



CITY COUNCIL

Pedro "Pete" M. Sanchez, Mayor  
Lori Wilson, Mayor Pro-Tem  
Jane Day  
Michael J. Hudson  
Michael A. Segala

CITY COUNCIL MEETING

First and Third Tuesday  
Every Month

## A G E N D A

**REGULAR MEETING OF THE  
SUISUN CITY COUNCIL  
SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE  
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,  
AND HOUSING AUTHORITY  
TUESDAY, APRIL 19, 2016  
7:00 P.M.**

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

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**NOTICE**

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

(Next Ord. No. – 740)  
(Next City Council Res. No. 2 016 – 22)  
Next Suisun City Council Acting as Successor Agency Res. No. SA2016 – 02  
(Next Housing Authority Res. No. HA2016 – 02)

**ROLL CALL**

Council / Board Members  
Pledge of Allegiance  
Invocation

**PUBLIC COMMENT**

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

**CONFLICT OF INTEREST NOTIFICATION**

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

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

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

DEPARTMENTS: AREA CODE (707)

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

**PRESENTATIONS/APPOINTMENTS**

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

3. Presentation of Proclamation to Nadirah Jones, Funds and Education Officer, Women Inspiring Girls to Grow, Inc., Celebrating the “5<sup>th</sup> Annual Girls’ Day Conference #NoFILTER”.
4. Presentation of Proclamation to Marian Harry, Walk MS Planning Committee Chairperson & Group Facilitator, Proclaiming April 23, 2016 as “Walk MS Solano County Day”.
5. Presentation of Proclamation to Henry Beecher, Vice-President, Solano Community Foundation Board, Proclaiming May 3, 2016 as “Give Local Solano” Day.
6. Presentation of Proclamation to the Police Department, Proclaiming the Week of April 10, 2016 as “National Public Safety Dispatchers Week” in Suisun City.

**CONSENT CALENDAR**

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

**City Council**

7. Council Adoption of Resolution No. 2016-\_\_\_: Approval of the Travis Air Force Base Community Partnership Memorandum of Understanding (MOU) – (Bragdon).
8. Council Adoption of Resolution No. 2016-\_\_\_: Accepting the 2017 Cost Allocation Plan and Analysis – (Anderson).
9. Council Adoption of Resolution No. 2016-\_\_\_: Accepting the Comprehensive Annual Financial Report and Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2014-15 – (Anderson).

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

10. 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 April 5, 2016 – (Hobson).

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

11. Council/Agency approval of the March 2016 Payroll Warrants in the amount of \$384,452.64. Council/Agency Approval of the March 2016 Payable Warrants in the amount of \$1,284,037.72 – (Finance).

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

12. Council Adoption of Resolution No. 2016-\_\_\_: Supporting the Designation of the Solano Recycling Market Development Zone (RMDZ) – (McSorley).
13. Discussion and Direction: Fireworks Sales Funding Arrangements for Non-Profit Sellers. – (O’Brien/Anderson).

**PUBLIC HEARINGS**

**CLOSED SESSION****City Council**

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

**14. 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.

**CONVENE OPEN SESSION**

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

**ADJOURNMENT**

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

***PLEASE NOTE:***

1. The City Council/Agency/Authority hopes to conclude its public business by 11:00 P.M. Ordinarily, no new items will be taken up after the 11:00 P.M. cutoff and any items remaining will be agendized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.
2. Suisun City is committed to providing full access to these proceedings; individuals with special needs may call 421-7300.
3. Agendas are posted at least 72 hours in advance of regular meetings at Suisun City Hall, 701 Civic Center Boulevard, Suisun City, CA. Agendas may be posted at other Suisun City locations including the Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA, and the Suisun City Senior Center, 318 Merganser Drive, Suisun City, CA.

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of April 19, 2016 was posted and available for review, in compliance with the Brown Act.

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Office of the Mayor

Suisun City, California

# Proclamation



**WHEREAS**, Women Inspiring Girls to Grow, Inc. (WIGG), a non-profit organization founded in 2007, provides girls from all walks of life a place where they can go to for support, mentorship, encouragement and guidance; and

**WHEREAS**, all girls and women should have the opportunity to learn, grow, and achieve their full potential and to be seen as equals in the eyes of others and in their own eyes; and

**WHEREAS**, WIGG sees greatness in each girl and strives to be the conduit that helps transform these young women's dreams into reality; and

**WHEREAS**, the guidance and mentoring provided by members of WIGG provides a strong foundation for girls to build upon as they begin their journey toward personal and professional success; and

**WHEREAS**, WIGG is hosting the 5<sup>th</sup> Annual Girls' Day Conference on April 30<sup>th</sup>, 2016 from 10:00am to 3:00pm at the Joseph P. Nelson Community Center in Suisun City; and

**WHEREAS**, this year's theme #NoFilter focuses on being confident in who you are and who you are destined to be, motivating and empowering girls to become intelligent, confident women with a bright and prosperous future.

**NOW, THEREFORE**, I, Pete Sanchez, Mayor of Suisun City, hereby proclaim April 30, 2016 as:

**"WOMEN INSPIRING GIRLS TO GROW, INC - GIRLS DAY"**

in the City of Suisun City, and encourage residents to support WIGG's mission to help at risk middle school and high school girls obtain a college degree through mentorship, life skills training and professional development.

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

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

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

DATE: April 19, 2016



*Office of the Mayor*

**Suisun City, California**

# Proclamation



**WHEREAS**, an unpredictable, often disabling disease of the central nervous system, Multiple Sclerosis (MS) disrupts the flow of information between an individual's body and brain affecting an estimated 2.3 million people worldwide; and

**WHEREAS**, often first diagnosed in individuals aged 20-50, MS is the most common neurological disease leading to disability in young adults; and

**WHEREAS**, the National Multiple Sclerosis Society address the challenges of each person affected by MS by funding cutting-edge research, driving change through advocacy, facilitating education and providing programs and services designed to help people with MS and their families move forward with their lives; and

**WHEREAS**, Walk MS events raise \$50 million a year to help people with MS move forward with their lives and end MS forever, with more than 330,000 people participating in events held in every single state; and

**WHEREAS**, Walk MS Solano County will be held at the Suisun City Waterfront District where hundreds of walkers are expected to come out and help raise funds that will support direct services for the more than 84,000 people affected by MS in Northern California and research to stop progression, restore lost function and end MS forever.

**NOW, THEREFORE**, I, Pete Sanchez, Mayor of Suisun City, hereby proclaim April 23<sup>rd</sup>, 2016 as:

## **WALK MS SOLANO COUNTY DAY**

in the City of Suisun City, and encourage residents to recognize and support efforts to diagnose, treat, and manage this disorder.

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

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

DATE: \_\_\_\_\_

*Office of the Mayor*

**Suisun City, California**

# Proclamation



**WHEREAS**, numerous local nonprofit philanthropic organizations enhance the quality of life of the residents of Suisun City; and

**WHEREAS**, May 3, 2016 is established nationally as Give Local America Day; and

**WHEREAS**, the Solano Community Foundation is leading this philanthropic giving campaign in Solano County called Give Local Solano; and

**WHEREAS**, Give Local Solano is a day to celebrate philanthropy and build a stronger community; and

**WHEREAS**, the nonprofit philanthropic sector in Solano County adds immeasurably to the wellbeing of the citizens of Suisun City by addressing basic human needs, child development, education, the arts, senior citizens, and the environment.

**NOW, THEREFORE**, I, Pete Sanchez, Mayor of Suisun City, hereby proclaim May 3, 2016 as:

**"Give Local Solano Day"**

in the City of Suisun City, and urge all residents to recognize and support the good that local nonprofits do by donating generously to them during this special day.



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

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

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

DATE: April 19, 2016

*Office of the Mayor*

**Suisun City, California**

# Proclamation



**WHEREAS**, dedicated Public Safety Dispatchers daily serve the citizens of Suisun City by answering their requests for law enforcement, fire and emergency medical services by dispatching the appropriate assistance as quickly as possible; and

**WHEREAS**, the professional Public Safety Dispatcher is that vital link between the citizen or victim and the public safety provider who may apprehend a criminal, save their possessions from fire, save their life or the life of a loved one; and

**WHEREAS**, the safety of our officers and firefighters is dependent upon the quality and accuracy of information obtained by the dispatcher and the dispatcher's activities providing radio, telephone and computer services; and

**WHEREAS**, the critical functions performed by professional dispatchers also include those related to highway safety, road maintenance, public utilities and other services that affect the health and safety of our citizens; and

**WHEREAS**, emergencies can strike at any time, we rely on the vigilance and preparedness of these individuals 24 hours a day, 365 days a year; and

**WHEREAS**, in the past year, our Public Safety Dispatchers answered 10,275 incoming 911 calls, 34,975 incoming non-emergency calls, and made 23,100 outgoing calls. A total of 34,722 incidents were entered into the computer aided dispatch system. This is all in addition to communicating on the police and fire radio channels, processing all police records, and handling requests in the police department lobby while often working solo.

**NOW, THEREFORE**, I, Pete Sanchez, Mayor of Suisun City, hereby proclaim the week of April 10, 2016 as:

## **NATIONAL PUBLIC SAFETY DISPATCHERS WEEK**

in the City of Suisun City, in honor of those whose diligence and professionalism help keep our community and citizens safe.

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

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

## AGENDA TRANSMITTAL

**MEETING DATE:** April 19, 2016

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**COUNCIL AGENDA ITEM:** Council Adoption of Resolution No. 2016-\_\_\_\_: Approval of the Travis Air Force Base Community Partnership Memorandum of Understanding (MOU).

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**FISCAL IMPACT:** None.

