CALL REGULAR MEETING TO ORDER
1. Flag Salute
2. Roll Call: Council Members: Daniels, Middleton, Miller, Slowey, Bruins
3. Video Statement

APPROVAL OF AGENDA

PRESENTATIONS
4. Proclamation Of The City Of Citrus Heights Proclaiming October 2019 As Domestic Violence Awareness Month
5. Presentation By The Sacramento County Complete Count Committee – 2020 Census

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

PUBLIC COMMENT
Under Government Code Section 54954.3, members of the audience may address the Council on any item of interest to the public and within the Council's purview, or on any Agenda Item before or during the Council's consideration of the Item. 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.

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

6. SUBJECT: Approval Of Minutes
   RECOMMENDATION: Approve the Minutes of Special/Regular Meeting of Thursday, September 12, 2019 and September 26, 2019

PUBLIC HEARINGS
7. SUBJECT: Draft Allocation Of Federal 2020 Community Development Block Grant
(CDBG) Funds And Consideration Of The Draft 2020 – 2024 Consolidated Plan
STAFF REPORT: C. McDuffee / S. Cotter / N. Piva
RECOMMENDATION: Staff Recommends the City Council:

a. Hear Public Testimony on the 2020 Community Development Block Grant Fund Allocation and Action Plan; and

b. Continue Final Action Until the October 24, 2019 City Council Meeting

8. SUBJECT: Second Reading – Ordinance Amending Various Sections Of Chapter 18 Of The Citrus Heights Municipal Code Relating To Buildings And Building Regulations
STAFF REPORT: C. McDuffee / G. Anderson

REGULAR CALENDAR

9. SUBJECT: Sunrise Mall Specific Plan And EIR Award Of Contract
STAFF REPORT: C. McDuffee / C. Kempenaar / M. Huber
RECOMMENDATION: Adopt Resolution No. 2019-____; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute an Agreement for Professional Services with Gensler, to Provide Professional Services for the Sunrise Mall Specific Plan and Environmental Impact Report (EIR)

10. SUBJECT: City Council Handbook Amendments
STAFF REPORT: K. Cooley / A. Van
RECOMMENDATION: Approve Resolution No. 2019-____; A Resolution Approving Amendments to the City of Citrus Heights City Council Handbook

DEPARTMENT REPORTS

11. SUBJECT: Capital Improvement Projects Update
DEPARTMENT: General Services Department

12 SUBJECT: Proposed Memorial Bench For Sacramento County Deputy Mark Stasyuk
DEPARTMENT: Police Department

CITY MANAGER ITEMS

ITEMS REQUESTED BY COUNCIL MEMBERS / FUTURE AGENDA ITEMS

ADJOURNMENT
CITY OF CITRUS HEIGHTS
CITY COUNCIL
Regular Meeting of Thursday, October 10, 2019
City Hall Council Chambers
6360 Fountain Square Dr., Citrus Heights, CA
Regular Meeting 7:00 p.m.

PLEASE NOTE: The Council may take up any agenda item at any time, regardless of the order listed. Action may be taken on any item on the agenda. The City Council has established a procedure for addressing the Council. Speaker Identification Sheets are provided on the table inside the Council Chambers. If you wish to address the Council during the meeting, please complete a Speaker Identification Sheet and give it to the City Clerk. So that everyone who wishes may have an opportunity to speak, there is a five-minute maximum time limit when addressing the Council. Audio/Visual presentation material must be provided to the City Clerk’s Office at least 48 hours prior to the meeting.

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 at City Hall located at 6360 Fountain Square Drive, Citrus Heights during normal business hours. Email subscriptions of the agenda are available online by signing up with the City’s Notify Me service.

City Council meetings are televised live on Metro Cable 14, the government affairs channel on the Comcast, Consolidated Communications, and AT&T U-Verse cable systems and replayed on the following Monday at 9:00 a.m. Meetings are also webcast live at www.citrusheights.net.

The Agenda for this meeting of the City Council for the City of Citrus Heights was posted in the following listed sites before the close of business at 5:00 p.m. on the Friday preceding the meeting.

1. City of Citrus Heights, 6360 Fountain Square Drive, Citrus Heights, CA
2. Rusch Park Community Center, 7801 Auburn Boulevard, Citrus Heights, CA

If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk’s Office 916-725-2448, 6360 Fountain Square Drive at least 48 hours prior to the meeting. TDD: California Relay Service 7-1-1.

October 4, 2019

Amy Van, City Clerk
REGULAR MEETING
7:00 PM

CALL REGULAR MEETING TO ORDER

1. Flag Salute

2. Roll Call: Council Members: Daniels, Middleton, Miller, Slowey, Bruins

3. Video Statement

APPROVAL OF AGENDA

PRESENTATIONS

4. Proclamation of the City of Citrus Heights Proclaiming October 2019 as Domestic Violence Awareness Month

5. Presentation by the Sacramento County Complete Count Committee – 2020 Census

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

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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 Special/Regular Meeting of Thursday, September 12, 2019 and September 26, 2019
PUBLIC HEARING

7. **SUBJECT:** Draft Allocation of Federal 2020 Community Development Block Grant (CDBG) Funds and Consideration of the Draft 2020 – 2024 Consolidated Plan  
   **STAFF REPORT:** C. McDuffee / S. Cotter / N. Piva  
   **RECOMMENDATION:** Staff Recommends the City Council:

   a. Hear Public Testimony on the 2020 Community Development Block Grant Fund Allocation and Action Plan; and

   b. Continue Final Action Until the October 24, 2019 City Council Meeting

8. **SUBJECT:** Second Reading – Ordinance Amending Various Sections of Chapter 18 of the Citrus Heights Municipal Code Relating to Buildings and Building Regulations  
   **STAFF REPORT:** C. McDuffee / G. Anderson  
   **RECOMMENDATION:** Adopt Ordinance No. 2019-____; An Ordinance of the City of Citrus Heights Amending Chapter 18 of the Citrus Heights Municipal Code Relating to Buildings and Building Regulations and Adopting by Reference the 2019 California Administrative Code; California Building Code; California Residential Code; California Electrical Code; California Mechanical Code; California Plumbing Code; California Energy Code; California Green Building Standards Code; and California Existing Building Code

REGULAR CALENDAR

9. **SUBJECT:** Sunrise Mall Specific Plan and EIR Award of Contract  
   **STAFF REPORT:** C. McDuffee / C. Kempenaar / M. Huber  
   **RECOMMENDATION:** Adopt Resolution No. 2019-____; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute an Agreement for Professional Services with Gensler, to Provide Professional Services for the Sunrise Mall Specific Plan and Environmental Impact Report (EIR)

10. **SUBJECT:** City Council Handbook Amendments  
    **STAFF REPORT:** K. Cooley / A. Van  
    **RECOMMENDATION:** Approve Resolution No. 2019-____; A Resolution Approving Amendments to the City of Citrus Heights City Council Handbook

DEPARTMENT REPORTS

11. **SUBJECT:** Capital Improvement Projects Update  
    **DEPARTMENT:** General Services Department

12 **SUBJECT:** Proposed Memorial Bench for Sacramento County Deputy Mark Stasyuk  
    **DEPARTMENT:** Police Department

CITY MANAGER ITEMS
ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS

ADJOURNMENT
CALL SPECIAL MEETING TO ORDER

The special meeting was called to order at 5:30 p.m. by Mayor Bruins.

1. Roll Call: Council Members present: Daniels, Middleton, Miller, Slowey, Bruins
   Council Members absent: None
   Staff present: Blomquist, Boyd, Cooley, Hodgkins, Jones, Van, and department directors.

PUBLIC COMMENT

None

CLOSED SESSION

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
   Pursuant to Government Code Section 54956.8
   
a. Property: 5409 Mariposa Ave Citrus Heights, Ca 95621
      Agency Negotiator: City Manager Christopher W. Boyd
      Negotiating Parties: Harding
      Under Negotiation: Price and Terms of Payment
   
b. Property: 5415 Mariposa Ave Citrus Heights, Ca 95621
      Agency Negotiator: City Manager Christopher W. Boyd
      Negotiating Parties: Muradyan
      Under Negotiation: Price and Terms of Payment
   
c. Property: 5608 Mariposa Ave Citrus Heights, Ca 95621
      Agency Negotiator: City Manager Christopher W. Boyd
      Negotiating Parties: Dubinetsky
      Under Negotiation: Price and Terms of Payment

There was no reportable action from closed session.

STUDY SESSION

3. Review of Draft Governance Principles in Light of Upcoming Change to District-Based Elections

Assistant to the City Manager Cooley highlighted strategies by which the council can sustain cohesive governance given that future council members will be elected by district, rather than at large. She provided a report on research found from other cities that are district based, potential risks, and opportunities. The four governance principles for Council consideration are: 1) as a team,
create and judiciously execute, citywide strategic goals; 2) data-driven resource allocation; 3) prioritize customer service; and 4) honor the roles of Council / City Manager form of government.

Council participated in a group discussion on how Planning Commission and advisory body appointments are selected, council appointments to committees and boards, speaking engagements within districts, and neighborhood associations and districts. By consensus the City Council agreed to maintain the current process for Planning Commission and advisory body appointments and council appointments to committees and boards. Council also agreed that the Mayor would continue to field speaking engagement and if he or she is unavailable the Vice Mayor or Council Member would fulfill the speaking engagement. The next steps is that staff will update the Council Handbook and inform residents of the changes.

**ADJOURNMENT**

Mayor Bruins adjourned the special meeting at 6:20 p.m.

**CALL REGULAR MEETING TO ORDER**

The regular meeting was called to order at 7:00 p.m. by Mayor Bruins.

1. The Flag Salute was led by Mayor Bruins.

2. Roll Call: Council Members present: Daniels, Middleton, Miller, Slowey, Bruins Council Members absent: None Staff present: Boyd, Bermudez, Cooley, Cotter, Jones, Van and department directors.

3. The video statement was read by City Clerk Van.

**APPROVAL OF AGENDA**

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

  AYES: Daniels, Middleton, Miller, Slowey, Bruins
  NOES: None
  ABSENT: None

**PRESENTATIONS**

4. Proclamation Recognizing William “Bill” Heiser

Council Member Miller read and presented a proclamation to the Heiser family, recognizing William “Bill” Heiser.

**COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES**
Council Member Middleton attended the 9/11 Ceremony at the Sylvan Cemetery.

Council Member Miller attended the Regional Transit Board meeting, the Citrus Heights Chamber of Commerce Luncheon, and the Quality of Life Committee meeting. He also attended the Fellowship Chamber Regional Quarterly meeting and the Sacramento Transportation Authority Board meeting.

Council Member Daniels attended Coffee with a Cop, hosted by the Citrus Heights Police Department, and the grand opening for Yippie’s Playcenter.

Vice Mayor Slowey provided a report from the Education 2x2 meeting. He announced the Sunrise MarketPlace Fall Fest will be held on September 21 and that Sunday FunDay will be held on September 22. He also highlighted the Veteran’s Community Center Yard Sale on September 27-28. He encouraged residents to attend the San Juan Unified School District’s Meet Your Citrus Heights Schools event on November 13.

Mayor Bruins provided an update from the Sacramento Regional County Sanitation District Board meeting and the Sunrise MarketPlace Board meeting. She attended the Sacramento Area Council of Governments Board meeting and highlighted the Mesa Verde Public Safety Pathway Program.

**PUBLIC COMMENT**

David Warren expressed concerns with the homeless population within the community. He suggested placing used FEMA trailers on the developed lots on Sayonara Drive to provide housing for homeless families.

Tonya expressed her frustration with how the Citrus Heights Police Department handled a situation.

Mayor Bruins referred her to speak with a member of the Citrus Heights Police Department regarding her concerns.

**CONSENT CALENDAR**

5. **SUBJECT:** Approval of Minutes  
   **RECOMMENDATION:** Approve the Minutes of the Regular Meeting of Thursday, August 8, 2019

6. **SUBJECT:** Second Reading – Affordable Housing Zoning Code Update  
   **STAFF REPORT:** C. McDuffee / C. Kempenaar / A. Bermudez  
   **RECOMMENDATION:** Adopt Ordinance No. 2019-004; An Ordinance of the City of Citrus Heights to Amend Chapter 106.32 of the Zoning Code in Regard to Affordable Housing Incentives

7. **SUBJECT:** 2019 Residential Resurfacing Project - City PN 22-19-001 Award of Contract  
   **STAFF REPORT:** S. Hodgkins  
   **RECOMMENDATION:** Adopt Resolution No. 2019-081; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute
an Agreement with Central Valley Engineering & Asphalt for the 2019 Residential Street Resurfacing Project

**ACTION:** On a motion by Council Member Miller, seconded by Vice Mayor Slowey, the City Council approved Consent Calendar Items 5, 6, and 7.

**AYES:** Daniels, Middleton, Miller, Slowey, Bruins

**NOES:** None

**ABSENT:** None

**PUBLIC HEARING**

8. **SUBJECT:** 6916 Sunrise Boulevard – Easter’s Catholic Bookstore & Gifts Request for Letter of Public Convenience and Necessity (PCN19-02)

**STAFF REPORT:** C. McDuffee / C. Kempenaar / A. Bermudez

**RECOMMENDATION:** Staff Recommends Approval of the Letter of Public Convenience and Necessity for the Type 20 Alcohol License at 6916 Sunrise Boulevard

Associate Planner Bermudez reported that the city has received a request from Easter’s Catholic Bookstore & Gifts located at 6916 Sunrise Boulevard to sell altar wine to parishes and churches. Letters of Public Convenience and Necessity are required when an establishment proposes to sell alcohol at their facility when an area is deemed over concentrated. She provided an overview of the request.

Mayor Bruins opened the public hearing at 7:39 p.m.

The applicant Denise Kramer urged the City Council to approve the letter of public convenience and necessity.

Mayor Bruins closed the public hearing at 7:45 p.m.

**ACTION:** On a motion by Council Member Miller, seconded by Council Member Middleton, the City Council approved the Letter of Public Convenience and Necessity for the Type 20 Alcohol License at 6916 Sunrise Boulevard.

**AYES:** Daniels, Middleton, Miller, Slowey, Bruins

**NOES:** None

**ABSENT:** None

9. **SUBJECT:** Designation of Voting Delegate and Alternate(s) for the League of California Cities Annual Conference

**STAFF REPORT:** A. Van

**RECOMMENDATION:** Staff Recommends that the City Council Make a Motion to Designate a Voting Delegate and Alternate(s) to Participate at the Annual Business Meeting on October 18, 2019 During the League of California Cities Annual Conference
City Clerk Van stated that the League of California Cities Annual Conference is scheduled for October 16 – 18, 2019, in Long Beach. The Annual Business Meeting is scheduled for 12:30 p.m., Friday, October 18. At this meeting, the League membership considers and takes action on resolutions that establish League policy. In order to vote at the Annual Business Meeting, the City Council must designate a voting delegate and may appoint up to two alternate voting delegates.

**ACTION:** On a motion by Mayor Bruins, seconded by Vice Mayor Miller, the City Council designated Council Member Middleton as the voting delegate, and Council Members Daniels and Miller as alternates, to participate at the Annual Business Meeting during the League of California Cities Annual Conference.

AYES: Daniels, Middleton, Miller, Slowey, Bruins
NOES: None
ABSENT: None

**DEPARTMENT REPORTS**

10. **SUBJECT:** 2020 – 2024 Consolidated Plan Update  
**DEPARTMENT:** Community Development Department

Housing and Human Services Program Coordinator Cotter provided an overview of the process and timeline to develop the five year Consolidated Plan for the Community Development Block Grant Program.

11. **SUBJECT:** Review and Give Direction on Proposed Resolutions to be Presented at the 2019 League of California Cities Annual Conference  
**DEPARTMENT:** City Manager’s Office

Assistant to the City Manager Cooley reviewed the resolutions being put forth at the League of California Cities Annual Conference Business Meeting.

Council comments followed.

**CITY MANAGER ITEMS**

City Manager Boyd announced recent staff promotions, which include Colleen McDuffee as Community Development Director, Casey Kempenaar as Planning Manager, Meghan Huber as Economic Development & Communications Manager, and Haley Reid as Management Analyst.

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

Council Member Daniels requested Council consider placing temporary transitional housing for homeless families on city-owned property. He encouraged local churches to get involved and attend the Winter Sanctuary meeting to be held on September 26 at Holy Family Church. He expressed concerns with misplaced shopping carts throughout the city. He also requested Council to reexamine the camping ordinance and add a restriction of no camping within one hundred feet of residential areas, commercial areas, or waterways.
Vice Mayor Slowey recommended Council Member Daniels’ concerns be addressed at the city’s Strategic Planning Retreat. Mayor Bruins requested homeless statistics and data be presented at the retreat.

**ADJOURNMENT**

Mayor Bruins adjourned the regular meeting at 8:07 p.m.

Respectfully submitted,

__________________________
Amy Van, City Clerk
CALL SPECIAL MEETING TO ORDER

The special meeting was called to order at 6:30 p.m. by Mayor Bruins.

1. Roll Call: Council Members present: Daniels, Middleton, Miller, Bruins
   Council Members absent: Slowey
   Staff present: Boyd, Jones, Rivera, Van and department directors.

PUBLIC COMMENT

None

CLOSED SESSION

2. CONFERENCE WITH LABOR NEGOTIATORS
   Pursuant to Government Code Section 54957.6
   Agency Designated Representative: Christopher W. Boyd, City Manager
   Employee Organizations: Citrus Heights Police Officers Association; Citrus Heights Police
   Employees Association; and Unrepresented Employees (All)

There was no reportable action from closed session.

ADJOURNMENT

Mayor Bruins adjourned the special meeting at 6:50 p.m.

CALL REGULAR MEETING TO ORDER

The regular meeting was called to order at 7:00 p.m. by Mayor Bruins.

1. The Flag Salute was led by Mayor Bruins.

2. Roll Call: Council Members present: Daniels, Middleton, Miller, Bruins
   Council Members absent: Slowey
   Staff present: Anderson, Baldwin, Kissam, Boyd, Jones, Turcotte, Van and department directors.

3. The video statement was read by City Clerk Van.

APPROVAL OF AGENDA
ACTION: On a motion by Council Member Miller, seconded by Council Member Middleton, the City Council approved the agenda.

AYES: Daniels, Middleton, Miller, Bruins
NOES: None
ABSENT: Slowey

PRESENTATIONS

4. Presentation by the Sacramento-Yolo Mosquito & Vector Control District

Gary Goodman with the Sacramento-Yolo Mosquito & Vector Control District announced that there has been a detection of the invasive mosquito species Aedes aegypti, commonly known as the yellow fever mosquito, in Citrus Heights on August 29, 2019. These mosquitoes pose a significant health threat because they can transmit deadly viruses including Zika, dengue fever and chikungunya. The District is conducting ground treatments in neighborhoods along the northern Sacramento and Placer County line. In addition, extensive surveillance efforts will continue by placing traps specifically meant to collect and detect these specific mosquitoes. Field staff will continue with door-to-door inspections looking for breeding sources and conducting appropriate treatments as necessary in residential areas. Public cooperation is critical in detecting and controlling the spread of these mosquitoes. Residents experiencing mosquito bites during the day should report them immediately by calling 1-800-429-1022 or requesting service at www.FIGHTtheBITE.net Invasive mosquitoes lay their eggs in small back yard containers such as dishes under plants, tin cans, tires, bird baths, pet dishes or fountains. Residents are urged to inspect their yards daily and drain even very small amounts of water.

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

Council Member Daniels attended Sunday Funday and the Sunrise MarketPlace Fall Fest. He provided an update from the Sacramento Metropolitan Air Quality Management District Board meeting.

Council Member Middleton attended the Russian American Business & Career Exposition.

Council Member Miller attended the United We Stand Breakfast and the San Juan vs. Mesa High School football game. He provided an update from the Regional Transit Board meeting and the Capitol Corridor Joint Powers Authority Board meeting. He also participated in a ride-along with the Citrus Heights Police Department.

Mayor Bruins participated in a business visit to Carrington College.

PUBLIC COMMENT

None

CONSENT CALENDAR
5. **SUBJECT:** Resolution Authorizing SB 2 Planning Grant Application  
   **STAFF REPORT:** C. McDuffee / C. Kempenaar / M. Huber  
   **RECOMMENDATION:** Adopt Resolution No. 2019-082; A Resolution of the City Council of the City of Citrus Heights, Authorizing Application for, and Receipt of, SB 2 Planning Grants Program Funds

6. **SUBJECT:** 2019 Pavement Management System Update – City PN 10-19-001 Award of Contract to NCE  
   **STAFF REPORT:** S. Hodgkins / R. Cave  
   **RECOMMENDATION:** Adopt Resolution No. 2019-083; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute an Agreement with NCE for the 2019 Pavement Management System

7. **SUBJECT:** Adopt Chapter 10 “Consultant Selection” of the Caltrans Local Assistance Procedure Manual  
   **STAFF REPORT:** S. Hodgkins / L. Blomquist  
   **RECOMMENDATION:** Adopt Resolution No. 2019-085; A Resolution of the City Council of the City of Citrus Heights, California, Adopting Chapter 10 of the Caltrans Local Assistance Procedures Manual, Entitled “Consultant Selection,” as the Process for Selecting Architectural and Engineering Consultants Related to Grant Funded Transportation Projects

8. **SUBJECT:** Update to Purchasing Policy  
   **STAFF REPORT:** R. Rivera  
   **RECOMMENDATION:** Adopt Resolution No. 2019-084; A Resolution of the City Council of the City of Citrus Heights, California, Adopting an Updated Purchasing Policy

**ACTION:** On a motion by Council Member Middleton, seconded by Council Member Miller, the City Council adopted Consent Calendar Items 5, 6, 7, and 8.  
   **AYES:** Daniels, Middleton, Miller, Bruins  
   **NOES:** None  
   **ABSENT:** Slowey

**PUBLIC HEARING**

None

**REGULAR CALENDAR**

9. **SUBJECT:** Amending Various Sections of Chapter 18 of the Citrus Heights Municipal Code Relating to Buildings and Building Regulations  
   **STAFF REPORT:** C. McDuffee / G. Anderson  
   **RECOMMENDATION:** Introduce for a First Reading, read by title only and waive the full reading of Ordinance No. 2019-005; An Ordinance of the City of Citrus Heights amending Chapter 18 of the Citrus Heights Municipal Code Relating to Buildings and Building Regulations and Adopting by Reference the 2019 California Administrative Code; California Building Code; California Residential Code; California Electrical Code;
Chief Building Official Anderson stated that every three years the California Building Standards Commission publishes the California Code of Regulations, Title 24. January 1, 2020, is the statewide effective date established by the California Building Standards Commission for the implementation of the 2019 California Building Standards Code.

Council comments and questions followed.

**ACTION:** On a motion by Council Member Daniels, seconded by Council Member Miller, the City Council introduced for a First Reading, read by title only and waived the full reading of Ordinance No. 2019-005: An Ordinance of the City of Citrus Heights amending Chapter 18 of the Citrus Heights Municipal Code Relating to Buildings and Building Regulations and Adopting by Reference the 2019 California Administrative Code; California Building Code; California Residential Code; California Electrical Code; California Mechanical Code; California Plumbing Code; California Energy Code; California Green Building Standards Code; and California Existing Building Code.

**AYES:** Daniels, Middleton, Miller, Bruins

**NOES:** None

**ABSENT:** Slowey

**DEPARTMENT REPORTS**

10. **SUBJECT:** Introduction of Citrus Heights Police Department K-9 Unit

Sergeant Kissam introduced the Citrus Heights Police Department K-9 Team. The team consists of four patrol dogs, their handlers, and one detective dog. He also introduced Renate Saylors who helped purchase the newest K-9, Flint-Rex.

Renate Saylors presented a token of appreciation to Officer Todd Ross.

Patrol Services Division Commander Turcotte provided a report on the 2019 Citrus Heights Police Department homeless statistics. Every year the Police Department does a census count on the current homeless within the city. In April 2019, the homeless count was 163 people, of those 135 people were able to get housed with help from the Citrus Heights Navigator. Currently there are 131 homeless actively working with the Navigator, of those are 53 singles, 15 couples, and 12 families. From 2017 to 2019, there has been a 76% reduction in the homeless population throughout the city.

**CITY MANAGER ITEMS**

None

**ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS**
Mayor Bruins announced that it takes the support of two council members to add an item to a future agenda and support from three council members to direct staff to work on an item.

Council Member Daniels made a motion to add the following items to a future agenda for discussion: 1) place temporary transitional housing consisting of FEMA like trailers designed for occupancy by homeless families for a specific time period on city owned land off Sayonara Drive; 2) consider adding additional restrictions to the city’s camping ordinance; 3) authority to remove any camp site immediately upon finding the site to be a danger to public health and safety.

The motion failed for a lack of a second.

**ADJOURNMENT**

Mayor Bruins adjourned the regular meeting at 7:58 p.m.

Respectfully submitted,

__________________________
Amy Van, City Clerk
DATE: October 10, 2019

TO: Mayor and City Council Members
    Christopher W. Boyd, City Manager

FROM: Colleen McDuffee, Community Development Director
      Stephanie Cotter, Housing and Human Services Program Coordinator
      Nicole Piva, Housing and Grants Program Technician

SUBJECT: Draft Allocation of Federal 2020 Community Development Block Grant (CDBG) Funds and Consideration of the Draft 2020 – 2024 Consolidated Plan

Summary and Recommendation

Staff recommends the City Council:

1. Hear public testimony on the 2020 Community Development Block Grant Fund Allocation and Action Plan; and
2. Continue final action until the October 24, 2019 City Council meeting.

The City Council’s Quality of Life Committee met on September 11, 2019, and developed recommendations to allocate the city’s 2020 CDBG funding. Staff has prepared the 2019 Action Plan to reflect the committee’s recommendations; Staff can make changes to reflect the Council’s majority decision. Staff has also prepared a draft 2020-2024 Consolidated Plan, which is the document that guides spending of the city’s CDBG funding for the next five years. A project’s inclusion in the plan indicates priorities for the funding, but does not guarantee the completion of any given project.

Final discussion and consideration of the plans will be continued to the October 24th City Council meeting to allow for the federally-required public review period.

Fiscal Impact

CDBG funds are federal grant funds from the U.S. Department of Housing and Urban Development (HUD). The CDBG program allows for the city to be reimbursed for costs associated with administering the grant. There is no anticipated impact on the city’s General Fund associated with this action.
Background and Analysis

In January 2000, the City of Citrus Heights became an entitlement community under the federal CDBG Program. As an entitlement community, the city receives federal CDBG funds directly from HUD according to a fixed formula. In 2019, Citrus Heights was awarded $646,202 in CDBG entitlement funds.

The federal allocation for 2020 CDBG funds has yet to be determined by the U.S. Congress at the time of this report. In 2020, the city anticipates receiving $600,000 in CDBG funds. In addition, the city anticipates receiving approximately $50,000 in loan repayments.

Available Funds

Based on the estimated 2020 CDBG award of $600,000, the city will distribute available funding as follows:

<table>
<thead>
<tr>
<th>Estimated 2020 CDBG Entitlement Award</th>
<th>600,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available for public services (15%)</td>
<td>90,000</td>
</tr>
<tr>
<td>Available for administration (20%)</td>
<td>120,000</td>
</tr>
<tr>
<td>Available for capital/housing activities</td>
<td>390,000</td>
</tr>
</tbody>
</table>

In addition to the estimated 2020 award, the city also anticipates receiving about $50,000 program income from loan repayments. The city allocates loan repayments to the city’s Revolving Loan Fund to fund the city’s housing preservation programs. In addition, consistent with CDBG guidelines, the city allocates 20 percent of program income to general planning and administration activities.

Public Service Proposals

In response to a Request for Proposals, the city received eight applications from outside agencies for public service projects using CDBG funds. The total request equals $146,405; the total amount available is $90,000. The public service project applications are on file and staff can provide copies upon request.

Summary of 2020 CDBG Public Service Applications

<table>
<thead>
<tr>
<th>Public Service Agency</th>
<th>Service</th>
<th>Amount Requested (CDBG)</th>
<th>General Fund Received FY 19/20</th>
</tr>
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<tbody>
<tr>
<td><strong>New Funding Requests</strong></td>
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<td></td>
</tr>
<tr>
<td>About Kidz</td>
<td>After-School Tutoring Program</td>
<td>30,000</td>
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</table>
Summary of 2020 CDBG Public Service Applications (Continued)

<table>
<thead>
<tr>
<th>Public Service Agency</th>
<th>Service</th>
<th>Amount Requested (CDBG)</th>
<th>General Fund Received FY 19/20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Currently Funded Agencies</strong></td>
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<td></td>
</tr>
<tr>
<td>Campus Life Connection</td>
<td>Sayonara After-School Program</td>
<td>15,000</td>
<td>11,000</td>
</tr>
<tr>
<td>Crossroads Diversified Services</td>
<td>Youth Employment Readiness Program</td>
<td>12,265</td>
<td>--</td>
</tr>
<tr>
<td>Meals on Wheels</td>
<td>Senior Nutrition Program</td>
<td>16,000</td>
<td>82,000</td>
</tr>
<tr>
<td>Sacramento Self-Help Housing</td>
<td>Housing Counseling &amp; Navigator Program</td>
<td>16,000</td>
<td>35,400</td>
</tr>
<tr>
<td>Sacramento Self-Help Housing</td>
<td>Renters Helpline Program</td>
<td>21,140</td>
<td>--</td>
</tr>
<tr>
<td>Sunrise Christian Food Ministry</td>
<td>Emergency Food Program</td>
<td>16,000</td>
<td>5,715</td>
</tr>
<tr>
<td>W.E.A.V.E.</td>
<td>Violence Reduction Team</td>
<td>20,000</td>
<td>--</td>
</tr>
<tr>
<td><strong>Total Requests</strong></td>
<td></td>
<td><strong>$146,405</strong></td>
<td><strong>$134,115</strong></td>
</tr>
</tbody>
</table>

Funding Recommendations

Based on the available funding and Quality of Life Committee direction, the following table outlines the draft 2020 CDBG allocations:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Quality of Life Committee Recommended Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public Services</strong></td>
<td></td>
</tr>
<tr>
<td>About Kidz</td>
<td>--</td>
</tr>
<tr>
<td>Campus Life Connection</td>
<td>14,430</td>
</tr>
<tr>
<td>Crossroads Diversified Services</td>
<td>--</td>
</tr>
<tr>
<td>Meals on Wheels</td>
<td>14,000</td>
</tr>
<tr>
<td>Sacramento Self-Help Housing Housing Counseling &amp; Navigator</td>
<td>16,000</td>
</tr>
<tr>
<td>Sacramento Self-Help Housing Renter’s Helpline</td>
<td>21,140</td>
</tr>
<tr>
<td>Sunrise Christian Food Ministry</td>
<td>14,430</td>
</tr>
<tr>
<td>W.E.A.V.E.</td>
<td>10,000</td>
</tr>
<tr>
<td><strong>Total Public Services</strong></td>
<td><strong>$90,000</strong></td>
</tr>
</tbody>
</table>
Staff has drafted the 2020 Action Plan to reflect the recommendations; however, changes may be made to reflect Council’s majority direction.

**Capital/Housing Projects**

If approved, the city will use the remainder of the 2020 CDBG allocation, an estimated $390,000, to fund park improvements ($200,000) and housing preservation programs ($190,000). The city will work in partnership with the Sunrise Recreation and Park District (SRPD) to identify and select locations within the city for the CDBG park improvements. Staff recommends allocating the remaining $190,000 to the city’s Housing Preservation Program for grants and loans to low-income homeowners.

<table>
<thead>
<tr>
<th>Park and Public Facility Improvements</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRPD Park Improvements</td>
<td>200,000</td>
</tr>
<tr>
<td>Total</td>
<td>$200,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Housing Preservation Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Repair Loans</td>
<td>190,000</td>
</tr>
<tr>
<td>Total</td>
<td>$190,000</td>
</tr>
</tbody>
</table>

**Attachments**

1. 2020-2024 CDBG Consolidated Plan
2. 2020 Public Service Application Summary
2020-2024 Consolidated Plan for the City of Citrus Heights

Executive Summary

ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Consolidated Plan is required by the U.S. Department of Housing and Urban Development (HUD) in order for local jurisdictions to receive federal housing and community development funds under the Community Development Block Grant (CDBG) program. The overall goal of the CDBG program is to develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities.

The Consolidated Plan serves the following functions:

- A planning document for the City of Citrus Heights, which builds on a participatory process;
- An application for federal funds under HUD’s CDBG formula grants program;
- A strategy to be followed in carrying out HUD’s programs; and
- An allocation of funds to specific projects for the first program year of the Consolidated Plan.

Consolidated Plan Timeframe

The 2020-2024 Consolidated Plan covers the five-year timeframe from January 1, 2020 to December 31, 2024. During this timeframe, the city anticipates receiving only CDBG funding directly from HUD and HOME funding through the city’s consortium partnership with the Sacramento Housing and Redevelopment Agency (SHRA).

Consolidated Plan Format

In order to standardize the preparation of the Consolidated Plan across all grantees, HUD developed a tool in the Integrated Disbursement and Information System (IDIS), which is the system in which projects and funding are tracked. The Consolidated Plan tool provides data from HUD-selected sources, primarily the 2011-2015 American Community Survey (ACS) dataset. Newer data has been included wherever possible to ensure the longevity of the city’s 2020-2024 Consolidated Plan. The tool consists of a question-and-answer format with limited opportunities for customization. In some cases, the questions are targeted toward grantees receiving other HUD funding sources, such as HOME, Emergency Shelter Grant (ESG), and Housing Opportunities for People with AIDS (HOPWA).
Income Definitions

The primary focus of the CDBG program is assisting low-income households. Throughout this document, there are several references to various income levels:

- Extremely low-income households are those earning at or below 30% of the area median income.
- Very low-income households are those earning 31% to 50% of the area median income.
- Low-income households are those earning 51% to 80% of the area median income.
- Moderate-income households are those earning between 81% and 100% of the area median income.
- Above-moderate income households are those earning 101% of the area median income and over.

The maximum income for each category is defined by HUD on an annual basis, and is adjusted based on household size. The 2019 HUD income limits by household size for the Sacramento—Roseville--Arden-Arcade, CA HUD Metro FMR Area are listed in the table below. The 2019 HUD median family income for the Citrus Heights area is $83,600.

2019 HUD Income Limits for Selected Household Sizes

<table>
<thead>
<tr>
<th>Income Level</th>
<th>One person</th>
<th>Two persons</th>
<th>Three Persons</th>
<th>Four Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extremely low-income</td>
<td>17,600</td>
<td>20,100</td>
<td>22,600</td>
<td>25,750</td>
</tr>
<tr>
<td>Very low-income</td>
<td>29,300</td>
<td>33,450</td>
<td>37,650</td>
<td>41,800</td>
</tr>
<tr>
<td>Low-income</td>
<td>46,850</td>
<td>53,550</td>
<td>60,250</td>
<td>66,900</td>
</tr>
</tbody>
</table>

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The Needs Assessment identified several target populations:

- Extremely low-income and very low-income individuals and households;
- Homeless persons;
- Seniors; and
- Youth.

The Needs Assessment also identified several types of projects that are needed in the Citrus Heights community:
3. **Evaluation of past performance**

The city evaluated its past performance as part of setting the goals and strategies associated with this Consolidated Plan. The city successfully completed the following projects during the 2015-2019 Consolidated Plan period:

- Highland Avenue Accessibility Project;
- $1.3 million in accessibility improvements;
- $1.2 million in health and safety repairs for low-income homeowners; and
- 30 mobilehome health and safety repair loans/grants to low-income mobilehome homeowners.

The city typically devotes the full 15% allowed to public services, serving thousands of households with a range of services, from meals to housing counseling. Many households have come to depend on these services. The city plans to continue to devote the maximum allowable funding to public services, and to supplement it with General Fund monies.

4. **Summary of citizen participation process and consultation process**

The city offered several opportunities for participation and comment throughout the development of the Consolidated Plan consistent with the city’s Citizen Participation Plan. Outreach included traditional local newspaper announcements for public meetings and hearings as well as publication on the city’s website. The city also included an online survey and promoted the public meetings and survey through social media platforms such as Twitter, Facebook, and Next Door. The city developed a second online survey to collect feedback from stakeholders. The city hosted a public meeting on August 28 at the Sayonara Neighborhood Center to gather input on current needs and priorities. City staff provided a report to the City Council on September 12 on the status of the Consolidated Plan development and to obtain feedback from the City Council, which was televised. On September 13, city staff held a brainstorming session at the monthly Collaborative meeting to gather input on current needs and priorities from local non-profits, health care providers, and local government agency representatives. In addition, the city posted the draft plan in advance of a 30-day public review and comment period beginning September 26. The plan will be reviewed at public hearings on October 10 and October 24.

5. **Summary of public comments**

Feedback received through the outreach efforts, such as meetings with nonprofits, service providers, and online survey responses, is incorporated into the Process and Needs Assessment sections and, to a lesser degree, the Market Analysis section. Comments received at the two
public hearings for this plan will be incorporated into the plan and included in the final submission to HUD.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments to date have been accepted.

7. Summary

Based on the needs assessment, market analysis, and consultations with the community and stakeholders, the following are the selected key community needs for the Consolidated Plan:

- Build healthy communities;
- Improve public infrastructure;
- Enhance accessibility;
- Improve public services for priority populations;
- Improve housing access and affordability; and
- Expand economic opportunities.

These priorities align closely with three of the city Council’s five goals: “diversify for a changing economy,” “improve community vibrancy and engagement,” and “improve streets and infrastructure.”

Within those priorities, the city identified eight main goals:

- Foster affordable housing
- Provide services for people experiencing homelessness
- Provide services for seniors and youth
- Provide additional public services responsive to current public needs
- Improve accessibility
- Construct/upgrade public facilities
- Effectively administer CDBG program to benefit the Citrus Heights community
- Affirmatively further fair housing

To address these goals, the city plans to fund the construction of affordable housing on Sayonara Drive, provide loans to homeowners for health and safety repairs, support nonprofits offering a wide-range of social services, provide services to those experiencing homelessness, assist with accessibility and other improvements to public facilities. Other types of projects may be considered as needed throughout the Consolidated Plan timeframe. The city anticipates funding activities using a variety of sources, including CDBG, HOME, General Fund, and grants received by the City. The city will work with local and regional nonprofits, as well as affordable housing developers, to implement many of the activities.
The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

<table>
<thead>
<tr>
<th>CDBG Administrator</th>
<th>CITRUS HEIGHTS</th>
<th>Community Development Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME Administrator</td>
<td>CITRUS HEIGHTS</td>
<td>SHRA</td>
</tr>
</tbody>
</table>

Table 1 – Responsible Agencies

Narrative

The City of Citrus Heights Housing and Grants Division, within the Community Development Department, serves as the lead agency for the Consolidated Plan and the administration of CDBG, HOME, and other housing and community development funds. Within the Housing and Grants Division, the Housing and Human Services Program Coordinator oversees the administration of the CDBG program. The Grants and Housing Technician assists in administering the CDBG program.

For the receipt of HOME funds, Citrus Heights is in a consortium with Sacramento County, City of Sacramento, and the City of Rancho Cordova. The Sacramento Housing and Redevelopment Agency (SHRA) is the lead agency in the city’s HOME consortium.

Consolidated Plan Public Contact Information

City of Citrus Heights
Attn: Stephanie Cotter
6360 Fountain Square Drive
Citrus Heights, CA 95621
(916) 727-4768
scotter@citrusheights.net
www.citrusheights.net
PR-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

In preparing the Consolidated Plan, the City of Citrus Heights consulted with a number of local service providers and public agencies to identify local needs and evaluation opportunities for partnership and improved coordination. The city also participated in an extensive public outreach campaign to assess community needs and priorities. The following sections will discuss the consultation process, the public comment process, and the planned coordination efforts for the next five-year Consolidated Plan cycle.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Sacramento Steps Forward is the nonprofit group that manages the regional Continuum of Care. The city cooperates with Sacramento Steps Forward whenever possible, including serving on the Continuum of Care Advisory board, participating in the Funders Collaborative, prompt response to requests for data, and ongoing participation in the Continuum of Care discussions.

The city’s Housing and Human Services Program Coordinator maintains a seat on the Continuum of Care Advisory Board and actively participates in regional coordination through the Funder’s Collaborative.

The city supports the Citrus Heights Homeless Assistance Response Team (HART) and its efforts, including the Winter Sanctuary, Student Connect, a resource fair for students and families in transition, the Veterans Stand Down, and other events throughout the year.

The city’s Homeless Navigator provides outreach and services for people experiencing homelessness. The city’s Homeless Navigator also provides housing counseling services to those at-risk of homelessness. Additionally, Meals on Wheels and the Sunrise Christian Food Ministry provide emergency food services to those at-risk of homelessness and those currently experiencing homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction’s area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS.
Sacramento Steps Forward administers the Homeless Information Management System (HMIS) as well as the available Emergency Shelter Grant (ESG) funds for the Sacramento region. The city participates in improving the HMIS system through the Continuum of Care Advisory Board. The city is working to become more involved in the allocation of ESG funds through the regional Funders Collaborative.

2. **Describe Agencies, groups, organizations, and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities**

<table>
<thead>
<tr>
<th>1</th>
<th>Agency/Group/Organization</th>
<th>Citrus Heights Collaborative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Other government - Local Civic Leaders</td>
<td></td>
</tr>
</tbody>
</table>
| How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination? | The Citrus Heights Collaborative is an informal network of community members representing government agencies, non-profits, religious institutions, businesses, and neighborhood groups. Specifically, the group is comprised of local government, non-profits, and community members, fraternal and faith-based organizations. City staff held a work session at the Collaborative meeting on September 12, 2019 Collaborative meeting to obtain stakeholder feedback.

A total of 21 stakeholders attended the Collaborative work session, including:

**Citrus Heights Staff**
Colleen McDuffee, Community Development Director, Community Development Department
Mary Poole, Operations Manager, General Services Department

**Organizations**
San Juan Unified School District, Natalia Aguirre, Elizabeth Thomas, Christina Sparks, Mariela Silva, Debbie Chiguina-Ownes
Aetna Better Health - Merrett Sheridan, Martin Gonzales
CH Resident (Antelope Neighborhood) – Ken Horner
Sylvan Middle School Neighborhood Liaison – April Jacek
Sunrise R.P.D (Parks) - Becky Henz
The Glass Slipper – Jackie Guzman
Sayonara Center – Julie Habeeb
Crossroads – Matthew Rorario, Maihina Lee

Stakeholders from the Collaborative noted the clients they serve have a need for increased access to |
<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Sunrise Recreation and Park District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-Children</td>
</tr>
<tr>
<td></td>
<td>Services-Elderly Persons</td>
</tr>
<tr>
<td></td>
<td>Services-Persons with Disabilities</td>
</tr>
<tr>
<td></td>
<td>Services-homeless</td>
</tr>
<tr>
<td></td>
<td>Other government - Local</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Homelessness Strategy</td>
</tr>
<tr>
<td></td>
<td>Homeless Needs - Chronically homeless</td>
</tr>
<tr>
<td></td>
<td>Homeless Needs - Families with children</td>
</tr>
<tr>
<td></td>
<td>Homelessness Needs - Veterans</td>
</tr>
<tr>
<td></td>
<td>Homelessness Needs - Unaccompanied youth</td>
</tr>
<tr>
<td></td>
<td>Non-Homeless Special Needs</td>
</tr>
<tr>
<td>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>The Sunrise Recreation and Park District (SRPD) participated via the city’s online stakeholder survey and at the September 13 Collaborative meeting. SRPD staff noted a lack of funding as a factor that impacts its ability to provide services to the Citrus Heights community. SRPD staff also stated generally how the homeless population continues to grow and parks are being heavily impacted by transient and drug activity. SRPD also noted a need to get the word out about available services and programs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>About Kidz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-Children</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Non-Homeless Special Needs</td>
</tr>
<tr>
<td>Agency/Group/Organization</td>
<td>SACRAMENTO SELF-HELP HOUSING</td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-Children, Services-Elderly Persons, Services-Persons with Disabilities, Services-homeless</td>
</tr>
<tr>
<td>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Sacramento Self-Help Housing (SSHH) provides housing counseling and homeless navigation services for the City of Citrus Heights. The city’s Homeless Navigator completed the City’s online stakeholder survey and identified housing as the greatest need of her clients. The lack of housing first practices was identified as a barrier to providing services.</td>
</tr>
</tbody>
</table>

How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?

About Kidz participated in the city’s online stakeholder survey. The nonprofit provides school supplies, sports program sponsorships, and tutoring services for low-income students. The nonprofit noted the following as their clients’ greatest needs:

- School supplies
- Access to youth sports
- Tutoring
- Transportation
- Mentoring
- Funding was listed as the organization’s greatest need.

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- School supplies
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- Tutoring
- Transportation
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- School supplies
- Access to youth sports
- Tutoring
- Transportation
- Mentoring
- Funding was listed as the organization’s greatest need.
| Agency/Group/Organization Type | Services-Children  
                                | Non-Homeless Special Needs |
|--------------------------------|---------------------------------------------------------------|
| What section of the Plan was addressed by Consultation? | Homeless Needs - Families with children  
                                           | Homelessness Needs - Unaccompanied youth  
                                           | Non-Homeless Special Needs |
| How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination? | Campus Life Connection participated in the city’s online stakeholder survey and the Collaborative work session on September 13. The nonprofit operates the Sayonara Center and provides after-school tutoring, mentoring, and food to Citrus Heights students. The following were identified as the clients’ greatest needs:  
Nonperishable food for children when school is out (weekends and holidays)  
Mentorship  
Safe space  
Community  
Homework assistance and support  
Recreational opportunities for youth  
The nonprofit noted its organization’s greatest needs are locating enough food to provide good meals each day and funding to staff the Sayonara Center. |
| 6 Agency/Group/Organization | WEAVE |
| Agency/Group/Organization Type | Services-Children  
                                | Services-Persons with Disabilities  
                                | Services-Victims of Domestic Violence  
                                | Services-Health  
                                | Services - Victims  
                                | Child Welfare Agency |
| What section of the Plan was addressed by Consultation? | Homeless Needs - Families with children  
                                           | Homelessness Needs - Unaccompanied youth  
                                           | Non-Homeless Special Needs |
| How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination? | WEAVE completed the city’s online survey. The organization stated their clients’ greatest need is safety, including emergency shelter, protective orders, legal assistance, advocacy, and counseling. WEAVE noted barriers to providing services include funding and transportation. Existing shelters are not located in Citrus Heights which can create transportation barriers for victims who need shelter but also continue to work or have children in Citrus Heights. |

Table 2 – Agencies, groups, organizations who participated
Identify any Agency Types not consulted and provide rationale for not consulting

No agency types were excluded from consultation.

Other local/regional/state/federal planning efforts considered when preparing the Plan

<table>
<thead>
<tr>
<th>Name of Plan</th>
<th>Lead Organization</th>
<th>How do the goals of your Strategic Plan overlap with the goals of each plan?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuum of Care</td>
<td>Sacramento Steps Forward</td>
<td>Addressing housing and service needs for homeless individuals and families.</td>
</tr>
<tr>
<td>Housing Element</td>
<td>City of Citrus Heights</td>
<td>Addressing multi-family housing siting, actions to encourage development of new affordable housing, and barriers to new affordable housing.</td>
</tr>
</tbody>
</table>

Table 3 – Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

The City of Citrus Heights will continue to cooperate and coordinate with other public agencies to help meet the goals identified in the Consolidated Plan. These agencies include the California Department of Housing and Community Development, Sacramento Housing and Redevelopment Agency, Sacramento Steps Forward, HUD, Department of Veterans Affairs, CalVet, San Juan Unified School District, Sacramento County Department of Health and Human Services, Sacramento County Department of Human Assistance, Sacramento County, City of Sacramento, City of Rancho Cordova, City of Elk Grove, as well as any other agencies or units of local government that may assist the city in reaching its Strategic Plan goals.

The city is currently coordinating with Sacramento County, City of Elk Grove, City of Rancho Cordova, Sacramento Housing and Redevelopment Agency, and a number of other local agencies on a regional Analysis of Impediments.
PR-15 Citizen Participation

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting.

The City of Citrus Heights completed a robust citizen participation process during the development of the 2020-2024 Consolidated Plan. Outreach included traditional local newspaper announcements for meetings, public hearings, and publications on the city’s website. The city also included two online surveys – one for community members and one targeted at stakeholders. The city promoted the public meetings and survey through social media platforms such as Twitter, Facebook, and NextDoor; published news items on the city’s website, encouraged local press coverage, and held a community meeting in a lower-income neighborhood to increase participation. All public comments were accepted throughout the public participation, and the survey results and feedback from the public meetings were used to
help shape the Needs Assessment and Strategic Plan sections of the Consolidated Plan. The table below outlines specific public outreach efforts.

**Citizen Participation Outreach**
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Mode of Outreach</th>
<th>Target of Outreach</th>
<th>Summary of response/attendance</th>
<th>Summary of comments received</th>
<th>Summary of comments not accepted and reasons</th>
<th>URL (If applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Community Needs Survey</td>
<td>Non-English-speaking – Specify other language: Spanish</td>
<td>The city received 342 survey responses. The survey was available in both online and paper copies that were available for completion at City Hall and through key service providers.</td>
<td>Survey results indicated the highest priority for residents is to provide services to people experiencing homelessness. The survey responses also indicated a desire for more community events and activities to increase opportunities to socialize; a need for increased transportation options to improve access to services; and a need for improvements to public infrastructure and recreational areas as well as public safety. Complete survey responses are included in the attached appendix.</td>
<td>All comments were accepted.</td>
<td></td>
</tr>
<tr>
<td>Sort Order</td>
<td>Mode of Outreach</td>
<td>Target of Outreach</td>
<td>Summary of response/attendance</td>
<td>Summary of comments received</td>
<td>Summary of comments not accepted and reasons</td>
<td>URL (If applicable)</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>----------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>2</td>
<td>Public Meeting</td>
<td>Minorities, Persons with disabilities, Non-targeted/broad community, Residents of public and assisted housing, Neighborhood residents &amp; stakeholders</td>
<td>Two stakeholders attended a CDBG grant application workshop on July 10, 2019.</td>
<td>Potential applicants were encouraged to apply for funding, and the application process was explained.</td>
<td>All comments were accepted.</td>
<td></td>
</tr>
<tr>
<td>Sort Order</td>
<td>Mode of Outreach</td>
<td>Target of Outreach</td>
<td>Summary of Response/Attendance</td>
<td>Summary of Comments Received</td>
<td>Summary of Comments Not Accepted and Reasons</td>
<td>URL (If Applicable)</td>
</tr>
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</tr>
<tr>
<td>3</td>
<td>Public Meeting</td>
<td>Minorities</td>
<td>Approximately 50 people attended the Community Priorities Workshop on August 28, 2019 at the Sayonara Neighborhood Center. The workshop was publicly noticed 7 days prior to the workshop in <em>The Sacramento Bee</em>, and the public notice is attached.</td>
<td>The meeting identified the top two needs as 1) expanding homeless housing and services and 2) foster affordable housing. Participants also noted a need for a wide-range of public services. Participants also expressed a desire to focus resources on extremely-low income households, families with children, and persons with mental disabilities. A summary of the workshop responses is attached in the appendix.</td>
<td>All comments were accepted.</td>
<td></td>
</tr>
<tr>
<td>Sort Order</td>
<td>Mode of Outreach</td>
<td>Target of Outreach</td>
<td>Summary of response/attendance</td>
<td>Summary of comments received</td>
<td>Summary of comments not accepted and reasons</td>
<td>URL (If applicable)</td>
</tr>
<tr>
<td>------------</td>
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<td>------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>4</td>
<td>Public Meeting</td>
<td>Minorities</td>
<td>City Council meeting on September 12, 2019.</td>
<td>No comments were received.</td>
<td>All comments were accepted.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Persons with disabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-targeted/broad community</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Residents of public and assisted housing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Neighborhood residents &amp; stakeholders</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Public Meeting</td>
<td>Minorities</td>
<td>The draft Consolidated Plan was noticed for public comment in The Sacramento Bee on September 25, 2019. The notice is in the appendix.</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Persons with disabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-targeted/broad community</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Residents of public and assisted housing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Neighborhood residents &amp; stakeholders</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sort Order</td>
<td>Mode of Outreach</td>
<td>Target of Outreach</td>
<td>Summary of response/attendance</td>
<td>Summary of comments received</td>
<td>Summary of comments not accepted and reasons</td>
<td>URL (If applicable)</td>
</tr>
<tr>
<td>------------</td>
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<td>--------------------</td>
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<td>-----------------------------</td>
<td>-----------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>6</td>
<td>Stakeholder Survey</td>
<td>Non-profit service providers, Affordable housing developers, Public agencies, Health service providers, Advocacy groups &amp; stakeholders</td>
<td>The city provided an online survey to non-profit service providers and other stakeholders to gather feedback on current needs and priorities of their clients and assess any barriers they face in providing services to the Citrus Heights community.</td>
<td>12 stakeholders responded to the survey. The responses indicate a need for housing; homeless services and transitional/emergency housing; public services, such as childcare and youth programs; as well as networking and employment opportunities.</td>
<td>All comments were accepted.</td>
<td></td>
</tr>
</tbody>
</table>

Table 4 – Citizen Participation Outreach
Needs Assessment

NA-05 Overview

Needs Assessment Overview

The Needs Assessment collects and analyzes data on the housing needs for residents of the City of Citrus Heights. The assessment focuses especially on affordable housing, special needs housing, community development, and homelessness. Information is gathered through a community survey, stakeholder consultations, and various online data sources. Through this data collection, the city estimates its housing needs for the next five-year plan period.

