



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

AND

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

TUESDAY, JUNE 30, 2015

5:00 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 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 / 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.

2. CONFERENCE WITH LABOR NEGOTIATOR

Agency negotiator: Suzanne Bragdon, City Manager, Ron Anderson, Assistant City Manager, and Tim Mattos, Police Chief, Scott Corey, Management Analyst.

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

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

City Council

3. CONFERENCE WITH LABOR NEGOTIATOR

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

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

4. CONFERENCE WITH LABOR NEGOTIATOR

Agency negotiator: Suzanne Bragdon, City Manager, Ron Anderson, Assistant City Manager, and Jason Garben, Development Services Director, Scott Corey, Management Analyst.

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

Joint City Council / Suisun City Council Acting as Successor Agency

5. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

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

6. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

Name of case: Main Street West v. Suisun City Council Acting as Successor Agency to the Redevelopment Agency of the City of Suisun City Case # FCS043017

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.

CITY COUNCIL

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



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

A G E N D A

**REGULAR MEETING OF THE
SUISUN CITY COUNCIL**

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

TUESDAY, JUNE 30, 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. – 732)

(Next City Council Res. No. 2 015 – 78)

Next Suisun City Council Acting as Successor Agency Res. No. SA2015 – 01)

(Next Housing Authority Res. No. HA2015 – 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/Board Members
2. City Manager/Executive Director/Staff

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

3. Solano Transportation Authority Presentation on the 2015 Solano Rail Facilities Plan – (Garben).

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

CONSENT CALENDAR

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

City Council

4. Council Adoption of Resolution No. 2015-___: Authorizing the City Manager to Execute an Agreement with John “Mick” Jessop for a Specified Work Program to be Completed by December 1, 2015 – (Anderson).
5. Council Adoption of Ordinance No. 730: Levying Special Tax within City of Suisun City Community Facilities District No. 2 (Municipal Services), Including Certain Annexation Territory (Introduced and Reading Waived on June 23, 2015) – (Kasperson).
6. Council Adoption of Ordinance No. 731: Levying Special Tax within Community Facilities District No. 3 (Municipal Services) - (Introduced and Reading Waived on June 23, 2015) – (Anderson).

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

7. Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on June 23, 2015 – (Hobson).
8. Fiscal Year 2015-16 Annual Budget Adoption- (Anderson/Garben)
 - a. Council Adoption of Resolution No. 2015-___: Adopting the Annual Budget for Fiscal Year 2015-16; and
 - b. Agency Adoption of Resolution No. SA 2015-___: Adopting the Annual Budget for Fiscal Year 2015-16; and
 - c. Authority Adoption of Resolution No. HA 2015-___: Adopting the Annual Budget for Fiscal Year 2015-16; and
 - d. Council Adoption of Resolution No. 2015-___: Adopting the Appropriations Limit for Fiscal Year 2015-16; and
 - e. Council Adoption of Resolution No. 2015-___: Adopting the Salary Resolution for Fiscal Year 2015-16.

GENERAL BUSINESS**City Council**

9. Council Discussion and Direction: Consideration of a Master Tenant/Operator for the Harbor Theater – (Bragdon/Kasperson).
10. Discussion and Direction Regarding Proposed Change in Commercial Use to a Live/Work Residential Concept in the McCoy Development (Grayhawk) Consistent with the Revenue-Based Land Use Policy – (Garben).
11. Discussion and Direction: Consider Directing Staff to Return to Council with a Resolution to Adopt Rosenberg’s Rules of Order and to Prepare and Conduct a Training Session – (Taylor).

PUBLIC HEARINGS

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 agendaized 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.

AGENDA TRANSMITTAL

MEETING DATE: June 30, 2015

CITY AGENDA ITEM: Council Adoption of Resolution No. 2015-___: Authorizing the City Manager to Execute an Agreement with John "Mick" Jessop for a Specified Work Program to be Completed by December 1, 2015.

FISCAL IMPACT: Funds have been set aside in the FY 2015-16 Annual Budget to fund this Agreement. A portion is funded through the PICH grant, a portion through the Lawler Ranch Park capital project, and the balance would be funded from the General Fund. The total cost would be about \$13,700.

BACKGROUND: On June 9, 2015, the City Council directed staff to include the restoration of the Recreation & Community Services Director position in the FY 2015-16 Annual Budget. Staff has been providing part-time management and oversight of the Recreation and Community Services Department throughout FY 2014-15. The process of hiring a fulltime Director's position will begin in early July, and it is expected to take about 90 days to complete. Another retired annuitant will be supervising the department during that recruitment process, but there is also a need for the oversight of certain specific functions.

STAFF REPORT: The City Manager would like to establish an agreement with Jessop to work for Suisun City starting July 1, 2015, on a "not-to-exceed-listed-hours" basis for a specific work program. The description of the areas and not-to-exceed hours are as follows:

PICH Solano County Contract Management	78 hours
Lawler Ranch Park Phase II Oversight	40 hours
Cell Tower Lease Negotiations and Oversight	40 hours
Suisun City Community Services Foundation Oversight	20 hours
Dredging Assistance to Public Works	30 hours
Department Head and Departmental Staff Assistance	<u>30 hours</u>

Total Not-to-Exceed Hours 238 hours

RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2015-___: Authorizing the City Manager to Execute an Agreement with John "Mick" Jessop for a Specified Work Program to be Completed by December 1, 2015.

ATTACHMENTS:

1. Resolution No. 2015-___: Authorizing the City Manager to Execute an Agreement with John "Mick" Jessop for a Specified Work Program to be Completed by December 1, 2015.

PREPARED BY:

Ronald C. Anderson, Jr., Assistant City Manager

REVIEWED/APPROVED BY:

Suzanne Bragdon, City Manager

RESOLUTION NO. 2015-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT
WITH JOHN "MICK" JESSOP FOR A SPECIFIED WORK PROGRAM
TO BE COMPLETED BY DECEMBER 1, 2015**

WHEREAS, on June 9, 2015, the City Council directed staff to include the restoration of the Recreation & Community Services Director position in the FY 2015-16 Annual Budget; and

WHEREAS, The process of hiring a fulltime Director's position will begin in early July, and it is expected to take about 90 days to complete; and

WHEREAS, Another retired annuitant will be supervising the department during that recruitment process, but there is also a need for the oversight of certain specific functions; and

WHEREAS, The City Manager would like to establish an agreement with Jessop to work for Suisun City starting July 1, 2015, on a "not-to-exceed-listed-hours" basis for a specific work program.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the City Manager to execute an agreement with John "Mick" Jessop for a specified work program to be completed by December 1, 2015.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City duly held on the 30th day of June 2015 by the following vote:

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

WITNESS my hand and the seal of said City this 30th day of June 2015.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL**MEETING DATE:** June 30, 2015

CITY AGENDA ITEM: Council Adoption of Ordinance No. 730: Levying Special Tax within City of Suisun City Community Facilities District No. 2 (Municipal Services), Including Certain Annexation Territory.

FISCAL IMPACT: Failure to adopt this proposed ordinance would result in an ongoing loss of General Fund revenue of approximately \$150,000 per year.

BACKGROUND: In October of 2005, the City Council established Community Facilities District No. 2 (CFD No.2) under the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"). CFD No. 2 basically provides tax rates for four categories of residential uses, and one category of non-residential uses. CFD No. 2 augments both the Police & Fire Department's budgets but reimbursing these budgets for the costs associated with the response to the developed parcels within CFD No. 2. Tax Zones are typically created concurrent to the annexation of a new parcel into CFD No. 2. Tax Zones recoup maintenance costs in public areas and right-of-ways. Examples of maintenance tasks it covers include: landscape maintenance, trash pick-up, and storm drain maintenance.

STAFF REPORT: As a condition of approval for the new Walmart development at the corner of Highway 12 and Walters Road Walmart was required to annex this new development into the City's existing Community Facilities District (CFD) No. 2 and the new Tax Zone No. 6. All necessary Council actions have been conducted and all necessary documents have been filed. By passage of this Ordinance the Council hereby completes annexation of Walmart into CFD No. 2 and completes creation of Tax Zone No. 6. This ordinance is retroactive to include all past annexations.

On June 23, 2015, the City Council of the City of Suisun City waived the first reading and introduced an ordinance of the City Council of the City of Suisun City Levying Special Tax within City of Suisun City Community Facilities District No. 2 (Municipal Services), Including Certain Annexation Territory. It is now necessary for the City Council to consider adopting the ordinance.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Ordinance No. 730: Levying Special Tax within City of Suisun City Community Facilities District No. 2 (Municipal Services), Including Certain Annexation Territory.

ATTACHMENTS:

1. Ordinance No. 730: Levying Special Tax within City of Suisun City Community Facilities District No. 2 (Municipal Services), Including Certain Annexation Territory.

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

Amanda Dum, Management Analyst

Daniel Kasperson, Building & Public Works Director

Suzanne Bragdon, City Manager

ORDINANCE NO. 730

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY,
CALIFORNIA LEVYING SPECIAL TAX WITHIN CITY OF SUISUN CITY
COMMUNITY FACILITIES DISTRICT NO. 2 (MUNICIPAL SERVICES),
INCLUDING CERTAIN ANNEXATION TERRITORY**

WHEREAS, the City of Suisun City (the "City") has conducted proceedings pursuant to the Mello-Roos Community Facilities Act, Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing with Section 53311, of the California Government Code (the "Act") to establish "City of Suisun City Community Facilities District No. 2 (Municipal Services)" (the "CFD") for the purpose of financing certain municipal services (the "Services") as provided in the Act; and

WHEREAS, the rate and method of apportionment of special tax for the CFD (the "Original Rate and Method") is set forth in Exhibit A to City Council Resolution 2005-89, which was adopted on November 15, 2005 (the "Resolution of Formation"); and

WHEREAS, the City has conducted proceedings to annex territory into the CFD and, in connection therewith, approved supplements to the Original Rate and Method (as supplemented, the "Rate and Method").

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SUISUN CITY as follows:

SECTION ONE: By the passage of this Ordinance, pursuant to the Act, the Council hereby authorizes and levies the Special Tax within the CFD, including all territory annexed into the CFD prior to the date hereof, at the rate and in accordance with method set forth in the Rate and Method, which rate and method are by this reference incorporated herein. The Special Tax has previously been levied in the original territory of the CFD beginning in fiscal year 2006-07 pursuant to Ordinance No. 684, passed and adopted by the City Council on December 6, 2005, and the Special Tax is hereby levied commencing in fiscal year 2015-16 in the territory annexed to the CFD subsequent to formation of the CFD, and in each fiscal year thereafter to pay for the Services for the CFD and all costs of administering the CFD. The City Council hereby ratifies the levy of special taxes within the CFD pursuant to the Act, at the rate and in accordance with the Rate and Method, in fiscal years 2006-07 through 2014-15.

SECTION TWO: The City Manager or designee, or an employee or consultant of the City, is hereby authorized and directed each fiscal year to determine the specific Special Tax to be levied for the next ensuing fiscal year for each parcel of real property within the CFD, including all territory annexed to the CFD prior to the date hereof, in the manner and as provided in the Rate and Method.

SECTION THREE: Exemptions from the levy of the Special Tax shall be as provided in the Resolution of Formation, the Rate and Method and the applicable provisions of the Act. In no event shall the Special Tax be levied on any parcel within the CFD in excess of the maximum Special Tax specified in the Rate and Method.

SECTION FOUR: All of the collections of the Special Tax shall be used as provided in the Act and in the Resolution of Formation, including, but not limited to, the payment of costs of the Services, the payment of the costs of the City in administering the CFD, and the costs of collecting and administering the Special Tax.

SECTION FIVE: The Special Tax shall be collected in the same manner as ordinary ad valorem taxes are collected and shall have the same lien priority, and be subject to the same

penalties and the same procedure and sale in cases of delinquency as provided for ad valorem taxes; provided, however, that the Council may provide for other appropriate methods of collection by resolution(s) of the Council. The City Manager of the City (or the City Manager's designee) is hereby authorized and directed to provide all necessary information to the auditor/tax collector of the County of Solano in order to effect proper billing and collection of the Special Tax, so that the Special Tax shall be included on the secured property tax roll of the County of Solano for fiscal year 2015-16 and for each fiscal year thereafter, as set forth above, until no longer required to pay for the Services or until otherwise terminated by the City.

SECTION SIX: If for any reason any portion of this Ordinance is found to be invalid, or if the Special Tax is found inapplicable to any particular parcel within the CFD, including all territory annexed to the CFD prior to the date hereof, by a court of competent jurisdiction, the balance of this Ordinance and the application of the Special Tax to the remaining parcels within the CFD, including all territory annexed to the CFD prior to the date hereof, shall not be affected.

SECTION SEVEN: The Mayor shall sign this Ordinance and the City Clerk shall cause the same to be published immediately after its passage at least once in a newspaper of general circulation circulated in the City.

SECTION EIGHT: This Council affirms the provisions of Ordinance No. 684 except to the extent any terms of such Ordinance are inconsistent with the provisions of this Ordinance, in which case the terms of this Ordinance shall govern.

SECTION NINE: This Ordinance shall become effective (30) days following its passage and adoption and shall be published once within fifteen (15) days upon passage and adoption in a newspaper of general circulation in the City of Suisun City, County of Solano.

* * * * *

INTRODUCED at a regular meeting of the City Council of the City of Suisun City held on June 23, 2015, by the following vote:

AYES: COUNCILMEMBERS: Day, Segala, Wilson
NOES: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: Hudson, Sanchez
ABSENT: COUNCILMEMBERS: None

ATTEST:

 Linda Hobson, CMC, City Clerk

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City held on June 30, 2015, by the following vote:

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

ATTEST:

 Pete Sanchez, Mayor

 Linda Hobson, CMC, City Clerk

AGENDA TRANSMITTAL

MEETING DATE: June 23, 2015

CITY AGENDA ITEM: Council Adoption of Ordinance No. 731: Levying Special Tax within Community Facilities District No. 3 (Municipal Services).

FISCAL IMPACT: The establishment of this district would ensure that the applicable taxes are imposed upon properties in the district to offset costs that would otherwise be borne by the General Fund for police, fire, landscaping, and storm drain services.

BACKGROUND: In October of 2005, the City Council established Community Facilities District No. 2 (CFD No.2) under the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"). CFD No. 2 basically provides tax rates for four categories of residential uses, and one category of non-residential uses.

On May 19, 2015, the City Council accepted a petition from Four Seasons Self Storage requesting the formation of CFD No.3, which would provide tax rates for an industrial land use category that is not provided in CFD No. 2. Also on May 19, 2015, the City Council adopted a Resolution of Intention to establish CFD No. 3.

