



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

### SPECIAL MEETING OF THE SUISUN CITY COUNCIL

AND

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

TUESDAY, NOVEMBER 19, 2013

6:00 P.M.

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

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#### **TELECONFERENCE NOTICE**

*Pursuant to Government Code Section 54953, Subdivision (b), the following Council/Successor Agency/Housing Authority meeting will include teleconference participation by Councilmember Jane Day from: 301 Morgan Street, Suisun City, CA 94585. This Notice and Agenda will be posted at the teleconference location.*

#### **ROLL CALL**

Council/Board Members

#### **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.)*

#### **CLOSED SESSION**

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

#### **Joint City Council / Suisun City Council Acting as Successor Agency**

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Name of Case: City of Suisun City v. State of California, Department of Finance, et al; Case #34-2013-00146458.

#### **City Council**

2. CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION

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

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

Joint City Council / Suisun City Council Acting as Successor Agency

## 3. PERSONNEL MATTERS

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

**CONVENE OPEN SESSION**

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

**ADJOURNMENT**

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CITY COUNCIL MEETING

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## AGENDA

### 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, NOVEMBER 19, 2013**

**7:00 P.M.**

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

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(Next Ord. No. – 724)

(Next City Council Res. No. 2013 – 63)

Next Suisun City Council Acting as Successor Agency Res. No. SA2013 – 04)

(Next Housing Authority Res. No. HA2013 – 04)

#### **ROLL CALL**

Council / Board Members

Pledge of Allegiance

Invocation given by Evangelist Evelyn Naga of Cornerstone Gospel Four Square Church

#### **PUBLIC COMMENT**

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

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

1. Mayor/Council -Chair/Boardmembers
2. City Manager/Executive Director/Staff

#### **CONFLICT OF INTEREST NOTIFICATION**

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DEPARTMENTS: AREA CODE (707)

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SUCCESSOR AGENCY 421-7309 FAX 421-7366

**PRESENTATIONS/APPOINTMENTS**

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

3. Presentation of a Proclamation to Lorraine Hargrave, CEO, Children in Need of Hugs, Proclaiming November 2013 as “*Homeless and Runaway Youth Awareness Month*”.
4. Presentation of a Proclamation to Leadership Volunteer Rick Siefke, American Cancer Society, Inc., Proclaiming October 29 – November 12, 2013 as “*American Cancer Society Weeks*”.
5. Presentation of a Proclamation to Senior Police Officer Ronald Aiello in Memory of Suisun City Police Department Search and Drug Detection Police Canine Rex.
6. Approving Appointment of Council Member Segala to the Main Street West Ad Hoc Committee.
7. Approving Appointment of Mayor Pro Tem Wilson to the Agenda Review Committee.

**CONSENT CALENDAR**

8. Council Adoption of Resolution No. 2013-\_\_\_: Approval of the Sobriety Checkpoint Grant Program – (Dadisho).
  - a. Council Adoption of Resolution No. 2013-\_\_\_: Authorizing the Police Chief to Accept and Administer a Sobriety Checkpoint Grant Program from the State of California, Office of Traffic Safety.
  - b. Council Adoption of Resolution No. 2013\_\_\_: Adopting the Third Amendment to the Annual Appropriation Resolution No. 2013-31 to Appropriate the Sobriety Checkpoint Grant Program.
9. Council Adoption of Resolution No. 2013:\_\_\_: Supporting the Renewal of the Designation of a Segment of State Highway Route 12 as a Safety Enhancement Double-Fine Zone beginning January 1, 2014 and ending January 1, 2016 – (Dadisho).

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

10. Council/Agency/Authority Review and Accept the Investment Report for the Quarter Ending September 30, 2013 – (Anderson).
11. Council/Agency Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on October 1, 2013 and October 15, 2013 – (Hobson).

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

12. Council/Agency Approval of the October 2013 Payroll Warrants in the amount of \$396,805.02. Council/Agency Approval of the October 2013 Payable Warrants in the amount of \$955,607.48 – (Finance).

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

## 13. FY 2013-14 First-Quarter Fiscal Review – (Anderson/Garben).

- a. Review of FY 2012-13 Actual General Fund Budget.
- b. Council Adoption of Resolution No. 2013-\_\_ : Adopting the Sixth Amendment to the Annual Appropriation Resolution No. 2012-53 to Appropriate Funding in Various Programs Citywide to Meet Actual Obligations.
- c. Presentation of the FY 2013-14 First-Quarter Fiscal Review.

**City Council**

## 14. Council Reauthorization and Continuation of the Suisun City Historic Waterfront Business Improvement District – (Garben/Corey).

- a. Council Adoption of Resolution No. 2013-\_\_ : Reauthorizing and Continuing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District.
- b. Council Adoption of Resolution No. 2013-\_\_ : Accepting the 2013 Annual Report, and Approving the Proposed Calendar Year 2014 Operating Budget for the Suisun City Historic Waterfront Business Improvement District.

**PUBLIC HEARINGS****City Council**

## 15. PUBLIC HEARING

Council Conduct Public Hearing, Consider Introduction and Waive Reading of Ordinance No. \_\_ : Amending Chapter 15.04 of Title 15 of the Suisun City Municipal Code, Which Adopts by Reference the 2013 California Building Code, the 2013 California Residential Code, the 2013 California Electrical Code, the 2013 California Plumbing Code, the 2013 California Mechanical Code, the 2013 California Fire Code, the 2013 California Building Standards Administrative Code, the 2013 California Green Building Standards Code and the 2013 California Reference Standards Code – (Kasperson).

**Suisun City Council Acting as Successor Agency**

## 16. PUBLIC HEARING - (Continued to December 3, 2013)

Amending the Main Street West Disposition and Development Agreement (DDA) – (Garben).

- a. Agency Adoption of Resolution No. SA 2013-\_\_ : Approving and Authorizing the Execution of the Fourth amendment to other Disposition and Development Agreement with Main Street West Partners, LLC.

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First and Third Tuesday  
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TUESDAY, NOVEMBER 19, 2013

7:00 P.M.

(or immediately following the regular meeting of the Suisun City Council)

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

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#### **CLOSED SESSION**

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##### City Council

1. CONFERENCE WITH LABOR NEGOTIATOR

Agency negotiator: Suzanne Bragdon, City Manager, Ron Anderson, Assistant City Manager, and Dan Kaspersen, Public Works and Building Director, Scott Corey, Management Analyst.

Employee organization: SCEA (Suisun City Employees' Association).

#### **CONVENE OPEN SESSION**

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

#### **ADJOURNMENT**

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Office of the Mayor

Suisun City, California

# Proclamation



WHEREAS, there are unaccompanied homeless youth living on the street or in an emergency shelter in Suisun City; and

WHEREAS, approximately 25% of youth exiting foster care experience homelessness within 2 to 4 years and 10-18% of youth exiting corrections are discharged to a situation of homelessness; and

WHEREAS, a high percentage of homeless youth have been physically, sexually and/or emotionally abused by their guardians and are frequently re-victimized and exploited while living on the streets and in shelters; and

WHEREAS, homeless youth typically lack necessary resources, such as access to housing, food, clothing, and adequate medical or mental health care, and due to their highly transient nature face great difficulty in accessing and succeeding in school, reducing the likelihood of successful graduation; and

WHEREAS, awareness of the tragedy of youth homelessness and its causes must be heightened to build greater support for effective programs aimed at preventing youth homelessness and helping youth to remain off the streets.

NOW, THEREFORE, I Pete Sanchez, Mayor of the City of Suisun City, do hereby proclaim the month of November 2013 as

## “Homeless and Runaway Youth Awareness Month”

in the City of Suisun City, and urge the residents of Suisun City to act as mentors and role models to youth to guide them toward available resources, productive choices and opportunities for their successful transition to adulthood.



*In witness whereof I have hereunto set my hand and sealed this seal to be affixed.*

*Pete Sanchez*  
Pete Sanchez, Mayor

ATTEST: *Dona Put*

DATE: November 5, 2013



Office of the Mayor  
 Suisun City, California  
**Proclamation**



WHEREAS, the American Cancer Society's Cancer Prevention Study – 3 is recruiting 300,000 adults across the United States to help us better understand the genetic, environmental and lifestyle factors that cause or prevent cancer; and

WHEREAS, in 2013, more than 1.6 million people in the United States will be diagnosed with cancer, and more than 1,995 of those living right here in Solano County; and

WHEREAS, this historic study that will follow participants for 20 years by asking them to spend about 45 minutes every other year updating the research team on their health and habits; and

WHEREAS, Residents have supported American Cancer Society events, yearly, to help fund research, education, advocacy and patient services for cancer survivors in our community.

NOW, THEREFORE, BE IT RESOLVED, THAT I Pete Sanchez, by virtue of the authority vested in me as Mayor of the City of Suisun City, do hereby proclaim October 29 – November 12, 2013 as:

**“CANCER PREVENTION WEEKS”**

in Suisun City, in recognition and support of the American Cancer Society Cancer Prevention Study – 3, and encourage citizens to participate in the Cancer Prevention Study – 3.

*In witness whereof I have hereunto set my hand and caused this seal to be affixed.*

\_\_\_\_\_  
 Pete Sanchez, Mayor

ATTEST: \_\_\_\_\_

DATE: September 17, 2013



Office of the Mayor  
 Suisun City, California  
**Proclamation**



**WHEREAS**, Canine Rex joined the Suisun City Police Department as a Search and Drug Detection Police Canine in 2007, and was certified for patrol and drug detection by Adlerhorst Kennels in 2008 and dutifully served the citizens of Suisun City in that capacity with his partner, Officer Ron Aiello, until retiring from duty in 2011; and

**WHEREAS**, Canine Rex and Officer Aiello were nominated and selected by the Police and Working Canine Foundation as its 2010 Canine Team of the Year; and

**WHEREAS**, Canine Rex served as an ambassador for the Suisun City Police Department and City of Suisun City as a participant in National Night Out, The Suisun Mom's Club, Cover Your Canine and many other social and public events; and

**WHEREAS**, Canine Rex's determination, drive and uncompromising dedication to his partner led to the apprehension of several suspects and the location of hidden drugs, thus reducing crime within our Community; and

**WHEREAS**, the City Council of the City of Suisun City desires to honor Canine Rex for the service he gave to the Suisun City Police Department and the City of Suisun City.

**NOW, THEREFORE**, I, Pete Sanchez, by virtue of the authority vested in me as Mayor of the City of Suisun City on behalf of the City Council, am proud to honor and remember

**CANINE REX**

as an honorable and valued member of our Police Department, a model Police Canine and a friend to our community.

*In witness whereof I have hereunto set my hand and caused this seal to be affixed.*

\_\_\_\_\_  
 Pete Sanchez, Mayor

ATTEST: \_\_\_\_\_

DATE: November 19, 2013



## AGENDA TRANSMITTAL

**MEETING DATE:** November 5, 2013

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**CITY AGENDA ITEM:** Approval of the Sobriety Checkpoint Grant Program:

- a. Adoption of Resolution No. 2013-\_\_ : Authorizing the Police Chief to Accept and Administer a Sobriety Checkpoint Grant Program from the State of California, Office of Traffic Safety; and
- b. Adoption of Resolution No. 2013-\_\_ : Adopting the Third Amendment to the Annual Appropriation Resolution No. 2013-31 to Appropriate the Sobriety Checkpoint Grant Program.

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**FISCAL IMPACT:** The adoption of the resolution would enable the Suisun City Police Department to receive \$30,090 in funding for four DUI/Driver License Checkpoints. The grant would be provided by the California Office of Traffic Safety, through the National Highway Traffic Safety Administration. In no case may these funds be commingled with any other funds, even other federal and state funds, and they may not be used to supplant expenses for which the City of Suisun City has already appropriated funds.

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**BACKGROUND:** The California Office of Traffic Safety announced in early 2013 that it was accepting grant applications for the federal fiscal year 2013-14. The Suisun City Police Department applied for a Sobriety Checkpoint Grant in January of 2013. In August of 2013, the application was approved.

Grant funds from the California Office of Traffic Safety have assisted the Suisun City Police Department in years past with achieving its traffic goals and objectives. California Office of Traffic Safety Grant funds have paid for a DUI trailer, two police enforcement motorcycles and other traffic enforcement related equipment, as well as DUI checkpoints and saturation patrols within the City of Suisun City. California Office of Traffic Safety grant funds also have funded officer positions in the past (FFY 2007-09, FFY 2009-10, and FFY 2012-2013).

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**STAFF REPORT:** The purpose of the grant is to reduce the number of persons killed and injured in traffic collisions involving alcohol and drugged drivers particularly during night time hours (9 PM – 3 AM). The objective of the grant is to conduct a total of four sobriety checkpoints by September 30, 2014. One of the four checkpoints will be during the Winter Mobilization and another during the Summer Mobilization.

Patrol officers, especially those who are trained in Standardized Field Sobriety Testing (SFST), Drug Recognition Expert (DRE) and Advanced Roadside Impaired Driving Enforcement (ARIDE), will work on an overtime basis to conduct the checkpoint operations. The overtime will be funded by the grant.

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**PREPARED BY:**

Ed Dadisho, Police Chief

**REVIEWED/APPROVED BY:**

Suzanne Bragdon, City Manager

From the prior year grant, the Department was able to conduct 4 DUI Checkpoints between October 1, 2012 and September 30, 2013. The checkpoints resulted in:

- 2288 vehicles passed thru checkpoint
- 2057 vehicles were screened
- 49 unlicensed drivers arrested
- 3 Driving Under the Influence arrests
- 1 non-related criminal arrest
- 2 Drug related arrests

The Department is not budgeted to conduct the DUI/Driver License Checkpoints. By accepting this grant the department will be able to conduct a DUI/Driver license Checkpoint about once a quarter.

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

1. Resolution No. 2013-\_\_\_: Authorizing the Police Chief to Accept and Administer a Sobriety Checkpoint Grant Program from the State of California, Office of Traffic Safety; and
2. Resolution No. 2013-\_\_\_: Adopting the Third Amendment to the Annual Appropriation Resolution No. 2013-31 to Appropriate the Sobriety Checkpoint Grant Program.

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**ATTACHMENTS:**

1. Resolution No. 2013-\_\_\_: Authorizing the Police Chief to Accept and Administer a Sobriety Checkpoint Grant Program from the State of California, Office of Traffic Safety; and
2. Resolution No. 2013-\_\_\_: Adopting the Third Amendment to the Annual Appropriation Resolution No. 2013-31 to Appropriate the Sobriety Checkpoint Grant Program.

RESOLUTION NO. 2013 - \_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
AUTHORIZING THE POLICE CHIEF TO ACCEPT AND ADMINISTER A SOBRIETY  
CHECKPOINT GRANT PROGRAM FROM THE STATE OF CALIFORNIA,  
OFFICE OF TRAFFIC SAFETY

WHEREAS, the goal of the State of California and the City of Suisun City is to reduce the number of persons killed and injured in alcohol & drugged driving involved crashes, increase the number of DUI arrests, and educate the public on the dangers of drunk/drugged driving; and

WHEREAS, the Suisun City Police Department was awarded a Sobriety Checkpoint Grant Program through the State of California, Office of Traffic Safety, in the amount of \$30,090; and

WHEREAS, through the combined efforts of state and local law enforcement agencies, a Sobriety Checkpoint Grant Program will be conducted for a one-year period, October 1, 2013 through September 30, 2014, in support of the state DUI Enforcement and Awareness Programs; and

WHEREAS, the City Council of the City of Suisun City recognizes the value and benefits of participating in this grant program and has an interest in making the public roadways safer through education and enforcing DUI violations; and

WHEREAS, the Suisun City Police Department will use the Sobriety Checkpoint Grant Program funds to pay for four overtime only DUI/Driver License Checkpoints.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Council of the City of Suisun City does hereby authorize the Police Chief, or his designee, to accept and administer a Sobriety Checkpoint Grant Program from the State of California, Office of Traffic Safety in the amount of \$30,090.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 5<sup>th</sup> day of November, 2013, by the following vote:

AYES: Councilmembers: \_\_\_\_\_  
NOES: Councilmembers: \_\_\_\_\_  
ABSENT: Councilmembers: \_\_\_\_\_  
ABSTAIN: Councilmembers: \_\_\_\_\_

WITNESS my hand and the seal of the City of Suisun City this 5<sup>th</sup> day of November, 2013.

\_\_\_\_\_  
Donna Pock, Deputy City Clerk

RESOLUTION NO. 2013-\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
ADOPTING THE THIRD AMENDMENT TO THE ANNUAL APPROPRIATION  
RESOLUTION NO. 2013-31 TO APPROPRIATE THE SOBRIETY CHECKPOINT GRANT  
PROGRAM

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

THAT Section 146 of Part III of the Annual Appropriation Resolution No. 2012-53 be and is hereby amended as follows:

|     |                   | <u>Increase/<br/>(Decrease)</u> |
|-----|-------------------|---------------------------------|
| TO: | POLICE DEPARTMENT | \$ 30,100                       |
|     | Police Operations |                                 |
|     | TOTAL Section 146 | <u>\$ 30,100</u>                |

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

|                                           |                                       | <u>Sources</u>   | <u>Uses</u>      |
|-------------------------------------------|---------------------------------------|------------------|------------------|
| <u>OTS Sobriety Checkpoint Grant Fund</u> |                                       |                  |                  |
| Revenues:                                 |                                       |                  |                  |
| A/C No. 146-76210-2446                    | Traffic Grant                         | \$ 30,100        | \$ -             |
| Appropriations:                           |                                       |                  |                  |
| A/C No. 146-90200-2446                    | Overtime                              | <u>\$ -</u>      | <u>\$ 30,100</u> |
|                                           | Total OTS Sobriety Checkpt Grant Fund | <u>\$ 30,100</u> | <u>\$ 30,100</u> |

THAT the purpose is to appropriate funds for the OTS Sobriety Checkpoint Grant.

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

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

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

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

## AGENDA TRANSMITTAL

**MEETING DATE:** November 19, 2013

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**CITY AGENDA ITEM:** Council Approval of Resolution No. 2013-\_\_\_: Supporting the Renewal of the Designation of a Segment of State Highway Route 12 as a Safety Enhancement Double-Fine Zone beginning January 1, 2014 and ending January 1, 2016.

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**FISCAL IMPACT:** There would be no fiscal impact to support this Caltrans request.

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**BACKGROUND:** The California State Legislature approved AB 112 (as amended) and was signed into law by Governor Schwarzenegger on October 1, 2007. AB 112 designated the 41-mile segment of State Route 12, between the State Highway Route 80 junction in Solano County and the Interstate 5 junction in San Joaquin County, as a Safety Enhancement Double-Fine Zone. On December 18, 2007, the City Council passed a resolution supporting the designation as required by the law. On December 15, 2009, the City Council passed a renewal resolution. On November 1, 2011, the City Council passed a second renewal resolution.

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**STAFF REPORT:** AB 112 established State Route 12 as a double-fine zone (DFZ) effective January 1, 2008. AB 112 requires Caltrans to evaluate this segment of highway in two years and determine whether it still meets the conditions in the bill for renewal of the designation. Caltrans has indicated that State Route 12 still meets all of the criteria for the double fine zone, and has requested a resolution supporting a two-year extension of the double fine zone designation.

As required by AB 112, the governing board of each City or County in which a segment of designated highway is located shall adopt a Resolution in support of the designation and renewal of that designation. With adoption of this renewal, the DFZ would be in effect for an additional two years. Only the Base Fine is doubled in a DFZ. For example the bail for a speeding ticket for speeds of 1 to 15 miles per hour faster than the posted limit would increase from \$229 to \$271. See the attached Penalty Schedule.

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**RECOMMENDATION:** It is recommended that the City Council adopt Resolution No. 2013-\_\_\_: Supporting the Renewal of the Designation of a Segment of State Highway Route 12 as a Safety Enhancement Double-Fine Zone.

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**ATTACHMENTS:**

1. Council Resolution No. 2013-\_\_\_: Supporting the Renewal of the Designation of a Segment of State Highway Route 12 as a Safety Enhancement Double-Fine Zone.
2. AB 112: The legislation that designated State Route 12 as a DFZ.
3. Penalty Schedule.
4. Letter from Caltrans to local enforcement agencies requesting concurrence to reauthorizing the DFZ.

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

Ed Dadisho, Police Chief 

Suzanne Bragdon, City Manager 

**RESOLUTION NO. 2013 - \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
SUPPORTING THE RENEWAL OF THE DESIGNATION OF A SEGMENT OF STATE  
HIGHWAY ROUTE 12 AS A SAFETY ENHANCEMENT DOUBLE-FINE ZONE**

**WHEREAS**, California Streets and Highways Code, Section 97, defines conditions required to designate a Safety Enhancement Double-Fine Zone; and

**WHEREAS**, Assembly Bill 112 (AB 112), signed into law by Governor Schwarzenegger on October 1, 2007, amends the conditions of eligibility and designates a segment of State Highway Route 12, between the State Highway Route 80 junction in Solano County and the Interstate 5 junction in San Joaquin County, as a Safety Enhancement Double-Fine Zone; and

**WHEREAS**, AB 112 requires Caltrans to evaluate this segment of highway in two years and determine whether it still meets the conditions in the bill for renewal of the designation. Caltrans reviewed the accident rates and determined that this segment of highway still meets the threshold required in AB 112; and

**WHEREAS**, AB 112 requires the governing board of each City or County in which a segment of designated highway is located to adopt a Resolution in support of the Safety Enhancement Double-Fine Zone designation and renewal.

**NOW, THEREFORE BE IT RESOLVED**, that this City Council does hereby support the renewal of the designation of the segment of State Highway Route 12 within Suisun City as a Safety Enhancement Double-Fine Zone.

**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 19<sup>th</sup> of November, 2013, by the following vote:

|                 |                 |       |
|-----------------|-----------------|-------|
| <b>AYES:</b>    | Councilmembers: | _____ |
| <b>NOES:</b>    | Councilmembers: | _____ |
| <b>ABSENT:</b>  | Councilmembers: | _____ |
| <b>ABSTAIN:</b> | Councilmembers: | _____ |

**WITNESS** my hand and the seal of the City of Suisun City this 19<sup>th</sup> day of November, 2013.

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

Assembly Bill No. 112

CHAPTER 258

An act to amend Section 97 of the Streets and Highways Code, relating to highways.

[Approved by Governor October 1, 2007. Filed with  
Secretary of State October 1, 2007.]

LEGISLATIVE COUNSEL'S DIGEST

AB 112, Wolk. Highways: Safety Enhancement-Double Fine Zones.

Existing law establishes standards for the designation of a highway or road segment as a Safety Enhancement-Double Fine Zone and limits the term of such a zone to 4 years.

This bill would modify the standards for the designation of a segment of a state highway as a Safety Enhancement-Double Fine Zone, including requiring the Director of Transportation, in consultation with the Commissioner of the California Highway Patrol, to certify that a segment of state highway meets specified criteria. The bill would provide that designation as a Safety Enhancement-Double Fine Zone would be valid for a minimum of 2 years and would authorize the renewal and revocation of a designation, as specified. The bill would declare that a specified segment of State Highway Route 12 is eligible for designation as a Safety Enhancement-Double Fine Zone. The bill would also require the Department of Transportation to conduct a Safety Enhancement-Double Fine Zone study, as specified.

*The people of the State of California do enact as follows:*

SECTION 1. Section 97 of the Streets and Highways Code is amended to read:

97. (a) A state highway segment shall be designated by the department as a Safety Enhancement-Double Fine Zone if all of the following conditions have been satisfied:

(1) The highway segment is eligible for designation pursuant to subdivision (b).

(2) The Director of Transportation, in consultation with the Commissioner of the California Highway Patrol, certifies that the segment identified in subdivision (b) meets all of the following criteria:

(A) The highway segment is a conventional highway or expressway and is part of the state highway system.

(B) The rate of total collisions per mile per year on the segment under consideration has been at least 1.5 times the statewide average for similar

roadway types during the most recent three-year period for which data are available.

(C) The rate of head-on collisions per mile per year on the segment under consideration has been at least 1.5 times the statewide average for similar roadway types during the most recent three-year period for which data are available.

(3) The Department of the California Highway Patrol or local agency having traffic enforcement jurisdiction, as the case may be, has concurred with the designation.

(4) The governing board of each city, or county with respect to an unincorporated area, in which the segment is located has by resolution indicated that it supports the designation.

(5) An active public awareness effort to change driving behavior is ongoing either by the local agency with jurisdiction over the segment or by another state or local entity.

(6) Other traffic safety enhancements, including, but not limited to, increased enforcement and other roadway safety measures, are in place or are being implemented concurrent with the designation of the Safety Enhancement-Double Fine Zone.

(b) The following segments are eligible for designation as a Safety Enhancement-Double Fine Zone pursuant to subdivision (a):

State Highway Route 12 between the State Highway Route 80 junction in Solano County and the State Highway Route 5 junction in San Joaquin County.

(c) Designation of a segment as a Safety Enhancement-Double Fine Zone by the department shall be done in writing and a written notification shall be provided to the court with jurisdiction over the area in which the highway segment is located. The designation shall be valid for a minimum of two years from the date of submission to the court.

