

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



First and Third Tuesday
Every Month

A G E N D A

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

TUESDAY, JULY 21, 2015

5:30 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 City Council meeting includes teleconference participation by Council/Board Member Jane Day from: 301 Morgan Street, Suisun City, CA 94585.

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 will hold a Closed Session for the purpose of:

City Council

1. 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, Development Services Director

Negotiating Parties: Ted Caldwell

Under Negotiations: Terms and payment

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: Harbor Theater, 720 Main Street

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

Negotiating Parties: Creative Arts Council

Under Negotiations: Terms and payment

CONVENE OPEN SESSION

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

ADJOURNMENT

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

PLEASE NOTE:

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

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



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, JULY 21, 2015

7:00 P.M.

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

NOTICE

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

(Next Ord. No. – 733)

(Next City Council Res. No. 2 015 – 93)

Next Suisun City Council Acting as Successor Agency Res. No. SA2015 – 02)

(Next Housing Authority Res. No. HA2015 – 04)

ROLL CALL

Council / Board Members

Pledge of Allegiance

Invocation

PUBLIC COMMENT

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

CONFLICT OF INTEREST NOTIFICATION

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

REPORTS: (Informational items only.)

1. Mayor/Council - Chair/Boardmembers
2. City Manager/Executive Director/Staff
 - a. PICH Grant Status Reports – (Caguiat)
 - b. Emergency Management Plan Report – (O'Brien)

DEPARTMENTS: AREA CODE (707)

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

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

3. Introduction of new Suisun City Interim Recreation and Community Services Director Randy Davis – (Bragdon)
4. Presentation of a Proclamation Proclaiming August 4, 2015 as “National Night Out”.
5. Presentation of Proclamation to Dan Kasperson, Building and Public Works Director, retiring after 26 Years of Service (April 1989 – July 2015).

CONSENT CALENDAR

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

City Council

6. Council Adoption of Resolution No. 2015-___: Authorizing the City Manager to Recruit and Appoint a Police Officers – (Mattos).
7. Council Adoption of Resolution No. 2015-___: Authorizing the City Manager to Recruit and Appoint Communications and Records Technicians, and Approve Provisional Hires When Warranted – (Mattos).
8. Council Adoption of Resolution No. 2015-___: Approving the Final Map for Zephyr Estates, Accepting all Offers of Dedication, Aproving the inclusion of Zephyr Estates in the Suisun-Solano Water Authority Joint Service Agreement, and Authorizing the City Manager to Sign the Subdivision Improvement Agreement with Seecon Homes, Inc. – (Lozano).
9. Council Adoption of Resolution No. 2015-___: Adopting the First Amendment to the Annual Appropriation Resolution No. 2015-79 to Appropriate Funds for the Partnerships to Improve Community Health (PICH) Grant – (Garben).

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

10. Council/Agency/Authority Acceptance of the Investment Report for the Quarter Ending June 30, 2015 – (Finance).

Joint City Council / Suisun City Council Acting as Successor Agency

11. Council/Agency Approval of the June 2015 Payroll Warrants in the amount of \$340,772.08.
Council/Agency Approval of the June 2015 Payable Warrants in the amount of \$703,418.32 – (Finance).

GENERAL BUSINESS**City Council**

12. Award of the Construction Contract for the Lawler Ranch Park Phase II Project and Approval of the Second Amendment to the Annual Appropriation Resolution to the Fiscal Year 2015-16 Budget - (Davis/Lozano)
 - a. Council Adoption of Resolution No. 2015-___: Authorizing the City Manager to Enter into a Construction Contract on the City’s Behalf with Sansei Gardens, Inc. for the Lawler Ranch Park Phase II Project.

- b. Council Adoption of Resolution No. 2015-___: Adopting the Second Amendment to the Annual Appropriation Resolution No. 2015-79 to Appropriate Funds for the Lawler Ranch Park Phase II Project.

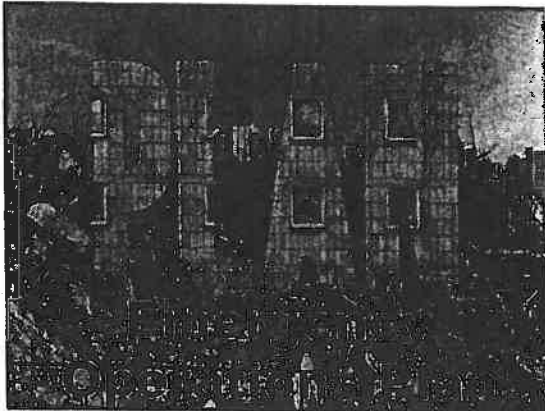
PUBLIC HEARINGS

ADJOURNMENT

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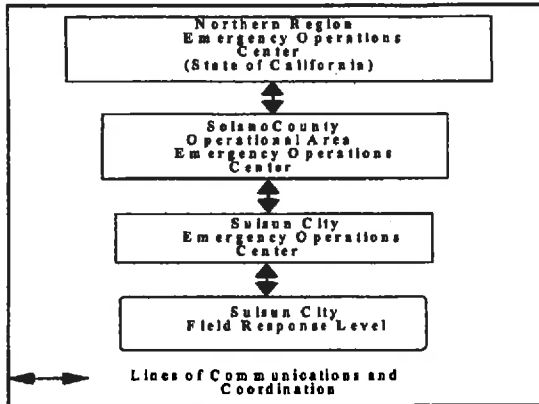
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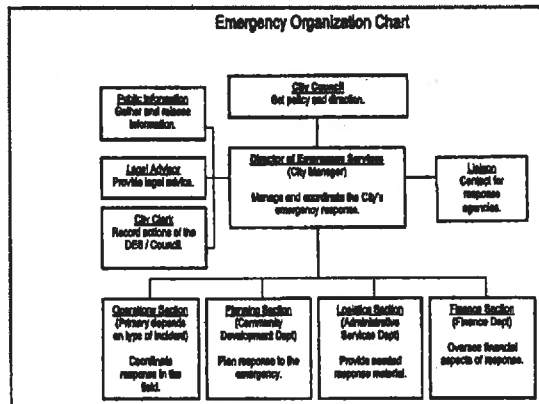


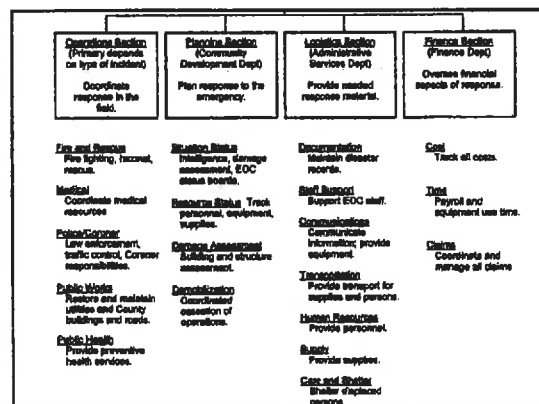
Emergency Operations Plan

- Last two revisions 1996 & 2002
- Solano County Revised the county plan 2012
- The EOP will be in compliance with the General plan & the Local Hazard Mitigation Plan
- Suisun City EOP revision started based on new county plan
- In 2014, the Fire Chiefs revised parts of the County plan to meet City Needs.
- Vallejo completed their plan revision last month.

- The City is responsible for emergency response within its geographical boundaries.
- The California Emergency Services Act requires the City to manage and coordinate the overall emergency response and recovery activities within its jurisdiction.
- During disasters, it is required to coordinate emergency operations with the Solano County Operational Area and, in some instances, other local governments.







Emergency Proclamations LOCAL EMERGENCY

- The following order of personnel may proclaim a Local Emergency for the City of Suisun City:
 - The City Council for the City of Suisun City.
 - The Director of Emergency Services or his/her designee (subject to subsequent ratification by the City Council).

