



**Jeannie Bruins, Mayor**  
**Jeff Slowey, Vice Mayor**  
**Sue Frost, Council Member**  
**Steve Miller, Council Member**  
**Mel Turner, Council Member**

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**CITY OF CITRUS HEIGHTS  
CITY COUNCIL  
Thursday, November 10, 2016  
City Hall Council Chambers  
6360 Fountain Square Dr., Citrus Heights, CA  
Special Meeting 5:00 p.m.  
Regular Meeting 7:00 p.m.**

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

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at City Hall located at 6360 Fountain Square Drive, Citrus Heights during normal business hours. Email subscriptions of the agenda are available online by signing up with the City's Notify Me service.

City Council meetings are televised live on Metro Cable 14, the government affairs channel on the Comcast and SureWest Cable Systems and replayed on the following Monday at 9:00 a.m. Meetings are also webcast live at [www.citrusheights.net](http://www.citrusheights.net).

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

1. City of Citrus Heights, 6360 Fountain Square Drive, Citrus Heights, CA
2. Rusch Park Community Center, 7801 Auburn Boulevard, Citrus Heights, CA
3. Sacramento County Library, Sylvan Oaks Branch, 6700 Auburn Blvd., Citrus Heights, CA

If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk's Office 916-725-2448, 6360 Fountain Square Drive at least 48 hours prior to the meeting. TDD (hearing impaired only) 916-725-6185.

November 4, 2016

  
\_\_\_\_\_  
Amy Van, City Clerk

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*Please turn off all cellular phones and pagers while the City Council meeting is in session.*

**SPECIAL MEETING  
5:00 PM**

**CALL SPECIAL MEETING TO ORDER**

1. Roll Call: Council Members: Frost, Miller, Turner, Slowey, Bruins

**PUBLIC COMMENT**

**STUDY SESSION**

2. Quality of Life Committee Funding Process Recommendation – REACH and Neighborhood Associations

**ADJOURNMENT**

**6:00 PM – 7:00 PM – Reception for Citrus Heights Chief of Police Ronald A. Lawrence**

**REGULAR MEETING  
7:00 PM**

**CALL REGULAR MEETING TO ORDER**

1. Flag Salute:
2. Roll Call: Council Members: Frost, Miller, Turner, Slowey, Bruins
3. Video Statement

**APPROVAL OF AGENDA**

**PRESENTATIONS**

4. Swearing-In of New Chief of Police
5. Proclamation Honoring Robert “Bob” Churchill Upon His Retirement from the Citrus Heights Water District

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

**PUBLIC COMMENT**

Under Government Code Section 54954.3, members of the audience may address the Council on any item of interest to the public and within the Council's purview, or on any Agenda Item before or during the Council's consideration of the Item. If you wish to address the Council during the meeting, please fill out a Speaker Identification Sheet and give it to the City Clerk. When you are called upon to speak, step forward to the podium and state your name for the record. Normally, speakers are limited to five minutes each with 30 minutes being allowed for all comments. Any public comments beyond the initial 30 minutes may be heard at the conclusion of the agenda. The Mayor has the discretion to lengthen or shorten the allotted times.

**CONSENT CALENDAR**

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

6. **SUBJECT:** Approval of Minutes  
**RECOMMENDATION:** Approve the Minutes of the Special and Regular Meeting of October 13, 2016 and the Strategic Planning Retreat Meeting on October 21, 2016
7. **SUBJECT:** Agreement with Sunrise Recreation and Park District for Supplemental Police Services  
**STAFF REPORT:** G. Anderson / J. Russo  
**RECOMMENDATION:** Adopt Resolution No. 2016 - \_\_\_\_; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing A Contract with Sunrise Recreation and Park District for Supplemental Police Officer Services at the Parks and Open Spaces Within Citrus Heights
8. **SUBJECT:** Second Reading – Mariposa Creek Subdivision – 7625 Antelope Road File #'s RZ-15-01, OTA-16-01, TT-15-01, DRP-15-06, TPI-15-76  
**STAFF REPORT:** A. Bermudez / C. McDuffee  
**RECOMMENDATION:** Adopt Ordinance No. 2016-011, An Ordinance of the City of Citrus Heights to Amend the Text of Section 106.24.060 Table 2-4 of the Zoning Code as Shown on Exhibit A-1 and the Amend the Zoning Map to Rezone a Portion of Property as Shown on Exhibit A-2
9. **SUBJECT:** Sunrise Boulevard Complete Streets Improvements – Phase 2A HSIPL 5475(037) – Approval of Caltrans Supplemental Agreement – Right-of-Way  
**STAFF REPORT:** C. Fallbeck / S. Hodgkins  
**RECOMMENDATION:** Adopt Resolution No. 2016 - \_\_\_\_; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute the Program Supplemental Agreement for the Sunrise Boulevard Complete Streets Improvement – Phase 2A Project
10. **SUBJECT:** Sunrise Boulevard Complete Streets Improvements – Phase 2A HSIPL 5475(037) – Approval of Contract Amendment No. 2

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**STAFF REPORT:** C. Fallbeck / S. Hodgkins

**RECOMMENDATION:** Adopt Resolution No. 2016 - \_\_\_\_; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute Amendment No. 2 with Bennett Engineering Services for the Sunrise Boulevard Complete Streets Improvement – Phase 2A Project

## **PUBLIC HEARING**

11. **SUBJECT:** Allocation of Federal 2017 Community Development Block Grant (CDBG) Funds – Continued from October 13, 2016 Council Meeting

**STAFF REPORT:** R. Sherman / K. Cooley / N. Piva

**RECOMMENDATION:** Adopt Resolution No. 2016 - \_\_\_\_; A Resolution of the City Council of the City of Citrus Heights, California, Adopting the 2017 Action Plan and Authorizing the City Manager to Execute Contracts to Implement the Adopted 2017 Action Plan

12. **SUBJECT:** Second Reading - An Ordinance Repealing and Re-enacting Various Sections of Chapter 18 of the Citrus Heights Municipal Code Relating to Buildings and Building Regulations

**STAFF REPORT:** R. Sherman / G. Anderson

**RECOMMENDATION:** Adopt Ordinance No. 2016 - 012; An Ordinance of the City of Citrus Heights Amending Chapter 18 of the Citrus Heights Municipal Code Relating to Buildings and Building Regulations and Adopting by Reference the 2016 California Administrative Code; California Building Code; California Residential Code; California Plumbing Code; California Electrical Code; California Mechanical Code; California Green Building Standards Code; California Energy Code

## **REGULAR CALENDAR**

13. **SUBJECT:** Commercial Solid Waste Ordinance Amendment

**STAFF REPORT:** M. Poole / C. Fallbeck

**RECOMMENDATION:** Introduce, read by title only and waive the first full reading of Ordinance No. 2016- \_\_\_\_; Amending Section 74-143 of the Citrus Heights Municipal Code Regarding the Use of Commercial Solid Waste Franchise Fees

14. **SUBJECT:** Quality of Life Committee Funding Process Recommendation

**STAFF REPORT:** R. Rivera

**RECOMMENDATION:** Adopt Resolution No. 2016 - \_\_\_\_; A Resolution of the City Council of the City of Citrus Heights, California, Updating the Annual Funding Process for Residents' Empowerment Association of Citrus Heights (REACH) and Neighborhood Associations

15. **SUBJECT:** Acquisition of Police Department Vehicles

**STAFF REPORT:** R. Lawrence / D. Christensen

**RECOMMENDATION:** Adopt Resolution No. 2016 - \_\_\_\_; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the Acquisition of Police Vehicles

**DEPARTMENT REPORTS**

16.     **SUBJECT:** I-80 / Antelope Pedestrian-Bike Overcrossing Feasibility Study  
          **DEPARTMENT:** General Services; K. Becker / Community and Economic  
          Development; C. Kempenaar

**CITY MANAGER ITEMS**

17.     **SUBJECT:** Strategic Planning Retreat Update

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

**ADJOURNMENT**

**CITY OF CITRUS HEIGHTS  
CITY COUNCIL  
MINUTES**

Item 6

**Special/Regular Meetings of Thursday, October 13, 2016  
City Hall Council Chambers  
6360 Fountain Square Drive, Citrus Heights, CA**

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**CALL SPECIAL MEETING TO ORDER**

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

2. Roll Call: Council Members present: Frost, Miller, Turner, Slowey and Bruins  
Council Members absent: None  
Staff present: Boyd, Van, Special Legal Counsel Abbott and department directors.

**PUBLIC COMMENT**

None

**CLOSED SESSION**

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2):  
1 case

There was no reportable action from closed session.

**CITY COUNCIL REVIEW**

3. Review of Revocation and Denial of General Business License for Best-1 Massage #2

Special Legal Counsel William Abbott stated there was an administrative hearing that was conducted by a Hearing Officer, and the City Council's responsibilities under the Municipal Code are to review an appeal of the Hearing Officer's decision on the revocation and denial of a renewal of a business license. The City Council is considering two matters on appeal: revocation of a business license and denial of a business license renewal. The Council has the discretion to reverse the decision of the Hearing Officer, to affirm the decision, or to affirm and adopt new findings and conclusions that the Council deems appropriate.

Ernest Chen spoke on behalf of the appellant. He stated the appellant's position is that whatever problems that were caused, were caused by an independent third-party that is no longer working at the establishment. He argued that the owner had no knowledge of the illegal conduct. The appellant has owned the establishment for three years and this is the only instance that there has been a problem. Testimony at the administrative hearing suggests that there is an ongoing problem with prostitution at the business, however the appellant argues that over the three years they have owned the business and this is the only instance of an employee engaging in illegal activities and is no longer at the business. He explained the owner has posted signs and had everyone working there sign notices saying that they won't tolerate any kind of misconduct. He said that if Council were to adopt motion #3 or #4 as presented by Special Counsel, pursuant to conditions they would not mind if there is a probationary period if after additional sting operations and nothing is found then the

owner would have an unrestricted license or that he will give up any further appeal rights should any other criminal findings be discovered later on.

Council Member questions followed.

Alex Mog, with the City Attorney's Office, spoke on behalf of the Finance Department. He stated the Municipal Code provides that an employee of a massage establishment is a person who performs any massage services on the premises on a full-time or part-time basis. He said the code is very clear that it doesn't matter if this is an employee, an independent contractor or an agent; they are considered an employee of the business. Massage establishments pose unique problems related to prostitution and operating as illegal fronts for prostitution. The City Council recognizes this as a unique problem and they adopted an ordinance and a set of regulations to specifically address this problem. He stated the appellant also raised an argument that the Finance Director and Hearing Officer misapplied the law. The Finance Director found by a preponderance of evidence that a violation had occurred and as a result of those findings determined that it was appropriate to revoke the business license.

Mr. Chen presented a rebuttal to the arguments presented and stated that the business owner did take responsibility to the extent that he could by ensuring that whoever is working there does not violate the law.

Council Member questions followed.

Special Legal Counsel Abbott responded to questions by Council Members.

**ACTION:** On a motion by Vice Mayor Slowey, seconded by Council Member Frost, the City Council made a motion to deny the appeal and adopt the findings and conclusions of the hearing officer. The license to Best-1 Massage #2 is revoked and the pending license renewal is denied.

AYES: Frost, Miller, Turner, Slowey and Bruins

NOES: None

ABSENT: None

### **ADJOURNMENT**

Mayor Bruins adjourned the special meeting at 6:30 p.m.

### **CALL REGULAR MEETING TO ORDER**

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

1. The Flag Salute was led by Cub Scout Pack 537.
2. Roll Call: Council Members present: Frost, Miller, Turner, Slowey and Bruins  
Council Members absent: None  
Staff present: Boyd, Cooley, Courtney, Sherman, Van, Ziegler and department directors.
3. The video statement was read by City Clerk Van.

**APPROVAL OF AGENDA**

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

AYES: Frost, Miller, Turner, Slowey and Bruins

NOES: None

ABSENT: None

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

Council Member Miller provided a report from the Regional Transit Board meeting. He also provided a report from the Sacramento Area Council of Governments Transportation Committee meeting. He also provided a report from the Finance Committee meeting.

Council Member Turner stated the Citrus Heights Leadership Class has begun. He attended the “drop-off” of a new basketball hoop at the Sayonara Center that was provided through the COP Basketball Foundation. The Citrus Heights Police Department teamed up with the Sacramento Kings and former NBA player Bobby Jackson to drop off the new basketball hoop. He provided a report from the Quality of Life Committee meeting. He commented on the retirement dinner for former City Manager Henry Tingle. He attended, along with Mayor Bruins and Council Member Frost, a women’s conference hosted by A Community for Peace. He provided a report from the Sacramento Transportation Authority Board meeting.

Vice Mayor Slowey provided a report from the Finance Committee meeting. He commended the Citrus Heights Police Department for their work.

Mayor Bruins announced the Antelope Spooktacular event will be held on October 15. She also announced the Howl O’Ween event on October 22 at Rusch Park. The first annual Citrus Heights Police Department vs. City of Sacramento Police Department baseball game at Rusch Park on October 23. She provided a report from the Sacramento Regional County Sanitation District and Sacramento Area Sewer District Board meeting. She attended the League of California Cities Annual Conference.

**PUBLIC COMMENT**

Tonya Wagner announced that the 8<sup>th</sup> Annual Spooktacular event will be held at Antelope Crossing.

Colin Wallace with Republic Services announced that the final Household Hazardous Waste event for the year will take place on October 15 at Sunrise Mall behind the Women’s Macy’s. He also announced that a composting workshop will also be held on October 15.

History and Arts Commissioner Christine Stein and Commissioner Larry Fritz announced the upcoming screening of *Ladies to the Rescue* to be held on October 20, 7 p.m. at the Citrus Heights Community Center.

**PRESENTATIONS**



4. Introduction of New Members of the Citrus Heights Police Department K-9 Unit

Lieutenant Courtney introduced the Citrus Heights Police Department's newest K-9 Officer Blitz and handler Officer Davis.

5. Presentation by Sunrise MarketPlace on the Results of Emergency and Disaster Preparedness Event

Colleen Beatty with the Sunrise MarketPlace provided a recap of the Dare to Prepare Day held on April 30 at Sunrise Mall and Citrus Town Center. This was the region's largest emergency preparedness event with the goal of encouraging more citizens to take action and be better prepared in the event of an emergency or disaster. She said over 1,800 people attended and the event brought more than 55 vendors and 60 volunteers.

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

Mayor Bruins read and presented the proclamation to Elaine Whitefeather with A Community for Peace.

### **CONSENT CALENDAR**

7. **SUBJECT:** Approval of Minutes

**RECOMMENDATION:** Approve the Minutes of the Special and Regular Meetings of September 8 and September 22, 2016

8. **SUBJECT:** Citrus Heights Transit Service Analysis – Approval of Caltrans Program Supplemental Agreement for Project No. STPL 5475 (040)

**STAFF REPORT:** M. Poole / C. Myers

**RECOMMENDATION:** Adopt Resolution No. 2016 - 078, A Resolution of the City Council of the City of Citrus Heights, California Authorizing the City Manager to Execute the Program Supplemental Agreement F026 for the Citrus Heights Transit Service Analysis Project (STPL 5475-040)

9. **SUBJECT:** Approval of the Final Subdivision Map for Pease Subdivision 7792 Locher Way, Citrus Heights

**STAFF REPORT:** C. Fallbeck / K. Becker / A. Flores

**RECOMMENDATION:** Adopt Resolution No. 2016 - 079; A Resolution of the City Council of the City of Citrus Heights, California, Approving the Final Subdivision Map for Pease Subdivision

10. **SUBJECT:** Antelope Road Safe Routes to School – Final Acceptance – City PN 20-13-004

**STAFF REPORT:** C. Fallbeck / S. Hodgkins

**RECOMMENDATION:** Adopt Resolution No. 2016 - 080; A Resolution of the City Council of the City of Citrus Heights, California, Accepting the Antelope Road Safe Routes to School Project as Complete and Authorizing the City Engineer to Record a Notice of Completion and Release the Contract Retention

**ACTION:** On a motion by Vice Mayor Slowey, seconded by Council Member Frost, the City Council adopted Consent Calendar Items 7, 8, 9 and 10.

AYES: Frost, Miller, Turner, Slowey and Bruins

NOES: None

ABSENT: None

## **PUBLIC HEARING**

11. **SUBJECT:** Draft Allocation of Federal 2017 Community Development Block Grant (CDBG) Funds

**STAFF REPORT:** R. Sherman / K. Cooley / N. Piva

**RECOMMENDATION:** Staff Recommends the Council:

- a. Hear public testimony on the fund allocation and Action Plan; and
- b. Continue final action until the November 10, 2016 City Council meeting.

Development Specialist Cooley provided an overview of the draft allocation of Federal 2017 Community Development Block Grant (CDBG) funds. The City estimates it will received \$596,000 in 2017 funds. She explained that 15% is available for public services, 20% for administration and 65% for Capital Improvements Projects. Staff is proposing that a majority of the money be used for citywide accessibility improvements. Over the last year staff has been working on a regional collaboration on the Renter's Helpline that provides fair housing education, property owner training, property testing, discrimination case investigations referrals to HUD/DFEH, and litigation. This is a regional fair housing collaboration with other jurisdictions within the County that receive federal funding. The City would be contributing a little less than \$14,000, which would be a savings of about \$9,000 a year on these services. The Public Services requests are as follows:

<b>Agency</b>	<b>CDBG Request</b>
Campus Life Connection	20,000
Meals on Wheels	16,000
Sac Self Help – Housing Counseling & Navigator	16,000
Sac Self Help – Renter's Helpline	13,721
Sunrise Christian Food Ministry	27,500
Terra Nova Counseling	23,844
Cross Creek Counseling Services	26,110
Crossroads Diversified Services	15,000
<b>Total Eligible Funding Requests</b>	<b>\$158,175</b>

Mayor Bruins opened the public hearing at 7:52 p.m.

### **Public Comment**

David Morikawa with Meals on Wheels thanked the Council for their continued support.

Rocky Peterson with Sunrise Christian Food Ministry thanked the Council for their continued support.

Gavin Williams with Terra Nova Counseling center spoke in support of the Juvenile Diversion Program that is supported with CDBG funds.

Rob Maxey with Campus Life Connection thanked the Council for their continued support. Carrie Harper with Cross Creek Counseling Services provided an overview of the services they provide.

Mayor Bruins closed the public hearing at 8:05 p.m.

**ACTION:** On a motion by Vice Mayor Slowey, seconded by Council Member Miller, the City Council continued final action to the November 10, 2016 City Council meeting.

AYES: Frost, Miller, Turner, Slowey and Bruins

NOES: None

ABSENT: None

### **DEPARTMENT REPORTS**

None

### **CITY MANAGER ITEMS**

None

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

Council Member Frost stated the Greater Sacramento Area Council is making some changes to their by-laws and requested to place it on the Council's next agenda to discuss. Council requested that Council Member Frost request a red-line copy of the proposed changes before the Council discusses the changes.

Community and Economic Development Director Sherman responded that once staff receives a copy of the proposed changes they can prepare a summary of the proposed changes for Council review.

### **ADJOURNMENT**

Mayor Bruins adjourned the regular meeting at 8:11 p.m.

Respectfully submitted,

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Amy Van, City Clerk

**CITY OF CITRUS HEIGHTS  
CITY COUNCIL MINUTES  
Special Meeting of Friday, October 21, 2016  
Citrus Heights Community Center  
6300 Fountain Square Drive, Citrus Heights, CA  
MINUTES**

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**SPECIAL CITY COUNCIL MEETING CALLED TO ORDER**

- The special City Council meeting was called to order at 9:00 a.m.
- Roll Call: Council Members present: Miller, Turner, Slowey and Bruins  
Council Members absent: Frost
- Staff Present: City Manager Boyd, Ziegler and department directors.

**PUBLIC COMMENT**

None

**STRATEGIC PLANNING AND TEAM BUILDING RETREAT**

The City Council held a Strategic Planning Retreat. Marilyn Snider, with Snider and Associates, facilitated the meeting and provided a record of the discussion, which is attached and incorporated into the minutes.

**ADJOURNMENT**

There being no further business to come before the City Council, the meeting was adjourned at 2:00 p.m.

Respectfully submitted,

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Amy Van, City Clerk

**CITY OF CITRUS HEIGHTS**  
**STRATEGIC PLANNING RETREAT**  
October 21, 2016 \* Citrus Heights Community Center

Marilyn Snider, Facilitator – Snider and Associates (510) 531-2904  
Michelle Snider Luna, Recorder – Snider Education & Communication (510) 610-8242

**MISSION STATEMENT**

*The City of Citrus Heights is committed to providing high quality,  
economical, responsive city services to our community.*

**VISION STATEMENT**

*Citrus Heights will be the city of choice for residents and businesses to prosper and thrive  
and a model of neighborhood engagement.*

**CORE VALUES**

not in priority order

The City of Citrus Heights values . . .

*Diversity*

*Integrity*

*Teamwork*

*Innovation*

*Respect*

*Responsive Customer Service*

*Trust*

**THREE-YEAR GOALS**

2014-2017 \* not in priority order

*Maintain long-term financial stability*

*Grow the local economy*

*Enhance quality of life*

*Enhance public safety*

*Improve overall city infrastructure with emphasis*

*on neighborhood revitalization*

## S.W.O.T. ANALYSIS

Strengths – Weaknesses - Opportunities - Threats

### WHAT ARE THE STRENGTHS AND ACCOMPLISHMENTS OF THE CITY OF CITRUS HEIGHTS SINCE THE MAY 2016 STRATEGIC PLANNING RETREAT?

