



CITY COUNCIL

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

CITY COUNCIL MEETING

First and Third Tuesday
Every Month

A G E N D A

**REGULAR MEETING OF THE
SUISUN CITY COUNCIL
SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,
AND HOUSING AUTHORITY
TUESDAY, NOVEMBER 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. – 746)
(Next City Council Res. No. 2017 – 91)
Next Suisun City Council Acting as Successor Agency Res. No. SA2017 – 06
(Next Housing Authority Res. No. HA2017 – 05)

ROLL CALL

Council / Board Members
Pledge of Allegiance
Invocation

PUBLIC COMMENT

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

CONFLICT OF INTEREST NOTIFICATION

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

REPORTS: (Informational items only.)

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

DEPARTMENTS: AREA CODE (707)

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

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

3. Presentation by Elena Karoulina, Executive Director, Sustainable Solano.

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-___: Authorizing the City Manager to Execute a Contract Services Agreement on the City's behalf with AECOM for Services Associated with Preparation of the Environmental Impact Report (EIR) for the Mount Calvary Baptist Church project – (Kearns).
5. Council Adoption of Resolution No. 2017-___: Authorizing the City Manager to Enter into an Agreement with C.W. Moore Construction Inc. for Dry Rot Repairs to City Hall Building. – (McSorley).

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

6. 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 October 17, 2017 – (Hobson).

Joint City Council / Suisun City Council Acting as Successor Agency

7. Approval of Reimbursement Agreements for Lawler House Repairs and Due Diligence Reports Associated with the Agreement for Purchase and Sale of Real Property and Joint Escrow Instructions with Harbor Park, LLC:
 - a. Agency Adoption of Resolution No. SA 2017-___: Approving the Reimbursement Agreement Requiring the Successor Agency to Reimburse the City of Suisun City for Funds Expended Necessary to Make Repairs to the Lawler House; and
 - b. Agency Adoption of Resolution No. SA 2017-___: Approving the Reimbursement Agreement Requiring the Successor Agency to Reimburse the City of Suisun City for Funds Necessary to Prepare Studies and Reports Pursuant to the Agreement for Purchase and Sale of Real Property and Joint Escrow Instructions with Harbor Park, LLC; and
 - c. Council Adoption of Resolution No. 2017-___: Adoption of the 9th Amendment to the Annual Appropriation Resolution No. 2017-44 Appropriating Funding to Make Repairs to the Lawler House, and to Prepare Studies and Reports for the Civic Center Property.
8. Council/Agency Approval of the September 2017 Payroll Warrants in the Amount of \$593,934.35. Council/Agency Approval of the September 2017 Payable Warrants in the Amount of \$1,621,203.84 – (Finance).

PUBLIC HEARINGS

GENERAL BUSINESS**City Council**

9. Council Reauthorization and Continuation of the Suisun City Historic Waterfront Business Improvement District – (Kearns).
 - a. Council Adoption of Resolution No. 2017-__: Reauthorizing and Continuing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District.
 - b. Council Adoption of Resolution No. 2017-__: Accepting the 2017 Annual Report, and Approving the Proposed Calendar Year 2018 Operating Budget for the Suisun City Historic Waterfront Business Improvement District.
10. Council Adoption of Resolution No. 2017-__: Authorizing the City Manager to Execute a Contract with NexLevel Information Technology, Inc. for Enterprise Resource Planning Needs Assessment and Vendor Selection Project Management Services – (White).
11. Council Adoption of Ordinance No. 745: Adding a New Chapter 5.42 (Marijuana Uses and Activities Prohibited) to the Suisun City Code to Prohibit all Commercial Marijuana Activities in the City, and Providing that this Ordinance Shall Expire on July 1, 2018 (Introduced and Reading Waived on October 17, 2017) – (Kearns).

ADJOURNMENT

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

PLEASE NOTE:

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

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 November 7, 2017 was posted and available for review, in compliance with the Brown Act.

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AGENDA TRANSMITTAL

MEETING DATE: November 7, 2017

CITY AGENDA ITEM: Council Adoption of Resolution No. 2017-__: Authorizing the City Manager to Execute a Contract Services Agreement on the City's behalf with AECOM for Services Associated with Preparation of the Environmental Impact Report (EIR) for the Mount Calvary Baptist Church project.

FISCAL IMPACT: The costs associated with this contract are fully funded by the applicant (Mount Calvary Baptist Church) through a land use processing agreement. Thus, there is no fiscal impact to the City.

BACKGROUND: The City has received an application for the Mount Calvary Baptist Church project, a 60-acre mixed-use commercial project that incorporates nonprofit church-affiliated uses with supportive private sector uses set in a campus-style layout. The project site is adjacent to residential uses to the west and Lambrecht Sports Park to the east, and is southwest of Travis Air Force Base. The planned Suisun Commerce and Logistics Center project is located to the south of Petersen Road. Due to the potential for environmental impacts as a result of project construction and project operations, City staff has determined that an EIR will likely be required to complete the review of the project subject to the California Environmental Quality Act (CEQA). Based upon this assumption, the City prepared and circulated a Request for Proposals to identify a qualified consultant to prepare the project CEQA analysis.

STAFF REPORT: Staff issued a Request for Qualifications/Proposal for EIR preparation and legal services. Seven proposals were received for preparation of the EIR with costs ranging between \$171,166 and \$276,000. The following firms submitted proposals, and were all generally well qualified to complete the work:

1.	AECOM	\$204,784
2.	LSA	\$209,205
3.	Impact Sciences	\$225,512
4.	Stantec	\$195,898
5.	M Group	\$276,000
6.	First Carbon Solutions	\$194,165
7.	Placeworks	\$171,166

Following the City's selection of AECOM as the preferred consultant, City staff requested adjustments to the AECOM proposal. Changes to the AECOM scope included a number of cost-saving revisions that reduced total cost, plus the addition of three optional tasks that added \$40,430 to the budget. These optional tasks include a health risk assessment, wetlands delineation and archeological research/field work. With the cost savings and optional tasks included, the resulting total AECOM budget is \$221,709.

Staff is recommending that AECOM be selected to prepare the EIR, as this team assisted the City with its recent General Plan and Zoning Code updates, demonstrated strong qualifications, and provided a scope of services that best aligned with the requirement for the review of the Mount

PREPARED BY:

John Kearns, Senior Planner

REVIEWED/APPROVED BY:

Suzanne Bragdon, City Manager

Calvary Baptist Church project. Thus, this firm is familiar with the issues that are unique to Suisun City and has experience drafting EIR documents that successfully address the unique issues.

RECOMMENDATION: It is recommended that the City Council:

1. Adopt Resolution No. 2017-__: Authorizing the City Manager to Execute a Contract Services Agreement on the City's behalf with AECOM for Services Associated with Preparation of the Environmental Impact Report (EIR) for the Mount Calvary Baptist Church project.

ATTACHMENTS:

1. Council Adoption of Resolution No. 2017-__: Authorizing the City Manager to Execute a Contract Services Agreement on the City's behalf with AECOM for Services Associated with Preparation of the Environmental Impact Report (EIR) for the Mount Calvary Baptist Church project.

RESOLUTION NO. 2017 - _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT SERVICES
AGREEMENT ON THE CITY’S BEHALF WITH AECOM FOR SERVICES
ASSOCIATED WITH PREPARATION OF THE ENVIRONMENTAL IMPACT
REPORT (EIR) FOR THE MOUNT CALVARY BAPTIST CHURCH PROJECT**

WHEREAS, on January 21, 2016, Mount Calvary Baptist Church entered into a land use processing agreement associated with the Mount Calvary Baptist Church project proposal; and

WHEREAS, as the Mount Calvary Baptist Church agreed to pay all costs incurred by City employee actions on the City’s behalf with responsibility for review and processing of the project, including the City’s cost of retaining independent contractors and consultants to assist in the processing of the application; and

WHEREAS, it is necessary to hire a consultant to prepare an EIR to move forward in processing the application; and

WHEREAS, the City issued a request for proposals from qualified firms to prepare an EIR; and

WHEREAS, the City received proposals from seven responsive and responsible professional firms; and

WHEREAS, City staff has interviewed two of the most qualified respondents; and

WHEREAS, AECOM was selected as the most qualified firm for the City, primarily due to its understanding of the unique issues associated with the project.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City hereby authorizes the City Manager to execute a Contract Services Agreement on behalf of the City with AECOM to prepare an EIR in an amount not to exceed \$221,709.

PASSED AND ADOPTED by a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 7th of November 2017, by the following vote:

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

WITNESS my hand and the seal of the City of Suisun City this 7th of November 2017.

Linda Hobson, CMC
City Clerk

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AGENDA TRANSMITTAL

MEETING DATE: November 7, 2017

CITY AGENDA ITEM: Council Adoption of Resolution No. 2017-__: Authorizing the City Manager to Enter into an Agreement with C.W. Moore Construction Inc. for Dry Rot Repairs to City Hall Building.

FISCAL IMPACT: There would be no impact on the General Fund. Funds have been set aside in a special fund for these and other City Hall related maintenance repairs. The contract amount for all sections of the work proposed herein totals \$38,100 for construction and equipment rental. The FY 2017-18 budget for this work assumed \$25,000. The balance of \$13,000 will come from \$30,000 that was budgeted for interior painting.

BACKGROUND: A City-wide inspection of all City-owned buildings was performed in Spring 2015. At that time, it was determined that numerous areas experienced significant damage and needed repair. Funds are budgeted in the Fiscal Year 2017-18 budget to complete some of the repairs.

STAFF REPORT: The City Hall building has significant dry rot damage in multiple parapet locations including the ones that hold the heating, ventilation, and air conditioning units, over the front entrance, and above the Administration offices.

The City advertised a Request for Proposal (RFP) for this project on April 1, 2017. This RFP was advertised in the Daily Republic, on our website, and contacted individual contractors on March 30th. The due date for this RFP was April 20, 2017. The City received no bids for this project. A table listing the contractors and contractor's clearing houses that were contacted is provided below.

COMPANY	DATE EMAILED	NOTES
Construction Connect Company	April 1, 2017	Contractor Clearing House
North American Procurement Council	April 1, 2017	Contractor Clearing House
Construction Bid Source	April 1, 2017	Contractor Clearing House
Bid America	April 1, 2017	Contractor Clearing House
Remodel Ninjas	April 1, 2017	Contractor
Minga & Strange	April 1, 2017	Contractor
Roof Masters	April 1, 2017	Contractor
Shank Construction	April 1, 2017	Contractor
Govea Roofing	April 1, 2017	Contractor

The City followed up with the contractors that were sent the RFP directly as to why they did not bid on the project. Several contractors stated that it was too big of a project and they were concerned with damaging the existing the slate roof. Another contractor stated that they did not want to bid on a prevailing wage project.

In the interim, staff made additional contacts and researched available contractors to complete this project prior to the rainy season and during this Fiscal Year. C. W. Moore Construction Inc. was

PREPARED BY:

Tim McSorley, Building and Public Works Director

REVIEWED AND APPROVED BY:

Suzanne Bragdon, City Manager

contacted to determine if they would be interested in performing the needed work. They are a local company who has done prior dry rot repairs to City Hall and PD as the low bidder. Because this project was previously advertised with no response and the construction season was quickly ending, the City choose C.W. Moore Construction, Inc. to complete this work immediately. It should also be noted that Administrative Directive 5, Section IV E 4, allows the Council to award contracts if no bids are received.

Initially, the projects included both the dry rot repair and interior painting. However, due to the extent of the dry rot damage, it will be necessary to transfer money within the fund to cover the total cost of this project. This will push the interior painting project into next Fiscal Year.

The work has been separated in sections as follows:

- 1-A: City Hall Public Works/Building/Housing Parapets
- 2-A: City Hall Finance Parapet Walls
- 3-A: City Hall Back Entrance Parapet Walls
- 4-A: City Hall Front Entrance
- Rental of scaffolding to access the roof.

The individual work elements and their costs are shown in the table below:

AREAS OF REPAIR	COST
1-A: City Hall Public Works/Building/ Housing Parapets	\$7,064.00
2-A: City Hall Finance Parapets Walls	\$6,816.00
3-A: City Hall Back Entrance Parapet Walls	\$10,765.00
4-A: City Hall Front Entrance	\$10,450.00
Scaffolding	\$3,000.00

STAFF RECOMMENDATION: It is recommended that the City Council adopt resolution No. 2017-__: Authorizing the City Manager to Enter into an Agreement with C.W. Moore Construction Inc. for Dry Rot Repairs to City Hall Building.

ATTACHMENTS:

1. Resolution No. 2017-__: Authorizing the City Manager to Enter into an Agreement with C.W. Moore Construction Inc. for Dry Rot Repairs to City Hall Building.
2. Project Location Map.

RESOLUTION NO. 2017 - __

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH
C. W. MOORE CONSTRUCTION, INC. FOR DRY ROT REPAIRS TO
CITY HALL BUILDING PROJECT**

WHEREAS, it was determined during an inspection of City Hall in the Spring of 2015 that the building and parapets are suffering from significant dry rot damage, with the worst areas located in the roof parapets; and

WHEREAS, funds are available in the Fiscal Year 2017-18 budget to make these much-needed repairs by combining the funds set-aside specifically for dry rot repair with funds set aside for interior painting; and

WHEREAS, a Request for Proposals for the Dry Rot Repair to City Hall Building Project was sent to contractors on March 30, 2017 and was advertised on April 1, 2017 and the City received no proposal submissions; and

WHEREAS, due to the severity of the damage the City, it was deemed best to do complete this Project in sections due to the short construction season and the need to complete the repairs prior to the start of rainy season; and

WHEREAS, in October 2017, the City selected C.W. Moore Construction, Inc. to complete the necessary repairs as this contractor has previously performed satisfactory dry rot repairs to both City Hall and the Police Department buildings; and

WHEREAS, the total cost of all elements \$38,100; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City hereby approves the Dry Rot Repair to the City Hall Project, and authorizes the City Manager to execute an agreement with C.W. Moore Construction, Inc. in the amount of \$55,000 for contract work.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City held on Tuesday the 7th day of November 2017 by the following vote:

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

WITNESS my hand and the seal of said City this 7th day of November 2017.

Linda Hobson, CMC
City Clerk

Project Location Map

SUISUN CITY

City Hall Dry Rot Repairs



Google earth

MINUTES

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

TUESDAY, OCTOBER 17, 2017

6:00 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.

Mayor Pro Tem Wilson called the meeting to order at 6:00 PM.

Present: Council Members: Day, Hudson, Segala, Mayor Pro Tem Wilson

Absent: Mayor 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

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 (2) of subdivision (d) of Section 54956.9: (1 potential case).

6:03 PM – Mayor Pro Tem Wilson adjourned the City Council to Closed Session.

CONVENE OPEN SESSION

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

6:30 PM – Mayor Pro Tem Wilson reconvened the City Council and announced no decisions were made in Closed Session.

ADJOURNMENT

There being no further business, Mayor Pro Tem Wilson adjourned the meeting at 6:31 PM.

Donna Pock, CMC
Deputy City Clerk

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AGENDA TRANSMITTAL

MEETING DATE: November 7, 2017

CITY/AGENCY AGENDA ITEM: Approval of Reimbursement Agreements for Lawler House Repairs and Due Diligence Reports Associated with the Agreement for Purchase and Sale of Real Property and Joint Escrow Instructions with Harbor Park, LLC:

- a. **Agency** Adoption of Resolution No. SA 2017-___: Approving the Reimbursement Agreement Requiring the Successor Agency to Reimburse the City of Suisun City for Funds Expended Necessary to Make Repairs to the Lawler House; and
- b. **Agency** Adoption of Resolution No. SA 2017-___: Approving the Reimbursement Agreement Requiring the Successor Agency to Reimburse the City of Suisun City for Funds Necessary to Prepare Studies and Reports Pursuant to the Agreement for Purchase and Sale of Real Property and Joint Escrow Instructions with Harbor Park, LLC; and
- c. **Council** Adoption of Resolution No. 2017-___: Adoption of the 9th Amendment to the Annual Appropriation Resolution No. 2017-44 Appropriating Funding to Make Repairs to the Lawler House, and to Prepare Studies and Reports for the Civic Center Property.

FISCAL IMPACT: The costs associated with Lawler House repairs have been estimated by the Building Department at approximately \$75,000. The costs associated with the reports necessary to carry out the terms of the sale of the Civic Center property are estimated at \$40,000. Funding for these items would come from General Fund Emergency Reserve, and would be repaid pursuant the 2018/19 ROPS process.

BACKGROUND: In April 2017, the State Department of Finance made a final determination that the City must return the Lawler House to the Successor Agency for disposition pursuant to redevelopment dissolution law. Property controlled by the Successor Agency at the end of Civic Center Boulevard must also be disposed of under dissolution law.

To accomplish these tasks, resources are required to undertake repairs (Lawler House) and prepare due diligence reports (end of Civic Center Boulevard.) Since these items were identified subsequent to the submittal of the 2017-18 ROPS in February 2017, the Successor Agency is required to approve Reimbursement Agreements, which will then go through the Oversight Board to the Department of Finance for final approval.

STAFF REPORT: With the dissolution of redevelopment, the Successor Agency is required to dispose of properties in a timely and expeditious manner that maximizes value. For the Lawler House, this includes addressing roofing, dry rot and other associated repairs prior to sale, which are estimated at approximately \$75,000.

