



\*\*\* AMENDED AGENDA \*\*\*  
AGENDA

WEDNESDAY, MARCH 12, 2025  
CITY OF CITRUS HEIGHTS CITY COUNCIL  
5:00 PM SPECIAL MEETING  
6:00 PM REGULAR MEETING  
City Hall Council Chambers  
6360 Fountain Square Drive, Citrus Heights, CA

HOW TO PARTICIPATE:

The City of Citrus Heights welcomes your interest and involvement in the City's legislative process. The Council may take up any agenda item at any time, regardless of the order listed. 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. Alternatively, you may submit your comment by 4:00 p.m. on the meeting day by completion of an online Speaker Card at <https://www.citrusheights.net/Forms/CentralCity-Council-Meetings-Speakers-Card.pdf>. Written public comments shall be limited to 250 words or less. Each comment will be read aloud by the City Clerk.  
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 during normal business hours at City Hall, located at 6360 Fountain Square Drive. Audio / Visual presentation material must be provided to the City Clerk's Office at least 48 hours prior to the meeting. Email subscriptions of the agenda a up with the City's [Notify Me](#) service.

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March 12, 2025 City Council Amended Agenda Packet

Documents:

[@ 12:25 SPECIAL REGULAR CITY COUNCIL AMENDED AGENDA PACKET.PDF](#)

Item 11 - Grant Request For Attendance At The 2025 Neighborhoods USA (NUSA) Conference  
Updated City Council Staff Report

Documents:

[ITEM 11 UPDATED.PDF](#)

CALL SPECIAL MEETING TO ORDER

1. Roll Call: Council Members: Middleton, Nelson, Schaefer, Lopez- Taff, Karpinski - Costa

PUBLIC COMMENT

Members of the public are entitled to address the City Council concerning any item within the City Council's subject matter jurisdiction. Pursuant to the Brown Act, the City Council is prohibited from discussing or acting on any item raised during "Public Comment" not appearing on the posted agenda.

CLOSED SESSION

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Annual)  
Pursuant to California Government Code Section 54957  
Title: City Manager

REPORT OUT OF CLOSED SESSION

ADJOURNMENT

CALL REGULAR MEETING TO ORDER

1. Flag Salute

2. Roll Call: Council Members: Middleton, Nelson, Schaefer, Lopez- Taff, Karpinski - Costa

3. Video Statement

APPROVAL OF AGENDA

PRESENTATIONS

4. High School Student Council Report  
5. Proclamation Of The City Of Citrus Heights Proclaiming March 2025 As 'National Women's History Month'  
6. Presentation By Citrus Heights Arts

PUBLIC COMMENT

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COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

CONSENT CALENDAR

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

7. SUBJECT: Approval Of Minutes

RECOMMENDATION: Approve the Minutes of the Meeting of February 12, 2025

8. SUBJECT: Consolidated Annual Performance Evaluation Report (CAPER) To The U.S. Department Of Housing And Urban Development For Program Year 2024 Community Development Block Grant Funds

STAFF REPORT: C. Kempenaar / N. Pua

RECOMMENDATION: Adopt Resolution No. 2025 - \_\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Approving the Consolidated Annual Performance Evaluation Report for Program Year 2024, and Direct Staff to submit, with Minor Modifications as Necessary, the CAPER report to the U.S. Department of Housing and Urban Development (HUD)

9. SUBJECT: 2024 General Plan Annual Progress Report

STAFF REPORT: C. Kempenaar / A. Bermudez / S. Lui

RECOMMENDATION: Adopt Resolution No. 2025 - \_\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Accepting the 2024 General Plan Annual Progress Report

10. SUBJECT: Appointment To Fill Vacancy On The Planning Commission

STAFF REPORT: A. Van

RECOMMENDATION: Move to ratify the appointment of Alan Utzig to the Planning Commission with a term ending December 31, 2026

11. SUBJECT: Grant Request For Attendance At The 2025 Neighborhoods USA (NUSA) Conference

STAFF REPORT: M. Huber

RECOMMENDATION: Adopt Resolution No. 2025 - \_\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Approving the Grant Request for Attendance at the 2025 Neighborhoods USA (NUSA) Conference

12. SUBJECT: Economic Development Support Fund Grant Request - Sunrise MarketPlace Backyard Bash Sponsorship

STAFF REPORT: M. Huber

RECOMMENDATION: Adopt Resolution No. 2025 - \_\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Approving the Grant Request for Sunrise MarketPlace Backyard Bash Sponsorship

REGULAR CALENDAR

13. SUBJECT: Traffic Signal Control Cabinet Art Program

STAFF REPORT: R. Cave / L. Blomquist

RECOMMENDATION: Staff seeks input from City Council before the program can be finalized and ready for implementation

14. SUBJECT: Arts And Culture Program

STAFF REPORT: A. Van

RECOMMENDATION: Staff seeks input from City Council before the program can be finalized

15. SUBJECT: Fiscal Year 2024-26 Mid-Year Budget Adjustment And Financial Forecast Update

STAFF REPORT: S. Talwar / A. Presiado

RECOMMENDATION: Adopt Resolution No. 2025 - \_\_\_\_ Resolution of the City Council of the City of Citrus Heights Approving Amendments to the Fiscal Year 2024 - 25 Budget

16. SUBJECT: Organized Retail Theft Grant Implementation And Operational Update

STAFF REPORT: A. Turcotte

RECOMMENDATION: Staff will present an update to City Council on the Police Department's Organized Retail Theft Grant implementation progress and operations.

CITY MANAGER ITEMS

ITEMS REQUESTED BY COUNCIL MEMBERS / FUTURE AGENDA ITEMS

ADJOURNMENT

\*\*\*\* **AMENDED AGENDA** \*\*\*\*

**CITY OF CITRUS HEIGHTS  
CITY COUNCIL  
Special and Regular Meeting of Wednesday, March 12, 2025  
City Hall Council Chambers, 6360 Fountain Square Dr., Citrus Heights, CA  
Special Meeting 5:00 p.m.  
Regular Meeting 6:00 p.m.**

**HOW TO PARTICIPATE:**

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March 07, 2025

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

**SPECIAL CITY COUNCIL MEETING  
5:00 PM**

**CALL SPECIAL MEETING TO ORDER**

1. Roll Call: Council Members: Middleton, Nelson, Schaefer, Lopez-Taff, Karpinski-Costa

**PUBLIC COMMENT**

**CLOSED SESSION**

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Annual)  
Pursuant to California Government Code Section 54957  
Title: City Manager

**REPORT OUT OF CLOSED SESSION**

**ADJOURNMENT**

**REGULAR CITY COUNCIL MEETING  
6:00 PM**

**CALL REGULAR MEETING TO ORDER**

1. Flag Salute
2. Roll Call: Council Members: Middleton, Nelson, Schaefer, Lopez-Taff, Karpinski-Costa
3. Video Statement

**APPROVAL OF AGENDA**

**PRESENTATIONS**

4. High School Student Council Report
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**COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES****CONSENT CALENDAR**

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

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          **RECOMMENDATION:** Approve the Minutes of the Meeting of February 12, 2025
  
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          **STAFF REPORT:** C. Kempenaar / N. Piva  
          **RECOMMENDATION:** Adopt Resolution No. 2025- \_\_\_\_, A Resolution of the City Council of the City of Citrus Heights, California, Approving the Consolidated Annual Performance Evaluation Report for Program Year 2024, and Direct Staff to submit, with Minor Modifications as Necessary, the CAPER report to the U.S. Department of Housing and Urban Development (HUD)
  
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          **STAFF REPORT:** A. Van  
          **RECOMMENDATION:** Move to ratify the appointment of Alan Utzig to the Planning Commission with a term ending December 31, 2026
  
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          **STAFF REPORT:** R. Cave / L. Blomquist  
          **RECOMMENDATION:** Staff seeks input from City Council before the program can be finalized and ready for implementation



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**RECOMMENDATION:** Staff seeks input from City Council before the program can be finalized
15. **SUBJECT:** Fiscal Year 2024-25 Mid-Year Budget Adjustment and Financial Forecast Update  
**STAFF REPORT:** S. Talwar / A. Preciado  
**RECOMMENDATION:** Adopt Resolution No. 2025-\_\_\_\_ Resolution of the City Council of the City of Citrus Heights Approving Amendments to the Fiscal Year 2024-25 Budget
16. **SUBJECT:** Organized Retail Theft Grant Implementation and Operational Update  
**STAFF REPORT:** A. Turcotte  
**RECOMMENDATION:** Staff will present an update to City Council on the Police Department's Organized Retail Theft Grant implementation progress and operations.

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

**CITY OF CITRUS HEIGHTS  
CITY COUNCIL  
MINUTES  
Regular Meeting of Wednesday, February 12, 2025  
City Hall Council Chambers  
6360 Fountain Square Dr., Citrus Heights, CA**

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**CALL REGULAR MEETING TO ORDER**

The regular meeting was called to order at 6:00 p.m. by Mayor Karpinski-Costa.

1. The Flag Salute was held.
2. Roll Call: Council Members present: Middleton, Nelson, Schaefer, Lopez-Taff, Karpinski-Costa  
Council Members absent: None  
Staff Members present: Feeney, Frey, Hildebrand, Huber, Jones, Piva and department directors.
3. The video statement was read by Acting City Clerk Hildebrand.

**APPROVAL OF AGENDA**

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

AYES: Middleton, Nelson, Schaefer, Lopez-Taff, Karpinski-Costa  
NOES: None  
ABSENT: None

**PRESENTATIONS**

4. Proclamation of the City of Citrus Heights Recognizing February as Black History Month

Mayor Karpinski-Costa read and presented the proclamation recognizing Black History Month.

**PUBLIC COMMENT**

Dave Shelton addressed several points including the importance of voting, support of problem orientated policing and encouraged residents to voice their concerns to city leadership.

Diane Boerman addressed concerns regarding the lack of development at Sunrise Mall and the deterioration of city streets. She stated the decisions this Council makes on these issues will affect the future financial health of the city as well as the quality of life for residents.

Kathy Morris, Vice President of REACH, introduced Glenda Greene as the new President of Area 3.

Melissa Hayden expressed frustration with the Mayor regarding comments made at the January 22, 2025, City Council meeting. She emphasized her dedication to animal rescue efforts. She asked for a more respectful and effective approach to addressing animal related issues.

Annah Rulon, with Republic Services, announced they are co-hosting a community cleanup at the Stock Ranch Nature Preserve on February 21 from 9:00 a.m. to noon. She stated this event is in partnership with the River City Waterway Alliance.

Karen Bearman addressed comments made by the Mayor at the January 22, 2025, City Council meeting.

Alfred Sanchez spoke in support of Black History Month and said Happy Valentine's Day to an individual that is dear to him.

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

Council Member Middleton provided a report from the Sacramento Public Library Board meeting. She attended the California Housing Partnership Board meeting. She attended the annual Sacramento Metro Chamber Dinner. She attended the Fill the Boot for Burns event. She also attended the Cal Cities local meeting.

Council Member Nelson attended a ribbon cutting event for the Citrus Heights Chamber of Commerce's new location. She attended the Sacramento Metro Chamber Dinner. She attended the CHANT Neighborhood Area meeting.

Council Member Schaefer provided an update from the Sacramento Regional Transit Board meeting. He attended a ribbon cutting event for the Citrus Heights Chamber of Commerce's new location. He attended the Sacramento Metro Chamber Dinner. He attended the Sacramento Area Council of Government's Police and innovations committee.

Vice Mayor Lopez-Taff attended a Business Pitch Showcase with youth entrepreneurs. She attended the Soroptimist Crab Feed Dinner and the Citrus Heights Rotary Crab Feed. She attended the Sacramento Regional Transit Board meeting. She was invited to be a moderator for the Sacramento County Commission on Women and Girls event. She attended the ribbon cutting event for the Citrus Heights Chamber of Commerce's new location.

Mayor Karpinski-Costa was a guest judge at the Junior Achievement Business Pitch Showcase. She provided an update from the Sacramento-Yolo Mosquito and Vector Control District. She attended the Sacramento Local Agency Formation Commission meeting. She attended the ribbon cutting event for the Citrus Heights Chamber of Commerce's new location. She attended the Sacramento Metro Chamber Dinner.

### **CONSENT CALENDAR**

5.     **SUBJECT:** Approval of Minutes  
          **RECOMMENDATION:** Approve the Minutes of the Meeting of January 22, 2025
6.     **SUBJECT:** Quarterly Treasurer's Report  
          **STAFF REPORT:** S. Talwar / A. Preciado  
          **RECOMMENDATION:** Receive and file the Quarterly Treasurer's Report for the quarter ending December 31, 2024
7.     **SUBJECT:** Approval of Investment Policy Updates

**STAFF REPORT:** S. Talwar / A. Preciado

**RECOMMENDATION:** Adopt Resolution No. 2025- 009, A Resolution of the City Council of the City of Citrus Heights, California, Approving the Investment Policy and Delegating Authority to the Administrative Services Director to Invest Funds in Accordance with the Investment Policy

**ACTION:** On a motion by Council Member Schaefer, seconded by Vice Mayor Lopez-Taff, the City Council adopted Consent Calendar Items 5, 6 and 7.

AYES: Middleton, Nelson, Schaefer, Lopez-Taff, Karpinski-Costa  
NOES: None  
ABSENT: None

### **REGULAR CALENDAR**

10. **SUBJECT:** Adoption of the 2025-2027 Economic Development Work Plan as Policy and Approval of the Business Attraction Incentive Program Guidelines and Small Business Design Support Program Guidelines

**STAFF REPORT:** M. Huber

**RECOMMENDATION:** Adopt Resolution No. 2025- 008, A Resolution of the City Council of the City of Citrus Heights, California, Adopting the 2025-2027 Economic Development Work Plan as Policy and Approving the Business Attraction Incentive Program Guidelines and the Small Business Design Support Program Guidelines

Economic Development and Community Engagement Director Huber presented the 2025-2027 Economic Development Work Plan for Citrus Heights, outlining a strategic approach to business attraction, retention, and small business support. The plan, rooted in data analysis, stakeholder outreach, and real estate assessment, aims to diversify the local economy by targeting key growth industries, revitalizing commercial corridors, and enhancing business-friendly policies. Key initiatives include reintroducing business attraction incentives, streamlining permitting processes, expanding small business support, and proactively recruiting desired businesses.

**ACTION:** On a motion by Council Member Schaefer, seconded by Council Member Nelson, the City Council adopted Resolution No. 2025- 008, A Resolution of the City Council of the City of Citrus Heights, California, Adopting the 2025-2027 Economic Development Work Plan as Policy and Approving the Business Attraction Incentive Program Guidelines and the Small Business Design Support Program Guidelines.

AYES: Middleton, Nelson, Schaefer, Lopez-Taff, Karpinski-Costa  
NOES: None  
ABSENT: None

11. **SUBJECT:** Mediation Services to Resolve Neighbor-to-Neighbor Disputes

**STAFF REPORT:** K. Kempenaar / N. Piva / A. Turcotte / K. Frey

**RECOMMENDATION:** Receive a staff presentation on mediation options and provide feedback and direction on using mediation services

Police Commander Frey and Housing and Human Services Program Coordinator Piva reported that neighborly disputes typically arise from a lack of effective communication resulting in increased tension

between the involved parties and such situations often necessitate intervention from the City. In response to these challenges staff have collaborated to explore ways to enhance the support for our community. They presented two recommendations for City Council consideration which include: 1) send a Problem Orientated Police Officer to mediation training to enable them to assist neighbors in facilitating a mutually agreeable resolution, and 2) partner with the Sacramento Mediation Center that is a nonprofit organization that's been providing services since 2008. The second option would serve for situations where a POP Officer is not able to fully mediate a dispute, in these cases the involvement of an impartial third party can help facilitate a solution. The Sacramento Mediation Center would offer mediation services with the City covering the initial cost of the \$25 to open a mediation case.

By consensus, the City Council expressed support for utilizing both options as presented. If the parties choose an option that involves expenses beyond the POP Officer, requiring them to go to the Sacramento Mediation Center and incur costs, there should be a provision and agreement for a claw back if they fail to adhere to the mediated settlement agreement or if mediation is unsuccessful.

### **DEPARTMENT REPORTS**

None.

### **CITY MANAGER ITEMS**

City Manager Feeney announced the Arcade Cripple Creek Trail Project received the 2024 Project of the Year Award from the Women's Transportation Seminar Sacramento Chapter. He announced City Hall will be closed on February 17<sup>th</sup> in observation of President's Day.

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

None.

### **ADJOURNMENT**

Mayor Karpinski-Costa adjourned the regular meeting at 8:20 p.m.

Respectfully submitted,

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Amy Van, City Clerk



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** March 12, 2025

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

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

**SUBJECT:** **Consolidated Annual Performance Evaluation Report to the U.S. Department of Housing and Urban Development for Program Year 2024 Community Development Block Grant Funds**

### **Summary and Recommendation**

As a function of receiving Community Development Block Grant (CDBG) funding, the U.S. Department of Housing and Urban Development (HUD) requires the development of a Consolidated Annual Performance Evaluation Report (CAPER). The CAPER serves as an annual evaluation of the progress and implementation of programs and activities under the CDBG program. The CAPER also describes the City's progress in meeting its five-year goals and priorities outlined in the City's 2020-2024 Consolidated Plan, which was adopted on October 24, 2019.

Staff recommends the City Council:

- (1) Adopt Resolution No. 2025-\_\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Approving the Consolidated Annual Performance Evaluation Report for Program Year 2024, and Direct Staff to submit, with Minor Modifications as Necessary, the CAPER report to the U.S. Department of Housing and Urban Development (HUD).

### **City Council Strategic Goal/Objective**

This staff report aligns with the following Citrus Heights City Council Strategic Plan Objectives:

Goal: Enhance Community Vibrancy and Engagement

**Subject: Consolidated Annual Performance Evaluation Report to the U.S. Department of Housing and Urban Development for Program Year 2024 Community Development Block Grant Funds**

**Date: March 12, 2025**

**Page 2 of 3**

### **Fiscal Impact**

There is no fiscal impact associated with this action. The CAPER is a U.S. Department of Housing and Urban Development (HUD) requirement of funding from the Community Development Block Grant (CDBG) program.

### **Background and Analysis**

During the 2024 program year, the City received a total of \$586,761 in entitlement grant funds and \$5,850.00 in program income (loan repayments). The City also received funds from other state and federal housing programs. The grant funding allows the City to carry out housing and community development programs targeted primarily to low-income households.

As part of the annual reporting for the Draft CAPER, a public review process is required. CDBG regulations require the City to place a public notice in *The Citrus Heights Messenger* 14-days in advance of a 15-day period to review and provide comments on the Draft CAPER before approval by the City Council.

A public notice announcing the availability of the Draft CAPER was published in *The Citrus Heights Messenger* on February 14, 2025. The draft report was made available for public review during the 15-day public comment period from March 2-17, 2025. Copies of the Draft CAPER were made available for public review at designated locations and on the City's website. Any written comments or questions will be responded to by staff and will be included in the final CAPER when submitted to HUD.

In addition, the Draft CAPER is included as part of the Council consent agenda, and members of the public will have the opportunity to comment on the Draft Plan during the general public comments section of the meeting.

In 2024 the City worked collectively with a variety of nonprofit agencies to fulfill unmet needs within the community. The highlights of the report include:

- The City successfully collaborated with several nonprofit organizations to implement essential programs and services. Notable initiatives included meal delivery services to seniors in Citrus Heights, the emergency food closet, and the afterschool program designed to support youth and families. These efforts were aimed at addressing food insecurity and enhancing community engagement and support.
- The City provided housing assistance through its telephone and internet-based "Renters Helpline." This service helped residents navigate housing crises, resolve disputes, and access counseling and fair housing services. These efforts were targeted at reducing housing discrimination, raising awareness of fair housing laws, and offering support to individuals with disabilities facing housing challenges.

**Subject: Consolidated Annual Performance Evaluation Report to the U.S. Department of Housing and Urban Development for Program Year 2024 Community Development Block Grant Funds**

**Date: March 12, 2025**

**Page 3 of 3**

- In August 2024, the City began the Dewey-Van Maren Lane Enhancement Project, a major infrastructure initiative improving pedestrian safety and walkability. This project will add accessible curb ramps and sidewalks to neighborhoods and high-traffic intersections, ensuring compliance with the Americans with Disabilities Act (ADA). The enhancement will significantly benefit the mobility and safety of residents, particularly those with disabilities. The project is currently underway.
- On October 23, 2024, the City Council adopted the 2025-2029 Consolidated Plan. This plan provides a comprehensive assessment of the needs of low- and moderate-income populations and outlines a spending plan for Community Development Block Grant (CDBG) funds and other federal resources. The Consolidated Plan will guide the allocation of funds for housing, public services, and infrastructure projects in the coming years.
- In response to the COVID-19 pandemic, the City received \$920,226 in CDBG Coronavirus (CDBG-CV) funds in 2020. Throughout 2024, the City continued to utilize these funds to mitigate the impact of COVID-19 by supporting youth in our community by working with PRIDE Industries. Key initiatives funded by CDBG-CV included expanding food closets and household distribution programs, youth workforce development, and providing essential services for unhoused individuals to assist with securing permanent housing. To date, the City has expended \$918,640.19 of its CDBG-CV funds and is on track to meet all required expenditure deadlines.

The City uses CDBG funding primarily to assist low-income households, especially seniors, youth, people experiencing homelessness, and people with disabilities. Overall, the City used its CDBG funds to make substantial investments in the community and maintained commitment to the City's unhoused community and low-income population.

### **Attachments**

- (1) Resolution No. 2025- \_\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Approving the Consolidated Annual Performance Evaluation Report for Program Year 2024, and Direct Staff to Submit, with Minor Modifications as Necessary, the CAPER Report to the U.S. Department of Housing and Urban Development.
- (2) Consolidated Annual Performance Evaluation Report for Program Year 2024.



**RESOLUTION NO. 2025-\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,  
CALIFORNIA, APPROVING THE CONSOLIDATED ANNUAL PERFORMANCE  
EVALUATION REPORT FOR PROGRAM YEAR 2024 AND DIRECT STAFF TO SUBMIT,  
WITH MINOR MODIFICATIONS AS NECESSARY, THE CAPER REPORT TO THE U.S.  
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

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

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

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

**WHEREAS**, a public notice was published on February 14, 2025, in the *Citrus Heights Messenger*, 14 days in advance of a 15-day period to review and provide comments on the draft CAPER;

**WHEREAS**, there will be an opportunity for public comment on the draft plan at a meeting held on March 12, 2025, with the City Council;

**WHEREAS**, the Draft Plan is included as part of the Council consent agenda, and members of the public will have the opportunity to comment on the Draft Plan during the general public comments section of the meeting; and

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

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

- (1) Approve the Consolidated Annual Evaluation Report (CAPER) for 2024,
- (2) Authorize the City Manager or their designee to submit the CAPER to the U.S. Department of Housing and Urban Development (HUD), and
- (3) Allow staff to make minor technical modifications and/or necessary corrections to the CAPER as required by HUD.

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 12<sup>th</sup> day of March 2025.

