

CITY COUNCIL

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



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

A G E N D A

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

AND

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

TUESDAY, SEPTEMBER 15, 2015

6:00 P.M.

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

TELECONFERENCE NOTICE

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

ROLL CALL

Council / Board Members

PUBLIC COMMENT

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

CONFLICT OF INTEREST NOTIFICATION

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

CLOSED SESSION

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

Joint City Council / Suisun City Council Acting as Successor Agency

1. PERSONNEL MATTERS

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

CONVENE OPEN SESSION

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

ADJOURNMENT

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

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



First and Third Tuesday
Every Month

A G E N D A

REGULAR MEETING OF THE SUISUN CITY COUNCIL

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

AND HOUSING AUTHORITY

TUESDAY, SEPTEMBER 15, 2015

7:00 P.M.

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

NOTICE

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

(Next Ord. No. – 733)

(Next City Council Res. No. 2 015 – 103)

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

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

ROLL CALL

Council / Board Members

Pledge of Allegiance

Invocation

PUBLIC COMMENT

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

CONFLICT OF INTEREST NOTIFICATION

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

REPORTS: (Informational items only.)

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

DEPARTMENTS: AREA CODE (707)

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

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

3. Achievement for Excellence in Financial Reporting – (Anderson).
 - a. Presentation of Certificate of Achievement for Excellence in Financial Reporting to Finance Department Staff.
 - b. Presentation of Award of Financial Reporting Achievement to Elizabeth Luna, Senior Accountant.
4. Presentation by Daryl Halls, Executive Director, Solano Transportation Authority, on the Countywide Transportation Tax.

CONSENT CALENDAR

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

City Council

5. Council Adoption of Resolution. No. 2015-___: Adopting a Resolution of Intention to Annex Territory to Community Facilities District and to Authorize the Levy of Special Taxes Therein – (McSorley).
6. Council Adoption of Resolution No. 2015-___: Adopting Continuing Disclosure Procedures to Establish Protocol and Promote Best Practices in the Preparation of the City's Annual Continuing Disclosure Requirements for Bond Issues – (Garben).

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 August 11, 2015 and September 1, 2015 – (Hobson).
8. Council/Agency Approval of the August 2015 Payroll Warrants in the amount of \$350,199.30. Council/Agency Approval of the August 2015 Payable Warrants in the amount of \$1,058,798.46 – (Finance).

Suisun City Council Acting as Successor Agency

9. Receiving and Accepting a Recognized Obligation Payment Schedule 15/16B (ROPS) for the Period of January through June 2016 – (Garben).

GENERAL BUSINESS**City Council**

10. Council Adoption of Resolution. No. 2015-___: Amending the Master Fee Resolution No. 2013-34 to Modify the Charge for Commercial Use of the Marina, Docks, and Boat Launch - (Davis).
11. Elimination or Modification of the City's Hiring Freeze Practice - (Anderson)
 - a. Council Adoption of Resolution. No. 2015-___: Elimination the City's Hiring Freeze Practice; OR
 - b. Council Adoption of Resolution. No. 2015-___: Modifying the City's Hiring Freeze Practice.

PUBLIC HEARINGS**City Council****12. PUBLIC HEARING**

Council Introduction and Waive Reading of Ordinance No. ____: Amending Chapter 15.04 of the Suisun City Code Providing Expedited Permitting Procedures for Residential Rooftop Solar Systems – (McSorley).

ADJOURNMENT

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AGENDA TRANSMITTAL

MEETING DATE: September 15, 2015

CITY AGENDA ITEM: Council Adoption of Resolution 2015-___: Adopting a Resolution of Intention to Annex Territory to Community Facilities District and to Authorize the Levy of Special Taxes Therein.

FISCAL IMPACT: If approved, the annexation of the Zephyr Estates project into Community Facilities District No. 2 and into the existing Tax Zone No. 3 would result in a total revenue of \$49,436, of which \$47,096 is deposited into the General Fund and \$2,340 deposited into the existing Tax Zone No. 3. The project is also within the District boundary map for the Peterson Ranch Maintenance Assessment District (MAD). The assessments would result in \$18,951 in revenue into the MAD. All levy amounts would be adjusted annually based on inflation modifiers.

BACKGROUND: As part of the Zephyr Estates' conditions of approval, the developer is required to annex into Community Facilities District No. 2 (CFD No. 2) to offset the impacts on City Services due to the new development. City services covered under CFD No. 2 include police, fire and paramedics. The landowner is also required to annex into the existing Tax Zone No. 3 to cover costs associated with storm drainage maintenance within and around the new project. The development will also merge into the existing Peterson Ranch MAD to cover costs of lighting and landscaping.

STAFF REPORT: Zephyr Estates includes fifty-nine (59) residential parcels and one commercial parcel located at the corner of Walters Road and East Tabor Avenue. On July 22, 2014, the Planning Commission forwarded a recommendation to the City Council to approve a General Plan Amendment, Rezone, Planned Unit Development and the Tentative Subdivision Map for the project. On September 16, 2014, the City Council approved these entitlements and introduced an ordinance to rezone the property. On October 7, 2014, the Council adopted the ordinance that rezoned the property. The action to approve the Tentative Subdivision map included a number of Conditions of Approval. One of those conditions was to annex into CFD No. 2 to cover the costs of municipal services described above. Within CFD No. 2 is Tax Zone No. 3 which is a special tax assessment for maintenance of storm drain facilities in and around the new development. Tax Zone No. 3 is defined as the areas south of East Tabor Road, east of Walters Road and north of Caswell Lane and west of Charleston Street. The project already lies within the boundaries of Peterson Ranch MAD to cover maintenance costs associated street lighting and landscaping. Only the residential portion of the subdivision is being constructed at this time and therefore will be the only portion of the subdivision annexing into the Peterson Ranch MAD, CFD No. 2, and Tax Zone No. 3.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Amanda Dum, Management Analyst
Timothy McSorley, Public Works & Building Director
Suzanne Bragdon, City Manager

The annexation of Zephyr Estates into Community Facilities District No. 2 would meet the fiscal criteria as established by Resolution No. 2005-69 Cost Recovery Policy for New Development, dated October 4, 2005. The Community Facilities District is intended to offset Municipal Service costs, including administrative costs, thereby reducing the negative fiscal impact of new development on the City's General Fund. Annexation into the existing Tax Zone No. 3 is an existing component of CFD No. 2 as tax zones are only created with a concurrent annexation into the CFD No. 2. The Tax Zone is intended to offset Public Works Maintenance costs associated with maintenance of the bio-retention drainage basins created by the new development, thereby reducing the negative impact of the new development on the Storm Drain & Flood Maintenance budget.

Multiple steps are required in the annexation process, some of which require Council action. The first step in the annexation process requires that the Council adopt a Resolution of Intention. There will be two additional Council actions required to complete the annexation process, which would occur at two future Council meetings.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2015-__: Adopting a Resolution of Intention to Annex Territory to Community Facilities District and to Authorize the Levy of Special Taxes Therein.

ATTACHMENTS:

1. Resolution No. 2015-__: Adopting a Resolution of Intention to Annex Territory to Community Facilities District and to Authorize the Levy of Special Taxes Therein.
2. Zephyr Estates – Annexation Map – Annexation #10
3. Petition to Annex

RESOLUTION NO. 2015-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING A RESOLUTION OF INTENTION TO ANNEX TERRITORY TO
COMMUNITY FACILITIES DISTRICT AND TO AUTHORIZE THE LEVY OF
SPECIAL TAXES THEREIN**

**CITY OF SUISUN CITY
Community Facilities District No. 2
(Municipal Services)**

Annexation No. 10 (Portion of Parcel 3, Doc No. 2004-00163498)

RESOLVED by the City Council (the "Council") of the City of Suisun City (the "City"), County of Solano, State of California, that:

WHEREAS, this Council has conducted proceedings to establish Community Facilities District No. 2 (Municipal Services) (the "CFD") pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing at Section 53311, of the California Government Code; and

WHEREAS, under the Act, this Council, as the legislative body for the CFD, is empowered with the authority to annex territory to the CFD, and now desires to undertake proceedings to annex territory to the CFD.

NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

1. Findings. This Council hereby finds and determines that public convenience and necessity require that territory be added to the CFD.

2. Territory Described. The name of the existing CFD is "City of Suisun City Community Facilities District No. 2 (Municipal Services)." The territory originally included in the existing CFD is set forth in the map of the CFD heretofore recorded in the Solano County Recorder's Office on October 27, 2005, in Book 23 at Page 60 of Maps of Assessment and Community Facilities Districts, to which map reference is hereby made, as such map has been supplemented in connection with subsequent annexations.

The territory now proposed to be annexed to the CFD is as shown on the Annexation Map for the captioned Annexation No. 10 (Portion of Parcel 3, Doc No. 2004-00163498) to the CFD, on file with the Clerk, the boundaries of which territory are hereby preliminarily approved and to which map reference is hereby made for further particulars. The City Clerk is hereby directed to cause to be recorded such Annexation Map, showing the territory to be annexed, in the office of the County Recorder of the County of Solano within 15 days of the date of adoption of this resolution.

3. The Services. The types of public services financed by the CFD and pursuant to the Act consist of those municipal services (the "Services") as described in Exhibit A to the Resolution of Formation with respect to the CFD adopted by the Council as Resolution No. 2005-89 on November 15, 2005 (the "Resolution of Formation"). It is presently intended that the Services will be provided, without preference or priority, to the existing territory in the CFD and the territory proposed to be annexed to the CFD.

4. **Special Tax.** Except to the extent that funds are otherwise available to the CFD to pay for the Services, a special tax sufficient to pay the costs thereof is intended to be levied annually within the CFD, and collected in the same manner as ordinary *ad valorem* property taxes.

The special tax proposed to pay for Services to be supplied within the territory proposed to be annexed will be equal to the special taxes levied to pay for the same Services in the CFD, except that a higher or lower tax may be levied within the territory proposed to be annexed or to be annexed in the future to the extent that the actual cost of providing the Services in that territory is higher or lower than the cost of providing those Services in the CFD.

The existing rate and method of apportionment of special tax (the "Rate and Method") among the parcels of real property within the existing territory of the CFD, as described in Exhibit B to the Resolution of Formation, will not be altered in connection with the proposed annexation and the territory proposed to be annexed.

The property described herein proposed to be annexed shall be subject to the Tax Zone Special Tax for Tax Zone No. 3, as described in the Rate and Method.

The proposed rate and method of apportionment of the special tax among the parcels of real property within the CFD, as now in existence and following the annexation proposed herein, in sufficient detail to allow each landowner within the territory proposed to be annexed to the CFD to estimate the maximum amount such owner will have to pay, are described in the Rate and Method.

5. **Hearing.** Tuesday, October 20, 2015, at 7:00 p.m. or as soon as possible thereafter, in the City Hall, Council Chambers, 701 Civic Center Boulevard, Suisun City, California, be, and the same are hereby appointed and fixed as the time and place when and where this Council, as legislative body for the CFD, will conduct a public hearing on the matters described in this Resolution.

6. **Notice.** The City Clerk is hereby directed to cause notice of said public hearing to be given by publication one time in a newspaper of general circulation in the area of the CFD, including the area to be annexed to the CFD. The publication of said notice shall be completed at least 7 days before the date herein set for said hearing. The City Clerk may also cause a copy of such notice and a copy of this Resolution to be mailed to each landowner within the territory proposed to be annexed, which notice and resolution shall be mailed at least 15 days before the date of said hearing. Such notice shall be substantially in the form specified in Section 53339.4 of the Act, with a summary form specifically authorized.

7. **Effective Date.** This Resolution shall take effect upon its adoption.

* * * * *

LEGEND

- ANNEXATION BOUNDARY LINE
- RIGHT OF WAY
- ADJACENT PROPERTY LINE
- CENTERLINE

ITEM 5
Attachment

(1) FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF SUISSON CITY THIS DAY OF SEPTEMBER, 2015.

CITY CLERK

(2) I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING PROPOSED ANNEXED BOUNDARIES OF COMMUNITY FACILITIES DISTRICT NO. 2 (MUNICIPAL SERVICES) CITY OF SUISSON CITY, COUNTY OF SOLANO, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF SUISSON CITY, AT A REGULAR MEETING THEREIN, HELD ON THE DAY OF SEPTEMBER, 2015, BY ITS RESOLUTION NO. _____

CITY CLERK

(3) FILED THIS DAY OF SEPTEMBER, 2015, AT THE HOUR OF O'CLOCK, IN BOOK _____, IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF SOLANO, STATE OF CALIFORNIA.

