
**CITY OF CITRUS HEIGHTS
CITY COUNCIL**
Regular Meeting of Wednesday, January 8, 2025
City Hall Council Chambers, 6360 Fountain Square Dr., Citrus Heights, CA
Regular Meeting 6:00 p.m.

HOW TO PARTICIPATE:

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

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

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January 3, 2025


 Amy Van, City Clerk

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

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

APPROVAL OF AGENDA**PRESENTATIONS**

4. Presentation by Citrus Heights Women's Club – Update on Community Projects Grant Funded Project
5. Presentation by International Association of Human Values – Update on Community Projects Grant Funded Project
6. Proclamation of the City of Citrus Heights Proclaiming January 2025 as "Neighborhood Area Awareness Month"

PUBLIC COMMENT

Members of the public are entitled to address the City Council concerning any item within the City Council's subject matter jurisdiction. Pursuant to the Brown Act, the City Council is prohibited from discussing or acting on any item raised during "Public Comment" not appearing on the posted agenda.

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.

7. **SUBJECT:** Approval of Minutes
RECOMMENDATION: Approve the Minutes of the Meeting of December 11, 2024
8. **SUBJECT:** Second Reading, Ordinance Amending Citrus Heights Municipal Code Chapter 42 – "FLOODS"
STAFF REPORT: R. Cave / L. Blomquist / D. Kehrer
RECOMMENDATION: Adopt Ordinance No. 2024-008, an Ordinance of the City Council of the City of Citrus Heights amending Chapter 42 "FLOODS" of the Citrus Heights Municipal Code

9. **SUBJECT:** On-Call Solid Waste Consulting Services – Project GS 2024 13 – Award of Contract
STAFF REPORT: R. Cave / M. Poole
RECOMMENDATION: Adopt Resolution No. 2025-____ A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute an Agreement with R3 Consulting Group, Inc. for On-Call Solid Waste Consulting Services
10. **SUBJECT:** Resolution Adopting Amended Salary Table
STAFF REPORT: S. Talwar / B. Lorda
RECOMMENDATION: Adopt Resolution No. 2025-____ A Resolution of the City Council of the City of Citrus Heights, California, Adopting the Amended Salary Table, Exhibit A
11. **SUBJECT:** Neighborhood Improvement Partnership Grant – Neighborhoods USA Conference Attendance Policy
STAFF REPORT: M. Huber
RECOMMENDATION: Adopt Resolution No. 2025-____ A Resolution of the City Council of the City of Citrus Heights, California, Approving the Neighborhood Improvement Partnership Grant Neighborhoods USA Conference Attendance Policy

PUBLIC HEARINGS

12. **SUBJECT:** Multi-Modal Impact Fee Addendum
STAFF REPORT: R. Cave / C. Kempenaar
RECOMMENDATION: Adopt Resolution No. 2025-____ A Resolution of the City Council of the City of Citrus Heights, California, Adopting an Addendum to the Multi-Modal Impact Fee Nexus Study

REGULAR CALENDAR

13. **SUBJECT:** City Boards and Commission Appointments
STAFF REPORT: A. Van
RECOMMENDATION: Staff recommends the following:
- a. Councilmembers Kelsey Nelson and Tim Schaefer each appoint one regular member to serve on the Planning Commission whose appointments are subject to ratification by the City Council.
 - b. Appoint two (2) individuals to the Planning Commission to terms expiring December 31, 2026 from the applications received.
 - c. Appoint three (3) individuals to the Construction Board of Appeals to terms expiring December 31, 2028 from the applications received.
14. **SUBJECT:** Appointments to Regional Boards and Committees
STAFF REPORT: A. Van
RECOMMENDATION: Adopt Resolution No. 2025-____ A Resolution of the City Council of the City of Citrus Heights, California, Confirming Appointments of City Councilmembers to Serve on Council Standing Committees and Various Regional Authorities, Agencies, Commissions, and Committees for Calendar Year 2025

15. **SUBJECT:** Citrus Heights Police Department Animal Services Unit, Service Enhancement Update
 STAFF REPORT: A. Turcotte / K. Frey / T. Campbell / D. Miller
 RECOMMENDATION: This is an informational report and no action is associated with this item.

DEPARTMENT REPORTS

16. **SUBJECT:** Annual Communications Update
 DEPARTMENT: Economic Development and Community Engagement
17. **SUBJECT:** New Year's Eve Enforcement 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 Wednesday, December 11, 2024
City Hall Council Chambers
6360 Fountain Square Dr., Citrus Heights, CA**

CALL REGULAR MEETING TO ORDER

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

1. The flag salute led by Council Member Middleton.
2. Roll Call: Council Members present: Middleton, Schaefer, Lopez-Taff, Karpinski-Costa
Council Members absent: None
Staff Members present: Feeney, Jones, Kehrler, Kempenaar, Lui, Van and department directors.
3. The video statement was read by City Clerk Van.

APPROVAL OF AGENDA

ACTION: On a motion by Council Member Schaefer, seconded by Vice Mayor Lopez-Taff, the City Council approved the agenda.

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

SPECIAL ITEMS

4. **SUBJECT:** Certification of November 5, 2024 Election Results
STAFF REPORT: A. Van
RECOMMENDATION: Adopt Resolution No. 2024-110 A Resolution of the City Council of the City of Citrus Heights, California, Reciting the Fact of the General Municipal Election Held on November 5, 2024, Declaring the Result and Other Such Matters as Provided By Law

City Clerk Van presented the November 5, 2024 certified election results provided by the Sacramento County Voter Registration and Elections Office. She announced the following Council Members elected for full, four-year terms:

City Council District 1 Kesley Nelson

City Council District 3 Tim Schaefer

Public Comment

None.

ACTION: On a motion by Council Member Middleton, seconded by Vice Mayor Lopez-Taff, the City Council adopted Resolution No. 2024-110 A Resolution of the City Council of the City of Citrus Heights, California, Reciting the Fact of the General Municipal Election Held on November 5, 2024, Declaring the Result and Other Such Matters as Provided By Law.

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

5. Swearing in of Newly Elected Council Members

Public Comment

City Clerk Van read the following written public comment by Bret Daniels, "Good Evening Mayor, Vice Mayor, Councilmembers, & City Manager Feeney. Tonight, I want to join everybody in extending a well-deserved congratulations to Kelsey Nelson. When I made the extremely difficult decision to leave the council, it was much relieved when Kelsey made the decision to pursue the District 1 seat. And after coming to know her very well during the process, I am convinced she will go on to be an valuable asset to the council, the city, and to those who live, work, and play in Citrus Heights. I miss all of you incredibly, especially you Mayor Jayna, and hope to see all of you soon. God Bless Citrus Heights"

City Clerk Van administered the oath of office to Tim Schaefer and Kesley Nelson.

THE CITY COUNCIL WILL TAKE A BRIEF RECESS.

The City Council took a brief recess.

6. Selection of Mayor and Vice Mayor

ACTION: On a motion by Council Member Schaefer, seconded by Council Member Middleton, the City Council appointed Jayna-Kapinski-Costa as Mayor and MariJane Lopez-Taff as Vice Mayor.

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

PRESENTATIONS

7. League of California Cities Presentation of Helen Putnam Award for Excellence to the City of Citrus Heights, Recognizing the City's Beautification Program

Charles Anderson, Public Affairs Manager for the Sacramento Valley Division of the League of California Cities, presented the Helen Putnam Award for Excellence to the City. The Helen Putnam award recognizes outstanding achievements by California cities. The award is given to cities that incorporate innovative solutions to community needs or improves efficiency in the delivery of services. He presented the award in the category of Public Works, Infrastructure, and Transportation to the City for its Beautification Crew and Cares Campaign. The City developed a strategic pilot program, utilizing a Beautification Crew that proactively patrols and responds to service requests submitted by the

community and implementing an education campaign, user friendly request programs, and a rolling media outreach effort. The program has made a phenomenal difference in the City's image and engages the community in a way that inspires reporting and community pride.

PUBLIC COMMENT

City Clerk Van read the following written public comment by Alfred Sanchez, "National Homeless Persons Memorial Day is coming DECEMBER 21st. On Winter Solstice the longest night of the year. We will be gathering once again to remember and pay tribute to those who passed away while Homeless not just in Citrus Heights but all over America. This will be our 6th Annual Memorial/ vigil. We meet at Adalbertos Restaurant 6171 Greenback In at 7:00 pm."

David Shelton stated what is critical to our safety and well-being is the police department. The founders of our city with vision offered Citrus Heights police to take a one-month a year sabbatical to spend time with their family and enhance the marriage ties with them. One day they may not come home and we as citizens must take care of our Police Department. He also expressed concerns regarding illegal fireworks in the City.

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

Council Member Schaefer attended the Sacramento Regional Transit Board meeting. He attended the Capitol Corridor Board meeting. He was a guest speaker at the Park Oaks Neighborhood Association meeting. He attended a Sacramento Area Council of Governments Policy and Innovation Committee meeting. He attended the Lakeview Village Teddy Bear luncheon event. He also attended the Citrus Heights Tree Lighting event.

Council Member Middleton wanted to remind people with the holidays being around to appreciate your loved ones and to remember what the season is about.

Vice Mayor Lopez-Taff attended a Sacramento Public Library Authority Board meeting. She attended the Sacramento Continuum of Care annual meeting. She attended the San Juan Unified School District Community Partnership meeting.

Mayor Karpinski-Costa attended a lunch at SMUD for elected women. She attended the Lakeview Village Teddy Bear luncheon event. She attended the Citrus Heights Tree Lighting event. She also attended a Sacramento Sewer District Board meeting.

CONSENT CALENDAR

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

8. Pulled for discussion.
9. Pulled for discussion.
10. Pulled for discussion.
11. **SUBJECT:** Updated Housing Rehabilitation Program Guidelines

STAFF REPORT: C. Kempenaar / N. Piva

RECOMMENDATION: Adopt Resolution No. 2024-113 A Resolution of the City Council of the City of Citrus Heights, California, Adopting the Updated Housing Rehabilitation Program Guidelines

12. **SUBJECT:** Second Reading – Ordinance No. 2024-007 Adding Article XXX to Chapter 18 of the Citrus Heights Code Relating to the Collection of Development Impact Fees for Measure A Transportation Improvements
STAFF REPORT: R. Cave
RECOMMENDATION: Adopt Ordinance No. 2024-007 An Ordinance Adding Article XXX to Chapter 18 of the Citrus Heights Code Relating to the Collection of Development Impact Fees for Measure A Transportation Improvements
13. **SUBJECT:** Arcade-Cripple Creek Trail Project – Final Acceptance and Notice of Completion
STAFF REPORT: R. Cave / L. Blomquist
RECOMMENDATION: Adopt Resolution No. 2024-114 A Resolution of the City Council of the City of Citrus Heights, California, Accepting the Arcade-Cripple Creek Trail Project as Complete and Authorizing the City Engineer to Record a Notice of Completion and Release the Contract Retention.
14. **SUBJECT:** Citywide Crack Sealing Project 2024 – Final Acceptance and Notice of Completion
STAFF REPORT: R. Cave / L. Blomquist
RECOMMENDATION: Adopt Resolution No. 2024-115 A Resolution of the City Council of the City of Citrus Heights, California, Accepting the Citywide Crack Sealing Project 2024 as Complete and Authorizing the City Engineer to Record a Notice of Completion and Release the Contract Retention

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

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

CONSENT CALENDAR ITEMS PULLED FOR DISCUSSION

8. **SUBJECT:** Approval of Minutes
RECOMMENDATION: Approve the Minutes of the Meeting of November 13, 2024

ACTION: The City Council adopted Consent Calendar Item 9 by the following vote.

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

9. **SUBJECT:** Annual AB 1600 Development Fee Report
STAFF REPORT: S. Talwar / A. Preciado

RECOMMENDATION: Adopt Resolution No. 2024-111 A Resolution of the City Council of the City of Citrus Heights, California, Accepting, Filing, and Making the Findings Identified in the City's Annual AB 1600 Fee Report for the Fiscal Year Ended June 30, 2024

Mayor Karpinski-Costa pulled Item 9 for questions.

City Manager Feeney responded to questions.

10. **SUBJECT:** Submission of Application for Tree City USA Designation
STAFF REPORT: C. Kempenaar / S. Lui
RECOMMENDATION: Adopt Resolution No. 2024-112 A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the Submission of an Application to the National Arbor Day Foundation for Consideration of Citrus Heights Being Designated a Tree City USA Community

Mayor Karpinski-Costa pulled Item 10 for comments.

ACTION: On a motion by Council Member Schaefer, seconded by Council Member Nelson, the City Council adopted Consent Calendar Items 9 and 10.

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

PUBLIC HEARINGS

15. **SUBJECT:** Bourbons and More – Request for Letter of Public Convenience and Necessity (PLN-24-16)
STAFF REPORT: C. Kempenaar / S. Lui
RECOMMENDATION: Move to approve the Letter of Public Convenience and Necessity to allow the issuance of a Type 21 and Type 86 alcohol license for the sale of beer/wine/spirits and instructional tastings at the proposed liquor store located at 8067 Greenback Lane

Mayor Karpinski-Costa opened the public hearing.

Community Development Director Kempenaar stated a Letter of Public Convenience and Necessity (PCN) is a requirement when the State Department of Alcohol Beverage Control (ABC) identifies areas that are considered over concentrated.

Assistant Planner Lui stated this PCN request is for the new Bourbons and More store within the Greenback Square shopping center. The request is to allow the issuance of a Type 21 off sale license for beer, wine and spirits. The request also includes a Type 86 license which is for instructional tasting of beer, wine and spirits. Their hours of operation are from 10:00 a.m. to 10:00 p.m. daily and ABC standards will be followed for alcohol sales. She stated a security plan and floor plan were provided by the applicant. The Police Department have reviewed and has no objections to issuance of the license.

City Council questions followed.

Bourbons and More applicant Geo Mathews provided an overview of their business operations which is an instructional and educational premium bottle shop where they interact with the customers and educate customers on specific premium liquors.

Public Comment

Amy Sidhu spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Todd Boughtes spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Roeschan Rux spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Frederick Rux spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Keith Tuter spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Jessica Norwood spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Brian Robertson spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Daniel Savala spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Daniel Rozanski spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

John Tumminelli spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Amar Singh spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Novy Sidhu spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Mandeep Singh spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Steven Brooks spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Shiv Singh Heera spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Lydia Ebner spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Michael Lee spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Dustin Reynolds spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Amit Otal spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Paramjit Khaira spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Prabh Thiara spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Bill Shirley spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Harjinder Singh spoke in opposition to the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

Satnam Badwal spoke in support of the proposed Letter of Public Convenience and Necessity for the proposed liquor store.

City Clerk Van read the following public comment from Sahil Babuta, "Bourbons & More we already have multiple licensed locations in the area, Bev Mo, In & go, CVS and many more we don't need another alcohol store."

City Clerk Van read the following public comment from Grewal Gurman, "Bourbons & More NO on any more liquor license. Too many. How about a nice restaurant instead."

City Clerk Van read the following public comment from Gautam Verma, "Liquor license should not be approved for this store."

City Clerk Van read the following public comment from Joe Juarez, "This store should not be given license. We have too many liquor stores in the area."

City Clerk Van read the following public comment from Sean Jensen, "We already have too many places selling alcohol in our community and we don't want that easy access to alcohol for our kids."

City Clerk Van read the following public comment from David Huber, "While I am a strong advocate for the development and support of new small businesses in our community, it is essential that any new

additions align with the broader strategic goals and specific needs of the area. The proposed liquor store, despite its potential economic benefits, does not fit within the spirit of the Sunrise MarketPlace Overlay strategy. This strategy aims to cultivate a vibrant, family-friendly environment that attracts a diverse array of businesses and services, which in turn can spur long-term economic growth and community engagement. Introducing a liquor store at this location could inadvertently discourage other service-oriented and professional businesses from establishing themselves in the shopping center. These businesses are critical to the success of the Sunrise MarketPlace Overlay initiative as they contribute to a balanced and dynamic commercial ecosystem. Furthermore, the presence of a liquor store might attract a transient population, potentially leading to security concerns and undermining the family-friendly atmosphere we aspire to create. Instead, we should focus on attracting businesses that align with our vision for the Sunrise MarketPlace Overlay area. This includes educational establishments, healthcare services, retail boutiques, and dining experiences that cater to a broad demographic. By doing so, we can ensure that the shopping center becomes a cornerstone of our community, fostering both economic prosperity and a sense of belonging among residents. In conclusion, while the opening of new small businesses is vital, they must be carefully considered to ensure they support our long-term strategic goals and community values."

