



CITY OF ANGELS

City Council Monthly Update

July
2025
Issue

Mayor Michael Chimento
Vice Mayor Caroline Schirato
Council Member Alvin Broglio, Council Member Kara Scott, and Council Member Scott Behiel

SIGNIFICANT ONGOING PROJECTS

Major Projects : Angels Creek Trail Estimated Completion – 2028
Project Manager: Amy Augustine – Augustine Planning Associates

Eureka Oaks (Habitat) Estimated Completion - 2027
Project Manager: Dave Richard (Unico) - Dewberry

Current CIP Project : Mark Twain Road Looping Pipe Engineering Plans Completed
Estimated Completion: Quarter 3, 2025
Project Manager: Dave Richard – Dewberry

Next CIP Project : Vallecito Sewer Line Upgrade Engineering Plans Submitted
Project Manager: Dave Richard – Dewberry

FISCAL YEAR (FY) 2025-2026 NOTEWORTHY ACCOMPLISHMENTS

July

City Financial System Migration to Accufund
Adoption of FY 2025-2026 Operating Budget
New Police Officer Hire – Justin Hart

ADMINISTRATION

City Administrator Pamela Caronongan
Administrative Services Officer / City Clerk Rose Beristianos

Projects

City Council Handbook Amendments
Citywide Personnel Handbook Update
Ratify Fire Personnel Handbook*
Ratify Police Personnel Handbook*

Current Vacancies/Recruitments/New Hires

Police Officer (New Hire) – Justin Hart
Finance (Part-Time New Hire) – Taylor Wilson
Recruitment: Police Sergeant

NOTE:

*Pending completion of update and City Council
ratification of Citywide Personnel Handbook

Capital Improvement Projects (CIP) Enterprise Fund

Plans Due By	Person Responsible	CIP Category	Project	Detail	Cost Estimate
10-01-24	Dave Richards	Water	Mark Twain Rd	Looping Pipes	\$ 680,000
11-01-24	Dave Richards	Wastewater	Vallecito Road	Pipe Replacement	\$ 990,000
04-01-25	Dave Richards	Wastewater	East Angels Trunk	Cure in Place	\$1,910,000

Start Date	Person Responsible	CIP Category	Project	Detail	Cost Estimate
10-01-24	Chris Oflinn	Water	Pressure Relief Valves	Replace all PVR	\$ 780,000
11-01-24	Chris Oflinn	Water	Automated Meter Readers	Install AMR's	\$ 400,000
01-01-25	Chris Oflinn	Wastewater	Scope Lines with CCTV	Data to Dewberry	\$ 75,000

FINANCE DEPARTMENT Finance Director Michelle Gonzalez

The Finance Department made significant progress in July, particularly in the rollout of the City's new financial software system, AccuFund. Staff continues to work diligently to ensure a smooth transition and minimal disruption to City operations and services.

1. Payroll Goes Live

Staff successfully processed the first payroll in AccuFund on July 18, marking a major milestone in the system transition. A special thank you goes to Andrea Mata for her exceptional support in the testing and implementation process, this would not have been possible without her dedication and hard work.

2. Utility Billing Transition

Staff is prepared to generate the first utility billing cycle in the new system the first week of August. Staff has been working extended hours to clean up and validate customer account information, ensuring accurate billing going forward.

- Customers have been patient and understanding during this transition, particularly with the temporary limitations in payment processing.
- Late fees will continue to be waived through August to give customers ample time to set up online payments and resume automatic payments.
- The online customer portal is now active and beginning balances have been loaded into the new system.
- Credit card payments will be available through the portal, and we anticipate our card reader at City Hall will be operational within a week. Delays have been due to missing parts and network configuration issues.

FINANCE DEPARTMENT (continued...)

3. Staff Highlights

- Taylor Wilson has joined us part-time at the front counter and has quickly adapted to her duties, demonstrating excellent customer service skills.
- Kasey has been an invaluable resource in training Taylor and supporting front counter operations during this transition.
- Both Taylor and Kasey will begin direct outreach to customers in August to assist with portal setup and answer questions about the new billing system.

