



CITY COUNCIL

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

CITY COUNCIL MEETING

First and Third Tuesday
Every Month

A G E N D A

**REGULAR MEETING OF THE
SUISUN CITY COUNCIL,
SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,
AND HOUSING AUTHORITY
TUESDAY, FEBRUARY 7, 2012**

7:00 P.M.

(or immediately following the Adjourned January 17, 2012 Meeting)

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

(Next Ord. No. – 721)

(Next City Council Res. No. 2012 – 05)

Next Suisun City Council Acting as Successor Agency Res. No. SA2012 – 04)

(Next Housing Authority Res. No. HA2012 – 02)

ROLL CALL

Council / Board Members
Pledge of Allegiance
Invocation

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

1. Approving Appointment to the Parks and Recreation Commission - (one appointment for term expiring January 2013).

PUBLIC COMMENT

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

CONFLICT OF INTEREST NOTIFICATION

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

CONSENT CALENDAR

Consent calendar items requiring little or no discussion may be acted upon with one motion.

2. Council Adoption of Resolution No. 2012-___: Authorizing the Police Chief to Accept and Administer the 2011 Safe Routes to School Public Safety Enforcement Grant Through the Solano Transportation Authority – (Dadisho).

DEPARTMENTS: AREA CODE (707)

ADMINISTRATION 421-7300 ■ PLANNING 421-7335 ■ BUILDING 421-7310 ■ FINANCE 421-7320

FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340

REDEVELOPMENT AGENCY 421-7309 FAX 421-7366

City Council

3. Council Adoption of Resolution No. 2012-__: Accepting the Hall Park Tot Lot as Completed and Authorizing the City Manager to Record the Notice of Completion for the Construction Contract on the City's Behalf with Miracle Playsystems, Inc. for the Hall Park Tot Lot Project – (Kasperson).

Joint City Council / Suisun City Council Acting as Successor Agency

4. Council/Agency Accept the Investment Report for the Quarter Ending December 31, 2011 – (Anderson).
5. Council/Agency Approval of the December 2011 Payroll Warrants in the amount of \$836,973.86. Council Approval of the December 2011 Payable Warrants in the amount of \$1,286,524.86 and Agency Approval of the December 2011 Payable Warrants in the amount of \$134,147.95 – (Finance).

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

6. Council/Agency/Commission Approval of the Minutes of the Regular and Special Meetings of the Suisun City Council, Agency Board and Housing Authority Board held on January 3, 2012 – (Hobson).

GENERAL BUSINESSCity Council

7. Mid-Year Fiscal Review – (Anderson/Joseph).
 - a. Presentation of the FY 2011-12 Mid-Year Fiscal Review.
 - b. Confirmation of Budget Priorities for FY 2012-13.
 - c. Council Adoption of Resolution No. 2012-__: Adopting the 5th amendment to the Annual Appropriation Resolution No. 2011-62 to Appropriate Funds for Mid-Year Budget Adjustments Primarily Due to the State's Dissolution of the Redevelopment Agency.
8. Council Adoption of Resolution No. 2012-__: Authorizing the Recruitment of an Accountant, One Police Officer, and Two Reserve Police Officers – (Garben/Dadisho).
9. Council Discussion and Direction Regarding Special Events – (Corey).

PUBLIC HEARINGS:**REPORTS: (Informational items only.)**

10. City Manager/Executive Director/Staff
11. Mayor/Council -Chair/Boardmembers

CLOSED SESSIONCity Council

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

12. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(b): One potential case.

CONVENE OPEN SESSION

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

ADJOURNMENT

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

PLEASE NOTE:

1. The City Council/Board hopes to conclude its public business by 11:00 P.M. Ordinarily, no new items will be taken up after the 11:00 P.M. cutoff and any items remaining will be agendaized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.
2. Suisun City is committed to providing full access to these proceedings; individuals with special needs may call 421-7300.
3. Agendas are posted at least 72 hours in advance of regular meetings at:

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

AGENDA TRANSMITTAL

MEETING DATE: February 7, 2012

CITY AGENDA ITEM: Adoption of Resolution No. 2012-___: Authorizing the Police Chief to Accept and Administer the 2011 Safe Routes to School Public Safety Enforcement Grant through the Solano Transportation Authority.

FISCAL IMPACT: The grant would provide \$67,000 to support the extension of the Safe Routes to School Program (SR2S) for a period of one-year by retaining a full-time School Safety Traffic Officer (SR2S) within the Police Department. There would be no cash or in-kind match required.

BACKGROUND: The Safe Routes to School Program was started in Solano County in 2008. The Suisun City Police Department received a grant through the State of California to implement the program within the schools in Suisun City. In 2009, a non-sworn School Safety Traffic Officer (SSTO) was hired to implement the program for a period of two years.

With the expiration of the existing grant, the Solano Transportation Authority announced a one-year Public Safety Enforcement Grant to continue the Safe Routes to School Program. The Suisun City Police Department and the Fairfield Police Department applied for a joint-award. Suisun City was awarded funding to implement the educational component and Fairfield was awarded funding to implement the enforcement component.

STAFF REPORT: A successful Safe Routes to School (SR2S) program is a sustained effort that involves bringing the right mix of people together, identifying critical issues, and finding ways to improve walking and bicycling conditions. SR2S programs can improve safety not just for children, but for a community of pedestrians and bicyclists. In Solano County, this program was launched in 2008 and has now expanded to include all schools in the county. According to the National Center for Safe Routes to School Program, enforcement activities by Public Safety Agencies can help to change unsafe behaviors of drivers, bicyclists, and pedestrians and is a complementary strategy in any innovative SR2S program. Furthermore, SR2S enforcement does not just involve police officers; many different community members must take part including students, parents, school personnel, and adult school crossing guards.

The goals of the grant are to develop a countywide crossing guard training manual, develop a bicycle rodeo training video, continue existing SR2S programs in the schools and host educational SR2S programs at local community events. The major deliverables are a crossing guard training DVD, a bicycle rodeo training DVD and a crossing guard training manual.

PREPARED BY:
REVIEWED/APPROVED BY:

Ed Dadisho, Police Chief
Suzanne Bragdon, City Manager

The program would be implemented by the School Safety Traffic Officer, and the program would be entirely funded using this grant. The SSTO would work with the local schools and other city and county agencies to continue the development and growth of the SR2S program.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2012-___: Authorizing the Police Chief to Accept and Administer the 2011 Safe Routes to School Public Safety Enforcement Grant through the Solano Transportation Authority.

ATTACHMENTS:

1. Resolution No. 2012-___: Authorizing the Police Chief to Accept and Administer the 2011 Safe Routes to School Public Safety Enforcement Grant through the Solano Transportation Authority.
2. Grant Application.

RESOLUTION NO. 2012-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE POLICE CHIEF TO ACCEPT AND ADMINISTER THE 2011
SAFE ROUTES TO SCHOOL PUBLIC SAFETY ENFORCEMENT GRANT
THROUGH THE SOLANO TRANSPORTATION AUTHORITY**

WHEREAS, the Suisun City Police Department has been awarded funds through the 2011 Safe Routes to School Public Safety Enforcement Grant through the Solano Transportation Authority (STA) in the amount of \$67,000; and

WHEREAS, the Safe Routes to School (SR2S) program was launched in Solano County in 2008 and is a sustained effort that involves bringing the right mix of people together, identifying critical issues, and finding ways to improve walking and bicycling conditions for children and other pedestrians; and

WHEREAS, the funding for the original SR2S program provided by the State to the City of Suisun City has been exhausted and this grant is a means to continue the program in our local schools, which otherwise would be discontinued in the absence of this grant; and

WHEREAS, the objectives of the grant are to develop a countywide crossing guard training curriculum, develop a countywide bicycle rodeo training curriculum, continue the existing SR2S in the local schools and host educational SR2S programs at local community events; and

WHEREAS, the funds will support the retention of the School Safety Traffic Officer (SSTO), who was previously funded with a state SR2S grant, for a period of one-year; and

WHEREAS, the City Council of the City of Suisun City recognizes the need and benefit to the community of participating in the Safe Routes to School Public Safety Enforcement Grant.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the Police Chief, or his designee, to execute those grant documents necessary to receive funding through and administer the 2011 Safe Routes to School Public Safety Enforcement Grant.

PASSED AND ADOPTED by the City Council of the City of Suisun City at a regular meeting thereof held on the 7th day of February 2012 by the following vote:

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

WITNESS my hand and the seal of said City this 7th day of February, 2012.

Linda Hobson, CMC
City Clerk

**The Fairfield Police Department
and Suisun City Police Department
as Joint Applicants**

*Solano Transportation Authority
Safe Routes to School (SR2S) Solano County*

Safe Routes to School Public Safety Enforcement Grant Proposal

“Come walk and bike with us!”



2011

PROJECT INFORMATION

Project Title: Solano County Safe Routes to School (SR2S) Enforcement Initiative

Applicant: Fairfield Police Department
1000 Webster Street
Fairfield, CA 94533

and

Suisun City Police Department
701 Civic Center Blvd
Suisun City, CA 94585

as Joint Applicants

Project Manager: Mike Mitchell, Traffic Sergeant
Fairfield Police Department
707-428-7524 (office)
707-422-5030 (fax)
mmitchell@fairfield.ca.gov

Tim Mattos, Commander, Operations Division
Suisun City Police Department
707-421-7353 (office)
707-422-8074 (fax)
tmattos@suisun.com

Other Contacts: Dean Patterson, Police Senior Management Analyst
Fairfield Police Department
707-428-7335 (office)
707-422-5030 (fax)
dpatterson@fairfield.ca.gov

Frank Mihelich, Lieutenant
Fairfield Police Department
707-428-7343 (office)
707-422-5030 (fax)
fmihelich@fairfield.ca.gov

PROJECT NARRATIVE

BACKGROUND & PROBLEM STATEMENT

A successful Safe Routes to School (SR2S) program is a sustained effort that involves bringing the right mix of people together, identifying critical issues, and finding ways to improve walking and bicycling conditions. SR2S programs can improve safety not just for children, but for a community of pedestrians and bicyclists. In Solano County, this program was launched in 2008 and has now expanded to include all schools in the county. According to the National Center for Safe Routes to School Program, enforcement activities by Public Safety Agencies can help to change unsafe behaviors of drivers, bicyclists, and pedestrians and is a complementary strategy in any innovative SR2S program. Furthermore, SR2S enforcement does not just involve police officers; many different community members must take part including students, parents, school personnel, and adult school crossing guards. *A collaborative “best practice” enforcement program shared by all Solano County Public Safety Agencies would significantly impact the success of the SR2S program in the county.*

NEED STATEMENT

The California Department of Education states, “Thirty years ago, more than 60 percent of all California children walked to school.” Walking or biking to school gives children a sense of freedom and responsibility, provides exercise, curbs childhood obesity rates, and provides children the opportunity to arrive at school alert, refreshed, and ready to start their day. Yet today, most California children are denied this experience; in fact, only 13 percent of California children walk or bike to school including those in Solano County. According to the Solano County Office of Education, the current K-12 enrollment in county public schools is 65,300 of which approximately 8,500 walk or bike to school. Solano County’s SR2S program, implementing a comprehensive enforcement approach to make school routes safe, can positively influence a yearly increase in this number and greatly benefit the children that participate. Additionally, in 2009, 34 youth pedestrian collisions and 19 youth bicycling collisions occurred in Solano County according to the California Office of Traffic Safety. The most critical focus of developing Solano County’s Safe Routes to School (SR2S) Enforcement Initiative will be to continue to work to reduce or eliminate youth pedestrian injury and fatal collisions using all “best practice” methods available including increased enforcement, education, training, and implementing innovative enforcement strategies countywide.