City Clerk Van read the following public comment from Dave Smith, "I vote no."

City Clerk Van read the following public comment from John Smith, "We already have several liquor vendors in the area. We need a nice restaurant and not more liquor license shops."

City Clerk Van read the following public comment from John Copeland, "We already have multiple retailers that offer liquor in the area adding another does not benefit the public. Please vote NO for an additional liquor store."

City Clerk Van read the following public comment from Ken Adams, "I want to vote no on additional license for bourbon and more because we don't need more liquor stores in this area we need maybe a nice restaurant."

City Clerk Van read the following public comment from Nick Powell, "Not another liquor store. We already have so many businesses that sell liquor. How about a restaurant or gym?"

Mayor Karpinski-Costa closed the public hearing.

City Council questions and comments followed.

ACTION: On a motion by Council Member Middleton, seconded by Vice Mayor Lopez-Taff, the City Council denied the Letter of Public Convenience and Necessity to allow the issuance of a Type 21 and Type 86 alcohol license for the sale of beer/wine/spirits and instructional tastings at the proposed liquor store located at 8067 Greenback Lane.

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

The City Council took a brief recess.

16. **SUBJECT:** Stock Ranch – Guide for Development Amendment, Design Review Permit and Use Permit – Starbucks
STAFF REPORT: C. Kempenaar / S. Lui
RECOMMENDATION: Staff recommends the following:
- a. Move to adopt Resolution No. 2024-116 A Resolution of the City Council of the City of Citrus Heights, California, Finding that the Previously Adopted EIR, EIR Addendums and Negative Declaration Are the Appropriate Environmental Documents for Starbucks at Stock Ranch Project and No Further Review is Required
 - b. Move to approve an amendment to the Stock Ranch Guide for Development to allow extended operating hours for fast-casual and drive-thru restaurants as outlined in the Staff Report and Attachment 2
 - c. Move to approve the Design Review Permit (File # PLN-24-08) for the proposed coffee shop with drive-through service located at 6970 Auburn Boulevard subject to the findings contained in the staff report as per the conditions provided as Attachment 1A.
 - d. Move to approve the Use Permit for the proposed coffee shop with drive-thru service located at 6970 Auburn Boulevard

Assistant Planner Lui explained the project includes a request to amend the Stock Ranch Guide for Development related to drive-through restaurant hours of operation. It also includes a use permit associated with the drive-through, as well as a design review permit. She stated this was presented to the Planning Commission and they recommended approval by the City Council. The project location is within the Stock Ranch Special Planning Area adjacent to Auburn Boulevard and includes the construction of a 2300 ft drive-through coffee shop with landscaping and improvement plans as well as an on-site trash enclosure. The building offers approximately 750 square feet of indoor dining areas as well as a 716 ft outdoor dining area. The project meets and exceeds the minimum drive-through circulation standards providing adequate space for vehicle stacking and queuing. She stated the applicant is requesting to amend the Guide for Development's drive-through hours of operation by one hour, changing the allowable opening time from 6:00 a.m. to 5:00 a.m. She provided an overview of notable conditions of approval for the project.

City Council questions followed.

Mayor Karpinski-Costa opened the public hearing.

Public Comment

City Clerk Van read the following public comment from Alfred Sanchez, "If Starbucks wants to have two coffee shops a few blocks apart. That's fine. As long as the new one doesn't have a drive thru. Allowing a drive thru at that location would not be a good idea. I understand we need the tax dollars but please use common sense."

Elizabeth Valerio with Valerio Architects on behalf of the applicant provided an overview of the project and responded to questions from Council Members.

Mayor Karpinski-Costa closed the public hearing.

ACTION: On a motion by Council Member Schaefer, seconded by Council Member Middleton, the City Council adopted Resolution No. 2024-116 A Resolution of the City Council of the City of Citrus Heights, California, Finding that the Previously Adopted EIR, EIR Addendums and Negative Declaration Are the Appropriate Environmental Documents for Starbucks at Stock Ranch Project and No Further Review is Required.

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

ACTION: On a motion by Council Member Schaefer, seconded by Vice Mayor Lopez-Taff, the City Council moved to approve an amendment to the Stock Ranch Guide for Development to allow extended operating hours for fast-casual and drive-thru restaurants as outlined in the Staff Report and Attachment 2.

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

ACTION: On a motion by Council Member Schaefer, seconded by Council Member Nelson, the City Council moved to approve the Design Review Permit (File # PLN-24-08) for the proposed coffee shop with drive-through service located at 6970 Auburn Boulevard subject to the findings contained in the staff report as per the conditions provided as Attachment 1A.

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

ACTION: On a motion by Council Member Schaefer, seconded by Mayor Karpinski-Costa, the City Council moved to approve the Use Permit for the proposed coffee shop with drive-thru service located at 6970 Auburn Boulevard.

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

REGULAR CALENDAR

17. **SUBJECT:** Ordinance Amending Citrus Heights Municipal Code Chapter 42 – FLOODS
STAFF REPORT: R. Cave / L. Blomquist / D. Kehrer
RECOMMENDATION: Introduce for first reading, read by title only and waive the full reading of Ordinance No. 2024-008 An Ordinance of the City Council of the City of Citrus Heights Amending Chapter 42 “Floods” of the Citrus Heights Municipal Code

Senior Civil Engineer Kehrer reported the City intends to achieve some flood insurance discounts from FEMA and are in the midst of joining their community rating system program. In order to get more than a 5% flood insurance discount we need to update our Code to reflect some high level of standards.

He responded to questions from Council Members.

ACTION: On a motion by Council Member Schaefer, seconded by Council Member Middleton, the City Council introduced for first reading, read by title only and waive the full reading of Ordinance No. 2024-008 An Ordinance of the City Council of the City of Citrus Heights Amending Chapter 42 "Floods" of the Citrus Heights Municipal Code.

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

DEPARTMENT REPORTS

None

CITY MANAGER ITEMS

City Manager Feeney reported that we received a Pro-Housing Incentive Grant of \$960,000 and the funding is planned to be allocated to the Habitat for Humanity Sayonara Drive Project. He noted a City Manager message was recently published. He announced some recent Citrus Height Police Department retirements Officer Jeremy Hatchell and Dispatcher Sandy Bullard. He also announced the December 25th City Council meeting will not be held due to the Christmas holiday.

ITEMS REQUESTED BY COUNCIL MEMBERS / FUTURE AGENDA ITEMS

Mayor Karpinski-Costa requested a City Council & Parks and Recreation 2x2 Ad Hoc Committee be added to the list of City Council Member appointments that will be considered at a future meeting. Council Member Schaefer seconded the request.

ADJOURNMENT

Mayor Karpinski-Costa adjourned the meeting at 9:03 p.m.

Respectfully submitted,

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT

MEMORANDUM

DATE: January 8, 2025

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: Second Reading, Ordinance Amending Citrus Heights Municipal Code Chapter 42 – “FLOODS”

Summary and Recommendation

The City desires to apply for flood insurance rate discounts through the Federal Emergency Management Agency (FEMA) Community Rating System. As a prerequisite to joining the program, updates to Chapter 42 of the City’s Municipal Code are required. On December 11, 2024, the City Council introduced, read by title only, and waived the first full reading of an Ordinance amending Chapter 42 “FLOODS” of the Citrus Heights Municipal Code.

The background materials associated with this item are contained in the [December 11, 2024 City Council Meeting Staff Report](#), available on the City’s website.

Staff recommends the City Council adopt Ordinance No. 2024-008, an Ordinance of the City Council of the City of Citrus Heights amending Chapter 42 “FLOODS” of the Citrus Heights Municipal Code.

Fiscal Impact

There is no direct fiscal impact resulting from revisions to the Ordinance. Revisions are consistent with City’s current approach to floodplain management and development within and near floodways.

Attachments

1. Ordinance No. 2024-008 An Ordinance of the City Council of the City of Citrus Heights, California, Amending Chapter 42 “FLOODS” of the Citrus Heights Municipal Code.

ORDINANCE NO. 2024-008

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS
AMENDING CHAPTER 42 “FLOODS” OF THE CITRUS HEIGHTS
MUNICIPAL CODE**

The City Council of the City of Citrus Heights does ordain as follows:

The provisions of Chapter 42 of the City of Citrus Heights Code are amended, as follows:

SECTION 1. Amendment. Section 42-4 of the Citrus Heights Code is hereby amended to read as set forth below:

Sec. 42-4. Definitions.

Unless specifically defined in this section, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application. The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory use means a use which is incidental and subordinate to the principal use of the parcel of land on which it is located.

Adversely affects means that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will increase the water surface elevation of the base flood more than one foot at any point.

Alluvial fan means a geomorphologic feature characterized by a cone- or fan-shaped deposit of boulders, gravel, and fine sediments that have been eroded from mountain slopes, transported by flood flows, and then deposited on the valley floors, and which is subject to flash flooding, high velocity flows, debris flows, erosion, sediment movement and deposition, and channel migration.

Apex means the point of highest elevation on an alluvial fan, which on undisturbed fans is generally the point where the major stream that formed the fan emerges from the mountain front.

Appeal means a request for a review of the floodplain administrator's interpretation of any section of this chapter or a request for a variance.

Area of shallow flooding means a designated AO or AH zone on the flood insurance rate map (FIRM). The base flood depths range from one to three feet, a clearly defined channel does not exist, the path of flooding is unpredictable and indeterminate, and velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

Area of special flood hazard. See *Special flood hazard area*.

Area of special flood-related erosion hazard means the land within a community that is not likely to be subject to severe flood-related erosion losses. The area may be designated as zone E on the flood insurance rate map (FIRM).

Area of special mudslide (i.e., mudflows) hazard means the area subject to severe mudslides (i.e., mudflows). The area is designated as zone M on the flood insurance rate map (FIRM).

Backfill means the placement of fill material within a specified depression, hole or excavation pit below the surrounding adjacent ground level as a means of improving floodwater conveyance or to restore the land to the natural contours existing prior to excavation.

Base flood means the flood having a one-percent chance of being equaled or exceeded in any given year; also called the 100-year flood.

Basement means any area of the building having its floor subgrade (below ground level) on all sides.

Building. See *Structure*.

Building Code means California Code of Regulations Title 24, the California Building Standards Code, the family of building codes specifically adopted by the State of California and composed of: (1) Part 2, applicable to buildings and structures other than dwellings within the scope of this part; (2) Part 2.5, applicable to one and two-family dwellings and townhouses not more than three stories, and accessory structures; (3) Part 10, applicable to existing buildings (as defined in that code); and (4) other specified codes.

Critical feature means an integral and readily identifiable part of a flood protection system, without which the flood protection provided by the entire system would be compromised.

Curvilinear line means the border on either a flood hazard boundary map or flood insurance rate map that delineates the special flood, mudslide (i.e., mudflow) and/or flood-related erosion hazard areas and consists of a curved or contour line that follows the topography.

Development means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

Encroachment means the advance or infringement of uses, plant growth, fill, excavation, buildings, permanent structures or development into a floodplain that may impede or alter the flow capacity of a floodplain.

Erosion means the process of the gradual wearing away of land masses. This peril is not per se covered under the National Flood Insurance Program.

Existing manufactured home park or subdivision means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed, including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads, is completed before the effective date of the floodplain management regulations adopted by a community.

Expansion to an existing manufactured home park or subdivision means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed, including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads.

Fill means the placement of fill material at a specified location to bring the ground surface up to a desired elevation.

Fill material can be natural sand, dirt, soil or rock. For the purposes of floodplain management, fill material may include concrete, cement, soil cement, brick or similar material as approved on a case-by-case basis.

Flood, flooding and floodwater mean:

- (1) A general and temporary condition of partial or complete inundation of normally dry land areas from:
 - a. The overflow of inland or tidal waters;
 - b. The unusual and rapid accumulation or runoff of surface waters from any source; and/or
 - c. Mudslides (i.e., mudflows) which are proximately caused by flooding, as defined in subsection (2) of this definition, and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as which earth is carried by a current of water and deposited along the path of the current; and
- (2) The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in subsection (1) of this definition.

Flood control project means a dam or barrier design and constructed to keep water away from or out of a specified area, including but not limited to levees, floodwalls, and channelization.

Flood elevation determination means a determination by the administrator of the water surface elevations of the base flood, that is, the flood level that has a one-percent or greater chance of occurrence in any given year.

Flood elevation study means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

Flood insurance rate map (FIRM) means the official map on which the Federal Emergency Management Agency or Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

Flood insurance study means the official report provided by the Federal Insurance Administration that includes flood profiles, the flood insurance rate map, the flood boundary and floodway map, and the water surface elevation of the base flood.

Floodplain and flood prone area means any land area susceptible to being inundated by water from any source. See the definition of *Flood*.

Floodplain administrator means the individual appointed to administer and enforce the floodplain management regulations.

Floodplain management means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works and floodplain management regulations.

Floodplain management regulations means zoning ordinances, subdivision regulations, building codes, health regulations and special purpose ordinances such as floodplain management regulations.

Floodproofing means any combination of structural and nonstructural additions, changes, or adjustments to structures that reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents.

Flood protection system means those physical structural works for which funds have been authorized, appropriated, and expended and which have been constructed specifically to modify flooding in order to reduce the extent of the area within a community subject to a special flood hazard and the extent of the depths of associated flooding. Such a system typically includes hurricane tidal barriers, dams, reservoirs, levees, or dikes. These specialized flood-modifying works are those constructed to conform to sound engineering standards.

Flood-related erosion means the collapse or subsidence of land along the shore of a lake or other body of water as a result of undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding.

Flood-related erosion area and *flood-related erosion-prone area* mean a land area adjoining the shore of a lake or other body of water which, due to the composition of the shoreline or bank and high water levels or wind-driven currents, is likely to suffer flood-related erosion damage.

Flood-related erosion area management means the operation of an overall program of corrective and preventive measures for reducing flood-related erosion damage, including but not limited to emergency preparedness plans, flood-related erosion control works, and floodplain management regulations.

Floodway means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot; also referred to as "regulatory floodway."

Floodway encroachment lines means the lines marking the limits of floodways on federal, state, and local floodplain maps.

Floodway fringe means the area of a floodplain on either side of the designated floodway where encroachment may be permitted.

Fraud and victimization, related to sections 42-23—42-25, means that the variance granted must not cause fraud on or victimization of the public. In examining this requirement, the variance board will consider the fact that every newly constructed building adds to government responsibilities and remains a part of the community for 50 to 100 years. Buildings that are permitted to be constructed below the base flood elevation are subject during all those years to increased risk of damage from floods, while future owners of the property and the community as

a whole are subject to all the costs, inconvenience, danger, and suffering that those increased flood damages bring. In addition, future owners may purchase the property, unaware that it is subject to potential flood damage, and can be insured only at very high flood insurance rates.

Freeboard means a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. Freeboard tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization of the watershed.

Functionally dependent use means a use that cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and shipbuilding and ship repair facilities, but does not include long term storage or related manufacturing facilities.

Hardship, related to sections 42-23—42-25, means the hardship that would result from a failure to grant the requested variance. The variance board requires that the variance be exceptional, unusual, and peculiar to the property involved. Mere economic or financial hardship alone is not exceptional. Inconvenience, aesthetic considerations, physical handicaps, personal preferences, or the disapproval of one's neighbors likewise cannot, as a rule, qualify as exceptional hardships. All of these problems can be resolved through other means, without granting a variance. This is so even if the alternative means are more expensive or complicated than building with a variance, or if they require the property owner to put the parcel to a different use than originally intended, or to build elsewhere.

