

CITY COUNCIL  
Alma Hernandez, Mayor  
Princess Washington, Mayor Pro Tem  
Jenalee Dawson, Councilmember  
Marlon L Osum, Councilmember  
Amit Pal, Councilmember



CITY COUNCIL MEETING

**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 SUISUN CITY HOUSING AUTHORITY**  
**TUESDAY, MAY 7, 2024**  
**5:00 PM**

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**Suisun City Council Chambers - 701 Civic Center Boulevard - Suisun City, California**

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**REVISED AGENDA**

**5:00 P.M. CLOSED SESSION**  
**6:30 P.M. REGULAR MEETING**

*MEETINGS ARE HELD IN-PERSON, PUBLIC PARTICIPATION IS ALSO AVAILABLE VIA ZOOM*

*ZOOM MEETING INFORMATION:*

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

*MEETING ID: 857 4796 9235*

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

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING BY EMAILING  
CLERK@SUISUN.COM (PRIOR TO 4 PM), VIA WEBSITE, OR ZOOM CALL IN PHONE NUMBER (707) 438-1720*

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

(Next Ord. No. – 809)

(Next City Council Res. No. 2024 – 43)

Next Suisun City Council Acting as Successor Agency Res. No. SA2024 - 01)

(Next Housing Authority Res. No. HA2024 – 01)

**5:00 P.M CLOSED SESSION**

**CALL TO ORDER**

Mayor Hernandez

**ROLL CALL**

Council / Board Members

**CONFLICT OF INTEREST NOTIFICATION**

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

**PUBLIC COMMENT CLOSED SESSION**

*(In accordance with Section 54956(a), public comments are limited to items on this closed session agenda, and to no more than 3 minutes unless allowable by the Mayor/Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the City Clerk. By law, no prolonged discussion or action may be taken on any item raised during the comment period.)*

**CLOSED SESSION**

Pursuant to California Government Code Section 54950 the Suisun City Council and Housing Authority will hold a Closed Session for the Purpose of:

*Housing Authority*

1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
 A Closed Session will be held, pursuant to Government Code Section 54956.8 to conduct Negotiations regarding Real Property identified by APN's 0173-390-160, 0173-390-180, located at the Vacant Property West of 71 Sunset Avenue (Tractor Supply Co.) among:  
 Agency Negotiator: City Manager, Bret Prebula  
 Subject: Price and Terms of Payment  
 Party Negotiating with: Butte Creek Property Corporation

*City Council*

2. CONFERENCE WITH LABOR NEGOTIATOR  
 A Closed Session will be held, pursuant to Government Code Section 54957.6, to Conduct Labor Negotiations among:  
 Agency Negotiator: City Manager, Bret Prebula  
 Employee Organizations:  
     Suisun City Professional Firefighters' Association;  
     Unrepresented Employees.

**RECESS TO CLOSED SESSION (City Manager Conference Room, City Hall)**

**6:30 RECONVENE OPEN SESSION**

**CALL TO ORDER**

Mayor Hernandez

**ROLL CALL**

Council / Board Members

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

**CLOSED SESSION REPORT**

Announcement of Actions Taken, if any in Closed Session.

**APPROVAL OF REORDERING OF AGENDA**

**CONFLICT OF INTEREST NOTIFICATION**

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

**REPORTS (Informational items only.)**

- 3. City Manager Update - (Prebula: bprebula@suisun.com).
- 4. City Attorney Report - (Taylor/Andrews).

**PUBLIC COMMENT**

*(Request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3. Comments are limited to no more than 3 minutes unless allowable by the Mayor/Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the City Clerk. By law, no prolonged discussion or action may be taken on any item raised during the public comment period, although informational answers to questions may be given and matters may be referred for placement on a future agenda.)*

**PRESENTATIONS/APPOINTMENTS**

*(Presentations, Awards, Proclamations, Appointments).*

- 5. Presentation of Certificates and Proclamations - (Hernandez: ahernandez@suisun.com):
  - a. Presentation of Certificates for the Winners of the Suisun City Environment and Climate Committee 2nd Annual Earth Day Art Walk Contest
  - b. Presentation of Proclamation for National Police Week/Peace Officers Memorial Day
- 6. Proclamations Not Presented - (Hernandez: ahernandez@suisun.com):
  - a. Proclamation Proclaiming May 5, 2024, as "National Fallen Firefighters Memorial Service"
- 7. Police Department Annual Report - (Healy: dhealy@suisun.com).

**COUNCIL COMMENTS**

- 8. Council/Board Member Updates.

**CONSENT CALENDAR**

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

City Council

- 9. Council Adoption of Resolution No. 2024-\_\_\_: Authorizing the Chief of Police, or his Designee, to Execute a Contract to Receive and Administer Funding through the Boating Safety and Enforcement Financial Aid Program from the California Department of Boating and Waterways for Fiscal Year 2024/2025 - (Healy: dhealy@suisun.com).

10. Council Adoption of Resolution No. 2024-\_\_\_: Authorizing the City Manager to Enter into a Construction Contract on the City's Behalf with MG and JC Concrete, Inc. for the Driftwood Drive Path Gap Closure Project - (Vue: nvue@suisun.com).
11. Council Adoption of Resolution No. 2024-\_\_\_: Accepting the Rectangular Rapid Flashing Beacons Project, Project No. HSIPL-5032(037), as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project - (Vue: nvue@suisun.com).
12. Council Adoption of Resolution No. 2024-\_\_\_: Amending the Citywide Classification Plan to Convert the Human Resources Technician into a Flexibly Staffed Classification Series Titled Human Resources Technician I/II - (Penland: cpenland@suisun.com).
13. Council Adoption of Resolution No. 2024-\_\_\_: Amending the Citywide Salary Schedule to Convert the Human Resources Technician Classification to a Flexibly Staffed Classification Series and Establish Salary for Human Resources Technician I - (Penland: cpenland@suisun.com).
14. Council Adoption of Resolution No. 2024-\_\_\_: Approving the First Amendment to the Suisun City Management and Professional Employees' Association (SCMPEA) Memorandum of Understanding (MOU) 2023-25 to Acknowledge Total Years of Sworn Law Enforcement Service to Qualify for Longevity Pay - (Penland: cpenland@suisun.com).
15. Council Adoption of Resolution No. 2024-\_\_\_: Approving the First Amendment to the Suisun City Professional Firefighters' Association (SCPFA) Memorandum of Understanding (MOU) 2023-25 to Provide Overtime Pay for All Hours Worked Outside of the Normal, Regular Work Schedule and to Convert Employees to 56-Hour Work Weeks During Leaves of Absence - (Penland: cpenland@suisun.com).
16. Council Adoption of Resolution No. 2024-\_\_\_: Authorizing the City Manager to Execute a Third Amendment to a Professional Services Agreement on the City's Behalf with First Carbon Solutions to Prepare an Environmental Impact Report for the Suisun Logistics Center Project - (Bermudez: jbermudez@suisun.com).
17. Council Consideration of the California Department of Education's Elementary and Secondary School Emergency Relief (ESSER) III Grant Fund (Lofthus - klofthus@suisun.com):
  - a. Council Adoption of Resolution No. 2024-\_\_\_: Accepting Grant Funds from the California Department of Education's Elementary and Secondary School Emergency Relief III Summer Grant Program; and
  - b. Council Adoption of Resolution No. 2024-\_\_\_: Adopting the 8th Amendment to the Annual Appropriation Resolution No. 2023-88 to Allocate Budget for Grant Funds from the California Department of Education's Elementary and Secondary School Emergency Relief III Summer Grant Program.
18. Council Consideration of Approval of Appointments of City Staff members to the Pooled Liability Assurance Network (PLAN) Joint Powers Authority (JPA) Board of Directors and to the Local Agency Workers' Compensation Excess Joint Powers Authority's Governing Board - (Penland: cpenland@suisun.com):
  - a. Council Adoption of Resolution No. 2024-\_\_\_: Appointing One Director and One

Alternate Director to the Pooled Liability Assurance Network (PLAN) Joint Powers Authority (JPA) Board of Directors; and

- b. Council Adoption of Resolution No. 2024-\_\_\_: Appointing One Representative and One Alternate Representative to the Local Agency Workers' Compensation Excess Joint Powers Authority's Governing Board.
19. Council Adoption of Resolution No. 2024-\_\_\_: Authorizing Participation in the Employment Risk Management Authority (ERMA) - (Penland: cpenland@suisun.com).
20. Council Adoption of Resolution No. 2024-\_\_\_: Approving A Memorandum of Understanding Between Community Action Partnership of Solano, Joint Powers Authority; Solano County; and the Cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo for Cost Sharing Administrative Expenses - (Prebula: bprebula@suisun.com).

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

21. City Council/Successor Agency/Housing Authority Approval of the Minutes of the Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on April 2, 2024, and April 16, 2024 – (Skinner: clerk@suisun.com).

**PUBLIC HEARING - NONE**

**GENERAL BUSINESS - NONE**

**REPORTS: (Informational items only)**

22. Mayoral Update - (Hernandez: ahernandez@suisun.com).
23. Non-Discussion Items.

**ADJOURNMENT**

**Public Access To Agenda Documents**

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. To the extent feasible, the agenda packet is available for online public viewing on the City's website: <https://www.suisun.com/Government/City-Council/Agendas>

The City Council/Agency/Authority hopes to conclude its public business by 10:00 p.m. No new items will be taken up after 10:00 p.m., unless so moved by a majority of the City Council, and any items remaining will be agendaized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.

**Accommodations**

If you require an accommodation to participate in this meeting, please contact the City Clerk at (707) 421-7302 or clerk@suisun.com. The City's reasonable accommodation policy is available for review on the City's website at

www.suisun.com/government/city-council/, you may request an electronic copy or have a copy mailed to you. Please note that for accommodations that are not readily available, you must make your request as soon as you can prior to the time of the meeting.

### **Decorum**

All participants are expected to conduct themselves with mutual respect. Conduct that disrupts meetings will be addressed in accordance with Section 54957.95 of the Government Code.

### **Ordinances**

Ordinances are city laws contained in the Suisun City Municipal Code. Enacting a new city law or changing an existing one is a two-step process. Government Code 36934 provides, except when, after reading the title, further reading is waived by regular motion adopted by majority vote all ordinances shall be read in full either at the time of introduction or passage; provided, however, that a reading of the title or ordinance shall not be required if the title is included on the published agenda and a copy of the full ordinance is made available to the public online and in print at the meeting prior to the introduction or passage.

### **Certification Of Posting**

Agendas for regular and special meetings are posted in accordance with the Brown Act at Suisun City Hall, 701 Civic Center Boulevard, Suisun City, CA. Agendas may be posted at other Suisun City locations including:

- Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA;
- Joe Nelson Center, 611 Village Drive, Suisun City, CA;
- Harbor Master Office, 800 Kellogg Street, Suisun City, CA.

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

Office of the Mayor  
Suisun City, California

# Proclamation

**WHEREAS**, National Peace Officers Memorial Day (May 15<sup>th</sup> of each year) and National Police Week were established in 1962 by John F. Kennedy and a joint resolution of Congress to pay tribute to the local, State, and Federal law enforcement officers who serve and protect us with courage and dedication; and

**WHEREAS**, this year National Police Week will be recognized from May 12<sup>th</sup> to May 18<sup>th</sup>, 2024; and

**WHEREAS**, our nation is built on the principles of justice, safety, and protection for all; and

**WHEREAS**, the members of the Suisun City Police Department bravely uphold these principles, often putting themselves in harm's way to ensure the security and well-being of our community; and

**WHEREAS**, it is important that all community members know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of the Suisun City Police Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

**WHEREAS**, we acknowledge the vital role that law enforcement plays in fostering trust, cooperation and unity within our neighborhoods; and

**WHEREAS**, the dedicated members of the Suisun City Police Department consistently delivered essential public services throughout the year 2023;

**NOW, THEREFORE**, I, Alma Hernandez, Mayor of the City of Suisun City, call upon all residents of Suisun City to observe the week of May 12-18, 2024, as:

## “NATIONAL POLICE WEEK”

with appropriate observances and urge our citizens to join in commemorating the service of law enforcement officers, past and present, in our community and in communities across the nation.

I further call upon all residents of Suisun City to observe Monday, May 15, 2024, as:

## “PEACE OFFICERS MEMORIAL DAY”

in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.



*In witness whereof I have hereunto set my hand and caused this seal to be affixed.*

*Alma Hernandez*  
Alma Hernandez, Mayor

ATTEST: *Ariza Skinner*

DATE: May 7, 2024

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Office of the Mayor  
Suisun City, California

# Proclamation

**WHEREAS**, the United States Congress and the President of the United States have designated the day of the annual National Fallen Firefighters Memorial Service as a day to honor firefighters and emergency services personnel who have sacrificed their lives to save others by lowering the American flag on all federal buildings to half-staff; and

**WHEREAS**, on the first Sunday in May at 8:00 am local time, the Suisun City Fire Department will participate in Bells Across America by ringing the station bell in remembrance of fallen firefighters; and

**WHEREAS**, the valor and sacrifice of our nation's firefighters are woven into the fabric of our history and continue to inspire us today; and

**WHEREAS**, firefighters and emergency services personnel play an essential role in the protection of lives and property in our local community; and

**WHEREAS**, the National Fallen Firefighters Memorial Weekend marks the weekend following International Firefighters' Day 2024; and

**WHEREAS**, it is of major importance that we increase our efforts to reduce deaths, injuries, and property losses from fire; and

**WHEREAS**, an average of 80 firefighters courageously make the ultimate sacrifice in the line of duty each year; and

**WHEREAS**, the annual National Fallen Firefighters Memorial Service stands as a solemn tribute to honor those who have made the ultimate sacrifice in service to their fellow citizens; and

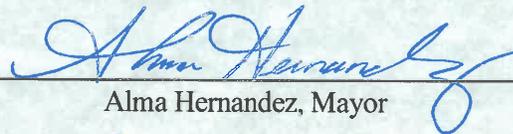
**WHEREAS**, through this memorial service, we pay homage to their dedication, bravery, and unwavering commitment to preserving life and property; and

**NOW, THEREFORE, BE IT RESOLVED**, that I, Alma Hernandez, Mayor of the City of Suisun City, now call upon all citizens of the City of Suisun City and upon all patriotic, civic, and educational organizations to observe the day of May 5, 2024, in recognition of the patriotic service and dedicated efforts of our fire and emergency services personnel by lowering American flags on all buildings to half-staff.