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

**ABSENT: Council Members:**

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**Dr. Jayna Karpinski-Costa, Mayor**

**ATTEST:**

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**Amy Van, City Clerk**

**Exhibit**

A. Consolidated Annual Performance Evaluation Report for Program Year 2024

## CR-05 - Goals and Outcomes

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

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

In 2024, the City made significant progress in executing its action plan by advancing key initiatives designed to improve services and infrastructure for low-to-moderate-income populations. The following highlights summarize the major accomplishments achieved in the program year:

- The City successfully collaborated with several nonprofit organizations to implement essential programs and services. Notable initiatives included meal delivery services to seniors in Citrus Heights, the emergency food closet, and the afterschool program designed to support youth and families. These efforts were aimed at addressing food insecurity and enhancing community engagement and support.
- The City provided housing assistance through its telephone and internet-based "Renters Helpline." This service helped residents navigate housing crises, resolve disputes, and access counseling and fair housing services. These efforts were targeted at reducing housing discrimination, raising awareness of fair housing laws, and offering support to individuals with disabilities facing housing challenges.
- In August 2024, the City began the Dewey-Van Maren Lane Enhancement Project, a major infrastructure initiative improving pedestrian safety and walkability. This project will add accessible curb ramps and sidewalks to neighborhoods and high-traffic intersections, ensuring compliance with the Americans with Disabilities Act (ADA). The enhancement will significantly benefit the mobility and safety of residents, particularly those with disabilities.
- On October 23, 2024, the City Council adopted the 2025-2029 Consolidated Plan. This plan provides a comprehensive assessment of the needs of low- and moderate-income populations and outlines a spending plan for Community Development Block Grant (CDBG) funds and other federal resources. The Consolidated Plan will guide the allocation of funds for housing, public services, and infrastructure projects in the coming years.
- In response to the COVID-19 pandemic, the City received \$920,226 in CDBG Coronavirus (CDBG-CV) funds in 2020. Throughout 2024, the City continued to utilize these funds to mitigate the impact of COVID-19 by supporting youth in our community working with PRIDE Industries. Key initiatives funded by CDBG-CV included expanding food closets and household distribution programs, youth workforce development, and providing essential services for unhoused individuals to assist with securing permanent housing. To date, the City has expended \$918,640.19 of its CDBG-CV funds and is on track to meet all required expenditure deadlines.

These ongoing efforts reflect the City's commitment to addressing the needs of vulnerable populations and improving the quality of life for residents in the community.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)** Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan 2020-2024	Actual – Strategic Plan 2020-2024	Percent Complete	Expected – Program Year 2024	Actual – Program Year 2024	Percent Complete
Affirmatively further fair housing	Affordable Housing	CDBG \$23,483	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2130	1620	76%	425	575	135%
Construct/upgrade public facilities	Non-Housing Community Development	CDBG \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	3515	351%	0	0	0%
Foster affordable housing	Affordable Housing	CDBG \$0	Rental units constructed	Household Housing Unit	0	0	0	0	0	0%
Foster affordable housing	Affordable Housing	CDBG \$0	Homeowner Housing Rehabilitated	Household Housing Unit	47	36	76%	0	0	0%

Foster affordable housing	Affordable Housing	CDBG \$0	Direct Financial Assistance to Homebuyers	Households Assisted	0	0	0	0	0	0%
Improve accessibility	Non-Housing Community Development	CDBG \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	29930	37600	125%	0	0	0%
Provide public services responsive to current need	Non-Homeless Special Needs	CDBG \$29,855.05 CDBG-CV \$61,611.00	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	35921	24722	97%	2537	2609	138%
Services for people experiencing homelessness	Homeless	CDBG \$0	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	0%	0	0	0%
Services for seniors and youth	Non-Homeless Special Needs	CDBG \$34,676.10 General Fund \$102,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2341	2182	93%	290	332	83%

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

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

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

- Build healthy communities.
- Expand economic opportunities.

The goals align closely with the City Council's current adopted Three-Year Goals (2021-2024) associated with the Strategic Plan as follows: maintain and enhance fiscal stability, maintain public infrastructure and enhance all modes of transportation, diversify for a resilient economy, preserve and enhance public safety, and enhance community vibrancy and engagement.

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

The 2020-2024 Consolidated Plan identifies the following housing goals:

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

Projects funded in 2024 addressed priorities included in the Consolidated Plan. The City uses CDBG funds primarily to assist households, especially seniors, youth, people experiencing homelessness, and those with disabilities. Overall, the City used its CDBG funds to make substantial investments in the community and maintained a commitment to the unhoused and low-income population.

**CR-10 - Racial and Ethnic composition of families assisted**

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

91.520(a)

	<b>CDBG</b>
White	2806
Black or African American	258
Asian	61
American Indian or American Native	38
Native Hawaiian or Other Pacific Islander	31
<b>Total</b>	<b>3194</b>
Hispanic	523
Not Hispanic	2951

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

**Narrative**

*Table Note: This table does not provide all "race" categories available in the Integrated Disbursement and Information System (IDIS). Therefore, the number shown in the table is lower than the actual number reported in IDIS. Also, the total includes populations served by CDBG and CDBG-CV funds during the program year.*

The race and ethnicity of persons assisted through CDBG and CDBG-CV funds generally reflect the diversity of Citrus Heights residents. Each Subrecipient is required to gather demographics for each client and/or household. The City strives to make all CDBG-funded programs available to eligible low- and moderate-income persons or households.

**CR-15 - Resources and Investments 91.520(a)****Identify the resources made available**

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,185,285.44	189,278.07
General Fund	public - local	102,000	102,000

**Table 3 - Resources Made Available****Narrative**

The following resources are available for the 2024 Community Development Block Grant (CDBG) program:

- **Unexpended Funds:** \$592,674.44 from prior program years.
- **CDBG 2024 Entitlement Funds:** \$586,761.
- **Program Income:** \$5,850.00 generated as loan payments during the 2024 program year.
- **Expended Funds:** \$189,278.07 during 2024 program year. This amount will increase as additional drawdowns are made.

These resources will be used to support eligible projects and activities under the CDBG program.

**Identify the geographic distribution and location of investments**

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG Target Area	0	0	The City did not designate target areas, funds are available to qualifying projects citywide.
City-wide	100	100	Funds are available to qualifying projects citywide.

**Table 4 – Identify the geographic distribution and location of investments****Narrative**

The City's CDBG-funded projects took place at various locations throughout the City. Programs offered were made available citywide.



## Leveraging

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

Many federal programs include matching fund requirements. There is no federal matching fund requirement for the City to match CDBG funds with other non-federal program resources.

However, in FY 24/25 the City allocated \$150,000 in General Fund monies to nonprofits providing community service in the City. The nonprofits receiving CDBG and General fund monies include Meals on Wheels by ACC and Campus Life Connection.

Nonprofits applying for CDBG funds are required to identify other resources that will be leveraged during the program year to operate and implement CDBG-supportive activities. The City intends to ensure adequate non-federal and private funds are available, thus minimizing the dependence on federal funds.

Publicly owned land or property can be valuable in addressing the needs identified in a project or plan. However, when federal funds are used, these public assets can be leveraged to reduce overall project costs or provide a base for new development services. The City did not use any publicly owned property in 2024 to address the needs identified in the Consolidated Plan.

**CR-20 - Affordable Housing 91.520(b)**

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

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

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

Table 6 – Number of Households Supported

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

The distinction between goals and outcomes is essential when considering the challenges that a city faces in achieving its development and housing objectives. Goals are the broader, long-term aspirations that guide city planning and policies, while outcomes are the measurable results or achievements that arise from efforts toward those goals. Understanding these distinctions is crucial in evaluating how a city can progress, especially when faced with constraints like limited land availability, insufficient development fees, and revenue limitations.

Some problems encountered in meeting housing goals include:

- Land availability. With the City being 98% built out, there is limited vacant land available for new development.

- **Lack of Development Fees.** Development fees help fund infrastructure improvements and housing projects, which are not substantial in the City. This makes it difficult to finance housing development, particularly affordable housing, as developers may struggle to cover the costs of building and maintaining these projects without additional financial incentives.
- **Revenue Neutrality.** The City's agreement with Sacramento County prevented the City from receiving property tax revenue for 25 years, severely limiting the City's financial resources. While property taxes are a significant source of local government revenue for funding housing and infrastructure projects, the city was only able to begin receiving property tax revenue in January 2023. This delayed revenue inflow creates a funding gap for necessary housing initiatives.
- **Elimination of Redevelopment Funding.** The loss of state-level redevelopment funding has further compounded the city's challenges in financing affordable housing development. Historically, redevelopment funds were used to support the construction of affordable housing in underdeveloped areas. With these funds no longer available, the city faces increased difficulty in stimulating private investment or securing public funds to meet housing needs.

**Discuss how these outcomes will impact future annual action plans.**

These factors will shape future annual action plans, as the City develops its plans, it will need to ensure housing initiatives are equitable and inclusive, addressing the needs of low-income households, underserved populations, and those impacted by housing shortages.

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

<b>Number of Households Served</b>	<b>CDBG Funds</b>
Extremely Low-income	325
Low-income	2684
Moderate-income	42
<b>Total</b>	<b>3,051</b>

**Table 7 – Number of Households Served**

**Narrative**

In 2024 the City did not allocate funding to the City's Home Repair Program due to funding availability. However, on October 17, 2024, the City submitted a grant opportunity to the U.S. Department of Housing and Urban Development (HUD) requesting \$1,000,000 for the Older Adults Home Modification Program funds to implement an Older Adults Home Safety Project. This program will assist about 100 senior households and provide a grant for home modifications up to \$5,000. The City expects to receive notice from HUD in mid-March of 2025 if the City is awarded funding.

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

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

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

In October 2023, the City of Citrus Heights entered into a Memorandum of Understanding (MOU) that enabled a partnership with the Sacramento County Department of Homeless Services and Housing (DHS) to deliver a Street Outreach Program for unhoused individuals in Citrus Heights. The Street Outreach Program is operated by Community HealthWorks, formerly known as Sacramento Covered, "a nonprofit addressing some of the most complicated issues to remove barriers for people to have an opportunity to be healthy and lead a life of dignity and humanity".

Community HealthWorks provides the City with the equivalent of one full-time Community Health Worker (CHW) who connects unhoused individuals to supportive services, emergency shelter, interim and permanent housing, supplies, and other services to help the individual achieve the next steps to becoming housed.

Through this collaboration, ARPA funding has been directed to DHS to fund a 1.0 FTE Community Health Worker, client assistance support, and associated administrative costs for the benefit of the City of Citrus Heights. DHS will utilize these funds to expand the existing outreach and navigation services to the City's jurisdiction through June 30, 2026.

The supportive services CHW provides may include but are not limited to:

- Cal AIM – This program is intended to help Medi-Cal enrollees who are experiencing homelessness, especially those who have complex physical or behavioral health needs. This program provides the individual with an Enhanced Care Manager who will coordinate and connect them to treatment for physical, and mental health conditions, substance abuse disorder, and/or other needed services.
- CalFresh- This program provides monthly food benefits to eligible individuals.
- CalWORKs – This program provides aid and services to eligible individuals.
- General assistance is provided to support the individual in taking them to the next steps to becoming housed.

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

City staff participate in the Homeless Assistance Resource Team (HART), a group of agencies, nonprofits, faith-based organizations, members of the business community, and interested individuals dedicated to addressing the City's homeless issue. HART aims to provide homeless individuals with resources so they may have better access to housing options. In addition, HART operates an annual Winter Sanctuary Program that provides a dry, safe place to sleep, hot meals, to-go breakfast, and services to help pave a path out of homelessness. The Winter Sanctuary operates during the coldest months, typically from December through February.

As mentioned, the City contracts with the County of Sacramento Department of Homeless Services and Housing (DHS) to deliver the Street Outreach Program. The program provides homeless and outreach services to unsheltered individuals in the City. DHS expanded services with Community HealthWorks, a nonprofit addressing some of the most complicated issues that impact one's health including access to health and behavioral health care, food and nutrition services, and street outreach and case management services. Through the collaboration, Community HealthWorks provides the City with one full-time Community Health Worker to provide street outreach and case management services to individuals experiencing homelessness.

Also, the City participates in regional efforts to address the needs of people experiencing homelessness. The City continues to work with the Sacramento Continuum of Care (CoC), a 30+ member Board that includes representatives from organizations serving individuals experiencing homelessness or formerly homeless and other interested, relevant organizations within Sacramento County.

The Sacramento CoC addresses critical issues related to homelessness through a coordinated community-based process promoting communitywide commitment to ending homelessness. The Sacramento CoC covers all the cities, towns, and unincorporated areas of Sacramento County. The City's Housing and Human Services Program Coordinator is a Sacramento County CoC Board Member attending regular monthly meetings.

The Sacramento CoC Board is responsible for managing community planning, coordination, and evaluation to ensure homeless assistance resources are used effectively and efficiently to rapidly and permanently end people's homelessness.

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

City staff participate in the Homeless Assistance Resource Team (HART), a group of agencies, nonprofits, faith-based organizations, members of the business community, and interested individuals dedicated to addressing the City's homeless issue. HART aims to provide homeless individuals with resources so they may have better access to housing options. In addition, HART operates an annual Winter Sanctuary Program that provides a dry, safe place to sleep, hot meals, to-go breakfast, and services to help pave a path out of homelessness. The Winter Sanctuary operates during the coldest months, typically from December through February.

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The Sacramento CoC Board is responsible for managing community planning, coordination, and evaluation to ensure homeless assistance resources are used effectively and efficiently to rapidly and permanently end people's homelessness.

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

City staff participate in the Homeless Assistance Resource Team (HART), a group of agencies, nonprofits, faith-based organizations, members of the business community, and interested individuals dedicated to addressing the City's homeless issue. HART aims to provide homeless individuals with resources so they may have better access to housing options. In addition, HART operates an annual Winter Sanctuary Program that provides a dry, safe place to sleep, hot meals, to-go breakfast, and services to help pave a path out of homelessness. The Winter Sanctuary operates during the coldest months, typically from December through February.

As mentioned, the City contracts with the County of Sacramento Department of Homeless Services and Housing (DHS) to deliver the Street Outreach Program. The program provides homeless and outreach services to unsheltered individuals in the City. DHS expanded services with Community HealthWorks, a nonprofit addressing some of the most complicated issues that impact one's health including access to health and behavioral health care, food and nutrition services, and street outreach and case management services. Through the collaboration, Community HealthWorks provides the City with one full-time Community Health Worker to provide street outreach and case management services.

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

### **Actions taken to address the needs of public housing**

Public housing refers to residential buildings or complexes owned and managed by government agencies and is available to low-income individuals or families at affordable rents. Public housing programs vary by County, but the goal is to provide secure, affordable housing for those in need, such as elderly people, people with disabilities, or those facing economic hardships.

The [Sacramento Housing and Redevelopment Agency](#) (SHRA) is a regional housing authority serving Sacramento County including, the City of Citrus Heights. SHRA is independent of the City of Citrus Heights, and the City retains no control over the funding or implementation of programs. However, the City coordinates with SHRA when possible.

Sacramento Housing Redevelopment Agency is committed to providing a broad range of services and programs for residents living in Sacramento County. To learn more about how SHRA addresses public housing needs and its Annual Action Plan: <https://www.shra.org/financial-performance-and-strategic-planning-documents/>.

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

SHRA offers a variety of programs and resources to help eligible low-income buyers realize the dream of homeownership. In addition, SHRA encourages public housing residents to participate in policy, procedure, and program implementation of development through its [Sacramento Resident Advisory Board](#).

Sacramento Resident Advisory Board (SRAB) is a federally mandated not-for-profit organization formed to work with SHRA. The SRAB represents and is a liaison between the public housing residents and SHRA. The Board distributes a bi-monthly newsletter titled 'Tenant Focus' to all SHRA-managed tenants containing relevant news, information on training and employment opportunities, and other community resources available to public housing residents.

### **Actions taken to assist troubled PHAs**

No action is necessary.



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

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

A continued supply of housing to all household income levels is essential to meet the needs of the residents of the City. The City is largely "built out" and the supply is dependent on production, but on the preservation of existing affordable housing. Some common constraints to affordable housing are governmental and non-governmental including land use controls, entitlement processing, fees, and building codes.

To address the negative effects of public policies that serve as barriers to affordable housing, below are strategies to reduce those barriers.

- The City may review zoning ordinances to ensure they are not overly restrictive and limit the development of affordable housing.
- Zoning ordinances and related processes may be reviewed to ensure that permitting affordable housing is fast-tracked to reduce unnecessary delays and costs associated with zoning approvals.
- While building codes are essential for ensuring the safety and quality of housing, the City can examine opportunities to adjust building codes to reduce unnecessary costs in affordable housing development, without compromising safety. In addition, the City may explore the possibility of waiving or reducing certain development fees for affordable housing projects, such as building permit fees, inspections, or impact fees typically imposed to cover infrastructure costs.
- The City may provide fee reductions or waivers to developers that build affordable housing. The financial incentives can make the development of affordable units more feasible and attractive to developers, encouraging more projects.

By addressing governmental constraints, such as land use controls, zoning ordinances, building codes, and development fees, the City aims to make affordable housing more accessible to all income levels, ensuring that its residents can live in safe, stable, affordable homes.

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

While there are constraints to meeting the needs of low-income households, there are two primary obstacles to meeting underserved needs:

- Available funding is not sufficient to address community needs. CDBG funding was available to public service agencies and the City provided \$150,000 in local funding for FY 24/25. The City encourages nonprofits to identify other public or private funding sources.
- Most of the region's service providers are in Sacramento, Citrus Heights is home to services such as food banks, youth programs, and senior meal service providers. Citrus Heights offers public transportation to the Sacramento area, but residents are sometimes reluctant or unable to travel outside of their community to receive services.

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

The City will provide lead-abatement assistance for residential units through the Housing Rehabilitation Program. The City's Housing Rehabilitation Program guidelines include specific policies related to testing and abatement. The City contracts with a third-party firm to administer its housing repair program. This firm contracts with qualified lead abatement contractors to conduct lead-based paint identification, assessment, and clearance services to reduce lead hazards.

When lead-based paint is present or presumed to be present, lead-safe work practices are required. The procedures regarding lead-based paint include notification procedures for owners, evaluation, and identification of lead hazards; requirements of repair, reduction, or abatement of lead hazards; and clearance examinations. In addition, the program will comply with the Residential Lead-Based Paint Hazard Reduction Act of 1992 (Title X) and subsequent changes in September 1999.

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

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

- Meals on Wheels by ACC offered homebound seniors who meet eligibility requirements a home-delivered meal, including five frozen meals once per week, or a hot meal delivered five times per week, Monday-Friday.
- Meals on Wheels by ACC offered All Seasons Café, a community meeting point for mobile seniors who want to connect with other individuals over a hot and nutritious meal. Seniors dine at Crosswoods Community Center on Tuesdays, Thursdays, and Fridays between the hours of 9:00 AM and 1:30 PM.

- Sacramento County DSHS, provides a Street Outreach Program offering unhoused individuals resources and services to help them to get to their next steps. This is not a CDBG-funded activity.
- Sunrise Christian Food Ministry operates an emergency food closet that is available to low-income households.
- Campus Life Connection offered after-school services to youth living on or near Sayonara Drive, a low-income neighborhood.
- The City also provides code enforcement services and a rental housing inspection program to ensure lower-income households have a safe and decent place to live. This is not a CDBG-funded activity.
- CDBG-CV funding, PRIDE Industries is a sub-recipient of CDBG-CV funds to provide a workforce readiness program that includes case management, care planning and exploration, employment preparation, job placement assistance, and on-the-job support.

Citrus Heights residents have access to anti-poverty services from the Sacramento County Department of Human Assistance (DHA). DHA offers programs designed to foster self-sufficiency among those it serves from employment, housing, and health care to transportation, education, and child care.

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

To eliminate gaps in institutional structures, the City remains actively involved with neighboring jurisdictions and regional governmental entities. The City coordinates with the Sacramento Housing and Redevelopment Agency (SHRA) to address affordable housing needs related to public housing activities. Recently, the City collaborated with SHRA to allocate the City's HOME funds to the Sunrise Pointe Affordable Apartment project completed in December of 2023.

In addition, the City continues to collaborate with the City of Sacramento, the City of Elk Grove, and the City of Rancho Cordova, the two other small entitlement jurisdictions in Sacramento County to look for opportunities to increase and enhance services citywide to residents.

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

The City continues to work with neighboring jurisdictions, including the City of Rancho Cordova, the City of Elk Grove, the City of Folsom, the County and the City of Sacramento, and the Sacramento Housing and Redevelopment Agency, to address the regional issues that affect the needs of low-income persons as well as special need programs, shared subrecipient monitoring and research issues of interest such as the Affirmatively Furthering Fair Housing final rule. The City also continues to work with many of the local nonprofits that provide a range of services to low-income residents.

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

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

The City coordinated with SHRA, Sacramento County, Elk Grove, Rancho Cordova, and several other local agencies on a regional Analysis of Impediments to Fair Housing Choice. In 2020, the [Sacramento Valley Fair Housing Collaborative Analysis of Impediments to Fair Housing Choice \(AI\)](#) was completed, and adopted by the Citrus Heights City Council.

Below, are the goals identified in the AI that address housing barriers:

- Goal 1 – Incentivize and increase opportunities for development and continued availability of affordable homeownership products.
- Goal 2 – Expand and preserve affordable rental opportunities.
- Goal 3 – Expand equity in access to economic opportunity.

The City's approach to meeting these goals through CDBG funding in PY 2024 was focused on the following.

- City staff participate in meetings with other regional jurisdictions to discuss strategies to address fair housing issues.
- In 2024, the City continues to partner with the local jurisdictions to provide the Renters Helpline Program. Through a Regional Cost Sharing Agreement (each jurisdiction contributes its share based on the percentage of rental units in each jurisdiction), the City partnered with Project Sentinel and Community Link Capital Region (also known as 211 Sacramento) to provide a telephone and internet-based Renters Helpline, counseling, dispute resolution, and fair housing services for residents in a housing crisis or dispute to reduce housing discrimination, promote public awareness of fair housing laws and rights, and assist persons with disabilities.
- The city contracts with the County of Sacramento Department of Homeless Services and Housing (DHS) to deliver the Street Outreach Program. The program provides homeless and outreach services to unsheltered individuals in the City. DHS expanded services with Community HealthWorks, a nonprofit addressing some of the most complicated issues that impact one's health including access to health and behavioral health care, food and nutrition services, and street outreach and case management services. Through the collaboration, Community HealthWorks provides the City with one full-time Community Health Worker to provide street outreach and case management services to individuals experiencing homelessness.

## CR-40 - Monitoring 91.220 and 91.230

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

The City has established a comprehensive monitoring system to ensure that all activities funded through the Community Development Block Grant (CDBG) program comply with applicable laws, regulations, policies, and sound management practices. This system aims to promote transparency, accountability, and long-term program success, with a particular focus on ensuring that minority business outreach and comprehensive planning requirements are met.

