



Community Development Department
STAFF REPORT

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

TO: Andrew P. Powers, City Manager

FROM: Mark A. Towne, Community Development Director

DATE: March 31, 2020

SUBJECT: 2019 General Plan/Housing Element Annual Progress Report and Housing Successor Agency Annual Report (GPAR 2020-70141)

RECOMMENDATION:

Receive the 2019 General Plan/Housing Element Annual Progress Report and Housing Successor Agency Annual Report

FINANCIAL IMPACT:

No Additional Funding Requested. The indirect cost of staff time required to complete the report and the cost of printing is included in the Adopted FY 2019-20 General Fund Budget.

BACKGROUND:

This report is prepared in compliance with California Government Code Section 65400(a)(2), which mandates that each city and county prepare an annual report on the status and implementation of its General Plan. The report must be submitted by April 1st of each year to the State Office of Planning and Research and the State Department of Housing and Community Development (HCD).

The 2019 General Plan Annual Progress Report summarizes the City's progress towards implementing the Thousand Oaks General Plan from January 1, 2019, through December 31, 2019. The report includes the following information:

2019 General Plan/Housing Element Reports (GP/HE 2020-70141)
March 31, 2020
Page 2

1. Status of the General Plan and progress in its implementation.

The 2019 Housing Element Annual Progress Report. This report outlines the City's progress in meeting its share of regional housing needs determined pursuant to California Government Code Section 65584 and local efforts to remove governmental constraints to the maintenance, improvement, and development of housing. State law requires the Housing Element Annual Progress Report to be considered at a public meeting.

2. The degree to which the approved General Plan complies with State guidelines for the content of a General Plan and the date of the last revision to the General Plan.

DISCUSSION/ANALYSIS:

General Plan Status and Implementation

Compliance with State General Plan Guidelines

Each element of the Thousand Oaks General Plan complies with the guidelines for the content of local General Plans issued by the Governor's Office of Planning and Research. In February 2019, City Council initiated a comprehensive General Plan Update to be completed by October 2021 in conjunction with the state mandated 6th cycle Housing Element Update. During the past year, the City and its General Plan consultant, Raimi and Associates, have made substantial progress on the update. In addition to completing the background analysis and existing conditions reports, the City has conducted extensive public outreach and engagement to seek community input on the General Plan update. The engagement efforts to date have included multiple General Plan Advisory Committee meetings, community workshops, community forums with guest speakers, pop-up workshops at public events, and pop-up workshops for a variety of local organizations and employers.

Land Use Element

1. The Land Use Element was adopted in 1970 as a component of the City's original General Plan ("Development Plan" at the time). Many site-specific changes have been approved since that time.
2. No Land Use Element amendments were approved in 2019.

2019 General Plan/Housing Element Reports (GP/AR 2020-70141)
March 31, 2020
Page 3

Circulation Element

1. The Circulation Element was last comprehensively updated in 1997.
2. No amendments were approved in 2019.
3. Implementation:

In 2018, the City's Public Works Department implemented the following policy: "A Citywide system of pedestrian and bicycle facilities that provide safe, continuous accessibility to all residential, commercial, and industrial areas, to the trail system and to the scenic bike route system shall be provided and maintained." Bike lanes, sidewalks, and other circulation element improvements are currently in design and programmed for construction for the following projects:

a) Projects in Design and Planning Phases

1. Conejo School Road and Willow Lane: Installing sidewalks on Conejo School Road and Willow Lane, between Hampshire Road and Hillcrest Drive, to provide connectivity to both sides of the 101 Freeway, and a direct path to the Conejo Elementary School and Thousand Oaks Boulevard. Bike lanes, curbs, gutters, curb ramps, and a pedestrian signal are included in the project scope. Total project length of 7,000 lineal feet.
2. Los Feliz Drive Phase 3: Installing approximately 2,400 linear feet of new sidewalks, new concrete curb and gutter, curb ramps, driveways, drainage improvements, and water service replacements along both sides of Los Feliz Drive, between Conejo School Road and Thousand Oaks Boulevard.
3. Rancho Road: Installing sidewalks, curb ramps, designated bike lanes and improved ramp intersections along Rancho Road, including a new traffic signal at the intersection of Rancho Road and the Route 101 southbound ramps.
4. Thousand Oaks Boulevard Pedestrian Crossings: New enhanced pedestrian crossing between Live Oak Street and Oak View Drive.

b) Projects Completed or Under Construction in 2019

1. Janss Road Sidewalk: Completed installation of new sidewalk between Paige Lane and El Monte Drive, on the south side of the street.

