

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

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, MARCH 5, 2013

7:00 P.M.

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

(Next Ord. No. – 723)

(Next City Council Res. No. 2013 – 09)

Next Suisun City Council Acting as Successor Agency Res. No. SA2013 – 01)

(Next Housing Authority Res. No. HA2013 – 01)

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.)

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

3. Presentation of Certificate of Appreciation to Billy Gaither, Jr. for Serving as a Member of the Parks and Recreation Commission from February 1997 through December 2012.

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

CONSENT CALENDARCity Council

4. Council Adoption of Resolution No. 2013-___: Adopting Form 806, Agency Report of Public Official Appointments, as Required by the California Fair Political Practices Commission Regulation 18705.5 – (Anderson).
5. Council Adoption of Resolution No. 2013-___: Regarding the Adjustment of 2010 Census Designated Urban Boundaries for Transportation Purposes – (Wooden).
6. Council Adoption of Resolution No. 2013-___: Authorizing the Recruitment of a Communications & Records Technician I/II – (Dadisho).

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 February 12, 2013 and February 19, 2013 – (Hobson).

GENERAL BUSINESSCity Council

8. Council Adoption of Resolution No. 2013___: Authorize the City Manager to Execute a Grant Application for a Priority Development Area Planning Grant to Confirm, Update and Expand the Downtown Watertown Specific Plan (DWSP) - Wooden).
9. Council Adoption of Resolution No. 2013___: Accepting the Annual Progress Report on Implementation of City of Suisun City Housing Element for 2012 to State of California Department of Housing and Community Development – (Wooden).

PUBLIC HEARINGS:**CLOSED SESSION**

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

10. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to California Government Code Section 54956.8., the Suisun City Council will hold a Closed Session for the purpose of Conference with Real Property Negotiator.

Property Under Negotiation: 1240 Kellogg Street, Suisun City, CA 94585

Agency Negotiator: Suzanne Bragdon, City Manager, Ronald C. Anderson, Jr,
Assistant City Manager/Administrative Services, Jason Garben, Economic
Development Director

Negotiating Parties: California Marine Sports

Under Negotiations: Terms and payment

11. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(b): Two potential cases.

12. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

Name of case: David Fong v. City of Suisun City Case #: # FCS038343

13. PERSONNEL MATTERS

Pursuant to California Government Code Section 54954.5 et seq. the Suisun City Council will hold a Closed Session for the purpose of Public Employee Performance Evaluation: City Manager/Executive Director.

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 regarding any item on this agenda 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.

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.
3. Agendas are posted at least 72 hours in advance of regular meetings at:

City Hall	Fire Station	Senior Center
701 Civic Center Boulevard	621 Pintail Drive	318 Merganser Drive

AGENDA TRANSMITTAL

MEETING DATE: March 5, 2013

CITY AGENDA ITEM: Council Adoption of Resolution No. 2013-__: Adopting Form 806, Agency Report of Public Official Appointments, as Required by the California Fair Political Practices Commission Regulation 18705.5.

FISCAL IMPACT: There would be no impact on the General Fund.

BACKGROUND: The Fair Political Practices Commission (FPPC) adopted an amendment to California Code of Regulation, Title 2, Division 6, Section 18705.05. A copy of the amendment is provided as Attachment 1. The California Political Reform Act prohibits public officials from making, participating in making, or using an official position to influence a governmental decision in which the official has a financial interest. Income is one type of financial interest. FPPC Regulation 18232, definition of government salary: "Salary from a state, local or federal agency means any and all payments made by a government agency to a public official, or accrued to the benefit of a public official, as consideration for the public official's services to the government agency."

In addition to income, however, the Act also states a financial interest sufficient to trigger a conflict of interest can be formed by "an economic interest in the official's personal finances". FPPC Reg. 18705.5(a) financial interest threshold is at least \$250 in any 12-month period.

The new regulation now authorizes public officials to vote on their own appointments to compensated positions on various types of boards and commissions. For example, these can include appointment to a committee, board, or commission of a public agency, a special district, a joint powers agency or authority, or local area planning organizations.

STAFF REPORT: Before a public official may participate in a decision to appoint himself/herself to a compensated position, Section 18705.5 requires that Form 806 be adopted by the public agency and posted on its website. Form 806 reports additional compensation that officials receive when appointing themselves to positions on other boards, commissions or committees of a public agency, special district, and joint power agency/authorities. Each agency must post Form 806 listing all paid appointed positions including the date appointed, length of term, and salary/stipend amount.

FPPC recommends that each public agency prepare and adopt a Form 806 identifying all of the current paid appointments as soon as possible. Prior to the City Council's voting on appointments, the City Clerk will prepare Form 806 listing all current and anticipated paid appointment vacancies. The City will be in compliance with Regulation 18705.5, if this information is posted prior to the Council's vote of an appointment. After appointments are made, the City Clerk will update Form 806 to identify the appointees and post as required.

PREPARED BY:

Ronald C. Anderson, Jr., Assistant City Manager

REVIEWED/APPROVED BY:

Suzanne Bragdon, City Manager

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2013-__: Adopting Form 806, Agency Report of Public Official Appointments, as Required by the California Fair Political Practices Commission Regulation 18705.5.

ATTACHMENTS:

1. FPPC Regulation Section 18705.5 “Materiality Standard: Economic Interest in Personal Finances”.
2. Resolution No. 2013-__: Adopting Form 806, Agency Report of Public Official Appointments, as Required by the California Fair Political Practices Commission Regulation 18705.5.
3. FPPC Form 806, Public Official Appointments.

(Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations)

§ 18705.5. Materiality Standard: Economic Interest in Personal Finances.

(a) A reasonably foreseeable financial effect on a public official's or his or her immediate family's personal finances is material if it is at least \$250 in any 12-month period. When determining whether a governmental decision has a material financial effect on a public official's economic interest in his or her personal finances, neither a financial effect on the value of real property owned directly or indirectly by the official, nor a financial effect on the gross revenues, expenses, or value of assets and liabilities of a business entity in which the official has a direct or indirect investment interest shall be considered.

(b) The financial effects of a decision which affects only the salary, per diem, or reimbursement for expenses the public official or a member of his or her immediate family receives from a federal, state, or local government agency shall not be deemed material, unless the decision is to appoint, hire, fire, promote, demote, suspend without pay or otherwise take disciplinary action with financial sanction against the official or a member of his or her immediate family, or to set a salary for the official or a member of his or her immediate family which is different from salaries paid to other employees of the government agency in the same job classification or position, or when the member of the public official's immediate family is the only person in the job classification or position.

(c) Notwithstanding subsection (b), pursuant to Section 82030(b)(2) and Regulation 18232, a public official may make, participate in making, or use his or her official position to influence or attempt to influence, a government decision where all of the following conditions are satisfied:

(1) The decision is on his or her appointment as an officer of the body of which he or she is a member (e.g., mayor or deputy mayor), or to a committee, board, or commission of a public agency, a special district, a joint powers agency or authority, a joint powers insurance agency or authority, or a metropolitan planning organization.

(2) The appointment is to a standing or ad hoc committee of the public agency of which the public official is a member or one required to be made by the body of which the official is a member pursuant to either state law, local law, or a joint powers agreement.

(3) The body making the appointment referred to in paragraph (1) adopts and posts on its website, on a form provided by the Commission, a list that sets forth each appointed position for which compensation is paid, the salary or stipend for each appointed position, the name of the public official who has been appointed to the position and the name of the public official, if any, who has been appointed as an alternate, and the term of the position.

COMMENT: Cross-references: For the definition of "immediate family," see Section 82029.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 87100, 87102.5, 87102.6, 87102.8 and 87103, Government Code.

HISTORY

1. New section filed 11-23-98; operative 11-23-98 pursuant to the 1974 version of Government Code section 11380.2 and title 2, California Code of Regulations, section 18312(d) and (e) (Register 98, No. 48).
2. Change without regulatory effect amending section heading filed 3-26-99 pursuant to section 100, title 1, California Code of Regulations (Register 99, No. 13).
3. Editorial correction of History 1 (Register 2000, No. 25).

4. Amendment of section heading and section filed 1-17-2001; operative 2-1-2001. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2001, No. 3).
5. Amendment of subsection (a) filed 1-16-2002; operative 2-15-2002 (Register 2002, No. 3).
6. Amendment of subsection (b) filed 6-21-2005; operative 7-21-2005 (Register 2005, No. 25).
7. Amendment of subsection (a) filed 12-18-2006; operative 1-17-2007. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2006, No. 51).
8. New subsections (c)-(c)(3) filed 4-23-2012; operative 5-23-2012. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2012, No. 17).
9. Amendment of subsection (c)(2) and Comment filed 1-7-2013; operative 2-6-2013. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act

rulemaking requirements and not subject to procedural or substantive review by OAL)(Register 2013, No. 2).

RESOLUTION NO. 2013-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING FORM 806, AGENCY REPORT OF PUBLIC OFFICIAL
APPOINTMENTS, AS REQUIRED BY THE CALIFORNIA FAIR POLITICAL
PRACTICES COMMISSION REGULATION 18705.5**

WHEREAS, the Fair Political Practices Commission (FPPC) adopted an amendment to California Code of Regulation, Title 2, Division 6, Section 18705.05; and

WHEREAS, FPPC Regulation 18705.5 (c) (3) requires the body making the appointment adopt and post on its website, on a form provided by the Commission, a list of each appointed position which compensation is paid.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves Fair Political Practices Commission Form 806, Public Official Appointments; and authorizes the City Manager to perform all necessary actions to comply with FPPC Regulation 18705.05.

PASSED AND ADOPTED at a regular meeting of the Suisun City Council, duly noticed and held on Tuesday the 5th day of March 2013 by the following vote:

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

WITNESS my hand and the seal of said City this 5th day of March 2013.

Linda Hobson, City Clerk

Agency Report of: Public Official Appointments

Background

This form is used to report additional compensation that officials receive when appointing themselves to positions on committees, boards or commissions of a public agency, special district, and joint powers agency or authority. For example, a city councilmember may be appointed to serve as the city's representative on a joint powers insurance authority or a metropolitan planning organization or mayor. (Regulation 18705.5, amended 03.2012)

Each agency must post on its website a single Form 806 which lists all the paid appointed positions. When there is a change in compensation or a new appointment, the Form 806 is updated to reflect the change. The form must be updated promptly as changes occur.

Initial Agency Posting

As soon as possible, each agency should prepare a Form 806 identifying all of the current paid appointments to other governmental agencies. Thereafter, the form may be amended to include the future appointments.

Instructions

This form must be posted prior to a vote (or consent item) to appoint a governing board member to a paid position on another agency.

Part 1. Agency Identification

Identify the agency name and information on who should be contacted for information.

Part 2. Appointments

Identify the name of the other agency, board or commission. List the name of the official, and an alternate, if any.

List the appointment date and the length of term the agency official will serve. Disclose the stipend provided per meeting and the estimated annual payment. The annual salary is an estimate as it will likely vary depending on the number of meetings. It is not necessary to revise the estimate at the end of the calendar year.

Part 3. Verification

The agency head or his/her designee must sign the verification.

Frequently Asked Questions (FAQs)

1. When does an agency need to complete the Form 806?

A Form 806 is required when an agency's board members vote on an appointment for a board member to serve on another governmental agency and pay is provided.

2. The city council votes to serve as the city's housing authority, a separate entity. Will the Form 806 be required?

If the council members receive an additional compensation for serving on the housing authority, the Form 806 is required. If there is no payment, the Form 806 is not required.

3. Are appointments made by a governing board to appoint one of its members to serve as an officer of that board for additional pay (e.g. mayor) required to be disclosed on Form 806?

Yes. Regulation 18705.5 permits voting on your own appointment to position of mayor as well as other boards and commissions so long as proper disclosure on the Form 806 is made. This exception and disclosure apply to agencies with governing boards that are elected or appointed.

4. In determining the salary, must the agency include mileage reimbursements, travel payments, health benefits, and other compensation?

No. The FPPC regulation only requires the reporting of the stipend or salary.

5. Which agency must post the Form 806?

The agency that is voting to appoint a public official must post the Form 806 on its website. The agency that the official will serve as a member is not required to post the Form 806. The form is not sent to the FPPC.

6. When must the Form 806 be amended?

The Form 806 should be amended promptly upon any of the following circumstances: (1) the number of scheduled meetings is changed, (2) there is a change in the compensation paid to the members, or (3) there is a change in membership on the board or commission.

7. When a body meets irregularly, how should the annual compensation be estimated?

The agency should estimate compensation using the highest number of meetings.

8. In 2013 our agency will have a new appointment to a new agency. How is the Form 806 updated?

Before the agency votes on the appointment, the agency should update the Form 806 and identify the other governmental entity's name. If known, also include other information such as the number of meetings and stipend. As long as that information is posted prior to a vote of the governing board on an appointment, the agency is in compliance with Regulation 18705.5. Following the vote, the agency must update the form to identify the individual that will serve.

Privacy Information Notice

Information requested by the FPPC is used to administer and enforce the Political Reform Act. Failure to provide information may be a violation subject to penalties. All reports are public records available for inspection and reproduction. Direct questions to FPPC's General Counsel, Fair Political Practices Commission, 428 J Street, Ste. 620, Sacramento, CA 95814.

**Agency Report of:
Public Official Appointments**

Date Posted (Month, Day, Year)

A Public Document

1. Agency Name	City of Suisun City		
Division, Dept. or Region (If Applicable)	City Council	Area Code/Phone Number	707 421-7300
Designated Agency Contact (Name, Title)	Donna Pock, Deputy City Clerk	Email	dpock@ssuisun.com

I have read and understand FPPC Regulation 18705.5. I have verified that the appointment and information identified is true to the best of my information and belief.

Signature of Agency Head or Designee		Print Name	Suzanne Bragdon
Title	City Manager	Month, Day, Year	

2. Appointments

Agency Boards and Commissions	Name of Appointed Person (Last, First)	Name of Alternate, If Any (Last, First)	Appointment Date	Length of Term	Per Meeting	Estimated Annual Salary/Stipend
Solano Transportation Authority	Sanchez, Pete	Hudson, Mike	Nov-10	Nov-14	\$100.00	\$1,200
Solano County Water Agency Board	Sanchez, Pete	Hudson, Mike	Nov-10	Nov-14	\$100.00	\$1,200
Suisun-Solano Water Authority Board	Sanchez, Pete		Nov-10	Nov-14	\$100.00	\$400
Suisun-Solano Water Authority Board	Hudson, Mike		Nov-10	Nov-14	\$100.00	\$400
Suisun-Solano Water Authority Board	Day, Jane		Nov-10	Nov-14	\$100.00	\$400
Suisun-Solano Water Authority Board	Segala, Mike		Nov-12	Nov-16	\$100.00	\$400
Suisun-Solano Water Authority Board	Wilson, Lori		Nov-12	Nov-16	\$100.00	\$400
Fairfield-Suisun Sewer District Board	Sanchez, Pete		Nov-10	Nov-14	\$143.00	\$1,287
Fairfield-Suisun Sewer District Board	Hudson, Mike		Nov-10	Nov-14	\$143.00	\$1,287
Fairfield-Suisun Sewer District Board	Day, Jane		Nov-10	Nov-14	\$143.00	\$1,287
Fairfield-Suisun Sewer District Board	Segala, Mike		Nov-12	Nov-16	\$143.00	\$1,287
Fairfield-Suisun Sewer District Board	Wilson, Lori		Nov-12	Nov-16	\$143.00	\$1,287

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AGENDA TRANSMITTAL

MEETING DATE: March 5, 2013

CITY AGENDA ITEM: Adoption of Council Resolution No. 2013__ : Regarding the Adjustment of 2010 Census Designated Urban Boundaries for Transportation Purposes.

