

CITY COUNCIL  
Lori Wilson, Mayor  
Wanda Williams, Mayor Pro-Tem  
Anthony Adams  
Jane Day  
Michael Segala



CITY COUNCIL MEETING

First and Third Tuesday  
Every Month

## A G E N D A

### REGULAR MEETING OF THE GENERAL TAX OVERSIGHT COMMITTEE (MEASURE S)

THURSDAY, SEPTEMBER 10, 2020

4:00 P.M.

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

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#### **NOTICE**

*Pursuant to Government Code Section 54953, Subdivision (b) and Executive Order released on March 12, 2020, the following General Tax and Oversight Committee includes participation via the application ZOOM.*

*PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.*

#### **ZOOM MEETING INFORMATION:**

**WEBSITE:** <https://zoom.us/join>

**MEETING ID:** 890 2791 3503

**CALL IN PHONE NUMBER:** (707) 438-1720

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE GENERAL TRANSACTIONS AND USE TAX OVERSIGHT COMMITTEE MEETING BY EMAILING [CLERK@SUISUN.COM](mailto:CLERK@SUISUN.COM) (PRIOR TO 12:00 NOON ON SEPTEMBER 10, 2020) ADMIN OR VIA WEBSITE OR PHONE APPLICATION, ZOOM.*

*(If attending the meeting via phone press \*9 to raise your hand and \*6 to unmute/mute for public comment.)*

#### **ROLL CALL**

Committee Members

#### **ORGANIZATIONAL MATTERS**

1. Welcome Lakhwinder Deol, Finance Director - (Folsom: [gfolson@suisun.com](mailto:gfolson@suisun.com)).

#### **PUBLIC COMMENT**

*(Oral participation from the audience is limited to 3 minutes to each speaker).*

#### **REPORTS: (Informational items only.)**

2. City Manager Update – (Folsom: [gfolson@suisun.com](mailto:gfolson@suisun.com)).

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

## **GENERAL BUSINESS**

1. Approval of Minutes of the General Transactions and Use Tax Oversight Committee Meeting held on August 28, 2019.
2. Update on City Budget - (Folsom/Deol: [gfolson@suisun.com](mailto:gfolson@suisun.com) / [ldeol@suisun.com](mailto:ldeol@suisun.com)).
3. Receive Measure S Update and Fiscal Year 2018-2019 Audit – (Folsom/Deol: [gfolson@suisun.com](mailto:gfolson@suisun.com) / [ldeol@suisun.com](mailto:ldeol@suisun.com)).
4. Discussion of Future Agenda Items, Meeting Dates and Similar Administrative Matters – (Folsom: [gfolson@suisun.com](mailto:gfolson@suisun.com)).

**REPORTS:** *(Informational items only.)*

## **ADJOURNMENT**

Agenda related writings or documents provided to a majority of the Committee less than 72 hours prior to a Committee 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. Assistive listening devices may be obtained at the meeting.

## Measure S Sales & Use Transaction Tax Financial Analysis

	FY 2017-2018 Actual	FY 2018-2019 Actual	FY 2019-2020 Actual	FY 2020-2021 Budget
Beginning Fund Balance	303,728	1,417,718	3,086,183	3,521,020
<b>Revenue</b>	<b>2,501,763</b>	<b>2,573,674</b>	<b>2,710,386</b>	<b>2,189,878</b>
<b>Expenditures</b>				
<u>Ongoing Expenditures</u>				
Police Department	213,516	486,923	408,700	685,600
Fire Department	53,809	135,209	623,085	1,120,400
City Manager's Office	-	-	74,740	87,700
Development Services	32,763	44,307	-	-
Building & Public Works	70,200	96,908	146,743	-
Recreation Department	22,658	47,424	76,400	76,400
Non-Departmental (General Support)	-	14,120	-	2,670,700
Sub-total	392,946	824,890	1,329,668	4,640,800
<u>One-time Expenditures</u>				
Police Patrol Vehicle	25,500	-	-	-
<u>Capital Projects</u>				
9981 Marina Dredging	193,271	-	-	-
6385 Fire Engine Acquisition	250,000	-	-	-
9906 Street Repair Program	10,210	10,208	10,208	10,300
9992 Public Safety Com. Sys.	19,623	22,668	728,564	385,000
9924 Storm Drain Repairs	431,262	-	-	-
9991 Business Mgmt-Phase 1	28,163	47,444	49,009	50,000
9910 Video Surveillance Prog.	36,799	-	-	-
2350 Police Officer 50% Overfill	-	-	-	-
1910 Nixle-Public Outreach	-	-	9,500	-
3350 Major Facility Repair-Alarm	-	-	93,600	-
6330 City Landscaping	-	-	30,000	-
1810 Citywide Strategic Plan-RGS	-	-	25,000	-
6315 Storm Channel Rehab	-	-	-	250,000
Contingency	-	-	-	510,200
Sub-total	994,828	80,319	945,881	1,205,500
<b>Total Expenditures</b>	<b>1,387,774</b>	<b>905,210</b>	<b>2,275,549</b>	<b>5,846,300</b>
<b>Ending Balance</b>	<b>1,417,717</b>	<b>3,086,183</b>	<b>3,521,020</b>	<b>(135,402)</b>