2019 General Plan/Housing Element Reports (GPAR 2020-70141)

March 31, 2020

Page 4

2. Conejo Creek North Park: Installation of a Bike and Equestrian Trail to connect Avenida De Las Flores through the Conejo Creek North Park, to connect to Janss Road.
3. Thousand Oaks Boulevard at Boardwalk Avenue: Completed design and construction of the enhanced crosswalk including crosswalk markings, solar-powered pedestrian-activated overhead flashing beacons and signs, solar-powered advance flashing signs, curb extensions, refuge median island, curb ramps, pavement markings, and traffic safety signs.
4. Flashing Yellow Arrows: Installed Flashing Yellow Arrows at an existing protected permissive intersection for convenience of making permissive left-turns during non-peak periods while retaining safety at the intersection.
5. Bike Fix-It: Installed Bike Fix-It stations at Los Robles Trailhead and the Thousand Oaks Transportation Center.
6. Active Transportation Plan (ATP): On December 10, 2019, City Council adopted by resolution the ATP, which serves as a bicycle and pedestrian planning document developed to provide the City with planning guidance for non-motorized travel infrastructure improvements that make multi-modal transportation safer and more enjoyable.

Safety Element

1. A comprehensive update to the Safety Element was adopted in 2014.
2. No amendments were adopted in 2019.

Conservation Element

1. A comprehensive update to the Conservation Element was adopted in 2013.
2. No amendments were adopted in 2019.

Open Space Element

1. A comprehensive update to the Open Space Element was adopted in 2013.
2. No amendments were adopted in 2019.

**2019 General Plan/Housing Element Reports (GPAR 2020-70141)
March 31, 2020
Page 5**

3. Implementation:

a) Projects Completed in 2019

1. Conejo Open Space Conservation Agency (COSCA) completed six land acquisition projects that protected 116 acres of open space consisting of 1.87 acres in Southern Ridge Open Space and 114.21 acres in Dos Vientos Open Space.
2. Hired new COSCA Administrator.
3. Completed repairs to the fire-damaged Hill Canyon pedestrian bridge.
4. Held two well-attended community trail work days attracting over 150 volunteers.
5. Participated in Trails Education Days, reaching approximately 900 fourth-graders with information about local open space and trail etiquette.
6. COSCA volunteers logged approximately 2,500 hours for Trail Watch, Adopt-a-Trail, and trail maintenance work activities.
7. COSCA and City staff worked on permit and environmental review processes for a second bridge across the Arroyo Conejo Creek in the Conejo Canyons Open Space area. The bridge will provide trail and vehicular access across the creek. It will allow trail users (including pedestrians, bicyclists, and equestrians) to have a defined trail route between Santa Rosa Equestrian Park and Wildwood Canyon, thereby keeping trail users off of Hill Canyon Road.

Other General Plan Elements

No activity took place in 2019 pertaining to the following General Plan elements:

1. Noise Element: last updated in 2000.
2. Scenic Highways Element (optional element): adopted in 1974.
3. Social Element (optional element): adopted in 1980.
4. Public Buildings Element (optional element): adopted in 1972.

2019 General Plan/Housing Element Reports (GPAR 2020-70141)
March 31, 2020
Page 6

5. Community Forest Element (optional element): last updated in 2017.

Housing Element Annual Progress Report

City Council approved the 2014-2021 Housing Element Update on September 10, 2013. The City is required to create an annual progress report on the status and progress in implementing the housing element using a form adopted by HCD. This report includes how each jurisdiction meets housing production under the Regional Housing Needs Assessment (RHNA) as required by State Housing Law. The RHNA quantifies the existing and projected housing needs each jurisdiction can feasibly accommodate during the Housing Element cycle. The RHNA allows communities to anticipate growth so that collectively the region can grow in a manner that allows access to jobs, enhances the quality of life, promotes transportation mobility and addresses social equity and fair share housing needs.

The report for 2019 includes more information than required in prior years. A summary of the 2019 report is provided as a document as Attachment #1.

Progress in Meeting City's Local Share of Regional Housing Needs

Table 1 on the following page shows that the City issued 67 building permits for new housing in 2019. These housing units were 36 apartment units, 17 accessory dwelling units and 14 single family dwellings including three fire disaster rebuilds.

A total of 477 building permits have been issued for new housing over the last six years. The number of permits for low and very low-income housing is less than the City's RHNA allocation. The number of permits for moderate and above moderate-income housing exceeds the RHNA allocation for those income categories.