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**BACKGROUND:** The City of Suisun City has a long history of supporting and partnering with Travis Air Force Base. Members of the Council and staff participate in the Travis Community Consortium (TCC), TRAF, and Honorary Commanders program, as well as advocacy efforts. In 2014, Travis Air Force Base requested that Solano County, the cities within the County, and Solano Economic Development Corporation (EDC) to participate in the Air Force Community Partnership Program (previously referred to as P4, Public-Public; Public-Private). This MOU memorializes the City's existing relationship with Travis Air Force Base and establishes the Travis Community Partnership Leadership Committee for the purpose of further promoting partnerships and collaboration between Travis Air Force Base, Solano County, the cities in Solano County, and Solano EDC.

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**STAFF REPORT:** Travis Air Force Base (AFB) is the largest employer in Solano County. In 2013, Travis Air Force Base contributed more than \$1.6 billion to Solano County in the form of purchases, creating jobs, and procuring services and commodities from local businesses. Partnerships and collaboration between Travis AFB, Solano County, and local municipalities is critical to the ongoing health of Travis AFB, as well as the health of our local and regional economy.

The purpose of the Travis Air Force Base Community Partnership Memorandum of Understanding (MOU) is to memorialize and further partnerships and collaboration between Travis AFB, Solano County, all seven cities within Solano County, and the Solano EDC. The MOU provides an ongoing framework to identify requirements among the partners and to develop collaborative solutions under the coordination of the Travis Community Partnership Leadership Committee.

The Leadership Committee provides strategic-level vision, decision making and oversight in support of the MOU. It should include, but not be limited to, Travis AFB Wing Commander, City Mayors, Chair of the County Board of Supervisors or designated representative, City Managers and the County Administrator, and President of the Economic Development Corporation, or their designated representatives.

This community partnership offers a means to leverage the capabilities and resources of Travis AFB, local governments, and/or nonprofit and commercial entities in order to enhance mission effectiveness, create efficiencies or economies of scale, and/or reduce costs.

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**PREPARED BY:**

Ronald C. Anderson, Jr., Assistant City Manager

**APPROVED BY:**

Suzanne Bragdon, City Manager

Some initial projects and early successes that have arisen from the public-public/public-private partnership with Travis AFB include:

- Travis AFB secured funding for and constructed a training facility that will enable the cities of Solano County to train with Travis AFB under scenarios that include hostage situations, active shooters and bomb detection.
- Vacaville approved changes that will enable active duty military at Travis AFB to qualify for resident rates.
- Solano County is leading a team responsible for designing a new civil engineering complex at Travis Air Force Base.
- Fairfield is leading a team to address Travis' aging water system.

The attached MOU builds on these successes and memorializes the necessary organizational framework to develop, oversee, and implement future partnership initiatives.

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**STAFF RECOMMENDATION:** Council Adoption of Resolution No. 2016-\_\_\_\_: Approval of the Travis Air Force Base Community Partnership Memorandum of Understanding (MOU).

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**ATTACHMENTS:**

1. Resolution No. 2016-\_\_\_\_: Approval of the Travis Air Force Base Community Partnership Memorandum of Understanding (MOU).
2. Travis Air Force Base Community Partnership Memorandum of Understanding.

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
APPROVING THE TRAVIS AIR FORCE BASE COMMUNITY PARTNERSHIP  
MEMORANDUM OF UNDERSTANDING**

**WHEREAS**, it is important for the City to be informed and active in the efforts to retain and enhance the operations of Travis Air Force Base; and

**WHEREAS**, Travis Air Force Base is the largest employer in Solano County and in 2013, Travis Air Force Base contributed more than \$1.6 billion to Solano County in the form of purchases, creating jobs, and procuring services and commodities from local businesses; and

**WHEREAS**, the City of Suisun City has a long history of supporting, collaborating and partnering with Travis Air Force Base, and participating in advocacy efforts on behalf of the Base as a member of the Travis Community Consortium and TRAF; and

**WHEREAS**, in 2014, Travis Air Force Base requested Solano County, the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville and Vallejo, and Solano Economic Development Corporation to participate in the Air Force Community Partnership Program to enhance mission viability and improve quality of life for Travis Air Force Base members, while implementing collaborative projects that provide mutual benefit to local government; and

**WHEREAS**, the attached Memorandum of Understanding memorializes the City’s existing relationship with Travis Air force Base and establishes the Travis Community Partnership Leadership Committee for the purpose of promoting partnerships and collaboration between Travis AFB, Solano County, local municipalities and Solano EDC, with the intent of sustaining and increasing the military value of Travis AFB and supporting the economic vitality and quality of life that is derived from Travis.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Suisun City does hereby approve the Travis Air Force Base Community Partnership Memorandum of Understanding.

**PASSED AND ADOPTED** at a regular meeting of the Suisun City Council, duly noticed and held on Tuesday the 19<sup>th</sup> day of April 2016 by the following vote:

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

**WITNESS** my hand and the seal of said City this 19<sup>th</sup> day of April 2016.

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

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**TRAVIS AIR FORCE BASE COMMUNITY PARTNERSHIP  
MEMORANDUM OF UNDERSTANDING**

31 Mar 2016

**A. PURPOSE**

This Memorandum of Understanding (MOU) establishes the Travis Community Partnership Leadership Committee. The purpose of this agreement is to promote partnerships and collaboration between Travis Air Force Base (AFB), Solano County, and local municipalities.

**B. MISSION**

The MOU provides an ongoing framework to identify requirements among the partners and to develop collaborative solutions. The coordinated efforts are intended to enhance Travis AFB's ability to conduct the Department of Defense's future mission capabilities while supporting the economic vitality and quality of life in the region. This community partnership offers a means to leverage the capabilities and resources of Travis AFB, local governments, and/ or nonprofit and commercial entities in order to enhance mission effectiveness, create efficiencies or economies of scale, or reduce costs thus enhancing the quality of life of our respective communities.

**C. STRUCTURE**

This MOU establishes the Leadership Committee, which includes both decision-making and staff-/action-officer support to the identification, development, implementation, revision and, when necessary, the conclusion of mutually beneficial partnerships.

- The Leadership Committee provides strategic-level vision, decision-making and oversight in support of this MOU. Likewise, the Leadership Committee will set priorities, an outlook, ongoing agenda, and appoint a chair for each meeting. Leadership Committee members should include but not be limited to: Travis AFB Wing Commander, City Mayors, Chair of the County Board of Supervisors or designated representative, City Managers and the County Administrator, and President of the Economic Development Corporation, or their designated representatives. As necessary, these members, or their designated representatives, will work within the limitations set by their legal structures to secure the necessary approvals or authority from their organization to implement decisions of the Leadership Committee.
- The Leadership Committee will appoint an Executive Secretary. The Executive Secretary will coordinate meeting locations and attendance; record the Leadership Committee agenda, produce meeting presentation materials, and record and distribute minutes (Working Groups prepare their own reports).
- The Leadership Committee will establish and task working groups as needed to support the development of partnership activities. They will address tactical-level coordination and develop recommended courses of action. Working Groups should consist of creative, senior individuals who are able to advise on policy, organizational capabilities, and insight into how their organization can support a partnership opportunity. However, it is recognized that from time to time these individuals will be unable to attend all meetings. Therefore, each member may

delegate another individual with similar authority from their organization as their representative to the Working Group.

**D. SUPPORTING ORGANIZATIONS**

The Leadership Committee should coordinate its efforts, as required, with other Federal, state, and local government entities. In addition, as appropriate, the Leadership Committee should involve economic development organizations, academia, and business organizations for their advice, recommendations, planning support, and project assistance. It should remain cognizant at all times of the potential for such coordination efforts to create appearances of or actually perpetuate favoritism or endorsement of non-federal entities, in violation of the Joint Ethics Regulation, and take affirmative steps to avoid the same.

**E. GUIDING PRINCIPLES**

- The Leadership Committee is a consensus-based collaborative body. Therefore voting is unnecessary, and will not be required.
- The Leadership Committee will not engage in lobbying or other political activity.
- Participation in the Leadership Committee shall not impede otherwise direct communication and other coordination between individual members.
- It is recognized that each Leadership Committee member may take actions that are in the best interests of his or her respective organization, and that actions of the members shall be consistent with their own organizational interest(s). In the event of conflicting interests, the Leadership Committee members will strive to resolve any conflict, consistent with individual member organization's goals, priorities, and constraints.
- No member is authorized to speak for, or make any representations to the public or others, on behalf of the Leadership Committee.
- No member has the authority to commit expenditure of funds or significant amounts of agency staff time of their organization unless expressly authorized by their organization.

**F. MEETING SCHEDULE AND AGENDA**

- The Leadership Committee will meet quarterly unless convened sooner for a special matter by agreement of the Committee members.
- The meetings will provide the Leadership Committee the opportunity to:
  - Manage the development and implementation of partnerships by supporting the Working Group(s) with resources and guidance
  - Identify new partnerships through open discussions of shared challenges
  - Review and revise existing partnerships to ensure they are having the desired impact
  - When necessary, discuss the termination of a partnership

- Meeting agenda will include, but not be limited to, the following:
  - Agenda items submitted through the Working Groups
  - Updates from Working Groups
  - Objective prioritization and tracking of projects
  - New partnering opportunities
  - Partnership agreement-signing ceremonies and media events as appropriate

**G. FINANCIAL MATTERS**

Each Party to this MOU is responsible for all costs of its own personnel, including pay and benefits, support, and travel. Each Party is responsible for supervising and managing its own personnel. Further, this MOU neither documents nor provides for the exchange of funds or manpower between the Parties, and does not make any commitment of funds or resources by a party hereto.

Changes, updates, or modifications to this MOU will be addressed through and approved in writing by the Leadership Committee.

