



# AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING  
Meeting Date: October 15, 2019

Agenda Item 6-I  
**Approvals:**  
City Manager JM  
Dept. Head ASD  
Attorney [Signature]  
Finance [Signature]

**Department:** Community Development  
**Prepared By:** Gabriel Perez, City Planner

**Subject:** ***AUTHORIZING APPLICATION FOR AND RECEIPT OF SENATE BILL 2 (SB 2) PLANNING GRANTS PROGRAM FUNDS TO ACCELERATE THE PRODUCTION OF AFFORDABLE HOUSING***

**Fiscal Impact:** Yes. Receipt of grant funds in the amount of \$310,000. Grant funds are distributed on a reimbursement basis. If the grant is awarded, the City Council would need to authorize an appropriation from the general fund at a future meeting.

**Summary:** Staff recommends that Council authorize, by resolution, the submittal and receipt of SB 2 planning grant in the amount of \$310,000.

**Background:** In 2017, Governor Brown signed Senate Bill 2 (SB 2), titled the "Building Jobs and Homes Act". This law specifically establishes a permanent, on-going source of funding dedicated to promoting and facilitating affordable housing development. The source of funding is secured through an imposed fee on the recording of real estate documents (sales of single-family homes are exempt from this fee). The fee became effective January 1, 2018, and is projected to generate \$200 million in annual revenue statewide. The law prescribes that 50% of the revenue collected for the 2018 calendar year be placed in a fund made available to local governments for planning grants. The local government share of this revenue is to be dispersed through a grant program administered by the Department of Housing and Community Development (HCD). Revenues collected after January 1, 2019 are directed to be used to implement planning policies and more directly facilitate the production of affordable housing throughout California. On March 28, 2019, HCD released a Notice of Funding Availability (NOFA) for approximately \$123 million in revenue earmarked for local government planning grants. Under this grant program, local governments are provided an eligibility allowance based on community population. The City of San Clemente falls within the "medium city" category, and is eligible for up to \$310,000 in grant funding.

The purpose of the Planning Grants Program is to provide financial and technical assistance to local governments to update planning documents to:

- Accelerate housing production.
- Streamline the approval of housing development.
- Facilitate housing affordability.
- Promote the development of housing.
- Ensure geographic equity in the distribution and expenditure of allocated funds.

The call for applications for grant funding is open for eight months, through November 30, 2019. HCD anticipates that the time frame for awarding the grant is approximately two to three months from the date of application filing. To be eligible for grant funds, the local government agency must: a) have a certified and compliant Housing Element; b) have completed the Annual Progress Report (APR) on the Housing Element and submitted the APR to HCD per State Law. San Clemente is compliant with these requirements. The program guidelines require that the grant request be accompanied by an adopted City Council resolution, which endorses the request. Projects must be implemented or adopted by June 30, 2022, and all funds must be spent. Grant funds are distributed to cities on a reimbursement basis and not as an advanced payment. The City is reimbursed for the expenses incurred tied to the completion of project milestones identified in the grant application. The State is currently sending grant awards letters about two months after application submittal. If the grant is awarded, the City Council would need to authorize an appropriation from the general fund at a future meeting.

**Discussion:** With the grant funding, staff proposes to complete three projects with a total cost of \$310,000 to equal the maximum amount of funding the City is eligible to receive.

1. TRAKIT Permit Tracking Software Upgrade.

The 2017 Matrix Consulting Group (Matrix) study of the Code Compliance, Development Engineering, Planning, and Business License Divisions recommended an upgrade of TRAKIT. TRAKIT is a suite of configurable, integrated computer applications used to manage and report on project development, permitting, code compliance, citizen issues, and business licensing. The City started using TRAKIT in 2006. Since then, several incremental updates have occurred but there is a larger web-based software upgrade available ("major upgrade"). The project is in the Information Technology Strategic Plan. The City has \$175,000 budgeted for the project based on an expired quote from the software developer, Central Square Technologies. The current estimate for the upgrade is approximately \$219,000. Through the grant, the City will be reimbursed for the \$175,000 budgeted for this project that can be used for computer monitor upgrades for plan review, reimbursement for staff time and funding a contract project manager. This project will support and expedite plan checking beyond the City's current capabilities and the upgrade will enhance the public's ability to track permit status online. Further, the City's performance in regards to deadlines will be greatly enhanced. It will also allow applicants to submit plans electronically which will result in time and cost savings (no printing) for applications, and allow City staff to review plans with enhanced tools that will simplify comment writing and recheck times. As a result, the project is expected streamline permit processing for housing construction. For details, project factsheets are provided (Attachment 2).