2019 General Plan/Housing Element Reports (GPAR 2020-70141)
 March 31, 2020
 Page 7

Table 1: Regional Housing Need Allocation Progress 2019

	Very Low	Low	Moderate	Above-Moderate	Totals
Combined RHNA¹	84	58	36	77	255
Permits Issued					
Year 1: 2013	n/a	n/a	n/a	n/a	n/a
Year 2: 2014	17	2	1	27	47
Year 3: 2015	0	0	0	115	115
Year 4: 2016	0	0	38	62	100
Year 5: 2017	0	0	50	16	66
Year 6: 2018	3	0	47	32	82
Year 7: 2019	0	0	0	67	67
Total 2013-2019	20	2	136	319	477
Remaining Combined RHNA	64	56	0	0	120
Percent of RHNA Satisfied	24%	3%	378%	414%	53%

¹ Combined RHNA includes a 63 dwelling unit carryover of “Lower- Income” category from the prior RHNA cycle.

Housing Successor Agency Annual Report

State law requires the Housing Successor Agency Annual Report be submitted to the Department of Housing and Community Development as an addendum to the Housing Element Annual Progress Report. The FY 2018-2019 Housing Successor Agency Annual Report is provided as Attachment #2. A summary of the reported information is provided in Table 2.

2019 General Plan/Housing Element Reports (GPAR 2020-70141)
March 31, 2020
Page 8

Table 2: FY 2018-2019 Housing Successor Agency Annual Report Summary

Information Requested		Information Reported
1	Loan payments received	There are no loan agreements and no loan repayment schedules between the former Redevelopment Agency and the City of Thousand Oaks.
2	Funds deposited to the low and moderate-income housing asset fund	No funds deposited. The housing successor is not funded through the Recognized Obligation Payment Schedule (ROPS).
3	ROPS amounts	None of the Housing Successor Fund was withheld for items on the Recognized Obligation Payment Schedule.
4	Expenditures	The Housing Successor had no expenditures related to this category as of June 30, 2019.
5	Value of assets	\$36,658,539
6	Transfers made	No housing successor asset fund monies were transferred between housing successors in contiguous jurisdictions during the fiscal year.
7	Property tax revenue	The housing successor asset fund did not receive or hold property tax revenues pursuant to the ROPS during the fiscal year.
8	Status of interests in real property	All housing successor real property assets are developed and restricted to affordable housing conditions. The housing successor does not own land or assets held for development.
9	Status of any outstanding obligations	No outstanding obligations pursuant to Section 33413 remain to be transferred to Housing Successor. Annual report and implementation plan of the former Redevelopment Agency is posted on the City of Thousand Oaks website.
10	Affordable units created with Housing Fund	No affordable units created.
11	Affordable senior units created within 10 years	No affordable senior units created.
12	Housing Fund excess surplus	\$366,039 must be expended within 3 years for affordable housing development and/or homeless prevention and rapid rehousing services.
13	Inventory of home ownership units	11 homeownership units assisted by the former redevelopment agency as of 6/30/2019, 4 units were lost in FY 2018-19 portfolio, due to covenant term expiration and equity share pay out to Housing Fund.

2019 General Plan/Housing Element Reports (GPAR 2020-70141)
March 31, 2020
Page 9

COUNCIL GOAL COMPLIANCE:

Meets City Council Goals D, E, and I:

- D. Complete ring of open space around the City; Protect and preserve ridgelines, natural habitat, and designated open space areas.
- E. Provide and enhance essential infrastructure to ensure that the goals and policies of the Thousand Oaks General Plan are carried out and the City retains its role and reputation as a leader in protecting the environment and preserving limited natural resources.
- I. Implement high quality revitalization projects within Thousand Oaks Boulevard and Newbury Road Areas; Develop a pedestrian-oriented, viable, and self-sustaining "Downtown;" and, continue to support production of long-term affordable housing.

PREPARED BY: Iain Holt, AICP, Senior Planner

Attachments:

- Attachment #1 – 2019 Annual Element Progress Report – Housing Element Implementation
- Attachment #2 - FY 2018-2019 Housing Successor Agency Annual Report

Please Start Here

General Information	
Jurisdiction Name	Thousand Oaks
Reporting Calendar Year	2019
Contact Information	
First Name	Kelvin
Last Name	Parker
Title	Deputy Community Development Director
Email	kparker@toaks.org
Phone	8054492530
Mailing Address	
Street Address	2100 Thousand Oaks Blvd.
City	Thousand Oaks
Zipcode	91362

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated.

v 12_23_19

Jurisdiction	Thousand Oaks
Reporting Year	2019 (Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "*" indicates an optional field
 Cells in grey contain auto-calculation formulas

(CCR Title 25 §6202)