May this national memorial service serve as a beacon of hope and inspiration, reminding us all of the extraordinary courage and resilience that define the firefighting community.



*In witness whereof I have hereunto set my hand and caused this seal to be affixed.*

  
Alma Hernandez, Mayor

ATTEST: 

DATE: May 5, 2024

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# SUISUN CITY

POLICE DEPARTMENT



SERVING SINCE 1921

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## Our Vision

The Vision of the Suisun City Police Department is to be an organization that will make a proactive commitment to invest in the development of our team; to enhance public safety services that will adapt and evolve to the needs of our community.

## Our Mission

It is the Mission of the Suisun City Police Department to provide the highest level of services in partnership with our diverse community to safeguard life and property.

## Chief's Message



### Dear Suisun City Community,

As your Acting Chief of Police, I am honored to present this message in the 2023 Suisun City Police Department Annual Report. This year, we have navigated through challenges, while continuously striving to provide exceptional service to our community. We are proud to serve this vibrant and diverse community, including many from the Travis Air Force Base. Our efforts ensure that Suisun City remains a safe and welcoming place for all.

One of our significant challenges this year was the loss of seven dedicated police officers to surrounding police agencies. This has been difficult but has brought to light the resilience and adaptability of our team. Our dispatch, patrol, investigations, community services, and property and evidence personnel have worked tirelessly to maintain the high standard of service that you deserve. Their dedication to our community is evident in their commitment to work through the staffing challenges and build our service capabilities.

Despite these hurdles, we have made substantial accomplishments. Our department has not only responded to the immediate needs of our community but invested in developing our personnel and building long-term relationships within our community. We recognize the unique needs of our diverse population and continually adapt our approaches to meet these needs respectfully and effectively. Our work goes beyond public safety. We strive to build trust and understanding with every resident, business, and visitor we contact.

In closing, I extend my heartfelt thanks to all our personnel for their unwavering dedication. Their commitment to ensuring the safety and well-being of Suisun City is the foundation of our department's success. As we look forward to the coming year, we remain committed to upholding our values of community service, integrity, respect, leadership, and innovation, working alongside you to keep Suisun City a safe, inclusive, and thriving community.

**Respectfully,**  
*Daniel Healy*  
**Acting Chief of Police**

## Crime Stats

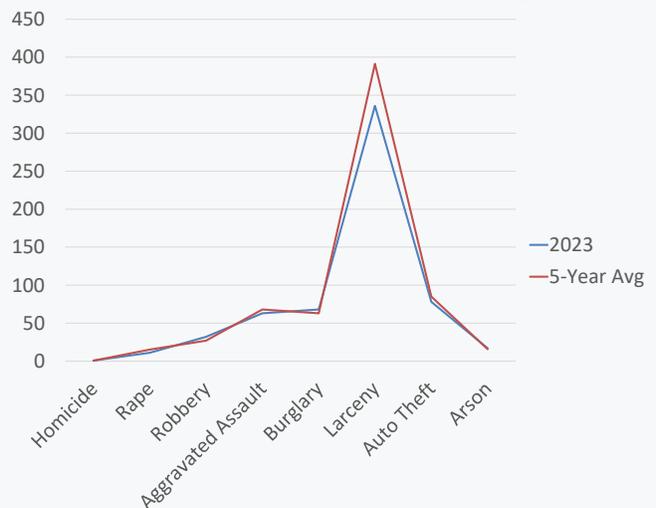
The Uniform Crime Reporting (UCR) program is a nationwide initiative in the United States that collects and compiles data on crime from law enforcement agencies. The Suisun City Police Department has been reporting UCR crime data since its inception but recently transitioned to Crime Incident-Based Reporting System (CIBRS) in March 2022.

The data collected by CIBRS includes information such as the nature of the offense, location, date and time, victim and offender demographics, and other relevant details. This level of detail allows for a more comprehensive and nuanced understanding of crime patterns, trends, and characteristics.

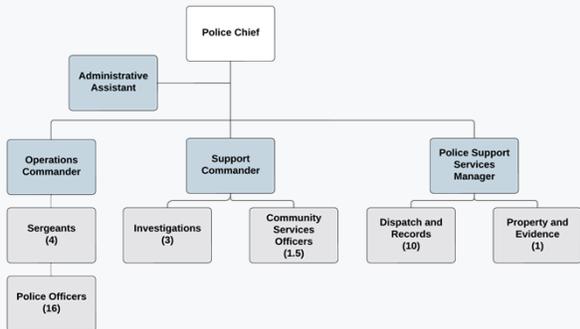
CIBRS is designed to provide law enforcement agencies, policymakers, and researchers with a more accurate and comprehensive picture of crime in California, enabling better-informed decision-making and resource allocation.

A year to year comparison of CIBRS and UCR data will be available in our 2024 annual report as we will have 2 full years of CIBRS crime data for comparison.

2023 Part 1 Crimes Versus 5-Year Average



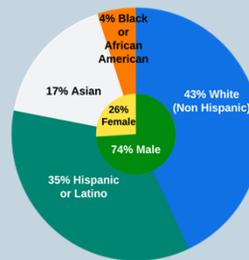
# Our Personnel



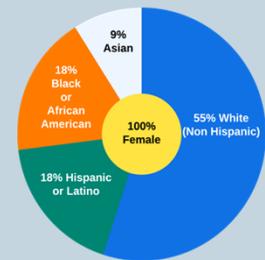
## 2023 FUNDED POSITIONS ORGANIZATIONAL CHART

The above chart outlines the funded positions at the start of 2023. In July 2023 2 Officer positions were frozen lowering the available positions to 24 funded, 1 position remained vacant. On average there were 3 vacancies in the Dispatch Center throughout the majority of 2023.

### Sworn Staff



### Non Sworn Staff



"Data provided by Human Relations through a combination of visual survey and voluntarily submitted data by employees. 1602.13 Records as to racial or ethnic identity of employees: Employers may acquire the information necessary for completion of Section D of the EEO-1 either by visual surveys of the workforce, or at their option, by maintenance of post-employment records as to the identity of employees where the same is permitted by State law."

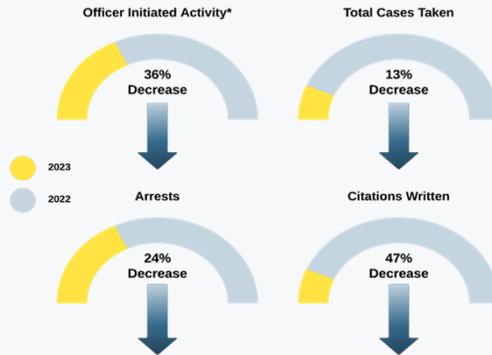
# Staffing

In 2023, the Suisun City Police Department faced significant patrol and dispatch staffing challenges due to the loss of seven (7) out of twenty-six (26) police officers and three (3) out of 10 dispatchers. These losses impacted our service delivery to the community, especially in terms of officer-initiated activities. Officer initiated activities are critical for community safety. These activities include extra patrols, traffic enforcement, foot patrols, business checks, homeless outreach, pedestrian stops, and other vital crime detection and deterrent operations. The reduction in our workforce led to a decrease in the quantity and frequency of these proactive measures, affecting our overall capability to preemptively address safety concerns and maintain a visible presence in our neighborhoods.

To address these challenges, we have hired three new police officers. However, these new officers are in the beginning stages of their careers and require intensive training before they can independently patrol our streets. The effects of losing experienced officers will be felt by our community for several years, as we rebuild our operational capabilities. Recognizing these challenges, the City Council has made a significant financial investment in our department. This support is a critical step towards mitigating the loss of resources and lays a foundation for us to build, mentor, and develop a more effective and efficient police force. We are committed to leveraging this and future investments to enhance our community service, to meet the needs of our diverse community more effectively.



In 2023 total calls for service remained consistent versus 2022 but there were significant impacts to service delivery due to staffing challenges on patrol



Training new department personnel requires constant supervision by trained personnel and thus requires double pay of both the training officer and new employee during their shifts.

Patrol officers spent approx. **1800** hours training new officers.  
Dispatchers spent approx. **1200** hours training new dispatchers.

\*Officer initiated activity includes traffic stops, bike stops, foot patrol, etc.

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# Patrol



The Patrol Division of the Suisun City Police Department is the frontline team, operating 24 hours a day, 365 days a year, to serve and protect the community. This dedicated team of law enforcement professionals is committed to providing high-quality service through proactive patrols that aim to deter, detect, and apprehend criminal law violators. With a constant presence on the streets, patrol officers play a crucial role in maintaining public safety and order, ensuring the well-being of the residents they serve.

One of the key responsibilities of the Patrol Division is to mediate a wide variety of civil disputes, demonstrating their commitment to fostering a peaceful and harmonious community. Officers are trained to handle diverse situations with tact and professionalism, working to resolve conflicts and maintain a sense of security for residents. Through community engagement and proactive measures, the patrol personnel aim to build trust and positive relationships with the community members they serve.

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Furthermore, the Patrol Division takes on the responsibility of investigating all criminal activity that occurs within Suisun City. This includes but is not limited to traffic collisions, missing persons, domestic violence, robbery, assaults, child abuse, and a spectrum of misdemeanor and felony crimes. Patrol officers are equipped with the necessary skills and tools to conduct thorough investigations, ensuring that justice is served and perpetrators are brought to account for their actions.

In essence, the Patrol Division of the Suisun City Police Department plays a vital role in maintaining the safety and well-being of the community. Their continuous efforts, be it through proactive patrols, conflict mediation, or criminal investigations, reflect a commitment to upholding the principles of law and order, ultimately contributing to the overall security and quality of life for the residents they diligently serve.



*In 2023, Suisun City Police Department's Patrol Division handled 22,422 incidents. Of those incidents, 3,113 case numbers were created, which resulted in the completion of a formal police report. Patrol officers made 855 arrests, issued 578 citations, investigated 298 collisions and booked 1,419 pieces of property into our evidence and property holding.*

## Support Division

### Investigations

In 2023, the Suisun City Police Department's Investigations Division faced significant challenges. During the first half of the year, both of our detectives left for positions at other police departments. This unexpected shift resulted in a considerable impact on our investigative capabilities. From June 2023-January 2024, the division was sustained by the efforts of our detective sergeant. The sergeant was tasked with taking over all the partially completed, unopened and new investigations. Despite these challenges, the detective sergeant picked up where the others left off and continued the continuity of investigations. These actions exemplify our personnel's dedication to serving our community, by investigating crimes, apprehending offenders, and bringing closure to victims of crime. Our investigations division worked closely with the Solano County District Attorney's Office, to ensure that cases were thorough and contained the information for prosecution. This year's investigations experience presented challenges, but also highlighted our adaptability and commitment to community service.



# Community

## Services Officer

The Suisun City Police Department employs one full-time Community Services Officer. Our Community Services Officer (CSO) investigates parking complaints throughout the city. Our CSO also assists with sex registrant registration, dispatch call taking in emergencies, traffic control, attends community events and assists on the social media Team. Additionally, our CSO has managed our police fleet operations for several years, managing maintenance, upfitting, and surplus disposal of police vehicles. Overall, the CSO is a great compliment to our field and professional staff.



## School Safety Traffic Officer



In 2023 we were able to continue our partnership with the Solano Transportation Authority (STA) through the School Safety Traffic Officer (SSTO) grant. Our partnership with STA in the Safe Routes to School Program goes back several years. The SSTO is a part-time CSO that is tasked with traffic education, encouragement, and enforcement activities near our schools and on the identified “safe routes to school.” The SSTO provides visible patrol, student interaction and enforcement interventions to increase student safety to and from school.

# Dispatch

The Suisun City Police, Fire, and 911 Dispatch Center is committed to providing comprehensive emergency services to the community 24 hours a day, 365 days a year. Our multi-faceted approach involves a dynamic blend of law enforcement, fire protection, and efficient emergency response coordination through our 911 dispatch center. During 2023, the Suisun City Police Department Dispatch Center answered **9,642** 9-1-1 calls, **27,158** business line calls and made **8,850** outbound calls to coordinate service delivery and resources for the community and visitors of Suisun City.

The Dispatch Center created a total of **26,319** incidents in 2023. Of those, **3,424** were fire or medical related incidents. The remaining were handled by police patrol units, community service officers or the dispatchers themselves. Our Public Safety Dispatchers perform additional duties unique to a dispatch center to include assisting all lobby visitors, processing of electronic payments for services, managing sex and arson offenders within the city limits, processing and dissemination of police related records, background checks and much more.