(d) After the two-year period, and at least every two years thereafter, the department, in consultation with the Department of the California Highway Patrol, shall evaluate whether the highway segment continues to meet the conditions set forth in subdivision (a). If the segment meets those conditions, the department shall renew the designation in which case an updated notification shall be sent to the court. If the department, in consultation with the Department of the California Highway Patrol, determines that any of those conditions no longer apply to a segment designated as a Safety Enhancement-Double Fine Zone under this section, the department shall revoke the designation and the segment shall cease to be a Safety Enhancement-Double Fine Zone.

(e) A Safety Enhancement-Double Fine Zone is subject to the rules and regulations adopted by the department prescribing uniform standards for warning signs to notify motorists that, pursuant to Section 42010 of the Vehicle Code, increased penalties apply for traffic violations that are committed within a Safety Enhancement-Double Fine Zone.

(f) (1) The department or the local authority having jurisdiction over these highway and road segments shall place and maintain the warning signs

identifying these segments by stating that a "Special Safety Zone Region Begins Here" and a "Special Safety Zone Ends Here."

(2) Increased penalties shall apply to violations under Section 42010 of the Vehicle Code only if appropriate signage is in place pursuant to this subdivision.

(3) If designation as a Safety Enhancement-Double Fine Zone is revoked pursuant to subdivision (d), the department shall be responsible for removal of all signage placed pursuant to this subdivision.

(g) Safety Enhancement-Double Fine Zones do not increase the civil liability of the state or local authority having jurisdiction over the highway segment under Division 3.6 (commencing with Section 810) of Title 1 of the Government Code or any other provision of law relating to civil liability.

(1) Only the base fine shall be enhanced pursuant to this section.

(2) Notwithstanding any other provision of law, any additional penalty, forfeiture, or assessment imposed by any other statute shall be based on the amount of the base fine before enhancement or doubling and shall not be based on the amount of the enhanced fine imposed pursuant to this section.

(h) The projects specified as a Safety Enhancement-Double Fine Zone shall not be elevated in priority for state funding purposes.

(i) The requirements of subdivision (a) shall not apply to the Safety Enhancement-Double Fine Zone established prior to the effective date of this subdivision pursuant to Section 97.4.

(j) The department shall conduct a Safety Enhancement-Double Fine Zone study that relates to pedestrian injuries and fatalities and evaluates the appropriateness of adding additional criteria to subdivision (a) and whether changes or additional criteria should be considered for adoption.

(k) The department shall conduct an evaluation of the effectiveness of all double fine zones that will terminate the same calendar year and submit its findings in one report to the Assembly Committee on Transportation and the Senate Committee on Transportation and Housing one year prior to the termination of the double fine zones. The report shall include a recommendation on whether the zones should be reauthorized by the Legislature.

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**TRAFFIC INFRACTION FIXED PENALTY SCHEDULE**  
 (\*See Preface, Section III) (\*\*See Preface, Section IV)  
 (Vehicle Code)

**SPEED CHART**  
**(FOR ALL SPEED LIMITS)**

| MPH Over Limit | Base<br>Fine | State<br>PA*<br>10/10 | County<br>PA*/10<br>7.00 | DNA<br>PA*<br>5/10 | Court<br>Facility<br>Const.<br>PA*/10<br>5.00 | Surcharge*<br>20% | EMS<br>PA*<br>/10<br>0.00 | EMAT<br>PA*<br>4 | Fine<br>Surcharge<br>& PA<br>Subtotal | Court OPS<br>40 | Conv. Assess.<br>35 | Night Court<br>0 | TAP<br>Fee<br>0.00 | "Total<br>Bail" ** |
|----------------|--------------|-----------------------|--------------------------|--------------------|-----------------------------------------------|-------------------|---------------------------|------------------|---------------------------------------|-----------------|---------------------|------------------|--------------------|--------------------|
| 1-15           | \$35         | \$40                  | \$28.00                  | \$20               | \$20                                          | \$7               | \$0                       | \$4              | \$154.00                              | \$40            | \$35                | \$0              | \$0.00             | \$229.00           |
| 16-25          | \$70         | \$70                  | \$49.00                  | \$35               | \$35                                          | \$14              | \$0                       | \$4              | \$277.00                              | \$40            | \$35                | \$0              | \$0.00             | \$352.00           |
| 26 and over    | \$100        | \$100                 | \$70.00                  | \$50               | \$50                                          | \$20              | \$0                       | \$4              | \$394.00                              | \$40            | \$35                | \$0              | \$0.00             | \$469.00           |

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**TRAFFIC INFRACTION FIXED PENALTY SCHEDULE**  
 (\*See Preface, Sections III and IV.C.3) (\*\*See Preface, Section IV)  
 (Vehicle Code Sections)

**ENHANCED PENALTY SPEED CHART AMOUNTS PER VEHICLE CODE SECTION 42010<sup>1</sup>**  
**VIOLATIONS COMMITTED IN SAFETY ENHANCEMENT-DOUBLE FINE ZONES**  
**(FOR ALL SPEED LIMITS)**

| MPH Over Limit           | Base Fine | State PA*<br>10/10 | County PA*/10<br>7.00 | DNA PA*<br>5/10 | Court Facility Const.<br>PA*/10<br>5.00 | Surcharge*<br>20% | EMS PA*<br>/10<br>0.00 | EMAT PA*<br>4 | Fine Surcharge & PA Subtotal | Court OPS<br>40 | Conv. Assess.<br>35 | Night Court<br>0 | TAP Fee<br>0.00 | "Total Bail" ** |
|--------------------------|-----------|--------------------|-----------------------|-----------------|-----------------------------------------|-------------------|------------------------|---------------|------------------------------|-----------------|---------------------|------------------|-----------------|-----------------|
| 1-15                     | \$70      | \$40               | \$28.00               | \$20            | \$20                                    | \$14              | \$0                    | \$4           | \$196.00                     | \$40            | \$35                | \$0              | \$0.00          | \$271.00        |
| 16-25                    | \$105     | \$70               | \$49.00               | \$35            | \$35                                    | \$21              | \$0                    | \$4           | \$319.00                     | \$40            | \$35                | \$0              | \$0.00          | \$394.00        |
| 26 and over <sup>2</sup> | \$135     | \$100              | \$70.00               | \$50            | \$50                                    | \$27              | \$0                    | \$4           | \$436.00                     | \$40            | \$35                | \$0              | \$0.00          | \$511.00        |

<sup>1</sup> Per VC 42010(d)(2), any additional penalty, forfeiture, or assessment imposed by any other statute shall be based on the amount of the base fine before enhancement or doubling and shall not be based on the amount of the enhanced fine imposed per VC 42010.

<sup>2</sup> Per VC 42000.5: "... if a person has exceeded the specified speed limit by 10 miles per hour or more, the fine shall not exceed \$200 for a first conviction ... ."

DEPARTMENT OF TRANSPORTATION

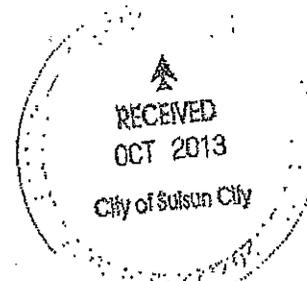
111 GRAND AVENUE  
P. O. BOX 23360  
OAKLAND, CA 94612  
PHONE (510) 286-4560  
FAX (510) 286-4561  
TTY (800) 735-2929



*Flex your power!  
Be energy efficient!*

October 3, 2013

Mr. Dan Kasperson  
Public Works Director  
City of Suisun City  
701 Civic Center Blvd.  
Suisun City, CA 94585



Dear Mr. Kasperson:

Assembly Bill 112 designated State Route 12 between State Highway Route 80 junction in Solano County and State Highway Route 5 in San Joaquin County as a Safety Enhancement – Double Fine Zone (DFZ) effective January 1, 2008, and valid for a minimum of two years to January 1, 2010. The DFZ designation was subsequently renewed for another two years from January 1, 2010 to January 1, 2012 and again from January 1, 2012 to January 1, 2014. After the two year period and at least every two years thereafter, the Department in consultation with the California Highway Patrol shall evaluate whether the highway segment continues to meet the conditions set forth in Section 97 of the Streets and Highway Code designating this segment of Route 12 as a DFZ.

Attached is the Resolution approved by your City Council back on November 1, 2011, supporting the DFZ on Route 12. A new resolution from the City supporting the renewal of the DFZ for another two years from January 1, 2014 to January 1, 2016 is requested by November 15, 2013, in order to notify the court before the January 1, 2014, expiration date.

Thank you for your assistance. If you have any questions, please contact me at 510-286-4560 or Katie Yim, Senior Transportation Engineer, at 510-286-4578.

Sincerely,

A handwritten signature in black ink, appearing to read "Roland Au-Yeung".

ROLAND AU-YEUNG  
Chief, Office of Traffic

Encl: Resolution No. 2011-91

*"Caltrans improves mobility across California"*

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**RESOLUTION NO. 2011-91**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
SUPPORTING THE RENEWAL OF THE DESIGNATION OF A SEGMENT OF  
STATE HIGHWAY ROUTE 12 AS A SAFETY ENHANCEMENT DOUBLE-FINE  
ZONE**

**WHEREAS**, California Streets and Highways Code, Section 97, defines conditions required to designate a Safety Enhancement Double-Fine Zone; and

**WHEREAS**, Assembly Bill 112 (AB 112), signed into law by Governor Schwarzenegger on October 1, 2007, amends the conditions of eligibility and designates a segment of State Highway Route 12, between the State Highway Route 80 junction in Solano County and the Interstate 5 junction in San Joaquin County, as a Safety Enhancement Double-Fine Zone; and

**WHEREAS**, AB 112 requires Caltrans to evaluate this segment of highway in two years and determine whether it still meets the conditions in the bill for renewal of the designation. Caltrans reviewed the accident rates and determined that this segment of highway still meets the threshold required in AB 112; and

**WHEREAS**, AB 112 requires the governing board of each City or County in which a segment of designated highway is located to adopt a Resolution in support of the Safety Enhancement Double-Fine Zone designation and renewal.

**NOW, THEREFORE BE IT RESOLVED**, that this City Council does hereby support the renewal of the designation of the segment of State Highway Route 12 within Suisun City as a Safety Enhancement Double-Fine Zone.

**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 1<sup>st</sup> day of November 2011, by the following vote:

|                 |                 |                                      |
|-----------------|-----------------|--------------------------------------|
| <b>AYES:</b>    | Councilmembers: | <u>Day, Derting, Segala, Sanchez</u> |
| <b>NOES:</b>    | Councilmembers: | <u>Hudson</u>                        |
| <b>ABSENT:</b>  | Councilmembers: | <u>None</u>                          |
| <b>ABSTAIN:</b> | Councilmembers: | <u>None</u>                          |

**WITNESS** my hand and the seal of said City this 1<sup>st</sup> day of November 2011.

THIS DOCUMENT IS A TRUE AND CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE

ATTEST: 11/15/11

DONNA POCK, Deputy  
In and for the said City

By: Donna Pock Deputy

Donna Pock  
Donna Pock, CMC  
Deputy City Clerk



**AGENDA TRANSMITTAL**

**MEETING DATE:** November 19, 2013

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**JOINT AGENDA ITEM:** Accept the Investment Report for the Quarter Ending September 30, 2013.

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**FISCAL IMPACT:** None as this item is for information only.

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**BACKGROUND:** Each quarter it is necessary to produce an Investment Report, showing how all City, Housing Authority, and Suisun-Solano Water Authority's available cash is invested, in terms of the type of investment, what institution it is invested in, and current value and interest earnings.

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**STAFF REPORT:** The total cash and investments (par amount) equaled \$35,308,560 for the period ending September 30, 2013.

In terms of return on our investment, 0.95% was earned for the quarter. This compares very favorably with the LAIF return of only 0.26% for the quarter. As can be seen in the Pie Chart (Attachment 1), most of the cash is invested in federally insured CD's, US Treasuries or Agency Notes, all of which generate higher yields.

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**RECOMMENDATION:** It is recommended that the Council/Authority accept the First Quarter Financial Officer's Investment Report.

---

**ATTACHMENTS:**

1. Financial Officer's Investment Report, September 30, 2013.

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**PREPARED BY:**

**REVIEWED/APPROVED BY:**

Elizabeth N. Luna, Senior Accountant 

Jason Garben, Economic Development Director 

Suzanne Bragdon, City Manager 

City of Suisun City  
Successor Agency and Housing Authority  
FINANCIAL OFFICER'S INVESTMENT REPORT

SEPTEMBER 30, 2013

| Category of Investment         | Name of Institution      | Maturity Date  | Par Amount    | Market Value* | Amortized Cost | Curr Yield At Market | Est Annual Income |
|--------------------------------|--------------------------|----------------|---------------|---------------|----------------|----------------------|-------------------|
| Checking Account               | West America Bank        | Demand Deposit | \$ 1,611,683  | \$ 1,611,683  | \$ 1,611,683   | -                    | -                 |
| Certificate of Deposit         | GE CAP Bk Inc Retail CTF | 01/27/15       | \$ 150,000    | \$ 150,692    | \$ 150,000     | 1.14%                | 1,725             |
| Certificate of Deposit         | Travis Credit Union      | 06/17/14       | \$ 205,663    | \$ 205,563    | \$ 205,563     | 2.52%                | 5,183             |
| Total CD's                     |                          |                | \$ 355,663    | \$ 356,254    | \$ 355,563     | 1.94%                | 6,908             |
| State Investment-CITY          | LAIF                     | Demand Deposit | \$ 3,158,371  | \$ 3,158,371  | \$ 3,158,371   | 0.26%                | 2,911             |
| First Amer Treas Oblig Fd      | First Amer #31846V203    | Demand Deposit | \$ 57,202     | \$ 57,202     | \$ 57,202      | 0.02%                | 11                |
| Federal Agency/Global Note     | FMAC #3137EACZ0          | 11/27/13       | \$ 500,000    | \$ 500,230    | \$ 499,933     | 0.37%                | 1,875             |
| Federal Agency/Global Note     | FMAC #3134G2UA8          | 08/20/14       | \$ 695,000    | \$ 700,065    | \$ 697,115     | 0.99%                | 6,960             |
| Federal Agency/Global Note     | FMAC #3137EACY3          | 11/25/14       | \$ 555,000    | \$ 558,610    | \$ 556,570     | 0.75%                | 4,163             |
| Federal Agency/Global Note     | FMAC#3134G42V9           | 04/29/15       | \$ 475,000    | \$ 474,974    | \$ 475,000     | 0.32%                | 1,520             |
| Federal Agency/Global Note     | FNMA #3135G0NG4          | 08/07/15       | \$ 1,050,000  | \$ 1,050,193  | \$ 1,049,935   | 0.50%                | 5,250             |
| Federal Agency/Bond Note       | FHLMC #3137EACM9         | 09/10/15       | \$ 1,100,000  | \$ 1,129,008  | \$ 1,103,372   | 1.71%                | 19,250            |
| Federal Agency/Bond Note       | FNMA #31398A4M1          | 10/26/15       | \$ 725,000    | \$ 742,731    | \$ 735,288     | 1.59%                | 11,781            |
| Federal Agency/Bond Note       | FMGN #3135G0S80          | 12/21/15       | \$ 500,000    | \$ 498,678    | \$ 499,162     | 0.38%                | 1,875             |
| Federal Agency/Bond Note       | FMGN#3135G0VA8           | 03/30/16       | \$ 500,000    | \$ 498,777    | \$ 499,543     | 0.50%                | 2,500             |
| Federal Agency/Bond Note       | FMGN #3137EAD09          | 05/13/16       | \$ 235,000    | \$ 234,391    | \$ 234,988     | 0.50%                | 1,175             |
| Federal Agency/Bond Note       | FNMA #3135G0GY3          | 01/30/17       | \$ 550,000    | \$ 556,167    | \$ 560,052     | 1.24%                | 6,875             |
| Federal Agency/Bond Note       | FMAC #3137EADJ5          | 07/28/17       | \$ 450,000    | \$ 448,613    | \$ 452,318     | 1.00%                | 4,500             |
| Federal Agency/Bond Note       | FHLM #3137EADL0          | 09/29/17       | \$ 350,000    | \$ 347,025    | \$ 353,005     | 1.01%                | 3,500             |
| Federal Agency/Bond Note       | FMGN#3137EADP1           | 03/07/18       | \$ 1,250,000  | \$ 1,220,981  | \$ 1,247,035   | 0.90%                | 10,938            |
| Federal Agency/Bond Note       | FMGN#3135G0WJ8           | 05/21/18       | \$ 250,000    | \$ 242,886    | \$ 246,460     | 0.90%                | 2,188             |
| Federal Agency/Bond Note       | FMGN#3135G0WJ8           | 05/21/18       | \$ 425,000    | \$ 412,907    | \$ 421,657     | 0.90%                | 3,719             |
| Total Federal Agency Bond/Note |                          |                | \$ 9,610,000  | \$ 9,616,236  | \$ 9,631,446   | 0.92%                | 88,070            |
| US Treasury Notes              | #912795Z87               | 10/17/2013     | \$ 550,000    | \$ 549,993    | \$ 549,980     | 0.00%                | -                 |
| US Treasury Notes              | #912828KN9               | 04/30/14       | \$ 400,000    | \$ 404,172    | \$ 399,176     | 1.86%                | 7,500             |
| US Treasury Notes              | #912828QS2               | 06/15/14       | \$ 995,000    | \$ 999,586    | \$ 998,268     | 0.75%                | 7,463             |
| US Treasury Notes              | #912828LZ1               | 11/30/14       | \$ 925,000    | \$ 946,174    | \$ 920,352     | 2.08%                | 19,656            |
| US Treasury Notes              | #912828RV4               | 12/15/14       | \$ 1,900,000  | \$ 1,902,079  | \$ 1,900,859   | 0.25%                | 4,750             |
| US Treasury Notes              | #912828MR8               | 02/28/15       | \$ 65,000     | \$ 66,986     | \$ 66,774      | 2.30%                | 1,544             |
| US Treasury Notes              | #912828MR8               | 02/28/15       | \$ 440,000    | \$ 453,441    | \$ 452,041     | 2.30%                | 10,450            |
| US Treasury Notes              | #912828MR8               | 02/28/15       | \$ 450,000    | \$ 463,746    | \$ 461,798     | 2.30%                | 10,688            |
| US Treasury Notes              | #912828NF3               | 05/31/15       | \$ 900,000    | \$ 927,808    | \$ 926,576     | 2.06%                | 19,125            |
| US Treasury Notes              | #912828NP1               | 07/31/15       | \$ 350,000    | \$ 359,256    | \$ 358,650     | 1.70%                | 6,125             |
| US Treasury Notes              | #912828NP1               | 07/31/15       | \$ 500,000    | \$ 513,223    | \$ 512,880     | 1.70%                | 8,750             |
| US Treasury Notes              | #912828PE4               | 10/31/15       | \$ 660,000    | \$ 672,221    | \$ 666,102     | 1.23%                | 8,250             |
| US Treasury Notes              | #912828PE4               | 10/31/15       | \$ 120,605    | \$ 122,838    | \$ 120,815     | 1.23%                | 1,508             |
| US Treasury Notes              | #912828PM6               | 12/31/15       | \$ 125,000    | \$ 129,844    | \$ 129,928     | 2.05%                | 2,656             |
| US Treasury Notes              | #912828OR4               | 06/30/16       | \$ 200,000    | \$ 205,109    | \$ 202,100     | 1.46%                | 3,000             |
| US Treasury Notes              | #912828QX1               | 07/31/16       | \$ 750,000    | \$ 768,984    | \$ 759,087     | 1.46%                | 11,250            |
| US Treasury Notes              | #912828SC5               | 01/31/17       | \$ 550,000    | \$ 551,332    | \$ 549,927     | 0.87%                | 4,813             |
| US Treasury Notes              | #912828SJ0               | 02/28/17       | \$ 250,000    | \$ 250,371    | \$ 249,465     | 0.87%                | 2,188             |
| US Treasury Notes              | #912828UZ1               | 04/30/18       | \$ 175,000    | \$ 170,105    | \$ 173,526     | 0.64%                | 1,094             |
| Total US Treasury Bond/Note    |                          |                | \$ 10,305,605 | \$ 10,457,287 | \$ 10,388,304  | 1.25%                | \$ 130,810        |
| TOTAL POOLED INVESTMENTS       |                          |                | \$ 25,098,524 | \$ 25,257,013 | \$ 25,202,568  | 0.91%                | \$ 228,610        |

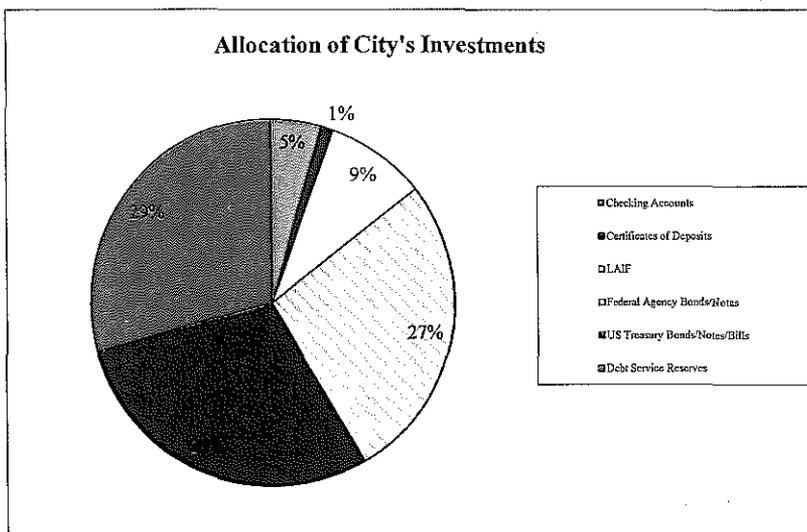
City of Suisun City  
Successor Agency and Housing Authority  
FINANCIAL OFFICER'S INVESTMENT REPORT

SEPTEMBER 30, 2013

| Category of Investment                  | Name of Institution       | Maturity Date  | Par Amount    | Market Value* | Amortized Cost | Curr Yield At Market | Est Annual Income |
|-----------------------------------------|---------------------------|----------------|---------------|---------------|----------------|----------------------|-------------------|
| <b>Reserved for Bond/Debt Service</b>   |                           |                |               |               |                |                      |                   |
| Govt Sec Money Market-SSWA 1993         | First Amer Treas Oblig Fd | Demand Deposit | 311,322       | 311,322       | 311,322        | 0.00%                | -                 |
| Govt Sec Money Market-SSWA 1993         | First Amer Treas Oblig Fd | Demand Deposit | 742,705       | 742,705       | 742,705        | 0.00%                | -                 |
| Govt Sec Money Market-2004 CVCC         | First Amer Treas Oblig Fd | Demand Deposit | 249,009       | 249,000       | 249,000        | 0.00%                | -                 |
| Govt Sec Money Market- RDA 1998         | First Amer Treas Oblig Fd | Demand Deposit | 416,870       | 416,870       | 416,870        | 0.00%                | -                 |
| Govt Sec Money Market- RDA 1998         | First Amer Treas Oblig Fd | Demand Deposit | 25,223        | 25,223        | 25,223         | 0.00%                | -                 |
| Govt Sec Money Market- RDA 1998         | US Treasury Notes         | 10/31/2014     | 708,000       | 725,006       | 730,089        | 2.31%                | 16,815            |
| Gov Sec Money Market - RDA 2003-A       | First Amer Treas Oblig Fd | Demand Deposit | 434,447       | 434,447       | 434,447        | 0.00%                | -                 |
| Gov Sec Money Market - RDA 2003-A       | First Amer Treas Oblig Fd | Demand Deposit | 396,236       | 413,537       | 419,574        | 2.27%                | 9,405             |
| Govt Sec Money Market-RDA 2003-B        | First Amer Treas Oblig Fd | Demand Deposit | 2,959,898     | 3,089,177     | 3,134,290      | 2.27%                | 70,276            |
| Govt Sec Money Market-RDA 2003-B        | First Amer Treas Oblig Fd | Demand Deposit | 2,640,154     | 2,640,154     | 2,640,154      | 0.00%                | -                 |
| Savings Acct-RDA Marina                 | West America Bank         | Demand Deposit | 396,788       | 396,788       | 396,788        | 0.10%                | 301               |
| Marina Debt Service #912828PE4          | US Treasury Notes         | 10/31/2015     | 929,395       | 946,603       | \$ 931,011     | 1.22%                | 11,617            |
| <b>Total Debt Service Reserve Funds</b> |                           |                | \$ 10,210,036 | \$ 10,390,831 | \$ 10,431,473  | 1.04%                | \$ 108,414        |
| <b>Grand Total</b>                      |                           |                | \$ 35,308,560 | \$ 35,647,845 | \$ 35,634,041  | 0.95%                | \$ 337,025        |

Summary of Pooled Investments

|                               | Amount               | Pct.          |
|-------------------------------|----------------------|---------------|
| Checking Accounts             | \$ 1,611,683         | 4.5%          |
| Certificates of Deposits      | \$ 355,563           | 1.0%          |
| LAIF                          | \$ 3,158,371         | 8.9%          |
| Federal Agency Bonds/Notes    | \$ 9,688,648         | 27.2%         |
| US Treasury Bonds/Notes/Bills | \$ 10,388,304        | 29.2%         |
| Debt Service Reserves         | \$ 10,431,473        | 29.3%         |
| <b>Total</b>                  | <b>\$ 35,634,041</b> | <b>100.0%</b> |



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

City Treasurer's Statement:

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

Attest by:

*Michael J. McMurry* 10/29/13  
Michael J. McMurry, City Treasurer Date

Submitted by:

*Elizabeth Luna* 10/29/2013  
Elizabeth Luna, Senior Accountant Date



## 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, OCTOBER 1, 2013

7:00 P.M.