PROGRAM DESCRIPTION

The Fairfield Police Department and the Suisun City Police Department will collaboratively implement a SR2S program to satisfy the goals and objectives of the grant. The Fairfield Police Department will be the lead agency for the enforcement component and the Suisun City Police Department will be the lead agency for the educational component. The program will run for a year-and-a-half period and involve a high degree of collaboration between all Solano County Public Safety Agencies and School Districts. The countywide slogan for the program will be, “Making Safe Routes to School Safer.”

The Fairfield and Suisun City Police Departments already have in place aggressive and effective SR2S enforcement and educational programs and are centrally located within the county. This sets the stage for an effective implementation and successful delivery of the program.

The Fairfield Police Department will partially fund (.35 FTE) a current traffic police officer in Fairfield with substantial knowledge and experience with SR2S enforcement activities. This position will be funded from July 2011 – June 2010. The Suisun City Police Department will fully fund the retention of a full-time School Safety Traffic Officer (SSTO), who is dedicated to SR2S efforts. An existing state SR2S grant, which funds this position, will end in November 2011, at which time the SSTO will transfer to this grant. However, given that both grants are SR2S grants, the SSTO will be able to start working on deliverables for this grant immediately.

METHODOLOGY

In collaboration with other Solano County law enforcement agencies and school districts to implement a “best practice” program that can be replicated countywide, Fairfield Police and Suisun City Police will work closely together to effectively implement and meet Solano Transportation Authority’s specified goals and objectives of the enforcement program as follows:

Countywide Crossing Guard Training

We will work closely with the local jurisdictions and school districts within the county to develop and facilitate countywide crossing guard training. This includes building upon the crossing guard manual that is regularly reviewed and updated by the City’s Safe Passage “4E” Committee. The “best practice” crossing guard training manual will be available and distributed countywide. Electronic

distribution will be the preferred method and can easily be delivered by e-mail or CD.

In order to support the training, we will produce a DVD training video and supporting documentation and skills assessment tests. We will enter into a community partnership with the Rodriguez High School and its award winning audio/video training program to film, edit and produce the DVD for countywide distribution. This partnership will give public school students pride and ownership in the SR2S enforcement program.

Educational Public Safety Opportunities for Parents and Students

We will work closely with STA, the schools and additional community service oriented businesses to promote, organize and conduct education opportunities related to the SR2S Enforcement Program. Our existing programs, such as the “Heels or Wheels” program, which encourages children to safely walk and bike to school as well as bicycle rodeos, will be continued under the grant. These programs are diverse and include in-class presentations, assembly presentations and morning announcements. In order to maximize our efforts, we will make use of STA’s assets including the bicycle rodeo trailer, bike fleet and safety marketing material. We will again partner with Rodriguez High School to produce an additional training DVD on “How to Organize and Conduct a Successful Bicycle Safety Rodeo” for countywide distribution. Input and collaboration from other agencies will enable this training DVD to be a dynamic training tool.

Fairfield and Suisun City Police also conduct yearly educational safety training booths at highly attended events, such as the Fairfield Tomato Festival and Candy Festival and the Suisun City July 4th Celebration and Suisun City National Night Out Event. In addition, Fairfield will help organize and encourage other public safety agencies to conduct similar safety training events.

Finally, we will develop a SR2S Enforcement Facebook Page will be created for the program and safety tips will be posted to the site on a weekly basis. With the popularity of Facebook in today’s youth, this will prove to be an exceptional safety training opportunity.

Increased Enforcement for Traffic Related Offenses

A recent random survey of Solano County public schools has revealed that a majority of county schools are experiencing problems during the school commute period with aggressive drivers. Speeding, the failure of motorists to yield to pedestrians in crosswalks, and failure to stop at stop-controlled intersections

around schools are the most highly reported violations. According to the California Office of Traffic Safety, an increase in the visibility of law enforcement during school pick-up and drop-off times has been shown to decrease traffic safety violations around schools and increase the care drivers take. We will work with school representatives to identify specific problem schools who are active participants in STA's SR2S Program in Fairfield and Suisun City as well as other interested schools in the County. We will recommend and implement enforcement strategies to resolve the problems, including an increased police presence whenever possible. Once again, successful collaboration between school representatives and County law enforcement agencies will be essential to the success of this goal. In consideration of new and innovative enforcement strategies, benchmarking agencies outside of Solano County with pioneering SR2S enforcement strategies and then testing and implementing them here also has the potential to significantly enhance SR2S enforcement.

Pilot New and Innovative Strategies

Fairfield Police and Suisun City Police are committed to expanding upon the Safe Routes to School Program by developing new and innovative strategies. Based upon the significant experiences of both agencies with regards to traffic safety, pedestrian safety and the SR2S program, we believe we are uniquely positioned to work collaboratively together and with other agencies in the county to provide new strategies by learning from the past.

SCOPE OF WORK AND SCHEDULE

The following section outlines the scope of work and estimated completion dates for each major action/task.

1. Enforcement Strategies Completion Date: November 2012

We will work with school representatives to identify specific problem schools in Fairfield and Suisun City, notify responsible agencies and make recommendations. The Fairfield Traffic Officer will conduct directed enforcement at problem schools in Fairfield. Suisun City Police Officers will conduct directed enforcement at schools within Suisun City. Additionally, outreach will be made to all interested schools in the County and we will collaborate with local law enforcement agencies to provide best practice enforcement plans.

2. Crossing Guard Manual Completion Date: January 2012

A “best practice” crossing guard manual will be developed through collaboration with key stakeholders.

3. Crossing Guard Training DVD Completion Date: June 2012

A crossing guard training DVD will be developed and distributed to countywide to schools. The training DVD will serve as a supplement to the Crossing Guard Manual. A corresponding evaluation instrument will be developed for assessment of content retention.

4. Facebook Page Completion Date: August 2011

A Safe Routes to School Enforcement page will be created on Facebook. An outreach effort to local enforcement agencies, schools and other relevant public agencies will be conducted to advertise the page. This page will be updated weekly with safety tips, event information and other pertinent information.

5. Bicycle Rodeos Completion Date: November 2012

Bicycle rodeos will be conducted on a quarterly basis at sites throughout Solano County utilizing the STA bicycle rodeo equipment and bicycle fleet.

6. Bicycle Rodeo DVD Completion Date: June 2012

An instructional DVD on how to host a bicycle rodeo will be developed and distributed countywide. The DVD will be accompanied by electronic versions of any forms, certificates, rosters etc. necessary to conduct a bicycle rodeo.

7. Educational Events Completion Date: November 2012

Educational events will be hosted throughout the project year at SR2S participating schools and at community events.

LETTER OF INTEREST RESPONSE

There were no questions posed by STA staff and the SR2S Advisory Committee as a result of its review of the Letters of Interest for this project by Suisun City Police or Fairfield Police.

EVALUATION METHODOLOGY

We will work collaboratively with STA to develop survey instruments to collect standardized data to measure the effectiveness of the program. At a minimum, in the educational component, we will conduct pre and post training surveys to measure attitudes and knowledge as they relate to safe travel to and from school. Additionally, the School Safety Traffic Officer, who will serve as the Educational Coordinator, will be solicit feedback through verbal and written communication, including social media communication via the Facebook page we will develop.

BUDGET AND BUDGET NARRATIVE

INTRODUCTION

The Fairfield Police Department and the Suisun City Police Department are jointly applying for a grant award of \$100,000 through the Safe Routes to School Public Safety Enforcement Grant. The following table outlines the proposed allocation of grant funds through the program.

SUMMARY OF ALLOCATION OF GRANT FUNDS	
SR2S Enforcement Program	
Agency	Allocation
City of Fairfield	\$33,000
City of Suisun City	\$67,000
Grand Total	
	\$100,000

BUDGET

The following sections outline the expenditures by agency for each budget area. All costs are best estimates with available information at the time.

PERSONNEL COSTS		
City of Fairfield		
Position	Computation	Cost
Traffic Officer	\$93,640 X .35 FTE	\$33,000
Total for City of Fairfield		\$33,000
City of Suisun City		
Position	Computation	Cost
School Safety Traffic Officer	\$18.75 x 2080 hrs	\$39,000
School Safety Officer Overtime	\$28.13 x 71 hrs	\$2,000
Total for Suisun City		\$41,000
Total Personnel Costs for All Agencies		\$74,000

FRINGE BENEFITS		
City of Suisun City		
Position	Computation	Cost
School Safety Traffic Officer	\$39,000 x 44%	\$17,000
Total for City of Suisun City		\$17,000
Total Fringe Benefits Costs for All Agencies		\$17,000
Total Personnel Costs & Fringe Benefits for All Agencies		\$91,000

EQUIPMENT COSTS	
Items costing \$5,000 or more per unit and having a useful life of more than 2 years.	
None	
Total Equipment Costs for All Agencies	\$0

SUPPLIES COSTS		
Expendable items costing less than \$5,000 per unit.		
City of Suisun City		
Item	Computation	Cost
Radio for SSTO	1 x \$1,800 x 50% cost share w/Suisun	\$900
Bicycle Helmets	50 x \$20	\$1,000
Misc Supplies		\$960
CD/DVD Duplication & Supplies		\$500
Total for City of Suisun City		\$3,360
Total Supplies Costs for All Agencies		\$3,360

OTHER COSTS		
City of Suisun City		
Item	Computation	Cost
Vehicle Lease for SSTO	\$500/mo x 12 months	\$5400
SSTO Radio Subscriber Fee	\$20/month x 12 months	\$240
Total for City of Suisun City		\$5,640
Total Other Costs for All Agencies		\$5,640

BUDGET SUMMARY

BUDGET SUMMARY	
Public Safety Enforcement Grant	
Category	Amount
Personnel	\$74,000
Fringe Benefits	\$17,000
Travel	\$0
Equipment	\$0
Supplies	\$3,360
Construction	\$0
Consultants/Contracts	\$0
Other	\$5,640
Total Programs Costs	\$
Indirect Costs	\$0
Total Programs Costs	\$100,000

BUDGET NARRATIVE

City of Fairfield

Total: \$35,000

Traffic Officer

\$35,000

This request will fund .35 FTE of an experienced Traffic Officer to implement the enforcement component of the SR2S program. Fairfield will pay the benefit costs associated with the Traffic Officer.

Suisun City Police Department

Total: \$66,000

School Safety Traffic Officer

\$64,540

This request will fund a full-time School Safety Traffic Officer (SSTO) for one-year along with supporting equipment. The SSTO will serve as the coordinator for the educational components of the grant and also conduct the project effectiveness evaluation. This request funds the costs associated with the continued leasing of a vehicle for use by the SSTO to travel from site to site.

Personnel:

\$41,000

Benefits:

\$17,000

Supplies:

>Portable Radio (50% match)

\$900

Other:

>Vehicle Lease

\$5400

>Radio Subscriber Fee

\$240

Bicycle Helmets

\$1,000

This request will purchase bicycle helmets for the SSTO to distribute at events and at schools throughout the county to children who need bicycle helmets but may have difficulty purchasing one.

Miscellaneous Supplies

\$960

This request will provide funds to purchase miscellaneous supplies in support of the SSTO's educational programs.

CD/DVD Supplies

\$500

This request will fund the purchase of CDs and DVDs to support the distribution of the two training DVDs that will be developed as well as distribution of the crossing guard manual to schools and law enforcement agencies.

AGENDA TRANSMITTAL

MEETING DATE: February 7, 2012

CITY AGENDA ITEM: Council Adoption of Resolution No. 2012-___: Accepting the Hall Park Tot Lot as Completed and Authorizing the City Manager to Record the Notice of Completion for the Construction Contract on the City's Behalf with Miracle Playsystems, Inc. for the Hall Park Tot Lot Project.

