



SPECIAL JOINT WORKSHOP CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA

**February 16, 2017
5:00 PM**

The Mission of the City of Coalinga is to provide for the preservation of the community character by delivering quality, responsive City services, in an efficient and cost-effective manner, and to develop, encourage, and promote a diversified economic base in order to ensure the future financial stability of the City for its citizens.

Notice is hereby given that the City Council will hold a Special Workshop, on February 16, 2017 in the City Council Chambers located at 155 West Durian, Coalinga, CA. Persons with disabilities who may need assistance should contact the Deputy City Clerk at least 24 hours prior to this meeting at 935-1533 x113. The Special Workshop will begin at 5:00 p.m. and the agenda will be as follows:

1. CALL TO ORDER

1. Pledge of Allegiance
2. Changes to the Agenda

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS (NONE)

3. CITIZEN COMMENTS

This section of the agenda allows members of the public to address the City Council on any item not otherwise on the agenda. Members of the public, when recognized by the Mayor, should come forward to the lectern, identify themselves and use the microphone. Comments are normally limited to three (3) minutes. In accordance with State Open Meeting Laws, no action will be taken by the City Council this evening and all items will be referred to staff for follow up and a report.

4. PUBLIC HEARINGS (NONE)

5. CONSENT CALENDAR

1. Approve MINUTES - January 5, 2017
2. Approve MINUTES - January 9, 2017 (Amended - Special)

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS

1. Discussion and Direction regarding Potential Zone Districts and Locations for a Single Marijuana Dispensary as Approved by the Voters and related Regulatory Framework

Marissa Trejo, City Manager

2. Discussion, Direction and Potential Action regarding Suspending Business License Fees for New Businesses for One Year

Marissa Trejo, City Manager

3. Housing Successor Agency Consideration of Resolution No. 3758 Supporting the Allocation of Housing Bond Proceeds In the Form of a Loan to the 32 Unit Senior Housing Development Project Located at The Corner of Elm and Walnut

Sean Brewer, Community Development Director

4. Approval of Resolution No. 3759 authorizing the City Manager to execute the Housing Related Parks Program Grant Application Package and the associated grant documents as required for participation in the grant program.

Sean Brewer, Community Development Director

7. ANNOUNCEMENTS

1. City Manager's Announcements
2. Councilmembers' Announcements/Reports
3. Mayor's Announcements

8. FUTURE AGENDA ITEMS

9. CLOSED SESSION

1. REAL PROPERTY NEGOTIATIONS - Government Code Section 54956.8. CONFERENCE WITH REAL PROPERTY NEGOTIATORS. PROPERTY: Juniper Ridge Industrial Park, Lot 5 (083-280-14ST), Lot 6 (APN: 083-280-15ST), Lot 8 (APN: 083-280-18ST), Lot 9 (APN: 083-280-20ST), and Lot 10 (APN: 083-280-21ST) located in the City of Coalinga on Polk Street (Jayne Avenue) and Enterprise Parkway. CITY NEGOTIATORS: City Manager, Marissa Trejo; and Assistant City Attorney, Mary Lerner. NEGOTIATING PARTIES: Structured Horticulture Enclosure Development, Inc. UNDER NEGOTIATION: Price and Terms of Payment
2. REAL PROPERTY NEGOTIATIONS - Government Code Section 54956.8. CONFERENCE WITH REAL PROPERTY NEGOTIATORS. PROPERTY: Juniper Ridge Industrial Park, Lot 4 (APN: 083-280-13ST) located in the City of Coalinga on Polk Street (Jayne Avenue) and Enterprise Parkway. CITY NEGOTIATORS: City Manager, Marissa Trejo; and Assistant City Attorney, Mary Lerner. NEGOTIATING PARTIES: The Canna Agency. UNDER NEGOTIATION: Price and Terms of Payment
3. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION. Steve Henry and Cal Minor v. City of Coalinga, et al. Fresno Superior Court Case No. 16CECG02009
4. CONFERENCE WITH LABOR NEGOTIATORS – Government Code 54957.6. CITY NEGOTIATORS: City Manager, Marissa Trejo; Assistant City Attorney, Mary F. Lerner. EMPLOYEE (ORGANIZATION): Non-Represented Employees
5. Government Code Section 54957 PUBLIC EMPLOYEE

10. ADJOURNMENT

Closed Session: A "Closed" or "Executive" Session of the City Council, Successor Agency, or Public Finance Authority may be held as required for items as follows: personnel matters; labor negotiations; security matters; providing instructions to real property negotiators; legal counsel regarding pending litigation; and protection of records exempt from public disclosure. Closed session will be held in the Administration Building at 155 W. Durian Avenue and any announcements or discussion will be held at the same location following Closed Session.

STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY

Subject: Approve MINUTES - January 5, 2017
Meeting Date: February 16, 2017
From: Marissa Trejo, City Manager
Prepared by: Wanda Earls, City Clerk

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

	File Name	Description
📎	MINUTES_010517.pdf	Minutes - January 5, 2017

Minutes

CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA January 5, 2017

1. CALL TO ORDER (6:00 PM)

Council Members Present: Keough, Lander, Ramsey, Raine, Vosburg, Stolz

Others Present: City Manager Marissa Trejo, Assistant City Attorney Mary Lerner, Community Development Director Sean Brewer, Assistant to the City Manager Shannon Jensen, Senior Administrative Analyst Mercedes Garcia, Police Chief Michael Salvador, Public Works and Utilities Director Pete Preciado, City Treasurer Olga Keough, Incoming City Treasurer James Vosburg, City Clerk Wanda Earls

Plaques of Appreciation for Service were presented to Council Member Patrick Keough and City Treasurer Olga Keough. They were recognized for their dedicated service and many contributions to the City.

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS

1. Swearing In of New Councilmembers Tanya Stolz and Ron Lander

Mayor Vosburg swore-in Councilmembers Tanya Stolz and Ron Lander.

2. Swearing In of the New City Treasurer James Vosburg

Mayor Vosburg swore-in City Treasurer James Vosburg.

3. Certificate of Recognition - Honoring Jose Ruiz

Mayor Vosburg read Certificate of Recognition honoring former City employee Jose Ruiz who was recently killed in a motorcycle accident. He held various positions with the City and CCC and was honored as an outstanding citizen of Coalinga. His Son, Joey Ruiz accepted the Certificate in behalf of the family.

4. Swearing In of the New City Clerk

City Manager Trejo explained that the County Clerk's office does not tally write-in individual votes for the City Clerk position. She suggested that there are possibly two people interested in the position and they could make a five-minute speech as to why they want the position

Mayor Vosburg said he understood there is someone in the audience wanting the position of City Clerk.

Ms. Carrie Krider indicated her desire for the position.

Ms. Wanda Earls indicated her interest in the position.

Mayor Vosburg asked for individual speeches from the individuals wishing the position.

Ms. Krider indicated her qualifications for the position and her years of experience as a Library Technician. She has lived in Coalinga for over thirty years and has raised her children here.

Ms. Earls indicted her reasons for the position being she is professional and dedicated having missed only three meetings during past 12 year and how she has enjoyed serving as City Clerk serving the Council and also as Secretary of the Planning Commission.

Council Member Ramsey asked Ms. Krider regarding her withdrawn from the Write-in Campaign.

Ms. Krider explained why she had withdrawn from the Write-in campaign.

Council Member Ramsey asked why Ms. Earls did not run for the position.

Ms. Earls explained she had never run for the position of City Clerk but had always been appointed.

*Motion by Raine, Second by Lander to elect Wanda Earls as the New City Clerk. Motion **Approved** by a Roll-call 4/1 Majority Vote. (Stoltz voted "No")*

Mayor Vosburg, sworn-in Wanda Earls as the incoming City Clerk for the City.

5. Swearing In of Police Officer David Cano
6. Swearing In of Animal Control Officer Nichole McGovern
7. Swearing In of Part-Time Animal Control Officer Brent Orr
8. Swearing In of Public Safety Dispatcher Nicole Clarey

In the essence of time, Police Chief Salvador swore-in Police Officer David Cano, Animal Control Officer Nichole McGovern, Part-time Animal Control Officer Brent Orr and Public Safety Dispatcher Nicole Clarey. Photographs were taken of those being sworn-in. Many family members were present in honor of those being sworn-in.

9. Presentation by Knox Bronson regarding a Community Garden proposed at 180 Pierce Street

Mr. Knox Bronson made a PowerPoint presentation on establishing a City Garden at 180 Pierce Street.

There has been lots of interest expressed: WHCC Agricultural School, church groups, etc. The Canna Group has expressed interested in being a sponsor.

- Goals
- Model – Organic Planting
- Real agriculture and individual groups
- Mode for future gardens
- Classes/workshops
- Lots of interest
- Basic Tenets = Organic seeds and fertilizer and no GMO's
- Gate
- Bed Rental
- Tool shed
- No dogs

Photographs were shown of community gardens in other cities.