The success of the Suisun City Dispatch Center is a testament to the hard working, seldom seen Public Safety Dispatchers that have committed over 55 years of service amongst themselves to serving this community. As recently classified First Responders, Dispatchers are crucial in the chain of emergency response, acting as a vital link between the public and the various emergency services. Their ability to gather accurate information, make quick decisions, and efficiently coordinate the response contributes significantly to the effectiveness of emergency services and the overall safety of the community. The Dispatchers in Suisun City are masters of their trade and are fully committed to making Suisun City a better place to live and visit.



# Property & Evidence

Suisun City Police Department's Property and Evidence Division is currently staffed by one full-time Property and Evidence Technician. The Division is responsible for the storage, management, processing, release, and disposal of property and evidence. Our Property and Evidence Technician is well-versed in crime scene investigations, photography, and the proper handling of forensic, fingerprint, and ballistic evidence. The Property and Evidence Division works closely with the department's Investigators and offers training to all department personnel on the current and proper handling of evidence.

In 2023, the Property and Evidence Technician handled over **1,419** new items that were booked by police officers and community services officers. **125** of those items were firearms related and an additional **42** weapons were seized throughout the year. There are currently over **8,600** pieces of property and evidence being held at the Suisun City Police Department.



# Transparency

## Complaints

We accept all complaints. These complaints are investigated on a case by case basis.

In 2023, the Department investigated **3** allegations of misconduct. **2** were Citizen's Complaints. The remaining **1** allegation was submitted internally, and an investigation was conducted, by a objective third party, to ensure our staff are adhering to policy and law. These investigations included allegations of excessive force and lack of efficiency. There were **0** sustained complaints.

All complaints are taken seriously and can be submitted; in person, via the telephone, or online. For more information please visit:

<https://police.suisun.com/contact-us/personnel-complaint-form/>



## Use of Force

The Suisun City Police Department strives to de-escalate and use the least amount of force required during incidents.

In 2023, SCPD had **10** Uses of Force incidents reported out of the **22,422** incidents handled by the Patrol Division. This is a **.0004%** use of force to incident ratio.

SCPD is required by law to report any use of force that results in great bodily injury during an incident to the Department of Justice (DOJ). SCPD did not have any incidents that resulted in great bodily injury to a subject in 2023.

# Community Events



## Accomplishments

- ROPS security cameras were installed downtown Suisun City.
- Acquired new FLOCK automated license plate reader cameras.
- Acquired RAVEN cameras to detect Gunshots and Fireworks.
- Launched new PD website.
- Multiple software upgrades to remain in line with new laws, reporting requirements and enhance our personnel's access to timely/ accurate information.
- New command vehicle acquired.
- Filled School Safety Traffic Officer position.

# 2024 GOALS



- Enhance service delivery to the community by leveraging advanced technology and equipment.
- Improve personnel recruitment and retention through improved employee mentoring, training, and recognition.
- Implement enhanced organizational wellness initiative through training, infrastructure, and collaboration.
- Advance culture of accountability through enhanced communications, improved evaluations, and development.
- Develop and implement succession plan focused on cultivating leadership skills and career progression, to better serve the community and create continuity within the department.



2023

### Questions?

**AGENDA TRANSMITTAL**

**MEETING DATE:** May 7, 2024

---

**AGENDA ITEM:** Council Adoption of Resolution No. 2024-\_\_\_: Authorizing the Chief of Police, or his Designee, to Execute a Contract to Receive and Administer Funding through the Boating Safety and Enforcement Financial Aid Program from the California Department of Boating and Waterways for Fiscal Year 2024/2025.

---

**FISCAL IMPACT:** Contingent upon final approval of the budget, Suisun City will be awarded grant funds in the amount of \$43,753.00. Suisun City's match is through the contribution of boat tax revenue.

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**STRATEGIC PLAN:** Ensure Fiscal Solvency- Maximize grant opportunities.  
Ensure Public Safety- Establish an acceptable staffing level for police and fire services to maintain public safety and identify funding mechanisms.

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**BACKGROUND:** Each year the Police Department applies for and receives grant funding from the CA Department of Boating and Waterways to cover the majority of the operation of our boating enforcement program, Marine Unit. The Police Department has operated a boat patrol program for approximately 45 years.

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**STAFF REPORT:** Three police sergeants and up to five police officers are assigned to Suisun City Police Department's Marine Unit on an ancillary duty basis. Throughout the year, the boat patrol is utilized in several events, such as, but not limited to, boat/jet ski races, Fourth of July, Christmas at the Waterfront, launch ramp inspections, harbor patrol, sinking vessels, vessel accidents, search & rescues, stranded boaters and special assistance call outs by the United States Coast Guard and the Solano County Sheriff's Department. The team also participates in regional enforcement efforts sponsored by the United States Coast Guard in conjunction with surrounding counties. The team also conducts operations for mutual aid and local security checks.

During the prior completed federal fiscal year (2022/2023), the team worked approximately 687 hours towards boating safety education and enforcement. There were 44 warnings issued and 2 citations issued. There were 62 compliance inspection/checks completed. There were 2 search and rescue responses, 7 persons assisted, and 3 vessels assisted.

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**STAFF RECOMMENDATION:** It is recommended that the City Council adopt Resolution No. 2024-\_\_\_: Authorizing the Chief of Police, or his Designee, to Execute a Contract to Receive and Administer Funding through the Boating Safety and Enforcement Financial Aid Program from the California Department of Boating and Waterways for Fiscal Year 2024/2025.

---

**DOCUMENTS ATTACHED:**

1. Resolution No. 2024-\_\_\_: Authorizing the Chief of Police, or his Designee, to Execute a Contract to Receive and Administer Funding through the Boating Safety and Enforcement Financial Aid Program from the California Department of Boating and Waterways for Fiscal Year 2024/2025.
2. Boating Safety and Enforcement Financial Aid Program Agreement.

---

**PREPARED BY:**  
**REVIEWED BY:**  
**APPROVED BY:**

Lisa Carlock, Police Sergeant  
Daniel Healy, Commander  
Bret Prebula, City Manager

---

**ATTACHMENTS:**

1. [Resolution No. 2024-\\_\\_\\_: Authorizing a Contract to Receive and Administer Funding through the Boating Safety and Enforcement Financial Aid Program from the California Department of Boating and Waterways for FY 24-25](#)
2. [Boating Safety and Enforcement Financial Aid Program Agreement 2024-25.pdf](#)

1 **RESOLUTION NO. 2024-**

2 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY**  
3 **AUTHORIZING THE CHIEF OF POLICE, OR HIS DESIGNEE, TO EXECUTE A**  
4 **CONTRACT TO RECEIVE AND ADMINISTER FUNDING THROUGH THE**  
5 **BOATING SAFETY AND ENFORCEMENT FINANCIAL AID PROGRAM FROM**  
6 **THE CALIFORNIA DEPARTMENT OF BOATING AND WATERWAYS FOR**  
7 **FISCAL YEAR 2024/2025**

8 **WHEREAS**, the City of Suisun City Police Department is eligible to participate in the  
9 2024/2025 Boating Safety and Enforcement Financial Aid Program through the California  
10 Department of Boating and Waterways; and

11 **WHEREAS**, the Boating Safety and Enforcement Financial Aid Program will provide  
12 funding in the amount of \$43,753.00 for the purpose of performing boating safety and  
13 enforcement activities as described in Title 14, California Code of Regulations Section  
14 6593.3; and

15 **WHEREAS**, pursuant to Title 14, California Code of Regulations Section 6593.6, the  
16 City of Suisun City Police Department is required to enter into an annual contract with the  
17 California Department of Boating and Waterways in order to participate in the financial aid  
18 program.

19 In addition, pursuant to Harbors and Navigation Code, Section 663.7 (e), The  
20 department shall not allocate funds to any county or a public agency within a county unless  
21 the department receives a resolution adopted annually by the board of supervisors authorizing  
22 the county to participate in the program and certifying that the county will expend for boating  
23 safety programs during that year not less than an amount equal to 100 percent of the amount  
24 received by the county from personal property taxes on vessels. The money allocated to a  
25 county pursuant to subdivision (a) shall be used only for boating safety and enforcement  
26 programs, as specified in subdivision (a), that are conducted in that county.

27 **NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby authorizes  
28 the Police Chief, or his designee, to execute those documents necessary to receive funding  
through the California Department of Boating and Waterways Boating Safety and  
Enforcement Financial Aid Program and further authorizes the Police Chief, or his designee,  
to administer said program.

**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of  
Suisun City held on Tuesday the 7<sup>th</sup> day of May 2024 by the following vote:

**AYES:** Councilmembers: \_\_\_\_\_  
**NOES:** Councilmembers: \_\_\_\_\_  
**ABSENT:** Councilmembers: \_\_\_\_\_  
**ABSTAIN:** Councilmembers: \_\_\_\_\_

**WITNESS** my hand and the seal of said City this 7<sup>th</sup> day of May 2024.

\_\_\_\_\_  
Anita Skinner  
City Clerk



## **Boating Safety and Enforcement Financial Aid Program Agreement**

This agreement entered into this *1<sup>ST</sup> day of July, 2024*, by and between the CALIFORNIA DEPARTMENT OF PARKS AND RECREATION, DIVISION OF BOATING AND WATERWAYS, hereinafter called “Department,” and the *CITY OF SUISUN*, hereinafter called “Agency”;

### **WITNESSETH**

**WHEREAS**, Contingent on approval of **Governor’s Fiscal Year 2024-25 Budget Act**, the Department intends to agree with Agency for the purpose of performing boating safety and enforcement activities as described in Title 14, California Code of Regulations Section 6593.3; and

**WHEREAS**, Agency is equipped, staffed and prepared to provide such services on the terms and conditions set forth in this agreement and in accordance with Title 14, California Code of Regulations Section 6593 et seq.; and

**WHEREAS**, pursuant to Title 14, California Code of Regulations Section 6593.6, Department shall enter into an annual agreement with each participating agency;

**NOW, THEREFORE**, it is mutually agreed as follows:

#### **I. Applicable Law**

Agency shall observe and comply with all applicable federal, state, and county statutes, ordinances, regulations, directives, and laws, including, but not limited to, Harbors and Navigation Code Section 663.7 and Section 6593 et seq. of Title 14, California Code of Regulations. Agreement shall be deemed to be executed within the State of California and construed and governed by the laws of the State of California.

#### **II. Description of Services**

Agency shall conduct boating safety and enforcement activities in the jurisdiction of the Agency in consideration of the payments hereinafter set forth.

#### **III. Payments**

- A. Maximum Amount. The amount the Department shall be obligated to pay for services rendered under this agreement shall not exceed **\$43,753.00** for the agreement term in full consideration of Agency’s performance of the services described in this agreement.
- B. Rate of Payment. The Department shall reimburse Agency in accordance with the reimbursement procedures set forth in Title 14, California Code of Regulations Section 6593.9.

- C. Submission of Claims. Agency shall submit claims for reimbursement to the Department contact person identified in paragraph V of this contract on a \_\_\_ monthly **OR** \_\_\_ quarterly basis. **(Please check one)**
- D. Failure to Submit Claims. Claims for reimbursement shall be submitted within 60 days following the last day of the reporting period. Pursuant to Title 14, California Code of Regulations 6593.9 (i), the Department may reduce an Agency’s allocation by five percent if the Agency exceeds the sixty-day billing period and an additional five percent for every thirty-day period thereafter that the Agency is late in filing a claim.

**IV. Records**

Agency shall maintain records pursuant to Section 6593.10 of Title 14, California Code of Regulations.

**V. Notice**

Notice shall be in writing and shall be deemed to have been served when it is deposited in the United States mail, first class postage prepaid, and addressed as follows:

***TO DEPARTMENT***

*Ms. Joanna Andrade  
Department of Parks and Recreation  
Division of Boating and Waterways  
715 P Street, 12<sup>th</sup> floor  
Sacramento, CA 95814*

***TO AGENCY***

*City of Suisun  
701 Civic Center Blvd.  
Suisun City, CA 94585*

Either party may change the address to which subsequent notice and/or other communication can be sent by giving written notice designating a change of address to the other party.

**VI. Term**

This agreement shall be for the term beginning **July 1, 2024**, and ending **June 30, 2025**.

**VII. Prior Agreements**

All prior agreements regarding this subject matter between Department and Agency are hereby terminated effective June 30 prior to the term beginning date of this agreement.

**VIII. Amendment**

No amendment or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto.

**IX. Termination**

Agency may terminate this agreement without cause in writing at any time. The Department may terminate this agreement without cause upon a sixty (60) days written notice served upon the Agency.

**X. Special Provisions**

- A. Agency hereby certifies that the obligations created by this agreement do not violate the provisions of Sections 1090 to 1096 of the Government Code.
- B. This agreement shall have no force or effect until signed by the Department, Agency, and approved by the Department of General Services Legal Department, if required.
- C. Agency shall continue with the responsibilities of this agreement during any dispute.
- D. In the event of an allocation reduction for this program, an equal allotment will be decrease from every participant.
- E. Failure by the Agency to comply with the terms of this agreement may jeopardize the Agency's ability to be awarded funding in future funding opportunities offered by the Department of Parks and Recreation.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CALIFORNIA DEPARTMENT OF PARKS AND RECREATION, DIVISION OF BOATING AND WATERWAYS

By: \_\_\_\_\_

*California Department of Parks and Recreation,  
Division of Boating and Waterways*

Date: \_\_\_\_\_

“Department”

CITY OF SUISUN

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

“Agency”

**AGENDA TRANSMITTAL**

**MEETING DATE:** May 7, 2024

---

**AGENDA ITEM:** Council Adoption of Resolution No. 2024-\_\_\_: Authorizing the City Manager to Enter into a Construction Contract on the City’s Behalf with MG and JC Concrete, Inc. for the Driftwood Drive Path Gap Closure Project.

