



James P. Spring, Mayor
 Pedro "Pete" M. Sanchez, Mayor Pro-Tem
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CITY OF SUISUN CITY

701 Civic Center Blvd.
 Suisun City, California 94585

Incorporated October 9, 1868

June 9, 2006

Honorable Mayor and Members of the City Council:

It is with great pleasure that we submit the Fiscal Year 2006-07 budget to you. In contrast with the challenging fiscal years of the past three or so years, the budget before you not only begins to address the pent up needs and demands of the organization, but reflects a General Fund structural operating surplus. Where it was anticipated last year that the one-time revenue generated from the sales of the Twin Sisters property would be necessary to meet ongoing operational needs until Gentry and other major retail developments came to fruition, instead we have been able to utilize these monies to address one-time needs while furthering to bolster our contingency and emergency reserves.

As presented to you in a study session on May 30, 2006, the General Fund operating surplus for FY 2006-07 was anticipated to reach nearly \$500,000. Based on discussions during that session, modifications were made to the proposed budget as follows:

- \$350,000 allocated to an operating contingency to address escalating energy costs, implementation of the class & pay study (which is underway) and contract negotiations with POA and SEIU (which have not yet finalized).
- An additional \$20,000 allocated for preventative maintenance work at the Marina.
- \$10,000 allocated to modernize the audio/visual capabilities of the Chambers.

In addition to the above, modifications to the budget have been made to add an additional Communications Technician I/II to the staffing allocation at no additional cost to the General Fund. While staff wants to review the resulting staffing plan more fully, it is believed that this one additional position will allow our dispatch operation to return to 24/7 coverage within the same time frame as our patrol operation. The cost of this position has been covered by eliminating a part-time position that has been dedicated to background checks, replacing the current Sheriff's Contract for dispatch and resulting savings in overtime. With the additional staffing in patrol and investigations, background investigations will be handled by full-time 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
 REDEVELOPMENT AGENCY 421-7309 FAX 421-7366

With these adjustments, highlights of the Fiscal Year 2006-07 budget include:

- Due to both a stronger revenue picture and a more detailed analysis of one-time and ongoing operating expenditures, the structural surplus in the General Fund is conservatively targeted at roughly \$170,000 with our cash position increasing by \$1.14 million, resulting in an ending balance of \$4.8 million or 54% of General Fund operations.
- This surplus is achieved after allocating \$350,000 to meet contingency needs tied to energy, implementation of the class & pay study, and current negotiations with the POA and SEIU.
- This surplus is achieved after addressing many pent-up demands of the organization after experiencing significant cuts that resulted in reducing the workforce by 15% and freezing salaries.

Section B – Budget Overview provides an Executive Summary of the FY 2006-07 budget with an emphasis on the General Fund and Redevelopment Agency. A comprehensive summary of revenue and expenditure trends and expectations is presented, as well as a summary of major service refinements to the departmental operating budgets. This includes adjustments made for new positions, equipment, studies and service enhancements. Highlights include:

- Addition of two new Police Officers to bring the Department back to 24/7 coverage.
- With increased staffing in the Police Department, creation of a new two-person Gang Unit for regular deployment and an additional investigator assigned to investigations.
- A cost-neutral plan designed to achieve 24/7 coverage in dispatch.
- Reinstitution of the position of Community Center Coordinator that will allow us to increase marketing efforts of both facilities and the community for special events and happenings that impact the local economy.
- Creation of a new position of Management Analyst in Public Works to free-up engineering staff time to focus more on engineering demands versus administrative matters; roughly 90% of cost covered by elimination of two part-time engineering positions.
- Reinstitution of full-time administrative office support at the Corporation Yard.
- Increase of Plan Check contract and temporary office staffing in Building in order to gear-up for anticipated increases in residential and commercial development activity.
- Reallocation of the Management Analyst in the City Manager's Office primarily to Administrative Services to focus on revenue enhancements and risk avoidance.

- Funding to undertake a comprehensive Development Impact Fee study in order to update our major capital project needs and establish supporting financing plan.
- Funding to update the Housing Element (as required by State law) and update the policy section of the General Plan to ensure a common vision as the balance of the community develops.
- Creation of a new program to support residential revitalization efforts in the Old Town area, as well as continued funding to support our recently reinstated commercial rehab program; these efforts will be coordinated to reinforce development efforts along the west side of Main Street.

With the focus on such an exciting future, it would be remiss to overlook the significant accomplishments of the past year. An objective of both the past and upcoming year is revenue generation in order to meet the current and future service expectations of the community. Significant progress has made on this front including:

- Completion of the Draft EIR for the Gentry annexation, which is on schedule to be presented to the Planning Commission and City Council later this summer, and on to LAFCO by November 2006.
- Negotiation of a comprehensive DDA supporting the Main Street West project, with approval of the core project by the Planning Commission and City Council this past spring. Ground breaking is scheduled for later this summer.
- Near completion of two major studies to help guide our commercial development recruitment efforts – the Buxton and ADE studies.
- Numerous field tours of the community with development interests with an emphasis on mixed use, transit-oriented development and a destination hotel.
- Enhanced maintenance and litter control in the downtown and City entryways.
- Initial review of our development review process in order to streamline processes, ensure coordination and consistency and, enhance business-oriented service. This is a top priority for all departments in the coming fiscal year.
- Joint efforts with the School District and County on the design and financing of a new library facility located in Suisun City.
- Initiation of a Sister City relationship with Naguilian, La Union, Philippines.
- Completion of the icon for our next phase of revitalization – the lighthouse – which will be dedicated, on schedule, over the July 4, 2006 holiday celebration.

Supporting these development interests, staff has worked hard to bring staffing levels up in the Police Department and volunteer coverage up in the Fire Department – with both efforts achieved. In the Police Department, morale is particularly high as compared to a year ago and many new initiatives are being developed in response to recent crime activity. For our current and future residents, it is important that we cherish and maintain our current standing as one of the safest communities in Solano County.

This brief summation of the accomplishments of the past year barely does justice to the efforts of our Team. I encourage you to all delve into the individual departmental budgets (**Section C**), where staff has identified departmental accomplishments and goals, as well as the specific departmental/division work program for the coming year.

And finally, very special thanks are in order to Ron Anderson, Assistant City Manager/ Administrative Service Director and Diane Briltz, Interim Finance Officer. Ron led and both worked tirelessly to bring this budget forward to you on time. Not only is it a feat to complete the budget for adoption by June 30, 2006, but concurrently, they both worked through a major revision of the document itself in order to provide you, me and the department heads with a much improved management and planning tool. **Section A – Budget Guidelines** provides an overview of the layout of the new budget format, as well as a discussion of why certain changes in the format have been made. Included in this Section are organizational goals and financial policies that guided the development of this budget.

I also want to thank our Management Team and their staff. Given the financial constraints that we work under, we all understand that we have a ways to go before we are able to provide the highest level of service that we know we are capable of providing. But regardless, it is refreshing to work with a team that understands the big picture and is willing to be patient in addressing pent-up demands and needs until the City's financial position stabilizes and solidifies. As I've said before and on multiple occasions, "Staff gets it." I am personally honored to be a part of this organization.

We look forward to your review and consideration of this budget.

Respectfully submitted,



Suzanne Bragdon
City Manager