



March 12, 2020

AGENDA

CITY OF CITRUS HEIGHTS CITY COUNCIL

7:00 PM REGULAR MEETING

City Hall Council Chambers

6360 Fountain Square Drive, Citrus Heights, CA

3-12-20 Agenda Packet

Documents:

[3-12-20 AGENDA PACKET.PDF](#)

CALL REGULAR MEETING TO ORDER

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

APPROVAL OF AGENDA

PRESENTATIONS

4. Sacramento Regional Transit – SmART Ride Update

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 February 27, 2020
6. SUBJECT: Second Reading – Ordinance Text Amendment Wall Signage Within Sunrise/Greenback Special Sign District
STAFF REPORT: C. McDuffee / C. Kempenaar / A. Bermudez
RECOMMENDATION: Adopt Ordinance No. 2020 - 002; An Ordinance of the City of Citrus Heights to Amend Chapter 106.38 of the Zoning Code in Regard to Signage

7. SUBJECT: Citrus Heights Community Center Audio Visual Equipment Replacement Project Rejection Of Bids And Approval To Rebid Project

STAFF REPORT: C. Myers

RECOMMENDATION: Adopt Resolution No. 2020 - ____; A Resolution of the City Council of the City of Citrus Heights, California, Rejecting the Bids for the Citrus Heights Community Center Audio Visual Equipment Replacement Project and Authorize the Re-Release of the Call for Bids

8. SUBJECT: Audited Financial Statements And Compliance Report For Transportation Development Act Funds

STAFF REPORT: R. Rivera / R. Prasad

RECOMMENDATION: Staff Recommends that the City Council Accepts and Files the City of Citrus Heights Transportation Development Act (TDA) Funds Audited Financial Statements and Compliance Report for Fiscal Year Ended June 30, 2019.

STRATEGIC PLANNING GOAL: Maintain Fiscal Stability

9. SUBJECT: Transportation Development Act (TDA) Funding Claim Authorization

STAFF REPORT: M. Poole

RECOMMENDATION: Adopt Resolution No. 2020 - ____; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City to Claim its Transportation Development Act (TDA) Funds for Fiscal Year 2019-2020 and Any Revised Apportionments for Previous Years

PUBLIC HEARINGS

REGULAR CALENDAR

10. SUBJECT: Resolution Authorizing Local Early Action Planning (LEAP) Grant Application

STAFF REPORT: C. McDuffee / C. Kempenaar

RECOMMENDATION: Adopt Resolution No. 2020 - ____; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing Application for, and Receipt of, Local Government Planning Support Program Funds

11. SUBJECT: 2019 General Plan Annual Progress Report

STAFF REPORT: C. McDuffee / C. Kempenaar / E. Singer

RECOMMENDATION: Adopt Resolution No. 2020-____; A Resolution of the City Council of the City of Citrus Heights, California, Accepting the 2019 General Plan Annual Progress Report

DEPARTMENT REPORTS

CITY MANAGER ITEMS

ITEMS REQUESTED BY COUNCIL MEMBERS / FUTURE AGENDA ITEMS

ADJOURNMENT



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

**CITY OF CITRUS HEIGHTS
CITY COUNCIL
Regular Meeting of Thursday, March 12, 2020
City Hall Council Chambers
6360 Fountain Square Dr., Citrus Heights, CA
Regular Meeting 7:00 p.m.**

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

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

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

The Agenda for this meeting of the City Council for the City of Citrus Heights was posted at Citrus Heights City Hall, 6360 Fountain Square Drive, Citrus Heights, CA before the close of business at 5:00 p.m. on the Friday preceding the meeting.

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 6, 2020



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

REGULAR MEETING 7:00 PM
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CALL REGULAR MEETING TO ORDER

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

APPROVAL OF AGENDA**PRESENTATIONS**

4. Sacramento Regional Transit – SmaRT Ride Update

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

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

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STAFF REPORT: C. Myers

RECOMMENDATION: Adopt Resolution No. 2020 - ____; A Resolution of the City Council of the City of Citrus Heights, California, Rejecting the Bids for the Citrus Heights Community Center Audio Visual Equipment Replacement Project and Authorize the Re-Release of the Call for Bids

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STRATEGIC PLANNING GOAL: Maintain Fiscal Stability

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STAFF REPORT: M. Poole

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PUBLIC HEARING

REGULAR CALENDAR

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11. **SUBJECT:** 2019 General Plan Annual Progress Report

STAFF REPORT: C. McDuffee / C. Kempenaar / E. Singer

RECOMMENDATION: Adopt Resolution No. 2020-____; A Resolution of the City Council of the City of Citrus Heights, California, Accepting the 2019 General Plan Annual Progress Report

DEPARTMENT REPORTS

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 27, 2020
City Hall Council Chambers
6360 Fountain Square Drive, Citrus Heights, CA**

CALL SPECIAL MEETING TO ORDER

The special meeting was called to order at 6:15 p.m. by Mayor Slowey.

- | | | | |
|----|------------|--------------------------|--|
| 1. | Roll Call: | Council Members present: | Bruins, Daniels, Middleton, Miller, Slowey |
| | | Council Members absent: | None |
| | | Staff present: | Blomquist, Boyd, Jones, Tillery and
department directors. |

PUBLIC COMMENT

None

STUDY SESSION

2. Old Auburn Road Complete Streets Plan Update

Principal Civil Engineer Blomquist noted that since incorporation, the city has been working hard to improve walkability and non-motorized travel throughout the city. In the pedestrian master plan Old Auburn Road was identified as an important corridor in need of a focus area plan. In August 2018, the city hired consultant Fehr and Peers to assist with the analysis and improvements to the mobility and transportation safety along the corridor.

Adrian Engel with Fehr and Peers, provided an overview of the data collected for the Old Auburn Road corridor. Additionally, he presented data collection for the intersection of Old Auburn Road and Fair Oaks Boulevard. Based on the data collected, the city implemented preliminary safety improvements to the intersection including the reduction of the number of left turn lanes in the northbound direction and additional signage. He presented a rendering of the proposed cross section design for the Old Auburn corridor which includes wider sidewalk with a landscape buffer and wider bike lanes. He also presented two alternative options to the existing conditions for the section of Old Auburn Road between Antelope Road and Fair Oaks Boulevard: eliminate one lane of traffic in both east and westbound directions, or eliminate one lane only in the westbound direction.

Council comments and questions followed.

Council directed staff to pursue developing a plan that would include Alternative 1, permanently reducing traffic lanes to provide wider separated sidewalks, and bikeway paths in each direction for the section of Old Auburn Road between Antelope Road and Fair Oaks Boulevard.

The final action plan will be presented to council at the second meeting in March.

ADJOURMENT

Mayor Slowey adjourned the special meeting at 6:41 p.m.

CALL REGULAR MEETING TO ORDER

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

1. The Flag Salute was led by Council Member Daniels.
2. Roll Call: Council Members present: Bruins, Daniels, Middleton, Miller, Slowey
Council Members absent: None
Staff present: Bermudez, Boyd, Burnett, Huber, Jones, Lawrence, Nossardi, Rivera, Tillery, and department directors.
3. The video statement was read by City Clerk Tillery.

APPROVAL OF AGENDA

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

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

PRESENTATIONS

None

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

Council Member Middleton had no comments or updates.

Council Member Bruins attended the Sacramento Regional County Sanitation District Board meeting and grand opening for The Oars Senior Living Facility. She highlighted the Citrus Heights Police Activities League Cornhole Tournament to be held on March 13.

Council Member Daniels attended the Sacramento Metropolitan Air Quality Board meeting and announced the upcoming event, Coffee with a Cop, to be held on March 4. He provided a report from the National League of Cities Webinar on the case of the Martin v. City of Boise.

Vice Mayor Miller provided an update from the the Sacramento Transportation Authority Board meeting. He participated in the ARMY citizen's advisory committee at the John Adams Academy and attended the Pet Owners Organization of Citrus Heights fundraiser.

Mayor Slowey provided information on the various ways voters can vote during the March 3, Presidential Primary Election. He attended the Oars Senior Living Facility grand opening and announced the upcoming Citrus Heights City Hall and Community Center Volunteer Open House to be held on March 10, where the public will have the chance to learn more about the volunteer opportunities available within the city.

PUBLIC COMMENT

Michael Lagomarsino announced the R.E.A.C.H Neighborhood Association Potluck will be held on March 2.

CONSENT CALENDAR

4. **SUBJECT:** Approval of Minutes
 RECOMMENDATION: Approve the Minutes of the Regular Meeting of February 13, 2020

ACTION: On a motion by Council Member Daniels, seconded by Vice Mayor Miller, the City Council adopted Consent Calendar Item 4.

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

PUBLIC HEARING

5. **SUBJECT:** Adoption of a Resolution Modifying the Management District Plan of the Sunrise MarketPlace Property and Business Improvement District
 STAFF REPORT: M. Huber
 RECOMMENDATION: Adopt Resolution No. 2020-014; A Resolution of the City Council of the City of Citrus Heights, California, Modifying the Management District Plan of the Sunrise MarketPlace Property and Business Improvement District

Economic Development and Communications Manager Huber stated that the Sunrise MarketPlace Property and Business Improvement District Owners Association is requesting a modification of their current Management District Plan to include public safety services within the scope of their organization. These changes are for the current term to take effect February 27, 2020, through the remainder of the District's seven-year term, ending on December 31, 2021. This will serve as a pilot program to assess whether public safety services are necessary for the next renewal.

