



March 14, 2019

AGENDA

CITY OF CITRUS HEIGHTS CITY COUNCIL

6:15 PM SPECIAL MEETING

7:00 PM REGULAR MEETING

City Hall Council Chambers

6360 Fountain Square Drive, Citrus Heights, CA

3-14-19 Agenda Packet

Documents:

[AGENDA PACKET.PDF](#)

CALL SPECIAL MEETING TO ORDER

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

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.

STUDY SESSION

2. Seeking Direction For The Signalized Intersection Safety Improvement Project Fencing

ADJOURNMENT

CALL REGULAR MEETING TO ORDER

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

APPROVAL OF AGENDA

PRESENTATIONS

4. Tree Photo Contest Awards

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

PUBLIC COMMENT

Under Government Code Section 54954.3, members of the audience may address the

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

CONSENT CALENDAR

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

5. SUBJECT: Approval Of Minutes
RECOMMENDATION: Approve the Minutes of the Special/Regular Meeting of Thursday, February 28, 2019

6. SUBJECT: 2018 Accessibility And Drainage Improvement Project Final Acceptance – City PN 20-18-004
STAFF REPORT: R. Sherman / S. Hodgkins / S. Cotter
RECOMMENDATION: Adopt Resolution No. 2019-___; A Resolution of the City Council of the City of Citrus Heights, California, Accepting the 2018 Accessibility and Drainage Improvement Project as Complete and Authorizing the City Engineer to Record a Notice of Completion and Release the Contract Retention

PUBLIC HEARINGS

7. SUBJECT: Consolidated Annual Performance Evaluation Report To The U.S. Department Of Housing And Urban Development On Program Year 2018 Community Development Block Grant Funds
STAFF REPORT: R. Sherman / S. Cotter / N. Piva
RECOMMENDATION: Adopt Resolution No. 2019-___; A Resolution of the City Council of the City of Citrus Heights, California, Approving the Consolidated Annual Evaluation Report for Program Year 2018

8. SUBJECT: Public Hearing #2 Regarding The Composition Of The City's Voting Districts Pursuant To Elections Code Section 10010 (A)(1) California Voting Rights Act
STAFF REPORT: C. Boyd / K. Cooley
RECOMMENDATION: Staff Recommends the Council Hold the Second of Five Public Hearings to Receive Input on the Composition and Number of Voting Districts, and Request Any Additional Information Needed for the Public Hearing Scheduled for May 23, 2019

REGULAR CALENDAR

9. SUBJECT: General Plan Annual Progress Report 2018
STAFF REPORT: R. Sherman / C. McDuffee / A. Bermudez
RECOMMENDATION: Adopt Resolution No.2019-___; A Resolution of the City Council of the City of Citrus Heights Accepting the General Plan Annual Progress Report

DEPARTMENT REPORTS

10. SUBJECT: Update On Small Unmanned Aircraft System Drone Program And Sacramento Metropolitan Fire District Partnership
DEPARTMENT: Police Department

CITY MANAGER ITEMS

ITEMS REQUESTED BY COUNCIL MEMBERS / FUTURE AGENDA ITEMS

ADJOURNMENT



Jeannie Bruins, Mayor
Jeff Slowey, Vice Mayor
Bret Daniels, Council Member
Porsche Middleton, Council Member
Steve Miller, Council Member

**CITY OF CITRUS HEIGHTS
CITY COUNCIL
Special/Regular Meeting of Thursday, March 14, 2019
City Hall Council Chambers
6360 Fountain Square Dr., Citrus Heights, CA Special
Special Meeting 6:15 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.

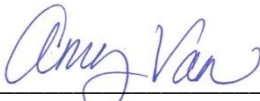
City Council meetings are televised live on Metro Cable 14, the government affairs channel on the Comcast, Consolidated Communications, and AT&T U-Verse cable systems and replayed on the following Monday at 9:00 a.m. Meetings are also webcast live at www.citrusheights.net.

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

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

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

March 8, 2019



Amy Van, City Clerk

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

**SPECIAL MEETING
6:15 PM**

CALL SPECIAL MEETING TO ORDER

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

PUBLIC COMMENT

STUDY SESSION

2. Seeking Direction for the Signalized Intersection Safety Improvement Project Fencing

ADJOURNMENT

**REGULAR MEETING
7:00 PM**

CALL REGULAR MEETING TO ORDER

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

APPROVAL OF AGENDA

PRESENTATIONS

4. Tree Photo Contest Awards

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

5. **SUBJECT**: Approval of Minutes
RECOMMENDATION: Approve the Minutes of the Special/Regular Meeting of Thursday, February 28, 2019

6. **SUBJECT**: 2018 Accessibility and Drainage Improvement Project Final Acceptance – City PN 20-18-004
STAFF REPORT: R. Sherman / S. Hodgkins / S. Cotter
RECOMMENDATION: Adopt Resolution No. 2019-___; A Resolution of the City Council of the City of Citrus Heights, California, Accepting the 2018 Accessibility and Drainage Improvement Project as Complete and Authorizing the City Engineer to Record a Notice of Completion and Release the Contract Retention

PUBLIC HEARING

7. **SUBJECT**: Consolidated Annual Performance Evaluation Report to the U.S. Department of Housing and Urban Development on Program Year 2018 Community Development Block Grant Funds
STAFF REPORT: R. Sherman / S. Cotter / N. Piva
RECOMMENDATION: Adopt Resolution No. 2019-___; A Resolution of the City Council of the City of Citrus Heights, California, Approving the Consolidated Annual Evaluation Report for Program Year 2018

8. **SUBJECT**: Public Hearing #2 Regarding the Composition of the City’s Voting Districts Pursuant to Elections Code Section 10010 (a)(1) California Voting Rights Act
STAFF REPORT: C. Boyd / K. Cooley
RECOMMENDATION: Staff Recommends the Council Hold the Second of Five Public Hearings to Receive Input on the Composition and Number of Voting Districts, and Request Any Additional Information Needed for the Public Hearing Scheduled for May 23, 2019

REGULAR CALENDAR

9. **SUBJECT**: General Plan Annual Progress Report 2018
STAFF REPORT: R. Sherman / C. McDuffee / A. Bermudez
RECOMMENDATION: Adopt Resolution No.2019-___; A Resolution of the City Council of the City of Citrus Heights Accepting the General Plan Annual Progress Report

DEPARTMENT REPORTS

10. **SUBJECT**: Update on Small Unmanned Aircraft System Drone Program and Sacramento Metropolitan Fire District Partnership

DEPARTMENT: Police Department

CITY MANAGER ITEMS

ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS

ADJOURNMENT

**CITY OF CITRUS HEIGHTS
CITY COUNCIL
MINUTES**

Item 5

**Special/Regular Meeting of Thursday, February 28, 2019
City Hall Council Chambers
6360 Fountain Square Drive, Citrus Heights, CA**

CALL SPECIAL MEETING TO ORDER

The special meeting was called to order at 6:00 p.m. by Mayor Bruins.

1. Roll Call: Council Members present: Daniels, Middleton, Miller, Slowey, Bruins
Council Members absent: None
Staff present: Boyd, Rivera, Ziegler and department directors.

PUBLIC COMMENT

None

CLOSED SESSION

2. Security of Public Services and/or Facilities
Pursuant to Government Code Section 54957
Consultation with: Citrus Heights Police Chief
3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Pursuant to Government Code Section 54956.9(d) (2)
1 case

There was no reportable action from closed session.

ADJOURNMENT

Mayor Bruins adjourned the special meeting at 6:45 p.m.

CALL REGULAR MEETING TO ORDER

The regular council meeting was called to order at 7:02 p.m. by Mayor Bruins.

1. The Flag Salute was led by Vice Mayor Slowey.
2. Roll Call: Council Members present: Daniels, Middleton, Miller, Slowey, Bruins
Council Members absent: None
Staff present: Boyd, Cooley, Rivera, Van, Ziegler and department directors.
3. The video statement was read by City Clerk Van.

APPROVAL OF AGENDA

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

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

PRESENTATIONS

4. Sacramento Self-Help Housing, Renters Helpline Presentation

Council Member Middleton stated she is currently employed as the Deputy Director of Sacramento Self-Help Housing, which is a source of income for her and to avoid the appearance of possible conflict of interest, she is going to leave the room.

Council Member Middleton left the room at 7:04 p.m.

Sacramento Self-Help Housing Executive Director John Foley provided an overview of the Renters Helpline program. The program offers support to tenants in a housing crisis or dispute who need a reliable resource of information about their rights and obligations as renters.

Council Member Middleton returned to the room at 7:13 p.m.

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

Council Member Daniels provided an update from the Sacramento Metropolitan Air Quality Management District Board meeting. He expressed his concerns with possible negative impacts on the surrounding neighborhoods near Winter Sanctuary site locations. He suggested moving the site locations on City Hall grounds.

Vice Mayor Slowey attended the Tip-A-Cop fundraiser and the grand openings for the California Fish Grill and Bens's Barkplace. He also met with city of Menifee representatives, and executive staff to provide input on starting up a Police Department. He provided an update from the Sylvan Oaks Library and the Sacramento Area Council of Governments Board meeting. He announced the grand opening of Menchie's Frozen Yogurt and recognized city staff for a successful open house for the Signalized Intersection Safety Improvement Project.

Council Member Middleton met with Sacramento Metropolitan Cable Television Commission staff and attended the grand opening of Menchie's Frozen Yogurt.

Council Member Miller provided an update from the Sacramento Regional Transit Board meeting.

Mayor Bruins recognized the Citrus Heights Police Department for being in the top three departments within California to be considered for the Community Policing James Q. Wilson Award. She also thanked the Police Department and Sacramento Self-Help Housing for their hard work and dedication to helping with homeless issues within the city. She also acknowledged Police Chief Ronald Lawrence for becoming the President of the California Police Chiefs Association.

PUBLIC COMMENT

Bob Baker expressed concerns with speeding in his neighborhood and requested speed bumps be installed at the intersection of Cherry Glenn Avenue and Holly Drive.

Dante Williams with Verizon Wireless highlighted the benefits of mobile broadband networks. He announced the advancements in technology and the economic and public safety benefits.

Michael Lagomarsino announced the annual REACH Potluck at the Citrus Heights Community Center to be held on March 4, 2019.

CONSENT CALENDAR

5. **SUBJECT**: Approval of Minutes
 RECOMMENDATION: Approve the Minutes of the Special/Regular Meeting of Thursday, February 14, 2019

6. **SUBJECT**: Carriage Drive & Lauppe Lane Safe Schools Corridor Plan
 Award of Contract for Professional Services to Alta Planning + Design
 STAFF REPORT: R. Sherman / L. Blomquist
 RECOMMENDATION: Adopt Resolution No. 2019-019; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute a Contract with Alta Planning + Design to Provide Professional Services for the ‘Carriage Drive and Lauppe Lane Safe Schools Corridor Plan’

7. **SUBJECT**: Electric Greenway Trail Project ATPSB1L-5475(042)
 Approval of Contract Amendment No. 1
 STAFF REPORT: R. Sherman / L. Blomquist
 RECOMMENDATION: Adopt Resolution No. 2019-020; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute Amendment No. 1 to the Contract for Professional Services with GHD, Inc. for the ‘Electric Greenway Trail Project’

8. **SUBJECT**: Second Reading – Ordinance Amending the Citrus Heights Municipal Code Relating to Adding Planning Commission Member Residency Requirement
 STAFF REPORT: A. Van
 RECOMMENDATION: Adopt Ordinance No. 2019-002; An Ordinance of the City of Citrus Heights Amending Section 2-269 of the Citrus Heights Municipal Code Regarding the Composition of the Planning Commission

9. **SUBJECT**: Highland – Rinconada Drainage Improvements Project
 Award of Contract – City PN 30-16-006
 STAFF REPORT: R. Sherman / S. Hodgkins
 RECOMMENDATION: Adopt Resolution No. 2019-021; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute a Contract with Caggiano General Engineering, Inc. for Construction of the Highland – Rinconada Drainage Improvements Project

Mayor Bruins announced she has a conflict of interest related to Item 7 due to her property being within 500 feet of the Electric Greenway Project. She stated Item 7 will remain on the consent calendar, however she will abstain from voting on the item.