4. Next Steps

With payroll and utility billing now live, our focus will shift to:

- Implementing electronic timesheets for all employees.
- Electronic requisitions and purchase orders.
- Training staff on accessing reports and tools via the online portal to improve internal efficiency and transparency.

CODE ENFORCEMENT AND BUILDING

Code Enforcement – Completed in July

Open Cases on July 1	40
Open Cases on July 31	9
New Cases in July	1
Cases Closed in July	31

<u>Violation Type</u>	<u>New</u>	<u>Open</u>
Transient Occupancy	0	0
Building & Construction	0	0
Dangerous Building	1	1
Public Nuisance	6	5
Housing	0	2
Weed Abatement	24	0
Other	0	0

Building – Completed in July

Number of Inspections	29
Number of Permits Issued	23

Addition/Alteration	5
Fire Sprinklers	1
Re-Roofs	5
HVAC	3
Park Rentals	5
Encroachment	0
Solar	4
Swimming Pool	1
Electrical	3
Deck/Patio	1

WATER / WASTEWATER / PUBLIC WORKS

Public Works Superintendent Chris O'Flinn

Water Treatment:

- Troubleshoot and replace router at the water treatment plant- Fix communication issues with SCADA.
- Kaeser compressors and dryer annual service.
- Boil water notices/sampling events/cancellation notices complete for new distribution tie-ins.

Water Distribution:

- Isolation valve replacement at Stelte.
- 2 Service leaks: 272 Acorn Drive/868 Live Oak Drive.
- Mark Twain looping project (New 6" main and services).
- Hydrant flushing at 925 Purdy Rd.
- Water main break at 20 S. Main
- Scheduling and project layout with Dewberry and Njirich Construction.
- Wrapped up the PRV project \$434,821.90 under budget.

Wastewater Sewer Collections

- Sewer plug at the corner of S. Main and Stockton Road.

Public Works

- Brushing along Utica Park.
- Installed new park benches downtown.
- Took down the flags around town.
- Mowing and weed eating the parks.

Wastewater Treatment:

- Jeremy Heister passed his Grade III Wastewater examination.
- Install 2 A/C Units in operations building.
- Kaeser compressor and air dryer annual servicing.
- Pond cleaning and weed control at EQ basin.
- Bio-solids drying operations.

FIRE DEPARTMENT
Chief John Rohrbaugh

Responses in July 2025

(July 1 to July 31, 2025)

<u>Total</u>	102
Structure Fire	1
Vegetation Fire	5
Cancelled prior to arrival	15
Emergency Medical	60
CPR	0
False Call	0
LZ Helicopter	4
Hazmat	0
Other, Investigative	3
Public Service	10
Lift Assist	8
Vehicle Accident	3
Animal Issue	0
Vehicle Fire	1

Notable Calls

- Fall about 40" over embankment requiring rope rescue FH Vill.
- Major Vehicle Accident 49 near Red Hill Road.

Additional Fire Department Activities

- 7/1/25-Meeting with Assemblymember David Tangipa staff from our 8th District re: Firewise program and work with Firewise committee to make the city a Firewise City.
- Meetings with Firewise group on an expanding program from about 670 homes to include whole City. ~ 2,200 Homes.
- Meetings Re:ACFD-AMFD Relationship
- 7/30- T-217 Fix ® Front Tire blow out. Had to be fixed in field East Bay Tire
- Upstaffed for July 3-4, no issues over 4th weekend.
- Working on new Utility, Lights have been put on, awaiting Radios to be delivered for install. Decals being made.

August 2025 Upcoming

- Continue Outfitting new Utility vehicle.
- Intend to hire at least 1 Part-time Firefighter as soon as possible.
- Will be ordering 2nd Front tire to match new front tire and have installed T-217.