Brainstormed List of Perceptions

- Hired a new City Manager
- Celebrated the Police Department's 10-year anniversary
- Adopted a Pedestrian Master Plan
- All-time high Household Hazardous Waste event
- History and Arts Commission created a dynamic "Ladies in White" documentary
- Adopted new massage ordinance
- Executed a successful Neighborhood Association Educational Summit
- Created a balanced budget
- Gained right-of-way process for Auburn Boulevard
- Red, White and Blue Parade
- Finished construction of Twin Oaks Mariposa Drainage Project
- Two promotions within the Police Department to Sergeant
- Implemented an enhanced Bait Vehicle Program to reduce stolen vehicles
- National Night Out held
- Spooktacular participation
- Started a City Awareness Campaign
- Executed several Mayor-City Staff visits—three in the past six months
- Started a pilot for a temporary alternative Animal Shelter
- Attracted eight candidates for the City Council election
- Completed construction of the 2016 Accessibility and Drainage Project
- Conducted a second Homeless Survey to identify the current homeless population
- Expanded our Police Explorer Program—approaching 30
- Established a committee for the City's 20-year celebration
- City Council received domestic violence "Champion of Hope" award from ACFP (A Community for Peace)
- Processed planning entitlements for Mariposa Creek
- Published the "Connections" newsletter
- Adopted the FY 2016-2017 budget that reflected the 10-Year Budget Model
- Acquired a new police dog named "Blitz"
- Received the CAFR Award for GFOA for FY 2014-2015
- Construction of the Cripple Creek bank restoration was completed
- Awarded contract for vegetation management services
- Implemented a citizens' portal for building permits
- Adopted a new pen keeping ordinance
- Executed a new contract for police services at Sunrise Mall
- Completed Phase 3A for Sunrise Boulevard
- Held a successful Business Walk—visited 150 businesses
- Held several Juvenile Diversion Graduations
- Successful Sunday Fun Day event
- Completed Antelope Safe Routes to School sidewalks

- Assisted Chamber of Commerce in reestablishing Leadership Citrus Heights
- Completed construction of Capitol Nursery Plaza site work
- Submitted four grant applications for Safe Routes to School and for the Electric Greenway—we scored in the top four of two of the applications and waiting for the award of the money
- Hired a new Police Chief
- Opened the new City Hall
- Hired a new Homeless Navigator
- Lower crime than the past six months (14% lower regarding retail establishments)
- Strengthened existing medical marijuana ordinance
- Adopted proactive marijuana ordinance in light of Prop 64
- Participated in the Community Camp Out
- Assisted in the creation of the Auburn Boulevard Business Association (ABBA)
- Successful Employee Recognition Program with a really good turnout
- Converted 160 LED street lights on Auburn, Fountain Square and Sunrise
- Buried a time capsule at the new City Hall to be opened in 30 years

## **WHAT ARE THE CITY'S CURRENT INTERNAL WEAKNESSES/CHALLENGES?**

Brainstormed List of Perceptions

- Lack of funding for the increased costs of the Animal Shelter
- Insufficient funding for transportation and infrastructure projects
- Lack of training for GIS/tech upgrades
- Challenge of ongoing recent retirements
- Potential loss of institutional memory due to impending retirements
- Challenges keeping up with monumental changes in criminal justice
- Concerns in the community about the delay of the construction of the medical office building
- Turnover with key staff and Council
- Lack of impact on improving the school district
- Public/regional perception of not having sufficient significance
- Inadequate social media outreach
- Lack of funding for street maintenance
- Inadequate facilities replacement funding
- Inability to sustain Community Center (e.g., facility attendance and aides)
- Reserves at an all-time low
- Lack of formal Succession Plan for City Staff at all levels
- Lack of adequate and effective public transit

## **WHAT ARE THE EXTERNAL FACTORS/TRENDS THAT WILL/MIGHT HAVE A POSITIVE IMPACT ON THE CITY IN THE COMING YEAR?**

Brainstormed List of Perceptions

- Chamber of Commerce hired a new Executive Director
- Possible revenue generation from passage of Prop 64
- Possible passage of Prop 54
- Grants (e.g., COPS grants)
- Good real estate market
- Greater Sacramento Economic Council recruiting businesses to come to the region
- Citrus Heights Collaborative
- Police Activities League



- Police Volunteer Program
- High level of volunteers
- Strong interest in housing development
- Potential passage of Measure B (roads) and Measure P (schools)
- City attracts a lot of new and emerging retail
- Good, wet winter
- Getting CDBG money
- Changes due to the elections—Federal, State and local
- Potential housing grants
- Awards from grant applications we've sent out
- New leadership in our neighborhood associations and REACH
- New Sylvan Middle School
- Interest expressed by outside health providers to locate here
- Dignity Health
- Service clubs engaged in our community
- Citrus Heights Youth and Community Center expanding services to high school students
- Faith-based community involvement
- Homeless Assistance Resource Team (HART)

**WHAT ARE THE EXTERNAL FACTORS/TRENDS THAT WILL/MIGHT HAVE A NEGATIVE IMPACT ON THE CITY IN THE COMING YEAR?**

Brainstormed List of Perceptions

- Possible passage of Prop 64
- Elections at all levels—City, County, State and Federal
- Possible Measure B failure
- Homelessness
- Aging populations
- Rising employee costs
- Increased health care costs
- Lack of rain
- Terrorism—domestic and international
- Overpopulated jails
- Possible Prop 57 passage
- Internet shopping and rapid delivery
- Increased Animal Shelter costs
- Chronic commercial vacancies
- Groundswell of concern about the integrity of our election system
- Drones
- Continued unfunded State (and Federal) mandates
- CalPERS
- Increasing retirements
- Challenge of public opinion and relationships with the police
- World conflicts
- Lack of high quality, high paying jobs
- Schools with test scores that are far below the median
- Potential shift in Council philosophy on the financial model as new Councilmembers are elected

### **NEXT STEPS/FOLLOW-UP PROCESS**

<b>WHEN</b>	<b>WHO</b>	<b>WHAT</b>
October 24, 2016	City Manager	Distribute the updated Strategic Plan to those unable to attend.
Within 48 hours	All recipients	Read the strategic planning retreat record.
October 24, 2016	HR/CI Director	Place the updated Strategic Plan on the city's website.
October 31, 2016	City Manager & Management Team	Review the "Current Internal Weaknesses/Challenges" list for possible action items.
At the November 10, 2016 City Council meeting	City Council & City Manager	Present the updated Strategic Plan to the public.
By November 11, 2016	City Manager & Department Heads	Present and review the draft updated Strategic Plan with staff.
Monthly	City Council & Executive Team	Monitor progress on the Strategic Plan and revise Objectives (add, amend and/or delete), as needed.
Monthly	City Manager	Distribute the written, updated Objectives Monitoring Matrix to the City Council and Department Heads for sharing with staff.
By April 15, 2017	City Manager and Facilities & Grounds Manager	Examine the feasibility of hiring disabled persons for specific, entry-level positions and report the results to the City Council.
By April 15, 2017	Assistant to the City Manager	Incorporate into the 2017 city-wide survey the public's suggestions regarding use of the vacant lot next to the new City Hall
April 18, 2017 (Tuesday) 8:30/9:00am - 3:00pm	City Council City Manager City Attorney Executive Team	Strategic Planning Retreat to: <ul style="list-style-type: none"> <li>- assess progress on the Strategic Plan Goals and Objectives</li> <li>- identify new Three-Year Goals for the City.</li> <li>- develop new Six-Month Objectives for each 3-Year Goal.</li> </ul>

# **STRATEGIC PLAN ELEMENTS**

Marilyn Snider, Strategic Planning Facilitator \* Snider and Associates (510) 531-2904

## **“SWOT” ANALYSIS**

Assess the organization's:

- Internal **S**trengths      - Internal **W**eaknesses
- External **O**pportunities      - External **T**hreats

## **MISSION/PURPOSE STATEMENT**

States WHY the organization exists and WHOM it serves

## **VISION STATEMENT**

A vivid, descriptive image of the future—what the organization will BECOME

## **CORE VALUES**

What the organization values, recognizes and rewards—strongly held beliefs that are freely chosen, publicly affirmed, and acted upon with consistency and repetition

## **THREE YEAR GOALS**

WHAT the organization needs to accomplish (consistent with the Mission and moving the organization towards its Vision) – usually limited to 4 or 5 key areas

## **KEY PERFORMANCE MEASURES**

What success will look like upon achievement of the goal

## **SIX MONTH STRATEGIC OBJECTIVES**

HOW the Goals will be addressed: By when, who is accountable to do what for each of the Goals

## **FOLLOW-UP PROCESS**

Regular, timely monitoring of progress on the goals and objectives; includes setting new objectives every six months

# **CITY OF CITRUS HEIGHTS    ⚙    STRATEGIC OBJECTIVES**

**October 21, 2016 – April 15, 2017**

THREE-YEAR GOAL: <b>MAINTAIN LONG-TERM FINANCIAL STABILITY</b>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By April 15, 2017	City Manager and Finance Director	Project revenue and expenditures using the City of Citrus Heights Ten-Year Budget Model as a part of the FY 2017-2018 budget process.				
2. By April 15, 2017	City Manager and Finance Director	Hold a community Budget Workshop regarding community support funding.				

THREE-YEAR GOAL: ***GROW THE LOCAL ECONOMY***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By November 18, 2106	City Manager, Mayor and Vice Mayor	Meet with Dignity Health to confirm the construction schedule and report the results of the meeting to the City Council.				
2. By November 18, 2016	Mayor (lead), City Manager and Community & Economic Development Director	Meet with the new Mall owners to familiarize them with the City's Economic Development Programs and to open discussion about the owner's plans and report the results to the City Council.				
3. By January 1, 2017	Community & Economic Development Director and the City Manager	Complete Phase II of the online building permit application process to enable payment online.				
4. At the January 12, 2017 City Council meeting	Community & Economic Development Director	Provide and update to the City Council under department reports on the Mitchell Farm Development Project.				
5. At the January 26, 2017 City Council meeting	Community & Economic Development Director	Present to the City Council the results of the City of Citrus Heights Awareness Campaign research and identification of the next steps.				
6. By April 15, 2017	Mayor (lead), City Manager, Police Chief and Community & Economic Development Director	Complete an additional four visits with targeted Citrus Heights businesses to obtain their feedback regarding doing business in Citrus Heights and their plans as a business.				

THREE-YEAR GOAL: ***ENHANCE QUALITY OF LIFE***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the October 27, 2016 City Council meeting	Facilities & Landscape Manager and the Assistant to the City Manager	Present options to the Council for consideration regarding public use of meeting rooms at the new City Hall.				
2. By December 15, 2016	Operations Manager	Present to the City Council the Animal Shelter options update for their consideration.				
3. At the January 12, 2017 City Council meeting	Mayor and City Council	Launch the year-long celebration of the City's 20 Year Anniversary, with refreshments.				
4. By March 1, 2017	HR/City Information Director	Coordinate a meeting between the Quality of Life Committee and the Neighborhood Presidents and their REACH Board representatives (two per association) regarding communication and vision.				
5. By March 1, 2017	City Attorney and the Community & Economic Development Director	Conduct a City Council study session regarding new 2017 laws about housing and land use.				
6. By March 1, 2017	Operations Manager	Present to the City Council for consideration a contract regarding transit planning services planning exercise.				
7. By April 15, 2017	City Council and School District 2x2 Committee	Discuss the School District's vision for Citrus Heights and report the results to the City Council.				

THREE-YEAR GOAL: <b>ENHANCE PUBLIC SAFETY</b>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By November 1, 2016 and monthly thereafter	Police Chief	Ensure that a DUI checkpoint or DUI saturation detail (i.e., 3 to 5 officers conducting a moving DUI checkpoint) is conducted.				
2. At the January 26, 2017 City Council meeting	Police Chief	Report to the City Council for their information the adequacy and availability of bed space for the homeless.				
3. At the February 9, 2017 City Council meeting	Police Chief	Report to the City Council on the potential impacts of public safety propositions that passed in the November 2016 election.				

THREE-YEAR GOAL: **IMPROVE OVERALL CITY INFRASTRUCTURE WITH EMPHASIS ON NEIGHBORHOOD REVITALIZATION**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the December 10, 2016 City Council meeting	General Services E-Team (Principal Civil Engineer-lead)	Present to the City Council for action the acceptance of completion of the 2016 Residential Street Resurfacing Project.				
2. At the February 9, 2017 City Council meeting	General Services E-Team (Principal Civil Engineer-lead)	Present to the City Council for consideration an award of design contract for Neighborhood Associations 8, 9 and 10 Stormwater Master Plan.				
3. By April 15, 2017	General Services E-Team (Principal Civil Engineer-lead)	Finalize the design and right of way of the Sunrise Boulevard Complete Streets Phase 2A (west side of Sunrise, Locher Drive to Sayonara Drive).				
4. By April 15, 2017	General Services E-Team (Principal Civil Engineer-lead)	Finalize the design of the Mariposa Avenue Safe Routes to School Phase 3 (Farmgate to Northridge).				
5. By April 15, 2017	General Services E-Team (Principal Civil Engineer-lead)	Recommend to the City Council for action award of the construction contract for the 2017 Accessibility and Drainage Improvements Project.				
6. By April 15, 2017	General Services E-Team (Principal Civil Engineer-lead)	Clean up and abate 20 acres of City-owned open space and 15 miles of creeks.				
7. By April 15, 2017	General Services E-Team (Principal Civil Engineer-lead)	Complete construction of the Baird Way Drainage Improvement Project.				





## CITY OF CITRUS HEIGHTS

### Memorandum

**DATE:** November 10, 2016

**TO:** Mayor and City Council Members  
Chris Boyd, City Manager

**FROM:** Jason Russo, Police Lieutenant

**VIA:** Gina Anderson, Acting Chief of Police

**SUBJECT:** **Agreement with Sunrise Recreation and Park District for Supplemental Police Services**

Approved and Forwarded to City Council

\_\_\_\_\_ Fin.

\_\_\_\_\_ Atty.

\_\_\_\_\_  
Chris Boyd, City Manager

### Summary and Recommendation

The Sunrise Recreation and Park District has requested supplemental police services through the City of Citrus Heights and the Citrus Heights Police Department. The Police Department and Sunrise Recreation and Park District have reached a one year agreement that would enhance safety in and around the parks and open spaces in the City of Citrus Heights.

Staff recommends the City Council authorize the City Manager to enter into an agreement between the City of Citrus Heights and the Sunrise Recreation and Park District for supplemental law enforcement services in and around the parks in the City of Citrus Heights.

### Fiscal Impact

Police services which are provided under this agreement will be billed, on a monthly basis, to Sunrise Recreation and Park District at the agreed upon rate of up to \$78.00 per hour for police services through June 30, 2017.

From July 1, 2017 through December 31, 2017 this agreement will be billed, on a monthly basis, to Sunrise Recreation and Park District at the agreed upon rate of up to \$80.00 per hour.

- Fiscal impact: None. The flat rate adequately covers the cost of a full-time sworn police officer and all other associated costs.
- Funding source: Sunrise Recreation and Park District.

### Background and Analysis

In 2013, the Sunrise Recreation and Park District entered into an agreement with the City of Citrus Heights for supplemental police services provided by the Citrus Heights Police

**Subject: Supplemental Police Services for Sunrise Mall**

**Date: August 24, 2016**

**Page 2 of 2**

Department. The police services contract provided for one overtime officer for approximately 10 hours per week to provide police services and patrol in the parks located within the City of Citrus Heights. The original contract has been extended on a month to month basis.

The new contract has been updated to include the current 13 parks and open spaces maintained by the Sunrise Recreation and Park District located within the geographical boundaries of the City of Citrus Heights. The purpose of the agreement is to enhance police presence in the parks and open spaces, provide additional education and enforcement, and deter criminal activity within the parks.

The supplemental police services will be coordinated through the Special Operations Unit, specifically under the supervision of the Problem-Oriented Policing (POP) sergeant. The supplemental police services will focus on the parks and open space property which needs an increase in police services due to the number of patrons visiting, and special events.

Under the terms of the agreement, the Citrus Heights Police Department will provide up to an average of 40 hours per month of enhanced police services in and around the parks and open spaces within the City of Citrus Heights. These services may include uniformed officers, bike patrol officers, foot patrol officers, motorcycle officers, as well as undercover officers as determined by the Police Department. The hours may vary depending on the needs and through mutual agreement between the Police Department and the Sunrise Recreation and Park District.

The agreement for supplemental services will not impair or interfere with the City's ability to meet its general law enforcement responsibilities or result in any City loss of operational efficiency or readiness.

The City of Citrus Heights will maintain the appropriate liability and workers' compensation insurance at all times while this agreement is in effect.

### **Conclusion**

The Police Department recommends that the City Council approve the attached resolution authorizing the City Manager to execute an agreement with the Sunrise Recreation and Park District for supplemental police services to enhance safety at the Parks and open spaces within the City of Citrus Heights.

Attachments: 1) Resolution  
2) Contract agreement for supplemental police services between City of Citrus Heights and Sunrise Parks and Recreation District.

**RESOLUTION NO. 2016- \_\_\_\_**

**A RESOLUTION OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, AUTHORIZING A CONTRACT WITH SUNRISE RECREATION AND PARK DISTRICT FOR SUPPLEMENTAL POLICE OFFICER SERVICES AT THE PARKS AND OPEN SPACES WITHIN CITRUS HEIGHTS**

**WHEREAS**, Sunrise Recreation and Park District owns and operates parks and open spaces with the City of Citrus Heights, and

**WHEREAS**, the City recognizes its duty, within its budget constraints, to provide police protection services to persons and places within its borders; and

**WHEREAS**, the District's goal is to minimize crime and enhance the quality of life in the Park District and recognizes this requires more police protection services than the District could alone provide due to the and large number of people who visit the parks; and

**WHEREAS**, the District has asked the City to provide enhanced police protection services under the terms set forth herein; and

**WHEREAS**, the City shall perform such police protection services and governmental law enforcement functions authorized by law and for the benefit of the general public; and

**WHEREAS**, the City is willing to provide supplemental police protection services pursuant to the terms and conditions of this Agreement, provided that such police protection services do not: (a) impair or interfere with the City's ability to meet its general law enforcement responsibilities, or (b) result in any City loss of operational efficiency or readiness.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the City Council of the City of Citrus Heights does authorize the City Manager to enter into a contract with Sunrise Recreation and Park District relating to the agreement for supplemental police services at the thirteen (13) parks within the City of Citrus Heights.

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

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 10th day of November 2016 by the following vote, to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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**Jeannie Bruins, Mayor**

**ATTEST:**

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**Amy Van, City Clerk**



**AGREEMENT BETWEEN THE CITY OF CITRUS HEIGHTS AND SUNRISE  
RECREATION AND PARK DISTRICT FOR SUPPLEMENTAL LAW ENFORCEMENT  
SERVICES**

This Agreement for Supplemental Law Enforcement Services ("**Agreement**") is made and entered into on the \_\_\_\_\_ of \_\_\_\_\_, 2016 by and between the City of Citrus Heights, a municipal corporation ("**City**") and Sunrise Recreation and Park District ("**District**"), a special district.

**WHEREAS**, District operates and maintains twenty-six (26) public parks within the City limits; and

**WHEREAS**, the District has identified its duty, within its budget constraints, to provide law enforcement protection services to persons and places within its parks; and

**WHEREAS**, District's goal is to minimize crime and traffic-related incidents and the District recognizes that the District requires more police protection services than the District could alone provide due to the large number people who visit the parks, and;

**WHEREAS**, the District has requested, and the City is willing to provide, supplemental law enforcement protection services with Citrus Heights Police Officers pursuant to the terms and conditions of this Agreement, provided that such police protection services do not (a) impair or interfere with the City's ability to meet its general law enforcement responsibilities, or (b) result in any City loss of operational efficiency or readiness.

**NOW, THEREFORE**, in consideration of the matters contained in this Agreement, it is mutually agreed as follows:

1. **Effective Date:** This supplemental law enforcement services will begin on October 1, 2016 ("**Effective Date**") and continue until December 31, 2017 (collectively, the "**Initial Term**"). During the Initial Term of the Agreement, and during any subsequent renewal period, as described below, the City will provide supplemental law enforcement services to the District, in the manner described herein.

Upon expiration of the Initial Term, this Agreement shall automatically renew on a month to month basis, until either party gives thirty (30) days written notice of intent to terminate. Collectively, the Initial Term and any renewal period(s) shall be known as the "**Term**."

2. **Scope of Services.**

- a. The City shall provide the District an average of up to forty (40) hours of supplemental police protection services per calendar month during this Term of this Agreement (the "**Service Hours**"). The City will consult with the District in advance regarding the preferred Service Hours, but the City has the final authority to determine the Service Hours based on the availability of Citrus Heights police officers.
- b. The supplemental law enforcement services shall be available for the following thirteen (13) parks, as amended from time to time by the Parties ("**Designated Parks**"):

- i. Rusch Park
- ii. Tempo Park
- iii. Madera Park
- iv. C-Bar-C Park
- v. Westwood Park
- vi. Crosswords Park
- vii. Brook tree Park
- viii. San Juan Park
- ix. Arcade Creek Park
- x. Greenback Woods
- xi. Northwoods Park
- xii. Stock Ranch Park
- xiii. Van Maren Park

- c. The Citrus Heights Police Officer assigned to work hours within the District will endeavor to be physically present at the Designated Parks during the Service Hours, but will also have the flexibility to leave the Designated Parks, as determined by the City in its reasonable discretion, to book prisoners and to handle Emergencies (as defined below).
- d. An “**Emergency**” is a serious event that could reasonably result in serious danger to the public if a police officer does not arrive immediately, or an event that could require an officer to employ life-saving efforts, and where the Officer assigned to the District is the closest officer available to respond to the Emergency.

3. Scheduling of Officer. The City will schedule a Citrus Heights Police Officer (“**Officer**”) to provide the supplemental law enforcement services during the Service Hours and after hours as a need is identified. The City has the sole authority to determine which Citrus Heights police officer or officers will be assigned to the District during the Service Hours. The City makes no representation as to what Citrus Heights police officer will work during the Service Hours, nor that the officer will be the same during each set of service hours. The City will endeavor to provide consistency when assigning the Officer to the Service Hours and will strive to assign an officer from the same unit so as to provide continuity in service.