ACTION: On a motion by Vice Mayor Slowey, seconded by Council Member Daniels, the City Council adopted Consent Calendar Items 5, 6, 7, 8, and 9.

Vote on Items 5, 6, 8 and 9:

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

Vote on Item 7:

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

PUBLIC HEARING

10. **SUBJECT:** Public Hearing #1 Regarding the Composition of the City's Voting Districts Pursuant to Elections Code Section 10010 (a)(1) California Voting Rights Act
STAFF REPORT: C. Boyd / K. Cooley
RECOMMENDATION: Staff Recommends the Council Hold the First Two Public Hearings to Receive Input on the Composition and Number of Voting Districts, and Request any Additional Information Needed for the Public Hearing Scheduled for March 14, 2019

Assistant to the City Manager Cooley stated that on January 10, 2019, the City Council adopted a resolution of intention to transition from at-large to district-based elections and that this is the first of two public hearings to inform the public about the districting process. She introduced the city's consultants Doug Johnson and Shalice Tilton with National Demographics Corporation.

Doug Johnson and Shalice Tilton with National Demographics Corporation provided an overview of the districting process, and the criteria and goals when developing district maps. The maps must include an equal population in each district, comply with the Federal Voting Rights Act, and must exclude racial gerrymandering. The redistricting goals of the maps are to include communities of interest, be compact and continuous, have visible boundaries, respect voter's choices, and incorporate planned future growth. Each of the five council districts would contain about 16,660 residents, with a total population of 83,301 people. They provided a report on the demographic summary and asked residents to provide feedback and input on community of interests.

Council questions and comments followed.

Mayor Bruins opened the public hearing at 8:06 p.m.

Public Comment

Ted Costa suggested dividing the city into four council districts and have one at-large Mayor .

Mayor Bruins closed the public hearing at 8:09 p.m.

No further action was taken.

REGULAR CALENDAR

- 11. **SUBJECT:** Second Reading – Ordinance Amending Contract between the Board of Administration of the California Public Employees’ Retirement System and the City Council of the City of Citrus Heights
STAFF REPORT: R. Rivera / S. Neilson
RECOMMENDATION: Adopt Ordinance No. 2019-001; An Ordinance of the City Council of the City of Citrus Heights Authorizing an Amendment to the Contract Between the City Council of the City of Citrus Heights and the Board of Administration of the California Public Employees’ Retirement System

Assistant City Manager Rivera stated the purpose of the amendment and ordinance is to amend the contract with CalPERS to allow for the cost sharing by the city’s public safety employees who are in the classic plan and are paying 3% towards the employer’s contribution with CalPERS to be done on a pre-taxed basis. The amendment will become effective March 30, 2019 and go into effect with the pay period that begins on March 31, 2019.

ACTION: On a motion by Council Member Daniels, seconded by Vice Mayor Slowey, the City Council adopted Ordinance No. 2019-001; An Ordinance of the City Council of the City of Citrus Heights authorizing an amendment to the contract between the City Council of the City of Citrus Heights and the Board of Administration of the California Public Employees’ Retirement System.

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

DEPARTMENT REPORTS

- 12. **SUBJECT:** Fiscal Year 2018/2019 Midyear Budget Review
DEPARTMENT: Administrative Services Department

Assistant City Manager Rivera provided a status of the general fund revenue and expenditures, the solid waste enterprise fund, special revenue funds and capital funds for the fiscal year 2018 - 2019 budget.

CITY MANAGER ITEMS

None

ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS

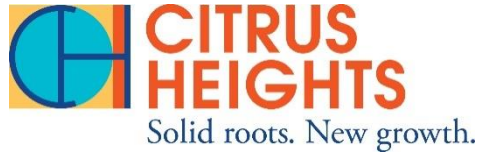
None

ADJOURNMENT

Mayor Bruins adjourned the regular meeting at 8:17 p.m.

Respectfully submitted.

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: March 14, 2019

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

FROM: Rhonda Sherman, Community Services Director
Stuart Hodgkins, City Engineer
Stephanie Cotter, Development Specialist II

SUBJECT: **2018 Accessibility and Drainage Improvement Project
Final Acceptance – City PN 20-18-004**

Summary and Recommendation

On August 23, 2018, the City Council awarded a contract to Central Valley Engineering & Asphalt, Inc. (Contractor) to complete the 2018 Accessibility and Drainage Improvement Project (Project). The contractor has completed all work and the Project has been field accepted by staff.

Staff recommends the City Council approve Resolution No. 2019-___, a Resolution of the City Council of the City of Citrus Heights, California, Accepting the 2018 Accessibility and Drainage Improvement Project as Complete and Authorizing the City Engineer to Record a Notice of Completion and Release the Contract Retention.

Fiscal Impact

There is no fiscal impact to the 2018/2019 Fiscal Year Budget associated with this action. Sufficient funds were programmed from the city's federal Community Development Block Grant (CDBG) program and Storm Water Utility fund to cover the base contract and a 15% contingency.

The Contractor's bid for the Project was \$755,607.00 (Base Bid + Additive Alternate No. 1). During the course of work, three change orders were executed totaling \$-4,006.49, which represents a 0.05% reduction. The final adjusted contract amount is \$ 751,600.51.

Background and Analysis

On November 9, 2017, the City Council allocated \$383,000.00 in CDBG funds to remove accessibility barriers on city streets. Subsequently, on August 9, 2018, the City Council amended

Subject: Final Acceptance of 2018 Accessibility and Drainage Improvement Project
Date: March 14, 2019
Page 2 of 3

the 2018 CDBG Action Plan and increased the allocation to \$469,293.00 due to an increase in the city's overall entitlement grant amount.

The Project included the construction of 36 Americans-with-Disabilities-Act-compliant curb access ramps, repairs to failed sections of curb, gutter and sidewalk, and corrected a number of minor drainage deficiencies on residential streets. Due to the increased CDBG grant award, the city was also able to construct infill curb, gutter, and sidewalk in front of 6221 Auburn Boulevard (Ranch Motel) as part of the Project.

All work on the Project is complete, accepted by field staff, and ready for final acceptance by the City Council.

Attachment

Resolution No. 2019-___, a Resolution of the City Council of the City of Citrus Heights, California, Accepting the 2018 Accessibility and Drainage Improvement Project as Complete and Authorizing the City Engineer to Record a Notice of Completion and Release the Contract Retention.

RESOLUTION NO. 2019- ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, ACCEPTING THE 2018 ACCESSIBILITY AND DRAINAGE IMPROVEMENT PROJECT AS COMPLETE AND AUTHORIZING THE CITY ENGINEER TO RECORD A NOTICE OF COMPLETION AND RELEASE THE CONTRACT RETENTION

WHEREAS, on August 23, 2018, the City Council of the City of Citrus Heights, California, authorized the award of a construction contract to Central Valley Engineering & Asphalt, Inc. to perform the 2018 Accessibility and Drainage Improvement Project (Project);

WHEREAS, the Project was funded with a Community Development Block Grant and Storm Water Utility Funds; and

WHEREAS, Central Valley Engineering & Asphalt, Inc. has successfully completed the work for the Project.

NOW THEREFORE BE IT RESOLVED AND ORDERED by the City Council of the City of Citrus Heights, that the 2018 Accessibility and Drainage Improvement Project is hereby accepted as complete.

BE IT FURTHER RESOLVED AND ORDERED that the City Engineer is authorized to record a Notice of Completion for the 2018 Accessibility and Drainage Improvement Project with the Sacramento County Recorder and to release the contract retention after the 35-day lien period.

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 14th day of March 2019 by the following vote, to wit:

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

Jeannie Bruins, Mayor

ATTEST:

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: March 14, 2019

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

FROM: Rhonda Sherman, Community Services Director
Stephanie Cotter, Development Specialist II
Nicole Piva, Housing and Grants Program Technician II

SUBJECT: **Consolidated Annual Performance Evaluation Report to the U.S. Department of Housing and Urban Development on Program Year 2018 Community Development Block Grant Funds**

Summary and Recommendation

Staff recommends the City Council take the following actions:

- (1) Conduct a public hearing to review the city's Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) 2018 program year.
- (2) Adopt a resolution approving the 2018 CAPER and direct staff to submit, with minor modifications as necessary, the CAPER report to the U.S. Department of Housing and Urban Development (HUD).

Fiscal Impact

There is no fiscal impact associated with this action.

Background and Analysis

HUD requires recipients of CDBG funds to submit an annual performance report within 90 days of the close of a grantee's program year (March 31, 2019). The CAPER assesses the city's progress toward carrying out its annual programs and activities as well as the goals and objectives identified in its 2015-2019 Consolidated Plan. During the 2018 program year, the city received a total of \$696,616.00 in grant funds and \$221,262.88 in program income. The city also receives funds from a variety of other state and federal housing programs.

CDBG regulations require the city to place a public notice in *The Sacramento Bee* 14 days in advance of a 15-day period to review and provide comments on the draft CAPER prior to approval by the City Council. A public notice announcing the availability of the CAPER was published in *The Sacramento Bee* on February 13, 2019, and copies of the CAPER were made

Subject: Consolidated Annual Performance Evaluation Report for PY 2018

Date: March 14, 2019

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available for public review at designated locations and on the city's website. Staff will include any public comments received during the public review period prior to submission to HUD. The public comment period began on February 27, 2019, and will conclude on March 14, 2019.

The City of Citrus Heights works collectively with a variety of non-profit agencies to fulfill unmet needs within the community. The highlights of the report are as follows:

- In 2018, 7,749 low-to moderate income persons/households were served; 99.5% of those served were low- to moderate-income.
- In 2018, 7,784 total persons/households benefitted from a variety of public services, including: an emergency food closet; an after-school program at the Sayonara Center; meals to seniors; housing counseling and permanent housing placement; juvenile diversion and education; as well as a free Renters Helpline to provide information and assist with fair housing disputes.
- Of those served in 2018, 5,068 had special needs. The city's special needs population includes seniors, disabled persons, victims of domestic violence, homeless individuals or those at-risk of homelessness, households with five or more people receiving food from an emergency food closet, and other needs.
- The Sunrise Christian Food Ministry served over 6,500 residents in 2018. All contributions were used to purchase food and food packaging; there are minimal operating expenses as the food closet is staffed primarily by volunteers.
- The 2018 Accessibility and Drainage Improvement Project made a variety of infrastructure and accessibility improvements to low- and moderate-income neighborhoods. The project completed a missing section of sidewalk along Auburn Boulevard with new curb, gutter, and sidewalk; constructed accessible curb ramps; reconstructed failed sections of existing curb, gutter, and sidewalk; reconstructed and relocating drainage inlets; and reinstalled associated traffic striping, legends and markings.

