



CITY COUNCIL

Pedro "Pete" M. Sanchez, Mayor  
Lori Wilson, Mayor Pro-Tem  
Jane Day  
Michael J. Hudson  
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, MARCH 1, 2016  
7:00 P.M.**

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

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**NOTICE**

*Pursuant to Government Code Section 54953, Subdivision (b), the following Council/Successor Agency/Housing Authority includes teleconference participation by Councilmember Jane Day from: 301 Morgan Street, Suisun City, CA 94585.*

(Next Ord. No. – 740)  
(Next City Council Res. No. 2 016 – 15)  
Next Suisun City Council Acting as Successor Agency Res. No. SA2016 – 02  
(Next Housing Authority Res. No. HA2016 – 01)

**ROLL CALL**

Council / Board Members  
Pledge of Allegiance  
Invocation

**PUBLIC COMMENT**

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

**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.)*

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

1. Mayor/Council - Chair/Boardmembers
2. City Manager/Executive Director/Staff
  - a Report – Fireworks, Non-Profit Lottery – (O'Brien)
  - b Traffic Committee Quarterly Report – (O'Brien).

DEPARTMENTS: AREA CODE (707)

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

**PRESENTATIONS/APPOINTMENTS**

*(Presentations, Awards, Proclamations, Appointments).*

3. Introduction and Swearing-in of new Suisun City Police Officer Eric Vera – (Mattos).
4. Moving Solano Forward – Phase II – (Sean Quinn).

**CONSENT CALENDAR**

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

5. Council Adoption of Resolution No. 2016-\_\_\_: Supporting the Designation of the Solano Recycling Market Development Zone (RMDZ) – (McSorley).

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

6. Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on February 16, 2016 – (Hobson).

**GENERAL BUSINESS****City Council**

7. Initiation of Development of FY 2016-17 Suisun City Financial Plan – (Anderson/Garben).
  - a. Presentation of the Financial Position of the City through the FY 2015-16 Mid-Year Budget Update, FY 2016-17 Preliminary Projected Base Budget; and
  - b. Council Adoption of Resolution No. 2016-\_\_\_: Adopting the 9<sup>th</sup> Amendment to the Annual Appropriation Resolution No. 2015-79 to Appropriate Mid-Year Budget Adjustments for Additional Costs in Various Accounts Organization Wide.
8. Discussion and Direction: Community Engagement and Empowerment in Developing a Short-Term (FY 2016-17) and Longer-Term (FY 2017-18) Strategic and Financial Plan for Suisun City - (Bragdon/Anderson).
9. Discussion and Direction: Sale of Residual Parcel, Marina Boulevard at Lotz Way – (McSorley).

**ADJOURNMENT**

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

**PLEASE NOTE:**

1. The City Council/Agency/Authority hopes to conclude its public business by 11:00 P.M. Ordinarily, no new items will be taken up after the 11:00 P.M. cutoff and any items remaining will be agendized 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 Suisun City Hall, 701 Civic Center Boulevard, Suisun City, CA. Agendas may be posted at other Suisun City locations including the Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA, and the Suisun City Senior Center, 318 Merganser Drive, Suisun City, CA.

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of March 1, 2016 was posted and available for review, in compliance with the Brown Act.

## CITY COUNCIL

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## CITY OF SUISUN CITY

701 Civic Center Blvd.  
 Suisun City, California 94585  
 Incorporated October 9, 1868

### MEMORANDUM

#### Council Report

**To:** City Council, Suzanne Bragdon, City Manager

**From:** Michael O'Brien, Fire Chief

**Date:** March 1, 2016

**RE:** 2015 Fireworks Nonprofit Financials & Fireworks Lottery Results report to City Council

**In 2015, the Safe & Sane Fireworks sales results were:**

Non Profit Group	Gross sales	Sales Tax 7.625%	7% City Surcharge	Total Net Retail	TNT 50%	Group 48% of 50%	Suisun 52% of 50%	Group Expenses	Group Total Profit
First Christian Church Sunset	\$74,671	\$5,634	\$4,834	\$69,057	\$34,528	\$16,573	\$17,954	\$7,013	\$9,560
Macadonia Church Walmart	\$63,471	\$4,496	\$3,858	\$55,116	\$27,558	\$13,227	\$14,330	\$8,085	\$5,141
North Bay Panthers Marina	\$125,224	\$8,871	\$7,611	\$108,741	\$54,066	\$25,951	\$28,114	\$9,391	\$16,706
<b>Totals</b>	<b>\$263,366</b>	<b>\$19,001</b>	<b>\$16,303</b>	<b>\$232,914</b>	<b>\$116,152</b>	<b>\$55,751</b>	<b>\$60,398</b>	<b>\$24,489</b>	<b>\$31,407</b>

DEPARTMENTS: AREA CODE (707)

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 SUCCESSOR AGENCY 421-7309 FAX 421-7366

**RE: 2015 Fireworks Nonprofit Financials & Fireworks Lottery Results Report to City council**

The sales tax and City surcharge for public safety is deducted from the gross.

By agreement, the wholesaler T-N-T Fireworks provides to the city \$3,500 “Premier Event Sponsorship” For the Fourth of July in exchange for a banner on the Plaza Stage. The City, purchases a banner to be displayed on the stage recognizing the wholesaler as the Premier Sponsor. In addition, recognition of the wholesaler as the Premier Sponsor of the event, including a logo provided by the wholesaler, that is included in all print material and online postings advertising the event.

T-N-T also absorbs the cost of several expenses for the nonprofits, rental costs for Marina & Hwy 12 site, 50% of location fees, license & fees, fire extinguishers, stand rental, storage container, and the credit card machines.

The nonprofits are responsible for all insurance costs and fees, credit card fees, and 50% of location fees.

**2016 Nonprofit lottery was held on March 24, 2016. The results were:**

**Suisun City Fireworks Lottery  
Drawing February 19, 2015**

Draw #	Site	Group	Wholesaler
1	TBA By Wholesaler	Macedonia Church of God & Christ, 425 Walters Rd	T-N-T Fireworks Sally Doerr
2		Crystal Music Boosters 400 Whispering Bay Way Suisun 94585	T-N-T Fireworks Sally Doerr
3		Suisun American Little League PO 1151 Suisun CA 94585	T-N-T Fireworks Sally Doerr
4		North Bay Panthers Youth Sports Organization PO 363 Suisun CA 94585	T-N-T Fireworks Sally Doerr
5		Alooma Temple #212 Ancient Egyptian Arabic Order Nobles of the Mystic	T-N-T Fireworks Sally Doerr
** 6		Fairfield - Suisun Bobby Sox PO Box 2903, Fairfield CA, 94533 ** Second Tier Draw ** Home of record Fairfield	T-N-T Fireworks Sally Doerr

In 2016, the lottery was held on February 24, 2016 at 10:00 am. In accordance with the administrative rules and procedures outlined in Resolution 2015-130 of the City Council.

**RE: 2015 Fireworks Nonprofit Financials & Fireworks Lottery Results Report to City council**

These rules include;

7. **Permittee selection process.** The process for selection of permittees to hold and use Fireworks Sales Permits shall be consistent with the following policy directives:

a. Only Qualified Applicants, as that term is defined in section 8.04.010 of the Municipal Code, shall be eligible to submit an application for a permit. Applicants are qualified on the basis of the following criteria:

- i. Organizations that have proved they are qualified by documentation of charitable nonprofit status with the State and IRS 501 3c. The organization bylaws or Articles of incorporation shall state organized for a charitable, educational, religious, or scientific purposes, and, a nonprofit organization.
- ii. Charitable organizations “Primarily Serving Suisun City Residents and Businesses,” as that phrase is defined in the Municipal Code, and are organized primarily to benefit youth, schools, veterans, or local businesses in Suisun City shall be given preference in the first lottery drawing.
- iii. The organization has at least 10 members that will staff the booth and a plan to keep the booth open for the full sales period.
- iv. Organizations with less than 10 members shall produce an agreement with another nonprofit organization for a joint application.

b. The lottery shall take place at a time, place, and manner determined by the Fire Chief in accordance with the administrative rules and procedures adopted by the Fire Chief. In **2016**, the lottery will be held on **February 24, 2016, at 10:00 am** in the Council Chambers.

- i. If three or less organizations with the above preference apply, these organizations will be drawn in a lottery to determine selection for available permits.
  - ii. The choice of fireworks stand sites will be drawn separately after the permits have been determined.
- ii. After the authorized number of permits has been awarded, the remaining qualified applicants shall be drawn in a second lottery as alternates. Each alternate, according to the order drawn, shall be offered a permit if one of the original permittees cannot meet the requirements of this Chapter or if a permittee voluntarily surrenders its permit.

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# SAFE & SANE FIREWORKS SALES

2015 NONPROFIT SALES

2016 NONPROFIT LOTTERY

# 2015, the Safe & Sane sales results



## Suisun City 2015 Fireworks Sales

Non Profit Group	Gross sales	Sales Tax 7.625%	7% City Surcharge	Total Net Retail	TNT 50%	Group 48% of 50%	Suisun 52% of 50%	Group Expenses	Group Total Profit
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# Sales Agreement

- Sales tax and City surcharge for public safety is deducted from the gross.
- T-N-T Fireworks provides
  - To the city \$3,500 “Premier Event Sponsorship”
- T-N-T also absorbs the cost of several expenses for the nonprofits
  - rental costs for Marina & Hwy 12 site, 50% of location fees, license & fees, fire extinguishers, stand rental, storage container , credit card machine rent
- Nonprofits are responsible for
  - all insurance costs and fees, credit card fees, Misc. costs, and 50% of location fees.

# 2016 Nonprofit lottery was held on March 24, 2016



Draw	Group
1	Macedonia Church of God & Christ, 425 Walters Rd
2	Crystal Music Boosters 400 Whispering Bay Way Suisun 94585
3	Suisun American Little League PO 1151 Suisun CA 94585
4	North Bay Panthers Youth Sports Organization PO 363 Suisun CA 94585
5	Alooma Temple #212 Ancient Egyptian Arabic Order Nobles of the Mystic
6 **	Fairfield - Suisun Bobby Sox PO Box 2903, Fairfield CA, 94533 ** Second Tier Draw **

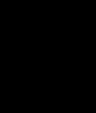


# Resolution 2015-130 of the City Council

- 7. **Permittee selection process.** The process for selection of permittees to hold and use Fireworks Sales Permits shall be consistent with the following policy directives:
- Applicants are qualified on the basis of the following criteria:
  - documentation of charitable nonprofit status with the State and IRS 501 3c.
  - Charitable organizations “Primarily Serving Suisun City Residents and Businesses,”
  - organized primarily to benefit youth, schools, veterans, or local businesses in Suisun City shall be given preference in the first lottery drawing.
  - The organization has at least 10 members that will staff the booth and a plan to keep the booth open for the full sales period.
  - Organizations with less than 10 members shall produce an agreement with another nonprofit organization for a joint application.



# QUESTIONS



CITY COUNCIL

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## CITY OF SUISUN CITY

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### MEMORANDUM

#### Council Report

**To:** City Council, Suzanne Bragdon, City Manager

**From:** Michael O'Brien, Fire Chief

**Date:** March 1, 2016

**RE:** Traffic Committee report to City Council

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The traffic Committee met on February 9, 2016 the following concerns were discussed;

1. Highway 12 at the Main Street overcrossing and the 3-way signal on Sunset and Railroad
  - o Public Works has received notification the traffic safety application for the warning sign on the overpass and the 3-way signal has been approved.
  - o Next step is the environmental report that Public Works is currently working on.
  - o Time line will be to design this year and construction late next year.
2. Pintail At Walters Traffic Signal
  - o The signal lights have been installed and the contractor will complete the punch list shortly.
  - o There is still work to be done on the landscaping
3. Vacant lot parking concerns
  - o The 8.9-acre site behind the post office was seeing many semi-trucks parking on this dirt lot. Our concerns were liability and possible hazardous material contamination to the soil the city would need to clean up before selling of this parcel. Public Works tried repairing the fence and signs to keep the trucks out to no avail. Public works borrowed the yellow plastic K-rail from Travis AFB for a trial basis. This barrier has proven to be very effective.

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- The 30-acre site at Hwy 12 and Marina is also attracting vehicle parking. Public Works will evaluate what protective measures should be placed on this lot to protect the city for future sales of this property.
4. Driftwood Drive near Crystal School
- Several complaints and concerns have been received about Driftwood Drive between Marina Blvd. and Whispering Bay Lane.
  - Complaints range from city busses speeding, double-parking, parking in the bike lane, and parking between the bulb outs in the no parking areas.
  - The Police and the School Resource Officer are working with the school, and doing special enforcement on the parking and speeding.
  - The radar will be deployed shortly.
  - Public Works will be working on the Safe Routes to Schools plan to redesign the street. Plans being considered are;
    - Remove the bike lane
    - Remove the current sidewalk and trees
    - Install a ten foot wide sidewalk that can be used for the pedestrian traffic and bicycles
    - Allow parallel parking on both sides of the street.
5. Other concerns
- Special enforcement ongoing
    - Klamath, Fulmar, Lawler Ranch, and Whistler Drive
    - Will be utilizing the radar trailer for these areas
  - Red light runners
  - Signal timing and failure of the signals to change late at night on Sunset by Heritage Park and Sunset Center.



# TRAFFIC COMMITTEE

March 1, 2016

# HWY 12 EAST AT MAIN STREET - TOP OF BRIDGE SUNSET @ RAILROAD 3 WAY SIGNAL



- Grant application for traffic safety approved by Caltrans
- Public Works working on EIR
- Design this year .... Construction late next year ??



15

- Pintail At Walters
- Signals Complete – Contractor to finish punch list

# VACANT LOT PARKING CONCERNS



16

- Post Office 10 acre site
- Sunset & Hwy 12 - 30 acre site

- Plastic "K-Rail" very effective
- Looking into signs



Item 2.b

# DRIFT WOOD DRIVE BY CRYSTAL SCHOOL

- Complaints –
  - Buses speeding
  - Double parking – parking on bulb outs
  - Jaywalking in middle of block
- PW working on Safe Routes to School
  - Sidewalk removal & Replace w/ 10' wide sidewalk
  - Park on school side



## OTHER CONCERNS ADDRESSED

- PD Special Enforcement Areas for Violators
  - Klamath, Fulmar, Lawler Ranch Pkwy, Whistler Dr.
  - Will be putting out the radar sign at different locations
- Petersen Parking signs PW working with PD
- Red Light runners Signal timing Hwy 12

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## QUESTIONS

## AGENDA TRANSMITTAL

**MEETING DATE:** March 1, 2016

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**CITY AGENDA ITEM:** Adoption of Council Resolution No. 2016-\_\_\_: Supporting the Designation of the Solano Recycling Market Development Zone (RMDZ).

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**FISCAL IMPACT:** There would be no fiscal impact resulting from this program.

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**BACKGROUND:** The Recycling Market Development Zone (RMDZ) Program provides assistance and low-interest loans to businesses that incorporate waste reduction, reuse or use of recycling or landfill-bound materials in the manufacturing of products and byproducts. Businesses must be located within a designated RMDZ to eligible for assistance and low-interest loans offered through the RMDZ Program.

Eligible projects must increase diversion of non-hazardous solid waste from California landfills and result in a meaningful net reduction in the amount of solid waste created from the production of the product. Many conventional lenders hesitate to fund recycling-based manufacturing because, in their view, it involves unproven technologies. Although the RMDZ Program requires the same types of collateral as a conventional lender, familiarity with the industry enables CalRecycle to finance new, yet promising, recycling technologies.

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**STAFF REPORT:** The Recycling Market Development Zone (RMDZ) Program combines recycling with economic develop to fuel new businesses, to expand existing businesses, to create jobs, and to divert waste from landfills. This Program provides loans, technical assistance and product marketing to businesses that use materials from the waste stream to manufacture their products and are located within a designated RMDZ. By adopting the proposed resolution, the City of Suisun City will be joining all other cities and the County in submitting the application to CalRecycle for the RMDZ designation.

The goal of the RMDZ Program is to reduce waste and increase both reuse and diversion of landfill materials by driving regional market demand for those materials as manufacturing feedstock. Recycling-content manufacturers aided by the RMDZ Program use about seven million tons of solid waste annually that would otherwise be disposed of in California landfills. Member jurisdictions of an RMDZ utilize a variety of tools and strategies to recruit new businesses and expand existing businesses. There are currently 36 RMDZ's in California. Some Zones consist of a single city or county, while other Zones consist of multiple cities and counties or combinations of the two. RMDZ Program requirements only allow designation of new Zones every ten years.

On behalf of those cities, Solano County reached out to neighboring existing RMDZ's to consider expansion of their Zone to include one or more Solano County cities contiguous with their county, as required by the RMDZ Program. Unfortunately, no county was willing to expand beyond their existing borders, since there would be no correlating increase in their Zone Incentive Fund for the additional administrative efforts. Since 2012, Solano Economic

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**PREPARED BY:**

Amanda Dum, Management Analyst I

**REVIEWED BY:**

Timothy McSorley, Public Works & Building Director/City Engineer

**APPROVED BY:**

Suzanne Bragdon, City Manager

Development Corporation (Solano EDC) and the cities of Benicia, Fairfield and Vallejo have met with businesses that have limited their interests to sites in cities and counties designated as RMDZ's. However, due to the lack of RMDZ designation within Solano County, those businesses choose to locate in counties designated as an RMDZ.

In June 2015, CalRecycle announced the opening of an application period for the designation of new Zones. Solano County coordinated with CalRecycle to present an outline of the RMDZ Program to the two primary stakeholder groups that would benefit for designation: 1) Solano EDC Economic Development subcommittee members, and 2) Solano County Integrated Waste Management Local Task Force. The RMDZ presentations resulted in members from both groups providing letters of support for pursuing the RMDZ designation for Solano County and all cities within Solano County. By adopting the resolution, the City of Suisun City will be joining all other cities and the County in submitting the application to CalRecycle for the RMDZ designation.

The initial funding for the RMDZ loan program came from the State's Integrated Waste Management account which is funded by landfill tipping fees. However, since 2006, this Program has been solely funded internally through loan repayments. Below is the outline of the RMDZ program presented by CalRecycle:

#### **Benefits of a Zone**

- Low-interest loans and business assistance for eligible businesses.
- Additional jobs.
- Increased local revenues.
- Expanded local markets for remanufactured products.
- Another local economic development tool.
- Green House Gas (GHG) emission reductions.
- Increased waste diversion AB 939 (50%) and SB 341 (75% goal).

#### **Zone and State Assistance**

- Foster better understanding/awareness of what "remanufacturing" businesses do.
- Provide business assistance with permitting, zoning, and feedstock sourcing.
- Low-interest loans/referral to other financing sources.
- Work with banks and other lenders to finance recycled market development projects.
- Promote businesses located in a zone.

#### **Loan Program Overview**

- Applications are evaluated on an individual basis by credit worthiness.
- 4% interest rate fixed.
- Term is up to 10 years, 15 years for real estate.
- No prepayment penalty cost.
- The cost of loan closing points shall be ½ percent, collected at the time loan funds are disbursed into escrow. RMDZ loan proceeds may be used to pay the points.
- Application fee is \$300.
- Maximum loan amount is \$2,000,000 for each loan, but no more than \$5,000,000 combined GHG and RMDZ loans. Recipient must provide 25% match at the time of loan funding.

**Use of Loan Funds**

- Purchase of machinery and equipment.
- Working capital.
- Real estate purchase (maximum of \$1,000,000).
- Real estate improvements associated with the installation/project.
- Refinance of onerous debt (debt with high interest rates and/or short terms) that jeopardizes and causes a negative impact on the borrower's cash flow.
- Payment of loan-closing points.

**Loan Eligibility**

- Private, for-profit entities.
- Nonprofit organizations.

**Eligible Projects**

- Waste Prevention.
- Reuse.
- Recycling.

**Ineligible Loan Applicants**

- Government entities.
- State and UC universities.
- Indian Tribes.
- Regional or local sanitation agencies and water agencies.

**Ineligible Projects**

- Buying reusable products.
- Reclamation of scrap metal.
- Collecting and/or sorting non-C&D recyclables (non-construction & demolition).
- Baling recyclables.
- Land application projects using mulch and/or compost.
- Electronic and/or hazardous waste projects.

**RMDZ Loan Recipient Example**

In 2012, Clean World Partners in Sacramento received \$2,000,000 from the RMDZ loan program to help fund anaerobic digestion equipment to recycle commercial liquid food and organic waste into gas and electricity. Project merits include:

- 12 new full-time jobs created.
- 25 tons of food residuals per day diverted from landfill.
- Annual production: More than 160,000 diesel gallon equivalents of natural gas per year and more than one million gallons of liquid fertilizer.

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**RECOMMENDATION:** It is recommended that the City Council adopt Resolution No. 2016-\_\_\_: Supporting the Designation of the Solano Recycling Market Development Zone (RMDZ).

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**ATTACHMENTS:**

1. Resolution No. 2016-\_\_\_: Supporting the Designation of the Solano Recycling Market Development Zone (RMDZ).

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**RESOLUTION NO. 2016-\_\_\_**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SUISUN CITY  
SUPPORTING THE DESIGNATION OF THE SOLANO RECYCLING MARKET  
DEVELOPMENT ZONE (RMDZ)**

**WHEREAS**, California Public Resources Code Section 42010, et seq. provides for the establishment of the Recycling Market Development Zone (RMDZ) program throughout the State which provides incentives to stimulate development of post-consumer and secondary materials markets for recyclables; and

**WHEREAS**, all California jurisdictions must meet a 50% reduction in landfill waste disposal as mandated by the California Integrated Waste Management Act (AB 939); and

**WHEREAS**, the continued development of local markets for recycled materials would reduce the need to transport them out of the region in the future; and

**WHEREAS**, the current and proposed waste management practices and conditions are favorable to the development of post-consumer and secondary waste materials markets; and

**WHEREAS**, the designation of a RMDZ in the City of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo, and unincorporated Solano County is dedicated to establishing, sustaining and expanding recycling-based manufacturing businesses, which is essential for market development and to assist these jurisdictions in meeting the established landfill waste reduction goals; and

**WHEREAS**, the designation as a RMDZ is necessary to facilitate local and regional planning, coordination, and support existing recycling-based manufacturing businesses, as well as attract private sector recycling investments to the RMDZ; and

**WHEREAS**, the City of Suisun City desires that existing and new recycling-based manufacturing businesses located within the RMDZ to be eligible for the technical and financial incentives associated with the RMDZ program; and

**WHEREAS**, the County of Solano may receive RMDZ program related payments as authorized by Public Resources Code; and

**WHEREAS**, the California Legislature has defined environmental justice as "the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies" [Government Code section 65040.12(e)], and has directed the California Environmental Protection Agency to conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the state [Public Resources Code section 71110(a)]; and

**WHEREAS**, CalRecycle has adopted a goal to continuously integrate environmental justice concerns into all of its programs and activities; and

**WHEREAS**, City of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo and unincorporated Solano County have agreed to submit an application to CalRecycle requesting designation as a RMDZ; and

**WHEREAS**, the County of Solano has agreed to act as Lead Agency for the proposed designation of the RMDZ; and

**WHEREAS**, in accordance with the California Environmental Quality Act (CEQA), the County of Solano has considered the potential adverse environmental effects that might occur as a result of the designation and determined that this project is exempt from CEQA and that there is no need to prepare an environmental document (Attachment A); and

**NOW, THEREFORE, BE IT RESOLVED** by the City of Suisun City City Council that the City of Suisun City approves the designation of Solano RMDZ as a RMDZ and directs the County of Solano to submit an application to CalRecycle requesting designation of Solano RMDZ as a RMDZ which includes the City of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo and unincorporated Solano County; and

**BE IT FURTHER RESOLVED** that the City of Suisun City approves receipt of any Recycling Market Development Zone related payments authorized by the Public Resources Code. The Solano County Director of Resource Management, or his/her designee, is hereby authorized to execute in the name of the City of Suisun City all documents necessary to secure payment and implement the associated activities; and

**BE IT FURTHER RESOLVED** that the City of Suisun City will administer the RMDZ program in a manner that seeks to ensure the fair treatment of people of all races, cultures and incomes, including but not limited to soliciting public participation in all communities within the RMDZ, including minority and low income populations.

The Solano County Clerk shall file a Notice of Exemption respecting this project with the State Clearinghouse pursuant to CEQA guidelines Section 15096(i).

**PASSED AND ADOPTED** by the said City Council at a regular meeting thereof on the 1<sup>st</sup> day of March, 2016, by the following vote:

**AYES:** \_\_\_\_\_  
**NOES:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_  
**ABSTAIN:** \_\_\_\_\_

**WITNESS** my hand and seal of the said City this 1<sup>st</sup> day of March, 2016.

\_\_\_\_\_  
Linda Hobson, CMC  
City Clerk

**NOTICE OF EXEMPTION**

OCT 21 2015

Birgitta E. Corsello, Clerk of  
the Board of Supervisors of  
the County of Solano, State  
of California

Deputy: Myra Chirula

To:  Office of Planning and Research  
P. O. Box 3044, Room 113  
Sacramento, CA 95812-3044

County Clerk, County of Solano

From: Department of Resource Management, 675 Texas Street, Suite 5500  
Fairfield, CA 94533

Project Title & Applicant: Solano County Designation as a Recycling Market Development Zone.

Project Location – Specific: All incorporated and unincorporated areas of the County of Solano.

Project Location – City: Benicia, Dixon, Fairfield, Rio Vista Suisun City, Vacaville, and Vallejo.

Project Location – County: Solano

Description of Nature, Purpose and Beneficiaries of Project: The Solano County Recycling Market Development Zone (RMDZ) program will provide the financial assistance and economic incentives to qualifying manufacturing businesses within the Zone.

Name of Public Agency Approving Project: Solano County

Name of Person or Agency Carrying Out Project: Department of Resource Management (Planning Division)

Exempt Status: (check one)

Ministerial (Sec. 21080(b)(1); 15268);

Declared Emergency (Sec. 21080(b)(3); 15269(a));

Emergency Project (Sec. 21080(b)(4); 15269(b)(c));

Categorical Exemption (State type and section number): Not a project; CEQA Guidelines, 15061(b)(3)  
"Common Sense Exemption"

Statutory Exemptions (State code number):

Reasons why project is exempt: The proposed project is not a project subject to CEQA – designation of a Recycling Market Development Zone and related program benefits offering lower interest loans, and resources for business outreach, staff training and marketing the program to eligible businesses manufacturing recycled products is not subject to CEQA, (definition of "Project" Sec. 20165). Any activities occurring within the RMDZ that may result in a physical change in the environment will be subject to further environmental assessment required as part of applicable development entitlement review processes for each city or unincorporated area in Solano County.

Lead Agency Contact Person: Narcisa Untal, Senior Planner Telephone number: (707) 784-6765

**If filed by applicant:**

1. Attach certified document of exemption finding.

2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: Narcisa Untal

Date: October 20, 2015

Signed by Lead Agency

Signed by Applicant

Date received for filing at OPR: Document Posted From

10-21-15 to 11-30-15  
Sandy Hoffer  
Deputy Clerk of the Board

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# MINUTES

## REGULAR MEETING OF THE SUISUN CITY COUNCIL

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

TUESDAY, FEBRUARY 16, 2016

7:00 P.M.

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

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#### **NOTICE**

*Pursuant to Government Code Section 54953, Subdivision (b), the following Council/Successor Agency/Housing Authority includes teleconference participation by Councilmember Jane Day from: 301 Morgan Street, Suisun City, CA 94585.*

#### **ROLL CALL**

Mayor Sanchez called the meeting to order at 7:00 PM with the following Council / Board Members present: Day, Hudson, Segala, Wilson and Sanchez.

Pledge of Allegiance was led by Mayor Pro Tem Wilson.

Invocation was given by City Manager Bragdon.

#### **PUBLIC COMMENT**

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

**Gail Lamkins, on behalf of the Crystal Band Boosters, commented on the selection process of the non-profits for the fireworks.**

#### **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.)*

#### **REPORTS: (Informational items only.)**

##### 1. Mayor/Council - Chair/Boardmembers

Council Member Day commented she is getting a lot of calls regarding the Christmas Tree downtown and we have a lot of holes in our streets that need to be addressed.

Council Member Hudson reported he attended the Fire Department Crab Feed and it was awesome and supported a good cause.

Council Member Wilson reported on the Fire Department Crab Feed and gave Kudos to the Fire Department for another successful event. On January 27, 2016, her sister was appointed to the City Council in Altoona, Pennsylvania. Requested staff to look at the requirements for filling a council vacancy at a special election or the next regular scheduled election.

Mayor Sanchez reported participating in the Solano Transportation Authority Telephone Town Hall meeting on February 9 with Supervisors Spering and Vazquez and Fairfield Mayor Price; and commented on the benefit of the tax measure to Suisun City.

2. City Manager/Executive Director/Staff

City Manager Bragdon reported attending the League of California Cities City Managers Department Meeting. Highway funding was discussed including analysis underway to identify and assess long term funding approaches; gas tax revenue dwindling per mile driven because of more fuel efficient vehicles. Quality of life as part an economic development tool was also a topic of interest.

**PRESENTATIONS/APPOINTMENTS**

*(Presentations, Awards, Proclamations, Appointments).*

3. Introduction of new Suisun City Recreation and Community Services Director Kris Lofthus - (Bragdon).

**City Manager Bragdon introduced new Suisun City Recreation and Community Services Director Kris Lofthus.**

4. Community Satisfaction Survey – (Bragdon).

Bryan Godbe, Godbe Research, presented the results of the Community Satisfaction Priorities Survey. Data collection was conducted during the month of November 2015 by telephone and online. Survey results indicate residents are satisfied with the quality of life in Suisun City. Concerns include reducing crime and law enforcement issues, as well as road repair service and increase service levels. A significant majority indicated their support for a general tax increase to enhance the services they found to be most important.

**CONSENT CALENDAR**

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

City Council

5. Council Adoption of Resolution No. 2016-11: Accepting the Annual Report of Development Fees (AB 1600 Report) for Fiscal Year Ending June 30, 2015 – (Anderson).

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

6. Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on January 12, 2016 and February 2, 2016 – (Hobson).

Joint City Council / Suisun City Council Acting as Successor Agency

7. Council/Agency approval of the January 2016 Payroll Warrants in the amount of \$338,793.26. Council/Agency Approval of the January 2016 Payable Warrants in the amount of \$974,622.55 – (Finance).

**Motioned by Council Member Day and seconded by Council Member Hudson to adopt the Consent Calendar. Motion carried by the following vote:**

**AYES: Council Members Day, Hudson, Segala, Wilson, Sanchez**  
**NOES: Council Member: None**

**GENERAL BUSINESS****City Council**

## 8. HEARING

Council Adoption of Resolution No. 2016-12: Placing Liens for Unpaid Waste Collection Service Charges on Certain Lands Situated in the City of Suisun City, County of Solano, State of California – (Anderson).

