



Porsche Middleton, Mayor
Tim Schaefer, Vice Mayor
Jeannie Bruins, Council Member
Bret Daniels, Council Member
Steve Miller, Council Member

**CITY OF CITRUS HEIGHTS
CITY COUNCIL
Regular Meeting of Thursday, October 13, 2022
City Hall Council Chambers
6360 Fountain Square Drive, Citrus Heights, CA
Regular Meeting 6:00 p.m.**

HOW TO PARTICIPATE:

The City of Citrus Heights welcomes your interest and involvement in the City's legislative process. The City of Citrus Heights is allowing for remote and in person participation. 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 either complete a Speaker Identification Sheet and give it to the City Clerk, if participating via webcast you may use the Zoom hand raise function (or *9 if you join the webinar via telephone) and the host will unmute you when it is time to speak. Speakers will be limited to 3 minutes each. Alternatively, you may submit your comment via email to cityclerk@citrusheights.net or by completion of an online Speaker Card at <https://www.citrusheights.net/FormCenter/City-Council-Meetings-Speaker-Card-30>. Written public comments shall be limited to 250 words or less. Public Comments should be submitted to the City Clerk by 4:00 p.m. prior to the start of the City Council meeting. Each comment will be read aloud by the City Clerk.

Regular Meeting Zoom Webinar link: <https://zoom.us/j/98427444563>

The City provides three ways to watch a City Council meeting.

IN PERSON	ONLINE	ON TELEVISION
		
City Council meetings take place in the City Hall Council Chambers.	Watch the livestream and replay past meetings on the City website .	Watch live and replays of meetings on Sac Metro Cable, Channel 14.

PLEASE NOTE: In order to minimize the spread of the COVID-19 virus, this meeting is being held pursuant to Government Code Section 54953(e). Please be advised that some, or all, Council Members may attend City Council meetings telephonically or otherwise electronically.

If you need a disability-related modification or accommodation, to participate in this meeting, please contact the City Clerk's Office 916-725-2448, cityclerk@citrusheights.net, or City Hall 6360 Fountain Square Drive at least 48 hours prior to the meeting. TDD: California Relay Service 7-1-1.

October 7, 2022


Amy Van, City Clerk

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

1. Flag Salute
2. Roll Call: Council Members: Bruins, Daniels, Miller, Schaefer, Middleton
3. Video Statement

APPROVAL OF AGENDA**PUBLIC COMMENT****PRESENTATION**

4. Presentation of Proclamation Recognizing September 18-24, 2022, as "National Forensic Science Week"
5. Presentation of Proclamation Recognizing the Second Week of October as "Code Enforcement Officer Appreciation Week"

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

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

6. **SUBJECT:** Approval of Minutes
RECOMMENDATION: Approve the Minutes of the Regular Meeting of September 22, 2022
7. **SUBJECT:** Approve Resolution for Continued Remote Meetings in Accordance with AB 361
STAFF: A. Van/ R. Jones
RECOMMENDATION: Adopt Resolution No. 2022-____ A Resolution of the City Council of the City of Citrus Heights, California, a Resolution Making the Legally Required Findings to Continue to Authorize the Conduct of Remote "Telephonic" Meetings During the State of Emergency
8. **SUBJECT:** Planning Commission Rules and Regulations Handbook Update and Change the Time of Regular Planning Commission Meetings
STAFF: C. Kempenaar/ A. Bermudez
RECOMMENDATION: Adopt Resolution No. 2022-____ A Resolution of the City Council of the City of Citrus Heights, California, Adopting the Updated Planning Commission Rules and Regulations and Changing the Time for Regular Meetings of the Planning Commission

9. **SUBJECT:** Office of Traffic Safety (OTS) DUI/STEP Grant
STAFF: K. Frey/ M. Wells
RECOMMENDATION: Adopt Resolution No. 2022-_____ A Resolution of the City Council of the City of Citrus Heights, California, Approving an Agreement, and Accepting Project Funding for Grant PT23021 – with the California Office of Traffic Safety (OTS) and Authorizing the City Manager (or Designee) to Execute the Agreement
10. **SUBJECT:** 2022 Prohousing Resolution Amendment
STAFF: C. Kempenaar/ E. Singer
RECOMMENDATION: Adopt Resolution No. 2022-_____ A Resolution of the City Council of the City of Citrus Heights, California, Authorizing Application to and Participation in the Prohousing Designation Program

PUBLIC HEARING

11. **SUBJECT:** Review 2023 Action Plan and Funding Recommendations for the Community Development Block Grant Program
STAFF: C. Kempenaar/ N. Piva
RECOMMENDATION: The following is recommended;
- a. Hear public testimony on the 2023 Draft Action Plan and Funding Recommendations for the Community Development Block Grant Program; and
 - b. Continue final action until the October 27, 2022 City Council meeting
12. **SUBJECT:** 2022 Edward Byrne Memorial Justice Assistance Grant (JAG) Funding
STAFF: A. Turcotte/ K. Frey
RECOMMENDATION: Adopt Resolution No. 2022-_____ A Resolution of the City Council of the City of Citrus Heights, California, Accepting 2022 Edward Byrne Memorial Justice Assistance Grant (JAG) Funds in Accordance with State Requirements
13. **SUBJECT:** Amendment to Chapter 98, Utilities, of the Citrus Heights Municipal Code
STAFF: R. Cave/ L. Blomquist/ H. Young
RECOMMENDATION: Introduce for First Reading, Read by Title Only and Waive the Full Reading of Ordinance No. 2022-_____, An Ordinance of the City Council of the City of Citrus Heights Amending Chapter 98 (Utilities) of the Citrus Heights Municipal Code

REGULAR CALENDAR

14. **SUBJECT:** Amending Various Sections of Chapter 18 of the Citrus Heights Municipal Code Relating to Buildings and Building Regulations
STAFF: C. Kempenaar/ G. Anderson
RECOMMENDATION: Introduce for First Reading, Read by Title Only and Waive the Full Reading of Ordinance No. 2022-_____, An Ordinance of the City Council 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 2022: California Administrative Code,

California Building Code, California Residential Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Green Building Standards Code, California Energy Code and California Existing Building Code

15. **SUBJECT:** Maintenance and Enhancement Strategy to Identify Centerline Miles of Roadways in Need of Restriping and Minor Roadway Repairs
STAFF: R. Cave/ L. Blomquist
RECOMMENDATION: Receive staff presentation and provide direction
16. **SUBJECT:** Considerations and Options for Sound Wall Repair and Beautification
STAFF: R. Cave
RECOMMENDATION: Receive staff presentation and provide direction

DEPARTMENT REPORTS

CITY MANAGER ITEMS

ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS

ADJOURNMENT

**CITY OF CITRUS HEIGHTS
CITY COUNCIL
MINUTES
Regular Meeting of Thursday, September 22, 2022
City Hall Council Chambers and Virtually
6360 Fountain Square Drive
Citrus Heights, CA 95621**

CALL REGULAR MEETING TO ORDER

The regular council meeting was called to order at 6:00 p.m. by Mayor Middleton.

1. The Flag Salute was led by Vice Mayor Schaefer.
2. Roll Call: Council Members present: Bruins, Daniels, Miller, Schaefer, Middleton
Council Members absent: None
Staff present: Blomquist, Cave, Feeney, Huber, Jones, Kempenaar, Nossardi, Prasad, Reid, Talwar, Turcotte, and Van.
3. The video statement was read by City Clerk Van.

APPROVAL OF AGENDA

ACTION: On a motion by Council Member Daniels, seconded by Council Member Miller, the City Council approved the agenda.

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

PUBLIC COMMENT

Ken Olsen addressed the Council stating his frustration with the blight and homelessness in the City.

PRESENTATION

4. Presentation introducing the book "Becoming the City of Citrus Heights: The History of a Unique Incorporation"

Bill Van Duker and author Miranda Culp shared a presentation with Council detailing the recent publication, "Becoming the City of Citrus Heights: The History of a Unique Incorporation". In 2018, the Council awarded a \$10,000 History & Arts Grant to Bill and Miranda for the completion of a book chronicling the city's incorporation history. Miranda Culp conducted extensive research and interviews for the publication. Bill Van Duker and All Star Printing have donated 200 copies of the publication to the City for the public.

5. Presentation of Proclamation Honoring the Kiwanis Club's 50th Anniversary

Council read a proclamation honoring the Kiwanis Club's 50th Anniversary. Members of the Citrus Heights Kiwanis Club were present to accept the proclamation.

6. Presentation of Proclamation Recognizing September 2022 as Prostate Cancer Awareness Month

Council read a proclamation recognizing September 2022 as Prostate Cancer Awareness Month. Beverly Nicholson accepted the proclamation on behalf of the California Prostate Cancer Coalition.

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

Council Member Miller provided an update from the Capital Corridors Joint Powers Authority meeting.

Council Member Daniels shared an update from the Sacramento Metropolitan Air Quality Management District board meeting. He shared that October 5 is "Clean Air Day" and Sacramento Regional Transit is providing free rides for passengers. He recently attended the Citrus Heights Chamber audio/visual studio ribbon cutting. Council Member Daniels also shared event information for the Citrus Heights HART spaghetti feed and Sunday Funday.

Council Member Bruins provided an update from Sacramento Regional County Sanitation District board meeting. She also provided an update from the Police Activities League meeting. PAL will be selling raffle tickets at Sunday Funday as a fundraiser. She also shared information for upcoming PAL events including Trunk or Treat on October 26. Council Member Bruins recently attended the ribbon cutting for the Royal Stage Performing Arts center and the Citrus Heights Chamber candidate's forum.

Vice Mayor Schaefer shared that October is manufacturing month. He also encouraged residents to attend Sunday Funday. Vice Mayor Schaefer shared an update from the Sacramento Library Board meeting. He shared an update from the Sacramento Tax payer's dinner. He also attended the September 11 memorial ceremony at Sylvan Cemetery.

Mayor Middleton provided an update from the League of California Cities conference.

CONSENT CALENDAR

7. **SUBJECT:** Approval of Minutes
RECOMMENDATION: Approve the Minutes of the Special/Regular Meeting of August 11, 2022 and the Regular Meeting of August 25, 2022
8. **SUBJECT:** Approve Resolution for Continued Remote Meetings in Accordance with AB 361
STAFF: A. Van/ R. Jones
RECOMMENDATION: Adopt Resolution No. 2022-093 A Resolution of the City Council of the City of Citrus Heights, California, a Resolution Making the Legally Required Findings to Continue to Authorize the Conduct of Remote "Telephonic" Meetings During the State of Emergency
9. **SUBJECT:** Conflict of Interest Code Biennial Update
STAFF: A. Van

RECOMMENDATION: Adopt Resolution No. 2022-094 A Resolution of the City Council of the City of Citrus Heights, California, Adopting a Revised Conflict of Interest Code and a List of Designated Positions

10. Pulled for discussion.

11. **SUBJECT:** Resolution to Update Plan Coordinator for Mission Square 457 Deferred Compensation Plan and 401a Money Purchase Plan

STAFF: S. Talwar/ R. Prasad/ T. Nossardi

RECOMMENDATION: Adopt Resolution No. 2022-096 A Resolution of the City Council of the City of Citrus Heights, California, To Modify Designated Plan Coordinator For Mission Square 457 Deferred Compensation Plan and 401a Money Purchase Plan

12. **SUBJECT:** Update of Officers for Local Agency Investment Fund (LAIF)

STAFF: S. Talwar/ R. Prasad/ T. Nossardi

RECOMMENDATION: Adopt Resolution No. 2022-097 A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the Investment of City Monies in the Local Agency Investment Fund by Certain City Officers and Authorizing them to Order the Deposit or Withdrawal of Monies in the Local Agency Investment Fund

ACTION: On a motion by Council Member Daniels, seconded by Council Member Bruins, the City Council adopted Consent Calendar Items 7, 8, 9, 11, and 12.

AYES: Bruins, Daniels, Miller, Schaefer, Middleton

NOES: None

ABSENT: None

CONSENT CALENDAR ITEM PULLED FOR DISCUSSION

10. **SUBJECT:** Resolution Approving a Cost of Living Adjustment Plus a One Time Payment for Full Time Unrepresented Employees and Adopting an Amended Salary Table

STAFF: A. Feeney/ S. Talwar

RECOMMENDATION: Adopt Resolution No. 2022-095, A Resolution of the City Council of the City of Citrus Heights, California, Approving Regular Unrepresented Employees a 3% Cost of Living Adjustment, A 3% One-Time Payment, and the Amended Salary Table, Exhibit A effective September 22, 2022

Vice Mayor Schaefer pulled the item.

Administrative Services Director Talwar shared a presentation on the item. She mentioned this is an adjustment for unrepresented city staff. Represented employee groups have received cost of living adjustments in 2021 and 2022. Talwar discussed neighboring agencies have received comparable adjustments and one time payments for staff.

ACTION: On a motion by Vice Mayor Schaefer, seconded by Council Member Bruins, the City Council adopted Consent Calendar Item 10.

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

REGULAR CALENDAR

13. **SUBJECT:** Potential Annexation Work Plan
STAFF: C. Kempenaar/ R. Jones
RECOMMENDATION: Staff recommends Council review the staff presentation and provide direction to staff if future action is desired.

Community Development Director Kempenaar shared a presentation for potential annexation options for Council to review. The general plan policy identifies a goal to make adequate land available for economic development opportunities. In order to discuss potential annexation, the city must work with the Sacramento County Local Agency Formation Commission (LAFCO) to amend the City's sphere of influence to allow for future expansion. LAFCO is a state created board to ensure the orderly formation of local governmental agencies, to preserve agricultural and open space lands, and discourage urban sprawl. Jose Henriquez with LAFCO further discussed the annexation process. The process is outlined as LAFCO holding a sphere of influence amendment hearing, a LAFCO approval hearing, and holding a protest hearing. Staff would perform an environmental review for any potential annexations, municipal service review, review associated costs, and lastly conduct a fiscal impact analysis. In 2006/2007, the City discussed two potential annexations with Sacramento County, Roseville Pointe/ Northwest reserve and the Greenback Gateway. Key findings from the previously discussed annexations showed a \$100,000 annual deficit for Roseville Pointe and a \$40,000 surplus if commercial property was included and developed as neighborhood commercial. The Greenback Gateway showed an annual deficit of \$45,000 - \$134,000. In order for land to be annexed, the City must demonstrate sufficient revenue is generated to serve the annexed land.

Jose Henriquez with LAFCO discussed the voting process with council.

In May 2022, Council directed staff to evaluate the next steps for potential annexation of Roseville Pointe, Dewey Drive/ Celtic Cross, and the Northwest corner of Fair Oaks Blvd and Madison. Kempenaar requested council to identify which properties they would like to explore annexation. Following direction, staff would conduct targeted outreach to those areas; conduct a preliminary fiscal impact analysis, and report findings to council.

Council comments and discussion followed.

Council directed staff to pursue discussion with Sacramento County, conduct outreach for potential annexations areas, conduct a preliminary Fiscal Impact Analysis and then report the findings to Council for the following locations: Greenback Gateway, Roseville Pointe including the commercial properties, Dewey Drive/Celtic Cross, and the Northwest corner of Fair Oaks Blvd./Madison Ave.

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14. **SUBJECT:** Considerations and Options for Pavement Restoration Strategies
STAFF: R. Cave/ L. Blomquist
RECOMMENDATION: Review the staff presentation and provide direction to staff to proceed with developing long term planning of citywide pavement restoration plans

General Services Director Cave reviewed the pavement restoration objectives as outlined during the strategic planning retreat. The pavement condition index (PCI) is a measurement of the pavement condition and ranges from zero to 100. The city's existing PCI averages 51, which borders between fair and poor condition. The recommended approach is to program a minimum of 50% of anticipated funds to address arterial and collector streets. Funding will focus on corridors not identified as viable candidates for competitive grants and will prioritize locations that do not require extensive design or right of way acquisition. Priority locations may include; Antelope Road/ Garden Gate to Lauppe Lane, Dewey Drive/ Greenback Lane to Connemara Circle, Fair Oaks Blvd/ Greenback Lane to Madison Ave, Greenback Lane/ Birdcage to Dewey Drive, Madison Ave/ Fair Oaks to Highview Lane, and Sunrise Blvd/ Sungarden to Madison Ave. Staff would look to collaborate with Sacramento County for shared roadways.

Council comments and discussion followed.

Council supports staff's recommendation to program a minimum of 50% of anticipated funds to address arterials and collectors, strategize to program streets by districts or neighborhoods to improve coordination with stakeholders, and focus efforts within neighborhoods to increase safety.

15. **SUBJECT:** Guideline Approval and Funding Allocation for the Community Projects Grant Program
STAFF: M. Huber
RECOMMENDATION: Adopt Resolution No. 2022-098 A Resolution of the City Council of the City of Citrus Heights, California, Approving the Community Projects Grant Program Guidelines and Associated American Rescue Plan Act Funding Allocation

Economic Development and Community Engagement Director Huber shared the program guidelines for the Community Projects Grant Program. The proposed grant program will provide grants to community groups to facilitate community projects that engage citizens, improve the community, and promote community involvement and pride. The intention of the grant program is to increase community connection and strengthen resident's quality of life. Any 501c3, community group, or organization that is seeking funding to complete an activity or project to connect the community is eligible for grant funding. The grant program guidelines are designed to spark innovative, positive ideas that exist in Citrus Heights and provide residents with the means to enhance community engagement. The proposed program launch will include a 45-day online application period and will push out targeted marketing materials. Following the application period, staff will present vetted applications to the Finance Committee for review and recommendation; those recommendations will be presented to City Council for final approval. The pilot program will launch early 2023, with a recommended \$50,000 allocation from American Rescue Plan Act funding.

Council comments and discussion followed.

PUBLIC COMMENT

Michael Nishimura addressed the council. He stated that three neighborhood associations have gone dark due to meeting restrictions. He believes that the community grant program and the block party trailer could be useful to engage community members and encourage participation in the neighborhood associations.