The city's 2019 CDBG operations are underway. In 2019, the city expects to complete a number of capital projects, including accessibility improvements to infrastructure, a park improvement project, as well as housing rehabilitation loans and grants. In addition, the City Council allocated public service funds to a variety of non-profit organizations to deliver a variety of services, including an informational hotline for tenants, homeless navigation and housing counseling, meals to seniors and low-income persons, after-school tutoring at the Sayonara Center, support for survivors of domestic violence, as well as a juvenile diversion and education program.

Attachments

- (1) Resolution No. 2019_ A Resolution of the City Council of the City of Citrus Heights Approving the Program Year 2018 Consolidated Annual Performance Evaluation Report
- (2) Draft Consolidated Annual Performance Evaluation Report for Program Year 2018

RESOLUTION NO. 2019- ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, APPROVING THE CONSOLIDATED ANNUAL EVALUATION REPORT
FOR PROGRAM YEAR 2018**

WHEREAS, the City of Citrus Heights has applied for and received Community Development Block Grant (CDBG) funds as an entitlement jurisdiction from the Government of the United States under Title I of the Housing and Community Development Act of 1974;

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) is the federal agency designated to regulate and oversee the administration of the CDBG program;

WHEREAS, HUD requires entitlement jurisdictions to complete an annual evaluation of their grant programs through a report known as the Consolidated Annual Performance and Evaluation Report (CAPER);

WHEREAS, a public notice was published on February 13, 2019 in *The Sacramento Bee*, 14 days in advance of a 15-day period to review and provide comments on the draft CAPER prior to approval by the City Council on March 14, 2019;

WHEREAS, approval of the CAPER is not subject to the California Environmental Quality Act (CEQA), pursuant to Section 15060(c) (2), as its approval will not result in a direct or reasonably foreseeable indirect physical change in the environment.

NOW THEREFORE BE IT RESOLVED AND ORDERED that the City of Citrus Heights does hereby:

- (1) Approve the Consolidated Annual Evaluation Report (CAPER) for PY 2018,
- (2) Authorize the City Manager to submit the CAPER to the U.S. Department of Housing and Urban Development (HUD),
- (3) Allow staff to make minor technical modifications and/or necessary corrections to the CAPER as required by HUD.

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 14th day of March 2019 by the following vote, to wit:

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

Jeannie Bruins, Mayor

ATTEST:

Amy Van, City Clerk

CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT FOR PROGRAM YEAR 2018 City of Citrus Heights

Draft Report for Public Review; City Council Public Hearing Date:

March 14, 2019



CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The city completed several activities in Program Year (PY) 2018, including the following:

- Completed an accessibility and drainage improvement project that made a variety of improvements to improve low- and moderate-income neighborhoods. The project completed a missing section of sidewalk along Auburn Boulevard with new curb, gutter, and sidewalk; constructed accessible curb ramps; reconstructed failed sections of existing curb, gutter, and sidewalk; reconstructed and relocating drainage inlets; and reinstalled associated traffic striping, legends and markings.
- Provided a range of social services through several partner agencies, including senior meals, case management, landlord/tenant and fair housing counseling, juvenile diversion and education services, domestic violence, and an after-school youth program.
- Offered a First-Time Homebuyer Program to eligible low-income persons interested in purchasing a home in Citrus Heights.
- Offered a Housing Repair Program to low-income homeowners to make health and safety repairs to their homes.
- Collaborated with several governmental entities in the region including Sacramento Housing and Redevelopment Agency, Elk Grove, and Rancho Cordova on a regional Assessment of Fair Housing.

In addition to CDBG-funded services, the city also assisted thousands of people through its locally funded non-profit grant programs. These grants provided funding for housing counseling and navigator services, domestic violence services, food for lower-income people and seniors, and an after-school program for at-risk youth.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

2018 Consolidated Annual Performance Evaluation Report

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

GOAL	CATEGORY	INDICATOR	UNIT OF MEASURE	EXPECTED - STRATEGIC PLAN	ACTUAL - STRATEGIC PLAN	PERCENT COMPLETE	EXPECTED - PROGRAM YEAR	ACTUAL PROGRAM YEAR	PERCENT COMPLETE
Foster Affordable Housing	Affordable Housing	Rental Units Constructed	Household Housing Unit	35	0	0%	0	0	0%
Foster Affordable Housing	Affordable Housing	Homeowner Housing Rehabilitation	Household Housing Unit	25	0	0%	30	32	106%
Foster Affordable Housing	Affordable Housing	Direct Financial Assistance to Homebuyers	Household Assisted	20	0	0%	2	1	50%
Expand Transitional Housing	Homeless	Public service activities for Low/Moderate Income Housing Benefit	Beds	10	0	0%	0	0	0%
Expand Homeless Services	Homeless	Public service activities for Low/Moderate Income Housing Benefit	Persons Assisted	0	278	100%	112	278	248%
Create job Training Opportunities	Non-Homeless Special Needs	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	0	0%	50	164	328%

2018 Consolidated Annual Performance Evaluation Report

Improve Accessibility	Non-Housing Community Development	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5,000	0	0%	12,270	12,270	100%
Construct or Upgrade Public Facilities	Non-Housing Community Development	Infrastructure Activities other than Low Moderate income Housing Benefit	Persons Assisted	500	0	0%	0	0	0%
Other Public Services Needs	Homeless Non-Homeless Special Needs	Public service activities other than Low/Moderate Income Housing Benefit	Households Assisted	2,500	0	0%	310	278	89.67%
Other Public Services Needs	Homeless Non-Homeless Special Needs	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	7502		8547	7502	87.77%

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

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

1. Build healthy communities; and
2. Expand economic opportunities.

Those goals align closely with three of the City Council three-year goals, which include maintain fiscal stability, diversify for a changing economy, and improve streets and infrastructure.

Within those priorities, the city identified six main goals:

1. Foster affordable housing;
2. Expand homeless transitional housing and services;
3. Create job training opportunities;
4. Improve accessibility;
5. Construct or upgrade public facilities, and
6. Provide other social services.

Assess how the jurisdiction’s use of funds, particularly CDGB, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The 2015-2019 Consolidated Plan identifies the following housing goals:

- Enhance the quality of safety of the existing housing stock
- Provide programs that assist first-time homebuyers in order to stabilize homeownership rates and to increase the level of resident investment in neighborhoods

All projects funded during 2018 addressed one or more of the priorities included in the Consolidated Plan. The city has made progress towards addressing homelessness prevention, provided homebuyer assistance loans to first-time homebuyers, provided health and safety housing repair loans to homeowners, supported nonprofits while offering a wide range of social services, and assisted with an accessibility and drainage improvement project.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

Table 2 – Table of assistance to racial and ethnic populations by source of funds

	CDBG	HOME
White	4,409	0
Black or African American	541	0
Asian	102	0
American Indian or American Native	98	0
Native Hawaiian or Other Pacific Islander	69	0
Total	5,219	0
Hispanic	875	0
Not Hispanic	6,909	0

Demographically, the race/ethnicity of persons assisted generally reflects the diversity of Citrus Heights residents. Each Subrecipient is required to gather demographics for each client and/or household.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Table 3 - Resources Made Available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	1,354,427.70	723,003.40
HOME	HOME	565,377.36	40,000.00
General Fund	General Fund	118,400.00	118,400.00
Other	Other	1,000,000.00	685,440.36

Narrative

The city expended a total of \$723,003.40 in CDBG funds during Program Year (PY) 2018. The largest project this year was the citywide accessibility project, which expended \$406,405.00 in CDBG funds. In addition, the city invested \$118,400 in General Fund monies in support of public service activities to CDBG-eligible nonprofits. Meals on Wheels by ACC, Sunrise Christian Food Ministry, Sayonara Youth Center, and many other organizations were beneficiaries of these funds. The city’s First-Time Homebuyer Program assists first-time homebuyers who are income eligible to purchase their first home in the City of Citrus Heights. This program is funded with CalHome and HOME funds the city receives through loan repayments. The Sacramento Housing and Redevelopment Agency (SHRA) is the lead agency in the HOME Consortium and manage the city’s HOME funds. The city expended \$40,000 in 2018 to assist one first-time homebuyer. Due to the competitive real estate market in Sacramento County and the income restrictions of the program, it is difficult for first-time homebuyers to enter the market, but the city assists where possible through this program.

Another source of funds is a \$1,000,000-grant the city was awarded from the California Department of Housing and Community Development (HCD) for upgrading substandard mobile homes. The City Council approved the program guidelines in January 2016. The city expended \$685,440.36 in 2018 to provide low-interest, deferred payment 20-year forgivable loans to eligible mobile home homeowners. The city completed this grant in 2018 and assisted 29 homeowners.

Narrative

The city’s CDBG-funded projects took place at various locations throughout Citrus Heights. The capital projects, such as the annual Accessibility and Drainage Improvement Project, primarily took place in the CDBG target area. Most programs the city offered, including the housing repair program, first-time homebuyer program, and all public services, were available to eligible individuals and households citywide.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

There is no federal requirement for the city to match CDBG fund with other non-federal program resources. In 2018, the city allocated \$118,400 in General Fund revenue to non-profits providing a community service in Citrus Heights, in addition to the CDGB investments. All capital improvement projects funded with CDBG have been able to take advantage of other federal and state funding sources including Measure A funds to complete design, engineering, and construction work that exceed the city's CDBG allocation for these projects.

With respect to public services, the city requires all Subrecipients to identify other resources that will be utilized during the program year to operate and implement CDBG –supportive activities. It is the city's intent to ensure adequate non-federal and private funds are available, thus minimizing the dependence on federal funds.

Note: Table Fiscal Year Summary-Home Match is applicable only to HOME grantees. The city does not receive HOME funding through HUD, rather SHRA is the reporting agency to HUD for this funding, and therefore the table has been removed from this report.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

Table 4 – Number of Households

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	60	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	60	0

Table 4 – Number of Households Supported

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	30	32
Number of households supported through Acquisition of Existing Units	0	0
Total	30	32

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The city was unable to meet its affordable housing goals as outlined in the Consolidated Plan this year. This is due to a lack of viable projects and a lack of available funding. The City of Citrus Heights is 98% built out so there is little land available for new housing developments. Additionally, this means the city does not have substantial development fees with which to fund these efforts. Furthermore, due to the city’s revenue neutrality agreement with the county, Citrus Heights does not receive any property tax revenue until 2022. The elimination of Redevelopment funding at the state level made the development of affordable housing increasingly challenging.

Despite these challenges, the city has taken steps toward meeting its affordable housing goals. On January 11, 2019, the City Council approved a 47 unit multi-family affordable housing development, named Sunrise Pointe. In addition, the City Council approved the allocation of \$1.3 million from the Citrus Heights HOME Investment Partnerships Fund. The Sacramento Housing and Redevelopment Agency (SHRA) is the lead agency in the HOME Consortium and is responsible for managing the city’s annual HOME allocation and related program income. The Sunrise Pointe developer is Jamboree Housing Corporation and the service provider is TLCS, Incorporated. Sunrise Pointe will provide permanent affordable housing for persons and families identified through the coordinated entry system.

This project is a qualified “affordable” project under State Government Code. To qualify as an affordable housing development, the project must set aside a certain number of units to households whose income is considered low to very low. Sunrise Pointe is a 100 percent affordable development, meaning all 46 units will be for residents whose income ranges all within or below the income limits. The developer has agreed to execute 55-year affordability covenants on the property in exchange for the HOME funds. The Sunrise Pointe development is made up of two residential buildings totaling 46 rental units and one manager apartment. This project is currently identifying gap funding sources and is estimated to begin construction in March of 2020.

Additionally, the city is optimistic that we will move forward with Sayonara Drive development as described below.

Discuss how these outcomes will impact future annual action plans.