On June 23, 2015 the City Council:

- Received a CFD Report for CFD No.3.
- Conducted a Protest Hearing.
- Adopted a resolution forming CFD No.3.
- Adopted a resolution calling a special election.
- Conducted the special election.
- Adopted a resolution confirming the results of the special election.
- Introduced and waived reading of an Ordinance ordering the tax levy.

STAFF REPORT: The goal of the creation of CFD No. 3 is the establishment of an industrial land use category for the Citywide CFD. The final step in that process would be the adoption of Ordinance No. 731.

RECOMMENDATION: It is recommended that the City Council adopt Ordinance No. 731: Levying Special Tax within Community Facilities District No. 3 (Municipal Services).

ATTACHMENTS:

1. Ordinance No. 731: Levying Special Tax within Community Facilities District No. 3 (Municipal Services).

PREPARED BY:

Ronald C. Anderson, Jr., Assistant City Manager

REVIEWED/APPROVED BY:

Suzanne Bragdon, City Manager

ORDINANCE NO. 731

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY, CALIFORNIA LEVYING SPECIAL TAX WITHIN CITY OF SUISUN CITY COMMUNITY FACILITIES DISTRICT NO. 3 (MUNICIPAL SERVICES)

WHEREAS, on May 19, 2015, this Council adopted a resolution entitled "A Resolution of the City Council of the City of Suisun City Adopting a Resolution of Intention to Establish a Community Facilities District" (the "Resolution of Intention"), and has conducted proceedings (the "Proceedings") to establish "City of Suisun City Community Facilities District No. 3 (Municipal Services)" (the "CFD") pursuant to the Mello-Roos Community Facilities Act, Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing with Section 53311, of the California Government Code (the "Act") to finance certain municipal services (the "Services") as provided in the Act; and

WHEREAS, pursuant to notice as specified in the Act, and as part of the Proceedings, the Council has held a public hearing under the Act relative to the determination to proceed with the formation of the CFD and the rate and method of apportionment of the special tax ("Special Tax") to be levied within the CFD to finance the Services, and at such hearing all persons desiring to be heard on all matters pertaining to the formation of the CFD and the levy of the Special Tax were heard, substantial evidence was presented and considered by this Council and a full and fair hearing was held; and

WHEREAS, upon the conclusion of the hearing, this Council adopted its "A Resolution of the City Council of the City of Suisun City Forming Community Facilities District" (the "Resolution of Formation"), pursuant to which it completed the Proceedings for the establishment of the CFD, the authorization of the levy of the Special Tax within the CFD and the calling of an election within the CFD on the propositions of levying the Special Tax and establishing an appropriations limit within the CFD, respectively; and

WHEREAS, on June 23, 2015, a special election was held among the landowner voters within the CFD at which such qualified electors approved such propositions by the two-thirds vote required by the Act, which approval has been confirmed by resolution of this Council.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SUISUN CITY as follows:

Section 1. By the passage of this Ordinance, the Council hereby authorizes and levies the Special Tax within the CFD pursuant to the Act, at the rate and in accordance with the rate and method of apportionment of Special Tax set forth in the Resolution of Formation, which rate and method is by this reference incorporated herein. The Special Tax is hereby levied commencing in fiscal year 2015-16 and in each fiscal year thereafter to pay for the Services for the CFD, as contemplated by the Resolution of Formation and the Proceedings and all costs of administering the CFD.

Section 2. The City Manager or designee, or an employee or consultant of the City, is hereby authorized and directed each fiscal year to determine the specific Special Tax to be levied for the next ensuing fiscal year for each parcel of real property within the CFD, in the manner and as provided in the Resolution of Formation.

Section 3. Exemptions from the levy of the Special Tax shall be as provided in the Resolution of Formation and the applicable provisions of the Act. In no event shall the Special Tax be levied on any parcel within the CFD in excess of the maximum Special Tax specified in the Resolution of Formation.

Section 4. All of the collections of the Special Tax shall be used as provided in the Act and in the Resolution of Formation, including, but not limited to, the payment of costs of the Services, the payment of the costs of the City in administering the CFD, and the costs of collecting and administering the Special Tax.

Section 5. The Special Tax shall be collected in the same manner as ordinary ad valorem taxes are collected and shall have the same lien priority, and be subject to the same penalties and the same procedure and sale in cases of delinquency as provided for ad valorem taxes; provided, however, that the Council may provide for other appropriate methods of collection by resolution(s) of the Council. The City Manager of the City (or the City Manager's designee) is hereby authorized and directed to provide all necessary information to the auditor/tax collector of the County of Solano in order to effect proper billing and collection of the Special Tax, so that the Special Tax shall be included on the secured property tax roll of the County of Solano for fiscal year 2015-16 and for each fiscal year thereafter, as set forth above, until no longer required to pay for the Services or until otherwise terminated by the City.

Section 6. If for any reason any portion of this ordinance is found to be invalid, or if the Special Tax is found inapplicable to any particular parcel within the CFD, by a court of competent jurisdiction, the balance of this ordinance and the application of the Special Tax to the remaining parcels within the CFD shall not be affected.

Section 7. The Mayor shall sign this Ordinance and the City Clerk shall cause the same to be published immediately after its passage at least once in a newspaper of general circulation circulated in the City.

Section 8. This Ordinance shall take effect 30 days from the date of final passage.

* * * * *

INTRODUCED at a regular meeting of the City Council of the City of Suisun City held on June 23, 2015, by the following vote:

AYES: COUNCILMEMBERS: Day, Segala, Wilson
NOES: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: Hudson, Sanchez
ABSENT: COUNCILMEMBERS: None

ATTEST:

Linda Hobson, CMC, City Clerk

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City held on June 30, 2015, by the following vote:

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

ATTEST:

Pete Sanchez, Mayor

Linda Hobson, CMC, City Clerk

MINUTES

REGULAR MEETING OF THE SUISUN CITY COUNCIL

SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY, AND HOUSING AUTHORITY TUESDAY, JUNE 23, 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.

ROLL CALL

Mayor Pro Tem / Vice-Chairman Wilson called the meeting to order at 7: 04 PM with the following Council / Board Members present: Day, Segala, and Wilson; Council / Board Members Hudson and Sanchez were absent.

Pledge of Allegiance was led by Council Member Segala.

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).

Billy Gaether commented on being able to shop in Suisun City at WalMart reported weeds at Walters Road and Highway 12 need to be mowed.

George Guynn expressed concern about street conditions and raising fees.

Richard Giddenn entered the Council Chambers giving an obscene gesture, complained about police department and Montebella ballot regarding the Maintenance Assessment District.

REPORTS: (Informational items only.)

1. Mayor/Council - Chair/Boardmembers

Council Member Day reported local businesses and police department working together to stop the sale of alcohol and tobacco to minors, expressed concern about fireworks and suggested a strategic plan be in place for the 4th of July.

Council Member Segala expressed concern about the sale of fireworks and suggested a strategic plan for the placement of fire trucks.

2. City Manager/Executive Director/Staff

City Manager Bragdon reported Andy Lucas, a 16 year old had been killed in an auto accident on Sunday.

Chief Mattos reported on nine homeless encampments were marked and cleaned up and stated the police department, Mission Solano, Community Action North Bay, and the Salvation Army were working together on food and housing of the homeless.

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

3. Presentation of Donation to the City of Suisun City from the Suisun City Community Services Foundation.

Jan Davenport presented a check in the amount of \$10,600 to Council Member Segala on behalf of the City Council, reported the Foundation had raised over \$113,000 since 2012, and asked the Council to help the Foundation reach the larger businesses for support.

4. Presentation of Proclamation Proclaiming July 2015 as "Parks and Recreation Month".

Mayor Pro Tem Wilson read and Council Member Segala presented the proclamation to Parks and Recreation Director Jessop.

5. Introduction and Swearing-in of new Suisun City Police Department Communications and Records Technician Katie White – (Mattos).

Police Chief Mattos introduced and City Clerk Hobson gave the oath of office to Communications and Records Technician Katie White.

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. 2015-69; Adopting the 14th Amendment to the Annual Appropriation Resolution No. 2014-46 to Appropriate Forfeited Damage Deposits to Fund Unanticipated Repair Costs at the Joe Nelson Center – (Jessop).

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

7. Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on May 19, 2015, June 2, 2015, June 9, 2015 and June 16, 2015 – (Hobson).

Joint City Council / Suisun City Council Acting as Successor Agency

8. Council/Agency Approval of the May 2015 Payroll Warrants in the amount of \$502,945.34. Council/Agency Approval of the May 2015 Payable Warrants in the amount of \$770,941.66 – (Finance).

Motioned by Council / Board Member Day and seconded by Council / Board Member Segala to approve Consent Calendar. Motion carried unanimously by the members present and by the following roll call vote:

AYES: Council / Board Members Day, Segala, Wilson

ABSENT: Council / Board Members Hudson, Sanchez

GENERAL BUSINESS

City Council

9. HEARING – (CONTINUED FROM JUNE 16, 2015)

Council Adoption of Resolution No. 2015-70: Placing Liens for Unpaid Waste Collection Service Charges on Certain Lands Situated in the City of Suisun City, County of Solano, State of California. – (Anderson).

Mayor Pro Tem Wilson opened the public hearing and hearing no comments, closed the public hearing.

Motioned by Council Member Day and seconded by Council Member Segala to adopt Resolution No. 2015-70. Motion carried unanimously by the members present and by the following roll call vote:

AYES: Council / Board Members Day, Segala, Wilson

ABSENT: Council / Board Members Hudson, Sanchez

PUBLIC HEARINGSCity Council

10. PUBLIC HEARING (CONTINUED FROM JUNE 16, 2015)

Conduct a Public Hearing, Approve Final Engineer's Report, and Order the Levy and Collection of Assessments for the McCoy Creek Parking Benefit Assessment District – (Kasperson/Dum).

- a. Council Adoption of Resolution No. 2015-71: Approving the Assessment Engineer's Report for Proceedings for the Levy of Assessments within McCoy Creek Parking Benefit Assessment District for FY 2015-16; and
- b. Council Adoption of Resolution No. 2015-72: Ordering the Levy and Collection of Assessments within the McCoy Creek Parking Benefit Assessment District for FY 2015-16.

11. PUBLIC HEARING (CONTINUED FROM JUNE 16, 2015)

Conduct a Public Hearing, Approve Final Engineer's Report, and Order the Levy and Collection of Assessments for Maintenance Assessment Districts (MADs) Assessments - (Kasperson/Dum).

- a. Council Adoption of Resolution No. 2015-73: Amending and/or Approving the Final Engineer's Annual Levy Report for the Suisun City Maintenance Assessment Districts for FY 2015-16.
- b. Council Adoption of Resolution No. 2015-74: Ordering the Levy and Collection of Assessments within the Suisun City Maintenance Assessment Districts for FY 2015-16.

Mayor Pro Tem Wilson opened the public hearing for Items 10 and 11. Hearing no comments, mayor Tem Wilson closed the public hearing.

The following amendments were made:

Resolution No. 2015-72

4 replaced with "The Administrative Service Director shall deposit all money representing assessments collected by the County of Solano for the District to the credit of a fund for each Maintenance Assessment District, and such money shall be expended

only for the maintenance operation and servicing of the landscaping, lighting and appurtenant facilities.

Resolution No. 2025-74

Section 6 replace City Treasurer with Administrative Service Director.

Motioned by Council Member Day and seconded by Council Member Segala to adopt Resolutions No. 2015-71, No. 2015-72, No. 2015-73, and No. 2015-74 with the above amendments. Motion carried unanimously by the members present and by the following roll call vote:

AYES: Council / Board Members Day, Segala, Wilson

ABSENT: Council / Board Members Hudson, Sanchez

12. PUBLIC HEARING

Council Introduction and Waive Reading of Ordinance No. 730: Levying Special Tax within City of Suisun City Community Facilities District No. 2 (Municipal Services), Including Certain Annexation Territory – (Kasperson).

Mayor Pro Tem Wilson opened the public hearing and hearing no comments, closed the public hearing.

Council Member Day introduced Ordinance No. 730 and motioned to waive the reading; motion was seconded by Council Member Segala. Motion carried unanimously by the members present and by the following roll call vote:

AYES: Council / Board Members Day, Segala, Wilson

ABSENT: Council / Board Members Hudson, Sanchez

13. PUBLIC HEARING

Establishment of an Industrial Land Use Category for the Community Facilities District – (Anderson).

- a. **Council Adoption of Resolution No. 2015-75: Forming Community Facilities District No. 3; and**
- b. **Council Adoption of Resolution No. 2015-76: Calling Special Election for Community Facilities District No.3; and**
- c. **Council Adoption of Resolution No. 2015-77: Declaring Results of the Special Landowner Election and Directing Recording of Notice of Special Tax Lien for Community Facilities District No.3 (Municipal Services); and**
- d. **Council Introduction and Waive Reading of Ordinance No. 731: Levying Special Tax within Community Facilities District No. 3 (Municipal Services).**

Mayor Pro Tem Wilson stated “This is the time and place for the public hearing for Community Facilities District No. 3 (Municipal Services). The hearing is to inquire into the formation of the District and the key of special taxes for municipal services in the District. Before I formally open the hearings, are there any property owners or registered voters in the District who wish to file written protest? If so, they must be filed with the City Clerk now.”

No one filed a protest.

The hearing is now open. We will first have a presentation by staff about the District. After that, we will receive comments and questions and any oral protests from any interested persons. When all comments have been received the hearing will be closed.

Mayor Pro Tem Wilson asked for comments, questions and protests.

No one spoke.

Mayor Pro Tem Wilson closed the hearing. We may now consider and adopt Resolutions No. 2015-75 and No. 2015-76.

Motioned by Council Member Day and seconded by Council Member Segala to adopt Resolutions No. 2015-75 and No. 2015-76. Motion carried unanimously by the members present and by the following roll call vote:

AYES: Council / Board Members Day, Segala, Wilson

ABSENT: Council / Board Members Hudson, Sanchez

Mayor Pro Tem asked City Clerk Hobson to announce the result of the property owner vote. City Clerk Hobson advised the vote was unanimous with five votes.

The record shows that at least 2/3rds of the property owner votes are in favor of the levy of the special taxes and the establishment of the appropriations limit. We may now proceed with the final actions for the District: (i) consideration of Resolution No. 2015-74 and introduction of Ordinance No. 731. After its introduction, this Ordinance will be considered for adoption at our June 30, 2025 meeting.

Motioned by Council Member Day and seconded by Council Member Segala to adopt Resolution No. 2015-77, introduced Ordinance No. 731 and motioned to waive the reading. Motion carried unanimously by the members present and by the following roll call vote:

AYES: Council / Board Members Day, Segala, Wilson

ABSENT: Council / Board Members Hudson, Sanchez

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

14. PUBLIC HEARING – Budget Hearing and Approval of the Fiscal Year 2015-16 Annual Budget - (Anderson/Garben)

City Manager Bragdon advised the inspection report assesses high, medium, ADA and future needs of every facility and after the award of the bids, staff would define what else needs to be done on each facility.