Highest adjacent grade means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic structure means any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district registered historic district;
- (3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- (4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - a. By an approved state program as determined by the Secretary of the Interior; or
 - b. By the Secretary of the Interior directly in states with approved programs.

Landfill means a permitted location for the disposal, placement or dumping of garbage, trash, debris, junk, or waste material.

Letter of map change (LOMC) means an official determination issued by FEMA that amends or revises an effective flood insurance rate map or flood insurance study. Letters of map

change include: (1) listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; (2) letter of map revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features; (3) letter of map revision based on fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations; and (4) conditional letter of map revision (CLOMR): A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective flood insurance rate map or flood insurance study; upon submission and approval of certified as-built documentation, a letter of map revision may be issued by FEMA to revise the effective FIRM.

Levee means a manmade structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control, or divert the flow of water so as to provide protection from temporary flooding.

Levee system means a flood protection system that consists of a levee and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

Lowest floor means the lowest floor of any lowest enclosed area, including basement. An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided that such enclosure is not built so as to render the structure in violation of the applicable nonelevation design requirements of this chapter.

Manufactured home means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a recreational vehicle.

Manufactured home park or subdivision means a parcel or contiguous parcels of land divided into two or more manufactured home lots for rent or sale.

Map means the flood hazard boundary map (FHBM) or the flood insurance rate map (FIRM) for a community, issued by the Flood Insurance Administration of the Federal Emergency Management Agency.

Market Value means the price at which a property will change hands between a willing buyer and a willing seller, neither party being under compulsion to buy or sell and both having reasonable knowledge of relevant facts. As used in these regulations, the term refers to the market value of buildings and structures, excluding the land and other improvements on the parcel. Market value may be established by one of the following methods: (1) actual cash value (replacement cost depreciated for age and quality of construction); (2) tax assessment value adjusted to approximate market value by a factor provided by the property appraiser; or (3) a qualified independent appraiser.

Mean sea level means, for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which base flood elevations shown on a community's flood insurance rate map are referenced.

Minimum necessary, related to sections 42-23—42-25, means the minimum necessary to afford relief to the applicant of a variance with a minimum deviation from the requirements of this chapter. For variances to an elevation requirement, this means the variance board need not grant permission for the applicant to build at grade, for example, or even to whatever elevation the applicant proposes, but only that level the board believes will both provide relief and preserve the integrity of the local ordinance.

Mudslide (i.e., mudflow) describes a condition where there is a river, flow or inundation of liquid mud down a hillside usually as a result of a dual condition of loss of brush cover, and the subsequent accumulation of water on the ground preceded by a period of unusually heavy or sustained rain.

Mudslide-prone area (i.e., mudflow-prone) means an area with land surfaces and slopes of unconsolidated material where the history, geology, and climate indicate a potential for mudflow.

New construction means structures for which the start of construction commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

New manufactured home park or subdivision means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed, including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads, is completed on or after the effective date of floodplain management regulations adopted by a community.

Obstruction includes but is not limited to any dam, wall, wharf, embankment, levee, dike, pile, abutment, protection, excavation, channelization, bridge, conduit, culvert, building, wire, fence, rock, gravel, refuse, fill, structure, vegetation or other material in, along, across or projecting into any watercourse which may alter, impede, retard or change the direction and/or velocity of the flow of water, or, due to its location, its propensity to snare or collect debris carried by the flow of water or its likelihood of being carried downstream.

One-hundred year flood means a flood which has a one-percent annual probability of being equaled or exceeded. It is identical to the "base flood," which will be the term used throughout this chapter.

Principal structure means a structure used for the principal use of the property as distinguished from an accessory use.

Public safety and nuisances, related to sections 42-23 through 42-25, mean the granting of a variance must not result in additional threats to public safety or create nuisances. This chapter is intended to help protect the health, safety, well-being, and property of the local citizens. This is a long-range community effort made up of a combination of approaches such as adequate drainage systems, warning and evacuation plans, and keeping new property above the flood levels. These long term goals can only be met if exceptions to the requirements of this chapter are kept to a bare minimum.

Recreational vehicle means a vehicle that is:

- (1) Built on a single chassis;
- (2) Four hundred square feet or fewer when measured at the largest horizontal projection;
- (3) Designed to be self-propelled or permanently towable by a light-duty truck; and
- (4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Regulatory floodway means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Riverine means relating to, formed by, or resembling a river, including tributaries; stream; brook; etc.

Sheet flow area. See *Area of shallow flooding*.

Special flood hazard area (SFHA) means an area having special flood or flood-related erosion hazards, and shown on the FIRM as zone A, AE, AO, A1—A30, AE, A99, or AH.

Start of construction includes substantial improvement and other proposed new development and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days from the date of the permit. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation, or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure means a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial improvement means any reconstruction, repair, rehabilitation, alteration, addition, or other improvement of a building or a proposed new development of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. This term includes cumulative improvements that have been permitted on the structure within a five year period; successive improvements will be summed and utilized as a cumulative cost of improvements when assessing if the improvement equals or exceeds the 50 percent threshold. This term includes structures that have incurred substantial damage, regardless of the actual repair work performed or source of the damage. The term does not, however, include either:

- (1) Any project for improvement of a structure to correct existing violations or state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to ensure safe living conditions; or
- (2) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.

Utility Equipment includes any apparatus, appliance, or accessory installed as part of a building or structure. This includes equipment related to building services, such as plumbing, heating, electrical, ventilating, air conditioning, ductwork, refrigerating, and fire protection. It also includes elevators, dumb waiters, escalators, boilers, and pressure vessels. Including equipment placed within attached garages and/or within enclosures below elevated buildings, except for utility meters and equipment specifically designed to withstand inundation according to the standards of the International Residential Code, California Building Code, and the National Flood Insurance Program.

Variance means a grant of relief from the requirements of this chapter that permits construction in a manner that would otherwise be prohibited by this chapter.

Water surface elevation means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, where specified, of floods of various magnitudes and frequencies in the floodplain of coastal or riverine areas.

Watercourse means a lake, river, creek, stream, wash, arroyo, channel or other topographic feature on, or over which, waters flow at least periodically. The term "watercourse" includes specifically designated areas in which substantial flood damage may occur.

SECTION 2. Amendment. Section 42-7 of the Citrus Heights Code is hereby amended to read as set forth below:

Sec. 42-7. Establishment of areas of special flood hazard.

The areas of special flood hazard identified by ~~the Federal Insurance Administration (FIA)~~ ~~of~~ the Federal Emergency Management Agency (FEMA) in the flood insurance study for Sacramento County, California and Incorporated Areas dated August 16, 2012, and the accompanying flood insurance rate maps (FIRM), and all subsequent amendments and/or revisions thereto, are hereby adopted by reference and declared to be a part of this chapter. The flood insurance study and attendant mapping is the minimum area of applicability of this chapter and may be supplemented by studies for other areas which allow implementation of this chapter and which are recommended to the city council by the floodplain administrator. The study and flood insurance rate maps (FIRMs) are on file in the office of the city engineer, City Hall, 6360 Fountain Square Drive, Citrus Heights, CA 95621.

SECTION 3. Amendment. Section 42-11 of the Citrus Heights Code is hereby amended to read as set forth below:

Sec. 42-11. Warning and disclaimer of liability.

- (a) The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This chapter does not imply that land outside the areas of special flood hazards, areas of flood-related erosion hazards and areas of mudslide (i.e., mudflow) hazards or uses permitted within such areas will be free from flooding or flood damages.
- (b) This chapter shall not create liability on the part of the city council, any officer or employee thereof, or the Federal Insurance Administration of the Federal Emergency Management Agency for any flood damages that result from reliance on this chapter or any administrative decision lawfully made under this chapter.
- (c) If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any part thereof, other than the part so declared.

SECTION 4. Amendment. Section 42-14 of the Citrus Heights Code is hereby amended to read as set forth below:

Sec. 42-14. Floodplain administrator's duties and responsibilities.

The duties and responsibilities of the floodplain administrator shall include but not be limited to the following:

- (1) Review all development permits to determine that:
 - a. The permit requirements of this chapter have been satisfied;
 - b. All other required state and federal permits have been obtained;
 - c. The site is reasonably safe from flooding; and
 - d. The proposed development does not adversely affect the carrying capacity of areas where base flood elevations have been determined but a floodway has not been designated.
- (2) Obtain, review, and reasonably utilize any base flood elevation and floodway data available from a federal or state agency, or other source, in order to administer sections 42-15—42-22 when base flood elevation data has not been provided in accordance with section 42-7. Any such information shall be submitted to the city council for adoption.
- (3) Whenever a watercourse is to be altered or relocated:
 - a. Notify adjacent communities and the state department of water resources prior to such alternation or relocation of a watercourse and submit evidence of such notification to the Federal Insurance Administration of the Federal Emergency Management Agency.
 - b. Require that the flood-carrying capacity of the altered or relocated portion of the watercourse is maintained.

- c. Require applicants who submit hydrologic and hydraulic engineering analyses to support permit applications to submit to FEMA the data and information necessary to maintain the flood insurance rate maps when the analyses indicate changes in base flood elevations, flood hazard area boundaries, or floodway designations; such submissions shall be made within six months of such data becoming available.
 - d. Require applicants who propose alteration of a watercourse to notify adjacent communities and the NFIP State Coordinating Agency, and to submit copies of such notifications to the Federal Emergency Management Agency (FEMA).
- (4) Obtain and maintain for public inspection and make available as needed the following:
- a. The certification required by section 42-15(3)a, which pertains to floor elevations.
 - b. The certification required by section 42-15(3)b, which pertains to elevations in areas of shallow flooding.
 - c. The certification required by section 42-15(3)c, which pertains to elevation or floodproofing of nonresidential structures.
 - d. The certification required by section 42-15(3)c.1 or (3)c.2, which pertains to wet floodproofing standard.
 - e. The certification of elevation required by section 42-17(b), which pertains to subdivision standards.
 - f. The certification required by section 42-20(1), which pertains to floodway encroachments.
 - g. The reports required by section 42-21(d), which pertains to mudflow standards.
- (5) Make interpretations, where needed, as to the exact location of the boundaries of the areas of special flood hazards, areas of flood-related erosion hazards or areas of mudslide (i.e., mudflow). For example, where there appears to be a conflict between a mapped boundary and actual field conditions. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in section 42-24.
- (6) Take action to remedy violations of this chapter as specified in section 42-8.
- (7) Substantial improvements and substantial damage determinations for permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures (including cumulative improvements within a five year period). The Floodplain Administrator, in coordination with the Chief Building Official, shall:
- a. Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made.

b. Compare the cost to perform the improvement, the cost to repair the damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, when applicable, to the market value of the building or structure.

c. Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage.

d. Notify the applicant when it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the building code is required and notify the applicant when it is determined that work does not constitute substantial improvement or repair of substantial damage.

SECTION 5. Amendment. Section 42-15 of the Citrus Heights Code is hereby amended to read as set forth below:

Sec. 42-15. Standards for construction.

In all areas of special flood hazards, the following standards are required:

(1) *Anchoring.* Standards for anchoring shall be as follows:

- a. All new construction, substantial improvements, and other proposed new development shall be adequately anchored to ~~prevent-resist~~ flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
- b. All manufactured homes shall meet the anchoring standards of section 42-18.

(2) *Construction materials and methods.* Standards for construction materials and methods shall be as follows:

- a. All new construction, substantial improvement and other proposed new development shall be constructed with materials and utility equipment resistant to flood damage.
- b. All new construction, substantial improvement and other proposed new development shall be constructed using methods and practices that minimize flood damage.
- c. All new construction, substantial improvement and other proposed new development shall be constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located to prevent water from entering or accumulating within the components during conditions of flooding and elevated to at least two-feet above base flood elevation. This requirement includes machinery and equipment placed within attached garages and/or within enclosures below elevated buildings, except for utility meters and equipment specifically designed to withstand inundations according to the standards of the International Residential Code and the NFIP.
- d. Require within zone AH or AO that adequate drainage paths around structures on slopes guide floodwaters around and away from proposed structures.

(3) *Elevation and floodproofing.* Standards for elevation and floodproofing shall be as follows:

- a. All new construction, substantial improvement and other proposed new development within zones AE, and AH shall comply with the applicable requirements of the building code and have the lowest floor, including basement, elevated two-feet above the base flood elevation. Nonresidential structures may meet the standards in subsection (3)c of this section. Upon the completion of the structure, the elevation of the lowest floor, including basement, shall be certified by a registered professional engineer or surveyor or verified to be properly elevated by the community building inspector. Such certification or verification shall be provided to the floodplain administrator.
- b. New construction, substantial improvement, and other proposed new development in zone AO shall have the lowest floor, including basement, elevated above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM ~~or plus at least two-two-feet~~ and at least three-feet above base flood elevation if no depth number is specified. Nonresidential structures may meet the standards in subsection (3)c of this section. Upon the completion of the structure, the elevation of the lowest floor, including basement, shall be certified by a registered professional engineer or surveyor or verified to be properly elevated by the community building inspector. Such certification or verification shall be provided to the floodplain administrator.
- c. Nonresidential construction shall either be elevated to conform with subsection (3)a or (3)b of this section or, together with attendant utility and sanitary facilities, shall:
 1. Be floodproofed ~~so that,~~ below the base flood level and up to the finished floor, the structure is watertight with walls substantially impermeable to the passage of water;
 2. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and
 3. Be certified by a registered professional engineer or architect that the standards of this subsection are satisfied. Such certifications shall be provided to the floodplain administrator.
- d. Require, for all new construction, substantial improvement and other proposed new development, that fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwater. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:
 1. Either a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided, the bottom of all openings shall be no higher than one foot above grade

- (openings may be equipped with screens, louvers, valves or other coverings or devices, provided that they permit the automatic entry and exit of floodwater); or
2. Certification to comply with a local floodproofing standard approved by the Federal Insurance Administration of the Federal Emergency Management Agency.
 - e. Manufactured homes shall also meet the standards in section 42-18.

SECTION 6. Amendment. Section 42-18 of the Citrus Heights Code is hereby amended to read as set forth below:

Sec. 42-18. Standards for manufactured homes.

- (a) All manufactured homes that are placed or substantially improved within a special flood hazard area on the community's flood insurance rate map outside of a manufactured home park or subdivision, in a new manufactured home park or subdivision, in an expansion to an existing manufactured home park or subdivision, or in an existing manufactured home park or subdivision on which a manufactured home has incurred substantial damage as the result of a flood will be elevated on a permanent foundation such that the lowest floor of the manufactured home and associated electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities are elevated to or above a minimum two-feet above the base flood elevation and shall be secured to an adequately anchored foundation system to resist flotation collapse and lateral movement.
- (b) All manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision on the community's flood insurance rate map that are not subject to subsection (a) of this section will be elevated so that ~~either~~:
 - (1) The lowest floor of the manufactured home is ~~at, or~~ a minimum two-feet above, the base flood elevation; ~~or~~
 - ~~(2) The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and shall be secured to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.~~

SECTION 7. Amendment. Section 42-20 of the Citrus Heights Code is hereby amended to read as set forth below:

Sec. 42-20. Floodways.

Located within areas of special flood hazard established in section 42-7 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters that carry debris, potential projectiles, and erosion potential, the following apply:

- (1) Prohibition of encroachments, including fill, new construction, substantial improvement, and other new development unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge and

certification by a registered professional engineer or architect is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.

- (2) If subsection (1) of this section is satisfied, all new construction, substantial improvement and other proposed new development shall comply with all other applicable flood hazard reduction sections of this chapter.

SECTION 8. Severability. If any section, subdivision, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 9. Effective Date and Notice. This ordinance shall take effect thirty (30) days after its adoption, provided it is published in full or in summary within fifteen (15) days of its adoption, in a newspaper of general circulation published and circulated in the City of Citrus Heights.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights this 8th day of January 2025 by the following vote:

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

Dr. Jayna Karpinski-Costa, Mayor

ATTEST:

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT

MEMORANDUM

DATE: January 8, 2025

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

FROM: Regina Cave, General Services Director
Mary Poole, Operations Manager

SUBJECT: **On-Call Solid Waste Consulting Services – Project GS 2024 13
Award of Contract**

Summary and Recommendation

On September 17, 2024, the General Services Department circulated a Request for Proposals (RFP) for On-Call Solid Waste Consulting Services. One proposal was received and evaluated based on criteria specified in the RFP and R3 Consulting Group, Inc. was selected as the preferred consultant for the On-Call Solid Waste Consulting Services.