---

**FISCAL IMPACT:** There would be no impact to the General Fund from the Driftwood Drive Path Gap Closure Project (Project). This Project is fully funded by two grant allocations administered by the Solano Transportation Authority (STA). The budget for the Project is \$407,000 with funds coming from a Transportation Development Act (TDA) Article 3 allocation in the amount of \$307,000 and a Transportation Fund for Clean Air (TFCA) allocation in the amount of \$100,000. No local match is required.

---

**STRATEGIC PLAN:** Provide Good Governance and Enhance the Environment.

---

**BACKGROUND:** This Project will fill in the missing gap in the Driftwood Drive Path. This is a Safe Routes to School (SR2S) project that will connect the Driftwood Drive Path to the Grizzly Island Trail. The Project scope consists of a 10-foot wide concrete pedestrian/bicycle facility along the south side of Driftwood Drive from the Marina Boulevard/Driftwood Drive intersection to approximately 210 feet east along Driftwood Drive by extending the curb out to the paved street, completing crosswalk striping and installation of curb ramp upgrades at the Marina Boulevard/Driftwood Drive intersection, storm drainage improvements that include catch basins, underground pipe, and re-paving for surface drainage purposes, roadway striping, and signage. See attached Project Location Map.

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**STAFF REPORT:** The construction bid documents for the Project were advertised in the Daily Republic newspaper on the following dates: a) March 22, 2024, and b) March 29, 2024. The Engineer’s cost estimate for the Project is \$328,925.

Bids were due on April 17, 2024, at 2:00 PM. Twelve (12) bids were received and read aloud immediately following the submittal deadline. The twelve (12) bids received are listed in Attachment No. 4.

The bid submitted by MG and JC Concrete, Inc. represents the lowest bid received for the Project and was determined by staff to be a responsive bid.

The TDA and TFCA allocations of \$407,00 will be enough to cover the construction contract for this Project without any need for City funds, therefore staff recommends awarding the construction contract in the amount of \$263,855 to MG and JC Concrete, Inc. This will leave a remaining balance of \$143,145 in the construction budget which will be used towards covering costs of in-house inspections, in-house construction management, and to address unforeseen issues.

---

**STAFF RECOMMENDATION:** It is recommended that the City Council adopt Resolution No. 2024-\_\_\_: Authorizing the City Manager to Enter into a Construction Contract on the City’s Behalf with MG

and JC Concrete, Inc. for the Driftwood Drive Path Gap Closure Project.

---

**DOCUMENTS ATTACHED:**

1. Resolution No. 2024-\_\_\_: Authorizing the City Manager to Enter into a Construction Contract on the City’s Behalf with MG and JC Concrete, Inc. for the Driftwood Drive Path Gap Closure Project.
2. Project Location Map.
3. Award Agreement.
4. Table – Bids Received.

---

**PREPARED BY:**

Amanda Dum, Management Analyst II

**REVIEWED BY:**

Nouae Vue, Public Works Director

**APPROVED BY:**

Bret Prebula, City Manager

---

**ATTACHMENTS:**

1. Resolution No. 2024-\_\_\_: Authorizing the City Manager to Enter into a Construction Contract on the Citys Behalf with MG and JC Concrete, Inc. for the Driftwood Drive Path Gap Closure Project
2. Project Location Map
3. Award Agreement
4. Table - Bids Received

1 **RESOLUTION NO. 2024-**

2 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY**  
3 **AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONSTRUCTION**  
4 **CONTRACT ON THE CITY’S BEHALF WITH MG AND JC CONCRETE, INC. FOR**  
5 **THE DRIFTWOOD DRIVE GAP CLOSURE PROJECT**

6 **WHEREAS**, the City’s Driftwood Drive Path Gap Closure Project (Project) has been awarded  
7 Transportation Development Act (TDA) Article 3 funding in the amount of \$307,000 and Transportation  
8 Fund for Clean Air (TFCA) funding in the amount of \$100,000 for construction; and

9 **WHEREAS**, these funding allocations cover construction of the Project, including City staff  
10 charges and other associated construction costs, and no local match is required for these funds; and

11 **WHEREAS**, the Project is a Safe Routes to School (SR2S) Project that will fill in the gap in the  
12 Driftwood Drive Path, and will connect the Driftwood Drive Path directly to the Grizzly Island Trail; and

13 **WHEREAS**, the Project scope consists of a 10-foot wide concrete pedestrian/bicycle facility  
14 along the south side of Driftwood Drive from the Marina Boulevard/Driftwood Drive intersection to  
15 approximately 210 feet east along Driftwood Drive by extending the curb out to the paved street,  
16 completing crosswalk striping and curb ramp upgrades at the Marina Boulevard/Driftwood Drive  
17 intersection, storm drainage improvements that include catch basins, underground pipe, and re-paving for  
18 surface drainage purpose. roadway striping, and signage; and

19 **WHEREAS**, the construction bid documents for the Project were advertised on March 22, 2024,  
20 and March 29, 2024; and

21 **WHEREAS**, twelve (12) bids were received and the Public Works Department has reviewed  
22 the twelve (12) bids and determined that MG and JC Concrete, Inc. provided the lowest responsive bid of  
23 \$263,855 for the Project.

24 **NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Suisun City  
25 authorizes the City Manager to enter into a construction contract on behalf of the City with MG and JC  
26 Concrete, Inc. for the Driftwood Drive Gap Closure Project in the amount of \$263,855, including a  
27 contingency in the amount of the remaining balance of \$143,145 in the construction budget towards  
28 in-house inspections, in-house construction management, and addressing unforeseen items, and to take  
any and all necessary and appropriate actions to implement this contract.

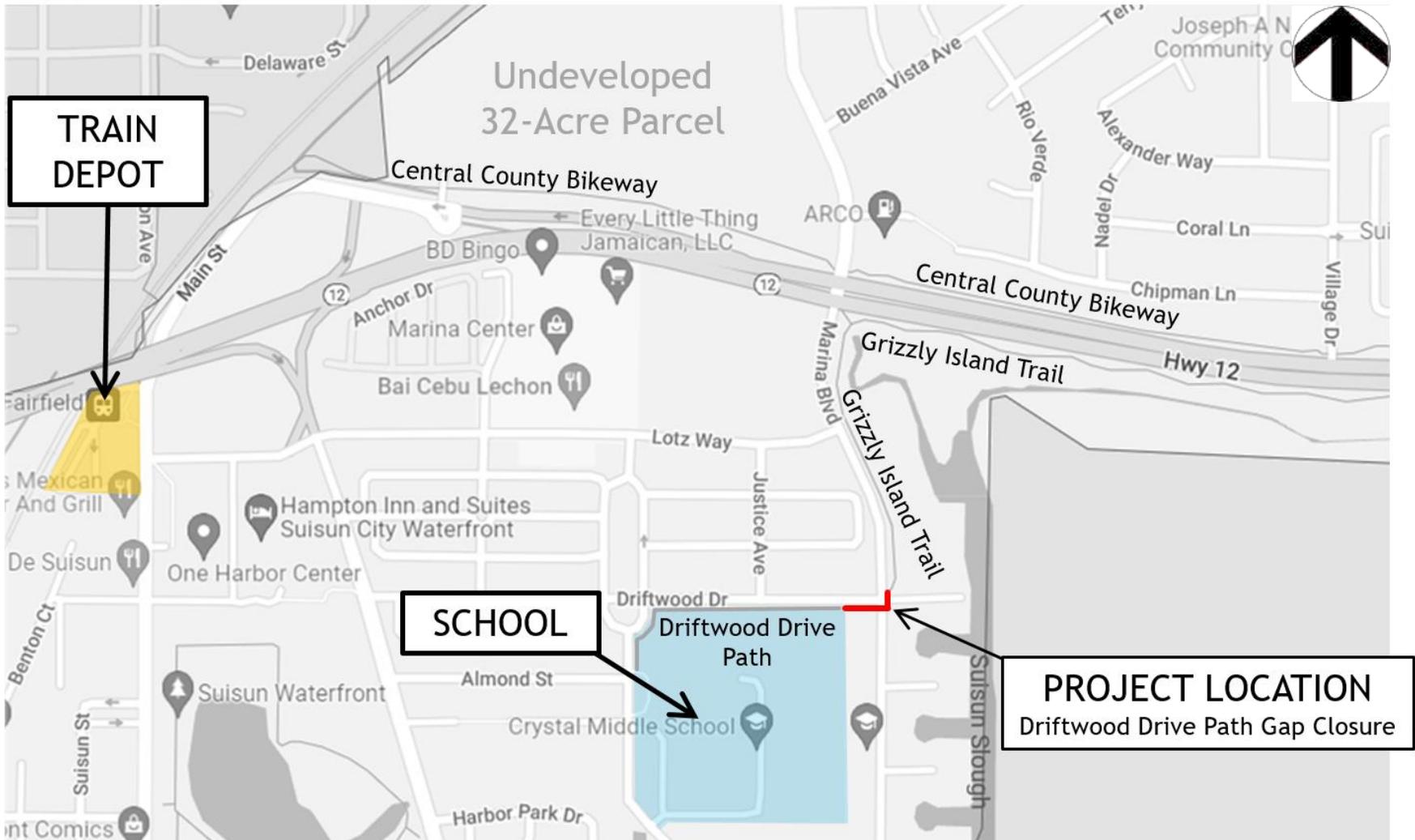
**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Suisun City  
duly held on Tuesday, the 7<sup>th</sup> day of May 2024, by the following vote:

**AYES:** Councilmembers: \_\_\_\_\_  
**NOES:** Councilmembers: \_\_\_\_\_  
**ABSENT:** Councilmembers: \_\_\_\_\_  
**ABSTAIN:** Councilmembers: \_\_\_\_\_

**WITNESS** my hand and the seal of said City this 7<sup>th</sup> day of May 2024.

\_\_\_\_\_  
Anita Skinner  
City Clerk

**Project Location Map**  
Driftwood Drive Path Gap Closure Project



**AGREEMENT**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the City of Suisun City, California, hereinafter called "City", and \_\_\_\_\_ hereinafter called "Contractor".

WITNESSETH: That the parties hereto do mutually agree as follows:

**ARTICLE I**

For and in consideration of the payments and agreements hereinafter mentioned to be made and performed by said City said Contractor agrees with said City to perform, and complete in a workmanlike manner all work required under the City's Drawings and Specifications entitled:

**Driftwood Drive Path Gap Closure Project**

in accordance with the Specifications and Drawings therefore, to furnish at his own expense all labor, materials, equipment and services as may be stipulated in said Specifications to be furnished by said City, and to do everything required by this Agreement and the said Specifications.

**ARTICLE II**

For furnishing all said labor, materials, equipment, tools and services, constructing curb extension, sidewalk, curb/gutter, curb ramps, and underground storm drain pipe and associated catch basins and manhole, including pavement resurfacing, and doing everything required by this Agreement and the said Specifications; also, for all losses and damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties which may arise during the prosecution of the work until its acceptance by said City, and for all risks of every description connected with the work; also, for all expenses resulting from the suspension or discontinuance of work, except as in the said Specifications are expressly stipulated to be borne by said City; and for completing the work in accordance with the requirements of said Drawings and Specifications as directed by the Engineer, said City will pay and said Contractor shall receive, in full compensation therefore, the price(s) named in the Proposal.

**ARTICLE III**

The City hereby employs said Contractor to perform the work according to the terms of this Agreement for price(s) named in the Proposal, and agrees to pay the same at the time, in the manner, and upon the conditions stipulated in the said Specifications; and the said parties for themselves, their heirs, executors, administrators, successors, and assigns, do hereby agree to the full performance of the covenants herein contained.

**ARTICLE IV**

The Notice to Contractors, Special Notice, Special Provisions Book, Bidder's Book including the Proposal, and Information Required of Bidder, along with the Contract Documents and all addenda issued by the City with respect to the foregoing prior to the opening of bids, are hereby incorporated in and made part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed the day and year first above written.

CITY OF SUISUN CITY, CALIFORNIA

By \_\_\_\_\_  
(City Manager)

\_\_\_\_\_  
(City Clerk) (SEAL)

CONTRACTOR

\_\_\_\_\_  
(Contractor)

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**Driftwood Drive Path Gap Closure Project**  
**Table - Bids Received**

Company	Bid
MG and JC Concrete, Inc.	\$ 263,855.00
FJ&I Engineering, Inc.	\$ 298,625.00
E.E. Gilbert Construction	\$ 315,705.00
Kerex Engineering	\$ 333,275.00
Lister Construction, Inc.	\$ 341,115.00
Globe Engineering Development	\$ 349,755.00
B & M Builders, Inc.	\$ 358,297.00
Swierstok Enterprise, Inc. (Pro Builders)	\$ 388,000.00
FBD Vanguard	\$ 421,868.00
Quimu Contracting	\$ 459,055.00
Suulutaaq, Inc.	\$ 478,074.00
Dutch Contracting, Inc.	\$ 541,094.75

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**AGENDA TRANSMITTAL**

**MEETING DATE:** May 7, 2024

---

**AGENDA ITEM:** Council Adoption of Resolution No. 2024-\_\_\_: Accepting the Rectangular Rapid Flashing Beacons Project, Project No. HSIPL-5032(037), as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project.