FISCAL IMPACT: There would be no fiscal impact associated with this action.

BACKGROUND: The Federal Highway Administration (FHWA) has asked the states (Caltrans) to work with MPOs (MTC) as the lead in notifying and collecting urban area boundary adjustment packages or proposed boundary acceptance notifications from local agencies. This review is important because following each decennial census, Federal transportation legislation 23 USC 101(a)(36)-(37) allows responsible state and local officials through cooperative efforts, subject to approval by the Secretary of Transportation, to adjust the Census boundaries outward, as long as they encompass, at a minimum, the entire Census Designated area.

STAFF REPORT: Caltrans provided each local jurisdiction GIS files to review for consistency with their current urban boundaries. They have requested that local jurisdictions provide a resolution from their governing body along with mapping correction by the middle of March. The intent is to provide feedback regarding any new areas that could become urbanized before the next Census.

In order to comply with the process established by Caltrans to correct any inconsistencies on their boundary files, a resolution is required formally requesting Caltrans to modify their information. Planning staff will provide Caltrans with appropriate Sphere of Influence (SOI) information, as well as the draft Preferred Land Use Alternative for the General Plan, along with this resolution, to Caltrans requesting that its mapping be modified to coincide with ours. The urban boundary GIS information will be utilized by Caltrans, MTC, and FHWA to evaluate various transportation-related issues, such as highway functional classification. It is unlikely that the information would impact the City's ability to apply for or receive grant funding.

Staff has had several conversations with Caltrans and MTC staff, and it has reviewed the files provided regarding the 2010 Census Designated Urban Boundary. Staff has the following comments/corrections:

- Identify the "City of Suisun City".
- Delineate the City of Suisun City's urban boundary from the City of Fairfield's.
- Include those areas outside the current city limits that are being analyzed as part of the General Plan Update (GPU Planning Area) within the City's urban boundary.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

John Kearns, Associate Planner
April Wooden, Community Development Director
Suzanne Bragdon, City Manager

JK
AW
SB

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2013___: Regarding the Adjustment of 2010 Census Designated Urban Boundaries for Transportation Purposes.

ATTACHMENTS:

1. Resolution No. 2013___: Regarding the Adjustment of 2010 Census Designated Urban Boundaries for Transportation Purposes.
2. GPU Planning Area Map.

RESOLUTION NO. 2013- ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
REGARDING THE ADJUSTMENT OF 2010 CENSUS DESIGNATED URBAN
BOUNDARIES FOR TRANSPORTATION PURPOSES**

WHEREAS, Section 101(a) of Title 23 U.S. Code allows for the State and local officials in cooperation with each other to adjust the Census designated urban area boundaries, subject to approval by the Secretary of Transportation; and

WHEREAS, the California Department of Transportation, on behalf of the Federal Highway Administration, requested the City of Suisun City, Solano County to adjust, if necessary, the 2010 Census Designated Urban Boundaries; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City approves the adjusted urban area for Suisun City and authorizes submittal to the California Department of Transportation on March 6, 2013.

PASSED AND ADOPTED by the following vote at a regular meeting of the City Council of the City of Suisun City, duly held on the 5th day of March 2013:

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

WITNESS my hand and the seal of said City this 5th day of March 2013.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: March 5, 2013

CITY AGENDA ITEM: Council Adoption of Resolution No. 2013 - __: Authorizing the Recruitment of a Communications & Records Technician I/II.

FISCAL IMPACT: Communications & Records Technician I/II-I Robin Wright resigned her position effective February 28, 2013. The position was budgeted at the D step of the pay range. Thus, upon approval of the City Council, the hiring of a new Communications Technician I/II-I would likely result in a savings of about \$4,400 this fiscal year as a result of the temporary vacancy and the hiring of a replacement, who would start at a lower pay step.

BACKGROUND: With the adoption of the FY 2011-12 Annual Budget the City Council established a policy that requires staff to seek the Council's approval for the recruitment of candidates to fill vacant positions.

STAFF REPORT: Communications & Records Technician I/II-I Robin Wright resigned her position effective February 28, 2013. Currently the Dispatch Center/Records Division is working with minimal staffing of seven Communications Technicians. On April 16, 2013, Communications & Records Technician I/II-I Danielle Fortin is scheduled to begin maternity leave and will be away from work for a minimum of six weeks. This will cause the Dispatch Center/Records Division to work with only five dispatchers.

With the departure of Robin and the anticipated leave for Danielle Fortin, the remaining dispatchers will be assigned mandatory Overtime to fill those vacancies. Communications & Records Technicians are currently working a 4-10 schedule. Any forced Overtime could have an impact on fatigue and morale. Additionally, forced Overtime will not always be available due to the limited options for backfill with only five available Communication & Records Technicians.

An analysis of workload demonstrates there are no reductions of services for the dispatch center due to the need for 24-hour availability regarding 911 emergency calls.

Staff is requesting the authority to establish a Communications & Records Technician I/II eligibility list, and for the City Manager to determine when to fill the vacancy based on fiscal constraints and consultation with the Police Chief.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2013 - __: Authorizing the Recruitment of a Communications & Records Technician I/II.

ATTACHMENTS:

1. Resolution No. 2013 - __: Authorizing the Recruitment of a Communications & Records Technician I/II.

PREPARED BY:

REVIEWED/APPROVED BY:

Tim Mattos, Police Commander
Suzanne Bragdon, City Manager

RESOLUTION NO. 2013 - ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE RECRUITMENT OF A
COMMUNICATIONS & RECORDS TECHNICIAN I/II**

WHEREAS, the City of Suisun City Council has instituted a selective hiring freeze; and

WHEREAS, the City Council must approve new recruitments and authorize the hiring of new employees; and

WHEREAS, the Police Department will have one Communications & Records Technician I/II vacancy anticipated beginning March 1, 2013; and

WHEREAS, the Police Department has established minimum staffing levels within its General Orders of one Communications & Records Technician for each shift; and

WHEREAS, the Department will have to use Overtime to backfill the vacancies if unfilled, causing an impact on officer fatigue; and

WHEREAS, the newly hired position would enable the Police Department to keep the current level of services provided to the community; and

WHEREAS, the current budget contemplates that the Communications & Records Technician I/II position will be filled for the entire year, and the hiring of a Communications & Records Technician I/II would likely result in a modest savings relative to the adopted budget for FY 2012-13.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the recruitment of a Communications & Records Technician I/II in the Police Department.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to establish a Communications & Records Technician I/II eligibility list, and the City Manager authorized to determine when to fill the vacancy based on fiscal constraints and consultation with the Police Chief.

PASSED AND ADOPTED by the City Council of the City of Suisun City at a regular meeting thereof held on the 5th day of March 2013 by the following vote:

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

WITNESS my hand and the seal of said City this 5th day of March 2013.

Linda Hobson, CMC
City Clerk

M I N U T E S

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

TUESDAY, FEBRUARY 12, 2013

5:45 P.M.

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

ROLL CALL

Mayor / Chairman Sanchez called the Meeting to order at 5:45 PM with Council / Board Members Hudson, Segala, Wilson and Mayor Sanchez present. Council Member Day was absent.

Pledge of Allegiance was led by Council / Board Member .

Invocation was given by City Manager Bragdon.

PUBLIC COMMENT- None

(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 - None

(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 will hold a Closed Session for the purpose of:

1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
Name of case: David Fong v. City of Suisun City Case #: #FCS038343
2. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code Section 54956.9(b): One potential case.
3. PERSONNEL MATTERS
Pursuant to California Government Code Section 54954.5 et seq. the Suisun City Council will hold a Closed Session for the purpose of Public Employee Performance Evaluation: City Manager/Executive Director.

PM -- Mayor Sanchez recessed the City Council to Closed Session.

CONVENE OPEN SESSION

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

6:51 PM -- Mayor Sanchez reconvened the City Council and stated no decisions were made in Closed Session.

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the City Council meeting at 6:51 PM.

Linda Hobson, CMC
City Clerk

M I N U T E S

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, FEBRUARY 12, 2013

7:00 P.M.

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

ROLL CALL

Mayor / Chairman Sanchez called the Meeting to order at 7:00 PM with Council / Board Members Hudson, Segala, Wilson and Mayor Sanchez present. Council Member Day was absent.

Pledge of Allegiance was led by Council / Board Member Segala.

Invocation was given by City Manager Brandon.

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)

George Guynn commented on the City Treasurer paying back money for insurance and Council Member Day's absences

Jeannie McMurry thanked the police department for prompt response when a vehicle was side swiped in front of their home.

REPORTS: (Informational items only.)

1. City Manager/Executive Director/Staff

a. Police Department Crime Statistics for 2012 – (Dadisho).

Police Dadisdho reported overall crime down 17% in 2012 with response time for emergency calls was less than 3 minutes.

b. Student Recognition March 2013 – (Bragdon)

City Manager Bragdon reported the school adhoc committee said best time for a school award would be the month of March. Artistic, sports, or community service were a few categories recommended. Council Members Wilson and Segala were appointed to the ad hoc committee to set up procedure for student recognition.

2. Mayor/Council -Chair/Boardmembers

Council / Board Member Segala had questions regarding:

- Kellogg Street road failure,
- Boat launch parking lot,
- Parking lot south of Virgil's Bait Shop,
- Graffiti on Cottonwood Apartment's wall,

- Palm tree removal on Blossom,
 - East side of road within Lambrecht Sports Complex being used as dump.
- And gave bravo Zulu to code enforcement working to abate homeless encampment on west-side Sunset; Police Department for collaboration with Fairfield Police Department in the apprehension of the alleged person responsible for the death of one of community's children, and Public Works for getting all the lights operating at the Train Depot Plaza.

Council / Board Member Hudson reported attending the California Association of Sanitation Agencies meeting January 16-18, reported two Suisun City businesses had closed, there had been an increase of graffiti and shopping carts all over the City.

Council / Board Member Wilson reported attending the New Mayors and Council Member meeting which was a busy, non-stop workshops. Also reported attending the following events:

- January 21 – National Council of Negro Women 's Martin Luther King celebration;
- January 23 met with Public Works Director/Building Official to discuss Solano Transportation Authority Bicycle Advisory Committee;
- February 5 – guest speaker for Solano Christian Academy Black History Month Celebration.

And will be attending on February 16 the National Council of Negro Women celebrating Black History Month at the Joe Nelson Center and on February 21 will be the guest speaker at Armijo High School regarding Black History Month.

Mayor / Chairman Sanchez reported attending the following events:

- The California Association of Sanitation Agencies conference January 16-18 in Indian Wells; Daily Republic wrote a news article with colored photo, with write up -- going on a junket;
- January 21 Northern California Council of Negro Women event at Hilton Hotel, Fairfield -- the guest speaker spoke of Martin Luther King's legacy;
- Suisun City Firefighter's Crab Feed January 26;
- Fairfield-Suisun School/City Council Ad Hoc Committee meeting February 7.

Mayor Sanchez commented on WalMart grading, paving, and hydro seeding.

CONFLICT OF INTEREST NOTIFICATION - None

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

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

3. Presentation by Todd Creel, Site Manager for Walk MS Solano County Event at Suisun City Waterfront on Saturday, April 27, 2013.

Mr. Creel invited everyone to attend the MS Walk, which will start in the promenade on April 27 at 9:00AM; it is a walk not a race, and reported there was no cure for MS but stated new drugs had been found to treat the disease.

CONSENT CALENDAR

City Council

3. Council Adoption of Resolution No. 2013-04: Authorizing the City Manager to Execute a Letter of Support for Creation of a Countywide Property Assessed Clean Energy (PACE) Program Administered by Solano County – (Corey).
4. Council Adoption of Resolution No. 2013-05: Authorizing the City Manager to Execute a Memorandum of Understanding with regards to the San Francisco Bay Area Regional Energy Network (BayREN) – (Wooden).

Suisun City Council Acting as Successor Agency

5. Receiving and Accepting a Recognized Obligation Payment Schedule (ROPS) for the Period of July to December 2013 – (Garben).

Joint City Council / Suisun City Council Acting as Successor Agency

6. Council/Agency Approval of the December 2012 Payroll Warrants in the amount of \$503,816.68– (Finance).

Motioned by Council / Board Member Hudson and seconded by Council / Board Member Segala to approve the Consent Calendar. Motion carried unanimously by members present.

GENERAL BUSINESS

Suisun City Council

7. Council Adoption of Resolution No. 2013-06: Approving a Priority List of Events with Associated Costs to be Submitted to the Suisun City Community Services Foundation for Funding for the 2013 Events Season. - (Jessop).

Laura Cole-Rowe thanked Council for prioritizing the events, the Foundation established marketing, funding, and grant applications.

Each council member gave a priority for each event with two agreeing on the following:

**Christmas on the Waterfront: December,
Saturday Night Moves: 8 Nights,
Saturday Afternoon Jazz: 8 Days,
Friday Night Concert: 8 Nights,
Shore Fest: June.**

PUBLIC HEARINGS: - None

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the City Council meeting at 7:55 PM.

Linda Hobson, CMC
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, FEBRUARY 19, 2013

7:00 P.M.

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

ROLL CALL

Mayor / Chairman Sanchez called the Meeting to order at 7:00 PM with Council / Board Members Hudson, Segala, Wilson and Mayor Sanchez present. Council Member Day was absent.

Pledge of Allegiance was led by Council / Board Member Segala.

Invocation was given by City Manager Bragdon.

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).

Kimberly Kent expressed concern and opposed fluoride being added to our water, stated it was a toxin and causes many problems

Paul Kent stated Suisun City was one of the only cities in northern California that does not have fluoride in the water.

George Guynn expressed concern that the government could mandate fluoride be put in the water.

REPORTS: (Informational items only.)

1. Mayor/Council -Chair/Boardmembers

- a. Water Fluoridation – (Sanchez) continued to next meeting for full council.

Mayor Sanchez reported graffiti on Lawler Ranch fence and Starbucks.

Council Member Segala suggested City Manager Bragdon and Fairfield City Manager Quinn regarding massive bulletin board on Travis Boulevard and Sunset Avenue; reported garbage all around the community dumpster on Kellogg Street and advised the ribbon cutting for the renovated Veteran's Building would be the end of March.

Council Member Hudson reported attending Solano Transportation Authority and the Suisun City Business Improvement meetings, reported graffiti on Raley's was cleaned up in one day, and asked about Fireworks Lottery. Fire Chief O'Brien reported there had been six applicants, Travis Vikings, Suisun City Titans and American Legion 182 teaming up with the veterans were awarded.

Mayor Sanchez reported attending Solano Transportation Authority where the board is looking at express lanes with a fee on Solano County highways, Solano County Water Agency where bay area conservation plan will be coming out with 20,000 acres of land for reservoir, and Suisun City Sewer Board meeting in March with budget including increase in fees.

Council Member Wilson asked for clarification of the Fireworks Lottery.

2. City Manager/Executive Director/Staff - None

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.)

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

3. Cadet Program – Introduction of Wilson Dadisho, Alexander Gibbs, Destiny Greenwood, Zacharie Harvey, Carolina Rodriguez, Mauricio Rodriguez, Marissa Serna, Niko Serna, – (Dadisho)

Mayor Sanchez and council members welcomed the cadets.

4. Presentation by Sam Shelton, Solano Transportation Authority, on the Regional Transportation Impact Fee (RTIF).

Sam Shelton presented update explaining why, what and how a regional transportation impact fee should be developed, limitations of impact fees, progress of RTIF, and six implementation packages

5. Presentation by Jessica Adele, Managing Editor SoFit Magazine, on the SoFitCity Race for the Fittest City in Solano County.