The City should proclaim an emergency when a disaster or a possible disaster threatens the safety of persons and property within the City, & Overwhelms City Resources

Causes include:

- | | |
|--------------------------------|--|
| • Airplane Crash (large-scale) | • Flood |
| • Air Pollution | • Hazardous Materials Incident |
| • Dam Failure | • Riot |
| • Drought | • Storm |
| • Earthquake | • Terrorism |
| • Epidemic | • Volcanic Eruption |
| • Fire | • War |
| • Flood | • Other conditions except a labor controversy. |
| • Hazardous Materials Incident | |

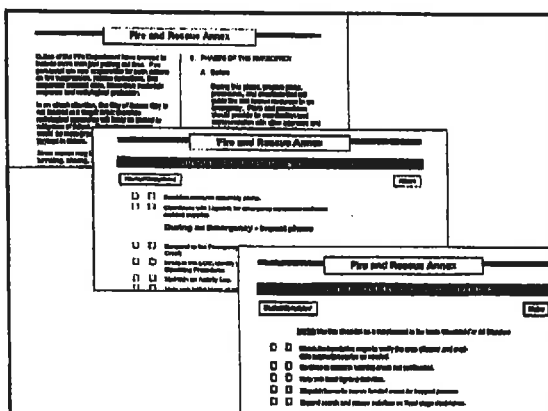
The proclamation of a Local Emergency provides legal authority to:

The proclamation of a Local Emergency provides legal authority to:

- | | |
|---|---|
| 1. If necessary, requests that the Governor proclaim a State of Emergency. | 4. Request that regional and state agencies provide mutual aid. |
| 2. Put forth orders and regulations to protect life and property, including orders or regulations imposing a curfew within designated boundaries. | 5. Require the emergency services of any local official or employee. |
| 3. Provide mutual aid to any affected areas in accordance with local ordinances, resolutions, emergency plans, or agreements. | 6. Obtain vital supplies and equipment and, if required immediately, to commandeer the same for public use. |
| | 7. Impose penalties for violation of lawful orders. |
| | 8. Conduct emergency operations without facing liabilities for performance, or failure of performance. (Note: Article 17 of the California Emergency Services Act provides for certain privileges and immunities) |

Contents of the Plan

- Section 1
 - Concept of Operations
 - NIMS Incident Management System
 - Hazards
 - Definitions
- Section 2
 - Annexes, Checklists, and Standard Operating Procedures for each
 - Generic in nature, not specific to a limited specific incident and area of city.





Office of the Mayor

Suisun City, California

Proclamation



WHEREAS, the National Association of Town Watch (NATW) is sponsoring a unique nationwide crime, drug, and violence prevention program on August 4th, 2015 entitled "National Night Out"; and

WHEREAS, the "32nd Annual National Night Out" provides a unique opportunity for Suisun City to join forces with thousands of other communities across the country in promoting cooperative police-community crime prevention efforts; and

WHEREAS, The Salvation Army "KROC" Center and Neighborhood Watch Groups play a vital role in assisting the Suisun City Police Department through joint crime, drug, and violence prevention efforts in Suisun City and is supporting "National Night Out 2015" locally; and

WHEREAS, it is essential that all citizens of Suisun City be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime, drugs, and violence in Suisun City; and

WHEREAS, police-community partnerships, neighborhood safety, awareness, and cooperation are important themes of the "National Night Out" program; and therefore the Salvation Army "KROC" Center is sponsoring a community block party for National Night Out 2015 at Carl E. Hall Park.

NOW, THEREFORE, BE IT RESOLVED, that I, Pete Sanchez, by virtue of the authority vested in me as Mayor of the City of Suisun City in the State of California, do hereby proclaim Tuesday, August 4th, 2015 as

"NATIONAL NIGHT OUT"

in the City of Suisun City and in doing so, urge all residents of Suisun City to join with the National Association of Town Watch, the Salvation Army "KROC" Center and Suisun City Police in supporting the "32nd Annual National Night Out" by hosting and participating in neighborhood events and activities.

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

Pete Sanchez, Mayor

ATTEST:

DATE: July 21, 2015

Office of the Mayor
Suisun City, California
Proclamation



WHEREAS, Daniel A. Kasperson began his employment with the City of Suisun City on April 25, 1989, and over the ensuing 26 years, has served Suisun City as Building Inspector, Senior Building Inspector, Chief Building Inspector, Chief Building Official and, most significantly since July 2010, Building and Public Works Director; and

WHEREAS, throughout his tenure, Dan has demonstrated exemplary performance of his duties, has stepped into a wide variety of roles whenever and wherever needed to maintain a consistently high level of service to the community, and has demonstrated what it means to be a leader both within the organization and externally with outside partners such as the Solano Transportation Authority, Suisun Solano Water Authority and Fairfield-Suisun Sewer District; and

WHEREAS, the sheer number of projects he has been a part of are too numerous to recap herein, examples include the redevelopment of the downtown waterfront and marina, Joseph A. Nelson Center, Gap Closure Project, Lighthouse, Grizzly Island Trail, Sunset/Railroad Avenue safety project, multiple road maintenance projects, and private developments such as Walmart, the Kroc Center and residential areas; and

WHEREAS, Dan has seen the City of Suisun City during its most challenged times when we were voted the worst community in the Bay Area in 1988, to when we were the positive Poster Child for doing redevelopment right, through the great recession and the dissolution of redevelopment; and

WHEREAS, During the good times, bad times and mere challenging times, Dan never lost sight of always doing whatever humanly possible for the betterment of Suisun City.

NOW, THEREFORE, I, Pete Sanchez, by virtue of the authority vested in me as Mayor of the City of Suisun City, am proud to honor

DANIEL A. KASPERSON

for his 26 plus years of service to the City of Suisun City and for his many accomplishments. Furthermore, we extend our best wishes to Dan for continued success in his retirement, and all future endeavors.

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

Pete Sanchez, Mayor

ATTEST:

DATE: July 21, 2015

AGENDA TRANSMITTAL

MEETING DATE: July 21, 2015

AGENDA ITEM: Council Adoption of Resolution No. 2015- __: Authorizing the City Manager to Recruit and Appoint Police Officers.

FISCAL IMPACT: An existing police officer would likely be replaced with an officer at entry level pay scale, which would result in a salary savings of approximately \$7,000 for the remainder of this fiscal year. However, until the new officer completes training, this savings would be offset by overtime costs to backfill the vacancy.

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 City Manager authority to fill vacancies in the Police Officer job class should they occur during the current fiscal year.

STAFF REPORT: The Department anticipates two vacancies occurring within the Police Officer job class within the next 30-60 days.

The Police Chief has established minimum staffing levels in the General Orders, which are one supervisor and two officers on every shift. With two police officer positions frozen during the recessionary budget periods, two officers in field training and the filling of the SRO position, failure to approve the filling of any authorized position would result in the need for significantly increased overtime. In addition to the anticipated vacancy, the Department has an officer who is deployed as a Reservist for the United States Army.

Most overtime needs are met on a voluntary basis; however, if vacant positions are not filled timely, officers would be assigned mandatory overtime to ensure minimum staffing levels. Additionally, the training process for a new officer takes approximately 18 weeks. During the training period, the officer is not counted towards minimum staffing. Forced overtime would have a negative impact on officer fatigue and morale.

There is currently an eligibility list for the Police Officer job class. In order to streamline the filling of potential vacancies, staff is requesting the authority to fill police officer positions, with City Manager's approval, when vacancies occur during the fiscal year. As an alternative, it is requested that at a minimum staff be allowed to recruit for and fill the two anticipated vacancies.

PREPARED BY:

REVIEWED/APPROVED BY:

Andrew White, Police Commander
Suzanne Bragdon, City Manager

S.B.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2015- __: Authorizing the City Manager to Recruit and Appoint Police Officers.

ATTACHMENTS:

1. Resolution No. 2015- __: Authorizing the City Manager to Recruit and Appoint Police Officers.

RESOLUTION NO. 2015-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO RECRUIT AND
APPOINT POLICE OFFICERS**

WHEREAS, the Police Department anticipates vacancies in the Police Officer job class;
and

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

WHEREAS, the Department will have to use overtime to backfill police officer vacancies,
if unfilled, increasing the potential for officer fatigue and low morale; and

WHEREAS, filling vacancies will enable the Department to continue to provide the current
level of service to the community, once the replacement officers have completed training.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the
City Manager to recruit for and fill vacancies in the police officer job class, when one occurs, up to
the level of staffing approved by the City Council in the currently adopted Annual Budget, for the
remainder of the current fiscal year.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun
City duly held on Tuesday, the 21st day of July 2015, by the following vote:

| | | |
|-----------------|-----------------|-------|
| AYES: | Councilmembers: | _____ |
| NOES: | Councilmembers: | _____ |
| ABSENT: | Councilmembers: | _____ |
| ABSTAIN: | Councilmembers: | _____ |

WITNESS my hand and the seal of said City this 21st day of July, 2015.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL**MEETING DATE:** July 21, 2015

AGENDA ITEM: Council Adoption of Resolution No. 2015- __: Authorizing the City Manager to Recruit and Appoint Communications & Records Technicians, and Approve Provisional Hires When Warranted.