4. Compensation. The District will pay the for the services provided under this Agreement, as set forth in Exhibit A “Rate Matrix Format,” attached hereto and incorporated herein by reference. The City will submit an invoice to the District each month for the previous month, and the District shall pay the City the amount referenced in the invoice within thirty (30) days of the District’s receipt of the invoice. As with all other City police officers, the Service Hours shall begin when the Officer begins his/her shift and leaves the City Police Department and ends when the Officer concludes his/her shift by returning to the City Police Department.

5. Statistics and Reporting. The City will provide the District statistics regarding the number of citations issued during the Service Hours and the hours patrolled pursuant to this Agreement (collectively “**Statistics**”). Additionally information or statistics may be provided to the upon mutual agreement of the parties. Such Statistics shall be provided at the same time as the invoice for services, and shall cover the same time period as the invoice for services.

6. Citations. As part of the supplemental law enforcement services, the City will retain discretion to issue citations using its administrative citation process, to issue citations under applicable state law, or to make arrests. The City makes no guarantee that citations will be issued. The City shall be entitled to retain any revenue generated from the issuance of administrative citations.

7. Prioritization of Law Enforcement. The District acknowledges and agrees that, during the term of this Agreement, there may be circumstances beyond the City's control when the City, in its sole discretion, may be unable to assign the Officer to the District. The District recognizes this possibility and hereby waives any claims that may arise in connection with, or as a result of, any alleged City failure to provide supplemental law enforcement services during the Service Hours. For the purposes of this Agreement, the term "circumstances" shall include unanticipated absences due to illness, injury, personal emergency, and similar factors. The City agrees to assign an Officer to cover the Service Hours as soon as reasonably feasible. If circumstances prevent the City from scheduling an Officer within a reasonable period as determined by the City, the City agrees to schedule the Service Hours at an alternate time.

8. No Agency, Joint Venture or Partnership. The District and the City agree that neither the City nor any officer, agent or employee of the City, by virtue of this Agreement, or otherwise, shall be considered or assured to be an employee, contractor, sub-contractor, partner, joint venture, representative, or agent of the District, and further agree that at all times and for all purposes under the terms of this Agreement, the City and its officers shall be controlled and governed by the terms of this Agreement.

9. City as Employer of Officer. The District agrees that, at all times, and for all purposes relevant to the Agreement, the City shall remain the sole and exclusive employer of the Officer and in the following regard:

A. The City shall remain solely and exclusively responsible for the direct payment to the Officer of any applicable wages, compensation, overtime wages, expenses, fringe benefits, pension or retirement benefits, travel expenses, mileage allowances, training expenses, transportation costs, and /or other allowances or reimbursement of any kind, including but not limited to, workers' disability compensation, unemployment compensation, Social Security Act protection and benefits, any employment taxes, and/or other statutory or contractual right or benefit based, in any way, upon any officer's status as an employee of the City.

B. The District agrees that it shall not grant, give, allow, pay, reimburse, compensate, or otherwise provide any wage, fringe benefits, gifts, equipment, personal property, supplies, entitlement, consideration (monetary or otherwise), or any other thing of value, either directly or indirectly, to the Officer. Any money paid directly to the City by the District to reimburse the City for costs pursuant to this Agreement shall not be deemed consideration paid by the District to the Officer.

C. The District and the City agree that this Agreement does not, and is not intended to, create, grant, modify, supplement, supersede, alter, or otherwise affect or control, in any manner or form: (a) any right, privilege, benefit, or any other term or condition of employment, of any kind or nature whatsoever, in, upon or for any police officer and/or any officer's agents, representatives, unions, or the successors or assigns of any of them; (b) any applicable City employment and/or union contract; (c) any level or amount of police officer supervision, standard of performance, training or education; (d) any City rule, regulation, hours of work, shift

assignment, order, policy, procedure, directive, guideline, etc. which shall solely and exclusively, govern and control the employment relationship between the City and all Officers.

D. The District and the City agree that this Agreement does not and is not intended to, limit modify, control, or otherwise affect in any manner the City's sole and exclusive right, obligation, and responsibility to determine, establish, modify, or implement any and all operational policies, procedures, orders, rules, regulations, guidelines, and/or any other policy or directive which in any way governs or controls the activity of any police officer.

E. District agrees that this Agreement does not, and is not intended to include any City warranty, promise, or guaranty, either express or implied, of any kind or nature whatsoever, in favor of District, any agent, or any person present at a Designated Park, that any supplemental police protection provided by the City under the terms and conditions of this Agreement will result in any specific reduction in or prevention of any criminal activity, or any other performance-based outcome, at the Designated Parks.

F. District agrees and promises that the Officer shall not be asked or required to perform any services directly for the District or otherwise be available to perform any other work or assignments for the District or be expected to perform any acts other than governmental law enforcement functions, crime prevention or police protection, and that no police officer, including the Officer, shall be employed in any manner or capacity by the District.

G. District agrees that neither the District nor any of its agents shall otherwise provide, furnish or assign any police officer with any job instructions, job descriptions, job specifications, or job duties, or in any manner attempt to control, supervise, train or direct any police officer in the performance of any City duty to provide police protection services under the terms of this Agreement. District shall provide the City with a copy of the District's Ordinances so that Officer is familiar with those Ordinances. Officer, however, will enforce the Ordinances only to the extent they are consistent with Officer's duties and City, State and Federal law.

H. With the exception of the Sacramento County Sheriff's Office, District agrees that it will not contract with any other law enforcement agency or law enforcement officers for supplemental law enforcement services at the Designated Parks during the term of this Agreement. District shall have the right to contract with third-party private security providers, subject to the provisions of Section F above.

10. No Special Benefit Created. District agrees that this Agreement does not, and is not intended to, create, by implication or otherwise, any specific, direct, or indirect obligation, duty, promise, benefit, and/or special right to police protection services or governmental law enforcement protection in favor of District, any District agent(s) and/or any other person, who, for any reason or for no reason, is at the Designated Park or any event at the Designated Park. Further, District agrees that at all times, and for any and all purposes under this Agreement, the City and the Officer present at the Designated Parks under the terms of this Agreement, shall be present strictly and solely to perform such police protection services and governmental law enforcement functions authorized by law to and for the benefit of the general public.

## 11. City's Insurance

11.1 Coverages. During the Term of this Agreement, and at all times that City performs services at the Designated Parks, City shall maintain in full force and effect, at City's



sole expense, risk management coverage equivalent to the insurance provisions set forth below.

(a) Liability Insurance. Commercial general liability insurance, or equivalent risk management coverage (including premises, operations, personal injury and advertising injury, products and completed operations, protective liability on operations of independent contractors and blanket contractual liability insurance) on an “occurrence” basis against claims for bodily injury, death and property damage, with a limit of not less than Ten Million Dollars (\$10,000,000.00) per occurrence and Twenty Million Dollars (\$20,000,000.00) in the aggregate (unless District approves a lesser amount in writing) and (b) commercial automobile liability insurance (including protective liability coverage on operations of independent contractors and blanket contractual liability insurance) with a limit of not less than One Million Dollars (\$1,000,000.00) per accident for owned, non-owned or hired automobiles. If the City is permissibly self-insured or is a member of a joint powers authority, pursuant to applicable law, the District shall obtain the appropriate documentation and provide evidence of coverage.

(b) Workers’ Compensation Insurance. During the term of this Agreement, City shall comply with all provisions of law applicable to City with respect to obtaining and maintaining workers’ compensation insurance, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than One Million Dollars (\$1,000,000) per accident for bodily injury or disease. Prior to the commencement of this Agreement, and once annually for any renewal period, City shall provide District, as evidence of this required coverage, a certificate in a form satisfactory to District on or before the commencement or renewal date, providing that insurance coverage shall not be canceled or reduced without thirty (30) days prior written notice to District.

11.2 City’s Insurance or Similar Risk Management Coverage. City shall furnish or cause to be furnished to District prior to commencement of work at the Designated Parks, certificates of insurance or other evidence of risk management coverage as available to the City by its provider.

11.3 Separate Obligation. The obligations contained in this Section 11 are separate and distinct from all other obligations set forth in this Agreement.

11.4 Notice of Cancellation. City shall provide notice to the District if any of the above insurance policies are cancelled.

11.5 Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the District.

11.6 Verification of Coverage. City shall furnish the District with original certificates and amendatory endorsements, other evidence of risk management coverage, or copies of the applicable policy language effecting coverage required by this Section. All certificates and endorsements or other evidence of risk management coverage are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the services beginning shall not waive the City’s obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements, or other evidence of risk management coverage required by these specifications, at any time.

12. Indemnification. City agrees to defend, indemnify and hold harmless, District, its officers, agents, directors and employees (collectively "District") from and against any and all liability, claims, loss, cost, damage or expense (including, without limitation, attorneys' and paralegals' fees and expenses and court costs) in connection with or arising from any negligent act or omission of the City, its officers, agents, directors or employees, or the work or services to be performed hereunder, except to the extent caused by the sole negligence or willful misconduct of the District.

District agrees to defend, indemnify and hold harmless, City, its officers, agents, directors and employees ("collectively "City") from and against any and all liability, claims, loss, cost, damage or expense (including, without limitation, attorneys' and paralegals' fees and expenses and court costs) in connection with or arising from any negligent act or omission of the City, its officers, agents, directors or employees, or the work or services to be performed hereunder, except to the extent caused by the sole negligence or willful misconduct of the City.

The District shall also indemnify, defend, and hold harmless the City, its officers, agents, directors and employees from any claim or liability based or asserted upon the illegality or unconstitutionality of any District Ordinances or Codes that the City has enforced under this Agreement.

This Section 12 shall survive the expiration or termination of this Agreement as to any claims, actions, or judgments arising from the conduct or inaction of the City, District, or any officer, agent, director, or employee thereof during the Term of this Agreement.

13. Claims. District agrees that it shall promptly deliver to the City written notice and copies of any claim(s), complaint(s), charges, or any other accusation or allegation of negligence or other wrongdoing, whether civil or criminal in nature, that District becomes aware of which involves in any way the City or any Officer. District agrees to reasonably cooperate with the City in any investigation conducted by the City into any act(s) or work performance of any police officer, including Officer, in connection with services provided under this Agreement.

14. Termination. Either the City or District may, before the scheduled termination of this Agreement, cancel this Agreement, without cause, without incurring any penalty or liability to the other party because of the cancellation. Cancellation may be effectuated by delivering a written notice of cancellation of this Agreement to the other party at least thirty (30) days before the effective date of cancellation (which cancellation date shall be clearly stated in this written notice). If less than sixty (60) days written notice of termination is provided to City, District shall compensate City for the proposed Service Hours that would occur during a sixty (60) day period starting at the date of the notice of termination.

15. Notices. Any notices required to be given under this Agreement shall be in writing and shall be delivered either by (i) certified mail, return receipt requested, in which case notice shall be deemed delivered three (3) business days after deposit, postage prepaid, in U.S. mail; (ii) a reputable messenger service or a nationally recognized overnight courier, in which case notice shall be deemed delivered one (1) business day after deposit with such messenger or courier; or (iii) personal delivery with receipt acknowledged in writing, in which case notice shall be deemed delivered when received. All notices shall be addressed as follows:

If to City:       Commander Gina Anderson  
                          City of Citrus Heights  
                          6315 Fountain Square Drive

Citrus Heights, California 95621  
Fax: 1-916-727-5500

With copies to:

Chris Boyd, City Manager  
City of Citrus Heights  
6360 Fountain Square Drive  
Citrus Heights, CA 95621  
Fax: 1-916-727-4709

And

Ruthann G. Ziegler  
Meyers Nave  
555 Capitol Mall  
Suite 1200  
Sacramento, CA 95814  
Fax: 1-916-556-1516

If to District: Dave Mitchell, Sunrise Park District Administrator  
Noe Villa  
7801 Auburn Blvd  
Citrus Heights, CA 95610

16. Venue and Applicable Law. This Agreement is made and entered into in the State of California and shall be governed under the laws of the State of California. Venue for any legal or equitable action shall be in Sacramento County. This Agreement shall be construed as a whole according to its fair meaning, and not construed strictly for or against any party.

17. Miscellaneous Provisions

A. District agrees that it may not assign, delegate, contract, subcontract or otherwise transfer, promise, commit, or loan any police protection services or duties under this Agreement to any other person and/or public or private corporation, entity, or organization of any kind, without the prior consent of the City, which consent shall not be unreasonable withheld.

B. No party to this agreement, nor anyone claiming by, through or under either party's control shall discriminate against or engage in the segregation of any person, or group of persons on account of race, color, creed, national origin, ancestry, or any other characteristic protected by state or federal law in the sale, lease, sublease, transfer, use occupancy, tenure, or enjoyment of the Designated Parks, nor shall either party or any person claiming by, under or through a party's control, establish or permit any such practice or practices of discrimination or segregation with reference to the selection location, number, use or occupancy of the Designated Parks.

C. Absent an express waiver, the failure of any party to pursue any right granted under this Agreement shall not be deemed a waiver of that right regarding any existing or subsequent breach or default under this Agreement.

D. The City and District acknowledge that this Agreement shall be binding upon each of them and, to the extent permitted by law, upon their administrators, representatives, subsidiaries, executors, successors, assigns, and all persons acting by, through, under, or in concert with any of them.

E. This Agreement is solely between the two signators hereto, and is not intended to create, nor should it be construed to create any rights in so-called third party beneficiaries.

F. No amendment, modification, alteration or variation of the terms of this Agreement shall be valid unless in writing and signed, acknowledged, and approved by both parties.

18. Entire Agreement. This Agreement sets forth the entire agreement for supplemental law enforcement services between the City and District and fully supersedes any and all prior agreements or understandings between them in any way related to the subject matter hereof.

CITY OF CITRUS HEIGHTS

SUNRISE RECREATION AND PARK  
DISTRICT

By: \_\_\_\_\_

By: \_\_\_\_\_

Chris Boyd, City Manager

Its: Dave Mitchell, Sunrise Recreation and  
Park District Administrator

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

APPROVED AS TO FORM:

APPROVED AS TO FORM:

By: \_\_\_\_\_

By: \_\_\_\_\_

Ruthann G. Ziegler, City Attorney

Its: \_\_\_\_\_, Legal Counsel

## Exhibit A

### RATE MATRIX FORMAT (Effective Date to June 30, 2017)

Personnel/Equipment:	Rate:	
<b>Armed/Uniformed Police Officer w/ Marked Police Vehicle</b>	<b>up to \$78</b>	<b>per hour</b>
<b>Holidays</b>	<b>up to \$78</b>	<b>per hour</b>

The City will charge a flat rate of up to \$78 per hour for the armed/uniformed police officer with a marked police vehicle. The hourly rate will be set by the City in its sole discretion but, except as otherwise set forth herein, shall not exceed the maximum rate set forth above. This rate includes the police officer's hour rate, fuel surcharges and mileage surcharge. This rate will also cover training, officer equipment, benefits, dispatching, administration, and printing of administrative citations for use by the Police Department during the contract.

The Police Department will submit an invoice to the District each month for the previous month, and the District shall pay the City the amount referenced in the invoice within 30 days of the District's receipt of the invoice.

### RATE MATRIX FORMAT (July 1, 2017 to December 31, 2017)

Personnel/Equipment:	Rate:	
<b>Armed/Uniformed Police Officer w/ Marked Police Vehicle</b>	<b>up to \$80</b>	<b>per hour</b>
<b>Holidays</b>	<b>up to \$80</b>	<b>per hour</b>

This chart reflects a potential 3% pay increase for police officers effective July 1, 2017. The City will charge a flat rate of up to \$80 per hour for the armed/uniformed police officer with a marked police vehicle. The hourly rate will be set by the City in its sole discretion but, except as otherwise set forth herein, shall not exceed the maximum rate set forth above. This rate includes the police officer's hour rate, fuel surcharges and mileage surcharge. This rate will also cover training, officer equipment, benefits, dispatching, administration, and printing of administrative citations for use by the Police Department during the contract.

The Police Department will submit an invoice to the District each month for the previous month, and the District shall pay the City the amount referenced in the invoice within 30 days of the District's receipt of the invoice.

2710347.7



# CITY OF CITRUS HEIGHTS

## Memorandum

November 10, 2016

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

**FROM:** Alison Bermudez, Associate Planner  
Colleen McDuffee, Planning Manager

**SUBJECT:** Second Reading – Ordinance Adopting Zoning Map Amendment and  
Rezone – Mariposa Creek Subdivision 7625 Antelope Road

Approved and Forwarded to City  
Council

\_\_\_\_\_  
Fin.

\_\_\_\_\_  
Atty.

\_\_\_\_\_  
Christopher W. Boyd, City  
Manager

---

### Summary and Recommendation

On October 27, 2016, the City Council introduced, read by title only and waived the first full reading of an Ordinance adopting a Zoning Map Amendment to Rezone a portion of land from RD-4 to RD-5 and to increase the allowable lot coverage in the RD-5 zone from 40% to 50%.

### Fiscal Impact

Staff does not anticipate any fiscal impact associated with the proposed amendments.

### Conclusion

Staff recommends that the Council approve Ordinance No. 2016-011 an Ordinance adopting a Zoning Map Amendment to Rezone a portion of land from RD-4 to RD-5 and to increase the allowable lot coverage in the RD-5 zone from 40% to 50%.

Attachments: Ordinance No. 2016 - 011

ORDINANCE 2016-011

AN ORDINANCE OF THE CITY OF CITRUS HEIGHTS TO AMEND THE TEXT OF SECTION 106.24.060 TABLE 2-4 OF THE ZONING CODE AS SHOWN ON EXHIBIT A-1 AND TO AMEND THE ZONING MAP TO REZONE A PORTION OF PROPERTY AS SHOWN ON EXHIBIT A-2

THE CITY OF CITRUS HEIGHTS DOES ORDAIN AS FOLLOWS:

Section 1: Purpose and Authority

The purpose of this Ordinance is to (1) amend the Table 2-4 of Section 106.24.050 of the Citrus Heights Zoning Code to change the allowable lot coverage for the RD-5 zone from 40% to 50% as shown in Exhibit A-1 and to amend the Citrus Heights Zoning Map to Rezone a portion of land addressed as 7625 Antelope Road from RD-4 to RD-5 as shown in Exhibit A-2.

Section 2: Findings

- The proposed amendment is consistent with the General Plan.
- Ensure that requests for rezonings to increase the allowable residential density in all neighborhoods shall only be approved for projects providing superior design and enhanced community benefit. It shall be the responsibility of the applicant to demonstrate how the rezoning will allow for the development of a project that exceeds the City's minimum requirements by proving superior design and enhanced community benefit.
- The proposed rezoning shall result in a project that contributes to and enhances the best characteristics of the surrounding neighborhood.
- The applicant has demonstrated that the increased density will not negatively impact storm drainage within the local area. Proponents shall be required to provide adequate topographic and flow characteristics information to demonstrate their project will not contribute to or worsen any flooding problems in the locale.
- The applicant has demonstrated that adequate public infrastructure, including streets, water, and sewer, is available to serve the project.
- The proposed rezoning will assist the City in meeting the goals of the General Plan.
- The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City.

Section 3: Action

The City Council hereby amends the text of Section 106.24.050 Table 2-4 to allow 50% lot coverage in the RD-5 zoning designation and amends the Citrus Heights Zoning Map to rezone a portion of 7625 Antelope Road to RD-5 as depicted in Exhibits A-1 and A-2 and which is incorporated by reference and included in its entirety with this ordinance.

Section 4: 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 5: Effective Date and Publication

This Ordinance shall take effect thirty (30) days after its adoption, and within fifteen (15) days after its passage, shall be posted in three public places.

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights this 10<sup>th</sup> day of November, 2016 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Jeannie Bruins, Mayor

**ATTEST:**

\_\_\_\_\_  
Amy Van, City Clerk

A-1: 106.24.060 Table 2-4

A-2: Rezone Map



## To Ordinance

**106.24.060 - Residential and Open Space District Site Planning and Building Standards**

Subdivisions, new land uses and structures, and alterations to existing land uses and structures, shall be designed, constructed, and established in compliance with the requirements in Table 2-4, in addition to the applicable standards (e.g., landscaping, parking and loading, etc.) in Article 3 (Site Planning and Project Design Standards) of this Zoning Code.

