

CITY COUNCIL

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



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

A G E N D A

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

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

TUESDAY, MAY 7, 2013

6:00 P.M.

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

TELECONFERENCE NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), the following Council meeting will include teleconference participation by Councilmember Mike Hudson from: 657 N. 380 W., Santaquin, Utah 84655. This Notice and Agenda will be posted at the teleconference location.

(Next City Council Res. No. 2013 – 18)

ROLL CALL

Council 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 and Successor Agency will hold a Closed Session for the purpose of:

City Council

1. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(b): Two potential cases.

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

2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to California Government Code Section 54956.8., the Suisun City Council will hold a Closed Session for the purpose of Conference with Real Property Negotiator.

Property Under Negotiation: Assessor Parcel Numbers 0173-010-210 and 0173-010-220

Agency Negotiator: Suzanne Bragdon, City Manager, Ronald C. Anderson, Jr, Assistant City Manager/Administrative Services, Jason Garben, Economic Development Director

Negotiating Parties: Ted Caldwell

Under Negotiations: Terms and payment

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

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:

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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, MAY 7, 2013

7:00 P.M.

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

TELECONFERENCE NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), the following Council meeting will include teleconference participation by Councilmember Mike Hudson from: 657 N. 380 W., Santaquin, Utah 84655. This Notice and Agenda will be posted at the teleconference location.

(Next Ord. No. – 723)

(Next City Council Res. No. 2013 – 18)

Next Suisun City Council Acting as Successor Agency Res. No. SA2013 – 02)

(Next Housing Authority Res. No. HA2013 – 03)

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).

REPORTS: (Informational items only.)

1. Mayor/Council -Chair/Boardmembers
 - a. Selection Process for Non-Profit Fundraising Concessions at City Events – (Hudson).
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.)

DEPARTMENTS: AREA CODE (707)

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SUCCESSOR AGENCY 421-7309 FAX 421-7366

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

3. Presentation of Proclamation to Building Department, Proclaiming the month of May 2013, as "Building Safety Month".
4. Presentation of Proclamation to Police Department Proclaiming the week of May 12 - 18, 2013, as "Police Week" and May 15, 2013, as "Peace Officers' Memorial Day".
5. Presentation of a Proclamation to Gregoria Torres, 2013 General Chair, Philippine Cultural Committee, Recognizing the Month of June 2013 as "Philippine Cultural Month" in the City of Suisun City.

CONSENT CALENDAR**City Council**

6. Council Adoption of Resolution No. 2013-___: Adopting the Proposed Suisun City Safe Routes to School Plan Update with Changes to the Crystal Middle School Recommendations and Approving the Inclusion of the Plan in the Solano County Transportation Authority's Countywide Safe Route to School Plan – (Kasperson).
7. Council Adoption of Resolution No. 2013-___ - Authorizing the Police Chief to Execute a Contract to Receive and Administer Funding through the Boating Safety and Enforcement Financial Aid Program from the California Department of Boating and Waterways – (Dadisho).
8. Council Adoption of Resolution N0. 2013-___: Authorizing the City Manager to Execute an Agreement to Purchase a Crack Sealer – (Kasperson).
9. Council Adoption of Resolution No. 2013-___: Adopting the Fifth Amendment to the Annual Appropriation Resolution No. 2012-53 to Appropriate Funds for the 2011 JAG Grant – (Garben).
10. Council Adoption of Resolution No. 2013 - __: Authorizing the City Manager to Recruit and Appoint a Police Officer for an Anticipated Opening.
11. Council Adoption of Resolution No. 2013 - __: Authorizing the City Manager to Recruit and Appoint a Communications & Records Technician I/II for an Anticipated Opening.

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

12. Council/Agency/Authority Review and Accept the Investment Report for the Quarter Ending March 31, 2013 – (Garben).
13. 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 April 16, 2013 – (Hobson).

PUBLIC HEARINGS:**City Council**

14. Continental Apartments – (Wooden).

PUBLIC HEARING: Continued from April 16, 2013

Council Adoption of:

- a Council Adoption of Resolution No. 2013-___: Authorizing the issuance of multifamily housing revenue bonds by the California Affordable Housing Agency ("CalAHA") for the purpose of financing the acquisition and rehabilitation of a multifamily residential housing facility located in the City known as the Continental Apartments (the "Project") located at 1101 Crystal Street; **OR**
- b Council Adoption of Resolution No. 2013-___: Denying the Issuance by the California Affordable Housing Agency ("CalAHA") of Multifamily Housing Revenue Obligations for the purpose of Loaning the Proceeds thereof to the Coldbrook Foundation to Finance the Acquisition and Rehabilitation of the Continental Apartments.

GENERAL BUSINESS

Joint City Council / Successor Agency / Housing Authority

15. Fiscal Year 2013-14 Annual Budget Workshop – (Anderson & Garben).

ADJOURNMENT

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Office of the Mayor

Suisun City, California

Proclamation



WHEREAS, through our states continuing efforts to address critical issues of safety, energy efficiency and resilience in the built environment that affect our residents, both in everyday life and in times of natural disaster, give us confidence that our structures are safe and sound; and

WHEREAS, our confidence is achieved through the devotion of vigilant guardians – building safety and fire prevention officials, architects, engineers, builders, laborers and others in the construction industry – who work year-round to ensure the safe construction of buildings; and

WHEREAS, these guardians – dedicated members of the International Code Council – develop and implement the highest-quality codes to protect Americans in the buildings where we live, learn, work, worship, play; and

WHEREAS, the International Codes, the most widely adopted building safety, energy and fire prevention codes in the nation, are used by most U.S. cities, counties and states; these modern building codes also include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fires and earthquakes; and

WHEREAS, Building Safety Month is sponsored by the International Code Council and International Code Council Foundation, to remind the public about the critical role of our communities' largely unknown guardians of public safety – our local code officials – who assure us of safe, efficient and livable buildings; and

WHEREAS, "Building Safety Month: Code Officials Keep You Safe" the theme for Building Safety Month 2013, encourages all Americans to raise awareness of the importance of building safety; green and resilient building; pool, spa and hot tub safety; backyard safety; and new technologies in the construction industry. Building Safety Month 2013, encourages appropriate steps everyone can take to ensure that the places where we live, learn, work, worship and play are safe and sustainable, and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies; and

WHEREAS, each year, in observance of Building Safety Month, Americans are asked to consider projects to improve building safety and sustainability at home and in the community.

NOW, THEREFORE, I, Pedro "Pete" Sanchez, Mayor of the City of Suisun City, do hereby proclaim the month of May as

"BUILDING SAFETY MONTH"

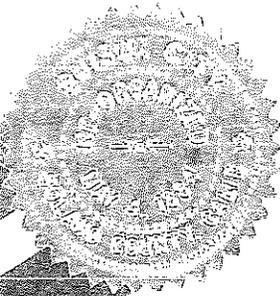
in the City of Suisun City in recognition of the essential service provided to all of us by local a state building departments and federal agencies in protecting lives and property.

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

Pete Sanchez
Pete Sanchez, Mayor

ATTEST: *Danica Pal*

DATE: May 7, 2013



Office of the Mayor
Suisun City, California

Proclamation



WHEREAS, May 15th has been National Peace Officers' Memorial Day, and the week containing May 15th has been National Police Week, since President John F. Kennedy signed Public Law 87-726 on October 1, 1962; and

WHEREAS, by a joint resolution approved October 1, 1962, as amended, (76 Stat. 676), the Congress has authorized and requested the President to designate May 15th of each year as "Peace Officers Memorial Day" and the week in which it falls as "Police Week," and, by Public Law 103-322, as amended, (36 U.S.C. 136), has directed that the flag be flown at half-staff on Peace Officers Memorial Day; and

WHEREAS, the members of the Suisun City Police Department play an essential role in safeguarding the rights and freedoms of the residents and visitors to Suisun City; and

WHEREAS, in light of the increasingly important role our local and national police officers face as the first line of defense against domestic terrorism, helping to make Suisun City, Solano County, and the United States of America a safer place; and

WHEREAS, it is important that all residents know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of the Suisun City Police Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men and women of the Suisun City Police Department unceasingly provide a vital public service;

NOW, THEREFORE, I, Pedro "Pete" Sanchez, Mayor of the City of Suisun City, call upon all residents of Suisun City and upon all patriotic, civic and educational organizations to observe the week of May 12 - 18, 2013, as:

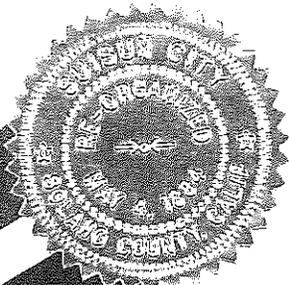
"POLICE WEEK"

with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all Americans.

I further call upon all residents of Suisun City to observe Wednesday, May 15, 2013, as:

"PEACE OFFICERS' MEMORIAL DAY"

in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the families and friends of our fallen heroes.



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

Pete Sanchez
Pete Sanchez, Mayor

ATTEST: *Dorothy Pol*

DATE: May 7, 2013

Office of the Mayor
 Suisun City, California
Proclamation



WHEREAS, the Filipino-American community comprised of approximately 11 percent of the population of Solano County and a significant population residing in the City of Suisun City; and

WHEREAS, the Filipino-American community, through the sponsorship of the Philippine Cultural Committee of Vallejo wishes to celebrate with the general public at the 115th anniversary of the Philippines' independence from Spain; and

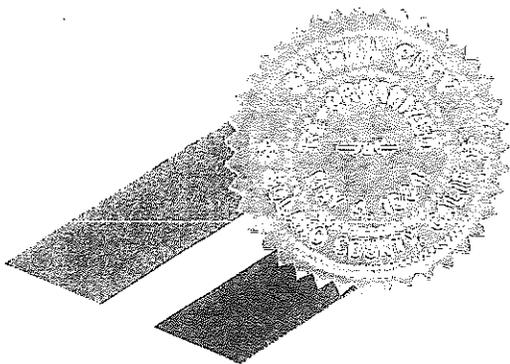
WHEREAS, the Philippine Cultural Committee has designated the month of June as Philippine Cultural Month and will hold a free outdoor festival, popularly called "Pista Sa Nayon" on June 1, 2013 at the Vallejo Waterfront Park; and

WHEREAS, the Philippine Cultural Committee will commemorate its 27th year anniversary of sponsoring this annual event, which consistently draws large crowds to celebrate Filipino heritage, through a grand parade depicting the history of the Filipino people, participated by Filipino-Americans, both youths and seniors alike, and a day-long festival of world-class and local entertainment, food, arts and crafts.

NOW, THEREFORE, BE IT RESOLVED, THAT that I, Pete Sanchez, Mayor of the City of Suisun City and on behalf of the residents of Suisun City, hereby proclaim the month of June 2013, as:

"PHILIPPINE CULTURAL MONTH"

in recognition and celebration of the 115th Anniversary of the Philippines as a nation and more than one hundred years of association with the United States of America.



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

Pete Sanchez
 Pete Sanchez, Mayor

ATTEST:

Stephanie Pich

DATE:

May 7, 2013

AGENDA TRANSMITTAL

MEETING DATE: May 7, 2013

CITY AGENDA ITEM: Council Adoption of Resolution No. 2013-___: Adopting the Proposed Suisun City Safe Routes to School Plan Update with Changes to the Crystal Middle School Recommendations and Approving the Inclusion of the Plan in the Solano County Transportation Authority's Countywide Safe Route to School Plan.

FISCAL IMPACT: If not approved, the City would lose \$149,000 in Safe Route to School (SR2S) funding currently available through an OBAG award. The City would also not be eligible for future SR2S funds if the plan is not approved. A portion of these funds may be used to pay for staff time that is typically charged to the General Fund.

BACKGROUND: On February 13, 2008, the STA Board adopted STA's first Safe Routes to School Plan and authorized STA staff to create a Safe Routes to School Program in Solano County. The STA's SR2S Plan (Plan) process included over 100 committee members and over 450 parents, teachers, students, and neighbors at 29 schools across the county. Each city developed a local SR2S plan, developed in partnership with local SR2S task forces reviewing school plans within their community including their associated school district, which were adopted by each city's council and school board. These local plans were then incorporated into the STA's countywide SR2S plan. In Suisun City projects were selected in collaboration with the Fairfield-Suisun School District. At that time the schools reviewed were the Suisun Elementary School and the Dan O. Root Elementary School. This approval request in 2013 is updating the 2008 Plan to reflect the current needs to the other schools located within Suisun City.

The City of Suisun City has been active in the SR2S program since the STA began its implementation in 2008. Through this program, the City of Suisun City has received grant funding for improvements such as 4 radar speed signs which were identified as a priority in the 2008 plan. State Route 12/Grizzly Island Trail project is a \$2.164M SR2S priority project funded with State/Federal grants and local dollars (\$814,000 MTC Regional Bike/Pedestrian Program, \$1,200,000 STA Federal/State MTC SR2S Program, \$150K Suisun City local funds). Suisun-Fairfield police was awarded \$100,000 STA SR2S enforcement grant in FY 2010-11; Suisun Police Department funded a School Resource Officer with a Federal SR2S grant. The City is currently eligible for \$149,000 in SR2S OBAG funds that can be used for improvements around local schools.

On April 16, 2013, this item was brought before our City Council for consideration. At that time there was discussion about a proposed change to the Class 2 Bike path on Driftwood Drive north of Crystal Middle School (Figure 6 – Number 4 – Fairfield-Suisun School District Report). There was a concern that the recommended changes in the report for Driftwood Drive would make improvements to access to the school for students but would detract from bicycle network use by other users. There was no action taken by the Council at the April 16th meeting. As a result of the concern over the changes to Driftwood Drive, a report of the discussion was made to SR2S Task Force on April 22nd.

PREPARED BY:

Amanda Dum, Management Analyst II

REVIEWED/APPROVED BY:

Daniel Kasperson, Building & Public Works Director

Suzanne Bragdon, City Manager

Handwritten signatures and initials, including a large signature that appears to be 'AD' and another that appears to be 'S.B.'.

The Task Force recommended that the wording in the report be changed as follows:

Driftwood Drive

- ~~Remove bike lanes; stripe curb white for loading.~~
- ~~Install a pedestrian path through the adjacent playing fields, with a gate at the northeast corner of school grounds.~~
- If City and School District rights-of-way allow, remove existing bike lanes on each side of Driftwood Drive and install a public Class I pedestrian/bicycle trail on the south side of Driftwood Drive between Josiah Circle and Marina Boulevard

STAFF REPORT: The 2013 Safe Routes to School Plan Update will be used to establish a list of priority needs around Crescent Elementary and Crystal Middle School. It will also be used as a valuable reference document when applying for grants.

To develop the Suisun City 2013 Safe Route to School Plan Update the Suisun City SR2S Community Task Force selected Crescent Elementary and Crystal Middle School as the two schools of focus. Once the walking audits were completed and the school improvement plans and recommendations were drafted, the Suisun City SR2S Community Task Force met to review and provide feedback on the recommendations. At the September 10, 2012 meeting, the Suisun City Safe Route to School Task Force voted unanimously to recommend that the City Council adopt the proposed Suisun City SR2S Plan Update. The draft SR2S Countywide Plan Update was then brought back to the SR2S Countywide Advisory committee for another review. This process included each Section being brought before the related City Council/School Board for review and approval. The Plan was also brought to the STA TAC for review. The Plan will be brought to the STA Board on May 8, 2013. At that time the STA Board will vote whether or not to release the Plan for public input. The public input meeting and SR2S Summit Symposium is scheduled for May 23, 2013, at the Kroc Center in Suisun City. After the Summit and public input, the Plan will go back to the SR2S Countywide Advisory Committee and then back to the STA Board for final approval.

Suisun City SR2S Ad Hoc Community Task Force and the Solano Transportation Authority request that the City Council adopt the Suisun City 2012 Safe Route to School Plan Update. This Plan, without the Driftwood Drive changes, is attached as Chapter 7 of the Draft Solano Transportation Authority Countywide Safe Route to School Plan which is scheduled to be considered by the STA board in May 2013.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2013-____: Adopting the Proposed Suisun City Safe Routes to School Plan Update with Changes to the Crystal Middle School Recommendations and Approving the Inclusion of the Plan in the Solano County Transportation Authority's Countywide Safe Route to School Plan.

ATTACHMENTS:

1. Resolution No. 2013-____: Adopting the Proposed Suisun City Safe Routes to School Plan Update with Changes to the Crystal Middle School Recommendations and Approving the Inclusion of the Plan in the Solano County Transportation Authority's Countywide Safe Route to School Plan.
2. Proposed Solano Transportation Authority Countywide Safe Route to School Plan – Chapter 7 – Fairfield-Suisun United (Suisun City) 2013 Safe Route to School Plan Update.
3. Figure 6 – Crystal Middle School Recommend Improvements – Suisun City S2RS Plan

RESOLUTION NO. 2013- _____

A RESOLUTION OF THE CITY OF SUISUN CITY COUNCIL ADOPTING THE PROPOSED SUISUN CITY SAFE ROUTES TO SCHOOL PLAN UPDATE WITH CHANGES TO THE CRYSTAL MIDDLE SCHOOL RECOMMENDATIONS AND APPROVING THE INCLUSION OF THE PLAN IN THE SOLANO TRANSPORTATION AUTHORITY'S COUNTYWIDE SAFE ROUTE TO SCHOOL PLAN

WHEREAS, the Safe Routes to School Plan is intended to improve the safety of pedestrian and bicycle modes of student travel by enhancing related infrastructure and programs, and to provide safe passage to schools; and

WHEREAS, Suisun City's Safe Routes to School Ad Hoc Community Task Force included Fairfield-Suisun Unified School (FSUSD), Solano Transportation Authority and City representatives; and

WHEREAS, Solano Transportation Authority has implemented an update to the Countywide Safe Routes to School Plan; and

WHEREAS, Suisun City's SR2S Community Task Force Members held a walking audit at Crescent Elementary School on January 18, 2012, and at Crystal Middle School on March 28, 2012, to identify potential traffic circulation improvements and education programs to maintain and promote school pedestrian safety; and

WHEREAS, the Suisun City SR2S Community Task Force considered the Suisun City SR2S Plan Update at their meeting on September 10, 2012 and unanimously recommended the City Council adopt the proposed plan update; and

WHEREAS, the Countywide Safe Routes to School Plan will be accepted as the guiding document for future planning and implementation of SR2S projects; and

WHEREAS, the Suisun City SR2S Ad Hoc Community Task Force which includes representatives of the FSUSD will continue to steer SR2S related projects and programs for Suisun City; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City hereby adopts the 2013 Suisun City Safe Route to School Plan Update with changes to the Crystal Middle School recommendations so that the function of the existing bike lane on Driftwood Drive is maintained and approves inclusion of the Plan in the 2013 Solano Transportation Authority's Countywide Safe Route to School Plan.

PASSED AND ADOPTED by a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 7th of May 2013, by the following vote:

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

WITNESS my hand and the seal of the City of Suisun City this 7th day of May 2013.

Linda Hobson, CMC
City Clerk

Fairfield-Suisun Unified (Suisun City)

The Suisun City Task Force selected two schools for walk audits as part of the 2012 STA SR2S Plan Update: Crescent Elementary and Crystal Middle School. The Task Force also provided feedback on project prioritization. The membership of the Suisun City Task Force is shown in Table 1. Suisun City SR2S Task Force Membership .

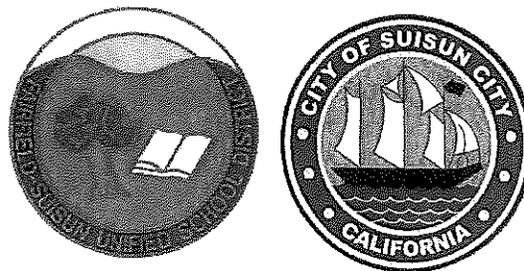


Table 1. Suisun City SR2S Task Force Membership

Name	Position
Mike Hudson	Council Member
Jane Day	Council Member
Tim Mattos	Commander, City of Suisun Police Department
Rodney Nelson	Facilities Planner, Fairfield-Suisun Unified
Kathy Marianno	Board Member, Fairfield-Suisun Unified
Judi Honeychurch	Board Member, Fairfield-Suisun Unified
Dan Kasperon	Public Works Director, City of Suisun City
Nick Lozano	Public Works Engineer, City of Suisun City

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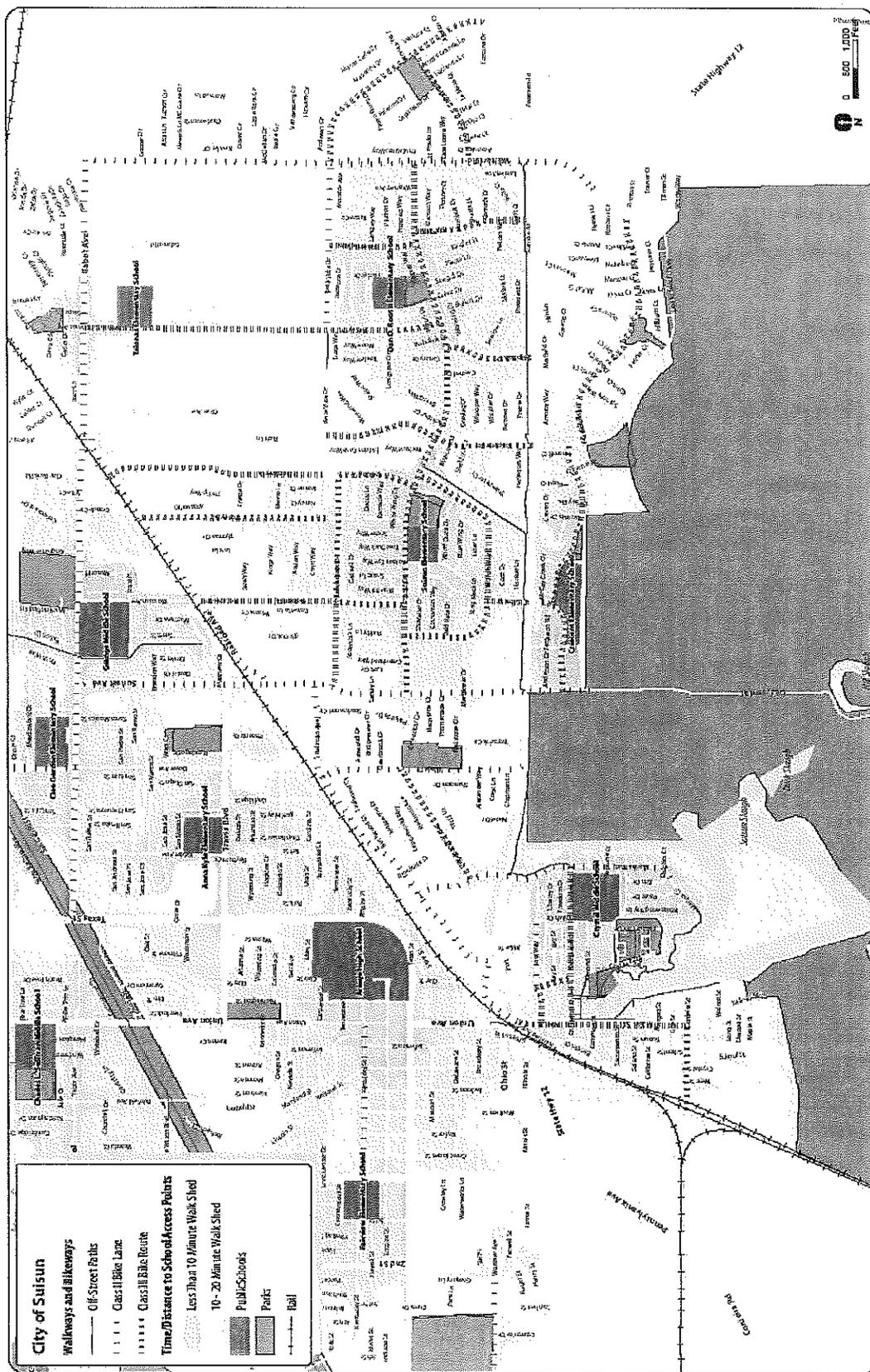


Figure 1. Suisun City Schools, Parks & Walksheds

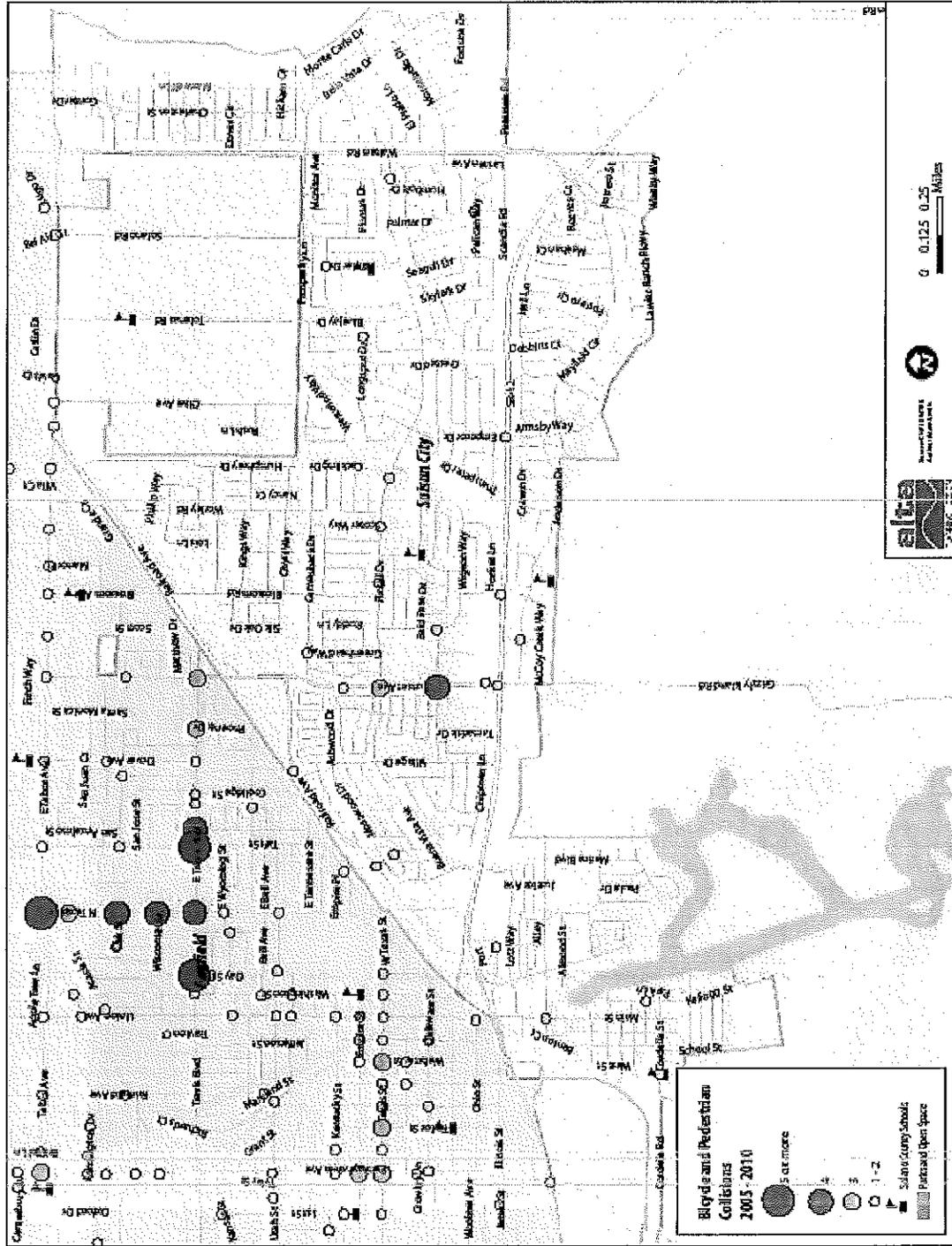


Figure 2: Suisun City Bicycle & Pedestrian Collisions, 2005-2010

2008 STA SR2S Plan

The 2008 STA SR2S Plan contains the results of a walk audit at Suisun Elementary as well as recommendations for Dan O Root Elementary. At Suisun Elementary, one project was completed: striping a crosswalk in the northern leg of the intersection of Golden Eye Way at Pintail Drive. The subsequent construction of the Suisun City Library (and its accompanying parking lot) on the eastern edge of school grounds may have impacted the feasibility of recommended projects for Pintail Drive.