\_\_\_\_\_  
Commander

\_\_\_\_\_  
Solano County

\_\_\_\_\_  
Benicia

\_\_\_\_\_  
Dixon

\_\_\_\_\_  
Fairfield

\_\_\_\_\_  
Rio Vista

\_\_\_\_\_  
Suisun City

\_\_\_\_\_  
Vacaville

\_\_\_\_\_  
Vallejo

\_\_\_\_\_  
Solano Economic Development Corp.

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## AGENDA TRANSMITTAL

**MEETING DATE:** April 19, 2016

**CITY AGENDA ITEM:** Council Adoption of Resolution No. 2016-\_\_\_\_: Accepting the 2017 Cost Allocation Plan and Analysis.

**FISCAL IMPACT:** Upon adoption of the resolution, the City can utilize the analysis to allocate applicable support costs to non-General Fund activities in FY 2016-17. The net impact compared with FY 2015-16 would be an increase to FY 2016-17 General Fund revenues of about \$27,500.

**BACKGROUND:** With the adoption of the FY 2015-16 Annual Budget, the City Council set aside funding for several fiscal studies to ensure that the City is optimizing cost recovery. These studies include the following:

- **Cost Allocation Plan (CAP)** which recovers overhead costs for services provided by certain General Fund programs to other City, Agency, Authority, and SSWA programs.
- **User Fee Study (UFS)** which recovers costs for fee-based City activities such as planning, building, recreation, marina, etc.
- **Development Impact Fee Study (DIFS)** which collects the portion of new City facilities that allocates the fair share of these costs to new development.

The City contracted with MGT of America, Inc. to perform critical cost analyses for the City in order to update our central services cost allocation plan. The last cost allocation study was prepared back for the FY 2001-02 Annual Budget.

The central services cost allocation plan calculates the full cost of overhead services and assigns them to benefiting departments in a manner that is fair, equitable, and supportable. The analysis is prepared in accordance with the cost principles set forth in Office of Management and Budget circular OMB A-87, as well as California Constitutional requirements. It is completely transparent to all reviewers: internal operations, external agencies, and the general public. This analysis is also relied upon to develop user fees to recover some or all of the costs of providing services to the public. The City Council will have an opportunity to update user fees when that study (being prepared by Matrix Consulting Group) is presented to the City Council in late May.

**STAFF REPORT:** MGT America has prepared the 2017 Cost Allocation Plan. Applicable cost-recovery revenues that will accrue to the General Fund for FY 2016-17 would be about \$819,500 compared with about \$792,000 in FY 2015-16. Even though it has been 15 years since the last plan was updated, this minimal increase was expected, because while inflation has increased costs since 2001, the overall General Fund budget has suffered staff reductions of nearly 20% over the same period. Further the base year used in the 2017 CAP was FY 2014-15, when a 2.5% salary concession was still in place. Staff plans to conduct annual updates to the CAP to capture optimum cost recovery. For example next year's CAP will be based on the FY 2015-16 Actual expenditures.

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

Elizabeth N. Luna, Accounting Services Manager  
 Ronald C. Anderson, Jr., Assistant City Manager  
 Suzanne Bragdon, City Manager

The CAP allocates the costs for the following service providers: City Council, City Clerk, City Treasurer, City Manager, Administrative Services Department, and Non-Departmental.

The costs are allocated to all activities of the City, Agency, Authority, and SSWA. Some of these activities are General Funded, so no charges are made to recover such costs (no need for the General Fund to bill the General Fund for services provided by the General Fund to the General Fund). The costs for services provided to activities such as Successor Agency, Housing Authority, SSWA, Gas Tax, Sewer, Storm Drain, Marina, etc. are recovered through interdepartmental charges that become revenues to the General Fund. The overall plan is 105 pages long, and virtually every page consists of allocation tables. Attachment 2 is a copy of the Table of Contents, as well as the Summary Schedule.

Acceptance of the 2017 Cost Allocation Plan would ensure that the City can demonstrate that it is in conformance with Office of Management and Budget circular OMB A-87, as well as California Constitutional requirements. It is also a prerequisite to the User Fee Study.

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**STAFF RECOMMENDATION:** It is recommended that the City Council adopt Resolution No. 2016-\_\_\_\_: Accepting the 2017 Cost Allocation Plan and Analysis.

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**ATTACHMENTS:**

1. Resolution No. 2016-\_\_: Adopting Resolution No. 2016-\_\_\_\_: Accepting the 2017 Cost Allocation Plan and Analysis.
2. 2017 Table of Contents and Summary Schedule.

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
ACCEPTING THE 2017 COST ALLOCATION PLAN AND ANALYSIS**

**WHEREAS**, Office of Management and Budget Circular A-87 requires that the City prepare a cost allocation plan (CAP) to allocate administrative overhead costs that it wishes to recover from non-General Fund activities such as grant-funded costs; and

**WHEREAS**, the last time the CAP was updated was 2002; and

**WHEREAS**, this analysis is also relied upon to develop user fees to recover some or all of the costs of providing services to the public, which also need to be updated for the first time in over a decade; and

**WHEREAS**, the net impact compared with FY 2015-16 would be an increase to FY 2016-17 General Fund revenues of about \$27,500.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City hereby accepts the 2017 Cost Allocation Plan and analysis, and directs staff to apply them in the FY 2016-17 Annual Budget.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Suisun City held on Tuesday the 19<sup>th</sup> day of April 2016 by the following vote:

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

**WITNESS** my hand and the seal of said City this 19<sup>th</sup> day of April 2016.

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

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CITY OF SUISUN CITY, CALIFORNIA

2017 FULL COST ALLOCATION PLAN - NET RESULTS

APRIL 2016

*Based on 2014/2015 Actual Expenditures*



OF AMERICA, INC.

2251 Harvard Street, Suite 134, Sacramento, CA 95815

ph: 916.443.3411 fax: 916.443.1766

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

**CITY OF SUISUN CITY**  
**FULL COST ALLOCATION PLAN - NET**

2015  
 12/3/2015

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5 Incoming Costs			39
5 CITY TREASURER	Cash in Bank, June 30, 2015		40
5 Allocation Summary			41
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<b>010 1710 CITY MANAGER</b>			
6 Department Costs			45
6 Incoming Costs			46
6 CM - EXPENDITURES	2014/15 Actual Expenditures		47
6 CM - FTE'S	Number of FTE's		48
6 CM - Direct Charges	Direct charges to Departments/ Funds		51
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<b>010 1810 FINANCE ADMIN</b>			
7 Department Costs			57
7 Incoming Costs			58
7 FINANCE ADMIN	# of FTE's Supervised		59
7 Allocation Summary			60
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**CITY OF SUISUN CITY  
FULL COST ALLOCATION PLAN - NET**

<b>010 1815 INVESTMENTS PROGRAM</b>		
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8 Incoming Costs		63
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8 Allocation Summary		65
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<b>010 1820 ACCOUNTING PROGRAM</b>		
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	Total Actual Expenditures	
	Total Actual Expenditures	
	Number of FTE's	

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CITY OF SUISUN CITY  
FULL COST ALLOCATION PLAN - NET

Summary Schedule

Department	010 1025 Elections	010 1920 ANIMAL SHELTER	010 2310 PD Chief Office	010 2320 PD/Support Svc	010 2326 Code Enforce Pr	010 2350 Police Ops.	010 2610 Fire Ops Divisn	010 2620 Emergency Prep	010 3310 Bldg & Saftey Pr	010 3410 Curr/Adv Plannng
1 CIVIC CENTER DEPRECIATION	\$0	\$0	\$0	\$0	\$0	\$22,756	\$0	\$0	\$3,327	\$3,620
2 010 1010 CITY COUNCIL	116	126	8,494	2,175	417	10,545	5,467	9	1,422	11,850
3 010 1020 CITY CLERK	77	84	1,447	1,458	280	7,069	2,072	6	599	512
5 010 1030 CITY TREASURER	0	0	0	0	0	0	0	0	0	0
6 010 1710 CITY MANAGER	110	120	3,293	11,941	2,865	37,193	6,649	8	2,518	2,936
7 010 1810 FINANCE ADMIN	0	0	0	0	0	0	0	0	0	0
8 010 1815 INVESTMENTS PROGRAM	0	0	0	0	0	0	0	0	0	0
9 010 1820 ACCOUNTING PROGRAM	269	293	5,022	5,060	971	24,530	7,190	21	2,080	1,775
10 010 1830 UTILITY BILLING	0	0	0	0	0	0	0	0	0	0
11 010 1910 NON-DEPARTMENTAL	194	212	3,946	6,207	1,339	24,735	6,150	15	1,933	1,853
20 010 3350 Building Maint.	0	0	2,660	21,282	5,320	58,524	7,981	0	3,591	4,762
<b>Total Current Allocations</b>	<b>\$766</b>	<b>\$836</b>	<b>\$24,864</b>	<b>\$48,123</b>	<b>\$11,193</b>	<b>\$185,351</b>	<b>\$35,508</b>	<b>\$59</b>	<b>\$15,470</b>	<b>\$27,308</b>