---

**FISCAL IMPACT:** The Rectangular Rapid Flashing Beacons Project (Project), Project No. HSIPL-5032(037), has no fiscal impact on the General Fund. This Project is 100% funded by Highway Safety Improvement Program (HSIP) Cycle 10 grant funds (\$249,800) with \$16,200 having been allocated for design and \$233,600 for construction. No local match was required for this grant, however, additional funds were required to complete the design phase of this Project. Off-Site Street Improvement Program (OSSIP) funds augmented the Project budget for the design phase by contributing \$52,800 so that this phase could be completed. The construction phase was augmented by a Transportation Fund for Clean Air (TFCA) allocation in the amount of \$45,950. Final Project budget included \$69,000 allocated for design and \$279,550 allocated for construction.

---

**STRATEGIC PLAN:** Provide Good Governance, Enhance Environment.

---

**BACKGROUND:** On September 5, 2023, the City Council awarded the construction contract for the Project to Villalobos & Associates in the amount of \$201,846. The construction budget was awarded such that a portion of the construction budget included contingency funds that were to go towards in-house inspections, in-house construction management, and addressing unforeseen items.

---

**STAFF REPORT:** The Contractor has completed the Scope of Work (Scope) for this Safe Route to School (SR2S) project. The Project Scope included construction of street crossing improvements, installation of Rectangular Rapid Flashing Beacons (RRFB) signs, curb extensions (aka bulb-outs), high visibility crosswalk striping, roadway striping, and advance warning signage in the following locations:

- Location #1 - Golden Eye Way at Shoveller Drive (fronting Suisun Elementary School)
- Location #2 - Harrier Drive north of Osprey Way (fronting Dan O. Root Elementary School)

The City has received, reviewed, and approved the Contractor's final invoice for this Project. The final construction contract amount is \$200,937 which is \$514 less than the awarded construction contract amount.

Villalobos & Associates has completed the Project in an acceptable and satisfactory manner and it is now appropriate to file the Notice of Completion (NOC) with the County for the Project. Staff recommends accepting the Project as complete and authorizing the City Manager to file and record the NOC with the County which will then start the one-year warranty period on the completed improvements associated with this Project.

---

**STAFF RECOMMENDATION:** It is recommended that the City Council adopt Resolution No. 2024-\_\_\_: Accepting the Rectangular Rapid Flashing Beacons Project, Project No. HSIPL-5032(037), as

Complete and Authorizing the City Manager to Record the Notice of Completion for the Project.

---

**DOCUMENTS ATTACHED:**

1. Resolution No. 2024-\_\_: Accepting the Rectangular Rapid Flashing Beacons Project, Project No. HSIPL-5032(037), as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project.
  2. Project Location Map.
  3. Notice of Completion.
  4. Project Photos.
- 

**PREPARED BY:**

Amanda Dum, Management Analyst II

**REVIEWED BY:**

Nouae Vue, Public Works Director

**APPROVED BY:**

Bret Prebula, City Manager

---

**ATTACHMENTS:**

1. Resolution 2024-\_\_: Accepting the Rectangular Rapid Flashing Beacons Project, as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project
2. Project Location Map
3. Notice of Completion
4. Project Photos

1 **RESOLUTION NO. 2024-**

2 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY**  
3 **ACCEPTING RECTANGULAR RAPID FLASHING BEACONS PROJECT,**  
4 **PROJECT NO. HSIPL-5032(037), AS COMPLETE AND AUTHORIZING THE CITY**  
5 **MANAGER TO RECORD THE NOTICE OF COMPLETION FOR THE PROJECT**

6 **WHEREAS,** the City was awarded a Highway Safety Improvement Program (HSIP)  
7 Cycle 10 grant allocation in the amount of \$249,800 from the California Department of  
8 Transportation (Caltrans) and a Transportation Fund for Clean Air (TFCA) grant allocation n the  
9 amount of \$45,950 from the Solano Transportation Authority (STA) for the Rectangular Rapid  
10 Flashing Beacons Project (Project), Project No. HSIPL-5032(037); and

11 **WHEREAS,** the Project has \$279,550 budgeted for the construction phase; and

12 **WHEREAS,** on September 5, 2023, the City Council awarded the construction contract  
13 of \$201,846, plus contingencies for the Project to Villalobos & Associates; and

14 **WHEREAS,** the final construction contract is \$200,937; and

15 **WHEREAS,** the project scope provided street crossing improvements, including  
16 installation of rectangular rapid flashing beacons (RRFB), curb extensions (aka bulb-outs),  
17 high visibility crosswalks, striping and advance warning signage the following locations; and

18 **WHEREAS,** the improvements were on Golden Eye Way at Shoveller Drive, and on  
19 Harrier Drive, north of Osprey Way; and

20 **WHEREAS,** Villalobos has completed all work under the contract for the Project and is  
21 ready to receive a Notice of Completion.

22 **NOW, THEREFORE, BE IT RESOLVED,** that the City Council of the City of Suisun  
23 City does hereby accept the improvements completed on the Rectangular Rapid Flashing  
24 Beacons Project, Project No. HSIPL-5032(037), as completed, and authorizes the City Manager  
25 to take such measures as necessary to execute and record the Notice of Completion.

26 **PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of  
27 Suisun City duly held on Tuesday, the 7<sup>th</sup> day of May 2024, by the following vote:

28 **AYES:** Councilmembers: \_\_\_\_\_  
**NOES:** Councilmembers: \_\_\_\_\_  
**ABSENT:** Councilmembers: \_\_\_\_\_  
**ABSTAIN:** Councilmembers: \_\_\_\_\_

**WITNESS** my hand and the seal of said City this 7<sup>th</sup> day of May 2024.

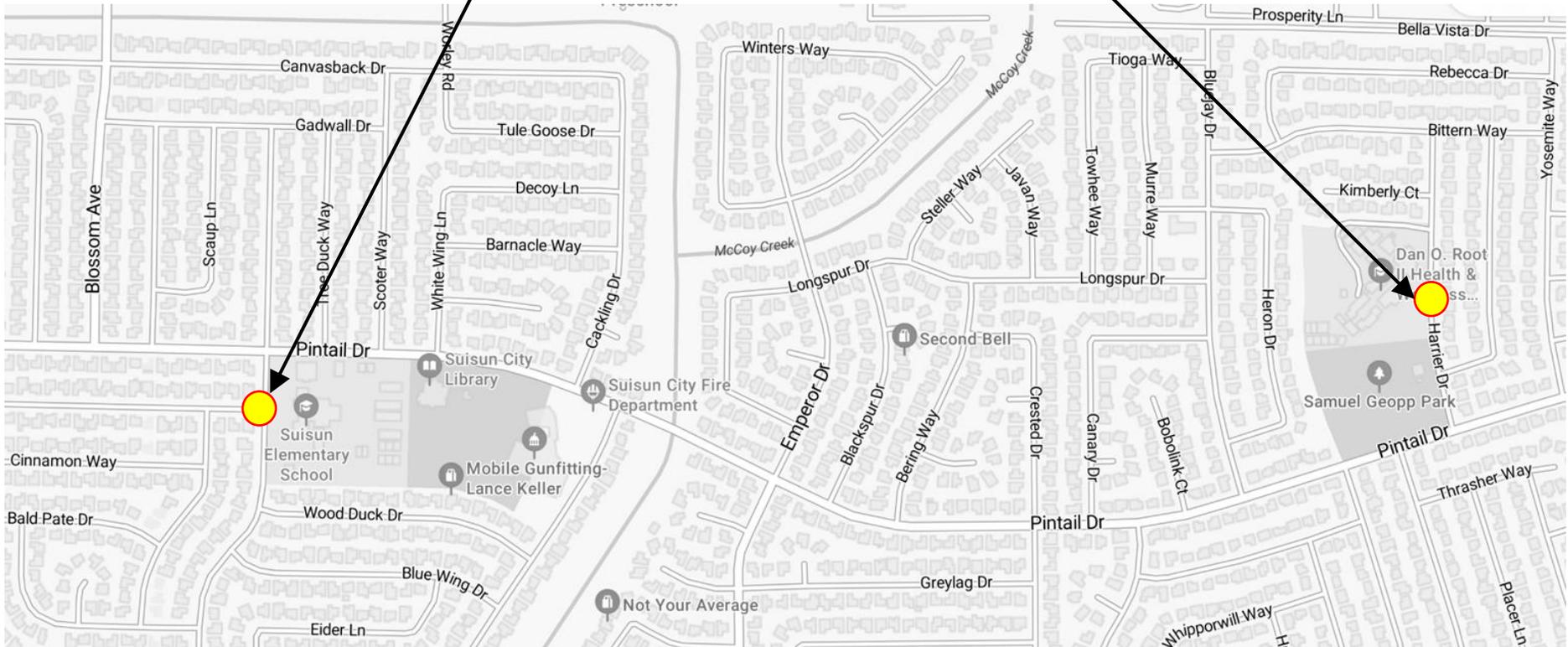
\_\_\_\_\_  
Anita Skinner  
City Clerk

# Project Location Map

Rectangular Rapid Flashing Beacons Project, Project No. HSIPL-5032(037)

Location #1 – Golden Eye Way at Shoveller Drive

Location #2 – Harrier Drive north of Osprey Way



WHEN RECORDED MAIL TO:

Name Public Works Department
Street Address CITY OF SUISUN CITY
701 CIVIC CENTER BLVD.
City & State, Zip SUISUN CITY, CA 94585

SPACE ABOVE THIS LINE FOR RECORDER'S USE

No Fee, per code 27283

NOTICE OF COMPLETION

A.P.N. \_\_\_\_\_

Notice is hereby given that:

- 1. The undersigned is owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the undersigned is City of Suisun City
3. The full address of the undersigned is 701 Civic Center Blvd. Suisun City, CA 94585
4. The nature of the title of the undersigned is: In fee. N/A
5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are: NONE

NAMES

ADDRESSES

- 6. The names of the predecessors in the interest of the undersigned, if the property was transferred subsequent to the commencement of the work of improvement herein referred to: NONE

NAMES

ADDRESSES

(If no transfer made, insert "none.")

- 7. A work of improvement on the property hereinafter described was completed on: May 7, 2024
8. The name of the contractor, if any, for such work of improvement was Villalobos & Associates

(If no contractor for work of improvement as a whole, insert "none.")

- 9. The property on which said work of improvement was completed is in the City of Suisun City, County of Solano, State of California, and is described as follows: Rectangular Rapid Flashing Beacons Project, Project No. HSIPL-5032(037)

- 10. The street address of said property is 1) Golden Eye Way at Shoveller Drive, and 2) Harrier Drive north of Osprey Way

11. I declare under penalty of perjury the foregoing is true and correct.

Signature of owner named in paragraph 2

Dated: \_\_\_\_\_

By Bret Prebula, City Manager

**Rectangular Rapid Flashing Beacons Project, Project No. HSIPL-5032(037)**

**Project Photos**

Page 1 of 2

Pre-Construction Photo of Location #1 (Golden Eye Way fronting Suisun Elementary School):



Post-Construction Photo of Location #1 (Golden Eye Way fronting Suisun Elementary School):



**Rectangular Rapid Flashing Beacons Project, Project No. HSIPL-5032(037)**

Photos  
Page 2 of 2

Pre-Construction Photo of Location #2 (Harrier Drive fronting Dan O. Root Elementary School):



Post-Construction Photo of Location #2 (harrier Drive fronting Dan O. Root Elementary School):



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**AGENDA TRANSMITTAL**

**MEETING DATE:** May 7, 2024

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**AGENDA ITEM:** Council Adoption of Resolution No. 2024-\_\_: Amending the Citywide Classification Plan to Convert the Human Resources Technician into a Flexibly Staffed Classification Series Titled Human Resources Technician I/II.

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**FISCAL IMPACT:** There is no additional cost in the current fiscal year budget associated with the proposed resolution.

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**STRATEGIC PLAN:** Provide Good Governance.

---

**BACKGROUND:** The City’s Classification Plan includes the collection of classes to which positions in City service may be allocated. A class specification is a written record that provides the title and definition of the class, a description of the general duties to be performed and the qualifications necessary for appointment. The Classification Plan shall be adopted and may be amended from time to time by resolution of the City Council. Class specifications are subject to the approval of the City Manager.

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**STAFF REPORT:** The City Council recently provided authorization to fill a position in the Human Resources Technician classification. A class specification did not previously exist for this classification. For the benefit of the department, a Human Resources Technician classification series with two levels was established: an entry, Human Resources Technician I and a journey, experienced level Human Resources Technician II classification.

The entry level is useful in providing flexibility to recruit an employee who would learn the duties of the position on the job. A flexibly staffed Human Resources Technician I/II series will facilitate advancement from the entry level to the journey level once the incumbent achieves the necessary training and experience to perform the work independently.

The Human Resources Technician I/II is designated as confidential due to the nature of the work performed and being privy to decisions of City administration affecting employer-employee relations. The benefits for this position are aligned with those provided to employees and classification represented by the Suisun City Employees’ Association (SCEA).

