

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

TUESDAY, FEBRUARY 21, 2017

5:45 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 will hold a Closed Session for the purpose of:

City Council

1. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (1 potential case).

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 agendized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.
2. Suisun City is committed to providing full access to these proceedings; individuals with special needs may call 421-7300.
3. Agendas are posted at least 72 hours in advance of regular meetings at Suisun City Hall, 701 Civic Center Boulevard, Suisun City, CA. Agendas may be posted at other Suisun City locations including the Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA, and the Suisun City Senior Center, 318 Merganser Drive, Suisun City, CA.

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of February 21, 2017 was posted and available for review, in compliance with the Brown Act.

CITY COUNCIL

Pedro "Pete" M. Sanchez, Mayor
Lori Wilson, Mayor Pro-Tem
Jane Day
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CITY COUNCIL MEETING

First and Third Tuesday
Every Month

A G E N D A

**REGULAR MEETING OF THE
SUISUN CITY COUNCIL**

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

TUESDAY, FEBRUARY 21, 2017

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 meeting includes teleconference participation by Councilmember Jane Day from: 301 Morgan Street, Suisun City, CA 94585.

(Next Ord. No. – 743)

(Next City Council Res. No. 2017 – 13)

Next Suisun City Council Acting as Successor Agency Res. No. SA2017 – 03)

(Next Housing Authority Res. No. HA2017 – 01)

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).

CONSENT CALENDAR

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

City Council

3. Driftwood Drive Safe Route to School (SR2S) Path Award – (McSorley).
 - a. Council Adoption of Resolution No. 2017-___: Adopting the 8th Amendment to the Annual Appropriation Resolution No. 2016-48 to Appropriate Funds to Award the Driftwood Drive Safe Route to School (SR2S) Path Project; and
 - b. Council Adoption of Resolution No. 2017-___: Authorizing the City Manager to Enter into a Construction Contract on the City's Behalf with Team Ghilotti, Inc. for the Driftwood Drive Safe Route to School (SR2S) Path Project.
4. Council Adoption of Resolution No. 2017-___: Accepting the Comprehensive Annual Financial Report and Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2015-16 – (Anderson).

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

5. 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 January 24, 2017 and February 7, 2017 – (Hobson).

Joint City Council / Suisun City Council Acting as Successor Agency

6. Council/Agency approval of the January 2017 Payroll Warrants in the amount of \$347,215.36. Council/Agency Approval of the January 2017 Payable Warrants in the amount of \$745,781.60 – (Finance).

PUBLIC HEARINGS**GENERAL BUSINESS****City Council**

7. HEARING
Council Adoption of Resolution No. 2017-___: Placing Liens for Unpaid Waste Collection Service Charges on Certain Lands Situated in the City of Suisun City, County of Solano, State of California – (Anderson).
8. FY 2016-17 Suisun City Financial Plan – (Anderson).
 - a. Presentation of the Financial Position of the City through the FY 2016-17 Mid-Year Budget Update, and
 - b. Council Adoption of Resolution No. 2017-___: Adopting the 9th Amendment to the Annual Appropriation Resolution No. 2016-48 to Appropriate Mid-Year Budget Adjustments for Additional Costs in Various Accounts Organization Wide.

9. Discussion and confirmation of an organizational vision and supporting goals/priority areas to guide the use of Measure S monies and the ultimate development of the Fiscal Year 2017-18 budget – (Bragdon).

ADJOURNMENT

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I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of February 21, 2017 was posted and available for review, in compliance with the Brown Act.

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AGENDA TRANSMITTAL

MEETING DATE: February 21, 2017

CITY AGENDA ITEM: Driftwood Drive Safe Route to School (SR2S) Path Award:

- a. Council Adoption of Resolution No. 2017-___: Adopting the 8th Amendment to the Annual Appropriation Resolution No. 2016-48 to Appropriate Funds to Award the Driftwood Drive Safe Route to School (SR2S) Path Project; and
- b. Council Adoption of Resolution No. 2017-___: Authorizing the City Manager to Enter into a Construction Contract on the City's Behalf with Team Ghilotti, Inc. for the Driftwood Drive Safe Route to School (SR2S) Path Project.

FISCAL IMPACT: There would be no impact to the General Fund from this contract award.

BACKGROUND: This project was designed using \$50,000 from the OSSIP Fund. Grant funds totaling \$675,810 have been secured to cover the construction contract and in-house labor for the Driftwood Drive SR2S Path Project (Project) and are as follows:

Project Revenues		Project Expenditures	
TDA Article 3	\$ 128,689	Construction	\$ 561,833
TFCA	\$ 108,076	In-House Labor	\$ 34,499
OBAG CMAQ	\$ 439,045	Construction Management	\$ 3,000
Transfer from OSSIP	<u>\$ 50,000</u>	Design	\$ 50,000
		Contingency	<u>\$ 76,478</u>
Total Revenues	<u>\$ 725,810</u>	Total Expenditures	<u>\$ 725,810</u>

This Project was initially advertised in April 2016. In May 2016, two bids were received and both bids were in excess of the available construction budget. The two bids were subsequently rejected at the May 17, 2016 City Council meeting.

STAFF REPORT: Since that time, staff has worked with our design consultant to review the scope of the Project to determine where adjustments could be made in order to bring the Project within the available construction budget. The design consultant recommended bidding the Project as a base bid Project with various additive alternatives and revised the plans, specifications, and Engineer's Estimate accordingly. The updated Project Bid Items are described as follows:

- **Base Bid** - The base project entails constructing a 10-foot wide concrete pedestrian/bicycle path along the south side of Driftwood Drive from Marina Boulevard to Josiah Circle. Additional improvements include removing existing tree trunks, planting new trees within a landscape stripe, installing irrigation for the new trees, relocating the existing chain link fence, upgrading existing curb ramps to ADA-compliant curb ramps, constructing a bulb-out on Driftwood Drive just west of Marina Boulevard, striping & signage, and installing 190 linear feet of underground storm drain pipe.

PREPARED BY:

Nick Lozano, Associate Engineer

REVIEWED:

Tim McSorley, Public Works & Building Director/City Engineer

APPROVED BY:

Suzanne Bragdon, City Manager

- **Additive Alternatives** – Additive Alternatives include constructing a 10-foot wide concrete pedestrian/bicycle path along the east side of Josiah Circle/Whispering Bay Lane to a point approximately 150 feet south of Driftwood Drive, removing unsuitable existing trees, planting new trees, and installing irrigation for the new trees, slurry sealing Driftwood Drive from Marina Boulevard to Josiah Circle, installing streetlights on Driftwood Drive and Josiah Circle/Whispering Bay Lane, and constructing a bio-retention area at the southeast corner of Driftwood Drive and Josiah Circle.

On January 6, 2017, the Project was advertised with the updated base bid project and updated additive alternative bid items. Bids for the Project were opened on February 2, 2017, with five (5) bids received. Staff has reviewed the five (5) bids and has determined that the bid submitted by Team Ghilotti is a responsive and responsible bid, and represents the lowest bid received. However, the construction budget only allows award of the Base Bid in the amount of \$541,193.25, as well as Additive Alternative Bid Item No. A2 in the amount of \$16,320.00 for a total award of \$557,513.25.

While attempting to close the funding shortfall, staff worked with STA to identify an additional \$90,000 of funding under Transportation Development Act Article 3 funding program. In order to appropriate these funds, the Council would need to approve Attachment 1, which would amend the budget for this project.

RECOMMENDATION: It is recommended that the City Council adopt:

1. Resolution No. 2017-___: Adopting the 8th Amendment to the Annual Appropriation Resolution No. 2016-48 to Appropriate Funds to Award the Driftwood Drive Safe Route to School (SR2S) Path Project; and
2. Resolution 2017- ___: Authorizing the City Manager to Enter into a Construction Contract on the City's Behalf with Team Ghilotti, Inc. for the Driftwood Drive Safe Route to School (SR2S) Path Project.

ATTACHMENTS:

1. Resolution No. 2017-___: Adopting the 8th Amendment to the Annual Appropriation Resolution No. 2016-48 to Appropriate Funds to Award the Driftwood Drive Safe Route to School (SR2S) Path Project.
2. Attachment No. 2 – Location Map.
3. Attachment No. 3 – Bid Tabulation.
4. Resolution No. 2017-___: Authorizing the City Manager to Enter into a Construction Contract on the City's Behalf with Team Ghilotti, Inc. for the Driftwood Drive Safe Route to School (SR2S) Path Project.

RESOLUTION NO. 2017-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE 8TH AMENDMENT TO THE ANNUAL APPROPRIATION
RESOLUTION NO. 2016-48 TO APPROPRIATE FUNDS TO AWARD THE DRIFTWOOD
DRIVE SAFE ROUTES TO SCHOOL (SR2S) PATH PROJECT**

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

THAT Section 115 of Part III of the Annual Appropriation Resolution No. 2016-48 be and is hereby amended as follows:

		<u>Increase/ (Decrease)</u>
TO:	BUILDING & PUBLIC WORKS DEPARTMENT	\$ 54,300
	Capital Improvements	
	TOTAL Section 115	<u>\$ 54,300</u>

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

		<u>Sources</u>	<u>Uses</u>
<u>Transportation Capital Projects Fund</u>			
Revenues:			
A/C No. 115-70101-9907	Carryover	\$ (3,100)	\$ -
A/C No. 115-76520-9907	TDA Article 3	\$ 90,000	\$ -
A/C No. 115-76540-9907	OBAG CMAQ	\$ (100)	\$ -
A/C No. 115-81120-9907	Transfer from OSSIP	\$ (12,500)	\$ -
A/C No. 115-81459-9907	Transfer from Vic Har Zone F MAD Fund	\$ (20,000)	\$ -
Appropriations:			
A/C No. 115-96210-9907	Capital Design	\$ -	\$ (8,800)
A/C No. 115-96310-9907	Capital Construction	\$ -	\$ 38,100
A/C No. 115-96315-9907	Capital In-House Labor	\$ -	\$ (1,000)
A/C No. 115-96900-9907	Capital Contingency	<u>\$ -</u>	<u>\$ 26,000</u>
	Total Transportation Capital Project Fund	<u>\$ 54,300</u>	<u>\$ 54,300</u>

THAT the purpose is to appropriate funds for the Driftwood Drive SR2S Path Project.

ADOPTED AND PASSED at a regular meeting of the City Council of the City of Suisun City duly held on the 21st day of February, 2017 by the following vote:

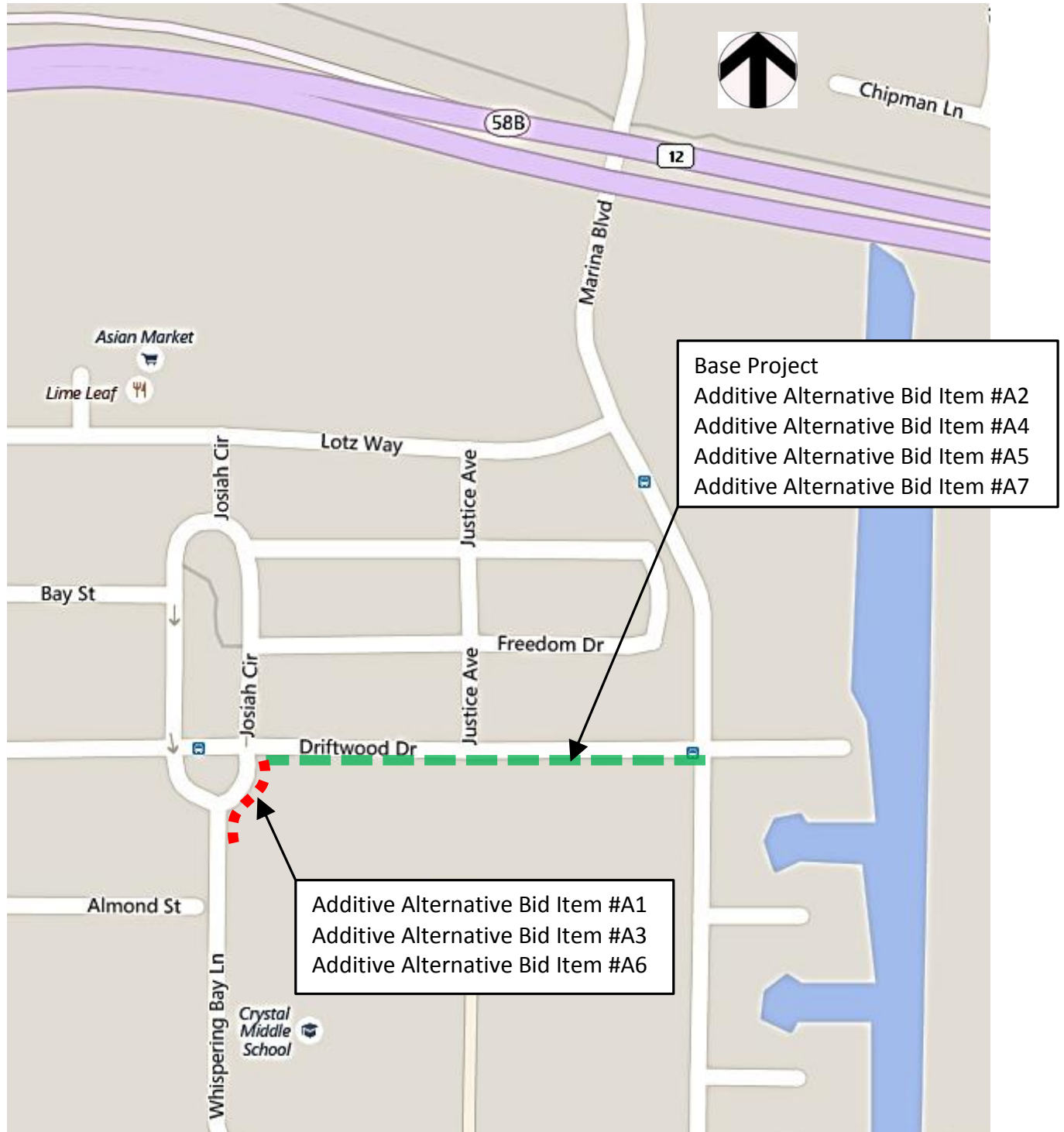
AYES: COUNCILMEMBERS
NOES: COUNCILMEMBERS
ABSENT: COUNCILMEMBERS
ABSTAIN: COUNCILMEMBERS

WITNESS my hand and seal of the said City this 21st day of February 2016.

Linda Hobson, CMC
City Clerk

LOCATION MAP

Driftwood Drive Safe Route to School (SR2S) Path Project



CONSTRUCTION BID TABULATION TABLE

Driftwood Drive Safe Route to School (SR2S) Path Project

	Team Ghilotti, Inc.	Lister Construction	FBD Vanguard Construction, Inc.	Quimu Contracting	All-American Construction, Inc.
BASE BID	\$541,193.25	\$541,906.00	\$542,403.50	\$610,298.50	\$611,321.25
Add. Alt. #A1	\$115,005.50	\$79,030.00	\$76,079.50	\$74,370.00	\$85,222.50
Add. Alt. #A2	\$16,320.00	\$21,705.00	\$23,120.00	\$18,622.00	\$28,600.00
Add. Alt. #A3	\$2,821.00	\$3,958.50	\$9,009.00	\$5,460.00	\$7,280.00
Add Alt. #A4	\$27,463.00	\$37,330.00	\$41,168.10	\$30,728.75	\$116,797.00
Add. Alt. #A5	\$30,500.00	\$43,850.00	\$32,200.00	\$28,144.00	\$36,432.00
Add. Alt. #A6	\$21,760.00	\$26,360.00	\$23,080.00	\$20,164.00	\$26,980.00
Add. Alt. #A7	\$40,500.00	\$50,000.00	\$21,000.00	\$34,000.00	\$44,000.00
TOTAL	\$795,612.75	\$804,39.50	\$768,060.10	\$821,787.25	\$956,632.75

RESOLUTION NO. 2017 - ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONSTRUCTION
CONTRACT ON THE CITY'S BEHALF WITH TEAM GHILOTTI, INC.
FOR THE DRIFTWOOD DRIVE SAFE ROUTE TO SCHOOL (SR2S) PATH PROJECT**

WHEREAS, the Driftwood Drive SR2S Path Project (Project) will construct a Class I pedestrian/bicycle path separated from vehicular traffic which will be an extension of the Grizzly Island Trail to the Crystal Middle School; and

WHEREAS, the City has been awarded multiple grants to cover the construction and in-house labor costs associated with the Project; and

WHEREAS, the Project has been coordinated with and has received the full support of the Fairfield-Suisun Unified School District; and

WHEREAS, the City's design consultant has prepared plans, specifications, and an Engineer's Estimate for the Project; and

WHEREAS, the construction documents for the Project were advertised on January 6, 2017; and

WHEREAS, five bid proposals were received by the City on February 2, 2017, by 2:00 PM, and bids were opened and read aloud; and

WHEREAS, Team Ghilotti, Inc. provided the lowest responsible and responsive bid of \$541,193.25 as the base bid and \$16,320.00 as the additive alternative bid No. A2, totaling \$557,513.25 for the Project.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City authorizes the City Manager to enter into a construction contract on behalf of the City with Team Ghilotti, Inc. for the Driftwood Drive SR2S Path Project in the amount of \$557,513.25 and to take any and all necessary and appropriate actions to implement this contract. The City Council further authorizes the City Manager to approve construction change orders pursuant to the California Public Contract Code.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 21st of February 2017, by the following vote:

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

WITNESS my hand and the seal of the City of Suisun City this 21st of February 2017.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: February 21, 2017

CITY AGENDA ITEM: Council Adoption of Resolution No. 2017-____: Accepting the Comprehensive Annual Financial Report and Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2015-16.

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

STAFF REPORT: The outside auditor firm of Chavan & Associates, LLP (C&A) has completed its fieldwork and has provided the City with the necessary adjustments to the general ledger. Attachment 2 enclosed is the **Comprehensive Annual Financial Report (CAFR)** summarizes the results of operations for all Funds for the Fiscal Year ending June 30, 2016. **C&A has determined that the City has a clean audit report.**

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

The Government-Wide Financial Statements are designed to provide readers with a broad overview of the City's finances. As of June 30, 2016, the City's assets were \$184 million, its deferred outflow of resources was \$1.9 million, liabilities were \$18.5 million, deferred inflow of resources was \$1.9 million and its net position was \$165.5 million, as illustrated on page 32 of the financial report.

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

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

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

The accounting valuation for financial reporting actuarial study determines the total liability of the pension plan. In order to determine the Net Pension Liability, the City contracted with CalPERS (California Public Employees Retirement System) to prepare GASB 68 Accounting Valuation Reports for all five of the City's retirement plans. As of June 30, 2016, the City's reported net pension liability for its proportionate shares of the net pension liability of each Plan are as follows:

	Proportionate Share of Net <u>Pension Liability</u>
Miscellaneous	\$ 5,369,979
Police	7,186,086
Fire	<u>707,938</u>
Tota Net Pension Liability	<u>\$ 13,264,003</u>

Detailed information on pension plan can be found on pages 81-85 of the CAFR.