**TABLE 2-4 - RESIDENTIAL AND OPEN SPACE DISTRICT DEVELOPMENT STANDARDS**

Development Feature	Requirement by Zoning District					
	RD-1, 2, 3, 4	RD-5, 7	RD-10, 15	RD-20, 25, 30	MH	O
<b>Setbacks</b>	<i>Minimum setbacks required. See Section 106.30.100 for setback measurement instructions, and exceptions to these requirements.</i>					
Front	20 ft	15 ft 20 ft for garage facade		25 ft	20 ft	20 ft
Side - Interior (each)	5 ft	5 ft		1 story - 10 ft 2 story - 20 ft 3 story - 30 ft	10 ft	10 ft
Side - Corner	15 ft	12.5 ft		25 ft	20 ft	20 ft
Rear	RD-1, 2 - 25 ft RD-3, 4 - 20 ft	20 ft		20 ft	10 ft	10 ft
Garage	20 ft from a garage door to the back of the nearest sidewalk, or the front property line where there is no sidewalk.					
Fences	See Section 106.30.050 (Fences and Walls)					
Accessory structures	See 106.42.200 (Residential Accessory Uses and Structures)					
<b>Lot coverage</b>	<i>Maximum percentage of total net lot area occupied by primary structures, all accessory structures, and second dwelling units, but not including swimming pools.</i>					
Maximum coverage	30%	50%	50%	60%	40%	5%
<b>Floor area ratio (FAR)</b>	<i>Maximum floor area ratio for non-residential structures.</i>					
	0.40	0.40	0.50	0.50	0.50	0.10
<b>Height limit</b>	<i>Maximum allowable height of structures. See Section 106.30.060 (Height Limits and Exceptions) for height measurement requirements, and height limit exceptions. See Section 106.42.150 for special height limits for multi-unit projects.</i>					
Maximum height	30 ft		50 ft		30 ft	

Landscaping

See Chapter 106.34 (Landscaping Standards)

Parking

See Chapter 106.36 (Parking and Loading)

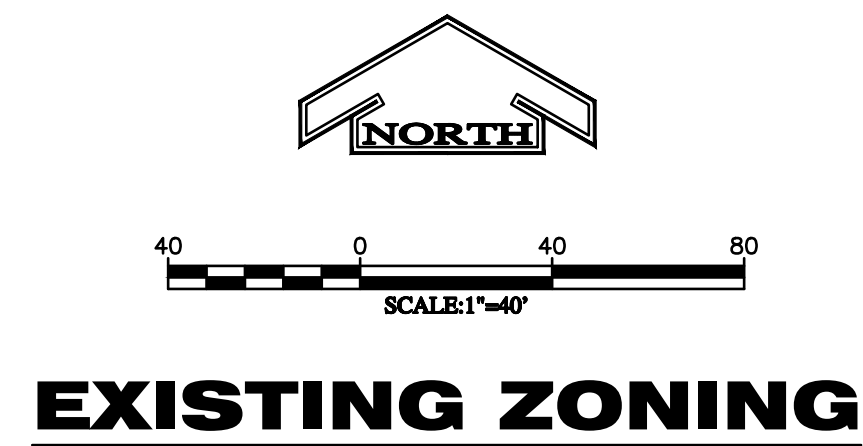
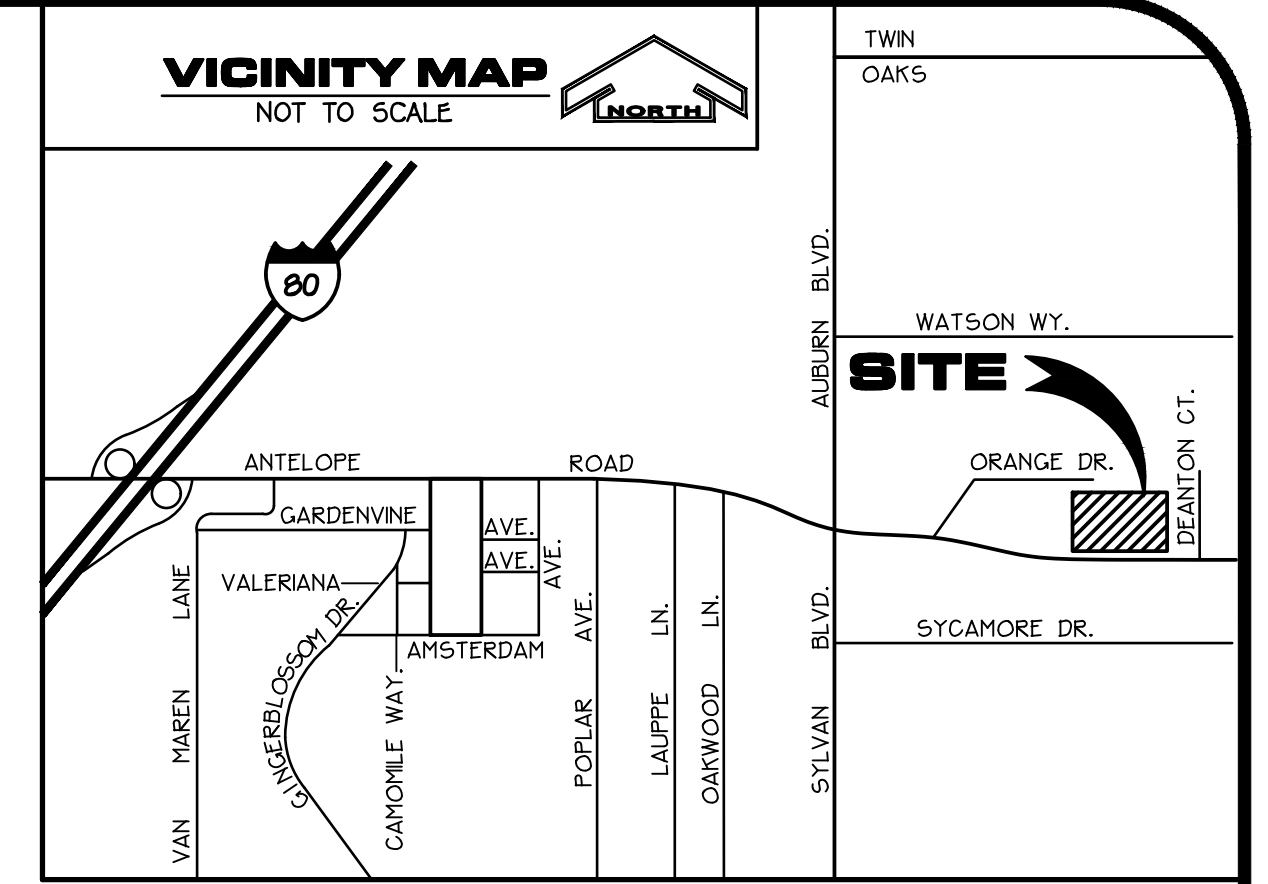
Signs

See Chapter 106.38 (Signs)

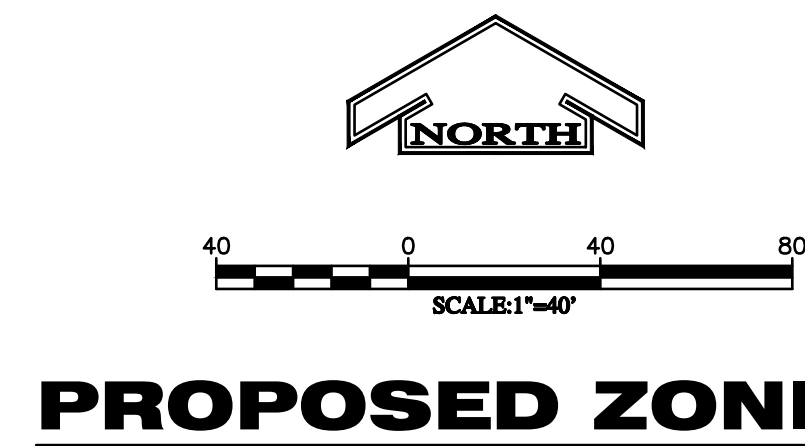
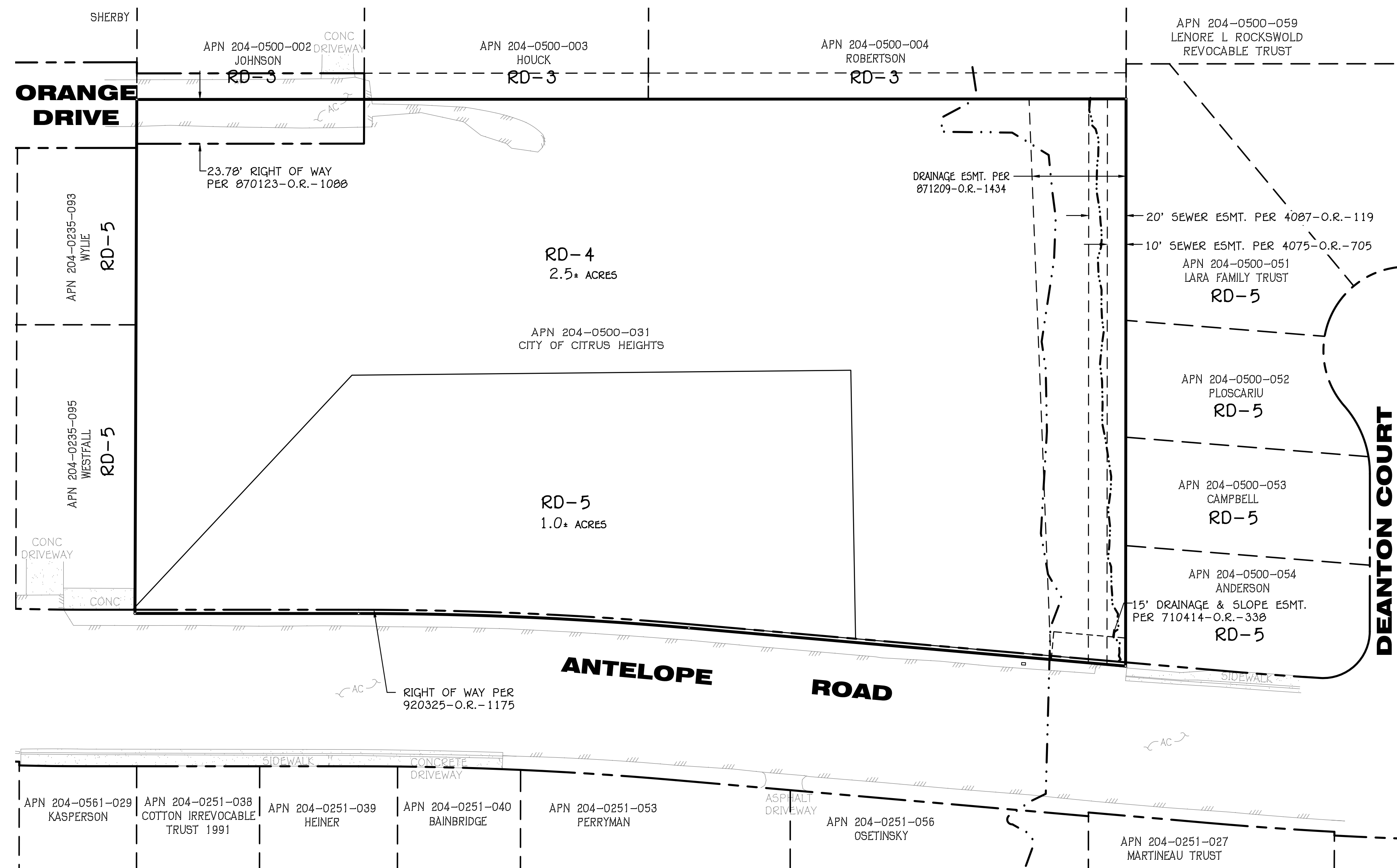
REZONE EXHIBIT FOR:  
**MARIPOSA CREEK**

CITY OF CITRUS HEIGHTS

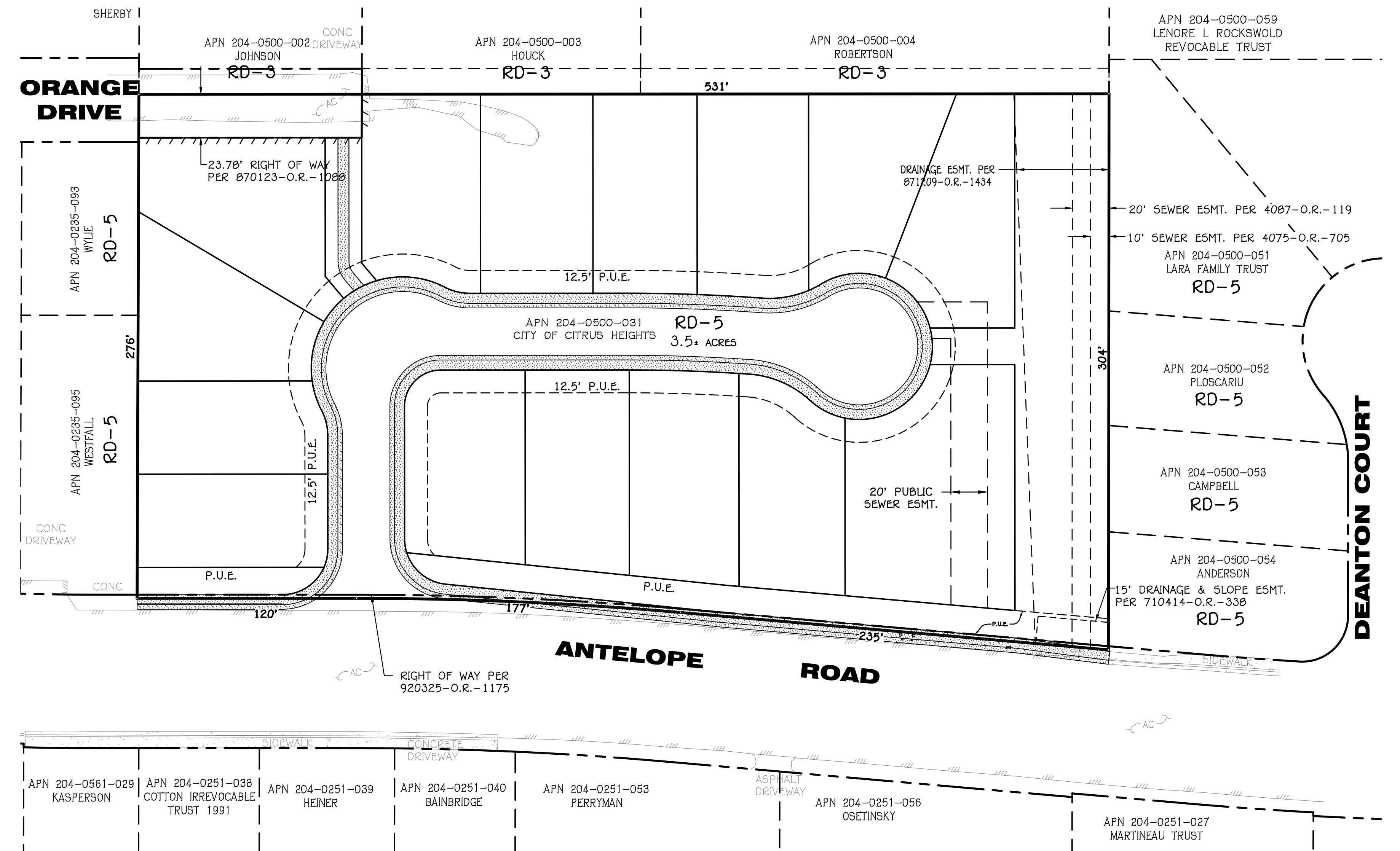
CALIFORNIA



**EXISTING ZONING**



**PROPOSED ZONING**



A-2  
To Ordinance

REZONE EXHIBIT FOR:  
**MARIPOSA CREEK**

SEPTEMBER 18, 2015  
REVISED MARCH 24, 2016





# CITY OF CITRUS HEIGHTS

## Memorandum

November 10, 2016

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

**FROM:** Chris Fallbeck, Principal Civil Engineer  
Stuart Hodgkins, Principal Civil Engineer

**SUBJECT:** Sunrise Boulevard Complete Streets Improvements  
Phase 2A HSIPL 5475(037)  
Approval of Caltrans Supplemental Agreement – Right-of-Way

Approved and Forwarded to City Council

\_\_\_\_\_ Fin.

\_\_\_\_\_ Atty.

\_\_\_\_\_  
Christopher W. Boyd, City Manager

### Summary and Recommendation

In early 2014, the City was awarded a Highway Safety Improvement Program (HSIP) grant in the amount of \$840,800 (total project estimate \$1,300,000) for the Sunrise Boulevard Complete Streets Improvements Phase 2A Project (Project). Design of the project is 60% complete and staff received authorization to begin acquisition of right-of-way parcels and temporary construction easements necessary to proceed with the work. As part of the authorization process, Caltrans requires execution of a Program Supplement Agreement.

Staff recommends City Council approve the attached resolution authorizing the City Manager to execute the Program Supplement Agreement No. 025-N1 to Administering Agency-State Agreement No. 03-5475R.

### Fiscal Impact

Total cost of the right-of-way acquisition services for the Project is estimated at \$71,800 (including capital costs, engineering, and acquisition services). The HSIP grant will fund up to \$58,400 of these services and the balance will be funded with Measure A Capital and Stormwater Utility funds.

### Background and Analysis

Sunrise Boulevard serves as the primary vehicle, bicycle and pedestrian access for the residential communities east and west of Sunrise as well as a direct link from these neighborhoods to the commercial centers near Greenback Lane and Woodmore Oaks Drive. A major north-south arterial, Sunrise carries approximately 39,000 vehicles per day with an 85<sup>th</sup> percentile speed of 45mph, but there is no continuous sidewalk, bike lane or standard street lighting along the west side between Locher Drive and Sayonara Drive.

The City's goal is to improve safety for people entering and exiting the residential neighborhoods, reduce potential for collisions, and provide a fully accessible and safe place for pedestrians to walk. This

Project will install new curb, gutter, separated sidewalk, incidental drainage improvements and street lights along the west side of Sunrise Boulevard between Locher Drive and Sayonara Drive. The work will also include application of a micro-seal and new pavement striping and markings on the southbound lanes of Sunrise Boulevard.

In early 2014, the City received an Highway Safety Improvement Program (HSIP) grant in the amount of \$840,800 for design, environmental review, right-of-way acquisition and construction (total project estimate \$1,300,000). Project design was started in November 2015 and following Caltrans approval of the final environmental document in August 2016, staff submitted a Request for Authorization to begin the acquisition of right-of-way and temporary construction easements. Caltrans approved that request in September and the City must now execute a Supplemental Agreement (to our Master Cooperative Agreement) for the specific work approved. The supplemental agreement defines the funding commitments, special covenants and other responsibilities the City must satisfy in order to seek reimbursement under the grant. Caltrans will not reimburse the City for any right-of-way expenditures until this agreement is fully executed.

### **Conclusion**

Staff recommends City Council approve the attached resolution authorizing the City Manager to execute the Program Supplement Agreement No. 025-N1 to Administering Agency-State Agreement No. 03-5475R – Sunrise Boulevard Complete Streets Improvements-Phase 2A Project.

Attachment: Resolution

**RESOLUTION NO. 2016-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF CITRUS HEIGHTS, CALIFORNIA AUTHORIZING THE CITY MANAGER TO  
EXECUTE THE PROGRAM SUPPLEMENTAL AGREEMENT FOR THE  
SUNRISE BOULEVARD COMPLETE STREETS IMPROVEMENT-PHASE 2A PROJECT**

**WHEREAS**, in February 2014 the City received a \$840,800 (\$1,300,000 total project cost) Highway Safety Improvement Program (HSIP) grant to design and construct complete street improvements to the west side of Sunrise Boulevard between Locher Drive and Sayonara Drive; and

**WHEREAS**, Caltrans has authorized the City to proceed with the acquisition of rights-of-way and temporary construction easements for the project; and

**WHEREAS**, the right-of-way engineering and acquisition services for the project will be funded with \$58,400 from the Highway Safety Improvement Program Grant and the City's match will come from Measure A Capital and Storm water Utility Funds; and

**WHEREAS**, the City must execute a project-specific Program Supplemental Agreement with Caltrans as part of the grant authorization process.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the City Council of the City of Citrus Heights, the City Manager is hereby authorized to execute the Program Supplement Agreement No. 025-N1 to Administering Agency-State Agreement No. 03-5475R – Sunrise Complete Streets Improvements-Phase 2A Project.

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

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 10th day of November, 2016, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

**Jeannie Bruins, Mayor**

**ATTEST:**

---

**Amy Van, City Clerk**



# CITY OF CITRUS HEIGHTS

## Memorandum

November 10, 2016

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

**FROM:** Chris Fallbeck, Principal Civil Engineer  
Stuart Hodgkins, Principal Civil Engineer

**SUBJECT:** **Sunrise Boulevard Complete Streets Improvements  
Phase 2A HSIPL 5475(037)  
Approval of Contract Amendment No. 2**

Approved and Forwarded to City Council

Fin.

Atty.

Christopher W. Boyd, City Manager

### Summary and Recommendation

On November 12, 2015, City Council authorized an Agreement for Services (Agreement) with Bennett Engineering Services (Bennett) to provide for design services for the Sunrise Boulevard Complete Streets Improvements Phase 2A Project (Project). Subsequently, Contract Amendment No. 1 in the amount of \$6,060 was approved to cover additional environmental documentation required by Caltrans.

During the design process, which is approximately 65% complete, the project team determined additional design related services are need to complete the design and right-of-way acquisition and prepare the project for construction next summer. The additional services needed are, 1) acquisition of seven (7) additional Temporary Construction Easements, 2) landscape design services for the new planter areas along the project, and 3) additional electrical engineering services for design and configuration of the final leg of the Sunrise Boulevard fiber optic communications system. Staff has negotiated Amendment No. 2 to the agreement (draft attached) with Bennett to provide the necessary design and right-of-way acquisition services.

Staff recommends City Council approve the attached resolution authorizing the City Manager to execute the Amendment No. 2 to the agreement with Bennett.

### Fiscal Impact

The not-to-exceed fee for services under the original agreement and Contract Amendment No. 1 is \$230,023. The proposed Contract Amendment No. 2 will increase the not-to-exceed fee for services by \$70,120 to \$300,143. The additional design and right-of-way acquisition services will be funded with Measure A Capital and Storm Water Utility funds.

### **Background and Analysis**

Sunrise Boulevard serves as the primary vehicle, bicycle and pedestrian access for the residential communities east and west of Sunrise as well as a direct link from these neighborhoods to the commercial centers near Greenback Lane and Woodmore Oaks Drive. A major north-south arterial, Sunrise carries approximately 39,000 vehicles per day with an 85<sup>th</sup> percentile speed of 45mph, but there is no continuous sidewalk, bike lane or standard street lighting along the west side between Locher Drive and Sayonara Drive.

The City's goal is to improve safety for people entering and exiting the residential neighborhoods, reduce potential for collisions, and provide a fully accessible and safe place for pedestrians to walk. This Project will install new curb, gutter, separated sidewalk, incidental drainage improvements and street lights along the west side of Sunrise Boulevard between Locher Drive and Sayonara Drive. The work will also include application of a micro-seal and new pavement striping and markings on the southbound lanes of Sunrise Boulevard.