ACTION: On a motion by Council Member Bruins, seconded by Vice Mayor Schaefer, the City Council adopted Resolution No. 2022-098 A Resolution of the City Council of the City of Citrus Heights, California, Approving the Community Projects Grant Program Guidelines and Associated American Rescue Plan Act Funding Allocation.

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

CITY MANAGER ITEMS

City Manager Feeney shared information on the upcoming Sunday Funday event. City Manager Feeney shared event information for the State of the City taking place on October 20 and the 25th Anniversary Capitol Pops concert on October 22. He also shared photos highlighting the recent jurisdictional coordination clean up along the I-80 and Antelope corridor. He also shared information on recent grants staff have completed.

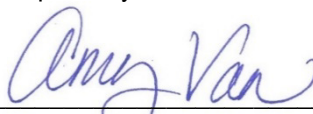
ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS

None.

ADJOURNMENT

Mayor Middleton adjourned the regular meeting at 8:38 p.m.

Respectfully submitted,



Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT

MEMORANDUM

DATE: October 13, 2022

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

FROM: Amy Van, City Clerk
Ryan Jones, City Attorney

SUBJECT: **Approve Resolution for Continued Remote Meetings in Accordance with AB 361**

Summary and Recommendation

Staff recommends the City Council adopt Resolution No. 2022-___ a resolution making the legally required findings to continue to authorize the conduct of remote “telephonic” meetings during the State of Emergency.

Fiscal Impact

There is no fiscal impact associated with this item.

Background and Analysis

At the October 14, 2021 regular meeting, the City Council adopted Resolution No. 2021-082 making the legally required findings to authorize the conduct of remote “telephonic” meetings during a declared state of emergency pursuant to Government Code. The City Council determined that as a result of the COVID-19 pandemic and state of emergency, meetings in person of the City Council and all legislative bodies of the City would present imminent risks to the health or safety of attendees.

In the event of an ongoing proclaimed state of emergency, in order to continue to conduct meetings remotely, any time after the first remote meeting of the legislative body, it can meet remotely if both of the following apply:

1. State/local emergency/social distancing. Either:
 - a. “a state of emergency remains active” or
 - b. “state or local officials have imposed or recommended measures to promote social distancing” and

2. 30 days. Within the last 30 days (which vote may occur at that meeting) the legislative body has made the following findings by majority vote “(A) The legislative body has reconsidered the circumstances of the state of emergency. (B) Any of the following circumstances exist (i) The state of emergency continues to directly impact the ability of the members to meet safely in person. (ii) State or local officials continue to impose or recommend measures to promote social distancing.”

Governor Newsom’s March 4, 2020 Proclamation of Emergency related to the COVID-19 pandemic is still in effect. It is important to note that neither AB 361 nor the attached resolution would require meetings be held in an all-virtual format. By adopting this resolution would allow a “hybrid” format where council members and staff participate either in person or remotely depending on their individual circumstances. Additionally, the hybrid format allows the public to continue to participate remotely. Failing to adopt this resolution would require meetings to be held in-person under traditional Brown Act parameters (noticing the teleconference location, providing access to the public, etc.); adopting the resolution would give the flexibility as it moves forward with meetings.

If the City intends to conduct meetings remotely, it should add to every agenda a consent calendar item to reaffirm the findings described above, which are required to allow the remote meetings. This resolution also makes the necessary findings for all subordinate legislative bodies of the City, such as the Planning Commission, so these bodies can also continue to meet remotely on an ongoing basis.

Attachments

1. Resolution to Continue to Authorize the Conduct of Remote “Telephonic” Meetings During the State of Emergency

RESOLUTION NO. 2022-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS MAKING THE LEGALLY REQUIRED FINDINGS TO CONTINUE TO AUTHORIZE THE CONDUCT OF REMOTE “TELEPHONIC” MEETINGS DURING THE STATE OF EMERGENCY

WHEREAS, on March 4, 2020, pursuant to California Gov. Code Section 8625, the Governor declared a state of emergency stemming from the COVID-19 pandemic (“Emergency”); and

WHEREAS, on September 17, 2021, Governor Newsom signed AB 361, which bill went into immediate effect as urgency legislation; and

WHEREAS, AB 361 added subsection (e) to Government Code Section 54953 to authorize legislative bodies to conduct remote meetings provided the legislative body makes specified findings; and

WHEREAS, as of September 19, 2021, the COVID-19 pandemic has killed more than 67,612 Californians; and

WHEREAS, social distancing measures decrease the chance of spread of COVID-19; and

WHEREAS, this legislative body previously adopted a resolution to authorize this legislative body and all other subordinate legislative bodies of the City to conduct remote “telephonic” meetings; and

WHEREAS, Government Code 54953(e)(3) authorizes legislative bodies of the City to continue to conduct remote “telephonic” meetings provided that the City has timely made the findings specified therein.

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Citrus Heights as follows:

1. This legislative body declares that it has reconsidered the circumstances of the state of emergency declared by the Governor and at least one of the following is true: (a) the state of emergency, continues to directly impact the ability of the members of this legislative body and all subordinate legislative bodies of the City to meet safely in person; and/or (2) state or local officials continue to impose or recommend measures to promote social distancing.

PASSED, APPROVED AND ADOPTED this 13th day of October, 2022 by the following roll call vote:

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

Porsche Middleton, Mayor

ATTEST:

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT

MEMORANDUM

DATE: October 13, 2022

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

FROM: Casey Kempenaar, Community Development Director
Alison Bermudez, Senior Planner

SUBJECT: **Planning Commission Rules and Regulations Handbook Update and Changing the Time of Regular Planning Commission Meetings**

Summary and Recommendation

Staff recommends the City Council adopt Resolution 2022-_____ a resolution of the City of Citrus Heights, adopting the updated Planning Commission Rules and Regulations Handbook and changing the start time for regular meetings of the Planning Commission.

Council Goal

This item supports the City Council three-year goal to enhance community vibrancy and engagement.

Fiscal Impact

There is no fiscal impact associated with this action.

Background and Analysis

The Planning Commission Rules and Regulations Handbook governs the procedures and operations of the Planning Commission. On occasion, the document is updated to reflect changes in law or city procedures. In July 2022, the City Council began their newly adopted public meeting start time of 6 PM. This more convenient start time has increased the opportunities for the public to engage in the civic process. To further expand these opportunities and be consistent with the City Council, staff is recommending Planning Commission meetings move to a 6 PM start time. Staff presented the proposal to the Planning Commission at the August 10th hearing and the Planning Commission unanimously supported the time change. The new start time is proposed to start when the new commission is seated in January 2023.

Attachment

1. Resolution 2022-_____ A Resolution of the City Council of the City of Citrus Heights, adopting the updated Planning Commission Rules and Regulations and Changing the Time for Regular Meetings of the Planning Commission
 - a. Redlined Version Planning Commission Rules and Regulations

RESOLUTION NO. 2022 - ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, ADOPTING
THE UPDATED PLANNING COMMISSION RULES AND REGULATIONS AND CHANGING
THE TIME FOR REGULAR MEETINGS OF THE PLANNING COMMISSION**

WHEREAS, in 2001, the City Council of the City of Citrus Heights adopted Planning Commission Rules and Regulations Handbook;

WHEREAS, in 2009 and in 2020, the City Council of the City of Citrus Heights updated the Planning Commission Rules and Regulations Handbook;

WHEREAS, the Planning Commission Rules and Regulations Handbook governs the procedures and operations of the Planning Commission;

WHEREAS, the City desires to increase opportunities for public engagement by having a more convenient start time for Planning Commission meetings;

WHEREAS, the City desires to change the meeting time for regular Planning Commission meetings to 6:00 p.m. on the second and fourth Wednesdays of the month;

WHEREAS, the City routinely reviews and revises various documents as necessary to reflect changes in laws and procedures; including the updates shown in Exhibit A; and

WHEREAS, on August 10, 2022, the Planning Commission unanimously approved the updated Planning Commission Rules and Regulations.

NOW, THEREFORE, the Citrus Heights City Council hereby resolves as follows:

The City Council hereby adopts the updated Planning Commission Rules and Regulations as shown in Exhibit A.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 13th day of October 2022, by the following roll call vote:

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

Porsche Middleton, Mayor

ATTEST:

Amy Van, City Clerk

Exhibit A: Planning Commission Rules and Regulations (Redline/Strikeout)

CITY OF CITRUS HEIGHTS PLANNING COMMISSION RULES AND REGULATIONS

I. INTRODUCTION AND OVERVIEW

The Planning Commission holds hearings in a public forum to review a multitude of projects related to land use planning for the city. The Planning Commission may also review proposed city ordinances; the annual Capital Improvement Plan; and other issues related to consistency with the General Plan.

This information handbook provides a summary of important aspects of the role and responsibility of a Planning Commissioner. It is intended to orient new Commissioners, serve as a point of reference in the event questions arise relating to the duties of a Commissioner, and set forth policies and procedures applicable to the Planning Commission. 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.

Basic Planning Documents

Some of the most notable documents that contain information necessary for undertaking the business of the Planning Commission are listed below. All these documents are also available on the city's Web site under the Community Development's services area.

General Plan. The General Plan is a state mandated plan that is the foundation for local land use planning. The General Plan provides a vision for the future and translates it into goals and policies for the physical development of the community, and all actions of the Planning Commission must be consistent with the General Plan. Elements of the city's General Plan are updated on a periodic basis.

Zoning Code. The Zoning Code carries out the policies of the Citrus Heights General Plan by classifying and regulating the uses of land and structures within the city, consistent with the General Plan. This Zoning Code is adopted to protect and to promote the public health, safety, comfort, convenience, prosperity, and general welfare of residents, and businesses in the city.

Stock Ranch Guide for Development. Stock Ranch Guide for Development (The Guide) implements the objectives and policies of the Citrus Heights General Plan by setting forth a vision, standards, and guidelines that will ensure high quality development of Stock Ranch. The Stock Ranch Guide for Development contains a land use concept, infrastructure and service plans, roadway improvements, design guidelines, and development regulations for approximately 129 acres of land.

The Boulevard Plan (Auburn Boulevard Specific Plan). This plan was prepared to help guide the revitalization and enhancement of Auburn Boulevard between Sylvan Corners and Interstate 80. This plan is a tool for the systematic implementation of the General

Plan. This plan creates a bridge between the policies of the General Plan and individual development proposals.

Sunrise Tomorrow Specific Plan. This plan, adopted in December 2021, lays the groundwork for transforming the Sunrise Mall into a vibrant mixed-use community by introducing new land uses, increases the land area available for development, allows for flexibility so redevelopment can respond to economic trends, and provides environmental clearances for a streamlined permitting process.

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Capital Improvement Program (CIP). 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. In accordance with State Planning Law, The Planning Commission must make a finding that the CIP conforms with the General Plan.

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II. RESPONSIBILITIES

The purpose of the Planning Commission is to act as an advisory body to the City Council on General Plan, Specific Plan, Zoning and other land use related policy areas; implement the development requirements of the city; and act as a forum for public participation in development projects.

The duties of the Planning Commission shall be those prescribed by the Government Code of the State of California (§65100 et seq.) and Ordinances and Resolutions adopted by the city. The Planning Commission's duties and responsibilities shall include the following:

- Make recommendations to the City Council on General Plan, Specific Plan, Zoning and other land use policy/legislative areas.
- Take final action on certain Tentative Subdivision Maps, Tentative Parcel Maps, Design Review Permits, Tree Permits, ~~Conditional~~-Use Permits, Variances, and other entitlements and zoning interpretations as needed.
- Review and take action as necessary on other plans, ordinances, programs, procedures, and any other areas relating to land use decisions within the city's purview.
- Determine the adequacy and consistency with the California Environmental Quality Act (CEQA) of environmental documentation of projects acted upon by the Planning Commission. For those projects requiring final action by the City Council, make recommendations regarding the adequacy and consistency with CEQA of the environmental documentation.

- Take action on Appeals from decisions made by staff.
- Provide a forum for public involvement for the items listed above and for major development projects.
- Serve on special task forces/committees as needed.
- Represent the city at various conferences, meetings, etc.
- Undertake other responsibilities as may be delegated to the Planning Commission from time to time.

Ethics Training: The City Clerk shall, at least biennial, provide information on training available to meet the Ethics Training requirements. If a member of the Commission fails to complete the ethics training requirement pursuant to Government Code 53235, 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. The City Clerk shall provide final written notice to the member of their disqualification. The City Council shall solicit applications in accordance with city policy and appoint a new member within 45 days of the disqualification.

III. MEMBERSHIP

Appointment. The Planning Commission shall consist of seven (7) members who are neither current officers nor employees of the city. Each member of the City Council shall nominate one regular member, whose appointment is subject to ratification by the City Council. The Council shall by majority vote appoint two (2) at-large members.

Term of Members. Regular and at-large members of the Planning Commission shall serve at the pleasure of the City Council. Subject to the preceding, the term of office of each regular member of the Planning Commission shall be the same as the term of office of the Council Member who nominated the member. The term of office of each at-large member shall be until the January following the City's biennial regular municipal election. In the event a Council Member leaves office prior to the normal expiration of his or her term, the regular 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.

No regular or at-large member shall serve more than eight (8) consecutive years on the Planning Commission. An individual who has previously served eight consecutive years on the Planning Commission is eligible for reappointment to the Planning Commission after two years have passed. Each member, unless sooner terminated, shall serve until his or her successor is appointed and qualified.

Partial terms shall not be counted for the purpose of determining if a member has served eight consecutive years on the ~~P~~lanning ~~C~~ommission. A partial term for a regular member is a term lasting less than two years. A partial term for an at-large member is a term lasting less than one year.

IV. OFFICERS

The officers of the Planning Commission shall consist of a Chair and Vice-Chair. The Chair and Vice-Chair shall be elected annually, by the Planning Commission, at the first meeting of the new year by a majority of the quorum. In the case of failure to elect officers at said first meeting, the election shall take place without delay at a subsequent meeting.

The officers shall hold their respective offices until their successors are elected.

Interim vacancy of a Chair or Vice-Chair shall be filled by an election placed properly on the agenda and held at any meeting.

The Chair shall preside at all meetings and shall preserve order and decorum during the course of any meeting or hearing. No member of the Commission or general public shall address the Commission until recognized by the Chair.

No individual present shall, either by conversation or otherwise, delay or interrupt the proceedings or disturb any person while speaking or refuse to obey the orders of the Commission or its Chair. Individuals who willfully interrupt a meeting so as to render the orderly conduct of the meeting unfeasible may be ordered removed by the Chair.

In the absence and/or disqualification of the Chair, the Vice-Chair shall perform all duties of the Chair.

The Commission shall elect a temporary Chair from the members present in the event that both the Chair and Vice-Chair are absent.

The Commission may designate any of its members to represent its views with respect to a particular issue. Without such authorization, however, the Chair or Vice-Chair shall represent the Commission.

V. MEETINGS

Regular meetings of the Commission shall be held on the second and fourth Wednesday of the month at ~~6:00 7:00~~ PM in the Council Chambers of the City of Citrus Heights, provided, however, the Planning Commission may adjourn to any other location as permitted by the Brown Act. From time to time, regular meetings of the Planning Commission may be cancelled due to lack of items or in observance of a holiday-

Special meetings of the Commission may be called from time to time. Written notice to the Commission, the public and the media must be provided in compliance with Brown Act. No business other than that on the agenda may be discussed at a special meeting. Special meetings may be scheduled by city staff for various reasons, for example to hold a study session with the City Council or to hold a study session on major projects within the Planning Commission's jurisdiction. Public Comment is taken at ~~s~~mSpecial Meetings.

The Planning Commission shall adjourn at or before 11:00 PM unless unanimous consent exists to continue. No new items shall ~~be heard be begun~~ after 10:30 PM unless unanimous consent exists to continue.

A majority of the members of the full Planning Commission shall constitute a quorum.

At all regular meetings and special meetings, public comments must be permitted before or during consideration of any agenda item. Public comment is appropriate on any matter within the jurisdiction of the Planning Commission.

Notice requirements of the Brown Act shall be complied with for all meetings; minutes of the meeting shall be taken by the Planning Commission Secretary or his/her designee, and the minutes shall be available for public inspection.

VI. ORDER OF BUSINESS

An agenda shall be prepared by the Planning Manager for each regular meeting of the Planning Commission and the ~~posting of the agenda on the website mailing of the agenda~~ shall serve as notification of the meeting. The general order of the Commission shall be as follows, and discussed further below:

1. Call meeting to order. ~~and roll call.~~
- ~~2.~~ 3. Flag Salute.
- ~~3-4.~~ Roll Call.
- ~~4-5.~~ Consent Calendar.
- ~~5-6.~~ Public Comment.
- ~~6-7.~~ Public Hearings.
- ~~7-8.~~ Regular Calendar.
- ~~8-9.~~ Planning Manager Comments. Reports/Future Agenda Items.
- ~~9.~~ Adjournment.

Consent Calendar. Those items on the agenda which are considered to be of a routine and non-controversial nature by the Planning Manager are placed on the "Consent Calendar". These items shall be considered and may be approved by one motion of the Planning Commission. For example, meeting minutes are typically placed under the Consent Calendar.

Commissioners may request that any item listed under "Consent Calendar" be removed from the Consent Calendar, and the Commission 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 the Commission action taken separately on the item; however, a majority of the Commission must concur with such a request. Items which are removed ("pulled") by members of the Commission 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 Commissioner may ask questions on any item on the Consent Calendar. When a Commissioner 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. Commissioners are encouraged to seek clarifications prior to the meeting, if possible.

Correction of Minutes: Minutes of the Planning Commission meetings are submitted to the Commission for approval and/or correction in draft form. Commission Members having only typographical corrections to minutes are encouraged to provide such corrections to the Commission Secretary directly and need not wait to submit such corrections at a meeting.