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

As shown on page 36 of the CAFR, the General Fund balance as of June 30, 2016, is \$3,354,277. The net change in fund balance is an increase of \$684,199. This is a favorable result in terms of budget compared to actual. A summary of the variances is presented on the following page.

Fiscal Year 2015-16 General Fund – Revenues and Expenditures

	Final		
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Taxes - Property	2,302,200	2,110,370	(191,830)
Taxes - Transient Occupancy	395,100	357,242	(37,858)
Sales Tax	1,740,400	1,748,527	8,127
Intergovernmental Revenues	2,106,800	2,103,394	(3,406)
Building Permits & Licenses	1,313,400	1,420,040	106,640
Investment Earnings	40,000	85,357	45,357
Charges for Services, Fines & etc.	2,255,400	2,397,009	141,609
Other Revenues	325,000	335,016	10,016
Total Revenues	10,478,300	10,556,955	78,655
Total Expenditures	11,002,200	10,438,218	563,982
Other Financing Sources/(Uses)	696,000	565,462	(130,538)
Total	172,100	684,199	512,099

For FY 2015-16, overall General Fund revenue was higher compared to budget by \$78,655. The actual building permits & licenses and charges for services revenue are due to some new development construction that have resulted to higher building permit and charges for services revenue. Investment earnings were higher due to the market value. Interest rates fell quite significantly in June 2016, boosting the market values of the portfolio securities.

The General Fund actual expenditures were lower by \$563,982 from budget. Majority of the savings came from general government, culture and recreation program and community development. The detailed comparison of budget to actual can be found on page 40.

The Statement of Revenues, Expenditures and Changes in Fund Balance for the City's major funds are illustrated, starting on page 38 of the financial report. Individual financial statements for the City Funds may be reviewed beginning on page 97 of the CAFR. The former Redevelopment Agency financial information is now classified as a Private Trust Fund. Statements can be found in pages 52-53.

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

Independent Auditor's Report – Page 14-16

Management's Discussion and Analysis – Page 17-28

Notes to Financial Statements – Page 55-94

Agency (Fiduciary) Funds Statements – Page 151-156

Statistical Section – Page 157-179

Report on Federal Awards

Also attached is a copy of the Report on Federal Awards in Accordance with OMB Circular A-133 for FY 2015-16. The report analyzes the City/Agency/Authority compliance with OMB Circular A-133 regarding federally funded programs of the City/Agency/Authority. These include police grants, street improvement grants, capital improvement grants, and Section 8 housing grants.

The single audit reported no findings.

RECOMMENDATION: It is recommended that City Council review the material and adopt Resolution No. 2017-____: Accepting the Comprehensive Annual Financial Report and Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2015-16.

ATTACHMENTS:

1. Resolution No. 2017-____: Accepting the Comprehensive Annual Financial Report and Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2015-16.
2. Comprehensive Annual Financial Report (CAFR) for FY 2015-16. *
3. Report on Federal Awards in Accordance with OMB Circular A-133 (Single Audit) for FY 2015-16. *

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

RESOLUTION NO. 2017-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ACCEPTING THE COMPREHENSIVE ANNUAL FINANCIAL REPORT
AND THE REPORT ON FEDERAL AWARDS IN ACCORDANCE WITH
OMB CIRCULAR A-133 FOR FISCAL YEAR 2015-16**

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

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

WHEREAS, the accounting firm of Chavan & Associates, LLP (C&A) conducted the audit and concluded that the City's financial statements "present fairly in all material respects the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Suisun City, California, as of June 30, 2016"; and

WHEREAS, the City of Suisun City's Comprehensive Annual Financial Report and the Report on Federal Awards in Accordance with OMB Circular A-133 for the fiscal year ending June 30, 2016, was presented to the City Council for its review and consideration.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Suisun City hereby accepts the Comprehensive Annual Financial Report and the Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2015-16.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 21st day of February 2017 by the following vote:

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

WITNESS my hand and the seal of said City this 21st day of February 2017.

Donna Pock, CMC
Deputy City Clerk

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, JANUARY 24, 2017

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

Mayor Sanchez called the meeting to order at 6:00 PM with the following Council / Board Members present: Day, Hudson, Segala, Wilson, Sanchez.

PUBLIC COMMENT -None

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

CONFLICT OF INTEREST NOTIFICATION - None

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

CLOSED SESSION

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 will hold a Closed Session for the purpose of Public Employee Performance Evaluation: City Manager/Executive Director.

6:05 PM – Mayor Sanchez recessed the meeting to closed session.

CONVENE OPEN SESSION

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

7:40 PM – Mayor Sanchez reconvened the City Council/Successor Agency meeting and announced by consensus of Council the City Manager Contract was extended three months, until June 30, 2018.

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the meeting at 7:40 PM.

Linda Hobson, CMC
City Clerk

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MINUTES

REGULAR MEETING OF THE SUISUN CITY COUNCIL

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

AND HOUSING AUTHORITY

TUESDAY, JANUARY 24, 2017

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 meeting includes teleconference participation by Councilmember Jane Day from: 301 Morgan Street, Suisun City, CA 94585.

(Next Ord. No. – 743)

(Next City Council Res. No. 2017 – 07)

Next Suisun City Council Acting as Successor Agency Res. No. SA2017 – 01)

(Next Housing Authority Res. No. HA2017 – 01)

ROLL CALL

Mayor Sanchez called the meeting to order at 7:40 PM with the following Council / Board Members present: Day, Segala, Wilson. Mayor Sanchez and Council Member Hudson were absent.

Pledge of Allegiance was led by Mayor Pro Tem Wilson.

Invocation was given by City Manager Bragdon.

PUBLIC COMMENT - None

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

CONFLICT OF INTEREST NOTIFICATION - None

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

REPORTS: (Informational items only.)

1. Mayor/Council - Chair/Boardmembers

Council Member Day reported the State of California is probably out the drought situation because of the rain.

Council Member Segala reported attending the Economic Development Ad Hoc Committee Executive Board meeting, Solano EDC meeting, In October Inspired Dreams will occur again in Suisun City which is a job fair for 8th graders to help them plan for their future, and the outstanding

event held at the American Legion where the four boys who graduated last June were honored by the school board of the Fairfield-Suisun Unified School District.

Mayor Pro Tem Wilson reported Martin Luther King Day had been a day of reflection and had attended the National Council of Negro Women annual breakfast and went to Dan O Root Elementary School where Kaiser Permanente partnered with the school district to do a day of service where there were a whole lot of volunteers paint and fixing up the building.

2. City Manager/Executive Director/Staff

City Manager Bragdon reported the Annual Fire Department's Crab Feed was being held on Saturday, January 21.

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

3. Introduction of new Suisun City Public Works Superintendent Vernice Haddix and Building Inspector Ismael Caro- (McSorley).

CONSENT CALENDAR

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

City Council

4. Council Adoption of Resolution No. 2017-07: Confirming Compliance with Assembly Bill 2135, Surplus Land Act – (Garben).

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

5. 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 December 6, 2016, December 20, 2016, and January 3, 2017 – (Hobson).

Joint City Council / Suisun City Council Acting as Successor Agency

6. Council/Agency approval of the December 2016 Payroll Warrants in the amount of \$375,449.29. Council/Agency Approval of the December 2016 Payable Warrants in the amount of \$1,078,320.31 – (Finance).

Council Member Segala requested Item 3 be pulled from the Consent Calendar.

Motioned by Council Member Segala and seconded by Council Member Day to approve the Consent Calendar Items 4 and 5.

AYES: Council Members Segala, Day, Wilson

ABSENT: Council Members Hudson, Sanchez.

Motioned by Council Member Segala and seconded by Council Member Day to approve Consent Calendar Items 3.

AYES: Council Members Segala, Day, Wilson

ABSENT: Council Members Hudson, Sanchez.

PUBLIC HEARINGS - None

GENERAL BUSINESS**City Council**

7. Council Adoption of Resolution No. 2017-08: Authorizing the City Manager to Execute a Professional Services Contract Agreement on the City's Behalf with Moffatt & Nichol for the Design and Preparation of Construction Plans, Technical Specifications, Cost Estimates and Permitting for the Marina Dredging Project– (McSorley).

Motioned by Council Member Day and seconded by Council Member Segala to adopt Resolution No. 2017-08.

AYES: Council Members Day, Segala, Wilson

ABSENT: Council Members Hudson, Sanchez.

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the meeting at 7:21 PM.

Linda Hobson

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MINUTES

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

TUESDAY, FEBRUARY 7, 2017

5:45 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 5:45 PM with the following Council Members present: Day, Segala, Wilson, Sanchez. Absent: Council Member Hudson.
Council Member Hudson arrived at 5:48 PM.

PUBLIC COMMENT -None

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

CONFLICT OF INTEREST NOTIFICATION - None

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

CLOSED SESSION

City Council

1. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 (1 potential case).

5:47 PM – Mayor Sanchez recessed the City Council to closed session.

CONVENE OPEN SESSION

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

7:00 PM – Mayor Sanchez reconvened the City Council and stated no decisions were made in closed session.

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the meeting at 7:00 PM.

Linda Hobson, CMC
City Clerk

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MINUTES

REGULAR MEETING OF THE SUISUN CITY COUNCIL

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

AND HOUSING AUTHORITY

TUESDAY, FEBRUARY 7, 2017

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 meeting includes teleconference participation by Councilmember Jane Day from: 301 Morgan Street, Suisun City, CA 94585.

(Next Ord. No. – 743)

(Next City Council Res. No. 2017 – 09)

Next Suisun City Council Acting as Successor Agency Res. No. SA2017 – 01)

(Next Housing Authority Res. No. HA2017 – 01)

ROLL CALL

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

Pledge of Allegiance was led by Council Member Segala.

Invocation was given by Assistant City Manager Anderson.

PUBLIC COMMENT- None

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

CONFLICT OF INTEREST NOTIFICATION - None

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

Mayor Sanchez moved Items 4 and 5 to the top of the Agenda.

Item 4

Motioned by Mayor Sanchez and seconded by Council Member Hudson appoint Thomas Conley, Cindi Witten and Anthony Adams to the Parks and Recreation Commission.

Motion carried unanimously by the following roll call vote:

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

Item 5

Motioned by Mayor Sanchez and seconded by Council Member Wilson to appoint to the

Planning Commission Angel Borga to fill the vacancy of Bethany Smith which will expire January 2019 and re-appoint Commissioners Dennis Clemente, Kenneth Holzwarth, Anthony Ramos, and Robert Thomas with terms expiring in January 2021. Motion carried by the following roll call vote:

AYES: Council Members Day, Hudson, Wilson, Sanchez

NOES: Council Member Segala

City Clerk gave the Oath of Office to Planning Commission to Planning Commissioners Dennis Clemente and Kenneth Holzwarth and Parks and Recreation Commissioners Anthony Adams and Cindi Witten.

REPORTS: (Informational items only.)

1. Mayor/Council - Chair/Boardmembers

Council/Boardmember Day thanked the Commissioners who were appointed and stated Bethany Smith would be serving Suisun City well on the School Board.

Council/Boardmember thanked staff for participating in the drone shooting of pictures in front of City Hall; reported attending the Economic Development Ad Hoc Committee and working with staff on projects; attended Travis Honoree Commanders event where twenty-one new honorary commanders were identified; attended an event at Suisun Elementary School where the State Superintendent of Schools Torliakson presented Suisun Elementary teacher, Jessica Villanueva, the Milken Educator Award for teaching excellence and awarded a \$25,000 check; attended First Friday of every month event consisting of anyone retired from the military and talk with Colonels on down to new airmen.

Council/Boardmember Hudson reported being detoured through Suisun Valley due to the closure of Highway 80 because of the rain and advised Suisun City residents to drive carefully.

Council/Boardmember Wilson congratulated the Commission appointees and Jessica Villanueva, for receiving Milken Award; attended the League of California Cities conference in January serving on the Community Service Policy Committee and Government Transparency and Labor Relations Committee; attended a Rotary event where Good Character Award was given to students.

Mayor/Chairman Sanchez reported attending the Rotary event; Bay Area Air Quality Management District meeting in San Francisco; Solano County Water Agency Executive meeting; LAFCO closed session meeting; Executive Board meeting of Suisun Solano Water Agency; Benicia and Vallejo Closed Session; Board of Directors meeting for Solano First Federal Credit Union; Congressman John Garamendi's Crab Feed in Vacaville;

2. City Manager/Executive Director/Staff

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

3. Introduction of new Suisun City Marina Waterfront Recreation Supervisor, Dominic Moreno – (Lofthus).

Recreation Supervisor Lofthus introduced and Marina Supervisor Moreno thanked Council for giving him the opportunity

4. Approving Appointments to the Parks and Recreation Commission - (three appointments for four-year terms expiring January 2021).

See above Item 4.

5. Approving Appointments to the Planning Commission - (four appointments for four-year terms expiring January 2021 and one appointment for a term expiring January 2019).

See above Item 5.

6. Approving a Nomination to the Solano Transportation Authority's (STA) Bicycle Advisory Committee (BAC) for appointment by the STA Board for a three-year term.

Motioned by Mayor Sanchez and seconded by Council Member Segala to appoint Council Member Wilson to the Solano Transportation Authority's Bicycle Advisory Committee. Motion carried unanimously by the following roll call vote:

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

7. Appointment of Ad Hoc Committee by the City Council to Review Applications for General Transactions and Use Tax Oversight Committee.

Motioned by Mayor Sanchez and seconded by Council Member Day to appoint Council Members Wilson and Hudson to the Ad Hoc Committee to Review Applications for General Transactions and Use Tax Oversight Committee. Motion carried ously by the following roll call vote:

AYES: Council Members Day, Hudson, Wilson, Sanchez

NOES: Council Member Segala

CONSENT CALENDAR

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

PUBLIC HEARINGS

GENERAL BUSINESS

City Council

8. Council Adoption of Resolution No. 2017-09: Adopting "No Parking" Restrictions in Designated Downtown Public Parking Areas – (Mattos).

Motioned by Council Member Day and seconded by Council Member Segala to adopt Council Resolution No. 2017-09. Motion carried by the following roll call vote:

AYES: Council Members Day, Segala, Wilson, Sanchez

NOES: Council Member Hudson

9. Council Adoption of Resolution No. 2017-10: Accepting the Recommendation from the Parks and Recreation Commission Recommendation to Ban Smoking in all Recreation Areas, and Directing Staff to Prepare an Ordinance Amendment for Introduction and Council Consideration at a Future Meeting - (Lofthus).

Motioned by Council Member Wilson and seconded by Council Member Hudson to adopt Council Resolution No. 2017-10 with Amendments. Motion carried by the following roll call vote:

AYES: Council Members Hudson, Segala, Wilson, Sanchez

NOES: Council Member Day

Joint City Council / Suisun City Council Acting as Successor Agency

10. Strategy for Remaining Real Property Assets of the Former Redevelopment Agency – (Garben).

- a. Council Adoption of Resolution No. 2017-11: Authorizing the City Manager to Take All Actions Necessary to Transfer Certain Properties to the Successor Agency; and

Motioned by Council Member Segala and seconded by Council Member Wilson to adopt Council Resolution No. 2017-11 an Agency Resolution No. 2017-01. Motion carried unanimously by the following roll call vote:

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

- b. Agency Adoption of Resolution No. SA 2017-01: Requesting that the Oversight Board Reconsider and Ratify the Transfer of Certain Governmental Purpose Assets to the City of Suisun City.

Motioned by Board Member Segala and seconded by Board Member Wilson to adopt Agency Resolution No. 2017-01. Motion carried unanimously by the following roll call vote:

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

11. Amendment of Employment Contract for the City Manager/Executive Director – (Anderson).

- a. Council Adoption of Resolution No. 2017-12: Approving Amendment No. 7 to the Employment Contract with the City Manager to Extend the Term to June 30, 2018 and, in lieu of a bonus, provide an addition of 40-hours of Executive Leave; and

- b. Agency Adoption of Resolution No. SA 2017-02: Approving Amendment No. 7 to the Employment Contract with the Executive Director to Extend the Term to June 30, 2018, and in lieu of a bonus, provide an addition of 40-hours of Executive Leave

George Guynn opposed the contract because the City Council should be cutting expenses.

Motioned by Council Member / Board Member Day and seconded by Council Member / Board Member Hudson to adopt Council Resolution No. 2017-12 an Agency Resolution No. 2017-02. Motion carried by the following roll call vote:

AYES: Council Members/Board Members Day, Hudson, Sanchez

NOES: Council Members /Board Members Segala, Wilson

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the meeting at 9:15 PM.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: February 21, 2017

CITY AGENDA ITEM: HEARING: Adoption of Council Resolution No. 2017-___: Placing Liens for Unpaid Waste Collection Service Charges on Certain Lands Situated in the City of Suisun City, County of Solano, State of California.

FISCAL IMPACT: Solano Garbage is requesting that the City Council place liens on 250 delinquent solid waste accounts representing approximately \$58,426.72 in uncollected solid waste collection service charges. The City's General Fund will receive twenty-dollars per lien and 1.0 percent of the total levy amount to be used as the recording fee and to offset the administrative costs associated with the lien and levy process. Through the lien and levy process, the City will collect on outstanding franchise fees totaling 10.0 percent of the uncollected solid waste service charges when the money actually is received.

BACKGROUND: Solano Garbage provides solid waste collection service for properties located in the City of Suisun City. The Suisun City Code (SCC) Section 8.08.015 requires subscribers to pay the collection charge directly to Solano Garbage. In the event that a customer does not pay the collection charges, Solano Garbage must prepare delinquent notices to notify each customer that the account is delinquent and could be subject to a lien/levy process whereby charges would be recorded against the property.

Solano Garbage began actively pursuing collection of delinquent accounts in December 2001. Solano Garbage will request hearings three times per year in order for the Suisun City Council to consider enforcing the lien/levy process for delinquent waste charges.

STAFF REPORT: Solano Garbage customers were compared with the owners of record to the parcel information database obtained from Solano County property records. Notification letters were mailed to all known property owners advising them of the lien and levy process. The letters informed the property owners that they could present their reasons for disputing the waste collection charges by either attending the hearing on February 21, 2017, or by sending letters to the Council prior to the hearing.

Solano Garbage is asking that the City enforce SCC Section 8.08.170 by placing a special assessment/levying a lien on the properties that have delinquent charges. Solano Garbage will verify accounts for payments prior to recording the special assessments.

PREPARED BY:
REVIEWED BY:

Ronald C. Anderson, Jr., Assistant City Manager
Suzanne Bragdon, City Manager

STAFF RECOMMENDATION: It is recommended that the City Council:

1. Conduct a Hearing on the proposed liens; and
2. Adopt Resolution No. 2017-___: Placing Liens for Unpaid Waste Collection Service Charges on Certain Lands Situated in the City of Suisun City, County of Solano, State of California.

ATTACHMENTS:

1. Resolution No. 2017-___: Placing Liens for Unpaid Waste Collection Service Charges on Certain Lands Situated in the City of Suisun City, County of Solano, State of California.
2. Exhibit A provides a listing of delinquent accounts, as compiled by Solano Garbage, and it will be updated and made available to the City Council in advance of the meeting.