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes							Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Notes		
1					2	3	4	5							6	7	8	9	10	
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4.5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project (Auto-calculated Can Be Overwritten)	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Notes*	
Summary Row: Start Data Entry Below								0	0	0	0	0	0	0	45	45	18	0	0	
	6800290385	596 Meadow Grove Lane		2019-70009 PPD	SFD	O	1/4/2019							1	1	1		No		
	6890102165	1860 Mesa Ridge Ave.		2019-70243 PPD	SFD	O	3/25/2019							1	1	1		No		
	6580012390	2670 West Kelly Road		2019-70422 PPD	SFD	O	5/7/2019							1	1	1		No		
	6900340285	1695 Miller Ranch Dr.		2019-703471 PPD	SFD	O	5/20/2019							1	1			No		
	6900340295	1773 Miller Ranch Dr.		2019-70473 PPD	SFD	O	5/20/2019							1	1			No		
	6900340355	1806 Miller Ranch Dr.		2019-70475 PPD	SFD	O	5/20/2019							1	1			No		
	6900340365	1788 Miller Ranch Dr.		2019-70477 PPD	SFD	O	5/20/2019							1	1			No		
	6900340375	1780 Miller Ranch Dr.		2019-70479 PPD	SFD	O	5/20/2019							1	1			No		
	6800330125	2118 High Knoll Circle		2019-70633 PPD	SFD	O	7/1/2019							1	1	1		No		
	6890102135	1896 Smokey Ridge Ave		2019-70726 PPD	SFD	O	8/5/2019							1	1	1		No		
	6790112015	2431 Sapra Street		2019-70850 PPD	SFD	O	9/17/2019							1	1			No		
	6890102145	1884 Mesa Ridge Ave.		2019-70858 PPD	SFD	O	9/23/2019							1	1	1		No		
	6900290095	4356 Oak Place Dr.		2019-70915 PPD	SFD	O	10/16/2019							1	1	1		No		
	5690112045	2772 Autumn Ridge Ave		2019-70973 PPD	SFD	O	11/8/2019							1	1	1		No		
	6700230440	1973 E. Hillcrest Dr.		2019-71064 PPD	SFD	O	12/3/2019							1	1			No		
	6810180250	300 East Rolling Oaks Dr.		2019-70350 RPMN	2 to 4	R	5/2/2019							2	2			No		
	6710174060	3190 Los Robles Rd.		2019-70350 RPMN	2 to 4	R	5/22/2019							2	2			No		
	6990042085	1521 La Venta Dr.		2019-70705 RPMN	SFD	O	7/28/2019							1	1	1		No		
	6990190555	2433 Leeward Cir.		2019-70931 RPMN	SFD	O	10/23/2019							1	1			No		
	6770292065	417 Galsworthy St.		2019-70064 ADUA	ADU	R	1/31/2019							1	1			No		
	6810152055	418 Hillsborough St.		2019-70220 ADUA	ADU	R	3/14/2019							1	1			No		
	5210133085	136 Arcifuras St.		2019-70342 ADUA	ADU	R	5/1/2019							1	1	1		No		
	6700242065	471 Glenwood Pl.		2019-70612 ADUA	ADU	R	5/18/2019							1	1	1		No		
	6620080215	2809 Michael Dr.		2019-70612 ADUA	ADU	R	6/18/2019							1	1			No		
	2360110015	984 Paseo Santa Cruz		2019-70945 Adua	ADU	R	10/29/2019							1	1			No		

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier			Affordability by Household Incomes - Building Permits							8	9
			7								
Current APN	Street Address	Project Name ⁺	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Building Permits Date Issued	# of Units Issued Building Permits
			0	0	0	0	0	0	67		67
5210133085	136 Arcturus St.								1	7/23/2019	1
6700242065	471 Glenwood Pl.								1	9/27/2019	1
6710193040	3008 Crescent Way										0
6620054105	2609 Elmira St.										0
6780140065	1149 El Monte Dr.								1	3/12/2019	1
6640083055	1005 Cheshire Hills Ct.								1	4/18/2019	1
6620056015	90 Lupe Ave.										0
6610131295	665 American Oaks Ave.								1	10/10/2019	1
5240021045	32 Westbury St.										0
6580030385	2124 Speck Ln.										0
6780181015	1231 La Granada Dr.										0
6690242430	955 Brossard Dr.										0
6740380175	3175 Sunburst Pl.										0
6900222075	4693 Sunnyhill St.										0
6900122025	1528 Larkfield Ave.								1	6/11/2019	1
6990032225	1408 Redsail Cir.								1	6/5/2019	1
6800290385	596 Meadow Grove Ln.								1	8/2/2019	1
6890102165	1860 Mesa ridge Ave.										0
6580012390	2670 W. Kelly Rd.										0
6800330125	2118 High Knoll Cir.										0
6890102135	1896 Smokey Ridge Ave.										0
6890102145	1884 Mesa Ridge Ave.										0
6900290095	4356 Oak Place Dr.										0
5690112045	2772 Autumn Ridge Dr										0
6990042085	1521 La Venta Dr.										0
6700170130	1708 E. Thousand Oaks Blvd.								5	1/7/2019	5
670170130	1710 E. Thousand Oaks Blvd.								31	1/7/2019	31
6750332055	1165 E. Avenida De Las Flores								1	2/21/2019	1
6620080215	2809 Michael Dr.								1	10/3/2019	1