The city owns 13 vacant lots on Sayonara Drive, which once contained dilapidated four-plexes that were demolished using Neighborhood Stabilization funds. The tenants were relocated and the city has a state statutory requirement to replace these units. As part of the Sunrise Pointe Project approved in January 2019, the city will replace 23 units or 46 bedrooms. This leaves a remaining replacement obligation of 12 units or 24 bedrooms. The city is currently working on a plan to satisfy the remaining replacement obligation.

Additionally, the city promotes affordable housing opportunities through its Housing Repair Program – offering low-interest, deferred payment loans to homeowners for essential repairs. This program assists homeowners in maintaining affordable housing and improves the overall condition of the city’s housing stock for future generations.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Table 6 – Number of Households Served

Number of Households Served	CDBG Actual
Extremely Low-income	173
Low-income	73
Moderate-income	24
Total	270

Narrative Information

The Sacramento Self-Help Housing Counseling/Navigator Program assisted all persons served. This program is available to all Citrus Heights residents who are currently homeless, or in immediate danger of becoming homeless. The navigator partners with various non-profits in the city such as Campus Life, A Community for Peace, WEAVE, Crossroads Employment Center and others to identify individuals and families in need of housing counseling.

In 2019, the navigator will continue to provide outreach services to individuals and families who are currently or in immediate danger of becoming homeless. The navigator will network with Citrus Heights agencies to connect the person or household with services and to be their advocate in finding permanent stable housing.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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

The city provided funding to Sacramento Self-Help Housing (SSHH), which delivers an ongoing service to an increasing number of households each year. SSHH continues to provide housing counseling services and navigator services to low-income and homeless persons as well as those at risk of becoming homeless. The city's navigator engages and interacts with individuals located in Citrus Heights.

The housing counselor provides housing information and other referrals based on the household's intake assessment. Each household is provided with information regarding housing availability and rental criteria. In addition, participants may receive assistance in completing housing-related paperwork such as rental applications, and receive housing interview tips. The housing counselor served as the household's advocate and maintained regular contact through routine follow-up. The housing counselor may provide additional housing referrals and support as needed until the household secures permanent and stable housing.

The navigator provided outreach services to individual and/or families who are currently or in immediate danger of becoming homeless. The navigator is an employee of Sacramento Self-Help Housing who collaborates with the Citrus Heights Homeless Outreach Officer to locate and identify persons within the homeless population in want of services. The Navigator's goal is to remove the barriers to accessing housing including connecting individuals to available services and transporting clients to appointments. The Navigator will interact with the homeless in a positive way, get to know the person and assist them with overcoming the barriers that keep them from obtaining and maintaining permanent and stable housing.

Addressing the emergency shelter and transitional housing needs of homeless persons

City staff participates in the Homeless Assistance Resource Team (HART), a group of agencies, non-profits, faith-based organizations, members of the business community and interested individuals dedicated to addressing Citrus Heights homeless issues. The goal of HART is to provide homeless individuals with resources so they may better access housing options. The Navigator also provides referrals and resources. The Citrus Heights HART operates an annual Winter Sanctuary Program that provides overnight shelter and services from November to February for up to 25 individuals per night.

City staff also participates in outreach efforts to the unsheltered homeless. Police officers who are in contact with the homeless population connect with the Navigator to conduct outreach along the trails, creeks and other known homeless camps. The Navigator will also connect clients to Sacramento Steps Forward, the HUD-designated Continuum of Care (CoC) for the Sacramento Region.

The city maintains strong involvement with Sacramento Steps Forward as it manages the Continuum of Care. The city's Development Specialist, Stephanie Cotter, currently serves on the Continuum of Care Advisory Board. The Continuum of Care Board is responsible for advising 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 the constituents in the community, allowing the organization to establish a more efficient method of community planning and evaluation.

As mentioned, the city funds Sacramento Self-Help Housing who offers housing counseling to those who are at risk of homelessness or who are homeless along with the Navigator who reaches out to the homeless in partnership with the Citrus Heights Police Department. Additionally, the City of Citrus Heights is an active participant in the regional Homeless Emergency Aid Program (HEAP) efforts. The City Council adopted an emergency shelter crisis declaration in January 2019 and is working with the CoC to implement and monitor the HEAP-funded programs within Sacramento County.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The city provided funding to Sacramento Self-Help Housing who offers housing counseling to households who are at risk of becoming homeless. Self-Help collaborates with nonprofits to reach a greater number of clients who many need assistance locating stable housing options. In addition, Self-Help provides a searchable database of low-income housing options on their website.

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

**2018 Consolidated Annual
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The city coordinates and participates in the Homeless Assistance Resource Team (HART), a group of agencies, nonprofits, faith-based organizations, and interested individuals dedicated to addressing Citrus Heights homeless issues. The goal of HART members is to provide homeless individuals with resources in order to access housing. The city also participates in outreach efforts to unsheltered homeless with the Citrus Heights Navigator and the Citrus Heights Police Department, resources provided upon contact of someone experiencing homelessness or at-risk of homelessness.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Sacramento Housing and Redevelopment Agency (SHRA) is the public housing agency serving the City of Citrus Heights. SHRA is independent of Citrus Heights, and the city retains no control over their funding or implementation of programs. Refer to the SHRA Public Housing Authority Annual Action Plan for information on the ways that SHRA addresses public housing needs.

Actions taken 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 program implementation of development through its Resident Advisory Board. In addition, the Housing Authority recognizes Resident Committees throughout the Sacramento Region; the residents are elected bodies representing residents in their respective complexes. SHRA also distributes a quarterly newsletter to all residents, contains relevant news, information on training and employment opportunities, and other community resources available to public housing residents. Public housing residents also participate in the development of SHRA's five-year annual plan. The Resident Services Division distributes a survey to prioritize resident needs, and short- and long- term improvements.

Actions taken to provide assistance to troubled PHAs

SHRA is not designated as "troubled".

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

A continued supply of housing to all household income levels is essential to meet the needs of the residents of the city. Citrus Heights is largely “built-out” and the supply is dependent not only on production, but on the preservation of existing affordable housing. To assure the continuing production of affordable housing, the city has examined possible constraints and barriers. Constraints to affordable housing are both governmental and non-governmental. Governmental constraints include land use controls, entitlement processing, fees and building codes.

Land use controls are necessary to ensure orderly and appropriate development and growth in the city. Fees, land dedication and public improvements are usually required as part of land development and entitlement processing to ensure an adequate supply of infrastructure, parks and schools to serve the development. The city may also consider waiving appropriate development fees to facilitate development of affordable housing. Building and housing codes are implemented to ensure the safety of the community (housing residents, specifically).

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

While there are several constraints to meeting low-income residents noted in the Consolidated Plan, there are two primary obstacles to meeting underserved needs:

- Available funding is not sufficient to address the community’s needs. In 2018, \$ 88,000 in CDBG funding was available to public service agencies and the city provided \$ 118,400 in local funding for Fiscal Year (FY) 17/18. The city continues to support nonprofits to identify other public or private funding sources.
- Although the majority of the region’s service providers are located in Sacramento, Citrus Heights is home to services such as food banks, youth programs, and domestic violence service providers. Citrus Heights offers public transportation to the Sacramento area, but residents are sometimes reluctant or unable to travel outside of their community to receive services.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The city contracts with a third-party firm to administer its housing programs. This firm contracts with qualified lead abatement contractors to conduct lead-based paint identification, assessment, and clearance services to reduce lead hazard. The work is compliant with Title X requirements. The city provided lead-based grants to one single-family household.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The city's anti-poverty strategy focuses on providing a range of employment opportunities and supportive services aimed at enabling those in poverty to move into the workforce, as well as supporting activities that preserve and expand the supply of housing affordable to target-income households.

- Meals on Wheels by ACC offered daily nutritious meals to low-income homebound seniors and offered congregate meals to seniors.
- Sacramento Self-Help Housing provided counseling and social services to homeless individuals or those at risk of becoming homeless, including drop-in counseling/office hours and case management services.
- Sunrise Christian Food Ministry operates an emergency food closet in Citrus Heights available to low-income persons.
- The city also provides code enforcement services to ensure lower-income households have a safe and decent place to live.

Citrus Heights residents also have access to anti-poverty services provided by the County Department of Human Assistance. The County provides many programs designed to provide temporary assistance to families in need, and coordinates the County's welfare-to-work programs, with an emphasis on creating employment connections and increasing the income of the program's participants. Overall, the goal of all agencies' programs is economic self-sufficiency.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

In an effort to eliminate gaps in institutional structures, the city remains actively involved with neighboring jurisdictions and regional governmental entities. The city coordinated with Sacramento Housing and Redevelopment Agency (SHRA) to address affordable housing needs related to Section 8 and public housing activities. In addition, the city collaborated with SHRA to allocate the city's HOME funds to the Sunrise Pointe Affordable Apartment Project. The city also collaborated with several municipalities and SHRA to prepare regional grant applications for the Emergency Solutions Grants and No Place Like Home programs. As mentioned previously, Citrus Heights is also partnering with Sacramento Steps Forward, Sacramento County, City of Sacramento, City of Elk Grove, and the City of Rancho Cordova on the California Homeless Emergency Aid Program (HEAP).

In addition, the city worked with Elk Grove and Rancho Cordova, the two other small entitlement jurisdictions in Sacramento County, to research issues of interest to all jurisdictions and to coordinate on shared subrecipient monitoring. The city continues to look for opportunities to collaborate with other jurisdictions to increase and enhance services to residents.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The city continued to work with neighboring jurisdictions, including the City of Rancho Cordova, City of Elk Grove, County and 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 need programs, shared Subrecipient monitoring and research into issues of interest such as the Affirmatively Furthering Fair Housing final rule. The city also continues to work with many of the local nonprofits that provide a range of services to low-income residents.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

HUD provides specific requirements that entitlement grantees certify that they will affirmatively further fair housing in their jurisdiction. Fair Housing objectives are broad, and include requirements to promote fair housing choice for all persons and to foster compliance with nondiscrimination provisions of the Fair Housing Act. These requirements are satisfied, in part, by analyzing impediments to fair housing choice within the jurisdiction and taking appropriate action to overcome the effects of identified impediments.

The city's approach to fair housing in 2018 focused on outreach and education:

- Sacramento Self-Help Housing (SSHH) has provided education on tenant/landlord and fair housing law to clientele in need since 2013. SSHH also works with the California Apartments Association (CAA), Legal Services of Northern California, and Project Sentinel to provide fair housing education, investigation, and resources.
- The city supported a series of trainings offered to landlords provided by CAA on fair housing and discrimination issues. The trainings covered topics such as reasonable accommodation, familial status discrimination and occupancy limits. Trainings were offered three different times throughout the year Countywide, including Citrus Heights via webinar.
- The city entered into an agreement in December 2016 between the Sacramento Housing and Redevelopment Agency (SHRA) and 10 other municipal corporations to cost share the fees to assess fair housing. The regional assessment of fair housing is currently underway. This is the first partnership of its kind nationwide.

CR-40 - Monitoring 91.220 and 91.230

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

The city uses a monitoring system to ensure that CDBG-funded activities are in compliance of applicable laws, regulations, policies, sound management, and account practices. The primary objective of the city's monitoring efforts includes:

- To ensure the Subrecipient have the capacity to carry out their responsibility and to do so in a timely manner.
- To ensure the Subrecipient is carrying out the project as described in their agreement, complying with applicable laws and regulations.
- To ensure the project is operating in a manner that minimizes the opportunity for fraud, waste, and mismanagement.