RESOLUTION NO. 2017-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
PLACING LIENS FOR UNPAID WASTE COLLECTION SERVICE CHARGES
ON CERTAIN LANDS SITUATED IN THE CITY OF SUISUN CITY,
COUNTY OF SOLANO, STATE OF CALIFORNIA**

WHEREAS, pursuant to the Suisun City Code (SCC) Section 8.08.015 owners of all occupied premises must subscribe to and pay for weekly waste collection service; and

WHEREAS, the premises located in the City of Suisun City, County of Solano, State of California, and described in Exhibit A attached hereto and by this reference incorporated herein, were provided with waste collection service as required by the SCMC Section 8.08.015; and

WHEREAS, pursuant to the provisions of SCC Section 8.08.015, all required notices were directed to owners of said properties and said owners failed to make payment for waste collection services as required; and

WHEREAS, as a result thereof, the City of Suisun City has incurred charges for delinquent waste collection charges and administrative costs, which amounts remain unpaid.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Suisun City that pursuant to SCC Section 8.08.170, the City Council does hereby lien said premises, in the amounts applicable to each specific premise as identified in Exhibit A attached hereto and incorporated herein by this reference.

BE IT FURTHER RESOLVED that Exhibit A may be amended to delete any enumerated waste collection service charges and administrative costs paid before liens authorized hereby are forwarded to the County Recorder of Solano County, California.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to record this Resolution, together with Exhibit A as may be amended, with the Office of the County Recorder of Solano County, California.

BE IT FURTHER RESOLVED that the City Manager of the City of Suisun City is authorized to take such further actions as are necessary or appropriate to implement this Resolution and is also authorized to execute any other document(s) that may be necessary or appropriate to process or release said liens.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 21st day of February 2017, by the following vote:

AYES: Council Members
NOES: Council Members
ABSENT: Council Members
ABSTAIN: Council Members

WITNESS my hand and the seal of said City this 21st day of February 2017.

Linda Hobson, CMC
City Clerk

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Preliminary Lien List City of Suisun City
Unpaid Garbage Service - 02/21/2017

APN	Owners Name	City	Service Address	Service Thru	RSS Charges	City Charge	Total Due	Repeat
17424506	BROOKS JAMES L & JACQUELINE JT	SUISUN CITY CA 94585	1610 ALCAZAR COURT	16/12	223.32	22.23	245.55	*
3234203	SCOTT VICTOR H	SUISUN CA 94585	81 ALEXANDER WAY	16/10	229.37	22.29	251.66	*
17321411	REY MICHAEL JT	SUISUN CITY CA 94585	1319 AMADOR WAY	16/09	223.32	22.23	245.55	*
3735214	MYLES DEIRDRE L & BRYAN JT	SUISUN CITY CA 94585	1305 AMBER DRIVE	16/11	226.84	22.27	249.11	*
17438213	HILL EDWIN C JR & DELLA N JT	SUISUN CITY CA 94585	1781 ANDREWS CIRCLE	16/12	223.32	22.23	245.55	*
17423314	WORTH ROBERT C	SUISUN CITY CA 94585	531 ARROYO GRANDE LA	16/11	223.32	22.23	245.55	*
17424308	WARD ROCHELLE	SUISUN CA 94585	505 ARROYO GRANDE LA	16/11	293.51	22.94	316.45	*
17350602	RANKIN JUAN LORENZO	SUISUN CA 94585	205 ASHWOOD DRIVE	16/11	223.32	22.23	245.55	*
3723408	PENA RICARDO JT	SUISUN CITY CA 94585	516 AVALON WAY	16/11	223.32	22.23	245.55	*
17308405	IH5 PROPERTY WEST	DALLAS TX 75201-4657	331 BALD PATE DRIVE	16/10	223.32	22.23	245.55	*
17308504	COOK VORICE	SACRAMENTO CA 95691	345 BALD PATE DRIVE	16/12	223.32	22.23	245.55	*
17312208	BOHANON SHONTHA	SUISUN CITY CA 94585	610 BARNACLE WAY	16/11	223.32	22.23	245.55	*
17335405	NICHOLS AUSTIN L JT	SUISUN CITY CA 94585	1015 BARROWS DRIVE	16/12	223.32	22.23	245.55	*
17335411	SNYDER JENNELYN P & GLENN T JT	SUISUN CITY CA 94585	1027 BARROWS DRIVE	16/11	223.32	22.23	245.55	*
17354202	ARIQAT MOHAMED & HITAF JT	SUISUN CITY CA 94585	963 BAUMAN COURT	16/11	223.32	22.23	245.55	*
3207306	HERRON STEVEN JT	SUISUN CITY CA 94585	816 BAY STREET	16/11	223.32	22.23	245.55	*
17350306	LOUDEN LLC C/O WAYPOINT REAL ESTAT	OAKLAND CA 94604-1226	946 BEECHWOOD CIRCLE	16/12	73.32	20.73	94.05	*
17350308	AYMAR PATRICK M	SUISUN CITY CA 94585-1762	942 BEECHWOOD CIRCLE	16/09	223.32	22.23	245.55	*
17351231	JONES DAVID & DOROTHY JT	SUISUN CITY CA 94585	916 BEECHWOOD CIRCLE	16/10	229.37	22.29	251.66	*
17337501	ANTHONY FARACE	SUISUN CITY CA 94585	805 BERING WAY	16/12	148.93	21.49	170.42	*
17337512	WRIGHT STEVEN CHARLES	SUISUN CITY CA 94585	813 BERING WAY	16/10	223.32	22.23	245.55	*
3239136	MANUEL GUTIERREZ	SUISUN CITY CA 94585	125 BIRCHWOOD COURT	16/12	223.32	22.23	245.55	*
17349606	ROUSE LAMARRE	SUISUN CITY CA 94585	1211 BITTERN WAY	16/09	241.52	22.42	263.94	*
17337413	MCCLINTON ROOSEVELT JR JT	SUISUN CITY CA 94585	1005 BLACKSPUR COURT	16/09	293.51	22.94	316.45	*
17337405	CASTANON LINA	SUISUN CITY CA 94585	811 BLACKSPUR DRIVE	16/09	223.32	22.23	245.55	*
17304510	PEREZ JOSE M	SUISUN CITY CA 94585	802 BLOSSOM AVENUE	16/11	147.23	21.47	168.70	*
17304603	MCKINLEY HOLDING LP	FOLSOM CA 95763	805 BLOSSOM AVENUE	16/11	134.73	21.35	156.08	*
17304607	BORLEK MICHAEL R & CHARITY A	SUISUN CITY CA 94585	813 BLOSSOM AVENUE	16/12	223.32	22.23	245.55	*
17309204	HUEY WILLIE JT	SUISUN CITY CA 94585	507 BLUE WING DRIVE	16/10	229.37	22.29	251.66	*
17309209	RICARDO ROBERT	SUISUN CA 94585	517 BLUE WING DRIVE	16/10	188.41	21.88	210.29	*
17305214	BATTON SONIA	SUISUN CITY CA 94585	821 BLUEBILL WAY	16/09	214.28	22.14	236.42	*
17317413	SULLIVAN ALPHONSO L & V F JT	SUISUN CITY CA 94585	817 BLUEJAY DRIVE	16/10	138.12	21.38	159.50	*
17349319	OLIVER JOYCE V	SUISUN CITY CA 94585	1002 BLUEJAY DRIVE	16/11	223.32	22.23	245.55	*
3247218	LEWIS TELA	SUISUN CITY CA 94585	722 BREAKWATER CIRCL	16/11	223.32	22.23	245.55	*
17356102	CRATER THOMAS & LATWAN A JT	SUISUN CITY CA 94585	223 BRIDGEWATER CIRC	16/10	229.37	22.29	251.66	*
3236216	GONZALEZ DAVID	SUISUN CA 94585	75 BUENA VISTA AVENU	16/10	229.37	22.29	251.66	*
17331307	ARNOLD DANIEL	SUISUN CITY CA 94585	1405 BURNEY COURT	16/09	70.19	20.70	90.89	*
17312406	QUINTANILLA JUAN C & H C JT	SUISUN CA 94585	803 CACKLING DRIVE	16/12	301.02	23.01	324.03	*
3215117	CRATZ ANTHONY L TR	SUISUN CITY CA 94585	215 CALIFORNIA STREE	16/10	229.37	22.29	251.66	*

17330107 SMITH CHERYL D	SUISUN CA 94585	910 CANADA GOOSE DRI	16/10	229.37	22.29	251.66	*
17347315 GUMBA GILBERT D	SUISUN CITY CA 94585	420 CANFIELD COURT	16/11	223.32	22.23	245.55	
17311215 HAGGETT ROBERT G	SUISUN CA 94585	618 CANVASBACK DRIVE	16/11	57.66	20.58	78.24	
17422411 TOMLINSON JOSEPH E	SUISUN CA 94585	710 CAPISTRANO DRIVE	16/12	217.87	22.18	240.05	*
17422515 GREENE FORREST B & V F JT	SUISUN CA 94585	700 CAPISTRANO DRIVE	16/11	223.32	22.23	245.55	*
17422121 GOMEZ VERONICA JT	SUISUN CITY CA 94585	1509 CASA LOMA WAY	16/11	81.02	20.81	101.83	
17428104 WAYNE LAGETTA B TR	SUISUN CITY CA 94585	734 CHULA VISTA WAY	16/11	223.32	22.23	245.55	*
17429216 KEN & JUNE SUSILO	MANHATTAN BEACH CA 90266	1212 CHULA VISTA WAY	16/12	87.98	20.88	108.86	
17429218 MATTHEWS MICHAEL EARL WILLIAMS	SUISUN CITY CA 94585	1208 CHULA VISTA WAY	16/10	229.37	22.29	251.66	*
3723521 BANKS VERA L	SUISUN CITY CA 94585	502 CHYRL WAY	16/11	223.32	22.23	245.55	*
3724204 HULTMAN DEBBIE JT	SUISUN CITY CA 94585	607 CHYRL WAY	16/12	223.32	22.23	245.55	*
17356213 JOHNSON LADANTE T	SUISUN CITY CA 94585	211 CLEARBROOK COURT	16/09	223.32	22.23	245.55	*
17373105 KATEN KYMBER L	SUISUN CITY CA 94585	216 CLOVERLEAF CIRCL	16/12	169.04	21.69	190.73	
17373107 WILLIS MARIE E & R III JT	SUISUN CITY CA 94585	224 CLOVERLEAF CIRCL	16/11	223.32	22.23	245.55	
17373302 BUTLER CRYSTAL M	SUISUN CITY CA 94585	217 CLOVERLEAF CIRCL	16/12	223.32	22.23	245.55	*
17310318 SHARI LYNN PAPADOPOULOS	SUISUN CITY CA 94585	535 COOT LANE	16/10	223.32	22.23	245.55	
3234216 AREVALOS ELISEO LOPEZ	SUISUN CITY CA 94585	92 CORAL LANE	16/10	87.46	20.87	108.33	
17321112 HINCHCLIFF BETH	FAIRFIELD CA 94533	625 CRANE DRIVE	16/10	115.71	21.16	136.87	
17321113 FAVIOLA REYES & DANIEL	SUISUN CITY CA 94585	701 CRANE DRIVE	16/09	223.32	22.23	245.55	*
17324221 ANZUETO LUIS E & FRANCIS M JT	SUISUN CA 94585	1211 CRANE DRIVE	16/11	363.68	23.64	387.32	*
17335530 LOUDEN LLC	OAKLAND CA 94612	507 CRESTED DRIVE	16/12	229.06	22.29	251.35	
17336806 JOHNSON MORGAN L JT	SUISUN CITY CA 94585	607 CRESTED DRIVE	16/11	223.32	22.23	245.55	*
17336807 ROSECOMP LLC	OAKLAND CA 94604-1226	609 CRESTED DRIVE	16/10	128.59	21.29	149.88	
17311426 HAMILTON ROBERT	SUISUN CITY CA 94585	608 DECOY LANE	16/12	219.34	22.19	241.53	
17353104 WILSON LOIS E	SUISUN CITY CA 94585	407 DICKEY COURT	16/10	229.37	22.29	251.66	*
17353211 MEZA ELIAS	SUISUN CITY CA 94585	406 DICKEY COURT	16/09	223.32	22.23	245.55	*
17353214 BENNETT MARK A & ROBIN L JT	SUISUN CA 94585	412 DICKEY COURT	16/12	223.32	22.23	245.55	*
3233102 JARREAU LEGARDA ALEXIS	SUISUN CITY CA 94585	1000 DOLPHIN COURT	16/10	217.87	22.18	240.05	*
17439307 BIBBS PAULA R TR-R HART	SAN FRANCISCO CA 94102-4741	1760 DOVER CIRCLE	16/12	334.64	23.35	357.99	
3207612 HAWKINS-MOSS PAMELA D TR	SUISUN CITY CA 94585	815 DRIFTWOOD DRIVE	16/12	223.32	22.23	245.55	*
17314312 THPI ACQUISITION HOLDINGS LLC	SAN RAFAEL CA 94901	544 EAST WIGEON WAY	16/09	299.58	23.00	322.58	*
17331205 CREGGETT ANTHONY & MARIAN	SUISUN CA 94585	1403 EBBETTS COURT	16/11	223.32	22.23	245.55	*
17350303 DEVAULL JUROID & DEBORAH JT	SUISUN CITY CA 94585	904 EDGEWOOD CIRCLE	16/11	223.32	22.23	245.55	*
17351206 KRUMMES MICHAEL S	SUISUN CITY CA 94585	928 EDGEWOOD CIRCLE	16/09	223.32	22.23	245.55	*
17418241 COLEMAN JUAN S	SUISUN CITY CA 94585	510 EL MAR COURT	16/10	229.37	22.29	251.66	*
17418250 WELLER DAVID L & P L S JT	SUISUN CA 94585	509 EL MAR COURT	16/11	293.51	22.94	316.45	
17422422 ROCKY RAQUEDAN	SUISUN CITY CA 94585	1502 EL PRADO LANE	16/11	217.87	22.18	240.05	*
17422501 MILLER MALIA MAHEALANI	SUISUN CITY CA 94585	1501 EL PRADO LANE	16/10	229.37	22.29	251.66	*
17330216 DUSCHKA ALLEN C	DAYTON NV 89403	520 EMPEROR DRIVE	16/10	164.99	21.65	186.64	*
17344205 CARTER RUBY R	SUISUN CITY CA 94585	910 EMPEROR DRIVE	16/10	229.37	22.29	251.66	*
3231506 SEARVANCE KENNETH E & D A JT	SUISUN CA 94585	506 ERIN DRIVE	16/10	229.08	22.29	251.37	*
17365112 GATRELL MICHAEL R	SUISUN CITY CA 94585	208 FAIRBROOK COURT	16/09	223.32	22.23	245.55	*
17366202 JACOB ABRAHAM & SHERYL G JT	SUISUN CITY CA 94585	205 FAIRBROOK COURT	16/10	239.62	22.40	262.02	
17377107 CASTANEDA SELVIN RIGOBERTO	SUISUN CITY CA 94585	202 FILBERT COURT	16/09	223.32	22.23	245.55	*
17373203 BAUGH JACQUELINE L	SUISUN CITY CA 94585	338 FLAGSTONE CIRCLE	16/09	223.32	22.23	245.55	*

17375116 THORNTON CAROL & BERNARD JT	SUISUN CITY CA 94585	350 FLAGSTONE CIRCLE	16/10	229.37	22.29	251.66	*
17440102 BOBIS RICHARD D & GEMMA Y JT	SUISUN CITY CA 94585	1705 FORT ORD COURT	16/10	229.37	22.29	251.66	*
17418402 FIGUEROA RAMON	SUISUN CITY CA 94585	517 FORTUNA DRIVE	16/09	206.38	22.06	228.44	
17418405 TORRES VERONICA L	SUISUN CITY CA 94585	511 FORTUNA DRIVE	16/12	223.32	22.23	245.55	*
17423406 MOODY ROBERT E & LISA R JT	SUISUN CITY CA 94585	530 FORTUNA DRIVE	16/11	223.32	22.23	245.55	
3231105 CARREON ALBERT	SUISUN CITY CA 94585	914 FRANCISCO DRIVE	16/09	223.32	22.23	245.55	*
3229513 GOSIENGFAO RUDOLPH & C B JT	SUISUN CITY CA 94585	914 FREEDOM DRIVE	16/09	229.04	22.29	251.33	*
3719245 GALLARDO JAVIER & LETICIA JT	SUISUN CITY CA 94585	603 FRIEDA DRIVE	16/10	223.32	22.23	245.55	*
17325326 STUBBS TIMOTHY & BONNIE JT	SUISUN CITY CA 94585	504 FULMAR DRIVE	16/11	223.32	22.23	245.55	*
17326102 CAMPBELL TIMOTHY & AMY JT	SUISUN CITY CA 94585	604 FULMAR DRIVE	16/12	223.32	22.23	245.55	*
17308701 HANSEN, LINDSAY	SUISUN CITY CA 94585	601 GOLDEN EYE WAY	16/09	223.32	22.23	245.55	
17353201 JANEA CHAPMAN	SUISUN CITY CA 94585	413 GOODAIR COURT	16/11	223.32	22.23	245.55	*
17381107 KOLBY THOMAS M	SUISUN CITY CA 94585	1256 GRAY HAWK LN	16/12	223.32	22.23	245.55	*
17329124 GARCIA-MARTINEZ JAIME	SUISUN CITY CA 94585	913 HARLEQUIN WAY	16/11	223.32	22.23	245.55	*
17450208 BARRETT JOHN N JR & D E JT	SUISUN CITY CA 94585	1628 HARRISBURG LANE	16/12	223.32	22.23	245.55	*
17317402 DUTT VINEETA A	SUISUN CITY CA 94585	826 HERON DRIVE	16/09	223.32	22.23	245.55	*
17318502 BLANCO ALONZO N	SUISUN CITY CA 94585	808 HERON DRIVE	16/10	229.37	22.29	251.66	*
17436201 MENDOZA CONRADO N & E F JT	SUISUN CITY CA 94585	1697 HICKAM CIRCLE	16/09	223.32	22.23	245.55	
17436204 HEARD CHARLES & TAMYRA JT	SUISUN CITY CA 94585	1685 HICKAM CIRCLE	16/10	229.37	22.29	251.66	*
17310329 RODRIGO, BANDURO	SUISUN CITY CA 94585	530 HONKER LANE	16/12	263.39	22.63	286.02	*
17315103 CAH 2014-2 BORROWER LLC	SCOTTSDALE AZ 95258-3597	545 HONKER LANE	16/11	223.32	22.23	245.55	
17331404 GARCIA ROBERT RYAN MAGNO	SUISUN CITY CA 94585	605 HUMBOLT DRIVE	16/10	229.4	22.29	251.69	*
3719111 EISLEY LESLIE K	SUISUN CITY CA 94585	1302 HUMPHREY DRIVE	16/11	222.3	22.22	244.52	
3731309 MALDONADO LOURDES	SUISUN CITY CA 94585	390 JACARANDA DRIVE	16/11	95.67	20.96	116.63	*
17361314 REFUERZO TIMOTEO M & M R JT	SUISUN CITY CA 94585	201 KEYES LANE	16/11	223.32	22.23	245.55	*
17348217 VICTOR SHIRLEY	FAIRFIELD CA 94585	1315 KIMBERLY COURT	16/09	223.32	22.23	245.55	*
17348218 WIGGINS PAUL & LILLIAN JT	SUISUN CITY CA 94585	1317 KIMBERLY COURT	16/11	293.51	22.94	316.45	*
17321402 ESPINOSA JESUS	SUISUN CITY CA 94585	611 KINGLET STREET	16/11	223.32	22.23	245.55	*
3718071 GUSTAFSON BRIAN D & I G JT	SUISUN CITY CA 94585	500 KINGS WAY	16/12	223.32	22.23	245.55	*
3723118 CLAY JOHN ELLIOT KINDEL	SUISUN CITY CA 94585	407 KINGS WAY	16/11	223.32	22.23	245.55	*
17331203 MAGANA REINA P	SUISUN CITY CA 94585	623 KLAMATH DRIVE	16/11	223.32	22.23	245.55	*
17331211 YVETTE MARTINEZ R	SUISUN CITY CA 94585	627 KLAMATH DRIVE	16/11	223.32	22.23	245.55	*
17331218 WALTHER RICHARD A & LINDA JT	SUISUN CITY CA 94585	641 KLAMATH DRIVE	16/11	223.32	22.23	245.55	*
17331408 HERNANDEZ JOEL S & JOY L JT	SUISUN CITY CA 94585	628 KLAMATH DRIVE	16/11	223.32	22.23	245.55	*
17329311 NEELY LEON & MARY JT	SUISUN CITY CA 94585	507 LABRADOR WAY	16/10	229.37	22.29	251.66	*
17330205 GARCIA DANIEL & ANA JT	SUISUN CITY CA 94585	902 LABRADOR WAY	16/11	223.32	22.23	245.55	*
17326214 GRAHAM RICHARD & MARY F JT	SUISUN CITY CA 94585	514 LASSEN AVENUE	16/09	377.15	23.77	400.92	
173612170 TORRES, CARLOS & YOLANDA	SUISUN CITY CA 94585	1232 LAWLER RANCH PKWY	16/12	132.54	21.33	153.87	*
3229121 THOMPSON KATHRYN L	SUISUN CITY CA 94585	910 LIBERTY DRIVE	16/11	218.51	22.19	240.70	*
3229323 YOUNG WILLIAM T & ALICE V JT	SUISUN CITY CA 94585	1014 LIBERTY DRIVE	16/10	229.37	22.29	251.66	*
17439215 POMPA ARTHUR THEO	SUISUN CITY CA 94585	1613 LITTLE ROCK CIR	16/12	223.32	22.23	245.55	*
3730123 HERNANDEZ YSMAEL & G JT	SUISUN CA 94585	1306 LOIS LANE	16/09	223.32	22.23	245.55	*
3730206 JACOBS KENNETH D SR & P A JT	SUISUN CA 94585	1315 LOIS LANE	16/09	245.88	22.46	268.34	*
17338133 SAMAYOA OTTO & ROSA JT	SUISUN CA 94585	918 LONGSPUR DRIVE	16/10	229.37	22.29	251.66	*
3207315 TIM HOYE	SUISUN CA 94585	823 LOTZ WAY	16/12	117.43	21.17	138.60	*