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CITY OF SUISUN CITY  
FULL COST ALLOCATION PLAN - NET

Summary Schedule

Department	010 3420 Gen Plan Update	010 3472 BAYREN- ABAG	010 3505 Econ Dev/GF	010 6005 PW ADMIN	010 6007 PW- SSWA SUPPORT	010 6010 ENGINEERN G SUPPT	010 6330 Landscape Maint	010 8610 Recreation Prog	010 8613 CRYSTAL PM PROG	010 8615 Dan O Root Prog
1 CIVIC CENTER DEPRECIATION	\$0	\$0	\$0	\$0	\$0	\$5,323	\$0	\$0	\$0	\$0
2 010 1010 CITY COUNCIL	168	0	4,112	307	368	625	500	1,083	41	172
3 010 1020 CITY CLERK	112	0	279	206	247	419	336	726	27	115
5 010 1030 CITY TREASURER	0	0	0	0	0	0	0	0	0	0
6 010 1710 CITY MANAGER	160	0	4,632	1,094	1,091	1,768	478	1,311	39	164
7 010 1810 FINANCE ADMIN	0	0	0	0	0	0	0	0	0	0
8 010 1815 INVESTMENTS PROGRAM	0	0	0	0	0	0	0	0	0	0
9 010 1820 ACCOUNTING PROGRAM	390	0	3,048	714	857	1,454	1,164	2,520	95	400
10 010 1830 UTILITY BILLING	0	0	0	0	0	0	0	0	0	0
11 010 1910 NON-DEPARTMENTAL	282	0	892	723	810	1,353	841	1,892	68	289
20 010 3350 Building Maint.	0	0	1,596	1,729	1,596	2,527	0	599	0	0
<b>Total Current Allocations</b>	<b>\$1,112</b>	<b>\$0</b>	<b>\$14,559</b>	<b>\$4,773</b>	<b>\$4,969</b>	<b>\$13,469</b>	<b>\$3,318</b>	<b>\$8,132</b>	<b>\$270</b>	<b>\$1,139</b>

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CITY OF SUISUN CITY  
FULL COST ALLOCATION PLAN - NET

Summary Schedule

Department	010 8616 Safety Academy	010 8670 Golf Center Pgm	010 8680 Softball Program	010 8732 Library Lease	010 8750 Community Centr	010 8760 Senior Ctr Ops	010 8810 Citywide Events	010 8910 Marina Ops Pgrm	025 ASSET FORFEITUR	026 DONATIONS FUND
1 CIVIC CENTER DEPRECIATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 010 1010 CITY COUNCIL	22	5	157	9	706	472	0	0	24	72
3 010 1020 CITY CLERK	15	3	106	6	473	317	0	0	16	48
5 010 1030 CITY TREASURER	0	0	0	0	0	0	0	0	5	9
6 010 1710 CITY MANAGER	21	5	1,383	8	1,081	1,684	0	0	22	69
7 010 1810 FINANCE ADMIN	0	0	0	0	0	0	0	0	0	0
8 010 1815 INVESTMENTS PROGRAM	0	0	0	0	0	0	0	0	6	11
9 010 1820 ACCOUNTING PROGRAM	51	12	366	20	1,643	1,099	0	0	55	167
10 010 1830 UTILITY BILLING	0	0	0	0	0	0	0	0	0	0
11 010 1910 NON-DEPARTMENTAL	37	8	584	14	1,292	1,113	0	0	40	121
20 010 3350 Building Maint.	0	0	2,660	0	878	2,660	0	0	0	0
<b>Total Current Allocations</b>	<b>\$145</b>	<b>\$33</b>	<b>\$5,256</b>	<b>\$57</b>	<b>\$6,073</b>	<b>\$7,345</b>	<b>\$0</b>	<b>\$1</b>	<b>\$167</b>	<b>\$496</b>

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CITY OF SUISUN CITY  
FULL COST ALLOCATION PLAN - NET

Summary Schedule

Department	027 Fire Donations	050 Special Events	051 CHRISTMAS EVENT	052 EVENTS- OTHERS	053 FIREWORKS- ENF	105 ALL GAS TAXES	115 TRANS.CIP FUNDS	116 SSWA-STREET REP	117 TRAIN DEPOT O&M	130 REFUSE/AB 939
1 CIVIC CENTER DEPRECIATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 010 1010 CITY COUNCIL	24	169	45	34	46	2,814	2,577	243	91	111
3 010 1020 CITY CLERK	16	113	30	23	31	1,886	1,728	163	61	75
5 010 1030 CITY TREASURER	1	90	10	9	27	393	209	43	0	64
6 010 1710 CITY MANAGER	23	161	43	33	44	3,733	2,459	232	87	415
7 010 1810 FINANCE ADMIN	0	0	0	0	0	0	0	0	0	0
8 010 1815 INVESTMENTS PROGRAM	1	117	13	12	34	508	271	55	0	83
9 010 1820 ACCOUNTING PROGRAM	55	392	105	79	108	6,546	5,995	565	212	259
10 010 1830 UTILITY BILLING	0	0	0	0	0	0	0	0	0	0
11 010 1910 NON-DEPARTMENTAL	40	283	76	57	78	4,998	4,329	408	153	267
20 010 3350 Building Maint.	0	0	0	0	0	2,261	0	0	0	665
<b>Total Current Allocations</b>	<b>\$159</b>	<b>\$1,325</b>	<b>\$322</b>	<b>\$247</b>	<b>\$368</b>	<b>\$23,139</b>	<b>\$17,567</b>	<b>\$1,709</b>	<b>\$605</b>	<b>\$1,938</b>

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CITY OF SUISUN CITY  
FULL COST ALLOCATION PLAN - NET

Summary Schedule

Department	137 BAYREN-ABAG	138 DOWNTOWN W/FRONT	142 BOATING SAFETY	146 SOBRIETY-OTS	150 BJA VEST GRANT	152 SCHOOL RESOURCE	153 SLESF GRANT	158 ATOD	171 PROP 49 GRANT	180 NUISANCE ABATE
1 CIVIC CENTER DEPRECIATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 010 1010 CITY COUNCIL	1,632	136	668	19	2	52	316	192	253	9
3 010 1020 CITY CLERK	386	91	94	13	2	35	212	129	169	6
5 010 1030 CITY TREASURER	0	0	0	0	0	86	0	0	106	51
6 010 1710 CITY MANAGER	549	129	134	19	2	50	302	670	303	8
7 010 1810 FINANCE ADMIN	0	0	0	0	0	0	0	0	0	0
8 010 1815 INVESTMENTS PROGRAM	0	0	0	0	0	111	0	0	137	66
9 010 1820 ACCOUNTING PROGRAM	1,340	316	326	45	5	122	735	446	588	21
10 010 1830 UTILITY BILLING	0	0	0	0	0	0	0	0	0	0
11 010 1910 NON-DEPARTMENTAL	967	228	236	33	4	88	531	448	441	15
20 010 3350 Building Maint.	0	0	0	0	0	0	0	1,051	133	0
<b>Total Current Allocations</b>	<b>\$4,874</b>	<b>\$900</b>	<b>\$1,457</b>	<b>\$129</b>	<b>\$15</b>	<b>\$544</b>	<b>\$2,096</b>	<b>\$2,936</b>	<b>\$2,129</b>	<b>\$176</b>

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CITY OF SUISUN CITY  
FULL COST ALLOCATION PLAN - NET

Summary Schedule

Department	182 PICH GRANT	185 SEWER MAINTENAN	190 DRAINAGE MAINT	210 NO BAY AQUEDUCT	222 V HAR DEBT SV-B	225 CVC CTR DBTSVC	231 HWY 12 DEBT SVS	234 FIRE TK ACQ.	300 PARK DEV FD	320 CAP IMPROV FEES
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1 CIVIC CENTER DEPRECIATION	553	922	639	246	175	818	1,051	370	315	74
2 010 1010 CITY COUNCIL	17	618	428	165	117	549	704	248	211	50
3 010 1020 CITY CLERK	(9)	2,114	14	50	118	11	93	68	1,312	113
5 010 1030 CITY TREASURER	24	1,805	1,041	234	167	781	1,002	353	300	71
6 010 1710 CITY MANAGER	0	0	0	0	0	0	0	0	0	0
7 010 1810 FINANCE ADMIN	(12)	2,738	18	64	152	14	121	88	1,699	146
8 010 1815 INVESTMENTS PROGRAM	58	2,145	1,486	572	407	1,904	2,444	862	732	173
9 010 1820 ACCOUNTING PROGRAM	0	0	0	0	0	0	0	0	0	0
10 010 1830 UTILITY BILLING	42	1,789	1,185	413	294	1,375	1,765	622	529	125
11 010 1910 NON-DEPARTMENTAL	0	1,995	931	0	0	0	0	0	0	0
20 010 3350 Building Maint.										
<b>Total Current Allocations</b>	<b>\$671</b>	<b>\$14,127</b>	<b>\$5,741</b>	<b>\$1,743</b>	<b>\$1,430</b>	<b>\$5,452</b>	<b>\$7,181</b>	<b>\$2,612</b>	<b>\$5,098</b>	<b>\$751</b>

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CITY OF SUISUN CITY  
FULL COST ALLOCATION PLAN - NET

Summary Schedule

Department	321 ANIMAL SHELTER	337 WALMART MITTIGAT	420 LAWLER-MAINT	422 MARINA VILL MAD	425 BLOSSOM MAD	430 HERITAGE MAD	435 MTBELLO-MAINT	445 PETERSON-MAINT	446 PETERSON-CFD	448 RAILROAD AVE-AD
1 CIVIC CENTER DEPRECIATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 010 1010 CITY COUNCIL	0	1,003	611	3	44	641	241	651	9	12
3 010 1020 CITY CLERK	0	672	410	2	30	430	162	437	6	8
5 010 1030 CITY TREASURER	0	775	742	390	3	14	(63)	(11)	9	35
6 010 1710 CITY MANAGER	0	957	583	3	42	612	230	622	9	11
7 010 1810 FINANCE ADMIN	0	0	0	0	0	0	0	0	0	0
8 010 1815 INVESTMENTS PROGRAM	0	1,004	960	505	4	18	(82)	(14)	12	45
9 010 1820 ACCOUNTING PROGRAM	0	2,333	1,422	8	103	1,492	561	1,515	21	27
10 010 1830 UTILITY BILLING	0	0	0	0	0	0	0	0	0	0
11 010 1910 NON-DEPARTMENTAL	0	1,685	1,027	6	74	1,078	405	1,094	15	20
20 010 3350 Building Maint.	0	0	0	0	0	0	0	0	0	0
<b>Total Current Allocations</b>	<b>\$0</b>	<b>\$8,429</b>	<b>\$5,755</b>	<b>\$916</b>	<b>\$298</b>	<b>\$4,285</b>	<b>\$1,454</b>	<b>\$4,294</b>	<b>\$83</b>	<b>\$158</b>