**Mayor Sanchez opened the hearing.**

**No one spoke.**

**Mayor Sanchez closed the hearing.**

**Motioned by Council Member Segala and seconded by Mayor Sanchez to adopt Resolution No 2016-12. Motion carried by the following vote:**

**AYES: Council Members Day, Hudson, Segala, Wilson, Sanchez**

**NOES: Council Member: None**

## 9. Discussion and Direction Regarding Pacific Gas &amp; Electric Community Pipeline Safety Initiative – (McSorley).

**Presentation was made by PG&E representative, Marvin Nushwat, Government Relations and PG&E Arborist Jennifer.**

**Mayor Sanchez left the meeting at 9:06 p.m.**

## 10. Partnerships to Improve Community Health (PICH) Grant Acceptance – (Bragdon).

a. Council Adoption of Resolution No. 2016-13: Authorizing the City Manager to Execute Necessary Documents Related to Suisun City's Participation in the Partnerships to Improve Community Health (PICH) Grant; and

b. Council Adoption of Resolution No. 2016-14: Adopting the 8<sup>th</sup> Amendment to the Annual Appropriation Resolution No. 2015-79 to Appropriate \$150,900 for the Partnerships to Improve Community Health Grant.

**George Guynn spoke in opposition to the PICH Grant, county health department should administer.**

**Motioned by Council Member Segala and seconded by Council Member Hudson to adopt Resolution No 2016-13 with Amendment and 2016-14. Motion carried by the following vote:**

**AYES: Council Members Hudson, Segala, Wilson**

**NOES: Council Member: Day**

**ABSENT: Council Members: Sanchez**

**PUBLIC HEARINGS** None**ADJOURNMENT**

There being no further business, Mayor Pro Tem Wilson adjourned the meeting at 9:23 PM.

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Linda Hobson, CMC  
City Clerk

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## AGENDA TRANSMITTAL

**MEETING DATE:** March 1, 2016

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**CITY AGENDA ITEM:** Initiation of Development of FY 2016-17 Suisun City Financial Plan:

- a. Presentation of the Financial Position of the City through the FY 2015-16 Mid-Year Budget Update, FY 2016-17 Preliminary Projected Base Budget; and
- b. Council Adoption of Resolution No. 2016-\_\_\_: Adopting the 9<sup>th</sup> Amendment to the Annual Appropriation Resolution No. 2015-79 to Appropriate Mid-Year Budget Adjustments for Additional Costs in Various Accounts Organization Wide.

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**FISCAL IMPACT:** This is an informational report regarding the financial condition of the City's General Fund and, as such, has no fiscal impact.

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**BACKGROUND:** Each year, in late February or early March, staff presents a Mid-Year Fiscal Review to the City Council, including an estimation of current year revenues and expenditures for the General Fund. The Mid-Year update provides the foundation for initiating the preparation of the FY 2016-17 budget.

FY 2015-16 marked the first year since FY 2007-08 the City adopted a structurally balanced budget, whereby ongoing revenues were not exceeded by ongoing expenditures. The City's ability to adopt a balanced budget is a result of the long-anticipated opening of Walmart, an improving economy, and cost-cutting measures that remain in place. The City has continued to maintain reserves consistent with its 20% policy, but the reserves are at risk as approximately \$1.75 million of the City's emergency reserve could be taken away by the State of California, if the City's lawsuit to keep the funds is unsuccessful.

Based on estimates developed from actual data over the first six months of the fiscal year, it is anticipated that the General Fund ending balance for FY 2015-16 will be approximately \$822,500 more than was budgeted as a result of a larger carryover from FY 2014-15 and higher than anticipated property tax revenues (most of the larger anticipated carry over is from one-time resources).

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**STAFF REPORT:** To help facilitate the policy discussion as we begin to develop Suisun City's FY 2016-17 Financial Plan, this report contains the following information:

- **Financial Position** – Mid-Year update of the FY 2015-16 General Fund estimated through June 30, 2016, with early projections of our fiscal condition for FY 2016-17.
- **Unmet Needs** – Essential City service needs such as police and fire protection services and equipment, improving rapid 911 emergency response times, repairing potholes and other staffing, infrastructure, and facilities needs identified in last year's budget workshop, cannot be addressed with current funding. Current revenues do not provide adequate funding for the staffing and infrastructure maintenance requirements of the following priorities:
  - Retaining seasoned police officers.
  - Improving emergency response time.

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**PREPARED BY:**  
**REVIEWED BY:**  
**APPROVED BY:**

Jason Garben, Development Services Director  
 Ronald C. Anderson, Jr. Assistant City Manager  
 Suzanne Bragdon, City Manager

- Providing critically needed fire trucks and adequate lifesaving equipment.
- Street Repair/Maintenance program.
- Proactively attracting and retaining local businesses.

**Attachment 1** provides further details about unmet staffing needs, and **Attachment 2** identifies many of the short-term and longer-term unmet infrastructure needs.

From this information, our hope is to begin to get a sense of Council's shorter- and longer-term interests and priorities, which will help guide staff through an assessment of alternative potential revenue-generating approaches available to meet or make progress on stated priorities.

Given what the City has been through over the past six years, and the remaining risks we face (i.e., \$1.75 million lawsuit against the Department of Finance (DOF), pension liabilities, declining sales taxes on gasoline, etc.), we all know that we are looking at a multi-year roadmap to stabilize our financial position and provide the level of essential service our residents and businesses desire and deserve.

Looking forward, what everyone in this community can agree on is that we do not want to become what we were back in 1988: Voted the Worst Community in the Bay Area.

## **FINANCIAL POSITION**

This section of the staff report is separated into three parts:

- A review of the FY 2015-16 Estimated General Fund based on six months of actual revenue collections and expenditures.
- Recommended FY 2015-16 budget amendments.
- A preliminary review of the projected base budget for the FY 2016-17 General Fund.

### **Review of the FY 2015-16 Estimated General Fund Budget**

General Fund Resources include the Beginning Balance (carryover from FY 2014-15), as well as ongoing revenues. Use of Resources includes expenditures for Personnel Services, Services & Supplies, Interdepartmental Charges, and Non-Recurring Costs.

#### **FY 2015-16 General Fund Beginning Balance**

The Ending Balance from FY 2014-15 was **\$304,100 more** than the assumption utilized in the FY 2015-16 Annual Budget. Thus, the estimated beginning balance for FY 2015-16 has been revised to \$2,670,100, which represents a 12.85% increase over the adopted budget amount of \$2,366,000.

#### **FY 2015-16 General Fund Revenues**

Based on projections from revenues received to date, staff anticipates the FY 2015-16 overall revenues are projected to be \$11,414,600, or approximately \$405,900 more than budgeted, primarily due to some one-time revenues associated with the City's share of funds from the dissolution of the former Redevelopment Agency. The primary changes to revenues by object (category) are as follows:

- Property Taxes – Based on updated County estimates, the City should collect about **\$344,000 more** than budgeted. Included in this object are one-time revenues that are a result of the payoff of the former redevelopment Agency's equity interest in the One Harbor Center Office building, the payoff of a note associated with 710 Kellogg Street, and a loan payment installment from the County associated with loan provided by the former

redevelopment agency that advanced funding for the construction of the Suisun City Library. A portion of the increase is also a result of more robust growth in assessed values, resulting in higher property tax revenue than was anticipated in the adopted budget, and the unanticipated cap on the County's pass-through payment which resulted in additional excess payments to the affected taxing entities (including the City).

- Sales Taxes – Based on the projections from HdL (the firm that provides sales tax revenue auditing services to the City), this revenue source will be approximately **\$76,900 more** than the adopted budget. This appears to be primarily the result of an aberration created by the final payment associated with the triple-flip calculation, which is terminating this fiscal year.
- Transient Occupancy Tax – TOT is up over 20% when July 1 through December 31 is compared year over year (FY 2014-15 to FY 2015-16) and continues to demonstrate robust growth. Thus, staff has conservatively increased the TOT revenue estimate to \$325,000 which is **\$15,200 more** than the adopted budget. If the growth experienced during the July through December period continues through the remainder of the fiscal year, the estimate would increase to \$352,800.
- Other Taxes – Other Taxes primarily consist of franchise taxes paid by Republic Services, Comcast, AT&T, and PG&E. This object is anticipated to be approximately \$34,000 more than budgeted due to increases in franchise tax receipts.
- Intergovernmental – Primarily due to a decrease in the estimate to Vehicle License Fee revenue, intergovernmental revenues are anticipated to be **lower by \$143,100** in FY 2015-16.

Charges for Services – It is anticipated that an increase of **\$100,600** will occur in this fiscal year for as revenues from private-sector construction, such as Zephyr Estates.

#### FY 2015-16 General Fund Use of Resources

Overall, staff expects minor savings in expenditures relative to the Adopted Budget:

- Personnel Services – Overall, Personnel Services Citywide are anticipated to end the year approximately **\$102,900 under** budget. This is primarily a result of a longer than anticipated vacancy with the Recreation and Community Services Director position into and the lower than anticipated increase in health care costs (an 8% increase was budgeted, yet the City realized approximately 3.6% increase), and savings on a number of new hires in retirement funding costs due to the California Public Employees' Pension Reform Act (PEPRA).
- Services & Supplies – In the Services and Supplies object, there is an anticipated **overage of approximately \$80,800**, which is primarily driven by Animal Control charges from the County, and higher than anticipated costs for plan-check reviews due to increased development activity. The plan-check reviews are funded from the increased fees received for these services.
- Interdepartmental Charges – In the Interdepartmental Charges object, there is an anticipated **overage of approximately \$43,800**, which is primarily driven by higher than anticipated costs associated with the new police department vehicle fleet.

- Non-Recurring Costs – A **savings of \$134,200** is anticipated and is largely the result of reallocating contingencies that were adopted as part of the budget to the appropriate objects where the expenditures would occur.
- Major Capital – No significant variation from the amended budget is expected.
- Reserves – Except for the challenge associated with the pending lawsuit against the Department of Finance, the General Fund is anticipated to have reserves of approximately **28 percent** of operating expenditures as of June 30, 2016. This exceeds the Council's adopted policy of 20 percent reserves by approximately \$841,000. However, if the \$1,750,000 is excluded, the reserve would fall to approximately \$1,262,700, or approximately 11.6% of operating expenditures, well below the Council's adopted policy, but consistent with other cities our size.

FY 2015-16 General Fund Amended and Estimates amounts may be found in Columns 4 and 5 respectively of Attachment 1.

#### Conclusions for Current Fiscal Year ending June 30, 2016

Because of the austerity measures implemented by Council throughout the recession, the City was able to balance the FY 2015-16 budget on these continued benefits.

The City has continued to maintain strong reserves in excess of the 20% reserve policy, but the reserves are at risk as approximately \$1.75 million of the City's Emergency Reserve could be taken away by the State of California, if the City's lawsuit to retain the funds is unsuccessful. Given the fiscal risks associated with the uncertainty of the pending lawsuit staff continues to keep a close watch on expenses.

Overall, based on estimates developed from actual data over the first six months of the fiscal year, it is anticipated the General Fund will end FY 2015-16 with an ending balance approximately \$822,500 more than was budgeted as a result of higher carryover than expected of \$304,100, a higher revenues than anticipated of approximately \$405,900, and lower than expected expenditures of approximately \$112,500.

#### Recommended Mid-Year Budget Adjustments

Included in the projected figures provided in Column 5 of Attachment 1 are adjustments included in the Attachment 2. :

- Animal Control – Increase in charges from the County of \$37,700 to operate the facility.
- Police Fleet – A total of \$43,800 higher than anticipated costs to maintain new vehicles.
- Police Phone/IT – Increase in ongoing costs previously not anticipated of \$12,600.
- Fire Truck Acquisition – Appropriating the entire cost (\$550,000) of acquiring a new additional fire engine from accumulated retained earnings in the Municipal Facilities Improvement Fund.

#### Preliminary Review of the Projected General Fund Base Budget for FY 2016-17

The following represents the preliminary projection of the FY 2016-17 Base General Fund budget compared with the FY 2015-16 Estimated General Fund:

### Potential General Fund Revenues – FY 2016-17

- Beginning Balance – Expected to be increased by about \$247,400,000 from FY 2015-16.
- Property Taxes – Preliminary projected increase of about 5%, however an overall reduction is anticipated compared to FY2015-16 Estimated due to one-time revenues from redevelopment agency.
- Sales Taxes – Expected to decrease by approximately \$87,200 based on decline in gas prices and anomalies associated with triple-flip termination.
- Transient Occupancy Tax – Moderate increase anticipated in light of recent explosive growth.
- Franchise Fees – Expected to increase about 2%.
- Licenses & Permits – Generally in line with FY2015-16 estimated budget.
- Motor Vehicle License Fees – Same 5% increase as Property Taxes.
- Miscellaneous – Generally in line with FY 2015-16 estimated budget.
- All other revenues – No change projected at this point.

Overall Revenues would be down about \$243,000, but bottom line Resources would only be up about \$99,600 due to the increase in the Beginning Balance.

### Potential General Fund Expenditures – FY 2016-17

- Salaries & Wages – Up about \$134,900 due to merit increases and new contracts in FY 2015-16.
- Overtime – Decrease of about \$127,900 due to the vacancies in FY 2015-16.
- Employee Benefits – PERS unfunded liability payment increase consists of the majority of the \$241,400 anticipated increase.
- Payroll Taxes – \$33,200 increase is largely anticipated to increase as a result of higher salaries and wages.
- Services & supplies – Expected to be generally in line with FY2015-16.
- Interdepartmental Charges – Overall increase of \$113,000 due to new cost allocation plan and IDC refinements.
- Non-Recurring Costs – Decreases reflect elimination of one-time costs such as City Hall and Harbor Theater improvement projects.

Overall, operating expenditures are projected to increase by a net \$309,300.

### Potential Ending Balance – FY 2016-17

The Ending Balance would be a decrease of about \$210,600 compared with FY 2015-16's Ending Balance. The Emergency Reserve would be about \$2,802,100 which would be about \$568,600 above the Council's 20% policy. It would result in an Emergency Reserve of about 25.1%. If the City loses the lawsuit with the DOF, the Emergency Reserve would be reduced by \$1,750,000, resulting in a remaining emergency reserve of approximately \$1,052,100, or 9.4%.

### FY 2016-17 Base Budget “Bottom Line”

Next year's budget probably can be balanced without a significant modification in the General Fund budget, but it would not have the capacity to address **any** unmet needs, such as: attracting, training and retaining qualified police officers, improving rapid 911 and volunteer fire department's emergency response time, providing critically needed fire trucks and adequate lifesaving equipment, and attracting and retaining local businesses.

**NEXT STEPS**

This is the initial step as we move forward with the development of the FY 2016-17 Budget. Together with Council's vision for Suisun City, we would also like to engage residents further to receive feedback to help guide the direction of next year's budget. In creating a more inclusive budget development process, it is important for Council to share its vision for Suisun City. Additionally, there is funding in the current budget to retain a consultant to undertake the detailed survey work to better gauge the community's budget priorities for Suisun City.

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**RECOMMENDATION:** It is recommended that the Council:

1. Receive the staff's presentation; and
  2. Provide discussion and direction on short- and mid-term needs, priorities, timing and process related to the development of the FY 2016-17 budget; and
  3. Adopt Resolution No. 2016-\_\_\_: Adopting the 9<sup>th</sup> Amendment to the Annual Appropriation Resolution No. 2015-79 to Appropriate Mid-Year Budget Adjustments for Additional Costs in Various Accounts Organization Wide.
- 

**ATTACHMENTS:**

1. Unmet Staffing Needs.
2. Unmet Infrastructure Needs.
3. FY 2015-16 General Fund Mid-Year Fiscal Review.
4. Council Adoption of Resolution No. 2016-\_\_\_: Adopting the 9<sup>th</sup> Amendment to the Annual Appropriation Resolution No. 2015-79 to Appropriate Mid-Year Budget Adjustments for Additional Costs in Various Accounts Organization Wide.

**ATTACHMENT 1****STAFFING REDUCTION SUMMARY**

Seventeen full-time permanent positions, across the City, have been frozen and left unfilled since the start of the economic downturn back in 2007 or so. Of our full-time staffing compliment, this represents a reduced workforce of roughly 20%. Cost savings from not filling these positions or under filling through part-time or contract, amount to over \$1.2 million in the General Fund and \$1.9 million Citywide. Many of these reductions hit in FY 2012-13 as a result of the loss of redevelopment.

As core positions/functions were lost, other staff stepped into the void resulting in many staff members wearing multiple hats. And while no service has been eliminated, service level lags are being experienced. Virtually all departments of the city have been impacted by these reductions. Below are examples of some of the most direct reduced staffing impacts.

<b>Department</b>	<b>Staffing Reduction</b>	<b>Impact</b>
Police	Two frozen Police Officer positions; filled SRO position through FSUSD funding, equivalent to one fewer Officer in the field.	One position assigned to Detectives versus two.
Police	Grant funded Traffic Officer frozen; workload shifted to grant funded overtime.	Dedicated Traffic Patrol provided on a limited basis.
Administrative Services	Financial Services Manager frozen; responsibilities shared by Accounting Supervisor and Development Services Director (i.e., budget.)	Reduces dedicated time to economic development especially during budget time.
Administrative Services	Management Analyst (personnel/liability) frozen; majority of responsibilities assigned to former Marketing Manager (reclassified to Management Analyst); recruitment support to Deputy City Clerk; Workers Comp to ACM.	Reduces dedicated time to marketing/social media/ public relations; eliminates “go to” position for CM/ACM.
Recreation & Community Services	Recreation Supervisor (facilities) frozen.	Corp Yard shifted to Building & PW Director; reduced Special Events.
Public Works Maintenance	Three out of 12 maintenance positions frozen.	Reduced frequency of recurring maintenance activities; no added landscape projects; reactive versus proactive.
Public Works Facilities	Elimination of part-time Building Maintenance Worker	Office custodial support shifted to “self-service”
Executive Team	Elimination of two full-time Department Heads through consolidations; reduction of office support staff by 1.5 positions.	Forces work to be more reactive in nature than proactive; forced to triage many issues because team is spread so thinly.

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## ATTACHMENT 2

**UNFUNDED NEEDS SUMMARY**

The short- and mid-term needs resulting from deferred maintenance, reduced equipment replacement funding and extending the life and use of vehicles and equipment longer, are significant and daunting. To provide an order of magnitude of the issues we face, like virtually all smaller- and mid-size communities, a summary table of annual needs, needs in the next one to two years, and needs beyond three years follows. Rough cost estimates are included. Costs associated with staffing have also been identified, recognizing that the services we provide to the community are, for the most part, people-driven.

<b>OVERVIEW OF PRIORITY UNMET SHORT- AND MID-TERM CAPITAL &amp; RESOURCE NEEDS **</b>		
Annual Needs	Annual street maintenance & repair	\$5,000,000(a)
	Annual building maintenance & repair	\$40,000
	Selective restoration of frozen positions	\$600K to \$1,000,000
Short-Term (1 to 2 Years)	Deferred building maintenance and repair	\$550,000
	Replacement Playground Equipment	\$200,000
	Acquisition of replacement fire engine (#2)	\$550,000
	Pierce Island Prep to support future dredging	\$100k - \$500,000
	Shortfall, 20% Emergency Reserve (if lose DOF)	\$1,750,000
	Almond Gardens capital repairs	TBD
	Addressing succession planning for 2 or 3 Execs	TBD
Mid-Term (3 to 5 Years)	Brush Engine Type 4 and Command SUV	\$220,000
	New Police communications system	\$400,000
	New Fire communications system	\$400,000
	New Accounting/budget/payroll/HR/UBC system	\$350,000
	Potential dredging shortfall (incl. Pierce Isl.)	\$1M - \$1.5M
	Unfunded liability GF, leave balances (retirees; partially offset by salary savings)	\$480,000
<p><b>**Note:</b> This list is meant to be illustrative, not exhaustive (consider parking lot surfacing/stripping, structural issues with promenade parking lot, storm drain system, sidewalks, landscaping, etc.) Likewise, grants do come around to address a myriad of needs – they just aren't "confirmable" for long-range planning purposes.</p> <p>(a) Supplemented by grant funding.</p>		

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**FY 2015-16 GENERAL FUND MID-YEAR FISCAL REVIEW**

FY 15 YTD through 1/31/15

	Column 1 FY 09 ACTUAL	Column 2 FY 10 ACTUAL	Column 3 FY 11 ACTUAL	Column 4 FY 12 ACTUAL	Column 5 FY 13 ACTUAL	Column 6 FY 14 ACTUAL	Column 7 FY 15 AMENDED	Column 8 FY 15 Mid Year ESTIMATED	Column 9 FY 15 Difference	Column 10 FY 15 HIGHLIGHTS
<b>RESOURCES</b>										
Beginning Balance	\$ 5,129,002	\$ 3,254,118	\$ 4,046,700	\$ 7,372,678	\$ 4,658,202	\$ 3,623,080	\$ 2,792,000	\$ 2,818,900	\$ 26,900	
Local Taxes										
Property Taxes	\$ 1,070,214	\$ 1,003,586	\$ 1,000,436	\$ 1,157,211	\$ 1,162,743	\$ 1,278,503	\$ 1,316,800	\$ 1,581,700	\$ 264,900	Based on County estimate.
Sales Taxes	\$ 994,170	\$ 921,662	\$ 859,749	\$ 1,003,761	\$ 1,353,938	\$ 1,278,473	\$ 1,208,200	\$ 1,106,000	\$ (102,200)	Based on HdL Projections and current receipts (currently same as AMND)
TOT	\$ -	\$ 89,524	\$ 194,401	\$ 205,485	\$ 221,629	\$ 257,453	\$ 275,000	\$ 292,200	\$ 17,200	Based on strong first 6 months of receipts
Other Taxes	\$ 889,735	\$ 841,393	\$ 844,941	\$ 824,947	\$ 791,644	\$ 824,941	\$ 818,600	\$ 818,600	\$ -	No change.
Subtotal Local Taxes	\$ 2,954,119	\$ 2,856,165	\$ 2,899,527	\$ 3,191,404	\$ 3,529,954	\$ 3,639,370	\$ 3,618,600	\$ 3,798,500	\$ 179,900	
Licenses & Permits	\$ 287,165	\$ 281,284	\$ 342,746	\$ 337,009	\$ 327,813	\$ 489,461	\$ 478,500	\$ 341,000	\$ (137,500)	
Fines & Forfeitures	\$ 210,683	\$ 219,724	\$ 231,636	\$ 265,382	\$ 241,116	\$ 226,999	\$ 243,000	\$ 202,700	\$ (40,300)	
Use of Money	\$ 736,210	\$ 3,679,563	\$ 985,065	\$ 285,311	\$ 185,024	\$ 201,742	\$ 193,300	\$ 193,300	\$ -	
Intergovernmental	\$ 3,226,845	\$ 2,627,482	\$ 2,603,689	\$ 2,457,847	\$ 2,322,995	\$ 2,439,173	\$ 2,669,300	\$ 2,758,600	\$ 89,300	Increase of VLF fees.
Charges for Services	\$ 776,018	\$ 838,199	\$ 757,357	\$ 807,109	\$ 781,416	\$ 1,039,751	\$ 925,300	\$ 802,000	\$ (123,300)	Softball/Senior Center Revenues Off
Intragovernmental	\$ 600,690	\$ 517,114	\$ 513,247	\$ 474,495	\$ 444,621	\$ 314,673	\$ 404,600	\$ 404,600	\$ -	No change.
Misc Revenues	\$ 49,712	\$ 12,922	\$ 703,960	\$ 11,423	\$ 137,412	\$ 15,469	\$ 19,400	\$ 112,600	\$ 93,200	Bond transaction and PG&E Revenues
Transfers In	\$ 559,519	\$ 1,197,035	\$ 4,470,767	\$ 1,058,185	\$ 708,853	\$ 707,184	\$ 844,800	\$ 844,800	\$ -	
Subtotal Revenues	\$ 9,400,961	\$ 12,229,488	\$ 13,507,994	\$ 8,888,165	\$ 8,679,204	\$ 9,073,822	\$ 9,396,800	\$ 9,458,100	\$ 61,300	
<b>TOTAL RESOURCES</b>	<b>\$ 14,529,963</b>	<b>\$ 15,483,606</b>	<b>\$ 17,554,694</b>	<b>\$ 16,260,843</b>	<b>\$ 13,337,406</b>	<b>\$ 12,696,902</b>	<b>\$ 12,188,800</b>	<b>\$ 12,277,000</b>	<b>\$ 88,200</b>	
<b>USE OF RESOURCES</b>										
Personnel Services										
Salaries & Wages	\$ 3,927,998	\$ 4,043,075	\$ 4,198,142	\$ 4,258,472	\$ 3,914,692	\$ 3,839,486	\$ 3,951,100	\$ 3,921,600	\$ (29,500)	CDD Elimination
Overtime	\$ 383,734	\$ 249,529	\$ 188,113	\$ 248,914	\$ 357,742	\$ 232,897	\$ 206,600	\$ 245,900	\$ 39,300	PD Overage Projected
Employee Benefits	\$ 1,815,473	\$ 1,856,847	\$ 2,089,745	\$ 2,166,201	\$ 2,156,233	\$ 2,117,445	\$ 2,272,900	\$ 2,159,700	\$ (113,200)	Kaiser Rate Decline (\$78,400 Health)
Payroll Taxes	\$ 394,438	\$ 362,626	\$ 368,636	\$ 362,949	\$ 314,651	\$ 351,753	\$ 526,800	\$ 500,200	\$ (26,600)	Workers Comp (\$26,900)
Subtotal Pers Svcs	\$ 6,521,643	\$ 6,512,077	\$ 6,844,636	\$ 7,036,536	\$ 6,743,318	\$ 6,541,581	\$ 6,957,400	\$ 6,827,400	\$ (130,000)	
Services & Supplies	\$ 2,065,648	\$ 1,869,855	\$ 1,951,836	\$ 1,936,026	\$ 1,966,823	\$ 1,833,157	\$ 1,796,100	\$ 1,840,300	\$ 44,200	PMC Contract \$50k
Interdepartmental Charges	\$ 418,469	\$ 418,552	\$ 547,305	\$ 626,429	\$ 626,476	\$ 686,721	\$ 795,600	\$ 795,600	\$ -	
Non-Recurring Charges	\$ 351,653	\$ 252,810	\$ 365,857	\$ 307,225	\$ 150,679	\$ 195,490	\$ 486,600	\$ 435,200	\$ (51,400)	GP Update
Subtotal Operating	\$ 9,357,413	\$ 9,053,294	\$ 9,709,634	\$ 9,906,216	\$ 9,487,296	\$ 9,256,949	\$ 10,035,700	\$ 9,898,500	\$ (137,200)	
Transfers Out	\$ 312,357	\$ 2,314,003	\$ 439,903	\$ 1,665,560	\$ 227,030	\$ 232,104	\$ 299,600	\$ 305,900	\$ 6,300	
Major Capital	\$ 1,584,316	\$ 68,609	\$ 18,007	\$ 29,910	\$ -	\$ 47,036	\$ 39,900	\$ 40,000	\$ 100	City's share of the new Animal Shelter.
Debt Service	\$ 21,759	\$ -	\$ 14,472	\$ -	\$ -	\$ -	\$ (4,000)	\$ -	\$ 4,000	
RDA Liabilities	\$ -	\$ -	\$ -	\$ 330,042	\$ 335,121	\$ 341,933	\$ -	\$ -	\$ -	
Contingencies & Reserves	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ 150,000	\$ -	\$ (150,000)	
Subtotal Non-Operating	\$ 1,918,432	\$ 2,383,612	\$ 472,382	\$ 2,026,512	\$ 562,151	\$ 621,073	\$ 485,500	\$ 345,900	\$ (139,600)	
Ending Balance	\$ 3,254,118	\$ 4,046,700	\$ 7,372,678	\$ 4,328,115	\$ 3,287,959	\$ 2,818,880	\$ 1,667,600	\$ 2,032,600	\$ 365,000	
<b>TOTAL USE OF RESOURCES</b>	<b>\$ 14,529,963</b>	<b>\$ 15,483,606</b>	<b>\$ 17,554,694</b>	<b>\$ 16,260,843</b>	<b>\$ 13,337,406</b>	<b>\$ 12,696,902</b>	<b>\$ 12,188,800</b>	<b>\$ 12,277,000</b>	<b>\$ 88,200</b>	
<b>Reserve Analysis</b>										
Operating Reserve (25%)	\$ 2,339,353	\$ 2,263,324	\$ 2,427,409	\$ 2,476,554	\$ 2,371,824	\$ 2,314,237	\$ 2,508,925	\$ 2,474,625	\$ (34,300)	
Bridging Reserve	\$ -	\$ -	\$ 3,300,000	\$ 2,200,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	
<b>Total Reserves</b>	<b>\$ 2,339,353</b>	<b>\$ 2,263,324</b>	<b>\$ 5,727,409</b>	<b>\$ 4,676,554</b>	<b>\$ 3,471,824</b>	<b>\$ 2,314,237</b>	<b>\$ 2,508,925</b>	<b>\$ 2,474,625</b>	<b>\$ (34,300)</b>	
Actual (Estimated) Carryover	\$ 3,254,118	\$ 4,046,700	\$ 7,372,678	\$ 4,328,115	\$ 3,287,959	\$ 2,818,880	\$ 1,667,600	\$ 2,032,600	\$ 365,000	
<b>Structural Surplus (Deficit)</b>	<b>\$ 914,765</b>	<b>\$ 1,783,377</b>	<b>\$ 1,645,270</b>	<b>\$ (348,439)</b>	<b>\$ (183,865)</b>	<b>\$ 504,643</b>	<b>\$ (841,325)</b>	<b>\$ (442,025)</b>	<b>\$ 399,300</b>	