City's monitoring efforts:

- The City ensures that CDBG subrecipients can fulfill their responsibilities on time and following the subrecipient agreement.
- City staff work to ensure that subrecipients carry out the activity as described in their agreements, abiding by all federal, state, and local laws and regulations. This includes compliance with CDBG-specific requirements, such as those related to minority business outreach, anti-discrimination policies, and the collection of demographic data.
- The City's monitoring strategy is to minimize the risk of fraud, waste, and mismanagement. This is achieved through regular monitoring, reviews of financial records, and ongoing communication with subrecipients to ensure sound fiscal management practices.

City's procedure for monitoring and compliance:

- **Subrecipient Agreement and Orientation:** In January 2025, the City provided the CDBG subrecipient with a fully executed subrecipient agreement, which outlines the scope, budget, and performance expectations for the funded activity. To support subrecipients in understanding their responsibilities, City staff offered a workshop in July 2024 via Teams, where staff reviewed the federal requirements unique to CDBG, explained the terms of the subrecipient agreement, introduced CDBG reporting forms, and answered questions.
- **Ongoing Training and Technical Assistance:** The City emphasizes the importance of ongoing education and provides each subrecipient with information on the key requirements, including the collection of data on income, household composition, race, and ethnicity. City staff also recommend that subrecipients familiarize themselves with the "Playing by the Rules" guide produced by the U.S. Department of Housing and Urban Development (HUD) to further support their understanding of CDBG program requirements.
- **Monthly Performance Reviews:** City staff conduct monthly reviews of subrecipients' progress toward meeting their performance goals. This includes assessing the accuracy and completeness of reports on the individuals and households served and ensuring that subrecipients provide up-to-

date and accurate data with each invoice submission.

- **Non-Compliance:** Each subrecipient agreement contains provisions for corrective action, including the potential reduction or termination of funding, if subrecipients fail to meet performance goals or address past performance issues. These provisions are designed to ensure accountability and promote continuous improvement.
- **Annual Desk Assessments and Onsite Monitoring:** The City conducts annual desk assessments to evaluate subrecipients' progress and performance. Based on these assessments, staff schedule onsite monitoring visits as needed to ensure compliance with program requirements, confirm data integrity, and assess the overall success of the funded activities.

DRAFT

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

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

The City of Citrus Heights Housing Division within the Community Development Department serves as the leading agency for the administration of CDBG funds. Questions regarding this report should be directed to:

City of Citrus Heights

6360 Fountain Square Drive

Citrus Heights, CA 95621

Attn: Housing and Human Services Program Coordinator

(916) 727-4752 | [npiva@citrusheights.net](mailto:npiva@citrusheights.net)

The draft Consolidated Annual Performance Evaluation Report (CAPER) will be made available for public review during a 15-day public comment period beginning on March 2, 2025, and ending on March 17, 2025, at 8:00 AM.

A public notice announcing the availability to review the draft CAPER was published in the Citrus Heights Messenger on February 10, 2025, and made available for public review at the following locations:

- Citrus Heights, City Hall, 6360 Fountain Square Drive
- Sylvan Oaks Library, 6700 Auburn Boulevard, Citrus Heights
- Citrus Heights webpage, <https://www.citrusheights.net/380/Community-Development-Block-Grant>.

The draft 2024 CAPER will go before Citrus Heights City Council for adoption on March 12, 2025.

If you need the document in an alternate format or need special assistance to participate in this meeting, please contact the ADA Coordinator at 916-725-2448. Notification 48 hours before the meeting will enable the city to make reasonable arrangements to ensure accessibility to this meeting. TTY/TDD users with questions or comments can call the California Relay Service by dialing 7-1-1. Translators will also be provided for people with limited English-speaking proficiency when requests are made at least five working days before a hearing.

**CR-45 - CDBG 91.520(c)**

**Specify the nature of and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

At this point, the City does not anticipate any changes to the program.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No, the City does not have any open Brownfields Economic Development grants.

DRAFT



**CR-58 – Section 3****Identify the number of individuals assisted and the types of assistance provided**

<b>Total Labor Hours</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Total Number of Activities	5	0	0	0	0
Total Labor Hours	0				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

**Table 8 – Total Labor Hours**

<b>Qualitative Efforts - Number of Activities by Program</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					
Other.					

**Table 9 – Qualitative Efforts - Number of Activities by Program**

## Narrative

Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1992 (Section 3) was enacted “to ensure that the employment and other economic opportunities generated by Federal financial assistance for housing and community development program shall, to the greatest extent feasible, be directed towards low- and very low-income persons, particularly those who are recipients of government assistance for housing.

Section 3 applies to housing rehabilitation, housing construction, and other public construction projects that are fully or partially funded with HUD financial assistance. Projects that are financed with state, local, or private matching or leveraged funds used in conjunction with HUD funds are covered by Section 3 if the amount of HUD funding for the project exceeds the regulatory threshold of \$200,000.

Effective on November 30, 2020, the new Section 3 final rule (24 CFR Part 75) was designed to improve a focus on economic opportunity outcomes while simultaneously reducing the regulatory burden on those entities that receive those funds. Key changes in the rule and in HUD’s implementation include:

- Focusing on key outcome metrics, such as the sustained employment of individuals in targeted populations.
- Crediting retention of low- and very low-income employees and successful sustained employment in the reporting metrics.
- Aligning Section 3 reporting with standards business practices and payroll tracking methods.
- Allowing tailored outcome benchmarks for different geographies and/or different projects.
- Integrating Section 3 into the work of the program, offices are in regular contact with the grantee.
- Promoting the newly created portal to connect low- and very low-income people, who need jobs most, with businesses who have Section 3 job opportunities in their area.



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** March 12, 2025

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

**FROM:** Casey Kempenaar, Community Development Director  
Alison Bermudez, Senior Planner  
Steffane Lui, Associate Planner

**SUBJECT:** **2024 General Plan Annual Progress Report**

### **Summary and Recommendation**

Staff recommends the City Council adopt Resolution 2025-\_\_\_\_, a resolution accepting the 2024 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. The timely submission of the General Plan Annual Report is a requirement for many state grant opportunities. Submittal to the Department of Housing and Community Development (HCD) and the Governor's Office of Planning and Research (OPR) by April 1, 2025, is required to adhere to this requirement.

### **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 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 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 2024, including the annual Housing Element progress report for all action items.

**Subject: 2024 General Plan Annual Progress Report**

**Date: March 12, 2025**

**Page 2 of 2**

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

### **Planning Commission Review**

On February 26, 2024, the Planning Commission reviewed the General Plan Annual Progress Report. The Planning Commission recommended forwarding the report to the City Council for review and adoption of a Resolution accepting the 2024 General Plan Annual Progress Report.

### **Attachments**

1. Resolution of the City Council of Citrus Heights, California, Accepting the 2024 General Plan Annual Progress Report
  - a. 2024 General Plan Annual Progress Report

**RESOLUTION NO. 2025-\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, ACCEPTING THE 2024 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, 2025, the Planning Commission received 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, 2025, 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 12<sup>th</sup> day of March, 2025 by the following vote:

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

\_\_\_\_\_  
**Dr. Jayna Karpinski-Costa, Mayor**

**ATTEST:**

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

**Exhibit**

A. 2024 General Plan Annual Progress Report



# City of Citrus Heights General Plan Annual Progress Report 2024

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

## 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 2024 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 Housing Element of the General Plan was updated in 2013 and again in 2021 to reflect the planning periods 2013-2021 and 2021-2029.

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**

<b>Citrus Heights Plan Elements</b>	<b>Required Plan Topics</b>	<b>Issues Covered</b>
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 (Includes City Clerk and Risk Management)
- Economic Development and Community Engagement Department
- City Attorney
- Community Development Department (Includes Planning, Building and Housing Divisions)
- Police Department (Includes Code Enforcement, Animal Control, and Rental Housing Inspection Divisions)
- General Services Department (Includes Public Works and Engineering, Community Services, Facilities, and Fleet Divisions)
- Administrative Services Department (Includes 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 2024, the City did not make any changes to the adopted General Plan.

## Major Project Developments

Construction was approved, initiated or completed within Citrus Heights for the following major projects during the 2024 planning year:

**Wyatt Ranch Subdivision** – Originally entitled in 2016, the 23-unit Wyatt Ranch subdivision began construction in 2021 and to date, 18 homes have been completed.

**Fair Oaks Senior Apartments** – Fair Oaks Senior Apartments is an exciting new addition to the community. This multi-family project is now fully leased and providing 108 beautifully designed units tailored specifically for income-qualified seniors.

## Other Major Milestones and Projects that Support the Goals of the General Plan

**Arcade-Cripple Creek Trail** – The Arcade-Cripple Creek Trail (ACCT) broke ground in November 2022 and was completed in 2024. This new trail is a 2.9 mile long multi-use trail between Sunrise Boulevard (near Arcade Creek Park Preserve) and Wachtel Way that will largely follow an existing Sacramento Municipal Utility District (SMUD) electric corridor easement. The project is located in the City and unincorporated Orangevale, and connects several neighborhoods to eight parks, several schools and the Sunrise MarketPlace. In 2024, the planning and design of trail extensions were initiated and will allow access to area currently inaccessible to the public.

**Auburn Boulevard Complete Streets Phase 2** – In 2024, Phase 2 of the Auburn Boulevard Complete Streets Project began. Phase 2 will extend the vision of a safer, updated roadway with enhanced amenities for all users (pedestrians, bicyclists, and motorists) north to Orlando Avenue in Roseville. 85% of Phase 2 construction is funded by non-general funds, including grants awarded from SACOG grant, Regional Program grant, and Regional ATP grant.

**Citrus Heights Cares** – The City continued its Citrus Heights Care program which created a comprehensive toolbox to achieve a new level of community cleanliness and pride through litter and weed abatement, illegal sign removal, minor graffiti removal, cleaning of debris along sidewalks and trails, among other things. This award winning pilot program is in its third year of success.

## Status of General Plan Implementation Actions

The table below analyzes selected General Plan policies and action items that made notable progress in 2024. 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. A 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, or considered during the review of development proposals. The policy implementations below provide a streamlined review to highlight the annual progress efficiently. A comprehensive list of all General Plan policies and action items with status and/or implementation can be viewed in prior General Plan APRs.

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

## Community Character and Identity

Goal 2: Preserve the unique character of Citrus Heights, and create a distinctive community identity
<b>Policy 2.3:</b> <i>Maintain a high level of services for all citizens, including high standards of public safety.</i>
<b>Status/Implementation:</b> The City continued its Citrus Heights Cares campaign throughout 2024. The Cares Campaign was part of the City Council's Focus Area Work Plan to meet city objectives for expeditious cleanup and response, active enforcement of encampments and nuisance situations that impede public right-of-ways and other public areas that are detrimental to public enjoyment and safety.

## Housing

Goal 25: Provide adequate sites for a variety of housing opportunities to serve all residents
<b>Policy 25.1:</b> <i>Promote development of a variety of housing types in terms of location, cost, design, style, type, and tenure, while ensuring compatibility with adjacent uses of land.</i>
<b>Action 25.1A:</b> 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
<b>Status/Implementation:</b> In 2024, the City issued 30 building permits for the construction of Accessory Dwelling Units (ADUs). Four of these permits were from the City's Permit-Ready Accessory Dwelling Unit Program (PRADU), providing 18 different ADU plans to prospective applicants free of charge. This is all part of the City's efforts to create more housing opportunities within single-family zoned neighborhoods.

<p><b>Policy 25.2:</b> <i>Strive to meet the City's fair share housing allocation based on the Regional Housing Needs Assessment.</i></p> <p><b>Status/Implementation:</b> The City remains committed to achieving our RHNA goal by 2029, with just 340 units left to meet the target.</p>
<p><b>Goal 26: Develop, conserve, and improve the housing stock to ensure decent accommodations for all segments of the community</b></p> <p><b>Policy 26.1:</b> <i>Encourage the conservation and improvement of existing housing.</i></p> <p><b>Action 26.1A:</b> Promote the use of administrative remedies to remediate substandard rental units</p> <p><b>Status/Implementation:</b> The city's Rental Housing Inspection Program officially launched in 2019. Since then, the 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. In 2024, the RHIP team identified 206 individual housing units with violations and identified a total of 1,159 total violations, of which 1,106 violations were cleared. 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.</p> <p><b>Action 26.1F:</b> Continue and expand the City's Owner Occupied Rehabilitation Program where feasible.</p> <p><b>Status/Implementation:</b> The City has partnered with local organizations to provide health and safety repairs, accessibility improvements, and maintenance to several homeowners. A variety of funding sources have been used to fund Home Repair Programs: Community Development Block Grant (CDBG) funds, CalHome funds, loan repayment funds, and other funding sources.</p>
<p><b>Goal 28: Ensure housing opportunities for all segments of the community</b></p> <p><b>Policy 28.1:</b> <i>Pursue necessary resources for the development, maintenance and preservation of emergency housing, transitional housing, and housing to accommodate other special needs.</i></p> <p><b>Action 28.1A:</b> Enforce Code requirements to ensure that housing is accessible to the disabled</p> <p><b>Status/Implementation:</b> The City continues to seek funding on accessibility improvements to public infrastructure, ADA-compliant sidewalks. The Building Division ensures compliance with ADA for all new construction and rehabilitation projects.</p> <p><b>Policy 28.2:</b> <i>Endeavor to meet the housing needs of homeless persons</i></p> <p><b>Action 28.2B:</b> Continue to work with the Sacramento County Department of Housing Assistance to provide emergency shelters and other support services.</p> <p><b>Status/Implementation:</b> The City continues to work with the Department of Homeless Services and Housing to provide unhoused individuals with supportive services and housing through the Community Health Works Program.</p>

**Policy 28.3:**

*Support and cooperate with regional and community-based organizations in the delivery of special needs housing resources.*

**Action 28.3A:** Support SHRA efforts to provide housing assistance within the community.

**Status/Implementation:** The City continues to have a great working relationship with our local housing authority, Sacramento Housing Redevelopment Agency (SHRA) and supports efforts to reduce the potential for displacement.

## Resource Conservation

### Goal 36: Preserve, protect and increase plantings of trees within the City

**Policy 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.*

**Action 36.1B:** Prepare a plan to systematically increase tree canopy in the City

**Status/Implementation:** For the seventh year in a row, the City of Citrus Heights has been named a Tree City USA by the Arbor Day Foundation, in honor of the City's ongoing commitment to effective urban forest management.

Citrus Heights achieved Tree City USA recognition by meeting four requirements set by the Arbor Day Foundation, including having a tree board or department, a tree care ordinance, an annual community forestry budget of at least \$2 per capita, and an Arbor Day observance and proclamation

## Open Space

### Goal 38: Establish a system of creekside trails, passive open space and parks for public use

**Policy 38.1:**

*Provide for recreational trail rights-of-way along local creek channels through development easements and agreements.*

**Action 38.1A:** Pursue development of recreational trails that respect privacy of adjoining properties, safety of users, and maintenance of natural areas.

**Status/Implementation:** The Arcade-Cripple Creek Trail (ACCT) broke ground in November 2022 and was completed in 2024. This new trail is a 2.9 mile long multi-use trail between Sunrise Boulevard (near Arcade Creek Park Preserve) and Wachtel Way that will largely follow an existing Sacramento Municipal Utility District (SMUD) electric corridor easement. The project is located in the City and unincorporated Orangevale, and connects several neighborhoods to eight parks, several schools and the Sunrise MarketPlace. In 2024, the planning and design of trail extensions were initiated and will allow access to area currently inaccessible to the public.

**Public Safety**

<b>Goal 58: Ensure excellent public safety services and rapid and effective emergency response</b>
<b>Policy 58.1:</b> <i>Provide police staffing as necessary to meet community needs</i>
<b>Status/Implementation:</b> The IMPACT Unit and the Homeless Outreach Navigators proactively partnered with other City government departments and the City Attorney's Office to look for strategies and best practices to tackle issues concerning blight and chronic nuisances that have negatively affected the quality of life in Citrus Heights. This collaboration led to forming a Community Prosecutor position through the City Attorney's Office. A chronic nuisance offender (CNO) is any person who negatively affects the quality of life in our city through repeated violations of the City Municipal Codes and Ordinances and is a drain on City resources. This program aims to have an efficient way for the City of Citrus Heights and the Police Department to work with our Community Prosecutor to hold those accountable who are chronic nuisance offenders.

## Housing Element Annual Progress Report

### Overview

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

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

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

### Regional Housing Needs Plan

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

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

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

SACOG, along with the City and the other jurisdictions in the region, prepared the Regional Housing Needs Plan (RHNP) and the Regional Housing Needs Assessment (RHNA) for the 2021–2029 planning period. The RHNP identified a total of 697 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 (6<sup>th</sup> Cycle – May 15, 2021 to May 15, 2029)**

Income Category	RHNA	Total Units to Date of Current Planning Cycle	Total Remaining RHNA by Income Level
Extremely Low Income/Very Low	132	14	118
Low Income	79	174	0
Moderate Income	144	9	135
Above Moderate	342	255	87
<b>Total</b>	<b>697</b>	<b>452</b>	<b>340</b>

*\*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 2024. This information is a summary of Tables A through K submitted to the State of California's Housing and Community Development Department.

### Housing Element Program Implementation

The City adopted its 2021–2029 Housing Element on May 27, 2021. It was subsequently certified by the State's Housing and Community Development Department (HCD).

<b>Jurisdiction</b>	Citrus Heights	
<b>Reporting Year</b>	2024	(Jan. 1 - Dec. 31)
<b>Building Permits Issued by Affordability Summary</b>		
<b>Income Level</b>		<b>Current Year</b>
Very Low	Deed Restricted	
	Non-Deed Restricted	1
Low	Deed Restricted	
	Non-Deed Restricted	16
Moderate	Deed Restricted	
	Non-Deed Restricted	1
Above Moderate		12
<b>Total Units</b>		<b>30</b>

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

Units by Structure Type	Number of Units Permits Issued	Completed 2024
Single-family Dwellings	6	5
Multi-family		110
Accessory Dwelling Units	31	34
<b>Total</b>	<b>37</b>	<b>148</b>

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.



CITY OF CITRUS HEIGHTS  
6360 FOUNTAIN SQUARE DRIVE  
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FAX (916) 725-5799  
[WWW.CITRUSHEIGHTS.NET](http://WWW.CITRUSHEIGHTS.NET)



## CITY OF CITRUS HEIGHTS

### CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** March 12, 2025

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

**FROM:** Amy Van, City Clerk

**SUBJECT:** **Appointment to Fill Vacancy on the Planning Commission**

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#### **Summary and Recommendation**

The Citrus Heights Planning Commission consists of seven members, five regular members and two at-large members. Pursuant to Citrus Heights Municipal Code Section 2-270 each member of the City Council shall nominate one regular member of the Planning Commission, whose appointment is subject to ratification by the City Council. The term of office shall be the same as the term of the Council Member who nominated the regular member.

On January 28, 2025, Natalee Price notified the City of her resignation from the Planning Commission effective March 1, 2025, thus creating a vacancy for one of the individually appointed positions. Price was appointed to the Planning Commission by Mayor Karpinski-Costa on January 12, 2023 with a term expiring December 31, 2026.

Mayor Karpinski-Costa desires to appoint Alan Utzig to fill the vacancy on the Commission, whose appointment is subject to ratification by the City Council.

Motion: Move to ratify the appointment of Alan Utzig to the Planning Commission with a term ending December 31, 2026.

#### **Attachments**

1. Planning Commission Application for Alan Utzig

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [City Clerk](#)  
**Subject:** Online Form Submittal: Application for Appointment to Commission or Board  
**Date:** Wednesday, March 20, 2024 5:07:18 PM

---

## Application for Appointment to Commission or Board

**Note:**

Your application / biographical information will be copied for the City Council and made available to the press and public.

---

Board / Commission	Planning Commission
--------------------	---------------------

---

Personal Data

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First Name	Alan
------------	------

---

Last Name	Utzig
-----------	-------

---

Email address	[REDACTED]
---------------	------------

---

Phone Number	[REDACTED]
--------------	------------

---

Address	[REDACTED]
---------	------------

---

City	Citrus Heights
------	----------------

---

State	CA
-------	----

---

Zip	95610-4442
-----	------------

---

Are you presently serving on a City commission or board?	No
--	----

---

How long have you lived in Citrus Heights?	50 years
--	----------

---

Employment / Experience

---

Employer	San Juan School Districe
----------	--------------------------

---

Occupation	Special Ed Bus Driver
------------	-----------------------

---

Education	High School Diploma, Almost 2 years of junior college
-----------	---

---

What skills, training, or experiences do you feel you have that	Have basic knowledge of carpentry and electricity.
---	--

would benefit this  
board or commission?

What are some of your  
goals and visions for  
the City and what do  
you hope to gain from  
your board/commission  
experience?

I see the City monitoring and controlling the growth of the City.  
I hope to learn more about how the City works for planning.

Have you ever had  
previous public service  
experience on a  
commission or public  
body?

I currently serve on the Customer Advisory Committee for the  
Citrus Height Water District.

Community volunteer  
activities and/or current  
memberships in civic  
organizations, service  
clubs, etc. in which you  
are involved:

I have been a docent for the California State Railroad Museum  
for 34 years with 12000 hours of service. I also volunteer with the  
Placerville and Sacramento Valley Railroad. I was a volunteer  
fireman with the Citrus Heights Fire Dept for eight years. I  
volunteered with the Sunrise Little League for eight years. I  
served in the PTA with two different schools.

AB 1234 Ethics Training:

*Every newly appointed board or commission member is required to complete the  
AB 1234 Ethics Training required by California Government Code 53234 within  
the first year of appointment and every two years thereafter. Noncompliance will  
result in automatic removal as detailed in the City Council Handbook (adopted  
October 2020).*

AB 1661 Sexual Harassment Prevention Training and Education:

*Every newly appointed board or commission member is required to complete the  
AB 1661 Sexual Harassment Prevention and Education required by California  
Government Code 53237.1 within the first six months of appointment and every  
two years thereafter.*

Statement of Economic Interest Form 700:

*Pursuant to the Political Reform Act and the City's Conflict of Interest Code public  
officials are required to file a Statement of Economic Interest Form 700 upon  
appointment / assuming office.*

Applicant

Please click here once you have read this statement.

Acknowledgement

Email not displaying correctly? [View it in your browser.](#)



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT

### MEMORANDUM

**DATE:** March 12, 2025

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

**FROM:** Meghan Huber, Economic Development & Community Engagement Director

**SUBJECT:** **Grant Request for Attendance at the 2025 Neighborhoods USA (NUSA) Conference**

---

#### **Summary and Recommendation**

The 2025 Neighborhoods USA (NUSA) Conference provides a valuable opportunity for neighborhood leaders to gain insights, share best practices, and strengthen community engagement efforts in Citrus Heights. In alignment with the City's Neighborhoods USA Conference Attendance Policy, REACH has nominated Andrew Grant, Vice President of Neighborhood Area 4 (Arcade Creek), to attend as a representative of Citrus Heights. Mr. Grant's leadership experience and active involvement in neighborhood initiatives make him an ideal candidate to bring back key takeaways that will benefit the broader community.

Staff recommends that the City Council approve the grant request to support Andrew Grant's attendance at the 2025 NUSA Conference, with funding allocated from the Economic Development & Community Engagement Community Support budget.