2. Inclusionary Housing In-Lieu Program Review and Update of Fee and Formula.

The City will use consultant services to meet objectives in the Housing Element Action Plan for the Inclusionary Housing Program. Each year, the state reviews the City's progress in completing the Housing Action Plan, expecting to see progress and deadlines are met. The objectives are to: 1) develop a new formula

for calculating in-lieu fees in order to establish adequate funding for affordable housing and provide clarity for both staff and developers, 2) evaluate the effectiveness of inclusionary housing program in facilitating development of all income levels, and 3) develop policy guidance for the uses and method of distributing the in-lieu fee that prioritizes funding for projects that propose affordable housing for lower income families, especially those that offer deeper levels of affordability and/or reserve units for persons with special needs. The grant would cover estimated consultant costs of \$45,000 and staff time for project management.

### 3. Residential Sites Inventory & Environmental Review.

The existing Housing Element cycle runs through October 15, 2021. The City anticipates beginning the Housing Element update process at the end of this year with adoption of the Housing Element updated in 2021. SB 2 funds could be used for portions of the Housing Element update and coupled with environmental review (CEQA). Specifically, the funds could be used to produce an updated residential sites inventory, a required component of the Housing Element, with a specific focus to support the production of affordable housing.

CEQA represents a significant cost constraint and amount of time for the production of housing, especially for affordable housing. Together with the updated residential sites inventory, the SB 2 funds could be used to conduct CEQA review and rezoning for the sites identified in the updated inventory. This review would assume the maximum affordable housing development densities, eliminate the need for project specific review and expedite the application process for affordable housing projects on sites identified in the inventory. In addition, an updated residential sites inventory with CEQA would eliminate costs and time constraints for applicants and accelerate the production of affordable housing. The estimated cost for this project would be \$46,000.

#### **Recommended**

**Action:** STAFF RECOMMENDS THAT the City Council adopt Resolution No. \_\_\_\_\_ titled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, AUTHORIZING APPLICATION FOR, AND RECEIPT OF, SB2 PLANNING GRANTS PROGRAM FUNDS."

**Attachments:** 1. Resolution  
2. TRAKIT upgrade project factsheets from software developer

**Notification:** None.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SAN CLEMENTE, CALIFORNIA, AUTHORIZING  
APPLICATION FOR, AND RECEIPT OF, SB 2 PLANNING  
GRANTS PROGRAM FUNDS

WHEREAS, the State of California, Department of Housing and Community Development (Department) has issued a Notice of Funding Availability (NOFA) dated March 28, 2019, for its Planning Grants Program (PGP); and

WHEREAS, the City Council of the City of San Clemente desires to submit a project application for the PGP program to accelerate the production of housing and will submit a 2019 PGP grant application as described in the Planning Grants Program NOFA and SB 2 Planning Grants Program Guidelines released by the Department for the PGP Program; and

WHEREAS, the Department is authorized to provide up to \$123 million under the SB 2 Planning Grants Program from the Building Homes and Job Trust Fund for assistance to Counties (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 (SB2)) related to the PGP Program.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE RESOLVES AS FOLLOWS:

Section 1. The Community Development Department staff is hereby authorized and directed to apply for and submit to the Department the 2019 Planning Grants Program application in the amount of \$310,000 (Three Hundred Ten Thousand Dollars).

Section 2. In connection with the PGP grant, if the application is approved by the Department, the City's Community Development Director is authorized to enter into, execute, and deliver a State of California Agreement (Standard Agreement) for the amount of \$310,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the PGP grant, the City of San Clemente's obligations related thereto, and all amendments thereto (collectively, the "PGP Grant Documents").

Section 3. The City of San Clemente shall be subject to the terms and conditions as specified in the Standard Agreement, the SB 2 Planning Grants Program Guidelines, and any applicable PGP guidelines published by the Department. Funds are to be used for allowable expenditures as specifically identified in 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 will be enforceable through the executed Standard Agreement. The City Council hereby agrees to use the funds for eligible uses in the manner presented in the application as

approved by the Department and in accordance with the Planning Grants NOFA, the Planning Grants Program Guidelines, and 2019 Planning Grants Program Application.