**GENERAL FUND PRELIMINARY BASE BUDGET**

**FY 13 Actual Through FY 17 Base**

	<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>	<b>Column 6</b>	<b>Column 7</b>	<b>Column 8</b>	<b>Column 9</b>
	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 16 Mid Year</b>	<b>Col 5 vs.</b>	<b>FY 17</b>	<b>Col 7 vs.</b>	
<b>BUDGET ACTIVITIES</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>AMENDED</b>	<b>ESTIMATED</b>	<b>Col 4 vs.</b>	<b>Prelim Bas</b>	<b>Col 5</b>	<b>Notes</b>
<b>RESOURCES</b>									
Beginning Balance	\$ 4,658,202	\$ 3,623,080	\$ 3,160,800	\$ 2,366,000	\$ 2,670,100	\$ 304,100	\$ 3,012,700	\$ 342,600	
Local Taxes						\$ -			
Property Taxes	\$ 1,162,743	\$ 1,278,503	\$ 1,832,350	\$ 1,988,200	\$ 2,332,200	\$ 344,000	\$ 2,084,800	\$ (247,400)	Year over year increase from 14/15 to 15/16
Sales Taxes	\$ 1,353,938	\$ 1,278,473	\$ 1,040,400	\$ 1,663,400	\$ 1,740,300	\$ 76,900	\$ 1,653,100	\$ (87,200)	HdL
TOT	\$ 221,629	\$ 257,453	\$ 293,119	\$ 309,800	\$ 325,000	\$ 15,200	\$ 334,800	\$ 9,800	Projected based on current performance
Other Taxes	\$ 791,644	\$ 824,941	\$ 857,818	\$ 835,200	\$ 869,200	\$ 34,000	\$ 876,200	\$ 7,000	Modest increases for franchises
Subtotal Local Taxes	\$ 3,529,954	\$ 3,639,370	\$ 4,023,687	\$ 4,796,600	\$ 5,266,700	\$ 470,100	\$ 4,948,900	\$ (317,800)	
Licenses & Permits	\$ 327,813	\$ 489,461	\$ 376,270	\$ 465,700	\$ 465,700	\$ -	\$ 470,400	\$ 4,700	Estimate
Fines & Forfeitures	\$ 241,116	\$ 226,999	\$ 254,848	\$ 212,500	\$ 212,500	\$ -	\$ 222,500	\$ 10,000	Estimate
Use of Money	\$ 185,024	\$ 201,742	\$ 194,106	\$ 330,000	\$ 330,000	\$ -	\$ 343,000	\$ 13,000	Includes SSWA Payment Ramp Up
Intergovernmental	\$ 2,322,995	\$ 2,439,173	\$ 2,823,441	\$ 2,958,500	\$ 2,815,400	\$ (143,100)	\$ 2,934,700	\$ 119,300	VLF Increase consistent with Property Tax Increase
Charges for Services	\$ 781,416	\$ 1,039,751	\$ 756,114	\$ 787,000	\$ 887,600	\$ 100,600	\$ 787,000	\$ (100,600)	Same as FY16 Adopted
Intragovernmental	\$ 444,621	\$ 314,673	\$ 378,176	\$ 413,000	\$ 387,900	\$ (25,100)	\$ 419,700	\$ 31,800	Estimate
Misc Revenues	\$ 137,412	\$ 15,469	\$ 118,913	\$ 20,200	\$ 23,600	\$ 3,400	\$ 20,200	\$ (3,400)	Estimate
Transfers In	\$ 708,853	\$ 707,184	\$ 720,526	\$ 1,025,200	\$ 1,025,200	\$ -	\$ 1,025,200	\$ -	Estimate
Subtotal Revenues	\$ 8,679,204	\$ 9,073,822	\$ 9,646,081	\$ 11,008,700	\$ 11,414,600	\$ 405,900	\$ 11,171,600	\$ (243,000)	
						\$ -			
<b>TOTAL RESOURCES</b>	<b>\$ 13,337,406</b>	<b>\$ 12,696,902</b>	<b>\$ 12,806,881</b>	<b>\$ 13,374,700</b>	<b>\$ 14,084,700</b>	<b>\$ 710,000</b>	<b>\$ 14,184,300</b>	<b>\$ 99,600</b>	
<b>USE OF RESOURCES</b>									
Personnel Services									
Salaries & Wages	\$ 3,914,692	\$ 3,839,486	\$ 3,783,508	\$ 4,198,600	\$ 4,008,700	\$ (189,900)	\$ 4,143,600	\$ 134,900	
Overtime	\$ 357,742	\$ 232,897	\$ 232,974	\$ 202,100	\$ 340,800	\$ 138,700	\$ 212,900	\$ (127,900)	
Employee Benefits	\$ 2,156,233	\$ 2,117,445	\$ 2,187,409	\$ 2,564,800	\$ 2,483,500	\$ (81,300)	\$ 2,724,900	\$ 241,400	
Payroll Taxes	\$ 314,651	\$ 351,753	\$ 490,071	\$ 473,000	\$ 502,600	\$ 29,600	\$ 535,800	\$ 33,200	
Subtotal Pers Svcs	\$ 6,743,318	\$ 6,541,581	\$ 6,693,962	\$ 7,438,500	\$ 7,335,600	\$ (102,900)	\$ 7,617,200	\$ 281,600	Includes salary adjustments - 2% 7/16 & 1/5% 1/17
Services & Supplies	\$ 1,966,823	\$ 1,833,157	\$ 1,810,734	\$ 1,703,400	\$ 1,784,200	\$ 80,800	\$ 1,800,000	\$ 15,800	Estimate
Interdepartmental Charges	\$ 626,476	\$ 686,721	\$ 791,416	\$ 1,045,100	\$ 1,088,900	\$ 43,800	\$ 1,201,900	\$ 113,000	Estimate
Non-Recurring Charges	\$ 150,679	\$ 195,490	\$ 620,491	\$ 783,500	\$ 649,300	\$ (134,200)	\$ 548,200	\$ (101,100)	Includes \$40k CSS, \$100k Marina Fuel, \$50k PD
Subtotal Operating	\$ 9,487,296	\$ 9,256,949	\$ 9,916,603	\$ 10,970,500	\$ 10,858,000	\$ (112,500)	\$ 11,167,300	\$ 309,300	
Transfers Out	\$ 227,030	\$ 232,104	\$ 180,316	\$ 174,100	\$ 174,100	\$ -	\$ 175,000	\$ 900	Estimate
Major Capital	\$ -	\$ 47,036	\$ 39,867	\$ 39,900	\$ 39,900	\$ -	\$ 39,900	\$ -	Estimate
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
RDA Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingencies & Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal Non-Operating	\$ 227,030	\$ 279,140	\$ 220,183	\$ 214,000	\$ 214,000	\$ -	\$ 214,900	\$ 900	
Ending Balance	\$ 3,623,080	\$ 3,160,813	\$ 2,670,095	\$ 2,190,200	\$ 3,012,700	\$ 822,500	\$ 2,802,100	\$ (210,600)	
						\$ -			
<b>TOTAL USE OF RESOURCES</b>	<b>\$ 13,337,406</b>	<b>\$ 12,696,902</b>	<b>\$ 12,806,881</b>	<b>\$ 13,374,700</b>	<b>\$ 14,084,700</b>	<b>\$ 710,000</b>	<b>\$ 14,184,300</b>	<b>\$ 99,600</b>	

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**RESOLUTION NO. 2016-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
ADOPTING THE 9TH AMENDMENT TO THE ANNUAL APPROPRIATION  
RESOLUTION NO. 2015-79 MAKING MID-YEAR BUDGET ADJUSTMENTS FOR  
ADDITIONAL COSTS IN VARIOUS ACCOUNTS ORGANIZATION WIDE**

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

**THAT** Section 010 of Part III of the Annual Appropriation Resolution No. 2015-79 be and is hereby amended as follows:

	Increase/ (Decrease)
TO: POLICE DEPARTMENT Police Chief's Office, Police Support Services, and Police Operations	\$ 94,100
TO: NON-DEPARTMENTAL DEPARTMENT Non-Departmental	\$ (17,300)
NON-DEPARTMENTAL DEPARTMENT Emergency Reserve	<u>\$ 399,500</u>
TOTAL Section 010	<u>\$ 476,300</u>

**THAT** Section 320 of Part III of the Annual Appropriation Resolution No. 2015-79 be and is hereby

	Increase/ (Decrease)
TO: BUILDING & PUBLIC WORKS DEPARTMENT Capital Improvements	<u>\$ 550,000</u>
TOTAL Section 320	<u>\$ 550,000</u>

**THAT** Section 919 of Part III of the Annual Appropriation Resolution No. 2015-79 be and is hereby

	Increase/ (Decrease)
TO: RECREATION & COMMUNITY SERVICES DEPARTMENT Marina Fuel	<u>\$ 17,300</u>
TOTAL Section 919	<u>\$ 17,300</u>

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

		<u>Sources</u>	<u>Uses</u>
<u>General Fund</u>			
Revenues:			
A/C No. 010-71110-1910	Current Secured Property Tax	\$ 314,000	\$ -
A/C No. 010-71210-1910	Sales Tax - General Use	\$ 77,000	\$ -
A/C No. 010-71410-1910	Transient Occupancy Tax	\$ 85,300	\$ -
Appropriations:			
A/C No. 010-85919-1990	To Marina Fuel	\$ -	\$ (17,300)
A/C No. 010-98200-1990	Emergency Reserve	\$ -	\$ 399,500
A/C No. 010-91310-2310	Phone Service/Internet	\$ -	\$ 12,600
A/C No. 010-91211-2320	Animal Control	\$ -	\$ 37,700
A/C No. 010-92510-2350	Police Fleet	\$ -	\$ 43,800
	Total General Fund	<u>\$ 476,300</u>	<u>\$ 476,300</u>
<u>Municipal Facilities Improvement Fund</u>			
Revenues:			
A/C No. 320-70101-6510	Retained Earnings	\$ 550,000	\$ -
Appropriations:			
A/C No. 320-96415-6510	Vehicle/Equipment Acquisition	\$ -	\$ 550,000
	Total General Fund	<u>\$ 550,000</u>	<u>\$ 550,000</u>
<u>Marina Fuel Fund</u>			
Revenues:			
A/C No. 919-81010-8920	From General Fund	\$ 17,300	\$ -
Appropriations:			
A/C No. 919-93140-8920	Major Facility Repair	\$ -	\$ 17,300
	Total General Fund	<u>\$ 17,300</u>	<u>\$ 17,300</u>

**THAT** the purpose is to appropriate funds for Police Communications, Animal Control Services and Fleet Operations; acquisition of additional Fire Engine; and immediate repairs to the Marina fuel system.

**ADOPTED AND PASSED** at a regular meeting of the City Council of the City of Suisun City duly held on the 1st day of March, 2016 by the following vote:

<b>AYES:</b>	COUNCILMEMBERS:
<b>NOES:</b>	COUNCILMEMBERS:
<b>ABSENT:</b>	COUNCILMEMBERS:
<b>ABSTAIN:</b>	COUNCILMEMBERS:

**WITNESS** my hand and seal of the said City this 1st day of March 2016.

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Donna Pock, CMC

## AGENDA TRANSMITTAL

**MEETING DATE:** March 1, 2016

**CITY AGENDA ITEM:** Discussion and Direction: Community Engagement and Empowerment in Developing a Short-Term (FY 2016-17) and Longer-Term (FY 2017-18) Strategic and Financial Plan for Suisun City.

**FISCAL IMPACT:** Varies depending on steps undertaken. Money is available in the current fiscal year budget to more than cover costs associated with public outreach, mailings and professional service support (i.e., upwards of \$20,000 depending on the extent of activities undertaken). Costs associated with activities during FY 2016-17 will be identified and incorporated in the City's next year budget, which would include as a minimum a second third-party survey.

**BACKGROUND:** With the financial impacts becoming more apparent from the State's dismantling of redevelopment, along with the reviving economy beginning to be felt in the City, it is time to initiate a reassessment of our vision, goals and priorities for our community within the "new normal."

One factor that makes now the time to pull back and look forward is the need to stabilize budgets. After multiple years of significant cutbacks, FY 2016-17 is shaping up to be another status quo budget year. While we have currently been able to balance the budget and avoid additional service cuts; however, current revenues are not able to support a restoration of essential city services that residents received before the recession or the State's elimination of redevelopment (not to mention one-time demands for such things as longer-term infrastructure maintenance and replacement).

Another factor is that we are beginning to see significant new development opportunities on the horizon that will allow us to help support the local economy and attract and retain businesses to help increase local jobs. In assessing these developments, both revenues (one-time and ongoing) and timing of revenues (i.e., when those revenues will likely hit the General Fund) need to be assessed against growing one-time needs and inflationary costs of essential city services. Investments that can be made to improve the development potential of key properties controlled by the City and the private sector in a post-redevelopment world likewise need to be considered when planning for the future.

Efforts have been undertaken to position us for this moment including updates to our long-range planning documents, fees and charges, and completion or participation in a number of technical planning studies. The more pertinent of these efforts include:

- General Plan Update.
- Establishment of Downtown Planned Development Area (PDA).
- Downtown Waterfront Specific Plan Update (underway).

**PREPARED BY:**

Suzanne Bragdon, City Manager

**REVIEWED BY:**

Executive Management Team

**APPROVED BY:**

Suzanne Bragdon, City Manager

- Update of other fees and charges including development impact fees, user fees and charges and the cost allocation plan (underway).
- Technical Planning studies including feasibility and/or location of downtown hotel and senior housing.
- Moving Solano Forward, Phase One.
- Moving Solano Forward, Phase Two (underway).
- Travis Air Force Base Land Use Compatibility Plan.

Given the significant changes that continue to evolve regarding issues of local control and how local governmental services are financed, Suisun City is at a critical “fork in the road” in terms of how we evolve and ideally prosper under this “new normal.”

Critical to moving forward is the need to engage our residents in order to develop a community empowered budget that is reflective of our residents’ vision for Suisun City. As a result of initial community feedback, we have already been able to identify key priorities from residents including reducing crime, attracting and retaining local businesses and repairing potholes. In order to solicit further input from residents on maintaining and improving the city services they want and need, it is critical to begin the second step in the community engagement process.

The purpose of this report is to facilitate discussion and direction on how best to engage residents to help foster a strategic plan empowered by our community’s vision and priorities.

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**STAFF REPORT:** Developing a strategic plan for both the short- and longer-term involves identifying and confirming: 1) a community vision, 2) goals and objectives that achieve the stated vision, and 3) an action plan to implement the strategic plan. Critical to success, the action plan/implementation plan must be linked to “reality,” i.e., resources (financial, staff and other) that are available for implementation.

It is an effort that involves outreach and engagement widely across city stakeholders including residents, community groups, local businesses, elected officials, and City staff. To facilitate discussion, key aspects of a proposed strategic planning process include:

- Community Vision.
- Community Engagement and Empowerment.
- Education/Information Sharing.
- Economic Development.
- Internal Strategic Planning Process.

Each area is discussed below. Where appropriate, supporting information is contained as a series of attachments to this report.

### **Community Vision**

The recently completed General Plan Update and the currently underway Downtown Waterfront Specific Plan Update, included significant community outreach and multiple public hearings before for the Planning Commission and City Council. The initial step in each of these efforts was to confirm the community’s and elected leader’s vision for Suisun City over the next 20 years.

The focus for the General Plan Update was the development of “Guiding Principles” or goals to guide the update of the City’s General Plan. Broadly, these Principles include:

- Community Character.
- Destination Tourism and Entertainment.
- Downtown including a “...vibrant, pedestrian-scaled commercial and entertainment center that reflects our community’s unique waterfront character...”
- Economic Vitality.
- Infrastructure.
- Neighborhood Vitality.
- Public Safety and Emergency Preparedness.
- Quality of Community Life.
- Sustainability.
- Transportation.

**Attachment 1** provides a copy of the Guiding Principles of the General Plan Update that make-up each of these components. **Attachment 2** includes the more specific Vision supporting the update of the Downtown Waterfront Specific Plan. In reviewing these concepts relative to the development of a strategic plan, a key question to ask is:

How can each of these components best be developed and realized in a Vision for Suisun City from a strategic and financial planning point-of-view?

Which leads us to the next step in the strategic planning process: Community Engagement and Empowerment.

### **Community Engagement and Empowerment**

The Community Satisfaction and Priorities Survey undertaken in November 2015 provides a foundation for the initial steps in the strategic planning process: Defining vision, goals and objectives reflective of our residents’ priorities. **Attachment 3** includes a recap of the results of this third-party survey, which focused on the following research objectives:

- Perceptions of living in Suisun City.
- Satisfaction with key services and programs provided by the City.
- Awareness of the City’s financial situation.
- Identification of the most pressing problems facing the City.
- Perceptions of City responsibly managing taxpayer dollars.
- Support for potential local funding measures to maintain City services.
- Detailed analysis based on demographic considerations.

From a strategic planning process perspective, it is important to further engage the community to understand more fully public service interests, priorities, needs, and desires such as reducing crime, maintaining streetlights, and improving rapid 911 and the volunteer fire departments response times that ultimately lead to the vision that residents have for Suisun City into the future.

Recognizing that Suisun City consists of a large commuter population, public engagement in traditional budget-type workshops is challenging. As people become busier and busier, it is more important than ever to attempt to engage people where they are already gathering. It is critical to approach this task with the greatest opportunity for success. Simply stated that is: Make it easy!

With this thought in mind, a brain-storming of engagement strategies include:

- Meet residents where they are already gathering:
  - Neighborhood Watch meetings.
  - Service Clubs.
  - Chamber/BID Meetings.
  - MAD Meetings.
  - Special Interest Gatherings (exercise@ Kroc/InShape, church, school, library, Live Longer Suisun City!, ATOD, etc.).
  - Social Gatherings.
- Special Invitation/ “Save the Date Events”
  - Mailings/Mail-In Survey.
  - Strategic Planning/Budget Workshop.
  - Coffee with a: Cop/Chief/City Manager/Council Member/Mayor.
  - Telephone “Call In” Town Hall Meeting.
- Social Media Outreach
  - On-line surveys.
  - Factoid campaign.
  - NextDoor.
- Other?

Based on Council discussion and consideration of these and other possible engagement and empowerment techniques, a refined plan will be prepared including associated costs.

### **Education/Information Sharing**

Community engagement asks the “how” question – “How” to engage and empower residents as they define the future of Suisun City. Education/Information Sharing asks the “what” question – “What” information needs to be shared in order to better educate our residents in order to ensure their decisions are informed?

The results of the independently commissioned Community Satisfaction and Priorities Survey undertaken in November 2015, is an excellent starting place. Two significant findings were as follows:

- The feedback from this survey revealed a need for the City to update residents on the City’s finances and ability to provide essential City services.
- The survey also revealed residents’ top service priorities including: reducing crime, attracting and retaining qualified officers, maintaining neighborhood police patrols, improving rapid 911 and the volunteer fire department’s emergency response times, maintaining street lights, repairing potholes attracting and retaining local businesses and supporting the local economy including increasing local jobs.

**Attachment 4** provides some examples of information to share with the community relative to the City’s financial situation and fiscal management, including:

- Suisun City’s ranking in per capita revenues – by type and in total – against cities in Solano County and the statewide average.

- This type of information would be in addition to the information we regularly share through the budget process including the City Manager’s annual budget message and the multiple public presentations made to the Council throughout the budget development process.
- In looking at the per capita revenue comparisons, for total revenues, Suisun City ranks at the bottom of all Solano County cities at \$652/per capita against a statewide average of \$2,208/per capita. More telling, the second lowest “total revenue/per capita” community in Solano County is Dixon at \$1,184/ per capita – which is almost double of what Suisun City receives.
- For individual revenue categories, Suisun City ranks at the bottom of all Solano County Cities, except in the categories of TOT and “other revenues” where Suisun City ranks second from the bottom, slightly above the City of Rio Vista.
- Similar trends are identified for number of employees/per capita.
- Suisun City’s number of employees per capita as compared with cities in Solano County and statewide averages – as compiled in the State Controller’s Report.

**Attachment 5** provides some interesting data and trends related to the Top 2 Tiers of important services – trends that reinforce the financial constraints facing the City. Specifically:

- **Attachment 5A – Police Staffing Trends/10 Years** This graph shows three significant pieces of data: non-discretionary overtime, number of authorized positions, and positions hired year-by-year. With increased turnover, which is a significant cause of increased overtime, additional funding is needed to attract, train and retain qualified police officers. Maintaining the current level of police service, including neighborhood patrols and crime prevention programs, is vital to protecting Suisun City’s quality of life.
- **Attachment 5B – Fire Equipment/Maintenance Costs** This graph provides information on maintenance costs associated with the upkeep of our engines, ladder truck and associated vehicles. As this graph shows, not surprisingly, as equipment ages, maintenance costs increase. Aside from safety concerns, a related impact is the increased time that equipment is unavailable for emergency responses. Additional funding is needed to make improvements to our life saving fire protection equipment and improve response times.
- **Attachment 5C – Pavement Condition Index (PCI)** Consistent with the concerns raised through the November 2015 surveys about the condition of local roads, our PCI rating peaked prior to the recession and has continued on a downward slope ever since. The City needs an additional \$5 million for street maintenance every year. We need to maintain our streets, roads, and repair potholes now, so they don’t deteriorate further and cost tens of millions of dollars more to fix in the future.

The community engagement process is designed is to provide the information that the community members need about local services and the City’s finances, as well as to get feedback from them on their priorities for the City. This process will allow the community to make informed decisions regarding the longer-term future for Suisun City.

## Economic Development

This is such a significant and important topic included under the “education/information sharing” category, that it could be covered as a discussion topic on its own in any number of forums (hence it is a separate topic within this report). The following are general observations about economic development in Suisun City:

- Residents in Suisun City are interested in attracting and retaining local businesses and supporting the local economy including increasing local jobs.
- The interest in economic development is not necessarily in the development itself, but rather the ability for a community to have the resources available to fund the services deemed of value and importance.
- Market investment and new development is impacted by economic cycles. **Attachment 6A** provides an example of economic cycles with regard to single-family median and average home values from 2001 to 2015. **Attachment 6B** provides examples of building permit valuation for commercial and single-family residential development over the past 10 years. The only significant development occurring during the recession was the Kroc Center.
- Vacancies and vacancy rates are likewise a factor not only for attracting new businesses, but also for attracting new development. **Attachment 7A** displays office vacancy rates in Suisun City of 47%, which tends to dissuade new office development. **Attachment 7B** provides information, where available, on retail vacancies in Suisun City and neighboring Fairfield. Vacancy rates hover around 26% for the combined region, and 17% in Fairfield as indicated in **Attachment 7C**.
- Location, location, location is critical for market investment, which in turn drives new development. Being off the I-80 corridor and bordered by the marsh on the south is a positive from a quality of life perspective, but means Suisun City is a secondary market for commercial development.
- Location, location, location – with property controlled by the City, set within The Waterfront District with amenities of the marina, marsh, commuter train-service between San Jose and Roseville, existing waterfront hotel, diversity of restaurants and nearby Napa and Suisun Valley wine country, the growing market trend of entertainment-restaurant/retail-lodging destination development is a potential for the downtown PDA.
- Suisun City does have a reasonable number of key properties to market for new development – both publicly and privately held – recognizing that we are nearing build-out. On file we have 13 property profiles, which include aerial images, physical characteristics, zoning designations and contact information for each property.
- New development activity is picking-up. Examples:
  - Single-family homes under construction at East Tabor and Walters Road.
  - Marketing of 1.5 acre commercial center at same.

- Application for industrial/logistics center on the 350 acres east of Walters and south of Petersen Road.
  - Application for a church campus north of Petersen Road including commercial uses such as an oversize banquet facility and office building, as well as senior housing.
  - Application for small MF development as part of Grey Hawk.
  - ENA for multi-use development on 8.29 acre site behind Post Office.
  - Working through paperwork to finalize Fourth Amendment to the Main Street West DDA, which will allow MSW to secure financing and move forward with residential and commercial development in the downtown PDA.
- Dismantling of redevelopment has had significant ramifications on our economic development efforts – gaps that need to be readdressed through other means. Examples:
    - Redevelopment provided a means of financing “gaps” to projects that did not pencil on their own; this includes virtually all new development downtown.
    - Redevelopment provided money for infrastructure needed to support new development such as Harbor Center Drive for the Waterfront Hotel and the Courtyard for Harbor Square.
    - Economic development staffing before the elimination of redevelopment included 3 FT dedicated positions – Economic Development Director, Project Manager and Marketing Manager, as well as a part-time Administrative Assistant, consultant support and fractions of other City positions.
    - Under current staffing constraints, no one position is fully and solely dedicated to economic development.
    - To begin to address staffing needs, Citywide budget responsibilities assumed by the Development Services Director (carried over from when the incumbent wore the hat of Financial Services Manager) are being transferred to the Management Analyst in the Administrative Services Department. The training and transfer of duties will take place throughout the development of the FY 2016-17 Annual Budget.
  - Through Solano County and Solano EDC, **MOVING SOLANO FORWARD – PHASE II**, is a major undertaking that will provide invaluable economic development support to help position major Suisun City properties for development (i.e., 30-acre site, 350 acres east of Walters and Gentry, as examples). The consultant team is headed by Sean Quinn, and includes consultants with extensive experience and expertise in economic forensics & analytics, site selection, marketing, messaging and branding. The focus on Phase 2 is implementation and tools supporting economic development efforts city-by-city in Solano County – not theory.

Sean Quinn will be making a presentation to Council on Phase II on March 1, 2016, and will be available to answer questions. **Attachment 8** provides an overview of Project Tasks and Deliverables of Phase II, as well as a four-page brochure providing more detailed information about the effort.

- The 30-acre parcel bordered by Highway 12 on the south/Marina on the east, and owned by the Housing Authority, is a special piece of property given its important linkage to the Waterfront District. It is likewise the largest single parcel within the City limits for

development, and hence has been identified as a target for significant revenue generation to offset the leakage of sales tax and TOT that bleed into Fairfield and other neighboring communities. Observations about this property:

- Prior to the recession, property was controlled by the Hoffman Company, and Hoffman's interest was strictly residential development.
- Housing Authority took control of property leading up to the recession but without any inclination of the Governor's plans in 2009 to eliminate redevelopment.
- Leading up to and through the recession, more than just cursory discussions about the property for big-box development took place with Kohls and Winco; Winco undertook multiple market studies, finally deciding against development.
- Until this past year, the property was regularly noted in discussions with brokers, listed for development but not actively marketed given the glut of retail in the region and results of Technical Planning Studies identifying limited big-box commercial development potential at the time.
- In the past year or so, as the Waterfront Hotel has achieved its stabilized vacancy rate, new concepts of lifestyle centered development for the property have evolved – development that is destination oriented with a strong entertainment-restaurant-lodging component (new concepts for retail development discussed at ICSC (International Council of Shopping Centers) Idea Exchanges, as well as community outreach as part of the Downtown Waterfront Specific Plan).
- In early March, we have a booth at the ICSC Conference in Monterey to market this concept.
- After our meetings with the “Moving Solano Forward – Phase II” team to glean their initial thoughts regarding the development of the 30-acre site, we will complete an RFP for the property that places it within the vision of the Downtown Waterfront Specific Plan.

### **Internal Strategic Planning Process**

Concurrent with these activities, the Executive Management Team will be defining vision, goals and priorities for the City organization as part of the FY 2016-17 budget process reflective of community priorities and feedback. A significant part of this effort will be looking at current and future financial resources based on anticipated development tied to current applications, and what services such resources are able to finance...or not.

This ultimately will take us to the proverbial “fork in the road” – and answers to the following types of questions:

- What is the revenue generation potential at build-out?
- How long will it take to reach build-out?
- What change in mix of land uses could facilitate faster development (i.e., housing versus commercial) and what is the impact on ongoing revenues?
- How truly critical is the passage of a 1% sales tax measure?
- If a 1% sales tax measure is passed, at what point in time are current pent-up/urgent demands likely to be met (such as: unfreezing police positions, replacement of fire equipment, unfreezing street maintenance positions, unfreezing select position(s) to free up economic development resources).

- When could enhanced services be explored (i.e., traffic enforcement, walking patrols, street lights, neighborhood blight, etc.).

The efforts of the strategic planning process will be rooted in feedback from community engagement efforts outlined earlier in this report through the end of 2016, and leading into the development of the FY 2017-18 budget.

### **Next Steps**

Given that this is a lot of information of digest, the discussion on March 1, 2016, will guide our next steps. If, however, there is interest by the Council to schedule a town hall discussion or more traditional strategic planning/budget workshop, we will need to get that scheduled soon in order to support the current budget cycle.

We would likewise need specific direction on any ideas that Council may want additional information or research on before a final direction is decided upon, so that we can bring such information back to you at your next Council meeting. Examples including such things as “town hall meeting by phone” or on-line/in-house surveys.

It is exciting to finally be at a point where there is light at the end of the tunnel, and to be in a position of making some important and long-felt choices for the City’s future. We look forward to the discussion on Tuesday.

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**STAFF RECOMMENDATION:** It is recommended that the City Council provide staff with discussion and direction regarding community engagement and empowerment in the development of a short-term (FY 2016-17) and longer-term (FY 2017-18) strategic and financial plan for Suisun City.

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### **ATTACHMENTS:**

1. Attachment 1 – Guiding Principles of the General Plan Update.
2. Attachment 2 – Downtown Waterfront Specific Plan Vision Statement.
3. Attachment 3 – Community Satisfaction and Priorities Survey recap.
4. Attachment 4 – Per Capita Revenues and Per Capita Employees.
5. Attachment 5A – Police Sworn Staffing 2006 – 2015.
6. Attachment 5B – Fire Vehicle/Equipment Maintenance Costs.
7. Attachment 5C – Pavement Condition Index (PCI) 2005 – 2015.
8. Attachment 6A – Single-Family Residential Sales Value History 2001 – 2015.
9. Attachment 6B – Building Permit Valuation for Commercial & Residential 2005 – 2015.
10. Attachment 7A – Current Office Vacancy Rates.
11. Attachment 7B – Fairfield-Suisun Retail Vacancy Survey.
12. Attachment 7C – Fairfield Retail Vacancy Survey.
13. Attachment 8 – Moving Solano Forward Project Tasks & Deliverables.

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## **GUIDING PRINCIPLES – SUISUN CITY GENERAL PLAN UPDATE**

(Listed alphabetically, since they are not ranked by importance)

### **COMMUNITY CHARACTER**

Suisun City will strive to enhance the City’s authentic, local identity as a vibrant waterfront community.

- Preserve and restore historic resources and utilize design review to ensure compatibility with existing development.
- Focus higher density development and mixed-use projects in areas adjacent to the train station.
- Provide regional leadership by working cooperatively to improve the economy and the quality of life in Solano County.

### **DESTINATION TOURISM AND ENTERTAINMENT**

Suisun City will encourage the development of uses and protection of resources that attract visitors, enhancing the community as a tourism destination.

- Promote a vibrant downtown that provides both daytime and nighttime activities to attract visitors.
- Protect and enhance the Suisun Marsh as a natural scenic recreational resource.
- Provide a variety of high-quality passive and active recreation and leisure activities.
- Promote arts and culture in the community, including theaters, galleries, museums, music venues, and other activities.
- Provide conference and meeting facilities.

### **DOWNTOWN**

Suisun City will continue to develop the downtown as a vibrant, pedestrian-scaled commercial and entertainment center that reflects our community’s unique waterfront character.

- Develop the downtown as the social and cultural heart of the community.
- Provide convenient linkages from the train station and other regional connectors to bring patrons to the downtown.
- Ensure safe and efficient walking, biking, driving, and parking in the downtown.
- Strategically develop the Priority Development Area to provide convenient, attractive housing, shopping, services, and employment in the downtown neighborhood.

### **ECONOMIC VITALITY**

Suisun City will strive for economic vitality, providing jobs, services, revenues, and opportunities.

- Maintain an economic base that is fiscally balanced and provides a wide range of job opportunities.
- Encourage the creation of a mix of uses that sustains a tax base that will allow the City to provide public services to the residents, businesses and visitors of the community.
- Strategically develop vacant, under-utilized, and infill land throughout the City, and especially in the downtown.
- Retain and attract new businesses to support the tax base and provide jobs and services for the community.