FISCAL IMPACT: The final contract amount is the same as the original contract amount of \$122,911.74. There would be no additional fiscal impact.

BACKGROUND: On August 23, 2011, the City awarded the tot lot playground structure contract to Miracle Playsystems for the Hall Park Tot Lot project. This project furnished the playground structure and installed the structure, rubber surfacing, associated storm drainage system, mow strip, benches and steel powder-coated fencing and gate to match the playground structure. The location of this tot lot was coordinated with the library staff and the Fairfield-Suisun School District.

The final contract amount includes no changes to the original contract amount. The budget for the tot lot and other park improvements was funded through a contribution from The Salvation Army per the purchase agreement and with Park Development funds.

STAFF REPORT: The project has been completed to the City's satisfaction and within the project schedule. Additional work must be completed before the area can be opened to the public. This work will include a concrete sidewalk and landscape improvements. This work was not included in the contract with Miracle Palysystems, and it will be accomplished by others.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2012-___: Accepting the Hall Park Tot Lot as Completed and Authorizing the City Manager to Record the Notice of Completion for the Construction Contract on the City's Behalf with Miracle Playsystems, Inc. for the Hall Park Tot Project.

ATTACHMENTS:

1. Resolution No. 2012-___: Accepting the Hall Park Tot Lot as Completed and Authorizing the City Manager to Record the Notice of Completion for the Construction Contract on the City's Behalf with Miracle Playsystems, Inc. for the Hall Park Tot Lot Project.

PREPARED BY:

REVIEWED/APPROVED BY:

Nick Lozano, Associate Engineer
Daniel Kasperson, Building & Public Works Director
Suzanne Bragdon, City Manager

RESOLUTION NO. 2012 - ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ACCEPTING THE HALL PARK TOT LOT AS COMPLETED AND AUTHORIZING
THE CITY MANAGER TO RECORD THE NOTICE OF COMPLETION FOR THE
CONSTRUCTION CONTRACT ON THE CITY'S BEHALF WITH MIRACLE
PLAYSYSTEMS, INC. FOR THE HALL PARK TOT LOT PROJECT**

WHEREAS, on August 23, 2011, the Suisun City Council awarded a contract to Miracle Playsystems, Inc. for the Landscaping along Bikeway on Main Street project; and

WHEREAS, the contract include furnishing the playground structure and installing the playground structure, rubber surfacing, associated storm drainage system, mow strip, benches and steel powder coated fencing and gate to match the playground structure; and

WHEREAS, Miracle Playsystems, Inc. has completed all of the work under the contract for the Tot Lot at Hall Park Project.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby authorize the City Manager to take all necessary and appropriate actions to execute the final contract payment with Miracle Playsystems, Inc., execute the Notice of Completion on behalf of the City, and cause the Notice of Completion to be recorded with the Solano County Recorder's Office.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 7th day of February, 2012 by the following vote:

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

WITNESS my hand and the seal of said City this 7th day of February, 2012.

Linda Hobson, CMC
City Clerk

City of Sulsun City
Sulsun City Redevelopment Agency
FINANCIAL OFFICER'S INVESTMENT REPORT

December 31, 2011

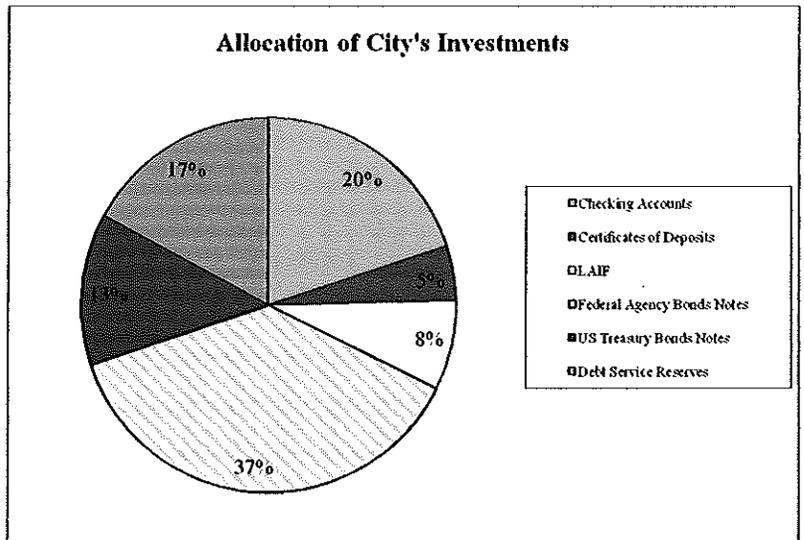
<u>Category of Investment</u>	<u>Name of Institution</u>	<u>Maturity Date</u>	<u>Par Amount</u>	<u>Market Value*</u>	<u>Amortized Cost</u>	<u>Curr Yield At Market</u>	<u>Est Annual Income</u>
Checking Account	West America Bank	Demand Deposit	\$ 8,094,030	\$ 8,094,030	\$ 8,094,030	-	-
Certificate of Deposit	BMW North America	03/16/12	\$ 247,000	\$ 247,835	\$ 247,000	2.19%	6,434
Certificate of Deposit	American Express-Centurion	09/24/12	\$ 247,000	\$ 250,189	\$ 247,000	2.32%	5,805
Certificate of Deposit	Barclays Bank	10/09/12	\$ 247,000	\$ 250,426	\$ 247,000	2.37%	5,928
Certificate of Deposit	GE Money Bank	10/09/12	\$ 247,000	\$ 250,431	\$ 247,000	2.37%	5,928
Certificate of Deposit	Discover Bank	11/13/12	\$ 247,000	\$ 250,727	\$ 247,000	2.36%	5,928
Certificate of Deposit	CIT Bank	12/12/12	\$ 247,000	\$ 250,959	\$ 247,000	2.36%	5,928
Certificate of Deposit	Ally Bank Midvale	08/05/13	\$ 247,000	\$ 247,042	\$ 247,000	0.07%	185
Certificate of Deposit	Travls Credit Union	06/17/14	\$ 196,787	\$ 196,787	\$ 196,787	2.52%	4,959
Total CD's			\$ 1,925,787	\$ 1,944,396	\$ 1,925,787	2.06%	40,095
State Investment-CITY	LAIF	Demand Deposit	\$ 3,138,841	\$ 3,138,841	\$ 3,138,841	0.38%	9,701
First Amer Treas Oblig Fd	First Amer #31846V203	Demand Deposit	\$ 202,498	\$ 202,498	\$ 202,498	0.00%	-
Federal Agency/Bond Note	FFCB #31331GNQ8	04/24/12	\$ 980,000	\$ 986,341	\$ 979,997	2.24%	22,050
Federal Agency/Bond Note	FHLB #3133756Q5	08/23/12	\$ 1,000,000	\$ 1,000,396	\$ 999,904	0.30%	3,000
Federal Agency/Bond Note	FHLB #3133MTZL5	11/15/12	\$ 260,000	\$ 269,362	\$ 264,027	4.34%	11,700
Federal Agency/Bond Note	FNMA #31398AHZ8	11/19/12	\$ 300,000	\$ 311,919	\$ 301,482	4.57%	14,250
Federal Agency/Floating Note	FNMA #31398A6R8	11/23/12	\$ 1,000,000	\$ 1,000,745	\$ 999,593	0.39%	3,900
Federal Agency/Bond Note	FNMA #31398AE24	02/22/13	\$ 475,000	\$ 482,805	\$ 474,743	1.72%	8,313
Federal Agency/Bond Note	FNMA #3137EACJ6	04/15/13	\$ 1,900,000	\$ 1,931,928	\$ 1,898,878	1.60%	30,876
Federal Agency/Global Refer Note	FHLMC #3137EABMO	06/28/13	\$ 850,000	\$ 893,599	\$ 884,895	3.57%	31,975
Federal Agency/Bond Note	FHLB #313374Y61	08/28/13	\$ 870,000	\$ 871,587	\$ 869,045	0.50%	4,350
Federal Agency/Global Note	FNMA #3137EACZ0	11/27/13	\$ 1,800,000	\$ 1,797,093	\$ 1,797,072	0.38%	6,760
Federal Agency/Bond Note	FNMA #3135G0BJ1	06/27/14	\$ 990,000	\$ 1,002,847	\$ 994,590	1.11%	11,138
Federal Agency/Global Note	FNMA #3134Q2UA8	08/20/14	\$ 695,000	\$ 699,394	\$ 701,256	0.99%	6,950
Federal Agency/Bond Note	FHLMC #3137EACV9	08/27/14	\$ 1,000,000	\$ 1,009,733	\$ 1,009,995	0.98%	10,000
Federal Agency/Bond Note	FHLMC #3137EACH0	02/09/15	\$ 500,000	\$ 533,228	\$ 500,066	2.70%	14,375
Federal Agency/Bond Note	FNMA #31398AU34	07/28/15	\$ 500,000	\$ 527,536	\$ 511,920	2.25%	11,875
Federal Agency/Bond Note	FHLMC #3137EACM9	09/10/15	\$ 1,100,000	\$ 1,134,909	\$ 1,106,323	1.70%	19,250
Federal Agency/Bond Note	FNMA #31398A4M1	10/26/15	\$ 725,000	\$ 742,986	\$ 743,835	1.59%	11,781
Total Federal Agency Bond/Note			\$ 15,147,498	\$ 15,398,903	\$ 15,240,117	1.44%	222,432
US Treasury Notes	#912828N55	06/30/12	\$ 315,000	\$ 315,874	\$ 315,446	0.62%	1,969
US Treasury Notes	#912828PR5	01/31/13	\$ 1,000,000	\$ 1,004,883	\$ 1,000,277	0.62%	6,250
US Treasury Notes	#912828QZ6	05/31/13	\$ 280,000	\$ 281,181	\$ 280,054	0.50%	1,400
US Treasury Notes	#912828KN9	04/30/14	\$ 400,000	\$ 414,500	\$ 396,759	1.81%	7,500
US Treasury Notes	#912828LZ1	11/30/14	\$ 925,000	\$ 971,539	\$ 913,617	2.02%	19,656
US Treasury Notes	#912828PE4	10/31/15	\$ 700,000	\$ 717,938	\$ 692,494	1.22%	8,760
US Treasury Notes	#912828PE4	10/31/15	\$ 134,446	\$ 137,891	\$ 134,872	1.22%	1,681
US Treasury Notes	#912828PJ3	11/30/15	\$ 450,000	\$ 483,711	\$ 447,448	1.33%	6,188
US Treasury Notes	#912828QR4	08/30/16	\$ 400,000	\$ 413,856	\$ 406,810	1.45%	6,000
US Treasury Notes	#912828QX1	07/31/16	\$ 750,000	\$ 775,371	\$ 764,568	1.45%	11,250
Total US Treasury Bond/Note			\$ 5,354,446	\$ 5,496,544	\$ 5,352,346	1.29%	70,844
				\$ -			
TOTAL POOLED INVESTMENTS			\$ 33,660,601	\$ 34,072,713	\$ 33,761,120	1.02%	\$ 342,872