Ms. Adele presented to the council the trophy for last year's SoFitCity Race for fit minds, fit bodies, fit community, reported SoFit Magazine had donated \$10,000 to public libraries and complimented Mayor Sanchez and the Public Works Department for their help on the event.

Captain Harvey, of the Kroc Center, commented on being proud to be a part of the event.

6. Approving Mayoral Appointment to the Fiscal Review Ad Hoc Committee.

Motioned by Mayor Sanchez and seconded by Council Member Hudson to appoint Council Members Hudson & Wilson to the Fiscal Review Ad Hoc Committee. Motion carried unanimously by the members present.

7. Approving Mayoral Appointment to the Main Street Ad Hoc Committee.

Motioned by Mayor Sanchez and seconded by Council Member Hudson to appoint Council Members Hudson & Wilson to the Main Street Ad Hoc Committee. Motion carried unanimously by the members present.

CONSENT CALENDAR

City Council

8. Council Adoption of Resolution No. 2013-06: Authorizing the City Manager to Execute the

Intercity Transit Funding Agreement and Agreement Establishing Certain Goals and Principles for Intercity Transit Activities in Solano County – (Moirano).

9. Council Consideration of the Adoption of Resolution No. 2013-07: Adopting the Fourth Amendment to the Annual Appropriation Resolution No. 2012-53 to Appropriate the Proceeds of Fireworks Sales for the 2013 July Fourth Celebration – (Anderson).

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

10. Council/Agency/Authority Review and Accept the Investment Report for the Quarter Ending December 31, 2012 – (Garben).
11. 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 January 15, 2013– (Hobson).

Joint City Council / Suisun City Council Acting as Successor Agency

12. Council/Agency Approval of the January 2013 Payroll Warrants in the amount of \$556,541.05. Council/Agency Approval of the January, 2013 Payable Warrants in the amount of \$784,421.70 – (Finance).

Council Member Segala requested Item 8 be pulled from Consent Calendar.

Motioned by Council Member Segala and seconded by Council Member Wilson to approve Consent Calendar Items 9-12. Motion carried unanimously by the members present.

Discussion was held regarding where the funds come from and Darryl Hall explained budget coming from FAST and would not show up in Suisun City budget as a line item.

Motioned by Council Member Segala and seconded by Council Member Wilson to adopt Resolution No. 2013-06 (Item 8). Motion carried unanimously by the members present.

GENERAL BUSINESS

City Council

13. HEARING

Council Adoption of Resolution No. 2013-08: Placing Liens for Unpaid Waste Collection Service Charges on Certain Lands Situated in the City of Suisun City, County of Solano, State of California. – (Anderson).

Mayor Sanchez opened the public hearing.

Wendy Jeter requested to resolve the issue of 824 Emperor.

Hearing no further comments, Mayor Sanchez closed the public hearing.

Motioned by Council Member Segala and seconded by Council Member Wilson to adopt Resolution No. 2013-08 with the exclusion of Wendy Jeeter's property. Motion carried unanimously.

8:08 PM – Mayor Sanchez recessed the City Council Meeting for a break.

8:18 PM – Mayor Sanchez reconvened the City Council Meeting.

4. Fiscal Year 2012-13 Mid-Year Fiscal Review and Discussion of the FY 2013-14 Budget Balancing Strategy: - (Anderson/Garben)
 - a. Presentation of the FY 2012-13 Mid-Year Fiscal Review; and
 - b. Confirmation of the Budget Balancing Strategy for FY 2013-14.

City Manager stated the 2013-2014 Budget will not require layoffs, employee compensation reduction or elimination of services. Assistant City Manager Anderson gave an overview of the General Fund revenues and expenditures.

PUBLIC HEARINGS: None

CLOSED SESSION

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

5. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code Section 54956.9(b): One potential case.
6. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
Pursuant to California Government Code Section 54956.8., the Suisun City Council will hold a Closed Session for the purpose of Conference with Real Property Negotiator.
Property Under Negotiation: 1240 Kellogg Street, Suisun City, CA 94585
Agency Negotiator: Suzanne Bragdon, City Manager, Ronald C. Anderson, Jr, Assistant City Manager/Administrative Services, Jason Garben, Economic Development Director
Negotiating Parties: California Marine Sports
Under Negotiations: Terms and payment

8:52 PM – Mayor Sanchez recessed the City Council meeting to Closed Session

CONVENE OPEN SESSION

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

PM – Mayor Sanchez reconvened the City Council meeting and stated no decisions were made in Closed Session.

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the City Council meeting at PM.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: March 5, 2013

CITY AGENDA ITEM: Council Adoption of Resolution No. 2013-___: Authorizing the City Manager to Execute a Grant Application for a Priority Development Area Planning Grant to Confirm, Update and Expand the Downtown Waterfront Specific Plan (DWSP).

FISCAL IMPACT: There is a total of \$1.06 million in grant monies for which all Priority Development Area's (PDA's) in Solano County may compete through the Metropolitan Transportation Commission (MTC). If selected, Suisun City would have the potential to receive approximately \$163,000 that would be expended to confirm, update, and expand the Downtown Waterfront Specific Plan to include the full Downtown PDA. The local match for this grant would be 11.47% or \$18,696. Staff time to administer the grant and manage the work of outside consultants may be used to meet the match requirement. The local match requirement may be met anytime within the 30-month life of the grant (e.g., \$9,348 per year for two years).

BACKGROUND: The Priority Development Area (PDA) Planning Program is an initiative by the Metropolitan Transportation Commission (MTC) to finance planning in PDA's that would result in intensified land uses around public transit hubs, as well as bus and rail corridors in the nine-county San Francisco Bay Area.

Local governments are eligible for planning funds, and the Solano Transportation Authority (STA) Technical Advisory Committee (TAC) has recommended approval of \$163,000 for the City to update its Specific Plan to include the full PDA. The City's application would be considered by the STA Board at its March 13, 2013 meeting. Specific Plans funded under this program must be consistent with the Program Guidelines (Attachment 3).

Following MTC's approval, grantees will enter into a funding agreement with MTC and initiate the planning process. The plan must be completed within 30 months from execution of the funding agreement.

STAFF REPORT: The current and proposed Downtown Waterfront Specific Plans are discussed in more detail below:

The Current Downtown Waterfront Specific Plan

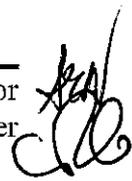
A Specific Plan is a tool for the systematic implementation of the General Plan. It establishes a link between implementing policies of the General Plan and the individual development proposals in a defined area. It may simply set forth broad policy concepts or provide detailed direction to every facet of development in a defined area such as the type, location, and intensity of uses; the design and capacity of infrastructure; the resources used to finance public improvements; or residential or commercial design guidelines. A Specific Plan may also address issues not included in the General Plan, but which are viewed by the community as important.

PREPARED BY:

April Wooden, Community Development Director

REVIEWED/APPROVED BY:

Suzanne Bragdon, City Manager



All Specific Plans must comply with Sections 65450 - 65457 of the Government Code, which require that a Specific Plan be consistent with the adopted General Plan of the jurisdiction and with any Airport Land Use Plan pursuant to Public Utilities Code §21676.

The adopted Downtown Waterfront Specific Plan (DWSP) includes policies to protect important Suisun City assets such as Old Town, historic resources, the waterfront, the train station, and, to a certain degree, destination tourism uses such as the hotel. Since the downtown waterfront is a synergistic area, what happens in the residential area on the east side of the basin can affect what happens on the west side of Main Street.

The Proposed Expanded Specific Plan (north of Highway 12 and west of Marina Blvd.)

The same synergy exists between the existing area of the DWSP and the property north of Highway 12 and west of Marina Boulevard. What happens in this area will affect what happens in the rest of the downtown waterfront. By including this property in the DWSP area, policies can be developed to ensure that its future development is beneficial to the rest of the downtown area. By including policies to provide for additional housing, retail, and services on the property, the rest of the DWSP area will benefit from more customers, more visitors for the hotel, and more revenue for the City. This will help the City achieve its goal of a vibrant, waterfront community.

The goals of the PDA Planning Program include:

- Increase housing and jobs within planning area.
- Increase land use intensities in the planning area.
- Increase all modes of transportation within the PDA.
- Locate key services and retail within the planning area.

More specifically, Suisun City's PDA, encompassing about 450 acres, is designated as a Transit Town Center place-type PDA by MTC. MTC's Planning Area Development Guidelines for a transit town center of 500 acres provide a planning area jobs target of 2,000 to 7,500. In addition, the guidelines provide for a mix of small-lot single-family homes, townhomes, and low- to mid-rise multi-family, with an ultimate build-out of between 3,000 and 7,500 housing units in the PDA, at a minimum net project density for new housing of 20 units per acre.

The goals articulated by the City Council through the DWSP and other direction to date include:

- Increased housing and commercial land use intensity in the Benton Court area, anticipated to occur in mixed-use development.
- Increased connectivity to the train station.
- Development of the Denverton Curve site and the 30-acre site, north of Highway 12 and west of Marina Boulevard.
- Development of the property east of Marina Shopping center and south of Highway 12.
- Improved pedestrian and bicycle connectivity with Grizzly Island trail, the waterfront promenade, the Central County Bikeway, the train station, and the existing housing and commercial development in DWSP area.

- Greater connectivity between Fairfield and Suisun City downtowns, ideally with at least one street-level grade crossing.

These goals would be consistent with the Program Guidelines found in Attachment 3.

Prior Studies

Three prior studies are highlighted below:

Name of Study	Cost (Funding Source)
Transit-Oriented Feasibility Study, 2009	\$35,000 (CDBG grant)
Senior Housing Feasibility Study, 2011	\$30,000 (CDBG grant)
Development Feasibility Study, 2012	\$60,000 (MTC technical assistance)

Transit-Oriented Feasibility Study

Since the Suisun-Fairfield Train Station has been identified as a key resource of the downtown area, the City applied for a grant to study opportunities around the station. In 2009, Applied Development Economics (ADE) completed a Transit-Oriented Feasibility Study. This effort provided the City with opportunities for increased land use intensity around the Suisun-Fairfield Train Station. The study also suggested extending the streetscape improvements along the waterfront to the west side of Main Street in order to unify overall streetscape for downtown. These recommendations build upon the adopted objectives of the Downtown Waterfront Specific Plan including “Strengthen Downtown as a place to live” and “Improve the streetscape environment to promote pedestrian circulation and cohesive development of the downtown”. This study also concluded that the City should prioritize infill development, leading to consideration of a Senior Housing Feasibility Study to evaluate senior housing as an infill product.

Senior Housing Feasibility Study

As a result of a stated need to provide more housing for seniors and to provide a mix of housing for all age groups, the City applied for a grant to study the feasibility of senior housing the downtown area. In 2011, Principle Valuation completed a Senior Housing Feasibility Study that identified a market for senior housing. This conclusion supports the first objective of the Downtown Waterfront Specific Plan which states “Strengthen Downtown as a place to live”. Additionally, building upon the Transit-Oriented Feasibility Study, which concluded the City should prioritize infill development and consider a mix of uses, the Senior Feasibility Study analyzed three infill sites and provided findings.

Development Feasibility Study

With the guidance provided in the Downtown Waterfront Specific Plan and the conclusions of both the Transit-Oriented Feasibility Study and the Senior Housing Feasibility Study, as well as the undertaking of both the General Plan and Zoning Ordinance updates, the City positioned itself for assistance from MTC in considering development feasibility in the downtown. MTC funded \$60,000 worth of consultant assistance regarding development feasibility within the Priority Development Area (PDA). The feasibility study showed some development potential

within the PDA within the next decade. Specific uses that were identified with near-term potential for development included senior housing and a hotel/destination restaurant/conference center. The consultants provided site-specific analysis of these uses and developed a conceptual land plan for both a site on Civic Center Boulevard (Parcels 12 and 13) and the site directly east of the existing Marina Center, south of Highway 12.

Timing

The timing which would be required by MTC to complete the update of the DWSP fits comfortably within the City's GPU/ZOU timeline. Staff anticipates that from the final approval of a preferred land use map, which will serve as the basis for the GPU Environmental Impact Report (EIR), the GPU would be ready for review and adoption by Planning Commission and City Council within 9 to 12 months. The ZOU would be ready for review and adoption by Planning Commission and City Council approximately 3 to 4 months later. It is anticipated that the amended DWSP would be ready for review and adoption by Planning Commission and City Council approximately 3 to 4 months after the adoption of the Zoning Ordinance, and not later than 30 months from funding agreement execution.

In the event that development projects within the DWSP area are proposed during the preparation of these documents, such projects may move forward through the entitlement process. Since there is no current EIR for the DWSP, each project would be required to provide project-level environmental review, which would likely require the preparation of a project-level EIR. However, once the environmental review is completed for the updated DWSP, the required level of environmental review for proposed projects consistent with the plan would be a project-level Mitigated Negative Declaration, or even a Negative Declaration, rather than an EIR. If the proposed project met the requirements of recent legislation designed to encourage transit-oriented development and the DWSP has been completed, the proposed project would be exempt from environmental review.

RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2013-___: Authorizing the City Manager to Execute a Grant Application for a Priority Development Area Planning Grant to Confirm, Update and Expand the Downtown Waterfront Specific Plan (DWSP).

ATTACHMENTS:

1. February 26, 2013 Special Meeting Staff Report.
2. Map of the proposed Downtown Waterfront Specific Plan area.
3. PDA Planning Program Cycle Five Program Guidelines.
4. Adopt Resolution No. 2013-___: Authorizing the City Manager to Execute a Grant Application for a Priority Development Area Planning Grant to Confirm, Update and Expand the Downtown Waterfront Specific Plan (DWSP).

AGENDA TRANSMITTAL

MEETING DATE: February 26, 2013

CITY AGENDA ITEM: Presentation of a Grant Opportunity to Confirm, Update and Expand the Downtown Waterfront Specific Plan (DWSP) to include the Full Downtown Priority Development Area (PDA).

FISCAL IMPACT: There is a total of \$1.06 million in grant monies for which all Priority Development Area's (PDA's) in Solano County may compete through the Metropolitan Transportation Commission (MTC). If selected, Suisun City has the potential of receiving approximately \$150,000 that would be expended to confirm, update and expand the Downtown Waterfront Specific Plan to include the full Downtown PDA. The local match of this grant is 11.47% or \$17,205. Staff time to administer the grant and manage the work of outside consultants can be used to meet the match requirement. The local match covers the 30-month life of the grant (i.e. \$8,603 over two years).

BACKGROUND: In 2008, the Association of Bay Area Governments (ABAG) approved the City's Downtown Waterfront Area as a Planned Priority Development Area. The PDA includes the Downtown Waterfront Specific Plan area as well as the land north of Highway 12 and west of Marina Boulevard, which are commonly referred to as the 30 acre site and Denverton Curve (see Attachment 1 – Downtown Specific Plan/PDA map.) A purpose of establishing the PDA was to allow the City to apply for and compete for grants to facilitate planning and development within the PDA. Since the PDA was established in 2008, the City has been awarded grant monies to undertake a transit oriented development (TOD) study, complete a senior housing feasibility study, which focused on the property east of the Marina Shopping Center, and a development feasibility study, which looked at developing a hotel/meeting rooms on the two parcels along the eastern side of the waterfront.

STAFF REPORT: The City currently has a unique opportunity to apply for grant funding to support planning and development of the City's Priority Development Area (PDA) through Cycle Five of ABAG's PDA Planning Program. Previously, we have applied and been awarded monies through Cycle Two; this was for the development feasibility study noted earlier.