In August 2017, the Successor Agency also approved an Agreement for Purchase and Sale of Real Property and Joint Escrow Instructions with Harbor Park, LLC, with plans to develop multi-family residences at the end of Civic Center Boulevard. Per the agreement, an appraisal and certain due diligence reports be prepared by the Successor Agency at an estimated cost of \$40,000.

PREPARED BY:
APPROVED BY:

Sajuti Rahman, Economic Development Analyst
Suzanne Bragdon, Executive Director

Although amendments to the ROPS are allowed once per year, Lawler House repairs and reports associated with the Civic Center property sale could not be included as part of an amendment to the 2017-18 ROPS, as the amendment process does not allow for new items to be added (only existing items on the ROPS may be altered as part of an amendment). Thus, in order to move forward with the repairs to the Lawler House and reports associated with the sale of the Civic Center Boulevard property prior to next fiscal year, it is necessary to enter into reimbursement agreements pursuant to Health and Safety Code Section 34173(h) between the City and Successor Agency. The City would fund the expenditures, and be reimbursed from Successor Agency pursuant to the 2018-19 ROPS process.

RECOMMENDATION: It is recommended that the:

1. **Agency Adopt** Resolution No. SA 2017-___: Approving the Reimbursement Agreement Requiring the Successor Agency to Reimburse the City of Suisun City for Funds Expended Necessary to Make Repairs to the Lawler House; and
2. **Agency Adopt** Resolution No. SA 2017-___: Approving the Reimbursement Agreement Requiring the Successor Agency to Reimburse the City of Suisun City for Funds Necessary to Prepare Studies and Reports Pursuant to the Agreement for Purchase and Sale of Real Property and Joint Escrow Instructions with Harbor Park, LLC.
3. **Council Adopt** Resolution No. 2017-___: Adoption of the 9th Amendment to the Annual Appropriation Resolution No. 2017-44 Appropriating Funding to Make Repairs to the Lawler House, and to Prepare Studies and Reports for the Civic Center Property.

ATTACHMENTS:

1. Resolution No. SA 2017-___: Approving the Reimbursement Agreement Requiring the Successor Agency to Reimburse the City of Suisun City for Funds Expended Necessary to Make Repairs to the Lawler House.
2. Resolution No. SA 2017-___: Approving the Reimbursement Agreement Requiring the Successor Agency to Reimburse the City of Suisun City for Funds Necessary to Prepare Studies and Reports Pursuant to the Agreement for Purchase and Sale of Real Property and Joint Escrow Instructions with Harbor Park, LLC.
3. Resolution No. 2017-___: Adoption of the 9th Amendment to the Annual Appropriation Resolution No. 2017-44 Appropriating Funding to Make Repairs to the Lawler House, and to Prepare Studies and Reports for the Civic Center Property.

RESOLUTION NO. SA 2017 – __

A RESOLUTION OF THE CITY COUNCIL ACTING AS THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY APPROVING THE REIMBURSEMENT AGREEMENT REQUIRING THE SUCCESSOR AGENCY TO REIMBURSE THE CITY OF SUISUN CITY FOR FUNDS EXPENDED NECESSARY TO MAKE REPAIRS TO THE LAWLER HOUSE

WHEREAS, the California State Legislature enacted Assembly Bill 1X26 (the “Dissolution Act”) to dissolve redevelopment agencies formed under the Community Redevelopment Law (Health and Safety Code Section 33000 *et seq.*); and

WHEREAS, pursuant to Health and Safety Code §34173, the City Council of the City of Suisun City (the “City Council”) declared that the City of Suisun City (the “City”) would act as successor agency (the "Successor Agency") for the dissolved Redevelopment Agency of the City of Suisun City (the “Dissolved RDA”) effective February 1, 2012; and

WHEREAS, the Dissolution Act provides for the appointment of an oversight board (the “Oversight Board”) with specific duties to approve certain Successor Agency actions pursuant to Health and Safety Code §34180 and to direct the Successor Agency in certain other actions pursuant to Health and Safety Code §34181; and

WHEREAS, the Successor Agency (the “Agency”) is the owner of the Lawler House location along Main Street in Suisun City; and

WHEREAS, the Lawler House is in need of repair to resolve health and safety issues, and to maximize value for the sale of the property; and

WHEREAS, it is necessary to enter into a reimbursement agreement pursuant to Health and Safety Code Section 34173(h) in order to carry out the repairs in a timely and expeditious manner.

NOW, THEREFORE, BE IT RESOLVED by the City Council Acting as Successor Agency to the Redevelopment Agency of the City of Suisun City, as follows:

Section 1. The above recitals are true and correct.

Section 2. The Executive Director of the Agency (or designee) is hereby authorized on behalf of the Agency to execute the Reimbursement Agreement, subject to necessary approvals from the Oversight Board and Department of Finance, and to make revisions to said which do not materially or substantially increase the Agency’s obligations thereunder, to sign all documents, to make all approvals and take all actions necessary or appropriate to carry out and implement the Reimbursement Agreement and to administer the Agency’s obligations, responsibilities and duties to be performed under the Agreement and related documents.

PASSED AND ADOPTED at a regular meeting of the Successor Agency to the Redevelopment Agency of the City of Suisun City duly held on Tuesday, November 7, 2017, by the following vote:

AYES: Boardmembers:
NOES: Boardmembers:
ABSENT: Boardmembers:
ABSTAIN: Boardmembers:

WITNESS my hand and the seal of said City this 7th day of November, 2017.

Linda Hobson, CMC
Secretary

RESOLUTION NO. SA 2017 – __

**A RESOLUTION OF THE CITY COUNCIL ACTING AS THE SUCCESSOR AGENCY
TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY
APPROVING THE REIMBURSEMENT AGREEMENT NECESSARY TO PREPARE
STUDIES AND REPORTS PURSUANT TO THE AGREEMENT FOR PURCHASE
AND SALE OF REAL PROPERTY AND JOINT ESCROW INSTRUCTIONS
WITH HARBOR PARK, LLC**

WHEREAS, the California State Legislature enacted Assembly Bill 1X26 (the “Dissolution Act”) to dissolve redevelopment agencies formed under the Community Redevelopment Law (Health and Safety Code Section 33000 *et seq.*); and

WHEREAS, pursuant to Health and Safety Code §34173, the City Council of the City of Suisun City (the “City Council”) declared that the City of Suisun City (the “City”) would act as successor agency (the "Successor Agency") for the dissolved Redevelopment Agency of the City of Suisun City (the “Dissolved RDA”) effective February 1, 2012; and

WHEREAS, the Dissolution Act provides for the appointment of an oversight board (the “Oversight Board”) with specific duties to approve certain Successor Agency actions pursuant to Health and Safety Code §34180 and to direct the Successor Agency in certain other actions pursuant to Health and Safety Code §34181; and

WHEREAS, the Successor Agency (the “Agency”) entered into an Agreement for Purchase and Sale of Real Property and Joint Escrow Instructions with Harbor Park, LLC; and

WHEREAS, Agreement for Purchase and Sale of Real Property and Joint Escrow Instructions with Harbor Park, LLC require certain reports be prepared and paid for by eh Agency; and

WHEREAS, it is necessary to enter into a reimbursement agreement pursuant to Health and Safety Code Section 34173(h) in order to carry out the reports in a timely and expeditious manner.

NOW, THEREFORE, BE IT RESOLVED by the City Council Acting as Successor Agency to the Redevelopment Agency of the City of Suisun City, as follows:

Section 1. The above recitals are true and correct.

Section 2. The Executive Director of the Agency (or designee) is hereby authorized on behalf of the Agency to execute the Reimbursement Agreement, subject to necessary approvals from the Oversight Board and Department of Finance, and to make revisions to said which do not materially or substantially increase the Agency’s obligations thereunder, to sign all documents, to make all approvals and take all actions necessary or appropriate to carry out and implement the Reimbursement Agreement and to administer the Agency’s obligations, responsibilities and duties to be performed under the Agreement and related documents.

PASSED AND ADOPTED at a regular meeting of the City Council Acting as the Successor Agency to the Redevelopment Agency of the City of Suisun City duly held on Tuesday, November 7, 2017, by the following vote:

AYES: Boardmembers:

NOES: Boardmembers:

ABSENT: Boardmembers:

ABSTAIN: Boardmembers:

WITNESS my hand and the seal of said City this 7th day of November, 2017.

Linda Hobson, CMC
Secretary

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. 2017-44 TO APPROPRIATING FUNDING TO MAKE REPAIRS TO
THE LAWLER HOUSE, AND TO PREPARE STUDIES AND REPORTS FOR THE CIVIC
CENTER PROPERTY**

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

THAT Section 908 of Part III of the Annual Appropriation Resolution No. 2017-44 be and is hereby amended as follows:

	<u>Increase/ (Decrease)</u>
TO: DEVELOPMENT SERVICES DEPARTMENT	\$ 40,000
Asset Management	
TOTAL Section 908	<u>\$ 40,000</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. 010-98200-1990 Emergency Reserve	\$ -	\$ (115,000)
Appropriations:		
A/C No. 010-85908-1950 To Asset Management Fund	<u>\$ -</u>	<u>\$ 115,000</u>
Total General Fund	<u>\$ -</u>	<u>\$ -</u>
<u>Asset Management Fund</u>		
Revenues:		
A/C No. 908-81010-9989 From General Fund	\$ 75,000	\$ -
A/C No. 908-81902-9989 From SA ROPS	\$ (75,000)	\$ -
A/C No. 908-81010-3518 From General Fund	\$ 40,000	\$ -
Appropriations:		
A/C No. 908-93905-3518 Non-recurring Legal Services	<u>\$ -</u>	<u>\$ 40,000</u>
Total Asset Management Fund	<u>\$ 40,000</u>	<u>\$ 40,000</u>

THAT the purpose is to appropriate funds for repairs to Lawler House and for costs associated with the sale of Civic Center Blvd. property.

ADOPTED AND PASSED at a regular meeting of the City Council of the City of Suisun City duly held on the 7th day of November, 2017 by the following vote:

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

WITNESS my hand and seal of the said City this 7th day of November 2017.

Linda Hobson, CMC
City Clerk

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AGENDA TRANSMITTAL

MEETING DATE: November 7, 2017

CITY AGENDA ITEM: Reauthorization and Continuation of the Suisun City Historic Waterfront Business Improvement District:

- a. Council Adoption of Resolution No. 2017-__: Reauthorizing and Continuing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District; and
- b. Council Adoption of Resolution No. 2017-__: Accepting the 2017 Annual Report, and Approving the Proposed Calendar Year 2018 Operating Budget for the Suisun City Historic Waterfront Business Improvement District.

FISCAL IMPACT: Reauthorization of the BID assessments has no fiscal impact on the City as these assessments, estimated to amount to \$20,000, are paid by businesses within the District. To fund a three-year seasonal and special events banner program along Main Street under the implementation of the BID (as discussed herein), \$19,031 in one-time money is proposed to be transferred to the BID from the City's Marketing and Promotions account.

BACKGROUND: Per City Ordinance No. 667, enacted April 18, 2003, the Main Street Waterfront Business Improvement District, commonly known as the Suisun City Historic Waterfront Business Improvement District (the "District"), was established. The District is a 501(c)(3) non-profit organization created at the request of downtown merchants to promote improved business conditions and marketing of downtown Suisun City. Under procedures described in the California Streets and Highways Code, the City, on behalf of the BID, levies assessments on those businesses within the District area (see attached map) for use in various marketing and improvement activities, as determined beneficial by the District board. Each year since 2003, the Council has reauthorized the continued operation of the District.

STAFF REPORT: On October 24, 2017, the District board submitted its annual report and proposed budget for the 2018 calendar year for City Council review, and requested consideration of continuation of the District and its related assessment into 2018.

In the years following the dissolution of the Redevelopment Agency and the shift to community-based funding for special events, the efforts of the District have proven to be crucial in maintaining, and improving upon, the quantity and quality of events in Suisun City's Waterfront. In 2017, the District continued to promote and increase awareness for the Suisun Waterfront District's beauty and history. The District remains a strong presence in the community through the District- and City-sponsored events, strengthening the numbers of attendees and success from events such as the annual Mother's Day Artisan Fair, Waterfront Art, Wine and Chocolate Festival, and Christmas at the Waterfront.

Major District activities throughout 2017 include:

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Sajuti Rahman, Economic Development Analyst
 Ronald C. Anderson, Jr., Assistant City Manager
 Suzanne Bragdon, City Manager

- Held the annual *Christmas at the Waterfront*, where the Christmas Market sold Christmas type ornaments, gift items, holiday candy and cookies, and wine. It was heavily advertised, reaching more than 49,000 people.
- Hosted the 7th annual *Restaurant Week* which promotes the diverse restaurants at the Waterfront.
- Continued to expand the *Mother's Day Artisan Fair* to more than 80 vendors and even making a small profit from sales of champagne and mimosas in commemorative glasses.
- Hosted its 4th annual *Member Mixer* in August in an effort to educate the business community about the BID and foster better relationships amongst the BID, business stakeholders, and the City.
- Restarted the popular *Ghost Walk* program with Solano County Paranormal where participants frequently have dinner at one of the Waterfront's restaurants.
- Provided trick or treating opportunities after the *Halloween Parade* and Costume Contest where more than 500 children participated.
- Coordinated the 13th annual *Waterfront (Art, Wine, and Chocolate) Festival*, in which the District was paid \$5,000 from proceeds in the event and did not incur any expenses.
- Received a companion 501(c)(3) nonprofit organization to provide aesthetic and economic improvements to maintain the vibrancy of the Waterfront District and provide education about downtown development and historic preservation.
- Began a *Business Watch* program at the end of 2016 and purchased signs and clings to limit suspicious activity.
- Coordinated efforts with the City's Economic Development staff to create a plan for a *Banner Program* that will advertise BID and City events year round.

More detailed information regarding District activities can be found in the 2017 Annual Report (please see **Attachment No. 3**).

Consider Continuing the District

The City Council annually considers adoption of a resolution renewing the establishment of the District, as described in Ordinance No. 667. The resolution describes the boundaries of the District, the general purposes for which assessments may be used, and three benefit zones with associated assessment rates according to business type. Continuation of the District is necessary this month so the assessment can be collected as part of the annual Business License billing cycle, which begins in mid-November.

The District Board requested no changes to the District boundaries, benefit zones, or assessment rates. With the passage of Measure S and improvement in the City's fiscal outlook, there is a request to augment the District's budget, as was customary before the dissolution of redevelopment. This is discussed below.

Matching Funds

The former Redevelopment Agency provided matching funds to support the efforts of the District that amounted to a one-to-one match of business assessments generated. At this time, the request is for one-time monies for the preparation of seasonal and special event banners, hardware and installation; the amount is \$19,031 upfront, amounting to roughly \$6,350 per year for this initial investment. Subsequent costs per year would be for banner replacement due to damage and installation.

This program supports the City’s Economic Development efforts, with day to day implementation and management handled by the BID. By having the BID manage this program, they will be responsible for design and installation, and are well positioned to assume seamless coordination with events sponsored by the BID.

The BID anticipates creating a set of banners that would be appropriate to install during all times of the year – during special event times and not. The goal is to have relevant banners up all times, with changes and updates throughout the year. The banners are anticipated to have a minimum of a three-year useful life span making the estimated initial investment of \$19,000 is very cost effective. Funds are available in the Economic Development Division’s Marketing & Promotions account to cover this initial investment. By reusing the banners for the next two years, future annual costs are estimated to more in the \$6,000 range to cover installation, unexpected damage and replacement.

Review and Approve the Proposed District Budget

The Suisun City Code Section 3.40.110 directs the District “board to present an annual budget for City Council review and approval prior to the beginning of each fiscal year.” It further provides that the “City shall not adopt, modify or otherwise amend any fiscal year budget of the District that is inconsistent in any way with said fiscal year’s budget as agreed to and presented by the BID board except in the case of a written majority protest ...”

On October 24, 2017, the District submitted its 2017 Annual Report and Proposed 2018 Budget. Over the past several years, the Council has requested additional supplemental financial information to assist in the deliberative process, which was collected by Staff and provided to the Council.

The District financial information distributed to the City Council as part of this staff report were:

- The District’s 2017 Annual Report and Proposed 2018 Budget.
- Twelve months of actual District expenditure detail beginning Oct 2016, through Oct 2017.
- Profit and loss statement comparing District’s 2016 budget to actual expenditures January through December 2016.
- Estimated District expenditures November through December 2017, and January 1 through March 31, 2018.

Staff has used these data to compile an exhibit comparing six years of actual budget results, the 2017 budget against year-to-date expenditures and estimated expenses, and the proposed 2018 budget (please see **Attachment No. 8**).

The City Council is empowered to approve or disapprove the District budget in its entirety. In the event the City Council wishes to recommend changes in the budget, such direction should be delineated and consideration of the budget resolution continued to allow the District board an opportunity to consider amending its budget accordingly. Though the District may not spend additional resources without an approved budget, renewal of the assessment would allow the Administrative Services Department to collect the assessments with the business license renewals, and hold the proceeds until such time as a District budget is approved.

RECOMMENDATION: It is recommended that the City Council:

1. Adopt Resolution No. 2017-__: Reauthorizing and Continuing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District; and

2. Adopt Resolution No. 2017-__: Accepting the 2017 Annual Report, and Approving the Proposed Calendar Year 2018 Operating Budget for the Suisun City Historic Waterfront Business Improvement District.
-

ATTACHMENTS:

1. Resolution No. 2017 -__: Reauthorizing and Continuing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District.
2. Resolution No. 2017 -__: Accepting the 2017 Annual Report, and Approving the Proposed Calendar Year 2018 Operating Budget for the Suisun City Historic Waterfront Business Improvement District.
3. The District's 2017 Annual Report.
4. Proposed 2018 Budget.
5. Twelve months of actual District expenditure detail beginning October 16, 2016, through October 25, 2017.
6. Profit and loss statement comparing District's 2017 budget to actual expenditures January through December 2017.
7. Estimated District expenditures November through December 2017, and January 1 through March 31, 2018.
8. Multiple Year Budget Analysis Prepared by Staff.