**City of Sulson City
Sulson City Redevelopment Agency
FINANCIAL OFFICER'S INVESTMENT REPORT**

December 31, 2011

<u>Category of Investment</u>	<u>Name of Institution</u>	<u>Maturity Date</u>	<u>Par Amount</u>	<u>Market Value*</u>	<u>Amortized Cost</u>	<u>Curr Yield At Market</u>	<u>Est Annual Income</u>
Reserved for Bond/Debt Service							
Govt Sec Money Market-SSWA 1993	First Amer Treas Oblig Fd	Demand Deposit	213,300	213,300	213,300	0.00%	-
Govt Sec Money Market-SSWA 1993	First Amer Treas Oblig Fd	Demand Deposit	408,139	408,139	408,139	0.00%	-
Govt Sec Money Market-SSWA 1993	Federal Home Loan Bks	11/15/2012	335,000	347,063	364,873	4.30%	15,075
Govt Sec Money Market-2004 CVCC	First Amer Treas Oblig Fd	Demand Deposit	19,000	19,000	19,000	0.00%	-
Govt Sec Money Market-2004 CVCC	U.S. Bank Term C/D	Demand Deposit	230,000	230,000	230,000	3.13%	7,199
Govt Sec Money Market- RDA 1998	First Amer Treas Oblig Fd	Demand Deposit	13,931	13,931	13,931	0.00%	-
Govt Sec Money Market- RDA 1998	First Amer Treas Oblig Fd	10/31/2014	708,000	747,882	730,089	2.27%	16,815
Gov Sec Money Market - RDA 2003-A	First Amer Treas Oblig Fd	Demand Deposit	250,283	250,283	250,283	0.00%	-
Govt Sec Money Market- RDA 2003-A	Federal Home Loan Bks	11/18/2011	-	-	-	0.00%	-
Govt Sec Money Market- RDA 2003-A	Federal Home Loan Bks	11/15/2012	225,000	233,102	245,064	4.30%	10,125
Gov Sec Money Market - RDA 2003-A	First Amer Treas Oblig Fd	Demand Deposit	0	0	0	0.00%	-
Govt Sec Money Market-RDA 2003-B	First Amer Treas Oblig Fd	Demand Deposit	1,606,293	1,606,293	1,606,293	0.00%	-
Govt Sec Money Market-RDA 2003-B	Federal Home Loan Bks	11/18/2011	-	-	-	0.00%	-
Govt Sec Money Market-RDA 2003-B	Federal Home Loan Bks	11/15/2012	1,465,000	1,517,755	1,595,838	4.30%	65,925
Savings Acct-RDA Marina	West America Bank	Demand Deposit	347,625	347,625	347,625	0.15%	265
Marina Debt Service #912828PE4	US Treasury Notes	10/31/2015	915,554	939,015	\$ 918,454	1.22%	11,444
Total Debt Service Reserve Funds			\$ 6,737,126	\$ 6,873,388	\$ 6,942,690	1.83%	\$ 126,848
Grand Total			\$ 40,397,727	\$ 40,946,102	\$ 40,693,810	1.15%	\$ 469,720

<u>Summary of Pooled Investments</u>	<u>Amount</u>	<u>Pct.</u>
Checking Accounts	\$ 8,094,030	19.9%
Certificates of Deposits	\$ 1,925,787	4.7%
LAIF	\$ 3,138,841	7.7%
Federal Agency Bonds/Notes	\$ 15,240,117	37.5%
US Treasury Bonds/Notes	\$ 5,352,346	13.2%
Debt Service Reserves	\$ 6,942,690	17.1%
Total	\$ 40,693,810	100.0%



* Market Valuation for Federal Agency Bonds/Notes and US Treasury Bonds/Notes is from City's Investment Advisor, PFM. Valuation for Debt Service Reserve

City Treasurer's Statement:

I hereby certify that I have examined the records and find this report to be correct, that all investments are made in accordance with the investment policy, and the City will be able to meet its obligations for the next six months.

Attest by:

Jeanie F. McMurry 1/26/12
Jeanie F. McMurry, City Treasurer Date

Submitted by:

Elizabeth Luna 1/26/2012
Elizabeth Luna, Senior Accountant Date

MINUTES

REGULAR MEETING OF THE SUISUN CITY COUNCIL, REDEVELOPMENT AGENCY AND HOUSING AUTHORITY

TUESDAY, JANUARY 3, 2012

7:00 P.M.

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

ROLL CALL

Mayor / Chairman Sanchez called the meeting to order at 7:00 PM with Council / Board Members Derting, Hudson, and Segala present. Council / Board Member Day was absent. Pledge of Allegiance was led by Council Member Derting. Invocation was given by City Manager Bragdon

PRESENTATIONS/APPOINTMENTS - None

(Presentations, Awards, Proclamations, Appointments).

PUBLIC COMMENT

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

Richard Giddens spoke favorably regarding the State decision to eliminate redevelopment.

George Guynn made comments regarding the elimination of redevelopment.

Chuck Kingeter stated expressed concern about City Council minutes and payroll warrants and suggested the warrants be itemized.

CONFLICT OF INTEREST NOTIFICATION - None

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

CONSENT CALENDAR

Consent calendar items requiring little or no discussion may be acted upon with one motion.

City Council

1. Council Adoption of Resolution No. **2012-01**: Authorizing the Re-Designation of the Solano Transportation Authority as the Abandoned Vehicle Abatement Program Service Authority for Solano County – (Dadisho)
2. Council Adoption of Resolution No. 2012-___: Accepting the Hall Park Tot Lot as Completed and Authorizing the City Manager to Record the Notice of Completion for the Construction Contract on the City's Behalf with Miracle Playsystems, Inc. for the Hall Park Tot Lot Project – (Kasperson).
3. Council Adoption of Resolution No. **2012-02**: Accepting the Repairs to the Ponds on the Lawler Falls Park Project as Completed and Authorizing the City Manager to Execute and

Record the Notice of Completion for the Construction Contract on the City's Behalf – (Kasperson).

Joint City Council / Redevelopment Agency

4. Assembly Bill 936 Forgiveness of Redevelopment Agency Loans – (Garben).
 - a. Consider Council Adoption of Resolution No. **2012-03**: Regarding Forgiveness of Loans to the Suisun City Redevelopment Agency.
 - b. Consider Agency Adoption of Resolution No. **RA 2012-01**: Regarding Forgiveness of Loans to Public Bodies.
5. Council/Agency Approval of the November 2011 Payroll Warrants inclusive in the amount of \$733,429.80. Council Approval of the November 2011 Payable Warrants inclusive in the amount of \$1,210,285.71 and Agency Approval of the November 2011 Payable Warrants inclusive in the amount of \$32,622.20 – (Finance).

Joint City Council / Redevelopment Agency / Housing Authority

6. Council/Agency/Commission Approval of the Minutes of the Regular and Special Meetings of the Suisun City Council, Redevelopment Agency Board and Housing Authority Board held on December 6, 2011 – (Hobson).

Staff requested Item 2 be pulled from the Consent Calendar.

George Guynn suggested the abandoned vehicle abatement should be voted on by the citizens.

Richard Giddens expressed concern about the abandoned vehicles that have not been addressed for years throughout the City.

George Guynn suggested the liabilities of the Redevelopment Agency be included in the staff report regarding Item 4.

Richard Giddens commented that forgiveness of any debt was ridiculous.

Chuck Kingeter expressed concern about when a citizen could view the City Council minutes

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

GENERAL BUSINESS

City Council

7. Discussion and Direction: Presentation from Brandis Tallman, LLC Regarding a Proposal to Refund the City's CalPERS Side Fund and Direction to Staff – (Joseph).

Jeff Land of Brandis Tallman LLC made a presentation regarding the City's options for refinancing the unfunded liability for the City's pension benefits.

George Guynn suggested cash was better than borrowing, suggested the City seek competitive bidding and suggested the City not rush into this refinancing.

Chuck Kingeter requested clarification of the unfunded liability and how did the amount get to such a large amount.

Staff was directed to look into other financing and scheduling another presentation to the Mayor's Conference and possibly the Northern League of California Cities.

PUBLIC HEARINGS: None

REPORTS: (Informational items only.)

8. City Manager/Executive Director/Staff

- a. Report on Supreme Court Decision on AB 26 and AB 27.

City Manager Bragdon explained the process, what actions would need to be taken, successor agency, oversight board and the timeline for the actions.

Council directed staff that the City will be the successor

9. Mayor/Council -Chair/Boardmembers

Council Member Segala and Council Member Hudson complimented staff for a wonderful Christmas event.

Mayor Sanchez stated he had officiated two weddings.

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the City Council meeting at 8:32 PM.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: February 7, 2012

CITY AGENDA ITEM: Mid-Year Fiscal Review:

1. Presentation of the FY 2011-12 Mid-Year Fiscal Review; and
2. Confirmation of Budget Priorities for FY 2012-13; and
3. Council Adoption of Resolution No. 2012-__: Adopting the 5th Amendment to the Annual Appropriation Resolution No. 2011-62 to Appropriate Funds for Mid-Year Budget Adjustments Primarily Due to the State's Dissolution of the Redevelopment Agency.

FISCAL IMPACT: The Mid-Year Review is an informational report regarding the City's financial condition and as such, has no fiscal impact. Given the elimination of redevelopment, and based on current projections, the General Fund may experience a financial gap of approximately \$200,000 before the end of the fiscal year.

BACKGROUND: Each year in February, staff presents a Mid-Year Fiscal Review to the City Council, including an estimation of current year revenues and expenditures. Any mid-year budgetary corrections are noted and an amendment to the Annual Appropriations Resolution (AAR) is offered for Council consideration. As this has been a unique year given the threats and ultimate dissolution of redevelopment, staff is also looking for confirmation of strategies, priorities and program changes for the coming fiscal year as laid out by Council over two earlier budget workshop sessions held in September and November of 2011.

STAFF REPORT: This report is separated into two parts:

- Analysis of the FY 2011-12 Budget (based on actual revenues and expenditures through December 31, 2011) for the General Fund and a more general overview with the remaining Citywide funds. Only the two primary operational funds for Redevelopment (Fund 900 – RDA Administration, and Fund 905 – RDA Housing/Set-Aside) are reviewed and then in the context of “winding down” the operations. Any mid-year budget adjustments will be highlighted and discussed.
- Confirmation of Council Budget Strategies as set forth in the two earlier workshops, as noted above.

Analysis of the FY 2011-12 Budget

- General Fund: **Attachment 1** presents financial information for the General Fund. Included is the FY 2009-10 and FY 2010-11 Actuals, FY 2011-12 Amended, FY 2011-12 Year-To-Date and FY 2011-12 Estimated. This is similar to prior years. What is different is a new column that projects FY 2011-12 *including the impacts of AB1x26 (RDA dissolution)*. The estimate is based on actual data through December 2011.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Mark Joseph, Financial Services Manager
Ronald C. Anderson, Jr. Assistant City Manager
Suzanne Bragdon, City Manager

In reviewing the attachment, a number of comments are in order relative to revenues and expenditures. On the revenue side, *Property Taxes* continue to be flat for the General Fund, based on assessed values (AV) for homes. There is the potential for additional property taxes due to eliminating Redevelopment, but at this time, we are not showing any figures. The amount and timing is so uncertain at this time, that it would not be prudent to speculate. *Sales tax* is showing some improvement. The dramatic jump from FY 2010-11 to FY 2011-12 is due to correcting the tax reporting problem that cut into the City's fair share of sales tax. There is still additional growth beyond just the one-time correction. *Transient Occupancy Tax (TOT)* is still growing, reflecting the fact that the hotel has not yet achieved its full potential. *Interest Earnings* are down, both because we do not have any one-time land sales and interest rates continue to stay at historic lows. *Intergovernmental Revenue* is down due to the loss of Motor Vehicle License fees (\$75,000) and revenue from the State as reimbursement for Fire-fighting Strike Teams (\$50,000—fortunately, this amount is offset by a similar amount in the Fire Department's Operating Contingency, so there is no net loss).