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

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#### **TELECONFERENCE NOTICE**

*Pursuant to Government Code Section 54953, Subdivision (b), the following Council/Successor Agency/Housing Authority meeting will include teleconference participation by Councilmember Jane Day from: 301 Morgan Street, Suisun City, CA 94585. This Notice and Agenda will be posted at the teleconference location.*

#### **ROLL CALL**

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

Pledge of Allegiance was led by Council Member .

Invocation 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).*

George Guynn expressed concern about citizens complaints not being addressed.

Jan Davenport asked about construction of bus stop in front of post office.

Richard Giddeons stated a few weeks ago he was confronted by some dogs and expressed concern for the stated the police department expressed concern about the C

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

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

Council / Board Member Segala expressed concern about protecting Travis AFB, attended Leaven fund raiser and Solano Board of Supervisors special meeting,

Council / Board Member Hudson stated the bingo hall will open up this month, attended the League of California Cities meeting

Mayor / Chairman Sanchez attended the League of California Cities conference, Fairfield/Suisun Sewer District Meeting, and Solano Water District Meeting.

Council / Board Member Day attended Fairfield/Suisun Sewer District Meeting and commented on looking for another site for the Community Garden and the City support of Travis Air Force Base.

Council / Board Member Wilson reported meeting with quite a few residents and stated always available to the citizens

2. City Manager/Executive Director/Staff

**CONFLICT OF INTEREST NOTIFICATION**

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

**PRESENTATIONS/APPOINTMENTS**

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

3. Presentation of a Proclamation to the Recreation and Community Services Department Proclaiming October 23 - 31, 2013 as "Red Ribbon Week".

**Mayor Sanchez read and Council Member Segala presented the Proclamation to Recreation Director Jessop.**

4. Presentation of a Proclamation to Fire Chief Mike O'Brien Proclaiming October 6-12, 2013 as "National Fire Prevention Week".

**Mayor Sanchez read and Council Member Hudson presented the Proclamation to Fire Chief O'Brien.**

5. Introduction and Swearing in of new Suisun City Police Officers Nicolas Tepley and Jordan Warren – (Dadisho).

**Police Chief Dadisho introduced Dispatcher Dalia Albarran, Police Officers Tepley and Warren. City Clerk Hobson performed the Oath of Office.**

6. Approving Appointment of Suisun City Mayor Pro Tem – (Sanchez).

**Mayor Sanchez moved to appoint Council Member Wilson to serve as Mayor Pro Tem and motion was seconded by Council Member Wilson. Motion carried by the following vote:**

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

**NOES: Council Member Hudson**

**Abstained: Council Member Day**

**CONSENT CALENDAR**

City Council

7. Council Adoption of Resolution No. 2013-55: Accepting the Grizzly Island Trail Project as Complete, and Authorizing the City Manager to Record the Notice of Completion for the Project – (Kasperson).

8. Council Adoption of Resolution No. 2013-56: Authorizing the City Manager to Recruit, and to Appoint One Police Sergeant – (Dadisho).

9. Council Adoption of Resolution No. 2013-57: Designating the Solano Transportation Authority's Countywide Bicycle Advisory Committee (BAC) and Countywide Pedestrian Advisory Committee (PAC) to Act as the BAC and PAC for the City of Suisun City – (Kasperson).
10. Approving of the State Water Project Supply Allocation Settlement Agreement – (Anderson).
  - a. Council Adoption of Resolution No. 2013-58: Approving the Addendum to the Settlement Agreement and Release, and Authorizing the Mayor to Execute it on the City's behalf; and
  - b. Council Adoption of Resolution No. 2013-59; Approving a Revised Participating Agency Contract between Solano County Water Agency and the City of Suisun City, and Authorizing the Mayor to Execute it on the City's behalf.

Joint City Council / Suisun City Council Acting as Successor Agency

11. Extension of Employment Contract for the City Manager/Executive Director -- (Anderson).
  - a. Council Adoption of Resolution No. 2013-60: Approving Amendment No. 5 to the Employment Contract with the City Manager to Extend the Term to March 31, 2015.
  - b. Agency Adoption of Resolution No. 2013-03 Approving Amendment No. 5 to the Employment Contract with the Executive Director to Extend the Term to March 31, 2015.

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

12. 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 August 27, 2013, September 3, 2013, September 10, 2013 and September 17, 2013 – (Hobson).

**Motioned by Council / Board Member Day and seconded by Council / Board Member Segala to approve Consent Calendar. Motion carried unanimously.**

**William Hampton expressed concern about oath of office for police officers not including the words "Suisun City" and suggested the City look at reducing retirement benefits with new hires.**

**7:45 PM – Mayor Sanchez recessed the City Council for a break.**

**7:54 PM – Mayor Sanchez reconvened the City Council.**

**GENERAL BUSINESS**

**PUBLIC HEARINGS:**

**13. PUBLIC HEARING**

Council Adoption of Resolution No. 2013-61: Approving a Preferred Land Use Alternative for the 2035 General Plan Update – (Wooden).

**8:36 PM – Council Member Hudson left the council chambers**

**8:38 PM – Council Member Hudson returned.**

The property under discussion is located south of Petersen Road and east of Walters Road. Four options for designation of the property were presented for consideration:

1. Designate the area as "Special Planning Area" with specific policy designations of the type of development acceptable in this area developed during the preparation of the General Plan Update;
2. Designate the area in a mix of commercial/industrial uses as proposed by the land owner (70 acres/125 acres) or some other mix of uses;
3. Hold off making decision on the designation of the property pending the outcomes of the various studies related to Travis AFB or when annexation appears viable; and
4. Any other combination of uses/considerations the Council directs.

Gary Laski, planning consultant to the landowner of the property under discussion requested council adopt Option 2 for land use designation.

Mayor Sanchez opened the public hearing.

David Marianno, citizens to protect Travis AFB, opposed growth in the area.

Mattiniah Eyton, representing the possible developer of property north of Petersen Road, recommended a sports and recreational complex and suggested Council adopt option 3.

Steve Stwora-Hail, attorney for the property owners of the property under discussion, stated that options 1 and 3 would send a no growth message to future developers. He stated the City needs revenue-creating projects and was in favor of Option 2.

Chris Johnson, one of the managers of Union Creek Holding, distributed a letter from the Solano EDC and requested quick decision for Option 2.

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

**Motioned by Council Member Day and seconded by Council Member Hudson to adopt Resolution No. 2013-61 with Option 3. Motion carried by the following vote:**

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

**NOES: Council Members Sanchez, Wilson**

**Council rescinded above motion and made the following motion:**

**Motioned by Council Member Day and seconded by Council Member Segala to adopt Resolution No. 2013-61 with Option 1.**

**Motion carried by the following vote:**

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

**NOES: Council Member Sanchez, Wilson**

### **CL OSED SESSION**

### **CONVENE OPEN SESSION**

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

**ADJOURNMENT**

There being no further business, Mayor Sanchez adjourned the Council at 10:05 PM.

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Linda Hobson, CMC  
City Clerk

# MINUTES

## SPECIAL MEETING OF THE SUISUN CITY COUNCIL

AND

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

TUESDAY, OCTOBER 15, 2013

5:30 P.M.

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

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### **TELECONFERENCE NOTICE**

*Pursuant to Government Code Section 54953, Subdivision (b), the following Council/Successor Agency/Housing Authority meeting will include teleconference participation by Councilmember Jane Day from: 301 Morgan Street, Suisun City, CA 94585. This Notice and Agenda will be posted at the teleconference location.*

### **ROLL CALL**

Mayor Pro Tem / Chair Wilson call the meeting to order at 5:32 PM with Council / Board Members Hudson and Day (by teleconference) present. Mayor / Chair Sanchez and Council / Board Member Segala were absent.

### **PUBLIC COMMENT - None**

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

### **CONFLICT OF INTEREST NOTIFICATION - None**

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

### **CLOSED SESSION**

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

#### Joint City Council / Suisun City Council Acting as Successor Agency

#### 1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Name of Case: City of Suisun City v. State of California, Department of Finance, et al; Case #34-2013-00146458.

#### City Council

#### 2. CONFERENCE WITH LABOR NEGOTIATOR

Agency negotiator: Suzanne Bragdon, City Manager, Ron Anderson, Assistant City Manager, and Dan Kasperson, Public Works and Building Director.

Employee Organization: SCEA (Suisun City Employees' Association).

## 3. CONFERENCE WITH LABOR NEGOTIATOR

Agency negotiator: Suzanne Bragdon, City Manager, Ron Anderson, Assistant City Manager, and Tim Mattos, Police Commander.

Employee organization: SCPOA (Suisun City Police Officers' Association)

## 4. CONFERENCE WITH LABOR NEGOTIATOR

Agency negotiator: Suzanne Bragdon, City Manager, Ron Anderson, Assistant City Manager, and Jason Garben, Economic Development Director.

Employee organization: SCMPEA (Suisun City Management and Professional Employees' Association)

**5:33 PM – Mayor Pro Tem / Chair Wilson recessed the meeting to Closed Session.**

**CONVENE OPEN SESSION**

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

**7:00 PM – Mayor Pro Tem / Chair Wilson reconvened the meeting and stated no decisions were made in Closed Session.**

**ADJOURNMENT**

There being no further business, Mayor Pro Tem / Chair Wilson adjourned the Special Meeting at 7:00 PM.

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Linda Hobson, CMC  
City Clerk

# MINUTES

## REGULAR MEETING OF THE SUISUN CITY COUNCIL

SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE  
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,

AND HOUSING AUTHORITY

TUESDAY, OCTOBER 15, 2013

7:00 P.M.

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

---

### **TELECONFERENCE NOTICE**

*Pursuant to Government Code Section 54953, Subdivision (b), the following Council/Successor Agency/Housing Authority meeting will include teleconference participation by Councilmember Jane Day from: 301 Morgan Street, Suisun City, CA 94585. This Notice and Agenda will be posted at the teleconference location.*

### **ROLL CALL**

Mayor Pro Tem / Vice Chair Wilson called the Meeting to order at 7:13 PM with Council / Board Members Day (by teleconference), Hudson, and Mayor Pro Tem Wilson. Mayor / Chairman Sanchez and Council / Board Member Segala were absent.

Pledge of Allegiance was led by Council Member Hudson.

Invocation 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).*

George Guynn suggested the Council reconsider WalMart and suggested the City fill the Ace Hardware store on Sunset Avenue.

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

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

Council Member Hudson expressed concern about the graffiti on the back of Raleys and the shopping carts around the City.

#### 2. City Manager/Executive Director/Staff

### **CONFLICT OF INTEREST NOTIFICATION - None**

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

### **PRESENTATIONS/APPOINTMENTS**

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

3. Presentation of a Proclamation to Tom Hope and Bret Rios Proclaiming October 13 – October 19, 2013 as “*Bingo Week*”.

**Mayor Pro Tem Wilson read and Council Member Hudson presented the Proclamation.**

4. Approving Appointment of a New Member to Main Street West Ad Hoc Committee.

**Mayor Pro Tem Wilson stated Mayor Sanchez would make the appointment at the next meeting**

### CONSENT CALENDAR

#### Joint City Council / Suisun City Council Acting as Successor Agency

5. Council/Agency Approval of the September 2013 Payroll Warrants in the amount of \$467,305.80. Council/Agency Approval of the September 2013 Payable Warrants in the amount of \$1,264,309.78 – (Finance).

**Motioned by Council / Board Member Wilson and seconded by Council / Board Member Hudson to approve the Consent Calendar. Motion carried by the following roll call vote:**

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

### GENERAL BUSINESS

#### City Council

6. HEARING

Council Adoption of Resolution No. 2013-62: 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).

**Motioned by Council / Board Member Day and seconded by Council / Board Member Hudson to adopt Resolution No. 2013-62. Motion carried by the following roll call vote:**

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

7. Construction of the Lawler Ranch Park Phase II Project – (Jessop)

- a. Council Adoption of Resolution No. 2013-\_\_ : Adopting the Second Amendment to the Annual Appropriation Resolution No. 2013-13 to Appropriate Funding for the Construction of the Lawler Ranch Park Phase II Project; and

Betsy Buxton suggested water fountains, comfort station, dog park, and something for older children, and expressed concern about the garbage collection schedule.

Amit Pal wanted citizen meetings scheduled for the evenings and volunteered to be a part of process.

George Guynn asked if the public really wanted the project and expressed concern about the water usage.

**Motioned by Council Member Day and seconded by Council Member Wilson to adopt Resolution No. 2013-\_\_\_. Motion failed by the following roll call vote:**

**AYES: Council Members Day, Wilson**

**NOES: Council Member Hudson**

**ABSENT: Council Members Sanchez, Segala**

- b. Council Adoption of Resolution No. 2013-\_\_\_: Authorizing the City Manager to Move Forward with the Preparation and Issuance of a Request for Qualifications (RFQ) to Seek and Hire a Consultant to Confirm Conceptual Plans the Lawler Ranch Park Phase II Project – (Jessop).

**Motioned by Council / Board Member Day and seconded by Council / Board Member Wilson to adopt Resolution No. 2013-\_\_\_. Motion failed by the following roll vote:**

**AYES: Council Members Day, Wilson**

**NOES: Council Member Hudson**

**ABSENT: Council Members Sanchez, Segala**

**PUBLIC HEARINGS - None**

**ADJOURNMENT**

There being no further business, Mayor Sanchez adjourned the Council at 7:57 PM.

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Linda Hobson, CMC  
City Clerk

## AGENDA TRANSMITTAL

**MEETING DATE:** November 19, 2013

**CITY AGENDA ITEM:** FY 2013-14 First-Quarter Fiscal Review:

- Review of FY 2012-13 Actual General Fund Budget; and
- Council Adoption of Resolution No. 2013-\_\_ : Adopting the Sixth Amendment to the Annual Appropriation Resolution No. 2012-53 to Appropriate Funding in Various Programs Citywide to Meet Actual Obligations; and
- Presentation of FY 2013-14 First-Quarter Fiscal Review.

**FISCAL IMPACT:** Overall, FY 2012-13 GF revenues and expenditures came within budget, however, the FY 2013-14 GF carry-over (excluding development fees carried over between fiscal years) is roughly \$270,00 less than was expected back in March 2013 when the current fiscal year budget was prepared. Funds are available to bring the FY 2012-13 Annual Budget into conformance with actual expenditures. Furthermore, revised revenue projections provided by the County for FY 2013-14, cover the reduced carry-over. Bottom-line, the City is on target to be able to provide services within the resources adopted in the FY 2013-14 budget.

**BACKGROUND:** The City's Financial Policies call for a Mid-Year Fiscal Review, which staff plans to present at the second Council meeting in February. Due to the uncertainties that currently exist with the City's fiscal situation, staff feels that it is important to keep the City Council, City staff, and the community informed about the status of the City's budget. That is the purpose of this first quarter review, which by its nature, includes accounting adjustments to close-out the prior FY 2012-13 year.

**STAFF REPORT:** This fiscal review will focus on:

- A review of the FY 2012-13 Actual General Fund Budget including budget adjustments necessary to meet actual obligations.
- A review of the FY 2013-14 Estimated General Fund based on three months of actual revenue collections and expenditures.
- A review of the significant fiscal challenges that the City will be facing over the next year or so.

**Review of the FY 2012-13 Actual General Fund Budget including Proposed Budget Adjustments**

The FY 2013-14 Annual Budget was put together based on the analysis of actual revenue collections and expenditures through March 31, 2013. An additional three months of budget activity occurred after that point in time. In the vast majority of cases the assumptions and

**PREPARED BY:**

Ronald C. Anderson, Jr., Assistant City Manager

**REVIEWED/APPROVED BY:**

Suzanne Bragdon, City Manager

estimates that were made to prepare the FY 2013-14 Annual Budget have proven to be accurate. In some cases, circumstances have changed resulting in actual revenue collections and expenditures that varied from the budget assumptions. Accordingly it is appropriate for the City Council to modify the FY 2012-13 at this time to reflect the actual obligations that were met during the previous fiscal year.

An overview of the resulting Ending Balance is discussed below, with a summary of the proposed adjustments by fund following thereafter.

#### FY 2012-13 Ending Balance

The FY 2013-14 Annual Budget assumes that the General Fund would end FY 2012-13 with Resources of \$13,255,800 and Use of Resources of \$9,440,700 with an Ending Balance of \$3,815,100. Actual Resources for FY 2012-13 were **\$270,700 less** than anticipated. This shortfall was primarily due to the fact that the Annual Budget assumed that Walmart would have paid its permit fees and service charges in FY 2012-13. Staff expects that these revenues will now be received in FY 2013-14. In every case, FY 2012-13 Actual Local Tax revenues exceeded the estimates, although these were slightly below the Amended Budget assumptions. This is an indication of sustained, steady growth in the local economy. All other revenue categories were in line with budget assumptions.

FY 2012-13 Actual Use of Resources was \$9,712,400, which was less than the Amended Budget amount of \$9,799,400 by \$87,000. The FY 2012-13 Actual General Fund expenditures exceeded the FY 2012-13 Estimated of \$9,440,700 by **\$271,700**. The majority of this additional amount was in the Police Department, where additional Overtime was necessary due to the significant turnover that occurred at the end of the fiscal year. The bottom line is that the Ending Balance was **\$542,400 less** than the FY 2013-14 Annual Budget assumed would be available for the FY 2013-14 Beginning Balance.

To summarize, excluding development related fees carried over between fiscal years (i.e., Walmart and Summerwood), the **FY 2012-13 Ending Balance is roughly \$270,000 less than estimated for purposes of the current FY 2013-14 budget.** Attachment 1 presents General Fund Resources and Use of Resources for Fiscal Years 2008-09 through FY 2013-14. Columns 5 through 7 present the Amended, Estimated and Actual budgets for FY 2012-13. As also presented in Attachment 1 (columns 8 and 9), increased revenues anticipated in the current fiscal year address this shortfall. A detailed discussion of the current FY 2013-14 budget from a first-quarter perspective is subsequently presented in the second major section of this report.

#### Summary of the FY 2012-13 Budget Adjustments

The following summarizes the proposed adjustments by fund including source of funding for each adjustment.

##### 010 General Fund

While total General Fund appropriations of \$9,576,000 were not exceeded (total expenditures were \$9,485,339), expenditures were exceeded in the following departments for the following reasons:

GENERAL FUND BIG PICTURE

FY 14 ACT THROUGH 9-30-13

|                        | Column 1<br>FY 09<br>ACTUAL | Column 2<br>FY 10<br>ACTUAL | Column 3<br>FY 11<br>ACTUAL | Column 4<br>FY 12<br>ACTUAL | Column 5<br>FY 13<br>AMENDED | Column 6<br>FY13<br>ESTIMATED | Column 7<br>FY 13<br>ACTUAL | Column 8<br>FY 14<br>AMENDED | Column 9<br>FY 14<br>ESTIMATED | Column 10<br>FY 14<br>Difference | Column 11<br>FY 14 NOTES                     |
|------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------------|-------------------------------|-----------------------------|------------------------------|--------------------------------|----------------------------------|----------------------------------------------|
| <b>RESOURCES</b>       |                             |                             |                             |                             |                              |                               |                             |                              |                                |                                  |                                              |
| Beginning Balance      | \$ 5,129,002                | \$ 3,254,118                | \$ 4,046,610                | \$ 7,372,700                | \$ 4,305,900                 | \$ 4,387,400                  | \$ 4,305,900                | \$ 3,815,000                 | \$ 3,272,700                   | \$ (542,300)                     | No Walmart fees, SCPD over FY 13 Estimated.  |
| <b>Local Taxes</b>     |                             |                             |                             |                             |                              |                               |                             |                              |                                |                                  |                                              |
| Property Taxes         | \$ 1,070,214                | \$ 1,003,586                | \$ 1,000,436                | \$ 1,157,211                | \$ 1,209,000                 | \$ 1,154,000                  | \$ 1,162,743                | \$ 1,189,800                 | \$ 1,271,300                   | \$ 81,500                        | Based on current County estimate.            |
| Sales Taxes            | \$ 994,170                  | \$ 921,662                  | \$ 859,749                  | \$ 1,003,761                | \$ 1,358,000                 | \$ 1,340,500                  | \$ 1,353,938                | \$ 1,242,000                 | \$ 1,320,800                   | \$ 78,800                        | Estimated to be closer to FY 13 Actual.      |
| TOT                    | \$ -                        | \$ 89,524                   | \$ 194,401                  | \$ 205,485                  | \$ 220,000                   | \$ 212,300                    | \$ 221,629                  | \$ 222,900                   | \$ 232,700                     | \$ 9,800                         | Hampton Inn had another very strong quarter. |
| Other Taxes            | \$ 889,735                  | \$ 841,393                  | \$ 844,941                  | \$ 824,947                  | \$ 770,800                   | \$ 776,400                    | \$ 791,644                  | \$ 783,400                   | \$ 783,400                     | \$ -                             | No change.                                   |
| Subtotal Local Taxes   | \$ 2,954,119                | \$ 2,856,165                | \$ 2,899,527                | \$ 3,191,404                | \$ 3,557,800                 | \$ 3,483,200                  | \$ 3,529,954                | \$ 3,438,100                 | \$ 3,608,200                   | \$ 170,100                       |                                              |
| Licenses & Permits     | \$ 287,165                  | \$ 281,284                  | \$ 342,746                  | \$ 337,009                  | \$ 460,300                   | \$ 440,200                    | \$ 327,814                  | \$ 349,000                   | \$ 540,700                     | \$ 191,700                       | Increases due to Walmart and Summerwood.     |
| Fines & Forfeitures    | \$ 210,683                  | \$ 219,724                  | \$ 231,636                  | \$ 265,382                  | \$ 215,000                   | \$ 233,400                    | \$ 241,117                  | \$ 235,700                   | \$ 237,900                     | \$ 2,200                         | Burglar alarms fines up.                     |
| Use of Money           | \$ 736,210                  | \$ 3,679,563                | \$ 985,065                  | \$ 285,311                  | \$ 227,000                   | \$ 227,000                    | \$ 185,024                  | \$ 227,000                   | \$ 227,000                     | \$ -                             | No change.                                   |
| Intergovernmental      | \$ 3,226,845                | \$ 2,627,482                | \$ 2,603,689                | \$ 2,457,847                | \$ 2,475,900                 | \$ 2,305,300                  | \$ 2,322,995                | \$ 2,387,900                 | \$ 2,514,100                   | \$ 126,200                       | Based on current County estimate.            |
| Charges for Services   | \$ 776,018                  | \$ 838,199                  | \$ 757,357                  | \$ 807,109                  | \$ 952,200                   | \$ 933,300                    | \$ 781,416                  | \$ 795,300                   | \$ 948,000                     | \$ 152,700                       | Increases due to Walmart and Summerwood.     |
| Intragovernmental      | \$ 600,690                  | \$ 517,114                  | \$ 513,247                  | \$ 474,495                  | \$ 335,000                   | \$ 389,400                    | \$ 444,621                  | \$ 320,900                   | \$ 320,900                     | \$ -                             | No change.                                   |
| Misc Revenues          | \$ 49,712                   | \$ 12,922                   | \$ 703,960                  | \$ 11,423                   | \$ 19,500                    | \$ 140,500                    | \$ 137,413                  | \$ 14,900                    | \$ 14,900                      | \$ -                             | No change.                                   |
| Transfers in           | \$ 559,519                  | \$ 1,197,035                | \$ 4,470,767                | \$ 1,058,185                | \$ 744,800                   | \$ 716,100                    | \$ 708,853                  | \$ 700,200                   | \$ 700,200                     | \$ -                             | No change.                                   |
| Subtotal Revenues      | \$ 9,400,961                | \$ 12,229,488               | \$ 13,507,994               | \$ 8,888,165                | \$ 8,987,500                 | \$ 8,868,400                  | \$ 8,679,207                | \$ 8,469,000                 | \$ 9,111,900                   | \$ 642,900                       |                                              |
| <b>TOTAL RESOURCES</b> | <b>\$ 14,529,963</b>        | <b>\$ 15,483,606</b>        | <b>\$ 17,554,604</b>        | <b>\$ 16,260,865</b>        | <b>\$ 13,293,400</b>         | <b>\$ 13,255,800</b>          | <b>\$ 12,985,107</b>        | <b>\$ 12,284,000</b>         | <b>\$ 12,384,600</b>           | <b>\$ 100,600</b>                |                                              |