Dan O Root Elementary

Many of the priority projects proposed for Dan O Root Elementary were implemented. Recommended crosswalks were striped on Harrier Drive at its intersections at both Pintail Drive and at Kimberly Court. The school also completed the priority project of installing a STOP sign at the exit of their school parking lot in order to reduce conflicts with pedestrians on the sidewalk.

Other Noteworthy Projects

Suisun City is in the midst of planning and building a network of Class I bicycle & pedestrian paths to connect different neighborhoods. Most of these paths parallel sections of State Route 12 (SR 12). The City recently completed the first stage of the Grizzly Island Path, which connects downtown Suisun City to eastern neighborhoods on the southern side of SR 12. Additional planned phases of the Grizzly Island Path will parallel SR 12 further east, connecting to McCoy Creek and the eastern edge of Suisun City. The Lawler Ranch Path is planned to run along the Suisun City waterfront from McCoy Creek to Walters Road. The Lotz Way Path is planned to connect the Suisun City Amtrak station to Marina Boulevard, and is identified as a priority project in the STA Safe Routes to Transit Plan.

Programmatic Achievements

Select schools in Suisun City created student safety patrols to assist crossing guards, as recommended in the 2008 STA SR2S Plan. The Suisun City Police Department also has a dedicated school safety traffic officer who among other duties, recently led development of a crossing guard training manual and accompanying DVD as funded through the STA SR2S safety enforcement grant.

Carried-Over Recommendations

One priority project from Dan O Root Elementary is being carried over from the 2008 STA SR2S Plan. This project calls for the installation of a pedestrian-activated flashing crosswalk at a mid-block crosswalk on Harrier Drive at the school's entrance.

2012 Walk Audit Recommendations

Crescent Elementary School

The recommended improvements at Crescent Elementary School focus on school access along Anderson Drive and providing greater access to school from the east and the west. The report recommends crosswalk improvements at the school entrance on Anderson Drive and re-striping parking controls east of the school entrance to reduce congestion and mid-block crossings. The report recommends sidewalk and crosswalk improvements to the west to provide better access to the recently completed Grizzly Island Path, and starting

Phase 2 of the Grizzly Island Path to provide better access from the west/north. The report also recommends upgrading the south side of Anderson Drive to a Class I trail (south of McCoy Creek) to link with the proposed Lawler Ranch Path. The latter is identified in the 2012 Countywide Bicycle Master Plan, which would provide greater access to the school from the east and also serve routes to Crystal Middle School

Crystal Middle School

The recommended improvements at Crystal Middle School focus on better safety and connectivity of key walking and biking routes both on and near campus. These recommendations include moving and enhancing the mid-block crosswalk on Whispering Bay Lane, and introducing a new access point and path at the rear of the school from Marina Boulevard and the recently constructed Grizzly Island Trail. For improved connections from the north, this report also recommends construction of a Class I multi-use path along Lotz Way, the relocation of bicycle facilities from Driftwood Drive to Josiah Way/Josiah Circle, and closing sidewalk gaps north of SR 12 on Marina Boulevard and Buena Vista Drive.

Citywide Recommendations

The Suisun City SR2S Task Force requested a citywide project to restripe faded curbs around schools, to replace faded crosswalks with high-visibility crosswalks, and to retrofit crosswalks with ADA compliant curb ramps and yellow tactile warning strips. Specifics for this citywide project will be determined on a school-by-school basis.

Table 2: Suisun City Priority Projects

Suisun City - Safe Routes to School Capital Project List (DRAFT)

Total Project Costs Identified	\$1,212,500	Total Priority Projects	\$875,000	Grants (Reasonable Anticipated, 5 years)	\$400,000
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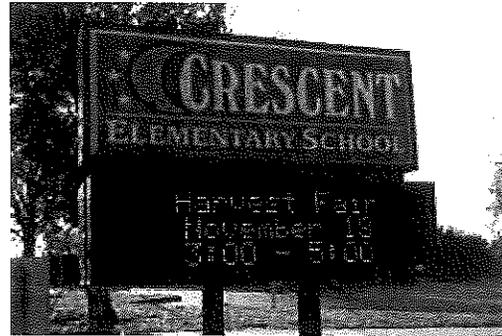
School District	School Name	Project ID	Project Description	Funding Priority	Lead Agency	Cost Estimate
Fairfield-Suisun Unified	Crystal Middle	4	<ul style="list-style-type: none"> Open gate behind school at Marina Blvd and provide pathway on school ground around playground to entrance Install bicycle parking on blacktop at western end of the pedestrian student pathway. Stripe high-visibility yellow crosswalks in all legs of the intersection of Driftwood Avenue at Marina Boulevard Construct curb extension and bi-directional curb ramps at the southwest corner of Driftwood Drive at Marina Boulevard 	High	FSUSD/ Suisun City	\$85,000
Fairfield-Suisun Unified	Crystal Middle	7	<ul style="list-style-type: none"> Construct Class I Path along the west side of Marina Boulevard and the north side of Lotz Way from State Route 12 to Main Street Stripe high-visibility yellow crosswalks in the south and east legs of the intersection of Lotz Way and Josiah Way Install sharrows on Josiah Circle and provide wayfinding signage at Lotz Way at Josiah Way, directing students to access the school via Josiah Circle 	High	STA/Suisun City	\$650,000
Fairfield-Suisun Unified	Crescent Elementary	5, 6 & 8	<ul style="list-style-type: none"> McCoy Creek Way bicycle lanes, sharrows, and high visibility crosswalks High visibility crosswalks across SR 12 	High/Medium	Suisun City / Caltrans	\$15,000

Suisun City SR25 Plan

School District	School Name	Project ID	Project Description	Funding Priority	Lead Agency	Cost Estimate
Fairfield-Suisun Unified	Crystal Middle	6	<ul style="list-style-type: none"> Close sidewalk gaps on east side of Marina Blvd and south side of Buena Vista Ave Upgrade SR 12 crosswalks to high visibility with advance stop bars, ADA-compliant median island 	Medium/High	Suisun City	\$75,000
Fairfield-Suisun Unified	All Schools	Task Force	<ul style="list-style-type: none"> Re-stripe faded curbing at all schools Re-stripe select faded transverse crosswalks as high-visibility Construct ADA-compliant curb ramps and tactile domes 	Medium/High	Suisun City	\$25,000
Fairfield-Suisun Unified	Dan O Root Elementary	2008 Plan	<ul style="list-style-type: none"> RRFB flashing crossing across Harrier Drive across from school entrance Construct curb ramps and consider a curb extension on the east side to ensure accessibility and comfort 	Medium/High	Suisun City	\$25,000
Fairfield-Suisun Unified	Crescent Elementary	7	<ul style="list-style-type: none"> Grizzly Island Trail Phase 2: Construct Phase 2 of Grizzly Island Trail, east of Grizzly Island Road. Connect trail to Anderson Drive at intersection with McCoy Creek Way 	Medium	Suisun City	\$250,000
Fairfield-Suisun Unified	Crescent Elementary	3	<p>Anderson Drive, East of McCoy Creek Circle:</p> <ul style="list-style-type: none"> Stripe red curb approximately 200 feet on south side of Anderson Drive, from the east end of the creek to the school parking lot driveway Stripe red curb approximately 250 feet on north side of Anderson Drive, from east end of the creek to McCoy Creek Circle Expand "No Parking" signage to edges of red curb Reconfigure the east leg of the intersection with McCoy Creek Circle (east) by removing street parking and adding an additional westbound lane dedicated for left turns Expand sidewalk on southern side of Anderson Drive to act as Class I path east of the bridge; connect to planned Lawler Ranch Class I path 	Medium	Suisun City	\$50,000
Fairfield-Suisun Unified	Crescent Elementary	1, 2 & 4	<ul style="list-style-type: none"> Anderson Drive at parking lot entrance: high visibility crosswalks, signage and striping Upgrade crosswalks and retrofit curb ramps at Anderson Drive and McCoy Creek Way 	Medium/Low	Suisun City	\$15,000

Crescent Elementary School Travel Plan

Principal:	Stephanie Wheeler
Enrollment:	662
Arrival:	K-5, 8:10 Kindergarten PM, 10:55
Dismissal:	Kindergarten AM, 11:30 K-5, 2:10 K-5 Minimum Day, 11:30
Mode Share:	8% Walk/Bike (Oct. 2011) 5% Walk Bike (May 2011)
Walk Score ¹ :	66/100
Free/Reduced Lunch:	61% (2011-2012) 54% (2010-2011)

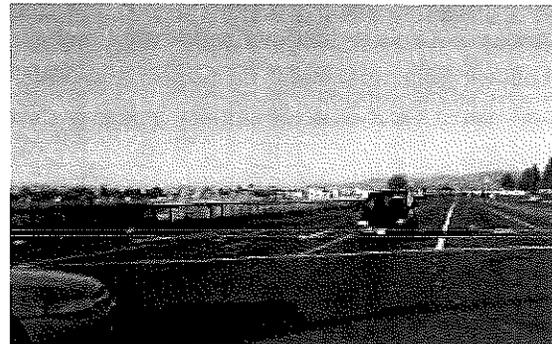


Crescent Elementary is located on the southern edge of Central Suisun City

Layout

Crescent Elementary School is located to the east of downtown Suisun City. The area surrounding Crescent Elementary is bounded on the north by State Route Highway 12 and bounded to the south & west by Duck Slough. The school is bounded on the north by Anderson Drive & McCoy Creek Way, on the east by McCoy Creek, on the south by an arm of Duck Slough, and on the west by an undeveloped field and a small housing development.

State Route Highway 12 in this area is a 4-lane median-divided highway with no grade separation, acting as a major barrier to north/south connectivity. Crossings of State Route Highway 12 are limited, with a signalized crossing at Grizzly Island Road less than half a mile to the west and a signalized crossing at Emperor Drive just over half a mile to the east. There is a Class I Bicycle/Pedestrian Path along the north side of State Route Highway 12, which extends from downtown Suisun City in the west to Walters Road in the east. This path also connects with the McCoy Creek Bicycle/Pedestrian Path, which travels northwards. State Route Highway 12 acts as the northern enrollment boundary east of Sunset Avenue. West of Sunset Avenue, the school enrollment boundary is the railroad right-of-way city limit between Fairfield and Suisun City.

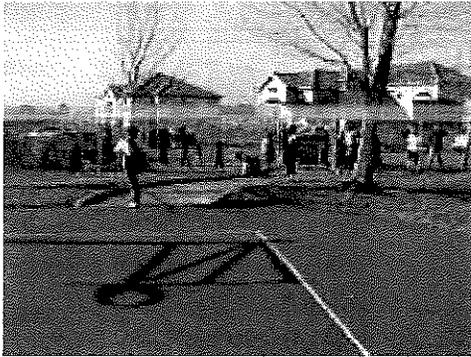


State Route 12 acts as a wide barrier between Crescent Elementary and northern Suisun City

To the west of the school grounds is a partially-developed series of parcels, meant primarily to serve truck traffic on State Route Highway 12. Because Suisun City has tied sidewalk construction in this area to new development as it is built, there are many gaps in the sidewalk network between the school and Grizzly Island Road to the west. West of Grizzly Island Road, preserved open space abuts State Route Highway 12 for over a mile, creating a network gap between downtown Suisun City and the area where Crescent Elementary is located.

¹ See www.walkscore.com for more information.

To the north, and to the east of Crescent Elementary is the Lawler Ranch subdivision, which is entirely residential. McCoy Creek Park is located immediately on the other side of McCoy Creek from Crescent Elementary, and Lawler Ranch Park is located approximately half a mile east of Crescent Elementary.



The rear pedestrian gate fronts McCoy Creek Way

Crescent Elementary has two access points for pedestrians:

- The main school entrance and loading loop is accessed from Anderson Drive, at its eastern intersection with McCoy Creek Circle; and
- A pedestrian gate on McCoy Creek Way from the playing fields on the west side of the school grounds.

There are “wheel-bender” style bicycle racks for students near the school gate main entrance.

Site Visit

The project team conducted a walk audit at Crescent Elementary School in Suisun City on January 18, 2012 during the afternoon pick-up period. Conditions were sunny and brisk, with no indications that extraneous circumstances impacted traffic circulation. In addition to the project team, the walk audit was attended by the principal of Crescent Elementary, staff from STA, from Solano Public Health, from Suisun City, and from the Fairfield-Suisun City School District. The walk audit consisted of observations along the main entrance at Anderson Drive & McCoy Creek Circle, and along the rear entrance to the school on McCoy Creek Drive. Following the walk audit, the project team visited the future trailheads of the proposed Grizzly Island Path and visited a section of the enrollment area to the north of State Highway 12.

Loading Zones

The main entrance to the school has a formal loading loop where parents are allowed to wait in their cars before dismissal. At the school entrance, there is a large overhead covering for students and parents to wait under during pick-up and drop-off periods. Parents are also allowed to park in the staff parking lot adjacent to the main entrance. Both driveways exit out onto Anderson Drive. Just west of the loading loop driveway on Anderson Drive is a dedicated bus loading zone with painted red curb. A team of student and parent volunteers manage traffic in the loading zone as well as assist student into and out of vehicles. The volunteers are all outfitted with florescent vests

There is another staffed loading zone on McCoy Creek Way at a pedestrian gate in the fence along the Crescent Elementary playing fields. Parents were observed on the day of the walk audit parking along both sides of McCoy Creek Way nearby this gate to pick up students. The principal said that she instructs staff not to let a student leave if the parent is parked on the other side of the street or is double-parked in the travel lane.

In addition to these formal loading zones, parents utilize a number of off-site loading zones. Parents “park-and-walk” along McCoy Creek Park (though it is a currently underutilized site), they park in an unfinished parking lot at the intersection of McCoy Creek Drive and Anderson Drive, and they load along the length of Anderson Drive that fronts Crescent Elementary School.

Crossing Guard Locations

There are two formal crossing guards for Crescent Elementary School. One crossing guard manages the intersection of Anderson Drive and McCoy Creek Circle. The other crossing guard manages the entrance/exit to the staff parking lot, as the sidewalk experiences a high level of pedestrian traffic to and from McCoy Creek Park. Each crossing guard has two Student Patrol assistants.



Student Patrol volunteers assist the crossing guards

Completed Projects

Grizzly Island Path

STA, in the summer of 2012, built out a Class I multi-use path along the southern side of State Route Highway 12 from Grizzly Island Road to Marina Boulevard. The eastern end of the path has trailheads at Grizzly Island Road's intersections with State Route Highway 12 and at McCoy Creek Way. This pathway connects downtown Suisun City, and the area surrounding Crystal Middle School, with the community around Crescent Elementary School without needing to first cross State Route Highway 12.

Other Plans

Grizzly Island Path (Phase 2)

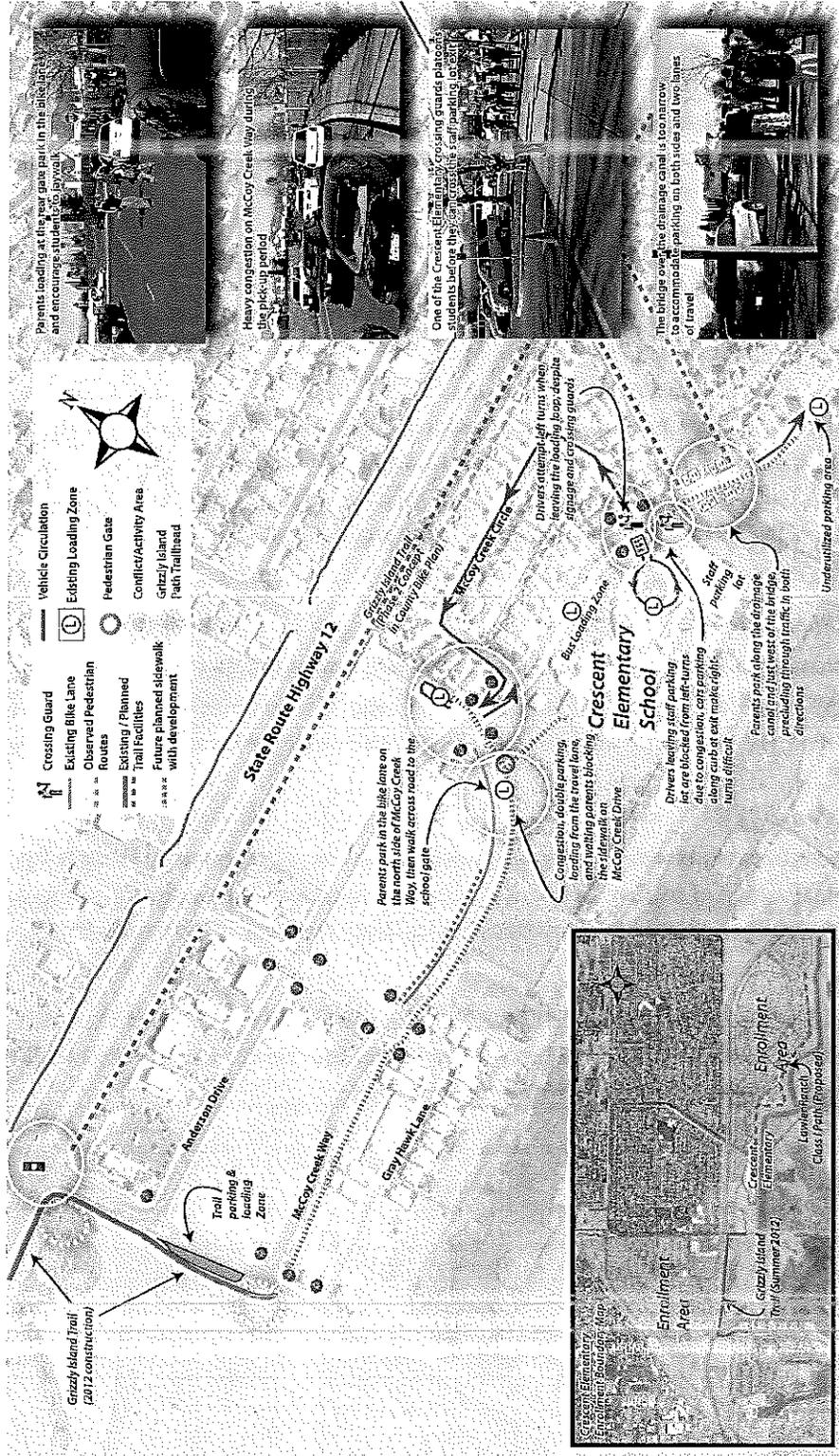
STA has preliminary plans to extend the Grizzly Island Path, once constructed, to McCoy Creek in the east. The route will travel along the southern side of State Route Highway 12 from Grizzly Island Road in the west to McCoy Creek in the east. The path will then travel along the western side of McCoy Creek south to Anderson Drive.

Grizzly Island Path (Phase 3)

STA has preliminary plans to extend the Grizzly Island Path from the Phase 2 terminus to Walters Road. The route will start on the east side of McCoy Creek at Anderson Drive, traveling northward to State Route Highway 12, and then traveling east along the south side of State Route Highway 12 to Walters Road.

Lawler Ranch Path

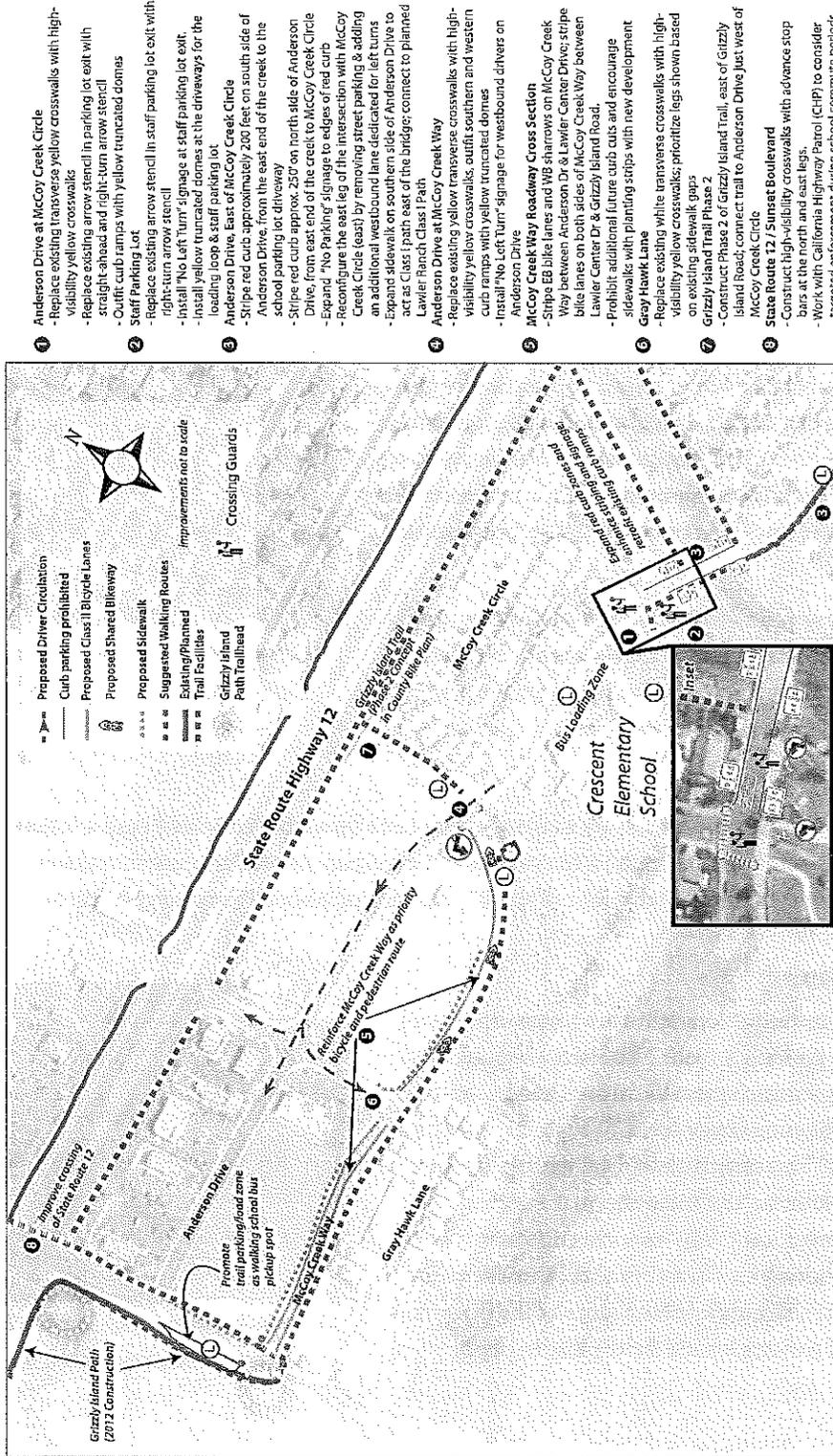
STA has plans to build a Class I multi-use path alongside Duck Slough for the length of the Lawler Ranch subdivision community. The proposed trail will travel from the intersection of Lawler Ranch Parkway and State Route Highway 12 in the east to McCoy Creek Park in the west.



