

**CITY OF CITRUS HEIGHTS  
CITY COUNCIL  
Regular Meeting of Wednesday, January 22, 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 17, 2025

  
Amy Van, City Clerk

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

1. Flag Salute led by Girl Scout Troop 559
2. Roll Call: Council Members: Middleton, Nelson, Schaefer, Lopez-Taff, Karpinski-Costa
3. Video Statement

**APPROVAL OF AGENDA****PRESENTATIONS**

4. Recognition of Girl Scout Troop 559
5. Presentation by Republic Services - Poster Contest Winners

**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.

6. **SUBJECT:** Approval of Minutes  
**RECOMMENDATION:** Approve the Minutes of the Meeting of January 8, 2025
7. **SUBJECT:** Utility Locating and Marking Services Project GS 24-14 Professional Services Contract Award  
**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 a Professional Services Agreement with National Utility Locators LLC for Utility Locating and Marking Services
8. **SUBJECT:** Transportation Development Act (TDA) Funding Claim Authorization  
**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 to Claim Its Transportation Development Act (TDA) Funds for Fiscal Years 23-24 and 24-25 and Any Revised Apportionments for Previous Years

**DEPARTMENT REPORTS**

**CITY MANAGER ITEMS**

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

**CLOSED SESSION**

9. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION  
Initiation of Litigation Pursuant to Government Code 54956.9(d)(4) (1 case)
10. PUBLIC EMPLOYEE ANNUAL PERFORMANCE EVALUATION  
Pursuant to California Government Code Section 54957  
Title: City Manager

**REPORT OUT OF CLOSED SESSION**

**ADJOURNMENT**

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

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**CALL REGULAR MEETING TO ORDER**

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

1. The flag salute was led by Council Member Nelson.
2. Roll Call: Council Members present: Middleton, Nelson, Schaefer, Lopez-Taff, Karpinski-Costa  
Council Members absent: None  
Staff Members present: Brown, Campbell, Cave, Duhe, Feeney, Huber, Jones, Kempenaar, Miller, Turcotte, Van and department directors.
3. The video statement was read by Acting Clerk Duhe.

**APPROVAL OF AGENDA**

**ACTION:** On a motion by Council Member Schaefer, seconded by Council Member Middleton, the City Council approved the agenda.

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

**PRESENTATIONS**

4. Presentation by Citrus Heights Women's Club – Update on Community Projects Grant Funded Project

Jeanmarie Willbee and Elise Spleiss reported on the Citrus Heights Women's Club friendship bag project. They partnered with assisted living facilities and Meals on Wheels participants to distribute needed items to Citrus Heights senior residents.

5. Presentation by International Association of Human Values – Update on Community Projects Grant Funded Project

Deepak Gilra reported on the Sky Resilience Training for veterans and Citrus Heights residents. Using the Community Projects Grant, they were able to provide Sky Resilience Training which helps reduce stress, anxiety and depression to promote better sleep, wellness and overall happiness in participants' life. They were able to bring Sky to over 40 veterans and other residents and conducted 200 participant wellness sessions.

6. Proclamation of the City of Citrus Heights Proclaiming January 2025 as "Neighborhood Area Awareness Month"

Council Member Nelson read and presented the proclamation to all Neighborhood Area participants.

Communications Officer Brown shared information about upcoming outreach efforts on how to get involved in Neighborhood Area groups.

**PUBLIC COMMENT**

David Shelton stated his surprise by the change to a limited number of fireworks on New Year's Eve in the area he lives, and gave kudos to Code Enforcement Officer Burke and the Citrus Heights See-Click-Fix procedure to report fireworks and hopefully gunshot sounds. He stated the gunshot locations are far more difficult to determine because they echo and the issue for bullets is not the noise, but what they do.

David Warren requested the City reinstitute several days a year for the collection of hazardous waste. He stated he found materials that shouldn't have been allowed during the last Neighborhood Clean Up. He noted historically that three times a year items could be disposed of during a bulky waste cleanup event at the Sunrise Mall and since we are not doing it anymore it is encouraging people not to properly dispose of hazardous waste.