- Compost bins
- Layout 4 x 8 planters and 4 x 16 planters
- Trees
- Herb garden
- Engagement
 - Community board
 - Energize community
 - Rent from City, Insurance, Water
 - Facebook page
- Construction
- Next
 - Finalize Plan
 - Soil tests, etc.
 - Drip irrigation
- Positive addition to City/neighborhood

10. Presentation by Dan Bergmann of IGService regarding Water and Wastewater Projects and Potential Water Rate Impacts

Mr. Dan Bergmann, IGS Services

PowerPoint presentation was given on City of Coalinga Utility Enterprise Workshop:

- Topics – Water Enterprise, Sewer Enterprise, Natural Gas Enterprise
- City Bureau Water Purchase
- Bureau of Reclamation Supply
- Wholesale Water Cost Trend
- Water System Financial Performance ending June 2016
- Water System Financial PERFORMANCE Ending June 2017
- Water Projects (Preliminary Costs)
 - Water Plant projected
 - Distribution System Project
- Derrick Water Tank needs repair
- Water Plant Control System \$1M
- Motor and Pump Repair \$450K
- Series 20132 Bond Funds Remaining - \$2,839M
- Water Project Money Needed – \$5M
- Water Rate Increase – 12 percent increase = \$6.00 Monthly

- Sewer Enterprise Photo of Sewer Plant Collection Basin and “Headworks” show and Sewer Plant Clarifier Tank - \$1.6M owed from other funds

- Natural Gas Enterprise
- Falling Wholesale Natural Gas

City Council Comments:

- No rate increase – no bond
- Natural Gas Fund – okay
- \$1.6M owed for payback CCC
- Prop 218 explained
- People need to come to meetings
- What is extended life
- 12% Rate Increase
- Rate needs in place prior to summer

Mr. Bergmann recognized former Council Member Tito Balling for his contributions to the City in reference to Water Plant.

- Selling of water to Harris Ranch good thing. They are good neighbors. Thank you!

Next Steps:

- Refine project cost estimates
- Investigate funding options
- Return to City Council in March

11. Mid State Realty - Quarterly Report, Tawnya Stevens

Ms. Tawnya Stevens gave update on real estate transactions in reference to the City

There is lots of interest in Coalinga right now.

Thank you for updating the website.

Can the City write a letter to Kmart informing them of the upcoming growth expectations of the City? Also, letter to other retailers expressing advantages to locating to Coalinga.

Council Member Raine suggested contacting Fresno Economic Development Commission for assistance.

3. CITIZEN COMMENTS (NONE)

4. PUBLIC HEARINGS (NONE)

5. CONSENT CALENDAR

1. Check Register: 10/01/2016 - 10/31/2016
2. Monthly Treasurer's Report October 2016
3. Check Register: 11/01/2016 - 11/30/2016
4. Approve MINUTES - December 1, 2016
5. Waive Second Reading and Adopt Ordinance No. 799 (Adoption of 2016 California Building Codes)
6. Waive the Second Reading and Adopt Ordinance No. 798 to allow public and private schools to be permitted in Mixed Use (MX) zones by conditional use permit with additional development regulations (Westbridge School to be located at 201 Washington Street)
7. Authorize Police Chief to enter into a Contract for Veterinary Services at the Animal Shelter
8. Authorize the Public Works and Utilities Director to enter into an Agreement with Aramark Uniform Services to provide uniforms to field personnel
9. Approve Lease Agreement with California Business Machines

10. Authorize the Police Chief to replace two HVAC units at the Police Department
11. Police Department Monthly Report
12. Fire Department Report - November
13. Public Works and Utilities Monthly Report

Mayor Vosburg pulled Item 7. He would like a presentation from the Veterinary Services Company prior to voting on it.

City Manager Trejo said we have a Special Council Meeting this coming Monday at 9:00 AM. Would Vet be able to make presentation around noon or so?

Police Chief said he is already working on getting them here if possible. They are on their way from Kansas.

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS

1. Adoption of Resolution No. 3753 Accepting and Approving the Election Results from the November 8, 2016 Consolidated General Election
Marissa Trejo, City Manager

*Motion by Lander, Second by Ramsey to Adopt Resolution No. 3753 Accepting the Election Results from the November 8, 2016 Consolidated General Election. Motion **Approved** by a Roll-call 5/0 Majority Vote.*

2. Discussion, Direction and Potential Action regarding Designating 180 Pierce Street as a Community Garden Site
Marissa Trejo, City Manager

Council Members Impressed by Presentation and Consensus is to Move Forward with Design of 180 Pierce Street as a Community Garden. Raine/Vosburg to Serve as Council Members to the Committee.

3. Discussion regarding City Council's Stance on Homeless Situation
Marissa Trejo, City Manager

City Manager Trejo indicated that many people want to help the homeless within our community.

Comments from Council Members:

- Need summary of resources within community

- Website
- Library
- Non Profit groups
- Churches
- Need list of agencies available to assist
- League of California Cities made presentation – speaker/s may come to meeting
- Don't advertise to come to Coalinga – we want to take care of our own
- Some choose the lifestyle
- Some need help others are professional homeless people
- Have maybe 10-15 homeless
- People in creek bed
- What do we do about homeless?
- If property owners don't mark property, trespassers hard to move
- Clean-out creek bed
- Squatters
- Need to keep pressure on them
- If allowed to get comfortable, more will come
- People do need help
 - Need to stop them from coming here
 - Need to try to prevent stealing from residents
- No one answer to fit all
- People living in trees
- League has proven program
- Homeless cold
 - Do we have heating centers
 - Library open 10:00 AM to 8:00 PM M-T and Fri and Sat 10:00 AM to 5:00 PM
- Suggest communication between resources

City Manager Trejo said staff member purchased coat for a homeless person and they wanted a duffle bag so they could carry it during summer. Another staff member purchased the duffle bag for the individual.

Mr. Greg Cody said he is advocate for homeless and veterans. Many are people who have just had unfortunate situations happen to them Coalinga really doesn't have a homeless problem. If City publicizes, you will open the flood gates.

Speaker asked about all the coats donated.

City Manager Trejo said that was sponsored by Starbucks and they were to take care of distribution.

Consensus of Council is to Gather Information and Move Forward.

4. Discussion and Direction regarding Food Truck Regulation
Sean Brewer, Community Development Director

Community Development Director Sean Brewer summarized the Staff Report

Mayor Vosburg said poll on Facebook indicated that 500 people wanted food trucks. Need regulations on where to locate, etc, preferably in business zone only. Need hours of operations. They have to look good. Staff needs to originate Ordinance and bring back to Council

Comments:

- Must comply with Health Department Regulations
- Kitchen should be like restaurant
- Many people do it but must comply with Fresno County Health Department
- Most clients will be students, high school and college
- Need to engage schools in discussion
- Brick and motor businesses have vested interest and are here for the long haul

Speaker from Rec and Park District coordinates Farmer's Market. Difficult to get some to come. Need license by County to do business.

Council Member Lander asked if she would work with Staff on ideas, etc.

Speaker agreed to help.

- Need ideas for downtown
- Food trucks on Friday every week or every other week
- Need to coordinate events together like music in park or movies in park
- Need advertising
- Teachers don't have time to eat and food truck could be solution
- We have three people from Coalinga, one person may come from Sacramento
- Trucks not always in condition to travel miles
- Competition is good

Consensus of Council is to move forward with staff originating an Ordinance (comparing to other City ordinances) and regulations regarding food trucks and suggestions of where and when to have them come, etc.

7. ANNOUNCEMENTS

City Manager:

City Manager Trego said hospital has asked her to write a letter to Congressman Valadeo in reference to the Affordable Care Act. They are asking for a replacement to be in place at the time of any appeal of the Affordable Care Act. Hospital needs this revenue to survive.

Mayor Vosburg does not support Obamacare, it needs repealed and replaced. Hospital depends on Obamacare funding.

Consensus is we need repeal and immediate replacement. Also, consensus is to authorize City Manager to write letter supporting our hospital

Council Members:

Council Member Lander thanked those who supported him for reelection. He has served 24 years as a Council Member. He looks forward to working with Council Members and people of community.

Council Member Stolz thanked everyone for voting and supporting her for Council Member. She looks forward to serving the community within her new capacity.

Mayor Pro-tem Raine thanked everyone who wrote letters, sent cards and made phone calls regarding his time in the hospital and his recovery. He is totally impressed by the outpouring of good wishes to him.

Police Chief said Vet can be here on Monday at 12:00 for presentation.

Mayor's announcements:

Mayor Vosburg said he has been two years on Council and Council has tackled big issues and big issues have been passed by the voters. Most of the City came together. He looks forward to working with Council Members and he is excited for this coming year. Everyone needs to work together for a better community for us all.

8. FUTURE AGENDA ITEMS

Council Member Ramsey asked for Council to write a letter to Kmart in reference to their closing the store here in Coalinga. We will lose a lot of tax revenue when this happens.

Also, write a letter to President Trump requesting assistance in locating businesses to our community.

Mayor Vosburg wants to send City out to bring business into community. Let's work with CofC to bring business to our community. We need to think outside of the box.

Mr. Tom Dominguez, local resident suggested letter to President is good but also send letter to CEO of Sears to let him know about future of Coalinga and that Kmart is needed in our community.

9. CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS – Government Code 54957.6. CITY NEGOTIATORS: City Manager, Marissa Trejo; Assistant City Attorney, Mary F. Lerner. EMPLOYEE (ORGANIZATION): General Employees and Non-Represented Employees

There was no indication of an announcement following Closed Session.

10. ADJOURNMENT (9:45 PM)

Mayor Nathan Vosburg

City Clerk/Deputy Clerk

Date

STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY

Subject: Approve MINUTES - January 9, 2017 (Amended - Special)
Meeting Date: February 16, 2017
From: Marissa Trejo, City Manager
Prepared by: Wanda Earls, City Clerk

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
 MINUTES_Amended_Specaial_010917.pdf	Minutes - January 9, 2017

Minutes
AMENDED: SPECIAL
CITY COUNCIL/SUCCESSOR
AGENCY/PUBLIC FINANCE AUTHORITY
MEETING AGENDA
January 9, 2017

1. CALL TO ORDER (9:00)

Council Members Present: Stolz, Lander, Ramsey, Raine, Vosburg

Other Present: City Manager Marissa Trejo, Assistant City Attorney Mary Lerner, Police Chief Michael Salvador, City Clerk Wanda Earls

Mayor Vosburg opened the Council Meeting and convened into Closed Session expecting to reconvene the regular meeting approximately 11:30 AM – 12:00 PM.

Mayor Vosburg reconvened from Closed Session into regular meeting at 12:25 PM.

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS

1. Presentation by Pawsaila for Veterinary Services

Police Chief Salvador introduced Dr. John Psaila and Director of Operations Kara Hernandez with The Pawsaila Foundation.

Dr. Psaila indicated that Clovis is their home base and their goal is to provide mobile vet services to the community.

They work with shelters, rescuers doing spay/neuter/sterilizations and vaccinations and also provide regular veterinary services.

He is from Fresno, graduated from Oklahoma State University and has been practicing for four years.

Ms. Kara Hernandez, Vet Tech said they will provide services as needed, usually, every 2 months for a 2-3 day period.

Police Chief Salvador continued with his staff report:

The recommendation of the PD is that the Council approves the contract with Pawsaila Foundation to provide Veterinary Services at the Animal Shelter.

This is a 2016 goal of the PD and former Councilman Keough to improve services to the community. The city attorney is currently reviewing the contract.

ACO Michael McCloud and his wife located a foundation that provides low cost veterinary services to mobile locations in the Valley. McCloud facilitated a meeting between the PD and Pawsaila Foundation in November of 2016. The meeting and inspection of the shelter yielded a tentative agreement subject to Council approval to provide spay neuter, vaccinations and general veterinary cases in the shelter. The Foundation vet was impressed with the facility and shared the vision of the PD. If the contract is approved there are plans to have the PD's first rabies clinic in mid-January. This will, also, allow for more animals captured and taken to the shelter to be placed with rescuers and eventually adopted from the shelter.

There is a cost of \$1K for FY 16-17. This is not currently budgeted and will need to be appropriated to the PD's budget at mid-year.

The City shall pay Pawsaila a flat fee of \$210 to be billed to the City for each trip to Coalinga.

The price list to the public is very affordable and maintains a good price point.

This central valley group meets 3 needs of the community:

1. Council's Vision
2. Cost Factor
3. Moves the PD closer to being able to adopt animals out of the Shelter

Coalinga needs a vet to meet State requirements and begin path of providing services to community.

Fees are determined by the weight of the animals.

*Motion by Lander, Second by Stolz to Pull Item 1 from Consent Calendar for Action Under Item 6.1. Motion **Approved** by a 5/0 Voice Vote.*

3. CITIZEN COMMENTS (None)

4. PUBLIC HEARINGS (NONE)

5. CONSENT CALENDAR

1. Authorize Police Chief to enter into a Contract for Veterinary Services at the Animal Shelter

Comments made during discussion between Council Members, Chief Salvador and ASO Nicole McGovern, Mr. Greg Cody, Ms. McIntire and Ms. Mary Jones:

- Disease rate at Shelter
- Volume of animals is here
- Outreach
- Need budget increase for next year

- Transfer fee – none is a full service facility
- Goal is to adopt out of Shelter
- Want procedures in place
- Want 3-days when Pawsaila is here
- City has to euthanize
- Wait 3-days when animals come in
- Much depends on Claim-it Rate
- Who decides which animals are spay/neutered/euthanized
- Council wants vet tech to make decisions
- What are diseases in Shelter – mostly kennel cough – respiratory
- Rescuers won't pick up pit bulls. If spay/neutered could be adopted
- Can use Pet Finders on Facebook
- Many repeat offenders
- What about cost recovery
- Chief is reviewing fee structure
- Council would like to see CAP on amount to be spent
- Shelter not accessible – road and fence needed
- Chief said lots of issues at Shelter – CCC access is gone because of sale
- There is an easement
- Infrastructure needs improvement
- Need to take one step at a time
- Plan is to get from A to B
- As of now, they cannot euthanize – this contract helps get past issues
- Next budget Animal Control will have separate budget – separate from PD
- Concerns expressed regarding costs
- Chief said he will make \$1K work until end of fiscal year
- This is a victory for the community

Mayor Vosburg called a brief recess to review mobile unit.

- Need contract to move forward
- Cannot take pictures of dogs in shelter unless surrendered
- Citizens' group moves fast and seeks involvement in community
- Wants ACO McGovern to be in charge of Shelter
- Volunteers can build road
- Liability insurance
- People need to get to shelter to volunteer and/or pick up animals
- Chief to talk to Pete regarding grading of road
- People don't know if animals are there
- Shelter was built 15 years ago and has not been maintained for 6 years
- Maintenance comes at a cost
- City Manager said dirt road cannot be opened to public
- Volunteers fall under City insurance

- Need job descriptions for volunteers
- Allow two weeks for job descriptions to be developed – City will pay for lifescan
- Stay on track and let Nicole put together
- Owners could bring pictures of pets to PD to see if they are in shelter
- Chief said under Public Records Act they cannot post pictures and no program in place to accomplish – he needs to safeguard information
- PD cannot mess up
- If you cannot euthanize, what happens to animals

*Motion by Lander, Second by Raine to Authorize Police Chief to Enter into a Contract with Pawsaila Foundation for Veterinary Service at the Animal Shelter. Motion **Approved** by a Roll-call 5/0 Majority Vote.*

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS (NONE)

7. ANNOUNCEMENTS (None)

8. FUTURE AGENDA ITEMS (None)

9. CLOSED SESSION

1. Government Code Section 54957 PUBLIC EMPLOYEE APPOINTMENT / EMPLOYEMENT Title: City Attorney

There was no indication of an announcement following Closed Session.

10. ADJOURNMENT (1:10 PM)

Nathan Vosburg, Mayor

City Clerk/Deputy Clerk

Date

STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY

Subject: Discussion and Direction regarding Potential Zone Districts and Locations for a Single Marijuana Dispensary as Approved by the Voters and related Regulatory Framework

Meeting Date: February 16, 2017

From: Marissa Trejo, City Manager

Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

This item on the agenda allows staff and the City Council to discuss regulating a single marijuana dispensary.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name

Description

No Attachments Available

STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY

Subject: Discussion, Direction and Potential Action regarding Suspending Business License Fees for New Businesses for One Year
Meeting Date: Thursday, February 16, 2017
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

This item is brought back for clarification on the motion and approval of this item during the February 2, 2017, City Council meeting.

Was the intent to suspend Business License Fees for New Businesses up to a cap of \$150.00 or was the intent to suspend Business License Fees for New Businesses for a one year period?

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name

Description

No Attachments Available

STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY

Subject: Housing Successor Agency Consideration of Resolution No. 3758 Supporting the Allocation of Housing Bond Proceeds In the Form of a Loan to the 32 Unit Senior Housing Development Project Located at The Corner of Elm and Walnut

Meeting Date: February 16, 2017

From: Marissa Trejo, City Manager

Prepared by: Sean Brewer, Community Development Director

I. RECOMMENDATION:

That the Successor Agency Board (further referred to as “Board”) adopts Resolution No. 3758 supporting the allocation of \$700,000 in Housing Bond Proceeds to the Senior Apartments Housing Development for 32 units in the form of a loan to be paid back through residual receipts.

II. BACKGROUND:

The City Planning Commission formally approved the Senior Apartment Project (further referred to as “project”) on January 10, 2017. This Project is proposed to be developed on 1.52 acres on vacant land located on the southeast corner of Elm Ave and Walnut. All entitlements and approvals from the City have been satisfied for this project and appeal periods exhausted.

On February 1, 2017 City Staff received a letter requesting the use of Housing Bond Proceeds in the amount of \$700,000 in order to help make this project become more competitive in the tax credit arena since the City will not be eligible to apply for HOME funds in 2017. The use of these funds will be in compliance with the covenants of the 2009 Housing Bond and further support the construction of new affordable senior housing.