First, the assessment addresses the characteristics of citywide housing including income level, tenure, household type, and housing problems, including cost burden, overcrowding, and substandard housing conditions. Second, the Assessment looks at whether any of the above housing characteristics are concentrated among minority or certain racial groups. Third, the Assessment discusses the number and character of existing public housing units in the city, as well as the demand and number of waitlisted residents.

Fourth, the extent and nature of homelessness is discussed. The number and type of available housing and services for the homeless, and the challenges and risk factors for persons and families becoming homeless, are also discussed. Fifth, specific populations that are at risk of becoming homeless are reviewed for their needs, including elderly, frail elderly, persons with disabilities, persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents, and victims of domestic and other similar types of violence. Lastly, the Needs Assessment will address the needs for public facilities, public improvements, public services, and other eligible Community Development Block Grant (CDBG) uses.
NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

Summary of Housing Needs

The data below is derived primarily from the 2011-2015 American Community Survey (ACS). Newer data has been included wherever possible to ensure the longevity of the city’s 2020-2024 Consolidated Plan.

The City of Citrus Heights has approximately 85,000 residents and about 33,000 households. From 2009 to 2015, the city’s total population increased by three percent. From 2000 to 2015, the city’s total population increased by only 0.4 percent. According to the U.S. Census Bureau’s annual Population Estimates Program (PEP), the 2018 population estimate for Citrus Heights is 87,910. The stability of the city’s total population may be attributed to the built-out nature of the city with limited undeveloped land.

Households that make less than 80% of HUD’s Adjusted Median Family Income (HAMFI) are classified as low-income and are typically eligible for HUD assistance programs. According to the Comprehensive Housing Affordability Strategy (CHAS) prepared by HUD and presented below in Table 5, approximately 13% (4,170 households), 15% (4,990 households), and 22% (7,280 households) of all Citrus Heights households make 0–30% of HAMFI, 30%–50% of HAMFI, and 50%–80% of HAMFI respectively.

The data identifies approximately 16,440 households, or about 50% of total Citrus Heights households, that make less than 80% of HAMFI. Of these 16,440 households, 1,415 (8.6%) are households with five or more members; 6,070 households (37%) are households with at least one person aged 62 years or older; and 2,649 (16%) are households with one or more children 6 years old or younger. Thus, the largest group of lower-income households, sorted by special needs type, are households with seniors, followed by households with young children.

Further analysis of Table 5 shows the three tabulated household categories where the majority of households make less than 80% HAMFI include small households, seniors, and households with children aged 6 or younger.

<table>
<thead>
<tr>
<th>Demographics</th>
<th>Base Year: 2009</th>
<th>Most Recent Year: 2015</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>83,301</td>
<td>85,410</td>
<td>3%</td>
</tr>
<tr>
<td>Households</td>
<td>33,328</td>
<td>32,985</td>
<td>-1%</td>
</tr>
<tr>
<td>Median Income</td>
<td>$53,735.00</td>
<td>$50,047.00</td>
<td>-7%</td>
</tr>
</tbody>
</table>

Table 5 - Housing Needs Assessment Demographics

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)
**Number of Households Table**

<table>
<thead>
<tr>
<th>Description</th>
<th>0-30% HAMFI</th>
<th>&gt;30-50% HAMFI</th>
<th>&gt;50-80% HAMFI</th>
<th>&gt;80-100% HAMFI</th>
<th>&gt;100% HAMFI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Households</td>
<td>4,170</td>
<td>4,990</td>
<td>7,280</td>
<td>4,285</td>
<td>12,260</td>
</tr>
<tr>
<td>Small Family Households</td>
<td>1,400</td>
<td>1,615</td>
<td>2,755</td>
<td>1,935</td>
<td>6,140</td>
</tr>
<tr>
<td>Large Family Households</td>
<td>330</td>
<td>570</td>
<td>515</td>
<td>395</td>
<td>825</td>
</tr>
<tr>
<td>Household contains at least one person 62-74 years of age</td>
<td>670</td>
<td>1,095</td>
<td>1,830</td>
<td>885</td>
<td>2,740</td>
</tr>
<tr>
<td>Household contains at least one person age 75 or older</td>
<td>670</td>
<td>780</td>
<td>1,025</td>
<td>430</td>
<td>1,005</td>
</tr>
<tr>
<td>Households with one or more children 6 years old or younger</td>
<td>785</td>
<td>810</td>
<td>1,054</td>
<td>775</td>
<td>805</td>
</tr>
</tbody>
</table>

**Table 6 - Total Households Table**

Data Source: 2011-2015 CHAS
### Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

<table>
<thead>
<tr>
<th></th>
<th>Renter</th>
<th></th>
<th></th>
<th></th>
<th>Owner</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0-30% AMI</td>
<td>&gt;30-50% AMI</td>
<td>&gt;50-80% AMI</td>
<td>&gt;80-100% AMI</td>
<td>Total</td>
<td>0-30% AMI</td>
<td>&gt;30-50% AMI</td>
<td>&gt;50-80% AMI</td>
</tr>
<tr>
<td>Substandard Housing</td>
<td>45</td>
<td>55</td>
<td>70</td>
<td>25</td>
<td>195</td>
<td>4</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>- Lacking complete</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>plumbing or kitchen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Severely Overcrowded</td>
<td>100</td>
<td>165</td>
<td>25</td>
<td>4</td>
<td>294</td>
<td>40</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>- With &gt;1.51 people per</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>room (and complete</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>kitchen and plumbing)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overcrowded</td>
<td>175</td>
<td>265</td>
<td>260</td>
<td>85</td>
<td>785</td>
<td>0</td>
<td>65</td>
<td>30</td>
</tr>
<tr>
<td>- With 1.01-1.5 people</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>per room (and none of</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>the above problems)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing cost burden</td>
<td>1,790</td>
<td>1,040</td>
<td>200</td>
<td>50</td>
<td>3,080</td>
<td>870</td>
<td>890</td>
<td>405</td>
</tr>
<tr>
<td>greater than 50% of</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>income (and none of the</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>above problems)</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

<table>
<thead>
<tr>
<th></th>
<th>Renter</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0-30% AMI</td>
<td>&gt;30-50% AMI</td>
</tr>
<tr>
<td>Housing cost burden greater than 30% of income (and none of the above problems)</td>
<td>155</td>
<td>1,305</td>
</tr>
<tr>
<td>Zero/negative Income (and none of the above problems)</td>
<td>250</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Renter</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0-30% AMI</td>
<td>&gt;30-50% AMI</td>
</tr>
<tr>
<td>NUMBER OF HOUSEHOLDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Having 1 or more of four housing problems</td>
<td>2,105</td>
<td>1,525</td>
</tr>
<tr>
<td>Having none of four housing problems</td>
<td>410</td>
<td>1,530</td>
</tr>
<tr>
<td>Household has negative income, but none of the other housing problems</td>
<td>250</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 7 – Housing Problems Table

Data Source: 2011-2015 CHAS

Table 8 – Housing Problems 2

Data Source: 2011-2015 CHAS
3. Cost Burden > 30%

|                   | Renter | | | Owner | | |
|-------------------|--------|---|---|-------|---|---|---|---|
|                   | 0-30% AMI | >30-50% AMI | >50-80% AMI | Total | 0-30% AMI | >30-50% AMI | >50-80% AMI | Total |
| SMALL RELATED | 875 | 1,030 | 855 | 2,760 | 265 | 400 | 620 | 1,285 |
| LARGE RELATED | 265 | 390 | 110 | 765 | 65 | 125 | 105 | 295 |
| ELDERLY | 439 | 555 | 470 | 1,464 | 545 | 600 | 715 | 1,860 |
| OTHER | 679 | 815 | 620 | 2,114 | 200 | 195 | 245 | 640 |
| TOTAL | 2,258 | 2,790 | 2,055 | 7,103 | 1,075 | 1,320 | 1,685 | 4,080 |

Table 9 – Cost Burden > 30%

Data Source: 2011-2015 CHAS

4. Cost Burden > 50%

|                   | Renter | | | Owner | | |
|-------------------|--------|---|---|-------|---|---|---|---|
|                   | 0-30% AMI | >30-50% AMI | >50-80% AMI | Total | 0-30% AMI | >30-50% AMI | >50-80% AMI | Total |
| SMALL RELATED | 740 | 415 | 110 | 1,265 | 215 | 320 | 150 | 685 |
| LARGE RELATED | 250 | 160 | 0 | 410 | 65 | 110 | 35 | 210 |
| ELDERLY | 425 | 320 | 50 | 795 | 435 | 380 | 150 | 965 |
| OTHER | 675 | 265 | 45 | 985 | 190 | 140 | 75 | 405 |
| TOTAL | 2,090 | 1,160 | 205 | 3,455 | 905 | 950 | 410 | 2,265 |

Table 10 – Cost Burden > 50%

Data Source: 2011-2015 CHAS

5. Crowding (More than one person per room)

|                   | Renter | | | Owner | | |
|-------------------|--------|---|---|-------|---|---|---|---|
|                   | 0-30% AMI | >30-50% AMI | >50-80% AMI | >80-100% AMI | Total | 0-30% AMI | >30-50% AMI | >50-80% AMI | >80-100% AMI | Total |
| SINGLE FAMILY HOUSEHOLDS | 250 | 305 | 230 | 60 | 845 | 40 | 65 | 35 | 80 | 220 |
| MULTIPLE, UNRELATED FAMILY HOUSEHOLDS | 25 | 50 | 55 | 29 | 159 | 0 | 0 | 8 | 0 | 8 |
Describe the number and type of single person households in need of housing assistance.

According to 2013-2017 American Community Survey, 28.5% or 9,643 out of 33,865 households in the City of Citrus Heights are one-person households. About 3,970 of the total households, or 11.7%, are one-person households where the householder is over the age of 65. Of the approximately 35,309 housing units in Citrus Heights, 4,922 (14%) are studio or one-bedroom units. This shows a disparity between the number of one-person households and the number of smaller units, which would likely be more affordable.

As single bedroom and efficiency units tend to cost less than two-bedroom units do, low-income family households with two or more persons are frequently competing with single-person households for one-bedroom and even efficiency units. This competition puts significant pressure on the lower-cost housing units. At the same time, Citrus Heights has had very few new market-rate multi-family developments. The lack of new market-rate one-bedroom and efficiency units puts additional pressure on the existing rental housing market, and encourages single-person households who can afford market rate rents into larger multi-family units or into single-family rentals.

According to 2013-2017 American Community Survey, the median income for one-person households is approximately $33,466. Of note, the median family income of one-person households in Citrus Heights is $13,384 below the 80% HAMFI for the Sacramento--Roseville--Arden-Arcade, CA HUD Metro FMR Area. The high number of one-person households, low
supply of studio and one-bedroom units, low median household income for single-person households, and number of single-householders over the age of 65 indicate the need for housing assistance for single-person households in Citrus Heights.

**Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.**

Approximately 15.4% of Citrus Heights residents have a disability. According to 2013-2017 American Community Survey, the median annual income for individuals with a disability in Citrus Heights is $21,386 – less than one-half of the 80% HAMFI for the Sacramento--Roseville--Arden-Arcade, CA HUD Metro FMR Area for a one-person household, or $46,850.

Domestic violence is a primary cause of homelessness for women and families. Financial stress can make it more difficult for victims to leave violent situations. The Citrus Heights Police Department (CHPD) completed 603 domestic violence related reports between the dates of January 1, 2018 – December 31, 2018. These reports comprise of all verbal and physical domestic related events. Among the 603 domestic violence related reports, approximately 18% involved weapons.

CHPD responded to 493 domestic violence-related calls for service. These calls for service are based on the reporting party notifying the CHPD Communications Center that a domestic violence incident is occurring or has occurred. The CHPD Communications Center will then classify the call for service as 273.5, which is also the CA Penal Code for domestic violence. Based on the 493 domestic violence calls for service, CHPD Officers responded to an average of one domestic violence call for service per day.

Of the 493 domestic violence calls for service reported to the CHPD Communications Center, there were 132 calls for service at repeat addresses, which were further analyzed by applicable apartment, building, or suite number. The 132 calls for service at repeat addresses account for approximately 27% of all domestic violence related calls for service reported to the CHPD Communications Center. Based on the 132 repeat calls for service, approximately one out of every four domestic violence related call for service originated from a residence with a prior domestic violence related call for service. The highest range being 7 calls for service at one residence.

The City of Citrus Heights has contributed to the effort to house those in domestic violence situations by purchasing a safe house in 2006 with local housing funds. The safe house is called “Harmony House” and serves as an emergency shelter for those escaping a violent environment. A local nonprofit, A Community for Peace (ACFP) serves as the operator of the Harmony House.
What are the most common housing problems?

HUD identified four conditions that constitute housing problems, with two additional conditions that constitute a severe housing problem. The four conditions are: 1. Incomplete kitchen facilities; 2. Incomplete bathroom plumbing facilities; 3. Overcrowding at more than 1 person per room; and 4. Housing cost burden 30% or more of monthly gross household income. The two severe housing problems are: 1. Overcrowding at more than 1.5 persons per room; and 2. Housing cost burden at 50% or more of monthly gross household income. Many lower-income households in Citrus Heights face one or more of these housing problems.

Tables 7 and 8 listed previously detail the different housing problems. The Housing Problems table indicates, 195 renters and 39 owners live in housing that does not have complete plumbing or kitchen facilities; 785 rental units and 175 owner-occupied units are overcrowded with 1.01 to 1.50 persons per room; 294 rental units and 60 owner-occupied units are severely overcrowded with more than 1.51 persons per room; 3,420 renter-occupied households and 2,420 owner-occupied households have a housing cost burden of more than 30% of income; and 3,080 renter-occupied households and 2,305 owner-occupied households pay more than 50% of their household income on housing costs.

Across all these categories, renters experience a much higher proportion of housing problems than owners and the most frequently occurring housing problem is high housing cost burden. The majority of surveyed agencies agreed that housing cost burden, overcrowding, and substandard conditions are linked to instability in housing and risk of homelessness for Citrus Heights residents.

Are any populations/household types more affected than others by these problems?

Renters in the City of Citrus Heights have an overall higher incidence of housing problems than owners. The most prolific housing problem among the four (high cost burden, overcrowding, incomplete plumbing, and incomplete kitchens) is housing cost burden. As shown in the above tables, among renters, the small related family (two to four related members) experiences the greater rate of cost burden and severe cost burden, followed by elderly households.

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance.
**Imminent risk of becoming homeless**

It is difficult to estimate the number of individuals, and persons in families with children, who are at risk of becoming homeless. One social service provider interviewed during this analysis said that because of a lack of prevention services, it is difficult to know the number or characteristics of households that may be facing imminent homelessness. Current services are focused more on response after a household has become homeless instead of preventing homelessness. One provider does offer housing placement services for households facing imminent homelessness; however, moving a household to a different housing unit does not always remediate the underlying factors that led to the household’s initial housing instability.

It is generally assumed that those who are extremely low-income and very low-income are at the greatest risk, especially those with housing cost burdens in excess of 50% of their income. Approximately 28% or 9,160 households in Citrus Heights make less than 50% of HAMFI. Households at 50% of HAMFI are considered very low-income, and often results in severe financial stress on families and households who do not have savings and are living paycheck to paycheck. A minor financial setback can put the family at risk of displacement and can result in a chain reaction of negative impacts, including job loss, lapses in education, compromised safety and security, and even family dissolution. If an economic hardship were to occur, which is common in any household but more common for lower-income households, the family may need outside assistance to keep their housing and meet their other needs. However, without the assistance of a personal network or support, they run the risk of becoming homeless and needing to rely on public assistance outside their network.

Thus, these families often need resources, such as CalWORKS, which provides temporary income for the family, and CalFresh, which provides food and groceries. There are also subsidized utilities and communications programs that lower-income households may qualify for but need assistance in applying. A notable challenge for many households can be past due utility or communications bills that prevent the household from obtaining new connections. This can inhibit a household from moving to more affordable or suitable housing, because the new utility connection will require the payment of back debt.

Very low- and extremely low-income households with children face many of the same challenges. This can be particularly true for single-parent households who do not have family or community resources to help ensure the family meets basic needs. These resources can include child care, nutrition assistance, and affordable transportation assistance.

Additionally, as mentioned above, renters are often more at risk of homelessness. Households with extremely low and very low incomes may be at increased risk, particularly if there are conflicts with their landlord. Lower-income housing often faces maintenance challenges and
may include deposits or other fees that very low- and extremely low-income households do not have the resources to address. Tenant-landlord mediation services help prevent eviction and address landlord maintenance and accommodations issues. The city has engaged with Sacramento Self-Help Housing to provide tenant-landlord mediation and prevent evictions and unnecessary tenant displacement.

Additional services that may assist in preventing homelessness for at-risk renters is landlord and property management training, which can educate property managers in proper tenant noticing, required maintenance, legal leasing language, and other common points of tenant-landlord contention. Responsibility also falls on the side of the tenant, and from agency interviews, more classes on being a better tenant and neighbor would also be beneficial in preventing homelessness. One such program called “Ready to Rent” is offered by Sacramento Steps Forward. Other educational opportunities that could help prevent households from imminent risk of homelessness are life-skills classes, such as household budgeting, financial management, and healthy food preparation, as well as job training to help household wage-earners improve job prospects and increase potential earnings.

Lastly, Citrus Heights residents also experience the national trend toward increasing disparities between the incomes from lower-wage jobs and the cost of housing and other expenses. With the increasing burden of housing cost, lower-income households are less likely to save for emergencies and, therefore, are at an increased risk of homelessness due to what might be otherwise minor problems or unforeseen costs.

Previously Homeless

Households that were previously homeless but are currently housed may face additional challenges in retaining stable housing. Some households struggle with maintaining stable housing due to a disability, such as mental and/or physical illness. They may be unable to work or have limitations in their ability to work steady jobs or to increase their position, hours, and pay. These individuals and families need long-term affordable supportive housing options and continued case management to retain stable housing.

While many individuals stabilize and only need a rental subsidy to keep stable housing, others may still need continued assistance with daily living, and some may need some limited term case management to help them maintain their housing. Those with a less severe disability or no disability at all, can often return to market-rate housing at some point, but may still need access to supportive or social services to continue assisting with the underlying issues that initially lead to their homelessness.

Whether in temporary or permanent market-rate housing, individuals and families who were previously homeless may require continued assistance with substance abuse issues; job
training, education, or new employment; debt management; maintaining proper health; transportation needs; and counseling. It is important that these individuals and families stay connected with benefits and nonprofits so these resources can assist with life challenges and other potential problems so as to avoid a relapse resulting in homelessness.

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

Based on currently available data, it is very difficult to estimate the populations in the City of Citrus Heights who are at risk of homelessness. The data does not exist at the local jurisdiction level for cities the size of Citrus Heights. Additionally, the City does not have an independent housing authority and is a participant in the larger Continuum of Care, currently managed by Sacramento Steps Forward.

During the consultation process for this Consolidated Plan, homeless service providers offered characteristics that frequently indicate households may be at risk of homelessness. Temporary homelessness is a result of lack of income, lack of affordable housing, and lack of a personal support network to deal with personal life issues. Chronic homelessness is more often the result of serious mental illness or substance abuse issues.

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

Cost burden, overcrowding, and poor housing conditions, particularly for renters, all link to the instability in housing that can lead to homelessness. The Sacramento area is currently experiencing rapidly rising rents, while at the same time, particularly in Citrus Heights, there has been no significant increase in the available multi-family rental stock. Single-family rentals are frequently much more expensive than multi-family rentals, and many low-income households, especially large families and single-parent families, cannot reasonably afford suitable rental housing.

As noted in Table 6, low-income households with small children represent a significant portion of the low-income population in Citrus Heights. The data is not obvious, but it is likely that small family households try to escape the high housing costs by living with other families or living with extended families, which contributes to overcrowding.

Overcrowding can result in unstable housing conditions due to too much wear and tear on the housing unit, increased health risks, and a reduction of security and safety for the household members, particularly children. For example, the housing unit amenities may not be sufficient to allow adequate sleep, personal hygiene, cooking, or cleaning. Due to the stresses and
shortcomings from overcrowding, families may only stay in one place for a short time, and may be forced to move frequently or with little notice. This may result in children forced to change schools and adjust to different living environments, which can be harmful for their education, lead to social or mental health problems for those who need more stability, and put them at risk of abuse from unfamiliar or ever-changing additional household members.

Additionally, substandard housing may cause stress and worsen health conditions for residents. A housing market that does not provide sufficient rental housing stock to support vacancy rates high enough to encourage stable rents frequently contributes to deferred maintenance and a higher number of substandard units. Landlords have no incentive to update or repair units since the lack of stock means that they can leave substandard units alone and just have another tenant move in; but this tenant will face the same substandard housing issues, which only contributes to increased instability.

Proximity of rental and low-income housing to transportation can also be a factor in homelessness. Low-income car-owners often have trouble affording routine maintenance on their vehicles or repairing the cause of a major breakdown. If these individuals do not have an alternate means to get to their jobs, they are at risk of losing their source of income and becoming homeless. Low-income residents may not have sufficient means to afford a personal vehicle, so they rely on public transportation to get to work, to go shopping, or to access public assistance or other resources, which can be located outside the city.

A lack of housing close to public transit, or transit located close to lower-income housing, can result in an increased cost burden on a low-income household for transportation costs, or an unsustainable time obligation in navigating the public transit system. This can be particularly difficult for families with children and multiple schedules that require a significant amount of travel. A lack of transportation and lower-cost housing coordination can also be an unsustainable burden for elderly and disabled residents who rely more heavily on public transit and who have mobility challenges.

**Discussion**

The City conducted a Community Needs Survey to help identify housing and service needs identified by the Citrus Heights community. The Community Needs Survey generated 342 responses. According to the survey data, the Citrus Heights community identified several of the same needs as the data analysis in the above sections of the Consolidated Plan. Below is a table of the survey results regarding housing needs in the city:
### Most-Needed Housing Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Percentage of Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeownership for single-family homes</td>
<td>64.39%</td>
</tr>
<tr>
<td>Create more affordable rental units</td>
<td>48.07%</td>
</tr>
<tr>
<td>New construction of single-family homes</td>
<td>34.42%</td>
</tr>
<tr>
<td>Home improvements for low-income homeowners</td>
<td>32.94%</td>
</tr>
<tr>
<td>Emergency repairs for low-income homeowners</td>
<td>27.89%</td>
</tr>
<tr>
<td>Homeownership and credit counseling</td>
<td>24.93%</td>
</tr>
<tr>
<td>Loan program for residential solar panels</td>
<td>18.69%</td>
</tr>
<tr>
<td>New construction of multi-family housing units</td>
<td>15.13%</td>
</tr>
<tr>
<td>Home improvements for low-income rental units</td>
<td>11.87%</td>
</tr>
<tr>
<td>Fair housing and tenant/landlord mediation to prevent discrimination</td>
<td>11.57%</td>
</tr>
</tbody>
</table>

According to the Community Needs Survey, residents prioritized increasing homeownership for single-family homes as the most needed housing program, followed by programs to create more affordable rental units and construction of new, single-family homes.

The city does not maintain a dedicated housing authority, nor does it have the resources to develop and operate independent housing for the homeless and those at risk of homelessness. The city partnered with Jamboree Housing, a nonprofit housing developer, on a 47-unit affordable project in Citrus Heights. The city worked with the Sacramento Housing and Redevelopment Agency (SHRA) to allocate the current balance of HOME Consortium funding for the City of Citrus Heights to this project. The Citrus Heights City Council approved the project in January 2019; the developer is currently working to secure the necessary financing to proceed with construction.

The Citrus Heights Homeless Assistance Resource Team (HART), a local nonprofit, operates a winter sanctuary for homeless individuals during for approximately nine weeks from September to February. The winter sanctuary provides shelter to approximately 25 individuals per night. During their stay, participants are provided with secured storage space, transportation, food, and access to a number of social services.
NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

Pursuant to HUD regulations, a disproportionately greater need exists when the members of a racial/ethnic group at a given income level experience housing problems at a greater rate (10% or more) than the jurisdiction as a whole at that income level. The four housing problems are: 1) lacking complete plumbing facilities; 2) lacking complete kitchen facilities; 3) overcrowding (more than 1.0 persons per room); and 4) housing cost burden greater than 30% of income.

Tables 13, 14, and 15 examine the disproportionately greater need across the lower-income levels (0-30%, 30-50%, and 50-80% HAMFI). According to the tables below, the Hispanic population was the racial/ethnic group that experiences housing problems at a greater occurrence than the jurisdiction as a whole at the 0-30% HAMFI income level. Two racial/ethnic groups – Black/African American and Pacific Islander – experience housing problems at a greater occurrence than the jurisdiction as a whole in the 30-50% HAMFI income level. The data below follows the general data – that lower-income households are more likely to have housing problems than moderate or above-moderate income levels.

0%-30% of Area Median Income

<table>
<thead>
<tr>
<th>Housing Problems</th>
<th>Has one or more of four housing problems</th>
<th>Has none of the four housing problems</th>
<th>Household has no/negative income, but none of the other housing problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction as a whole</td>
<td>3,350</td>
<td>385</td>
<td>440</td>
</tr>
<tr>
<td>White</td>
<td>2,200</td>
<td>250</td>
<td>270</td>
</tr>
<tr>
<td>Black / African American</td>
<td>80</td>
<td>70</td>
<td>85</td>
</tr>
<tr>
<td>Asian</td>
<td>150</td>
<td>30</td>
<td>25</td>
</tr>
<tr>
<td>American Indian, Alaska Native</td>
<td>35</td>
<td>0</td>
<td>14</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>830</td>
<td>4</td>
<td>50</td>
</tr>
</tbody>
</table>

Table 13 - Disproportionally Greater Need 0 - 30% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%
### 30%-50% of Area Median Income

<table>
<thead>
<tr>
<th>Housing Problems</th>
<th>Has one or more of four housing problems</th>
<th>Has none of the four housing problems</th>
<th>Household has no/negative income, but none of the other housing problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction as a whole</td>
<td>4,160</td>
<td>830</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>3,170</td>
<td>720</td>
<td>0</td>
</tr>
<tr>
<td>Black / African American</td>
<td>115</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>60</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>American Indian, Alaska Native</td>
<td>4</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>15</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>720</td>
<td>75</td>
<td>0</td>
</tr>
</tbody>
</table>

*The four housing problems are:*
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

### 50%-80% of Area Median Income

<table>
<thead>
<tr>
<th>Housing Problems</th>
<th>Has one or more of four housing problems</th>
<th>Has none of the four housing problems</th>
<th>Household has no/negative income, but none of the other housing problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction as a whole</td>
<td>3,985</td>
<td>3,295</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>2,970</td>
<td>2,560</td>
<td>0</td>
</tr>
<tr>
<td>Black / African American</td>
<td>150</td>
<td>145</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>115</td>
<td>80</td>
<td>0</td>
</tr>
<tr>
<td>American Indian, Alaska Native</td>
<td>4</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>595</td>
<td>435</td>
<td>0</td>
</tr>
</tbody>
</table>

*The four housing problems are:*
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%
80%-100% of Area Median Income

<table>
<thead>
<tr>
<th>Housing Problems</th>
<th>Has one or more of four housing problems</th>
<th>Has none of the four housing problems</th>
<th>Household has no/negative income, but none of the other housing problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction as a whole</td>
<td>1,270</td>
<td>3,015</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>965</td>
<td>2,315</td>
<td>0</td>
</tr>
<tr>
<td>Black / African American</td>
<td>80</td>
<td>84</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>4</td>
<td>125</td>
<td>0</td>
</tr>
<tr>
<td>American Indian, Alaska Native</td>
<td>0</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>185</td>
<td>395</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 16 - Disproportionally Greater Need 80 - 100% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

Discussion

0-30% HAMI

According to the data presented in Table 13, Hispanic households experienced a greater disproportionate need (94%), or more frequent occurrence of housing problems, than the population as a whole (80%). The Hispanic racial/ethnic group was the only group identified as having an incidence of housing problems more than 10% higher than the jurisdiction as a whole for the 0-30% HAMFI category. Table 13 shows 81% of extremely low-income white households experience housing problems – just over the average for the entire population at this income level. Asian (73%) and American Indian/Alaska Native (71%) households also had high rates of housing problems. Although the sample size is low, Black/African American households at this income level had relatively low reports of housing problems and Pacific Islander households were not represented in this table.

30-50% HAMI

Table 14 provides a list of housing problems by racial/ethnic group for households earning 30-50% HAMI. Two racial/ethnic groups, Black/African American and Pacific Islander, experience housing problems at a greater occurrence than the jurisdiction as a whole in the 30-50% HAMFI income level. Of note, the Hispanic racial/ethnic group was 8 percent over the average for the entire jurisdiction; this is only two percentage points away from meeting the HUD standard for disproportionate need. Overall, the very low-income category (30-50% HAMI) has a high incidence of housing problems across all
racial/ethnic groups. As such, this income group needs better access to safe, decent, and affordable housing.

50-80% HAMI

As shown in Table 15, there is no one racial/ethnic group that experiences housing problems at a greater occurrence than the jurisdiction as a whole in the low-income 50-80% HAMFI group. Instead, the data provided reflects the general data – that lower-income level households are more likely to have housing problems than moderate and above-moderate income levels.

80-100% HAMI

Table 16 provides an overview of the number of housing problem within the selected racial/ethnic groups for moderate-income households earning 80-100% HAMFI. In this income category Black/African American households experiences housing problems at a greater occurrence than the jurisdiction as a while. Table 16 shows 30% of moderate-income households in Citrus Heights experience one or more housing problems; 49% of Black/African American households at the same income level have one or more housing problems.
NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

This section describes the households with a disproportionately greater prevalence of severe housing problems. The two severe housing problems include: 1) household is severely overcrowded (more than 1.5 persons per room); and 2) household is severely cost burdened (monthly housing costs exceed 50% of monthly income).

Tables 17, 18, and 19 below show three racial/ethnic groups experienced severe housing problems throughout the income spectrum: at the 0-30% of AMI range, Hispanics experienced a disproportionate housing need; at the 30-50% of AMI range, Black/African Americans and Asians experienced a disproportionate housing need; at the 80-100% of AMI range, Black/African Americans experienced a disproportionate housing need.

It is noteworthy that race/ethnic groups that showed over 100% of households experiencing a severe housing problem in any income category had small population samples to draw from, and therefore, are likely subject to statistical error.

0%-30% of Area Median Income

<table>
<thead>
<tr>
<th>Severe Housing Problems*</th>
<th>Has one or more of four housing problems</th>
<th>Has none of the four housing problems</th>
<th>Household has no/negative income, but none of the other housing problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction as a whole</td>
<td>3,020</td>
<td>705</td>
<td>440</td>
</tr>
<tr>
<td>White</td>
<td>1,995</td>
<td>460</td>
<td>270</td>
</tr>
<tr>
<td>Black / African American</td>
<td>65</td>
<td>85</td>
<td>85</td>
</tr>
<tr>
<td>Asian</td>
<td>150</td>
<td>30</td>
<td>25</td>
</tr>
<tr>
<td>American Indian, Alaska Native</td>
<td>35</td>
<td>0</td>
<td>14</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>735</td>
<td>100</td>
<td>50</td>
</tr>
</tbody>
</table>

Table 17 – Severe Housing Problems 0 - 30% AMI

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%
### 30%-50% of Area Median Income

<table>
<thead>
<tr>
<th>Severe Housing Problems*</th>
<th>Has one or more of four housing problems</th>
<th>Has none of the four housing problems</th>
<th>Household has no/negative income, but none of the other housing problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction as a whole</td>
<td>2,480</td>
<td>2,510</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>1,835</td>
<td>2,055</td>
<td>0</td>
</tr>
<tr>
<td>Black / African American</td>
<td>115</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>50</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>American Indian, Alaska Native</td>
<td>0</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0</td>
<td>15</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>465</td>
<td>340</td>
<td>0</td>
</tr>
</tbody>
</table>

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

### 50%-80% of Area Median Income

<table>
<thead>
<tr>
<th>Severe Housing Problems*</th>
<th>Has one or more of four housing problems</th>
<th>Has none of the four housing problems</th>
<th>Household has no/negative income, but none of the other housing problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction as a whole</td>
<td>1,020</td>
<td>6,260</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>730</td>
<td>4,790</td>
<td>0</td>
</tr>
<tr>
<td>Black / African American</td>
<td>45</td>
<td>255</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>45</td>
<td>150</td>
<td>0</td>
</tr>
<tr>
<td>American Indian, Alaska Native</td>
<td>0</td>
<td>35</td>
<td>0</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>170</td>
<td>855</td>
<td>0</td>
</tr>
</tbody>
</table>

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%
### 80%-100% of Area Median Income

<table>
<thead>
<tr>
<th>Severe Housing Problems*</th>
<th>Has one or more of four housing problems</th>
<th>Has none of the four housing problems</th>
<th>Household has no/negative income, but none of the other housing problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction as a whole</td>
<td>405</td>
<td>3,880</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>295</td>
<td>2,980</td>
<td>0</td>
</tr>
<tr>
<td>Black / African American</td>
<td>45</td>
<td>120</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>4</td>
<td>125</td>
<td>0</td>
</tr>
<tr>
<td>American Indian, Alaska Native</td>
<td>0</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>55</td>
<td>530</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 20 – Severe Housing Problems 80 - 100% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

**Discussion**

**0-30% AMI**

Table 17 gives the ratios of households with severe housing problems in the extremely low-income (0-30% AMI) range. This income group had 73% of households experiencing a severe housing problem throughout the jurisdiction. Hispanics in this income range experienced a disproportionately high housing need at 83%. Overall, 73% of White and Asian households and 71% of American Indian/Alaska Native households experienced a severe housing problem in this income group, while 28% of Black/African American households experience severe household problems at this income group.

**30-50% AMI**

Table 18 estimates the number of households with severe housing problems in the very low-income, or 30-50% AMI range. The table calculates 4,990 households, or 50% of households in this income range across the jurisdiction have severe housing problems. Two racial/ethnic groups experienced a disproportionately high incidence of severe housing problems in this income group: Black/African American (100%) and Asian (71%).

**50-80% AMI**

Table 19 tabulates the number of households with severe housing problems in the low-income, or 50-80% AMI range. According to the table, 1,020 households, or 14% of the low-income households in Citrus Heights experienced a severe housing problem. Although no single, racial/ethnic group had a
disproportionate, need greater than 10% of the overall city’s need for the same income category. However, Asians were only one percentage point short of HUD’s definition of disproportionate need at 23%. Approximately 17% of low-income Hispanic households experienced severe housing problems, while 15% of Black/African Americans and 13% of Whites in the same income category experienced a severe housing problem.

80-100% AMI

Table 20 analyzes the occurrence of severe housing problems in the moderate-income, or 80-100% AMI range. Moderate-income Black/African American households experience a disproportionate need with 27% of households experiencing a severe housing problem, compared to the citywide average of 9% at the same income level.
NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction:

This section displays the number of households with a housing cost burden. A household is considered cost burdened when its monthly housing costs, including utilities, exceed 30% of its monthly income. A disproportionately greater need exists when the members of a specific racial or ethnic group at a given income level experience housing problems at a greater ratio, at least 10 percentage points or more, than the jurisdiction at that income level as a whole. The levels of housing cost burden are organized by no housing cost burden (less than 30% of income on housing costs), housing cost burden (between 30-50% of income on housing costs), severely cost burdened (greater than 50% of income on housing costs), and not computed (those with no or negative income).

Housing Cost Burden

<table>
<thead>
<tr>
<th>Housing Cost Burden</th>
<th>&lt;=30%</th>
<th>30-50%</th>
<th>&gt;50%</th>
<th>No / negative income (not computed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction as a whole</td>
<td>19,280</td>
<td>7,290</td>
<td>5,975</td>
<td>440</td>
</tr>
<tr>
<td>White</td>
<td>15,700</td>
<td>5,495</td>
<td>4,280</td>
<td>270</td>
</tr>
<tr>
<td>Black / African American</td>
<td>530</td>
<td>225</td>
<td>220</td>
<td>85</td>
</tr>
<tr>
<td>Asian</td>
<td>530</td>
<td>155</td>
<td>210</td>
<td>25</td>
</tr>
<tr>
<td>American Indian, Alaska Native</td>
<td>130</td>
<td>24</td>
<td>35</td>
<td>14</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>39</td>
<td>15</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>1,920</td>
<td>1,125</td>
<td>1,130</td>
<td>50</td>
</tr>
</tbody>
</table>

Table 21 – Greater Need: Housing Cost Burdens AMI

Data Source: 2011-2015 CHAS

Discussion:

Less than 30%

Households that spend less than 30% of their gross monthly income on housing are classified as not having a significant cost burden. As identified in Table 21 above, 58% of the households in the jurisdiction as a whole do not have a cost burden; broken down further, 61% of White; 50% of Black/African American; 58% of Asian; 64% of American Indian, Alaska Native; 72% of Pacific Islander; and 72% of Hispanic households do not have a housing cost burden.

30-50% of Income
Households that spend more than 30% but less than 50% of their gross monthly income on housing costs are considered to have a housing cost burden – one of the four housing problems discussed previously. In the jurisdiction as a whole, about 22% of households are paying between 30% and 50% of their gross monthly income on housing, thus carrying a housing cost burden. By comparison, 28% of Pacific Islander and 27% of Hispanic households are paying between 30% and 50% of their gross monthly income on housing. While neither of these percentages constitute a disproportionate need, it is worth noting that Pacific Islanders (28%) and Hispanics (27%) have a higher incidence of housing cost burden than the general jurisdiction.

More than 50% of Income

Households who pay more than 50% of gross monthly income on housing have a severe housing cost burden. In the jurisdiction as a whole, about 18% of households had a severe housing cost burden. In this housing cost category, Hispanic households had the highest ratio of housing cost burden at 27%. Although this ratio is one percentage point from a disproportionately greater need, this group has a higher cost burden than all other groups at this housing cost category. Two other racial/ethnic groups, Asian (23%) and Black/African American (21%) had severe housing cost burdens greater than the jurisdiction as a whole. Overall, White (17%) and American Indian, Alaska Native (17%) households experience severe housing cost burdens at lower rates than the jurisdiction as a whole.

No/Negative Income

Black/African Americans (8%) and American Indian, Alaska Native (7%) have the highest rates of households with no or negative income. However, as mentioned previously, the population sample is so small that it is vulnerable to statistical error. Overall, 3% of Asian households have no or negative income compared to 1% of all households within the city.
**NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)**

Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

At the extremely low-income group (0-30% AMI), Hispanic households experienced a higher incidence of housing problems than other groups in the same income group. At the very low-income group (30-50% AMI), Black/African American, Pacific Islander, and Asian households experienced a higher incidence of housing problems than other groups at the same income levels. There was no disproportionate need in the low-income category (50-80% AMI)

**If they have needs not identified above, what are those needs?**

Cost burden is the most significant housing problem facing the lower-income population across all racial and ethnic groups. One factor is the absence of new market-rate multi-family housing. No new market rate multi-family housing has been developed in over 20 years in Citrus Heights. Given the lack of supply of new multi-family housing, households that could afford market-rate rents (generally lower than single-family rents) compete with low-income households for the same housing stock. The resulting pressure on existing multi-family housing stock artificially inflates market rents for a lower-quality product. These increased rents add to the housing cost burden facing so many lower-income households. Given the limited supply of market-rate housing and the age of the city’s housing stock, there is a need for better access to safe, decent, and affordable housing among all lower-income households in Citrus Heights.

**Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?**

<table>
<thead>
<tr>
<th>Total population</th>
<th>83,301</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>66,856</td>
<td>80.3</td>
</tr>
<tr>
<td>Hispanic or Latino (of any race)*</td>
<td>13,734</td>
<td>16.5</td>
</tr>
<tr>
<td>Some Other Race</td>
<td>5,348</td>
<td>6.4</td>
</tr>
<tr>
<td>Black or African American</td>
<td>2,751</td>
<td>3.3</td>
</tr>
<tr>
<td>Asian</td>
<td>2,714</td>
<td>3.3</td>
</tr>
<tr>
<td>American Indian and Alaska Native</td>
<td>753</td>
<td>0.9</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>363</td>
<td>0.4</td>
</tr>
</tbody>
</table>

Source: 2010 Census

Attached maps show the race and ethnic distribution across the city for four groups: Hispanic, Black/African American, and Asian households. There is a concentration of Hispanic households in the Sunrise Mall area.
NA-35 Public Housing – 91.205(b)

Introduction

The City of Citrus Heights does not administer its own housing authority; instead, the Sacramento Housing and Redevelopment Agency (SHRA) administer housing choice vouchers and public housing in the city. The conventional public housing units in the city are operated by SHRA. Reference will be made to SHRA as the regional housing authority.

The Housing Choice Voucher (HCV) program (formerly known as Section 8) is the federal government’s primary program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. HCV assistance is provided on behalf of the family or individual who is then free to choose any housing, including single-family homes, townhouses, and apartments, where the owner agrees to rent under the program and where housing quality meets the requirements of the program. The choice of housing is not limited to units located in subsidized housing communities. Recipients of housing choice vouchers may rent from any landlord willing and able to participate in the voucher program. The recipient pays 30% of their gross monthly income on rent, and the voucher covers the difference between that income and the HUD-approved market-rate rent for the unit.

There are approximately 11,698 project-based and housing choice vouchers currently in use across SHRA’s jurisdiction. HUD does not track specific voucher placement and management by jurisdiction if the jurisdiction is not the housing authority. The following data is based on SHRA’s total voucher and public housing inventory.

Totals in Use

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Certificate</th>
<th>Mod-Rehab</th>
<th>Public Housing Vouchers</th>
<th>Project-based</th>
<th>Tenant-based</th>
<th>Special Purpose Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># of units vouchers in use</td>
<td>0</td>
<td>0</td>
<td>983</td>
<td>11,698</td>
<td>538</td>
</tr>
</tbody>
</table>

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)
### Characteristics of Residents

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Certificate</th>
<th>Mod-Rehab</th>
<th>Public Housing</th>
<th>Vouchers</th>
<th>Project - based</th>
<th>Tenant - based</th>
<th>Special Purpose Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td>Veterans Affairs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Supportive Housing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Family Unification</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Program</td>
</tr>
<tr>
<td>Average Annual Income</td>
<td>0</td>
<td>0</td>
<td>11,330</td>
<td>14,058</td>
<td>12,251</td>
<td>14,162</td>
<td>10,523</td>
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<tr>
<td>Average length of stay</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>7</td>
<td>1</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>Average Household size</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td># Homeless at admission</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td># of Elderly Program Participants (&gt;62)</td>
<td>0</td>
<td>0</td>
<td>138</td>
<td>2,542</td>
<td>119</td>
<td>2,400</td>
<td>16</td>
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<tr>
<td># of Disabled Families</td>
<td>0</td>
<td>0</td>
<td>266</td>
<td>4,330</td>
<td>191</td>
<td>4,022</td>
<td>83</td>
</tr>
<tr>
<td># of Families requesting accessibility features</td>
<td>0</td>
<td>0</td>
<td>983</td>
<td>11,698</td>
<td>538</td>
<td>10,929</td>
<td>131</td>
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<tr>
<td># of HIV/AIDS program participants</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of DV victims</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| Data Source: PIC (PIH Information Center) |

Table 23 – Characteristics of Public Housing Residents by Program Type
### Race of Residents

<table>
<thead>
<tr>
<th>Race</th>
<th>Certificate</th>
<th>Mod-Rehab</th>
<th>Public Housing</th>
<th>Vouchers</th>
<th>Project-based</th>
<th>Tenant-based</th>
<th>Special Purpose Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td>Veterans Affairs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Supportive</td>
<td></td>
<td>Family Unification</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Housing</td>
<td></td>
<td>Program</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Disabled</td>
</tr>
<tr>
<td>White</td>
<td>0</td>
<td>0</td>
<td>357</td>
<td>4,391</td>
<td>182</td>
<td>4,090</td>
<td>67</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>32</td>
</tr>
<tr>
<td>Black/African American</td>
<td>0</td>
<td>0</td>
<td>531</td>
<td>5,312</td>
<td>187</td>
<td>5,034</td>
<td>60</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>0</td>
<td>66</td>
<td>1,689</td>
<td>148</td>
<td>1,527</td>
<td>2</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>American Indian/Alaska</td>
<td>Native</td>
<td>0</td>
<td>17</td>
<td>244</td>
<td>12</td>
<td>226</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>12</td>
<td>62</td>
<td>9</td>
<td>52</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

### Ethnicity of Residents

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Certificate</th>
<th>Mod-Rehab</th>
<th>Public Housing</th>
<th>Vouchers</th>
<th>Project-based</th>
<th>Tenant-based</th>
<th>Special Purpose Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td>Veterans Affairs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Supportive</td>
<td></td>
<td>Family Unification</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Housing</td>
<td></td>
<td>Program</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Disabled</td>
</tr>
<tr>
<td>Hispanic</td>
<td>0</td>
<td>0</td>
<td>131</td>
<td>1,285</td>
<td>73</td>
<td>1,188</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>Not Hispanic</td>
<td>0</td>
<td>0</td>
<td>852</td>
<td>10,413</td>
<td>465</td>
<td>9,741</td>
<td>123</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>52</td>
</tr>
</tbody>
</table>

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)
Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

According to the tables above, there are approximately 11,698 voucher holders residing in the SHRA area. The majority of these vouchers are tenant-based (10,929) and 131 are specifically for veterans. The average annual income for these voucher holders is $14,058 per year and the average length of stay is seven years.

Table 23 calculates the number of disabled households in public housing to be 266, or about 27% of all public housing tenants. There are significantly higher percentages of elderly and disabled residents in the voucher programs. Table 23 also reports 4,330 voucher holders as disabled, which is about 37% of all vouchers. Seniors make up another 2,542 vouchers holders, or about 22% of all vouchers.

Families on the waitlist have a variety of special needs. SHRA’s waitlist has 19,990 families on it. Additionally, 2,792 disabled persons are on the County’s waitlist and they will need units to accommodate their disability. Of those, only 2% indicated a non-English language as a preference.

Most immediate needs of residents of Public Housing and Housing Choice voucher holders

The two most frequent household types for low-income residents are elderly and families with small children. These groups need affordable housing of sufficient size and accessibility (see section NA-10 for more details). Two-bedroom units are in the highest demand in the SHRA area. The demand for the number of bedrooms are as follows, in decreasing order: two bedrooms (37%), one bedrooms (28%), three bedrooms (16%), and one bedroom for elderly/disabled (12%), four bedrooms (6%), and five bedrooms (2%).

Residents of public housing earn an average annual income of $11,330, which amounts to approximately $944 per month, while residents with housing choice vouchers have an average income of $14,058, or $1,172 per month. Households with extremely low- and very low-incomes often struggle with basic expenses, even with vouchers and public housing support.

How do these needs compare to the housing needs of the population at large

The cost of housing in California is currently on an upswing. In many neighborhoods, housing costs are nearing pre-bubble highs. The most affordable housing product is still out of reach for a large portion of the population, particularly households that tend to have lower incomes, such as single-parent households, elderly and disabled households, large families, and households with young children. A mismatch between housing inventory and housing needs has pushed many lower-income households into paying more of their monthly income, which has resulted in a significant housing cost burden. Households with a high housing cost burden frequently have the same social support, access to low-cost transportation, access to healthy food, and health care assistance as the population in public housing and with housing vouchers.

Discussion
Data suggests there is a growing gap between housing costs and incomes. Household incomes have been generally stagnant, or experienced marginal increases over the past several decades, while housing costs have increased dramatically for both homeowners and renters. This gap is contributing to housing and cost burdens that can compromise household stability. There are insufficient housing subsidies and affordable housing opportunities to provide sufficient relief to the vast majority of housing cost-burdened and severely cost-burdened households. The City of Citrus Heights will continue to encourage SHRA to maintain and keep public housing fully occupied, and to keep all available vouchers in circulation.
NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:

HUD requires the city to provide, through the Consolidated Plan, a summary of the nature and extent of homelessness in the city and the identification of need for facilities and services for homeless persons and homeless families with children, both sheltered and unsheltered, and any other subpopulations of homeless. Further, to the extent data is available, HUD requests information be provided that breaks down the homeless populations by familial status, racial and ethnic groups, and whether or not those populations are chronic homeless, veterans, and/or suffering from mental illness.

The Sacramento County Continuum of Care, the non-profit Sacramento Steps Forward, manages the Homeless Management Information System (HMIS) for all jurisdictions within the county, including Citrus Heights. Every other year, Sacramento Steps Forward organizes a survey to count the number and characteristics of homeless on one particular night. Volunteers recently completed the survey, called the Point-in-Time (PIT) Count, in January 2019, and then compiled data in the Homelessness in Sacramento County: Results from the 2019 Point-in-Time Count report prepared by Sacramento State University. Though data gathered is not specific per jurisdiction, it does identify overall homeless populations with as much detail as possible.

Data regarding the city’s homeless populations are updated throughout the year as recorded by homeless service providers. The city’s Homeless Navigator provided data about the homeless populations within Citrus Heights specifically. The Citrus Heights Police Department organizes the annual count in April in partnership with Sacramento Self-Help Housing as the city contracts with the nonprofit for homeless outreach and navigation services. The survey spans the entire month of April in order to obtain the most accurate assessment of the city’s homeless population. In the city’s April 2019, 163 homeless individuals completed the survey. Of that population, 73% are unemployed; 62.5% are interested in receiving services; 67% self-categorize as chronically homeless; 67% are addicted to alcohol and/or drugs. During the city’s homeless survey, 38% claim their probation/parole status prevents them from accessing housing; 31% report the lack of affordable housing keeps them homeless. Of note, 9% of the city’s homeless population reported having a history of domestic violence; 4.9% reported having a traumatic brain injury; and 1% are veterans.

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

Consolidated Plan

CITRUS HEIGHTS 52
Nature and Extent of Homelessness: (Optional)

<table>
<thead>
<tr>
<th>Race:</th>
<th>Sheltered:</th>
<th>Unsheltered (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethnicity:</td>
<td>Sheltered:</td>
<td>Unsheltered (optional)</td>
</tr>
</tbody>
</table>

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

According to the 2019 Point in Time (PIT) Count for Sacramento County, in the City of Citrus Heights, there were 45 unsheltered homeless people. The report highlighted that the Cities of Citrus Heights, Folsom, and Elk Grove had relatively small numbers of unsheltered homeless individuals (45, 17, and 7 nightly homeless, respectively, or about 1.6% combined) despite these cities’ sizable overall populations, which collectively make up 22% of the county’s total population.

The homeless survey conducted in April 2019 by the Police Department in partnership with Sacramento Steps Forward determined that the total homeless count in Citrus Heights was 163 persons. The survey included a note stating that the Sacramento PIT Count, referenced above, resulted in an undercount of the homeless population in suburban areas, because of a difference in methodology.

The police survey identified about 2 homeless veterans. In the Sacramento County PIT Count, homeless veterans made up approximately 12% of the homeless population. A count of homeless families was not broken out in the police-led survey, but based on estimations made from the Sacramento County PIT Count; families with children were estimated to be at 20% of the overall homeless population. In the Sacramento County PIT count, about half of the homeless families with children were unsheltered.

In the overall Sacramento county count, an estimated 6% of the homeless population identified as unsheltered youth and 2% were identified as sheltered youth.


Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

The 2019 PIT Count for Sacramento County found that 3,900 unsheltered individuals experienced homelessness throughout the entire County. Of those 3,900 individuals, 45 unsheltered homeless individuals resided in Citrus Heights, representing 1 percent of Sacramento County’s unsheltered homeless.

The City of Citrus Heights has a total estimate of 45 unsheltered (at the lower end, obtained through the PIT) to 163 unsheltered and sheltered (the higher end, counted through the police survey in April 2019) homeless individuals. In the police survey, 163 homeless individuals completed the survey. A high portion of the homeless individuals surveyed were unemployed and interested in receiving services.
About two-thirds said they are addicted to alcohol and/or drugs, and one out of five said they had a mental illness.

**Discussion:**

The City of Citrus Heights has an estimated 45 to 163 unsheltered homeless individuals. Some highlights from the survey conducted by the Police Department include the following statistics: 73% were unemployed, 62.5% were interested in receiving services, 67% considered themselves chronically homeless, and 67% were addicted to alcohol and/or drugs. During that survey, 38% claimed their probation/parole status prevents them from accessing housing, and 31% reported that the lack of affordable housing keeps them homeless. Of note, 9% of this homeless population reported having a history of domestic violence; 4.9% reported having a traumatic brain injury; and 1% are veterans.

During the County of Sacramento County Analysis of Impediments process, the need for shelter and services for people experiencing homelessness was a concern voiced by participants in focus and pop-up groups, including some who had experienced being homeless (currently and in the past). Participants identified challenges that included gaps in shelter or service offerings, long wait lists for housing, and the importance of advocates who could help those currently experiencing homelessness navigate the system.

In the open-ended comments section of the City of Citrus Height’s community engagement survey, a significant number of responses involved the desire to resolve homelessness in the City, especially at public areas such as parks. While the number of homeless persons in the City may not be as large as in other cities in the Sacramento County area, there is still a small but visible population.

In addition, the feedback that the City received from service providers during the engagement process identified that homeless individuals in Citrus Heights are local residents who find it very difficult to travel to other areas for service. In the Sacramento PIT Count, the most common response regarding helping Sacramento County do better for people experiencing homelessness was the need for Sacramento County to provide “more affordable housing.”
NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

Introduction:

Certain groups may have more difficulty finding housing and may require specialized services or assistance. Due to their special circumstances, they are more likely to be low-income. These groups include the following:

- Elderly persons, including frail elderly;
- Persons with disabilities;
- Large households;
- Female-headed households;
- Homeless persons; and
- Victims of domestic violence.