Motion: Adopt Resolution No. 2025-\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Approving the Grant Request for Attendance at the 2025 Neighborhoods USA (NUSA) Conference.

#### **City Council Strategic Goal/Objective**

This staff report aligns with the following Citrus Heights City Council Strategic Plan Objectives:

Goal: Enhance Community Vibrancy & Engagement

#### **Fiscal Impact**

**Subject: Grant Request for Attendance at the 2025 Neighborhoods USA (NUSA) Conference**

**Date: March 12, 2025**

**Page 2 of 3**

Per the City's travel policy, attendees must utilize early bird registration, which is available through March 31, 2025. The estimated cost is \$1,695 for conference attendance. Funding for this request will be allocated from the Economic Development & Community Engagement Community Support funding allocation.

### **Background and Analysis**

The Neighborhoods USA (NUSA) Conference is a premier national event focused on best practices in neighborhood engagement, community leadership, and civic improvement. The conference provides a valuable opportunity for neighborhood representatives to learn from national experts, connect with peers, and bring back innovative ideas to enhance community vibrancy.

### **City of Citrus Heights NUSA Conference Attendance Policy**

The NUSA Conference Attendance Policy guidelines are a sub-policy of the Neighborhood Improvement Partnership Grant Program. Approved by the City Council on January 8, 2025, the Neighborhoods USA (NUSA) Conference Attendance Policy supports the participation of local neighborhood leaders in this national event as part of the Neighborhood Improvement Partnership Grant program. Recognizing the value of NUSA in fostering strong local leadership, the City Council allocates up to \$5,000 annually to support conference attendance, typically funding costs for around two participants. Eligible applicants must be nominated by the Resident Empowerment Association of Citrus Heights (REACH) and meet specific criteria, including active service in a Neighborhood Area or REACH leadership role for at least six months. Priority is given to first-time attendees, and all nominations must be submitted in time to secure early-bird registration pricing. Approved participants are required to present a post-conference summary to the City Council and submit an expense report within the designated timeframe. The City retains the right to adjust the program funding and guidelines as needed.

### **2025 REACH Nomination for NUSA Conference Attendance**

REACH has nominated Andrew Grant to represent Citrus Heights at the conference. As the Vice President of Neighborhood Area 4 (Arcade Creek) and an active REACH representative, Mr. Grant has demonstrated leadership in local neighborhood initiatives and is well-positioned to leverage the insights gained at NUSA to benefit the broader Citrus Heights community.

Staff recommends that the City Council approve a grant request to support the attendance of Andrew Grant, Vice President of Neighborhood Area 4 (Arcade Creek) and REACH representative, at the 2025 Neighborhoods USA (NUSA) Conference.

### **Attachments**

1. Resolution

**Subject: Grant Request for Attendance at the 2025 Neighborhoods USA (NUSA) Conference**

**Date: March 12, 2025**

**Page 3 of 3**

2. REACH Nomination Application for Andrew Grant

**RESOLUTION NO. 2025-\_\_\_\_****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, APPROVING THE GRANT REQUEST FOR ATTENDANCE AT THE 2025 NEIGHBORHOODS USA (NUSA) CONFERENCE**

**WHEREAS**, the Neighborhoods USA (NUSA) Conference is a nationally recognized event that provides valuable resources, education, and networking opportunities for neighborhood leaders to enhance community engagement and civic leadership; and

**WHEREAS**, the City Council approved the Neighborhoods USA (NUSA) Conference Attendance Policy on January 8, 2025; and

**WHEREAS**, the Resident Empowerment Association of Citrus Heights (REACH) has nominated Andrew Grant, Vice President of Neighborhood Area 4 (Arcade Creek) and active REACH representative, to attend the 2025 NUSA Conference as a representative of Citrus Heights; and

**WHEREAS**, Mr. Grant has demonstrated leadership in local neighborhood initiatives and is well-positioned to bring back valuable insights that will benefit the broader Citrus Heights community; and

**NOW THEREFORE BE IT RESOLVED AND ORDERED** that the City Council of the City of Citrus Heights does hereby approve the grant request in the amount of \$1,695 to support the attendance of Andrew Grant at the 2025 Neighborhoods USA (NUSA) Conference.

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 2025 by the following vote, to wit:

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

\_\_\_\_\_  
**Dr. Jayna Karpinski-Costa, Mayor**

**ATTEST:**

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





## Neighborhood Improvement Partnership Funding Application

*Note: This application must be submitted through one of the ten recognized neighborhood associations in Citrus Heights and then evaluated and selected for funding by the City Council.*

### Neighborhood Information

Name of Neighborhood Association:	REACH NTH - ARCADE CREEK	
Primary Project Coordinator:	KATHY MORRIS	
Phone Number & Email:	916 947 8461	apple1400ms.net
Date:		

### Overall Project Plan & Description

*In the space below, please provide the following details about the proposed project or program:*

- Provide a project description Detail the steps for implementation
- Describe the public benefit of this project/program and the area it will impact/improve
- Share any additional information that should be considered by the City Council in the evaluation of your project
- Detail the support the project/program has from the community (ie. neighbors, neighborhood associations, REACH, community groups, public agencies, etc)

Andrew is Vice President of NTH 4 and responsible to help grow the area. He is relatively new to the community organizing process, so is eager to learn. This conference ~~will~~ will help with skill development and contacts.

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

- ☐ Reduce potential property damage or heighten security within your neighborhood?  
☐ Promote traffic safety or improve traffic conditions in your neighborhood?  
☐ Enhance the neighborhood aesthetic or quality of life?  
☒ Create community connection and build neighborhood association awareness and engagement  
☒ Other? (Please describe benefit to neighborhood area) *Build community*

### Calculating Your Project Budget & Grant Request

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

#### PROJECT/EVENT COST ESTIMATE

Please list all materials, equipment, and/or supplies:	Cost Estimate
<i>Aug 1st</i>	<del>350</del> \$520 per MH
<i>Hotel</i>	<i>4 NIP AX 200</i> <i>est</i> 300
<i>conference</i>	<i>est</i> 275
Transportation	\$100
<b>Total estimated cost for project/program</b>	<b>\$1,695</b>

#### FUNDING SOURCES:

Neighborhood Improvement Partnership (NIP) Funding Request Amount	
Other funding sources: please list other funding contributions, grants, etc. if applicable	
1.	
2.	

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

APPROVED: \_\_\_\_\_  
(Neighborhood Association President Signature)

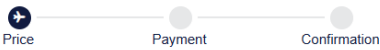
*3/5/25*  
Date

REVIEWED: *Meghan Huber*  
(City of Citrus Heights Signature)

3/6/25

Date

Trip & Price Details



Flight

Modify

Tue 5/20

# 3757 / 2528

SMF

→

JAX

7:05 AM

5:00 PM

6 hr 55 min

1 stop

Wanna Get Away

Fri 5/23

# 2520 / 3373

JAX

→

SMF

1:20 PM

5:25 PM

7 hr 5 min

1 stop

Wanna Get Away

Base fare

1 Passenger(s)

\$433.82

Taxes and fees

\$82.54

Flight total

\$516.36

or from \$51/mo\* with flexpay Learn more

Helpful Information:

All fares and fare ranges are subject to change until purchased and are per person for each way of travel.

Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.

For more information regarding Cash + Points, visit [Southwest.com/rterms](#)

Flight Extras

Upgrade to Wanna Get Away *plus*

Agenda Packet Page 62



## NUSA 50th Golden Anniversary & Annual Conference

### Early Bird Registration




Feb. 12 – Mar. 31  
\$275

### Late Registration

Apr. 1 – May 10  
\$350



Language English ▾ Find Stay  Join | Sign In 

**Your Stay**  Home2 Suites by Hilton Jacksonville Downtown  Tue, May 20 – Sat, May 24, 2025 (4 nights)  1 room for 1 adult [Edit Stay](#)

Step 3 of 3

## Payment and Guest Details

**Total for stay**

**\$818.34**

[Hide price details](#)

Price in \$USD

### 1 King Bed Studio Suite

Flexible Rate

20 May 2025

\$175.00

21 May 2025

\$173.00

22 May 2025

\$164.00

23 May 2025

\$209.00

**Total room charge**

**\$721.00**

13.50 % per room, per night

**Total taxes**

**\$97.34**

**Total for stay: \$818.34**

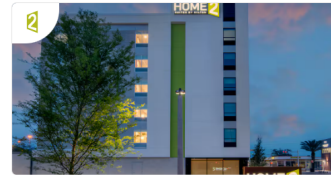


### Guarantee and cancellation policy

**Book now, pay later**

There is a Credit Card required for this reservation. **Free cancellation before 11:59 PM local hotel time on 19 May 2025.**

All fields are required unless marked optional.



## Home2 Suites by Hilton Jacksonville Downtown

600 Park Street

Jacksonville, Florida 32204 USA 

### Hotel details

1 King Bed Studio Suite

Change Room

- Flexible Rate

Change Rate

### ○ Payment and Guest Details



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** March 12, 2025

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

**FROM:** Meghan Huber, Economic Development & Community Engagement  
Director

**SUBJECT:** Economic Development Support Fund Grant Request – Sunrise  
MarketPlace Backyard Bash Sponsorship

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### Summary and Recommendation

The Economic Development & Community Engagement Department has received a grant application from the Sunrise MarketPlace requesting \$25,000 in funding through the Economic Development Support Fund for the upcoming Backyard Bash event, scheduled for May 31, 2025. After evaluating the request, staff has determined that an investment at the \$7,000 Stage Sponsor level offers a strategic opportunity to enhance the City's visibility, support local economic activity, and align with the objectives of the Economic Development Support Fund. The City previously participated as a Stage Sponsor for the Brews in the Burbs event (a \$4,900 grant), and this recommendation is consistent with that level of sponsorship while providing an increase in funding support. This sponsorship level provides a meaningful contribution to the event while ensuring a sustainable level of participation should Sunrise MarketPlace seek sponsorship in future years. Staff recommends that the City Council approve a \$7,000 sponsorship for the event.

**Motion:** Adopt Resolution No. 2025-\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Approving the Grant Request for Sunrise MarketPlace Backyard Bash Sponsorship

### City Council Strategic Goal/Objective

This staff report aligns with the following Citrus Heights City Council Strategic Plan Objectives:

Goal: Enhance Community Vibrancy & Engagement

**Subject: Economic Development Support Fund Grant Request – Sunrise MarketPlace Backyard Bash Sponsorship**  
**Date: March 12, 2025**  
**Page 2 of 3**

### **Fiscal Impact**

Funding for this request will be allocated from the existing Economic Development & Community Engagement Community Support funding allocation.

### **Background and Analysis**

The City of Citrus Heights established the Economic Development Support Fund to provide sponsorships and grants that promote commerce and increase business activity. Eligible projects include event sponsorships, marketing and promotional initiatives, and other activities that contribute to economic development within the City. The Backyard Bash, hosted by Sunrise MarketPlace, is a new community event that will be held in the Sunrise Mall parking lot. According to the grant application, the event is expected to draw more than 1,000 attendees and will feature live entertainment, interactive games, a beer and wine garden, and a selection of food trucks.

The sponsorship package for the event includes multiple levels of participation. The Stage Sponsor level, at \$7,000, offers prominent branding opportunities, including the City's logo displayed on event stage signage and recognition in promotional materials such as digital marketing and social media outreach. Participation in this event aligns with the primary objectives of the Economic Development Support Fund. The Backyard Bash is expected to attract new shoppers and expand the City's trade area through a robust promotional campaign that includes radio, television, and digital marketing efforts. The event will also serve as a platform for promoting the Sunrise MarketPlace and the City of Citrus Heights as a destination for shopping, dining, and entertainment. Additionally, the event supports the City's long-term vision for placemaking by creating a vibrant and engaging environment that enhances community identity, particularly in alignment with the Sunrise Tomorrow Plan, which envisions a portion of the surplus parking on the mall site as a central gathering space.

The Backyard Bash presents a valuable opportunity for the City to support economic activity, enhance community engagement, and increase visibility within the region. Sunrise MarketPlace has been a strong and reliable partner in driving business activity and fostering a sense of place in Citrus Heights through events, beautification efforts, and marketing initiatives. Sponsorship at the \$7,000 Stage Sponsor level allows the City to contribute meaningfully to the event while maintaining a fiscally responsible and sustainable level of support. As noted above, the City previously participated as a Stage Sponsor for the Brews in the Burbs event (a \$4,900 grant in Fiscal Year 23/24), and this recommendation is consistent with that previous level of sponsorship while providing an increase in funding support. Given the potential for Sunrise MarketPlace to request sponsorship in future years, this level of participation ensures the City can continue investing in high-impact events without overcommitting resources. Staff recommends that the City Council approve a \$7,000 sponsorship through the Economic Development Support Fund for the Sunrise MarketPlace Backyard Bash.

**Subject: Economic Development Support Fund Grant Request – Sunrise MarketPlace Backyard Bash**

**Sponsorship**

**Date: March 12, 2025**

**Page 3 of 3**

**Attachments**

1. Resolution
2. Grant Application
3. Sponsorship Packet



**RESOLUTION NO. 2025-\_\_\_\_****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,  
CALIFORNIA, APPROVING THE GRANT REQUEST FOR SUNRISE MARKETPLACE  
BACKYARD BASH SPONSORSHIP**

**WHEREAS**, the City of Citrus Heights established the Economic Development Support Fund to provide sponsorships and grants that promote commerce and increase business activity; and

**WHEREAS**, the Economic Development & Community Engagement Department has received an Economic Development Support Fund grant application from the Sunrise MarketPlace for the upcoming Backyard Bash event, scheduled for May 31, 2025; and

**WHEREAS**, an investment at the \$7,000 Stage Sponsor level offers a strategic opportunity to enhance the City's visibility, support local economic activity, and align with the objectives of the Economic Development Support Fund.

**NOW THEREFORE BE IT RESOLVED AND ORDERED** that the City Council of the City of Citrus Heights does hereby approve a grant in the amount of \$7,000 for Sunrise MarketPlace Backyard Bash Stage Sponsorship

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 2025 by the following vote, to wit:

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

\_\_\_\_\_  
**Dr. Jayna Karpinski-Costa, Mayor**

**ATTEST:**

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



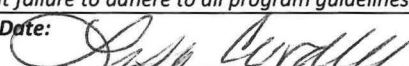
## Economic Development Support Fund Grant Application

**The Fund's primary purpose is to provide sponsorships and grants that promote the City of Citrus Heights' commerce and increase business activity. (See Guidelines for full description)**

**Grants or sponsorships will range from \$500 to \$25,000.**

**Each approved grant or sponsorship will be subject to a maximum of \$25,000 per fiscal year.**

ELIGIBLE APPLICANTS	INELIGIBLE APPLICANTS
<ul style="list-style-type: none"> <li>• Business Associations</li> <li>• Individual Businesses</li> <li>• Citrus Heights Regional Chamber of Commerce</li> </ul>	<ul style="list-style-type: none"> <li>• Individual residents</li> <li>• Neighborhood Associations</li> <li>• REACH</li> <li>• Nonprofits</li> </ul>
ELIGIBLE PROJECTS	INELIGIBLE PROJECTS
<ul style="list-style-type: none"> <li>• Event sponsorships</li> <li>• Grants for marketing and promotions</li> <li>• Actions that advance Citrus Heights economic development</li> </ul>	<ul style="list-style-type: none"> <li>• General operation costs, including maintenance and payroll</li> <li>• Cost of internal events, such as luncheons</li> <li>• City membership dues</li> <li>• Unpermitted events or not authorized per the zoning code</li> </ul>
<b>Event/Project/Program:</b>	Sunnyside Marketplace Backyard Bash
<b>Applicant Name &amp; Title (if any):</b>	Lisa Cordell, Marketing Director
<b>Organization:</b>	Sunnyside Marketplace PBID

<b>Primary Contact Name:</b> (If other than the applicant)	Lisa Cordell
<b>E-mail and Phone Number:</b>	Lisa@SunnysideMarketPlace.com (916) 660-6824
<b>Requested Grant Amount (\$):</b>	\$25,000.00 (916) 536-9267
By signing this document, I agree I have read (1) the <a href="#">Program Guidelines</a> and (2) the City-administered <a href="#">Grant and Incentive Programs Review and Approval Process</a> . I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.	
<b>Signature and Date:</b>	 2-21-2025

### Project Plan & Description

**Attach the following details to the application: A maximum of three (3) pages.**

- **Provide a project description.**
- **Detail the steps for implementation and a schedule for completion.**
- **Share any additional information that the City Council should consider in evaluating your project, including your organization's background and experience delivering the proposed project/program or event**

### Project Budget

**Attach the following details to the application: A maximum of two (2) pages.**

- **What are the total project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.**
- **For ongoing programs, describe how your organization will fund future expenses.**

**Application Submittal Process:** Applications are accepted year-round on the availability of funds.

E-mail the signed application packet and all attachments to [communityengagement@citrusheights.net](mailto:communityengagement@citrusheights.net).

### Post Award Reporting Requirements

- All City-Administrated Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately. This provides a framework for accountability and highlights the organization's worthiness for future funding.
- All reports are due within 12 months of approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.





## Project Plan & Description

### Event Description

Get ready for an incredible time at the all-new SMP Backyard BASH! We're throwing this amazing event on Saturday, May 31, 2025, from 5 PM to 9 PM, and we want you there! Get ready to rock with Aeromyth, a fantastic Aerosmith tribute band, and the awesome Apple Z!

The Sunrise MarketPlace is turning the Sunrise Mall parking lot into your favorite backyard hangout, filled with fun activities like cornhole, giant battleship, ladder ball, and even an escape room! Plus, we'll have a beer and wine garden to keep the good vibes flowing. With live music, delicious food trucks, and a ton of exciting games, this is the biggest backyard party of the year—all about you and having a blast! Save the date and prepare to have an unforgettable time!

Proceeds will help us support Citrus Heights Rotary and Citrus Heights HART (Homeless Assistance Resource Team), a 501 (c) (3) whose mission is to provide resources that will enable at-risk people and people experiencing homelessness in Citrus Heights and adjacent areas to become independent, self-sustaining, and participating members of the community.

### Backyard Bash Purpose:

Events, in general, are an excellent way to drive economic activity in Citrus Heights. The Sunrise MarketPlace Backyard Bash will focus on backyard fun and music. While we hope to attract visitors from outside our primary trade zone, we understand that connecting with the Citrus Heights community is even more important.

Apart from boosting the local economy, Backyard Bash also has other positive effects, such as increasing brand awareness, building community pride and social cohesion, promoting local food suppliers, showcasing local talent, presenting new business opportunities, and attracting media coverage that enhances the Sunrise MarketPlace's brand image.

### Implementation

The Sunrise MarketPlace team has demonstrated proficiency in organizing large-scale events and has a proven track record of success. The all-new Sunrise MarketPlace Backyard Bash event has made significant progress, securing an agreement with the Sunrise Mall as the venue, obtaining an approved Temporary Use Permit from the City of Citrus Heights, and submitting the fire permit to the Sacramento County Metro Fire Department. As the event draws closer, the team will pursue an Environmental Management Permit and an Alcohol Beverage Control permit.



In terms of entertainment, the team has already confirmed the participation of two renowned bands, Aeromith, an Aerosmith tribute band, and Apple Z, who are expected to draw a substantial crowd. The team's marketing efforts are underway, which we believe will generate significant ticket sales.

### **Benefit to the Citrus Heights Community**

The Sunrise MarketPlace Backyard Bash meets the following Economic Development priorities:

1. Attract new shoppers/expand trade area
2. Promote/market a specific commercial area/City of Citrus Heights
3. Create or enhance a sense of place

Below, we have outlined how the project meets the program's priority areas.

#### **1. Attract new shoppers/expand trade area**

The SMP Backyard Bash event, hosted by Sunrise MarketPlace, represents a prominent occasion that leverages various media channels, such as radio, television, and social media platforms. In previous years, the Brews in the Burbs, a similar event, resulted in over 400,000 digital campaign impressions and a radio campaign reaching over 500,000 listeners, thanks to media purchases and free media exposure. The event's primary goal is to attract individuals from both primary and secondary trade areas and foster a safe and enjoyable environment that enhances the area's reputation and creates a positive impact on the community.

#### **2. Promote/market a specific commercial area/City**

The PBID is mandated by law to provide benefits to assessed parcels, and all SMP programs are designed to execute the priorities and programs outlined in the Management District Plan, a document that is developed with the input and endorsement of property and business owners in the District. The PBID has maintained its primary objectives for the past 26 years, which include creating awareness for the District, driving traffic to the District, creating an aesthetically appealing and user-friendly environment, and ensuring a safe and clean environment for patrons, businesses, and property owners.

The SMP Backyard Bash event aligns with these objectives by promoting the District, the city's primary economic engine, and drawing foot traffic to nearby shopping centers like MarketPlace at Birdcage, Citrus Town Center, and the City of Citrus Heights. Local businesses benefit from the increased number of potential customers generated by the event, which translates to higher sales and revenues. It is remarkable to observe how events such as the Backyard Bash contribute positively to the local economy and create a safe and enjoyable environment for the community.





### 3. Create or enhance a sense of place

Organizing events, such as the SMP Backyard Bash, provides a valuable opportunity for businesses to attract customers and facilitate social media engagement. Additionally, these events serve as a means for community members to convene and socialize while fostering greater environmental awareness and a sense of place. Furthermore, SMP's significant investment in the public area through the installation of palm tree lights, banners, and wrapped utility boxes is a testament to our dedication to creating a vibrant and engaging atmosphere. These enhancements are instrumental in augmenting the overall ambiance of the surroundings, thereby contributing positively to the area's character and identity.

It is noteworthy that Sunrise MarketPlace has demonstrated an ambitious goal to create a semi-permanent event space in the location where the Backyard Bash event is held. This step would enable hosting events like this throughout the year, creating an even more connected and engaged community.

Significant events like the Backyard Bash are a considerable undertaking, and their significance cannot be overstated. By supporting this large-scale event, the City demonstrates its commitment to fostering business and community development. Events of this nature are instrumental in generating brand awareness, driving traffic, and promoting the City's economic engine. They draw visitors from outside the area and allow them to witness firsthand the vibrancy, allure, and safety of Citrus Heights.

#### Benefit to the City of Citrus Heights

It is imperative that the City continues to prioritize supporting quality events like this. By doing so, all attendees can enjoy the experience, bolstering the reputation of the City and ensuring that future events continue to be a success. Overall, the City's participation in the "Sunrise MarketPlace Backyard Bash" represents a vital investment in the community and demonstrates its unwavering support for local business and economic growth. In line with the Sunrise Tomorrow Plan's focus on making the former mall a main street/community gathering place, doing events like these lays the foundation for achieving that objective."