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CITY OF SUISUN CITY  
FULL COST ALLOCATION PLAN - NET

Summary Schedule

Department	449 VIC HAR-DREDGE	453 VIC.HAR.ZO NE-A	454 VIC.HAR.ZO NE-B	455 VIC.HAR.ZO NE-C	458 VIC HAR-ZONE E	459 VIC HAR-ZONE F	460 HWY12 LANDSCAPE	461 SUISUN CFD#2	462 MCCOY CREEK T22	464 MCCOY CREEK PAD
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1 CIVIC CENTER DEPRECIATION	135	185	76	623	119	179	129	14	4	4
2 010 1010 CITY COUNCIL	91	124	51	418	80	120	86	9	3	4
3 010 1020 CITY CLERK	622	73	33	3	71	258	(4)	27	15	38
5 010 1030 CITY TREASURER	129	176	72	595	114	171	123	13	4	4
6 010 1710 CITY MANAGER	0	0	0	0	0	0	0	0	0	0
7 010 1810 FINANCE ADMIN	805	94	43	4	92	334	(6)	35	20	50
8 010 1815 INVESTMENTS PROGRAM	314	430	177	1,450	278	416	300	32	10	9
9 010 1820 ACCOUNTING PROGRAM	0	0	0	0	0	0	0	0	0	0
10 010 1830 UTILITY BILLING	227	310	128	1,047	201	300	217	23	7	7
11 010 1910 NON-DEPARTMENTAL	0	0	0	0	0	0	0	0	0	0
20 010 3350 Building Maint.										
<b>Total Current Allocations</b>	<b>\$2,323</b>	<b>\$1,392</b>	<b>\$580</b>	<b>\$4,139</b>	<b>\$956</b>	<b>\$1,778</b>	<b>\$845</b>	<b>\$153</b>	<b>\$65</b>	<b>\$114</b>

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CITY OF SUISUN CITY  
FULL COST ALLOCATION PLAN - NET

Summary Schedule

Department	465 AMBERWOOD D TZ1	466 PETERSON TZ3	467 SUMMERW OOD TZ5	501 SSWA 93 TRUSTEE	506 SSWA CONNECTIO N	507 SSWA OPER FUND	510 SSWA DEPRECIAT N	705 VEH/EQUIP- MAINT	706 VEH/EQU- RPLCMT	710 NETWORK MAINT.
1 CIVIC CENTER DEPRECIATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 010 1010 CITY COUNCIL	31	2	5	2,344	615	13,510	1,360	488	428	885
3 010 1020 CITY CLERK	21	1	4	1,571	412	9,057	912	327	287	593
5 010 1030 CITY TREASURER	69	50	10	0	7,109	746	3,435	(1)	1,770	201
6 010 1710 CITY MANAGER	29	2	5	2,237	587	12,890	1,297	836	409	2,077
7 010 1810 FINANCE ADMIN	0	0	0	0	0	0	0	0	0	0
8 010 1815 INVESTMENTS PROGRAM	89	65	13	0	9,207	966	4,448	(1)	2,292	260
9 010 1820 ACCOUNTING PROGRAM	72	5	13	5,453	1,431	31,428	3,163	1,136	996	2,058
10 010 1830 UTILITY BILLING	0	0	0	0	0	558,063	0	0	0	0
11 010 1910 NON-DEPARTMENTAL	52	4	9	3,938	1,034	22,696	2,284	916	719	1,806
20 010 3350 Building Maint.	0	0	0	0	0	0	0	798	0	2,660
<b>Total Current Allocations</b>	<b>\$361</b>	<b>\$130</b>	<b>\$59</b>	<b>\$15,543</b>	<b>\$20,395</b>	<b>\$649,357</b>	<b>\$16,898</b>	<b>\$4,500</b>	<b>\$6,901</b>	<b>\$10,540</b>

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CITY OF SUISUN CITY  
FULL COST ALLOCATION PLAN - NET

Summary Schedule

Department	713 PW MAINT-I.S.	715 LIAB INS RESERV	721 REC/COMM UNITY	750 WRKERS COMP INS	765 UNEMP SELF INS	901 SA/Admin Fund	902 RDA Obligation	903 SA-HOUSING	907 ALMOND GARDENS	908 RDA ASSET MGMT
1 CIVIC CENTER DEPRECIATION	\$0	\$0	\$0	\$483	\$0	\$5,268	\$0	\$3,406	\$0	\$0
2 010 1010 CITY COUNCIL	3,310	7,481	16	1,870	33	789	14,342	449	831	236
3 010 1020 CITY CLERK	2,219	768	11	900	22	529	9,614	301	557	158
5 010 1030 CITY TREASURER	1	128	30	274	32	141	5,238	1,335	(40)	21
6 010 1710 CITY MANAGER	13,641	3,807	16	5,907	32	7,303	13,684	2,788	793	225
7 010 1810 FINANCE ADMIN	0	0	0	0	0	0	0	0	0	0
8 010 1815 INVESTMENTS PROGRAM	2	166	39	354	42	182	6,783	1,728	(52)	27
9 010 1820 ACCOUNTING PROGRAM	7,701	5,262	38	6,760	78	4,992	33,363	1,046	1,933	549
10 010 1830 UTILITY BILLING	0	0	0	0	0	0	0	0	0	0
11 010 1910 NON-DEPARTMENTAL	8,273	2,115	27	2,494	56	1,708	24,094	1,004	1,396	397
20 010 3350 Building Maint.	22,612	1,596	0	1,995	0	3,192	0	2,075	0	0
<b>Total Current Allocations</b>	<b>\$57,759</b>	<b>\$21,323</b>	<b>\$177</b>	<b>\$21,037</b>	<b>\$296</b>	<b>\$24,105</b>	<b>\$107,118</b>	<b>\$14,133</b>	<b>\$5,417</b>	<b>\$1,612</b>

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CITY OF SUISUN CITY  
FULL COST ALLOCATION PLAN - NET

Summary Schedule

Department	909 MARINA	919 MARINA FUEL	932 SECTION8 CHOICE	945 HSG AUTH/ADMI N	974 THEATER	980 BAY HOMES CORP	2nd Allocation Orphans	Total
1 CIVIC CENTER DEPRECIATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44,184
2 010 1010 CITY COUNCIL	1,284	109	5,854	1,668	61	1,322	0	128,069
3 010 1020 CITY CLERK	507	73	3,924	1,118	41	887	0	63,380
5 010 1030 CITY TREASURER	322	(30)	24	76	28	60	0	29,041
6 010 1710 CITY MANAGER	1,831	227	5,585	5,106	58	1,262	0	184,921
7 010 1810 FINANCE ADMIN	0	0	0	0	0	0	0	0
8 010 1815 INVESTMENTS PROGRAM	417	(39)	31	99	36	77	0	37,609
9 010 1820 ACCOUNTING PROGRAM	1,758	253	13,618	4,847	142	3,076	0	232,378
10 010 1830 UTILITY BILLING	0	0	0	0	0	0	0	558,063
11 010 1910 NON-DEPARTMENTAL	1,557	215	9,835	3,711	103	2,222	0	179,293
20 010 3350 Building Maint.	2,394	266	0	7,582	0	0	0	170,571
<b>Total Current Allocations</b>	<b>\$10,069</b>	<b>\$1,074</b>	<b>\$38,872</b>	<b>\$24,206</b>	<b>\$470</b>	<b>\$8,906</b>	<b>\$0</b>	<b>\$1,627,511</b>

## AGENDA TRANSMITTAL

**MEETING DATE:** April 19, 2016

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**CITY AGENDA ITEM:** Council Adoption of Resolution No. 2015-\_\_\_: Accepting the Comprehensive Annual Financial Report and Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2014-15.

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**FISCAL IMPACT:** There would be no fiscal impact associated with the adoption of the proposed Resolution.

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**STAFF REPORT:** The outside auditor firm of Vavrinek, Trine, Day & Co., LLP (VTD) has completed its fieldwork and has provided the City with the necessary adjustments to the general ledger. Attachment 2 enclosed is the **Comprehensive Annual Financial Report (CAFR)** summarizes the results of operations for all Funds for the Fiscal Year ending June 30, 2015. **VTD has determined that the City has a clean audit report.**

Government Accounting Standards Board (GASB) issues numbered statements to set forth any changes in reporting. GASB statement number 34 (GASB 34) requires numerous changes to the presentation of the CAFR. The City has completed in full the implementation of the GASB 34 in this CAFR. With this implementation, the financial report contains two statements, the Government-Wide Financial Statements and the Fund Financial Statements.

The Government-Wide Financial Statements are designed to provide readers with a broad overview of the City's finances. As of June 30, 2015, the City's assets were \$185 million, its deferred outflow of resources was \$1.2 million, liabilities were \$17 million, deferred inflow of resources was \$2.9 million and its net position was \$166 million, as illustrated on page 22 of the financial report.

GASB 68 requires changes in how the City reports its long-term pension obligations beginning in FY 2014-15. The new accounting standards will provide additional transparency **on long-term pension obligations** in annual financial reports. Net pension liabilities will be reported on the city-wide balance sheet, providing citizens and other users of these financial reports with a clearer picture of the size and nature of the financial obligations to current and former employees for pension benefits. GASB 68 requires governments providing defined benefit pensions to recognize their long-term obligation for pension benefits as a liability. Up to this point, the City, like most California cities has only reported the Annual Required Contribution (ARC) to the pension plan in its financial reports. Now, the Net Pension Liability must be recorded in the balance sheet.