Process and Timing

The Solano Transportation Authority (STA) has taken an aggressive approach to move forward in the short-term to provide funding through the current Transportation Improvement Plan (TIP), hence the goal for the STA Board to act on this, as well as other funding opportunities, by their March 13, 2013 Board Meeting. By doing so now, maximum time is allowed to complete the work (approximately 30 months from the date of award) versus losing 12 months by waiting an extra year.

PREPARED BY:
APPROVED BY:

John Keams, Associate Planner JK
Suzanne Bragdon, City Manager S.B.

Supporting this timeframe, the City was requested to submit a letter of interest to STA last Friday, February 22, 2013 (see Attachment 2, Letter of Interest and Draft Scope of Work.) This letter of interest is not binding, but rather is only used to confirm interest and remain eligible to compete for the grant funding. The STA Technical Advisory Committee (TAC) is scheduled to review the letters of interest on February 27th and, taking into account Council's interest in pursuing the grant or not (which will occur at your March 5th meeting), make recommendations to the STA Board at their March 13, 2013 meeting.

City Goals and Objectives of the Planning Study

Big picture, the overall goal of confirming, updating and expanding the Downtown Waterfront Specific Plan (DWSP) to include the full PDA is the realization of a vibrant, downtown waterfront community that will benefit the entire area. By completing an environmental review of the resulting Specific Plan, as anticipated in the draft scope of work for this project, development potential of the PDA will be enhanced; future development projects will be able to "tee off" this fresh environmental analysis versus the EIR that was completed in 1991 on the DWSP, hence reducing their environmental efforts.

Furthermore, the City is in the midst of updating both its General Plan and Zoning Ordinance. As a part of this effort, General Plan policies will be developed that support the Preferred Land Use Alternative, among other things, ultimately adopted by the Council. Once the General Plan and Zoning Ordinance are finalized and adopted, there will be a need to update the policies of the DWSP in order to achieve overall consistency between the General Plan and the Specific Plan. Attachment 1 shows the land uses that have been proposed to change in the downtown area through the General Plan Update. These include:

- Old Crystal Middle School Site #2 (medium density residential)
- Benton Court area #3 (mixed use)
- Train Station area #4 (mixed use)
- East of Marina Shopping Center #7 (mixed use)
- Area by Grizzly Island Trail #8 (single family residential)
- South-end Marina Blvd. #9 (destination tourism/medium density residential)
- South waterfront around Cal Marine #10 (destination tourism)

No money has been allocated to update the Specific Plan to reflect these changes; the planning study proposed through this grant would reflect these proposed changes in both the Specific Plan and supporting environmental analysis.

Finally, the City of Fairfield is likewise competing for grant monies through Cycle Five of ABAG's PDA Planning Program to prepare Specific Plans for two of their downtown PDA's. As this is a competitive process to receive grant monies, both cities believe that by including discussions in their separate applications about linkages and common interests between the two cities that can be achieved through the award of these grants, that both cities stand a better chance of being awarded grant monies. Such opportunities include:

- Improved connectivity between Suisun City's PDA and Fairfield-South PDA

- Such connectivity can be pedestrian and/or vehicular
- Improved access and connectivity between different modes of transportation between the two cities including the Fairfield/Suisun Train Station at the heart of our PDA

It is important to emphasize that each city is undertaking its own planning effort to update its Specific Plan(s); this IS NOT a joint study. However, by working closely and collaborating with the City of Fairfield to address mutual land use and transportation planning issues, such as enhanced connectivity between the two downtown areas, both cities benefit.

Cycle Five PDA Planning Program Guidelines

For the Council's reference, the Cycle Five of the PDA Planning Program is an initiative to finance planning in Priority Development Areas (PDA) that will result in intensified land uses around public transit hubs, and bus and rail corridors in the nine-county San Francisco Bay Area (see Attachment #3 – PDA Planning Program Cycle Five, Program Guidelines.) As indicated therein, the key goals of this program are to:

- (1) Increase both the housing supply, including affordable housing for low-income residents, and jobs within the planning area;
- (2) By increasing land use intensities in the planning area, boost transit ridership and thereby reduce vehicle miles traveled (VMT) by PDA residents, employees and visitors;
- (3) Increase walking, bicycling, carpooling and car-sharing by effectively managing parking and driving while promoting multimodal connections for residents, employees and visitors within the PDA;
- (4) Locate key services and retail within the planning area.

Since 1999, the City has undertaken many planning studies to guide the development of the downtown core in recognition of its assets and uniqueness. Likewise, these planning efforts have worked, step-by-step, to achieve and/or position the City to achieve the key goals outlined above. These efforts include:

- Downtown Waterfront Specific Plan – adopted 1999
- RDA Implementation Plan
- Designation of a Downtown Priority Development Area
- Transit Oriented Development (TOD) study for the PDA
- Parking study for the PDA, as part of DDA with Main Street West
- Certification of Housing Element that identified locations for increased downtown housing
- Senior Housing Feasibility Study (property east of Marina Shopping Center)
- FOCUS grant-funded Development Feasibility Analysis (hotel/meeting rooms eastern waterfront.)

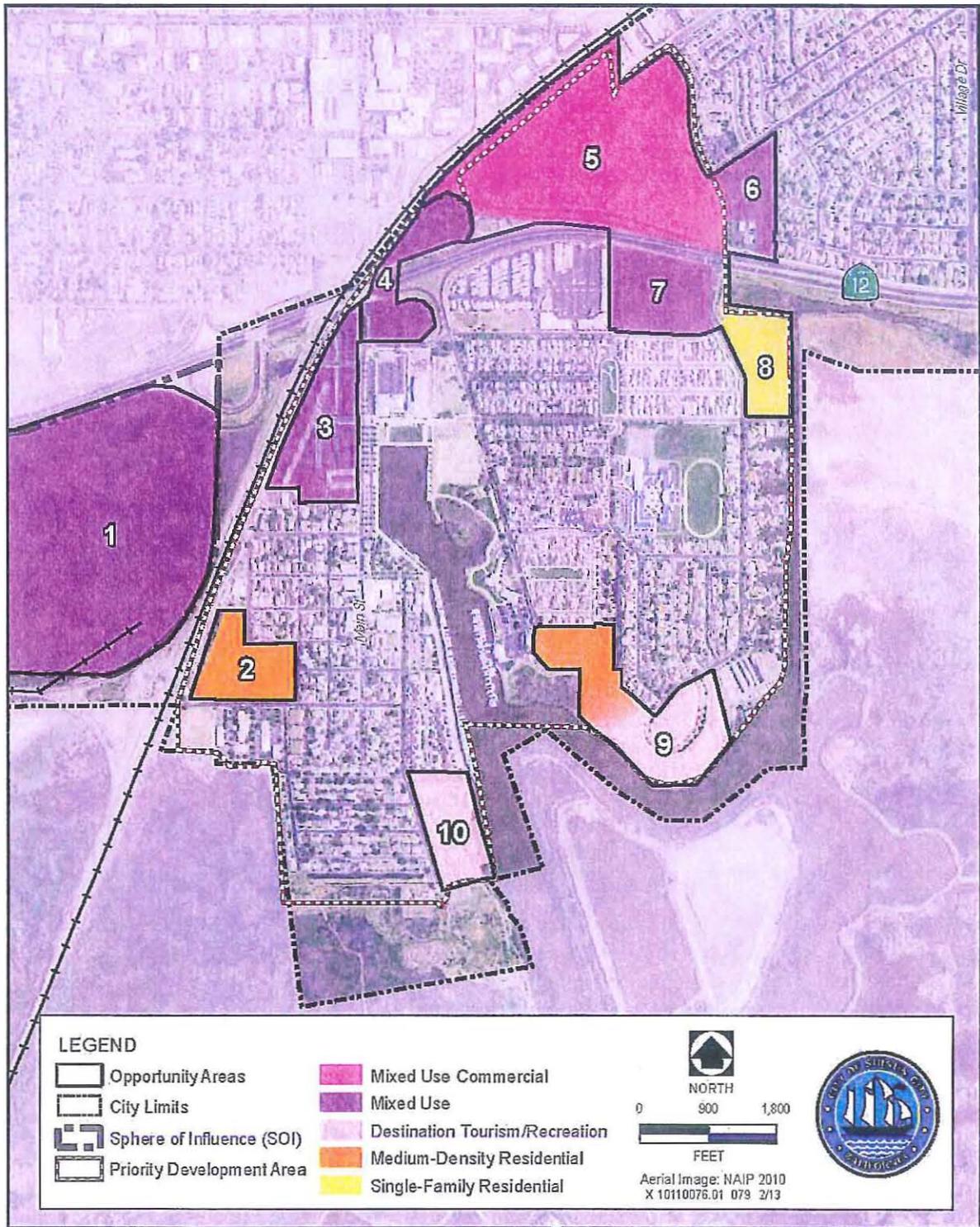
This grant opportunity, in essence, has the potential of allowing the Council to look big picture at what it takes – from a planning perspective – to help realize the vision that has been developing since 1999 for this area. Reviewing, updating and expanding the DWSP to include all properties in the PDA does not mean “starting from scratch” or “disregarding” visioning and plans that have been developed to date. In fact, just as the GP Update did not change the preferred land use

designations of probably 90% or more of the city's parcels, it likewise is expected that much of the DWSP would remain the same. However, given the opportunities that the City has with respect to the 30 acre site, as well as improved connectivity opportunities given that the City of Fairfield is hoping to be able to taking a comprehensive look at its two downtown PDA's, this grant would provide an opportunity to complete detailed planning work that supports/encourages development in the downtown area.

STAFF RECOMMENDATION: Accept staff presentation on a grant opportunity to confirm, update and expand the City's Downtown Waterfront Specific Plan to include the full downtown PDA. This item will be placed on the March 5, 2013 for action.

ATTACHMENTS:

1. Downtown Specific Plan/PDA Map
2. Letter of Interest and Draft Scope of Work, dated February 21, 2013
3. PDA Planning Program Cycle Five Program Guidelines



Source: Suisun City 2011, AECOM 2011

Preferred Conceptual Land Use Alternative



ABAG

PDA Planning Program
CYCLE FIVE
PROGRAM GUIDELINES



PROGRAM DESCRIPTION & GENERAL GUIDANCE

The PDA Planning Program is an initiative to finance planning in Priority Development Areas (PDA) that will result in intensified land uses around public transit hubs and bus and rail corridors in the nine-county San Francisco Bay Area. The key goals of this program are to:

- (1) Increase both the housing supply, including affordable housing for low-income residents, and jobs within the planning area
- (2) By increasing land use intensities in the planning area, boost transit ridership and thereby reduce vehicle miles traveled (VMT) by PDA residents, employees and visitors
- (3) Increase walking, bicycling, carpooling and carsharing by effectively managing parking and driving while promoting multimodal connections for residents, employees and visitors within the PDA
- (4) Locate key services and retail within the planning area.

Grantees must address **all** PDA planning elements listed below under Planning Elements. If a precise or specific plan encompassing the PDA has been completed or amended within the last 10 years, select planning elements may be excluded from the planning process. An explanation of how these elements have been addressed must be included in the application.

Note that some of the planning elements listed below (i.e. multimodal access and connectivity, parking demand analysis) should address the relationship between the identified planning area and key surrounding land uses outside of the planning boundaries.

Jurisdictions must be prepared to comply with all federal contracting requirements associated with planning grant funds.

Grant funding works on a reimbursement basis for agreed-upon deliverables associated with the scope of work for the project. The grant and match are to cover direct project costs, including staff and project oversight.

Specific plans—or an equivalent—are preferred due to the ability to conduct programmatic Environmental Impact Reports (EIRs) on the plan in order to facilitate the development process. EIRs are strongly recommended as part of the proposed planning process, although not required. However, there must be a strong implementation component for any planning process funded through this program, including agreement by the local jurisdiction to formally adopt the completed plan. Refer to the chart below for specific award guidelines by place-type. A description of development guidelines associated with each FOCUS Program place-type is found in Appendix 2.

Award Guidelines by Place-type

Place-type	Regional Center, City Center, Suburban Center, Urban Neighborhood	Transit Neighborhood, Transit Town Center, Mixed-Use Corridor,
Award	<ul style="list-style-type: none"> ▪ Up to \$750,000 if both Specific Plan & EIR ▪ Up to \$400,000 if EIR only 	<ul style="list-style-type: none"> ▪ Up to \$500,000 if both Specific Plan & EIR ▪ Up to \$250,000 if EIR only
Outcome	Specific Plan and/or EIR	Specific Plan and/or EIR

PLANNING ELEMENTS

Plans funded under this program should address the Station Area Planning Principles outlined in the *Station Area Planning Manual* (http://www.mtc.ca.gov/planning/smart_growth/Station_Area_Planning_Manual_Nov07.pdf). At a minimum, plans should include the planning elements listed below.

As noted above, if a precise or specific plan encompassing the planning area has been completed or amended within the last 10 years, select planning elements from the list below may be excluded from the planning process. In that case, the applicant should outline the requested needs **and explain how all remaining planning elements outlined below have been satisfied**.

A detailed description of each planning element is included in **Appendix 1**. Additional information is also found in the *Station Area Planning Manual* referenced above.

- (1) An **overview profile** of the planning area including demographic and socio-economic characteristics, transit/travel patterns and use, physical aspects of the PDA, as well as any known issues to be addressed in the planning process
- (2) A significant public **outreach and community involvement** process targeting traditionally under-served populations
- (3) The development of several detailed **land use alternatives**
- (4) A **market demand analysis** for housing at all levels of affordability, jobs and retail in the planning area
- (5) A **housing strategy** that promotes housing affordable to low-income residents and attempts **to minimize displacement** of existing residents
- (6) A multi-modal **access and connectivity** component
- (7) **Pedestrian-friendly design standards** for streets, buildings and open space
- (8) An **accessibility analysis** for people with disabilities that ensures fully accessible transit stations, paths of travel between stations and surrounding areas, and visitable and habitable housing units
- (9) A **parking analysis** to create a parking policy and management element that aims at reducing parking demand and supply through pricing, zoning, and support for alternative modes
- (10) An **infrastructure development analysis** and budget
- (11) An **implementation plan**, along with a financing strategy, to ensure that the plan will be adopted and all necessary supporting policies, zoning, and programs will be updated.

EVALUATION CRITERIA (100 POINTS TOTAL)

1. Location within a Community of Concern (7 points)

Project area includes a Community of Concern as defined by MTC's Lifeline Transportation Program - see <http://geocommons.com/maps/110983>

2. Project Impact (25 points)

- (a) Potential to increase the following within the planning area:
 - Housing supply, particularly affordable housing for low-income residents
 - Employment, key services and retail
 - Transit ridership and multi-modal transportation options
- (b) If applicable, potential for the transit station and/or transit serving the station or planning area to be operational within 10 years
- (c) Selection of appropriate place-type and ability to meet associated development guidelines as found in Appendix 2.

3. Existing Policies (15 points)

- (a) Jurisdiction has demonstrated a commitment to provide an increase in housing and transportation choices demonstrated through existing policies, such as innovative parking policies, TOD zoning, transportation

demand management strategies, existing citywide affordable housing policies and approved projects, supportive general plan policies, sustainability policies, including green building policies and alternative energy policies, etc.

4. Planning Process (23 points)

- (a) Potential for plan to address the planning elements described above and in Appendix 1. Narrative includes strong strategic approach to addressing **all** of the planning elements and highlights any local issues or conditions related to the elements, indicating how they may factor into the planning process. If any planning element(s) will not be included in plan because the jurisdiction has completed or updated a precise or specific plan in the last 10 years, applicant has demonstrated that policies, programs or analyses already exist that satisfy the intent of each element.