In early 2014, the City received a Highway Safety Improvement Program (HSIP) grant for the Project. Design was started in November 2015 and Caltrans approved the final environmental document in August (2016). The original concept design for the Project anticipated acquisition of three (3) rights-of-way (fee title) and two (2) Temporary Construction Easements (TCE). However, with the design now approximately 65% complete the project team has determined that six (6) additional TCEs are needed. The design also now incorporates some landscape planters to separate the sidewalk from the roadway in keeping with our General Plan. Finally, this project will construct the last leg of the City's Sunrise Boulevard fiber optic communication system, connecting all of the traffic signals, traffic cameras and the changeable message sign north of Sayonara Drive back to the Traffic Operations Center (TOC) at City Hall. It is necessary to adjust the final design and specifications for the Project to ensure the systems along the corridor are configured and communicate properly with the TOC when construction is complete.

Staff has negotiated with Bennett to develop and refine the scope of work for the required services and associated fee. Staff believes the agreed upon scope and fee, as outlined in the proposed Contract Amendment No. 2 (attached), are reasonable relative to the level of effort required.

### **Conclusion**

Staff recommends the City Council adopt the attached resolution authorizing the City Manager to execute Amendment No. 2 to the Professional Services Agreement with Bennett Engineering Services for the Sunrise Boulevard Complete Streets Improvements - Phase 2A Project.

Attachments: (1) Resolution  
(2) Amendment

**RESOLUTION NO. 2016-\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,  
CALIFORNIA AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT  
NO. 2 WITH BENNETT ENGINEERING SERVICES FOR THE SUNRISE  
BOULEVARD COMPLETE STREETS IMPROVEMENT-PHASE 2A PROJECT**

**WHEREAS**, on November 12, 2015, the City Council of the City of Citrus Heights, California executed an agreement with Bennett Engineering Services, in the amount of \$223,963, to provide professional engineering design services for the Sunrise Boulevard Complete Streets Improvements Project – Phase 2; and

**WHEREAS**, Amendment No. 1 to said agreement, executed on May 24, 2016, provided for additional environmental documentation as required by Caltrans for the project and increased the not-to-exceed fee to \$230,023; and

**WHEREAS**, the City wishes to amend the agreement to provide for additional right-of-way acquisition, landscape design and electrical engineering services for the project; and

**WHEREAS**, said Amendment No. 2, in the amount of \$70,120 will increase the total not-to-exceed contract fee to \$300,143; and

**WHEREAS**, the additional services will be funded with Measure A Capital funds and Storm Water Utility Funds.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the City Council of the City of Citrus Heights, the City Manager is hereby authorized to execute Contract Amendment No. 2, in the amount not to exceed \$70,120, for the Sunrise Complete Streets Improvements-Phase 2A Project.

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

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 10th day of November, 2016, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

**Jeannie Bruins, Mayor**

**ATTEST:**

---

**Amy Van, City Clerk**



**AMENDMENT NO. 2**  
**SUNRISE COMPLETE STREETS IMPROVEMENTS PHASE 2A**  
**CITY OF CITRUS HEIGHTS AND BENNETT ENGINEERING SERVICES**

This Amendment is entered into by and between the City of Citrus Heights (“City”), a municipal corporation in the State of California, and Bennett Engineering Services (Bennett), as of November 10, 2016. The City and Bennett agree as follows:

1. City and Bennett entered into an agreement on November 12, 2015 (“Agreement”) by which Bennett agreed to provide the services referenced therein at a cost not to exceed \$223,963.
2. City and Bennett executed Change Order No. 1 to the Agreement on May 24, 2016 and agreed to the changes in scope and fee for services as referenced therein. The amended total not-to-exceed fee for services is \$230,023.
3. The City and Bennett now wish to amend the agreement to provide for additional right-of-way acquisition, landscape design and electrical engineering services needed to properly prepare the project design for construction.
4. As set forth in Exhibits A and B, attached hereto and incorporated herein, the City and Bennett agree to amend the scope of services and the base not-to-exceed fee, in an amount of \$70,120. The amended total contract shall not exceed \$300,143.
5. All other terms and conditions of the November 12, 2015 Agreement shall remain unchanged, including but not limited to, the terms and conditions regarding timing of payment, insurance and indemnification, and standard of care.

**CITY OF CITRUS HEIGHTS**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Christopher W. Boyd, City Manager

**BENNETT ENGINEERING SERVICES**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

# Exhibit A: Scope of Services

## TO: AMENDMENT NO. 2

Client: City of Citrus Heights

Consultant: Bennett Engineering Services Inc

Project: Sunrise Complete Streets Improvements Phase 2A

Date: November 2, 2016



*Consultant's services shall be limited to those expressly set forth below, and Consultant shall have no other obligations or responsibilities for the Project or to the Client except as agreed to in writing or as provided in this Agreement. All of Consultant's services in any way related to the Project or Client shall be subject to the terms of this Agreement.*

### TASK 1. Project Management

#### Subtask 1.1. Meetings

BEN|EN will coordinate with City Project Manager and the Project Development Team (PDT) to setup and facilitate all project related meetings associated with the additional tasks. BEN|EN will prepare all meeting agendas and meeting minutes and distribute these to the Project Team.

#### Subtask 1.2. Monthly Invoices and Status Reports

BEN|EN will coordinate with subconsultants to prepare and submit monthly invoices and status reports to the City for the additional scope. The status reports will include project tasks completed, deliverables submitted and budget expenditures for that month's invoice. Invoices will include employee rates, expenses per task, and a copy of any subconsultant invoices.

TASK 1. Deliverables	Documentation
Facilitate meetings	Meeting notices, agendas, minutes, and sign-in-sheets.
Coordination efforts as needed	Meeting minutes
Monthly Invoices and Status Reports	Draft status report, monthly invoices, status reports

### TASK 3. Right of Way Services

#### Subtask 3.2. Plats and Legals

UNICO will prepare six (6) additional plat and legal descriptions for the temporary construction easements necessary for the construction of the project.

#### Subtask 3.3. Appraisals and Right of Way Acquisition

BEN|EN will coordinate with City staff and Interwest Consulting Group to prepare six (6) additional temporary construction easements, certifications and make the acquisition offers as directed by the City for needed right-of-way. We will manage the real property acquisition process throughout the life of the assigned Project. We will work closely with City staff in performing the required real estate services and provide the team with regular, ongoing progress reports regarding the status of all right-of-way activities.

## ACQUISITION SUPPORT SERVICES

It is understood that the City will serve as key negotiator with the property owners. We will provide the initial acquisition activities, up to the First Written Offer. Negotiation activities are anticipated to be performed by the City. However, we will be prepared to provide additional services or provide support as requested by City.

## PROJECT CERTIFICATION

Interwest recognizes that Right of Way Certification is a written statement summarizing the status of all right of way related matters pertaining to a proposed construction project. As part of the certification process, Interwest will provide a Right of Way Certification.

TASK 3. Deliverables	Documentation
Right-of-Way Exhibit showing areas that require additional right-of-way.	Electronic copy of exhibit in pdf format
Plats and Legal Descriptions for areas that require additional right-of-way.	Electronic copy of plats and legals in pdf format
Appraisals and right-of-way acquisition	Appraisal Reports
Assumption: City will provide Title Reports. City will obtain any Permits to Enter from others for other construction activity.	

## TASK 4. Plans, Specifications and Estimates (PS&E)

### Subtask 4.4. Final Plans, Specifications, and Estimates (PS&E)

BEN|EN will prepare and submit Plans, Specifications, and Estimates to the City for review and comment that will include the additional Landscaping and fiber optic system designs.

### Subtask 4.5. Utility Coordination

BEN|EN will coordinate with the City and utility companies to address the impacts of the fiber optic work.

### Subtask 4.8. Fiber Optics System Design Services

BEN|EN team will contact the City to obtain approval to access the City's existing fiber optic system on Sunrise Boulevard and review existing equipment in the field as well as at the City's Police Department server site. The review will include verification of communication:

- between Traffic Operation Center (TOC) and all signals from Sayonara to Twin Oaks Avenue
- between TOC and all CCTV from Sayonara Drive to Twin Oaks Avenue
- between TOC and the new Changeable Message Sign (CMS) south of Twin Oaks Avenue

Based on the review, we will develop specifications for bidding and construction of a complete fiber optics communication system which will connect all traffic signals and Intelligent Transportation System (ITS) equipment between Sayonara Drive and Twin Oaks Avenue to the City's TOC. The specifications would include requirements of:

- Upgrading IVC software at TOC with a sufficient license to accommodate all existing CCTV cameras, new CCTV cameras to be added on Sunrise Boulevard, and 10 future cameras
- Furnishing and installing all equipment as necessary at the TOC and various connection points in the field to ensure proper system connectivity
- Configuring all signals and CCTV cameras for full operation from TOC

The plan for installation of fiber optic system between Locher Way and Sayonara Drive is already included in our current work scope.

<b>TASK 4. Deliverables</b>	<b>Documentation</b>
Plans, Specifications and Estimates at the 90% design stage	Six (6) copies of Plans, Specifications and Estimates. Hardcopies will be in 11" x 17" and full size sets.
Final PS&E	Final plan submittal will be on Mylar, stamped and signed by a CA registered PE. Original Mylar plan sheets shall become the property of the City after approval and acceptance by the City.
Utility Coordination	Meeting minutes/recommendations

## **TASK 7. Construction Assistance**

### **Subtask 7.2. Submittals, RFIs, and Change Orders**

**BEN|EN** team will assist City staff to review and commenting on contractor's submittals, RFIs, and change order requests associated with the additional fiber optic and landscaping work.

### **Subtask 7.3. Field Review**

**BEN|EN** team will provide field reviews during construction as requested by the City.

<b>TASK 7. Deliverables</b>	<b>Documentation</b>
Response to submittals, RFI, and Change Orders	Correspondence and addenda to contract documents
Field review notes	Memorandum of field review data

**INITIALS:**

\_\_\_\_\_  
\_\_\_\_\_

Exhibit B: Cost Proposal

TO: AMENDMENT NO. 2

Client: City of Citrus Heights

Consultant: Bennett Engineering Services Inc

Project: Sunrise Boulevard Complete Streets Improvements for Phase 2A

Date: November 2, 2016



Staff Classification  Staff Person Proposed  Hourly Rate	Project Manager IV  Rubio, L.  73.00 \$/hr		Engineer III  Renteria, J.  45.50 \$/hr		Engineer I  Staff  27.00 \$/hr		Designer III  Staff  34.00 \$/hr		Administrative  Staff  27.50 \$/hr		BEN EN Subtotal						REIMB. EXPENSES	UNICO	Foothills	Y&C	Interwest	TOTAL
	Total Hours	Salary Cost	Salary Increases 5.00%	Overhead 167.65%	Profit 10.00%	TOTAL LABOR COST																
Task 1 - Project Management																						
1.1 Meetings and Field Review	1 hrs	\$73	4 hrs	\$182	hrs	\$0	hrs	\$0	hrs	\$0	5 hrs	\$255	\$13	\$449	\$72	\$789	\$0	\$0	\$0	\$0	\$789	
1.2 Monthly Invoices and Status Report	1 hrs	\$73	hrs	\$0	hrs	\$0	hrs	\$0	8 hrs	\$220	9 hrs	\$293	\$15	\$516	\$82	\$906	\$0	\$0	\$0	\$0	\$906	
1.3 Quality Control Plan	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Subtotal	2 hrs	\$146	4 hrs	\$182	hrs	\$0	hrs	\$0	8 hrs	\$220	14 hrs	\$548	\$28	\$965	\$154	\$1,695	\$0	\$0	\$0	\$0	\$1,695	
Task 3 - Right of Way Services (As Needed)																						
3.2 - Plats and Legals	1 hrs	\$73	2 hrs	\$91	hrs	\$0	2 hrs	\$68	hrs	\$0	5 hrs	\$232	\$12	\$409	\$65	\$718	\$0	\$5,323	\$0	\$0	\$6,041	
3.3 - Appraisals and Right of Way Acquisition	1 hrs	\$73	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	1 hrs	\$73	\$4	\$129	\$21	\$227	\$0	\$0	\$0	\$29,647	\$29,874	
Subtotal	2 hrs	\$146	2 hrs	\$91	hrs	\$0	2 hrs	\$68	hrs	\$0	6 hrs	\$305	\$16	\$538	\$86	\$945	\$0	\$5,323	\$0	\$29,647	\$35,915	
Task 4 - Plans, Specifications, and Estimates																						
4.4 Final PS&E	hrs	\$0	4 hrs	\$182	hrs	\$0	hrs	\$0	hrs	\$0	4 hrs	\$182	\$9	\$320	\$51	\$562	\$0	\$0	\$11,485	\$0	\$12,047	
4.5 Utility Coordination	hrs	\$0	2 hrs	\$91	4 hrs	\$108	hrs	\$0	hrs	\$0	6 hrs		\$199	\$10	\$350	\$56	\$615	\$0	\$0	\$0	\$615	
4.8 Fiber Optics System Design Services	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,150	\$11,150	
Subtotal	hrs	\$0	6 hrs	\$273	4 hrs	\$108	hrs	\$0	hrs	\$0	10 hrs	\$381	\$19	\$670	\$107	\$1,177	\$0	\$0	\$11,485	\$11,150	\$23,812	
Task 7 - Construction Assistance																						
7.2 - RFIs, Submittals and Review Change Orders	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,400	\$1,400	
7.3 - Field Review During Construction	hrs	\$0	2 hrs	\$91	hrs	\$0	hrs	\$0	hrs	\$0	2 hrs	\$91	\$5	\$161	\$26	\$283	\$0	\$0	\$1,565	\$5,450	\$7,298	
Subtotal	hrs	\$0	2 hrs	\$91	hrs	\$0	hrs	\$0	hrs	\$0	2 hrs	\$91	\$5	\$161	\$26	\$283	\$0	\$0	\$1,565	\$6,850	\$8,698	
PROJECT TOTAL	4 hrs	\$292	14 hrs	\$637	4 hrs	\$108	2 hrs	\$68	8 hrs	\$220	32 hrs	\$1,325	\$68	\$2,334	\$373	\$4,100	\$0	\$5,323	\$13,050	\$18,000	\$29,647	\$70,120

\* Rates are subject to change with 30-day notice.  
\* This fee estimate contains an abbreviated list of staff classifications and does not restrict BEN|EN to those classifications.  
\* This fee estimate is valid for 90 days.



## CITY OF CITRUS HEIGHTS

### Memorandum

November 10, 2016

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

**FROM:** Rhonda Sherman, Community and Economic Development Director  
Katherine Cooley, Development Specialist  
Nicole Piva, Housing and Grants Program Technician

**SUBJECT:** **Allocation of Federal 2017 Community Development Block Grant (CDBG) Funds**

Approved and Forwarded to City Council

\_\_\_\_\_ Fin.

\_\_\_\_\_ Atty.

\_\_\_\_\_  
**Christopher W. Boyd, City Manager**

#### Summary and Recommendation

Staff requests the Council review and approve the 2017 CDBG Action Plan.

Staff recommends the Council:

1. hear public testimony on the fund allocation and Action Plan;
2. adopt a resolution (a) approving the CDBG 2017 Action Plan, (b) authorizing the City Manager to apply for funds for 2017 and execute all contracts necessary to carry out the CDBG Action Plan for 2017, and (c) authorizing the City Manager to make minor adjustments to the allocations not to exceed 25% of the total award in the event the actual appropriation of funds by Congress varies from the estimated amount.

On Thursday, September 29, 2016, the City Council Quality of Life Committee met and developed recommendations for 2017 CDBG funding. The Action Plan has been prepared to reflect the Committee's recommendations, but can be changed to reflect any Council decisions.

#### Fiscal Impact

CDBG funds are federal grant funds; there is no impact on City funds. The CDBG program allows for the City to be reimbursed for the costs of administering the grant in an amount not to exceed 20% of the annual grant.

#### Background and Analysis

In January 2000, the City became an entitlement community under the federal Community Development Block Grant Program (CDBG). This enables the City of Citrus Heights to receive federal CDBG funds directly from the U.S. Department of Housing and Urban Development (HUD) according to a fixed formula. In 2016, the City was awarded \$596,386.

The federal allocation for 2017 CDBG has yet to be taken up by the U.S. Congress at the time of this report. The City anticipates receiving a similar amount of funding in 2017.

### Action Plan Preparation

#### *Available Funds*

Based on the total award estimate the funding available is as follows:

<b>Estimated 2017 CDBG annual award</b>	<b>\$596,000</b>
Available for public services (15%)	89,000
Available for administration (20%)	119,000
Available for other activities (65%)	388,000

#### *Funding Recommendations*

Based on available funding, the Quality of Life Committee recommends the following:

<b>Organization</b>	<b>Recommended Amount</b>
<i>Public Service (15%)</i>	
Campus Life Connection	11,000
Cross Creek Counseling	5,279
Meals on Wheels	16,000
Sacramento Self-Help Housing Housing Counseling & Navigator	16,000
Sacramento Self-Help Housing Renter's Helpline	13,721
Sunrise Christian Food Ministry	10,000
Terra Nova Counseling	17,000
<i>Capital Projects (65%)</i>	
City-wide Accessibility Improvement Project	388,000

The City's Action Plan has been drafted to reflect these recommendations, but may be changed to reflect Council direction.

#### *Public Service Proposals*

In response to a Request for Proposals, the City received eight requests from outside agencies for CDBG funds. Total requests equal \$158,175. Please refer to Attachment 1 for a summary of applications received. Councilmembers can view original applications via the hyperlink contained in the summary sheet. Paper copies are available upon request from the City's Housing and Grants division.

The requests are as follows:

Public Service Agency	Service	Amount Requested	Gen Fund 16/17
<b>Currently Funded Agencies</b>			
Campus Life Connection	After School Tutoring	20,000	10,000
Meals on Wheels	Senior Nutrition	16,000	82,909
Sacramento Self-Help Housing	Housing Counseling & Navigator	16,000	ED Support 20,000 Comm. Support 15,400
Sacramento Self-Help Housing	Renter's Helpline	13,721	-
Sunrise Christian Food Ministry	Emergency food to low-income residents and homeless	27,500	5,000
Terra Nova Counseling	Juvenile Diversion & Education	23,844	2,845
<b>New Funding Requests</b>			
Cross Creek Counseling	Mental Health Services for Parents of MediCal Eligible Children	26,110	-
Crossroads Diversified Services	Financial Assistance for Job Training	15,000	-
<b>Total Requests</b>		<b>\$158,175</b>	<b>\$136,154</b>

#### Capital Projects

If approved, 2017 CDBG funding will be used to fund City-wide accessibility improvements such as construction of fully compliant ramps, relocation of drainage inlets and restriping where necessary, pedestrian signal heads and accessible crosswalks. Locations have yet to be determined.

#### Affirmatively Furthering Fair Housing

When the City accepts federal funding from HUD, the City is required to certify that it will take steps to affirmatively further fair housing. The City has been operating its own fair housing program through a combination of subrecipients and staff work since 2013. During 2016, staff from all regional entitlement jurisdictions coordinated and mutually agreed on a cost sharing model for all Renter's Helpline services. Cost sharing is based upon number of rental units within each jurisdiction. Based on this partnership staff is recommending an allocation of \$13,721 for this service, which saves the city approximately \$9,279 annually.

Jurisdiction	Allocation Amount	Services Provided
City of Sacramento	116,693	<ul style="list-style-type: none"> <li>• Renter's Helpline</li> <li>• Fair housing education</li> <li>• Property owner trainings</li> <li>• Property testing</li> <li>• Discrimination case investigations</li> <li>• Referrals to HUD/DFEH</li> <li>• Litigation</li> </ul>
County of Sacramento	120,792	
City of Citrus Heights	13,721	
City of Elk Grove	17,609	
City of Rancho Cordova	18,492	
<b>Total</b>	<b>287,307</b>	



Action Plan Submission

Once the Action Plan is adopted via resolution and the City Manager is granted authority to execute agreements to carry out the activities as described in the plan, the plan will be submitted to HUD.

Attachments:

- (1) Resolution
- (2) 2017 Public Services Application Summary Sheet
- (3) Draft 2017 CDBG Action Plan
- (4) Original funding applications are available via the hyperlink listed at the top of the summary sheet.

2725699.2

**Resolution No. 2016-\_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA  
ADOPTING THE 2017 ACTION PLAN AND AUTHORIZING THE CITY MANAGER TO  
EXECUTE CONTRACTS TO IMPLEMENT THE ADOPTED 2017 ACTION PLAN.**

**WHEREAS**, the City Council of the City of Citrus Heights, California, wishes to apply for federal Community Development Block Grant (CDBG) funds that are administered by the U.S. Department of Housing and Urban Development (HUD),

**WHEREAS**, the City has prepared a 2017 Action Plan that includes the planned activities for the use of CDBG federal funds during the calendar year 2017,

**WHEREAS**, sub-recipients have submitted proposals on August 27, 2016, to provide public service activities to low and moderately-low income residents of the City of Citrus Heights and the City Council of the City of Citrus Heights approved the 2017 Action Plan and awarded funding on November 10, 2016,

**WHEREAS**, sub-recipients will receive CDBG funds under contract to carry out the activities as described in the 2017 Action Plan,

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS HEREBY:**

1. Adopts the 2017 Action Plan,
2. Authorizes the City Manager to execute contracts with outside agencies to administer and to carry out the activities described in the 2017 Action Plan, and
3. Authorizes the City Manager to correct any errors that may be found in the adopted 2017 Action Plan, make minor adjustments to the individual allocations not to exceed 25% upon final Congressional appropriation and to make minor changes that may be requested by HUD and the City Council as provided with the final documentation.

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights the 10<sup>th</sup> day of November, 2016. I, the undersigned, hereby certify that the foregoing Resolution No. 2016-\_\_\_\_\_ was duly adopted by the City Council following a roll call vote:

<b>Ayes:</b>	<b>Council Members:</b>
<b>Noes:</b>	<b>Council Members:</b>
<b>Abstain:</b>	<b>Council Members:</b>
<b>Absent:</b>	<b>Council Members:</b>

\_\_\_\_\_  
**Jeannie Bruins, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Amy Van, City Clerk**  
2725704.2

**Council Meeting: October 13, 2016**

## **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

### **1. Introduction**

The 2017 Action Plan is a one-year plan to address the community development and low-income housing needs in the City of Citrus Heights. It covers the third year of implementation of the five-year Consolidated Plan. Both the Consolidated Plan and the Action Plan are implemented by City housing staff.