Staff recommends the City Council adopt Resolution No. 2025-____, a Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute an Agreement with R3 Consulting Group, Inc. for On-Call Solid Waste Consulting Services.

City Council Strategic Goal/Objective

This item aligns with the Citrus Heights City Council Strategic Plan Objective to “Maintain and Enhance Fiscal Stability” and “Enhance Community Vibrancy and Engagement”.

Fiscal Impact

The total contract cost over the initial three-year term, as well as the two optional one-year extensions, is \$305,000. However, the consultant will be paid on actual services rendered, which will vary throughout the term of the agreement. The on-call services will be funded with a combination of Solid Waste funds and CalRecycle grant funds. Consultant costs related to the residential procurement process will be reimbursed by the successful proposer.

The initial contract term will be for three years with the option of two one-year extensions.

Subject: On-Call Solid Waste Consulting Services – Project GS 2024 13 – Award of Contract

Date: January 8, 2025

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Background and Analysis

The City has a need for ongoing professional consulting services to support waste management functions, particularly related to California’s Short-Lived Climate Pollutant Reduction Strategy (SB 1383) and other unfunded mandates. In addition, the City will be initiating a formal procurement process in 2025 for the residential garbage and recycling collection services franchise agreement, with the intent of utilizing the consultant team to assist the City throughout the approximately 18-month process.

Senate Bill 1383 (SB 1383), passed in 2016, is an extensive unfunded state mandate with a host of requirements on organic waste generators, haulers, edible food recovery stakeholders, and municipalities. SB 1383 mandates significant reductions in organic waste disposal and sets statewide requirements for organic waste diversion. This includes a 75% reduction in statewide landfilling of organic waste by 2025 and a 20% increase in edible food recovery by 2025. SB 1383 requirements have a significant impact on most local jurisdictions throughout the state, and requires additional staff resources to administer waste management programs.

To ensure compliance with SB 1383, the City must implement specific programs related to organic waste collection, diversion, food recovery, education, recovered organic waste procurement, and enforcement. Some key requirements for local jurisdictions under SB 1383 are as follows:

1. Implement and maintain organic waste collection programs for residents and businesses
2. Ensure food recovery programs are in place to recover edible food for redistribution
3. Educate residents and businesses on the importance of organic waste diversion and proper waste disposal
4. Enforce compliance with regulations through inspections and penalties
5. Track and report on program progress and diversion metrics

Due to the complexity and scale of SB 1383 and other regulatory requirements, professional consulting services are proposed to augment current staff expertise and resources. The City has incorporated requirements within its commercial and residential franchise agreements to share the burden of meeting the extensive State regulatory requirements. In addition, some components of the City’s overall waste management functions are supported by staff in other departments throughout the City. However, the bulk of waste management responsibilities are allocated to a portion of one full-time equivalent (FTE) management level staff person and a portion of one FTE administrative staff person in the General Services Department. The utilization of consultant expertise on an as-needed basis is recommended to address the gap in staff resources. The scope of services the consultant will be able to assist with includes, but is not limited to, the following:

- **Regulatory Guidance and Program Implementation:**
 - Review SB 1383 requirements and provide guidance on compliance and assistance with program implementation
 - Assist with annual review, update and implementation of recycled organic waste procurement strategies

Subject: On-Call Solid Waste Consulting Services – Project GS 2024 13 – Award of Contract

Date: January 8, 2025

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- Assist with review and implementation of City's recycled-content paper and paper product procurement program, documentation and reporting
- Assist with commercial and residential customer and franchisee contract review, administration and updates as needed
- Assist with audits and annual reporting
- **Edible Food Recovery:**
 - Assist with edible food recovery capacity assessment, monitoring and assistance
 - Education and Outreach
 - Assist with required participation in the County-wide food recovery networks and partnerships
 - Expansion of food recovery capacity infrastructure
- **Public Education and Outreach:**
 - Assist with development and deployment of educational materials and campaigns for residents, businesses, and schools
 - Ongoing assistance with outreach and education plan updates, implementation and evaluation related to organic waste diversion and food recovery programs
- **Training and Capacity Building:**
 - Assist with development and implementation of staff training on SB 1383 requirements and enforcement protocols
 - Assist with resource development to support businesses in complying with SB 1383 and other state recycling mandates
- **Monitoring, Compliance, Record-Keeping, Reporting and Enforcement:**
 - Assist with compliance monitoring and enforcement
 - Conduct commercial education and inspections
 - Conduct inspections for Tier 1 and Tier 2 Edible Food Generators
 - Prepare documentation for City compliance record-keeping
 - Assist with education, outreach and enforcement as required by SB 1383
 - Assist with enforcement monitoring and reporting to CalRecycle

In addition to SB 1383 compliance assistance, on-call services may be utilized to assist with the procurement process for the residential solid waste and recycling collection services franchise agreement. This process includes development of the Request for Proposals (RFP), support during the RFP process, assistance with contract development and negotiations, and potentially transition support if a new hauler is selected and/or new programs are implemented.

On September 17, 2024, staff released an RFP for On-Call Solid Waste Consulting Services. Proposals were due October 17, 2024, and one proposal from R3 Consulting Group, Inc. was received. After reviewing the proposal in accordance with the criteria described in the RFP, including compensation schedule, financial stability, experience, and qualifications, staff recommends entering into a multi-year on-call contract with R3 Consulting Group for Solid Waste Consulting Services.

Subject: On-Call Solid Waste Consulting Services – Project GS 2024 13 – Award of Contract

Date: January 8, 2025

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Approval of the proposed consulting services agreement will provide staff with the ability to leverage the expertise, experience and capacity of the consultant team on an as-needed basis to augment City staff to support waste management program administration, the residential procurement process, and compliance with SB 1383 and other unfunded state mandates.

Attachments

1. Resolution No. 2025-____, a Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute an Agreement with R3 Consulting Group, Inc. for On-Call Solid Waste Consulting Services

RESOLUTION NO. 2025- ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE
AN AGREEMENT WITH R3 CONSULTING GROUP, INC.
FOR ON-CALL SOLID WASTE CONSULTING SERVICES**

WHEREAS, the City has a need for ongoing professional consulting services support related to waste management functions within the City;

WHEREAS, an on-call consulting services agreement allows the City to obtain professional solid waste consulting services to augment current staffing levels on an as-needed basis;

WHEREAS, on September 17, 2024, the City circulated a request for proposals for on-call solid waste consulting services;

WHEREAS, proposals were due October 17, 2024, and one proposal was received;

WHEREAS, in accordance with procedures for selection of the most qualified contractor, staff found R3 Consulting Group, Inc. to be a qualified contractor to perform this work;

WHEREAS, the City desires to enter into an on-call professional consulting services agreement with R3 Consulting Group, Inc.;

WHEREAS, the initial contract term is three years with the option of two one-year extensions; and

WHEREAS, funding sources for the agreement include solid waste residential and commercial franchise fees and CalRecycle grant funds.

NOW THEREFORE BE IT RESOLVED AND ORDERED that the City Council of the City of Citrus Heights does hereby authorize the following:

1. Authorize the City Manager to execute an agreement with R3 Consulting Group, Inc. for solid waste consulting services in a form approved by the City Attorney.
2. Authorize the City Manager, or a designee, to execute any extensions and/or non-substantive amendments to this contract consistent with the City Manager's general signing authority.

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 8th day of January 2025 by the following vote, to wit:

AYES: **Council Members:**
NOES: **Council Members:**

ABSTAIN: Council Members:
ABSENT: Council Members:

Dr. Jayna Karpinski Costa, Mayor

ATTEST:

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT

MEMORANDUM

DATE: January 8, 2025

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

FROM: Susan Talwar, Administrative Services Director
Brody Lorda, Human Resources Manager

SUBJECT: **Resolution Adopting Amended Salary Table**

Summary and Recommendation

Staff recommends the City Council adopt Resolution No. 2025-____, A Resolution of the City Council of the City of Citrus Heights, California, adopting the amended Salary Table, Exhibit A, which includes changes effective since the last salary table update. The salary table was last updated on July 14, 2024.

The Amended Salary Table changes are required due to the California minimum wage increase. The positions impacted by the California minimum wage increase are defined in the staff report. These changes will become effective December 29, 2024.

City Council Strategic Goal

The item aligns with the Citrus Heights City Council Strategic Objective to “Maintain and Enhance Fiscal Stability”

Fiscal Impact

There is no fiscal impact associated with the salary adjustment. The positions affected by the State wage increase are projected to remain within the adopted budget. In the event more funding is needed, staff will reevaluate during mid-year budget update.

Background and Analysis

Amended Salary Table

Subject: Resolution Adopting the Amended Salary Table

Date: January 8, 2025

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California Code of Regulations, Title 2, Section 570.5 and requirements of the California Public Employees' Retirement System (CalPERS) requires that the payrate shall be listed on a schedule which:

1. Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
2. Identifies the position title for every employee position;
3. Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
4. Indicates the time base, including but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
5. Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
6. Indicates an effective date and date of any revisions;
7. Is retained by the employer and available for public inspection for not less than five years; and
8. Does not reference another document in lieu of disclosing the payrate.

The Amended Salary Table (Exhibit A) includes changes required due to the California minimum wage increase. These changes will become effective December 29, 2024.

1. Intern-Extra Help
2. Facility Attendant Trainee
3. Police Officer-Reserve III-Extra Help
4. Police Officer-Reserve II-Extra Help (internal relationship adjustment)
5. Police Officer-Reserve I Trainee (internal relationship adjustment)

Attachments

1. Resolution adopting Amended Salary Table
 - a. Amended Salary Table, Exhibit A

RESOLUTION NO. 2025-__**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, ADOPTING THE AMENDED SALARY TABLE, EXHIBIT A**

WHEREAS, the City of Citrus Heights engages in sound economic planning practices;

WHEREAS, California Code of Regulations, Title 2, Section 570.5 requires governing bodies of local agencies contracting with the California Public Employees' Retirement System to approve and adopt a pay rate schedule in accordance with public meeting laws; and

WHEREAS, the pay rate schedule must identify each position by title, the individual pay rate amount or ranges for that position, the time base upon which the amounts are based, and track all revisions.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Citrus Heights hereby finds and determines the above recitals are true and correct and have served as the basis, in part, for the findings and actions of the City Council as set forth below.

The City Council hereby adopts the amended Salary Table, Exhibit A, attached to this resolution as follows:

Revised

1. The Amended Salary Table (Exhibit A) includes changes required due to the California minimum wage increase. These changes will become effective December 29, 2024.

- Intern-Extra Help
- Facility Attendant Trainee
- Police Officer-Reserve III-Extra Help
- Police Officer-Reserve II-Extra Help (internal relationship adjustment)
- Police Officer-Reserve I Trainee (internal relationship adjustment)

These changes will become effective December 29, 2024.

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 8th day of January 2025 by the following vote, to wit:

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

Dr. Jayna Karpinski-Costa, Mayor

ATTEST:

Amy Van, City Clerk

Exhibit

A. Amended Salary Table effective December 29, 2024

CITY OF CITRUS HEIGHTS SALARY TABLE

Adopted: January 8, 2025

Effective: December 29, 2024

Approved by Resolution 2025-XXX

Full-Time Unrepresented Position Titles	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Hourly	Annual
ACCOUNTANT	\$ 38.14	\$ 39.09	\$ 40.07	\$ 41.07	\$ 42.10	\$ 43.15	\$ 44.23	\$ 45.34	\$ 46.47	\$ 47.63	x	
ACCOUNTING TECHNICIAN	\$ 28.16	\$ 28.86	\$ 29.58	\$ 30.32	\$ 31.08	\$ 31.86	\$ 32.66	\$ 33.48	\$ 34.32	\$ 35.18	x	
ADMINISTRATIVE ASSISTANT	\$ 28.16	\$ 28.86	\$ 29.58	\$ 30.32	\$ 31.08	\$ 31.86	\$ 32.66	\$ 33.48	\$ 34.32	\$ 35.18	x	
ADMINISTRATIVE TECHNICIAN	\$ 31.00	\$ 31.77	\$ 32.56	\$ 33.37	\$ 34.20	\$ 35.06	\$ 35.94	\$ 36.84	\$ 37.76	\$ 38.70	x	
ASSISTANT ENGINEER	\$ 38.63	\$ 39.60	\$ 40.59	\$ 41.60	\$ 42.64	\$ 43.71	\$ 44.80	\$ 45.92	\$ 47.07	\$ 48.25	x	
ASSISTANT PLANNER	\$ 36.04	\$ 36.94	\$ 37.86	\$ 38.81	\$ 39.78	\$ 40.77	\$ 41.79	\$ 42.83	\$ 43.90	\$ 45.00	x	
ASSOCIATE CIVIL ENGINEER	\$ 97,236.38	\$ 99,667.29	\$ 102,158.97	\$ 104,712.94	\$ 107,330.76	\$ 110,014.03	\$ 112,764.38	\$ 115,583.49	\$ 118,473.08	\$ 121,434.91		x
ASSOCIATE ENGINEER	\$ 42.52	\$ 43.58	\$ 44.67	\$ 45.79	\$ 46.93	\$ 48.10	\$ 49.30	\$ 50.53	\$ 51.79	\$ 53.08	x	
ASSOCIATE PLANNER	\$ 82,429.15	\$ 84,489.88	\$ 86,602.13	\$ 88,767.18	\$ 90,986.36	\$ 93,261.02	\$ 95,592.55	\$ 97,982.36	\$ 100,431.92	\$ 102,942.72		x
BUILDING INSPECTOR I	\$ 32.69	\$ 33.51	\$ 34.35	\$ 35.21	\$ 36.09	\$ 36.99	\$ 37.91	\$ 38.86	\$ 39.83	\$ 40.83	x	
BUILDING INSPECTOR II	\$ 35.96	\$ 36.86	\$ 37.78	\$ 38.72	\$ 39.69	\$ 40.68	\$ 41.70	\$ 42.74	\$ 43.81	\$ 44.91	x	
CHIEF BUILDING OFFICIAL	\$ 119,937.01	\$ 122,935.44	\$ 126,008.83	\$ 129,159.05	\$ 132,388.03	\$ 135,697.73	\$ 139,090.17	\$ 142,567.42	\$ 146,131.61	\$ 149,784.90		x
CITY CLERK	\$ 113,272.87	\$ 116,104.69	\$ 119,007.31	\$ 121,982.49	\$ 125,032.05	\$ 128,157.85	\$ 131,361.80	\$ 134,645.85	\$ 138,012.00	\$ 141,462.30		x
CITY ENGINEER	\$ 144,866.38	\$ 148,488.04	\$ 152,200.24	\$ 156,005.25	\$ 159,905.38	\$ 163,903.01	\$ 168,000.59	\$ 172,200.60	\$ 176,505.62	\$ 180,918.26		x
COMMUNICATIONS OFFICER	\$ 87,246.82	\$ 89,427.99	\$ 91,663.69	\$ 93,955.28	\$ 96,304.16	\$ 98,711.76	\$ 101,179.55	\$ 103,709.04	\$ 106,301.77	\$ 108,959.31		x
CONSTRUCTION/MAINTENANCE INSPECTOR I	\$ 31.19	\$ 31.97	\$ 32.77	\$ 33.59	\$ 34.43	\$ 35.29	\$ 36.17	\$ 37.07	\$ 38.00	\$ 38.95	x	
CONSTRUCTION/MAINTENANCE INSPECTOR II	\$ 34.31	\$ 35.17	\$ 36.05	\$ 36.95	\$ 37.87	\$ 38.82	\$ 39.79	\$ 40.78	\$ 41.80	\$ 42.84	x	
CONSTRUCTION/MAINTENANCE INSPECTOR SUPERVISOR	\$ 100,333.84	\$ 102,842.19	\$ 105,413.24	\$ 108,048.57	\$ 110,749.78	\$ 113,518.52	\$ 116,356.48	\$ 119,265.39	\$ 122,247.02	\$ 125,303.20		x
CUSTODIAN	\$ 19.13	\$ 19.61	\$ 20.10	\$ 20.60	\$ 21.12	\$ 21.65	\$ 22.19	\$ 22.74	\$ 23.31	\$ 23.89	x	
CUSTOMER SERVICE REPRESENTATIVE	\$ 22.44	\$ 23.00	\$ 23.57	\$ 24.16	\$ 24.76	\$ 25.38	\$ 26.01	\$ 26.66	\$ 27.33	\$ 28.01	x	
DATABASE & APPLICATIONS ANALYST	\$ 46.78	\$ 47.95	\$ 49.15	\$ 50.38	\$ 51.64	\$ 52.93	\$ 54.25	\$ 55.61	\$ 57.00	\$ 58.43	x	
DEVELOPMENT SERVICES TECHNICIAN I	\$ 26.99	\$ 27.66	\$ 28.35	\$ 29.06	\$ 29.79	\$ 30.53	\$ 31.29	\$ 32.07	\$ 32.87	\$ 33.69	x	
DEVELOPMENT SERVICES TECHNICIAN II	\$ 29.68	\$ 30.42	\$ 31.18	\$ 31.96	\$ 32.76	\$ 33.58	\$ 34.42	\$ 35.28	\$ 36.16	\$ 37.06	x	
ENGINEERING TECHNICIAN I	\$ 30.48	\$ 31.24	\$ 32.02	\$ 32.82	\$ 33.64	\$ 34.48	\$ 35.34	\$ 36.22	\$ 37.13	\$ 38.06	x	
ENGINEERING TECHNICIAN II	\$ 33.52	\$ 34.36	\$ 35.22	\$ 36.10	\$ 37.00	\$ 37.92	\$ 38.87	\$ 39.84	\$ 40.84	\$ 41.86	x	
EVENT & COMMUNITY CENTER TECHNICIAN	\$ 25.61	\$ 26.25	\$ 26.91	\$ 27.58	\$ 28.27	\$ 28.98	\$ 29.70	\$ 30.44	\$ 31.20	\$ 31.98	x	
EVENT & COMMUNITY CENTER SUPERVISOR	\$ 100,333.84	\$ 102,842.19	\$ 105,413.24	\$ 108,048.57	\$ 110,749.78	\$ 113,518.52	\$ 116,356.48	\$ 119,265.39	\$ 122,247.02	\$ 125,303.20		x
EXECUTIVE ASSISTANT	\$ 34.09	\$ 34.94	\$ 35.81	\$ 36.71	\$ 37.63	\$ 38.57	\$ 39.53	\$ 40.52	\$ 41.53	\$ 42.57	x	
FACILITIES AND FLEET SUPERVISOR	\$ 100,333.84	\$ 102,842.19	\$ 105,413.24	\$ 108,048.57	\$ 110,749.78	\$ 113,518.52	\$ 116,356.48	\$ 119,265.39	\$ 122,247.02	\$ 125,303.20		x
FINANCE MANAGER	\$ 126,035.75	\$ 129,186.64	\$ 132,416.31	\$ 135,726.72	\$ 139,119.89	\$ 142,597.89	\$ 146,162.84	\$ 149,816.91	\$ 153,562.33	\$ 157,401.39		x
FLEET TECHNICIAN	\$ 29.48	\$ 30.22	\$ 30.98	\$ 31.75	\$ 32.54	\$ 33.35	\$ 34.18	\$ 35.03	\$ 35.91	\$ 36.81	x	
HOUSING & HUMAN SERVICES PROGRAM COORDINATOR	\$ 100,333.84	\$ 102,842.19	\$ 105,413.24	\$ 108,048.57	\$ 110,749.78	\$ 113,518.52	\$ 116,356.48	\$ 119,265.39	\$ 122,247.02	\$ 125,303.20		x
HUMAN RESOURCES MANAGER	\$ 126,035.75	\$ 129,186.64	\$ 132,416.31	\$ 135,726.72	\$ 139,119.89	\$ 142,597.89	\$ 146,162.84	\$ 149,816.91	\$ 153,562.33	\$ 157,401.39		x
HUMAN RESOURCES TECHNICIAN	\$ 34.09	\$ 34.94	\$ 35.81	\$ 36.71	\$ 37.63	\$ 38.57	\$ 39.53	\$ 40.52	\$ 41.53	\$ 42.57	x	
INFORMATION TECHNOLOGY SUPPORT SPECIALIST	\$ 38.83	\$ 39.80	\$ 40.80	\$ 41.82	\$ 42.87	\$ 43.94	\$ 45.04	\$ 46.17	\$ 47.32	\$ 48.50	x	
INFORMATION TECHNOLOGY ANALYST I	\$ 36.98	\$ 37.90	\$ 38.85	\$ 39.82	\$ 40.82	\$ 41.84	\$ 42.89	\$ 43.96	\$ 45.06	\$ 46.19	x	
INFORMATION TECHNOLOGY ANALYST II	\$ 40.68	\$ 41.70	\$ 42.74	\$ 43.81	\$ 44.91	\$ 46.03	\$ 47.18	\$ 48.36	\$ 49.57	\$ 50.81	x	
INFORMATION TECHNOLOGY MANAGER	\$ 126,035.75	\$ 129,186.64	\$ 132,416.31	\$ 135,726.72	\$ 139,119.89	\$ 142,597.89	\$ 146,162.84	\$ 149,816.91	\$ 153,562.33	\$ 157,401.39		x
MAINTENANCE WORKER I	\$ 23.30	\$ 23.88	\$ 24.48	\$ 25.09	\$ 25.72	\$ 26.36	\$ 27.02	\$ 27.70	\$ 28.39	\$ 29.10	x	
MAINTENANCE WORKER II	\$ 25.63	\$ 26.27	\$ 26.93	\$ 27.60	\$ 28.29	\$ 29.00	\$ 29.73	\$ 30.47	\$ 31.23	\$ 32.01	x	

Full-Time Unrepresented Position Titles	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Hourly	Annual
MANAGEMENT ANALYST I	\$ 79,315.28	\$ 81,298.16	\$ 83,330.61	\$ 85,413.88	\$ 87,549.23	\$ 89,737.96	\$ 91,981.41	\$ 94,280.95	\$ 96,637.97	\$ 99,053.92		x
MANAGEMENT ANALYST II	\$ 87,246.82	\$ 89,427.99	\$ 91,663.69	\$ 93,955.28	\$ 96,304.16	\$ 98,711.76	\$ 101,179.55	\$ 103,709.04	\$ 106,301.77	\$ 108,959.31		x
OFFICE ASSISTANT	\$ 20.38	\$ 20.89	\$ 21.41	\$ 21.95	\$ 22.50	\$ 23.06	\$ 23.64	\$ 24.23	\$ 24.84	\$ 25.46	x	
OPERATIONS MANAGER	\$ 119,937.01	\$ 122,935.44	\$ 126,008.83	\$ 129,159.05	\$ 132,388.03	\$ 135,697.73	\$ 139,090.17	\$ 142,567.42	\$ 146,131.61	\$ 149,784.90		x
PLANS EXAMINER	\$ 41.36	\$ 42.39	\$ 43.45	\$ 44.54	\$ 45.65	\$ 46.79	\$ 47.96	\$ 49.16	\$ 50.39	\$ 51.65	x	
POLICE COMMANDER	\$ 153,645.85	\$ 157,487.00	\$ 161,424.17	\$ 165,459.77	\$ 169,596.26	\$ 173,836.17	\$ 178,182.07	\$ 182,636.62	\$ 187,202.54	\$ 191,882.60		x
POLICE COMMUNICATIONS SUPERVISOR	\$ 95,690.50	\$ 98,082.76	\$ 100,534.83	\$ 103,048.20	\$ 105,624.40	\$ 108,265.01	\$ 110,971.64	\$ 113,745.93	\$ 116,589.58	\$ 119,504.32		x
POLICE LIEUTENANT	\$ 132,897.53	\$ 136,219.97	\$ 139,625.47	\$ 143,116.11	\$ 146,694.01	\$ 150,361.36	\$ 154,120.39	\$ 157,973.40	\$ 161,922.74	\$ 165,970.81		x
POLICE SERVICES MANAGER	\$ 110,044.07	\$ 112,795.17	\$ 115,615.05	\$ 118,505.43	\$ 121,468.07	\$ 124,504.77	\$ 127,617.39	\$ 130,807.82	\$ 134,078.02	\$ 137,429.97		x
POLICE SERVICES SUPERVISOR	\$ 95,690.50	\$ 98,082.76	\$ 100,534.83	\$ 103,048.20	\$ 105,624.40	\$ 108,265.01	\$ 110,971.64	\$ 113,745.93	\$ 116,589.58	\$ 119,504.32		x
PRINCIPAL CIVIL ENGINEER	\$ 123,004.01	\$ 126,079.11	\$ 129,231.09	\$ 132,461.87	\$ 135,773.42	\$ 139,167.76	\$ 142,646.95	\$ 146,213.12	\$ 149,868.45	\$ 153,615.16		x
PROGRAM ASSISTANT	\$ 22.44	\$ 23.00	\$ 23.57	\$ 24.16	\$ 24.76	\$ 25.38	\$ 26.01	\$ 26.66	\$ 27.33	\$ 28.01	x	
SENIOR ACCOUNTANT	\$ 91,227.75	\$ 93,508.44	\$ 95,846.15	\$ 98,242.30	\$ 100,698.36	\$ 103,215.82	\$ 105,796.22	\$ 108,441.13	\$ 111,152.16	\$ 113,930.96		x
SENIOR BUILDING INSPECTOR	\$ 41.36	\$ 42.39	\$ 43.45	\$ 44.54	\$ 45.65	\$ 46.79	\$ 47.96	\$ 49.16	\$ 50.39	\$ 51.65	x	
SENIOR CIVIL ENGINEER	\$ 111,821.83	\$ 114,617.38	\$ 117,482.81	\$ 120,419.88	\$ 123,430.38	\$ 126,516.14	\$ 129,679.04	\$ 132,921.02	\$ 136,244.05	\$ 139,650.15		x
SENIOR DATABASE AND APPLICATIONS ANALYST	\$ 51.45	\$ 52.74	\$ 54.06	\$ 55.41	\$ 56.80	\$ 58.22	\$ 59.68	\$ 61.17	\$ 62.70	\$ 64.27	x	
SENIOR MAINTENANCE WORKER	\$ 29.48	\$ 30.22	\$ 30.98	\$ 31.75	\$ 32.54	\$ 33.35	\$ 34.18	\$ 35.03	\$ 35.91	\$ 36.81	x	
SENIOR MANAGEMENT ANALYST	\$ 100,333.84	\$ 102,842.19	\$ 105,413.24	\$ 108,048.57	\$ 110,749.78	\$ 113,518.52	\$ 116,356.48	\$ 119,265.39	\$ 122,247.02	\$ 125,303.20		x
SENIOR PAYROLL TECHNICIAN	\$ 34.09	\$ 34.94	\$ 35.81	\$ 36.71	\$ 37.63	\$ 38.57	\$ 39.53	\$ 40.52	\$ 41.53	\$ 42.57	x	
SENIOR PLANNER	\$ 94,793.53	\$ 97,163.37	\$ 99,592.45	\$ 102,082.26	\$ 104,634.32	\$ 107,250.18	\$ 109,931.43	\$ 112,679.72	\$ 115,496.71	\$ 118,384.13		x

Citrus Heights Police Officers Association	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Hourly	Annual
POLICE OFFICER	\$ 41.58	\$ 42.62	\$ 43.69	\$ 44.78	\$ 45.90	\$ 47.05	\$ 48.23	\$ 49.44	\$ 50.68	\$ 51.95	x	
POLICE SERGEANT	\$ 51.71	\$ 53.00	\$ 54.33	\$ 55.69	\$ 57.08	\$ 58.51	\$ 59.97	\$ 61.47	\$ 63.01	\$ 64.59	x	
Sworn (non-members of Police Officers Association)												
POLICE BOOKING OFFICER	\$ 32.57	\$ 33.38	\$ 34.21	\$ 35.07	\$ 35.95	\$ 36.85	\$ 37.77	\$ 38.71	\$ 39.68	\$ 40.67	x	
Non-Sworn (non-members of Police Officers Association)												
POLICE OFFICER RECRUIT	\$ 39.62											

Citrus Heights Police Employees Association	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Hourly	Annual
ANIMAL SERVICES OFFICER I	\$ 28.62	\$ 29.34	\$ 30.07	\$ 30.82	\$ 31.59	\$ 32.38	\$ 33.19	\$ 34.02	\$ 34.87	\$ 35.74	x	
ANIMAL SERVICES OFFICER II	\$ 31.47	\$ 32.26	\$ 33.07	\$ 33.90	\$ 34.75	\$ 35.62	\$ 36.51	\$ 37.42	\$ 38.36	\$ 39.32	x	
CODE ENFORCEMENT OFFICER I	\$ 29.40	\$ 30.13	\$ 30.88	\$ 31.65	\$ 32.44	\$ 33.25	\$ 34.08	\$ 34.93	\$ 35.80	\$ 36.70	x	
CODE ENFORCEMENT OFFICER II	\$ 32.33	\$ 33.14	\$ 33.97	\$ 34.82	\$ 35.69	\$ 36.58	\$ 37.49	\$ 38.43	\$ 39.39	\$ 40.37	x	
COMMUNITY SERVICES OFFICER I	\$ 25.74	\$ 26.38	\$ 27.04	\$ 27.72	\$ 28.41	\$ 29.12	\$ 29.85	\$ 30.60	\$ 31.37	\$ 32.15	x	
COMMUNITY SERVICES OFFICER II	\$ 28.32	\$ 29.03	\$ 29.76	\$ 30.50	\$ 31.26	\$ 32.04	\$ 32.84	\$ 33.66	\$ 34.50	\$ 35.36	x	
CRIME SCENE/PROPERTY EVIDENCE SPECIALIST I	\$ 31.07	\$ 31.85	\$ 32.65	\$ 33.47	\$ 34.31	\$ 35.17	\$ 36.05	\$ 36.95	\$ 37.87	\$ 38.82	x	
CRIME SCENE/PROPERTY EVIDENCE SPECIALIST II	\$ 34.19	\$ 35.04	\$ 35.92	\$ 36.82	\$ 37.74	\$ 38.68	\$ 39.65	\$ 40.64	\$ 41.66	\$ 42.70	x	
POLICE CRIME ANALYST	\$ 37.98	\$ 38.93	\$ 39.90	\$ 40.90	\$ 41.92	\$ 42.97	\$ 44.04	\$ 45.14	\$ 46.27	\$ 47.43	x	
POLICE DISPATCHER I	\$ 33.05	\$ 33.88	\$ 34.73	\$ 35.60	\$ 36.49	\$ 37.40	\$ 38.34	\$ 39.30	\$ 40.28	\$ 41.29	x	
POLICE DISPATCHER II	\$ 36.37	\$ 37.28	\$ 38.21	\$ 39.17	\$ 40.15	\$ 41.15	\$ 42.18	\$ 43.23	\$ 44.31	\$ 45.42	x	
POLICE RECORDS TECHNICIAN	\$ 26.61	\$ 27.28	\$ 27.96	\$ 28.66	\$ 29.38	\$ 30.11	\$ 30.86	\$ 31.63	\$ 32.42	\$ 33.23	x	
SENIOR ANIMAL SERVICES OFFICER	\$ 36.21	\$ 37.12	\$ 38.05	\$ 39.00	\$ 39.97	\$ 40.97	\$ 41.99	\$ 43.04	\$ 44.12	\$ 45.22	x	
SENIOR CODE ENFORCEMENT OFFICER	\$ 35.55	\$ 36.44	\$ 37.35	\$ 38.28	\$ 39.24	\$ 40.22	\$ 41.23	\$ 42.26	\$ 43.32	\$ 44.40	x	
SENIOR COMMUNITY SERVICES OFFICER	\$ 32.57	\$ 33.38	\$ 34.21	\$ 35.07	\$ 35.95	\$ 36.85	\$ 37.77	\$ 38.71	\$ 39.68	\$ 40.67	x	