3207416 PAEPKE STEVEN JT	SUISUN CITY CA 94585	723 LOTZ WAY	16/09	223.32	22.23	245.55	
3217101 SELINE LARRY V TR	VACAVILLE CA 95696-1201	1000 MAIN STREET	16/10	27.96	20.28	48.24	
3230205 DAI FUNG S	SUISUN CITY CA 94585	509 MARINA BOULEVARD	16/09	181.07	21.81	202.88	*
3230313 PATRICIA RITCHIE	SUISUN CITY CA 94585	408 MARINA BOULEVARD	16/12	223.32	22.23	245.55	*
17360404 PERATA MICHAEL	SUISUN CITY CA 94585	328 MARSTON COURT	16/11	223.32	22.23	245.55	*
17440507 SORIANO VALENTIN R & H M JT	SUISUN CITY CA 94585	1621 MAXWELL LANE	16/11	223.32	22.23	245.55	*
17347104 MCRAY RODERICK D & CLEO S	SUISUN CITY CA 94585	1275 MAYFIELD CIRCLE	16/09	223.32	22.23	245.55	*
17347215 KOUBA LANDON J	SUISUN CITY CA 94585	1227 MAYFIELD CIRCLE	16/10	229.37	22.29	251.66	*
17358158 LEWIS CURRINGTON	SUISUN CITY CA 94585	1131 MAYFIELD CIRCLE	16/09	223.32	22.23	245.55	*
17360102 CAZARES LUIS MENDEZ	SUISUN CITY CA 94585	340 MAYFIELD CIRCLE	16/11	223.32	22.23	245.55	*
17346137 SACMAN WARLITO C & T M TR	SUISUN CITY CA 94585	1060 MAYFIELD WAY	16/12	223.32	22.23	245.55	*
17360505 RANSOM CHARLES SR & D P JT	SUISUN CITY CA 94585	312 MCNABE COURT	16/11	223.32	22.23	245.55	*
17380306 TURNER WILLIE	SUISUN CITY CA 94585	430 MEEHAN COURT	16/12	223.32	22.23	245.55	*
17342302 BROWN TORIANO D	SAN FRANCISCO CA 94124	1423 MONITOR AVENUE	16/10	229.37	22.29	251.66	*
17418502 HOOVER JANNA D	SUISUN CITY CA 94585	513 MONTEREY DRIVE	16/10	43.76	20.44	64.20	
3214314 NICHOLAS FIRST	SUISUN CITY CA 94585	501 MORGAN STREET	16/09	223.32	22.23	245.55	*
3240102 BRANDON SPHAR	SUISUN CITY CA 94585-1718	50 MOSSWOOD DR	16/10	132.55	21.33	153.88	
3239115 THPI ACQUISITION HOLDINGS LLC	SAN RAFAEL CA 94901	70 MOSSWOOD DRIVE	16/09	223.32	22.23	245.55	*
3239121 2012-B PROPERTY HOLDINGS LLC	SAN RAFAEL CA 94901	58 MOSSWOOD DRIVE	16/09	209.05	22.09	231.14	*
3239302 SHOEMAKER NANCY J TR	SUISUN CITY CA 94585	67 MOSSWOOD DRIVE	16/10	229.37	22.29	251.66	*
17313408 VELASQUEZ AIDALIA & W JT	SUISUN CA 94585	908 MUSCOVY COURT	16/11	223.32	22.23	245.55	*
3234106 WELCH NANCY & JIM JT	SUISUN CITY CA 94585	508 NADEL DRIVE	16/10	229.37	22.29	251.66	*
3230315 SETTEMBRINO RALPH N	SUISUN CITY CA 94585	1002 NEPTUNE COURT	16/10	229.37	22.29	251.66	*
3239208 REED MARILYN A & KENNETH C JT	SUISUN CITY CA 94585	84 NEWPORT WAY	16/10	229.37	22.29	251.66	*
17340304 YOUNG-RILEY JAMMIE L	SUISUN CA 94585	1311 OSPREY WAY	16/11	223.32	22.23	245.55	*
17431203 LECOUNT ADAM C & CHRISTEL ANN	SUISUN CITY CA 94585	705 PALERMO DRIVE	16/11	223.32	22.23	245.55	*
17431111 BRADLEY LOUISE	SUISUN CA 94585	1605 PASEO FLORES DR	16/10	223.32	22.23	245.55	*
17380510 MILLER JOHN DAVID	SUISUN CITY CA 94585	425 PEARCE COURT	16/09	223.32	22.23	245.55	*
17323311 ROSE LINDA MARIE	SUISUN CA 94585	1105 PHEASANT DRIVE	16/11	223.32	22.23	245.55	*
17323321 CLARK TINA JT	SUISUN CITY CA 94585	1123 PHEASANT DRIVE	16/11	263.39	22.63	286.02	*
3714215 CEERDES MAURICE A TR	FAIRFIELD CA 94533	601 PHILIP WAY	16/09	223.32	22.23	245.55	
17304438 JOVIAN COLBERT	SUISUN CITY CA 94585	318 PINTAIL DRIVE	16/09	223.32	22.23	245.55	*
17306207 MILLENIUM PROPERTY INVESTMENT	DUBLIN CA 94568	341 PINTAIL DRIVE	16/09	109.22	21.09	130.31	
17319103 TERESA PETERSON	SUISUN CITY CA 94585	1316 PINTAIL DRIVE	16/11	223.32	22.23	245.55	*
17331232 COLLINS GARRETT & OLIVIA JT	SUISUN CITY CA 94585	1421 PINTAIL DRIVE	16/11	223.32	22.23	245.55	*
17321301 THPI ACQUISITION HOLDINGS LLC	SAN RAFAEL CA 94901	607 PLACER LANE	16/09	223.32	22.23	245.55	*
17337106 GORDON WALTER S IV TR	SUISUN CITY CA 94585	816 POCHARD WAY	16/11	223.32	22.23	245.55	*
17359410 DUNN RONALD	SUISUN CITY CA 94585	1212 POTRERO CIRCLE	16/09	79.76	20.80	100.56	
17359410 DUNN RONALD	SUISUN CITY CA 94585	1212 POTRERO CIRCLE	16/12	319.1	23.19	342.29	
17360328 ALTERIO GLORIA	SUISUN CITY CA 94585	1252 POTRERO CIRCLE	16/11	223.32	22.23	245.55	*
17370204 SPIRES GARY	SUISUN CITY CA 94585	213 POTRERO STREET	16/12	217.87	22.18	240.05	*
17370205 DITTMAR WARREN T	SUISUN CITY CA 94585	217 POTRERO STREET	16/09	223.32	22.23	245.55	*
17371204 SANTOS JOSELITO V C & G A JT	SUISUN CITY CA 94585	260 POTRERO STREET	16/11	223.32	22.23	245.55	*
17335435 EVANS KAYLE & ANN JT	SUISUN CITY CA 94585	1016 PRAIRIE DRIVE	16/09	223.32	22.23	245.55	*
17335512 MCELROY PATRICK H & JAN M JT	SUISUN CA 94585	1013 PRAIRIE DRIVE	16/10	229.37	22.29	251.66	*

17375305 SMITH WILLIE CLAUDETTE TR	SUISUN CITY CA 94585	317 PROMENADE CIRCLE	16/10	229.37	22.29	251.66	*
17341209 COTTRILL CECELIA J & J A TR	SUISUN CITY CA 94585	1416 PROSPECT WAY	16/10	132.79	21.33	154.12	
17341210 MASON DEBBIE	SUISUN CITY CA 94585	1414 PROSPECT WAY	16/11	228.56	22.29	250.85	*
17341215 DARDEN BEVERLY	SUISUN CITY CA 94585	1404 PROSPECT WAY	16/09	223.32	22.23	245.55	*
17341216 BRALEY STEVEN A JT	SUISUN CA 94585	1402 PROSPECT WAY	16/11	223.32	22.23	245.55	*
17341312 HARRISON JAWIAN D	SUISUN CITY CA 94585	1423 PROSPECT WAY	16/12	222.88	22.23	245.11	*
17423428 INGERSOLL ROBERT SR & CORAL JT	SUISUN CITY CA 94585	1602 QUITO COURT	16/10	183.43	21.83	205.26	
17304302 GIBSON JANICE C	SUISUN CITY CA 94585	813 REDHEAD WAY	16/10	229.37	22.29	251.66	*
17374104 WASHINGTON PAULA K & C M JT	GRANITE BAY CA 95746	254 REDSTONE CIRCLE	16/11	223.32	22.23	245.55	*
17374105 PITRE INETTA	SUISUN CITY CA 94585	258 REDSTONE CIRCLE	16/11	169.33	21.69	191.02	*
17374111 HAGLER CATHERINE E	SUISUN CITY CA 94585	282 REDSTONE CIRCLE	16/11	147.12	21.47	168.59	*
17374211 HARVEY LEVI II JT	SUISUN CITY CA 94585	213 REDSTONE CIRCLE	16/12	40.03	20.40	60.43	
17374219 HOLMES RHONDA	SUISUN CITY CA 94585	269 REDSTONE CIRCLE	16/10	229.37	22.29	251.66	*
17308524 YAVROM FAMILY TRUST	SUISUN CITY CA 94585	701 RING NECK LANE	16/09	223.32	22.23	245.55	*
3247216 GAMBOA FRANKIE & YVETTE Y JT	SUISUN CITY CA 94585	733 ROCKY POINT COVE	16/11	293.51	22.94	316.45	*
3239325 POST LISA GAYE	SUISUN CITY CA 94585	86 RODONDO AVENUE	16/10	229.37	22.29	251.66	*
3718061 REED RONALD K & JUDITH E JT	SUISUN CITY CA 94585	410 SARAH WAY	16/11	223.32	22.23	245.55	
17450104 ANDALON CHANTAL	SUISUN CITY CA 94585	1612 SAVANNAH LANE	16/09	73.32	20.73	94.05	
17303503 TAYLOR ROBERT J & PAULINE M JT	SUISUN CITY CA 94585	827 SCAUP LANE	16/10	229.37	22.29	251.66	*
17371215 GATO EDWIN	SUISUN CITY CA 94585	235 SEABURY STREET	16/11	223.32	22.23	245.55	*
17319403 BARRAZA LINO & TRACY	SUISUN CITY CA 94585	705 SEAGULL DRIVE	16/12	132.54	21.33	153.87	*
17324230 PEREZ EMILIO & SHIRLEY JT	SUISUN CITY CA 94585	512 SEAGULL DRIVE	16/11	223.32	22.23	245.55	*
17363315 GALVAN ANTONIO & FRANCES B JT	AMERICAN CANYON CA 94503-3139	910 SHADYWOOD CIRCLE	16/09	223.32	22.23	245.55	
17364301 PERRY JULIUS C JR & S JT	SUISUN CITY CA 94585	902 SHADYWOOD CIRCLE	16/11	223.32	22.23	245.55	*
17364523 CHAN PATRICK	SAN FRANCISCO CA 94132	946 SHADYWOOD CIRCLE	16/12	145.25	21.45	166.70	*
3235205 ROGERS DANIEL A & SANDRA A JT	SUISUN CITY CA 94585	601 SHANNON DRIVE	16/09	223.32	22.23	245.55	*
17322524 HUNTER DEBORAH & GEORGE JT	SUISUN CITY CA 94585	1408 SHASTA STREET	16/09	223.32	22.23	245.55	*
17330125 SHAFFER DONALD L JT	SUISUN CITY CA 94585	908 SHELDUCK COURT	16/10	229.37	22.29	251.66	*
17330133 LOUDEN LLC	OAKLAND CA 94612	907 SHELDUCK COURT	16/11	222.14	22.22	244.36	*
17324103 SMITH, JIMMIE LEE	SUISUN CITY CA 94585	514 SKYLARK DR	16/12	82.23	20.82	103.05	*
173202300 DEMARCOS AYERS	SUISUN CITY CA 94585	618 SKYLARK DR.	16/12	223.32	22.23	245.55	*
17320501 RYAN FENNIE	SUISUN CITY CA 94585	605 SKYLARK DRIVE	16/10	229.37	22.29	251.66	
17320505 WALLER MICHAEL E II	SUISUN CITY CA 94585	613 SKYLARK DRIVE	16/09	223.32	22.23	245.55	*
17302607 CAMPOS ROBERT & DESERIE G JT	SUISUN CITY CA 94585	824 SPOONBILL LANE	16/11	130.27	21.30	151.57	
17304430 HECKMANN NYLA MARIE	SUISUN CITY CA 94585	800 SPOONBILL LANE	16/10	222.8	22.23	245.03	
17338123 FORD JOHN A & NANCY K JT	SUISUN CA 94585	916 STELLER WAY	16/10	229.37	22.29	251.66	*
3216425 SANDERS ANNA MARIE	SUISUN CA 94585	1105 SUISUN STREET	16/12	223.32	22.23	245.55	*
3738004 WILLIAMS VALERIE M & MICHAEL W	SUISUN CITY CA 94585	159 SUNSHINE STREET	16/10	93.34	20.93	114.27	
3738010 JANE STAFFORD	SUISUN CITY CA 94585	179 SUNSHINE STREET	16/12	223.32	22.23	245.55	
17325502 BEHM GINA M	SUISUN CITY CA 94585	1403 SWIFT COURT	16/09	229.28	22.29	251.57	
17376304 CALIZ IDALIA M	SUISUN CITY CA 94585	254 TAMARISK CIRCLE	16/11	223.32	22.23	245.55	*
3235403 GRECH MICHAEL THOMAS	FAIRFIELD CA 94534	71 TERRY LANE	16/09	100.72	21.01	121.73	*
3730305 ZAMUDIO JUAN	SUISUN CITY CA 94585	516 THOMAS CIRCLE	16/10	229.37	22.29	251.66	*
3730307 YOUNG GEORGE R	SUISUN CITY CA 94585	520 THOMAS CIRCLE	16/10	223.32	22.23	245.55	
17317612 SMITH TOMI ANITA	SUISUN CA 94585	907 TOWHEE WAY	16/10	229.37	22.29	251.66	*