COUNTY RECORDER
COUNTY OF SOLANO



SEPTEMBER, 2015 SCALE: 1"=60'
1" = 60' FEET

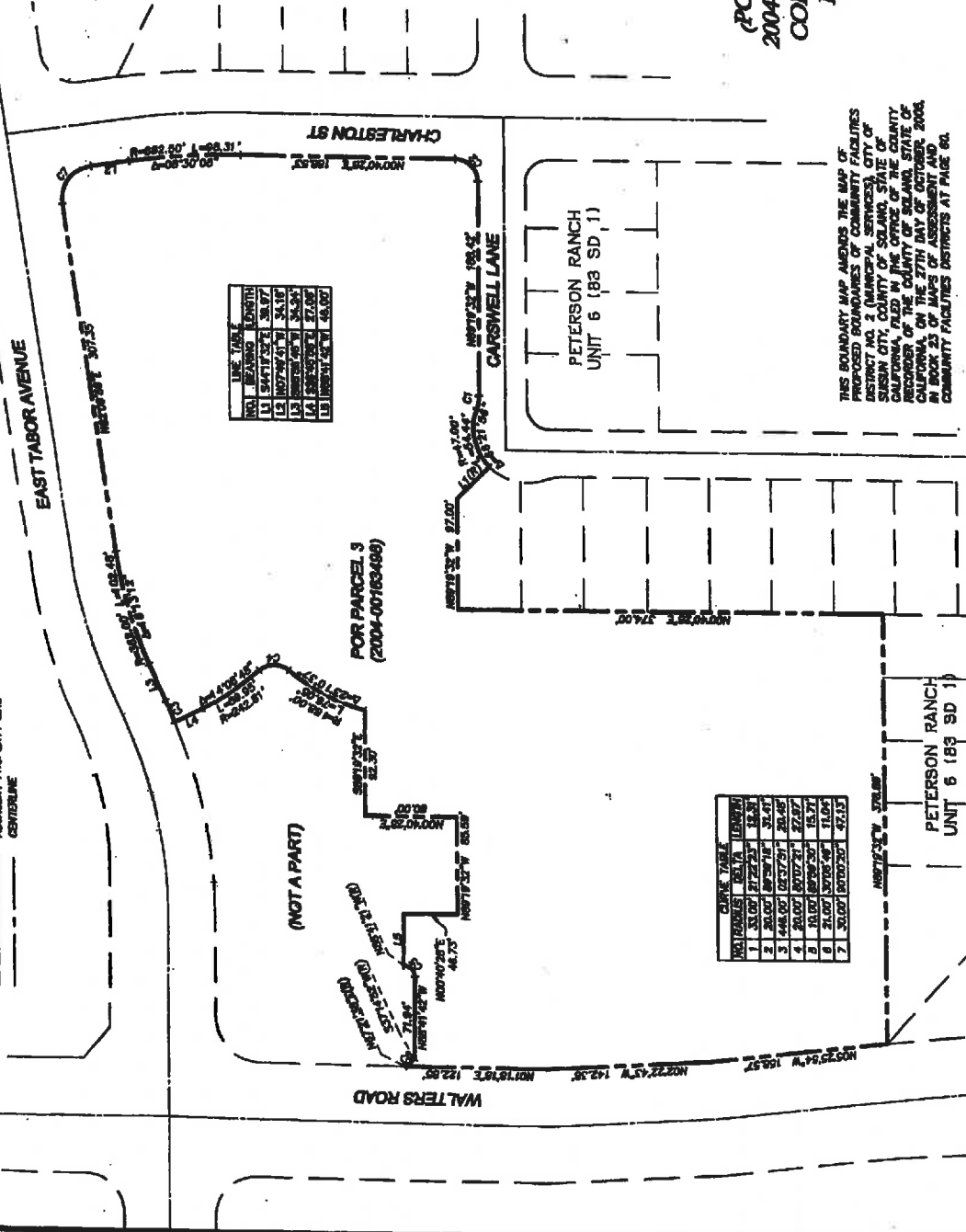
ANNEXATION MAP NO. 10
PORTION OF PARCEL 3, DOC NO.
2004-00163498, CITY OF SUISSON CITY
COMMUNITY FACILITIES DISTRICT
NO. 2 (MUNICIPAL SERVICES)
COUNTY OF SOLANO, STATE OF CALIFORNIA



JOB NO. 15046

APN 0174-000-000

SHEET 1 OF 1



PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City
duly held on Tuesday, the 15th day of September 2015, by the following vote:

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

WITNESS my hand and the seal of the City of Suisun City this 15th day of September 2015.

Linda Hobson, CMC
City Clerk

**PETITION
(With Waivers)****For Annexation to a Community Facilities District
and Related Matters****CITY OF SUISUN CITY
Community Facilities District No. 2
(Municipal Services)****Annexation No. 10 (Portion of Parcel 3, Doc No. 2004-00163498)**

September 9, 2015

To the Honorable City Council,
City of Suisun City
701 Civic Center Boulevard
Suisun City, CA 94585

Members of the Council:

This is a petition to annex the land identified below (the "Property") to the City's Community Facilities District No. 2 (Municipal Services) (the "CFD") and related matters under the Mello-Roos Community Facilities Act of 1982, Sections 53311 and following of the California Government Code (the "Act"), and it states as follows:

1. **Petitioner.** This Petition is submitted by the person (the "Petitioner") (whether one or more) identified below as or for the record owner(s) of the Property. The undersigned warrants to the City that the Petitioner is such owner or is legally authorized to execute this Petition for and on behalf of such owner(s). The Petitioner has supplied to the City current title evidence.
2. **Proceedings Requested.** This Petition asks that the City Council undertake proceedings under the Act to annex the Property to the CFD.
3. **Boundaries.** This Petition asks that the territory to be annexed to the CFD consist of that shown on a map of the proposed boundaries of Annexation No. 10 (Portion of Parcel 3, Doc No. 2004-00163498) to the CFD, which map is filed with the City Clerk of the City and which map is hereby made a part hereof and which map includes the Property.
4. **Purpose.** This Petition asks that the Property be annexed to the CFD and that special taxes (the "Special Taxes") be levied on the Property to finance all or a part of the municipal services (the "Services") described in Exhibit A hereto and made a part hereof.
5. **Special Taxes.** The Petitioner agrees that it has reviewed and preliminarily approves the Rate and Method of Apportionment of Special Taxes for the CFD (the "Rate and Method"). Petitioner acknowledges and preliminarily agrees that the Rate and Method will be

used by the City for the levy of Special Taxes on the Property to pay for the Services, subject to the completion of annexation proceedings for the Property by the City under the Act, and that the territory to be annexed shall be subject to the Tax Zone Special Tax for Tax Zone #3, as described in the Rate and Method.

6. Election. The Petitioner asks that the special election be conducted under the Act by the City and its officials on the questions of (i) annexation of the Property to the CFD and (ii) levy of the Special Taxes, using a mailed or hand-delivered ballot and that such ballot be canvassed and the results certified at the same meeting of the City Council as the public hearing on such matters under the Act or as soon thereafter as possible.

7. Waivers. To expedite the annexation of the Property to the CFD, the Petitioner waives all notices of hearing and all published notices regarding the annexation of the Property to the CFD, notices of landowner election, applicable waiting periods under the Act for the holding of any public hearing and for election, and all ballot arguments and analysis for the election, it being acknowledged by the Petitioner that all such notices are for the benefit of the Petitioner and may be waived.

8. Authority Warranted. The Petitioner warrants to the City that the presentation of this Petition, any waivers contained herein, casting of ballots at the property owner election and other actions mandated by the City for the annexation of the Property to the CFD shall not constitute or be construed as events of default or delinquencies under any existing or proposed financing documents entered into or to be entered into by the Petitioner for the Property, including any "due-on-encumbrance" clauses under any existing security instruments secured by the Property.

9. Due Diligence and Disclosures. The Petitioner agrees to cooperate with the City and its attorneys and consultants and to provide all information and disclosures required by the City about the Special Taxes to purchasers of the Property or any part of it.

[remainder of page left intentionally blank]

10. Agreements. The Petitioner further agrees to execute such additional or supplemental agreements as may be required by the City to provide for any of the actions and conditions under this Petition, including any amount of cash deposit required to pay for the City's costs in annexing the Property to the CFD. By executing this Petition, the Petitioner agrees to all of the above.

The Property is in Solano County
Assessor Parcel No:

0174-120-230 (Portion)

and the Property contains a total of
7.25 acres

The Petitioner (record owner) is:

Seecon Homes, Inc., a California Corporation

By: 

Name: John P. Arcidiacono
Its. President

Date: 9/9/15

The address of the above for
receiving any notice and ballot is:

4021 Port Chicago Highway
Concord, CA 94520

email: jarcidiacono@seeconhomes.com

EXHIBIT A

CITY OF SUISUN CITY Community Facilities District No. 2 (Municipal Services)

Annexation No. 10 (Portion of Parcel 3, Doc No. 2004-00163498)

DESCRIPTION OF SERVICES

The captioned CFD will finance, in whole or in part, the following public services (the "Services") on the Property, including all related administrative costs, related reserves for replacement of vehicles and equipment, and expenses:

- *Police services*
- *Fire services*
- *Paramedical services*
- *Services for the maintenance of parks, parkways and open space (landscaping).*
- *Services for the maintenance of storm drains.*

AGENDA TRANSMITTAL

MEETING DATE: September 15, 2015

CITY AGENDA ITEM: Council Adoption of Resolution No. 2015-__ Adopting Continuing Disclosure Procedures to Establish Protocol and Promote Best Practices in the Preparation of the City's Annual Continuing Disclosure Requirements for Bond Issues.

FISCAL IMPACT: There would be no fiscal impact associated with the adoption of this resolution.

BACKGROUND: To ensure compliance with all applicable federal and state securities laws, the Securities and Exchange Commission (SEC) and the Government Finance Officers Association (GFOA) recommend that issuers of municipal bonds adopt policies and procedures to govern compliance and implement training with respect to their initial disclosure and continuing disclosure requirements.

With the refunding by the Successor Agency of the former redevelopment agency bonds last December, it was brought to light the City had no formal written policy regarding procedures associated with continuing disclosure requirements of the bonds.

STAFF REPORT: The Continuing Disclosure Procedures ("Procedures") recommended for adoption are intended to (a) ensure that continuing disclosure documents are accurate and comply with all applicable federal and state securities laws, and (b) promote best practices regarding the preparation of the City's continuing disclosure documents. For purposes of the Procedures, the "City" shall mean the City of Suisun City and those independent agencies, joint power authorities, special districts, component units, or other entities created by the City Council or by State law for which the City Council serves as the governing or legislative body, or for which at least one City officer serves as a member of the governing or legislative body in his or her official capacity and the City has agreed to provide initial or continuing disclosure in connection with the issuance of securities.

The Procedures designate a "Disclosure Working Group" which is headed by the City's Finance Director, to provide general oversight over the entire continuing disclosure process

Adoption of and adherence to a disclosure policy signals to rating agencies and the capital markets that a government is well managed and likely to fully meet its disclosure obligations. Robust disclosure practices enhance an issuer's acceptance in the marketplace, foster liquidity for the securities, and demonstrate a solid disclosure track record that will be viewed favorably by investors, credit rating agencies and the public. Having disclosure policies and practices in place is also beneficial in the event the SEC reviews disclosures made by a governmental issuer.

According to the GFOA, debt policies should be approved by the issuer's governing body to provide credibility and transparency, and to ensure that there is a common understanding among elected officials and staff regarding the issuer's approach to initial and continuing disclosure.

PREPARED BY:

REVIEWED BY:

APPROVED BY:

Jason D. Garben, Development Services Director
 Ronald C. Anderson, Assistant City Manager/Finance Director
 Suzanne Bragdon, City Manager

RECOMMENDATION: Adopt Resolution No. 2015-__ Adopting Continuing Disclosure Procedures to Establish Protocol and Promote Best Practices in the Preparation of the City's Annual Continuing Disclosure Requirements for Bond Issues.

ATTACHMENTS:

1. Resolution No. 2015-__ Adopting Continuing Disclosure Procedures to Establish Protocol and Promote Best Practices in the Preparation of the City's Annual Continuing Disclosure Requirements for Bond Issues.

RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING CONTINUING DISCLOSURE PROCEDURES TO ESTABLISH
PROTOCOL AND PROMOTE BEST PRACTICES IN THE PREPARATION
OF THE CITY'S ANNUAL CONTINUING DISCLOSURE REQUIREMENTS
FOR BOND ISSUES**

WHEREAS, the City of Suisun City ("City") incurs debt such as bonds, certificates of participation, or other debt from time to time for various purposes including financing public projects and to refinance debt issued by the City; and

WHEREAS, in order to ensure that continuing disclosure documents are accurate and comply with all applicable federal and state securities laws, and to promote best practices regarding the preparation of the City's continuing disclosure documents, the City Council desires to adopt continuing disclosure procedures in the form attached hereto as Exhibit A (the "City of Suisun City Continuing Disclosure Procedures").

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

SECTION 1. Adoption and Approval of Continuing Disclosure Procedures. The Continuing Disclosure Procedures in the form attached hereto as Exhibit A are hereby adopted and approved.

SECTION 2. Effective Date. This resolution shall be in full force and effect immediately upon adoption and approval by the City Council.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City on the 15th day of September, 2015 by the following vote:

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

WITNESS my hand and the seal of said Agency the 15th of September, 2015.

Linda Hobson, CMC
City Clerk

Exhibit A

CITY OF SUISUN CITY CONTINUING DISCLOSURE PROCEDURES DATED: SEPTEMBER 15, 2015

I. INTRODUCTION

A. Purpose

These continuing disclosure procedures (“Continuing Disclosure Procedures” or “Procedures”) of the City of Suisun City (the “City” as defined below) are intended to (a) ensure that the City’s Continuing Disclosure Documents (as defined below) are accurate and comply with all applicable federal and state securities laws, and (b) promote best practices regarding the preparation of the City’s Continuing Disclosure Documents.

For purposes of these Procedures, the “City” shall mean the City of Suisun City and those independent agencies, joint power authorities, special districts, component units, or other entities created by the City Council or by State law for which the City Council serves as the governing or legislative body, or for which at least one City officer serves as a member of the governing or legislative body in his or her official capacity and the City has agreed to provide initial or continuing disclosure in connection with the issuance of securities.