Council comments and questions followed.

Mayor Slowey opened the public hearing at 7:22 p.m., hearing no speakers, he closed the public hearing.

ACTION: On a motion by Council Member Bruins, seconded by Council Member Middleton, adopted Resolution No. 2020-014; A Resolution of the City Council of the City of Citrus Heights, California, Modifying the Management District Plan of the Sunrise MarketPlace Property and Business Improvement District.

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

6. **SUBJECT:** Sunrise Village Shopping Center Remodel

5425 Sunrise Boulevard – File #'s UP-19-03, DRPMOD-19-05, EX-19-01, OTA-19-03 and TP-19-68

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

RECOMMENDATION: The Planning Commission Recommends the Council Make the Following Motions:

- a. Adopt Resolutions 2020-015; A Resolution of the City Council of the City of Citrus Heights, California, Adopting a Negative Declaration Pursuant to the California Environmental Quality Act (CEQA) for the Sunrise Village Shopping Center Remodel Project as Shown in Attachment 4.
- b. Based Upon the Findings Listed in the Staff Report and the Conditions of Approval Listed in Attachments 5 And 14, Approve the Design Review Permit to Allow the Expansion and Renovation of an Existing Shopping Center Project; Approve the Use Permit to Allow the Construction of New Retail Pad Building with Drive-Through Services; Approve a Tree Permit to Allow the Removal of Numerous Trees; Approve an Exception to Sign Regulations Permit and Master Sign Program to Allow the Placement of Archway Signage Over Two Driveway Entrances.
- c. Introduce, Read by Title Only, and Waive the First Full Reading of an Ordinance of the City Council of the City of Citrus Heights, California, Amending the Zoning Code to Increase the Allowable Wall Signage Area for Certain Properties Within the Sunrise/Greenback Special Sign District as Shown in Attachment 15.

Associate Planner Bermudez announced that on January 20, 2020 the Planning Commission forwarded a recommendation of approval for the proposed Sunrise Village Shopping remodel and expansion project located at the Northwest corner of Sunrise Blvd. and Madison Ave. The plaza will receive significant renovations and expansion to reconstruct the buildings with an expanded footprint to include an additional 17, 928 square feet to the existing 150,000 square foot center. The applicant is requesting to demolish a vacant pad building and reconstruct a new larger building with a drive-through service. There will be significant façade enhancements to the center including metal canopies above the walkways, updated exteriors, new outdoor patio spaces, new signage, a revised roofline, new landscaping, irrigation, and pedestrian friendly pathways to enhance the overall appearance. The removal of several trees will be necessary to increase shading and parking surfaces and will not have a significant effect on the environment. In addition to the center renovations, the applicant is requesting the adoption of a negative declaration, a Master Plan Sign Program that includes the request for a sign permit, to allow the installation of large archway signs over the centers driveways, and amendments to the city's sign ordinance to allow for increased signage within the Sunrise Boulevard / Greenback Lane Special Sign District. She provided an overview of the various project entitlements and project timeline.

Council comments and questions followed.

Mayor Slowey opened the public hearing at 7:45 p.m.

Public Comment

Applicant Jon Plomteaux with Merlone Geier Partners expressed his team's excitement and provided insight on the project.

Mayor Slowey closed the public hearing at 7:48 p.m.

ACTION: On a motion by Council Member Bruins, seconded by Council Member Middleton, the City Council adopted Resolution 2020-015; A Resolution of the City Council of the City of Citrus Heights, California, Adopting a Negative Declaration Pursuant to the California Environmental Quality Act (CEQA) for the Sunrise Village Shopping Center Remodel Project as Shown in Attachment 4.

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

ACTION: On a motion by Council Member Bruins, seconded by Council Member Daniels, the City Council approved the Design Review Permit to Allow the Expansion and Renovation of an Existing Shopping Center Project; approved the Use Permit to Allow the Construction of New Retail Pad Building with Drive-Through Services; approved a Tree Permit to Allow the Removal of Numerous Trees; approved an Exception to Sign Regulations Permit and Master Sign Program to Allow the Placement of Archway Signage Over Two Driveway Entrances.

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

ACTION: On a motion by Council Member Bruins, seconded by Council Member Middleton, the City Council introduced, Read by Title Only, and Waived the First Full Reading of an Ordinance of the City Council of the City of Citrus Heights, California, Amending the Zoning Code to Increase the Allowable Wall Signage Area for Certain Properties Within the Sunrise/Greenback Special Sign District as Shown in Attachment 15.

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

REGULAR CALENDAR

None

DEPARTMENT REPORTS

7. **SUBJECT:** 10-Year Budget Model and Fiscal Year 2019/2020 Mid-Year Budget Review
DEPARTMENT: Administrative Services Department
STRATEGIC PLANNING GOAL: Maintain Fiscal Stability

Finance Manager Nossardi stated that back in June 2019 the council adopted the city's first two-year budget for fiscal year 2019-2020 and 2020-2021. The FY 2019-2020 city budget for all funds totaled \$62.2 million. The FY 2019-2020 budget adopted for the General Fund revenues was

\$32,668,679 and the expenditures were \$32,772,862, creating an anticipated operating shortfall of \$104,183. As of February 10, 2020, the operating revenues were coming in at 51% of budget and expenditures were 55%. With the revenues being consistent with the projections and all departments operating with the approved allocations, staff are not recommending budget adjustments at this time.

Assistant City Manager Rivera and Municipal Resource Group Consultant Bill Zenoni provided a overview of the 10-year budget model financial forecast. He highlighted the preliminary results, which included a projected operating shortfall three of the next five years, resulting in the city having to draw down general fund reserves below the minimum level. They highlighted the city's implemented cost saving measures, current assumptions, and anticipated capital expenditures. They will continue to review unfunded requirements, track operating cost efficiencies, explore locally controlled funding options and update the financial forecast.

8. **SUBJECT:** Police Department Annual Report
 DEPARTMENT: Police Department

Police Chief Lawrence provided an annual report concerning crime and collisions within the city. He stated that from 2018 to 2019 the Police Department experienced a decrease of persons crimes by 4% and a decrease in property crimes by 9%. He provided statistics from the patrol services, support services, and investigative services divisions. He also highlighted some of their programs, including the Citrus Heights Police Activities League, Navigator Program, Shopping Cart Relocation Assistance Team, Public Safety Pathway Program, and the Rental Housing Inspection Program.

CITY MANAGER ITEMS

None

ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS

None

ADJOURNMENT

Mayor Slowey adjourned the regular meeting at 8:42 p.m.

Respectfully submitted,

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: March 12, 2020

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

FROM: Colleen McDuffee, Community Development Director
Casey Kempenaar, Planning Manager
Alison Bermudez, Associate Planner

SUBJECT: **Second Reading – Ordinance Text Amendment**
Wall Signage within Sunrise/Greenback Special Sign District

Summary and Recommendation

On February 27, 2020, the City Council introduced, read by title only and waived the first full reading of an Ordinance amending the Zoning Code to increase the allowable wall signage area for certain properties within the Sunrise/Greenback Special Sign District. The City Council did not make any amendments to the proposed ordinance at the first reading.

Staff recommends that the City Council approve Ordinance No. 2020-002 an Ordinance amending Zoning Code Section 106.38 in regard to signage.

Fiscal Impact

There is no impact to the General Fund.

Attachments

1. Ordinance 2020-002 Amending Sign Regulations

ORDINANCE NO. 2020-002

AN ORDINANCE OF THE CITY OF CITRUS HEIGHTS TO AMEND CHAPTER 106.38 OF THE ZONING CODE IN REGARD TO SIGNAGE

THE CITY OF CITRUS HEIGHTS DOES ORDAIN AS FOLLOWS:

Section 1: Purpose and Authority

The purpose of this Ordinance is to amend the Citrus Heights Zoning Code as shown in Exhibit A amending Chapter 106.38 of the Zoning Code, relating to signage.

Section 2: Findings

- The proposed amendments are consistent with the General Plan.
- The proposed amendments will not be detrimental to the public, interest, health, safety, convenience, or welfare of the City.

Section 3: Action

The City Council hereby amends the Zoning Code of the City of Citrus Heights as described within Exhibit A, and as discussed within the Staff Report, which is incorporated by reference.