17305507 ALLISON TOMMY LEE	SUISUN CA 94585	813 TREE DUCK WAY	16/10	136.26	21.36	157.62	*
17329216 COLBERT TAMARA J	SUISUN CITY CA 94585	908 TRUMPETER COURT	16/09	223.32	22.23	245.55	*
17447305 ANTHONY EDDIE & ATRESE	SUISUN CITY CA 94585	1616 TUCSON CIRCLE	16/12	223.32	22.23	245.55	*
17343117 CLUTTS GLENDA L	SUISUN CITY CA 94585	838 TULARE CIRCLE	16/11	223.32	22.23	245.55	*
17343502 DENISE YAP	SUISUN CA 94585	831 TULARE CIRCLE	16/12	258	22.58	280.58	*
17311313 BARRETO NICK J & ELENA T	SUISUN CITY CA 94585	618 TULE GOOSE DRIVE	16/12	223.32	22.23	245.55	*
17424401 HARGADINE ALISON H	SUISUN CITY CA 94585	1600 VENTURA WAY	16/11	223.32	22.23	245.55	*
17425410 SMITH JOE R & EUNICE M	SUISUN CITY CA 94585	1714 VENTURA WAY	16/10	229.37	22.29	251.66	*
17449130 WALKER ANTHONY & KIMBERLY JT	SUISUN CITY CA 94585	1708 WESTOVER LANE	16/12	41.42	20.41	61.83	*
17344311 MUNOZ JOSE JT	SUISUN CITY CA 94585	1019 WESTWIND WAY	16/10	229.37	22.29	251.66	*
3232303 MORGAN VALENTINA	SUISUN CITY CA 94585	722 WHISPERING BAY L	16/12	223.32	22.23	245.55	*
32312060 BANK OF AMERICA NA	SANTA ANA CA 92705-4931	709 WHISPERING BAY LN	16/12	20.27	20.20	40.47	*
32321040 BARANCOBIBB LYNN	SUISUN CITY CA 94585	731 WHISPERING BAY LN	16/11	223.32	22.23	245.55	*
17341402 THPI ACQUISITION HOLDINGS LLC	SAN RAFAEL CA 94901	807 WHITNEY AVENUE	16/10	255.95	22.56	278.51	*
17343206 SMITH BENERD L & SHEREEN JT	SUISUN CITY CA 94585	920 WHITNEY AVENUE	16/11	223.32	22.23	245.55	*
17336526 LEDET ZACHARIAS B	SUISUN CA 94585	1020 WHOOPER WAY	16/12	223.32	22.23	245.55	*
17336532 LOUDEN LLC	OAKLAND CA 94604	1008 WHOOPER WAY	16/10	223.32	22.23	245.55	*
17336602 SMITH MARCIA JT	SUISUN CITY CA 94585	1003 WHOOPER WAY	16/11	186.69	21.87	208.56	*
17336609 BALDWIN CECELIA J	SUISUN CITY CA 94585	1017 WHOOPER WAY	16/12	272.33	22.72	295.05	*
17336612 MOORE STEVEN & MARIA D JT	SUISUN CITY CA 94585	1023 WHOOPER WAY	16/12	223.32	22.23	245.55	*
17308202 WILSON WENDY J	SUISUN CITY CA 94585	624 WIGEON WAY	16/11	223.32	22.23	245.55	*
17308425 CLOUD RANDY	SUISUN CITY CA 94585	410 WIGEON WAY	16/09	223.32	22.23	245.55	*
17344219 JASON WEIR	SUISUN CITY CA 94585	1000 WINTERS WAY	16/10	229.37	22.29	251.66	*
17314107 SIGLER KEVIN P & KAREN R JT	SUISUN CITY CA 94585-2133	533 WOOD DUCK DRIVE	16/10	301.44	23.01	324.45	*
17323213 TOWNSEND KENNETH D & SUSAN JT	FAIRFIELD CA 94533	515 WOODLARK DRIVE	16/12	233.12	22.33	255.45	*
3719110 CHURCHWELL NICKOLAUS A	SUISUN CITY CA 94585	1301 WORLEY ROAD	16/12	223.32	22.23	245.55	*
3719242 SCHULT GLORIA L	SUISUN CA 94585	1215 WORLEY ROAD	16/12	223.32	22.23	245.55	*
3724156 MERKERTSON CALLIE	SUISUN CA 94585	1101 WORLEY ROAD	16/09	142.18	21.42	163.60	*
17345501 LAWSON LINDA SUE	SUISUN CITY CA 94585	832 YOSEMITE WAY	16/11	223.32	22.23	245.55	*
17345617 CAREY EMILY OLEVIA	SUISUN CITY CA 94585	833 YOSEMITE WAY	16/11	223.32	22.23	245.55	*
17448121 TIMM, PETER	SUISUN CITY CA 94585	1621 YOUNGSTOWN LANE	16/12	229.04	22.29	251.33	*
250				52,897.74	5528.98	58426.72	

AGENDA TRANSMITTAL

MEETING DATE: February 21, 2017

CITY AGENDA ITEM: FY 2016-17 Mid-Year Fiscal Review:

- a. Presentation of the Financial Position of the City through the FY 2016-17 Mid-Year Budget Update; and
- b. Council Adoption of Resolution No. 2017-___: Adopting the 9th Amendment to the Annual Appropriation Resolution No. 2016-48 to Appropriate Mid-Year Budget Adjustments for Additional Costs in Various Accounts Organization Wide.

FISCAL IMPACT: This is an informational report regarding the financial condition of the City's General Fund and, as such, has no fiscal impact.

BACKGROUND: Each year, in late February or early March, staff presents a Mid-Year Fiscal Review to the City Council, including an estimation of current year revenues and expenditures for the General Fund. The Mid-Year update provides the foundation for initiating the preparation of the FY 2017-18 budget.

FY 2015-16 marked the first year since FY 2007-08 that the City has been able to adopt a structurally balanced budget, whereby ongoing revenues were not exceeded by ongoing expenditures. With the adoption of the FY 2016-17, the City's ability to adopt a balanced budget is a result of the long-anticipated opening of Walmart, an improving economy, and cost-cutting measures that remain in place fell short of achieving a 20% Emergency Reserve. The adopted Reserve was only 16.9%. In addition, the FY 2016-17 was adopted with a structural imbalance of only (\$146,500).

STAFF REPORT: Based on estimates developed from actual data over the first six months of the fiscal year, it is now anticipated that the General Fund ending balance for FY 2016-17 will be approximately \$854,700 more than was budgeted as a result of a larger carryover from FY 2015-16 and salary savings due to vacancies in several positions that are primarily funded in the General Fund. This will result in Reserve of nearly \$2,800,000 or \$586,000 more than the 20% Reserve Policy level. This would equate to a 25% Reserve. A detailed analysis of the Mid-Year Estimated General Fund budget is provided in the following sections.

Review of the FY 2016-17 Estimated General Fund Budget

General Fund Resources include the Beginning Balance (carryover from FY 2015-16), as well as ongoing revenues. Use of Resources includes expenditures for Personnel Services, Services & Supplies, Interdepartmental Charges, and Non-Recurring Costs.

FY 2016-17 General Fund Beginning Balance

The Ending Balance from FY 2015-16 was **\$333,500 more** than the assumption utilized in the FY 2016-17 Annual Budget. Thus, the estimated beginning balance for FY 2016-17 has been revised to \$3,354,300, which represents a 11.04% increase over the adopted budget amount of \$3,020,800.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Scott Corey, Management Analyst II
Ronald C. Anderson, Jr. Assistant City Manager
33 Suzanne Bragdon, City Manager

FY 2016-17 General Fund Revenues

Based on projections from revenues received to date, staff anticipates the FY 2016-17 overall revenues are projected to be \$11,431,000, or approximately **\$239,600 more** than budgeted, primarily due to more development activity than expected and a property tax receipts exceeding expectations. The primary changes to revenues by object (category) are as follows:

- Property Taxes – Based on updated County estimates, the City should collect about **\$53,500 more** than budgeted. The majority of this increase is a result of more robust growth in assessed values, resulting in higher property tax revenue than was anticipated in the adopted budget.
- Sales Taxes – Based on the projections from HdL (the firm that provides sales tax revenue auditing services to the City), this revenue source will be approximately **\$47,200 less** than the adopted budget. This appears to be primarily the result of gas prices that trended lower than expectations, particularly with regard to particularly aggressive local pricing.
- Transient Occupancy Tax – TOT is down 1.5% when July 1 through December 31 is compared year over year (FY 2015-16 to FY 2016-17), which appears to reflect a maturing of local market experience after several years of robust growth. Thus, staff has projected an essentially flat revenue expectation for the remainder of the fiscal year reducing the revenue estimate to \$359,000, which is **\$1,800 less** than the adopted budget.
- Other Taxes – Other Taxes primarily consist of franchise taxes paid by Republic Services, Comcast, AT&T, and PG&E. This object is anticipated to be approximately **\$14,200 more** than budgeted due to increases in franchise tax receipts.
- Intergovernmental – Primarily due to a slight overestimate (.096%) to intergovernmental revenues, this object is anticipated to be lower **by \$29, 800** in FY 2016-17.
- Charges for Services – It is anticipated that an increase of **\$118,300** will occur in this fiscal year as the result of increased private-sector construction related to Jubilee and general restoration of a healthy economy, and the impact of updated fees.

FY 2016-17 General Fund Use of Resources

Overall, staff expects Personnel Services savings to drive reductions in expenditures relative to the Adopted Budget:

- Personnel Services – Total Personnel Services in the General Fund are anticipated to end the year approximately **\$253,200 under** budget. This is primarily a result of mid-management positions in Recreation and Community Services, as well as Building and Public Works remaining vacant longer than was anticipated.
- Services & Supplies – In the Services and Supplies object, there is an anticipated **overage of approximately \$4,800**, made up of many minor adjustments.
- Non-Recurring Costs – A **savings of \$57,400** is anticipated primarily from a reduction in contract planning services, Train Depot operations and Public Works Maintenance memberships.
- Major Capital – No significant variation from the amended budget is expected.
- Reserves – As of June 30, 2017, the General Fund is anticipated to have reserves of approximately \$2.22 million, which exceeds the Council's adopted policy of a 20 percent reserves by approximately \$539,000.

FY 2016-17 General Fund Amended and Estimates amounts may be found in Columns 4 and 5 respectively of Attachment 1.

Conclusions for Current Fiscal Year ending June 30, 2017

Because of the austerity measures implemented by Council throughout the recession, the City was able to balance the FY 2016-17 budget on these continued benefits and the realized benefits of a rebounding local economy.

Overall, based on estimates developed from actual data over the first six months of the fiscal year, it is anticipated the General Fund will end FY 2016-17 with an ending balance approximately \$897,700 more than was budgeted as a result of higher carryover than expected of \$333,500, higher revenues than anticipated of approximately \$239,600, and lower than expected expenditures of approximately \$324,600.

Recommended Mid-Year Budget Adjustments

The following proposed adjustments have surfaced during the first six months of operation this year. Resources are available in the various affected funding sources to accomplish the following budget modifications:

- Police Officer Funding – Due to a freak error in the budget preparation process last year, \$92,300 was budgeted in the wrong fund (a fund that is in fact non-existent). Unallocated carryover funds are available for this expenditure in the General Fund 010.
- Police Locker Replacement Program – Due to the changing composition of department staffing, as well as due to general wear and tear, it is necessary to replace lockers for both male and female employees. A contribution of \$25,000 is proposed to come from the Municipal Facilities Fund 320.
- Cost Allocation Plan Charges for SSWA – Several budget adjustments are required to properly account for the Cost Allocation Plan charges to General Fund activities funded by SSWA.
- Additional Funding for Streetlights & Traffic Signal Electricity – The unallocated carryover would be used to cover an underfunding in the costs for electricity for Streetlights and Traffic Signals.
- BayREN Funding Increase – The City will be receiving an additional \$12,000 to recover its costs for administering this program.
- Household Hazardous Waste Grant – This would appropriate an additional \$5,000 which occur this year as a catch up for a missed payment a couple of years ago.
- Marina Refurbishment & Repair – Activities funded through the ROPS need to be appropriated in both the Marina Operations Fund and the SA Recognized Obligations Fund.

The information presented in the General Fund Mid-Year Budget Fiscal Review spreadsheet (Attachment 1) assumes that the City Council will adopt the budget amendment (Attachment 2), which includes the budget adjustments presented above.

NEXT STEPS

This is the initial step as we move forward with the development of the FY 2017-18 Budget. Together with Council's vision for Suisun City, we would also like to engage residents further to receive feedback to help guide the direction of next year's budget. In creating a more inclusive budget development process, it is important for Council to share its vision for Suisun City. That visioning process is being addressed in another staff report on this City Council agenda.

RECOMMENDATION: It is recommended that the Council:

1. Receive the staff's presentation; and
 2. Adopt Resolution No. 2017-__: Adopting the 9th Amendment to the Annual Appropriation Resolution No. 2016-48 to Appropriate Mid-Year Budget Adjustments for Additional Costs in Various Accounts Organization Wide.
-

ATTACHMENTS:

1. FY 2017-18 General Fund Mid-Year Fiscal Review.
2. Council Adoption of Resolution No. 2017-__: Adopting the 9th Amendment to the Annual Appropriation Resolution No. 2016-48 to Appropriate Mid-Year Budget Adjustments for Additional Costs in Various Accounts Organization Wide.

FY 2016-17 GENERAL FUND MID-YEAR FISCAL REVIEW

FY 17 YTD through 12/31/16

ATTACHMENT 1

	Column 1 FY 11 ACTUAL	Column 2 FY 12 ACTUAL	Column 3 FY 13 ACTUAL	Column 4 FY 14 ACTUAL	Column 5 FY 15 ACTUAL	Column 6 FY 16 ACTUAL	Column 7 FY 17 AMENDED	Column 8 FY 17 Mid Year ESTIMATED	Column 9 FY 17 Difference	Column 10 FY 17 HIGHLIGHTS
BUDGET ACTIVITIES										
RESOURCES										
Beginning Balance	\$ 4,046,700	\$ 7,372,678	\$ 4,658,202	\$ 3,623,080	\$ 3,160,786	\$ 2,670,081	\$ 3,020,800	\$ 3,354,300	\$ 333,500	
Local Taxes										
Property Taxes	\$ 1,000,436	\$ 1,157,211	\$ 1,162,743	\$ 1,278,503	\$ 1,832,350	\$ 2,110,370	\$ 2,067,900	\$ 2,121,400	\$ 53,500	Based on County estimate.
Sales Taxes	\$ 859,749	\$ 1,003,761	\$ 1,353,938	\$ 1,278,473	\$ 1,040,400	\$ 1,748,527	\$ 1,664,300	\$ 1,617,100	\$ (47,200)	Based on Hdl. Projections & current receipts. Primarily gas price reductions.
TOT	\$ 194,401	\$ 205,485	\$ 221,629	\$ 257,453	\$ 293,119	\$ 357,242	\$ 360,500	\$ 358,600	\$ (1,900)	Based on first 6 months of receipts. Change in mix of stays.
Other Taxes	\$ 844,941	\$ 824,947	\$ 791,644	\$ 824,941	\$ 857,818	\$ 877,901	\$ 876,200	\$ 890,400	\$ 14,200	
Subtotal Local Taxes	\$ 2,899,527	\$ 3,191,404	\$ 3,529,954	\$ 3,639,370	\$ 4,023,687	\$ 5,094,040	\$ 4,968,900	\$ 4,987,500	\$ 18,600	
Licenses & Permits	\$ 342,746	\$ 337,009	\$ 327,813	\$ 489,461	\$ 376,270	\$ 534,785	\$ 378,900	\$ 497,000	\$ 118,100	Increased development activity.
Fines & Forfeitures	\$ 231,636	\$ 265,382	\$ 241,116	\$ 226,999	\$ 254,848	\$ 265,578	\$ 227,500	\$ 228,000	\$ 500	
Use of Money	\$ 985,065	\$ 285,311	\$ 185,024	\$ 201,742	\$ 194,106	\$ 375,353	\$ 43,000	\$ 53,000	\$ 10,000	Conservative estimate.
Intergovernmental	\$ 2,603,689	\$ 2,457,847	\$ 2,322,995	\$ 2,439,751	\$ 2,823,441	\$ 2,884,942	\$ 3,095,100	\$ 3,065,300	\$ (29,800)	Estimate off by about 0.96%.
Charges for Services	\$ 757,357	\$ 807,109	\$ 781,416	\$ 1,039,751	\$ 756,114	\$ 981,190	\$ 1,114,400	\$ 1,232,700	\$ 118,300	Develop activity impacting eng services & building.
Intragovernmental	\$ 513,247	\$ 474,495	\$ 444,621	\$ 314,673	\$ 378,176	\$ 390,408	\$ 382,600	\$ 384,900	\$ 2,300	
Misc Revenues	\$ 703,960	\$ 11,423	\$ 137,412	\$ 15,469	\$ 118,913	\$ 29,329	\$ 20,200	\$ 21,800	\$ 1,600	
Transfers In	\$ 4,470,767	\$ 1,058,185	\$ 708,853	\$ 707,184	\$ 720,526	\$ 889,356	\$ 960,800	\$ 960,800	\$ -	
Subtotal Revenues	\$ 13,507,994	\$ 8,888,165	\$ 8,679,204	\$ 9,073,822	\$ 9,646,081	\$ 11,444,981	\$ 11,191,400	\$ 11,431,000	\$ 239,600	
TOTAL RESOURCES	\$ 17,554,694	\$ 16,260,843	\$ 13,337,406	\$ 12,696,902	\$ 12,806,867	\$ 14,115,062	\$ 14,212,200	\$ 14,785,300	\$ 573,100	
USE OF RESOURCES										
Personnel Services										
Salaries & Wages	\$ 4,198,142	\$ 4,258,472	\$ 3,914,692	\$ 3,839,486	\$ 3,783,508	\$ 3,987,854	\$ 4,291,000	\$ 4,037,800	\$ (253,200)	Salary savings due to vacancies (BISM, PW Supt, Rec Supt, Rec Supr, Assoc. Eng, Bldg Insp).
Overtime	\$ 188,113	\$ 248,914	\$ 357,742	\$ 232,897	\$ 232,974	\$ 343,702	\$ 249,800	\$ 279,000	\$ 29,200	PD Overage Projected.
Employee Benefits	\$ 2,089,745	\$ 2,166,201	\$ 2,156,233	\$ 2,117,445	\$ 2,187,409	\$ 2,425,225	\$ 2,766,800	\$ 2,717,000	\$ (49,800)	Benefit savings due to vacancies (BISM, PW Supt, Rec Supt, Assoc. Eng, Bldg Insp).
Payroll Taxes	\$ 368,636	\$ 362,949	\$ 314,651	\$ 351,753	\$ 490,071	\$ 491,730	\$ 383,500	\$ 385,300	\$ 1,800	Tax savings due to vacancies (BISM, PW Supt, Rec Supt, Assoc. Eng, Bldg Insp).
Subtotal Pers Svcs	\$ 6,844,636	\$ 7,036,536	\$ 6,743,318	\$ 6,541,581	\$ 6,693,962	\$ 7,248,511	\$ 7,691,100	\$ 7,419,100	\$ (272,000)	
Services & Supplies	\$ 1,951,836	\$ 1,936,026	\$ 1,966,823	\$ 1,833,157	\$ 1,810,734	\$ 1,742,007	\$ 1,827,000	\$ 1,831,800	\$ 4,800	
Interdepartmental Charges	\$ 547,305	\$ 626,429	\$ 626,476	\$ 686,721	\$ 791,416	\$ 954,802	\$ 989,100	\$ 989,100	\$ -	
Non-Recurring Charges	\$ 365,857	\$ 307,225	\$ 150,679	\$ 195,490	\$ 620,491	\$ 447,009	\$ 886,500	\$ 829,100	\$ (57,400)	(\$30K) adv planning pro services; \$10K Train Depot O&M; (\$7K) PWM memberships.
Subtotal Operating	\$ 9,709,634	\$ 9,906,216	\$ 9,487,296	\$ 9,256,949	\$ 9,916,603	\$ 10,392,329	\$ 11,393,700	\$ 11,069,100	\$ (324,600)	
Transfers Out	\$ 439,903	\$ 1,665,560	\$ 227,030	\$ 232,104	\$ 180,316	\$ 304,361	\$ 916,500	\$ 916,500	\$ -	
Major Capital	\$ 18,007	\$ 29,910	\$ -	\$ 47,036	\$ 39,867	\$ 39,867	\$ -	\$ -	\$ -	City's share of the new Animal Shelter shifted to Mun. Fac. Impr. Fund 320.
Debt Service	\$ 14,472	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
RDA Liabilities	\$ -	\$ 330,042	\$ 335,121	\$ 341,933	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingencies & Reserves	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,902,000	\$ -	\$ (1,902,000)	
Subtotal Non-Operating	\$ 472,382	\$ 2,026,512	\$ 562,151	\$ 621,073	\$ 220,183	\$ 344,228	\$ 2,818,500	\$ 916,500	\$ (1,902,000)	
Ending Balance	\$ 7,372,678	\$ 4,328,115	\$ 3,287,959	\$ 2,818,880	\$ 2,670,081	\$ 3,378,505	\$ -	\$ 2,799,700	\$ 2,799,700	
TOTAL USE OF RESOURCES	\$ 17,554,694	\$ 16,260,843	\$ 13,337,406	\$ 12,696,902	\$ 12,806,867	\$ 14,115,062	\$ 14,212,200	\$ 14,785,300	\$ 573,100	
Reserve Analysis										
Operating Reserve (20%)	\$ 2,427,409	\$ 1,981,243	\$ 1,897,459	\$ 1,851,390	\$ 1,983,321	\$ 2,078,466	\$ 2,278,740	\$ 2,213,820	\$ (64,920)	
Bridging Reserve	\$ 3,300,000	\$ 2,200,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Reserves	\$ 5,727,409	\$ 4,181,243	\$ 2,997,459	\$ 1,851,390	\$ 1,983,321	\$ 2,078,466	\$ 2,278,740	\$ 2,213,820	\$ (64,920)	
Actual (Estimated) Carryover	\$ 7,372,678	\$ 4,328,115	\$ 3,287,959	\$ 2,818,880	\$ 2,670,081	\$ 3,378,505	\$ 1,902,000	\$ 2,799,700	\$ 897,700	
Reserve Policy Surplus (Deficit)	\$ 1,645,270	\$ 146,872	\$ 290,500	\$ 967,490	\$ 686,760	\$ 1,300,039	\$ (376,740)	\$ 585,880	\$ 962,620	