Mayor Pro Tem Wilson opened the public hearing.

George Guynn expressed concern about the probable loss of \$1.7 million to the DOF.

Hearing no comments, Mayor Pro Tem closed the public hearing and stated this item will be brought back to the next meeting for consideration of adoption.

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the meeting at 9:28 PM.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: June 30, 2015

CITY AGENDA ITEM: Fiscal Year 2015-16 Annual Budget Adoption:

- a. Council Adoption of Resolution No. 2015-__: Adopting the Annual Budget for Fiscal Year 2015-16; and
- b. Agency Adoption of Resolution No. SA 2015-__: Adopting the Annual Budget for Fiscal Year 2015-16; and
- c. Authority Adoption of Resolution No. HA 2015-__: Adopting the Annual Budget for Fiscal Year 2015-16; and
- d. Council Adoption of Resolution No. 2015-__: Adopting the Appropriations Limit for Fiscal Year 2015-16; and
- e. Council Adoption of Resolution No. 2015-__: Adopting the Salary Resolution for Fiscal Year 2015-16.

FISCAL IMPACT: The General Fund would be balanced both structurally and fiscally, and the General Fund DOF Reserve would be \$1,750,000 or 16.0 percent, and the Emergency Reserve would be \$440,200 or 4.0 percent for a total reserve of 20.0 percent.

BACKGROUND: On June 9, 2015, the City Council conducted the FY 2015-16 Annual Budget Workshop. At that workshop, staff presented the Estimated FY 2014-15 Annual Budget based on three-quarters of the year, as well as a summary and overview of the Recommended FY 2015-16 Annual Budget. The Council took the opportunity to give staff feedback which basically was to direct staff to prepare and present the proposed FY 2015-16 Annual Budget based on the supporting strategy that was presented at the workshop, and to ensure that funding was provided for the following additional items:

- Funding for a restoration of 2.5% salary and hours concessions: \$140,000.
- Restoration of the fulltime Recreation & Community Services Director position: \$119,700 in FY 16 and \$159,400 ongoing.
- Restoration of funding for the City's participation in Sister Cities: \$1,200.
- Separate funding for the Special Operations Police Sergeant assignment: \$5,000.
- Funding for flags in front of City buildings: \$2,500.
- Identification of the DOF Contingency: \$1,750,000.
- Identification of the Emergency Reserve: \$440,200, or 4.0% of operating costs.
- Elimination of the proposed contribution to the dredging fund: \$100,000.
- Elimination of the contingency for unknown staffing/organizational needs associated with the replacement of Dan Kasperson.

PREPARED BY:

Ronald C. Anderson, Jr., Assistant City Manager

REVIEWED/APPROVED BY:

Suzanne Bragdon, City Manager

The Annual Budget Workshop was a prelude to the FY 2015-16 Annual Budget Hearing that was conducted on June 23, 2015. The Council conducted a Public Hearing on the Annual Budget, and accepted testimony from the public. The hearing was closed, and the Council/Agency/Authority directed staff to prepare all of the resolutions necessary to adopt the FY 2015-16 Annual Budget.

STAFF REPORT: The following resolutions have been prepared for Council/Agency/Authority consideration:

1. The City budget appropriations resolution that would adopt the FY 2015-16 City budget as presented to Council; and
2. The Successor Agency budget appropriations resolution that adopts the FY 2015-16 Successor Agency budget as presented to the Agency; and
3. The Housing Authority budget appropriations resolution that adopts the FY 2015-16 Housing Authority budget as presented to the Authority; and
4. The FY 2015-16 Appropriations Limit that is based on the budget as presented; and
5. The FY 2015-16 Salary Resolution that does not contain the restoration of the 2.5 percent concession at this time, as the MOUs require that the Parties meet and confer on the unwinding of the temporary measures. The Salary Resolution includes a new Planning Specialist class of temporary employee associated with the temporary position in the Development Services Department to enhance counter services. This Specialist level would also apply to comparable classes for Computer Systems, Public Works, and Financial Services. No other changes in the Salary Resolution are proposed at this time.

Adoption of this package of resolutions is necessary to adopt the budget for FY 2015-16, as required by state statute.

RECOMMENDATION: It is recommended that the:

1. **Council** adopt Resolution No. 2015-__: Adopting the Annual Budget for Fiscal Year 2015-16; and
2. **Agency** adopt Resolution No. SA 2015-__: Adopting the Annual Budget for Fiscal Year 2015-16; and
3. **Authority** adopt Resolution No. HA 2015-__: Adopting the Annual Budget for Fiscal Year 2015-16; and
4. **Council** adopt Resolution No. 2015-__: Adopting the Appropriations Limit for Fiscal Year 2015-16; and
5. **Council** adopt Resolution No. 2015-__: Adopting the Salary Resolution for Fiscal Year 2015-16.

ATTACHMENTS:

1. Resolution No. 2015-__: Adopting the Annual Budget for Fiscal Year 2015-16.
2. Resolution No. SA 2015-__: Adopting the Annual Budget for Fiscal Year 2015-16.
3. Resolution No. HA 2015-__: Adopting the Annual Budget for Fiscal Year 2015-16.
4. Resolution No. 2015-__: Adopting Appropriations Limit for Fiscal Year 2015-16.
5. Resolution No. 2015-__: Adopting the Salary Resolution for Fiscal Year 2015-16.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR 2015-16**

WHEREAS, all requisite public hearings relating to the budget have been duly held, and all necessary findings have been made.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL:

PART I

THAT the amounts set forth for the purposes named herein shall, upon the adoption of this Resolution, become the budget for the City of Suisun City for Fiscal Year 2015-16; and

PART II

THAT the general provisions governing this Resolution shall be as follows:

SECTION 1. APPROPRIATION OF THE FY 2015-16 ANNUAL BUDGET. Monies are hereby appropriated from each of the several funds of the City to each department of the City in the amounts set forth herein for personnel services, supplies & services, interdepartmental charges, non-recurring costs, special activities, and capital improvements.

SECTION 2. TRANSFERS BETWEEN APPROPRIATIONS AND INCREASE IN APPROPRIATIONS.

- a. Consistent with the Financial Policies of the City that are contained in the City of Suisun City FY 2015-16 Annual Budget, any adjustments in the amounts appropriated for the purposes indicated herein at the department/fund level shall be made only upon the motion to amend this Resolution adopted by the affirmative votes of at least three members of the City Council. Administrative changes within the department/fund level may be made without the approval of the City Council pursuant to Section 2(d) of this Part.
- b. For accounting and auditing convenience, accounts may be administratively established to receive transfers of appropriations from department appropriations for capital improvements and special activities in two or more different funds for the same project.
- c. Department appropriations in Internal Service Funds (ISF) may be administratively adjusted, provided no amendment to this Resolution would be required to adjust the appropriation in the department receiving the service from the ISF.
- d. Any adjustments made pursuant to Subsections (a), (b) or (c) of this Section shall be made consistent with written guidelines established by the City Manager.

SECTION 3. TRANSFER WITHIN AN APPROPRIATION. The funds allocated to the respective accounting object classes comprising the total appropriation for each program or department are for purposes of budgeting consideration and convenience only and are not intended to constitute separate appropriations; provided, however, that funds allocated to an object class may be expended for the purposes of any other object class if such expenditures are within the written guidelines established by the City Manager.

SECTION 4. CONTRADICTORY PROVISIONS OF PREVIOUS RESOLUTIONS. Any other prior Resolution or provision thereof of the City Council respecting the appropriation and administration of the FY 2015-16 Annual Budget which is in contradiction with this Resolution is hereby superseded. Notwithstanding any other provisions of this Resolution, no funds appropriated into the Reserves of the City shall be expended, transferred, obligated, used, encumbered or otherwise disposed of except as specifically authorized by previously approved bonded indebtedness or until the City Council reallocates such appropriations by amending this Resolution as provided in Section 2(a) of this Part.

SECTION 5. ADMINISTRATION. The City Manager or his/her designee shall maintain all changes to this Resolution and shall cause to be filed with the City Clerk and the Administrative Services Director a copy of, and subsequent amendments to, this Resolution following its adoption by the City Council.

SECTION 6. CLERICAL CORRECTIONS. The adoption of this Resolution implements the motions and actions of the City Council with respect to the proposed Budget, as amended by those motions and actions, if any, for the direction in drafting this Resolution. By adoption of this Resolution, the City Council hereby directs responsible City staff members to make necessary technical and clerical corrections to this Resolution to implement the intent of the City Council. Such corrections shall not alter, in any manner, the substance or intent of the City Council's adoption of this Resolution.

PART III

THAT the following amounts are appropriated to the various departments for the purpose or purposes indicated:

SECTION 010. GENERAL FUND

TO: CITY MANAGER City Council, City Clerk, City Treasurer, City Manager	\$453,800
TO: ADMINISTRATIVE SERVICES DEPARTMENT Administrative Services Administration, Accounting, Utility Billing & Collection	884,700
TO: POLICE DEPARTMENT Police Administration, Police Support Services, Code Enforcement, Police Operations	5,251,500
TO: FIRE DEPARTMENT Fire Operations, Emergency Preparedness	1,104,700
TO: BUILDING & PUBLIC WORKS DEPARTMENT Building & Public Works Administration, Building Inspection, Engineering, Landscape Maintenance, Building Maintenance	\$1,546,200
TO: DEVELOPMENT SERVICES DEPARTMENT Economic Development, Planning	\$570,500
TO: RECREATION & COMMUNITY SERVICES DEPARTMENT Recreation, Community Center, Senior Center	\$970,800
TO: NON-DEPARTMENTAL DEPARTMENT Non-Departmental	319,200
TO: POLICE DEPARTMENT Capital Improvements	<u>39,900</u>
SUBTOTAL OPERATING & CAPITAL	<u>\$11,141,300</u>
TO: NON-DEPARTMENTAL DOF Reserve	1,750,000
TO: NON-DEPARTMENTAL Emergency Reserve	<u>440,200</u>
SUBTOTAL RESERVES	<u>\$2,190,200</u>
TOTAL GENERAL FUND	<u>\$13,331,500</u>

SECTION 025. ASSET FORFEITURE FUND

TO: POLICE DEPARTMENT Police Operations	<u>\$12,800</u>
TOTAL POLICE DONATIONS FUND	<u>\$12,800</u>

SECTION 026. POLICE DONATIONS FUND

TO: POLICE DEPARTMENT \$9,400
Police Operations

TOTAL POLICE DONATIONS FUND **\$9,400**

SECTION 050. FOURTH OF JULY CELEBRATION FUND

TO: RECREATION & COMMUNITY SERVICES \$161,300
DEPARTMENT
Special Events

TOTAL FOURTH OF JULY CELEBRATION FUND **\$161,300**

SECTION 051. CHRISTMAS EVENT FUND

TO: RECREATION & COMMUNITY SERVICES \$23,900
DEPARTMENT
Special Events

TOTAL CHRISTMAS EVENT FUND **\$23,900**

SECTION 052. OTHER EVENTS FUND

TO: RECREATION & COMMUNITY SERVICES \$33,100
DEPARTMENT
Special Events

TOTAL OTHER EVENTS FUND **\$33,100**

SECTION 053. FIREWORKS SALES ENFORCEMENT FUND

TO: RECREATION & COMMUNITY SERVICES \$37,900
DEPARTMENT
Special Events

TOTAL FIREWORKS SALES ENFORCEMENT FUND **\$37,900**

SECTION 105. GAS TAX FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$1,091,300
Street Maintenance

TOTAL GAS TAX FUND **\$1,091,300**

SECTION 115. TRANSPORTATION CAPITAL PROJECTS FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$1,879,500
Capital Improvements

TOTAL TRANSPORTATION CAPITAL FUND **\$1,879,500**

SECTION 116. SSWA STREET REPAIR FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$111,300
Capital Improvements

TOTAL SSWA STREET REPAIR FUND **\$111,300**

SECTION 117. TRAIN DEPOT O&M FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$113,400
Train Depot O&M

TOTAL TRAIN DEPOT O&M FUND **\$113,400**

SECTION 120. OFF-SITE STREET IMPROVEMENT PROGRAM FUND

TO: ADMINISTRATIVE SERVICES DEPARTMENT \$735,100
Interfund Transfers

TOTAL OFF-SITE STREET IMP PROGRAM FUND **\$735,100**

SECTION 125. TRAFFIC SAFETY FUND

TO: POLICE DEPARTMENT 26,800
Police Operations

TO: ADMINISTRATIVE SERVICES DEPARTMENT \$102,900
Interfund Transfers

TOTAL TRAFFIC SAFETY FUND **\$129,700**

SECTION 130. AB 939 SOLID WASTE DIVERSION FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$83,900
Waste Reduction & Recycling

TOTAL AB 939 SOLID WASTE DIVERSION FUND **\$83,900**

SECTION 132. RECYCLING CONTAINER GRANT FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$9,900
Waste Reduction & Recycling

TOTAL RECYCLING CONTAINER GRANT FUND **\$9,900**

SECTION 134. USED OIL RECYCLING GRANT FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$30,600
Waste Reduction & Recycling

TOTAL USED OIL RECYCLING GRANT FUND **\$30,600**

SECTION 137. BAYREN FUND

TO: DEVELOPMENT SERVICES DEPARTMENT \$56,100
BayREN

TOTAL BAYREN FUND **\$56,100**

SECTION 139. HOUSEHOLD HAZARDOUS WASTE PROGRAM FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$5,100
Waste Reduction & Recycling

TOTAL HOUSEHOLD HAZARDOUS WASTE PROG. FUND **\$5,100**

SECTION 142. BOATING SAFETY GRANT FUND

TO: POLICE DEPARTMENT \$50,700
Police Operations

TOTAL BOATING SAFETY GRANT FUND **\$50,700**

SECTION 147. TRAFFIC TOWING FUND

TO: ADMINISTRATIVE SERVICES DEPARTMENT \$49,200
Interfund Transfers

TOTAL TRAFFIC TOWING FUND **\$49,200**

SECTION 150. BJA SAFETY EQUIPMENT GRANT FUND

TO: POLICE DEPARTMENT \$200
Police Operations

TOTAL BJA SAFETY EQUIPMENT GRANT FUND **\$200**

SECTION 152. SCHOOL RESOURCE OFFICER GRANT FUND

TO: POLICE DEPARTMENT \$146,400
Police Operations

TOTAL SCHOOL RESOURCE OFFICER GRANT FUND **\$146,400**

SECTION 153. SUPPLEMENTAL LAW ENF. SVCS. GRANT FUND

TO: POLICE DEPARTMENT \$100,000
Police Operations

TOTAL SUPPLEMENT LAW ENF. SVCS. GRANT FUND **\$100,000**

SECTION 158. ALCOHOL TOBACCO & OTHER DRUGS GRANT FUND

TO: RECREATION & COMMUNITY SERVICES \$61,300
DEPARTMENT
Recreation

TOTAL ALCOHOL TOBACCO & OTH DRGS GRANT FUND **\$61,300**

SECTION 161. FIREFIGHTER ASSISTANCE GRANT FUND

TO: FIRE DEPARTMENT \$15,100
Firefighter Equipment

TOTAL FIGHTERFIGHTER ASSISTANCE GRANT FUND **\$15,100**

SECTION 169. CDBG/SR. HOUSING FEASIBILITY STUDY FUND

TO: DEVELOPMENT SERVICES DEPARTMENT \$3,200
Planning

TOTAL CDBG/SR. HOUSING FEASIBILITY STUDY FUND **\$3,200**

SECTION 171. PROPOSITION 49 AFTER-SCHOOL PROGRAM GRANT FUND

TO: RECREATION & COMMUNITY SERVICES \$196,500
DEPARTMENT
Recreation

TOTAL PROP. 49 AFTER-SCHOOL PROG. GRANT FUND \$196,500

SECTION 180. NUISANCE ABATEMENT FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$19,400
Foreclosure Maintenance