At the beginning of the program year, all Subrecipients are informed of their obligations to collect the required information on income, household composition, race, and ethnicity. The city also provides information to each Subrecipient that outlines the agreement terms and CDBG policies such as data collection and financial management. City staff also recommends each Subrecipient read the "Playing by the Rules" guide produced by HUD. Staff will provide technical assistance to each Subrecipient throughout the year as needed.

Quarterly, staff reviews the progress the Subrecipient has been making toward achieving performance goals. Public service Subrecipients must report their service population with each invoice. Each Subrecipient agreement contains provisions for reduction or termination in the event goals are not accomplished or when past performance issues have not been resolved. Onsite monitoring of Subrecipients is conducted based on an annual desk assessments performed by city staff.

The city has placed a strong emphasis on its Subrecipients to gather complete and accurate information on the persons or households served, and regularly reporting of progress.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City of Citrus Heights Housing and Grants Division, under the Community and Economic Development Department, serves as the lead agency for the administration of the city's CDBG funds.

Direct questions relating to this report to:

**City of Citrus Heights
6360 Fountain Square Drive
Citrus Heights, CA 95621
Housing Division
Stephanie Cotter, Development Specialist
916-727-4768
scotter@citrusheights.net**

This report was made available for public review during a 15-day public comment period from February 27, 2019 to March 14, 2019. A public notice announcing its availability was published in the Sacramento Bee on February 13, 2019. A public hearing on this report will be held March 14, 2019 during the Citrus Heights Council meeting and any public comments received will be summarized and attached to this report prior to final submission to HUD.



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: March 14, 2019

TO: Mayor and City Council Members

FROM: Christopher W. Boyd, City Manager
Katherine Cooley, Assistant to the City Manager

SUBJECT: **Public Hearing #2 Regarding the Composition of the City's Voting Districts Pursuant to Elections Code Section § 10010 (a)(1) California Voting Rights Act**

Summary and Recommendation

On January 10, 2019, the City Council adopted a resolution of intention to transition from at-large to district-based elections. Pursuant to California Elections Code §10010, this is the second of two public hearings to inform the public about the districting process, present options available to the city, and receive community input on the criteria for drawing the boundaries of the voting districts, prior to drafting district map boundary alternatives.

Staff recommends the Council hold the second of five public hearings to receive input on the composition and number of voting districts, and request any additional information needed for the public hearing scheduled for May 23, 2019.

Fiscal Impact

There is no fiscal impact associated with this public hearing.

The total fiscal impact of the districting process is estimated to be approximately \$90,000. This includes the increased, recurring cost of approximately \$6,000 from the County Registrar of Voters for conducting a district-based, as opposed to at-large, election and a one-time payment to Shenkman & Hughes capped at a not-to-exceed \$30,000 and one-time costs for a demographer to assist with drawing boundaries for the voting districts, estimated at \$34,000. There will also be time spent by City staff and the City Attorney on this matter estimated at \$20,000.

Background and Analysis

In order to conform with the California Voting Rights Act of 2001 (CVRA) the city will transition to district based elections within a 180 day timeframe in preparation for the 2020

General Election. Pursuant to Elections Code § 10010, the city is required to hold at least two public hearings over a period of no more than 30 days before any map or maps of the boundaries for the proposed voting districts are drawn. At the public hearings, the community is invited to provide input regarding the composition of the districts. The City Council will then define the criteria used to create one or more proposed district maps, and present the draft map or maps for public comment and review in two subsequent public hearings.

The City Council will then provide further direction to finalize the map, which will be presented to the City Council for a final vote. The City Council is the final decision-making body on adopting districting boundaries. To ensure a cap of \$30,000 on the limitation of the city’s reimbursement to prospective plaintiffs challenging the city’s compliance with § 10010 of the Election Code (known as the “limited safe harbor” provision), adoption of the ordinance must occur within a 180 day timeframe.

Districting Timeline

The city has scheduled the required public hearings as follows:

Hearing	Date	Description
1	February 28, 2019	Completed.
2	March 14, 2019	Continue to receive public testimony regarding appropriate districting criteria and communities of interest.
3	May 23, 2019	Take public testimony on the draft district boundary map or maps provided by the demographer.
4	June 13, 2019	Review the revised maps or map, take public testimony.
5	June 27, 2019	Introduce for first reading a district elections ordinance.

Criteria for Creating District Maps

Cities must comply with the following legally required criteria under federal law:

1. Each district must have equal populations or “shall be as nearly equal in population as may be,” which is known as the one person, one vote rule. (Elections Code § 21601; Gov. Code § 34884(a)(1); Equal Protection Clause of the U.S. Constitution.)
2. Race cannot be the “predominant” factor or criteria when drawing districts. (*Shaw v. Reno* (1993) 509 U.S. 630; *Miller v. Johnson* (1995) 515 U.S. 900.)
3. The districting plan must comply with the Federal Voting Rights Act (“FVRA”), which prohibits districts from diluting minority voting rights and encourages a majority-minority district if the minority group is sufficiently large and such a district can be

drawn without race being the predominant factor. (*Bartlett v. Strickland* (2009) 556 U.S. 1.)

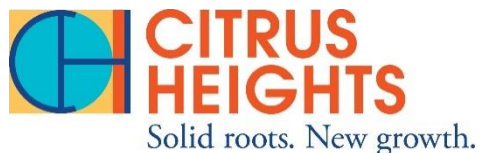
Additionally, cities may, but are not required to, give consideration to the following factors: (a) topography, (b) geography, (c) cohesiveness, contiguity, integrity, and compactness of territory, and (d) community of interests of the council districts. (Elections Code § 21601; Government Code § 34884(a)(1).) When defining districts, other communities have considered natural and artificial physical/visual boundaries such as major roads/corridors, freeways, creeks, railroad lines, political subdivisions, or other barriers. Community of interests may include school district boundaries, neighborhood boundaries, established homeowner associations (“HOAs”), retail/commercial districts, voting precincts, and public transit stops. Cities may also plan for future growth based on anticipated housing developments.

Public Outreach

To increase public awareness of the transition to district elections, the city is using a variety of public communication channels to engage members of the community. Districting information is featured on the city's website and social media channels (e.g., Facebook, Twitter, Nextdoor). The city's website is populated with “public participation kits,” and general districting information. Members of the public can either submit draft maps by drawing on a paper map, or use the excel kit that automatically calculates district population numbers based on entries into the electronic worksheet. City staff will be available for assistance and questions throughout the process.

Next Steps

The next public hearing to receive and consider further input from the public is scheduled for May 23, 2019. At this meeting, the public will be given the opportunity to comment on draft district boundary map(s). The public is encouraged to provide input via emails to cityclerk@citrusheights.net, or via “public participation kits” available for download on the city's website. Input may also be dropped off at City Hall. Completed maps and any other input must be received by May 13, 2019, for consideration for the next public hearing scheduled for May 23, 2019.



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: March 14, 2019

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

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

SUBJECT: **General Plan Annual Progress Report 2018**

Summary and Recommendation

Staff recommends City Council adopt Resolution No. 2019-___ accepting the 2018 General Plan Annual Progress Report and direct staff to forward the report to the appropriate state agencies in accordance with Government Code Section 65400.

Fiscal Impact

None

Background and Analysis

State law requires all cities and counties submit to their legislative bodies an annual progress report on the status of the General Plan and progress in its implementation. The city's General Plan contains 66 goals to guide overall city development. As a basis for local government decision-making, these goals and policies are analyzed and serve as the guiding action to achieve the overall vision for the community.

State law requires each jurisdiction to submit a report to the Governor's Office of Planning and Research (OPR) to ensure the goals, policies, and action items of the General Plan are being implemented. Furthermore, a report on the progress made to implement the Housing Element of the General Plan must be provided to the Department of Housing and Community Development (HCD). Staff has combined the reporting elements of OPR and HCD into a single Annual Progress Report (Attachment 1), which provides an analysis of those General Plan policies and action items that have made notable progress during calendar year 2018, and also includes the annual Housing Element progress report for all action items.

The Planning Commission has reviewed the General Plan Progress Report and is forwarding the report for the City Council's review and acceptance. Staff will forward the report to OPR and HCD as required by law.

Subject: General Plan Annual Progress Report 2018

Date: March 14, 2019

Page 2 of 2

Attachments

- (1) Resolution Accepting the Annual General Plan Progress Report
- (2) 2018 General Plan Annual Report
- (3) <http://citrusheights.net/DocumentCenter/View/11872/CofCHTablesAthroughF>
(Tables A through F)

RESOLUTION 2019-_____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS
ACCEPTING THE GENERAL PLAN ANNUAL PROGRESS REPORT**

WHEREAS, Government Code Section 65400 mandates the city submit an annual report on the status of the General Plan’s implementation to the Governor’s Office of Planning and Research; and

WHEREAS, the report contains the Housing Element reporting requirements in accordance with state housing law and Housing and Community Development’s housing element guidelines; and

WHEREAS, the guidelines require the annual report be presented to the City Council for its review and acceptance; and

WHEREAS, on February 27, 2019, the Planning Commission reviewed and accepted the General Plan Annual Progress Report as presented by staff; and

WHEREAS, the Planning Commission acted to forward the General Plan Annual Progress Report to the City Council; and

WHEREAS, on March 14, 2019, the City Council reviewed and accepted the General Plan Annual Progress Report.

NOW, THEREFORE, BE IT RESOLVED the Citrus Heights City Council hereby accepts the General Plan Annual Progress Report and forwards the report to the appropriate State Agencies.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights this 14th day of March, 2019 by the following vote:

AYES:

NOES:

ABSENT:

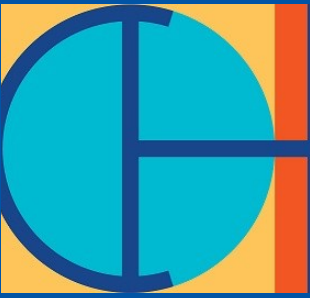
ABSTAIN:

Jeannie Bruins, Mayor

ATTEST:

Amy Van, City Clerk

Attached:
2018 General Plan Annual Progress Report



City of Citrus Heights General Plan Annual Progress Report 2018

CITY OF CITRUS HEIGHTS
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
6360 FOUNTAIN SQUARE DRIVE
CITRUS HEIGHTS, CA 95621
(916) 727-4740

This document prepared by the City of Citrus Heights Planning Division.

Colleen McDuffee, Planning Manager
Alison Bermudez, Associate Planner

The City of Citrus Heights Planning Commission reviewed and accepted the report on February 27, 2019.

The City of Citrus Heights City Council reviewed and accepted the report on March 14, 2019.

Purpose of this Document

Section 65400(b) of the State of California Government Code requires planning agencies to provide an annual report to their legislative body, the Governor's Office of Planning and Research (OPR), and the State Department of Housing and Community Development (HCD) on the status of the General Plan and progress in its implementation. The four basic purposes of the annual report are as follows:

- To provide information to assess progress on implementation of the General Plan in accordance with the stated goals, policies and implementation measures.
- Provide information to identify necessary course adjustments or modifications to the General Plan as a means to improve implementation.
- To provide a clear correlation between land use decisions made during the reporting period, and the goals, policies and implementation measures in the General Plan.
- To provide information regarding local agency progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to the development of housing.

State law requires that the General Plan Annual Progress Report (APR) be completed and submitted to the state each year for the previous calendar year. This APR looks at the City of Citrus Heights's progress toward implementing its General Plan during the 2018 planning year.