Section 4: Severability

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

Section 5: Effective Date and Publication

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

PASSED AND ADOPTED by the City Council of the City of Citrus Heights this 12th day of March 2020 by the following vote:

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

Jeff Slowey, Mayor

ATTEST:

Amy Van, City Clerk

Exhibit:
A - Redline Strikeout of Zoning Code

TABLE 3-12 - SIGN HEIGHT AND AREA STANDARDS FOR COMMERCIAL AND INDUSTRIAL ZONING DISTRICTS

Allowed Sign Types	Maximum Sign Height (see Section 106.38.050.B)	Maximum Sign Area (see Section 106.38.050.A)
Ground-mounted and Ground-floor Signs		
Awning	At least one foot below the top of a parapet, the sill of a second floor window, and/or the lowest point of any cornice or roof overhang.	Maximum sign area per tenant space. The combined total area of signs allowed for a business shall not exceed the following requirements; provided that the allowed area for a freestanding monument sign is in addition to the maximum area allowed below. 1. 1 sf for each linear ft of primary building frontage in the BP zone; 2 sf for each linear ft of primary building frontage elsewhere. <u>Buildings within the Sunrise Boulevard/Greenback Lane Special Sign District shall refer to Section 106.38.060.D.</u> 2. Each use is allowed a total sign area of at least 25 sf regardless of frontage length. Notwithstanding the above, a freestanding directory sign in the AC zone shall not exceed 200 sf. Site with 4 or more tenants: is allowed an additional freestanding identification sign of 0.25 sf for each linear ft of total primary structure frontage, up to 100 sf maximum.
Freestanding	AC zone - 30 ft with a 10-ft setback from public right-of-way BP zone – 5 ft GC zone - 5 ft (1) LC zone – 5 ft (1) MP zone - 5 ft SC zone – 5 ft (1)	
Projecting, or Wall	At least one foot below the top of a parapet, the sill of a second floor window, and/or the lowest point of any cornice or roof overhang.	
Suspended	Below eave/canopy; at least 8 ft above a walking surface	
Temporary/Portable	See Sections 106.38.070.A and 106.38.070.I	
Window	See Section 106.38.070.L	
Second Floor Signs		
Awning, Projecting, Wall	At least one foot below the top of a parapet, the sill of a second floor window, and/or the lowest point of any cornice or roof overhang.	12 sf for each tenant. 1 directory sign not to exceed 12 sf is also allowed to identify upper floor occupants.
Window	See Section 106.38.070.K	

Notes:

- (1) Sign height may be increased by one foot for each foot the setback of the sign is increased, to a maximum sign height of 25 ft.

D. ~~Freestanding signs~~ **Signage** within Sunrise Boulevard/Greenback Lane Special Sign District. Within the area identified in Figure 3-49, freestanding signs shall comply with the following requirements, instead of those in Subsection C.

1. ~~Allowable sign types and sign area. Only monument signs are allowed with a total sign area of one square foot per foot of public street frontage with a maximum area of 100 square feet.~~
 - a. Monument signs are allowed with a total sign area of one square foot per foot of public street frontage with a maximum area of 100 square feet; and
 - b. Wall signage is allowed with a total of one square foot for each linear foot of primary building frontage in the BP zone; 2 square feet for each linear foot of primary building frontage elsewhere. Buildings whose primary frontage is 300 feet or greater from the public right-of-way shall be allowed three square feet of wall signage for each linear foot of primary frontage.
2. **Setback requirements.** Monument signs shall be set back as follows:
 - a. Two feet adjoining any property zoned for any commercial or industrial zone; and
 - b. 10 feet adjoining any property in a residential, recreation, or open space zone.
3. **Height limits.** A monument sign shall not exceed a maximum height of 10 feet, and may be increased one foot for each foot of increased sign setback, to a maximum height of 12 feet.
4. **Landscaping.** Two feet of landscaping is required in every direction from the exterior portions of any part of the monument sign.

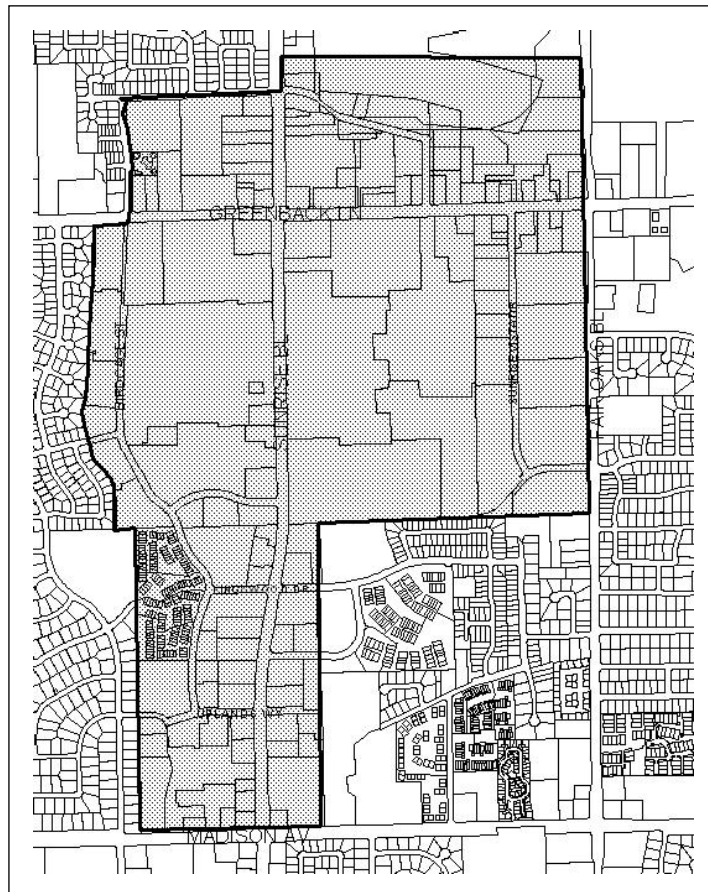


Figure 3-49 - Sunrise Boulevard/Greenback Lane Special Sign District



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: March 12, 2020

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

FROM: Christopher Boyd, City Manager
Chris Myers, Facilities Manager

SUBJECT: Citrus Heights Community Center Audio Visual Equipment
Replacement Project Rejection of Bids and Approval to Rebid Project

Summary and Recommendation

The City of Citrus Heights received bids for the Citrus Heights Community Center Audio Visual Equipment Replacement Project on January 28, 2020. Following the bid opening, the City received a written protest against the apparent low bid. Staff believes rejecting all the bids and re-advertising the project is the best approach. Staff recommends the City Council approve Resolution No. 2020-____ a resolution rejecting the bids for the Citrus Heights Community Center Audio Visual Equipment Replacement Project and authorize the re-release of the call for bids.

Fiscal Impact

The fiscal impact to re-advertise the project is nominal.

Background and Analysis

Four bids were received for the Citrus Heights Community Center Audio Visual Equipment Replacement project on January 28, 2020. One of the bidders was Better Presentation Systems. A protest letter was filed with the City against Better Presentation Systems based on unclear pricing on the equipment list and failure to include all quantities requested in the proposal. Due to the systemic nature of the quantities pricing discrepancies in the low bidder's proposal, staff has determined that the best approach for resolving the problem is to reject all of the original bids, and re-advertise the project.

Subject: CHCC Audio Visual Equipment Replacement Project Rejection of Bids and Approval to Rebid Project

Date: March 12, 2020

Page 2 of 2

Attachments

1. Resolution of the City Council of the City of Citrus Heights, California Rejecting the Bids for the Citrus heights Community Center Audio Visual Equipment Replacement Project and Authorize the Re-Release of the Call for Bids

RESOLUTION NO. 2020- ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, REJECTING THE BIDS FOR THE CITRUS HEIGHTS COMMUNITY
CENTER AUDIO VISUAL EQUIPMENT REPLACEMENT PROJECT AND AUTHORIZE
THE RE-RELEASE OF THE CALL FOR BIDS**

WHEREAS, City staff has reviewed the bids received for the Citrus Heights Community Center Audio Visual Equipment Replacement Project and determined that all bids for the project be rejected; and

WHEREAS, staff will revise the bid documents to reflect a later start date for the work and make such changes as directed by the City Manager.

NOW THEREFORE BE IT RESOLVED AND ORDERED that the City Council of the City of Citrus Heights declares as follows:

a. All bids for the Citrus Heights Community Center Audio Visual Equipment Replacement Project are rejected.

b. City staff is authorized to re-advertise the revised bid package.

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 12th day of March 2020 by the following vote, to wit:

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

Jeff Slowey, Mayor

ATTEST:

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: March 12, 2020

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

FROM: Ronda Rivera, Assistant City Manager
Rajneil Prasad, Accounting Manager

SUBJECT: Audited Financial Statements and Compliance Report for
Transportation Development Act Funds

Summary and Recommendation

Staff recommends the City Council accepts and files the City of Citrus Heights Transportation Development Act (TDA) Funds Audited Financial Statements and Compliance Report for fiscal year ended June 30, 2019.

Fiscal Impact

There is no fiscal impact associated with this action.

Background and Analysis

The accounting firm of Richardson & Company, LLP was hired by the Sacramento Area Council of Governments to audit the transportation funds received by member agencies for the fiscal year ended June 30, 2019. They have determined that the City of Citrus Heights Transportation Fund financial statements present fairly, in all material respects, the financial position of the Transportation Development Act Funds of the City of Citrus Heights as of June 30, 2019. The statements are in conformity with Generally Accepted Accounting Principles.

Attachment

1. City of Citrus Heights Transportation Development Act Funds – Audited Financial Statements and Compliance Report as of June 30, 2019.