TOTAL NUISANCE ABATEMENT FUND \$19,400

SECTION 185. SEWER MAINTENANCE FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$217,000
Capital Improvements

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$2,012,100
Sewer Maintenance

TOTAL SEWER MAINTENANCE FUND \$2,229,100

SECTION 190. STORM DRAIN & FLOOD CHANNEL MAINT. FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$223,000
Storm Drain & Flood Control Maintenance

TOTAL STORM DRAIN & FLD. CHANNEL MAINT. FUND \$223,000

SECTION 210. NORTH BAY AQUEDUCT DEBT SERVICE FUND

TO: ADMINISTRATIVE SERVICES DEPARTMENT \$77,800
Debt Service

TOTAL NORTH BAY AQUEDUCT DEBT SERVICE FUND \$77,800

SECTION 211. VEHICLE ACQUISITION DEBT SERVICE FUND

TO: ADMINISTRATIVE SERVICES DEPARTMENT \$165,100
Debt Service

TOTAL VEHICLE ACQUISITION DEBT SERVICE FUND \$165,100

SECTION 222. VICTORIAN HARBOR II DEBT SERVICE FUND

TO: ADMINISTRATIVE SERVICES DEPARTMENT \$54,800
Debt Service

TOTAL VICTORIAN HARBOR II DEBT SERVICE FUND \$54,800

SECTION 225. CIVIC CENTER DEBT SERVICE FUND

TO: ADMINISTRATIVE SERVICES DEPARTMENT \$258,300
Debt Service

TOTAL CIVIC CENTER DEBT SERVICE FUND \$258,300

SECTION 231. HIGHWAY 12 DEBT SERVICE FUND

TO: ADMINISTRATIVE SERVICES DEPARTMENT	\$334,300
Debt Service	

TOTAL HIGHWAY 12 DEBT SERVICE FUND	<u>\$334,300</u>
---	-------------------------

SECTION 234. FIRE LADDER TRUCK ACQUISITION FUND

TO: ADMINISTRATIVE SERVICES DEPARTMENT	\$58,600
Debt Service	

TOTAL FIRE LADDER TRUCK ACQUISITION FUND	<u>\$58,600</u>
---	------------------------

SECTION 300. PARK DEVELOPMENT FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT	\$792,400
Capital Improvements	

TO: ADMINISTRATIVE SERVICES DEPARTMENT	\$88,000
Interfund Transfers	

TOTAL PARK DEVELOPMENT FUND	<u>\$880,400</u>
------------------------------------	-------------------------

SECTION 320. MUNICIPAL FACILITIES IMPROVEMENT FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT	\$192,100
Capital Improvements	

TOTAL MUNICIPAL FACILITIES IMPROVEMENT FUND	<u>\$192,100</u>
--	-------------------------

SECTION 337. WALMART MITIGATION PROJECTS FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT	\$987,300
Capital Improvements	

TOTAL WALMART MITIGATION PROJECTS FUND	<u>\$987,300</u>
---	-------------------------

SECTION 340. DREDGING FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT	\$42,500
Capital Improvements	

TOTAL WALMART MITIGATION PROJECTS FUND	<u>\$42,500</u>
---	------------------------

SECTION 420. LAWLER RANCH MAD FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT	\$2,000
Capital Improvements	

TO: BUILDING & PUBLIC WORKS DEPARTMENT	\$932,900
Public Works Maintenance	

TOTAL LAWLER RANCH MAD FUND	<u>\$934,900</u>
------------------------------------	-------------------------

SECTION 422. MARINA VILLAGE DREDGING MAD FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT	\$392,100
Public Works Maintenance	

TOTAL MARINA VILLAGE DREDGING MAD FUND	<u>\$392,100</u>
---	-------------------------

SECTION 425. BLOSSOM MEADOWS MAD FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$19,000
Public Works Maintenance

TOTAL BLOSSOM MEADOWS MAD FUND **\$19,000**

SECTION 430. HERITAGE PARK MAD FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$194,000
Public Works Maintenance

TOTAL HERITAGE PARK MAD FUND **\$194,000**

SECTION 435. MONTEBELLO VISTA MAD FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$47,700
Public Works Maintenance

TOTAL MONTEBELLO VISTA MAD FUND **\$47,700**

SECTION 445. PETERSON RANCH MAD FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$199,900
Public Works Maintenance

TOTAL PETERSON RANCH MAD FUND **\$199,900**

SECTION 446. PETERSON RANCH CFD NO. 1 FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$114,500
Public Works Maintenance

TOTAL PETERSON RANCH CFD NO. 1 FUND **\$114,500**

SECTION 448. RAILROAD AVENUE MAD FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$36,700
Public Works Maintenance

TOTAL RAILROAD AVENUE MAD FUND **\$36,700**

SECTION 449. VICTORIAN HARBOR DREDGING MAD FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$633,900
Public Works Maintenance

TOTAL VICTORIAN HARBOR DREDGING MAD FUND **\$633,900**

SECTION 453. VICTORIAN HARBOR MAD ZONE A FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$148,300
Public Works Maintenance

TOTAL VICTORIAN HARBOR MAD ZONE A FUND **\$148,300**

SECTION 454. VICTORIAN HARBOR MAD ZONE B FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$56,400
Public Works Maintenance

TOTAL VICTORIAN HARBOR MAD ZONE B FUND **\$56,400**

SECTION 455. VICTORIAN HARBOR MAD ZONES C & D FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT	<u>\$263,800</u>
Public Works Maintenance	

TOTAL VICTORIAN HARBOR MAD ZONES C & D FUND	<u>\$263,800</u>
--	-------------------------

SECTION 458. VICTORIAN HARBOR MAD ZONE E FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT	<u>\$112,700</u>
Public Works Maintenance	

TOTAL VICTORIAN HARBOR MAD ZONE E FUND	<u>\$112,700</u>
---	-------------------------

SECTION 459. VICTORIAN HARBOR MAD ZONE F FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT	<u>\$311,900</u>
Public Works Maintenance	

TOTAL VICTORIAN HARBOR MAD ZONE F FUND	<u>\$311,900</u>
---	-------------------------

SECTION 460. HIGHWAY 12 LANDSCAPE CONTRACT FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT	<u>\$50,700</u>
Public Works Maintenance	

TOTAL HIGHWAY 12 LANDSCAPE CONTRACT FUND	<u>\$50,700</u>
---	------------------------

SECTION 461. SUISUN CITY CFD NO. 2 FUND

TO: ADMINISTRATIVE SERVICES DEPARTMENT	<u>\$550,500</u>
Interfund Transfers	

TOTAL SUISUN CITY CFD NO. 2 FUND	<u>\$550,500</u>
---	-------------------------

SECTION 462. CFD NO. 2 TAX ZONE 2 (MCCOY CREEK) FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT	<u>\$17,000</u>
Public Works Maintenance	

TOTAL CFD NO. 2 TAX ZONE 2 (MCCOY CREEK) FUND	<u>\$17,000</u>
--	------------------------

SECTION 464. MCCOY CREEK PARKING ASSESSMENT DISTRICT FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT	<u>\$39,900</u>
Public Works Maintenance	

TOTAL MCCOY CREEK PARKING ASSESS. DIST. FUND	<u>\$39,900</u>
---	------------------------

SECTION 465. CFD NO. 2 TAX ZONE 1 (AMBERWOOD) FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT	<u>\$72,400</u>
Public Works Maintenance	

TOTAL CFD NO. 2 TAX ZONE 1 (AMBERWOOD) FUND	<u>\$72,400</u>
--	------------------------

SECTION 466. CFD NO. 2 TAX ZONE 3 (PETERSON RANCH) FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$49,800
Public Works Maintenance

TOTAL CFD NO. 2 TAX ZONE 3 (PETERSON RANCH) FUND \$49,800

SECTION 467. CFD NO. 2 TAX ZONE 5 (SUMMERWOOD) FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$11,800
Public Works Maintenance

TOTAL CFD NO. 2 TAX ZONE 5 (SUMMERWOOD) FUND \$11,800

SECTION 468. CFD NO. 2 TAX ZONE 6 (WALMART) FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$23,800
Public Works Maintenance

TOTAL CFD NO. 2 TAX ZONE 6 (WALMART) FUND \$23,800

SECTION 469. SUISUN CITY CFD NO. 3 FUND

TO: ADMINISTRATIVE SERVICES DEPARTMENT \$60,200
Interfund Transfers

TOTAL SUISUN CITY CFD NO. 3 FUND \$60,200

SECTION 705. VEHICLE MAINTENANCE FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$190,500
Public Works Maintenance

TOTAL VEHICLE MAINTENANCE FUND \$190,500

SECTION 706. VEHICLE ACQUISITION FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$1,765,500
Capital Improvements, Capital Replacement Reserve

TOTAL VEHICLE ACQUISITION FUND \$1,765,500

SECTION 710. COMPUTER NETWORK MAINTENANCE FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$447,100
Information Technology, Capital Replacement Reserve

TOTAL COMPUTER NETWORK MAINTENANCE FUND \$447,100

SECTION 713. PUBLIC WORKS MAINTENANCE FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT \$1,119,100
Public Works Maintenance

TOTAL PUBLIC WORKS MAINTENANCE FUND \$1,119,100

SECTION 715. LIABILITY SELF-INSURANCE FUND

TO: ADMINISTRATIVE SERVICES DEPARTMENT	<u>\$471.100</u>
Liability Self-Insurance	
 TOTAL LIABILITY SELF-INSURANCE FUND	 <u>\$471.100</u>

SECTION 721. RECREATION TRUST FUND

TO: RECREATION & COMMUNITY SERVICES DEPARTMENT	<u>\$34.800</u>
Recreation	
 TOTAL RECREATION TRUST FUND	 <u>\$34.800</u>

SECTION 750. WORKERS' COMPENSATION SELF-INSURANCE FUND

TO: ADMINISTRATIVE SERVICES DEPARTMENT	<u>\$765.700</u>
Workers' Compensation Self-Insurance	
 TOTAL WORKERS' COMP. SELF-INSURANCE FUND	 <u>\$765.700</u>

SECTION 765. UNEMPLOYMENT SELF-INSURANCE FUND

TO: ADMINISTRATIVE SERVICES DEPARTMENT	<u>\$49.400</u>
Unemployment Self-Insurance	
 TOTAL UNEMPLOYMENT SELF-INSURANCE FUND	 <u>\$49.400</u>

SECTION 908. ASSET MANAGEMENT FUND

TO: DEVELOPMENT SERVICES DEPARTMENT	<u>\$44,700</u>
Asset Management	
 TO: BUILDING & PUBLIC WORKS DEPARTMENT	<u>\$48.000</u>
Lawler House Maintenance, Rail Station Maintenance	
 TOTAL ASSET MANAGEMENT FUND	 <u>\$92.700</u>

SECTION 909. MARINA OPERATIONS FUND

TO: RECREATION & COMMUNITY SERVICES DEPARTMENT	<u>\$507.500</u>
Marina Operations	
 TOTAL MARINA OPERATIONS FUND	 <u>\$507.500</u>

SECTION 919. MARINA FUEL FUND

TO: RECREATION & COMMUNITY SERVICES DEPARTMENT	<u>\$41.300</u>
Marina Fuel	
 TOTAL MARINA FUEL FUND	 <u>\$41.300</u>

SECTION 974. HARBOR THEATER FUND

TO: BUILDING & PUBLIC WORKS DEPARTMENT
Harbor Theater Maintenance

\$20,600

TOTAL HARBOR THEATER FUND

\$20,600

PASSED AND ADOPTED by the City Council of the City of Suisun City at a regular meeting thereof held on the ____ day of June 2015 by the following vote:

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

WITNESS my hand and seal of the said City this ____ day of June 2015.

Donna Pock, CMC
Deputy City Clerk

RESOLUTION NO. SA 2015-__

**A RESOLUTION OF THE SUISUN CITY COUNCIL ACTING AS THE SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY
ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR 2015-16**

WHEREAS, all requisite public hearings relating to the budget have been duly held, and all necessary findings have been made.

NOW, THEREFORE, BE IT RESOLVED BY THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY

PART I

THAT pursuant to Section 33606 of the California Health & Safety Code, redevelopment agencies are required to adopt administrative and accounting procedures consistent with the city or county government with which they are associated. Accordingly the Successor Agency to the Redevelopment Agency of the City of Suisun City (hereinafter "Agency") is required to adopt and administer its Annual Budget in a manner consistent with the procedure used by the City of Suisun City (hereinafter "City").

THAT the amounts set forth for the purposes named herein shall, upon the adoption of this Resolution, become the budget for the Agency for Fiscal Year 2015-16; and,

PART II

THAT the general provisions governing this Resolution shall be as follows:

SECTION 1. APPROPRIATION OF THE FY 2015-16 BUDGET. Monies are hereby appropriated from each of the several funds of the Agency to each department of the Agency in the amounts set forth herein for personnel services, supplies & services, interdepartmental charges, non-recurring costs, debt service, capital improvements, and special projects. The Agency determines that funds expended from the Housing Set-Aside Fund for planning and administrative expenditures are necessary for the production, improvement and preservation of low- and moderate-income housing for FY 2015-16.

SECTION 2. TRANSFERS BETWEEN APPROPRIATIONS AND INCREASE IN APPROPRIATIONS.

- a. Consistent with the Financial Policies of the Agency that are contained in the City of Suisun City FY 2015-16 Annual Budget, any adjustments in the amounts appropriated for the purposes indicated herein at the department/fund level shall be made only upon the motion to amend this Resolution adopted by the affirmative votes of at least three members of a quorum of the Agency Board. Administrative changes within the department/fund level may be made without the approval of the Agency Board pursuant to Subsection (d) of this Section.
- b. For accounting and auditing convenience, accounts may be administratively established to receive transfers of appropriations from department appropriations for capital improvements and special projects in two or more different funds for the same project.