### **INFRASTRUCTURE**

Suisun City will provide quality community services and sound infrastructure.

- Deliver public facilities and services in a timely and cost-effective manner.
- Ensure availability of water and sewer services to accommodate the City’s continued growth and prosperity.
- Plan for the design and cost of future infrastructure to serve the community as it grows.

### **NEIGHBORHOOD VITALITY**

Suisun City will ensure that neighborhoods maintain their character and vitality.

- Maintain complete, well-designed, and walkable neighborhoods, with places to gather, nearby services, and multi-modal access to jobs, recreation, and other community and regional services.
- Create policies and programs to maintain the character and vitality of neighborhoods.
- Foster transit-oriented development around the train station.

### **PUBLIC SAFETY AND EMERGENCY PREPAREDNESS**

Suisun City will strive to protect the community and minimize vulnerability to disasters.

- Foster neighborhood safety through sensitive community planning practices, fire safety measures, building codes/seismic requirements, and effective code enforcement.
- Protect life and property through reliable law enforcement and fire protection, as well as active, sensitive service to members of the community in need.
- Minimize the City's vulnerability to natural and man-made disasters and strengthen the City's emergency response systems.

### **QUALITY OF COMMUNITY LIFE**

Suisun City will foster an inclusive, multigenerational community that is economically and ethnically diverse.

- Foster volunteerism and encourage and recognize our service, non-profit, and faith-based organizations and their impact on the community.
- Encourage our community to live, work, and play locally, while supporting social and cultural activities, facilities and programs.
- Provide a full-spectrum of activities and services to meet the needs of the entire community, including youth and seniors.

### **SUSTAINABILITY**

Suisun City will practice economically, fiscally and environmentally responsible municipal decision-making to avoid shifting today's costs to future generations.

- Utilize sustainable development and land use practices that provide for today's residents and businesses while preserving choices for the community in the future.
- Encourage a healthy living environment.
- Preserve and enhance natural resources and minimize negative environmental impacts.

### **TRANSPORTATION**

Suisun City will provide choices for attractive, convenient transportation.

- Maintain and construct roadway infrastructure as needed.
- Design for active pedestrian and bicycle-friendly paths and streets and public spaces.
- Provide transportation alternatives to the automobile, especially capitalizing on the location of the train station.

## Downtown Waterfront Specific Plan Vision

The DWSP is to be guided by the vision statements, identified below in italicized text and followed by a description of the characteristics that establish the key concepts and vision for the Downtown Waterfront Area. The vision and plan concepts update the concepts of earlier plans and incorporate recent input from the public and City leaders.

- Historic Downtown Waterfront Suisun City is a unique waterfront community with a marina; an “Old Town,” composed of a traditional Downtown commercial main street and historic residential neighborhoods; a south waterfront district under development for boating and waterfront recreational activities; and a civic center area and the Whispering Bay and Victorian Harbor residential neighborhoods east of the marina.***

The DWSP draws on the area’s unique mix of characteristics—a recreational waterfront, a historic main street, well-preserved residential historic architecture, established neighborhoods, direct highway access, regional commuter rail service, a rich natural environment, and a location that is in the path of regional growth.

- Historic Downtown Waterfront Suisun City is a pleasant place to live and, at the same time, a local and regional destination for dining, shopping, entertainment, hospitality, tourism, and recreation. Changes in the region around Suisun City have created the opportunity for Downtown to evolve and develop into a place that attracts new residents, jobs, businesses, diners, shoppers and visitors.***

Significantly increased residential development and employment growth along the Interstate 80 and State Highway 12 corridors have created a new market for dining, entertainment, specialty retail, and marine-related services. Employment growth in Fairfield, Vacaville, and Vallejo, along with high housing prices in Bay Area employment centers, have increased demand for housing in Solano County. Suisun City, which was once far away from employment opportunities, is now in the acceptable commute distance to the Bay Area and Sacramento. Intercity rail service along the Capitol Corridor enhances that position and will increase demand for housing near the Suisun City-Fairfield train station.

- The entire Downtown needs to continue to focus on maximizing waterfront access on the Suisun Channel—its major and central feature and on improving public access to the train depot, another key asset in Downtown Suisun City.***

The waterfront is an extraordinary amenity offering both an urban waterfront and an unusual in-town wetlands habitat. It creates daily

*Historic Downtown Waterfront Suisun City is...*



*A unique waterfront community with a marina;*



*A local and regional destination for shopping, entertainment, hospitality, tourism, and recreation;*



*An amenity offering an urban waterfront on one side and in-town wetland habitat on the other.*

*Historic Downtown Waterfront Suisun City...*



*On the Suisun Channel, a gateway to the open waterways and wetlands of the California Delta and San Francisco Bay.*



*A transit gateway on the Amtrak rail corridor, providing intercity rail service to the cities of Fairfield and Suisun.*



*A mixed-use community with safe and convenient circulation and access by foot, bike, or transit; and provides connections to Downtown Fairfield.*

activity along its edge; enriches the experience of the area with its seasonal and tidal changes, wildlife, open space, and vistas; and, serves as a theme for community activities and events.

There are few towns in California with such an extensive and multifaceted waterfront. The landscape of the Downtown needs to celebrate and accentuate its relationship to the water's edge by emphasizing public access and all views along both sides of the Channel and Whispering Bay.

**4. The waterfront should maintain its extraordinary mix of natural wetlands and urban edge.**

The Suisun Channel is the gateway to the large openwaterways and wetlands of the California Delta and San Francisco Bay. The channel is unique in its mix of hard and soft edges, allowing for a unique blend of commercial and marine-related activities along one side of the Channel, and expansive wildlife habitats along the other side. Pedestrians walking along side the channel are able to experience a variety of different environments within close proximity of each other. These relationships need to be emphasized and enhanced. All areas of the waterfront need easy pedestrian access.

**5. The historic Suisun City train depot and Amtrak station on the north end of Main Street should serve as a transit gateway into Downtown Suisun City.**

Renovated in 1994, the historic train depot serves as a multimodal transportation hub for intercity rail service and local and regional bus service. The station is at the northern terminus of Main Street, within Downtown Suisun and is in close proximity to regional recreational bike trails, connecting the downtowns of Suisun City and Fairfield. While there are directional signs to the train depot, the station facility is otherwise easy to miss, within a modest structure, tucked behind on-street parking, a landscaped plaza with tall trees, and Highway 12. Unique gateway monumentation, art, and streetscape/landscape enhancements should be added to emphasize the importance of this key destination and historic facility within the community.

**6. The circulation system should be enhanced to support safer and more convenient access between homes and destinations and between Downtown Suisun City and Downtown Fairfield—for pedestrians, cyclists, transit users, and motorists.**

The existing street system has three dead-ends— Main Street, Civic Center Boulevard, and Marina Boulevard. Civic Center Boulevard and Marina Boulevard can be linked to create a more cohesive circulation system on the east side of the channel. Lotz Way would then serve as the major west-east arterial that links Main Street, Civic Center Boulevard, and Marina Boulevard. Main Street

can be linked to Civic Center Boulevard via Driftwood Drive, along a multi-use path connection and plaza.

New and improved roadway, bicycle, and pedestrian connections between Downtown Fairfield and Downtown Suisun City will help to expand the market for existing and future Suisun City businesses, supporting further commercial development in the Downtown waterfront specific plan area.

**7. The Downtown needs a cohesive open space system that enhances the pedestrian experience and supports community access.**

Extended out from the waterfront should be a system of paths, tree-lined sidewalks, and promenades that link to the small neighborhood parks and open spaces throughout the planning area. Streets should be designed to provide direct vistas and bike and pedestrian access to the Suisun Channel, Whispering Bay, and neighborhood parks, wherever possible.

**8. Gateways to the Historic Downtown Waterfront, including from Highway 12 and the train depot should be enhanced to ensure a positive visual first impression.**

The grade separation of Highway 12 through Downtown Suisun, existing building development, and underutilized land adjacent to the highway serve as barriers to visual access of the Downtown and its beautiful waterfront marina, historic Main Street, and train depot. Landscaped gateways, vertical monuments, and infill development along the highway and to mark the entrances of the historic train depot should be designed to enhance these public entrances into Downtown Suisun City.

**9. Development adjacent to the historic residential area should be compatible in scale and architectural themes.**

The historic commercial and residential structures along Main Street and the Old Town residential area help to establish the unique character of Downtown Suisun. To preserve this legacy, architectural compatibility of new development is a key theme addressed in the Design Guidelines of this Specific Plan.

**10. Where feasible and consistent with building codes, existing buildings should be re-purposed with more economically viable uses that contribute to the vibrancy of Downtown Suisun City.**

Many older structures in Downtown Suisun have architectural elements that contribute to the historic character of the street or neighborhood area. Those elements and structures should be preserved, to the extent feasible, and are encouraged to be repurposed or renovated to contribute to the unique identity in the Downtown and Old Town.

Historic Downtown Waterfront Suisun City has...



A cohesive open space system of parks and open space, linked by paths, sidewalks, and promenades extending out from the waterfront.



A landscaped gateway, vertical monuments, and new Downtown development, marking the entrance into Downtown from Highway 12.



Older commercial and residential structures along Main Street and adjacent neighborhoods that give the place its historic character.



## CITY OF SUISUN CITY

701 Civic Center Blvd.  
Suisun City, CA 94585  
www.Suisun.com

**For Immediate Release**

**February 16, 2016**

Contacts: Suzanne Bragdon, City Manager  
(707) 421-7300

For survey methodology questions:  
Bryan Godbe, Godbe Research  
(650) 288-3020

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### **COMMUNITY SATISFACTION SURVEY SHOWS SUISUN CITY RESIDENTS WANT TO MAINTAIN AND IMPROVE LOCAL CITY SERVICES TO PROTECT QUALITY OF LIFE**

SUISUN CITY, CA – Suisun City residents are pleased with the City and want to maintain and improve local services, according to a recently commissioned, independent community opinion survey. The survey of more than 300 Suisun City residents, late last year by the highly respected opinion research firm of Godbe Research, found that 78.5% of respondents found Suisun City as an “excellent” or a “good” place to live.

“We are pleased that residents in Suisun City are as passionate about the City as we are,” City Manager Suzanne Bragdon said. “We are working to engage with community members to continue to hear their priorities and ideas to help maintain and improve essential City services needed to protect Suisun City’s quality of life.”

Public safety services were priorities with 90% or more of all respondents as they identified key City services - such as maintaining streetlights; maintaining neighborhood police patrols; attracting, training and retaining qualified police officers; as well as improving rapid 911 and the volunteer Fire Departments’ emergency response times - as important for the City to address.

Respondents also stated strong interest in programs that enhance their quality of life, such as repairing potholes and maintaining City streets, attracting and retaining local businesses, and supporting the local economy, including increasing local jobs. More than four-fifths of respondents stated their desire to maintain these programs that help improve the community and foster an environment for residents to thrive. And 64% of respondents would support a local funding measure to maintain these services, which only requires a simple majority vote.

Although residents are pleased with Suisun City, 96.5% of residents still feel reducing crime is an “extremely” or “very” important priority for the City.

“Maintaining the current level of police service, attracting and retaining qualified police officers, and improving rapid 911 and the volunteer Fire Department’s emergency response times are vital to protecting Suisun City’s quality of life,” Bragdon said.

SURVEY: MAINTAIN, IMPROVE CITY SERVICES TO PROTECT QUALITY OF LIFE  
February 16, 2016  
Page 2

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“We view our residents input as invaluable,” Bragdon said. “We will continue to reach out to community members to secure their feedback and thoughts as to how we can best continue to provide the services they value.”

More information about the Community Satisfaction Survey can be found at [www.Suisun.com](http://www.Suisun.com).

***Editors: For answers to questions regarding survey methodology, please contact Bryan Godbe of Godbe Research at (650) 288-3020.***

####



GODBE RESEARCH  
Gain Insight

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# Suisun City Community Satisfaction and Priorities Survey

December 2015

# Summary & Recommendations



GODBE RESEARCH  
Gain Insight

- Residents are satisfied with their quality of life in Suisun City.
- Respondents to the survey were most concerned with reducing crime and law enforcement issues.
- 69 ➤ Respondents were also concerned with road repair service and would like to increase service levels.
- Respondents would like to consider a local sales tax measure to maintain and enhance these services, and such a measure is strongly viable.

# Overview and Research Objectives



GODBE RESEARCH  
Gain Insight

Suisun City commissioned The Lew Edwards Group and Godbe Research to conduct initial assessment services through a community survey with the following research objectives:

- Assess overall perceptions of living in Suisun City;
- Gauge satisfaction with the City's performance in providing community services and programs, as well as understand relative importance of those services and programs;
- Assess awareness of the City's financial situation;
- Determine the most pressing problems facing the City;
- Evaluate whether residents perceive the City to be responsible with taxpayer dollars;
- Gauge support for potential local funding measures to maintain City services; and
- Conduct detailed analysis based on demographic considerations.

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Item 8  
Attachment 3

# Methodology Overview



GODBE RESEARCH  
Gain Insight

- Data Collection Telephone and Internet Interviewing
- Universe 9,259 likely November 2016 voters in Suisun City
- Fielding Dates and November 11 through November 24, 2015  
November 30, 2015
- 65 ➤ Interview Length 18 minutes
- Sample Size 306
- Margin of Error  $\pm 5.51\%$

Item 8  
Attachment 3



GODBE RESEARCH  
Gain Insight

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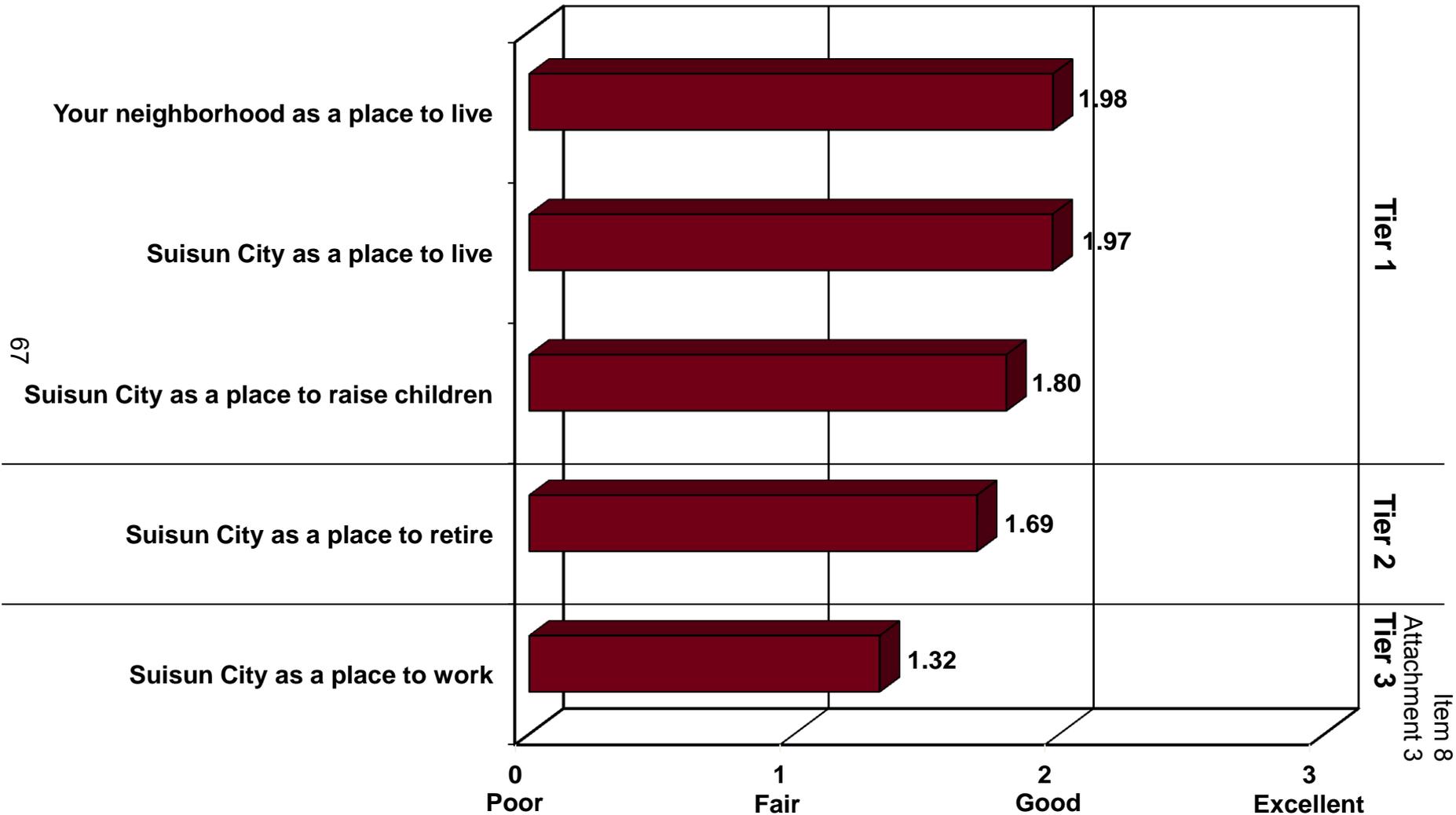


## Key Findings

# Opinion on Quality of Life



GODBE RESEARCH  
Gain Insight

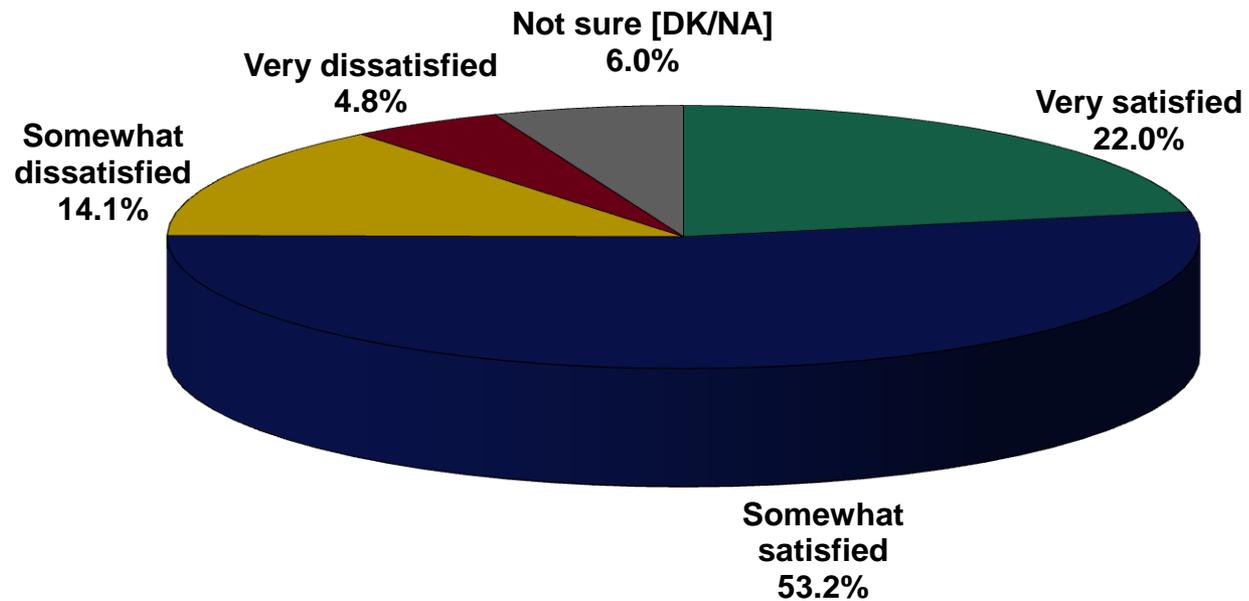


Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Excellent" = +3, "Good" = +2, "Fair" = +1, and "Poor" = 0.

# Satisfaction With City Services



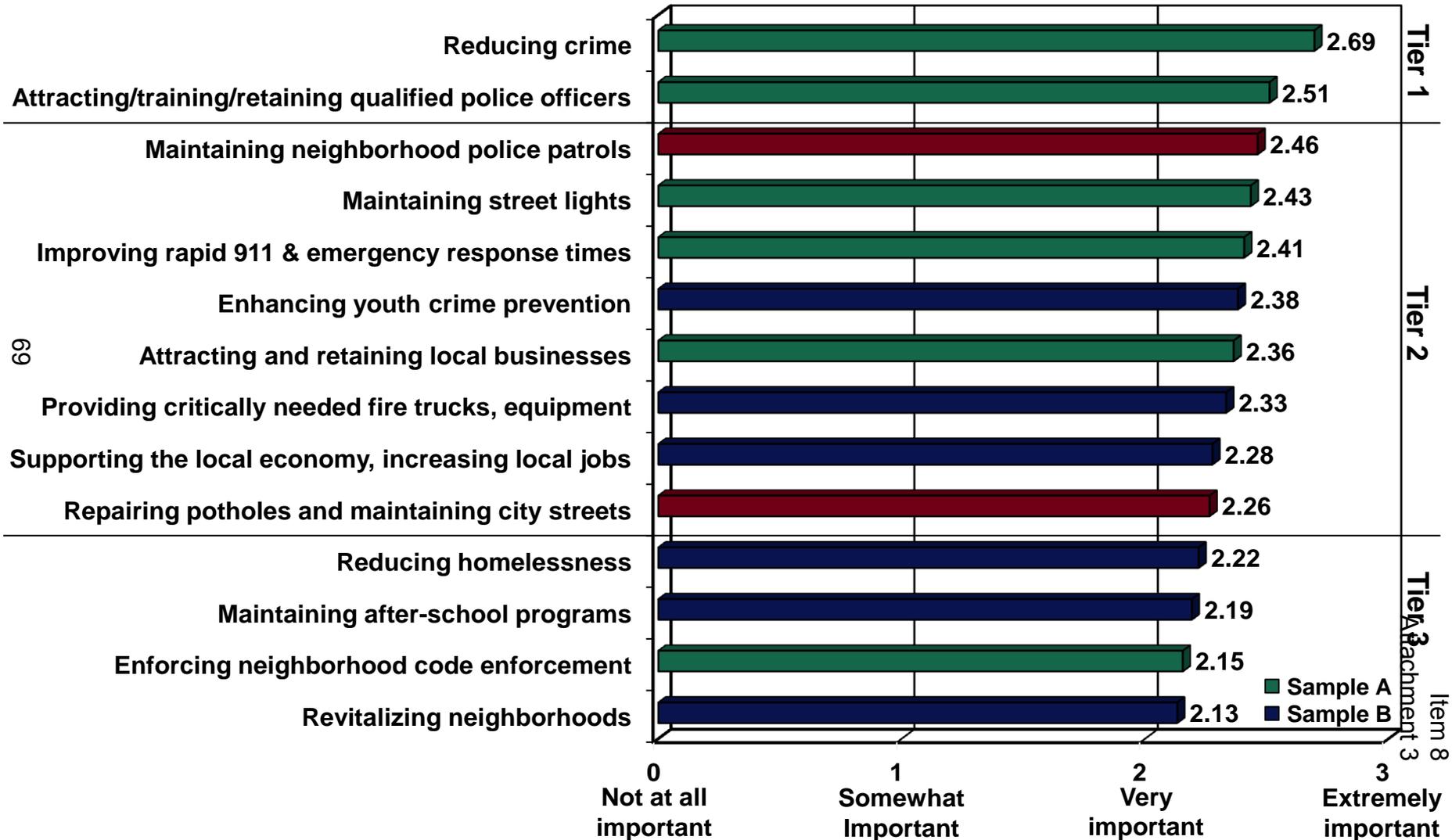
GODBE RESEARCH  
Gain Insight



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Item 8  
Attachment 3

# Importance of City Services



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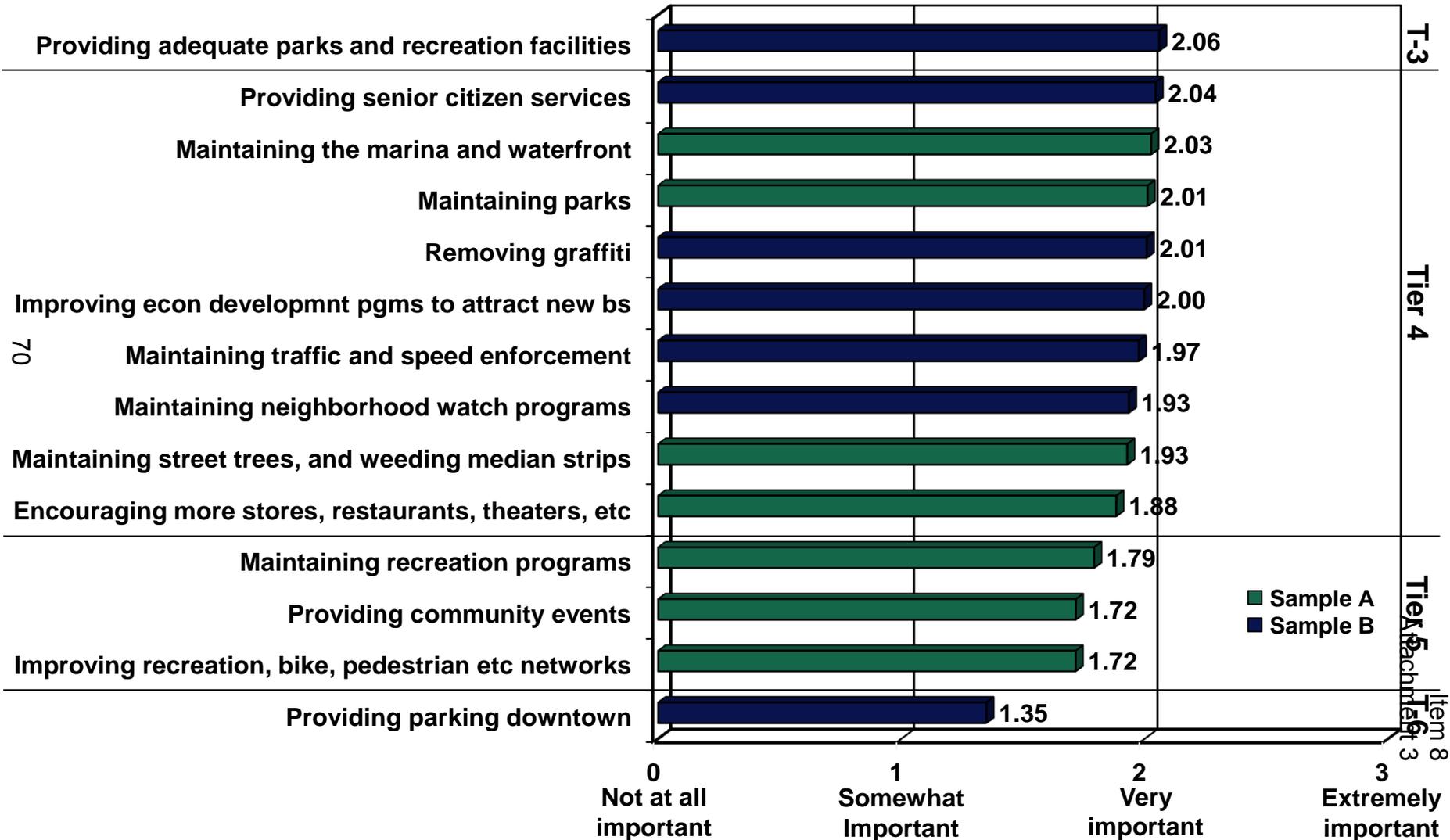
Tier 1  
Tier 2  
Tier 3  
Item 8

■ Sample A  
■ Sample B

0 Not at all important    1 Somewhat Important    2 Very important    3 Extremely important

Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Extremely Important" = +3, "Very Important" = +2, "Somewhat Important" = +1, and "Not at all Important" = 0.

# Importance of City Services (Continued)

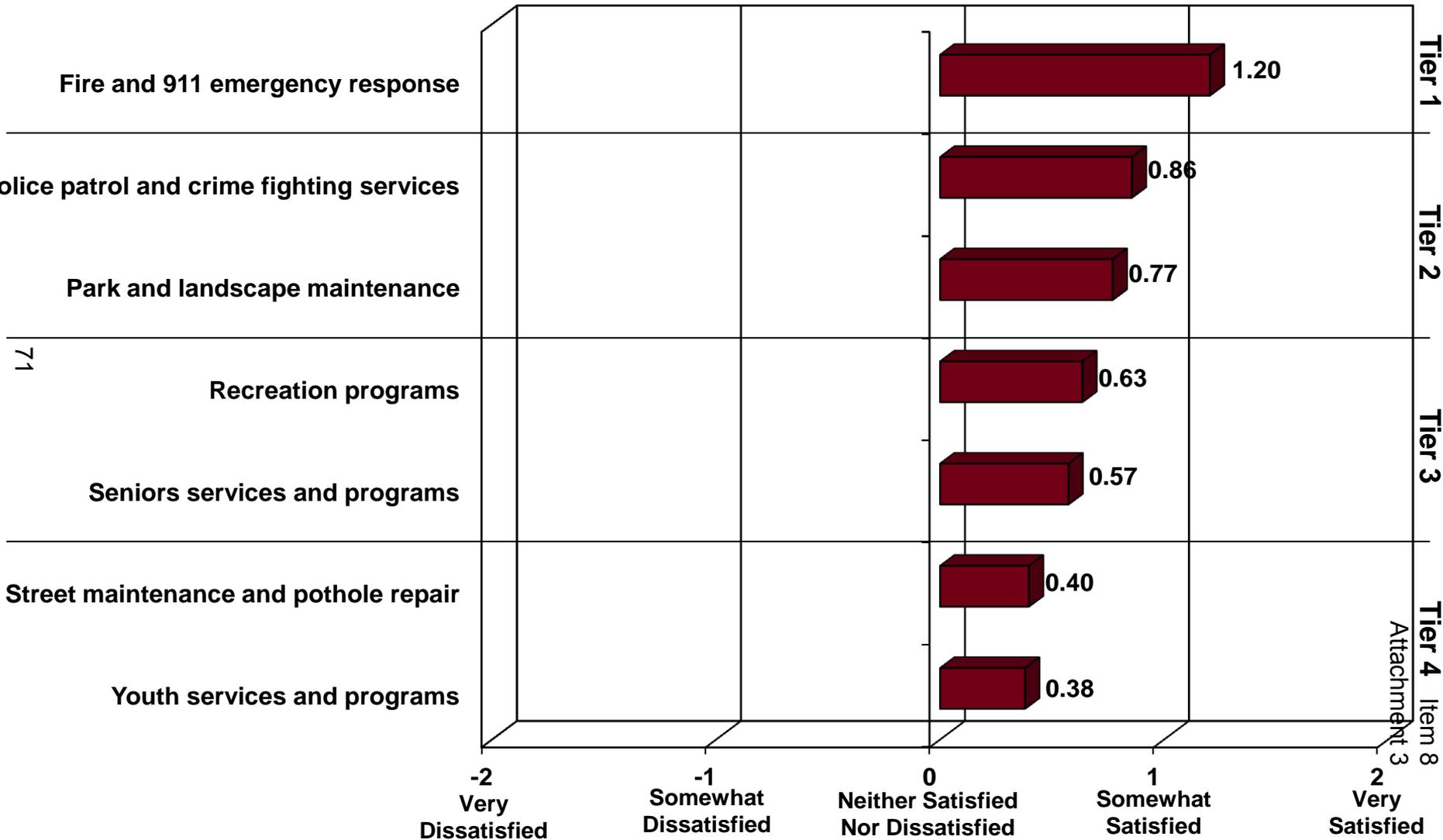


Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Extremely Important" = +3, "Very Important" = +2, "Somewhat Important" = +1, and "Not at all Important" = 0.