SENIOR CRIME SCENE/PROPERTY EVIDENCE SPECIALIST	\$ 37.61	\$ 38.55	\$ 39.51	\$ 40.50	\$ 41.51	\$ 42.55	\$ 43.61	\$ 44.70	\$ 45.82	\$ 46.97	x	
SENIOR POLICE DISPATCHER	\$ 40.00	\$ 41.00	\$ 42.03	\$ 43.08	\$ 44.16	\$ 45.26	\$ 46.39	\$ 47.55	\$ 48.74	\$ 49.96	x	
SENIOR POLICE RECORDS TECHNICIAN	\$ 29.26	\$ 29.99	\$ 30.74	\$ 31.51	\$ 32.30	\$ 33.11	\$ 33.94	\$ 34.79	\$ 35.66	\$ 36.55	x	

Extra Help	Hourly Range Low	Hourly Range High
COMMUNITY SERVICES OFFICER - EXTRA HELP	\$ 25.74	\$ 32.15
FACILITY ATTENDANT	\$ 19.13	\$ 19.13
FACILITY ATTENDANT TRAINEE	\$ 16.50	\$ 16.50
INTERN - EXTRA HELP	\$ 16.50	\$ 16.50
MANAGEMENT INTERN - EXTRA HELP	\$ 17.60	\$ 21.98
OFFICE ASSISTANT - EXTRA HELP	\$ 20.38	\$ 25.46
POLICE DISPATCH ASSISTANT - EXTRA HELP	\$ 23.62	\$ 29.50
POLICE DISPATCHER-PER DIEM A	\$ 35.05	\$ 35.05
POLICE DISPATCHER-PER DIEM B	\$ 41.29	\$ 41.29
POLICE DISPATCHER-PER DIEM C	\$ 45.42	\$ 45.42
POLICE OFFICER - RESERVE III-EXTRA HELP	\$ 16.50	\$ 20.61
POLICE OFFICER - RESERVE II-EXTRA HELP	\$ 17.33	\$ 21.64
POLICE OFFICER - RESERVE I-EXTRA HELP	\$ 41.58	\$ 51.95
POLICE OFFICER - R1 TRAINEE-EXTRA HELP	\$ 22.52	\$ 28.13
PROGRAM ASSISTANT - EXTRA HELP	\$ 22.44	\$ 28.01
PROPERTY CLERK - EXTRA HELP	\$ 24.43	\$ 30.50
VOLUNTEER COORDINATOR - EXTRA HELP	\$ 28.32	\$ 35.36

Executive Management	Annual Range Low	Annual Range High
ADMINISTRATIVE SERVICES DIRECTOR	\$ 152,735.90	\$ 201,996.12
CHIEF OF POLICE	\$ 186,571.57	\$ 246,743.89
CITY MANAGER	\$ 240,000.00	\$ 240,000.00
COMMUNITY DEVELOPMENT DIRECTOR	\$ 152,735.90	\$ 201,996.12
ECONOMIC DEVELOPMENT AND COMMUNITY ENGAGEMENT DIRECTOR	\$ 152,735.90	\$ 201,996.12
GENERAL SERVICES DIRECTOR	\$ 157,320.23	\$ 208,056.00

CITY COUNCIL

\$1,900 per month (as outlined in Government Code § 36516) effective 12/01/2024

<p>Revision Summary</p> <p>Resolution 2013-097 passed 09-04-2013; eff. 07-01-2013</p> <p>Resolution 2013-129 passed 12-13-2013; eff. pay date of 01-17-2014</p> <p>Resolution 2014-018 passed 02-13-2014; eff. 02-13-14</p> <p>Resolution 2014-049 passed 06-12-2014; eff. 06-12-2014</p> <p>Resolution 2014-118 passed 12-11-2014 Retroactive Schedule for FY 2012-2013</p> <p>Resolution 2014-122 passed 12-11-2014 eff. 12-28-2014</p> <p>Resolution 2015-007 passed 01-22-2015 eff. 01-25-2015</p> <p>Resolution 2015-077 passed 07-23-2015 eff. pay date of 07-17-2015</p> <p>Resolution 2015-106 passed 12-10-2015 eff. 01-01-2016</p> <p>Resolution 2016-041 passed 06-23-2016 eff. pay date of 07-15-16</p> <p>Resolution 2016-057 passed 07-28-2016 eff. 06-25-2016 (incl. represented)</p> <p>Resolution 2016-099 passed 12-08-2016 eff. 01-01-2017</p> <p>Resolution 2017-026 passed 04-27-2017 eff. retroactive to 11-14-16</p> <p>Resolution 2017-026 passed 04-27-2017 eff. 04-27-2017</p> <p>Resolution 2017-065 passed 08-10-2017 eff. 08-13-2017</p> <p>Resolution 2017-075 passed 08-24-2017 eff. 09-03-2017</p> <p>Resolution 2017-087 passed 10-12-2017 eff. 10-12-2017</p> <p>Resolution 2017-090 passed 10-26-2017 eff. 10-29-2017 (incl. represented POA)</p> <p>Resolution 2017-096 passed 12-14-2017 eff. 01-01-2018</p> <p>Resolution 2018-046 passed 05-24-2018 eff. retroactive to 02-17-2018</p> <p>Resolution 2018-117 passed 11-08-2018 eff. 11-08-2018</p> <p>Resolution 2018-128 passed 12-13-2018 eff. 12-23-2018</p> <p>Resolution 2019-017 passed 01-24-2019 eff. retroactive to 01-06-2019</p> <p>Resolution 2019-100 passed 11-14-2019</p> <p>Resolution 2019-101 passed 11-14-2019 eff. 12-22-2019</p> <p>Resolution 2020-122 passed 11-12-2020 eff. 12-20-2020</p> <p>Resolution 2021-013 passed 03-11-2021</p> <p>Resolution 2021-075 passed 08-12-2021</p> <p>Resolution 2021-087 passed 10-14-2021</p> <p>Resolution 2021-101 passed 12-09-2021</p> <p>Resolution 2021-112 passed 12-23-2021</p> <p>Resolution 2022-059 passed 06-23-2022</p> <p>Resolution 2022-095 passed 09-22-2022</p> <p>Resolution 2021-087 & 2021-112 POA & PEA MOUs 2% COLA effective 09-25-2022</p> <p>Resolution 2022-112 passed 11-10-2022</p> <p>Resolution 2023-090 passed 09-28-2023</p> <p>Resolution 2024-XXX passed 06-27-2024 eff. 07/14/2024</p> <p>Resolution 2025-XXX passed 01-08-2025 eff. 12/29/2024</p>



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: January 8, 2025

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

FROM: Meghan Huber, Economic Development and Community Engagement
Director

SUBJECT: **Neighborhood Improvement Partnership Grant –Neighborhoods USA
Conference Attendance Policy**

Summary and Recommendation

The proposed Neighborhoods USA (NUSA) Conference Attendance Policy establishes a framework for supporting neighborhood leaders' attendance at the annual NUSA Conference. This policy aligns with the City's commitment to empowering residents, fostering community engagement, and enhancing neighborhood vitality through the Neighborhood Improvement Partnership Grant. The Resident Empowerment Association of Citrus Heights (REACH) has reviewed and agreed on its role as nomination facilitator, as described in the policy.

Staff recommends that the City Council adopt Resolution No. 2025-____, which approves the Neighborhood Improvement Partnership Grant Neighborhoods USA Conference Attendance Policy.

City Council Strategic Goal/Objective

This staff report aligns with the City Council's Strategic Plan goal to Enhance Community Vibrancy and Engagement.

Fiscal Impact

The NUSA Conference Attendance Policy guidelines serve as a sub-policy of the Neighborhood Improvement Partnership Grant Program and authorize the allocation of up to \$5,000 annually from the existing Economic Development & Community Engagement Community Support budget. No additional funding is required at this time.

Background and Analysis

The Neighborhoods USA Conference provides a platform for neighborhood leaders to explore innovative solutions to community challenges, share best practices, and foster connections with

Subject: Neighborhood Improvement Partnership Grant – Neighborhoods USA Conference Attendance Policy**Date: January 8, 2025****Page 2 of 3**

peers nationwide. Attending this conference gives participants valuable insights and tools that benefit Citrus Heights neighborhoods. At the October 9, 2024 City Council meeting, staff presented an initial draft of the Neighborhoods USA (NUSA) Conference Attendance Policy to the City Council for feedback. City Council expressed interest in a process where REACH takes the lead by nominating attendees, ensuring the selection is driven by the community and its leadership. Councilmembers also emphasized the importance of facilitating a rotation among Neighborhood Areas with preference given to new attendees, allowing for broader engagement and ensuring that the benefits of attending the NUSA Conference are equitably distributed across the city. Additionally, they highlighted the need for the nomination and approval process to be completed early enough to take advantage of the conference's early bird registration pricing, reducing overall program costs and maximizing funding efficiency.

During public comment, REACH representatives hoped a nomination process would encourage attendance, sharing that it's been difficult in the past to get interest and/or commitment for attendance. They also echoed the importance of rotating among neighborhood leaders to ensure that all Neighborhood Areas have opportunities to benefit from the information and education provided by the conference.

This collaborative feedback from City Council and REACH representatives has informed the revised policy, ensuring it reflects both the Council's priorities and REACH's vision for empowering neighborhood leaders. The draft guidelines were shared with REACH, and President Natalee Price expressed full support on behalf of the organization. Following the approval of the guidelines, REACH will sign an agreement (Attachment 2) affirming its commitment to administering the nomination process in accordance with the approved guidelines.

Key Policy Elements include:

- **Eligibility Criteria:** Nominees must be REACH-nominated leaders with at least six months of active service in a leadership role. Priority is given to those who have not previously attended the conference.
- **Funding:** Up to \$5,000 is available annually to support attendance, typically covering costs for two participants.
- **Approval Process:** REACH submits applications, and the Quality-of-Life Committee reviews and recommends funding decisions to the City Council.
- **Accountability:** Awardees must provide a report to the City Council within 90 days of the conference and submit an expense report with supporting documentation.

The policy ensures transparency and equity in the grant process while fostering leadership development and community engagement.

Attachments

- (1) Resolution 2025-___ Approving the Neighborhood Improvement Partnership Grant Conference and Workshop Attendance Policy

Subject: Neighborhood Improvement Partnership Grant – Neighborhoods USA Conference Attendance Policy

Date: January 8, 2025

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- a. Neighborhood Improvement Partnership Grant Neighborhoods USA
Conference Attendance Policy
- (2) Agreement for Administration of the NUSA Conference Nomination Process

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, APPROVING THE NEIGHBORHOOD IMPROVEMENT
PARTNERSHIP GRANT NEIGHBORHOODS USA CONFERENCE ATTENDANCE
POLICY**

WHEREAS, the Citrus Heights City Council set a strategic goal to “Enhance Community Engagement and Vibrancy”; and

WHEREAS, the City of Citrus Heights is committed to fostering community engagement by supporting the Resident Empowerment Association of Citrus Heights and Neighborhood Areas; and

WHEREAS, The Neighborhoods USA Conference provides a platform for neighborhood leaders to explore innovative solutions to community challenges, share best practices, and foster connections with peers nationwide; and

WHEREAS, attending this conference gives participants valuable insights and tools that benefit Citrus Heights neighborhoods.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby approves the Neighborhood Improvement Partnership Grant Neighborhoods USA Conference Attendance Policy.

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 8th day of January 2025 by the following vote, to wit:

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

Dr. Jayna Karpinski-Costa, Mayor

ATTEST:

Amy Van, City Clerk

Exhibit:

A. Neighborhood Improvement Partnership Grant Neighborhoods USA Conference Attendance Policy.



Neighborhood Improvement Partnership Grant

Neighborhoods USA Conference Attendance Policy

Neighborhoods USA (NUSA) Conference Attendance Policy

The Neighborhood Improvement Partnership Grant empowers residents to improve their neighborhoods by beautifying public spaces, enhancing safety and aesthetics, fostering engagement, and strengthening community connections. Funds support projects or events with a direct impact on Citrus Heights neighborhoods. The City Council recognizes the value of the Neighborhoods USA (NUSA) Conference in developing neighborhood leaders and promoting community engagement. Up to **\$5,000** may be requested annually to support conference attendance (typically covering costs for around two (2) participants, depending on location). Funding approval is subject to the eligibility criteria below.

Eligibility

1. Eligible Applicants:

- Neighborhood Area leaders nominated by the Resident Empowerment Association of Citrus Heights (REACH).

2. Nomination Criteria:

- Must have actively served in a Neighborhood Area or REACH leadership role for at least six months.
- Nomination, approval, and booking must occur before the conference's "early bird" registration deadline.
- Priority is given to leaders who have not previously attended a NUSA Conference.
- If REACH nominates more than two attendees, the grant will fully fund the least number of participants rather than partially fund multiple attendees.

Approval Process

1. **Application:** REACH submits a Neighborhood Improvement Partnership Grant Application with details demonstrating nominee eligibility.
2. **Review:** Applications must be received early enough for procurement to meet the "early bird" pricing deadline. The Quality of Life Committee will review submissions and make funding recommendations to the City Council.

Conditions of Approval

1. Report to City Council:

Within **90 days** of the conference, awardees must present an overview of their experience to the City Council, including ideas that can benefit the community. This can be done during public comment at any regularly scheduled Council meeting. To schedule, email communityengagement@citrusheights.net.

2. Expense Report:

Awardees must submit a final expense report with receipts and invoices within **45 days** of the conference. Email reports to communityengagement@citrusheights.net.

- The grant does not cover cancellation fees.
- Any unused funds must be returned to the City within **60 days** of the event.

Program Oversight

The City reserves the right to determine annual funding levels and may modify or cancel the program at any time.



Agreement for Administration of the NUSA Conference Nomination Process

This Agreement is entered into on [Insert Date] between the City of Citrus Heights (the “City”) and the Resident Empowerment Association of Citrus Heights (REACH) (collectively referred to as the “Parties”).

Purpose:

This Agreement outlines REACH’s role in administering the nomination process for neighborhood leaders to attend the Neighborhoods USA (NUSA) Conference in accordance with the guidelines established in the NUSA Travel Policy.

Terms of Agreement:

1. Acknowledgment of Guidelines:

REACH acknowledges receipt of the NUSA Travel Policy and agrees to administer the nomination process in full compliance with its provisions.

2. Nomination Process:

- a. REACH will nominate neighborhood leaders who meet the eligibility criteria outlined in the NUSA Travel Policy.
- b. Nominations must prioritize individuals who have not previously attended the NUSA Conference and ensure a fair rotation among Neighborhood Areas.
- c. All nominations must be submitted before the conference’s “early bird” registration deadline.

3. Documentation and Communication:

- a. REACH will provide documentation verifying nominee eligibility, including their leadership role and tenure.
- b. REACH will submit nominations to the City using the Neighborhood Improvement Partnership Grant application form.

4. Compliance and Reporting:

REACH agrees to maintain transparency and consistency in the nomination process. Any disputes or concerns regarding nominations will be communicated promptly to the City for resolution.

5. Program Oversight:

The City reserves the right to review and audit the nomination process to ensure adherence to the policy guidelines.

6. Modification or Termination:

The City may modify or terminate this Agreement at any time to ensure alignment with program goals and guidelines.



Acknowledgment and Acceptance:

By signing below, REACH agrees to administer the nomination process in accordance with the NUSA Travel Policy and the terms outlined in this Agreement.

City of Citrus Heights:

Meghan Huber, Economic Development & Community Engagement Director

DATE

[Signature Line]

Resident Empowerment Association of Citrus Heights (REACH):

Natalee Price, President

[Insert Date]

[Signature Line]



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: January 8, 2025

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

FROM: Regina Cave, General Services Director
Casey Kempenaar, Community Development Director

SUBJECT: **Multi-Modal Impact Fee Addendum**

Summary and Recommendation

On June 23, 2022, the City Council adopted a variety of updates to longstanding Impact Fees. Impact Fees are fees assessed on new development to help mitigate the impact new development imposes on the city. Prior to the 2022 update, most of the City's impact fees predated incorporation.