RESOLUTION NO. 2017-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
REAUTHORIZING AND CONTINUING THE SUISUN CITY HISTORIC
WATERFRONT BUSINESS IMPROVEMENT DISTRICT AND
THE ASSESSMENT LEVY FOR THE DISTRICT**

WHEREAS, the California Streets and Highways Code Section 36500 *et seq.* authorizes cities to establish parking and business improvement areas for the purpose of promoting economic revitalization and physical maintenance of business districts in order to create jobs, attract new business and prevent erosion of the new business district; and

WHEREAS, The Main Street-Waterfront Business Improvement District, commonly known as the Suisun City Historic Waterfront Business Improvement District (District), was formed, at the request of the Main Street-Waterfront Business Improvement District Formation Committee (Committee), by City Council approval of City Ordinance No. 667 on April 18, 2003; and

WHEREAS, at the request of the Committee, Ordinance No. 667 established an annual special assessment on all businesses within the District, which said assessment must be renewed annually by City Council; and

WHEREAS, the District Board of Directors (Board) has requested the Suisun City Council renew the special assessment on all businesses within the District; and

WHEREAS, the assessment will continue at the same level established in 2003 by adoption of City Ordinance No. 667; and

WHEREAS, protests in writing from businesses in the District paying 50% or more of the proposed assessment have not been received; and

WHEREAS, this City Council has now determined to re-authorize the imposition of a benefit assessment for the District; and

WHEREAS, in the opinion of this City Council, the businesses within the District will be benefited by the expenditure of the funds raised by the assessments levied hereby in the manner prescribed herein; and

WHEREAS, the assessments or charges levied on businesses pursuant to this Ordinance shall be levied, to the maximum extent feasible, on the basis of the estimated benefit to the businesses within the District.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Suisun City does hereby determine that:

1. The recitals set forth herein are true and correct.
2. The City Council does, at the request of the Board and pursuant to the California Streets and Highways Code, reauthorize and continue the “Main Street-Waterfront Business Improvement District,” commonly known as the “Suisun City Historic Waterfront Business Improvement District” (District).
3. The boundaries of the entire area included in the District, and the boundaries of each separate benefit zone within the District, are set forth in the Map, Exhibit A, incorporated herein by reference. A true and correct copy of the map is on file with the City Clerk of the City of Suisun City.
4. The types of improvements and activities proposed to be funded by the levy of assessments on businesses in the District are in Exhibit B hereto and incorporated by reference.
5. The City Council re-authorizes and renews the levy of an annual benefit fee on businesses in the District to pay for selected improvements and activities of the District.
6. All funds of the District shall be expended on improvements and activities within the District.
7. The method and the basis for levying the benefit fee on all the businesses within the District are set forth in the Exhibit C hereto, incorporated herein by reference.
8. This Resolution is effective on its adoption.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City, duly held on the 7th day of November 2017 by the following vote:

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

WITNESS my hand and the seal of said City this 7th day of November 2017.

Linda Hobson, CMC
City Clerk

EXHIBIT A (3)

**PROPOSED SUISUN CITY DOWNTOWN - WATERFRONT
BUSINESS IMPROVEMENT DISTRICT (BID)
BOUNDARY MAP**



EXHIBIT B

Purpose and Use of Benefit Assessments

The types of improvements and activities proposed to be funded by the levy of assessments on businesses in the District are as follows:

- A. The acquisition, construction, installation, or maintenance of any tangible property with an estimated useful life of five years or more including, but not limited to, the following improvements:
 - 1. Benches.
 - 2. Trash receptacles.
 - 3. Decorations.
 - 4. Signage.
 - 5. Facade improvements.
 - 6. Permanent landscaping.

- B. Activities including but not limited to the following:
 - 1. Promotion of public events which benefit businesses in the area and which take place on or in public places within the area.
 - 2. Furnishing of music in any public place in the area.
 - 3. Activities which benefit businesses located and operating in the area, including but not limited to commercial shopping and promotional programs.

- C. Activities in support of the Suisun City Redevelopment Agency's proposed "Main Street West" plan.

EXHIBIT C

DISTRICT ASSESSMENT FORMULA Proposed 2015 Benefit Fee Formula Matrix:

	ZONE A	ZONE B	ZONE C
Retailers and Restaurants	\$400	\$300	\$200
Service Businesses	\$300	\$200	\$150
Lodging	\$ 10 per room	\$ 10 per room	\$ 10 per room
Professional Businesses	\$200	\$150	\$100
Financial Institutions	\$500	\$500	\$500

Business Type Definitions

Retail and Restaurant: Businesses that buy and resell goods, examples are clothing stores, shoe stores, office supplies as well as businesses that sell prepared foods and drinks.

Service Businesses: Businesses that sell services. Examples are beauty and barber shops, repair shops, most automotive-oriented businesses, entertainment businesses such as theaters, etc.

Lodging: Includes renting rooms by the day or week to community visitors.

Professional Businesses: Includes Architects, Engineers, Attorneys, Dentists, Doctors, Accountants, Optometrists, Realtors, Insurance Offices, Mortgage Brokers and most other businesses that require advanced and/or specialized licenses and/or advanced academic degrees.

Financial Institutions: Includes banking and savings and loan institutions as well as credit unions, etc.

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RESOLUTION NO. 2017-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ACCEPTING THE 2017 ANNUAL REPORT, AND APPROVING THE PROPOSED
CALENDAR YEAR 2018 OPERATING BUDGET FOR THE SUISUN CITY
HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT**

WHEREAS, the City Council has passed Ordinance No. 667 establishing the Main Street-Waterfront Business Improvement District, commonly known as the Suisun City Historic Waterfront Business Improvement District (District); and

WHEREAS, said Ordinance requires the District to present an annual report and annual budget to the City of Suisun City for review and approval; and

WHEREAS, the City Council of the City of Suisun City has reviewed the proposed District budget; and

WHEREAS, the City Council desires to promote and assist the District to insure the success of the projects and programs of the District.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby accept the 2017 Annual Report, and approve the calendar year 2018 operating budget for the District.

PASSED AND ADOPTED at a meeting of the Suisun City Council duly noticed and held on the 7th day of November 2017 by the following City Council vote:

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

WITNESS my hand and the seal of said City this 7th day of November 2017.

Linda Hobson, CMC
City Clerk

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SUISUN CITY HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT 2017 ANNUAL REPORT TO THE CITY COUNCIL

(Submitted to City of Suisun City staff on October 25, 2017)

Dear Mayor Sanchez, Suisun City Council Members and City Staff:

The Suisun City Historic Waterfront Business Improvement District is pleased to submit the attached annual report to the City Council. The report includes the following:

- **Executive Summary** – Gives the highlights of SCHWBID’s accomplishments in 2017.
- **SCHWBID End of Year Report 2017** – Recaps in detail our activities and accomplishments for 2017.
- **SCHWBID Proposed Program of Work for 2018** – Plans for marketing, events and other items for 2018.
- **2016 Detailed Profit and Loss Statement (Income and Expenditures)**
- **Detailed Profit and Loss Statement (Income and Expenditures)** – This report covers the period **October 16, 2016 through October 25, 2017**.
- **Profit and Loss Budget vs Actual 1-1-17/10-25-17 (Income and Expenditures)**
- **Estimated Pending Income and Expenses** from October 25, 2017 through April 1, 2018. As this is an active period for SCHWBID because of activities including Restaurant Week, we will carry over funds to be able to pay expenses for the period of January 1, 2018 to April 1, 2018 (we usually receive BID fees by March each year).
- **Proposed 2018 SCHWBID Budget**



Executive Summary

SCHWBID continues to provide service and benefits to its members, the City of Suisun City, and the community at large in its capacity as one of the key organizational, management, leadership, and advocacy organization for the Waterfront District in the Suisun City community.

Key initiatives for the past year that supported this goal include:

- ❑ Continued member outreach by board members and contracted staff
- ❑ Continued marketing efforts to strengthen the Waterfront District's position within the region
- ❑ Continued community relationships with other organizations
- ❑ Meeting with key city staff on Waterfront District issues and opportunities
- ❑ Supported City events through social media
- ❑ Planned and executed Waterfront District events that attracted residents from throughout the city and visitors from surrounding communities, including Restaurant Week, Ghost Walk, First Wednesdays at the Train Depot Plaza, Mother's Day Artisan Faire and Art, Wine and Chocolate in 2017
- ❑ Beautification and clean-up efforts in the district
- ❑ New Business Watch Program

During 2017, the SCHWBID board of directors again evaluated all SCHWBID programs, special events and marketing programs and made recommendations on their effectiveness for the organization.

SCHWBID thanks and appreciates the City's continued partnership in the organization and the Waterfront District, since our original Memorandum of Understanding dated June 5, 2003.



SCHWBID End of the Year Report 2017

Over the past 14 years, the Suisun City Historic Waterfront Business Improvement District has continued to strengthen its vision for the Waterfront District area.

At the 2017 annual board retreat and strategic planning session, our mission and vision and goals statements were reaffirmed as follows:

Mission Statement:

The mission of the Suisun City Historic Waterfront B.I.D. is to promote the physical and financial health of the Waterfront as a unique business, social and cultural center of the City of Suisun City.

Vision Statement:

Suisun City's Waterfront is a vibrant destination for thriving businesses, dining, cultural experiences and waterfront activities for all ages.

Organizational Goals

- 1. Increase awareness and cooperation among businesses and serve as advocate and liaison between members and city government**
- 2. Expand recognition for Suisun Waterfront District and awareness of its history**
- 3. Improve and promote commercial and social activity and provide benefit for all members of the district**
- 4. Promote and encourage a wholesome, clean and safe community**

Committees

Budget Committee – Oversees income and expenditures of SCHWBID.

Membership Committee – Oversees member benefits and member relations; does member outreach, gathers information about members for website, brochures, etc.

Organization Committee – Reviews by-laws, proposed city ordinances, beautification issues.

Sign/Banner Ad Hoc – Determined sign and banner program with City of Suisun City

Marketing/Events – Oversees marketing of the district and special events.

Member involvement is critical to the organization, however, as in many B.I.D. organizations throughout the state, only a small percentage of B.I.D. members actually participate in meetings and special events. The organization would not be able to move forward without the help of some very dedicated volunteers who volunteer their time away from their businesses, and support our numerous endeavors.

Even though many members are not involved with the planning of events and the marketing of the district because of time restrictions within their business, many of these businesses have been active with their support of the district.

SCHWBID continued its contracted employee agreement with Laura Cole-Rowe, a Waterfront



District resident and SCHWBID member to help with the day-to-day business of the district. Ms. Cole-Rowe has more than 30 years of experience working with business improvement districts, downtowns and cities. She works with SCHWBID on contract on an hourly basis at a fraction of her regular consulting rate. Her duties include email and written correspondence, member database upkeep, procurement of insurance coverage, ABC licenses and BOE temporary sales permits for the district, writes content for both the website and the SCHWBID Dining and Business Guide, press releases, posts social media updates and e-newsletters, places and designs paid advertising content, does website changes and is involved with the special events for the Waterfront District. She also does the bookkeeping, financial reporting and bill paying for SCHWBID.

Summary and Highlights of 2017 Activities

Overview Status of 2017 Budget

A total of \$20,870 in BID fees were received for 2017 as of October 1, 2017.

SCHWBID's 2017 budget was based on revised projections of \$56,019 in total income, including revenue from special events. A detailed breakdown of income and expenses is included in the financial report.

Board of Directors

The Board of Directors is responsible to receive committee reports, make decisions on committee recommendations, take positions on issues that will directly or indirectly affect the SCHWBID, and set new objectives. The board meets regularly, holds an annual meeting/mixer and an annual board retreat. All SCHWBID members are strongly encouraged to attend the monthly board meetings. When there are pressing issues, the board will schedule an additional meeting.

After having been given direction by the Board, the committees are responsible for research, discussion and recommendations to the Board of Directors for action.

Each board member is involved with, and has knowledge of, ongoing SCHWBID projects. Board members are asked to actively participate on one committee each.

The SCHWBID Board of directors is comprised of eight business owners/representatives, ensuring business diversity on the board.

The board meeting is frequently attended by department heads, and other city staff.



2017 Accomplishments

Member Benefits

The SCHWBID provides the following benefits to all members.

- *SCHWBID website* – Each member is entitled to a free directory page, including a free email through the SCHWBID website (www.suisunwaterfront.com). All businesses are listed on the website, and if they have a website address, a link is provided from the SCHWBID website.
- *Suisun City Waterfront District Dining & Business Directory Brochure* – Each SCHWBID member is listed in the brochure at no cost.
- *Ability to participate in any SCHWBID event at no cost.*
- *Promotion of any business event at no cost* through SCHWBID's newsletters and social media.

Marketing and Branding

SCHWBID concentrates on marketing the Waterfront District in Suisun City as a regional destination, as well as a local destination. The committee has undertaken the following marketing projects for 2017:

1. **Waterfront District Dining and Business Directory Brochure** – 5,000 copies of the Waterfront District Dining and Business Directory Brochure were updated and printed in 2017. These brochures also are racked in businesses and other public places, and are sent with the City of Suisun City's marketing packages. All Waterfront District businesses are listed in the brochure, at no charge to the business. A brochure rack located in Virgil's Bait Shop holds this brochure as well as marketing materials that businesses have given us.
2. **Miscellaneous Opportunity Marketing** – SCHWBID places ads with KUIC and local newspapers/tabloids to promote events. The Waterfront District has a weekly ad in the *Daily Republic* on Fridays each week where businesses get a reduced rate to advertise, and SCHWBID can advertise *all* events that take place in the district. The *Daily Republic*, *Your Town Monthly*, *KUIC* and the *Vacaville Reporter* have continually been generous in running publicity articles/announcements for our events.
3. **Website** – Our website, www.suisunwaterfront.com, has been active since June 2006 and is continuously updated/refreshed with new articles of interest and information on special events. All Waterfront District businesses are listed on the website, and links to businesses' websites are provided. The website includes a searchable database to find a business, and has sections on history, events, news, a map, and a calendar. Our staff can make changes easily on both the database and other pages. Website statistics show an



average of about 3,847 unique monthly visitors to the site in the first nine months of 2017. Site activity increases during times of special events such as Restaurant Week, Waterfront Festival, Fourth of July, Art, Wine & Chocolate and Christmas.

4. **Newsletters** – SCHWBID sends out two different newsletters – a members’ newsletter and a visitors’ newsletter. The members’ newsletter focuses on member involvement, upcoming events, business news, and SCHWBID marketing programs and opportunities, while the visitors’ newsletter mailing list (with more than 1,000 active email addresses – a 12% increase over last year) focuses on the visitor, with listings of new businesses and events that are going on in the Waterfront District. SCHWBID members are encouraged to share what is happening with their businesses for both newsletters. Visitors to SCHWBID’s website can sign up for the free newsletter through a portal on the site, and those who buy online tickets to our events may sign up as well.
5. **SCHWBID Booth** – We show a presence at our special events with an information booth, displaying and distributing informational brochures from various Waterfront businesses as well as other marketing materials such as walking tour booklets, and dining and business guides.
6. **Social Media** – SCHWBID promotes events, new businesses and items of interest for Suisun City through Facebook and Twitter. As of October 25, 2017, we have more than 1700 Twitter followers and 3,245 likes on Facebook (up from 2,525 – up 28%– than at this time last year). More than 300 updates to Twitter and Facebook were posted in the past year.
7. **Brochure display at Harbormaster Office** – SCHWBID provides dining/business guides, walking tour brochures and flyers on events to the Harbormaster office.
8. **Solano County Fair Booth** - SCHWBID provided dining/business guides for this event.

Special Events

Our most visible activities are our special events.

Many of our events are image promotions. Image promotions may not necessarily encourage sales of goods or services on the day of the promotion, but they establish a positive image of the Waterfront District to the visitor and help position it as an active, vital area. If customers have a positive introduction to the Waterfront District through an event, it is likely they will return later to shop, dine or procure a service in the district. We have had positive feedback from Waterfront restaurants; they have told us that they have been extremely busy on event days; other businesses that are open during an event have also reported an increase in sales.

A synopsis of these events for 2016/2017 is as follows:

Restaurant Week – Nine Waterfront restaurants participated in our seventh Restaurant Week, Friday, January 20 through Sunday, January 29, 2017. The purpose of this promotion is to highlight the wonderful and diverse restaurants that the Waterfront District has



to offer, expose new customers to the area, and give a “boost” to our restaurants in the traditional slower month of January. Each restaurant offered a prix-fixe menu (A *prix fixe menu* is type of limited menu that has a fixed price and a set list of dishes), and set their own prices for their special. SCHWBID placed their menus on the SCHWBID website, advertised the event heavily through press releases, radio spots, print ads, posters, postcards, direct mail local magazines and social media. Feedback from the participating restaurants was very positive, and more than 4,800 menus were downloaded from the website. Since 2014 we have been involved with California Restaurant Month, designated by Visit California, the state’s tourism partner. More than 40 destinations across California hosted restaurant weeks in January 2017. By partnering with Visit California, the Suisun Waterfront received additional recognition and exposure throughout the state. Unfortunately, the Highway 12/Pennsylvania Avenue Restaurant Week sign blew down prior to the event; in addition we also experienced inclement weather, which led to a decrease in patrons.