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Public Comment. At this time members of the public may address the Commission on any matter within the Commission's jurisdiction, generally comments during this period relate to items that are not on that evening's agenda. Members of the public are requested to fill out a speaker slip for record-keeping purposes. Speaker slips are public records. The Chair shall inform the public of the 5-minute time allotment.

Comments should focus on a specific matter within the Commission's jurisdiction with reasons for the position taken. Comments may be limited so that all have an opportunity to address the Commission. Normally, speakers are limited to five (5) minutes each with thirty (30) minutes being allowed for all comments. Any public comments beyond the initial thirty (30) minutes may be heard at the conclusion of the Agenda, if the Chair so desires. The Chair 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.

Public Hearings: The majority of the items under Planning Commission consideration require a Public Hearing. These items require the Commission 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.

During a matter listed under "Public Hearing," the agenda item is introduced by the Chair or the Planning Commission Secretary, and then city staff provides an oral presentation of the item. Following the presentation by staff, the Commission has the opportunity to ask staff questions regarding the project. Following the staff presentation and Commission questions, the Chair "opens" the public hearing. The applicant/appellant is the first participant in the public hearing, and allowed time at the podium first if he/she desires. At the conclusion of the applicant/appellants' presentation the Chair shall call members of the public to the podium who have completed a speaker sheet for that item.

Each person desiring to address the Commission shall approach the microphone, state his or her name for the record, state whom he or she represents if applicable, and unless further time is granted by Chair, shall limit his or her remarks to the time specified by the Chair. All remarks shall be addressed to the Commission as a whole and not to one particular member of the Commission, the audience or staff members. No questions shall be asked of a Commission Member or a member of the city staff without obtaining permission of the presiding Chair. 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 Commission on the same subject matter, it shall be proper for the Chair 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.

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 Commission. Normally, speakers are limited to five (5) minutes each. The Chair 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 the Commission in advance of a meeting, yet after the preparation of the agenda will be placed at the Commission's position on the dais; and will be made available to the public "without delay" at the public counter in City Hall and available at the Planning Commission meeting for public review.

At the conclusion of the public hearing, the Chair shall "close" the public hearing. After public hearings are closed, no member of the public shall be permitted to address the Commission or the staff from the audience, except at the discretion of the Chair.

At the conclusion of the public hearing, the Commission has the opportunity to discuss the project and then consider taking action on the agenda item.

Regular Calendar. Regular items are shown on the agenda in the order that they will be considered. At times, the Commission may decide to adjust the order of the agenda to better accommodate the public. Depending on the type of hearing, public testimony may be limited.

Planning Manager Comments/Reports/Future Agenda Items. ~~This time is used by staff to inform the Commission of upcoming meetings, conferences, and other items related to the Commission's activities. Additionally, The purpose of this section of the meeting is to provide~~ members of the Commission ~~may use this this section an opportunity~~ to introduce discussion on matters not currently before the Commission including brief announcements or questions of staff.

~~This time is also used by staff to inform the Commission of upcoming meetings, conferences, and other items related to the Commission's activities.~~

VII. OFFICIAL RECORDS

The official records shall be on file in the Community Development Department's office and shall be open to public inspection during customary working hours.

The Planning Commission Secretary shall keep summary minutes of its proceedings that shall show the vote on every question on which it acts. Roll call vote may be requested by any member of the Commission, or at the discretion of the Chair.

A copy of these Rules and Regulations and all amendments thereto shall be placed on permanent file in the office of the City Clerk within ten (10) days of adoption.

VIII. VOTING

When present, all Planning Commissioners are to vote. Failure of a seated Commissioner to orally express a vote constitutes an affirmative vote. This section does not require a Commissioner to participate when he/she is disqualified due to a conflict of interest.

Majority Vote. Except where otherwise provided by law, all business requiring approval of the Planning Commission shall be carried by a majority vote of all Commissioners who are present and are qualified to act.

If a motion to approve an action or a project fails to receive a majority of the votes cast, then the motion fails and the action or project is denied. Prior to the Commission taking up consideration of the next item on the agenda, however, any member of the Commission may move to reconsider the matter and, if the motion to reconsider

receives a majority of the votes cast, the Commission shall either: a) take up the matter at that same meeting; or ii) continue the matter to a date certain.

If a motion to deny an action or project fails to receive a majority of the votes cast, then no action has occurred. The Commission can then consider an alternate motion or, if desired, continue the item to a subsequent meeting of the Commission.

Once a motion has been made and seconded, discussion should be limited to clarification on the motion only.

Tie Vote. A tie vote is equivalent to a motion which has failed. The Chair may publicly explain the effect of the tie vote for the audience or may direct a member of staff to do so.

Abstention. An abstention shall be where a Commission member, although qualified to vote on a motion chooses not to register his or her vote, and instead casts no vote whatsoever. A member who abstains is deemed to have acquiesced in the vote of the majority.

Conflict of Interest. A Commission member who is unable to participate in an item due to a conflict of interest shall, when the item is called: (1) declare that a Conflict of Interest exists, (2) state what the Conflict of Interest is, and (3) shall remove himself or herself from the dais during the discussion, and leave the room where the discussion is occurring. The Commission member's removal and reason therefore shall be noted on the record by the Chair, who shall also note the member's return when the item is concluded.

The City Attorney should be consulted if any questions arise regarding voting procedures and/or conflicts of interest. Due to the complexity of issues, it's advisable to consult the attorney as early as possible to allow enough time for a proper decision.

IX. ATTENDANCE POLICY

Any Commissioner, who is absent three (3) consecutive meetings without cause; or 25% of meetings in a calendar year, shall forfeit his or her office. The Planning Commission Secretary shall certify such absences to the City Council, with a copy to the City Clerk. The Mayor shall follow up with a letter to the Commission member requesting the member either justify their absences and request a waiver to the attendance policy, or resign. If the member resigns, Council is notified and the Clerk begins the recruitment process to fill an unexpired term. If the absences are justified and a waiver is requested, or there is no response by the member, the item is listed in a subsequent City Council agenda for action.

It is the responsibility of each Commission member to notify city staff and the Chair of any upcoming absences as far in advance as possible.

X. CITY STAFF RESPONSIBILITIES

The Community Development Director shall keep a true and complete public record of the resolutions, transactions, findings, and determinations of the Commission. The Community Development Director may delegate certain duties to other city staff.

The Community Development Director shall keep a permanent record of the meetings of the Commission and shall cause to be made such public notices as required and in the manner prescribed by statute, ordinance or these Rules and Regulations, and to attend to all official correspondence of the Commission.

Upon appointment of new Planning Commissioners, the Community Development Director shall brief the new members on the general scope of city and regional planning and on the duties of the Commission.

The Community Development Director shall prepare for the Planning Commission all letters of transmittal to the City Council relative to zoning changes, General Plan changes, and other planning matters. It is the responsibility of the Community Development Director to keep the City Council informed of the activities of the Planning Commission.

City staff shall prepare projects for review by the Planning Commission which includes preparing the noticing and advertising public hearings; preparing the Commission agendas and minutes; preparing staff reports including the preparation of recommendations, findings, and conditions of approval, and presenting reports to the Planning Commission.

City staff shall review the building plans and perform site inspections during construction to ensure the project is developed as approved by the Planning Commission.

City staff shall provide information to the Planning Commission upon the ~~Commissions~~Commission's request to the extent that the information is in a readily accessible form (published, report, etc.), the information is related to work which is identified in the work program for that fiscal year, or it directly relates to an agenda item. Requests that require significant staff time to research or produce new reports must be approved by the City Council.

XI. PREEMPTION

All other by-laws and regulations pertaining to the transaction of business are hereby repealed and these rules and regulations shall be in effect immediately upon adoption.

Nothing in these Rules and Regulations shall be construed to supersede, repeal, or amend any applicable State or city statutes, ordinances or regulations. In the case of any apparent conflict, the State or city statute, ordinance or regulation shall control.

XII. CONFLICTS AND LIABILITY

Conflict of Interest. State laws are in place which attempt to eliminate any action by a Commissioner 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 Commissioner 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.

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 Commissioners, is the state Fair Political Practices Commission (FPPC). Commissioners may 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.

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.fppc.ca.gov or (1-866-275-3772).

Conflict of Interest Forms. Commissioners must fill out annual disclosure statements identifying sources of income, ownership of property, and receipt of loans and gifts.

Liability. It is important to note that violations of certain laws and regulations by individual members of the Commission 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. Commissioners should be familiar with the city's sexual harassment policies. Violations of such policies may find Commissioners personally exposed through legal action. A copy of the city's Non-Discrimination/Harassment Policy is included as Appendix A. Anti-harassment training is required every two years pursuant to AB 1825 and AB 1661.

XIII. OPEN MEETING LAW

Open Meeting Laws ("The Brown Act"). Operations and procedures of the city and Planning Commission 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 information on California's open meeting law can be found in the book "Open & Public IV: A Guide to the Ralph M. Brown Act" which has been provided to you separately. Additional copies are available from the City Clerk's office.

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 at 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 Commissioners when assuming office. The provisions that most directly affect the Commission are summarized below:

A. Applicability: The Act applies to the City Council and the Planning Commission, and all other 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 (4 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.

Serial meetings are prohibited by the Brown Act. Serial meetings take place when any Commissioner contacts more than three Commissioners for the purpose of deliberating or acting upon an item pending before the Commission, or conveying his or her position in the attempt to obtain a concurrence. Members of the public may approach Commissioners to discuss their position; members of the public may also deliver written correspondence Commissioners that transmits their position on an issue. During consideration of an item, a Commissioner must publicly identify any contact he/she has had with a project's applicant or property owner.

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.

E. Public Input: The public has an opportunity to address the Commission on any item of interest to the public that is within the jurisdiction of the Commission 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 Commission 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. Other Provisions: The Act provides many other restrictions and requirements; this information is intended merely as a summary and overview of the Act, and nothing in this 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.

XIV. FINANCIAL MATTERS

Commission Compensation/Benefits. Each member of the Planning Commission shall be compensated for each meeting that he or she is called to serve and does serve. The current compensation of \$70.00 per meeting was set by resolution of the City Council. The Planning Commission Secretary records attendance and provides the information to the Finance Department and checks are dispersed on a quarterly basis.

Travel and Reimbursement Expenses. Expenses reasonably incurred by a Planning Commission member on authorized Commission business shall be reimbursed as defined in the city’s Travel and Reimbursement Policy. A copy of the Travel and Reimbursement Policy is included as Appendix B.

XV. ADDITIONAL TRAINING AND RESOURCES

Continuing education and personal growth are an important aspect of being a successful Commissioner. City staff will at various times use a Commission meeting as a training session on topics such as housing, design review, infill development and other aspects of planning. If you have questions on a particular process or policy, please feel free to contact a staff member and we will happy to provide you any needed information.

While not inclusive, below is a list of some of the planning related resources that you may want to become familiar with.

Planners Institute. Each year, typically in March, [Cal Cities the League of California Cities](#) hosts the “Planners Institute”. This conference is a 3-day conference that

provides a variety of sessions that are beneficial to learning about your role as a Commissioner as well as land use issues. Arrangements for this conference are handled by the Commission Secretary. To learn more about ~~Cal Cities the League of California Cities~~ visit their Web site www.calcities.org ~~www.cacities.org~~

American Planning Association (APA). This is a national organization of professional planners that promote good planning through vigorous public information and education programs. www.planning.org

American Planning Association California Chapter (CALAPA). The California Chapter of the National APA organization that helps provide its members with the tools, services and support that advance the art and science of planning. www.calapa.org

Planetizen. This is a public-interest information exchange for the urban planning, design, and development community. It is a one-stop source for urban planning news, commentary, interviews, event coverage, book reviews, announcements, jobs, consultant listings, training, and more. www.planetizen.com

XVI. AGENDA DELIVERY AND MAIL

Agenda Delivery. Agenda packages that include the staff report, maps, and other related project material are delivered to the Commissioners electronically the week prior to the hearing. Every effort is made to provide the material on the Thursday before the meeting. On some occasions the agenda package will be provided on Friday.

Mail. Members of the Commission may receive mail and other materials from the public, private interests, and staff. Staff opens mail and reviews any time sensitive invitations, meeting notices or materials. If the mail is time sensitive, the Commission Secretary will call or email the Commissioner to inform him/her of the nature of the material. Mail is distributed to the Commission by placement at the dais on meeting dates.

XVII. OTHER

Tips on the Dais. 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. ~~Below are tips~~ ~~There are several issues~~ related to the sound system which 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.

- 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.

Tape Recordings. All regular meetings of the Commission are videotaped. 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. Copies of audio/video recordings are available through the Planning Commission Secretary.

Web site. ~~Agenda packets are posted to the city's website at the same time the packet is emailed to the Commission. The agenda packet will include all information necessary to review and take action on a project. The same agenda materials are provided to the public and the project applicant(s).~~ ~~s-agenda packages are being delivered to Commissioners, the City's Web site is being updated with the Planning Commission agenda, staff reports, and other hearing related information.~~ Agenda information can be found under the Agenda and Minutes section of the Web site.

The city's Web site also serves as a valuable source of city information. A feature of the site is its Notify Me system. Notify Me is an e-mail notification system that provides up-to-date information on topics or events of interest including current events listings, City Council meeting agendas and reports, as well as news and monthly reports from various city departments. Commissioners may want to review the Notify Me topics and enroll in this free service. Notify Me can be found under the Connect section of the Web site.

Each department of the city maintains ~~w~~Web pages that include information relating to current projects and development, community activities, on-line documents, news, etc. The city's Web site is www.citrusheights.net.

Projects Viewer. The Planning Division maintains a Projects Viewer to identify current projects and recently approved projects throughout the city. The viewer is map-based and allows access to documents, plans, and other related information for current and past projects within the city.

Media Inquiries. Planning Commissioners may be approached by members of the media about a topic that will be heard or has been heard by the Commission. In order to ensure the media is receiving accurate information, all media inquiries shall be directed to the Planning Manager and/or the Communications Office.

Social Media. Items within the Commission's purview may be visibly discussed on social media. Commissioners should refrain from engaging in social media communications about any current, past, or potentially future agenda item to ensure transparency in the public process and to avoid conflicts of interest arising.

Speaking for the Planning Commission. Unless given direction from a majority of the Commission, Planning Commissioners should not be speaking on behalf of the Commission or the city, or providing any statements wherein a member of the public would think the individual is representing the views of the Commission or city. In rare instances where this occurs, the “speaker” shall be appointed by the members of the Commission before speaking on their behalf. After the Planning Commission has taken a position on an issue, the speaker shall reflect the opinion of the Planning Commission, rather than their own personal opinion.

Appendices

- A: Non-Discrimination/Harassment Policy
- B: Travel and Reimbursement Policy



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT

MEMORANDUM

DATE: October 13, 2022

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

FROM: Kris M. Frey, Police Commander
Mike Wells, Police Lieutenant

SUBJECT: Office of Traffic Safety (OTS) DUI / STEP Grant

Summary and Recommendation

The Citrus Heights Police Department has been approved for the Selective Traffic Enforcement Program (STEP) DUI grant from California Office of Traffic Safety (OTS). The grant funds will be used for costs incurred by the department during activities such as DUI checkpoints, DUI saturation patrols, DUI recognition training, and distracted driving enforcement. The total funding to be provided by OTS is \$152,000.00.

Staff recommends Council adopt Resolution No. 2022- ____ approving an agreement, and accepting project funding for grant PT23021 – with the California Office of Traffic Safety (OTS) and authorizing the City Manager (or designee) to execute the agreement.

Fiscal Impact

There is no fiscal impact on the General Fund. OTS will reimburse any fiscal burden within the guidelines of this grant to the designated fund. No match by the City is required. The total award is \$152,000.

Background and Analysis

OTS administers several grant programs which includes this DUI / STEP grant program. The purpose of this grant is to reduce the number of driving under the influence incidents within the City, and provide for a safer driving environment for the community. The City of Citrus Heights has had many issues with DUI related incidents, specifically DUI collisions and deaths related to DUI collisions.

This grant and implemented objectives has the ability to reduce the number of DUI drivers in the City. If supported by Council, the Citrus Heights Police Department will send police officers to

National Highway Traffic Safety Administration (NHTSA) Standardized Field Sobriety Testing (SFST), NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE), Drug Recognition Expert (DRE), and SFST Instructor trainings.

In addition, the Citrus Heights Police Department will conduct:

- DUI/CDL Checkpoints
- DUI Saturation patrols
- Traffic Enforcement operations focusing on the primary collision factors
- Motorcycle Safety enforcement operations addressing unsafe motorcycle operations
- Distracted Driving enforcement operations addressing the use of hand held cell phones
- Pedestrian and/or Bicycle enforcement operations to decrease collisions resulting from violations made by pedestrians, bicyclists, and drivers

This grant will support continued efforts of educating the public, promoting a safe environment within the community, and reduce the number of persons killed and injured in crashes involving alcohol, drugs, and other primary collision factors.

Attachment

1. Resolution Approving an Agreement, and accepting PT23021 – with the California Office of Traffic Safety (OTS) and authorizing the City Manager (or designee) to execute the agreement.

RESOLUTION NO. 2022- ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, APPROVING AN AGREEMENT, AND ACCEPTING PROJECT FUNDING FOR GRANT PT23021 – WITH THE CALIFORNIA OFFICE OF TRAFFIC SAFETY (OTS) AND AUTHORIZING THE CITY MANAGER (OR DESIGNEE) TO EXECUTE THE AGREEMENT

WHEREAS, the Office of Traffic Safety (OTS) allocates funds to provide equipment and funding for officers to staff Driving Under the Influence (DUI) enforcement and awareness programs to reduce DUI related collisions, thereby reducing injuries and fatalities to our citizens and improving public safety;

WHEREAS, the City of Citrus Heights intends to undertake a certain project designated as the DUI Enforcement and Awareness Program; and

WHEREAS, the City was awarded funding for this project in the amount of \$152,000.