6770292065	417 Galsworthy St.										0
6750312075	1445 Calle Violeta										0
6780041035	1781 Berkshire Dr.										0
6650180205	4100 Mayfield St.										0
5950022165	2197 Calle Riscoso							1	6/11/2019		1
5210293035	10 Atlas Ave.										0
6580052075	410 Whitegate Rd.										0
6780012135	1705 Berkshire Dr.										0
6780062025	1890 Marview Dr.										0
6750213155	1305 Calle Crisantemo							1	10/17/2019		1
6890102205	1836 Mesa Ridge Ave.										0
5690250155	2790 Allyson Ct.										0
6710092220	272 Whiteside Pl.										0
6690232850	217 Houston Dr.										0
6690232860	221 Houston Dr.										0
6690232870	229 Houston Dr.										0
6690232880	237 Houston Dr.										0
5920101265	4926 Read Rd.										0
6900143095	1545 Fairmount Rd.										0
6700090090	846 Rancho Rd.										0
5190181245	573 Meadowrun St.										0
5920163145	3695 Corte Cancion							1	10/28/2019		1
6770122105	1473 Strawberry Hill							1	3/25/2019		1
6770232185	887 Sussex Cir.							1	8/8/2019		1
6770082115	867 Waverly Heights Dr.							1	8/2/2019		1
6750332085	1221 Avenida De Las Flores							1	6/3/2019		1
6750332075	1211 Avenida De Las Flores							1	9/4/2019		1
5240033145	41 Westbury St.							1	4/22/2019		1
6770297065	486 Galsworthy St.							1	5/6/2019		1
6750201055	1379 Calle Crisantemo							1	4/10/2019		1
6710181080	3257 Royal Oaks Dr.							4	9/18/2019		4
6710182140	1801 Los Feliz Dr.							45	10/22/2019		45
6710182140	3236 Royal Oaks Dr.							6	5/30/2019		6
6690071490	743 Benson Way							1	7/3/2019		1
6610253015	3253 Erinlea Ave.							1	12/24/2019		1
6890370085	5572 Eagle Point Cir.							1	7/2/2019		1
6780352335	1618 Shadow Oaks Pl.							1	10/29/2019		1
6710311045	2105 LoneStar Way							1	6/4/2019		1
6710311035	2085 Lonestar Way							1	1/29/2019		1
6990021145	1309 Westwind Cir.							1	5/23/2019		1

6810042065	14 Pinecrest Rd.								1	6/18/2019	1
6730090860	215 Elm Rd.								1	5/15/2019	1
6690062740	594 Hodencamp Rd.								1	6/20/2019	1
6580012540	2575 Legacy Oaks Ln.								1	11/21/2019	1
6580051275	2563 Legacy Oaks Ln.								1	9/17/2019	1
6700140260	475 Erbes Rd.								1	3/25/2019	1
6640091025	1740 Tamarack St.								1	8/22/2019	1
6990021085	2428 Oakshore Dr.								1	2/27/2019	1
6900340305	1781 Miller Ranch Dr.								1	12/24/2019	1
6600220485	1204 Vista Heights Ct.								3	4/2/2019	3

Jurisdiction	Thousand Oaks	
Reporting Year	2019	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
 Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2								3	4	
Income Level		RHNA Allocation by Income Level	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	47		17				3				20	27
	Non-Deed Restricted												
Low	Deed Restricted	32		2								2	30
	Non-Deed Restricted												
Moderate	Deed Restricted	36										136	
Above Moderate	Non-Deed Restricted	77		1	115	38	50	47			67	319	
Total RHNA		192											
Total Units			47	115	100	66	82	67				477	57

Note: units serving extremely low-income households are included in the very low-income permitted units totals
 Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Thousand Oaks		
Reporting Year	2019	(Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Progam 1	Work with local non-profits, such as Habitat for Humanity, by identifying potential development sites and financial assistance, if appropriate, to development 1 low-income unit.	On-going	Discussions took place with local non-profits Many Mansions, Area Housing Authority of the County of Ventura, and Habitat for Humanity to identify potential sites.
Progam 2	Manage the Affordable Housing Trust Fund to finance the creation, preservation or rehabilitation of affordable housing. Where feasible, give priority funding to extremely low income households. Identify and fund projects based on available funding.	On-going	The City continues to discuss potential projects and availability of financial assistance from the Affordable Housing Trust Fund with non-profit affordable housing developers.
Progam 3	Update the inclusionary housing in-lieu fee and non-residential development linkage fee based on changes in economic conditions.	Update when warranted	The City put its inclusionary housing and nonresidential linkage fee update on hold.
Progam 4	Continue to cooperate with agencies that gather information concerning housing needs, including the Census Bureau.	On-going	The City continues to cooperate with the Census Bureau and other agencies.