Crescent Elementary School Existing Conditions

Solano County Transportation Authority SR25 www.solanoSR25.ca.gov

Figure 3: Crescent Elementary Existing Conditions



**Crescent Elementary School
Recommended Improvements***

*Funding for recommended improvements is limited. The improvements listed are only recommendations and full funding for construction and maintenance before implementation can be considered.

Solano County Transportation Authority SR25
www.solanoSR25.ca.gov



- Anderson Drive at McCoy Creek Circle**
 - Replace existing transverse yellow crosswalks with high-visibility yellow crosswalks
 - Replace existing arrow stencil in parking lot exit with straight-ahead and right-turn arrow stencil
 - Outfit curb ramps with yellow truncated domes
- Staff Parking Lot**
 - Replace existing arrow stencil in staff parking lot exit with right-turn arrow stencil
 - Install "No Left Turn" signage at staff parking lot exit
 - Install yellow truncated domes at the driveways for the loading loop & staff parking lot
- Anderson Drive, East of McCoy Creek Circle**
 - Stripe red curb approximately 200 feet on south side of Anderson Drive from the east end of the creek to the school parking lot driveway
 - Stripe red curb approx. 250' on north side of Anderson Drive from east end of the creek to McCoy Creek Circle
 - Expand "No Parking" signage to edges of red curb
 - Reconfigure the east leg of the intersection with McCoy Creek Circle (east) by removing street parking & adding an additional westbound lane dedicated for left turns
 - Expand sidewalk on southern side of Anderson Drive to act as Class I path east of the bridge; connect to planned Lawler Ranch Class I Path
- Anderson Drive at McCoy Creek Way**
 - Replace existing yellow transverse crosswalks with high-visibility yellow crosswalks, outfit southern and western curb ramps with yellow truncated domes
 - Install "No Left Turn" signage for westbound drivers on Anderson Drive
- McCoy Creek Way Roadway Cross Section**
 - Stripe EB bike lanes and WB sharrows on McCoy Creek Way between Anderson Dr & Lawler Center Drive; stripe bike lanes on both sides of McCoy Creek Way between Lawler Center Dr & Grizzly Island Road.
 - Prohibit additional future curb cuts and encourage sidewalks with planting strips with new development
- Gray Hawk Lane**
 - Replace existing white transverse crosswalks with high-visibility yellow crosswalks, prioritize legs shown based on existing sidewalk gaps
- Grizzly Island Trail Phase 2**
 - Construct Phase 2 of Grizzly Island Trail, east of Grizzly Island Road; connect trail to Anderson Drive just west of McCoy Creek Circle
- Sunset Boulevard**
 - Construct high-visibility crosswalks with advance stop bars at the north and east legs.
 - Work with California Highway Patrol (CHP) to consider targeted enforcement during school commute periods

Figure 4: Crescent Elementary Recommended Improvements

Crescent Elementary Existing Conditions and Recommendations

Loading Zone at the School Entrance

Participants observed drivers attempting to make left turns at the parking lot entrance, despite a “no left turn” sign. Significant backups were observed on the day of the walk audit when drivers attempted left turns.

The intersection of Anderson Drive and McCoy Creek Circle (east), where the driveway from the loading loop lets out, has yellow transverse crosswalks in the northern and eastern legs. There are curb ramps present at each of these crosswalks, but none are outfitted with yellow truncated domes. A crossing guard and two student School Patrol volunteers manage this intersection.

Recommendation (ID #1)

In addition to the “no left turn” signage in the exit from the loading zone, the school should replace the existing arrow stencil on the pavement with a straight-ahead and right-turn directional-arrow stencil. The stencil should be increased in size and set further back from the intersection to increase the likelihood that queuing cars will not cover it over when waiting to exit the parking lot.

The existing transverse yellow crosswalks at the intersection of Anderson Drive and McCoy Creek Circle should be replaced with high-visibility yellow crosswalks and the curb ramps should be outfitted with yellow truncated domes.



Parents traveling through the loading loop during pick-up

Staff Parking Lot

The staff parking lot driveway is overseen by a crossing guard and two student School Patrol volunteers, with high volumes of pedestrian traveling east on the sidewalk. Participants noted that parents attempt left turns onto Anderson Drive when traffic is light. The principal was emphatic about discouraging left turns from this driveway.

Recommendation (ID #2)

The school should install a “no left turn” sign on school property at the staff parking lot exit. The school should also replace the existing straight-ahead arrow stencil on the pavement with a right-turn arrow stencil to reinforce the “no left turn” directions. The stencil should be increased in size and set further back from the intersection to increase the likelihood that queuing cars will not cover it over when waiting to exit the parking lot. The City should install yellow truncated domes on the sidewalk at both sides of the driveway exit for both the staff parking lot and for the loading loop.



A crossing guard and Student Patrol managing the staff parking lot exit



Drivers exiting the staff parking lot are blocked by the bottleneck of parked cars on the McCoy Creek bridge

Anderson Drive, East of McCoy Creek Circle

Anderson Drive narrows to 31 feet when crossing over McCoy Creek, immediately east of school grounds, with “no parking” signs posted near the center of the bridge. On the day of the walk audit, parents parked in the “no parking” zones, as well as along Anderson Drive up to its intersection with McCoy Creek circle. Participants observed a bottleneck caused by parked cars preclude through traffic in both directions, creating a large backup in the staff parking lot during loading periods. Both parents and students were observed crossing Anderson Drive mid-block in this location to access cars parked on the far side of the street.

East of the bridge over McCoy Creek is McCoy Creek Park, where Suisun City plans the western end of the Lawler Ranch Path. This path will extend along the waterfront to Lawler Ranch Parkway at State Route Highway 12 in the east.

Recommendation (ID #3)

The City should supplement the “no parking” signage on the bridge by striping red curb, extending on the north side west to the intersection at McCoy Creek Circle. Removing parking on the northern side of Anderson Drive will reduce instances of undesirable mid-block crossings. The red curb on the south side of Anderson Drive should extend west to the staff parking lot driveway. The “no parking signage” should be moved out to the edges of the newly painted red curb zones.

The City should reconfigure the east leg of the intersection of McCoy Creek Circle (east) at Anderson Drive, removing parking on both sides of the street and stripe two lanes of travel in the westbound direction. The left lane in the westbound direction will be dedicated for left turns into the loading loop, while the right lane will allow through traffic and right turns onto McCoy Creek Circle.

The City should begin construction on the Lawler Ranch Path by expanding the sidewalk on the south side of Anderson Drive, east of McCoy Creek, to at least 12 feet wide. The City should re-designate this sidewalk as a Class I facility and apply signage and striping as appropriate.

McCoy Creek Way at Anderson Drive

The intersection of McCoy Creek Way and Anderson Drive is STOP controlled in all directions, with yellow transverse crosswalks in the southern and eastern legs. The northern curb ramp is outfitted with yellow truncated domes, but the other two curb ramps are not. There is a sidewalk gap on the south side of Anderson Drive for approximately 150 feet directly west of this intersection.

On the day of the walk audit, participants observed drivers making U-turns in this intersection after picking up students at the pedestrian gate on McCoy Creek Way. McCoy Creek Way has a bike lane and no street parking on its northern side from this intersection to Lawler Center Drive to the west, but no bike lane on the southern side. On the day of the walk audit, drivers were observed parking in the bike lane and making mid-block crossings on McCoy Creek Way to pick up students at the pedestrian gate.

Recommendation (ID #4)

The City should replace the two yellow transverse crosswalks in this intersection with high-visibility yellow crosswalks, as well as outfit the southeast and southwest curb ramps with yellow truncated domes.

The City should discourage parents from parking on the northern side of McCoy Creek Way where bike lanes currently run. This should be accomplished by the installation of a “No Left Turn” sign for drivers traveling westbound on Anderson Drive, as well as distribution of suggested circulation routes and parent education.



Parents and students were observed making mid-block crossings, from the pedestrian gate, in the midst of oncoming traffic

McCoy Creek Way Roadway Cross Section

McCoy Creek Way, a two-block stretch from Grizzly Island Road to Anderson Drive, could function as a primary route for student bicyclists and pedestrians. The street currently has sidewalk gaps on the northern side of the street; the southern side of the street has a fully built-out sidewalk network.

Recommendation (ID #5)

The City, when approving construction projects for undeveloped parcels on the northern side of McCoy Creek Way, should attempt to limit the number and size of curb cuts for vehicles, prioritizing sidewalk continuity. Developers should be encouraged to build wide sidewalks with planting strips during construction.

The City should stripe sharrows eastbound on McCoy Creek Way from Lawler Center Drive to Anderson Drive, complementing the existing westbound bike lane and directing bicyclists out of the path of loading vehicles on the south side of the street. West of Lawler Center Drive, the City should stripe bike lanes on both sides of the street to Grizzly Island Road.



Drivers parking in the bike lane on the north side of McCoy Creek Way (right side of the photograph)

McCoy Creek Way at Lawler Center Drive/Gray Hawk Lane

There are white transverse crosswalks in all four legs of this intersection. The northwestern, southeastern, and southwestern corners of this intersection have curb ramps outfitted with truncated domes. The northeastern corner has no curb ramp and no sidewalk.

Recommendation (ID #6)

The City should replace the white transverse crosswalks in the southern and western legs of this intersection with high-visibility yellow crosswalks. These two crosswalks are the most connected to the sidewalk network, and thus should be prioritized for student walking routes. If the sidewalk network is completed in this area, the crosswalks in the other intersection legs should be considered for similar treatment. The City should also replace the white transverse crosswalk in the western leg of the Anderson Drive at Lawler Center Drive intersection with a high-visibility yellow crosswalk.

Grizzly Island Path Phase 2

Phase 2 of the Grizzly Island Path project calls for a Class I path to be built along the southern side of State Route Highway 12 from Grizzly Island Road in the west to McCoy Creek.

Recommendation (ID #7)

The City should begin construction on phase 2 of the Grizzly Island Path. The initial construction should reach east to at least the housing development around McCoy Creek Circle. The path should then travel south to meet the intersection of Anderson Drive at McCoy Creek Way.

State Route Highway 12 at Grizzly Island Road

This intersection is very broad, with 5 lanes of traffic in the eastbound direction and 4 lanes westbound. There are white transverse crosswalks in the southern, eastern, and northern legs of the intersection. On the day of the walk audit, participants observed many students from both Crescent Elementary and Crystal Middle School crossing at this intersection to get to and from the Class I path on the northern side of State Route Highway 12.

Recommendation (ID #8)

The City should improve crossing conditions at this intersection by replacing the white transverse crosswalks in the eastern and northern legs of the intersection with white high-visibility crosswalks. Additionally, advance stop bars should be striped in the roadway for westbound and southbound drivers to reduce crosswalk encroachment.

Summary of Recommendations

Table 3 lists the recommended improvements to address safety and circulation issues around Crescent Elementary; Figure 3 maps existing conditions and Figure 4 presents an improvement plan of these recommendations. The project IDs in Table 3 correspond to those in Figure 4. The table identifies the agency likely to lead the improvement, recommended priority for implementation and a planning level cost estimate. The priority level is based upon the predicted safety improvement of the recommendation, the projected cost of the improvement, and the improvement feasibility.

Cost estimates do not include additional engineering or design work required for some of the recommendations.

Table 3: Crescent Elementary Recommended Improvements

ID	Location	Recommendations	Lead Agency	Priority Level	Cost
1 & 2	Anderson Drive around the School Entrance	<ul style="list-style-type: none"> • Replace existing transverse yellow crosswalks with high-visibility yellow crosswalks • Replace existing arrow stencils in loading loop and staff parking lot exits • Outfit curb ramps with yellow truncated domes • Install "no left turn" signage at staff parking lot exit. • Install yellow truncated domes at the driveways for the loading loop & staff parking lot 	Suisun City	Middle/Low	\$15,000

Suisun City SR2S Plan

ID	Location	Recommendations	Lead Agency	Priority Level	Cost
3	Lawler Ranch Path	<ul style="list-style-type: none"> Stripe red curb approximately 200 feet on south side of Anderson Drive, from the east end of the creek to the school parking lot driveway Stripe red curb approx. 250' on north side of Anderson Drive, from east end of the creek to McCoy Creek Circle Expand "No Parking" signage to edges of red curb Reconfigure the east leg of the intersection with McCoy Creek Circle (east) by removing street parking & adding an additional westbound lane dedicated for left turns Widen sidewalk on Anderson Drive east of McCoy Creek; convert to Class I path, western terminus of Lawler Ranch Path 	Suisun City	Middle	\$50,000
4, 5, 6, & 8	Gray Hawk Lane, McCoy Creek Way, State Route 12	<ul style="list-style-type: none"> Stripe EB sharrows on McCoy Creek Way between Anderson Dr & Lawler Center Drive; stripe bike lanes on both sides of McCoy Creek Way between Lawler Center Dr & Grizzly Island Road. Replace existing yellow transverse crosswalks at Anderson Dr at McCoy Creek Way with high-visibility yellow crosswalks and outfit curb ramps with truncated domes Install "No Left Turn" sign for westbound drivers at Anderson Dr at McCoy Creek Way Replace existing white transverse crosswalks at Gray Hawk Lane at Lawler Center Drive with high-visibility yellow crosswalks; prioritize legs shown based on existing sidewalk gaps Construct high-visibility crosswalks with advance stop bars at the north and east legs of State Route 12 at Grizzly Island Road 	Suisun City	Middle/ Low	\$15,000
7	Grizzly Island Path, Phase 2	<ul style="list-style-type: none"> Construct Class I path along SR Highway 12 from Grizzly Island Road in the west, turning south to connect to Anderson Drive at McCoy Creek Way 	Suisun City	Middle/ High	\$250,000\$
Total Cost					\$330,000

Crystal Middle School Travel Plan

Principal:	Kristen Witt
Enrollment:	6-8, 929
Arrival:	9:00 AM
Dismissal:	3:05 PM;
	Minimum Day, 1:30 PM
Mode Share:	25% Walk/Bike (Oct 2011), 33% Walk/Bike (May 2011)
Walk Score ² :	62/100
Free/Reduced Lunch:	62% in 2011-2012, 58% in 2010-2011

Layout

Crystal Middle School is located in central Suisun City, just east of the city's downtown district. The school is bounded on the west by Whispering Bay Lane, on the north by Driftwood Drive, on the south by single family homes that front onto Francisco Drive and on the east by homes that front onto Marina Boulevard. The neighborhood surrounding the school grounds is primarily residential.

There are some commercial uses to the north of Lotz Way, and several municipal buildings front the Suisun City marina to the west. The Suisun City Marina to the west, and Duck Slough to the south and east, hems in the land area where Crystal Middle is located. To the north of school grounds is State Route 12 (SR 12), which runs east/west. SR 12 acts as a major barrier in Suisun City, with limited crossings. Marina Boulevard offers a crossing of SR 12 for this community. The majority of students at Crystal Middle must cross State Route 12 on their way to and from school.

Students access the school from Whispering Bay Lane. There are multiple entrances along Whispering Bay Lane, including a separate bus loading zone.

Site Visit

The project team conducted a walk audit at Crystal Middle School on the afternoon of Wednesday, March 28th. Due to scheduling conflicts, only staff from STA and the Principal Witt were able to attend the walk audit. Participants observed students at the parking lot and main entrance on the southern side of the school on Whispering Bay Lane, on Whispering Bay Lane itself, at the roundabout where Whispering Bay Lane intersects with Driftwood Drive, and at the intersection of Driftwood Drive at Josiah Circle. After the walk audit, Principal Witt expressed her greatest concern for the safety of students crossing SR 12.

Loading Zones

The primary loading zone for the school is in the school parking lot. There is no street parking on Whispering Bay Lane in the northbound direction, so parents would have to enter the parking lot to pick up students. The curbside area of the parking lot is striped off for loading, and most parents were observed using this location.

Further to the north on Whispering Bay Lane is a bus loading loop with a separate entrance and exit, with signage prohibiting drivers from using the loop.

Many parents also use Driftwood Drive for pick up and drop off. As there is limited room on this street, participants observed drivers double parking in the bike lane on the southern side of the street.

² See www.walkscore.com for more information.

Crossing Guard Location

There are no crossing guards for Crystal Middle School, although there are two campus monitors. Participants were told that the custodian also helps students across the school parking lot to the sidewalk on Whispering Bay Lane.

Completed Projects

Grizzly Island Path

In 2012, STA in coordination with other jurisdictions (including Caltrans) built a Class I multi-use path along the southern side of State Route 12 from Grizzly Island Road to Marina Boulevard. The western end of the path has trailheads at SR 12, Lotz Way, and Driftwood Drive. This pathway connects downtown Suisun City and the area surrounding Crystal Middle School with the communities near Crescent Elementary School and Lawler Ranch without the need to cross SR 12.

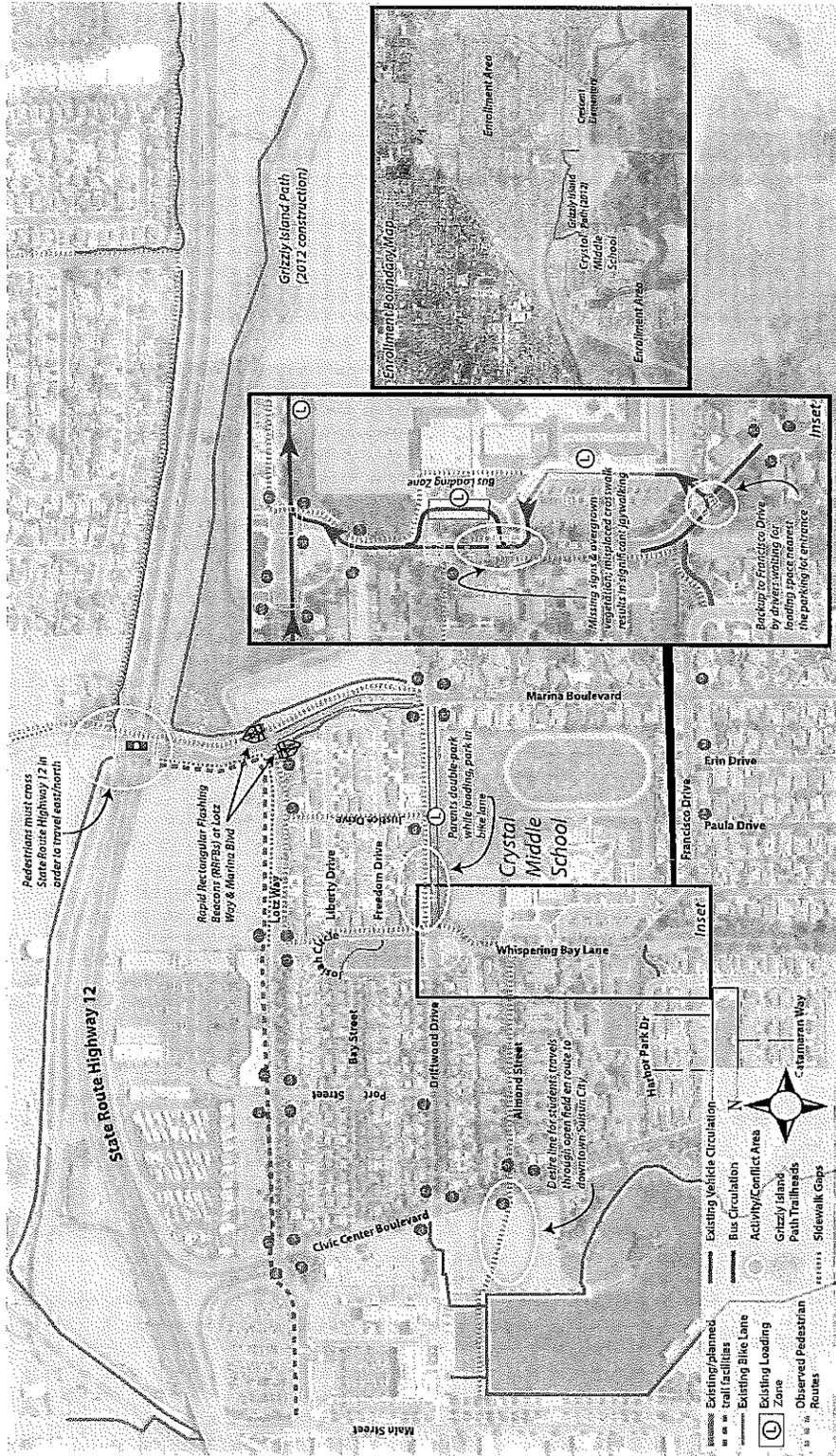
Marina Boulevard at Lotz Way

As part of the Grizzly Island Path construction, a high visibility yellow crosswalk was installed in the southern leg of the intersection of Lotz Way at Marina Boulevard. This crosswalk provides access to one of the trailheads to the Grizzly Island Path. The crosswalk is uncontrolled and has Assembly B signage with pedestrian-activated rapid-rectangular flashing beacons (RRFBs).

Other Plans

Lotz Way Path

STA has plans to build a Class I multi-use path from the intersection of State Route 12 at Marina Boulevard in the east to downtown Suisun City in the west, via Lotz Way. This path will replace a non-standard pathway created by the placement of concrete wheel-stop curbing alongside the roadway.

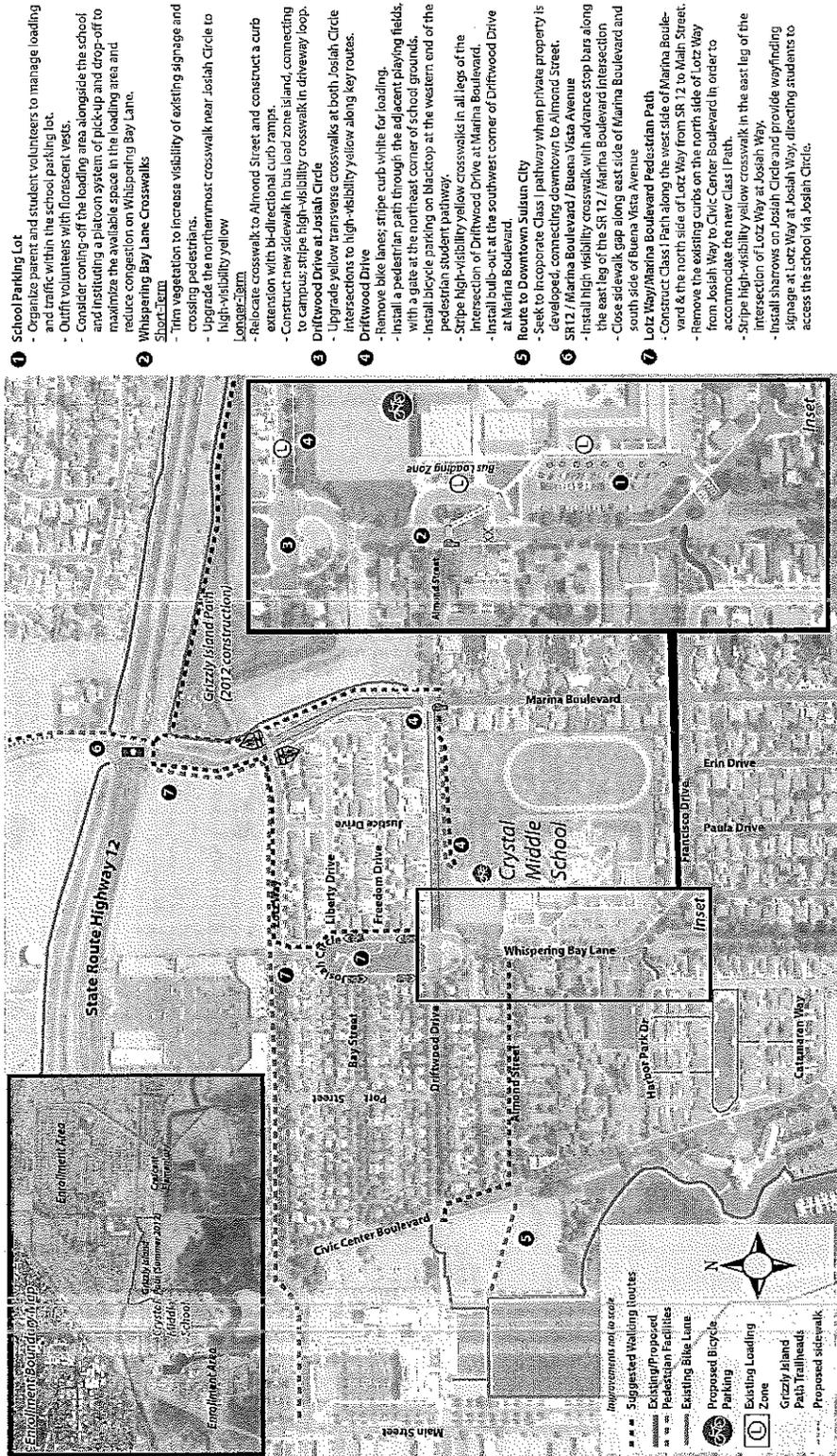


**Crystal Middle School
Existing Conditions**

Solano County Transportation Authority SR25
www.solanoSR25.ca.gov



Figure 5: Crystal Middle Existing Conditions



Crystal Middle School Recommended Improvements*

*Preliminary recommendations are based on the information provided. The improvements listed are only recommendations and will need funding for construction and maintenance before implementation can be considered.