FISCAL IMPACT: Existing vacancies would be replaced with Communications & Records Technicians (CRT) at an entry pay scale, which would result in a salary savings. The estimated salary savings is \$12,000 during the fiscal year. However, this savings is expected to be partially offset by overtime to provide backfill coverage. The provisional CRT positions would be full-time, non-benefitted at an entry level pay scale.

Given past experience, it is anticipated the provisional CRT positions would be filled for 30-45 days prior to an actual vacancy. The cost for this amount of time is approximately \$5,096. Due to the uncertainty in candidates passing training, it may be necessary to increase the amount of funds for overtime in Support Services within the Police Department. This would be handled during the mid-year budget review, if necessary, and would likewise be a consideration in City Manager approval of provisional positions.

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 authority to fill vacancies that occur in the Communications & Records Technician job class, with City Manager approval.

STAFF REPORT: The Department anticipates two vacancies occurring within the Communications & Records Technician I/II-I (CRT) job class within the next 30 days. The vacancies are expected to occur in early August and early September.

The Communications Center of the Police Department is responsible for providing 24-hour dispatching services for the Police and Fire Departments, answering emergency and non-emergency phone calls, interacting with persons in the lobby and managing all records. In order to meet minimum staffing requirements and provide 24-hour coverage, without incurring overtime, the Center must be staffed by 6 CRTs. However, a staffing of 6 CRTs does not provide adequate coverage for on-going service demands, hence the authorized staffing of 7 CRTs, including 1 Senior CRT.

PREPARED BY:**REVIEWED/APPROVED BY:**Andrew White, Police Commander
Suzanne Bragdon, City Manager

S.B.

The training for a new CRT requires approximately 16-18 weeks. There is currently 1 CRT in training who is expected to complete training by the end of August. The failure to approve the filling of an authorized CRT position would result in an unreasonable and unsustainable level of overtime.

With the anticipated vacancies and the time required for training, the current CRTs will be forced to select new work schedules and be scheduled for weekly overtime. During this time, there will be minimal and in most cases, no overlap coverage, despite the increased service demands placed on dispatchers during busy times of the day. This will result in increased time to answer calls and perform basic job functions.

Recognizing these constraints, staff is requesting:

- a. Authorization to fill the vacant CRT positions, with City Manager's approval, when the vacancies occur.
- b. Authorization, with City Manager approval, to provisionally hire a CRT (i.e., hourly unbenefited) when certain conditions are met.

This secondary request will enable the training process to begin ahead of the actual vacancy and minimize the amount of time it takes for a new CRT to become fully functional. This provision would not be invoked if the Communications Center is fully staffed with no CRTs on training.

As an alternative, it is requested that at a minimum, staff be allowed to recruit and fill the two anticipated vacancies in the CRT class.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2015- __: Authorizing the City Manager to Recruit and Appoint Communications & Records Technicians, and Approve Provisional Hires When Warranted.

ATTACHMENTS:

1. Resolution No. 2015- __: Authorizing the City Manager to Recruit and Appoint Communications & Records Technicians, and Approve Provisional Hires When Warranted.

RESOLUTION NO. 2015-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO RECRUIT AND APPOINT
COMMUNICATIONS & RECORDS TECHNICIANS, AND APPROVE PROVISIONAL
HIRES WHEN WARRANTED**

WHEREAS, the Police Department anticipates two vacancies in the Communications & Records Technician I/II-I job class; and

WHEREAS, the Police Department Communications Center is responsible for providing 24-hour dispatching services for the Police and Fire Departments, including answering emergency 9-1-1 and non-emergency phone calls; and

WHEREAS, the training for a new Communications & Records Technician requires approximately 16-18 weeks; and

WHEREAS, the Department will not be able to sustain 24-hour dispatching operations with 5 Communications & Records Technicians; and

WHEREAS, filling the vacancies will enable the Communications Center to provide the current level of service to the community, once the new Communications & Records Technicians have completed training; and

WHEREAS, authorizing the provisional hiring of Communications & Records Technicians ahead of expected vacancies will reduce the amount of overtime and fatigue of existing employees within the Center.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the City Manager to recruit for and fill vacancies within the Communications & Records Technician job class, when they occur, up to the level of staffing approved by the City Council in the currently adopted Annual Budget.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council hereby authorizes the City Manager to provisionally hire a Communications & Records Technician I/II-I whenever an expected vacancy date in the job class is known. The provisional hiring would only occur if the Communications Center was not at full staffing or was at full staffing but had one or more positions in training. City Manager will likewise consider budgetary impacts as part of the authorization process.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City duly held on Tuesday, the 21st day of July 2015, by the following vote:

| | | |
|-----------------|-----------------|-------|
| AYES: | Councilmembers: | _____ |
| NOES: | Councilmembers: | _____ |
| ABSENT: | Councilmembers: | _____ |
| ABSTAIN: | Councilmembers: | _____ |

WITNESS my hand and the seal of said City this 21st day of July, 2015.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: July 21, 2015

AGENDA ITEM:

Council Adoption of Resolution No. 2015-____: Approving the Final Map for Zephyr Estates, Accepting All Offers of Dedication, Approving the inclusion of Zephyr Estates in the Suisun-Solano Water Authority Joint Service Agreement, and Authorizing the City Manager to Sign the Subdivision Improvement Agreement with Seecon Homes, Inc.

FISCAL IMPACT:

There is no negative fiscal impact on the General Fund. The developer, Seecon Homes, Inc., has currently paid the City a total of \$128,842.23 in plan check fees, map check fees, inspection fees and other fees for Zephyr Estates.

STAFF REPORT:

On September 16, 2014 the City Council approved the Tentative Map for Zephyr Estates. The City Subdivision Ordinance and the conditions of approval of the Tentative Map require that prior to the approval of the Final Map, that the following be done and/or submitted to the City:

- completed and approved Improvement Plans,
- signed Subdivision Improvement Agreements,
- post bonds and insurance, and
- pay appropriate fees.

To date, the appropriate fees have been paid, and the bonds and insurance have been posted by the developer. The Improvement Plans, Subdivision Improvement Agreement, and the Final Map have been completed/approved, but have not yet been signed pending council action. Staff recommends approval of the Final Map subject to conditions in the resolution, including but not limit to, that the Final Map and Improvement Plans be approved and signed by the City Engineer; and that the Subdivision Improvement Agreement be signed by the developer and the City prior to the recordation of the map.

The Solano Irrigation District has also reviewed the Final Map and Improvement Plans, and now considers these documents complete. Moreover, on Tuesday, July 21, 2015, the Solano Irrigation District will be submitting to its Board a recommendation to include Zephyr Estates in the Suisun-Solano Water Authority (SSWA) Joint Service Agreement. It is likewise being recommended to council, at this time, to include Zephyr Estates in the SSWA Joint Service Agreement.

PREPARED BY:
REVIEWED:
APPROVED BY:

Nick Lozano, Associate Engineer
Dayne Johnson, City Engineer
Suzanne Bragdon, City Manager

RECOMMENDATION:

It is recommended that the City Council Adopt Resolution No. 2015-____: Approving the Final Map for Zephyr Estates, Accepting All Offers of Dedication, Approving the inclusion of Zephyr Estates in the Suisun-Solano Water Authority Joint Service Agreement, and Authorizing the City Manager to Sign the Subdivision Improvement Agreement with Seecon Homes, Inc.

ATTACHMENTS:

1. Resolution No. 2015-____: Approving the Final Map for Zephyr Estates, Accepting All Offers of Dedication, Approving the inclusion of Zephyr Estates in the Suisun-Solano Water Authority Joint Service Agreement, and Authorizing the City Manager to Sign the Subdivision Improvement Agreement with Seecon Homes, Inc.
2. Location Map.

RESOLUTION NO. 2015-_____

A RESOLUTION OF THE SUISUN CITY COUNCIL APPROVING THE FINAL MAP FOR ZEPHYR ESTATES, ACCEPTING ALL OFFERS OF DEDICATION, APPROVING THE INCLUSION OF ZEPHYR ESTATES IN THE SUISUN-SOLANO WATER AUTHORITY JOINT SERVICE AGREEMENT, AND AUTHORIZING THE CITY MANAGER TO SIGN THE SUBDIVISION IMPROVEMENT AGREEMENT WITH SEECON HOMES, INC.