Overall, we expect to receive \$144,500 less in revenues than we anticipated.

On the expenditure side, *Personnel Services* are expected to be approximately \$250,000 more than budget. Of this amount, \$200,000 is due to the staffing realignment when the Redevelopment Agency is shut down in February. The balance is the net increase from a payroll timing issue – there will be an extra payroll charged to this fiscal year. That increase is offset by vacancies that were not anticipated in the original budget. Of the remaining operating budget items, all will be at or below budget. Total operating expenditures should be almost \$190,000 less than budget.

Overall, total expenditures are projected at \$61,650 more than budget. This means there will be a **\$206,150 gap** between revenues and expenditures, all of which can be attributed to the RDA breakup. We are meeting with employee groups to identify labor savings that can narrow that gap even further, as well as exploring other operational savings.

Further, as will be discussed below, depending upon how the State and/or Oversight Committee implement the RDA wind down, an additional \$120,000 could be added to the operating deficit.

- Redevelopment: **Attachment 2** presents the fiscal review of the Redevelopment Agency Administrative Fund, with year-end projections based on the dissolution of the Agency. *Transfers In* will be roughly half as much as we thought, because Tax Increment will no longer be coming to the Agency directly, after February 1, 2012. On the other hand, we expect to receive \$250,000 as an Administrative Cost Allocation (ACA).

Expenditures are expected to be at least \$175,000 less than budget, due to the shift of costs (mostly personnel) to the General Fund. The amounts will be even less next year, since just over half of this fiscal year the Agency was still in effect. We are projecting an ending balance of about \$49,000. It is unclear at this time if that amount will be returned to the County for redistribution or if it may be used to offset any losses in Housing. (Please see below.)

- Housing Set-Aside: **Attachment 3** presents the fiscal review of the RDA Housing Set-Aside Fund. The State's attack on Redevelopment impacted this fund, but the year-end projections include the assumption that we will continue to work on affordable housing issues, even after Redevelopment is discontinued. On the revenue side, there is only one transfer into the fund from Redevelopment Revenues, because there will no longer be a housing set-aside allocation. Expenses are also down dramatically. Transfers Out are almost eliminated—the First Time Home Buyer program was suspended and only one transfer to the Redevelopment Debt Service fund was made to cover Housing's share of Bonded Debt. This is consistent with the wind down of Redevelopment and only one installment of funds was received.

The bottom line looks good, with almost \$700,000 as an ending balance. However, this cash could be siphoned off by the State and redistributed to other agencies. As with everything else associated with the State's actions, it is unclear at this time how Affordable Housing assets and cash will be treated. For example, there is legislation pending (i.e., AB 1585 and SB 654) that would protect any remaining cash and assets of the Housing Set-Aside Fund (no ongoing transfers), including this \$700,000 ending balance, but the final outcome is still unknown.

- Other Funds: **Attachment 4** is a report that gives a one-line expenditure summary for each fund, except the General Fund, which gives a one-line summary by department. Most funds are staying within budget. Most of the exceptions are ministerial in nature; that is, there are offsetting revenues that cover the extra costs. The one exception is the Liability Fund. This fund is over budget and will need additional appropriations. Most of the gap is due to much higher than expected premium charges (\$50,000 more than budget); the balance is the result of a small number of high exposure claims. We will need to increase appropriations for this fiscal year, but it will not increase our interdepartmental charges until next year.

Council Budget Strategies for Current and Upcoming Fiscal Years

Council has already established five goals for handling the unprecedented fiscal challenge facing us. They are listed below:

- Continue the selective hiring freeze strategy to not fill anticipated vacancies (upwards of 10% of the workforce) to avoid layoffs.
- Ask employees to agree to concessions of roughly 10% versus employee layoffs.
- Any concessions should be equitable across the organization.
- Tax increases and fee increases should be avoided.
- No reductions in service levels or increases in fees should be applied to the Senior Center.

These goals will be used to guide us through the current budget year and to develop next year's budget. Specifically,

- We will utilize the ongoing \$250,000 Administrative Cost Allocation to offset a large portion of the labor costs that were assigned to RDA Administration. Code Enforcement costs will be absorbed by the General Fund.
- Other positions will be reassigned to other duties that have available funding.

- Creative organizational strategies will be used whenever possible, (e.g., combining Building and Public Works).
- Department Heads are still evaluating operational savings. Organization wide labor cost savings will also be considered, such as refunding the CalPERS “side fund” or exploring alternatives to Social Security, such as the PARS program.
- We are also meeting with employee groups to discuss the best ways to implement the roughly 10% “givebacks” needed to avoid layoffs.

Looking towards next fiscal year, we are starting with a \$1.4 million “hole.” Some of that will be offset with existing vacancies, operating savings, and new property tax revenues as a result of the State’s actions. Employee concessions will still be needed, and we are hopeful that the local economy will begin to improve, so that we can grow ourselves out of our financial problems.

Together, we can persevere and continue to offer quality services to our residents and business owners.

RECOMMENDATION: It is recommended that the Council:

1. Receive the staff’s presentation: and
2. Provide feedback regarding the City’s Budget preparation strategy; and
3. Adopt Resolution No. 2012-__: Adopting the 5th Amendment to the Annual Appropriation Resolution No. 2011-62 to Appropriate Funds for Mid-Year Budget Adjustments Primarily Due to the State’s Dissolution of the Redevelopment Agency.

ATTACHMENTS:

1. General Fund Fiscal Analysis.
2. Redevelopment Agency “Winding Down” Fiscal Analysis/RDA Administration.
3. Redevelopment Agency “Winding Down” Fiscal Analysis/Housing Set-Aside
4. Citywide Funds Fiscal Analysis.
5. Resolution No. 2012-__: Adopting the 5th Amendment to the Annual Appropriation Resolution No. 2011-62 to Appropriate Funds for Mid-Year Budget Adjustments Primarily Due to the State’s Dissolution of the Redevelopment Agency.

FY 2011-12 General Fund Through December 2011

<u>Budget Item</u>	<u>FY 2009-10</u> <u>Actual</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Amended</u>	<u>FY 2011-12</u> <u>Thru Dec.</u>	<u>FY 2011-12</u> <u>Estimated</u>	<u>FY 2011-12</u> <u>w/AB1x26</u>	<u>Notes</u>
RESOURCES							
Beginning Balance	\$ 3,254,028	\$ 4,046,610	\$ 7,372,588	\$ 7,372,588	\$ 7,372,588	\$ 7,372,588	
Local Taxes							
Property Tax	\$ 1,003,586	\$ 1,000,436	\$ 1,002,700	\$ 550,311	\$ 1,009,600	\$ 1,009,600	Potential Property Tax Increases Unknown at this time
Sales Tax	\$ 921,662	\$ 859,749	\$ 1,039,600	\$ 373,107	\$ 1,101,100	\$ 1,101,100	Higher numbers from HdL
TOT	\$ 89,524	\$ 194,401	\$ 200,000	\$ 90,244	\$ 215,000	\$ 215,000	\$105k thru Nov; trending at least 10% higher
Other Taxes	\$ 841,393	\$ 844,941	\$ 840,500	\$ 239,143	\$ 824,300	\$ 824,300	Low; waiting for Utility Franchises in April
Subtotal Taxes	\$ 2,856,165	\$ 2,899,527	\$ 3,082,800	\$ 1,252,805	\$ 3,150,000	\$ 3,150,000	
Licenses & Permits	\$ 281,284	\$ 342,746	\$ 407,600	\$ 107,105	\$ 351,400	\$ 351,400	Limited Engineering Revenues
Fines/Forfeits	\$ 219,724	\$ 231,636	\$ 186,700	\$ 83,070	\$ 186,700	\$ 186,700	Trending down
Use of Money/Interest Earnings	\$ 3,679,563	\$ 985,065	\$ 241,900	\$ 109,790	\$ 221,100	\$ 221,100	No more land sales or Interest on Private Notes
Intergovernmental	\$ 2,627,482	\$ 2,603,689	\$ 2,597,600	\$ 1,217,725	\$ 2,457,700	\$ 2,457,700	\$75k is MVF, \$50K Fire/Contingency (Statewide Fires)
Service Charges	\$ 838,199	\$ 757,357	\$ 994,100	\$ 396,831	\$ 934,100	\$ 934,100	Assumes Wal-mart pulls permits this fiscal year
Intragovernmental	\$ 517,114	\$ 513,247	\$ 581,200	\$ 293,440	\$ 581,200	\$ 581,200	
Misc. Revenues	\$ 12,922	\$ 703,960	\$ 12,300	\$ 8,683	\$ 17,500	\$ 17,500	Unexpected Donations (Sr. Center, Fire)
Transfers In	\$ 1,197,035	\$ 4,470,767	\$ 812,500	\$ 430,666	\$ 812,500	\$ 812,500	
Subtotal Revenues & Transfers	\$ 12,229,488	\$ 13,507,994	\$ 8,856,700	\$ 3,900,115	\$ 8,712,200	\$ 8,712,200	
TOTAL RESOURCES	\$ 15,483,516	\$ 17,554,604	\$ 16,229,288	\$ 11,272,703	\$ 16,084,788	\$ 16,084,788	\$ (144,500) AB26 v. Amended
EXPENDITURES							
Personnel Services	\$ 4,043,075	\$ 4,198,142	\$ 3,931,200	\$ 2,317,032	\$ 4,075,000	\$ 4,206,900	
Salaries & Wages	\$ 249,529	\$ 188,113	\$ 235,800	\$ 135,175	\$ 230,000	\$ 230,000	
Overtime	\$ 1,856,847	\$ 2,089,745	\$ 2,207,800	\$ 1,088,378	\$ 2,100,000	\$ 2,162,500	
Employee Benefits	\$ 362,626	\$ 368,636	\$ 351,500	\$ 190,838	\$ 370,000	\$ 376,000	
Subtotal Personnel Services	\$ 6,512,077	\$ 6,844,636	\$ 6,726,300	\$ 3,731,423	\$ 6,775,000	\$ 6,975,400	Re-allocated staffing from RDA
Services & Supplies	\$ 1,869,855	\$ 1,951,836	\$ 1,986,500	\$ 990,458	\$ 1,900,000	\$ 1,929,500	
Interdepartmental Charges	\$ 418,552	\$ 547,305	\$ 690,000	\$ 318,201	\$ 690,000	\$ 747,650	Add back Code Enforcement, some RDA Admin Charges
Non-Recurring Charges	\$ 253,810	\$ 365,857	\$ 643,200	\$ 120,608	\$ 440,000	\$ 455,100	Cutbacks in Travel, Minor Capital, Operating Contingency
Transfers Out	\$ 2,314,003	\$ 439,903	\$ 189,800	\$ 52,803	\$ 189,800	\$ 189,800	
Subtotal Operating Expend.	\$ 4,856,220	\$ 3,304,901	\$ 3,509,500	\$ 1,482,070	\$ 3,219,800	\$ 3,322,050	
Major CIP	\$ 68,609	\$ 18,007	\$ 197,000	\$ 604	\$ 197,000	\$ 197,000	Iconic Sign (RDA Bond Proceeds)
Debt Service	\$ -	\$ 14,472	\$ -	\$ -	\$ -	\$ -	
Reserves	\$ -	\$ -	\$ 5,767,700	\$ -	\$ -	\$ -	Includes \$1.2 million Capital Projects Reserve
Subtotal Non-Operating Exp.	\$ 68,609	\$ 32,479	\$ 5,964,700	\$ 604	\$ 197,000	\$ 197,000	
TOTAL EXPENDITURES*	\$ 11,436,906	\$ 10,182,016	\$ 10,432,800	\$ 5,214,097	\$ 10,191,800	\$ 10,494,450	\$ (61,650) AB26 v. Amended
ENDING BALANCES	\$ 4,046,610	\$ 7,372,588	\$ 5,796,488	\$ 6,058,606	\$ 5,892,988	\$ 5,590,338	\$ (206,150) AB26 v. Amended

* Excludes Reserves.