Mother’s Day Artisan Fair – The eighth year of this event at Harbor Plaza had more than 80 vendors featuring unique handcrafted wares and music. This event attracts visitors to the Waterfront District as well as visits from those who were already in the district to have breakfast, brunch or lunch with their Mom. SCHWBID again contracted with Brenda Mossa to coordinate the vendors at this event. Our sales of champagne and mimosas in commemorative glasses for Mother’s Day helps finance the expenses for the event.

Ghost Walk – SCHWBID found a new paranormal team for our Ghost Walks (Solano County Paranormal) who have helped tremendously to increase participants for this event, held twice a month, January through October. The paranormal history of Suisun City is revealed with this exciting, interactive and fun Ghost Walk. The tour lasts approximately two hours, and tour guests frequently have dinner in one of the Waterfront’s many restaurants before the event, or have a drink after the tour.

Annual Waterfront (Art, Wine and Chocolate) Festival 2017 – SCHWBID contracted with Brenda Mossa to coordinate the vendors for the 13th year of this event. We changed the format of the event (still free for the public) for attendees to purchase wine by the glass in one area, instead of wine tasting. There were more than 80 vendors at the event; restaurants and businesses were busy all day.

Halloween Trick-or-Treat Promotion 2016 – SCHWBID held merchant’s trick or treating in the district following the city’s Halloween event. This is an event that brings together a cross-section of Waterfront District businesses and includes professional, service, and retail participants. We estimate that more than 500 children came down for this event to trick-or-treat after the parade and costume contest.

Christmas at the Waterfront 2016 – We held the annual Christmas Market, and again contracted with Brenda Mossa to coordinate the vendors at this event. Vendors sold Christmas type items including ornaments, gift items, prepackaged holiday candy or prepackaged holiday cookies. We also sold wine by the glass as an additional fundraiser. We advertise this event heavily on behalf



of the city and the Suisun City Community Services Foundation; our paid Facebook posting on the event reached more than 49,000 people.

Membership Outreach and Communication

SCHWBID undertakes the following activities to keep member businesses informed:

Board and Committee Meetings – SCHWBID regularly invites members, by newsletter, email and personal contact, to attend board and committee meetings so they can be more informed about the organization and activities and projects in the Waterfront District.

New Business Orientation Program – SCHWBID continued their orientation program this year with contact to new district businesses.

Events and Marketing Projects – SCHWBID notifies businesses of the opportunity to participate in special events and marketing projects as appropriate by mail and e-mail.

Member Mixer – The fourth annual member mixer was held in August. Board members did major outreach to members to give more information about what the BID does, and how members can get involved.

Internal Marketing Brochure – Our marketing brochure to communicate the SCHWBID's purpose and benefits is given to new members as part of their welcome package, and is available to businesses that apply for a license at City Hall.

Annual Report – Members receive a written annual report on SCHWBID's activities each year.

Companion 501c3 – SCHWBID received a companion 501c3 nonprofit organization. The Suisun City Waterfront Foundation is now eligible for grants from other organizations, and funding for specific projects. The specific purposes for this nonprofit is to provide aesthetic and economic improvements to maintain the vibrancy of the Suisun City waterfront district and provide education about downtown development and historic preservation.

Business Watch – SCHWBID began a Business Watch program at the end of 2016. We purchased three Business Watch signs that were placed around the Waterfront; all businesses were sent Business Watch clings to be placed in their windows; a Business Watch kickoff meeting was held in August with Chief Mattos, and we have started a new business watch texting program with the businesses so that they can report suspicious activity to those who have signed up for the program. The texting program will continue to be expanded in 2018.

2018 Proposed Budget

Budget Process – The budget is developed through the Budget Committee and the Board of Directors. The Board of Directors approved the budget at its October meeting.



2017/2018 Proposed Program of Work

Marketing and Branding

SCHWBID will continue to concentrate on marketing the Waterfront District of Suisun City as a regional and a local destination and will continue to fund these programs in the remainder of 2017 and 2018:

- **Waterfront District Dining and Business Directory Brochure** – Brochures will be reprinted as need arises in 2018.
- **Facebook/Social Media Marketing for Members** – Will continue to market member businesses through our social media channels at no cost to them.
- **Miscellaneous Opportunity Marketing** – We will continue radio ads with KUIC and advertising with Your Town for special events, and continue the monthly advertising page for the Waterfront District with the *Daily Republic*.
- **Website/Social Networking for Waterfront District** – Our website, www.suisunwaterfront.com, is currently being modernized, and will be ready by the end of 2017 with updated content, including news releases, and continued social networking.
- **E-Newsletters** – SCHWBID will continue to send out two different e-newsletters to its members and to visitors, and continue encourage members to share what is happening with their business for both newsletters.
- **Brochure displays at Harbormaster Office and Virgil's Bait Shop** – SCHWBID will continue to provide dining/business guides, and information on events to the Harbormaster office and Virgil's Bait Shop, and will purchase an additional brochure rack for Port of Call.
- **Solano County Fair Booth** – SCHWBID will continue to provide dining/business guides, and information on events for the fair display.
- **SCHWBID Brochure Rack** – SCHWBID will continue to participate in various events, and use our brochure rack to distribute informational brochures from various Waterfront businesses and our own marketing materials.
- **Waterfront Marketing Program** – SCHWBID will be working on a new marketing program for Waterfront Businesses for 2018.

Special Events

- **Christmas at the Waterfront 2017** – We will have a wine booth at the event in conjunction with the city's program of events.
- **Restaurant Week 2018** – SCHWBID will hold the seventh annual Restaurant Week for Suisun City Waterfront restaurants the week of Friday, January 12 through Sunday, January 21, 2017. We will again partner with California Restaurant Month, designated by Visit California, the state's tourism partner.
- **Ghost Walk** – SCHWBID plans to continue the Ghost Walk in 2018 with our new



paranormal group, January through October.

- **Mother's Day Artisan Fair** – SCHWBID will continue this event and continue champagne and mimosa sales at the event.
- **Annual Art, Wine and Chocolate Festival** – SCHWBID plans to continue this event in 2018.
- **Halloween Trick-or-Treat Promotion** – SCHWBID will continue holding merchant's trick or treating in the district following the city's Halloween event and costume contest.
- **Christmas on the Waterfront 2018** – SCHWBID plans to support the event for 2018.

Business Watch

The Business Watch program and the business watch texting program will continue to be expanded in 2018.

BID Banner Program

As an augment to the Suisun City Waterfront Historic Business Improvement District's budget, SCHWBID is requesting additional funds from the City to implement a banner program that would provide for a more robust marketing of the certain events and enhance beautification efforts downtown.

The plan is to hang 32 banners sized 2'x4' on Main Street from existing light poles, to advertise specific events hosted by the SCHWBID and/or enhance branding efforts and general marketing of the Waterfront District. This banner program will promote the businesses, local events, and welcome visitors and residents to Suisun's Waterfront District as a prime destination of Solano County. Events such as the Art, Wine and Chocolate Festival, Restaurant Week, and the Mother's Day Artisan Fair will be advertised on the banners.

Further, SCHWBID anticipates creating a set of banners that would be appropriate to install during any time of year when events are out of season to ensure there are banners in the District year- round that are always relevant. Additionally, the banners are anticipated to have a three-year useful life span making the estimated initial investment of \$19,100 very cost effective. Reusing the banners for the next two years is estimated to only cost \$6,000 annually.

SCHWBID would be responsible for:

- Design/Fabrication of 4 sets of 28 banners which includes Restaurant Week, Generic Artist banners, Mother's Day Artisan Fair, and Art, Wine and Chocolate Festival
- Coordinating the installation and removal of banners based on the timeline below
- Maintenance and upkeep of hardware and banners

It is important to note that the City of Suisun City will take ownership of implementing and funding the costs for the first round of banners. The initial round includes 28 holiday themed banners and 4 welcome banners for a total of 32 banners anticipated to be displayed mid-November. The total cost includes removal of old hardware, installation of new hardware, banner



design, printing, and banner installation. The removal of old hardware and installation of new hardware are one-time costs. Once the City of Suisun City completes the implementation of the first round of banners, SCHWBID will be taking full ownership of the Banner Program starting the 2018 calendar year.

Costs to SCHWBID to implement the program are as provided in the tables below.

COST SUMMARY TABLE

Item	Cost
Banner Artwork	\$ 495.00
Printing New Banners	\$ 2,800.00
Installation of Banners	\$ 693.00
TOTAL	\$ 3,988.00

FIRST YEAR BANNER TIMELINE AND COST SUMMARY TABLE

Banner Topic	Months	Cost	Notes
Restaurant Week	January	\$3,988.00	Banner artwork, printing, and installation
Generic Artist	Feb-March	\$3,988.00	Banner artwork, printing, and installation
Mother's Day Artisan Fair	April- mid May	\$3,988.00	Banner artwork, printing, and installation
Generic Artist	mid May- August	\$693.00	Installation only
Art, Wine, and Chocolate Festival	Sept-mid Oct	\$3,988.00	Banner artwork, printing, and installation
Generic Artist	mid Oct-mid Nov	\$693.00	Installation only
Holiday	mid Nov-Dec	\$693.00	Installation only
	Contingency funds	\$1,000.00	Replacement of banners or hardware for damage
	TOTAL	\$19,031.00	Annual cost



YEAR 2 AND 3 COST SUMMARY TABLE

Banner Topic	Months	Cost	Notes
Restaurant Week	January	\$693.00	Installation only
Generic Artist	Feb-March	\$693.00	Installation only
Mother's Day Artisan Fair	April- mid May	\$693.00	Installation only
Generic Artist	mid May- August	\$693.00	Installation only
Art, Wine, and Chocolate Festival	Sept-mid Oct	\$693.00	Installation only
Generic Artist	mid Oct-mid Nov	\$693.00	Installation only
Holiday	mid Nov-Dec	\$693.00	Installation only
Contingency funds		\$1,000	Replacement of banners or hardware for damage
TOTAL		\$5,851.00	Year 2 and 3 costs (annually)

The BID believes this effort will serve in conjunction with the City’s Economic Development efforts. Further, the BID can deliver this program without use of City staff time to coordinate efforts associated with design and installation, and also ensure seamless coordination with events sponsored by the BID.

The Board of Directors wants the Waterfront District and its businesses to succeed. We want to increase the economic vitality of the area. We want to see a vibrant downtown, have all empty buildings filled and empty lots with new buildings and businesses.

We look forward to working with the City of Suisun City again in the coming year on various projects, including marketing and special events. The City’s investment in past years has dramatically enhanced the Waterfront District. SCHWBID is pleased to provide input for these projects, as well as input on private projects in the district. The Waterfront District in Suisun City is a special place in the Suisun City community and hopes to remain economically viable in years to come. SCHWBID looks forward to continuing its efforts to enhance it to the benefit of all involved.

Suisun Historic Waterfront BID						
2018 Budget						
				Jan 1 - Oct 25, 2017	2017 Budget (Revised)	2018 Budget
Ordinary Income/Expense						
Income						
REVENUE						
			Associate Membership	0.00	150.00	500.00
			Mothers Day Event fees	2,387.50	2,387.00	2,500.00
			Christmas Vendor Fees	0.00	1,500.00	1,500.00
			Business Assessments	20,870.00	20,220.00	20,000.00
			Heritage Collection Book	45.00	80.00	0.00
			Sponsorship	0.00	1,000.00	3,000.00
			Waterfront Festival Revenue	16,842.00	17,500.00	18,000.00
			Mothers Day Wine Sales	3,882.00	3,882.00	4,000.00
			First Wednesday	3,670.00	4,800.00	0.00
			Christmas Wine Sales	0.00	1,500.00	1,500.00
			Banner Program	0.00	0.00	19,031.00
			Ghost Tour	2,591.40	3,000.00	3,000.00
			Total REVENUE	50,287.90	56,019.00	73,031.00
			Total Income	50,287.90	56,019.00	73,031.00
Expense						
Advertising Expense						
			Electronic Media	386.00	650.00	650.00
			Print Media	2,080.82	2,200.00	2,500.00
			Social Media Campaigns for members	45.00	600.00	600.00
			Marketing Program	0.00	0.00	11,250.00
			Total Advertising Expense	2,511.82	3,450.00	15,000.00
Event Expenses						
			Art, Wine & Chocolate Festival	10,674.91	12,500.00	12,500.00
			Christmas In Old Town	178.15	900.00	900.00
			First Wednesday	5,349.20	6,300.00	0.00
			Halloween	0.00	50.00	50.00
			Mothers Day Craft Faire	6,524.98	6,525.00	5,500.00
			Restaurant Week	1,941.67	2,800.00	2,800.00

			BID Annual BBQ	368.52	450.00	600.00
			Ghost Tour	600.47	750.00	750.00
			Total Event Expenses	25,637.90	30,275.00	23,100.00
			Operating Expenses			
			Accounting Fees	1,000.00	1,200.00	1,200.00
			Bank Charges	20.00	35.00	35.00
			Contract Labor	7,770.00	8,000.00	8,800.00
			Insurance	1,402.00	1,601.00	1,650.00
			Miscellaneous Expenses	592.95	700.00	700.00
			Office Supplies	315.94	250.00	450.00
			Postage, shipping, delivery	244.00	400.00	400.00
			Tax Preparation	530.00	530.00	550.00
			Taxes	20.00	20.00	20.00
			Storage	1,292.00	1,530.00	1,600.00
			Web Hosting & Upgrades	0.00	495.00	495.00
			Total Operating Expenses	13,186.89	14,761.00	15,900.00
			Beautification Projects	2,902.65	4,500.00	0.00
			Banner Program	0.00	19,031.00	19,031.00
			Tents	19.82	19.82	0.00
			Total Expense	44,259.08	53,005.82	73,031.00
			Net Ordinary Income	6,028.82	3,013.18	0.00
			Net Income	6,028.82	3,013.18	0.00

Suisun Historic Waterfront BID						
Profit and Loss Budget vs. Actual						
October 16, 2016-October 25, 2017						
				Oct 16,'16- Oct 25, '17	2017 Budget	Under/Over Budget
Ordinary Income/Expense						
Income						
REVENUE						
			Associate Membership	\$ -	150.00	\$ (150.00)
			First Wednesday Train Station	\$ 3,670.00	4,800.00	\$ (1,130.00)
			Mothers Day Event fees	\$ 2,387.50	2,387.00	\$ 0.50
			Christmas Vendor Fees	\$ 1,115.00	1,500.00	\$ (385.00)
			Business Assessments	\$ 22,020.00	20,220.00	\$ 1,800.00
			Heritage Collection Book	\$ 55.00	80.00	\$ (25.00)
			Sponsorship	\$ -	1,000.00	\$ (1,000.00)
			Waterfront Festival Revenue	\$ 16,842.00	17,500.00	\$ (658.00)
			Mothers Day Wine Sales	\$ 3,882.00	3,882.00	\$ -
			Christmas Wine Sales	\$ 1,950.00	1,500.00	\$ 450.00
			Ghost Tour	\$ 2,591.40	3,000.00	\$ (408.60)
			Total REVENUE	\$ 54,512.90	56,019.00	\$ (1,506.10)
			Total Income	\$ 54,512.90	56,019.00	
Expense						
			Beautification	2902.65	\$ 4,500.00	
Advertising Expense						
			Electronic Media	\$ 2,455.82	2,200.00	\$ 255.82
			Print Media	\$ 824.08	650.00	\$ 174.08
			Social Media Campaigns members	\$ 45.00	600.00	\$ (555.00)
			Total Advertising Expense	\$ 3,324.90	3,450.00	\$ (125.10)
Event Expenses						
			Art, Wine & Chocolate Festival	\$ 10,674.91	\$ 12,500.00	\$ (1,825.09)
			Christmas In Old Town	\$ 3,219.82	\$ 900.00	\$ 2,319.82
			Halloween	\$ -	\$ 50.00	\$ (50.00)
			Mothers Day Craft Faire	\$ 6,524.98	\$ 6,525.00	\$ (0.02)
			Restaurant Week	\$ 2,644.93	\$ 2,800.00	\$ (155.07)
			BID Annual BBQ	\$ 368.52	\$ 450.00	\$ (81.48)
			Ghost Tour	\$ 650.47	\$ 750.00	\$ (99.53)
			Train Station/N. Main/Marketing	\$ 5,349.20	\$ 6,300.00	\$ (950.80)
			Total Event Expenses	\$ 29,432.83	\$ 30,275.00	\$ (842.17)

		Operating Expenses			
		Accounting Fees	\$ 1,200.00	1,200.00	\$ -
		Bank Charges	\$ 20.00	35.00	\$ (15.00)
		Contract Labor	\$ 9,960.00	8,000.00	\$ 1,960.00
		Insurance	\$ 1,402.00	1,601.00	\$ (199.00)
		Miscellaneous Expenses	\$ 1,294.23	700.00	\$ 594.23
		Office Supplies	\$ 368.06	250.00	\$ 118.06
		Postage, shipping, delivery	\$ 385.00	400.00	\$ (15.00)
		Tax Preparation	\$ 530.00	530.00	\$ -
		Taxes	\$ 20.00	20.00	\$ -
		Storage	\$ 1,664.00	1,530.00	\$ 134.00
		Web Hosting & Upgrades	\$ -	495.00	\$ (495.00)
		Total Operating Expenses	\$ 16,843.29	14,761.00	\$ 2,082.29
		Tents	\$ 19.82	19.82	\$ -
		Total Expense	\$ 52,523.49	\$ 53,005.82	
		Net Ordinary Income	\$ 1,989.41	\$ 3,013.18	
		Net Income			