Alfred Sanchez announced the 6<sup>th</sup> Annual Homeless Persons Memorial Day was held and thanked Adalberto's restaurant for allowing them to have it there. He congratulated City Council on their appointments and stated he was looking forward to this year.

Colleen Cadwallader, Executive Director of the San Juan Education Foundation, thanked the City for the \$10,000 Community Support Fund. She gave a progress report and stated \$1,000 will go to each of the nine schools in Citrus Heights to support a new or elevated community engagement strategy. She invited the City Council to join in building a stronger community through family and community engagement.

Bridget Duffy stated that she does not consent to another Trump presidency. She said she envisions a green economy.

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

Council Member Nelson noted she will be appointed to her first boards this evening and expressed her excitement.

Council Member Schaefer attended a Sacramento Area Council of Governments board meeting. He expressed heartbreak over a tragic accident that occurred on December 23 in his district and encouraged people to be careful. He attended Sacramento County Supervisors Rosario Rodriguez and Rich Desmond's swearing in ceremony. He filled in for a Monday with the Mayor.

Council Member Middleton hoped everyone had good holidays and said she is looking forward to the next year ahead.

Vice Mayor Lopez-Taff wished everyone happy new year and said she is excited what we as a Council are going into planning with for you, our residents and our community.

Mayor Karpinski-Costa attended a farewell event for former Sacramento County Supervisor Sue Frost. She attended a Sacramento-Yolo Mosquito & Vector Control District board meeting. She attended a City appreciation luncheon. Representing Neighborhood Area 10, she delivered food to twelve households. She held a Monday with the Mayor. She went to a Citrus Heights Marching Band holiday event. She had a meeting with the Coalition Against Bigger Trucks. She attended a Sacramento Area Sewer District meeting.

### **CONSENT CALENDAR**

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. 2025-001 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. 2025-002 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. 2025-003 A Resolution of the City Council of the City of Citrus Heights, California, Approving the Neighborhood Improvement Partnership Grant Neighborhoods USA Conference Attendance Policy

**ACTION:** On a motion by Council Member Schaefer, seconded by Council Member Nelson, the City Council adopted Consent Calendar Items 7, 8, 9, 10, and 11.

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

### **PUBLIC HEARINGS**

12. **SUBJECT:** Multi-Modal Impact Fee Addendum  
**STAFF REPORT:** R. Cave / C. Kempenaar

**RECOMMENDATION:** Adopt Resolution No. 2025-004 A Resolution of the City Council of the City of Citrus Heights, California, Adopting an Addendum to the Multi-Modal Impact Fee Nexus Study

General Services Director Cave explained the City adopted Sacramento County's Development Impact Fees (DIF), including roadway and transit, following incorporation in 1997. These fees have not been indexed or adjusted for cost-of-living changes. In 2022, Council adopted a Multi-modal Impact Fee Nexus Study. She explained impact fees are determined by land use growth assumptions and the Capital Improvement Plan to accommodate growth which is incorporated into the Nexus Study. They determine a cost of Dwelling Unit Equivalent (DUE) to support the Capital Improvement Plan and apply DUE costs to new land uses. Fees must be used to maintain the same level and quality of services for residents, including projects such as road construction, trails, streetlights, and other project improvements included in the 2022 Nexus Study.

Community Development Director Kempenaar provided context on a Supreme Court case, Sheetz v. County of El Dorado, which added guidelines for how impact fees are implemented and reaffirmed the proportional Nexus required. The proposed impact fee addendum would clarify the need for site-specific analysis to calculate fair and equitable impacts for projects.

Mayor Karpinski-Costa opened the public hearing.

**Public Comment**

None.

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. 2025-004 A Resolution of the City Council of the City of Citrus Heights, California, Adopting an Addendum to the Multi-Modal Impact Fee Nexus Study.

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

**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.

Public Comment

Scott Kinderwater introduced himself as a retired soil scientist who has lived in the community for 13 years and currently works part time at The Oars. He stated he feels like he can contribute to the Planning Commission and thanked the City Council for the opportunity to introduce himself.