While a few providers have offices in Citrus Heights, most are located in the City of Sacramento or in unincorporated areas of the County closer to the urban core of the County. A regional online and telephone referral service, called 211, offers a comprehensive listing of services in the County.

Describe the characteristics of special needs populations in your community:

Elderly Households

Senior households have special housing needs primarily resulting from physical disabilities and limitations, income, and healthcare costs. Additionally, senior households have other needs that help preserve their independence including protective services to maintain their health and safety, in-home support services to perform activities of daily living, conservators to assist with personal care and financial affairs, public administration assistance to manage and resolve estate issues, and networks of care to provide a wide variety of services and daily assistance. According to 2010 Census reports the City’s population of citizens aged 65 and over is 13% of the City’s total. Approximately 20% of these are frail elderly, which is defined as needing at least some assistance to maintain an independent lifestyle. Much of the senior population faces financial difficulties in the form of a limited income after retirement. According to Census data, 27% of senior households are renters in Citrus Heights.

Disabled Persons

Physical, mental, and/or developmental disabilities could prevent a person from working, restrict a person’s mobility, or make caring for oneself difficult. The Census defines three types of disabilities including work disability, mobility limitation, and self-care limitation. A disability is defined as a mental, physical, or health condition that lasts over six months. According to the 2010 Census, 8,057 or 16% of persons 5 years of age or older in the City of Citrus Heights have a disability. Many of these persons have more than one disability. The greatest proportion of disabilities are employment disabilities followed closely by physical disabilities, which are often related to each other, meaning a person with a physical disability may not be able to work.
Disabled persons often have special housing needs related to accommodating potential limited earning capacity, the lack of accessible and affordable housing, and higher health costs associated with disabilities. Additionally, people with disabilities require a wide range of different housing, depending on the type and severity of their disability. Housing needs can range from institutional care facilities to facilities that support partial or full independence (i.e., group care homes). Supportive services such as daily living skills and employment assistance need to be integrated in the housing situation. The disabled person with a mobility limitation requires housing that is physically accessible. Examples of accessibility in housing include widened doorways and hallways, ramps, bathroom modifications (e.g., lowered countertops, grab bars, adjustable shower heads) and special sensory devices including smoke alarms and flashing lights.

**Persons with Developmental Disabilities**

A developmental disability is defined as a disability that originates before an individual is 18 years old, continues or can be expected to continue indefinitely, and constitutes a substantial disability for the individual, including mental retardation, cerebral palsy, epilepsy, and autism. This includes disabling conditions closely related to mental retardation, or requiring treatment similar to that required for individuals with mental retardation, but does not include other handicapping conditions that are entirely physical in nature.

Many developmentally disabled persons can live and work independently in a conventional housing environment, although more severely disabled individuals may require a supervised group living environment. The most severely affected individuals may require an institutional environment where medical attention and physical therapy are available. Because developmental disabilities appear during childhood, the first issue in supportive housing for the developmentally disabled is the transition from the person’s living situation as a child to an appropriate level of independence as an adult.

The City of Citrus Heights is serviced by the Alta California Regional Center in Sacramento, which provides a point of entry to services for people with developmental disabilities. The center is a private nonprofit community agency that contracts with local businesses to offer a wide range of services. According to Alta, 675 Citrus Heights residents are considered developmentally disabled, with the largest age group being 23-54.

There are a number of housing types appropriate for people living with a developmental disability, including rent subsidized homes, licensed and unlicensed single-family homes, inclusionary housing, Section 8 vouchers, special programs for home purchase, HUD housing, and SB 962 homes. The design of housing-accessibility modifications, the proximity to services and transit, and the availability of group living opportunities represent some of the considerations that are important in serving these individuals.

**Single-Parent and Female-Headed Households**

Single-parent households are households with children under the age of 18 at home and include both male- and female-headed households. These households generally have a higher ratio between their income and their living expenses (that is, living expenses take up a larger share of income than is
generally the case in two-parent households). Therefore, finding affordable, decent, and safe housing is often more difficult for single-parent households. Additionally, single-parent households have special needs involving access to day care or childcare, healthcare, and other supportive services.

The 2010 Census counted 4,348 female-headed single parent households in the City of Citrus Heights. Single parent households have special needs, especially when considering the rate of poverty. In 2010, 11.7% of all family households were in poverty, and 23.1% of female headed households were in poverty. In 2011, the City constructed the Citrus Heights Children and Youth Center, which is located on Sayonara Drive and administered by Campus Life. The Center is a free after school center that will provide more than 100 low-income children with tutoring services and educational games. A high proportion of these children come from Hispanic single parent households.

_Large Family Households_

Large family households are defined as households containing five or more persons. Large family households are considered a special needs group because there is limited supply of adequately sized housing to accommodate their needs. The more persons in a household, the more rooms are needed to accommodate that household. Specifically, a five-person household would require three or four bedrooms, a six-person household would require four bedrooms, and a seven-person household would require four to six bedrooms. The 2010 Census indicated that 6.4% of owner-occupied households in Citrus Heights have five or more members, which is equal to 2,000. Thirteen percent of renter households have five or more persons, a significant increase from 6.5% in 2000.

There appears to be ample large bedroom sizes in Citrus Heights. For example, only 6.4% of the owner households and 13% of the renter households were large families, while 20.3% of the ownership units were four or more bedrooms. On the other hand, there appears to be a deficit of larger rental units (only 3.3% are 4 or more bedroom) and most likely larger rental families occupy two or three bedroom units.

_Homeless Persons_

Homeless individuals and families have perhaps the most immediate housing need of any group. They also have one of the most difficult sets of housing needs to meet, due to both the diversity and complexity of the factors that lead to homelessness and to community opposition to the location of facilities that serve homeless clients.

In April of 2019, the city's police department conducted a survey on homelessness, in which they received 163 completed survey cards from individuals experiencing homelessness within the city. Homeless persons need access to emergency shelter, transitional housing, and permanent housing, often with supportive services. Homeless persons also often need case management, assistance securing government or other benefits, drug/alcohol treatment, and job and life skills training.

_Victims of Domestic Violence_
According to A Community for Peace (ACFP), the City’s local domestic violence and trauma informed care agency, there were 2,744 incidents of physical domestic violence and 2,204 heated domestic disputes that caused police to be called to the scene in the past five years. Locally there were 989 unmet requests for shelter in this region of the county last year. ACFP states the need for additional shelters and targeted comprehensive case management is critical to avoid the revolving shelter/relationship door experienced by many victims who are sheltered without an in depth, customized case management plan and to more effectively intervene on the integration or repeated domestic violence relationships. In 2013, ACFP responded to 430 domestic violence calls in Citrus Heights; of those 72 where cases in which children were exposed to domestic violence.

Domestic violence victims tend to be extremely low-income or very low-income. They often need short-term and long-term housing as they seek to escape abusive relationships. They also need services, including counseling (individual and family) and legal advocacy.

**What are the housing and supportive service needs of these populations and how are these needs determined?**

While Citrus Heights does not have a facility to serve the needs of homeless persons, many regional organizations provide programs to serve homeless persons residing in the city. Many of these regional organizations and resources are generally located in the city of Sacramento.

Sacramento Steps Forward, the lead agency for Sacramento County’s Continuum of Care, oversees federally funded housing and services for vulnerable populations and for people who are experiencing chronic homelessness. The housing programs include permanent supportive housing, rapid rehousing, and transitional housing.

The city works in partnership with Sacramento Self-Help Housing to connect persons experiencing homelessness to local resources, including resources in Citrus Heights. Through the Navigation program, Sacramento Self-Help Housing outreach staff meet with persons experiencing homelessness or vulnerable populations to provide housing counseling.

The Citrus Heights Homeless Assistance Resource Team (HART) organizes local programs and organizations offering services, including food banks, meals, animal resources, clothing donations, and laundry services, to increase awareness and accessibility to local resources. With many of the regional services located in Sacramento, HART attempts to address the physical gap for persons experiencing homelessness in Citrus Heights. HART, in partnership with the city, also provides a series of educational workshops to address factors that contribute to the cycle of poverty and connect attendees with agencies and resources. These workshops serve vulnerable populations, including persons returning from mental and physical health institutions, to connect them with and educate them about housing resources. HART also serves students and families who are at risk or are experiencing homelessness through Student
Connect Program. Services include mental and physical healthcare, financial assistance, housing assistance, school enrollment, clothing and hygiene, and more.

**Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:**

According to the California Department of Public Health Office of AIDS, there were 1,481 persons living with HIV and 1,877 persons living with AIDS in Sacramento County as of December 2012. The county level is the lowest level at which data was available. Since Citrus Heights’ population is approximately 6% of the County’s total population, it is estimated that Citrus Heights contains 89 persons with HIV and 113 persons with AIDS. This is likely an underestimate, since not all persons with HIV/AIDS are aware that they carry the disease.

Statewide, persons with HIV/AIDS tend to be overwhelmingly male (87%). Whites (44%) and Hispanics (33%) have the highest incidence. About 87% are adults between the ages of 20 and 49.

**Discussion:**

Special needs groups with high priority housing and supportive services needs include elderly persons, persons with disabilities, female-headed households, victims of domestic violence, and the homeless. These populations would generally benefit from permanent housing with supportive services on-site.

Citrus Heights does have a number of providers that serve special needs populations, including the Meals on Wheels by ACC (seniors), Sacramento Self-Help Housing (homeless and extremely low-income), WEAVE (victims of domestic violence), and the Sunrise Christian Food Ministry (all groups). The need for the services provided by these groups and many others is clearly high, and the city will need to continue to support their activities in order to best serve its special needs population.
Describe the jurisdiction’s need for Public Facilities:

How were these needs determined?

Citrus Heights contains a large number of nonprofit organizations, most of which have facility needs. In the past five years, the city devoted a substantial amount of funds to constructing a youth center on Sayonara Drive that provides after school activities and tutoring services. Needs identified over the next five years include the following:

- **Recreational opportunities.** During staff’s consultation with the Citrus Heights Collaborative, several non-profits expressed the need for more recreational opportunities for local youth. Similarly, in the city’s online survey of various public facility needs, respondents marked a youth center, as the most desired public facility need.

- **Transitional housing.** During the city’s consultation with the Citrus Heights Homeless Assistance Response Team (HART), a need for transitional housing was expressed. This need was also noted at the Collaborative work session. The city currently does not have a transitional house for homeless within the city limits. There is a need for transitional housing for families, including families with children. Survey respondents indicated homeless housing solutions are a high priority in the city.

Describe the jurisdiction’s need for Public Improvements:

The city has a continued need for accessibility-related public improvements, including the following:

- **ADA-accessible curb ramps.** Curb ramps allow disabled residents to have a safe path of travel on City sidewalks.
- **Sidewalk infill.** Sidewalk infill projects install sidewalk, curb, and gutter improvements in areas where there is currently no sidewalk. Generally, the sidewalk connects with existing sidewalk on both ends, or connects residents with a facility or other public improvement (e.g., trail).
- **Signalized intersection improvements.** Upgrades to signalized intersections to be ADA accessible.
- **Other ADA improvements.** Occasionally, other types of ADA improvements will be identified by the City’s General Services Department.
How were these needs determined?

These needs were determined in coordination with the City's General Services Department.

Describe the jurisdiction’s need for Public Services:

Citrus Heights is served by several local and regional nonprofits. Nonprofits provide services ranging from case management to after-school programs to landlord/tenant mediation. Needs identified over the next five years include the following:

- Senior services. Seniors need continued access to meals, both delivered for homebound seniors and Rusch Park, for more mobile seniors. Seniors also need access to transit that provides service close to their homes, medical facilities, shopping, and other services.
- Youth services. Youth in general need access to after-school and extracurricular programs that help them maintain education and gang involvement.
- Tenant/Landlord services. Renters need access to free advisory services when faced with a tenant landlord dispute.
- Homeless Assistance. Many survey respondents and Collaborative members mentioned services to the homeless as a high priority need in the city. Respondents mentioned mental health services are a particularly needed.
- Job training/education. Many low-income and English as a second language individuals need specialized job training and mentoring in order to fill the needs of Citrus Heights’ employers.

How were these needs determined?

These needs were determined upon consultation with the Citrus Heights Collaborative, various non-profits and service providers, input from a community workshop, and an online survey for community members and stakeholders.
Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

The City of Citrus Heights’ housing stock is primarily composed of single-family homes, with a combination of owned and rental properties. Most single-family homes have at least three bedrooms and there is an adequate number of housing units to accommodate most of the city’s residents, as evidenced by the low rate of overcrowding. The City of Citrus Heights is 98 percent built out, so there is little land available for new housing developments. Additionally, Citrus Heights is characterized by aging housing stock, with a majority of housing built before 1979, which can result in increased need for repair and rehabilitation. Therefore, the primary components of the city’s housing strategy are to preserve and rehabilitate its existing housing stock through housing repair and rental inspection programs, and to continue to operate its First-Time Homebuyer Program (FTHB).

Community engagement efforts expressed similar support for these programs. When asked to prioritize affordable housing needs, residents selected the following four preferences: emergency repair (21 percent), acquisition/rehab multi-family (21 percent), accessibility repairs grant (13 percent), and rehabilitation of existing single-family homes (13 percent). When surveyed, 18 percent of renters said they believed their home had a code violation, and all but one said they had reported it already to code enforcement. When why they had not reported it, 40 percent said they were afraid the owner would retaliate in some way. Moreover, when asked what are the top three housing program for the city to focus on, they said: homeownership - affordable single-family homes; rentals: affordable rental units, new construction of single-family, and home improvements for low-income homeowners.

The city has adequate housing for moderate and above-moderate income households, but many lower-income households struggle with different challenges as a result of economic factors. The city offers a mix of conventional housing units and assisted housing units both public-housing complexes and privately-owned. No affordable housing units are at risk of being converted to market rate rents during the upcoming plan period. Nonetheless, the city will continue to pursue additional affordable housing. The city will also continue to seek and develop opportunities for redevelopment, foster and develop an educated workforce through job training services, and expand jobs in the local community. This is especially important because most residents commute to outside of Citrus Heights to work.
The city gathered community feedback on housing affordability issues as well. When surveyed about their satisfaction with housing, renters said they were most unsatisfied with frequency of rent increases and affordability of rent. When asked about prioritizing city programs, residents ranked housing issues as the top two most important activities: 1) Expand homeless housing and services, 2) foster affordable housing, 3) offer a variety of public services, 4) construction/upgrade public facilities, and 5) improve accessibility. When asked what groups have the greatest need for affordable housing, respondents prioritized these three groups: seniors, disabled persons, and homeless persons. All of these groups typically need financial assistance with repairs and repairs to their home.

The city has made efforts to 1) take the lead in the design, construction, and funding of public improvements; 2) improve the appearance of commercial districts; and 3) stimulate private investment. These efforts have included streetscape enhancement projects and a campaign to revitalize the Auburn Boulevard Specific Plan Area. The campaign included assisting business owners with improving their customer base, one-on-one consulting, and a variety of grants and fee waivers to assist the property and business owners along the Auburn Boulevard corridor.
MA-10 Number of Housing Units – 91.210(a)&(b)(2)

Introduction

All residential properties by number of units

<table>
<thead>
<tr>
<th>Property Type</th>
<th>Number</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-unit detached structure</td>
<td>19,595</td>
<td>57%</td>
</tr>
<tr>
<td>1-unit, attached structure</td>
<td>3,300</td>
<td>10%</td>
</tr>
<tr>
<td>2-4 units</td>
<td>3,025</td>
<td>9%</td>
</tr>
<tr>
<td>5-19 units</td>
<td>4,555</td>
<td>13%</td>
</tr>
<tr>
<td>20 or more units</td>
<td>2,415</td>
<td>7%</td>
</tr>
<tr>
<td>Mobile Home, boat, RV, van, etc</td>
<td>1,640</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>34,530</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Table 26 – Residential Properties by Unit Number

Data Source: 2011-2015 ACS

Unit Size by Tenure

<table>
<thead>
<tr>
<th>Owners</th>
<th>Renters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>%</td>
</tr>
<tr>
<td>No bedroom</td>
<td>20</td>
</tr>
<tr>
<td>1 bedroom</td>
<td>145</td>
</tr>
<tr>
<td>2 bedrooms</td>
<td>2,620</td>
</tr>
<tr>
<td>3 or more bedrooms</td>
<td>15,330</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18,115</strong></td>
</tr>
</tbody>
</table>

Table 27 – Unit Size by Tenure

Data Source: 2011-2015 ACS

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

The city has approximately 1,133 units that have been assisted with federal, state, and local programs.

To illustrate, the city has 140 units that have been assisted through the city’s FTHB Loan Program and 243 units assisted through the Housing Repair Program.

Additionally, the city offers a variety of affordable housing options, including multifamily units with below market rents and vouchers that can be used at multiple sites.
In the City of Citrus Heights, there are ten affordable housing complexes, six of which are public housing units under the jurisdiction of Sacramento Housing and Redevelopment Agency (SHRA), which acts as the housing authority for Sacramento County; the remaining four are conventional housing units that are privately owned. The six public housing complexes contain 90 units and the privately owned complexes contain 650 units for 740 affordable housing units.

Complexes are available to low-income renters, while a few are available to both very low- and low-income renters. The apartment complexes are funded through a variety of sources: Low-Income Housing Tax Credit (LIHTC) properties, county multifamily funds, and HUD Section 202 funds. The city has two senior complexes, Normandy Park and Vintage Oaks, with 317 units available to Citrus Height’s population ages 55 and over. For a current list of affordable housing units, see the city’s affordable housing webpage: https://www.citrusheights.net/368/Affordable-Housing.

<table>
<thead>
<tr>
<th>Property Name</th>
<th>Number of Assisted Units</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Publicly Owned Apartment Complexes (SHRA)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sierra Hills Apartments</td>
<td>20</td>
<td>Unknown</td>
</tr>
<tr>
<td>Shadow Ridge Apartments</td>
<td>3</td>
<td>Unknown</td>
</tr>
<tr>
<td>Mariposa Manor</td>
<td>24</td>
<td>Unknown</td>
</tr>
<tr>
<td>Louis F. Glud Commons</td>
<td>15</td>
<td>Unknown</td>
</tr>
<tr>
<td>Tiara Terrace</td>
<td>20</td>
<td>Unknown</td>
</tr>
<tr>
<td>7554 Cook Avenue</td>
<td>8</td>
<td>Unknown</td>
</tr>
<tr>
<td><strong>Privately Owned Apartments Complexes</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arborelle Apartments</td>
<td>177</td>
<td>Non-targeted</td>
</tr>
<tr>
<td>Greenback Manor</td>
<td>156</td>
<td>Large family</td>
</tr>
<tr>
<td>Normandy Park</td>
<td>82</td>
<td>Seniors</td>
</tr>
<tr>
<td>Vintage Oaks</td>
<td>235</td>
<td>Seniors</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>740</strong></td>
<td>-</td>
</tr>
</tbody>
</table>

Sources: https://www.treasurer.ca.gov/ctcac/projects.asp; https://www.citrusheights.net/368/Affordable-Housing
Rents at these properties are set at rates affordable to households earning 60 percent or less of the area median income. In the case of very low-income units, rents are set at rates affordable to households earning 50 percent or less of the area median income.

The following are the resources provided for affordable housing:

- The city has an affordable housing impact fee; this funding source receives fees collected per square foot on new or additional commercial development in the city. The affordable housing impact fee must be used to produce housing that is affordable to low- and very low-income individuals.
- Since 1998, the city has provided down payment assistance through its FTHB program to people who purchase homes in Citrus Heights. The program is funded using the city’s annual share of Home Consortium funds; the level of assistance is up to $40,000 per project. To date, the program has assisted 140 new homeowners.
- The city’s Housing Repair Program offers loans to homeowners making health-related and safety repairs to their homes. The program offers conventional loans to eligible homeowners for up to $60,000 in assistance for needed home repairs. The city also offers grants for accessibility improvements, lead-based paint inspection, abatement, and relocation. To date, the program has assisted 243 homeowners.
- The city was awarded a $1,000,000 grant from the California Department of Housing and Community Development (HCD) to upgrade substandard mobile homes. The City Council approved the program guidelines in January 2016. In 2018, the city provided low-interest, deferred payment 20-year forgivable loans to eligible mobile home homeowners. The city completed this grant in 2018 and assisted 29 homeowners.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

No units are expected to be lost from the affordable housing inventory during the five-year Consolidated Plan period. There will be one change to the housing stock, starting in 2021, when SHRA will be converting its 6 public housing complexes to the Rental Assistance Demonstration (RAD) program. This is part of the housing authority’s plan for properties with five or more units. The RAD program was initiated by the US Department of Housing and Urban Development (HUD) in 2012 to help public housing authorities convert properties to more viable housing programs. As a result of HUD determining that the configuration of the public housing program was not economically sustainable, SHRA implemented the RAD program to convert its public housing to long-term, project-based Section 8 rental assistance developments. This allows these developments to maintain the public housing protections while providing more options to borrow money (private debt and equity) to perform necessary rehabilitation work.
SHRA will remain committed to housing extremely low-income households and continues to follow a “no net loss policy” where the development of at least an equivalent number of replacement units will be a guiding principle when units are removed from the baseline inventory.

**Does the availability of housing units meet the needs of the population?**

The availability of housing units meets the needs for some populations. Non-low-income households can afford average rents and purchase prices while lower-income households have more affordability barriers.

In 2015, the vacancy rate for Citrus Heights housing units was measured at 4.5 percent according to the 2011-2015 American Community Survey (ACS) 5-Year Estimates. HUD views a vacancy rate above 5 percent to mean there is adequate housing to provide choice and mobility for a community’s residents. The 2015 overall vacancy rate of just below 5 percent would indicate that there is a slight need for more housing.

On the other hand, the city’s low overcrowding rate indicates that, in general, its housing stock is well suited for the types of households that reside in the city. While a variety of housing types are available, there is an affordability mismatch for some, especially for extremely low-income households who still struggle to find affordable housing. Feedback from residents and stakeholders, during the community engagement process, is consistent with this. When ask what types of activities the City should prioritize, the number one response was to expand homeless (who are typically extremely low-income) housing and services.

**Describe the need for specific types of housing:**

There is limited affordable housing for persons and families earning 30 percent or below HUD area median family income (HAMFI), or very low-income. As shown in Table 35 below, only 360 rental units were identified as affordable for persons and families in this income bracket, compared to the 9,130 rental units and 4,895 units available for purchase that were available to persons and families earning 80 percent of HAMFI. This demonstrates a lack of affordable housing available to very low-income households.

Specific housing needs were identified through the community engagement survey and public meeting process as follows:

- 75 percent of respondents identified seniors as having the most important housing need.
- 59 percent of respondents identified workforce households (e.g., teachers, medical assistants, entry-level professionals) as having the most important housing need.
• 52 percent of respondents identified disabled persons as having the most important housing need.

Additionally, the consultation process with local agencies and service providers revealed the need for affordable housing for transitional youth aging out of the foster care system and permanent, supportive housing for homeless persons with supportive services (drug and alcohol treatment facilities, counseling services, etc.).

Discussion

The city has adequate housing resources for moderate- and above-moderate income households. Additionally, the city’s housing stock as a whole is well suited for its population, with sufficient numbers of large units that could be modified for persons with disabilities or seniors.

However, there remains a need for more affordable housing, especially for the lowest-income populations. To help meet this need, the city has taken steps toward meeting its affordable housing goals. On January 10, 2019, the City Council approved a 47-unit multifamily affordable housing development named Sunrise Pointe and the allocation of $1.3 million from the Citrus Heights HOME Investment Partnerships Fund related to the development. The Sunrise Pointe developer is Jamboree Housing Corporation and the service provider is TLCS, Incorporated. Sunrise Pointe will provide 47 residential units of permanent affordable housing for persons and families identified through the coordinated entry system and whose income ranges fall within or below the income limits. This project is currently identifying gap-funding sources and is estimated to begin construction in March 2020.

Also, the Sayonara affordable housing project is currently in the pre-planning phase. Previously, the city purchased and demolished 15 complexes and 1 eight-plex on the street with the intent of replacing them with a new affordable housing development. In that same neighborhood, on Sayonara Drive, the Citrus Heights Children and Youth Center was recently funded completed with CDBG funds in the 2010-2014 Consolidated Plan period.

Additionally, the existing housing stock needs continued maintenance and repairs to aging housing units. The city’s Housing Repair Program offers loans and grants to lower-income homeowners, including for stick-built and manufactured homes. The city has initiated a rental housing inspection program through its code enforcement team to help preserve the condition of housing citywide.
MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

Introduction

Housing costs in Citrus Heights rose in the 2000s until falling in 2010 in the wake of the recession. After reaching a low in 2013, as indicated by 2013–2017 ACS data, housing values have steadily increased toward pre-2008 values. The cost of rent has consistently increased and has now surpassed 2009 median rent values.

The rate at which housing and rental prices are increasing in Citrus Heights poses an affordability concern not only for low-income households, but also for median income households (those earning between 50 percent and 80 percent of HAMFI). Cost burden, defined as paying at least 30 percent of monthly earnings toward housing costs, has increased for low- and median-income households between 2009 and 2017, indicating that many households in Citrus Heights are paying for housing beyond their means.

Housing affordability was a priority concern for Citrus Heights residents who participated in the community engagement survey. Respondents reacted to the frequency of rental increases they are experiencing and selected affordable housing as a need for the senior population and persons with disabilities in terms of increased competition for affordable units.

Note: HUD automatically generates Data in tables with 2015 data. The tables cannot be modified. Because housing costs have risen significantly since 2015, more recent 2018 data is discussed in the narrative.

Cost of Housing

<table>
<thead>
<tr>
<th></th>
<th>Base Year: 2009</th>
<th>Most Recent Year: 2015</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Median Home Value</td>
<td>309,600</td>
<td>199,200</td>
<td>(36%)</td>
</tr>
<tr>
<td>Median Contract Rent</td>
<td>884</td>
<td>907</td>
<td>3%</td>
</tr>
</tbody>
</table>

Table 28 – Cost of Housing

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

<table>
<thead>
<tr>
<th>Rent Paid</th>
<th>Number</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $500</td>
<td>794</td>
<td></td>
</tr>
<tr>
<td>$500-999</td>
<td>8,875</td>
<td></td>
</tr>
<tr>
<td>$1,000-1,499</td>
<td>4,325</td>
<td></td>
</tr>
<tr>
<td>$1,500-1,999</td>
<td>685</td>
<td></td>
</tr>
<tr>
<td>$2,000 or more</td>
<td>175</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>14,854</td>
<td></td>
</tr>
</tbody>
</table>

Table 29 - Rent Paid

Data Source: 2011-2015 ACS
Housing Affordability

<table>
<thead>
<tr>
<th>% Units affordable to Households earning</th>
<th>Renter</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>30% HAMFI</td>
<td>360</td>
<td>No Data</td>
</tr>
<tr>
<td>50% HAMFI</td>
<td>1,360</td>
<td>1,205</td>
</tr>
<tr>
<td>80% HAMFI</td>
<td>9,130</td>
<td>4,895</td>
</tr>
<tr>
<td>100% HAMFI</td>
<td>No Data</td>
<td>7,715</td>
</tr>
<tr>
<td>Total</td>
<td>10,850</td>
<td>13,815</td>
</tr>
</tbody>
</table>

Data Source: 2011-2015 CHAS

Table 30 – Housing Affordability

Monthly Rent

<table>
<thead>
<tr>
<th>Monthly Rent ($)</th>
<th>Efficiency (no bed room)</th>
<th>1 Bedroom</th>
<th>2 Bedroom</th>
<th>3 Bedroom</th>
<th>4 Bedroom</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fair Market Rent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High HOME Rent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low HOME Rent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Data Source: HUD FMR and HOME Rents

Table 31 – Monthly Rent

Is there sufficient housing for households at all income levels?

Median gross rent in Citrus Heights in 2015 was $1,023 (see Table 36a), while the median fair market rate (FMR) was $1,012 (see Table 36). Though the FMR is lower than the median gross rent, it is not significantly lower.

According to Selected Housing Characteristics from the ACS (2011–2015), 45.80 percent of tenant-occupied households paid 35 percent or more of their income toward rent in 2015, making these units unaffordable. A rental is considered affordable if no more than 30 percent of income is paid toward rent. The burden was slightly lower for owner-occupied households, where 30.10 percent of households paid over 35 percent of their income toward their home mortgage.

Overpayment is a significant problem for very low- and low-income households (i.e., with income less than 50 percent of area median income). As shown in Table 35, only 360 units were considered affordable for households at 30 percent or below HAMFI, while 1,360 units were affordable for households at 50 percent of HAMFI. This is in large contrast to the 9,130 units that are affordable to those at 80 percent or more HAMFI, which are households with higher incomes. That overpayment is a significant issue is supported by feedback from Citrus Heights residents who completed the community engagement survey.
When asked about the frequency of rent increases, 30 percent of respondents selected “Unsatisfied” to indicate that rent increases occurred too frequently. Additionally, as this Consolidated Plan will discuss in detail, respondents repeatedly identified affordable housing as a top priority for low-income senior populations and persons with disabilities, who typically cannot afford market-rate rentals.

In general, the supply of housing for moderate-income and above moderate-income households is sufficient. Households at these income levels can afford both the median rent and the median ownership price. However, households at extremely low-income levels (30 percent or less) face a shortage of available rental homes.

**How is affordability of housing likely to change considering changes to home values and/or rents?**

As shown in Table 33, between 2009 and 2015, the median home value decreased approximately 36 percent. Median contract rents did not change as drastically and held steady with a 3 percent increase. However, since 2015, median house values have increased 24 percent, reported to be a median value of $246,600 in 2017 in the 2013–2017 ACS data. Further, as shown in Table 36(a), in 2016, the median home values increased by 9.5 percent ($199,200 in 2015 to $218,200 in 2016); in 2017, the median home values increased by 13.5 percent ($218,200 in 2016 to $246,600 in 2017). This indicates that home values are rising more rapidly each successive year, which can result in the decrease in the affordability of housing.

Overall, the percentage of homeowners experiencing cost burden has decreased since 2010, according to 2013–2017 ACS data; however, data suggests that lower-income households leaving the homeownership market because of high housing costs may cause this. As of 2017, 35 percent of Citrus Heights homeowners experienced cost burden, which is a 31 percent decrease from 2010. Median household incomes have increased by 1.5 percent since 2010, with 2013–2017 ACS data reporting median income as $54,373. This may factor into the decrease in cost burden on homeowners in Citrus Heights since 2010. As discussed in the Needs Assessment of this Consolidated Plan (see Table 7), cost burden for homeowners was primarily concentrated in households earning 50–80 percent of HAMFI (median income), with 51 percent of households experiencing cost burden in the median income bracket, as compared to households earning less than 50 percent HAMFI (low income), which represents 22 percent. This difference is likely primarily due to the low rate of homeownership in low-income households.

Unlike median housing values, 2009 represents the lowest rent value ($884), with rent prices increasing to $907 in 2015, as shown in Table 33, and $971 in 2017, according to 2013–2017 ACS data.
While the increase to $907 in 2015 was relatively incremental (3 percent over six years, as shown in Table 33), that rate more than doubles over the course of three years: between 2015 and 2017, rent increases by 7 percent to $971. Similarly, to the median housing values, this increasing rate of change can result in the rapid decrease in affordable rental housing.

The decrease in affordable rentals is supported by increase in households experiencing cost burden. Based on ACS data, 52 percent of households in 2010 were paying at least 30 percent of their monthly income on housing. By 2017, the ACS data reports that percentage had increased to 53 percent. Further, 82 percent of those 2017 households were paying more than 35 percent of their monthly income on housing costs. Low-income and median-income households alike feel the increase in cost burden. As discussed in the Needs Assessment in Table 7, low-income households, earning 50 percent HAMFI and below, represent 43 percent of all rental households experiencing cost burden. Median-income households, earning between 50–80 percent HAMFI, represent 50 percent of rental households experiencing cost burden.

Overall, these findings show that affordability has decreased as the median value of homes and rental prices have increased in Citrus Heights, and not only for low-income households.

<table>
<thead>
<tr>
<th>City of Citrus Heights</th>
<th>2009</th>
<th>2015</th>
<th>% change</th>
<th>2016</th>
<th>2017</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Median home values</td>
<td>$309,600</td>
<td>$199,200</td>
<td>-36%</td>
<td>$218,200</td>
<td>$246,600</td>
<td>13%</td>
</tr>
<tr>
<td>Median gross rent</td>
<td>$991</td>
<td>$1,023</td>
<td>3%</td>
<td>$1,048</td>
<td>$1,112</td>
<td>6%</td>
</tr>
<tr>
<td>Median HH income</td>
<td>$53,735</td>
<td>$50,047</td>
<td>-7%</td>
<td>$51,715</td>
<td>$54,373</td>
<td>5%</td>
</tr>
</tbody>
</table>

Table 31- Changes in Median housing values and income, 2009-2017


How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

According to ACS data for 2017, the median gross rent in 2017 for a one-bedroom apartment in Sacramento County was $848, whereas the FMR in 2017 based on HUD User Data for a one-bedroom apartment was $821. The median gross rent amount for a one-bedroom unit is higher than the FMR and high home rent rates. A two-bedroom apartment median gross rent was $1,073, and the FMR was again lower, at $1,036. On average, the market rate rents, FMRs, and HOME rents were close to each other. Rents for low-income units in Sacramento County are relatively close to market-rate rents.
However, this also means that low-income tenants may experience more competition in renting low-income units because prospective tenants in the overall housing market have a greater number of choices in their price range. The city’s strategy, therefore, will need to focus on those households for which market-rate rents remain unaffordable, namely very low- and extremely low-income households.

Discussion

The cost of housing can be a challenge for low-income households, which are sometimes forced to spend more than 30 percent of their gross income on housing costs due to market factors, including availability, resale pricing, interest rates, and property taxes and assessments. The challenges households face vary by income level:

For low-income households, the primary challenge is homeownership, especially at a time when demand is high and competition from investor’s further limits supply. Low-income households generally face low barriers to renting, with market-rate rents comparable to affordable rents.

For very low-income households, both renting and purchasing is a challenge, with members of this group overpaying for shelter. In general, extremely low-income households are not advised to purchase homes. These households face the most difficulty finding affordable rents in the city.

The city is aware of the need for more low-income housing; efforts are being made to address the issue. For example, the city has an affordable housing impact fee; this funding source receives fees collected per square foot on new or additional commercial development in the city. The affordable housing impact fee must be used to produce housing that is affordable to low- and very low-income brackets. The city also works closely with the county’s housing authority, SHRA.
MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

Introduction

The City of Citrus Heights is in need of rehabilitation of its aging housing stock. The majority of units were constructed prior to 1989.

Definitions

A property in "substandard condition" means any dwelling unit that contains a circumstance that endangers the life, limb, health, property, safety, or welfare of the public or the occupants. The conditions that make a property a "substandard dwelling" are defined in detail in the Citrus Heights Municipal Code.

For the purposes of the CDBG program, "substandard condition but suitable for rehabilitation" means that the cost of remedying all substandard conditions plus the current value of the property does not exceed the after-rehabilitation value of the property.

Condition of Units

<table>
<thead>
<tr>
<th>Condition of Units</th>
<th>Owner-Occupied</th>
<th></th>
<th>Renter-Occupied</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number</td>
<td>%</td>
<td>Number</td>
<td>%</td>
</tr>
<tr>
<td>With one selected Condition</td>
<td>5,885</td>
<td>32%</td>
<td>7,015</td>
<td>47%</td>
</tr>
<tr>
<td>With two selected Conditions</td>
<td>145</td>
<td>1%</td>
<td>895</td>
<td>6%</td>
</tr>
<tr>
<td>With three selected Conditions</td>
<td>15</td>
<td>0%</td>
<td>30</td>
<td>0%</td>
</tr>
<tr>
<td>With four selected Conditions</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>No selected Conditions</td>
<td>12,065</td>
<td>67%</td>
<td>6,935</td>
<td>47%</td>
</tr>
<tr>
<td>Total</td>
<td><strong>18,110</strong></td>
<td><strong>100%</strong></td>
<td><strong>14,875</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Table 32 - Condition of Units

Data Source: 2011-2015 ACS

Year Unit Built

<table>
<thead>
<tr>
<th>Year Unit Built</th>
<th>Owner-Occupied</th>
<th></th>
<th>Renter-Occupied</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number</td>
<td>%</td>
<td>Number</td>
<td>%</td>
</tr>
<tr>
<td>2000 or later</td>
<td>825</td>
<td>5%</td>
<td>734</td>
<td>5%</td>
</tr>
<tr>
<td>1980-1999</td>
<td>4,235</td>
<td>23%</td>
<td>5,995</td>
<td>40%</td>
</tr>
<tr>
<td>1950-1979</td>
<td>12,400</td>
<td>68%</td>
<td>7,885</td>
<td>53%</td>
</tr>
<tr>
<td>Before 1950</td>
<td>655</td>
<td>4%</td>
<td>255</td>
<td>2%</td>
</tr>
<tr>
<td>Total</td>
<td><strong>18,115</strong></td>
<td><strong>100%</strong></td>
<td><strong>14,869</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Table 33 – Year Unit Built

Data Source: 2011-2015 CHAS
Risk of Lead-Based Paint Hazard

<table>
<thead>
<tr>
<th>Risk of Lead-Based Paint Hazard</th>
<th>Owner-Occupied</th>
<th>Renter-Occupied</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number</td>
<td>%</td>
</tr>
<tr>
<td>Total Number of Units Built Before 1980</td>
<td>13,055</td>
<td>72%</td>
</tr>
<tr>
<td>Housing Units build before 1980 with children present</td>
<td>1,500</td>
<td>8%</td>
</tr>
</tbody>
</table>

Table 34 – Risk of Lead-Based Paint

Data Source: 2011-2015 ACS (Total Units) 2011-2015 CHAS (Units with Children present)

Vacant Units

<table>
<thead>
<tr>
<th></th>
<th>Suitable for Rehabilitation</th>
<th>Not Suitable for Rehabilitation</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacant Units</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abandoned Vacant Units</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REO Properties</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abandoned REO Properties</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 35 - Vacant Units

Need for Owner and Rental Rehabilitation

Sixty-one percent of the Citrus Heights housing stock was built between 1950 and 1979 and another 3 percent was built before 1950, which means that approximately 64 percent of the total housing stock is over 38 years old.

Per 2015 ACS data, the median year that homes were built in the city was in 1976, making those homes nearly 43 years old. The need for owner and rental rehabilitation is high. While major repairs are primarily the landlord’s responsibility in rental units, homeowners are solely responsible for their repairs. Many homeowners have few resources to address a leaky roof, broken HVAC system, or non-operational water heaters. The city has maintained an active housing rehabilitation program to assist owner-occupied homes with needed health-related and safety repairs. The city’s Housing Repair Program offers conventional loans to eligible homeowners for up to $60,000 in assistance for needed home repairs to address health and safety issues. The city also offers up to $5,000 grants for seniors and permanently disabled to make minor improvements to the accessibility and safety of the home including ramps, grab-bars, and visual alarms.
Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

As 64 percent of the city’s housing stock was built prior to 1980, there is the need for testing for lead-based paint hazards. It is estimated that 72 percent of owner-occupied houses and 55 percent of rental units were constructed before 1980.

Discussion

The need for rehabilitation of the city’s housing stock is high, as a significant portion of housing units were constructed prior to 1980. The city needs to maintain its Housing Repair Program, which assists homeowners with needed health-related and safety repairs to their homes.
MA-25 Public and Assisted Housing – 91.210(b)

Introduction

The City of Citrus Heights does not own or operate any public housing. SHRA owns and operates 6 complexes in Citrus Heights, with a total of 90 units; 4 more units are privately owned with 650 subsidized units. The number in Table 41 includes vouchers used within the city. Citrus Heights has 740 affordable units that were assisted by federal, state, and/or local funds.

Totals Number of Units

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Certificate</th>
<th>Mod-Rehab</th>
<th>Public Housing</th>
<th>Total</th>
<th>Project-based</th>
<th>Tenant-based</th>
<th>Vouchers</th>
<th>Special Purpose Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Veterans Affairs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Supportive Housing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Family Unification</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Program</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Disabled</td>
</tr>
<tr>
<td># of units vouchers available</td>
<td>0</td>
<td>0</td>
<td>298</td>
<td>371</td>
<td>27</td>
<td>344</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td># of accessible units</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Table 36 – Total Number of Units by Program Type

Data Source: PIC (PIH Information Center); Sacramento County Regional Ai

Describe the supply of public housing developments:

Due to its built-out nature, the city does not anticipate a new influx of additional public housing developments. However, the city has a history of partnering with SHRA to rehabilitate existing facilities.

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

SHRA public housing complexes are:

- Sierra Hills (6054 block of Shupe Drive)
- Hidden Oaks (5189 Devecchi)
- Shadow Ridge (6111 Shupe Drive)
- Mariposa Manor (6250/6260 Mariposa Avenue)
- Louis F. Glud Commons (6649 Sunrise Blvd.)
- Tiara Terrace (7500 Tiara Way)
- 7554 Cook Avenue
SHRA also monitors a seventh privately owned apartment complex: Normandy Park (7575 Madison Avenue).

City inspections of the properties’ exteriors indicate they are in good condition. Internal inspections were not performed by the city, but SHRA is required to inspect units regularly to ensure they meet housing quality standard rehabilitated units.

### Public Housing Condition

<table>
<thead>
<tr>
<th>Public Housing Development</th>
<th>Average Inspection Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sierra Hills (6054 block of Shupe Drive)</td>
<td>Unknown</td>
</tr>
<tr>
<td>6100 block of Terrell Drive</td>
<td>Unknown</td>
</tr>
<tr>
<td>6250/6260 Mariposa Avenue</td>
<td>Unknown</td>
</tr>
<tr>
<td>Louis F. Glud Commons (6649 Sunrise Blvd.)</td>
<td>Unknown</td>
</tr>
<tr>
<td>Tiara Terrace (7500 Tiara Way)</td>
<td>Unknown</td>
</tr>
<tr>
<td>7532 Carleton Lane</td>
<td>Unknown</td>
</tr>
<tr>
<td>7554 Cook Avenue</td>
<td>Unknown</td>
</tr>
<tr>
<td>Arborelle Apartments (8007 Sunrise Blvd.)</td>
<td>Unknown</td>
</tr>
<tr>
<td>Sunrise Creek Apartments (7761 Greenback Lane)</td>
<td>Unknown</td>
</tr>
<tr>
<td>7524 Pratt Avenue</td>
<td>Unknown</td>
</tr>
</tbody>
</table>

Table 37 - Public Housing Condition

**Describe the restoration and revitalization needs of public housing units in the jurisdiction:**

Based on an exterior inspection of the units, public housing units in all locations are acceptably maintained and not in need of major upgrades. Repairs and rehabilitation are the responsibility of SHRA; however, the city does have a history of assisting with rehabilitating public housing units, as was the case with Tiara Terrace and Mariposa Manor. Additionally, the city’s new housing inspection program will help with maintenance and repairs of privately owned housing units. Through the RAD program, SHRA is also converting all six public housing units to long-term, project-based Section 8 rental assistance developments over the next several years. The conversion allows these developments to maintain the public housing protections while simultaneously providing more options to borrow money (private debt and equity) to perform necessary rehabilitation work. It is anticipated that converted properties will be in better financial conditions for making routine repairs as the unit’s age.
Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

SHRA participates in the Family Self-Sufficiency (FSS) Program offered by HUD. The FSS Program encourages and assists clients in increasing their earned income, thereby increasing their ability to become economically self-sufficient. Resources offered through the FSS Program include job training and searching assistance, financial counseling, credit repair, and regular one-on-one or group support.

The FSS Program also offers incentives to encourage participation and enhance ability to achieve self-sufficiency. The main incentive offered to all clients is the ability to build savings during participation in the FSS program. The savings earned is distributed to eligible clients (clients who have completed their goals, are not receiving cash assistance, and are employed at 32 hours a week). FSS participants also have personal incentives for involvement, including structured goal planning, greater opportunities to increase their standard of living, an enhanced support system, and increased self-esteem.

Discussion:

Citrus Heights contains 90 units of public housing, which is generally in good condition. SHRA, which oversees public housing, has policies in place to inspect units, perform regular maintenance, and offer support to households attempting to achieve self-sufficiency.
MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

Homelessness occurs for many reasons: loss of employment, lack of career retraining, family disputes, mental health issues, physical health issues, disabilities, and drug or alcohol addiction. The 2019 Point in Time Count for Sacramento County found that 3,900 unsheltered individuals experience homelessness throughout the entire County. Of those 3,900 individuals, 45 unsheltered homeless individuals reside in Citrus Heights, representing 1 percent of Sacramento County’s unsheltered homeless, despite its sizeable population.

During the Consolidated Plan process, the city conducted multiple efforts to receive public feedback through community engagement. From the community engagement process, residents and stakeholders provided input surrounding the need for facilities, programs, and services to address homelessness in the city. From the community engagement survey, it was found that the top three services that were needed for those facing homeless in the city were 1) mental health services, 2) supportive services (e.g., job training, life skills, financial training, healthcare), and 3) day centers. Information collected from a community engagement meeting found that when asked what activities should be prioritized within the city, 29% of respondents believe that the city should prioritize homeless programs and services, while on a separate question, 21% believed that the city should prioritize creating homeless facilities. It should be noted that these were the most selected responses of all of the other categories for each respective question.

Additionally, in a community stakeholder meeting that was held, stakeholders identified the greatest priority needs for homeless populations in the city. The need for more mental health services, additional public park improvements aimed at homeless needs and an increase in the availability of drug treatment facilities throughout the city were the main topics that were identified. One of the community stakeholders that responded was the city’s homeless navigator. Their response stressed the need for additional affordable housing units within the city and surrounding areas and increased program options for Sacramento Self Help Housing programs.

The issue of homelessness continues to be a high priority between the city and the county. Through continued local and regional efforts, the city will continue to vie for programs, facilities, and services that are aimed at homeless and at-risk homeless
populations. The following table illustrates the number of individuals experiencing homelessness that are utilizing the county’s shelter resources, as outlined by the 2020-2024 Sacramento County 2020-2024 Consolidated Plan.

**Facilities and Housing Targeted to Homeless Households**

<table>
<thead>
<tr>
<th></th>
<th>Emergency Shelter Beds</th>
<th>Transitional Housing Beds</th>
<th>Permanent Supportive Housing Beds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year Round Beds (Current &amp; New)</td>
<td>Voucher / Seasonal / Overflow Beds</td>
<td>Current &amp; New</td>
</tr>
<tr>
<td>Households with Adult(s) and Child(ren)</td>
<td>426</td>
<td>N/a</td>
<td>303</td>
</tr>
<tr>
<td>Households with Only Adults</td>
<td>505</td>
<td>N/a</td>
<td>379</td>
</tr>
<tr>
<td>Chronically Homeless Households</td>
<td>N/a</td>
<td>0</td>
<td>N/a</td>
</tr>
<tr>
<td>Veterans</td>
<td>40</td>
<td>0</td>
<td>109</td>
</tr>
<tr>
<td>Unaccompanied Youth</td>
<td>32</td>
<td>0</td>
<td>138</td>
</tr>
</tbody>
</table>

Table 38 - Facilities and Housing Targeted to Homeless Households
Describe mainstream services, such as health, mental health, and employment services to the extent those services are use to complement services targeted to homeless persons

Nonprofit organizations, faith-based organizations, and local businesses in Citrus Heights and across Sacramento County offer diverse services to homeless individuals and their families:

- Animal-related resources, including pet food banks and free vet services
- Food banks and weekly meals
- Clothing closets
- Laundry services
- Legal services
- Employment services
- Drug and alcohol treatment services
- Mental health services, including counseling and community support teams

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

In April of 2019, the city’s police department conducted a survey on homelessness, in which they received 163 completed survey cards from individuals experiencing homelessness within the city. Out of 163 total survey cards completed:

- 129 respondents claimed to know that there are services available (79%)
- 102 respondents wanted access to services (62.5%)
- 48 respondents used some type of homeless service in the past (29%)
- 110 respondents consider themselves chronically homeless (67%)
- 2 respondents claimed to be veterans (1%)
- 110 respondents claimed to be addicted to alcohol and/or drugs (67%)
- 62 respondents claimed that their probation/parole status prevents them from getting housing (38%)
- 15 respondents claimed to have a domestic violence history (9%)
- 51 respondents claimed that the lack of affordable housing keeps them homeless (31%)
- 2 respondents claimed to have traumatic brain injuries (1%)
- 8 respondents claimed to be living with Post Traumatic Stress Disorder (PTSD) (4.9%)
- 34 respondents claimed that they have a mental illness, some of which are self-diagnosed (20.8%)
- 120 respondents identified as being unemployed (73%)
• An overwhelming majority claimed that they receive their medical services from Mercy San Juan Hospital

Note, that out of all the surveys that were completed and received, only one individual refused to answer the survey questions. This is a large contrast to prior surveys, which aimed to gather the same information, in which multiple individuals chose not to participate. This indicates that the police department has been successful in building strong rapport with the homeless population, allowing for a more credible and clear response from homeless individuals.

While Citrus Heights does not have a facility to serve the needs of homeless persons, many regional organizations provide programs to serve homeless persons residing in the city. Many of these regional organizations and resources are generally located in the city of Sacramento.

Sacramento Steps Forward, the lead agency for Sacramento County Continuum of Care, oversees federally funded housing and services for vulnerable populations and for people who are experiencing chronic homelessness. The housing programs include permanent supportive housing, rapid rehousing, and transitional housing.

The city works in partnership with Sacramento Self-Help Housing to connect persons experiencing homelessness to local resources, including resources in Citrus Heights. Through the Navigation program, Sacramento Self-Help Housing outreach staff meet with persons experiencing homelessness or vulnerable populations to provide housing counseling.

The Citrus Heights Homeless Assistance Resource Team (HART) organizes local programs and organizations offering services, including food banks, meals, animal resources, clothing donations, and laundry services, to increase awareness and accessibility to local resources. With many of the regional services located in Sacramento, HART attempts to address the physical gap for persons experiencing homelessness in Citrus Heights. HART, in partnership with the city, also provides a series of educational workshops to address factors that contribute to the cycle of poverty and connect attendees with agencies and resources. These workshops serve vulnerable populations, including persons returning from mental and physical health institutions, to connect them with and educate them about housing resources. HART also serves students and families who are at risk or are experiencing homelessness through Student Connect Program. Services include mental and physical healthcare, financial assistance, housing assistance, school enrollment, clothing and hygiene, and more.
MA-35 Special Needs Facilities and Services – 91.210(d)

Introduction

Special needs populations often have an increased need for housing, services, and facilities. Based on the 2018 HUD-prepared IDIS Desk Guide, for purposes of this plan, special needs groups include, but are not limited to, persons aged 62 years and older; persons with mental, physical, and/or development disabilities; single-parent and female heads of households; persons with HIV/AIDS and their families; and victims of domestic violence, dating violence, sexual assault, and stalking.

Special needs populations often benefit from supportive housing, which is a combination of housing and services intended to help people live more stable, productive lives. Supportive housing, widely believed to work well for those who face the most complex challenges, is coupled with such social services as job training, life skills training, substance abuse programs, educational programs, and case management.

Respondents of the community engagement survey identified specific needs for facilities and services for the special needs populations in Citrus Heights. Highlights from the survey include:

- 55 percent of respondents identified affordable housing as a top priority for persons with disabilities.
- 77 percent of respondents identified affordable housing as a top priority for senior citizens.
- Respondents identified after-school programs as a top priority for both teenagers and youth younger than 12 (52 percent and 60 percent, respectively).

Local agencies and service providers serving the Citrus Heights community identified transitional youth aging out of foster homes as a special needs population through the stakeholder consultation process. Transitional youth are included as a special needs population in the analysis below.

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

Several populations rely on supportive housing:

- Elderly persons (including the frail elderly) and persons with physical or developmental disabilities need in-home supportive services, often with tasks related to daily living, such as cleaning and meal preparation.
• Persons with disabilities require modifications to make housing suitable, with improvements such as accessible toilets, grab bars, and walk-in showers and tubs. In addition to difficulties finding housing that meets their needs, this population can also face discrimination based on their disabilities.

• Public housing residents may need life skills training, job training, and mental health services. As shown in Table 23 in the Needs Assessment, 14 percent are senior citizens and may require the services listed for seniors above. Persons with disabilities make up 27 percent of public housing residents and will require the services listed above for persons with disabilities. Finally, 100 percent of public housing residents in Citrus Heights requested accessibility modifications.

• Persons with alcohol and drug addictions require treatment services, including counseling, support services and programs, and in some cases medical services. Persons with alcohol and drug addictions could also benefit from job training and educational programs.

• Foster youth aging out of the foster system need life skills training, job training, and educational programs.

Persons with HIV/AIDS sometimes face bias and misunderstanding about their illness, which may affect their access to housing. Proper enforcement of fair housing regulations should be followed.

**Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing**

Sacramento Steps Forward, a regional nonprofit, now oversees Sacramento County’s Continuum of Care, which covers the City of Citrus Heights. Sacramento Steps Forward manages federally funded housing and services for populations vulnerable to homelessness, including case management for persons with mental or physical health issues. The Citrus Heights Homeless Navigator, a city staff position, provides resources and services to identify housing options to persons who enter homelessness immediately after release from mental and physical health institutions.

Sacramento Self-Help Housing, in partnership with Sacramento Steps Forward, provides permanent supportive housing for chronically homeless and disabled Sacramento County residents. In the City of Citrus Heights, Sacramento Self-Help Housing provides case management services to homeless individuals and those at risk of being homeless. Participants are given referrals based on the barriers identified in individual case plans in eight assessment domains, which include alcohol and drug, medical, and psychosocial. Case managers also assist participants with accessing educational programs and employment training and with seeking employment when appropriate. Referrals to mainstream resources (General Assistance, Social Security Disability Insurance, Social Security, Veterans Affairs, MediCal, employment services...
through Sacramento Employment and Training Agency, and other government entities) are also provided in an effort to increase their income.