USE OF RESOURCES

|                               |                      |                      |                      |                      |                      |                      |                      |                      |                      |                   |                                                 |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------|-------------------------------------------------|
| <b>Personnel Services</b>     |                      |                      |                      |                      |                      |                      |                      |                      |                      |                   |                                                 |
| Salaries & Wages              | \$ 3,927,998         | \$ 4,043,075         | \$ 4,198,142         | \$ 4,258,472         | \$ 3,885,100         | \$ 3,807,700         | \$ 3,914,980         | \$ 3,841,300         | \$ 3,816,300         | \$ (25,000)       | Minor savings due to new hires at lower step.   |
| Overtime                      | \$ 388,734           | \$ 249,529           | \$ 188,113           | \$ 248,914           | \$ 210,000           | \$ 337,100           | \$ 357,742           | \$ 208,000           | \$ 306,700           | \$ 98,700         | OT due to training new Police Officers.         |
| Employee Benefits             | \$ 1,815,473         | \$ 1,856,847         | \$ 2,089,745         | \$ 2,166,201         | \$ 2,217,825         | \$ 2,111,500         | \$ 2,156,236         | \$ 2,235,500         | \$ 2,232,000         | \$ (3,500)        | Minor savings due to new hires at lower step.   |
| Payroll Taxes                 | \$ 394,438           | \$ 362,626           | \$ 368,636           | \$ 362,949           | \$ 310,700           | \$ 304,700           | \$ 314,651           | \$ 340,300           | \$ 340,200           | \$ (100)          | Minor savings due to new hires at lower step.   |
| Subtotal Pers Svcs            | \$ 6,521,643         | \$ 6,512,077         | \$ 6,844,636         | \$ 7,036,536         | \$ 6,623,625         | \$ 6,561,000         | \$ 6,743,609         | \$ 6,625,100         | \$ 6,695,200         | \$ 70,100         |                                                 |
| Services & Supplies           | \$ 2,065,648         | \$ 1,869,855         | \$ 1,951,836         | \$ 1,936,026         | \$ 1,903,638         | \$ 1,832,600         | \$ 1,964,095         | \$ 1,786,000         | \$ 1,776,800         | \$ (9,200)        | PD savings on phones, gas, & Volunteer support. |
| Interdepartmental Charges     | \$ 418,469           | \$ 418,552           | \$ 547,305           | \$ 626,429           | \$ 645,500           | \$ 626,300           | \$ 626,955           | \$ 692,000           | \$ 692,000           | \$ -              | No change.                                      |
| Non-Recurring Charges         | \$ 351,653           | \$ 252,810           | \$ 365,857           | \$ 307,225           | \$ 403,237           | \$ 165,900           | \$ 150,680           | \$ 375,100           | \$ 367,500           | \$ (7,600)        | PD savings in POST Travel & Training.           |
| Subtotal Operating            | \$ 9,357,413         | \$ 9,053,294         | \$ 9,709,634         | \$ 9,906,216         | \$ 9,576,000         | \$ 9,185,800         | \$ 9,485,339         | \$ 9,478,200         | \$ 9,531,500         | \$ 53,300         |                                                 |
| Transfers Out                 | \$ 312,357           | \$ 2,314,003         | \$ 439,903           | \$ 1,665,560         | \$ 223,400           | \$ 254,900           | \$ 227,030           | \$ 295,300           | \$ 295,300           | \$ -              | No change.                                      |
| Major Capital                 | \$ 1,584,316         | \$ 68,609            | \$ 18,007            | \$ 29,910            | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 40,000            | \$ 40,000         | City's share of the new Animal Shelter.         |
| Debt Service                  | \$ 21,759            | \$ -                 | \$ 14,472            | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -              | No change.                                      |
| RDA Liabilities               | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -              | No change.                                      |
| Contingencies & Reserves      | \$ -                 | \$ 1,000             | \$ -                 | \$ 1,000             | \$ 3,494,000         | \$ -                 | \$ -                 | \$ 2,510,500         | \$ -                 | \$ (2,510,500)    |                                                 |
| Subtotal Non-Operating        | \$ 1,918,432         | \$ 2,383,612         | \$ 472,382           | \$ 1,696,470         | \$ 3,717,400         | \$ 254,900           | \$ 227,030           | \$ 2,805,800         | \$ 335,300           | \$ (2,470,500)    |                                                 |
| Ending Balance                | \$ 3,254,118         | \$ 4,046,700         | \$ 7,372,588         | \$ 4,658,179         | \$ -                 | \$ 3,815,100         | \$ 3,272,738         | \$ -                 | \$ 2,517,800         | \$ 2,517,800      |                                                 |
| <b>TOTAL USE OF RESOURCES</b> | <b>\$ 14,529,963</b> | <b>\$ 15,483,606</b> | <b>\$ 17,554,604</b> | <b>\$ 16,260,865</b> | <b>\$ 13,293,400</b> | <b>\$ 13,255,800</b> | <b>\$ 12,985,107</b> | <b>\$ 12,284,000</b> | <b>\$ 12,384,600</b> | <b>\$ 100,600</b> |                                                 |

Reserve Analysis

|                                     |                     |                     |                     |                     |                     |                     |                     |                     |                     |                   |  |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|--|
| Operating Reserve (25%)             | \$ 2,339,353        | \$ 2,263,324        | \$ 2,427,409        | \$ 2,476,554        | \$ 2,387,450        | \$ 2,296,450        | \$ 2,371,335        | \$ 2,350,500        | \$ 2,363,825        | \$ 13,325         |  |
| Bridging Reserve                    | \$ -                | \$ -                | \$ 3,300,000        | \$ 2,200,000        | \$ 1,100,000        | \$ 1,100,000        | \$ 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>\$ 3,487,450</b> | <b>\$ 3,396,450</b> | <b>\$ 3,471,335</b> | <b>\$ 2,350,500</b> | <b>\$ 2,363,825</b> | <b>\$ 13,325</b>  |  |
| Actual (Estimated) Carryover        | \$ 3,254,118        | \$ 4,046,700        | \$ 7,372,588        | \$ 4,658,179        | \$ 3,494,000        | \$ 3,815,100        | \$ 3,272,738        | \$ 2,510,500        | \$ 2,517,800        | \$ 7,300          |  |
| <b>Structural Surplus (Deficit)</b> | <b>\$ 914,765</b>   | <b>\$ 1,783,377</b> | <b>\$ 1,645,180</b> | <b>\$ (18,375)</b>  | <b>\$ 6,550</b>     | <b>\$ 418,650</b>   | <b>\$ (198,597)</b> | <b>\$ 160,000</b>   | <b>\$ 153,975</b>   | <b>\$ (6,025)</b> |  |



- Police Department [\$145,300] – Five officers left during the last several months of the fiscal year, which resulted in unanticipated expenditures for cashing out accumulated paid leave balances, as well as Overtime costs to train the replacement officers.
- Fire Department [\$16,400] – The department has delayed the acquisition of two replacement engines, which has resulted in increased costs for repairs to the existing apparatus.
- Recreation & Community Services Department [\$19,800] – The department experienced a significant increase in participation rates that resulted in increased revenues that needed to be appropriated.
- Non-Departmental Department [\$59,900] – As the City has been forced to fight the efforts of the California State Department of Finance to balance the state's budget on the backs of economically challenged cities such as Suisun City, the costs for the City Attorney's Office have exceeded historic levels.

The source of funding for these adjustments would be the Emergency Reserves.

137 BAYREN ABAG Grant Fund

Community Development Department [\$2,600] – This grant was initiated near the end of the fiscal year, and City costs were incurred that will be reimbursed by the grant.

150 Bureau of Justice Administration Safety Equipment Fund

Police Department [\$900] – This fund received a donation of \$900 from Stanley Davis for the acquisition of a ballistic vest.

166 CHRP Police Officer Grant Fund

Police Department [\$1,200] – The department was able to utilize retained earnings in this fund which need to be appropriated.

171 Proposition 49 After-School Program Grant Fund

Recreation & Community Services Department [\$22,000] – The department was able to utilize retained earnings in this fund which need to be appropriated.

181 Neighborhood Stabilization Fund

Building & Public Works Department [\$112,100] – The department was able to utilize program income to maximize participation in this program, and this program income needs to be appropriated.

225 Civic Center Debt Service Fund

Administrative Services Department [\$258,100] – This appropriation was inadvertently left out of last year's AAR. Funds are available in retained earnings.

231 Highway 12 Debt Service Fund

Administrative Services Department [\$4,100] – The debt service was inadvertently not updated in last year’s budget. Funds are available in retained earnings.

320 Municipal Facilities Improvement Fund

Administrative Services Department [\$224,500] – This appropriation is the source of funding for the Civic Center Debt Service listed above. Funds are available in retained earnings.

422 Marina Village Dredging MAD Fund

Building & Public Works Department [\$700] – The County adjusted its property tax administration fees above anticipated levels. Funds are available in retained earnings.

435 Montebello Vista MAD Fund

Building & Public Works Department [\$2,200] – The County adjusted its property tax administration fees above anticipated levels. Funds are available in retained earnings.

445 Peterson Ranch MAD Fund

Building & Public Works Department [\$4,400] – The County adjusted its property tax administration fees above anticipated levels. Funds are available in retained earnings.

449 Victorian Harbor Dredging MAD Fund

Building & Public Works Department [\$800] – The County adjusted its property tax administration fees above anticipated levels. Funds are available in retained earnings.

453 Victorian Harbor Zone A MAD Fund

Building & Public Works Department [\$18,900] – The County adjusted its property tax administration fees above anticipated levels. Funds are available in retained earnings.

461 CFD No. 2 Fund

Building & Public Works Department [\$4,200] – The County adjusted its property tax administration fees above anticipated levels. Funds are available in retained earnings.

467 CFD No. 2 Tax Zone 5 (Summerwood) Fund

Building & Public Works Department [\$700] – The County adjusted its property tax administration fees above anticipated levels. Funds are available in retained earnings.

Attachment 2 is a copy of the proposed budget amendment.

908 Asset Management Fund

Economic Development Department [\$11,100] – Unanticipated costs for Victorian Harbor MAD assessments. Funds are available in retained earnings.

### Review of the FY 2013-14 Estimated General Fund Budget

General Fund Resources include the Beginning Balance (carryover from FY 2012-13), as well as ongoing revenues. Use of Resources includes expenditures for Personnel Services, Services & Supplies, Interdepartmental Charges, and Non-Recurring Costs.

As noted above in the section that reviews the FY 2012-13 General Fund Budget, the Ending Balance was **\$542,400 less** than the FY 2013-14 Annual Budget assumed would be available for the FY 2013-14 Beginning Balance (or roughly \$270,000 excluding the delay in the Walmart project.)

The good news is that as the economy has continued to steadily improve, staff now anticipates that FY 2013-14 revenues will increase by about \$100,000 more than the shortfall in the Beginning Balance discussed in the previous section. The components of these enhanced revenues are as follows:

- Property Taxes – Based on updated County estimates, we should collect about **\$81,500 more** than budgeted.
- Sales Taxes – Staff now estimates that this revenue source will be closer to the actual amounts received in FY 2012-13 for an increase of about **\$78,800 more**.
- Transient Occupancy Tax – The Hampton Inn has posted another strong quarter, and it appears that we can anticipate nearly **\$9,800 more**.
- Licenses & Permits – It is anticipated that an **increase of \$191,700** will occur in this fiscal year for Walmart and Cottonwood permit fees.
- Intergovernmental – Due to the one-time increase in Sales Tax revenues due to an inaccurate reporting by one vendor last year, the City's Triple Flip revenues will be **higher by \$126,200** in FY 2013-14.
- Charges for Services – It is anticipated that an **increase of \$152,000** will occur in this fiscal year for Walmart and Cottonwood service fees.

**No changes** are anticipated in the other revenue categories, so overall staff anticipates that revenues will be up by **\$642,900 over** the Adopted FY 2013-14 General Fund Budget.

On the use of resources for the GF fund, staff generally expects expenditures to be in line with the Adopted Budget with a few exceptions. These – both positive and negative - include the following:

- Personnel Services – All departments except Police appear to be on target. The Police Overtime budget is expected to end the year about **\$98,700 over** budget. This is due to turnover in both Police Officer positions, as well as Communications & Records Technician positions. As new employees are hired, salary **savings of \$28,600** are expected to occur.

- Services & Supplies – All departments except Police appear to be on target with the adopted budget. In Police, additional **savings of \$16,800** are expected for phones, fuel, volunteer support, and POST training.
- Interdepartmental Charges – No significant variation from the adopted budget is expected.
- Non-Recurring Costs – All departments except Police appear to be on target with the adopted budget. Police expects a savings in POST training due to turnover and cuts in POST's budget.
- Major Capital – The only change here is the City's installment share **\$40,000** for the County's new Animal Shelter.
- Reserves – Except for the challenges discussed in the next section of this report, the General Fund has reserves of nearly **27 percent**. This exceeds the Council's adopted policy of 20 percent reserves by nearly 7 percent or \$154,000.

FY 2013-14 General Fund Amended and Estimates amounts may be found in Columns 8 and 9 respectively of Attachment 1 presented previously. Column 10 shows the differences between these two columns, with notes for FY2013-14 adjustments presented in Column 11. As outlined previously, increased FY2013-14 GF revenues cover the reduced beginning balance and anticipated resource needs. At this snapshot in time, **the City is on target to be able to provide services within the resources adopted in the FY2013-14 budget**, including designated reserves.

### **Significant Challenges**

There are two unknowns that the City is facing that could significantly affect the City's short-term fiscal health. These challenges are:

- Department of Finance (DOF) is attempting to cancel the RDA's \$1,750,000 repayment of a loan from the City for the Harbor Center Road Improvement Project. DOF wants to redirect those funds to the local property tax pool to be distributed to the entities who receive Property Tax revenues. The City would receive about \$262,500 of those funds as its share of that pool. The net loss of \$1,493,500 currently represents the major portion (59.1%) of the City's General Fund Emergency Reserve. The City has filed suit against the DOF to fight the DOF's actions. The case will be impacted by another case that is currently before the Court of Appeals. That case is expected to be decided in January of 2014. If the Appeals Court rules against the DOF, then the DOF would probably rescind its action against the Suisun City, and the \$1,750,000 would be safe. If the Appeals Court rules in favor of the DOF, the Council will need to decide in closed session how the City should proceed.
- The FY 2013-14 Annual Budget assumes that Walmart will be open for business in July of 2014. After receiving high bids in October, Walmart decided to modify its scope of work and is about to rebid the project. The bids are expected to be opened in mid-December, with award within a month or so after. Accordingly, construction will probably not be completed before January 1, 2015. Every month that Walmart is not open next fiscal year, would be a loss of about \$92,000. How much of that might be offset by an improved economy will not be known for at least six months.

It is anticipated that by January 2014, the full impact (or not) of these threats will be better understood so that staff can outline options and alternatives for Council's consideration. Clearly, if the City prevails in the DOF matter, reserves will be available to address the delay in the Walmart project. If the City does not prevail, options and alternatives to consider, among others, would need to include a payment plan over-time to be in the position to remit funds to the State.

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

1. Receive staff's presentation on the First-Quarter Fiscal Review; and
2. Adopt Resolution No. 2013-\_\_ : Adopting the Sixth Amendment to the Annual Appropriation Resolution No. 2012-53 to Appropriate Funding in Various Programs Citywide to Meet Actual Obligations.

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**ATTACHMENTS:**

1. Resolution No. 2013-\_\_ : Adopting the Sixth Amendment to the Annual Appropriation Resolution No. 2012-53 to Appropriate Funding in Various Programs Citywide to Meet Actual Obligations.



**RESOLUTION NO. 2013-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
ADOPTING THE 6TH AMENDMENT TO THE ANNUAL APPROPRIATION  
RESOLUTION NO. 2012-53 TO APPROPRIATE FUNDING IN VARIOUS PROGRAMS  
CITYWIDE TO MEET ACTUAL OBLIGATIONS**

**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. 2012-53 be and is hereby amended as follows:

|     |                                                                                                          | <u>Increase/<br/>(Decrease)</u> |
|-----|----------------------------------------------------------------------------------------------------------|---------------------------------|
| TO: | POLICE DEPARTMENT<br>Police Administration, Police Support Services, Code Enforcement, Police Operations | \$ 145,300                      |
| TO: | FIRE DEPARTMENT<br>Fire Operations, Emergency Preparedness                                               | \$ 16,400                       |
| TO: | RECREATION & COMMUNITY SERVICES DEPARTMENT<br>Recreation, Community Center, Senior Center                | \$ 19,800                       |
| TO: | NON-DEPARTMENTAL<br>Non-Departmental                                                                     | \$ 59,900                       |
| TO: | NON-DEPARTMENTAL<br>Emergency Reserve                                                                    | <u>\$ (241,400)</u>             |
|     | TOTAL Section 010                                                                                        | <u>\$ -</u>                     |

**THAT** Section 137 of Part III of the Annual Appropriation Resolution No. 2012-53 be and is hereby amended as follows:

|     |                                                                      | <u>Increase/<br/>(Decrease)</u> |
|-----|----------------------------------------------------------------------|---------------------------------|
| TO: | COMMUNITY DEVELOPMENT DEPARTMENT<br>BAYREN ABAG Grant Administration | <u>\$ 2,600</u>                 |
|     | TOTAL Section 137                                                    | <u>\$ 2,600</u>                 |

**THAT** Section 150 of Part III of the Annual Appropriation Resolution No. 2012-53 be and is hereby amended as follows:

|     |                   | <u>Increase/<br/>(Decrease)</u> |
|-----|-------------------|---------------------------------|
| TO: | POLICE DEPARTMENT |                                 |
|     | Police Operations | <u>\$ 900</u>                   |
|     | TOTAL Section 150 | <u>\$ 900</u>                   |

**THAT** Section 166 of Part III of the Annual Appropriation Resolution No. 2012-53 be and is hereby amended as follows:

|     |                   | <u>Increase/<br/>(Decrease)</u> |
|-----|-------------------|---------------------------------|
| TO: | POLICE DEPARTMENT |                                 |
|     | Police Operations | <u>\$ 1,200</u>                 |
|     | TOTAL Section 166 | <u>\$ 1,200</u>                 |

**THAT** Section 171 of Part III of the Annual Appropriation Resolution No. 2012-53 be and is hereby amended as follows:

|     |                                 | <u>Increase/<br/>(Decrease)</u> |
|-----|---------------------------------|---------------------------------|
| TO: | RECREATION & COMMUNITY SERVICES |                                 |
|     | DEPARTMENT                      |                                 |
|     | Recreation                      | <u>\$ 22,000</u>                |
|     | TOTAL Section 171               | <u>\$ 22,000</u>                |

**THAT** Section 181 of Part III of the Annual Appropriation Resolution No. 2012-53 be and is hereby amended as follows:

|     |                                    | <u>Increase/<br/>(Decrease)</u> |
|-----|------------------------------------|---------------------------------|
| TO: | BUILDING & PUBLIC WORKS DEPARTMENT |                                 |
|     | Capital Improvements               | <u>\$ 112,100</u>               |
|     | TOTAL Section 181                  | <u>\$ 112,100</u>               |

**THAT** Section 225 of Part III of the Annual Appropriation Resolution No. 2012-53 be and is hereby amended as follows:

|     |                                                    | <u>Increase/<br/>(Decrease)</u> |
|-----|----------------------------------------------------|---------------------------------|
| TO: | ADMINISTRATIVE SERVICES DEPARTMENT<br>Debt Service | \$ <u>4,100</u>                 |
|     | TOTAL Section 225                                  | \$ <u>4,100</u>                 |

**THAT** Section 231 of Part III of the Annual Appropriation Resolution No. 2012-53 be and is hereby amended as follows:

|     |                                                    | <u>Increase/<br/>(Decrease)</u> |
|-----|----------------------------------------------------|---------------------------------|
| TO: | ADMINISTRATIVE SERVICES DEPARTMENT<br>Debt Service | \$ <u>261,700</u>               |
|     | TOTAL Section 231                                  | \$ <u>261,700</u>               |

**THAT** Section 320 of Part III of the Annual Appropriation Resolution No. 2012-53 be and is hereby amended as follows:

|     |                                                            | <u>Increase/<br/>(Decrease)</u> |
|-----|------------------------------------------------------------|---------------------------------|
| TO: | BUILDING & PUBLIC WORKS DEPARTMENT<br>Capital Improvements | \$ (150,000)                    |
| TO: | ADMINISTRATIVE SERVICES DEPARTMENT<br>Interfund Transfers  | \$ <u>224,200</u>               |
|     | TOTAL Section 320                                          | \$ <u>74,200</u>                |

**THAT** Section 422 of Part III of the Annual Appropriation Resolution No. 2012-53 be and is hereby amended as follows:

|     |                                                                | <u>Increase/<br/>(Decrease)</u> |
|-----|----------------------------------------------------------------|---------------------------------|
| TO: | BUILDING & PUBLIC WORKS DEPARTMENT<br>Public Works Maintenance | \$ <u>700</u>                   |
|     | TOTAL Section 422                                              | \$ <u>700</u>                   |

**THAT** Section 435 of Part III of the Annual Appropriation Resolution No. 2012-53 be and is hereby amended as follows:

|     |                                                                | <u>Increase/<br/>(Decrease)</u> |
|-----|----------------------------------------------------------------|---------------------------------|
| TO: | BUILDING & PUBLIC WORKS DEPARTMENT<br>Public Works Maintenance | \$ <u>2,200</u>                 |
|     | TOTAL Section 435                                              | \$ <u>2,200</u>                 |

**THAT** Section 445 of Part III of the Annual Appropriation Resolution No. 2012-53 be and is hereby amended as follows:

|     |                                                                | <u>Increase/<br/>(Decrease)</u> |
|-----|----------------------------------------------------------------|---------------------------------|
| TO: | BUILDING & PUBLIC WORKS DEPARTMENT<br>Public Works Maintenance | \$ <u>4,400</u>                 |
|     | TOTAL Section 445                                              | \$ <u>4,400</u>                 |

**THAT** Section 449 of Part III of the Annual Appropriation Resolution No. 2012-53 be and is hereby amended as follows:

|     |                                                                | <u>Increase/<br/>(Decrease)</u> |
|-----|----------------------------------------------------------------|---------------------------------|
| TO: | BUILDING & PUBLIC WORKS DEPARTMENT<br>Public Works Maintenance | \$ <u>800</u>                   |
|     | TOTAL Section 449                                              | \$ <u>800</u>                   |

**THAT** Section 453 of Part III of the Annual Appropriation Resolution No. 2012-53 be and is hereby amended as follows:

|     |                                                                | <u>Increase/<br/>(Decrease)</u> |
|-----|----------------------------------------------------------------|---------------------------------|
| TO: | BUILDING & PUBLIC WORKS DEPARTMENT<br>Public Works Maintenance | \$ <u>18,900</u>                |
|     | TOTAL Section 453                                              | \$ <u>18,900</u>                |

**THAT** Section 461 of Part III of the Annual Appropriation Resolution No. 2012-53 be and is hereby

|     |                                                                | <u>Increase/<br/>(Decrease)</u> |
|-----|----------------------------------------------------------------|---------------------------------|
| TO: | BUILDING & PUBLIC WORKS DEPARTMENT<br>Public Works Maintenance | \$ <u>4,200</u>                 |
|     | TOTAL Section 461                                              | \$ <u>4,200</u>                 |

**THAT** Section 467 of Part III of the Annual Appropriation Resolution No. 2012-53 be and is hereby amended as follows:

|     |                                                                | <u>Increase/<br/>(Decrease)</u> |
|-----|----------------------------------------------------------------|---------------------------------|
| TO: | BUILDING & PUBLIC WORKS DEPARTMENT<br>Public Works Maintenance | \$ <u>700</u>                   |
|     | TOTAL Section 467                                              | \$ <u>700</u>                   |

**THAT** Section 908 of Part III of the Annual Appropriation Resolution No. 2012-53 be and is hereby amended as follows:

|     |                                                     | <u>Increase/<br/>(Decrease)</u> |
|-----|-----------------------------------------------------|---------------------------------|
| TO: | ECONOMIC DEVELOPMENT DEPARTMENT<br>Asset Management | \$ <u>11,100</u>                |
|     | TOTAL Section 908                                   | \$ <u>11,100</u>                |

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

|                        | <u>Sources</u> | <u>Uses</u>  |
|------------------------|----------------|--------------|
| <u>General Fund</u>    |                |              |
| Appropriations:        |                |              |
| A/C No. 010-98200-1990 | \$ -           | \$ (241,400) |
| A/C No. 010-90200-2350 | \$ -           | \$ 145,300   |
| A/C No. 010-91430-2610 | \$ -           | \$ 16,400    |
| A/C No. 010-91140-8610 | \$ -           | \$ 19,800    |
| A/C No. 010-93905-1910 | \$ -           | \$ 59,900    |
|                        | <u>\$ -</u>    | <u>\$ -</u>  |
| Total General Fund     | <u>\$ -</u>    | <u>\$ -</u>  |

BAYREN ABAG Grant Fund

Revenues:

A/C No. 137-76300-3472 Grants/Com Dev \$ 2,600 \$ -

Appropriations:

A/C No. 137-90160-3472 Salary Transfers \$ - \$ 2,600

Total BAYREN ABAG Grant Fund \$ 2,600 \$ 2,600

BJA Safety Equipment Fund

Revenues:

A/C No. 150-79100-2407 Donations \$ 900 \$ -

Appropriations:

A/C No. 150-93120-2407 Field Equipment under \$5,000 \$ - \$ 900

Total BJA Safety Equipment Fund \$ 900 \$ 900

CHRP Police Officer Grant Fund

Revenues:

A/C No. 166-70101-2424 Retained Earnings \$ 1,200 \$ -

Appropriations:

A/C No. 166-90160-2424 Salary Transfers \$ - \$ 1,200

Total CHRP Police Officer Grant Fund \$ 1,200 \$ 1,200

Proposition 49 After-School Prog. Grant Fund

Revenues:

A/C No. 171-70101-8650 Retained Earnings \$ 22,000 \$ -

Appropriations:

A/C No. 171-90160-8650 Salary Transfers \$ - \$ 22,000

Total Prop. 49 After-Sch. Prog. Grant Fund \$ 22,000 \$ 22,000

Neighborhood Stabilization Program Fund

Revenues:

A/C No. 181-75410-3481 Program Income \$ 112,100 \$ -

Appropriations:

A/C No. 181-96310-3481 CIP Construction \$ - \$ 112,100

Total Neighborhood Stabilization Prog. Fund \$ 112,100 \$ 112,100

*No account adjustments are required for Fund 225.*

Highway 12 Debt Service Fund

Revenues:

|                                          |          |      |
|------------------------------------------|----------|------|
| A/C No. 231-70101-7431 Retained Earnings | \$ 4,100 | \$ - |
|------------------------------------------|----------|------|

Appropriations:

|                                          |      |          |
|------------------------------------------|------|----------|
| A/C No. 231-94110-7431 Principal Payment | \$ - | \$ 4,100 |
|------------------------------------------|------|----------|

|                                    |                 |                 |
|------------------------------------|-----------------|-----------------|
| Total Highway 12 Debt Service Fund | <u>\$ 4,100</u> | <u>\$ 4,100</u> |
|------------------------------------|-----------------|-----------------|

Municipal Facilities Improvement Fund

Revenues:

|                                          |           |      |
|------------------------------------------|-----------|------|
| A/C No. 320-70101-6510 Retained Earnings | \$ 74,200 | \$ - |
|------------------------------------------|-----------|------|

Appropriations:

|                                         |      |              |
|-----------------------------------------|------|--------------|
| A/C No. 320-96310-6510 CIP Construction | \$ - | \$ (150,000) |
|-----------------------------------------|------|--------------|

|                                                 |      |            |
|-------------------------------------------------|------|------------|
| A/C No. 320-85234-6510 To Civic Center Debt Svc | \$ - | \$ 224,200 |
|-------------------------------------------------|------|------------|

|                                             |                  |                  |
|---------------------------------------------|------------------|------------------|
| Total Municipal Facilities Improvement Fund | <u>\$ 74,200</u> | <u>\$ 74,200</u> |
|---------------------------------------------|------------------|------------------|

Marina Village Dredging MAD Fund

Revenues:

|                                          |        |      |
|------------------------------------------|--------|------|
| A/C No. 422-70101-6423 Retained Earnings | \$ 700 | \$ - |
|------------------------------------------|--------|------|

Appropriations:

|                                                |      |        |
|------------------------------------------------|------|--------|
| A/C No. 422-91357-6423 Property Tax Admin. Fee | \$ - | \$ 700 |
|------------------------------------------------|------|--------|

|                                        |               |               |
|----------------------------------------|---------------|---------------|
| Total Marina Village Dredging MAD Fund | <u>\$ 700</u> | <u>\$ 700</u> |
|----------------------------------------|---------------|---------------|

Montebello Vista MAD Fund

Revenues:

|                                          |          |      |
|------------------------------------------|----------|------|
| A/C No. 435-70101-6440 Retained Earnings | \$ 2,200 | \$ - |
|------------------------------------------|----------|------|

Appropriations:

|                                                |      |          |
|------------------------------------------------|------|----------|
| A/C No. 435-91357-6440 Property Tax Admin. Fee | \$ - | \$ 2,200 |
|------------------------------------------------|------|----------|

|                                 |                 |                 |
|---------------------------------|-----------------|-----------------|
| Total Montebello Vista MAD Fund | <u>\$ 2,200</u> | <u>\$ 2,200</u> |
|---------------------------------|-----------------|-----------------|

Peterson Ranch MAD Fund

Revenues:

A/C No. 445-70101-6445 Retained Earnings \$ 4,400 \$ -

Appropriations:

A/C No. 445-91357-6445 Property Tax Admin. Fee \$ - \$ 4,400

Total Peterson Ranch MAD Fund \$ 4,400 \$ 4,400

Victorian Harbor Dredging MAD Fund

Revenues:

A/C No. 449-70101-6449 Retained Earnings \$ 800 \$ -

Appropriations:

A/C No. 449-91357-6449 Property Tax Admin. Fee \$ - \$ 800

Total Victorian Harbor Dredging MAD Fund \$ 800 \$ 800

Victorian Harbor Zone A MAD Fund

Revenues:

A/C No. 453-70101-6453 Retained Earnings \$ 18,900 \$ -

Appropriations:

A/C No. 453-91357-6453 Property Tax Admin. Fee \$ - \$ 18,900

Total Victorian Harbor Zone A MAD Fund \$ 18,900 \$ 18,900

CFD No. 2 Fund

Revenues:

A/C No. 461-70101-6461 Retained Earnings \$ 4,200 \$ -

Appropriations:

A/C No. 461-91357-6461 Property Tax Admin. Fee \$ - \$ 4,200

Total CFD No. 2 Fund \$ 4,200 \$ 4,200

CFD No. 2 Tax Zone 5 (Summerwood) Fund

Revenues:

|                        |                   |        |      |
|------------------------|-------------------|--------|------|
| A/C No. 467-70101-6467 | Retained Earnings | \$ 700 | \$ - |
|------------------------|-------------------|--------|------|

Appropriations:

|                        |                         |      |        |
|------------------------|-------------------------|------|--------|
| A/C No. 467-91357-6467 | Property Tax Admin. Fee | \$ - | \$ 700 |
|------------------------|-------------------------|------|--------|

|                                 |        |        |
|---------------------------------|--------|--------|
| Total CFD No. 2 Tax Zone 5 Fund | \$ 700 | \$ 700 |
|---------------------------------|--------|--------|

Asset Management Fund

Revenues:

|                        |                   |           |      |
|------------------------|-------------------|-----------|------|
| A/C No. 908-70101-3516 | Retained Earnings | \$ 11,100 | \$ - |
|------------------------|-------------------|-----------|------|

Appropriations:

|                        |                            |      |           |
|------------------------|----------------------------|------|-----------|
| A/C No. 908-91495-3516 | Property Taxes/Assessments | \$ - | \$ 11,100 |
|------------------------|----------------------------|------|-----------|

|                             |           |           |
|-----------------------------|-----------|-----------|
| Total Asset Management Fund | \$ 11,100 | \$ 11,100 |
|-----------------------------|-----------|-----------|

**THAT** the purpose is to appropriate funds to provide funding for actual obligations.

**ADOPTED AND PASSED** at a regular meeting of the City Council of the City of Suisun City duly held on the 19th day of November, 2013 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 19th day of November 2013.

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



**AGENDA TRANSMITTAL**

**MEETING DATE:** November 19, 2013

**AGENDA ITEM:** Reauthorization and Continuation of the Suisun City Historic Waterfront Business Improvement District:

- A. Council Adoption of Resolution No. 2013-\_\_ : Reauthorizing and Continuing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District; and
- B. Council Adoption of Resolution No. 2013-\_\_ : Accepting the 2013 Annual Report, and Approving the Proposed Calendar Year 2014 Operating Budget for the Suisun City Historic Waterfront Business Improvement District.

**FISCAL IMPACT:** An undetermined amount of City staff time will be incurred by the Administrative Services Department collecting assessments and disbursing funds.

**BACKGROUND:** Per City Ordinance No. 667, enacted April 18, 2003, the Main Street Waterfront Business Improvement District, commonly known as the Suisun City Historic Waterfront Business Improvement District (the "District"), was established. The District is a 501(c)(3) non-profit organization created at the request of downtown merchants to promote improved business conditions and marketing of downtown Suisun City. Under procedures described in the California Street and Highways Code, the City on behalf of the BID levies assessments on those businesses within the District area (see attached map) for use in various marketing and improvement activities, as determined beneficial by the District board. Each year since 2003, the Council has reauthorized the continued operation of the District.

**STAFF REPORT:** On November 1, 2013, the District board submitted its annual report and proposed budget for the 2014 calendar year for City Council review, and requested consideration of continuation of the District and its related assessment for 2014.

In 2012, the District significantly increased its participation in preserving events of a communitywide significance. It continued that effort in 2013 by supporting efforts of the Suisun City Community Services Foundation, donating funds to support the Waterfront Jazz Series, and strengthening events directly sponsored by the District while providing additional support to Christmas at the Waterfront. As funding for community events has moved to a community-based model, the District has stepped in to be a significant contributor.

Specifically, the District

- Continued to build Restaurant Week, which is now associated with the Visit California statewide effort

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

Scott T. Corey, Management Analyst  
 Jason Garben, Economic Development Director  
 Suzanne Bragdon, City Manager

- Added a Train Day event in coordination with the national observation to provide a new activity on the north end of Main Street
- Continued to expand the Mother's Day Artisan Fair
- Donated \$500 in cash to support the Waterfront Jazz Series
- Coordinated publication of an updated Historic Walking Tour booklet with the Solano History Exploration Center, located at Lawler House
- Expanded the Waterfront Festival featuring Art, Wine & Chocolate
- Co-sponsored the Wine Tasting at Harbor Square event, which ran from May through October
- Provided trick or treating opportunities following the Halloween Parade, and
- Coordinated arts and crafts vendors and wine tasting for Christmas at the Waterfront.

### **Consider Continuing the District**

The City Council annually considers adoption of a resolution renewing the establishment of the District, as described in Ordinance 667. The resolution describes the boundaries of the District, the general purposes for which assessments may be used, and three benefit zones with associated assessment rates according to business type.

The District Board requested no changes to the District boundaries, uses of funds, benefit zones or assessment rates. Staff is not recommending any matching fund for the District. Continuation of the District is necessary this month so the assessment can be collected as part of the annual Business License billing cycle.

### **Review and Approve the Proposed District Budget**

City Code Section 3.40.110 directs the District "board to present an annual budget for City Council review and approval prior to the beginning of each fiscal year." It further provides that the "City shall not adopt, modify or otherwise amend any fiscal year budget of the District that is inconsistent in any way with said fiscal year's budget as agreed to and presented by the BID board except in the case of a written majority protest ..."

On November 1, 2013, the District submitted its 2013 Annual Report and Proposed 2014 Budget. Over the past several years, the Council has requested additional supplemental financial information to assist in the deliberative process, which was collected by Staff and provided to the Council.

The District financial information distributed to the City Council as part of this staff report were

- The District's 2013 Annual Report and Proposed 2014 Budget
- 12 months of actual District expenditure detail beginning Nov. 1, 2012, through Oct. 31, 2013
- Profit and loss statement comparing District's 2013 budget to actual expenditures January through December 2013
- Estimated District expenditures November through December 2013, and January 1 through March 31, 2014

Staff also compiled an exhibit comparing four years of actual budget results, the 2013 budget against year-to-date expenditures and estimated expenses, and the proposed 2014 budget.

The City Council is empowered to approve or disapprove the District budget in its entirety. In the event the City Council wishes to recommend changes in the budget, such direction should be delineated and consideration of the budget resolution continued to allow the District board an opportunity to consider amending its budget accordingly. Though the District may not spend additional resources without an approved budget, renewal of the assessment would allow the Administrative Services Department to collect the assessments with the business license renewals, and hold the proceeds until such time as a District budget is approved.

### **Matching Funds**

The former Redevelopment Agency provided matching funds to support the efforts of the District. Given the State dissolution of the RDA, and the resulting constraints on the City's budget, staff is not recommending any matching funds for the District at this time.

District officers and board members will attend the Council meeting to answer any questions.

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

1. Adopt Resolution No. 2013-\_\_ : Reauthorizing and Continuing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District; and
2. Adopt Resolution No. 2013-\_\_ : Accepting the 2013 Annual Report, and Approving the Proposed Calendar Year 2014 Operating Budget for the Suisun City Historic Waterfront Business Improvement District.

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### **ATTACHMENTS:**

1. Resolution No. 2013-\_\_ : Reauthorizing and Continuing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District.
2. Resolution No. 2013-\_\_ : Accepting the 2013 Annual Report, and Approving the Proposed Calendar Year 2014 Operating Budget for the Suisun City Historic Waterfront Business Improvement District.
3. The District's 2013 Annual Report and Proposed 2014 Budget
4. 12 months of actual District expenditure detail beginning Nov. 1, 2012, through Oct. 31, 2013
5. Profit and loss statement comparing District's 2013 budget to actual expenditures January through October 2013
6. Estimated District expenditures November through December 2013, and January 1 through March 31, 2014
7. Multiple Year Budget Analysis Prepared by Staff

**RESOLUTION NO. 2013-\_\_****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
REAUTHORIZING AND CONTINUING THE SUISUN CITY HISTORIC  
WATERFRONT BUSINESS IMPROVEMENT DISTRICT AND THE  
ASSESSMENT LEVY FOR THE DISTRICT**

**WHEREAS**, the California Streets and Highways Code Section 36500 *et seq.* authorizes cities to establish parking and business improvement areas for the purpose of promoting economic revitalization and physical maintenance of business districts in order to create jobs, attract new business and prevent erosion of the new business district; and

**WHEREAS**, The Main Street-Waterfront Business Improvement District, commonly known as the Suisun City Historic Waterfront Business Improvement District (District), was formed, at the request of the Main Street-Waterfront Business Improvement District Formation Committee (Committee), by City Council approval of City Ordinance No. 667 on April 18, 2003; and

**WHEREAS**, at the request of the Committee, Ordinance No. 667 established an annual special assessment on all businesses within the District, which said assessment must be renewed annually by City Council; and

**WHEREAS**, the District Board of Directors (Board) has requested the Suisun City Council renew the special assessment on all businesses within the District; and

**WHEREAS**, the assessment will continue at the same level established in 2003 by adoption of City Ordinance No. 667; and

**WHEREAS**, protests in writing from businesses in the District paying 50% or more of the proposed assessment have not been received; and

**WHEREAS**, this City Council has now determined to re-authorize the imposition of a benefit assessment for the District; and

**WHEREAS**, in the opinion of this City Council, the businesses within the District will be benefited by the expenditure of the funds raised by the assessments levied hereby in the manner prescribed herein; and

**WHEREAS**, the assessments or charges levied on businesses pursuant to this Ordinance shall be levied, to the maximum extent feasible, on the basis of the estimated benefit to the businesses within the District.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Suisun City does hereby determine that:

1. The recitals set forth herein are true and correct.

2. The City Council does, at the request of the Board and pursuant to the California Streets and Highways Code, reauthorize and continue the "Main Street-Waterfront Business Improvement District," commonly known as the "Suisun City Historic Waterfront Business Improvement District" (District).
3. The boundaries of the entire area included in the District, and the boundaries of each separate benefit zone within the District, are set forth in the Map, Exhibit A, incorporated herein by reference. A true and correct copy of the map is on file with the City Clerk of the City of Suisun City.
4. The types of improvements and activities proposed to be funded by the levy of assessments on businesses in the District are in Exhibit B hereto and incorporated by reference.
5. The City Council re-authorizes and renews the levy of an annual benefit fee on businesses in the District to pay for selected improvements and activities of the District.
6. All funds of the District shall be expended on improvements and activities within the District.
7. The method and the basis for levying the benefit fee on all the businesses within the District are set forth in the Exhibit C hereto, incorporated herein by reference.
8. This Resolution is effective on its adoption.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Suisun City, duly held on the 19<sup>th</sup> day of November 2013 by the following vote:

**AYES:** Councilmembers:  
**NOES:** Councilmembers:  
**ABSENT:** Councilmembers:  
**ABSTAIN:** Councilmembers:

**WITNESS** my hand and the seal of said City this 19<sup>th</sup> day of November 2013.

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Linda Hobson, City Clerk

EXHIBIT A (3)

PROPOSED SUISUN CITY DOWNTOWN - WATERFRONT  
BUSINESS IMPROVEMENT DISTRICT (BID)  
BOUNDARY MAP



## EXHIBIT B

### Purpose and Use of Benefit Assessments.

The types of improvements and activities proposed to be funded by the levy of assessments on businesses in the District are as follows:

a. The acquisition, construction, installation, or maintenance of any tangible property with an estimated useful life of five years or more including, but not limited to, the following improvements:

- (1) Benches;
- (2) Trash receptacles;
- (3) Decorations;
- (4) Signage
- (5) Facade improvements;
- (6) Permanent landscaping

b. Activities including but not limited to the following:

- (1) Promotion of public events which benefit businesses in the area and which take place on or in public places within the area;
- (2) Furnishing of music in any public place in the area;
- (3) Activities which benefit businesses located and operating in the area, including but not limited to commercial shopping and promotional programs.

c. Activities in support of the Suisun City Redevelopment Agency's proposed "Main Street West" plan.

## EXHIBIT C

### DISTRICT ASSESSMENT FORMULA Proposed 2013 Benefit Fee Formula Matrix:

|                           | ZONE A         | ZONE B         | ZONE C         |
|---------------------------|----------------|----------------|----------------|
| Retailers and Restaurants | \$400          | \$300          | \$200          |
| Service Businesses        | \$300          | \$200          | \$150          |
| Lodging                   | \$ 10 per room | \$ 10 per room | \$ 10 per room |
| Professional Businesses   | \$200          | \$150          | \$100          |
| Financial Institutions    | \$500          | \$500          | \$500          |

#### Business Type Definitions:

Retail and Restaurant: Businesses that buy and resell goods, examples are clothing stores, shoe stores, office supplies as well as businesses that sell prepared foods and drinks.

Service Businesses: Businesses that sell services. Examples are beauty and barber shops, repair shops, most automotive-oriented businesses, entertainment businesses such as theaters, etc.

Lodging: Includes renting rooms by the day or week to community visitors.

Professional Businesses: Includes Architects, Engineers, Attorneys, Dentists, Doctors, Accountants, Optometrists, Realtors, Insurance Offices, Mortgage Brokers and most other businesses that require advanced and/or specialized licenses and/or advanced academic degrees.

Financial Institutions: Includes banking and savings and loan institutions as well as credit unions, etc.

**RESOLUTION NO. 2013-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
ACCEPTING THE 2013 ANNUAL REPORT, AND APPROVING THE  
PROPOSED CALENDAR YEAR 2014 OPERATING BUDGET FOR THE  
SUISUN CITY HISTORIC WATERFRONT BUSINESS IMPROVEMENT  
DISTRICT**

**WHEREAS**, the City Council has passed Ordinance No 667 establishing the Main Street-Waterfront Business Improvement District, commonly known as the Suisun City Historic Waterfront Business Improvement District (District); and

**WHEREAS**, said Ordinance requires the District to present an annual report and annual budget to the City of Suisun City for review and approval; and

**WHEREAS**, the City Council of the City of Suisun City has reviewed the proposed District budget; and

**WHEREAS**, the City Council desires to promote and assist the District to insure the success of the projects and programs of the District.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Suisun City does hereby accept the 2013 Annual Report, and approve the calendar year 2014 operating budget for the District.

**PASSED AND ADOPTED** at a joint meeting of the Suisun City Council and Redevelopment Agency, duly noticed and held on the 19<sup>th</sup> day of November 2013 by the following City Council vote:

- AYES:** Councilmembers:
- NOES:** Councilmembers:
- ABSENT:** Councilmembers:
- ABSTAIN:** Councilmembers:

**WITNESS** my hand and the seal of said City this 19<sup>th</sup> day of November 2013.

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





**SUISUN CITY HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT  
2013 ANNUAL REPORT TO THE CITY COUNCIL**

(Submitted to City of Suisun City staff on November 1, 2013)

Dear Mayor Sanchez, Suisun City Council Members and City Staff:

The Suisun City Historic Waterfront Business Improvement District is pleased to submit the attached annual report to the City Council. The report includes the following:

**Executive Summary** – Gives the highlights of SCHWBID's accomplishments in 2013.

**SCHWBID End of Year Report 2013** – Recaps in detail our activities and accomplishments for 2013.

**SCHWBID Proposed Program of Work for 2014** – Plans for marketing, events and other items for 2014.

**Detailed Profit and Loss Statement (Income and Expenditures)** – This report covers the period November 1, 2012 through October 31, 2013.

**Estimated Pending Income and Expenses** from November 1, 2013 through April 1, 2014. As this is an active period for SCHWBID because of the Christmas at the Waterfront and Restaurant Week activities, we will carry over funds to be able to pay expenses for the period of January 1, 2014 to April 1, 2014 (we usually receive BID fees by March each year).

**Proposed 2014 SCHWBID Budget**



## Executive Summary

SCHWBID continues to provide service and benefits to its members, the City of Suisun City, and the community at large in its capacity as one of the key organizational, management, leadership, and advocacy organization for the Waterfront District in the Suisun City community.

Key initiatives for the past year that supported this goal include:

- ❑ Continued member outreach by board members and contracted staff
- ❑ Continued marketing efforts to strengthen the Waterfront District's position within the region
- ❑ Strengthened community relations with other organizations
- ❑ Supported City events including a contribution to the Suisun City Community Services Foundation for the Jazz Series event in the amount of \$500
- ❑ Planned and executed Waterfront District events that attracted residents from throughout the city and visitors from the surrounding communities, including Restaurant Week and Art, Wine and Chocolate in 2013
- ❑ Sponsored a new event, National Train Day, in May 2013.

During 2013, the SCHWBID board of directors again evaluated all SCHWBID programs, special events and marketing programs and made recommendations on their effectiveness for the organization.

SCHWBID thanks and appreciates the City's continued partnership in the organization and the Waterfront District, since our original Memorandum of Understanding dated June 5, 2003.



## SCHWBID End of the Year Report 2013

Over the past ten years, the Suisun City Historic Waterfront Business Improvement District has continued to strengthen its vision for the Waterfront District area.

At the 2013 annual board retreat and strategic planning session, our vision statement, mission statement and organization's goals were reaffirmed as follows:

### Vision Statement

**Suisun City's Waterfront is a vibrant destination for dining, cultural experiences and waterfront activities for all ages.**

### Mission Statement

**The mission of the Suisun City Historic Waterfront B.I.D. is to promote the physical and financial health of the Waterfront District as a unique business, social and cultural center of the City of Suisun City.**

### **Organizational Goals**

1. Increase awareness and cooperation among existing businesses
2. Expand name recognition for Suisun City Waterfront District
3. Improve and promote commercial and social activity
4. Encourage new development
5. Maintain a wholesome and safe community
6. Increase awareness of Suisun City's history
7. Provide benefit for all members of the District
8. Serve as advocate and liaison between members and city government

### **Committees**

**Budget Committee** – Oversees income and expenditures of SCHWBID.

**Membership Committee** – Oversees member benefits and member relations; does member outreach, gathers information about members for website, brochures, etc.

**Organization Committee** – Reviews by-laws, city ordinances, beautification issues.

**Marketing/Events** – Oversees marketing of the district and special events.

Member involvement is critical to the organization, however, as in many BID organizations throughout the state, only a small percentage of BID members actually participate in meetings and special events. The organization would not be able to move forward without the help of some very dedicated volunteers who monetarily sponsor, volunteer their time away from their businesses, and support our numerous endeavors.

Even though many members are not involved with the planning of events and the marketing of the district because of time restrictions within their business, many of these businesses have been active with their support of the district.



SCHWBID continued its contracted employee agreement with Laura Cole-Rowe, a Waterfront District resident and SCHWBID member to help with the day-to-day business of the district. Ms. Cole-Rowe has more than 25 years of experience working with business improvement districts, downtowns and cities. She works with the BID on contract on an hourly basis at a fraction of her regular consulting rate. Her duties include email and written correspondence, member database upkeep, procuring of insurance coverage for the district, writing content for both the website and the SCHWBID Dining and Business Guide, press releases, social media and e-newsletter, paid advertising content and design, distribution of Passport to Savings cards to businesses, and website changes and involvement with some special events for the Waterfront District. She also does the bookkeeping, financial reporting and bill paying for SCHWBID for \$100 monthly.

### **Summary and Highlights of 2013 Activities**

#### **Overview Status of 2013 Budget**

A total of \$20,899.46 in BID fees was received for 2013 as of October 1, 2012 (up from \$17,540.54 in 2012 – due to the collection efforts in 2013 by the City of Suisun City).

SCHWBID's 2013 budget was based on projections of \$48,850 (included a reserve transfer of \$10,500) in total income, including revenue from the Waterfront Festival (Art, Wine and Chocolate). A detailed breakdown of income and expenses is included in the financial report.

