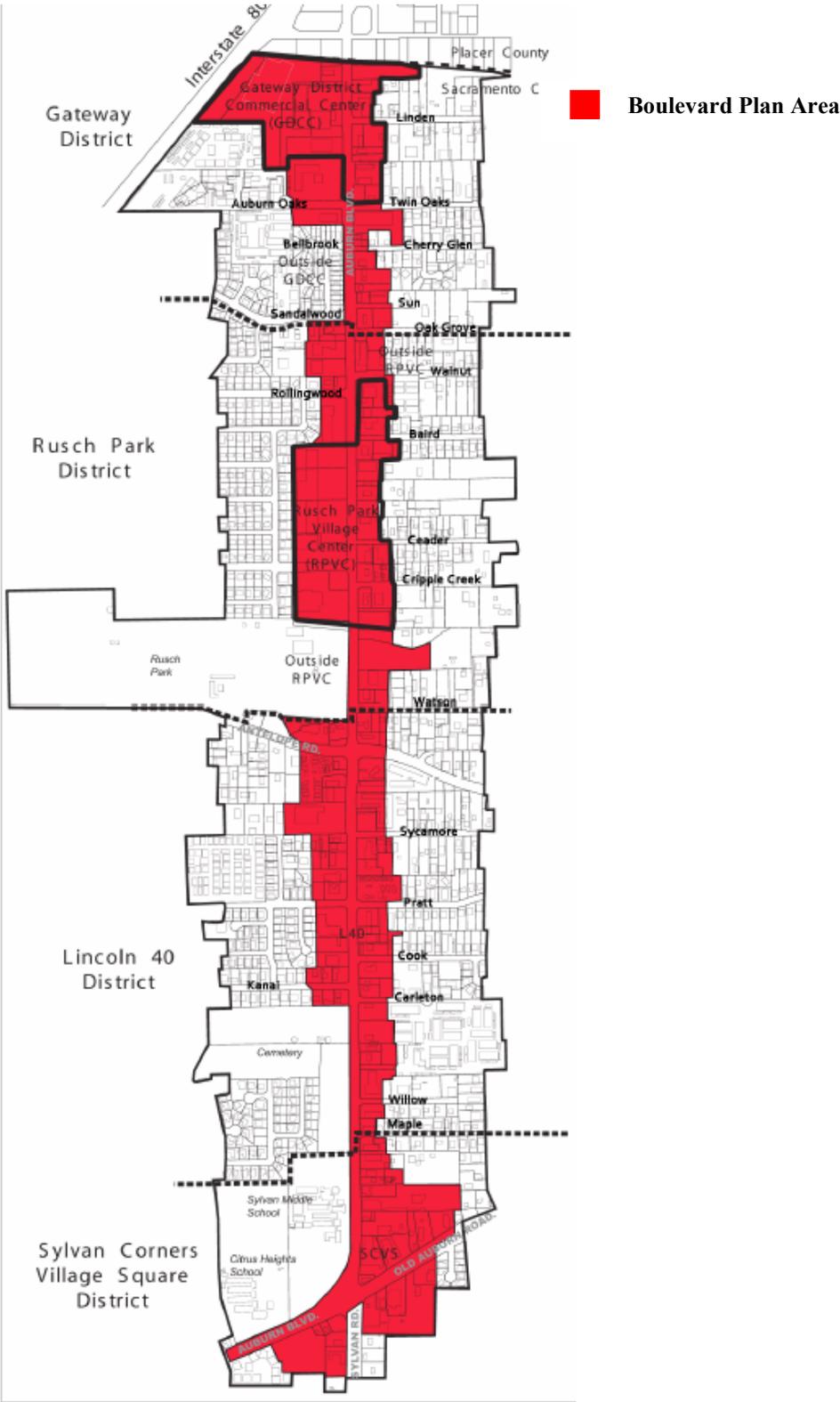
1. Figure 1 Map of Auburn Boulevard Planning Area
2. FAQs

Subject: Overview and Discussion of ABSP ODDS

Date: June 22, 2023

Page 3 of 3

FIGURE 1



# Auburn Boulevard Objective Design + Development Standards Project Overview + FAQ

February 10, 2023

## Key Facts

This project provides Citrus Heights with **objective design and development standards** to promote mixed-use and multi-family residential development. These streamlined development standards will further the City's goals of implementing the Auburn Boulevard Specific Plan and **increasing housing choice and affordability**.

## What are Objective Design and Development Standards (ODDS)?

Objective design standards are "**standards that involve no personal or subjective judgment by a public official**" (SB 35). For example, building heights expressed with dimensional standards (such as "30 feet") are objective, while building heights expressed language that is left up to a reviewer's interpretation (such as "compatible with surrounding development") are not objective.

## Are ODDS required by State legislation?

Objective design standards were originally required by California's Housing Accountability Act (first enacted in 1982) as a streamlined process for qualifying projects with a minimum residential affordability component. Since then, new legislation has been passed which also requires objective design standards for different types of projects (e.g. SB 35, SB 6, and AB 2011). **In many cases, Objective Design Standards may be one of the most important ways for local jurisdictions to influence the design of multi-family and mixed-use buildings.**

## How can ODDS benefit Auburn Boulevard?

Until now, Auburn Boulevard has remained a primarily commercial corridor despite the Boulevard Plan's vision for a mixed-use environment. Now, new state laws will make it easier for developers to **add new residential and mixed-use development to this corridor**. ODDS can help Citrus Heights achieve predictable built outcomes for new development along Auburn Boulevard, ensure **high quality design** for new multi-family and mixed-use buildings, **streamline development proposals**, and spur economic investment.

## Where and when will ODDS apply on Auburn Boulevard?

ODDS will apply to all new development along Auburn Boulevard that includes a residential component, which is subject to state streamlining requirements.

## What are the next steps?

The Auburn Boulevard ODDS is scheduled for a public hearing at the **Planning Commission** and then will go to **City Council** for approval.

**More Questions? Contact:**  
Alison Bermudez, Senior Planner  
(916) 727-4741  
albermudez@citrusheights.net

**City of Citrus Heights Planning Division**  
(916) 727-4740  
6360 Fountain Square Dr.  
Citrus Heights, CA