As a long-term obligation, the Net Pension Liability is not recorded in the modified accrual basis financial statements for governmental funds. The liability impact is limited to the Government-wide financial statements, and does not impact the modified accrual current resources focus of the General Fund, other governmental funds, or the budget-to-actual comparison. Therefore, the General Fund, the Housing Authority Fund and other governmental funds will not contain this liability; their liability is reported in the Government-wide financial statements.

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<b>PREPARED BY:</b>	Elizabeth N. Luna, Accounting Services Manager
<b>REVIEWED BY:</b>	Ronald C. Anderson, Jr. Assistant City Manager
<b>APPROVED BY:</b>	Suzanne Bragdon, City Manager

The accounting valuation for financial reporting actuarial study determines the total liability of the pension plan. In order to determine the Net Pension Liability, the City contracted with CalPERS (California Public Employees Retirement System) to prepare GASB 68 Accounting Valuation Reports for all five of the City's retirement plans. As of June 30, 2015, the City's reported net pension liability for its proportionate shares of the net pension liability of each Plan are as follows:

	<u>Proportionate Share of Net Pension Liability</u>
Miscellaneous	\$ 5,089,000
Safety - Police	6,550,334
Safety - Fire	<u>720,508</u>
Total Net Pension Liability	<u>\$ 12,359,842</u>

Detailed information on pension plan can be found on pages 66-71 of the CAFR.

The Fund Financial Statements focus on short-term inflows and outflows of spendable resources and the remaining year-end balances available for spending. This information is useful in evaluating the City's near-term financing requirements.

As shown on page 28 of the CAFR, the General Fund balance as of June 30, 2015, is \$2,670,078. The net change in fund balance is a decrease of \$490,706. This is a favorable result in terms of budget compared to actual. A summary of the variances is presented on the following page.

#### **Fiscal Year 2014-15 General Fund – Revenues and Expenditures**

	<b>Final</b>		
	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Variance</u></b>
Taxes - Property	1,316,800	1,832,350	515,550
Taxes - Transient Occupancy	275,000	293,119	18,119
Sales Tax	1,208,200	1,040,400	(167,800)
Intergovernmental Revenues	1,850,800	2,080,725	229,925
Building Permits & Licenses	1,308,900	1,234,435	(74,465)
Investment Earnings	53,300	54,106	806
Charges for Services, Fines & etc.	2,517,300	2,257,519	(259,781)
Miscellaneous	38,000	132,903	94,903
<b>Total Revenues</b>	<b>8,568,300</b>	<b>8,925,557</b>	<b>357,257</b>
<b>Total Expenditures</b>	<b>10,236,700</b>	<b>9,613,348</b>	<b>623,352</b>
<b>Extraordinary loss on RDA dissolution</b>	<b>343,100</b>	<b>343,125</b>	<b>(25)</b>
<b>Other Financing Sources/(Uses)</b>	<b>603,200</b>	<b>540,210</b>	<b>(62,990)</b>
<b>Total</b>	<b>(1,408,300)</b>	<b>(490,706)</b>	<b>917,595</b>

For FY 2014-15, overall General Fund revenue was higher compared to budget by \$357,257. The actual property tax revenue is higher while the delay in new development construction has resulted in lower building permit and charges for services revenue. Sales Tax actual revenue did not quite meet the budget estimate.

The General Fund actual expenditures were lower by \$623,352 from budget. Majority of the savings came from general government, culture and recreation program and community development. The detailed comparison of budget to actual can be found on page 30.

The Statement of Revenues, Expenditures and Changes in Fund Balance for the City's major funds are illustrated, starting on page 28 of the financial report. Individual financial statements for the City Funds may be reviewed beginning on page 84 of the CAFR. The former Redevelopment Agency financial information is now classified as a Private Trust Fund, statements can be found in pages 41-42.

The following sections of the CAFR can be found on the following pages:

Independent Auditor's Report – Page 1-3  
 Management's Discussion and Analysis – Page 4-20  
 Notes to Financial Statements – Page 43-75  
 Agency (Fiduciary) Funds Statements – Page 117-123  
 Statistical Section – Page 125-145

### **Report on Federal Awards**

Also attached is a copy of the Report on Federal Awards in Accordance with OMB Circular A-133 for FY 2014-15. The report analyzes the City/Agency/Authority compliance with OMB Circular A-133 regarding federally funded programs of the City/Agency/Authority. These include police grants, street improvement grants, capital improvement grants, and Section 8 housing grants.

The single audit reported two findings, both for compliance reporting. The auditor noted that the Section Eight Management Assessment Program (SEMAP) annual report was submitted late. The auditor also noted that one of the monthly Voucher Management System report (VMS) was not submitted on time.

The federal award findings and the corresponding corrective action plan can be found on page 10-11 of the Report on Federal Awards in Accordance with OMB Circular A-133 for FY 2014-15.

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**RECOMMENDATION:** It is recommended that City Council review the material and adopt Resolution No. 2016-\_\_\_\_: Accepting the Comprehensive Annual Financial Report and Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2014-15.

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### **ATTACHMENTS:**

1. Resolution No. 2016-\_\_\_\_: Accepting the Comprehensive Annual Financial Report and Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2014-15.
2. Comprehensive Annual Financial Report (CAFR) for FY 2014-15\*
3. Report on Federal Awards in Accordance with OMB Circular A-133 (Single Audit) for FY 2014-15.\*

\*Due to size, these attachments are available for review in the City Manager's Office.

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
ACCEPTING THE COMPREHENSIVE ANNUAL FINANCIAL REPORT  
AND THE REPORT ON FEDERAL AWARDS IN ACCORDANCE WITH  
OMB CIRCULAR A-133 FOR FISCAL YEAR 2014-15**

**WHEREAS**, the City of Suisun City endeavors to manage its financial affairs in a prudent and professional manner, consistent with Generally Accepted Accounting Practices; and

**WHEREAS**, an annual audit conducted by outside auditors is an essential method to ensure we meet this goal of fiscal prudence; and

**WHEREAS**, the accounting firm of Vavrinek, Trine, Day & Co., LLP conducted the audit and concluded that the City’s financial statements “present fairly in all material respects the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Suisun City, California, as of June 30, 2015”; and

**WHEREAS**, the City of Suisun City’s Comprehensive Annual Financial Report and the Report on Federal Awards in Accordance with OMB Circular A-133 for the fiscal year ending June 30, 2015, was presented to the City Council for its review and consideration.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Suisun City hereby accepts the Comprehensive Annual Financial Report and the Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2014-15.

**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 19<sup>th</sup> day of April 2016 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 April 2016.

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

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**MINUTES**

**REGULAR MEETING OF THE  
SUISUN CITY COUNCIL**

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

**AND HOUSING AUTHORITY**

**TUESDAY, APRIL 5, 2016**

**7:00 P.M.**

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

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**NOTICE**

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

(Next Ord. No. – 740)

(Next City Council Res. No. 2 016 – 19)

Next Suisun City Council Acting as Successor Agency Res. No. SA2016 – 02)

(Next Housing Authority Res. No. HA2016 – 01)

**ROLL CALL**

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

Pledge of Allegiance was led by Mayor Pro Tem Wilson

Invocation was given by City Manager Bragdon

**PUBLIC COMMENT**

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

Stephan Dean reported on harbor Theater on behalf of the Creative Arts Collective and invited everyone to the Grand Opening of the theater April 15-16.

Cindy Bryant expressed concern about neighbor’s loud music and parties.

Dr. Alvina Sheeley invited everyone to the Quarters for Warriors on April 23.

George Guynn suggested the Council allow five minutes for public comment.

**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.)*

**Mayor Sanchez announced conflict of interest on Item 10.**

**Mayor Sanchez moved Items 3-5 up before Council Reports.**

1. Recognition of Cheryl Avery, Andrew McCabe and Mark Zorich for Completing Field Training Officer Program; and Victoria Hill and Danielle Lindberg for Completing Dispatch Training Program - (Mattos).

Police Chief Mattos complimented Officers Avery, McCabe and Zorich for completing field training officer program and Dispatchers Hill and Lindberg for completing dispatch training program.

2. Presentation of Certificate of Appreciation to Master Officer Walter Walker, Police Office, in recognition of over Thirteen Years of Service to the City of Suisun City – (Mattos).

Police Chief Mattos presented a plaque and thanked Master officer Walter Walker for serving thirteen years in the Suisun Police Department. Sergeant Martinez, President of the Police Officers Association presented a plaque and thanked Officer Walker for his leadership and mentorship. Commander White presented Walker with a motorcycle helmet.

3. Presentation of Plaque to Retired Recreation and Community Services Director Mick Jessop in Appreciation of Twenty-Four Years of Service to the City of Suisun City.

Mayor Sanchez read and Mayor Pro Tem Wilson presented a Certificate of Appreciation; City Manager Bragdon presented Jessop with a book that represented his teamwork perseverance, overcoming obstacles, love of recreation and community service. Chief O'Brien presented a picture of all the kids at one of the parks that Jessop completed. Recreation Director Jessop was thankful for serving Suisun City for the past 25 years and said it had been very rewarding and it gave him a sense of accomplishment; also thanked all of his staff for their hard work and support.

**7:47 PM – Mayor Sanchez recessed the Council to have cake.**

**8:09 – Mayor Sanchez reconvened the City Council.**

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

4. Mayor/Council - Chair/Boardmembers

Council Member Segala reported code violations at 538 Wigeon Way, Suggested the City send out a welcome letter when citizens sign up for water service, and reported fence on Denverton curve had been cut.

Council Member Hudson expressed concern about people walking on railroad tracks, reported abandoned shopping carts across street from Joe Nelson Community Center, street side Ace Hardware and Rite Aid, suggested shopping carts be agendized; and reported owner of 538 Wigeon had been fined and eviction of tenants will be final on Friday.

Council Member Wilson reported the MS Walk fund raiser would be April 23 and the recipient for the 100 Women's Organization was Suisun City's Meals on Wheels \$13,000.