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**CITY OF SUISUN CITY  
CALIFORNIA**

**MEASURE S  
GENERAL TRANSACTIONS AND  
USE TAX AUDIT  
(ORDINANCE NO. 742)**

For the Year Ended June 30, 2019

\* \* \*



**Chavan & Associates, LLP**  
Certified Public Accountants  
1475 Saratoga Ave, Suite 180  
San Jose, CA 95129

**CITY OF SUISUN CITY  
CALIFORNIA**

**MEASURE S GENERAL TRANSACTION AND USE TAX  
ORDINANCE No. 742**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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## INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and Members of the  
City Council of the City of Suisun City  
City of Suisun City, California

### **Report on the Financial Statements**

We have audited the accompanying Measure S statement of revenues and expenditures of the City of Suisun City's (the "City"), as of and for the year ended June 30, 2019, and the related notes to the financial statement, which comprises the Measure S statement of revenues and expenditures for the City.

### **Management's Responsibility for the Financial Statements**

The City's management is responsible for the preparation and fair presentation of its financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



**CHAVAN & ASSOCIATES, LLP**  
CERTIFIED PUBLIC ACCOUNTANTS

**Opinion**

In our opinion, the financial statement referred to above presents fairly, in all material respects, the statement of revenues and expenditures of the City of Suisun City's Measure S, as of June 30, 2019, in accordance with accounting principles generally accepted in the United States of America.

**Other Information**

The accompanying statement was prepared to present the revenues and expenditures pursuant to Measure S and Ordinance No. 742 as described in the Notes and is not intended to be a complete presentation of the City's revenues and expenditures. It does not purport to, and does not, fairly present the financial statements of the City as of June 30, 2019, and its changes in financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated January 6, 2020 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

*C & A LLP*

January 6, 2020  
San Jose, California

**CITY OF SUISUN CITY  
CALIFORNIA**

MEASURE S GENERAL TRANSACTIONS AND USE TAX  
ORDINANCE No. 742

STATEMENT OF REVENUES AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
<b>REVENUES</b>				
Sales & Use Tax	\$ 2,307,000	\$ 2,307,000	\$ 2,573,674	\$ 266,674
<b>Total Revenues</b>	<u>2,307,000</u>	<u>2,307,000</u>	<u>2,573,674</u>	<u>266,674</u>
<b>EXPENDITURES</b>				
City Staff:				
Police Officer	155,400	155,400	114,744	40,656
Police Sergeant/Commander	150,400	150,400	131,492	18,908
Dispatchers	159,200	159,200	146,087	13,113
Fire Administrative Captain	85,500	85,500	93,209	(7,709)
Economic Development Specialist	46,200	46,200	44,307	1,893
Maintenance Worker	149,200	149,200	96,908	52,292
Recreation Supervisor	38,700	38,700	47,424	(8,724)
Total City Staff	<u>784,600</u>	<u>784,600</u>	<u>674,171</u>	<u>110,429</u>
Police Patrol Vehicle	<u>14,600</u>	<u>14,600</u>	<u>14,600</u>	<u>-</u>
Capital projects:				
CAD/RMS Lease (7 years)	60,000	60,000	60,000	-
Axon Body Worn Camera/Taser Lease	20,000	20,000	20,000	-
Fire Training/Structure Fires	20,000	20,000	20,000	-
Fire Turn-Outs (85,000/4 years)	22,000	22,000	22,000	-
Marina Dredging	583,100	583,100	-	583,100
Street Repair Program	363,000	363,000	10,208	352,792
Street Maintenance	90,600	90,600	-	90,600
Public Safety Communication System	271,000	271,000	22,668	248,332
Business Mgmt.-Phase 1	48,100	48,100	47,443	657
Keep Suisun Clean Program	30,000	30,000	14,120	15,880
Total Capital Projects	<u>1,507,800</u>	<u>1,507,800</u>	<u>216,439</u>	<u>1,291,361</u>
<b>Total Expenditures</b>	<u>2,307,000</u>	<u>2,307,000</u>	<u>905,210</u>	<u>1,401,790</u>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	-	-	1,668,464	1,668,464
<b>Measure S Balance Beginning</b>	<u>303,728</u>	<u>303,728</u>	<u>1,417,717</u>	<u>1,113,989</u>
<b>Measure S Balance Ending</b>	<u>\$ 303,728</u>	<u>\$ 303,728</u>	<u>\$ 3,086,181</u>	<u>\$ 2,782,453</u>

The notes to the financial statement are an integral part of this statement.