Solano County Transportation Authority SR25
www.solanoSR25.ca.gov



Figure 6: Crystal Middle Recommended Improvements

Crystal Middle Existing Conditions and Recommendations

School Parking Lot

The school parking lot for Crystal Middle School also functions as the primary loading zone for students. The entrance to the parking lot is located in the southwestern corner of school grounds, just north of the intersection of Whispering Bay Lane at Francisco Drive. There is a loading zone north of the entrance. The exit is at the northern end of the parking lot, onto Whispering Bay Lane, just south of the bus loading zone.

Participants observed parents parking in the curbside loading zone and leaving their vehicles, causing undue congestion. Drivers were also observed waiting to pull into the first spot in the loading zone when spaces were available further to the north. This caused enough backup that cars backed out to Francisco Drive in the south. Southbound drivers waiting to turn left into the parking lot blocked southbound traffic.

Recommendation (ID #1)

The school should recruit parent and student volunteers to act as valets assisting students into and out of cars. These volunteers should be outfitted with fluorescent vests to increase visibility. The school might also consider setting up a lane of cones along the loading zone in the parking lot and instituting a platoon-style loading system in order to maximize the use of the entire loading zone.

Whispering Bay Lane

Whispering Bay Lane is the primary roadway used to access Crystal Middle School. There is no street parking in the northbound direction. There is a yellow high-visibility crosswalk across Whispering Bay Lane in a mid-block location immediately north of the entrance to the bus loading zone loop. This crosswalk has Assembly B signage posted at the crossing, but overgrown tree-cover currently blocks visibility.

During the walk audit, participants observed 13 students using this crosswalk to cross Whispering Bay Lane, and observed 60 students who crossed the street outside of the crosswalk. Most students crossing the street traveled westward via Almond Street, which is to the north of the crosswalk.

Recommendation (ID #2)

The City should work with the school district to improve the safety and utility of the crossing of Whispering Bay Lane. In the short term, the City should trim back the trees at the crossing to improve pedestrian visibility and visibility of the crossing signage. The crosswalk further north should be improved to encourage greater use.

In the long-term, the City should work with the district to relocate the crosswalk to a more advantageous location. The City should relocate the crosswalk to align with the southern sidewalk on Almond Street and construct a curb extension on the southern corner of the intersection of Whispering Bay Lane. This relocation would place the crosswalk in the middle of the landscaped island around which the bus loading zone loop travels. The district could build a walkway across this island, with a crosswalk across the bus lane, connecting to the existing pedestrian path on school grounds to the southeast

Driftwood Drive

Driftwood Drive intersects with Whispering Bay Lane at an elongated roundabout called Josiah Circle. Where Driftwood Drive crosses Josiah Circle, there are dedicated bus bays on the northern and southern side of the street. At the eastern crossing of this circle, there are yellow transverse crosswalks in all four legs of the

intersection. At the western crossing of this circle, there are yellow transverse crosswalks in the northern, western, and southern legs of the intersection.

East of Josiah Circle, there are bike lanes on both sides of the street on Driftwood Drive, with street parking officially prohibited. Walk audit participants observed many parents picking up their students from this area of Driftwood Drive, often parking in the bike lane and sometimes double-parking in the travel lane.

The playing fields for Crystal Middle School run alongside this stretch of Driftwood Drive. A fence separates the fields from the sidewalk, and though there are gates in the fence, they remain locked.

The southernmost trailhead for the Grizzly Island Path is located in the northeastern quadrant of the intersection of Driftwood Drive at Marina Boulevard. This intersection is STOP controlled in all directions and has a yellow transverse crosswalk in the northern leg.

Recommendations (IDs #3 & #4)

The City should replace yellow transverse crosswalks in both intersections of Driftwood Drive at Josiah Circle with high-visibility yellow crosswalks to support key routes to school. **(ID #3)**

There are two options to address parents parking in the bike lane on Driftwood Drive. The first option is to work with Suisun City PD to ensure that parents stay clear of the bike lanes, with appropriate NO PARKING signage erected. The other option is for the City to stripe the curb on Driftwood Drive white for loading, creating a new loading zone, and remove the bike lanes. If the latter is chosen, alternative bicycle facilities should be provided as described in recommendation #7.

The District and City should work together to design and construct a path from the school grounds, traveling along the playing fields to a new gate in the northeastern corner of the playing fields. To facilitate better pedestrian connectivity from this proposed path to the Grizzly Island Path, the City should stripe high-visibility crosswalks in all legs of the intersection of Driftwood Drive at Marina Boulevard and construct a bulb-out in the southwest corner of the intersection to accommodate high pedestrian volumes. This will allow students traveling to Marina Boulevard, and across State Route 12, to avoid walking or biking on Driftwood Drive and Whispering Bay Lane. **(ID #4)**

Route to Downtown Suisun City

Students traveling west to downtown Suisun City were observed using Almond Street. At the terminus of Almond Street in the west at Civic Center Boulevard, students were observed traveling across a private open field, the most direct path to downtown Suisun City.

Recommendation (ID #5)

The City should coordinate with the private property owner to construct a temporary multi-use pathway where this informal pathway currently exists. As an alternative, the City should work to incorporate a Class I trail or interior pathway to provide useful access to Almond Street when the property is ultimately developed.

Marina Boulevard & Buena Vista Avenue

To the north of State Route 12, Marina Boulevard connects with Buena Vista Avenue, a key east/west connection to Pintail Avenue and Village Drive. On the pedestrian approach to and from SR 12, both Marina Boulevard and Buena Vista Avenue lack sidewalks. As many students currently and potentially could use this route to/from the north, and Buena Vista Avenue includes transit service, this presents a significant gap in the pedestrian network.

Recommendation (ID #6)

The City should work with Caltrans to replace the white transverse crosswalk across State Route Highway 12 with a high-visibility white crosswalk. This crosswalk ideally would be accompanied by advance stop bars for westbound drivers. The City should also construct sidewalks along the eastern side of Marina Boulevard and south side of Buena Vista Avenue, as is recommended in the STA Safe Routes to Transit Plan.

Lotz Way

There is a non-standard pathway along the northern side of Lotz Way, created with a wheel-stop installed continuously along the northern side of the street from Josiah Way to Civic Center Boulevard. The City and STA plans to convert this pathway into a standard Class I path, which would extend from the intersection of State Route Highway 12 at Marina Boulevard in the east to the intersection of Lotz Way at Main Street in the west.

Recommendations (ID #7)

The City should continue with the construction of a Class I pathway along Lotz Way. The City should also stripe high-visibility a crosswalk in the eastern leg of the intersection of Lotz Way at Josiah Circle. This improved crossing at Josiah Way would better facilitate bicycle and pedestrian traffic between Crystal Middle, the Lotz Way Class I path, and the Grizzly Island path. Either with pathway construction or in response to the loss of bike lanes on Driftwood Drive as recommended in #4, the City should install sharrows on Josiah Circle and provide wayfinding signage at the intersection of Lotz Way at Josiah Way to connect the Lotz Way Class I path to the school.

Summary of Recommendations

Table 4 lists the recommended improvements to address safety and circulation issues around Crystal Middle; Figure 5 maps existing conditions and Figure 6 presents an improvement plan of these recommendations. The project IDs in

Table 4 corresponds to those in Figure 6. The table identifies the agency likely to lead the improvement, recommended priority for implementation and a planning level cost estimate. The priority level is based upon the predicted safety improvement of the recommendation, the projected cost of the improvement, and the improvement feasibility.

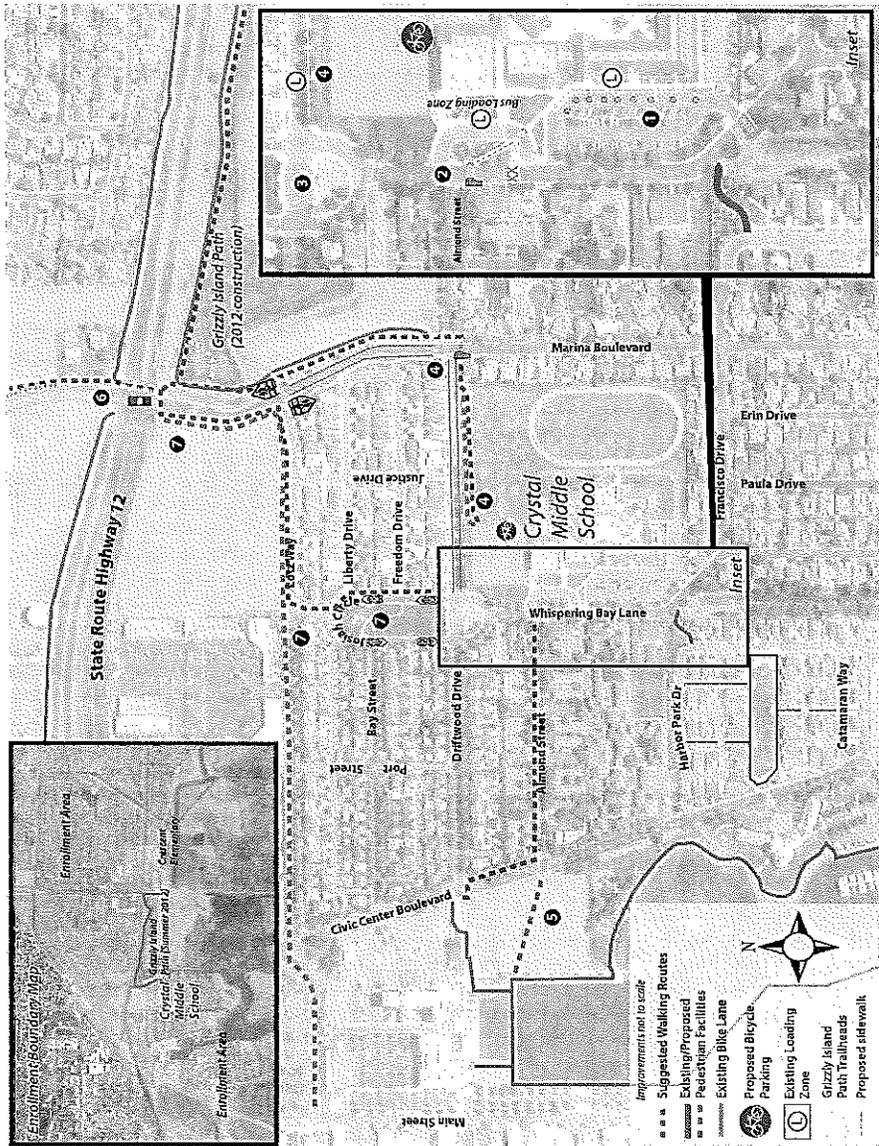
Cost estimates may not include additional engineering study or design required for implementation.

Table 4: Crystal Middle Recommended Improvements

ID	Location	Recommendations	Lead Agency	Priority Level	Cost
1	School Parking Lot	<ul style="list-style-type: none"> Organize parent and student volunteers to manage loading and traffic within the school parking lot. Outfit volunteers with florescent vests. Consider coning-off the loading area alongside the school and instituting a platoon system of pick-up and drop-off to maximize the available space in the loading area and reduce congestion on Whispering Bay Lane. 	FSUSD	Middle	N/A

Suisun City SR2S Plan

ID	Location	Recommendations	Lead Agency	Priority Level	Cost
2	Whispering Bay Lane Crosswalk	<p>Short Term</p> <ul style="list-style-type: none"> Trim vegetation surrounding the crossing to increase visibility of existing signage and of crossing pedestrians. Upgrade northernmost crosswalk near Driftwood Drive to high visibility yellow <p>Long Term</p> <ul style="list-style-type: none"> Relocate crosswalk to Almond Street and construct a curb extension with bi-directional curb ramps. 	Suisun City	Middle	\$36,000
2	Whispering Bay Lane Crosswalk	<ul style="list-style-type: none"> Construct new sidewalk in bus load zone island, connecting to campus; stripe high-visibility crosswalk in driveway loop. 	FSUSD	Middle	\$15,000
3	Driftwood Drive at Josiah Circle	<ul style="list-style-type: none"> Upgrade existing yellow transverse crosswalks at both Josiah Circle intersections with high-visibility yellow crosswalks. 	Suisun City	Middle/Low	\$1,500
4	Driftwood Drive	<ul style="list-style-type: none"> Remove bicycle lanes and paint curb for loading Install a pedestrian path through the adjacent playing fields, with a gate at the northeast corner of school grounds. Stripe high-visibility crosswalks in all legs of Driftwood Drive at Marina Boulevard Install bulb-out and bi-directional curb ramp in southwest corner of Driftwood Drive at Marina Blvd 	FSUSD/Suisun City	High	\$85,000
5	Route to Downtown Suisun City	<ul style="list-style-type: none"> Work with private developers to pave informal pathway through park to Almond Street 	Suisun City	Middle/Low	\$20,000 (or \$0)
6	SR 12/Marina Boulevard/Buena Vista Avenue	<ul style="list-style-type: none"> Install high visibility crosswalk with advance stop bars along the east leg of the SR 12 / Marina Boulevard intersection Close sidewalk gap along east side of Marina Boulevard and south side of Buena Vista Avenue 	Suisun City / Caltrans	Middle/High	\$75,000
7	Lotz Way/Marina Boulevard Pedestrian Path	<ul style="list-style-type: none"> Construct a Class I Path along the west side of Marina Boulevard & the north side of Lotz Way from SR 12 to Main Street Stripe high-visibility yellow crosswalks in the east leg of the intersection of Lotz Way at Josiah Way. Install sharrows on Josiah Circle and wayfinding signage at Lotz Way at Josiah Way 	Suisun City	High	\$650,000
Total Cost					\$882,500



**Crystal Middle School
Recommended Improvements***

*Funding for recommended improvements is needed. The improvements listed are only recommendations and will need funding for construction and maintenance before implementation can be considered.

- Improvements not to scale
- Suggested Walking Routes
- Existing/Proposed Pedestrian Facilities
- Existing Bike Lane
- Proposed Bicycle Parking
- Existing Loading Zone
- Grizzly Island Path Trailheads
- Proposed sidewalk

- 1 **School Parking Lot**
 - Organize parent and student volunteers to manage loading and traffic within the school parking lot.
 - Outfit volunteers with fluorescent vests.
 - Consider confining the loading area alongside the school and instituting a platoon system of pick-up and drop-off to maximize the available space in the loading area and reduce congestion on Whispering Bay Lane.
- 2 **Whispering Bay Lane Crosswalks**
 - Tim vegetation to increase visibility of existing signage and crossing pedestrians.
 - Upgrade the northernmost crosswalk near Josiah Circle to high-visibility yellow
- 3 **Whispering Bay Lane Crosswalks**
 - Relocate crosswalk to Almond Street and construct a curb extension with bi-directional curb ramps.
 - Construct new sidewalk in bus load zone island, connecting to campus stripe high-visibility crosswalk in driveway loop, Driftwood Drive at Josiah Circle
- 4 **Whispering Bay Lane Crosswalks**
 - Upgrade yellow transverse crosswalks at both Josiah Circle intersections to high-visibility yellow along key routes.
- 5 **Whispering Bay Lane Crosswalks**
 - Remove bike lanes; stripe curb white for loading.
 - Install a pedestrian path through the adjacent playing fields, with a gate at the northeast corner of school grounds.
 - Install bicycle parking on blacktop at the western end of the pedestrian student pathway.
 - Stripe high-visibility yellow crosswalks in all legs of the intersection of Driftwood Drive at Marina Boulevard.
 - Install bulb-out at the southwest corner of Driftwood Drive at Marina Boulevard.
- 6 **Whispering Bay Lane Crosswalks**
 - Seek to incorporate Class I pathway when private property is available, connecting downtown to Almond Street.
 - SR17 Marina Boulevard / Buena Vista Avenue
 - Install high-visibility crosswalk with advance stop bars along the east leg of the SR 127 Marina Boulevard intersection
 - Close sidewalk gap along east side of Marina Boulevard and south side of Buena Vista Avenue
- 7 **Whispering Bay Lane Crosswalks**
 - Lotz Way/Marina Boulevard Pedestrian Path
 - Construct Class I Path along the west side of Marina Boulevard & the north side of Lotz Way from SR 12 to Main Street.
 - Remove the existing curbs on the north side of Lotz Way from Josiah Way to Civic Center Boulevard in order to accommodate the new Class I Path.
 - Stripe high-visibility yellow crosswalk in the east leg of the intersection of Lotz Way at Josiah Way.
 - Install sharrows on Josiah Circle and provide wayfinding signage at Lotz Way at Josiah Way, directing students to access the school via Josiah Circle.

Solano County Transportation Authority SR25
www.solanoSR25.ca.gov



Figure 6: Crystal Middle Recommended Improvements

1. 1. 1.

AGENDA TRANSMITTAL

MEETING DATE: May 7, 2013

CITY AGENDA ITEM: Council Adoption of Resolution No. 2013-___: Authorizing the Police Chief to Execute a Contract to Receive and Administer Funding through the Boating Safety and Enforcement Financial Aid Program from the California Department of Boating and Waterways.

FISCAL IMPACT: Contingent upon final approval of the budget, Suisun City would be awarded grant funds in the amount of \$43,753. Suisun City's match would be through the contribution of boat tax revenue.

BACKGROUND: Each year the police department applies for and receives grant funding from the CA Department of Boating and Waterways to cover the majority of the operation of our boating enforcement program.

STAFF REPORT: Two police sergeants and up to six regular officers are assigned to the patrol boat operation. Throughout the year, the boat patrol is utilized in several events, such as boat races, Fourth of July, launch ramp inspections, harbor patrol, sinking vessels, vessel accidents, search and rescues, stranded boaters and special assistance call outs by the United States Coast Guard and the Solano County Sheriff's Department. The team participates in regional enforcement efforts sponsored by the United States Coast Guard in conjunction with surrounding counties. The team also conducts enforcement operations for the Fleet Week event in San Francisco.

During the 2012-13 fiscal year, the team worked 452 hours towards boating safety education and enforcement. There were approximately 84 warnings issued and 12 citations. There were 134 compliance inspection/checks completed and 2 search rescue missions. There were 24 persons assisted.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2013-___: Authorizing the Police Chief to Execute a Contract to Receive and Administer Funding through the Boating Safety and Enforcement Financial Aid Program from the California Department of Boating and Waterways.

ATTACHMENTS:

1. Resolution No. 2013-___: Authorizing the Police Chief to Execute a Contract to Receive and Administer Funding through the Boating Safety and Enforcement Financial Aid Program from the California Department of Boating and Waterways.

PREPARED BY:

REVIEWED/APPROVED BY:

Ed Dadisho, Police Chief
Suzanne Bragdon, City Manager

S.B.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE POLICE CHIEF TO EXECUTE A CONTRACT TO
RECEIVE AND ADMINISTER FUNDING THROUGH THE BOATING SAFETY
AND ENFORCEMENT FINANCIAL AID PROGRAM FROM THE
CALIFORNIA DEPARTMENT OF BOATING AND WATERWAYS**

WHEREAS, the City of Suisun City Police Department is eligible to participate in the Boating Safety and Enforcement Financial Aid Program through the California Department of Boating and Waterways; and

WHEREAS, the Boating Safety and Enforcement Financial Aid Program will provide funding in the amount of \$43,753 for the purpose of performing boating safety and enforcement activities as described in Title 14, California Code of Regulations Section 6593.3; and

WHEREAS, pursuant to Title 14, California Code of Regulations Section 6593.6, the City of Suisun City Police Department is required to enter into an annual contract with the California Department of Boating and Waterways in order to participate in the financial aid program.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the Police Chief, or his designee, to execute those documents necessary to receive funding through the California Department of Boating and Waterways Boating Safety and Enforcement Financial Aid Program and further authorizes the Police Chief, or his designee, to administer said program.

PASSED AND ADOPTED by the City Council of the City of Suisun City at a regular meeting thereof held on the 7th day of May 2013 by the following vote:

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

WITNESS my hand and the seal of said City this 7th day of May, 2013.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: May 7, 2013

CITY AGENDA ITEM: Council Adoption of Resolution No. 2013-___: Authorizing the City Manager to Execute an Agreement to Purchase a Crack Sealer.

FISCAL IMPACT: A total of \$27,780 is available for this purchase in the Vehicle Acquisition Fund. The purchase price of \$44,065 would require that the Street Maintenance Fund contribute the difference between the purchase price and the amount currently available in the Vehicle Acquisition Fund. The difference of \$16,285 could be provided from current year savings in the Streets Division's operating budget to complete this purchase. There would be no General Fund impact from this purchase.

BACKGROUND: Because of limited funds available for street maintenance, Public Works has attempted to find more cost-effective ways to extend the usable lives of our streets. The use of crack-sealing equipment is widely accepted as such an economical method. The City currently owns a 2002 Maudlin 650F Paver, which is due to be replaced because of its age. However, this unit is only used during actual paving projects and sits idle most of the year. Staff has determined that the purchase of a crack-sealing unit to be used in conjunction with the newly purchased tar heater would allow the City to most efficiently extend the useful lives of City streets between pavement rehabilitation projects. On the less frequent occasions when a paver is needed, it would be rented.

STAFF REPORT: Staff has received a quote to purchase the Crack Sealer for \$44,065 from Tri-American, Inc., an equipment supplier. The City has obtained the bid through the use of HGACBuy. HGACBuy (similar to the California Multiple Award System [CMAS]) is a consortium that meets the local government bidding requirements in California state law. HGACBuy utilizes mass circulation, print media, and internet services to post legal notifications and bid solicitations. Through the posting of public notices to solicit bids, the City's formal competitive bid process requirements are satisfied.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2013-___: Authorizing the City Manager to Execute an Agreement to Purchase a Crack Sealer.

ATTACHMENTS: Resolution No. 2013-___: Authorizing the City Manager to Execute an Agreement to Purchase a Crack Sealer.

PREPARED BY:

REVIEWED/APPROVED BY:

Amanda Dum, Management Analyst I
Daniel Kasperson, Building & Public Works Director
Suzanne Bragdon, City Manager

AK
S.B.

RESOLUTION NO. 2013-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT
TO PURCHASE A CRACK SEALER**

WHEREAS, it is necessary to maintain City streets for the use of its residents and for the economic well-being of the City; and

WHEREAS, staff has determined that the use of Crack Sealer equipment is an economic method to extend the useful lives of City streets; and

WHEREAS, Tri-American, Inc. has provided a price of \$44,065.25 for the purchase of a crack-sealing machine through the use of the HGACBuy price; and

WHEREAS, purchasing through the HGACBuy price satisfies City purchasing requirements.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the City Manager to purchase one Crack Sealer unit from Tri-American, Inc. for the purchase price of \$44,065.25 and to take any and all necessary and appropriate actions to implement this contract.

PASSED AND ADOPTED at a regular meeting of the Suisun City Council, duly noticed and held on Tuesday the 7th day of May 2013 by the following vote:

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

WITNESS my hand and the seal of said City this 7th day of May 2013.

Linda Hobson, City Clerk

AGENDA TRANSMITTAL

MEETING DATE: May 7, 2013

CITY AGENDA ITEM: Adoption of Resolution No. 2013-__: Adopting the Fifth Amendment to the Annual Appropriation Resolution No. 2012-53 to Appropriate Funds for the 2011 JAG Grant.

FISCAL IMPACT: The adoption of the attached resolution would appropriate \$18,000 of funding from the 2011 Justice Assistance Grant (JAG) to purchase supplies and equipment for the Police Department. The funding consists of interest earned on the 2011 JAG trust fund, excess grant administrative funds, and unspent funding from two sub-grantees.

In no case may these funds be commingled with any other funds, even other federal funds, and they may not be used to supplant expenses for which the City of Suisun City has already appropriated funds.

BACKGROUND: The United States Department of Justice (USDOJ), Office of Justice Programs, Bureau of Justice Assistance awarded the Suisun City Police Department grant funding through the 2011 Edward Byrne Memorial Justice Assistance Grant Program on August 29, 2011. The Suisun City Police Department served as the fiscal agent for the grant and disbursed funding to Solano County and the Cities of Vacaville, Fairfield and Vallejo. The funding distribution was controlled by a Memorandum of Understanding (MOU). Pursuant to the MOU, funding not expended by June 30, 2012, by any sub-grantees was reallocated to the Suisun City Police Department. A total of \$11,996.61 unexpended sub-grantee funds were reallocated. Additionally, there is \$5,925.94 of unexpended administrative set-aside funds.

STAFF REPORT: Excess funds from the 2011 JAG program must be either expended in accordance with program guidelines or refunded to the Department of Justice. The appropriation requested will enable the Police Department to purchase supplies and equipment as approved by the United States Department of Justice. The Police Department intends to utilize the funds to purchase supplies and equipment for the Police Department. The Department intends to fund rugged, mobile broadband gateways for the police vehicles, mobile data computers and a "bait" tracking device. Any remaining funds will be utilized for supply purchases consistent with the JAG program and USDOJ approval.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2013-__: Adopting the Fifth Amendment to the Annual Appropriation Resolution No. 2012-53 to Appropriate Funds for the 2011 JAG Grant.