# Satisfaction With City Services



GODBE RESEARCH  
Gain Insight

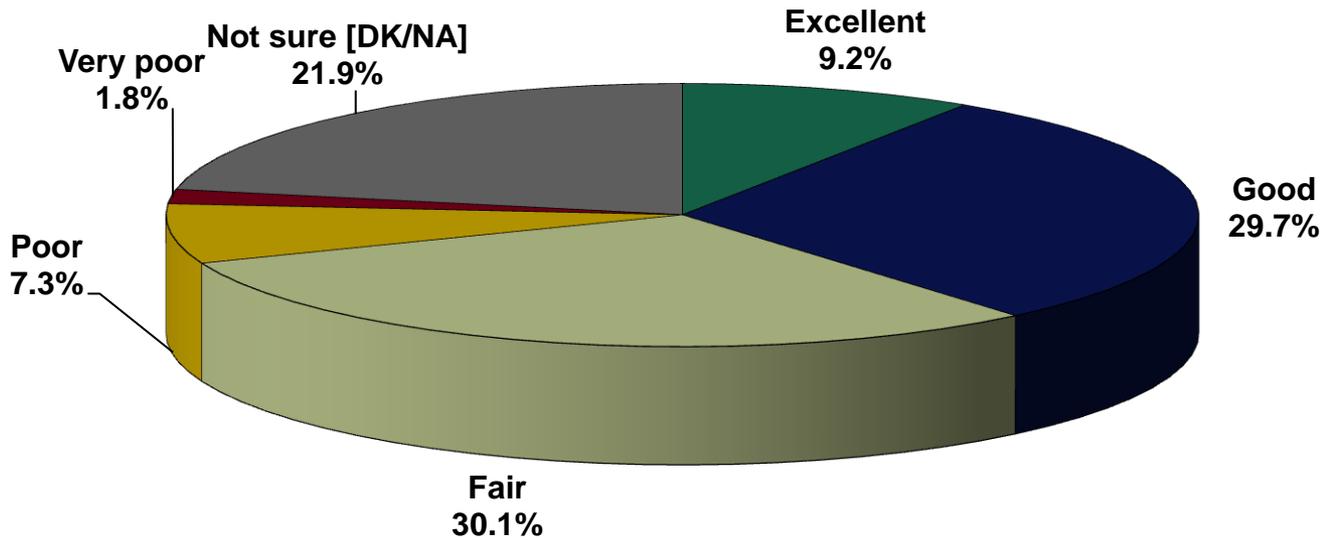


Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Very Satisfied" = +2, "Somewhat Satisfied" = +1, "Neither Satisfied nor Dissatisfied" = 0, "Somewhat Dissatisfied" = -1, and "Very Dissatisfied" = -2.

# Perception of City's Financial Situation



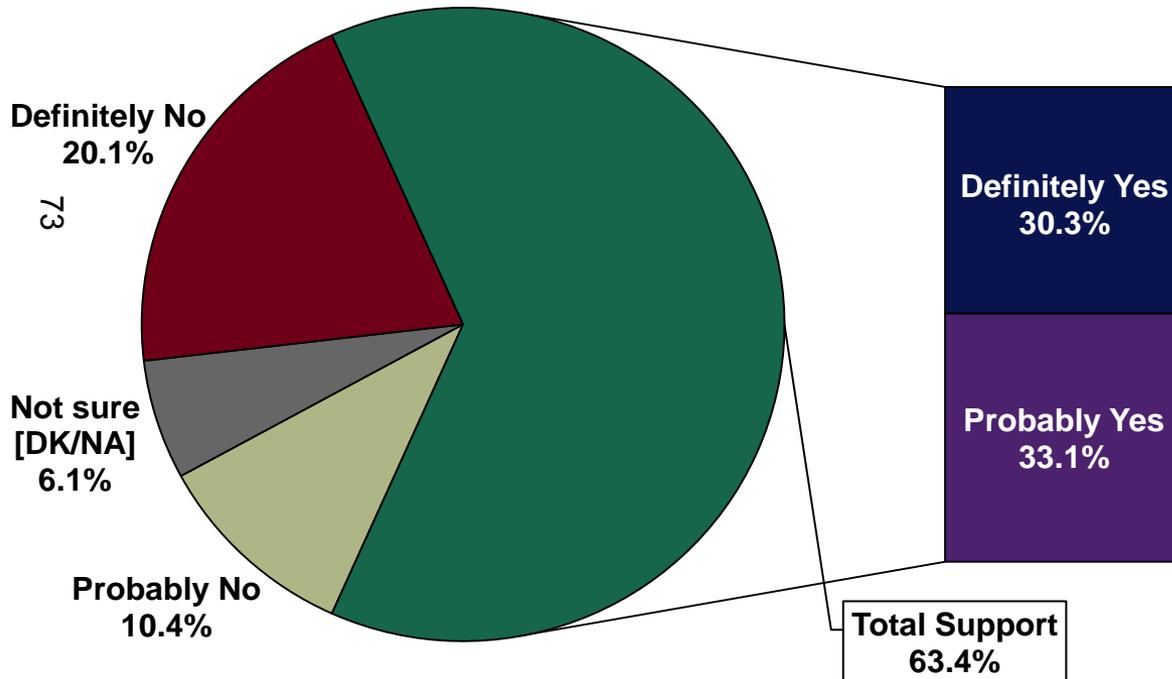
GODBE RESEARCH  
Gain Insight



72

Item 8  
Attachment 3

# Reactions to potential simple majority requirement Sales Tax Measure



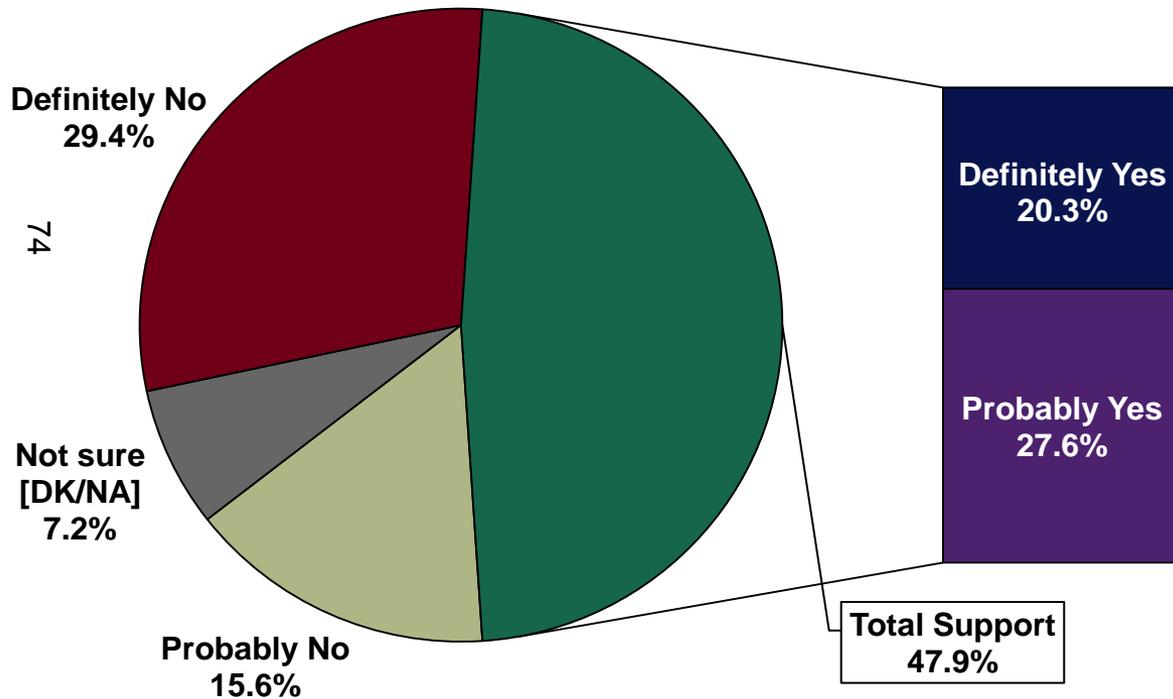
To provide funding, that cannot be taken by the State, to maintain Suisun City services that make neighborhoods safer including:

- rapid 9-1-1 emergency response times;
- neighborhood police patrols;
- youth crime and gang prevention programs;
- fire prevention and protection;
- fixing potholes;
- maintaining city streets and street lights;
- maintaining parks and street trees; and
- other vital city services;

shall Suisun City enact an ongoing one cent (1%) sales tax, providing \$1.8 million dollars annually, with annual audits, citizens' oversight, all funds spent locally in Suisun City?

Attachment 3  
Item 8

# Reactions to Potential simple majority requirement UUT Measure



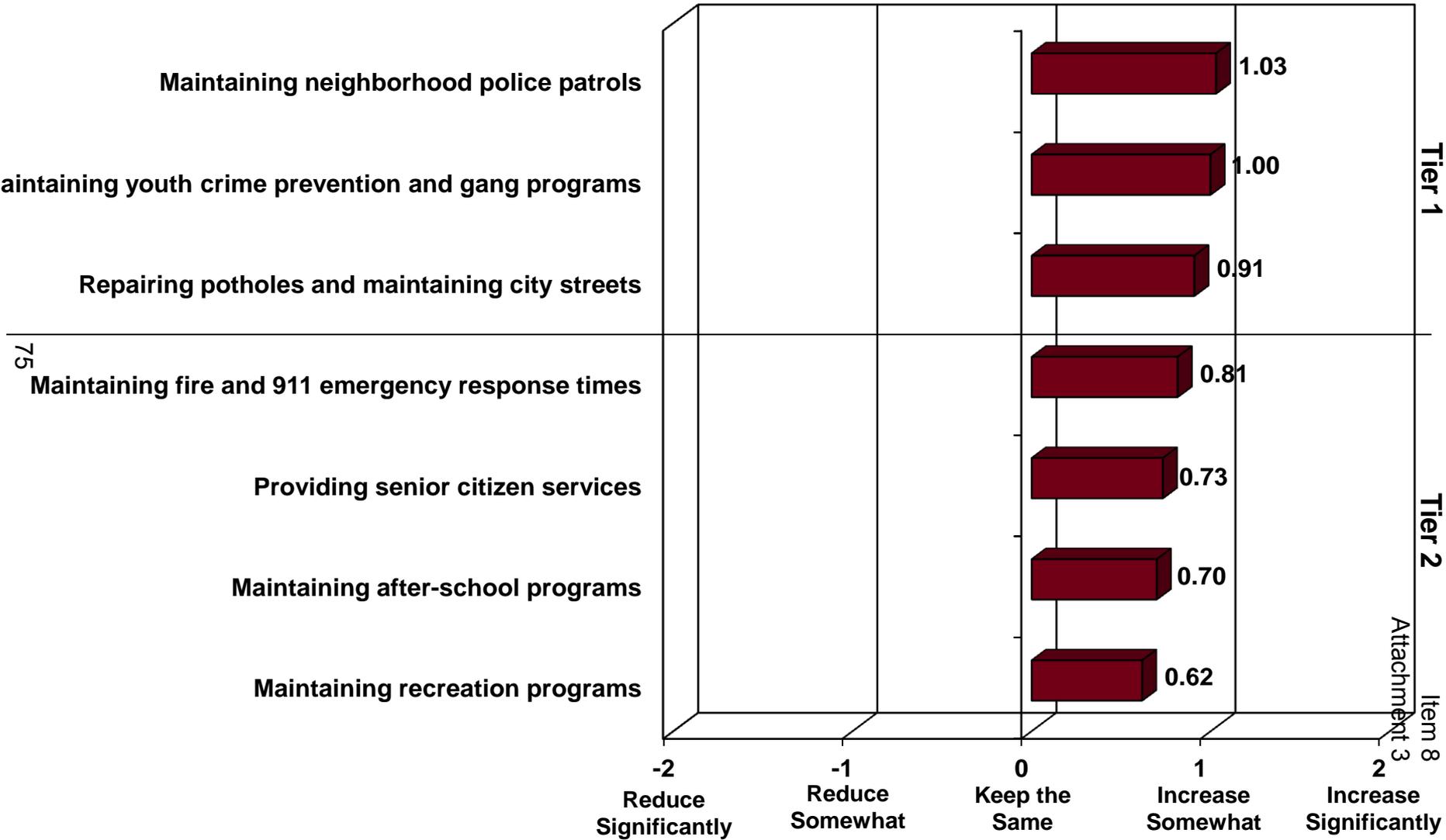
To provide funding, that cannot be taken by the State, to maintain Suisun City services that make neighborhoods safer including:

- rapid 9-1-1 emergency response times;
- neighborhood police patrols;
- youth crime and gang prevention programs;
- fire prevention and protection;
- fixing potholes;
- maintaining city streets and street lights;
- maintaining parks and street trees; and
- other vital city services;

shall Suisun City enact an ongoing 3.6 percent utility users tax, providing \$1.8 million dollars annually, with annual audits, citizens' oversight, all funds spent locally in Suisun City?

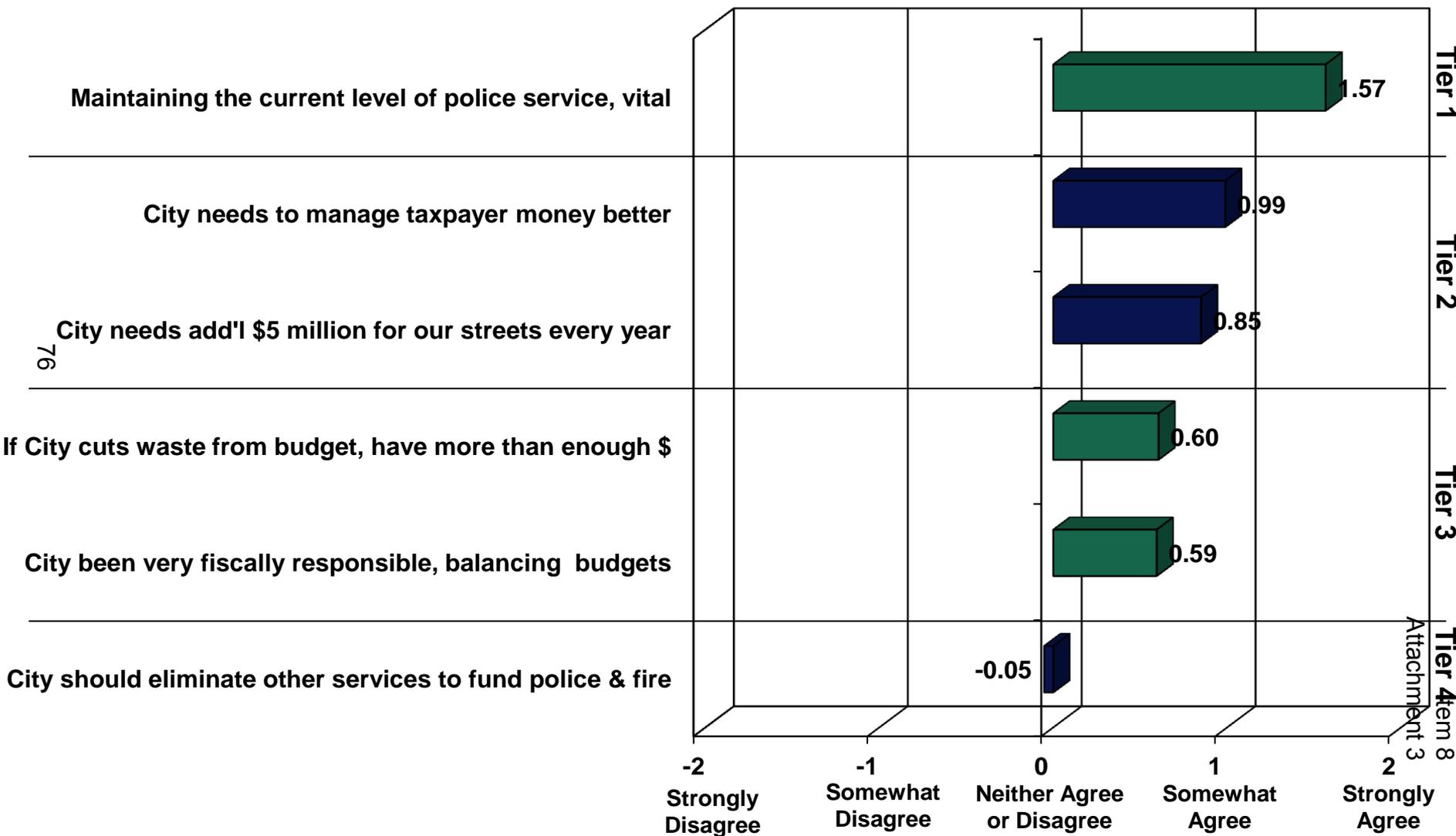
Attachment 3  
Item 8

# Opinions on Level of Services



Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Increase Significantly" = +2, "Increase Somewhat" = +1, "Keep the Same" = 0, "Reduce Somewhat" = -1, and "Reduce Significantly" = -2.

# Reactions to Informational Statements About City Services



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Attachment 3  
Tier 4 Item 8

Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Strongly Agree" = +2, "Somewhat Agree" = +1, "Neither Agree or Disagree" = 0, "Somewhat Disagree" = -1, and "Strongly Disagree" = -2.

# Recommended Engagement Timeline



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Months	Key Activities
Winter/Spring 2016	Expand Community Engagement Conversations, including Interactive Mechanisms, community presentations, and Opinion Leader updates to solicit additional feedback on constituent perspectives for upcoming City budget. Reflect the community's perspectives in FY 2016-2017 budget adoption.
Summer 2016	Following budget adoption conduct a second opinion survey to further assess interest in local funding options. If feasible to proceed, develop and present parameters of a potential local funding measure to City Council for consideration. If Council chooses to place a measure on the ballot, the deadline for submittal to the County Elections Officer is typically the first week in August.
Fall 2016	Continue to keep the public fully informed of pertinent budget and policy issues. Respond to constituent inquiries about budget and service issues. Post or disseminate official measure information where appropriate and helpful to the public.

# Recommended Next Steps



- This community survey should be viewed as only one of several steps in the City's ongoing efforts to inform and engage the public around service and budget needs, and to get more input and resident perspectives reflected in the City's budget process
- In other Cities this typically takes the form of:
  - A presentation on the current budget
  - Interactive engagement tools to provide additional perspectives on service priorities and community needs
  - Posting pertinent budget information on the website and publicizing where people can get information about the budget and provide input on their service priorities

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[www.godberesearch.com](http://www.godberesearch.com)

California and Corporate Offices  
1660 South Amphlett Boulevard, Suite 205  
San Mateo, CA 94402

Nevada Office  
59 Damonte Ranch Parkway, Suite B309  
Reno, NV 89521

Pacific Northwest Office  
601 108th Avenue NE, Suite 1900  
Bellevue, WA 98004

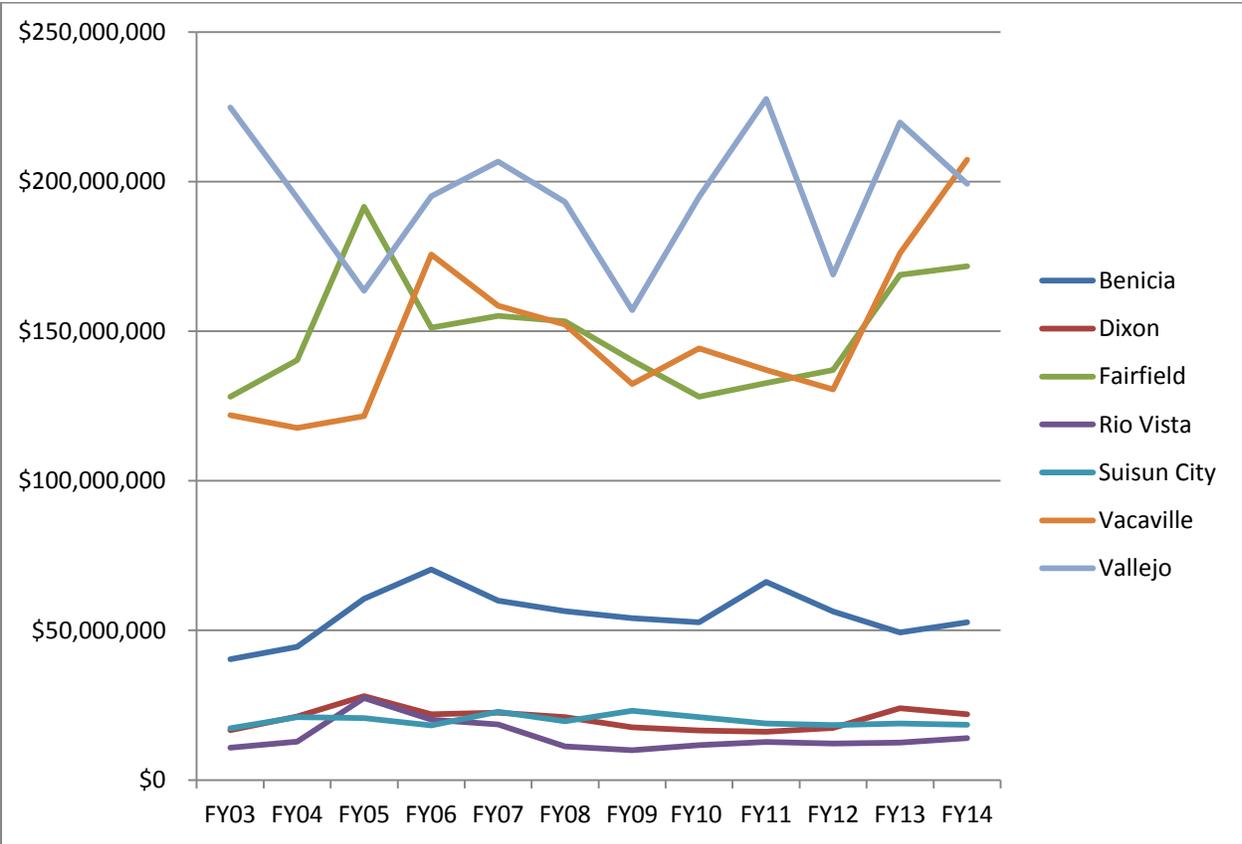
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**TOTAL REVENUES FY14**

City	Total Revenue	Per Capita
Vacaville	\$ 207,336,718	\$ 2,223.88
All California Cities	\$ 70,508,045,086	\$ 2,208.13
Benicia	\$ 52,688,444	\$ 1,928.21
Rio Vista	\$ 13,990,158	\$ 1,829.74
Vallejo	\$ 199,192,157	\$ 1,689.67
Fairfield	\$ 171,655,141	\$ 1,576.29
Dixon	\$ 21,978,855	\$ 1,184.40
Suisun City	\$ 18,518,705	\$ 652.04

**12-Year Total Revenues Comparison**

Excluding All California Cities Total



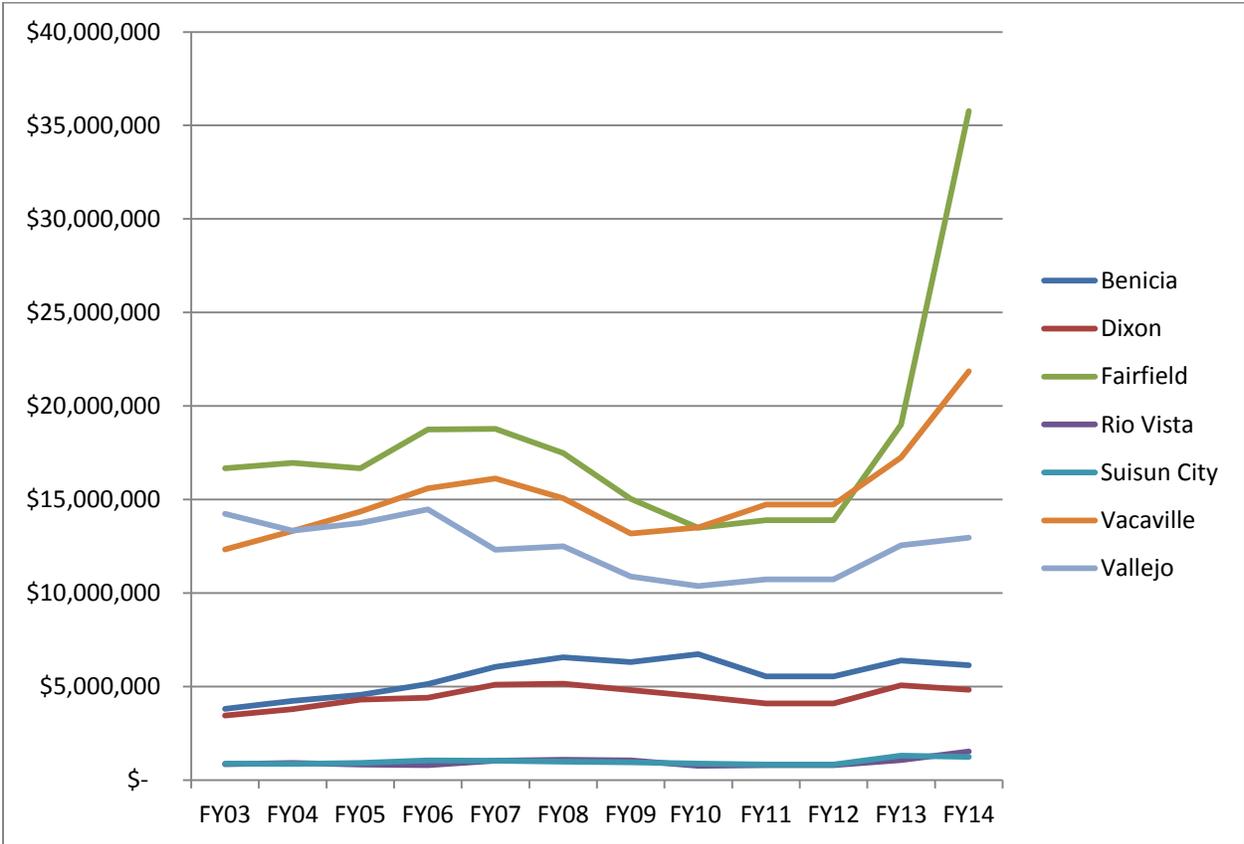
Source: California State Controller’s Office Cities Annual Report website

**SALES AND USE TAX REVENUES FY14**

City	Sales and Use Tax Revenue	Per Capita
Fairfield	\$ 35,771,990	\$ 328.49
Dixon	\$ 4,822,016	\$ 259.85
Vacaville	\$ 21,860,058	\$ 234.47
Benicia	\$ 6,130,929	\$ 224.37
Rio Vista	\$ 1,530,519	\$ 200.17
All California Cities	\$ 5,754,861,766	\$ 180.23
Vallejo	\$ 12,965,888	\$ 109.98
Suisun City	\$ 1,233,406	\$ 43.43

**12-Year Sales & Use Tax Revenue Comparison**

Excluding All California Cities Total



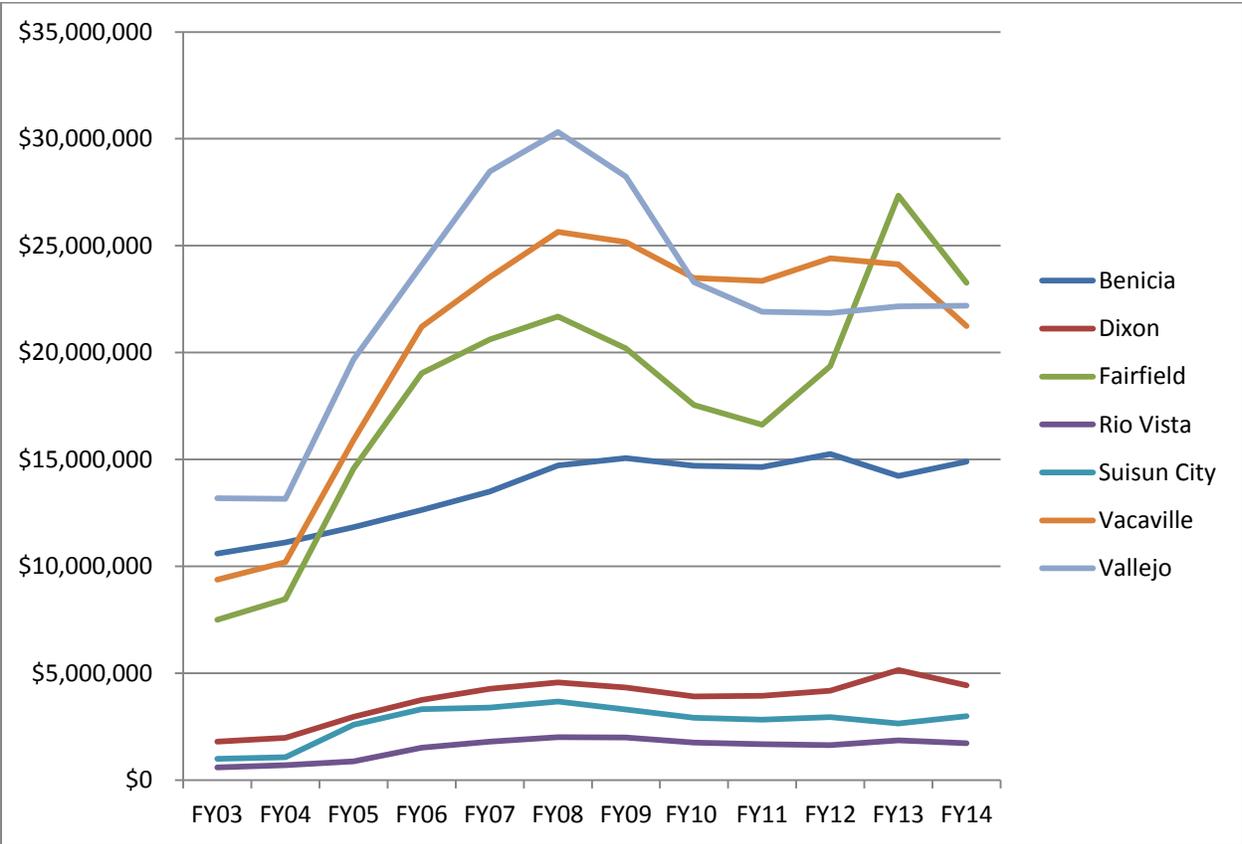
Source: California State Controller’s Office Cities Annual Report website