WHEREAS, on September 16, 2014 the City Council of the City of Suisun City adopted the Tentative Map for Zephyr Estates; and

WHEREAS, the City Engineer has found the proposed Final Map to be in substantial conformance to the requirements of the City and the City's General Plan; and

WHEREAS, the design of the improvements for the proposed subdivision units is consistent with the Tentative Map, General Plan, and the Design Standards of the City of Suisun City; and

WHEREAS, on Tuesday, July 21, 2015, the Solano Irrigation District will be submitting to its Board a recommendation to include Zephyr Estates in the Suisun-Solano Water Authority (SSWA) Joint Service Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby resolve as follows:

- (1) The City Council does hereby approve the Final Map entitled "Zephyr Estates" for filing with the Recorder of Solano County, California.
- (2) The City Council does hereby accept all offers of dedication as shown on the Final Map entitled "Zephyr Estates"
- (3) The City Council does hereby approve the inclusion of Zephyr Estates in the Suisun-Solano Water Authority Joint Service Agreement.
- (4) The City Manager is authorized to execute the Subdivision Improvement Agreement on behalf of the City and to take other actions as necessary and appropriate to implement this resolution.

SUBJECT TO THE FOLLOWING CONDITIONS, and all other Suisun City Codes and Ordinances:

- (1) Prior to the recordation of the Final Map, the Developer shall sign a Subdivision Agreement acceptable to the City.
- (2) Prior to the recordation of the Final Map, the Developer shall provide Performance and Labor & Materials bonds as well as Insurance as required by City Ordinance.
- (3) Prior to the recordation of the Final Map, the Developer shall pay all applicable fees and costs related to the Final Map, plan and map review, and inspections of the required improvements.

- (4) Prior to recordation of the Final Map, all Improvement Plans for the project shall be approved by the City and appropriate agencies, and be consistent with any existing Master Plans, the Suisun City Subdivision Ordinance, and the Conditions of Approval for Zephyr Estates.
- (5) Prior to the issuance of a Certificate of Occupancy, the Developer shall annex Zephyr Estates into Community Facilities District No. 2 and establish required maintenance assessment district(s) for this subdivision in accordance with the Conditions of Approval for Zephyr Estates.
- (6) Prior to the issuance of Building Permits, the landscaping and irrigation plans for Zephyr Estates shall be approved by the City.
- (7) Pursuant to Condition of Approval RBLU-2 for Zephyr Estates, the Developer shall sign and record the required transfer document for the Commercial Parcel in a form reasonably acceptable to the City, concurrently with the recordation of the Final Map for Zephyr Estates.
- (8) In order to eliminate potential blight on the vacant Commercial Parcel and to create an aesthetically pleasing entryway to Suisun City until a commercial project is commenced, Developer agrees to commence with the improvements, as detailed in Condition of Approval RBLU-4 for Zephyr Estates, upon issuance of the first grading permit.
- (9) All conditions of the Resolutions, Planning Commission actions, Subdivision Improvement Development Agreement, etc., also apply unless explicitly changed by these conditions.

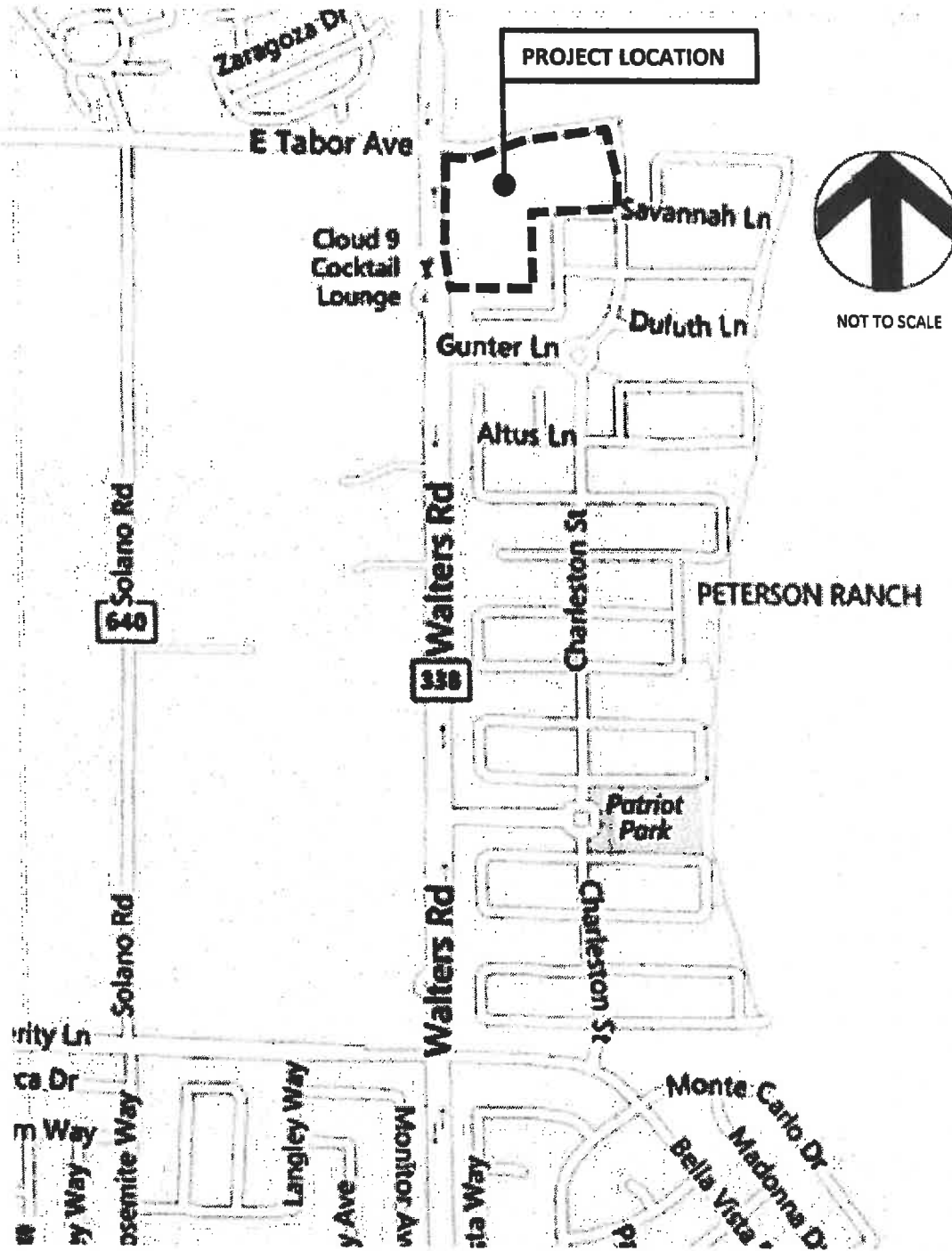
PASSED AND ADOPTED by the City Council at a Regular Meeting of said City Council held on Tuesday, the 21st of July, 2015, by the following vote:

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

WITNESS my hand and the seal of the City of Suisun City this 21st day of July, 2015.

Linda Hobson, CMC
City Clerk

ZEPHYR ESTATES
Location Map



AGENDA TRANSMITTAL

MEETING DATE: July 21, 2015

CITY AGENDA ITEM: Council Adoption of Resolution No. 2015-__: Adopting the First Amendment to the Annual Appropriation Resolution No. 2015-79 to Appropriate Funds for the Partnerships to Improve Community Health (PICH) Grant.

FISCAL IMPACT: There would be no fiscal impact. Funds to cover the program activities implemented by the City of Suisun City are payable through Solano County, which is the administrator of the PICH grant.

BACKGROUND: In April of 2015, the City Council authorized the City Manager to execute necessary documents related to Suisun City's participation in the Partnerships to Improve Community Health (PICH) grant.

The PICH grants provides a significant opportunity to engage residents and stakeholders in developing local policies and programs that can educate, heighten awareness, and increase the choices that individuals and businesses have to reduce chronic disease and elevate the quality of life for our residents.

STAFF REPORT: The total budget approved in April for the first six-month work effort was \$48,721, of which \$38,121 is estimated for personnel. Approximately \$7,800 was spent during FY 2014-15, leaving approximately \$40,900 in funding for FY 2015-16 to complete the requirements and objectives of the grant. It is necessary to appropriate funds for FY 2015-16 that were not expended in FY 2014-15 in order to carry out the objectives and requirements of the grant. Adopting the attached resolution amending the Annual Appropriation Resolution appropriates the remaining grant funds available pursuant to the approval granted last April.

RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2015-__: Adopting the First Amendment to the Annual Appropriation Resolution No. 2015-79 to Appropriate Funds for the Partnerships to Improve Community Health (PICH) Grant.

ATTACHMENTS:

1. Resolution No. 2017-__: Adopting the First Amendment to the Annual Appropriation Resolution No. 2015-79 to Appropriate Funds for the Partnerships to Improve Community Health (PICH) Grant.

PREPARED BY:
APPROVED BY:

Jason Garben, Development Services Director
Suzanne Bragdon, City Manager

J.B.

RESOLUTION NO. 2015-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE FIRST AMENDMENT TO THE
ANNUAL APPROPRIATION RESOLUTION NO. 2015-79 TO APPROPRIATE FUNDS
FOR THE PARTNERS TO IMPROVE COMMUNITY HEALTH (PICH) GRANT

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

THAT Section 182 of Part III of the Annual Appropriation Resolution No. 2015-79 be and is hereby amended as follows:

| | | Increase/ (Decrease) |
|-----|---------------------------------|-------------------------|
| TO: | DEVELOPMENT SERVICES DEPARTMENT | \$ 40,900 |
| | Planning | |
| | TOTAL Section 182 | \$ 40,900 |

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

| | Sources | Uses |
|--|-----------|-----------|
| <u>General Fund</u> | | |
| Revenues: | | |
| A/C No. 182-76620-3474 PICH Grant | \$ 40,900 | \$ - |
| Appropriations: | | |
| A/C No. 182-90160-3474 Salary Transfers | \$ - | \$ 30,300 |
| A/C No. 182-91300-3474 Office Supplies | \$ - | \$ 1,200 |
| A/C No. 182-91310-3474 Phone Service/Internet | \$ - | \$ 600 |
| A/C No. 182-91325-3474 Printer/Copier Expense | \$ - | \$ 3,000 |
| A/C No. 182-91330-3474 Advertising | \$ - | \$ 1,000 |
| A/C No. 182-91365-3474 Mileage Reimbursement | \$ - | \$ 300 |
| A/C No. 182-91395-3474 Miscellaneous Office Expense | \$ - | \$ 200 |
| A/C No. 182-93120-3474 Field Equipment Under \$5,000 | \$ - | \$ 1,300 |
| A/C No. 182-93210-3474 Travel & Training | \$ - | \$ 1,000 |
| A/C No. 182-93330-3474 Marketing & Promotions | \$ - | \$ 2,000 |
| Total DWSP Update Grant Fund | \$ 40,900 | \$ 40,900 |

THAT the purpose is to appropriate grant funds to necessary to carry out the PICH grant.

ADOPTED AND PASSED by the City Council of the City of Suisun City at a regular meeting thereof held on the 21st of July 2015 by the following vote:

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

WITNESS my hand and seal of the said City this 21st day of July 2015.

LINDA HOBSON, CMC
CITY CLERK

AGENDA TRANSMITTAL**MEETING DATE:** July 21, 2015

JOINT AGENDA ITEM: Accept the Investment Report for the Quarter Ending June 30, 2015.

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's available 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 \$35,466,529 for the period ending June 30, 2015.

In terms of return on our investment, managed by PFM Asset Management LLC, the current yield to maturity at market is 0.80%. This compares very favorably with the LAIF return of only 0.299% 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 Fourth Quarter Financial Officer's Investment Report.

ATTACHMENTS:

1. Financial Officer's Investment Report, June 30, 2015.

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

Elizabeth N. Luna, Accounting Services Mgr.

Ronald Anderson Jr., Asst. City Manager

Suzanne Bragdon, City Manager

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

ITEM 10
Attachment 1

June 30, 2015

| <u>Category of Investment</u> | <u>Name of Institution</u> | <u>Maturity Date</u> | <u>Per Amount</u> | <u>Market Value*</u> | <u>Amortized Cost</u> | <u>Curr Yield At Market</u> | <u>Est Annual Income</u> |
|---------------------------------------|----------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------------|--------------------------|
| Checking Account | West America Bank | Demand Deposit | \$ 10,129,992 | \$ 10,129,992 | \$ 10,129,992 | 0.000% | - |
| Certificate of Deposit | Travis Credit Union | 06/16/18 | \$ 212,299 | \$ 212,299 | \$ 212,299 | 1.240% | 2,633 |
| State Investment-CITY | LAIF | Demand Deposit | \$ 3,171,985 | \$ 3,171,985 | \$ 3,171,985 | 0.288% | 8,234 |
| First Amer Treas Oblig Fd | First Amer #31846V203 | Demand Deposit | \$ 422,588 | \$ 422,588 | \$ 422,588 | 0.000% | - |
| Federal Agency Coll. Mort. Oblgtn | FNMA #3136ABG38 | 8/1/2017 | \$ 389,767 | \$ 391,724 | \$ 390,408 | 1.240% | 4,856 |
| Federal Agency Coll. Mort. Oblgtn | FNMA #3136ANJY4 | 04/01/18 | \$ 140,000 | \$ 141,045 | \$ 140,642 | 1.539% | 2,170 |
| Federal Agency Coll. Mort. Oblgtn | FNMA #3136AMTM1 | 09/01/18 | \$ 121,856 | \$ 122,097 | \$ 121,826 | 0.384% | 489 |
| Federal Agency Coll. Mort. Oblgtn | FNMA #3136ANMF1 | 11/01/18 | \$ 74,785 | \$ 74,796 | \$ 74,767 | 0.356% | 266 |
| Federal Agency/Bond Note | FED. FARM CR. #3133EDFC1 | 08/14/15 | \$ 550,000 | \$ 550,050 | \$ 549,948 | 0.200% | 1,100 |
| Federal Agency/Bond Note | FNMA #3136AAM1 | 10/28/16 | \$ 725,000 | \$ 728,429 | \$ 728,600 | 1.617% | 11,781 |
| Federal Agency/Bond Note | FHLB #3130A0GK0 | 12/30/15 | \$ 400,000 | \$ 400,126 | \$ 399,870 | 0.376% | 1,600 |
| Federal Agency/Bond Note | FNMA #3135G0VA8 | 03/30/16 | \$ 500,000 | \$ 500,694 | \$ 499,863 | 0.498% | 2,500 |
| Federal Agency/Bond Note | FHLM #3137EADQ9 | 05/13/16 | \$ 235,000 | \$ 235,320 | \$ 234,996 | 0.499% | 1,175 |
| Federal Agency/Bond Note | FHLMC #3137EAD85 | 10/14/16 | \$ 550,000 | \$ 553,082 | \$ 550,714 | 0.870% | 4,813 |
| Federal Agency/Bond Note | FHLB #3130A3J70 | 11/23/16 | \$ 700,000 | \$ 700,424 | \$ 699,806 | 0.625% | 4,375 |
| Federal Agency/Bond Note | FHLMC #3137EADU0 | 01/27/17 | \$ 500,000 | \$ 499,413 | \$ 499,322 | 0.501% | 2,500 |
| Federal Agency/Bond Note | FNMA #3135G0GY3 | 01/30/17 | \$ 550,000 | \$ 555,702 | \$ 554,804 | 1.237% | 6,875 |
| Federal Agency/Bond Note | FHLB #3130A4QV7 | 03/24/17 | \$ 625,000 | \$ 626,163 | \$ 625,000 | 0.836% | 5,250 |
| Federal Agency/Bond Note | FHLB #3130ASEP0 | 05/30/17 | \$ 885,000 | \$ 883,194 | \$ 884,311 | 0.826% | 5,531 |
| Federal Agency/Bond Note | FHLM #3137EADJ5 | 07/28/17 | \$ 250,000 | \$ 251,164 | \$ 250,704 | 0.995% | 2,500 |
| Federal Agency/Bond Note | FHLM #3137EADL0 | 08/28/17 | \$ 350,000 | \$ 350,825 | \$ 351,700 | 0.998% | 3,500 |
| Federal Agency/Bond Note | FNMA #3135G0PQ0 | 10/28/17 | \$ 500,000 | \$ 500,229 | \$ 497,772 | 0.875% | 4,375 |
| Federal Agency/Bond Note | FHLM #3137EADP1 | 03/07/18 | \$ 310,371 | \$ 309,293 | \$ 309,822 | 0.878% | 2,716 |
| Federal Agency/Bond Note | FNMA #3135G0WJ8 | 05/21/18 | \$ 250,000 | \$ 248,504 | \$ 247,773 | 0.880% | 2,188 |
| Federal Agency/Bond Note | FNMA #3135G0WJ8 | 05/21/18 | \$ 425,000 | \$ 422,456 | \$ 422,889 | 0.880% | 3,719 |
| Federal Agency/Bond Note | FNMA #3130YT4 | 11/27/18 | \$ 300,000 | \$ 303,630 | \$ 302,383 | 1.606% | 4,875 |
| Total Federal Agency Bond/Note | | | \$ 9,331,779 | \$ 9,348,359 | \$ 9,336,127 | 0.793% | 74,178 |
| US Treasury Notes | #912828PE4 | 10/31/15 | \$ 285,000 | \$ 286,113 | \$ 284,729 | 1.245% | 3,563 |
| US Treasury Notes | #912828PM6 | 12/31/15 | \$ 125,000 | \$ 126,221 | \$ 126,094 | 2.104% | 2,656 |
| US Treasury Notes | #912828PM6 | 12/31/15 | \$ 500,000 | \$ 504,893 | \$ 504,382 | 2.104% | 10,625 |
| US Treasury Notes | #912828PS3 | 01/31/16 | \$ 485,000 | \$ 490,153 | \$ 489,799 | 1.979% | 9,700 |
| US Treasury Notes | #912828QR4 | 06/30/16 | \$ 200,000 | \$ 202,312 | \$ 200,770 | 1.483% | 3,000 |
| US Treasury Notes | #912828QX1 | 07/31/16 | \$ 125,000 | \$ 126,524 | \$ 125,585 | 1.482% | 1,675 |
| US Treasury Notes | #912828SJ0 | 02/28/17 | \$ 250,000 | \$ 251,348 | \$ 249,737 | 0.871% | 2,188 |
| US Treasury Notes | #912828SM3 | 03/31/17 | \$ 590,000 | \$ 594,517 | \$ 590,790 | 0.982% | 5,900 |
| US Treasury Notes | #912828TG5 | 07/31/17 | \$ 200,000 | \$ 199,297 | \$ 198,589 | 0.502% | 1,000 |
| US Treasury Notes | #912828UA6 | 11/30/17 | \$ 675,000 | \$ 672,100 | \$ 666,142 | 0.626% | 4,219 |
| US Treasury Notes | #912828UZ1 | 04/30/18 | \$ 175,000 | \$ 173,428 | \$ 174,063 | 0.631% | 1,084 |
| US Treasury Notes | #912828VQ0 | 07/31/18 | \$ 600,000 | \$ 606,000 | \$ 607,905 | 1.361% | 8,250 |
| US Treasury Notes | #912828RE2 | 08/31/18 | \$ 675,000 | \$ 683,807 | \$ 676,410 | 1.481% | 10,125 |
| US Treasury Notes | #912828WD6 | 10/31/18 | \$ 50,000 | \$ 50,172 | \$ 49,647 | 1.246% | 625 |
| US Treasury Notes | #912828WD8 | 10/31/18 | \$ 300,000 | \$ 301,031 | \$ 297,869 | 1.246% | 3,750 |
| US Treasury Notes | #912828WD8 | 10/31/18 | \$ 325,000 | \$ 326,117 | \$ 324,074 | 1.246% | 4,063 |
| US Treasury Notes | #912828A34 | 11/30/18 | \$ 450,000 | \$ 451,125 | \$ 447,590 | 1.247% | 5,625 |
| US Treasury Notes | #912828B33 | 01/31/19 | \$ 400,000 | \$ 403,656 | \$ 399,396 | 1.486% | 6,000 |
| US Treasury Notes | #912828B33 | 01/31/19 | \$ 550,000 | \$ 555,028 | \$ 547,950 | 1.488% | 8,250 |
| US Treasury Notes | #912828SH4 | 02/28/19 | \$ 600,000 | \$ 602,110 | \$ 600,857 | 1.370% | 8,250 |
| US Treasury Notes | #912828TR1 | 09/30/19 | \$ 250,000 | \$ 245,332 | \$ 246,795 | 1.019% | 2,500 |
| US Treasury Notes | #912828TR1 | 09/30/19 | \$ 650,000 | \$ 637,863 | \$ 637,864 | 1.019% | 6,500 |
| US Treasury Notes | #912828TR1 | 09/30/19 | \$ 750,000 | \$ 735,996 | \$ 737,479 | 1.019% | 7,500 |
| US Treasury Notes | #912828F62 | 10/31/19 | \$ 500,000 | \$ 500,274 | \$ 501,992 | 1.499% | 7,500 |
| Total US Treasury Bond/Note | | | \$ 9,710,000 | \$ 9,725,406 | \$ 9,686,528 | 1.263% | 124,758 |
| TOTAL POOLED INVESTMENTS | | | \$ 32,978,854 | \$ 33,010,638 | \$ 32,958,530 | 0.636% | 208,803 |