- c. Any adjustments made pursuant to Subsections (a) or (b) of this Section shall be made consistent with written guidelines established by the City Manager of the City.

SECTION 3. TRANSFER WITHIN AN APPROPRIATION. The funds allocated to the respective accounting object classes comprising the total appropriation for each program or department are for purposes of budgeting consideration and convenience only and are not intended to constitute separate appropriations; provided, however, that funds allocated to an object class may be expended for the purposes of any other object class if such expenditures are within the written guidelines established by the City Manager.

SECTION 4. CONTRADICTORY PROVISIONS OF PREVIOUS RESOLUTIONS. Any other prior Resolution or provision thereof of the Agency respecting the appropriation and administration of the FY 2015-16 Budget which is in contradiction with this Resolution is hereby superseded. Notwithstanding any other provisions of this Resolution, no funds appropriated into the Reserves of the Agency shall be expended, transferred, obligated, used, encumbered or otherwise disposed of except as specifically authorized by previously approved bonded indebtedness or until the Agency Board reallocates such appropriations by amending this Resolution as provided in Subsection 2(a) of this Part.

SECTION 5. ADMINISTRATION. The Executive Director or his/her designee shall maintain all changes to this Resolution and shall cause to be filed with the Agency Secretary and the Finance Officer a copy of, and subsequent amendments to, this Resolution following its adoption by the Agency Board.

SECTION 6. CLERICAL CORRECTIONS. The adoption of this Resolution implements the motions and actions of the Agency Board with respect to the proposed Budget, as amended by those motions and actions, if any, for the direction in drafting this Resolution. By adoption of this Resolution, the Agency Board hereby directs responsible Agency staff members to make necessary technical and clerical corrections to this Resolution to implement the intent of the Agency Board. Such corrections shall not alter, in any manner, the substance or intent of the Agency Board's adoption of this Resolution.

PART III

THAT the following amounts are appropriated to the various departments for the purpose or purposes indicated:

SECTION 901. SA ADMINISTRATION FUND

TO:	DEVELOPMENT SERVICES DEPARTMENT	<u>\$250,000</u>
	Successor Agency Administration	
	TOTAL SA ADMINISTRATION FUND	<u>\$250,000</u>

SECTION 902. SA RECOGNIZED OBLIGATIONS FUND

TO:	DEVELOPMENT SERVICES DEPARTMENT	
	Successor Agency Recognized Obligations	<u>\$5,134,700</u>
	TOTAL SA RECOGNIZED OBLIGATIONS FUND	<u>\$5,134,700</u>

SECTION 903. SA HOUSING AGENCY FUND

TO: DEVELOPMENT SERVICES DEPARTMENT \$1,004,800
Successor Housing Agency

TOTAL SA RECOGNIZED OBLIGATIONS FUND	<u>\$1,004.800</u>
---	---------------------------

PASSED AND ADOPTED at the Regular Meeting of the City Council Acting as the Successor Agency to the Redevelopment Agency of the City of Suisun City duly held on Tuesday, the __th day of June 2015, by the following vote:

AYES:	Board Members:
NOES:	Board Members:
ABSENT:	Board Members:
ABSTAIN:	Board Members:

WITNESS my hand and seal of the said Agency this __th day of June 2015.

Donna Pock, CMC
Deputy City Clerk

RESOLUTION NO. HA 2015-__

**RESOLUTION OF THE SUISUN CITY HOUSING AUTHORITY ADOPTING
THE ANNUAL BUDGET FOR THE FISCAL YEAR 2015-16**

WHEREAS, all requisite public hearings relating to the budget have been duly held, and all necessary findings have been made.

NOW, THEREFORE, BE IT RESOLVED BY THE SUISUN CITY HOUSING AUTHORITY:

PART I

THAT in order to ensure that administrative and accounting procedures consistent with the City's practices are utilized, Suisun City Housing Authority (hereinafter "Authority") hereby adopts its Annual Budget in a manner consistent with the procedure used by the City of Suisun City (hereinafter "City").

THAT the amounts set forth for the purposes named herein shall, upon the adoption of this Resolution, become the budget for the Authority for Fiscal Year 2015-16; and,

PART II

THAT the general provisions governing this Resolution shall be as follows:

SECTION 1. APPROPRIATION OF THE FY 2015-16 BUDGET. Monies are hereby appropriated from each of the several funds of the Authority to each department of the Authority in the amounts set forth herein for personnel services, supplies & services, interdepartmental charges, non-recurring costs, debt service, capital improvements, and special projects.

SECTION 2. TRANSFERS BETWEEN APPROPRIATIONS AND INCREASE IN APPROPRIATIONS.

- a. Consistent with the Financial Policies of the Authority that are contained in the City of Suisun City FY 2015-16 Annual Budget, any adjustments in the amounts appropriated for the purposes indicated herein at the department/fund level shall be made only upon the motion to amend this Resolution adopted by the affirmative votes of at least three members of the Authority Board. Administrative changes within the department/fund level may be made without the approval of the Authority Board pursuant to Subsection (d) of this
- b. For accounting and auditing convenience, accounts may be established to receive transfers of appropriations from department appropriations for capital improvements & special projects in two or more different funds for the same project.

- c. Any adjustments made pursuant to Subsections (a) or (b) of this Section shall be made consistent with written guidelines established by the City Manager of the City.

SECTION 3. TRANSFER WITHIN AN APPROPRIATION. The funds allocated to the respective accounting object classes comprising the total appropriation for each program or department are for purposes of budgeting consideration and convenience only and are not intended to constitute separate appropriations; provided, however, that funds allocated to an object class may be expended for the purposes of any other object class if such expenditures are within the written guidelines established by the City Manager.

SECTION 4. CONTRADICTORY PROVISIONS OF PREVIOUS RESOLUTIONS. Any other prior Resolution or provision thereof of the Authority respecting the appropriation and administration of the FY 2015-16 Budget which is in contradiction with this Resolution is hereby superseded. Notwithstanding any other provisions of this Resolution, no funds appropriated into the Reserves of the Authority shall be expended, transferred, obligated, used, encumbered or otherwise disposed of except as specifically authorized by previously approved bonded indebtedness or until the Authority Board reallocates such appropriations by amending this Resolution as provided in Subsection 2(a) of this Part.

SECTION 5. ADMINISTRATION. The Executive Director or his/her designee shall maintain all changes to this Resolution and shall cause to be filed with the Authority Secretary and the Finance Officer a copy of, and subsequent amendments to, this Resolution following its adoption by the Authority

and actions of the Authority Board with respect to the proposed Budget, as amended by those motions and actions, if any, for the direction in drafting this Resolution. By adoption of this Resolution, the Authority Board hereby directs responsible Authority staff members to make necessary technical and clerical corrections to this Resolution to implement the intent of the Authority Board. Such corrections shall not alter, in any manner, the substance or intent of the Authority Board's adoption of this Resolution.

PART III

THAT the following amounts are appropriated to the various departments for the purpose or purposes indicated:

SECTION 907. HA ALMOND GARDENS FUND

TO:	DEVELOPMENT SERVICES DEPARTMENT Affordable Housing	\$358,700
TO:	ADMINISTRATIVE SERVICES DEPARTMENT Interfund Transfers	<u>\$65,000</u>
	TOTAL RDA ALMOND GARDENS FUND	<u>\$423,700</u>

SECTION 932. HA SECTION 8 OPERATING FUND

TO:	DEVELOPMENT SERVICES DEPARTMENT Housing	<u>\$1,916,500</u>
TOTAL HA SECTION 8 OPERATING FUND		<u>\$1,916,500</u>

SECTION 937. HA HOME REHABILITATION LOAN FUND

TO:	DEVELOPMENT SERVICES DEPARTMENT Housing	<u>\$147,500</u>
TOTAL HA HOME REHABILITATION LOAN FUND		<u>\$147,500</u>

SECTION 945. HA ADMINISTRATION FUND

TO:	DEVELOPMENT SERVICES DEPARTMENT Housing	<u>\$550,300</u>
TOTAL HA ADMINISTRATION FUND		<u>\$550,300</u>

PASSED AND ADOPTED at the Regular Meeting of the Suisun City Housing Authority City duly held on Tuesday, the __th day of June 2015, by the following vote:

AYES:	Board Members:
NOES:	Board Members:
ABSENT:	Board Members:
ABSTAIN:	Board Members:

WITNESS my hand and seal of the said Housing Authority this __th day of June 2015.

Donna Pock, CMC
Deputy City Clerk

RESOLUTION NO. 2015-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE APPROPRIATIONS LIMIT FOR FY 2015-16**

WHEREAS, on November 6, 1979, the voters of California added Article XIII B to the State Constitution, placing limitations on the appropriations of the proceeds of taxes generated by state and local governments; and

WHEREAS, Article XIII B and Proposition 111 provide that the appropriations limit for the Fiscal Year 2015-16 be calculated by adjusting the base year appropriations of Fiscal Year 1978-79 for changes in the California per capita income, as well as the population percentage change for Suisun City; and

WHEREAS, the City of Suisun City has complied with all of the provisions of Article XIII B in determining the appropriations limit for Fiscal Year 2015-16.

NOW, THEREFORE, BE IT RESOLVED that the appropriations subject to limitation for the City of Suisun City shall be as follows:

Appropriation Limit Fiscal Year 2015-16	\$14,877,782
Appropriations Subject to Limit	<u>5,941,800</u>
Balance Over (Under) Available Limit	<u>(\$ 8,935,982)</u>

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City, duly held on the 30th day of June 2015 by the following vote:

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

WITNESS my hand and the seal of said City this 30th day of June 2015.

Linda Hobson, CMC
City Clerk

EXHIBIT A: Allocation of Revenues for Gann Limit Calculation

<u>Budget Activity</u>	<u>Proceeds of Taxes</u>	<u>Non-Proceeds</u>	<u>Total</u>
Beginning Balance	\$ -	\$ 2,366,000	\$ 2,366,000
Property Taxes	\$ 3,959,000	\$ -	\$ 3,959,000
Transient Occup Tax	\$ 309,800		\$ 309,800
Sales & Use Taxes	\$ 1,366,000	\$ -	\$ 1,366,000
Property Transfer Taxes	\$ 75,000	\$ -	\$ 75,000
Business License Taxes	\$ 232,000	\$ -	\$ 232,000
Off-Highway Motor Vehicle	\$ -	\$ -	\$ -
Franchise Fees	\$ -	\$ 835,200	\$ 835,200
In Lieu Sales Tax	\$ -	\$ 297,400	\$ 297,400
Licenses & Permits	\$ -	\$ 233,700	\$ 233,700
Fines & Forfeitures	\$ -	\$ 212,500	\$ 212,500
Use of Money and Property	\$ -	\$ 330,000	\$ 330,000
Intergovernmental Revenues	\$ -	\$ 911,500	\$ 911,500
Charges for Services	\$ -	\$ 787,000	\$ 787,000
Intragovernmental Revenues	\$ -	\$ 1,396,200	\$ 1,396,200
Miscellaneous Revenues	\$ -	\$ 20,200	\$ 20,200
Total Resources	<u>\$ 5,941,800</u>	<u>\$ 7,389,700</u>	<u>\$ 13,331,500</u>
Total Use of Resources			
Operating Costs	\$ 5,941,800	\$ 4,877,400	\$ 10,819,200
Capital Costs	\$ -	\$ 39,900	\$ 39,900
Transfers to Other Funds	\$ -	\$ 274,100	\$ 274,100
Debt Service Costs	\$ -	\$ -	\$ -
Contingencies & Reserves	\$ -	\$ 2,206,600	\$ 2,206,600
Total Use of Resources	<u>\$ 5,941,800</u>	<u>\$ 7,398,000</u>	<u>\$ 13,339,800</u>

EXHIBT B: Calculation of Gann Spending Limit

Fiscal Year	CPI/PCI	Population	Allowed Limit	Proceeds of Taxes
1985-86	1.0374	1.0222	\$ 2,444,778	\$ 1,642,502
1986-87	1.0230	1.1081	\$ 2,771,366	\$ 1,455,056
1987-88	1.0347	1.0688	\$ 3,064,819	\$ 1,548,634
1988-89	1.0466	1.0642	\$ 3,413,570	\$ 1,856,964
1989-90	1.0519	1.0949	\$ 3,931,495	\$ 2,095,784
1990-91	1.0421	1.0993	\$ 4,503,844	\$ 2,436,169
1991-92	1.0414	1.0589	\$ 4,966,562	\$ 2,413,941
1992-93	1.0162	1.0333	\$ 5,215,086	\$ 2,280,000
1993-94	1.0272	1.0245	\$ 5,488,181	\$ 2,290,000
1994-95	1.0071	1.0329	\$ 5,708,991	\$ 2,292,331
1995-96	1.0472	1.0354	\$ 6,190,092	\$ 2,385,800
1996-97	1.0467	1.0160	\$ 6,582,836	\$ 2,304,000
1997-98	1.0467	1.0163	\$ 7,002,566	\$ 2,435,010
1998-99	1.0415	1.0175	\$ 7,420,803	\$ 2,644,030
1999-00	1.0453	1.0222	\$ 7,929,170	\$ 2,782,240
2000-01	1.0491	1.0196	\$ 8,481,535	\$ 3,152,650
2001-02	1.0782	1.0099	\$ 9,235,324	\$ 3,483,510
2002-03	0.9873	1.0100	\$ 9,209,216	\$ 3,379,230
2003-04	1.0231	1.0103	\$ 9,518,995	\$ 3,189,640
2004-05	1.0328	1.0197	\$ 10,024,893	\$ 3,310,280
2005-06	1.0526	1.0085	\$ 10,641,896	\$ 4,057,440
2006-07	1.0396	1.0053	\$ 11,121,951	\$ 4,556,720
2007-08	1.0442	1.0123	\$ 11,756,387	\$ 4,490,400
2008-09	1.0429	1.0122	\$ 12,410,317	\$ 4,498,800
2009-10	1.0062	1.0294	\$ 12,854,387	\$ 4,279,800
2010-11	0.9746	1.0061	\$ 12,604,306	\$ 3,902,700
2011-12	1.0251	0.9985	\$ 12,901,293	\$ 3,957,300
2012-13	1.0377	0.9995	\$ 13,380,978	\$ 4,270,900
2013-14	1.0512	1.0042	\$ 14,125,161	\$ 4,051,300
2014-15	0.9977	1.0063	\$ 14,181,457	\$ 4,481,300
2015-16	1.0382	1.0105	\$ 14,877,782	\$ 5,941,800

RESOLUTION NO. 2015-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE SALARY RESOLUTION FOR FISCAL YEAR 2015-16**

WHEREAS, the Salary Resolution No. 2015-16 was last updated on February 17, 2015;
and

WHEREAS, the FY 2015-16 Annual Budget includes several temporary positions that assume new temporary job classes; and

WHEREAS, these job classes may include: Planning Specialist, Public Works Specialist, Computer Systems Specialist, and Financial Services Specialist; and

WHEREAS, these job classes are internally consistent with other temporary job classes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of City of Suisun City that the consolidated Salary Resolution, attached as Exhibit A, shall be and is hereby adopted and, and shall remain in effect unless or until it is amended by Resolution of the City Council of the City of Suisun City. All previously adopted Resolutions that may be in conflict with this Resolution are hereby rescinded.