Acting Clerk Duhe read the following written public comment submitted by Andrew Saunders, "It was my Honor and Privilege to run for the City Council District 1 seat in 2024 and I congratulate Kelsey Nelson on being the newest Council Member representing District 1. I value greatly the experience afforded me while running my Campaign as I made many new friends in this City and created important relationships in the Sacramento region. I also learned a lot about how this City currently operates, giving me a strong desire moving forward, to serve it in any capacity. My request to you tonight is, I would like to be considered for an open Planning Commission Seat. My 30 years of successful Small Business Management and the hundreds of Large Telecommunications Projects seen through to completion should be considered as very valuable experience in my request. Also the fact that I am retired and will be able to devote my full energies and efforts to the success of our City. I LOVE this City and would be greatly honored to be appointed to this Planning Commission Seat. I also want to wish all of the Members of this City Council well and look forward to the continued progress and the positive direction our fine City is currently heading. Thank you"

City Clerk Van provided an overview of the item. Several Planning Commission and Construction Board of Appeals seats expired as of December 31, 2024. The City received a total of 17 applications, 2 of which applied for both the Planning Commission and Construction Board of Appeals. She stated there are 4 positions to be filled on the Planning Commission, 2 of which are individual appointments of Council Member Schaefer and Council Member Nelson, and 2 at-large appointments. There are 3 at-large seats open on the Construction Board of Appeals.

City Council questions and comments followed.

City Manager Feeney responded to questions.

ACTION: On a motion by Mayor Karpinski-Costa, seconded by Vice Mayor Lopez-Taff, the City Council postponed the appointments to the Construction Board of Appeals and requested a future agenda item to consider alternatives to the Construction Board of Appeals.

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

Council Member Nelson announced her individual appointment of Al Hakam Al Rawi to the Planning Commission.

Council Member Schaefer announced his individual appointment of Oleg Shishko to the Planning Commission.



The City Council nominated their top three candidates for the at-large appointments, as a result of the forced-ranking process Scott Kinderwater and Tom Scheeler were the top two candidates.

City Clerk Van recommended the City Council move to ratify the individual appointments of Council Members Nelson and Schaefer and the two at-large appointments.

**ACTION:** On a motion by Council Member Nelson, seconded by Council Member Schaefer, the City Council ratified the Planning Commission appointments of Al Hakam Al Rawi and Oleg Shishko for the term of January 8, 2025 to December 31, 2028, and the appointments of Scott Kinderwater and Tom Scheeler for the term of January 8, 2025 to December 31, 2026.

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

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

**STAFF REPORT:** A. Van

**RECOMMENDATION:** Adopt Resolution No. 2025-005 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

City Clerk Van explained that each January the City Council considers appointments to regional boards that are made by the Mayor. She provided an overview of the appointments to regional boards, local entities, 2x2 committees, and ad-hoc committees.

City Council comments followed.

**ACTION:** On a motion by Council Member Nelson, seconded by Council Member Schaefer, the City Council adopted Resolution No. 2025-005 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 as amended.

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

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.

Police Services Manager Campbell introduced the item.

City Manager Feeney clarified the strategic objective to enhance Animal Services was adopted in March 2024 and since that time the City has purchased a property on Old Auburn Road with a vision to potentially enhance Animal Services at that property. The focus of tonight's presentation is on the

enhancements that have been made since the adoption of the strategic objective at the last Strategic Planning Retreat. Discussion of the property on Old Auburn Road will be held at a future meeting.

Police Services Supervisor Miller reported on Animal Services Unit updates since the City entered into an agreement with the Bradshaw Animal Shelter. She highlighted service delivery enhancements including local animal sheltering with an on-site hospital, 24-hour customer call center through 311 dispatch services, online reporting, and low-cost spay/neuter clinic. The Animal Services Unit has also held a free microchip event, secured a local kennel dedicated to patrol staff, integrated into a new software system, and worked with a local nonprofit for special Trap Neuter Release (TNR) operations among other accomplishments. They researched TNR programs and outcomes in neighboring jurisdictions which reaffirmed challenges including labor intensive, cost prohibitive, and limited infrastructure. They also implemented a quick and easy way to license your pet via QR code or a microchip appointment. Future goals include a focus on more community events for microchipping and operational efficiency.

Police Services Manager Campbell emphasized that pet licensing helps keep pets out of the shelter thereby keeping costs down and keeping pets in their community to be returned home instead of bringing them to the shelter.