II. KEY PARTICIPANTS

A. Disclosure Practices Working Group

1. *Composition.* The Disclosure Practices Working Group (the “Disclosure Working Group”) shall have general oversight over the entire continuing disclosure process. Membership in the Disclosure Working Group shall consist of the following:

- (a) Finance Director;
- (b) the Disclosure Coordinator (as defined below);
- (c) and any other individuals appointed by the Finance Director.

The Disclosure Working Group shall consult with finance team members or other interested parties as the Finance Director or any other member of the Disclosure Working Group determine is advisable related to continuing disclosure issues and practices. All meetings of the Disclosure Working Group may be held telephonically.

The Disclosure Working Group is an internal working group of City staff and not a decision-making or advisory body subject to the provisions of the Ralph M. Brown Act (Government Code Section 54950 et seq.).

2. *Responsibilities.* The Disclosure Working Group is responsible for:

(a) reviewing and approving all continuing disclosure obligations as contained in City Official Statements before such documents are released;

(b) reviewing annually the City's status and compliance with continuing disclosure obligations including filings of Continuing Disclosure Documents and compliance with these Procedures and the annual report prepared by the Disclosure Consultant as described in Section II.C below;

(c) reviewing any items referred to the Disclosure Working Group; and

(d) evaluating the effectiveness of these Continuing Disclosure Procedures and approving changes to these Continuing Disclosure Procedures.

"Continuing Disclosure Documents" means (a) annual continuing disclosure reports filed with the Municipal Securities Rulemaking Board ("MSRB"), and (c) event notices and any other filings with the MSRB.

"Official Statements" means preliminary and final official statements, private placement memoranda and remarketing memoranda relating to the City's securities, together with any supplements, for which a continuing disclosure obligation is required.

B. Disclosure Coordinator

1. *Appointment.* The Finance Director, in consultation with the other members of the Disclosure Working Group, shall select and appoint the Disclosure Coordinator.

2. *Responsibilities.* The Disclosure Coordinator is responsible for:

(a) serving as a "point person" for personnel to communicate issues or information that should be or may need to be included in any Continuing Disclosure Document;

(b) monitoring compliance by the City with these Continuing Disclosure Procedures, including timely dissemination of the annual report and event filings as described in Sections III (B) and (C) below;

(c) recommending changes to these Continuing Disclosure Procedures to the Disclosure Working Group as necessary or appropriate;

(d) following up with others, including management of outside consultants assisting the City, in the preparation and dissemination of Continuing Disclosure Documents to make sure that assigned tasks have been completed on a timely basis and making sure that the filings are made on a timely basis and are accurate;

(e) together with the Finance Director, coordinating the timely provision of information to the Disclosure Consultant as needed to fulfill its responsibilities to the City;

(f) in anticipation of preparing Continuing Disclosure Documents, soliciting “material” information (as defined in Securities and Exchange Rule 10b-5) from City departments; and

(g) maintaining records documenting the City’s compliance with these Continuing Disclosure Procedures.

C. Disclosure Consultant

1. *Appointment.* If deemed necessary by the Finance Director, a Disclosure Consultant may be hired in consultation with the Disclosure Working Group. The Disclosure Consultant shall have significant expertise and experience related to on-going disclosure requirements for municipal securities.

2. *Responsibilities.* The Disclosure Consultant is responsible for:

(a) communicating to the Disclosure Working Group its information needs, reviewing Continuing Disclosure Documents and other relevant information, consulting with appropriate City staff or interested parties needed to confirm that the City is meeting its continuing disclosure obligations;

(b) providing an annual report to the Disclosure Working Group regarding the City’s compliance with its ongoing continuing disclosure obligations; and

(b) from time to time, making recommendations to the Disclosure Working Group regarding ways the City may improve these Procedures and methods of meeting its continuing disclosure obligations.

III. CONTINUING DISCLOSURE FILINGS

A. Overview of Continuing Disclosure Filings

Under the continuing disclosure undertakings it has entered into in connection with its debt offerings, the City is required to file annual reports with the MSRB Electronic Municipal Market Access (“EMMA”) system in accordance with such agreements in each year. Such annual reports are required to include certain updated financial and operating information (or may refer to a publicly-available document), which varies among the different obligations issued by the City, and the City’s audited financial statements.

The City is also required under the continuing disclosure undertakings to file notices of certain events with EMMA.

B. Annual Reports

The Disclosure Coordinator shall ensure that the preparation of the City’s annual reports shall commence as required under each specific continuing disclosure obligation. Before any annual report is submitted to EMMA, the Disclosure Coordinator shall confer with the Disclosure Working Group as needed regarding the content and accuracy of any annual report.

Prior to each filing, the Disclosure Coordinator will review each report with the Disclosure Consultant, and the Disclosure Consultant will confirm in writing (which may be by email) that such report appears to comply with the requirements of the applicable continuing disclosure undertaking.

C. Event Filings

Each member of the Disclosure Working Group shall notify the other members of the Disclosure Working Group if he or she becomes aware of any of the material events listed in any of the City's continuing disclosure undertakings. The Disclosure Working Group may meet to discuss the event and to determine, in consultation with Disclosure Counsel and the Disclosure Consultant to the extent determined by the Disclosure Coordinator, whether a filing is required or is otherwise desirable.

IV. DOCUMENTS TO BE RETAINED

The Disclosure Coordinator shall be responsible for retaining records demonstrating compliance with these Continuing Disclosure Procedures. The Disclosure Coordinator shall retain an electronic or paper file ("Deal File") for each continuing disclosure annual report that the City completes. Each Deal File shall include final versions of Continuing Disclosure Documents; written confirmations, certifications, letters and legal opinions described herein; copies of these Continuing Disclosure Procedures and a list of individuals to whom they have been distributed and the dates of such distributions; and a written record of the dates of meetings of the Disclosure Working Group. The Deal File shall be maintained in a central depository for a period of five years from the later of the date of delivery of the securities referenced in the Continuing Disclosure Document, or the date the Continuing Disclosure Document is published, posted, or otherwise made publicly available, as applicable.

V. EDUCATION

The Finance Director shall ensure that the Disclosure Coordinator and the Disclosure Working Group are properly trained to understand and perform their responsibilities. Such training may include training sessions conducted by consultants with expertise in municipal securities disclosure or by the Disclosure Consultant, or other appropriate method identified by the Finance Director.

VI. AMENDMENTS

Any provision of these Continuing Disclosure Procedures may be waived or amended at any time by written confirmation of the members of the Disclosure Working Group.

MINUTES

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

AND

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

TUESDAY, AUGUST 11, 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

Mayor Sanchez called the meeting to order at 5:00 PM with Council Members Day, Hudson, and Segala. Council Member Wilson was absent.

PUBLIC COMMENT - None

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

CONFLICT OF INTEREST NOTIFICATION

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

Council Member Day advised a conflict with Item 1.

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 REAL PROPERTY NEGOTIATOR

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

Property Under Negotiation: Harbor Theater, 720 Main Street

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

Negotiating Parties: Creative Arts Council

Under Negotiations: Terms and payment

City Council

2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

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

Property Under Negotiation: Assessor's Parcel Numbers 0037-080-020

Agency Negotiator: Suzanne Bragdon, City Manager, Ronald C. Anderson, Jr, Assistant City Manager/Administrative Services, Timothy J. McSorley, Building and Public Works Director, Dayne Johnson, City Engineer

Negotiating Parties: Alice Hause

Under Negotiations: Real property terms and payment

Joint City Council / Suisun City Council Acting as Successor Agency

3. PERSONNEL MATTERS

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

City Council

4. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

5:03 PM – Mayor Sanchez recessed the Council to Closed Session.

5:12 PM – Council Member Wilson arrived.

CONVENE OPEN SESSION

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

6:55 PM – Mayor Sanchez reconvened the Council and stated no decisions were made in Closed Session.

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the meeting at 6:56 PM.

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, AUGUST 11, 2015

7:00 P.M.

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

NOTICE

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

(Next Ord. No. – 733)

(Next City Council Res. No. 2 015 – 99)

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

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

ROLL CALL

Mayor Sanchez called the meeting to order at 7:02 PM with the following Council / Board Members present: Day, Hudson, Segala, Wilson, and Sanchez.

Pledge of Allegiance was led by Council Member Hudson.

Invocation was given by City Manager Bragdon.

PUBLIC COMMENT

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

George Guynn reminded the Council of his records request and expressed concern about the flat rate for water.

CONFLICT OF INTEREST NOTIFICATION

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

REPORTS: (Informational items only.)

1. Mayor/Council - Chair/Boardmembers

Council Member Day thanked all the fire fighters who have come to California to assist in fighting the multiple fires, thanked Suisun City Fire Department for protecting citizens, reported a circus was going on in Suisun City, and reminded citizens to be careful now that school was about to open.

Council Member Segala reported key issues at National Night Out was concern about buses 6 and 9 picking up speed on Lawler Ranch Parkway, suggested City Manager Bragdon set a meeting with Fairfield Fast Transit, thanked police department for National Night Out, and suggested everyone keep the fire fighters in their prayers.

Council Member Hudson echoed Council Member Segala's concern about the buses, reported abandoned shopping carts are showing up a lot, stated National Night Out was a success, suggested pathway in Peterson Ranch should be shut down to stop thieves, suggested staff look into a local ordinance to fine shoplifters, reported attending water and sewer boards, asked when would Pintail light be working, and suggested Wal-Mart should begin mitigating the property east of the store.

Council Member Wilson commended staff for National Night Out, reported on trip to Boston, advised school starting tomorrow, reported attending seminar on Aging in Place put on by the League of California Cities, reported sidewalk issue at 200 Walnut Street and West Street roadway.

Mayor Sanchez reported an increase in sales tax for the first quarter due to Wal-Mart opening in March.

2. City Manager/Executive Director/Staff

- a. Traffic Committee Report August 11, 2015 – (O'Brien).

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

CONSENT CALENDAR

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

City Council

3. Council Adoption of Resolution No. 2015-100: Approving and Accepting the Acquisition of Property on Railroad Avenue (Segment of APN 0037-080-060) – (Dum).

**Motioned by Council Member Wilson and seconded by Council Member Hudson to approve Consent Calendar. Motion carried unanimously by the following roll call vote:
AYES: Council Members Day, Hudson, Segala, Wilson, Sanchez**

GENERAL BUSINESS

City Council

4. Council Adoption of Resolution No. 2015-__: Urging the State to Provide New Sustainable Funding for State and Local Transportation Infrastructure – (Johnson).

George Guynn stated agreement with the City Council and asked why the Council does not go the State with the City concerns and stated opposition to the resolution.

Motioned by Council Member Wilson and seconded by Mayor Sanchez to adopt Resolution No. 2015-101. Motion carried by the following roll call vote:

AYES: Council Members Wilson, Sanchez

NOES: Council Members Day, Hudson, Segala

8:13 PM – Mayor Sanchez recessed the City Council.

8:23 PM – Mayor Sanchez reconvened the City Council.

5. Workshop on Rosenberg's Rules of Order – (Taylor).
 - a. Presentation of Rosenberg's Rules of Order; and
 - b. Discussion and direction on adoption of Council policies and procedures concerning all or parts of Rosenberg's Rules of Order and on the conduct of council meetings.

No direction was given on this item.

Motioned by Council Member Hudson and seconded by Mayor Sanchez to adjourn the meeting. The motion carried by the following vote:

Ayes: Council Members Day, Hudson, Sanchez

NOES: Council Members Segala, Wilson

PUBLIC HEARINGS

6. Council Adoption of Resolution No. 2015-__: Approving an Amendment to the California Enterprise Development Authority (CEDA) Joint Powers Agreement to add Suisun City as an Associate Member thereby Authorizing properties within City Limits to Voluntarily Participate in the Figtree Property Assessed Clean Energy (PACE) Program – (Garben).

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the meeting at 9:33 PM.

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, SEPTEMBER 1, 2015

7:00 P.M.

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

NOTICE

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

(Next Ord. No. – 733)

(Next City Council Res. No. 2 015 – 100)

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

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

ROLL CALL

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

Pledge of Allegiance was led by Council Member Segala.

Invocation was given by Assistant City Manager Anderson.

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).

William Hampton suggest a craft fair be held in Montebella park to raise money to maintain the park.

CONFLICT OF INTEREST NOTIFICATION - None

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

REPORTS: (Informational items only.)

1. Mayor/Council - Chair/Boardmembers

Council Member Day urged citizens to attend the court hearing for Frazier's placement on September 25, 9:00 AM Solano Superior Court.

Council Member Segala reported attending the Business Improvement District mixer, the Wish Connection at the mall where Mayor Price gave a nine year old a key to the City, ribbon cutting at the new McDonald's by Lowes, and CASA in San Diego where it was stated Solano Sewer

Treatment Plant was chosen by a Canadian company to build a class A bio-solid waste plant and it will be the only one in the United States, the facility is scheduled to be finished in 2016.

Council Member Hudson reported attending CASA conference celebrating 60 years advocating for waste water and pure water, once again awarded plant of the year for mid size; attended and spoke at the InterCoast College graduation that offers a two-year nursing program, drug and alcohol counseling, medical administration, and several other programs; reported the passing of Maury Miesgraves who was a pillar of Suisun City and asked that the meeting be adjourned in his memory; warned citizens in Montebella, Lawler, and Quail Glen that someone was knocking on doors and asking for money and suggested you call the police; asked about the lights at Sunset and Highway 12 and Sunset and Merganser; suggested the City should abide by the two-day water restriction also; and commended the police department for the web application where citizens can express concerns but suggested the police department should respond to the concern.

