

CITY COUNCIL

Pedro "Pete" M. Sanchez, Mayor
Mike Hudson, Mayor Pro-Tem
Jane Day
Michael A. Segala
Lori Wilson



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

A G E N D A

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,

TUESDAY, JULY 16, 2013

5:30 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

TELECONFERENCE NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), the following Council/Successor Agency/Housing Authority meeting will include teleconference participation by Councilmember Jane Day from: 301 Morgan Street, Suisun City, CA 94585. This Notice and Agenda will be posted at the teleconference location.

ROLL CALL

Council/Board Members

PUBLIC COMMENT

(Requests by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3 allowing 3 minutes to each speaker).

CONFLICT OF INTEREST NOTIFICATION

(Any items on this agenda that might be a conflict of interest to any Councilmembers / Boardmembers should be identified at this time.)

CLOSED SESSION

Pursuant to California Government Code Section 54950 the Suisun City Council and Successor Agency will hold a Closed Session for the purpose of:

City Council

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Name of Case: David Fong v. City of Suisun City Case # FCS038343
2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Name of Case: Gerald W. Davis v. City of Suisun City Case # ADJ7380175

DEPARTMENTS: AREA CODE (707)

ADMINISTRATION 421-7300 ■ PLANNING 421-7335 ■ BUILDING 421-7310 ■ FINANCE 421-7320
FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340
SUCCESSOR AGENCY 421-7309 FAX 421-7366

CONVENE OPEN SESSION

Announcement of Actions Taken, if any, in Closed Session.

ADJOURNMENT

A complete packet of information containing staff reports and exhibits related to each item for the open session of this meeting, and provided to the City Council, are available for public review at least 72 hours prior to a Council /Agency/Authority Meeting at Suisun City Hall 701 Civic Center Blvd., Suisun City. Agenda related writings or documents provided to a majority of the Council/Board/Commissioners less than 72 hours prior to a Council/Agency/Authority meeting related to an agenda item for the open session of this meeting will be made available for public inspection during normal business hours. An agenda packet is also located at the entrance to the Council Chambers during the meeting for public review. The City may charge photocopying charges for requested copies of such documents. Assistive listening devices may be obtained at the meeting

PLEASE NOTE:

1. The City Council/Agency/Authority hopes to conclude its public business by 11:00 P.M. Ordinarily, no new items will be taken up after the 11:00 P.M. cutoff and any items remaining will be agendaized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.
2. Suisun City is committed to providing full access to these proceedings; individuals with special needs may call 421-7300.
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First and Third Tuesday
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A G E N D A

REGULAR MEETING OF THE SUISUN CITY COUNCIL

SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY, AND HOUSING AUTHORITY TUESDAY, JULY 16, 2013

7:00 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

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(Next Ord. No. – 723)

(Next City Council Res. No. 2013 – 46)

Next Suisun City Council Acting as Successor Agency Res. No. SA2013 – 03)

(Next Housing Authority Res. No. HA2013 – 04)

ROLL CALL

Council / Board Members
Pledge of Allegiance
Invocation

PUBLIC COMMENT

(Requests by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3 allowing 3 minutes to each speaker).

REPORTS: (Informational items only.)

1. Mayor/Council -Chair/Boardmembers
2. City Manager/Executive Director/Staff

CONFLICT OF INTEREST NOTIFICATION

(Any items on this agenda that might be a conflict of interest to any Councilmembers / Boardmembers should be identified at this time.)

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PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

3. Presentation by Matt Tuggle, Solano County Public Works Director Engineering Manager, Regarding Petersen Road Improvement Project.
4. Appointment of Voting Delegate and Alternate(s) for the League of California Cities Annual Conference.
5. Presentation of a Proclamation to the Police Department Proclaiming August 6, 2013, as "National Night Out".

CONSENT CALENDAR**City Council**

6. Setting Ad Valorem Tax Rates for Voter-Approved Debt Service Issues – (Anderson).
 - a. Council Adoption of Resolution No. 2013-___: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for Fiscal Year 2013-14.
 - b. Council Adoption of Resolution No. 2012-___: Approving the Debt Service Rate for the Highway 12 Bond Issue for Fiscal Year 2013-14.

Joint City Council / Suisun City Council Acting as Successor Agency / Housing Authority

7. Council/Agency Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on July 2, 2013 – (Hobson).

Joint City Council / Suisun City Council Acting as Successor Agency

8. Council/Agency Approval of the June 2013 Payroll Warrants in the amount of \$554,938.00. Council/Agency Approval of the June 2013 Payable Warrants in the amount of \$1,063,826.50 – (Finance).

GENERAL BUSINESS**City Council**

9. Council Discussion and Direction: Reconsideration of Selection Process for Non-Profit Fundraising Concessions at City Events – (Jessop/O'Brien).

PUBLIC HEARINGS**City Council****10. PUBLIC HEARING**

Council Adoption of Resolution No. 2013-___: Accepting the Improvements to the Senior Center and Accepting the CDBG Grant Funded Senior Center Facility Improvement Project as Completed and Authorizing the City Manager to Record the Notice of Completion for the Construction Contract with Melnikov Construction, Inc. on behalf of the City – (Kasperson).

11. PUBLIC HEARING - CANCELED

Council Adoption of Resolution No. 2013-___: Approving a Modification to the Preferred Land Use Alternative for the 2035 General Plan Update – (Wooden).

ADJOURNMENT

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Office of the Mayor

Suisun City, California

Proclamation



WHEREAS, the National Association of Town Watch (NATW) is sponsoring a unique nationwide crime, drug and violence prevention program on August 6th, 2013 entitled "National Night Out"; and

WHEREAS, the "30th Annual National Night Out" provides a unique opportunity for Suisun City to join forces with thousands of other communities across the country in promoting cooperative police-community crime prevention efforts; and

WHEREAS, Neighborhood Watch Groups play a vital role in assisting the Suisun City Police Department and its "Community Partners" program, through joint crime, drug and violence prevention efforts in Suisun City; and

WHEREAS, it is essential that all citizens of Suisun City be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime, drugs and violence in Suisun City; and

WHEREAS, police-community partnerships, neighborhood safety, awareness and cooperation are important themes of the "National Night Out" program; and therefore the Suisun City Police Department is supporting a community block party for National Night Out 2013 at Carl E. Hall Park; and

NOW, THEREFORE, BE IT RESOLVED, that I, Pete Sanchez, by virtue of the authority vested in me as Mayor of the City of Suisun City in the State of California, do hereby proclaim Tuesday, August 6th, 2013 as

"NATIONAL NIGHT OUT"

in the City of Suisun City and in doing so, urge all citizens of Suisun City to join with the National Association of Town Watch in supporting the "30th Annual National Night Out" by hosting and participating in neighborhood events and activities.