**PROPERTY TAX REVENUES FY14**

City	Property Tax Revenue	Per Capita
Benicia	\$ 14,889,832	\$ 544.92
All California Cities	\$ 9,771,636,924	\$ 306.02
Dixon	\$ 4,431,840	\$ 238.82
Vacaville	\$ 21,232,202	\$ 227.74
Rio Vista	\$ 1,724,109	\$ 225.49
Fairfield	\$ 23,265,114	\$ 213.64
Vallejo	\$ 22,185,617	\$ 188.19
Suisun City	\$ 2,993,676	\$ 105.41

**12-Year Property Tax Revenue Comparison**

Excluding All California Cities Total



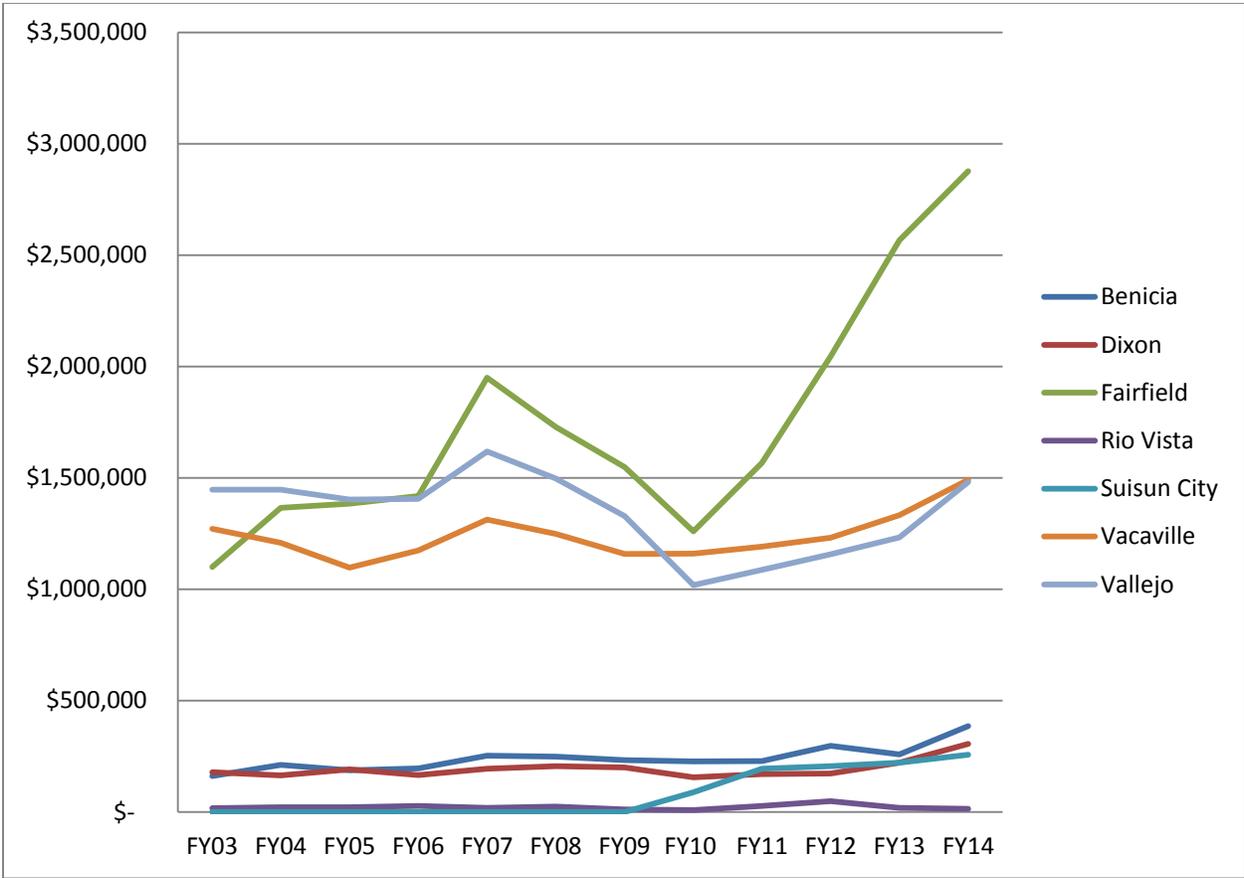
Source: California State Controller's Office Cities Annual Report website

**TRANSIENT OCCUPANCY TAX REVENUES FY14**

City	Transient Occupancy Tax Revenue	Per Capita
All California Cities	\$ 1,866,589,216	\$ 58.46
Fairfield	\$ 2,876,481	\$ 26.41
Dixon	\$ 305,922	\$ 16.49
Vacaville	\$ 1,491,097	\$ 15.99
Benicia	\$ 385,872	\$ 14.12
Vallejo	\$ 1,481,346	\$ 12.57
Suisun City	\$ 257,453	\$ 9.06
Rio Vista	\$ 14,372	\$ 1.88

**12-Year TOT Revenue Comparison**

Excluding All California Cities Total



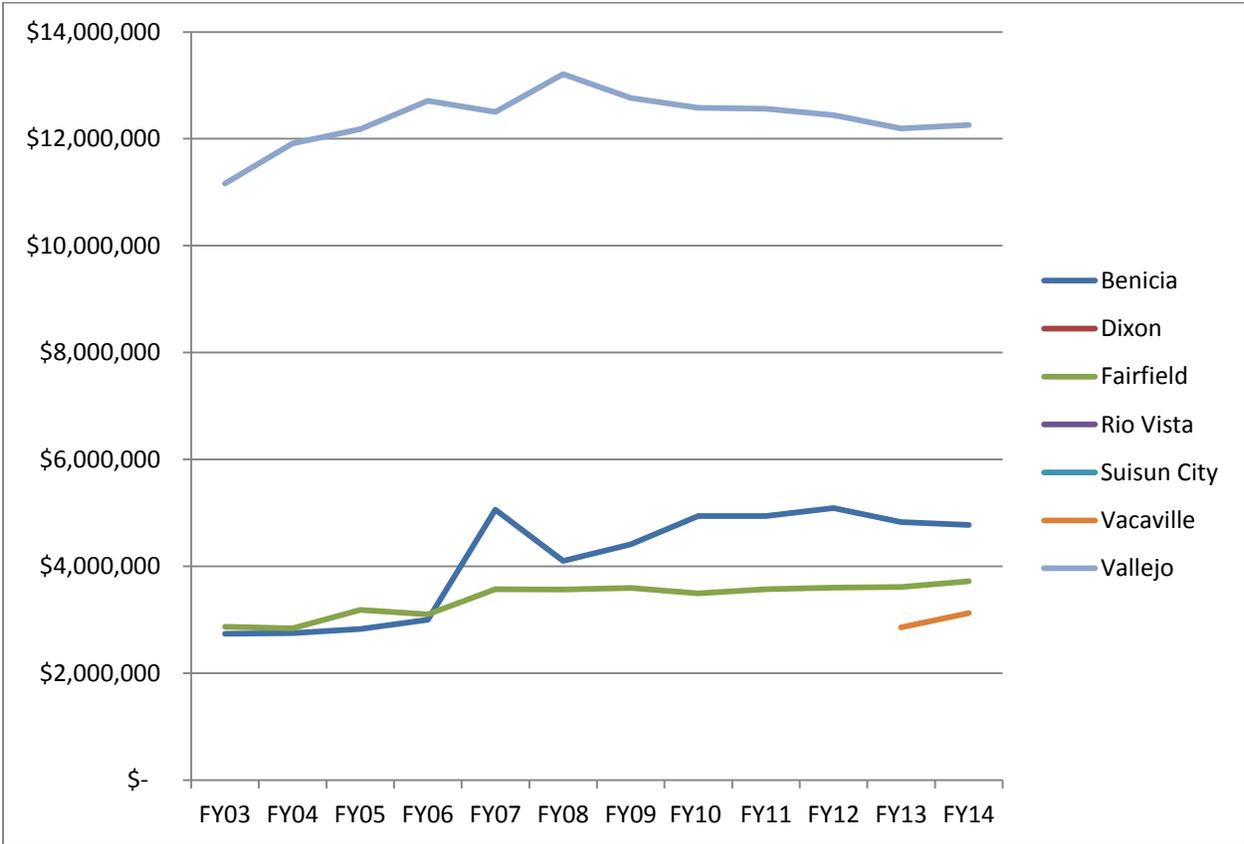
Source: California State Controller’s Office Cities Annual Report website

**UTILITY USERS TAX REVENUES FY14**

City	Utility Users Tax Revenue	Per Capita
Benicia	\$ 4,771,336	\$ 174.61
Vallejo	\$ 12,260,774	\$ 104.00
All California Cities	\$1,911,587,799	\$ 59.87
Fairfield	\$ 3,717,518	\$ 34.14
Vacaville	\$ 3,124,848	\$ 33.52
Dixon	\$ -	\$ -
Rio Vista	\$ -	\$ -
Suisun City	\$ -	\$ -

**12-Year UUT Revenue Comparison**

Excluding All California Cities Total



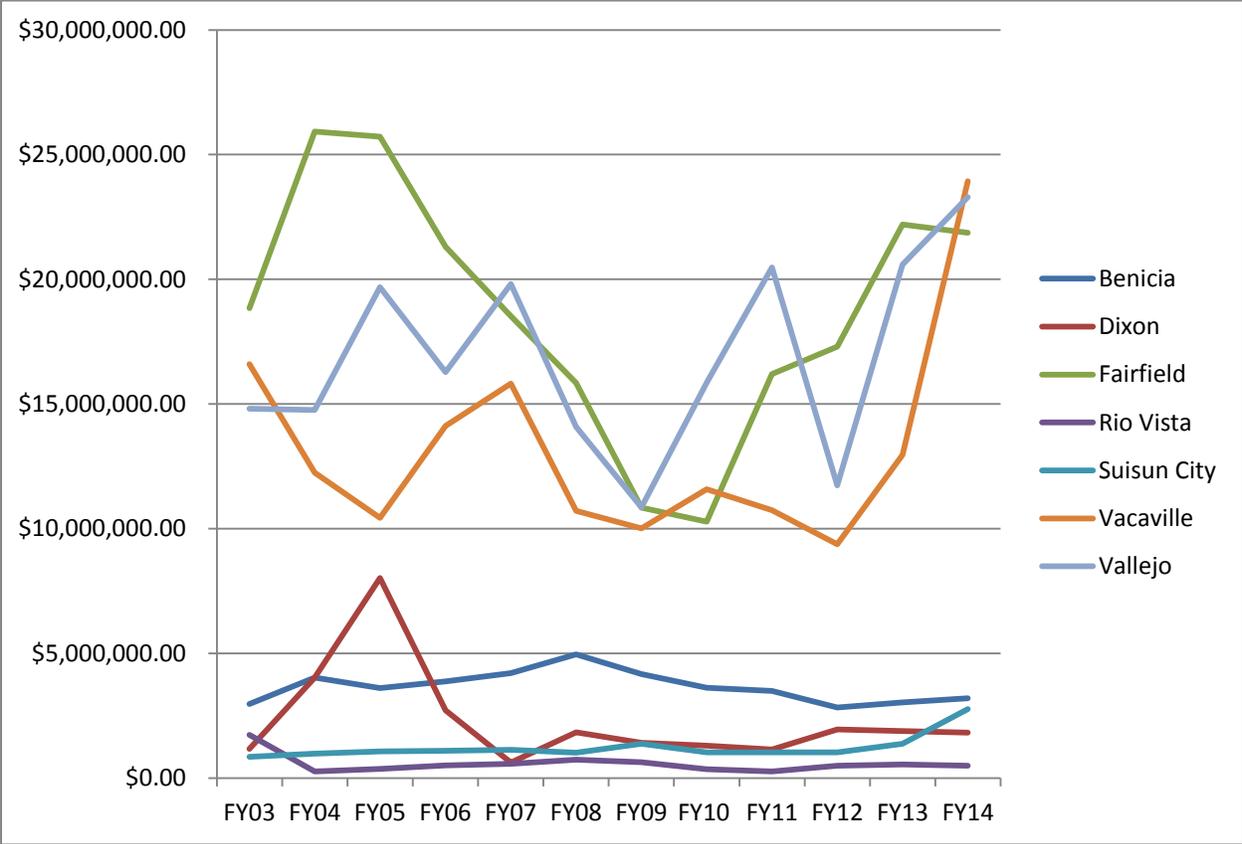
Source: California State Controller’s Office Cities Annual Report website

**ALL OTHER TAXES REVENUES FY14**

City	All Other Taxes Revenue	Per Capita
Vacaville	\$23,935,261	\$ 256.73
Fairfield	\$21,872,174	\$ 200.85
Vallejo	\$23,295,210	\$ 197.60
All California Cities	\$ 5,983,373,318	\$ 187.38
Benicia	\$3,193,016	\$ 116.85
Dixon	\$1,818,393	\$ 97.99
Suisun City	\$2,762,366	\$ 97.26
Rio Vista	\$499,557	\$ 65.34

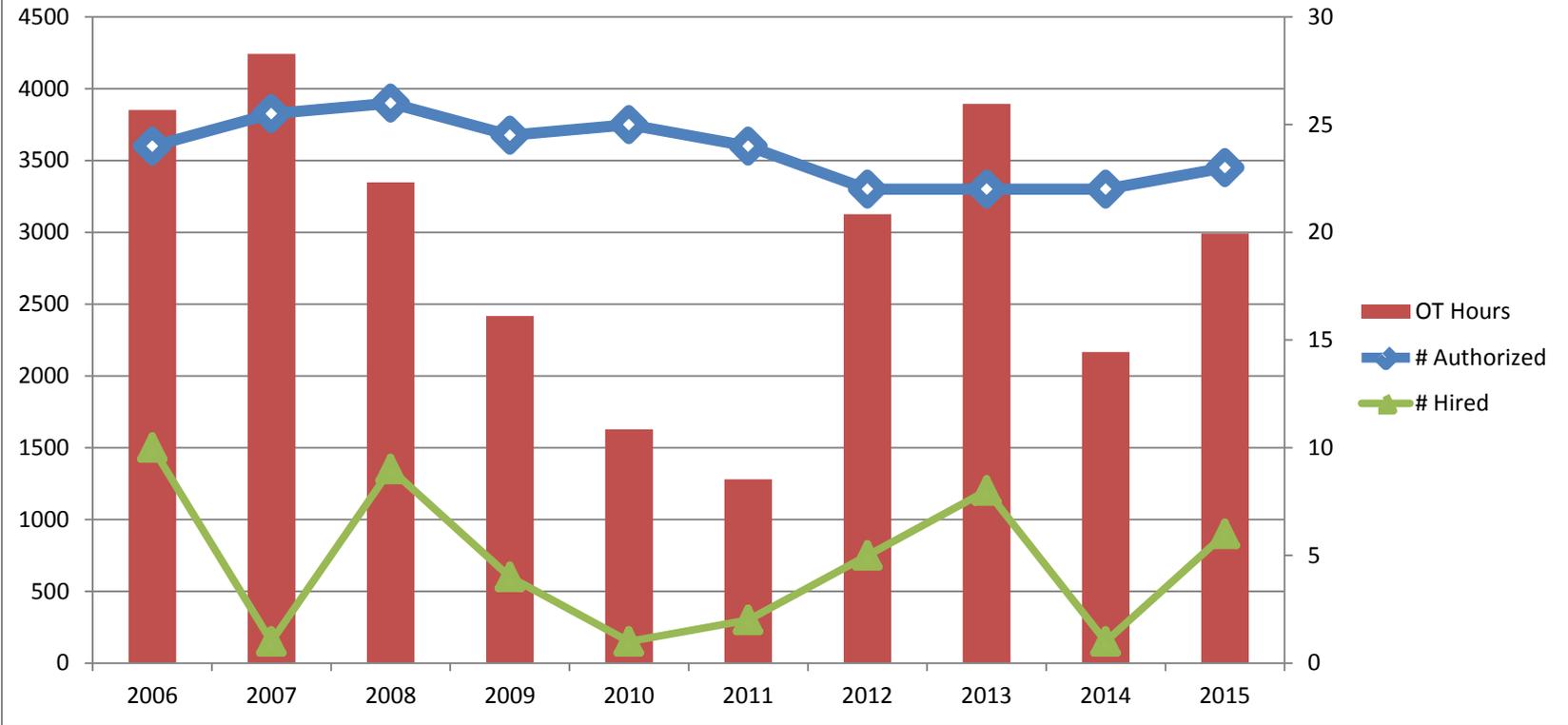
**12-Year All Other Taxes Revenue Comparison**

Excluding All California Cities Total



Source: California State Controller's Office Cities Annual Report website

### Police Sworn Staffing (2006-2015)

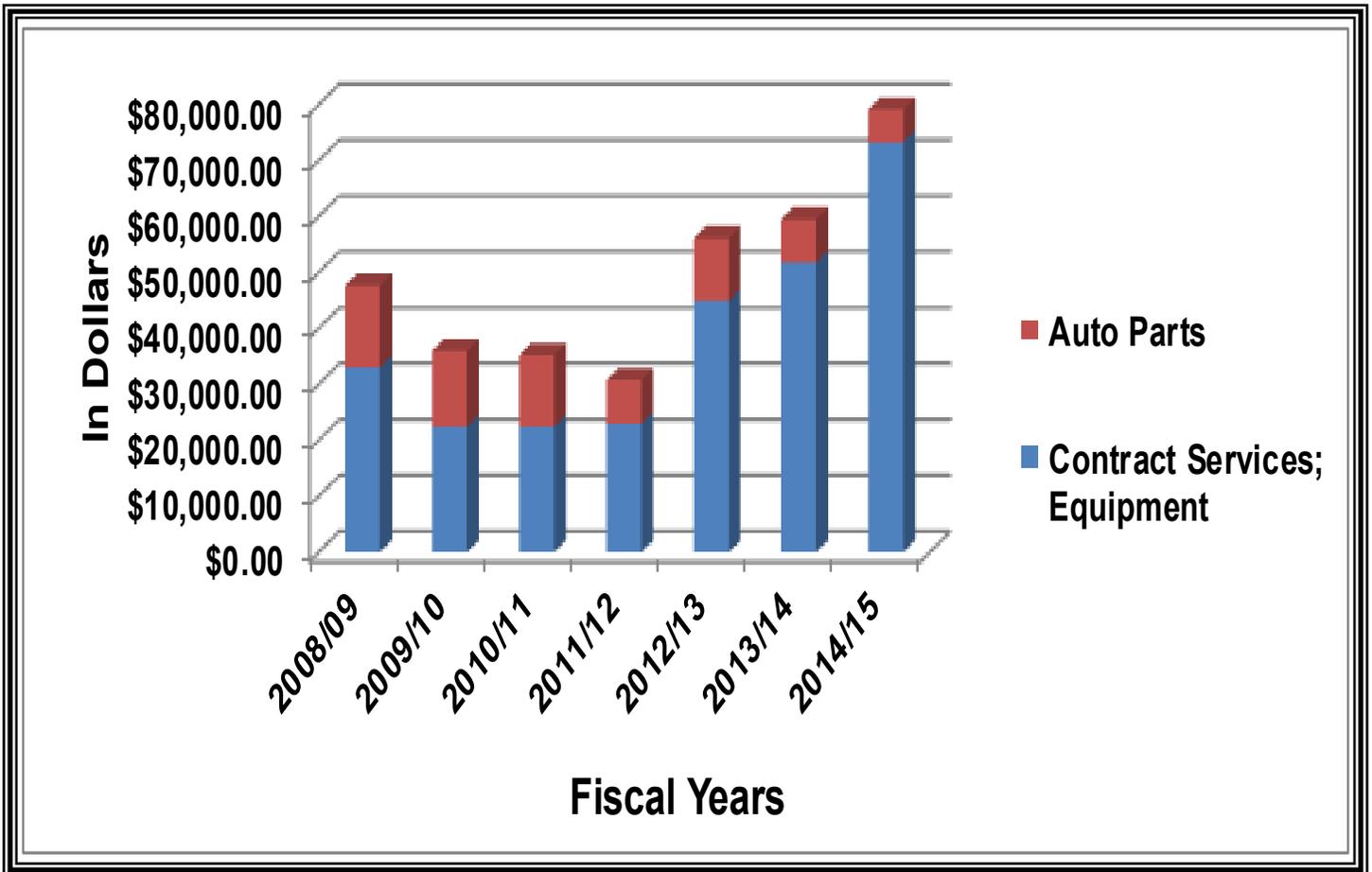


**Notes:**

Increased overtime is associated with increased turnover. It also tends to linger into the following year due to postponed leave

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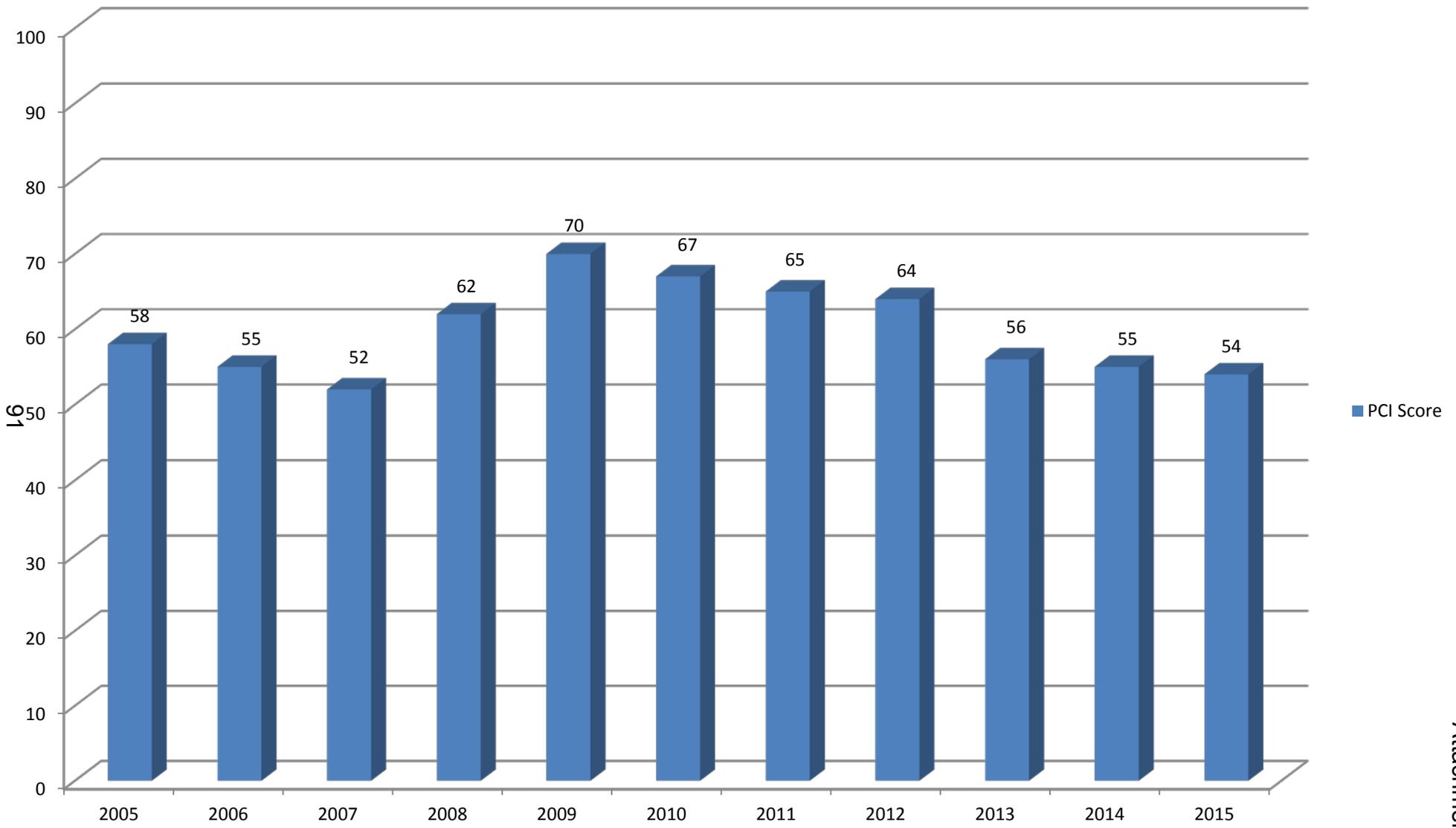
## Vehicle Maintenance and Auto Part Purchases shown through Fiscal Years



Year Manufactured	Vehicle Description	Mileage
1998	Pierce Type 1 Engine, E1	116,894
1998	Dodge Ram Pickup, Grass Unit	17,545
1999	Ford Supercab, Utility Pickup	86,571
1999	Pierce Type 1 Engine, E2	86,571
2001	Dodge Durango Command Vehicle	91,000
2004	Ford F550 Brush Unit	27,890
2007	Dodge Durango Command Vehicle	24,545
2007	Ferrara Truck, Ladder	24,545
2008	Ford F150 Utility Pickup/Command Vehicle	30,898

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# PCI Score - 10 Year Review



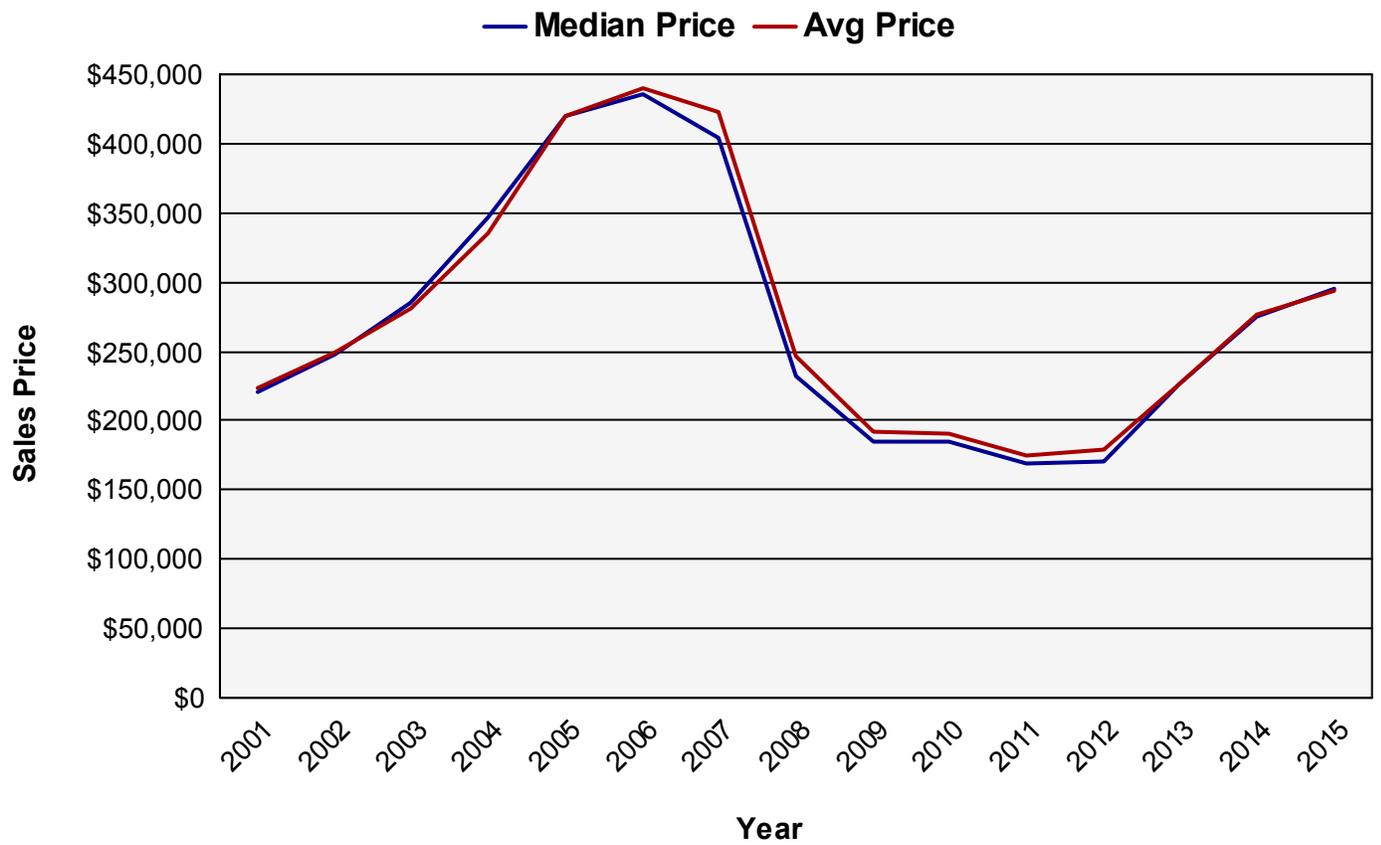
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# THE CITY OF SUISUN SALES VALUE HISTORY

Single Family Residential Full Value Sales (01/01/2001 - 12/31/2015)

Year	Full Value Sales	Average Price	Median Price	Median % Change
2001	585	\$223,947	\$220,000	
2002	583	\$248,713	\$248,500	12.95%
2003	620	\$280,847	\$285,000	14.69%
2004	709	\$335,592	\$347,000	21.75%
2005	659	\$420,469	\$420,000	21.04%
2006	414	\$440,369	\$435,000	3.57%
2007	266	\$422,437	\$403,500	-7.24%
2008	529	\$246,987	\$232,000	-42.50%
2009	697	\$192,733	\$185,000	-20.26%
2010	500	\$191,146	\$185,000	0.00%
2011	506	\$175,471	\$169,750	-8.24%
2012	479	\$178,854	\$170,000	0.15%
2013	346	\$225,780	\$225,750	32.79%
2014	371	\$276,598	\$275,000	21.82%
2015	430	\$293,907	\$295,000	7.27%