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RESOLUTION NO. 2017-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE 9TH AMENDMENT TO THE ANNUAL APPROPRIATION
RESOLUTION NO. 2016-48 TO APPROPRIATE MID-YEAR BUDGET ADJUSTMENTS
FOR ADDITIONAL COSTS IN VARIOUS ACCOUNTS ORGANIZATION WIDE**

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

THAT Section 010 of Part III of the Annual Appropriation Resolution No. 2016-48 be and is hereby amended as follows:

		<u>Increase/ (Decrease)</u>
TO:	ADMINISTRATIVE SERVICES DEPARTMENT Budget & Human Resources, Accounting, Utility Billing & Collection	\$ 139,100
TO:	POLICE DEPARTMENT Police Administration, Police Support Services, Code Enforcement, Police Operations	\$ 117,300
	TOTAL Section 010	<u>\$ 256,400</u>

THAT Section 105 of Part III of the Annual Appropriation Resolution No. 2016-48 be and is hereby

		<u>Increase/ (Decrease)</u>
TO:	BUILDING & PUBLIC WORKS DEPARTMENT Capital Improvements	\$ 28,900
	TOTAL Section 105	<u>\$ 28,900</u>

THAT Section 137 of Part III of the Annual Appropriation Resolution No. 2016-48 be and is hereby amended as follows:

		<u>Increase/ (Decrease)</u>
TO:	DEVELOPMENT SERVICES DEPARTMENT BayREN	\$ 12,000
	TOTAL Section 137	<u>\$ 12,000</u>

THAT Section 139 of Part III of the Annual Appropriation Resolution No. 2016-48 be and is hereby

		Increase/ (Decrease)
TO:	BUILDING & PUBLIC WORKS DEPARTMENT	\$ 5,000
	Waste Reduction & Recycling	
	TOTAL Section 139	<u>\$ 5,000</u>

THAT Section 320 of Part III of the Annual Appropriation Resolution No. 2016-48 be and is hereby

		Increase/ (Decrease)
TO:	BUILDING & PUBLIC WORKS DEPARTMENT	\$ 25,000
	Capital Improvements	
	TOTAL Section 320	<u>\$ 25,000</u>

THAT Section 902 of Part III of the Annual Appropriation Resolution No. 2016-48 be and is hereby

		Increase/ (Decrease)
TO:	DEVELOPMENT SERVICES DEPARTMENT	\$ 157,200
	Capital Improvements	
	TOTAL Section 902	<u>\$ 157,200</u>

THAT Section 909 of Part III of the Annual Appropriation Resolution No. 2016-48 be and is hereby

		Increase/ (Decrease)
TO:	RECREATION & COMMUNITY SERVICES DEPARTMENT	\$ 157,200
	Capital Improvements	
	TOTAL Section 909	<u>\$ 157,200</u>

THAT Section 945 of Part III of the Annual Appropriation Resolution No. 2016-48 be and is hereby

		Increase/ (Decrease)
TO:	DEVELOPMENT SERVICES DEPARTMENT	\$ (10,000)
	Housing	
	TOTAL Section 945	<u>\$ (10,000)</u>

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

		<u>Sources</u>	<u>Uses</u>
<u>General Fund</u>			
Revenues:			
A/C No. 010-70101-1910	Prior Year Carryover	\$ 92,300	\$ -
A/C No. 010-76725-1830	Payments from SSWA	\$ 139,100	\$ -
A/C No. 010-81320-2350	Transfer from Fund 320	\$ 25,000	\$ -
Appropriations:			
A/C No. 010-92210-1830	Cost Allocation Plan ID Charge	\$ -	\$ 139,100
A/C No. 010-90110-2350	Salaries	\$ -	\$ 57,600
A/C No. 010-90310-2350	PERS Retirement	\$ -	\$ 10,800
A/C No. 010-90320-2350	Health Benefits	\$ -	\$ 13,200
A/C No. 010-90430-2350	Workers Comp	\$ -	\$ 10,700
A/C No. 010-93111-2350	Office Furnishings over \$5,000	\$ -	\$ 25,000
	Total General Fund	<u>\$ 256,400</u>	<u>\$ 256,400</u>
<u>Gas Tax Fund</u>			
Revenues:			
A/C No. 105-70101-6320	Prior Year Carryover	\$ 28,900	\$ -
Appropriations:			
A/C No. 105-91515-6320	Transfer to Fund 010	\$ -	\$ 28,900
	Total Gas Tax Fund	<u>\$ 28,900</u>	<u>\$ 28,900</u>
<u>BayREN Fund</u>			
Revenues:			
A/C No. 137-76950-3472	Grants/Other	\$ 12,000	\$ -
Appropriations:			
A/C No. 137-90160-3472	Salary Transfers	\$ -	\$ 10,000
A/C No. 137-91330-3472	Advertising	\$ -	\$ 9,000
A/C No. 137-93310-3472	Professional Studies	\$ -	\$ 3,000
A/C No. 137-93410-3472	Operating Contingency	\$ -	\$ (10,000)
	Total BayREN Fund	<u>\$ 12,000</u>	<u>\$ 12,000</u>

Household Hazardous Waste Program Fund

Revenues:

A/C No. 139-76910-6038	HHW Grant	\$ 5,000	\$ -
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Appropriations:

A/C No. 139-91431-6038	Contract Services Other	\$ -	\$ 5,000
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Household Hazardous Waste Program Fund	\$ 5,000	\$ 5,000
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Municipal Facilities Improvement Fund

Revenues:

A/C No. 320-70101-6510	Prior Year Carryover	\$ 25,000	\$ -
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Appropriations:

A/C No. 320-85010-6510	Transfer to Fund 010	\$ -	\$ 25,000
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Municipal Facilities Improvement Fund	\$ 25,000	\$ 25,000
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SA Recognized Obligations Fund

Revenues:

A/C No. 902-76803-3513	RPTTF Payment	\$ 157,200	\$ -
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Appropriations:

A/C No. 902-85909-3513	Transfer to Fund 909	\$ -	\$ 157,200
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Total SA Recognized Obligations Fund	\$ 157,200	\$ 157,200
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Marina Operations Fund

Revenues:

A/C No. 909-81902-9983	Transfer from Fund 902	\$ 157,200	\$ -
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Appropriations:

A/C No. 909-96310-9983	CIP Construction	\$ -	\$ 102,800
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A/C No. 909-96900-9983	CIP Contingency	\$ -	\$ 54,400
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Total SA Recognized Obligations Fund	\$ 157,200	\$ 157,200
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HA Administraion Fund

Revenues:

A/C No. 945-00000-3490	Use of Retained Earnings	\$ -	\$ 10,000
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Appropriations:

A/C No. 945-90160-3490	Salary Transfers	\$ -	\$ (10,000)
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Total SA Recognized Obligations Fund	\$ -	\$ -
--------------------------------------	------	------

THAT the purpose is to appropriate funds for Mid-Year Budget Adjustments.

ADOPTED AND PASSED at a regular meeting of the City Council of the City of Suisun City duly held on the 21st day of February, 2017 by the following vote:

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

WITNESS my hand and seal of the said City this 21st day of February 2017.

Linda Hobson, CMC
City Clerk

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AGENDA TRANSMITTAL

MEETING DATE: February 21, 2017

CITY COUNCIL AGENDA ITEM: Discussion and confirmation of an organizational vision and supporting goals/priority areas to guide the use of Measure S monies and the ultimate development of the Fiscal Year 2017-18 budget.

FISCAL IMPACT: None.

BACKGROUND: On January 3, 2017, staff presented a discussion and direction item to Council on the next steps regarding the implementation of Measure S. This report is attached for reference. Among other things, Council confirmed the need to establish a vision, along with supporting goals/priority areas, to guide the allocation and use of Measure S monies through the FY 2017-18 budget process. This is the purpose of this item.

STAFF REPORT: There are numerous approaches used to develop a vision that not only guides budgetary decisions, but likewise sets the tone and culture of an organization. In the discussion with Council back in January, it was clear that those approaches we have all sat through where hours if not days are spent wordsmithing a comprehensive and complex vision statement, is not the interest for this point in time.

As an alternative, the approach outlined herein is from recent research from the University of Michigan on “Inspiring and Motivating Individuals” with case studies on the likes of Steve Jobs when he came back to Apple in the late 1990’s to re-vision Apple. Other non-profit and for profit entities examined include SONY, The Red Cross, profit and non-profit entities.

There are basically two questions that staff needs direction on so that we can ensure Council gets the information it needs through the upcoming budget process:

1. **Vision:** What does our community and organization look like in the future.
2. **Goals/Priority Areas:** What broad service areas/interests need to be tackled first to support our future community.

These areas will be discussed separately.

A Model for Creating and Communicating Our Vision

Not to diminish examples of the vision/mission statement or corporate credo that is carefully crafted and can be seen on agency and corporate walls, or in budget documents and marketing material, which is important, the focus that best fits our needs at this point in time is to focus more on **the communication of where we’re going and what community we will be in the future.** Active communication that is critical to both our internal audience (i.e., all levels within our workforce) and our external audience, residents, businesses, developers, future businesses and visitors.

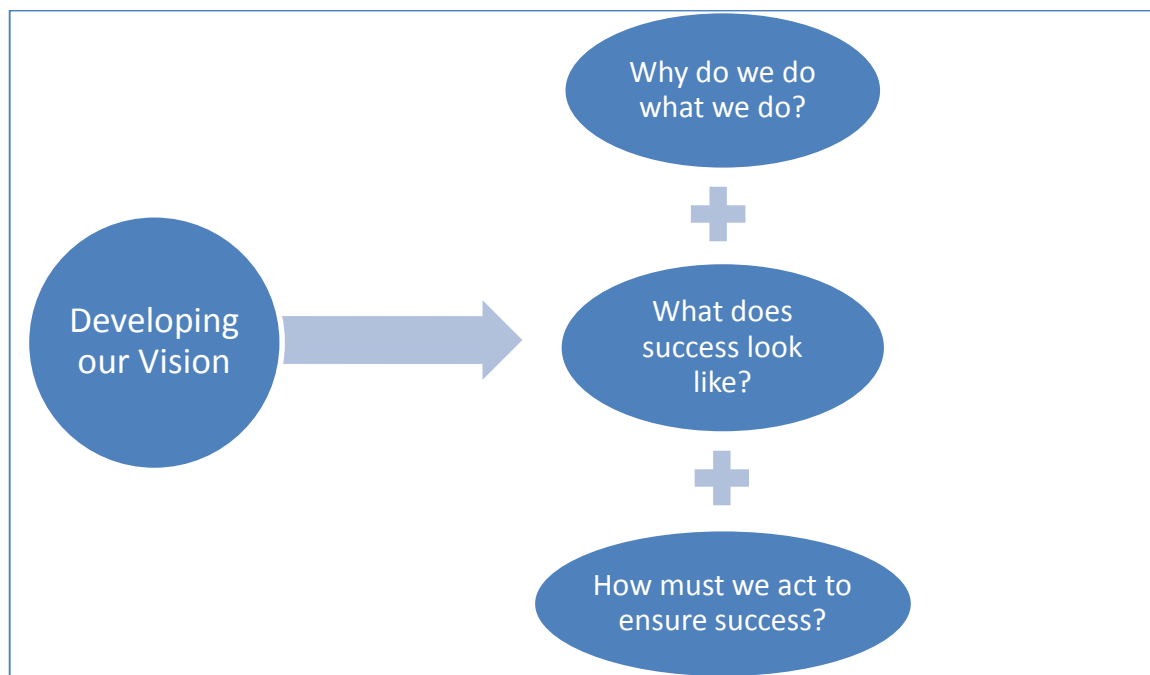
PREPARED BY:
REVIEWED/APPROVED BY:

Suzanne Bragdon, City Manager
 Suzanne Bragdon, City Manager

This “active vision” guides budgets and decision-making at the policy level, as well as actions at all levels within the organization. It informs the community and workforce of what our current reality is and where we are heading. In developing this type of active vision, there are two components to consider:

- What we say (the substance of the message) and
- How we say it (the style).

What We Say: Starting with substance, consider three simple questions identified below to start framing an effective vision that motivates our organization forward, guides our words and actions – all in partnership with the community and our supporting partners.



1. **Why do we do what we do?** - Or “Why do we exist?” Consider the examples below from well know companies. For Sony and Ford, you need to think back 50 and 100 years ago.

amazon.com	<i>“...to be Earth’s most customer-centric company for four primary customer sets: consumers, sellers, enterprises, and content creators.”</i>
<i>“To refresh the world...to inspire moments of optimism and happiness...to create value and make a difference.”</i>	Coca-Cola
SONY	<i>“...to change the world-wide poor quality image of Japanese products.”</i>
<i>“...to democratize the automobile.”</i>	Ford

2. **What does success look like?** - Consider this our definition of victory. It gets a little deeper, but helps inform what message we ultimately want to communicate as our vision to both our external and internal audience. It can likewise help inform priority setting, which is likewise a key component with implementing Measure S as part of the FY 2017-18 budget development process.

As before, examples help illustrate what we're trying to get at here. Consider both the American Red Cross and Sony.

- **American Red Cross (paraphrased)** – The American Red Cross, through its strong network of volunteers, donors and partners, is always there in times of need. We aspire to turn compassion into action so that...
 - ...all people affected by disaster across the country and around the world receive care, shelter and hope;
 - ...our communities are ready and prepared for disasters;
 - ...everyone in our country has access to safe, lifesaving blood and blood products;
 - ...all members of our armed services and their families find support and comfort whenever needed...
- **SONY (paraphrased)** – “...We will create products that become pervasive around the world. We will be the first Japanese company to go into the U.S. market and distribute directly....Fifty years from now, our brand name will be as well known as any in the world... “Made in Japan” will mean something fine, not something shoddy.”

For the American Red Cross, they define their success by their various customers, including in the example, and in priority, people affected by disaster; communities; those in need of blood; and the armed services.

For Sony, it's important to recognize that when the definition of their success was drafted back in 1950's, Japanese products were not at the forefront of the market. “Made in Japan” inferred products of not good quality. What's exciting about this example, though, is how their vision drove SONY forward.

3. **How must we act to ensure success?** This last question delves into the values and priorities that guide our behaviors, our decisions, as well as our actions. This includes policy making decisions at the Council level, through management decisions down to day-to-day decisions of line staff. Two examples that make clear what is being referred here are from Johnson & Johnson.

Remember the Tylenol incident years and years ago, when someone who has never been caught, laced a number of bottles of Tylenol with cyanide, resulting in the death of seven people? In handling that situation, Johnson & Johnson took the following actions:

- Immediately recalled all Tylenol products, no matter the cost; no dithering that it was in a small market area where the incident occurred – all Tylenol was recalled from the shelves.

- Employees working in the Tylenol division while this crisis was unfolding, remained on the payroll – absorbed in other company divisions whether the work was needed or not.
- Spent numbers of weeks to evaluate the problem, re-engineer their production systems, resulting in among other things, the protective safety caps on over the counter products.

The priorities established in their “how we must act to succeed” that guided their decision-making and actions during this crisis was first to the doctors, nurses and individuals that rely on Johnson & Johnson products; second to employees; third support to the broader community; and last, stockholders. All important to success – but all interests can’t always be addressed as “top” during times of change, crises, or as we have been dealing with for so long, limited resources.

How We Say It – The second component - the style – gets into the language used to communicate our vision, our message. The goal is to have the right message that will compel the community, our community partners, developers, new businesses and our employees to be a part of our vision, our journey moving forward. The following are examples of ideas to consider; it’s a “visionary language” checklist of sorts that addresses “how we say it” with some overlap on “what we say”.

- Refer to fundamental values. This does not necessarily mean explicit characteristics like “honesty” and “integrity”, but more active narrative through the use of stories, metaphors and analogies. For Suisun City, consider our story and our history that covers the glory days, the decline, the lowest of the lows, our revival, the hurdles of the 2008 forward and today. The value? We’re resilient, proud, tough, etc. Different stories will resonate with different audiences.
- Use rhetorical questions that provoke thoughts and use 3-part lists (i.e., tell them what you’re going to say, say it - no more than three points, and recap what you said.) These tools help people remember our vision.
- Express moral convictions. This is the motivator. It focuses in on the beneficiaries of our work, our customers. It’s why we do what we do and why it matters what we do
- Use inclusive language. This is a reminder of what we all know: use we/our words versus I/me words. This gets people on board. We’re all pulling for something bigger than ourselves. It’s NEVER about an individual; it takes a team. For us, that team is us as an organization from the Council down to line staff; us as a team with our constituents and future constituents; and us as a team with our community partners.
- Repeat, repeat, and repeat again. It takes repetition and our actions for a message to stick.

Examples from history that resonate the power of the above tools – which most are aware include Lincoln’s Gettysburg Address which defined the reason for the civil war; Kennedy’s “We don’t choose to go to the moon because it is easy. We choose to go to the moon because it is hard.” speech supporting the vision of going to the moon within the decade; and Martin Luther King’s “I Have a Dream” speech outlining the vision for the civil rights movement. All are extremely powerful and moved the country forward.

Thoughts for an Active Vision for Suisun City

Historically, if asked what our top priority, goal and driving force is, we say “economic development.” Working with the concepts and points outlined above, one important question to consider is what can make the concept of “economic development” more compelling, active and a force to truly move Suisun City forward?

The score card on economic development has historically been very project specific driven, which may have been fine in the days of redevelopment. Leaving the definition so narrowly construed, however, can give the sense of failure, that we’re tied to the whims of the market, that we’re stuck until that new deal comes forward. Yet that’s not the case. Measure S gives us a HUGE breather on this front – ten years. And even though we still have to work with limited resources, we can move forward as long as our decisions and priorities support our overarching, active vision. The Sony example is a wonderful, easily communicated and understood example.