Section 4. The City's Community Development Director is authorized to execute the City of San Clemente's Planning Grants Program application, the PGP Grant Documents, and any amendments thereto, on behalf of the City of San Clemente as required by the Department for receipt of the PGP Grant.

PASSED, ADOPTED and signed this \_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

\_\_\_\_\_  
City Clerk of the City of  
San Clemente, California

\_\_\_\_\_  
Mayor of the City of  
San Clemente, California

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) §  
CITY OF SAN CLEMENTE )

I, JOANNE BAADE, City Clerk of the City of San Clemente, California, do hereby certify that Resolution No. \_\_\_\_\_ was adopted at a regular meeting of the City Council of the City of San Clemente held on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Clemente, California, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
CITY CLERK of the City of  
San Clemente, California

Approved as to form:

\_\_\_\_\_  
City Attorney



## ANALYTICS

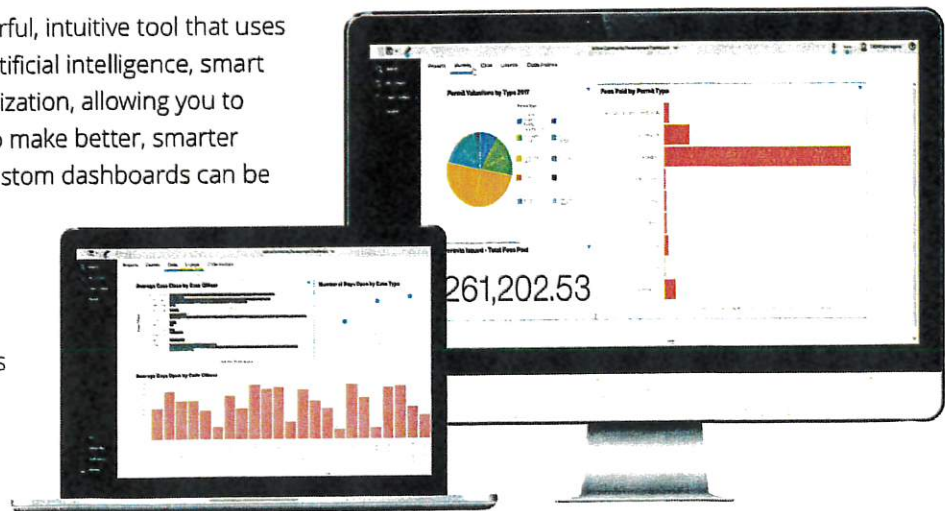
Turn your data into opportunities with data-driven decisions and actionable insights

### WHAT IS THE PROBLEM?

Local agencies have more data than ever before. But that data is often siloed across departments and hard to access. In fact, an analyst spends 40 to 60 percent of her time searching for data or preparing it. And even if data is in one place, agencies often are constrained in its use. For example, they rely on spreadsheets and other cumbersome tools to look at the past rather than using more advanced tools like artificial intelligence to anticipate and prepare for the future.

### WHAT IS THE SOLUTION?

CentralSquare Analytics is a powerful, intuitive tool that uses advanced technologies such as artificial intelligence, smart data analysis and intelligent visualization, allowing you to harness the power of your data to make better, smarter decisions. Tailored reports and custom dashboards can be easily created to transform your mass of data into visualizations that convey a breadth and depth of insight. Additionally, through AI and other tools, Analytics provides insight for modeling future behavior, such as the effects of changing demographics on your community.



## HOW DOES IT WORK?

Analytics is built directly into CentralSquare products, including Finance Enterprise. An easy-to-use interface provides direct access to your data. Using widgets, you can customize your workspace to display results from reports you've created.