NOW THEREFORE BE IT RESOLVED AND ORDERED by the City Council of the City of Citrus Heights that the project funding agreement is hereby approved.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to offset existing appropriations controlled by this body.

BE IT FURTHER RESOLVED AND ORDERED that the City Manager, or his designee, is hereby authorized to execute the agreement and any contracts with other agencies arising from the provisions of this agreement. The City Manager and the City Attorney shall be empowered to make minor changes in the contract and any other contracts with other agencies arising out of the agreement.

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 13th day of October, 2022 by the following vote, to wit:

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

Porsche Middleton, Mayor

ATTEST:

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT

MEMORANDUM

DATE: October 13, 2022

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

FROM: Casey Kempenaar, Community Development Director
Eric Singer, Associate Planner

SUBJECT: **2022 Prohousing Resolution Amendment**

Summary and Recommendation

Staff recommends City Council adopt amended Resolution 2022-__, reauthorizing staff to submit a Prohousing Designation Program application to the California Department of Housing and Community Development (HCD) with additional language required by HCD. This revised resolution does not change the City's existing housing policies, programs, or ordinances, nor does it preclude the City from creating housing policies, programs, or ordinances as long as they are in compliance with current state law. The City otherwise has met all other criteria required for the Prohousing Designation. Participation in the Prohousing program may offer the City preferential grant scoring in State funding programs.

Fiscal Impact

There is no fiscal impact associated with this action. The Prohousing Designation is intended to offer preferential grant scoring in State funding programs for Agencies that are determined to be Prohousing by HCD.

Background and Analysis

At the May 26, 2022 City Council meeting, Council adopted Resolution 2022-035 which authorized staff to submit an application to participate in the Prohousing Designation Program (PDP) administered by the California Department of Housing and Community Development (HCD). The award of this designation would identify the City of Citrus Heights as being committed to removing governmental barriers for the creation of housing at all affordability levels.

The City submitted its formal application for Prohousing Designation on August 31, 2022. On September 28, 2022, HCD responded to the application by informing staff the city met the criteria for approval, however additional language was needed within the Resolution that authorized the city's participation in the program. The revised language is contained following the **Therefore, Be It Resolved** section of the Resolution, which will now read as follows:

1. Applicant is hereby authorized and directed to submit an Application to the Department.
2. Applicant acknowledges and confirms that it is currently in compliance with applicable state housing law.
3. Applicant acknowledges and confirms that it will continue to comply with applicable housing laws and to refrain from enacting laws, developing policies, or taking other local governmental actions that may or do inhibit or constrain housing production. Examples of such local laws, policies, and action include moratoriums on development; local voter approval requirements related to housing production; downzoning; and unduly restrictive or onerous zoning regulations, development standards, or permit procedures. Applicant further acknowledges and confirms that it commits itself to affirmatively furthering fair housing pursuant to Government Code section 8899.50.
4. If the Application is approved, Applicant is hereby authorized and directed to enter into, execute, and deliver all documents required or deemed necessary or appropriate to participate in the Program, and all amendments thereto (the "Program Documents").
5. Applicant acknowledges and agrees that it shall be subject to the Application; the terms and conditions specified in the Program Documents; the Program Regulations; and any and all other applicable law.
6. The Community Development Director is authorized to execute and deliver the Application and the Program Documents on behalf of the Applicant for participation in the Program.

Attachments

1. Amended Resolution of the City Council of Citrus Heights, California, Authorizing Application to and Participation in the Prohousing Designation Program

RESOLUTION NO. 2022-_____**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, AUTHORIZING APPLICATION TO AND PARTICIPATION IN
THE PROHOUSING DESIGNATION PROGRAM**

WHEREAS, Government Code section 65589.9 established the Prohousing Designation Program (“PDP” or “Program”), which creates incentives for jurisdictions that are compliant with state housing element requirements and that have enacted Prohousing local policies; and

WHEREAS, such jurisdictions will be designated Prohousing, and, as such, will receive additional points or other preference during the scoring of their competitive applications for specified housing and infrastructure funding; and

WHEREAS, the Department of Housing and Community Development (“Department”) has adopted emergency regulations (Cal. Code Regs., tit. 25, § 6600 et seq.) to implement the Program (“Program Regulations”), as authorized by Government Code section 65589.9, subdivision (d); and

WHEREAS, the City of Citrus Heights adopted a new Housing Element on May 27, 2021 including five goals, twenty-one policies, and seventy-two actions that encourage a variety of housing types, densities, and levels of affordability; and

WHEREAS, the City of Citrus Heights (“Applicant”) desires to submit an application for a Prohousing Designation (“Application”).

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Applicant is hereby authorized and directed to submit an Application to the Department.
2. Applicant acknowledges and confirms that it is currently in compliance with applicable state housing law.
3. Applicant acknowledges and confirms that it will continue to comply with applicable housing laws and to refrain from enacting laws, developing policies, or taking other local governmental actions that may or do inhibit or constrain housing production. Examples of such local laws, policies, and action include moratoriums on development; local voter approval requirements related to housing production; downzoning; and unduly restrictive or onerous zoning regulations, development standards, or permit procedures. Applicant further acknowledges and confirms that it commits itself to affirmatively furthering fair housing pursuant to Government Code section 8899.50.
4. If the Application is approved, Applicant is hereby authorized and directed to enter into, execute, and deliver all documents required or deemed necessary or appropriate to participate in the Program, and all amendments thereto (the “Program Documents”).

5. Applicant acknowledges and agrees that it shall be subject to the Application; the terms and conditions specified in the Program Documents; the Program Regulations; and any and all other applicable law.
6. The Community Development Director is authorized to execute and deliver the Application and the Program Documents on behalf of the Applicant for participation in the Program.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights this 13th day of October, 2022 by the following vote:

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

Porsche Middleton, Mayor

ATTEST:

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT

MEMORANDUM

DATE: October 13, 2022

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

FROM: Casey Kempenaar, Community Development Director
Nicole Piva, Housing & Human Services Program Coordinator

SUBJECT: **Review Draft 2023 Action Plan and Funding Recommendations for the Community Development Block Grant Program**

Summary and Recommendation

The City of Citrus Heights is an “entitlement jurisdiction” under the federal Community Development Block Grant (CDBG) program. The City receives an annual award of CDBG funds from the U.S. Department of Housing and Urban Development (HUD). Although the City will not receive its actual grant amount until mid-2023, staff estimates the City will receive a total \$600,000 in 2023 entitlement funds.

The 2023 Action Plan allocates the City’s estimated 2023 CDBG funds to activities that will be accomplished during the 2023 calendar year, including public service activities, public infrastructure improvements, as well as planning and administration. The City’s 2023 Action Plan aligns with the goals and priorities outlined in the 2020-2024 Consolidated Plan.

Staff Recommends the City Council

1. Hear public testimony on the 2023 Draft Action Plan and Funding Recommendations for the Community Development Block Grant Program; and
2. Continue final action until the October 27, 2022 City Council meeting.

Fiscal Impact

CDBG funds are federal funds from the U.S. Department of Housing and Urban Development (HUD). The CDBG program allows 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 2022, Citrus Heights was awarded \$624,851 in CDBG entitlement funds. The federal allocation for 2023 funds has yet to be determined by the U.S. Congress at the time of this report. In 2023, the City anticipates receiving \$600,000 in CDBG entitlement funds.

Estimated Available 2023 CDBG Funds

Based on the estimated 2023 CDBG award of \$600,000, the City will distribute available funding as follows:

Estimated 2023 CDBG Entitlement Award	\$600,000
Available for public services (15%)	90,000
Available for administration (20%)	120,000
Available for capital projects	390,000

In addition to the estimated 2023 award, the City also anticipates receiving about \$50,000 in program income from loan payments. The City allocates loan payments to the City's Revolving Loan Fund to fund the City's housing repair programs. Consistent with CDBG guidelines, the City allocates 80 percent of loan payments to the revolving loan fund and the remaining 20 percent to general planning and administration of activities.

Public Service Proposals

In response to a Notice of Funding Opportunity, the City received five applications for public service projects using 2023 CDBG funds. The total 2023 CDBG request equals \$112,209; the total estimated amount available is \$90,000. The public service project applications are on file and staff can provide copies upon request. The City did not receive new funding requests this year.

Summary of 2023 CDBG Public Service Applications

Public Service Agency	Proposed Activity	Amount Requested (2023 CDBG)	2022 CDBG Award
Campus Life	Sayonara After-School Program	15,000	17,343
Meals on Wheels	Senior Nutrition Program	16,000	16,640
Sacramento Self-Help Housing	Housing Counseling & Navigator Program	16,000	16,000
Sacramento Self-Help Housing	Renters Helpline	25,489	23,403

Sunrise Christian Food Ministry	Ongoing Emergency Food Closet	39,720	20,342
TOTALS		\$112,209	\$93,728

Funding Recommendations

On September 19, 2022 staff reviewed the CDBG funding allocation and associated requests with the Quality of Life committee comprised of Mayor Middleton and Councilmember Bruins. The following recommendations were identified:

2023 Public Service Funding Recommendations

Public Service Agency	2023 CDBG Funding Request	Quality of Life Committee Recommended Amount
Campus Life Connection	15,000	10,917
Meals on Wheels	16,000	11,655
Sacramento Self-Help Housing Homeless Navigator & Supplemental Fund	16,000	16,000
Sacramento Self-Help Housing Renters Helpline	25,489	22,524
Sunrise Christian Food Ministry	39,720	28,904
TOTALS	\$112,209	\$90,000

Capital Project

If approved, the City will use the remainder of the 2023 CDBG allocation, an estimated \$390,000, to fund the CDBG eligible improvements associated with the City's 2023 Citywide Accessibility Improvements. In partnership with the General Services Department, the project will consist of accessibility improvements to sidewalks, such as installing missing or repairing damaged sidewalks, installing ADA-compliant pedestrian ramps, and relocating drainage inlets as necessary at various locations yet to be determined.

Program Income and Unexpended Prior Year Funds

The City anticipates receiving about \$50,000 in program income from loan payments. The City allocates loan payments to the City's Revolving Loan Fund to fund the City's housing repair programs. Consistent with the CDBG guidelines, the City allocates 80 percent of loan payments to the revolving loan fund and the remaining 20 percent to general planning and administration of activities.

Additionally, if approved the City will use unexpended prior year CDBG funds, \$270,960.54 to fund the City's Critical Home Repair Grant Program to assist low-income homeowners with critical health and safety repairs.

Staff has drafted the 2023 Action Plan funding allocations to reflect the recommendations; however, changes may be made to reflect the City Council's majority direction.

Next Steps

On October 27, 2022, the City Council will hold a second public hearing to hear public comment and to adopt the 2023 Action Plan by Resolution. All comments received during the public review and comment period will be incorporated into the citizen participation section of the City's final 2023 Action Plan.

Attachments

- 1) Draft 2023 Action Plan and Funding Recommendations
- 2) 2023 CDBG Public Service Application Summary



COMMUNITY DEVELOPMENT BLOCK GRANT 2023 ACTION PLAN

City of Citrus Heights
Public Review Draft
September 28, 2022 – October 28, 2022



DRAFT Annual Action Plan
2023

1

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The 2023 Action Plan presents an overview of the goals and projects for the upcoming program year (January 1, 2023-December 31, 2023) that will address the needs identified in the Five-Year Consolidated Plan. This plan will help address the community development and low-income housing needs within the City of Citrus Heights. The 2023 Action Plan covers year four of implementation of the City's 2020-2024 Consolidated Plan. The City's Housing and Grants Division is responsible for implementing both the Consolidated Plan and the Action Plan.

The City anticipates receiving approximately \$600,000 in 2023 funds from the federal CDBG program. The funding amount will be updated once the final award amount is released by HUD. In addition, the City has \$270,960 in prior year CDBG funds that will be allocated to an eligible activity.

On July 1, 2022 City staff released the 2023 CDBG Notice of Funding Opportunity for applicants to apply for public service funding and to have the opportunity to demonstrate how an activity will benefit Citrus Heights residents. Additionally, City staff encourages citizen participation throughout the Action Plan process through strategies such as hosting a funding workshop for potential public service applicants, consulting local organizations, holding public meetings, and inviting public comment while the public has the opportunity to review the draft document.

Using research and input from the public, City staff formulated the objectives and outcomes briefly described below.

2. Summarize the objectives and outcomes identified in the Plan

The City's key objectives are based on public outreach received during the implementation of the 2020-2024 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.

In addition, the objectives listed above align closely with three of the City Council's five-year strategic goals:

- Diversity for changing economy,
- Improve community vibrancy and engagement; and
- Improve streets and infrastructure.

Within those objectives, the City identified eight CDBG goals carried out throughout the 2020-2024 Consolidated Plan:

- 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 the CDBG program to benefit the Citrus Heights community; and
- Affirmatively further fair housing.

To address the goals, the City plans to partner with Habitat for Humanity to assist in the funding of an affordable housing project on Sayonara Drive. This affordable housing project will be funding with a variety of funding sources to meet the City's funding contribution.

In addition, the City will provide loans/grants to homeowners for health and safety repairs, support nonprofits by offering a variety of social services, provided services to those experiencing homelessness, provide the Renters Helpline which fulfills the goal to affirmatively further fair housing, and to assist with accessibility and other public infrastructure improvements.

The City anticipates funding these activities using a variety of funding sources, including: Community Development Block funds, Permanent Local Housing Allocation funds, General funds, and loan payments.

3. Evaluation of past performance

The City evaluated its past performance as part of setting the goals and strategies associated with this Consolidated Plan. Activities recently completed include:

- Various Signalized Intersection Improvement Project: This project includes accessibility improvements to public infrastructure, such as upgrades to signalized intersections and ADA-compliant sidewalks and crosswalks. This project was continued from program year 2019 and completed mid program year 2022.

- Greenback Complete Streets Project: This project includes the accessibility improvements to sidewalks, such as installing missing or repairing damaged sidewalks, installing ADA-compliant pedestrian ramps, and other accessibility related improvements associated with Greenback Lane Complete Streets Project between Fair Oaks Boulevard and Sunrise Boulevard. This project was completed mid program year 2022 as part of the 2021 Annual Action Plan Amendment No. 1.
- The City offered a variety of public services using CDBG entitlement funds during the 2021 Program Year, including an emergency food closet; an after-school youth program at the Sayonara Center; meals to seniors; housing counseling and permanent housing placement services provided by the Citrus Heights Navigator; domestic violence services; tutoring services for distance learning youth; as well as a free Renters Helpline to provide information and assist with fair housing disputes.
- The City allocated an additional \$188,117.40 to the Supplemental Navigator Program that provides resources to the Citrus Heights Navigator's existing unhoused clients in order to help obtain permanent housing. This program has received a total of \$313,117.40 in CDBG-CV funds.
- The San Juan Park Restroom Replacement Project was completed in coordination with the Sunrise Recreation and Park District.
- The City partnered with Rebuilding Together Sacramento to provide a Critical Home Repair Grant Program that provided 13 grants to low-income mobilehome homeowners to assist with health and safety repairs as well as accessibility improvements to their homes.

The City's 2022 CDBG operations are currently underway:

- 2022 Residential Resurfacing Project: The City's General Service Department will use the CDBG portion of funding on accessibility improvements to public infrastructure, such as upgrades to signalized intersections and ADA-compliant sidewalks and crosswalks.
- Home Repair Loan Program: This program will assist 4 eligible homeowners with health and safety, and ADA repairs to their homes. This program is funded with Revolving Loan Funds (loan payments).
- Critical Home Repair Grant Program: This program will assist 6 eligible mobilehome homeowners with health and safety repairs to their homes. This program is funded with CARES Act funds.
- The City is currently offering a variety of public service activities using CDBG and CARES Act funds during the 2022 Program Year, including an emergency food closet; an after-school youth program at the Sayonara Center; meals to seniors; housing counseling and permanent housing placement services provided by the Citrus Heights Navigator, workforce development services to youth, and a free Renters Helpline to provide information and assist with fair housing disputes.

The City typically devotes the full fifteen percent of CDBG funds allowed to public services, serving households with a range of services, from meals to housing counseling. Many households have come

depend on these services. The City plans to continue to devote the maximum allowable CDBG funding to public services, and to supplement it with other sources of revenue when available.

4. Summary of Citizen Participation Process and consultation process

The City offered opportunity for participation and comment throughout the Action Plan process:

- July 1, 2022, City staff released a Notice of Funding Opportunity to notify interested parties of the City's available CDBG funds.
- July 12, 2022, City staff held a funding application workshop for prospective applicants. Staff sent emails to a large mailing list of interested persons and organizations along with a news items posted on the City's Housing Division Webpage [Housing & Grants Division | Citrus Heights, CA - Official Website \(civicplus.com\)](#). The workshop was attended by representatives from five nonprofits and staff members.
- A public notice announcing the draft 2023 Action Plan is available for review was published in *The Citrus Heights Messenger, Slavic Sacramento, City Hall and City's webpage*.
- The public is able to review and comment on the draft 2023 Action Plan from September 28, 2022 to October 28, 2022.
- The City will also offer an opportunity for public comment during first public hearing on October 13, 2022 City Council meeting. City Council will hear funding recommendations for the 2023 Action Plan.
- The City will offer a final opportunity for public comment during second public hearing held on October 27, 2022 City Council meeting. City Council will adopt the 2023 Action Plan by Resolution.

5. Summary of public comments

As of the date of this draft document, no public comment has been received.

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

All public comments received will be incorporated into the Action Plan.

7. Summary

As part of the Consolidated Plan effort, the City selected two key priorities:

- Building healthy communities; and
- Expanding economic opportunities.

Within these 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 the CDBG program to benefit the Citrus Heights community; and
- Affirmatively further fair housing.