CITY OF CITRUS HEIGHTS
TRANSPORTATION DEVELOPMENT ACT FUNDS

Audited Financial Statements
and Compliance Report

June 30, 2019

CITY OF CITRUS HEIGHTS
TRANSPORTATION DEVELOPMENT ACT FUNDS

Audited Financial Statements
and Compliance Report

June 30, 2019

Audited Financial Statements

Independent Auditor's Report	1
Balance Sheets.....	3
Statements of Revenues, Expenditures and Changes in Fund Balances	4
Notes to Financial Statements	5

Compliance Report

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> and the Transportation Development Act.....	8
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INDEPENDENT AUDITOR'S REPORT

To the City Council
City of Citrus Heights, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Transportation Development Act Funds (the Funds) of the City of Citrus Heights, as of and for the year ended June 30, 2019, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Transportation Development Act Funds of the City of Citrus Heights as of June 30, 2019, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

To the City Council
City of Citrus Heights, California

Emphasis-of-Matter

As discussed in Note B, the financial statements present only the Transportation Development Act Funds of the City of Citrus Heights and do not purport to, and do not, present fairly the financial position of the City of Citrus Heights as of June 30, 2019, the changes in financial position, or where applicable, its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matters

Prior Year Comparative Information

We have previously audited the June 30, 2018 Transportation Development Act Funds of the City of Citrus Heights' financial statements dated January 18, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2018 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Required Supplementary Information

Management has omitted management's discussion and analysis and budgetary comparison information that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. Our opinion on the financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 19, 2020 on our consideration of the City's internal control over financial reporting related to the Funds and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters, and the Transportation Development Act. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Richardson & Company, LLP

February 19, 2020

CITY OF CITRUS HEIGHTS

TRANSPORTATION DEVELOPMENT ACT FUNDS

BALANCE SHEETS

June 30, 2019

(With Prior Year Data For Comparative Purposes Only)

	2019			(Comparative Purposes Only) 2018
	Transit	Non-Transit	Total	
ASSETS				
Cash and investments	\$ 838,573	\$ 171,745	\$ 1,010,318	\$ 376,192
Interest receivable	3,869	1,309	5,178	549
Due from other governments		74,729	74,729	332,888
TOTAL ASSETS	<u>\$ 842,442</u>	<u>\$ 247,783</u>	<u>\$ 1,090,225</u>	<u>\$ 709,629</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES				
LIABILITIES				
Accounts payable	\$ 89	\$ 1,038	\$ 1,127	\$ 1,634
Due to other governments	802,248		802,248	307,304
Retention payable		5,916	5,916	
TOTAL LIABILITIES	<u>802,337</u>	<u>6,954</u>	<u>809,291</u>	<u>308,938</u>
DEFERRED INFLOWS OF RESOURCES				
Unavailable revenues		74,729	74,729	332,888
FUND BALANCES				
Restricted for transit administration	40,105		40,105	
Restricted for pedestrian and bicycle facilities		166,100	166,100	159,389
Unassigned (deficit)				(91,586)
TOTAL FUND BALANCES (DEFICIT)	<u>40,105</u>	<u>166,100</u>	<u>206,205</u>	<u>67,803</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	<u>\$ 842,442</u>	<u>\$ 247,783</u>	<u>\$ 1,090,225</u>	<u>\$ 709,629</u>

The accompanying notes are an integral part of these financial statements.

CITY OF CITRUS HEIGHTS

TRANSPORTATION DEVELOPMENT ACT FUNDS

STATEMENTS OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES

For the Year Ended June 30, 2019
(With Prior Year Data For Comparative Purposes Only)

	2019			(Comparative Purposes Only)
	Transit	Non-Transit	Total	2018
REVENUES				
Local Transportation Funds				
Contracted transportation and administration	\$ 3,133,613		\$ 3,133,613	\$ 3,320,751
Pedestrian and bicycle		\$ 137,662	137,662	
State Transit Assistance Fund	346,898		346,898	324,008
Contract administration payment from SacRT	137,500		137,500	
Other revenue	46,998		46,998	
Interest	11,070	6,310	17,380	2,018
TOTAL REVENUES	<u>3,676,079</u>	<u>143,972</u>	<u>3,820,051</u>	<u>3,646,777</u>
EXPENDITURES				
Purchased transportation	3,154,565		3,154,565	3,706,517
Administration	342,825	194	343,019	291,642
Sunrise Blvd Complete Streets Project	46,998		46,998	
Pedestrian and bicycle facilities		137,067	137,067	10,903
TOTAL EXPENDITURES	<u>3,544,388</u>	<u>137,261</u>	<u>3,681,649</u>	<u>4,009,062</u>
NET CHANGE IN FUND BALANCES	131,691	6,711	138,402	(362,285)
Fund balances (deficit) at beginning of year	<u>(91,586)</u>	<u>159,389</u>	<u>67,803</u>	<u>430,088</u>
FUND BALANCES (DEFICIT) AT END OF YEAR	<u>\$ 40,105</u>	<u>\$ 166,100</u>	<u>\$ 206,205</u>	<u>\$ 67,803</u>

The accompanying notes are an integral part of these financial statements.

CITY OF CITRUS HEIGHTS
TRANSPORTATION DEVELOPMENT ACT FUNDS
NOTES TO FINANCIAL STATEMENTS

June 30, 2019

NOTE A – ORGANIZATION

The City of Citrus Heights (the City) receives funds under the provisions of the Transportation Development Act (TDA) from the Sacramento County Local Transportation Fund (LTF) under Article 8, Section 99400(c) and 99400(d), the State Transit Assistance Fund (STAF) under Article 4, Section 6730(a) and 6731(b) for transit purposes and Article 3, Section 99234 for pedestrian and bicycle facilities. The City's Article 8 LTF funds are for the support of public transportation as defined in the TDA. State of Good Repair (SGR) funds are available for the purchase of new vehicles and the maintenance and rehabilitation of transit facilities and vehicles. The City contracted with the Sacramento Regional Transit District (SacRT) for the operation of transit services in the City through December 31, 2018. The City of Citrus Heights' Transit Fund is used to account for these TDA and SGR funds received by the City. The City's Article 3 LTF funds represent amounts set aside by the Sacramento Area Council of Governments (SACOG), the transportation planning agency administering TDA funds, to be allocated for pedestrian and bicycle facilities within the jurisdictions of Sacramento County and represent up to 2% of the available funds countywide. The City of Citrus Heights' Transit Fund and Transportation Development Act Fund (the Funds) are used to account for Transit and non-transit TDA funds, received by the City.

On January 1, 2019, the City's transit operations were annexed by the SacRT. As a result of this annexation, beginning in April of 2019, the City's transit related STA, SGR and LTF funds will be claimed directly from SACOG by SacRT. The transit administration allocation will be adjusted in each future fiscal year to match the percent increase or decrease in the budgeted TDA apportionment to the city for that fiscal year as compared to the previous year. The City will also continue to receive an apportionment for pedestrian and bicycle facilities under Article 3.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation: The financial statements of the Transportation Development Act Funds (the Funds) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Reporting Entity: The financial statements are intended to present the financial position and results of operations of only those transactions recorded in the Funds. The Funds are included in the financial statements of the City.

Fund Accounting: The accounts of the City are organized on the basis of funds. A fund is an accounting entity with a self-balancing set of accounts established to record the financial position and results of operations of a specific governmental activity.

The City utilizes the special revenue fund type of the governmental fund group to account for the activities of the Funds. Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Basis of Accounting: The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. A special revenue fund is accounted for using a current financial resources measurement focus. With this measurement focus, only current assets, deferred outflows of resources, liabilities and deferred inflows of resources are generally included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used by special revenue funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, i.e., when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible

CITY OF CITRUS HEIGHTS
TRANSPORTATION DEVELOPMENT ACT FUNDS
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2019

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

within the current period or soon enough thereafter to be used to pay liabilities of the current period, which is generally 90 days. TDA revenues are recognized when all eligibility requirements have been met. Expenditures are recorded when the related fund liability is incurred.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

Deferred Inflows of Resources: Deferred inflows of resources in governmental funds arise when a potential revenue source does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred inflows of resources consisted of STAF revenues for which all eligibility requirements had been met at year end, but the amounts were not received from Sacramento County Auditor – Controller's Office within the 90-day availability period.

Fund Balance: Restrictions of fund balance represent amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers or through enabling legislation. The restrictions of fund balance are according to the provisions of the Transportation Development Act and the purpose of each restriction is indicated by the account title on the face of the balance sheets.

Use of Estimates: The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Comparative Financial Statements: The financial statements include certain prior-year summarized comparative information in total, but not by individual fund. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Funds financial statements for the year ended June 30, 2018, from which the summarized information was derived.

NOTE C – CASH AND INVESTMENTS

Investment policy: The City's investment policy may be found in the notes to City's basic financial statements.

Investment in the City's Investment Pool: The Funds' cash is held in the City's investment pool. The City maintains an investment pool and allocates interest to the various funds based upon the average daily cash balances. Investments held in the City's investment pool are available on demand to the Funds and are stated at fair value.

Interest rate risk: Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. As of June 30, 2019, the weighted average maturity of the investments contained in the City of Citrus Heights investment pool was approximately 513 days.

Credit Risk: Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The City's investment pool does not have a rating provided by a nationally recognized statistical rating organization.

Custodial credit risk: Custodial risk is the risk that the government will not be able to recover its deposits or the value of its investments that are in the possession of an outside party. Custodial credit risk does not apply to a local government's indirect deposits or investment in securities through the use of government investment pools (such as the City's investment pool).