City Council questions and comments followed.

Police Services Manager Campbell responded to questions.

### **DEPARTMENT REPORTS**

16.     **SUBJECT:** Annual Communications Update  
          **DEPARTMENT:** Economic Development and Community Engagement

Communications Officer Brown provided an overview of the functions of the Communications team whose efforts are built around a strategic framework that allows for consistency of messages across all communication efforts. Their goals are to ensure all proactive communications support strategic objectives, are meaningful and keep in mind the needs of the Citrus Heights community and partners, and ensure communications are measurable so we can learn from them. Since 2023, the City's channels including Instagram, Facebook, X (Twitter), and LinkedIn have had an increase in followers and further reach. Social media accomplishments in 2024 include 880,640 impressions, 7.51% engagement rate and 690 posts across all channels with 1,373 new followers. She spotlighted the Citrus Heights Cares campaign, local business highlights, and Building Safety Month. The City's website had 309,000 visitors and over 2,300 NewsFlash subscribers. This year the City launched a new Business Bulletin newsletter which focuses primarily on businesses. The City received 4,697 media mentions with the media sentiment generally being neutral or positive. The Communications team received four Public Relations Society of America (PRSA) Awards this year.

City Council comments followed.

17.     **SUBJECT:** New Year's Eve Enforcement Update  
          **DEPARTMENT:** Police Department

Police Chief Turcotte reported there is a problem in Citrus Heights with illegal fireworks which is also a top concern in the region on the Fourth of July and New Year's Eve. The Police Department (CHPD) is

looking at best practices to try to curb some of the behavior. He noted enforcement is difficult because launching an illegal firework is a misdemeanor which means someone has to observe where the firework came from. One strategy tested this New Year's Eve was a Citizens Attestation program in which a citizen who observed fireworks can sign a form confirming they witnessed the act, like a citizen's arrest, through the City's online reporting system See-Click-Fix. Compared to prior years, this New Year's Eve was relatively peaceful and the public's perception was that there were less illegal fireworks in some areas. He noted Sacramento Metropolitan Fire District reported a 40% decrease in firework complaints and no injuries countywide. In Citrus Heights, CHPD received 62 firework complaints, an increase correlated with a social media campaign aimed at influencing residents to report.

City Council questions and comments followed.

Police Chief Turcotte responded to questions.

### **CITY MANAGER ITEMS**

City Manager Feeney highlighted the successful opening of Dark Heart Brewing, a recipient of the City's Business Attraction Grant. He announced a free Flu Shot Clinic hosted by Sacramento County at City Hall on January 16. He gave a reminder that City Hall will be closed on January 20 in observation of Martin Luther King Jr. Day.

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

None.

### **ADJOURNMENT**

Mayor Karpinski-Costa adjourned the meeting at 8:32 p.m.

Respectfully submitted,

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Amy Van, City Clerk



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** January 22, 2025

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

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

**SUBJECT:** Utility Locating and Marking Services Project GS 24-14 Professional Services Contract Award

### **Summary and Recommendation**

The City of Citrus Heights as owner and operator of electrical and stormwater utility facilities in the public right of way, is required by state law to locate and mark City-owned utilities as requested by Underground Service Alert (USA) notifications.

The City issued a Request for Proposals for professional services related to Utility Locating and Marking Services and received two proposals. National Utility Locators LLC was selected as the most qualified and cost-effective vendor.

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 a Professional Services Agreement with National Utility Locators LLC for Utility Locating and Marking Services.

### **City Council Strategic Goal/Objective**

This item aligns with the Citrus Heights City Council Strategic Plan Goals to “Maintain and Enhance Fiscal Stability” and to “Maintain Public Infrastructure and Enhance Alternative Modes of Transportation”.

### **Fiscal Impact**

The City has budgeted sufficient funds in Gas Tax (fund 205) and Stormwater Utility funds (fund 209) for Utility Locating and Marking Services. Field investigations are charged as follows:

**Subject: Utility Locating and Marking Services – Professional Services Contract Award**

**Date: January 22, 2025**

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| Field Investigations/Locates | Rate |
|------------------------------|------|
| 100 or fewer per month       | \$88 |
| 101-200 per month            | \$80 |
| 201 or more per month        | \$76 |

Rates are fully inclusive of administrative, ticket review/monitoring, mobilization and necessary equipment. No additional costs are associated with the contract. An annual adjustment based on the CPI with a ceiling of 3% per year is included.