ATTACHMENTS:

1. Resolution No. 2013-__: Adopting the Fifth Amendment to the Annual Appropriation Resolution No. 2012-53 to Appropriate Funds for the 2011 JAG Grant.

PREPARED BY:

REVIEWED/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
ADOPTING THE FIFTH AMENDMENT TO THE ANNUAL APPROPRIATION
RESOLUTION NO. 2012-53 TO APPROPRIATE FUNDS FOR THE 2011 JAG GRANT**

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

THAT Section 179 of Part III of the Annual Appropriation Resolution No. 2012-53 be and is hereby established as follows:

		<u>Increase/ (Decrease)</u>
TO:	POLICE DEPARTMENT	\$ 18,000
	Police Operations	
	TOTAL Section 179	<u>\$ 18,000</u>

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

		<u>Sources</u>	<u>Uses</u>
<u>OTS Traffic Safety Grant Fund</u>			
Revenues:			
A/C No. 179-76235-2418	JAG Grant/Police	\$ 18,000	
Appropriations:			
A/C No. 179-93120-2418	Supplies	<u>\$ -</u>	<u>\$ 18,000</u>
	Total FY 2011 JAG Grant Fund	<u>\$ 18,000</u>	<u>\$ 18,000</u>

THAT the purpose is to appropriate funds for the FY 2011 JAG Grant for supplies and equipment as approved by the United States Department of Justice:

ADOPTED AND PASSED by the City Council of the City of Suisun City at a regular meeting thereof held on the 7th of May 2013 by the following vote:

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

WITNESS my hand and seal of the said City this 7th day of May 2013.

LINDA HOBSON, CMC
CITY CLERK

AGENDA TRANSMITTAL

MEETING DATE: May 7, 2013

CITY AGENDA ITEM: Council Adoption of Resolution No. 2013 - __; Authorizing the City Manager to Recruit and Appoint a Police Officer for an Anticipated Opening.

FISCAL IMPACT: One of our veteran Police Officers has committed to leave City service for a higher-paying job in the City of Lodi Police Department. This officer would be replaced by an officer at entry level pay scales, which would result in salary savings of approximately \$800 the remainder of this fiscal year and a savings of approximately \$11,000 for FY 2013-14.

BACKGROUND: With the adoption of the FY 2011-12 Annual Budget, the City Council established a policy of having the Council review and approve any requests to fill vacant positions. The department is seeking the authority to fill this anticipated vacancy in the Police Officer job class as it occurs.

STAFF REPORT: Officer Mark Werdon is in the process of completing the required testing with the Lodi Police Department and we are anticipating his departure the first week of June.

The Police Chief has established minimum staffing levels in the General Orders which is one sergeant and two officers on every shift. With the Department already having frozen a total of three positions over the past two years, failure to approve the filling of any authorized Police Officer position would result in the need for significantly increased Overtime. Currently most of the Overtime needs are met on a voluntary basis; however, if all of these positions are not filled to meet basic patrol coverage, officers would be more likely to be assigned mandatory Overtime to ensure minimum staffing levels. The Department is currently working the 3/12 schedule. Any forced Overtime could have a negative impact on officer fatigue and morale. For all of these reasons, staff is requesting the authority to establish a Police Officer eligibility list, and to fill these three positions with the City Manager's approval.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2013 - __; Authorizing the City Manager to Recruit and Appoint a Police Officer for an Anticipated Opening.

ATTACHMENTS:

1. Resolution No. 2013 - __; Authorizing the City Manager to Recruit and Appoint a Police Officer for an Anticipated Opening.

PREPARED BY:
REVIEWED/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
AUTHORIZING THE CITY MANAGER TO RECRUIT AND
APPOINT A POLICE OFFICER FOR AN ANTICIPATED OPENING

WHEREAS, with the expected resignation of Officer Werdon, the Police Department will have a Police Officer vacancy effective on June 1, 2013; and

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

WHEREAS, the Department will have to use Overtime to backfill the Police Officer vacancy if unfilled, increasing the potential for officer fatigue; and

WHEREAS, filling these vacancies permanently would enable the Department to continue to provide the current level of services to the community.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the City Manager to recruit for and to fill an anticipated vacancy in Police Officer positions up to the level of staffing approved by the City Council in the currently adopted Annual Budget.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City duly held on Tuesday, the 7th day of May 2013, by the following vote:

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

WITNESS my hand and the seal of said City this 7th day of May 2013.

Donna Pock, CMC
Deputy City Clerk

AGENDA TRANSMITTAL

MEETING DATE: May 7, 2013

CITY AGENDA ITEM: Council Adoption of Resolution No. 2013 - __: Authorizing the City Manager to Recruit and Appoint a Communications & Records Technician I/II for an Anticipated Opening.

FISCAL IMPACT: The filling of this vacancy would have the following impacts:

- Short-Term Impact – The overlap period would be funded through salary savings due to CRT I Danielle Nelson’s maternity leave.
- Long-Term Impact – This CRT position would be filled by a CRT at an entry level pay scale which would result in a salary savings of approximately \$13,000 in FY 2013-14.

BACKGROUND: With the adoption of the FY 2011-12 Annual Budget, the City Council established a policy of having the Council review and approve any requests to fill vacant positions. One of our veteran Communications & Records Technicians (CRTs), Dee Dee Golden, has notified the Police Chief that she is retiring from the City of Suisun City effective July 18, 2013. The department is seeking the Council’s approval to hire her replacement as soon as possible.

STAFF REPORT: Normally when a CRT leaves City service, staff would recruit a replacement as soon as possible, and then begin the 16-week training program. For example CRT I Robin Wright resigned effective February 28, 2013. On March 5, 2013, staff received approval from the Council to fill that vacancy. Sarah Dahl has been hired to replace CRT I Wright, and she will begin her training on May 5, 2013. She will be fully trained by the beginning of August.

As staff pointed out in the March 5, 2013 agenda item, on April 16, 2013, CRT I Danielle Nelson began maternity leave and will be away from work until July 12, 2013, on State Disability Insurance. Since the City will not be paying CRT I Nelson’s salary while on maternity leave, a savings of about \$9,000 will result during her absence.

With CRT I Wright’s resignation and CRT I Nelson’s maternity leave, the Dispatch/Records Division will only have five fully trained dispatchers. As a result, there is currently a minimum of ten hours mandatory Overtime assigned throughout each workweek in order to maintain minimum staffing. As a result CRTs are currently working a large percentage of their shifts alone.

Staff is proposing that the City hire CRT II Golden’s replacement as soon as possible. The overlap hire of a CRT I at an entry level pay scale would be funded in the short run from salary savings from CRT I Nelson’s maternity leave, and in the long run from CRT II Golden’s vacancy. With CRT I Nelson’s return date of July 12, 2013, from maternity leave and Dee Dee Golden’s retirement date of July 18, 2013, the proposed overlap hire of the CRT I would in the

PREPARED BY:

REVIEWED/APPROVED BY:

Ed Dadisho, Police Chief
Suzanne Bragdon, City Manager

overstaffing of one CRT for a period of only four paid workdays. Again two of those individuals would still be in training at that point. If CRT I Nelson were not on maternity leave, the department would not be seeking the overlap hiring.

Authorization of the overlap hire of one CRT I would minimize the impact of the limited staffing and it would allow approximately seven weeks of training prior to the departure of CRT II Golden. This would minimize the number of weeks the Communications/Records Division would be required to work below minimum staffing levels and it would ultimately reduce the number of mandatory Overtime hours by at least 70 hours. In addition to the reduction in Overtime, the overlap hire would minimize the negative impact on fatigue and morale.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2013 - __: Authorizing the City Manager to Recruit and Appoint a Communications & Records Technician I/II for an Anticipated Opening.

ATTACHMENTS:

1. Council Adoption of Resolution No. 2013 - __: Authorizing the City Manager to Recruit and Appoint a Communications & Records Technician I/II for an Anticipated Opening.

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RESOLUTION NO. 2013-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO RECRUIT AND
APPOINT A COMMUNICATIONS & RECORDS TECHNICIAN I/II
FOR AN ANTICIPATED OPENING

WHEREAS, with the expected retirement of Communications & Records Technician I/II-II (CRT II) Dee Dee Golden, the Police Department will have a CRT I vacancy effective July 18, 2013; and

WHEREAS, the Police Department will only have five trained Dispatchers due to the resignation of CRT I Robin Wright, as well as the temporary vacancy of an additional position due to CRT I Danielle Nelson's maternity leave from April 16, 2013, to July 12, 2013; and

WHEREAS, the Department would have to use Overtime to backfill CRT II Golden's vacancy if it is left unfilled, increasing the potential for dispatcher fatigue; and

WHEREAS, filling these vacancies permanently would enable the Department to continue to provide the current level of services to the community.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the City Manager to immediately recruit for and fill an anticipated vacancy in the Communications & Records Technician I/II job class.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City duly held on Tuesday, the 7th day of May 2013, by the following vote:

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

WITNESS my hand and the seal of said City this 7th day of May 2013.

Donna Pock, CMC
Deputy City Clerk

AGENDA TRANSMITTAL

MEETING DATE: May 7, 2013

JOINT AGENDA ITEM: Accept the Investment Report for the Quarter Ending March 31, 2013.

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

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

STAFF REPORT: The total cash and investments (par amount) equaled \$35,544,399 for the period ending March 31, 2013.

In terms of return on our investment, 0.84% was earned for the quarter. This compares very favorably with the LAIF return of only 0.29% 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.

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

ATTACHMENTS:

1. Financial Officer's Investment Report, March 31, 2013.

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

MARCH 31, 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	\$ 3,864,553	\$ 3,864,553	\$ 3,864,553	-	-
Certificate of Deposit	Ally Bank Midvale	08/05/13	\$ 247,000	\$ 247,487	\$ 247,000	0.75%	1,853
Certificate of Deposit	GE CAP Finl Inc	01/27/15	\$ 150,000	\$ 150,900	\$ 150,000	1.14%	1,725
Certificate of Deposit	Travis Credit Union	06/17/14	\$ 200,553	\$ 203,071	\$ 203,071	2.49%	5,054
Total CD's			\$ 597,553	\$ 601,457	\$ 600,071	1.44%	8,632
State Investment-CITY	LAIF	Demand Deposit	\$ 3,154,258	\$ 3,154,258	\$ 3,154,258	0.29%	2,811
First Amer Treas Oblig Fd	First Amer #31846V203	Demand Deposit	\$ 96,049	\$ 96,049	\$ 96,049	0.02%	19
Federal Agency/Global Note	FHLMC #3137EACJ6	04/15/13	\$ 1,900,000	\$ 1,901,262	\$ 1,899,966	1.62%	30,875
Federal Agency/Global Refer Note	FHLMC #3137EABM0	06/28/13	\$ 850,000	\$ 857,773	\$ 855,681	3.72%	31,875
Federal Agency/Global Note	FHLB #313374Y61	08/28/13	\$ 870,000	\$ 871,330	\$ 869,784	0.50%	4,350
Federal Agency/Global Note	FMAC #3137EACZ0	11/27/13	\$ 750,000	\$ 751,016	\$ 749,579	0.37%	2,813
Federal Agency/Global Note	FMAC #3134G2UA8	08/20/14	\$ 695,000	\$ 702,163	\$ 698,303	0.99%	6,950
Federal Agency/Global Note	FMAC #3137EACY3	11/25/14	\$ 555,000	\$ 559,557	\$ 557,250	0.74%	4,183
Federal Agency/Bond Note	FNMA #31398AU34	07/28/15	\$ 500,000	\$ 523,203	\$ 507,832	2.27%	11,875
Federal Agency/Global Note	FNMA #3135G0NG4	08/07/15	\$ 1,050,000	\$ 1,049,960	\$ 1,049,918	0.50%	5,250
Federal Agency/Bond Note	FHLMC #3137EACM9	09/10/15	\$ 1,100,000	\$ 1,136,605	\$ 1,104,223	1.69%	19,250
Federal Agency/Bond Note	FNMA #31398A4M1	10/28/15	\$ 725,000	\$ 747,609	\$ 737,745	1.58%	11,781
Federal Agency/Bond Note	FMGN #3135G0SB0	12/21/15	\$ 500,000	\$ 499,409	\$ 498,975	0.38%	1,875
Federal Agency/Bond Note	FMGN#3135G0VA8	03/30/16	\$ 500,000	\$ 500,576	\$ 499,453	0.50%	2,500
Federal Agency/Bond Note	FMGN #3137EAD09	05/13/16	\$ 235,000	\$ 235,234	\$ 234,986	0.50%	1,175
Federal Agency/Bond Note	FNMA #3135G0GY3	01/30/17	\$ 550,000	\$ 562,007	\$ 561,553	1.22%	6,875
Federal Agency/Bond Note	FMAC #3137EADJ5	07/28/17	\$ 450,000	\$ 454,203	\$ 452,617	0.99%	4,500
Federal Agency/Bond Note	FHLM #3137EADL0	09/29/17	\$ 350,000	\$ 352,444	\$ 353,375	0.99%	3,500
Federal Agency/Bond Note	FMGN#3137EADP1	03/07/18	\$ 1,250,000	\$ 1,247,528	\$ 1,246,707	0.88%	10,938
Total Federal Agency Bond/Note			\$ 12,830,000	\$ 12,951,877	\$ 12,877,947	1.24%	160,564
US Treasury Notes	#912828QZ6	05/31/13	\$ 280,000	\$ 280,208	\$ 280,006	0.50%	1,400
US Treasury Notes	#912828KN9	04/30/14	\$ 400,000	\$ 407,297	\$ 398,477	1.84%	7,500
US Treasury Notes	#912828QS2	06/15/14	\$ 995,000	\$ 1,001,647	\$ 1,000,587	0.75%	7,463
US Treasury Notes	#912828LZ1	11/30/14	\$ 925,000	\$ 953,978	\$ 918,392	2.06%	19,656
US Treasury Notes	#912828MR8	02/28/15	\$ 65,000	\$ 67,633	\$ 67,397	2.28%	1,544
US Treasury Notes	#912828MR8	02/28/15	\$ 440,000	\$ 457,824	\$ 456,269	2.28%	10,450
US Treasury Notes	#912828MR8	02/28/15	\$ 450,000	\$ 468,229	\$ 465,939	2.28%	10,688
US Treasury Notes	#912828PE4	10/31/15	\$ 660,000	\$ 675,726	\$ 655,186	1.22%	8,250
US Treasury Notes	#912828PE4	10/31/15	\$ 121,890	\$ 124,794	\$ 122,152	1.22%	1,524
US Treasury Notes	#912828PM6	12/31/15	\$ 125,000	\$ 131,104	\$ 131,022	2.03%	2,656
US Treasury Notes	#912828OR4	06/30/16	\$ 200,000	\$ 207,016	\$ 202,476	1.45%	3,000
US Treasury Notes	#912828QX1	07/31/16	\$ 750,000	\$ 776,484	\$ 760,672	1.45%	11,250
US Treasury Notes	#912828SC5	01/31/17	\$ 550,000	\$ 557,219	\$ 549,917	0.86%	4,813
US Treasury Notes	#912828SJ0	02/28/17	\$ 250,000	\$ 253,203	\$ 249,388	0.86%	2,188
US Treasury Notes	#912828TG5	07/31/17	\$ 275,000	\$ 273,432	\$ 272,224	0.50%	1,375
US Treasury Notes	#912828TWO	10/31/17	\$ 450,000	\$ 451,301	\$ 450,243	0.75%	3,375
Total US Treasury Bond/Note			\$ 6,936,890	\$ 7,087,093	\$ 6,980,348	1.37%	97,132
				\$	-	-	-
TOTAL POOLED INVESTMENTS			\$ 27,479,302	\$ 27,755,287	\$ 27,573,225	0.98%	\$ 269,158

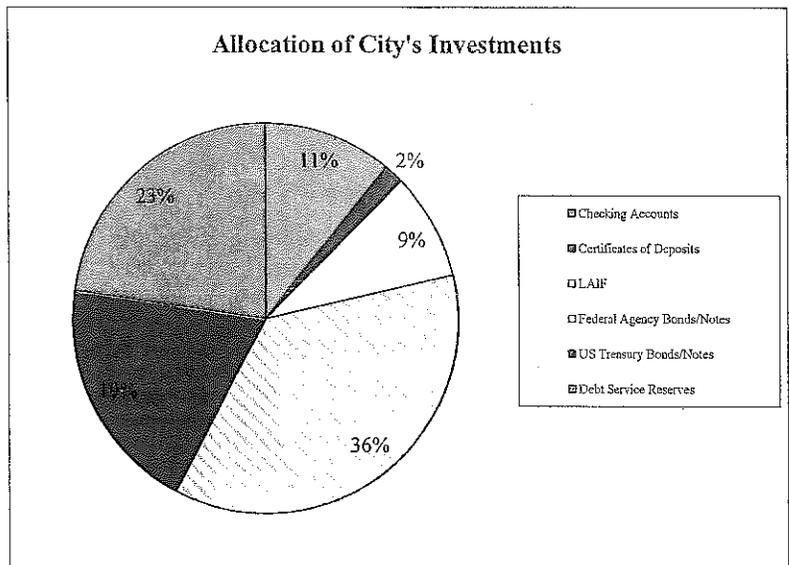
City of Suisun City
Successor Agency and Housing Authority
FINANCIAL OFFICER'S INVESTMENT REPORT

MARCH 31, 2013

Category of Investment	Name of Institution	Maturity Date	Par Amount	Market Value*	Amortized Cost	Curr Yield At Market	Est Annual Income
Reserved for Bond/Debt Service							
Govt Sec Money Market-SSWA 1993	First Amer Treas Oblig Fd	Demand Deposit	599,875	599,875	599,875	0.00%	-
Govt Sec Money Market-SSWA 1993	First Amer Treas Oblig Fd	Demand Deposit	748,058	748,058	748,058	0.00%	-
Govt Sec Money Market-2004 CVCC	First Amer Treas Oblig Fd	Demand Deposit	249,000	249,000	249,000	0.00%	-
Govt Sec Money Market- RDA 1998	First Amer Treas Oblig Fd	Demand Deposit	130,055	130,055	130,055	0.00%	-
Govt Sec Money Market- RDA 1998	First Amer Treas Oblig Fd	Demand Deposit	16,815	16,815	16,815	0.00%	-
Govt Sec Money Market- RDA 1998	US Treasury Notes	10/31/2014	708,000	731,952	730,089	2.29%	16,815
Gov Sec Money Market - RDA 2003-A	First Amer Treas Oblig Fd	Demand Deposit	119,447	119,447	119,447	0.00%	-
Gov Sec Money Market - RDA 2003-A	First Amer Treas Oblig Fd	Demand Deposit	436,780	436,780	436,780	0.00%	-
Govt Sec Money Market-RDA 2003-B	First Amer Treas Oblig Fd	Demand Deposit	3,137,218	3,137,218	3,137,218	0.00%	-
Govt Sec Money Market-RDA 2003-B	First Amer Treas Oblig Fd	Demand Deposit	595,154	595,154	595,154	0.00%	-
Savings Acct-RDA Marina	West America Bank	Demand Deposit	396,584	396,584	396,584	0.10%	301
Marina Debt Service #912828PE4	US Treasury Notes	10/31/2015	928,110	950,225	\$ 930,105	1.22%	11,601
Total Debt Service Reserve Funds			\$ 8,065,096	\$ 8,111,163	\$ 8,089,181	0.35%	\$ 28,717
Grand Total			\$ 35,544,399	\$ 35,866,450	\$ 35,662,406	0.84%	\$ 297,876

Summary of Pooled Investments

	Amount	Pct.
Checking Accounts	\$ 3,864,553	10.8%
Certificates of Deposits	\$ 600,071	1.7%
LAIF	\$ 3,154,258	8.8%
Federal Agency Bonds/Notes	\$ 12,973,996	36.4%
US Treasury Bonds/Notes	\$ 6,980,348	19.6%
Debt Service Reserves	\$ 8,089,181	22.7%
Total	\$ 35,662,406	100.0%



* Market Valuation for Federal Agency Bonds/Notes and US Treasury Bonds/Notes is from City's Investment Advisor, PFM. Valuation for Debt Service Reserve 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
Michael J. McMurry, City Treasurer
Date 4.24.13

Submitted by:

Elizabeth Luna
Elizabeth Luna, Senior Accountant
Date 4.24.2013

M I N U T E S

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

TUESDAY, APRIL 16, 2013

5:45 P.M.

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

ROLL CALL

Mayor Pro Tem Hudson called the Meeting to order at 5:52 PM. Councilmembers Segala, Wilson and Hudson were present. Mayor Sanchez and Councilmember Day 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:

1. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

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

5:52 PM – Mayor Pro Tem recessed the City Council to Closed Session.

Councilmember Day arrived at 6:00 PM

CONVENE OPEN SESSION

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

Mayor Pro Tem Hudson reconvened the City Council meeting and asked the City Attorney to report out. City Attorney Taylor reported that the City received a notice from the California State Department of Finance on Saturday evening, that the State is demanding that the City pay \$1.75 million in City funds that was part of a reimbursement agreement. In closed session today there was direction given to the City Attorney's office to initiate litigation as many other cities have done, including the City of Pasadena, against the Department of Finance to contest this notification that we received on Saturday. We further received direction concerning an additional payment of \$185,512 that the City would pay under protest, if the state is not willing to extend the payment period thru a tolling agreement.

It was the consensus of the City Council to push the second closed session to after the regular meeting.

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the City Council meeting at 7:18 PM.

Donna Pock, CMC
Deputy City Clerk

MINUTES

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

TUESDAY, APRIL 16, 2013

6:00 P.M.

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

ROLL CALL

Mayor Pro Tem Hudson called the Meeting to order at 9:41 PM. Councilmembers Day, Segala, Wilson and Hudson were present. Mayor Sanchez was 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 and Successor Agency will hold a Closed Session for the purpose of:

1. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code Section 54956.9(b): Two potential cases.
2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
Pursuant to California Government Code Section 54956.8., the Suisun City Council will hold a Closed Session for the purpose of Conference with Real Property Negotiator.
Property Under Negotiation: Assessor Parcel Numbers 0173-010-210 and 0173-010-220
Agency Negotiator: Suzanne Bragdon, City Manager, Ronald C. Anderson, Jr, Assistant City Manager/Administrative Services, Jason Garben, Economic Development Director
Negotiating Parties: Ted Caldwell
Under Negotiations: Terms and payment
3. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Name of Case: David Fong v. City of Suisun City Case #: # FCS038343
4. 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.

9:41 PM – Mayor Pro Tem Hudson recessed the City Council to Closed Session.

CONVENE OPEN SESSION

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

10:22 PM – Mayor Pro Tem Hudson reconvened the City Council and stated no decisions were made in Closed Session.

ADJOURNMENT

There being no further business, Mayor Pro Tem Hudson adjourned the City Council meeting at 10:22 PM.

Donna Pock, CMC
Deputy City Clerk

MINUTES

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

AND HOUSING AUTHORITY

TUESDAY, APRIL 16, 2013

7:00 P.M.

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

(Next Ord. No. -723)

(Next City Council Res. No. 2013 - 16)

Next Suisun City Council Acting as Successor Agency Res. No. SA2013 - 02)

(Next Housing Authority Res. No. HA2013 - 03)

ROLL CALL

Mayor Pro Tem / Vice-Chair Hudson called the Meeting to order at 7:18 PM. Council / Board Members Day, Hudson, Segala, and Wilson were present. Mayor Sanchez was present.

Pledge of Allegiance was led by Council / Board Member 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).

George Guynn commented on April 2, 2013 minutes, congratulated the Fire Department Classification rate of 3.

Paul Hames asked questions regarding on the height of the sound wall along Peterson Road, WalMart site. City Attorney Taylor agreed to work with staff to look into the issue further.

Nancy Liebscher commented on No Parking Signs and damage to hedges and trees along Main Street.

REPORTS: (Informational items only.)

1. Mayor/Council -Chair/Boardmembers

Councilmember Segala commented on the Volunteer Fire Department and their commitment, knowledge and professionalism.

Councilmember Day congratulated the Fire Department.

Councilmember Hudson reported he attended the Veterans Hall Grand Reopening, Chamber of Commerce Mixer, and STA Board Meeting. Hudson commented on a complaint he received about Graffiti on sound wall along railroad tracks and the occurrences in Boston.

2. City Manager/Executive Director/Staff

a. Report on the 2013 Insurance Services Office Fire Public Protection Classification Rating

- on Fire Department Classification by Fire Chief O'Brien.
- b. Report on Streetlight Repair by Building and Public Works Director Kasperson.
 - c. Report on the Section 8 waiting list by Housing Manager Lawton.

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.)

Councilmember Day reported a conflict of interest on Public Hearing Item 10.

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

3. Presentation of Proclamation to former Suisun City Master Police Officer Michael Rowe Recognizing his years of service, 1985–2013.
Former Suisun City Master Police Officer Michael Rowe was not in attendance to receive proclamation.
4. Presentation by Christina Arrostuto, Solano Safety Net Summits on Poverty Steering Committee, “Roadmap to Cut Poverty” and the Partner Pledge.

CONSENT CALENDAR

City Council

5. Council Adoption of Resolution No. 2013-16: Authorizing the City Manager to Recruit and Appoint Police Officer for an Anticipated Opening – (Dadisho).
6. Council Adoption of Resolution No. 2013-17: Accepting the Main Street Rehabilitation Federal Stimulus Project (Federal Project No. ESPL-4032(024) as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project – (Kasperson).
7. Council Adoption of Resolution No. 2013- : Adopting the Proposed Suisun City Safe Routes to School Plan Update and Approving the Inclusion of the Plan in the Solano County Transportation Authority’s Countywide Safe Route to School Plan – (Kasperson).