POLICE DEPARTMENT
Chief Scott Ellis

Total Incidents : 363
Total Arrests : 12

Total Reports : 35
Total Traffic Stops : 47

Traffic Collisions Reports : 6
Assault and Battery : 2
DUI : 1
Miscellaneous Disturbance : 16
Burglary : 1

Thefts : 3
Auto Thefts : 1
Domestic Violence Reports : 1
Aggravated Assault : 0

July Activities

- Volunteers Donated 41 Hours of time for PD activities (records, extra patrol, mail etc.)
- Chief and Teresa attended Coffee with a Cop in San Andreas
- Worked with CHP SWITRS, RIMS, and CCSO to correct issues with completing CHP 555 reports through RIMS. Issue resolved.
- Worked with Coneth and cal.net to correct ongoing voicemail issues at PD.
- Collaborative back to school kickoff social media post with CCSO.
- Working with Coneth to get a RingCentral quote
- Job Flyer for Sergeant position
- New academy trainee Justin Hart officially onboarded 7/28/25. Starts Police Academy orientation on 8/2/25
- FY 25/26 CHP Cannabis grant presented and approved by council
 - Vehicle has been purchased
- CLETS audit completed and awaiting DOJ certification

August Projected Activities

- Sergeant Ben Savage resignation 8/8/25
- Sergeant interviews occurring on 8/6/25
- School starts and Reserve Officer Kirkman returns to a part-time capacity
- Working on CHP Grant vehicle upfitting. Identifying vendors, obtaining quotes etc.

PLANNING and ENGINEERING DEPARTMENTS
Amy Augustine – Contract City Planner
Aaron Bruscatore – Contract City Engineer (Public Works)
Dave Richard – Contract City Engineer (Water and Wastewater)

Engineering

Coordination / Communications

- Review Mark Twain Elementary School drop off access
 - Right turn pavement legend
 - Signs to be placed fence
 - Enforceable by police

ADA

- Section 504 ADA Forms

Capital Improvement Program(s)

- Walk Sewer alignment downstream of SR49 bridge

Reporting

- Wastewater
 - Convey approval to endorse groundwater monitoring report
 - Review groundwater monitoring report

Planning

- Remote participation in the ATRTP stakeholder meeting w CCOG and GreenDot.

Angels Creek Trail

- Environmental status update meeting
- Field review of Angels Creek Trail Alignment

Caltrans Coordination

- 10H7004 – Sidewalks Project – Construction coordination weekly meeting

Water / Sewer / Wastewater Engineering – July

- Responded to comments from Caltrans on SR-49 Water System Improvements Project encroachment permit.
- Provided construction oversight of Mark Twain Water Distribution System Improvements Project.
- Prepared staff report for Mark Twain Water Distribution System Improvements Project construction change order #2 – installation of SMART meters.
- Participated in value engineering process for Eureka Oaks project. Coordinated City inspection activities at Eureka Oaks project.

- Conducted pre-bid meeting for Purdy Road Water and Sewer Improvements Project. Issued two addenda for Purdy Road Water and Sewer Improvements Project.
- Conducted bid opening for Purdy Road Water and Sewer Improvements Project.
- Prepared staff report for contract award and execution for Purdy Road Water and Sewer Improvements Project.

Water / Wastewater / Sewer Engineering – Anticipated in August

- Provide construction oversight of Mark Twain Water Distribution System Improvements Project.
- Prepare design revisions for offsite waterline construction for Eureka Oaks incorporating Caltrans encroachment permit requirements.
- Coordinate City inspection activities for the Eureka Oaks project.
- Conduct pre-bid meeting for Vallecito Road Sewer Replacement Project.
- Prepare business case analysis for revised Critical Water and Wastewater Infrastructure Protection

Planning – Completed in July 2025 and August 2025 Look Ahead

- **Utica Park Project Oversight** - The Calaveras County Garden Club is planning to install the herb garden in September (behind old bathrooms). They have suggested “Working Wednesdays” for doing maintenance on their plantings at the park on the first Weds of each month. PG&E volunteers have asked the city to participate in a work day. Staff is coordinating with them for assistance with this project. The City may wish to consider expanding this to allow other community members to join in and volunteer for “Working Wednesdays.” A work order is pending to install the astrolabe-sculpture in the center of the perennial garden.

The first two bench plaques have been completed and delivered. A work order is pending for installation. A third has been ordered. 11 tree plaques have been completed and are pending installation. A work order is pending for installation once staff identifies metal or cedar posts to be used.