Council Member Wilson reported attending the opening of Ovation Lounge; and reported receiving calls about crosswalk at Sunset and Highway 12

Mayor Sanchez reported attending a ribbon cutting for a new day care on Anderson Drive; California Association of Sanitation Agencies in San Diego; Town Hall Meeting held at Fairfield City Hall regarding the homelessness problem; and will be attending the California Local Formation Commission in Sacramento; and reported the new Ohana Hawaiian restaurant will be opening in September.

2. City Manager/Executive Director/Staff

- a. Emergency Preparedness Month and the Status of City Readiness – (O'Brien).

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

3. Introduction and Swearing in of new Suisun City Police Communications and Records Technician Danielle Lindberg – (Mattos).

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

4. Introduction of new Suisun City Planning Specialist Katrina Lapira – (Garben).

Economic Development Director Garben introduced Planning Specialist Lapira.

5. Introduction of new Suisun City Public Works & Building Director, City Engineer Tim McSorley – (Bragdon).

Assistant City Manager Anderson introduced Public Works & Building Director McSorley.

6. Presentation of Proclamation to Fire Chief Mike O'Brien Proclaiming September 2015 as "National Preparedness Month" – (O'Brien).

Mayor Sanchez read and Council Member Wilson presented the proclamation to Fire Chief O'Brien.

CONSENT CALENDAR

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

City Council

7. Council Adoption of Resolution. 2015-100: Approving an Agreement with Creative Arts Collective to Lease and Operate Harbor Theater and Authorizing the City Manager to Execute the Agreement on the City's Behalf – (Bragdon).
8. Council Adoption of Resolution. 2015-101: Approving an Amendment to the California Enterprise Development Authority (CEDA) Joint Powers Agreement to Add Suisun City as an Associate Member thereby Authorizing properties within City Limits to Voluntarily Participate in the Figtree Property Assessed Clean Energy (PACE) Program – (Garben).

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

9. Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on July 7, 2015, and July 21, 2015. – (Hobson).

Joint City Council / Suisun City Council Acting as Successor Agency

10. Council/Agency Approval of the July 2015 Payroll Warrants in the amount of \$393,754.67. Council/Agency Approval of the July 2015 Payable Warrants in the amount of \$1,412,584.75 – (Finance).

**Motioned by Council Member Wilson and seconded by Council Member Segala to approve Consent Calendar. Motion carried unanimously by the following roll call vote:
AYES: Council Members Day, Hudson, Segala, Wilson, Sanchez**

GENERAL BUSINESSCity Council

11. Council Adoption of Resolution. 2015-102: Approving and Authorizing the City Manager to Execute a Professional Services Agreement to Assess the Feasibility of a Tax Measure for the November 2016 Ballot – (Bragdon).

**Motioned by Council Member Wilson and seconded by Council Member Day to adopt Resolution No. 2015-102. Motioned carried by the follow roll call vote:
AYES: Council Members Day, Segala, Wilson, Sanchez
NOES: Council Member Hudson**

PUBLIC HEARINGS

12. Public Hearing
Discussion and Direction Regarding Downtown Waterfront Specific Plan Update Policies – (Garben).

The following is a list of the items discussed:

INTERIOR ILLUMINATED SIGNAGE

Consensus to allow this - but no flashing or moving lit signage

A-FRAME SIGNAGE

Consensus to allow, temporarily (during the day)

25% WINDOW COVERAGE FOR SIGNAGE

Consensus – Council is ok with this restriction – need to clarify that it applies to frontage windows that front Main Street

MAINTENANCE OF SIGNS

Discussion regarding maintenance of signage, particularly with regard to cloth or cloth-appearing

awnings

Support for requirement on maintenance of signage that is similar to the typical standards having to do

with the upkeep and maintenance of property pursued by Code Enforcement

Question to team: since this is a typical type of standard/approach, can we just defer to relevant standards in the Zoning Ordinance Update?

City Council Hearing Summary September 1, 2015 Page 2

ALLOW ADDITIONAL SPACE ON SECOND AND THIRD STORY WINDOWS FOR SIGNAGE

Yes, support for this, for separate businesses, with Councilmember Segala expressing preference that

all building signage be clustered at ground level in pedestrian-scaled fashion along Main Street

SHOULD THE HISTORIC CORE BE DEFINED FOR THE PURPOSE OF SIGNAGE AND HAVE DIFFERENT STANDARDS?

Yes, consensus for different standards

Discussion of the 600/700 block of Main Street being the historic core

Concern expressed regarding the subjective nature of the standards, so will need to use the typical tools of code work to create objective reference points

SHOULD CLOTH OR CLOTH-APPEARING MATERIALS BE ALLOWED?

Yes, but need maintenance standards (see also point above)

SHOULD THE HEIGHT LIMIT BE INCREASED TO 65 FEET FOR THE DOWNTOWN MIXED USE DISTRICT?

On this, Councilmember Segala abstained and it appeared that two were in favor and two were opposed

SHOULD MAIN STREET MIXED USE DISTRICT REQUIRE MULTI-STORY DEVELOPMENT (AT LEAST 2) AND HAVE A MAXIMUM HEIGHT THAT ACCOMMODATES 4 STORIES (~50 FEET OR SO)?

Consensus for this approach

Councilmember Segala indicates that many Main Street buildings have a 14' first story

HISTORIC LIMITED COMMERCIAL AND THE TRIANGULAR PROPERTIES NORTH OF THE FORMER CRYSTAL MIDDLE SCHOOL SITE

Change to MDR

DOWNTOWN COMMERCIAL INCENTIVE ZONING TO ALLOW RESIDENTIAL IN ORDER TO GET DEVELOPMENT

Consensus: no

Mayor Sanchez advised the Closed Session was cancelled.

CLOSED SESSION

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

Joint City Council / Suisun City Council Acting as Successor Agency**13. PERSONNEL MATTERS**

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

PM – Mayor Sanchez recessed the Council to Closed Session.

CONVENE OPEN SESSION

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

PM – Mayor Sanchez reconvened the Council and stated no decisions were made in Closed Session..

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the meeting in memory of Maury Miesgraves at 9:33 PM.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: September 15, 2015

SUCCESSOR AGENCY AGENDA ITEM: Receiving and Accepting a Recognized Obligation Payment Schedule 15/16B (ROPS) for the Period of January through June 2016.

FISCAL IMPACT: None. All obligations listed have been included in the FY 2015-16 Annual Budget.

BACKGROUND: A component of the dissolution of the former redevelopment agency requires that the Successor Agency prepare a ROPS and submit it to the Oversight Board every six months.

The following provides an overview of deadlines and process associated with the ROPS:

ROPS Submittal Deadline – October 5, 2015, is the deadline to submit a ROPS covering the period of January through June 2016.

ROPS Submittal/Approval Process – The Successor Agency must submit the ROPS to the County Auditor-Controller, County Administrative Officer, and the State Department of Finance (DOF) at the same time as the ROPS is submitted to the Oversight Board.

ROPS Form – The DOF has provided the form for this ROPS period.

Penalties – A penalty may be levied on the City of \$10,000 per day for each day the ROPS is delinquent. Failure to submit the ROPS within 10 days of the deadline will result in a 25% reduction of the Successor Agency's maximum administrative cost allowance for the period covered by the delinquent ROPS.

STAFF REPORT: Generally, the current ROPS includes line items that were listed on previously adopted ROPS, but contain updated figures to reflect the fiscal period between January and June 2016. The primary changes have to do with the refunding of the 1998, 2003A, and 2003B Series Bonds, which are replaced with the 2014A and 2014B Series bonds.

Staff recommends that the Successor Agency receive and accept the amended ROPS.

RECOMMENDATION: It is recommended that the Successor Agency receive and accept a Recognized Obligation Payment Schedule (ROPS) for the Period of January through June 2016.

ATTACHMENTS:

1. ROPS 15/16B (January through June 2016).

PREPARED BY:

REVIEWED/APPROVED BY:

Jason Garben, Economic Development Director
Suzanne Bragdon, Executive Director

Recognized Obligation Payment Schedule (ROPS 15-16B) - Summary
Filed for the January 1, 2016 through June 30, 2016 Period

Name of Successor Agency: Suisun City
Name of County: Solano

Current Period Requested Funding for Outstanding Debt or Obligation		Six-Month Total
Enforceable Obligations Funded with Non-Redevelopment Property Tax Trust Fund (RPTTF) Funding		
A	Sources (B+C+D):	\$ 885,824
B	Bond Proceeds Funding (ROPS Detail)	
C	Reserve Balance Funding (ROPS Detail)	97,017
D	Other Funding (ROPS Detail)	788,507
E	Enforceable Obligations Funded with RPTTF Funding (F+G):	\$ 1,647,216
F	Non-Administrative Costs (ROPS Detail)	1,522,216
G	Administrative Costs (ROPS Detail)	125,000
H	Total Current Period Enforceable Obligations (A+E):	\$ 2,832,740

Successor Agency Self-Reported Prior Period Adjustment to Current Period RPTTF Requested Funding	
I	Enforceable Obligations funded with RPTTF (E):
J	Less Prior Period Adjustment (Report of Prior Period Adjustments Column S)
K	Adjusted Current Period RPTTF Requested Funding (I-J)
	1,647,216
	(717,813)
	\$ 929,403

County Auditor Controller Reported Prior Period Adjustment to Current Period RPTTF Requested Funding	
L	Enforceable Obligations funded with RPTTF (E):
M	Less Prior Period Adjustment (Report of Prior Period Adjustments Column AA)
N	Adjusted Current Period RPTTF Requested Funding (L-M)
	1,647,216
	1,647,216

Certification of Oversight Board Chairman:
Pursuant to Section 34177 (m) of the Health and Safety code, I
hereby certify that the above is a true and accurate Recognized
Obligation Payment Schedule for the above named agency.

Name
/s/_____
Signature

Title

Date

[illegible]

Suisun City Recognized Obligation Payment Schedule (ROPS 15-16B) - Report of Cash Balances
(Report Amounts In Whole Dollars)

Pursuant to Health and Safety Code section 34177 (l), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation. For tips on how to complete the Report of Cash Balances Form, see Cash Balance Tips Sheet										
(Report Amounts in whole dollars)										
A	B	C	D	E	F	G	H	I		
		Fund Sources								Comments
		Bond Proceeds		Reserve Balance		Other		RPTTF		
		Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS period balances and DDR RPTTF balances retained	Prior ROPS RPTTF distributed as reserve for future period(s)	Rent, Grants, Interest, Etc.				
Cash Balance Information by ROPS Period										
ROPS 14-15B Actuals (01/01/13 - 06/30/15)										
1	Beginning Available Cash Balance (Actual 01/01/13)		4,285,707			59,200	158,515			
2	Revenue/Income (Actual 06/30/15) RPTTF amounts should tie to the ROPS 14-15B distribution from the County Auditor-Controller during January 2015		47,942,463			229,307	2,849,387			
3	Expenditures for ROPS 14-15B Enforceable Obligations (Actual 06/30/15) RPTTF amounts, H3 plus H4 should equal total reported actual expenditures in the Report of PPA, Columns L and Q		52,185,950				781,433			
4	Retention of Available Cash Balance (Actual 06/30/15) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)									
5	ROPS 14-15B RPTTF Prior Period Adjustment RPTTF amount should tie to the self-reported ROPS 14-15B PPA in the Report of PPA, Column S	No entry required								
6	Ending Actual Available Cash Balance C to G = (1 + 2 - 3 - 4), H = (1 + 2 - 3 - 4 - 5)	\$	\$	\$	\$	\$	\$	\$	\$	\$
ROPS 15-16A Estimate (07/01/15 - 12/31/15)										
7	Beginning Available Cash Balance (Actual 07/01/15) (C, D, E, G = 4 + 5, F = H4 + F4 + F5, and H = 5 + 6)	\$	\$	\$	\$	\$	\$	\$	\$	\$
8	Revenue/Income (Estimate 12/31/15) RPTTF amounts should tie to the ROPS 15-16A distribution from the County Auditor-Controller during June 2015					500,000	2,124,505			
9	Expenditures for ROPS 15-16A Enforceable Obligations (Estimate 12/31/15)						4,283,957			
10	Retention of Available Cash Balance (Estimate 12/31/15) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)									
11	Ending Estimated Available Cash Balance (7 + 8 - 9 - 10)	\$	\$	\$	\$	\$	\$	\$	\$	\$

Suisun City Recognized Obligation Payment Schedule (ROPS 15-16B) - Notes
January 1, 2016 through June 30, 2016

[illegible]

MEETING DATE: September 15, 2015

CITY AGENDA ITEM: Council Adoption of Resolution No. 2015-___: Amending the Master Fee Resolution No. 2013-34 to Modify the Charge for Commercial Use of the Marina, Docks, and Boat Launch.

FISCAL IMPACT: The Master Fee Schedule currently provides that commercial use of the docks and boat launch may occur either through the payment of 10% of gross receipts or as may otherwise be provided in a separate agreement with the City. Currently there is no commercial use of the marina, so the City is not receiving any revenue from commercial users. Eliminating the 10% of gross receipts fee for commercial users of the marina, docks, and boat launch that do rent a berth at the marina could incentivize businesses to locate to the Suisun Marina. This could result in additional direct revenue from the rental of additional berth slips (which range from \$160 to \$285 per month), business license tax, and gasoline sales, as well as indirect revenues for sales taxes and transient occupancy taxes.