III. DISCUSSION:

The Developers have requested the Board to agree to the allocation of \$700,000 from the 2009 Housing Bond Assets for the project consisting of 32 units for senior housing, a manager’s unit and community building.

The Developers will be submitting a tax credit application for this project to the California Tax Credit Allocation Committee on March 1, 2017. Developers would submit this application again later next calendar year in the event their initial application is not approved. This proposed commitment by the Board would expire on June 1, 2018 if the Project does not receive these State tax credits where the Board can reconsider a reallocation of the Housing Bond Proceeds for an additional year.

Reasoning for Assistance by Local Jurisdictions on Affordable Housing:

State law recognizes the vital role local governments play in the supply and affordability of housing. Each governing body (City Council) of a local government in California is required to adopt a comprehensive, long-term General Plan for the physical development of the city. The Housing Element is one of the seven mandated elements of the local general plan. Housing Element law mandates that local governments

adequately plan to meet the existing and projected housing needs of all economic segments of the community which includes senior citizens. The law acknowledges that, in order for the private market to adequately address housing needs and demand, local governments must adopt land use plans and regulatory systems which provide opportunities for, and do not unduly constrain, housing development. As a result, housing policy in the State rests largely upon the effective implementation of local general plans and, in particular, local housing elements.

Housing Element law recognizes that cities may not have the resources to meet all the housing needs of their residents; however, they are required to meet their fair share of state-determined regional housing need. The projected need for housing is set by the state for each regional Council of Governments (COG). The various COG's, in turn, allocate fair share housing units to the municipalities within their jurisdiction based on existing and projected population growth and past trends for the five-year planning period. The assigned units are broken down by income categories based on the composition of the current populous at each locality.

The Fresno COG, of which Coalinga is a part, has allocated 589 total housing units to Coalinga for the upcoming planning period: 100 very low-income units, 115 other lower-income units, 120 moderate-income units, and 200 above moderate-income units. The proposed Project would assist the City in meeting these Regional Housing Needs.

This project has the potential to provide 32 out of 100 units currently required by 2023 under the 2015-2023 Housing Element. So with this project it will help us meet our RHNA goals for Low and Very Low income demographics in supporting diversification of housing opportunities in the City.

Staff feels that this is a great use of housing funds and is exactly what these funds were intended for. These projects have great benefits to the community through investing in the community, providing reduced housing costs for those who are income qualified, an owner/management team committed to the project which is different from privately owned senior development projects. Calls for service have been proven to decrease under this model and tenants are screened prior to tenancy. This project uses tax credit financing which means that there are strict guidelines on renters and ongoing maintenance plans are built into the business plan which differs from other types of privately owned units.

This allocation will be provided in the form of a loan in addition to the amount being loaned to the developer which was approved by the Council in January of 2017 for the deferment of impact fees. The loan will have the same terms and conditions the City has previously approved for the Warthan Place Apartments project consisting of a residual receipts repayment from available cash flow with a term of 55 years, and a below market interest rate of 1-3%, secured by a Deed of Trust subordinate to senior regulatory agreements and financing, be repaid on a residual receipts basis commencing after repayment of deferred developer fee from available cash flow 30-50% to repay City Loans. This agreement would ensure repayment of fees beginning no later than year 16.

IV. ALTERNATIVES:

- The Board may choose not to proceed with the allocation of Bond Proceeds to the above project.
- The Board may suggest a different amount to allocate to the project

V. FISCAL IMPACT:

The non-audited balance of the Housing Bond Proceeds is \$792,000 and with the commitment of \$700,000 that would leave a balance of \$92,000 available for other housing functions related to income qualified individuals. This is an investment of approximately \$21,875 per unit to provide affordable housing and

helping in reducing the income to housing costs of the senior citizens of Coalinga.

ATTACHMENTS:

File Name	Description
▣ Resolution_-_Allocation_of_Housing_Bond.DOC	Resolution 3758 - Allocation of Bond Housing Proceeds
▣ Coalinga_Housing_Bond_Letter_2-1-2017.pdf	Request Letter from AMG - 2-1-2017

RESOLUTION NO. 3758

A RESOLUTION OF THE SUCCESSOR HOUSING AGENCY TO THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF COALINGA APPROVING THE ALLOCATION OF HOUSING BOND PROCEEDS TO THE SENIOR APARTMENTS HOUSING DEVELOPMENT LOCATED AT THE SOUTHEAST CORNER OF ELM AVE AND WALNUT

WHEREAS, the City Planning Commission formally approved a Site Plan Review Application for a Senior Apartments Project consisting of 1.52 acres for 32 senior living units on January 10, 2017; and

WHEREAS, the City of Coalinga elected to serve as the Successor Housing Agency to the former Redevelopment Agency of the City of Coalinga, and has control over the use of housing bond proceeds of the former Redevelopment Agency; and

WHEREAS, City Staff received a request for the use of Housing Bond Proceeds in the amount of \$700,000.00 from the 2009 Series B Tax Allocation Bond proceeds for the approve senior apartments project consisting of 32 units for senior housing, a manager's unit and community building in order to help make the Project become more competitive in the tax credit arena; and

WHEREAS, the Warthan Place Apartment Project Investors will be submitting a tax credit application for this Project to the California Tax Credit Allocation Committee for the upcoming cycle and, if unsuccessful, again for the following cycle; and

WHEREAS, the Project will help the City to meet its Regional Housing Needs Assessment goals; and

WHEREAS, the Successor Housing Agency desires to allocate \$700,000.00 in housing bond proceeds.

NOW, THEREFORE, the Successor Housing Agency to the former Redevelopment Agency of the City of Coalinga does hereby resolve as follows:

Section 1. The recitals above are found to be true and correct.

Section 2. The Successor Housing Agency hereby allocates \$700,000.00 from the 2009 Series B Tax Allocation Bond proceeds for the Senior Housing Project located at the southeast corner of Elm and Walnut for construction of low and moderate income housing purposes as further outlined in the staff report accompanying this Resolution.

Section 4. The City Manager or his designee is hereby authorized to take all actions necessary to carry out the intent of this Resolution, including, without limitation, execution of

the Regulatory Agreement, Deed of Trust, Notice of Affordability Restrictions, Owner Participation, Loan Agreement; provided, however, that all such approvals are contingent upon approval of use of the Housing Bond Proceeds by the Department of Finance.

The foregoing resolution was approved and adopted at a special meeting of the City Council acting as the Successor Housing Agency to the former Redevelopment Agency of the City of Coalinga held on the 16th day of February, 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor/Mayor Pro-Tem

ATTEST:

City Clerk/Deputy City Clerk



16633 Ventura Blvd. Suite 1014
Encino, CA 91436



Date: February 1, 2017

**Sean Brewer
Community Development Director
City of Coalinga
155 W. Durian Avenue
Coalinga, CA 93210**

**Re: Elm Avenue Senior Apartments
Request for Housing Bond Proceeds**

Dear Mr. Brewer,

AMG & Associate's respectfully requests a contribution of \$700,000 in housing proceeds from the City's 2009 Bond ("Housing Bond Proceeds") to help facilitate the financing, development and construction of a 32 unit income-restricted senior apartment project located on Elm Avenue ("Project"). The Project will be financed utilizing a combination of 9% tax credits, City of Coalinga Housing Bond Proceeds and the Impact Fee Loan. The 9% tax credit application will be submitted to the California Tax Credit Allocation Committee ("CTCAC") on March 1st. If the project is awarded the tax credits, construction would begin in late 2017. If the application is unsuccessful, we would re-submit for 9% credits on June 28th. If we are unsuccessful in that funding round, we would then re-submit again in March 2018.

We are making this request for Housing Bond Proceeds since we are unable to submit an application for HOME funds due to the City's audits not being filed. The 9% tax credit financing strategy doesn't require HOME funds. It is a very competitive application process in which CTCAC awards the credits to the projects with the most local/county/state funding sources committed. This is reason the Housing Bond Proceeds are so important to the overall financing strategy. We feel that with the Housing Bond Proceeds and Impact Fee Loan from the City we will have a very competitive application.

The project is subject to a 55 year tax credit regulatory agreement that ensures the Project remains affordable. The Project will be restricted to tenants who are 62 years or older and have income that are 30-60% of the Area Median Income. Rents for the Project are adjusted accordingly depending on what income brackets tenant falls under.

Thank you for your consideration of this request. These Housing Bond Proceeds loan is an extremely important part of the overall financing strategy for the project.

Should you have any questions, please do not hesitate to call.

Best regards,

Cameron Johnson,
AMG & Associates, LLC

STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY

Subject: Approval of Resolution No. 3759 authorizing the City Manager to execute the Housing Related Parks Program Grant Application Package and the associated grant documents as required for participation in the grant program.

Meeting Date: February 16, 2017

From: Marissa Trejo, City Manager

Prepared by: Sean Brewer, Community Development Director

I. RECOMMENDATION:

The City Manager and Community Development Director is recommending approval of Resolution No. 3759 authorizing the City Manager or her designee to execute, in the name of City of Coalinga, the Housing Related Parks (HRP) Program Application Package and the HRP Grant Documents as required by the Department for participation in the HRP Program.