<p>Progam 5</p>	<p>Assist efforts of local agencies and non-profits to implement the 10-Year Plan to End Homelessness in Ventura County. Continue to provide funds to local social service agencies that prevent homelessness and assist homeless persons.</p>	<p>On-going</p>	<p>The Thousand Oaks (TO) City Manager is a board member of the Ventura County Regional Continuum of Care (CoC). For 2019, CoC awarded to TO-based Many Mansions for Permanent Supportive Housing (PSH) at Richmond Terrace Apts. and Esseff Village Apts. CoC funded Lutheran Social Services for Rapid Re-Housing services. In addition, City awarded social services grants to 4 local non-profits for services to homeless persons and at-risk households.</p>
<p>Progam 6</p>	<p>Continue allocating funding to local non-profit groups who address the housing needs of special needs households, including disabled and elderly households. Assistance subject to available funding.</p>	<p>On-going</p>	<p>City granted to 4 non-profits for special needs medical services to disabled and elderly households, plus an additional 5 other nonprofits for other senior services. In addition, City granted to Habitat for Huminity low income single family rehabilitation program and for SAFE senior mobile home rehabilitation program.</p>
<p>Progam 7</p>	<p>Assist housing groups in securing local and other sources of funds for the acquisition and rehabilitation of multi-family structures for affordable housing.</p>	<p>On-going</p>	<p>City approved CDBG-funded multi-family rehabilitation at the following affordable rental project to Many Mansions for the Richmond Terrece Apartments and to the Area Housing Authority of the County of Ventura for the Glenn Oaks/Florence Janns Apartments.</p>
<p>Progam 8</p>	<p>Continue to require inspection of resale housing as a method to encourage maintenance of the housing stock.</p>	<p>On-going</p>	<p>The City continues to performed record searches and inspections for open, not final, permits under the Residential Resale Program.</p>
<p>Progam 9</p>	<p>Contact the Conejo Futures property management company or property owner to evaluate threat of conversion to market rate. If threatened with conversion to market rate. If threatened with conversion to market rate help property oner to preserve the units.</p>	<p>On-going</p>	<p>Property owner continues to operate this affordable rental apartment complex under a contract with the U.S. Department of Housing and Urban Development(HUD).</p>
<p>Progam 10</p>	<p>Monitor affordable housing units in the City's affordable housing program to ensure ongoing affordability for the period of time required by State and Federal law.</p>	<p>On-going</p>	<p>City continues to monitor affordable housing units.</p>
<p>Progam 11</p>	<p>Assist housing groups in securing local and other sources of funds to extend existing affordability covenants to existing multi-family housing.</p>	<p>On-going</p>	<p>Program will be implemented as opportunities and funding become available.</p>

Jurisdiction	Thousand Oaks	
Reporting Period	2019	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Note: "+" indicates an optional field
 Cells in grey contain auto-calculation formulas

Table F
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)(2)

This table is optional. Jurisdictions may list (for informational purposes only) units that do not count toward RHNA, but were substantially rehabilitated, acquired or preserved. To enter units in this table as progress toward RHNA, please contact HCD at APR@hcd.ca.gov. HCD will provide a password to unlock the grey fields. Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in Government Code section 65583.1(c)(2).

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1 ⁺
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Total Units by Income									

Jurisdiction	Thousand Oaks	
Reporting Year	2019	(Jan. 1 - Dec. 31)

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		67
Total Units		67

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

Housing Applications Summary	
Total Housing Applications Submitted:	43
Number of Proposed Units in All Applications Received:	45
Total Housing Units Approved:	18
Total Housing Units Disapproved:	0

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

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

Cells in grey contain auto-calculation formulas

**Housing Successor of the City of Thousand Oaks
Addendum to the Annual Progress Report
For Fiscal Year Ended June 30, 2019**



ROGERS, ANDERSON, MALODY & SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

735 E. Carnegie Dr. Suite 100
San Bernardino, CA 92408
909 889 0871 T
909 889 5361 F
ramscpa.net

PARTNERS

Brenda L. Odle, CPA, MST
Terry P. Shea, CPA
Scott W. Manno, CPA, CGMA
Leena Shanbhag, CPA, MST, CGMA
Bradferd A. Welebir, CPA, MBA, CGMA
Jay H. Zercher, CPA (Partner Emeritus)
Phillip H. Waller, CPA (Partner Emeritus)
Kirk A. Franks, CPA (Partner Emeritus)