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

Citrus Heights will continue to fund several nonprofits that provide a range of supportive services, including meals for homebound seniors, housing counseling to persons who are homeless or at risk of homelessness, domestic violence intervention, and a juvenile diversion program.

The city will maintain strong involvement with Sacramento Steps Forward as it manages the Continuum of Care, including ongoing staff participation on the Continuum of Care Advisory Board. The goal of the Advisory Board is to ensure that Sacramento Steps Forward retains a broad representation of the constituents in the community, allowing the organization to establish a more efficient method of community planning and evaluation. Through the Continuum of Care, the city is on a subcommittee where funders collaborate on funding homeless and housing services.

In addition, as a partner of the HOME Consortium, the city participates in several housing initiatives. Most recently, the Flexible Housing Program (FHP), which started in June 2019, will help families and individuals transition from the streets or temporary emergency shelter to permanent housing and new lives. FHP is a key part of the collaborative investment plan of nearly $20 million adopted by the County Board of Supervisors, the Continuum of Care Board, and the City of Sacramento in October 2018. Citrus Heights is a participant city along with the Cities of Sacramento, Elk Grove, and Rancho Cordova. In addition, the HOME Consortium allocated $1.3 million to fund the Sunrise Pointe housing development.

The city will continue to provide funding to Sacramento Self-Help Housing, which offers housing counseling to households who are at risk of becoming homeless. Sacramento Self-Help Housing collaborates with nonprofits to reach a greater number of clients who may need assistance locating stable housing options. The organization maintains a searchable database of low-income housing options on its website. Additionally, Sacramento Self-Help Housing administers the free renter’s helpline, which provides free counseling and mediation services for complaints of discrimination and landlord–tenant disputes. The renter’s helpline is funded annually by CDBG funding.
For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

The city will continue to fund nonprofits that provide a range of supportive services. Recently this has included programs providing senior meals, case management, landlord/tenant and fair housing counseling, juvenile diversion and education services, domestic violence, and an after-school youth program. For example, in 2018 the city funded Meals on Wheels which provides balanced, nutritious meals to homebound seniors; Terra Nova Counseling which operates a Juvenile Diversion and Education Program (JDEP) that provides individual and family therapy to decrease crime recidivism and improve quality of life for Citrus Heights youth; and Sacramento Self-Help Housing (Housing Counseling/Navigator) which provides housing counseling services to households at-risk of becoming homeless and navigator services to currently homeless households.
MA-40 Barriers to Affordable Housing – 91.210(e)

Notable barriers to developing affordable housing identified during the process of drafting the Housing Element update include:

- The balance between owner-occupied and renter-occupied housing and the preservation and maintenance of the city's aging housing stock.
- As suburbs mature with an aging housing stock, both single-family homes and apartment complexes in Citrus Heights face an increasing need for maintenance.
- Land availability and land zoned at densities appropriate for multifamily housing.
- Environmental factors such as floodplain and native oak trees.
- Availability of financing.
- Design guidelines, which control the appearance of new development. Due to specific requirements, the cost of building new housing may increase.
- Site improvement, development impact, and processing fees. These fees can add significant costs to developing new housing. Developers must often pay for new roadways, sewer, water, and park facilities, along with other miscellaneous fees. There are also costs associated with getting projects approved by the city and other agencies.
- Permit and approval process. In addition to the cost of fees on new projects, the amount of time required to process them varies by project, and the developer generally must pay holding costs, such as property taxes, during that time.
Negative Effects of Public Policies on Affordable Housing and Residential Investment

General Plan and Land Use Designations

The Community Development Element, which was updated as part of the General Plan update in 2011, sets forth the city’s development policies. Multifamily housing, defined as developments with three or more units, is permitted in the Medium Density Residential, High Density Residential, General Commercial, and Business Professional General Plan Land Use designations. The range of districts that permit residential development and the densities they offer (4–20 dwelling units per acre) allow for a variety of housing types and therefore do not serve as a constraint to housing development.

Based on the Citrus Heights Land Use Map in the General Plan, the city is primarily composed of the Low Density Residential General Plan Land Use designation, which has a maximum density of eight units per acre. This land use is not intended for multifamily housing and only allows duplexes in specified circumstances. However, accessory dwelling units may be added to residential properties developed with a single-family home.

As of 2011 when the General Plan was adopted, Citrus Heights was about 98 percent built out, meaning not much vacant land remains to be developed. At the time, there were only 149 acres remaining of residentially zoned properties. Therefore, General Plan policies primarily focused on addressing housing needs such as increasing homeownership and preserving the city’s existing housing stock, as well as the development of new residential units.

Smart Growth and Transit-Oriented Development

The General Plan designated a Corridor Transition Overlay, which is applied in conjunction with a residential land use designation to modify the allowable uses and standards of that designation. The Corridor Transition Overlay provides a mix of business service uses and other nonresidential uses compatible with residential to establish more commercial uses in close proximity to residential areas. The integration of commercial uses with neighboring residential areas reduces car usage, promotes active communities, and increases accessibility to commercial uses.

Zoning Standards and Permitted Housing Types

The General Plan is largely implemented though zoning. The existing Development Code regulates the type, location, density, and scale of residential development and exists to
promote the health, safety, and general welfare of residents. The city’s Development Code does not present barriers; rather, it has been amended to increase housing stock.

In addition to multifamily housing, which is permitted in Medium and High Residential zoning districts, the Development Code permits small-scale residential land uses that serve low-income residents and special needs populations. As discussed above, accessory dwelling units (also known as granny flats or secondary dwelling units) are permitted on any residential lot developed with a single-family home. Supportive/transitional housing with six or fewer clients is permitted by right in every residential zone, including RD 1-2 (Very Low Density Residential), and RD 3-4 and RD 5-7 (Low Density Residential). Other housing types that support special needs populations, including residential care facilities with six or fewer clients and adult day cares, are also permitted by right in residential zones.

In 2018, the city amended its Zoning Code and adopted standards for “small lots” with the intention to address the numerous underutilized multifamily, residential, or commercial parcels in the city. These underutilized properties are potential sites to accommodate housing; however, the majority of available sites are small or irregularly shaped, which limits the feasibility and desirability of conventional multifamily development such as apartments. The small lot development allows for flexibility to dealing with site constraints to provide housing on underutilized sites.

**Permitting Requirements and Development**

The 2013 Housing Element identified that the process to receive the necessary development permits for new projects can be financially prohibitive. Additionally, the amount of time required to process permits for new housing developments varies by project, and the developer is often required to pay holding costs, such as property taxes, during the predevelopment phase.

Development impact fees can add significant costs to the development of new housing. In addition to permit fees, which increase with the level of approval required, developers are required to pay for off-site improvements, including new roadways, sewer, water, and park facilities.

**Alignment with Goals of the General Plan**

Preserving and enhancing the range and affordability of housing is an important goal of the General Plan. Another goal of the plan is to continue to address housing needs for all, including homeowners,
low-income renters, seniors, disabled persons, and other with special needs. The plan includes a variety of goals, policies, and actions primarily directed toward the following objectives:

- Increase the level of homeownership in the community.
- Preserve the existing housing supply and ensure its continuing quality.

The city consistently reports on General Plan progress. The city is on track with implementation of the Housing Element portion of its General Plan. Additional details are provided in the latest report, the General Plan Annual Report 2018.
MA-45 Non-Housing Community Development Assets – 91.215 (f)

Introduction

The city is interested in bringing more jobs and in addition, high quality jobs to the city. The 2011 Citrus Heights Economic Development Strategy Report identified that the city’s aging stock of retail space, particularly space in small unanchored strip retail centers, was one of its key challenges. Recently the city has been in the process of a Specific Plan amendment to redevelop the Sunrise Mall. The city also has been improving its Comprehensive Transit Plan to improve service operations for the commuting public.

Economic Development Market Analysis

Business Activity

<table>
<thead>
<tr>
<th>Business by Sector</th>
<th>Number of Workers</th>
<th>Number of Jobs</th>
<th>Share of Workers</th>
<th>Share of Jobs</th>
<th>Jobs less workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture, Mining, Oil &amp; Gas Extraction</td>
<td>334</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>-1</td>
</tr>
<tr>
<td>Arts, Entertainment, Accommodations</td>
<td>4,091</td>
<td>3,398</td>
<td>13</td>
<td>21</td>
<td>8</td>
</tr>
<tr>
<td>Construction</td>
<td>2,391</td>
<td>711</td>
<td>8</td>
<td>4</td>
<td>-3</td>
</tr>
<tr>
<td>Education and Health Care Services</td>
<td>5,614</td>
<td>3,130</td>
<td>18</td>
<td>19</td>
<td>1</td>
</tr>
<tr>
<td>Finance, Insurance, and Real Estate</td>
<td>2,275</td>
<td>1,045</td>
<td>7</td>
<td>6</td>
<td>-1</td>
</tr>
<tr>
<td>Information</td>
<td>596</td>
<td>151</td>
<td>2</td>
<td>1</td>
<td>-1</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>1,536</td>
<td>38</td>
<td>5</td>
<td>0</td>
<td>-5</td>
</tr>
<tr>
<td>Other Services</td>
<td>1,248</td>
<td>560</td>
<td>4</td>
<td>3</td>
<td>-1</td>
</tr>
<tr>
<td>Professional, Scientific, Management Services</td>
<td>2,835</td>
<td>1,117</td>
<td>9</td>
<td>7</td>
<td>-2</td>
</tr>
<tr>
<td>Public Administration</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Retail Trade</td>
<td>4,951</td>
<td>4,886</td>
<td>16</td>
<td>30</td>
<td>14</td>
</tr>
<tr>
<td>Transportation and Warehousing</td>
<td>855</td>
<td>58</td>
<td>3</td>
<td>0</td>
<td>-2</td>
</tr>
<tr>
<td>Wholesale Trade</td>
<td>1,359</td>
<td>145</td>
<td>4</td>
<td>1</td>
<td>-4</td>
</tr>
<tr>
<td>Total</td>
<td>28,085</td>
<td>15,239</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

Table 39 - Business Activity

Data Source: 2011-2015 ACS (Workers), 2015 Longitudinal Employer-Household Dynamics (Jobs)
Labor Force

<table>
<thead>
<tr>
<th>Statistics</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Population in the Civilian Labor Force</td>
<td>44,390</td>
</tr>
<tr>
<td>Civilian Employed Population 16 years and over</td>
<td>38,850</td>
</tr>
<tr>
<td>Unemployment Rate</td>
<td>12.44</td>
</tr>
<tr>
<td>Unemployment Rate for Ages 16-24</td>
<td>34.23</td>
</tr>
<tr>
<td>Unemployment Rate for Ages 25-65</td>
<td>8.42</td>
</tr>
</tbody>
</table>

Table 40 - Labor Force

Data Source: 2011-2015 ACS

Occupations by Sector

<table>
<thead>
<tr>
<th>Sector</th>
<th>Number of People</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management, business and financial</td>
<td>7,900</td>
</tr>
<tr>
<td>Farming, fisheries and forestry occupations</td>
<td>1,830</td>
</tr>
<tr>
<td>Service</td>
<td>4,620</td>
</tr>
<tr>
<td>Sales and office</td>
<td>11,515</td>
</tr>
<tr>
<td>Construction, extraction, maintenance and repair</td>
<td>3,545</td>
</tr>
<tr>
<td>Production, transportation and material moving</td>
<td>2,150</td>
</tr>
</tbody>
</table>

Table 41 – Occupations by Sector

Data Source: 2011-2015 ACS

Travel Time

<table>
<thead>
<tr>
<th>Travel Time</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 30 Minutes</td>
<td>23,750</td>
<td>65%</td>
</tr>
<tr>
<td>30-59 Minutes</td>
<td>10,640</td>
<td>29%</td>
</tr>
<tr>
<td>60 or More Minutes</td>
<td>2,285</td>
<td>6%</td>
</tr>
<tr>
<td>Total</td>
<td>36,675</td>
<td>100%</td>
</tr>
</tbody>
</table>

Table 42 - Travel Time

Data Source: 2011-2015 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

<table>
<thead>
<tr>
<th>Educational Attainment</th>
<th>In Labor Force</th>
<th>Not in Labor Force</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Civilian Employed</td>
<td>Unemployed</td>
</tr>
<tr>
<td>Less than high school graduate</td>
<td>2,505</td>
<td>535</td>
</tr>
</tbody>
</table>

Consolidated Plan

CITRUS HEIGHTS

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OMB Control No: 2506-0117 (exp. 06/30/2018)
### Educational Attainment by Employment Status

<table>
<thead>
<tr>
<th>Educational Attainment</th>
<th>Civilian Employed</th>
<th>Unemployed</th>
<th>Not in Labor Force</th>
</tr>
</thead>
<tbody>
<tr>
<td>High school graduate (includes equivalency)</td>
<td>7,730</td>
<td>1,030</td>
<td>3,360</td>
</tr>
<tr>
<td>Some college or Associate's degree</td>
<td>14,250</td>
<td>1,785</td>
<td>4,750</td>
</tr>
<tr>
<td>Bachelor's degree or higher</td>
<td>6,570</td>
<td>510</td>
<td>1,230</td>
</tr>
</tbody>
</table>

Table 363 - Educational Attainment by Employment Status

Data Source: 2011-2015 ACS

### Educational Attainment by Age

<table>
<thead>
<tr>
<th>Age</th>
<th>18–24 yrs</th>
<th>25–34 yrs</th>
<th>35–44 yrs</th>
<th>45–65 yrs</th>
<th>65+ yrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 9th grade</td>
<td>65</td>
<td>500</td>
<td>460</td>
<td>585</td>
<td>645</td>
</tr>
<tr>
<td>9th to 12th grade, no diploma</td>
<td>950</td>
<td>875</td>
<td>540</td>
<td>1,545</td>
<td>755</td>
</tr>
<tr>
<td>High school graduate, GED, or alternative</td>
<td>2,970</td>
<td>3,405</td>
<td>2,480</td>
<td>6,255</td>
<td>3,800</td>
</tr>
<tr>
<td>Some college, no degree</td>
<td>3,655</td>
<td>4,455</td>
<td>3,465</td>
<td>7,225</td>
<td>3,545</td>
</tr>
<tr>
<td>Associate's degree</td>
<td>405</td>
<td>1,725</td>
<td>1,330</td>
<td>2,655</td>
<td>1,285</td>
</tr>
<tr>
<td>Bachelor's degree</td>
<td>480</td>
<td>1,860</td>
<td>1,315</td>
<td>2,950</td>
<td>1,690</td>
</tr>
<tr>
<td>Graduate or professional degree</td>
<td>0</td>
<td>400</td>
<td>475</td>
<td>1,325</td>
<td>1,000</td>
</tr>
</tbody>
</table>

Table 44 - Educational Attainment by Age

Data Source: 2011-2015 ACS

### Educational Attainment – Median Earnings in the Past 12 Months

<table>
<thead>
<tr>
<th>Educational Attainment</th>
<th>Median Earnings in the Past 12 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than high school graduate</td>
<td>21,000</td>
</tr>
<tr>
<td>High school graduate (includes equivalency)</td>
<td>27,080</td>
</tr>
<tr>
<td>Some college or Associate's degree</td>
<td>34,456</td>
</tr>
<tr>
<td>Bachelor's degree</td>
<td>46,590</td>
</tr>
<tr>
<td>Graduate or professional degree</td>
<td>55,596</td>
</tr>
</tbody>
</table>

Table 375 – Median Earnings in the Past 12 Months

Data Source: 2011-2015 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

A majority of Citrus Heights residents work in the education and health care services sector, followed by retail trade, and arts, entertainment, and accommodations sectors. A majority of Citrus Heights residents in highly skilled professions work outside Citrus Heights.
Describe the workforce and infrastructure needs of the business community:

In the community engagement survey, the types of businesses that were ranked as needed most were entertainment venues, locally owned businesses, and performing and visual arts.

In 2015, per the 2011–2015 ACS 5-Year estimates, there were 5,797 companies in Citrus Heights. The mean travel time to work was 25 minutes in 2015. A large portion of the population commutes outside of the city for work. According to Trulia, in 2017, about 29 percent of the population leaves the city during the day to commute to jobs outside of the city while 17.4 percent of workers live and work in the City of Citrus Heights. Increasing the availability of jobs in the city is one of the needs for the community.

The local business community expressed the need for an educated workforce during the annual city and Chamber of Commerce 2014 Business Walk. Infrastructure needs are typically related to maintaining street improvement and maintenance and technology needs, including sufficient data capacity infrastructure, reliable internet access, etc.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

There are several major redevelopment projects proposed for the City of Citrus Heights over the next five-year period. There will likely be new retail and office-related jobs generated as part of this redevelopment/new development. Workforce development is likely to be met through the existing employment training and placement services including organizations like (Crossroads, Asian Resources).

For example, the city will be revamping Sunrise Mall. The plan would likely make way for a mixed-use property. The current goal is to transform Sunrise Mall into an area where residents and visitors shop, work, live, and play. Sunrise Mall covers 100 acres of prime property in Citrus Heights. The city is working on a General Plan amendment that recognizes the importance of Sunrise Mall in the region and which would require the development of a specific plan to ensure the future redevelopment of Sunrise Mall is conducted in a comprehensive manner. These future changes are anticipated to have a positive impact on the community by diversifying the economy with more businesses and jobs.

The city also has been implementing its Comprehensive Transit Plan, which was adopted by City Council in October 2018, to improve service operations for the commuting public. The operating enhancements will address how to improve transit travel times through actions such as transit signal priority, peak hour bus-only lanes, and queue jump lanes.
How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

The majority of persons in each age group (except 65+) has completed some college, but did not obtain a degree. Currently, the retail trade sector represents the second largest business sector by number of workers (4,951 workers) and the largest business sector by share of jobs (30 percent). While college degree (associate and above) is not necessary for some retail positions, several respondents at the Citrus Heights Collaborative meeting and on the online survey expressed the need for job training services. One of the main goals of the city’s Community and Economic Development Department is to attract highly skilled workers and businesses to expand its businesses offerings beyond its strong retail base.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

The city partners with Crossroads Diversified Services, when possible; Crossroads, a nonprofit which receives SETA designated funding for the Sacramento County, provides resources and services to employers and job seekers in Sacramento County. In addition, the city has recently provided CDBG funding to Crossroads Diversified Services for the Youth and Employment Readiness Program, which offers employment readiness and soft skill development workshops to high school students.

Asian Resources provides a variety of comprehensive workforce training programs and resources for Citrus Heights youth, adults, and recent immigrants and refugees. Training programs include job placement opportunities, English classes, and technical skills training, such as computer skills and financial literacy.

The San Juan Unified School District offers workforce training through the Career and Technical Education program, which provides pathway programs to enter a number of local sectors, including health, manufacturing, construction trades, hospitality, and information technology.

Finally, the Sacramento County libraries, including Sylvan Oaks Library in the city, offer career counseling, skills training, and free amenities, such as WiFi and computers, to support residents entering the workforce or searching for a job.

Overall, these community organizations and their programs support this Consolidated Plan through expanding economic opportunities for youth and low-income residents.
Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

No. The city does not currently participate in the CEDS.

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

Discussion

The city is actively engaging in efforts to increase local jobs, so that residents have the option of working close to home in highly skilled jobs. There may be opportunities for new businesses to work with local service providers to encourage job training related to meet their needs.

The city makes efforts to strengthen the retail base to ensure its own fiscal stability, provide needed goods and services, and promote the vitality of its commercial districts and nodes. In coordination with the General Plan, the city made efforts to take the lead in the design, construction, and funding of public improvements, including streetscape enhancements, to improve the appearance of commercial districts and stimulate private investment.

For example, the city has completed several streetscape projects, including Sunrise Boulevard and portions of Auburn Boulevard. The city also recently launched a campaign to revitalize the Auburn Boulevard Specific Plan Area. The campaign includes assisting business owners in improving their customer base, one-on-one consulting, and a variety of grants and fee waivers to assist the property and business owners along the Auburn Boulevard corridor. This campaign is about halfway completed and is now currently in the second phase.

The city continually seeks ways to improve transportation services for the commuting public, which will make it easier to get to and from work. The city is also in the process of a General Plan amendment regarding redevelopment of Sunrise Mall. It would require the development of a specific plan to ensure that the future redevelopment of Sunrise Mall is conducted in a comprehensive manner. These future changes are anticipated to have a positive impact on the community by diversifying the economy and by providing more access to businesses and jobs.
MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

Historically, the city has focused many resources on Sayonara Drive, which is the street in the city most subject to crime, calls for service, code enforcement issues, and building deficiencies. The city purchased and demolished 15 complexes and 1 eight-plex on the street with the intent of replacing them with a new affordable housing development. The city is currently in the pre-planning phase of this project.

The city will pursue housing resources consistent with the priorities outlined in the city's Housing Element and Consolidated Plan, including pursuing funds for the city's Housing Trust Fund, FTHB, the Sayonara neighborhood, other pockets of low-income neighborhoods, and the city's ten mobile home communities.

In general, there is not a large concentration of multiple housing problems in other areas of the city.

City recently started rental housing inspection program, which would also assist with identifying any building deficiencies in the City including homes in this community.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

Racial and ethnic minorities and low-income families are not concentrated to an extent in neighborhoods that would require a specific targeting of CDBG funds. HUD has developed a census tract-based definition of R/ECAPs. The definition involves a racial/ethnic concentration threshold and a poverty test. The racial/ethnic concentration threshold is: R/ECAPs must have a non-white population of 50 percent or more. Regarding the poverty threshold, neighborhoods of extreme poverty must be within census tracts with 40 percent or more of individuals living at or below the poverty line. None of the parcels within the city have that combined concentration.

What are the characteristics of the market in these areas/neighborhoods?

As a majority of Citrus Heights housing was constructed prior to 1989, many neighborhoods and areas face similar challenges in terms of housing maintenance.
Are there any community assets in these areas/neighborhoods?

Regarding Sayonara Drive, the Citrus Heights Children and Youth Center is located on Sayonara Drive and was constructed with CDBG funds in the 2010-2014 Consolidated Plan period. The street maintains easy access to regional transit.

Are there other strategic opportunities in any of these areas?

The city anticipates constructing an affordable housing development project on Sayonara Drive in the Consolidated Plan period.
Strategic Plan

SP-05 Overview

Strategic Plan Overview

Citrus Heights will use a need-based strategy, as opposed to a place-based strategy, over the course of the planning period.

At the community workshop in September 2019, when the public was asked what the top two priorities were that the city should prioritize, the following priorities were listed as follows: 29 percent of respondents chose expand homeless housing and services 26 percent chose foster affordable housing; 19 percent chose offer a variety of public services, 18 percent chose construct/upgrade facilities, and 8 percent chose improve accessibility.

When the public was asked what were the top priority populations for the city to provide assistance, the following groups were selected: extremely low income, families with children and elderly, families with children, mentally ill homeless, homeless veterans, chronically homeless, persons with mental disabilities, elderly, frail elderly, persons with developmental disabilities, victims of domestic violence.

Based on the needs assessment, market analysis, and consultations with the community and stakeholders, the following are the selected key community needs for the Consolidated Plan:

- Build healthy communities;
- Improve public infrastructure;
- Enhance accessibility;
- Improve public services for priority populations;
- Improve housing access and affordability; and
- Expand economic opportunities.

These priorities align closely with three of the city Council’s five goals: “diversify for a changing economy,” “improve community vibrancy and engagement,” and “improve streets and infrastructure.”

Within those priorities, the city identified eight main goals:

- Foster affordable housing
- Provide services for people experiencing homelessness
- Provide services for seniors and youth
- Provide additional public services responsive to current public needs
- Improve accessibility
- Construct/upgrade public facilities
- Effectively administer CDBG program to benefit the Citrus Heights community
- Affirmatively further fair housing

To address these goals, the city is in the pre-planning process for future construction of new affordable housing development on Sayonara Drive. The city also plans to continue to provide loans to homeowners needing health-related and safety repairs, support nonprofits offering a wide range of social services and support services to the homeless populations, and assist with accessibility and new facility projects.

To help address homelessness, the city has funded Sacramento Self-Help Housing (Housing Counseling/Navigator) to provide housing counseling services to households at-risk of becoming homeless and navigator services to households that are currently homeless.

Other types of projects may be considered as needed throughout the Consolidated Plan period. The city anticipates funding activities using a variety of sources, including CDBG, HOME, General Fund, and grants received by the city. The city will work with local and regional nonprofits, as well as affordable housing developers, to implement many of the activities.

Funded programs that provide services for youth and seniors include the following: Campus Life Connection which operates an after-school center that provides low-income youth with recreational activities, activities include mentoring, tutoring, educational games, technology center, and daily nutritious meals; Crossroads Diversified Services which runs a Youth and Employment Readiness Program (YERP) that includes employment readiness and soft skill development workshops to high school students; Terra Nova Counseling which operates a Juvenile Diversion and Education Program (JDEP) that provides individual and family therapy to decrease crime recidivism and improve quality of life for Citrus Heights youth; and Meals on Wheels which provides balanced, nutritious meals throughout the week, 250 days per year to seniors.

The city will also undertake public improvements using internal staff and contractors. For example, the city recently is in process of and has completed projects relating to the rehabilitation of areas, improving public services, and improving accessibility. Sunrise Boulevard Complete Streets Phase II- the Sunrise Boulevard Rehabilitation and Complete Streets Project (multiple Phases) is a comprehensive and realistic Complete Streets project that will rehabilitate and reconstruct a regionally significant arterial, adding much needed Complete Streets element throughout the project area. In September, Phase 2A of the revitalization project was completed. The phase saw the installation of new storm drain system, new curb,
gutter and sidewalk, and new streetlights. In addition, restriping of the boulevard decreased travel lane widths and placed dedicated bike lanes.

One project that helps improve living conditions and affirmatively further fair housing is the Rental Housing Inspection Program. In October 2018, the City Council approved moving forward with a Rental Housing Inspection Program. The program promotes compliance with health and safety standards to reduce the number of substandard rental housing conditions. In addition, the Sacramento Self-Help Housing (Renters Helpline) provides a telephone and internet-based “Renters Helpline” as well as counseling, dispute resolution, and fair housing services.
SP-10 Geographic Priorities – 91.215 (a)(1)

Geographic Area

<table>
<thead>
<tr>
<th>Target Area</th>
<th>Percentage of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low- Moderate-Income Census Tracts</td>
<td>Estimate 85%</td>
</tr>
</tbody>
</table>

Table 46 - Geographic Priority Areas

General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

Citrus Heights will use a need-based strategy, as opposed to a place-based strategy, over the course of the planning period. There are no geographic priorities. The city prioritizes funding primarily within the low-income neighborhoods (at least 51% of low- and moderate-income neighborhoods). The majority of the activities the city plans to conduct will be offered to eligible households citywide. For example, the Citywide Accessibility Project funded in 2019 is focused on the low- and moderate-income census tracts. These locations were selected in coordination with the city’s General Services Department based on resident input and timing with other planned projects in order to leverage non-CDBG funds.

The city plans to continue to identify the need for proposed projects on an annual basis through the collection of data (quantitative and qualitative) during the application process. The city also plans to consult service providers in determining the level of need for proposed activities.

The summary analysis of the result of the community engagement meeting that took place in September 2019, resulted in the following priorities: 1) expand homeless housing and services, 2) foster affordable housing, 3) offer a variety of public services, 4) construction/upgrade public facilities, and 5) improve accessibility. Given the difficulties that already exist in implementing these types of projects, it was decided to not limit services to certain geographic areas in the city. Most of the services available in the city are open to all residents.

However, during the community workshop, the public in attendance was asked to share their thoughts about particular geographic areas within the city that should be prioritized for future CDBG funding. They placed pins on a map of the city, broken into different census block groups. Census block 8139 was designated as a top priority. If given the opportunity in the future, this priority area will be taken into account for during the priority needs assessment process.
### SP-25 Priority Needs - 91.215(a)(2)

#### Priority Needs

<table>
<thead>
<tr>
<th>Priority Need Name</th>
<th>Build Healthy Communities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Level</td>
<td>High</td>
</tr>
<tr>
<td>Population</td>
<td>Extremely Low Income</td>
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<tr>
<td></td>
<td>Low Income</td>
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<tr>
<td></td>
<td>Moderate Income</td>
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<td>Large Families</td>
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<td>Families with Children</td>
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<td>Elderly</td>
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<td></td>
<td>Chronic Homelessness</td>
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<td>Individuals</td>
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<td></td>
<td>Mentally Ill</td>
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<td></td>
<td>Chronic Substance Abuse</td>
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<td>Veterans</td>
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<td></td>
<td>Victims of Domestic Violence</td>
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<td>Unaccompanied Youth</td>
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<td>Frail Elderly</td>
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<td>Persons with Mental Disabilities</td>
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<td>Persons with Physical Disabilities</td>
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<td></td>
<td>Persons with Developmental Disabilities</td>
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<td></td>
<td>Victims of Domestic Violence</td>
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<tr>
<td></td>
<td>Non-housing Community Development</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Geographic Areas Affected</th>
<th>Citywide and Low-Mod Income (LMI) Census Tracts</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Associated Goals</th>
<th>Foster affordable housing</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Provide services for people experiencing homelessness</td>
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<tr>
<td></td>
<td>Provide services for seniors and youth</td>
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<td></td>
<td>Provide additional public services responsive to current public needs</td>
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<tr>
<td></td>
<td>Improve accessibility</td>
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<tr>
<td></td>
<td>Construct/upgrade public facilities</td>
</tr>
<tr>
<td></td>
<td>Effectively administer the CDBG program to benefit the Citrus Heights community</td>
</tr>
<tr>
<td></td>
<td>Affirmatively further fair housing</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Through this goal the city plans to:</td>
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<tr>
<td>-----------------</td>
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</tr>
<tr>
<td></td>
<td>• Foster affordable housing</td>
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<td></td>
<td>• Affirmatively further fair housing</td>
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</table>

| **Basis for Relative Priority** | When surveyed, Citrus Heights residents expressed a strong desire to improve the health and prosperity of the communities and neighborhoods that they live in. |

<table>
<thead>
<tr>
<th><strong>Priority Need Name</strong></th>
<th>Improve Public Infrastructure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Priority Level</strong></td>
<td>High</td>
</tr>
<tr>
<td><strong>Population</strong></td>
<td>Extremely Low Income, Low Income, Moderate Income, Large Families, Families with Children, Elderly, Chronic Homelessness, Individuals, Frail Elderly, Persons with Physical Disabilities, Persons with Developmental Disabilities, Non-housing Community Development</td>
</tr>
<tr>
<td><strong>Geographic Areas Affected</strong></td>
<td>LMI Census Tracts</td>
</tr>
<tr>
<td><strong>Associated Goals</strong></td>
<td>Improve accessibility, Construct/upgrade public facilities</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Through this goal the city plans to:</td>
</tr>
<tr>
<td></td>
<td>• Construct/upgrade public facilities</td>
</tr>
</tbody>
</table>
Survey results indicated that the most important infrastructure projects for the city are street surface repairs, reducing utility rates, and energy programs. Additionally, survey respondents specifically identified the following public facilities improvements as the most important for the city to support homeless facilities 21 percent; youth centers 17 percent, senior center 12 percent, parks and rec facilities 8 percent, street and sidewalk infill 8 percent, and 7 percent health facilities.

<table>
<thead>
<tr>
<th>Basis for Relative Priority</th>
<th>Enhance Accessibility</th>
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</thead>
<tbody>
<tr>
<td>Priority Need Name</td>
<td>High</td>
</tr>
<tr>
<td>Population</td>
<td>Extremely Low Income</td>
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<td>Persons with Physical Disabilities</td>
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<td>Persons with Developmental Disabilities</td>
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<td>Geographic Areas Affected</td>
<td>LMI Census Tracts</td>
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<tr>
<td>Associated Goals</td>
<td>Improve accessibility</td>
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<tr>
<td></td>
<td>Construct/upgrade public facilities</td>
</tr>
<tr>
<td>Description</td>
<td>Through this goal the city plans to:</td>
</tr>
<tr>
<td></td>
<td>• Improve accessibility</td>
</tr>
<tr>
<td>Basis for Relative Priority</td>
<td>Outreach with residents identified the need for persons with disabilities, seniors, and low-income families to have better access to transportation as well as to facilities through ADA-compliant and other type improvements.</td>
</tr>
<tr>
<td>Priority Need Name</td>
<td>Improve Public Services for Priority Populations</td>
</tr>
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<td>--------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Priority Level</td>
<td>High</td>
</tr>
<tr>
<td>Population</td>
<td>Extremely Low Income</td>
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<td></td>
<td>Low Income</td>
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<tr>
<td></td>
<td>Non-housing Community Development</td>
</tr>
<tr>
<td>Geographic Areas Affected</td>
<td>Citywide</td>
</tr>
<tr>
<td>Associated Goals</td>
<td>Provide services for people experiencing homelessness</td>
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<td></td>
<td>Provide services for seniors and youth</td>
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<tr>
<td></td>
<td>Provide additional public services responsive to current public needs</td>
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<td></td>
<td>Improve accessibility</td>
</tr>
<tr>
<td></td>
<td>Effectively administer the CDBG program to benefit the Citrus Heights community</td>
</tr>
</tbody>
</table>
| Description | Through this goal the city plans to:  
| - Provide services for people experiencing homelessness  
| - Provide services for seniors and youth  
| - Provide additional public services responsive to current public needs  
| - Improve accessibility  
| - Effectively administer the CDBG program to benefit the Citrus Heights community |

| Basis for Relative Priority | Community Engagement meeting identified the need to improve public spaces including accessibility for disabled populations.  
| - Additionally, surveyed residents said that children’s and youth highest priority needs as after-school programs and affordable child-care. Services for senior populations were also highly prioritized as needing social activities, general financial assistance, and affordable transportation.  
| - Consultations with service providers suggested that access to affordable housing and transportation would help these populations as well. |

<p>| Priority Need Name | Improve Housing Access and Affordability |
| Priority Level | High |</p>
<table>
<thead>
<tr>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extremely Low Income</td>
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<tr>
<td>Low Income</td>
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<tr>
<td>Moderate Income</td>
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<tr>
<td>Large Families</td>
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<td>Persons with Developmental Disabilities</td>
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<tr>
<td>Victims of Domestic Violence</td>
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</table>

<table>
<thead>
<tr>
<th>Geographic Areas Affected</th>
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</thead>
<tbody>
<tr>
<td>Low- moderate-income Census Tracts</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Associated Goals</th>
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<tbody>
<tr>
<td>Foster affordable housing</td>
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<tr>
<td>Improve accessibility</td>
</tr>
<tr>
<td>Affirmatively further fair housing</td>
</tr>
</tbody>
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<tr>
<th>Description</th>
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<tr>
<td>• Improve accessibility</td>
</tr>
<tr>
<td>• Affirmatively further fair housing</td>
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</tbody>
</table>
Surveyed residents selected the following housing program priorities: homeownership for affordable single-family homes (64 percent), and 48 percent of those surveyed indicated the priority for affordable rental units. Additionally, almost half of the respondents are cost burdened with 38 percent paying between 30 and 50 percent of their monthly income towards rent/mortgage, and another 11 percent paying more than 50 percent towards their rent/mortgage.

Affordable housing was also the top priority in the survey for seniors.

<table>
<thead>
<tr>
<th>Basis for Relative Priority</th>
</tr>
</thead>
</table>

Table 38 – Priority Needs Summary

**Narrative (Optional)**

During the community survey engagement meeting, when asked what are the top two priorities that the city should prioritize, the following priorities were listed: 29 percent of respondents chose expand homeless housing and services, 26 percent chose foster affordable housing, 19 percent chose offer a variety of public services, 18 percent chose construct/upgrade facilities, and 8 percent chose improve accessibility. Respondents also selected the following priority populations as needing the most assistance: extremely low and low-income individuals; families with children, elderly individuals; persons experiencing homelessness (particularly homeless families with children, mentally ill, veterans, and chronically homeless); persons with mental disabilities, frail elderly, persons with developmental disabilities, and victims of domestic violence.
### SP-30 Influence of Market Conditions – 91.215 (b)

**Influence of Market Conditions**

<table>
<thead>
<tr>
<th>Affordable Housing Type</th>
<th>Market Characteristics that will influence the use of funds available for housing type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Based Rental Assistance (TBRA)</td>
<td>The Sacramento Housing and Redevelopment Agency (SHRA), the regional housing authority, carry out the tenant-based rental assistance program in Citrus Heights. In general, the factors affecting the use of funds are the availability of funds (which are impacted largely by decisions at the federal level), the willingness of landlords to accept TBRA vouchers, the stock of well-maintained rental housing, and fair market rent limitations.</td>
</tr>
<tr>
<td>TBRA for Non-Homeless Special Needs</td>
<td>The TBRA program in Citrus Heights is carried out by SHRA. The factors affecting the use of funds for non-homeless special needs are similar to those for TBRA in general (as described above). In addition, the need of persons with special needs to live near transit and services can be further limiting.</td>
</tr>
<tr>
<td>New Unit Production</td>
<td>New unit production is affected by several factors, including most notably land and construction costs, such as the costs of building materials and labor. Both labor and land have increased due to a limited number of qualified workers and increases in construction. Permit and processing fees also must be included in the financial feasibility analysis. The availability of federal and state tax credits (and the individual competitiveness of projects) and interest rates for private financing are factors. At the local level, the pace of new market-rate construction, which generates a fee the city uses to subsidize new affordable housing, also plays a part.</td>
</tr>
<tr>
<td>Rehabilitation</td>
<td>The cost of private financing affects small-scale single-family or multifamily rehabilitation decisions; when interest rates are low, property owners may prefer traditional financing that has few strings attached. Rental property owners' willingness to accept the affordability restrictions of CDBG and other federal financing sources is also a factor.</td>
</tr>
<tr>
<td>Acquisition, including preservation</td>
<td>The availability of housing to acquire could be a factor. Construction costs for rehabilitation and the availability of private and/or tax credit financing are also factors.</td>
</tr>
</tbody>
</table>

**Table 39 – Influence of Market Conditions**
SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

Introduction
<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Expected Amount Available Year 1</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual Allocation: $</td>
<td>Program Income: $</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prior Year Resources: $</td>
<td>Total: $</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Remainder of ConPlan $</td>
<td></td>
</tr>
<tr>
<td>CDBG</td>
<td>CDBG</td>
<td>Acquisition Admin and Planning</td>
<td>600,000</td>
<td>50,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Economic Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Improvements</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>650,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2,600,000</td>
<td></td>
</tr>
<tr>
<td>HOME</td>
<td>HOME</td>
<td>Acquisition</td>
<td>180,000</td>
<td>50,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homebuyer assistance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homeowner rehab</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Multifamily rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>New construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Multifamily rental rehab</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>New construction for ownership</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TBRA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>230,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>920,000</td>
<td></td>
</tr>
<tr>
<td>General Fund</td>
<td>General Fund</td>
<td>General fund money provided to nonprofits to benefit public services.</td>
<td>118,000</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>118,400</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>472,000</td>
<td></td>
</tr>
</tbody>
</table>

Table 40 - Anticipated Resources
Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

There is no federal requirement for the city to match CDBG funds with other non-federal program resources. In 2018, the city allocated $118,400 in General Fund revenue to nonprofits providing a community service in Citrus Heights, in addition to the CDBG investments. All capital improvement projects funded with CDBG have been able to take advantage of other federal and state funding sources, including Measure A funds, to complete design, engineering, and construction work that exceeds the city’s CDBG allocation for these projects. With respect to public services, the city requires all subrecipients to identify other resources that will be utilized during the program year to operate and implement CDBG-supportive activities. It is the city’s intent to ensure that adequate non-federal and private funds are available, thus minimizing the dependence on federal funds.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Discussion

As shown in Table 48, the annual allocation of funds in the first year of this Consolidated Plan are as follows: CDBG $600,000, HOME $180,000, and General Funds $118,000.

Some projects that may help address the needs identified in the plan include the Sayonara affordable housing project, which is currently in the pre-planning phase. Previously, the city purchased and demolished 15 complexes and 1 eight-plex on the street with the intent of replacing them with a new affordable housing development. In that same neighborhood, on Sayonara Drive, the Citrus Heights Children and Youth Center was recently funded completed with CDBG funds in the 2010-2014 Consolidated Plan period.

Citrus Heights currently contains 90 units of public housing, which is generally in good condition. SHRA, which oversees public housing, has policies in place to inspect units, perform regular maintenance, and offer support to households attempting to achieve self-sufficiency. This helps provide affordable housing to the low-income populations in the community.

The city has made efforts to 1) take the lead in the design, construction, and funding of public improvements; 2) improve the appearance of commercial districts; and 3) stimulate private investment. These efforts have included streetscape enhancement...
projects and a campaign to revitalize the Auburn Boulevard Specific Plan Area. The campaign included assisting business owners with improving their customer base, one-on-one consulting, and a variety of grants and fee waivers to assist the property and business owners along the Auburn Boulevard corridor.
SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

<table>
<thead>
<tr>
<th>Responsible Entity</th>
<th>Responsible Entity Type</th>
<th>Role</th>
<th>Geographic Area Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sacramento Self-Help Housing</td>
<td>Nonprofit</td>
<td>Foster affordable housing, homeowner rehabilitation loans, homeless navigator resources</td>
<td>Jurisdiction</td>
</tr>
<tr>
<td>Sunrise Christian Food Ministry</td>
<td>Nonprofit</td>
<td>Emergency food low-income homelessness</td>
<td>Jurisdiction</td>
</tr>
<tr>
<td>Sacramento Steps Forward</td>
<td>Nonprofit</td>
<td>Homelessness</td>
<td></td>
</tr>
<tr>
<td>Terra Nova Counseling</td>
<td>Nonprofit</td>
<td>Public services, youth (therapy to decrease crime recidivism and improve quality of life)</td>
<td>Jurisdiction</td>
</tr>
<tr>
<td>Code Enforcement Division</td>
<td>Government</td>
<td>Monitor to improve living conditions</td>
<td>Jurisdiction</td>
</tr>
<tr>
<td>Police Department</td>
<td>Government</td>
<td>Homelessness, public services - street outreach</td>
<td>Jurisdiction</td>
</tr>
</tbody>
</table>

Table 41 - Institutional Delivery Structure
The city’s Community Development Department is responsible for the administration of the city’s community development programs, including some of the local programs that assist target-income residents. The department includes the city’s Housing and Grant Division, which has the primary responsibility for management and implementation of the city’s affordable housing programs, including the Consolidated Plan and local documents. Other divisions involved in providing services include Planning, Building and Safety, General Services, and Neighborhood Enhancement. Additionally, Citrus Heights benefits from working closely with several local and regional nonprofits that focus their efforts on target-income households.

The primary gaps in the delivery system relate to the lack of services for target-income households in Citrus Heights. Although some services are located in Citrus Heights, many services are located outside Citrus Heights, usually in Sacramento. The city's City Ride and bus system connects with Sacramento Regional Transit, but many residents have noted that it is not convenient to get to Sacramento on transit due to the cost, number of transfers, and length of trips. The city is working on a Comprehensive Transit Plan, which was adopted by City Council in October 2018, to improve service operations for the commuting public.

Additionally, in 2016, Citrus Heights funded a full-time homeless navigator position with local community support funds for the first time to identify and assist people who are homeless in the city. The navigator proactively seeks to connect with homeless persons who need resources. The navigator is based out of the Sacramento Self-Help Housing (SSHH) non-profit agency will continue to build relationships with community service providers and Citrus Heights Homeless Resource Team (HART) members as well as city and Citrus Heights Police Department staff to assist the homeless population.
Availability of services targeted to homeless persons and persons with HIV and mainstream services

<table>
<thead>
<tr>
<th>Homelessness Prevention Services</th>
<th>Available in the Community</th>
<th>Targeted to Homeless</th>
<th>Targeted to People with HIV</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Homelessness Prevention Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling/Advocacy</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Legal Assistance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mortgage Assistance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Assistance</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities Assistance</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Street Outreach Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mobile Clinics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Street Outreach Services</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Supportive Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alcohol &amp; Drug Abuse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Care</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment and Employment</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Healthcare</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIV/AIDS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Skills</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mental Health Counseling</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 42 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

The City of Citrus Heights, in conjunction with surrounding cities in Sacramento County, offers an extensive and encompassing provision of services for individuals who are homeless and/or at risk of being homeless. When analyzing the services offered by Citrus Heights alone, there are several homeless services and organizations dedicated to assisting homeless and at-risk populations in the city.

The primary homeless service providers locally are the Sunrise Christian Food Bank, SSHH, and Sacramento Steps Forward:

- Sunrise Christian Food Ministry provides food bank services to local residents and provides referrals to available services where possible.
• SSHH provides housing counseling services and navigator services to low-income persons and persons who are homeless or at risk of becoming homeless. The city’s navigator engages and interacts with individuals located in Citrus Heights. SSHH also maintains a database of affordable housing resources in the Sacramento region. SSHH maintains regular office hours at the One-Stop Shop Career Center.

• The city maintains strong involvement with Sacramento Steps Forward as it manages the Continuum of Care.

• The Citrus Heights Police Department works closely with the homeless navigator. Police officers who are in contact with the homeless population connect with the navigator to conduct outreach along the trails, creeks, and other known homeless camps.

• The City of Citrus Heights is a participant in the regional Homeless Emergency Aid Program (HEAP) efforts. The City Council adopted an emergency shelter crisis declaration in January 2019 and is working with the Continuum of Care to implement and monitor the HEAP-funded programs in Sacramento County.

**Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above**

Some of the strengths listed below include coordinated services between multiple agencies and government service providers and coordinated intake. For example, city staff participates in HART, a group of agencies, nonprofits, faith-based organizations, members of the business community, and interested individuals dedicated to addressing Citrus Heights’ homeless issues. The goal of HART is to provide homeless individuals with resources so they may better access housing options. The navigator also provides referrals and resources.

Also, the city is a participant in the regional HEAP efforts. The City Council adopted an emergency shelter crisis declaration in January 2019 and is working with the Continuum of Care to implement and monitor the HEAP-funded programs in Sacramento County.

**Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs**

The priority needs for homeless populations addressed in the community survey included mental health services and supportive services. While Citrus Heights currently does not have a shelter providing services within the city limits, residents are referred to agencies such as St. John’s, Volunteers of America, Sacramento Housing Prevention and Rapid Rehousing Program, Sacramento Area Emergency Housing, and Union Gospel Mission for different shelter options.

The institutional structure in place makes efforts to help connect with and provide services to these populations through a collaborative intake system with the homeless navigator. The homeless navigator proactively seeks to connect with the homeless individuals who have not yet sought help directly.
The homeless navigator builds relationships with the community, service providers, Citrus Heights HART members, and city and Citrus Heights Police Department staff to assist the homeless population. The future tiny homes that will be built by the HEAP program will also help by providing temporary shelter to homeless people.
SP-45 Goals Summary – 91.215(a)(4)

Goals Summary Information
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Goal Name</th>
<th>Start Year</th>
<th>End Year</th>
<th>Category</th>
<th>Geographic Area</th>
<th>Needs Addressed</th>
<th>Funding</th>
<th>Goal Outcome Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Foster affordable housing</td>
<td>2020</td>
<td>2024</td>
<td>Affordable Housing</td>
<td>Low-Mod Income (LMI) Census Tracts</td>
<td>Build healthy communities; Improve housing access and affordability</td>
<td>CDBG: $500,000 HOME: $850,000</td>
<td>Rental units constructed: 35 Household Housing Unit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Housing Repair Program: 25 Household Housing Unit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Down Payment Assistance Program: 20 Households Assisted</td>
</tr>
<tr>
<td>2</td>
<td>Provide services for people experiencing homelessness</td>
<td>2020</td>
<td>2024</td>
<td>Homeless</td>
<td>Citywide</td>
<td>Improve public services for priority populations</td>
<td>CDBG: $200,000</td>
<td>Homelessness Prevention: 500 Persons Assisted</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Public service activities other than Low/Mod Income Housing Benefit (400 Persons Assisted)</td>
</tr>
<tr>
<td>3</td>
<td>Provide services for seniors and youth</td>
<td>2020</td>
<td>2024</td>
<td>Non-Homeless Special Needs</td>
<td>Citywide</td>
<td>Improve public services for priority populations</td>
<td>CDBG: $250,000</td>
<td>Public service activities other than Low/Mod Income Housing Benefit (2,500 Persons Assisted)</td>
</tr>
<tr>
<td>4</td>
<td>Provide additional public services responsive to current public needs</td>
<td>2020</td>
<td>2024</td>
<td>Non-Homeless Special Needs</td>
<td>Citywide</td>
<td>Improve public services for priority populations</td>
<td>CDBG: $100,000</td>
<td>Public service activities other than Low/Mod Income Housing Benefit (500 Persons Assisted)</td>
</tr>
</tbody>
</table>
### Table 43 – Goals Summary

<table>
<thead>
<tr>
<th>#</th>
<th>Goal Name</th>
<th>2020</th>
<th>2024</th>
<th>Non-Housing Community Development</th>
<th>LMI Census Tracts</th>
<th>Enhance Accessibility</th>
<th>CDBG:</th>
<th>Public Facility or Infrastructure Activities other than Low/Mod Income Housing Benefit (Persons Assisted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Improve accessibility</td>
<td>2020</td>
<td>2024</td>
<td>Non-Housing Community Development</td>
<td>LMI Census Tracts</td>
<td>Enhance Accessibility</td>
<td>CDBG: $1,000,000</td>
<td>Public Facility or Infrastructure Activities other than Low/Mod Income Housing Benefit (5,000 Persons Assisted)</td>
</tr>
<tr>
<td>6</td>
<td>Construct/upgrade public facilities</td>
<td>2020</td>
<td>2024</td>
<td>Non-Housing Community Development</td>
<td>LMI Census Tracts</td>
<td>Improve Public Infrastructure</td>
<td>CDBG: $300,000</td>
<td>Public Facility or Infrastructure Activities other than Low/Mod Income Housing Benefit (500 Persons Assisted)</td>
</tr>
<tr>
<td>7</td>
<td>Effectively administer CDBG program to benefit the Citrus Heights community</td>
<td>2020</td>
<td>2024</td>
<td>Program Administration</td>
<td>Citywide</td>
<td>Build healthy communities</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>8</td>
<td>Affirmatively further fair housing</td>
<td>2020</td>
<td>2024</td>
<td>Affordable Housing</td>
<td>Citywide</td>
<td>Build healthy communities; Improve housing access and affordability</td>
<td>CDBG: $100,000</td>
<td>Public service activities other than Low/Mod Income Housing Benefit (1,600 Persons Assisted)</td>
</tr>
</tbody>
</table>

### Goal Descriptions

<table>
<thead>
<tr>
<th>#</th>
<th>Goal Name</th>
<th>Goal Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Foster affordable housing</td>
<td>The city will foster affordable housing by constructing new units where possible, rehabilitating units in need of health-related, and safety repairs, and providing down payment assistance to low-income homebuyers.</td>
</tr>
<tr>
<td></td>
<td>Goal Name</td>
<td>Goal Description</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2</td>
<td>Provide services for people experiencing homelessness</td>
<td>The city plans to support homeless housing efforts where possible and continue to fund homeless prevention and mental health services.</td>
</tr>
<tr>
<td>3</td>
<td>Provide services for seniors and youth</td>
<td>The city will continue to support programs and services that focus on senior and youth populations. Services include affordable child-care, counseling, after-school programs, youth development, meal programs, and elderly-care programs that include social activities and affordable transportation.</td>
</tr>
<tr>
<td>4</td>
<td>Provide additional public services responsive to current public needs</td>
<td>The city will continue to support public service programs and efforts based on community needs and changing public needs. Additionally, the city will continue to support public service providers that offer essential support services to low- and moderate-income individuals.</td>
</tr>
<tr>
<td>5</td>
<td>Improve accessibility</td>
<td>The city will fund public works projects to provide residents with accessible routes in the city.</td>
</tr>
<tr>
<td>6</td>
<td>Construct or upgrade public facilities</td>
<td>The city will continue to pursue the development of public facilities.</td>
</tr>
<tr>
<td>7</td>
<td>Effectively administer CDBG program to benefit the Citrus Heights community</td>
<td>The city will continue to prioritize effectively administering the CDBG program. CDBG funds will be used for the betterment of the Citrus Heights community.</td>
</tr>
<tr>
<td>8</td>
<td>Affirmatively further fair housing</td>
<td>The city will continue to fund programs that seek to maintain fair housing through fair housing testing, housing counseling, and anti-discriminatory efforts.</td>
</tr>
</tbody>
</table>
Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

The city has approximately 1,133 units that have been assisted with federal, state, and local programs.

In the City of Citrus Heights, there are ten affordable housing complexes, six of which are public housing units and four, which are conventional housing units that are privately owned. The six public housing complexes contain 90 units and the privately owned complexes contain 650 units for 740 affordable housing units. Complexes are available to low-income renters, while some are available to both very low- and low-income renters. The apartment complexes are funded through a variety of sources: Low-Income Housing Tax Credit (LIHTC) properties, county multifamily funds, and HUD Section 202 funds. The city has two senior complexes, Normandy Park and Vintage Oaks, with 317 units available to Citrus Height’s population ages 55 and over. SHRA also offers vouchers that can be used at multiple sites. In addition, the city will offer to the Housing Repair and FTHB programs to residents.
SP-50 Public Housing Accessibility and Involvement – 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

SHRA will carry out modifications needed in public housing based on the Section 504 Needs Assessment that SHRA completed. Please refer to the SHRA Public Housing Authority Annual Plan for further information.