#### **Board of Directors**

The Board of Directors is responsible to receive committee reports, make decisions on committee recommendations, and take positions on issues that will directly or indirectly affect the SCHWBID, and set new objectives. The board meets regularly, holds an annual meeting and an annual board retreat. All SCHWBID members are strongly encouraged to attend the monthly board meetings. When there are pressing issues, the board will schedule an additional meeting.

After having been given direction by the Board, the committees are responsible for research, discussion and recommendations to the Board of Directors for action.

Each board member is involved with, and has knowledge of, ongoing SCHWBID projects. Board members are asked to actively participate on one committee each.

The SCHWBID Board of directors is comprised of six business owners/representatives, with representatives from each zone, ensuring diversity on the board.



## 2013 Accomplishments

### Member Benefits

The SCHWBID provides the following benefits to all members.

- *SCHWBID website* – Each member is entitled to a free directory page, free business announcements, free advertising, free e-mail through the SCHWBID website ([www.suisunwaterfront.com](http://www.suisunwaterfront.com)) and member-to-member discounts. All businesses are listed on the website, and if they have a website address, a link is provided from the SCHWBID website.
- *Suisun City Waterfront District Dining & Business Directory Brochure* – Each SCHWBID member is listed in the brochure at no cost.
- *Ability to participate in any SCHWBID event at no cost.*
- *Promotion of any business event at no cost* through SCHWBID's newsletters and social media.

### Marketing and Branding

SCHWBID has concentrated on marketing the Waterfront District in Suisun City as a regional destination, as well as a local destination. The committee has undertaken the following marketing projects for 2013:

1. **Waterfront District Dining and Business Directory Brochure** – 10,000 copies of the Waterfront District Dining and Business Directory Brochure were updated and printed in June 2013. These brochures are racked in businesses and other public places, and are sent with the City of Suisun City's marketing packages. Approximately 9,000 updated brochures will be mailed locally on November 20, 2013. All Waterfront District businesses are listed in the brochure, at no charge to the business. The brochure is also available on SCHWBID's website.
2. **Passport to Savings Card** – Perhaps one of our most successful programs, more than 25,000 of this credit card sized marketing piece have been distributed in the local market since November 2008. Cardholders go to the SCHWBID website where they are directed to a page listing each of the current offers from participating businesses. Non-cardholders are instructed to visit any participating business to receive their Passport to Savings Card. Unlike other loyalty cards with printed offers on cards from businesses, our card gives the opportunity for any SCHWBID member (new businesses) to join at any time, and change or add offers as often as they wish. More SCHWBID members are participating in this program this year, and the Hampton Inn Waterfront Suites gives the passport card to all their guests, encouraging dining and services within the Waterfront District.



3. **Miscellaneous Opportunity Marketing** – SCHWBID has placed ads with KUIC and local newspapers/tabloids to promote events. The *Daily Republic*, *Breeze*, *Suisun City Patch* and the *Vacaville Reporter* have been especially generous in running publicity articles for our events.
4. **Website** – Our website, [www.suisunwaterfront.com](http://www.suisunwaterfront.com), has been active since June 2006 and is continuously updated/refreshed with new articles of interest and information on special events. All Waterfront District businesses are listed on the website, and links to businesses' websites are provided. The website includes a searchable database to find a business, and has sections on history, events, news, a map, and redevelopment news. Our contract employee can make changes easily on both the database and other pages. Website statistics show an average of 2,090 unique monthly visitors to the site in 2013, with an average of about 24,368 pages accessed monthly. Site activity increases during times of special events such as Restaurant Week, Waterfront Festival, Fourth of July and Christmas.
5. **Historical Walking Tour Booklet** – In December 2009, 7,500 self-guided historical walking tour booklets that highlight historic buildings, both commercial and residential within the SCHWBID district were published. The City of Suisun City and SCHWBID have been distributing these popular booklets in Waterfront businesses, the Solano History Center, the Harbormaster building, and in city hall. The Solano History Center has taken over the reprinting of the booklet; a new addition was published in March 2013, with SCHWBID as a sponsor of the booklet.
6. **Newsletters** – SCHWBID sends out two different newsletters – members' newsletter and a visitors' newsletter. The members' newsletter focuses on member involvement, upcoming events, business news, and SCHWBID marketing programs and opportunities, while the visitors' newsletter mailing list (with more than 575 active email addresses) focuses on the visitor, with listings of new businesses and events that are going on in the Waterfront District. SCHWBID members are encouraged to share what is happening with their businesses for both newsletters. Visitors to SCHWBID's website can sign up for the free newsletter through a portal on the site.
7. **SCHWBID Booth** – We show a presence at our special events with an information booth, displaying and distributing informational brochures from various Waterfront businesses as well as our own marketing materials such as walking tour booklets, dining and business guides and Passport to Savings cards.
8. **Social Media** – SCHWBID promotes events, new businesses and items of interest through Facebook and Twitter. As of October 2013, we have more than 1,700 Twitter followers and nearly 400 likes on Facebook. More than 250 updates to Twitter and Facebook were posted in the past year.
9. **Brochure display at Harbormaster Office** – SCHWBID provides dining/business guides, walking tour brochures and flyers on events to the Harbormaster office.



10. **Solano County Fair Booth** - SCHWBID provided dining/business guides, walking tour brochures and flyers on events for this event.

### Special Events

Our most visible activities are the special events that SCHWBID sponsors or co-sponsors with other entities, including the City of Suisun City. These special events are the focus of Suisun City's community celebrations, including those staged at Halloween and the winter holiday season.

Our events continue to be image promotions. Image promotions may not necessarily encourage sales of goods or services on the day of the promotion, but they establish a positive image of the Waterfront District to the visitor and help position it as an active, vital area. If customers have a positive introduction to the Waterfront District through an event, it is likely they will return later to shop, dine or procure a service in the district. We have had positive feedback from Waterfront restaurants; they have told us that they have been extremely busy on event days; other businesses that are open during an event have also reported an increase in sales.

A synopsis of these events for 2012/2013 is as follows:

**Restaurant Week** – Ten Waterfront restaurants participated in our third Restaurant Week, Friday, January 18 through Sunday, January 27, 2013. The purpose of this promotion is to highlight the wonderful and diverse restaurants that the Waterfront District has to offer, expose new customers to the area, and give a “boost” to our restaurants in the traditional slower month of January. Each restaurant offered a prix-fixe menu (A *prix fixe menu* is type of limited menu that has a fixed price and a set list of dishes), and set their own prices for their special. SCWHBID placed their menus on the SCWHBID website, advertised the event heavily through press releases, radio spots, print ads, posters, postcards, direct mail local magazines and social media. Feedback from the participating restaurants was very positive, and more than 6,000 menus were downloaded from the website.

**Train Day** – All Waterfront District businesses and local non-profits were invited to participate in our celebration of National Train Day – the 143rd anniversary of the nation's first railroad – on Saturday May 11 at the plaza of the Historic Suisun City Train Depot, 177 Main Street. Activities for this family-friendly event included live entertainment, a model train interactive by Western Railway Museum, a historic train/depot picture display, a free photo booth to memorialize the day, \$1.43 hot dogs, a shimmy flash mob, kids activities and Waterfront businesses and local non-profits showcasing products and services. More than 500 attended this first time event.

**Mother's Day Artisan Fair** – The fourth year of this event at Harbor Plaza had more than 50 vendors featuring unique handcrafted wares and music. This event was intended to attract visitors to the Waterfront District as well as visits from those who were already in the district to have breakfast, brunch or lunch with their Mom. SCHWBID again contracted with Brenda Mossa to coordinate this event.



**Wine Tasting on the Square** - SCHWBID worked with Harbor Square by co-sponsoring this event May through October 2013 by providing social media and public relations assistance.

**Sunday Jazz series** – SCHWBID contributed \$500 to Suisun City Community Services Foundation for sponsorship of this event.

**Annual Waterfront Festival 2013** – An estimated 6,000 people attended the Art, Wine and Chocolate event on October 5. SCHWBID again contracted with Brenda Mossa to coordinate the arts, crafts and chocolate portion of this event; there were more than 100 vendors at the event; which has grown substantially since its inception. Careful budgeting allowed us to show a 60% increase in net profit.

**Halloween Trick-or-Treat Promotion 2013** – SCHWBID held merchant’s trick or treating in the district following the city’s Halloween event. This is an event that brings together a cross-section of Waterfront District businesses and includes professional, service, and retail participants. We estimate that more than 500 children came down for this event to trick-or-treat after the parade and costume contest.

**Christmas at the Waterfront 2012** – SCHWBID held its fifth annual “Festival of Trees” where local non-profit organizations decorate trees donated by SCHWBID. The trees are put up for auction to the public during the Christmas on the Waterfront event, and bid on by event attendees. Proceeds from each decorated tree are given back to the local non-profit. Business members participated in merchant’s open houses also held during the Christmas on the Waterfront event. Our Christmas Market was held during the event. Vendors sold Christmas type items including ornaments, gift items, prepackaged holiday candy or prepackaged holiday cookies.

**Membership Outreach And Communication**

SCHWBID undertakes the following activities to keep member businesses informed:

**General Meeting** – A general meeting was held this year that included a presentation on the benefits and accomplishments of SCHWBID, and board elections.

**Board and Committee Meetings** – SCHWBID regularly invites members, by newsletter, email and personal contact, to attend board and committee meetings so they can be more informed about the organization and activities and projects in the Waterfront District.

**New Business Orientation Program** - SCHWBID continued their orientation program this year with contact to new district businesses.

**Events and Marketing Projects** - SCHWBID notifies businesses of the opportunity to participate in special events and marketing projects as appropriate by mail and e-mail.

**Member BBQ** – A first time member BBQ was held in August; more than 80 attended the event. Board members and staff did major outreach to members to give more information about what the BID does, and how members can get involved.



**Internal Marketing Brochure** – An updated internal marketing brochure to communicate the SCHWBID's purpose and benefits was mailed to all members in 2013, and is given to new members as part of their welcome package.

**Annual Report** – Members receive an annual report on SCHWBID's activities each year.

### 2014 Proposed Budget

**Budget Process** – The budget is developed through the Budget Committee and the Board of Directors. The Budget Committee met in October and worked on the budget; the Board of Directors approved the budget on October 22, 2013.

## 2013/2014 Proposed Program of Work

### Marketing and Branding

SCHWBID will continue to concentrate on marketing the Waterfront District of Suisun City as a regional and a local destination and will continue to fund these programs in the remainder of 2013 and 2014:

- **Waterfront District Dining and Business Directory Brochure** – Brochures will be reprinted as need arises in 2014.
- **Passport to Savings Card** – Should the existing inventory of this credit card sized marketing piece again be depleted (5,000 are currently in stock), we would again consider ordering more of the cards to keep the program going, pending feedback from the participating businesses.
- **Miscellaneous Opportunity Marketing** – We will continue radio ads with KUIC, advertising with The Breeze for special events, and are working on a new monthly advertising page for the Waterfront District with the *Daily Republic*.
- **Website/Social Networking** – Our website, [www.suisunwaterfront.com](http://www.suisunwaterfront.com), will continue in 2014 with more updated content, including more news releases, and continued social networking.
- **Newsletters** – SCHWBID will continue to send out two different newsletters to its members and to visitors, and continue encourage members to share what is happening with their business for both newsletters.
- **Brochure display at Harbormaster Office** – SCHWBID will continue to provide dining/business guides, walking tour brochures and flyers on events to the Harbormaster office.



- **Solano County Fair Booth** – SCHWBID will continue to provide dining/business guides, walking tour brochures and flyers on events for the fair display.
- **Logo Update** - SCHWBID will be working with a graphic designer to update the 10-year old logo of the BID to refresh it.
- **SCHWBID Booth** – SCHWBID will continue to participate in various events, using a booth to display and distribute informational brochures from various Waterfront businesses and our own marketing materials.

### Special Events

- **Christmas at the Waterfront 2013** – SCHWBID will hold the “Festival of Trees” and be responsible for recruiting arts, crafts and food vendors, food vendors at Christmas at the Waterfront on December 7, 2013. SCHWBID purchased white lights in 2012 for all members’ windows to help light up the Waterfront area and will encourage members to put those lights back up again.
- **Restaurant Week 2014** – SCHWBID will hold the fourth Restaurant Week for Suisun City Waterfront restaurants the week of Friday, January 18 through Sunday, January 26, 2014. For 2014, we have been invited to become involved with California Restaurant Month, designated by Visit California, the state’s tourism partner. More than 30 destinations across California are hosting restaurant weeks this January. By partnering with Visit California, the Suisun Waterfront will receive additional recognition and exposure throughout the state.
- **National Train Day** – SCHWBID will consider holding National Train Day again in 2014, pending fundraising and finding a chairperson for the event. This year the historic Suisun Train Depot will celebrate its 100<sup>th</sup> anniversary.
- **Mother's Day Artisan Fair** – SCHWBID will continue this event.
- **Annual Art, Wine and Chocolate Festival** – SCHWBID will continue this event in October 2013, celebrating its’ 10<sup>th</sup> anniversary.
- **Halloween Trick-or-Treat Promotion** – SCHWBID will continue holding merchant’s trick or treating in the district following the city’s Halloween event and costume contest.
- **Christmas on the Waterfront 2014** – Depending on fundraising in 2014, SCHWBID would continue “Festival of Trees” and the Arts and Crafts event in 2014.



**Additional Fundraising – New Event, Replacement of Banners**

**Ghost Walk** – SCHWBID is pursuing a new event in 2014 – The Suisun City Ghost Walk. Based on the highly successful Benicia Ghost Walk (as well as others held in Northern California, including Martinez, Pleasanton and Eureka), the paranormal history of Suisun City will be revealed with this exciting, interactive and fun Ghost Walk led by paranormal investigator, Devin Sisk. Each tour will be limited to 26 people and lasts approximately two hours, depending on what you encounter along the way!

Two SCHWBID members went on the Ghost Walk in Benicia with Mr. Sisk, and SCHWBID staff has been in preliminary, fact-finding talks (and tours) with him in the Waterfront District in the last few months. Members noted that people from all over Northern California came to this walk, and ate in the restaurants prior to the event. Mr. Sisk has quite a following in paranormal circles.

The profits from this event (tentatively to be held twice monthly) will go to further other marketing and event programs that SCHWBID are holding.

**Banners** – SCHWBID notes that the banners that were purchased by SCHWBID in 2009 are starting to fade and show wear. As SCHWBID no longer receives a redevelopment subsidy from the City of Suisun, we have researched ways to pay for the cost of new banners.

We have found that it is common to have banners sponsored by local businesses in a business district with the business name and/or logo at the bottom of each banner.

We are currently working with the Planning Department on the steps necessary for replacement of these banners. We are also working with the Lawler House Gallery to produce one-of-a-kind artwork for the banners.

SCHWBID will seek sponsorship from our waterfront businesses first, and consider sponsorship of others outside the district with limitations (such as being a Suisun City business or non-profit) to pay for these banners. The sponsorship will be \$300 for a three-year period, which will allow for the cost of the banners, any additional hardware needed, maintenance, replacement and removal for when the Independence Day and Christmas banners are put up each year.

We look forward to working with the City of Suisun City again in the coming year on various projects, including marketing and special events. The City's investment in past years has dramatically enhanced the Waterfront District. SCHWBID is pleased to provide input for these projects, as well as input on private projects in the district. The Waterfront District in Suisun City is a special place in the Suisun City community and hopes to remain economically viable in years to come. SCHWBID looks forward to continuing its efforts to enhance it to the benefit of all involved.



|  |                                        |                  |                  |                   |                  |
|--|----------------------------------------|------------------|------------------|-------------------|------------------|
|  | <b>Event Expenses</b>                  |                  |                  |                   |                  |
|  | Art, Wine & Chocolate Festival         | 13,024.99        | 13,600.00        | -575.01           | 12,500.00        |
|  | Christmas In Old Town                  | 2,676.82         | 6,000.00         | -3,323.18         | 5,500.00         |
|  | City Events Enhancement                | 500.00           | 500.00           | 0.00              | 500.00           |
|  | Train Station/ N. Main Event/Marketing | 1,803.61         | 1,825.00         | -21.39            | 1,825.00         |
|  | Ghost Tour                             |                  |                  |                   | 5,400.00         |
|  | Halloween                              | 0.00             | 50.00            | -50.00            | 50.00            |
|  | BID Annual Member BBQ                  | 0.00             | 0.00             | 0.00              | 500.00           |
|  | Mothers Day Craft Faire                | 3,389.57         | 3,400.00         | -10.43            | 1,750.00         |
|  | Restaurant Week                        | 2,123.87         | 2,150.00         | -26.13            | 2,100.00         |
|  | <b>Total Event Expenses</b>            | <b>23,518.86</b> | <b>27,525.00</b> | <b>-4,006.14</b>  | <b>30,125.00</b> |
|  |                                        |                  |                  |                   |                  |
|  | <b>Operating Expenses</b>              |                  |                  |                   |                  |
|  | Accounting Fees                        | 1,000.00         | 1,200.00         | -200.00           | 1,200.00         |
|  | Bank Charges                           | 20.00            | 50.00            | -30.00            | 30.00            |
|  | Contract Labor                         | 5,977.50         | 6,600.00         | -622.50           | 6,000.00         |
|  | Insurance                              | 769.00           | 769.00           | 0.00              | 2,000.00         |
|  | Miscellaneous Expenses                 | 2,298.21         | 1,602.00         | 696.21            | 508.00           |
|  | Office Supplies                        | 285.21           | 364.00           | -78.79            | 300.00           |
|  | Postage, shipping, delivery            | 364.00           | 350.00           | 14.00             | 410.00           |
|  | Storage                                |                  |                  |                   | 1,092.00         |
|  | Tax Preparation                        | 510.00           | 510.00           | 0.00              | 550.00           |
|  | Taxes                                  | 30.00            | 30.00            | 0.00              | 30.00            |
|  | Web Hosting & Upgrades                 |                  |                  |                   | 495.00           |
|  | <b>Total Operating Expenses</b>        | <b>11,253.92</b> | <b>11,475.00</b> | <b>-221.08</b>    | <b>12,615.00</b> |
|  | <b>Total Expense</b>                   | <b>38,147.57</b> | <b>48,850.00</b> | <b>-10,702.43</b> | <b>55,250.00</b> |





|  |                                    |                  |                  |                  |
|--|------------------------------------|------------------|------------------|------------------|
|  | <b>Event Expenses</b>              |                  |                  |                  |
|  | Fireworks Expense                  | 19.30            |                  |                  |
|  | Art, Wine & Chocolate Festival     | 13,046.99        | 13,600.00        | -553.01          |
|  | Christmas In Old Town              |                  |                  |                  |
|  | Christmas Vendor Rebate            | -865.00          |                  |                  |
|  | Festival of Trees Disbursement     | 1,288.90         |                  |                  |
|  | Christmas In Old Town - Other      | 4,961.55         | 6,000.00         | -1,038.45        |
|  | <b>Total Christmas In Old Town</b> | <b>5,385.45</b>  | <b>6,000.00</b>  | <b>-614.55</b>   |
|  | City Events Enhancement            | 500.00           | 500.00           | 0.00             |
|  | Halloween                          | 0.00             | 50.00            | -50.00           |
|  | Mothers Day Craft Faire            | 3,389.57         | 3,400.00         | -10.43           |
|  | Restaurant Week                    | 2,600.37         | 2,150.00         | 450.37           |
|  | Train Station/N. Main/Marketing    | 1,803.61         | 1,825.00         | -21.39           |
|  | <b>Total Event Expenses</b>        | <b>26,745.29</b> | <b>27,525.00</b> | <b>-779.71</b>   |
|  | <b>Operating Expenses</b>          |                  |                  |                  |
|  | Accounting Fees                    | 1,100.00         | 1,200.00         | -100.00          |
|  | Bank Charges                       | 20.00            | 50.00            | -30.00           |
|  | Contract Labor                     | 6,682.50         | 6,600.00         | 82.50            |
|  | Insurance                          | 769.00           | 769.00           | 0.00             |
|  | Miscellaneous Expenses             | 2,298.21         | 1,602.00         | 696.21           |
|  | Office Supplies                    | 382.32           | 364.00           | 18.32            |
|  | Postage, shipping, delivery        | 454.00           | 350.00           | 104.00           |
|  | Tax Preparation                    | 510.00           | 510.00           | 0.00             |
|  | Taxes                              | 30.00            | 30.00            | 0.00             |
|  | <b>Total Operating Expenses</b>    | <b>12,246.03</b> | <b>11,475.00</b> | <b>771.03</b>    |
|  | <b>Total Expense</b>               | <b>41,759.41</b> | <b>48,850.00</b> | <b>-7,090.59</b> |
|  | <b>Net Ordinary Income</b>         | <b>-1,693.42</b> | <b>0.00</b>      | <b>-1,693.42</b> |
|  | <b>Net Income</b>                  | <b>-1,693.42</b> | <b>0.00</b>      | <b>-1,693.42</b> |

| <b>Suisun Historic Waterfront BID</b>    |  |                                    |                  |                   |                  |
|------------------------------------------|--|------------------------------------|------------------|-------------------|------------------|
| <b>Profit and Loss Budget vs. Actual</b> |  |                                    |                  |                   |                  |
| <b>January through October 2013</b>      |  |                                    |                  |                   |                  |
|                                          |  |                                    |                  |                   |                  |
|                                          |  |                                    | Jan - Oct '13    | Budget            |                  |
|                                          |  |                                    |                  | Under/Over Budget |                  |
| <b>Ordinary Income/Expense</b>           |  |                                    |                  |                   |                  |
| <b>Income</b>                            |  |                                    |                  |                   |                  |
| <b>REVENUE</b>                           |  |                                    |                  |                   |                  |
|                                          |  | Associate Membership               | 0.00             | 150.00            | -150.00          |
|                                          |  | Business Assessments               | 20,899.46        | 16,000.00         | 4,899.46         |
|                                          |  | Mothers Day Event fees             | 1,240.00         | 2,000.00          | -760.00          |
|                                          |  | Christmas Vendor Fees              | 0.00             | 1,000.00          | -1,000.00        |
|                                          |  | Heritage Collection Book           | 90.00            | 100.00            | -10.00           |
|                                          |  | Mothers Day Raffle                 | 0.00             | 100.00            | -100.00          |
|                                          |  | Sponsorship                        | 0.00             | 2,000.00          | -2,000.00        |
|                                          |  | Waterfront Festival Revenue        | 16,896.53        | 17,000.00         | -103.47          |
|                                          |  | <b>Total REVENUE</b>               | <b>39,125.99</b> | <b>38,350.00</b>  | <b>775.99</b>    |
|                                          |  | Transfer from Reserves             |                  | 10,500.00         |                  |
|                                          |  | <b>Total Income</b>                | <b>39,125.99</b> | <b>48,850.00</b>  | <b>775.99</b>    |
| <b>Expense</b>                           |  |                                    |                  |                   |                  |
| <b>Advertising Expense</b>               |  |                                    |                  |                   |                  |
|                                          |  | Electronic Media                   | 378.00           | 400.00            | -22.00           |
|                                          |  | Print Media                        | 2,090.09         | 9,450.00          | -7,359.91        |
|                                          |  | <b>Total Advertising Expense</b>   | <b>2,468.09</b>  | <b>9,850.00</b>   | <b>-7,381.91</b> |
| <b>Event Expenses</b>                    |  |                                    |                  |                   |                  |
|                                          |  | Art, Wine & Chocolate Festival     | 13,024.99        | 13,600.00         | -575.01          |
|                                          |  | Christmas In Old Town              |                  |                   |                  |
|                                          |  | Festival of Trees Disbursement     | 305.00           |                   |                  |
|                                          |  | Christmas In Old Town - Other      | 2,371.82         | 6,000.00          | -3,628.18        |
|                                          |  | <b>Total Christmas In Old Town</b> | <b>2,676.82</b>  | <b>6,000.00</b>   | <b>-3,323.18</b> |
|                                          |  | City Events Enhancement            | 500.00           | 500.00            | 0.00             |
|                                          |  | Halloween                          | 0.00             | 50.00             | -50.00           |
|                                          |  | Mothers Day Craft Faire            | 3,389.57         | 3,400.00          | -10.43           |
|                                          |  | Restaurant Week                    | 2,123.87         | 2,150.00          | -26.13           |
|                                          |  | Train Station/N. Main/Marketing    | 1,803.61         | 1,825.00          | -21.39           |
|                                          |  | <b>Total Event Expenses</b>        | <b>23,518.86</b> | <b>27,525.00</b>  | <b>-4,006.14</b> |

|  |  |                                 |                  |                  |                   |
|--|--|---------------------------------|------------------|------------------|-------------------|
|  |  | <b>Operating Expenses</b>       |                  |                  |                   |
|  |  | Accounting Fees                 | 1,000.00         | 1,200.00         | -200.00           |
|  |  | Bank Charges                    | 20.00            | 50.00            | -30.00            |
|  |  | Contract Labor                  | 5,977.50         | 6,600.00         | -622.50           |
|  |  | Insurance                       | 769.00           | 769.00           | 0.00              |
|  |  | Miscellaneous Expenses          | 2,298.21         | 1,602.00         | 696.21            |
|  |  | Office Supplies                 | 285.21           | 364.00           | -78.79            |
|  |  | Postage, shipping, delivery     | 364.00           | 350.00           | 14.00             |
|  |  | Tax Preparation                 | 510.00           | 510.00           | 0.00              |
|  |  | Taxes                           | 30.00            | 30.00            | 0.00              |
|  |  | <b>Total Operating Expenses</b> | <b>11,253.92</b> | <b>11,475.00</b> | <b>-221.08</b>    |
|  |  | <b>Total Expense</b>            | <b>37,240.87</b> | <b>48,850.00</b> | <b>-11,609.13</b> |
|  |  | <b>Net Ordinary Income</b>      | <b>1,885.12</b>  | <b>0.00</b>      | <b>1,885.12</b>   |
|  |  | <b>Net Income</b>               | <b>1,885.12</b>  | <b>0.00</b>      | <b>1,885.12</b>   |