The City anticipates receiving \$595,000 in 2017 funds from the federal Community Development Block Grant (CDBG) program. The City also plans to meet its community development and housing needs using the City's First Time Homebuyer and Housing Repair Programs.

City staff encouraged citizen participation throughout the Action Plan process. This included holding public meetings, and accepting public comment during the public review period. Using research and input from the public, City staff formulated the objectives and outcomes that are briefly described below.

### **2. Summarize the objectives and outcomes identified in the Plan**

#### **Objectives**

- Assist community-based organizations with financing that allows them to provide a new or expanded services to target-income residents, especially seniors, youth, and the homeless.
- Provide a housing repair program that addresses the quality and affordability of ownership housing stock for target-income households.
- Remove barriers to accessibility throughout the City, especially those barriers identified as a priority identified by the city's General Services Department.

#### **Outcomes**

The City's housing outcomes for this planning period will utilize prior-year funding to offer housing repairs, which will make loans to low-income eligible homeowners living in a conventional home needing health-and-safety-related repairs. The City will continue to offer a First Time Homebuyer Program, which will provide a low-interest loan to eligible households looking to purchase their first home in the City of Citrus Heights. The First Time Homebuyer Program is funded by Home Consortium funds and loan repayments. The City will also fund public improvements, including a citywide ADA-compliant curb ramp installation project to assist disabled residents.

The City received applications from eight eligible organizations for public service programs. On October 13, 2016 City council will review funding recommendations and hear public hearing, on November 10th City council will provide final funding recommendations and approve the 2017 Action Plan. The following applications were received:

- Campus Life Connection, which offers educational and social development to elementary and middle age children, providing an after-school experience that moves students in a positive direction.
- Meals on Wheels by ACC, which offers daily hot or frozen meals to homebound seniors or seniors in a congregate setting.
- Sacramento Self-Help Housing, which offers housing counseling and Navigator services to homeless residents and those at risk of homelessness.
- Sacramento Self-Help Housing, which offers tenants' rights and fair housing advice, mediation, and investigation through a partnership with Project Sentinel, Rental Housing Association and Legal Services of Northern California.
- Sunrise Christian Food Ministry, which offers ongoing emergency food to low-income persons.
- Terra Nova Counseling, which offers a Juvenile Diversion and Education Program in partnership with CHPD providing individual and/or family therapy to decrease crime recidivism and improve quality of life for low-income youth.
- Cross Creek Counseling, which offers mental health counseling to low-income parents struggling with their children's mental health issues.
- Crossroads Diversified Services, which offers tuition assistance to income eligible individuals to obtain skill training in high demand, career oriented jobs.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects. The City evaluated its past performance as part of determining which activities to fund in the 2017 year.

In the last few years, the City has taken steps to identify and address needs related to homelessness. The City has funded a Homeless Navigator Program with local General Funds; this program is under the umbrella of Sacramento Self-Help Housing. The Navigator identifies the homeless in Citrus Heights and provides resource referrals for this population.

In the area of accessibility, the City has completed dozens of ADA curb ramps and several sidewalk infill projects in recent years. The need for these activities remains high.

The City has typically devoted the full 15% allowed to public services, serving thousands of households with a range of services, from meals to transportation to housing counseling. Many households have come to depend on these services, and new households are accessing them. The City plans to continue to devote the maximum allowable funding to public services, and also to supplement it with approximately \$136,000 in General Fund monies.

### **4. Summary of Citizen Participation Process and consultation process**

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

City staff held a funding application workshop for non-profits applying for public service funds on July 29, 2016. The workshop was noticed in the Sacramento Bee, and staff also sent emails to interested persons and organizations. The workshop was attended by 5 people.

The City will offer an opportunity for comment at its October 13, 2016 City Council meeting, at which point the allocation of federal 2017 Community Development Block Grant Funds will be discussed. The City will also offer an opportunity for public comment at the November 10, 2016 City Council meeting, when the Action Plan will be adopted.

City staff held an interdepartmental meeting to discuss potential projects with other City staff.

The Action Plan will be made available for public review during public comment period from October 12 to November 10, 2016. A public notice announcing its availability was published in the Sacramento Bee on July 15, 2016 and September 28, 2016. The first public hearing on the Action Plan was held in front of the Citrus Heights City Council on October 13th and the second public hearing was held on November 10, 2016.

## **5. Summary of public comments**

Comments received during the public comment period from October 8 to November 12 will be included upon Action Plan finalization.

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

To date, the City has not received any public comments. Comments received during the public comment period from October 12 to November 10 will be included in the Plan, if applicable.

## **7. Summary**

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

- Build healthy communities; and
- Expand economic opportunities.

Those goals align closely with three of the City Council's five goals, which include "grow the local economy", "enhance the quality of life" and "improve overall city infrastructure with emphasis on neighborhood revitalization".

Within those priorities, the City identified six main goals;

- Foster affordable housing;
- Expand homeless transitional housing and services;
- Create job training opportunities;
- Improve accessibility;
- Construct or upgrade public facilities; and
- Provide other social services.

To address these goals in 2017, the City plans to provide homebuyer assistance loans to first-time homebuyers, provide loans to homeowners needing health and safety repairs, support nonprofits offering a wide range of social services, and assist with several accessibility projects.



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

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

**Table 1 – Responsible Agencies**

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

The City of Citrus Heights Housing and Grants Division, within the Community and Economic Development Department, serves as the lead agency for the Annual Action Plan and the administration of CDBG, HOME, and other housing and community development funds. Within the Housing and Grants Division, the Development Specialist II oversees the day-to-day administration of the CDBG program. The Housing and Grants Program Technician II assists in administering the program.

For the receipt of HOME funds, Citrus Heights is in a Consortium with Sacramento County and the City of Sacramento. Citrus Heights receives an annual allocation from the Consortium. Sacramento Housing and Redevelopment Agency (SHRA) is the lead organization in the Consortium.

### Action Plan Contact Information

City of Citrus Heights  
6360 Fountain Square Drive  
Citrus Heights, CA 95621  
Attn: Housing and Grants Program Technician  
916-727-4752  
npiva@citrusheights.net

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

### **1. Introduction**

In preparing the Consolidated Plan, the City consulted a variety of agencies, including local and regional nonprofits, government organizations, and faith based organizations. In preparation of the Consolidated Plan, the City also prepared an online survey that received a high response rate of 251 responses including interested residents and service providers. The City also attended a meeting of the Citrus Heights Collaborative to gain feedback from its service provider membership.

The goal of the consultation process was to gather data to help determine the priority needs of Citrus Heights' citizen and opportunities for coordination to improve availability and accessibility to services.

### **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))**

The City's public housing agency is Sacramento Housing and Redevelopment Agency (SHRA), which has consulted with several agencies in attempt to determine the level of coordination needed during the preparation of SHRA's Consolidated Plan.

At a local level, Sacramento Self-Help Housing (SSHH) provides case management services and a Self-Help Housing Navigator which will provide outreach to the homeless in the city. SSHH is also in regular communication with Sacramento Steps Forward, the organization that administers the Continuum of Care on behalf of Sacramento County. Sunrise Christian Food Ministry also maintains a food pantry at Advent Lutheran Church and connects clients to local and regional services when possible. Both of these groups regularly attend Citrus Heights Collaborative meetings to maintain connection and communication with their partner organizations.

### **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.**

The City maintains strong involvement in the Continuum of Care, which is currently administered by Sacramento Steps Forward, over the course of the Consolidated Plan period. The City's Development Specialist is a member of the Continuum of Care Advisory Board. The Continuum of Care Board is responsible for advertising the Sacramento Steps Forward Board of Directors on policy around the issue of homelessness. The goal of the Advisory Board is to ensure Sacramento Steps Forward retains a broad representation of constituents in the community, allowing the organization to establish a more efficient method of community planning and evaluation.

The City has a strong history of funding Sacramento Self-Help Housing, who provides housing counseling to homeless persons or those at risk of homelessness. The City looks forward to exploring additional solutions for homelessness during the coming Consolidated Plan.



**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 County Continuum of Care, receives funding through SHRA. Citrus Heights does not have sufficient population to receive Emergency Shelter Grant (ESG) funds directly, and typically SHRA has made decisions related to ESG funding. The City will remain diligent regarding its involvement in the Continuum of Care and will look for opportunities to be involved in ESG funding decision in the future.

## AP-12 Participation – 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.

**Table 2 – 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	
1	Newspaper Ad	Non-targeted/broad community	The City published a public notice in the Sac Bee newspaper to publicize two public hearing meetings which will be held on October 13 and November 10, 2016 and public review and comment period begins October 12 and will end November 10, 2016.	No comments have been received.	No comments have been received.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	
2	Internet Outreach	Non-targeted/broad community	The City published the two public hearing meetings (October 13 and November 10, 2016) through the City's Housing and Grants webpage.	No comments have been received.	No comments have been received.	
3	Public Hearing	Non-targeted/broad community	On October 13, 2016 City Council will hold a public hearing.	No comments have been received.	No comments have been received.	
4	Public Hearing	Non-targeted/broad community	A second public hearing will be held on November 10, 2016 recommending the City Council approve the Action Plan.	No comments have been received.	No comments have been received.	

## Expected Resources

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

#### Introduction

The City anticipates continuing to receive CDBG funding throughout the Consolidated Plan period. In addition, the City expects to receive grant applications through the California Department of Housing and Community Development.

**Table 3 - Expected Resources – Priority Table**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	595,000	195,000	362,000	1,152,000	The City is an entitlement jurisdiction receiving Community Development Block Grant funds on a calendar year basis. Remaining funds is from prior year funding, which is being reallocated to the city's Housing Repair Program.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	148,000	136,000	327,000	611,000	The City received HOME funds through Sacramento Housing Redevelopment Agency.
General Fund	public - local	Public Services	136,000	0	0	136,000	The City allocates General Fund monies to support nonprofits. The nonprofits serve low-income residents, but that is not a requirement of the funding source.
Other	public - state	Admin and Planning Homeowner rehab	1,000,000	0	0	1,000,000	The City has received a one-time \$1,000,000 grant through Housing and Community Development (HCD) for mobile home health and safety repairs within the Citrus Heights.

**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 CDBG program does not have a matching requirement. However, the City does add general funds to further support a few of the nonprofit organizations receiving CDBG funding.

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

During the life of the City's Redevelopment Agency, the Agency purchased fourteen four-plexes and one eight-plex on Sayonara Drive. As these properties were severally dilapidated they were demolished and the City now has statutory requirements to replace the affordable units. Unfortunately with the dissolution of redevelopment agencies in California, what would have been the main source of funding for this project is no longer available. The City has an obligation to pursue replacement of these units prior to September, 2017. During this time period the City will pursue developing these properties and locating alternate funding sources to make this possible.

**Discussion**

The City attempts to maximize the use of all of its available funding sources by encouraging projects that access private financing (grants/loans) or other federal or state funding sources. The City always actively pursues available grants for housing and community development programs.

## Annual Goals and Objectives

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

**Table 4 – Goals Summary**

Sort Order	Goal Name	Start Year	End Year	Category		Needs Addressed		Goal Outcome Indicator
1	Foster Affordable Housing	2015	2019	Affordable Housing		Build Healthy Communities		Homeowner Housing Rehabilitated: 10 Households
2	Expand Homeless Housing and Services	2015	2019	Homeless		Build Healthy Communities		Public service activities for Low/Moderate Income Housing Benefit: 60 Households Assisted
4	Improve Accessibility	2015	2019	Non-Housing Community Development		Build Healthy Communities		Citywide Accessibility Projects
5	Other Public Service Needs	2015	2019	Homeless Non-Homeless Special Needs				

**Table5 – Goal Descriptions**

<b>1</b>	<b>Goal Name</b>	Foster Affordable Housing
	<b>Goal Description</b>	In 2014, Citrus Heights received a \$1,000,000 grant from Housing and Community Development Department (HCD) to provide health and safety repairs to low-income mobile home owners. Funding source comes from Housing and Community Development (HCD). An estimated 30 mobile home homeowners who are low-income will receive health and safety repairs to their home.
<b>2</b>	<b>Goal Name</b>	Expand Homeless Housing and Services
	<b>Goal Description</b>	In 2016, the City funded a Homeless Navigator position with general funds monies for the first time to identify and assist people who are homeless within the city. In 2017, Sacramento Self-Help Housing will continue to provide a full-time Homeless Navigator, who will proactively seek to connect with the homeless who have not yet sought help directly. The Navigator will build relationships with community service providers, Citrus Heights Homeless Assistance Resource Team (HART) members, City, and Citrus Heights Police Department to assist the homeless population.
<b>4</b>	<b>Goal Name</b>	Improve Accessibility
	<b>Goal Description</b>	The citywide accessibility improvement project will consist of the construction of new curb access ramps and fully compliant ramps, relocation of drainage inlets and restriping where necessary, pedestrian signal heads and accessible crosswalks. Locations have yet to be determined.
<b>5</b>	<b>Goal Name</b>	Other Public Service Needs
	<b>Goal Description</b>	Beneficiaries include those estimated from CDBG and non-CDBG activities, except for Sacramento Self-Help Housing (listed under previous goals).

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

Currently, Citrus Heights does not have its own affordable housing program and HOME funding is incorporated into SHRA's Action Plan as that organization is the lead organization in the HOME Consortium. Although in the coming years, the City plans to pursue new affordable housing on Sayonara Drive on parcels owned by the City's former Redevelopment Agency's Housing Successor. Other projects may be considered throughout the timeframe of the Consolidated Plan.



## **AP-35 Projects – 91.220(d)**

### **Introduction**

The activities to be undertaken during the 2017 year are summarized below. All activities identified are expected to be completed no later than December 31, 2017.

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

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

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

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

## **AP-50 Geographic Distribution – 91.220(f)**

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

The geographic distribution is predicated on the nature of the activity to be funded. The majority of the activities the City plans to conduct will be offered to residents citywide. The Citywide Accessibility Program, First Time Homebuyer Program and the Housing Repair Program are not specific to target areas, these projects are eligible citywide and will eventually have a specific location.

### **Rationale for the priorities for allocating investments geographically**

The City did not allocate investments geographically. In consultation with City staff, service providers, and community groups, no particular areas were identified as needing a high level of investment.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

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

**Table 6 - One Year Goals for Affordable Housing by Support Type**

One Year Goals for the Number of Households to be Supported	
Homeless	60
Non-Homeless	0
Special-Needs	0
Total	60

**Table 7 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	10
Acquisition of Existing Units	0
Total	10

#### Discussion

Over the last several years, due to the current economic times many households struggle with different challenges. The Consolidated Plan identifies preservation and rehabilitation of the existing housing stock and its First Time Homebuyer Program as the primary components of the City's housing strategy. Since 1998, the City will continue to provide down payment assistance to those that purchase a home in Citrus Heights. The program will be funded using its annual share of Home Consortium funds; the level of assistance is up to \$40,000.

The City's Home Repair Program offers loans to homeowners making health and safety repairs to their home. The program offers conventional loans to eligible homeowners for up to \$60,000 in assistance for needed home repairs. The City also offers grants for accessibility improvements, lead-based paint inspection and abatement and relocation.

Located within the City of Citrus Heights there are two affordable public housing complexes under the jurisdiction of Sacramento Housing and Redevelopment Agency (SHRA). SHRA operates 89 conventional housing units and over 660 assisted housing units throughout seven complexes within the City.

The City has a housing In-Lieu funding source; this funding source receives fees collected per square foot on new non-residential development in the City. Housing In-Lieu fund monies must be used to produce housing that is affordable to households earning at or below 60 percent of area median income (AMI).

Other measures to promote affordable housing are identified and explained in detail in the City's Housing Element.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The City of Citrus Heights does not have its own local housing authority. The public housing located in Citrus Heights is administered by SHRA, which serves as the housing authority for all the Sacramento County. Although, the City does have two small public housing complexes located within Citrus Heights and residents with initiatives are handled directly by SHRA.

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

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

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

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

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

SHRA is not designated as "troubled."

### **Discussion**

A wealth of information on SHRA and their programs, housing resources, budgets, and financial planning and reporting is available on their website at [www.shra.org](http://www.shra.org).

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

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

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

For several years, the City has provided housing counseling to homeless persons and those at risk of becoming homeless through the partnership with Sacramento Self-Help Housing. Sacramento Self-Help Housing provides housing counseling, including access to a database of low-cost housing resources in the region, and limited motel vouchers to households in immediate need of housing. In 2016, the City funded a Homeless Navigator position with general funds monies for the first time to identify and assist people who are homeless within the city. Therefore, in 2017, Sacramento Self Help Housing will continue to provide a full-time "Homeless Navigator," who will proactively seek to connect with the homeless who have not yet sought help directly. The Navigator will build relationships with community service providers, Citrus Heights Homeless Assistance Resource Team (HART) members, City, and Citrus Heights Police Department to assist the homeless population.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

While Citrus Heights currently does not have a shelter providing services within the City Limits, residents are referred to agencies such as St Johns, Volunteers of America, Sacramento HPRP, Sacramento Area Emergency Housing, and Union Gospel Mission for different shelter options. The homeless are referred to the City's Navigator for more information, city staff also works with informal committees of social service nonprofits and faith-based organizations. The City continues to look into opportunities for permanent supportive housing services.

### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Sacramento Self-Help Housing will connect the client with other services and resources as needed including the Career Center, Department of Human Assistance and county Mental Health services, social security, adult education and medical clinics. In 2017, the City is funding housing counseling through Sacramento Self-Help Housing and case management for residents in need of finding permanent housing.

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

In 2016, the City will fund one activity aimed at preventing homelessness:

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

## **Discussion**

In addition to services for homeless persons or those at risk of homelessness, the City's special needs populations include seniors, disabled persons, foster children, and victims of domestic violence, among others. The City will fund several programs and services assisting these special needs populations in 2016. These include the following:

- Senior Services, including home-delivered meals and meals served at the Rusch Park Community Center;
- Social Services, including the Sunrise Christian Food Ministry Program; and
- City-wide Accessibility improvements, which will primarily benefit mobility-impaired individuals.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction**

The City identified several barriers to affordable housing in the process of drafting the Housing Element update. 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 and update.
- Land availability, the availability of land zoned at densities appropriate for multi-family housing.
- Environmental factors such as floodplain and native oak trees.
- Availability of financing.
- Design guidelines, which control the appearance of new development. The requirements of design guidelines may slightly increase the cost of building new housing.
- Site improvements, development impact, and processing fees. These fees can add significant cost to developing new housing. Developers must often pay for new roadways, sewer, water, and park facilities, along with miscellaneous other fees. There are also costs associated with getting projects approved by the City and other agencies.
- Permit and approval process. In addition to the cost of fees on new projects, the amount of time required to process them varies by project, and the developer generally must pay holding costs, such as property taxes, during the time.

### **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 is undertaking actions to reduce potential barriers and constraints to affordable housing, as well as promote housing for special needs populations. These are described in more detail in the City's Housing Element.



## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

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

### **Actions planned to address obstacles to meeting underserved needs**

The economic challenges in recent years have forced many nonprofits to cut services at time when government entities and others 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 providing local funding to nonprofits; even though budget cuts have required in a number of areas, the City's Community Support Funding FY 16/17 is \$136,000.

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

Another obstacle, the City has very little vacant land available for development. The City will focus heavily on preservation of the existing housing stock through the housing repair program.

### **Actions planned to foster and maintain affordable housing**

In 2017, the City will offer several programs to foster and maintain affordable housing:

- The Housing Repair Program will offer low-interest 30 year deferred loans to homeowners making health and safety repairs to their homes. This program will be funded using prior-year CDBG Funds.
- The CalHome Mobilehome Grant Program will offer 20 year gradually forgiven loans to mobilehome homeowners making health and safety repairs to their homes. The program will be funded by a \$1,000,000 CalHome Grant.
- The City's Home Consortium Program will offer 30 year deferred loans to first time homebuyers for down payment assistance.
- The City will continue to support Code Enforcement Program that assure lower income households have a safe, decent and appropriate place to live.
- The City will continue to support public services through nonprofits funded by CDBG that serves the community's youth, seniors, families and those with special needs.

### **Actions planned to reduce lead-based paint hazards**

While most housing units were built in 1978, and estimated 5,312 units are occupied by target income households that may contain lead-based paint. The City will provide lead-abatement assistance for residential units through its housing repair program. The City contracts with a third-party firm to administer its housing repair program.

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

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

The City's anti-poverty strategy is based on providing a range of employment opportunities and supportive services aimed at enabling those in poverty to move into the workforce or obtain benefits to which they are entitled (e.g. Social Security, Disability). During 2017 program year, these activities will include Sacramento Self-Help Housing counseling services. The City will also continue to support activities that preserve and expand the supply of housing that is 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 and Grants Division works in close consultation with the City's advisory committees, the Citrus Heights Collaborative, the Public Works/General Services Department and the Director of the Community and Economic Development Department.

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

The City will continue to work with neighboring jurisdictions, such as the County and the City of Sacramento and the Sacramento Housing and 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 the other two small entitlement jurisdictions in the Sacramento County, City of Elk Grove and City of Rancho Cordova to research issues of interest to all jurisdictions and to coordinate on shared subrecipient monitoring.

In 2016-17, the City plans to work with SHRA, Elk Grove, and Rancho Cordova to complete an Assessment of Fair Housing that covers all of Sacramento County. The City also continues to work with those entities, plus Sacramento County, on a long-term solution to providing quality fair housing information and investigation services.