### DISCOVER

Engage with data in new ways to uncover insights and patterns that have been hidden or siloed



### CUSTOMIZE

See what's relevant and important via browser-based workspaces tailored to your needs, department or role



### AUTOMATE

Eliminate the duplicative entry of data for re-occurring forms, like compliance reports, saving you time and resources



### LEARN

Find best practices from other users via The Analytics Community Experience and download report and dashboard templates

## INTEGRATED ACROSS SOLUTIONS

Analytics can be integrated across different CentralSquare solutions, such as Finance and Community Development, using CentralSquare Public Administration Pro, a secure cloud solution for end-to-end community management. Using Analytics with Public Administration Pro, you can easily combine data fields from different databases to create reports that provide a complete, 360-degree view of your data, giving you deep insight that has meaningful impact on decision making.

## WHO WE ARE

CentralSquare Technologies is an industry leader in public safety and public administration software, serving over 7,500 organizations from the largest metropolitan city to counties and towns of every size across North America. Its technology platform provides solutions for public safety, including 911, computer aided dispatch, records management, mobile, and jail.

For public administration agencies, CentralSquare provides software for finance, community development, human capital management, utility billing, citizen engagement, asset management, property tax and municipal services. It also provides healthcare management software for hospitals and clinicians. CentralSquare's broad, unified and agile software suite serves 3 in 4 citizens across North America. More information is available at [www.centalsquare.com](http://www.centalsquare.com).

**7,500**  
AGENCY CUSTOMERS

**3 IN 4**  
CITIZENS ACROSS  
NORTH AMERICA

**35 YEARS**  
IN PUBLIC SECTOR  
SOFTWARE



Our mission is to create the broadest, smartest, and most agile software platform to help public service agencies build safer and smarter communities.

911 | Asset Management | CAD | Citizen Engagement | Community Development | Finance | Human Capital Management | Jail | Mobile | Municipal Services | Property Tax | Records | Utilities

[WWW.CENTALSQUARE.COM](http://WWW.CENTALSQUARE.COM)

# CITIZEN ENGAGEMENT

Deliver a modern  
citizen experience to  
your community

## WHAT IS THE PROBLEM?

The rules of engagement are changing. Citizens want to interact with their local government just as they do with their favorite brands. They want responsiveness and easy ways to communicate. And they want it all to happen online - from making payments, inquiries and appointments to processing applications and renewals. This pressure to satisfy digitally-savvy individuals is driving cities and counties to adopt new technologies, ultimately making these communities more attractive to current and future residents.

## WHAT IS THE SOLUTION?

The key to creating sustainable communities starts with exceptional citizen engagement. By simplifying public interaction, governments provide more effective ways to enlist residents as partners in the community. CentralSquare Citizen Engagement encourages community engagement through an interactive and intuitive cloud-based platform that delivers easy self-service options. It offers citizens, as well as contractors and vendors, online access to quickly find information, report an issue, pay a bill, communicate with staff and more. Empowered by a modern citizen experience, residents easily connect with their communities. In turn, when problems arise, governments are better able to spot trends, allocate resources and facilitate early interventions.



### **AUTOMATION**

Improves productivity by eliminating manual processes and phone calls



### **EASY IMPLEMENTATION**

Works with your organization's website and mobile applications in use today



### **CUSTOMIZATION**

Gives you maximum control over what and how various forms are presented and what information is required



### **SECURITY**

Provides secure electronic payment processing for all non-cash payment and supported third-party transactions



## CUSTOMER GAINS

With CentralSquare Citizen Engagement, city employees process and respond to requests with less required time and labor, while citizens report potholes, pay bills and see how their tax dollars are spent.

**Citizen Engagement is part of the CentralSquare Public Administration Pro suite, a secure cloud-based solution for end-to-end community management, from Finance to Utilities to Community Development and more.**

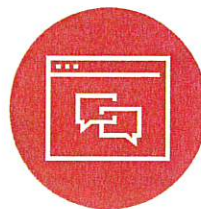
## CITIZENS REPORT



**Convenient**  
24x7 access to  
account information



**Reliable**  
visibility into status  
of service requests



**Ease of  
communication**  
with multi-language  
options



**Confidence**  
with secure payment  
options

## WHO WE ARE

CentralSquare Technologies is an industry leader in public safety and public administration software, serving over 7,500 organizations from the largest metropolitan city to counties and towns of every size across North America. Its technology platform provides solutions for public safety, including 911, computer aided dispatch, records management, mobile, and jail.