Suisun Historic Waterfront BID						
Profit and Loss Budget vs. Actual						
January through December 2016						
				Jan - Dec '16	Budget	Over/Under Budget
			Ordinary Income/Expense			
			Income			
			REVENUE			
			Associate Membership	0.00	150.00	-150.00
			Mothers Day Event fees	2,275.50	2,275.00	0.50
			Christmas Vendor Fees	1,115.00	1,000.00	115.00
			Business Assessments	20,070.00	18,920.00	1,150.00
			Heritage Collection Book	90.00	80.00	10.00
			Sponsorship	0.00	0.00	0.00
			Waterfront Festival Revenue	5,000.00	5,000.00	0.00
			Mothers Day Wine Sales	4,573.00	4,573.00	0.00
			Banner Sponsorship	0.00	0.00	0.00
			Christmas Wine Sales	1,950.00	1,500.00	450.00
			Ghost Tour	0.00	0.00	0.00
			Total REVENUE	35,073.50	33,498.00	1,575.50
			Total Income	35,073.50	33,498.00	1,575.50
			Expense			
			Beautification	0.00	5,000.00	-5,000.00
			Advertising Expense			
			Electronic Media	762.08	650.00	112.08
			Print Media	2,099.72	4,000.00	-1,900.28
			Total Advertising Expense	2,861.80	4,650.00	-1,788.20
			Event Expenses			
			Art, Wine & Chocolate Festival	0.00	0.00	0.00
			Christmas In Old Town	3,489.65	3,500.00	-10.35
			City Events Enhancement	500.00	500.00	0.00
			Halloween	0.00	50.00	-50.00
			Mothers Day Craft Faire	4,743.53	4,743.53	0.00
			Restaurant Week	3,460.82	2,757.56	703.26
			BID Annual BBQ	537.05	750.00	-212.95
			Ghost Tour Exp	50.00	0.00	50.00
			Train Station/N. Main/Marketing	0.00	0.00	0.00
			Total Event Expenses	12,781.05	12,301.09	479.96

		Operating Expenses			
		Accounting Fees	1,200.00	1,200.00	0.00
		Bank Charges	20.00	35.00	-15.00
		Contract Labor	6,750.00		
		Insurance	971.00	1,600.00	-629.00
		Miscellaneous Expenses	1,050.51	700.00	350.51
		Office Supplies	119.11	200.00	-80.89
		Postage, shipping, delivery	337.00	400.00	-63.00
		Tax Preparation	555.00	555.00	0.00
		Taxes	0.00	30.00	-30.00
		Storage	1,422.00	1,400.00	22.00
		Web Hosting & Upgrades	0.00	495.00	-495.00
		Total Operating Expenses	12,424.62	6,615.00	5,809.62
		Downtown Banner Expense	0.00	0.00	0.00
		Total Expense	28,067.47	28,566.09	-498.62
		Net Ordinary Income	7,006.03	4,931.91	2,074.12
		Net Income	7,006.03	4,931.91	2,074.12

SCHWBID Estimated Income/Expenses 10-25-17/12-31-17 and 1-1-18 thru 3-31-18

SCHWBID Estimated Expenses 10-25-17/12-31-17	Amount	Accounting Category
Bookkeeping Oct 16- Dec 16	\$ 200.00	Accounting Fees
Contract Labor Oct 16 - Dec 16	\$ 1,800.00	Contract Labor
Additional Wine - AWC - Athenian Grill	\$ 500.00	Events: AWC
Storage Expense	\$ 274.00	Storage
Constant Contact Renewal - 6 months	\$ 378.00	Advertising Expense: Electronic Media
Wine Banners	\$ 300.00	Events: AWC
Facebook Ads - First Wednesdays	\$ 25.00	Events: First Wednesdays
First Wednesdays - October - Food	\$ 350.00	Events: First Wednesdays
Art, Wine & Chocolate Unbilled Invoices	\$ 500.00	Events: AWC - DR, Security
Brochure Rack for Port of Call	\$ 75.00	Operating Expense: Miscellaneous
New Tablecloths for High Top Tables	\$ 175.00	Equipment
New Restaurant Week Highway 12/Penn. Ave Sign	\$ 800.00	Events: Restaurant Week
Facebook Ads - other	\$ 15.00	Advertising Expense: Electronic Media
Facebook Ads - Art, Wine & Chocolate	\$ 240.00	Events: AWC
Christmas Event Expenses - wine, ABC license, misc	\$ 1,000.00	Events: Christmas
Christmas Event Expense - glasses	\$ 800.00	Events: Christmas
Office Supplies and printing	\$ 100.00	Office supplies
Purchase of Storage Trailer	\$ 4,000.00	Storage
Beautification Projects	\$ 1,700.00	Beautification Projects - Kiosk & Little Free Library
Sales Tax - Christmas Wine Sales	\$ 180.00	Events: Christmas
Postage for remainder of year	\$ 100.00	Postage, Shipping, Delivery
Total of estimated expenses through 12-31-17	\$ 13,512.00	
Estimated Income For Remainder of 2017		
Income from City of Suisun City - Christmas	\$ 1,500.00	Revenue: Christmas Craft Faire
Income from wine sales at Christmas	\$ 2,500.00	Revenue: Christmas Craft Faire
Total Estimated Income	\$ 4,000.00	
Balance in Account as of 10-25-17	\$ 22,124.47	
Estimated income through 12-31-17	\$ 4,000.00	
Estimated Expenses through 12-31-17	\$ 13,512.00	
Balance to operate through Mar. 31, 2018	\$ 12,612.47	
SCHWBID Estimated Expenses 1-1-18/3-31-18		
Bookkeeping Jan 16 - Mar 16	\$ 300.00	Accounting Fees
Storage Expense - 3 months	\$ 411.00	Storage (if trailer is not purchased)
Tax Prep - 1099s, 1098	\$ 75.00	Tax Preparation
Contract Labor Jan 17 - Mar 17	\$ 1,800.00	Contract Labor
Mother's Day Postcard advertising - printed in Feb	\$ 350.00	Event Expenses: Mothers Day
Restaurant Week	\$ 2,800.00	Event Expenses: Restaurant Week
Postage	\$ 94.00	Postage, Shipping, Delivery
P.O. Box fee (annual)	\$ 100.00	Postage, Shipping, Delivery
Total estimated expenses thru 3-31-18	\$ 5,930.00	

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MULTIPLE YEAR BUDGET ANALYSIS PREPARED BY STAFF

Budget Activity	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 (YTD Oct.)	2017 Estimated	2018 Budget
REVENUES							
Associate Membership	\$ -	\$ 150	\$ -	\$ 150	\$ -	\$ -	\$ 500.00
First Wednesday Train Station	\$ -	\$ -	\$ -	\$ 4,800	\$ 3,670	\$ 3,670.00	\$ -
Mother's Day Event fees	\$ 1,340.00	\$ 1,700	\$ 2,276	\$ 2,387	\$ 2,388	\$ 2,387	\$ 2,500.00
Christmas Vendor Fees	\$ 920.00	\$ 1,096	\$ 1,115	\$ 1,500	\$ -	\$ 1,500	\$ 1,500.00
Christmas Wine Sales	\$ 1,506.00	\$ 1,352	\$ 1,950	\$ 1,500	\$ -	\$ 2,500	\$ 1,500.00
Business Assessments	\$ 20,970.00	\$ 20,570	\$ 20,070	\$ 20,220	\$ 20,870	\$ 20,870	\$ 20,000.00
City Match - Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,031.00
Fireworks Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ghost Tour	\$ 3,951.00	\$ 3,985.10	\$ -	\$ 3,000	\$ 2,591	\$ 2,591	\$ 3,000.00
Downtown Banner Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Festival of Trees	\$ 1,882.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Heritage Collection Book	\$ 60.00	\$ 25	\$ -	\$ 80	\$ 45	\$ 45	\$ -
Mother's Day Raffle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mother's Day Wine Sales	\$ 1,668.00	\$ 3,142	\$ 4,573	\$ 3,882	\$ 3,882	\$ 3,882	\$ 4,000.00
Sponsorship	\$ 500.00	\$ 200	\$ -	\$ 1,000	\$ -	\$ -	\$ 3,000.00
Waterfront Festival Revenue	\$ 19,669.63	\$ 20,607.47	\$ 5,000	\$ 17,500	\$ 16,842	\$ 16,842	\$ 18,000.00
TOTAL REVENUES	\$ 52,467.60	\$ 52,827.57	\$ 35,074	\$ 56,019	\$ 50,288	\$ 54,287	\$ 73,031.00
Transfer from Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL INCOME	\$ 52,467.60	\$ 52,827.57	\$ 35,074	\$ 56,019	\$ 50,288	\$ 54,287	\$ 73,031.00
EXPENDITURES							
<u>Advertising Expense</u>							
Electronic Media	\$ 486.00	\$ 1,048	\$ 762	\$ 650	\$ 386	\$ 401	\$ 650.00
Print Media	\$ 8,182.43	\$ 4,508	2099.72	\$ 2,200	\$ 2,081	\$ 2,081	\$ 2,500.00
Marketing Program							\$ 11,250.00
Advertising Expense - Other	\$ -	\$ -	\$ -	\$ 600	\$ 45	\$ 423	\$ 600.00
Subtotal Advertising Expense	\$ 8,668.43	\$ 555.52	\$ 2,861.80	\$ 3,450	\$ 2,511.82	\$ 2,905	\$ 15,000.00
Bicycle Racks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -
Equipment Purchase - Tents	\$ -	\$ -	\$ -	\$ 20	\$ 20	\$ 195	\$ -
Street Banner Hardware & Installation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -
<u>Event Expenses</u>							
Fireworks Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waterfront Festival	\$ 15,514.47	\$ 17,311.14	\$ -	\$ 12,500	\$ 10,674	\$ 12,214	\$ 12,500.00
Christmas Vendor Rebate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Crafter buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Festival of Trees Disbursement	\$ 1,946.00	\$ 620	\$ -	\$ -	\$ -	\$ -	\$ -
Christmas In Old Town - Other	\$ 5,756.84	\$ 2,798.43	\$ -	\$ -	\$ -	\$ -	\$ -
Christmas In Old Town	\$ 7,702.84	\$ 3,418.43	\$ 3,489.65	\$ 900	\$ 178	\$ 2,158	\$ 900.00
City Events Enhancement	\$ 500.00	\$ 500	\$ 500.00	\$ -	\$ -	\$ -	\$ -
Train Station/ N. Main Event	\$ -	\$ -	\$ -	\$ 6,300	\$ 5,349	\$ 5,724	\$ -
Ghost Tour	\$ 2,921.33	\$ 3,145.85	\$ 50.00	\$ 750	\$ 600	\$ 600	\$ 750.00
Halloween	\$ 22.66	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ 50.00
Annual Member BBQ	\$ 954.24	\$ 700	\$ 537.00	\$ 450	\$ 369	\$ 369	\$ 600.00
Mother's Day Craft Faire	\$ 2,959.41	\$ 3,984.09	\$ 4,743.53	\$ 6,525	\$ 6,525	\$ 6,525	\$ 5,500.00
Restaurant Week	\$ 2,287.42	\$ 2,257.87	\$ 3,460.82	\$ 2,800	\$ 1,942	\$ 2,742	\$ 2,800.00
Subtotal Event Expenses	\$ 32,862.37	\$ 31,317.38	\$ 12,781.05	\$ 30,275	\$ 25,656	\$ 30,526.37	\$ 23,100.00
<u>Operating Expenses</u>							
Accounting Fees	\$ 1,200.00	\$ 1,200	\$ 1,200.00	\$ 1,200	\$ 1,000	\$ 1,200	\$ 1,200.00
Bank Charges	\$ 34.00	\$ 34	\$ 20	\$ 35	\$ 20	\$ 20	\$ 35.00
Contract Labor	\$ 7,515.00	\$ 6,570	\$ 6,750	\$ 8,000	\$ 7,770	\$ 9,570	\$ 8,800.00
Insurance	\$ 1,423.00	\$ 1,531	\$ 971	\$ 1,601	\$ 1,402	\$ 1,402	\$ 1,650.00
Miscellaneous Expenses	\$ 774.60	\$ 314.02	\$ 1,051	\$ 700	\$ 593	\$ 668	\$ 700.00
Office Supplies	\$ 283.90	\$ 274.02	\$ 119	\$ 250	\$ 315	\$ 415	\$ 450.00
Postage, shipping, delivery	\$ 469.17	\$ 337	\$ 337	\$ 400	\$ 244	\$ 344	\$ 400.00
Storage	\$ 1,051.00	\$ 1,369.98	\$ 1,422	\$ 1,530	\$ 1,292	\$ 5,566	\$ 1,600.00
Subscriptions & Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tax Preparation	\$ 555.00	\$ 555	\$ 555	\$ 530	\$ 530	\$ 530	\$ 550.00
Taxes	\$ 10.00	\$ 30	\$ -	\$ 20	\$ 20	\$ 20	\$ 20.00
Web Hosting & Upgrades	\$ 48.00	\$ -	\$ -	\$ 495	\$ -	\$ -	\$ 495.00
Subtotal Operating Expenses	\$ 13,363.67	\$ 12,215.02	\$ 12,425	\$ 14,761	\$ 13,186	\$ 19,735	\$ 15,900.00
Beautification Projects				\$ 4,500	\$ 2,902.00	\$ 4,602.00	\$ -
Banner Program			\$ -	\$ 19,031.00	0	\$ -	\$ 19,031.00
TOTAL EXPENDITURES	\$ 54,894.47	\$ 44,087.92	\$ 28,067	\$ 53,006	\$ 44,259	\$ 57,768.19	\$ 73,031.00
NET ORDINARY PROFIT (LOSS)	\$ (2,426.87)	\$ 8,740	\$ 7,006	\$ 3,013	\$ 6,029	\$ (3,480.79)	\$ -

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AGENDA TRANSMITTAL

MEETING DATE: November 7, 2017

CITY AGENDA ITEM: Council Adoption of Resolution No. 2017-___: Authorizing the City Manager to Execute a Contract with NexLevel Information Technology, Inc. for Enterprise Resource Planning Needs Assessment and Vendor Selection Project Management Services.

FISCAL IMPACT: The fiscal impact for this item is a not-to-exceed cost of \$49,950. The Business Management Systems Project in Fund 314 Fiscal Year 2017-18 budget includes appropriations of \$224,000.

BACKGROUND: One the highest ranked projects to be funded with some of the proceeds of Measure S is known as the Integrated Business Management System project. Staff has learned that the industry refers to this type of automation as Enterprise Resource Planning (ERP). ERP software integrates multiple core business functions into a centralized, integrated system that works across departments and enables the sharing and re-use of data. These integrated business functions include financials, budgeting, payroll, permitting, land management, taxes, human resources, amongst others.

The City's current software, MOMs, is used for financials, utility billing, and payroll. Other core business functions are managed through a variety of disparate systems and in some cases, e.g., the budget, are a collection of linked spreadsheets. This results in a lack of efficiency within departments and across departments and ultimately negatively impacts resource management. Additionally, many systems are in need of updating or are no longer supported. And, self-service, citizen-facing tools are non-existent, excepting for online payments.

In August, the City issued a RFP for consulting services to conduct a comprehensive needs assessment, prepare a RFP for a new ERP system, facilitate vendor selection and evaluation and assist with contract negotiations. Seven proposals were received from the firms listed in the table below:

Vendor	Cost
NexLevel	\$49,950
Zco	\$50,000
Tandem Conglomerate	\$75,000
Soft Resources	\$79,650
BerryDunn	\$89,790
Alpha Sirius	\$123,200
Whitworth Gilmore Andrews	\$145,000

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Andrew White, Police Commander
 Ronald C. Anderson, Jr., Assistant City Manager
 Suzanne Bragdon, City Manager

A Selection Committee, comprised of the Accounting Services Manager, Budget and Human Resources Division Sr. Management Analyst, Information Technology Manager, and Police Commander, evaluated the proposals.

The proposals were evaluated based upon the following criteria:

- Completeness of the proposal and consistency with the scope of work.
- Project approach and timeline.
- Qualifications.
- Demonstrated knowledge and experience of personnel.
- Price.

The proposals were narrowed to a short list of three vendors, who were all invited for on-site interviews. Reference check calls were made to previous customers of the top two vendors. Based upon the results of these processes, the Committee is recommending NexLevel Information Technology, Inc. as the vendor for this project.

STAFF REPORT: The implementation of an ERP is a significant investment and will impact all operational areas of the City. The degree of success of such a system will be dependent upon a thorough needs assessment, right-sizing of a system, thoughtful analysis and comparison of vendors, and negotiation of a contract that protects the City's interests and ensures delivery of project requirements.

NexLevel has a successful history of providing services to meet all the needs outlined in the City's RFP for an ERP consultant. They have provided ERP consulting services to many similar-sized public agencies in California. These agencies have successfully implemented ERP systems and based upon reference checks, they found the services of NexLevel to be invaluable in the process.