II. BACKGROUND:

The Department of Housing and Community Development (Department) has announced the release of a Notice of Funding Availability (NOFA) for the 2016 funding round of the Housing-Related Parks (HRP) Program. The HRP Program is an innovative Program designed to reward local governments that approve housing for lower-income households and are in compliance with State housing element law with grant funds to create or rehabilitate parks and/or recreational facilities. Approximately \$35 million is available for the 2016 funding round. It is anticipated that this will be the final HRP Program NOFA.

The 2016 NOFA will award HRP Program funds to eligible jurisdictions on a per-bedroom basis for each residential unit affordable to very low- and low-income households permitted during the Designated Program Year (DPY) as defined below. In addition, units substantially rehabilitated, converted from market-rate to affordable (multifamily rental units only), and preserved with certificates of occupancy issued during the DPY are also eligible to receive funding provided they meet the requirements of paragraph (2) of subdivision (c) of Section 65583.1 of the Government Code.

The DPY 2016 NOFA includes all eligible units affordable to lower-income households permitted, substantially rehabilitated, converted and/or preserved during the designated time period of January 1, 2010 to December 31, 2016. Applicants that submitted an application for any prior funding round may apply for additional funding for DPY 2016 if there were additional eligible units that would have qualified but were not included in the previous funding round applications. Applicants, however, are not eligible to receive funding for the same units in more than one round of funding.

The deadline for submission of this grant is March 1, 2017.

III. DISCUSSION:

The City Manager and Community Development Director is requesting the City Council approve Resolution No. 3759 to allow the City to apply for grant funds to look at improvements at both Sandalwood Park and

Centennial Park as these are City Owned Park Facilities. Cities, Counties meeting the threshold criteria are eligible applicants. The NOFA do specify that jurisdictions may partner with a recreation and park district or nonprofit organization that has among its purposes the conservation of natural or cultural resources. Funds may be used for the creation or rehabilitation of parks and community facilities including:

- Construction, rehabilitation or acquisition of capital assets that benefit the community (Government Code Section 16727).
- Physical property with a useful life of 15 years or more,
- Equipment with a useful life of 2 years or more,
- Costs related to construction or acquisition, i.e. planning, design, engineering, environmental impact reports, appraisals, legal, site acquisition, easements.

If the Council has any ideas for the use of the funding at the two designated parks staff would love to gain input from the Council. Unfortunately, City staff was advised of the grant opportunity late and this is the soonest staff was able to bring this before the Council for consideration. However, there are projects that staff can consider for this application since there parks can be improved with more amenities and maintenance.

In working with Self Help enterprises to confirm eligibility, the City meets all the threshold requirements and is expected to be eligible for an award in the amount of \$429,825 based on the criteria listed in the background information of the staff report. The program is non-competitive (no ranking or rating) and all applicants meeting the threshold will be funded and if the program is oversubscribed, funds will be prorated among eligible applicants.

IV. ALTERNATIVES:

Do not authorize the City Manager to apply on behalf of the City of Coalinga a grant application under the Housing Related Parks Grant Program.

V. FISCAL IMPACT:

There is no required local match for this program. The grant application is budgeted within the existing FY budget and the grant will be administered by City Staff designated by the City Manager.

ATTACHMENTS:

File Name	Description
DPY-2016-Notice-of-Funding-Availability.pdf	Notice of Funding Availability - HRPP 2016
2016-NOFA-Webinar-Powerpoint-Presentation.pdf	NOFA PowerPoint Presentation
COL_2016_HRP_Resolution_3759.pdf	Resolution 3759

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino, Suite 500
P. O. Box 952053
Sacramento, CA 95833
(916) 263-7411 / FAX (916) 263-7453
www.hcd.ca.gov



November 16, 2016

MEMORANDUM FOR: Housing-Related Park Program Stakeholders
Interested Parties

FROM: Lisa Bates, Deputy Director
Division of Housing Policy Development

**SUBJECT: NOTICE OF FUNDING AVAILABILITY
HOUSING-RELATED PARKS PROGRAM**

The Department of Housing and Community Development (Department) is pleased to announce the release of a Notice of Funding Availability (NOFA) for the 2016 funding round of the Housing-Related Parks (HRP) Program. The HRP Program is an innovative Program designed to reward local governments that approve housing for lower-income households and are in compliance with State housing element law with grant funds to create or rehabilitate parks and/or recreational facilities. **Approximately \$35 million is available for the 2016 funding round.** It is anticipated that this will be the final HRP Program NOFA. All eligible applications are strongly encouraged to apply.

The 2016 NOFA will award HRP Program funds to eligible jurisdictions on a per-bedroom basis for each residential unit affordable to very low- and low-income households permitted during the Designated Program Year (DPY) as defined below. In addition, units substantially rehabilitated, converted from market-rate to affordable (multifamily rental units only), and preserved with certificates of occupancy issued during the DPY are also eligible to receive funding provided they meet the requirements of paragraph (2) of subdivision (c) of Section 65583.1 of the Government Code. Base and bonus fund award amounts per bedroom are set forth in the Program Guidelines, Sections 105 and 106. For detailed information, please see the [Program Guidelines](#).

The DPY 2016 NOFA includes all eligible units affordable to lower-income households permitted, substantially rehabilitated, converted and/or preserved during the designated time period of **January 1, 2010 to December 31, 2016.** Applicants that submitted an application for any prior funding round may apply for additional funding for DPY 2016 if there were additional eligible units that would have qualified but were not included in the previous funding round applications. Applicants, however, are not eligible to receive funding for the same units in more than one round of funding.

HRP Program NOFA - 2016 FUNDING ROUND

Page 2

Please note, the deadline for meeting HRP Program threshold requirements, as set forth in Section 102 of the Program Guidelines, has been updated as detailed below. Please note, if applying for funds based on eligible units for multiple calendar years, required Annual Progress Reports must be submitted to the Department no later than the application due date, February 23, 2017, as established in this NOFA.

Documentation of Eligible Units	Housing Element Compliance	Annual Progress Report
Building permit/occupancy documentation must fall within the following date range detailed below	Housing element which has been adopted by the jurisdiction's governing body and <u>determined to be in substantial compliance with State housing element law</u> pursuant to Government Code Section 65585	Annual Progress Report submitted by application due date for the corresponding calendar year(s) detailed below
CY 2010	Housing element compliance as of December 31, 2016	CY 2009
CY 2011		CY 2010
CY 2012		CY 2011
CY 2013		CY 2012
CY 2014		CY 2013
CY 2015		CY 2014
CY 2016		CY 2015

To verify housing element compliance and Annual Progress Report submittal status, please refer to the Department's website at <http://www.hcd.ca.gov/hpd/hrpp/>.

Applications must be submitted using the application materials provided on the Department's website at <http://www.hcd.ca.gov/hpd/hrpp/>.

**** Final Application Filing Date ****
February 23, 2017 (Thursday) by 5:00 p.m.

All applicants must submit one original hard copy application with all required attachments and one electronic copy of the application forms (in Excel format). Applications transmitted by e-mail or facsimile will not be accepted. Applications must be received by the Department by 5:00 p.m. on the application due date. Post marked applications will not be accepted.

The HRP Program's Guidelines, application forms, workshop/webinar details, and related Program information are posted on the Department's website at <http://www.hcd.ca.gov/hpd/hrpp/>.

HRP Program NOFA - 2016 FUNDING ROUND

Page 3

If you are interested in receiving updated HRP Program information, including notice of the application release, please register for the HRP Program listserv on the Department's webpage at <http://www.hcd.ca.gov/hcd-subscribe.html>.

If you have any questions, please contact your HRP Program Representative (see below). The Department looks forward to working with you on this Program.

Region	Representative	Contact Information
Northern California/Bay Area	Fidel Herrera	916.263.7441 fidel.herrera@hcd.ca.gov
Sacramento/Central Valley/ Central Coast/Eastern Sierra	Tom Brinkhuis	916.263.6651 tom.brinkhuis@hcd.ca.gov
Southern California	Greg Nickless	916.274.6244 greg.nickless@hcd.ca.gov
Program Manager		
Jennifer Seeger 916.263.7421 / Jennifer.seeger@hcd.ca.gov		

Housing-Related Parks Program



California Department of Housing and
Community Development



Housing-Related Parks Program

2016 Designated Program Year (DPY)

- Program Introduction & Objectives
- Eligibility and Threshold Requirements
- Unit Eligibility and Documentation Requirements
- Base & Bonus Awards
- Helpful Hints & Next Steps



Program Introduction and Objectives





Authorizing Legislation



Valley View Park, City of Oakdale

- One of several initiatives funded by the Housing and Emergency Shelter Trust Fund Act of 2006 (Proposition 1C)
- Created by Assembly Bill No. 2494 (Caballero) CHAPTER 641 to add Chapter 8 (Section 50700) to Part 2 of Division 31 Part 2 of the Health and Safety Code
- Amended by Assembly Bill No. 1672 (Torres) Chapter 779, Statutes 2012