**Title Sponsor - \$25,000.00**

- Company name included in radio advertising.
- "Sunrise MarketPlace Backyard Bash presented by Your Business Here."
- Company Logo will have premier position on the online ticket confirmation page and email.
- Company Logo will have premier position on the online ticket purchase page.
- Company Logo will be featured in a rotating sponsor banner on event page at [www.shopsmp.com](http://www.shopsmp.com).
- Company Logo will have premier position on Sponsor Page with hot link to sponsor web page.
- Company Logo inclusion on pylon on Sunrise blvd.
- Company recognition in most social media posts.
- Company spotlight and hot link to full article or promotion in Sunrise MarketPlace Newsletter. E-blast Circulation of 10,000+.
- Company banners prominently displayed at the event.
- 1 on arch entrance, 1 inside the venue, 1 on the outside of Venue facing Greenback Blvd.
- Company logo on Welcome Banner. (Provided by Sunrise MarketPlace)
- Opportunity to distribute marketing collateral to guests as they enter the venue.
- 10' x 10' booth space at event – Sponsor to provide table and tent.
- 20 General Admission tickets, 10 VIP Tickets.
- 

**Expected Results:**

More than 1 Million Media Impressions

More than 1000 attendees

Increase in City Tax Revenue by bringing customers to the District to shop

Increased revenue for local businesses

Increased visibility





### **City of Citrus Heights Past Funding Awarded**

It is worth noting that Sunrise MarketPlace has been a proud recipient of the Economic Development Fund. In 2022, SMP was awarded \$5,000.00; in 2023, we received \$20,000.00 for mural projects. However, we have not received funding to support Brews in the Burbs. We humbly request your support in this regard and look forward to partnering with you to ensure the success of this event. 2024 awards were \$20,000.00 (matching) for SMP mural project and \$5000.00 for our Brews in the Burbs event.

### **Community Support**

We currently have support from the following:

- HART - Volunteer Support
- Citrus Heights Rotary - Volunteer Support

### **Project Cost (See Attached Budget)**

The anticipated expenditure for the Backyard Bash is expected to be approximately \$80,000 for the forthcoming event. Although Sunrise MarketPlace is primarily liable for these expenses, we seek external financial support to alleviate the burden of these costs. Several businesses and organizations have already expressed their intent to sponsor this event, including the following entities:

- Stones Casino - VIP Sponsorship \$1,500.00
- Sunrise Mall - In-Kind Donation of Space
- Ticket Sales - We expect a minimum of \$ 20,000.00 in ticket sales. With this being a new event, we cannot determine what those sales will be.

The Sunrise MarketPlace has allocated funds to ensure the successful execution of the event. However, while we are confident in our ability to carry out the project, additional support would significantly enhance the experience for all stakeholders involved. To this end, we request a one-time fund of \$25,000.00 from the City of Citrus Heights to aid in the provision of a high-quality, large-scale event within the district. Our ultimate goal is to cultivate a collaborative culture where all parties can contribute to and share in the success of the endeavor.

I would like to emphasize that Sunrise MarketPlace operates as a financially self-sustaining property-based tax assessment district, and the funding request is solely for the purpose of this specific project.





## Backyard Bash Budget

Total budget:	\$80,000.00
	Cost Estimate
<b>Expense</b>	<b>\$79,902.10</b>
Site Rental	\$0.00
Tents/Chairs/Tables	\$9,402.10
Fencing/Restrooms	\$6,000.00
White Vinyl Fencing	\$2,500.00
Stage and Lights	\$3,000.00
Printed materials	\$2,500.00
Banners Cost \$4500 not in event Budget	\$0.00
Permits	\$2,500.00
Band Hip Entertainment Plus Hotels	\$15,000.00
EMT event service	\$1,300.00
VIP Tent @ 200 Guests (Catering/Craft Beer) Sell Tickets at \$65.00	\$8,000.00
Beer/Wine/Co2 Tanks/Ice/ Cups	\$7,800.00
Non-Profit Donation (Grace House/Rotary/HART	\$1,500.00
Private Security	\$1,500.00
Event Insurance	\$1,000.00
Night Lights/Fans	\$1,500.00
Hired Staff Rate is \$35.75	\$3,500.00
Food Truck Fee	\$1,500.00
Photographer/Videographer	\$500.00
Axe Throwing / Adult Activities/360 Photo Booth	\$7,500.00
Plants	\$1,500.00
Uhaul Truck Rental	\$300.00
Misc	\$1,600.00



SUNRISE MARKETPLACE

# Backyard Bash

**MAY 31ST, 2025 • 5 PM - 9PM**

**LIVE MUSIC / BEER & WINE GARDEN**

**FOOD TRUCKS / GAMES & MORE!**





## The First Annual Backyard Bash is here!

May 31st, 2025 • 5-9pm Citrus Heights, CA.

Get ready for an incredible time at the all-new SMP Backyard BASH! We're throwing this amazing event on Saturday, May 31, 2025, from 5 PM to 9 PM, and we want you there! Get ready to rock with Aeromyth, a fantastic Aerosmith tribute band, and the awesome Apple Z!

The Sunrise MarketPlace is turning the Sunrise Mall parking lot into your favorite backyard hangout, filled with fun activities like cornhole, giant battleship, ladder ball, and even an escape room! Plus, we'll have a beer and wine garden to keep the good vibes flowing. With live music, delicious food trucks, and a ton of exciting games, this is the biggest backyard party of the year—all about you and having a blast! Save the date and prepare to have an unforgettable time!

By sponsoring, you'll be supporting the Citrus Heights HART, a dedicated community initiative aimed at ending homelessness, as well as benefiting the Citrus Heights Rotary. Come be a part of something great!

## Sponsorship Benefits

- Showcase your brand at this inaugural event to over 1000+ local customers
- Gain exposure through our targeted marketing campaign; encompasses radio, print, online and social media
- Build customer relationships and find new customers
- Entertain clients in our specialty VIP Area

## Additional Benefits

### Media Presence

- Radio, Print, and Online Social Platforms

## Marketing Collateral

- Online and Social Media - Facebook, Instagram and Website
- Email Marketing - E-Blast Circulation of +10K
- Onsite Marketing - Banners placement within the festival
- Product Sampling - Vendor space available for samples and product

## Title Sponsor • \$25,000

- Company name included in radio advertising
- "Sunrise MarketPlace Backyard Bash in the Burbs presented by Your Business Here"
- Company Logo will have premier position on the online ticket confirmation page and email
- Company Logo will have premier position on the online ticket purchase page
- Company Logo will be featured in rotating sponsor banner on event page at: **shopsmp.com/BrewsintheBurbs.**
- Company Logo will have premier position on Sponsor Page with hot link to sponsor web page
- Company Logo inclusion on pylon and pole banners on Sunrise blvd
- Company recognition in most social media posts
- Company spotlight and hot link to full article or promotion in Sunrise MarketPlace Newsletter, e-blast circulation of 10,000+
- Company banners prominently displayed at the event
- 1 on arch entrance, 1 inside the venue, 1 on the outside of Venue facing Greenback Blvd
- Company logo on Welcome Banner *Provided by Sunrise MarketPlace*
- Opportunity to distribute marketing collateral to guests as they enter the venue
- 10' x 10' booth space at event *Sponsor to provide table and tent*
- 20 General Admission tickets, 10 VIP Tickets

**Stage Sponsor • \$7000**

- Company Logo will be featured in rotating sponsor banner on event home page
- Company Logo will have 2nd line position on Sponsor Page with hot link to sponsor web page
- Company recognition in most social media posts
- Company Logo featured in Sunrise MarketPlace email promotions
- Company banners (2) prominently displayed *Company to provide*
- One on stage and one on event fencing *Max size: 3' x 10'*
- Opportunity to distribute marketing collateral to guests from your booth
- 10' x 10' booth space at event *Sponsor to provide table and tent*
- 8 VIP tickets

**VIP Area Sponsor • \$3,500**

- Banner on the outside and inside of the VIP Area
- Logo on promotional material
- Company recognition in select social media posts
- 10' x 10' booth space at the event located inside the VIP lounge *Sponsor to provide table and tent*
- Logo on VIP Glass and VIP Wristbands
- Hot link on the Brews in the Burbs website
- 8 VIP tickets

**Wristband Sponsor • \$1,750**

- 6 General Admission tickets
- Logo or Business name on wristbands
- 10' x 10' booth space at the event *Sponsor to provide table and tent*
- 2 VIP tickets

**Food Court Sponsor • \$750**

- 2 General Admission tickets
- Banner located in Food Court Area *sponsor to provide*
- Hot link on the Brews in the Burbs website
- 10' x 10' booth space at the event *Sponsor to provide table and tent*
- 2 VIP tickets

**Business Booth Display • \$375**

- 4 General Admission tickets
- Hot link on the Brews in the Burbs website
- 10' x 10' booth space at the event *Sponsor to provide table and tent*
- 2 VIP tickets



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** March 12, 2025

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

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

**SUBJECT:** Traffic Signal Control Cabinet Art Program

### **Summary and Recommendation**

At the March 2024, Strategic Planning retreat, City Council included a goal of developing a program to wrap traffic control boxes in an effort to increase opportunities for art in public spaces. The following report provides information and recommendations to engage the community in participating in a traffic signal control cabinet art program. Staff seeks input from City Council before the program can be finalized and ready for implementation.

### **City Council Strategic Goal/Objective**

This staff report aligns with the following Citrus Heights City Council Strategic Plan Objectives:

Goal: Enhance Community Vibrancy and Engagement.

Objective: In response to community feedback, develop a program and budget to wrap traffic control boxes to increase art in public spaces, present recommendations to City Council.

### **Fiscal Impact**

This action has no fiscal impact on the General Fund at this time. The program seeks to engage Neighborhood Areas (NA), local community groups, business districts and developers to sponsor the production and application of cabinet wraps. The program would align with objectives of the city's Neighborhood Improvement Program for NA's looking at placemaking opportunities. Additionally, as part of the upcoming two-year budget process, there may be an opportunity to establish a fund specifically to promote and support efforts in the community. For businesses and/or developers seeking to sponsor cabinets to be wrapped adjacent to the shopping centers or development sites, the sponsorship would require private investment from the applicant to cover the cost of initial cabinet wrapping efforts.

For city-sponsored cabinets where the city elects to wrap a cabinet as part of a capital transportation project, staff would utilize funds from the projects approved budget, which may include General Fund or Measure A Maintenance funds as eligible sources of revenue. For

**Subject: Traffic Signal Control Cabinet Art Program**

**Date: March 12, 2025**

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special city projects, such as working with the school district to develop art and sponsor a cabinet adjacent to a public school, these efforts could also be funded by approved project/program General Fund dollars, as part of the Community Support Program, or Measure A Maintenance as a means to preserve the city's equipment and protect it from graffiti.

### **Background and Analysis**

The City of Citrus Heights owns and maintains a diverse inventory of public infrastructure, including streets, sidewalks, streetlights, traffic signals and ancillary equipment. Since incorporation, the city has undertaken various efforts to incorporate art and history in public spaces, including the following:

- “Up and Away” located in the passive park on Greenback Lane at Parkoaks Drive;
- Lighted silos and accompanying historical pedestals at Sylvan Corners;
- “Celebrate Citrus Heights” located at the Citrus Heights Event Center;
- Lincoln 40 benches at Antelope and Auburn intersection;
- “Welcome to Citrus Heights” signalized gateway arch planned for Auburn Boulevard Complete Streets Phase 2;
- Various “Welcome to Citrus Heights” gateway monuments and signs.

The above list represents most of the artistic investments the city has made over the last 25 years, however, for many of these, the efforts to implement were lengthy and costly. Through a traffic signal control cabinet art program, the cost to add art to our public spaces is drastically reduced – generally ranging from \$1500 to \$3000 per cabinet, depending on cabinet size and art selection process – and becomes a more inclusive program allowing greater participation. Traffic signal cabinet art can be seen all over the country, including here in the Sacramento region as other agencies have implemented programs, including for electrical transformer cabinets.

For the city's Traffic Signal Control Cabinet Art Program, the following outlines proposed steps:

- Create a traffic signal control cabinet inventory map for public use, identifying type/spec.
- Launch a page on website dedicated to the program issuing a call for sponsors to request to reserve a cabinet(s). Sponsors may supply their own art work.
- Issue a call to artists interested in submitting art work to be used for the program; provide defined requirements, including but not limited to no wording/numbers except for single-use block lettering or company logo acknowledging sponsorship of wrap and/or art; and no artwork that is distracting, generally offensive, copywritten or advertisement in nature. The program may also coordinate with artists to propose utilizing works submitted under other city sponsored or supported programs.
- Issue a Request for Proposals to select a company to produce and install selected art vinyl wraps, based on size, type of cabinet and quantity.
- Produce a printable packet of information, including cabinet sponsor application, program guidelines, design considerations, installation and maintenance responsibilities,

In addition to displaying art, cabinet wraps provide a benefit to the General Services Department in helping to deter graffiti and reduce graffiti abatement efforts. As part of the program, General

**Subject: Traffic Signal Control Cabinet Art Program**

**Date: March 12, 2025**

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Services staff would coordinate for the application of the selected art and following installation and assume responsibility of the cabinet, including graffiti abatement at no cost to the sponsor. The program will be limited to vinyl wrapping and not allow for painting due to maintenance and longevity. Wraps are typically good for 5-7 years, and would include a UV overlamine.

The city's traffic signal inventory and operations includes one controller cabinet and approximately one electrical service cabinet in close proximity to each signalized intersection. The city also owns and maintains two changeable message boards and two flashers that also have cabinets. Altogether, the city has (or will have at the completion of the Auburn Boulevard Complete Streets, Phase 2 Project) 63 signal controller cabinets, 60 signal service enclosure cabinets and 2 signal communication cabinets, all of which would be included and made available for wrapping in the Traffic Signal Control Cabinet Art Program. For cabinets located along shared roadways with Sacramento County, specifically those where the County maintains the traffic signal operations but the cabinets are located on the city's side of the roadway, General Services will coordinate with Sacramento County to permit the cabinets for inclusion in the program. In addition, there are 2 controller cabinets and 2 service enclosure cabinets located on Antelope Road at the I-80 EB and WB ramps. General Services will also attempt to coordinate with Caltrans to permit the cabinets for inclusion in the program.

Following Council's feedback on this proposed program, staff will proceed with public outreach efforts and formalization of the city's Traffic Signal Control Cabinet Art Program.





# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** March 12, 2025

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

**FROM:** Amy Van, City Clerk

**SUBJECT:** Arts and Culture Program

### **Summary and Recommendation**

At the March 28, 2024 Strategic Planning Retreat, the City Council included a strategic objective of exploring an arts and culture program. Staff seeks input from City Council before the program can be finalized.

### **City Council Strategic Goal/Objective**

This staff report aligns with the following Citrus Heights City Council Strategic Plan Objectives:

Goal: Enhance Community Vibrancy and Engagement

Objective: Explore Arts and Culture program and bring back to City Council for consideration.

### **Fiscal Impact**

There is no fiscal impact associated with this item. There may be opportunities to utilize Community Projects Grant Funding, History and Arts Grant Funding or Neighborhood Improvement Partnership Grant Funding to support local arts and culture and/or art in public spaces.

### **Background and Analysis**

During the City Council's most recent Strategic Planning meeting, there was discussion about exploring opportunities for an arts and culture program to promote creativity, cultural awareness and community engagement. During the Council discussion on this topic, Citrus Heights Arts was identified as a key stakeholder with the potential to help advance this objective.

**Subject: Arts and Culture Program**

**Date: March 12, 2025**

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### ***History of City Support of Arts & Culture***

Since incorporation, the City has undertaken various efforts to incorporate historical preservation and cultural arts.

Citrus Heights currently houses two publicly funded pieces of art including:

- *Up and Away* statue by Colin Lambert located in the passive park on Greenback Lane at Parkoaks Drive; and
- *Celebrate Citrus Heights* stature by Philip Sciortino located in front of the Citrus Heights Event Center.

The City has also provided grants to community organizations to create murals, including:

- A \$5,000 Economic Development Support Fund Grant to Sunrise MarketPlace to partner with Wide Open Walls for murals at MarketPlace at Birdcage and PetSmart
- A \$20,000 Economic Development Support Fund Grant to implement murals at Purpose Built, Togos, and Sunrise Village
- A \$3,000 grant to local artist Amie Nowell with the The Healing Palette to create a 41 ft x 2 ft mural at the corner of Oak and Wachtel

Multiple History and Arts Grants and a Community Projects Grant were awarded over multiple fiscal years to Royal Stage, a local performing arts theater company to produce shows, open mic nights and talent shows. Additionally, they received a \$25,000 Economic Development Support Grant to facilitate tenant improvements needed in their space to accommodate assembly use.

The City commemorated the 25<sup>th</sup> anniversary of cityhood with the release of a book entitled, *Becoming the City of Citrus Heights: the history of a unique incorporation* by Miranda Culp in collaboration with Bill Van Duker. The City's History and Arts Grant Program funded the project, that tells the history of Citrus Heights' unique incorporation.

In June of 2023, the City Council awarded a \$10,000 Community Projects Grant Award to Citrus Heights Arts in support of an ArtBeat Art and Music Festival event. The event featured a pop-up art gallery, performances by local musicians and dance groups, arts and crafts vendors, and other family friendly activities. Citrus Heights Arts was also awarded a \$5,000 History and Arts grant to host community art programming series.

Looking toward the future, the City of Citrus Heights is pleased to support the upcoming Art in City Hall initiative, led by Citrus Heights Arts, which will feature a pop-up exhibition at City Hall scheduled later this year. This initiative provides an opportunity for local artists to showcase their work in a prominent public space, fostering community engagement and celebrating arts and culture. By hosting this exhibition, the City will gain valuable insight into the local arts community, identify potential partnerships, and evaluate public interest in future arts and culture initiatives. This effort builds on the success of Citrus Heights Arts' existing ArtBeat events and monthly art classes at Sylvan Community Center, demonstrating strong community enthusiasm for creative expression. Staff will continue to monitor the outcomes of this initiative to inform potential future recommendations to the City Council.

**Subject: Arts and Culture Program**

**Date: March 12, 2025**

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### ***Arts and Culture Program Exploration***

Local government plays a crucial role in activating community partners with a passion for arts and culture, serving as a catalyst to bring together resources, stakeholders, and opportunities that enhance the creative landscape of Citrus Heights. Rather than directly managing arts programming, the City's role is to empower and support organizations like Citrus Heights Arts, which has already demonstrated leadership and success in fostering community engagement through initiatives such as ArtBeat events and monthly art classes.

To further support arts and culture in Citrus Heights, the City can take several steps to enhance art programming in the community:

1. Develop an Arts & Culture Interest Group – Host a public workshop or roundtable discussion inviting local artists, businesses, schools, and community members to gather input on the types of arts initiatives they would like to see. This could help identify opportunities for partnerships, events, and long-term arts planning.
2. Explore a Partnership Framework – The City can consider developing a Memorandum of Understanding (MOU) or informal partnership agreement with Citrus Heights Arts or other interested arts organizations to clarify ways to collaborate. This could include opportunities for in-kind support, shared event promotion, or use of City spaces for arts programming.
3. Incorporate Public Art into City Projects – Explore integrating public art elements into future infrastructure projects, parks, and public spaces. This could include murals, sculpture installations, or rotating art displays that enhance community spaces while supporting local artists.
4. Create an Arts & Culture Resource Hub – Develop an online resource page on the City's website to promote arts-related events, funding opportunities, and community-driven initiatives.

By taking some or all of these steps, the City can help cultivate a vibrant arts and culture scene, fostering creative expression in the community.



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** March 12, 2025

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

**FROM:** Susan Talwar, Administrative Services Director  
Alberto Preciado, Finance Manager

**SUBJECT:** **Fiscal Year 2024-25 Mid-Year Budget Adjustment and Financial Forecast Update**

### **Summary and Recommendation**

Staff recommend the City Council review the General Fund revenues and expenditures for the first seven months of Fiscal Year 2024-25 and the updated Ten-Year Financial Forecast and adopt Resolution No. 2025-\_\_\_ approving amendments to the Fiscal Year 2024-25 Budget.

### **City Council Strategic Goal/Objective**

This staff report aligns with the following Citrus Heights City Council Strategic Plan Objectives:

Goal: Maintain and Enhance Fiscal Stability

### **Fiscal Impact**

The proposed budget amendments will increase General Fund revenue appropriations by \$84,500 with \$405,000 adjustments to net General Fund expenditure appropriations to reflect updated projections for the 2024-25 fiscal year.

### **Background and Analysis**

### **FISCAL YEAR 2024-25 MID-YEAR BUDGET REVIEW**

The City's budget for Fiscal Years 2023-24 and 2024-25 was adopted by the City Council on May 25, 2023 and further a Mid Cycle amendment on June 26, 2024. The Fiscal Year 2024-25 amended budget (excluding ARPA fund 101) for all City funds anticipated revenue of \$84.7 million and expenditures of \$83.7 million.

The City's main operating fund is the General Fund. The General Fund budget for Fiscal Year 2024-25 is projecting revenue of \$45.8 million to fund expenditures of \$45.1 million (excluding

American Rescue Plan Act funds). As of February 25, 2025, General Fund revenues totaled \$23.0 million (51 percent of the annual budgeted amount). General Fund expenditures totaled \$28.3 million (61 percent of the annual budgeted amount). As of February 25, 2025, General Fund expenditures exceeded revenues by \$5.3 million. As the City Council has previously discussed, the General Fund operates in a deficit cash flow position during the first portion of the fiscal year due to the timing of the receipt of major sources of revenue including property tax, motor vehicle-in-lieu fees and sales tax. During this period, the General Fund relies on the available fund balance and in recent years has also utilized available cash in other funds to temporarily bridge the cash shortage.

Based upon fiscal activities during the first eight months of the fiscal year and information currently available, staff is proposing adjustments to the Fiscal Year 2024-25 General Fund Budget to more closely align the budget with anticipated revenues and expenditures.

### GENERAL FUND REVENUE

The Fiscal Year 2024-25 General Fund budget projected revenue of \$45.6 million was based upon information available at the time the budget was amended in June 2024. Based upon actual revenue received as of February 25<sup>th</sup> and projected revenue for the remaining four months of the fiscal year, staff is recommending adjustments to the General Fund revenue budget which will increase the budgeted revenue by \$84,500.

The proposed adjustments to General Fund budgeted revenue include:

#### Taxes and Franchises

The largest source of revenue to the General Fund is sales tax. Sales tax revenue was budgeted at \$14.2 million. Based upon a combination of decreased gas prices, economic factors influencing some buying decisions and business closures, the City's sales tax consultant has decreased its projection for sales tax revenue by \$550,000 to \$13.6 million.

Property tax revenue was budgeted at \$7.9 million. However, the City's property tax consultant has lowered its projection for property tax revenue mainly as a result of slowing home sales from high mortgage interest rates and scarcity of housing supply. Budgeted revenue is forecasted to decrease \$128,000 to \$7.8 million.

#### Intergovernmental Revenue

The second largest source of General Fund revenue is motor vehicle-in-lieu fees which is paid by Sacramento County in two installments – 50 percent in January and the remaining 50 percent in May of each year. The City has been notified that the Fiscal Year 2024-25 vehicle-in-lieu fee revenue is projected to total \$11.5 million which is \$56,500 more than the budgeted amount.

#### Investment Revenue

Continued interest rates have had a positive impact on General Fund as rates remain above 4% this fiscal year resulting in an increase of \$475,000 in projected interest earnings. Interest revenue will continue to be strong due to the interest earned on growing General Fund Reserves.