Staff has organized the ERP project into four phases: Needs Assessment, RFP Development, Vendor Selection, and Evaluation and Project Implementation. The Scope of Work for the proposed contract with NexLevel includes Phases 1-3 (see **Attachment No. 2**). Additionally, NexLevel has proposed an optional extension to provide Project Management services in Phase 4 at an estimated cost of \$66,500. Staff is recommending that the agreement lock in NexLevel's rates, without committing the City to actually exercising that option until staff has an opportunity evaluate the need for these services once an ERP vendor has been selected. Staff would return to seek Council approval of Phase 4 activities at that time. Based upon discussions with other cities, it appears that assignment of a dedicated project manager is key to the success of a project of this scope.

The timeline for Phases 1-3 is estimated to complete by July 2018, with implementation to follow thereafter. The timeline for implementation will be largely dependent upon unknown factors at this point including, but not limited to, vendor availability, the number of modules purchased, and data conversion requirements.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2017-____: Authorizing the City Manager to Execute a Contract with NexLevel Information Technology, Inc. for Enterprise Resource Planning Needs Assessment and Vendor Selection Project Management Services.

ATTACHMENTS:

1. Resolution No. 2017-___: Authorizing the City Manager to Execute a Contract with NexLevel Information Technology, Inc. for Enterprise Resource Planning Needs Assessment and Vendor Selection Project Management Services.
2. NexLevel Scope of Work.

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RESOLUTION NO. 2017-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH
NEXLEVEL INFORMATION TECHNOLOGY, INC. FOR ENTERPRISE RESOURCE
PLANNING NEEDS ASSESSMENT AND VENDOR SELECTION
PROJECT MANAGEMENT SERVICES**

WHEREAS, the City of Suisun City desires to implement a new Enterprise Resource Planning (ERP) System to integrate core business functions across departments to increase efficiency, improve transparency and citizen access, and consolidate disparate and unsupported software systems; and

WHEREAS, the effectiveness and success of a new ERP system is dependent upon a thorough needs assessment, right-sizing and scoping, thoughtful analysis and comparison of vendor solutions, and negotiation of a contract; and

WHEREAS, the City engaged in a competitive selection process for a consultant to prepare a needs assessment, prepare an ERP RFP, lead vendor selection and evaluation, and assist in contract negotiation and NexLevel Information Technology, Inc. was recommended as vendor by the Selection Committee; and

WHEREAS, the cost of the services proposed by NexLevel is a not-to-exceed fee of \$49,950 with an option to add additional implementation project management services for \$66,500. Staff would seek Council approval of these additional services after evaluating alternatives in the future.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the City Manager to execute a contract with NexLevel Information Technology, Inc. for Enterprise Resource Planning Needs Assessment and Vendor Selection Project Management Services.

PASSED AND ADOPTED by the City Council of the City of Suisun City at a regular meeting thereof held on the 7th day of November, 2017 by the following vote:

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

WITNESS my hand and the seal of said City this 7th day of November, 2017.

Linda Hobson, CMC
City Clerk

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3. Outline Strategies and Options

NexLevel offers our clients proven methodologies and tools designed specifically to meet the unique needs of public sector agencies. Since our inception, we have invested in and developed methodologies, tools, and supporting processes designed specifically for the unique needs and requirements of California local government agencies. NexLevel constantly reviews and updates the knowledge base included in these toolkits based on experience with our clients. Our clients benefit directly from our processes, tools and methodologies, as we share these with our clients and in working collaboratively with our clients are able to leave behind the tools, processes, and methodologies to be used in future projects.

NexLevel understands the City's RFP Scope of Work includes the following;

- ◆ Initial Planning
- ◆ Needs Assessment
- ◆ Prepare a Request for Proposal
- ◆ Suitable software vendor research
- ◆ Facilitate and script vendor demonstrations
- ◆ Evaluate vendor proposals and materials
- ◆ Develop selection criteria
- ◆ Prepare an implementation plan
- ◆ Guidance and assistance to City staff
- ◆ Option to assist with contract negotiations
- ◆ Option to provide project management throughout implementation

Approach

NexLevel has a successful history of providing services to meet all the City's RFP requested services. For this project, NexLevel leveraged our proven ERP procurement and selection methodology, along with our tools and templates, to align with the City's RFP defined requirements. Our methodology provides a comprehensive framework that will address all the City's RFP requirements. The four phases include:

1. The **"Needs Assessment"** phase that will establish the foundation for effective communication for project success and will include key activities such as the kickoff meeting, review of the City's existing documentation, and the gathering of business and information technology requirements, goals, and objectives.
2. The **"RFP Development"** phase will be managed to meet the procurement requirements of the City to ensure the vendor community receives a high quality RFP and results in comprehensive proposals that can be evaluated to determine the best fit solution.
3. The **"Vendor Selection and Evaluation"** phase will provide the methodology, process, and tools to ensure a fair and comprehensive evaluation to select the best solution presented. Once a preferred solution is selected, NexLevel will facilitate the negotiations between the City and the vendor to ensure strong agreements are in place to facilitate implementation success.
4. The **"Project Implementation"** phase includes the project management and support activities/deliverables for a common ERP implementation. These can be revised to meet the City's needs upon establishment of the agreement between the City and vendor.

Figure 2 on the following page provides an overview of the phases, activities, and deliverables for our proposed methodology.

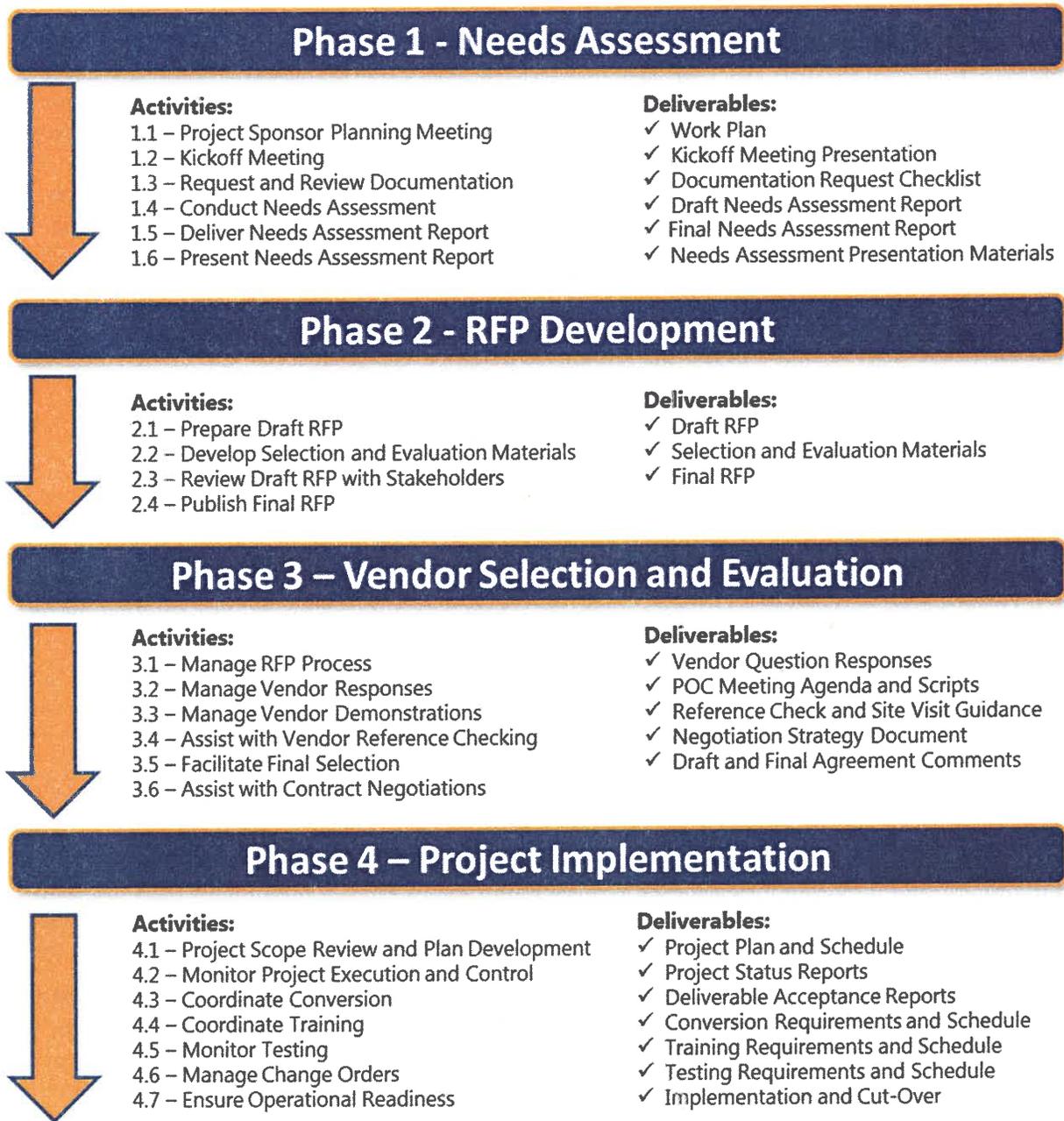


Figure 2 – Methodology Overview

In the following pages, we provide a detailed discussion of each phase.

Phase 1 – Needs Assessment

This phase will allow NexLevel to develop an accurate and clear understanding of the current environment, as this provides the initial baseline from which alternatives will be evaluated. In addition, during this phase it is necessary to identify and prioritize future system features and functions. A key success factor to selecting a best fit solution is having a comprehensive understanding of the City’s true needs and requirements.

The following table provides a detailed discussion of what each task will entail.

Table 3– Needs Assessment Phase Tasks and Deliverables

<p>1.1 Project Sponsor Planning Meeting</p>
<p>TASK DESCRIPTION: NexLevel will meet on-site with the City’s Project Sponsor and other key staff to complete a detailed review the scope of work, project timeline, deliverables, project status methods, project participants (i.e. sponsor, subject matter experts, technical resources, etc.), and other items to ensure a well-planned project. During this meeting, NexLevel will discuss the tools and templates that will be leveraged.</p> <p>NexLevel will publish a Work Plan that identifies the project approach, methods, tasks, activities, resources, schedule, budget, deliverables, issue and risk management, and major milestones. NexLevel understands that our timeline will be driven by the objective to have a software vendor selected by June 30, 2018.</p> <p>DELIVERABLE: Work Plan</p>
<p>1.2 Kickoff Meeting</p>
<p>TASK DESCRIPTION: Since the project will have an enterprise-wide impact, it is important to proactively communicate with all impacted staff to ensure a clear understanding of project goals and objectives, roles and responsibilities, approach, tasks, and timeline. The Kickoff Meeting also provides the opportunity to introduce the NexLevel team to City staff and should involve senior level management and project sponsors to provide introduction of this City-wide endeavor. It is important that all City staff that will be involved in the project, regardless of their role, participates in a project kickoff.</p> <p>DELIVERABLE: Kickoff Meeting Presentation</p>
<p>1.3 Request and Review Documentation</p>
<p>TASK DESCRIPTION: NexLevel understands that City staff has limited time to dedicate to this project. Consequently, we will make all efforts to be as prepared as possible before asking for staff time. To accomplish this, NexLevel will request documentation to familiarize ourselves with the current environment, processes, procedures, policies, transaction levels, organizational responsibilities, reports, technical documentation, etc. It is not NexLevel’s intent to create work for the staff with this task - if requested documentation doesn’t exist, then it should not be created now.</p> <p>DELIVERABLE: Documentation Request Checklist</p>
<p>1.4 Conduct Needs Assessment</p>
<p>TASK DESCRIPTION: NexLevel will conduct face-to-face interviews (workshops) with the City’s functional subject matter experts in all City departments. For the Finance Division interviews, the workshops will occur at a functional level (i.e. general ledger, budget, fixed assets, accounts receivable, inventory, purchasing, accounts payable, payroll, grant and project accounting, treasury, human resources, etc.). For other City departments, a single workshop per department will provide the information necessary to complete an analysis of potential ERP applicability for those department functions. In addition, NexLevel will conduct an IT-specific workshop to obtain infrastructure and system information, and requirements from City IT staff.</p> <p>In some cases, NexLevel may follow up the workshops requesting that staff demonstrate work practices. The interviews will document current processes, practices, polices, and procedures related to the City’s use of the ERP system. The workshops will also explore unmet needs and focus on identifying new features and functions that can improve the existing operations. <i>NexLevel understands that our scope of work also includes functional recommendations aimed at improving financial processes including flexibility and financial reporting capabilities; human resources, project management, and community development permit issuance; increased user friendliness and intuitive system operation; further automation of business processes; and improvement of the quality and reliability of information for decision making.</i></p>

NexLevel’s approach to conducting the requirements workshops involves more than just gathering information from the City’s subject matter experts. It includes educating and/or collaborating with staff on best practices and how evolving technology capabilities (i.e. workflow, reporting, integration, dashboards, document management, etc.) can be applied to the future environment.

NexLevel will incorporate work products from previous tasks as the foundation for the development of the City’s Needs Assessment Report. NexLevel will use this information, as well as other information provided by staff and independent research, to create a draft of the Needs Assessment Report and review it with the City.

DELIVERABLE: Draft Needs Assessment Report

1.5 Deliver Needs Assessment Report

TASK DESCRIPTION: NexLevel will work with the City to review and analyze the draft Needs Assessment Report and we will revise the Needs Assessment Report based on feedback from the City.

DELIVERABLE: Final Needs Assessment Report

1.6 Present Needs Assessment Report

TASK DESCRIPTION: NexLevel will develop a Microsoft PowerPoint presentation that will describe how the Needs Assessment Report was developed and its key components, as well as a Council Presentation if necessary.

DELIVERABLE: Needs Assessment Presentation Materials

Phase 2 – RFP Development

NexLevel will prepare a comprehensive RFP outlining the business and systems requirements. While NexLevel will bring the City proven RFP templates and methods, we will also develop the RFP in accordance with the City’s purchasing guidelines and requirements.

The tasks in this phase will consolidate all relevant information gathered in the prior phases to create an RFP that clearly defines the requirements and objectives of the City. The quality and accuracy of vendor responses are significantly improved using a well-organized, accurate, and clear RFP. A strong RFP is critical as it provides the foundation for evaluating vendors and ultimately provides the basis for a solid agreement between the City and the successful vendor.

The following table provides a detailed discussion of what each task will entail.

Table 4 – RFP Phase Tasks and Deliverables

3.1 Prepare Draft RFP

TASK DESCRIPTION: NexLevel will prepare a draft RFP for review by the City. If the City has an existing preferred RFP template, NexLevel will conduct a review and compare the City templates to NexLevel’s proven ERP RFP template. In addition, if necessary, NexLevel will meet with the City’s purchasing and/or legal resources to verify RFP terms and conditions.

At a minimum, an RFP should include the following components: purpose and objectives, background, evaluation criteria and selection process, timeline, submission requirements (including forms and templates), RFP terms and conditions, current environment descriptions, business and operations metrics (i.e. number of employees, users, vendors, purchase orders, etc.), functional requirements, technical requirements and standards, and pricing proposal submission requirements.

DELIVERABLE: Draft RFP

2.2 Develop Selection and Evaluation Materials

TASK DESCRIPTION: NexLevel will work with the City to identify the evaluation team and prepare an evaluator’s packet that includes clear description and direction of the evaluation methodology. The packet will also include a scoring template to assist the evaluator in tabulating their results.

DELIVERABLE: Selection and Evaluation Materials

2.3 Review Draft RFP with Stakeholders

TASK DESCRIPTION: NexLevel recommends that the draft RFP be distributed to the Project Stakeholders and subject matter experts for careful review. After the staff has had the opportunity to review the RFP, NexLevel will conduct a workshop to address any changes, questions, or concerns. The workshop will provide an interactive forum to discuss the RFP content and to ensure a common understanding of the RFP content and upcoming procurement processes.

NexLevel will evaluate and compile a comprehensive list of public sector ERP solution vendors that provide potential solutions. Our list will include key information about each vendor. NexLevel will review the listing with the City and assist the City in creating a notification message that can be distributed via email. Timely notification of the City’s intent to release an RFP will help ensure the City attracts quality solution vendors and allow the vendors to be better prepared to provide a timely response.

DELIVERABLE: Final RFP

2.4 Publish Final RFP

TASK DESCRIPTION: NexLevel will assist the City in preparing for and releasing the RFP. After the RFP has been released, NexLevel will identify possible risks that were captured during the previous phases. Some of the potential risks may be limited to the procurement and selection efforts, while others will be associated with the subsequent implementation. It is important that risks are captured in a format that supports ongoing monitoring and tracking and a means for resolution of the risks if encountered.

In addition to the capturing the risks, NexLevel will also identify change(s) that will be imminent when proceeding with a new ERP implementation. Understanding and agreeing to change is a critical component to the successful implementation of a project of this size, and identifying changes prior to the onset of implementation prepares the City, departments and individuals for the impending business and process changes associated with the new solution. It will be important for the City to be able to identify and monitor organizational and individual change management needs and address them before they become issues.

Phase 3 – Vendor Selection and Evaluation

The process for selecting the most appropriate, or best fit, ERP solution vendor requires the City to follow a structured methodology. The goal of this project is to ensure that the vendor who is the “best fit” for the City is selected. Up to this point in the project, the City will have invested heavily in establishing the foundation upon which a best fit selection will be made. The tasks in this phase are focused on ensuring a careful and detailed review of information provided in response to the RFP are conducted, as well as independent research, validation and verification of content.

In addition, key terms and conditions, scope, and pricing must be fully resolved before concluding a final agreement. This phase includes tasks to formalize and implement a negotiation strategy to ensure the City obtains a favorable contract and all outstanding issues are resolved. NexLevel brings significant experience in contract negotiations that will help ensure an agreement that fully protects the City while supporting a successful implementation.