To address these goals, the City plans to fund the construction of affordable housing on Sayonara Drive, provide loans/grants 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 public improvements. 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, PLHA, 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.

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

1. Agency/entity responsible for preparing/administering the Consolidated Plan

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

Agency Role	Name	Department/Agency
CDBG Administrator	CITRUS HEIGHTS	Community Development Department
HOME Administrator	CITRUS HEIGHTS	SHRA

Table 1 – Responsible Agencies

Narrative

The City of Citrus Heights, through the Community Development Department, is the lead agency for preparing the Annual Action Plan and for the administration of the CDBG Program.

For the receipt of HOME funds, the City is in a HOME Consortium with Sacramento County, City of Sacramento, and the City of Rancho Cordova. The Sacramento Housing and Redevelopment Agency (SHRA) is the lead agency for the HOME Consortium.

Consolidated Plan Public Contact Information

City of Citrus Heights
6360 Fountain Square Drive
Citrus Heights, CA 95621
Attention: Housing & Human Services Program Coordinator
916-727-4752
npiva@citrusheights.net

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

In preparing for the 2020-2024 Consolidated Plan, the City consulted with a variety of agencies, including local and regional nonprofits, the City of Citrus Heights made efforts to consult with a variety of agencies, including local and regional nonprofits and stakeholders during the development of the 2023 Action Plan. The City's consultation efforts are summarized in the following section.

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 2023 Action 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 following sections will discuss the consultation process, the public comment process, and the planned coordination efforts.

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.

City staff is an active member the Sacramento Continuum of Care (CoC), which is currently administered by Sacramento Steps Forward. The Sacramento CoC covers all the cities, towns and unincorporated area of Sacramento County. The Sacramento CoC addresses critical issues related to homelessness through a coordinated community-based process promoting the communitywide commitment to the goal of ending homelessness. In addition, City staff 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 for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Sacramento Steps Forward, the lead agency for the Sacramento Continuum of Care, receives funding through Sacramento Housing Redevelopment Agency (SHRA). In addition, Sacramento Steps Forward administers the Homeless Information Management System (HMIS) as well as the available Emergency Shelter Grant (ESG) funds for the Sacramento region.

Although, Citrus Heights does not meet the population requirement to receive Emergency Shelter Grant funds directly.

2. Agencies, groups, organizations and others who participated in the process and consultations

Refer to Table 2 – Agencies, groups, organizations who participated.

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	City of Citrus Heights
	Agency/Group/Organization Type	Housing Services-homeless Service-Fair Housing Services - Victims Other government - Local Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Staff consulted with representatives from the Community Development Department, General Services Department, and Police Department as part of the development of the Consolidated Plan. Stakeholder surveys were emailed to representatives from the three departments listed above. In addition, staff held meetings with department representatives to further discuss department priorities and opportunities for increased coordination. In addition, all City staff members were emailed a link to participate in the community survey. In discussions with other departments, staff in the Citrus Heights Police Department identified a need for additional resources for the Citrus Heights Homeless Navigator. While they have been successful, there is a need for additional housing, both temporary and permanent, and resources for related costs to eliminate barriers to housing, such as application fees and transportation. Staff in the General Services Department identified a need for accessibility improvements to public infrastructure, such as upgrades to signalized intersections and ADA-compliant sidewalks and crosswalks. The Community Development Department identified a need to rehabilitate aging housing stock through the City's housing preservation programs.</p>
2	<p>Agency/Group/Organization</p>	<p>Citrus Heights Collaborative</p>

Agency/Group/Organization Type	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Health Agency Child Welfare Agency Other government - County Other government - Local Regional organization Planning organization Business and Civic Leaders
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	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. 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, nonprofits, religious institutions, businesses, and neighborhood groups. Specifically, the group is comprised of local government, nonprofits, and community members, fraternal and faith-based organizations. City staff sent an email to the Collaborative mailing list in order to obtain stakeholder feedback on the draft 2023 activities and funding allocations. Citrus Heights Collaborative members were also invited to participate in the public meetings on October 14 and 28, 2021.
3	Agency/Group/Organization	SUNRISE RECREATION AND PARK DISTRICT
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Health Other government - County Other government - Local Regional organization

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Sunrise Recreation Park District (SRPD) was consulted via email. 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. City staff coordinated with SRPD and completed the San Juan Restroom Replacement Project and will continue to coordinate on projects as the opportunity arises.
4	Agency/Group/Organization	Sacramento Self-Help Housing
	Agency/Group/Organization Type	Housing Services-homeless Service-Fair Housing Regional organization

What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Sacramento Self-Help Housing (SSHH) provides housing counseling and homeless navigation services for the City of Citrus Heights. City staff met with SSHH staff on August 5, 2021, in order to determine the greatest funding needs and potential areas for improved coordination.

Identify any Agency Types not consulted and provide rationale for not consulting

Through the development of the 2020-2024 Consolidated Plan and Action Plan the City consulted a variety of agencies serving Citrus Heights residents and the region. No agency types were specifically left out of the consultation process.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Sacramento Steps Forward	The goal of addressing homelessness.
Analysis of Impediments to Fair Housing Choice	Sacramento Housing Redevelopment Agency (SHRA)	Provides information to residents on the needs and goals around housing.
Housing Element	City of Citrus Heights	To foster affordable housing.

Table 3 - Other local / regional / federal planning efforts

AP-12 Participation - 91.401, 91.105, 91.200(c)

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

Summarize citizen participation process and how it impacted goal-setting

The City offered several opportunities for participation and comment throughout the Action Plan process, as indicated below.

Any comments received through the citizen participation process will be incorporated into the 2023 Action Plan. All public comments will be taken into consideration when setting annual goals and funding priorities.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Internet Outreach	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>Non-profit organizations</p>	<p>A Notice of Funding Opportunity for 2023 CDBG funding was made available through the City's Notify-Me to interested parties, Housing Webpage, CDBG Distribution List, and Citrus Heights.</p>	<p>No comments have been received.</p>	<p>No comments have been rejected.</p>	<p>Housing & Grants Division Citrus Heights, CA - Official Website (civicplus.com)</p>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	July 12, 2022, the City staff held a CDBG funding assistance workshop for prospective applicants. The workshop was noticed in a variety of ways, including via the City's webpage and a large mailing list of interested stakeholders.	No comments have been received.	No comments have been rejected.	
3	Newspaper Ad	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	The public notice has been published in the Citrus Heights Messenger, Slavic Sacramento, City Hall and City's webpage to notify the public about the public comment period for the draft 2023 Annual Action Plan, and advertising the date of the two public hearings.	No comments have been received.	No comments have been rejected.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Internet Outreach	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>During the 30-day public review and comment period the draft 2023 Action Plan was made available at the following locations: Citrus Heights City Hall, Sylvan Oaks Library, and City of Citrus Heights website.</p> <p>A public notice was placed in the Citrus Heights Messenger, Slavic Sacramento City Hall and City's website concurrent with the start of a 30-day public comment period.</p>	No comments have been received.	No comments have been rejected.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Hearing	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>Non-Profit Organizations</p>	<p>The City will hold a public hearing on October 13, 2022 to hear public comment and for City staff to provide funding recommendation to City Council on the draft 2023 Action Plan.</p> <p>The City will hold a second public hearing on October 27, 2022 to hear public comment and for City Council to adopt the 2023 Action Plan by resolution.</p>	No comments have been received.	No comments have been rejected.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

The City anticipates receiving approximately \$600,000 in CDBG funds for the 2023 program year. At the time of publication of this draft 2023 Annual Action Plan for public comment, the City has not been notified by HUD of the precise amount of funding to be awarded to the City. The baseline funding amount identified in this plan are based on the City's prior year program awards.

The City anticipates \$50,000 in Program Income that is directly attributed to loan fund repayments. The City will utilized 20% of the proceeds for administrative costs and the remaining amount will be utilized in the City's Revolving Loan Fund.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	600,000	50,000	270,960	920,960	650,000	Based on prior years, the City estimates receiving \$600,000 in annual entitlement funds. During the development of this action plan HUD has yet to release allocations, therefore this is an estimate. In addition, the City anticipates receiving \$50,000 Program Income generated from loan fund repayments.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
General Fund	public-local	Public Services	111,950	-	-	111,950	112,000	The City allocated General fund monies to support nonprofits. These funds were allocated for FY 22/23. For FY 23/24 it is anticipated the City will allocated \$112,000 in General fund monies to support nonprofits.
Other	public - state	Acquisition Housing Public Services	486,125	-	-	486,125	542,704	The City received a 5-year (2019-2023) Permanent Local Housing Allocation from HCD not to exceed \$1,876,554. This is year two of the five-year allocation.
Other	public - state	Housing	200,000	-	-	200,000	200,000	The City occasionally receives loan payments from loans funded with prior CalHome grants. The City repurposes loan payments into its First-time Homebuyer Program. The current balance is approximately \$200,000.

Table 5 - 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

The City will use federal block grant funding, program income, City general funds, and other incentive programs to address the objectives identified in this Plan. All capital improvement projects funded with CDBG have utilized other federal and state funding sources such as Measure A funds and Drainage 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. For example, the City is utilizing its new PLHA annual funding to further leverage the City's CDBG funding. The City is using PLHA funds to fund the Housing Counseling and Navigator Program, funds are being used for staff costs and essential housing services to assist those who are experiencing homelessness or at-risk of becoming homeless. It is the City intent to ensure that adequate non-federal and private funds are available, thus minimizing the City's 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

The City is currently in the pre-planning phase for proposed affordable housing units identified as the Sayonara affordable housing project. Previously, the City purchased and demolished 15 duplexes and 1 eight-plex along Sayonara Drive with the intent of replacing them with a new affordable housing development. The City has previously invested CDBG funds in this neighborhood, specifically the Citrus Heights Children and Youth Center, and hopes to continue encouraging projects that increase residents' access to public services.

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.

Additionally, the City recently purchased a property at Sylvan Corners. In accordance with the Surplus Lands Act, a portion of the housing development will be restricted to low- and moderate-income homeowners. The City is currently working on developing an Affordable Housing Monitoring Program to be used in partnership with the City, Developer and Buyer on the affordable component of this project.

Discussion

As stated above, the City has demonstrated the utilization of land to address the City's Consolidated Plan needs, including to promote affordable housing and economic development in Citrus Heights.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Foster affordable housing	2020	2024	Affordable Housing	Citywide	Building Healthy Communities Enhance Accessibility Improve Housing Access and Affordability	CDBG: \$50,000 CDBG Prior Year Funds: \$270,960	The City uses any program income (loan payments) received into its Revolving Loan Fund to be used to issue new housing repair loan loans: 1 Household Served (estimate) If approved CDBG Prior Year Funds may be used for the City's Critical Home Repair Grant Program: 11 Households Served

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Services for people experiencing homelessness	2020	2024	Homeless	Citywide	Building Healthy Communities Improve Public Services for Priority Populations Improve Housing Access and Affordability Expand Economic Opportunities	CDBG \$16,000 (personnel cost) PLHA: \$78,189 (personnel costs)	Homelessness Prevention: 112 Persons Served Public Service Agency: Sacramento Self-Help Housing Service Provided: Housing Counseling & Navigator Services
3	Services for seniors and youth	2020	2024	Non-Homeless Special Needs	Citywide	Building Healthy Communities Improve Public Services for Priority Populations	CDBG: \$22,572 General Fund: \$109,500	Public service activities other than Low/Moderate Income Housing Benefit: 380 Persons Served Public Service Agency: Campus Life Connection will provide an After-School Youth Program, and will serve 105 youth. Public Service Agency: Meals on Wheels will provide a Senior Meal Program and will serve 285 seniors.

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Provide public services responsive to current need	2020	2024	Non-Homeless Special Needs	Citywide	Building Healthy Communities Improve Public Services for Priority Populations	CDBG \$28,904 General Fund: \$2,450	Public service activities other than Low/Moderate Income Housing Benefit: 5,000 Persons Assisted Public Service Agency: Sunrise Christian Food Ministry will provide an Emergency Food Closet Program, and will serve 5,000 persons.
5	Improve accessibility	2020	2024	Non-Housing Community Development	Citywide	Building Healthy Communities Improve Public Infrastructure Enhance Accessibility	CDBG: \$390,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1500 Persons Assisted
6	Effectively administer CDBG program	2020	2024	Program Administration	Planning & Administration activities will be undertaken by City Staff at Citrus Heights City Hall.	Building Healthy Communities	CDBG: \$120,000	Effectively administer the federal CDBG program in accordance with HUD regulations.

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Affirmatively further fair housing	2020	2024	Affordable Housing	Citywide	Building Healthy Communities Improve Public Services for Priority Populations Improve Housing Access and Affordability	CDBG \$22,524	Public service activities other than Low/Moderate Income Housing Benefit: 445 Persons Assisted Public Service Agency: Sacramento Self-Help Housing will provide the Renters Helpline, and will serve 445 persons.

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Foster affordable housing
	Goal Description	<p>The City utilizes program income (loan payments) received to issue new housing repair loans. The City estimates receiving approximately \$50,000 annually in program income. Consistent with CDBG guidelines, 80 percent of loan payments goes towards the revolving loan fund and the remaining 20 percent of program income goes towards general planning and administration of activities.</p> <p>In addition, if approved the City will use unexpended prior year funds, \$270,960 to fund the City's Critical Home Repair Grant Program to assist low-income homeowners with health and safety repairs.</p>
2	Goal Name	Services for people experiencing homelessness
	Goal Description	The City uses a combination of funds including CDBG and Permanent Local Housing Allocation (PLHA) to pay for a contract with Sacramento Self-Help Housing for housing counseling and homeless navigation services.
3	Goal Name	Services for seniors and youth
	Goal Description	If approved, the City will allocate \$10,917 in public service funds to Campus Life Connection to provide youth services and \$11,655 in public service funds to Meals on Wheels to provide a senior meal program.
4	Goal Name	Provide public services responsive to current need
	Goal Description	If approved, the City will allocate \$28,904 in public service funds to Sunrise Christian Food Ministry to operate an emergency food closet at Advent Lutheran Church in Citrus Heights.
5	Goal Name	Improve accessibility
	Goal Description	Funding for this activity is estimated at \$390,000.

6	Goal Name	Effectively administer the federal CDBG program in accordance with HUD regulations.
	Goal Description	The City has allocated \$120,000 of its annual allocation to general planning and administration. Any program income the City receives during the program year (20 percent) will go towards planning and administration of activities.
7	Goal Name	Affirmatively further fair housing
	Goal Description	As part of a regional partnership, the City allocated \$22,524 to Sacramento Self-Help Housing for the City's share of the Renter's Helpline Program. The cost sharing percentage may vary each year, the cost is dependent upon each jurisdictions number of rental units.

AP-35 Projects - 91.420, 91.220(d)

Introduction

The table below summarizes the City's recommendation to allocate 2023 Community Development Block Grant funding. On September 19, 2022, the Quality of Life Committee recommended funding the following 2023 CDBG projects. On October 13, 2022, the City Council will hold public hearing on the draft 2023 Action Plan on October 27, 2022, the City will hold a second public hearing to hear public comment and to adopt the 2023 Action Plan by Resolution.

#	Project Name
1	2023 Planning and Administration
2	2023 Public Services
3	2023 Citywide Accessibility Improvements
4	Housing Rehabilitation Projects (Ongoing)
5	2023 Critical Home Repair Grant Program

Table 7 – Project Information

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

AP-38 Project Summary
Project Summary Information

1	Project Name	2023 Planning and Administration
	Target Area	N/a
	Goals Supported	Effectively administer CDBG program
	Needs Addressed	Building Healthy Communities
	Funding	CDBG: estimated at \$120,000
	Description	Effectively administer the federal CDBG program in accordance with HUD regulations.
	Target Date	12/31/2023
	Estimate the number and type of families that will benefit from the proposed activities	The planning and administration activity allows staff to effectively administer the CDBG program so it benefits all types of families living in Citrus Heights.
	Location Description	Planning & Administration activities will be undertaken by City staff at Citrus Heights City Hall.
2	Planned Activities	Funds will be used to coordinate, administer and monitor the CDBG program, and prepare reports and plans required by HUD.
	Project Name	2023 Public Services
	Target Area	Citywide
	Goals Supported	Services for people experiencing homelessness Services for seniors and youth Provide public services responsive to current need Affirmatively further fair housing
	Needs Addressed	Building Healthy Communities Improve Public Services for Priority Populations Expand Economic Opportunities
	Funding	CDBG: estimated at \$90,000
	Description	The City has allocated the maximum 15 percent of its annual allocation toward public services. Any additional public service funding available will be distributed per the direction of the City Council.
	Target Date	12/31/2023
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 5,947 total persons/households will benefit from the proposed public service activities offered by the nonprofits agency. The services will benefit low-to moderate income persons/households.