5. Local Commitment (15 points)

- (a) Planning process is ready to begin. City is prepared to see the plan through to implementation, including any associated updates to the jurisdiction's general plan and zoning code.
- (b) Demonstration of community, major property owner(s), City Council, relevant transit operator(s) and congestion management agency support for planning process (public involvement to date, support letters, etc.).

6. Implementation (15 points)

- (a) Plan, related zoning changes and general plan amendments and EIR (if applicable) are intended for adoption by City Council or Board of Supervisors
- (b) Jurisdiction has plans to ensure that development proposals conform to both the plan and community expectations.

PDA Plans must be completed within 30 months from execution of the funding agreement. Planning funds not invoiced within 30 months will revert to the planning program.

Appendix 1 PDA Planning Elements Description & Guidance

The following pages document each of the PDA planning elements, including the goal the element should aim to achieve, a description, examples or suggestions about what to include in the development of the element and what the deliverable should include. This information provides PDA planning grantees with an expectation of the scope for each element and what MTC/ABAG will be looking for in submitted deliverables.

Priority Development Area (PDA) Profile

Goal: Brief initial report providing an overview of demographic and socio-economic characteristics of the planning area, transit/travel patterns and use, physical aspects of the planning area, as well as any known issues that will need to be considered or addressed in the planning process. Context for the relationship between the planning area and the jurisdiction's surrounding area should be provided.

Data sources should include the US Census, as well as other planning efforts.

Results from the PDA Profile should inform subsequent planning elements.

Measures to be included or described in the PDA Profile

- Population
- Age
- Ethnicity
- Language
- Place of birth and residence
- Disability
- Households
- Employment
- Income and poverty status
- Household tenure and costs
- Place of work
- Travel mode to work
- Vehicle availability
- Travel time to work
- Physical landscape (inventory of housing, jobs, parks, neighborhood amenities/retail, social services, schools/playgrounds, activity nodes, etc.)
- Known issues or concerns to be included in the planning process

Deliverable: Report containing the above-referenced measures describing the planning area. The information contained in this report should be referenced throughout the planning process in the development of subsequent planning elements.

Community Involvement

Goal: Create a collaborative planning process with community stakeholders, including residents, business proprietors, property owners, transit agencies, neighborhood associations, non-profit or other community or faith-based organizations, etc. Special attention should be paid to involve community groups and minority, low-income, youth, renter, and non-English speaking populations. The purpose of the collaboration is to solicit comments from these stakeholders, review preliminary findings with them, and utilize their perspective in developing a vision for the planning area. The outcome of successful community involvement is broad-based community support for the final plan, as well as for the process to develop the plan.

Create a Community Involvement Plan

Before beginning the planning process, develop a plan for community involvement. As a first step, refer to the PDA Profile for an understanding of the residents and stakeholders to be engaged in the process. The plan should outline various strategies to involve these residents and stakeholders, and should provide for on-going oversight of the planning process, as well as opportunities for input at specific points in the process. Depending on the demographic make-up of the project area, translation of materials into languages other than English may be necessary and should be factored into the community involvement budget.

The involvement plan should identify:

- a. Potential Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC) members, and/or a process for selecting members
- b. Strategies to partner with local community organizations and engage community members (see below)
- c. Strategies specific to engaging low-income communities and communities of color
- d. Schedule of public meetings, TAC and CAC meetings, and other public events/meetings

Community Involvement Strategies

Strategies to consider incorporating into your community involvement plan are detailed below.

- Develop a ***Citizens Advisory Committee (CAC) - required***
CACs can provide a broad-based participation in the development of the plan and offer a mechanism for on-going oversight of the planning process. A CAC also allows the community to share ownership of the planning process as well as the final plan, and can help to create community buy-in.
- Develop a ***Technical Advisory Committee (TAC) - required***
A TAC provides input from partner agencies, including other city departments, transit providers, the congestion management agency and regional agencies.
- Partner, collaborate or ***contract with local community-based organization(s)(CBO)***
To engage the direct participation of residents in the project area, partnering or contracting with local community-based organizations that provide services to the residents may be an effective strategy. Local CBOs may be most familiar with how to reach their client base, particularly non-traditional participants in the process.
- Establish ***project-specific fact sheets, telephone hotlines, posters, maps or websites***
Offer a variety of ways the community can access information and/or provide feedback about the planning process.
- Attend ***regularly-scheduled meetings or public events in plan area***
Getting on the agenda of regularly scheduled meetings, such as homeowners associations, community groups, rotary clubs, or places of worship offer an opportunity to discuss the planning process when interested stakeholders are already meeting rather than having them attend a separate meeting about the planning process. In addition, community events such as Farmer's Markets or street fairs can be used to distribute

project fact sheets, surveys or other information about the planning process. These events will also be a good opportunity to build the project mailing list for later project events.

- Conduct ***focus groups and interviews***
Focus groups or interviews offer an opportunity to obtain in-depth feedback from key stakeholders or groups.
- Distribute ***surveys***
Develop a project survey to both educate stakeholders and solicit feedback about needs, values and tradeoffs.
- Host project-specific ***public meetings, workshops or open houses***
Offer a range of options that accommodate busy schedules, allowing attendees to spend as much or as little time as they wish
- Involve ***City Council and Planning Commissioners***
Early involvement of elected and appointed officials can help ensure their buy-in and smooth the plan adoption process
- Include ***developers***
Developers and property owners bring an important perspective, particularly regarding market feasibility of plan alternatives
- Develop ***photosimulations***
Photosimulations, particularly of development alternatives, may be a useful tool to engage stakeholders, as well as help to provide visualization of densification
- Involve ***local media***
Coverage by local media can help secure coverage of planning efforts.
- Post-plan ***follow-up***
Potentially through the CAC, survey the community to identify areas of agreement, as well as what issues require additional attention

Groups to include in Community Involvement

- Residents – home owners and renters
- Businesses
- Property owners
- Local groups (i.e. neighborhood and business associations)
- Community and faith-based organizations (i.e. local non-profits serving residents in plan area)
- Seniors, including senior centers/housing
- Youth
- Non-English speaking population

Techniques for Involving Low-Income Communities and Communities of Color*

- Outreach in the community (flea markets, places of worship, health centers, etc.)
- Translate materials; have translators available at meetings as requested
- Include information on meeting notices on how to request translation assistance
- Robust use of "visualization" techniques, including maps and graphics
- Use of community and minority media outlets to announce participation opportunities

Deliverables:

- a. A community involvement plan detailing who will be engaged and when, along with the strategies that will be used to engage them
- b. Materials for distribution
- c. Meeting minutes, public comment summaries, survey or focus group summaries

* from MTC's 2010 Public Participation Plan

Alternatives Analysis

Goal: Development of several land use alternatives or visions over the long term, their impacts upon the existing community and neighboring land uses, the feasibility of instituting each alternative, and the selection of a preferred development scenario. The alternatives should include an analysis of potentially incompatible land uses and resulting exposure issues.

Considerations:

- Specify the time horizon for the scenarios, taking into consideration the implementation timeframe of the plan
- Review existing place-type for the planning area; does the place type change based on the community's vision in the preferred alternative?
- Develop options for different development scenarios early in the process to allow for discussion and input from community and key stakeholders (see Community Involvement)
- Scenarios may include
 - * Minimum allowable density standards
 - * Ridership forecasts based on different development scenarios
- How do different land uses relate to circulation in the planning area, ridership, parking, open space, etc.
- What land uses are under consideration now vs. what uses are proposed for the future
- Land uses should consider zoning, form based code or both

Deliverable: Memo including:

- Alternatives considered
- Process for selecting the preferred alternative
- Description of the preferred alternative
- Supporting maps, i.e. land use map, circulation map, density/form map

Market Demand Analysis

Goal: An analysis of the future market demand for higher density-housing at all levels of affordability, retail, commercial and industrial (if appropriate) uses. The analysis should consider the existing market and outcomes in the short-term, as well as an assessment of trends with a long-range perspective. The trend analysis should reflect outcomes identified in the Alternatives Analysis.

Elements to include in Market Demand Analysis

- Delineation of primary and secondary (broader) market areas (set context for analysis)
- Assessment of ***potential for employment*** in the planning area
 - * Identify characteristics of current employment near planning area based on land use, industry breakdown, and the type and frequency of nearby transit
 - * Describe trends in the current real estate market and expected patterns of growth based on reports from commercial real estate brokers or government agencies
 - * Analyze feasibility of various mixed-use components
 - * Project employment based on projected square footage of potential commercial development of each type (see below)

- Assessment of ***potential for housing*** in the planning area
 - * Assess current demographics (population, household type, age, income, etc), as well as projected growth and projected changes in trends (i.e., more households of a certain type)
 - * Consider tendency of various household types and age groups to locate near transit

- Assessment of ***potential for commercial development*** (i.e. retail, entertainment, etc.)
 - * Assess existing commercial development
 - * Describe trends in the current real estate market and expected patterns of growth based on reports from commercial real estate brokers or government agencies
 - * Cross reference with analysis of how much more retail could be supported by expected growth in housing and population.

- Projected absorption of housing at various income levels

Deliverable: A report containing current conditions, as well as short-term and long-term potential for employment, housing and commercial development in the planning area. Analysis should link back to the preferred vision identified in the Alternatives Analysis

Affordable Housing and Anti-Displacement Strategy

Goal: Develop a strategy to provide existing and future plan area residents with a range of housing options that are affordable to households at all income levels. The strategy should describe the existing demographic and housing profile of the area, quantify the need for affordable housing, identify specific affordable housing goals for the plan, assess the financial feasibility of meeting the need for affordable housing, and identify strategies needed to meet the affordable housing goals.

To limit or prevent displacement in the area, the strategy should identify how non-subsidized affordable housing units in or neighboring the plan area may be impacted by the plan build-out. The plan should describe existing preservation policies to maintain neighborhood affordability and additional zoning changes or policies needed. The anti-displacement strategy may also include the maintenance and enhancement of small businesses, services and community centers that serve lower-income residents.

Elements to include in Affordable Housing and Anti-Displacement Strategy:

Assessment of Existing Conditions

- Describe the demographic characteristics of the existing population in the plan area, including factors such as income levels, ethnic/racial composition, and presence of low-income renters (who are at greatest risk of displacement)
- Describe the housing characteristics in the plan area, including factors such as housing tenure, household size, and housing affordability for both deed-restricted and market-rate units
- Describe market conditions that affect the provision of affordable housing, such as land availability and value, obstacles to development in the plan area, and existing affordable housing policies (e.g., inclusionary zoning, rent control or stabilization policies, housing preservation programs, etc.)

Quantification of Affordable Housing Need

- Quantify the expected need for affordable housing, by income level, in the plan area based on the characteristics of the existing and expected future population
- The statement of need should not be limited by estimates of what seems feasible

Identification of Goals

- Consider goals such as:
 - No net loss of affordability in the plan area
 - Total number of affordable units, by income level, that will be accommodated in the plan area
 - Target for percentage of total units that are affordable
- Demonstrate consistency with the jurisdiction's Regional Housing Need Allocation and the sites and policies identified in the Housing Element

Feasibility Analysis

- Assess the amount of affordable housing, by income level, that is likely to be produced by the market
- Estimate the public financial burden and the private costs required to meet the identified housing need
- Identify potential funding sources available to develop affordable housing
- Identify the "gap" between the dollar amount needed for affordable housing and the potential sources available

Implementation Strategy

- Identify specific strategies to retain existing affordable units
- Specify the location and type of units (size, tenure, etc.) to be developed in the plan area
- Identify funding sources that will be used to preserve or add affordable housing
 - Local sources (bonds, impact fees, housing trust fund, etc.)
 - State and Federal sources (HOME, CDBG, tax credits, grants, etc.)
 - Other

- Identify policies that will be used to preserve or add affordable housing
 - Inclusionary housing
 - Housing trust fund
 - Reduced parking standards
 - Rehabilitation programs
 - Land trusts
 - Foreclosure mitigation
 - Other

- Identify policies that will be used to avoid displacing existing residents
 - Engagement of communities likely to be displaced
 - Economic development (locally owned businesses, local hire, new area jobs that meet residents' skill levels)
 - Enhancement of community centers and facilities

Deliverable: A report that outlines the plan's approach to providing a range of affordable housing options to existing and future residents, based on the elements identified above.

Multimodal Access & Connectivity Component

Goal: Strategies for improving bus access to rail stations and ferry terminals and frequency of feeder services (in consultation with transit providers) as well as pedestrian, bicycle and auto access and safety. Multi-modal connections between transit stations and high-density housing, surrounding neighborhood amenities, activity nodes, and open space should be emphasized. This should apply throughout the planning area boundaries (include significant nodes outside plan area boundaries).

Pedestrian Access & Circulation (see also, Pedestrian-Friendly Design Standards)

Identify pedestrian access and circulation patterns between station/terminal, local transit, neighborhood amenities and activity nodes in the planning area. Utilizing the PDA Profile and Alternatives Analysis (for future land uses), show the most heavily pedestrian traveled routes in your planning area, emphasizing pedestrian safety.

- Identify primary pedestrian routes
- Consolidate and minimize driveways
- Accommodate ADA requirements

Bicycle Access & Circulation

Incorporate county-wide and local bike plans, station/terminal access for bicycles, bicycle parking and storage. Identify circulation pattern to adjacent activity centers and nodes. Show the bicycle network identified by class in the planning area. Identify connections to regional routes.

- Incorporate Countywide and City Bike Plans
- Bike lane treatments at intersections
- Bike racks and storage
- Bike lane width and treatment, designation class I-III and sharrows

Transit Connectivity

Identify and locate feeder bus service/hubs at stations/terminals, identify various lines serving stations, and routes and stops within the planning area.

- Bus stops at intersections
- Bus Shelters
- Bus bulb outs
- Intermodal access, including way-finding signage, accessible transit information, real-time technology, schedule coordination, fare coordination and last-mile connecting services
- Close and early consultation/coordination with all affected transit operators

Auto Circulation

Locate vehicular routes from core planning area parking structures/ lots to arterials, expressways, and freeways. Minimize auto and pedestrian/bicycle conflicts.

- Identify auto intensive land uses
- Keep vehicular circulation to a minimum in pedestrian core areas
- Relocate auto oriented land uses in highly pedestrian trafficked areas. Including vehicular entrances of parking structures

Deliverable: Multimodal access and connectivity plan/memo and pedestrian-friendly design standards or similar (See Pedestrian-Friendly Design Standards)

Pedestrian-Friendly Design Standards

Goal: Building, open space and street design standards that focus on pedestrian-oriented design that enhances the walking environment and increases pedestrian comfort and convenience as well as the safety and security of transit patrons in and around the plan area.

Background:

In preparation for the TLC 2010 Capital Call for Projects, MTC developed design guidance utilizing context-sensitive design solutions. The guidance suggests ranges (minimum and maximums) for a variety of design elements, which can be viewed as best practices, and can be considered a base from which to work for the design elements included in the plan.

Possible approaches that prioritize pedestrians:

Pedestrian Friendly Design Guidelines
Form Based Code
Street Design Guidelines
Context Sensitive Solutions

Considerations to prioritize pedestrians include:

- Sidewalk width
- Block Length 300'-400'
- Mid-block crossings (controlled)
- High visibility crosswalk treatments at all legs of intersections
- Pedestrian refuge islands
- Pedestrian-scaled lighting
- Curb return radii
- Audible signals
- Curb extensions (Bulb outs)
- ADA compliant ramps
- Street trees & planters
- Street furniture and fixtures
- Max. Travel lane width
- Way Finding signage
- 25 mph Speed Limit in Pedestrian Zones

Deliverable – See Multimodal Access and Connectivity Component

Accessible Design

Goal: Create an accessibility plan for people with disabilities, ensuring fully accessible transit stations, accessible paths of travel between the stations and surrounding areas, and visitable and habitable housing units adjacent to transit stations and in the planning area where feasible. **If new housing is proposed within the planning area, at least 10% of townhomes should be habitable by persons with disabilities.** Accessible paths of travel between the transit stations and essential destinations within the planning area should take into consideration width of sidewalks, presence of curb cuts, physical barriers that would prevent persons with mobility limitations from access and enhancements that would facilitate access.