Mayor Sanchez reported attending Suisun Solano Water Authority Executive Board Meeting, Solano Transportation Authority Executive Board Meeting, was guest speaker at the Rodriguez High School Scholastic Awards Ceremony, and will be attending Solano County Water Authority Executive Meeting to discuss salary survey and staff salaries and will be meeting with

the State Executive Director of State Council on Disabilities for his orientation as the Governor's newly appointed council member.

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

City Manager Bragdon reported on working with William Barry, Consultant, o Community Engagement and Empowerment and asked the council to appoint an ad hoc committee. Mayor Sanchez appointed Council Members Hudson and Wilson.

### **PRESENTATIONS/APPOINTMENTS**

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

### **CONSENT CALENDAR**

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

#### City Council

6. Council Adoption of Resolution No. 2016 - 19: Accepting the 2015 Annual Progress Report of the Suisun City General Plan and Housing Element – (Garben).
7. Council Adoption of Resolution No. 2016 - 20: Approving an Extension of the Approved Tentative Subdivision Map Application No. TSM07-02, for an 80-Unit Subdivision located at 4505 Olive Avenue – (Garben).
8. Council Adoption of Resolution No. 2016-21: Approving and Accepting the Transfer and Dedication of Property on Railroad Avenue (Portion of APN# 0037-130-010) – (McSorley).

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

9. 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 March 22, 2016 and March 29, 2016 – (Hobson).

**Council Member Segala asked that Item 7 be pulled from consent.**

**Council Member Hudson moved and Council Member Day seconded the motion to approve Consent Calendar Items 6, 8, and 9. Motion carried by the following roll call vote:**

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

#### **Item 7**

**Council Member Hudson moved and Council Member Day seconded the motion to approve Consent Calendar Item 7. Motion carried by the following roll call vote:**

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

**8:32 PM – Mayor Sanchez left meeting due to a conflict of interest with Item 10.**

### **GENERAL BUSINESS**

#### Housing Authority

10. Housing Authority Adoption of Resolution No. HA 2016-01: Authorizing the Execution of an Agreement for Purchase and Sale of Real Property and Joint Escrow Instructions with Harbor Park, LLC for the Transfer of Approximately 8.29 Acres Located Adjacent to the

Sunset Shopping Center East of Sunset Avenue, North of Highway 12 (Solano County Assessor's Parcel Numbers 0173-390-160 and 180) – (Garben).

**Commissioner Day moved and Commissioner Segala seconded the motion to adopt Housing Authority Resolution No. HA 2015-01. Motion carried by the following roll call vote:**

**AYES: Commissioners Day, Hudson, Segala, Wilson**

**ABSENT: Commissioner Sanchez (Due to conflict of interest.)**

## **PUBLIC HEARINGS**

## **ADJOURNMENT**

There being no further business, Mayor Pro Tem Wilson adjourned the meeting at 8:41PM.

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Linda Hobson, CMC  
City Clerk

## AGENDA TRANSMITTAL

**MEETING DATE:** April 19, 2016

---

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

---

**FISCAL IMPACT:** There would be no direct fiscal impact resulting from joining this program, however, there is anticipated future economic development benefits by increasing tools Suisun City has to attract businesses that can benefit from the RMDZ program.

---

**BACKGROUND:** This item was presented to the City Council on March 1, 2016. Since that time, clarifying information has been identified that *could* address concerns raised during Council discussion of the item. As such, this item was discussed with members of the Economic Development/Project Ad Hoc Committee to determine whether or not clarification that the RMDZ *does not apply to recycling centers*, among other things, warranted further consideration by the City Council. The determination was, “Yes.” The item before the Council includes modifications to the supporting resolution emphasizing local control and clarification that recycling centers are not an approved business by the RMDZ Program.

---

**STAFF REPORT:** As presented to the Council on March 1, 2016, the Recycling Market Development Zone (RMDZ) Program combines recycling with economic development to fuel new businesses, to expand existing businesses, to create jobs, and to divert waste from landfills. This Program provides loans, technical assistance, and product marketing to businesses that use non-hazardous materials from the waste stream to manufacture their products – *not recycling centers*. Loans are only available to businesses that settle within a designated RMDZ.

To clarify the types of businesses supported by this program, examples of and images are attached to this report. These examples include:

- Fire & Light Originals, LP. – Utilizes recycled glass to make dinner and serve ware, vases, and decorative bowls.
- Whit McLeod Furniture Designs – Uses salvaged materials, particularly wine barrels, to make beautiful custom furniture pieces such as chairs, side tables, and coffee tables.
- LandfillDzine – Offers a very wide range of accessories made from used farm irrigation hoses including: purses, belts, flip-flops, jewelry, and pet accessories.

There are currently 38 Recycling Market Development Zones in California. With growing interest in all things “green”, this is a growing area of the economy that has potential for Suisun City.

As shared before, eligible projects must increase diversion of *non-hazardous solid waste* from California landfills and result in a meaningful net reduction in the amount of solid waste created from the production of the product. Many conventional lenders hesitate to fund recycling-based manufacturing because, in their view, it involves unproven technologies. Although the RMDZ

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<b>PREPARED BY:</b>	Amanda Dum, Management Analyst I
<b>REVIEWED BY:</b>	Timothy McSorley, Public Works & Building Director/City Engineer
<b>APPROVED BY:</b>	Suzanne Bragdon, City Manager

Program requires the same types of collateral as a conventional lender, familiarity with the industry enables CalRecycle to finance new, yet promising, recycling technologies.

As emphasized before, CalRecycle and the State of California, through the RMDZ program, cannot dictate land-use decisions on the City for siting of businesses within the City limits that the City does not approve. Per Public Resource Code Section 42010-42024 – Section 42023:

**42023. Nothing in this section shall be interpreted to limit the authority of local governments to make land use decisions within their jurisdiction.**

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

By adopting the proposed resolution, the City of Suisun City will be joining all other cities in the County, including Solano County, in submitting the application to CalRecycle for the RMDZ designation. The County will serve as the lead agency. The County and all other cities in the County have adopted the resolution that is under consideration at this time, and are positioned to submit an application to CalRecycle.

In the event that the Council determines that it truly does not want to be a part of the Solano County RMDZ, even with the clarifications of what type of business activities are supported by CalRecycle, the other six cities will need to go back to their Councils and approve participation in a RMDZ minus Suisun City. If the City subsequently had an interest in joining the RMDZ program at a later date, the process is not as simple as initially believed. Not only would all the other cities in the County need to reconsider the boundaries of the Solano County RMDZ to include Suisun City, CalRecycle only allows designation of new zones every ten years. The application for the Solano County RMDZ is in response to CalRecycle’s June 2015 announcement of an opening of the application period for new RMDZs.

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

---

**ATTACHMENTS:**

1. Resolution No. 2016-\_\_: Supporting the Designation of the Solano Recycling Market Development Zone (RMDZ).
2. Photos of RMDZ produced products from Fire & Light Originals, Whit McLeod Furniture, and LandfillDzine.

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

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

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

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

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

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

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

**WHEREAS**, recycling-based businesses are those businesses that take after market leftovers that can be recycled to create to a new product and does not include recycling centers; and

**WHEREAS**, CalRecycle and the State of California will not dictate land use requirements to the City for RMDZ businesses; and

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

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

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

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

income levels, including minority populations and low-income populations of the state [Public Resources Code section 71110(a)]; and

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

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

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

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

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

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

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

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

**PASSED AND ADOPTED** by the said City Council at a regular meeting thereof on the 19<sup>th</sup> day of April, 2016, by the following vote:

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

**WITNESS** my hand and seal of the said City this 19<sup>th</sup> day of April, 2016.

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

ATTACHMENT NO. 2

# Examples of Products from RMDZ Businesses (Loan Recipients)

## Fire & Light Originals, LC.



## Whit McCleod Furniture Designs



## LandfillDzines



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## AGENDA TRANSMITTAL

**MEETING DATE:** April 19, 2016

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**CITY AGENDA ITEM:** Discussion and Direction: Fireworks Sales Funding Arrangements for Non-Profit Sellers.

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**FISCAL IMPACT:** The fiscal impact would depend on whether the City Council directs staff to modify the current contractual arrangement that results in the City's receipt of 52% of 50% sales receipts (the other 50% of sales receipts goes to the wholesalers), as well as the receipt of the 7% surcharge for Public Safety. A reduction in the City's share without a corresponding increase in the Enforcement Surcharge would result in either: 1) a reduction in the quality of the Fourth of July event, or 2) a subsidy from the General Fund.

---

**BACKGROUND:** At the March 1, 2016 Council Meeting, staff was asked to bring forward a discussion and direction item regarding fireworks sales funding arrangements between the wholesaler representing the non-profits and the City. The City Council expressed an interest in possibly modifying the Fireworks Wholesaler agreement to reduce the City's share, and enhance the non-profit organizations' share. The Council was interested in the fiscal impacts that such a modification might create.

### **Safe and Sane Fireworks Ordinance**

The Safe and Sane Fireworks Ordinance was adopted to achieve that following three goals:

- To establish an ongoing funding source to ensure that the Fourth of July Celebration not be lost due to the punitive actions of the state to eliminate the Redevelopment Agency.
- To establish an ongoing funding source for non-profit organizations to sustain and enhance their services to the community.
- To facilitate the enjoyment by the community of safe and sane fireworks by enhancing public safety services during the period that these fireworks may be sold and used.

The wholesalers and the City have worked cooperatively to make these interests possible.

### **Wholesaler Agreement**

The Wholesaler Agreement is a stand-alone contract between the City and the fireworks wholesaler, who supplies and manages the non-profit organizations. The agreement is not a part of the City Fireworks Ordinance (8.04.050) or the annual Resolution adopting certain findings and policy directives for the sale of Safe and Sane Fireworks. This contractual relationship between the Wholesaler and the City recognizes the importance of the Fourth of July Celebration to the sale of "safe and sane fireworks."