	Location Description	<p>Nonprofits offer services at various locations throughout the City:</p> <p><u>Campus Life Connection</u>: 7836 Sayonara Drive, Citrus Heights</p> <p><u>Meals on Wheels</u>: Meals are delivered to seniors as well as seniors may pickup meals curbside at 7801 Auburn Blvd, Citrus Heights</p> <p><u>Sunrise Christian Food Ministry</u>: 5901 San Juan Road, Citrus Heights</p> <p><u>Housing Counseling/Navigator Services</u>: 6315 Fountain Square Drive, Citrus Heights</p> <p><u>Renters Helpline</u>: 1010 Hurley Way, Suite 500, Sacramento</p>
	Planned Activities	<p>PY 2023 EN Activities:</p> <p><u>Campus Life Connection (Matrix Code 05D, LMC)</u>: Operate an after-school center that provides low-income youth with educational support and recreational activities. Activities include mentoring, tutoring, educational games, technology center, and daily nutritious meals to an estimated 105 youth. Funding for this activity is estimated at \$10,917.</p> <p><u>Meals on Wheels (Matrix Code 05A, LMC)</u>: Provide a balanced, nutritious meals Mon-Fri, 250 days per year to an estimated 285 seniors either drive thru distribution of meals at Rusch Par five days a week or by delivery to homebound seniors. Funding for this activity is estimated at \$11,655.</p> <p><u>Sacramento Self-Help Housing, Housing Counseling/Navigator (Matrix Code: 05Z, LMC)</u>: To provide housing counseling services to approximately 112 households currently experiencing homelessness. Funding for this activity is estimated at \$16,000.</p> <p><u>Sacramento Self-Help Housing, Renter's Helpline (Matrix Code: 05K, LMC)</u>: To provide a telephone and Internet-based "Renters Helpline" which provides counseling, dispute resolution, and fair housing services to approximately 445 households annually. Funding for this activity is estimated at \$22,524.</p> <p><u>Sunrise Christian Food Ministry, Emergency Food Bank (Matrix Code: 05W, LMC)</u>: To provide ongoing emergency food to approximately 5,000 low-income and homeless persons in Citrus Heights. Funding for this activity is estimated at \$28,904.</p>
3	Project Name	2023 Citywide Accessibility Improvements
	Target Area	Citywide
	Goals Supported	Improve accessibility

	Needs Addressed	Building Healthy Communities Improve Public Infrastructure
	Funding	CDBG: estimated at \$390,000
	Description	The City's General Services Department will use the CDBG portion of funding on accessibility improvements.
	Target Date	12/31/2023
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 1,000 individuals will benefit from this activity.
	Location Description	Locations have not yet been determined
	Planned Activities	<u>2023 Citywide Accessibility Improvements (Matrix Code 03K, LMA)</u> : Accessibility improvements to sidewalks, installing ADA-compliant pedestrian ramps, and relocating drainage inlets as necessary at various locations. Locations yet to be determined. This activity will be funded with 2023 CDBG funds. Funding is estimated at \$390,000.
4	Project Name	Home Repair Loan Program (Ongoing)
	Target Area	Citywide
	Goals Supported	Foster affordable housing Improve accessibility
	Needs Addressed	Building Healthy Communities Enhance Accessibility Improve Housing Access and Affordability
	Funding	CDBG: estimated \$50,000
	Description	<u>Home Repair Loan Program: (Matrix Code 14A, National Objective LMH)</u> : Receipts from previous CDBG-funded loans are used to make new home repair loans to low-income households. This activity is funded with the City's Revolving Loan Fund using program income generated from loan payments.
	Target Date	12/31/2023
	Estimate the number and type of families that will benefit from the proposed activities	Based on an estimated annual program income amount, one eligible household will benefit from the proposed activity.

	Location Description	The home must be located within the incorporated boundaries of the City of Citrus Heights.
	Planned Activities	To provide housing repair loans not exceed \$60,000. Any loan repayments will go towards the Revolving Loan Fund to make new loans and grants for repairs such as reduce accumulated deferred maintenance, enhance the health and safety of the home, and improve energy efficiency.
5	Project Name	2023 Critical Home Repair Grant Program
	Target Area	Citywide
	Goals Supported	Foster affordable housing
	Needs Addressed	Building Healthy Communities Improve Public Services for Priority Populations Improve Housing Access and Affordability
	Funding	CDBG: \$270,960.54
	Description	<u>2023 Critical Home Repair Grant Program: Matrix Code, 14A; National Objective, LMH:</u> Housing repair and accessibility grants for low-income homeowners. This activity will be funded with unexpended prior year funds \$270,960.
	Target Date	12/31/2023
	Estimate the number and type of families that will benefit from the proposed activities	Approximately eleven eligible households will benefit from the proposed activity.
	Location Description	Citywide
	Planned Activities	Provide housing repair and accessibility grants not to exceed \$20,000 for repairs such as reduce accumulated deferred maintenance, enhance the health and safety of the home, and improve energy efficiency.

AP-50 Geographic Distribution - 91.420, 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. All public services activities and housing repair projects are offered to residents citywide. Capital projects including accessibility improvements are selected in coordination with the City's General Services Department. The location of projects are based on timing with other planned projects in order to leverage non-CDBG funds.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	0
CDBG Target Area	0

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City does not allocate investments geographically. All public service activities are offered to residents citywide. The 2023 Accessibility Improvements are selected in coordination with the City's General Services Department.

Discussion

No geographic priorities were proposed.

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

The City participated in conducting the Sacramento Valley Analysis of Impediments to Fair Housing Choice (AI) which identified barriers to affordable housing:

- Segregation and integration: Segregation and lack of access to economic opportunity persists in many areas of the region, both within and across jurisdictions. Although the region has grown more diverse, the effects of past systemic segregation and exclusion in housing still disproportionately impact members of protected classes.
- Disproportionate housing needs: In the Sacramento Valley region, the most disproportionate housing needs are found in homeownership rates, cost-burden and housing challenges, as well as displacement experience.
- Access to opportunity: Access to economic opportunity varies by type of opportunity, across the region and within communities. Areas where jurisdictions differed from the region in access to opportunity include:
 - With the exceptions of a few school districts (e.g., Davis, Rocklin, Roseville)—there are disparities in school quality between low and higher income neighborhoods, and these quality differences disproportionately impact people of color. Residents of Citrus Heights, Rancho Cordova, Sacramento, and Woodland are least likely to live in neighborhoods with proficient schools.
 - Resident survey respondents living in Sacramento and Sacramento County tend to give the lowest ratings of healthy neighborhood indicators among the participating jurisdictions.
 - Public transportation issues—especially bus routes, availability of bus service, and connections between communities—are a pressing concern to residents throughout the region. The exception is on “the grid” in downtown Sacramento, where public transit is considered the best available in the region.

The primary housing barriers and the factors that contribute to those barriers identified in the research conducted for the AI include:

- The harm caused by segregation is manifest in disproportionate housing needs and differences in economic opportunity.
- Affordable rental options in the region are increasingly limited.
- Residents with disabilities need for and lack access to affordable, accessible housing.
- Stricter rental policies further limits options.

- Disparities in the ability to access homeownership exist.
- Public transportation has not kept up with growth.
- Educational inequities persist in the region.
- Disparities in labor market engagement exist.
- Residents with disabilities lack access to supportive services and a spectrum of housing options to enable them, especially those with mental illness, achieve and maintain housing stability.

The AI includes the following solutions to address the contributing factors discussed above. The participating partners focused on strategies that:

- Increase homeownership rates among under-represented groups.
- Expand affordable rental opportunities.
- Focus on a range of equity issues in accessing opportunity.

The City has identified barriers to affordable housing throughout 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 floodplains 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 add significant cost to the 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, 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

The City will continue to promote infill, reduce regulatory and economic barriers to infill, and support new transportation options.

Discussion

Staff will continue to seek grant funding and ways to maintain and develop affordable housing. More information is available in the City's Housing Element which was updated in 2021 and incorporated into the City General Plan adopted on August 11, 2011 which is available online at [Housing Element | Citrus Heights, CA - Official Website \(civicplus.com\)](#).

AP-85 Other Actions - 91.420, 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 a time when government and other entities 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 when possible.

Another obstacle to meeting underserved needs is that many more services are located outside Citrus Heights in the City of Sacramento or parts of Sacramento County closer to the urban core. Citrus Heights works closely with the regional transit agencies to improve access. 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 the preservation of the existing housing stock through the Home Repair Program.

Actions planned to foster and maintain affordable housing

In 2023, the City will continue to offer a variety of programs to foster and maintain affordable housing such as:

The Home Repair Program will offer low-interest loans/grants to homeowners making health and safety repairs to their homes. This program will be funded using loan repayments and prior year funds.

The City's Code Enforcement Division will continue to support the Rental Housing Inspection Program, to assure low-income households have a safe and decent place to live.

The City approved an affordable permanent supportive housing project, Sunrise Pointe Apartments. The City approved the project in 2018 and allocated \$3,580,000 of the City's share of HOME Consortium funds to the 47-unit project planned for Sunrise Boulevard in Citrus Heights. This project is proposed to be completed by the end of 2022.

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 Home Repair Program. The City contracts with a third-party firm to administer its Home Repair Program.

The City contracts with Michael Baker, International to administer the City's Home Repair Loan Program. Michael Baker International staff is qualified to evaluate lead-based paint hazards and implement lead-safe work practices. In addition, independent contractors are vetted through the City's Home Repair Program 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 2023 program year, Sacramento Self-Help Housing will provide housing counseling and supportive services to clients who are at-risk of homeless or experiencing homelessness.

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 Community Development Director, Finance Department, General Services Department, Citrus Heights Collaborative, and advisory committees.

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.

Discussion

The City has a number of actions planned to increase coordination among housing and social services agencies. For example, City staff facilitates the Citrus Heights Collaborative - an informal network of public and private social service agencies and community advocates. The Collaborative meets the second Friday of each month. In addition, City staff participates on the Continuum of Care Advisory Board and regional Funder's Collaborative.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(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 projects to be carried out.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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 projects to be carried out.

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
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Discussion

The City determines its low-income benefit annually.

2023 CDBG Public Service Requests

Total 2023 CDBG Funds Requested \$112,209 / Total 2023 Funds Available \$90,000

Public Service Agency	Service	2023 CDBG Request	Committee Recommendation 2023 CDBG	2022 CDBG Award	FY 22/23 Community Support Funds	CDBG-CV-1 Award	CDBG-CV-3 Phase I Award (formerly CSF)	CDBG-CV-3 Phase II Award	Additional Funding
Campus Life Connection	Sayonara After-School Program	15,000	10,917	17,343	15,000	15,750	15,000	28,932	-
Meals on Wheels	Senior Nutrition	16,000	11,655	16,640	94,500	-	82,000	21,757	-
Sacramento Self-Help Housing	Housing Counseling & Navigator Services	16,000 (Personnel)	16,000	16,000 (Personnel)	-	125,000 (Supplemental Navigator Program) 91,672* (Supplemental Navigator Program)	-	96,445 (Supplemental Navigator Program)	78,189** (Personnel)
Sacramento Self-Help Housing	Renters Helpline	25,489	22,524	23,403	-	8,400	-	10,000	-
Sunrise Christian Food Ministry	Ongoing Emergency Food to Low-Income & Homeless Population	39,720	28,904	20,342	2,450	30,000	6,720	11,862	-
TOTALS		\$112,209	\$90,000	\$93,728	\$111,950	\$270,822	\$103,720	\$168,996	\$78,189

*Funds re-allocated from Great Plates Delivery Program to Supplemental Navigator Program.

**Permanent Local Housing Allocation (PLHA). The City was awarded PLHA funds for a five-year period based on actual real estate transaction fee collected.

2023 CDBG Public Service Requests

Agency Name Executive Director	Service Description Eligible CDBG Activity Service Location	2023 Program Year Persons Served	Previous Awards (CDBG, CDBG-CV, CSF & PLHA Funds)	Staff Comments
Campus Life Connection Executive Director: Dan Palmer	Sayonara Center is free, after-school center that provides low-income youth with sports opportunities and recreational activities; mentoring; tutoring services and educational games; a technology center for students to complete school assignments; daily nutritious meals; life skill classes; and drug/alcohol awareness and prevention workshops. CDBG activity benefits low-and moderate-income households. Service location: 7836 Sayonara Drive, Citrus Heights	<u>2023</u> \$15,000 CDBG 105 Youth	<u>2022</u> \$17,343 CDBG \$15,000 CSF FY 22/23 <u>2021</u> \$14,000 CDBG \$15,750 CDBG-CV-1 \$15,000 CDBG-CV-3 (Phase I) \$28,932 CDBG-CV-3 (Phase II) <u>2020</u> \$14,430 CDBG \$11,000 CSF FY 20/21	<ul style="list-style-type: none">• Sayonara Center opened in 2004, in 2011 the Center was built – Campus Life Connection administers the Sayonara Center.• The Center offers many services and opportunities to students they would have not otherwise including field trips, sports teams, community service projects, beautification projects at the Center, cooking and baking classes, summer camps and much more.• Campus Life Connection has a large network of community support and volunteers. Partnerships include <i>(not all listed)</i>:<ul style="list-style-type: none">○ Citrus Heights Police Activities League focuses on creating positive relationships and offers after school programs to youth who have an interest in○ Be Bothered educates youth on the importance of building a healthy community and preventing underage drinking and drug use.○ WEAVE holds weekly one hour long classes at the Center to educate youth on developing healthy boundaries.• <i>CDBG funds will be use to cover staff time.</i>

2023 CDBG Public Service Requests

Agency Name Executive Director	Service Description Eligible CDBG Activity Service Location	2023 Program Year Persons Served	Previous Awards (CDBG, CDBG-CV, CSF & PLHA Funds)	Staff Comments
Meals on Wheels Executive Director: Linda Revilla	Meals on Wheels provides a Senior Nutrition Program that serves adults age 60+ with wholesome, nutritionally sound meals to enable them to maintain independence and live in their own homes and community. CDBG activity benefits seniors who are presumed to be low- and moderate-income. Service Location: Rusch Park & Café Locations (congregate meals) City-wide (home delivered meals)	<u>2023</u> \$16,000 CDBG 285 Seniors	<u>2022</u> \$16,640 CDBG \$94,500 CSF FY 22/23 <u>2021</u> \$14,000 CDBG \$82,000 CDBG-CV-3 (Phase I) \$21,757 CDBG-CV-3 (Phase II) <u>2020</u> \$14,000 CDBG \$82,000 CSF FY 20/21	<ul style="list-style-type: none">• Meals on Wheels began providing meals to CH seniors in 2010.• If awarded this grant, MOW plans to serve a total of 34,000 meals approximately 285 unduplicated seniors.• MOW contracts with Trio Services, a nationally recognized senior meal service provider. Trio has a local distribution center in Sacramento. Drivers distribute meals.• <u>Congregate Nutrition Program</u><ul style="list-style-type: none">○ Curbside at Rusch Park○ Café sit down meal (location TBD)○ Serves 123 unduplicated seniors – 6,600 meals• <u>Home Delivered Meals Program</u><ul style="list-style-type: none">○ Homebound seniors who meet the eligibility requirements are provided home delivered meals.○ 5 frozen meals once a week, or 1 hot meal 5 times per week Monday-Friday.○ Serves 162 unduplicated seniors – 27,400 meals• <i>CDBG funds will be used for meals. Cost per meal is \$3.25.</i>

2023 CDBG Public Service Requests

Agency Name Executive Director	Service Description Eligible CDBG Activity Service Location	2023 Program Year Persons Served	Previous Awards (CDBG, CDBG-CV, CSF & PLHA Funds)	Staff Comments
Sacramento Self-Help Housing (SSHH) Executive Director: John Foley	Housing counseling services are for those at- risk of becoming homeless.	<u>2023</u> \$16,000 CDBG	<u>2022</u> \$16,000 CDBG	<ul style="list-style-type: none">SSHH began working with the homeless in 1993 as Loaves & Fishes Housing Resource Program. Their experience lead to Housing Counseling at DHA facilities. In 2000, SSHH became a standalone non-profit.<u>Housing Counseling & Navigator Services:</u> The Navigator is a program of the City of Citrus Heights, Citrus Heights Police Department and Sacramento Self-Help Housing. The Navigator connects with individuals in the City who are experiencing homelessness. Once contact is made an initial intake is completed to assess the client needs. The Navigator will serve as an advocate until the client secures permanent/stable housing.The Navigator provides “office hours” at Crossroads Diversified and Sylvan Oak Library. In addition, clients may visit Respite Center, Living Water Church every Monday 11:30 AM to 3:00 PM.Due to overwhelming success and support of the City, Police Department, and HART, this program was able to increase to provide 1.0 FTE and 0.5 FTE.The City and Sacramento Self-Help Housing has entered into a 5-year agreement (July 1, 2021-July 1, 2026) to provide housing counseling and navigator services.<i>CDBG funds will be used for staff time.</i>
	Navigator services are for those who are currently homeless.	Housing Counseling & Navigator Services 112 Persons	<u>2021</u> \$16,000 CDBG \$78,189 PLHA (Staff time) \$91,672.40 CDBG-CV-1 \$96,445 CDBG-CV-3	
	CDBG activity benefits low- and moderate- income households.		<u>2020</u> \$16,000 CDBG \$35,400 CSF 20/21 \$125,000 CDBG-CV-1	
	Service Location: Housing Counseling: Sacramento Self-Help Housing 1010 Hurley Drive, Suite 500, Sacramento Navigator Services: City- wide			

2023 CDBG Public Service Requests

Agency Name Executive Director	Service Description Eligible CDBG Activity Service Location	2023 Program Year Persons Served	Previous Awards (CDBG, CDBG-CV, CSF & PLHA Funds)	Staff Comments
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. CDBG activity benefits low- and moderate-income households. Service Location: Sacramento Self-Help Housing 1010 Hurley Drive, Suite 500, Sacramento	2023 CDBG \$25,489 445 Households	<u>2022</u> \$23,403 <u>2021</u> \$22,871 CDBG <u>2020</u> \$21,140 CDBG \$8,400 CDBG-CV-1 \$10,000 CDBG CV-3 (Phase II)	<ul style="list-style-type: none">• Program Delivery: The goal is to reduce housing discrimination, promote public awareness of fair housing laws and rights, and assist persons with disabilities.• <u>Sacramento Self-Help Housing Services:</u> Renters Helpline that provides information and advice to tenants regarding landlord-tenant matters, including rental agreements, leases, and California laws related to landlord/tenant and housing rights, substandard housing, security deposits, evictions, small claims actions, new COVID-19 Moratoriums, and rental assistance programs. Screen and refer calls concerning fair housing or discrimination to Project Sentinel.• <u>Project Sentinel Services:</u> Accept referrals from Renters Helpline and Legal Services of Northern California. Investigate cases where allegations of housing discrimination have potential merit.• Renters Helpline is an ongoing regional collaboration.• Cost sharing agreement based on total number of rental units in each jurisdiction.• This activity satisfies the City’s obligation affirmatively further fair housing, as required by the U.S. Department of Housing and Urban Development.• <i>CDBG funds will be used for staff time and program costs.</i>

2023 CDBG Public Service Requests

Agency Name Executive Director	Service Description Eligible CDBG Activity Service Location	2023 Program Year Persons Served	Previous Awards (CDBG, CDBG-CV, CSF & PLHA Funds)	Staff Comments
Sunrise Christian Food Ministry (SCFM) Executive Director: Rocky Peterson	Sunrise Christian Food Ministry (SCFM) provides ongoing emergency food for low-income and homeless people in Citrus Heights. CDBG activity benefits low- and moderate-income households. Service Location: Advent Lutheran Church 5901 San Juan Avenue	2023 CDBG \$39,720 5,000 Individuals	<u>2022</u> \$20,342 CDBG \$2,450 CSF FY 22/23 <u>2021</u> \$21,715 CDBG \$6,720 CDBG-CV-3 (Phase I) \$11,862 CDBG-CV-3 (Phase II) <u>2020</u> \$14,420 CDBG \$5,700 CSF FY 20/21 \$30,000 CDBG-CV 1	<ul style="list-style-type: none">• SCFM has been in existence since 1983, has received CDBG since 2016.• Estimated 20,000 persons will be served - 5,000 from Citrus Heights (3,300 adults, 600 seniors, 860 children, and 240 homeless).• Provides a drive-thru distribution process versus in-person pick to eliminate direct contact with people.• Provides food daily, five days a week from 11 AM – 2 PM (three meals per day for five days per person every 30 days)• Provides a variety of can goods, frozen meats, eggs, cheese, milk, juice, fresh produce, fruits, etc.• Additional items; hygiene products, pet food, items for children/youth.• A major partner is US Dept. of Agriculture – 15,000 to 30,000 pounds of food monthly. Additional partners include; Feeding America, Sam’s Club, Costco, Safeway, Raley’s, Grocery Outlet, Food Max, and Walmart for daily pickup of donated items.• In 2021, SCFM served 61,000+ persons.• <i>CDBG funds will be used for food purchase (\$12,000) and staff time (\$27,720).</i>



CITY OF CITRUS HEIGHTS
CITY COUNCIL STAFF REPORT
MEMORANDUM

DATE: October 13, 2022

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

FROM: Alexander A. Turcotte, Chief of Police
 Kristopher Frey, Police Commander

SUBJECT: **2022 Edward Byrne Memorial Justice Assistance Grant (JAG) Funding**

Summary and Recommendation

Staff recommends the City Council adopt a resolution accepting the recommended expenditures for the 2022 Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of \$23,593, in accordance with state requirements. The FY 2022 funds must be expended by September 30, 2023.