Activities to Increase Resident Involvements

SHRA encourages public housing residents to participate in policy, procedure, and the program implementation and development through its Resident Advisory Board. In addition, the housing authority recognizes resident committees throughout the Sacramento region where residents are elected bodies representing residents in their respective complexes. SHRA also distributes quarterly newsletters to all residents, which contain relevant news, information on training and employment opportunities, and other community resources available to public housing residents. Public housing residents also participate in the development of SHRA’s five-year and annual plans. The Residents Services Division distributes a survey to prioritize residents’ needs and schedule short- and long-term improvements.

Is the public housing agency designated as troubled under 24 CFR part 902?

SHRA is not designated as troubled.

Plan to remove the ‘troubled’ designation

N/a
SP-55 Barriers to affordable housing – 91.215(h)

Barriers to Affordable Housing

The city identified several barriers to affordable housing in the process of drafting the Housing Element update in 2013. Notable barriers to developing affordable housing include:

- The balance between owner-occupied and renter-occupied housing and the preservation and maintenance of the city’s aging housing stock.
- As suburbs mature with an aging housing stock, both single-family homes and apartment complexes in Citrus Heights face an increasing need to maintain.
- Land availability and land zoned at densities appropriate for multifamily housing.
- Environmental factors such as floodplain and native oak trees.
- Availability of financing.
- Design guidelines, which control the appearance of new development. Due to the requirements the cost of building new housing may increase.
- Site improvement, development impact, and processing fees. These fees can add significant costs to developing new housing. Developers must often pay for new roadways, sewer, water, and park facilities, along with other miscellaneous fees. There are also costs associated with getting projects approved by the city and other agencies.
- Permit and approval process. In addition to the cost of fees on new projects, the amount of time required to process them varies by project, and the developer generally must pay holding costs, such as property taxes, during that time.

Housing affordability is a concern for many in the community. During the community consultation process, when asked about their rental experience, it was mentioned 31 percent of tenants were unsatisfied with the affordability or rent, 24 percent were unsatisfied with the frequency of rent increases, and 24 percent were unsatisfied with the condition of their homes. Furthermore, the regional Analysis of Impediments results expressed the same concern and included the following: 43 percent of households experience housing problems and 21 percent experience severe housing problems. Hispanic households (61 percent) and large family households (63 percent) are most likely to experience any of the 4 housing problems.

At the community workshop, the highest ranked affordable housing funding priorities were as follows: emergency repair program, acquisition/rehabilitation of multi-family units, disabled accessibility grants, and rehabilitation of existing single-family homes. Comments were also bought up for the need for loans to repair/replace residential HVAC, roofing, and windows. The most recent Sacramento County analysis of impediments report in also indicated the barrier of transportation access. In the Analysis of Impediments, solutions presented to improve fair
housing included: expanding affordable rental opportunities, increasing homeownership among under-represented groups, and focusing on equity issues.

**Strategy to Remove or Ameliorate the Barriers to Affordable Housing**

Citrus Heights is about 98 percent built out with not much vacant land remaining to be developed. Therefore, General Plan policies have primarily focused on addressing housing needs such as increasing homeownership and preserving the city’s existing housing stock, as well as the development of new residential units.

For example, to help preserve current homes, the city has maintained an active housing rehabilitation program to assist owner-occupied homes with needed health-related and safety repairs. The city’s Housing Repair Program offers conventional loans to eligible homeowners for up to $60,000 in assistance for needed home repairs to address health and safety issues.

There are also efforts to make land use planning zoning restrictions flexible that typically may present barriers to lower-income populations. In addition to multifamily housing, which is permitted in Medium and High Residential zoning districts, the Development Code permits small-scale residential land uses that serve low-income residents and special needs populations. Accessory dwelling units (also known as granny flats or secondary dwelling units) are permitted on any residential lot developed with a single-family home. Right in every residential zone, including RD 1-2 (Very Low Density Residential), and RD 3-4 and RD 5-7 (Low Density Residential), permits Supportive/transitional housing with six or fewer clients. Right in residential zones also permits other housing types that support special needs populations, including residential care facilities with six or fewer clients and adult day cares.

In 2018, the city amended its Zoning Code and adopted standards for “small lots” with the intention to address the numerous underutilized multifamily, residential, or commercial parcels in the city. These underutilized properties are potential sites to accommodate housing; however, the majority of available sites are small or irregularly shaped, which limits the feasibility and desirability of conventional multifamily development such as apartments. The small lot development allows for flexibility to dealing with site constraints to provide housing on underutilized sites.

The 2013 Housing Element identified that the process to receive the necessary development permits for new projects can be financially prohibitive. Additionally, the amount of time required to process permits for new housing developments varies by project, and the developer is often required to pay holding costs, such as property taxes, during the predevelopment phase.
Development impact fees can add significant costs to the development of new housing. In addition to permit fees, which increase with the level of approval required, developers are required to pay for off-site improvements, including new roadways, sewer, water, and park facilities.

The city will continue to make efforts to preserve existing affordable housing and also seek opportunities to create more affordable housing. The city will pursue housing, including funds for the city's Housing Trust Fund, First-Time Homebuyer Program, the Sayonara neighborhood, other pockets of low-income neighborhoods, and the city's ten mobile home communities. This includes the plan to construct the Sayonara affordable housing project is currently in the pre-planning phase.

The city also will continue to seek opportunities to fund and partner with agencies that home rehabilitation, code enforcement, and rent counseling. For example, the city has maintained an active housing rehabilitation program to assist owner-occupied homes with needed health-related and safety repairs. The city’s Housing Repair Program offers conventional loans to eligible homeowners for up to $60,000 in assistance for needed home repairs to address health and safety issues. The city also offers up to $5,000 grants for seniors and permanently disabled to make minor improvements to the accessibility and safety of the home including ramps, grab-bars, and visual alarms. The city will continue to provide funding to Sacramento Self-Help Housing, which offers housing counseling to households who are at risk of becoming homeless. Sacramento Self-Help Housing collaborates with nonprofits to reach a greater number of clients who may need assistance locating stable housing options. Additionally, Sacramento Self-Help Housing administers the free renter’s helpline, which provides free counseling and mediation services for complaints of discrimination and landlord–tenant disputes. The renter’s helpline is funded annually by CDBG funding.
SP-60 Homelessness Strategy – 91.215(d)

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The city expects to work with nonprofit organizations that will provide counseling and outreach to homeless persons or those at risk of homelessness. The city will also continue to work with a nonprofit agency to provide a full-time homeless navigator, who will proactively seek to connect with the homeless individuals.

Since 2003, the city has provided housing counseling to homeless persons and those at risk of becoming homeless through its partnership with SSHH. SSHH provides housing counseling, including access to a database of low-cost housing resources in the region and limited motel vouchers to households in immediate need of housing. In 2016, the city funded a homeless navigator position with General Fund revenue for the first time to identify and assist individuals who are homeless in the city. The full-time homeless navigator will continue to proactively seek to connect with the homeless individuals who have not yet sought help directly. The homeless navigator will build relationships with the community, service providers, Citrus Heights HART members, and city and Citrus Heights Police Department staff to assist the homeless population.

Addressing the emergency and transitional housing needs of homeless persons

While Citrus Heights currently does not have a shelter providing services within the city limits, residents are referred to agencies such as St. John’s, Volunteers of America, Sacramento Housing Prevention and Rapid Rehousing Program, Sacramento Area Emergency Housing, and Union Gospel Mission for different shelter options. Homeless individuals are referred to the city’s homeless navigator for more information. City staff also works with informal committees of social service nonprofits and faith-based organizations.

The Citrus Heights Homeless Assistance Resource Team (HART) organizes local programs and organizations offering services, including food banks, meals, animal resources, clothing donations, and laundry services, to increase awareness and accessibility to local resources. With many of the regional services located in Sacramento, HART attempts to address the physical gap for persons experiencing homelessness in Citrus Heights. HART, in partnership with the city, also provides a series of educational workshops to address factors that contribute to the cycle of poverty and connect attendees with agencies and resources. The city continues to research opportunities for permanent supportive housing services.
Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

During the community workshop, community members prioritized the homeless groups in most need of assistance. The results were as follows: homeless families with children, mentally ill homeless, veteran homeless, and chronically homeless. From the community engagement survey, respondents rated the most important homeless services: 1) mental health services, 2) supportive services (e.g., job training, life skills, financial training, healthcare), and 3) day centers.

The city plans to continue to fund service providers that help homeless populations by partnering with regional agencies such as Sacramento Self-Help Housing (SSHH), which in partnership with Sacramento Steps Forward, provides permanent supportive housing for chronically homeless and disabled Sacramento County residents. Sacrament Steps Forward, the lead agency for Sacramento County’s Continuum of Care, administers housing programs include permanent supportive housing, rapid rehousing, and transitional housing. The agency oversees federally funded housing and services for vulnerable populations and for people who are experiencing chronic homelessness.

SSH connects clients with other services and resources as needed including the Career Center, Department of Human Assistance, County Mental Health services, Social Security, adult education, and medical clinics. In 2019, the city will fund SSHH to provide housing counseling and case management for residents in need of permanent housing.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

In 2019, the city funded an activity that prevents homelessness:

- Sacramento Self-Help Housing provides housing counseling with the goal of helping people who are currently homeless or in imminent danger of becoming homeless to secure new housing. The homeless navigator will also identify and assist people who are homeless in the city and assist them in connecting the client with available resources.
• In addition to homeless individuals or those at risk of homelessness, the city's special needs population includes seniors, disabled persons, foster children, victims of domestic violence, and other groups. The city funds several programs and services assisting the special needs population. These include the following:
  • Senior Services, including home-delivered meals and meals served at Rusch Park Community Center.
  • Public Services, including the Sunrise Christian Food Ministry and W.E.A.V.E.
  • Citywide Accessibility Improvement Project, which will primarily benefit disabled individuals.
SP-65 Lead based paint Hazards – 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

While most housing units were built prior to 1978, an estimated 5,312 units that are occupied by target-income households may contain lead-based paint. The city will provide lead-abatement assistance for residential units through its Housing Repair Program. The city contracts with a third-party firm to administer its Housing Repair Program. Independent contractors are also employed to develop the appropriate lead hazard reduction plans and or abatement scopes of work. The programs will comply with the Residential Lead Based Paint Hazard Reduction Act of 1992 (Title X) and subsequent changes in September 1999. The procedures regarding lead-based paint in all repair programs will include notification and identification.

The City of Citrus Heights' goal is to accurately assess and quantify risks associated with childhood lead poisoning and implement effective measures to significantly reduce or eliminate such risks. Local efforts will be directed at achieving the following major tasks or objectives:

- Increase coordination between relevant public health, environmental, educational, and housing programs;
- Achieve greater awareness and participation by the private sector in addressing lead-based paint problems;
- Advocate for increased federal and state funding and other support for lead-based paint testing, abatement, and public information activities; and
- Comply with Title X requirements in all city-funded housing programs.

How are the actions listed above related to the extent of lead poisoning and hazards?

The city will continue to provide lead-based paint testing as a component of its housing repair program as required by HUD regulations. Given the age of the city's housing stock - a median age of 30 years [change this, see other section in MA, median age] - the city recognizes that lead-based paint testing and abatement is an important facet of the city's program.

How are the actions listed above integrated into housing policies and procedures?

The city's housing program guidelines include specific policies related to testing and abatement. When lead-based paint is present or presumed to be present, lead-safe work practices are required. In addition, all of the city's loan agreements for new projects prohibit the use of any lead-based paint.
SP-70 Anti-Poverty Strategy – 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

The city’s anti-poverty strategy is based on providing a range of employment opportunities and supportive services aimed at enabling those in poverty to move into the workforce or obtain benefits to which they are entitled (e.g., social security, disability). During the 2019 program year, these activities will include SSHH counseling services and Crossroads Diversified unemployment services. The city will also continue to support activities that preserve and expand the supply of housing affordable to low-income households. Also, in the community survey, respondents prioritized the following services: mental health 13 percent, senior services 10 percent, domestic violence and preventions 8 percent, employment training 7 percent, substance abuse services 7 percent, youth services 7 percent. In the stakeholder survey results, several stakeholders identified services for youth such as job training, and reliable transportation for their clients as the greatest needs that clients face.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

Citrus Heights’ goals include several that align with the goal of reducing poverty, including the creation of affordable housing where possible, expanding housing services for homeless people, and providing job training and social services. The city plans to fund specific activities that address each of these goals during the Consolidated Plan period.

The city works to strengthen its institutional structure to maximize the outcomes on addressing affordable housing issues. The Housing and Grants Division operates in close consultation with the city’s advisory committees, the Citrus Heights Collaborative, the General Services Department, and the director of the Community and Economic Development Department.

Also, the city works in coordination with public and private housing and social services agencies. The city will continue to collaborate with neighboring jurisdictions, such as the County and the City of Sacramento and the SHRA, to address the regional issues that affect the needs of low-income persons and special needs populations. The city will also continue to work with many of the local nonprofits that provide a range of services to low-income Citrus Heights residents, as well as with other entitlement jurisdictions in Sacramento County.

For example, to help households in poverty meet their basic needs, the Citrus Heights Homeless Assistance Resource Team (HART) organizes local programs and organizations offering services, including food banks, meals, animal resources, clothing donations, and laundry services, to increase awareness and accessibility to local resources. To help youth, the city also funds projects such as Terra Nova Counseling, which operates a Juvenile Diversion and Education
Program (JDEP) that provides individual and family therapy to decrease crime recidivism and improve quality of life for Citrus Heights youth. To help keep low-income people in their homes by avoiding homelessness, the city funds Sacramento Self-Help Housing (Housing Counseling) which provides housing counseling services to households at-risk of becoming homeless.
SP-80 Monitoring – 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Citrus Heights has developed a monitoring system to ensure that the activities carried out in furtherance of the Consolidated Plan are done so in a timely manner in accordance with federal monitoring requirements of 24 CFR 570.501(B) and 2 CFR Part 200 and all other applicable laws, regulations, policies, and sound management and accounting practices. The objectives of monitoring are:

- To assure the subrecipients are carrying out their program/project as described;
- To assure that subrecipients are implementing the program/project in a timely manner;
- To assure that subrecipients are assessing costs to the program/project which are eligible under CDBG regulations and the contract;
- To assure that subrecipients are conforming with other applicable laws, regulations and terms of the agreement;
- To assure that the program/project is operating in a manner that minimizes the opportunity for fraud, waste, and mismanagement;
- To assure that subrecipients have the capacity to carry out the approved project/program; and
- To assure that subrecipients are carrying out their program/project as described in their agreement.

The city informs subrecipients of their obligations under their subrecipient agreement at the beginning of each program year; reviews quarterly reports submitted by subrecipients; provides feedback regarding compliance; and conducts annual desk assessment of subrecipient activities. The city also recommends that all subrecipients read “Playing by the Rules” guide produced by HUD. The city provides technical assistance to each Subrecipient throughout the year as needed. The city will track and report on its progress toward meeting its housing and community development goals, and report these on an annual basis in the CAPER.
Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Anticipated Resources
<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Expected Amount Available Year 1</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual Allocation: $</td>
<td>Program Income: $</td>
</tr>
<tr>
<td>CDBG</td>
<td>CDBG</td>
<td>Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services</td>
<td>600,000</td>
<td>50,000</td>
</tr>
<tr>
<td>HOME</td>
<td>HOME</td>
<td>Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA</td>
<td>180,000</td>
<td>50,000</td>
</tr>
<tr>
<td>General Fund</td>
<td>General Fund</td>
<td>General fund money provided to nonprofits to benefit public services.</td>
<td>118,000</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 44 - Expected Resources – Priority Table
Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

There is no federal requirement for the city to match CDBG funds with other non-federal program resources. In 2018, the city allocated $118,400 in General Fund revenue to nonprofits providing a community service in Citrus Heights, in addition to the CDBG investments. All capital improvement projects funded with CDBG have been able to take advantage of other federal and state funding sources, including Measure A funds, to complete design, engineering, and construction work that exceeds the city’s CDBG allocation for these projects. With respect to public services, the city requires all subrecipients to identify other resources that will be utilized during the program year to operate and implement CDBG-supportive activities. It is the city’s intent to ensure that adequate non-federal and private funds are available, thus minimizing the dependence on federal funds.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Discussion

As shown in Table 52, the annual allocation of funds in the first year of this Consolidated Plan are as follows: CDBG $600,000, HOME $180,000, and General Funds $118,400.

Some projects that may help address the needs identified in the plan include the Sayonara affordable housing project, which is currently in the pre-planning phase. Previously, the city purchased and demolished 15 complexes and 1 eight-plex on the street with the intent of replacing them with a new affordable housing development. In that same neighborhood, on Sayonara Drive, the Citrus Heights Children and Youth Center was recently funded completed with CDBG funds in the 2010-2014 Consolidated Plan period.

Citrus Heights currently contains 90 units of public housing, which is generally in good condition. SHRA, which oversees public housing, has policies in place to inspect units, perform regular maintenance, and offer support to households attempting to achieve self-sufficiency. This helps provide affordable housing to the low-income populations in the community.

The city has made efforts to 1) take the lead in the design, construction, and funding of public improvements; 2) improve the appearance of commercial districts; and 3) stimulate private investment. These efforts have included streetscape enhancement projects and a campaign to revitalize the Auburn Boulevard Specific Plan Area. The campaign included assisting business owners with improving their customer base, one-on-one consulting, and a variety of grants and fee waivers to assist the property and business owners along the Auburn Boulevard corridor.
Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Goal Name</th>
<th>Start Year</th>
<th>End Year</th>
<th>Category</th>
<th>Geographic Area</th>
<th>Needs Addressed</th>
<th>Funding</th>
<th>Goal Outcome Indicator</th>
</tr>
</thead>
</table>
| 1          | Foster affordable housing                                                | 2020       | 2024     | Affordable Housing           | Low-Mod Income (LMI) Census Tracts | Build healthy communities; Improve housing access and affordability            | CDBG: $500,000 HOME: $850,000                | Rental units constructed: 35 Household Housing Unit  
Homeowner Housing Rehabilitated: 25 Household Housing Unit  
Direct Financial Assistance to Homebuyers: 20 Households Assisted |
| 2          | Provide services for people experiencing homelessness                     | 2020       | 2024     | Homeless                     | Citywide                       | Improve public services for priority populations                               | CDBG: $200,000                                | Homelessness Prevention: 500 Persons Assisted  
Public service activities other than Low/Mod Income Housing Benefit (500 Persons Assisted) |
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Target Year</th>
<th>Description</th>
<th>Benefit</th>
<th>CDBG:</th>
<th>Other Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Provide services for seniors and youth</td>
<td>2020-2024</td>
<td>Non-Homeless Special Needs</td>
<td>Citywide</td>
<td>Improve public services for priority populations</td>
<td>$250,000</td>
</tr>
<tr>
<td>4</td>
<td>Provide additional public services responsive to current public needs</td>
<td>2020-2024</td>
<td>Non-Homeless Special Needs</td>
<td>Citywide</td>
<td>Improve public services for priority populations</td>
<td>$100,000</td>
</tr>
<tr>
<td>5</td>
<td>Improve accessibility</td>
<td>2020-2024</td>
<td>Non-Housing Community Development</td>
<td>LMI Census Tracts</td>
<td>Enhance Accessibility</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>6</td>
<td>Construct/upgrade public facilities</td>
<td>2020-2024</td>
<td>Non-Housing Community Development</td>
<td>LMI Census Tracts</td>
<td>Improve Public Infrastructure</td>
<td>$300,000</td>
</tr>
<tr>
<td>7</td>
<td>Effectively administer CDBG program to benefit the Citrus Heights community</td>
<td>2020-2024</td>
<td>Program Administration</td>
<td>Citywide</td>
<td>Build healthy communities</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td>Goal Name</td>
<td>Goal Description</td>
<td></td>
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<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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<td></td>
</tr>
<tr>
<td>1</td>
<td>Foster affordable housing</td>
<td>The city will foster affordable housing by constructing new units where possible, rehabilitating units in need of health-related, and safety repairs, and providing down payment assistance to low-income homebuyers.</td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Provide services for people</td>
<td>The city plans to support homeless housing efforts where possible and continue to fund homeless prevention and mental health services.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>experiencing homelessness</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>Provide services for seniors and</td>
<td>The city will continue to support programs and services that focus on senior and youth populations. Services include affordable child-care, counseling, after-school programs, youth development, meal programs, and elderly-care programs that include social activities and affordable transportation.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>youth</td>
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<tr>
<td></td>
<td>Goal Name</td>
<td>Goal Description</td>
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<td>---------------------------------------------------------------------------</td>
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<tr>
<td>4</td>
<td>Provide additional public services responsive to current public needs</td>
<td>The city will continue to support public service programs and efforts based on community needs and changing public needs. Additionally, the city will continue to support public service providers that offer essential support services to low- and moderate-income individuals.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Improve accessibility</td>
<td>The city will fund public works projects to provide residents with accessible routes in the city.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>6</td>
<td>Construct or upgrade public facilities</td>
<td>The city will continue to pursue the development of public facilities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Effectively administer CDBG program to benefit the Citrus Heights community</td>
<td>The city will continue to prioritize effectively administering the CDBG program. CDBG funds will be used for the betterment of the Citrus Heights community.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Affirmatively further fair housing</td>
<td>The city will continue to fund programs that seek to maintain fair housing through fair housing testing, housing counseling, and anti-discriminatory efforts.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Projects

AP-35 Projects – 91.220(d)

Introduction

The table below summarizes the city’s recommendation to allocate 2020 Community Development Block Grant funding. On September 11, the Quality of Life Committee recommended funding the following projects. On October 10, the City Council will hear public comment on the draft 2020 Action Plan, on October 24; the City Council will adopt the 2020 Action Plan.

All activities identified in the table below are expected to be completed no later than December 31, 2020.

Projects

<table>
<thead>
<tr>
<th>#</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Planning &amp; Administration</td>
</tr>
<tr>
<td>2</td>
<td>Public Services</td>
</tr>
<tr>
<td>3</td>
<td>Park and Public Facility Improvements</td>
</tr>
<tr>
<td>4</td>
<td>Housing Preservation Program</td>
</tr>
</tbody>
</table>

Table 46 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

In making project recommendations, consideration is given based on a variety of thresholds that projects must meet to comply with CDBG objectives, including meeting one of the national objectives and addressing one of the community priorities set out in the Consolidated Plan. Staff took into account activity need and justification, cost reasonableness and effectiveness, activity management and implementation, experience with similar activities, past performance, leveraged funds, and completeness of the funding request.

While there are several constraints to meeting the needs of low-income residents, the primary obstacle is the lack of funding to fully address all needs. The economic challenges facing the nation have forced many nonprofits to cut services at a time when governmental entities and others are least able to provide them. In response to the level of need, the city has maintained its commitment to providing local funding to nonprofits.

A second obstacle to meeting the needs of low-income residents is the location of available services is in the City of Sacramento. Citrus Heights works closely with the regional transit
agencies to improve access, and there are several daily transportation connections between Citrus Heights and downtown Sacramento.
AP-38 Project Summary

Project Summary Information
<table>
<thead>
<tr>
<th></th>
<th>Project Name</th>
<th>Planning &amp; Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Target Area</td>
<td>Citywide</td>
</tr>
<tr>
<td></td>
<td>Goals Supported</td>
<td>The city will continue to prioritize effectively administering the CDBG program. CDBG funds will be used for the betterment of the Citrus Heights community.</td>
</tr>
<tr>
<td></td>
<td>Needs Addressed</td>
<td>Build Health Communities</td>
</tr>
<tr>
<td></td>
<td>Funding</td>
<td>CDBG: 20% of entitlement grant (estimated @ $120,000)</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Provide general staff administration of CDBG programs and activities, including Integrated Disbursement and Information System (IDIS) administration, program setup, reporting, planning, and subrecipient training and monitoring. A National Objective designation does not apply to activities completed under this project.</td>
</tr>
<tr>
<td></td>
<td>Target Date</td>
<td>12/31/2020</td>
</tr>
<tr>
<td></td>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>N/a</td>
</tr>
<tr>
<td></td>
<td>Location Description</td>
<td>Citywide</td>
</tr>
<tr>
<td></td>
<td>Planned Activities</td>
<td>1. General Planning and Administration, Consolidated Plan, Annual Action Plan, Monitoring of Subrecipients (estimated @ $120,000)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Project Name</th>
<th>Public Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Target Area</td>
<td>Citywide</td>
</tr>
<tr>
<td></td>
<td>Goals Supported</td>
<td>The city will continue to support programs and services that focus on senior and youth populations. Services include affordable child-care, counseling, after-school programs, youth</td>
</tr>
</tbody>
</table>

Consolidated Plan  
CITRUS HEIGHTS  
150  
OMB Control No: 2506-0117 (exp. 06/30/2018)
development, meal programs, and elderly-care programs that include social activities and affordable transportation.

The city will continue to support public service programs and efforts based on community needs and changing public needs. Additionally, the city will continue to support public service providers that offer essential support services to low- and moderate-income individuals.

<table>
<thead>
<tr>
<th>Needs Addressed</th>
<th>Improve public services for priority populations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding</td>
<td>CDBG: 15% of entitlement grant (estimated @ $90,000)</td>
</tr>
<tr>
<td>Description</td>
<td>Provide public services to low- and moderate-income households and individuals, including services for seniors, persons with disabilities, and homeless persons, youth, and families.</td>
</tr>
<tr>
<td>Target Date</td>
<td>12/31/2020</td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities.</td>
<td>About 8,935 individuals and 497 households, including seniors, youth, persons with disabilities, homeless, and low-income households.</td>
</tr>
<tr>
<td>Location Description</td>
<td>Citywide</td>
</tr>
</tbody>
</table>
| Planned Activities       | 1. Meals on Wheels: Provide balanced, nutritious meals Monday – Friday, 250 days per year to an estimated 280 seniors either dining at Rusch Park Community Center five days a week or by delivery to homebound seniors. Approximately 16% of available public funding estimated @ $14,000.  
2. Sacramento Self-Help Housing (Housing Counseling/Navigator): Provide housing counseling services to approximately 112 households who are currently homeless or at-risk of becoming homeless. Approximately 18% of available public service funding estimated @ $16,000. |
3. Sacramento Self-Help Housing (Renters Helpline): Provide a telephone and Internet-based “Renters Helpline” as well as counseling, dispute resolution, and fair housing services to approximately 385 households. Approximately 23% of available public service funding estimated @ $21,140.

4. Campus Life Connection: Operate an after-school center that provides low-income youth with recreational activities. Activities include mentoring, tutoring, educational games, technology center, and daily nutritious meals to an estimated 105 youth. Approximately 16% of available public service funding estimated @ $14,430.

5. Sunrise Christian Food Ministry: Provide ongoing emergency food to approximately 8,500 low-income and homeless persons in Citrus Heights. Approximately 16% of available public service funding estimated @ $14,430.

6. W.E.A.V.E.: Operate a Violence Reduction Team to provide response services in partnership with CHPD to approximately 50 individuals. Approximately 11% of available public service funding estimated @ $10,000.

<table>
<thead>
<tr>
<th></th>
<th>Project Name</th>
<th>Park and Public Facility Improvements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Target Area</td>
<td>Low- Moderate-Income Census Tracts</td>
</tr>
<tr>
<td></td>
<td>Goals Supported</td>
<td>The city will continue to pursue the development of public facilities.</td>
</tr>
<tr>
<td></td>
<td>Needs Addressed</td>
<td>Improve Public Infrastructure</td>
</tr>
<tr>
<td></td>
<td>Funding</td>
<td>CDBG: 51% of available capital funding; estimated @ $200,000</td>
</tr>
<tr>
<td>Description</td>
<td>Complete improvements to parks and public facilities located in the CDBG target area or that predominantly serve low-income households.</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Target Date</td>
<td>12/31/2020</td>
<td></td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities.</td>
<td>Approximately 1,500 persons will receive benefits, including seniors, youth, homeless persons, and low-income households. Additionally, some neighborhoods will experience area benefits from park and public infrastructure improvements.</td>
<td></td>
</tr>
<tr>
<td>Location Description</td>
<td>Public facilities, parks, public infrastructure in the CDBG target area, publicly funded facilities, and nonprofit public service facilities citywide.</td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td>1. Rusch Park Playground Replacement Project: Complete improvements to parks located in the CDBG target area or that predominantly serves low-income households. Funding allocation is 51% of capital funding; estimated @ $200,000.</td>
<td></td>
</tr>
<tr>
<td>Project Name</td>
<td>Housing Preservation Program</td>
<td></td>
</tr>
<tr>
<td>Target Area</td>
<td>Citywide</td>
<td></td>
</tr>
<tr>
<td>Goals Supported</td>
<td>The city will foster affordable housing by constructing new units where possible, rehabilitating units in need of health related and safety repairs.</td>
<td></td>
</tr>
<tr>
<td>Needs Addressed</td>
<td>Build healthy communities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Improve housing access and affordability</td>
<td></td>
</tr>
<tr>
<td>Funding</td>
<td>CDBG: Estimated @ $190,000</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Housing repair loans, accessibility improvements for low-income homeowners, and administration of these activities.</td>
<td></td>
</tr>
<tr>
<td>Target Date</td>
<td>12/31/2020</td>
<td></td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>Approximately 3 low- and moderate-income households will be assisted.</td>
<td></td>
</tr>
<tr>
<td>Location Description</td>
<td>Citywide</td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td>1. Housing repair loans for low-income homeowners. Funding allocation is 49% of capital funding; estimated @ $190,000.</td>
<td></td>
</tr>
</tbody>
</table>
AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The geographic distribution is predicted on the nature of the activity to be funded. The majority of the activities the city plans to conduct will be offered to eligible households citywide.

Projects are focused on the low- and moderate-income census blocks, known as the CDBG target area. Project locations are selected in coordination with the city’s General Services Department that is based on resident input and timing with other planned projects in order to leverage non-CDBG funds.

Geographic Distribution

<table>
<thead>
<tr>
<th>Target Area</th>
<th>Percentage of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low- Moderate-Income Census Tracts</td>
<td>Estimate 85%</td>
</tr>
</tbody>
</table>

Table 47 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The city prioritizes funding primarily within the low-income neighborhoods (at least 51% of low- and moderate-income neighborhoods.)

Discussion

No geographic priorities.
Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Although the Action Plan focuses on affordable housing, the city identifies a first-time homebuyer and housing repair programs as the primary component of the city’s housing strategy.

<table>
<thead>
<tr>
<th>One Year Goals for the Number of Households to be Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeless</td>
</tr>
<tr>
<td>Non-Homeless</td>
</tr>
<tr>
<td>Special-Needs</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Table 48 - One Year Goals for Affordable Housing by Support Requirement

<table>
<thead>
<tr>
<th>One Year Goals for the Number of Households Supported Through</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Assistance</td>
</tr>
<tr>
<td>The Production of New Units</td>
</tr>
<tr>
<td>Rehab of Existing Units</td>
</tr>
<tr>
<td>Acquisition of Existing Units</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Table 49 - One Year Goals for Affordable Housing by Support Type

Discussion

Over the last several years, many households struggle with different challenges because of economic factors. The Consolidated Plan identifies preservation and rehabilitation of the existing housing stock and the city’s First-Time Homebuyer Program as a component of the city’s housing strategy.

Since 1998, the city has continued to provide down payment assistance to those that purchase homes in Citrus Heights. The program will be funded using the city’s annual share of Home Consortium funds; the level of assistance is up to $40,000 per project.

The city’s Housing Repair Program offers loans to homeowners making health and safety repairs to their homes. The program offers conventional loans to eligible homeowners up to $60,000 in assistance for needed repairs. The city also offers grants to eligible mobile home homeowners, accessibility improvements, lead-based paint inspection, abatement, and relocation.
Located in Citrus Heights, there are two affordable public housing complexes on Mariposa Avenue and Tiara Way under the jurisdiction of Sacramento Housing and Redevelopment Agency.

Sacramento Housing Redevelopment Agency operates 89 conventional housing units and over 660 assisted housing units throughout eight complexes in Citrus Heights.

Other measures to promote affordable housing is identified in detail in the city’s Housing Element.
AP-60 Public Housing – 91.220(h)

Introduction

The city of Citrus Heights does not have its own local housing authority. Public housing located on Mariposa Avenue and Tiara Way in Citrus Heights is administered directly by Sacramento Housing Redevelopment Agency, which services as the housing authority for all of Sacramento County.

Actions planned during the next year to address the needs to public housing

Please refer to the Sacramento Housing Redevelopment Agency Public Housing Authority Annual Plan for information on the ways SHRA plans to address public housing needs.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

SHRA encourages public housing residents to participate in policy, procedure, and the program implementation and development through its Resident Advisory Board. In addition, the Housing Authority recognizes Resident Committees throughout the Sacramento region where residents are elected bodies representing residents in their respective complexes. SHRA also distributes quarterly newsletters to all residents, which contain relevant news, information on training and employment opportunities, and other community resources available to public housing residents. Public housing residents also participate in the development of SHRA’s five-year and annual plans. The Residents Services Division distributes a survey to prioritize resident’s needs and schedule short- and long-term improvements.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

SHRA is not designated as “troubled.”

Discussion

A wealth of information on SHRA and their programs, housing resources, budgets, and financial planning and reporting is available on their website at www.shra.org.
AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The city’s strategy related to the needs of the homeless, those at risk of homelessness, and other special needs populations is focused primarily on funding supportive services in Citrus Heights.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Since 2003, the city has provided housing counseling to homeless persons and those at risk of becoming homeless through the partnership with Sacramento Self-Help Housing (SSHH). SSHH provides housing counseling, including access to a database of low-cost housing resources in the region and limited motel vouchers to households in immediate need of housing. In 2016, the city funded a homeless navigator position with general fund revenue for the first time to identify and assist individuals who are homeless within the city. In 2020, SSHH will continue to provide a full-time homeless navigator, who will proactively seek to connect with the homeless individuals who have not reached out for assistance directly. The homeless navigator will build relationships with the community, service providers, Citrus Heights Homeless Assistance Resource Team (HART) members, City, Citrus Heights Police Department staff to assist the homeless population.

Addressing the emergency shelter and transitional housing needs of homeless persons

While Citrus Heights does not currently have a shelter providing services within the city limits, residents are referred to agencies such as St. John's, Volunteers of America, Sacramento Housing Prevention and Rapid Rehousing Program, Sacramento Area Emergency Housing, and Union Gospel Mission for different shelter options. Homeless individuals are referred to the city’s homeless navigator for more information; city staff also works with informal committees of social service nonprofits and faith-based organizations. The city continues to research opportunities for permanent supportive housing services.
Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

Sacramento Self-Help Housing (SSHH) will connect the client with other services and resources as needed including the Crossroads Career Center, Department of Human Assistance, County Mental Health services, Social Security, adult education, medical clinics. In 2020, the city will fund SSHH to provide housing counseling and case management for residents in need of housing.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The city will fund one activity aimed at preventing homelessness:

- Sacramento Self-Help Housing will provide housing counseling with the goal of helping people who are currently homeless or in imminent danger of becoming homeless to secure permanent housing. The homeless navigator will also identify and assist people who are homeless in the city and assist in connecting the client with available resources.

**Discussion**

In addition to services for homeless individuals or those at risk of homeless, the city’s special needs population includes seniors, disabled persons, foster children, victims of domestic violence and other needs. The city will fund programs and services assisting the special needs population in 2020. These services include:

- Senior Services, including home-delivered meals and meals served at Rusch Park Community Center.
- Public Services, including Sunrise Christian Food Ministry and W.E.A.V.E.
- Citywide Accessibility Improvement Project, the primary benefit to disabled individuals.
AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The city has identified several barriers to affordable housing through the city’s Housing Element. Notable barriers to developing affordable housing include:

- The balance between owner-occupied and renter-occupied housing and the preservation and maintenance of the city’s aging housing stock.
- As suburbs, mature with an aging housing stock, both single-family homes and apartment complexes in Citrus Heights face an increasing need to maintain.
- Land availability and land zoned at densities appropriate for multi-family housing.
- Environmental factors such as floodplain and native oak trees.
- Availability of funding.
- Design guidelines, which control the appearance of new development. Due to the requirements, the cost of building new housing may increase.
- Site improvements, development impact fees, and processing fees can add significant cost to developing new housing. Developers often pay for new roadways, sewer, water, and park facilities, along with other miscellaneous fees. There are also costs associated with getting projects approved by the city and other agencies.
- Permit and approval process. In addition to the cost of fees on new projects, the amount of time required to process them varies by project, and the developer generally must pay holding costs, such as property taxes during the time of assessment.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Discussion:

The city’s Housing Element describes in more detail how the city is undertaking actions to reduce potential barriers and constraints to affordable housing.
AP-85 Other Actions – 91.220(k)

Introduction:

While there are several constraints to meeting the needs of target-income residents, the primary obstacle is the lack of funding to fully address all needs. Economic challenges in recent years forced many nonprofits to cut services.

Actions planned to address obstacles to meeting underserved needs

The economic challenges in recent years have forced many nonprofits to cut services at time when government entities and other are least able to provide them. There is no federal requirement for the city to match CDBG funds; however, the city has maintained a commitment to provide local funding to nonprofits despite other budget cuts. As such, the city’s general fund commitment for FY 19/20 is $133,115.

Another obstacle to meeting underserved needs is the locations of many available services are in the City of Sacramento. Citrus Heights works closely with the regional transit to improve access, and there are several daily public transportation linkages between Citrus Heights and downtown Sacramento.

Another obstacle is the city’s lack of vacant land available for development. The city will focus heavily on preservation of the existing housing stock through the Housing Repair Program.

Actions planned to foster and maintain affordable housing

In 2020, the city will offer several programs to foster and maintain affordable housing:

- The Housing Repair Program will offer low-interest 30-year deferred loans to homeowners making health and safety repairs to their homes. This program will be funded using prior-year CDBG funds and loan repayments.
- The city’s First-Time Homebuyer Program will offer 30-year deferred loans to first-time homebuyers for down payment assistance.
- The city will continue to support Code Enforcement programs that assure low-income households have a safe, decent, and appropriate place to live.
- The city will continue to support public services through nonprofits funded by CDBG that serve the community’s youth, seniors, domestic violence victims, families, and those with special needs.

Actions planned to reduce lead-based paint hazards

While most housing units were built prior to 1978, target income households that may contain lead-based paint occupy an estimated 5,312 units. The city will provide lead-abatement
assistance for residential units through the Housing Repair Program. The city contracts with a third-party firm to administer its Housing Repair Program.

Currently, the city’s consultant, Neighborworks Homeownership Center Sacramento Region, has staff qualified to evaluate lead-based paint hazards and implement lead-safe work practices. Independent contractors are employed to develop the appropriate lead hazard reduction plans and or abatement scopes of work. The programs will comply with the Residential Lead Based Paint Hazard Reduction Act of 1992 (Title X) and subsequent changes in September 1999. The procedures regarding lead-based paint in all repair programs will include notification and identification.

**Actions planned to reduce the number of poverty-level families**

The city’s anti-poverty strategy is based on providing a range of supportive services aimed at enabling those in poverty to move into the workforce or obtain benefits to which they are entitled (social security, disability). During the 2020 program year, Sacramento Self-Help Housing will provide housing counseling and supportive services. The city will also continue to support activities that preserve and expand the supply of housing affordable to low-income households.

**Actions planned to develop institutional structure**

The city’s Housing and Grants Division is responsible for the management, implementation, and monitoring of the Consolidated Plan documents, including the Annual Action Plan. The Housing Division works in close consultation with the city’s advisory committees, Citrus Heights Collaborative, General Services Department, and with the Director of Community Development Department.

**Actions planned to enhance coordination between public and private housing and social service agencies**

The city will continue to work with the neighboring jurisdictions, such as the County and the City of Sacramento and Sacramento Housing Redevelopment Agency, to address the regional issues that affect the needs of low-income persons as well as special needs populations. The city will also continue to work with many of the local nonprofits that provide a range of services to low-income Citrus Heights residents. In addition, the city plans to work with other entitlement jurisdictions in the Sacramento County, City of Elk Grove, and City of Rancho Cordova to research issues of interest to all jurisdictions and to coordinate on shared subrecipient monitoring.
In 2016, the city entered into a Memorandum of Understanding (MOU) with Sacramento Housing and Redevelopment Agency, Roseville Housing Authority, Housing Authority of the County of Yolo, and seven other local entitlement jurisdictions to conduct a regional fair housing assessment. It is anticipated the Affirmatively Furthering Housing Assessment will be adopted and approved by each members governing body by the end of program year 2019.

Discussion:
Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:
Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in the projects to be carried out.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed 0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan 0
3. The amount of surplus funds from urban renewal settlements 0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan. 0
5. The amount of income from float-funded activities 0
Total Program Income 0

Other CDBG Requirements

1. The amount of urgent need activities 0

Appendix - Alternate/Local Data Sources
## 2020 CDBG Public Service Requests

Total Funds Requested $146,405    Total Funds Available $90,000

*Original applications can be found in the Council drop box.*

<table>
<thead>
<tr>
<th>Agency</th>
<th>Service</th>
<th>2020 CDBG Request</th>
<th>Committee Recommendation</th>
<th>2019 CDBG Award</th>
<th>2018 CDBG Award</th>
<th>FY 19/20 General Fund Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals on Wheels</td>
<td>Senior Nutrition</td>
<td>16,000</td>
<td>14,000</td>
<td>14,000</td>
<td>14,000</td>
<td>82,000</td>
</tr>
<tr>
<td>Sacramento Self-Help Housing</td>
<td>Housing Counseling &amp; Navigator</td>
<td>16,000</td>
<td>16,000*</td>
<td>16,000</td>
<td>14,000</td>
<td>35,400**</td>
</tr>
<tr>
<td>Sacramento Self-Help Housing</td>
<td>Renters Helpline</td>
<td>21,140</td>
<td>21,140*</td>
<td>21,140</td>
<td>18,965</td>
<td>-</td>
</tr>
<tr>
<td>Campus Life Connection</td>
<td>Sayonara After-School Program</td>
<td>15,000</td>
<td>14,430</td>
<td>14,500</td>
<td>10,000</td>
<td>11,000</td>
</tr>
<tr>
<td>Sunrise Christian Food Ministry</td>
<td>Ongoing Emergency Food to Low-Income &amp; Homeless Population</td>
<td>16,000</td>
<td>14,430</td>
<td>14,462</td>
<td>10,035</td>
<td>5,715</td>
</tr>
<tr>
<td>Crossroads Diversified Services</td>
<td>Youth Employment Readiness Program</td>
<td>12,265</td>
<td>0</td>
<td>11,300</td>
<td>5,000</td>
<td>-</td>
</tr>
<tr>
<td>W.E.A.V.E</td>
<td>Violence Reduction Team</td>
<td>20,000</td>
<td>10,000</td>
<td>10,000</td>
<td>8,000</td>
<td>-</td>
</tr>
<tr>
<td>About Kidz</td>
<td>After-School Tutoring Program</td>
<td>30,000</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**TOTALS**                   |                                      | $146,405          | $90,000                   | $101,402        | $80,000          | $134,115                    |

*If not fully funded with CDBG, the contract will have to be supplemented with General Fund.

**Amount includes Community Support ($35,400) funds. Prior year funds have come from city’s community support budget; funds have been transferred to CHPD budget.
## 2020 CDBG Public Service Requests

<table>
<thead>
<tr>
<th>Currently Funded Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>About Kidz</strong></td>
</tr>
<tr>
<td><strong>Executive Director:</strong></td>
</tr>
<tr>
<td><strong>Service Description</strong></td>
</tr>
<tr>
<td><strong>Eligible CDBG Activity</strong></td>
</tr>
<tr>
<td><strong>Service Location</strong></td>
</tr>
<tr>
<td><strong>2020 Request Amount</strong></td>
</tr>
<tr>
<td><strong>Persons Served</strong></td>
</tr>
<tr>
<td><strong>Cost per Objective</strong></td>
</tr>
<tr>
<td><strong>Previous Award</strong></td>
</tr>
<tr>
<td><strong>Staff Comments</strong></td>
</tr>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>
# 2020 CDBG Public Service Requests

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Executive Director</th>
<th>Service Description</th>
<th>Eligible CDBG Activity</th>
<th>Service Location</th>
<th>2020 Request Amount</th>
<th>Previous Award (CDBG &amp; Community Support Funds)</th>
<th>Staff Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Life Connection</td>
<td>Dan Palmer</td>
<td>Sayonara Center</td>
<td>provides a free, after-school center that provides low-income youth with recreational activities. Activities include mentoring, tutoring, educational games, technology center, and daily nutritious meals.</td>
<td>Sayonara Center 7836 Sayonara Drive</td>
<td>$15,000 (2020 CDBG)</td>
<td>$14,500 CDBG $11,000 CSF 19/20</td>
<td>2019 In 2011, the Center was built. The Center continues to offer many services and opportunities to students they would not have otherwise. The Center will continue to provide tutoring, mentoring, access to a technology center, nutritious meals year round, sports and recreational opportunities, in addition to bi-weekly cooking and baking classes offered by a retired home economics teacher. New Activities Offered at the Center: 1) 18-week drug/alcohol awareness and prevention workshops. 2) Weekly one-hour classes to educate youth on healthy relationships to prevent DV in partnership with CHPD. 3) Monthly support dinners for parents to encourage, equip, and empower them in raising their children. 4) Weekly nutrition and budgeting classes for parents in partnership with Sacramento Food Bank. Campus Life Connection has a large network of community support and volunteers. CDBG funds are allocated to cover only salary costs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>105 Youth</td>
<td>$10,000 CDBG $11,000 CSF 18/19</td>
<td>2018 CDBG activity benefits low- and moderate-income households.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$248 per youth</td>
<td>$11,000 CSF 17/18</td>
<td>2017 CDBG funds are allocated to cover only salary costs.</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Executive Director</th>
<th>Service Description</th>
<th>2020 Request Amount</th>
<th>Previous Award</th>
<th>Staff Comments</th>
</tr>
</thead>
</table>
| Crossroads Diversified Services | Interim President/CEO: Erika Trujillo | Crossroads Diversified Services provide a Youth and Employment Readiness Program (YERP) that includes employment readiness and soft skill development workshops to high school students attending either Mesa Verde or San Juan high school. CDBG activity benefits low- and moderate-income households. | 2020 CDBG $12,265 | 2019 $11,300 CDBG | - 2018 is the first year the YERP was funded with CDBG funds.  
- To fill this gap in providing a YERP to low-income students, CDBG and SETA funds will be leveraged to make the budget whole.  
- Currently the YERP is offered at San Juan high school.  
- In 2020, Crossroads will increase services and provide YERP at Mesa Verde as well as San Juan high school.  
- Crossroads will work with the teachers to provide employment readiness workshops in a classroom setting to students ages 14-18.  
- At the end of the program year, each student will receive a certificate of completion, a resume, and will have completed a mock interview to test their employment readiness. |
| | | Service Location: Mesa Verde and San Juan high schools | | | |
| Meals on Wheels | Executive Director: Darrick Lam | Meals on Wheels provides balanced, nutritious meals Mon-Fri, 250 days per year to seniors dining at Rusch Park Community Center five days a week and deliveries to homebound seniors. CDBG activity benefits seniors who are presumed to be low- and moderate-income. | 2020 CDBG $16,000 | 2019 $14,000 CDBG | - 2010 is the first year Meals on Wheels began providing meals to Citrus Heights seniors.  
- Provides 29,078 meals to 280 seniors in a year.  
**Congregate Nutrition Program (All Seasons Café)**  
- Age 60 or better who are in need of a nutritious meal can attend the Café Mon-Fri.  
- Serves 6,250 meals at Café to 121 unduplicated seniors.  
**Home Delivered Meals Program (HDM)** provides daily nutritional requirements to frail and homebound seniors.  
- Deliver 22,028 meals to 159 unduplicated seniors.  
- One hot, nutritious meal Mon-Fri, or five frozen meals one time per week.  
- Fun Fact: Sometime around August 2020, MOW will serve its 5 millionth meal. |
| | | Service Location: Rusch Park (congregate meals) City-wide (home delivered meals) | | | |

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### 2020 CDBG Public Service Requests

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<tr>
<th>Agency Name</th>
<th>Executive Director</th>
<th>Service Description</th>
<th>2020 Request Amount</th>
<th>Previous Award (CDBG &amp; Community Support Funds)</th>
<th>Staff Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sacramento Self-Help Housing (SSHH)</td>
<td>John Foley</td>
<td>Housing counseling services are for those at-risk of becoming homeless.</td>
<td>2020 CDBG $16,000</td>
<td>2019 Housing Counseling $16,000 CDBG</td>
<td>- Housing Counseling: The housing counselor works with households that are at-risk of becoming homeless. The housing counselor will provide housing information, referrals based on the household’s intake assessment, and serve as an advocate until the household secures permanent or stable housing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Navigator services are for those who are currently homeless.</td>
<td>Housing Counseling &amp; Navigator Services $35,400 CSF 19/20</td>
<td>2018 Housing Counseling $14,000 CDBG</td>
<td>- Navigator Services: The navigator will provide outreach services to those who are currently homeless or in immediate danger of becoming homeless. The navigator partners with CHPD to locate and identify clients. The navigator connects persons who are homeless to services, and schedules and transports clients to appointments.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CDBG activity benefits low- and moderate-income households.</td>
<td>$459 per household (cost includes CSF)</td>
<td>2017 Housing Counseling $15,790 CDBG</td>
<td>- Navigator provides office hours at Crossroads Diversified and Sylvan Oak Library.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Service Location: Sacramento Self-Help Housing</td>
<td>1010 Hurley Drive, Suite 500, Sacramento</td>
<td>2017 Navigator Services $15,400 CSF 17/18 $20,000 ED 17/18</td>
<td>- Client data is collected in the Homeless Management Index System (HMIS), which allows service providers the ability to track client data and submit referrals for the Community Queue – also run reports on client demographics and services provided.</td>
</tr>
</tbody>
</table>

- Housing Counseling: The housing counselor works with households that are at-risk of becoming homeless. The housing counselor will provide housing information, referrals based on the household’s intake assessment, and serve as an advocate until the household secures permanent or stable housing.

- Navigator Services: The navigator will provide outreach services to those who are currently homeless or in immediate danger of becoming homeless. The navigator partners with CHPD to locate and identify clients. The navigator connects persons who are homeless to services, and schedules and transports clients to appointments.

- Navigator provides office hours at Crossroads Diversified and Sylvan Oak Library.

- Client data is collected in the Homeless Management Index System (HMIS), which allows service providers the ability to track client data and submit referrals for the Community Queue – also run reports on client demographics and services provided.
### 2020 CDBG Public Service Requests

<table>
<thead>
<tr>
<th>Agency Name Executive Director</th>
<th>Service Description Eligible CDBG Activity Service Location</th>
<th>2020 Request Amount Persons Served Cost per Objective</th>
<th>Previous Award (CDBG &amp; Community Support Funds)</th>
<th>Staff Comments</th>
</tr>
</thead>
</table>
| Sacramento Self-Help Housing (SSHH) | **Renters Helpline** provides a telephone and Internet-based “Renters Helpline” as well as counseling, dispute resolution, and fair housing services. | $21,140 | $21,140 CDBG | $21,140 CDBG | - Renters Helpline: Provide information and advice to tenants regarding landlord-tenant matters, including rental agreements, leases, etc. Refer calls concerning fair housing or discrimination to Project Sentinel.  
- This is an ongoing regional collaboration and the service is offered countywide. The regional cost sharing agreement is based on the total number of rental units within each participating jurisdiction.  
- This activity satisfies the City’s obligation to affirmatively further fair housing, as required by the U.S. Department of Housing and Urban Development (HUD). |
| Sacramento Self-Help Housing (SSHH) Executive Director: John Foley | **Renters Helpline** provides a telephone and Internet-based “Renters Helpline” as well as counseling, dispute resolution, and fair housing services. | $16,000 | $14,462 CDBG $5,715 CSF 19/20 | $18,965 CDBG | - SCFM has received CDBG since 2016.  
- Program provides nutritional emergency food for the current and increasing numbers of seniors, children and homeless.  
- Provides three meals per day for five days per person every 30 days.  
- SCFM serve clients five days a week from 11:30 AM to 3:00 PM.  
- All staff members are volunteers.  
- CDBG funds go towards the purchase of food, not salary costs. |
| Sunrise Christian Food Ministry (SCFM) | **Sunrise Christian Food Ministry** (SCFM) provides ongoing emergency food for low-income and homeless people in Citrus Heights. | $2.55 per individual (cost includes CSF) | $10,035 CDBG $5,000 CSF 18/19 | $9,856 CDBG $5,000 CSF 17/18 | - SCFM has received CDBG since 2016.  
- Program provides nutritional emergency food for the current and increasing numbers of seniors, children and homeless.  
- Provides three meals per day for five days per person every 30 days.  
- SCFM serve clients five days a week from 11:30 AM to 3:00 PM.  
- All staff members are volunteers.  
- CDBG funds go towards the purchase of food, not salary costs. |
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</table>
| W.E.A.V.E.   | Violence Reduction Team (VRT) provides crisis intervention, safety planning, and advocacy services in partnership with the CHPD. | 2020 CDBG $20,000 | 2019 $10,000 CDBG | - WEAVE received CDBG funds for the first time in 2018.  
- CDBG funds currently provide a Crisis Response Advocate rides with officers eight to ten hours per week and respond to domestic violence, sexual assault, and/or sex trafficking calls.  
- State grant currently provides a full-time DVRT Advocate who is embedded at the police department. They provide case management support and follow-up to domestic violence victims.  
- If fully funded, in addition WEAVE will provide:  
  - A part-time Crisis Response Advocate who will ride with officers eight to ten hours on weekends and graveyard shifts.  
  - Community outreach and raise awareness about domestic violence services. Also, promote their 24/7 response hotline.  
  - A safety and self-defense training in partnership with the Sayonara Center and CHPD for 100 Citrus Heights residents. |
| Executive Director: Beth Hassett | CDBG activity benefits domestic violence victims who are presumed to be low- and moderate-income. | 50 Individuals | 2018 $8,000 CDBG | |
| Service Location: W.E.A.V.E.  
1900 K Street, Sacramento | | $400 per individual | | |
DATE: October 10, 2019

TO: Mayor and City Council Members
    Christopher W. Boyd, City Manager

FROM: Colleen McDuffee, Community Development Director
      Greg Anderson, Chief Building Official

SUBJECT: Second Reading – Ordinance Amending Various Sections of Chapter 18 of the Citrus Heights Municipal Code relating to Buildings and Building Regulations

Summary and Recommendation

On September 26, 2019, the City Council introduced, read by title only and waived the first full reading of an ordinance amending various sections of Chapter 18 of the Citrus Heights Municipal Code relating to Buildings and Building Regulations. The City Council did not make any amendments to the proposed ordinance at the first reading.