On April 12, 2024, the Supreme Court of the United States (SCOTUS) delivered a highly anticipated opinion known as *Sheetz v. County of El Dorado* related to Impact Fees. This opinion clarified that Impact Fees charged by local government must be roughly proportional to the impact a development may create.

As part of the 2022 City Impact Fee update, the Multi-Modal Impact Fee was updated which established very broad categories of land use types. This broad brushed approach does not comply with the guidance provided by SCOTUS, related to specificity required for projects to affirm rough proportionality to the impact.

As a result of *Sheetz v. County of El Dorado*, staff recommends adopting an addendum to the Multi-Modal Impact Fee Nexus Study. This addendum would ensure compliance with the *Sheetz* case as new impact fees are levied on new development.

Staff recommends the City Council adopt Resolution No. 2025-___ A Resolution of the City Council of the City of Citrus Heights, California, Adopting an Addendum to the Multi-Modal Impact Fee Nexus Study.

Subject: Multi-Modal Impact Fee Addendum

Date: January 8, 2025

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City Council Strategic Goal/Objective

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

- Maintain and Enhance Fiscal Stability
- Maintain Public Infrastructure and Enhance all Modes of Transportation

Fiscal Impact

Revenue from Impact Fees varies based on timing and type of new development that will occur in the City. While Impact fees do not fully offset the impact of new development on the city's infrastructure, they serve as an important funding source for grant matches for City projects and help contribute towards capital investments.

Absent the proposed Multi-Modal Impact Fee addendum, impact fees may not adhere to the Sheetz case and could jeopardize impact fee revenues associated with new development.

Background and Analysis

Development Impact Fees Overview

Development Impact Fees (DIF) are one-time fees paid by new development to fund the cost of providing municipal facilities to serve that development. This authorization exists through the enactment of California Government Code sections 66001 through 66025 (also known as the "Mitigation Fee Act" and sometimes referred to as "AB1600").

The Mitigation Fee Act is premised on the concept that new development pays its own way; that new development must mitigate its own impacts on the system. The Mitigation Fee Act requires a rational nexus and rough proportionality between the type and scale of development and the fee imposed. This is what makes a DIF a "fee" and not a tax; DIF cannot be used for general purposes, such as maintenance.

This process includes making a determination that there is a reasonable relationship between the purpose of the fee, the fee's use and the type of development project on which the fee is imposed. In order for DIF to be legally enforceable, a community must conduct an analysis that identifies anticipated growth that is related to infrastructure costs and apportion those costs to project development.

This is distributed by type of development, square foot, dwelling unit, or per trip basis with the intent that this impact fee type distribution equitably mitigates the impact of development on City resources, amenities and infrastructure.

On April 12, 2024, the Supreme Court of the United States (SCOTUS) delivered a highly anticipated opinion known as Sheetz v. County of El Dorado related to Impact Fees. This opinion clarified that Impact Fees charged by local government must be roughly proportional to the impact a development may create.

Subject: Multi-Modal Impact Fee Addendum

Date: January 8, 2025

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As part of the 2022 City Impact Fee update, the Multi-Modal Impact Fee was updated which established very broad categories of land use types. This broad brushed approach does not comply with the guidance provided by SCOTUS, related to specificity required for projects to affirm rough proportionality to the impact.

Proposed Addendum

In June 2022, the City Council adopted the Multi-Modal Impact Fee Update. The update relied on very broad brushed land-use categories that can be insufficient for levying fees based on the Sheetz case.

In order to enable a degree of specificity called for under the Sheetz case, the proposed addendum requires a site-specific analysis of impact fees to ensure a rough proportionality to the impact generated by the impact. This analysis will be required for projects that are unique and do not align with broad brush land use categories contained within the existing Multi-Modal Impact Fee. The addendum will require site-specific analysis at the discretion of the General Services Director for the following conditions:

- Uses that require a Traffic Analysis under the City's Transportation Impact Study Guidelines
- Uses that are unique in nature that do not align with the three land use categories contained in the nexus study. For example, uses such as movie theaters, gas stations, churches, and similar have different impacts on the City's roadway network and a purely square footage-based impact fee would not comply with the Sheetz case.
- Uses that create atypical vehicle miles traveled (VMT) or uses that may be inconsistent with the underlying assumptions of the Nexus Study.

For projects meeting the above conditions, this addendum to the Nexus Study allows for calculating Multi-Modal Impact Fees utilizing site-specific estimated VMT, utilizing the most current applicable Institute of Transportation Engineers Trip Generation data, and applying costs per square foot, based on existing or similar use types identified in the approved Multi-Modal Impact Fee schedule.

Attachments

- 1) Resolution No. 2025-___ A Resolution of the City Council of the City of Citrus Heights, California, Adopting an Addendum to the Multi-Modal Impact Fee Nexus Study
- 2) Proposed Multi-Modal Impact Fee Addendum

RESOLUTION NO. 2025- ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CITRUS HEIGHTS, CALIFORNIA, ADOPTING AN ADDENDUM
TO THE MULTI-MODAL IMPACT FEE NEXUS STUDY**

WHEREAS, the City assesses Development Impact Fees on new development to help mitigate impacts imposed on the city attributed to new development;

WHEREAS, in 2022, the City Council adopted an updated Multi-Modal Fee Nexus Study, which evaluated the city's existing and future land use projections as well as estimated impacts and demands on the city's public infrastructure network;

WHEREAS, in April 2024, the Supreme Court of the United States delivered an opinion known as *Sheetz v. County of El Dorado* related to impact fees, clarifying that local impact fees must be roughly proportional to the impacts a development may create;

WHEREAS, in reviewing the City's approved 2022 Multi-Modal Fee Nexus Study and the limited land use categories, the impact fee schedule does not account for unique projects that require site-specific analysis, including traffic, that create atypical vehicle miles traveled or uses that may not align with the existing land use categories; and

WHEREAS, to ensure equitable and proportional assessment of impact fees on nuanced development projects and to meet the objectives of *Sheetz v. County of El Dorado*, an amendment to the Multi-Modal Impact Fee Nexus is recommended.

NOW THEREFORE BE IT RESOLVED AND ORDERED that the City Council of the City of Citrus Heights does hereby adopt an addendum to the Multi-Modal Impact Fee to read as follows:

The Multi-Modal Impact Fee was developed to ensure an "essential nexus" to the City's land use interest as called for under *Nollan v. California Coastal Commission* and ensure a "rough proportionality" of development's impact on the land-use interest as called for under *Dolan v. City of Tigard*.

As further refined under *Sheetz v. County of El Dorado*, a degree of specificity is necessary to ensure the City's Multi-Modal Impact Fee is roughly proportional to the impact of a particular development. In order to ensure rough proportionality, a site-specific Multi-Modal Impact Fee assessment shall be required as determined by the General Services Director if any of the following conditions are met:

- Uses that require a Traffic Analysis under the City's Transportation Impact Study Guidelines.
- Uses that are unique in nature that do not align with the three land use categories contained in the nexus study. For example, uses such as movie theaters, gas stations, churches, and similar have different impacts on the City's roadway network and a purely square footage-based impact fee would not comply with the *Sheetz* case.

- Uses that create atypical vehicle miles traveled (VMT) or uses that may be inconsistent with the underlying assumptions of the Nexus Study.

For projects meeting the above conditions, this addendum allows for calculating Multi-Modal Impacts Fees utilizing site-specific estimated VMT's, utilizing the most current applicable Institute of Transportation Engineers Trip Generation data, and applying costs per square foot, based on existing or similar use types identified in the approved Impact Fee schedule.

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 8th day of January, 2025 by the following vote, to wit:

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

Dr. Jayna Karpinski Costa, Mayor

ATTEST:

Amy Van, City Clerk

DRAFT

**Proposed Addendum to the
Citrus Heights Multi-Modal Impact Fee
Nexus Study Approved July 2022**

Adopted By Resolution No. 2025 - ____

The Multi-Modal Impact Fee was developed to ensure an “essential nexus” to the City’s land use interest as called for under *Nollan v. California Coastal Commission* and ensure a “rough proportionality” of development’s impact on the land-use interest as called for under *Dolan v. City of Tigard*.

As further refined under *Sheetz v. County of El Dorado*, a degree of specificity is necessary to ensure the City’s Multi-Modal Impact Fee is roughly proportional to the impact of a particular development. In order to ensure rough proportionality, a site-specific Multi-Modal Impact Fee assessment shall be required as determined by the General Services Director if any of the following conditions are met:

- Uses that require a Traffic Analysis under the City’s Transportation Impact Study Guidelines
- Uses that are unique in nature that do not align with the three land use categories contained in the nexus study. For example, uses such as movie theaters, gas stations, churches, and similar have different impacts on the City’s roadway network and a purely square footage-based impact fee would not comply with the Sheetz case.
- Uses that create atypical vehicle miles traveled (VMT) or uses that may be inconsistent with the underlying assumptions of the Nexus Study.

For projects meeting the above conditions, this addendum allows for calculating Multi-Modal Impacts Fees utilizing site-specific estimated VMT’s, utilizing the most current applicable ITE Trip Generation data, and applying costs per square foot, based on existing or similar use types identified in the approved Impact Fee schedule.



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: January 8, 2025

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

FROM: Amy Van, City Clerk

SUBJECT: City Board and Commission Appointments

Summary and Recommendation

Several Planning Commission and Construction Board of Appeals appointments expired as of December 31, 2024. The City accepted applications for a five-week period running from November 7, 2024 through December 13, 2024. The City received a total of 17 applications (some individuals have applied for multiple positions): 17 for the Planning Commission, and 2 for the Construction Board of Appeals. Applications and a link to video interviews with applicants were distributed to the City Council for review.

Staff recommendation:

- a. Councilmembers Kelsey Nelson and Tim Schaefer each appoint one regular member to serve on the Planning Commission whose appointments are subject to ratification by the City Council.
- b. Appoint two (2) individuals to the Planning Commission to terms expiring December 31, 2026 from the applications received.
- c. Appoint three (3) individuals to the Construction Board of Appeals to terms expiring December 31, 2028 from the applications received.

City Council Strategic Goal

This staff report aligns with the City Council Strategic Plan Goal “Enhance Community Vibrancy and Engagement.”

Fiscal Impact

There is no fiscal impact associated with this item.

Subject: City Board and Commission Appointments**Date: January 8, 2025****Page 2 of 3****Background and Analysis**

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

Planning Commission

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

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

Position	Nominated By	Term
Regular Member	Council Member Kelsey Nelson	4 years
Regular Member	Council Member Tim Schaefer	4 years
At-Large (2 positions)	City Council	2 years

Process for Appointment

Councilmembers Nelson and Schaefer will announce their individual appointments, whose appointment is subject to ratification by the City Council. Staff recommends using a forced ranking method for the appointment of the two at-large members. Each Council Member will be asked to name their top three applicants, at which time the City Clerk will record the results. Based on the tallied results the City Council will then be asked to deliberate and consider the appointment of two individuals from the top three candidates identified.

The following individuals submitted an application for appointment (applicants are listed alphabetically):

Planning Commission Applicants

Al Hakam Al Rawi	Scott Kinderwater
Amie Brown	James Remick
Andrew Cambell	Andrew Saunders
Robert Carlson	Thomas Scheeler
DeVante Duffy	William Shirley
Dianne Ebbitt	Oleg Shishko
Diana Edwards	Alan Utzig
James (Jay) Evans	Cindy Vatalaro
Glenda Green	

Term Limits

Subject: City Board and Commission Appointments**Date: January 8, 2025****Page 3 of 3**

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

The following Commission Members have applied for re-appointment:

Name	Previous Term	Eligibility for Re-appointment
James Remick	01/12/23 – 12/31/24 (2 years)	2 or 4 year appointment
Thomas Scheeler	01/10/19 – 12/31/20 (2 years) 01/14/21 – 12/31/24 (4 years)	2 year appointment
Oleg Shishko	01/12/23 – 12/31/24 (2 years)	2 or 4 year appointment

Construction Board of Appeals

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

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

Position	Term
Regular Member (3 positions)	4 years

The City received two applications for the three open positions on the Construction Board of Appeals board. Staff will continue to accept applications to fill the remaining position. Applications were received from the following individuals:

Oleg Shishko
Diana Edwards

Attachments

Applications were distributed to the City Council under separate cover.



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: January 8, 2025

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

FROM: Amy Van, City Clerk

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

Summary and Recommendation

Citrus Heights City Council Members represent the City on various regional boards and committees throughout Sacramento County as part of their duties as council members. Each January, the Mayor makes appointments to regional boards and 2x2 committees. Some of the regional boards require appointments to be made by a formal resolution of the City Council. The remainder of the proposed regional appointments for 2025 are shown on Attachment 4.

Staff recommends the City Council adopt Resolution No. 2025 - ____ A Resolution of the City Council of the City of Citrus Heights, California, Confirming Appointments of City Councilmembers to Serve on Council Standing Committees and Various Regional Authorities, Agencies, Commissions, and Committees for Calendar Year 2025.

Fiscal Impact

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

Attachments

- 1) Resolution No. 2025 - ____ A Resolution of the City Council of the City of Citrus Heights, California, Confirming Appointments of City Councilmembers to Serve on Council Standing Committees and Various Regional Authorities, Agencies, Commissions, and Committees for Calendar Year 2025.
 - a. 2025 Proposed List of Regional Board/Committee Appointments

RESOLUTION NO. 2025- ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, CONFIRMING APPOINTMENTS OF CITY COUNCILMEMBERS TO
SERVE ON COUNCIL STANDING COMMITTEES AND VARIOUS REGIONAL
AUTHORITIES, AGENCIES, COMMISSIONS, AND COMMITTEES FOR CALENDAR
YEAR 2025**

WHEREAS, the City Council has numerous appointments to various Regional Bodies and makes new appointments in early January of each year to ensure adequate representation of the City's elected officials throughout the County;

WHEREAS, the adopted City of Citrus Heights City Council Handbook calls for the Mayor's appointments of Councilmembers to serve on various regional authorities, agencies, commissions, and committees as shown on Exhibit A, 2025 Summary of Council Member Appointments; and

WHEREAS, the following regional boards require appointments to be made by a formal action of the City Council: Sacramento Area Sewer District, Sacramento Transportation Authority, Sacramento Area Council of Governments, and Sacramento Air Quality Management District.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Citrus Heights declares that the Mayor and Councilmembers shall serve on the regional authorities, agencies, commissions, and committees as indicated on the attached Exhibit A as primary representatives or alternates where applicable.