In witness whereof I have hereunto set my hand and caused this seal to be affixed.

Pete Sanchez, Mayor

ATTEST:

DATE: July 16, 2013

AGENDA TRANSMITTAL

MEETING DATE: July 16, 2013

CITY AGENDA ITEM: Setting Ad Valorem Tax Rates for Voter-Approved Debt Service Issues:

- a. Adopt Council Resolution No. 2013-___: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for FY 2013-14; and
- b. Adopt Council Resolution No. 2013-___: Approving the Debt Service Rate for the Highway 12 Bond Issue for FY 2013-14.

FISCAL IMPACT: The proposed rates for FY 2013-14 to make the debt service payments for these two voter-approved bond issues would be 0.004929 per \$100 Assessed Valuation (AV) for the North Bay Aqueduct (NBA); and 0.021165 per \$100 AV for Highway 12 (SR12). As indicated in the attached table and chart, the NBA levy would go up by \$0.004584 per \$100 or increase by about \$11.46 per year on a home with an AV of \$250,000. Although there is a significant increase in the debt service rate for North Bay Aqueduct, it is still the second lowest rate for the past ten years. The sudden drop in FY 2012-13 rates was caused by additional one-time money received upon the dissolution of the Redevelopment Agency. The SR12 levy would go up by 0.002075 per \$100 AV or an increase \$5.19 per year on a home with an AV of \$250,000. *The net would be an increase of about \$16.65 per year on a home with an AV of \$250,000.*

STAFF REPORT: Each year the City Council is required to establish the *ad valorem* property tax rates to be levied on the properties that benefit from the voter-approved bond issues for the acquisition of water from the North Bay Aqueduct and Highway 12 Improvement Bonds. These tax proceeds are used to make annual debt service payments on these two bond issues. Staff uses the Preliminary 2013-2014 Assessed Valuations Estimates provided by Solano County to calculate the levy, because the actual assessed valuations are not available in time to meet legal deadlines for submitting the tax rate to the County. There is an inverse relationship between the assessed values and the tax rates needed to generate the funds necessary to make the annual bond payments. In other words, when assessed values (AVs) go up, the tax rate will go down while still generating the needed revenue. When AVs go down, the tax levy must go up in order to generate the amount needed for bond payments.

STAFF RECOMMENDATION: It is recommended that the City Council:

1. Adopt Resolution No. 2013-___: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for FY 2013-14; and
2. Adopt Resolution No. 2013-___: Approving the Debt Service Rate for the Highway 12 Bond Issue for FY 2013-14.

ATTACHMENTS:

1. Table and Chart Showing Property Tax Rates for NBA and Highway 12 Bonded Indebtedness, FY 2005 through FY 2014 (proposed).
2. Resolution No. 2013-___: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for FY 2013-14.
3. Resolution No. 2013-___: Approving the Debt Service Rate for the Highway 12 Bond Issue for FY 2013-14.

PREPARED BY:

Elizabeth Luna, Senior Accountant

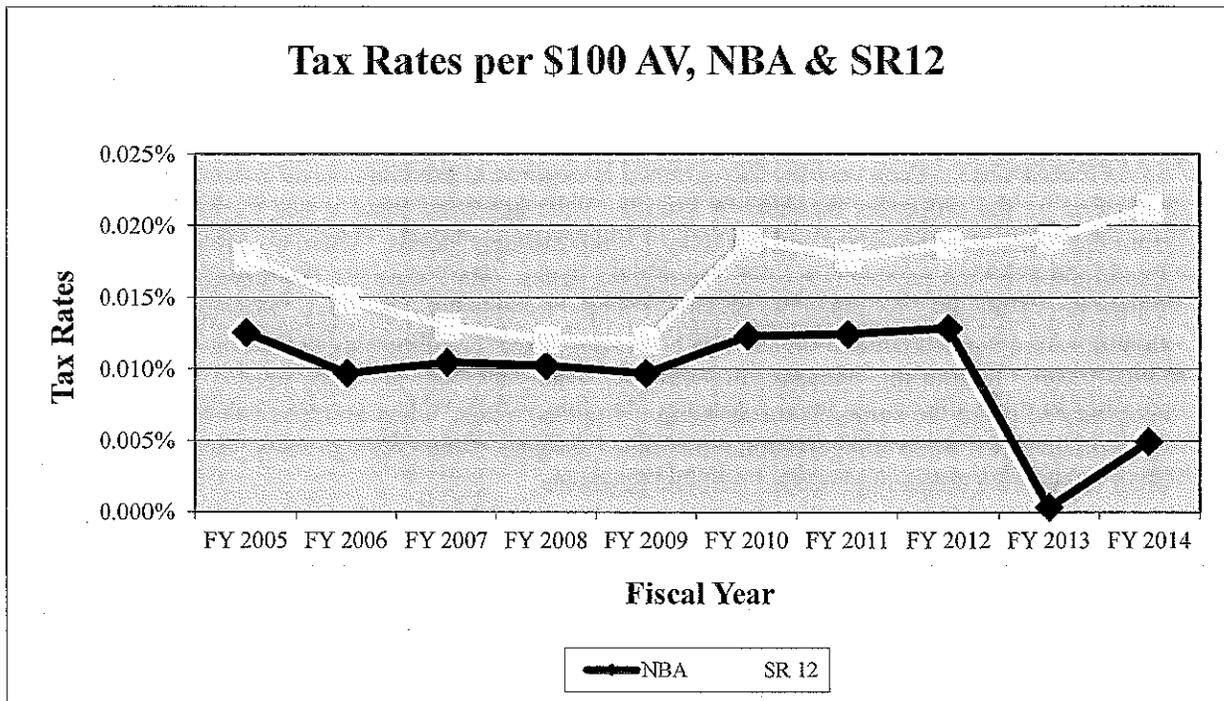
REVIEWED/APPROVED BY:

Ronald C. Anderson, Jr., Assistant City Manager

Suzanne Bragdon, City Manager

Property Tax Rates for NBA and Highway 12 Bonded Indebtedness
Rates per \$100 of Assessed Valuation (AV)

<u>Fiscal Year</u>	<u>NBA</u>	<u>SR 12</u>
FY 2005	0.012563%	0.017775%
FY 2006	0.009701%	0.014788%
FY 2007	0.010465%	0.012960%
FY 2008	0.010228%	0.012030%
FY 2009	0.009704%	0.011937%
FY 2010	0.012328%	0.019064%
FY 2011	0.012448%	0.017766%
FY 2012	0.012862%	0.018605%
FY 2013	0.000345%	0.019090%
FY 2014	0.004929%	0.021165%



Tax Year	NBA 2012-2013	NBA 2013-2014	Diff	Hwy12 2012-2013	Hwy12 2013-2014	Diff
Rate	0.000345	0.004929	0.004584	0.01909	0.021165	0.002075
\$ 250,000.00	\$ 0.86	\$ 12.32	\$ 11.46	\$ 47.73	\$ 52.91	\$ 5.19

HIGHWAY 12 IMPROVEMENT BOND - FUND 324

Calculation of Voter Approved Debt for 2013-2014

(Using schedules provided by the Solano County Auditor-Controller)

	<u>Unsecured</u>	<u>Secured</u>	<u>Total</u>
Net Values (Less H.O.)	19,804,072	1,511,975,291	1,531,779,363
SBE Values	-	65,340	65,340
Subtotal	19,804,072	1,512,040,631	1,531,844,703
Less: 2% Delinquency	(396,081)		(396,081)
.25% Delinquency		(3,780,102)	(3,780,102)
Add: Homeowners	-	27,256,600	27,256,600
Adjusted Net Values	19,407,991	1,535,517,129	1,554,925,120
Tax Rates *	0.019090%	0.021165%	
Amount of Taxes	\$ 3,705	\$ 324,998	\$ 328,703

<u>Amount Needed</u>	\$ 320,806
Current Reserves	(7,897)
Interest	-
Secured Taxes	324,998
Unsecured Taxes	3,705
Total	320,806
Variance	(0)

Payments to be Made in 2013-14

Principal	235,000
Interest	81,510
Bond Services	2,500
Required Reserves	1,796
Total	320,806

* The Previous Years Secured Rate is the Current Years Unsecured Rate

NORTH BAY AQUEDUCT - Fund 079

Calculation of Voter Approved Debt for 2013-14

(Using schedules provided by the Solano County Auditor-Controller)

	<u>Unsecured</u>	<u>Secured</u>	<u>Total</u>
Net Values (Less H.O.)	19,804,072	1,513,896,615	1,533,700,687
SBE Values	-	65,340	65,340
Subtotal	<u>19,804,072</u>	<u>1,513,961,955</u>	<u>1,533,766,027</u>
Less: 2% Delinquency	(396,081)		(396,081)
.25% Delinquency		(3,784,905)	(3,784,905)
Redevelopment	-	-	-
Add: Homeowners	-	27,270,600	27,270,600
Adjusted Net Values	<u>19,407,991</u>	<u>1,537,447,650</u>	<u>1,556,855,641</u>
Tax Rates *	<u>0.000345%</u>	<u>0.004929%</u>	
Amount of Taxes	<u>\$ 67</u>	<u>\$ 75,784</u>	<u>\$ 75,851</u>

<u>Amount Needed</u>	<u>\$ 84,387</u>
Current Reserves	8,536
Interest	-
Secured Taxes	75,784
Unsecured Taxes	67
Total	<u>84,387</u>
Variance	-

Payments to be Made in 2013-2014

Principal	76,715
Interest	-
Others	
Required Reserve	7,672
Total	<u>84,387</u>

* The Previous Years Secured Rate is the Current Years Unsecured Rate

RESOLUTION NO. 2013-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
FIXING THE DEBT SERVICE RATE FOR THE NORTH BAY AQUEDUCT
BOND ISSUE FOR FISCAL YEAR 2013-14

WHEREAS, on October 22, 1985, the City of Suisun City ("City") entered into an agreement with the Solano County Flood Control and Water Conservation District ("District") for the purpose of obtaining an additional water supply up to a maximum of 1,300 acre-feet per annum from the State's North Bay Aqueduct project; and

WHEREAS, under the agreement, the City is required to make annual payments to the District for the District's costs associated with wheeling that water until the agreement matures in July 1, 2036; and

WHEREAS, the City is obligated to make these interest-free payments to District by levying a zone of benefit property tax; and

WHEREAS, the City has made the necessary calculations and has determined the correct tax rate for the 2013/14 fiscal year is \$0.004929 per \$100.00 of assessed valuation.

NOW, THEREFORE, BE IT RESOLVED that the City of Suisun City Council does hereby approve the rate of Debt Service designated in the number of cents upon each \$100.00 of the full cash value of the property in the City of Suisun City, as equalized and returned to this City Council by the Auditor of Solano County, to raise the amount of money necessary to pay the FY 2013-14 indebtedness for the North Bay Aqueduct which rate is \$0.004929 per \$100.00 of assessed valuation; and

BE IT ALSO RESOLVED that the City Clerk is hereby directed to transmit a certified copy of this Resolution to the County Auditor as soon as possible, and to post three (3) copies thereof in the three (3) places designated by ordinance for posting in the City.

PASSED AND ADOPTED at a regular meeting of the Suisun City Council, duly noticed and held on Tuesday the 16th day of July 2013 by the following vote:

AYES:	Councilmembers:	_____
NOES:	Councilmembers:	_____
ABSENT:	Councilmembers:	_____
ABSTAIN:	Councilmembers:	_____

WITNESS my hand and the seal of said City this 16th day of July 2013.