The following table provides a detailed discussion of what each task will entail.

Table 5 – Vendor Selection and Evaluation Phase Tasks and Deliverables

<p>3.1 Manage RFP Process</p> <p>TASK DESCRIPTION: Release of a clear and well-structured RFP will dramatically reduce the number of vendor questions. However, due to the complex nature of ERP procurements, the City should anticipate that vendors will submit questions that must be addressed to ensure quality proposals are received. In this task, NexLevel will assist the City in responding to vendor questions.</p> <p>DELIVERABLE: Vendor Question Responses</p>
<p>3.2 Manage Vendor Responses</p> <p>TASK DESCRIPTION: NexLevel will conduct a screening evaluation of all proposals to determine which vendors and proposals meet the mandatory RFP requirements and minimum qualifications. NexLevel will present the results of our screening evaluation to the City. The City can use this information as a guide to determine which proposals require a detailed review.</p> <p>The evaluation team will review and rate the proposals per the evaluation criteria. In addition, NexLevel will review proposals to identify issues, concerns, questions, or clarifications that should be addressed, will provide this information to the evaluation team, and be available to the evaluators for consultation. NexLevel will facilitate a selection workshop (if necessary) with the City’s proposal evaluation committee. NexLevel will use a multi-step facilitation process that encourages evaluator participation and helps drive a consensus on the vendors that appear to be the best fit for the City. NexLevel will assist the City in arriving at a preliminary evaluation scoring matrix that identifies a short list of preferred vendors.</p>
<p>3.3 Manage Vendor Demonstrations</p> <p>TASK DESCRIPTION: Conducting demonstrations, which we call proof-of-capabilities (POC), sessions with short-listed vendors are a key component of the selection process. This provides the vendors with the opportunity to fully demonstrate their solutions using City provided demonstration scenarios and scripts. As part of this task, NexLevel will develop the POC meeting agenda, scenarios, and scripts for the City to review. The POC provides valuable input into contract negotiations and helps clarify risk areas for special consideration.</p> <p>NexLevel will facilitate the POC sessions to keep vendors on schedule and ensure all POC scripts are completed. At the conclusion of each vendor POC session, NexLevel will facilitate a debrief meeting with the evaluators to capture feedback and update the evaluation scoring matrix accordingly.</p> <p>DELIVERABLE: POC Meeting Agenda and Scripts</p>
<p>3.4 Assist with Vendor Reference Checking</p> <p>TASK DESCRIPTION: NexLevel will assist the City in planning for and completing reference checks and site visits. NexLevel has templates available to the City to complete reference checks and site visits. While NexLevel is available to conduct the reference checks, it has been our experience that these are best performed by City staff because of the information exchange and opportunity to further network.</p> <p>Deliverable: Reference Check and Site Visit Guideline</p>
<p>3.5 Facilitate Final Selection</p> <p>TASK DESCRIPTION: NexLevel will facilitate the final selection and the results of the evaluations with the City’s Evaluation Committee.</p>
<p>3.6 Assist with Contract Negotiations</p> <p>TASK DESCRIPTION: It is likely that the City will select a vendor that has recently implemented their solution with other public agencies. This task focuses on identifying signed agreements with agencies that are of a similar size and complexity as they can provide a valuable source of information to help a City prepare for negotiations.</p> <p>NexLevel will seek out and review available agreements. The review will include evaluating terms</p>

and conditions, pricing, payment terms, milestones, and more. The information gathered will be compared to that which was submitted with the RFP with the goal of identifying any gaps or more favorable terms and conditions.

NexLevel will facilitate a workshop with key City staff to develop negotiation strategy. The workshop will focus on outstanding issues and questions, as well as areas of high risk that need to be addressed. A well planned negotiation strategy reduces the negotiation timeline, reduces frustration among the parties, ensures the City presents a unified front, and reduces the risk that items will be overlooked.

NexLevel will assist the City in preparing for negotiation meetings and will attend to support the City staff. If the City desires, NexLevel is available to facilitate the negotiation meetings. NexLevel will take the lead in recording the minutes from the meetings to capture outstanding items, next steps, and critical dates.

DELIVERABLE: Negotiation Strategy Document, Draft and Final Agreement Comments

Phase 4 – Project Implementation

NexLevel is prepared to provide ongoing ERP implementation support. Our services include project management, chart of accounts analysis and development, conversion assistance, quality assurance, testing support, and other services that help ensure a successful implementation. NexLevel has a successful history of providing these services to our clients.

The following table provides a detailed discussion of what each task will entail.

Table 6 – Project Implementation Phase Tasks and Deliverables

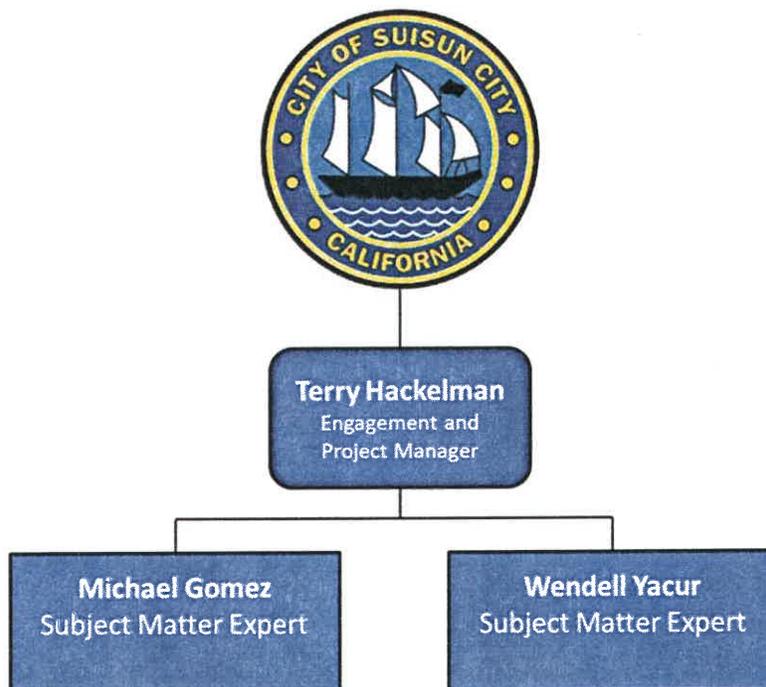
<p>4.1 Project Scope Review and Plan Development</p> <p>TASK DESCRIPTION: NexLevel will meet with the City’s Project Sponsor to review the scope of work, project timeline, deliverables, and other procurement documentation to confirm project details. NexLevel will work the City Project Sponsor, key staff, and the vendor to review the Project Plan and schedule. NexLevel will finalize and deliver the Project Plan, along with communication and status reporting plans, and a baseline schedule, as agreed with by the City’s Project Sponsor.</p> <p>DELIVERABLE: Project Plan and Schedule</p>
<p>4.2 Monitor Project Execution and Control</p> <p>TASK DESCRIPTION: NexLevel will monitor the project execution using all the plans, schedules, procedures, and standards prepared for the project. This will include ensuring that regular status reports are provided and discussed at project review meetings with the Project Sponsor and appropriate participants. These reviews will include performance measures for the completion of tasks and activities, and Deliverable Acceptance Reports, in accordance with the project plan, communication plan, risk management plan, and quality assurance plan.</p> <p>DELIVERABLE: Project Status Reports, Deliverable Acceptance Reports</p>
<p>4.3 Coordinate Conversion</p> <p>TASK DESCRIPTION: NexLevel will assist in defining conversion and testing requirements for items that must be converted into the new system, including financial data from the existing system and in house developed applications (if any). NexLevel will also assist the City in developing a test/training environment which will allow for separate testing of release software by City staff prior to production installation.</p> <p>DELIVERABLE: Conversion Requirements and Schedule</p>
<p>4.4 Coordinate Training</p> <p>TASK DESCRIPTION: NexLevel will assist the City in identifying training requirements and creating schedules for both users and technical personnel. Training should be sufficiently detailed and</p>

comprehensive to ensure that City staff will be able to effectively use the system and support the system after implementation. DELIVERABLE: Training Requirements and Schedule
4.5 Monitor Testing
TASK DESCRIPTION: NexLevel will review the vendor’s testing requirements and schedule, in addition to verifying and validating acceptance test results for the new system. DELIVERABLE: Testing Requirements and Schedule
4.6 Manage Change Orders
TASK DESCRIPTION: NexLevel will include the Change Order process in the Project Plan. NexLevel’s project manager will provide guidance and leadership for system changes during implementation, and manage the change order process.
4.7 Ensure Operational Readiness
TASK DESCRIPTION: NexLevel will oversee implementation of the new system, and the vendor will be required to provide assistance for system administration, helpdesk, and on-site user support for each module during the implementation phase. DELIVERABLE: Implementation and Cut-Over

Personnel

NexLevel proposes a consulting team with the experience to meet the needs of this important project. The team approach benefits the City by enabling us to run activities and tasks in parallel under accelerated timelines, as well as provides increased scheduling flexibility when interacting with City staff. In addition, it provides the City with increased depth of knowledge and expertise beyond what a single consultant can provide. Our team does not need any special accommodations when on-site with the City.

The following identifies the consultants that would work with Suisun City.



Terry Hackelman – Engagement and Project Manager

As a Managing Principal and Founder of NexLevel, Mr. Hackelman places a heavy focus on local government projects associated with planning, procurement, and project management. For this project, Mr. Hackelman will function as the Engagement and Project Manager, as well as a subject matter expert resource. Mr. Hackelman will provide subject matter expertise for specific areas of ERP functions, the ERP marketplace, and procurement and selection. As a NexLevel Principal, Mr. Hackelman will ensure this project receives the focus and resources necessary for success.

Mr. Hackelman's project experience includes technology and project assessments, complex business application procurement and selection, vendor negotiations, project management, IT governance, and strategic planning. Mr. Hackelman brings hands-on knowledge and experience related to the following systems; finance, payroll, human resources, asset management/work order, permitting/inspection, utility billing/Customer Information Systems, and many other technologies used by local government agencies.

Mr. Hackelman has been the project manager or project lead for the following local government ERP procurement, selection, and/or implementation projects: City of Burlingame, City of Chino, City of Chino Hills, City of Fremont, City of Glendale, City of Half Moon Bay, City of Redwood City, City of Millbrae, City of Walnut Creek, City of Sunnyvale, City of La Quinta, City of Paso Robles, City of Pismo Beach, Moulton Niguel Water District, South Tahoe Public Utility District, Cosumnes Community Services District, Chino Valley Independent Fire District, Silicon Valley Clean Water, and Placer County.

Mr. Hackelman resides in Sacramento, California. Because he is located near Suisun City, Mr. Hackelman will be on-site as needed throughout the project. Mr. Hackelman values face-to-face interactions with the staff and intends, at minimum, to be on-site for the following activities: 1.1 Project Sponsor Planning Meeting; 1.2 Kickoff Meeting; Work Plan Review with Stakeholders; 1.4 Kickoff Meeting; 2.2 Conduct System Requirements Workshops; 3.2 Conduct Draft RFP Workshop; 3.5 Release RFP; 4.2 Facilitate Bidder's Conference; 4.3 Prepare Evaluation Committee; 4.5 Review and Score Proposals; 4.7 Conduct Selection Workshop; 4.9 Facilitate POC; 5.2 Conduct Agreement Review; 5.3 Facilitate Negotiation Workshop; 5.4 Conduct Negotiation Meetings; and 5.5 Assist in Agreement Approval.

The amount of on-site time for the above tasks will range from 2 hours – 2 days. While on-site, we require a general workspace. It should be noted that we expect to be interacting with staff while on-site so anticipate most time will be spent in conference rooms or staff offices.

Michael Gomez – Subject Matter Expert

Mr. Gomez attained a Bachelor of Arts degree in Economics and a Master of Public Administration degree, and has more than 15 years' experience in the finance industry serving both public sector and utility requirements. For this project, Mr. Gomez will provide finance and ERP subject matter expertise.

Mr. Gomez has held many positions in the financial arena including Financial Resources Manager, Director of Finance/Treasurer, Senior Financial Analyst, etc. He previously worked for the City of Riverside, CA, and the Moulton Niguel Water District, CA, and for the latter, served as Sponsor and Lead Project Manager for the procurement and implementation of a new ERP system.

Presently, Mr. Gomez is presently supporting ERP projects with Placer County, CA, and Silicon Valley Clean Water, CA, and is working to ensure our baseline ERP requirements and business process templates remain current and up-to-date with evolving technology.

Mr. Gomez resides in Riverside, California. Mr. Gomez intends, at minimum, to be on-site for the following activities: 2.2 Conduct System Requirements Workshops; and 4.9 Facilitate POC.

The amount of on-site time for the above tasks will range from 2 hours – 2 days. While on-site, we require a general workspace. It should be noted that we expect to be interacting with staff while on-site so anticipate most time will be spent in conference rooms or staff offices.

Wendell Yacur, PMP – Subject Matter Expert

As a certified Project Management Professional (PMP), Mr. Yacur has 22 years of public sector technology experience and is an accomplished management consultant, project manager, procurement manager, recruiter, trainer, and documentation specialist. For this project, Mr. Yacur will provide subject matter expertise.

Mr. Yacur's experience includes consulting for numerous public municipalities, agencies, utilities and districts. His focus has been in the project management and oversight of IT systems procurements and implementations; development and implementation of business processes; and development of technology strategic plans, IT policy and process/procedure documentation, and requests for proposal (RFPs).

Mr. Yacur has supported the following local government agencies in ERP analysis, procurement, selection, and/or implementation: South Tahoe Public Utility District CA, Silicon Valley Clean Water CA, and Placer County CA, and has provide extensive procurement and implementation project management support for numerous projects with the City of Santa Clara.

Mr. Yacur is located in Sacramento, California. Because he is located near San Ramon, Mr. Yacur will be on-site as needed throughout the project. Mr. Yacur values face-to-face interactions with the staff and intends, at minimum, to be on-site for the following activities: 1.1 Project Sponsor Planning Meeting; 1.3 Work Plan Review with Stakeholders; 1.4 Kickoff Meeting; 2.2 Conduct System Requirements Workshops; 3.2 Conduct Draft RFP Workshop; 3.5 Release RFP; 4.2 Facilitate Bidder's Conference; 4.3 Prepare Evaluation Committee; 4.5 Review and Score Proposals; and 4.7 Conduct Selection Workshop.

The amount of on-site time for the above tasks will range from 2 hours – 2 days. While on-site, we require a general workspace. It should be noted that we expect to be interacting with staff while on-site so anticipate most time will be spent in conference rooms or staff offices.

AGENDA TRANSMITTAL

MEETING DATE: November 7, 2017

CITY AGENDA ITEM: Adopting Ordinance No. 745: Adding a New Chapter 5.42 (Marijuana Uses and Activities Prohibited) to the Suisun City Code to Prohibit all Commercial Marijuana Activities in the City, and Providing that this Ordinance Shall Expire on July 1, 2018.

FISCAL IMPACT: There would be no anticipated fiscal impact, but there are potential losses in state funds in the future due to not allowing marijuana businesses.

BACKGROUND: Governor Brown recently signed Senate Bill 94 (“SB 94”) the Medicinal and Adult Use Cannabis Regulation and Safety Act (“MAUCRSA”). SB 94 went into effect immediately and revises the state’s marijuana laws. MAUCRSA merges the separate marijuana regulatory regimes of the Medical Cannabis Regulation and Safety Act of 2015 (“MCRSA”), the three bills (AB 266, AB 243 and SB 643) governing medical marijuana, and Proposition 64, the Adult Use of Marijuana Act (“AUMA”), which was passed by California voters on November 8, 2016, which allows for the recreational use of marijuana.

The purpose of SB 94 is to align the regulations imposed on medical and recreational commercial marijuana operations, in part by using the same 20 license types. State licenses for medical and recreational commercial marijuana operations will continue to be available on or about January 1, 2018. SB 94 maintains the dual local-state licensing structure. MAUCRSA repeals MCRSA and incorporates certain provisions of MCRSA into AUMA. Both the League of California Cities and the California Police Chiefs’ Association supported the version of SB 94 signed by the Governor.

STAFF REPORT: At the October 17, 2017 City Council meeting, the City Council approved the first reading of an ordinance which would prohibit all commercial marijuana activities in the City with an expiration date of July 1, 2018. This would be an interim step necessary due to the timeline needed to pursue Council direction that was given on September 19, 2017, to prepare a comprehensive ordinance that would accomplish the following:

- Support for an overlay zoning (Cannabis Business Zone approach) with a minimum of 10 to 15-acre land areas.
- No retail sales to be allowed.
- Design and character of facilities is important.
- Encourage a multi-function campus which incorporated professional uses.

The ordinance was introduced and reading waived by the Council with the direction to bring the ordinance back for adoption at the November 7th meeting. Following City Council adoption, the amended ordinance would take effect in 30 days.

PREPARED BY:
REVIEWED/APPROVED BY:

John Kearns, Senior Planner
Suzanne Bragdon, City Manager

RECOMMENDATION: Adopt Ordinance No. 745: Adding a New Chapter 5.42 (Marijuana Uses and Activities Prohibited) to the Suisun City Code to Prohibit all Commercial Marijuana Activities in the City, and Providing that this Ordinance Shall Expire on July 1, 2018.