SCHWBID Estimated Income/Expenses 11-1-13/12-31-13 and 1-1-14 thru 3-31-14

| <b>SCHWBID Estimated Expenses 11-1-13/12-31-13</b>  | <b>Amount</b>       | <b>Accounting Category</b>      |
|-----------------------------------------------------|---------------------|---------------------------------|
| Bookkeeping Nov 13- Dec 13                          | \$ 200.00           | Accounting Fees                 |
| Contract Labor Nov 13 - Dec 13                      | \$ 600.00           | Contract Labor                  |
| Storage Expense                                     | \$ 91.00            | Miscellaneous                   |
| Christmas Event Expenses                            | \$ 3,300.00         | Events: Christmas               |
| Security - AWC                                      | \$ 204.00           | Events: Art, Wine & Choc        |
| Brochure printing & mailing                         | \$ 5,500.00         | Print Media                     |
| Logo refresh                                        | \$ 750.00           | Miscellaneous                   |
| Office Supplies and printing                        | \$ 75.00            | Office supplies                 |
| Postage for remainder of year                       | \$ 46.00            | Postage, Shipping, Delivery     |
| <b>Total of estimated expenses through 12-31-13</b> | <b>\$ 10,766.00</b> |                                 |
| <b>Estimated Income Balance of 2013</b>             |                     |                                 |
| Income from booth space Christmas                   | \$ 1,000.00         | Revenue: Christmas Craft Faire  |
| Income from wine sales at Christmas                 | \$ 500.00           | Revenue: Christmas Craft Faire  |
| <b>Total Estimated Income</b>                       | <b>\$ 1,500.00</b>  |                                 |
| <b>Balance in Account as of 11-1-13</b>             | <b>\$ 17,153.12</b> |                                 |
| <b>Estimated income through 12-31-13</b>            | <b>\$ 1,500.00</b>  |                                 |
| <b>Estimated Expenses through 12-31-13</b>          | <b>\$ 10,766.00</b> |                                 |
| <b>Balance to operate through Mar. 31, 2014</b>     | <b>\$ 7,887.12</b>  |                                 |
| <b>SCHWBID Estimated Expenses 1-1-14/3-31-14</b>    |                     |                                 |
| Bookkeeping Jan 12 - Mar 12                         | \$ 300.00           | Accounting Fees                 |
| Storage Expense                                     | \$ 273.00           | Storage                         |
| Contract Labor Jan 14 - Mar 14                      | \$ 1,000.00         | Contract Labor                  |
| General Meeting Expense                             | \$ 150.00           | Miscellaneous                   |
| Mother's Day Postcard advertising - sent in March   | \$ 415.00           | Event Expenses: Mothers Day     |
| Restaurant Week                                     | \$ 2,100.00         | Event Expenses: Restaurant Week |
| Postage                                             | \$ 46.00            | Postage, Shipping, Delivery     |
| Tax Preparation                                     | \$ 550.00           | Tax Preparation                 |
| P.O. Box fee                                        | \$ 88.00            | Postage, Shipping, Delivery     |
| <b>Total estimated expenses thru 3-31-14</b>        | <b>\$ 4,922.00</b>  |                                 |

## Suisun Historic Waterfront BID Budget

| Budget Activity                       | CY 2009<br>Actual | CY 2010<br>Actual | CY 2011<br>Actual | CY 2012<br>Actual | CY 2013<br>Budget | CY 2013<br>YTD (Oct.) | CY 2013<br>Estimated | CY 2014<br>Budget |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|----------------------|-------------------|
| <b>REVENUES</b>                       |                   |                   |                   |                   |                   |                       |                      |                   |
| Associate Membership                  | \$ -              | \$ -              | \$ 225            | \$ -              | \$ 150            | \$ -                  | \$ -                 | \$ 150            |
| Mother's Day Event fees               | \$ -              | \$ 775            | \$ 1,020          | \$ 1,300          | \$ 2,000          | \$ 1,240              | \$ 1,240             | \$ 1,500          |
| Christmas Vendor Fees                 | \$ 2,075          | \$ 1,000          | \$ 960            | \$ 940            | \$ 1,000          | \$ -                  | \$ 1,000             | \$ 1,000          |
| Christmas Wine Sales                  | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -                  | \$ 500               | \$ -              |
| Business Assessments                  | \$ 16,250         | \$ 18,570         | \$ 16,320         | \$ 17,541         | \$ 16,000         | \$ 20,899             | \$ 20,899            | \$ 17,000         |
| City Match - Assessments              | \$ 16,250         | \$ 18,000         | \$ 13,500         | \$ -              | \$ -              | \$ -                  | \$ -                 | \$ -              |
| Fireworks Sales                       | \$ -              | \$ -              | \$ -              | \$ 40,194         | \$ -              | \$ -                  | \$ -                 | \$ -              |
| Ghost Tour                            | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -                  | \$ -                 | \$ 9,000          |
| Downtown Banner Sponsorship           | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -                  | \$ -                 | \$ 6,000          |
| Festival of Trees                     | \$ 1,395          | \$ 1,385          | \$ 5,628          | \$ -              | \$ -              | \$ -                  | \$ -                 | \$ -              |
| Hardship                              | \$ 300            | \$ 300            | \$ -              | \$ -              | \$ -              | \$ -                  | \$ -                 | \$ -              |
| Heritage Collection Book              | \$ 20             | \$ 90             | \$ 50             | \$ -              | \$ 100            | \$ 90                 | \$ 90                | \$ 100            |
| Mother's Day Raffle                   | \$ -              | \$ -              | \$ -              | \$ 85             | \$ 100            | \$ -                  | \$ -                 | \$ -              |
| Sponsorship                           | \$ 2,500          | \$ 2,700          | \$ 2,000          | \$ -              | \$ 2,000          | \$ -                  | \$ -                 | \$ 2,000          |
| Walking Tour Book Ads                 | \$ 1,000          | \$ -              | \$ -              | \$ -              | \$ -              | \$ -                  | \$ -                 | \$ -              |
| Waterfront Festival Revenue           | \$ 11,236         | \$ 14,150         | \$ 17,143         | \$ 18,255         | \$ 17,000         | \$ 16,897             | \$ 16,897            | \$ 17,500         |
| <b>TOTAL REVENUES</b>                 | <b>\$ 51,026</b>  | <b>\$ 56,970</b>  | <b>\$ 56,846</b>  | <b>\$ 78,315</b>  | <b>\$ 38,350</b>  | <b>\$ 39,126</b>      | <b>\$ 40,626</b>     | <b>\$ 54,250</b>  |
| Transfer from Reserve                 | \$ -              | \$ -              | \$ -              | \$ -              | \$ 10,500         | \$ 10,500             | \$ 10,500            | \$ 1,000          |
| <b>TOTAL INCOME</b>                   | <b>\$ 51,026</b>  | <b>\$ 56,970</b>  | <b>\$ 56,846</b>  | <b>\$ 78,315</b>  | <b>\$ 48,850</b>  | <b>\$ 49,626</b>      | <b>\$ 51,126</b>     | <b>\$ 55,250</b>  |
| <b>EXPENDITURES</b>                   |                   |                   |                   |                   |                   |                       |                      |                   |
| <u>Advertising Expense</u>            |                   |                   |                   |                   |                   |                       |                      |                   |
| Electronic Media                      | \$ 4,404          | \$ 6,174          | \$ 6,487          | \$ 669            | \$ 400            | \$ 378                | \$ 378               | \$ 400            |
| Print Media                           | \$ 16,042         | \$ 17,137         | \$ 14,158         | \$ 6,524          | \$ 9,450          | \$ 2,090              | \$ 7,590             | \$ 8,000          |
| Advertising Expense - Other           | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -                  | \$ -                 | \$ -              |
| <b>Subtotal Advertising Expense</b>   | <b>\$ 20,446</b>  | <b>\$ 23,311</b>  | <b>\$ 20,645</b>  | <b>\$ 7,193</b>   | <b>\$ 9,850</b>   | <b>\$ 2,468</b>       | <b>\$ 7,968</b>      | <b>\$ 8,400</b>   |
| Bicycle Racks                         | \$ -              | \$ -              | \$ 3,345          | \$ -              | \$ -              | \$ -                  | \$ -                 | \$ -              |
| Walking Tour Brochure                 | \$ 3,750          | \$ 500            | \$ -              | \$ -              | \$ -              | \$ -                  | \$ -                 | \$ -              |
| Equipment Purchase - Tents            | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ 907                | \$ 907               | \$ 910            |
| Street Banner Hardware & Installation | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -                  | \$ -                 | \$ 3,200          |
| <u>Event Expenses</u>                 |                   |                   |                   |                   |                   |                       |                      |                   |
| Fireworks Expenses                    | \$ -              | \$ -              | \$ -              | \$ 33,578         | \$ -              | \$ -                  | \$ -                 | \$ -              |
| Waterfront Festival                   | \$ 13,029         | \$ 12,592         | \$ 13,603         | \$ 15,966         | \$ 13,600         | \$ 13,025             | \$ 13,229            | \$ 12,500         |
| Christmas In Old Town                 | \$ 11,068         | \$ 7,398          | \$ 6,949          | \$ 5,099          | \$ 6,000          | \$ 2,677              | \$ 5,677             | \$ 5,500          |
| City Events Enhancement               | \$ 2,000          | \$ 850            | \$ -              | \$ 1,358          | \$ 500            | \$ 500                | \$ 500               | \$ 500            |
| Train Station/ N. Main Event          | \$ -              | \$ -              | \$ -              | \$ -              | \$ 1,825          | \$ 1,804              | \$ 1,804             | \$ 1,825          |
| Ghost Tour                            | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -                  | \$ -                 | \$ 5,400          |
| Halloween                             | \$ 1,260          | \$ 194            | \$ 38             | \$ 29             | \$ 50             | \$ -                  | \$ -                 | \$ 50             |
| Annual Member BBQ                     | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -                  | \$ -                 | \$ 500            |
| Mother's Day Craft Faire              | \$ -              | \$ 1,327          | \$ 1,367          | \$ 2,013          | \$ 3,400          | \$ 3,390              | \$ 3,390             | \$ 1,750          |
| Restaurant Week                       | \$ -              | \$ -              | \$ 3,338          | \$ 2,391          | \$ 2,150          | \$ 2,124              | \$ 2,124             | \$ 2,100          |
| Event Expenses - Other                | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -                  | \$ -                 | \$ -              |
| <b>Subtotal Event Expenses</b>        | <b>\$ 27,357</b>  | <b>\$ 22,360</b>  | <b>\$ 25,295</b>  | <b>\$ 60,434</b>  | <b>\$ 27,525</b>  | <b>\$ 23,519</b>      | <b>\$ 26,723</b>     | <b>\$ 30,125</b>  |
| <u>Operating Expenses</u>             |                   |                   |                   |                   |                   |                       |                      |                   |
| Accounting Fees                       | \$ 1,300          | \$ 1,200          | \$ 1,100          | \$ 1,200          | \$ 1,200          | \$ 1,000              | \$ 1,200             | \$ 1,200          |
| Bank Charges                          | \$ -              | \$ -              | \$ -              | \$ 20             | \$ 50             | \$ 20                 | \$ 20                | \$ 30             |
| Conference/convention/meeting         | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -                  | \$ -                 | \$ -              |
| Contract Labor                        | \$ 4,600          | \$ 4,150          | \$ 3,330          | \$ 6,765          | \$ 6,600          | \$ 5,978              | \$ 6,578             | \$ 6,000          |
| Insurance                             | \$ 1,286          | \$ 2,009          | \$ 776            | \$ 1,999          | \$ 769            | \$ 769                | \$ 769               | \$ 2,000          |
| Miscellaneous Expenses                | \$ 273            | \$ 213            | \$ 112            | \$ 100            | \$ 1,602          | \$ 2,298              | \$ 3,139             | \$ 508            |
| Office Supplies                       | \$ 473            | \$ 526            | \$ 485            | \$ 307            | \$ 364            | \$ 285                | \$ 360               | \$ 300            |
| Postage, shipping, delivery           | \$ 319            | \$ 387            | \$ 213            | \$ 310            | \$ 350            | \$ 364                | \$ 410               | \$ 410            |
| Storage                               | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -                  | \$ -                 | \$ 1,092          |
| Subscriptions & Memberships           | \$ 495            | \$ 362            | \$ 495            | \$ -              | \$ -              | \$ -                  | \$ -                 | \$ -              |
| Tax Preparation                       | \$ 300            | \$ 875            | \$ 510            | \$ 510            | \$ 510            | \$ 510                | \$ 510               | \$ 550            |
| Taxes                                 | \$ 35             | \$ 134            | \$ 88             | \$ 25             | \$ 30             | \$ 30                 | \$ 30                | \$ 30             |
| Web Hosting & Upgrades                | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -                  | \$ -                 | \$ 495            |
| <b>Subtotal Operating Expenses</b>    | <b>\$ 9,081</b>   | <b>\$ 9,856</b>   | <b>\$ 7,108</b>   | <b>\$ 11,236</b>  | <b>\$ 11,475</b>  | <b>\$ 11,254</b>      | <b>\$ 13,016</b>     | <b>\$ 12,615</b>  |
| <b>TOTAL EXPENDITURES</b>             | <b>\$ 60,634</b>  | <b>\$ 56,027</b>  | <b>\$ 56,393</b>  | <b>\$ 78,863</b>  | <b>\$ 48,850</b>  | <b>\$ 38,148</b>      | <b>\$ 48,614</b>     | <b>\$ 55,250</b>  |
| <b>NET ORDINARY PROFIT (LOSS)</b>     | <b>\$ (9,608)</b> | <b>\$ 943</b>     | <b>\$ 453</b>     | <b>\$ (548)</b>   | <b>\$ -</b>       | <b>\$ 11,478</b>      | <b>\$ 2,512</b>      | <b>\$ -</b>       |

## AGENDA TRANSMITTAL

**MEETING DATE:** November 19, 2013

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**CITY AGENDA ITEM:** Conduct Public Hearing, Consider Introduction and Waive Reading of Ordinance No. \_\_: Amending Chapter 15.04 of Title 15 of the Suisun City Municipal Code, Which Adopts by Reference the 2013 California Building Code, the 2013 California Residential Code, the 2013 California Electrical Code, the 2013 California Plumbing Code, the 2013 California Mechanical Code, the 2013 California Fire Code, the 2013 California Building Standards Administrative Code, the 2013 California Green Building Standards Code and the 2013 California Reference Standards Code.

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**FISCAL IMPACT:** The cost for the Building Department to prepare to enforce the new codes is approximately \$4,000 for the purchase of new code books and staff training. These costs were anticipated in the current budget, so no budget adjustment is necessary.

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**BACKGROUND:** The building and fire codes, which the City is required to enforce by the State of California, have now been republished as the 2013 edition. In the State process, certain model codes published by organizations such as the International Code Council, International Association of Plumbing and Mechanical Officials, National Fire Protection Association, etc., are reviewed and amended by the California Building Standards Commission (CBSC). The CBSC has completed this process and the body of codes known collectively as the 2013 California Building Code (CBC) has been published. It is appropriate, therefore, that we amend the Suisun City Code to update its references to the latest building and fire code editions. This is primarily a housekeeping measure to change titles and references in our City Code to correspond correctly to the new or revised sections in the CBC.

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**STAFF REPORT:** The Suisun City Code includes by reference the building codes and standards collectively known as the CBC. This body of codes includes the building code, plumbing code, mechanical code, electrical code, fire code, and other supporting documents. Periodically the CBSC publishes an updated edition of the CBC. The 2013 Edition was published in July of 2013 and will become effective January 2014. The Suisun City Code must now be updated to reference the newest editions of the various codes and make other needed administrative changes.

For better understanding, the proposed ordinance includes the entire Suisun City Code Chapter 15.04 including the unchanged sections. Highlights of the proposed ordinance include:

- The changes in City Code Section 15.04.030 include the updated references to the newest documents within the 2013 CBC, including three additional reference documents. References to documents where no updated version is available have not been changed such as Section 15.04.030-F.

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**PREPARED BY:**

Amanda Dum, Management Analyst I

**REVIEWED AND APPROVED BY:**

Daniel Kasperson, Building & Public Works Director

- Section 15.04.130 establishes the time before a building permit expires. Previously a permit issued to a single family homeowner would expire after two years after the date of issuance while all other permits would expire one year after issuance. The proposed change establishes that all permits expire two years after issuance. Recent experience has shown that it is sometimes difficult for many commercial projects to be completed within the 12 month time limit.
- The remaining changes to City Code are editorial in nature only.
- In order for local amendments to the CBC to be enforceable, the City must make “findings” justifying the amendments based on local climatic, topographical or geological conditions. Such findings are included in the proposed ordinance for all of the local amendments that have been included historically where they are required.

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

1. Receive the staff report; and
2. Conduct the Public Hearing; and
3. Introduce and waive the reading of Ordinance No. \_\_: Amending Chapter 15.04 of Title 15 of the Suisun City Municipal Code, Which Adopts by Reference the 2013 California Building Code, the 2013 California Residential Code, the 2013 California Electrical Code, the 2013 California Plumbing Code, the 2013 California Mechanical Code, the 2013 California Fire Code, the 2013 California Building Standards Administrative Code, the 2013 California Green Building Standards Code and the 2013 California Reference Standards Code.

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**ATTACHMENTS:**

1. Ordinance No. \_\_: Amending Chapter 15.04 of Title 15 of the Suisun City Municipal Code, Which Adopts by Reference the 2013 California Building Code, the 2013 California Residential Code, the 2013 California Electrical Code, the 2013 California Plumbing Code, the 2013 California Mechanical Code, the 2013 California Fire Code, the 2013 California Building Standards Administrative Code, the 2013 California Green Building Standards Code and the 2013 California Reference Standards Code.

ORDINANCE NO. - \_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY, CALIFORNIA, AMENDING CHAPTER 15.04 OF TITLE 15 OF THE SUISUN CITY MUNICIPAL CODE, WHICH ADOPTS BY REFERENCE THE 2013 CALIFORNIA BUILDING CODE, THE 2013 CALIFORNIA RESIDENTIAL CODE, THE 2013 CALIFORNIA ELECTRICAL CODE, THE 2013 CALIFORNIA PLUMBING CODE, THE 2013 CALIFORNIA MECHANICAL CODE, THE 2013 CALIFORNIA FIRE CODE, THE 2013 CALIFORNIA BUILDING STANDARDS ADMINISTRATIVE CODE, THE 2013 CALIFORNIA GREEN BUILDING STANDARDS CODE AND THE 2013 CALIFORNIA REFERENCE STANDARDS CODE**

**WHEREAS**, the State Building Standards Commission adopted the 2013 California Building Standards Code, codified in Title 24 of the California Code of Regulations; and

**WHEREAS**, the City Council of the City of Suisun City (the "City") wishes to update the rules and regulations governing building and construction in the City limits to reflect the 2013 California Building Standards Code, California Code of Regulations Title 24 ("CBSC"); and

**WHEREAS**, the City would like to make certain amendments to the 2013 CBSC in order to address the health and safety issues of the City's local climatic, geological or topographical conditions; and

**WHEREAS**, before making changes to the CBSC pursuant to Health and Safety Code Section 17958.5, Health and Safety Code Section 17958.7 requires the City to make express findings that such changes are reasonably necessary because of local climatic, geological or topographical conditions; and

The City Council of the City of Suisun City does hereby ordain as follows:

**SECTION 1. Findings.** The City finds it is necessary to adopt local amendments to the following subcodes of the CBSC: Building Code, Plumbing Code; Fire Code; Administrative Code. These local amendments have been evaluated and recognized by the City as tools for addressing problems with building construction in the City of Suisun City, which are aimed at establishing and maintaining an environment that will afford the City a high level of fire and life safety to all those who work live and play within the City's boundaries. The City finds as follows:

A. The City, pursuant to the authority granted it under California Health and Safety Code Sections 17958.5 and 18941.5, has determined that there is a need to establish building standards that are more restrictive than those adopted by the State of California and found in Title 24 and Title 25 of the California Code of Regulations.

These new building standards have been determined by the City of Suisun City to address the problems, concerns and future direction by which the City can establish and maintain an environment which will afford an appropriate level of fire and life safety to all who live and work within its boundary.

B. Under the provisions of Sections 17958.5 and 18941.5 of the Health and Safety Code, the amendment of state building standards at the local level must be reasonably necessary due to local climatic, topographical and/or geological conditions and the City must make express findings in this regard. The Council has determined that the following findings of fact address and present the local climatic, topographical, and/or geological conditions, which either singularly or in combination, have caused the aforementioned amendments to be adopted:

### 1. CLIMATIC

a. The City of Suisun City has extreme variations in weather patterns: summers are arid and hot, winters are cool to freezing, fall and spring can bring any combination of weather pattern together. As a result, the climate in the Suisun City area can have a great influence on fire behavior and other major emergency events in the City.

### 2. TOPOGRAPHICAL

a. The City of Suisun City is subject to possible flooding due to low lying elevations.

### 3. GEOLOGICAL

a. The City of Suisun City is subject to ground tremors from seismic events as the City is in Seismic Zone 4. Water inundation has occurred in the portion that lay in river Delta areas. Intricate levee systems hold back a portion of the floodwater, however, development has moved into areas that have the potential for flooding.

b. The City of Suisun City is in an area with localized pockets of clay and expansive soils. These soil conditions have been found to be a source of concern for footing and foundation design. Additionally, expansive soils can hold large amounts of moisture for extended periods of time. Either of these factors, or a combination of both has been found to create an increased risk of moisture intrusion under slabs in certain, common construction methods.

c. The City of Suisun City and its surrounding region contain many pockets of "hot" or corrosive soils. Galvanic corrosion is self-generating and occurs on the surface of a metal exposed to an electrolyte (such as moist, salt-laden soil). The action is similar to that which occurs in a wet, or dry, cell battery. Differences in electrical potential between locations on the surface of the metal (pipe) in contact with such soil may occur for a variety of reasons, including the joining of different metals (iron and copper or brass for example). This can be due to the characteristics of the soil in contact with the pipe

surface, e.g., pH, soluble salt, oxygen and moisture content, soil resistivity, temperature and presence of certain bacteria. Any one or a combination of these factors may cause a small amount of electrical current to flow through the soil between areas on the pipe or metal surface. Where this current discharges into the soil from such an area, metal is removed from the pipe surface and corrosion occurs. Premature failure of buried metallic pipe due to galvanic action has been experienced in these the Suisun City areas for decades.

d. The City of Suisun City is served with natural gas by the Pacific Gas and Electric Company (PG&E). The gas provided from PG&E is obtained primarily from sources in the Western United States and Canada. According to the Copper Development Association, Copper and copper alloy tube (except tin-lined copper tube) should not be used if the gas contains more than an average of 0.3 grains of hydrogen sulfide per 100 standard cubic feet (scf) of gas (0.7 mg/100 L). PG&E cannot assure that it's gas supplies meet this criterion. Excess hydrogen sulfide will cause corrosion of pipes as well as the creation of copper sulfides, which can cause failures in the appliances served.

e. The City of Suisun City is situated in "Seismic Zone 4" as defined by the International Code Council. This area contains a higher risk of seismic activity than most areas in the country. Catastrophic earthquakes account for 60% of worldwide casualties associated with natural disasters. Economic damage from earthquakes is increasing, even in technologically advanced countries, as shown by the 1989 Loma Prieta, CA, (\$ 6 billion), 1994 Northridge, CA, (\$ 25 billion), and 1995 Kobe, Japan, (> \$ 100 billion) earthquakes. Additionally, a high degree of hazard to occupants has been found to occur from unsupported fixtures, appliances and appurtenances in ceilings. These fixtures, though small in size, have been found to create a significant hazard to occupants in the event of seismic activity.

C. Based upon the local climatic, topographical and geological conditions identified in Section B, the specific amendments identified in Suisun City Municipal Code Sections 15.04.180-15.04.380 are found to be reasonable and necessary modifications to the requirements established pursuant to Sections 17958.5 and 18941.5. While it is clearly understood that the adoption of such amendments may not prevent the incidence failures, the implementation of these various amendments to the code attempt to reduce the severity and potential loss of life, property and protection of the environment.