Given our audience of our residents, businesses, new businesses, developers, community partners and all levels of our workforce, coupled with the fact that we have an amazing history of resilience and a great foundation to build from, one word that can capture who we are and where we are going is “PROUD.” Our message around “proud” –

*“Suisun City is the community that residents and businesses are proud to call home;
That visitors want to come back to;
And new enterprises want to become a part of.”*

Like Sony, are we here now? No. But do we have the foundation to get there? Absolutely. How to continue to move Suisun City Forward, is where the interplay of this type of active vision can guide the implementation and use of Measure S monies through the development of the FY 2017-18 budget.

Consider this aspect of “how” to implement the above within the organization.

*“As Council, WE set service priorities within resources available to work toward
OUR Vision.
As Managers, WE provide the tools and resources so employees can be successful
Within the priorities established by Council.
As employees, WE take pride in a job well done; pride in serving
residents, businesses and visitors.”*

Goals/Priority Areas

Building from an active, established vision that hones in on “where we are now” and “where we are going”, Council requested during the January 3, 2017 meeting referenced earlier, that detailed cost and other operational data be prepared by staff in order to make the Council Study Session on Measure S meaningful and effective.

To guide this effort, while recognizing that it will take multiple years to fully feel the benefits of the roughly \$1.8 million estimated to be generated annually through Measure S, prioritization of areas of focus is essential to stay effective and efficient in this strategic planning effort.

Attached to this staff report are documents that have been compiled over the past couple of years addressing broadly unfunded needs, community interests and department staff priorities as we moved into the go/no go decision of placing Measure S on the ballot. It is material meant to help

facilitate the discussion and direction from council on goals and priority areas for staff to prepare in support of the upcoming Council Study Session, which is slated for the middle to end of April.

As executive staff discussed priority setting, we considered a handy matrix from Stephen Covey's "The Seven Habits of Highly Effective People." Two components of this matrix that are applicable to this exercise include categorizing community and organizational needs as either:

- Urgent and Important
- Non-Urgent and Important.

Everything when it comes to our community IS important. But when choices and priorities need to be made, reflective on the question of "urgent" can be helpful.

RECOMMENDATION: Confirm an active vision for Suisun City and supporting goals/priority areas to guide the use of Measure S monies and the ultimate development of the FY 2017-18 budget.

ATTACHMENTS:

1. January 3, 2017 staff report: Measure S Implementation Strategy.
2. City Manager Budget Message for FY 2016-17; see page ix for "unmet short-term and mid-term needs"; page x, "unfunded infrastructure/rehab priorities"; and pages xi and xii for executive staff priorities if Measure S were to pass.

AGENDA TRANSMITTAL

MEETING DATE: January 3, 2017

CITY AGENDA ITEM: Discussion and Direction: Measure S Implementation Strategy.

FISCAL IMPACT: None.

BACKGROUND: On July 26, 2016, the City Council adopted Resolution 2016-64, which approved language for a 1% general Transactions and Use Tax measure, effective for 10 years, to be placed on the November 8, 2016 ballot (Measure S). Measure S, which is estimated to generate \$1.8 million annually, won voter approval with 69.02% of the votes cast.

Given the importance of this funding to Suisun City's future, as well as the trust exhibited by residents through their approval of the measure by such a large percentage, the purpose of this item is to facilitate a discussion on steps to be taken, as part of the upcoming budget process, to ensure the goals of the council and community envisioned with the passage of Measure S are met.

STAFF REPORT: The passage of Measure S is a major milestone for the community. We all recognize that these funds are necessary in order for Suisun City to move forward from the dark days of the recession and loss of redevelopment. At the same time, the estimated \$1.8 million does not come close to addressing all of the cuts that have incurred over the past four to five year – not to mention the loss of monies from redevelopment that were used to make new development viable. This makes planning for the use of Measure S monies all the more important.

The purpose of this discussion is not on the “what to fund” through Measure S monies, but rather the “how to determine what to fund”. Interests that have been raised through discussion about Measure S over the past 12 to 14 months include:

- Build upon public engagement and involvement that has grown from the initial SWAY campaign
- Transparency and accountability
- Maximizing benefit to the community by programming monies efficiently and effectively.

The 1% sales tax measure is effective April 2017, with funds available beginning July 1, 2017. The steps undertaken as part of implementing Measure S, therefore, will be undertaken as part of the development of the FY 2017-18 budget. However, for purposes of transparency and accountability, the items ultimately determined to be funded by Measure S monies (i.e., those

PREPARED BY:
APPROVED BY:

Suzanne Bragdon, City Manager
Suzanne Bragdon, City Manager

things that would not otherwise be in the budget if not for the passage of Measure S), will be identified clearly, distinctly and separately.

Measure S Implementation Tools

For discussion, staff has identified four broad categories of tools to be considered as we move forward with the “how to determine” how best to program Measure S monies in next year’s budget. These include:

- Council Vision and Goals
- Public engagement
- Council study session (not to be confused with the traditional budget workshop)
- Annual budget process.

Additionally, Council direction on the establishment of the Oversight Committee is critical to the success of the implementation of Measure S.

Each of these areas are discussed in more detail in order to facilitate discussion. The outcome of this discussion will provide staff with the guidance needed to plan for and fold in these additional steps into the annual budget process.

Council Vision and Goals: Without getting into specific uses of the Measure S money like positions, specific infrastructure projects, etc., defining or confirming Council’s interests of what should be achieved through Measure S funding helps guide subsequent steps of the implementation process. We already have lots of feedback through surveys and other discussions that lead up to placing Measure S on the ballot to work from, but clearly expressing Council’s vision and goals is important.

Points for Council discussion:

- Confirming or defining vision/goals from scratch
- Regular Council meeting or special meeting
- Information from staff to facilitate discussion
- Timing: Recommend mid-year update.

Public Engagement: Multiple tools are available. These range from community forums (wider ranging discussions/conversations focusing on interests and issues rather than specific uses of money), social media blitz, the “SWAY Have your Say” campaign including the varied outreach models used in that effort, mailings, the more traditional budget workshop, or any combination thereof. The limitations are the budget timeline, staff time, money. The good news is that a lot of engagement has already taken place, and we have a foundation to build from – including a list of residents actively involved in the SWAY campaign.

Points for Council discussion:

- Components interested in seeing implemented
- Inhouse staff resources or ?
- Day of week, time, location for forum(s) and/or workshop(s)
- Other thoughts?

Council Study Session: This tool has two goals: (1) Identify the priorities, interests and needs emerging from the Measure S implementation process; and (2) Frame the discussion of what can effectively and efficiently be accomplished (or not) with Measure S funding. Considerations include such things as current unmet needs, the type of dent that Measure S monies can make on these unmet needs, and if monies are allocated to a certain need/concern, is this the best and highest use of such resources (i.e., is enough money available to address stated need/concern or is it more like the concept of a “money pit”.) This secondary point is critical in order to “achieve the biggest bang for our buck”.

Points for Council discussion:

- Special meeting or regular council meeting; weeknight/weekend day
- Information from staff to help frame choices and educate
- Other thoughts?

Annual Budget Process: The implementation of Measure S will occur concurrently with the annual budget process, including overlapping steps. For example, the budget workshop when staff presents the conceptual framework of the budget will likewise be the step in the process where specific recommendations are made on “how to” program Measure S monies. The linkage is important because potentially, there may be some needs and interests beyond the base budget that can be addressed through the normal budget process (i.e., excess revenues over expenses not counting the 1% sales tax measure.)

Based on the budget process that we go through every year, general timeframes anticipated for the various components of implementing Measure S include:

- Council vision/goals: Early to Mid-February
- Public engagement: February/March
- Council study session: Mid-End April
- Budget Workshop: Early to Mid-May
- Budget Public Hearing/Adoption: June.

Oversight Committee

Measure S included the use of an Oversight Committee to facilitate transparency and accountability of funds generated from the 1% sales tax. The resolution setting forth the Oversight Committee is attached for reference. Advertising for these committee members is underway.

RECOMMENDATION: Provide direction to staff on the interests, components, logistics and other factors to be included in the implementation of Measure S.

ATTACHMENTS:

Resolution 2016-66: Oversight Committee’s Guidelines and Duties.

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CITY COUNCIL
Pedro "Pete" Sanchez, *Mayor*
Lori Wilson, *Mayor ProTem*
Jane Day
Mike Hudson
Michael Segala



Item 9
Attachment 2
CITY COUNCIL MEETING
First and Third Tuesday
Every Month

CITY OF SUISUN CITY

**701 Civic Center Blvd.
Suisun City, California 94585**

Incorporated October 9, 1868

June 21, 2016

Subject: City Manager's Budget Message for FY 2016-17

Honorable Mayor and Members of the City Council:

On June 2, 2016, we had one of the most engaged, involved discussions with our residents that I have seen in over ten years. Over 100 residents came out to share what's on their minds about their community. The first major engagement of the **SWAY Have Your Say** outreach effort since we learned that 38.9% of participants in a community satisfaction survey believe that Suisun City's financial situation is excellent or good. In comparison, only 9.1% believe it is poor or very poor.

And that's after we've been hit with 20% staffing reductions since the recession, and growing unfunded capital and infrastructure needs in the tens of millions of dollars. As presented in budget discussions over the past five to six years.

In modern history, Suisun City has always done more with less. Essentially a bedroom community, with roughly a 70% leakage of sales tax to neighboring Fairfield, Vacaville and surrounding areas, Suisun City has both limited and limiting development opportunities. Especially without the resource of redevelopment as a financing tool. (Not to mention other State takeaways.)

And it's been acutely more challenging since the recession, steep drop in property values and State takeaways of redevelopment, gas tax and other revenues.

As compared to other cities in Solano County, Suisun City receives \$652/per person in total revenue to provide services to our residents, as defined by the State Controller's Office. The Statewide average is \$2,208/per capita.

In Solano County, total revenues per capita - excluding Suisun City at \$652 - range from \$1,184 in Dixon to \$2,224 in Vacaville. All figures are as of 2014.

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

DOING MORE WITH LESS

Those are the numbers. The realities we work within. But what does this look like? Feel like, to the public in general? Consider this:

Police.

One Sergeant and two officers is the normal staffing at any given time to cover the city and respond to 26,129 calls for service (calendar year data, 2015.) *Three. Not ten, as we've heard from some residents when asked "How many officers do you think...?"*

Fire.

Three paid sworn staff. A Fire Chief and two Administrative Fire Captains. Supported by a compliment of nearly 40 volunteers. *Staffing one piece of equipment – sometimes two - 24/7 while handling 2,173 calls for service during calendar year 2015. Of which 75% are Rescue and Emergency Medical.*

Street Maintenance.

One Supervisor and three maintenance staff (includes one temporary position.) Maintain 74 miles of streets, curbs, gutters and sidewalks. *Same crew replaces streetlights, clears channels, unclogs storm drain outlets, maintains city-responsible water and sewer lines and everything else we ask of them. Think homeless camps, unidentifiable shopping carts, code enforcement support.*

Landscape Maintenance.

One Senior Maintenance Worker and three Maintenance Workers. *Graffiti removal, trash pickup, weed abatement, site prep and cleanup for special events, plus maintenance of six parks, the downtown promenade and surrounding green spaces.*

Economic Development. Building. Dispatch. Recreation. Community Services. Administration.

There are similar stories in every department and division throughout the city. It couldn't be any other way after cutting staff by 20% since the recession and State takeaway of redevelopment.

IT'S NOT 1988

We are a special community. Now. With great "bones". So different from 1988 when we were voted the worst community in the entire Bay Area.

Today, one of the more desirable and relatively affordable communities in the Bay Area. We have a waterfront and marina. A full-service Train Depot that supports over 30 stops a day. Two relatively new school campuses and a new library. \$22 million Salvation Army KROC Center. Revived Harbor Theater, Lawler House Gallery, History Museum, and the reconstituted Suisun International Baseball at Lambrecht Sports Complex. And a diversity of restaurant choices, all within walking distance of each other, at The Waterfront District.

We are proud of Suisun City's history and heritage, and all work hard with the resources available to us. From Council through management and supervisory staff, to office, field and maintenance staff. Responding to and addressing the most pressing issues. Working tirelessly when development opportunities come our way in efforts to expand our limited tax base. (Suisun City was recognized by Walmart as the best of the best to work with through the development process.) Receiving sincere appreciation and thanks from those served during their most vulnerable times. Police, fire, dispatch, code enforcement, senior services. A smiling face at the counter. Virtually every operation in the City.

BUT WE ALSO HEAR CONCERNS

Concerns about response time to less than priority calls.
Homelessness. The general appearance of the city.

Why we can't make development work on property requiring infrastructure investments by "filling the gap" as "we used to do." Like when we had redevelopment financing tools. On "B sites" competing with "A sites" in neighboring communities on the I-80 corridor.
Potholes. Crumbling roads. Roller-coaster roads.

Three week+ turnaround time to replace streetlights.
Speed demons. Donut-makers. Red light runners.

Enforcement. In the marina. In my neighbor's yard. Stop property value robbers.
Drug dealers. Drug houses. Do something!

Deteriorating parks covered by a MAD (Maintenance Assessment District) that lack an annual inflator to keep up with inflation. Or worse, Districts that have neighborhood homes that don't contribute to the MAD.

A "temporary" asphalt sidewalk that's been that way for longer than "temporary."

THE QUANDRY

Since the massive cuts and reduction of staff positions by 20%, the City's budget has been generally status quo – meaning that resources, though growing to some extent, are generally just keeping up with inflation. They aren't growing to the extent that we are able to refill the cuts made to address the impacts of the recession or loss of redevelopment.

At first, "status quo" was a good thing. Something to celebrate because the drastic hemorrhaging had stopped. No more staff reductions, translating to no more service reductions.

But as the pattern continues, we lose ground. As economic activity grows, workload grows – but we aren't in a position to restore cuts. So resources to serve those needs remain the same. And service levels start declining. Again.

At the same time, maintenance demands on streets, sidewalks, facilities, the marina, storm drains continue to be addressed, for the most part, with short-term (and less expensive) measures. The Band-Aid Approach.

18-MONTH STRATEGIC PLANNING PROCESS

Given this trend, along with the results of the Community Satisfaction Survey undertaken in November 2015, it was recommended during the mid-year update that we embark on an 18-month strategic planning process. The goal: Fully develop what future trends look like under the "new normal" cities are operating under, and develop a sustainable operating and financial plan that links services to these trends.

Given the City's limited tax base, which translates to the meager \$652 annually/per resident to provide police, fire emergency medical, maintenance, development, building, recreation, finance and, among others, administrative services, the strategic planning process includes consideration of placing a 1% sales tax measure on the November 2016 ballot.

Additionally, Council directed staff to look at all other revenue opportunities short of new taxes. These involve updating our cost allocation plan (completed), user fees (close to completion), development impact fees (underway), and projecting both one-time and ongoing revenue sources from short- and long-term new development opportunities.

THE FORK IN THE ROAD

From October to December 2016, we'll have a better handle on future revenues to address short- and long-term needs. The Governor and State Legislature are working on strategies to address road maintenance and related infrastructure needs, as well as growing housing demands. By the end of the calendar year, if not before, we'll have some sense of success or failure.

We will likewise know whether there is support locally for a 1% increase in the sales tax to solely meet Suisun City needs, as well as the revenue impact of council-approved adjustments to user fees and charges, which are currently under study.

There are a handful of development opportunities under discussion at this time, including Main Street West, which is finally moving again after being stalled in legal action with the State Department of Finance. By the end of the year, we will have a better ability to project what development is truly moving forward, over what timeframe, and what revenue will be generated.

The "fork in the road" is that by the end of the year, we will either have these or some combination of these additional resources to plan with, or we won't. The services we will be able to program into the strategic plan will be based on projections of available resources.

SWAY. HAVE YOUR SAY

Faced with the "new normal" of what services California Cities can and can no longer deliver to their communities, engagement with our residents and businesses is critical. Community building is about creating that sense of place for those that live, work, play, retire and, in our case, visit Suisun City. Our Hometown. Engagement, listening, sharing of ideas is key.



Recognizing the challenge of getting the attention of residents that are commuting, bombarded by information during an unusually crazy political season, and just plain busy with everyday living, the Council approved contracting with an outside communications consultant to help get our residents engaged. Experimenting with multiple social media platforms, traditional mail, a photo contest, multiple questionnaires, data sharing and more, the "SWAY, HAVE YOUR SAY" outreach effort was born. The current contract with WBCcommunications continues through the first week of July.

The Town Hall meeting held on June 2nd was the first milestone of the outreach effort. And as already mentioned, exceeded expectations. Both in terms of the number of participants and quality of the discussion. And while we saw many, many new faces that we do not see in this type of public forum, with representation across the community, we still need to work on outreach efforts to all segments of Suisun City including age, ethnicity and gender.

Our goal for SWAY is to help residents and businesses guide (aka. SWAY) Suisun City's future. To understand the stressors that Suisun City works under and to appreciate better the services we do provide given limited funding. A sustainable future for Suisun City, living within our means.

BUDGET RECAP: THE ESSENTIALS

With the above as background for framing the proposed FY 2016-17 budget, there are four areas I want to address in this year's budget message: (1) General Fund reserves and structural analysis; (2) Significant budget adjustments proposed by department; (3) Significant unfunded needs; and (4) a prioritization of staffing and resource investment that would support operational sustainability, and allow, in turn, revenue growth from a growing economy and future development to go toward improving the desirability of Suisun City versus plugging holes in essential service and maintenance needs.

1. PROPOSED GENERAL FUND RESERVES AND STRUCTURAL ANALYSIS

GF Reserves

The City has a longstanding policy of maintaining a General Fund emergency reserve of 20%. The proposed budget drops a little below this target, with a GF Reserve of \$1.9 million or 16.93%. A 20% reserve would be roughly \$2.25 million or \$350,000 more than the \$1.9 million proposed. With dredging of the marina, the supporting work to prepare Pierce Island to receive more spoils and the associated permits to undertake this work over the next two years, \$600,000 one-time money has been allocated to the Dredging Fund. Based on current estimates, a shortfall of roughly \$700,000 remains after this infusion of money, which is anticipated to be needed in FY 2017-18.

For those cities in Solano County that have an emergency reserve policy, the policy is generally 20%. Only Rio Vista has an adopted policy of less (i.e., 10%). Dixon and Vallejo do not have adopted policies, but their budgeted reserves for FY 2015-16 are 14.4% and 19.0%, respectively. Vacaville and Fairfield, with adopted policies of 20%, have budgeted reserves of 24.5% and 26.0%, respectively.

FY 2016 GENERAL FUND CONTINGENCY RESERVE SURVEY

CITY	Policy Percent	Budget Percent	NOTES
<u>Solano County Cities</u>			
Vacaville	20.0%	24.5%	Preferred range is 16% to 25%.
Vallejo	N/A	14.4%	
Fairfield	20.0%	26.0%	
Rio Vista	10.0%	10.0%	
Benicia	20.0%	19.9%	
Dixon	N/A	19.0%	

Structural Analysis

The structural analysis compares ongoing revenues against ongoing expenditures. For FY 2016-17, ongoing revenues are projected to fall short of ongoing expenditures by approximately \$175,100 resulting in a structural deficit. A factor contributing to this imbalance is the repayment of money to the State Department of Finance of \$193,000 per year for ten years. Accordingly, no new positions or restoration of frozen permanent fulltime positions has been proposed in the General Fund for FY 2016-17.