Fiscal Impact

There is no fiscal impact.

Attachments

ORDINANCE NO. 2019-_______

AN ORDINANCE OF THE CITY OF CITRUS HEIGHTS AMENDING CHAPTER 18 OF THE CITRUS HEIGHTS MUNICIPAL CODE RELATING TO BUILDINGS AND BUILDING REGULATIONS AND ADOPTING BY REFERENCE THE 2019 CALIFORNIA ADMINISTRATIVE CODE; CALIFORNIA BUILDING CODE; CALIFORNIA RESIDENTIAL CODE; CALIFORNIA ELECTRICAL CODE; CALIFORNIA MECHANICAL CODE; CALIFORNIA PLUMBING CODE; CALIFORNIA ENERGY CODE; CALIFORNIA GREEN BUILDING STANDARDS CODE; AND CALIFORNIA EXISTING BUILDING CODE

THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS HEREBY DOES ORDAIN AS FOLLOWS:

Section 1: Purpose and Authority

The purpose of this Ordinance is to adopt by reference the 2019 edition of the California Code of Regulations, Title 24 – Part 1; Part 2, Volume I & II; Part 2.5; Part 3; Part 4; Part 5; Part 6; Part 11 and Parts 8, 10 and 12 subject to the definitions, clarifications, and the amendments set forth in this Ordinance. The Purpose of this Ordinance is also to provide minimum requirements and standards for the protection of public safety, health, property and welfare of the City of Citrus Heights. This Ordinance is adopted under the authority of Government Code subsection 50022.2 and Health and Safety Code Section 18941.5.

Section 2: Administrative Code

Citrus Heights Municipal Code Article II, Section 18-27 is hereby amended to read as follows:

Sec. 18-27. Adoption by reference
Subject to additions, amendments, or deletions set forth in section 18-28 of this chapter, the California Administrative Code, 2019 edition, published by the International Code Council, is adopted and made part of this title as though fully set forth herein to provide the procedures for administration and enforcement of the provisions of the Citrus Heights building codes. One copy of the California Administrative Code shall be kept on file in the Community Development Department and shall be available for use and examination by the public.
Section 3: Building Code

Citrus Heights Municipal Code Article IV, Sections 18-88 and 18-89 are hereby amended to read as follows:

Sec. 18-88. Adoption by reference.
The California Building Code 2019 edition, volumes 1 and 2, including Chapter 1, Division II, Appendix I and Appendix O, except as otherwise amended in section 18-89, is hereby adopted by reference as the Building Code of the City of Citrus Heights. One copy of the California Building Code shall be kept on file in the office of the Community Development Department for use and examination by the public.

Sec. 18-89. Amendments to Building Code
A. Chapter 1, Division II, Section 105.5 "Expiration," shall be amended to read as follows:

Every building, plumbing, mechanical, and electrical permit issued by the Building Official under this Code shall expire two (2) years after the date of issuance, or if the building or work authorized by such permit is not commenced within one year from the date the permit is issued, or if the building or work authorized by such permit is suspended or abandoned for a period of one year any time after the work is commenced. Once the permit is expired, no work can be performed until a new permit is obtained.

If the original permit expired due to a failure to commence the work within one year or because the work was suspended or abandoned for a period of one year, and if a new permit is sought within two years after the issuance of the original permit, the replacement permit fee shall be one half of the amount required for a new permit.

Any applicant holding an unexpired permit may apply for an extension of the time within which he or she may continue and complete the work under that permit. Upon a showing to the Building Official that the applicant was unable to commence, continue or complete the work within the time required for good and satisfactory reasons, the Building Official may extend the permit for a period of up to one year. All requests for extensions must be in writing and must be received by the Building Official prior to the expiration of the permit. All requests must demonstrate that circumstances beyond the control of the applicant have prevented the timely completion of the work. No permit shall be extended more than once.

B. California Building Code Chapter 31, Section 3109.2, "115921(c)" is amended to read as follows:

115921. (c) “Enclosure” means a permanent fence wall, or other barrier that isolates a swimming pool from access to the home or neighboring properties. The term “permanent” shall mean not being able to be removed, lifted, or relocated without the use of a tool.
C. California Building Code Chapter 31, Section 3109.2, “115922” is amended to read as follows:

115922. (a) Except as provided in Section 115925, when a building permit is issued for the construction of a new swimming pool or spa or the remodeling of an existing swimming pool or spa at a private single-family home, the respective swimming pool or spa shall be isolated from access from other properties by an enclosure that meets the requirements of Section 115923, and shall also be equipped with at least two of the following seven drowning prevention safety features:

(1) An enclosure that meets the requirements of Section 115923 and isolates the swimming pool or spa from the private single-family home.

(2) Removable mesh fencing that meets American Society for Testing and Materials (ASTM) Specifications F2286 standards in conjunction with a gate that is self-closing and self-latching and can accommodate a key lockable device.

(3) An approved safety pool cover, as defined in subdivision (d) of Section 115921.

(4) Exit alarms on the private single-family home’s doors that provide direct access to the swimming pool or spa. The exit alarm may cause either an alarm noise or a verbal warning, such as a repeating notification that “the door to the pool is open.”

(5) A self-closing, self-latching device with a release mechanism placed no lower than 54 inches above the floor on the private single-family home’s doors providing direct access to the swimming pool or spa.

(6) An alarm that, when placed in a swimming pool or spa, will sound upon detection of accidental or unauthorized entrance into the water. The alarm shall meet and be independently certified to the ASTM Standard F2208 “Standard Safety Specification for Residential Pool Alarms,” which includes surface motion, pressure, sonar, laser, and infrared type alarms. A swimming protection alarm feature designed for individual use, including an alarm attached to a child that sounds when the child exceeds a certain distance or becomes submerged in water, is not a qualifying drowning prevention safety feature.

(7) Other means of protection, if the degree of protection afforded is equal to or greater than that afforded by any of the features set forth above and has been independently verified by an approved testing laboratory as meeting standards for those features established by the ASTM or the American Society of Mechanical Engineers (ASME).
Section 4: Electrical Code

Citrus Heights Municipal Code Article V, Section 18-117 is hereby amended to read as follows:

Sec. 18-117. Adoption by reference.

Section 5: Mechanical Code

Citrus Heights Municipal Code Article VII, Sections 18-178 and 18-179 are hereby amended to read as follows:

Sec. 18-178. Adoption by reference.
The California Mechanical Code 2019 Edition, including Chapter 1 Division II "Administration", except as otherwise amended in Section 18-179, is hereby adopted by reference as the Mechanical Code of the City of Citrus Heights. One copy of the California Mechanical Code shall be kept on file in the office of the Community Development Department for use and examination by the public.

Sec. 18-179. Amendments to mechanical code.
Chapter 1, Division II, Section 104.4.3 "Expiration," shall be amended to read as follows:

Every building, plumbing, mechanical, and electrical permit issued by the Building Official under this Code shall expire two years after the date of issuance, or if the building or work authorized by such permit is not commenced within one year from the date the permit is issued, or if the building or work authorized by such permit is suspended or abandoned for a period of one year any time after the work is commenced. Once the permit is expired, no work can be performed until a new permit is obtained.

If the original permit expired due to a failure to commence the work within one year or because the work was suspended or abandoned for a period of one year, and if a new permit is sought within two years after the issuance of the original permit, the replacement permit fee shall be one half of the amount required for a new permit.
Any applicant holding an unexpired permit may apply for an extension of the time within which he or she may continue and complete the work under that permit. Upon a showing to the Building Official that the applicant was unable to commence, continue or complete the work within the time required for good and satisfactory reasons, the Building Official may extend the permit for a period of up to one year. All requests for extensions must be in writing and must be received by the Building Official prior to the expiration of the permit. All requests must
demonstrate that circumstances beyond the control of the applicant have prevented the timely completion of the work. No permit shall be extended more than once.

**Section 6: Plumbing Code**

Citrus Heights Municipal Code Article VIII, Sections 18-208 and 18-209 are hereby amended to read as follows:

**Sec. 18-208. Adoption by reference.**  
The California Plumbing Code 2019 Edition, including Chapter I Division II "Administration", except as otherwise amended in section 18-209, is hereby adopted by reference as the Plumbing Code for the City of Citrus Heights. One copy of the California Plumbing Code shall be kept on file in the office of the Community Development Department for use and examination by the public.

**Sec. 18-209. Amendments to plumbing code.**  
Chapter I, Division II, Section 104.4.3 "Expiration," of the Plumbing Code shall be amended to read as follows:

Every building, plumbing, mechanical, and electrical permit issued by the Building Official under this Code shall expire two years after the date of issuance, or if the building or work authorized by such permit is not commenced within one year from the date the permit is issued, or if the building or work authorized by such permit is suspended or abandoned for a period of one year any time after the work is commenced. Once the permit is expired, no work can be performed until a new permit is obtained.

If the original permit expired due to a failure to commence the work within one year or because the work was suspended or abandoned for a period of one year, and if a new permit is sought within two years after the issuance of the original permit, the replacement permit fee shall be one half of the amount required for a new permit.

Any applicant holding an unexpired permit may apply for an extension of the time within which he or she may continue and complete the work under that permit. Upon a showing to the Building Official that the applicant was unable to commence, continue or complete the work within the time required for good and satisfactory reasons, the Building Official may extend the permit for a period of up to one year. All requests for extensions must be in writing and must be received by the Building Official prior to the expiration of the permit. All requests must demonstrate that circumstances beyond the control of the applicant have prevented the timely completion of the work. No permit shall be extended more than once.

**Section 7: Energy Code**
Citrus Heights Municipal Code Article XIV, Section 18-562 is hereby amended to read as follows:

Sec. 18-562. Adoption by reference.

Section 8: Green Building Standards

Citrus Heights Municipal Code Article XV, Section 18-572 is hereby amended to read as follows:

Sec. 18-572. Adoption of the California Green Building Standards Code.
The 2019 California Green Building Standards Code, Title 24, Part 11 of the California Code of Regulations, a portion of the California Building Standards Code as defined in the California State Health and Safety Code Section 18930.5, 18934.5 and 18938(b) (hereinafter referred to as the California Green Building Standards Code or CALGreen Code) and any rules and regulations promulgated pursuant thereto are hereby adopted and incorporated by reference herein. One copy of the California Green Building Standards Code shall be kept on file in the Community Development Department and shall be available for use and examination by the public.

Section 9: Residential Code

Sec. 18-582 Adoption of the California Residential Code
The California Residential Code 2019 Edition, including Chapter I, Division II, Appendix H, Sections AH101 through AH105.2 and Appendix Q, accept as otherwise amended in Section 18-583, is hereby adopted by reference as the Residential Code for the City of Citrus Heights. One copy of the California Residential Code will be kept on file in the office of the Community Development Department for use and examination by the public.

SEC. 18-583. Amendments to the residential code.
Chapter I, Division II, Section 105.5 "Expiration," shall be amended to read as follows:

Every building, plumbing, mechanical, and electrical permit issued by the Building Official under this Code shall expire two years after the date of issuance, or if the building or work authorized by such permit is not commenced within one year from the date the permit is issued, or if the building or work authorized by such permit is suspended or abandoned for a period of one year any time after the work is commenced. Once the permit is expired, no work can be performed until a new permit is obtained.
If the original permit expired due to a failure to commence the work within one year or because the work was suspended or abandoned for a period of one year and if a new permit is sought within two years after the issuance of the original permit, the replacement permit fee shall be one-half of the amount required for a new permit.

Any applicant holding an unexpired permit may apply for an extension of the time within which he or she may continue and complete the work under that permit. Upon a showing to the Building Official that the applicant was unable to commence, continue or complete the work within the time required for good and satisfactory reasons, the Building Official may extend the permit for a period of up to one year. All requests for extensions must be in writing and must be received by the Building Official prior to the expiration of the permit. All requests must demonstrate that circumstances beyond the control of the applicant have prevented the timely completion of the work. No permit shall be extended more than once.

**Section 10: Swimming Pool, Spa and Hot Tub Code:**

Citrus Heights Municipal Code Article X.-Section 18-266 is hereby amended to read as follows.

**Article X.- Section 18-266: Deleted, reference California Building Code section 3109 and Chapter 31B**

**Section 11: 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 12: Effective Date and Notice** This ordinance shall take effect thirty (30) days after its adoption. Within fifteen (15) days of its adoption, this ordinance shall be published at least once 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 10th day of October, 2019 by the following vote:

<table>
<thead>
<tr>
<th>AYES:</th>
<th>Council Members:</th>
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</thead>
<tbody>
<tr>
<td>NOES:</td>
<td>Council Members:</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Council Members:</td>
</tr>
<tr>
<td>ABSTAIN:</td>
<td>Council Members:</td>
</tr>
</tbody>
</table>

_________________________________________
Jeannie Bruins, Mayor

____________________________________
Amy Van, City Clerk
CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT
MEMORANDUM

DATE: October 10, 2019

TO: Mayor and City Council Members
Christopher W. Boyd, City Manager

FROM: Colleen McDuffee, Community Development Director
Casey Kempenaar, Planning Manager
Meghan Huber, Economic Development and Communications Manager

SUBJECT: Sunrise Mall Specific Plan and EIR Award of Contract

Summary and Recommendation

Staff is requesting City Council approve a resolution authorizing the City Manager to enter into a contract with Gensler to provide professional services for the preparation of a Specific Plan and Environmental Impact Report (EIR) for the Sunrise Mall property.

Staff circulated a Request for Proposals (RFP) for the preparation of the Specific Plan and EIR on July 12, 2019. The city received six proposals on August 16, 2019. Staff conducted interviews on September 5, 2019. In accordance with city purchasing policy procedures, staff selected Gensler as the top ranked consultant.

Staff recommends the City Council adopt Resolution No. 2019-____ A Resolution of the City Council of the City of Citrus Heights, California, authorizing the City Manager to execute an agreement for professional services with Gensler, to provide professional services for the Sunrise Mall Specific Plan and Environmental Impact Report (EIR).

Fiscal Impact

The contract with Gensler is for an amount not to exceed $1,208,885. Funding for the project will come from various sources as outlined in the table below:
### Funding Source

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB2 Planning Grant</td>
<td>310,000</td>
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<td>Sewer Credit Program</td>
<td>440,000</td>
</tr>
<tr>
<td>Development Fund - Fund 330</td>
<td>350,000</td>
</tr>
<tr>
<td>General Fund – Fund 100*</td>
<td>108,885</td>
</tr>
<tr>
<td><strong>Total Funding</strong></td>
<td><strong>$1,208,885</strong></td>
</tr>
</tbody>
</table>

*To be determined in the FY 21/22 Budget. Staff will evaluate alternative funding options over the next two fiscal years.

The adoption of this resolution will have no impact to the General Fund for the current adopted budget for FY 19/20 and 20/21.

By utilizing a Specific Plan, the city is able to recoup a portion of this investment by requiring repayment for projects that develop under the Specific Plan. Staff anticipates the Specific Plan buildout will occur over 10-20 years and the city will gradually recoup a portion of the cost of developing the Specific Plan and EIR over this period. As new development comes forward, developers will reimburse the city for expenses associated with the Specific Plan preparation.

### Background and Analysis

The city issued an RFP on July 12, 2019, and received six proposals on August 16, 2019 ranging between $700,000 and $2,500,000. The city used a qualifications based selection process consistent with the city’s purchasing policy. Staff interviewed four consultant teams on September 5, 2019.

Staff evaluated proposals and interviews based on the criteria specified in the RFP. Staff found the Gensler team to be the most qualified respondent. They provided an in-depth and detailed proposal, introduced a highly qualified team and demonstrated a clear understanding of the work involved in the Sunrise Mall Specific Plan and EIR project. Staff has provided additional information about key team members below:

**Gensler**

Gensler is a multi-disciplinary firm with experience retrofitting malls across the country. Gensler has worked with property owners in these endeavors to create a shared vision with the community to support fiscally sustainable redevelopment opportunities. The Gensler team is comprised of experts in the field of mall redevelopment and staff believes they are the best team to aid the city in planning for the future of Sunrise Mall. Gensler will serve as the project manager for the consultant team as well as the lead planning and visioning effort.
MXD Development Strategists
MXD Development Strategists (MXD) have been involved with a wide range of development and redevelopment opportunities across the United States and Canada. MXD will be responsible for the market analysis and economic feasibility related tasks. The team is known for their ability to coordinate market and economic research with land use planning to develop fiscally sustainable redevelopment opportunities. MXD’s role is to ensure the resulting plan is fiscally sound and will result in the redevelopment envisioned by the plan and the community.

De Novo Planning Group
De Novo Planning Group will be responsible for the preparation of the EIR for the project. De Novo has developed a wide variety of EIRs across the state. De Novo is known for developing practical and legally defensible EIRs. De Novo is currently on the city’s on-call team for environmental services.

Fehr and Peers
Fehr and Peers is well known throughout the country as a premier Transportation and Traffic Engineering and Planning firm. Fehr and Peers is on the leading edge of their field and has worked with the city on numerous recent projects, including City Hall/MOB, Mitchell Farms, and Stock Ranch. Fehr and Peers will serve as the traffic engineer and planner for the project as well as the Transportation and Circulation portions of the EIR. Fehr and Peers currently serves as one of the city’s on-call traffic consultants.

Mark Thomas
Mark Thomas is a Civil Engineering firm that is well respected in their field with experience throughout California. Mark Thomas will provide civil engineering services including preliminary grading and utility related information for the project.

Schedule
The scope of work will commence in November, 2019 and is anticipated to take approximately 18-24 months to complete.

Attachments
1. Resolution 2019-___ A Resolution of the City Council of the City of Citrus Heights, California, authorizing the City Manager to execute a contract with Gensler to provide professional services for the Sunrise Mall Specific Plan and EIR.
2. Consultant Services Agreement
   a. Gensler Scope of Work
RESOLUTION NO. 2019-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT FOR PROFESSIONAL SERVICES WITH GENSLER, TO PROVIDE PROFESSIONAL SERVICES FOR THE SUNRISE MALL SPECIFIC PLAN AND ENVIRONMENTAL IMPACT REPORT (EIR)

WHEREAS, On May 23, 2019, the City Council directed staff to pursue a General Plan Amendment related to the Sunrise Mall Property;

WHEREAS, on July 11, 2019, the City Council adopted a General Plan Amendment requiring the development of a Specific Plan to ensure the future redevelopment of Sunrise Mall is conducted in a comprehensive manner;

WHEREAS, on July 12, 2019, the city released a Request for Proposal for professional services to aid the city in the preparation of a Specific Plan and EIR;

WHEREAS, on August 16, 2019, six proposals were received;

WHEREAS, Gensler was selected from a group of consultant teams through a competitive selection process;

WHEREAS, the contract amount is not to exceed $1,208,885;

WHEREAS, the contract is anticipated to be paid over fiscal years 19/20, 20/21, and 21/22 from the following sources:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding Amount</th>
</tr>
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<tbody>
<tr>
<td>SB2 Planning Grant</td>
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</tr>
</tbody>
</table>

WHEREAS, the adoption of a Specific Plan will enable the city to be partially reimbursed for this investment through a fee applicable to new development on the Sunrise Mall Property; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Citrus Heights that the City Manager is authorized to execute an Agreement for Professional Services with Gensler.

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 10th day of October 2019, by the following vote, to wit:

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

______________________________
Jeannie Bruins, Mayor

ATTEST:

______________________________
Amy Van, City Clerk
CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF CITRUS HEIGHTS AND
Gensler
(Standard Agreement)

THIS Agreement ("Agreement") for consulting services is made by and between the City of CITRUS HEIGHTS ("City") and Gensler ("Consultant") (together referred to as the "Parties") as of October 20, 2019 (the "Effective Date").

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

1.1 Term of Services. The term of this Agreement shall begin on the Effective Date and shall end on January 1, 2023 or the date the Consultant completes the services specified in Exhibit A, whichever occurs first, unless the term of the Agreement is otherwise terminated or extended, as referenced herein.

1.2 Standard of Performance. Consultant shall perform all services required pursuant to this Agreement according to the standards observed by a competent practitioner of the profession in which Consultant is engaged.

1.3 Assignment of Personnel. Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, requests in writing the reassignment of any such persons to ensure Consultant performs services in accordance with the Standard of Performance, Consultant shall, immediately upon receiving City's request, reassign such persons.

1.4 Time. Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided herein above and to satisfy Consultant's obligations hereunder.

Section 2. COMPENSATION. City hereby agrees to pay Consultant a sum not to exceed One-million two hundred and eight thousand eight hundred and eighty five dollars $(1,288,885), as set forth in Exhibit B, attached hereto and incorporated herein for services to be performed and reimbursable expenses incurred under this Agreement. This dollar amount is not a guarantee that the City will pay that full amount to the Consultant, but is merely a limit of potential City expenditures under this Agreement.

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

Consulting Services Agreement between
City of Citrus Heights and Gensler
October 10, 2019
Page 1 of 12
Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

2.1 Invoices. Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information, unless waived by the City Manager, or his or her designee:

- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At City’s option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder;
- The Consultant’s signature.

2.2 Monthly Payment. City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall pay undisputed invoices that comply with the above requirements within 30 days from the receipt of the invoice.

2.3 Final Payment. Consultant shall submit its final invoice within 60 days of completing its services. Consultant’s failure to submit its final invoice within this 60 day period shall constitute Consultant’s waiver of any further billings to, or payments from, City.

2.4 Reimbursable Expenses. Reimbursable expenses, if any, are specified in Exhibit B and included in the total compensation referenced in Section 2. Expenses not listed in Exhibit B are not chargeable to, or reimbursable by, City.

2.5 Payment of Taxes. Consultant is solely responsible for the payment of all federal, state and local taxes, including employment taxes, incurred under this Agreement.
2.6 **Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of a written authorization from the City Manager, or his or her designee.

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

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

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

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

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

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

4.2.3 **Additional requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:
a. The Commercial General and Automobile Liability Insurance shall cover on an occurrence basis.

b. City, its officers, officials, employees, agents, and volunteers shall be covered as additional insureds for liability arising out of work or operations on behalf of the Consultant, including materials, parts, or equipment furnished in connection with such work or operations; or automobiles owned, leased, hired, or borrowed by the Consultant. Coverage can be provided in the form of an endorsement to the Consultant’s insurance at least as broad as CG 20 10 11 85, or both CG 20 10 10 01 and CG 20 37 10 01.

c. For any claims related to this Agreement or the work hereunder, the Consultant’s insurance covered shall be primary insurance as respects the City, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Consultant’s insurance and non-contributing.

d. The policy shall cover inter-insured suits and include a “separation of Insureds” or “severability” clause which treats each insured separately.

e. Consultant agrees to give at least 30 days prior written notice to City before coverage is canceled or modified as to scope or amount.

4.3 Professional Liability Insurance.

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

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

a. The retroactive date of the policy must be shown and must be before the date of the Agreement.

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

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

4.4 All Policies Requirements.

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

a. Certificate of Liability Insurance in the amounts specified in this Agreement; and

b. Additional Insured Endorsement as required for the General Commercial and Automobile Liability Policies.

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

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

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

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

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Consultant, its employees, agents, and subcontractors.
4.4.6 **Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein, and Consultant shall ensure that City, its officers, officials, employees, agents, and volunteers are covered as additional insured on all coverages.

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

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

Section 5. **INDEMNIFICATION AND CONSULTANT’S RESPONSIBILITIES.**

5.1 **General Requirement.** To the fullest extent permitted by law, Consultant shall indemnify, defend within the limits set by Cal. Civ. Code Sec. 2782.8 with counsel acceptable to City, and hold harmless City and its officers, officials, employees, agents and volunteers (collectively, “Indeemnitees”) from and against any and all liability, loss, damage, claims, expenses, and costs, including without limitation, attorney’s fees, costs and fees of litigation, (collectively, “Liability”) Consultant’s performance of the services under this Agreement, or its failure to comply with any of its obligations contained in this Agreement, or its failure to comply with any applicable law or regulation, except such Liability caused by the sole negligence or willful misconduct of City.

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

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

Section 6. STATUS OF CONSULTANT.

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

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

Section 7. LEGAL REQUIREMENTS.

7.1 Governing Law. The laws of the State of California shall govern this Agreement.

7.2 Compliance with Applicable Laws. Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder. Consultant shall also, to the extent required by the California Labor Code, pay not less than the latest prevailing wage rates as determined by the California Department of Industrial Relations.

7.3 Licenses and Permits. Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have, and will maintain at their sole cost and expense, all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid business licenses from City.

7.4 Nondiscrimination and Equal Opportunity. Consultant shall not discriminate, on the basis of a person’s race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, genetic information, marital status, sex, sexual orientation, gender or gender identity, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the
provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Section 8. **TERMINATION AND MODIFICATION.**

8.1 **Termination.** Upon ten days' prior written notice, City may cancel this Agreement at any time and without cause upon such written notification to Consultant. In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

8.2 **Amendments.** The parties may amend this Agreement only by a writing signed by the parties hereto.

8.3 **Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant’s unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the City Manager, or his or her designee. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the City Manager, or his or her designee.

8.4 **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant, including but not limited to the provisions of Section 5, shall survive the termination of this Agreement.

8.5 **Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City’s remedies shall include, but not be limited to, the following:

8.5.1 Immediately terminate the Agreement;
8.5.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;

8.5.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or

8.5.4 Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

8.5.5 The remedies mentioned in this Agreement are not exclusive of any other right, power or remedy permitted by law. The City’s failure or delay in exercising any remedy shall not constitute a waiver of such remedy or preclude the further exercise of City’s rights.

Section 9. KEEPING AND STATUS OF RECORDS.

9.1 Records Created as Part of Consultant’s Performance. All final versions of reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement, and the City may use, reuse or otherwise dispose of the documents without Consultant’s permission. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential drafts and will not be released to third parties by Consultant without prior written approval of City.

9.2 Consultant’s Books and Records. Consultant shall maintain any and all records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement. All such records shall be maintained in accordance with generally accepted accounting principles and shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Pursuant to Government Code Section 8546.7, the Agreement may be subject to the
examination and audit of the State Auditor for a period of 3 years after final payment under the Agreement.

Section 10 MISCELLANEOUS PROVISIONS.

10.1 **Attorneys’ Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys’ fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

10.2 **Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in Sacramento County or in the United States District Court for the Eastern District of California.

10.3 **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

10.4 **No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.

10.5 **Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.

10.6 **Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a “conflict of interest,” as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 et seq.

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 et seq.

10.7 **Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.
10.8 **Notices.** Any notice, demand, request, consent or approval that either party is required to give the other pursuant to this Agreement, shall be in writing and may be given by either (i) personal service, or (ii) certified United States mail, postage prepaid, return receipt requested. Notice shall be effective upon personal delivery or delivery to the addresses specified below, as reflected on the receipt of delivery or return receipt, as applicable.

**Consultant:** Gensler  
500 S. Figueroa Street  
Los Angeles CA, 90071  
Attention: Kevin Rosenstein

**City:** City of Citrus Heights  
6360 Fountain Square Drive  
Citrus Heights, CA 95621  
ATTN: City Manager

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

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

<table>
<thead>
<tr>
<th>Exhibit</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>Scope of Services</td>
</tr>
<tr>
<td>B</td>
<td>Compensation Schedule</td>
</tr>
</tbody>
</table>

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

10.12 **Construction of Agreement.** Each party hereto has had an equivalent opportunity to participate in the drafting of the agreement and/or to consult with legal counsel. Therefore, the usual construction of an agreement against the drafting party shall not apply hereto.
10.13 **No Third Party Beneficiaries.** This Agreement is made solely for the benefit of the parties hereto, with no intent to benefit any third parties.

SIGNATURES ON FOLLOWING PAGE
The Parties have executed this Agreement as of the Effective Date.

**CITY OF CITRUS HEIGHTS**

Christopher W. Boyd, City Manager

Attest:

Amy Van, City Clerk

Approved as to Form:

Ryan Jones, City Attorney

**CONSULTANT**

John Adams, Regional Director, Gensler

7.22.19
EXHIBIT B

COMPENSATION SCHEDULE
CERTIFICATE OF COMPLIANCE WITH LABOR CODE § 3700

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

CONSULTANT

By: [Signature]

Title: Marketing Manager
City of Citrus Heights
Sunrise Mall Specific Plan and Environmental Impact

Response to Request for Proposal
August 16, 2019 revised September 17, 2019
A Specific Plan and EIR is as much a process as a product. The Sunrise Mall Specific Plan and EIR represents an opportunity for the City of Citrus Heights to influence the Commercial Core of the City in a way that will more closely reflect the values of the community at large, and can potentially put it on the map as a leader in cutting edge planning and design.

The ‘demalling’ trend in North America is one that is widely desired but hard to pull off. The desire to make walkable mixed use blocks and streets with common spaces including urban parks and plazas, mobility options and built-in affordability and convenience are things that most people want in their urban core. However, there are varied owners with often conflicting interests and time frames for change. The community is often clear individually about what it wants, but needs to be convinced that the values of the collective are often shared and achievable if a collaborative approach is taken. The same is true for individual developers who often take a ‘zero sum game’ approach to their project, seeing adjacent users as competitors. However, if we strike the right chord with these various factions, the plan can become an example of a ‘win-win-win’ for everybody involved. For developers, it can streamline approvals, offer a way to share infrastructure costs, and make their life easier in moving toward transformative development. For the community, it can improve the quality of life and add much needed housing, amenities and services while promoting a more healthy, active lifestyle. For the City, it can become a showcase for progressive and responsible mixed use development that attracts the best and the brightest to the City to invest, build a business, and raise a family.

There are many disruptions in the way cities function that can contribute positively to a new vision for the area that will help the City of Citrus Heights compete in the region. ‘Urban burb’ trends include; Housing is becoming more compact, with more emphasis on shared public spaces and the ability to work from home. Retailing is moving toward local and authentic, smaller formats that celebrate the agricultural traditions of the area. Changes in mobility create an opportunity to build development with a ‘lighter touch’ with respect to traffic and parking. Active mobility is a big part of how people are starting to get around, whether its accommodating the bike, walking, scooters, or rideshare. Creative office uses are looking for amenities such as event driven public spaces and nearby affordable accommodations and housing for its workforce. Mixed use development is a primary emphasis complementing new office space.

The Specific Planning area is about 100 acres in size and represents a key location in the city. Several key features of the area are of particular note: 1) More than 400 businesses and 70 property owners are a part of the area, and have a vested interest in the future of the area. A PBID has been renewed 3 times in the last 15 years and has a significant budget for maintenance of the area. The mall has been sold three times in the last 10+ years. This could have to do with the changing nature of retail, and the need to diversify the land use mix. The site is served by bus lines on all major roads that surround the site, however the streets are designed for automotive traffic, with a lack of accommodation for other modes, such as bike pedestrian movement. It appears there is a minimum of investment occurring into the mall itself, with the apparent neglect, the mall is dying. In the past, events such as World Team Tennis were a positive part of the experience of the mall, but were disbanded in 2016. Nearby amenities such as the Arcade Creek Trail are a missed opportunity that could link the site to Downtown Sacramento, Folsom Lake and beyond.

Citrus Heights many opportunities to strengthen the area as a key district in the city through strategy and physical design that meets shared goals.

- An updated specific plan can strengthen the mixed use character of the area, traditionally oriented toward industrial uses as well as aerospace related uses. Mixed use environments with housing, supporting uses and amenities will help the economy while positively connecting the site to the rest of the city and the Bay.
• The Community has been quite public about their desire to attract more mixed uses, including affordable housing, creative office, and supporting uses such as Hotel and retail food and beverage.

• Our experience in working in the area signals that there is a housing imbalance in the area. This plan can help to promote affordable housing and mixed uses with amenities and services that make living in the area more desirable, while improving the quality of life for nearby residents and daytime workforce.

• Progressive mobility strategies can mitigate many of the impacts on traffic while promoting more sustainable behaviors. Specifically more walking and biking can be promoted by introducing a compact block structure, walkable street environments, streets designed for a variety of mobility modes, micromobility systems, and reduced and shared parking requirements for land uses.

• Because of the sites proximity to the creek and natural drainage courses, the site can provide better linkages to trails and natural features, with the ability to commute to and from Downtown Sacramento via bike as an especially interesting opportunity.

• Sustainable features in streetscape design could greatly improve the perception of the area. Low impact Development practices along major streets, set asides for green space buffers, parks and playfields and hiking and biking trails can help to improve water quality while bringing indigenous plants and animals, as well as migratory birds along the Pacific flyway. Much can be done to promote walkability with meaningful connections to Arcade Creek.

The team will include the full complement of resources needed to do the job effectively and innovatively. We look forward to working with you on this exciting assignment.

### TASK 1
#### PROJECT COORDINATION

Before the work can start in earnest, it is important that the work is organized, and that both the City and the consultants have a common understanding of project expectations, are collaborating as ‘one team’, are meeting regularly to a schedule and working toward a mutually agreed set of project goals.

#### 1.1: PROJECT MANAGEMENT

The team will work with the appropriate representatives of the City of Citrus Heights (client) to establish 1) consultant contacts, 2) protocols for communication with client staff, team, and submittal of work product, 3) establish a communication plan, 4) establish a website for posting work product, schedules, resources, etc. 5) establish project tracking and invoicing protocols.

**Deliverables**

- Contact list, website portal for information sharing, draft invoice
- Face-to-face meetings not more than every other month for project duration

#### 1.2: PROJECT TEAM MEETINGS

The team will regularly consult every other week with client to ensure that necessary information and documentation is shared and incorporated into the proposed work product in a timely manner. Gensler Team will participate in either a face-to-face or teleconference call with the Project Team for the duration of the project, to track progress and coordinate efforts.

**Deliverables**

- Participation in monthly face-to-face Project Team Coordination Meetings for the duration of the project
- Every other week participation in conference call Project Team Coordination Meetings for the duration of the project
TASK 2
SITE AND MARKET ANALYSIS

This phase of work will help the team understand the existing conditions of the Sunrise Mall study area. We will study the financial market assessment of the areas, the city of Citrus Heights, and the greater Sacramento region. We will also study the site in detail, understand the land use patterns, mobility, open spaces, and other pertinent issues related to the physical layout of the project area.

2.1: PROJECT KICK-OFF
Gensler will lead a “Kick-Off Meeting” the consulting team and client that will: 1) introduce and identify the roles and responsibilities of key members of the consultant team, client team as appropriate; 2) establish communication and reporting protocols, and strategize how client and consultants will collectively function as one Project Team; 3) discuss project objectives, issues, and opportunities; 4) confirm project schedule and work program, including scope and fee to be reviewed and modified as needed; 5) review scope for final agreement, 6) identify and transmit pertinent documents and studies, and other relevant data.

Deliverables
• Discussion Agenda, summary of meeting comments and actions
• Project schedule with ongoing refinements
• Organization chart
• Finalized scope of work, schedule, and fee breakdown

2.2 EXISTING DOCUMENT ANALYSIS
The team will review the list of existing reference documents provided in the RFP, especially the following:
• Citrus Heights General Plan
• Sunrise Marketplace Visioning Project
• Citrus Heights Transportation Impact Guidelines
• Greenhouse Gas Reduction Plan
• Pedestrian Masterplan
• Bikeway Masterplan
• Sunrise Mall Redevelopment Project DEIR and Appendix (not adopted)

To ascertain applicability to the project area. There might be other documents that the City might also suggest that the team review, depending on applicability to the planning effort. Special emphasis will be put upon understanding of corridor initiatives that have implications on land use and mobility strategies within the Specific Plan Area. The Team will evaluate the strengths and weaknesses of the existing regulations, document the inconsistencies and summarize key issues and potential regulatory impediments. The primary intent of this Task is to understand if the existing zoning is implementing what is wanted by the community and whether Code amendments may be needed.

Deliverable
• Existing Regulatory Diagnostic Analysis of existing documents as appropriate.

2.3 COMMUNITY CONTEXT ANALYSIS
The team will work with the city’s mapping as well as integrate the planning, design, and technical analysis done to date to further clarify and graphically depict development opportunities and constraints. It will include an analysis of existing infrastructure, traffic, land use, local and regional plan initiatives and developments. Opportunities and constraints will be identified, as will land uses and open spaces. The team will synthesize site reconnaissance and other data inputs, into a series of diagrams and maps with supporting text to communicate our understanding of the Specific Plan study area and its context. Depending on availability, we will draw upon prior analysis done by the City and others as appropriate to expedite and inform the process.

Deliverables
• Specific Plan Study Area Analyses presented through a background report with maps, diagrams and text done by team discipline; covering issues such as land use, mobility, zoning, urban design, and infrastructure.
• Coordination w/ Project Team to ensure comprehensiveness of analysis
2.4 MARKET ANALYSIS
Determining demand and positioning (MXD): The team’s development strategists will undertake a thorough real estate market study and assessment of development opportunities for the Sunrise Mall site. A local demographic analysis will first be conducted that will assess the areas economic dynamics, socioeconomic patterns, patterns of community development as well as major economic initiatives in the local area. Real estate market analysis will be undertaken for major land use types to create a market-driven Development Program. The land use types include:
• Multi-Family Residential
• Office (Campus, Flex & Mixed-use)
• Retail
• Culinary
• Hotel/Accommodation

RESIDENTIAL MARKET ANALYSIS
• Build a Database of Major Multi-Residential Projects in the area
• Document any major new multi-residential projects including the development project’s size, number of units, unit composition (Townhouses, Condos, etc.), average unit sizes, rental rates and/or sales price points, development amenity mix and recent absorption of new units.
• Collect available data for the past decade for identification of historic trends.
• Identify any significant features or amenities associated with these developments, specifically identifying their context in relation to other land uses in the local areas.
• Document the residential buyer profile to determine age profile, income levels and region of origin, where such information is available.
• Quantify and forecast residential demand by projecting growth in local population, employment and household composition, using data provided by government and private sector data sources.
• Identify the rate of annual demand and absorption by the subject development for residential uses by applying a Residential Capture Rate Analysis.
• Identify opportunity for Senior Housing and Assisted Care Living facility at the site.
• Using information gathered from above, detail the potential development scenarios (Conservative, Moderate and Aggressive) to further sensitize the demand projections for the development site and provide recommendations on the absorption, format, and positioning.

OFFICE MARKET ANALYSIS
• Document Office Supply Analysis & Benchmarking of Comparables.
• Trends in Formats & Identification of User Segments.
• Identify Trends in Lease Rates, Vacancy Rates, Cap Rates, Absorption, New Development Gross Buildable Area, etc.
• Identify Proposed or Planned New Projects in the Pipeline for the surrounding region.
• Identify major Employers and Companies in the surrounding area of the site.
• Calculate New Employment to Office Space Demand to 2040 using calculated employment projections and historical absorption data.
• Identify Study Area Incremental Demand for New Space and the potential market share for the subject site based on current and future competing developments.
• Identify Innovative Companies in the Sacramento area, as well as faster-growing Office-based Employment Sectors which will drive demand for new Office space over the forecast horizon.
• Recommend Formats & Positioning to Attract Targeted Office tenants based on Demand for new space and discussions with local stakeholders.

RETAIL/ENTERTAINMENT MARKET ANALYSIS
• Document Retail/Entertainment Supply Analysis, Benchmarking of Comparables & Void/Oppportunity Analysis.
• Identify Trends in Lease Rates, Vacancy Rates, Cap Rates, Absorption, etc.
• Identify Proposed or Planned New Retail/Entertainment Projects in the Pipeline for the surrounding region that may directly compete with the site.
• Trade Area Delineation & Demographic Profiling.
• Trade Area Retail/Entertainment Expenditure Assessment and Projection.
• Market Quantification & Demand/Expenditure Analysis over time.
• Identify Study Area Incremental Retail/Entertainment Floorspace Demand to 2040 and employ a market share/capture rate for the subject site.
• Identify Retail, F&B and Entertainment Tenants that are underrepresented in the Trade Area given its demographic and expenditure profile.
• Identify opportunities for potential Sports, Leisure and Recreation Amenities.
• Identify opportunities for potential Destination Entertainment and Amusement Attractions.
Identify opportunities for potential Health, Wellness and Medical Amenities.

Identify Optimal Retail/Entertainment Positioning and Formats based on current supply and future trends.

CULINARY OPPORTUNITY ANALYSIS
MXD is a leader in analysing and determining the feasibility of culinary uses in mixed-use and TOD developments. Employing the outputs of the Retail Demand Analysis, MXD can define the opportunities for culinary exploration based on the local context and international trends.

- Document the latest culinary trends in North America and in the local context.
- Provide a competitive map of the top Culinary or “foodies” destinations in the local Citrus Heights area.
- Prepare a Void/Opportunity Matrix to identify which culinary uses are currently not established in the area and have opportunities for success at the project site. This can include but is not limited to restaurant clusters, food halls, craft breweries, distilleries, culinary institute, culinary incubators & accelerators, outdoor & indoor gardens, etc.
- Determine the appropriate mix, positioning, and format for culinary uses.
- Identify optimal locations at for culinary uses, and how they would strategically integrate with other uses on the site.

HOTEL/ACCOMMODATION MARKET ANALYSIS

- Document Hotel/Accommodation Supply Analysis & Benchmarking of Comparables.
- Identify Proposed or Planned New Projects in the Pipeline for the surrounding region.
- Identify Performance Metrics such as Occupancy, RevPAR, ADR, as well as any notable transactions activity.
- Identify Target Tourism & Visitor Segments, and Forecast Demand in local Tourism over the next 20 years.
- Identify Study Area Incremental Hotel Room Demand to 2040 and the viability of a hotel on the subject site including the number of rooms/keys, and the land allocation it would require.
- Determine the price point for a potential hotel based on current and future competition in the area, and identify feasibility of special formats such as Conference, Indoor Waterpark, etc.

COMPETITIVE POSITIONING AND DEVELOPMENT PROGRAM

- Prepare a Land Use Matrix which summarizes each recommended land use’ total land area, net leasable area, gross floor area, potential building densities (FAR), and parking requirements.
- Identify a 20-year phasing plan based on the market analysis. Identify “quick-win” land uses that could be developed on the Sunrise Mall site in the short-term.
- Identify strategies for creating mixed-use and transit-oriented development and how to overcome potential challenges in this type of urban form.
- Summarize these assessments by identifying the Recommended Development Program and Optimal Market Positioning for the Sunrise Mall site based upon:
  - Market opportunity assessment for each asset class;
  - Competitive facilities and identified voids/opportunities;
  - Recommended land uses that can be leveraged in the short and medium term;
  - Potential end-user tenants looking to expand in the market;
  - Identified demographic target markets; and
  - Calculated supportable square footage at the project site for each land use under consideration.

Deliverables

- Real Estate Market Analysis for all asset classes
- A recommended development program and phasing strategy that includes gross floor area, densities, and parking requirements
- Competitive positioning and strategies to create a successful mixed-use and transit-oriented development

2.5 PRO FORMA ANALYSIS (MXD)

The initial objective of the Pro Forma (or financial feasibility analysis) is to develop a financial model to test the basic viability of the various alternative development scenarios suggested by the analysis to this point. The financial model tests the feasibility of the various scenarios by comparing the costs, revenues and returns of each scenario over time to assist in identifying the optimal development strategy. This will allow the project team to recommend the scenario with the highest return on investment (ROI). The typical timeframe of this analysis is 20 years but can be adjusted to meet the Client’s requirements.

- Preparation of a Multiple Land Use Development Financial Model created in Microsoft Excel.
- Input of Preliminary Development Program for each alternative development scenario recommended in the market study.
• Identify Development Opportunity Areas (‘Nodes’) where redevelopment and infill opportunities would be most feasible and successful.
• Identify the optimal allocation of land uses in the Redevelopment Opportunity Areas, quantifying Net Developable Area.
• Relate the development program and typologies to the identified developable properties.
• Examination of each major land use and site parcel to identify locations with the greatest financial potential for redevelopment.
• Integration of construction cost projections into the financial model.
• Input of other costs (demolition, removal, etc.) into financial model.
• Input of development revenue projections and absorption projections for each land use examined in the Market Analysis.
• Calculation of key project financial metrics for each land use including:
  - Development Cost Summary – Construction Costs, Soft Costs, Tenant Allowances, Land Costs and Financing Costs
  - Development Value Summary – Net Operating Income by land use, Capitalization Rates by land use, Project Value
  - Return on Investment – Profit on Costs, Yield on Costs
• Discounted cash flow (DCF) of projected revenues and costs over time to calculate:
  - Project Cash Flow by Year (for 20 Years)
  - Internal Rate of Return (IRR) – Leveraged and Unleveraged
  - Net Present Value (NPV) – Leveraged and Unleveraged
  - Cash-on-Cash Returns
  - Break-even Year
  - Analysis of the Impact of Various Public-Private Partnership Financing Tools (Fee Reductions, Cost Shifting, Tax Credits, Cash Flow Support, Loan Support, Patient Equity) on Project Returns over time to both Developer and Public Entities.
  - Analysis of the Impact of Various Planning Tools (Housing Density Increases, Parking Requirement Adjustments, Zoning, etc.) on Project Returns over time.

Deliverables
• Financial feasibility analysis for each of the three (3) development scenarios, prepared in a multiple land use development financial model
• Revenue projections, development cost summary, development value summary, return on investment (ROI), and discounted cash flow (DCF) for each scenario
• Summary and recommendation of financial feasibility analysis

TASK 2.6 MOBILITY OVERVIEW (FEHR & PEERS)
Evaluate existing transportation system conditions surrounding Sunrise Mall including the roadway, bicycle, pedestrian, and transit systems. Fehr & Peers will collect weekday AM (7-9 AM) and PM (4-6 PM) peak period turning movement counts on a weekday when schools are in session at the following intersections. Although retail uses like a mall generate relatively few trips during the AM peak hour, an AM peak hour analysis is nevertheless recommended because the proposed reuse of the site could include land uses such as office or residential that generate considerable levels of traffic during this period.

1. Sunrise Boulevard / Greenback Lane
2. Sunrise Boulevard / Sunrise Mall Northerly Unsignalized Driveway
3. Sunrise Boulevard/Sunrise Mall/Birdbage Center (signalized)
4. Sunrise Boulevard / Sunrise Mall Central Unsignalized Driveway
5. Sunrise Boulevard / Sunrise Mall Southern Unsignalized Driveway
6. Sunrise Boulevard / Sunrise Mall Most Southern Unsignalized Driveway
7. Sunrise Boulevard/Macy Plaza Drive (signalized)
8. Greenback Lane / Sunrise Mall Westerly Unsignalized Driveway
9. Greenback Lane /Arcadia Drive/ Sunrise Mall (signalized)
10. Greenback Lane / Sunrise Mall Easterly Unsignalized Driveway

Additionally, the following data will be collected during both peak periods to validate the microsimulation model discussed below:
• Average travel time on Sunrise Boulevard between Arcadia Drive and Kingswood Drive in both directions
• Average travel time on Greenback Lane between Birdcage Street and Fair Oaks Boulevard in both directions

Fehr & Peers will use aerial photography and a field review to collect data for existing traffic controls, lane configurations, posted speed limits, crosswalks, and other relevant information at each of the study intersections. Fehr & Peers will request existing traffic signal timings at each signalized study intersection (to be provided by the City of Citrus Heights).

Fehr & Peers will build a SimTraffic microsimulation model of the study area and intersections listed above. The model will be validated to existing conditions based on the hourly vehicle demand served, maximum observed queue lengths at critical locations, and average travel time runs.
Fehr & Peers will prepare exhibits that provide an overview of existing roadway, bicycle and pedestrian facilities within the vicinity of the project site. Fehr & Peers will document transit lines that operate within the project vicinity. Fehr & Peers will document existing average daily traffic (ADT) on roadways in the study area using data from the City's traffic count database. A figure will be prepared to display this information graphically. Fehr & Peers can attend up to four meetings as part of Task 1. The mobility overview will also describe planned transportation improvements in the area, relevant General Plan policies pertaining to transportation, and opportunities for development based on available mobility options.

**Deliverable**
- Mobility Overview section of Summary Analysis Document

### 2.7 BIG DATA ANALYSIS (FEHR & PEERS)

Fehr & Peers will coordinate with the project team to identify the appropriate type of ‘big data’ to collect to best inform the Specific Plan process. Big data, which is provided by third-party vendors who have agreements with cell phone and GPS data providers, can be used for a variety of purposes. These include (but are not limited to): origins of current visitors/employees to Sunrise Mall and travel characteristics of motorists who pass Sunrise Mall on a daily basis (ranging from simple queries such as their origins/destinations to more complex data such as their socioeconomics, trip purpose, frequency of travel on route, etc.). Fehr & Peers will analyze the collected big data and provide inferences of how its results may influence the Specific Plan process. A figure will be prepared to display this information graphically. Fehr & Peers can attend up to two meetings as part of this optional task.

**Deliverable**
- Technical Memorandum summarizing data collection, analysis, and conclusions

### 2.8 INFRASTRUCTURE OVERVIEW (MARK THOMAS)

Mark Thomas will research existing Sunrise Mall master plans and any relevant As-Built information to help develop a background infrastructure assessment. Our assessment will help to identify the major utility infrastructure (both public and private) that serves the area and the existing mall site, including sanitary sewer, domestic and/or reclaimed water, dry utilities including gas lines, Fiber Optic/Joint Trench conduits/duct banks, overhead cable and wiring as well as on-site and off-site (public collector) storm drain system facilities. Based on the reviewed data gathered and what we are supplied, MT will assess the available capacities of all the existing systems within the project limits and Specific Plan area.

### 2.9 SUMMARY ANALYSIS

Opportunities and Constraints, and Online Summary; Gensler will prepare a Background Analysis Report that addresses the Specific Plan study area, compiling and summarizing the findings and conclusions of the above described analysis tasks, appropriate inputs from other members of the Project Team, and initial public input. Employing maps, diagrams, and other graphics as appropriate, as well as supporting text, the report(s) will explain existing conditions, clarify the physical, economic and environmental factors that impact the Specific Plan study areas, and identify development opportunities and constraints; report(s) will serve as an informational and reference source for the Project Team and stakeholders as the project moves forward.

**Deliverables**
- Two (2) hard copies of the Background Analysis Report(s) in 8.5”x11” or other mutually agreed upon format, and one (1) print-ready .pdf file copy; as appropriate, technical studies will be incorporated as appendices.
- Online summary to be posted to the web based interface
TASK 3
OUTREACH AND ENGAGEMENT

This portion of work will energize the community to contribute meaningfully to the overall Specific Plan Project. Our engagement efforts will include bringing together property owners, the broader community, and city officials. We will use a variety of means and methods in innovative ways, which will engage a diverse community, document a wide range of ideas and opinions, identify key themes, and target strategic and design-oriented solutions.

3.1 COMMUNITY OUTREACH STRATEGY
Gensler will develop a community involvement strategy working with the client to ensure that a broad audience is engaged throughout the planning process. This task will overlap all phases of the project and will identify and engage key collaborators such as key land owners, community members, issue based interest groups, and city officials. The team will identify key elements of the strategy, timing, and deliverables for: 1) ownership stakeholder interviews and focus group meetings; 2) community based workshops and charette events; 3) Board, Commission and Council study sessions and public hearings, and 4) online community engagement for those who cannot attend the workshops in person but would like to participate. We initially propose participation as follows, subject to modification based on preparation of a final outreach strategy and further scope and fee negotiation. This task includes provision of visual materials and illustrations in support of outreach activities that communicate planning proposals and concepts associated with this scope of work. Please note that this task includes preparation, content provision of materials to be used on the city’s social media accounts, and / or project websites but does not include set up or maintenance of the websites themselves.

Deliverable
• Outreach strategy in memo format

OWNERSHIP STAKEHOLDERS
3.2. STAKEHOLDER INTERVIEWS
The team will engage in on-site interviews with each of the 6 key landowners, neighbors, and vested property owners as directed by the client over the span of (2) days in Citrus Heights. The interviews will occur as individual ½ hour to an hour sessions based on a preferred set of questions vetted by the client, however the desired outcome is to have a free flowing discussion led by the interviewee about what their goals and aspirations for the project might be. Issues might include land use mix, infrastructure needs, open space character, regional design cues, parking strategies, opportunities for partnering with other land owners and the city, impact of the specific plan on development strategy, and other issues as appropriate.

Deliverables
• List of questions for stakeholder interviews, interview materials, final approved list of interviewees
• Summary memo of stakeholder interviews describing key themes, shared goals and objectives, suggested planning approaches for the specific plan (Four (4) maximum)

3.3 STAKEHOLDER FOCUS GROUP MEETINGS
Following the stakeholder interviews, the team will hold focus group meetings (not more than 4 throughout the life of the project) inviting all property owners and key stakeholders. The session will introduce findings from the market analysis and follow up on key ideas that emerged from the individual interviews. The purpose of the focus group will be to facilitate discussion on shared goals and understand potential challenges.

Deliverable
• Not more than four (4) focus group discussion guides and agendas, focus group materials, final approved list of participants, meetings, summary memo of discussion describing shared objectives and implications for the specific plan.