BE IT FURTHER RESOLVED that the amounts indicated as monthly compensation are for comparison purposes only. The hourly compensation amounts indicated shall be the basis for compensation for all job classes listed in Exhibit A. Temporary employees may be compensated at the hourly rate for any applicable job class listed in Exhibit A.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City, duly held on the 30th day of June 2015 by the following vote:

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

WITNESS my hand and the seal of said City this 30th day of June 2015.

Linda Hobson, CMC
City Clerk

SALARY SCHEDULE

Exhibit A

Effective: July 1, 2014

Section 1 - Executive Management

Job Class	Range	Starting		Ending	
		Monthly	Hourly	Ending	Hourly
City Manager*	100	\$ 9,955	\$ 57.43	\$ 13,439	\$ 77.54
Assistant City Manager/Admin. Services*	105	\$ 8,319	\$ 48.00	\$ 11,231	\$ 64.79
Building & Public Works Director*	123	\$ 7,332	\$ 42.30	\$ 9,898	\$ 57.11
Public Works Director/City Engineer*	120	\$ 7,332	\$ 42.30	\$ 9,898	\$ 57.11
Community Development Director*	130	\$ 6,538	\$ 37.72	\$ 8,826	\$ 50.92
Development Services Director*	128	\$ 6,538	\$ 37.72	\$ 8,826	\$ 50.92
Economic Development Director*	125	\$ 6,538	\$ 37.72	\$ 8,826	\$ 50.92
Chief Building Official*	135	\$ 6,538	\$ 37.72	\$ 8,826	\$ 50.92
Recreation & Community Services Director*	140	\$ 6,538	\$ 37.72	\$ 8,826	\$ 50.92
Fire Chief*	115	\$ 6,538	\$ 37.72	\$ 8,826	\$ 50.92

*Exempt

SALARY SCHEDULE

Exhibit A

Effective: July 1, 2014

Section 2 - Police Management

Job Class	Range	Starting		Ending	
		Monthly	Hourly	Monthly	Hourly
Police Chief*	110	\$ 7,332	\$ 42.30	\$ 9,898	\$ 57.11
Police Commander*	255	\$ 6,518	\$ 37.60	\$ 8,799	\$ 50.77

***Exempt**

SALARY SCHEDULE

Exhibit A

Effective: July 1, 2014

Section 3 - Professional/Technical

Job Class	Range	Starting		Ending	
		Monthly	Hourly	Ending	Hourly
Assistant City Engineer*	210	\$ 6,273	\$ 36.19	\$ 8,468	\$ 48.85
Financial Services Manager*	225	\$ 5,447	\$ 31.43	\$ 7,353	\$ 42.42
Accounting Services Manager*	207	\$ 5,227	\$ 30.16	\$ 7,057	\$ 40.71
Police Support Services Manager*	270	\$ 5,227	\$ 30.16	\$ 7,057	\$ 40.71
Assistant/Associate Engineer- Associate*	221	\$ 5,227	\$ 30.16	\$ 7,057	\$ 40.71
Fire Division Chief*	237	\$ 5,227	\$ 30.16	\$ 7,057	\$ 40.71
Public Works Superintendent*	265	\$ 5,227	\$ 30.16	\$ 7,057	\$ 40.71
Project Manager*	260	\$ 4,757	\$ 27.45	\$ 6,422	\$ 37.05
Senior Accountant*	205	\$ 4,757	\$ 27.45	\$ 6,422	\$ 37.05
Senior Building Inspector*	215	\$ 4,757	\$ 27.45	\$ 6,422	\$ 37.05
Assistant/Associate Engineer-Assistant*	220	\$ 4,752	\$ 27.42	\$ 6,416	\$ 37.01
Assistant/Associate Planner-Associate*	251	\$ 4,531	\$ 26.14	\$ 6,117	\$ 35.29
Management Analyst I/II-II*	236	\$ 4,531	\$ 26.28	\$ 6,117	\$ 35.29
Housing Manager*	230	\$ 4,356	\$ 25.13	\$ 5,880	\$ 33.92
Info. Technology Systems Administrator*	275	\$ 4,356	\$ 25.13	\$ 5,880	\$ 33.92
Marketing Manager*	245	\$ 4,136	\$ 23.86	\$ 5,584	\$ 32.21
Accountant*	200	\$ 4,119	\$ 23.76	\$ 5,560	\$ 32.08
Assistant/Associate Planner-Assistant*	250	\$ 4,119	\$ 23.76	\$ 5,560	\$ 32.08
Management Analyst I/II-I*	235	\$ 4,119	\$ 23.76	\$ 5,560	\$ 32.08
Marina Supervisor*	240	\$ 4,119	\$ 23.76	\$ 5,560	\$ 32.08
Administrative Fire Captain*	201	\$ 3,663	\$ 17.08	\$ 4,945	\$ 23.05
Public Works Supervisor*	222	\$ 3,663	\$ 21.13	\$ 4,945	\$ 28.53
Sec to City Mgr/Dep City Clerk*	300	\$ 3,613	\$ 20.84	\$ 4,877	\$ 28.14
Marina/Waterfront Rec. Supervisor*	242	\$ 3,288	\$ 18.97	\$ 4,439	\$ 25.61
Recreation Supervisor*	241	\$ 3,288	\$ 18.97	\$ 4,439	\$ 25.61

Bold denotes benchmark class

*Exempt

Section 4 - Police Non-Management

Job Class w/ Incentive &/or Assignment P	Range	A Step		B Step		C Step		D Step		E Step		F Step		G Step	
		Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Police Officer	400	\$ 4,667	\$ 26.93	\$4,900	\$ 28.27	\$5,145	\$ 29.68	\$5,403	\$ 31.17	\$5,673	\$ 32.73	N/A	N/A	N/A	N/A
Police Officer w/ POST Int. Certificate	401	\$ 4,900	\$ 28.27	\$5,145	\$ 29.68	\$5,403	\$ 31.17	\$5,673	\$ 32.73	\$5,956	\$ 34.36	N/A	N/A	N/A	N/A
Police Officer w/ POST Int. & Adv Certs	402	\$ 5,145	\$ 29.68	\$5,403	\$ 31.17	\$5,673	\$ 32.73	\$5,956	\$ 34.36	\$6,254	\$ 36.08	N/A	N/A	N/A	N/A
Senior Police Officer	410	N/A	N/A	N/A	N/A	\$5,145	\$ 29.68	\$5,403	\$ 31.17	\$5,673	\$ 32.73	\$5,956	\$ 34.36	N/A	N/A
Senior Police Officer w/ POST Int. Cert.	411	N/A	N/A	N/A	N/A	\$5,403	\$ 31.17	\$5,673	\$ 32.73	\$5,956	\$ 34.36	\$6,254	\$ 36.08	N/A	N/A
Senior Police Officer w/ POST Int. & Adv	412	N/A	N/A	N/A	N/A	\$5,673	\$ 32.73	\$5,956	\$ 34.36	\$6,254	\$ 36.08	\$6,567	\$ 37.89	N/A	N/A
Master Police Officer	420	N/A	N/A	N/A	N/A	\$5,145	\$ 29.68	\$5,402	\$ 31.17	\$5,672	\$ 32.73	\$5,956	\$ 34.36	\$6,254	\$ 36.08
Master Police Officer w/ POST Int. Cert.	421	N/A	N/A	N/A	N/A	\$5,402	\$ 31.17	\$5,672	\$ 32.73	\$5,956	\$ 34.36	\$6,254	\$ 36.08	\$6,566	\$ 37.88
Master Police Officer w/ POST Int. & Adv	422	N/A	N/A	N/A	N/A	\$5,672	\$ 32.73	\$5,956	\$ 34.36	\$6,254	\$ 36.08	\$6,566	\$ 37.88	\$6,895	\$ 39.78
Police Sergeant	450	\$ 5,812	\$ 33.53	\$6,103	\$ 35.21	\$6,408	\$ 36.97	\$6,728	\$ 38.82	\$7,065	\$ 40.76	N/A	N/A	N/A	N/A
Police Sergeant w/ POST Int. Certificate	451	\$ 6,103	\$ 35.21	\$6,408	\$ 36.97	\$6,728	\$ 38.82	\$7,065	\$ 40.76	\$7,418	\$ 42.79	N/A	N/A	N/A	N/A
Police Sergeant w/ POST Int. & Adv.	452	\$ 6,408	\$ 36.97	\$6,728	\$ 38.82	\$7,065	\$ 40.76	\$7,418	\$ 42.79	\$7,789	\$ 44.93	N/A	N/A	N/A	N/A
Master Police Sergeant	460	N/A	N/A	N/A	N/A	\$7,065	\$ 40.76	\$7,418	\$ 42.79	\$7,789	\$ 44.93	\$8,178	\$ 47.18	\$8,587	\$ 49.54

Bold denotes benchmark class

SALARY SCHEDULE

Exhibit A

Effective: July 1, 2014

Section 5 - General City Service

Job Class	Range	A Step		B Step		C Step		D Step		E Step	
		Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Computer Technician	545	\$4,496	\$25.94	\$4,721	\$27.23	\$4,957	\$28.60	\$5,204	\$30.03	\$5,465	\$ 31.53
Building Inspector I/II-II	521	\$4,276	\$24.67	\$4,490	\$25.90	\$4,715	\$27.20	\$4,950	\$28.56	\$5,198	\$ 29.99
Public Works Inspector	570	\$4,276	\$24.67	\$4,490	\$25.90	\$4,715	\$27.20	\$4,950	\$28.56	\$5,198	\$ 29.99
Youth Services Specialist	590	\$3,990	\$23.02	\$4,189	\$24.17	\$4,399	\$25.38	\$4,619	\$26.65	\$4,850	\$ 27.98
Senior Com. & Rec. Technician	530	\$3,902	\$22.51	\$4,097	\$23.64	\$4,302	\$24.82	\$4,517	\$26.06	\$4,743	\$ 27.36
Building Inspector I/II-I	520	\$3,888	\$22.43	\$4,083	\$23.55	\$4,287	\$24.73	\$4,501	\$25.97	\$4,726	\$ 27.27
Housing Specialist I/II-II	561	\$3,638	\$20.99	\$3,820	\$22.04	\$4,011	\$23.14	\$4,211	\$24.29	\$4,422	\$ 25.51
Com. & Rec. Technician I/II-II	526	\$3,547	\$20.46	\$3,724	\$21.49	\$3,911	\$22.56	\$4,106	\$23.69	\$4,311	\$ 24.87
Housing Specialist I/II-I	560	\$3,465	\$19.99	\$3,638	\$20.99	\$3,820	\$22.04	\$4,011	\$23.14	\$4,212	\$ 24.30
Administrative Assistant II	511	\$3,465	\$19.99	\$3,638	\$20.99	\$3,820	\$22.04	\$4,011	\$23.14	\$4,212	\$ 24.30
Recreation Coordinator	580	\$3,378	\$19.49	\$3,547	\$20.47	\$3,725	\$21.49	\$3,911	\$22.56	\$4,106	\$ 23.69
Accounting Technician	508	\$3,366	\$19.42	\$3,534	\$20.39	\$3,711	\$21.41	\$3,896	\$22.48	\$4,091	\$ 23.60
Senior Account Clerk	505	\$3,366	\$19.42	\$3,534	\$20.39	\$3,711	\$21.41	\$3,896	\$22.48	\$4,091	\$ 23.60
Senior Maintenance Worker	568	\$3,313	\$19.12	\$3,479	\$20.07	\$3,653	\$21.07	\$3,835	\$22.13	\$4,027	\$ 23.23
Fleet Mechanic	555	\$3,313	\$19.11	\$3,479	\$20.07	\$3,653	\$21.07	\$3,835	\$22.13	\$4,027	\$ 23.23
Com. & Rec. Technician I/II-I	525	\$3,313	\$19.11	\$3,479	\$20.07	\$3,653	\$21.07	\$3,835	\$22.13	\$4,027	\$ 23.23
Administrative Assistant I	510	\$3,237	\$18.68	\$3,399	\$19.61	\$3,569	\$20.59	\$3,747	\$21.62	\$3,935	\$ 22.70
Rec. Prog. & Admin. Coordinator	581	\$3,237	\$18.68	\$3,399	\$19.61	\$3,569	\$20.59	\$3,747	\$21.62	\$3,935	\$ 22.70
Maintenance Worker I/II-II	566	\$3,156	\$18.21	\$3,314	\$19.12	\$3,480	\$20.07	\$3,654	\$21.08	\$3,836	\$ 22.13
Community Services Officer I/II-II	536	\$3,125	\$18.03	\$3,281	\$18.93	\$3,445	\$19.88	\$3,617	\$20.87	\$3,798	\$ 21.91
Account Clerk III	503	\$3,016	\$17.40	\$3,166	\$18.27	\$3,325	\$19.18	\$3,491	\$20.14	\$3,666	\$ 21.15
Maintenance Worker I/II-I	565	\$2,869	\$16.55	\$3,013	\$17.38	\$3,164	\$18.25	\$3,322	\$19.16	\$3,488	\$ 20.12
Bldg Maintenance Worker I/II-II	516	\$2,869	\$16.55	\$3,013	\$17.38	\$3,164	\$18.25	\$3,322	\$19.16	\$3,488	\$ 20.12
Community Services Officer I/II-I	535	\$2,839	\$16.38	\$2,981	\$17.20	\$3,130	\$18.06	\$3,287	\$18.96	\$3,451	\$ 19.91
Account Clerk I/II-II	501	\$2,742	\$15.82	\$2,879	\$16.61	\$3,023	\$17.44	\$3,174	\$18.31	\$3,333	\$ 19.23
Office Assistant	509	\$2,709	\$15.63	\$2,844	\$16.41	\$2,986	\$17.23	\$3,135	\$18.09	\$3,292	\$ 18.99
Bldg Maintenance Worker I/II-I	515	\$2,608	\$15.05	\$2,739	\$15.80	\$2,875	\$16.59	\$3,019	\$17.42	\$3,170	\$ 18.29
Account Clerk I/II-I	500	\$2,492	\$14.38	\$2,617	\$15.10	\$2,748	\$15.85	\$2,885	\$16.64	\$3,029	\$ 17.48