ATTACHMENTS:

1. Ordinance No. ____: Adding a New Chapter 5.42 (Marijuana Uses and Activities Prohibited) to the Suisun City Code to Prohibit All Commercial Marijuana Activities in the City, and Providing that this Ordinance Shall Expire on July 1, 2018.
2. October 17 Staff Report

ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY,
CALIFORNIA, ADDING A NEW CHAPTER 5.42 (MARIJUANA USES AND
ACTIVITIES PROHIBITED) TO THE SUISUN CITY CODE TO PROHIBIT ALL
COMMERCIAL MARIJUANA ACTIVITIES IN THE CITY, AND PROVIDING
THAT THIS ORDINANCE SHALL EXPIRE ON JULY 1, 2018**

WHEREAS, in 1996 California voters approved Proposition 215, the Compassionate Use Act (“CUA”), codified as Health and Safety Code §11362.5, to exempt certain patients and their primary caregivers from criminal liability under state law for the possession and cultivation of marijuana for medical purposes; and

WHEREAS, in 2003 the California legislature enacted Senate Bill 420, the Medical Marijuana Program Act (“MMPA”), codified as Health & Safety Code §§ 11362.7, *et seq.*, and as later amended, to clarify the scope of the Compassionate Use Act of 1996 relating to the possession and cultivation of marijuana for medical purpose, and to authorize local governing bodies to adopt and enforce laws consistent with its provisions; and

WHEREAS, in October 2015, the State of California adopted AB 266, AB 243, and SB 643, collectively referred to as the Medical Cannabis Regulation and Safety Act (“MCRSA”), which established a comprehensive regulatory and licensing scheme for commercial medical marijuana operations; and

WHEREAS, at the November 8, 2016 general election, the Control, Regulate and Tax Adult Use of Marijuana Act (“AUMA”) was approved by California voters as Proposition 64, which established a comprehensive regulatory and licensing scheme for commercial recreational (adult use) marijuana operations, and which also legalized limited personal recreational marijuana use, possession, and cultivation; and

WHEREAS, on June 27, 2017, Governor Brown signed Senate Bill 94, the Medicinal and Adult Use Cannabis Regulation and Safety Act (“MAUCRSA”), which merged the regulatory regimes of MCRSA and AUMA; and

WHEREAS, the MAUCRSA provides that the State of California will begin issuing licenses in 2018 for both medical and recreational marijuana businesses in 20 different categories, which are found in Business & Professions Code § 26050, and which categories include marijuana cultivation, manufacturer, testing, retailer, distributor, and microbusiness; and

WHEREAS, the MAUCRSA, Business & Professions Code § 26200(a)(1), provides that local jurisdictions may completely prohibit the establishment or operation of any or all of the 20 different medical and recreational business operations to be licensed by the state under Business & Professions Code § 26050; and

WHEREAS, the MAUCRSA, Business & Professions Code § 26055(d), provides that a state commercial marijuana license may not be issued to an applicant whose operations would violate the provisions of any local ordinance or regulation; and

WHEREAS, the City Council of Suisun City now desires to expressly prohibit, to the fullest extent allowed under state law, any and all commercial medical and/or recreational marijuana activity, including all of the 20 different MAUCRSA state license categories for both medical and recreational commercial marijuana businesses described above (and as may be amended); and

WHEREAS, the City Council of Suisun City also desires to establish an expiration date for the above-described complete prohibition of commercial marijuana activities of July 1, 2018, in anticipation that the City may reconsider at a later date whether to allow certain commercial marijuana activities in the City; and

WHEREAS, this ordinance is enacted, consistent with the Compassionate Use Act of 1996, the Medical Marijuana Program Act of 2003, the Medical Cannabis Regulation and Safety Act of 2015, the Adult Use of Marijuana Act of 2016, and the Medicinal and Adult Use of Cannabis Regulation and Safety Act of 2017, to protect the public health, safety, and welfare of the public in relation to marijuana-related uses and activities; and

WHEREAS, pursuant to the above-described express statutory authority and the city's police power, the city has the authority to prohibit all commercial marijuana activities (whether not-for-profit or for-profit) that may otherwise be permitted by the State of California under the MCRSA, the AUMA, and the MAUCRSA, by adding a new Chapter 5.42 ("Marijuana Uses and Activities Prohibited") to the Suisun City Code; and

WHEREAS, nothing in this ordinance shall be construed to: (1) allow any person to engage in conduct that endangers others or causes a public nuisance; or (2) allow any activity relating to the cultivation, distribution, or consumption of marijuana that is illegal under state or federal law; and

WHEREAS, all legal prerequisites to the adoption of this ordinance have occurred.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUISUN CITY, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. THE CITY COUNCIL OF THE CITY OF SUISUN CITY HEREBY MAKES THE FOLLOWING FINDINGS:

- A. The recitals set forth above are all true and correct and are incorporated herein.
- B. The prohibitions on marijuana uses and activities established by this ordinance are necessary to protect the public health, safety and welfare, and are enacted pursuant to the authority granted to the city by the state.

SECTION 2. A NEW CHAPTER 5.42, "MARIJUANA USES AND ACTIVITIES PROHIBITED," IS HEREBY ADDED TO THE SUISUN CITY CODE TO READ IN ITS ENTIRETY AS FOLLOWS:

"Chapter 5.42 – MARIJUANA USES AND ACTIVITIES PROHIBITED

Section 5.42.010 Purpose and intent.

Section 5.42.020 Definitions.

Section 5.42.030 Prohibition of commercial marijuana activities.

Section 5.42.040 Violations and penalties; public nuisance.

Section 5.42.050 Expiration date.

Section 5.42.010 – Purpose and intent.

- A. In order to preserve the public health, safety, and welfare of the residents and businesses of the city, all marijuana-related businesses, activities and uses are prohibited, unless local control is otherwise preempted by state law.
- B. This chapter is not intended to interfere with a patient’s right to medical marijuana as provided for in Section 11362.5 of the Health & Safety Code.

Section 5.42.010 – Definitions.

The following words and phrases shall, for the purposes of this chapter, have the meanings respectively ascribed to them by this section, as follows:

- A. “Cannabis” has the same definition as “marijuana” provided in this chapter.
- B. “Commercial marijuana activity” includes the cultivation, possession, manufacture, distribution, processing, storing, laboratory testing, packaging, labeling, transportation, delivery, or sale of marijuana and marijuana products.
- C. “Cultivation” means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of marijuana.
- D. “Delivery” means the commercial transfer of marijuana or marijuana products to a customer, and includes the use of any technology platform owned and controlled by the same person making such use.
- E. “Distribution” means the procurement, sale, and transport of marijuana and marijuana products between entities licensed for and/or engaged in commercial marijuana activities.
- F. “Distributor” means a person engaged in distribution.
- G. “Manufacture” means to compound, blend, extract, infuse, or otherwise make or prepare a marijuana product.
- H. “Manufacturer” means a person that conducts the production, preparation, propagation, or compounding of marijuana or marijuana products either directly or indirectly or by extraction methods, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis at a fixed location that packages or repackages marijuana or marijuana products or labels or relabels its container.

- I. “Marijuana” has the same definition as provided in Section 26001 of the Business & Professions Code for the term “cannabis,” and as may be amended, defined as “all parts of the plant *Cannabis sativa* Linnaeus, *Cannabis indica*, or *Cannabis ruderalis*, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. ‘Cannabis’ also means the separated resin, whether crude or purified, obtained from cannabis. ‘Cannabis’ does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.”
- J. “Marijuana products” means marijuana that has undergone a process whereby the plant material has been transformed into a concentrate, including but not limited to, concentrated marijuana, or an edible or topical product containing marijuana or concentrated marijuana and other ingredients.
- K. “Medical marijuana” or “medical marijuana product” means marijuana or a marijuana product used for medical purposes in accordance with state law, including the Compassionate Use Act (Health and Safety Code § 11362.5) and the Medical Marijuana Program Act (Health and Safety Code §§ 11362.7, *et seq.*).
- L. “Microbusiness” shall have the same definition as provided for in Section 26070 of the Business and Professions Code, and as may be amended from time to time.
- M. “Nursery” means a person that produces only clones, immature plants, seeds, and other agricultural products used specifically for the planting, propagation, and cultivation of marijuana.
- N. “Person” means any individual, firm, co-partnership, joint venture, association, corporation, limited liability company, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit.
- O. “Retailer” shall mean a person engaged in the retail sale and delivery of marijuana or marijuana products to customers.
- P. “Testing laboratory” means a laboratory, facility, or entity that offers or performs tests on marijuana or marijuana products.

Section 5.42.030 – Prohibition of commercial marijuana activities.

- A. All commercial marijuana activities, whether medical or recreational (adult use) and including non-profit operations, are expressly prohibited in all zones (except for as preempted by state law). No person shall establish, operate, conduct, or allow commercial marijuana activities anywhere within the city except for as preempted by state law.

- B. The city shall not issue any permit, license, or entitlement for any commercial marijuana activity (except for as preempted by state law), including, but not limited to, any activity covered by the state license classifications listed below as provided for in Section 26050 of the Business & Professions Code:
1. Type 1 = Cultivation; Specialty outdoor; Small.
 2. Type 1A = Cultivation; Specialty indoor; Small.
 3. Type 1B = Cultivation; Specialty mixed-light; Small.
 4. Type 1C = Cultivation; Specialty cottage; Small.
 5. Type 2 = Cultivation; Outdoor; Small.
 6. Type 2A = Cultivation; Indoor; Small.
 7. Type 2B = Cultivation; Mixed-light; Small.
 8. Type 3 = Cultivation; Outdoor; Medium.
 9. Type 3A = Cultivation; Indoor; Medium.
 10. Type 3B = Cultivation; Mixed-light; Medium.
 11. Type 4 = Cultivation; Nursery.
 12. Type 5 = Cultivation; Outdoor; Large.
 13. Type 5A = Cultivation; Indoor; Large
 14. Type 5B = Cultivation; Mixed-light; Large.
 15. Type 6 = Manufacturer 1.
 16. Type 7 = Manufacturer 2.
 17. Type 8 = Testing laboratory.
 18. Type 10 = Retailer.
 19. Type 11 = Distributer.
 20. Type 12 = Microbusiness.
- C. This prohibition includes any activities authorized under new or revised state licenses, or any other state authorization, to allow any type, category or classification of medical or recreational (adult use) marijuana commercial activities, or similar operations, including non-profit, collective or cooperative operations.
- D. The prohibition provided by this section includes medical marijuana collectives and cooperatives that operate pursuant to Section 11362.775 of the Health & Safety Code, the Compassionate Use Act, or otherwise.

Section 5.42.040 – Violations and penalties; public nuisance.

- A. Any violation of this chapter is punishable as either a misdemeanor or an infraction, at the discretion of the city prosecutor, pursuant to Chapter 1.08 (General Penalty) of this code, except for as preempted by state law.
- B. Any violation of this chapter is punishable pursuant to Chapter 1.20 (Administrative Citations) of this code, at the discretion of the City.
- C. Public nuisance abatement.
 - 1. Any commercial marijuana activity that is conducted in violation of any provisions of this chapter is hereby declared to constitute a public nuisance and, as such, may be abated or enjoined from further operation, in accordance with the procedures set forth in Chapter 8.12 (Public Nuisances) of this code, as reasonably applied to this chapter.
 - 2. All costs to abate such public nuisance, including attorneys' fees and court costs, shall be paid by the person causing the nuisance, including the property owner where the nuisance is occurring.
- D. The remedies described in this section are not mutually exclusive. The pursuit of any one remedy shall not preclude the city from availing itself of any or all available administrative, civil, or criminal remedies, at law or equity.

Section 5.42.050 – Expiration date.

Absent Council action to provide for otherwise, the provisions of this Chapter 5.42 shall expire on July 1, 2018, and thereafter are declared to be null, void and repealed as an operation of law.”

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

SECTION 4. EXPIRATION DATE. Absent Council action to provide for otherwise, the provisions of this Ordinance shall expire on July 1, 2018, and thereafter are declared to be null, void and repealed as an operation of law.

SECTION 5. EFFECTIVE DATE. This ordinance shall be in full force and effect thirty (30) days after its passage.

SECTION 6. CERTIFICATION. The City Clerk shall certify to the adoption of this ordinance, and shall cause the same to be posted and codified in the manner required by law.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Suisun City, California, on this 7th day of November 2017.

Pete Sanchez, Mayor

ATTEST:

Linda Hobson, City Clerk

**APPROVED AS TO FORM
AND LEGAL CONTENT:**

Anthony R. Taylor, City Attorney

CERTIFICATION:

I, Linda Hobson, City Clerk of the City of Suisun, California, do hereby certify that Ordinance No. 745 was adopted by the City Council of the City of Suisun City at a regular meeting held on the 7th day of November, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Linda Hobson, City Clerk
City of Suisun City, California

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AGENDA TRANSMITTAL

MEETING DATE: October 17, 2017

CITY AGENDA ITEM: Council Introduction and Waive Reading of Ordinance No. ____: An Ordinance of the City Council of the City of Suisun City, California, Adding a New Chapter 5.42 (Marijuana Uses and Activities Prohibited) to the Suisun City Code to Prohibit all Commercial Marijuana Activities in the City, and Providing that this Ordinance Shall Expire on July 1, 2018.

FISCAL IMPACT: There is no anticipated fiscal impact, but there are potential losses in state funds in the future due to not allowing marijuana businesses.

BACKGROUND: Governor Brown recently signed Senate Bill 94 (“SB 94”) the Medicinal and Adult Use Cannabis Regulation and Safety Act (“MAUCRSA”). SB 94 went into effect immediately and revises the state’s marijuana laws. MAUCRSA merges the separate marijuana regulatory regimes of the Medical Cannabis Regulation and Safety Act of 2015 (“MCRSA”), the three bills (AB 266, AB 243 and SB 643) governing medical marijuana, and Proposition 64 (the Adult Use of Marijuana Act) (“AUMA”) which was passed by California voters on November 8, 2016 and allows for the recreational use of marijuana.

The purpose of SB 94 is to align the regulations imposed on medical and recreational commercial marijuana operations, in part by using the same 20 license types. State licenses for medical and recreational commercial marijuana operations will continue to be available on or about January 1, 2018. SB 94 maintains the dual local-state licensing structure. MAUCRSA repeals MCRSA and incorporates certain provisions of MCRSA into AUMA. Both the League of California Cities and the California Police Chiefs’ Association supported the version of SB 94 signed by the Governor.

STAFF REPORT: From March 21 through September 19 of this year, City staff engaged in a series of public meeting discussions to explore whether and how cannabis uses should be allowed in Suisun City. These meetings included:

- March 21, 2017 – First City Council Briefing and Policy Discussion.
- April 4, 2017 – Second City Council Policy Discussion.
- April 11, 2017 – Planning Commission Briefing and Policy Discussion.
- June 7, 2017 – Cannabis Policy Community Meeting.
- September 19, 2017 – Cannabis Policy Framework Regarding Land Use Regulation.

At the September 19 meeting, staff provided the Council with several options and considerations relative to cannabis regulation. As a result, the Council provided the following direction to staff:

- No retail sales to be allowed.

PREPARED BY:
REVIEWED/APPROVED BY:

John Kearns, Senior Planner
Suzanne Bragdon, City Manager

- Support for an overlay zoning (Cannabis Business Zone approach) with a minimum of 10 to 15-acre land areas.
- Design and character of facilities is important.
- Encourage a multi-function campus which incorporated professional uses.

Developing an Ordinance to accomplish this direction requires amendment to Title 18 “Zoning” of the Suisun City Code. Amending Title 18 includes consideration by the Planning Commission and City Council, as well as the Solano County Airport Land Use Commission. Time does not allow staff to go through each of these steps and have regulations in place by January 1, 2018, which is when the State of California will begin issuing licenses for various commercial cannabis businesses.

In order to ensure local control, the Ordinance contained herein is proposed as an interim solution to address new State regulations, while staff continues to prepare cannabis-related regulations as directed by Council at the September 19, 2017 meeting. This Ordinance prohibits all commercial marijuana activities within the City, thereby eliminating any ambiguity regarding whether commercial cannabis uses licensed by the State would be allowed in Suisun City; clearly they would not. Regulations imposed by this ordinance will automatically expire on July 1, 2018, unless further action is taken by the City Council.

The ordinance under consideration establishes a new section under Title 5 - Business Taxes, Licenses and Regulations, of the City of Suisun City Municipal Code, and provides a complete ban of commercial marijuana activities as permitted by MAUCRSA. This ban applies to all commercial marijuana activities throughout the City by both definition and reference to the 20 state licenses, including any new state licenses.

If the ordinance is introduced and the reading waived on October 17, the second reading would be placed on the agenda of November 7, 2017. Thirty days later, the ordinance would go into effect which is well before the end of the year.

RECOMMENDATION: It is recommended that the City Council:

1. Receive staff report from staff; and
2. Take Public Comment; and
3. Introduce and waive the reading of Ordinance No. ____: An ordinance of the City Council of the City of Suisun City, California, Adding a New Chapter 5.42 (Marijuana Uses and Activities Prohibited) to the Suisun City Code to Prohibit All Commercial Marijuana Activities in the City, and Providing that this Ordinance Shall Expire on July 1, 2018.

ATTACHMENTS:

1. Ordinance No. ____: An ordinance of the City Council of the City of Suisun City, California, Adding a New Chapter 5.42 (Marijuana Uses and Activities Prohibited) to the Suisun City Code to Prohibit All Commercial Marijuana Activities in the City, and Providing that this Ordinance Shall Expire on July 1, 2018.