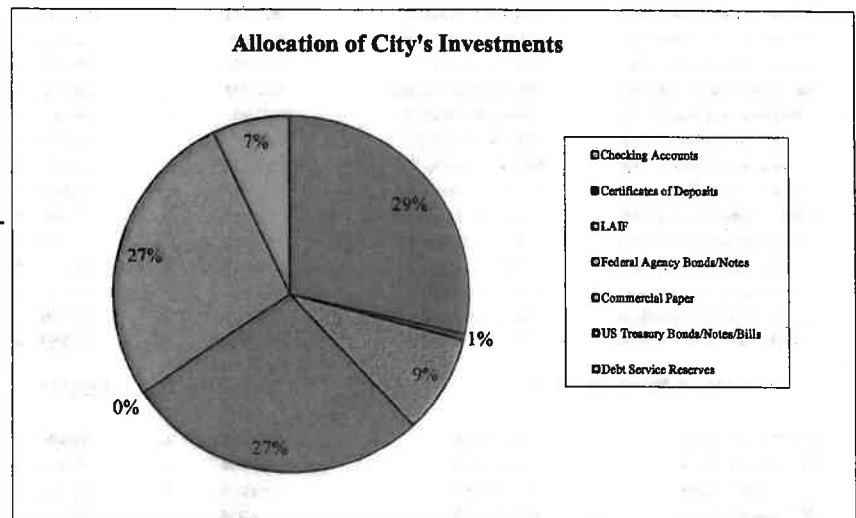
City of Suisun City
Successor Agency and Housing Authority
FINANCIAL OFFICER'S INVESTMENT REPORT

June 30, 2015

| 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 | \$ 135,606 | \$ 135,606 | \$ 135,606 | 0.000% | - |
| Govt Sec Money Market-SSWA 1993 | FNMA MTN#3135GOZB2 | 4/20/2017 | \$ 744,000 | \$ 744,893 | \$ 741,811 | 0.750% | 5,580 |
| Govt Sec Money Market-SSWA 1993 | First Amer Treas Oblig Fd | Demand Deposit | \$ - | \$ - | \$ - | 0.000% | - |
| Govt Sec Money Market-2004 CVCC | First Amer Treas Oblig Fd | Demand Deposit | \$ 249,000 | \$ 249,000 | \$ 249,000 | 0.000% | - |
| Govt Sec Money Market-RDA/SA | First Amer Treas Oblig Fd | Demand Deposit | \$ - | \$ - | \$ - | 0.000% | - |
| Govt Sec Money Market-RDA/SA | First Amer Treas Oblig Fd | Demand Deposit | \$ - | \$ - | \$ - | 0.000% | - |
| Govt Sec Money Market-RDA/SA-COI | First Amer Treas Oblig Fd | Demand Deposit | \$ 22,220 | \$ 22,220 | \$ 22,220 | 0.000% | - |
| Savings Acct-RDA Marina | West America Bank | Demand Deposit | \$ 397,421 | \$ 397,421 | \$ 397,421 | 0.083% | \$ 331 |
| Marina Debt Service #3137EADPI | Federal Agency/Bond Note | 10/31/2015 | \$ 939,629 | \$ 936,363 | \$ 938,269 | 0.626% | 3,177 |
| Total Debt Service Reserve Funds | | | \$ 2,487,875 | \$ 2,485,503 | \$ 2,484,326 | 0.366% | \$ 9,088 |
| Grand Total | | | \$ 35,466,529 | \$ 35,496,141 | \$ 35,443,856 | 0.618% | \$ 218,891 |