Bold denotes benchmark class

***Exempt**

SALARY SCHEDULE

Exhibit A

Effective: July 1, 2010

Section 6 - Temporary/Hourly

Job Class	Range	A	B	C	D	E
Traffic Engineer - Temp	959	\$85.00				
Economic Development Consultant	956	\$65.00				
Background Investigator	955	\$49.92				
Assistant Engineer - Temp	900	\$19.05	\$20.00	\$21.00	\$22.05	\$23.15
Police Officer - Temp	905	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78
Firefighter - Temp	910	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78
Maintenance Worker II - Temp	916	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78
Computer Systems Specialist	917	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Financial Services Specialist	918	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Planning Specialist	919	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Public Works Specialist	914	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Communications & Records Tech I - Temp	920	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Administrative Assistant I - Temp	925	\$15.44	\$16.21	\$17.02	\$17.87	\$18.76
Community Services Officer I/II-I - Temp	930	\$14.79	\$15.53	\$16.31	\$17.13	\$17.98
Maintenance Worker I - Temp	915	\$14.79	\$15.53	\$16.31	\$17.13	\$17.98
Recreation Specialist Supervisor	939	\$13.95	\$14.65	\$15.38	\$16.15	\$16.96
Building Maintenance Worker I/II-I - Temp	914	\$13.45	\$14.12	\$14.83	\$15.57	\$16.35
Office Assistant - Temp	926	\$12.68	\$13.32	\$13.98	\$14.68	\$15.42
Recreation Specialist III	937	\$12.68	\$13.32	\$13.98	\$14.68	\$15.42
Recreation Specialist II	936	\$11.53	\$12.11	\$12.71	\$13.35	\$14.01
Financial Services Intern	951	\$11.53	\$12.11	\$12.71	\$13.35	\$14.01
Planning Intern	945	\$11.53	\$12.11	\$12.71	\$13.35	\$14.01
Public Works Intern	949	\$11.53	\$12.11	\$12.71	\$13.35	\$14.01
Computer Systems Intern	950	\$11.53	\$12.11	\$12.71	\$13.35	\$14.01
Recreation Specialist I	935	\$10.48	\$11.00	\$11.55	\$12.13	\$12.74
Recreation Leader/Building Attendent III	943	\$9.68	\$10.16	\$10.67	\$11.21	\$11.77
Recreation Leader/Building Attendent II	942	\$8.80	\$9.24	\$9.70	\$10.19	\$10.70

AGENDA TRANSMITTAL

MEETING DATE: June 30, 2015

CITY AGENDA ITEM: Council Discussion and Direction: Consideration of a Master Tenant/Operator for the Harbor Theater.

FISCAL IMPACT: There would be no fiscal impact at this time. Following the City Council's selection of a proposed operator of the Theater, staff would enter into discussions with the selected operator to negotiate an agreement between the parties. The fiscal impact of the resulting agreement would be identified when it comes before the Council for approval.

BACKGROUND: The construction of the Harbor Theater (Theater) was completed in 1999, and a lease was entered into at that time with Solano Community College (SCC) for its operation of the facility. SCC has indicated that it no longer wants to operate the facility and has vacated the premises. On April 3, 2015, the City issued a Request for Proposal (RFP) for the Lease/Operation of the Theater. Responses to the RFP were due by May 7, 2015, at 2:00 PM at which time three submittals were received. Those were from Creative Arts Collective (CAC), Harbor Theatrical Group (HTG), and Don Waar, Inc. Subsequently all three were invited to make presentations to the selection committee on May 28, 2015. However, only CAC and HTG responded and made presentations.


STAFF REPORT: The selection committee for the Theater lease was the Economic Development/Projects Ad Hoc Committee made up of Councilmember Lori Wilson and Councilmember Mike Segala with staff support from City Manager Suzanne Bragdon, and Building & Public Works Director Dan Kasperson. That committee reviewed all submittals, conducted interviews, and received supplemental information in response to follow-up questions. In reviewing and assessing the two proposals, the Ad Hoc Committee considered such things as the following:

- A proven track-record that demonstrated that the group could succeed in bringing events and people to the downtown in order to support and grow existing and future businesses.
- A diversity of programming including the types of events already committed to take place at Harbor Theater and the nature of programming that the operator would "grow into".
- The anticipated budget and staffing for the facility.
- How much financial support, if any, the proposer was expecting from the City to support the operation of Harbor Theater.


The following provides highlights of key components of each proposal that helped guide the Ad Hoc Committee's recommendation. A copy of the full proposal from each party is available in the City Clerk's Office.

It was found that both the HTG and the CAC are reputable organizations that are capable of operating the Theater and providing well-rounded services for the community. However the two organizations are fundamentally different types of organizations.

PREPARED BY:

Dan Kasperson, Building & Public Works Director 

REVIEWED/APPROVED BY:

Suzanne Bragdon, City Manager 

Creative Arts Collective (CAC)

The CAC is a “compendium of professional artists and educators who value the diversity of the arts...” This collective of artist members actually produce and present events.

Organizational Structure

The CAC organization is run by a Board of Directors that works with their staff and collective members. David Rodgers Jr. is the Board President and would manage the Harbor Theater along with Dr. Tia Madison, Board Vice President. Her degrees are in theater, film, and television. She teaches at Napa College. The collective is a group of 200+ creative people in various artistic areas.

Staffing

CAC proposes that within two months of operation it would establish regular Box Office hours at the Theater. These will be Tuesday through Saturday from noon to 7:00 PM with a break for lunch. The work of the Box Office would be done by two to three part-time staff positions working shifts who would handle registration of new/existing students, selling tickets for events, and providing general information. Initial management would be split between David Rogers and Dr. Tia Madison with each handling half of those hours. When use and budget increase a permanent manager would be hired. Part-time stage hands would also be on staff as needed.

Current Programming

CAC already produces many events per year utilizing venues all over Solano County. It was shown that the CAC produced in the past twelve months over 35 shows with a combined total attendance of over 16,000.

Anticipated Programming in the First Three to Six Months

CAC proposes moving many of the above established events to the Harbor Theater including live theatre, comedy shows, visual and performing arts classes, music events, and many more special events. While most of the events in the Harbor Theater building would be CAC events, CAC would also make the facility available to other organizations on a rental basis. CAC also proposes establishing the main office for CAC at the Theater for box office duties and general management of the organization. Regular business hours would be maintained. The CAC has a timeline plan to work towards full utilization of the Theater. Depending on when a contract can be executed, the CAC proposes to start in September at 25% capacity. It plans to ramp up to 50% capacity within one year. “By September 2017, the Creative Arts Collective is to provide 200 weekly hours of programming in 4 classroom spaces and one theatre venue functioning at 100% capacity.”

Budget

In order to facilitate comparison of the two proposals, a chart displaying each proposer’s budget is provided below.

Harbor Theatrical Group (HTG)

The HTG is a professional non-profit arts organization that was established in 1994. It operates the Missouri Street Theater and Downtown Theater in Fairfield. HTG proposes to expand its staffing to support the operation and rental of the Harbor Theater to outside users. Basically it would provide a turn-key operation for groups looking for a venue through management, technical, and event booking support.

Organizational Structure

Board President is Pam Spring. The Director is Dae Spring. HTG will staff the building as needed for each event. HTG operates under a model whereby it is primarily a building operator only. It does not produce its own events. It rents out the facility to other organizations that produce the events. HTG provides the building and when necessary technical support. The success of its operation has been demonstrated by its current management in a similar manner of the Fairfield Center for Creative Arts.

Staffing

The HTG budget includes provisions for a manager of the Theater who will work initially 25-30 hours per week. When need requires HTG anticipates opening a Box Office operation with hours of probably 10:00 AM to 4:00 PM Tuesday through Friday. This will be staffed by part time employees. Part time stage hands will also be on staff as needed. All staffing can increase as need increases.

Current Programming

HTG states that the 170-seat Harbor Theater would fit well into its operation as the theater is better suited facility for events that it is currently turning away, because these events are not the right fit for the 400-seat Fairfield Theater. This is because the Harbor Theater is smaller and has different features. HTG also operates the 100-seat Missouri Street Theatre. HTG states that it already has prospective sub-tenants that could be programmed into the Harbor Theater.

Anticipated Programming in the First Three to Six Months

A typical first year schedule was presented that included the Missouri Street Theatre Children's Theatre Camp relocated to the Harbor Theater on a daily basis for the summer. HTG says that it would schedule theatrical shows on three weekends in the first year. It has a commitment of six Stand-Up Comedy events each year. Other events proposed include Open Mic Night, Improv Comedy Groups, Family Movie Nights once per month, Sunday Gospel events, Jazz Nights, Cabaret Nights, and other events. HTG expects to be up to 70% occupancy within six months or less.

Budget

In order to facilitate comparison of the two proposals, a chart displaying each proposer's budget is provided below.

Comparison of Anticipated City Participation

With regards to the financial commitment of the City, each of these organizations has expectations. After analyzing the two budgets, the following is noted:

- Both organizations expect that the building would be put into good and safe working order by the City at the City's expense. They also expect the City to be responsible ongoing for the maintenance of the shell of the building and related primary operating systems.
- The HTG requests that 60% of all utility costs be paid ongoing by the City.
- The CAC requests that 100% of the utility costs be covered short term by the City until the CAC can develop the revenue stream to cover those costs on its own.
- The HTG requests an annual payment of \$75,000 be paid to HTG by the City to help with operation of the facility. There is no parallel request from CAC.

Budget Comparisons

A chart of the two proposed first year budgets is as follows. The organizations have different operations, but there are some comparisons.

Revenues:	HTG	CAC
Facility Fee	\$ 3,000	\$ 0
Ticket Revenue	5,000	96,000
Concessions	8,000	15,000
Facility/Theater Rentals	25,000	25,000
Education Programs	0	40,000
Memberships	0	36,000
Grants	0	50,000
Fundraisers	0	25,000
Contributions/Donors	22,000	25,000
Contributions - City	75,000	0
	\$138,000	\$312,000

Expenses:	HTG	CAC
All Personnel Combined (incl contract)	\$ 79,200	\$133,000
Office/Printer/Phone	4,800	8,000
Janitorial+ Supplies/All Supplies	5,400	18,000
Misc Repairs/Equip/Facility Repairs	3,600	15,000
Equipment	0	25,000
Web Design/Graphic Art	3,600	0
Advertising	18,000	24,000
Utilities	24,000	12,000
Production Costs	0	65,000
	\$138,600	\$300,000

The Economic Development/Projects Ad Hoc Committee enjoyed meeting with both groups and was excited to hear the possibilities of an actively managed facility. Recognizing that two different approaches are being proposed, as well as the above considerations, the Ad Hoc Committee recommends the selection of the Creative Arts Center.

RECOMMENDATION: The recommendation of the Economic Development/Projects Ad Hoc Committee is that the Creative Arts Collective is the best organization to operate the Harbor Theater and that the City Manager be directed to negotiate terms of a lease with CAC with the intent that the terms of that lease be brought back to the City Council for final approval. Staff is seeking discussion and direction by the Council regarding this recommendation.

ATTACHMENTS:

None.

AGENDA TRANSMITTAL

MEETING DATE: June 30, 2015

CITY AGENDA ITEM: Discussion and Direction Regarding Proposed Change in Commercial Use to a Live/Work Residential Concept in the McCoy Creek Development (Grayhawk) Consistent with the Revenue-Based Land Use Policy.

FISCAL IMPACT: None.

BACKGROUND: In October 2005, the City Council approved the Planned Unit Development (PUD) application for the McCoy Creek Mixed-Use Project (now known as Gray Hawk). The McCoy Creek Mixed-Use Project was approved for nineteen (19) single-family detached units, ten (10) "live/work" units, and a stand-alone commercial/office building of 9,052 square feet. Complete build out of the project was slowed due to the recession. Construction of the remaining single-family units are expected to commence this year, as revised building plans are currently being reviewed by the City's Building Division. However, the Developer (Harbor Park, LLC) has submitted a proposal to change the 9,052-square foot commercial building to a "live/work" multi-family mixed-use project that would contain eight (8) luxury apartment units and two (2) "live/work" units.

In July 2006, the City Council adopted a Revenue-Based Land Use Policy (the "Policy") for projects requiring a General Plan amendment and rezoning of commercial zoned lands for alternative development scenarios. It was adopted with the intent to foster development activity by providing significant flexibility to developers and the City by providing guidelines to work together to meet the broad interests of the community, including the long-term fiscal health of the City of Suisun City. The Policy provides that a proposed development that provides "value" to the City, however not necessarily in terms of revenue generation (i.e. land bank/swap/credit, fire station site, retail synergy, etc.) will be considered. These "value" components could be provided in lieu of perceived revenue generation shortfalls.

Although the proposal would not require a General Plan amendment, it would require an amendment to the PUD. Since the proposed change would take a commercial component of the PUD and allow for a mixed-use "live-work" project that is primarily residential, it is appropriate for Council to review and comment on the proposed change to lands designated for commercial-use, before commencement of the review by the Planning Commission and ultimately the City Council for formal action. As such, the proposal has been presented to staff, as well as the Project Development/Economic Development Ad Hoc Committee (Vice Mayor Wilson and Councilman Segala).

STAFF REPORT: The proposed project site consists of approximately 13,084 square feet (0.30 acres) located along the southern line of McCoy Creek Way (please see Attachment 1). The proposed development concept for the Site consists of a "live/work" multi-family mixed-use project that would contain eight (8) luxury apartment units and two (2) "live/work" units, which would be a change from the approved 9,052-square foot commercial building. Staff is seeking

PREPARED BY:

Jason D. Garben, Development Services Director

REVIEWED/APPROVED BY:

Suzanne Bragdon, City Manager

JDG
CB

discussion and direction regarding the proposed commercial component as it relates to the Revenue Based Land Use Policy.

The conceptual development proposal was recently presented to the Project Development/Economic Development Ad Hoc Committee. The project would be a unique development in Suisun City that would provide ancillary benefits in addition to immediate revenues from CFD fees (approximately \$4,500 annually) and property taxes (City's share of property tax estimated between \$3,600 and \$4,500 annually). The "live/work" concept within the context of multi-family product is cutting edge for a suburban market, and would be the first of its kind in Solano County. The project is anticipated to achieve rents that have not been seen within this market. The Developer sees the project as a "stepping stone" project; one that would be able to provide lenders with evidence that there is a demand for luxury condominiums in this market, and that a luxury condominium project is economically viable in this market. Further, the proposed project would bring the Gray Hawk development closer to completion, creating a more vibrant Lawler Commercial area, and perhaps providing a catalyst for additional development nearby.