General Plan Background

Upon incorporation in January 1997, the city adopted the Sacramento County General Plan. Soon thereafter, the city embarked on an intensive process of crafting the first General Plan. The resulting plan was adopted on November 15, 2000. Citizen participation played an important role in preparing the city's General Plan. Because a General Plan needs to reflect community goals and aspirations, citizens were involved with issue identification and goal formulation. The public as well as various civic and professional organizations were consulted during the General Plan preparation stage whenever possible. Numerous public meetings were held to discuss the General Plan. In 2011, a *focused* update to the General Plan was completed that addressed the areas of mobility/complete streets, water quality, climate change/sustainability.

The General Plan addresses State General Plan requirements. California law requires that every city and county adopt a long-term General Plan that addresses seven specific topics or "elements," organized in any format or structure preferred by the community. The General Plan may also address other topics the community feels are relevant. Regardless of the format or issues addressed, the Plan must be internally consistent. The city's Plan is organized into three elements that meet the State requirements, as shown in Table 1: General Plan Content.

**Table 1
General Plan Content**

Citrus Heights Plan Elements	Required Plan Topics	Issues Covered
Community Development	Land Use Circulation Housing	Community character, neighborhoods, corridors, economic development, gateways, public spaces, housing, transportation and mobility, regional coordination
Resource Conservation	Conservation Open Space	Biological resources, open space, energy conservation, cultural resources
Community Health	Noise Safety	Flooding, seismic activity, hazardous materials, noise, air quality, climate change, services, parks and recreation, education, utilities

City’s Responsibility

The effectiveness of the General Plan ultimately depends on how it is implemented and maintained over time. State law requires that most actions of local governments affecting the physical environment be consistent with the General Plan. The implementation of the Plan is the responsibility of numerous departments and divisions including:

- City Manager’s Office (City Clerk, City Attorney, Economic Development, and Information Technology Divisions)
- Community Development Department (Planning, Building and Housing Divisions)
- Police Department (Includes Code Enforcement and Rental Housing Inspection Divisions)
- General Services Department (Public Works & Engineering, Community Services and Facilities, Grounds & Fleet Divisions)
- Administrative Services Department (Finance and Human Resources Divisions)

Additionally, several other governmental agencies provide services within the city’s boundary. While these agencies are neither part of the city’s operational structure nor directly responsible for implementation of the General Plan, the city does coordinate its activities with these other agencies and relies upon their assistance for full implementation of the General Plan. These agencies include, but are not limited to the following:

- Water Districts (3)
- Sacramento Metropolitan Fire District
- San Juan Unified School District
- Sunrise Recreation and Park District
- Sacramento Area Sewer District

Amendments to the General Plan

State law allows the city to amend its General Plan no more than four times per year. Amendments may be proposed and acted upon at any time during the year and one action may include multiple

amendments. Any changes to the General Plan require public hearing by the City Council and evaluation of the environmental impacts as required by the California Environmental Quality Act.

In 2018, the city amended the General Plan one time with an amendment to the Plan to discourage commercial subdivisions that would hinder the viability of commercial shopping centers and the potential for redevelopment. Goal 9 was amended to add a new policy that states:

Policy 9.5 Discourage the creation of any new parcels within existing commercial centers, if such creation might hinder the viability and/or future redevelopment of the center.

The General Plan Amendment also eliminated the General Plan's Floor Area Ratio standards for all residential uses within a commercial zoning district. The General Plan now relies on maximum Dwelling Units per Acre (DU/AC) when evaluating development proposals for consistency with the General Plan. This amendment will enable further redevelopment of higher density residential properties and commercially designated properties.

Major Milestones and Projects

The city initiated or approved construction for the following major projects during the 2018 planning year:

Mariposa Creek Subdivision- The first new subdivision since 2015 broke ground in late 2018. Mariposa Creek is a 15-lot subdivision located on the north side of Antelope Road, just west of Mariposa Ave. The project will assist with the city's growing need of for-sale housing.

Sunrise Boulevard Complete Streets Phase II- The Sunrise Boulevard Rehabilitation and Complete Streets Project (multiple Phases) is a comprehensive and realistic Complete Streets project that will rehabilitate and reconstruct a regionally significant arterial, adding much needed Complete Streets element throughout the project area.

In September, Phase 2A of the revitalization project was completed. The phase saw the installation of new storm drain system, new curb, gutter and sidewalk, and new street lights. In addition, restriping of the boulevard decreased travel lane widths and placed dedicated bike lanes.

Baird Way Drainage Project – In 2018, the city started and completed the Baird Way Drainage Project that eliminated localized flooding and drainage problems for residences along Baird Way, between Mariposa Avenue and Holly Drive. The project included replacing an existing under-sized storm drain system on Baird Way with a new larger pipe and constructing a new swale to property convey surface flows.

Grants Received that Support the Goals of the General Plan

Multi Modal Transportation Safety Program – In October 2018, the city received a Sustainable Transportation Planning grant in the amount of \$180,000 to develop the Multi Modal Transportation Safety Program (MMTSP). The MMTSP will develop guidelines and procedures to initiate the evaluate requests received from the public in regard to new signs, striping, crosswalk, speed humps, traffic calming and traffic enforcement. Having the MMTSP in place will lead to application of multimodal safety improvement throughout the city in an engaged, transparent and equitable manner. This aligns with Goal 29 of the General Plan.

Status of General Plan Implementation Actions

The table below analyzes selected General Plan policies and action items that made notable progress in 2018. The table is not a comprehensive list of all policies and action items in the General Plan; many policies/actions are under ongoing implementation, and may not be listed here. As the majority of the General Plan policies and related action items have been implemented through the adoption of ordinances or resolutions, incorporated into the regular governmental activities of the applicable departments, or included in development proposals as they are reviewed for consistency with the city's policies, the purpose of providing the policy implementations below is simply to streamline the review and highlight the annual progress efficiently. A comprehensive list of all General Plan policies and action items with status and/or implementation can be viewed in prior General Plan APRs.

A review of the Housing Element implementation status for all action items, and progress toward meeting the city's Regional Housing Needs Assessment, is provided in the subsequent section, beginning on page 9.

Neighborhoods		
Goal 3: Maintain safe and high-quality neighborhoods		
Goal 6: Preserve and enhance the character, distinct identity, and livability of the city's rural neighborhoods		
Goal/Action #	Policy/Action	Status/Implementation
3.4 6.3	<i>Enhance the visual quality of city neighborhoods.</i> <i>Preserve and enhance the character, distinct identity, and livability of the city's rural neighborhoods</i>	
3.4.D & 6.3.A	Adopt a Street Tree Ordinance	In December 2018, a Street Tree Ordinance was adopted to help preserve our city's tree canopy and expand in areas where there are opportunities.
Economic Development		
Goal 14: Strengthen the retail base to ensure the city's fiscal stability, provide needed goods and services, and promote the vitality of city commercial districts and nodes		
Goal/Action #	Policy/Action	Status/Implementation
14.2	<i>Retain and expand the city's base of retail jobs and sales tax revenue.</i>	
14.2.A	Take the lead in the design, construction and funding of public improvements, including streetscape enhancements, to improve the appearance of commercial districts and stimulate private investment.	The city has completed several streetscape projects including Sunrise Boulevard and portions of Auburn Boulevard. In 2018, the city completed the last segment of the Sunrise Boulevard Improvement Project. In November 2018, the city received a \$4 million grant from SACOG to begin Phase 2 to implement the Auburn Boulevard Corridor project that runs from

		Rusch Park to the northern city limits.
14.2.B	Implement a commercial rehabilitation program to provide financial assistance to business and property owners to improve the exterior of their buildings, including façade improvements, signage, landscaping, parking lot improvements, and marketing.	The city recently launched Activate Auburn, a campaign to revitalize the Auburn Boulevard Specific Plan Area. The campaign includes providing business owners assistance in improving their customer base, provides one-on-one consulting, and a variety of grants and fee waivers to assist the property and business owners along the Auburn Boulevard Corridor. Three projects have been completed through this revitalization program, 8000 Auburn Blvd, 8391 Auburn Blvd and 8436 Auburn Blvd.

Transportation & Mobility

Goal 29 Plan, design, construct, and manage a Complete Streets transportation network that accommodates the needs of all mobility types, users and ability levels

Goal/Action #	Policy/Action	Status/Implementation
29.4	<i>Support safe, complete and well-connected neighborhood street, bicycle, and pedestrian access and connections that balance circulation needs with the neighborhood context.</i>	
29.4.E	Develop and implement a Pedestrian Master Plan (PMP) that indicates which streets in addition to arterials and collectors will install sidewalks and what other pedestrian facilities and amenities (such as ‘resting spots’) are needed to complete the pedestrian network shown in Map 9. Sidewalk widths and shade coverage should also be addressed in the context of the adjacent land use, vehicle volumes, and vehicle speeds.	In 2018, the city initiated the Accessibility Project. The intent is to remove accessibility barriers on our local streets. The Project, a direct result of these actions and the city’s commitment to accessibility, will remove barriers to accessibility, repair failed curb, gutter and sidewalk and correct a number of minor drainage deficiencies at 21 separate locations on residential streets in the city.
29.4.G	Develop and implement a Safe Routes to School Plan. This effort should complement the ADA Transition Plan, the PMP, and the BMP.	In 2018, the city began hosting public workshops seeking input on the Mariposa Avenue Safe Routes to School Phase 4 Project is the final phase of 1.2 mile Safe Routes to School project providing complete streets connections between Greenback Lane and Madison Avenue encompassing Skycrest Elementary, San Juan High School and San Juan Park. This Project will

		complete the bicycle and pedestrian network between Northeast Circle and Madison Avenue including sidewalk, curb, gutter, bike lanes, street lighting, and upgrades to the traffic signal at the intersection of Madison Avenue and Mariposa Avenue. This project is in preliminary analysis and environmental review phase with construction anticipated to begin in 2021.
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Goal 31: Provide access to public transit service to all Citrus Heights residents and high quality, frequent public transit service to those residents living along designated transit routes

Goal/Action #	Policy/Action	Status/Implementation
31.1	<i>Strive to increase fixed-route and demand responsive (i.e., paratransit) transit service coverage and frequency to Citrus Heights residents and employees</i>	
31.1.A	Develop and implement a long-range transit plan. The plan should identify desired service expansion, transit operating enhancements, and transit terminals especially within the transit enhancement areas shown in Map 10. The service expansion should address coverage area, types of vehicles, routes, operating times, and frequency. The operating enhancements should address how to improve transit travel times through actions such as transit signal priority, peak hour bus-only lanes, queue jump lanes, etc. The transit terminals should include facilities to accommodate transit transfers and use while also supporting transit oriented development.	<p>In October 2018, the city presented its long-term transit vision with prioritized approaches to reaching that vision. The Comprehensive Transit Plan covers many aspects of service operations and includes:</p> <ul style="list-style-type: none"> • Recommendations for service priorities • Priorities for expansions of fixed-route and on-demand transit service • Performance benchmarks for transit access and travel time • Estimates of overall operating cost • Estimates of population and jobs served • Compliance with Title VI and Transit Asset Management guidelines • Negotiation points for potential annexation into the SacRT taxing district

Open Space		
Goal 38 Establish a system of creekside trails, passive open space and parks for public use		
Goal/Action #	Policy/Action	Status/Implementation
38.1	<i>Provide for recreational trail rights-of-way along local creek channels through development easements and agreements.</i>	
38.1.A	Pursue development of recreational trails that respect privacy of adjoining properties, safety of users, and maintenance of natural areas.	The city was awarded \$5,866,000 for a new trail called the Electric Greenway. The Greenway will create a nearly 3-mile long, off-street trail for cyclists and pedestrians through parts of Citrus Heights and Orangevale. The project spans Arcade Creek Park Preserve to the west (near the intersection of Sunrise/Sayonara) and Wachtel Way to the east (at the Citrus Heights city limits boundary with unincorporated Sacramento County). The project will connect seven parks, schools and the city's commercial district (Sunrise MarketPlace) to distinct neighborhoods.
Resource Conservation Element		
Goal 45: Promote and enhance involvement and participation in city government by all sectors of the community		
45.1	<i>Promote participation by residents in government decision-making processes and in community social, cultural and recreational activities.</i>	
45.1.A	Explore opportunities to involve volunteers in carrying out needed city programs.	The number of volunteers has increased over the past year to include several new volunteer positions within City Hall that play an important role in providing front desk reception services. The Police Department continues to have a robust volunteer program. The city has also had a long time volunteer archivist who manages the city's archives and historical inventory.