The proposed Resolution would leave in place the 10% gross receipts fee for commercial users operating at the Marina that do not rent a berth. An example would be a kayak rental business, or an entertainment boat.

BACKGROUND: On June 16, 2009, City Council adopted an amended Master Fee Schedule. The Master Fee Schedule was modified to include the creation of a 10% fee on gross receipts for the commercial use of the marina, docks, and boat launch. At the time that the fee was put in place, the two businesses subject to the fee were using the visitors' dock, and neither was renting a slip in the marina. Under the current fee policy, there is no differentiation between potential businesses that pay to rent a berth at the marina and potential businesses that would use marina facilities, but not rent a berth.

STAFF REPORT: Staff is proposing to modify the current fee policy by applying the fee only to those businesses that are not renting a slip, but use the marina for commercial purposes. This modification would not affect any current businesses. The City has been contacted by a firm that would like to operate a charter fishing business out of the Suisun City Marina, if the proposed change to the policy is made. Having such a commercial business at the marina would bring more people to the area which would result in a benefit to restaurants, bait shops, and the hotel. When these businesses thrive, the City benefits through sales tax and Transient Occupancy Tax revenue.

Fish Hookers Sportsfishing would berth its boat at the Suisun City Marina and take up to six people fishing at a time for striped bass and sturgeon in the delta. Barry Canevaro, the owner of Fish Hookers Sportsfishing, has indicated that the current 10% fee on gross receipts would deter him from operating out of Suisun City on a long-term basis. However, Fish Hookers Sportsfishing would pay the monthly berth rental fee of \$160.00 per month, and it would obtain a City business license. (Please see Section 7 of Exhibit A of the attached resolution.) The business would also purchase fuel from the marina. Marina area restaurants and bait shops would benefit from having a charter fishing business at the marina, as Mr. Canevaro meets his clients on the waterfront early for coffee and breakfast, before heading out for a day of fishing.

PREPARED BY:

Randy Davis, Recreation and Community Services Director

REVIEWED/APPROVED BY:

Suzanne Bragdon, City Manager

In addition, Mr. Canevaro does a weekly fishing report on fishing conditions in the delta for the Bob Simms Outdoors Show that is broadcast on the powerful radio station KFBK am/fm. If his boat were based in Suisun City, the area would be promoted on the show that is broadcast each Saturday morning.

Mr. Canevaro has indicated that his customers come from different areas and some will need lodging. This arrangement could benefit the hotel in Suisun City and generate some additional Transient Occupancy Tax revenue for the City.

The marina's occupancy rate is currently at 77%. There is a need to work towards filling more of the marina slips.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2015-___: Amending the Master Fee Resolution No. 2013-34 to Modify the Charge for Commercial Use of the Marina, Docks, and Boat Launch.

ATTACHMENTS:

1. Resolution No. 2015-___: Amending the Master Fee Resolution No. 2013-34 to Modify the Charge for Commercial Use of the Marina, Docks, and Boat Launch.

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AMENDING THE MASTER FEE RESOLUTION NO. 2013-34 TO MODIFY
THE CHARGE FOR COMMERCIAL USE OF THE MARINA, DOCKS,
AND BOAT LAUNCH**

WHEREAS, on June 16, 2009, City Council adopted an amended Master Fee Schedule establishing a fee of 10% of gross receipts for the commercial use of the marina, docks, and boat launch; and

WHEREAS, there is currently no differentiation between a commercial user that pays to rent a berth at the marina and a commercial user that would not be renting a berth; and

WHEREAS, at the present time there is no commercial use of the marina and no revenue is being derived from commercial use of the marina; and

WHEREAS, modifying the fee policy could result in additional commercial use of the marina and increase revenue from berth rentals, marina gasoline sales, and business license taxes; and

WHEREAS, increased commercial use of the marina could benefit local restaurants, bait shops, and the hotel.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Suisun City hereby amends the Master Fee Resolution No. 2013-34 to modify the application of rental fees for the commercial use of the marina, docks, and boat launch as set forth in Exhibit A.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City on the 15th day of September, 2015 by the following vote:

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

WITNESS my hand and the seal of said Agency the 15th of September, 2015.

Linda Hobson, CMC
City Clerk

MASTER FEE SCHEDULE

Section 1: Public Safety/Police

Fee Description	Current Fee 19-Jun-12
PUBLIC SAFETY	
Report Photocopies 1-6 page min. - Police Dept	\$7.00
Report Photocopies 1-6 page min. - Fire Dept	\$7.00
Each additional page charge	\$1.00
Incident Printout, per page	\$0.25
Special Handling charge (mailing, etc.)	\$7.00
Videotapes	\$42.00
Video Tapes - each additional	\$21.00
Audio Tapes	\$42.00
Audio Tapes - each additional	\$11.00
Public Nuisance Abatement Posting/Mailing Fee	\$50.00
Abandoned and Distressed Properties Registration Fee	\$50.00
POLICE DEPARTMENT	
Abandoned Shopping Cart: Fine	\$50.00
Abandoned Shopping Cart: Administrative Fee	\$30.00
Abandoned Shopping Cart: Storage Fee Per Day	\$5.00
Alarm Response: First Call - False	\$0.00
Alarm Response: Second Call - False	\$50.00
Alarm Response: Third Call - False	\$100.00
Bingo Permit Application Fee	\$50.00
Bingo Permit Background Check Fee	\$35 per hour
Credit Check Fee	\$10 plus the Cost of Outside Services
Concealed Weapons Permit	\$68.00
Range Qualification (part of concealed weapons permit)	\$0.00
Fingerprint Per Card	\$26.00
Live Scan Fingerprint, based upon complexity (\$32 goes to Dept. of Justice)	\$42-\$76.00
Firearms Retail Sales Permit	\$95.00

MASTER FEE SCHEDULE

Section 1: Public Safety/Police

Fee Description	Current Fee 19-Jun-12
Taxi Permits	\$53.00
Alcohol Beverage Control Letter Per Request	\$26.00
Solicitor Permit	\$68.00
Weapons Reg. Voluntary	\$11.00
Each Add. Reg.@ same time	\$3.00
Clearance Letter (VISA application)	\$16.00
Tow Releases Fee	\$185.00
Repossession Fee	\$20.00
Vehicle Code Returned Check Fee	\$45.00
Vehicle/Equipment Violation Clearance Signoff	\$15.00
PARKING, REGISTRATION & MECHANICAL PENALTIES AND FEES	Current Fee 19-Jun-12
California Vehicle Code	
4000(a)(1) Unregistered Vehicle/Expired Registration	\$83.00
5200(a) Front and rear license plates required	\$58.00
5201 License plate not securely fastened	\$58.00
5201 (f) License plate covered	\$58.00
5204(a) Current vehicle registration tab improperly attached	\$83.00
21113(a) On public grounds (must be posted)	\$68.00
21210 Bicycle on sidewalk (blocking pedestrians)	\$58.00
21211(a) Parking in bike lane	\$58.00
22500(a) Within an intersection	\$58.00
22500(b) On a crosswalk	\$58.00
22500(d) Within 15 fee of a fire station driveway	\$58.00
22500(e) In front of public/private driveway	\$58.00
22500(f) On a sidewalk	\$58.00
22500(g) As to obstruct traffic	\$58.00
22500(h) Double parking	\$58.00
22500(i) In posted or marked bus zone	\$323.00
22500(k) On a bridge	\$58.00
22500(l) In wheelchair access	\$363.00

MASTER FEE SCHEDULE

Section 1: Public Safety/Police

Fee Description		Current Fee 19-Jun-12
22502(a)	On right within 18" of curb	\$58.00
22502(e)	On left within 18" of curb (on one-way streets only)	\$58.00
22505(b)	Failure to obey posted parking sign (state highway only)	\$58.00
22507.8(a)	Blue/handicap zone (private property only)	\$363.00
22507.8(b)	As to block access to handicap stall/space	\$363.00
22507.8(c)(1)	Parking on handicap stall blue lines	\$363.00
22507.8(c)(2)	Parking on crosshatched lines	\$363.00
22514	By fire hydrant	\$58.00
22515(a)	Motor running and brake not set (motor vehicle)	\$68.00
22516	Parked with person locked in vehicle	\$78.00
22517	Opening door on traffic side (hazard)	\$58.00
22518	Vehicle 30+ feet parked in Park & Ride Lot	\$58.00
22521	On/about railroad tracks (within 7 1/2 feet)	\$58.00
22522	Within 3 feet of handicapped access ramp	\$363.00
22523(a)	Abandoned vehicle (City streets)	\$263.00
22523(b)	Abandoned vehicle (private property)	\$263.00
23333	Parking on bridge/vehicular crossing	\$68.00
Sulsun City Ordinances (SCO)		
8.12.090.E.1 SCO	No parking/all-weather material - first offense	\$73.00
8.12.090.E.2 SCO	No parking/all-weather material - second offense	\$123.00
8.12.090.E.3 SCO	No parking/all-weather material - third & more offenses	\$273.00
10.08.010.1 SCO	Red curb (city streets only)	\$58.00
10.08.010.2 SCO	White curb (city streets only)	\$58.00
10.08.010.3 SCO	Yellow curb (city streets only)	\$58.00
10.08.010.4 SCO	Green curb (city streets only)	\$58.00
10.08.010.5 SCO	Blue/handicap zone (city streets only)	\$363.00
10.08.010.A SCO	No parking (city streets only)	\$58.00
10.08.020.B SCO	No parking (posted with 24 hour notice - city streets only)	\$58.00
10.08.030 SCO	Two-hour parking (city streets only)	\$58.00
10.08.040 SCO	No parking (narrow streets only)	\$58.00

MASTER FEE SCHEDULE

Section 1: Public Safety/Police

Fee Description		Current Fee 19-Jun-12
10.08.050.1 SCO	Parked in excess of 72 hours	\$263.00
10.08.050.2 SCO	Repairing or working on city streets	\$78.00
10.16.010.A SCO	One-way parking on Solano Street W/B only	\$58.00
10.16.010.B SCO	One-way parking on California Street E/B only	\$58.00
10.16.010.C SCO	One-way parking on Morgan Street W/B only	\$58.00
10.16.010.D SCO	One-way parking on Suisun Street S/B only	\$58.00
10.16.010.E SCO	One-way parking on West Street N/B only	\$58.00
10.22.070 SCO	Failure to obey posted sign (Private Property)	\$58.00
10.32.020 SCO	Weight limit (street must be posted)	\$263.00
10.36.180 SCO	Abatement of vehicles (private property only)	\$263.00
15.04.270 SCO	No parking fire lane (private property only)	\$78.00
18.44.270.1 SCO	No parking in front yard - first offense	\$73.00
18.44.270.2 SCO	No parking in front yard - second offense	\$123.00
18.44.270.3 SCO	No parking in front yard - third & more offense	\$273.00
All Mechanical Violations (violations pursuant to 40610(b) CVC)		\$58.00
With Proof of Corrections (violations pursuant to 40610(b) CVC)		\$10.00
Delinquent Fee		\$110.00

MASTER FEE SCHEDULE

Section 2: Fire

Fee Description		Current Fee 19-Jun-12
FIRE DEPARTMENT		
Fire Extinguish Systems		
Halon System		* \$25 + Cost of Outside Services or \$80/hour
Halon Concentration Test		
Hood and Duct System		
Under 25 Heads		
25 - 99 Heads		
100+ Heads (Basic Fee)		
Additional Per Head		
Additional Per Riser		
1 & 2 Family Res. Fire Extinguish Systems		\$ 160.00
13D Systems - plus/residence		\$ 40.00
13R Systems - plus/unit		\$ 40.00
Fireworks		
SCC Section 8.04.030 Public Display Application Fee		\$ 50.00
SCC Section 8.04.030 Public Display Permit Fee ^{Plus:}		\$ 85.00
Actual costs for Services, Inspections & Standby for SCFD, SCPD, B&PW.		
SCC Section 8.04.060 Safe & Sane Application Fee		\$ 50.00
SCC Section 8.04.060 Safe & Sane Application Permit Fee ^{Plus:}		\$ 85.00
Actual costs for Services, Inspections & Standby for SCFD, SCPD, B&PW.		
Underground Fire Line Test		\$25 + Cost of Outside Services or \$80/hour
Spray Bottles		
Fire Alarm Systems		
Hydrants Each		
Asphalt Kettle/Per Co. Anly		
Candles (in assembly occ)		
Fireworks Display		
Underground Tanks Install/ea.		
Insecticide Fogging/ea occur		
Open Burning Bonfires		
Tents/Air Sup Stru Anly		
Flammable Liquids/6 mos.		
Carnival/ea occur		
*1-1 and 1-2 7-99		
*1-1 and 1-2 100 or more		