Another item to consider is current market conditions, which over the past decade have rendered the 9,052-square foot commercial component infeasible. Although the economy has improved dramatically, given the relative lack of visibility off of Highway 12 for this site, the current market conditions suggest substantial headwinds for construction to occur on a 9,052-square foot commercial project at this location. The vacancy rate for office space in the Suisun-Fairfield marketplace was reported at over 20% according the First Quarter 2015 Research and Forecast Report prepared by the local office of commercial real estate brokerage firm Colliers International.

Further, in there is approximately 6,985 square feet of in-line shop space, in addition to the former KFC building, currently available for lease in the Sunset Shopping Center, and over 19,000 square feet of in-line shop space available in the Heritage Park Shopping Center. Hall Equities is also marketing an expansion of the Sunset Shopping Center onto the 8.29-acre site located adjacent to the Sunset Shopping Center on the north side of Highway 12 just east of Sunset Avenue. Finally, there is over eight (8) acres of land located within the Lawler Commercial area still available for development, all of which could be argued to have superior site characteristics that would support commercial development. Thus, the Developer's contention that the 9,052-square foot commercial component is not feasible is backed by historic and current market fundamentals.

Based on the aforementioned, there was consensus developed out of the Ad Hoc Committee that the proposed concept would be consistent with the intent of the Revenue Based Land Use Policy.

It is important to note the City Council is not being asked to consider the project for approval or make any predeterminations regarding the proposed project concept. Upon receipt of the required completed applications the Planning Commission and City Council would conduct a formal review of the proposed project and would consider the request to amend the PUD.

RECOMMENDATION: It is recommended the City Council provide staff with direction regarding the City Council's desire with respect to the proposed change from commercial to a "live/work" residential concept.

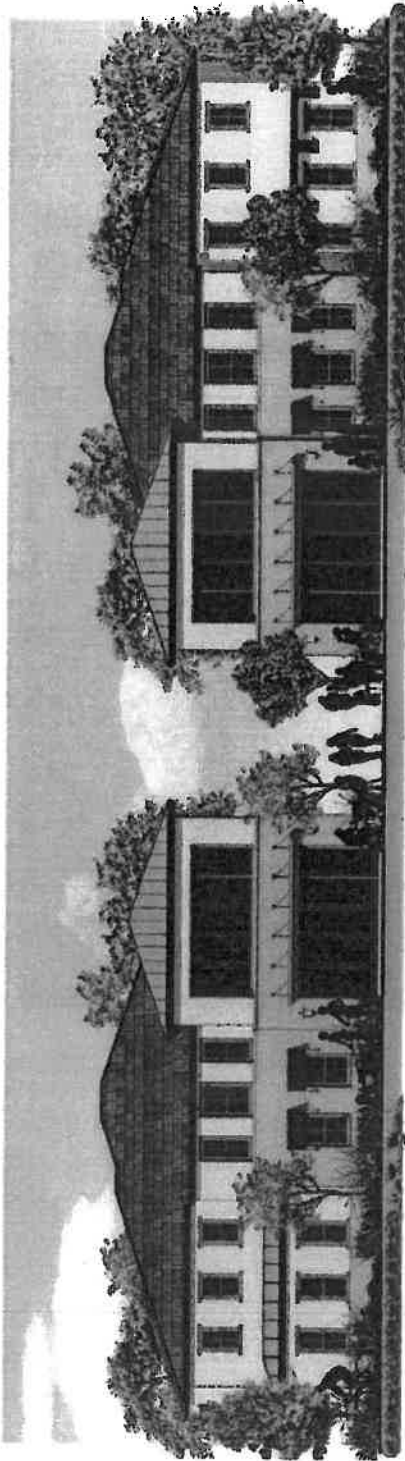
ATTACHMENTS:

1. Location Map.
2. Concept Rendering Proposed Concept Elevation.
3. Previously Approved Commercial Elevation.

LOCATION MAP



PROPOSED CONCEPT ELEVATION



PREVIOUS APPROVALS:
Resolution No. 2005-75

ORIGINAL APPROVAL:

Retail / Office Condos
6818 S.F. Total - Main Floor
2234 S.F. Total - Mezzanine

PROPOSED:

Work / Live:
Residential: 953 S.F. + 1001 S.F. = 1954 S.F.
8 Units

Unit Plan Summary:

(2) Plan 1	1 Bed	1 Bath	708 n.s.f.
(2) Plan 1Alt	1 Bed	1 Bath	677 n.s.f.
(2) Plan 2	2 Bed	2 Bath	1,074 n.s.f.
(2) Plan 3	2 Bed	2 Bath	1,160 n.s.f.

PARKING:

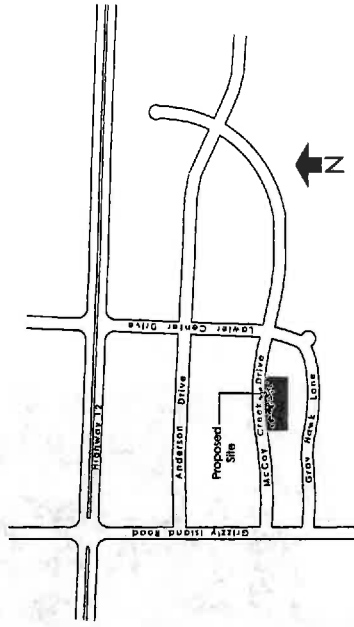
Previous Approval Allotted 1/250 S.F.
Along McCoy Creek Drive

= 27 Open Spaces

Proposed:

Work / Live: 1954 S.F. / 250 S.F. = 8 Open Spaces
Residential: 8 Units
8 Garage Spaces
8 Open Spaces

VICINITY MAP:



McCoy Creek Mixed Use
Harbor Park, LLC

IT
Attachment 2

KTGY Group, Inc.
Architecture+Planning
580 Second St., Suite 200
Oakland, CA 94607
510.272.2810
ktgy.com

CLUB

SUNNY CITY, CA

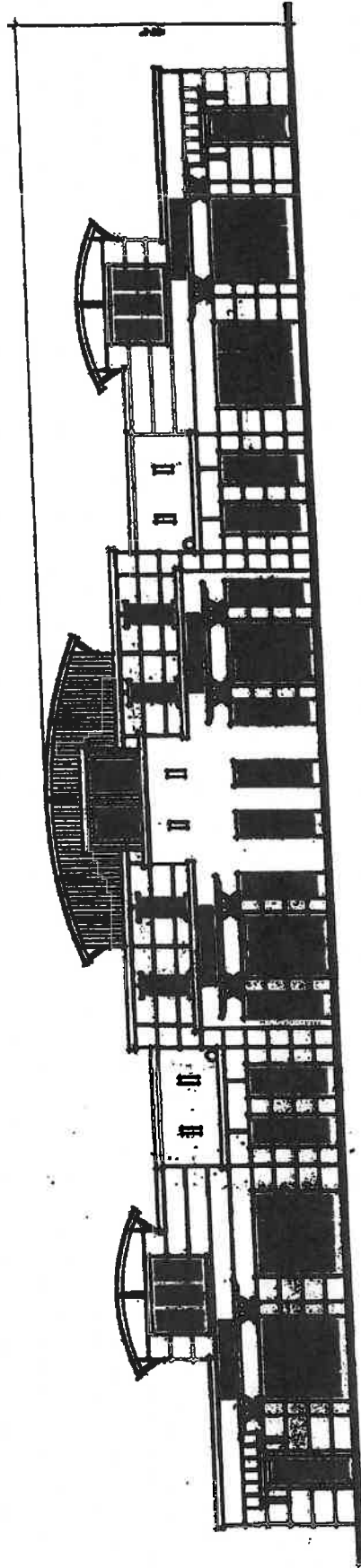
PREVIOUSLY APPROVED COMMERCIAL ELEVATION


ITEM 10

Attachment 3



KING NO. 200-000



 **McCoy Creek**
Suisun City, California

Harbor Park, LLC

AGENDA TRANSMITTAL

MEETING DATE: June 30, 2015

CITY AGENDA ITEM: Discussion and Direction: Consider Directing Staff to Return to Council with a Resolution to Adopt Rosenberg's Rules of Order and to Prepare and Conduct a Training Session.

FISCAL IMPACT: There would be no fiscal impact associated with this item. The training would be provided on a *pro bono* basis by the City Attorney.

BACKGROUND: Historically, the City Council, Planning Commission, and Parks & Recreation Commission have conducted their business generally consistent with Robert's Rules of Order. Robert's Rules of Order encompass broader situations than those usually encountered by local governmental policy bodies, which are usually comprised of five or seven members.

Several years ago, the League of California Cities presented "Rosenberg's Rules of Order" as a tool for local governmental policy bodies. These rules were developed by Judge David Rosenberg to simplify procedures for the conduct of the meetings of such bodies. They provide workable rules for the conduct of public meetings and hearings.

STAFF REPORT: Having a consistent approach to conducting public meetings and hearings is highly desirable. A copy of Rosenberg's Rules, as well as a more concise chart outlining the major points is attached for your reference.

I will be presenting this staff report to the City Council via telephone, but I would be happy to conduct the training session in person.

RECOMMENDATION: It is recommended that the City Council:

1. Direct staff to return to the Council with a Resolution adopting Rosenberg's Rules of Order as the protocol under which the City conducts business at public meetings and hearings; and
 2. Direct staff to prepare and conduct a training session with the City Council, Planning Commission, and Parks & Recreation Commission at a date to be determined.
-

ATTACHMENTS:

1. Rosenberg's Rules of Order.
 2. Rosenberg's Rules of Order Cheat Sheet.
-

PREPARED BY:
REVIEWED BY:

Anthony R. Taylor, City Attorney
 Suzanne Bragdon, City Manager



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

© 2011 League of California Cities. All rights reserved.

ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

TABLE OF CONTENTS

About the Author	ii
Introduction	2
Establishing a Quorum	2
The Role of the Chair	2
The Basic Format for an Agenda Item Discussion	2
Motions in General	3
The Three Basic Motions	3
Multiple Motions Before the Body	4
To Debate or Not to Debate	4
Majority and Super-Majority Votes	5
Counting Votes	5
The Motion to Reconsider	6
Courtesy and Decorum	7
Special Notes About Public Input	7

INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the "ayes" and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain." Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body."

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words "I move ..."

A typical motion might be: "I move that we give a 10-day notice in the future for all our meetings."

The chair usually initiates the motion in one of three ways:

1. Inviting the members of the body to make a motion, for example, "A motion at this time would be in order."
2. Suggesting a motion to the members of the body, "A motion would be in order that we give a 10-day notice in the future for all our meetings."
3. Making the motion. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So if a member makes what that member calls a "motion to amend," but the chair determines that it is really a "substitute motion," then the chair's designation governs.

A "friendly amendment" is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, "I want to suggest a friendly amendment to the motion." The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold." The motion can contain a specific time in which the item can come back to the body. "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, "I move the previous question" or "I move the question" or "I call the question" or sometimes someone simply shouts out "question." As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a "request" rather than as a formal motion. The chair can simply inquire of the body, "any further discussion?" If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the "question" as a formal motion, and proceed to it.

When a member of the body makes such a motion ("I move the previous question"), the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," or "I move the question," or "I call the question," or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it's pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the "no" votes and double that count to determine how many "yes" votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote "no" then the "yes" vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote "abstain" or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of "those present" then you treat abstentions one way. However, if the rules of the body say that you count the votes of those "present and voting," then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are "present and voting."

Accordingly, under the "present and voting" system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are "present"), but you treat the abstention votes on the motion as if they did not exist (they are not "voting"). On the other hand, if the rules of the body specifically say that you count votes of those "present" then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like "no" votes.

*How does this work in practice?
Here are a few examples.*

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are "present and voting." If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three "yes," one "no" and one "abstain" also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members "present." Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a "no" vote. Accordingly, if the votes were three "yes," one "no" and one "abstain," then the motion fails. The abstention in this case is treated like a "no" vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an "abstention" vote?

Any time a member votes "abstain" or says, "I abstain," that is an abstention. However, if a member votes "present" that is also treated as an abstention (the member is essentially saying, "Count me for purposes of a quorum, but my vote on the issue is abstain.") In fact, any manifestation of intention not to vote either "yes" or "no" on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote "absent" or "count me as absent?" Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually "absent." That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, "point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be, "point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



1400 K Street, Sacramento, CA 95814
(916) 658-8200 | Fax (916) 658-8240
www.cacities.org

To order additional copies of this publication, call (916) 658-8200.

\$10

© 2011 League of California Cities. All rights reserved.

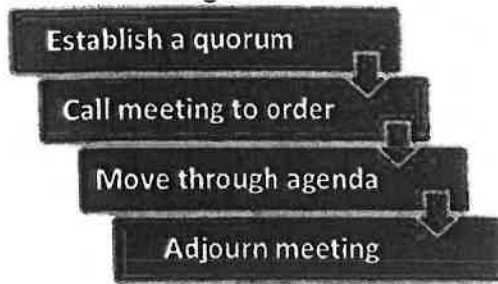
♻️ Printed on recycled paper.

Simple Parliamentary Procedures Cheat Sheet

ITEM 11

(Adapted from *Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century*) Attachment 2

Meeting Basics



Motions 101

Basic	<ul style="list-style-type: none"> • Basic motion on agenda item • Motion to amend • Substitute motion
Meeting	<ul style="list-style-type: none"> • Motion to adjourn • Motion to recess • Motion to fix the time to adjourn • Motion to table
Super Majority	<ul style="list-style-type: none"> • Motion to limit debate • Motion to close nominations • Motion to object to the consideration of a question • Motion to suspend the rules

A motion can be made and seconded by any member.

Agenda Item Discussions

1. **Announce Agenda Item:** Chair clearly states agenda item number and subject
2. **Reports and Recommendations:** Relevant speaker gives report and provides recommendations.
3. **Questions and Answers:** Technical questions from members are asked and addressed.
4. **Public Comment:** Chair allows public comment and input under the terms of the Board's policy for such comment.
5. **Motions and Action Items:**
 - a. **Motions Introduced:** Chair invites motion from body, and announces name of member introducing motion.
 - b. **Seconds:** If motion is seconded, Chair announces name of seconding member.
 - c. **Motions Clarified:** Seconded motion is clarified by maker of motion, Chair, or secretary/clerk.
 - d. **Amendments and Substitutions:** Other members may propose amended or substitute motions.
 - e. **Discussion and Vote:** Members discuss motion. Chair announces that vote will occur. Members vote on the last motion on the floor (a substitute motion) first, and if that does not pass, vote on the next-to-last motion, and so on.
 - f. **Ayes and Nays:** Chair takes vote by asking for "ayes," "nays," or "abstentions." Unless super majority required, simple majority determines whether motion passes.
 - g. **Results and Actions:** Chair announces result of vote and action the body has taken. Names of dissenters should be announced as well. *Example: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days' notice for all future meetings of this governing body."*
6. **Repeat:** Begin process again with next agenda item.