Program Objectives

- Increase new construction, preservation, substantial rehabilitation and acquisition/conversion of affordable housing
- Fund the creation and renovation of community parks
- Reward compliance with State Housing Element Law



Music Avenue Neighborhood Park, City of Clovis



Housing-Related Parks Program

- \$200 Million to Housing Urban-Suburban-and-Rural Parks Account to fund the Housing-Related Parks (HRP) Program
- Revised Guidelines released November 2016
- 2016 DPY NOFA
 - Released November 2016
 - Approximately \$35 million available for FY 2016



Highlights of the HRP Program

- The program is non-competitive (no rating and ranking)
- All applicants meeting the threshold requirements will be funded
- If Program is oversubscribed, funds will be prorated among eligible applicants



Eligible Use of Funds

Funds may be used for the creation or rehabilitation of parks and community facilities, including:

- Construction, rehabilitation or acquisition of capital assets that benefit the community (Government Code Section 16727)
- Physical property with a useful life of 15 years or more
- Equipment with a useful life of 2 years or more
- Costs related to construction or acquisition, i.e. planning, design, engineering, environmental impact reports, appraisals, legal, site acquisition, easements

Eligibility & Threshold Requirements





Eligible Applicants



- Cities and counties meeting **all** threshold eligibility criteria
- Jurisdictions may partner with a recreation and park district or nonprofit organization that has among its purposes the conservation of natural or cultural resources



Threshold Requirements

- Housing element compliance
- Submittal of the Annual report on the implementation of the housing element
- Documentation of Eligible Units
- Minimum grant amount of \$75,000



Threshold Requirements

- Housing Element Compliance as of December 31, 2016

5th cycle Housing element which has been adopted by the jurisdiction's governing body and determined to be in substantial compliance with State housing element law pursuant to Government Code Section 65585



Threshold Requirements

– Annual Progress Report

- Annual Progress Report(s) submitted by application due date of February 23, 2017 for the corresponding CY(s)
- Charter cities must submit an Annual Progress Report to be eligible for the HRP Program
- Use forms and Regulations adopted by the Department in March 2010. Available online at <http://www.hcd.ca.gov/regulations/>



Threshold Requirements

- Documentation of Eligible Units
 - Building Permit or Certificate of Occupancy documentation during the Designated Program Year (DPY).

2016 Designated Program Year
January 1, 2010 – December 31, 2016



Threshold Requirement Summary

Housing Element Compliance	Documentation of eligible units	Annual Progress Report
As of 12/31/2016	CY 2010	CY 2009
	CY 2011	CY 2010
	CY 2012	CY 2011
	CY 2013	CY 2012
	CY 2014	CY 2013
	CY 2015	CY 2014
	CY 2016	CY 2015

Unit Eligibility and Documentation Requirements





Documentation Requirements

Eligible units documented by one of the following:

- **Building Permits** for new affordable housing units issued during the Designated Program Year
- **Certificate of Occupancy** or other evidence of readiness for occupancy within Designated Program Year for units substantially rehabilitated, converted, or preserved

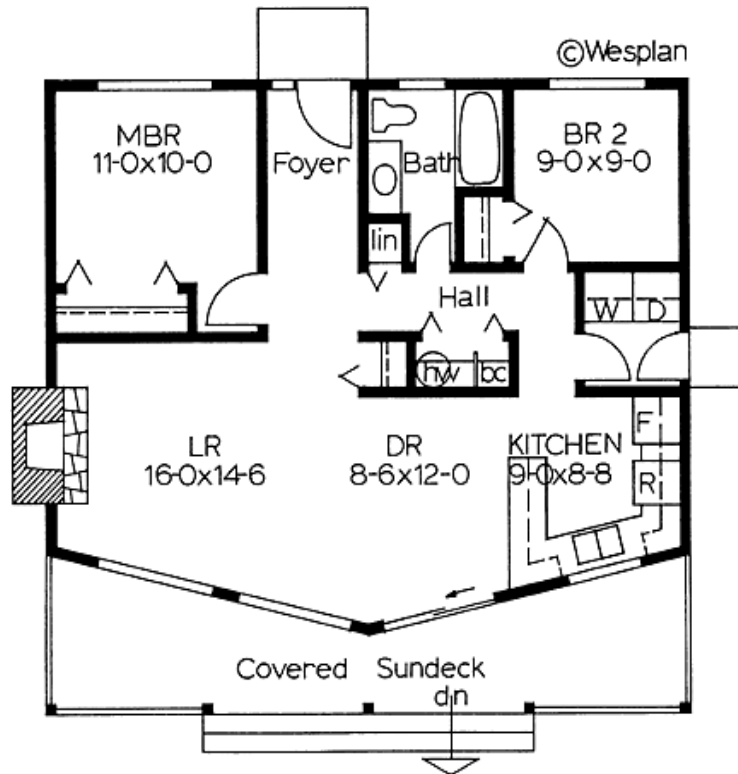


Affordability Restrictions

- Must be restricted to either Low, Very Low or Extremely Low- Income
- Rental (55 years, except 40 years for preservation)
- Ownership (20 years) with a sales price no greater than applicable new construction purchase price limits established and published by the California Housing Finance Agency (CalHFA)
- For non-subsidized ownership units, demonstrate *initial occupancy* to a very low- and/or low-income household and purchase price limits established and published by the California Housing Finance Agency (CalHFA)



Bedroom Count Documentation



- ✓ Floor Plan
- ✓ Plan Check
- ✓ Signed Letter from program sponsor
- ✓ Approved Project Description (Memo/Staff Report to Legislative Body)
- ✓ Tax Credit Reservation Letter with attachment, or other subsidy document



Bedroom Count Documentation

Sample Tax Credit Reservation Letter with attachment

FEB-21-2006 10:26

TAX ALLOCATION COMM.

DOCUMENTATION
AFFORDABILITY AND
P.002
NO. OF BEDROOMS

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE
Project Staff Report
2004 Second Round Cycle
October 5, 2004

Project Number CA-2004-110

<u>Unit Type & Number</u>		<u>2004 Rents</u> <u>% of Area Median Income</u> (including utilities)	<u>Proposed Rent</u>
23	4 Two-bedroom units	30% <i>Very Low Income</i>	\$432
	4 Two-bedroom units	40%	\$577
	15 Two-bedroom units	50%	\$721
6	6 Two-bedroom units	60% <i>Low Income</i>	\$865
35	5 Three-bedroom units	30%	\$499
	5 Three-bedroom units	40% <i>Very Low Income</i>	\$666
	25 Three-bedroom units	50%	\$833
15	15 Three-bedroom units	60% <i>Low Income</i>	\$999
	1 Three-bedroom unit	Manager's unit	\$1,459



Tracking Affordable Units: Documentation Summary For New Construction

- Number of units affordable to very low- and/or low-income households
- Affordability Restrictions (Covenants)
 - 55 years for Rental
 - 20 years for Owner
- Number of bedrooms by income level
- Issuance of building permits between 1/1/2010 – 12/31/2016



Tracking Affordable Units: Substantially Rehabilitated, Converted, or Preserved

- Number of units affordable to very low- and/or low-income households
- Affordability Restrictions (Covenants)
 - 55 years for Rental (40 years for preservation)
 - 20 years for Owner
- Number of bedrooms by income level
- Certificate of occupancy/readiness for occupancy between 1/1/2010 – 12/31/2016
- **AND** additional requirements based on the type of unit



Tracking Affordable Units: Substantially Rehabilitated, Converted, or Preserved

For units Substantially Rehabilitated

- Demonstration of:
 - committed assistance
 - units at imminent risk of loss
- If units previously occupied by a lower income household, include demonstration of:
 - relocation assistance provided
 - tenants were given the right to reoccupy the units.



Tracking Affordable Units: Substantially Rehabilitated, Converted, or Preserved

For Units Converted from Non-Affordable to Affordable

- Demonstration of:
 - committed assistance
 - eligible unit type
 - Multifamily rental (3 or more units)
 - Multifamily ownership units
 - Foreclosed properties
- Relocation assistance provided and tenants were given the right to reoccupy the units if income-qualified



Tracking Affordable Units: Substantially Rehabilitated, Converted, or Preserved

For Units Preserved

Demonstration of:

- Committed assistance
- Units located within an “assisted housing development” and/or restricted to income-qualified households
- Units at imminent risk of conversion to market rate.

Base & Bonus Awards





Base Production Award

- Funds are awarded on a per bedroom basis in units affordable to very-low income (VLI) or low-income (LI) households

LI Units \$500/Bedroom

VLI Units \$750/Bedroom





Bonus Funds

Seven Potential Bonuses:

- Unit-based bonuses (3) - bonuses tied to the units used to qualify for the base awards
 - 1) Extremely low-income units
 - 2) New construction
 - 3) Infill units
- Park Project location-based bonuses (3) – bonuses tied to the location of the park project for which the jurisdiction is proposing to use the funds received
 - 1) Disadvantaged Community
 - 2) Park-Deficient Community
 - 3) Infill-Supporting Park Project
- RHNA Bonus (1)



Bonus Funds – Unit Based

Extremely Low-Income Households (\$250/bedroom)

- For units affordable to ELI households (30% of AMI)





Bonus Funds – Unit Based

Newly Constructed Units (\$300/bedroom)

- For units with building permits for new construction issued during the DPY





Bonus Funds – Unit Based

Units developed as an infill project
(\$250/bedroom)

- Must meet one of the following criteria:
 - Urbanized Area: located within an incorporated city of urbanized area/cluster as defined by the US Census
 - or-
 - Unincorporated Areas: must be serviced by sewer and water & designated in the local general plan for urban development

AND

- The site must have been previously developed or surrounded by existing urban uses.