Staff recommends the City Council adopt Resolution No. 2022-___ A Resolution of the City Council of the City of Citrus Heights, California, accepting 2022 Edward Byrne Memorial Justice Assistance Grant (JAG) Funds in Accordance with State Requirements.

Fiscal Impact

The 2022 JAG grant will be utilized to purchase tablets for police vehicles. (Fund 222-21-418). There are no matching requirements for the grant money to be expended. Equipment purchases will be made in accordance with the city's adopted purchasing policies and procedures.

Background and Analysis

Each year, the Bureau of Justice Assistance partners with the Bureau of Justice Statistics to allocate funding for each state and territory. The state distribution is based on violent crime and population size. The state's award amount is divided between the state and local governments at a rate of 60 and 40 percent, respectively.

Under this program, cities and counties receive federal funds to augment public safety expenditures. This is a non-competitive grant program. There is no guarantee for funding or minimum allocations.

The funds must be used for law enforcement activities to include: technical assistance, strategic planning, research and evaluation, data collection, training, personnel, equipment, forensic laboratories, supplies, contractual support, and criminal justice information systems. During the application phase, the local government is asked to provide what of the above activities the funding will be used for. The Police Department applied for funding for this grant based on the need to replace outdated laptops in police vehicles and will allow the department to purchase five tablets.

The Police Department is requesting to strategically use grant funds to support the Department's equipment and training initiatives. This request will support our goal to provide exceptional police services to the community and enhance officer safety.

Attachments

1. Resolution 2022-___ Accepting 2022 Edward Byrne Memorial Justice Assistance Grant (JAG) funds in accordance with state requirements

RESOLUTION NO. 2022- ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, ACCEPTING 2022 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE
GRANT (JAG) FUNDS IN ACCORDANCE WITH STATE REQUIREMENTS**

WHEREAS, under the Bureau of Justice Assistance, the federal government appropriated significant funding for local law enforcement services for FY 2022;

WHEREAS, Citrus Heights' portion of this funding is \$23,593;

WHEREAS, under the conditions of the program, the City Council shall appropriate monies exclusively to fund police equipment, supplies, training, and technology in accordance with this written request submitted by the Chief of Police; and

WHEREAS, the Chief of Police requests to purchase tablets for police vehicles.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Citrus Heights, California, hereby authorizes the Chief of Police to use the 2022 JAG grant funding to purchase tablets for police vehicles.

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 13th day of October 2022 by the following vote, to wit:

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

Porsche Middleton, Mayor

ATTEST:

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT

MEMORANDUM

DATE: October 13, 2022

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

FROM: Regina Cave, General Services Director
Leslie Blomquist, City Engineer
Hunter Young, Principal Civil Engineer

SUBJECT: Amendment to Chapter 98, Utilities, of the Citrus Heights Municipal Code

Summary and Recommendation

On January 1, 1997, the City of Citrus Heights incorporated as a self-governing city under California law. Since incorporation, the city has not had an ordinance authorizing the City Council to establish underground utility districts. An underground utility district is a geographic area within which overhead utilities are required to be installed underground and utility poles removed. Prior to establishing an underground utility district, the City Council must first be authorized by the municipal code to create such a district.

The proposed action will amend Chapter 98, Utilities, of the Citrus Heights Municipal Code to grant the City Council authority to establish underground utility districts by resolution following notice to affected property owners and a public hearing.

Staff recommends the City Council hold a public hearing and introduce for first reading, read by title only, and waive the full reading of Ordinance 2022-_____, as shown in Attachment 1, an Ordinance of the City Council of the City of Citrus Heights amending Chapter 98 of the Citrus Heights Municipal Code (Utilities Section) to include Article VI, Underground Utilities District.

Fiscal Impact

There is no fiscal impact associated with this action to amend the municipal code. As it relates to fiscal impacts associated with underground utility districts (UUD), impacts will vary on a case by case basis and be brought before the City Council at the time said UUDs are established.

Background and Analysis

On January 1, 1997, the City of Citrus Heights incorporated as a self-governing city under California law. Since incorporation, the city has not had an ordinance authorizing the City Council to establish underground utility districts. A UUD is a geographic area within which overhead utilities are required to be installed underground and utility poles removed.

While the Citrus Heights Municipal Code includes provisions requiring undergrounding of utilities associated with development on private property, it does not include an ordinance requiring or authorizing such for the public right of way.

General Plan Chapter 10, Achieve Attractive, Inviting, and Functional Corridors, includes Policy 10.10, which states, “require undergrounding of utility lines and removal of utility poles where feasible.” The General Plan further sets forth action items to accomplish this purpose, including:

- A. Enact an ordinance requiring undergrounding of all new utility connections.
- B. Work with the Sacramento Municipal Utility District to provide financing mechanisms for undergrounding.

In 2013, the city completed undergrounding of overhead utility lines on Auburn Boulevard between Sylvan Corners and Rusch Community Park, however, a UUD was not created at that time. This decision was based upon a study session with the City Council in February 2009 in which staff indicated that the City’s capital improvement project was funding a portion of the undergrounding effort that might normally be funded by impacted property owners, and as such, creation of a UUD was not necessary.

Currently, the city is finalizing plans for the Auburn Boulevard Complete Streets Project – Phase 2 which will underground utilities on Auburn Boulevard between Rusch Park and the northern City limits. At the present time, utility providers are requiring the City Council establish a UUD to ensure future utility installations are located underground along the Auburn Boulevard corridor. Prior to establishing a UUD, the City Council must first be authorized by the municipal code to create such a district. Of note is that staff propose the City Council consider creation of a UUD on Auburn Boulevard at the October 27, 2022 meeting. Should the City Council pass the proposed ordinance, creation of UUDs would be considered on a case by case basis. Staff would return before the City Council each time a new UUD is proposed.

The proposed amendment to Chapter 98, Utilities, of the Citrus Heights Municipal Code will authorize the City Council to establish UUDs by resolution following notice to affected property owners and a public hearing.

Attachments

- 1) Ordinance 2022-_____, as shown in Attachment 1, an Ordinance of the City Council of the City of Citrus Heights amending Chapter 98 of the Citrus Heights Municipal Code (Utilities Section) to include Article VI, Underground Utilities District
Exhibit A: Amended Utilities Code

ORDINANCE NO. 2022-____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
CITRUS HEIGHTS, CALIFORNIA, AMENDING CHAPTER 98 (UTILITIES)
OF THE CITRUS HEIGHTS MUNICIPAL CODE**

THE CITY OF CITRUS HEIGHTS DOES ORDAIN AS FOLLOWS:

Section 1: Purpose and Authority

The purpose of this Ordinance is to amend Chapter 98, Utilities, as shown in Exhibit A to grant the City Council authority to establish underground utility districts.

Section 2: Findings

- The proposed amendment is consistent with the goals and policies of all elements of the General Plan.
- The proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the city and its residents.

Section 3: Environmental Determination

The City Council finds that the proposed amendments are exempt from the California Environmental Quality Act (CEQA) under Section 15061(b)(3) of the Guidelines.

Section 4: Action

The City Council hereby amends Chapter 98, Utilities, of the Citrus Heights Municipal Code as described in Exhibit A herein, and as discussed within the Staff Report, which is incorporated by reference.

Section 5: Severability

If any section of this Ordinance is determined to be unenforceable, invalid, or unlawful, such determination shall not affect the enforceability of the remaining provisions of this Ordinance.

Section 6: Effective Date and Publication

This Ordinance shall take effect thirty (30) days after its adoption, provided it is published in full or in summary within fifteen (15) days after its passage, 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, California, this ____ day of ____, 2022 by the following vote, to wit:

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

Porsche Middleton, Mayor

ATTEST:

Amy Van, City Clerk

Exhibit:

A. Amended Utilities Code

Citrus Heights Municipal Code Draft Underground Utility Districts

CHAPTER 98 UTILITIES

ARTICLE VI. UNDERGROUND UTILITY DISTRICTS

Sec. 98-300. - Definitions.

The following words and phrases, whenever used in this chapter, shall have the respective meanings assigned to them in this section:

- (a) "City" means the City of Citrus Heights, California.
- (b) "Council" means the City Council of the City.
- (c) "Commission" means the Public Utilities Commission of the State of California.
- (d) "Overhead Facilities" means any poles, towers, supports, wires, cables, lines, fiber optics, conduits, conductors, guys, stubs, platforms, crossarms, braces, transformers, capacitors, insulators, cutouts, switches, communication circuits, appliances, apparatus, appurtenances, and other equipment and structures located above ground used to supply electricity or communications services in or through the City.
- (e) "Person" means and includes individuals, partnerships, firms, utilities, corporations, and public agencies affected by an Underground Utility District.
- (f) "Underground Facilities" means any concrete pads, vaults, pull boxes, conduits, cables, fiber-optics, transformers, switches, pedestal-mounted terminal boxes, meter cabinets, or concealed ducts located on or below ground in the City used to supply electricity or communications services in or through the City.
- (g) "'Underground Utility District" or "District" means that area in the City within which Overhead Facilities are required to be removed or otherwise installed underground, as such area is described in a resolution adopted pursuant to the provisions of Section 98-305 of this Article.
- (h) "Utility" or "Utility Company" means and includes all persons or entities supplying power or communication, or associated services by means of electrical materials or any other devices, with Underground Facilities and/or Overhead Facilities in the City.

Sec. 98-301. – Purpose

To improve the reliability of electrical and communication services for the benefit of residential and commercial Utility customers, to increase property values, to enhance the aesthetic appearance of the City; to reduce the cost of tree trimming and replacement of Overhead Facilities; to reduce outages caused by winds, storms, and accidents; to reduce the risk of fires and improve public safety by removing potential obstacles in traffic accidents; and to otherwise provide for the health, safety, and welfare of the public or to protect and improve the quality of the public's urban environment, the City deems it necessary that, where feasible and within the Council's jurisdiction, all existing and future Overhead Facilities be undergrounded in or through the City.

Sec. 98-302. - UNLAWFUL ACTS.

- (a) It shall be unlawful for any Person to construct, install, or erect Overhead Facilities in the City of Citrus Heights, except as otherwise provided in this Article.
- (b) Whenever the Council, by resolution, creates an Underground Utility District, it shall be unlawful for any Person to keep, maintain, continue, or replace Overhead Facilities in the District after the date such Overhead Facilities are ordered to be removed by such resolution, except as to those Overhead Facilities minimally necessary to furnish service to an owner or occupant of property prior to and during the process of undergrounding said Overhead Facilities, and except as otherwise provided for in this Article.

Sec. 98-303. – Public Hearing to Consider Designating Underground Utility Districts; Notice.

The Council may from time to time call public hearings to ascertain whether the public necessity, health, safety or welfare requires the removal of poles, overhead wires and associated overhead structures within designated areas of the city, and the underground installation of wires and facilities for supplying electric, communication, or similar or associated service. The Council may propose any part or parts of the City as a single District or as multiple Districts. The City Clerk shall notify all affected property owners, as shown on the last equalized assessment roll, and utilities concerned, by mail, of the time and place of such hearings at least fifteen days prior to the date thereof. Each such hearing shall be open to the public and may be continued from time to time. At each such hearing all persons interested shall be given an opportunity to be heard. The decision of the Council shall be final and conclusive.

Sec. 98-304. – City Engineer; Report; Contents.

Prior to holding such public hearing, the City Engineer shall consult with all affected utilities and shall prepare a report for submission at such hearing containing, among other information, the extent of such utilities' participation and estimates of the total costs to the city and affected property owners. Such report shall also contain an estimate of the time required to complete such underground installation and removal of overhead facilities.

Sec. 98-305. – Districts; Designation by Resolution.

If, after any public hearing, the Council finds that the public necessity, health, safety or welfare requires such removal and underground installation within a designated area, the Council shall, by resolution, declare that designated area an Underground Utility District and order such removal and underground installation. Such resolution shall include a description of the area comprising such District and shall fix the time within which such removal and underground installation shall be accomplished and within which affected property owners must be ready to receive underground service. A reasonable time shall be allowed for such removal and underground installation, having due regard for the availability of labor, materials and equipment necessary for such removal and for the installation of such underground facilities as may be occasioned thereby.

Sec. 98-306. – Emergency service—Unusual circumstances— Exceptions.

Notwithstanding the provisions of this chapter, overhead facilities may be installed and maintained for a period not to exceed ten days, without authority of the City Council, in order to provide emergency service. The City Manager may grant special permission on such terms as

he may deem appropriate in cases of unusual circumstances, without discrimination as to any person or utility, to erect, construct, install, maintain, use or operate poles, overhead wires and associated overhead structures.

Sec. 98-307. – Exceptions to provisions.

This Article, and any resolution adopted pursuant to Section 98-305 shall not apply to the following types of facilities:

- (a) Any municipal facilities or equipment installed under the supervision and to the satisfaction of the City Engineer;
- (b) Poles or electroliers used exclusively for street lighting or traffic signals;
- (c) Overhead wires, exclusive of supporting structures, crossing any portion of a District within which overhead wires have been prohibited, or connecting to buildings on the perimeter of a District, when such wires originate in an area from which poles, overhead wires and associated overhead structures are not prohibited;
- (d) Poles, overhead wires and associated overhead structures used for the transmission of electric energy at nominal voltages in excess of thirty-four thousand five hundred volts;
- (e) Overhead wires attached to the exterior surface of a building by means of a bracket or other fixture and extending from one location on the building to another location on the same building, or to an adjacent building without crossing any public street;
- (f) Antennae, associated equipment and supporting structures used by a utility for furnishing communication services;
- (g) Equipment appurtenant to underground facilities, such as surface-mounted transformers, pedestal-mounted terminal boxes and meter cabinets, and concealed ducts;
- (h) Temporary poles, overhead wires and associated overhead structures used or to be used in conjunction with construction projects.

Sec. 98-308. – Notice to property owners and utility companies.

- (a) Within ten days after the effective date of a resolution adopted pursuant to Section 98-305, the City Clerk shall notify all affected utilities and all persons owning real property within the District created by said resolution of the adoption thereof. The City Clerk shall further notify such affected property owners of the necessity that, if they or any person occupying such property desire to continue to receive electric, communication, or similar or associated service, they or such occupant shall provide all necessary facility changes on their premises so as to receive such service from the lines of the supplying utility or utilities at a new location, subject to the applicable rules, regulations and tariffs of the respective utility or utilities on file with the commission.
- (b) Notification by the City Clerk shall be made by mailing a copy of the resolution adopted pursuant to Section 98-305, together with reference to applicable code sections of this chapter, to affected property owners, as such are shown on the last equalized assessment roll, and to the affected utilities.

Sec. 98-309. – Utility company responsibility.

If underground construction is necessary to provide utility service within a District created by any resolution adopted pursuant to Section 98-305, the supplying utility shall furnish that portion of the conduits, conductors and associated equipment required to be furnished by it under its applicable rules, regulations and tariffs on file with the commission.

Sec. 98-310. – Property owner responsibility; Failure to act; Notice when.