Summary of Pooled Investments Amount

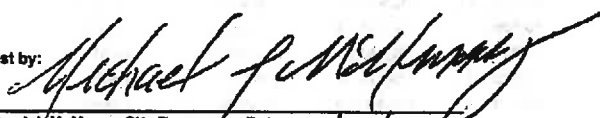
| | |
|-------------------------------|----------------------|
| Checking Accounts | \$ 10,129,992 |
| Certificates of Deposits | \$ 212,289 |
| LAIF | \$ 3,171,985 |
| Federal Agency Bonds/Notes | \$ 9,758,726 |
| Commercial Paper | \$ - |
| US Treasury Bonds/Notes/Bills | \$ 9,686,528 |
| Debt Service Reserves | \$ 2,484,326 |
| Total | \$ 35,443,856 |



* 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: City Treasurer's Statement:

I hereby certify that I have examined the records and find this report 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, City Treasurer Date 7/15/15

Submitted by: 
 Elizabeth Luna, Accounting Services Mgr. Date 7-15-2015

AGENDA TRANSMITTAL

MEETING DATE: July 21, 2015

CITY AGENDA ITEM: Award of the Construction Contract for the Lawler Ranch Park Phase II Project and Approval of the Second Amendment to the Annual Appropriation Resolution to the Fiscal Year 2015-16 Budget:

- a. Council Adoption of Resolution No. 2015-___: Authorizing the City Manager to Enter into a Construction Contract on the City's Behalf with Sansei Gardens, Inc. for the Lawler Ranch Park Phase II Project.
- b. Council Adoption of Resolution No. 2015-___: Adopting the Second Amendment to the Annual Appropriation Resolution No. 2015-79 to Appropriate Funds for the Lawler Ranch Park Phase II Project.

FISCAL IMPACT: There would be no impact to the General Fund for this award. A total of \$974,000 in Park Development funds have been set aside for the development of Lawler Ranch Park Phase II Project (Project). A total of \$792,400 has been appropriated and is available in FY2015-16's budget. In order to complete the base bid plus Additive Bid Alternates (Alternates) A through D, as recommended by the Parks and Recreation Commission, an AAR needs to be generated to appropriate an additional \$146,475 in Park Development Funds to the Project. This will cover the construction contract and staff time. Ongoing Maintenance of the additional park area would be paid for by the existing Lawler Ranch Maintenance Assessment District.

BACKGROUND: Development of the Lawler Ranch Park has occurred in phases. Phase I of the park was completed in early 2007. Phase II of the park began in late 2013 once it was determined that there were adequate funds available for maintenance of the additional developed park area. The first step of Lawler Ranch Park Phase II Project (Project) was to hire a landscape architect to assist with the conceptual design phase for the Project. A contract was awarded on February 4, 2014, to Gates & Associates. The design contract included conducting several public outreach workshops and the preparation of the construction documents.

STAFF REPORT: When Gates & Associates completed the construction documents, the documents were advertised to the public for bidding on May 8, 2015. Bids for the Project were opened on June 3, 2015, at 2:00 PM, at which time three bids were received and read aloud. Staff has reviewed the three proposals and bid documents. Staff has determined that the bid submitted by Sansei Gardens, Inc. is a responsive and responsible bid and represents the lowest bid received. Sansei Gardens, Inc. submitted a base construction bid of \$695,627 for the Project. After adding a 10% contingency, the total award amount for the base construction contract is \$765,200. All bidders also submitted Additive Bid Alternates and Sansei Garden's bid remains the lowest overall bid regardless of the combinations of Additive Bid Alternates (Alternates) that could

PREPARED BY:

Nick Lozano, Associate Engineer / Project Manager

REVIEWED/APPROVED BY:

Mick Jessop, Community Services Director

Suzanne Bragdon, City Manager

be added to the base bid. Staff recommends that the base contract plus Alternates A through D are awarded for a total contract award of \$900,864. Inclusion of Alternate E, which is the screening of portable restrooms, was not recommended by the Parks and Recreation Commission. However, if included in the award, would increase the overall contract cost by \$9,460.

In general, the base Project will provide upgrades to the existing amenities in the Lawler Ranch Park, as well as provide additional improvements to the area of the park that is currently "native grasses" and/or undeveloped. The Project will include: patching of the existing rubberized playground surfacing, replacement of play equipment within the existing play area for the older children; constructing a basketball court (half court); creating an area for dogs including doggy bag stations; creating concrete paths, concrete mow bands, and decomposed granite paving; installation of streetlights, chain link fencing, drinking fountains, trash receptacles, benches, tables, and shade structures; and installation of irrigation and landscaping, including trees, shrubs, and turf (Attachment 3).

| <u>Company</u> | <u>Base Bid</u> |
|-----------------------------|---------------------|
| <i>Engineer's Estimate</i> | <i>\$646,816.50</i> |
| Sansei Gardens, Inc. | \$695,627.00 |
| Swank Construction | \$757,386.40 |
| McGuire and Hester | \$857,940.00 |

The Additive Bid Alternates on this Project are as follows (Attachment 4):

Note: Additive Bid Alternates A, B, & C are progressive in nature with each requiring the previous to have already occurred – meaning that the only possible scenarios involving Additive Bid Alternates A-C are: 1) A or 2) A + B or 3) A + B + C

- Additive Bid Alternate A – Expanded turf area "A" and expanded dog area.
- Additive Bid Alternate B – Expanded turf area "B" (contiguous with area "A").
- Additive Bid Alternate C – Expand turf area "C" (contiguous with area "A+B").
- Additive Bid Alternate D – In-ground solar LED lights within the existing perimeter concrete path.
- Additive Alternate E – Construct screen and concrete pad for portable restrooms.

Sansei Garden's Additive Bid Alternate costs are as follows:

| <u>Add. Bid Alternates</u> | <u>Add. Bid</u> | <u>10%</u> | <u>Total Cost</u> |
|----------------------------|-----------------------|--------------------|----------------------|
| | <u>Alternate Cost</u> | <u>Contingency</u> | |
| A | \$ 68,808.00 | \$ 6,880.80 | \$ 75,688.80 |
| B | \$ 6,430.00 | \$ 643.00 | \$ 7,073.00 |
| C | \$ 11,208.00 | \$ 1,120.80 | \$ 12,328.80 |
| D | \$ 36,895.00 | \$ 3,689.50 | \$ 40,584.50 |
| E | \$ 8,600.00 | \$ 860.00 | \$ 9,460.00 |
| | | | <u>\$ 145,135.10</u> |

As stated above, Sansei Gardens remains the lowest bidder, even with the inclusion of all Alternates. Public Works Maintenance staff coordinated with the City's existing landscape contractor, New Image, to obtain realistic maintenance costs that will result from the additional build out of the park. New Image was provided with finalized park design plans including the Alternates. From those plans, New Image has stated that additional maintenance costs are as follows:

| New Image -- Landscape Contract - Phase II Maintenance Costs | | | |
|---|----|---------------------|----------------------|
| Item | | Monthly Cost | Per Year Cost |
| Base Bid | \$ | 1,030.00 | \$ 12,360.00 |
| Base Bid + Alternate A | \$ | 1,110.00 | \$ 13,320.00 |
| Base Bid + Alternate A & B | \$ | 1,190.00 | \$ 14,280.00 |
| Base Bid + Alternate A & B & C | \$ | 1,270.00 | \$ 15,240.00 |
| Base Bid + Alternate A & B & C & D | \$ | 1,275.00 | \$ 15,300.00 |

Maintenance costs for any combination of the base bid plus Alternates remains within Lawler Ranch's available budget. Yearly costs for the additional water, field supplies and major facility repairs are estimated to be \$25,000. These costs plus the annual maintenance contract cost (\$40,300) are within the available Lawler Ranch Maintenance Assessment District budget.

At the June 17, 2015 meeting of the Parks and Recreation Commission, the Commission voted unanimously in favor of including Additive Alternates A, B, C, and D into the construction contract to expand the turf and dog areas and to add in-ground LED path lights. The cost for these four Alternates is shown below:

| Alt. Bid Alternates | Parks & Rec Commission - Recommendation |
|----------------------------|--|
| A | \$ 75,688.80 |
| B | \$ 7,073.00 |
| C | \$ 12,328.80 |
| D | \$ 40,584.50 |
| E | \$ - |
| | \$ 135,675.10 |

The staff recommendation is for the Council to approve the award of the construction contract to Sansei Gardens, Inc. for the base bid contract plus Additive Bid Alternates A through D along with an overall 10% construction contingency on all costs for a total contract award of \$900,864. Staff also recommends that Council approve the attached AAR appropriating Park Development Funds in the amount of \$146,500 for completion of construction, staff time and Additive Bid Alternates A through D.