Redevelopment Agency Fiscal Analysis: Post-AB26

Fund 900: RDA Administration

<u>Budget Item</u>	<u>FY 2009-10 Actual</u>	<u>FY 2010-11 Actual</u>	<u>FY 2011-12 Amended</u>	<u>FY 2011-12 Thru Dec.</u>	<u>FY 2011-12 Estimated*</u>	<u>Notes</u>
RESOURCES						
<i>Beginning Balance</i>	\$301,450	\$357,200	\$27,900	\$72,700	\$72,700	
Use of Money/Interest Earnings	\$0	\$75	\$0	\$0	\$0	
Service Charges	\$4,360	\$16,578	\$0	\$0	\$0	
Misc. Revenues (ACA)	\$17,122	\$1,000	\$0	\$0	\$250,000	Maximum Admin. Cost Allowance, per AB26
Transfers In	\$1,730,000	\$1,251,400	\$1,027,500	\$513,750	\$599,400	Transfers stop after Feb. 1, per AB26
Subtotal Revenues & Transfers	\$1,751,482	\$1,269,053	\$1,027,500	\$513,750	\$849,400	
TOTAL RESOURCES	\$2,052,932	\$1,626,253	\$1,055,400	\$586,450	\$922,100	
EXPENDITURES						
Personnel Services						
Salaries & Wages	\$605,617	\$601,284	\$396,700	\$228,449	\$358,000	
Overtime	\$7,357	\$7,093	\$7,000	\$1,775	\$2,200	
Employee Benefits	\$202,408	\$211,719	\$170,100	\$85,805	\$141,800	
Payroll Taxes	\$24,849	\$22,591	\$17,400	\$8,892	\$14,700	
Subtotal Personnel Services	\$840,231	\$842,687	\$591,200	\$324,921	\$516,700	Reduced activity after Feb. 1 (No Code Enf.)
Services & Supplies	\$348,291	\$214,672	\$108,600	\$33,322	\$48,500	Reduced activity after Feb. 1
Interdepartmental Charges	\$448,973	\$406,747	\$319,700	\$159,846	\$270,792	50/50 split after Feb. 1 (RDA Admin only)
Non-Recurring Charges	\$53,233	\$89,420	\$35,900	\$23,400	\$37,200	Mostly one-time legal services
Transfers Out**	\$5,000	\$0	\$0	\$0	\$0	Excess RDA funds returned to County
Subtotal Operating Expend.	\$855,497	\$710,839	\$464,200	\$216,568	\$356,492	
Major CIP	\$4	\$0	\$0	\$0	\$0	
Debt Service	\$0	\$0	\$0	\$0	\$0	
Reserves	\$0	\$0	\$0	\$0	\$0	
Subtotal Non-Operating Exp.	\$4	\$0	\$0	\$0	\$0	
TOTAL EXPENDITURES	\$1,695,732	\$1,553,526	\$1,055,400	\$541,489	\$873,192	
ENDING BALANCES	\$357,200	\$72,727	\$0	\$44,961	\$48,908	

* Estimated assumes Agency shuts down on Feb. 1, 2012 and only "winding down" expenses occur after that date.

Redevelopment Agency Fiscal Analysis: Post-AB26

Fund 905: RDA Housing Set-Aside

<u>Budget Item</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>	<u>FY 2011-12</u>	<u>FY 2011-12</u>	<u>FY 2011-12</u>	<u>Notes</u>
	<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Thru Dec.</u>	<u>Estimated*</u>	
RESOURCES						
<i>Beginning Balance</i>	\$11,670,272	\$2,633,800	(\$80,500)	\$113,700	\$113,700	
Use of Money/Interest Earnings	\$224,304	\$73,428	\$17,100	\$3	\$0	
Service Charges	\$0	\$0	\$0	\$0	\$0	
Misc. Revenues	\$34,887	\$51,189	\$14,000	\$5,435	\$5,500	
Transfers In	\$3,346,080	\$2,295,087	\$2,200,000	\$1,115,300	\$1,115,300	Only one Transfer In for December payment
Subtotal Revenues & Transfers	\$3,605,271	\$2,419,704	\$2,231,100	\$1,120,738	\$1,120,800	
TOTAL RESOURCES	\$15,275,543	\$5,053,504	\$2,150,600	\$1,234,438	\$1,234,500	
EXPENDITURES						
Personnel Services						
Salaries & Wages	\$215,150	\$235,547	\$227,800	\$117,195	\$166,200	
Overtime	\$1,789	\$2,217	\$3,000	\$1,595	\$2,000	
Employee Benefits	\$78,823	\$94,692	\$95,000	\$46,030	\$66,900	
Payroll Taxes	\$9,113	\$9,420	\$10,200	\$4,979	\$7,300	
Subtotal Personnel Services	\$304,875	\$341,876	\$336,000	\$169,799	\$242,400	Reduced staffing after Feb. 1
Services & Supplies	\$5,799,222	\$67,088	\$108,000	\$9,558	\$12,900	No Prop. Tax Adm fee--paid by County
Interdepartmental Charges	\$40,600	\$39,300	\$42,000	\$21,000	\$33,250	
Non-Recurring Charges	\$0	\$8,120	\$0	\$0	\$0	
Transfers Out	\$6,497,046	\$4,483,449	\$1,664,600	\$248,200	\$250,300	Only one Transfer to Fund 950 to pay debt
Subtotal Operating Expend.	\$12,336,868	\$4,597,957	\$1,814,600	\$278,758	\$296,450	
Major CIP	\$0	\$0	\$0	\$0	\$0	
Debt Service	\$0	\$0	\$0	\$0	\$0	
Reserves	\$0	\$0	\$0	\$0	\$0	
Subtotal Non-Operating Exp.	\$0	\$0	\$0	\$0	\$0	
TOTAL EXPENDITURES	\$12,641,743	\$4,939,833	\$2,150,600	\$448,557	\$538,850	
ENDING BALANCES	\$2,633,800	\$113,671	\$0	\$785,881	\$695,650	

* Estimated assumes City continues Housing Function, at a reduced level of activity.

Budget Summary by Fund - Expenditures Only
 Suisun City; Fiscal Year 2011-12

Attachment 4
 Pct. Of Year: 50.0%

<u>Fund</u>	<u>Dept</u>	FY 2009-10 <u>Actual</u>	FY 2010-11 <u>Actual</u>	FY 2011-12 <u>Amended</u>	FY 2011-12 <u>Yr-To-Date</u>	FY 2011-12 <u>Balance</u>	Pct. <u>Spent</u>
10	General Fund						
	E/O	\$219,380	\$274,056	\$273,600	\$123,268	\$150,332	45.1%
	MGR	\$170,985	\$189,906	\$215,800	\$112,829	\$102,971	52.3%
	ADM	\$685,545	\$701,417	\$749,900	\$378,979	\$370,921	50.5%
	NON	\$2,471,236	\$651,305	\$5,997,800	\$80,940	\$5,916,860	1.3%
	PD	\$4,409,049	\$4,814,762	\$4,774,800	\$2,645,885	\$2,128,915	55.4%
	FIRE	\$893,957	\$865,977	\$983,200	\$451,830	\$531,370	46.0%
	B&PW	\$1,334,892	\$1,414,043	\$1,460,200	\$653,520	\$806,680	44.8%
	CD	\$117,993	\$268,227	\$337,700	\$108,370	\$229,330	32.1%
	REC	\$1,133,869	\$956,838	\$1,122,500	\$629,108	\$493,392	56.0%
	RDA	\$0	\$45,485	\$285,000	\$29,368	\$255,632	10.3%
	General Fund Total	\$11,436,906	\$10,182,016	\$16,200,500	\$5,214,097	\$10,986,403	32.2%
25	Asset Forfeiture Fund	\$1,600	\$0	\$300	\$0	\$300	0.0%
26	Police Donations Fund	\$3,507	\$3,155	\$5,800	\$2,328	\$3,472	40.1%
105	Gas Tax Fund	\$595,214	\$868,930	\$935,700	\$403,133	\$532,567	43.1%
115	Transportation Capital Projects Fund	\$2,539,712	\$928,633	\$4,176,100	\$1,357,234	\$2,818,866	32.5%
120	Off-Site Street Improvement Program Fund	\$763,253	\$166,515	\$181,000	\$90,498	\$90,502	50.0%
125	Traffic Safety Fund	\$70,200	\$105,000	\$304,700	\$152,346	\$152,354	50.0%
130	AB 939 Solid Waste Diversion Fund	\$31,602	\$34,240	\$38,700	\$8,140	\$30,560	21.0%
132	Recycling Containers Grant Fund	\$9,848	\$4,971	\$53,000	\$24,250	\$28,750	45.8%
134	Used Oil Recycling Grant Fund	\$702	\$6,059	\$7,500	\$0	\$7,500	0.0%
135	Energy Efficiency Block Grant Fund	\$0	\$7,867	\$140,000	\$3,144	\$136,856	2.2%
136	CEC/Energy Conservation Loans Fund	\$0	\$1,466	\$55,100	\$100,364	(\$45,264)	182.1%
139	Household Hazardous Waste Program Fund	\$5,000	\$5,000	\$5,000	\$0	\$5,000	0.0%
142	Boating Safety Grant Fund	\$51,238	\$74,568	\$49,700	\$5,318	\$44,382	10.7%
144	GREAT Anti-Gang Grant Fund	\$0	\$15,251	\$24,400	\$0	\$24,400	0.0%
147	Traffic Towing Fund	\$63,041	\$42,064	\$50,000	\$25,002	\$24,998	50.0%
150	BJA Safety Equipment Grant Fund	\$317	\$2,927	\$2,100	\$0	\$2,100	0.0%
152	School Resource Officer Grant Fund	\$56,100	\$42,000	\$42,000	\$0	\$42,000	0.0%
153	Supplemental Law Enf. Services Grant Fund	\$100,000	\$100,000	\$100,000	\$0	\$100,000	0.0%
158	Alcohol Tobacco & Other Drugs Grant Fund	\$108,615	\$115,818	\$78,000	\$20,108	\$57,892	25.8%
164	Community Emergency Response Team Fund	\$9,631	\$5,757	\$7,000	\$139	\$6,861	2.0%
166	CHRP Police Grant Fund	\$63,932	\$95,970	\$107,100	\$26,108	\$80,992	24.4%
169	CDBG/Senior Housing Feasibility Study Fund	\$0	\$29,550	\$52,100	\$0	\$52,100	0.0%
171	Prop. 49 After-School Program Grant Fund	\$95,597	\$81,921	\$85,000	\$35,494	\$49,506	41.8%
176	Safe Routes to School Grant Fund	\$49,701	\$59,147	\$89,100	\$31,661	\$57,439	35.5%
177	Justice Assistance Grant Fund	\$44,574	\$42,506	\$21,300	\$26,964	(\$5,664)	126.6%
180	Nuisance Abatement Fund	\$3,325	\$11,842	\$21,100	\$1,302	\$19,798	6.2%
181	Neighborhood Stabilization Program Grant Fund	\$769,183	\$1,005,692	\$555,700	\$186,112	\$369,588	33.5%
185	Sewer Maintenance Fund	\$254,070	\$660,083	\$390,200	\$88,213	\$301,987	22.6%
190	Storm Drain & Flood Channel Maint. Fund	\$213,942	\$225,493	\$218,500	\$120,182	\$98,318	55.0%
210	North Bay Aqueduct Debt Service Fund	\$72,616	\$73,640	\$73,700	\$37,333	\$36,367	50.7%
222	Victorian Harbor II Debt Service Fund	\$53,750	\$52,690	\$56,600	\$47,397	\$9,203	83.7%
225	Civic Center Debt Service Fund	\$260,968	\$259,180	\$261,700	\$238,921	\$22,779	91.3%
231	Highway 12 Debt Service Fund	\$321,200	\$321,508	\$322,200	\$55,652	\$266,548	17.3%
234	Fire Ladder Truck Acquisition Fund	\$117,194	\$117,195	\$537,100	\$58,597	\$478,503	10.9%
300	Park Development Fund	\$25,175	\$111,091	\$202,000	\$167,187	\$34,813	82.8%
302	Parks & Facilities Capital Projects Fund	\$63,228	\$31,884	\$31,900	\$0	\$31,900	0.0%
320	Municipal Facilities Improvement Fund	\$279,218	\$103,670	\$403,300	\$390,573	\$12,727	96.8%
328	Senior Center Improvements Fund	\$0	\$2,170	\$732,800	\$7,558	\$725,242	1.0%
420	Lawler Ranch MAD Fund	\$164,781	\$237,157	\$571,900	\$277,479	\$294,421	48.5%
422	Marina Village Dredging MAD Fund	\$1,899	\$1,889	\$2,000	\$952	\$1,048	47.6%
425	Blossom Meadows MAD Fund	\$10,781	\$14,034	\$15,700	\$6,380	\$9,320	40.6%
430	Heritage Park MAD Fund	\$175,804	\$173,088	\$201,300	\$91,513	\$109,787	45.5%
435	Montebello Vista MAD Fund	\$40,406	\$41,737	\$45,100	\$22,603	\$22,497	50.1%
445	Peterson Ranch MAD Fund	\$127,857	\$153,819	\$194,600	\$63,469	\$131,131	32.6%
446	Peterson Ranch CFD No. 1 Fund	\$90,775	\$93,099	\$96,300	\$48,077	\$48,223	49.9%
448	Railroad Avenue MAD Fund	\$2,006	\$1,565	\$10,300	\$3,133	\$7,167	30.4%