CITY OF CITRUS HEIGHTS
TRANSPORTATION DEVELOPMENT ACT FUNDS
NOTES TO FINANCIAL STATEMENTS (Continued)
June 30, 2019

NOTE D – DUE FROM OTHER GOVERNMENTS

The due from other governments consists of the following at June 30, 2019:

	<u>Transit</u>	<u>Non-Transit</u>	<u>2019</u>	<u>(Comparative Purposes Only) 2018</u>
Transportation Development Act:				
Local Transportation Fund				
Fiscal Year 2018/19		\$ 74,729	\$ 74,729	
Fiscal Year 2017/18				\$ 69,111
Fiscal Year 2016/17				67,751
State Transit Assistance Fund				
Fiscal Year 2018/19				
Fiscal Year 2017/18				196,026
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total due from other governments	<u>\$ -</u>	<u>\$ 74,729</u>	<u>\$ 74,729</u>	<u>\$ 332,888</u>

NOTE E – FARE REVENUE RATIO

Transit operators are required to maintain a fare revenue to operating expenses ratio in order to be eligible for TDA funding. The fare revenue ratio for the Transit Fund is calculated on a consolidated basis with the SacRT, which provides transit services within the City.

NOTE F – CONCENTRATIONS

The Funds receive a substantial amount of their support from a statewide retail sales tax from the LTF and STAF created by the TDA. A significant reduction in the level of this support, if this were to occur, may have a significant effect on the Funds' activities.



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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*
AND THE TRANSPORTATION DEVELOPMENT ACT

To the City Council
City of Citrus Heights, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the City of Citrus Heights' (the City) Transportation Development Act Funds, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Fund's basic financial statements, and have issued our report thereon dated February 19, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be a material weakness. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. Our audit was further made to determine that Transportation Development Act (TDA) funds allocated and received by the City were expended in conformance with the applicable statutes, rules and regulations of the TDA and Section 6666 and 6667 of the California Code of Regulations. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* or the TDA.

To the City Council
City of Citrus Heights, California

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* and the TDA in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Richardson & Company, LLP

February 19, 2020



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: March 12, 2020

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

FROM: Mary Poole, Operations Manager

SUBJECT: **Transportation Development Act (TDA) Funding Claim
Authorization**

Summary and Recommendation

This item is administrative in nature. The accompanying resolution authorizes the City to claim Transportation Development Act (TDA) Local Transportation Fund (LTF) apportionments for Fiscal Year (FY) 19-20 to provide funding support for the City's bicycle/pedestrian-related planning and capital projects.

Staff recommends the City Council approve Resolution No. 2020_____authorizing the City to submit the FY 19-20 TDA Claim and any Amended Claims Based on Revised Apportionments for FY 18-19 and previous years.

Fiscal Impact

The table below reflects funds claimed and retained by the City for planning and capital projects that benefit pedestrians and bicyclists. The amounts being claimed include the FY 19-20 apportionment as well as additional funds available due to revised apportionments for FY 18-19.

Fund Source	Fund	Amount
LTF – Bicycle/Pedestrian FY 18-19	212	2,613
LTF – Bicycle/Pedestrian FY 19-20	212	78,954
Total Claim		\$81,567

Background and Analysis

The TDA authorizes two major funding sources for public transportation that are administered by the Department of Transportation within the State of California Business Transportation and Housing Agency. These funds are then apportioned through regional planning and programming agencies such as the Sacramento Area Council of Governments (SACOG).

TDA funds are broken out into two major pots, LTF and State Transit Assistance (STA), which have been in existence since 1972 and 1979 respectively. LTF and STA carry different restrictions associated with their use. LTF funds are derived from a ¼ cent sales tax on each retail tax dollar collected statewide. The State then returns the tax revenue to each County according to the amount of tax collected within its boundaries. LTF apportionment is carried out by Regional Transportation Planning Agencies (RTPAs) throughout the State. In Sacramento County, the RTPA is SACOG, which then distributes LTF based on population.

STA dollars are allocated to transit operators and providers. STA funds are currently derived from a statewide excise tax on gasoline at a rate that generates the equivalent of the previous sales tax on gasoline and the statewide sales tax on diesel fuel, both of which are deposited in the Transportation, Planning and Development account. This is based on legislation passed in March 2010 (Assembly Bills 6 and 9). The City of Citrus Heights annexed into the Sacramento Regional Transit District (SACRT) on January 1, 2019. Under the terms of the Annexation Agreement, SACRT directly claims the LTF and STA funding apportionments related to transit service. The City continues to claim the bicycle-pedestrian apportionments, the subject of this TDA Claim.

SACOG's apportionment claim process includes the following:

- 1) SACOG receives an adopted resolution from the city/local agency authorizing the TDA funding claim;
- 2) SACOG holds annual public hearings to identify if there are any unmet transit needs within the city that are reasonable to meet;
- 3) The city/local agency files various reports for SACOG staff review and approval; and
- 4) SACOG submits the city's claim for review and approval by SACOG.

Attachments:

- (1) Resolution Authorizing the City to Claim its Transportation Development Act (TDA) Funds for FY 2019-2020 and Any Revised Apportionments for Previous Years

RESOLUTION NO. 2020- ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, AUTHORIZING THE CITY TO CLAIM ITS TRANSPORTATION
DEVELOPMENT ACT (TDA) FUNDS FOR FISCAL YEAR 2019-2020 AND ANY
REVISED APPORTIONMENTS FOR PREVIOUS YEARS**

WHEREAS, the City of Citrus Heights implemented a transit services contract with Sacramento Regional Transit in 2007;

WHEREAS the transit services contract was amended multiple times through December 31, 2017;

WHEREAS, a new agreement was entered into December 22, 2017;

WHEREAS, the City entered into a negotiated Annexation Agreement effective January 1, 2019;

WHEREAS, the Agreement provides for the Sacramento Regional Transit District (SACRT) to directly claim the City's TDA Local Transportation Funds (LTF) and State Transit Assistance (STA) apportionments related to transit service;

WHEREAS, the Agreement further provides for the City to directly claim TDA LTF bicycle and pedestrian funds set aside for pedestrian and bicycle related projects;

WHEREAS, the Sacramento Area Council of Governments (SACOG) is the state appointed Regional Transportation Planning Agency (RTPA) for Sacramento County;

WHEREAS, as the RTPA for Sacramento County, SACOG is responsible for administering the TDA apportionment and claiming process; and

WHEREAS, SACOG requires a resolution authorizing Citrus Heights to claim the City's TDA apportionment be included in the City's TDA claim submittal package.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Citrus Heights that City staff is hereby authorized to submit claims, including amended claims, to SACOG for the TDA for FY 2019-2020 Citrus Heights LTF Bicycle and Pedestrian apportionments as well as any revised TDA apportionments for previous years.

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

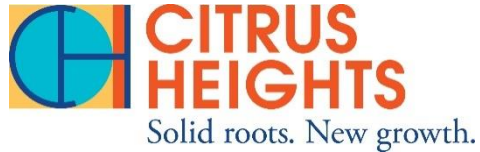
PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California,
this 12th day of March, 2020 by the following vote, to wit:

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

Jeff Slowey, Mayor

ATTEST:

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: March 12, 2020

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

FROM: Colleen McDuffee, Community Development Director
Casey Kempenaar, Planning Manager

SUBJECT: **Resolution Authorizing Local Early Action Planning (LEAP) Grant Application**

Summary and Recommendation

Staff is requesting City Council approve a resolution authorizing submittal of an application for the Local Early Action Planning (LEAP) grant. The grant application is due by July 2020.

1. Motion 1: Move to adopt Resolution No. 2020-____ a resolution of the City Council of the City of Citrus Heights, authorizing application for, and receipt of, Local Government Planning Support Program Funds

Fiscal Impact

The city will receive \$300,000 from the California Department of Housing and Community Development (HCD) to fund a variety of housing related planning efforts. There is no fiscal impact for accepting this funding.

Background and Analysis

The LEAP grant provides funding and technical assistance to all local governments in California to help prepare, adopt, and implement plans and process improvements that streamline housing approvals and accelerate housing production. The non-competitive grant application is due by July 2020.

All eligible applications must document the potential of increasing housing by:

- Accelerating housing production
- Streamlining the approval of housing development affordable to owner and renter households at all income levels
- Facilitating housing affordability, particularly for lower- and moderate-income households

Subject: Resolution Approving LEAP Funding Application

Date: March 12, 2020

Page 2 of 2

- Promoting development consistent with the State planning priorities

The maximum grant amount is determined based on population. Based on this approach the city will receive \$300,000. The funding must be expended by December 31, 2023.

Proposed Project

Staff recommends utilizing the funding for a variety of projects that support and streamline housing. Staff recommends submitting an application for a suite of projects that can be funded by this funding source to allow flexibility during the grant funding period. The following tasks are recommended:

1. SB743 Streamlining – Update CEQA Traffic Review to include Vehicle Miles Traveled
2. Accessory Dwelling Unit (ADU) Promotion and Development of pre-approved ADU Design
3. Funding support for entitlement and CEQA clearance of potential housing sites
4. General Plan Housing Element Update
5. Sunrise Tomorrow Specific Plan additional funding (This grant was previously identified as a potential funding source for a portion of the Sunrise Mall Project)
6. Minor update to General Plan related to housing densities in commercial zones

The LEAP program will fund \$300,000 of housing supportive efforts. Although the tasks listed above are likely to exceed \$300,000, HCD allows this approach to promote flexibility during the life of the grant. Staff will tailor the scope of work within the aforementioned tasks over the next two years to ensure the scope does not exceed the \$300,000 grant limit.