2017 CDBG Public Service Requests

Total Funds Requested: \$158,175      Total Funds Available: \$89,000

Original Applications can be found here: <https://ZoomGrants.com/readonly.asp?akey=NUXCPTMKVU1128>

Agency	Service	2017 Committee Recommendation	2017 Requested	2016 CDBG	FY16/17 Gen. Fund
Organizations Currently Receiving Funding					
Campus Life Connection	After-School Tutoring	11,000	20,000	11,000	10,000
Meals on Wheels	Senior Nutrition	16,000	16,000	16,000	82,909
Sacramento Self-Help Housing	Housing Counseling & Navigator	16,000	16,000	10,000	ED Support 20,000 Comm Support 15,400
Sacramento Self-Help Housing	Renter’s Helpline	13,721	13,721	15,000	-
Sunrise Christian Food Ministry	Ongoing Emergency Food to Low Income and Homeless	10,000	27,500	15,000	5,000
Terra Nova Services	Juvenile Diversion & Education Program	17,000	23,844	17,000	2,845
New Funding Requests					
Cross Creek Counseling	Mental Health Services for Parents of MediCal Eligible Children	5,279	26,110	-	-
Crossroads Diversified Services	Financial Assistance for Job Training	-	15,000	-	-
TOTAL Requests			158,175	84,000	136,154

2017 CDBG Public Service Requests

Agency Name Service Location	Service Description	2017 Request Amount Persons Served Cost per Objective	Previous Award (CDBG & General Fund)	Staff Comments
Currently Funded Agencies				
<b>Campus Life Connection</b>  7836 Sayonara Drive Children & Youth Neighborhood Center	Funding will continue to increase the educational and social development of elementary and middle school age children, providing a high after-school experience that moves students in a positive direction in life and keeps them from the potential dangers of unsupervised after-school time.	<b>\$20,000</b>  80 Youth (120 Adults)  \$375 Per Youth (count includes GF)	<u>2016</u> \$11,000 CDBG \$10,000 GF 16/17  <u>2015</u> \$9,935 CDBG \$10,000 GF 15/16	<ul style="list-style-type: none"><li>• General Fund has been sustained at \$10,000 since FY 14/15; therefore CDBG funds are not capped.</li><li>• Fall 2016 the Center will be open an additional 9 hours (15 hours in previous years, now open 24 hours/week).</li><li>• Center now offers the use of 8 computers and 8 Chrome books with internet access for high school students to complete homework and research assignments.</li><li>• Due to HUD regulations, building maintenance and general operating expenses (utilities, etc.) are ineligible CDBG expenses. CDBG award will only cover staff salaries.</li></ul>
<b>Meals on Wheels</b>  Rusch Park (congregate meals)  City-wide (home-delivered meals)	To provide balanced, nutritious meals Mon-Fri, 250 days per year to frail homebound seniors and seniors dining at Rusch Park Community Center 5 days a week. (approx. 29,400 meals).	<b>\$16,000</b>  276 Seniors \$358 per senior (count includes GF)	<u>2016</u> \$16,000 CDBG \$82,909 GF 16/17  <u>2015</u> \$14,936 CDBG \$70,000 GF 15/16	<ul style="list-style-type: none"><li>• Congregate Nutrition Program (All Seasons Café)<ul style="list-style-type: none"><li>○ Serves 1 hot meal, Mon-Fri to an average of 25 active Citrus Heights residents.</li></ul></li><li>• Home Delivered Meals Program (HDM) provides daily nutritional requirements to our most frail and homebound seniors, and addresses their social and emotional needs.<ul style="list-style-type: none"><li>○ Delivers 1 hot, nutritious meal daily, Mon-Fri, or 5 frozen meals 1x per week to an average of 116 Citrus Heights residents.</li></ul></li></ul>

2017 CDBG Public Service Requests

Agency Name Service Location	Service Description	2017 Request Amount Persons Served Cost per Objective	Previous Award (CDBG & General Fund)	Staff Comments
<b>Sacramento Self-help Housing</b>  One Stop Career Center 7011 Sylvan Blvd	Housing Counselor services are for those at-risk of becoming homeless.  Navigator services are for those who are currently homeless.	<b>\$16,000</b>  Housing Counseling 60 Households  Navigator Program 52 Individuals/Families \$518 per household (count includes GF)	<u>2016</u> Housing Counseling: \$10,000 CDBG  Navigator Services GF 16/17 \$20,000 ED Support \$15,400 Comm Support  <u>2015</u> Housing Counseling: \$7,935 CDBG  Navigator Services \$10,000 GF 15/16	<ul style="list-style-type: none"><li>• Housing Counseling Services: SSHH works with households that are at-risk of becoming homeless. SSHH will provide housing information, referrals based on the household’s intake assessment, and serve as an advocate. Tenants who are experiencing eviction that call the Renter’s Helpline and need to find alternate housing will be referred to this service.</li><li>• Navigator Services: SSHH provides outreach services to those who are currently homeless or in immediate danger of becoming homeless. The Navigator partners with CHPD to locate and identify clients. SSHH connects the homeless to services, and schedules and transports to appointments.</li></ul>
<b>Sacramento Self Help Housing</b>	Renter’s Helpline will provide information and advice to tenants regarding landlord-tenant issues.	<b>\$13,721</b> 310 Households \$44 per household	<u>2016</u> \$15,000 CDBG  <u>2015</u> \$13,935 CDBG	<ul style="list-style-type: none"><li>• Renter’s Helpline: Provide information and advice to tenants regarding landlord-tenant matters, including rental agreements, leases, etc. Refer calls concerning fair housing or discrimination to Project Sentinel. Renter’s Helpline takes all incoming calls from Mon-Fri from 830am-5pm.</li><li>• Funding reflects regional fair share of renter helpline services. For more information refer to the attached Renter’s Helpline summary.</li></ul>

2017 CDBG Public Service Requests

Agency Name Service Location	Service Description	2017 Request Amount Persons Served Cost per Objective	Previous Award (CDBG & General Fund)	Staff Comments
<b>Sunrise Christian Food Ministry</b>  Advent Lutheran Church 5901 San Juan Avenue Citrus Heights	The project would provide for ongoing emergency food to seniors, children and homeless people living in the City of Citrus Heights.	<b>\$27,500</b>  8,030 Residents \$4.05 per resident (count includes GF)	<u>2016</u> <u>\$15,000 CDGB</u> <u>\$5,000 GF 16/17</u>  <u>2015</u> <u>\$0 CDBG</u> \$5,700 GF 15/16	<ul style="list-style-type: none"><li>• 2016 was this organization’s first year receiving CDBG funds.</li><li>• Program provides nutritional emergency food for the current and increasing numbers of seniors, children and homeless people in Citrus Heights.</li><li>• Provide food for 3 meals per day for 5 days per person every 30 days.</li><li>• SCFM serve clients 5 days a week from 1130 a.m. to 3 p.m.</li><li>• At the end of 2015, SCFM served over 38,000 people total.</li></ul>
<b>Terra Nova Counseling</b>  5750 Sunrise Blvd Citrus Heights	Juvenile Diversion and Education Program (JDEP) which provides individual and/or family therapy to decrease crime recidivism and improve quality of life for low-income youth.	<b>\$23,844</b>  65 Youth \$456 per youth (per youth count includes GF)	<u>2016</u> <u>\$17,000 CDBG</u> <u>\$2,845 GF FY 16/17</u>  <u>2015</u> \$15,935 CDBG \$4,300 GF 15/16	<ul style="list-style-type: none"><li>• This program is operated in partnership with CHPD as a therapeutic and educational program provided to youth who have committed a misdemeanor offense in the city. Youth and caregivers participate in weekly educational and cohort groups aimed at skill building.</li><li>• Terra Nova has been doing a Juvenile Diversion and Education Program (JDEP) at the request of CHPD for Citrus Heights youth since 2013. Terra Nova performed this service in 2013 and 2014 at no cost and received CDBG for the first time in 2015.</li></ul>
<b>New Funding Requests</b>				
<b>Cross Creek Counseling</b>  Auburn Oaks Plaza 8421 Auburn Blvd, Bldg. 3	Cross Creek Counseling will provide mental health counseling to low-income Medi-Cal parents struggling with their children’s mental health issues.	<b>\$26,110</b>  60 Households \$435 per household	N/A	<ul style="list-style-type: none"><li>• The grant would pay for at least 60 parents of children with mental health problems to receive individual therapy, group counseling or couples counseling to receive assistance not covered by their child’s treatment plan. This equates to about 20 hours of service per month under this grant.</li><li>• Current Federal, State and County programs for parents do not provide longer term, non-medication trauma focused counseling that this grant would provide.</li><li>• Cross Creek Counseling has provided mental health services over 19 years for at risk youth and their families.</li></ul>

# 2017 CDBG Public Service Requests

Agency Name Service Location	Service Description	2017 Request Amount Persons Served Cost per Objective	Previous Award (CDBG & General Fund)	Staff Comments
<b>Crossroads Diversified Services</b>  7011Sylvan Road	Crossroads will provide tuition assistance to income eligible individuals to obtain skill training in high demand jobs that will provide a potential for career pathway for employment.	<b>\$15,000</b>  15-25 Individuals up to \$600 per individual	N/A	<ul style="list-style-type: none"><li>• CDGB funds are being requested to augment scholarship funds to Heights to offset the cost of skills training for “critical industry” in regional high demand.</li><li>• CDBG funds will be leveraged with WIOA (<i>Workforce Investment Opportunities Act</i>). WIOA funds will continue to provide scholarships through June 30, 2020. Crossroads has more requests for trainings than funding available through WIOA.</li><li>• A person can receive up to \$5,000 for training assistance.</li><li>• If possible the applicant will pay for a portion of their training and apply for additional grant funding such as Pell Grants to maintain accountability and reduce drop-out rates.</li></ul>



# CITY OF CITRUS HEIGHTS

## Memorandum

November 10, 2016

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

**FROM:** Greg Anderson, Chief Building Official  
Rhonda Sherman, Community and Economic Development Director

**SUBJECT:** Second Reading – an Ordinance Repealing and Re-enacting Various Sections of Chapter 18 of the Citrus Heights Municipal Code relating to Buildings and Building Regulations

Approved and Forwarded to City Council

\_\_\_\_\_ Fin.

\_\_\_\_\_ Atty.

\_\_\_\_\_  
Christopher W. Boyd, City Manager

### Summary and Recommendation

On October 27, 2016, the City Council introduced, read by title only and waived the first full reading of 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 2016: California Administrative Code, California Building Code, California Residential Code, California Plumbing Code, California Electrical Code, California Mechanical Code, California Green Building Standards Code, and California Energy Code.

### Fiscal Impact

Staff does not anticipate any fiscal impact associated with the proposed amendments.

### Conclusion

Staff recommends that the Council approve Ordinance No. 2016-012 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 2016: California Administrative Code, California Building Code, California Residential Code, California Plumbing Code, California Electrical Code, California Mechanical Code, California Green Building Standards Code, and California Energy Code.

Attachments: Ordinance No. 2016 - 012



## ORDINANCE NO. 2016-012

**AN ORDINANCE OF THE CITY OF CITRUS HEIGHTS AMENDING CHAPTER 18 OF THE CITRUS HEIGHTS MUNICIPAL CODE RELATING TO BUILDINGS AND BUILDING REGULATIONS AND ADOPTING BY REFERENCE THE 2016:CALIFORNIA ADMINISTRATIVE CODE; CALIFORNIA BUILDING CODE; CALIFORNIA RESIDENTIAL CODE; CALIFORNIA PLUMBING CODE; CALIFORNIA ELECTRICAL CODE; CALIFORNIA MECHANICAL CODE; CALIFORNIA GREEN BUILDING STANDARDS CODE; CALIFORNIA ENERGY 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 2016 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; 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 Section 18-27 is hereby amended and reenacted to read as follows (All additions are shown as underlined text; all deletions are shown as - ~~strikeout~~ text):

#### **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, 2016~~3~~ 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 Sections 18-88 and 18-89 are hereby amended and reenacted to read as follows  
(All addition are shown as underlined text; all deletions are shown as ~~strikeout~~ text):

**Sec. 18-88. Adoption by reference.**

The California Building Code 2013~~6~~ edition, volumes 1 and 2, including Chapter 1, Division II "Scope and Administration," 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**

Chapter 1, Division II, Section 105.5 "Expiration," of the Building 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 (2) years after the date of issuance, or if the building or work authorized by such permit is not commenced within 180 days 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 180 days 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 180 days or because the work was suspended or abandoned for a period of 180 days, 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 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 180 days. 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 4: Electrical Code**

Citrus Heights Municipal Code Section 18-117 is hereby amended and reenacted to read as follows

(All additions are shown as underlined text; all deletions are shown as ~~strikeout~~ text):

**Sec. 18-117. Adoption by reference.**

The California Electrical Code 2013~~6~~ Edition, ~~including the appendix chapters,~~ 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 Sections 18-178 and 18-179 are hereby amended and reenacted to read as follows

(All additions are shown as underlined text; all deletions are shown as ~~text~~):

### **Sec. 18-178. Adoption by reference.**

The California Mechanical Code 2013~~6~~ Edition, including Chapter 1 Division II "Administration" ~~and the appendix chapters~~, 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 ~~413.4~~104.4.3 "Expiration," of the Mechanical 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 (2) years after the date of issuance, or if the building or work authorized by such permit is not commenced within 180 days 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 180 days 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 180 days or because the work was suspended or abandoned for a period of 180 days, 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 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 180 days. 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 Sections 18-208 and 18-209 are hereby amended and reenacted to read as follows

(All additions are shown as underlined text; all deletions are shown as ~~strikeout~~ text):

**Sec. 18-208. Adoption by reference.**

The California Plumbing Code 2013~~6~~ Edition, including Chapter 1 Division II "Administration" and the appendix chapters, 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 ~~403.3.3~~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 (2) years after the date of issuance, or if the building or work authorized by such permit is not commenced within 180 days 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 180 days 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 180 days or because the work was suspended or abandoned for a period of 180 days, 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 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 180 days. 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 Section 15-562 is hereby amended and reenacted to read as follows:

(All additions are shown as underlined text; all deletions are shown as ~~strikeout~~ text)

**Sec. 18-562. Adoption by reference.**

The California Energy Code 2013~~6~~ 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 Section 18-572 is hereby amended and reenacted to read as follows

(All additions are shown as underlined text; all deletions are shown as ~~strikeout~~ text):

### **Sec. 18-572. Adoption of the California Green Building Standards Code.**

The 2013~~6~~ 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: 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 10: Effective Date and Notice** This ordinance shall take effect thirty (30) days after its adoption. Within fifteen (15) days of its adoption, this ordinance shall be published at least once in a newspaper of general circulation published and circulated in the City of Citrus Heights.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights this 10<sup>th</sup> day of November, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Jeannie Bruins, Mayor

---

Amy Van, City Clerk



# CITY OF CITRUS HEIGHTS

## Memorandum

November 10, 2016

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

**FROM:** Mary Poole, Operations Manager  
Chris Fallbeck, Principal Civil Engineer

**SUBJECT:** Commercial Solid Waste Ordinance Amendment

Approved and Forwarded to City Council

\_\_\_\_\_ Fin.

\_\_\_\_\_ Atty.

\_\_\_\_\_  
Christopher W. Boyd, City Manager

### Summary and Recommendation

The proposed Amendment to Chapter 74, Article IV of the Citrus Heights Municipal Code Related to Business and Multi-Family Recycling provides clarification for City utilization of franchise fees generated from commercial solid waste collection and recycling franchise agreements. The intent of the updated language is to clarify the City's ability to program funds from commercial franchise fees for solid waste related activities, including road maintenance.

Staff recommends the City Council introduce, read by title only and waive the first reading of Ordinance No. 2016-\_\_\_\_\_ Amending Chapter 74, Article IV of the Citrus Heights Municipal Code Related to Business and Multi-Family Recycling.

### Fiscal Impact

The proposed Amendment provides clarification for the use of commercial solid waste franchise fees to fund solid waste related activities, including, but not limited to administration, implementation and enforcement costs, road maintenance and capital costs as programmed and adopted in the City's budget.

### Background and Analysis

The proposed Amendment to Chapter 74, Article IV, Section 74-143 provides clarification for City utilization of franchise fees generated from commercial solid waste collection and recycling franchise agreements. The intent of the updated language is to clarify the City may program funds from commercial franchise fees for solid waste related activities, including road maintenance and capital costs as programmed and adopted annually in the City's budget.

Franchise fees are not generally subject to specific usage restrictions. In the City, commercial franchise fees have been historically utilized to support solid waste related activities, including, but not limited to the following: commercial hauler compliance with AB939 and related regulations; City administration, monitoring and management of commercial haulers to promote compliance with local and state requirements for mandatory commercial recycling; development and implementation of the

City's programs under AB 1826 (Mandatory Organics Recycling), pending development and implementation of construction and demolition recycling ordinance and a variety of additional outreach, education, compliance, and activities related to solid waste education, outreach, administration, collection and disposal throughout the City. This amendment clarifies that the usage of commercial franchise fees will include assistance with road maintenance as programmed in the annual budget process.

**Conclusion**

Staff recommends the City Council introduce, read by title only and waive the first reading of Ordinance No. 2016-\_\_\_\_\_Amending Chapter 74, Article IV of the Citrus Heights Municipal Code Related to Business and Multi-Family Recycling.

Attachments: (1) Proposed Ordinance

2725732.2

**ORDINANCE 2016-\_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF CITRUS HEIGHTS AMENDING  
SECTION 74-143 OF THE CITRUS HEIGHTS MUNICIPAL CODE REGARDING  
THE USE OF COMMERCIAL SOLID WASTE FRANCHISE FEES**

**RECITALS**

**WHEREAS**, the City currently receives revenue from commercial solid waste franchise fees; and

**WHEREAS**, Section 74-143 of the Citrus Heights Municipal Code provides that commercial franchise fees may be used to fund solid waste administration, implementation and enforcement costs; and

**WHEREAS**, the City's use of commercial solid waste franchise fees is generally unrestricted; and

**WHEREAS**, the City Council wishes to clarify that commercial franchise fees may also be used for solid waste related activities, including, but not limited to, road maintenance.

**NOW THEREFORE**, the City of Citrus Heights does ordain as follows:

**Section 1.     Recitals Made Findings**

The above recitals are hereby declared to be true and correct and findings of the City Council of the City of Citrus Heights.

**Section 2.     Amendment to Municipal Code**

Section 74-143 of the Citrus Heights Municipal Code is hereby amended to read as follows (with text in ~~strikeout~~ format indicating deletion and underlined text indicating addition):

**Sec. 74-143. - Administration and costs.**

- (a) The administration of this article is the duty of the general services director, and/or his or her designee. The general services director, and/or his or her designee, is authorized and directed by the city council to administer this article.
- (b) Commercial franchise fees may be used to fund solid waste related activities, including, but not limited to, administration, implementation and enforcement costs, road maintenance, and capital costs as programmed and adopted in the City budget.



Section 3.     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 4.     Effective Date and Publication

This Ordinance shall take effect thirty (30) days after its adoption, and within fifteen (15) days after its passage, shall be posted in three public places.

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_

Jeannie Bruins, Mayor

**ATTEST:**

\_\_\_\_\_

Amy Van, City Clerk



# CITY OF CITRUS HEIGHTS

## Memorandum

November 10, 2016

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

**FROM:** Citrus Heights Quality of Life Committee  
Ronda Rivera, Human Resources/City Information Director

**SUBJECT:** **Quality of Life Committee Funding Process Recommendation**

Approved and Forwarded to City Council

\_\_\_\_\_  
Fin.

\_\_\_\_\_  
Atty.

\_\_\_\_\_  
Christopher W. Boyd, City Manager

### Summary and Recommendation

The Quality of Life Committee desires to empower neighborhood associations and the Residents' Empowerment Association of Citrus Heights (REACH) to become independent and proactive in the administration of their expenses and programs. To implement this goal, the Quality of Life Committee recommends approving a funding process effective with the Fiscal Year 2017-2018 budget as follows:

### Administrative Funding Process for REACH:

The REACH Board is comprised of one representative from each of the ten neighborhood associations. Historically, the City has provided administrative funds to REACH each fiscal year. The administrative funds are then allocated to each of the ten associations to cover expenses such as meeting supplies, neighborhood fliers, rental fees, etc. A portion of the administrative funds stays with REACH to cover expenses that apply to all of the neighborhood associations such as storage, liability insurance, training, copies, rentals, and community event supplies. The Quality of Life Committee is recommending that each year, the City provide administrative funds directly to the REACH Board in the amount of \$8,000 to cover the following expenses:

Storage	\$3,000
Insurance	2,500
NUSA	1,500
Administration	500
Campout	500

REACH would then directly pay for these expenses. In the event the City provides rental space to REACH, the amount of administrative funds will be reduced by the amount the City has

included for storage expense. The committee is also recommending a change to how administrative funds are disbursed to the ten neighborhood associations.

**Administrative Funding Process for Neighborhood Associations:**

The Quality of Life Committee is recommending administrative funds in the amount of \$500 be provided to each neighborhood association by the City at the beginning of each fiscal year. The association would then be responsible for directly paying all association expenses. The association would be responsible for maintaining records of how the funds are spent. In order to receive the funding, the neighborhood association must have a checking or savings account in the association's name and be in compliance with REACH Bylaws.

**Neighborhood Improvement Project (NIP) Funding Process for Neighborhood Associations:**

The Quality of Life Committee is recommending the City establish a Grant application process for NIP funds starting with Fiscal Year 2017-2018. The amount of funds available each budget year will be dependent upon the City's fiscal outlook. Each neighborhood association will compete for project funds through the grant application process. Applications will be due by September 30<sup>th</sup> for grant funds available in the following fiscal year. For Fiscal Year 2017-2018, applications will be due by September 30<sup>th</sup> for the current fiscal year and for Fiscal Year 18/19 which will also require a 15% match by the association. This will help in the budget preparation process. Projects may be submitted by an individual neighborhood association or as joint projects among one or more associations.

Each project competing for funds will be required to have matching funds, up to the amount requested from the City, as outlined below:

Year 1 Fiscal Year 17/18 – No matching fund requirement

Year 2 Fiscal Year 18/19 – 15% match requirement

Year 3 Fiscal Year 19/20 – 20% match requirement

Year 4 Fiscal Year 20/21 – 25% match requirement

Grant awards will be reviewed by the City Council prior to budget adoption. The City Council will award some or all of the funds based on merit. Funds will be distributed on a reimbursement basis after submission of expense receipts to the City. The current NIP Application will be revised to incorporate the grant program into the current process.

