

**COUNTY OF SACRAMENTO  
CALIFORNIA**

For the Agenda of:  
September 15, 2005  
9:30 A.M.

To: Board of Supervisors

From: Department of Neighborhood Services

Subject: Report Back On Estimated Costs To Establish An Arden Arcade/Carmichael  
Community Service Center

Contact: Victor Morrison-Vega, Director, 231-0038

**BACKGROUND:**

At the Final Budget Hearing on September 7, 2005, your Board requested a report back from the Department of Neighborhood Services (DNS) regarding costs to establish the Arden Arcade office into a community service center.

**DISCUSSION:**

The Arden Arcade/Carmichael communities are currently being served by one office at 2500 Marconi Avenue, Suite 100, in Sacramento with a second office to open in late September at the La Sierra Community Center, 5235 Engle Road in Carmichael. Each office will be staffed part-time by one Service Area Manager, one Senior Office Assistant and one student intern. With existing staffing, the Recommended 2005-06 Final Budget for the Arden Arcade/Carmichael communities, excluding Community Council costs, is \$353,818.

To provide a full-time community service center for Arden Arcade/Carmichael, it is estimated that there would be an additional cost of \$874,336 (see Attachment 1). This cost includes the need to relocate the two existing offices into one centrally located community service center and the need for additional staff. Using a model similar to the North Area Community Service Center, staffing needs would include representatives from Planning (one Planner III and one Code Enforcement Officer II), Transportation (one Associate Civil Engineer II); and Construction Management and Inspection Division (one Assistant Civil Engineer II). This staffing would enable the communities to access plan check services, acquire building permits, address Transportation issues and report code enforcement concerns.

Respectfully submitted,

APPROVED:

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VICTOR MORRISON-VEGA, Director  
Department of Neighborhood Services

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TERRY SCHUTTEN  
County Executive

By: \_\_\_\_\_  
Cheryl Creson, Administrator  
Municipal Services Agency