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

PASSED AND ADOPTED this 8th day of January 2025, by the following vote, to wit:

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

Dr. Jayna Karpinski-Costa, Mayor

ATTEST:

Amy Van, City Clerk

Exhibit

A. 2025 Summary of Council Member Appointments

CITY OF CITRUS HEIGHTS
2025 - Summary of Council Member Appointments

Councilmember Appointments to Regional Jurisdictions

Functional Area	Agency	Meeting Schedule	Special Requirements (if any)	Mayor's Appointment
Miscellaneous	Sacramento Local Agency Formation Commission (LAFCo)	1 st Wed. of the month; 5:30 PM at County Board of Sups. Chambers	The Mayor or their designee of the City of Citrus Heights will serve as the appointment to LAFCO. Current appointment is City of Galt ending 12/31/2026. Citrus Heights serving as alternate city representative 1/1/25 - 12/31/26. Citrus Heights will serve at City representative 1/1/27 - 12/31/28.	J. Karpinski-Costa
Miscellaneous	Sacramento Metropolitan Cable Television Commission	Quarterly in March, June, September, December; 2:30 PM at the County Board of Sups. Chambers. No January meeting.		P. Middleton M. Lopez-Taff
Library	Sacramento Public Library Authority (JPA)	4 th Thur. of the month; 3:00 p.m. at County Board of Sups. Chambers		M. Lopez-Taff P. Middleton
Wastewater	Sacramento Area Sewer District (merged with SRCSD effective 1/1/24)*	2 nd & 4 th Wed. of the month; 9:30 AM at County Board of Sups. Chambers		J. Karpinski-Costa K. Nelson
Transportation	Sacramento Transportation Authority (STA) *	2 nd Thurs. of the month; 1:30 PM at County Board of Sups. Chambers. No Jan/Sept meetings.		K. Nelson J. Karpinski-Costa
Transportation	Sacramento Area Council of Governments (SACOG) * (JPA)	3 rd Thurs. of the month; 9:30 AM at SACOG offices		T. Schaefer J. Karpinski-Costa
Transportation	Regional Transit (RT)	2 nd & 4 th Mon. of the month; 4:00 PM at the Q Street Auditorium – 1102 Q St., 4th Floor – Suite 4600		T. Schaefer M. Lopez-Taff
Air Quality	Sacramento Metropolitan Air Quality Management District (SMAQMD) *	4 th Thurs. of the month; 9:00 AM at the County Board of Sups. Chambers. No Nov/Dec meetings.		P. Middleton T. Schaefer
Homelessness	Sacramento Steps Forward Homeless Policy Council	Meetings are anticipated to be held 3 times a year.		M. Lopez-Taff P. Middleton

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

CONTINUED ON NEXT PAGE

Liaisons to Local Entities

Appointment Opportunity	Meeting Schedule	Special Requirements (if any)	Mayor's Appointment
Education & Community Programs 2x2 (San Juan Unified School District)	Meets as needed		J. Karpinski-Costa T. Schaefer
Parks & Recreation 2x2 (Sunrise Rec. & Park District)	Meets as needed		J. Karpinski-Costa K. Nelson
Sacramento Metropolitan Fire District 2x2	Meets as needed		M. Lopez-Taff P. Middleton
Sunrise MarketPlace Liaison			M. Lopez-Taff T. Schaefer

Council Ad Hoc Subcommittees

Functional Area	Subject Matter	Mayor's Appointment
Finance/Admin. 2x2	Budget, Investments, Miscellaneous Finance, Human Resources, Risk Management & Information Technology	J. Karpinski-Costa T. Schaefer
Quality of Life 2x2 (General Service, Community Development, Neighborhood Enhancement, Economic Development & Redevelopment)	General Plan, Zoning, Code Enforcement, Volunteer Programs, CDBG Funding, Community Support Funding, Housing, REACH, Economic Development – (Focus on Innovation Fund), Engineering, Capital Improvement Projects, Solid Waste, Lighting and Landscaping Districts, Public Works)	J. Karpinski-Costa K. Nelson

Updated 1-2-2025



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: January 8, 2025

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

FROM: Alexander A. Turcotte, Chief of Police
Kris Frey, Special Services Division Commander
Tiffany Campbell, Police Services Manager
Debra Miller, Police Services Supervisor

SUBJECT: Citrus Heights Police Department Animal Services Unit,
Service Enhancement Update

Summary and Recommendation

On August 14, 2024, the City Council adopted a resolution authorizing the City Manager to enter into a five-year agreement with the Bradshaw Animal Shelter (BAS) in Sacramento County effective September 1, 2024. Contracting with BAS has resulted in furthering the City's goal of providing enhanced animal services to the community. The staff recommendation is to receive a staff presentation providing an update to the City Council in response to Council and community interest related to service enhancements with the Animal Services Unit associated with microchipping, local sheltering, reunification of lost pets, and the implementation or expansion of a Trap-Neuter-Release (TNR) program for feral cats.

This is an informational report and no action is associated with this item.

On October 31, 2024, the City of Citrus Heights acquired two adjacent properties located at 7555 and 7569 Old Auburn Road for potential use in the enhancement of animal services in response to City Council and community feedback. The acquisition of this property was beyond the scope of what was envisioned in the adopted City Council strategic objective at the March 2024 planning retreat. During the acquisition planning process, staff also identified alternative fiscally prudent uses for the properties should the City Council decide not to pursue their use for enhancing animal services. This opportunistic community investment has the potential to greatly enhance the service delivery of the Animal Services Unit and is consistent with advancing the goals of operational efficiency and standards of excellence in service delivery set by the City Manager.

The overall Old Auburn Road site contains two independent buildings with grounds and a parking lot on approximately 1.75 acres. This strategic investment supports efforts to improve local animal service delivery, including exploring expanded microchipping programs, evaluating

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the feasibility of increased local reunification options for lost pets, and advancing other animal services initiatives even beyond the recent enhancements provided for through the BAS contract. By securing this property as a first step, the City can potentially control future costs, improve efficiencies, and provide residents with high-quality, locally managed services. While this is not a subject of this report, the City Manager is actively working with the executive team on recommendations and options for the City Council to consider at their upcoming Strategic Planning Retreat which will be held on March 26, 2025.

The focus of this staff report is an update on the animal service enhancements that have been made since the March 28, 2024 Strategic Planning Retreat consistent with the City Council adopted strategic objective defined in the next section of this report.

City Council Strategic Goal/Objective

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

Goal: Preserve and Enhance Public Safety

Objective: In response to community feedback, research and present animal services enhancements to the City Council for service delivery including enhanced microchipping, feasibility of increased local sheltering, reunification options of lost pets, and a Trap Neuter Release program.

Fiscal Impact

There is no fiscal impact associated with this report.

Background and Analysis

In response to community concerns regarding stray animals, the need for improved reunification efforts, and the management of feral cat populations, staff considered public comment by citizens, consulted outside organizations for industry best practices, and reviewed the current Animal Services Unit processes and deployment model. Following the establishment of a service agreement with BAS, the Citrus Heights community and its Animal Services Unit quickly began to reap the rewards of this collaboration.

Key benefits included:

- Access to a *local* Sacramento County Animal Shelter
- 24-hour customer service center with dispatch services through the Sacramento County 311 Call Center
- 311 Connect, online citizen reporting modules via APP or Online Portal
- On-site pet hospital at BAS, with two veterinarians providing coverage 7 days a week provides one-stop transport for injured animals
- Chameleon access and use of the specialized animal management software

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- Faster animal intake processing at BAS provides field officers valuable time to respond to calls in the Citrus Heights community
- Access to donated animal food pantry for those citizens in need
- Affordable spay and neuter clinic next door to the BAS

Chameleon is comprehensive integrated software that helps with all activities including shelter management, licensing, field operations, kennel intake and outcome, lost and found pet reunifications, and has robust capabilities in support of local pet reunification, which parallels our community vision of reuniting chipped and licensed pets with their owners rather than transporting them to BAS.

Since contracting with BAS, the Animal Services Unit has transitioned from utilizing the police department's dispatch center and records management systems (CAD RMS) to the Sacramento County 311 Call Center and Chameleon. This has proven to be a benefit and an enhancement for not only our communications staff, but also for our community who can now report animal concerns to the Sacramento County 311 Call Center, using the 311 Connect app, or by using links located on our City and Police Department websites.

The feedback from our community regarding 311 has been largely positive, with many residents reporting favorable interactions with the County 311 Call Center, the 311 Connect App, and online reporting options. Nonetheless, a number of community members have also noted that they have experienced longer than desired wait times when calling the County 311 Call Center. To mitigate this concern, the County has increased staffing within the County 311 Call Center and has adjusted their deployment model to help reduce extended wait times. For the most efficient reporting options, Citrus Heights residents are encouraged to download the easy to use 311 Connect Mobile App to report animal related concerns from their personal cell phone devices or by creating a personal online account to report animal related concerns online, through the 311 online portal. Either option provides Citrus Heights residents with a solution to bypass calling 311 for those residents wishing to report concerns more expediently. Setting up a personalized 311 online account also provides residents with another quick and efficient way to file a report. The online system immediately provides a reference number for the report, allows the citizens to see status updates for their reported animal concern and keeps a history of the residents' prior reports. The 311 Connect Mobile App or the 311 Online account is the most efficient way for Citrus Heights residents to report animal related concerns.

Reuniting Lost Pets with Their Owners

Reunification of lost pets significantly increases when pets are microchipped, and pet owner information is kept up to date. Citizens are encouraged to report lost or found animals directly online through either the Citrus Heights or Bradshaw websites, via [24Petconnect: Lost, Found, and Adoptable Animals](#). Pet descriptions, photos and the microchip numbers of lost pets assist the shelter with reuniting pets with their owners. Citizens who have lost a pet can also view

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photos online of all animals at the shelter to help locate their lost pet. The online system is updated hourly.

Enhanced Microchipping Program

The Citrus Heights Animal Services Unit offers free microchipping for Citrus Heights residents by appointment. The Animal Services Officers also provide education and direction on how to properly license pets in support of reuniting lost pets with their owners, to prevent being transported to BAS.

To further enhance reunification efforts, the Citrus Heights Animal Services Unit, in partnership with BAS, hosted a free “Chip, Chip, Hooray” microchipping event held at the annual Howl-o-ween Harvest Festival. The free microchips were generously donated by veterinarian, Citrus Heights Mayor, Dr. Jayna Karpinski-Costa.

Microchipping has proven to be an effective way to reunite pets with their owners. Most local veterinarians will check for a microchip if someone finds a lost or stray pet. In Citrus Heights, our Animal Services Officers conduct field checks to determine if captured animals are chipped, and whenever possible, they are returned to their homes before being taken to BAS. Animals that are transported to BAS are also scanned for microchips upon intake and are chipped before they leave the facility per California State Law.

The Animal Services Unit is committed to hosting free microchipping and pet ID events quarterly throughout the year. With an increased focus on microchipping efforts to support prompt reunification, staff will research and determine the feasibility to implement a mandatory microchipping ordinance for all pets in the city and report back to Council with a recommendation in FY25/26.

Limited Local Sheltering Options

BAS is one of the largest animal shelters in Northern California. The shelter serves as a safety net for stray pets, and provides shelter and services for abandoned, mistreated, homeless, sick, injured and orphaned animals from the community, including farm animals, exotic animals and native wildlife. The partnership with the BAS has proven to be a valuable local resource for sheltering animals for our Animal Services Unit and our community. This collaboration has ensured that sheltered animals receive essential care, including food, water, and veterinary services. Additionally, our partnership with BAS provides access to foster programs, adoption opportunities, low-cost vaccination clinics, and various initiatives aimed at supporting animal welfare. Focusing on proper identification of pets helps to keep animals out of the shelter. Limiting the animal intake to the local shelter is a primary and fundamental focus of our Animal Services Unit.

Vaccination Clinics

Citrus Heights residents are encouraged to participate in vaccination services offered by BAS. Information about how to secure appointments, find programs available, or to find vaccination

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events and locations can easily be found on the BAS website under Services. Resident will find information on the following programs offered:

- VIP Onsite Pet Care Clinic – Residents can enter their Citrus Heights zip code to find upcoming low cost vaccination locations in Citrus Heights.
- BAAT Clinics – The Shelters’s BAAT Veterinary Outreach Clinic provides health and wellness services. BAAT clinic dates for spring 2025 will be announced by BAS in the near future. .
- New, Bradshaw Low-Cost Vaccine Clinic – Brand new program underway, hosted monthly by the BAS team. Low-Cost Vaccine Clinic dates for spring 2025 will be announced by BAS in the near future.
- Free PAWS Mobile – Pet Aid and Wellness Services Mobile Clinic is a full-service, on wheels outreach veterinary clinic dedicated solely to pets of unhoused pet owners coming to Citrus Heights by spring 2025.

Concerns About the Growing Feral Cat Population

Feral and/or community cat are the terms used to describe unowned cats that freely roam throughout the community. These cats can quickly overpopulate an area leading to unsanitary conditions, negative impacts to native wildlife, and community complaints. It is crucial to spay and neuter all cats, as unaltered females can become pregnant annually and produce multiple litters. Over their lifetimes, a single female cat can give birth to hundreds of kittens, and if those kittens are not spayed or neutered, the cat population can quickly escalate. While feral kittens can be adopted if they are socialized at an early age, those that are not handled in time will remain feral and thus become unadoptable. To help combat cat overpopulation, the Citrus Heights Animal Services Unit partnered with our previous animal shelter vendor to offer 40 spay/neuter appointments in collaboration with the FieldHaven Feline Center. In addition, our community members have access to low-cost and/or free spay and neutering services through the Community Spay and Neuter Clinic (CSN), located next door to the Bradshaw Animal Shelter. Furthermore, the Animal Services Unit has conducted research into various nonprofit 501(c)(3) organizations in the Sacramento area that specialize in Trap-Neuter-Return (TNR) services to further support this initiative.

Staff conducted a comprehensive analysis with eleven animal services agencies to evaluate TNR service models within the region. This analysis found that Citrus Heights provides comparable services to those of Auburn, Elk Grove, Folsom, Galt, Rancho Cordova, Rocklin, Roseville, Sacramento City, Sacramento County, West Sacramento, and Woodland. Moreover, it was found that like Citrus Heights Animal Services, most of these agencies lack a dedicated TNR Program. The primary challenges highlighted were insufficient funding, limited infrastructure, and insufficient staffing and veterinary services needed for such initiatives.

The analysis found that Rancho Cordova Animal Services does offer an outsourced solution for TNR services through a nonprofit 501(c)(3) organization supported by city tax measures that passed in 2014 and 2020 respectively. These measures have assisted with funding Rancho Cordova’s Community Enhancement and Investment Fund.

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Additionally, staff reached out to twelve local veterinarians in Citrus Heights to explore potential partnerships for TNR services. Discussions with these veterinarians revealed a willingness and interest in collaborating to support a TNR program, although their availability of services might be restricted.

Overall, staff identified the main challenges lie in securing adequate funding and addressing the shortage of veterinarians, which limits the ability to fully develop these partnerships.

Staff encourage our residents to collaborate with established nonprofit organizations that specialize in TNR efforts. These committed organizations, which primarily rely on fundraising events, donations, and grant funding, make a significant impact and are experiencing success thanks to the generous contributions and active involvement of the community. The Coalition for Community Cats, FieldHaven Feline Center, Auburn Spay and Neuter, Whisker Warriors, Be Kind TNR, and Animal Outreach of the Motherlode are a few examples of regional non-profit organizations that focus on community cats.

Increased Operational Effectiveness

The Animal Services Unit received exceptional support during the launch of our partnership with BAS, which has assisted with enhancing the services we provide to the community. From the initial call to the Sacramento County 311 Call Center, through the intake process at BAS, our staff has experienced a well-organized and dedicated service model. This efficiency has allowed our officers to return to the field promptly to better serve our community. This new partnership is proving to be mutually beneficial, allowing our animal services team to have an increased emphasis on:

- Local pet reunification efforts
- Educating the community about responsible pet ownership, licensing, and micro-chipping requirements
- Education and community engagement efforts to reduce overpopulation (TNR)
- Community education efforts surrounding pet wellness to prevent behavioral problems
- Preserve and enhance public safety

Staff continues to collaborate with BAS to enhance City services by arranging more opportunities for the community to participate in various large-scale programs, which are also available to residents in the County. This partnership also aimed to address operational staffing challenges, manage animal intake at the shelter to lower annual costs, and simultaneously expand the range of services available to our community. Since BAS became our dedicated shelter and service provider in September, the Animal Services Unit has implemented the following:

- Access to a local Sacramento County Animal Shelter

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- 24-hour customer service center with dispatch services through the Sacramento County 311 Call Center
- 311 Connect, online citizen reporting modules
- Access to an on-site pet hospital for sheltered animals, included in current contract costs
- Secure on-site 7-day a week veterinary service
- Access to a low cost spay/ neuter clinic
- Secure access to community cat program by appointment

Future enhancements scheduled to serve the community in FY25/26

- Fundraiser event participation
- Increased focus on animal licensing
- Drive through microchip clinics
- Low cost or free vax clinic
- Future 2025 mobile animal sterilization (MASH) clinics
- Future 2025 PAWS mobile clinic services for pets owned by unhoused individuals
- Pet license campaign to support reunification and identification
- Analysis and planning for future service delivery at the 7555 and 7569 Old Auburn facilities