Documentation Example

Fremont Mews Eligibility for Infill Unit Bonus



Google Maps - Windows Internet Explorer

File Edit View Favorites Tools Help

https://maps.google.com/maps?oe=UTF-8&ie=UTF-8&q=Fremont+Mews+Apartments&fb=1&gl=us&hq=fremont+mew

Google Maps

Google Fremont Mews Apartments

Get directions My places

Fremont Mews Apartments
1400 P St, Sacramento, CA
(916) 446-4466 · fremontmews.com
2 reviews ·
expansive windows · 2 bedroom flats · exclusive card · high ceilings · key access
"They do a lot of harrassment. Ive lived there for more than 5 years ..."
Directions Search nearby more

Fremont Apartments
View Photos, Floorplans, Amenities.
Check Availability & Rental Rates.
www.rent.com/
See your ad here

Fremont Mews Apartments
expansive windows · 2 bedroom flats · exclusive card · high ceilings · key access

100 ft

Images ©2013 Google, Sanborn, Map data ©2013 Google, Sanborn Edit in Google Map Maker Report a problem

Internet | Protected Mode: On 125%

6:37 PM 10/29/2013



Bonus Funds – Park Based

Park Projects which serve Disadvantaged Communities (\$500/bedroom)

Must be located in or bordered by:

- A Qualified Census Tract (QCT) as determined by HUD (<http://209.48.228.153/qctmap.html>)

-or-

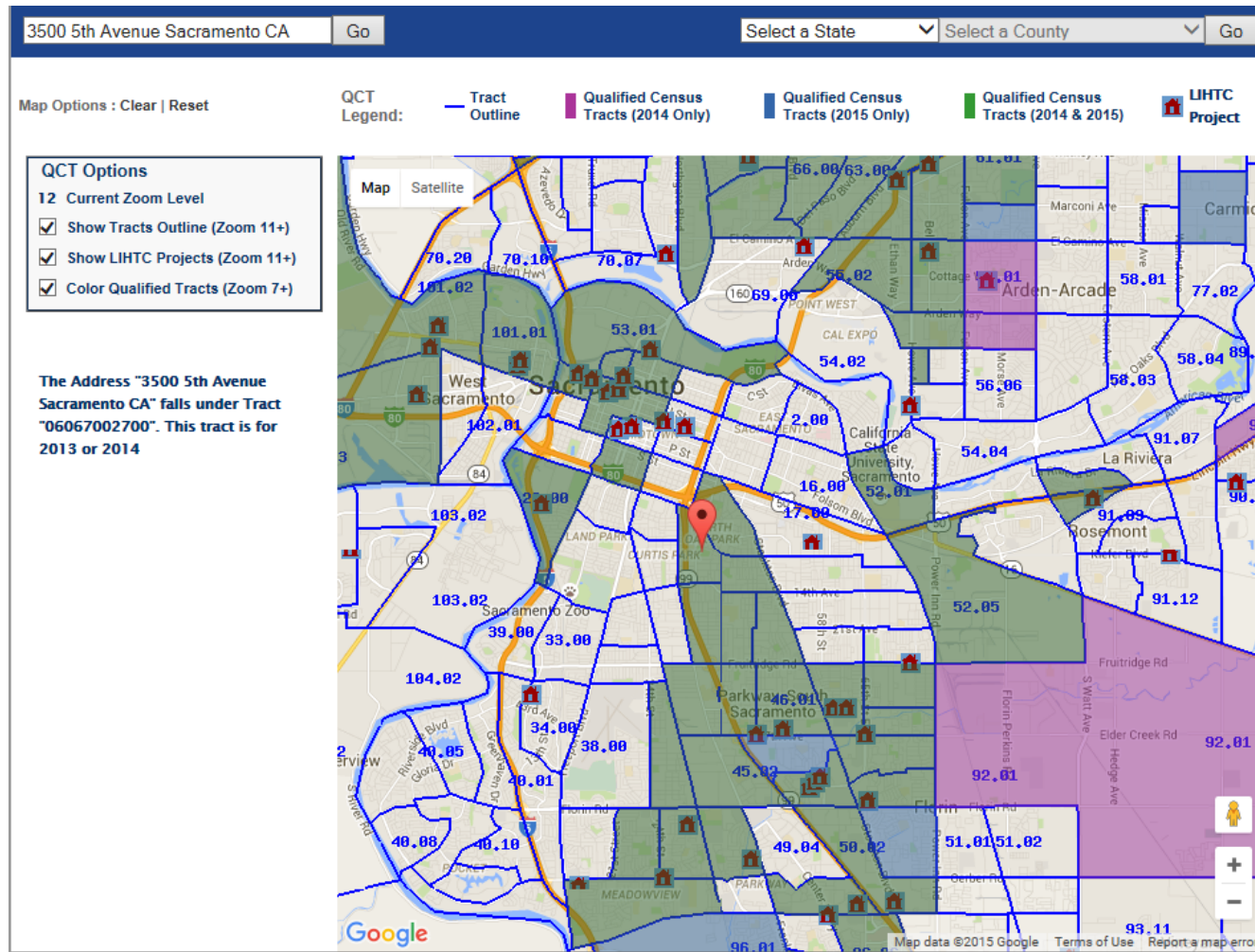
- A census tract determined by HUD as having at least 51% of its residents at low- or moderate-income levels (<http://www.hud.gov/offices/cpd/systems/census/ca/index.cfm#lowmod>)



Documentation Example

PARK BASED BONUSES

Eligibility for Disadvantaged Community Bonus





Bonus Funds – Park Based

Park projects located within a Park-Deficient Community (\$500/bedroom)

- The amount of useable park space for every 1,000 residents within the identified ½ mile radius must be less than 3 acres
- Documentation to support this identification will be obtained from:

<http://www.parksforcalifornia.org/communities>



SAMPLE PROJECT

PARK BASED BONUSES

Eligibility for Park Deficient Community Bonus



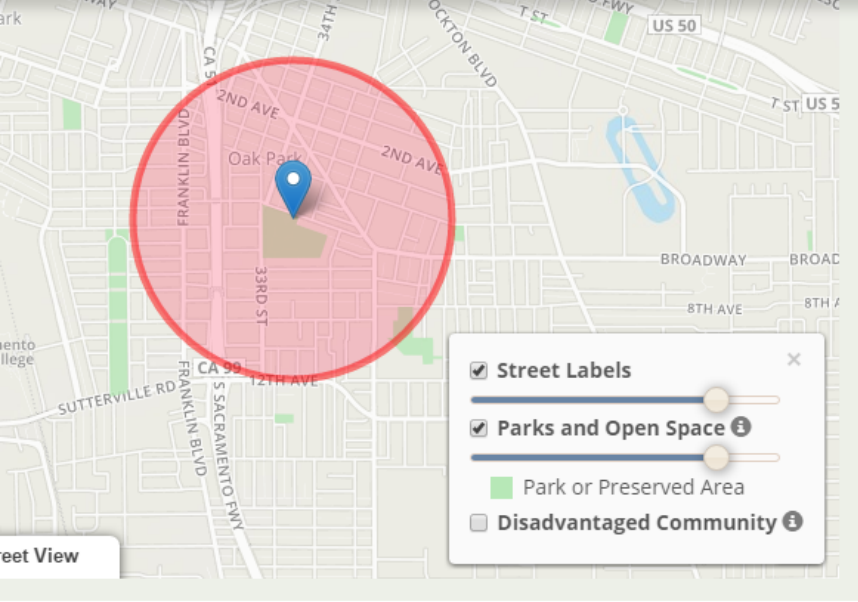


Parks for All Californians

Resources for meeting California's park and recreation needs

[Home](#)
[SCORP](#)
[TOOLS](#)
[STORIES](#)
[PARTNERS](#)
[ACTION](#)
[ABOUT](#)

[Park Access](#)
[Community FactFinder](#)
[Grant Allocations](#)
[Methods](#)



☒ Street Labels
 ☒ Parks and Open Space
 ☐ Disadvantaged Community

3500 5th Ave, Sacramento, CA

Results for Sacramento (County: Sacramento)

Latitude, longitude	38.5485011, -121.4694786
Total Population	6,227
Youth Population	1,446
Senior Population	497
Median Household Income	\$37,280
Per Capita Income	\$20,175
People in Poverty	2,149
Households without Access to a Car	431
Parks total area	17.96 acres
Parks per 1000 people	2.88 acres



Bonus Funds – Park Based

Infill Supporting Projects/Regional Blueprint Conformance (\$100/bedroom)

- The park project is accessible within a $\frac{1}{4}$ mile radius of an infill development or within a $\frac{1}{2}$ mile walkable route from an infill development.