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**STAFF RECOMMENDATION:** Council Adoption of Resolution No. 2024-\_\_: Amending the Citywide Classification Plan to Establish the New Classification of Administrative Services Director and to Convert the Human Resources Technician into a Flexibly Staffed Classification Series.

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**DOCUMENTS ATTACHED:**

1. Council Adoption of Resolution No. 2024-\_\_: Amending the Citywide Classification Plan to Convert the Human Resources Technician into a Flexibly Staffed Classification Series Titled Human Resources Technician I/II.
  - a. Human Resources Technician I/II Class Specification

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**PREPARED BY:**

Christina Penland, Human Resources Administrator

**REVIEWED BY:**

Bret Prebula, City Manager

**APPROVED BY:**

Bret Prebula, City Manager

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**ATTACHMENTS:**

1. Resolution No. 2024-\_\_\_: Amending the Citywide Classification Plan
  - a. HR Technician I-II Class Spec

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**RESOLUTION NO. 2024-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
AMENDING THE CITYWIDE CLASSIFICATION PLAN TO CONVERT THE  
HUMAN RESOURCES TECHNICIAN TO A FLEXIBLY STAFFED  
CLASSIFICATION SERIES TITLED HUMAN RESOURCES TECHNICIAN I/II**

**WHEREAS**, Suisun City Code Chapter 2.40 establishes a Personnel System that includes Classifications to group positions with similar duties and responsibilities into categories, and Pay Ranges within a Compensation Plan to establish appropriate compensation for the various Classes; and

**WHEREAS**, the authority to approve new job classifications, establish Pay Ranges for each Classification and approve placement of new Classifications in appropriate bargaining units each by resolution is the purview of the City Council; and

**WHEREAS**, the City Manager is designated as the Personnel Officer with the responsibility to prepare, maintain and propose revisions to the Classification Plan and a Compensation Plan to be effective upon approval by the City Council; and

**WHEREAS**, the City Manager has authorized staff to develop a classification specification for Human Resources Technician I/II; and

**WHEREAS**, the Human Resources Technician I/II is designated as confidential flexibly staffed classification series, with benefits aligned with the Suisun City Employees' Association (SCEA); and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Suisun City, California, the Job Classification and Specification for Human Resources Technician I/II is adopted and added to the City Classification Plan.

**PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 7th day of May 2024, by the following vote:

<b>AYES:</b>	Councilmembers:	_____
<b>NOES:</b>	Councilmembers:	_____
<b>ABSENT:</b>	Councilmembers:	_____
<b>ABSTAIN:</b>	Councilmembers:	_____

**WITNESS** my hand and the seal of said City this 7th day of May 2024.

\_\_\_\_\_  
Anita Skinner  
City Clerk

Attachments

- a. Human Resources Technician I/II Class Specification

## **HUMAN RESOURCES TECHNICIAN I/II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under the supervision of the Human Resources Administrator, provides technical, paraprofessional, and clerical support in a variety of areas related to human resources administration including recruitment and hiring, salary, benefits, payroll administration, workers compensation, safety, liability, and employee development; provides assistance to City employees and to the general public.

### **IDENTIFYING CHARACTERISTICS**

**Human Resources Technician I** - This is the entry-level class in the Human Resources Technician series. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the journey level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility and is expected to be performing at the “IP” or journey level within the prescribed time frame. Advancement to the “II” level is based on demonstrated proficiency in performing the full range of assigned duties, the completion of the minimum experience and education requirements for the “II” level and is at the discretion of higher level supervisory or management staff.

**Human Resources Technician II** – This is the full journey level class in the Human Resources Technician series characterized by the responsibility to perform work that requires the application of technical knowledge, procedures and standard practices related to personnel transactions, employee benefits transactions, recruitment and selection, training, employee relations, risk management programs and other Human Resources areas. Positions at this level are distinguished from the Human Resources Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative and receive only occasional instruction or assistance as new or unusual situations arise. Positions in this class series are flexibly staffed and positions at the journey level are normally filled by advancement from the Human Resources Technician I level.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Communicates with employees, supervisors, and managers regarding a wide variety of human resources issues; answers routine questions from candidates, general public and city employees related to job opportunities, employment procedures, benefits information, disability leave, leaves of absences, and policies, rules and regulations.
2. Performs administrative and technical work related to employee salary and benefits programs, answers questions regarding salary and benefits and trouble shoots problems; reviews, balances, and reconciles employee benefit records; assists in the development of new employee benefit plans and in the administration of current plans in accordance with City policies, MOU's, laws, and regulations; coordinates with finance department, insurance companies, and other benefit administrators; administers COBRA enrollments and prepares notices.

**CITY OF SUISUN CITY**  
**Human Resources Technician I/II (Continued)**

3. Assists with recruitment and selection activities; develops advertisements, screens applications for minimum qualifications, proctors written exams, schedules and coordinates exam and interview activities; responds to general inquiries regarding application status, testing dates and sites.
4. Schedules, coordinates, and documents the completion of required pre-employment assessments; administers the hiring process; prepares related materials, equipment, and facilities as needed for new employee on-boarding; conducts new employee orientations; complete and track employee enrollment into various benefit programs, the Human Resource database system, various benefit carriers' websites and a wide variety of state or federal required websites; maintains confidential records.
5. Prepares, processes, and audits personnel transaction documents; assists with tracking and processing leaves of absence and workplace accommodations; monitors and coordinates the employee performance evaluation program; maintains and coordinates position control with finance department and budget staff.
6. Assists with coordinating Workers' Compensation claims with injured workers, supervisors, City finance department, City's third-party administrator and other related contractors; maintains files on Cal-OSHA injury and illness reports.
7. Assists with processing liability and property claims; logs and processes claims, monitors claim status, maintains files, prepares correspondence from template letters, and works with department representatives to gather and compile information.
8. Assists with tracking and coordinating City training programs including mandated training; prepares related materials, equipment, and facilities as needed for training.
9. Provides support for developing, implementing, and documenting employee safety programs to ensure compliance with laws and regulations; coordinates with departments and maintains documentation related to Department of Transportation (DOT) random drug testing schedule and testing procedures.
10. Researches, collects, organizes, and compiles data from a variety of sources; responds to requests for data from City departments, other agencies, and employers; may process employment verifications and related documents.
11. Participates with the updating of the Department Website.
12. Maintains personnel files, and a variety of personnel related files; performs general office duties; receives, compiles, and organizes information for the preparation of correspondence, documents, agendas, spreadsheets, and reports as assigned; maintains confidentiality of sensitive information and documents.
13. Types technical correspondence, memoranda, labels, contracts, legal documents, and reports; formats documents and checks drafts for punctuation, spelling and grammar; makes or suggests corrections to drafts; distributes copies of materials.
14. Stays abreast of related trends, laws, and regulations.
15. Performs a variety of routine accounting related duties including processing purchase orders and receiving and coding invoices; maintains inventory and stock of office supplies for the assigned area.
16. Participates in special projects, and performs other duties as assigned.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles, practices, methods, and techniques used in Human Resources administration.
- Correct English usage, spelling, grammar, and punctuation.
- Employment recruiting and examination techniques and procedures; best practices and techniques related to recruitment and selection, pre-placement and hiring.
- Record keeping principles and procedures.
- Business mathematics and statistics and data collection
- Windows-based computer operating system at an intermediate or greater level including but not limited to Microsoft Word, Excel, Outlook.
- Business letter writing and basic report preparation in a Windows-based computer office environment.
- Principles and procedures of record keeping, tracking and maintenance.
- Principles and techniques used in dealing with the public.

**Ability to:**

- Interpret, apply and explain Federal and State laws, city rules, policies and procedures.
- Organize, prioritize, and effectively coordinate a wide variety of activities.
- Perform complex clerical work accurately while handling multiple activities simultaneously; work effectively under pressure of deadlines and frequent interruption.
- Exercise independent judgment and initiative in the performance of general technical and clerical work while recognizing the limits of authority in referring complex matters to higher level staff.
- Prioritize work and coordinate multiple activities. assess a situation and determine appropriate course of action; project a calm and reasoning demeanor while dealing with difficult situations and upset people; adapt quickly to a variety of personalities and situations.
- Understand and follow oral and written instructions.
- Maintain confidentiality of sensitive information and documents.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Compile and maintain records.
- Communicate clearly and concisely, both orally and in writing; effectively interact with the public to resolve complaints and process information requests.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Human Resources Technician I**

**Education/Training:**

Equivalent to an Associate's degree with course work in human resources or a closely related field. Specialized training in public Human Resources administration is highly desirable.

**Experience:**

Three years of clerical, office support, and/or customer service experience preferably in a public agency or similar office.

**Human Resources Technician II**

**Education/Training:**

Equivalent to an Associate's degree with course work in human resources or a closely related field. Specialized training in public Human Resources administration is highly desirable.

**Experience:**

Two (2) years of work experience performing increasingly responsible duties in a position equivalent to Human Resources Technician I in the City of Suisun.

**Substitution:**

Additional directly related experience may substitute for the required education on a year for year basis. 30 semester/45 quarter units is equivalent to one year of experience.

**License/Certificates:**

Possession of a valid California Class C driver's license is required by the time of hire.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment; may be required to attend meetings outside of standard working hours.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

FLSA	Non-Exempt
Bargaining Unit	Confidential
Benefits Group	SCEA
Established	May 7, 2024 – Reso 2024-

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**AGENDA TRANSMITTAL**

**MEETING DATE:** May 7, 2024

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**AGENDA ITEM:** Council Adoption of Resolution No. 2024-\_\_\_: Amending the Citywide Salary Schedule to Convert the Human Resources Technician Classification to a Flexibly Staffed Classification Series, and Establish Salary for Human Resources Technician I.

---

**FISCAL IMPACT:** There is no additional cost in the current fiscal year budget associated with the proposed resolution.

---

**STRATEGIC PLAN:** Provide Good Governance and Fiscal Solvency.

---

**BACKGROUND:** The Human Resources Technician classification has been converted to a Human Resources Technician I/II flexibly staffed class series, to allow flexibility in filling the position at either an entry or journey level.

The citywide salary schedule must now be updated to reflect the new job classification series and salaries.

---

**STAFF REPORT:** The Human Resources Technician I/II is a flexibly staffed, paraprofessional, confidential classification series. The existing salary for the Human Resources Technician remains unchanged and will be assigned to the Human Resources Technician II. The salary for Human Resources Technician I is set at 10% below the Human Resources Technician II, consistent with the City’s standard practice providing for a 10% differential between classifications within a class series.

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**STAFF RECOMMENDATION:** Council Adoption of Resolution No. 2024-\_\_\_: Amending the Citywide Salary Schedule to Convert the Human Resources Technician Classification to a Flexibly Staffed Classification Series, and Establish Salary for Human Resources Technician I.

---

**DOCUMENTS ATTACHED:**

1. Council Adoption of Resolution No. 2024-\_\_\_: Amending the Citywide Salary Schedule to Convert the Human Resources Technician Classification to a Flexibly Staffed Classification Series, and Establish Salary for Human Resources Technician I.
    - a. Citywide Salary Schedule
- 

<b>PREPARED BY:</b>	Christina Penland, Human Resources Administrator
<b>REVIEWED BY:</b>	Bret Prebula, City Manager
<b>APPROVED BY:</b>	Bret Prebula, City Manager

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**ATTACHMENTS:**

1. [Resolution No. 2024-\\_\\_\\_: Amending the Citywide Salary Schedule](#)
  - a. [Citywide Salary Schedule](#)

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**RESOLUTION NO. 2024-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
AMENDING THE CITYWIDE SALARY SCHEDULE TO CONVERT THE HUMAN  
RESOURCES TECHNICIAN CLASSIFICATION TO A FLEXIBLY STAFFED  
CLASSIFICATION SERIES, AND ESTABLISH SALARY FOR HUMAN  
RESOURCES TECHNICIAN I**

**WHEREAS**, on July 18, 2023, the City Council approved an amended Citywide Salary Schedule with the adoption of Resolution No. 2023-100 implementing the negotiated wage adjustments for employees and classifications represented by the Suisun City Employees' Association (SCEA), Suisun City Police Officers' Association (SCPOA), Suisun City Management and Professional Employees' Association (SCMPEA), including wage adjustments for Temporary, Part-Time, Unrepresented and Executive Management Employees and the City Manager; and

**WHEREAS**, on August 8, 2023 the City Council approved an amendment to the Citywide Salary Schedule with the adoption of Resolution No. 2023-116 implementing the negotiated wage adjustments for employees and classifications represented by the Suisun City Professional Firefighters Association (SCPFA); and

**WHEREAS**, on December 5, 2023 the City Council approved an amendment to the Citywide Salary Schedule with the adoption of Resolution No. 2023-155 implementing a negotiated 5% base wage adjustment for Police Sergeant classification and incumbent employees, represented by the Suisun City Police Officers' Association (SCPOA); and

**WHEREAS**, on February 6, 2024 the City Council approved an amendment to the Citywide Salary Schedule with the adoption of Resolution No. 2024-08 implementing a 4% base wage adjustment to the Director of Finance; and

**WHEREAS**, on March 12, 2024 the City Council approved the Current Citywide Salary Schedule with the adoption of Resolution No. 2024-17 establishing the new classification and salary for Administrative Technician and to adjust the starting wage for the City Manager Classification; and

**WHEREAS**, updates to the City's Classification and Compensation Plan is adopted from time to time, as needed, to establish new classes or revise existing classes and compensation; and

**WHEREAS**, the City Council desires to convert the Human Resources Technician classification to a flexibly staffed classification series of two levels, and establishing the salary for the entry level at 10% below the journey level; and

1           **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF**  
2 **SUISUN CITY:**

3           **THAT** the Human Resources Technician classification is converted to Human Resources  
4 Technician I/II, a confidential, flexibly staffed classification series, with the salary for the Human  
5 Resources Technician I set at 10% below the Human Resources Technician II; and

6           **THAT** the City Council of the City of Suisun City hereby adopts Resolution No. 2024-  
7 \_\_\_\_: Amending the Citywide Salary Schedule to Convert the Human Resources Technician  
8 Classification to a Flexibly Staffed Classification Series, and Establish Salary for Human  
9 Resources Technician I.