**Fiscal Impact**

The fiscal impact will vary based on approved funding levels for the NIP programs. The administrative funds for REACH and the neighborhood associations may vary based on the financial status each year. For Fiscal Year 2017-2018, the recommendation is \$13,000 for administrative funds and \$15,000 for NIP Grants. The total fiscal impact for Fiscal Year 2017-2018 is \$28,000.

### **Background and Analysis**

The City of Citrus Heights has supported neighborhood associations since the City incorporated in 1997. Recognizing the value of community involvement, the City has budgeted funds each year to support the associations' operating expenses and neighborhood improvement projects. City staff currently administers the budgets for the neighborhood associations and REACH. Staff also administers the NIP budget.

Quality of Life Committee members looked at funding models used by other cities and are recommending changes which will empower the neighborhood associations and decrease staff involvement in routine budget administration. The proposal will:

1. Empower neighborhood associations to make their own determinations on how to best use their administrative funds to maintain and promote their association.
2. Simplify the process for sharing administrative funds between Associations.
3. Create a competitive process for NIP funding.

### **Conclusion**

The Quality of Life Committee recommends that the City Council approve the following processes for funding administrative expenses and NIP projects.

#### **Administrative Funding Process Recommendation**

After July 1, the City will provide REACH with a lump sum for administrative expenses. For Fiscal Year 2017/2018, the recommended amount is \$8,000. Qualifying neighborhood associations will each receive a lump sum for administrative expenses. For Fiscal Year 2017/2018 the recommended amount is \$500. There will be no need for further City approvals for administrative expenditures. Neighborhood associations may use such funds for administrative expenses and to promote the neighborhood association and its goals. Associations will be expected to keep accurate records of how funds are expended.

#### **Neighborhood Improvement Project (NIP) Funding Process Recommendation**

The City will establish a competitive grant application process for NIP funding to the neighborhood associations. The Finance Committee will make a determination during the budget process regarding the total available funds. This amount will then be included in the budget for full City Council approval. Each neighborhood association will have the opportunity to compete for some, or all, of the funding pool. Applications will be due by September 30<sup>th</sup> of each year for projects to be funded during the following fiscal year. Projects may be submitted by an individual neighborhood association or as joint projects among one or more neighborhood associations.

The City Council will make the final determination regarding the award of Grant funds. Distribution of funds will be on a reimbursement basis. Associations awarded grants will submit expense receipts for the approved Project to the City to obtain reimbursement.

It is proposed that the grant funding process begin with Fiscal Year 2017-2018. After the first year, the City will require that a percentage of matching funds be provided by the association.

The percentage will start with 15% in the first year and increase to 25% in the fourth year. In years when matching funds are required, each project will be required to match a percentage of the funds which the City provides.

There is no requirement to match funds provided by other sources. Example:

Project total cost	\$500.00
Grant funds from outside source	\$250.00
15% matching requirement (year 2 example)	<u>\$ 37.50</u> ( $\$250 * 15\%$ )
Total grant funds from the City	\$212.50

Current NIP program requirements would stay in effect. The only differences would be:

- City Council approval as opposed to City staff approval.
- NIP funds would be available on a competitive process.
- Project applications must be submitted by September 30<sup>th</sup> for the following fiscal year.
- Neighborhood associations will have to provide matching funds per the following schedule:
  - Fiscal Year 2017-2018 – No matching fund requirement
  - Fiscal Year 2018-2019 – 15% match requirement
  - Fiscal Year 2019-2020 – 20% match requirement
  - Fiscal Year 2020-2021 – 25% match requirement

Attachments: (1) NIP Application Packet  
(2) Resolution

**RESOLUTION NO. 2016- \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,  
CALIFORNIA, UPDATING THE ANNUAL FUNDING PROCESS FOR RESIDENTS'  
EMPOWERMENT ASSOCIATION OF CITRUS HEIGHTS (REACH) AND  
NEIGHBORHOOD ASSOCIATIONS**

**WHEREAS**, the City of Citrus Heights is committed to supporting the efforts of its neighborhood associations to improve the quality of life in Citrus Heights and encourages citizen participation to address neighborhood issues and enhance livability in Citrus Heights; and

**WHEREAS**, the City of Citrus Heights intends to provide REACH and the neighborhood associations with annual operational funds to solicit community involvement; and

**WHEREAS**, the City of Citrus Heights aims to provide neighborhood associations with opportunities to submit proposals for neighborhood improvement projects which will allow the neighborhood associations to leverage resources and increase participation by all areas of the community.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Citrus Heights does hereby:

1. Establish a funding process where the Finance Committee will make annual recommendations for administrative funding levels to REACH and to qualifying neighborhood associations.
2. The Finance Committee will also recommend annual funding levels for neighborhood improvement projects. Annual recommendations for administrative support and neighborhood improvement project support must be approved by the City Council as part of the annual budget process.

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 10<sup>th</sup> day of November 2016, by the following vote, to wit:

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

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**Jeannie Bruins, Mayor**

**ATTEST:**

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**Amy Van, City Clerk**

## City of Citrus Heights Neighborhood Improvement Partnership

### Neighborhood Funding Criteria & Applications

*Thank you for your interest in the City of Citrus Heights Neighborhood Improvement Partnership. The City provides funding annually for neighborhood projects to be completed by Neighborhood Associations. Below is a description of the partnership between the City of Citrus Heights, REACH and the individual Neighborhood Associations and the types of projects that can be funded.*

The proposed project must meet at least one of the following criteria:

- Reduce potential property damage or heighten security of a neighborhood;
- Promote safety or improve safety in a neighborhood; and,
- Enhance the neighborhood aesthetic or quality of life.

The proposed project must be structured so the majority of benefit is to the public – not an individual. The project must also have the support of the residents that are directly impacted by the proposal. Depending on the project, the area of “direct impact” will be different. Applicants are encouraged to work with REACH and staff to make the determination before gathering support for their proposal. If necessary, support or non-support may be shown by testimonials, a written survey, or verbal testimony. In addition, the project must have a project coordinator who is responsible to ensure project is completed per approved application, including a final report to REACH and/or the City Council.

#### CAPITAL PROJECTS VERSUS PROGRAMS

There are two types of projects within the Neighborhood Improvement Partnership – “Capital Projects” and “Programs”. Below is more information on both including the approval requirements:

- **Capital “Projects”**

- Eligibility -- Capital projects are eligible if they are primarily infrastructure related (as opposed to a program or maintenance ~~&~~ and operations). Examples of eligible projects include play equipment or a public art project at a park, school or other public entity, street light, sidewalk or path installation, frontage improvements, landscape improvements, tree plantings, community garden start up, etc. An important requirement for use of these funds is that the project must primarily occur on public property for the benefit of the public. Therefore a capital project to improve a residential property would not be eligible.
- Partnering with Another Public Agency -- If the project involves improvements to property owned by another public agency, the following criteria must be met:
  - Project must be matched with 100% funds or resources from the public agency;
  - Project must contribute to the neighborhood’s quality of life;
  - The development of and/or impact of the project promotes community involvement; and,
  - NIP funds may not be used to replace the public agency’s funds that should already be designated for Citrus Heights.
- Application -- Complete “NIP - Capital Projects Application Form”. Applications must be submitted to City staff by September 30<sup>th</sup> for the following fiscal year. The first step is to discuss and review the capital project idea with City staff. After gaining preliminary approval

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Presented to the City Council November 10, 2016  
Accepted by REACH Board 3/18/09

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from the City, the Neighborhood Association then takes formal action to approve the application. The application is then submitted to City staff for presentation to the City Council. Funding for approved projects will be included as part of the annual budget. Funds will then be disbursed to the neighborhood association on a reimbursement basis. reviewed and approved for funding by the Residents' Empowerment Association of Citrus Heights (REACH) and submitted to the City for processing.

- “Program”

- Eligibility -- A service or project designed to meet a community need or enhance a neighborhood that is more programmatic in nature. A program would entail a non-capital effort that may range from a one-day community clean up or other community-building or improvement activities. Refer to the Neighborhood Tool Kit for program ideas. In order to help neighborhoods move forward with proposed projects, REACH has pre-approved a number of programs that individual Neighborhood Associations can move forward on implementing without having to return to REACH or the City for approval. For a list of Program suggestions, please see the attached “Neighborhood Toolkit” information sheet.
- Application -- Complete “NIP -- Program Application Form”. Applications must be submitted by September 30<sup>th</sup> for the following fiscal year. If the program is on the pre-approved list, then after approval by the Neighborhood Association, The Association would submit the application to City staff for presentation to the City Council. Funding for approved projects will be included as part of the annual budget. Funds will then be disbursed to the neighborhood association on a reimbursement basis. provide a copy to the City and REACH as information. If the program is not on the pre-approved list, then after preliminary consultation with the City and approval by the Neighborhood Association, then REACH Board must approve the program being considered before action can occur. The pre-approved list is attached to the “NIP—Program Application Form”.

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For questions or further information,  
please contact the City's REACH Coordinator  
at 725-2448 or [REACHCoordinator@citrusheights.net](mailto:REACHCoordinator@citrusheights.net).



## Neighborhood Funding Application -- Capital Projects

*-Please note that applications must be submitted through one of the ten recognized neighborhood associations in Citrus Heights and then evaluated and selected for funding ~~through REACH~~ by the City Council.*

### Neighborhood Information

Name of Your Neighborhood Association: \_\_\_\_\_

Primary Project Coordinator: \_\_\_\_\_

Secondary Project Coordinator: \_\_\_\_\_

### Overall Project Plan and Description

*In the space below, please provide a complete description of your overall project plan and funding request. Describe why you believe this improvement will help the neighborhood. Is this a long-standing problem? If approved, will your project bring any type of new improvement, facility or quality, to your neighborhood? Please explain the benefits below. Explain in detail any sequence of events (if more than one) that you think may be required and any additional information that should be considered by the ~~REACH Board~~ City Council in the evaluation of your project.*

Name of Capital Project: \_\_\_\_\_

Will your neighborhood project (you may check one or more if it applies):

- ☐ Reduce potential property damage or heighten security within your neighborhood?
- ☐ Promote traffic safety or improve traffic conditions in your neighborhood?
- ☐ Enhance the neighborhood aesthetic or quality of life?
- ☐ Other? (Please describe benefit to neighborhood area)

Description & Information:

**Calculating Your Project Budget & Grant Request**

Please provide a breakdown of the estimated expenditures for your proposed neighborhood project by specific task or item. If you are working with contractors to secure cost estimates, remember to instruct them to itemize the costs associated with your project such as, the cost of labor, equipment, taxes, or materials, and have them submit any estimates to you in writing (most reliable contractors will do this at no cost).

Calculating Your Cost Estimate Please list all materials, equipment, and/or supplies:	Cost Estimate
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
Total estimated cost for improvement project	\$

- ☐ Required: Price Quotes – Attach at least one professional price quote/estimate for the work needed in your grant request.

**Other Funding Sources:**

Outside of any neighborhood donations or contributions, are there any other sources of funding for this project (such as State/Federal funding programs, or private sources) that you have considered? If so, please list each source that you have considered.

APPROVED: _____	
(Neighborhood Association President Signature)	Date
RECOMMENDED: _____	
(REACH Board President Signature)	Date
APPROVED/REVIEWED: _____	
(City of Citrus Heights Signature)	Date

Accepted by REACH Board 3/18/09 Presented to City Council November 10, 2016



## Neighborhood Funding Application – Programs

Please refer to your “Neighborhood Toolkit” information sheet for a list of suggested programs.

Name of Your Neighborhood Association: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Project Coordinator:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

NA President:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Overall Project Plan and Description

In the space below, please provide a complete description of your overall project plan and funding request.

### Cost Estimate

Please list all materials, equipment, and/or supplies:	Cost Estimate
1)	
2)	
3)	
4)	
5)	
Total estimated cost for improvement project	\$

### Other Information:

#### SUBMITTED FOR FUNDING:

\_\_\_\_\_  
(Neighborhood Association Area President Signature)

\_\_\_\_\_  
Date

#### ~~APPROVED FOR REIMBURSEMENT~~ REVIEWED BY CITY STAFF:

\_\_\_\_\_  
(City, Human Resources & Community Information Department of Citrus Heights  
Signature) \_\_\_\_\_ Date

Accepted by REACH Board 3/18/09 Presented to City Council November 10, 20169





# Neighborhood Toolkit



*There are many great ways to bring your neighborhood together! Check out the many different ways to build friendships within your community!*

## CIVIC ENGAGEMENT

- Voter registration drive
- Recruit participants for a Study Circle that focuses on building a stronger neighborhood, or on one of the focus areas identified from the assessment (e.g., health, immigration, race/racism) (see <http://www.studycircles.org/>)
- Invite your Mayor, Commissioners and/or other elected officials to attend and talk informally with neighbors.

## COMMUNITY AGENCIES & GROUPS

- Invite neighborhood firefighters and/or police officers to your gathering - a great way for you to meet and learn the names of the people who protect and serve your neighborhood - plus kids love it when the fire truck comes to a gathering!
- Invite the community health center to set up a resources table at your gathering, hand out information and brochures, answer questions, discuss services, etc.
- Invite a financial literacy/services (e.g., free tax preparation) organization to set up a resource table at your gathering, hand out information and brochures, answer questions, discuss services, etc.
- Invite local nonprofit organizations to come and hand out information about their services (affordable housing, job training and placement, parenting, advocacy, etc.)
- Invite local neighborhood and homeowner associations to come and hand out information about their meetings and programs

## CREATIVE & FUN IDEAS

- Block party, Welcome new neighbors, Yard sale, Book/CD/videogame exchange, Create a neighborhood babysitters list, Talent show, Art show, Kids performance or play, Battle of the Bands, Karaoke party, Outdoor movie screening, Arts and crafts festival, Neighborhood walking tour, Nature walking tour, Art competition (best sidewalk chalk paintings), Make a photo scrapbook or video of your neighborhood (post online), Share resources (for example, extra produce from garden, tool sharing), Kite flying, Blood drive, Food drive, Bake sale for charity, Assemble "Party Buckets" with bubbles, sidewalk chalk, etc., Provide a basket of kids' books with a neighborhood theme

## EMERGENCY PREPAREDNESS

- Invite local Red Cross volunteers to attend, share resources, and conduct a CPR or first aid training.
- Invite representatives from emergency service to attend and share resources on hurricane preparedness.

## ENVIRONMENTAL EDUCATION

- Invite local sustainability agencies/environmental organizations to attend and share resources on how to recycle, "Go Green," etc. Ask if they can bring free or discounted items like energy-efficient light bulbs, low-flow faucets, cloth shopping bags, etc.

## FINANCIAL INVESTMENT

- Make a financial investment in the block - sponsor the community event or help provide funds for a civic project that helps improve the block.
- Solicit funds for a neighborhood-based scholarship fund for local students.
- Create a fun fundraiser (carwash?) for something special in the neighborhood -- trees, a bench, a mural project, etc.

## FOOD AND DRINK:

- Barbecue, Dessert party/ice cream social, Coffee & Donuts, Potluck meal celebrating cultural traditions represented on the block, Spaghetti or chicken & rice supper, Pancake breakfast, Picnic, Pizza party, Lemonade/Limeade stand, Baked sweets exchange

### **GAMES (GREAT ICE BREAKER ACTIVITIES!)**

- Twister, Basketball, Four square, Hopscotch, Double Dutch, Whiffle ball, Sharing traditional cultural games (share with younger/older generations!), Ultimate Frisbee, Elders and youth teach each other their favorite outdoor games, Soccer, Volleyball, Board games, Cards, Domino tournament, Slip and slide

### **LOCAL BUSINESSES**

- Involve any businesses in the neighborhood: open house, using their facilities for the event
- Ask local businesses to get involved - provide a coupon for a discount on services or products, donations: trees, flowers, food, drink
- If you're a business that shares the block with residents, coordinate with other businesses on the block for a day of discounts to those who live nearby, or do something to celebrate/honor regular customers who live on the block, etc.
- Promote a "Shop Local" campaign and celebrate favorite local businesses

### **MEDIA**

- Invite the local newspaper, radio or television station, or "placebloggers" to do a story about "community building"
- Ask them to sponsor a portion of your event (radio stations can broadcast from events)

### **NEIGHBORHOOD BEAUTIFICATION**

- Start a community garden, Bulb or tree planting (native trees), Invasive plant species removal in your park, Landscaping clean-up, Neighborhood spruce-up, Create a nature trail, Bike or walking trail repair, Paint a neighborhood mural, Paint the fence in a community garden, Graffiti removal, Help elderly or low-income residents paint/repair their home

### **NEIGHBORHOOD LISTS & COLLABORATION (CREATE AT YOUR NEIGHBORHOOD EVENTS OR MEETINGS)**

- Babysitting Co-op (start with list of parents), Neighborhood phone/email list or directory, Tool sharing lists, "Gift" sharing lists, Flip chart for attendees to write down neighborhood project ideas, good neighbor activities, etc., Organize a ride-sharing group (for commuters)
- Consider organizing a neighborhood service project for the morning, followed by fun gathering later in the day.

### **SAFETY PROJECTS**

- Child car seat inspection, Bicycle tune-up and repair, Invite a local health group to share information on programs that help kids walk safely to school, Invite representatives from a Neighborhood Watch program to attend and share resources on how to start a Neighborhood Watch for the block (or neighborhood as a whole), Invite representatives from a driver or pedestrian safety program to attend and share resources.

### **SERVICES**

- Paint a classroom/floor/school, Canned goods food drive, Yard Cleanup -- help a senior citizen with a yard spruce up, Blood drive

### **OTHER IDEAS**

- Yard Sale, Bake Sale for Charity, Treasure and White Elephant Swap, Arts and Crafts Festival, Book Sale or Exchange, Historical Tour of the Neighborhood, School or a Landmark, Naturalist Walk in School Grounds or Neighborhood, Make a videotape of your neighborhood, Create a neighborhood babysitters list, Have a recipe exchange

You can find more information from these organizations:

Imagine Miami - <http://www.imaginemiami.org/index.php>

National Neighborhood Day - [http://www.neighborhoodday.org/tools\\_ideas.asp](http://www.neighborhoodday.org/tools_ideas.asp)



# CITY OF CITRUS HEIGHTS

## Memorandum

November 10, 2016

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

**FROM:** Ron Lawrence, Chief of Police

**VIA:** Daman Christensen, Investigative Services Commander

**SUBJECT:** Acquisition of Police Department Vehicles

Approved and Forwarded to City Council

\_\_\_\_\_ Fin.

\_\_\_\_\_ Atty.

**Christopher W. Boyd, City Manager**

### Summary and Recommendation

Police department patrol vehicles have an average life cycle of four to five years. This is due to the high frequency of use and the constant demanding conditions for which they are used. On average fleet vehicles have an average life cycle of about 95,000 miles.

Current Fleet by Vehicle Type	Quantity
Sedans (patrol, detective, SIU, & admin)	32
SUV (patrol, K-9, detective, SIU, & admin)	23
Motorcycles	9
Trucks	5
Vans	2
SWAT vehicles	3
<b>Total Units</b>	<b>74</b>

### Fiscal Impact

The fiscal impact will be approximately \$560,000 from the vehicle replacement fund.

### Background and Analysis

In June of 2017, the department will have concluded its eleventh year and finds it necessary to replace a total of 15 police vehicles; 12 patrol, one administrative, one detective, and one community service vehicle. Four of the patrol vehicles were purchased in 2006 and will have over 100,000 miles and eight patrol vehicles were purchased in 2011 and will have an estimated mileage of over 95,000 miles by June 2017. The administrative vehicle in need of replacement is



**Acquisition of Police Department Vehicles**  
**November 10, 2016**  
**Page 2 of 3**

a 2011 and currently has around 96,000 miles and the detective vehicle is a 2007 with more than 103,000 miles. Additionally, the department has a 2006 community service truck in need of constant repairs and requires replacement. However, due to the amount of funding and need to leave funding in the vehicle replacement account, the department is requesting to purchase 10 patrol vehicles, one administrative vehicle, one detective vehicle, and one community service truck.

The recommendation is to purchase 11 Ford Explorers, one Ford Taurus, and one Ford F-250 from Folsom Lake Ford who currently holds the state contract (#1-15-23-14B), which is acceptable to the City's Purchasing Policy.

The new vehicles will have full factory bumper to bumper warranty coverage. The replacement of these vehicles will also have a positive impact on associated repair costs for at least two to three years.

**Conclusion**

Staff recommends that the City Council approves the purchase of 13 police vehicles by adopting the attached resolution.

Attachments: (1) Resolution authorizing staff to acquire fleet

**RESOLUTION NO. 2016- \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,  
 CALIFORNIA, AUTHORIZING THE ACQUISITION OF POLICE VEHICLES**

**WHEREAS**, due to the high frequency of use and the constant demanding conditions for which police vehicles are used, they typically have a four to five year life cycle; and

**WHEREAS**, the police department will conclude its eleventh year of operations in June of 2017 and finds it necessary to replace 13 vehicles; and

**WHEREAS**, the City is able to purchase to purchase 13 vehicles utilizing the State of California contract #1-15-23-14B; and

**WHEREAS**, the police department will utilize vehicle replacement funding to purchase 13 vehicles; and

**NOW THEREFORE BE IT RESOLVED AND ORDERED** that the City of Citrus Heights does hereby authorize the Chief of Police to acquire 13 police vehicles in the amount of \$560,000.

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 10<sup>th</sup> day of November 2016 by the following vote, to wit:

<b>AYES:</b>	<b>Council Members:</b>
<b>NOES:</b>	<b>Council Members:</b>
<b>ABSTAIN:</b>	<b>Council Members:</b>
<b>ABSENT:</b>	<b>Council Members:</b>

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Jeannie Bruins, Mayor

**ATTEST:**

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Amy Van, City Clerk