Fines and Forfeitures

Increased enforcement following the recent upgrade of Redflex equipment and software resulted in increased revenue of \$275,000.

Miscellaneous Revenue

The termination of security contracts has resulted in a reduction of revenue in the amount of \$192,000.

A summary of General Fund revenues through February 25, 2025, and the recommended budget adjustments are provided below:

CITY OF CITRUS HEIGHTS  
FY 2024-25 General Fund Revenue  
As of February 25, 2025

	FY 2023-24 Actual	FY 2024-25 Budget	YTD Actual (2/28/25)	Year-End Projection	Projected Over/(Under) Budget	Budget Adjustment
<b>TAXES AND FRANCHISES</b>						
Property Tax	7,623,218	7,883,297	4,383,639	7,755,521	(127,776)	(128,000)
Sales and Use Tax	13,849,506	14,179,764	5,222,567	13,627,245	(552,519)	(550,000)
Utility Users Tax	2,732,097	2,650,000	2,058,026	2,695,607	45,607	
Franchise Fees	634,631	750,000	-	650,000	(100,000)	(100,000)
Franchise Fees Solid Waste	700,962	680,000	434,497	651,745	(28,255)	
Property Transfer Tax	249,317	375,000	137,987	250,886	(124,114)	(124,000)
Transient Occupancy Tax	66,194	110,000	39,974	80,658	(29,342)	
<b>Total Taxes and Franchises</b>	<b>25,855,925</b>	<b>26,628,061</b>	<b>12,276,690</b>	<b>25,711,662</b>	<b>(916,399)</b>	<b>(902,000)</b>
<b>LICENSES AND PERMITS</b>						
Business License	336,265	242,050	225,119	327,000	84,950	80,000
Building Plan Check	338,606	248,788	235,199	280,000	31,212	
Engineering Fees Private Dev	87,321	12,000	32,911	5,000	(7,000)	
Zone Check	16,392	9,018	11,857	11,857	2,839	
Building Permits	1,626,360	1,062,971	1,108,448	1,154,036	91,065	90,000
Engineering Fees Utilities	191,875	144,919	140,774	165,000	20,081	
Tree Permit	2,101	1,600	1,059	1,400	(200)	
Transportation Permits	11,552	15,914	4,930	12,000	(3,914)	
Records Processing/Strong Motion	11,498	8,989	1,792	8,435	(554)	
Other Licenses and Permits	54,341	58,855	30,848	81,000	22,145	
<b>Total Licenses and Permits</b>	<b>2,676,311</b>	<b>1,805,104</b>	<b>1,792,937</b>	<b>2,045,728</b>	<b>240,624</b>	<b>170,000</b>
<b>FINES AND FORFEITURES</b>						
Non-Sufficient Funds Penalty	222	106	153	153	47	
Vehicle Fines	120,694	140,000	60,783	152,000	12,000	
Red Light Camera Fines	960,814	684,281	536,785	960,000	275,719	275,000
<b>Total Fines and Forfeitures</b>	<b>1,081,731</b>	<b>824,387</b>	<b>597,721</b>	<b>1,112,153</b>	<b>287,766</b>	<b>275,000</b>
<b>INTERGOVERNMENTAL</b>						
State Mandated Reimbursements	128,650	25,000	221	25,000	-	
Federal Grants/ Reimbursements	-	-	-	-	-	
Motor Vehicle-in-Lieu Fee	11,204,604	11,482,407	5,907,422	11,539,003	56,596	56,500
<b>Total Intergovernmental</b>	<b>11,333,253</b>	<b>11,507,407</b>	<b>5,907,643</b>	<b>11,564,003</b>	<b>56,596</b>	<b>56,500</b>
<b>USE OF MONEY</b>						
Investment Revenue	1,968,943	1,225,000	820,839	1,700,004	475,004	475,000
<b>Total Use of Money</b>	<b>1,968,943</b>	<b>1,225,000</b>	<b>820,839</b>	<b>1,700,004</b>	<b>475,004</b>	<b>475,000</b>
<b>CHARGES FOR SERVICES</b>						
Lease Payments	337,238	343,987	255,161	343,987	(0)	
Administrative Fees	62,175	38,565	21,261	33,500	(5,065)	
Police - Reimbursement Contract Overtime	149,431	106,090	93,807	150,000	43,910	
False Alarm/Alarm Permit Fees	60,720	60,000	50,844	75,000	15,000	
Vehicle Release / Towing	75,749	80,000	52,444	80,000	-	
Community Center Rentals	414,253	439,136	410,486	486,386	47,250	
Planning Fees	83,298	90,950	41,443	45,000	(45,950)	
Animal Control Fees and Charges	69,504	55,168	12,865	55,000	(168)	
<b>Total Charges for Services</b>	<b>1,252,368</b>	<b>1,213,896</b>	<b>938,311</b>	<b>1,268,873</b>	<b>54,977</b>	<b>-</b>
<b>CONTRIBUTIONS</b>						
Donations / Sponsorships	20,004	5,000	11,670	27,000	22,000	
Developer Contributions	-	-	-	-	-	
<b>Total Contributions</b>	<b>20,004</b>	<b>5,000</b>	<b>11,670</b>	<b>27,000</b>	<b>22,000</b>	<b>-</b>
<b>OTHER</b>						
Miscellaneous Revenue	39,673	22,528	157,118	157,975	135,447	135,000
Reimbursement Revenue	138,363	318,912	318,743	335,000	16,088	
Internal Service Fund Charges/Cost Allocations	1,617,909	1,593,405	-	1,593,405	-	
Recovery of Labor & Benefits	285,538	397,766	153,389	205,356	(192,410)	(192,000)
Restitution/Public Property Damage Recovery	175,445	5,000	68,065	72,069	67,069	67,000
Police Department Sales	7,373	8,487	3,061	3,061	(5,426)	
Transfers In	-	-	-	-	-	
<b>Total Other</b>	<b>2,264,300</b>	<b>2,346,098</b>	<b>700,376</b>	<b>2,366,866</b>	<b>20,768</b>	<b>10,000</b>
<b>Total General Fund Revenue</b>	<b>\$ 46,452,836</b>	<b>\$ 45,554,953</b>	<b>\$ 23,046,187</b>	<b>\$ 45,796,289</b>	<b>\$ 241,336</b>	<b>\$ 84,500</b>

## GENERAL FUND EXPENDITURES

The Fiscal Year 2024-25 budget includes General Fund expenditure appropriations of \$46.4 million, with \$28.4 million (61 percent) expended as of February 25, 2025. It is recommended that the City Council consider the following adjustments to the General Fund expenditure appropriations of \$405,000:

Overall expenditure are projected to be lower than budgeted. This is largely comprised of \$1.7 million in salary and benefits savings and a small increase of approximately \$405,000 in operating expenditure. Combined with the overall general fund expenditure budget, it is projected to come in \$1.3 million under budget.

The Fiscal Year 2024-2025 General Fund Expenditures table that follows the explanations in this section includes a column titled “Budget Adjustment”. The Budget Adjustment column represents a combination of operating expenses along with salary and benefit adjustments. An explanation of the proposed budget adjustments in the two categories, operating expenditures and salary and benefits is provided as follows:

### *Salary & Benefits - \$(1.7 million)*

The net decrease is mostly attributable to salary savings from vacant positions within the Police and Engineering Departments. CalPERS UAL was about \$230,000 lower than budgeted and OPEB trust investments performed above expectations and do not need a contribution for the current fiscal year, resulting in savings of \$260,000

### *Operating Expenditures (Non-Salary & Benefits) - \$405,000*

The proposed budget adjustments listed below, by department, reflect operating expenditure (Non-Salary & Benefits) requests:

#### Police Department

It is recommended that the Police Department budget increase by \$381,000 to fund higher-than-anticipated costs related to Booking Fees. These fees paid to Sacramento County are increased annually and charged more than the agency’s three-year average for non-felony bookings. With bookings increasing, we are seeing significant charges but anticipate seeing this average normalize this fiscal year with a downward trend in the next year or two.

#### Administrative Services Department

Risk Management – \$ 24,000 includes the California Intergovernmental Risk Authority (CIRA) insurance premiums coming in higher than projected. Staff is recommending an increase to the operating budget to reflect the true costs associated to Insurance premiums.

### *Other notable variances not requiring an adjustment in Operating Expenditures (Non-Salary & Benefits)*

#### Community Development Department

Overall, the department divisions are showing below-budgeted expenditures with a slight increase in Planning of \$6,000 due to the planned Sunrise Tomorrow Plan Mission to Belmar which is to be offset with earned revenues from the City of San Diego, et al. ex rel. Blackbird Special Project, LLC v. Invitation Homes, Inc. lawsuit resulting in no fiscal impact.



General Services Department

Overall, the department is showing an increase in expenditures largely as a result of the Engineering division projected to exceed its budget by \$227,750. This is mostly due to \$236,000 in reimbursable expenses, \$55,000 related to Right of Way damages and \$65,000 related to engineering professional services due to the shortage in engineering staff. Staff is not recommending an increase as the primary increase in expenditures is due to expenses that will be offset by revenues and salary savings due to vacancies in the division.

A summary of General Fund expenditures as of February 28, 2025 and the recommended budget adjustment is provided below:

CITY OF CITRUS HEIGHTS Fiscal Year 2024-25 General Fund Expenditures By Department As of February 25, 2025						
	FY 2023-24 Actual	FY 2024-25 Amended Budget	YTD Actual (2/25/25)	Year-End Projection	Projected Over/(Under) Budget	Budget Adjustment
City Council	159,532	218,778	84,538	218,778	(0)	
City Manager	444,189	536,648	266,638	438,150	(98,499)	
City Attorney	256,101	391,700	138,075	391,700	-	
City Clerk	259,452	283,868	172,093	262,848	(21,020)	
Elections	-	57,100	56,005	56,625	(475)	
<b>City Manager's Office</b>	1,119,274	1,488,094	717,350	1,368,100	(119,994)	
Economic Development	971,711	1,127,539	623,179	1,033,667	(93,872)	
<b>Economic Development &amp; Community Engagement</b>	971,711	1,127,539	623,179	1,033,667	(93,872)	
Human Resources	601,324	816,888	468,032	780,365	(36,523)	
Information Services	1,615,202	1,789,038	1,113,597	1,769,105	(19,933)	
Risk Management	2,237,351	3,036,590	2,125,807	3,064,724	28,133	24,000
Finance	994,548	977,317	551,092	968,079	(9,239)	
Non Departmental	3,715,142	3,195,250	2,308,503	2,748,731	(446,519)	
<b>Administrative Services</b>	9,163,568	9,815,084	6,567,032	9,331,003	(484,081)	
Police	19,171,633	24,900,786	15,146,080	24,418,920	(481,866)	381,000
Animal Control	664,457	972,243	275,451	861,002	(111,241)	
<b>Police</b>	19,836,089	25,873,029	15,421,531	25,279,921	(593,108)	
Community Events	283,425	411,403	167,915	388,881	(22,523)	
Community Center Operations	937,455	732,807	552,233	731,817	(990)	
Sylvan Community Center	21,442	20,580	9,105	20,580	-	
Sayonara Community Center	5,109	17,530	11,168	17,530	-	
Engineering	1,054,522	782,745	668,400	1,010,503	227,758	
Facility Management	528,829	876,711	582,253	695,656	(181,055)	
Fleet Management	771,044	885,900	636,519	919,985	34,085	
<b>General Services</b>	3,601,825	3,727,676	2,627,594	3,784,951	57,274	
Housing	138,967	264,137	164,417	261,838	(2,299)	
Planning	509,172	558,779	370,925	561,795	3,016	
Building Inspection	964,515	1,084,512	662,116	1,007,946	(76,566)	
Planning Commission	-	14,700	1,190	12,400	(2,300)	
<b>Community Development</b>	1,612,654	1,922,128	1,198,649	1,843,979	(78,150)	
Use of/Transfers to Non-General Fund Reserves	1,111,000	2,469,197	1,216,774	2,469,197	-	
<b>General Fund Expenditures</b>	<b>\$37,416,121</b>	<b>\$46,422,748</b>	<b>\$28,372,108</b>	<b>\$45,110,818</b>	<b>\$ (1,311,930)</b>	<b>\$ 405,000</b>

\*Use of/Transfers to Non-General Fund Reserves includes budgeted transfers to Non-General fund reserves of \$1,110,000 and use of General Fund Reserves of \$1.36 million for the purchase of the Old Auburn and Sylvan properties.

**American Rescue Plan Act Funds**

The City received American Rescue Plan Act (ARPA) funds in the amount of \$15,676,972. These funds were deposited into a sub-account of the General Fund so that the expenditure of ARPA funds could be properly tracked for reporting and audit purposes. To date, ARPA funds have been fully committed. A summary of ARPA funds as of December 31, 2024 is below.

Total Award		\$	15,676,972			
<u>Completed Projects</u>			<u>Actual</u>			
Small Business COVID Recovery Grant			\$	281,111		
Block Party Trailer - Economic Development+			\$	27,794		
Patriotic Event+			\$	68,438		
Proposed Grant Strategy+			\$	60,000		
Police Fleet Vehicles & Equipment			\$	1,800,000		
Community Projects Grant Program**+			\$	72,400		
Cares Commuinity Pride and Cleanliness Campaign+			\$	38,607		
Sound Wall Beautification+			\$	105,986		
<u>In Process Projects</u>		<u>Committed</u>	<u>Actual thru</u>	<u>Remaining</u>		
			<u>12/31/24</u>	<u>balance</u>		
Beautification Crew Pilot Program +	\$	875,000	\$	427,962	\$	447,038
Business Attraction Incentive Program**+	\$	87,363	\$	67,363	\$	20,000
Public Safety Communications Center Critical Needs	\$	600,000	\$	284,292	\$	315,708
I.T. Critical, Major Projects; Execute Contract Tyler Technologies+	\$	1,229,601	\$	1,179,825	\$	49,776
Public Safety Positions to PrePandemic Levels	\$	7,749,590	\$	7,432,665	\$	316,925
General Government Services & Critical Projects	\$	2,681,082	\$	852,117	\$	1,828,965
Committed funds		\$	15,676,972			
Spent		\$	12,698,560			
Remaining Committed		\$	2,978,412			
Current Balance		\$	-		Funds to allocate/reallocate	
+ City Council Strategic Objective						
** dependent on program subscription						

**TEN YEAR FINANCIAL FORECAST**

As a strategic fiscal planning tool, the City maintains a long-term financial forecast. Because this forecast is based upon data currently available, it is updated periodically to reflect new information regarding anticipated future revenues and expenditures. The financial forecast covers a ten-year period for the City's General Fund. City Council last reviewed the Financial Forecast during the Mid-Cycle update at the June 26, 2024 meeting. At the time, staff was projecting a net operating surplus to the General Fund Reserve of \$5.7 million for FY2023/24. Unaudited projections show an increase to \$9 million largely due to higher than anticipated revenues such as investment revenues, building permits, engineering fees, red-light camera fines, and savings in expenditures due to staffing vacancies. The change in expenditures on the FY2024/25 Amended Budget includes the council-adopted purchase of the Old Auburn and Sylvan properties. Below is a snapshot of the above-mentioned changes to the Forecast Model. The full model is included as an attachment to this report for better viewing. The Ten-Year Financial Forecast has been updated and includes the following changes:

- Fiscal Year 2023/24 – To include Year-end preliminary unaudited revenue and expenditures

- Fiscal Year 2024/25 - To reflect the Mid-Year budget projections.

A summary of the Ten-Year Financial Forecast is provided below. A more detailed version is attached to this report.

	<b>FY 2023-24</b> Amended Budget	<b>FY 2023-24</b> Unaudited Actual	<b>FY 2024-25</b> Mid Cycle Budget	<b>FY 2024-25</b> Amended Budget	<b>FY 2024-25</b> Mid Year Projection
<b>Beginning Reserve Balance (Unassigned/Committed)</b>	24,355,857	24,355,857	30,159,164	30,159,164	30,159,164
<b>TOTAL REVENUE</b>	44,643,952	46,452,836	45,554,953	45,554,953	45,796,289
<b>TOTAL OPERATING EXPENDITURES</b>	38,977,823	37,416,121	45,063,552	46,422,749	45,110,818
<b>Net Operating Position</b>	5,666,129	9,036,715	491,401	(867,796)	685,471
ARPA	2,766,592	2,766,592			2,641,927
STREET REPAIRS	(2,000,000)	(2,000,000)	(4,000,000)	(4,000,000)	(4,000,000)
Auburn Blvd - Phase 2 Match	(4,000,000)	(4,000,000)			
<b>Ending Reserve Balance</b>	<b>\$ 26,788,578</b>	<b>\$ 30,159,164</b>	<b>\$ 26,650,565</b>	<b>\$ 25,291,368</b>	<b>\$ 29,486,562</b>
<i>Minimum Reserve per City Council Policy (17%)</i>	\$ 6,626,230	\$ 6,360,741	\$ 7,660,804	\$ 7,891,867	\$ 7,668,839
Over(under) Reserve Target	20,162,348	23,798,424	18,989,762	17,399,501	21,817,723
<i>City Manager Target Reserve @25%</i>	\$ 9,744,456	\$ 9,354,030	\$ 11,265,888	\$ 11,605,687	\$ 11,277,704
Projected Cashflow	17,044,123	20,805,134	15,384,677	13,685,681	18,208,858

The Finance and Administration Committee has reviewed the information on Fiscal Year 2024/25 General Fund Mid-Year budget analysis and the updated Ten-Year Financial Forecast.

### Attachments

1. Resolution
2. Ten Year Financial Forecast

**RESOLUTION NO. 2025 - \_\_\_\_****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS  
HEIGHTS APPROVING AMENDMENTS TO THE FISCAL YEAR  
2024-25 BUDGET**

**WHEREAS**, on May 25, 2023, the City Council adopted the budget for the City of Citrus Heights for Fiscal Year 2024-25 and further amended on June 26, 2024; and

**WHEREAS**, based upon a review of revenues and expenditures, staff has recommended amendments to the Fiscal Year 2024-25 Budget; and

**WHEREAS**, the Finance and Administration Committee reviewed the proposed budget amendments; and

**WHEREAS**, the City Council has reviewed information on the status of revenues and expenditures for the 2024-25 Fiscal Year which are the basis for the recommended budget amendments .

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Citrus Heights approves amendments to the Fiscal Year 2024-25 Budget as provided for in the attached Exhibit A.

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 12<sup>th</sup> day of March 2025, by the following vote, to wit:

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

---

**Dr. Jayna Karpinski-Costa, Mayor**

**ATTEST:**

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**Amy Van, City Clerk**

**Exhibit**

- a. Fiscal Year 2024-25 Budget Amendments

CITY OF CITRUS HEIGHTS							
Fiscal Year 2024-25 General Fund Expenditures By Department							
As of February 25, 2025							
	FY 2023-24 Actual	FY 2024-25 Amended Budget	YTD Actual (2/25/25)	Year-End Projection	Projected Over/(Under) Budget	Budget Adjustment	
City Council	159,532	218,778	84,538	218,778	(0)		
City Manager	444,189	536,648	266,638	438,150	(98,499)		
City Attorney	256,101	391,700	138,075	391,700	-		
City Clerk	259,452	283,868	172,093	262,848	(21,020)		
Elections	-	57,100	56,005	56,625	(475)		
City Manager's Office	1,119,274	1,488,094	717,350	1,368,100	(119,994)		
Economic Development	971,711	1,127,539	623,179	1,033,667	(93,872)		
Economic Development & Community Engagement	971,711	1,127,539	623,179	1,033,667	(93,872)		
Human Resources	601,324	816,888	468,032	780,365	(36,523)		
Information Services	1,615,202	1,789,038	1,113,597	1,769,105	(19,933)		
Risk Management	2,237,351	3,036,590	2,125,807	3,064,724	28,133	24,000	
Finance	994,548	977,317	551,092	968,079	(9,239)		
Non Departmental	3,715,142	3,195,250	2,308,503	2,748,731	(446,519)		
Administrative Services	9,163,568	9,815,084	6,567,032	9,331,003	(484,081)		
Police	19,171,633	24,900,786	15,146,080	24,418,920	(481,866)		381,000
Animal Control	664,457	972,243	275,451	861,002	(111,241)		
Police	19,836,089	25,873,029	15,421,531	25,279,921	(593,108)		
Community Events	283,425	411,403	167,915	388,881	(22,523)		
Community Center Operations	937,455	732,807	552,233	731,817	(990)		
Sylvan Community Center	21,442	20,580	9,105	20,580	-		
Sayonara Community Center	5,109	17,530	11,168	17,530	-		
Engineering	1,054,522	782,745	668,400	1,010,503	227,758		
Facility Management	528,829	876,711	582,253	695,656	(181,055)		
Fleet Management	771,044	885,900	636,519	919,985	34,085		
General Services	3,601,825	3,727,676	2,627,594	3,784,951	57,274		
Housing	138,967	264,137	164,417	261,838	(2,299)		
Planning	509,172	558,779	370,925	561,795	3,016		
Building Inspection	964,515	1,084,512	662,116	1,007,946	(76,566)		
Planning Commission	-	14,700	1,190	12,400	(2,300)		
Community Development	1,612,654	1,922,128	1,198,649	1,843,979	(78,150)		
Use of/Transfers to Non-General Fund Reserves	1,111,000	2,469,197	1,216,774	2,469,197	-		
Subtotal General Fund Expenditures	\$ 37,416,121	\$ 46,422,748	\$ 28,372,108	\$ 45,110,818	\$ (1,311,930)	\$ 405,000	

CITY OF CITRUS HEIGHTS  
FY 2024-25 General Fund Revenue  
As of February 25, 2025