FY 23-24 averaged 154 locates per month with a total cost of \$144,528. FY 24-25 is currently averaging 163 locates per month. Cost estimates for future years will be included in the upcoming budget process.

### **Background and Analysis**

California Government Code Section 4216 mandates that owners and operators of all underground utilities (e.g., water, gas, electric, sewer, stormwater) become members of the regional notification center. The intention of this regional notification center is to protect the health and safety of the public as it relates to excavation activities on public right of ways by anyone performing excavation.

Prior to the start of any underground excavation work, contractors call the toll-free number of USA North (Northern California) with site specific detail related to their upcoming work. USA North then notifies all owners of utility systems in the region and each utility owner and operator must mark their underground utilities within the zone where the excavation activity will take place.

The City, as owner and operator of electrical and stormwater utility facilities in the public right of way, is required by state law to locate and mark City-owned utilities as requested by USA notifications.

The City issued a request for proposals to provide Utility Locating and Marking Services on November 13, 2024. Proposals were received from National Utility Locators LLC and Builders Protection Group LLC, by the December 13, 2024 deadline. A selection committee was convened and selected National Utility Locators LLC as the most qualified and cost-effective vendor.

### **Attachments**

- (1) Resolution No. 2025-\_\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute a Professional Services Agreement with National Utility Locators LLC for Utility Locating and Marking Services.

**RESOLUTION NO. 2025-\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,  
CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL  
SERVICES AGREEMENT WITH NATIONAL UTILITY LOCATORS LLC FOR UTILITY  
LOCATING AND MARKING SERVICES**

**WHEREAS**, California Government Code Section 4216 mandates that owners and operators of all underground utilities become a member of their regional notification center in order to protect the health and safety of the public as it relates to excavation activities on public right of ways;

**WHEREAS**, prior to the start of any underground excavation work, contractors must call the toll free Underground Service Alert (USA) of Northern California to notify all owners of utility systems in the region of the work to mark their individual underground utilities before any excavation activity can take place;

**WHEREAS**, the City of Citrus Heights, as the owner and operator of many electrical and stormwater facilities, is held to the same standard as any other utility, and is responsible for marking its systems as requested by any USA notifications;

**WHEREAS**, the City issued a Request for Proposals for Utility Locating and Marking Services on November 13, 2024 and received two qualified proposals by the December 13, 2024 deadline;

**WHEREAS**, a Selection Committee was convened to review the proposals and select the preferred vendor;

**WHEREAS**, National Utility Locators LLC was selected as the most qualified and cost effective vendor; and

**WHEREAS**, funding sources for the agreement include gas tax and stormwater utility 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 National Utility Locators, LLC for utility locating and marking 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 22<sup>nd</sup> day of January 2025, by the following vote, to wit:

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

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**Dr. Jayna Karpinski Costa, Mayor**

**ATTEST:**

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**Amy Van, City Clerk**



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** January 22, 2025

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

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

**SUBJECT:** **Transportation Development Act (TDA) Funding Claim Authorization**

### **Summary and Recommendation**

This item is administrative in nature. The accompanying resolution authorizes the City to claim Transportation Development Act (TDA) Local Transportation Fund (LTF) apportionments for Fiscal Year (FY) 23-24 and FY 24-25 to provide funding support for the City's bicycle/pedestrian-related planning and capital projects.

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 to Claim Its Transportation Development Act (TDA) Funds for Fiscal Years 23-24 and 24-25 and Any Revised Apportionments for Previous Years.

### **City Council Strategic Goal/Objective**

This item aligns with the Citrus Heights City Council Strategic Plan Goal to "Maintain and Enhance Fiscal Stability".