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

8. 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 April 2, 2013– (Hobson).

Joint City Council / Suisun City Council Acting as Successor Agency

9. Council/Agency Approval of the March 2013 Payroll Warrants in the amount of \$533,523.83. Council/Agency Approval of the March 2013 Payable Warrants in the amount of \$1,451,866.27 – (Finance).

Councilmember Segala asked that item 7 be pulled from the Consent Calendar.

Motioned by Councilmember Day and seconded by Councilmember Wilson to approve Consent Calendar Items 5, 6, 8 and 9. Motion carried unanimously by members present.

Motioned by Councilmember Day and seconded by Councilmember Hudson to defer item 7 to second meeting in May.

Ayes: Councilmembers: Day, Hudson
Noes: Councilmembers: Segala, Wilson
Absent: Councilmembers: Sanchez.

Motioned by Councilmember Segala to approve item 7 with stipulation. Motion died due to lack of second.

Motioned by Councilmember Wilson and seconded by Councilmember Segala to approve item 7.

Ayes: Councilmembers: Segala, Wilson
Noes: Councilmembers: Day, Hudson
Absent: Councilmembers: Sanchez.

City Attorney Taylor commented since there was no action on this item it should be continued by operation of law to next agenda.

GENERAL BUSINESS NONE

PUBLIC HEARINGS

City Council

Councilmember Day left dais at 8:37 pm.

10. Continental Apartments – (Wooden).

a Presentation on Coldbrook Foundation.

Tom Seaman, Coldbrook Foundation, made a presentation.

Tom Lewis, Attorney representing CalAHA requested to continue public hearing to April 30.

b PUBLIC HEARING: Council Adoption of Resolution No. 2013-__ : Approving the Issuance of Multifamily Housing Revenue Bonds by the California Affordable Housing Agency ("CalAHA") for the Purpose of Financing the Acquisition and Rehabilitation of a Multifamily Residential Housing Facility Located in the City known as the Continental Apartments (the "Project") Located at 1101 Crystal Street.

Mayor Pro Tem Hudson opened the public hearing.

Raymond Klein, Matthew Miller, George Guynn, Kelly Lute, Vanessa Miller, Audrey Adams, Howard Lute, and Wayne Day spoke in opposition.

Mayor Pro-Tem Hudson commented on the fiscal impact to the City.

Community Development Director Wooden commented on recent case law that now makes it clear that it would be permissible for the City to be recompensed for the actual cost of services. Council could request that payment be included in the operational budget for this project that would provide \$6,000 back to the city each year.

Motioned by Councilmember Wilson and seconded by Councilmember Segala to

continue public hearing to May 7.

AYES: Councilmembers: Segala, Wilson

NOES: Councilmembers: Hudson

ABSENT: Councilmembers: Day (Conflict of Interest) Sanchez

Motioned carried to continue public hearing to May 7.

ADJOURNMENT

There being no further business, Mayor Pro Tem Hudson adjourned the meeting at 9:35 PM.

Donna Pock, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: May 7, 2013

CITY AGENDA ITEM: PUBLIC HEARING – Continued from April 16, 2013

Council Adoption of:

- a Council Adoption of Resolution No. 2013-___: Authorizing the issuance of multifamily housing revenue bonds by the California Affordable Housing Agency ("CalAHA") for the purpose of financing the acquisition and rehabilitation of a multifamily residential housing facility located in the City known as the Continental Apartments (the "Project") located at 1101 Crystal Street; **OR**
- b Council Adoption of Resolution No. 2013-___: Denying the Issuance by the California Affordable Housing Agency ("CalAHA") of Multifamily Housing Revenue Obligations for the purpose of Loaning the Proceeds thereof to the Coldbrook Foundation to Finance the Acquisition and Rehabilitation of the Continental Apartments.

FISCAL IMPACT: Loss of annual property tax revenue in the amount of \$3,397; however, Coldbrook has verbally agreed to make payments in lieu of taxes (PILOT) to compensate for the annual tax revenue loss.

BACKGROUND: On April 2, 2013 the Housing Authority of the City of Suisun City (SCHA) entered into a Cooperative Agreement with California Affordable Housing Agency (CalAHA) which authorizes CalAHA to issue tax-exempt bonds for the purposes of acquisition and rehabilitation of affordable housing within the jurisdiction of the SCHA. The Project is a 76-unit multifamily housing development located at 1101 Crystal Street, Suisun City which was built in 1966. The facility has not undergone any substantial rehabilitation since its construction.

As presented at that meeting, CalAHA intends to issue tax-exempt bonds to finance the acquisition and rehabilitation of the Project by the Coldbrook Foundation, a 501(c)(3) non-profit public benefit corporation. The Internal Revenue Code of 1986 (the "Code") requires that the "applicable elected representatives" of the jurisdiction in which a project to be financed with "private activity bonds" is located adopt a resolution approving the issuance of such bonds after holding a public hearing which has been noticed in a newspaper of general circulation in such jurisdiction.

The bonds will not constitute an indebtedness, obligation, or pledge of the faith and credit of the City. The bonds will be special, limited obligations of CalAHA, payable solely from the revenues of the Project and other amounts pledged therefor. The City would not be a party to the financing documents. The bonds will not be secured by any form of taxation, or by any obligation of either the City or CalAHA. Neither would the debt represent or constitute a general

PREPARED BY:

REVIEWED BY:

REVIEWED/APPROVED BY:

Kathy Lawton, Housing Manager 
 April Wooden, Community Development Director
 Suzanne Bragdon, City Manager 

obligation of either the City or CalAHA. The debt would be payable solely from amounts received pursuant to the terms and provisions of financing agreements to be executed by the Owner of the proposed facility. However, at this meeting, the Housing Authority had additional questions regarding the Coldbrook Foundation and their plans for the property, as they are the anticipated owner of the Project. As such, staff arranged for the Coldbrook Foundation to make a presentation at the Tax Equity and Fiscal Responsibility Act ("TEFRA") public hearing held on April 16, 2013. The presentation was made by Tom Seaman, a consultant to the Coldbrook Foundation, and provided the Council with background of Coldbrook Foundation's prior property activities and a better understanding of both the financing of the Project and Coldbrook's intent regarding the project. The intent is that Coldbrook Foundation would use the bond proceeds to acquire and do initial improvements to the facility and to apply for either 9% or 4% tax credit funds subsequent to the purchase. Following the presentation, the TEFRA Public Hearing was opened for public comment.

During the hearing some local property owners raised concerns and urged the Council to not approve the resolution authorizing the bond issuance. Council members likewise raised concerns that they were receiving information about the project and the Coldbrook Foundation virtually minutes before the meeting, and requested more time to review the information provided. The TEFRA public hearing was continued to the Council's next regularly scheduled meeting of May 7, 2013.

At the hearing Tom Seaman indicated that a total of \$392,790 is planned for property repairs prior to submission or approval of Tax Credit funding. The breakdown of the repairs funding is \$225,000 from the bond issuance (of which \$91,000 will go to immediate repairs) and \$167,790 from a seller credit issued to Coldbrook Foundation at the close of the property transaction.

STAFF REPORT: The City Council is being asked to reopen the TEFRA Public and adopt a resolution approving the issuance of multifamily housing revenue bonds by CalAHA for the purpose of financing the acquisition and rehabilitation of a multifamily residential housing facility located in the City known as the Continental Apartments (the "Project") located at 1101 Crystal Street. The purpose of the resolution is to allow the financing to meet a requirement of the Internal Revenue Code of 1986. The adoption of this resolution is the first step in the process of financing the proposed Project. Prior to the issuance of bonds, CalAHA will be required to adopt a resolution approving the bond issuance and approving the execution and delivery of certain bond documents reflecting the terms of the bonds.

The purpose of a TEFRA Hearing is to give notice to residents that the issuance of tax-exempt bonds for the purpose of acquiring and rehabilitating an affordable housing project is being proposed in the community so that residents can weigh in on the benefits of such a project for the community. One of the reoccurring questions raised by Council at both the April 2nd and April 16th meetings was: "What is the benefit of this project to the community?" To help better answer this question, the following activities have occurred since the April 16th meeting:

- Staff spent over two hours with Tom Seaman, representative of the Coldbrook Foundation, learning more about the proposed project including financing strategy, risks, facility needs assessment and the like;
- Tom Seaman met with resident representatives from the Old Town Neighborhood to better understand their concerns, issues and interests;

- To better understand how other entities structure these deals, the City Manager spoke with staff from the cities of Fairfield and Vallejo, as well as the Solano Affordable Housing Foundation.

The information presented below is intended to provide Council with a better sense of the benefits and risks of the proposed project.

The Project, Meeting with Coldbrook Foundation

At the Council's April 16, 2013 meeting, Coldbrook submitted information to the Council regarding the nonprofit organization, the nature of the properties they have acquired, the improvements made, the average amount paid in rehabilitation cost per unit, what was anticipated for Continental and the management track-record. Coldbrook also provided a pro forma related to the financing of the proposed project. These materials, along with prior staff reports and attached material are included as attachments to this staff report.

The Coldbrook Foundation intends to purchase the property with tax-exempt bonds. Tom Seaman explained that the property owner previously entered into a sale contract that was contingent on RDA and tax credit funding. After two years, the deal failed, as the intended purchaser was unable to secure funding. Consequently, the property owner is unwilling to enter into a purchase agreement that is contingent on tax credit financing, due to the anticipated length of the required escrow period.

As shared earlier, it is the intent of CalAHA to issue short-term tax-exempt bonds to Coldbrook Foundation for the purpose of acquisition and rehabilitation of the Project. The owner of the Project will be The Coldbrook Foundation. Highlights of the proposed project include:

1. 40% of units (31 units) will be affordable. These units in the Project will be restricted for occupancy by persons or families of low or very low income, i.e. household income less than or equal to 60% of the Area Median Income (AMI). For example, for a family of four, the AMI is \$78,800. These affordability restrictions would run for a 30-year term.
2. The minimum amount of funds allocated for property repair and improvement is \$392,790. Of the \$225,000 coming from the bond issuance, \$91,000 will go to immediate repairs. An additional \$167,790 is coming from a seller credit issued to Coldbrook Foundation at the close of the property transaction.
3. Execution of a Crime Free Multi-housing Operating Agreement
4. Agreement to provide for collaboration with the Housing Authority to replace any future property management company that fails to provide appropriate management of the facility
5. Application for tax credits:
 - 9% tax credit application, if funded, would provide a minimum of \$20,000 per unit in repairs and improvements (total of \$1,520,000)
 - If the 9% tax credit application is not funded, a 4% tax credit application would be submitted, which, if funded would provide the same investment, i.e., \$20,000 per unit
 - If no tax credit application is funded, the funding for repairs and improvements would be limited initially to the \$392,790 explained above.

The 9% tax credit applications are more competitive than the 4% tax credit applications. The Coldbrook foundation hired Miller Housing Advisors, LLC to prepare a report analyzing both the likelihood of receiving tax credit funds, as well as the gap financing needed to complete all

repairs and improvements with the available tax credit funds. In addition, the report identifies sources for gap financing, including HOME and CDBG funds. Gap financing needs anticipated at this time range from \$1.1 million to \$1.3 million. The complete report from Miller Housing Advisors LLC is attached.

As a condition of underwriting, an FHA Multi-lender financing report is being prepared which will identify the actual gap at the end of the 5-year bond term and the refinancing options available to pay off the bonds, such as an FHA Multi-family loan product which will refinance for a longer term, such as 30 years.

Neighborhood Outreach, Coldbrook Meeting with Old Town Residents

On April 29, 2013, the Coldbrook Foundation representative, Tom Seaman, met with three neighborhood representatives of Old Town to obtain a better understanding of their concerns. In response to comments received, the Coldbrook Foundation explored adding an additional \$100,000 to the bond issuance to provide funds for enhancing curb appeal and providing a park area at the project site. Staff has requested that the Coldbrook Foundation prepare a sketch of what the improvement could entail for presentation at the continued public hearing.

TEFRA 101, Practices Found Locally

The City has had limited experience involving TEFRA hearings. In the last seven years, two made it to the City Council for consideration and ultimate approval (i.e., Cottonwood Creek and the Village Apartments.) A third project involving Continental Apartments and an adjacent property was making its way through the process back in 2007; it fell apart as the housing market began to tank and viable tax credits were unable to be secured.

To gain a better understanding of the TEFRA process and how projects have been/are financed, the City Manager spoke with staff from both Fairfield and Vallejo, and met with representatives from the Solano Affordable Housing Foundation. In reviewing the financing strategy proposed by Coldbrook, where short-term bonds are used followed by an application for tax credit financing, staff from both cities indicated that they have not processed projects that did not have the tax credits in place at the time of the TEFRA hearing. The reasons stated include:

- Full understanding of the total funds available to invest in the subject property, at the time of the TEFRA Hearing, in exchange for approving the financing for affordable housing units (versus X amount of dollars available in the short-term with additional funds available IF the tax credits are subsequently approved)
- Full understanding of the property improvements that will be made, with all available funds, at the time of the TEFRA Hearing
- Beyond health and safety requirements, an ability to provide feedback on the types of property improvements that are most desired by the community in exchange for approval at the TEFRA Hearing.

In discussions with representatives of the Solano Affordable Housing Foundation (SAHF), they echoed the experience shared in Fairfield and Vallejo. SAHF has 10 affordable housing

developments in Solano County with over 850 units. In addition, they have acquired, renovated and sold 135 single family homes to first-time homebuyers in Solano, Yolo, Napa and Sacramento counties. In all cases, they have their tax credits in place at the time they go through the TEFRA Hearing, with roughly 75% of their funding coming from long-term tax exempt bonds and Federal tax credits.

Every deal that comes together has unique aspects. The current owner of the Continental Apartments had their property in contract for an extended period of time back in 2006 – 2007 when another affordable housing development deal was attempted to package this property together with an adjacent property. The deal ultimately fell through as the housing market tanked and viable tax credits could not be secured. As such, the owner of the Continental apartments, per Tom Seaman of the Coldbrook Foundation, was not interested in tying up the property for as long as it might take to pull a financing package together that included the tax credits upfront. Hence the financing approach proposed by Cal AHA and Coldbrook that includes short-term tax exempt bonds, followed by applications for 4% and/or 9% tax credits.

Through these discussions, beyond financing, Fairfield shared that they include language as part of the approval through the TEFRA Hearing that allows them participation/control in the selection of firms that provide on-site property management of the affordable housing properties. In discussions with Tom Seaman, he indicated that he would be willing to consider a cooperative approach to the selection of on-site property management, without giving away full control to the City. Modifications would need to be made to the cooperative agreement that was approved by the Housing Authority on April 2, 2013.

Summary Recap, Balancing Benefits and Risks with Certain Assumptions

Benefits to the City from the project include:

- Investment in the Old Town neighborhood by a non-profit property-owner committed to the improvement of the facility and the preservation of work-force housing
- Preservation of 31 affordable units for a term of 30 years – assists the City in meeting RHNA requirements
- Investment in repair and improvement of the property in an amount not less than \$392,790; comprised of \$91,000 in immediate repairs from the bond issuance, \$134,000 in repairs and improvements from the bond issuance, and a seller's repair credit of \$167,790
- \$100,000 from the bond issuance for curb appeal along Cordelia, including park development and landscaping.
- PILOT to compensate the City for loss property tax revenue
- A minimum of an additional \$20,000 per unit in repairs and improvements if a tax credit application is approved (\$1,520,000)
- 6. Execution of a Crime Free Multi-housing Operating Agreement
- 7. Agreement to provide for collaboration with the Housing Authority to replace any future property management company that fails to provide appropriate management of the facility
- 8. Local ownership v. ownership by a resident of the Cayman Islands

Potential concerns for the City include:

- Tax Credits might not materialize thus limiting funding for improvement to the \$392,790 available at the close of the property transaction
- As structured by Coldbrook, if Tax Credits are approved, they would be approved subsequent to the TEFRA hearing. As such, the City has limited "say" as to how the money will be spent as compared to a structured financing package where the tax credits are part of the initial financing plan considered at the TEFRA Hearing.
- If this deal did not go forward, the property owner could potentially sell the property to a private purchaser without affordability restrictions and no assurance of repairs and improvements
- If the TEFRE hearing for the proposed project is denied, the deal could conceivably be restructured to include a financing plan consisting of long term tax exempt bonds and tax credits upfront either by a different non-profit or the existing organization (assuming reconsideration by the seller.)
- 30-year term of affordability could chill future investment in gentrification of the area
- Concentration of Section 8 households and other low-income households in one facility

Two resolutions have been prepared for the City Council's consideration; one approving the issuance of bonds and one denying the issuance. In the event that Council votes to deny the request, findings of fact outlining the reasons for Council's denial should be entered in the record.

RECOMMENDATION:

1. Staff recommends that the City Council open the continued public hearing for the purposes of TEFRA.
2. Staff recommends that the City Council adopt Resolution No. 2013___: Authorizing the issuance of multifamily housing revenue bonds by the California Affordable Housing Agency ("CalAHA") for the purpose of financing the acquisition and rehabilitation of a multifamily residential housing facility located in the City known as the Continental Apartments (the "Project") located at 1101 Crystal Street.

ATTACHMENTS:

1. Resolution No. 2013-___: Authorizing the issuance of multifamily housing revenue bonds by the California Affordable Housing Agency ("CalAHA") for the purpose of financing the acquisition of a multifamily residential housing facility located in the City known as the Continental Apartments (the "Project") located at 1101 Crystal Street.
2. Resolution No. 2013-___: Denying the issuance of multifamily housing revenue bonds by the California Affordable Housing Agency ("CalAHA") for the purpose of financing the acquisition of a multifamily residential housing facility located in the City known as the Continental Apartments (the "Project") located at 1101 Crystal Street.

3. Staff Report from the April 2, 2013 meeting of the Housing Authority of the City of Suisun City.
4. Staff Report from the April 16, 2013 meeting of the City Council.
5. April 16, 2013 staff memo to Council and Coldbrook Foundation pro forma for the project.

Under Separate Cover

6. April 16, 2013 Coldbrook Foundation hand-out.
7. Physical Needs Assessment of Continental Apartments dated December 13, 2012.
8. Report prepared by Miller Housing Advisors, LLC.
9. Concept drawing for potential landscape/park improvements.

RESOLUTION NO. 2013-___

A RESOLUTION APPROVING THE ISSUANCE BY THE CALIFORNIA AFFORDABLE HOUSING AGENCY OF MULTIFAMILY HOUSING REVENUE OBLIGATIONS FOR THE PURPOSE OF LOANING THE PROCEEDS THEREOF TO THE COLDBROOK FOUNDATION TO FINANCE THE ACQUISITION AND REHABILITATION OF THE CONTINENTAL APARTMENTS

WHEREAS, the California Affordable Housing Agency ("CalAHA") is authorized by the laws of the State of California (the "Law") to execute and deliver multifamily housing revenue obligations for the purpose of financing the acquisition, construction and rehabilitation of multifamily residential rental facilities located within the area of operation of CalAHA which are to be occupied, in part, by very low and low-income tenants; and

WHEREAS, The Coldbrook Foundation, a 501(c)(3) non-profit public benefit corporation (the "Borrower") has requested CalAHA to issue and deliver multifamily housing revenue obligations in the anticipated principal amount of \$5,300,000 (the "Obligations"), the proceeds of which may only be used for the purpose of financing the acquisition and rehabilitation of a 76-unit multifamily housing development commonly known as Continental Apartments which is located at 1100 Crystal Street, Suisun City, California (the "Project"); and

WHEREAS, the Obligations which are expected to be issued and delivered to finance the acquisition and rehabilitation of the Project would be considered "qualified exempt facility Obligations" under Section 142 (a) of the Internal revenue Code of 1986, as amended (the "Code"), and Section 147(f) of the Code requires that the "applicable elected representative" with respect to the Project hold a public hearing on the issuance and delivery of the Obligations; and

WHEREAS, CalAHA has requested that the City Council of the City of Suisun City (the "City") approve the issuance of the Obligations by CalAHA in order to satisfy the public approval requirement of Section 147(f) of the Code; and

WHEREAS, The Borrower and the Suisun City Housing Authority (the "Authority") shall act together in good faith to select a property management company for the property and if after that property management company is selected, should the Authority have any concerns with the work performed by the property management company at the property, then the Authority can request that a new property management company be retained subject to the parties meeting and conferring on the mutual selection of that new property management company; and

WHEREAS, a public hearing was held by the Council on the 16th day of April, 2013 and continued on the 7th day of May, 2013, at its regularly scheduled meetings which commenced at the hour of 7:00 p.m., in the City Council Chambers, at 701 Civic Center Boulevard, Suisun City, California, following duly published notice thereof, and all persons desiring to be heard have been heard; and

WHEREAS, it is in the public interest and for the public benefit that the City Council, as the elected representative of the City, the host jurisdiction of such facilities, approve the issuance and delivery by CalAHA of the Obligations.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Suisun City hereby finds and determines, as follows:

1. The issuance of the Obligations for the Project by CalAHA in the maximum principal amount of \$5,500,000 for the purposes described above is hereby approved.

2. The issuance and delivery of the Obligations shall be subject to the approval of and execution by CalAHA of all financing documents relating thereto to which CalAHA is a party and subject to the sale of the Obligations by CalAHA.

3. It is the purpose and intent of this Council that this resolution constitute approval of the issuance of the Obligations by CalAHA only for the purposes of Section 147(f) of the Code by the applicable elected representative of the governmental unit having jurisdiction over the area in which the Project will be located, in accordance with said Section 147(f).

4. The Borrower shall be responsible for the payment of all present and future costs in connection with the issuance of the Obligations. The payment of the principal, prepayment premium, if any, and purchase price of and interest on the Obligations shall be solely the responsibility of the Borrower. The Obligations shall not constitute a debt or obligation of the City.

I, the undersigned Clerk of the City Council of the City of Suisun City, hereby certify that the foregoing is a full, true and correct copy of a resolution duly adopted by the City Council of the City of Suisun City at a meeting thereof on the 7th day of May, 2013 by the following vote of the members thereof:

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

WITNESS my hand and the seal of said City this 7th day of May, 2013.

City Clerk

RESOLUTION NO. 2013-__

A RESOLUTION DENYING THE ISSUANCE BY THE CALIFORNIA AFFORDABLE HOUSING AGENCY OF MULTIFAMILY HOUSING REVENUE OBLIGATIONS FOR THE PURPOSE OF LOANING THE PROCEEDS THEREOF TO THE COLDBROOK FOUNDATION TO FINANCE THE ACQUISITION AND REHABILITATION OF THE CONTINENTAL APARTMENTS

WHEREAS, the California Affordable Housing Agency ("CalAHA") is authorized by the laws of the State of California (the "Law") to execute and deliver multifamily housing revenue obligations for the purpose of financing the acquisition, construction and rehabilitation of multifamily residential rental facilities located within the area of operation of CalAHA which are to be occupied, in part, by very low and low-income tenants; and

WHEREAS, The Coldbrook Foundation, a 501(c)(3) non-profit public benefit corporation (the "Borrower") has requested CalAHA to issue and deliver multifamily housing revenue obligations in the anticipated principal amount of \$5,300,000 (the "Obligations"), the proceeds of which may only be used for the purpose of financing the acquisition and rehabilitation of a 76-unit multifamily housing development commonly known as Continental Apartments which is located at 1100 Crystal Street, Suisun City, California (the "Project"); and

WHEREAS, the Obligations which were expected to be issued and delivered to finance the acquisition and rehabilitation of the Project would be considered "qualified exempt facility Obligations" under Section 142 (a) of the Internal revenue Code of 1986, as amended (the "Code"), and Section 147(f) of the Code requires that the "applicable elected representative" with respect to the Project hold a public hearing on the issuance and delivery of the Obligations; and

WHEREAS, CalAHA has requested that the City Council of the City of Suisun City (the "City") approve the issuance of the Obligations by CalAHA in order to satisfy the public approval requirement of Section 147(f) of the Code; and

WHEREAS, a public hearing was held by the Council on the 16th day of April, 2013 and continued on the 7th day of May, 2013, at its regularly scheduled meetings which commenced at the hour of 7:00 p.m., in the City Council Chambers, at 701 Civic Center Boulevard, Suisun City, California, following duly published notice thereof, and all persons desiring to be heard have been heard at which residents in the surrounding neighborhood spoke in opposition of the proposed issuance which are persuasive to the Council; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Suisun City hereby denies the request based on findings based on the public hearing and attached hereto:

I, the undersigned Clerk of the City Council of the City of Suisun City, hereby certify that the foregoing is a full, true and correct copy of a resolution duly adopted by the City Council of the City of Suisun City at a meeting thereof on the 7th day of May, 2013 by the following vote of the members thereof:

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

WITNESS my hand and the seal of said City this 7th day of May, 2013.

City Clerk

AGENDA TRANSMITTAL

MEETING DATE: April 2, 2013

AUTHORITY AGENDA ITEM: Housing Authority Adoption of Resolution No. HA 2013-___: Authorizing the Execution of a Cooperative Agreement with the California Affordable Housing Agency for the Purpose of Exploring Financing for the Acquisition and Rehabilitation of a Multifamily Residential Housing Facility Located in the City Known as the Continental Apartments Located at 1101 Crystal Street.