Budget Summary by Fund - Expenditures Only
Suisun City; Fiscal Year 2011-12

Attachment 4
Pct. Of Year: 50.0%

<u>Fund</u>	<u>Dept.</u>	<u>FY 2009-10</u> <u>Actual</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Amended</u>	<u>FY 2011-12</u> <u>Yr-To-Date</u>	<u>FY 2011-12</u> <u>Balance</u>	<u>Pct.</u> <u>Spent</u>
449	Victorian Harbor Dredging MAD Fund	\$2,905	\$2,908	\$3,100	\$3,054	\$46	98.5%
453	Victorian Harbor MAD Zone A Fund	\$62,203	\$71,662	\$72,000	\$37,136	\$34,864	51.6%
454	Victorian Harbor MAD Zone B Fund	\$18,538	\$22,355	\$23,600	\$8,383	\$15,217	35.5%
455	Victorian Harbor MAD Zones C & D Fund	\$242,693	\$243,641	\$260,600	\$132,352	\$128,248	50.8%
458	Victorian Harbor MAD Zone E Fund	\$33,889	\$44,179	\$48,400	\$22,733	\$25,667	47.0%
459	Victorian Harbor MAD Zone F Fund	\$55,663	\$52,372	\$68,800	\$22,047	\$46,753	32.0%
460	Highway 12 Landscape Contract Fund	\$44,619	\$50,439	\$46,100	\$21,842	\$24,258	47.4%
461	Suisun City CFD No. 2 Fund	\$355,352	\$364,550	\$373,000	\$186,268	\$186,732	49.9%
462	CFD No. 2 Tax Zone 2 (McCoy Creek) Fund	\$1,766	\$1,859	\$3,000	\$900	\$2,100	30.0%
464	McCoy Creek Parking Assessment District Fund	\$1,357	\$1,475	\$5,600	\$687	\$4,913	12.3%
465	CFD No. 2 Tax Zone 1 (Amberwood) Fund	\$4,062	\$7,659	\$50,600	\$2,470	\$48,130	4.9%
466	CFD No. 2 Tax Zone 3 (Peterson Ranch) Fund	\$1,030	\$1,051	\$1,200	\$524	\$676	43.7%
467	CFD No. 2 Tax Zone 5 (Summerwood) Fund	\$6,916	\$3,444	\$4,600	\$963	\$3,637	20.9%
705	Vehicle Maintenance Fund	\$119,272	\$135,193	\$297,000	\$28,692	\$268,308	9.7%
706	Vehicle Acquisition Fund	\$124,294	\$124,371	\$1,106,900	\$55,586	\$1,051,314	5.0%
710	Computer Network Maintenance Fund	\$192,756	\$210,521	\$308,400	\$110,532	\$197,868	35.8%
713	Public Works Maintenance Fund	\$977,872	\$1,185,534	\$1,289,800	\$610,143	\$679,657	47.3%
715	Liability Self-Insurance Fund	\$271,089	\$257,980	\$265,000	\$297,009	(\$32,009)	112.1%
721	Recreation Trust Fund	\$8,104	\$8,620	\$8,500	\$20,569	(\$12,069)	242.0%
750	Workers' Comp. Self-Insurance Fund	\$121,467	\$540,440	\$972,000	\$289,627	\$682,373	29.8%
765	Unemployment Self-Insurance Fund	\$36,535	\$18,122	\$45,100	\$20,384	\$24,716	45.2%
900	RDA Administration Fund	\$1,695,732	\$1,553,526	\$1,055,400	\$541,489	\$513,911	51.3%
905	RDA Housing Set-Aside Fund	\$12,641,743	\$3,761,533	\$2,150,600	\$448,566	\$1,702,034	20.9%
907	RDA Almond Gardens Fund	\$1,291,548	\$353,067	\$317,400	\$49,857	\$267,543	15.7%
908	RDA Asset Management Fund	\$172,880	\$208,109	\$237,400	\$119,188	\$118,212	50.2%
909	RDA Marina Operations Fund	\$603,229	\$612,635	\$653,500	\$275,990	\$377,510	42.2%
912	RDA Acquisition & Disposition Fund	\$48,769	\$48,770	\$48,800	\$48,800	\$0	100.0%
919	Marina Fuel Fund	\$59,800	\$58,219	\$70,800	\$39,472	\$31,328	55.8%
920	RDA Capital Projects Fund	\$503,237	\$738,402	\$20,000	\$226	\$19,774	1.1%
932	HA Section 8 Operating Fund	\$2,461,873	\$2,448,433	\$2,607,800	\$1,282,054	\$1,325,746	49.2%
937	HA HOME Rehabilitation Loan Fund	\$0	\$0	\$82,000	\$0	\$82,000	0.0%
945	HA Administration Fund	\$926,391	\$1,015,766	\$1,344,700	\$548,823	\$795,877	40.8%
950	RDA Tax Increment Fund	\$20,257,174	\$21,291,323	\$12,023,200	\$5,629,865	\$6,393,335	46.8%
951	RDA 1998 Bond Fund	\$56,849	\$769	\$800	\$0	\$800	0.0%
953	RDA 2003-A Bond Fund	\$199,780	\$413,610	\$19,200	\$0	\$19,200	0.0%
966	RDA Housing Set-Aside Projects Fund	\$5,953,767	\$850,822	\$1,170,300	\$23,918	\$1,146,382	2.0%
974	RDA Harbor Theater Fund	\$4,798	\$526	\$52,200	\$13,303	\$38,897	25.5%
Grand Total		\$68,708,420	\$53,417,742	\$54,862,600	\$20,332,413	\$34,530,187	37.1%

* Non-Department (NON) in the General Fund includes \$5,767,700 in Reserves, shown in the Amended column.

RESOLUTION NO. 2012-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE 5th AMENDMENT TO THE ANNUAL APPROPRIATION
RESOLUTION NO. 2011-62 TO APPROPRIATE FUNDS FOR MID-YEAR BUDGET
ADJUSTMENTS PRIMARILY DUE TO THE STATE'S DISSOLUTION OF THE
REDEVELOPMENT AGENCY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUISUN CITY:

THAT Section 136 of Part III of the Annual Appropriation Resolution No. 2011-62 be and is hereby amended as follows:

		<u>Increase/ (Decrease)</u>
TO:	COMMUNITY DEVELOPMENT DEPARTMENT	\$ <u>100,000</u>
	CEC Energy Conservation	
	TOTAL Section 136	\$ <u>100,000</u>

THAT Section 177 of Part III of the Annual Appropriation Resolution No. 2011-62 be and is hereby amended as follows:

		<u>Increase/ (Decrease)</u>
TO:	POLICE DEPARTMENT	\$ <u>8,000</u>
	Police Operations	
	TOTAL Section 177	\$ <u>8,000</u>

THAT Section 715 of Part III of the Annual Appropriation Resolution No. 2011-62 be and is hereby amended as follows:

		<u>Increase/ (Decrease)</u>
TO:	ADMINISTRATIVE SERVICES DEPARTMENT	\$ <u>100,000</u>
	TOTAL Section 715	\$ <u>100,000</u>

THAT Section 721 of Part III of the Annual Appropriation Resolution No. 2011-62 be and is hereby amended as follows:

		<u>Increase/ (Decrease)</u>
TO:	RECREATION & COMMUNITY SERVICES DEPARTMENT	\$ <u>23,200</u>
	Recreation	
	TOTAL Section 721	\$ <u>23,200</u>

THAT account titles and numbers requiring adjustment by this Resolution are as follows:

	<u>Sources</u>	<u>Uses</u>
<u>CEC/AB811 Energy Conservation Loans Fund</u>		
Revenues:		
A/C No. 136-76950-3471 Grant Revenues	\$ 100,000	\$ -

Appropriations:			
A/C No. 136-91140-3471	Other Professional Services	\$ -	\$ 100,000
	Total CEC/AB811 Energy Loans Fund	\$ 100,000	\$ 100,000

Justice Assistance Grant Fund

Revenues:			
A/C No. 177-70701-0000	Beginning Balance	\$ 8,000	\$ -
Appropriations:			
A/C No. 177-90160-2418	Salary Transfers	\$ -	\$ 8,000
	Total Justice Assistance Grant Fund	\$ 8,000	\$ 8,000

Liability Self-Insurance Fund

Revenues:			
A/C No. 715-00000-0000	Use of Reserves	\$ 80,000	\$ -
A/C No. 715-79415-1770	Subrogation Proceeds	\$ 20,000	\$ -
Appropriations:			
A/C No. 715-91110-1770	Legal Services	\$ -	\$ 30,000
A/C No. 715-91345-1770	Insurance Expense	\$ -	\$ 50,000
A/C No. 715-91431-1770	Contract Services/Other	\$ -	\$ 20,000
	Total Liability Self-Insurance Fund	\$ 100,000	\$ 100,000

Recreation Trust Fund

Revenues:			
A/C No. 721-00000-0000	Use of Reserves	\$ 18,200	\$ -
A/C No. 721-77510-8614	Recreation Program Fees	\$ 5,000	\$ -
Appropriations:			
A/C No. 721-90160-8612	Salary Transfers	\$ -	\$ 23,200
	Total Fund	\$ 23,200	\$ 23,200

THAT the purpose is to appropriate funds for Mid-Year budget adjustments. In the case of Funds 136, 177 and 721, there are existing or anticipated revenues to offset the increased appropriations. In the case of Fund 715, a much higher insurance premium than expected, as well as a small number of high exposure claims (meaning we may pay our full \$25,000 Self-Insured Retention amount) have impacted the fund more than originally budgeted. Additional use of Reserves will be used for now, but a higher Interdepartmental Charge is expected for next fiscal year.