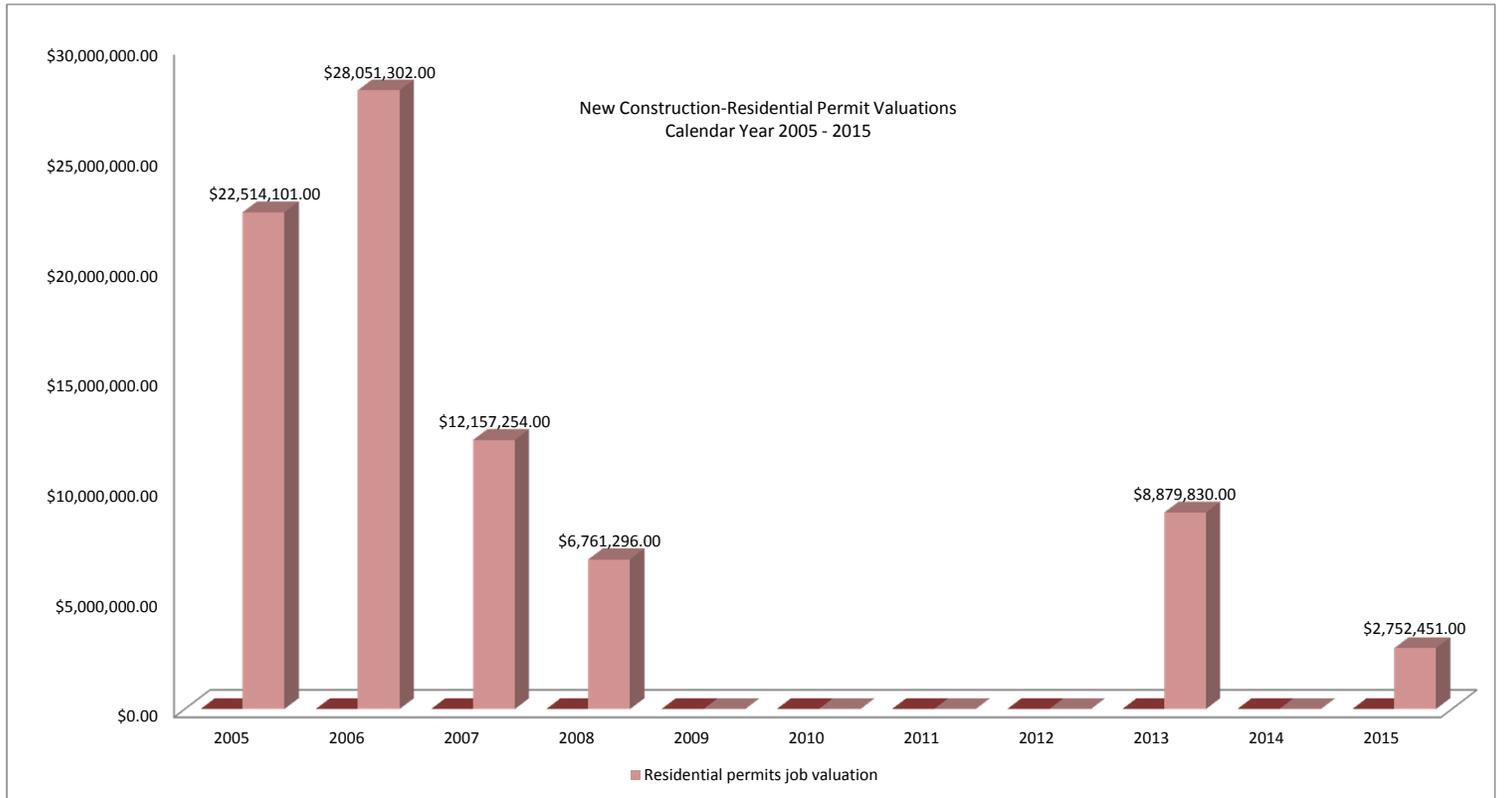
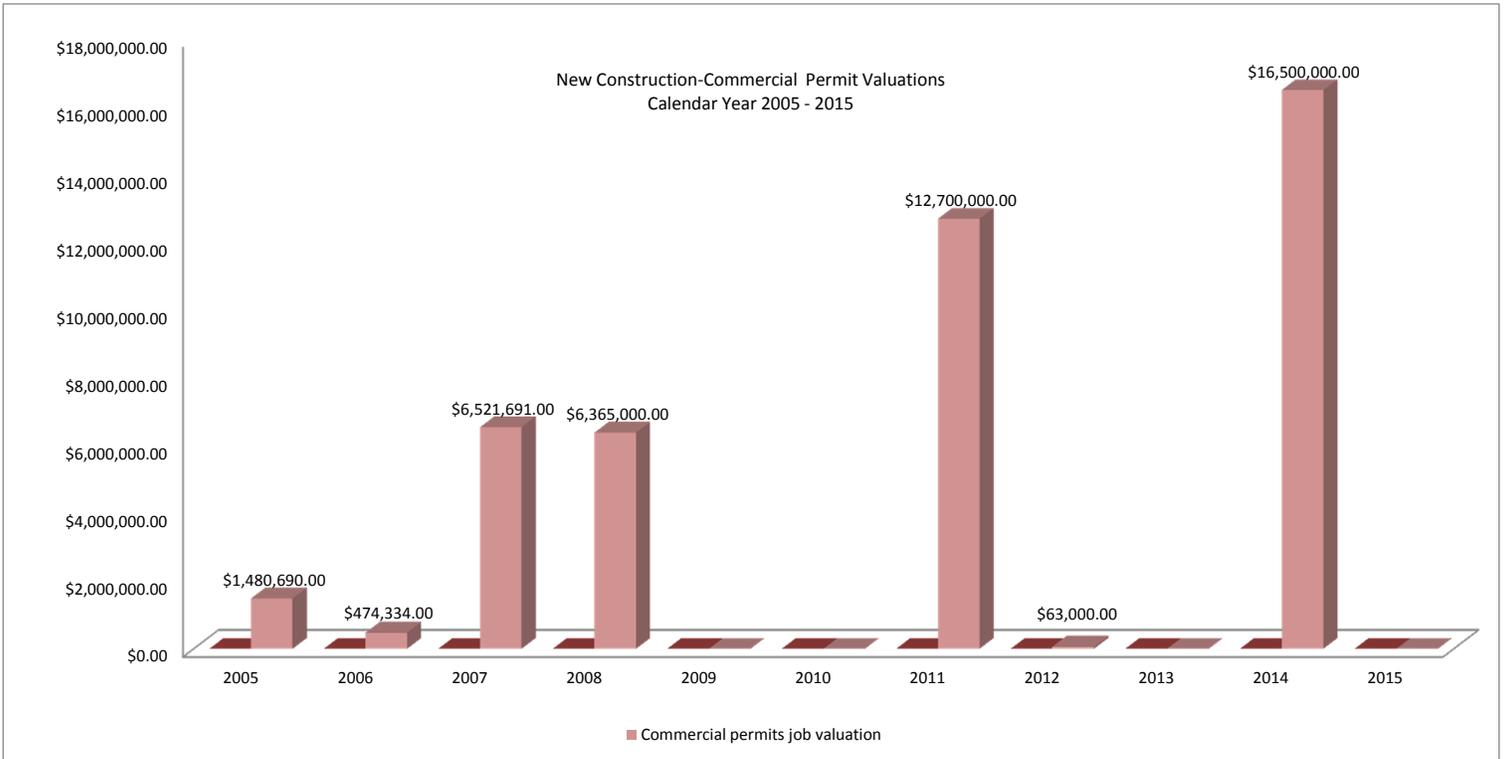


\*Sales not included in the analysis are quitclaim deeds, trust transfers, timeshares, and partial sales.

Data Source: Solano County Recorder

This report is not to be used in support of debt issuance or continuing disclosure statements without the written consent of HdL, Coren & Cone

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### Office Vacancy Rates

Fairfield-Suisun Office Vacancy Rate	<b>21.60%</b>
Suisun Office Vacancy Rate	<b>47%</b>

\*F-S rate from Colliers International Q3 2015 Report



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<p><b>Suisun- Fairfield Vacancy Survey-Retail</b>                      *Yellow fields indicate detail yet to be verified</p>	<p><b>Property Name</b></p>	<p><b>Location</b></p>	<p><b>Gross Leasable Area (SF)</b></p>	<p><b>Total Space Available (SF)</b></p>	<p><b>Vacancy Rate</b></p>
	<p>Sunset Shopping Center</p>	<p>121 Sunset Ave Suisun City, CA 94585</p>	<p>118,292</p>	<p>9,680</p>	<p>8%</p>
	<p>Lawler Commercial</p>	<p>HWY 12 &amp; Grizzly Island Road/ Anderson Drive</p>	<p>28,474</p>	<p>-</p>	<p>0%</p>
	<p>Heritage Park Shopping Center</p>	<p>NWC Highway 12 &amp; Sunset Avenue Suisun City, CA 94585</p>	<p>169,250</p>	<p>43,639</p>	<p>26%</p>

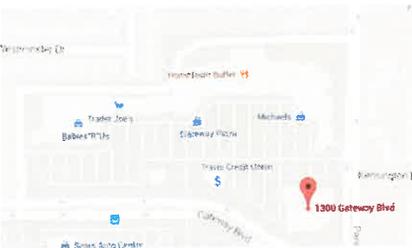
	<p>Marina Center</p>	<p>301 Marina Center Suisun City, CA 94585</p>	<p>95,000</p>	<p>6,000</p>	<p>6%</p>
	<p>Harbor Square</p>	<p>700 Main Street Suisun City, CA 94534</p>	<p>17,500</p>	<p>2,400</p>	<p>14%</p>
	<p>N Texas Plaza</p>	<p>2700 N Texas Street Fairfield, CA 94533</p>	<p>8,500</p>	<p>4,825</p>	<p>57%</p>
	<p>Central Way Plaza</p>	<p>4455 Central Way Fairfield, CA 94534</p>	<p>6,240</p>	<p>1,526</p>	<p>24%</p>

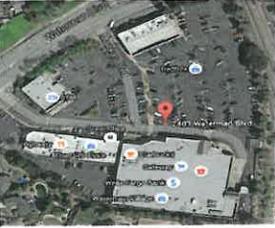
	<p>4470 Central Way</p>	<p>4470 Central Way Fairfield, CA 94534</p>	<p>3,400</p>	<p>3,400</p>	<p>100%</p>
	<p>251 Pittman Rd.</p>	<p>251 Pittman Rd Fairfield, CA 94534</p>	<p>9,226</p>	<p>1,285</p>	<p>14%</p>
	<p>Midfair Plaza/Mexico Meat Market/ Jack in the box/ Thift store</p>	<p>1972 North Texas St. Fairfield, CA 94533</p>	<p>18,000</p>	<p>2,500</p>	<p>14%</p>
	<p>Oakmont Plaza</p>	<p>Oakmont Plaza N Texas St. Fairfield, CA 94533</p>	<p></p>		

	<p>Grocery Outlet/ CVS/ IHOP</p>	<p>200 Travis Blvd, Fairfield, CA 94533</p>				
	<p>Winery Square</p>	<p>1955 W Texas Street Fairfield, CA 94533</p>	<p>121,950</p>	<p>10,578</p>	<p>9%</p>	
	<p>I-80 &amp; Oliver Rd</p>	<p>1250 Oliver Rd Fairfield, CA 94534</p>	<p>20,390</p>	<p>6,800</p>	<p>33%</p>	
	<p>649 Beck Avenue</p>	<p>649 Beck Avenue Fairfield, CA 94533</p>		<p>14,700</p>	<p>14,700</p>	<p>100%</p>

	<p>Travis Shopping Center</p>	<p>658-676 Parker Rd. Fairfield, CA 94533</p>	<p>15,000</p>	<p>2,755</p>	<p>18%</p>
	<p>628 Parker Road</p>	<p>628 Parker Rd Fairfield, CA 94533</p>	<p>6,400</p>	<p>1,000</p>	<p>16%</p>
	<p>The Village</p>	<p>870 E. Travis Blvd Fairfield, CA 94533</p>	<p>13,000</p>	<p>2,861</p>	<p>22%</p>
	<p>North Texas Junction</p>	<p>2525 North Texas Street Fairfield, CA 94533</p>	<p>10,000</p>	<p>10,000</p>	<p>100%</p>

	<p>3060 Travis Blvd.</p>	<p>3060 Travis Blvd Fairfield, CA 94533</p>	<p>4,500</p>	<p>4,500</p>	<p>100%</p>
	<p>Fairfield Corners</p>	<p>1500 Oliver Rd, Fairfield, CA 94534</p>			
	<p>Holiday Lane Plaza (Peet's/Petco)</p>	<p>1370 Holiday Ln, Fairfield, CA 94533</p>			
	<p>Woodcreek Plaza</p>	<p>3101 Travis Blvd Fairfield, CA 94534</p>	<p>80,738</p>	<p>8,057</p>	<p>10%</p>

	<p>Green Valley Crossing</p>	<p>5041-5111 Business Center Dr. Fairfield, CA 94534</p>	<p>171,778</p>	<p>1,271</p>	<p>1%</p>
	<p>Raley's Plaza</p>	<p>3336 North Texas Street Fairfield, CA 94533</p>	<p>105,441</p>	<p>3,159</p>	<p>3%</p>
	<p>Holiday Galleria</p>	<p>1595 Holiday Lane Fairfield, CA 94533</p>	<p>42,657</p>	<p>3,000</p>	<p>7%</p>
	<p>Oliver Square</p>	<p>995 Oliver Rd Fairfield, CA 94534</p>	<p>17,252</p>	<p>8,354</p>	<p>48%</p>
	<p>Gateway Plaza</p>	<p>1300 Gateway Blvd. Fairfield, CA 94533</p>	<p>211,000</p>	<p>38,937</p>	<p>18%</p>

	<p><b>Gateway Courtyard</b></p>	<p>1570-1650 Gateway Blvd Fairfield, CA 94533</p>	<p>134,000</p>	<p>61,793</p>	<p>46%</p>
	<p><b>Waterman Village Shopping Center</b></p>	<p>2401 Waterman Blvd Fairfield, CA 94533</p>	<p>72,117</p>	<p>3,358</p>	<p>5%</p>
<p><b>Combined Retail Vacancy Total</b></p>			<p><b>1,801,168</b></p>	<p><b>461,886</b></p>	<p><b>26%</b></p>

<b>Fairfield Vacancy Survey-Retail</b> *Yellow fields indicate detail yet to be verified	Property Name	Location	Gross Leasable Area (SF)	Total Space Available (SF)	Vacancy Rate
	N Texas Plaza	2700 N Texas Street Fairfield, CA 94533	8,500	4,825	57%
	Central Way Plaza	4455 Central Way Fairfield, CA 94534	6,240	1,526	24%
	4470 Central Way	4470 Central Way Fairfield, CA 94534	3,400	3,400	100%
	251 Pittman Rd.	251 Pittman Rd Fairfield, CA 94534	9,226	1,285	14%
	Midfair Plaza/Mexico Meat Market/ Jack in the box/ Thift store	1972 North Texas St. Fairfield, CA 94533	18,000	2,500	14%

	<p>Oakmont Plaza</p>	<p>Oakmont Plaza N Texas St. Fairfield, CA 94533</p>			
	<p>Grocery Outlet/ CVS/ IHOP</p>	<p>200 Travis Blvd, Fairfield, CA 94533</p>			
	<p>Winery Square</p>	<p>1955 W Texas Street Fairfield, CA 94533</p>	<p>121,950</p>	<p>10,578</p>	<p>9%</p>
	<p>I-80 &amp; Oliver Rd</p>	<p>1250 Oliver Rd Fairfield, CA 94534</p>	<p>20,390</p>	<p>6,800</p>	<p>33%</p>
	<p>649 Beck Avenue</p>	<p>649 Beck Avenue Fairfield, CA 94533</p>		<p>14,700</p>	<p>100%</p>

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	<p>628 Parker Road</p>	<p>628 Parker Rd Fairfield, CA 94533</p>	<p>6,400</p>	<p>1,000</p>	<p>16%</p>
	<p>The Village</p>	<p>870 E. Travis Blvd Fairfield, CA 94533</p>	<p>13,000</p>	<p>2,861</p>	<p>22%</p>
	<p>North Texas Junction</p>	<p>2525 North Texas Street Fairfield, CA 94533</p>	<p>10,000</p>	<p>10,000</p>	<p>100%</p>
	<p>3060 Travis Blvd.</p>	<p>3060 Travis Blvd Fairfield, CA 94533</p>	<p>4,500</p>	<p>4,500</p>	<p>100%</p>
	<p>Fairfield Corners</p>	<p>1500 Oliver Rd, Fairfield, CA 94534</p>			

	<p><b>Holiday Lane Plaza (Peet's/Petco)</b></p>	<p>1370 Holiday Ln, Fairfield, CA 94533</p>			
	<p><b>Woodcreek Plaza</b></p>	<p>3101 Travis Blvd Fairfield, CA 94534</p>	<p>80,738</p>	<p>8,057</p>	<p>10%</p>
	<p><b>Green Valley Crossing</b></p>	<p>5041-5111 Business Center Dr. Fairfield, CA 94534</p>	<p>171,778</p>	<p>1,271</p>	<p>1%</p>
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	<p><b>Gateway Plaza</b></p>	<p>1300 Gateway Blvd. Fairfield, CA 94533</p>	<p>211,000</p>	<p>38,937</p>	<p>18%</p>
	<p><b>Gateway Courtyard</b></p>	<p>1570-1650 Gateway Blvd Fairfield, CA 94533</p>	<p>134,000</p>	<p>61,793</p>	<p>46%</p>
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<p><b>Fairfield Retail Vacancy Total</b></p>			<p><b>1,115,701</b></p>	<p><b>194,659</b></p>	<p><b>17%</b></p>

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## MOVING SOLANO FORWARD – Phase II

### City Manager’s Meeting

### Agenda, February 24, 2016

Solano EDC Representatives: Sean Quinn, Project Manager and Sandy Person, President

Consultant Team: Robert Eyler, Economic Forensics & Analytics & Audrey Taylor, Chabin

1. Why Phase II is important and what are the deliverables?
  - a. Goals/focus, alignment with local efforts, outcomes
2. Site Field Investigation, Don Schjeldahl, DSG-Advisors, March 1-12, 2016
3. Input from City Managers on priority activities in their cities for economic development and the role of Solano EDC in their eyes/mind
4. City Managers project role/assistance
  - a. After site consultant screening of sites and first cut of Tier 2 &3 sites, need further screening from City Manager’s on priority sites for public investment positioning.
  - b. Review tools and materials to be developed for Business Retention, Expansion and Attraction
5. Questions and concerns?
6. Next meeting and follow-up

#### **Moving Solano Forward Phase II**

Phase II will focus on a six-pronged approach of independent efforts to position Solano County and its seven cities, to compete for economic opportunity:

1. A better understanding of potential public sector infrastructure investments that will induce private sector investment;
2. A better understanding of Solano County’s assets and how they can be showcased to define the County as a distinctive and desirable region for economic development activity;
3. An assessment of strategic catalytic projects of countywide significance and improvements along the County’s transportation corridors that, if pursued, will leverage Solano County’s assets to further diversify base industries;
4. The identification of real estate, labor and other key needs of the identified industry clusters, and any gaps in their needs, to be able to retain, expand or attract these clusters;
5. Develop a comprehensive database of economic and demographic information and contemporary web-based tools that will enhance the overall economic development ecosystem for all engaged in economic development; and
6. Recommendations on potential local, state and federal funding sources to fund economic development activities, workforce development or business assistance.

## Project Tasks & Deliverables

1. Corridor Vision and Development	
<ul style="list-style-type: none"> <li>▪ Identify, inventory and map key and catalytic sites</li> <li>▪ Fatal Flaw real estate analysis</li> <li>▪ Corridor development plan research</li> <li>▪ Corridor development strategy</li> <li>▪ Brand and market concepts</li> <li>▪ Marketing tools and tactics</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review and evaluate all sites to site selector specifications</li> <li>▪ Create a innovative web platform to showcase corridors, business parks, sites, buildings and industry clusters</li> <li>▪ Based on “best practices” prepare a <i>Solano County Corridor Strategy</i>, a roadmap for implementing strategic actions to promote business locations and expansions, including:               <ul style="list-style-type: none"> <li>○ Identity and marketing concepts, story lines</li> <li>○ Recruitment strategies,</li> <li>○ Readiness of key sites and property portfolio;</li> <li>○ Site maps,</li> <li>○ Labor maps</li> </ul> </li> </ul>
2. Cluster Analysis	
<ul style="list-style-type: none"> <li>▪ Cluster business inventory</li> <li>▪ Survey cluster businesses</li> <li>▪ Strategic approach to cluster retention, expansion and attraction</li> <li>▪ Strategic action to address cluster needs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Further analyze existing and emerging clusters targets</li> <li>▪ Understand the diversity of businesses along cluster supply chains</li> <li>▪ Database existing cluster businesses</li> <li>▪ Analyzed factors most important to cluster businesses location decisions</li> <li>▪ Survey existing cluster businesses to identify gaps or needs to keep them competitive and located in Solano County</li> <li>▪ Create tools, resources and processes for best addressing the needs of cluster businesses:               <ul style="list-style-type: none"> <li>○ Labor</li> <li>○ Real Estate</li> <li>○ Capital</li> <li>○ Retention/Expansion</li> <li>○ Attraction</li> </ul> </li> </ul>
3. Development Sites	
<ul style="list-style-type: none"> <li>▪ Opportunities &amp; constraints of best tier 2-3 sites</li> <li>▪ Evaluate best sites for strategic public investment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review high and best use of sites, infrastructure needs, alignment of site to cluster needs, based on screening evaluation identify highest potential sites</li> <li>▪ Further evaluate Tier 2-3 Sites for best opportunity for strategic public investment</li> </ul>
4. Economic Development Data	
<ul style="list-style-type: none"> <li>▪ Create data-oriented website</li> <li>▪ Initial data collection</li> <li>▪ Data Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Create a one-source data clearinghouse within the website</li> <li>▪ Create messaging strategy using key data</li> <li>▪ Create a robust, data-driven website highlighting and showcasing key advantages of Solano County as a location</li> <li>▪ Create methods to share economic data that promotes Solano County and informs public and private businesses</li> <li>▪ Create innovative platform to showcase corridors, business parks, sites and cluster</li> </ul>
5. Funding Mechanisms	
<ul style="list-style-type: none"> <li>▪ Analyze current economic development activities/investments</li> <li>▪ Identify potential funding resources</li> <li>▪ Infrastructure financing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structure potential sustainable funding model for economic development</li> <li>▪ Identify public-private infrastructure investment models that can be utilized to prepare Tier 2 and 3 catalyst sites</li> </ul>

## MOVING SOLANO FORWARD, PHASE II

# IMPLEMENTING STRATEGIC ACTIONS



Helping make Solano County  
"the chosen one."

As part of an ongoing strategy to grow and diversify Solano County's economy, Solano County has accessed federal sources to fund MOVING SOLANO FORWARD, PHASE I and MOVING SOLANO FORWARD, PHASE II, focused on implementing recommendations from Phase I.

Committed leadership of the Solano EDC will lead Phase II as the Project Manager. Leadership will drive forward-thinking actions to enhance the character and opportunities of the Solano County corridors and each unique city.

## PROJECT BACKGROUND

*Moving Solano Forward, Phase I*, completed in 2015, revealed these key findings:

1. For economic growth the County's economy will need to be diversified.
2. Four clusters emerged in the EDSP project that could assist the county in diversifying away from a government-dominated economy.
3. A total of 94 sites were identified in three categories that provide business location/expansion opportunities:
4. Key clusters driving the economy are Energy, Food Chain, Medical and Life Sciences, and Advanced Materials.
5. Phase I recommended 13 strategies and 39 implementation actions for local jurisdictions to pursue over the next five years.

- |                                                   |  |    |
|---------------------------------------------------|--|----|
| <b>Tier 1</b> , Shovel-ready Sites:.....          |  | 30 |
| <b>Tier 2</b> , Require some infrastructure:..... |  | 23 |
| <b>Tier 3</b> , Raw land:.....                    |  | 41 |

CLUSTERS
Energy
Food Chain
Medical and Life Sciences
Advanced Materials

## MOVING SOLANO FORWARD PHASE II

What will we get from Phase II?

1. A robust state-of-the-art website with information that will assist businesses, local governments, brokers and site selectors. The web site will be data rich with economic and demographic data; dynamic mapping to showcase unique market location, all county business parks, mega-sites and specific properties; highlight target industries and clusters; access to business resources — *creating a virtual one-stop clearinghouse* — that can also be used by the cities.
2. An economic development corridor strategy, based upon best practices from across the nation that will focus on marketing concepts, recruitment strategies, workforce development and the readiness of key sites that will assist in *creating a competitive advantage*.
3. A set of tools, resources and initiatives that best address the labor, real estate, capital and other needs of identified key target business clusters that can be shared with cities and county *filling the economic development gaps at the local level and adding value to their efforts*.
4. With the absence of redevelopment, identifying new public-public and public-private financing structures that can be used to *invest infrastructure in key sites to attract economic activity, near and long-term*.
5. Recommendations on potential local, state and federal funding sources that can be used to assist businesses and *fund economic development activities*.

**GOAL  
1**

MOVING SOLANO FORWARD

# Enhance Countywide Development Capacity

COMPLETED <b>PHASE I</b>	IN PROGRESS <b>PHASE II IMPLEMENTATION</b>	
<b>STRATEGIES:</b>	<b>PROJECT TASKS:</b>	<b>DELIVERABLES:</b>
<p>Re-envision I-80 corridor form/function.</p>	<p><b>CORRIDOR VISION &amp; DEVELOPMENT</b></p> <p>Align target clusters with Corridor Business Parks and key sites.</p>	<ul style="list-style-type: none"> <li>■ Map and identify cluster opportunities.</li> <li>■ Based on "best practices" prepare a Solano County Corridor Strategy, a roadmap for implementing strategic actions to promote business locations and expansions, including:               <ul style="list-style-type: none"> <li>▫ Identity and marketing concepts, story lines</li> <li>▫ Recruitment strategies</li> <li>▫ Readiness of key sites and property portfolio</li> <li>▫ Site maps</li> <li>▫ Laborshed and commute maps</li> </ul> </li> </ul>
<p>More effectively market shovel-ready sites &amp; buildings.</p>	<p><b>CORRIDOR VISION &amp; DEVELOPMENT</b></p> <p>Inventory, document to site selector specifications key sites and development opportunities.</p>	<ul style="list-style-type: none"> <li>■ Create a innovative web platform to showcase corridors, business parks, high impact sites, buildings.</li> <li>■ Create a database of properties that fit specific industry clusters and businesses as possible.</li> </ul>
<p>Prepare 2nd/3rd tier sites for cluster-focused &amp; other industrial development needs.</p>	<p><b>DEVELOPMENT SITES</b></p> <p>Analysis of opportunity and constraints of Tier 2-3 sites and alignment with target clusters.</p>	<ul style="list-style-type: none"> <li>■ Evaluate and identify the Tier 2-3 sites based on near-term and long-term opportunities for strategic public investment.</li> </ul>
<p>Obtain funding sources &amp; financing tools to fund infrastructure for vacant buildings &amp; sites.</p>	<p><b>FUNDING MECHANISMS</b></p> <p>Identify public-private infrastructure investment models that can be utilized to prepare Tier 2 and 3 catalyst sites.</p>	<ul style="list-style-type: none"> <li>■ Create potential structure to move forward with public/private funding of infrastructure options.</li> </ul>

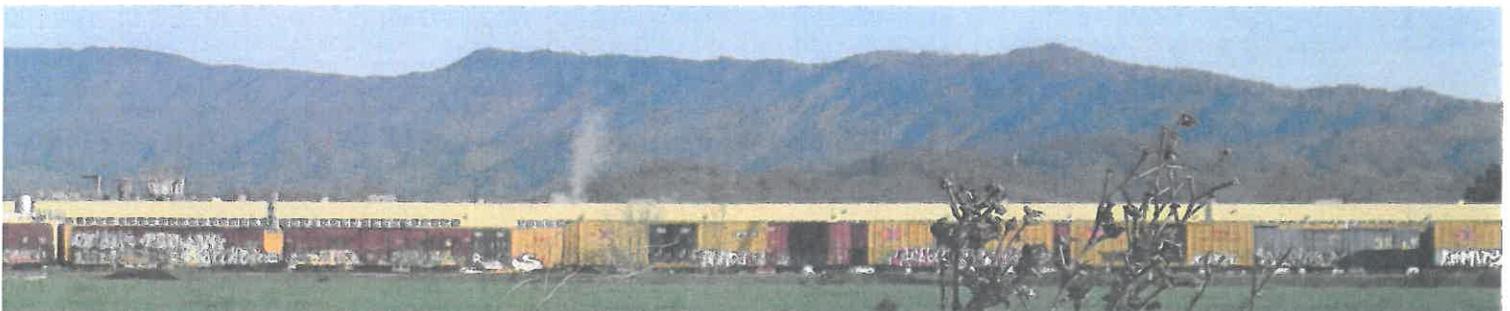


GOAL  
**2**

《MOVING SOLANO FORWARD》

# Strengthen Regional Economic Development and Workforce Development Programs & Services

COMPLETED <b>PHASE I</b>	IN PROGRESS <b>PHASE II IMPLEMENTATION</b>	
<b>STRATEGIES:</b>	<b>PROJECT TASKS:</b>	<b>DELIVERABLES:</b>
<p>Focus on regional business retention/expansion, attraction &amp; marketing</p>	<p><b>CLUSTER ANALYSIS</b></p> <ul style="list-style-type: none"> <li>■ Understand the diversity of businesses along supply chains for Solano County clusters.</li> <li>■ Analyze factors most important to cluster businesses location decisions.</li> <li>■ Identify key assets.</li> <li>■ Identify new clusters, current businesses under current clusters that are more “export” focused in term of marketplace.</li> <li>■ Understand the diversity of Solano County’s economy in terms of traded and locally-serving sectors.</li> </ul>	<ul style="list-style-type: none"> <li>■ Database existing cluster businesses.</li> <li>■ Provide Customer Relationship Management tool for business retention and attraction that can be used by County, Cities and EDC.</li> <li>■ Create tools, resources and processes for best addressing the needs of cluster businesses:               <ul style="list-style-type: none"> <li>▪ Labor</li> <li>▪ Real Estate</li> <li>▪ Capital</li> <li>▪ Retention/Expansion</li> <li>▪ Attraction</li> </ul> </li> <li>■ Prepare Corridor Strategy for positioning, promoting and marketing Solano County’s unique location along trade corridors in the region.</li> </ul>
<p>Focus on aligning workforce skills w/skill set demand (cluster related employers) in the county</p>	<p><b>CLUSTER ANALYSIS</b></p> <ul style="list-style-type: none"> <li>■ Identify occupational and skill set needs of target clusters.</li> <li>■ Provide insight as to how those skills demand will evolve through 2020.</li> </ul>	<ul style="list-style-type: none"> <li>■ Recommend a model to address the workforce skills needs of key target clusters.</li> </ul>
<p>Develop a messaging strategy for economic development purposes</p>	<p><b>FUNDING MECHANISMS</b></p> <ul style="list-style-type: none"> <li>■ Identify and structure potential sustainable funding model for economic development.</li> <li>■ Identify and evaluate potential Federal, State and local funding or financing opportunities to fund infrastructure, workforce development or business assistance.</li> </ul>	<ul style="list-style-type: none"> <li>■ Consider new and different ways to fund countywide economic development efforts that support the goals and objectives of both public and private leading to economic growth and diversity.</li> </ul>



## WHO IS OVERSEEING THE PROJECT?

*Moving Solano Forward, Phase II* is led by the Solano EDC, with input from the Project Review Committee, the City-County Coordinating Council, and the City Managers Group.

### Solano EDC

Sandy Person, President  
Sean Quinn, MSF Phase II  
Project Manager  
(707) 864-1855  
sean@solanoedc.org



## WHO IS FUNDING THE PROJECT?

- Federal Office of Economic Adjustment
- County of Solano

## WHO IS CONDUCTING THE PROJECT?

The consulting team is not only highly qualified, but well respected nationally in the field.