Linda Hobson, CMC
City Clerk

RESOLUTION NO. 2013-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
FIXING THE DEBT SERVICE RATE FOR THE HIGHWAY 12 BOND ISSUE
FOR FISCAL YEAR 2013-14**

WHEREAS, in 1995, the City of Suisun City ("City") issued \$4.25 million in voter-approved general obligation bonds for the purpose of financing costs of widening that portion of California Highway 12 located within the City; and

WHEREAS, City is obligated to calculate the annual levy on the assessed valuation of property within the City subject to taxation, until the bonds mature in 2019; and

WHEREAS, the City has determined that the FY 2013-14 tax rate would be \$0.021165 per \$100.00 of assessed valuation.

NOW, THEREFORE, BE IT RESOLVED that the City of Suisun City Council does hereby approve the rate of Debt Service designated in the number of cents upon each \$100.00 of the full cash value of the property in the City of Suisun City, as equalized and returned to this City Council by the Auditor of Solano County, to raise the amount of money necessary to pay the FY 2013-14 indebtedness for the Highway 12 Bond which rate is \$0.021165 per \$100.00 of assessed valuation; and

BE IT ALSO RESOLVED that the City Clerk is hereby directed to transmit a certified copy of this Resolution to the County Auditor as soon as possible, and to post three (3) copies thereof in the three (3) places designated by ordinance for posting in the City.

PASSED AND ADOPTED at a regular meeting of the Suisun City Council, duly noticed and held on Tuesday the 16th day of July 2013 by the following vote:

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NOES:	Councilmembers:	_____
ABSENT:	Councilmembers:	_____
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WITNESS my hand and the seal of said City this 16th day of July 2013.

Linda Hobson, City Clerk

MINUTES
REGULAR MEETING OF THE
SUISUN CITY COUNCIL

SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,
AND HOUSING AUTHORITY

TUESDAY, JULY 2, 2013

7:00 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

TELECONFERENCE NOTICE

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ROLL CALL

Mayor Sanchez called the meeting to order at 7:00 PM with the following members present:

Mayor - Pete Sanchez: Present

Council Member - Mike Hudson: Present

Council Member - Jane Day: Present by teleconference

Council Member - Mike Segala: Present

Council Member - Lori Wilson: Present

Pledge of Allegiance was led by Council Member Hudson.

Invocation was given by Assistant City Manager Anderson.

PUBLIC COMMENT

(Requests by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3 allowing 3 minutes to each speaker).

Nancy Liebscher expressed concern for the lack of water for plants along waterfront.

George Guynn also expressed concern for lack of water, the increase of water and sewer rates, and the revenue the City is expecting from WalMart.

REPORTS: (Informational items only.)

1. Mayor/Council -Chair/Boardmembers

Council / Board Member Segala commented on the loss 19 firemen of the Arizona Hot Shots who lost their lives and requested flags be lowered to half-staff on July 3.

Council / Board Member Hudson attended the Sewer District Board Meeting last Monday, the Mayor's Committee Meeting on 26th, and commented on the upcoming 4th of July being another great and hoped everyone would keep it safe, and acknowledge those firefighters who lost their lives in Arizona.

Council / Board Member Wilson stated on July 26 fellowshipped with the Mt. Calvary Baptist Church celebrating their 50th anniversary, presented a proclamation to retiring Fairfield/Suisun School Superintendent Diaz, and announced on July 13 at the Suisun City Library at 10:00 AM she will be hosting the 1st Fresh Voices Community Forum at Library.

Mayor / Chairman Sanchez attended on June 21 Travis AFB David Grant Medical Center Resident Graduation and Scientific Awards, June 24 Fairfield-Suisun Sewer District Meeting, June 23 the 50th Anniversary of the Calvary Baptist Church, July 27 Solano Transportation Board Meeting, did a sight inspection of the Fairfield-Suisun Sewer District property where there was a six hundred gallon sewage spill, on July 3 the Sewer District Board will receive the report on the spill, and announced as Mayor would be happy to officiate at same sex marriage ceremonies.

Council / Board Member Day stated thoughts and prayers go out to the nineteen firemen who lost their lives and can't thank our firemen enough for the job they do, and congratulations to the Calvary Baptist Church.

2. City Manager/Executive Director/Staff

CONFLICT OF INTEREST NOTIFICATION

(Any items on this agenda that might be a conflict of interest to any Councilmembers / Boardmembers should be identified at this time.)

Council Member Day reported conflict of interest with Item 9.

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

3. Introduction of new Suisun City Public Works Department 2013 Metropolitan Transportation Commission High School Intern, Keezha Sanga – (Kasperson).

CONSENT CALENDAR

City Council

4. Support for the Application for Funding the Walters-Pintail Rehabilitation Project – (Kasperson).
 - a. Council Adoption of Resolution No. 2013-41: Authorizing the Filing of an Application for Funding Assigned to MTC, Committing any Necessary Matching Funds and Assuring Completion of the Walters-Pintail Rehabilitation Project.
 - b. Council Adoption of Resolution No. 2013-42: Adopting the First Amendment to the Annual Appropriation Resolution No. 2013-31 to Appropriate Funding for the Walters-Pintail Rehabilitation Project.
5. Council Adoption of Resolution No. 2013-43: Authorizing the Filing of an Application for Funding Assigned to MTC and Committing any Necessary Matching Funds and State the Assurance to Complete the Suisun-Fairfield Train Depot Improvement Project – (Kasperson).

6. Council Adoption of Resolution No. 2013-44: Acting as the Legislative Body of Community Facilities District No. 1, Peterson Ranch, Providing for the Levy and Collection of Special Taxes for Fiscal Year 2013-14 – (Kasperson).
7. Council Adoption of Resolution No. 2013-45: Providing for the Levy and Collection of Special Taxes for Community Facilities District (CFD) No. 2 for Fiscal Year 2013-14 – (Kasperson).