**CITY OF SUISUN CITY  
CALIFORNIA**

**MEASURE S GENERAL TRANSACTIONS AND USE TAX  
ORDINANCE NO. 742**

**NOTES TO THE FINANCIAL STATEMENT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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**1. Description of Reporting Entity**

The statement represents the revenues and expenditures for the Measure S General Transactions and use tax under Ordinance No. 742 of City of Suisun City (the “City”) for the year ended June 30, 2019. The accompanying statement of revenues and expenditures presents only the activities from the expenditure of Measure S taxes is not intended to present the financial position and result of operation of the City in conformity with accounting principles generally accepted in the United States of America.

**2. Description of Measure S**

Measure S is a 1% local tax applied to gross receipts of any retailer within the city and collected similarly to sales and use tax. It was passed by a majority of the voters in November of 2016 through City Ordinance No. 742.

**3. Statement of Grant Revenues and Expenditures**

The statement of revenues and expenditures presents the eligible costs charged to Measure S by the City and the revenues received from general transactions and use tax from the sale of tangible personal property at retail within the City.

**4. Basis of Accounting**

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the statement. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The City used the modified accrual basis of accounting. Revenues are recognized when collection of the amounts can be reasonably estimated to be received in the near future, typically 60 days after year end. Expenditures are generally recognized in the period in which goods and services are received or a liability is incurred.

**5. Budgeting**

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. All annual appropriations lapse at fiscal year-end. The City submits requests for appropriations to the City Manager so that a budget may be prepared. The proposed budget is presented to the City Council for review. The Council holds public hearings and adopts a final budget.

The appropriated budget is prepared by fund, function, and department. The City Manager may make transfers of appropriations within a department. Transfers of appropriations between funds require the approval of the City Council. The legal level of budgetary control is the fund level.



**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER  
 FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
 ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
 WITH *GOVERNMENT AUDITING STANDARDS***

To the Honorable Mayor and Members of the  
 City Council of the City of Suisun City  
 City of Suisun City, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the Measure S statement of revenues and expenditures of the City of Suisun City (the “City”) as of and for the year ended June 30, 2019, and the related notes to the financial statement, which comprises City’s Measure S statement of revenues and expenditures, and have issued our report thereon dated January 6, 2020.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statement, we considered the City’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control. Accordingly, we do not express an opinion on the effectiveness of the City’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



**CHAVAN & ASSOCIATES, LLP**  
CERTIFIED PUBLIC ACCOUNTANTS

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the financial statement is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, including the applicable statutes, rules and regulations of Measure S and City Ordinance No. 742, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. Unless otherwise noted our separate compliance opinion related to Measure S, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

C & A LLP

January 6, 2020  
San Jose, California



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
 WITH REQUIREMENTS APPLICABLE TO MEASURE S  
 GENERAL TRANSACTIONS AND USE TAX  
 IN ACCORDANCE WITH CITY ORDINANCE NO. 742**

To the Honorable Mayor and Members of the  
 City Council of the City of Suisun City  
 City of Suisun City, California

**Report in Compliance**

We have audited the City of Suisun City's (the City) compliance of the Measure S revenues and expenditures with the types of compliance requirements described in Measure S General Transactions and Use Tax and Ordinance No. 742, as of and for the fiscal year ended June 30, 2019.

**Management's Responsibility**

Management is responsible for compliance with the requirements of laws and regulations applicable to Measure S.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the City's compliance with Measure S based on our audit in accordance with the compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a direct and material effect on Measure S revenues and expenditures occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on Measure S compliance. However, our audit does not provide a legal determination of the City's compliance.

**Opinion on Compliance with Measure S**

In our opinion, the City complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the Measure S revenues and expenditures for the fiscal year ended June 30, 2019.



### **Report on Internal Control over Compliance**

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on Measure S revenues and expenditures to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance and to test and report on internal control over compliance in accordance with Measure S General Transactions and Use Tax and Ordinance No. 742, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This report is intended solely for the information and use of City Council and management and is not intended to be and should not be used by anyone other than these specified parties.

*C & A LLP*

January 6, 2020  
 San Jose, California