MASTER FEE SCHEDULE

ITEM 10
Attachment 1

Section 2: Fire

Fee Description		Current Fee 19-Jun-12
Family Daycare Facility		\$ -
Preschools up to 26 E-3 (H&S 13235 Max)		\$ -
Res. Care Fac. Up to 25 res.(H&S 13235 Max)		\$ 50.00
Res. Care Fac. Over 25 res.(H&S 13235 Max)		\$ 100.00
Private Schools		\$ 150.00
Hazardous Materials Emergency = personnel costs+ equipment+ materials+admin fee 14.6%, 2 hour minimum		
Response Fee - Initial Response 2 hr minimum		\$ 396.00
Other Agency Response Additional Equipment & Manpower / per hour		Below: Hourly Rates
Fire Chief		\$ 30.25
Deputy Chief / Battalion Chief / Company Officer / Captain / Lieutenant		\$ 10.77
Firefighter		\$ 9.44
Engine - Type 1		\$ 45.00
Ladder Truck		\$ 45.00
Engine - Type 3 or type 4		\$ 24.50
Minimum charge		2 hours
Administrative fee		14.6%
Rates based on CA OES 5 party agreement 2003		

MASTER FEE SCHEDULE

Section 3: Public Works

Fee Description	Current Fee 19-Jun-12
PUBLIC WORKS (Plan & Review)	
Encroachment Permit Application Fee, per Hour **	\$89.00
**Encroachment Permit Deposit	100% of Improvement Costs
**Minimum Deposit amount	\$250.00
Oversize load permit	\$16.00
Subdivision Application	\$525.00
Site Inspection, Hourly rate for Engineer to inspect	\$89.00
Site Improvement Plans	\$660 + 5% of 1st \$1,000,000 + 4% of 2nd \$1,000,000 + 3% thereafter
Parcel Maps	\$315 + \$350/Lot
Subdivision Maps	\$315 + \$70/Lot
Grading Plans	\$130 + \$0.0011/SF
Flood Zone Certification Letter	\$25.00
Copies of plans (24 x 36 inch) Per 1st copy / subsequent copies	\$5.00 / \$3.00

MASTER FEE SCHEDULE

Exhibit A **ITEM 10**
Attachment 1

Section 4: Recreation & Community Services

Fee Description	Adopted 15-Sep-15
SENIOR CENTER	
Large Room 2000 sq.ft. (40 x 50)	
Rate per hour, (3 hour minimum)	\$ 90.00
Kitchen Fee, per hour (3 hour minimum)	\$ 20.00
Deposit	\$ 400.00
Small Room, 750 sq.ft. (34 x 22) No Kitchen	
Rate per hour, (3 hour minimum)	\$ 40.00
Deposit	\$ 200.00
Both Rooms	
Rate per hour, (3 hour minimum)	\$ 110.00
Kitchen Fee, per hour	\$ 20.00
Deposit	\$ 400.00
CITY HALL COUNCIL CHAMBERS / ROTUNDA	
Rate per hour, (3 hour minimum)	\$ 115.00
Deposit (No Kitchen)	\$ 300.00
COURTYARD AT HARBOR SQUARE	
Rate per hour, (2 hour minimum)	\$ 110.00
Includes 2 staff for 1st 50 persons, additional fee for every 50 persons, per hour, Includes use of Courtyard Restrooms	\$ 22.00
Gas Fee for any use of Fireplace 1 Hour Before Sunset, per hour	\$ 6.00
Deposit	\$ 200.00
OLD TOWN PLAZA & SHELDON PLAZA	
Rate per hour, (2 hour minimum)	\$ 88.00
P/A System Deposit	\$ 250.00
P/A System - Rent	\$ 75.00
Includes 1 staff for 1st 100 persons, additional fee for every 50 persons	\$ 22.00
Deposit	\$ 200.00
TRAIN STATION PLAZA	
Rate per hour, 2 hour minimum	\$ 65.00
Deposit	\$ 200.00
Rate per hour for staff for Events requiring or requesting staff monitoring	\$ 22.00
PARK USE FEES	
Rate per hour, (2 hour minimum)	\$ 30.00
Rate per hour for staff for Events requiring or requesting staff monitoring	\$ 22.00
Deposit	\$ 100.00
BALLFIELD - RENTAL	
Other than tournament - field only - 2 hours only	\$ 30.00
Other than tournament - field with lights-2 hours only	\$ 55.00
LAMBRECHT/HERITAGE	
Tournament-Per Field, Per Day	\$ 110.00
Tournament- for 2 hours only (bases included)	\$ 40.00
Site Attendant Required/Per Hour	\$ 22.00
Prep per field, per prep - required every 4 games	\$ 30.00
Light Use Fee -Per Field/Per Hour	\$ 35.00
Scoreboard Use	\$ 25.00

MASTER FEE SCHEDULE

Section 4: Recreation & Community Services

Fee Description
LEAGUE USE
Per Hour, with attendant, (3 hour minimum)
Without attendant, (2 hour game)
Light Use Fee - w/o attendant (2 hour game)
Light Use Fee with attendant- Per Field/Per Hour
MARINA
Overnight Guest Berthing, per night (72 hour limit)
<i>Commercial Use of Marina, Docks, and Boat Launch (other than as provided in separate agreement with City, or when the business is renting a slip and paying business license tax in lieu of this fee.)</i>
BOAT LAUNCH
Parking fee, per 24 hours
Parking fee, annual pass
Parking fee, monthly pass
MONTHLY SLIP RENTAL RATES
SLIP SIZE
28 feet
34 feet
40 feet
46 feet
50 feet
JOE NELSON COMMUNITY CENTER
BANQUET ROOM WITHOUT KITCHEN
Weekday Rates Class A (non-profit) - per hour
Weekday Rates Class B (private & for-profit) - per hour
Weekend Rates - per hour
Deposit
BANQUET ROOM WITH KITCHEN
Weekday Rates Class A (non-profit) - per hour
Weekday Rates Class B (private & for-profit) - per hour
Weekend Rates - per hour
Deposit
MEETING ROOM A Deposit
Weekday Rates Class A (non-profit) - per hour
Weekday Rates Class B (private & for-profit) - per hour
Weekend Rates - per hour
Deposit
MEETING ROOM B
Weekday Rates Class A (non-profit) - per hour
Weekday Rates Class B (private & for-profit) - per hour
Weekend Rates - per hour
Deposit

MASTER FEE SCHEDULE

ITEM 10
Attachment 1

Section 4: Recreation & Community Services

Fee Description	Adopted 15-Sep-15
MEETING ROOM C	
Weekday Rates Class A (non-profit) - per hour	\$ 30.00
Weekday Rates Class B (private & for-profit) - per hour	\$ 50.00
Weekend Rates - per hour	\$ 70.00
Deposit	\$ 200.00
MEETING ROOMS - MULTIPLE	
Weekend Multi-room Rate, any 2 rooms	\$ 105.00
Weekend Multi-room Rate, any 3 rooms	\$ 125.00
Deposit	\$ 400.00
CLASSROOM 1	
Weekday Rates Class A (non-profit) - per hour	\$ 30.00
Weekday Rates Class B (private & for-profit) - per hour	\$ 50.00
Weekend Rates - per hour	\$ 80.00
Deposit	\$ 200.00
KITCHEN (WITH MEETING ROOM) RENT	
Weekday Rates Class A (non-profit) - per hour	\$ 40.00
Weekday Rates Class B (private & for-profit) - per hour	\$ 45.00
Weekend Rates - per hour	N/A
Charge to add additional tables	\$ 25.00
KITCHEN (WITHOUT MEETING ROOM) RENT	
Normal Business Hours - per hour	\$ 45.00
Non-Business Hours (2 Hour Minimum) - per hour	\$ 70.00
Deposit	\$ 200.00

MASTER FEE SCHEDULE

Section 5: Building

Fee Description		Adopted Fee 19-Jun-12
FIRE SAFETY PLAN CHECK		
Commercial/Industrial/Multi-family		25% of Building Permit
Single-Family Residence		25% of Building Permit
Maximum Amount		\$ 127.00
GRADING - NEW DEVELOPMENT ONLY		
Residential Lot		\$ 95.00
Multi-Family per Unit		\$ 32.00
Commercial/Industrial per 1/4 acre		\$ 254.00
Grading Plan Check		65% of Grading Permit
SECURITY INSPECTION		
Residential per Dwelling Unit		\$ 42.00
Multi-Family per Dwelling Unit		\$ 42.00
SIGN PERMIT		
Base Permit Fee		\$ -
Plus amount per Sign		\$ -
ENERGY PLAN CHECK		
Residential per Dwelling		\$ 44.00
Commercial /Industrial		
Base Amount		\$ 127.00
Plus per Square foot		\$ 0.03
Certified Access Specialist		
Consultation Fee		\$25 + Cost of Outside Services or \$80/hour
Document Archival Fee		
Per 8 1/2" x 14" or smaller, per sheet		\$ 0.25
Larger Sheets, per sheet		\$ 1.50
Planning Department		
BUILDING PERMIT PLAN CHECK / INSPECTION		
Residential		
Base Amount		25% of Building Permit
Maximum		\$ 66.00
Commercial		
Base Amount		5% of Building Permit
Maximum		\$ 66.00

MASTER FEE SCHEDULE

Section 6: Planning

Fee Description	Adopted Fee 19-Jun-12
Variance - Major	\$ 895.00
Variance - Minor	\$ 371.00
Use Permit - Major (Including Care Facilities)	\$ 895.00
Use Permit - Minor (Including Care Facilities)	\$ 371.00
Use Permit - Exceptions (Hr District)	\$ 74.00
Use Permit-Temp <72 Hours	\$ 31.00
Use Permit-Temp >72 Hours	\$ 124.00
Site Plan Review	\$ 744.00
Add: Per Res Dwelling Unit	\$ 15.00
Add: Per Non-Res Square Foot	\$ 0.10
Architectural Review	\$ 744.00
Add: Per Res Dwelling Unit	\$ 15.00
Add: Per Non-Res Square Foot	\$ 0.10
Tentative Parcel Map	\$ 372.00
Additional Lot	\$ 74.00
Lot Line Adjustments Processing	\$ 358.00
Tentative Subdivision Map	\$ 1,115.00
Additional Residential Lot	\$ 15.00
Additional Non-Res Lot/Sq Ft	\$ 0.10
Tentative Map Extension	\$ 372.00
Planned Unit Development	\$ 1,115.00
Additional Residential/DU	\$ 15.00
Additional Non-Res/Sq Ft	\$ 0.10
Annexations	\$ 1,484.00
Final Parcel Map	\$ 371.00
Final Subdivision Map	\$ 630.00
Appeals Planning Comm/City Council	\$ 74.00
Rezoning/Prezoning	\$ 1,484.00
Rezoning/Prezoning (Add'l Per Acre)	\$ 74.00
General Plan Amendment	\$ 1,484.00
Ordinance Amendment-Text or other	\$ 1,484.00
Design Review	\$ 74.00
Design Review New Structures/Additions	\$ 148.00
Design Review Remodeling	\$ 37.00
Design Review / Signs	\$ 37.00
Design Review/Sign Program	\$ 372.00

MASTER FEE SCHEDULE

Section 6: Planning

Fee Description	Adopted Fee 19-Jun-12
Publications/Maps	
General Plan Publication-Vol. I & II	\$ 57.00
Volume I	\$ 37.00
Volume II	\$ 24.00
Zoning Map/General Plan Maps	\$ 15.00
Zoning Ord/General Plan Text	\$ 37.00
Downtown/Waterfront Specific Plan	\$ 37.00
Planning & Zoning Insp. -Letter of Compliance	\$ 61.00
Letter of Inspection Record, Permit Verification, not requiring on-site inspection (add'l if necessary)	\$ 14.00
Work of - Professional Staff - Director, per hour	\$ 116.00
Work of - Paraprofessional Staff - Assoc. Planner, per hour	\$ 77.00
Work of - Clerical Staff, per hour	\$ 59.00
General Planning Services-New Development	
Single Family Residence per Unit	\$ 171.00
Multi Family Residence per Unit	\$ 145.00
Commercial/Industrial per square feet	\$ 0.13
Negative Declaration	\$ 350.00
Mitigated Negative Declaration	\$ 600.00
Categorical Exemption	\$ 250.00
Public Hearing Notice	\$50 + Cost of Publication & Mailing
Water Efficient Landscaping Ordinance Compliance	\$25 + Cost of Outside Services or \$77/hour
Deposits applied toward Actual Costs of Staff, Attorneys, Consultants	
Development Agreement - Minimum Deposit Required	\$ 20,000.00
Environmental Impact Report (EIR), Minimum Deposit Required	\$ 20,000.00
Initial Study at Actual Cost, Minimum Deposit Required	\$ 12,000.00
Mitigation Monitoring Program, at Actual Cost - Minimum Deposit	\$ 5,000.00
Annexation into Community Facilities District #2, Min. Deposit	\$ 10,000.00