Joint City Council / Suisun City Council Acting as Successor Agency / Housing Authority

8. Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on June 11, 2013 and June 18, 2013 – (Hobson).

Council / Board Member Day requested Items 4 and 5 be pulled from consent.

Council Member - Mike Segala: Motion

Council Member - Jane Day: 2nd

Mayor - Pete Sanchez: Approve

Council Member - Mike Hudson: Approve

Council Member - Jane Day: Approve

Council Member - Mike Segala: Approve

Council Member - Lori Wilson: Approve

The following is the vote on Items 4 and 5.

Council Member - Lori Wilson: Motion

Council Member - Mike Segala: 2nd

Mayor - Pete Sanchez: Approve

Council Member - Mike Hudson: Approve

Council Member - Jane Day: Disapprove

Council Member - Mike Segala: Approve

Council Member - Lori Wilson: Approve

GENERAL BUSINESS

Joint City Council / Suisun City Council Acting as Successor Agency

9. Council/Successor Agency Discussion and Direction Regarding a Proposal by Sunset Bay Kayaks for a Temporary Structure on Public Property - (Kearns)

Sam Derting commented on the shed needing a building permit, stated the applicant should be a member of the BID and stated opposition to the project.

Nancy Liebscher expressed approval of the project and suggested the City work with the applicant.

Dave Ryan asked the City to approve this project because it brings people into the City to enjoy recreation on our waterfront.

Jan Davenport asked the City to work with the applicant and move forward with this project.

8:15 PM – Council Member Hudson left the Council Chambers.

8:17 – Council Member Hudson returned.

Council directed staff to work with applicant with the conditions that Council Members Segala and Hudson gave to staff.

PUBLIC HEARINGS:

10. PUBLIC HEARING

Council Consideration, Waiver of Reading, and Introduction of Ordinance No. ___: Amending Title 18 Zoning, Chapter 18.54 “Signs”, Adding a Provision for Special Sign Overlay Districts – (Wooden).

Mayor Sanchez opened the public hearing and hearing no comments, Mayor Sanchez closed the public hearing.

Mayor Sanchez stated this item was pulled from the agenda.

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the meeting at 8:32 PM in memory of the 19 Arizona Hot Shot firemen that lost their lives in the Prescott, Arizona fire.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: July 16, 2013

CITY AGENDA ITEM: Discussion and Direction: Reconsideration of Selection Process for Non-profit Fundraising Concessions at City Events.

FISCAL IMPACT: None at this time.

BACKGROUND: At the May 7, 2013 Council meeting, a consensus of the City Council asked staff to put on a future Agenda a discussion of the process used to select non-profits to undertake concessions at City Events as a fundraiser. Council considered this item on May 21, 2013, and, recognizing that currently, the only such concession in place is the beer garden operated on July 4, 2013, directed that the item be re-agendized for discussion and consideration after this year's July 4th event. The timing was determined to be such that changes to past practice that Council directed staff to undertake would not be able to be put in place prior to this year's July 4th celebration.

STAFF REPORT: To facilitate further discussion and consideration of this item, the full background on the concession to run a beer garden at July 4th is provided in the attached May 21, 2013 staff report, along with options for the Council to reconsider relative to this item.

Based on the direction of Council, staff can bring back a selection process for non-profit fundraising concession at City events at a future Council meeting.

STAFF RECOMMENDATION: Staff recommends that Council give direction on the policy questions laid out in the attached May 21, 2013 staff report.

ATTACHMENTS:

1. May 21, 2013 staff report: Discussion and Direction – Selection Process for NonProfit Fundraising Concessions at City Events.

PREPARED BY:
REVIEWED/APPROVED BY:

Ronald C. Anderson, Jr., Assistant City Manager
Suzanne Bragdon, City Manager

AGENDA TRANSMITTAL

MEETING DATE: May 21, 2013

CITY AGENDA ITEM: Discussion and Direction: Selection Process for Nonprofit Fundraising Concessions at City Events.

FISCAL IMPACT: None at this time.

BACKGROUND: At the May 7, 2013 Council meeting, a consensus of the City Council asked staff to put on this Agenda a discussion of the process used to select nonprofits to undertake concessions at City Events as a fundraiser. At this time, outside of the concessions to sell fireworks on July 4th, the only such concession is the sale of beer at the annual Fourth of July event.

Historically, the sale of beer on July 4th has been handled by the Police and Fire Boosters. It has been their traditional fundraising event, which has resulted in their ability to donate funds to purchase needed equipment for both the police and fire departments. This arrangement has always just occurred with a verbal agreement; there has not been a formal selection process in place similar to the process used to, for example, select nonprofits to sell fireworks.

Over the years, the Police Department has received funds for, among other things, ballistic vests and safety equipment; K-9 program funds to assist with the purchase of the dog, training and food; radios; and flashlights. The Fire Department has received funds for, among other things, "Jaws of Life" Homatro tools; the first automatic cardiac defibrillators; turnouts and safety equipment; and ropes and climbing equipment.

The question for discussion is whether or not to continue this historical practice or to formalize a selection process that would open the concession to other nonprofits. And if the interest is to go with a more formalized process, when would it be effective? Given the logistics, which are discussed more fully in the staff report, it might not be possible to get through a formalized process by July 4th given the time that it could take a non-profit that has not sold beer before to get up to speed on all the requirements.

STAFF REPORT: At the Fourth of July event each year, the City has need of local a nonprofit organization to run a beer garden, which historically has been the Police and Fire Boosters Club. This has given the nonprofit an opportunity to raise funds for the police and fire departments, and add a significant element to the event.

As noted in the background, there is currently not a formalized, competitive process in place to select non-profit organizations to run the beer garden. If Council wishes to change course and put a formalized process in place comparable to the concession for the sale of fireworks, three basic questions must be addressed.

PREPARED BY:
REVIEWED/APPROVED BY:

Michael O'Brien, Fire Chief
Suzanne Bragdon, City Manager

5.13

These include:

1. What constitutes an eligible nonprofit organization?
2. What priorities and preferences will be used if any, in the selection process (i.e., direct benefit to the city; direct benefit to Suisun City residents/businesses; certain types of beneficiaries like youth or vets; etc.)
3. When will this process become applicable?