### **Fiscal Impact**

The table below reflects funds claimed and retained by the City for planning and capital projects that benefit pedestrians and bicyclists. The amounts being claimed are the FY 23-24 and FY 24-25 apportionments.

| Fund Source                       | Fund | Amount           |
|-----------------------------------|------|------------------|
| LTF – Bicycle/Pedestrian FY 23-24 | 212  | \$107,229        |
| LTF – Bicycle/Pedestrian FY 24-25 | 212  | \$105,774        |
| <b>Total Claim</b>                |      | <b>\$213,003</b> |



**Subject: Transportation Development Act (TDA) Claim Authorization**

**Date: January 22, 2025**

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### **Background and Analysis**

The TDA authorizes two major funding sources for public transportation that are administered by the Department of Transportation. These funds are then apportioned through regional planning and programming agencies such as the Sacramento Area Council of Governments (SACOG).

TDA funds are broken out into two major pots, LTF and State Transit Assistance (STA), which have been in existence since 1972 and 1979 respectively. LTF and STA carry different restrictions associated with their use. LTF funds are derived from a ¼ cent sales tax on each retail tax dollar collected statewide. The State then returns the tax revenue to each county according to the amount of tax collected within its boundaries. LTF apportionment is carried out by Regional Transportation Planning Agencies (RTPAs) throughout the State. In Sacramento County, the RTPA is SACOG, which then distributes LTF based on population.

STA dollars are allocated to transit operators and providers. STA funds are currently derived from a statewide excise tax on gasoline at a rate that generates the equivalent of the previous sales tax on gasoline and the statewide sales tax on diesel fuel, both of which are deposited in the Transportation, Planning and Development account. This is based on legislation passed in March 2010 (Assembly Bills 6 and 9). The City of Citrus Heights annexed into the Sacramento Regional Transit District (SACRT) on January 1, 2019. Under the terms of the Annexation Agreement, SACRT directly claims the LTF and STA funding apportionments related to transit service. The City continues to claim the bicycle-pedestrian apportionments, the subject of this TDA Claim.

SACOG's apportionment claim process includes the following:

- 1) SACOG receives an adopted resolution from the city/local agency authorizing the TDA funding claim;
- 2) SACOG holds annual public hearings to identify if there are any unmet transit needs within the city that are reasonable to meet;
- 3) The city/local agency files various reports for SACOG staff review and approval; and
- 4) SACOG submits the city's claim for review and approval by SACOG.

### **Attachments:**

- 1) Resolution No. 2025-\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City to Claim Its Transportation Development Act (TDA) Funds for Fiscal Years 23-24 and 24-25 and Any Revised Apportionments for Previous Years.

**RESOLUTION NO. 2025-\_\_****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, AUTHORIZING THE CITY TO CLAIM ITS TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS FOR FISCAL YEARS 23-24 AND 24-25 AND ANY REVISED APPORTIONMENTS FOR PREVIOUS YEARS**

**WHEREAS**, the City of Citrus Heights implemented a transit services contract with Sacramento Regional Transit in 2007;

**WHEREAS** the transit services contract was amended multiple times through December 31, 2017;

**WHEREAS**, the City entered into a negotiated Annexation Agreement effective January 1, 2019;

**WHEREAS**, the Agreement provides for the Sacramento Regional Transit District (SACRT) to directly claim the City's TDA Local Transportation Funds (LTF) and State Transit Assistance (STA) apportionments related to transit service;

**WHEREAS**, the Agreement further provides for the City to directly claim TDA LTF bicycle and pedestrian funds set aside for pedestrian and bicycle related projects;

**WHEREAS**, the Sacramento Area Council of Governments (SACOG) is the state appointed Regional Transportation Planning Agency (RTPA) for Sacramento County;

**WHEREAS**, as the RTPA for Sacramento County, SACOG is responsible for administering the TDA apportionment and claiming process; and

**WHEREAS**, SACOG requires a resolution authorizing Citrus Heights to claim the City's TDA apportionment be included in the City's TDA claim submittal package.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the City Council of the City of Citrus Heights that City staff is hereby authorized to submit claims, including amended claims, to SACOG for the TDA for FY 23-24 AND 24-25 Citrus Heights TDA LTF Bicycle and Pedestrian apportionments as well as any revised TDA apportionments for previous years.

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

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 22<sup>nd</sup> day of January, 2025 by the following vote, to wit:

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

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**Dr. Jayna Karpinski Costa, Mayor**

**ATTEST:**

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**Amy Van, City Clerk**