Staff met Thursday, July 31, 2025, with Parker Stewart of the California Department of Parks and Recreation for a grant close-out walk-through (unfinished items will be closed out through photos rather than a second site visit). Throughout the coming months, staff will be working to complete the project’s grant requirements for a parcourse, interpretive signage, and EV charging station. Staff identified hydration station/drinking fountains and scheduled a budget request for the City Council August 5th. To expedite, the installation, staff is including installation costs to hire a contractor.

- **PG&E Resilience Grant** – Staff completed and submitted a grant application for kitchen (to bring it up to commercial standards) and related improvements at Utica Park in support of its use as a resilience center in January. The City did not receive the grant.
- **Permanent Local Housing Allocation (PLHA) program** –\$298,855 for affordable housing programs has been awarded and the grant agreement was executed in June. A request for proposals should be drafted in early August (delayed from July) to launch the program. Local agencies involved in housing will be eligible to apply for the funding.
- **Foundry Lane** – The decertification item (i.e., to allow access off SR 4) remains on the California Transportation Commission agenda for August 14-15, 2025 (in San Diego). In July 2025, the Council considered and allocated Traffic Impact Mitigation Fee funds towards the Foundry Lane encroachment payment due to complete the decertification.
- **Traffic Impact Mitigation Fees Update.** An RFP to update the City's Traffic Impact Mitigation Fee was released in July and closed July 31, 2025. An item to hire a qualified bidder is scheduled for the August 19, 2025, City Council meeting.
- **GIS** – Staff's goal is to complete formatting a City zoning map in June continues to be July/August.
- **All Hazards (Zoning Code Updates)** – The final code amendment (second reading) is scheduled for this project at the August 5th City Council meeting.
- **Pending Current Planning Projects:**
 - PG&E Murphys Grade Road Facility Site Development Permit** – completed and issued.
 - Cabinets and More Expansion** – An administrative site plan review is pending for expanding and renovating buildings at this business on Murphys Grade Road. The project includes a zero-foot setback request. Staff initiated a code amendment for the Industrial Zoning District based on the existing and planned width of Murphys Grade Road for the industrial district. With adoption of the code amendment, staff will proceed with processing and issuing the permit in early August.
 - Sign Code Update** – Staff received direction from Council at the May 20, 2025, Council meeting to update temporary sign provisions in the sign code and undertake a more extensive update of the sign code. A discussion was held by the Planning Commission on June 12, 2025. Staff originally scheduled a draft code amendment for Planning Commission consideration on July 10, 2025; but deferred the item to August 14, 2025, when a full slate of planning commissioners can be present (Council is scheduled to appoint two commissioners August 5, 2025).
 - Salons** – Staff took a proposed code amendment to the Planning Commission on June 12, 2025, to make salons a permitted use and/or an over-the-counter permit, rather than an administrative conditional use in conjunction with an amendment to the public nuisance codes relative to odors. The Planning Commission is recommending approval to the City Council. The first reading of the item will come before the Council August 19th.

Annexations/Municipal Services Review (MSR)

Planning Staff and the City Administrator met with the LAFCO Executive Director and reviewed the draft MSR. The MSR staff revisions were completed. An August 18th LAFCO workshop for the City MSR is scheduled with a September 15th public hearing to adopt the MSR. The City Planner and City Administrator met in July with Supervisor Folendorf and the County Administrative Officer to discuss proposed annexations. Staff anticipates bringing “clean up” annexations for the city to Council in early September (e.g., city-owned properties, adjacent properties).

- **Upcoming projects** – Requests for Proposals to certify the City’s Climate Action Plan were delayed and were to be prepared in June but have been delayed until early August.
- **Facilities Needs** – Staff anticipates gathering details on the approximate size facilities needed and discussing with Council potential locations for facilities in August/September.
- **Angels Creek Trail** – the Environmental Enhancement and Mitigation Program Grant to secure right-of-way connecting Greenhorn Creek Road to Finnegan Lane was submitted. The City Administrator, City Planner, and City Engineer met with Dewberry representatives to discuss trail status and next steps. The City Engineer will oversee the process.