In 2012, the City approved a selection process to select non-profits to sell fireworks in Suisun City, which covered these types of points. Staff needs direction on each of these points if a formalized selection process for the July 4th beer garden concession is to be developed and brought back for Council action. As a point of reference, Attachment A includes the applicable provisions of the selection process to sell fireworks.

Council Discussion and Direction

1. What constitutes an eligible organization?
 - a. A non-profit that meets all of the requirements of the Internal Revenue Code or California Revenue and Taxation Code, or a group that is an integral part of a recognized national organization having such tax-exempt status, or an organization affiliated with and officially recognized by an elementary school, middle school and/or high school and/or school district that serves, in whole or in part, the residents of the city.
 - b. An organization that can show proof of the required Sellers Permit, Business license, ABC License and any other permits that may be required for the sale of alcohol (or, be able to show proof before the event; some of these can be done quickly; others can require months to be approved.
 - i. The RBS training for alcohol servers (i.e., training to recognize under aged or intoxicated patrons) may not be immediately available.
 - ii. Show proof of any required liability insurance.
 - c. An organization that can secure rental of needed equipment to sell alcohol and operate the beer garden, such as a beer dispensing trailer.
 - d. Financial review after the event to affirm appropriate accounting of money raised.
 - e. Overall financial status.
 - f. Others?
2. Priorities and Preferences
 - a. Does the Council want to have preferences in the selection process or would any non-profit have an equal chance to be drawn by lottery to operate the beer garden?

- b. If there is an interest in preferences, is there interest in three tiers or two?
 - c. Example of a three-tier selection process:
 - i. Non-profits that donate proceeds directly to the benefit of the City (current examples include the Community Services Foundation and the Police and Fire Boosters)
 - ii. Non-profits that primarily serve Suisun City residents and businesses (current examples include the BID, local Vets groups, etc.)
 - iii. All other non-profits (current examples include Mission Solano, CASA, Child Haven, etc.)
 - d. Example of a two-tier selection process:
 - i. Non-profits that primarily serve Suisun City residents and businesses
 - ii. All other non-profits.
 - e. As another designating factor, is there interest in having preferences tied to the groups of residents served by the non-profit such as youth, vets, others?
3. Logistics and Timing
- a. Implementation: How much time to put a program together and allow time for non-profits to apply, staff, and meet legal requirements for selling alcohol? (discussion below)
 - b. Realistic options: Initiate new program for July 4th in 2014; either maintain status quo for July 2013 or eliminate the operation of the beer garden. (aside from the timing issue discussed below, reservation and rental of needed equipment takes lead time given the demand for such equipment for July 4th; the Boosters have already reserved the beer dispensing equipment for July 4th; at this writing, unsure about deposits, etc. that may not be refundable.)

Logistic Considerations

In the process to implement this policy several considerations must be recognized. Using the selection process of non-profits to sell fireworks, the timing to set-up for the first time, get through the application process and allow time for the non-profits to do what they need to do to be able to sell alcohol if they haven't done so before, can take over two months. Key steps:

- a) Develop an application.
- b) Advertise and solicit non-profits to apply for the lottery.
- c) Allow the non-profits to gather information and submit the application including proof of enough people to staff the operation of the beer garden.
- d) Determine if the non-profits are qualified for the lottery.
- e) Hold the lottery.
- f) Negotiate an agreement as needed (which is the case with fireworks sales.)

Once awarded, the nonprofit needs time to acquire the needed permits and licenses. Some of these can be done quickly (business license, Sellers Permit, etc.) other licenses may need longer to be approved. The RBS training for alcohol servers may not be immediately available. Similarly, as noted above, reservation and rental of needed equipment, i.e., the beer dispensing equipment, at this late date may be problematic.

Next Steps

Based on the direction of Council, staff can bring back a selection process for non-profit fundraising concession at city events as early as the Council's next meeting.

STAFF RECOMMENDATION: Staff recommends that Council give direction on the policy questions laid out in the staff report.

ATTACHMENTS:

1. Attachment A – Sample Provisions from the Selection Process for the Sale of Fireworks in Suisun City.

ATTACHMENT A – SAMPLE PROVISIONS FROM THE SELECTION PROCESS
FOR THE SALE OF FIREWORKS IN SUISUN CITY

Definitions in the City Fireworks Code.

- a) "Nonprofit organization" shall mean any nonprofit association, charity or corporation organized primarily for veteran, patriotic, welfare, civic betterment, religious, athletic or charitable purposes pursuant to the Internal Revenue Code or California Revenue and Taxation Code, or a group that is an integral part of a recognized national organization having such tax-exempt status, or an organization affiliated with and officially recognized by an elementary school, middle school and/or high school and/or school district that serves, in whole or in part, the residents of the city.
- b) E. "Person" shall mean a natural person or a legal entity that is also an owner, tenant, lessee and/or other person with any right to possession or control of the property where a violation of this Code occurred.
- c) F. "Serving Suisun City residents and businesses" shall be determined by, but not limited to, principal or permanent location within city limits, a significant service population of city residents, and a significant percentage of members residing in or owning businesses in the city.
- d) G. "Qualified applicants" shall mean any group or organization that has met all of the following criteria for a continuous period of not less than one full year preceding submittal of an application for a permit to sell required by this chapter, and that continues to meet the criteria for the duration of any permit to sell issued by the city pursuant to this chapter:
 - e) a. The organization shall be a nonprofit organization. Only one application per nonprofit organization will be allowed. If an organization is affiliated with a recognized educational institution as defined in this section, but maintains a separate tax-exempt status with the Internal Revenue Service or the California Franchise Tax Board, said nonprofit organization shall be allowed a separate application.
 - f) b. The organization shall be organized primarily for educational, youth development, veterans, patriotic, welfare, civic betterment, religious, athletic, or charitable purposes. City council, at its discretion, may determine priorities and preferences amongst the population served by the nonprofit organization for purposes of selecting organizations to sell fireworks pursuant to this ordinance.
 - g) c. Has a minimum bona fide membership of at least ten members who have agreed to participate and staff a fireworks sales stand.