Attachments

1. Resolution 2020-____ a resolution of the City Council of the City of Citrus Heights, authorizing application for, and receipt of, Local Government Planning Support Program Funds

RESOLUTION NO. 2020- _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, AUTHORIZING APPLICATION FOR, AND RECEIPT OF,
LOCAL GOVERNMENT PLANNING SUPPORT PROGRAM FUNDS**

WHEREAS, pursuant to Health and Safety Code 50515 et. Seq, the Department of Housing and Community Development (Department) is authorized to issue a Notice of Funding Availability (NOFA) as part of the Local Government Planning Support Grants Program (hereinafter referred to by the Department as the Local Early Action Planning Grants program or LEAP);

WHEREAS, the City Council of the City of Citrus Heights desires to submit a LEAP grant application package (Application), on the forms provided by the Department, for approval of grant funding for projects that assist in the preparation and adoption of planning documents and process improvements that accelerate housing production and facilitate compliance to implement the sixth cycle of the regional housing need assessment; and

WHEREAS, the Department has issued a NOFA and Application on January 27, 2020 in the amount of \$119,040,000 for assistance to all California Jurisdictions.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED the Citrus Heights City Council hereby resolves as follows:

SECTION 1. The City Manager is hereby authorized and directed to apply for and submit to the Department the Application package;

SECTION 2. In connection with the LEAP grant, if the Application is approved by the Department, the City Manager of the City of Citrus Heights is authorized to submit the Application, enter into, execute, and deliver on behalf of the Applicant, a State of California Agreement (Standard Agreement) for the amount of \$300,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the LEAP grant, the Applicant's obligations related thereto, and all amendments thereto; and

SECTION 3. The Applicant shall be subject to the terms and conditions as specified in the NOFA, and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application will be enforceable through the fully executed Standard Agreement. Pursuant to the NOFA and in conjunction with the terms of the Standard Agreement, the Applicant hereby agrees to use the funds for eligible uses and allowable expenditures in the manner presented and specifically identified in the approved Application.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California,
this 12th day of March, 2020, by the following roll call vote:

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

Jeff Slowey, Mayor

ATTEST:

Amy Van, City Clerk



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: March 12, 2020

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

FROM: Colleen McDuffee, Community Development Director
Casey Kempenaar, Planning Manager
Eric Singer, Assistant Planner

SUBJECT: **2019 General Plan Annual Progress Report**

Summary and Recommendation

Staff recommends City Council adopt Resolution 2020-__ accepting the 2019 General Plan Annual Progress Report and directing staff to forward the report to the appropriate state agencies in accordance with Government Code Section 65400.

Fiscal Impact

There is no fiscal impact associated with this action.

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, and to maintain the city's commitment to transparency and accountability, 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 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 1a). This report provides an analysis of those General Plan policies and action items that have made notable progress during calendar year 2019, including the annual Housing Element progress report for all action items.

2019 General Plan Annual Progress Report

March 12, 2020

Page 2 of 2

Following the City Council's review and acceptance of the General Plan Progress Report, staff will forward the report to OPR and HCD as required by law.

Attachments

1. Resolution of the City Council of Citrus Heights, California, Accepting the 2019 General Plan Annual Progress Report
 - a. 2019 General Plan Annual Progress Report

RESOLUTION NO. 2020-_____**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, ACCEPTING THE 2019 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;

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

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

WHEREAS, on February 26, 2020, the Planning Commission reviewed and accepted the General Plan Annual Progress Report as presented by staff;

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

WHEREAS, on March 12, 2020, 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 12th day of March, 2020 by the following vote:

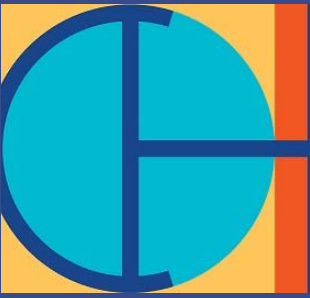
AYES: **Council Members:**
NOES: **Council Members:**
ABSENT: **Council Members:**
ABSTAIN: **Council Members:**

Jeff Slowey, Mayor

ATTEST:

Amy Van, City Clerk

Attachment A:
 2019 General Plan Annual Progress Report



City of Citrus Heights General Plan Annual Progress Report 2019

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

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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 2019 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, Economic Development and Communications Divisions)
- City Attorney
- Community Development Department (Planning, Building and Housing Divisions)
- Police Department (Includes Code Enforcement, Animal Control, Fleet, and Rental Housing Inspection Divisions)
- General Services Department (Public Works & Engineering, Community Services and Facilities, Grounds Divisions)
- Administrative Services Department (Finance, Information Technology, 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 2019, the city amended the General Plan one time with an amendment addressing the redevelopment of the Sunrise Mall. Goal 12 was amended to add a new policy that states:

Policy 12.3: Transform the Sunrise Mall Area into a premier regional destination and a flourishing center of community life where residents and visitors shop, work, live, and play.

Action A: Prior to issuing any discretionary approval in the Sunrise Mall area, develop a comprehensive specific plan that includes:

- *An effective concentration and complementary mix of land uses;*
- *Streetscape and community gathering features that are engaging and support an active street life and a stronger sense of place;*
- *Architectural and design details to transition this area from an auto-oriented suburban center to an amenity-rich, pedestrian friendly, and experience-oriented regional destination;*
- *Phasing, infrastructure and financing approaches.*

The specific plan shall reflect changing market conditions and provide sustained economic benefit to the City.

Major Milestones and Projects

Construction was approved, initiated or completed within Citrus Heights for the following major projects during the 2019 planning year:

Dignity Health Medical Office Building – This project was completed in 2019, bringing approximately 220 professional jobs and diversifying the local economy.

Mariposa Creek Subdivision – The first new subdivision since 2015 passed final inspections in 2019. 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.

Mitchell Farms – The Mitchell Farms subdivision broke ground in 2019, with a projected total of 260 single-family residential dwelling units located on approximately 32 acres. The project consists of five villages along the periphery of the site with a mix of three different housing types: 110 paseo units (alley-loaded single-family units), 72 patio units (groups of 2 to 8 single-family units accessed from a central alley), and 78 traditional housing units. The remaining 23 acres in the central portion of the site, including the creek corridor, are devoted to recreational areas and open space uses including a trail system.

Northridge Grove Subdivision – The Northridge Grove subdivision infrastructure improvements were completed and the project was issued building permits for construction of two model homes in late 2019. The entire project will construct 46 homes on an approximately 7.1-acre site.

Stock Ranch Plaza – The city approved an entitlement of a multi-tenant commercial pad building at the front of the Stock Ranch Plaza which began construction in 2019. The building will house a fast casual restaurant and retail tenants.

Studio Movie Grill – In 2018, the city approved an entitlement to convert the vacant former K-Mart building at the Citrus Grove shopping center into a Studio Movie Grill, which began construction in 2019.

Grants Received that Support the Goals of the General Plan

Auburn Boulevard Complete Streets Project (ABCS)

Phase 2 of the project was recommended for \$1,525,000 under the California Transportation Commission's (CTC) Regional Active Transportation Program (ATP). This award was recommended by the Sacramento Area Council of Governments (SACOG) Board of Directors March 21, 2019 and approved by the CTC on May 22, 2019. This funding will provide funding to support the ABCS Project Phase 2 for the construction phase. The Project includes complete streets improvements with sidewalks, lighting, traffic signal upgrades and landscaping on Auburn Boulevard from Rusch Park to the Roseville City limits and includes working with the city of Roseville for improvements near the Louis Orlando Transit Center.

The San Juan Avenue Rehabilitation and Complete Streets Improvements

Phase 1 of the project was approved for \$2,000,000 under SACOG's State of Good Repair 2019 Regional Funding Round. The grant funds will provide funding to support the project design, environmental documentation and right-of-way acquisition between Madison Avenue and Spicer Drive and construction funds for the project between Madison Avenue and Spicer Drive. The project will include localized pavement repair, full asphalt concrete overlay, repair of deteriorated curb, gutter and sidewalk, infill asphalt pedestrian paths (connecting existing sidewalk on the east side), buffered class II bike lanes, ADA improvements, transit stop improvements (bus stopping pads and bus stop improvements), and streetlights at side street intersections and other key points.

Household Hazardous Waste (HHW) Outreach and Education Grant

Awarded \$50,000 from CalRecycle to promote proper disposal of Household Hazardous Waste (HHW). Project includes social media, electronic ads and door hangers to educate residents about the importance of household hazardous waste and direct them to the North Area Recovery Station's HHW drop off facility at 4450 Roseville Road.

Local Road Safety Plan Project

The city applied for funding to develop a Local Road Safety Plan for the City of Citrus Heights. The plan will create a framework to systematically identify and analyze safety problems and recommend safety improvements. This will provide a proactive approach to address safety needs and be responsive to safety challenges throughout the city.

Status of General Plan Implementation Actions

The table below analyzes selected General Plan policies and action items that made notable progress in 2019. 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 14.