3.4 COMMUNITY / NEIGHBORHOOD WORKSHOPS
Three (3) community / neighborhood workshops will be offered during the planning process and are intended to educate and engage the community and make transparent the planning process for concerned citizens. The workshops are subject to further refinement and scoping upon interaction with city staff, but conceptually, the workshops would include:

Workshop One: market analysis and community context, visioning - the result of the teams work in task 2 scope items, the team will present its findings with respect to the market and the study area context as well as engage the community in a visioning and goal setting set of exercises which will be compiled and used to help develop plan options in later phases of work
Workshop Two: Plan Options— the team will engage the community in a workshop that investigates plan options in a highly interactive way. Small groups of Community designers will develop plan options by providing a variety of comments using stickers, markers, flip charts, and other interactive tools and will report back to the larger working group. Common themes and connections between groups will be compiled and integrated into the preferred plan.

Workshop Three: Draft Specific Plan Document; the team will use the community drafted goals and objectives as a means to evaluate plan options and present its preferred plan and key elements of the specific plan document in an open house format. An introductory presentation will highlight key points of the specific plan previewed by informal discussions at stations and a wrap up Q and A session.

Deliverables
- Materials for three community workshops including introductory powerpoint, sign in sheets, maps and supporting graphics, materials for engagement exercises such as table maps, stickers, markers, post its, flip charts.
- Summary memo describing key specific plan related findings and takeaways from community workshops as appropriate.
- Documentation of community vision for project website.
- Fehr & Peers will attend up to two (2) meetings.

PLANNING COMMISSION (PC) AND CITY COUNCIL (CC) 3.5 CITY COUNCIL AND PLANNING COMMISSION STUDY SESSIONS
The team will engage the Planning Commission and City Council four (4) times during the Specific Plan and EIR process. A presentation will be given followed by a question and answer period for both Planning Commission and City Council at completion of the EIR. Comments to all documents will be collected and summarized as part of the project record, with changes made to the Specific Plan and EIR as appropriate.

Deliverables
- Powerpoint presentation and handouts to be developed for one (1) meeting each with planning commission and city council
- Summary notes of the discussion with recommendations as to next steps toward integration of key findings into specific plan document.
- Specific meetings as follows:
  - Joint PC/CC Meeting – Presenting Overview of Process and outcome of Market Analysis
  - Joint PC/CC Meeting – Presenting Draft Specific Plan
  - PC Meeting – Recommendation to CC for Approval of SP
  - CC Meeting – Approval of SP/EIR

VIRTUAL COMMUNITY ENGAGEMENT 3.6 ONLINE ENGAGEMENT TOOL
The team will provide information on a quarterly basis that can be fed into a project website in order to developed a baseline of responses that can be tracked to better understand the preferences of the community at large. The goal will be to engage the those members of the community who are either not able or willing to attend a workshop in person, or those who might prefer all forms of engagement - including online. The website will summarize progress on the plans and provide a series of questions that can be answered to gain clarity on direction in developing the plans. Use of videos, visual preference surveys, and other elements will be developed to engage the community and collect vital information that can help inform strategy and design decisions throughout the entirety of the specific planning process.

Deliverable
- Online portal with a variety of activities updated on a quarterly basis throughout the process that can help evaluate the project site, determine preferred types of development, articulate project vision, determine preferred plan options, and refine design and strategy decisions within the specific plan document.
TASK 4
SPECIFIC PLAN PREPARATION

The specific Planning effort will result in a Specific Plan consistent with Government Code 65450-65457. It will provide a framework for the future redevelopment of Sunrise Mall that supports the Public Outreach Process, including vision and goals developed within the Public Outreach portion of the scope of work.

4.1 VISIONING

The team will help the Community co-author a project vision that will guide the various planning and entitlement efforts for the site. The existing visions for the project area; some of which generally impact the site (general plan, transportation impact guidelines, pedestrian masterplan, bikeway masterplan, etc.) and some are more specific (Sunrise MarketPlace Visioning Project, Sunrise Mall Redevelopment Project DEIR and Appendix) but all are somewhat dated (ranging from 2008 to 2015, with the exception of the Pedestrian masterplan which was drafted fairly recently in 2016). Times are changing and the time is right to engage the community in a “big idea” brainstorm about what the future of the site could be, how it could impact the city in a positive way, and point the way to a new quality of life in Citrus Heights. Relying on the completed economic, physical, and General Plan analysis, the input received through stakeholder and community outreach efforts, the team will facilitate a visioning session where small working groups will develop a vision statement for the project and supporting goals and policy directives for the planning study area. The work will be developed in a workshop format and be highly interactive and collaborative by nature. Workshop findings will be refined by the team and presented in a format for stakeholder review and evaluation, as part of the ongoing public engagement process.

Deliverables

- Powerpoint presentation of preliminary findings from existing document review and stakeholder interviews presented as part of workshop #1,
- Visual materials in support of stakeholder and community engagement toward development of a vision statement and supporting goals and policies
- Refined Vision Statement and supporting goals and policy directives for public review and comment as part of the draft specific plan

4.2 PLAN OPTIONS

Relying on input received through the visioning process the team will prepare a number of land use plan options for the specific planning study area, to include land use, mobility, and open space, concepts and strategies, depicted through plans, diagrams, renderings, and other illustrative and descriptive means. The plan options will be developed in collaboration with the public and reflect their desires for the redevelopment of the site. Land use potions will contribute to active mixed use environments. The work will include conceptual district wide plans that identify Description of land uses, number of housing units, square footages, of non-residential uses, and employment generation. Population and job projections will be included.

No more than three alternative plan options will be generated by the consultant team. These might include full preservation, partial demolition, total redevelopment of the existing mall. The land use options will be supporting of the Market Demand Analysis and the vision and goals developed for the project.

We will work closely and cooperatively to ensure that work product associated with this task also is compatible with the Specific Plan requirements.

Deliverable

- Land Use plan options with support documentation for review by team and City Staff

4.3 CONCEPT PLAN EVALUATION

Each of the plan options will be evaluated using the project vision and goals and policies as part of an evaluation matrix from which a preferred plan will be developed. It is anticipated the plans will be evaluated according to goals and policies that pertain to general design character, walkability, general land use mix, mobility strategy, open space network, regional appropriateness, integration of housing, affordability, sustainable strategies, as well as other considerations brought forward from the visioning process undertaken by the community. Some of the plan options might be stronger in some elements of the evaluation matrix, while still not scoring the highest overall, providing potential insights as to how to improve the preferred plan. Findings will be presented to the community for ongoing comment as part the online engagement strategy.
Deliverables

• Evaluation matrix integrating vision and goals used as a tool to evaluate plan options and used to help create a preferred plan
• Publication of evaluation matrix for comment by the community as part of the online project portal

4.4 ECONOMIC IMPACT AND MARKET ANALYSIS OF PROPOSAL (MXD)

Using the recommended development program that is established in the visioning and concept plan, prepare an assessment of Economic Impacts and Benefits for the recommended Development Plan. These impacts can include:

• Employment (Direct, Indirect, and Induced).
• Employment Income & Associated Tax Revenues for the Municipality.
• Property Value and Associated Tax Revenues.
• Construction Employment Years.
• Retail Sales and Associated Tax Revenues.
• Hotel Nights and Associated Tax Revenues.

Deliverable

• Economic impacts of the recommended concept plan and development program for the Sunrise Mall site summarized in tables and charts

4.5 SPECIFIC PLAN CONCEPT

The team will develop planning implementation strategies and tools for the Specific Plan area, including zoning districts, development standards and design guidelines, and various other measures that will facilitate development in accordance with plan concepts. It is important that that work product appropriately responds to the Background Analysis and the Existing Specific Plan Review & Analysis. Close cooperation will also be necessary to guarantee that implementation strategies: 1) incorporate community and stakeholder feedback; 2) integrate technical and other inputs provided by the full Project Team; 3) support proposed planning policy and concepts; 4) maintain consistency with the General Plan and meet the requirements of State Planning Law; 5) accommodate clear and effective administration by City Staff; 6) efficiently provide content compatible with the agreed upon Specific Plan Template; and 7) otherwise contribute to the delivery of high-quality Specific Plan documents.

Land Use; in order to create an effective concentration of complementary mixed uses, gathering spaces, and walkable areas that promote urbanism within a financially feasible framework; the specific plan will need to create a new zoning overlay and development standards that support it. Based on the work completed in the previous tasks, the Team will prepare a recommended zoning overlay and development standards to implement the General Plan and Specific Plan. The Team will summarize the proposed approach to tailor regulations for the specific plan and provide the zoning overlay for the project area. 3-D massing and parcel specific recommendations will identify preferred uses, height, bulk, setbacks, entries, active frontages, parking requirements and other considerations as appropriate. The approach may include a combination of existing zoning, existing zoning with modifications, and new zones both conventional and form-based. The Team will also outline the distinction between guidelines and standards and layout how these work together.

Public Realm; in order to promote active use of streets and public places, and transform the area into a walkable environment, the specific plan will have to An Urban Design Plan for each identifies the interactions of new development opportunities, new street design concepts, public spaces, and amenities that can be integrated into the specific plan. Using before and after views, modifications to streets will be investigated in plans, sections and perspective views. Illustrative plans, 3-D massing, birds eye perspective views, and street perspectives will help to show the overall look and feel of the specific plan area.

Transportation (F + P) Fehr & Peers will provide input on the land use and circulation components during the Specific Plan development process. Fehr & Peers will provide input on which types of potential land uses are the most complementary in nature (i.e., result in greatest level of internalization of trips). This will be accomplished using our proprietary MXD+ (mixed-use trip generation tool), which estimates the number of internal trips and external trips made by non-auto modes to determine external vehicle trips.
Fehr & Peers will lead the Transportation (part d) component of the Specific Plan process, providing input on how best to design the vehicular, transit, bicycle, and pedestrian components of the plan. Additionally, a key part of the transportation evaluation will relate to how much parking should be provided on-site. For this task, Fehr & Peers will apply the Shared Parking spreadsheet, which was developed by ULI and NPA. Fehr & Peers has used the spreadsheet on numerous projects throughout the country.

Examples of key questions to be asked and answered by Fehr & Peers may include:

- Should the Arcadia Drive bus transfer center be relocated onto Sunrise Mall to encourage greater use of bus transit and an improved transfer location?
- How much parking should be provided, and should parking maximums be considered?
- How should bicycle facilities be incorporated into the site design to connect with the Electric Greenway project, adjacent neighborhoods, and other facilities?
- Are changes in the number and type of vehicular access points warranted to better accommodate the proposed land uses?
- What types of Vehicle Miles of Travel (VMT) reduction strategies should be included to reduce the project’s VMT and comply with Senate Bill 743?

Fehr & Peers will draw upon its considerable level of internal R&D research and tools on subjects ranging from Transportation Demand Management (TDM) effectiveness, autonomous vehicle (AV) planning, complete streets design concepts, transit hub design best practices, and other land use and transportation tools to answer the above questions.

Public Services (Mark Thomas) MT will prepare utility demand forecasts to determine whether the current infrastructure is capable of serving this preferred land use alternative. MT will make recommendations on best options available to improve existing utility systems as needed or required, as well as to identify any future studies that could be needed. MT will develop infrastructure strategies for improving and/or replacing infrastructure and what may be needed to facilitate the preferred business attraction. MT will develop conceptual, order of magnitude infrastructure, Engineer’s Opinion of Probable Construction Costs Forecasts (based on a per lineal foot cost of roadways and any major utility improvements) for use in determining an order of magnitude cost for the infrastructure improvements. It is assumed that all of the utility demand forecast information will be provided to the City of Citrus Heights for input into their master utility system model(s) for pipe sizing verification. No detailed utility modeling is included in this scope of work however it can be done as an option, for an additional fee.

Implementation and Financing (MXD) Summarize the final Recommended Development Concept using diagrammatic plans, tables and charts depicting overall site layout, vehicle and pedestrian circulation, development allocation by land use, buildings typologies, catalyst projects, infrastructure, and open spaces.

Create a Master Development Table that summarizes the Recommended Development Concept on a site-by-site basis. Provide a Development Implementation Plan including the full set of actions required for project implementation and their completion dates. This enhanced Gantt Chart would span the full development horizon divided into logical phases. Associated project costs would be itemized throughout the Plan.

Determine the optimal Infrastructure & Servicing Strategy for the development to establish the basis for potential cost sharing of servicing and infrastructure development.

Prepare a Parking & Circulation Strategy to summarize recommendations on parking requirements, parking design, shared parking opportunities, vehicular circulation analysis, and pedestrian circulation.

Prepare a Phasing Strategy plan for the Recommended Development Concept. Articulate the Phasing Strategy in plans and tables to illustrate a step-by-step strategy as to how recommended land uses and development should most logically unfold over the plan horizon, in order to realize infrastructure efficiencies, minimize upfront capital expenditures, leverage ancillary development in the site vicinity and capitalize upon transportation linkages.

Provide examples of the use of P3s in the United States to enable the public sector to participate in the redevelopment of enclosed malls into mixed-use and/or multi-use Town Centers, as well as their associated challenges and opportunities.

Catalogue and evaluate the range of financing tools for the development of public infrastructure to support the development. These include Fee Reductions, Cost Shifting, Tax Credits, Cash Flow Support, Loan Support and Patient Equity. Examine the variety of subtypes of each of these major financing tools and examine their applicability to the proposed development.
Deliverables

- On-going coordination with Project Team for Specific Plans
- Policy & Concepts Development, including review, evaluation and comment
- Technical memorandum summarizing preliminary transportation evaluation of up to three land use alternatives
- Transportation chapter for Specific Plan.
- Specific Plan Document (draft Table of Contents for Specific Plan):
  - Project Summary
  - Location and Context
  - Plan Consistency and CEQA Compliance
  - Approvals and Administration
  - Phasing
  - Financing and Implementation
  - Masterplan Summary
  - Mobility Concept
  - Open Space Concept
  - Urban Design Concept
  - Streets and Public Realm Standards
  - Parcel Development Plans, Standards and Guidelines
  - Signage and Lighting Guidelines
  - Infrastructure Overview

4.6 ADMINISTRATIVE DRAFT SPECIFIC PLAN

The team will prepare an Administrative Draft Specific Plans, for each of the Specific Plan area. The Administrative Draft Specific Plan will compile applicable work product supplied by various members of the Project Team into a cohesive and legally defensible document utilizing the agreed upon template; assembled documents shall be clear and easy to understand, comprised of high-quality graphics and text, and accommodate review and comment by the Project Team and other appropriate parties.

Deliverable
- Two (2) hard copies of each Administrative Draft Specific Plan document in 8.5”x11” or other mutually agreed upon format and one (1) print-ready .pdf file copy

4.7 PUBLIC REVIEW DRAFT SPECIFIC PLAN

The team will incorporate comments by the Project Team and other approved inputs to prepare Public Review Draft Specific Plans, intended for review by the public in anticipation of hearings by City Boards, Commissions, and Council. The Public Review Draft Specific Plan shall be drafted in accordance with the requirements of State Planning Law and establish consistency with the General Plan.

Deliverable
- Two (2) hard copies of each Public Review Draft Specific Plan document in 8.5”x11” or other mutually agreed upon format and one (1) print-ready .pdf file copy

4.8 FINAL SPECIFIC PLAN

Following hearings and review by City Boards, Commissions, and Council, the team will incorporate approved changes to deliver Final Specific Plan document. Please note that at this stage we anticipate minimal changes; significant changes will require that we revisit the scope and fee.

Deliverable
- Two (2) hard copies of Final Specific Plan document in 8.5”x11” or other mutually agreed upon format and one (1) print-ready .pdf file copy
TASK 5  
EIR PREPARATION

The Team will prepare an Environmental Impact Report (EIR) for the proposed project. An EIR is an informational document intended to inform public decision-makers, responsible or interested agencies and the general public of the potential environmental effects of a project, and where applicable, provide mitigation measures that can be implemented to reduce or avoid the potential adverse environmental effects.

While CEQA requires that major consideration be given to avoiding adverse environmental effects, the lead agency and other responsible public agencies must balance adverse environmental effects against other public objectives, including the economic and social benefits of a proposed project, in determining whether a proposed project should be approved. A Project-level EIR is described in State CEQA Guidelines § 15161 as: “The most common type of EIR (which) examines the environmental impacts of a specific development project. This type of EIR should focus primarily on the changes in the environment that would result from the development project. The EIR shall examine all phases of the project including planning, construction, and operation.

5.1 PROJECT MANAGEMENT / TEAM MEETINGS / SCOPING MEETING

This task includes the refinement of the scope/schedule, kickoff meeting, research of background documents, project management/coordination with team, administration of the contract, and team meetings.

Deliverables
- Attendance at regular team meetings (in-person or by phone)
- Scoping meeting with Planning Commission with DeNovo and Gensler in attendance

5.2 PREPARE PROJECT DESCRIPTION

De Novo will prepare a detailed description including text and graphics utilizing the information provided by the applicant. The project description will include a regional and local setting, project history and land uses, past ownership, objectives, characteristics, important project features including discretionary actions and entitlements, consistency with the General Plan and zoning designations, a list of responsible and other agencies expected to use the product document in decision making, and a list of approvals for which the product document will be used. We will provide the draft project description to the City staff for review and comment. Upon receipt of comments from the City staff we will finalize the project description for use in the NOP/Initial Study.

Deliverables
- One (1) electronic copy of the Project Description, in MS Word format.

5.3 NOP/INITIAL STUDY

De Novo will prepare a Notice of Preparation (NOP) and Initial Study (IS) in an administrative draft form for City staff to review. Comments received from staff will be incorporated into the Final NOP, which De Novo will provide to the City in an electronic form. We anticipate that local distribution list will be provided to us by the City. De Novo will be responsible for local distribution of an electronic copy to the individuals/agencies on the City's local distribution list (up to 25) and for distribution to the State Clearinghouse for the state distribution. We will file the NOP with the County Clerk and the local newspaper. De Novo will present the results of the NOP at a public scoping meeting in coordination with City staff.

Deliverables
- One (1) electronic copy of the Admin Draft NOP with appendices, in MS Word and PDF format. Twenty (20) printed copies of the Final NOP with appendices, and one (1) electronic copy in MS Word and PDF format.

5.4 ADMINISTRATIVE DRAFT EIR

De Novo will prepare the project-level EIR for the project in an administrative draft form for City staff to review. The EIR will be intended to provide the information and environmental analysis necessary to assist public agency decision-makers in considering approval of the project.
The EIR will consider all potential environmental effects of the project to determine the level of significance and will analyze these potential effects to the detail necessary to make these determinations on significance. Each section will include GIS graphics and figures to create an easy to comprehend document that is user-friendly.

The EIR will consist of the following sections:

**EXECUTIVE SUMMARY**
This section will provide a concise description of the project, the potential areas of controversy, issues to be resolved, project alternatives, and a summary of impacts and mitigation measures. The intent of this section is to provide the City and the public with a simple and easy to understand overview of the project and related issues, which will be analyzed and discussed much more thoroughly in the contents of the EIR.

**INTRODUCTION**
The Introduction will serve as an overview of the EIR, describing its purpose and relevant environmental review procedures, the document organization, and the methodology used.

**PROJECT DESCRIPTION**
The Project Description section will consist of a detailed description of the project, including the proposed actions, the project goals and objectives, and the relationship of the project to other regional plans and projects. This section will also present the City’s and other agency involvement in the project, and the use of the EIR by other agencies, including permits and approvals. This section will be consistent with the requirements of State CEQA Guidelines Section 15124.

**ENVIRONMENTAL SETTING, IMPACTS, AND MITIGATION MEASURES**
The Environmental Setting, Impacts, and Mitigation Measures section will present a detailed discussion of each individual environmental topic. Each discussion will include the following:

- An environmental setting and environmental baseline conditions (including figures and GIS graphics);
- The applicable local, state, and federal regulatory setting;
- The threshold of significance used for each impact determination;
- The methodology used for conducting the environmental analysis and making significance determinations;
- An analysis of all identified direct and indirect impacts associated with project;
- An analysis of the cumulative impacts associated with the project;
- Identification of mitigation measures to reduce impacts; and
- A determination of the significance of each impact after mitigation.

De Novo will work closely with City staff to formulate the appropriate mitigation measure language and timing that is appropriate for inclusion in the EIR. Each EIR section will be organized concisely for ease of use and future reference.

**AESTHETICS/VISUAL RESOURCES**
This section will identify applicable General Plan policies that protect the visual resources located along public roadways and surrounding land uses, and will also address the potential for the project to substantially impair the visual character of the project vicinity. The analysis will address the proposed design and landscaping plans developed by the applicant and provide a narrative description of the anticipated changes to the visual characteristics of the project area as a result of project implementation and the conversion of the existing on-site land uses to an urbanized use. If architectural renderings are available for the proposed project, we will compare and contract design elements to existing architecture and design standards in the city. The analysis will also address potential impacts associated with light spillage onto adjacent properties during nighttime activities. This section of the EIR will provide a discussion of viewsdews, proximity to scenic roadways and scenic vistas, existing lighting standards, an impact analysis, and recommendations for mitigating potentially significant impacts. (Note: Visual simulations are not included in this scope, but can be added upon request.)

This section will provide an analysis including the methodology, thresholds of significance, a consistency analysis, cumulative impact analysis, and a discussion of feasible mitigation measures that should be implemented to reduce impacts on aesthetics/visual resources.
AIR QUALITY
The project site is located within the jurisdiction of the Sacramento Metropolitan Air Quality Management District (Air District). The project may result in short-term construction-related emissions and long-term operational emissions, primarily attributable to emissions from vehicle trips and from energy consumption by the residential uses. We will consult with the Air District regarding the project’s potential to cause impacts, and the applicability of the Air District’s Rules and Regulations. The Air Quality analysis will include the following:

- Regional air quality and local air quality in the vicinity of the project site will be described. Meteorological conditions in the vicinity of the project site that could affect air pollutant dispersal or transport will be described. Applicable air quality regulatory framework, standards, and significance thresholds will be discussed.
- Short-term (i.e., construction) increases in regional criteria air pollutants will be quantitatively assessed. The ARB-approved CalEEMod computer model will be used to estimate regional mobile source and particulate matter emissions associated with the construction of the proposed project.
- Long-term (operational) increases in regional criteria air pollutants will be quantitatively assessed for area source, mobile sources, and stationary sources. The ARB-approved CalEEMod computer model will be used to estimate emissions associated with the proposed project. Exposure to odorous or toxic air contaminants will be assessed through a screening method as recommended by the Air District.
- Local mobile-source CO concentrations will be assessed through a CO screening method as recommended by the Air District. Mobile source CO concentrations are modeled for signalized intersections expected to operate at unacceptable levels of service (i.e., LOS E or worse). If the screening method indicates that modeling is necessary, upon review of the traffic analysis, CO concentrations will be modeled using the Caltrans-approved CALINE4 computer model.

This section will provide an analysis including the methodology, thresholds of significance, a consistency analysis, cumulative impact analysis, and a discussion of feasible mitigation measures that should be implemented to reduce impacts on air quality.

Greenhouse Gases and Climate Change will be addressed in a separate chapter. It is not anticipated that the project will require a Health Risk Assessment, although one can be provided for additional budget.

CULTURAL RESOURCES
The De Novo Team includes Peak Associates, a cultural resources firm with exceptional local knowledge and experience. The project involves a field survey of the areas proposed for development. The work effort for this section will include:

- Conduct a record search for the project site and a one quarter mile radius through the North Central Information Center of the California Historical Resources Information System to determine: if any studies have been conducted in or near the Sunrise Mall site, and if any prehistoric or historic period sites have been recorded in or near the site. The near fifty-year age of the development suggests that any previous information on prehistoric resources will be minimal.
- Conduct archival research for the project site using maps, land records and other sources. Ownership and use of the property from the earliest non-native settlement to the development and use as a shopping/entertainment venue.
- The building complex is over 45 years in age, and will require recordation and evaluation. Compile available maps, photographs, and architectural descriptions and details on the architects. A visit will then be made to record other details. This information will be compiled into a DPR 523 site record for the building complex.
- Conduct consultation with the Citrus Heights Historical Society regarding any concerns they may have for the building complex, and any historical values attributed to the site.
- Develop an evaluation of the complex under the criteria of the California Register of Historical Resources.
- Prepare a cultural resources text for the Specific Plan document, including the cultural background, results of the record search, evaluation of the building complex.
- Assist the City of Citrus Heights with AB 52 consultation for any Native American groups with a letter on file with the City, requesting contact for projects.

This EIR section will include a full discussion of any cultural or historical resources found during the site investigations and a comprehensive mitigation plan to address any potentially significant impacts identified.
GEOLOGY/SOILS/SEISMICITY
The De Novo team will prepare a geohazards evaluation of the project site. The scope of work will include the following:
• Review published documents, geologic maps and other geological and geotechnical literature pertaining to the site and surrounding area to aid in evaluating geologic resources and geologic hazards that may be present.
• Review documents provided by the project applicant(s). Potentially useful documents may include geotechnical, geologic, and environmental reports, site plans, plot plans, and correspondence with regulatory agencies.
• Review aerial photographs of the site to aid in evaluating geologic hazards that may be present.
• Perform a site reconnaissance to observe the site and features of interest identified during the literature and air photo evaluations.
• Prepare a geohazards evaluation to address soils, geology, and seismicity issues.
• Propose mitigations, as applicable, to address identified impacts.

The work for this section will include a description of the applicable regulatory setting, a description of the existing geologic and soils conditions on and around the project site, an evaluation of geologic hazards at the project site, a description of the nature and general characteristics of the subsurface conditions within the project site, and the provision of findings and potential mitigation strategies to address any geotechnical concerns or potential hazards. The geohazards evaluation is sufficient for use in the EIR, but building, improvements, and grading plans/permits will ultimately require a formal geotechnical report will borings to be prepared, which is not included in this scope.

GREENHOUSE GASES AND CLIMATE CHANGE
De Novo will prepare a Green House Gas Emissions analysis pursuant to the requirements of Executive Order S-3-05 and The Global Warming Solutions Act of 2006 (AB 32). The analysis will follow the California Air Pollution Control Officers Association (CAPCOA) white paper methodology and recommendations presented in Climate Change & CEQA, which was prepared in coordination with the California Air Resources Board and the Governor’s Office of Planning and Research as a common platform for public agencies to ensure that GHG emissions are appropriately considered and addressed under CEQA. This analysis will consider a regional approach toward determining whether GHG emissions are significant, and will present mitigation measures to reduce impacts. The discussion and analysis will include quantification of GHGs generated by the project using ARB-approved CalEEMod computer model as well as a qualitative discussion of the project’s consistency with any applicable state and local plans to reduce the impacts of climate change. The De Novo team will work with City staff to implement a methodology and mitigation strategy that meets all legal requirements and is consistent with current City policies and preferences.

This section will provide an analysis including the methodology, thresholds of significance, a consistency analysis, cumulative impact analysis, and a discussion of feasible mitigation measures that should be implemented to reduce impacts associated with greenhouse gas emissions.

HAZARDS/HAZARDOUS MATERIALS
The De Novo Team includes Wallace-Kuhl & Associates, a Geotechnical firm with exceptional local knowledge and experience. We recognize that in 2008 a Phase 1 and limited Phase 2 has been performed for a portion of the project site (approximately 50 acres). These studies will provide valuable information that can be reused; however, it is necessary to evaluate the remainder of the project site and to run a current database search for the entire site. This scope includes a Phase 1 ESA. The following outlines the proposed scope of services, as described in the ASTM Standard E 1527-13:
• Conduct a site reconnaissance for visual evidence of surface contamination and potential sources of subsurface contamination;
• Conduct a visual inspection of the adjoining properties for evidence of RECs;
• Conduct interviews with the following, as available:
  - Key site manager,
  - Major occupants,
  - Past and present owners, operators, Government and/or agency personnel, and,
  - Inquiries conducted at abandoned sites may include interviews with owners or occupants of neighboring or nearby properties;
• Conduct a records review, which will include the following:
  - Physical setting documents to determine regional geology, general soil information, and local and regional groundwater conditions,
- Historical information, including but not limited to, Sanborn maps, topographic maps, aerial photographs, ownership records, building department records, local street directories, zoning and land use records, and prior assessments, as available,
- Environmental records, including federal, state, tribal, and county regulatory agency lists that will help identify RECs on the Site and the adjoining properties, and,
- Based on the outcome of the database search, review of specific regulatory agency files for identified contaminated facilities in order to evaluate whether the listed facilities are hazardous materials threats to the Site;
- Conduct a Tier 1 screen for vapor encroachment conditions on the Site following the ASTM E 2600-15 guidelines;
- Review of the completed ASTM E 1527-13 User Questionnaire (Questionnaire) regarding Recorded Environmental Liens, Activity and Use Limitations (AULs), relationship of the purchase price to the fair market value of the Site, and any specialized knowledge of the Site;
- Review of Recorded Environmental Liens and AULs reports, as provided; and
- Prepare a final report of the results of the ESA.

Non-Scope Considerations
Non-scope considerations, such as assessment for naturally occurring asbestos (NOA), wetlands evaluation, indoor air quality, laboratory testing of the soils and groundwater beneath the Site for environmental contaminants (such as agricultural-related pesticides, termiticides, polychlorinated biphenyls [PCBs], or arsenic and lead), and assessments for asbestos containing materials and lead-based paint were not included or requested as part of this ESA. Additionally, this ESA does not include conducting a Tier 2 vapor encroachment assessment in accordance with the ASTM E 2600-15 Vapor Encroachment Screening on Property Involved in Real Estate Transactions. These additional components can be provided as part of a Phase II assessment, if requested or warranted.

User Obligations
To satisfy Section 6 of the ASTM E 1527-13 Standard, the City and/or property owners, is requested to provide certain information. This information includes completion of a Questionnaire and review of Recorded Environmental Liens and AULs on each APN for the Site, that are filed under federal, state, or local law. Completion of the Questionnaire and review of Recorded Environmental Liens and AULs is intended to facilitate collection of information that may be material to identifying RECs in connection with the Site. Failure to provide this information could result in significant data gaps, along with a determination that “all appropriate inquiry” is not complete.

The De Novo team will utilize the Phase 1 ESA and prepare an environmental hazards evaluation in accordance with accepted guidelines for the preparation of an EIR. The environmental hazards evaluation will include a review of hazardous site databases (i.e. California Environmental Protection Agency’s (Cal EPA) Cortese List, the Department of Toxic Substances Control Envirostor database, the State Water Resources Control Board Geotracker database, Cal-EPA’s CAL-SITES Abandoned Site Program Information System (ASPIS) database, and others that are deemed relevant). We will perform a site reconnaissance to observe the site and areas of potential interest. Based on the findings in the evaluation, we will propose mitigations, as applicable, to address identified impacts. This section of the EIR will present the methodology, thresholds of significance, impact analysis, and a discussion of feasible mitigation measures that should be implemented to reduce impacts, as applicable. (Note: The Phase 1 ESA may or may not recommend specific soils and/or groundwater testing, and possibly lead and/or asbestos testing, based on their findings in the Phase 1 ESA. The extent of any testing, if any, cannot be reasonably defined without having performed the Phase 1 ESA. An additional task for Phase II testing may be necessary, but we anticipate that this work would be done prior to any construction/demolition activities and that this work would be performed by the property owners and their contractors.)

HYDROLOGY/WATER QUALITY
This section of the EIR will present the existing FEMA flood zones, levee protection improvements, reclamation districts, and risk of flooding on the project site and general vicinity. We will review the drainage study/calculations, and improvement plans prepared by the engineer for the proposed project. We will summarize onsite hydrology and hydraulic calculations that are provided by the project’s engineer under existing and proposed conditions. Some of the specific items to be reviewed include: land use classification; acreage calculations; runoff coefficients; time of concentration; and methodology. Calculations will be reviewed for reasonableness and consistency with the site plan and with the City’s master plans.
We will also review the project plans and other existing information to evaluate the potential construction and operational impacts of the proposed project on water quality. We will describe the surface drainage patterns of the project area and adjoining areas based on the drainage study/calculations, and improvement plans; and identify surface water quality in the project area based on existing and available data. We will identify 303D listed impaired water bodies in the vicinity of the project site. Conformity of the proposed project to water quality regulations will also be discussed. Mitigation measures will be developed to incorporate Best Management Practices (BMPs), consistent with the requirements of the Regional Water Quality Control Board (RWQCB) to reduce the potential for site runoff.

This section will provide an analysis including the methodology, thresholds of significance, a consistency analysis, cumulative impact analysis, and a discussion of feasible mitigation measures that should be implemented to reduce impacts associated with hydrology and water quality.

**LAND USE AND PLANNING**

This section will include a detailed discussion of the project entitlements as it relates to the existing General Plan, Zoning Code, and other local regulations. We will discuss and map the existing and planned land uses and the character of the region. The local, regional, state, and federal jurisdictions potentially affected by the project will be identified, as well as their respective plans, policies, laws, and regulations (including zoning), and potentially sensitive land uses. We will evaluate the proposed project for consistency the General Plan, the Zoning Ordinance, and other local planning documents. Planned development and land use trends in the region will be identified based on currently available plans. Reasonably foreseeable future development projects within the region will be noted, and the potential land use impacts associated with the project will be presented.

This section will provide an analysis including the methodology, thresholds of significance, a consistency analysis, cumulative impact analysis, and a discussion of feasible mitigation measures that should be implemented to ensure consistency with the existing and planned land uses.

Note: An Urban Decay Analysis is not included in this base scope of work, as it is not a necessary task unless the design includes end users that have the potential to cause urban blight. Based on the outcome of the design process, this analysis may or may not be necessary for the EIR.

**NOISE**

The team includes j.c. brennan & associates to prepare the noise analysis for this project. Below is the scope of work to be prepared by j.c. brennan & associates

**Evaluation of the Existing Noise Environment:** j.c. brennan & associates, Inc. will conduct noise level measurements on the project site and at the adjacent uses. The noise level measurements will be conducted to determine existing background noise levels, and for comparison of the project-related noise levels.

**Analysis of Existing and Future Traffic Noise Levels:** Based upon traffic data provided by the traffic consultant, j.c. brennan & associates, Inc. will utilize the Federal Highway Administration (FHWA RD-77-108) traffic noise prediction model to determine existing and future traffic noise levels due to, and upon the project site. Therefore, we will evaluate the potential traffic noise levels at the site, and particularly at the proposed residential uses. We will also evaluate the changes in traffic noise levels on the local roadway system, due to the project.

**Prediction of Project-Generated Noise Levels:** j.c. brennan & associates, Inc. will assess the potential project-related noise levels which may affect adjacent uses, and proposed residential at the site. The noise sources include loading dock and/or truck unloading activities, truck circulation, and parking lot and garage activities. This assessment will be conducted through noise level measurements of similar equipment and operations, use of existing noise level data, and application of accepted noise prediction methodologies. In addition, we will evaluate the potential noise and vibration levels associated with demolition and construction activities.

**Assessment of Compliance with the City's Noise Element and Development Code Criteria:** j.c. brennan & associates will compare the exterior noise levels quantified in Tasks 2 and 3 to the exterior and interior noise level criteria contained within the City of Citrus Heights General Plan Noise Element, and to existing noise levels. If it is determined that the City’s noise level criteria will be exceeded, practical noise mitigation measures will be proposed for the project site.
Preparation of a Written Report: A written report for the project will be prepared, which details the assumptions and conclusion used for the analysis. The report will meet the requirements of the City of Citrus Heights and CEQA.

POPULATION AND HOUSING
This section will begin with a detailed discussion of existing population and housing trends, as well as employment trends, within the city. Relevant policies related to the location and intensity of jobs and housing development and population growth will be summarized and addressed. We will utilize the Housing Element to identify housing supply, future availability of housing within the City, and existing and future employment. Potential impacts related to the existing housing and employment supply and the future availability of housing and employment will be addressed. This section will include population growth and housing unit and jobs forecasts associated with full buildout of the proposed project and General Plan.

PUBLIC SERVICES/RECREATION
Implementation of the project has the potential to result in impacts to the public services and recreation. Specifically, implementation of the project may result in a significant increase in demand for public services and recreation in the project area and may result in level of service impacts to police, fire, and emergency service providers, as well as park and open space facilities.

We will contact public service and recreation providers in order to determine existing service levels in the project areas. This will include documentation regarding existing staff levels, equipment and facilities, current service capacity, existing service boundaries, and planned service expansions. We will review master plans from such public service and recreation providers. We will describe City policies, programs, and standards associated with the provision of public services and recreation. This section will provide an analysis including the methodology, thresholds of significance, a consistency analysis, cumulative impact analysis, and a discussion of feasible mitigation measures that should be implemented to reduce impacts associated with public services and recreation.

TRANSPORTATION AND CIRCULATION
Fehr & Peers will conduct all necessary data collection and analysis to prepare the transportation chapter of the EIR. An overview of this effort is described below. Note that the Draft EIR is expected to be circulated in Fall 2020, after Senate Bill 743 has become effective statewide. Accordingly, this scope of work will not include intersection level of service (LOS) as a significance criteria. However, vehicular queuing and LOS will nonetheless be calculated at the project accesses because it will be of interest to both stakeholders and decision-makers (i.e., a finding of General Plan consistency related to LOS policies is necessary). It may also be used to definitely CO hot spots.

Once validated, the SimTraffic model can be used for the following purposes:
• Modification of it to include trips generated by one or more land use alternatives for Sunrise Mall. The model could then be used to report various measures of effectiveness such as:
  - Available queue length exceedances
  - Changes in average corridor travel times/speeds
  - Systemwide performance (e.g., total vehicle hours of delay and percent demand served)

Fehr & Peers will document within the transportation chapter the proposed project’s expected travel characteristics including its trip generation and distribution, expected percentage of pass-by trips, and mode choice.

Fehr & Peers will analyze an “Existing Plus Project” scenario. This requires assignment of project traffic to the study facilities using the trip generation, distribution, and mode split estimates. Fehr & Peers will report the change in the delay and LOS at the study intersections, estimate changes in ADT on surrounding roadways, and develop estimates of external bicycle and pedestrian volumes and transit ridership.

The following cumulative scenarios will be analyzed:
• Cumulative No Project – assumes current levels of use remain on the project site
• Cumulative Plus Project – assumes development of the proposed project

Fehr & Peers will work with the project team and City staff to determine which land uses and transportation improvements should be included under cumulative conditions as ‘reasonably foreseeable.’ Fehr & Peers will use the Sacramento Area...
Council of Government’s (SACOG) regional travel demand model, SACMET, to develop cumulative traffic projections. The forecasting process will involve adding the growth in traffic projected between the base year and future year versions of the model to the existing volumes to yield the traffic forecasts for each cumulative scenario. All study intersections will be analyzed under AM and PM peak hour conditions for each scenario.

Fehr & Peers will estimate project-related vehicle miles of travel (VMT) under the following scenarios:
- Existing Conditions
- Existing Plus Project Conditions
- Cumulative No Project Conditions
- Cumulative Plus Project Conditions

VMT will be estimated using the City’s General Plan travel demand model, which was derived from the regional forecasting model prepared by SACOG.

Fehr & Peers will evaluate project impacts on the roadway, bicycle, pedestrian, and transit systems using the established significance criteria. For roadway impacts, the relevant criteria will only relate to how the project changes VMT, either at a local, Citywide, or regional level. Discussions with City staff will be necessary to determine the most appropriate approach for determining the threshold of significance for VMT impacts. While LOS may be reported in the EIR (to inform stakeholders of expected levels of delay), it will be not used as the basis for roadway system impacts. For significant impacts, Fehr & Peers will propose mitigation measures to lessen the significance of the impact. Each mitigation measure will identify the specific action necessary, responsibility for implementation, and the expected level of significance after mitigation.

Fehr & Peers will analyze cumulatively considerable project impacts to roadway, transit, bicycle and pedestrian facilities. For significant impacts, we will propose mitigation measures to improve the level of significance. Each mitigation measure will identify the specific action necessary, responsibility for implementation, and level of significance after mitigation. A discussion of the project’s consistency with relevant City of Citrus Heights policies regarding these travel modes will be provided.

Fehr & Peers will calculate the trip generation and VMT of up to two (2) alternatives to the proposed project. Based on the difference in trips compared to the proposed project, Fehr & Peers will assess whether impacts for each alternative would be reduced, similar, or greater than those of the proposed project. If a more thorough review of one or more project alternatives is deemed necessary, a supplemental scope of work will be submitted.

Fehr & Peers will describe the assumptions, methods, and results of the study that will serve as the transportation chapter of the EIR. Fehr & Peers will submit an administrative draft transportation chapter for review. Fehr & Peers has budgeted 16 hours of staff time to respond to comments on the administrative draft chapter and submit a draft chapter. This task also includes preparation of the administrative record, which includes all materials relied upon for our analysis.

Fehr & Peers will provide written responses to transportation-related comments on the Draft EIR. We have budgeted to spend up to 16 hours on this task. If responses require more time than has been budgeted or an in-depth quantitative technical response, a supplemental scope of work will be submitted. Fehr & Peers can attend up to five (5) meetings as part of this task.

**UTILITIES AND SERVICES SYSTEMS**

This section will focus on wastewater, water, and storm drainage infrastructure, as well as other utilities (i.e. solid waste, gas, electric, etc.) that are needed to serve the proposed project. This section will provide an analysis, including the methodology, thresholds of significance, a consistency analysis, cumulative impact analysis, and a discussion of feasible mitigation measures that should be implemented to reduce impacts associated with utilities and service systems. A brief description of the wastewater, storm drainage, and water are provided below.

**Wastewater**

We will analyze the impacts associated with on-site and off-site construction of the conveyance system, including temporary impacts associated with the construction phase. We will present the proposed infrastructure as provided by the engineer. This will likely include a system of gravity pipes, pump station(s), and a forcemain(s). Lastly, we will discuss the disposal methods and location, including environmental impacts and permit requirements associated with disposal of treated wastewater. We will address the potential for the use of recycled water for irrigation to the extent allowed by the City’s Waste Discharge Permit issued by the RWQCB.
Storm Drain
We will analyze the impacts associated with on-site and off-site construction of the storm drainage system, including temporary impacts associated with the construction phase. We will identify permit requirements and mitigations needed to minimize and/or avoid impacts. We will present the proposed infrastructure as provided by the developer’s engineer. We will review the proposed system for consistency with the City’s Master Storm Drain Plan. This section will include some information that will also be presented in the hydrology and water quality section of the EIR (i.e. flood hazards), although the focus of this section will be on the environmental impacts associated with the system.

Water Supply
Our team includes West Yost, a municipal civil engineering firm, to prepare a WSA. The project warrants an SB610 Water Supply Assessment (WSA). SB 610 WSA’s must be prepared and approved by the water purveyor. The WSA will be based on the projected water demands for buildout of the Project; the assumed water supplies for the Project; Project information provided by the City, Specific Plan team, and property owner representatives; the City’s existing and future water supply and demand as documented in the City’s UWMP; other identified supplies if required; and other existing data to the extent that it is available. It will be assumed that all Project water demands will be met through the City’s potable water system. We will utilize the results of the WSA for the EIR analysis.

CUMULATIVE IMPACT SUMMARY
De Novo will analyze the environmental impacts of the project when viewed in combination with other known, approved, or reasonably foreseeable projects in the region. The cumulative analysis will address each topic covered in the environmental analysis and will identify appropriate mitigation measures for any significant impacts identified. This cumulative analysis will be based on a list of known projects in the region as well as forecasts.

Alternatives
De Novo will coordinate with City staff to formulate up to four (4) alternatives for analysis in the EIR as required by the CEQA Guidelines. Our efforts will result in an EIR that will include an examination of a range of reasonable alternatives that could feasibly achieve the basic objectives of the project.

The CEQA Guidelines require that a “No Project” alternative be analyzed among the range of alternatives. An alternative location must also be analyzed unless it is determined by the lead agency that a feasible alternative location does not exist. If the lead agency determines that an alternative location does not exist, it must disclose the reasons for this conclusion in the EIR.

The alternatives section will provide a description and comparison of the alternatives. Finally an environmental superior alternative will be selected. From our experience with similar EIRs, we will provide suggested alternatives for City staff to consider. Once the alternatives are initially formulated, they will be presented at the public scoping meeting and refined based on public input.

OTHER CEQA REQUIREMENTS
The section will include the other required CEQA sections including issues previously determined to be less than significant, growth-inducing impacts, significant irreversible environmental effects, and a summary of significant and unavoidable impacts.

REPORT PREPARERS AND REFERENCES
This section will provide a list of all persons, agencies, and references used to prepare the EIR.

Deliverable
• Five (5) copies of the Admin Draft EIR, with appendices; one (1) electronic copy (with appendices) in PDF and MS Word format.

5.5 PUBLIC DRAFT EIR AND NOTICE OF COMPLETION
Comments received from City staff regarding the Administrative Draft EIR will be incorporated into the Draft EIR for public circulation. De Novo will generate a “Screen-check” Draft EIR for a final staff review before we produce the document for public review. After the document is finalized we will publish the document and distribute it with the proper notices (Notice of Completion) to the State Clearinghouse, the County Clerk (Notice of Availability), and a newspaper of regional circulation (Notice of Availability). Additional press releases can be accommodated at the request of City staff.

Deliverable
• Twenty (20) printed copies of the Draft EIR with appendices, and Twenty (20) electronic copies on CD in PDF and MS Word format.
5.6 ADMINISTRATIVE FINAL EIR
Upon completion of the public review period De Novo will coordinate with City staff and prepare a written response to the public comments, and where necessary the appropriate revisions will be made to the EIR text. Any additional text will be marked in underline format and any deleted text will be marked in strikeout format. All responses will be prepared pursuant to Section 15088 of the State CEQA Guidelines and provided to City staff for review.

We anticipate 20 or fewer comment letters, two to three pages in length. Excessively long comment letters, or those that are complicated and require a significant effort and/or additional analysis to respond to are considered outside the scope of work and cost estimate.

Deliverable
• Five (5) copies of the first administrative Final EIR.

5.7 FINAL EIR AND MITIGATION MONITORING PROGRAM (MMRP)
Comments received from City staff regarding the Administrative Draft Final EIR will be incorporated into the Final EIR for public circulation. De Novo will generate a “Screen-check” Final EIR for a final staff review before we produce the document for public review. After the document is finalized we will produce the document and deliver it to the City for distribution.

This task will also include the preparation of a Mitigation Monitoring and Reporting Program (MMRP) pursuant to Section 21081.6 of the Public Resources Code. The MMRP will consolidate information contained in the environmental analysis, including the specific mitigation measure, the party responsible for implementation, the party responsible for monitoring, the time frame for implementation, and a section for confirmation of implementation.

Deliverable
• Twenty (20) printed copies of the Final EIR, which will include the Mitigation Monitoring and Reporting Program.

5.8: FINDINGS OF FACT/ OVERRIDING CONSIDERATIONS
De Novo will prepare the required CEQA Findings of Fact and Statement of Overriding Considerations pursuant to requirements of Sections 15091 and 15093 of the State CEQA Guidelines. These findings shall be prepared using Riverbank’s format and will be provided to City staff for an administrative review. Comments received from staff regarding the Administrative Findings will be incorporated into a final version of the Findings for use by the City at the public hearings.

Deliverable
• One (1) electronic copy of the first administrative findings. One (1) electronic copy of the final findings.

5.9 ATTENDANCE AT HEARINGS
De Novo will attend two (2) public hearings, which includes a Planning Commission and City Council hearing. Additionally, De Novo will attend one (1) Public Scoping Meeting to be held during the NOP public review period. Team Meetings are provided under Task A.

5.10 NOTICE OF DETERMINATION
Upon certification of the EIR De Novo will prepare a Notice of Determination for filing with the State Clearinghouse. The applicant will be responsible for paying the CDFW filing fees and Clerk fee.

Deliverable
• One (1) electronic copy of the NOD.

To maintain project budget and schedule the Gensler team assumes City will review each deliverable and provide consolidated, written comments within two weeks of submission of that deliverable.
### D. Project Pricing

<table>
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<th>Weeks</th>
<th>Principal</th>
<th>Lead Planner</th>
<th>Project Manager</th>
<th>Project Planner</th>
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#### Task 1: Project Coordination

- **Task 1.1 Project Management**
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  - 2480
  - 2400
  - 236
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  - 212
  - 2250
  - 270
  - 3300
  - 832
  - 16,189,402
  - 178,400
  - 46
  - 113,900
  - 4514
  - 0
  - $17,974
  - $195,974

#### Task 2: Site and Market Analysis

- **Task 2.2 Project Kickoff**
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  - 2280
  - 72
  - 10720
  - 44
  - 11098
  - 260
  - 11098
  - 128
  - 16830
  - 612
  - 65,200
  - 6617
  - 123,042
  - 186
  - 14,878
  - 159
  - 288,731
  - 0
  - $163,791
  - $228,951

#### Task 3: Outreach and Engagement

- **Task 3.1 Community Outreach Strategy**
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  - 37880
  - 20
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  - 604
  - 95,200
  - 49
  - 12,500
  - 0
  - 0
  - 19
  - 3,621
  - 0
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  - $102,973

#### Task 4: Specific Plan Preparation

- **Task 4.3 Visualizing**
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  - 384
  - 22140
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  - 18,200
  - 287
  - 40,985
  - 126
  - 23,973
  - 0
  - $82,064
  - $358,324

#### Task 5: EIR Preparation

- **Task 5.2 Project Management**
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  - 0
  - 164
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  - $0
  - 0
  - 0
  - 194
  - 55,390
  - 1002
  - 139,638
  - 0
  - $188,928
  - $215,568

**ESTIMATED**

- $422,080
- $162,982
- $61,478
- $250,982
- $139,628
- $478,630
- $1,000,716

**REIMBURSABLES**

- $49,898
- $12,000
- $5,148
- $43,970
- $116,371
- $1,084,061
D. Project Pricing-Hourly Rates

Our hourly billing rates are published and apply to all of our projects. Our rates are reviewed annually based upon an assessment of the market value of the position/function.

Additional Services
For any services that Gensler may provide outside of the basic scope of services, Gensler will be compensated on an hourly billing rate basis. Hourly rates are revised on an annual basis.

### Hourly Billing Rate

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<tr>
<th>Category</th>
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<td>Community Outreach Lead</td>
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<td><strong>De Novo Planning Group</strong></td>
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<td>Principal</td>
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<td>Planner</td>
<td>$105</td>
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<tr>
<td><strong>MXD Development Strategists</strong></td>
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<td>President, Visioning + Strategic Development</td>
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<td>Senior Vice President, Market + Economic Feasibility</td>
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<td>Principal</td>
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<td><strong>Fehr &amp; Peers</strong></td>
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<td>Technical Analyst</td>
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<td><strong>Mark Thomas</strong></td>
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<td>Civil Task Leader</td>
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</tbody>
</table>
Gensler is on the forefront of addressing the critical issues shaping our communities. We believe in the power of design and its ability to impact our everyday lives. Our ultimate goal is to create great places for people.
DATE: October 10, 2019

TO: Mayor and City Council Members
   Christopher W. Boyd, City Manager

FROM: Katherine Cooley, Assistant to the City Manager
      Amy Van, City Clerk

SUBJECT: Amendments to the City Council Handbook

---

Summary and Recommendation

On June 28, 2019, the City Council transitioned from at-large elections, to district based elections. As a result the Council adopted a strategic planning goal at its April 2019 retreat for staff to, “present to the City Council methods by which the Council can sustain effective governance given that future Councilmembers will be elected by district, rather than citywide.” Staff presented draft governance principles at a study session on September 12, 2019. Staff has taken Council feedback and incorporated the outlined governance principles into the City Council Handbook for adoption. In addition, Staff has made administrative changes to the handbook to reflect current processes, policies and resources available to Council Members. A redline version of the City Council Handbook is included as an attachment for review.

Staff recommends the City Council adopt Resolution No. 2019-___ A Resolution of the City Council of the City of Citrus Heights, California, approving amendments to the City of Citrus Heights City Council Handbook.

Fiscal Impact

There is no fiscal impact associated with this action.

Background and Analysis

Handbook Purpose
The purpose of the City Council handbook is to outline the fundamental responsibilities of the City Council Members. The City intends for the handbook to orient new Council Members and serve as a point of reference in the event questions arise. The handbook is not all-inclusive nor does the City intend for it to supersede any local, state or federal laws. The City intends for the handbook to be a dynamic document and Staff will amended as needed.
Governance Principles

On June 28, 2019, the City Council transitioned from at-large elections, to district based elections. As a result the Council adopted a strategic planning goal at its April 2019 retreat for staff to, “present to the City Council methods by which the Council can sustain effective governance given that future Councilmembers will be elected by district, rather than citywide.” The Governance Principles designed to maintain at-large governance are outlined below and included on page 5 of the amended Council Handbook:

As a team, the City Council will create, and judiciously execute, citywide strategic goals.
The City Council will conduct bi-annual strategic planning retreats, which will include a discussion of citywide goals, rather than district-based goals. Councilmembers will create citywide policy priorities to allocate limited resources, while showing no favoritism to any given district. To orient prospective Council Members to the City’s governance culture, Staff will conduct a Councilmember candidate orientation to educate candidates on governance principles and City operations in general.

The City practices data-driven resource allocation.
Resources (including staffing, services, and capital projects) will be allocated based on data-driven, prioritized needs of the entire City without giving preference to any district

The City prioritizes customer service.
All Councilmembers will be informed of issues and interests within each district. The Mayor will respond to general citizen inquiries regardless of district. Councilmembers with issue-specific knowledge are free to respond to inquiries regardless of district. In all cases, Councilmembers and the City Manager will be informed of communication. Staff will maintain citywide messaging on communication platforms.

The City Council will honor the roles of the Council / City Manager form of government.
While community members may initially think the roles of Council Members have changed due to the shift to district-based elections, Council Members will continue to honor the roles of Council / City Manager in policy creation and program administration.