FISCAL IMPACT: None.

BACKGROUND: Continental Apartments is a 76-unit multifamily housing development located at 1101 Crystal Street, Suisun City, built in 1966. The facility has not undergone any substantial rehabilitation since its construction.

The Internal Revenue Code of 1986 requires that the "applicable elected representatives" of the jurisdiction in which a project to be financed with "private activity bonds" is located adopt a resolution approving the issuance of such "private activity bonds" after holding a public hearing which has been noticed in a newspaper of general circulation in such jurisdiction.

Chapter 1, Part 2, Section 34324 of Division 24 of the Health and Safety Code of the State of California provides that any two or more housing authorities may join or cooperate with one another in the exercise of any or all of their powers for the purpose of financing the issuance of bonds. One authority may provide by resolution that another authority with which it is cooperating is authorized to act on its behalf.

STAFF REPORT: The Authority is being asked to execute a Cooperative Agreement with the California Affordable Housing Agency ("CalAHA") and to set a date for a hearing pursuant to the Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA) regarding potential approval of the issuance of multifamily housing revenue bonds by CalAHA for the purpose of financing the acquisition and rehabilitation of a multifamily residential housing facility located in the City known as the Continental Apartments (the "Project") located at 1101 Crystal Street.

The Cooperative Agreement would authorize CalAHA to issue and sell revenue bonds for the purpose of financing multifamily rental housing facilities located within an area of operation of CalAHA, subject to action by the City Council.

The actions needed would include:

- The first step would be execution of the proposed Cooperative Agreement.
- The second step would be the City Council's conducting a TEFRA hearing.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Kathy Lawton, Housing Manager
April Wooden, Community Development Director
77
Suzanne Bragdon, Executive Director

Bond Issuance

CalAHA is interested in issuing bonds to Coldbrook Foundation, a 501(c)(3) non-profit public benefit corporation, for the purposes of acquisition and rehabilitation of the multifamily residential rental facility. The bond proceeds would be used as follows:

- Acquisition funding of \$4,000,000.
- A reserve for repairs of \$ 225,000 (which includes the immediate repairs) to be held by the bond trustee.
- Original bond issuance discount and bond underwriter's discount of \$170,000.
- Debt service reserve to be held by the bond trustee of \$190,000.
- The balance is for the various costs of issuance of the bonds.

The Bonds would not constitute an indebtedness, obligation, or a pledge of the faith and credit of the City or the Housing Authority of the City of Suisun City. The Bonds would be special, limited obligations of CalAHA, payable solely from the revenues of the Project and other amounts pledged therefor.

The City would not be a party to the financing documents. The Bonds would not be secured by any form of taxation, or by any obligation of the City, the Housing Authority of the City of Suisun City, or CalAHA. The debt would not represent or constitute a general obligation of either the City, Housing Authority or CalAHA. The debt would be payable solely from amounts received pursuant to the terms and provisions of financing agreements to be executed by the Owner of the proposed facility.

Short-Term Property Improvements

The Property Needs Assessment (PNA) recently completed on the property identified approximately \$91,000 in immediate repairs on the property. None of these items are considered health and safety or habitability code violations.

The recommended immediate repairs are as follows:

- Asphalt repaving of street and parking stalls along Crystal Street. Area needs to be re-sloped and new subgrade installed and compacted. Parking stalls will be restriped.
- Repair pedestrian walkways throughout the site as needed to repair cracking and settling.
- Repair and improve all exterior stairs on the property.
- Repair some stair landings in need of repair.
- Install water heater seismic restraints for one of the water heaters on the property.
- Install smoke and carbon monoxide detectors in the bedrooms of all units.
- Perform detailed wood destroying pest survey to locate any areas for needed repair.

The exterior stairs entries project would include installing infill blocks at open risers to prevent trip hazard, installing code conforming handrails and picket spacing, installing contrasting nosings (visual warnings) at bottom tread and top riser at all exterior stairs, estimated at \$ 27,600.

Evidence of rotted framing, cracking topping or recent repairs was noted at several stair landings and elevated walkways. This project would involve surveying all structures and replacing damaged concrete toppings as needed, replacing damaged wood framing as needed, sealing gaps

at elevated walkways to prevent water intrusion, and installing an elastomeric waterproofing membrane at landings and walkways to prevent future rot and damage, estimated at \$ 17, 600.

These repairs would be funded from the bond proceeds.

Longer-Term Property Improvements

The Property Needs Assessment also identifies additional work (approximately \$ 301,120) that will be done as part of the tax credit financing for the property:

- o Additional asphalt paving.
- o Replace damaged concrete paved entrance drive aprons.
- o Remove and replace damaged concrete wheel stops
- o Tree trimming and possible removal of trees affecting concrete walkways on the property.
- o Replace dry rot or damaged siding and trim where needed.
- o Repair and/or replace windows as needed.
- o Repair or replace damaged roof shingles as needed.
- o Install new signage throughout the property.
- o Reconfigure laundry room to provide wheel chair access.
- o Install strobe lighting/alarms in office and laundry rooms.
- o Replace office and laundry room thresholds for better accessibility.

The above-indicated property improvements would be funded through tax credit financing at a later date.

RECOMMENDATION: It is recommended that the Authority adopt Resolution No. HA 2013-___: Authorizing the Execution of a Cooperative Agreement with the California Affordable Housing Agency for the Purpose of Exploring Financing for the Acquisition and Rehabilitation of a Multifamily Residential Housing Facility Located in the City Known as the Continental Apartments Located at 1101 Crystal Street.

ATTACHMENTS:

1. Resolution No. HA 2013-___: Authorizing the Execution of a Cooperative Agreement with the California Affordable Housing Agency for the Purpose of Exploring Financing for the Acquisition and Rehabilitation of a Multifamily Residential Housing Facility Located in the City Known as the Continental Apartments Located at 1101 Crystal Street.
2. Cooperative Agreement between California Affordable Housing Agency and the Housing Authority of the City of Suisun City.

18. 19.
20. 21.

AGENDA TRANSMITTAL

MEETING DATE: April 16, 2013

CITY AGENDA ITEM: Presentation by the Coldbrook Foundation and Public Hearing for the purposes of Tax Equity and Fiscal Responsibility Act (TEFRA):

a. Presentation by the Coldbrook Foundation, a 501(c)(3) nonprofit charitable organization, located at 5865 Alhambra Valley Road, Martinez, California 94553

b. Council Adoption of Resolution No. 2013-___: Authorizing the issuance of multifamily housing revenue bonds by the California Affordable Housing Agency ("CalAHA") for the purpose of financing the acquisition and rehabilitation of a multifamily residential housing facility located in the City known as the Continental Apartments (the "Project") located at 1101 Crystal Street.

FISCAL IMPACT: None.

BACKGROUND: On April 2, 2013 the Housing Authority of the City of Suisun City (SCHA) entered into a Cooperative Agreement with California Affordable Housing Agency (CalAHA) which authorizes CalAHA to issue bonds for the purposes of acquisition and rehabilitation of affordable housing within the jurisdiction of the SCHA. The Project is a 76-unit multifamily housing development located at 1101 Crystal Street, Suisun City which was built in 1966. The facility has not undergone any substantial rehabilitation since it initially began to lease units. At the April 2nd meeting, the Housing Authority had additional questions regarding the Coldbrook Foundation, the anticipated owner of the Project.

CalAHA intends to issue bonds to finance the acquisition and rehabilitation of the project by the Coldbrook Foundation, a 501(c)(3) non-profit public benefit corporation.

The Internal Revenue Code of 1986 (the "Code") requires that the "applicable elected representatives" of the jurisdiction in which a project to be financed with "private activity bonds" is located adopt a resolution approving the issuance of such "private activity bonds" after holding a public hearing which has been noticed in a newspaper of general circulation in such jurisdiction.

The Bonds will not constitute an indebtedness or obligation, or a pledge of the faith and credit of, the City. The Bonds will be special, limited obligations of CalAHA, payable solely from the revenues of the Project and other amounts pledged therefor.

The City would not be a party to the financing documents. The Bonds will not be secured by any form of taxation, or by any obligation of either the City or CalAHA. Neither would the debt represent or constitute a general obligation of either the City or CalAHA. The debt would be

PREPARED BY:

REVIEWED BY:

REVIEWED/APPROVED BY:

Kathy Lawton, Housing Manager
April Wooden, Community Development Director
Suzanne Bragdon, City Manager

payable solely from amounts received pursuant to the terms and provisions of financing agreements to be executed by the Owner of the proposed facility.

STAFF REPORT: Coldbrook has been asked and will be making a presentation regarding the nonprofit organization, the nature of the properties they have acquired, the improvements made, the average amount paid in rehabilitation cost per unit, what is anticipated for Continental, management track-record, and whether they have a practice of buying and reselling properties. Coldbrook has also been asked to provide a pro forma which among other things may shed light on ongoing maintenance plans and management fees.

Among the benefits which the Coldbrook Foundation has already agreed to provide is participation in the City's Crime Free Multi-housing Program and execution of a Crime Free Multi-housing Operating Agreement for the project. According to the International Crime Free Association, the benefits of this program include a stable, more satisfied tenant base; increased demand for rental units with a reputation for active management; lower maintenance and repair costs; increased property values; and improved personal safety for tenants, landlords, and managers.

In addition, a portion of the bond proceeds would be used to create reserve for repairs of \$225,000 (which includes the immediate repairs) to be held by the bond trustee. The Property Needs Assessment (PNA) recently completed on the property identified approximately \$91,000 in immediate repairs on the property. None of these items are considered health and safety or habitability code violations.

The recommended immediate repairs are as follows:

- Asphalt repaving of street and parking stalls along Crystal Street. Area needs to be re-sloped and new subgrade installed and compacted. Parking stalls will be restriped.
- Repair pedestrian walkways throughout the site as needed to repair cracking and settling.
- Repair and improve all exterior stairs on the property.
- Repair some stair landings in need of repair.
- Install water heater seismic restraints for one of the water heaters on the property.
- Install smoke and carbon monoxide detectors in the bedrooms of all units.
- Perform detailed wood destroying pest survey to locate any areas for needed repair.

The exterior stairs entries project would include installing infill blocks at open risers to prevent trip hazard, installing code conforming handrails and picket spacing, installing contrasting nosings (visual warnings) at bottom tread and top riser at all exterior stairs, estimated at \$ 27,600.

The City Council is being asked to hold a public hearing for the purposes of TEFRA and adopt a resolution approving the issuance of multifamily housing revenue bonds by CalAHA for the purpose of financing the acquisition and rehabilitation of a multifamily residential housing facility located in the City known as the Continental Apartments (the "Project") located at 1101 Crystal Street. The purpose of the resolution is to allow the financing to meet a requirement of the Internal Revenue Code of 1986. The adoption of this resolution is the first step in the process of financing the proposed Project. Prior to the issuance of bonds, CalAHA will be required to

adopt a resolution approving the bond issuance and approving the execution and delivery of certain bond documents reflecting the terms of the bonds.

It is the intent of CalAHA to issue bond funds to Coldbrook Foundation for the purposes of acquisition and rehabilitation of the Project. The owner of the Project will be The Coldbrook Foundation. A portion of the units in the Project will be restricted for occupancy by persons or families of low or very low income, i.e. household income less than or equal to 60% of the Area Median Income (AMI). For example, for a family of four, the AMI is \$78,800. These affordability restrictions would run for a 30-year term on 40% of the units (31 units).

In the near future, the Coldbrook Foundation will be applying for Tax Credits for Project rehabilitation and intends to utilize the tax credits for the rehabilitation costs not funded through the bond issuance.

RECOMMENDATION:

1. Staff recommends that the City Council hold a public hearing for the purposes of TEFRA.
2. Staff recommends that the City Council adopt Resolution No. 2013___: Authorizing the issuance of multifamily housing revenue bonds by the California Affordable Housing Agency ("CalAHA") for the purpose of financing the acquisition and rehabilitation of a multifamily residential housing facility located in the City known as the Continental Apartments (the "Project") located at 1101 Crystal Street.

ATTACHMENTS:

1. Resolution No. 2013-___: Authorizing the issuance of multifamily housing revenue bonds by the California Affordable Housing Agency ("CalAHA") for the purpose of financing the acquisition of a multifamily residential housing facility located in the City known as the Continental Apartments (the "Project") located at 1101 Crystal Street.
2. Staff Report from the April 2, 2013 meeting of the Housing Authority of the City of Suisun City.

10/1/2020

Donna Pock

From: Suzanne Bragdon
Sent: Tuesday, April 16, 2013 5:12 PM
To: City Council
Cc: Donna Pock; April Wooden; Kathy Lawton; Ronald C. Anderson
Subject: Additional Follow-Up Information re: Coldbrook Foundation - Continental Apts Agenda Item
Attachments: Coldbrook Foundation Continental Apts Additional Information.pdf
Importance: High

To: Honorable Mayor and Members of the City Council:

In tonight's agenda packet, regarding the Continental Apartment deal, we indicated in the staff report that we working with the Coldbrook Foundation to get additional information to assist in your deliberations. Given that the Cal AHA Attorney, who presented at the last meeting, had a death in the family, critical information came into us late yesterday. We have been working diligently, today, to analyze this information before forwarding on to you.

Supporting this effort, the Police Chief and his staff have made contact with the four properties currently owned and operated. In the attached information, data is available on two of the properties. As we were pulling this email together for you, the Police Chief heard back from the Senior Complex in Yreka, and all is good (the Property Managers actively took care of one disruptive situation, which led to an eviction.

In this information, is also the pro forma prepared by the Coldbrook Foundation. We have included in the attached memo specific answers that Tom Seamans provided to our questions (Tom Seamans was the second individual that presented to us at your last meeting; he is both with CalAHA and Coldbrook Foundation – which we just clarified last week.

We have also attached the pro forma that was presented to you back in 2008 for the older and much larger project involving the Continental Apartments, which did not end up happening. This is public information as it was in your April 15, 2008 Agenda Packet. We understand that any business plan can/will categorize expenses differently, however, it does provide a point of comparison for questions and clarifications in the area of rents charged, per unit/annual operating expenses (budgeted), reserves, etc. We have just located this document, and will forward to Coldbrook as we send this to you. I only share this with you to make clear that Coldbrook has not had time to analyze these other numbers.

Finally, on timing, as indicated in the attached memo, if the action of the TEFRE hearing were postponed to a date certain by April 30, 2013, they believe they could still completed the paperwork and sale of the bonds needed in order to be a sales closing date of May 30, 2013.

Suzanne Bragdon
City Manager



Suisun City
Community Development Department

TO: City Council; Suzanne Bragdon, City Manager

FROM: April Wooden, Community Development Director

DATE: April 16, 2013

SUBJECT: Proposed Acquisition and Rehabilitation of Continental Apartments

Coldbrook Foundation, the purchaser, will be at the Council meeting this evening to respond to Council's questions about the proposed project. The City Manager has directed staff to gather and provide the information contained herein to assist the Council in preparing for tonight's TEFRA hearing.

- Attached is a copy of a pro forma provided by Coldbrook Foundation. For your review:
 - The Debt Service Coverage Ratio is 1.5. This is the lender's requirement that there is 1.5 times the net income compared to the payments on the debt.
 - Per Tom Seamans, "...there is no reserve for repairs. Repairs are conducted as part of the operating expenses. As such, extraordinary repairs will increase total expenses and reduce cash flow" (i.e., the Net Spendable Income of \$101,726 shown on the bottom line.) Regarding the Net Spendable Income, he states, "Those funds, to the extent they actually materialize, will go into Coldbrook's general funds and be used for general overhead costs. It is profit on operations. That assumes, of course, that there is cash flow and that it hasn't been used for operations of the property."
 - Repairs are included as part of estimated operating expenses. If extraordinary unforeseen repairs are needed, these funds would pay for it. If not, they would go into Coldbrook's general funds, assuming they had not been used for operation of the facility.

- Dan Kasperson has reviewed the building permits issue for the property over the past decade, as well as the Property Needs Assessments prepared for the prior proposed purchase and this proposed purchase. Immediate repairs were assessed at a cost of about \$42,000 in 2007 and the cost for immediate repairs has increased to \$91,000, but the list of items to be addressed is similar. The only work completed in the past 12 years appears to be the reroofs as follows:
 - 1101 Crystal Street - Re-roof Issued 3/9/09; passed the sheathing inspection (technically it could still be finaled if it is called in)
 - 1101 West Street - Re-roof; finaled 1/25/07
 - 1117 School Street/1101 Crystal Street - Re-roof; finaled 10/1/01

- The staff report contains an error regarding fiscal impact. It is anticipated that there would be a loss in property tax to the City of about \$7,000 annually. The Council could

request that all or a portion of this tax loss be covered by a payment in lieu of taxes (PILOT). Depending on the financing received for the rehabilitation, this option could be feasible.

- Forty percent of the units (31 of 76 units) would be income-restricted to low-income persons or households at or below 80% of area median income (AMI), with a 35-year term of affordability. Currently, Area Median Income for Solano County is \$78,800 for a family of four.

- We understand that Coldbrook owns the following properties:
 - Village Park Apartments, Brentwood
 - Walnut Apartments, Fort Bragg
 - A senior complex, Yreka
 - A recent acquisition in Alameda county near San Leandro
 - The Community Development Director did an internet search regarding reviews of the Village Park Apartments, an affordable housing project owned by the Coldbrook Foundation in Brentwood, California, as well as driving by the project. The search indicated that the complex had terrible reviews prior to purchase by Coldbrook Foundation but that the reviews improved after purchase.
 - The Police Chief contacted Mark Evenson, Police Chief in Brentwood and was told that, in terms of crime and appearance, the complex used to be really bad but is better now. The property owned by Coldbrook near San Leandro in Alameda County was purchased about two months ago, so no track record available. The Police Department is in the process of gathering additional information about Coldbrook properties in Yreka and Fort Bragg.

- The purchase agreement expires May 30th. Preparation of the Preliminary Official Statement (POS) for the bond sale and the marketing of the issuance would require at least three weeks. Consequently, if the Council needs more time to consider an action on this matter, the TEFRA hearing should be continued to a date certain, not later than April 30th.

Continental Apartments, Sulsun City, California
Coldbrook Foundation

6-YEAR REVENUE BONDS

PROPERTY SUMMARY:

Units	76	Purchase Price	\$4,000,000
Year Built	1966	Price per Unit	\$52,632
Average Monthly Rent	\$841	Appraised Value	\$4,570,000

SOURCES & USES:

USES:

Property Acquisition	@ Lump Sum	Proj Fd	\$4,160,000
Immediate Needs	@ Lump Sum	Proj Fd	\$225,590
Appraisal	@ Lump Sum	Proj Fd	\$6,000
PNA & Phase I	@ Lump Sum	Proj Fd	\$6,000
Title & Escrow + Settlement Items	@ Lump Sum	Proj Fd	\$32,000
Underwriter's Fee	@ 1.75% of all Bonds Issued	COI	\$86,800
Issuer's Fee	@ 0.25% of all Bonds Issued	COI	\$12,400
Issuer's & Borrower's Counsel Fee	@ Lump Sum	COI	\$23,500
Bond & Disclosure Counsel Fee	@ Lump Sum	COI	\$55,000
Issuer's Bond Advisor Fee	@ Lump Sum	COI	\$49,600
Printing	@ Lump Sum	COI	\$4,000
Trustee	@ Lump Sum	COI	\$7,500
Reserve Fund, Series B	@ One Year's Interest	Res Fd	\$192,000
Reserve Fund, Series B-T	@ One Year's Interest	Res Fd	\$10,400
LIHTC Review Consultant	@ Lump Sum	COI	\$2,000
Original Issue Discount (OID)	@ 1.75% of all Bonds Issued	\$98.50	\$86,800
Capitalized Interest Reserve	@ 0.00% of all Bonds Issued		\$0
Miscellaneous	@ Lump Sum	COI	\$410
Total Uses:			\$4,980,000

SOURCES:

Series "2013B" Bonds (Tax-Exempt)			
Amount			\$4,800,000
Interest Rate (Base)	Yield: 4.146%	4.00%	
Term in Years		5	
Payment	Interest only \$192,000	\$192,000	
			\$4,800,000
Series "2013B-T" Bonds (Taxable)			
Amount			\$160,000
Interest Rate (Base)	Yield: 5.409%	6.50%	
Term in Years		5	
Payment	Interest only \$10,400	\$10,400	
Debt Coverage Ratio		1.50	
			\$100,000

INCOME, EXPENSES AND DEBT SERVICE

INCOME:

Income from Rents:	\$7,691 /Unit/yr	\$584,496
Plus: Other Income		\$348
Less: Vacancy & Collection Loss @ 6%		(\$46,760)
Effective Gross Income:		\$538,084

EXPENSES:

Operating Expenses @	\$3,614 /Unit/yr	(\$274,656)
Replacement Reserves @	\$0 /Unit/yr	\$0
Credit Property Taxes @ 100%		\$43,653
Total Expenses:		(\$231,002)

NET OPERATING INCOME:

		\$307,082
Series "B" Bonds: Tax Exempt		(\$192,000)
Series "B-T" Bonds: Taxable		(\$10,400)
Annual Interest Earnings on Reserves @ 0.50%		\$1,012
Annual Bond Related Fees (Trustee @ 8bps)		(\$3,968)
Total Debt Service	target DSP for 1.20x \$255,002	(\$206,356)

NET SPENDABLE INCOME:

Debt Service Coverage Ratio	\$101,726
	1.50

Included in Packet
to Council; April 15, 2008

EXHIBIT G
FINANCING PLAN

Operating Pro forma

		<u>Budget</u>	<u>Per Month</u>	<u>Per Unit</u>	<u>% EGI</u>
Current Rents		\$630,000	\$52,500	\$8,289	101.51%
Increase in pro forma Rents		\$9,624	\$802	\$127	1.55%
Annual Income from Laundry Facilities		\$7,752	\$646	\$102	1.25%
Annual Income from Vending Machines		\$0	\$0	\$0	0.00%
Annual Interest Income		\$0	\$0	\$0	0.00%
Other Annual Income		\$5,928	\$494	\$78	0.96%
Gross Potential Income		\$653,304	\$54,442	\$8,596	105.26%
Vacancy/Collection Loss	5%	(\$32,665)	(\$2,722)	(\$430)	-5.26%
Effective Gross Income		\$620,639	\$51,720	\$8,166	100.00%
General Administrative Management Fee	4%	\$25,800	\$2,150	\$339	4.16%
Utilities		\$24,826	\$2,069	\$327	4.00%
Water/Sewer		\$10,640	\$887	\$140	1.71%
Payroll		\$42,283	\$3,524	\$556	6.81%
Insurance		\$94,895	\$7,908	\$1,249	15.29%
Maintenance		\$30,113	\$2,509	\$396	4.85%
Service Amenities		\$65,775	\$5,481	\$865	10.60%
Replacement Reserve		\$3,800	\$317	\$50	0.61%
Real Estate Taxes, PILOT		\$22,800	\$1,900	\$300	3.67%
Real Estate Taxes, PILOT Issuer & Trustee Fees	0.15%	\$19,784	\$1,649	\$260	3.19%
		\$10,661	\$888	\$140	1.72%
Total Operating Expenses		\$346,043	\$351,377	\$29,281	\$4,623
		351,377	29,282	4,622	56.61%
Net Operating Income		\$269,262	\$22,439	\$3,543	43.38%

*PILOT calculated as 20% of 1.1% of the purchase price plus rehab.

AGENDA TRANSMITTAL

MEETING DATE: May 7, 2013

CITY AGENDA ITEM: Fiscal Year 2013-14 Annual Budget Workshop.

FISCAL IMPACT: There would be no fiscal impact at this time.

BACKGROUND: The FY 2013-14 Annual Budget will be presented to the City Council at the Budget Hearing on June 4, 2013. As a prelude to that, staff is herewith presenting the Estimated FY 2012-13 Annual Budget, as well as a summary and overview of the Recommended FY 2013-14 Annual Budget. This will provide the Council with the opportunity to give staff feedback about the proposed FY 2013-14 Annual Budget, as well as the supporting strategy prior to the preparation of the full budget document and its submission to the Council in the third week of May.

STAFF REPORT: As presented at the mid-year update and budget goal setting session in February, we are finally feeling some positive impacts of an improving economy. For the first time in many, many years, the City is expected to see some improvement in its revenue position including modest increases in both property taxes and sales taxes. Walmart is likewise on target to open as anticipated at the beginning of FY 2014-15.

In terms of financial challenges, however, there are still a number of unknowns that we are dealing with. The process of unwinding redevelopment is not complete, with over \$2 million still at risk as we make our way through the meet-and-confer process and legal avenues available to us to retain these monies. We are working through implementation requirements of the Affordable Care Act, as well as monitoring recently announced changes to CalPERS calculations, which are anticipated to start hitting in FY 2015-16.

For the upcoming fiscal year, this means a status quo budget in terms of personnel (numbers and compensation package), with an improving revenue picture able to offset cost increases outside of our control (e.g., health insurance, retirement, utilities, gas, etc.).

Budget Balancing Strategies

In developing the proposed budget for FY 2013-14, the following assumptions--all consistent with a status quo budget--have been made:

- Continue with temporary salary reductions of 5% for all employees.
- Continue, initially, with all frozen positions as presented in the FY 2012-13 Budget, recognizing that the organization is feeling significant strains that need to be monitored closely (see discussion below "State of City Operations").
- Continue to analyze operational efficiencies when dealing with vacancies.