RECOMMENDATION:

It is recommended that the City Council Adopt Resolutions

1. Resolution No. 2015-__: Authorizing the City Manager to Enter into a Construction Contract on the City's Behalf with Sansei Gardens, Inc. for the Lawler Ranch Park Phase II Project; and
2. Resolution No. 2015-__: Adopting the Second Amendment to the Annual Appropriation Resolution No. 2015-79 to Appropriate Funds for the Lawler Ranch Park Phase II Project.

ATTACHMENTS:

1. Resolution No. 2015-__: Authorizing the City Manager to Enter into a Construction Contract on the City's Behalf with Sansei Gardens, Inc. for the Lawler Ranch Park Phase II Project.
2. Resolution No. 2015-__: Adopting the Second Amendment to the Annual Appropriation Resolution No. 2015-79 to Appropriate Funds for the Lawler Ranch Park Phase II Project.
3. Attachment 3 – Base Bid Plans
4. Attachment 4 – Additive Bid Alternates Plans

RESOLUTION NO. 2015 - ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONSTRUCTION
CONTRACT ON THE CITY'S BEHALF WITH SANSEI GARDENS, INC.
FOR THE LAWLER RANCH PARK PHASE II PROJECT**

WHEREAS, the City has appropriated a total of \$974,000 for the design and construction of the Lawler Ranch Park Phase II Project ("Project") out of the Park Development Fund; and

WHEREAS, the design portion of the Project has been completed and included: public outreach, design plans, and completion of construction documents; and

WHEREAS, staff has prepared plans, specifications, and an Engineer's Estimate for construction portion of the Project; and

WHEREAS, three bid proposals were received by the City on June 3, 2014, by 2:00 pm, and bids were opened and read aloud; and

WHEREAS, Sansei Gardens, Inc. provided the lowest responsible and responsive bid of \$695,627 for the base Project; and

WHEREAS, Sansei Gardens, Inc. also provided the lowest responsible and responsive bids for the five Additive Bid Alternates included in the bid documents; and

WHEREAS, the Parks and Recreation Commission is recommending the inclusion of Additive Bid Alternates A through D as well as the transfer of additional Park Development Funds to cover the difference between the available funds and the amount needed to complete the base bid plus Additive Bid Alternates A through D.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City authorizes the City Manager to enter into a construction contract on behalf of the City with Sansei Gardens, Inc. for the Lawler Ranch Park Phase II Project in the amount of \$818,968 and to take any and all necessary and appropriate actions to implement this contract. The City Council further authorizes the City Manager to approve changes for contingencies not to exceed 10% (\$81,896) of the bid amount for a total contract award of up to \$900,864.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 21st of July 2015, by the following vote:

| | | |
|-----------------|-----------------|-------|
| AYES: | Councilmembers: | _____ |
| NOES: | Councilmembers: | _____ |
| ABSENT: | Councilmembers: | _____ |
| ABSTAIN: | Councilmembers: | _____ |

WITNESS my hand and the seal of the City of Suisun City this 21st of July 2015.

Linda Hobson, CMC
City Clerk

RESOLUTION NO. 2015-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE SECOND AMENDMENT TO THE
ANNUAL APPROPRIATION RESOLUTION NO. 2015-79 TO APPROPRIATE FUNDS
FOR THE LAWLER RANCH PARK PHASE II PROJECT

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

THAT Section 300 of Part III of the Annual Appropriation Resolution No. 2015-79 be and is hereby amended as follows:

| | | Increase/ (Decrease) |
|-----|------------------------------------|-------------------------|
| TO: | BUILDING & PUBLIC WORKS DEPARTMENT | \$ 146,500 |
| | Capital Improvements | |
| | TOTAL Section 300 | \$ 146,500 |

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

| | | Sources | Uses |
|------------------------|-----------------------------|------------|------------|
| <u>General Fund</u> | | | |
| Revenues: | | | |
| A/C No. 300-70101-6520 | Retained Earnings | \$ 146,500 | \$ - |
| Appropriations: | | | |
| A/C No. 300-96310-9980 | CIP Construction | \$ - | \$ 146,500 |
| | Total Park Development Fund | \$ 146,500 | \$ 146,500 |

THAT the purpose is to appropriate funds to necessary to complete the Lawler Park Phase II Improvements.

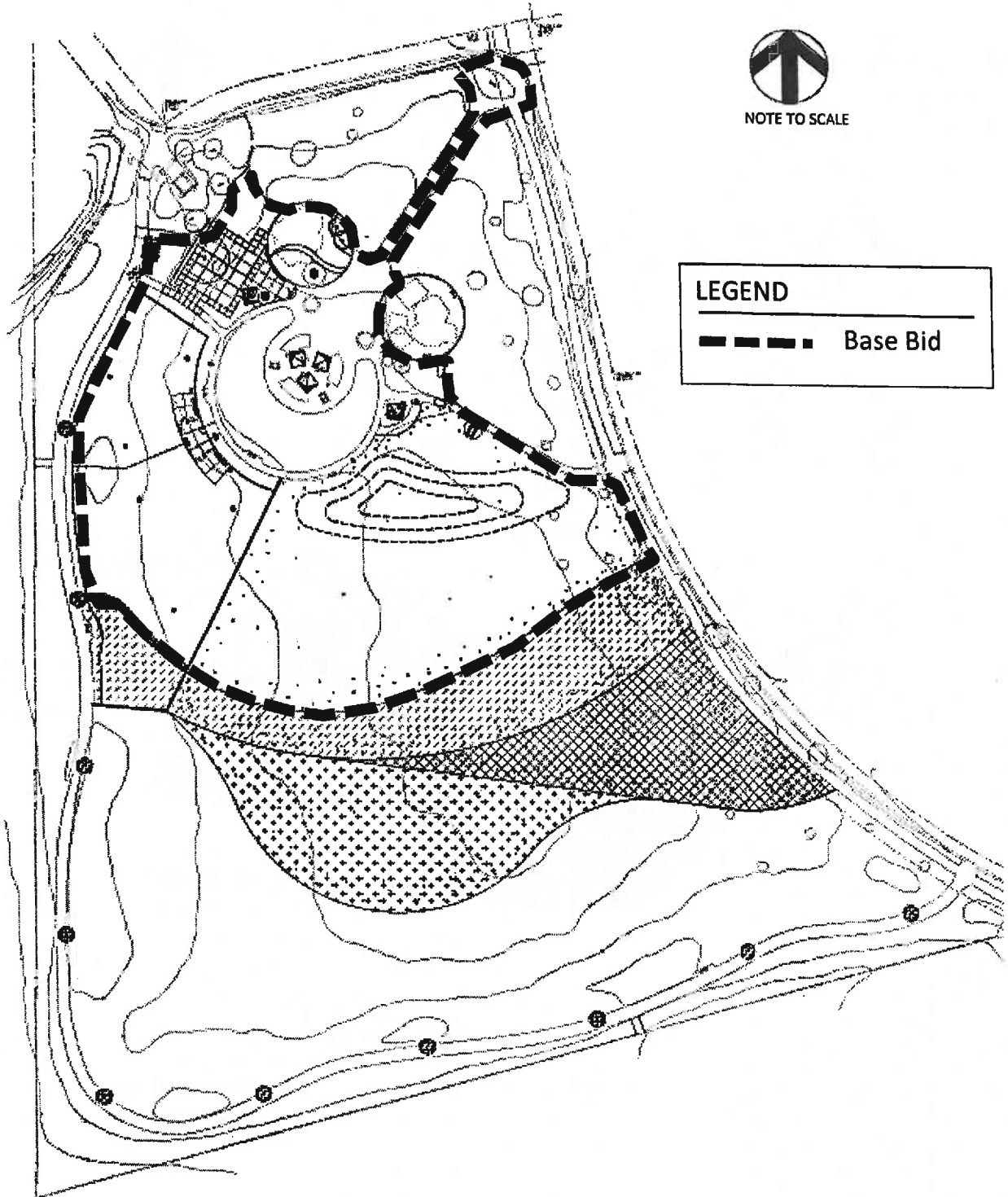
ADOPTED AND PASSED by the City Council of the City of Suisun City at a regular meeting thereof held on the 21st of July 2015 by the following vote:

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

WITNESS my hand and seal of the said City this 21st day of July 2015.

LINDA HOBSON, CMC
CITY CLERK

ATTACHMENT 3
Base Bid Plans
Lawler Ranch Park Phase II



ATTACHMENT 4
Additive Bid Alternates Plans
Lawler Ranch Park Phase II