Every person owning, operating, leasing, occupying or renting a building or structure within a District shall construct and provide that portion of the service connection on his property between the facilities referred to in Section 98-303 and the termination facility on or within said building or structure being served, all in accordance with the applicable rules, regulations and tariffs of the respective utility or utilities on file with the commission. If the above is not accomplished by any person within the time provided for in the resolution enacted pursuant to Section 98-305, the City Engineer shall give notice, in writing, to the person in possession of said premises, and a notice, in writing, to the owner thereof as shown on the last equalized assessment role, to provide the required underground utilities within ten days after receipt of such notice.

Sec. 98-311. – Notice to Provide Underground Facilities; Service of Notice.

The notice to provide the required underground facilities may be given either by personal service or by mail. In case of service by mail on such person, the notice must be deposited in the United States mail, in a sealed envelope with postage prepaid, addressed to the person in possession of such premises at such premises. The notice must be addressed to the owner thereof at such owner's last known address, as the same appears on the last equalized assessment role, and when no address appears, to General Delivery, City of Citrus Heights. If notice is given by mail, such notice shall be deemed to have been received by the person to whom it has been sent within forty-eight hours after the mailing thereof. If notice is given by mail to either the owner or occupant of such premises, the City Engineer shall, within forty-eight hours after the mailing thereof, cause a copy thereof, printed on a card not less than eight inches by ten inches in size, to be posted in a conspicuous place on said premises.

Sec. 98-312. – Notice to Provide Underground Facilities; Contents of Notice.

The notice given by the City Engineer to provide the required underground facilities shall particularly specify that work is required to be done, and shall state that, if said work is not completed within thirty days after receipt of such notice, the City Engineer may authorize disconnection and removal of any and all overhead service to said property, or, in the alternative, the City Engineer will provide such underground facilities, in which case the cost and expense thereof will be assessed against the property benefited and become a lien upon such property.

Sec. 98-313.- Report from City Engineer; Contents; Hearing; Time.

Prior to the time such work is commenced by the City Engineer or prior to the authorization of disconnection and removal of overhead service wires and associated facilities supplying utility service to said property, the City Engineer shall file a written report with the City Council setting forth the fact that the required underground facilities are to be provided and the cost thereof,

together with the legal description of the property against which such cost is to be assessed. The City Council shall thereafter fix a time and place for hearing protests against the performance of such work upon such premises or for hearing protests against the authorization of disconnection and removal of said service, which time shall not be less than ten days after the expiration of the thirty-day period referred to in Section 98-312.

Sec. 98-314.- Hearing; Council action.

Upon the date and hour set for protests, the Council shall hear and consider the report and all protests, if there be any, and then proceed to affirm, modify or reject said report or the order of City Engineer authorizing disconnection and removal of any and all overhead service wires and associated facilities supplying utility service to said property.

Sec. 98-315.- Disconnection; Work by city; Assessment; Hearing.

If the City Council affirms the authorization of disconnection, the City Engineer shall terminate said service, all in accordance with the applicable rules, regulations and tariffs of the respective utility or utilities on file with the commission. If the City Council affirms the report of the City Engineer, the City Engineer shall forthwith proceed to do the work; provided, however, that if such premises are unoccupied and no electrical or communication services are being furnished thereto, the City Engineer shall, in lieu of providing the required underground facilities, have the authority to order the disconnection and removal of any and all overhead service wires and associated facilities supplying utility service to said property. Upon completion of the work by the City Engineer, the City Engineer shall file a written report with the City Council setting forth the fact that the required underground facilities have been provided and the cost thereof, together with a legal description of the property against which such cost is to be assessed. The Council shall thereupon fix a time and place for hearing protests against the assessment of the cost of such work upon such premises, which time shall not be less than ten days thereafter.

Sec. 98-316.- Assessment; Notice; Contents.

The City Engineer shall forthwith, upon the time for hearing such protests having been fixed, give a notice, in writing, to the person in possession of such premises, and a notice, in writing, to the owner thereof, in the manner provided in Section 98-311 for the giving of the notice to provide the required underground facilities, of the time and place that the Council will hear protests against such assessment. Such notice shall also set forth the amount of the proposed assessment.

Sec. 98-317.- Assessment; Hearing; Council action.

Upon the date and hour set for the hearing of protests, the Council shall hear and consider all protests, if there be any, and then proceed to affirm, modify or reject the assessment.

Sec. 98-318. - Lien on property; When; Collection.

If any assessment is not paid within five days after its confirmation by the Council, the amount of the assessment as made by the City Engineer, and the City Engineer is directed to turn over to the assessor and tax collector a notice of lien on each of said properties on which the assessment has not been paid, and said assessor and tax collector shall add the amount of the assessment to the next regular bill for taxes levied against the premises upon which the assessment was not paid. Said assessment shall be due and payable at the same time as

property taxes are due and payable, and if not paid when due and payable, shall bear interest at the rate of six percent per year.

Sec. 98-319. - City responsibility.

The city shall remove, at its own expense, all city-owned equipment from all poles required to be removed under this chapter in ample time to enable the owner or user of such poles to remove the same within the time specified in the resolution enacted pursuant to Section 98-305.

Sec. 98-320. - Extension of time.

In the event that any act required by this Article, or by a resolution adopted pursuant to Section 98-305, cannot be performed within the time provided on account of shortage of materials, war, restraint by public authorities, strikes, labor disturbances, civil disobedience, or any other circumstances beyond the control of the actor, then the time within which such act will be accomplished shall be extended for a period equivalent to the time of such limitation.



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: October 13, 2022

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

FROM: Casey Kempenaar, Community Development Director
Greg Anderson, Chief Building Official

SUBJECT: **Amending Various Sections of Chapter 18 of the Citrus Heights Municipal Code relating to Buildings and Building Regulations**

Summary and Recommendation

Every three years the California Building Standards Commission publishes the California Code of Regulations, Title 24. These building regulations have the same force as law and take effect 180 days after publication, or January 1, 2023.

Staff recommends the City Council introduce for first reading, read by title only and waive the full reading of Ordinance No. 2022-____ an Ordinance of the City Council 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 2022: California Administrative Code, California Building Code, California Residential Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Green Building Standards Code, California Energy Code and California Existing Building Code.

Fiscal Impact

The recommended actions will result in no fiscal impact to the city's General Fund. The Ordinance does not modify any City of Citrus Heights building or development fees. Training required for the implementation of the new codes is provided for under the current Building Division budget.

Background and Analysis

The California Code of Regulations, Title 24 is published every three years. Adopting the Codes by reference allows local amendments to the State Codes as necessary to reflect local conditions. The attached Ordinance amends the Citrus Heights Code, Chapter 18, Buildings and Building Regulations.

The attached ordinance includes two minor local amendments to the California Building Standards Code of Regulations:

- Modified, less restrictive, regulations related to permit expiration
- Increased safety standards related to pool design

The California Building Standards Commission requires implementation of the 2022 California Code of Regulations, Title 24 starting January 1, 2023. As provided for in California Health and Safety Code, the 2022 Building Standards approved by the Commission and that are effective at the local level at the time of an application for a building permit is submitted, applies to all plans and specifications, for, and to the construction performed under that permit.

The 2019 California Code of Regulations, Title 24, will remain in effect and applicable to all plans, specifications, and construction performed under that building permit where the application for a permit is submitted before December 31, 2022.

Extensive community outreach regarding the new codes will take place over the next several months and into next year. Building Division staff will provide code update information on the City's web site, develop updated handouts, and provide continuous public outreach to ensure all information is available and accessible to the public.

Attachment

1. Ordinance No. 2022-____An Ordinance of the City Council 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 2022: California Administrative Code, California Building Code, California Residential Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Green Building Standards Code, California Energy Code and California Existing Building Code.

ORDINANCE NO. 2022-_____

**AN ORDINANCE OF THE CITY COUNCIL 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 2022 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 2022 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, 2022 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 2022 edition, volumes 1 and 2, including Chapter 1, Division II, and Appendix I, 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.

The California Electrical Code 2022 Edition, is hereby adopted by reference as the Electrical Code for the City of Citrus Heights. One copy of the California Electrical Code shall be kept on file in the office of the Community Development Department for use and examination by the public.

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 2022 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 is hereby amended to read as follows:

Sec. 18-208. Adoption by reference.

The California Plumbing Code 2022 Edition, including Chapter 1 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 1, 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.

The California Energy Code 2022 Edition, of the Residential and Non-Residential Regulations is hereby adopted by reference as the Energy Code for the City of Citrus Heights. One copy of the California Energy Code shall be kept on file in the office of the Community Development Department for use and examination by the public.

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 2022 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

Citrus Heights Municipal Code Article XVI, Sections 18-582 and 18-583 is hereby amended to read as follows:

Sec. 18-582 Adoption of the California Residential Code

The California Residential Code 2022 Edition, including Chapter 1, Division II, Appendix H, Sections AH101 through AH105.2 and Appendix AQ, 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 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 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: 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 11: Effective Date and Notice

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

PASSED AND ADOPTED by the City Council of the City of Citrus Heights this
_____ day of _____, 2022 by the following vote:

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

Porsche Middleton, Mayor

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: October 13, 2022

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

FROM: Regina Cave, General Services Director
Leslie Blomquist, City Engineer

SUBJECT: **Maintenance and Enhancement Strategy to Identify Centerline Miles of Roadways in Need of Restriping and Minor Roadway Repairs**

Summary and Recommendation

At the May 10, 2022 Strategic Planning Meeting, the City Council established an objective to present a maintenance and enhancement strategy to identify centerline miles of roadways in need of restriping and other minor roadway repairs. This staff report is intended to serve as a discussion item for the City Council's consideration and opportunity for the Council to provide direction.

Staff recommends Council review the staff report and receive a staff presentation. Staff will answer questions and return with specific recommendations at a later date as part of the next two year budget.

Fiscal Impact

There is no fiscal impact related to this action. In the 2022/2023 FY budget, \$75,000 are budgeted to support striping and pavement legend marking services citywide. Additionally, \$350,000 are programmed in Measure A Maintenance funds to support pothole repairs and minor pavement restoration, however a portion of these funds also support sidewalk repairs to address trip hazards.

Background and Analysis

At the May 10, 2022 Strategic Planning Meeting, the City Council established an objective to present a maintenance and enhancement strategy to identify centerline miles of roadways in need of restriping and other minor roadway repairs. This staff report is intended to serve as a discussion item for the City Council's consideration and opportunity for the Council to provide direction.

The City's updated Pavement Maintenance Program calculates the City's street network to consist of approximately 236.8 centerline miles, and 461.8 lane miles. Arterials and collectors make up approximately 24.6% and 13.5% of the city's paved network, respectively, and account for a majority of the city's pavement restriping needs in terms of lane line, fog line, bike lane and cross walk restriping. Citywide, there are 67 signalized intersections, most of which include numerous striped

Subject: Maintenance and Enhancement Strategy to Identify Centerline Miles of Roadways in Need of Restriping and Other Minor Roadway Repairs

Date: September 22, 2022

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crosswalks to maintain. Additionally, within our network, the city has approximately 850 stop signs, most of which are within our residential neighborhoods, with each location requiring maintenance of a striped stop bar and STOP legend pavement marking. Presently, the city does not have an accurate inventory of existing pavement markings, striped lanes, crosswalks or stop bars/legends, however, based on the total network of assets, there are approximately:

- 105.7 centerline miles (200 lane miles) citywide of striped traffic lanes
- 67 signalized intersections (including crosswalks)
- 28,800 linear feet of stop bars (pavement stripe)
- 18,700 square feet of STOP legends

Based upon the estimated centerline miles listed above, as well as the stop bar markings and legends, and utilizing the city's existing striping maintenance bid pricing, the approximate costs for these items are as follows:

- 105.7 centerline miles (200 lane miles) of lane restriping - **\$1,584,000**
- 67 signalized intersections (including crosswalks) - **\$205,000**
- 28,800 linear feet of stop bar markings - **\$122,400**
- 18,700 square feet of STOP legends - **\$112,000**

The numbers reflected above include **all** major roadways, however, there are numerous segments of the city's arterial network that have been reconstructed or restriped in recent years, and therefore application of new lane striping and crosswalks may not be needed at this time. While it is generally ideal to perform striping maintenance on pavement that is in satisfactory condition in order to achieve optimum results and for longevity, a majority of our network will not be resurfaced in the next 3-5 years. With an aging population and the need to increase safety for all users of our roadways, it is necessary to prioritize the city's striping program citywide. In addition to increasing safety, maintaining pavement striping and markings also provides an aesthetic benefit to the overall network. While the existing annual budget of \$75,000 is not sufficient to address all of the city's pavement restriping needs, in response to City Council's recent direction for long term pavement restoration strategies, there is an opportunity to increase output of striped roadways while utilizing existing and anticipated future funding. Additionally, as part of staff's strategy to accurately identify centerline striping needs, crosswalks and stop legends/stop bars, staff are working with a consultant to extrapolate data that was collected as part of the Pavement Management System project. The data and imagery collected will be provided as a Geographic Information System (GIS) layer and database of inventory which will provide details on existing conditions, and generate more accurate estimates for maintenance.

As presented to the City Council in September, the city's overall pavement condition continues to decline. However, in anticipation of increased funding tentatively programmed beginning in fiscal year 2023/2024 to support street resurfacing efforts, additional focus is also needed on pothole repairs and minor pavement restoration. The existing budget for pavement maintenance (pothole repairs, minor restoration) is \$350,000 per fiscal year based upon available transportation funds, and generally also supports sidewalk repairs to help address severe trip hazards. Based upon recurring areas of concern along all classifications of city roadways (arterials, collectors and residential), historical

Subject: Maintenance and Enhancement Strategy to Identify Centerline Miles of Roadways in Need of Restriping and Other Minor Roadway Repairs

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expenditures related to pavement repairs, rising costs for asphalt, and the anticipated cycle in which streets will receive extensive resurfacing, it will be necessary to increase the city's budget for pothole repairs in the next budget cycle. By increasing routine repairs with a long term approach, and coordinating these repairs in advance of restriping efforts, the overall safety and functionality of the city's network will improve.

There is no action needed for this item. Further discussion or goals related to this item may be determined at the next Strategic Planning Meeting. Additionally, staff will return at later date to report on the findings of the striping data collect and will make recommendations for an approach to addressing the city's pavement striping needs.



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: October 13, 2022

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

FROM: Regina Cave, General Services Director

SUBJECT: Considerations and Options for Sound Wall Repair and Beautification

Summary and Recommendation

At the May 10, 2022 Strategic Planning Meeting, the City Council established an objective to evaluate options for sound wall repair and beautification. This staff report is intended to serve as a discussion item for the City Council's consideration and opportunity for the Council to provide direction.

Staff recommends Council review the staff report, receive a staff presentation and provide direction to staff.

Fiscal Impact

There is no fiscal impact related to this action, however, there may be future fiscal impacts depending on the direction of the City Council. At this time, there are no funds programmed for this action. A potential source of funds for this one-time investment could be American Rescue Plan Act (ARPA) funds. The estimated costs for the effort described in the staff report is approximately \$145,000.

Background and Analysis

At the May 10, 2022 Strategic Planning Meeting, the City Council established an objective to evaluate options for sound wall repair and beautification. This staff report is intended to serve as a discussion item for the City Council's consideration and opportunity for the Council to provide direction.

Within the City of Citrus Heights, there are various sound wall segments separating residential neighborhoods from arterial roadways. Over the years, many of these walls have been targets for graffiti and in some cases have been damaged by vehicle accidents. What staff have determined over the years is that most of these older walls, having been constructed prior to the City's incorporation, are privately owned in that the County did not condition the developers to construct and dedicate the walls as public assets. Since incorporation, most new sound walls have either been constructed by the City as part of a Capital Improvement Project, or have been constructed by developers and dedicated to the City to own and maintain, either directly or as part of the an assessment district.

Privately owned sound walls around the city pose a challenge for repairing and enhancing. Often, the property owners are not aware the wall segment behind their residence is their responsibility and repairs may be cost prohibitive. Additionally, many of the old sound walls are prefabricated, making it difficult to find contractors or masonry workers to repair or replace the damaged panels and columns. The General Services Department responds to reports of graffiti on private sound walls facing the public right of way in an effort to deter illicit activity. With sound walls facing the city's public right of way, and often serving as a gateways into the community and surrounding neighborhoods, there may be an opportunity to invest local funds to achieve an acceptable level of uniformity around the city by enhancing the appearance of these existing walls.

City wide, there is approximately 14,000 linear feet of privately owned sound wall segments that are exposed – meaning not covered by ivy or other vegetation as a means of protecting and deterring from graffiti – that face the public right of way. There are various materials, heights, and conditions of each of these walls, and some have been extended vertically by the owners for increased privacy. As discussed at the May 10, 2022 Strategic Planning Retreat, City Council and staff expressed a desire to increase the aesthetics of the city's corridors, particularly in areas not immediately programmed for major capital improvements. In the future, some existing privately owned sound walls may be considered for replacement as part of larger complete streets projects, however, this is not the case for a majority of the existing sound walls in question.

As mentioned above, the existing walls are of various materials, however most are either concrete block, prefabricated panels, or monolithic, and have been painted before. While most of the walls are somewhat solid or free of significant visible damage, there are numerous locations where repairs have not been made and damages still exist. There is a risk in the city assuming any level of responsibility for structural repairs, as the extent of damages is unknown. However, a more simple approach, such as pressure washing and painting, may help to achieve visual uniformity throughout the community. Based upon the estimated cumulative linear feet of privately owned sound walls, and in working with a local contractor, many of the walls could be effectively improved from washing and repainting. The total anticipated cost to repaint the estimated 14,000 linear feet of privately owned sound walls is approximately \$145,000. This number is based on various factors, such as estimated average height of the walls, traffic control, pressure washing, and anticipated paint coverage. This approach could also help improve the city's efforts for long term graffiti abatement by utilizing similar palettes of colors citywide.

As a result of Council's direction on this item, staff will coordinate to have each sound wall location evaluated to identify conditions, determine best approach, and proceed with developing a Request for Proposals. Additionally, outreach and coordination with each of the effected owners for the private wall segments would be necessary.