10           **PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Suisun  
11 City duly held on Tuesday, the 7th day of May 2024, by the following vote:

12 **AYES:**           Council Members: \_\_\_\_\_  
13 **NOES:**           Council Members: \_\_\_\_\_  
14 **ABSENT:**        Council Members: \_\_\_\_\_  
15 **ABSTAIN:**      Council Members: \_\_\_\_\_

16 **WITNESS** my hand and the seal of said City this 7th day of May 2024.

17 \_\_\_\_\_  
18 Anita Skinner  
19 City Clerk

20 Attachments: a. Citywide Salary Schedule



City of Suisun City  
 Salary Schedule  
 Resolution Date: 5/7/2024

Job Class	Range	Hourly					Monthly Average		Effective Date	B.U.	Benefits Group	FLSA OT
		A	B	C	D	E	Starting	Ending				
Account Clerk I (F)	268	\$23.74	\$24.93	\$26.18	\$27.49	\$28.86	\$4,116	\$5,003	07/07/23	SCEA	SCEA	
Account Clerk II (F)	291	\$26.12	\$27.43	\$28.80	\$30.24	\$31.75	\$4,527	\$5,503	07/07/23	SCEA	SCEA	
Account Clerk III	313	\$28.73	\$30.17	\$31.68	\$33.26	\$34.92	\$4,980	\$6,053	07/07/23	SCEA	SCEA	
Accountant	362	\$35.68	\$37.46	\$39.33	\$41.30	\$43.37	\$6,184	\$7,517	07/07/23	SCMPEA	SCMPEA	Exempt
Accounting Technician	332	\$31.34	\$32.91	\$34.56	\$36.28	\$38.10	\$5,433	\$6,604	07/07/23	SCEA	SCEA	
Administrative Assistant I (F)	285	\$25.33	\$26.60	\$27.93	\$29.33	\$30.79	\$4,391	\$5,337	07/07/23	SCEA	SCEA	
Administrative Assistant II (F)	307	\$27.87	\$29.26	\$30.72	\$32.26	\$33.87	\$4,830	\$5,871	07/07/23	SCEA	SCEA	
Administrative Technician	327	\$30.65	\$32.18	\$33.79	\$35.48	\$37.26	\$5,313	\$6,458	03/15/24	SCEA	SCEA	
Assistant Engineer (F)	389	\$40.76	\$42.80	\$44.94	\$47.19	\$49.54	\$7,065	\$8,588	07/07/23	SCMPEA	SCMPEA	Exempt
Assistant Planner (F)	361	\$35.53	\$37.31	\$39.18	\$41.13	\$43.19	\$6,159	\$7,486	07/07/23	SCMPEA	SCMPEA	Exempt
Associate Engineer (F)	409	\$44.84	\$47.08	\$49.43	\$51.90	\$54.50	\$7,772	\$9,447	07/07/23	SCMPEA	SCMPEA	Exempt
Associate Planner (F)	380	\$39.09	\$41.04	\$43.09	\$45.25	\$47.51	\$6,775	\$8,235	07/07/23	SCMPEA	SCMPEA	Exempt
Background Investigator	391	-	-	-	-	\$49.92	-	-	12/24/21	Temp/PT	Temp/PT	
Battalion Chief (2912 annual hours)	375	\$37.97	\$39.87	\$41.87	\$43.96	\$46.16	\$9,462	\$11,501	07/21/23	Unrep	SCPFA	
Building Inspection Services Manager	407	\$44.46	\$46.68	\$49.02	\$51.47	\$54.04	\$7,707	\$9,367	07/07/23	SCMPEA	SCMPEA	Exempt
Building Inspector I (F)	320	\$29.63	\$31.11	\$32.66	\$34.30	\$36.01	\$5,135	\$6,242	07/07/23	SCEA	SCEA	
Building Inspector II (F)	341	\$32.59	\$34.22	\$35.93	\$37.73	\$39.61	\$5,649	\$6,866	07/07/23	SCEA	SCEA	
Building Maintenance Worker I (F)	272	\$24.21	\$25.42	\$26.69	\$28.02	\$29.42	\$4,196	\$5,100	07/07/23	SCEA	SCEA	
Building Maintenance Worker II (F)	296	\$26.63	\$27.96	\$29.36	\$30.83	\$32.37	\$4,616	\$5,610	07/07/23	SCEA	SCEA	
Chief Building Official	469	\$61.33	\$64.39	\$67.61	\$70.99	\$74.54	\$10,630	\$12,921	07/21/23	Unrep	SCMPEA	Exempt
City Engineer	467	\$60.67	\$63.70	\$66.89	\$70.23	\$73.75	\$10,516	\$12,783	07/07/23	SCMPEA	SCMPEA	Exempt
City Manager	595	\$122.60	-	-	-	\$134.62	\$21,250	\$23,333	03/15/24	Unrep	EM	Exempt
Code Enforcement Officer I (F)	310	\$28.28	\$29.69	\$31.17	\$32.73	\$34.37	\$4,901	\$5,958	07/07/23	SCEA	SCEA	
Code Enforcement Officer II (F)	330	\$31.10	\$32.66	\$34.29	\$36.01	\$37.81	\$5,391	\$6,553	07/07/23	SCEA	SCEA	
Community Services Officer I (F)	284	\$25.21	\$26.47	\$27.79	\$29.18	\$30.64	\$4,370	\$5,311	07/07/23	SCEA	SCEA	
Community Services Officer II (F)	305	\$27.73	\$29.12	\$30.57	\$32.10	\$33.71	\$4,807	\$5,843	07/07/23	SCEA	SCEA	
Computer Systems Specialist	222	\$20.02	\$21.02	\$22.08	\$23.18	\$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
Computer Technician	358	\$35.09	\$36.84	\$38.68	\$40.62	\$42.65	\$6,082	\$7,392	07/07/23	SCEA	SCEA	
Deputy City Clerk (C)	363	\$35.89	\$37.69	\$39.57	\$41.55	\$43.63	\$6,221	\$7,562	07/07/23	Confidential	SCMPEA	Exempt
Deputy Fire Chief	470	\$61.67	\$64.76	\$67.99	\$71.39	\$74.96	\$10,690	\$12,994	07/07/23	SCMPEA	SCMPEA	Exempt
Development Services Director	498	\$70.53	\$74.05	\$77.76	\$81.64	\$85.73	\$12,225	\$14,859	07/21/23	Unrep	EM	Exempt
Dispatch/Records Supervisor	377	\$38.36	\$40.27	\$42.29	\$44.40	\$46.62	\$6,648	\$8,081	07/07/23	SCMPEA	SCMPEA	Exempt
Division Fire Chief	445	\$54.59	\$57.32	\$60.18	\$63.19	\$66.35	\$9,462	\$11,501	07/07/23	SCMPEA	SCMPEA	Exempt
Economic Development Consultant	441	-	-	-	-	\$65.00	-	-	12/24/21	Temp/PT	Temp/PT	
Finance Director	505	\$73.34	\$77.01	\$80.86	\$84.90	\$89.15	\$12,713	\$15,453	02/06/24	Unrep	EM	Exempt
Finance Manager	436	\$52.26	\$54.87	\$57.62	\$60.50	\$63.52	\$9,058	\$11,011	07/07/23	SCMPEA	SCMPEA	Exempt
Financial Services Specialist	222	\$20.02	\$21.02	\$22.08	\$23.18	\$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
Fire Captain (2,912 annual hours)	350	\$34.52	\$36.25	\$38.06	\$39.96	\$41.96	\$8,602	\$10,455	07/07/23	SCPFA	SCPFA	
Fire Chief	514	\$76.03	\$79.84	\$83.83	\$88.02	\$92.42	\$13,179	\$16,019	07/21/23	Unrep	EM	Exempt

(C) Denotes Confidential Class  
 (F) Denotes a Flexibly Staffed Classification  
 \*\* City Manager's Salary is set by Contract

Job Class	Range	Hourly					Monthly Average		Effective Date	B.U.	Benefits Group	FLSA OT
		A	B	C	D	E	Starting	Ending				
Fire Engineer (2912 annual hours)	A333	\$32.45	\$33.77	\$35.16	\$36.62	\$38.15	\$8,085	\$9,505	05/12/23	SCPFA	SCPFA	
Fire Engineer (2912 annual hours)	333	\$31.38	\$32.95	\$34.60	\$36.33	\$38.15	\$7,820	\$9,505	05/12/23	SCPFA	SCPFA	
Fire Marshal	445	\$54.59	\$57.32	\$60.18	\$63.19	\$66.35	\$9,462	\$11,501	07/07/23	SCMPEA	SCMPEA	Exempt
Firefighter	292	\$26.15	\$27.46	\$28.83	\$30.27	\$31.79	-	-	07/21/23	Temp/PT	Temp/PT	
Fleet Mechanic	288	\$25.76	\$27.05	\$28.40	\$29.82	\$31.32	\$4,466	\$5,428	07/07/23	SCEA	SCEA	
Housing Programs Manager	412	\$46.28	\$48.59	\$51.02	\$53.57	\$56.25	\$8,021	\$9,750	07/07/23	SCMPEA	SCMPEA	Exempt
Housing Specialist I (F)	306	\$27.78	\$29.17	\$30.63	\$32.16	\$33.77	\$4,815	\$5,853	07/07/23	SCEA	SCEA	
Housing Specialist II (F)	326	\$30.56	\$32.08	\$33.69	\$35.37	\$37.14	\$5,297	\$6,438	07/07/23	SCEA	SCEA	
Human Resources Administrator	478	\$64.11	\$67.32	\$70.69	\$74.22	\$77.93	\$11,113	\$13,508	07/21/23	Unrep	EM	Exempt
Human Resources Technician I (C)	311	\$28.49	\$29.92	\$31.41	\$32.99	\$34.63	\$4,939	\$6,003	05/07/24	Confidential	SCEA	
Human Resources Technician II (C)	332	\$31.34	\$32.91	\$34.56	\$36.28	\$38.10	\$5,433	\$6,604	07/07/23	Confidential	SCEA	
IT Services Manager	443	\$53.99	\$56.69	\$59.52	\$62.50	\$65.62	\$9,358	\$11,374	07/07/23	SCMPEA	SCMPEA	Exempt
Maintenance Worker I (F)	300	\$27.16	\$28.52	\$29.95	\$31.45	\$33.02	\$4,708	\$5,723	07/07/23	SCEA	SCEA	
Maintenance Worker II (F)	322	\$29.88	\$31.37	\$32.94	\$34.59	\$36.32	\$5,179	\$6,295	07/07/23	SCEA	SCEA	
Management Analyst I (F)	361	\$35.53	\$37.31	\$39.18	\$41.13	\$43.19	\$6,159	\$7,486	07/07/23	SCMPEA	SCMPEA	Exempt
Management Analyst II (F)	380	\$39.09	\$41.04	\$43.09	\$45.25	\$47.51	\$6,775	\$8,235	07/07/23	SCMPEA	SCMPEA	Exempt
Marketing Manager	379	\$38.82	\$40.76	\$42.80	\$44.94	\$47.18	\$6,728	\$8,178	07/07/23	SCMPEA	SCMPEA	Exempt
Office Assistant	263	\$23.22	\$24.38	\$25.60	\$26.88	\$28.23	\$4,025	\$4,892	07/07/23	SCEA	SCEA	
Permit Technician I (F)	303	\$27.48	\$28.86	\$30.30	\$31.82	\$33.41	\$4,764	\$5,791	07/07/23	SCEA	SCEA	
Permit Technician II (F)	324	\$30.23	\$31.74	\$33.33	\$35.00	\$36.75	\$5,240	\$6,370	07/07/23	SCEA	SCEA	
Planning Specialist	222	\$20.02	\$21.02	\$22.08	\$23.18	\$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
Police Chief	547	\$88.56	\$92.99	\$97.64	\$102.52	\$107.64	\$15,350	\$18,658	07/21/23	Unrep	EM	Exempt
Police Commander	498	\$70.53	\$74.05	\$77.76	\$81.64	\$85.73	\$12,225	\$14,859	07/07/23	SCMPEA	SCMPEA	Exempt
Police Evidence and Property Technician I (F)	284	\$25.21	\$26.47	\$27.79	\$29.18	\$30.64	\$4,370	\$5,311	07/07/23	SCEA	SCEA	
Police Evidence and Property Technician II (F)	305	\$27.73	\$29.12	\$30.57	\$32.10	\$33.71	\$4,807	\$5,843	07/07/23	SCEA	SCEA	
Police Officer (F)	411	\$45.21	\$47.47	\$49.84	\$52.34	\$54.95	\$7,836	\$9,525	07/07/23	SCPOA	SCPOA	
Police Officer Trainee (F)	276	-	-	-	\$28.63	\$30.06	-	-	12/24/21	Temp/PT	Temp/PT	
Police Sergeant	460	\$56.96	\$59.81	\$62.80	\$65.94	\$69.24	\$9,874	\$12,002	12/08/23	SCPOA	SCPOA	
Police Support Services Manager	413	\$46.48	\$48.81	\$51.25	\$53.81	\$56.50	\$8,057	\$9,793	07/07/23	SCMPEA	SCMPEA	Exempt
Principal Planner	433	\$51.59	\$54.17	\$56.88	\$59.73	\$62.71	\$8,943	\$10,870	07/07/23	SCMPEA	SCMPEA	Exempt
Project Manager	408	\$44.64	\$46.87	\$49.22	\$51.68	\$54.26	\$7,738	\$9,405	07/07/23	SCMPEA	SCMPEA	Exempt
Public Safety Dispatcher I (F)	314	\$28.82	\$30.26	\$31.77	\$33.36	\$35.03	\$4,995	\$6,071	07/07/23	SCPOA	SCPOA	
Public Safety Dispatcher II (F)	335	\$31.70	\$33.28	\$34.95	\$36.70	\$38.53	\$5,494	\$6,679	07/07/23	SCPOA	SCPOA	
Public Works Director/City Engineer	514	\$76.03	\$79.84	\$83.83	\$88.02	\$92.42	\$13,179	\$16,019	07/21/23	Unrep	EM	Exempt
Public Works Inspector	351	\$33.89	\$35.59	\$37.37	\$39.24	\$41.20	\$5,875	\$7,141	07/07/23	SCEA	SCEA	
Public Works Specialist	222	\$20.02	\$21.02	\$22.08	\$23.18	\$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
Public Works Superintendent	432	\$51.08	\$53.63	\$56.31	\$59.13	\$62.08	\$8,853	\$10,761	07/07/23	SCMPEA	SCMPEA	Exempt
Public Works Supervisor	370	\$37.07	\$38.93	\$40.87	\$42.92	\$45.06	\$6,426	\$7,811	07/07/23	SCMPEA	SCMPEA	Exempt
Recreation Coordinator	302	\$27.38	\$28.75	\$30.19	\$31.70	\$33.28	\$4,746	\$5,769	07/07/23	SCEA	SCEA	
Recreation Manager	399	\$42.69	\$44.83	\$47.07	\$49.42	\$51.89	\$7,400	\$8,995	07/07/23	SCMPEA	SCMPEA	Exempt
Recreation Specialist I (F)	200	\$18.00	\$18.54	\$19.10	\$19.67	\$20.26	-	-	07/21/23	Temp/PT	Temp/PT	
Recreation Specialist II (F)	220	\$19.80	\$20.39	\$21.01	\$21.64	\$22.29	-	-	07/21/23	Temp/PT	Temp/PT	
Recreation Specialist III (F)	250	\$21.78	\$22.43	\$23.11	\$23.80	\$24.51	-	-	07/21/23	Temp/PT	Temp/PT	