Public Safety		
Goal 58: Ensure excellent public safety services and rapid and effective emergency response		
Goal/Action #	Policy/Action	Status/Implementation
58.8	<i>Provide fire/emergency staffing as necessary in proportion to population or other appropriate workload indicators.</i>	
58.8.A	Continue to provide training and space at City Hall to allow Fire District staff to continue to check building and development plans and provide high-quality customer service.	Sacramento Metropolitan Fire District began staffing the City Hall public counter three days per week.
Goal 58: Ensure excellent public safety services and rapid and effective emergency response		
58.15	<i>Improve animal control services to provide for timely response to protect both citizens and animals.</i>	
58.15.A	Analyze the animal control program to provide better customer service in a more cost effective and time efficient manner.	The city previously contracted with Sacramento County Animal Care and Regulation (Sacramento County) and the Sacramento Society for the Prevention of Cruelty to Animals (SSPCA) for animal shelter services. Despite attempts to collaboratively address concerns, the city continued to experience significant operational challenges, uncertain rate fluctuations and unreliable fee collection services. In the Fall 2018, the city changed partnerships and now utilizes Placer County Animal Services for the housing of lost and found pets.
58.15.B	Develop and implement an education program regarding animal control services, including spay and neuter programs.	
58.15.C	Partner with other local agencies in the provision of animal control services.	

Housing Element Annual Progress Report

Overview

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

- Increase the level of home ownership in the community
- Preserve the existing housing supply and assure its continuing quality.

This annual report includes a review of the Plan's goals as they relate to housing. Table D, included within this report, provides the status/progress of the programs within the housing element section of the General Plan.

Regional Housing Needs Plan

In an effort to address statewide housing needs, the state of California requires regions to address housing issues and needs based on future growth projections for the area. Housing and Community Development (HCD) allocates regional housing needs to councils of government throughout the state. The Regional Housing Needs Plan (RHNP) then allocates to each city and unincorporated county their “fair share” of the region’s projected housing needs by household income level. This distribution is commonly referred to as the Regional Housing Needs Allocation (RHNA).

The intent of the RHNP is to ensure that local jurisdictions address not only the needs of their immediate areas but also fill the housing needs for the entire region. Additionally, a major goal of the RHNP is to ensure that every community provides an opportunity for a mix of affordable housing to all economic segments of its population.

For the city, the RHNP is developed by the Sacramento Area Council of Governments (SACOG). State law requires the city to identify its progress in meeting its share of the RHNA as well as local efforts to remove governmental constraints to housing. The city’s General Plan Housing Element includes programs and actions to be taken to meet these objectives, and reflects the RHNP and RHNA for the Sacramento region.

SACOG, along with the city and the other jurisdictions in the region, prepared the Regional Housing Needs Plan (RHNP) and the Regional Housing Needs Assessment (RHNA) for the 2013–2021 planning period. The RHNP identified a total of 696 dwelling units as the city’s fair share of the regional needs total. Table 2 identifies the breakdown of this number for each of the income categories covered by the RHNP for the city.

Table 2
Regional Housing Needs Allocation

Income Category	RHNA	Total Units to Date of Current Planning Period*	Total Remaining RHNA by Income Level
Extremely Low Income/Very Low	146	5	141
Low Income	102	2	100
Moderate Income	130	24	106
Above Moderate	318	78	240
Total	696	109	587

**Numbers from Table B of the Annual Housing Element Report*

In 2018, the city amended its Zoning Code and adopted standards for “small lots” with the intention to address the numerous vacant or underutilized multi-family or commercial parcels with the city. These underutilized properties provide potential sites to accommodate housing; however, the majority of available sites are small or irregular shaped which limits the feasibility and desirability of conventional multi-family development such as apartments. Additionally, many of these locations are located along busy corridors that do not lend themselves to conventional single family land developments.

Small Lot Housing Product Developments represent an opportunity to introduce a modern housing product to the city’s inventory of housing stock. Small lot subdivisions allow for ownership of single units

on individual lots in multifamily and commercial zones where the lots are smaller than those permitted in single family neighborhoods, yet the densities are comparable to existing multi-family zoning. Small lot developments allow for flexibility to deal with a variety of site constraints. Urban design is a critical component to the success of any small lot development.

Small Lot Housing Product Developments provide the additional benefit of increasing affordable home ownership choices. Traditional single family homes are often priced beyond the reach of many families. Small Lot Housing Product developments provide opportunities for homeownership at cost levels affordable to many working in Citrus Heights' employment sectors. Homeownership is a recognized housing goal in Citrus Heights because of its stabilizing effect upon neighborhoods. A small lot development ordinance would aid in the city achieving its homeownership goals and aid the city in achieving the following Housing Element goals and objectives.

Goal 24: Increase homeownership opportunities to ensure a balance of housing and household types.

Goal 25: Provide adequate sites for a variety of housing opportunities to serve all residents.

Policy: 25.4: Support a variety of housing opportunities on vacant or underutilized land.

Summary of Units

The information below is a summary of housing unit activity of the City of Citrus Heights during 2018. This information is a summary of Tables A through F submitted to the State of California's Housing and Community Development Department.

Jurisdiction	Citrus Heights	
Reporting Year	2018	(Jan. 1 - Dec. 31)

Permitted Units Issued by Affordability Summary		
	Income Level	Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		302
Total Units		302

Note: units serving extremely low-income households are included in the very low-income permitted units totals

Entitlement Summary	
Total Housing Applications Submitted:	4
Number of Proposed Units in All Applications Received:	356
Total Housing Units Approved:	302
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

Housing Element Program Implementation

The city adopted its 2013–2021 Housing Element on April 25, 2013. It was subsequently certified by HCD.

State law requires the city to complete a specific review of the implementation of the programs in the Housing Element. Table D lists each of the programs in the Housing Element and indicates the timeframe to complete the program and the city’s efforts to date. As the table shows, the city is on track with implementation of its Housing Element.

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ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Citrus Heights
Reporting Year	2018 (Jan. 1 - Dec. 31)

Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
24.1A	Use City Housing funds to leverage private funds to create home ownership opportunities	Ongoing.	Ongoing.
24.1B	Continue to participate in programs that encourage people to own homes close to their workplaces	Ongoing.	Ongoing.
24.1C	Develop and distribute the housing resource materials to potential homebuyers	Ongoing.	Housing resources are available on the City's website and may be mailed upon request. Resources are available at various events including Sunday FunDay and other city events. Programs are advertised in city publications including e-newsletter.
24.1D	Use available state and federal funds for the city-wide first time home buyer assistance program	Ongoing.	CAL HOME & HOME funds are used for this purpose. Currently the program has funded 142 households.
24.1E	Create and participate in partnerships that encourage home ownership	Ongoing.	Ongoing.
24.1F	Explore and pursue innovative ways of creating opportunities for increased home ownership	Jul-10	Ongoing.
24.1G	Assist homeowners facing possible foreclosure with technical assistance and support to prevent foreclosure	Ongoing.	Housing consulting is provided through Self-Help Housing who work in conjunction with Legal Servcies of CA to assist homeowners at risk of foreclosure.
24.2A	Develop a program to allow and encourage conversion of small rental properties to owner occupancy	Ongoing.	This is one of the goals of the Sayonara Drive Redevelopment Project. 15 fourplexes have been purchased and demolished by the City. The City intends to redevelop these vacant sites
24.2B	Investigate ways to provide ownership of mobile home parks by their residents	Ongoing.	No current program.

25.1A	Support development of secondary dwelling units, cluster housing, work/live units, co-op housing, and other innovative housing types as allowed by the Zoning Code	Ongoing.	Completed with the Zoning Code update in 2006
25.2A	Develop an inventory of land suitable within the City for the development of housing for all segments of the community	Ongoing.	Staff applies analysis to each application.
25.2B	Prepare an Annual General Plan Progress Report to analyze the City's progress to meet the fair share allocation based on the RHNP.	Ongoing.	Ongoing.
25.2C	Establish a housing monitoring program that includes annual review of the following:	Jul-10	Ongoing.
	· Inventory of land suitable within the City for the development of housing for all segments of the community		
	· Proposed and approved residential projects and building permits issued		
	· Home and apartment vacancies		
	· Rental and home sales survey and Multiple Listing Service summary		
	Infrastructure and public services capacity.		
25.3A	Implement mixed-use development along the City's major corridors	Ongoing.	Auburn Specific Plan and the revised Zoning Code encourage this type of development.
26.1A	Promote the use of administrative remedies to remediate substandard rental units	Ongoing.	In October 2018, the City Council approved moving forward with a Rental Housing Inspection Program. The program promotes compliance with health & safety standards to reduce the number of substandard rental housing conditons.
26.1B	Remove unsafe or dilapidated housing through the Neighborhood Enhancement Program, secure vacant nuisance residential structures and require resolution through the Neighborhood Enhancement Program	Ongoing.	Recent approval of the Rental Housing Program will assist in improving dilapidated housing.
26.1C	Offer incentives and financing assistance for affordable housing and housing rehabilitation	Ongoing.	The City offers affordable housing assistance through its First-Time Homebuyer Program. This program has funded over 141 homebuyer loans. The City also offers a Housing Repair Program that has funded over 208 loans.
26.1D	Work with financial institutions, nonprofit organizations and government agencies to promote housing rehabilitation	Ongoing.	The City annually provides low- or no-interest loans and grants through its Housing Rehabilitation Program. To date the City has awarded more than 205 loans and grants to residents for health and safety repairs to their homes.