MASTER FEE SCHEDULE

Section 7: Business Tax License

Fee Description	Current Tax
BUSINESS LICENSE, GROSS RECEIPTS SCHEDULE:	
Class A ⁽¹⁾ - retail sales, contractors, subcontractors, restaurants, property management or leasing, rentals, personal or repair services, etc.	
Class B ⁽¹⁾ - professionals such as attorneys, architects, accountants, real estate agents and brokers, appraisers, doctors, consultants, engineers, bookkeepers, investigators, developers, advertising agents, interior designers, etc.	
	Class
	A ⁽¹⁾ B ⁽¹⁾
Gross Receipts : 0 - 40,000	50.00 76.00
Gross Receipts : 40,000 - 60,000	60.00 90.00
Gross Receipts : 60,000 - 80,000	70.00 96.00
Gross Receipts : 80,000 - 100,000	80.00 120.00
Gross Receipts : 100,000 - 120,000	90.00 136.00
Gross Receipts : 120,000 - 140,000	100.00 150.00
Gross Receipts : 140,000 - 160,000	110.00 166.00
Gross Receipts : 160,000 - 180,000	120.00 180.00
Gross Receipts : 180,000 - 200,000	130.00 196.00
Gross Receipts : 200,000 - 240,000	146.00 220.00
Gross Receipts : 240,000 - 280,000	170.00 256.00
Gross Receipts : 280,000 - 320,000	190.00 286.00
Gross Receipts : 320,000 - 360,000	210.00 316.00
Gross Receipts : 360,000 - 400,000	230.00 346.00
Gross Receipts : 400,000 - 450,000	250.00 376.00
Gross Receipts : 450,000 - 500,000	270.00 406.00
Gross Receipts : 500,000 - 550,000	290.00 436.00
Gross Receipts : 550,000 - 600,000	310.00 466.00
Gross Receipts : 600,000 - 700,000	330.00 646.00
Gross Receipts : 700,000 - 800,000	350.00 766.00
Gross Receipts : 800,000 - 900,000	370.00 826.00
Gross Receipts : 900,000 - 1,000,000	390.00 886.00
For each add'l \$100,000 or fraction thereof :	15.00 15.00
BUSINESS LICENSE, MISCELLANEOUS FEE SCHEDULE	
Apartments, Hotels, Motels & Mobile Home Parks - per unit for fourplexes & up ⁽¹⁾	\$5.30
Amusement/Vending Machines, per Gross Receipts schedule, except for:	
Billiard and Pool Rooms - for first table ⁽¹⁾	\$31.90
Each additional table	\$15.90
Circus, per Day	\$213.00
Carnivals, per Day	\$213.00
Night Clubs, per year ⁽¹⁾	\$532.50
Dance Halls, per year ⁽¹⁾	\$532.50
Mechanical Amusement, per year per machine (music mechanical or video devices)	\$21.30

MASTER FEE SCHEDULE

Section 7: Business Tax License

Fee Description	Current Tax
Ambulance Service - per ambulance, per year	\$53.20
Auctioneer	\$53.20
Administrative Offices with No Gross Receipts ⁽¹⁾ , the greater of:	\$50.00 or .1% of gross operating expenses
Itinerant Merchant, Peddlers (Temporary sales up to 190 days) and must post a bond	\$266.20
Principal Solicitor without a regular place of business in the City (and must post bond)	\$266.20
Additional Solicitors	\$21.30
Solicitor who is a bona fide resident of the city, applying as an individual	\$47.90
Bingo - for profit	\$53.20
Contractors and trades based outside City	\$133.10
Plus for each associate or employee working within the City	\$26.60
Service firms based outside the City	\$50.00
Plus for each associate or employee working within the City	\$25.00
Transportation & Trucking - for the first truck, per year	\$42.60
Additional truck, per year	\$21.30
(1) SAFETY INSPECTION FEE	
⁽¹⁾ In addition to the above, businesses within the city are charged a Safety inspection fee, per year	\$24.90 plus \$0.027 per square foot

MASTER FEE SCHEDULE

Section 8: SSWA WATER RATES

ADOPTED DECEMBER 20, 2011
(As Established by SSWA-JPA Resolution)

Fee Description	Effective 02/01/2012	Effective 01/01/2013
WATER DEPARTMENT		
Late Charge (Late Penalty-Water Bills)	10% of balance	10% of balance
Same Day Reconnection Fee	\$35.00	\$35.00
Collection Fee	\$21.30	\$21.30
Unauthorized Turn-on Fee	\$42.60	\$42.60
Curb Stop Damage Fee	\$235.30	\$235.30
Meter Damage Fee	\$235.30	\$235.30
Meter Lock Damage Fee	\$42.60	\$42.60
Emergency Connection Fee (Outside of Reg Business Hours)	\$35.00	\$35.00
Water Deposit	\$30.00	\$30.00
Maximum Deposit	\$180.00	\$180.00
Hydrant Meter Deposit	\$700.00	\$700.00

WATER CONNECTION FEES	Effective 7/1/2011	Effective 7/1/2012
Single-Family Homes - 3/4" meter	\$5,057.00	\$5,168.00
Other Customer Classes - 3/4" meter	\$5,057.00	\$5,168.00
- 1" meter	\$8,501.00	\$8,688.00
- 1 1/2" meter	\$16,951.00	\$17,324.00
- 2" meter	\$27,134.00	\$27,731.00
- 3" meter	\$50,906.00	\$52,026.00
- 4" meter	\$84,862.00	\$86,729.00
- 6" meter	\$169,673.00	\$173,406.00

WATER METER - SET FEES	Effective 7/1/2011	Effective 7/1/2012
3/4 " Single-Family Residence	\$373.00	\$381.00
3/4 "	\$373.00	\$381.00
1 "	\$407.00	\$416.00
1 1/2 "	\$646.00	\$660.00
2 "	\$893.00	\$913.00
3"	\$1,675.00	\$1,712.00
4"	\$2,884.00	\$2,947.00

MASTER FEE SCHEDULE

Section 8: SSWA WATER RATES

ADOPTED DECEMBER 20, 2011

(As Established by SSWA-JPA Resolution)

Fee Description	Effective 02/01/2012	Effective 01/01/2013
6"	\$4,582.00	\$4,683.00
Water Construction Sites	\$20.45	\$20.45

WATER BI-MONTHLY SERVICE CHARGES	Effective 2/1/2012	Effective 1/1/2013
Single-Family Customers	\$31.81	\$33.08
3/4" Meter	\$31.81	\$33.08
1" Meter	\$50.92	\$52.96
1 1/2" Meter	\$92.00	\$95.68
2" Meter	\$133.37	\$138.70
3" Meter	\$174.72	\$181.71
4" Meter	\$216.10	\$224.74
6" Meter	\$257.21	\$267.50

RESIDENTIAL COMMODITY RATES	Effective 2/1/2012	Effective 1/1/2013
0 to 13 CCF	\$1.09	\$1.11
14 to 32 CCF	\$1.35	\$1.37
33 to 48 CCF	\$1.69	\$1.71
49+ CCF	\$2.02	\$2.05

NON-RESIDENTIAL COMMODITY RATE		
All water usage above minimum	\$1.09	\$1.36

MASTER FEE SCHEDULE

Section 9: FSSD SEWER CONNECTION FEES

Effective 7/1/08

(As Established by Fairfield-Suisun Sewer District Resolution)

Fee Description	Current Fee
SEWER CONNECTION FEES	
Single-Family Dwelling	\$5,943.00
Multi-Family Dwelling-First Unit	\$5,943.00
Multi-Family Dwelling: Each Additional Unit in Same Building	\$3,566.00
Trailer Court, Mobile Home Park, Hotel, Auto Court, Motel,	
Rooming House: First Unit	\$5,943.00
Each Additional Unit	\$2,971.00

MASTER FEE SCHEDULE

Section 10: MISCELLANEOUS

Fee Description	Current Fee 19-Jun-12
MISCELLANEOUS FEES	
Copies of City Records	
Non-Public Safety Records/per sheet of 8 1/2 x 11 inch.	\$0.30
Copies/pdfs Limited by Statute	\$0.10
Audio Tape/Per Tape (Prepared by City)	\$27.00
Audio Tape/Per Tape (Prepared by Party)	\$12.00
Document Search/per hour	\$30.00
City Council Agenda Subscription (Annual)	\$53.00
City Budget /per copy	\$42.00
Videotapes and Compact Disks	\$42.00
Video Tapes and Compact Disks - each additional	\$21.00
Facsimile - local number, first page	\$1.00
each additional page	\$0.30
Facsimile - long distance number, first page	\$2.00
each additional page	\$1.00
Special Handling charge (mailing, etc.)	\$7.00
Returned Checks	\$25.00
Subordination Agreements approval/documentation/notary	\$79.00

AGENDA TRANSMITTAL

MEETING DATE: September 15, 2015

CITY AGENDA ITEM: Elimination or Modification of the City's Hiring Freeze Practice:

- a. Council Adoption of Resolution No. 2015-__: Eliminating the City's Hiring Freeze Practice; OR
- b. Council Adoption of Resolution No. 2015-__: Modifying the City's Hiring Freeze Practice.

FISCAL IMPACT: There would be no fiscal impact associated with the adoption of the attached resolution.

BACKGROUND: On May 31, 2011, staff presented the FY 2011-12 Annual Budget Workshop. Among the recommendations that staff made was the use of temporary holds in the filling of vacant positions which may be added back in the future when the economy improved. The Council supported this recommendation, and staff began the practice of bringing all proposed recruitments and appointments to the City Council for its review and approval.

As a result of this budget-balancing strategy, a total of 16.0 full-time permanent position vacancies, and 5.69 full-time equivalent temporary position vacancies have remained unfilled since May of 2011. This represents just under 20% of the staffing that existed in 2008. In addition a total of 23 position vacancies have been proposed for filling, which included 19 full-time permanent, one full-time temporary, one part-time temporary, and two reserve positions. All were approved by the City Council. Of the 23 positions, a total of 16 were in the Police Department, where 13 were permanent full-time positions. Of those 13 positions, eight were for police officers and 5 were for Communications & Records Technicians. Basically the vacancies that the Council approved for filling were normal turnover in the Police Department, as well as few vacancies in critical positions, such as the Building & Public Works Director.

STAFF REPORT: The FY 2011-12 Annual Budget was balanced through the use of one-time resources that funded the Bridging Strategy. Under that strategy, one-time resources had been identified to bridge the General Fund's revenue shortfall until the Walmart began generating ongoing resources in a like amount. In order to live within that strategy, staff often recommended that the City Council freeze certain positions when they became vacant.

The target under the strategy was a Structural Imbalance (a deficit in ongoing revenues versus ongoing expenditures) of no more than \$1.1 million. The Structural Imbalance in the Adopted FY 2011-12 General Fund budget was (\$656,200). The Structural Imbalance grew to (\$1,035,700) with the Adopted FY 2013-14 General Fund budget. The Adopted FY 2015-16 General Fund budget has a Structural Surplus of \$156,100. With the opening of Walmart, General Fund revenues have stabilized, so the Bridging Strategy was a success. We can now afford the reduced level of staffing that has evolved over the past seven years.

PREPARED BY:

Ronald C. Anderson, Jr., Assistant City Manager

REVIEWED/APPROVED BY:

Suzanne Bragdon, City Manager

As the economy has improved, cities that several years ago were laying off police officers are now hiring again, so for the past year or so a number of Suisun City officers have moved to other cities. Three are currently going through background checks for other agencies right now. Going through the extra step of seeking City Council approval to fill these SCPD vacancies has the effect of slowing down the City's recruitment process, which can lead to having to pay Overtime to meet minimum staffing with the remaining officers. A similar situation occurs with Communications & Records Technicians.

Each year the Annual Budget includes a staffing level that is consistent with resources available. Those staffing levels may be adjusted by the City Council during the year as the fiscal situation changes. For example, positions have been added by the City Council in cases where grant funding has been obtained. In any case, staff may not hire more employees than the number approved by the City Council in the Annual Budget as it may be amended from time to time by the City Council. Accordingly, staff feels that the hiring freeze practice has served its usefulness, and that prospectively hiring should be governed by the direction that the City Council has given with its adoption and amendment of the Annual Budget.

Alternatively, given the turnover rates that the Police Department is experiencing with officers and dispatchers, the City Council could retain the practice for all positions that are not in the Police Department, but discontinue the practice for the Police Department to reduce the time that it takes to recruit and fill these positions.

RECOMMENDATION: It is recommended that the City Council adopt:

1. Resolution No. 2015-__: Eliminating the City's Hiring Freeze Practice; OR
2. Resolution No. 2015-__: Modifying the City's Hiring Freeze Practice.

ATTACHMENTS:

1. Resolution No. 2015-__: Eliminating the City's Hiring Freeze Practice.
2. Resolution No. 2015-__: Modifying the City's Hiring Freeze Practice.

RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ELIMINATING THE CITY'S HIRING FREEZE PRACTICE**

WHEREAS, on May 31, 2011, staff recommended that the City use temporary holds on the filing of vacant positions as a means of addressing the effects of the Great Recession; and

WHEREAS, the Council supported this recommendation, and staff began the practice of bringing all proposed recruitments and appointments to the City Council for its review and approval; and

WHEREAS, under the Bridging Strategy strategy, one-time resources had been identified to bridge the General Fund's revenue shortfall until the Walmart began generating ongoing resources in a like amount; and

WHEREAS, with the opening of Walmart, General Fund revenues have stabilized, so the Bridging Strategy was a success. We can now afford the reduced level of staffing that has evolved over the past seven years.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Suisun City hereby directs staff to fill any vacancies needed to maintain basic City services as long as the position is approved in the Annual Budget as amended.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City on the 15th day of September, 2015 by the following vote:

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

WITNESS my hand and the seal of said Agency the 15th of September, 2015.