Government Services		
Goal 56: Strive to provide consistently responsive, efficient and customer-oriented government services and facilities		
Goal/Action #	Policy/Action	Status/Implementation
56.3	<i>Continue pursuit of innovative techniques to deliver public services in a cost-effective and responsive matter.</i>	
56.3.A	Continue to improve the City website to provide community information and respond to service needs.	<p>In January 2019, the city launched a redesigned website. The redesigned website serves as a hub for all things Citrus Heights; while at the same time, it is organized in a way that continually reinforces Citrus Heights' identity incorporating the logo, color scheme and strapline "Solid roots. New Growth." in a modern clean and simple design. Info graphics were utilized to provide simple navigation to frequently requested items based on website analytics. The city also enhanced its online presence by creating a NextDoor social media account to engage with its residents.</p> <p>Additionally, in June 2019, the city held its first live social media gathering to aid in the efforts of community engagement. These efforts have evolved into monthly live sessions via Facebook, featuring a blend of city staff, representatives from partnering agencies, and local</p>

		business members to share dialogue on new and upcoming projects, community services and highlight businesses throughout the community.
Goal 56: Strive to provide consistently responsive, efficient and customer-oriented government services and facilities		
Goal/Action #	Policy/Action	Status/Implementation
56.4	<i>Seek out tools that allow local decision-makers to conduct City business within a balanced budget.</i>	
	The city adopted its first two-year budget for FY 19/20 and 20/21, which is a best practice in financial management. The city also adopted updated fiscal policies on December 12, 2019 that reflect sound financial management practices. In 2019, the city also started its largest community outreach process in its history to gauge community priorities and gather community feedback for maintaining essential services, local control, and fiscal stability.	
Sunrise MarketPlace		
Goal 11: Maintain and strengthen Sunrise MarketPlace as the heart of commercial activity in Citrus Heights		
Goal/Action #	Policy/Action	Status/Implementation
11.1	<i>Actively seek to attract, retain and expand commercial activities at Sunrise MarketPlace.</i>	
11.1.A	Support the activities and programs of the Sunrise MarketPlace Property-based Business Improvement District	The city is supporting the Sunrise MarketPlace in its PBID renewal process, which was kicked off in 2019. The city is also an active participant in all district events, including the first “Brew in the Burbs” craft beer and social event held in 2019.
11.1.B	Establish an ongoing business attraction, retention and expansion program that includes partnerships with key property owners, real estate brokers and retailers.	In order to attract and retain local businesses, the City Council set a strategic planning goal in October 2019 to host appreciation events for each of the city’s three business districts. The initiative will be kicked off in 2020. The city has planned events for the Auburn Boulevard Business Association, Antelope Crossing Business Association, and Sunrise MarketPlace. The city regularly meets and engages with property owners, property managers and brokers of the Sunrise MarketPlace to provide

		support and catalyze business attraction and retention within the Sunrise MarketPlace.
11.1.C	Identify opportunities to expand entertainment, restaurant, lodging and leisure activities that complement and support the retail uses in Sunrise MarketPlace.	The City Council adopted the Sunrise Mall Specific Plan for this purpose (further details in Section 12.3A).
Goal 12: Create an inviting and distinctive identity for Sunrise MarketPlace to promote its image as the City's premier destination to shop, work, live, and play		
Goal/Action #	Policy/Action	Status/Implementation
12.3	<i>Transform the Sunrise Mall area into a premier regional destination and a flourishing center of community life where residents and visitors shop, work, live, and play.</i>	
12.3A	<p>Prior to issuing any discretionary approval in the Sunrise Mall area, develop a comprehensive specific plan that includes:</p> <ul style="list-style-type: none"> • An effective concentration and complementary mix of land uses; • Streetscape and community gathering features that are engaging and support an active street life and a stronger sense of place; • Architectural and design details to transition this area from an auto-oriented suburban center to an amenity-rich, pedestrian friendly, and experience-oriented regional destination; • Phasing, infrastructure and financing approaches. <p>The specific plan shall reflect changing market conditions and provide sustained economic benefit to the City.</p>	<p>In 2019, the city amended the General Plan to recognize the importance of Sunrise Mall within the city and the region, as well as ensure that any future redevelopment of the site is conducted in a holistic manner. The General Plan was updated to require the development of a Specific Plan for the mall property before any new entitlements can be granted for the Sunrise Mall Property.</p> <p>After amendment of the General Plan, the city hired a consultant team, led by Gensler, to develop the Specific Plan. The Gensler team is one of the most experienced teams with mall redevelopment, to aid the city in a robust planning effort to guide the future redevelopment of Sunrise Mall. The specific plan will consider a variety of new uses on the site including, housing, entertainment, office, and other related uses.</p>

Housing		
Goal 25: Provide adequate sites for a variety of housing opportunities to serve all residents		
Goal/Action #	Policy/Action	Status/Implementation
25.2	<i>Strive to meet the City's fair share housing allocation based on the Regional Housing Needs Assessment.</i>	
25.2A	Develop an inventory of land suitable within the City for the development of housing for all segments of the community.	<p>In September 2019, the city purchased an 11.33 acre vacant parcel from the local school district. The parcel, located at what is locally known as "Sylvan Corners", has long been recognized as an important economic and social focus of the community. The eventual development of the property will have a crucial impact on the city.</p> <p>The city purchased the land for its appraised value of \$3.4 million. The city does not have any plans to retain ownership of the property – the intent is to work in partnership with a developer to maximize the city's influence on how the property is developed.</p> <p>In December 2019, the city initiated a contract with a firm to perform a market analysis and local market conditions and constraints. The information gathered will help guide the city on the next steps.</p>
Goal 26: Develop, conserve, and improve the housing stock to ensure decent accommodations for all segments of the community		
Goal/Action #	Policy/Action	Status/Implementation
26.1	<i>Encourage the conservation and improvement of existing housing.</i>	
26.1.A	Promote the use of administrative remedies to remediate substandard rental units.	The city's Rental Housing Inspection Program (RHIP) officially launched on July 1, 2019. Since then, the RHIP team has been in the field conducting inspections and working with rental property owners and property managers to resolve code violations that are negatively impacting the quality of the city's housing stock. Through the end of December, the RHIP team has identified 3,175 individual housing

		units with violations and has identified a total of 4,432 total code violations. In most cases, each one of these violations has the potential to cause a hazard that could result in great bodily harm or death. These impressive results highlight and underscore the need and importance of having a program dedicated to improving the city's rental housing.
Goal 26: Develop, conserve, and improve the housing stock to ensure decent accommodations for all segments of the community		
Goal/Action #	Policy/Action	Status/Implementation
26.5	<i>Conserve the City's stock of sound and viable mobile home and manufactured homes as an important part of the City's affordable housing stock.</i>	
26.5C	Continue to fund the Emergency Repair Program for lower income owners of mobile home and manufactured homes.	The city provided 30 mobile home health and safety repair loans / grants to low-income mobile homeowners in 2019.
Goal 28: Ensure housing opportunities for all segments of the community		
Goal/Action #	Policy/Action	Status/Implementation
28.3	<i>Support and cooperate with regional and community-based organizations in the delivery of special needs housing resources.</i>	
28.3.A	Support SHRA efforts to provide housing assistance within the community.	The city continues to fund programs and services assisting homeless individuals or those at risk of homelessness, seniors, domestic violence victims, and youth living in Citrus Heights.
Public Safety		
Goal 58: Ensure excellent public safety services and rapid and effective emergency response		
Goal/Action #	Policy/Action	Status/Implementation
58.5	<i>Consider public safety issues in all aspects of public facility, commercial, and residential project design, including crime prevention through environmental design.</i>	
	<p>The Police Department has adopted a set of CPTED guidelines that can be applied to development applications or existing businesses in the community. Since PD began tracking the data in 2016, they have conducted 43 formal CPTED analyses to date.</p> <p>Additionally, the city has received numerous complaints of shopping carts being abandoned throughout the city. These abandoned shopping carts are the source of blight and are a visual nuisance in our community. Armed with this information the Special Operations Unit and our CHPD interns formed the S.C.R.A.T. team. The purpose of the team is to take a proactive leadership approach to combat this problem. Additionally, we are using the abandoned cart data obtained from our S.C.R.A.T. team to work with our businesses to improve their cart retrieval accountability. The S.C.R.A.T. team deploys at least twice a week and has been</p>	

	responsible for returning over 700 abandoned shopping carts to the respective businesses.	
Parks and Recreation		
Goal 59: Ensure that ample and appropriate parks and recreation facilities and programs are available to all residents		
Goal/Action #	Policy/Action	Status/Implementation
59.1	Support the provision of recreation and leisure programs for all community residents	
59.1.D	Encourage the Sunrise Recreation and Park District to maintain and systematically renovate and upgrade existing parks and recreation facilities.	<p>The city has created partnerships with other agencies to make improvements to Rusch Park, including the installation of a new, modern playground facility.</p> <p>The city has also provided Neighborhood Improvement Project funds to its local neighborhood associations – in partnership with SRPD – to create an Arcade Creek Park Preserve Braille Trail by installing a rope guide, bench, garden, and signs. The city also provided funding for the Brooktree Tennis Courts Rehabilitation and the San Juan Park Tennis/Pickleball Court resurfacing.</p>
Resource Conservation		
Goal 36: Preserve, protect and increase plantings of trees within the City		
Goal/Action #	Policy/Action	Status/Implementation
36.1	Incorporate existing trees into development projects. Avoid adverse effects on health and longevity of native oaks or other significant trees through appropriate design measures and construction practices. When tree preservation is not possible, require appropriate tree replacement.	
36.1.B	Prepare a plan to systematically increase tree canopy in the City.	In 2018, the city received a Tree City USA designation. To maintain its designation, for Arbor Day 2019 the city hosted a tree planting event at Van Maren Park where volunteer groups and city staff planted 120 new oak trees.