	FY 2023-24 Actual	FY 2024-25 Budget	YTD Actual (2/28/25)	Year-End Projection	Projected Over/(Under) Budget	Budget Adjustment
<b>TAXES AND FRANCHISES</b>						
Property Tax	7,623,218	7,883,297	4,383,639	7,755,521	(127,776)	(128,000)
Sales and Use Tax	13,849,506	14,179,764	5,222,567	13,627,245	(552,519)	(550,000)
Utility Users Tax	2,732,097	2,650,000	2,058,026	2,695,607	45,607	
Franchise Fees	634,631	750,000	-	650,000	(100,000)	(100,000)
Franchise Fees Solid Waste	700,962	680,000	434,497	651,745	(28,255)	
Property Transfer Tax	249,317	375,000	137,987	250,886	(124,114)	(124,000)
Transient Occupancy Tax	66,194	110,000	39,974	80,658	(29,342)	
<b>Total Taxes and Franchises</b>	<b>25,855,925</b>	<b>26,628,061</b>	<b>12,276,690</b>	<b>25,711,662</b>	<b>(916,399)</b>	<b>(902,000)</b>
<b>LICENSES AND PERMITS</b>						
Business License	336,265	242,050	225,119	327,000	84,950	80,000
Building Plan Check	338,606	248,788	235,199	280,000	31,212	
Engineering Fees Private Dev	87,321	12,000	32,911	5,000	(7,000)	
Zone Check	16,392	9,018	11,857	11,857	2,839	
Building Permits	1,626,360	1,062,971	1,108,448	1,154,036	91,065	90,000
Engineering Fees Utilities	191,875	144,919	140,774	165,000	20,081	
Tree Permit	2,101	1,600	1,059	1,400	(200)	
Transportation Permits	11,552	15,914	4,930	12,000	(3,914)	
Records Processing/Strong Motion	11,498	8,989	1,792	8,435	(554)	
Other Licenses and Permits	54,341	58,855	30,848	81,000	22,145	
<b>Total Licenses and Permits</b>	<b>2,676,311</b>	<b>1,805,104</b>	<b>1,792,937</b>	<b>2,045,728</b>	<b>240,624</b>	<b>170,000</b>
<b>FINES AND FORFEITURES</b>						
Non-Sufficient Funds Penalty	222	106	153	153	47	
Vehicle Fines	120,694	140,000	60,783	152,000	12,000	
Red Light Camera Fines	960,814	684,281	536,785	960,000	275,719	275,000
<b>Total Fines and Forfeitures</b>	<b>1,081,731</b>	<b>824,387</b>	<b>597,721</b>	<b>1,112,153</b>	<b>287,766</b>	<b>275,000</b>
<b>INTERGOVERNMENTAL</b>						
State Mandated Reimbursements	128,650	25,000	221	25,000	-	
Federal Grants/ Reimbursements	-	-	-	-	-	
Motor Vehicle-in-Lieu Fee	11,204,604	11,482,407	5,907,422	11,539,003	56,596	56,500
<b>Total Intergovernmental</b>	<b>11,333,253</b>	<b>11,507,407</b>	<b>5,907,643</b>	<b>11,564,003</b>	<b>56,596</b>	<b>56,500</b>
<b>USE OF MONEY</b>						
Investment Revenue	1,968,943	1,225,000	820,839	1,700,004	475,004	475,000
<b>Total Use of Money</b>	<b>1,968,943</b>	<b>1,225,000</b>	<b>820,839</b>	<b>1,700,004</b>	<b>475,004</b>	<b>475,000</b>
<b>CHARGES FOR SERVICES</b>						
Lease Payments	337,238	343,987	255,161	343,987	(0)	
Administrative Fees	62,175	38,565	21,261	33,500	(5,065)	
Police - Reimbursement Contract Overtime	149,431	106,090	93,807	150,000	43,910	
False Alarm/Alarm Permit Fees	60,720	60,000	50,844	75,000	15,000	
Vehicle Release / Towing	75,749	80,000	52,444	80,000	-	
Community Center Rentals	414,253	439,136	410,486	486,386	47,250	
Planning Fees	83,298	90,950	41,443	45,000	(45,950)	
Animal Control Fees and Charges	69,504	55,168	12,865	55,000	(168)	
<b>Total Charges for Services</b>	<b>1,252,368</b>	<b>1,213,896</b>	<b>938,311</b>	<b>1,268,873</b>	<b>54,977</b>	<b>-</b>
<b>CONTRIBUTIONS</b>						
Donations / Sponsorships	20,004	5,000	11,670	27,000	22,000	
Developer Contributions	-	-	-	-	-	
<b>Total Contributions</b>	<b>20,004</b>	<b>5,000</b>	<b>11,670</b>	<b>27,000</b>	<b>22,000</b>	<b>-</b>
<b>OTHER</b>						
Miscellaneous Revenue	39,673	22,528	157,118	157,975	135,447	135,000
Reimbursement Revenue	138,363	318,912	318,743	335,000	16,088	
Internal Service Fund Charges/Cost Allocations	1,617,909	1,593,405	-	1,593,405	-	
Recovery of Labor & Benefits	285,538	397,766	153,389	205,356	(192,410)	(192,000)
Restitution/Public Property Damage Recovery	175,445	5,000	68,065	72,069	67,069	67,000
Police Department Sales	7,373	8,487	3,061	3,061	(5,426)	
Transfers In	-	-	-	-	-	
<b>Total Other</b>	<b>2,264,300</b>	<b>2,346,098</b>	<b>700,376</b>	<b>2,366,866</b>	<b>20,768</b>	<b>10,000</b>
<b>Total General Fund Revenue</b>	<b>\$ 46,452,836</b>	<b>\$ 45,554,953</b>	<b>\$ 23,046,187</b>	<b>\$ 45,796,289</b>	<b>\$ 241,336</b>	<b>\$ 84,500</b>

General Fund Ten Year Financial Forecast

With Partial Street Funding  
2/28/2025

	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>FY 2024-25</u>	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>FY 2026-27</u>	<u>FY 2027-28</u>	<u>FY 2028-29</u>	<u>FY 2029-30</u>	<u>FY 2030-31</u>	<u>FY 2031-32</u>	<u>FY 2032-33</u>
	Actual	Amended Budget	Unaudited Actual	Mid Cycle Budget	Amended Budget	Mid Year Projection	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Beginning Reserve Balance (Unassigned/Committed)	11,932,391	24,355,857	24,355,857	30,159,164	30,159,164	30,159,164	29,486,562	26,744,073	23,522,551	20,665,652	18,177,677	16,042,453	14,209,771	12,847,220
TOTAL REVENUE	44,871,679	44,643,952	46,452,836	45,554,953	45,554,953	45,796,289	46,105,938	46,672,707	48,064,794	49,485,408	50,914,656	52,359,098	53,967,138	54,786,732
TOTAL OPERATING EXPENDITURES	32,448,213	38,977,823	37,416,121	45,063,552	46,422,749	45,110,818	44,848,427	45,894,230	46,921,693	47,973,383	49,049,881	50,191,780	51,329,689	52,484,232
Net Operating Position	12,423,466	5,666,129	9,036,715	491,401	(867,796)	685,471	1,257,511	778,478	1,143,101	1,512,025	1,864,775	2,167,318	2,637,449	2,302,500
ARPA		2,766,592	2,766,592			2,641,927								
STREET REPAIRS		(2,000,000)	(2,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)
Auburn Blvd - Phase 2 Match		(4,000,000)	(4,000,000)											
Ending Reserve Balance	\$ 24,355,857	\$ 26,788,578	\$ 30,159,164	\$ 26,650,565	\$ 25,291,368	\$ 29,486,562	\$ 26,744,073	\$ 23,522,551	\$ 20,665,652	\$ 18,177,677	\$ 16,042,453	\$ 14,209,771	\$ 12,847,220	\$ 11,149,720
Minimum Reserve per City Council Policy (17%)	\$ 5,516,196	\$ 6,626,230	\$ 6,360,741	\$ 7,660,804	\$ 7,891,867	\$ 7,668,839	\$ 7,624,233	\$ 7,802,019	\$ 7,976,688	\$ 8,155,475	\$ 8,338,480	\$ 8,532,603	\$ 8,726,047	\$ 8,922,319
Over(under) Reserve Target	18,839,661	20,162,348	23,798,424	18,989,762	17,399,501	21,817,723	19,119,840	15,720,532	12,688,964	10,022,202	7,703,973	5,677,168	4,121,173	2,227,401
City Manager Target Reserve @25%	\$ 8,112,053	\$ 9,744,456	\$ 9,354,030	\$ 11,265,888	\$ 11,605,687	\$ 11,277,704	\$ 11,212,107	\$ 11,473,557	\$ 11,730,423	\$ 11,993,346	\$ 12,262,470	\$ 12,547,945	\$ 12,832,422	\$ 13,121,058
Projected Cashflow	16,243,804	17,044,123	20,805,134	15,384,677	13,685,681	18,208,858	15,531,966	12,048,993	8,935,229	6,184,332	3,779,982	1,661,826	14,798	-1,971,338





# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT

### MEMORANDUM

**DATE:** March 12, 2025

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

**FROM:** Alexander A. Turcotte, Chief of Police

**SUBJECT:** **Organized Retail Theft Grant Implementation and Operational Update**

#### **Summary and Recommendation**

This staff report provides an update to City Council on the Police Department's Organized Retail Theft Grant implementation progress and operations. No action is requested.

#### **City Council Strategic Goal/Objective**

This staff report aligns with the following Citrus Heights City Council Strategic Plan Objective:

Goal: Preserve and Enhance Public Safety

Objective: Implement the Retail Theft Grant and provide quarterly updates to the City Council on the outcomes achieved.

#### **Fiscal Impact**

The police department was awarded \$2,752,138 in grant funding from the Board of State and Community Corrections (BSCC) under the Organized Retail Theft (ORT) Grant Program. This funding covers associated costs with the purchase and implementation of ORT technology, data evaluation and collection, and assigned personnel to include a full-time Real-Time Information Center (RTIC) operator and a part-time dedicated ORT detective. As of December 31, 2024, the department has spent \$862,703 and all of the funds are encumbered for grant related activities. There is no impact to the General Fund associated with this grant funding.

#### **Background and Analysis**

On November 9, 2023, via Resolutions 2023-101 and 2023-102, the Citrus Heights City Council approved the acceptance of Fiscal Year 2023 ORT Grant Program Funds and the additional full-time grant funded position. All project activities, with the exception of the Final Local Evaluation Report, must be completed within the grant timeframe of October 1, 2023 to December 31, 2026. Implementation of the ORT Grant Program was also discussed at the January 25, 2024 City Council meeting.

**Subject: Organized Retail Theft Grant Implementation and Operational Update****Date: March 12, 2025****Page 2 of 7**

In accordance with grant requirements, quarterly activity is reported directly to BSCC. As well, in alignment with the City's strategic objective related to ORT operations, a quarterly summary report is sent to City Council. To date, two summary reports have been sent directly to Council for quarters three and four of the grant cycle. The quarter five report has been prepared and attached to this staff report along with copies of the previous two reports. These summaries contain an updated overview on implementation of key grant objectives, metrics, and project highlights.

The purpose of the Police Department's ORT program is to benefit businesses and community members through enhanced criminal identification, detection, and prevention. This is accomplished through software and hardware technology upgrades, dedicated staff positions, and collaboration with our local businesses.

**Technology Assets:***Fixed Cameras*

The department was awarded funding to extend and enhance the City's existing license plate reader (LPR) Flock program, which was strategically established with business and community partners. In doing so, the department has prioritized transparency and trust with the community by providing them with first-hand experience regarding how their data is collected and stored, and ensuring their privacy rights are protected within the Flock system. Because of that, the initial program received overwhelming support from within the community, with seven private stakeholder partners deploying 17 LPR Flock cameras. The addition of the grant funded Flock cameras provides a value-added benefit to our existing private partnership stakeholders by completing the interconnected infrastructure network of LPR cameras in the City designed to prevent theft and reduce violent crime within the community.

Implementing these LPR cameras help further support the Citrus Heights Police Department's (CHPD) goal of regional communication and sharing information about criminal activities that occur across jurisdictional boundaries. This is of particular importance regarding organized retail theft and motor vehicle theft, wherein suspects regularly cross jurisdictional boundaries. As noted, the City is connected both by surface streets and Interstate 80 to surrounding communities such as Roseville (north), Orangevale (east), Fair Oaks (south), and Antelope/Foothill Farms and the City of Sacramento (west). CHPD has an agreement with the Elk Grove Police Department to share crime intelligence and communication within the region and with other allied agency partners and hosts regional meetings wherein best practices and protocols are discussed and identified to decrease crime and increase safety.

As of quarter five, 55 Flock cameras have been installed. An additional 21 cameras are in the process of being installed. Over the course of the ORT grant term, cameras will be evaluated to see which locations are most effective in crime reduction efforts.

*Mobile Camera Platforms*

Funding was secured to purchase six security camera trailers to deter, prevent, and capture evidence related to ORT. Mobile trailers equipped with cameras and LPR technology can be

**Subject: Organized Retail Theft Grant Implementation and Operational Update****Date: March 12, 2025****Page 3 of 7**

mobilized and placed in various locations to provide a greater sense of security and enhanced capabilities to combat crime, particularly in locations where the installation of cameras would otherwise pose difficult.

The trailers are transported to desired locations to deter crime and capture evidence related to retail theft. The system is remotely accessible and has controllable live video using a cellular or Wi-Fi connection. Remote control features allow officers to view video and control the pan tilt zoom camera from any Internet connected device, and a built-in network video recorder stores video. The system setup also provides for email and text notifications based on real-time video analytics. The trailers are equipped with adjustable masts allowing cameras to be raised up to 30 feet high.

By providing a visual deterrent with the use of a large mast with flashing lights, potential thieves are dissuaded from committing a theft. By having several cameras, equipped with LPR technology, CHPD can identify a vehicle's direction of travel or create alerts when certain vehicles enter the designated area. This is especially useful when officers are alerted to a known vehicle entering the area, allowing responding officers to arrive at the location and sometimes interrupt, capture, or deter the subjects from committing the crime. With multiple cameras at designated locations and the ability to move them around, it creates a virtual umbrella of security over the retail shopping areas as the locations can quickly be changed day-to-day or week-to-week.

The trailers feature solar panels and a reliable battery backup system to keep them running. In a typical deployment with sufficient sunlight, the system can run continuously and autonomously year-round. The trailers can be deployed to a location temporarily or be used for long-term field use; they are designed to withstand rugged conditions.

The department has purchased three mobile camera platforms to date. They are currently being used and evaluated to determine if more are needed.

*Live 911 Software*

Live 911 is a real-time service that plays incoming emergency calls in the responders' vehicles and in the RTIC. The live 911 call feed can be set on geographical parameters such as beats or the radius around their patrol car. This decreases response times, increases situational awareness and safety for the officers, can be used to address specific crime conditions such as having officers head towards an incident before call processing has completed, and means that there is a greater likelihood of apprehension of the suspect and diminishes the possibility of continued crimes by the same organized retail theft rings.

This software has been tested, and we are in the process of implementation.

*Peregrine Software*

Peregrine is a data aggregation system that combines all department systems into one. This allows staff to readily access data, conduct analysis on enforcement efforts, and expands the department's ability to share crime data with other agencies that are tied into this system.

**Subject: Organized Retail Theft Grant Implementation and Operational Update****Date: March 12, 2025****Page 4 of 7**

Peregrine centralizes data from a variety of sources, uses machine-driven methods to enhance data and apply logic that links people, places, events, etc., and provides the information to the user in easily readable formats.

This software is in place and near one hundred percent implementation. This, near real-time, data aggregation enables staff to implement crime strategies and develop evidentiary links far quicker than the previous manual method of searching and comparing multiple disparate data systems one at a time. This has already proved useful in several key investigations.

*Video Wall*

The project will create a video wall (eight displays total, measuring four and half feet tall and 16 feet across). The addition of an enhanced video platform into the Communications Center will aid in the telecommunicators' abilities to view real-time footage from various video sources such as LPRs, City-owned traffic cameras, the Computer Aided Dispatch System (CAD), Next Generation 9-1-1 maps, and data. This system will better prepare the department for future technological advancements. This enables the dispatch team to better share incoming information with responding units, enhancing the situational awareness of responding officers while increasing the likelihood of a successful outcome. The video feeds will allow dispatchers to “on-view” incidents and direct patrol to in-progress events. The larger viewing format will allow for a better description of suspect vehicles to responding units aiding in the apprehension of those who have committed thefts or other serious crimes.

The video wall will be installed as part of the Council approved Communications Center remodel.

Staff Positions*RTIC Operator*

A full-time position was added, through the grant, to fund a department employee at the RTIC in Elk Grove. The RTIC operator assists patrol operations with in-progress crimes involving vehicle theft and ORT, directs patrol resources in real-time to identify offenders entering the city based on Flock alerts or following a reported crime. The operator also aids investigative collaborations with detectives along with the other Sacramento-area law enforcement agencies involved in the RTIC to help identify and solve vehicle theft and organized retail crime theft in the region. This is a fusion center concept where our RTIC operator and another operator from the Galt Police Department, are hosted along side Elk Grove Police Operators. This collaboration leverages the resources of this center to help reduce crime for the entire region. and communicate trends to neighboring agencies. Pooling personnel resources allows for a more robust staffing model and longer available RTIC hours to provide service in real-time emergencies far better than each agency could do on their own.

*Part-time Detective*

The part-time reserve detective was funded through this grant to assist with retail crime in our shopping centers in relation to theft prevention, education, reporting, and enforcement.

**Subject: Organized Retail Theft Grant Implementation and Operational Update****Date: March 12, 2025****Page 5 of 7**

This position has been filled, and the current detective is working with local businesses and their agents to create a citywide collaboration among loss prevention personnel. This allows private companies to better share critical crime trend information across the group to prevent future crimes and identify chronic offenders.

*Retail Partners*

The part-time detective attends monthly meetings with loss prevention agents to discuss theft trends and train investigative best practices. He also attends monthly regional ORT meetings and regularly meets with Neighborhood Areas and the Sunrise Marketplace to discuss crime prevention strategies and future department crime reduction initiatives.

The part-time detective has already led a number of significant investigations in partnership with our retail partners and staff. One such case occurred in January of this year involving two suspects who stole approximately \$6,000 worth of cosmetic products from a local retailer in Citrus Heights. After obtaining surveillance videos and still photos of the suspect, the detective conducted a follow up investigation which led to the identification of both suspects and their involvement in organized retail thefts from Los Angeles to Sacramento. Both suspects were determined to be part of Columbian crime group involved with organized retail theft and were determined to be responsible for 39 separate thefts totaling in more than \$170,000 of losses by these retailers.

A second significant case involved a month's long investigation into a Romanian crime group operating throughout the west coast. These ORT suspects that victimized numerous retailers throughout California, Oregon, Washington, and other western states for several months. They were wanted locally by the Sacramento Police Department, Sacramento Sheriff's Office, Vacaville Police Department, and several other agencies. The suspects were responsible for stealing hundreds of thousands of dollars worth of merchandise. The investigation involved the Border Patrol who initially identified the suspects via identity information when they entered the United States. The detective obtained an arrest warrant for the Citrus Heights ORT case and placed the suspect vehicle into LPR. The vehicle and the primary suspect were located later by the RTIC, utilizing fixed cameras. The primary suspect was taken into custody by patrol officers in a response coordinated with the RTIC operator. The detective responded, arrested the suspect and recovered over \$20,000 in stolen property from the vehicle.

ORT Metrics

As part of the grant requirements, the department gathered statistical data on the year prior to the grant implementation. The data provided below is the data from a year prior and the first year of the grant. It is important to note, prior to the implementation of this grant, the department did not have a specific way of capturing ORT data as these crimes were typically captured under larceny. Once the grant was implemented, staff were trained on how to specifically document ORT for more accurate tracking. Therefore, it is expected to see an increase in ORT related crimes due to a difference in reporting. While ORT efforts have a positive regional impact, all statistical reporting is based on incidents occurring within the city.

**Subject: Organized Retail Theft Grant Implementation and Operational Update****Date: March 12, 2025****Page 6 of 7**

Metric	October 1, 2022 – September 30, 2023 (Pre-Grant)	October 1, 2023 – September 30, 2024 (Post-Grant)
ORT incidents reported	7	21
ORT arrests	7	9
Motor Vehicle and Accessory theft incidents	597	393
Motor Vehicle and Accessory theft arrests	55	76

**ORT Supporting Operations**

The police department consistently partners with local retailers to arrange BLITZ operations aimed at reducing retail theft. These initiatives serve as supplementary crime prevention strategies that extend beyond grant-funded efforts, specifically targeting ORT. BLITZ operations often involve multiple agencies comprised of the police department, regional law enforcement, and loss prevention experts to collaboratively address incidents of theft and shoplifting in areas deemed high-risk.

These operations employ a coordinated strategy that includes an increased police presence, undercover surveillance, and close cooperation with retail businesses to share information and hold offenders accountable. The primary aim is to deter would-be criminals and effect a number of arrests within a concentrated timeframe, thereby creating a safer shopping experience for our community.

Between October 2024 and December 2024, as part of our holiday enforcement deployment strategy, the police department collaborated with local retail establishments to coordinate three separate BLITZ operations at various locations. Notably, one of these operations led to three arrests and assisted with a significant organized retail theft investigation involving thousands of dollars worth of baby formula that extended into the state of Texas. During this particular operation, over \$1,000 in stolen merchandise was successfully recovered. These operations reinforce the police department's commitment to proactively combat retail crime and send a clear message that theft will not be tolerated in our community.

The implementation of Proposition 36 on December 18, 2024, has proven to be an effective tool in the fight against ORT. Since its enactment, the Sacramento County Jail has seen an increase of approximately 30 additional bookings each month from agencies throughout the county. In this time, the Police Department has documented 46 arrests connected to Proposition 36, with 28 of those arrests stemming from previous Health and Safety violations. This demonstrates the significant impact of the proposition in addressing criminal activity related to retail theft in the community.

For calendar year 2023, the police department reported a total of \$305,498 in stolen property. Of this amount, \$35,221 was successfully recovered. In calendar year 2024, the police department reported \$337,464 in stolen property. Of this amount, \$51,113 was successfully recovered.

**Subject: Organized Retail Theft Grant Implementation and Operational Update**

**Date: March 12, 2025**

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Between calendar years 2023 and 2024, there has been a 10 percent (10%) increase in the value of stolen property; however, the recovered value in this same period rose by 45 percent (45%), resulting in a higher percentage of stolen property being recovered.

**Attachments**

1. Organized Retail Theft Quarter 3 Summary
2. Organized Retail Theft Quarter 4 Summary
3. Organized Retail Theft Quarter 5 Summary
4. Map of Fixed Camera Positions within the City





**CITRUS HEIGHTS POLICE DEPARTMENT**  
BSCC Organized Retail Theft Grant Quarterly Update



**Grant Period:** October 1, 2023 – June 1, 2027

**Grant Award:** \$2,752,138

**Quarter End:** June 30, 2024

**Grant Progress:**

<b>Not Started</b>	<b>Planning</b>	<b>Implementation Started</b>	<b>Complete/Established</b>
Have not yet been able to focus on project activity.	Started preparations and plans to begin implementing activity.	Initiated implementing this component but may not be fully developed or needs refinement.	Project activity is fully in place/completed and supporting project goals.