-or-

- The jurisdiction can provide documentation that it has conformed applicable sections of its adopted general plan, including the land use and open space elements, to the land use provisions of the applicable adopted Regional Blueprint Plan.



Documentation Example

PARK BASED BONUSES Eligibility for Infill Supporting Bonus



1515 Q St, Sacramento, CA 95811 to 1400 P St, Sacramento, CA 95814 - Google Maps - Windows Internet Explorer

File Edit View Favorites Tools Help

https://maps.google.com/maps?hl=en&tab=wl

1515 Q St, Sacra... x Census 2000 Data - ...

Google 1400 P Street, Sacramento, CA

Get directions My places

1515 Q Street, Sacramento, CA

1400 P Street, Sacramento, CA

Add Destination - Show options

GET DIRECTIONS

Walking directions are in beta.
Use caution - This route may be missing sidewalks or pedestrian paths.

Suggested routes

Route	Distance	Time
Q St, 15th St and P St	0.2 mi	3 mins
Q St and P St	0.2 mi	3 mins
Q St, 16th St and P St	0.2 mi	4 mins

Internet | Protected Mode: On

6:52 PM
10/29/2013



Bonus Funds – RHNA Bonus

Regional Housing Needs Allocation Bonus

\$50/bedroom for units affordable to LI HHs

\$75/bedroom for units affordable to VLI HHs

- Awards jurisdictions that have met a target percentage of their overall RHNA by the end of the Program Year based on the number of building permits issued
- To be determined by the Department after application submittal



Award Calculation

Eligible applicants may receive up to:

- \$2,200 per bedroom in qualifying low-income units
- \$2,725 per bedroom in qualifying very low-income/extremely low-income units

		Bonus Awards						
		Unit Based			Park-Based		Other	
Qualifying Unit	Base Award per Bdrm	ELI Units	New Construction Units	Infill Units	Disadvantaged Community	Park Deficient Community	Regional Blueprint/ Supporting Infill	RHNA Progress
Low Income Unit	\$500	N/A	\$300	\$250	\$500	\$500	\$100	\$50
Very-Low Income Unit	\$750	\$250	\$300	\$250	\$500	\$500	\$100	\$75



SAMPLE PROJECT

Fremont Mews

25 Low-Income (LI) Units

- 5 studios (one-bedroom unit)
- 14 one-bedroom
- 6 two-bedroom

24 Very Low-Income (VLI) Units

- 4 studios (one-bedroom unit)
- 14 one-bedroom
- 6 two-bedroom

5 Extremely Low-Income (ELI) Units

- 5 Studios (one-bedroom unit)





SAMPLE PROJECT

Fremont Mews

Base Award Calculation



19 LI Units x 1 Bdrm = 19 x \$500/Bdrm	= \$ 9,500
6 LI Units x 2 Bdrm = 12 x \$500/Bdrm	= \$ 6,000
Subtotal	\$15,500

18 VLI Units x 1 Bdrm = 18 x \$750/Bdrm	= \$13,500
6 VLI Units x 2 Bdrm = 12 x \$750/Bdrm	= \$ 9,000
5 ELI Units x 1 Bdrm = 5 x \$750/Bdrm	= \$ 3,750
Subtotal	\$26, 250

HRPP Base Award	= \$41,750
------------------------	-------------------

* For purposes of calculating base award, ELI units are counted as VLI units



SAMPLE PROJECT

Fremont Mews Apartments McClatchy Park



Bonus Award Calculation

New Construction Bonus	66 Bdrms x \$300 = \$19,800
Extremely Low-Income Units	5 Bdrms x \$250 = \$ 1,250
Infill Units	66 Bdrms x \$250 = \$16,500
Disadvantaged Community	66 Bdrms x \$500 = \$33,000
Park-Deficient Community	66 Bdrms x \$500 = \$33,000
Infill-Supporting Park Project	66 Bdrms x \$100 = \$ 6,600
HRPP BONUS Award =	\$110,150



SAMPLE PROJECT

Fremont Mews Apartments McClatchy Park



Total Award Calculation

Base Award	\$ 41,750
Bonus Award	<u>\$110,150</u>
Total HRP Award	\$151,900

Helpful Hints





Helpful Hints

- Highlight pertinent sections in each document.
- Separate and label documentation by project (Building Permit, Income Levels, Bedroom Count and Affordability Restriction).
- Connect unit count, income level and bedroom count.
- Submit only the most current & complete copy of any regulatory agreement.
- Submit only one source of affordability/restriction documentation for each qualifying housing project – the most restrictive one!



Helpful Hints

- Clarify whether manager units are restricted – if so, is it reserved for very low- or low-income?
- Single-family homes, if part of a subdivision or under one regulatory agreement, should be submitted as one project.
- If you don't meet threshold of \$75,000 with the base award, look at bonus funds – be flexible with your park project.



Helpful Hints

A wide range housing units may qualify for funding, including:

- Duplex, triplex and fourplex developments
- Infill development
- Transit Oriented Developments (TODs)
- Mixed-use developments
- Manufactured housing
- Senior housing
- Inclusionary housing
- Density bonus units
- Second units



Helpful Hints

- Use Resolution template provided in the application instructions
 - grant amount
 - Authorized representative identified by Title
 - Identifying more than 1 authorized signer use “or”
- Applicant name used in the application must match the Resolution



Anticipated Program Timeline

2016 Designated Program Year

- Release NOFA.....November 16, 2016
- Release Application.....November 16, 2016
- Applications Due..... February 23, 2017
- Awards Announced by June 30, 2017
- Standard Agreements..... September - October 2017
- Requests for Fund Disbursement..... upon execution of
Standard Agreement
- Final Fund Disbursement Requests..... April 30, 2019
- Final Expenditure of Funds June 30, 2019
- Final ReportsWithin 60 days of June 30, 2019



Dates to Remember

- Building Permits/Cert. of Occupancy 1/1/2010 – 12/31/2016
- Housing Element Compliance as of 12/31/2016
- Annual Progress Report to HCD by application due date
- Application Deadline February 23, 2017,
5:00pm





Next Steps

Meet with Planning Department

- ✓ Housing Element in Compliance?
- ✓ Annual Progress Report – If not submitted, who's responsible?

Meet with Building Official

- ✓ Affordable development since 2010
- ✓ Units substantially rehabilitated or preserved since 2010
- ✓ Documentation- building permits/certificates of occupancy

Meet with Housing Program Staff/Housing Sponsors

- ✓ How is affordability (very low / low) documented?
- ✓ Where to get copies of necessary documentation?



HRP Program Team

Regional Representatives		
Northern California/Bay Area	Fidel Herrera (916) 263-7441	fidel.herrera@hcd.ca.gov
Sacramento/Central Valley/Central Coast/ Eastern Sierra	Tom Brinkhuis (916) 263-6651	tom.brinkhuis@hcd.ca.gov
Southern California	Greg Nickless (916) 274-6244	greg.nickless@hcd.ca.gov



For Additional Information
and Program Updates:

**California Department of Housing and Community
Development**

Housing Policy Development Division

Website: www.hcd.ca.gov/hpd/hrpp

Email: Housing_parks@hcd.ca.gov

RESOLUTION NO. 3759

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA AUTHORIZING
APPLICATION FOR THE 2016 HOUSING-RELATED PARKS GRANT**

WHEREAS:

A. The State of California, Department of Housing and Community Development (Department) has issued a Notice of Funding Availability dated November 16, 2016 (NOFA), under its Housing-Related Parks (HRP) Program.

B. The City of Coalinga (Applicant) desires to apply for a HRP Program grant and submit the 2016 Designated Program Year Application Package released by the Department for the HRP Program.

C. The Department is authorized to approve funding allocations for the HRP Program, subject to the terms and conditions of the NOFA, Program Guidelines, Application Package, and Standard Agreement.

THEREFORE, BE IT RESOLVED THAT:

1. Applicant is hereby authorized and directed to apply for and submit to the Department the HRP Program Application Package released November 2016 for the 2016 Designated Program Year in an amount not to exceed \$429,825.00. If the application is approved, the Applicant is hereby authorized and directed to enter into, execute, and deliver a State of California Standard Agreement (Standard Agreement) in an amount not to exceed \$429,825.00, and any and all other documents required or deemed necessary or appropriate to secure the HRP Program Grant from the Department, and all amendments thereto (collectively, the "HRP Grant Documents").

2. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement. Funds are to be used for allowable capital asset project expenditures to be identified in **Exhibit A** of the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application are enforceable through the Standard Agreement. Applicant hereby agrees to use the funds for eligible capital asset(s) in the manner presented in the application as approved by the Department and in accordance with the NOFA, Program Guidelines, and Application Package.

3. The City Manager or his designee is authorized to execute in the name of Applicant the HRP Program Application Package and the HRP Grant Documents as required by the Department for participation in the HRP Program.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Coalinga held on February 16, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
MAYOR

ATTEST:

CITY CLERK