- **Robert Elyer, Economic Forensics**  
Economist
- **Don Schjeldahl, DSG Advisors**  
Site Selection Consultant
- **Debbie Kern, Keyser Marston**  
Real Estate & Public Finance Analysts
- **Audrey Taylor, Chabin Concepts**  
Economic Development & Strategic Marketing

## HOW WILL PROGRESS BE REPORTED?

- The Consultant Team reports monthly progress to Solano EDC.
- There will be 16 public meetings throughout the project with 9 final presentations in February 2017.
- EDC Leadership will post project progress reports as tasks are completed.

## PROJECT REVIEW COMMITTEE

**Travis Armstrong**  
Solano Garbage/Republic  
Services

**James Bezek**  
Solano County

**Robert Bloom**  
Solano WIB

**Birgitta Corsello**  
Solano County

**Jeremy Craig**  
City of Vacaville

**Kathleen Diohep**  
City of Vallejo

**Karl Dumas**  
City of Fairfield

**Lorraine Fernandez**  
Solano WIB

**Sue Fisher Jones**  
Valero

**Jason Garben**  
City of Suisun City

**Andrea Garcia**  
Touro University

**Mario Giuliani**  
Benicia

**Steve Huddleston**  
NorthBay Healthcare

**Bob Macaulay**  
Solano Transportation  
Authority

**Dave Melilli**  
City of Rio Vista

**Mark Nava**  
PG&E

**Sandy Person**  
Solano EDC

**Carol Pruett**  
Dixon Chamber  
of Commerce

**Jon Quick**  
Colliers International

**Sean Quinn**  
Solano EDC

**Tony Sanfillipo**  
Anheuser-Busch

**Jay Speck**  
Solano County Office of  
Education

**Debi Tavey**  
Fairfield-Suisun Chamber  
of Commerce

**D'Andre Wells**  
City of Dixon

## CITY-COUNTY COORDINATING COUNCIL

**Linda J. Seifert**  
*Chair*  
Supervisor, Solano  
County, District 2

**Elizabeth Patterson**  
*Vice Chair*  
Mayor, City of Benicia

**Len Augustine**  
Mayor, City of Vacaville

**Jack Batchelor**  
Mayor, City of Dixon

**Osby Davis**  
Mayor, City of Vallejo

**Erin Hannigan**  
Supervisor, Solano  
County, District 1

**Harry Price**  
Mayor, City of Fairfield

**Norman Richardson**  
Mayor, City of Rio Vista

**Pete Sanchez**  
Mayor, City of Suisun City

**Jim Spering**  
Supervisor, Solano  
County, District 3

**Skip Thomson**  
Supervisor, Solano  
County, District 5

**John Vasquez**  
Supervisor, Solano  
County, District 4

## CITY MANAGERS & COUNTY CAO

**Greg Bowman**  
City of Rio Vista

**Suzanne Bragdon**  
City of Suisun City

**Birgitta Corsello**  
CAO, Solano County

**Dan Keen**  
City of Vallejo

**Brad Kilger**  
City of Benicia

**Laura Kuhn**  
City of Vacaville

**Jim Lindley**  
City of Dixon

**David White**  
City of Fairfield

## AGENDA TRANSMITTAL

**MEETING DATE:** March 1, 2016

---

**CITY AGENDA ITEM:** Discussion and Direction: Sale of Residual Parcel, Marina Boulevard at Lotz Way.

---

**FISCAL IMPACT:** The cost for a Surveyor to prepare a Record of Survey is estimated to be about \$17,000. The cost of recording the Record of Survey with the County would be about \$5,500. These costs may be recovered upon the sale of the property.

---

**BACKGROUND:** The City owns property located at the southeast corner of Highway 12 and Marina Boulevard (Attachments 1a & 1b). Over the years this parcel (approximately 8.76 acres) has been impacted by mitigation measures required for improvements to Highway 12 and for access for the Grizzly Island Trail Project. However, approximately 1.78 acres of the southwestern portion of this property consists of vacant developable land that is currently zoned for medium density residential development pursuant to the Downtown Waterfront Specific Plan. In order to prepare the developable portion of the property for sale, several steps are necessary to fulfill obligations from previous projects associated with Highway 12 improvements and the Grizzly Island Trail Project. Further, a new parcel must be created in order to be able to begin the process of selling the developable portion of the property.

As described above, the original 8.76 +/- parcel has been impacted by construction of the Grizzly Island Trail. That project was constructed under a permit issued by the Bay Conservation and Development Commission (BCDC). One of the requirements of the BCDC permit was to transfer title of approximately 5.54 acres to the State Department of Fish and Wildlife (Attachment 2). That process is underway. Another permit requirement was to provide public access to the Suisun Marsh for viewing purposes. This access is approximately 1.44 acres in size (Attachment 3). The resultant remainder is approximately 1.78 acres in size (Attachment 4) and is the proposed new parcel.

---

**STAFF REPORT:** The goal of this process is to divide the original parcel into three parcels. The first would be the parcel deeded to the State, the second would be the access to the Suisun March and the remainder parcel would be the one the City would ultimately sell. The first parcel may be deeded to the State pursuant to Section 66426.5 of the Subdivision Map Act, which allows one government agency to deed real property to another government agency. The title to the access parcel would remain with the City. The title to the remainder parcel would be transferred upon sale. One final condition of the BCDC permit affecting the remainder parcel is to record an additional access easement from Marina Boulevard to the Suisun Marsh area (shown in blue on Attachments 3 & 4). This easement is undefined at this point, but staff would recommend, to the greatest extent possible, that it remain undefined until such time as a development proposal is submitted to the City. At that point, an easement that maintains the intent of the requirement, but fits into the development strategy of the property, could be recorded.

---

**PREPARED BY:** Timothy McSorley, Director of Public Works & Building/City Engineer  
**REVIEWED AND APPROVED BY:** Suzanne Bragdon, City Manager

Next Steps: In order for each of these parcels to be “created”, a legal description would have to be prepared and a Record of Survey would need to be recorded. As noted, the process for the first parcel is already underway. The City will need to hire a licensed land surveyor to assist us in developing the required documents for the other two parcels.

Once the property boundaries are established, the City Council may then approve a Notice of Intent to Sell the property, an appraisal can be performed to establish the value and the City may proceed to sell the property.

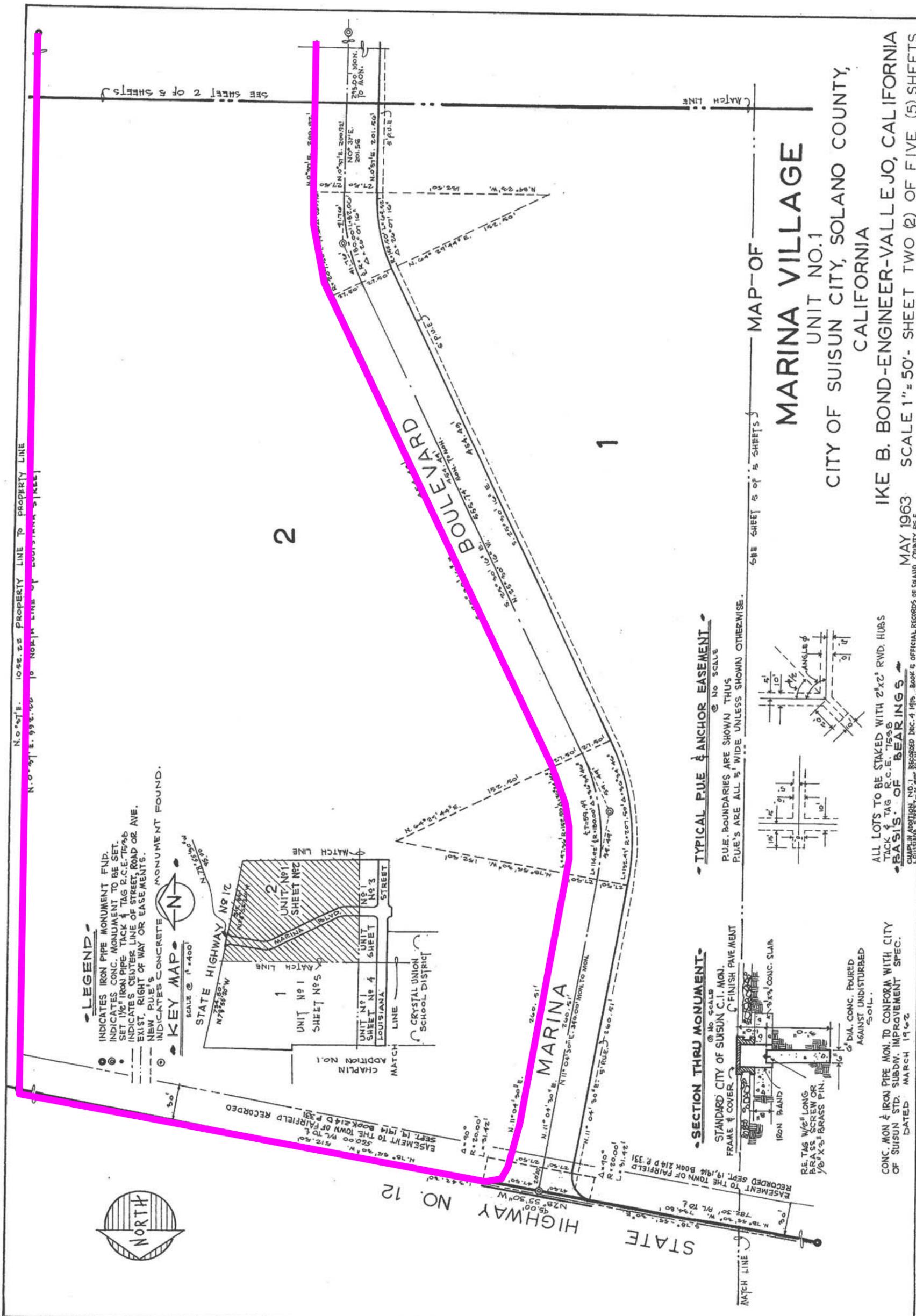
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**STAFF RECOMMENDATION:** It is recommended that the City Council provide direction to staff as the Council deems appropriate.

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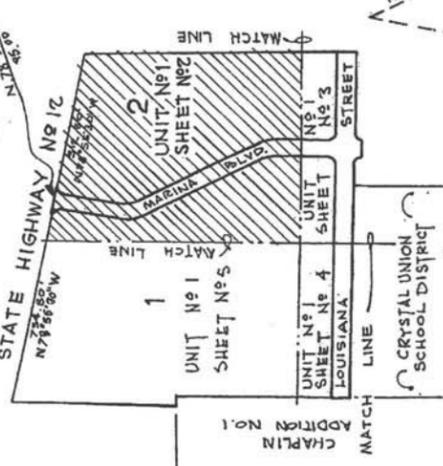
**ATTACHMENTS:**

1. Attachments 1a & 1b - shows original parcel.
2. Attachment 2 - shows the parcel to be deeded to the State.
3. Attachment 3 - shows the access parcel to remain with the City.
4. Attachment 4 - shows the parcel to be sold.

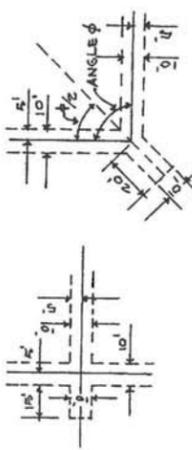


**LEGEND**  
 INDICATES IRON PIPE MONUMENT FND.  
 INDICATES CONC. MONUMENT TO BE SET.  
 SET 1/2" IRON PIPE TACK & TAG P.C.E. 75%  
 INDICATES CENTER LINE OF STREET, ROAD OR AVE.  
 EXIST. RIGHT OF WAY OR EASEMENTS.  
 NEW P.U.E.'S  
 INDICATES CONCRETE MONUMENT FOUND.

**KEY MAP**  
 SCALE @ 1" = 400'



**SECTION THRU MONUMENT**  
 @ NO SCALE  
 STANDARD CITY OF SUISUN C.I. MON.  
 FRAME & COVER  
 FINISH PAVEMENT  
 IRON BAND  
 5/8" X 5/8" CONC. SLAB  
 DIA. CONC. FURRED AGAINST UNDISTURBED SOIL.  
 RE. TAG 1/2" LONG BRASS SCREW OR 1/2" X 3/8" BRASS PIN.



ALL LOTS TO BE STAKED WITH 2" X 2" RWD. HURDS  
 TACK & TAG P.C.E. 75%  
**ON BASIS OF BEARINGS**  
 CHAPLIN ADDITION, NO. 1  
 RECORDED DECEMBER 4, 1963, BOOK 5 OFFICIAL RECORDS OF SOLANO COUNTY PG. 5  
 COULSON STREET - 28° 25' 00" W

CONC. MON & IRON PIPE MON. TO CONFORM WITH CITY OF SUISUN STD. SUBDIV. IMPROVEMENT SPEC.  
 DATED MARCH 1962

MAP OF  
**MARINA VILLAGE**  
 UNIT NO. 1  
 CITY OF SUISUN CITY, SOLANO COUNTY, CALIFORNIA  
 IKE B. BOND-ENGINEER-VALLEJO, CALIFORNIA  
 MAY 1963 SCALE 1" = 50'- SHEET TWO (2) OF FIVE (5) SHEETS

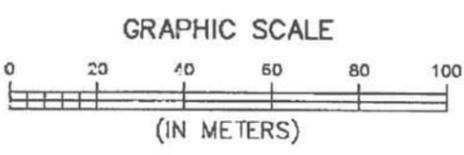
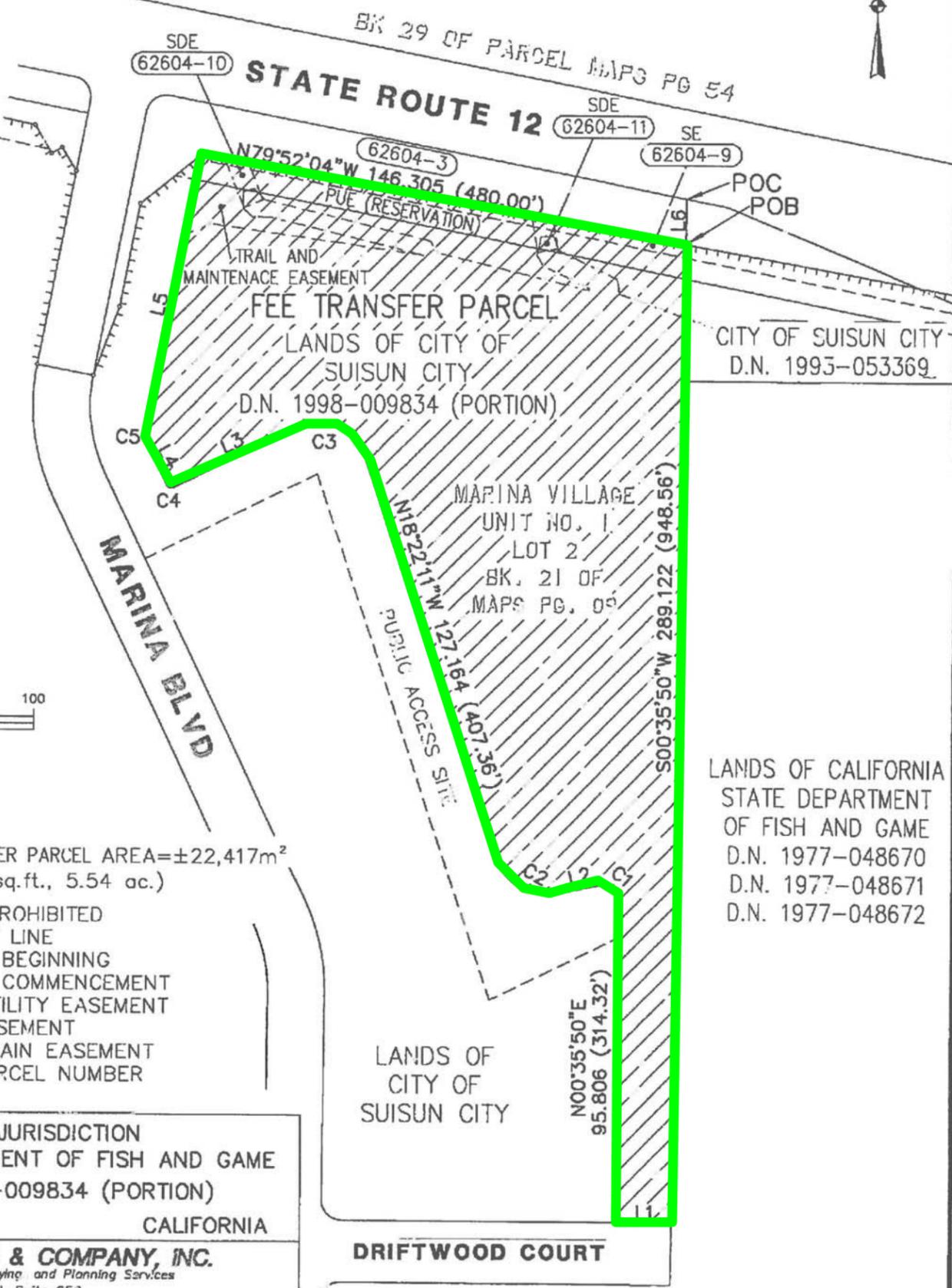


# CITY OF SUISUN CITY COUNTY OF SOLANO



LINE TABLE			
LINE	BEARING	LENGTH(m)	LENGTH(ft.)
L1	N89°14'50"W	17.042	55.91'
L2	S73°54'38"W	13.8391	45.40'
L3	S63°47'13"W	39.897	130.90'
L4	N25°32'28"E	13.841	45.41'
L5	N11°02'04"E	33.378	273.55'
L6	S00°35'50"W	13.355	43.82'

CURVE TABLE					
CURVE	RADIUS(m)	RADIUS(ft.)	DELTA	LENGTH(m)	LENGTH(ft.)
C1	4.572	15.00'	101°41'12"	8.114	26.62'
C2	15.240	50.00'	82°43'11"	22.002	72.19'
C3	15.240	50.00'	97°05'36"	26.025	85.38'
C4	1.524	5.00'	90°40'19"	2.412	7.91'
C5	4.572	15.00'	36°34'32"	2.919	9.58'



**LEGEND**

- = FEE TRANSFER PARCEL AREA=±22,417m<sup>2</sup> (241,290 sq.ft., 5.54 ac.)
- = ACCESS PROHIBITED
- = EASEMENT LINE
- = POB = POINT OF BEGINNING
- = PCC = POINT OF COMMENCEMENT
- = PUE = PUBLIC UTILITY EASEMENT
- = SE = SLOPE EASEMENT
- = SDE = STORM DRAIN EASEMENT
- = STATE PARCEL NUMBER

R-10330.03 E.A. 37310

**EXHIBIT "B"**

TRANSFER OF JURISDICTION  
FEE TRANSFER - DEPARTMENT OF FISH AND GAME  
DOCUMENT NO. 1998-009834 (PORTION)  
CITY OF SUISUN CITY CALIFORNIA



**MARK THOMAS & COMPANY, INC.**  
Providing Engineering, Surveying and Planning Services  
3000 Oak Road, Suite 650  
Walnut Creek, CA 94597  
(925) 938-0383

DESIGNED BY: MLF	APPROVED ON: 10/28/13	JOB NO. CC-1104	SHEET 1
CKD. BY: JAG	BY: JOEL A. GARCIA	FILE NO.	CF 2
DATE: 10/26/13	LS NO. 5285	EXP. 12/31/13	
SCALE: 1:2000			

BEARINGS AND DISTANCES ARE BASED ON THE CALIFORNIA COORDINATE SYSTEM OF 1983, ZONE 2, CA-HPGN, EPOCH 1991.35. MULTIPLY DISTANCES BY 0.99998 TO OBTAIN GROUND LEVEL DISTANCES.

\\d:\plan\c:\cc-1104-1212 Right of Way Closure\c:\dd\Survey\Plots\FEE ON 1998-009834(1).dwg

CITY OF SUISUN  
COUNTY OF SOLANO  
STATE OF CALIFORNIA



CITY OF SUISUN CITY

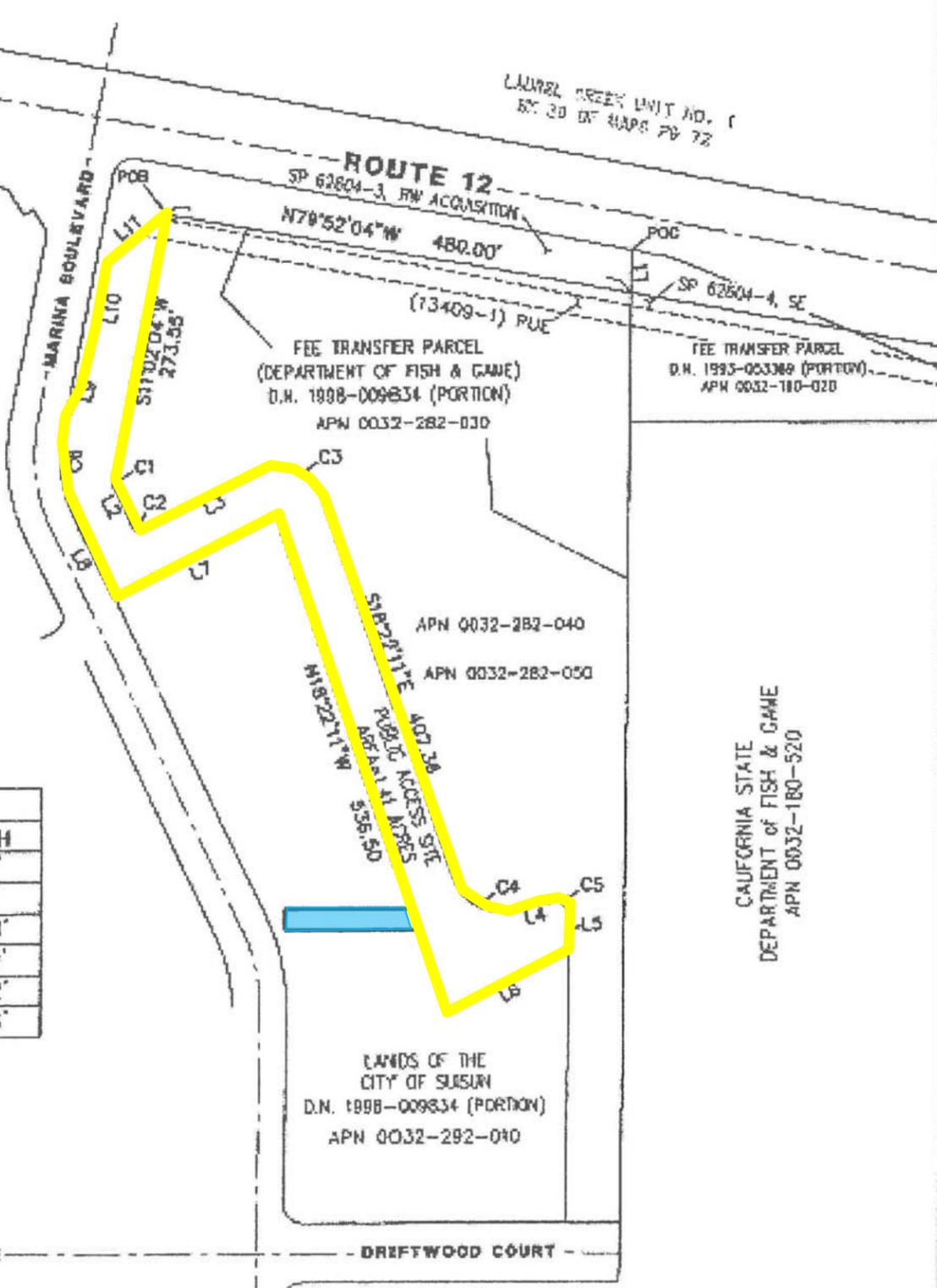
LINE TABLE		
LINE	BEARING	LENGTH(ft.)
L1	S00°35'30"W	43.83'
L2	S25°32'28"E	45.41'
L3	N63°47'13"E	130.90'
L4	N78°54'38"E	45.40'
L5	S00°35'30"W	36.89'
L6	S63°47'13"W	140.31'
L7	S63°47'13"W	186.54'
L8	N25°32'28"W	90.38'
L9	N20°29'30"E	71.27'
L10	N11°02'04"E	101.71'
L11	N51°19'55"E	76.00'

CURVE TABLE			
CURVE	RADIUS	DELTA	LENGTH
C1	15.00'	36°34'32"	9.58'
C2	5.00'	90°40'19"	7.91'
C3	50.00'	97°50'36"	85.38'
C4	50.00'	82°43'11"	72.19'
C5	15.00'	101°41'12"	26.62'
C6	152.50'	36°34'41"	97.36'

LEGEND

- = 62,924 SF = 1.44 ACRES
- = EASEMENT LINE
- POB = POINT OF BEGINNING
- PUE = PUBLIC UTILITY EASEMENT

BEARINGS AND DISTANCES ARE BASED ON THE CALIFORNIA COORDINATE SYSTEM OF 1983, ZONE 2, CA-HPGN, EPOCH 1991.35. MULTIPLY DISTANCES BY 0.99998 TO OBTAIN GROUND LEVEL DISTANCES.



PLAT TO ACCOMPANY LEGAL DESCRIPTION  
PUBLIC ACCESS SITE  
DOCUMENT NO. 1998-009834 (PORTION)  
CITY OF SUISUN CALIFORNIA

EXHIBIT "C"

SHEET  
1  
of  
1

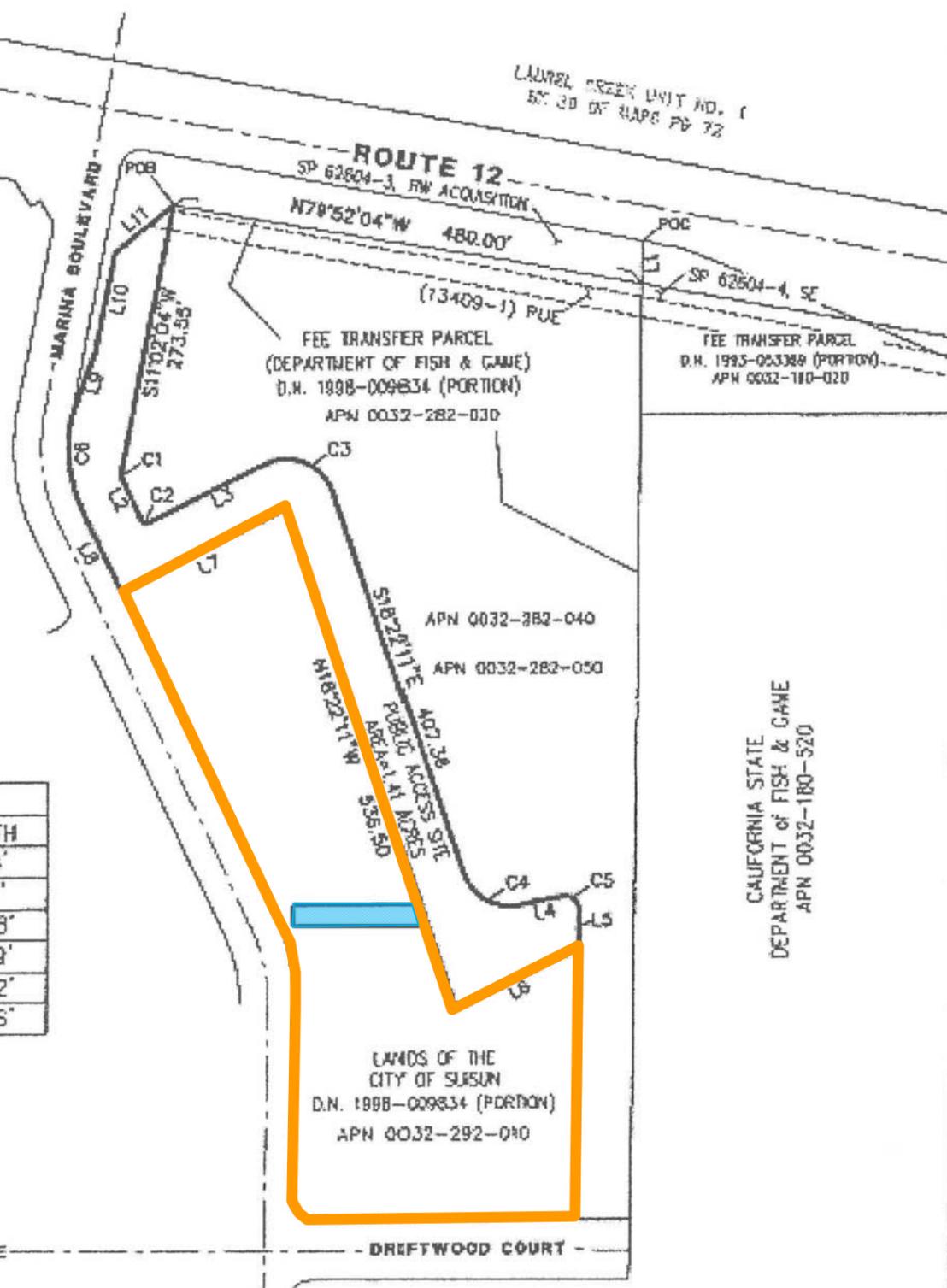
CITY OF SUISUN  
COUNTY OF SOLANO  
STATE OF CALIFORNIA



CITY OF SUISUN CITY

LINE TABLE		
LINE	BEARING	LENGTH(ft.)
L1	S00°35'30"W	43.83'
L2	S25°32'28"E	45.41'
L3	N63°47'13"E	130.90'
L4	N78°54'38"E	45.40'
L5	S00°35'30"W	36.89'
L6	S63°47'13"W	140.31'
L7	S63°47'13"W	186.54'
L8	N25°32'28"W	90.38'
L9	N20°29'30"E	71.27'
L10	N11°02'04"E	101.71'
L11	N51°19'55"E	76.00'

CURVE TABLE			
CURVE	RADIUS	DELTA	LENGTH
C1	15.00'	36°34'32"	9.58'
C2	5.00'	90°40'18"	7.91'
C3	50.00'	97°50'36"	85.38'
C4	50.00'	82°43'11"	72.19'
C5	15.00'	101°41'12"	26.62'
C6	152.50'	36°34'41"	97.36'



LEGEND

- = 62,924 SF = 1.44 ACRES
- = EASEMENT LINE
- POB = POINT OF BEGINNING
- PUE = PUBLIC UTILITY EASEMENT

PLAT TO ACCOMPANY LEGAL DESCRIPTION  
PUBLIC ACCESS SITE  
DOCUMENT NO. 1998-009834 (PORTION)  
CITY OF SUISUN CALIFORNIA

EXHIBIT "C"

BEARINGS AND DISTANCES ARE BASED ON THE CALIFORNIA COORDINATE SYSTEM OF 1983, ZONE 2, CA-HPGN, EPOCH 1991.35. MULTIPLY DISTANCES BY 0.99998 TO OBTAIN GROUND LEVEL DISTANCES.

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