Linda Hobson, CMC
City Clerk

RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
MODIFYING THE CITY'S HIRING FREEZE PRACTICE**

WHEREAS, on May 31, 2011, staff recommended that the City use temporary holds on the filing of vacant positions as a means of addressing the effects of the Great Recession; and

WHEREAS, the Council supported this recommendation, and staff began the practice of bringing all proposed recruitments and appointments to the City Council for its review and approval; and

WHEREAS, under the Bridging Strategy strategy, one-time resources had been identified to bridge the General Fund's revenue shortfall until the Walmart began generating ongoing resources in a like amount; and

WHEREAS, with the opening of Walmart, General Fund revenues have stabilized, so the Bridging Strategy was a success. We can now afford the reduced level of staffing that has evolved over the past seven years; and

WHEREAS, going through the extra step of seeking City Council approval to fill SCPD vacancies has the effect of slowing down the City's recruitment process. A similar situation occurs with Communications & Records Technicians in the department.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Suisun City hereby directs staff to fill any vacancies needed to maintain basic City services as long as the position is approved in the Annual Budget as amended.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City on the 15th day of September, 2015 by the following vote:

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

WITNESS my hand and the seal of said Agency the 15th of September, 2015.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: September 15, 2015

CITY AGENDA ITEM: Council Introduction and Waive Reading of Ordinance No. __: Amending Chapter 15.04 of the Suisun City Code Providing Expedited Permitting Procedures for Residential Rooftop Solar Systems.

FISCAL IMPACT: There would be no fiscal impact resulting from the adoption of this Ordinance. All City costs would be recovered through existing permit fees.

BACKGROUND: On September 21, 2014, Governor Brown signed Assembly Bill 2188 (AB 2188), which amended Section 714 of the California Civil Code and Section 65850.5 of the California Government Code. AB 2188 requires that all cities and counties adopt an ordinance that creates an expedited permitting process for residential rooftop solar systems.

STAFF REPORT: The City currently processes an average of 25 solar permit applications per month. All applications include plans and specifications that must be checked for structural and electrical code compliance. The City processes applications in an expedited manner usually in three days or less with a maximum five day turnaround. Applications are currently required to be submitted in person at City Hall; however, beginning September 30, 2015, the City will also be required to accept applications electronically for qualifying expedited projects.

The attached Ordinance would codify the requirements of AB 2188, including accepting and approving applications electronically, developing an eligibility checklist for expedited review, and authorizing the Building Official to administratively approve such applications. Upon the adoption of the attached Ordinance, the City would be in compliance with AB 2188.

The City Attorney has reviewed and approved the Ordinance as to form.

STAFF RECOMMENDATION: Council Introduce and Waive Reading of Ordinance No. __: Amending Chapter 15.04 of the Suisun City Code Providing Expedited Permitting Procedures for Residential Rooftop Solar Systems.

ATTACHMENTS:

1. Ordinance No. __: Amending Chapter 15.04 of the Suisun City Code Providing Expedited Permitting Procedures for Residential Rooftop Solar Systems.

PREPARED BY:

REVIEWED AND APPROVED BY:

Amanda Dum, Management Analyst I
Tim McSorley, Public Works & Building Director
Suzanne Bragdon, City Manager

ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY,
CALIFORNIA AMENDING THE SUISUN CITY CODE PROVIDING EXPEDITED
PERMITTING PROCEDURES FOR RESIDENTIAL ROOFTOP SOLAR SYSTEMS**

WHEREAS, the City of Suisun City (the "City") seeks to implement AB 2188 (Chapter 521, Statutes 2014) through the creation of an expedited, streamlined permitting process for small residential rooftop solar energy systems; and

WHEREAS, the City Council wishes to advance the use of solar energy by all of its citizens, businesses, and industries; and

WHEREAS, the City Council seeks to meet the climate action goals set by the State; and

WHEREAS, solar energy creates local jobs and economic opportunity; and

WHEREAS, the City Council recognizes that rooftop solar energy provides reliable energy and pricing for its residents and businesses; and

WHEREAS, it is in the interest of the health, welfare, and safety of the people of the City of Suisun City to provide an expedited permitting process to assure the effective deployment of solar technology.

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

SECTION 1. The City Council has performed a preliminary environmental assessment of this project and, pursuant to CEQA Guidelines Section 15061(b)(3), has determined with certainty that there is no possibility that this Ordinance may have a significant effect on the environment. The Ordinance involves updates to the City's regulations as required by the mandates of California law, specifically AB 2188 including Government Code Section 65850.5 and Civil Code Section 714. This is also consistent with CEQA's recognition that solar systems do not have a substantial impact on the environment, as set forth in Public Resources Code Section 21080.35, which provides that certain solar energy systems are statutorily exempt from environmental review under the California Environmental Quality Act, as well as the inherent recognition in CEQA Guidelines section 15301 (Existing Facilities). Additionally, the City Council has determined pursuant to CEQA Guidelines Section 15308 (Actions by Regulatory Agencies for Protection of the Environment) the adoption of the Ordinance, which had been directed by the State, would assure the enhancement of the environment, including climate action goals, and would not allow environmental degradation. Further, none of the exceptions to the exemptions under CEQA Guidelines Section 15300.2 are applicable. Therefore, this project is not subject to CEQA.

SECTION 2. There is hereby added to the Suisun City Code, Title 15, Chapter 15.04, Section 15.04.390 to read as follows:

15.04.390 RESIDENTIAL SOLAR PROJECTS

A. Definitions:

For the purposes of this Residential Solar Projects Ordinance, the following definitions shall apply:

1. A "Solar Energy System" means either of the following:

- i. Any solar collector or other solar energy device whose primary purpose is to provide for the collection, storage, and distribution of solar energy for space heating, space cooling, electric generation, or water heating.
 - ii. Any structural design feature of a building, whose primary purpose is to provide for the collection, storage, and distribution of solar energy for electricity generation, space heating or cooling, or for water heating.
2. A "small residential rooftop solar energy system" means all of the following:
 - i. A solar energy system that is no larger than 10 kilowatts alternating current nameplate rating or 30 kilowatts thermal.
 - ii. A solar energy system that conforms to all applicable State fire, structural, electrical, and other building codes as adopted or amended by the City and all State and City health and safety standards.
 - iii. A solar energy system that is installed on a single or duplex family dwelling.
 - iv. A solar panel or module array that does not exceed the maximum legal building height as defined by the City.
3. "Electronic submittal" means the utilization of one or more of the following:
 - i. Email
 - ii. The Internet
4. An "association" means a nonprofit corporation or unincorporated association created for the purpose of managing a common interest development.
5. "Building official" means the building official or his designee authorized to enforce this code.
6. A "common interest development" means any of the following:
 - i. A community apartment project
 - ii. A condominium project
 - iii. A planned development
 - iv. A stock cooperative
7. "Specific, adverse impact" means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.
 8. "Reasonable restrictions" on a solar energy system are those restrictions that do not significantly increase the cost of the system or significantly decrease its efficiency or specified performance, or that allow for an alternative system of comparable cost, efficiency, and energy conservation benefits.
 9. "Restrictions that do not significantly increase the cost of the system or decrease its efficiency or specified performance" means:
 - i. For Water Heater Systems or Solar Swimming Pool Heating Systems: an amount exceeding 10 percent (10%) of the cost of the system, but in no case more than one thousand dollars (\$1,000), or decreasing the efficiency of the solar energy system by an amount exceeding 10 percent, as originally specified and proposed.
 - ii. For Photovoltaic Systems: an amount not to exceed one thousand dollars (\$1,000) over the system cost as originally specified and proposed, or a decrease in system efficiency of an amount exceeding 10 percent, as originally specified and proposed.

B. Purpose

1. The purpose of the Ordinance is to adopt an expedited, streamlined solar permitting process that complies with the Solar Rights Act and AB 2188 (Chapter 521, Statutes 2014) to achieve timely and cost-effective installations of small residential rooftop solar energy systems. The Ordinance encourages the use of solar systems by removing unreasonable barriers, minimizing costs to property owners and the City and expanding the ability of property owners to install solar energy systems. The Ordinance allows the City to achieve these goals while protecting the public health and safety.

C. Applicability

1. This Ordinance applies to the permitting of all small residential rooftop solar energy systems in the City.
2. Small residential rooftop solar energy systems legally established or permitted prior to the effective date of this Ordinance are not subject to the requirements of this Ordinance, unless physical modifications or alterations are undertaken that materially change the size, type, or components of a small rooftop energy system in such a way as to require new permitting. Routine operation and maintenance or like-kind replacements shall not require a permit.

D. Solar Energy System Requirements

1. All solar energy systems shall meet applicable health and safety standards and requirements imposed by the State and of the City of Suisun City.
2. Solar energy systems for heating water in single-family residences and for heating water in commercial or swimming pool applications shall be certified by an accredited listing agency as defined by the California Plumbing and Mechanical Code.
3. Solar energy systems for producing electricity shall meet all applicable safety and performance standards established by the California Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission regarding safety and reliability.

E. Duties of the Building Official

1. All documents required for the submission of an expedited solar energy system application shall be made available on the publicly accessible City website.
2. Electronic submittals of the required permit application and documents by electronic means shall be made available to all small residential rooftop solar energy system permit applicants.
3. An applicant's electronic signature shall be accepted on all forms, applications, and other documents in lieu of a wet signature.
4. The building official shall adopt a checklist of all requirements with which small residential rooftop solar energy systems shall comply to be eligible for expedited review.

5. The small residential rooftop solar energy system permit process and City checklist shall substantially conform to recommendations for expedited permitting, including the checklist and standard plans contained in the most current version of the *California Solar Permitting Guidebook* adopted by the Governor's Office of Planning and Research.
6. All fees prescribed for the permitting of small residential rooftop solar energy systems must comply with Government Code Section 65850.55, Government Code Section 66015, Government Code Section 66016, and State Health and Safety Code Section 17951.

F. Permit Review and Inspection Requirements

1. The building official shall adopt an administrative, nondiscretionary review process to expedite approval of small residential rooftop solar energy systems within 30 days of the adoption on this Ordinance. The building official shall issue a building permit or other nondiscretionary permit the same day for applications that meet the requirements of the approved checklist or within three business days for electronic applications after receipt of a complete application. The building official may require an applicant to apply for a use permit if the official finds, based on substantial evidence, that the solar energy system could have a specific, adverse impact upon the public health and safety. Such decisions may be appealed to the city council consistent with the provisions of Subsection F.3, below.
2. Review of the application shall be limited to the building official's review of whether the application meets local, state, and federal health and safety requirements.
3. The building official may deny an application for the permit if the official makes written findings based upon substantive evidence in the record that the proposed installation would have a specific, adverse impact upon public health or safety and there is no feasible method to satisfactorily mitigate or avoid, as defined, the adverse impact. Such findings shall include the basis for the rejection of the potential feasible alternative for preventing the adverse impact. Such decisions may be appealed to the city council by the applicant. Any such appeal shall be filed within ten days of the date of the building official's decision and shall state the reasons for the appeal. A fee is required for filing any such appeal as established by resolution of the city council. The appeal shall be set for hearing by the city council within thirty days. The city council may uphold, modify, or set aside the decision of the building decision, and its decision shall be final. Failure to comply with the appeals process constitutes a failure to exhaust administrative remedies, and is a ban to bringing a civil action.
4. Any condition imposed on an application shall be designed to mitigate the specific, adverse impact upon health and safety at the lowest possible cost.
5. A feasible method to satisfactorily mitigate or avoid the specific, adverse impact includes, but is not limited to, any cost-effective method, condition, or mitigation imposed by the City on another similarly situated application in a prior successful application for a permit. The City shall use its best efforts to ensure that the selected method, condition, or mitigation meets the conditions of subparagraphs (A) and (B) of paragraph (1) of subdivision (d) of Section 714 of the Civil Code defining restrictions that do not significantly increase the cost of the system or decrease its efficiency or specified performance.

6. Whenever approval is required for the installation or use of a solar energy system, the application for approval shall be processed and approved by the appropriate approving entity in the same manner as an application for approval of an architectural modification to the property, and shall not be willfully avoided or delayed. For an approving entity that is an association, as defined in Section 4080 or 6528 of the California Civil Code, and that is not a public entity, both of the following shall apply:
 - i. The approval or denial of an application shall be in writing.
 - ii. If an application is not denied in writing within 45 days from the date of receipt of the application, the application shall be deemed approved, unless that delay is the result of a reasonable request for additional information.
7. If an application is deemed incomplete, a written correction notice detailing all deficiencies in the application and any additional information or documentation required to be eligible for expedited permit issuance shall be sent to the applicant for resubmission.
8. For a small residential rooftop solar energy system eligible for expedited review, only one inspection shall be required, which shall be done in a timely manner and should include consolidated inspections. If inspection fails, a subsequent inspection is authorized, however the subsequent inspection need not conform to the requirements of this Ordinance.

SECTION 3. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Suisun City hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that anyone or more sections, subsections, sentences, clauses, phrases, or portions thereof may be declared invalid or unconstitutional.

SECTION 4. This Ordinance shall be in full force and effect thirty (30) days after its adoption following second reading.

SECTION 5. The City Clerk is hereby authorized and directed to certify as the passage of this Ordinance and to give notice thereof by causing copies of this Ordinance to be posted in three public places throughout the City, or published in a county newspaper that is circulated in the City, within 15 days after its passage, there being no newspaper of general circulation printed and published within the City.

* * * * *

PASSED, APPROVED, AND ADOPTED as an Ordinance at a regular meeting of the City Council of the City of Suisun City, California, on this 6th day of October 2015.

Pete Sanchez
Mayor

CERTIFICATION

I, Linda Hobson, City Clerk of the City of Suisun City, California, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council on September 15, 2015 and passed, approved, and adopted by the City Council of the City of Suisun City at a regular meeting held on the 6th day of October 2015 by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

WITNESS my hand and the seal of said City this 6th day of October 2015.

Linda Hobson, CMC
City Clerk