Key Definitions

- **Accessible:** Housing and routes to transit that meet the needs of an individual of a person with mobility limitations
- **Adaptable:** Housing that allows some features of a building or dwelling to be readily changed to be accessible
- **Habitable:** Dwelling where a person with a disability can live with an accessible bedroom
- **Visitable:** Dwelling where a person with a disability can visit with an accessible restroom
- **Townhome:** A multi-story residence that is connected by a common wall to another residence
- **Universal Design (UD)*:**
 - The design of products and environments to be usable by all people, to the greatest extent possible, without adaptation or specialized design.
 - A user-friendly approach to design in the living environment where people of any culture, age, size, weight, race, gender and ability can experience an environment that promotes their health, safety and welfare today and in the future.

Considerations when developing the Accessibility Plan

- Do new housing units (including townhomes) in the planning area incorporate universal design, or are habitable by persons with mobility limitations (e.g have accessible bathrooms and bedrooms, or can be converted through universal design)
- Does your jurisdiction have a policy to incorporate universal design in new housing developments in the planning area? If yes, what is the policy and how will it apply to the planning area?
- Describe the path of access to and from transit and essential services within a ½ mile from existing and planned housing units in the planning area. Description should include width of sidewalks, presence of curb cuts, physical barriers that would prevent persons with mobility limitations from access, and enhancements that would facilitate access.

Deliverable: Memo containing how the planning area will accommodate persons with disabilities, both in path of travel to/from transit and surrounding destinations, as well as habitable and visitable housing units.

* from Universal Design Alliance, <http://www.universaldesign.org/universaldesign1.htm>

Parking Policy and Management

Goal: Create a parking policy and management element that aims at reducing parking demand through pricing, zoning, and support for alternative modes. Pricing and zoning requirements have the largest impact on parking demand. Although most drivers do not pay a direct fee to use most parking, creation and operations of the spaces is not free: developers must pay to build and maintain the parking spaces and they add a cost to rental and purchase prices, typically hidden. Commercial tenants, in turn, pass the cost on to consumers by adding it to prices of good and services. Minimum parking requirements tend to lower density, encourage sprawl and reduce demand for transit and other modes. The plan should include requirements on new developments/uses, and employers in the planning area as described below.

A. New developments or uses - City Parking Requirements

Include one or more of the following three approaches:

1. **Eliminate parking minimums** for new developments in the planning area
2. **Reduce parking minimums** to levels consistent with AB 710 (Skinner), as proposed in 2011, specifically: City requirements of no more than:
 - i. 1 space per residential unit
 - ii. 1 space per 1,000 square ft of commercial space, or
3. **Establish parking maximums** at a level of no higher than one and one-half the minimums above, i.e., 1.5 spaces per residential unit and 1.5 spaces per 1,000 sq ft commercial space

Approaches 1 & 2 provide greater flexibility and choice for developers to customize their housing products to address local demand and context, providing consumers more choices. Reductions in city requirements allow developers to propose development with lower levels of parking, including for reuse of existing buildings. Examples of no parking requirements on residential developments or use include downtown areas in San Francisco, Los Angeles, Berkeley, Seattle, WA and Portland OR. Note that these approaches do not limit the level of parking that can be proposed or built by developers.

Approach 3, creating parking maximums, limits the level of parking that can be proposed or built by developers. Parking maximums are a relatively new strategy, and serve to reduce automobile travel and congestion in the local areas with good availability of alternative modes. The number of spaces allowed is typically based on either quality of transit modes or local utilization rates. Examples include downtown San Francisco, Cambridge, MA, Portland, Bend and Hood River, OR. Use of parking maximums should be carefully evaluated to determine that development is financially viable in the local context.

These strategies can be used in combination, i.e., both a lower or no minimum and a maximum. In addition, the plan should consider other appropriate strategies, such as unbundling, car-share, bicycle parking, pedestrian accessibility, shared parking, and transit passes to support these approaches.

B. Employers - City Parking Requirements

Include one or more of the three approaches:

1. **Commuter Benefit Ordinance** requiring employers to choose one of the following (using the models of SF, Richmond and Berkeley)
 - a. Pre-tax dollars- Employer sets up a deduction program under existing IRS code 132(f), allows employees to make monthly pretax deductions to purchase transit passes or vanpool rides.
 - b. Employer Subsidy, see CommuterBenefits.org or the IRS Fringe Benefits Guide at IRS.gov/publications/p15b/index.html for more information
 - c. Employer Provided -Employer offers workers free shuttle service on company-funded bus/van.
1. **Parking cash-out** based on city enforcement of state law, as per SB 728, Lowenthal, passed 2010
2. **Transportation Demand Management** - participation in an active TDM Association

Additional information on parking planning and management approaches, steps and strategies is available in the MTC Parking Toolbox - http://www.mtc.ca.gov/planning/smart_growth/parking/parking_seminar.htm.

Deliverable: Parking management plan/memo incorporating elements listed above

Infrastructure Development and Budget

Goal: Describe existing public infrastructure (streets and roadways, sidewalks, bike lanes and racks, utilities, street furniture, street trees, parking, stormwater management, etc.) and public facilities/services (transit stations/shelters, libraries, parks, centers, schools, police/fire, etc.) within the planning area, determine improvements needed to meet the demands of the existing and anticipated service population, develop cost estimates, and identify potential funding mechanisms for necessary improvements and maintenance.

Considerations:

- Describe existing public infrastructure and facilities and highlight strengths/weaknesses in the PDA Profile
- Incorporate findings from the Market Demand Analysis
 - For example, if the Market Demand Analysis finds that higher density housing can be accommodated, will utility pipe upgrades be needed?
- Factor in regulatory requirements for new development (e.g. stormwater or fire protection)
- Coordinate with local service agencies, such as school districts, police and fire to determine potential budget/facility impacts as a result of new development
- Specific mapping or analysis may be needed to fill in data gaps to assess infrastructure needs and identify service factors for estimating costs (e.g. cost per service population or per user)
- Conduct a fiscal impact analysis to determine the impact of the plan on public services and determine appropriate financing strategies to meet costs
- Prioritize/phase improvements and include in Implementation Plan and Financing Strategy

Deliverable: Memo outlining infrastructure development and budget

Implementation Plan and Financing Strategy

Goal: List action items necessary to implement the goals of the plan and identify responsible department, cost estimates, potential revenue sources, and timeframe for completion.

Considerations:

- Identify action items for each topical section (e.g. land use or connectivity) of the plan to implement the goals of that section and for overall plan implementation, such as programmatic changes to incorporate new programs.
- Action items should be categorized and listed in a logical format (e.g. bulleted list and/or table)
- Each action item should be assigned a time frame for implementation (e.g. short 0-2 years, medium 3 to 5 years, long-term 6+ years) to easily identify immediate next steps and longer term priorities.
- Each action should have a cost estimate and potential funding sources
- Each action item should be assigned to a responsible department
- Evaluate opportunities for neighborhood groups/other organizations to implement/assist with projects (e.g. street clean-up)
- Establish a mechanism for annual review of plan implementation progress and priorities (e.g. annual staff status report to planning commission/city council or have each department review implementation action items and incorporate into their departmental budget review process)

Deliverable: Implementation Plan with Financing Strategy

Preparation for Plan Implementation

Goal: Prepare all necessary documents and changes at the time of plan adoption to proceed immediately with plan implementation, such as Program-level EIR

- Zoning changes
- General Plan amendments
- Developer agreements

Appendix 2
Planning Area Development Guidelines for New Development
(based on 500-acre planning area)

	Regional Center	City Center	Suburban Center	Transit Town Center	Urban Neighborhood	Transit Neighborhood	Mixed-Use Corridor
Housing Mix (New Development) [1]	High-rise & mid-rise apartments, condos	Mid-rise, low-rise, some high-rise & townhomes	Mid-rise, low-rise, some high-rise & townhomes	Mid-rise, low-rise, townhomes, small lot single family	Mid-rise, low-rise, townhomes	Low-rise, townhomes, some mid-rise & small lot single family	Mid-rise, low-rise, townhomes, small lot single family off immediate corridor
Planning Area Total Units Target	8,000 – 30,000	5,000 – 15,000	2,500 – 10,000	3,000 – 7,500	2,500 – 10,000	1,500 – 4,000	2,000 – 5,000
Net Project Density (New Housing) [2]	75-300 du/acre	50-150 du/acre	35-100 du/acre	20 – 75 du/acre	40–100 du/acre	20-50 du/acre	25-60 du/acre
Planning Area Total Jobs Target	40,000-150,000	5,000 – 30,000	7,500 – 50,000	2,000 – 7,500	N.A.	N.A.	750 – 1,500
Minimum FAR (New Employment Development)	5.0 FAR	2.5 FAR	4.0 FAR	2.0 FAR	1.0 FAR	1.0 FAR	2.0 FAR

[1] See Station Area Planning Manual for detail on each building type

[2] Allowable densities within the planning area should fall within this range and should be planned in response to local conditions, with higher intensities in close proximity to transit and neighborhood-serving retail areas.

RESOLUTION NO. 2013-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO EXECUTE A GRANT APPLICATION FOR
A PRIORITY DEVELOPMENT AREA PLANNING GRANT TO CONFIRM, UPDATE
AND EXPAND THE DOWNTOWN WATERFRONT SPECIFIC PLAN**

WHEREAS, in 1983, the City Council of the City of Suisun City adopted a Downtown Waterfront Specific Plan to include the land in and around the City's waterfront and Old Town area, determining that this unique and valuable area should be protected and development within this area should be guided by policies and guidelines in addition to those included in the City's General Plan; and

WHEREAS, on October 7, 2008, the City Council of the City of Suisun City approved a Priority Development Area Designation for an area which encompassed the land included in the Suisun City Downtown Waterfront Specific Plan; and

WHEREAS, the Metropolitan Transportation Commission has made funding available to local units of government in order to finance planning in Priority Development Areas that will result in intensified land uses around public transit hubs and bus and rail corridors; and

WHEREAS, the Downtown Waterfront Specific Plan has not been comprehensively updated since 1991, and such an update will be necessitated up the City Council's adoption of a General Plan Update; and

WHEREAS, the funding available through the Metropolitan Transportation Commission PDA Planning Program would provide the funding necessary for the City to accomplish an update of the Downtown Waterfront Specific Plan, including required environmental review.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Suisun City hereby authorizes the City Manager to execute a grant application for a Priority Development Area Planning grant to confirm, update and expand the Downtown Waterfront Specific Plan.

PASSED AND ADOPTED by the following vote at a regular meeting of the City Council of the City of Suisun City, duly held on the 5th day of March 2013:

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

WITNESS my hand and the seal of said City this 5th day of March 2013.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: March 5, 2013

CITY AGENDA ITEM: Adoption of Council Resolution No. 2013 ___: Accepting the Annual Progress Report on Implementation of City of Suisun City Housing Element for 2012 to State of California Department of Housing and Community Development.

FISCAL IMPACT: There would be no fiscal impact associated with adoption of the proposed Resolution. Failure to adopt the Resolution could result in the loss of future grant funding.

BACKGROUND: The City Council adopted the most recent Housing Element Update in July 2009. The City Council is required by state law to adopt an Annual Progress Report on the implementation of the Housing Element of the General Plan. The adopted Progress Report is then forwarded to the State Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD). Submission of the required Annual Progress Report allows the City the opportunity to apply for additional grant funds.

STAFF REPORT: Attached is a copy of the City's Annual Progress Report for the time period of January 1, 2012, through December 31, 2012. The report is important for many reasons. It ensures that the City is in compliance with the Housing Element and it is also required in order for the City to qualify for programs and grants such as the Workforce Housing Rewards Grant Program (WFH).

In both 2006 and 2007, the City applied for and received WFH grant funding, which totaled approximately \$581,000. These funds were allocated for various uses including repair of the railing along the waterfront harbor, street sign replacements citywide, the Fire Department's new modular office/dormitory, video cameras in high-crime areas, a portion of the funds for Marina dredging, a portion of the funds for the City Hall emergency generator, file retrieval system, storm channel rehabilitation, and a portion of the funds required for the improvements to Goepf Park.

The Annual Report for 2012 is fairly simple summarize:

- No permits have been issued for the construction of new homes.
- The City is pursuing the update of the General Plan and Zoning Ordinance.
- The RDA was eliminated, so affordable housing activities have been limited to wrapping up the Neighborhood Stabilization Program, as well as the First-Time Homebuyer Program.
- The Housing Authority has not been granted any additional vouchers.

In order to maintain compliance with the State of California reporting requirements and to qualify for possible grant programs, the Annual Report needs to be submitted to HCD by April 1, 2013.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

John Kearns, Associate Planner
 April Wooden, Community Development Director
 Suzanne Bragdon, City Manager

JK
 S.B.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2013__ : Accepting the Annual Progress Report on Implementation of City of Suisun City Housing Element for 2012 to State of California Department of Housing and Community Development.

ATTACHMENTS:

1. Resolution No. 2013__ : Accepting the Annual Progress Report on Implementation of City of Suisun City Housing Element for 2012 to State of California Department of Housing and Community Development.
2. Annual Progress Report CY 2012.

RESOLUTION NO. 2013-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ACCEPTING THE ANNUAL PROGRESS REPORT ON IMPLEMENTATION OF THE
CITY OF SUISUN CITY HOUSING ELEMENT FOR 2012 TO STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

WHEREAS, California Government Code Section 65400 (a)(2) requires that all cities and counties submit reports to the State of California Department of Housing and Community Development on the City's progress in implementing its housing element; and

WHEREAS, the City of Suisun City completed its report and presented the report to the City Council for its review and acceptance on March 5, 2013; and

WHEREAS, the Community Development Director is directed to file the progress report with the State of California, Department of Housing and Community Development; and

WHEREAS, as evidenced by the content of the progress report, Exhibit A, the City of Suisun City has made progress in the implementation of the adopted goals and policies contained in its Housing Element.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Suisun City hereby accepts the attached annual progress report and directs the Community Development Director to file said report with the State of California, Department of Housing and Community Development.

PASSED AND ADOPTED by the following vote at a regular meeting of the City Council of the City of Suisun City, duly held on the 5th day of March 2013:

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

WITNESS my hand and the seal of said City this 5th day of March 2013.