D. California Health and Safety Code Section 17958.7 requires that building standards modifications or change be expressly marked and identified as to which each finding refers. Therefore, the City Council finds that the following table identifies the sections of the subcodes that have been amended by the City and the corresponding local climatic, geological and topographical conditions , as identified in Section B, that have necessitated the modification of the state's building standards.

| <b>Code Section</b>             | <b>Local Condition:</b> |
|---------------------------------|-------------------------|
| Building Code Section 111.1 and | 1a, 2a                  |

|                                                                                                                    |            |
|--------------------------------------------------------------------------------------------------------------------|------------|
| California Residential Code Section R110.1<br>(SCMC § 15.04.160)                                                   |            |
| Building Code Section 111.1 and California Residential Code Section R110.1<br>(SCMC § 15.04.170)                   | 1a, 2a,    |
| Building Code Section 110.3.10 and California Residential Code Section R109.2(SCMC § 15.04.180)                    | 1a, 2a, 3b |
| Building Code Sections 1403.4, 1505.1, 1510.1 and California Residential Code Section R902.1<br>(SCMC § 15.04.190) | 1a         |
| Building Code Section 105.2<br>(SCMC § 15.04.195)                                                                  | 3a,3b,3e   |
| Electric Code Section 230.79 (C)<br>(SCMC § 15.04.210)                                                             | 1a, 3c     |
| Plumbing Code Section 604.1<br>(SCMC § 15.04.215)                                                                  | 3c         |
| Fire Code Section 104.11.4<br>(SCMC § 15.04.230)                                                                   | 1a, 2a     |
| Fire Code Section 503.1.4<br>(SCMC § 15.04.270)                                                                    | 1a, 2a     |
| Fire Code Section 903.3.1.1.1<br>(SCMC § 15.04.295)                                                                | 1a, 2a     |
| Fire Code Section 903.2.11.3<br>(SCMC § 15.04.300)                                                                 | 1a, 2a     |
| Fire Code Section 5704.4<br>(SCMC § 15.04.360)                                                                     | 1a, 2a     |
| Fire Code Section 905.4.3<br>(SCMC § 15.04.370)                                                                    | 1a, 2a     |

**SECTION 2. Suisun City Municipal Code Amendment – Chapter 15.04.** Chapter 15.04 of the Suisun City Municipal Code “Permits – Uniform Codes” is hereby amended as follows (deletions in ~~striketrough~~; additions in underlined):

**15.04.010 Purpose.**

This chapter is enacted for the purpose of adopting rules and regulations pursuant to the State Housing Law and the Health and Safety Code, for the protection of the public health, safety and general welfare of the occupant and the public governing the creation, construction, enlargement, conversion, alteration, repair, moving, removal, demolition, occupancy, use, height, court area, sanitation, ventilation and maintenance of any building used for human habitation; provided,

however, that nothing in the codes adopted in this chapter shall be construed to prevent any person from performing his own building, mechanical, plumbing or electrical work when performed with the permits in compliance with this chapter.

**15.04.020 Definitions.**

Whenever any of the following names or terms are used in this chapter or in any of the codes adopted by reference by this chapter, unless the context directs otherwise, such names or terms so used shall have the meaning ascribed thereto by this section:

A. "Board of appeals," "housing advisory and appeals board" and any other reference to the appellate body, mean the Board of Appeals for the City of Suisun City made up of five (5) Building Official members of the Napa-Solano Chapter of the International Code Council (NSICC) chosen on a case by case basis. The NSICC, an organization of Building Officials, Building Inspectors, and Construction Industry personnel, was formed in 1978 to help maintain consistent and uniform code enforcement and code interpretation within the jurisdictions of Napa and Solano counties. Building Officials from jurisdictions within Napa and Solano counties and neighboring counties are members of the NSICC. Building Official members of the NSICC are well versed in the technical and administrative provisions of construction codes.

B. The "Accessibility Appeals Board" shall mean the Board of Appeals for the City of Suisun City plus an additional two members having demonstrated experience dealing with accessibility standards and their applications, appointed on a case by case basis.

C. All decisions by the Board of Appeals and by the Accessibility Appeals Board shall be submitted in writing to the City Council for final review. All actions found by the City Council to be based on incomplete or inadequate analysis shall be referred back to the appropriate board for further deliberations.

D. "Building official," "plumbing official," "chief," "electrical inspector," "fire code official," "administrative authority" and similar references to a chief administrative position mean the Chief Building Official of the city of Suisun City; provided, however, that:

1. Where such terms are used in connection with those duties imposed by statute or ordinance upon the county health officer the terms shall include the county health officer;
2. For the purpose of implementing the Uniform Code for the Abatement of Dangerous Buildings the term "authorized representative" of the "building official" shall refer to and include the director of environmental health and such personnel of the Solano County department of environmental health as he may designate.

E. "Building department," "electrical department," "plumbing department," "department of fire prevention", "office of administrative authority" or "housing department" means the building department of the city.

F. "City clerk" means the ex officio clerk of the city council.

G. "City council" or "mayor" means the governing elected officials of the city of Suisun City.

H. "Fire chief" means the chief of the fire department of the city wherein a particular building is or is to be located, or, for any area not within the city limits, the same shall mean the county fire warden designated by the board of supervisors.

I. "Safety assessment" is a visual, non-destructive examination of a building or structure for the purpose of determining the condition for continued occupancy.

#### **15.04.030 Uniform codes adopted.**

Subject to the modifications and amendments contained in this chapter, the following primary and secondary codes are adopted and incorporated into the codes of the city by reference and as having the same legal effect as if their respective contents were set forth in this chapter and which may be amended and/or corrected from time to time:

A. The ~~2010-2013~~ California Building Code (CBC) which references the International Building Code ~~2009-2012~~ Edition as published by the International Code Council, Inc, and state amendments.

B. The Uniform Housing Code, 1997 Edition, as published by the International Code Council, is adopted by reference as the housing code of the city.

C. The ~~2010-2013~~ California Plumbing Code which references the Uniform Plumbing Code, ~~2009-2012~~ Edition, together with the appendices thereto, and state amendments as published by the International Association of Plumbing and Mechanical Officials is adopted by reference as the plumbing code of the city.

D. The ~~2010-2013~~ California Electric Code which references the National Electrical Code, ~~2008-2011~~ Edition, as published by the National Fire Protection Association and state amendments is adopted by reference as the electrical code of the city.

E. The ~~2010-2013~~ California Mechanical Code which references the Uniform Mechanical Code, ~~2009-2012~~ Edition, together with the appendices thereto, as published by the International Conference of Building Officials, and state amendments, is adopted by reference as the mechanical code of the city.

F. The Uniform Code for the Abatement of Dangerous Buildings, 1997 Edition, as published by the International Code Council, is adopted by reference as the dangerous buildings code of the city, with Section 205 amended as follows: Section 205.1. In order to provide for final interpretation of provisions of this code and to hear appeals provided for hereunder, there is hereby established a Board of Appeals as defined in City Code Section 15.04.020. The Building Official shall be an ex officio member of and shall act as secretary to said Board. The Board shall adopt reasonable rules and regulations for conducting its business and shall render all decisions and findings in writing to the appellant, with a copy to the Building Official. Appeals to the board shall be processed in accordance with the provisions contained in Section 501 of this code. Copies of all rules or regulations adopted by the Board shall be delivered to the Building Official, who shall make them freely accessible to the public.

G. The Uniform Sign Code, 1997 Edition, as published by the International Code Council, is adopted by reference as the sign code for the city with the following exception: Section 303 item 3 is deleted.

H. The California Referenced Standards Code, ~~2010-2013~~ Edition, together with appendices thereto, as published by the International Code Council, with state amendments, is adopted by reference as the building standards of the city.

I. The ~~2010-2013~~ California Fire Code which references the International Fire Code, ~~2009-2012~~ Edition as published by the International Code Council, including appendices, with state amendments, is adopted by reference as the fire code of the city.

J. The Uniform Administrative Code, 1997 edition, as published by the International Conference of Building Officials, is adopted by reference as the administrative code of the city.

K. The ~~2010~~ 2013 California Building Standards Administrative Code, as published by the California Building Standards Commission, is adopted by reference as the building standards administrative code of the city.

L. The ~~2010~~ 2013 California Residential Code with Appendices (CRC), incorporating the ~~2009~~ 2012 edition of the Uniform Residential Code, as published by the International Code Council, is adopted by reference as the residential code of the city.

M. The ~~2010~~ 2013 California Green Building Standards Code, as published by the California Building Standards Commission, is adopted by reference as the green building standards code of the city.

**15.04.040 Copies of adopted codes.**

~~The city clerk shall maintain at least one copy of each primary code adopted by reference, and each secondary code pertaining thereto.~~ The Building Official shall

maintain a least one copy of each primary code adopted by reference at the office of the city clerk for public inspection while this Ordinance is in force.

**15.04.050 Utility connections.**

It is unlawful for any person, including utility companies, to connect electric power lines or liquefied petroleum gas or natural gas sources permanently to any building or structure for which a permit is required by this chapter until the final inspection has been made and the approval signed by the building inspector. This section shall not prohibit the erection and use of temporary power poles approved by the power company during the course of construction, when approved by the building official.

**15.04.060 Encroachment or grading.**

No building permit shall be issued for which an encroachment or grading permit is required, unless and until the requirements prerequisite to the encroachment or grading permit have been met.

**15.04.070 Conformance of construction to law.**

No building permit shall be issued unless and until the building official is satisfied that the construction authorized by the permit will not violate any existing law or ordinance.

**15.04.075 Construction work hours.**

It shall be the responsibility of anyone engaging in construction or demolition work to restrict the hours of work activity on the site as follows.

A. No construction equipment shall be operated nor any outdoor construction or repair work shall be permitted within five hundred feet from any occupied residence except during the hours of seven a.m. to ten p.m., Monday through Saturday, and eight a.m. to ten p.m., on Sunday: 1. Interior work which would not create noise or disturbance noticeable to a reasonable person of normal sensitivity in the surrounding neighborhood shall not be subject to these restrictions;

B. A request for an exception to the permitted construction hours and days may be granted by the chief building inspector for emergency work, to offset project delays due to inclement weather, for twenty-four-hour construction projects, or other similar occurrences.

C. City projects determined by the director of public works to be emergencies shall be exempt from these provisions.

D. For construction work hours for earthwork, trenching, concrete or paving see Section 15.12.320.

**15.04.080 Adoption or amendment procedure.**

A. The building official shall review all codes newly adopted by the state pursuant to the State Housing Law, Section 17910 *et seq.* of the Health and Safety Code and shall:

1. Report such newly adopted codes to the city council and advise the board to schedule a hearing not less than ninety days from the date of report; and
2. Place copies of the codes to be considered by the board in the office of the city council, and in the building department for review by the general public.

B. The city council shall, upon the advice of the building official, schedule such public hearing to receive public testimony on the codes to be adopted by the board.

C. The clerk of the city council shall give notice of the time, place and subject matter of the public hearing scheduled on the matter by the council posting in three public places due to the fact that no newspaper is published or printed within the city limits.

D. The city council shall hold such public hearing at the date and time scheduled, and shall then adopt the code with amendments, if any.

**15.04.090 Violations and penalties.**

A. It is unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use, occupy or maintain any building, structure or building service equipment or cause or permit the same to be done in violation of this chapter.

B. Any person, firm, corporation or other entity which violates any of the provisions of this chapter including any of the codes adopted by reference, or who violates or fails to comply with any order made thereunder, or who builds in violation of any detailed statement of specification of plans submitted and approved thereunder, or any certificate or permit issued thereunder, and from which no appeal has been taken, or who fails to comply with such an order as affirmed or modified by the city council or by a court of competent jurisdiction shall be guilty of an infraction unless otherwise provided in this code.

C. Any person, firm, corporation or other entity which is guilty of an infraction under this chapter shall be punished by:

1. A fine not exceeding one hundred dollars for the first violation;
2. A fine not exceeding five hundred dollars for a second or subsequent conviction within one year.

Any failure to correct the condition for which the infraction is imposed within a period of seven days after the issuance of a citation, and for each seven-

day period thereafter may be treated as a separate and additional violation subject to the same penalties set forth herein.

In addition to the penalties set forth above, any violation beyond the third conviction within a one-year period or any willful violation of this section which creates an immediate threat to the health, safety or welfare of the members of the public or the occupants of any structure in violation of this section may be charged as a misdemeanor punishable as provided in Chapter 1.08.

D. In addition to the penalties set forth herein, any person, firm, corporation or other entity guilty of a violation of this chapter shall be liable for such costs, expenses and disbursements paid or incurred by the city in correction, abatement and prosecution of the violation.

**15.04.095 Enforcement.**

A. Pursuant to Section 836.5 of the California Penal Code, the chief building official, any deputy or assistant building official, agent or other employee of the building department of Suisun City is authorized to enforce the provisions of this chapter and to arrest or issue citations to violators thereof.

B. The city manager shall have the power to designate by written order that particular officers and other individuals shall be authorized to enforce particular provisions of this chapter as described in subsection A of this section in addition to those persons set forth therein.

**15.04.100 Building permit-business license required.**

A. Any contractor or subcontractor who applies for permits to do work within the city limits of the city shall be denied permits if he does not possess current valid city business licenses.

B. Any permits issued in error to anyone not licensed by the city shall be revoked until such time as all fees are paid and licenses are valid.

**15.04.110 Building permit-application-plans and specifications.**

A. Applications are to be signed by the property owner or a duly licensed contractor, engineer or architect.

B. With each application for a building permit, and when required by the building official for enforcement of any provisions of this chapter, three sets of plans and specifications shall be submitted. The building official may require plans and specifications to be prepared and designed by an engineer or architect licensed by the state to practice as such.

**15.04.120 Building permit-professional designs required.**

All structures or buildings classified in Occupancy Groups A, B, E, F, H, I, M, S and R-1 shall be designed in accordance with the Building and Professional Codes of the state of California.

**15.04.130 Building permit-term-retention of plans.**

~~A. The permits for Occupancy Groups A, B, F, E, H, I, M, S and R-1 will expire twelve months after issuance. The permit documents and plans or a retrievable document image of the permit documents and plans will be retained as a permanent record for the life of the structure.~~

B. Permits for ~~R-3 and U~~ all occupancy groups shall be valid for two years from the date of their issuance provided that the time limits of starting work or work stoppage are met. The permit documents and plans or a retrievable document image of the permit documents and plans will be retained as a permanent record for the life of the structure.

**15.04.140 Building permit-fees.**

Building permit fees shall be prescribed in Section 304 of the Uniform Administrative Code, except buildings shall be valued as determined by the Building Official. The value to be used in computing the building permit and building plan review fees shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment.

**15.04.150 Fees for plan checking, inspections and/or related permits.**

The city council shall establish a schedule of fees, as found in the master fee schedule, to be charged and collected for plan checking, inspection services performed, and for the issuance of permits. A copy of these fee schedules shall be kept in the office of the city clerk and shall be available for public inspection in all city offices where permits are issued.

**15.04.160 CBC Section 111.1 amended and CRC Section R110.1-Certificate of occupancy Required.**

CBC Section 111.1 and CRC Section R110.1 shall be amended to add:  
No building or structure shall be used or occupied without a certificate of occupancy. Such a certificate shall not be issued until compliance with all city requirements has been met. Occupying or using a structure without this approval constitutes a public nuisance.

**15.04.170 CBC Section 111.1 amended and CRC Section R110.1 -Certificate of occupancy-Requirements.**

CBC Section 111.1 and CRC Section R110.1 shall be amended to add:

A certificate of occupancy shall not be issued until all applicable city ordinances, resolutions, regulations and the conditional use permit conditions have been complied with.

**15.04.180 CBC Section 110.3.10-amended and CRC Section R109.2- Final inspection.**

CBC Section 110.3.10 and CRC Section R109.2 shall be amended to read as follows:

Final Inspection: To be made after final grading and the building is completed and ready for occupancy. This shall mean all electrical, plumbing and mechanical complete and ready for occupancy, as well as all floor covering installed and painting completed, as well as any required exterior landscaping complete with house, sidewalks and streets cleaned.

**15.04.190 California Building Code and California Residential Code amended-roofing.**

CBC Sections 1505.1, 1403.4 and 1510.1 and CRC Section R902.1 are amended as follows:

CBC Sec. 1505.1 and CRC Section R902.1 is amended to add the following:  
All materials applied as roof covering shall have a fire rating of class "B" or better.

CBC Sec.1403.4 and CRC Section R902.1 is amended to add the following:  
All roof materials applied as exterior wall covering shall have a fire rating of class "B" or better.

CBC Sec. 1510.1 and CRC Section R902.1 Re-roofing, is amended to add the following:  
All materials applied as roof covering for re-roofing shall have a fire rating of class "B" or better, when 50% or more of an existing roof is replaced.

**15.04.195 California Building Code amended- satellite dish antennas.**

CBC Section 105.2 is amended as follows:

14. Satellite dish antennas are exempt from building permit, except when attached to roof or pole mounted above 15 feet.

**15.04.200 California Building Code amended- standard plans.**

The following is added to CBC Section 107.1 and CRC Appendix AE302.2:

Standard Plans: The Building Official may approve a set of plans for a building or structure as a "standard plan", provided the applicant has made proper application, submitted complete sets of plans, and paid the Plan Review Fee as required by CBC Section 109 and Uniform Administrative Code Section 304.3.

When it is desired to use an approved "standard plan" for an identical structure, two plot plans and one duplicate plan shall be submitted, and Plan Review Fee equal to one-half of the full Plan Review Fee required in Uniform Administrative Code Section 304.3 shall be paid at the time application is made for such identical structure. Such duplicate plans shall be compared, stamped, and kept on the job as required by CBC Section 107.5. In case of any deviation whatsoever from this standard plan, complete plans, together with a full Plan Review Fee, shall be submitted for the proposed work, as required by Section 107.3, 107.4 and 108 respectively.

Standard plans shall be valid for a period of one (1) year from the date of approval. This period may be extended by the Building Official when there is evidence that the plan may be used again.

**15.04.210 California Electric Code amended-service panels.**

California Electric Code Section 230.79 (C) is amended to add:

All new single-family dwellings will be equipped with two hundred amp main service panels, minimum.

**15.04.215 California Plumbing Code amended-water supply piping.**

California Plumbing Code Section 604.1 is amended to add:

A. An approved type of polyethylene or P.V.C. water supply piping will be acceptable except that the first ten feet of pipe from a structure shall be copper pipe, buried as per Uniform Plumbing Code. This is required to insure a proper Ground is provided.

**15.04.220 Uniform Administrative Code Section 204 amended- new materials, appeals.**

Uniform Administrative Code Section 204 is changed to read:

- (a) Appeals, New Materials, Processes, or Occupancies which may require permits.
- (b) The City Manager, the Building Official, the Fire Chief, and any other affected person shall act as a committee to determine suitability of alternative materials, processes or responsible interpretations of adopted codes.
- (c) When it is claimed that the provisions of any code adopted herein do not apply or that the true intent and meaning has been misconstrued or wrongly interpreted, the applicant may appeal the decision of the committee to the Board of Appeals within thirty (30) days after the committee's written decision.

**15.04.230 California Fire Code - Section 104.11.4 added-hazard abatement.**

California Fire Code Section 104.11.4 is added as follows:

Section 104.11.4 Abatement of Hazards. In situations where immediate abatement of a fire hazard is required, the Fire Chief shall have the authority to order such abatement and shall cause the expense of such abatement and/or action to become

a lien upon the property affected. All affected persons shall be notified of actions taken as soon as possible.

**15.04.240 California Fire Code -Section 105.1.4 added-fees.**

California Fire Code Section 105.1.4 is added as follows:

Section 105.1.4 Fees for Plan Checking, Inspections, Permits. The City Council shall establish a schedule of fees, as found in the Master Fee Schedule, to be charged and collected for plan checking and inspection services performed and for the issuance of permits. A copy of these fee schedules shall be kept in the office of the city clerk and shall be available for public inspection in all city offices where permits are issued.

**15.04.270 California Fire Code-Section 503.1.4 added-access way parking.**

California Fire Code Section 503.1.4 is added as follows:

Access - Parking May Be Prohibited. If, in the judgment of the Fire Chief, it is necessary to prohibit vehicular parking along private driveways and other access ways devoted to public use in order to keep them clear and unobstructed, he may require the owner, lessee, or other person in charge of the premises to paint the curbs red, or install signs, or give other appropriate notice to the effect that parking is prohibited. It shall thereafter be unlawful for any such owner, lessee, or other person in charge to fail to install and maintain in good condition the form of notice so prescribed. When areas are marked or signed as prescribed herein, it shall be unlawful for any person to park or leave standing a vehicle adjacent to any such curb marking or contrary to such sign.

**15.04.295 California Fire Code-Section ~~903.2.18~~ 903.3.1.1.1 added-sprinklers above storage areas.**

California Fire Code Section ~~903.2.18~~ 903.3.1.1.1 is added as follows:

In all rooms containing combustible waste storage and above all combustible waste storage areas within ten (10) feet of a building or roof overhang. Such sprinklers may be connected to the domestic water supply provided the piping is sufficient to supply the area. If there is no ceiling a heat baffle plate shall be provided not more than six (6) inches above the sprinkler head.

**15.04.300 California Fire Code-Section ~~903.2.19~~ 903.2.11.3 added-sprinklers in tall or large buildings.**

California Fire Code Section ~~903.2.19~~ 903.2.11.3 is added as follows:

903.2.20 Tall or Large Commercial Buildings. In all non single family residential buildings in excess of two stories or 30 feet in height, or where the total floor area of all stories, basement and mezzanines of a building exceeds 3,600 square feet in area shall be equipped throughout with an approved automatic fire sprinkler system.

**15.04.360 Fire code-outside aboveground storage limits.**

The limits referred to in California Fire Code Section 3404.2.9.6.1 5704.4, in which storage of flammable or combustible liquids in outside aboveground tanks is prohibited, are established as follows:

A. All areas except commercial sites where, in the opinion of the chief, no undue hazard to life or property exists;

B. Construction Sites. Tanks must comply with all other appropriate sections of the fire code and have a maximum capacity of five hundred fifty gallons.

**15.04.370 California Fire Code-Section 905.4.3 added-hose connections in large or multiple story buildings.**

California Fire Code Section 905.4 Item 3 is added as follows:  
Additional local design criteria includes:

A. Hose connections are required in all buildings having floor area more than one hundred lineal feet from the nearest vehicular access point. Hose connections shall be designed to the following standards: 1. Hose connections may be used in place of hose cabinets and feature two and one-half gated (globe) valves with national hose standard thread. They shall be properly braced and are to be located where accessible but protected, as much as possible, from mechanical damage from equipment.

B. Standpipes are required in multiple story buildings having floor area more than one hundred lineal feet from the nearest vehicular access point. Hose connections shall be designed to the following standards: 1. Class I standpipe systems, as defined in Fire Prevention Standard 89-35, will be required. If the building is equipped with automatic sprinklers, the system may be designed as a combined system in accordance with National Fire Code Standard 14 and Fire Prevention Standard 89-35.

**15.04.380 Electric access gates.**

A. When access to or within a multi-unit residential structure or multi-unit residential area is impeded by an electronically or electrically secured gate, such electronically or electrically secured gate shall be constructed and maintained in accordance with plans approved by the fire chief and police chief. The chiefs shall not approve such plans unless the plans allow emergency vehicles and emergency personnel to open such electronically secured gate by city approved radio equipment used by emergency vehicles or personnel.

B. On or before February 15, 2008, all existing electronically or electrically secured gates that impede access to a multi-unit residential structure or multi-unit residential area shall either be (a) removed, or (b) constructed and maintained in accordance with plans approved by the police chief and fire chief.

**SECTION 3. Filing with the CBSC.** A copy of this Ordinance and Suisun City Municipal Code Chapter 15.04 shall be filed with the California Building Standards Commission in accordance with Health and Safety Code Section 17958.7.

**SECTION 4. Severability and Validity.** If any section, subsection, paragraph or sentence of this Ordinance, or any part thereof, is for any reason found to be unconstitutional, invalid or beyond the authority of the City of Suisun City by a court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

**SECTION 5. Effective Date.** In accordance with California Government Code Section 36937, this Ordinance shall take effect and be in force on the thirty-first (31<sup>st</sup>) day after adoption.

**SECTION 6. Publication.** In accordance with Section 36933 of the Government Code of the State of California, this ordinance shall be posted in three (3) public places within the City prescribed by ordinance within fifteen (15) days after its passage, there being no newspaper of general circulation printed and published within the City.

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By: Pete Sanchez, Mayor

#### **CERTIFICATION**

I, Linda Hobson, City Clerk of the City of Suisun City and ex-officio Clerk of the City Council of said City, do hereby certify that the above and foregoing ordinance was introduced at a regular meeting of the said City Council held on Tuesday, November, 19, 2013 and regularly passed and adopted at a regular meeting of said City Council held on Tuesday, \_\_\_\_\_, by the following vote:

**AYES:** Councilmembers:  
**NOES:** Councilmembers:  
**ABSENT:** Councilmembers:  
**ABSTAIN:** Councilmembers:

WITNESS my hand and the seal of said City this \_\_\_ day of \_\_\_ 2013.

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Linda Hobson, CMC,  
City Clerk