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 Council adopted the environmental document that certifies the Electric Greenway Project on 6/27/19. 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.
Economic Development		
Goal 18: Be responsive to changing economic conditions and opportunities		
Goal/Action #	Policy/Action	Status/Implementation
18.3	<i>Participate in regional economic development and planning efforts to promote the attractiveness of the overall region for business.</i>	
	The Citrus Heights City Manager is an active and engaged board member for the Greater Sacramento Economic Council (GSEC). The city also has representation and actively participates on GSECs Economic Development Director Taskforce. As a result, the city was one of 18 points of interest on the GSEC Site Selectors familiarization tour of the greater Sacramento region in November 2019. The tour brought site selectors from around the country to experience the region, and provide education on industry clusters and workforce availability to attract potential corporate relocations.	
Transportation and 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
29.1	<i>When constructing or modifying transportation facilities, strive to provide for the movement of vehicles, commercial trucks, alternative and low energy vehicles, transit, bicyclists and pedestrians appropriate for the road classification and adjacent land use.</i>	

29.1.A	Update the Capital Improvement Program annually to incorporate necessary circulation system improvements.	The Old Auburn Road Complete Streets Plan (The Plan) addresses challenging transportation conditions including excessive speeds, skewed intersections, inadequate bicycle, pedestrian and transit infrastructure, and a history of collisions along nearly 2-miles of Old Auburn Road.
29.1.B	Evaluate projects to ensure that the safety, comfort, and convenience of pedestrians and bicyclists are given equal level of consideration to drivers.	
29.1.C	Consider ways to increase and improve travel choices when reviewing development or transportation infrastructure projects.	
29.1.D	Require sidewalks on all arterial and collector streets. Where feasible, separate sidewalks from streets on arterials and collectors with landscaping including a tree canopy to create shade.	<p>In 2019, staff led a robust community engagement effort to solicit input including hosting 2 community workshops, implementing a 9-day roadway demonstration project, hosting a Community Safety Fair, developing FAQs, in an effort to gain information on the needs, wants, concerns and goals for the nearly 2-mile long corridor. In addition, draft concepts, operational analysis, microsimulation models, cost estimates, and cross sections were developed. It is anticipated this Plan will be complete in March, 2020.</p> <p>Additionally, The Multi Modal Transportation Safety Program (MMTSP) will update and improve the way the city evaluates and prioritizes roadway safety concerns raised by residents. The MMTSP will update the city's 2001 Neighborhood Traffic Management Program to current industry standards to make roads in our community safer for everyone who uses them to walk, drive, bike, and roll.</p> <p>A consultant contract for the work was executed on 01/31/2019 and work on collecting existing traffic complaint history and traffic data began immediately. Community participation was encouraged through social media and mass</p>
29.1.E	Improve the existing street network to minimize travel times and improve mobility for transit, bicycle, and walking trips between new projects and surrounding land uses to reduce vehicle trips.	

		mailings. Community meetings were held on October 2 and 30, 2019. An on-line survey, created to assist with prioritization values, began in December 2019 and will continue to early February 2020.
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.G	Develop and implement a Safe Routes to School Plan. This effort should complement the ADA Transition Plan, the PMP, and the BMP.	<p>The focus of the Carriage Drive & Lauppe Lane Safe Schools Corridor Plan (CLSSCP) is to evaluate safety concerns for all users (pedestrians, bicyclists and drivers) along this one-mile-long school/residential corridor connecting Antelope Road and Auburn Boulevard. Also included in the plan is the segment of Auburn Boulevard adjacent to Sylvan Middle School. The ultimate goal of the CLSSCP, a joint effort between the City and the San Juan Unified School District (SJUSD), is to develop a community supported comprehensive plan to improve this heavily traveled corridor providing access to three schools: Carriage Drive Elementary, Mesa Verde High, and Sylvan Middle.</p> <p>In 2019, the city conducted multiple forums for community engagement to receive the public's input on their experiences and concerns regarding the current conditions. A walk audit was held on the project corridor to gather feedback from the school principals and neighborhood stakeholders. A series of interviews were conducted with school staff, school district staff, and key city personnel. Additionally, the city hosted a community open house at Mesa Verde HS and set up</p>

		information tables at the schools on four different occasions to broaden the engagement and increase feedback.
Flooding/Storm Drainage		
Goal 49: Implement stormwater management programs to protect life and property from flood related hazards		
Goal/Action #	Policy/Action	Status/Implementation
49.1	<i>Promote drainage improvements through natural means and practices that minimize flooding.</i>	
49.1.B	Continue working on solutions to localized flooding problems in the vicinity of Cripple and Arcade Creeks.	Work began on the Highland Rinconada Drainage Improvement Project (HRDIP) In April 2019, and the project was accepted as complete by the City Council at the December 12, 2019 council meeting. The HRDIP eliminated a number of neighborhood flooding issues by constructing curb and gutter, replacing existing the existing roadside ditches and under-sized storm drain system on Highland Avenue, separating the Highland Avenue drainage system from the Rinconada Avenue drainage, and constructing an additional high flow by-pass pipe at the Rinconada Avenue outfall to Arcade Creek.

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 primality 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*

Summary of Units

The information below is a summary of housing unit activity of the City of Citrus Heights during 2019. This information is a summary of Tables A through F submitted to the State of California’s Housing and Community Development Department.

Housing Element Program Implementation

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

Jurisdiction	Citrus Heights	
Reporting Year	2019	(Jan. 1 - Dec. 31)

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	6
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	1
Above Moderate		12
Total Units		19

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

Housing Applications Summary	
Total Housing Applications Submitted:	0
Number of Proposed Units in All Applications Received:	69
Total Housing Units Approved:	47
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

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		2019	
		(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 funds are used for this purpose. Currently the program has funded 138 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 Services 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.	Ongoing.
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.	<p>The city maintains a vacant land inventory. Additionally, in September 2019, the city purchased an 11.33 acre vacant parcel from the local school district. The parcel, located at what is locally known as “Sylvan Corners”, has long been recognized as an important economic and social focus of the community. The eventual development of the property will have a crucial impact on the city.</p> <p>The city purchased the land for its appraised value of \$3.4 million. The city does not have any plans to retain ownership of the property – the intent is to work in partnership with a developer to maximize the city’s influence on how the property is developed.</p> <p>In December 2019, the city initiated a contract with a firm to perform a market analysis and local market conditions and constraints. The information gathered will help guide the city on the next steps.</p>
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: <ul style="list-style-type: none"> · 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. 	Jul-10	Ongoing.

25.3A	Implement mixed-use development along the City's major corridors	Ongoing.	Auburn Specific Plan, the revised Zoning Code, and the Sunrise Mall Specific Plan (in early stages of planning) encourage this type of development.
26.1A	Promote the use of administrative remedies to remediate substandard rental units	Ongoing.	In July 2019, the Rental Housing Inspection Program formally launched. The program promotes compliance with health & safety standards to reduce the number of substandard rental housing conditions. By end of 2019, it had identified 3,715 individual housing units with violations and 4,432 total code violations.
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.	The Rental Housing Inspection 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 138 homebuyer loans. The city also offers a Housing Repair Program that has funded over 241 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 241 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.	Ongoing.
26.1F	Continue and expand the City's Owner Occupied Rehabilitation Program where feasible	Ongoing.	The city received a \$1,000,000 grant from Housing and Community Development (HCD) in 2014, which completed disbursement in 2019. This grant funded a Mobile Home Repair Program. This program assisted over 39 mobile home 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	Ongoing.	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.	The city received a \$1,000,000 grant from Housing and Community Development (HCD) in 2014, which completed disbursement in 2019. This grant funded a Mobile Home Repair Program. This program assisted over 39 mobile home homeowners 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 dedicated \$1.3mil of HOME funds for the development of Sunrise Pointe, a 46-unit housing development for very low income residents.
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	In July 2019, the Rental Housing Inspection Program formally launched. The program promotes compliance with health & safety standards to reduce the number of substandard rental housing conditions. By end of 2019, it had identified 3,715 individual housing units with violations and 4,432 total code violations.
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.	Ongoing.
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 received a \$1,000,000 grant from Housing and Community Development (HCD) in 2014, which completed disbursement in 2019. This grant funded a Mobile Home Repair Program. This program assisted over 39 mobile home homeowners to make health and safety repairs.
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.	The 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	The city recently approved a 110-unit senior affordable apartment project featuring Universal Design Guideline principles.

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.	The city went through a comprehensive fee update in 2019 that took effect January 1, 2020. Development and impact fees will be updated in the future.
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.

28.8A	Use City Redevelopment "Set Aside" funds and Low Income Housing funds for low and moderate-income housing projects.	Ongoing.	With the dissolution of the city's Redevelopment Agency, the city is currently exploring new funding sources for these activities.
28.8B	Update the five-year plan to identify specific projects and priorities for City Redevelopment "Set Aside" funds and Low Income Housing Funds.	Jul-08	With the dissolution of the city's Redevelopment Agency, the city is currently exploring new funding sources for these activities.
General Comments:			

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