PREPARED BY:

Ronald C. Anderson, Jr., Assistant City Manager

REVIEWED/APPROVED BY:

Suzanne Bragdon, City Manager

- Continue with the selective hiring freeze by requiring Council approval prior to filling any vacancy.
- Recognize that staffing levels are at the point where service levels are impacted, though no major service area has been cut completely. Further staffing reductions would exacerbate this situation and/or require consideration of eliminating services depending on the operation impacted.
- Budget 25% reserves (5% over the Council's policy of 20%) pending outcome of unknowns such as redevelopment litigation and legislative mandates.
- Maintain an organizational contingency of roughly \$150,000 to address unforeseen operational needs in the coming year due to reduced staffing.

Though the organization is strained, we all recognize that developing a status quo budget is preferable to facing a budget situation where further cuts are required. By working together from the policy makers down through management to line staff, we are still able to maintain that we have been able to weather this economic storm – unlike many other organizations:

- Without layoffs.
- Without eliminating services.
- Without further employee concessions beyond the 5% negotiated last year.
- While maintaining strong reserves to protect us through the continued uncertainties of redevelopment, implementation of new legislations like the Affordable Care Act.

With Walmart's targeted opening in July 2014, new development inquiries starting to trickle in and the general--if slow--uptick in the economy, hopefully we will be in the position to start addressing pent up staffing and service demands in FY 2014-15.

State of City Operations

Attachment 1 lists the positions that have been frozen and left unfilled since the start of the economic downturn back in 2007 or so. This represents a reduction in the workforce of between 20% to 25% of our full-time staffing complement. Cost savings from not filling these positions or under filling through part-time or contract, amount to over \$1.7 million. Many of these reductions hit in FY 2012-13 as a result of the loss of redevelopment funding.

As core positions/functions were lost, other staff stepped into the void resulting in many staff members wearing multiple hats. And while no service has been eliminated, service level lags are being experienced. Virtually all departments of the City have been impacted by these reductions. Below are only examples of the most recent impacts of reduced staffing, which primarily took place in the current fiscal year:

- Police – Two detective positions frozen; workload shifted to Police Commander and line-officers.
- Police – Grant-funded traffic officer frozen; workload shifted to grant-funded Overtime.
- Administrative Services – Financial Service Manager and Management Analyst frozen:
 - Staff supervision, utility billing issues shifted to Economic Development Director.

- Budget monitoring, tracking and budget development detail shifted to Assistant City Manager/Administrative Services Director and Economic Development Director.
- Risk and liability shifted to Marketing Manager.
- Workers comp shifted to Assistant City Manager/Administrative Services Director.
- Recruitment support shifted to Deputy City Clerk/Executive Assistant to the City Manager.
- Recreation and Community Services – Recreation Supervisor and Administrative Assistant positions frozen; workload shifted to part-time Administrative Assistant I.
- Public Works Maintenance – Two formally frozen positions with a third voluntarily unfilled in current fiscal year to realize one-time savings; equivalent of reducing maintenance crews from 12 positions to 9:
 - Impact – Reduced service levels, reduced frequency of recurring maintenance activities, and no added landscape projects.

Please refer to Attachment 1 for a listing of all position reductions.

Operational Recommendations in a Status Quo Budget

Balancing the impacts on staffing, operations and service levels, with the unknowns tied to redevelopment, pending legislation and future development opportunities, the following conservative recommendations, organized by department, are incorporated into the proposed FY 2013-14 Budget.

Police

The impacts noted above in the Police Department have been exacerbated further by the recent and planned departures of five seasoned officers. Furthermore, the strategy of distributing investigative duties both to the Commander and to line staff has resulted in coverage challenges when investigative work at the line level requires leaving the jurisdiction. It was/is a creative approach to address severe budget stresses in the current fiscal year, while expanding the training opportunities to all sworn officers, but needs to be relooked at in light of current coverage needs.

Building from an operational assessment completed by the Police Chief, the City Manager is in the process of meeting individually with all command staff of the Police Department, as well as non-sworn employees to further explore both short-term and longer-term operational strategies to help alleviate the turnover pressures we are starting to face as the economy improves. Public safety operations are unique in that the timelines required to recruit, to test, and to conduct background checks of sworn officer candidates, as well as the on-the-job training required once they hired can take upwards of six months to replace an officer in the field.

Approaches followed in other cities that we are exploring include authorized over-filling from a recruitment point of view; use of temporary police officers, which has the potential of reducing the time from when a position is hired and when they can operate independently as an officer; annuitants; mutual assistance; and expanded use of civilians.

Staff hopes to be in the position to bring back recommendations for Council's consideration in May or early June.

Administrative Services

The staffing needs in this area involving finance, risk management and human resources is being cobbled together by a number of different positions as described earlier. Until the elimination of redevelopment efforts begin to stabilize, the major service level reduction due to stretched staffing has been the reduction in proactive efforts involving economic development activities; as a result, the City Manager has spent more hands-on time in this arena to help bridge the void. The hope and anticipation is that after budget, more staff time will be available to focus on working with the Economic Development Ad Hoc Committee to map a way forward. No staffing changes, therefore, are anticipated at this time to meet these program objectives.

However, in the area of risk management, which is being absorbed by the Marketing Manager, it is proposed that this position be reclassified to Management Analyst I/II. The Management Analyst I/II class accurately reflects the full range of duties assumed by this position in all areas including risk, public relations, HR, etc., and is the classification that has historically been used for the duties absorbed by the Marketing Manager this past year. There would be no cost for FY 2013-14 as the position's current salary fits within the salary range of the proposed classification. Costs in future years would be tied to normal performance adjustments through the salary range as the top step salary for the Management Analyst I/II-II is higher than the top step salary for Marketing Manager.

Recreation and Community Services

On top of managing this operation with a part-time Director, the department, this past year, stepped up to the plate by utilizing a part-time Administrative Assistant I position to meet the core demands of two formerly full-time positions: a Recreation Supervisor responsible, among other things, for the ATOD grant, and the department's Administrative Assistant responsible for day-to-day administration, as well as administration of various recreation-related functions.

Reassessing this situation, the proposed budget for FY 2013-14 would convert this part-time position into a full-time Recreation Administrative Assistant. It would be a newly created classification that recognizes the combination of duties that are both general administration and direct recreation program support. The salary level would be tied to the current classification of Administrative Assistant I.

This proposed change would cost only \$16,000 annually because of a number of different factors including future implementation of the Affordable Care Act, which requires basic health insurance to part-time positions working more than 30 hours per week (among other thresholds); grant reimbursements tied to percentage of staff costs regardless of cost; and a minor adjustment to the basic hourly rate.

Public Works Maintenance

This past year, the Corporation Yard not only worked with the planned staff reductions presented in the FY 2013-14 budget, but likewise absorbed the vacancy of a Maintenance Worker I/II-II when Jose departed to open Choco Latte downtown. This vacancy is in the landscape maintenance section, and while winter months can be absorbed, spring/summer/early fall is more challenging given the number of parks, landscaped areas and irrigation systems that need to be maintained.

Taking a conservative approach given where we are, the proposed budget assumes filling this vacant MW/II position as a Temporary Maintenance Worker for nine months; next spring, we will reassess our fiscal position and service level needs.

The impact to the General Fund would be only \$4,000. The total cost for a temporary position for the nine-month period would be only \$20,000 as compared to \$50,000 for a full-time position. The savings to the overall budget, including General Fund, MADs and other accounts, would be \$30,000.

Budget Summary Detail

A series of attachments provide the budget summary detail for the General Fund as proposed based on the assumptions identified above. Attachment 2 presents an analysis of the General Fund in terms of ongoing revenues versus ongoing expenditures, including a forecast into FY 2014-15.

Attachment 3 provides a review of the General Fund by revenue and expenditure categories from FY 2008-09 through the next fiscal year. Actuals are presented for FY 2008-09 through FY 2011-12; with amended and estimated information for FY 2012-13. The final column presents the proposed budget for FY 2013-14 along with notes explaining significant changes and trends.

Highlights of the information contained therein follows below:

General Fund Structural Analysis

As indicated in Attachment 2, the GF structural analysis for FY 2013-14 is positive by \$293,300. This reflects a comparison of ongoing revenues of roughly \$9.52 million--*including the last bridging installment of \$1.1 million in lieu of Walmart operations*--against ongoing expenditures of roughly \$9.22 million.

Looking further out, the structural surplus for FY 2014-15 is projected to be \$189,000. This assumes that the total revenue generated from Walmart will be \$1.1 million including property taxes, CFDs and sales taxes; minimal growth of property taxes in the range of 2.5%; minimal grow of other revenues in the range of 2%; an 8% increase in retirement and health care costs; and normal growth for other personnel-related costs.

General Fund Fiscal Analysis

Attachment 3 provides a review of the major revenue and expenditure categories from FY 2008-09 into the proposed FY 2013-14 budget. The following is a summary of that information.

Resources

- Local Taxes –
 - Property taxes are showing a slight increase over the estimated for FY 2012-13 (roughly \$35,000); we are conservatively assuming only a 5% increase in assessed values, with the expectation that the market will be significantly stronger.
 - For sales taxes, after taking into account a one-time correction of \$199,000, increases are expected to be around \$100,000 or roughly 8%.

- For TOT, we are assuming only a \$20,000 increase or 10% over the estimated for the current fiscal year, though our month-to-month tracking to the prior year is showing significantly greater gains.
- Licenses & Permits – This category is showing a decline as we are expecting Walmart to pull its construction permits in the current fiscal year.
- Fines & Forfeitures – This category is expected to be about the same as FY 2012-13.
- Use of Money & Property – This category is primarily interest earned, which is expected to remain the same as FY 2012-13.
- Intergovernmental – This category is primarily subventions from the state such as “Triple Flip” revenues and “Strike Team” revenue. Neither revenue is anticipated in the coming fiscal year.
- Charges for Services – This is the category for City fees and charges. Reductions are assumed as Walmart activity is anticipated in the current fiscal year.
- Intragovernmental – This category is primarily for interfund payments that will be down due to a reduction in PW Crew charges as a result of a more limited CIP program anticipated for the coming fiscal year.
- Miscellaneous – After adjusting for a one-time payment from the County for the reimbursement of property tax administrative fees in the current fiscal year, a minor reduction is anticipated due to the assumption that Walmart activities will be occurring in the fiscal year.
- Transfers In – Transfers are expected to be the same as estimated for the current fiscal year.

Expenditures

- Personnel Services –
 - For salaries & wages, net savings as compared to FY2013-14 amended is roughly \$75,000. This savings is due to reduced PERS costs for new hires that have not been in the PERS system previously. In round percentages for a sworn officer, our PERS costs are roughly 40% for a classic PERS employee versus 11% under the new legislation passed by Governor Brown.
 - Overtime assumptions are consistent with what was proposed in the FY 2012-13 budget, but is expected to fluctuate dependent on staffing levels in the police department – with salary savings ultimately offset adjustments to cover such overtime.
 - Other personnel costs, such as benefits and workers comp, have been adjusted to reflect actual cost increases.
- Services & Supplies – Further belt-tightening with reductions of roughly 3%, which translates to roughly \$35,000.
- Interdepartmental Charges – Increases in the neighborhood of \$45,000 or roughly 12% are assumed to address higher liability and property insurance charges.

- Non-Recurring Costs – This category is up due to the carryover of the General Plan Update project.

Reserves

- The Emergency Reserve is budgeted at 25% or \$2,345,800. This is 5% or roughly \$470,000 in excess of the Council stated reserve policy of 20%. This higher amount is recommended to remain in reserves until the legal action against the State regarding their disregard for the contractual arrangement between the former redevelopment agency and the City is resolved. The amount that is in dispute is \$1.75 million, which is included in our current emergency reserves.
- Bridging Reserve for FY 2013-14 would drop to from \$1.1 million to zero, as the upcoming fiscal year is the last year anticipated for bridging. With Walmart targeted to open in July 2014, our bridging strategy has been successful.

Capital Improvements

Even though we are starting to see some improvement to our financial position in the coming fiscal year, our reliance on grants for capital improvements continues into the foreseeable future. Major capital improvement projects on the horizon include:

- Train station improvements including signage \$600,000 (grant thru STA)
- SR2S Improvements 150,000 (grant thru STA)
- Crystal Middle School Tank Removal 150,000 (grant thru Water Board)

In addition to these efforts, staff is working with the FSSD to assess capital improvement needs and supporting funding needs in the areas of storm drainage maintenance and dredging; FSSD is considering options for increasing revenues to meet unfunded needs.

Staff is also assessing street project options given the limited Gas Tax and related funds that available for these efforts.

Next Steps

Based on City Council discussions on these items and strategies, the formal budget document will be prepared and presented for adoption through a Public Hearing at the June 4, 2013 City Council meeting. The comprehensive budget documented will be provided to Council during the latter part of the week of May 20th.

RECOMMENDATION: It is recommended that the City Council receive the staff presentation and provide staff with feedback about the proposed FY 2013-14 Annual Budget.

ATTACHMENTS:

1. Frozen Positions.
2. General Fund Structural Analysis.
3. General Fund Fiscal Analysis.

FROZEN POSITIONS

ATTACHMENT 1

Job Class by Bargaining Group	Top Step Hrly Rate	Benefits Rate	Annual Comp	Annual Avoided Costs	Percent of Total	FY 14 Frozen Positions
<u>Executive Management</u>						
PW Director/City Engineer	\$ 58.57	26.27%	\$ 153,829			
Rec & Com Svcs Director	\$ 52.22	26.27%	\$ 137,151			
				\$ 290,981	16.73%	
<u>SCMPEA</u>						
Financial Services Manager	\$ 43.51	26.27%	\$ 114,275			
Police Support Svcs Manager	\$ 41.76	26.27%	\$ 109,679			
Project Manager	\$ 38.00	26.27%	\$ 99,804			
Management Analyst I/II	\$ 36.20	26.27%	\$ 95,076			
				\$ 418,835	24.08%	
<u>SCEA</u>						
Public Works Inspector	\$ 30.76	25.14%	\$ 80,066			
Youth Svcs Specialist	\$ 28.70	25.14%	\$ 74,704			
Recreation Supervisor	\$ 26.27	25.14%	\$ 68,378			
Maintenance Worker I/II	\$ 22.70	25.14%	\$ 59,086			
Maintenance Worker I/II	\$ 21.56	25.14%	\$ 56,119			\$ 56,119
				\$ 338,353	19.45%	
<u>SCPOA</u>						
Police Officer	\$ 36.08	53.73%	\$ 115,369			
Police Officer	\$ 36.08	53.73%	\$ 115,369			
Police Officer (Grant-Funded)	\$ 36.08	53.73%	\$ 115,369			
				\$ 346,106	19.90%	
<u>Unrepresented</u>						
Consultant	\$ 65.00	7.95%	\$ 63,151			
Contract Engineer	\$ 65.00	7.95%	\$ 67,136			
Part-Time Admin Assistant I	\$ 17.87	20.87%	\$ 39,536			
Part-Time Division Chief	\$ 41.76	24.65%	\$ 33,564			
Part-Time Maint Worker I	\$ 14.80	21.49%	\$ 17,952			
Part-Time PW Employees	\$ 14.80	21.49%	\$ 83,401			
Office Assistant	\$ 21.45	0.00%	\$ 40,154			
				\$ 344,894	19.83%	
TOTAL				\$ 1,739,168	100.00%	\$ 56,119

GENERAL FUND STRUCTURAL ANALYSIS

ATTACHMENT 2

Budget Activity	Column 1 FY 2012-13 Estimated	Column 2 FY 2013-14 Recommend	Column 3 FY 2014-15 Projected	Column 4 Comments
Revenues				
Rev. & Transfers In (No Beg. Bal.)	\$ 8,861,200	\$ 8,421,600	\$ 9,521,600	Assumes \$1.1 m Walmart revenues.
Less One-Time Sales Tax	\$ (199,000)	\$ -	\$ -	One-Time catch up of misallocated ST.
Less: One-Time PTAF	\$ (109,000)			One-Time PTAF reimbursement.
Less: Walmart Dev. Fees	\$ (60,000)	\$ -	\$ -	One-Time Walmart permit fees.
Plus: Property Tax Increase	\$ -	\$ -	\$ 37,000	Ongoing Property Tax Increase at 2.5%.
Plus: Ongoing Other Taxes	\$ -	\$ -	\$ 46,000	Ongoing Other Taxes increase at 2.0%.
Subtotal One-time Revenues	\$ (368,000)	\$ -	\$ 83,000	
Ongoing Revenues	\$ 8,493,200	\$ 8,421,600	\$ 9,604,600	
Expenditures				
Expenditures (No Reserves)	\$ 9,782,900	\$ 9,383,300	\$ 9,254,100	Assumes expenses stay constant
Less GP Update/Studies	\$ (5,000)	\$ (125,000)	\$ -	
Less: PC for GPU/ZOU	\$ -	\$ (4,200)	\$ -	PC one-time costs for GPU/ZOU.
Less: Operating Contingencies	\$ -	\$ (25,800)	\$ (25,800)	Building covered by fees.
Less: One-Time RDA Liabilities	\$ (330,000)	\$ -	\$ -	
Plus: PERS/Health	\$ -	\$ -	\$ 60,000	Assumes 8% increase over FY 13.
Plus: Step Increases (& PERS)	\$ -	\$ -	\$ 42,000	Assumes normal growth.
Plus: Min. increases to ID Charges	\$ -	\$ -	\$ 85,000	Assumes normal growth.
Subtotal One-time Expenditures	\$ (335,000)	\$ (155,000)	\$ 161,200	
Ongoing Expenditures	\$ 9,447,900	\$ 9,228,300	\$ 9,415,300	
Structural Surplus/(Deficit)	\$ (954,700)	\$ (806,700)	\$ 189,300	

Wal-Mart Bridging Reserve Status				
Structural Surplus/(Deficit)	\$ (954,700)	\$ (806,700)	\$ 189,300	From Table above.
Available Bridging Reserve	\$ 2,200,000	\$ 1,100,000	\$ -	Bridging Strategy.
NET of Structural Surplus	\$ 1,245,300	\$ 293,300	\$ 189,300	Available assuming July 1, 2014 opening.
Spring Opening			\$ 275,000	Bridging Reserve savings of one quarter.
Total Available			\$ 464,300	Available assuming April 1, 2014 opening.

GENERAL FUND FISCAL ANALYSIS

Based on Actuals through March 31, 2013

Budget Activity	Column 1 FY 2008-09 Actual	Column 1 FY 2010-11 Actual	Column 2 FY 2011-12 Actual	Column 3 FY 2012-13 Amended	Column 4 FY 2012-13 Estimated	Column 5 FY 2013-14 Recommend	Column 6 Comments
RESOURCES							
Beginning Balance	\$ 5,125,510	\$ 4,046,700	\$ 7,372,700	\$ 4,305,900	\$ 4,658,200	\$ 3,736,500	
Local Taxes							
Property Tax	\$ 1,070,214	\$ 1,000,436	\$ 1,157,211	\$ 1,144,000	\$ 1,096,500	\$ 1,132,300	Assessed values are coming back.
Sales Tax	\$ 994,170	\$ 859,749	\$ 1,003,761	\$ 1,358,000	\$ 1,340,500	\$ 1,242,000	\$199k one-time increase in FY 13.
TOT	\$ -	\$ 194,401	\$ 205,485	\$ 220,000	\$ 212,300	\$ 222,900	Steady growth is occurring.
Other Taxes	\$ 889,735	\$ 844,941	\$ 824,947	\$ 835,800	\$ 833,900	\$ 840,900	Most Franchise Taxes with steady growth.
Subtotal Taxes	\$ 2,954,119	\$ 2,899,527	\$ 3,191,404	\$ 3,557,800	\$ 3,483,200	\$ 3,438,100	
Licenses & Permits	\$ 287,165	\$ 342,746	\$ 337,009	\$ 460,300	\$ 440,200	\$ 349,000	Lower FY14 Recommend due to Walmart pmt in FY 13.
Fines/Forfeitures	\$ 210,683	\$ 231,635	\$ 265,382	\$ 215,000	\$ 233,400	\$ 235,700	
Use of Money/Interest Earnings	\$ 736,210	\$ 985,065	\$ 285,311	\$ 227,000	\$ 227,000	\$ 227,000	
Intergovernmental	\$ 3,226,845	\$ 2,603,689	\$ 2,457,847	\$ 2,475,900	\$ 2,305,300	\$ 2,331,600	No MVLFF or State "Strike Team" revenue expected.
Charges for Services	\$ 776,018	\$ 757,357	\$ 807,109	\$ 952,200	\$ 933,300	\$ 795,300	Lower FY 14 Recommend due to Walmart pmt in FY 13.
Intragovernmental	\$ 600,690	\$ 513,247	\$ 474,495	\$ 335,000	\$ 389,400	\$ 320,900	PW Crew chg down due to CIP.
Misc. Revenues	\$ 49,712	\$ 703,960	\$ 11,423	\$ 19,500	\$ 140,300	\$ 14,900	County PTAf reimbursement in FY 13.
Transfers In	\$ 559,519	\$ 4,470,767	\$ 1,058,185	\$ 744,800	\$ 709,100	\$ 709,100	
Subtotal Revenues & Transfers	\$ 9,400,961	\$ 13,507,994	\$ 8,888,165	\$ 8,987,500	\$ 8,861,200	\$ 8,421,600	
TOTAL RESOURCES	\$ 14,526,471	\$ 17,554,694	\$ 16,260,865	\$ 13,293,400	\$ 13,519,400	\$ 12,158,100	
USE OF RESOURCES							
Personnel Services							
Salaries & Wages	\$ 3,927,998	\$ 4,198,142	\$ 4,258,472	\$ 3,900,100	\$ 3,807,700	\$ 3,834,000	Savings due to New PERS employees.
Overtime	\$ 383,734	\$ 188,088	\$ 248,914	\$ 210,000	\$ 337,100	\$ 208,000	OT dependent upon stabilizing SCPD staffing.
Employee Benefits	\$ 1,815,473	\$ 2,029,198	\$ 2,166,201	\$ 2,217,300	\$ 2,133,800	\$ 2,235,100	Increase due to Health Benefits COLA.
Payroll Taxes	\$ 394,438	\$ 429,208	\$ 362,949	\$ 295,700	\$ 304,800	\$ 340,800	WC rates up to cover cost increases.
Subtotal Personnel Services	\$ 6,521,643	\$ 6,844,636	\$ 7,036,536	\$ 6,623,100	\$ 6,583,400	\$ 6,617,900	
Services & Supplies	\$ 2,087,407	\$ 1,951,836	\$ 1,936,026	\$ 1,843,100	\$ 1,824,900	\$ 1,785,400	Another year of belt-tightening.
Interdepartmental Charges	\$ 418,469	\$ 347,305	\$ 626,429	\$ 643,500	\$ 639,200	\$ 682,200	Higher liability & property insurance charges.
Non-Recurring Costs	\$ 351,653	\$ 365,857	\$ 307,225	\$ 464,300	\$ 165,900	\$ 297,800	Carryover of one-time studies (e.g., General Plan Update).
Subtotal Operating Expenditures	\$ 9,379,172	\$ 9,709,634	\$ 9,906,216	\$ 9,576,000	\$ 9,213,400	\$ 9,383,300	
Transfers Out	\$ 312,357	\$ 439,903	\$ 1,665,560	\$ 223,400	\$ 239,500	\$ 246,000	FY 12 includes one-time transfer out of \$1.2m RDA cash.
Major CIP	\$ 1,584,316	\$ 18,007	\$ -	\$ -	\$ -	\$ -	
Debt Service		\$ 14,472	\$ 29,910	\$ -	\$ -	\$ -	
RDA Liabilities		\$ -	\$ -	\$ -	\$ 330,000	\$ -	RDA-related reserves not available to GF.
Contingencies & Reserves		\$ -	\$ 1,000	\$ 3,494,000	\$ -	\$ 2,371,600	25% of Operating budget, plus \$25,800 Oper Contingency.
Subtotal Non-Operating Expenditures	\$ 1,896,673	\$ 472,382	\$ 1,696,470	\$ 3,717,400	\$ 569,500	\$ 2,617,600	
Ending Balance		\$ 7,372,678	\$ 4,658,179	\$ -	\$ 3,736,500	\$ 157,200	Available for Organizational Contingencies.
TOTAL USE OF RESOURCES	\$ 14,526,471	\$ 17,554,694	\$ 16,260,865	\$ 13,293,400	\$ 13,519,400	\$ 12,158,100	
Reserves Recap							
Emergency Reserves		\$ 2,427,409	\$ 2,476,554	\$ 2,394,000	\$ 2,303,350	\$ 2,345,800	FY 13 Recommend Emergency Reserve equals 25%.
Bridging Reserve		\$ 3,300,000	\$ 2,200,000	\$ 1,100,000	\$ 1,100,000	\$ -	FY 13 is the remaining bridge money for FY 14.
Total Reserves		\$ 5,727,409	\$ 4,676,554	\$ 3,494,000	\$ 3,403,350	\$ 2,345,800	
Actual (Estimated) Carryover		\$ 7,372,678	\$ 4,658,179	\$ 3,494,000	\$ 3,736,500	\$ 2,503,000	
Cash Surplus (Deficit)		\$ 1,645,270	\$ (18,375)	\$ -	\$ 333,150	\$ 157,200	
Reserve as a Percent of Operating	154.88%	58.99%	47.21%	36.49%	36.94%	25.60%	