For public administration agencies, CentralSquare provides software for finance, community development, human capital management, utility billing, citizen engagement, asset management, property tax and municipal services. It also provides healthcare management software for hospitals and clinicians. CentralSquare's broad, unified and agile software suite serves 3 in 4 citizens across North America. More information is available at [www.centrialsquare.com](http://www.centrialsquare.com).

**7,500**  
AGENCY CUSTOMERS

**3 IN 4**  
CITIZENS ACROSS  
NORTH AMERICA

**35 YEARS**  
IN PUBLIC SECTOR  
SOFTWARE



Our mission is to create the broadest, smartest, and most agile software platform to help public service agencies build safer and smarter communities.

911 | Asset Management | CAD | Citizen Engagement | Community Development | Finance | Human Capital Management | Jail | Mobile | Municipal Services | Property Tax | Records | Utilities

[WWW.CENTRALSQUARE.COM](http://WWW.CENTRALSQUARE.COM)

# COMMUNITY DEVELOPMENT

Hundreds of local governments across North America cut labor-intensive, manual processes for permitting, payments, and inspections with CentralSquare software.



## WHAT IS THE PROBLEM?

For communities small to large, local governments face a firestorm of challenges. Time-consuming processes, aging infrastructure, and complex community development needs vex agencies whose mission is to turn big-picture concepts into actionable, long-term goals. Combine this with growing demands from citizens who are accustomed to instant, convenient access, and local governments struggle to keep up.

## WHAT IS THE SOLUTION?

CentralSquare Community Development empowers local government with a role-based and configurable system that automates every aspect of community development. Fast implementation, sophisticated analyses, digital citizen self-service, mobile-readiness, and GIS integration all add up to making better decisions for lasting, meaningful impact on your community.



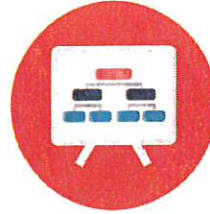
### **AUTOMATES**

Eliminate manual processes and see projects progress smoothly through the system on a single screen



### **MOBILIZES**

Enable field staff to work wherever and whenever, using mobile-ready devices, even in areas without internet access



### **CUSTOMIZES**

See what's relevant and important via browser-based workspaces tailored for user roles, departments or groups



### **ENGAGES**

Give citizens and customers online access for faster response and greater customer satisfaction

## HOW DOES IT WORK?

Users access browser-based, fully customizable workspaces based on their role, where a user can see what's specifically important and relevant.

Projects progress automatically through the system. Workflow triggers align with agency processes—from application to inspection to documentation to results—completely through the flow of operations.

Departments gain a full array of data intelligence with standard and tailored reporting dashboards, accessible from any internet-connected device. Users view all system areas on a single screen that connects all processes directly from the map.



## CUSTOMER GAINS

### SEATAC, WA

By automating manual permit processes that previously took **14 days**, SeaTac reduced turnaround time to just two days.

### PARKLAND, FL

In the first year of implementation, Parkland Inspectors conducted more than **40,000 remote inspections** just from their iPads.

### SAMMAMISH, WA

To resolve unreliable service due to non-standardization, Sammamish chose CentralSquare to digitize more than **80% of permits**.

## WHO WE ARE

CentralSquare Technologies is an industry leader in public safety and public administration software, serving over 7,500 organizations from the largest metropolitan city to counties and towns of every size across North America. Its technology platform provides solutions for public safety, including 911, computer aided dispatch, records management, mobile, and jail.

For public administration agencies, CentralSquare provides software for finance, community development, human capital management, utility billing, citizen engagement, asset management, property tax and municipal services. It also provides healthcare management software for hospitals and clinicians. CentralSquare's broad, unified and agile software suite serves 3 in 4 citizens across North America. More information is available at [www.centrialsquare.com](http://www.centrialsquare.com).

**7,500**  
AGENCY CUSTOMERS

**3 IN 4**  
CITIZENS ACROSS  
NORTH AMERICA

**35 YEARS**  
IN PUBLIC SECTOR  
SOFTWARE



Our mission is to create the broadest, smartest, and most agile software platform to help public service agencies build safer and smarter communities.

911 | Asset Management | CAD | Citizen Engagement | Community Development | Finance | Human Capital Management | Jail | Mobile | Municipal Services | Property Tax | Records | Utilities

[WWW.CENTRALSQUARE.COM](http://WWW.CENTRALSQUARE.COM)