Linda Hobson, CMC
City Clerk

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

ANNUAL HOUSING ELEMENT PROGRESS REPORT

City or County Name:

City of Suisun City

Mailing Address:

701 Civic Center Boulevard
Suisun City, CA 94585

Contact Person:

April Wooden
Community Development Director

Phone:

(707)-421-7396

Fax:

(707)-429-3758

E-mail:

awooden@suisun.com

Reporting Period by Calendar Year:

From January 1, 2012 to December 31, 2012

Submitted to:

Department of Housing and Community Development
Division of Housing Policy Development
P.O. Box 952053
Sacramento, CA 94252-2053

-and-

Governor's Office of Planning and Research
P.O. Box 3044
Sacramento, CA 95812-3044

Table A2
Annual building Activity Report Summary for Above Moderate-Income Units
 (not including those units reported on Table A)

	Single Family	2 – 4 Units	5+ Units	Second Unit	Mobile Homes	Total
No. of Units Permitted for Above Moderate	0	0	0	0	0	0

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2007	2008	2009	2010	2011	2012	2013	2014		Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	173	110	0	1	1	0	0			112	61
	Non-deed Restricted											
Low	Deed Restricted	109	64	0	8	5	4	0			81	28
	Non-deed Restricted											
Moderate	Deed Restricted	94	0	0	9	8	4	0			21	73
	Non-deed Restricted											
Above Moderate		234	126	31	0	0	0	0			157	77
Total RHNA by COG. Enter allocation number:		610									371	239
Total Units ▶ ▶ ▶			300	31	18	14	8	0				

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Suisun City Annual Housing Report
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Remaining Need for RHNA Period	▲	▲	▲	▲	▲	▲
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Suisun City Annual Housing Report
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Policy	Program	Deadline	Status of Implementation
Goal 1 – Provide housing opportunities for all segments of the community to meet current and future needs.			
<p>Policy 1.A: Ensure that there are sites available to accommodate the City's housing needs.</p>	<p>Program 1.A-1: Plan for the construction of new housing according to ABAG's Regional Share. Continue to plan for and facilitate private construction of 610 dwelling units with the following allocation shown in Table 1.A of the adopted Housing Element.</p> <p>To provide for the development of the City's 610 dwelling unit allocation the City will complete the following actions:</p> <ul style="list-style-type: none"> • The City will rezone one site from General Commercial to High Density Residential (APN 0174-120-130) which will be completed by June 30, 2010 (program 1.B.1). This site will allow for 20 units per acre by right and allow a minimum of 16 units on this site. The City will also amend its R-H zone to require a minimum density of 20 units per acre by right without discretionary review. • The City will also adopt a Transit-Oriented Development (TOD) Overlay District. The district boundary is from Main Street to the east, Sacramento Street to the south, and Highway 12 to the north. When adopted, the residential components of mixed-use projects in the TOD Overlay District will have a maximum allowable density of 25 dwelling units per acre and will permit residential units on second and third floors above commercial spaces by right. The TOD Overlay 	<p>The Regional Housing Needs Assessment covers the period of time between 2009-2014.</p> <p>The rezoning of one site from General Commercial to High Density Residential (APN 0174-120-230) (Table 32) will be completed by June 30, 2010.</p> <p>The City will adopt the TOD District by June 2010 and consider lot consolidation as part of the TOD District to be adopted by June 2010.</p>	<p>Progress: Despite a tough economic market, the City is more than halfway to meeting its RHNA allocation The City has permitted 371 units: 112 were permitted for very low- income, 81 for low-income, 21 for moderate-income, and 157 above moderate-income households.</p> <p>Progress: The City is going through a General Plan and Zoning Ordinance Update. Estimated completion is 2014. Integrated into this process the City will pursue appropriate rezonings and amendments to City documents.</p> <p>Progress: The City is going through a General Plan and Zoning Ordinance Update. Estimated completion is 2014. Integrated into this process the City will pursue appropriate rezonings and amendments to City documents.</p>

Policy	Program	Deadline	Status of Implementation
	<p>District will contain specific parcels, including the vacant 0.99 acre parcel on Common Street (APN 32-081-11), which will be restricted to residential development at a minimum of 33 dwelling units per acre. The minimum density established for the Common Street parcel accommodates the City's remaining lower income housing need. There will be approximately 4 acres of vacant and underutilized land in the TOD Overlay District.</p> <ul style="list-style-type: none"> To help facilitate the development of small lots in the TOD Overlay, the City will consider a lot consolidation program that offers progressively higher densities/intensities (above 25 units per acre) as an incentive to consolidate lots. There is one group of small sites identified in that are suitable for consolidation. The group of sites is located along Main Street and if combined, would yield a 0.62 acre parcel with a minimum capacity of 12 units. <p>The City will also provide regulatory and financial incentives listed in Program 1.C.1. including but not limited to financial assistance (based on availability of federal, state, local, and private housing funds), expedited development review, streamlined development application processing, modification of development requirements such as reduced parking standards for seniors, assisted care, and special needs</p>		<p>Progress: The City is going through a General Plan and Zoning Ordinance Update. Estimated completion is 2014. Integrated into this process the City will pursue appropriate rezonings and amendments to City documents.</p> <p>Progress: The Agency continued to fund the affordable housing programs to address the needs of very-low to moderate-income households through continued administration of a First-Time Homebuyer Program that provided low- and moderate-income households with</p>

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Policy	Program	Deadline	Status of Implementation
	<p>housing on a case-by-case basis, and other incentives to be determined.</p>		<p>up to 35% of the purchase price in down payment assistance in the form of shared equity 2nd mortgages to purchase foreclosed homes. In 2010-11, the Agency funded 18 loans totaling over \$800,000 which leveraged into approximately \$3,260,000 of housing stock. Since the program's inception in 2008-09, the Agency has assisted 40 first-time homebuyer households and one non-profit agency, with a total aggregate loan amount of over \$1.95 million resulting in over \$7.9 million in foreclosed residential real estate returning to productive private ownership. The Agency originally budgeted \$4.4 million in Housing Set-Aside monies to fund this program. In addition to creating affordable home ownership opportunities, this program was designed to help deal with the significant balance of foreclosures currently on the market and to eliminate blight in neighborhoods.</p> <p>With the adoption of AB 1X 26, which eliminated Redevelopment Agencies, the City is now exploring alternative approaches to continue this program.</p> <p>Effectiveness: Despite a tough economic market, the City is more than halfway to meeting its RHNA allocation. The City has permitted 371 units: 112 were permitted for very low- income, 81 for low-income, 21 for moderate-income, and 157 above moderate-income households.</p>

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Policy	Program	Deadline	Status of Implementation
<p>Policy 1.C: The provision of a balanced inventory of housing in terms of unit type (e.g. single-family, multi-family, etc.), cost, and style will allow the City to fulfill a variety of housing needs.</p>	<p>Program 1.C.1: Annually review and update the City's inventory of properties that are suitable for redevelopment and continue to identify the potential number of additional dwelling units on such sites based on the age, condition, and density of existing land uses in relation to zoning or specific plan requirements. The City will continue to make the inventory available to interested residential developers via the City's website and through predevelopment meetings.</p> <p>Program 1.C.2: Continue to provide regulatory and financial incentives to increase the probability that residences will be constructed in commercial zones, either as single-use projects or in mixed-use developments, particularly within the City's Downtown/Waterfront Specific Plan area. The City will offer the following regulatory and financial incentives including but not limited to financial assistance (based on availability of federal, state, local, and private housing funds), expedited development review, streamlined development application processing, modification of development requirements, such as reduced parking standards for seniors, assisted care, and special needs housing on a case-by-case basis, and other incentives to be determined.</p>	<p>Post the Housing Element on the City's website as soon as it is adopted (July 2009) and contact affordable housing developers annually to provide them with a list of vacant and underutilized sites for the development of affordable housing</p> <p>The City will continue to work with developers to provide regulatory incentives including fee deferments and flexible development standards as projects are submitted to the Community Development Department. The City will use redevelopment set-aside funds to develop extremely low-; very low-; low-; and moderate-income projects and assist developers with securing additional financing as projects are submitted to the Community Development Department and funds are available.</p>	<p>Progress: With the adoption of AB 1X 26, which eliminated Redevelopment Agencies, the City is now exploring alternative approaches to continue this program.</p> <p>Effectiveness: Yet to be determined.</p>
<p>Policy 1.D: Establish affordable housing goals for</p>	<p>Program 1.D.1: The City shall review the establishment of a program requiring</p>	<p>The City will decide whether it is going to</p>	<p>Progress: Due to market conditions which staff has verified with developers,</p>

Policy	Program	Deadline	Status of Implementation
<p>new development for the production of extremely low-, very low-, low-, moderate-, and above moderate-income housing in the City.</p>	<p>developers of residential development to either: (a) provide a percentage of their unit at a below-market rent or price; (b) pay a fee; or (c) propose alternative measure to meet their affordable housing requirements determined by an ordinance that will be drafted.</p> <p>Program 1.D.2: To promote the financial feasibility of producing affordable housing units utilizing density bonuses and incentives and concessions the City will adopt a density bonus ordinance in compliance with Government Code Section 65915. The City will reserve the option of granting an additional density bonus to increase the financial feasibility of an affordable housing project that includes extremely low-, very low-, and low-income units.</p> <p>Program 1.D.3: To help bolster the quality of the City's neighborhoods while providing affordable home-ownership opportunities for those entering the real estate market for the first time the City created a First-Time Homebuyer Program that provides low and moderate income households with up to 35 percent of the purchase price in down payment assistance in the form of 2nd mortgages to purchase foreclosed homes. The Agency budgeted \$4.4 million in Housing Set-Aside monies to fund this program. In addition to creating affordable home ownership opportunities, this program is designed to help deal with the significant balance of foreclosures currently on the market and to eliminate blight in neighborhoods located within the Agency's</p>	<p>pursue an inclusionary housing ordinance by June 2010.</p> <p>The City will provide density bonuses as projects are received by the Community Development Department.</p> <p>2009-2014</p>	<p>it has been determined that there is no monetary differentiation between market rate and affordable housing currently.</p> <p>\$1,950,000 of HSA monies were invested in the First-Time Home Buyers Program since its inception. AB 1X 26 has eliminated this funding source.</p> <p>Effectiveness: Once the housing market rebounds the City will consider adoption of an inclusionary housing ordinance.</p> <p>Progress: The First-Time Home Buyers Program continued to be a success investing \$1,950,000 from Housing Set-A-Side Funds. AB 1X 26 has eliminated this funding source.</p>

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Policy	Program	Deadline	Status of Implementation
	Project Area.		
<p>Policy 1.E: Apply for state, federal, and other programs for which the City would be the applicant, or a co-sponsor, and work with nonprofit and for-profit developers to make use of those programs directed to homebuilders.</p>	<p>Program 1.E.1: Provide financial incentives to make construction of affordable housing economically feasible by applying for state and federal subsidies. The City will make use of all available programs for which it is eligible to apply and for which eligible projects have been identified. The City will assist nonprofit housing corporations and for-profit developers in applying for state and federal funds for eligible projects (i.e., HOME Program and Community Block Development Grants). If necessary, the City will also use Redevelopment Housing Set-Aside Funds to pay permit or impact fees for residential projects containing extremely low-; very low; and low-income units. The Redevelopment Agency will consider the use of housing set-aside funds as gap financing to provide additional financial incentives when necessary.</p> <p>Program 1.E.2: The City will continue to seek interested nonprofit housing sponsors/ developers to make use of available financing techniques for affordable housing projects. The City will identify for-profit and nonprofit housing developers interested in developing affordable housing in Suisun City.</p> <p>Program 1.E.3: The City will annually meet with representatives of Solano County, Vallejo, Fairfield, Vacaville, and/or other jurisdictions to determine interest in, and</p>	<p>Use RDA set-aside funds as designated in the Redevelopment Implementation Plan and apply for additional funding as Notice of Funding Available (NOFAs) is released by the state. The City will post the Housing Element on the City's web site as soon as it is adopted and contact affordable housing developers annually to provide them with a list of vacant and underutilized sites for the development of affordable housing (also see PROGRAM 1.C.1).</p> <p>Contact nonprofit housing sponsors as funding in sites, potential projects, and funding is available.</p> <p>Annually meet representatives from the County and representatives from the other cities in the</p>	<p>Progress: The City continues to be committed to locating and working with nonprofit housing developers to build projects. Unfortunately, the market has not allowed the City to have any success at this juncture. In addition, the City will continue to work with other local jurisdictions to accomplish the goals of the Housing Element.</p> <p>The City secured approximately \$955,000 in Neighborhood Stabilization Program funds and has contracted with Mercy Housing/NeighborWorks to purchase and rehabilitate foreclosed homes.</p> <p>Effectiveness: Twelve properties have been purchased through this program with nine being sold to FTTHB.</p>

Policy	Program	Deadline	Status of Implementation
<p>Policy 1.F: Continue to allow second units and other alternative types of housing.</p>	<p>Program 1.F.1: The City will continue to implement the second dwelling unit ordinance that follows the requirements of state law (Government Code Section 65852.1) in allowing second dwelling units on any residential lot subject to ministerial review (or Planning Commission review, as applicable). The second dwelling unit ordinance has the following requirements:</p> <ul style="list-style-type: none"> • A second unit may be established on any residentially zoned parcel, which permits single-family dwellings containing an existing single-family dwelling. • An applicant must be both an owner and the current resident of the property for which a second unit is proposed. • The second unit can either be attached to and designed to be located within the living area of the existing dwelling, or detached from and no less than ten feet from the existing single family dwelling, and such unit shall be architecturally integrated into the existing building design. • The proposed increase in gross floor area of an attached or detached second unit shall not exceed: <ol style="list-style-type: none"> 1. Eight-hundred square feet for lots smaller than ten thousand square feet in size; 2. One-thousand square feet lots 	<p>2009-2014. The City will amend the Zoning Ordinance to include the state law language that was passed in 2005 that removes discretionary review.</p>	<p>Progress: As part of the Zoning Ordinance update process, the City will amend the relevant section(s) to ensure that the City is in compliance with state law. Staff continues to provide the state law literature to local homeowners on request.</p> <p>As part of the ongoing General Plan Update and Zoning Ordinance Update, the City is analyzing ways to plan for and encourage second units and other alternative types of housing, including the establishment of a TOD District</p> <p>Effectiveness: Yet to be determined.</p>

Policy	Program	Deadline	Status of Implementation
	<p>equal to or larger than ten thousand square feet in size.</p> <ul style="list-style-type: none"> • Detached second units shall be located no closer than five feet from any side or rear property lines. • As part of any such building permit application, the applicant shall submit a copy of the deed to the property including a full and complete set of any conditions, covenants and restrictions. <p>Program 1.F.2: The City will adopt a Transit-Oriented Development (TOD) Overlay District. The district boundary is from Main Street to the east, Sacramento Street to the south, and Highway 12 to the north as specified by the TOD Feasibility Study (Draft as of April 2008). The City promotes the development of mixed use and TOD projects through the Suisun City Redevelopment Agency, which meets with interested developers and discusses the City's mixed-use and TOD opportunities. The Agency also provides financial assistance for mixed-use projects through its tax increment fund. Residential components of mixed use projects in the TOD Overlay District will have a maximum allowable density of 25 dwelling units per acre and will permit residential units on second and third floors above commercial spaces. There will be approximately 4 acres in the TOD Overlay District (sites are listed in Table 33) that will accommodate owner and rental multifamily uses that will be permitted by-right on the second and third</p>	<p>The City will adopt the TOD District by June 2010.</p>	<p>Progress: The City is going through a General Plan and Zoning Ordinance Update. Estimated completion is 2014. Integrated into this process the City will pursue appropriate rezonings and amendments to City documents.</p>

Policy	Program	Deadline	Status of Implementation
design guidelines for new residential construction to ensure a maximum level of housing design quality.	development standards, the distinctiveness of design and compatibility with existing residential development within the vicinity of the proposal. The City will evaluate the compatibility with the physical and environmental characteristics of the area in which a development proposal is to be located and by using the specific plan and planned unit development processes, the City will encourage the distinctiveness of new residential neighborhoods.	Community Development Department.	<p>compatibility with neighboring uses and will continue to do so.</p> <p>Effectiveness: The City has found this approach to be effective in the past and anticipates the same in the future.</p>
Policy 1.H: The City will encourage the Planned Use Development (PUD) zoning in medium- and high-density residential zones.	Program 1.H.1: The City will continue to use PUD zoning to offer greater housing choice for residents and greater flexibility for developers than in conventional zone districts. The PUD zone enables developers to provide a great range of housing units that can accommodate a variety of needs.	Consider using PUD zoning where appropriate and as projects are submitted to the Community Development Department.	<p>Progress: The City has been receptive to PUD's in the past and anticipates the same to be true in future years.</p> <p>Effectiveness: The City has found this approach to be effective in the past and anticipates the same in the future.</p>
Policy 1.I: The City will evaluate its progress in achieving its Housing Element Goals.	Program 1.I.1: As required by state law (Government Code Section 65400), the City will annually review and evaluate its progress in meeting Housing Element objectives and prepare a report to the City Council on annual achievements. The City will alter existing housing strategies or develop new strategies as needed to meet changing City needs. In addition, as required by state law, the City will forward its adopted Housing Element to local water and sewer providers.	Submit annual reports starting January 2009, and annually thereafter. The City will submit its adopted Housing Element to local water and sewer providers upon adoption of this Housing Element.	<p>Progress: The City has been in compliance with CGC Section 65400 by preparing an annual report on progress toward implementing the City's Housing Element. Housing Element copies have been forwarded to the local water purveyor.</p> <p>Effectiveness: The City has been successful in the implementation of this policy.</p>
Goal 2 – Preserve the stock of existing housing.			