ADOPTED AND PASSED at a regular meeting of the City Council of the City of Suisun City duly held on the 7th day of February, 2012 by the following vote:

AYES:	COUNCILMEMBERS
NOES:	COUNCILMEMBERS
ABSENT:	COUNCILMEMBERS
ABSTAIN:	COUNCILMEMBERS

WITNESS my hand and seal of the said City this 7th day of February, 2012.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: February 7, 2012

CITY AGENDA ITEM: Council Adoption of Resolution No. 2012 - __: Authorizing the Recruitment of an Accountant, One Police Officer, and Two Reserve Police Officers.

FISCAL IMPACT: The incumbent in the Accountant position will retire effective March 30, 2012. The position is currently budgeted at the top step of the pay range. Thus, upon approval of the City Council, the hiring of a new Accountant would likely result in a savings of about \$15,000 to \$20,000 this fiscal year as a result of the temporary vacancy and the hiring of a replacement, who would start at a lower pay step.

Likewise, the incumbent in the Police Officer position will be accepting a new job offer with another agency anticipated to be in March 1, 2012. The position is currently budgeted at the top step of the pay range. Upon approval of the Council, the hiring of a new police officer could result in a savings of about \$25,000 when hiring a replacement at a lower step.

Contingent upon approval by the Council, the Police Department would recruit and hire two Reserve Police Officers, who would work for no compensation. The only costs would be equipment and a four-month training program, which would cost approximately \$2,000 for each officer (\$1,600 for training and \$400 for equipment). The other cost associated with the hiring of the two officers would be the normal Worker's Compensation liability that the City has for all its employees in the event an employee is injured.

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

STAFF REPORT:

Accountant

The Accountant position plays a critical role in the operation of the Administrative Services Department. The position is responsible for the bank reconciliation, payroll reconciliation, monthly close-outs, inter-program reallocations, assisting with the annual audit, assisting with grant accounting/reporting, and ensuring separation of duties.

The incumbent is expected to perform professional accounting work, recording, and reporting of financial transactions; to ensure budgeting control for assigned funds and City Departments; to review accounts payable, payroll and other fiscal records; and to prepare financial report statements and analyses.

PREPARED BY:

Mark Joseph, Financial Services Manager
Ed Dadisho, Police Chief

REVIEWED/APPROVED BY:

Suzanne Bragdon, City Manager

The Administrative Services Department is a relatively small department, yet it is required to perform a full range of accounting functions of much larger city organizations. If we do not maintain an adequate level of professional accounting support, we could risk problems with disallowed costs for grants or qualified opinions in our outside audits. Thus, staff is recommending the City Council authorize the recruitment and hiring of an Accountant.

Police Officer

Officer Mike Shephard recently received a conditional job offer for the BART Police Department, and is expected to leave on March 1, 2012. At the beginning of this fiscal year, the Police Department voluntarily froze one authorized position to help with the fiscal issues the City is facing. Due to the fiscal issues the City is facing with the RDA, the City has frozen two more Police Officer positions for a total of three sworn positions.

The Police Chief has established minimum staffing levels in the General Orders which is one sergeant and two officers on every shift. With the Department having three frozen positions and one anticipated vacancy, officers will be assigned mandatory Overtime to fill those vacancies. Our Department is currently working the 3/12 schedule. Any forced Overtime could have an impact on officer fatigue and morale. Although Overtime saves the City money by not having to pay PERS benefits for an additional officer, the savings is estimated at only 7% above what we would pay an officer to work Overtime.

Another alternative that Council may consider to not filling the vacancy is to have a reduction of services by eliminating the School Resources Officer assignment and bringing that officer back into the patrol assignment. However, the Department may lose some or all of the \$42,000 funding from the Fairfield Suisun Unified School District. Staff is requesting the authority to establish a Police Officer eligibility list, and for the City Manager to determine when to fill the vacancy based on fiscal constraints and consultation with the Police Chief.

Reserve Police Officers

Reserve Police Officers bring many benefits to the City by virtue of their working in a uniformed assignment for no compensation. The Department would only recruit those officers who have the required training from POST and have been issued a Basic POST Certificate. The officers would have to go through a Field Training Officer (FTO) program for 16 weeks (four months), but due to their commitments at their other jobs (if any), they normally would work one or two days a week, prolonging their completion of the FTO by several weeks. Nevertheless, the Department would have the benefit of having an extra uniformed officer on the streets with a training officer during the FTO period. After completing the FTO, the Reserve Police Officer can go out on his/her own to cover a beat. The Reserve Police Officers are required to work a minimum of two shifts per Deployment Period.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2012 - __: Authorizing the Recruitment of an Accountant, One Police Officer, and Two Reserve Police Officers.

ATTACHMENTS:

1. Resolution No. 2012 - __: Authorizing the Recruitment of an Accountant, One Police Officer, and Two Reserve Police Officers.

RESOLUTION NO. 2012 - ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE RECRUITMENT OF AN ACCOUNTANT,
ONE POLICE OFFICER, AND TWO RESERVE POLICE OFFICERS**

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

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

WHEREAS, the Police Department will have one Police Officer vacancy anticipated beginning March 1, 2012; and

WHEREAS, the Police Department has established minimum staffing levels within its General Orders of one sergeant and two officers for each shift; and

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

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

WHEREAS, the Reserve Police Officers are beneficial to the Police Department in bolstering the uniformed presence; and

WHEREAS, the costs associated with the hiring of Reserve Police Officers are minimal; and

WHEREAS, the Accountant position is essential to the operation of the City's Administrative Services Department; and

WHEREAS, the current budget contemplates the Accountant position is filled, and the hiring of an Accountant would likely result in a modest savings relative to the adopted budget for FY 2011-12.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the recruitment of an Accountant in the Administrative Services Department, and two Reserve Police Officers in the Police Department.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to establish a Police Officer eligibility list, and the City Manager authorized to determine when to fill the vacancy based on fiscal constraints and consultation with the Police Chief.

PASSED AND ADOPTED by the City Council of the City of Suisun City at a regular meeting thereof held on the 7th day of February 2012 by the following vote:

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

WITNESS my hand and the seal of said City this 7th day of February 2012.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: February 7, 2012

CITY AGENDA ITEM: Council Discussion and Direction Regarding Special Events

FISCAL IMPACT: None

STAFF REPORT: In November, Mayor Sanchez appointed Councilmembers Day and Derting to sit as an Ad Hoc Committee on Special Events. The Ad Hoc Committee invited a number of community members to participate in developing a strategy to preserve special events, the funding for which was cut from the FY2011-12 budget due to the State elimination of redevelopment.

Through a number of meetings, the Ad Hoc Committee focused on preserving two major events – Independence Day Spectacular (July 4, 2012) and Christmas at the Waterfront. While holding the full schedule of events was discussed, it was deemed to be an impractical option for 2012 given the significant funding challenges. Priority was placed on the July 4th celebration, because it draws the most people to the City and the need to move quickly for sufficient fund-raising.

The work of the Ad Hoc Committee has come to a point where City Council discussion and direction is required on two major questions:

- Has the Ad Hoc Committee secured sufficient pledges of financial support to move forward with the Independence Day Spectacular for July 4, 2012?
- Would the City Council like to pursue an ordinance change legalizing the sale of safe ‘n’ sane fireworks within City limits as a means to raise funds to support future events?

July 4, 2012

The Ad Hoc Committee identified two challenges with regard to continuing the Independence Day Spectacular:

- Securing sufficient seed money to enter fireworks and entertainment contracts for the July 4, 2012, event, then raising the full balance of the event cost.
- Securing an ongoing funding source to support the event in future years.

The July 4th celebration costs between \$80,000 and \$100,000 annually to produce. Through personal outreach to about 20 regional community-minded businesses and organizations, members of the Ad Hoc Committee have secured pledges of financial support of about \$25,000 to date, including a \$10,000 matching challenge grant from PG&E. Several companies and other organizations are considering requests for support but have not yet responded. An updated pledge tally will be presented at the Council meeting.

PREPARED BY:

Scott Corey, Marketing Manager

REVIEWED/APPROVED BY:

Jason Garben, Economic Development Director

Suzanne Bragdon, City Manager

Two residents with experience in sponsorship programs assisted in producing a funding and outreach plan to guide the fund-raising for the events with the ultimate goal of fully funding the July 4, 2012 event. Included in the funding plan is an overall fund-raising effort involving many local non-profit groups and residents who may be able to donate small amounts, but that could aggregate to a significant amount. With no City funds available to pay for the event, the fund-raising effort would need to collect at least \$80,000 for the event. The vast majority of those funds would need to be collected before the event itself to ensure the City could meet its contractual obligations. Elements of the event could be scaled to the amount of funding available; for example, producing a fireworks show but not having the same level of vendor participation and bands as previous years, or shortening the entertainment leading up to the fireworks show.

The Ad Hoc Committee would like Council direction on several courses of action related to the July 4, 2012 event:

- Is the pledge of about \$25,000 in financial support sufficient to allow the 2012 event to move forward at this point?
- Would the Council prefer to wait another two weeks to allow additional pledges to come forward before making a final decision on the 2012 event?

Fireworks Sales

While the short-term funding challenge for the 2012 Independence Day Spectacular is being addressed with a sponsorship drive, the Ad Hoc Committee was uncomfortable relying solely on annual sponsorships to underwrite events in future years. The Ad Hoc Committee preferred to identify a more stable source of funding that could be augmented by ongoing sponsorship relationships. To that end, staff investigated the option of legalizing the sale and use of safe 'n' sane fireworks within City limits.

In recent years, cities across California have legalized fireworks sales to raise funds for community needs, augment enforcement of laws banning illegal fireworks and reduce the use of dangerous illegal fireworks within their communities. While varying on some details, the ordinances all include a fairly consistent operational scenario:

- One or two fireworks manufacturers are recruited to provide the sales material within the community.
- The companies help locate fireworks stand locations that are likely to prove profitable.
- The City advertises for and selects local non-profit organizations interested in operating the stands as a fund-raiser for their organization.
- The fireworks company works with the selected non-profits on proper handling of the inventory, sales procedures and provides the fireworks for sale on consignment.
- The City sets the hours of operation.
- The City may require a surcharge on the sales for a specific City purpose, and/or require non-profits to turn over a set percentage of the sales proceeds to the City for a specific City purpose.

- State law proscribes the sales of legal fireworks to June 28 through July 6 only.

Given the typical scenarios from other communities, it is anticipated legal fireworks sales in Suisun City would support approximately four stand locations, and gross about \$200,000. Funding the City would secure from these sales would be segregated for events purposes only, and serve as the seed money for future events. Additional sponsorships or profit-oriented aspects of the events could be instituted.

To allow legal fireworks sales in Suisun City in 2012, time is of the essence. Several model ordinances exist to facilitate the adoption of a local ordinance. To proceed, the Ad Hoc Committee would like Council direction regarding:

- The Council's desire to allow legal fireworks sales in Suisun City.
- Any specific situations or aspects of such sales the Council would want to see addressed in an ordinance legalizing such sales. For example, some non-profits could be given selection priority (e.g. school-based, youth-oriented, etc.), or the City may want to proscribe areas where even legal fireworks would not be allowed, such as City parks.

The Council's guidance will guide staff in drafting an ordinance that will be returned to the Council for further consideration at a future date.

RECOMMENDATION: It is recommended that the City Council discuss options related to the continuation of special events and provide direction on how to proceed.