DIRECTORS

Jenny Liu, CPA, MST

MANAGERS / STAFF

Charles De Simoni, CPA
Gardenya Duran, CPA
Brianna Schultz, CPA
Jingjie Wu, CPA
Evelyn Morentin-Barcena, CPA
Jin Gu, CPA, MT
Veronica Hernandez, CPA
Tara R. Thorp, CPA, MSA
Laura Arvizu, CPA

MEMBERS

American Institute of
Certified Public Accountants

*PCPS The AICPA Alliance
for CPA Firms*

*Governmental Audit
Quality Center*

*Employee Benefit Plan
Audit Quality Center*

California Society of
Certified Public Accountants



Independent Accountant's Disclaimer Report Applied to the Preparation of the Addendum to the Annual Progress Report of the Housing Successor of the City of Thousand Oaks

To Management of the
Housing Successor of the City of Thousand Oaks
Thousand Oaks, California

We have prepared the accompanying Addendum to the Annual Progress Report ("Addendum to the APR") of the Housing Asset Fund of the City of Thousand Oaks (Housing Successor) as of June 30, 2019 and for the year then ended in accordance with the reporting provisions of the California Health & Safety Code Section 34176.1 as amended by Senate Bill 341 (Chapter 796, Statutes of 2013, effective January 2014) ("SB 341"), and as amended by Senate Bill 107 (Chapter 325, Statutes of 2015, effective January 2016) HSC Section 34176.1(f). Management of the Housing Successor is responsible for the preparation and fair presentation of the Addendum to the APR in accordance with the reporting provisions of SB 341, and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the Addendum to the APR.

The accompanying Addendum to the APR of the Housing Successor as of June 30, 2019 and for the year then ended was not subjected to an audit, review, or compilation engagement by us and, accordingly, we do not express an opinion, conclusion, nor provide any assurance on it.

This Addendum to the APR is intended solely for the information and use of management of the Housing Successor, and is not intended to be and should not be used by anyone other than this specified party.

Rogers, Anderson, Malody & Scott, LLP.

San Bernardino, California
December 10, 2019

**Housing Successor of the City of Thousand Oaks
Addendum to the Annual Progress Report
For Fiscal Year Ended June 30, 2019**

- 1) The amount the City, County, or City and County received pursuant to subparagraph (A) of paragraph (3) of subdivision (b) of Section 34191.4.**

The Housing Successor does not have any loan agreements or repayment schedules with the Former Redevelopment Agency.

- 2) The amount deposited to the Low and Moderate Income Housing Asset Fund, distinguishing between amounts deposited pursuant to subparagraphs (B) and (C) of paragraph (3) of subdivision (b) of Section 34191.4, amounts deposited for others items listed on the Recognized Obligation Payment Schedule from other amounts deposited.**

The Housing Successor Fund did not received any amounts pursuant to subparagraph (B) and (C) of paragraph (3) of subdivision (b) of Section 34191.4.

- 3) A statement of the balance in the fund as of the close of the fiscal year, distinguishing any amounts held for items listed on the Recognized Obligation Payment Schedule from other amounts.**

The balance of the Housing Successor Fund as of June 30, 2019 was \$2,393,499 of which none was withheld for items on the Recognized Obligation Payment Schedule.

- 4) A description of expenditures from the fund by category, including, but not limited to, expenditures**

- a. For monitoring and preserving the long-term affordability of units subject to affordability restrictions or covenants entered into by the redevelopment agency or the housing successor and administering the activities described in paragraphs (2) and (3) of subdivision (a),**

The Housing Successor's expenditures related to this category for the fiscal year ended June 30, 2019, were \$137,413 in administrative expenditures.

- b. For homeless prevention and rapid re-housing services for the development of housing described in paragraph (2) of subdivision (a), and**

The Housing Successor had no expenditures related to homeless prevention and rapid re-housing services for the year ended June 30, 2019.

- c. For the development of housing pursuant to paragraph (3) of subdivision (a).**

The Housing Successor had no expenditures related to the development of housing for the year ended June 30, 2019.

- 5) As described in paragraph (1) of subdivision (a), the statutory value of real property owned by the housing successor, the value of loans and grants receivable, and the sum of these two amounts.**

The Housing Successor owned real property with a statutory value of \$2,992,749, as of June 30, 2019.

The value of loans and notes receivable in the Housing Successor as of June 30, 2019 is \$33,665,790.