Suisun City Annual Housing Report
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Policy	Program	Deadline	Status of Implementation
<p>Policy 2.A: Preserve existing housing, in particular housing affordable to low- and moderate-income households.</p>	<p>Program 2.A.1: Rehabilitate substandard dwelling units and those occupied by low- and moderate-income households using Redevelopment Agency set-aside and state funds. The City will seek complementary sources of financing from private organizations and other public agencies. To comply with the requirements of state law, at least 30 percent of the dwelling units rehabilitated in the redevelopment area will be affordable to low- and moderate-income households.</p>	<p>2009-2014</p>	<p>Progress: The City, through the Neighborhood Stabilization Program, has secured approximately \$955,000 to purchase and rehabilitate substandard dwelling units. Nine of the twelve homes purchased home have been sold to First-Time Homebuyer households.</p> <p>Effectiveness: Twelve properties have been purchased through this program with Nine being sold to FTHB households.</p>
	<p>Program 2.A.2: The City will assist nonprofit housing corporations seeking to acquire and maintain privately owned, government-subsidized housing developments, which could convert to market-rate housing under state or federal loan agreements. Acquisition will be by negotiated sale. The City will use redevelopment housing set-aside funds to rehabilitate such units, if necessary, to preserve their use for low- and moderate-income households. Note: At present, there is only one "at risk" assisted rental housing project in Suisun City (Village Apartments), which is operated by the Solano Affordable Housing Foundation. This program will only take effect if the Solano Affordable Housing Foundation decides to transfer ownership or management of Village Apartments.</p> <p>The City will continue the following activities during the five-year period of the housing element to maintain affordability of these units. The Community Development Department will implement these efforts. Funding sources to support the</p>	<p>2009-2014</p>	<p>Progress: Ongoing.</p>

Policy	Program	Deadline	Status of Implementation
	<p>implementation of these efforts is specified where appropriate. The efforts listed below represent a varied strategy to mitigate potential loss of "at-risk" units due to conversion to market-rate units. These local efforts utilize existing City and local resources. They include efforts to secure additional resources from the public and private sector should they become available.</p> <ul style="list-style-type: none"> • Administer an Acquisition and Rehabilitation Program to assist for-profit and non-profit developers in acquiring and rehabilitating housing units that preserve affordability in rental projects that are at-risk of converting to market rents. • Monitor owners of at-risk projects on an ongoing basis, at least every six months, in coordination with other public and private entities to determine their interest in selling, prepaying, terminating or continuing participation in a subsidy program. • Maintain and annually update the inventory of "at-risk" projects through the use of existing databases (e.g., HUD, State HCD and California Tax Credit Allocation Committee). • Take all necessary steps to ensure that a project remains in or is transferred to an organization capable of maintaining affordability restrictions for the life of the project, including proactively ensuring 		

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	<p>notices to qualified entities, coordinating an action plan with qualified entities upon notice and assisting with financial resources or supporting funding applications.</p> <ul style="list-style-type: none"> • Bi-annually coordinate with HUD to monitor projects approved to convert to ensure that any required assistance (or assistance that the owner has agreed to provide) to displaced tenants is carried out in a timely manner. Ensure projects are monitored to see if they are subject to other State or local requirements regarding the provision of assistance to displaced tenants. • Annually monitor local investment in projects that have been acquired by non-or for-profit entities to ensure that properties are well managed and maintained and are being operated in accordance with the City's property rehabilitation standards. • Work with owners, tenants and non-profit organizations to assist in the non-profit acquisition of at-risk projects to ensure long-term affordability of the development. Annually contact property owners, gauge interest and identify non-profit partners and pursue funding and preservation strategy on a project basis. • Annually meet with stakeholders 		

Policy	Program	Deadline	Status of Implementation
	<p>and housing interests to participate and support, through letters and meetings and technical assistance with local legislators in federal, State or local initiatives that address affordable housing preservation (e.g., support State or national legislation that addresses at-risk projects, support full funding of programs that provide resources for preservation activities).</p> <ul style="list-style-type: none"> • Use available financial resources to restructure federally assisted preservation projects, where feasible, in order to preserve and/or extend affordability. • Annually identify funding sources for at-risk preservation and acquisition rehabilitation and pursue these funding sources at the federal, State or local levels to preserve at-risk units on a project-by-project basis. • Continue to assist owners or purchasers of existing Mortgage Revenue Bond (MRB) projects to refund their bonds in exchange for augmented and/or extended affordability controls. Annually contact property owners to gauge interest, provide list of resources available for refund and negotiate terms on a project-by-project basis. 		
Policy 2.B: Create additional affordable housing	Program 2.B.1: The Suisun City Housing Authority will continue to seek additional	2009-2014	Progress: No additional vouchers have been obtained to date, but the Housing

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Policy	Program	Deadline	Status of Implementation
opportunities within the City's existing stock of housing.	Section 8 vouchers for its very low-income residents to reduce the number of such households paying more than 30 percent of their incomes for housing expenses when funding for additional vouchers become available and the Authority becomes available to apply for such funding.		Authority will continue to seek additional vouchers. Effectiveness: Yet to be determined.
Policy 2.C: Replace housing affordable to low- and moderate-income households in the redevelopment area that has been removed.	Program 2.C.1: The City will use a combination of rehabilitation and new construction to replace those units affordable to low- and moderate-income households. At least 75 percent of these replacement units should be at comparable cost to the units being removed. A portion of the replacement housing needs will be met through rehabilitation and affordability guarantees on existing dwelling units. The remaining replacement needs will be met through new construction. The City will continue to implement relocation guidelines to assist low- and moderate-income households displaced in the Redevelopment Area to find replacement housing. Private property owners seeking to remove dwelling units occupied by low- and moderate-income households will be required to pay relocation expenses to the affected household, subject to guidelines regarding prior notice and length of residency of the occupant. Between 2009 and 2014, the Redevelopment Agency does not anticipate removing housing units occupied by low- or moderate-income households. This program will be triggered only if such removal occurs.	2009-2014.	Progress: No units have been removed during this planning period. Effectiveness: N/A
Goal 3 – Plan and encourage the development of housing to meet the housing needs of special population groups.			
Policy 3.A: Address the	Program 3.A.1: Pursuant to Senate Bill	City staff will prepare	Progress: These amendments will be

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Policy	Program	Deadline	Status of Implementation
	<p>supportive housing uses, the City will update its Zoning Ordinance to include separate definitions of transitional and supportive housing as defined in Section 50675.2 of Health and Safety Code sections 50675.2 and 50675.14. Both transitional and supportive housing types will be allowed as a permitted use subject only to the same restrictions on residential uses contained in the same type of structure. Transitional facilities are classified as temporary rental housing for at least 6 months but where units are re-circulated to other program recipients after a set period. Taking several forms, transitional housing may be group housing or multi-family units and can include supportive services. Supportive housing does not have a limit on the length of stay and is linked to either onsite or offsite services that can include medical services, childcare services, counseling, legal assistance, money management, job skills training and a variety of other services in place to help individuals gain independent living skills.</p> <p>Program 3.A.3: The City will provide information on state and federal fair housing laws and refer discrimination complaints to the Fair Employment and Housing Commission. The City will continue to make available, at City Hall and on the City's website, and distribute information on state and federal fair housing laws to rental property owners, lenders, and real estate agents in the City.</p> <p>Program 3.A.4: The City will cooperate with nonprofit housing corporations and for-profit</p>	<p>2009-2014</p> <p>Through the predevelopment review</p>	<p>Progress: Ongoing.</p> <p>Progress: City was successful in obtaining a Community Development</p>

Policy	Program	Deadline	Status of Implementation
	<p>developers specializing in housing for adults 55 years of age and above to accommodate housing that meets the needs of this age group. This will include actions by both the Community Development Department and the Redevelopment Agency.</p> <p>Specific actions that the City will undertake include:</p> <ul style="list-style-type: none"> • Use density bonus and the planned unit development (PUD) process to facilitate the development of housing for older adults at sufficient density to make such projects financially feasible. • Assist developers in locating suitable sites, depending on the type of housing proposed. Examples include rental apartments with common areas designed specifically for social events of interest to older adults, housing which includes common dining facilities and limited health care services; congregate care housing, with 24-hour full health care services. • Provide assistance to older, low-income homeowners to rehabilitate their homes. • Assist developers interested in converting or retrofitting existing residential buildings to meet the needs of older adults. This could include technical assistance in applying for state and federal funding, local financial assistance 	<p>process, the City will discuss the options of providing senior housing.</p>	<p>Block Grant Planning and Technical Assistance grant to study potential development of senior housing. Study was concluded in October 2012.</p>

Policy	Program	Deadline	Status of Implementation
	<p>through redevelopment housing set-aside funds, and the waiving of certain fees and/or development requirements to increase the financial feasibility of providing such housing.</p> <ul style="list-style-type: none"> Assist in the funding of affordable housing for older adults, including application for state and federal funds, the use of redevelopment agency housing set-aside funds (if available), and/or the issuance of tax-exempt bonds to provide low-cost financing (see Policy 1.0 and related Programs). <p>Program 3.A.5: The City will cooperate with Travis Air Force Base officials to identify any unmet needs among military personnel for affordable housing in Suisun City.</p> <p>Program 3.A.6: The City will encourage that affordable rental housing developments contain an appropriate percentage of three- and four-bedroom dwelling units. Specific actions that the City will undertake include:</p> <ul style="list-style-type: none"> Assist developers in applying for available state and federal programs and redevelopment housing set-aside funds, if available, to provide development subsidies (low-cost financing, land write-down, or other incentives). (See Policy 1.0 and related Programs) 	<p>Annually meet with representatives of Travis Air Force Base to determine whether unmet housing needs exist.</p> <p>2009-2014</p>	<p>Progress: Meeting scheduled for April 2013.</p> <p>Progress: Ongoing - no current interest.</p>

Policy	Program	Deadline	Status of Implementation
	<ul style="list-style-type: none"> • Provide density bonuses for developers who include large family units in rental housing developments. <p>Program 3.A.7: The City will continue to comply with ADA requirements for accessibility and adaptability of new residential buildings to meet the needs of mobility-impaired persons.</p> <p>Program 3.A.8: The City will cooperate with, and provide assistance to, organizations seeking to develop or convert residential buildings for use as group homes for persons with disabilities that prevent them from using conventionally designed housing.</p> <p>Specific actions that the City will take are:</p> <ul style="list-style-type: none"> • Assist in identifying suitable sites; review planning and zoning documents for modifications that could increase feasibility of such housing. • Consider using Redevelopment Housing Set-Aside funds to pay permit fees for group homes serving low-income clients. • Assist developers in applying for available state and federal programs and redevelopment housing set-aside funds, if available, to provide development subsidies (low-cost financing, land write-down, or other incentives). (See Policy 1.0 and related 	<p>2009-2014</p> <p>On an ongoing basis, identify suitable locations within the City.</p>	<p>Progress: Ongoing.</p> <p>Progress: Ongoing.</p>

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Policy	Program	Deadline	Status of Implementation
	<p>Programs.)</p> <p>Program 3.A.9: Develop and formalize a general process that a person with disabilities will need to go through in order to make a reasonable accommodation request in order to accommodate the needs of persons with disabilities and streamline the permit review process. The City will provide information to individuals with disabilities regarding reasonable accommodation policies, practices, and procedures based on the guidelines from the California Housing and Community Development Department (HCD). This information will be available through postings and pamphlets at the City and on the City's website.</p> <p>Program 3.A.10: The City's Zoning Ordinance allows for the development of rooming houses and boardinghouses by right in the medium- and high-density residential zones and conditionally in the historic-residential zone. Recent legislation known as Assembly Bill (AB) 2634 requires that "single-room occupancy units" (SROs) are explicitly allowed in the City's Zoning Ordinance. Therefore, the City will add "SRO" to the definition of "rooming houses and boardinghouses" to clarify that SROs are permitted as described in these zones. The City will prioritize funding for the development of SROs or similar types of units to assist with the development of extremely low-income housing.</p>	<p>Develop a reasonable accommodations procedure by July 2010.</p> <p>June 30, 2010</p>	<p>Progress: Ongoing.</p> <p>Progress: The City is going through a General Plan and Zoning Ordinance Update. Estimated completion is 2014. Integrated into this process the City will complete necessary rezonings and amendments.</p>

Policy	Program	Deadline	Status of Implementation
Goal 4 – Encourage energy conservation.			
<p>Policy 4.A: Encourage energy conservation in new development design and construction and in the rehabilitation of existing housing.</p>	<p>Program 4.A.1: Suisun City will continue to check building plans for compliance with state energy conservation standards for new residential buildings.</p> <p>Program 4.A.2: The state energy conservation requirements address energy conservation in the construction of dwelling units. Additional energy conservation can be obtained from development patterns that encourage conservation. The City will continue to implement design guidelines for site development that encourage energy conservation. These guidelines will address the use of landscaping to reduce energy use, the orientation and configuration of buildings on a site, and other site design factors affecting energy use and will become part of the City's overall development standards.</p> <p>Program 4.A.3: Substantial energy conservation and reduced utility payments can be realized from weatherizing and insulating older dwelling units. Many low-income home owners, and owners of rental units whose occupants are low-income, lack the financial resources to undertake such home improvements. The City will continue to help low-income homeowners apply for assistance from other agencies to make energy conservation improvements. In addition, the City will conduct an outreach effort targeted towards lower income households that includes website updates, flyers and pamphlets containing eligible</p>	<p>2009-2014</p> <p>June 30, 2010</p> <p>June 30, 2010</p>	<p>Progress: The City will continue the practice of reviewing building plans regarding compliance with state energy conservation standards for new residential buildings. In addition, the Zoning Ordinance update will address new energy efficient standards.</p> <p>The City recently adopted a revised Water-Efficient Landscape Ordinance which complies with AB 1881. This is one step the City believes will lead to reduced energy usage.</p> <p>Effectiveness: Yet to be determined.</p> <p>Progress: After serving as the lead local implementer for Solano County under the California Energy Commission Retrofit Bay Area Program, until that program's conclusion in April 2012, the City agreed to continue to serve as the County's representative on the new Bay Area Regional Energy Network (BayREN), to ensure the receipt of a portion of the funds being made available to the region to continue energy upgrading and retrofitting of residential properties in Solano County. It appears that the total budget</p>

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Policy	Program	Deadline	Status of Implementation
	energy conservation savings programs, participating agencies (i.e. PG&E) and contact information.		<p>available for program activities and administration for Solano County will be approximately \$250,000 over two years.</p> <p>Effectiveness: Yet to be determined.</p>