Attachments

1. Resolution No. 2019- A Resolution Approving Amendments to the City of Citrus Heights City Council Handbook
2. Redline Version of City Council Handbook
RESOLUTION NO. 2019- ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, APPROVING AMENDMENTS TO THE CITY OF CITRUS HEIGHTS CITY COUNCIL HANDBOOK

WHEREAS, the City Council adopted a City of Citrus Heights City Council Handbook on April 12, 2007, which contains general City Council procedures and guidelines;

WHEREAS, the City Council adopted amendments to the City of Citrus Heights City Council Handbook on April 24, 2008 and October 27, 2016;

WHEREAS, in April, 2019, the City Council created a Strategic Planning Goal to “present to the City Council methods by which the Council can sustain effective governance given that future Councilmembers will be elected by district, rather than citywide.”;

WHEREAS, Staff presented draft Governance Principles in a Study Session on September 12, 2019 and has used Council feedback to amend the City Council Handbook;

WHEREAS, administrative amendments have also been made to the handbook to reflect current processes, policies and resources available to Council Members;

WHEREAS, the purpose of the handbook is to outline the fundamental responsibilities of the City Council Members, to orient new Council Members, and serve as a point of reference in the event that general questions arise;

WHEREAS, the handbook is not all inclusive nor is it intended to supersede any local, state or federal laws and is intended to be a dynamic document and will be amended from time-to-time.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the City Council of the City of Citrus Heights does approve the amendments to the City of Citrus Heights City Council Handbook that is on file with the City Clerk’s Office.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 10th day of October 2019, by the following vote, to wit:

AYES: Council Members:

NOES: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

________________________________________

Jeannie Bruins, Mayor

ATTEST:

________________________________________

Amy Van, City Clerk

Printed on Recycled Paper
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Chapter 1

Introduction and Overview

As a City Council Member, you not only establish important and often critical policies for the community, but you are also a board member of a municipal corporation with an annual budget of more than $50 million. The scope of services and issues addressed by the City organization go well beyond those frequently reported in the newspaper or discussed at City Council meetings.

Overview of Basic City Documents

This information handbook provides a summary of important aspects of City Council activities. It is intended to orient new Council Members and serve as a point of reference in the event questions arise. The handbook is not all inclusive, nor is it intended to supersede any local, state or federal laws. Where conflicts arise, local, state and federal law prevail.

Some of the most notable documents that contain information necessary for undertaking the business of the City Council are listed below.

Citrus Heights Municipal Code: The Municipal Code contains local laws and regulations adopted by ordinances. The Municipal Code contains a variety of laws including, but not limited to, zoning and development standards, traffic/speed regulations, and administrative standards. Council Members are given a hard copy, if they choose, of the Municipal Code and periodic updates as new ordinances are adopted. An on-line version is available on the City’s Web site under the City Clerk’s services area.

California Government Code: The state Government Code contains many requirements for the operation of city government and administration of meetings of city councils throughout the state. Many of these requirements, such as open meeting laws, are also referenced within the Municipal Code to ensure there is broad awareness of such requirements. Citrus Heights is a “general law” city, which means it is organized in accordance with provisions of the State Law in the Government Code. Some cities within California are “charter cities” and have adopted local provisions to determine how the city is structured.

The Government Code describes the council-manager form of government, which is practiced in Citrus Heights. This form of government prescribes that a city council's role is to establish polices and priorities, while the role of the city manager is to administer the affairs of the city government.
Annual Budget: The City’s annual budget provides a description of City services and the resources used to provide services. The document contains a broad overview of the budget as well as descriptions of programs offered within each division of the organization.

Capital Improvement Program: Each year, the City updates its five-year Capital Improvement Plan (CIP) as a planning tool to prioritize and implement its short and long-term program of transportation, drainage, facilities, grant-funding, information technology, and general purpose capital and maintenance projects. The CIP is updated during the winter and spring of each calendar year as a precursor to the development of the City's annual operating budget.

General Plan: The General Plan is a state mandated plan that addresses adopted future land development plans and policies. Elements of the City’s General Plan are updated on a periodic basis. State law provides for the adoption of an annual report of the Plan implementation by the City Council.

Orientation of New Members
It is important that the members of the City Council gain an understanding of the full range of services and programs provided by the organization. As new members join the City Council, department heads are instructed to provide overviews of the programs and activities undertaken by the departments. At any time, if there are facilities or programs about which you would like more information, arrangements will be made to increase your awareness of these operations.
Chapter 2

Citrus Heights City Council: General Powers and Responsibilities

City Council Generally
The powers of a city council in California to establish policy are quite broad. Essentially, councils may undertake any action related to city affairs other than those forbidden or preempted by state or federal law. Specifically, the Council shall have the power in the name of the City, to do and perform all acts and things appropriate to a municipal corporation and the general welfare of its inhabitants and which are not specifically forbidden by the Constitution and laws of the State of California (California Government Code).

It is important to note that the Council acts as a body. No member has any extraordinary powers beyond those of other members. While the Mayor and Vice Mayor have some additional ceremonial and administrative responsibilities as described below, in the establishment of policies, voting and in other significant areas, all members are equal. It is also important to note that policy is established by a majority vote of the Council. While individual members may disagree with decisions of the majority, a decision of the majority does bind the Council to a course of action. In turn, it is staff’s responsibility to ensure the policy of the Council is implemented. Actions of staff to pursue the policy direction established by a majority of Council does not reflect any bias against Council Members who held a minority opinion on an issue.

At-Large Governance
On June 28, 2019, the City Council transitioned from at-large elections, to district based elections. As a result the Council adopted a strategic planning goal at its April 2019 retreat for staff to, “present to the City Council methods by which the Council can sustain effective governance given that future Councilmembers will be elected by district, rather than citywide.” The Governance Principles designed to maintain at-large governance and discussed by the Council are outlined below:

As a team, the City Council will create, and judiciously execute, citywide strategic goals. The City Council will conduct bi-annual strategic planning retreats, which will include a discussion of citywide goals, rather than district-based goals. Councilmembers will create citywide policy priorities to allocate limited resources, while showing no favoritism to any given district. To orient prospective Council Members to the City’s governance culture, Staff will conduct a Councilmember candidate orientation to educate candidates on governance principles and City operations in general.
The City practices data-driven resource allocation. Resources (including staffing, services, and capital projects) will be allocated based on data-driven, prioritized needs of the entire City without giving preference to any district.

The City prioritizes customer service. All Councilmembers will be informed of issues and interests within each district. The Mayor will respond to general citizen inquiries regardless of district. Councilmembers with issue-specific knowledge are free to respond to inquiries regardless of district. In all cases, Councilmembers and the City Manager will be informed of communication. Staff will maintain citywide messaging on communication platforms.

The City Council will honor the roles of the Council / City Manager form of government. While community members may initially think the roles of Council Members have changed due to the shift to district-based elections, Council Members will continue to honor the roles of Council / City Manager in policy creation and program administration.

Role of Mayor and Vice Mayor

Mayor: The role of the Mayor is to preside at all meetings of the City Council and to perform such other duties consistent with the office as may be imposed by the Council or by a vote of the people. The Mayor does not possess any power of veto. As presiding officer of the Council, the Mayor is to faithfully communicate the will of the Council majority in matters of policy. The Mayor is also recognized as the official head of the City for all ceremonial purposes.

The Mayor is appointed by and serves at the pleasure of the City Council. Currently the Mayor's seat is rotated on an annual basis, generally in the month of December.

The Mayor shall consult and coordinate with the City Manager in the development of agendas for City Council meetings. The scope of such review focuses on the timing of business items and the volume of business, which can be considered at any one meeting. Such review does not allow for a unilateral, unlimited delay of items to be considered by the Council. Should any significant disagreement arise regarding the scheduling of items, these matters are to be resolved by a majority of the City Council at a City Council meeting. The City Council is presented with a long-range agenda at every meeting that provides an estimation of matters to be considered at future meetings. In order to add items to the agenda for consideration, there must be support from two or more Council Members.

The Mayor is also responsible for making appointments to regional boards and commissions. Appointments occur in early January of each year.

Vice Mayor: The Vice Mayor shall perform the duties of the Mayor during the Mayor's absence or disability. The Vice Mayor serves in this capacity at the pleasure of the City Council. This position is rotated on an annual basis, generally in the month of December.
Appointment of City Manager and City Attorney
The City Council appoints two positions within the City organization: the City Manager and the City Attorney. Both positions serve at the will of the City Council. Beginning in 1997, City Attorney services have been provided by contract. The City Manager is an employee of the City and has an employment agreement, which specifies some terms of employment including an annual evaluation by the City Council. The City Manager is responsible for all other personnel appointments within the City.

Role in Disaster
The City Council has some special extraordinary powers in the case of a disaster. Some meeting restrictions and expenditure controls are eased in such extreme situations. In critical situations, the Council may be directed to assemble in the City's emergency operations center located in the Citrus Heights Community Center, 6300 Fountain Square Drive, to provide policy guidance and to receive information in an extreme emergency.

The City developed an Emergency Operations Plan. This plan spells out the roles and responsibilities of the Council Members and staff during an emergency.

Appointment of Advisory Bodies
The City has three Commissions/Boards. In addition, special purpose committees and task forces are often appointed by the City Council to address issues of interest. Information on appointments to advisory bodies is included in the City’s Municipal Code (Chapter 3). The following procedures reflect the general guidelines of the City Council regarding the appointment of volunteers to the various advisory bodies of the City. The appointment process for specific committees/task forces may vary depending on the purpose of the committee/task force.

The establishment of these procedures ensures that well-qualified, responsible and willing residents are given the opportunity to serve the City and to participate in the governing of their community. These procedures apply to all appointments and reappointments to standing advisory bodies.

Qualifications: A member must be knowledgeable of and experienced in the areas of interest of the board/commission on which he/she wishes to serve. Residency is a requirement for appointment to the City’s boards and commissions, with the exception of the History and Arts Commission. A commissioner can be a member of a family with historical ties to the City.

Terms: The term of office on most board/commissions is outlined in the Municipal Code. To allow the greatest opportunity for participation, an appointee shall generally be limited to serving on only one City committee, commission or board at a time. This includes representing the City at the regional level. Because of the number of citizens interested in serving on City commissions/boards, membership is limited to not more than eight years.
Current City commissions and boards are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Terms of Members</th>
<th>Appointment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Commission</td>
<td>4 years for regular; 2 years for at-large</td>
<td>Each Council member nominates one commissioner; full Council ratifies. Two at-large commissioners are elected by majority vote of the Council.</td>
</tr>
<tr>
<td>History and Arts Commission</td>
<td>4 years for regular; 2 years for at-large</td>
<td>Each Council member nominates one commissioner; full Council ratifies. Two at-large commissioners are elected by majority vote of the Council.</td>
</tr>
<tr>
<td>Construction Board of Appeals</td>
<td>4 years</td>
<td>Each member is selected by a majority vote of the Council.</td>
</tr>
</tbody>
</table>

Current City regional appointed positions (of residents) are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Terms of Members</th>
<th>Appointment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sacramento Groundwater Authority</td>
<td>4 years</td>
<td>Selected by a majority vote of the Council from directors of Citrus Heights Water District.</td>
</tr>
<tr>
<td>Sacramento – Yolo Mosquito and Vector Control District</td>
<td>2 or 4 years</td>
<td>Selected by a majority vote of the Council.</td>
</tr>
</tbody>
</table>
Sheriff’s Outreach Community Advisory Board | 2 years | Appointed by the Mayor with the approval of the Council.

For those appointments where a Council Member individually nominates an applicant to an available position, the appointment shall be effective only upon a majority vote of the Council ratifying the appointment.

The term length of the appointment shall be concurrent with the nominating Council Member’s term of office. In the event a Council Member leaves office prior to the normal expiration of his or her term, the regular appointed Member nominated by the departing Council Member shall remain in office until replaced by the successor Council Member’s nomination or until otherwise removed by the City Council. Additionally, all appointees serve at the pleasure of the Council; there is no vested right for an appointee to complete an entire term.

If a vacancy occurs, the replacement member shall be appointed by the Council Member making the initial appointment, or by the Council Member who replaced the Council Member making the initial appointment. An appointment to fill an unexpired term shall be for the remaining period of the unexpired term.

The term of any appointee may automatically be extended for not more than ninety (90) days pending the qualification of his/her successor.

Outreach/Posting: On or before December 31st of each year, the City Clerk shall prepare an appointment list of all regular and ongoing committees, commissions and boards which are appointed by the City Council. This listing shall contain the names of all appointees, their terms, the date of appointment and the date the term expires. This listing shall be posted at City Hall, the Sylvan Branch Library and on the City Web site.

Whenever an unscheduled vacancy for an at-large appointment occurs, a special notice shall be posted in the office of the City Clerk, and the City Web site as soon as practical but at least within 20 days after the vacancy occurs. Final appointment shall not be made by the City Council for at least ten (10) working days after the posting of the notice in the Clerk’s Office. If the Council finds an emergency exists, the Council may fill the unscheduled vacancy immediately on a temporary basis.

Recruitment: At least one month before regular terms expire, or immediately following receipt of a resignation, the City Clerk shall distribute the vacancy notice as follows, but is not limited to:

- City Council and City Manager
- City Hall posting board
- City Web site and E-Notifier list
- Sylvan Branch Library
- Rusch Park
Applications

1. Application forms are available on the City Web site and in the City Clerk’s Office.

2. Applications must be received by the City Clerk by the published deadline to be considered.

3. The application process includes a video interview. After the application deadline, timely applications and video interviews will be copied and provided to the City Council and the public.

4. An ad hoc Council committee may be directed by the City Council to conduct interviews and provide recommendations to the full Council. Should the full Council wish to interview candidates, a special open meeting will be called for that purpose.

5. Appointments will be made following a vote of the Council at an open and public meeting. Open ballots may be distributed, or an oral vote may be taken. The City Clerk will announce the votes.

6. Appointees will be provided with a letter of appointment and will receive the Oath of Office. Appointees may also be required to complete Statement of Economic Interest forms.

Ethics Training & Sexual Harassment Prevention Training and Education: The City Clerk shall, at least semi-annually, provide information to local officials on training available to meet the Ethics Training and Sexual Harassment Prevention Training and Education requirements. If a member of a commission or board fails to complete the ethics training requirements pursuant to Government Code 53235 and 53237.1, within the time period specified, the City Clerk shall, no later than 10 days after the statutory deadline, send a written notice to the member that his or her proof of completion is due within 10 days from the date of the written notice. If the member’s proof of completion has not been received within 20 days from the date of the initial notification, that person shall automatically be removed from membership on the commission or board. The City Clerk shall provide final written notice to the member of their disqualification from the commission or board. The City Council shall solicit applications in accordance with City policy and appoint a new member within 45 days of the disqualification.
Chapter 3

Administrative Support Provided to City Council

Staff/Clerical Support
Administrative support to members of the City Council is provided through the City Manager's Office. Clerical services including scheduling of appointments and attendance at conferences, receipt of phone messages, and word processing are available as needed. Staff members who provide administrative support to the five City Council Members include the City Manager’s Office staff. Sensitivity to the workload of staff in these departments, as well as all City departments is appreciated. Please note that individuals may have other work assigned with high priority. Should requested tasks require significant time commitments, prior consultation with the City Manager is requested and must have support of three or more Council Members.

Meeting Rooms
City Hall meeting space can also be reserved for use of City Council Members by City Manager’s office staff.

Mail and Deliveries
Members of the City Council receive a large volume of mail and other materials from the public, private interests, and staff. Mail boxes are maintained for each member by the City Manager’s Department. Staff opens mail and reviews any time sensitive invitations, meeting notices or materials. Time sensitive materials are emailed to Council Members or a phone call is made regarding the materials. Mail is generally distributed to Council Members at the scheduled Council Meetings. In the case of urgent material the Council Member is contacted.

Other courier deliveries are scheduled as needed. Staff makes every attempt to telephone Council Members prior to unscheduled deliveries.
Chapter 4

Financial Matters

**Council Compensation/Benefits**
State law and the City Municipal Code provide for modest compensation to members of the City Council. Currently, pursuant to State statute, members receive a salary of $600.00 per month. In addition, members have access to similar benefits as management employees (i.e., health, dental, vision, and life insurance) with a few minor exceptions. The City will pay the premiums for Council Members only. Council Members that choose not to participate in the City’s health care program may place $500/month into the City’s deferred compensation program.

**Cal Cards**
Council Members are eligible to receive “Cal Card” credit cards to use for City-related business as outlined in the City’s purchasing policy. Cal Cards have a $2,000 limit. All receipts are due to City Manager’s Office staff by the 10th of each month. Council members must submit a special “lost receipt form” if they lose a Cal Card receipt.

The City has adopted a purchasing policy (Appendix A) and complies with AB 1234 in regards to travel and expense reimbursement (Appendix B).
Chapter 5

Communications

Overview
Perhaps the most fundamental role of a Council Member is communication – communication with the public to assess community opinions and needs and communication with staff to provide policy direction and to gain an understanding of the implications of various policy alternatives. Because the City Council acts as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking for the Council. Equally important, when members are expressing personal views and not those of the Council, the public should be so advised.

Correspondence from Council Members
Members of the City Council will often be called upon to write letters to citizens, businesses, or other public agencies. Typically, the Mayor shall be charged with transmitting the City's position on policy matters to outside agencies on behalf of the City Council. Individual members of the Council will often prepare letters for constituents in response to inquiries or to provide requested information. City Council letterhead is available for this purpose, and staff can assist in the preparation of such correspondence.

On occasion, members may wish to transmit correspondence on an issue which the Council has yet to take a position or about an issue for which the Council has no position. In these circumstances, members should clearly indicate within letters that they are not speaking for the City Council as a whole but for themselves as one member of the Council.

After the City Council has taken a position on an issue, official correspondence should reflect this position. While members who may disagree with a position are free to prepare correspondence on such issues as private citizens, members should not use City letterhead, official Council title, and staff support for this purpose. In addition, City letterhead and staff support cannot be utilized for personal or political purposes.

Responding to Public Complaints
When Council Members receive a complaint or inquiry from the public that involves a significant amount of staff work, and/or large financial cost, the Council Member should acknowledge the requestor’s communication without making promises about what will happen on behalf of the City Council and forward the message to the City Manager.

Speaking for "the City"
Similar to written correspondence, when members are requested to speak to groups or are asked the Council's position on an issue, the response should reflect the position of the Council as a whole. Of course, a member may clarify his/her vote on a matter by stating, "While I voted
against X, the City Council voted in support of it." When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council's position rather than that of an individual member.

State Legislation, Propositions
The City Council is frequently requested to take action on pending state legislation. The City Council has authorized the City Manager to submit a letter on behalf of the City in regard to proposed state legislation only under the following conditions:

1. In the City Manager’s reasonable discretion, the City Manager determines that there is not sufficient time to obtain City Council direction as to the City’s position on the proposed legislation;
2. The legislation is consistent with previously adopted policies and principles of the City and Council, as determined by the City Manager; and
3. The League of California Cities deems the legislation “high-priority” and requests written letters supporting the League’s position as to the proposed legislation.

The City Manager shall immediately inform the City Council when a letter of support is submitted under the authority granted. The Council has followed a practice of having the Council (with support of two or more Council Members) request information about legislation or propositions if there is a local impact. The Council can then choose whether to take a formal position in support or opposition.

Proclamations/Certificates
Ceremonial proclamations are often requested of the City in recognition of an event or individual. Proclamations are not statements of policy but a manner in which the City can make special recognition of an event (e.g. Recycling Week). Certificates of commendation, recognition and appreciation are often presented to individuals for their accomplishments.

As part of his/her ceremonial responsibilities, the Mayor is charged with administration of proclamations and certificates on behalf of the City Council. Staff will work with the Mayor and City Manager to determine the appropriate delivery method of the proclamation or certificate. In some instances, a proclamation or certificate may be presented at an event by the Mayor. Individual Council Members do not issue proclamations or certificates. If a Council Member receives a request for recognition, the request should be forwarded to the City Clerk’s Office for processing. Types of requests for recognition may include:

- Community Events, Community Organizations
- Athletic/Academic Accomplishments
- Acts of Heroism
- Non-profit Organizations, Yearly Commemorative Events
- Eagle Scouts and Golden Arrow Scouts
- City Commissioner Appointments and Resignations
- Regional Events and Recognition for Other Cities
Chapter 6

Conflicts & Liability

Conflict of Interest
State laws are in place that attempt to eliminate any action by a Council Member which may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest.

At any time a Council Member believes a potential for conflict of interest exists, he/she should consult with the City Attorney for advice. Staff may also request an opinion from the City Attorney regarding a member's potential conflict. Laws which regulate conflicts are very complicated. Violations may result in significant penalties including criminal prosecution.

The Fair Political Practices Commission (FPPC) has published lengthy regulations and opinions on conflicts of interest that are useful in determining whether a particular financial interest or decision could give rise to disqualification based on a potential conflict of interest. The FPPC also puts out informational pamphlets to assist public officials in determining what types of situations may give rise to prohibited conflicts of interest. The FPPC can be reached at www.fpcc.ca.gov or (1-866-275-3772).

There are a number of other restrictions placed on Council actions, such restrictions include prohibitions on secrecy and discrimination as well as assurance that all City funds are spent for public purposes. Violations of these restrictions may result in personal liability for individual Council Members.

The Council has also approved a Conflict of Interest Code which is reviewed biennially and is attached as Appendix E.

City Attorney Conflict Advice
It is critical to note that while the City Attorney can render advice on the interpretation of state laws and regulations on conflict matters, such advice is solely an interpretation of the law. The only authority that can provide binding interpretations on such matters, and legal protection for Council Members, is the state Fair Political Practices Commission (FPPC). Members or the full Council may also solicit opinions on such matters directly from the FPPC; however, such opinions often take time to develop and may not readily respond to urgent matters. Members of the Planning Commission may also wish to seek opinions and advice on potential conflicts of interest.
**Conflict of Interest Forms**
Council Members and Commissioners and designated staff must fill out annual disclosure statements identifying sources of income, ownership of property, and receipt of loans and gifts. The City Council has adopted its own Conflict of Interest Code. Council Members often serve on the governing board of other agencies as a result of the Council position (e.g. Air Quality Management District, SACOG). These agencies may also require submittal of disclosure forms.

**Liability**
The City is a large institution offering a variety of services and may often find itself subject to legal actions through lawsuits. For example, those involved in automobile accidents sometimes choose to take actions against a City since the accident occurred on a City roadway. The City must always approach its responsibilities in a manner which reduces risk to all involved; however, with such a wide variety of high profile services (e.g. police) risk cannot be eliminated. The City currently purchases its insurance services from a joint powers authority.

It is important to note that violations of certain laws and regulations by individual members of the City Council may result in that member being personally liable for damages which would not be covered by the City's insurance. Examples may include discrimination, harassment, or fraud.

**Harassment**
The City is committed to providing an environment that is free from harassment and discrimination of any kind, including sexual harassment and harassment based on race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation or any other characteristic prohibited by state or federal law. Council Members should be familiar with the City's sexual harassment policies. Violations of such policies may find Council Members personally exposed through legal action. A copy of the City’s Non-Discrimination/Harassment Policy is included as Appendix C.
Chapter 7

Interaction with City Staff/Officials

Overview
City Council policy is implemented through professional staff. Therefore, it is critical that the relationship between Council and staff be well understood by all parties so policies and programs may be implemented successfully. The City of Citrus Heights has set a tone of positive relationships between members of the City Council and staff. To maintain these effective relationships, it is important that roles are clearly recognized.

Council-Manager Form of Government
Like most general law cities, Citrus Heights has adopted a council-manager form of government. This structure reflects the City Council's role to establish City policy and priorities. The Council appoints a city manager to implement this policy and undertake the administration of the organization. The City Council must work through the City Manager in dealing with City staff.

The City Manager is appointed by the City Council to enforce its laws, to direct the daily operations of City government, to prepare and monitor the municipal budget, and to implement the policies and programs initiated by the City Council. The City Manager is responsible to the City Council rather than to individual Council Members, and directs and coordinates the various departments.

Council/Manager Relationship
The employment relationship between the City Council and City Manager honors the fact that the City Manager is the chief executive officer of the City. The City Council should avoid situations that can result in staff being directed, intentionally or unintentionally, by one or more members of the City Council. Regular communication between the City Council and City Manager is important in maintaining open communications. All dealings with the City Manager, whether in public or private, should respect the authority of the City Manager in administrative matters. Disagreements should be expressed in policy terms, rather than in terms that question satisfaction with, or support of, the City Manager.

The City Council is to evaluate the City Manager, at a minimum, on an annual basis to ensure that both the City Council and City Manager are in agreement about performance and goals based on mutual trust and common objectives.

As in any professional relationship, it is important that the City Manager keep the City Council informed. The City Manager respects and is sensitive to the political responsibility of the City Council and acknowledges that the final responsibility for establishing the policy direction of the City is held by the City Council. The City Manager communicates with City Council in various ways. There are informal briefing meetings with individual Council Members as needed,
informational memoranda and monthly department reports. Communication must be undertaken in such a way that all Council Members are treated similarly and kept equally informed.

**Giving Direction to the City Manager**

From time-to-time, but at least annually, the City Council, the City Manager, and the City Attorney hold a strategic planning team building retreat to discuss protocols for working together well and with consistency. At the December 5, 2006 retreat, the Council discussed the method for giving direction to the City Manager. Below is a summary of the discussion points.

- If the City Manager believes that Council action is needed before doing staff work, the City Manager will inform the Council Member;
- City Council Members are not to direct staff to do work; for routine matters (e.g., pot holes, graffiti), communicate with a department head and copy the City Manager; and
- Three or more Council Members need to agree when giving direction to the City Manager unless it is an item of minor nature (e.g., fixing a pot hole or street light).

The latest team building retreat record is available on the City’s Web site at www.citrusheights.net.

**City Manager Code of Ethics**

The City Manager is subject to a professional code of ethics from his/her professional association. It should be noted that this code binds the City Manager to certain practices designed to ensure actions are in support of the City's best interests. Violations of such standards can result in censure by the professional association.

**City Council/City Attorney Relationship**

The City Attorney is the legal advisor for the Council, City Manager, and City staff. The general legal responsibilities of the City Attorney are to: 1) provide legal assistance necessary for formulation and implementation of legislative policies and projects; 2) represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations, and similar proceedings; 3) prepare ordinances, resolutions, contracts, and other legal documents to best reflect and implement the purposes for which they are prepared; and 4) to keep City Council and staff apprised of court rulings and legislation affecting the legal interest of the City. It is important to note that the City Attorney does not represent individual members of Council, but the City Council as a whole.

The City Manager is to evaluate the City Attorney, at a minimum, on an annual basis to ensure that both the City Council and City Attorney are in agreement about performance and goals based on mutual trust and common objectives.

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1 Also see *Giving Direction to the City Attorney* (page 18)
Giving Direction to the City Attorney

From time-to-time, but at least annually, the City Council, the City Manager and the City Attorney hold a strategic planning retreat to discuss protocols for working together well and with consistency. At the December 5, 2006 retreat, the Council discussed the method for giving direction to the City Attorney. Below is a summary of the discussion points.

- If a Council member has a simple (not requiring a lot of time) legal question or an individualized city-related legal issue, contact the City Attorney directly;
- Three or more Council Members need to agree when asking the City Attorney to do many hours of legal work; and
- The City Attorney will inform the Council member if the issue needs to get support from three or more members.

Roles and Information Flow

Objectives: It is the intent of staff to ensure Council Members free access to information from the City and to insure that such information is communicated completely and with candor to those making the request. To carry out this responsibility, however, Council Members must avoid intrusion into those areas which are the responsibility of staff. Individual Council Members may not intervene in staff decision-making, development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and majority approval of the City Council. This is necessary to protect staff from undue influence and pressure from individual Council Members and to allow staff to execute priorities given by management and the Council as a whole without fear of reprisal.

Council roles: The full City Council retains power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, work loads and schedules, departmental priorities, and the performance of City business.

Individual members of the City Council should not make attempts to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities without the prior knowledge and approval of the Council as a whole. If a Council Member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Council to do so as a matter of Council policy.

Access to Information: Individual Council Members as well as the Council as a whole are permitted complete freedom of access to any information requested of staff and shall receive the full cooperation and candor of staff in being provided with any requested information.

There are limited restrictions when information cannot be provided. Draft documents (e.g. staff reports in progress, administrative draft EIRs) are not available for release until complete and after review by City management. In addition, there are legal restrictions on the City’s ability to release certain personnel information even to members of the City Council. Certain aspects of police department affairs (access to restricted or confidential information related to crimes) may

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2 Also see Giving Direction to the City Manager (page 17)
not be available to members of the Council. Confidential personnel information also has restrictions on its ability to be released.

**Staff roles:** The Council recognizes the primary function of staff is to execute Council policy and actions taken by the Council and to keep the Council informed. Staff is obligated to take guidance and direction only from the Council as a whole or from the appropriate management supervisors. Staff is directed to reject any attempts by individual members of the Council to unduly direct or otherwise pressure them into making, changing, or otherwise influencing recommendations.

City staff will make every effort to respond in a timely and professional manner to all requests made by individual Council Members for information or assistance, provided that, in the judgment of the City Manager, the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full City Council.

### Dissemination of Information

In cases where a staff response to an individual Council Member request involves written materials that may be of interest to other Council Members, the City Manager will provide copies of the material to all other Council Members. In making this judgment, the City Manager will consider whether the information is significant, new, otherwise not available to the Council, or of interest to the Council.

### Magnitude of Information Request

Any information, service-related needs, or policy positions perceived as necessary by individual Council Members that cannot be fulfilled based on the above guidelines should be raised by the individual Council Member under the "communications" portion of a regularly scheduled City Council meeting. If so directed by action of the Council, staff will proceed to complete the work within a Council established timeline.

### Staff Relationship with Advisory Bodies

Staff support and assistance may be provided to commissions and task forces; however, advisory bodies do not have supervisory authority over City employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately the City Manager and City Council. The members of the commission/board/committee are responsible for the functions of the advisory body, and the chairperson is responsible for committee compliance with any Council policies.

Staff support may include preparation of reports providing a brief background of the issue, a list of alternatives, recommendations, and appropriate backup materials, if necessary. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues. The assigned staff person serves as secretary, taking minutes as needed.

It is important that advisory bodies wishing to communicate recommendations to the City Council do so through adopted or approved Council agenda procedures. In addition, when a commission wishes to correspond with an outside agency, correspondence should be reviewed
and approved by the City Council. Individuals who would like a commission to review a particular issue must also gain approval for such a request from the full City Council. Staff members are to assist the advisory body chair to ensure appropriate compliance with state and local laws and regulations.

**Restrictions on Political Involvement by Staff**

Local governments are non-partisan entities. Reflected within the council-manager form of government is a principal of professional staff which formulates recommendations in compliance with council policy and for the good of the community and is not influenced by political factors. For this reason, it is very important to understand the restrictions of staff in any level of political involvement through campaigns, fund-raisers, or other means.

By working for the City, staff members do not surrender rights to be involved in local elections. Indeed, laws are in place to preserve those rights. However, there are limitations to such involvement.

The City Manager has approved a Political Activities Administrative Policy which is included as Appendix D. Employees have no restrictions while off the job. No participation in campaigns or other activities may take place while on the job. No City resources may be used by staff in support of any campaign. Even while off the job, no employee may participate in campaign or other activities while in a City uniform. For example, posing for a promotional photograph for a candidate for local office while in uniform is inappropriate. The support of the City Council in these matters is requested. A Council Member asking staff to sign petitions or similar items can create an awkward situation.
Chapter 8

City Council Meetings

Meeting Schedule
Regular meetings are held in the Citrus Heights Council Chambers at 6360 Fountain Square Drive on the 2nd and 4th Thursday of the month. Meeting times and dates are established by resolution (2005-33) of the City Council. The regular City Council meetings begin at 7:00 p.m. with closed sessions generally being convened earlier as needed. Occasionally, work sessions are held prior to a Council meeting and generally begin at 5:30 p.m. No Council meeting will be held in the event that a regular meeting of the Council falls on a legal holiday. From time-to-time, regular City Council meetings may be cancelled. Written notice must be given to the City Council, the public and the media at least 72 hours prior to a regular meeting. (More details are contained in the Open Meeting Laws section.)

Special Meetings
Special meetings may be called from time-to-time. Written notice must be delivered to the City Council, provided to the public by posting, and to the media (if requested in writing) 24 hours prior to a special meeting (Cal Govt Code Section 54956). No business other than that announced may be discussed. Public comment is taken at Special Meetings.

Notice requirements of the Brown Act shall be complied with for all meetings; minutes of the meeting shall be taken by the City Clerk or designee and shall, upon Council approval, be available for public inspection.

Placing Items on Agenda
City Council: A Council Member may request an item be considered on a future agenda as long as he/she receives support from one or more City Council Members. Staff will prepare a staff report if formal Council action is required. Council Members may make this request during the “Items Requested by Council Members” portion of a meeting. Staff will conduct any necessary research and prepare any required staff report after receiving direction by a majority vote of three or more Council Members.

Members of the Public: A member of the public may request an item be placed on a future agenda during public comment or through other communication with Council Members. The item will be placed on a future agenda upon agreement of two or more Council Members or by City Manager direction.

Emergency and Non-Agendized Items: Emergency and non-agendized items may be added to an agenda for a regular meeting only, in accordance with state law. Emergency items are only those matters affecting public health or safety such as work stoppages, disasters, and other severe emergencies. Adding an emergency item requires a majority vote. Emergency items are very
rare. More likely, an item arises after the agenda is posted that the Council would like to act on. Non-agendized items may be added to the agenda only if the Council makes findings that (1) the need to consider the item arose after the posting of the agenda and (2) that there is a need to take immediate action at this meeting of the City Council. These findings must be approved by a 4/5th vote; if less than four members of Council are present, the findings require a unanimous vote of those present.

**Tips on the Dais**

*Televised meetings:* As part of its franchise agreement with the Sacramento Cable Commission, Council meetings are telecast live on the local cable television system as a means for providing municipal information to the citizens of Citrus Heights. Meetings are also cablecast live on the City’s Web site from a link on the homepage.

The City Council Chamber is equipped with a public address system. The system provides microphones at the dais, staff table, and podium. There is also a hand-held microphone and a lapel microphone. There are several issues related to the sound system that are important to keep in mind:

- Turn the microphone on when you want to talk and speak directly into the microphone;
- Turn the microphone off when you are through talking, during recesses, and after the meeting. The microphones are very sensitive and voices can be picked up from an adjacent microphone. Sound is broadcast in the City Hall Lobby and on TV;
- Never say things near a microphone you do not want heard; and
- Have all speakers come forward to the podium. Do not allow people to speak from the audience.

Certain colors of clothing present difficulties to the television system, and thus can be distracting to viewers at home. White causes glare and makes the picture around it appear dark, causing loss of detail. Bright red and orange reproduce poorly on television and can also cause glare problems. Clothing with fine patterns, such as stripes and grids, can cause a rainbow effect in the picture. Larger shiny objects that reflect light should be avoided. Good colors for television include blues, greens, browns, grays, and most pastels.

**Order of Business**

The City Council establishes the general order of meetings through the adoption of an ordinance (2005-12). This section summarizes each meeting component.

1. **Closed sessions (closed to the public):** The ability of a City Council to conduct sessions not open to the public is restricted by state law to ensure open proceedings. Certain defined circumstances exist wherein a City Council may meet without the public in attendance. Such circumstances include:
Real Property: the purchase, sale, exchange, or lease of real property with the City's negotiator; the real property and the person(s) with whom the City may negotiate must be announced in open session prior to the closed session (Cal Govt Code Section 54956.8).

Litigation: pending or a significant exposure to litigation, or the decision to initiate litigation; the litigation or title must be identified in open session prior to the closed session unless the Council states that to do so would jeopardize its ability to conclude existing settlement negotiations or effectuate service of process. The purpose is to confer with, or receive advice from, legal counsel on such litigation (Cal Govt Code Section 54956.9).

Compensation: (salaries and benefits) of employees; to review its position and instruct designated representatives (Cal Govt Code Section 54957.6).

Personnel: the appointment, employment, evaluation of performance, or dismissal of a public employee, or to hear complaints against the employee unless the employee requests the discussion occur in public (Cal Govt Code Section 54957).

Members of the Council, employees of the City, or anyone else present shall not disclose to any person the content or substance of any discussion which takes place in a closed session unless authorized by the Council. All written materials distributed at a Closed Session shall be returned to staff at the end of the Closed Session.

Typically, closed sessions will be scheduled before the public portions of the meeting. This is done so that public portions of the meeting are not interrupted by closed sessions. In addition, such sessions may require the attendance of special legal counsel and consultants.

At closed sessions, the public is invited to speak under Public Comment, but can only speak on the closed session agenda item(s).

2. Study Sessions: Study Sessions are meetings with staff to discuss current issues. These meetings are different from special meetings in that Council cannot take action on items discussed in the study session. These meetings are open to the public. Study Sessions (sometimes referred to as Work Sessions) can be held on a regular Council meeting day or as part of a special meeting.

3. Comments by Council Members and Regional Board Updates: The purpose of this section of the meeting is to provide members of the Council an opportunity to introduce discussion on matters not currently before the Council including brief announcements, questions of staff, and request for items to be placed on the agenda at a future meeting. Examples of appropriate communications would be information of general interest received from outside agencies, comments or inquiries received from individuals or from the public, requests to agendize future items, announcements of interest to the public, reports on regional board activities, and solicitations of Council’s input on these efforts.

4. Public Comment: Individuals desiring to speak are to address the Council from the speaker podium after giving their name.
Comments should focus on a specific matter within the Council’s jurisdiction with reasons for the position taken. Written comments are encouraged during the public comments section or during public hearings. When materials are presented during public hearings, they should be submitted before the public hearing is closed on the item. Comments may be limited so that all have an opportunity to address the Council. 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. Any materials submitted during public comments (or for public hearings) become part of the public record and may be subject to disclosure under the Public Records Act. This includes, but is not limited to PowerPoint presentations, videos, letters and photographs.

Letters sent to Council in advance of a meeting, yet after the preparation of the agenda will be placed at the Council Member's position on the dais; and will be made available to the public “without delay” at the public counter in City Hall.

Each person desiring to address the Council shall approach the microphone, state his or her name for the record, state the subject he or she wishes to discuss, state whom he or she represents if applicable, and unless further time is granted by majority vote of the Council, shall limit his or her remarks to the time specified by City Council. All remarks shall be addressed to the Council as a whole and not to one particular member of the Council or to the audience or staff members. No questions shall be asked of a Council Member or a member of the City staff without obtaining permission of the presiding Council Member. Members of the public are requested to fill out a speaker slip for record-keeping purposes. Speaker slips are public records.

In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the council on the same subject matter, it shall be proper for the presiding officer to inquire whether or not the group has a spokesperson and if so, that he/she be heard with the following speakers in the group to be limited to facts not already presented by the group spokesperson. It is the Council’s practice not to allow speakers to transfer their time to another speaker.

5. Consent Calendar: Those items on the Council agenda which are considered to be of a routine and non-controversial nature by the City Manager are placed on the “Consent Calendar”. These items shall be approved, adopted, accepted, etc., by one motion of the Council. For example, approval of minutes, final reading and adoption of ordinances, various resolutions approving agreements, minor budgetary items, status reports, and routine City operations.

Council Members may request that any item listed under “Consent Calendar” be removed from the Consent Calendar, and Council will then take action separately on this item. A member of the public may request that an item listed under “Consent Calendar” be removed and Council action taken separately on the item; however, a majority of the City Council must concur with such a request. Items which are removed (“pulled”) by members of the Council for discussion will typically be heard after other Consent Calendar items are approved unless the majority of Council chooses an earlier or later time.
Minor questions: A Council Member may ask questions on any item on the Consent Calendar. When a Council Member has a minor question for clarification concerning a consent item which will not involve extended discussion, the item may be pulled for clarification and the questions will be addressed along with the rest of the Consent Calendar. Council Members are encouraged to seek clarifications prior to the meeting, if possible.

Correction of Minutes: Minutes of the City Council meetings are submitted to the Council for approval and/or correction in draft form at a subsequent regular meeting. It is the policy of the City Council that only members of the Council and the City Clerk have the authority to make revisions to the minutes subject to a majority vote of the City Council. Council Members having only typographical corrections to minutes are encouraged to provide such corrections to the City Clerk directly and need not wait to submit such corrections at a meeting.

No or Abstain vote: When a Council Member wishes to pull an item simply to register a dissenting vote, the Council Member shall inform the City Council that he or she wishes to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Calendar, and the City Clerk will register a “no” or “abstain” vote in the minutes.

6. **Public Hearings:** Hearings on matters of importance or legal requirement. These items require the Council to review the written public record and to hear and weigh public testimony during the public hearing before taking action. Hearings are noticed according to law by publication in the local newspapers and/or by mailed notices to property owners; and can be continued to any subsequent meeting. Public hearings should be “opened” and “closed” and reopened if necessary.

After public hearings are closed, no member of the public shall be permitted to address the Council or the staff from the audience, except at the discretion of the presiding Council Member.

7. **Regular Business Items:** Regular items are shown on the agenda in the order that they will be considered. At times, the Council may decide to adjust the order of the agenda to better accommodate the public. Depending on the type of public hearing, public testimony may be limited. The City Attorney should be consulted if there are any questions.

8. **Department Reports:** This section of the meeting provides staff an opportunity to give the City Council brief informational updates on various projects.

9. **City Manager Items:** The purpose of this section of the agenda is to provide the Mayor and City Council with pertinent information as well as brief comments on City business, operations, projects, and other items of general interest.

10. **Item(s) Requested by Council Members/Future Agenda Items:** An item may be put on a future agenda by a Council Member if he/she gets a second/support from at least one other Council Member. Council-generated staff work needs the support of three or more Council Members.
State law provides that the Council can take action only on such matters which have been properly noticed and agendized, unless special circumstances are found to exist (as mentioned above). Subject to that exception, action or approval on non-agendized items is not allowed, and such items should be placed on the agenda of the next regular meeting.

**General Procedures**
The Council has adopted general rules of procedure for Council Meetings. These procedures are contained in Chapter 2 (Sec. 2-61) of the Municipal Code (amended by Ordinance 2005-12). Over the past ten years, the Council has established certain practices including:

*Presiding Officer:* The Mayor is the presiding officer and acts as Chair at Council meetings. In the absence or incapacity of the Mayor, the Vice Mayor serves as presiding officer.

*Seating Arrangement of the Council:* The Vice Mayor is seated immediately next to the Mayor. The Mayor, with the approval of individual Council Members, shall establish other seating arrangements for regular Council meetings.

*Signing of City Documents:* The Mayor, unless unavailable, shall sign all ordinances, resolutions, contracts, and other documents which have been adopted by the City Council and require an official signature except when the City Manager has been authorized by Council action to sign documents. In the event the Mayor is unavailable, the Vice Mayor's signature may be used.

**Discussion Rules**
To assist the City Council in the development of a structure for orderly discussion of items, the Council has generally followed the procedures below:

1. *Obtaining the Floor:* A member of the City Council or staff shall first address the Mayor and gain recognition. Comments and questions should be limited to the issue before the Council. Cross-exchange between Council Members and public should be avoided.

2. *Questions to Staff:* A Council Member shall, after recognition by the Mayor, address questions to the designated staff member.

3. *Interruptions:* Once recognized, a Council Member should not be interrupted while speaking except to make a point of order or personal privilege. If a Council Member is called to order while speaking, the individual shall cease speaking until the question order is determined. Upon being recognized by the Mayor, members of the staff shall hold the floor until completion of their remarks or until recognition is withdrawn by the Mayor.

4. *Discussion Limit:* A Council Member should not speak more than once on a particular subject until every other Council Member has had the opportunity to speak. Council Members are encouraged to discuss items during the decision-making process.

5. *Tabling Procedure:* Immediately stops discussion and causes a vote to postpone the matter indefinitely or to a certain time and date.
6. Right of Protest: A Council Member is never required to state reasons for a dissenting vote.

Other Protocol
Other guidelines have been practiced to ensure meetings of the Council emphasize the importance of the business being conducted in a professional manner. Council Members and staff shall:

a. Work to preserve appropriate order and decorum during all meetings.

b. Discourage side conversations, disruption, interruptions, or delaying efforts.

c. Inform the Mayor when departing from a meeting.

d. Limit disruptive behavior. Persons demonstrating rude, boisterous or profane behavior will be called to order by the Mayor. If such conduct continues, the Mayor may call a recess, request the removal of such person(s) from the Council Chambers, adjourn the meeting, or take such other appropriate action as permitted by the Brown Act.

Enforcement of Order: The Police Chief or his/her designee acts as the Sergeant-at-Arms. Any Council Member may request the presiding officer to enforce the rules of protocol. Upon motion and majority vote, the presiding officer shall be required to do so.

Values of Respect: The City Council has also recognized the importance of approaching the public’s business in an environment of personal respect which places emphasis on the consideration of policy and avoids personalization of comments. Some general guidelines utilized by the City Council include:

Discussion should focus on policy matters;

Personal criticism of members is inappropriate; and

Proper decorum should be displayed as other members express their views.

Courtesy:
- Council Members: Council Members shall accord the utmost courtesy to each other, City staff and the public appearing before the City Council, and shall refrain at all times from rude and derogatory remarks, public criticism of staff, remarks as to integrity, abusive comments and statements as to motives and personalities.

- City Employees: Employees of the City shall observe the same rules of order and decorum applicable to the City Council.

- Public Speakers: Members of the public attending a City Council meeting shall be encouraged to observe the same rules of order and decorum applicable to the City
Council. Any person who becomes boisterous while addressing the City Council or while attending the City Council meeting, or behaves in such a way as to be disruptive of the meeting, shall be removed from the room if the Sergeant-at-Arms is so directed by the Mayor and such person may be barred at that meeting from further audience before the City Council.

- **Appointed Members of Boards, Commissions and Committees:** Appointed members of Boards, Commissions and Committees of the City shall observe the same rules of order and decorum applicable to the City Council.

*Noise in the Chamber:* Noise emanating from the area immediately outside the City Council Chambers which disrupts City Council meetings shall not be permitted.

*Crowd Control in Council Chambers:* If the City Manager, or the City Manager’s designee, anticipates in advance a crowd larger than the maximum number of attendees allowed in the City Council Chambers, he or she shall provide for overflow in an adjacent room or elsewhere if needed.

*Smoking:* It is unlawful for any person to smoke in the City Council Chambers (Cal Govt Code Section 7597).

*Distribution of Literature and Other Materials in City Council Chambers:* No person shall distribute flyers, leaflets, placards or other literature or circulate any petition within the City Council Chambers. Such literature may be displayed or distributed outside the City Council Chambers area.

**Voting Procedures**

When present, all Council Members are to vote. Failure of a seated member to orally express a vote constitutes an affirmative vote. No ordinance, resolution, or motion shall be passed or become effective without an affirmative vote.

A conflict of interest shall be declared whenever appropriate and in compliance with state law. The affected Council Member will step down from the dais, leave the Council Chambers and not participate in the discussion or vote on the item.

General consensus may be declared at the discretion of the presiding officer if there are no negative votes or objections by Council Members.

Upon the request of any Council Member, a roll call vote will be taken and recorded.

*Tie vote:* A tie vote is equivalent to a vote which has failed. The presiding officer may publicly explain the effect of the tie vote for the audience or may direct a member of the staff to do so.

The City Attorney should be consulted during or before a Council meeting, if questions arise regarding voting procedures.
Notification and Advertising
The City attempts to publicize matters of significant neighborhood or community public interest which appear on a City Council or Planning Commission agenda, as well as all matters where advertising is required by law.

All advertising is to be accomplished in a legal and economical manner. All affidavits of publication shall be reviewed by the City Clerk and will be available to interested members of the public.

Open Meeting Laws ("The Brown Act")
Operations and procedures of the City and City Council incorporate requirements of the state’s open meeting law (commonly referred to as the Brown Act for former state legislator Ralph M. Brown). Because this law is such an important part of local government operations, some specific requirements of the law are highlighted below for your information and future reference. Additional reference is included as Appendix F.

Applicability and Penalties: The entire City organization conducts its business in compliance with the Ralph M. Brown Act, State Government Code Section 54950 et seq. The intent of the Act is to ensure that deliberation and actions of local public agencies are conducted in open and public meetings. The law provides for misdemeanor penalties for members of a body who violate the Act (Cal Govt Code Section 54959). In addition, violations are subject to civil action (Cal Govt Code Section 54960). A current copy of the Act will be provided to all Council Members when assuming office. The provisions that most directly affect the Council are summarized in this chapter.

A. Applicability: The Act applies to the Council and all commissions, boards, and task forces that advise the Council. Staff cannot promote actions which would violate the Act.

B. Meetings: All meetings shall be open and public. A meeting takes place whenever a quorum (3 or more members) is present and information about the business of the body is received; discussions qualify as a meeting. Social functions (e.g. receptions, dinners) do not fall under the Act unless City business is discussed.

C. Agendas: Agendas for regular meetings must be posted 72 hours in advance of the meeting and must meet various requirements.

D. Actions: No action can be taken on any item not appearing on the posted agenda.

Exceptions: 1) An emergency situation exists (determined by a majority of the Council); 2) The need to take action arose subsequent to the agenda being posted and there is a need for immediate action (determined by 2/3 vote of the Council; or if less than 2/3 are present, by unanimous vote); 3) The item was continued to another meeting that was scheduled and posted within 5 days of the original agenda.

E. Public Input: The public has an opportunity to address the Council on any item of interest to the public that is within the jurisdiction of the Council during regular meetings and on any
agendized topic during special meetings. The City has the right to establish time limits on speakers and the total time allocated for a particular issue.

F. Public Disruptions: A portion or all of the public may be removed if willful disruption makes conducting the meeting “unfeasible”; the press may remain unless they participate in the disruption.

G. Correspondence: All non-confidential writings distributed to the Council less than 72 hours prior to the meeting relating to any agenda item for discussion or consideration are public records; and will be made available to the public “without delay” at the public counter in City Hall. This includes PowerPoint presentations, photos, handouts, videos and letters.

H. Special Meetings: Special meetings may be called by the Mayor or a majority of the Council with strict notification requirements delivered to the media and Council 24-hours before the time of the meetings.

I. Emergency Meetings: Emergency meetings may be called due to the disruption or threatened disruption of public facilities without notification. Only work stoppages or crippling disasters that impair the public health and/or safety qualify for emergency meetings.

J. Other Provisions: The Act provides many other restrictions and requirements; this chapter is intended merely as a Council summary and overview of the Act, and nothing in this Chapter supersedes the provisions of the Brown Act. Please check with the City Attorney and/or the City Clerk for more information. The City Attorney provides periodic trainings on the Brown Act.

Minutes
The minutes serve as a source of information for the Council and for the public. Meeting minutes include the following information:

- Members present;
- Motions, proposals, resolutions, orders, ordinances, and other items of business and their disposition, and
- Results of all votes.

The minutes are generally a summary of the action that took place and do not include a verbatim transcript. The City Clerk is responsible for recording, preparing, and filing Council minutes. It is the City Clerk’s goal to bring the minutes to the Council for approval within one month of a meeting. Once approved, Council meeting minutes are available for review in the City Clerk's office and on-line at www.citrusheights.net.

Tape Recordings
All regular meetings (except closed sessions) of the City Council shall be videotaped by Metro Cable. On occasion, due to circumstances beyond the City’s control, meetings may not be taped (e.g., due to equipment malfunction). On these rare occasions, staff will make every attempt to audio record the meeting. A copy of the DVD will be provided to the Sacramento County Public
Library for general circulation. Copies are also available at City Hall. Video from the meetings are available for viewing on-line at www.citrusheights.net.
Chapter 9

Leaving Office

Filling Council Vacancies
Generally, if a vacancy occurs on the City Council during a member's term (e.g. resignation) the Council may appoint an individual to serve the remaining term within 60 days, choose not to fill the vacancy and wait until the vacancy is filled during the next regular election, or call for a special election.
Chapter 10

Additional Training & Resource Materials

League of California Cities
The League is an association of virtually all of the cities in California. It provides many levels of service including the production of educational conferences for local officials, publication of various newsletters, and a monthly magazine, Western City. The League also has lobbyists on staff that represent the interest of cities before the state legislature and federal government. Committees having local officials as members are also organized around the interests of City departments (e.g. City Council, City Manager, City Clerk, Fire, Police, Community Services, Community Development) to address issues as they arise. The League has established a ‘Newly Elected Officials’ Packet’ that is available through their website at [www.cacities.org/resources/newly-elected-officials-packet](http://www.cacities.org/resources/newly-elected-officials-packet). The League’s Web site is [www.cacities.org](http://www.cacities.org). Their phone number is (916) 658-8236.

The League of California Cities has established the New Mayors and Council Members Academy held in January, and the Mayors and Council Members Executive Forum held in June. The Academy has developed a curriculum which addresses subjects and skills utilized by members of city councils.

International City Management Association (ICMA)
ICMA is a professional association of local government chief executives. The association has an extensive list of publications to assist local officials. The Association's Elected Officials Handbook series can be of great value to Council Members. Publications have also been developed on every basic city service.

Institute for Local Government (ILG)
The ILG promotes good government at the local level with practical, impartial and easy-to-use resources for California communities. The Institute also provides many levels of information by subject including ethics and transparency, budgeting and financial management, economic development and many other areas relating to state and local government. The Institute also provides resources for newly elected officials that can be downloaded at [www.ca-ilg.org/local-government-basics-thos-new-public-service](http://www.ca-ilg.org/local-government-basics-thos-new-public-service).
Appendices

Purchasing Policy A
Travel Expense and Reimbursement Policy B
Non-Discrimination/Harassment Policy C
Political Activities Policy D
Conflict of Interest Code E
Brown Act – Opening Meeting Law F