The sum of the statutory value of real property and the value of loans and notes receivable is \$36,658,539, as of June 30, 2019.

- 6) A description of any transfers made pursuant to paragraph (2) of subdivision (c) in the previous fiscal year and, if still unencumbered, in earlier fiscal years and a description of and status update on any project for which transferred funds have been or will be expended if that project has not yet been placed in service.**

No transfers occurred pursuant to paragraph (2) of subdivision (c) in the previous fiscal year or earlier fiscal years in the Housing Successor Fund.

- 7) A description of any project for which the housing successor receives or holds property tax revenue pursuant to the Recognized Obligation Payment Schedule and the status of that project.**

The Housing Successor Fund did not receive or hold property tax revenues pursuant to the Recognized Obligation Payment Schedule during the fiscal year ended June 30, 2019.

- 8) For interests in real property acquired by the former redevelopment agency prior to February 1, 2012, a status update on compliance with Section 33334.16. For interests in real property acquired on or after February 1, 2012, a status update on the project.**

All Housing Successor real property assets listed below are developed and restricted to affordable housing conditions. No properties were acquired subsequent to February 1, 2012.

Parcel Number (APN)	Date Acquired	DOF Transfer	Statutory Value at June 30, 2019	Status
669-0-030-325	7/24/1991	9/12/2012	\$2,992,749	Land-Fiore Gardens, Developed - In compliance

- 9) A description of any outstanding obligations pursuant to Section 33413 that remained to transfer to the housing successor on February 1, 2012, of the housing successor's progress in meeting those obligations, and of the housing successor's plans to meet unmet obligations. In addition, the housing successor shall include in the report posted on its internet web site the implementation plans of the former redevelopment agency.**

As of June 30, 2019, there were no outstanding obligations pursuant to Section 33413 that remained to be transferred to the Housing Successor on February 1, 2012.

- 10) The information required by subparagraph (B) of paragraph (3) of subdivision (a).**

As of June 30, 2019, the Housing Successor is in compliance with the requirements of subparagraph (B) of paragraph (3) of subdivision (a).

- 11) The percentage of units of deed-restricted rental housing restricted to seniors and assisted individually or jointly by the housing successor, its former redevelopment agency, and its host jurisdiction within the previous 10 years in relation to the aggregate number of units of deed-restricted rental housing assisted individually or jointly by the housing successor, its former redevelopment agency, and its host jurisdiction within the same time period.**

As of June 30, 2019, the Housing Successor had 0% of units of deed-restricted rental housing restricted to seniors and assisted individually or jointly by the housing successor, its former redevelopment agency, and its host jurisdiction within the previous 10 years in relation to the aggregate number of units of deed-restricted rental housing assisted individually or jointly by the housing successor, its former redevelopment agency, and its host jurisdiction within the same time period.

- 12) The amount of any excess surplus, the amount of time that the successor agency has had excess surplus, and the housing successor's plan for eliminating the excess surplus.**

The Housing Successor Fund has an excess surplus of \$366,039 as of June 30, 2019. The Housing Successor Fund has 3 years to expend these funds according to California Health and Safety code 34176.1. The Housing Successor Fund will seek approval from the City Council to expense these funds.

13) An inventory of homeownership units assisted by the former redevelopment agency or the housing successor that are subject to covenants or restrictions or to an adopted program that protects the former redevelopment agency’s investment of monies from the Low and Moderate Income Housing Fund pursuant to subdivision (f) of Section 33334.3.

a. The number of those units.

The Housing Successor assisted with approximately 11 homeownership units that are subject to affordable restrictions.

b. In the first report pursuant to this subdivision, the number of units lost to the portfolio after February 1, 2012, and the reason or reasons for those losses. For all subsequent reports, the number of the units lost to the portfolio in the last fiscal year and the reason for those losses.

The Housing Successor lost 4 units in fiscal year 2018-2019. The loss was due to the following:

<u>Address of Unit Lost</u>	<u>Date Expired</u>	<u>Reason for loss</u>
611 Paseo La Perla	6/14/2019	Equity Share paid \$16,273
278 Hodencamp	8/20/2018	Covenant term expired
668 Paseo La Perla	9/25/2018	Covenant term expired
660 Paseo La Perla	11/10/2018	Covenant term expired

c. Any funds returned to the housing successor as part of an adopted program that protects the former redevelopment agency’s investment of monies from the Low and Moderate Income Housing Fund.

The Housing Successor had funds returned of \$16,273 during fiscal year ended June 30, 2019 from the Equity Share from OAP Loan Payoff.

d. Whether the housing successor has contracted with any outside entity for the management of the units and, if so, the identity of the entity.

The Housing Successor has not contracted outside for the management of the units during fiscal year ended June 30, 2019.