***RTIC Operator (full-time dispatcher assigned to RTIC)***

☐ ----- ☐ ----- ☐ ----- ☒  
 Not started                  Planning                  Implementation Started                  Completed

***Reserve Detective (assigned to focus on ORT and MVAT)***

☐ ----- ☐ ----- ☒ ----- ☐  
 Not started                  Planning                  Implementation Started                  Completed

***Flock Cameras***

☐ ----- ☐ ----- ☒ ----- ☐  
 Not started                  Planning                  Implementation Started                  Completed

***Portable/Mobile Cameras***

☐ ----- ☒ ----- ☐ ----- ☐  
 Not started                  Planning                  Implementation Started                  Completed

***Live 9-1-1***

☐ ----- ☐ ----- ☒ ----- ☐  
 Not started                  Planning                  Implementation Started                  Completed

***Video Wall***

☐ ----- ☒ ----- ☐ ----- ☐  
 Not started                  Planning                  Implementation Started                  Completed



## Grant Statistics

Activity	Current Quarter	Grant Running Total
Task force operations	0	0
MVT/MVAT operations	2	2
ORT incidents	7	18
ORT arrests	2	7
MVT/MVAT incidents	116	313
MVT/MVAT arrests	19	44

## Grant Goals and Objectives

*Reduce instances of ORT and MVT/MVAT.*

Activity	January 1 - June 30, 2023	January 1 - June 30, 2024	% change
ORT	4	16	300%
MVT	170	151	-11%
MVAT	117	64	-45%

*Increase apprehension/arrests of ORT and MVT/MVAT suspects.*

Activity	January 1 - June 30, 2023	January 1 - June 30, 2024	% change
ORT arrests	2	4	100%
MVT arrests	33	21	-36%
MVAT arrests	1	3	200%

## Project Highlights

1. On April 16, 2024, a suspect entered a Starbucks and brandished a handgun at the barista and demanded money. This suspect was also identified as a suspect in another Starbucks robbery in Citrus Heights that occurred just two days prior. The grant funded RTIC operator worked with officers investigating the robbery by utilizing LPR systems to locate a suspect vehicle license plate, resulting in the identified suspect being taken into custody within one day.
2. On May 18, 2024, a subject began tampering with a vehicle in a parking lot. The owner was inside the store and saw the subject tampering with his vehicle. The owner ran outside and struck the subject, causing him to fall to the ground and he was later pronounced deceased. The grant funded RTIC operator obtained video of the incident, identified the license plate number, allowing detectives to identify the owner of the vehicle.
3. On June 21, 2024, a male subject brandished a weapon at a victim. The RTIC operator was able to utilize cameras to identify a possible suspect and direction of travel. Officers located the suspect with a replica firearm, and he was taken into custody.

### Definitions:

**MVAT:** Motor Vehicle Accessory Theft

**MVT:** Motor Vehicle Theft

**ORT:** Organized Retail Theft

**RTIC:** Real-Time Information Center



**CITRUS HEIGHTS POLICE DEPARTMENT**  
BSCC Organized Retail Theft Grant Quarterly Update



**Grant Period:** October 1, 2023 – June 1, 2027

**Grant Award:** \$2,752,138

**Quarter End:** September 30, 2024

**Grant Progress:**

<b>Not Started</b>	<b>Planning</b>	<b>Implementation Started</b>	<b>Complete/Established</b>
Have not yet been able to focus on project activity.	Started preparations and plans to begin implementing activity.	Initiated implementing this component but may not be fully developed or needs refinement.	Project activity is fully in place/completed and supporting project goals.

***RTIC Operator (full-time dispatcher assigned to RTIC)***

☐ ----- ☐ ----- ☐ ----- ☒  
 Not started                  Planning                  Implementation Started                  Completed

***Reserve Detective (assigned to focus on ORT and MVAT)***

☐ ----- ☐ ----- ☐ ----- ☒  
 Not started                  Planning                  Implementation Started                  Completed

***Flock Cameras***

☐ ----- ☐ ----- ☒ ----- ☐  
 Not started                  Planning                  Implementation Started                  Completed

***Portable/Mobile Cameras***

☐ ----- ☐ ----- ☒ ----- ☐  
 Not started                  Planning                  Implementation Started                  Completed

***Live 9-1-1***

☐ ----- ☐ ----- ☒ ----- ☐  
 Not started                  Planning                  Implementation Started                  Completed

***Video Wall***

☐ ----- ☒ ----- ☐ ----- ☐  
 Not started                  Planning                  Implementation Started                  Completed

## Grant Statistics

Activity	Current Quarter	Grant Running Total
Task force operations	0	0
MVT/MVAT operations	3	5
ORT incidents	3	21
ORT arrests	2	9
MVT/MVAT incidents	60	373
MVT/MVAT arrests	29	73

## Grant Goals and Objectives

*Reduce instances of ORT and MVT/MVAT.*

Activity	January 1 - September 30, 2023	January 1 - September 30, 2024	% change
ORT	5	19	280%
MVT	242	211	-13%
MVAT	151	85	-44%

*Increase apprehension/arrests of ORT and MVT/MVAT suspects.*

Activity	January 1 - September 30, 2023	January 1 - September 30, 2024	% change
ORT arrests	2	6	200%
MVT arrests	69	63	-9%
MVAT arrests	1	3	200%

## Project Highlights

1. On July 25, 2024, a stolen vehicle was located via Condor camera recording. The RTIC Operator was able to narrow down the area of where the vehicle could have gone. An officer responded and located the vehicle. Detectives conducted additional follow-up and were able to contact several subjects and several additional stolen vehicles on the property.
2. On July 27, 2024, a license plate reader hit on a vehicle. The vehicles were located and tracked down multiple streets. The RTIC Operator was able to get the vehicle live on the Condor camera and guide responding officers and air unit to the vehicle. The vehicle was stopped and recovered along with the suspect being arrested.
3. On July 29, 2024, the department received an online report of a shoplift that occurred at a local business. A detective was able to obtain photos of the suspect. Using image comparison, the RTIC operator was able to provide a possible match on the suspect and was confirmed by the detective.
4. On August 7, 2024, a license plate reader hit was received from a local gaming establishment. Utilizing cameras, the RTIC Operator was able to locate the vehicle in the parking lot and advised responding officers. Detective surveilled the vehicle until the suspect came back.

5. On August 10, 2024, multiple 911 calls were received of a nude male acting aggressive while walking. Officers located the suspect and detained him after a struggle. The suspect was unidentified and had no identification on him. The RTIC Operator obtained a photo of the suspect from one of the responding officers our partners at the Elk Grove RTIC were able to assist with identifying the suspect via facial recognition. A warrant was served on the subject's apartment where a loaded firearm and drugs were located.
6. On August 21, 2024, the Citrus Heights Police Department had a grand theft call pending due to call volume. While at the RTIC Operator worked with a partner at the RTIC to obtain photos of the suspects and provided possible Identifying info on the suspects. Citrus Heights dispatch was advised of the updated information and officers were dispatched and were able to confirm the suspect's identity.

**Definitions:****MVAT:** Motor Vehicle Accessory Theft**MVT:** Motor Vehicle Theft**ORT:** Organized Retail Theft**RTIC:** Real-Time Information Center



**CITRUS HEIGHTS POLICE DEPARTMENT**  
BSCC Organized Retail Theft Grant Quarterly Update



**Grant Period:** October 1, 2023 – June 1, 2027

**Grant Award:** \$2,752,138

**Quarter End:** December 31, 2024

**Grant Progress:**

<b>Not Started</b>	<b>Planning</b>	<b>Implementation Started</b>	<b>Complete/Established</b>
Have not yet been able to focus on project activity.	Started preparations and plans to begin implementing activity.	Initiated implementing this component but may not be fully developed or needs refinement.	Project activity is fully in place/completed and supporting project goals.

***Real Time Information Center (RTIC) Operator (full-time dispatcher assigned to RTIC)***

☐ ----- ☐ ----- ☐ ----- ☒  
 Not started                  Planning                  Implementation Started                  Completed

***Reserve Detective, assigned to focus on Organized Retail Theft (ORT) and Motor Vehicle and Accessory Theft (MVAT)***

☐ ----- ☐ ----- ☐ ----- ☒  
 Not started                  Planning                  Implementation Started                  Completed

***Flock Cameras***

☐ ----- ☐ ----- ☒ ----- ☐  
 Not started                  Planning                  Implementation Started                  Completed

***Portable/Mobile Cameras***

☐ ----- ☐ ----- ☐ ----- ☒  
 Not started                  Planning                  Implementation Started                  Completed

***Live 9-1-1***

☐ ----- ☐ ----- ☒ ----- ☐  
 Not started                  Planning                  Implementation Started                  Completed

***Video Wall***

☐ ----- ☒ ----- ☐ ----- ☐  
 Not started                  Planning                  Implementation Started                  Completed

## Grant Statistics

Activity	Current Quarter	Grant Running Total
Task force operations	3	3
MVAT operations	2	7
ORT incidents	5	26
ORT arrests	4	13
MVAT incidents	81	454
MVAT arrests	5	78

## Grant Goals and Objectives

*Reduce instances of ORT and MVAT.*

Activity	January 1 - December 31, 2023	January 1 - December 31, 2024	% change
ORT	7	24	243%
MVT	303	246	-19%
MVAT	182	120	-34%

*Increase apprehension/arrests of ORT and MVAT suspects.*

Activity	January 1 - December 31, 2023	January 1 - December 31, 2024	% change
ORT arrests	5	10	100%
MVT arrests	84	68	-19%
MVAT arrests	1	3	200%

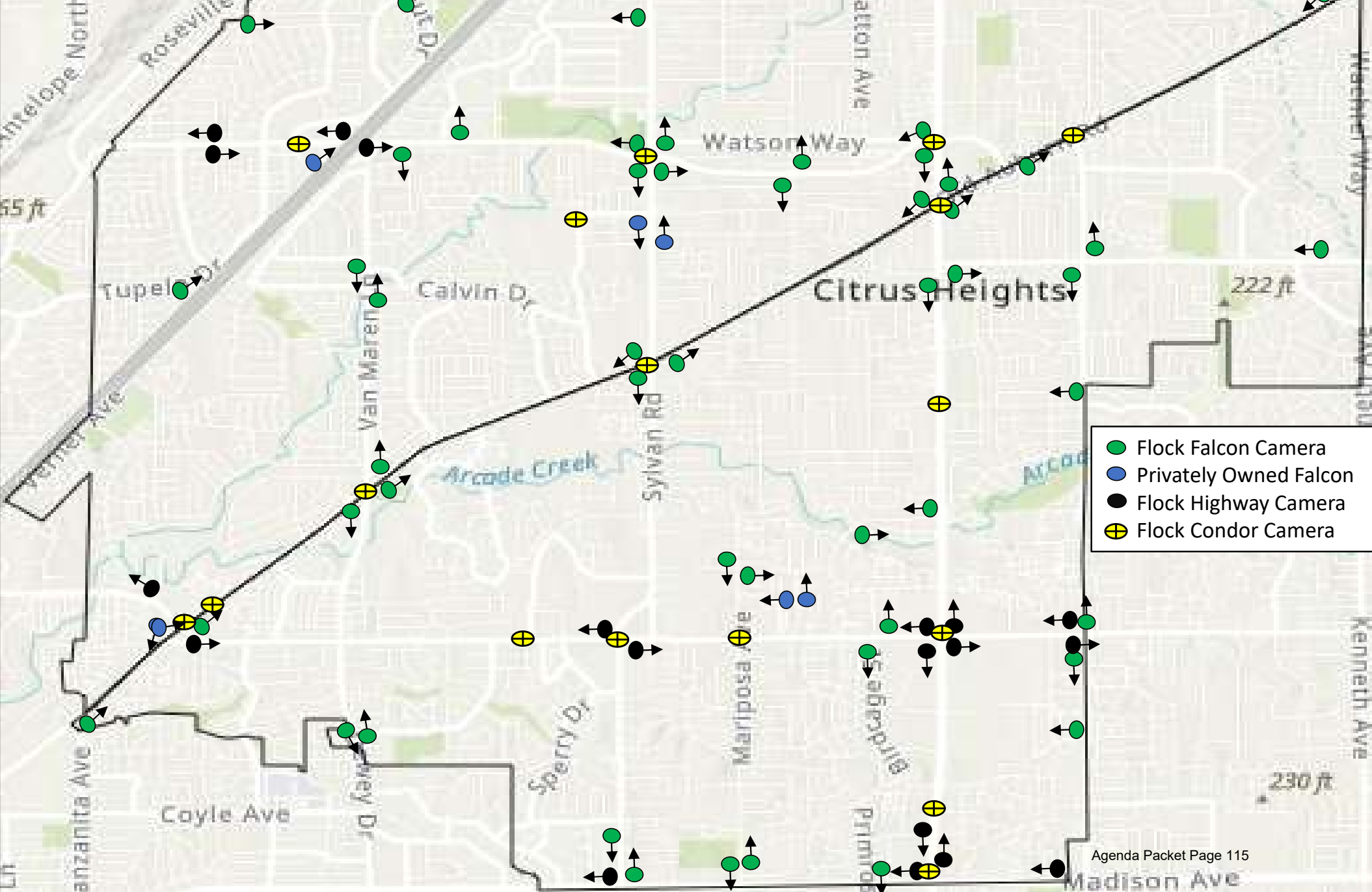
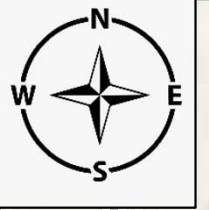
## Project Highlights

- The RTIC Operator assisted another law enforcement agency in identifying the residence of several organized retail crime (ORC) suspects using commercial data tools. The provided information led to the successful location and arrest of these individuals.
- A suspect involved in a theft incident at a local retail store was identified using investigative tools by the RTIC. The identification was confirmed by responding officers in real-time.
- Following a robbery at a retail location, a suspect was observed leaving the area by the RTIC Operator. The information was relayed to responding officers, leading to contact and arrest of the individual.
- After a reported theft, a suspect was located with the victim following nearby. Real-time updates were provided to officers, including when the suspect attempted to flee. Assistance was provided through camera monitoring to track the pursuit and support the officers in detaining the individual.
- Multiple suspects involved in an organized retail theft were identified using various investigative tools including Peregrine, leading to the identification of two of the three suspects.
- Retail theft suspects were identified and monitored in real-time while committing

an offense. Images of the suspects were shared with officers on scene, leading to their identification and subsequent detention. The individuals were linked to multiple prior theft incidents.

- A review of multiple retail theft incidents resulted in the identification of suspects in each case through investigative tools, contributing to broader case development.
- Following a violent crime involving a firearm, suspect and vehicle information was gathered and analyzed using available resources including Peregrine. A second suspect was identified, and the information provided to officers led to victim confirmation of the suspect's confirmation

# Flock IPR Locations







# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** March 12, 2025

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

**FROM:** Meghan Huber, Economic Development & Community Engagement  
Director

**SUBJECT:** **Grant Request for Attendance at the 2025 Neighborhoods USA (NUSA) Conference**

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### **Summary and Recommendation**

The 2025 Neighborhoods USA (NUSA) Conference provides a valuable opportunity for neighborhood leaders to gain insights, share best practices, and strengthen community engagement efforts in Citrus Heights. In alignment with the City's Neighborhoods USA Conference Attendance Policy, REACH has nominated Andrew Campbell, Vice President of Neighborhood Area 4 (Arcade Creek), to attend as a representative of Citrus Heights. Mr. Campbell's leadership experience and active involvement in neighborhood initiatives make him an ideal candidate to bring back key takeaways that will benefit the broader community.

Staff recommends that the City Council approve the grant request to support Andrew Campbell's attendance at the 2025 NUSA Conference, with funding allocated from the Economic Development & Community Engagement Community Support budget.

Motion: Adopt Resolution No. 2025-\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Approving the Grant Request for Attendance at the 2025 Neighborhoods USA (NUSA) Conference.

### **City Council Strategic Goal/Objective**

This staff report aligns with the following Citrus Heights City Council Strategic Plan Objectives:

Goal: Enhance Community Vibrancy & Engagement

### **Fiscal Impact**

**Subject: Grant Request for Attendance at the 2025 Neighborhoods USA (NUSA) Conference**

**Date: March 12, 2025**

**Page 2 of 3**

Per the City's travel policy, attendees must utilize early bird registration, which is available through March 31, 2025. The estimated cost is \$1,695 for conference attendance. Funding for this request will be allocated from the Economic Development & Community Engagement Community Support funding allocation.

### **Background and Analysis**

The Neighborhoods USA (NUSA) Conference is a premier national event focused on best practices in neighborhood engagement, community leadership, and civic improvement. The conference provides a valuable opportunity for neighborhood representatives to learn from national experts, connect with peers, and bring back innovative ideas to enhance community vibrancy.

### **City of Citrus Heights NUSA Conference Attendance Policy**

The NUSA Conference Attendance Policy guidelines are a sub-policy of the Neighborhood Improvement Partnership Grant Program. Approved by the City Council on January 8, 2025, the Neighborhoods USA (NUSA) Conference Attendance Policy supports the participation of local neighborhood leaders in this national event as part of the Neighborhood Improvement Partnership Grant program. Recognizing the value of NUSA in fostering strong local leadership, the City Council allocates up to \$5,000 annually to support conference attendance, typically funding costs for around two participants. Eligible applicants must be nominated by the Resident Empowerment Association of Citrus Heights (REACH) and meet specific criteria, including active service in a Neighborhood Area or REACH leadership role for at least six months. Priority is given to first-time attendees, and all nominations must be submitted in time to secure early-bird registration pricing. Approved participants are required to present a post-conference summary to the City Council and submit an expense report within the designated timeframe. The City retains the right to adjust the program funding and guidelines as needed.

### **2025 REACH Nomination for NUSA Conference Attendance**

REACH has nominated Andrew Campbell to represent Citrus Heights at the conference. As the Vice President of Neighborhood Area 4 (Arcade Creek) and an active REACH representative, Mr. Campbell has demonstrated leadership in local neighborhood initiatives and is well-positioned to leverage the insights gained at NUSA to benefit the broader Citrus Heights community.

Staff recommends that the City Council approve a grant request to support the attendance of Andrew Campbell, Vice President of Neighborhood Area 4 (Arcade Creek) and REACH representative, at the 2025 Neighborhoods USA (NUSA) Conference.

### **Attachments**

**Subject: Grant Request for Attendance at the 2025 Neighborhoods USA (NUSA) Conference**

**Date: March 12, 2025**

**Page 3 of 3**

1. Resolution
2. REACH Nomination Application for Andrew Campbell

**RESOLUTION NO. 2025-\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,  
CALIFORNIA, APPROVING THE GRANT REQUEST FOR ATTENDANCE AT THE 2025  
NEIGHBORHOODS USA (NUSA) CONFERENCE**

**WHEREAS**, the Neighborhoods USA (NUSA) Conference is a nationally recognized event that provides valuable resources, education, and networking opportunities for neighborhood leaders to enhance community engagement and civic leadership; and

**WHEREAS**, the City Council approved the Neighborhoods USA (NUSA) Conference Attendance Policy on January 8, 2025; and

**WHEREAS**, the Resident Empowerment Association of Citrus Heights (REACH) has nominated Andrew Campbell, Vice President of Neighborhood Area 4 (Arcade Creek) and active REACH representative, to attend the 2025 NUSA Conference as a representative of Citrus Heights; and

**WHEREAS**, Mr. Campbell has demonstrated leadership in local neighborhood initiatives and is well-positioned to bring back valuable insights that will benefit the broader Citrus Heights community; and

**NOW THEREFORE BE IT RESOLVED AND ORDERED** that the City Council of the City of Citrus Heights does hereby approve the grant request in the amount of \$1,695 to support the attendance of Andrew Campbell at the 2025 Neighborhoods USA (NUSA) Conference.

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 2025 by the following vote, to wit:

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

\_\_\_\_\_  
**Dr. Jayna Karpinski-Costa, Mayor**

**ATTEST:**

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



## Neighborhood Improvement Partnership Funding Application

*Note: This application must be submitted through one of the ten recognized neighborhood associations in Citrus Heights and then evaluated and selected for funding by the City Council.*

### Neighborhood Information

Name of Neighborhood Association:	REACH NTH - ARCADE CREEK	
Primary Project Coordinator:	KATHY MORRIS	
Phone Number & Email:	916 947 8461	apple1400ms.net
Date:		

### Overall Project Plan & Description

*In the space below, please provide the following details about the proposed project or program:*

- Provide a project description Detail the steps for implementation
- Describe the public benefit of this project/program and the area it will impact/improve
- Share any additional information that should be considered by the City Council in the evaluation of your project
- Detail the support the project/program has from the community (ie. neighbors, neighborhood associations, REACH, community groups, public agencies, etc)

Andrew is Vice President of NTH 4 and responsible to help grow the area. He is relatively new to the community organizing process, so is eager to learn. This conference ~~will~~ will help with skill development and contacts.

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

- ☐ Reduce potential property damage or heighten security within your neighborhood?  
☐ Promote traffic safety or improve traffic conditions in your neighborhood?  
☐ Enhance the neighborhood aesthetic or quality of life?  
☒ Create community connection and build neighborhood association awareness and engagement  
☒ Other? (Please describe benefit to neighborhood area) *Build community*

### Calculating Your Project Budget & Grant Request

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

#### PROJECT/EVENT COST ESTIMATE

Please list all materials, equipment, and/or supplies:	Cost Estimate
<i>Aug 2025</i>	<i>est</i> <del>350</del> \$520 per MH
<i>Hotel</i>	<i>4 NIP AX 200</i> <del>300</del>
<i>conference</i>	<i>est</i> <del>275</del>
Transportation	\$100
<b>Total estimated cost for project/program</b>	<b>\$1,695</b>

#### FUNDING SOURCES:

Neighborhood Improvement Partnership (NIP) Funding Request Amount	
Other funding sources: please list other funding contributions, grants, etc. if applicable	
1.	
2.	

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

APPROVED:   
(Neighborhood Association President Signature)

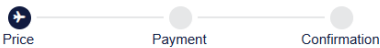
*3/5/25*  
Date

REVIEWED: *Meghan Huber*  
(City of Citrus Heights Signature)

3/6/25

Date

Trip & Price Details



✈

Flight

Modify

✈

Tue 5/20

# 3757 / 2528

SMF → JAX

7:05 AM → 5:00 PM

6 hr 55 min

1 stop

Wanna Get Away

✈

Fri 5/23

# 2520 / 3373

JAX → SMF

1:20 PM → 5:25 PM

7 hr 5 min

1 stop

Wanna Get Away

Base fare

1 Passenger(s)

\$433.82

Taxes and fees

\$82.54

Flight total

\$516.36

or from \$51/mo\* with flexpay. Learn more

Helpful Information:

All fares and fare ranges are subject to change until purchased and are per person for each way of travel.

Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.

For more information regarding Cash + Points, visit [Southwest.com/rterms](#)

✈

Flight Extras

Upgrade to Wanna Get Away *plus*



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## NUSA 50th Golden Anniversary & Annual Conference

### Early Bird Registration

Feb. 12 – Mar. 31  
\$275

### Late Registration

Apr. 1 – May 10  
\$350



Hilton

FOR THE STAY

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English

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Your Stay

Home2 Suites by Hilton Jacksonville Downtown

Tue, May 20 – Sat, May 24, 2025 (4 nights)

1 room for 1 adult

Edit Stay

Step 3 of 3

## Payment and Guest Details

<b>Total for stay</b>	<b>\$818.34</b>
<a href="#">Hide price details</a>	
Price in USD	
1 King Bed Studio Suite	
Flexible Rate	
20 May 2025	\$175.00
21 May 2025	\$173.00
22 May 2025	\$164.00
23 May 2025	\$209.00
<b>Total room charge</b>	<b>\$721.00</b>
13.50 % per room, per night	
<b>Total taxes</b>	<b>\$97.34</b>
<b>Total for stay: \$818.34</b>	

**Guarantee and cancellation policy**

Book now, pay later

There is a Credit Card required for this reservation. **Free cancellation before 11:59 PM local hotel time on 19 May 2025.**

All fields are required unless marked optional.



**Home2 Suites by Hilton Jacksonville Downtown**  
[600 Park Street](#)  
[Jacksonville, Florida 32204 USA](#)  
[Hotel details](#)

- 1 King Bed Studio Suite  
Change Room
- Flexible Rate  
Change Rate
- Payment and Guest Details**