The Current Fireworks Resolution Includes:

7. **Permittee selection process.** The process for selection of permittees to hold and use Fireworks Sales Permits shall be consistent with the following policy directives:
- a. Only Qualified Applicants, as that term is defined in section 8.04.010 of the Municipal Code, shall be eligible to submit an application for a permit. Applicants are qualified on the basis of the following criteria:
 - i. Organizations that have proved they are qualified by documentation of charitable nonprofit status with the State and IRS 501 3c. the organization Bylaws or Articles of Incorporation shall state organized for a charitable, educational, religious, or scientific purposes, and, a nonprofit organization.
 - ii. Charitable organizations "Primarily Serving Suisun City Residents and Businesses," as that phrase is defined in the Municipal Code, and are organized primarily to benefit youth, schools, veterans, or local businesses in Suisun City shall be given preference in the first lottery drawing.
 - iii. The organization has at least 10 members that will staff the booth and a plan to keep the booth open for the full sales period.
 - iv. Organizations with less than 10 members shall produce an agreement with another nonprofit organization for a joint application.
 - b. The lottery shall take place at a time, place, and manner determined by the Fire Chief in accordance with the administrative rules and procedures adopted by the Fire Chief. In 2013, the lottery will be held on February 19, 2013 at 10:00 am in the
 - i. If three or less organizations with the above preference apply, these organizations will be drawn in a lottery to determine selection for available permits.
 - ii. The choice of fireworks stand sites will be drawn separately after the permits have been determined.
 - iii. After the authorized number of permits has been awarded, the remaining qualified applicants shall be drawn in a second lottery as alternates. Each alternate, according to the order drawn, shall be offered a permit if one of the original permittees cannot meet the requirements of this Chapter or if a permittee voluntarily surrenders it's permit.

05/21/2013

Selection Process for Non-profit Fundraising
Concessions at City Events




Selection Of A Non Profit
Organization For Operation Of
The Fourth Of July Beer Garden

Council Discussion and Direction




Background

- At the May 7, 2013 Council meeting, Staff was directed to bring back for discussion
- Historically the Police and fire Boosters have sold beer at the Fourth of July Event
- Has always been a verbal agreement
- Has resulted in their ability to gift funds to City Departments




Background

- City Departments have received funds to purchase needed Equipment

Police	Fire
Ballistic Vests and Safety equipment	Jaws of Life
K9 Program	Automatic Defibrillators
Radios	Rope & Climbing Equipment
Flashlights	Turnouts & Safety Equipment




If Council Wishes to Change and Formalize the Process,

- Use Fireworks selection process as model
- What constitutes an eligible nonprofit organization?
- What priorities and preferences will be used if any, in the selection process?
- When will this process become Effective?




What constitutes an eligible nonprofit organization?

- Organized primarily for educational, youth development, veterans, patriotic, welfare, civic betterment, religious, athletic, or charitable purposes.
- "Primarily Serving Suisun City Residents" or "Serving Suisun City residents and businesses" ?
- Charitable nonprofit status with the State and/or IRS 501 3c.
- Other criteria from Council




What priorities and preferences will be used

- Does the Council want to have preferences?
- Would any non-profit have an equal chance to be drawn by lottery to operate the beer garden?
- If there is an interest in preferences, is there interest in a three tier or two tier lottery?



What priorities and preferences will be used

- Example of a three-tier selection process:
 - Non-profits that donate proceeds directly to the benefit of the City - PD & FD Boosters - Community Service Foundation
 - Non-profits that primarily serve Suisun City residents and businesses - BID - SC Vets
 - All other non-profits - Mission Solano - CASA - Child Haven
- Example of a two-tier selection process:
 - Non-profits that primarily serve Suisun City residents and businesses
 - All other non-profits



When will this process become Effective?

- Realistic options:
 - Either maintain status quo for July 2013 or eliminate the operation of the beer garden.
 - Aside from the timing issue discussed below, reservation and rental of needed equipment takes lead time given the demand for such equipment for July 4th
 - *The Boosters have already reserved the beer dispensing equipment for July 4th*
 - Initiate new program for July 4th in 2014;



Timing for a lottery

- 2 to 4 months needs to be set aside to:
 - Develop an application.
 - Advertise and solicit nonprofits to apply for the lottery.
 - Allow the nonprofits to gather information and submit the application.
 - Determine if the nonprofits are qualified for the lottery.
 - Hold the lottery.
 - Negotiate the agreements needed.
- The nonprofit needs time to acquire
 - the needed permits and licenses.
 - Business license, Sellers Permit, etc.
 - The RBS training for alcohol servers may not be immediately available.
 - Reservation and rental of needed equipment
- Time for a second applicant if the first fails to accomplish the needed steps



Next Steps

Based on the direction of Council, staff can bring back a selection process for non-profit fundraising concession at city events as early as the Council's next meeting.

Discussion and Questions

Council Direction to Staff

AGENDA TRANSMITTAL

MEETING DATE: July 16, 2013

CITY AGENDA ITEM: PUBLIC HEARING: Adoption of Council Resolution No. 2013__ : Accepting the Improvements to the Senior Center and Accepting the CDBG Grant Funded Senior Center Facility Improvement Project as Completed and Authorizing the City Manager to Record the Notice of Completion for the Construction Contract with Melnikov Construction, Inc. on behalf of the City.

FISCAL IMPACT: This project had no fiscal impact on the General Fund. A CDBG Grant in the amount of \$685,000 was awarded for the Suisun City Senior Center Rehabilitation that required a local match of \$50,000. The breakdown of the project budget approved in the award is provided below:

<u>Category</u>	<u>Amount</u>
Facility Improvement Activity	\$552,000
Public Facility Improvement Activity	\$ 55,200
Facility Improvement Activity Delivery	\$ 48,000
Public Facility Improvement Activity Delivery	\$ 4,800
Grant Management	<u>\$ 25,000</u>
Grant Total	\$685,000
City Match – Grant Management & Project Management	<u>\$ 50,000</u>
Project Total	\$735,000

The Senior Center Facility Improvement Project is the second and final phase of the overall project. The base contract award for the building upgrades was \$462,400 and this included Add Alternates 1, 2 and 3 as well as a contingency amount of \$87,160 which resulted in a total base award amount of up to \$549,560. Add Alternates number 4, 6, 5, and 7 were added. The final contract amount is \$545,200.