The City does not have contracts with the non-profit seller groups; only the wholesalers do. Some of the provisions related to the Council's interests include:

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

Michael O'Brien, Fire Chief  
 Ronald C. Anderson, Jr., Assistant City Manager  
 Suzanne Bragdon, City Manager

- The Wholesaler will pay \$3,500 to the City of Suisun City for “Premier Event Sponsorship.”
- The Wholesaler will pay for certain non-profit organization operating expenses totaling \$3,305.
- Sales taxes (7.625%) and the public safety surcharge (7.0%) are deducted from the gross receipts. Then the wholesaler takes 50% of the remainder, and then the City takes 52% and the non-profit organizations take 48% of the net.
- The 52% is essentially consideration for contracting with the City to put on the July 4th community event for the subsequent July 4th event.
- The non-profit organizations deduct those operating costs not covered by the wholesaler from their share of the gross receipts, the remainder represents their profit.

**STAFF REPORT:** Three impacts are analyzed in this section, including Fourth of July event budgets, Enforcement budgets, and Non-Profit Organization net receipts.

#### Fourth of July Event Budget Analysis

The 52% City share has been used to stage the July 4<sup>th</sup> community event in the subsequent year. As the following table indicates, this funding source generates an annual amount that the City has been able to tailor to presenting a solid event.

<b>Fourth of July Budget Analysis by Event Year</b>					
<b>Budget Activity</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<u>Resources</u>					
Beginning Balance	\$ -	\$ -	\$ 4,022.36	\$ 858.88	\$ (1,502.39)
Donations	<b>\$37,950.60</b>	\$ -	\$ -	\$ -	\$ -
Prior Yr 52% FW Sales	\$ -	<b>\$54,138.88</b>	<b>\$49,175.73</b>	<b>\$55,831.20</b>	<b>\$59,262.61</b>
Subtotal Revenues	<u>\$37,950.60</u>	<u>\$54,138.88</u>	<u>\$49,175.73</u>	<u>\$55,831.20</u>	<u>\$59,262.61</u>
<b>TOTAL RESOURCES</b>	<b><u>\$37,950.60</u></b>	<b><u>\$54,138.88</u></b>	<b><u>\$53,198.09</u></b>	<b><u>\$56,690.08</u></b>	<b><u>\$57,760.22</u></b>
<u>Use of Resources</u>					
4th of July Exp.	<b>\$37,950.60</b>	<b>\$50,116.52</b>	<b>\$52,339.21</b>	<b>\$58,192.47</b>	<b>\$57,000.00</b>
Ending Balance	\$ -	\$ 4,022.36	\$ 858.88	\$ (1,502.39)	\$ 760.22
<b>TOTAL USE OF RES</b>	<b><u>\$37,950.60</u></b>	<b><u>\$54,138.88</u></b>	<b><u>\$53,198.09</u></b>	<b><u>\$56,690.08</u></b>	<b><u>\$57,760.22</u></b>

Note: July 4, 2016 expenditures are estimated.

When the Redevelopment Agency (RDA) sponsored the event, the annual costs were closer to \$100,000. Staff has been able to stage a comparable event with fewer resources in large part due to being able to allocate SCPD and SCFD costs to the Fireworks Enforcement Fund. In addition, since the Fireworks Sales revenues are known nearly a year in advance, event budgets are tailored to the available resources. Staff feels that at current event cost levels, a minimum budget would be about \$55,000 per year, growing by about 3% per year.

#### Enforcement Budget Analysis

The following table displays the enforcement revenues and costs per event year, which covers SCPD, SCFD and educational materials and advertising costs to ensure that the community enjoys a safe and sane celebration of our country's independence.

<b>Fireworks Enforcement Analysis by Event Year</b>					
<b>Budget Activity</b>	<b>2012 12%</b>	<b>2013 12%</b>	<b>2014 7%</b>	<b>2015 7%</b>	<b>2016 7%</b>
<u>Resources</u>					
Beginning Balance	\$ -	\$ -	\$ (48.32)	\$ 7,997.13	\$ 2,203.86
Prior Year Enf. Fee	<u>\$ -</u>	<u>\$ 24,987.16</u>	<u>\$ 22,696.49</u>	<u>\$ 15,031.48</u>	<u>\$ 15,955.32</u>
<b>TOTAL RESOURCES</b>	<u><u>\$ -</u></u>	<u><u>\$ 24,987.16</u></u>	<u><u>\$ 22,648.17</u></u>	<u><u>\$ 23,028.61</u></u>	<u><u>\$ 18,159.18</u></u>
<u>Use of Resources</u>					
Enforcement Exp.	\$ -	\$ 25,035.48	\$ 14,651.04	\$ 20,824.75	\$ 18,700.00
Ending Balance	<u>\$ -</u>	<u>\$ (48.32)</u>	<u>\$ 7,997.13</u>	<u>\$ 2,203.86</u>	<u>\$ (540.82)</u>
<b>TOTAL USE OF RES</b>	<u><u>\$ -</u></u>	<u><u>\$ 24,987.16</u></u>	<u><u>\$ 22,648.17</u></u>	<u><u>\$ 23,028.61</u></u>	<u><u>\$ 18,159.18</u></u>

Note: 2016 enforcement expenditures are estimated.

A couple of years ago the Fireworks Enforcement Surcharge was reduced from 12% to 5% at the request of the wholesalers. That has led to a 42% decrease in revenues. This was possible to absorb in part due to the retained earnings that had built up in the fund. Staff estimates that the minimum costs would be about \$19,000 per year growing at a rate of about 3%.

### Non-Profit Organization Net Proceeds

The following table displays the proceeds generated by each non-profit organization over the past four years.

<b>Non-Profit Organization Net Receipts by Event Year</b>					
<b>Non-Profit Organization</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>	<b>Sat.</b>	<b>Mon.</b>
Suisun BID & Titans	\$15,750.14				
Suisun Am. Little League	\$19,887.00	\$21,909.09			N/A
Sea Otters	\$18,501.74				
Vikings		\$10,567.20			
Titans		\$16,699.44			
Alooma Temple			\$14,562.97		
Macedonia Church			\$16,560.50	\$14,289.05	N/A
Devil Dogs			\$26,139.23		
First Christian Church				\$16,859.05	
North Bay Panthers				\$28,114.51	
Crystal Music Boosters	\$ -	\$ -	\$ -	\$ -	N/A
<b>Annual Totals</b>	<b><u>\$54,138.88</u></b>	<b><u>\$49,175.73</u></b>	<b><u>\$57,262.70</u></b>	<b><u>\$59,262.61</u></b>	<b><u>\$ -</u></b>

### Non-Profit Organization Participation

Attachment 1 lists the 22 different organizations who have applied for one of the three permits each year. These 22 organizations have applied a total of 36 times. Two organizations have had their names drawn three times. Eight other organizations have had theirs drawn once. Except for one organization, every organization that has applied more than once has had their name drawn at least once. Accordingly, the current sharing arrangement (52% City/48% Non-Profit) has not hindered a strong core group of organizations from participating. Occasionally two non-profits have partnered to share the selling responsibilities and proceeds, which has further enhanced participation.

Alternative Sharing Approach

Staff has identified an alternative approach that would still successfully achieve the three goals listed in the Background section of this report. If the Fireworks Enforcement Surcharge were to be raised from 7% to 8%, the sharing between the City and the non-profit organization could be shifted to 50% City/50% Non-Profit. That would result in the Non-Profit Organizations sharing an estimated \$2,000 per year more in net proceeds. The additional one percent in the surcharge would generate about \$2,000 in revenues to offset the loss, thereby ensuring that the Fourth of July Independence Day Celebration could continue to be staged as it has been since the RDA was eliminated.

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**RECOMMENDATION:** It is recommended that the City Council discuss the alternative and provide staff with direction as to what changes, if any, it wants to make in the Safe and Sane Fireworks Sales Program to be implemented for July 4, 2016, which is generating revenues for the July 4, 2017 event.

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**ATTACHMENTS:**

1. Fireworks Sales Non-Profit Organization Applicants.

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## ATTACHMENT 1

## FIREWORKS SALES NON-PROFIT ORGANIZATION APPLICANTS

No.	Non-Profit Organizations	2012	2013	2014	2015	2016	No. Apps
1	Suisun American Little League	D	D		A	D	4
2	Harbor Theater/Missouri Theater	A					1
3	Suisun City Titans Youth Football	P	D				2
4	Suisun City Historic Waterfront BID	P					1
5	Mustang Football Club	A					1
6	Disabled American Veterans	A					1
7	Rodrigues High PTSO	A					1
8	Mission Solano Rescue Mission	A					1
9	Fairfield-Suisun City Youth Soccer League	A					1
10	Fairfield-Suisun City Community Action Council	A		A			2
11	Colt Youth Wrestling Club	A					1
12	Solano Aquatic Sea Otters	D					1
13	Travis Vikings Football		D				1
14	Suisun Memorial Building Association		A				1
15	Macedonia Church of God & Christ		A	D	D	D	4
16	Alooma Temple No. 212 (Shriners)			D	A	A	3
17	Nor-Cal Devil Dawgs			D	A		2
18	First Christian Church			A	D		2
19	ABATE of CA Local 17 (Motorcycle Safety Awareness)			A			1
20	North Bay Panthers Youth Sports Organization				D	A	2
21	Crystal Music Boosters				A	D	2
22	Fairfield-Suisun Bobby Sox					A	1
<b>TOTAL APPLICATIONS</b>		<b>12</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>6</b>	<b>36</b>

**D** = Drawn.

**P** = Partnered with another non-profit organization.

**A** = Applied, but not drawn.