IMPORTANT: The structural deficit of roughly \$175,000 does not mean that the budget is out of balance, as additional one-time resources (nearly \$1.1 million) are available to balance the General Fund budget. But the City cannot sustain a budget strategy that spends more than we receive, especially on ongoing things, over the long term.

2. PROPOSED SERVICE AND STAFFING ADJUSTMENTS

Given the priorities and concerns raised by residents during the community satisfaction survey, and Council's interests, minor adjustments have been made to each departmental budget to respond to and help alleviate, as best we can at this point in time, the underlying organizational issues. Additionally, ***nearly \$195,000 annually, for ten years***, is programmed to go to the State DOF tied to our dispute with the State over money owed to the city from the former redevelopment agency.

Police – Overfill Police Officer

The police department currently has two frozen sworn positions: A police officer and one of two detectives. Given that the proposed budget is operating at a structural deficit, it is not recommended that either of these positions be unfrozen at this time as they represent an ongoing cost. However, as a one-time cost, it is proposed that the frozen police officer position be overfilled as a way of mitigating the impacts of high turnover that the Department has been experiencing since the economy began to recover. Last year alone, we were maxed out in the number of officers that were able to serve as FTO's to new incoming officers. A sergeant even had to assume this responsibility for a short period of time on top of supervising a shift. By overfilling one officer, this gives us more cushion not only FTO training for new officers, but coverage for general training, injuries, and unplanned leaves of absence.

Police - Add Grant-Funded School Safety Training Officer

As a grant-funded position, this staffing addition would not impact the General Fund, while addressing a need tied to traffic and pedestrian safety around schools, while riding bikes and living by railroad tracks. This would be a two-year Safe Routes to School grant. The individual, that initially filled this grant-funded position when it was first created a number of years ago, is now a Police Officer in the Suisun City PD.

Fire – Funding for Fire Engine (No. 2)

Aging fire apparatus is one of the most significant challenges that the fire department has, followed by attracting volunteers during the day when the economy is strong; more people with jobs means fewer people able to volunteer. The table below provides information on current vehicles. The proposed budget includes \$350,000 from the vehicle replacement fund and another \$50,000 from the General

Fund for financing of a new engine. This purchase will replace our 1998 engine. While initially proposed that these fund would go toward a 2nd new fire engine (our first was just delivered), other options and alternatives have been identified and will be further explored as part of the Strategic Planning process.

FIRE APPARATUS STATUS

Model Year	Manufacturer/ Vehicle Description	Miles	Estimated Replacement Cost
1998	Pierce/Type 1 Engine <i>Frontline</i>	117,195	\$ 550,000
1999	Pierce/Type 1 Engine <i>Currently in reserve</i>	87,852	\$ 575,000
2016	Hytech Spartan/Type 1 Engine <i>Frontline</i>	2,100	\$ 750,000
2007	Ferrara/Ladder Truck <i>Frontline</i>	24,673	\$ 1,200,000
2004	Ford 550/Brush Engine <i>Frontline</i>	28,035	\$ 150,000

One option, for example, may be to purchase a brush engine with enhanced pumping capacity to meet ISO standards. Given that 75% of our calls for service are emergency medical services, use of this type of vehicle could reduce the wear and tear on our more expensive engines and ladder truck and extend their life. It could also provide additional time, ideally tied to new development in the City's eastern sphere of influence, before a second engine would need to be purchased.

Development Services – Economic Development Resources

One-time seed money in the amount of \$50,000 is included in the budget for economic development activities. Of this amount, \$20,000 is included for a site development and marketing plan for the 30-acre parcel. This investment builds upon the recommendations generated from the "Moving Solano Forward – Phase II" project that is being undertaken countywide.

From a staffing perspective, the Development Services Director's time spent on budget development and monitoring has been transferred to the Management Analyst in Administrative Services. This transition, along with 20% of time from an administrative staff position, provides dedicated staff time to this important function.

Development Services – Housing Authority

Due to the enormous fiscal stress on the Housing Authority, one Housing Specialist will be assigned to activities outside the Housing Authority fund on a temporary basis. These activities include support for: Economic Development, City Manager/City Clerk/Human Resources, and Police administration/community outreach; areas that have been severely stressed from staff reductions.

The challenges that the Housing Authority faces are common to other jurisdictions within the county. As the economy heats up and the demand for housing increases, rents also increase. This, coupled with the fact that many apartment complexes are no longer interested in accepting Section 8 vouchers, those qualifying for Section 8 housing are not able to find places to rent. Funding to the Housing Authority is based on vouchers used/placement of Section 8 housing clients. Roughly 20% to 25% of vouchers administered by the Authority are unused. This means the revenues we receive from the Federal Government are likewise reduced.

The City of Fairfield is experiencing similar trends. Therefore, staff is in discussions with Fairfield regarding the potential for sharing costs. We anticipate having a more permanent solution to this challenge at the mid-year.

Public Works – Underfill of Public Works Supervisor with Maintenance Worker

The vacant Public Works Supervisor position is proposed to be underfilled as part of the Public Works & Building Director/City Engineer's assessment of immediate needs in the maintenance area. This adjustment likewise assists with shortfalls in the Gas Tax Fund and MADs.

Public Works – Building, Increase in Counter Staff by 20%

The reallocation of the Housing Specialist, as discussed above, provides the additional administrative support in the City Manager/City Clerk/Human Resources program areas that was being provided by the Administrative Assistant/Building. Therefore, the Administrative Assistant/Building will be dedicated 100% to the processing of building permits at the front counter of Public Works/Building.

Public Works – Gas Tax Reduction by 30%

State Gas Tax revenues have been reduced by 30%. This reduction results in a drop in Gas Tax revenue to roughly \$600,000, which is not enough to cover the hours and supplies previously dedicated to street and sidewalk maintenance and repair. The resulting impact is that \$97,000 is available for maintenance of street, curb, gutters and sidewalk. Of this amount, \$64,500 is for potholes and crack seal, with the balance of \$32,500 for sidewalks.

Recreation & Community Services – FT Recreation & Community Services Director

For the first time in six years, the Recreation & Community Services Department will have a fulltime department director for a full fiscal year. The new Director started work with the City in February 2016. Priorities include enhanced marketing and increased programming with the goal of increased revenue generation from the Joe Nelson Center. An expansion of services and activities at the Senior Center is also a priority, as well as exploring alternative ways to fund special events.

Administrative Services – Finance

This budget has been adjusted in to for increased funding for the new outside auditor contract.

Increased funding has also been provided, through SSWA, to fully fund an Account Clerk in Utility Billing that was under-filled (i.e., no health benefits) while a workers' comp matter was processed through the system. The workers' comp case has been addressed.

Administrative Services – Human Resources/Risk Management, Increase in Support Staff

The reallocation of the Housing Specialist, as discussed above, will provide additional staff assistance to these two areas. Recruitment support, in particular, will assist all operations by reducing the time it takes to fill vacant positions.

3. SIGNIFICANT UNFUNDED NEEDS

Over the past several years, staff has identified both positions that have been lost since the significant belt-tightening brought on by the recession and State takeaways, as well as projections of short- and mid-term infrastructure and facility maintenance/repair needs. The following frames these issues.

Frozen Positions

Staffing reached a high-water mark of 93 full-time permanent employees in FY 2008-09. There are currently 16 fulltime positions (17.2%) that were not filled when they became vacant since FY 2008-09. The current cost of filling those positions is now about **\$1.4 million per year**. The needs of the organization have evolved over the past nine fiscal years, so even if ongoing funding were available for all of these positions, filling each and every one would not be the highest priority. A subsequent section outlines priorities in the near term if additional revenues were made available.

Infrastructure and Facility Maintenance/Repair

The short- and mid-term needs resulting from deferred maintenance, reduced equipment replacement funding and extending the life and use of vehicles and equipment longer, are significant and daunting. Rough cost estimates for needs in the next one to two years, and needs beyond three years are included in the following table.

<i>UNMET SHORT- AND MID-TERM CAPITAL & RESOURCE NEEDS</i>		
Annual Needs	Annual street maintenance & repair	\$1,000,000(a)
	Annual building maintenance & repair	\$40,000
	Selective restoration of frozen positions	\$800K to \$1,400,000
Short-Term (1 to 2 Years)	Deferred building maintenance and repair	\$550,000
	Replacement Playground Equipment	\$200,000
	Dredging shortfall	\$700,000
	Shortfall, 20% Emergency Reserve	\$350,000
	Addressing succession planning for 2 or 3 Execs	TBD
Mid-Term (3 to 5 Years)	New Police communications system	\$400,000
	New Fire communications system	\$400,000
	New Accounting/budget/payroll/HR/UBC system	\$350,000
	Brush Engine Type 4 and Command SUV	\$220,000
	Unfunded liability GF, leave balances (retirees; partially offset by salary savings)	\$480,000
Note: This list is meant to be illustrative, not exhaustive. Likewise, grants do come around to address a myriad of needs – they just aren’t “confirmable” for long-range planning purposes. (a) Supplemented by grant funding.		

Road/Major Capital Improvements

Per reports recently distributed through the Metropolitan Transportation Commission (MTC), Suisun City's streets and roads are rated as "At Risk". Numbers fluctuate, but roughly \$1.7 million per year is what is estimated to be needed to improve the ranking of our streets and roads.

The proposed budget has no capital money allocated to streets and roads (aside from the roughly \$64,000 for potholes and crack seals, and another \$118,000 for street repairs related to work undertaken by SID in the City's ROW.

Below is a table that highlights the road/major capital improvements that top the priority list as funding becomes available. Note that the parking lot on the west side of the north basin is identified as a need, but no cost estimates have been developed.

PUBLIC INFRASTRUCTURE REHABILITATION PRIORITY PROJECTS

Project Priority Level	Project Location	Segment	Improvement Needed	Engineer's Estimate
1	Solano Street	at Main Street	Repair Storm Drain & Street Failures	\$ 90,000
2	Westside of Walters Road	Mammoth Way to Petersen Rd.	Rip out & replace asphalt walkway with concrete	\$ 50,000
3	Whispering Bay Lane	Francisco Dr. to Marina Blvd.	Repair Storm Drain & Street Failures	\$ 1,000,000
4	Civic Center Boulevard	at Almond St.	Repair Storm Drain & Street Failures	\$ 75,000
5	Elwood Street	Kellogg St. to School St.	Repair Storm Drain & Curb/gutter failures	\$ 590,000
6	Peterson Ranch Subdivision	Various locations	Repair Storm Drain	\$ 90,000
7	Gadwell Drive	Blossom Ave. to Scoter Way	Repair Storm Drain & Street Failures	<u>\$ 800,000</u>
			TOTAL	<u>\$ 2,695,000</u>
8	North Basin City Parking Lot	Driftwood Dr. to Solano St.	Full reconstruction	TBD

4. FUNDING PRIORITIES – STRATEGIC PLANNING PROCESS

It is important to recognize that very few communities are able to address all of their capital and facility needs at any one snapshot in time. Likewise, the level of staffing that can provide the highest level of service is rarely reachable (as an example, Beverly Hills has a police response time of less than 3 minutes, a level of service probably no other city provides.) The importance of the listings presented in the prior section is that they provide a baseline for Council and the community to start determining priorities.

Ultimately, based on the discussion by Council on these and other interests that arise from the community through SWAY, costs will be refined and financial strategies developed as part of the strategic planning process.

EXECUTIVE STAFF PRIORITIES

Based on operational knowledge and discussions with their teams, the Executive Management Team has developed a listing of first and second tier priorities ***IF and WHEN new revenues become available.*** These are presented in the following table.

Looking at these costs items, roughly \$830,000 annually on an ongoing basis is for staff positions; streets adds another \$1 million ongoing. The positions identified provide the capacity to address the more critical service demands identified by residents that participated in the Community Satisfaction Survey and heard at the town hall. The balance of nearly \$1.5 million is a combination of one-time investments in equipment, software and facilities. Note that the \$700,000 shortfall in dredging assumes that \$600,000 is allocated to dredging in the proposed budget.

The impact on services associated with the ability to fill the positions listed below, follows.

FUNDING PRIORITIES AS NEW REVENUES BECOME AVAILABLE

Ongoing Staffing – Part 1	Cost
Police Officer	\$ 107,800
Police Detective	\$ 107,800
Public Safety Dispatcher I/II-II	\$ 75,700
Administrative Fire Captain	\$ 86,300
PW Maintenance Worker I/II-II	\$ 64,100
PW Maintenance Worker I/II-II	\$ 64,100
Engineering Technician	\$ 86,800
Economic Development Specialist	\$ 86,800
HR/Admin Support Specialist	\$ 86,800
Community Services Officer I/II-II	<u>\$ 63,400</u>
PART ONE SUBTOTAL	<u>\$ 829,600</u>

Infrastructure, Facilities and Equipment – Part 2	Cost
Dredging contribution (\$600K included FY2016-17)	\$ 700,000
Local street rehabilitation (ongoing)	\$1,000,000
Recreation Supervisor (pending new Director’s assessment.)	\$ 77,500
Upgrade Public Safety Communications	\$ 373,000
Integrated Business Mgmt System	\$ 273,000
City Hall refurbishment	<u>\$ 173,000</u>
PART TWO SUBTOTAL	<u>\$2,596,500</u>
TOTAL	<u>\$3,426,100</u>

PART ONE PRIORITIES: POSITIVE SERVICE LEVEL IMPACTS

The positive impact on services that can be provided to the community by having the ability to fill these select positions, is discussed below and on the following pages.

Police – Police Officer (2)

The two additional police officers (one generalist; one assigned to investigations) bring our police department sworn positions back up to pre-recession levels. These additional positions will allow specialty assignments to be filled, like traffic and proactive enforcement, while supporting our efforts to investigate crimes and close more cases in a timely manner.

The additional Public Safety Dispatcher ensures that most shifts will have two assigned dispatchers at all time. Not only is this important for back-up, it provides the potential for expanding services to include 911 Emergency Medical Dispatch (EMD) services to the public as is currently provided by Fairfield and Vacaville, as well as all of Napa County.

Fire – Administrative Fire Captain (1)

With the economy strong, the recruitment of volunteers to serve the day shift is challenging, given that volunteers have a “day job” in addition to the volunteer services provided to our community. By adding an Administrative Fire Captain to the paid staff of the department, coverage during day shifts is assured (barring illness, disability and other leaves.)

Public Works – Maintenance Worker (2)

The addition of two Public Works Maintenance positions brings maintenance staffing back up to pre-recession levels. The amount of street miles, storm drains, flood control channels, public areas, parks and other green spaces maintained by a total of 10 staff is still daunting, but manageable.

Public Works – Engineering Technician (1)

The Engineering Division is staffed with two Associate Engineers, with registration as a City Engineer held by the Public Works & Building Director/City Engineer. There are many lower level engineering tasks that can be provided at the technical level including contract management, GIS system maintenance, CAD and related duties. By having an Engineering Technician as part of the division, time

is made available for the professional engineers to assume the higher level work of the program area. Ideally minimizing the need for outside contract engineering support.

Development Services - Economic Development Specialist (1)

Resources within the economic development program have been decimated with the loss of redevelopment. At its peak, this program had a Director, Project Manager, Marketing Manager, Intern and half-time support from an Administrative Assistant. The proposed budget frees more time of the Development Services Director to focus on economic development activities, with 20% support from a Specialist level position. The addition of a position of Economic Development Specialist increases this support from 20% to 100%. Examples of the type of support that this type of position could provide includes preparation of marketing materials, research, representation at business fairs and similar outreach efforts.

Administrative Services – Human Resources Administrative Specialist (1)

Currently, these services are provided by a Management Analyst with management support from the Assistant City Manager/Administrative Services Director. As a temporary measure tied to the reallocation of the Housing Specialist position to City Manager/City Clerk/HR Risk Management services, support equivalent to roughly 30% of a fulltime position will be provided to HR/Risk Management in this fiscal year. The addition of a permanent HR Administrative Specialist provides full-time support. Having this capability frees the Management Analyst from the more routine tasks of the program area, which will improve service delivery within both HR and risk management services. As another “hat” of this position is PIO/Social Media Master, our overall presence on these platforms will be enhanced.

Police – Community Service Officer (CSO) (1)

This is a non-sworn position in the police department that supports a broad range of programs based on need. These areas of support range from code enforcement to property & evidence to crime prevention and community outreach. The City currently has three CSO positions with two serving in Code Enforcement and one in Property & Evidence. One common complaint and concern raised during the recent Town Hall meeting was the overall “cleanliness” of the community. This position provide the capacity to enhance our code enforcement services as well as other non-sworn operations within the police department.

IN CLOSING

Given the strategic planning process that we are in the middle of, this budget message by necessity hones in on the challenges that need to be addressed through this 18-month process that began at mid-year 2016. This should not take away from the significant accomplishments that have been made by our team in every operation of the City. The accomplishments of the past year, along with the work plans developed for FY 2016-17 are contained in Section C of the budget document.

For ease of reference, detailed and expanded information on what has been presented in this budget message can be found in the following sections of the budget document:

Section B – Budget Overview

Provides an Executive Summary of the FY 2016-17 Annual Budget with an emphasis on the General Fund. A comprehensive summary of revenue and expenditure trends is presented. This section ends with an outline of all ten sections of the budget document and what’s contained in each.

Section C - Department Operating Budgets

Includes program and staffing organization charts; departmental accomplishments, goals, work programs and service refinements; and supporting expenditure, staffing and funding data.

Section D – Major Capital Improvement Program

Includes a listing of major capital improvement projects for the City, the same listing of projects cross sorted by funding source and project category, and a more detailed description and timing schedule for each individual project.

Special thanks to Ron Anderson, Assistant City Manager/Administrative Services Director, Jason Garben, Development Services Director and Scott Corey, Management Analyst. Jason and Scott worked side-by-side for weeks if not months, transitioning Scott to take over Jason's future budget responsibilities. Other staff members that warrant special thanks and appreciation include Elizabeth Luna, Accounting Services Supervisor, as well as Donna Pock and April Conner, who step in at the end of the process, when everyone else has completed their tasks and gone home; producing and delivering the budget to Council.

I also want to thank our Management Team and members of their staffs. Every year, for many reasons, the challenges in developing the budget grow. Lack of resources is a given, along with growing and demanding service delivery needs. This year is also unique as budget functions are being transferred to Scott in order to free up Jason's time for economic development activities. This means that two people worked side-by-side over the past weeks and months to train Scott on the complexities of this process. It also means that Department staff had to be patient and flexible when unexpected "problems" occurred. During budget, no one's core responsibilities are put on hold so that time can solely be focused on budget. Nor do we have a "deep bench" of staff to help manage spikes in workload that inevitably occur.

But as I have said for each of the last eleven budgets I have been responsible for since joining the City in 2005: Given the financial constraints that we work under, we all understand that we still have a significant distance to travel before we are able to provide the highest level of service that we know we are capable of providing. And it is refreshing to work with a team that understands the big picture. Once again, "Staff gets it." I continue to be personally honored to lead a great team and to be a part of this organization.

We look forward to your review and consideration of this budget, and moving through the Strategic Planning process and **SWAY. Have Your Say.**

Respectfully submitted,

Suzanne Bragdon
City Manager