<u>Contract Items</u>	<u>Amount</u>
Base Contract – Plus Add Alts 1,2, & 3 (Contingency Not Included)	\$462,400
CCO#1 – Add Alt 4	\$ 47,440
CCO#2 – Add Alt 6, Vestibule Doors, Parking Lot Asphalt, ADA Parking	\$ 44,500
CCO#3 – Add Alt 5 & 7	\$ 20,200
Credits	<u>(\$ 29,340)</u>
Melnikov Contract Total	\$545,200

The final contract amount includes exterior site improvements which were originally planned to be completed in-house. The City was required to provide \$50,000 in matching leverage funds which was provided through staff time managing the project work and the grant itself.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Amanda Dum, Management Analyst I
Daniel Kasperon, Building & Public Works Director
23
Suzanne Bragdon, City Manager

BACKGROUND: The Senior Center Facility Improvement Project was originally planned to be completed in one phase. However, due to irregularities within the bids received for entire project, staff recommended that the project be divided into two phases. Phase I included the reroof and related items. This phase of the project was completed in December 2012. Phase II included the remainder of the upgrades required per the grant. The second and final phase of the project was completed as of June 24, 2013.

STAFF REPORT: On January 15, 2013, the Council approved the contract award for the Phase II remodel portion of the project to Melnikov Construction, Inc. in the amount of \$462,840, plus a contingency of \$87,160. There was a total of \$62,600 in change orders and a total of \$29,340 in credits bringing the total contract amount to \$545,200. Melnikov Construction, Inc. has completed all the work specified in its contract with Suisun City and it is appropriate to accept the work as complete.

Staff is requesting that the City Council: accept the project as completed, accept the Final Report, authorize closeout of the grant and issue a "Notice of Completion" for the Project.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2013-___: Adoption of Council Resolution No. 2013__ : Accepting the Improvements to the Senior Center and Accepting the CDBG Grant Funded Senior Center Facility Improvement Project as Completed and Authorizing the City Manager to Record the Notice of Completion for the Construction Contract with Melnikov Construction, Inc. on behalf of the City.

ATTACHMENTS:

1. Resolution No. 2013-___: Adoption of Council Resolution No. 2013__ : Accepting the Improvements to the Senior Center and Accepting the CDBG Grant Funded Senior Center Facility Improvement Project as Completed and Authorizing the City Manager to Record the Notice of Completion for the Construction Contract with Melnikov Construction, Inc. on behalf of the City.
2. Final Grant Performance Report (to be provided).

RESOLUTION NO. 2013-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ACCEPTING THE IMPROVEMENTS TO THE SENIOR CENTER AND ACCEPTING
THE CDBG GRANT FUNDED SENIOR CENTER FACILITY IMPROVEMENT
PROJECT AS COMPLETED AND AUTHORIZING THE CITY MANAGER TO
RECORD THE NOTICE OF COMPLETION FOR THE CONSTRUCTION CONTRACT
WITH MELNIKOV CONSTRUCTION, INC. ON BEHALF OF THE CITY

WHEREAS, on October 19, 2010, the City received notice that it had been awarded a \$685,000 CDBG Grant to make improvements to the Suisun City Senior Center for a comprehensive rehabilitation of the Senior Center with the primary goal of this project to include a new roof, a new commercial grade kitchen, safety code upgrades, energy-efficiency improvements, ADA improvements, and other building and site improvements; and

WHEREAS, on January 15, 2013, the City Council adopted Resolution No. 2013-03 which authorized the City Manager to enter into a construction contract on behalf of the City with Melnikov Construction Company for Phase 2 of the Senior Center Facility Improvements Project ("Project") in the amount of \$462,400 for the Phase 2 Base Bid and Add Alternates 1, 2, and 3. The final contract amount, which included additional changes orders, is \$545,200; and

WHEREAS, Melnikov Construction Company has completed all work under its contract for the Senior Center Facility Improvement Project.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby accept the CDBG Grant-funded Senior Center Facility Improvement Project as completed, accept the Final Report, authorizes the closeout of the grant, request unused funds be disencumbered by the State and issues a "Notice of Completion" for the Project, and authorizes the City Manager to take the necessary and appropriate actions to sign the Notice of Completion on behalf of the City, and cause it to be recorded with the Solano County Recorder's Office.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City duly held on Tuesday, the 16th day of July 2013, by the following vote:

AYES:	Councilmembers:	_____
NOES:	Councilmembers:	_____
ABSENT:	Councilmembers:	_____
ABSTAIN:	Councilmembers:	_____

WITNESS my hand and the seal of said City this 16th day of July 2013.

Linda Hobson, CMC
Deputy City Clerk

AGENDA TRANSMITTAL

MEETING DATE: July 16, 2013

CITY AGENDA ITEM: POSTPONED PUBLIC HEARING: Council Adoption of Resolution No. 2013-__: Approving a Modification to the Preferred Land Use Alternative for the 2035 General Plan Update.

FISCAL IMPACT: All costs associated with this item are included in the adopted budget.

BACKGROUND: Staff has continued work on alternative land use scenarios. There are still a number of vacant parcels that have significant development potential that require further consideration and staff work before bringing a final recommendation to Council.

STAFF REPORT: Given the improving economic picture, staff is seeing increased interest in potential development opportunities on vacant parcels within the City's sphere of influence. In order to thoroughly review and consider these potential opportunities and to provide the Council with complete staff work, staff is recommending the postponement of the Public Hearing on this item to a date to be determined in the future.

STAFF RECOMMENDATION: It is recommended that the City Council:

1. Postpone the Public Hearing to allow staff to continue work on the preferred land use map; and
2. Direct staff to re-advertise the Public Hearing for a future Council meeting once this staff work has been completed.

PREPARED BY:
APPROVED BY:

April Wooden, Community Development Director
Suzanne Bragdon, City Manager