26.1E	Support the efforts of all local service organizations and, schools, and other community groups to provide housing repair assistance, including the Rebuilding Together Program	Ongoing.	The City has contracted with Michael Baker & Associates to coordinate and implement a Housing Repair Program
26.1F	Continue and expand the City's Owner Occupied Rehabilitation Program where feasible	Ongoing.	In City is in process of issuing monies from a \$1,000,000 grant from Housing and Community Development (HCD) received in 2014. These grant these funds will fund a Mobilehome Repair Program. This program will assist over 30 mobilehome homeowners to make health and safety repairs.
26.1G	Examine the feasibility of creating a Resale Inspection Program	2009	Possible future program.
26.1H	Fund the Senior Housing Emergency Repair Program, or develop a local "handyman" program for seniors	Ongoing.	Possible future program.
26.1I	Fund the Senior Housing Emergency Repair Program, or develop a local "handyman" program for seniors	Ongoing.	Possible future program.
26.1J	Pursue a variety of funding sources such as the Housing Stock Fee and the Abandoned Vehicle Abatement Program to fund and strengthen the code enforcement activities.	Ongoing.	Ongoing.
26.1K	Use a system of cumulative and substantial fines to gain compliance from the owners of nuisance properties	Ongoing.	The City's Code Enforcement Division utilizes a fine process to gain compliance from owners of nuisance properties.
26.1L	Work with community based organizations to create self-help housing in the City		City staff is currently is working with Sacramento Self-Help Housing and the City's Navigator to provide services to those with a housing crisis.
26.1M	Seek new ownership opportunities to redevelop existing problematic housing developments	Ongoing.	Ongoing.
26.1N	Encourage the use of Green Building practices for the revitalization or redevelopment of the existing housing stock	Ongoing.	The City's Housing Repair Program incorporates Green Building practices as feasible
26.1O	Seek grants and other funding mechanisms to assist in redevelopment of existing housing stock	Ongoing.	In City is in process of issuing monies from a \$1,000,000 grant from Housing and Community Development (HCD) received in 2014 for a Mobilehome Repair Program. This program will assist over 30 mobilehome owners to make health and safety repairs
26.2A	Promote the development of mixed-use housing including clustered, live-work and above-retail uses in appropriate zones	Ongoing.	Completed with the Zoning Code update in 2006 as well as the Auburn Boulevard Specific Plan.
26.2B	Continue streamlining the review process to minimize any constraints on or disincentives to housing development	Ongoing.	Ongoing.

26.2C	Promote quality design by offering flexible housing development standards	Ongoing.	Ongoing.
26.2D	Use Redevelopment Funds to assist in developing a variety of housing types for all income levels, including extremely low income	Ongoing.	The City has completed the rehabilitation of two SHRA public housing units for very-low income residents with Housing Trust Funds. And since the Redevelopment Agency has been dissolved, the City has been actively pursuing options for the completion of the Sayonara Drive Revitalization Project
26.2E	Encourage and offer incentives to developments that include Green practices including LEED Certification and/or Photovoltaic Systems	Ongoing and July 2009.	The City has implemented a flat rate permit fee for the installation of residential photo voltaic systems.
26.2F	Encourage and offer incentives to developments that promote Universal Housing	Jul-09	Universal Housing design is encouraged but not required.
26.3A	The City will investigate the feasibility of establishing a rental inspection program. The City will consider incorporating the concept of a resale inspection program as a priority as a part of the Climate Action plan, addressing energy efficiency into older homes. Investigate the feasibility of establishing a rental inspection program	Jun-10	It is expected that in 2018, the City will begin investigation of initiating this program.
26.3B	Work with the local housing authority (Sacramento) to enhance the quality and appearance of public housing in the City	Ongoing.	The City has completed the rehabilitation of two SHRA public housing units for very-low income residents with Housing Trust Funds. Since the Redevelopment Agency has been dissolved, the City has been actively pursuing options for the completion of the Sayonara Drive Revitalization Project.
26.4A	Implement the Design Guidelines within the Zoning Code	Ongoing.	Completed in 2006
26.5A	Continue to pursue the use of local, state, and federal funds to make physical improvements to existing mobile home parks	Annually	The City received a CalHome grant from Housing and Community Development (HCD) to provide loans to eligible mobilehome homeowners to assist in health and safety repairs to their home.
26.5B	Continue to offer Community Development Block Grant (CDBG) funds to rehabilitate mobile and manufactured homes	Ongoing.	Continuing progress. The City provides accessibility grants up to \$5,000 for Mobile Homes; Housing Rehab loans for single-family dwellings and grants up to \$10,00 for crisis repairs.
26.5C	Continue to fund the emergency repair program for lower income owners of mobile and manufactured homes	Ongoing.	An eligible mobilehome owner may receive a loan through the Housing Repair Program using grant funds received by HCD
26.5D	The City will investigate the feasibility of converting mobile home parks to resident owned or similar ownership. The City will conduct annual assessment with Mobile Home Park owners and residents to evaluate the potential for partnerships to achieve resident ownership in mobilehome parks	Annually	Not actively pursuing at this time.

26.5E	Redevelop / Rehabilitate existing deteriorated mobile home parks or manufactured homes	Ongoing.	The City has received a \$1,000,000 Grant from HCD to provide loans to eligible mobilehome owners to make health and safety repairs to their home. Over 30 mobilehome owners will benefit from this funding
27.1A	Annually review the status of housing projects whose government restrictions are expiring or near expiration to determine the need for intervention	Ongoing.	The City has historically worked to save units from converting and actively works with owners on an ongoing basis
27.1B	Work with the federal Housing and Urban Development Department (HUD), Sacramento Housing and Redevelopment Agency (SHRA), and other agencies to determine the City's options in preserving at risk units	Ongoing.	Ongoing.
27.1C	Work with nonprofit housing organizations, SHRA, and other agencies to help purchase complexes where the owner wishes to convert to market rate	Ongoing.	Ongoing.
27.1D	If preservation of an "at-risk" development cannot be accomplished, work with the owners to ensure proper federal notification and moving assistance is provided	Ongoing.	No government-assisted units identified to be at risk of converting to market rate units.
27.1E	Use CDBG, Redevelopment funds and other available resources to subsidize identified "at-risk" units, rehabilitate substandard units, and/or fund self-help projects, to retain their availability as low-income housing	Ongoing.	Ongoing.
27.1F	Continue to implement strategies to redevelop Sayonara Drive (Sunrise to Lialana)"	Ongoing.	City purchased and demolished 15 fourplexes on Sayonara Drive. The City is exploring redevelopment options
28.1A	Enforce Code requirements to ensure that housing is accessible to the disabled	Ongoing.	Ongoing.
28.1B	The City will consider development of Universal/Adaptable Design Guidelines for disabled and aging populations	Jul-10	Ongoing.
28.2A	Work with other jurisdictions to assess need for transitional housing and develop plans to address this problem. Develop a plan by June 2010	Ongoing.	Ongoing.

28.2B	Continue to work with the Sacramento County Department of Housing Assistance to provide emergency shelters and other support services	Ongoing.	The City continues to work with the Citrus Heights Homeless Assistance Resource Team (HART) to provide a temporary winter sanctuary to those experiencing homelessness. The City maintains a position on the Sacramento Steps Forward Advisory Board to foster partnership on Continuum of Care issues and homelessness programs in general.
28.2C	Provide CDBG funds and other resources as available to help finance the City's fair share of homeless services	Ongoing.	The City currently funds Navigator services through Sacramento Self-Help Housing with CDBG funds. The Navigator provides outreach services to individuals and families who are currently or in immediate danger of becoming homeless
28.3A	Support SHRA efforts to provide housing assistance within the community	Ongoing.	Ongoing.
28.3B	Enforce Federal and State anti-discrimination laws.	Ongoing.	The City funds Self-Help Housing, a non-profit that operates a Renters Help Line. The Help Line provides tenants in a housing crisis or dispute need a reliable resource for information about their rights and obligations as renters. Self-Help Housing will refer calls concerning fair housing or discrimination to Project Sentinel who will then investigate and refer cases to the appropriate state and federal agencies.
28.3C	Continue to fund and support the Human Rights and Fair Housing Commission	Annually	With the dissolution of the Human Rights and Fair Housing Commission, the City currently funds Sacramento Self-Help Housing to provide fair housing services.
28.4A	Conduct annual review as part of the submittal of the Annual Report to HCD as required by law	Annually	Ongoing.

28.4B	Continue to seek grant funding to implement housing programs. The City will aggressively monitor the availability of new housing resources and program funds. In recent years the City has been successful in obtaining a \$1 million grant from the State Housing Trust Fund. The City has also received over \$1 million in State grants (Cal HOME and HOME Consortium funding) to provide down – payment assistance to first time homebuyers. The City has also been the recipient of special funding to assist in the redevelopment of Sayonara Drive which is the City's most hard – pressed low income area. The City will pursue housing resources consistent with the priorities outlined in the City's Housing Element and Consolidated Plan., including pursuing funds for the City's Housing Trust Fund, First Time Homebuyer Program, the Sayonara neighborhood and other pockets of low income and the City's ten mobile home communities. The City will continue housing rehabilitation as a priority need and the City will direct internal resources (Housing Trust funds and Redevelopment Set Aside funds) as well as State and Federal funding resources in addressing these needs	Annually	The City has successfully implemented these efforts
28.4C	Ensure existing affordable housing developments are meeting their rent and income restrictions	Annually	In place.
28.5A	Review the City's available land inventory annually to ensure that sufficient land is designated for an appropriate range of housing types	Annually	The City's available land inventory was completed in 2008 and is reviewed annually

28.6A	Continue to fund the Human Rights and Fair Housing Agency to support of its efforts to prevent housing discrimination. The City will actively promote the Human Rights and Fair Housing Agency to any resident with a question related to Fair Housing. In addition the City will distribute information through the City's website, make information available at City Hall, information at the Library, and provide direct mailings upon request. Most importantly the City will provide information to Neighborhood Associations regarding the agency and distribute pamphlets to residents that participate in these meetings or residents they see that are in need. In addition, the City will provide office space for the Human Rights and Fair Housing representative, including a direct phone line to provide easy access to these services	Annually	With the dissolution of the Human Rights Fair Housing Commission, the City currently funds Sacramento Self-Help Housing to provide a telephone "helpline", tenant-landlord counseling, investigation, advocacy, and dispute services for Citrus Heights residents with a housing crisis issue. In the event a Self-Help Housing staff member determines a party's actions may be the result of discrimination, Project Sentinel will investigate. Project Sentinel has a full time attorney who will assist in 5 screenings and/or investigate for Citrus Heights residents who experience housing discrimination.
28.7A	Continue to staff the Interdepartmental Development Review Committee to ensure timely processing of development applications	Ongoing.	City staff holds bi-monthly development team meetings with the development staff and the various agencies (fire and water district) and potential applicants
28.7B	Continue to make development decisions at the lowest level possible (e.g. staff approvals) in order to expedite development decision making.	Ongoing.	Ongoing.
28.7C	Continue to use density bonuses, City Redevelopment funds, federal funds and other available resources to promote housing opportunities, especially for low-income persons (including Extremely Low Income) and those with special needs. Meet with developers, including nonprofits and service providers and community stakeholders every two years to promote the City's resources, including available sites, zoning, various incentives and opportunities and financial and other available resources to develop action plans for developing 100 units in the planning period	On-going and every two years with the first meeting in February 2009	The City will continue to promote housing opportunities to low-income persons and those with special needs. With the dissolution of the City's Redevelopment Agency, the City is currently exploring new funding sources for these activities.

28.7D	Examine all City development fees to ensure they are fair, necessary and not an undue impediment to housing production. Consult with outside agencies such as the Human Rights and Fair Housing Agency, housing advocates, building trade organizations, Chamber of Commerce, and other private interests in making this assessment.	Ongoing.	Fees adopted in 2006 and a comprehensive fee update will be a future project
28.7E	Establish Council policy on fee waivers and deferrals for future development.	Jul-09	The City Council has used, and continues to use this authority.
28.7F	Partner with outside agencies including the Sacramento Metropolitan Fire District, San Juan Unified School District, Sunrise Recreation and Park District, and Sacramento Regional Sanitation District to provide input in evaluating how these agencies' fees impact housing production.	Ongoing.	Ongoing.
28.7G	Research the access to services, facilities, and transportation for special needs populations, including the adequacy of major streets and sidewalks.	Ongoing.	Ongoing.
28.7H	The City will review the Zoning Code for consistency with SB2 and modify as necessary to ensure compliance with the law.	Ongoing.	Ongoing.
28.8A	Leverage available funding to obtain Federal, State, or other funds for low and moderate housing projects.	Jul-08	Ongoing.
General Comments:			

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