(C) Denotes Confidential Class

(F) Denotes a Flexibly Staffed Classification

\*\* City Manager's Salary is set by Contract

Job Class	Range	Hourly					Monthly Average		Effective Date	B.U.	Benefits Group	FLSA OT
		A	B	C	D	E	Starting	Ending				
Recreation Supervisor	343	\$32.86	\$34.50	\$36.23	\$38.04	\$39.94	\$5,696	\$6,923	07/07/23	SCMPEA	SCMPEA	Exempt
Recreation, Parks & Marina Director	498	\$70.53	\$74.05	\$77.76	\$81.64	\$85.73	\$12,225	\$14,859	07/21/23	Unrep	EM	Exempt
Senior Accountant	390	\$41.03	\$43.08	\$45.24	\$47.50	\$49.87	\$7,112	\$8,644	07/07/23	SCMPEA	SCMPEA	Exempt
Senior Associate Engineer (F)	425	\$49.32	\$51.79	\$54.38	\$57.09	\$59.95	\$8,549	\$10,391	07/07/23	SCMPEA	SCMPEA	Exempt
Senior Building Inspector	381	\$39.11	\$41.07	\$43.12	\$45.27	\$47.54	\$6,779	\$8,240	07/07/23	SCMPEA	SCMPEA	Exempt
Senior Maintenance Worker	344	\$32.87	\$34.51	\$36.24	\$38.05	\$39.95	\$5,697	\$6,925	07/07/23	SCEA	SCEA	
Senior Management Analyst	400	\$42.99	\$45.14	\$47.40	\$49.77	\$52.26	\$7,452	\$9,059	07/07/23	SCMPEA	SCMPEA	Exempt
Senior Planner	400	\$42.99	\$45.14	\$47.40	\$49.77	\$52.26	\$7,452	\$9,059	07/07/23	SCMPEA	SCMPEA	Exempt
Senior Public Safety Dispatcher	357	\$34.87	\$36.61	\$38.44	\$40.37	\$42.38	\$6,044	\$7,346	07/07/23	SCPOA	SCPOA	
Youth Services Specialist	356	\$34.66	\$36.40	\$38.22	\$40.13	\$42.13	\$6,008	\$7,303	07/07/23	SCEA	SCEA	

(C) Denotes Confidential Class

(F) Denotes a Flexibly Staffed Classification

\*\* City Manager's Salary is set by Contract

**AGENDA TRANSMITTAL**

**MEETING DATE:** May 7, 2024

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**AGENDA ITEM:** Council Adoption of Resolution No. 2024-\_\_\_: Approving the First Amendment to the Suisun City Management and Professional Employees’ Association (SCMPEA) Memorandum of Understanding (MOU) 2023-25 to Acknowledge Total Years of Sworn Law Enforcement Service to Qualify for Longevity Pay.

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**FISCAL IMPACT:** The total annual cost associated with this MOU Amendment is approximately \$11,000. There is an increase of approximately \$2,700 in the current fiscal year, which will be absorbed in the current fiscal year budget.

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**STRATEGIC PLAN:** Provide Good Governance and Ensure Fiscal Solvency.

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**BACKGROUND:** On July 18, 2023, the City Council approved Memorandums of Understanding between the City of Suisun City (City) and the Suisun City Management and Professional Employees’ Association (SCMPEA), and the Suisun City Police Officers’ Association (SCPOA), effective July 1, 2023, through June 30, 2025, with the adoption of Resolution No. 2023-96 and Resolution No. 2023-98 respectively.

An Amended and Restated SCPOA MOU was approved on August 8, 2023, with Resolution 2023-114.

On December 5, 2023, the City Council approved the first amendment to the SCPOA MOU 2023-25 with Resolution No. 2023-156 that provided Police Safety employees with longevity pay for total years of sworn law enforcement experience.

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**STAFF REPORT:** The City and SCMPEA’s authorized labor relations representatives recently met and conferred in good faith pursuant to the requirements of the Meyers-Milias-Brown Act, codified as Gov’t Code Sections 3500-3511, and reached agreement regarding further modifications to the SCMPEA MOU 2023-25 which have been ratified by the membership.

Specifically, the First Amendment would acknowledge total years of law enforcement service to qualify for Longevity Pay for Police Commanders, consistent with the benefit provided to other sworn law enforcement employees represented by the SCPOA. Eligible Police Safety employees represented by SCMPEA will shall receive the longevity pay effective April 12, 2024.

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**STAFF RECOMMENDATION:**

It is recommended that the City Council adopt Resolution No. 2024-\_\_\_: Approving the First Amendment to the Suisun City Management and Professional Employees’ Association (SCMPEA) Memorandum of Understanding (MOU) 2023-25 to Acknowledge Total Years of Sworn Law Enforcement Service to Qualify for Longevity Pay.

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**DOCUMENTS ATTACHED:**

1. Resolution No. 2024-\_\_\_: Approving the First Amendment to the Suisun City Management and Professional Employees' Association (SCMPEA) Memorandum of Understanding (MOU) 2023-25 to Acknowledge Total Years of Sworn Law Enforcement Service to Qualify for Longevity Pay.
  - a. SCMPEA MOU 2023-25 Amendment No. 1

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<b>PREPARED BY:</b>	Christina Penland, Human Resources Administrator
<b>REVIEWED BY:</b>	Bret Prebula, City Manager
<b>APPROVED BY:</b>	Bret Prebula, City Manager

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**ATTACHMENTS:**

1. Resolution No. 2024-\_\_\_: Approving the First Amendment to the Suisun City Management Professional Employees Association MOU 2023-25 to Acknowledge Total Years
  - a. SCMPEA MOU 2023-25 Amendment No. 1

1 **RESOLUTION NO. 2024-\_\_**

2 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY**  
3 **APPROVING THE FIRST AMENDMENT TO THE SUISUN CITY MANAGEMENT AND**  
4 **PROFESSIONAL EMPLOYEES' ASSOCIATION (SCMPEA) MEMORANDUM OF**  
5 **UNDERSTANDING (MOU) 2023-25 TO ACKNOWLEDGE TOTAL YEARS OF SWORN**  
6 **LAW ENFORCEMENT SERVICE TO QUALIFY FOR LONGEVITY PAY.**

7 **WHEREAS**, on July 18, 2023, the City Council approved the Memorandum of Understanding  
8 between the City of Suisun City (City) and the Suisun City Management and Professional Employees'  
9 Association (SCMPEA), effective July 1, 2023, through June 30, 2025 (SCMPEA MOU 2023-25) with the  
10 adoption of Resolution No. 2023-96; and

11 **WHEREAS**, the City and SCMPEA's authorized labor relations representatives met and conferred  
12 in good faith pursuant to the requirements of the Meyers-Milias-Brown Act (MMBA)(Gov't Code Sections  
13 3500-3511) regarding certain proposed modifications in the SCMPEA MOU 2023-25 to acknowledge total  
14 years of sworn law enforcement service to qualify for Longevity Pay; and

15 **WHEREAS**, the City Council now desires to accept, approve, and adopt the First Amendment to the  
16 SCMPEA MOU 2023-25 (attached hereto as Exhibit "A"); and

17 **WHEREAS**, any additional costs of the First Amendment to the SCMPEA MOU 2023-25 will not  
18 require additional budget appropriations for this fiscal year.

19 **NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Suisun City as  
20 follows:

21 **Section 1.** The recitals set forth above are true and correct and incorporated herein by this  
22 reference.

23 **Section 2.** The First Amendment to the SCMPEA MOU 2023-25, attached hereto as Exhibit  
24 "A," is hereby accepted, approved, and adopted.

25 **Section 3.** Effective Date. This Resolution is effective April 12, 2024.

26 **PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of Suisun City duly held on  
27 Tuesday, the 7th day of May 2024, by the following vote:

28 **AYES:** Council Members: \_\_\_\_\_  
**NOES:** Council Members: \_\_\_\_\_  
**ABSENT:** Council Members: \_\_\_\_\_  
**ABSTAIN:** Council Members: \_\_\_\_\_

**WITNESS** my hand and the seal of said City this 7th day of May 2024.

\_\_\_\_\_  
Anita Skinner  
City Clerk

Exhibit A: SCMPEA MOU 2023-25 Amendment No. 1

**FIRST AMENDMENT TO THE  
MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF SUISUN CITY  
AND  
THE SUISUN CITY MANAGEMENT & PROFESSIONAL  
EMPLOYEES' ASSOCIATION**

**July 1, 2023  
Through  
June 30, 2025**

*Tentative Agreement for Successor SCMPEA MOU Approved by City Council July 18, 2023  
SCMPEA MOU 2023-25 Approved by City Council July 18, 2023  
First Amendment to SCMPEA MOU 2023-25 Approved by City Council May 7, 2024*

**FIRST AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF SUISUN CITY AND THE SUISUN CITY MANAGEMENT AND PROFESSIONAL  
EMPLOYEES' ASSOCIATION**

This First Amendment to the Memorandum of Understanding between the City of Suisun City and the Suisun City Management and Professional Employees' Association effective July 1, 2023 through June 30, 2025 ("SCMPEA MOU 2023-25") is made and entered into by and between the City of Suisun City, a municipal corporation ("City"), and the Suisun City Management and Employees' Association ("SCMPEA").

**RECITALS:**

WHEREAS, the City Council approved the SCMPEA MOU 2023-25 through Resolution No. 2023 - 96 adopted July 18, 2023;

WHEREAS, the City and SCMPEA's authorized labor relations representatives met and conferred in good faith pursuant to the requirements of the Meyers-Milias-Brown Act (MMBA), Gov't Code Sections 3500-3511, regarding compensation and benefit modifications for Police Safety classifications and incumbent employees represented by SCMPEA;

WHEREAS, the City and SCMPEA now desire to amend the SCMPEA MOU 2023-25 to include additional compensation for the SCMPEA represented Police Safety classification of Police Commander and any affected incumbent employees in that classification to provide broader eligibility for longevity pay, which modified terms were ratified by the SCMPEA membership and then signed by the parties as reflected by this First Amendment subject to approval and adoption by City Council through a formal resolution as a condition precedent; and

NOW, THEREFORE, it is hereby agreed that the SCMPEA MOU 2023-25 is amended in the following particulars only subject to approval and adoption by City Council through a formal resolution as a condition precedent:

Article 7 COMPENSATION, Section 7 Longevity Pay of the SCMPEA MOU 2023-25 shall be amended to split subsection A into two separate subsections for police and fire with additional language as follows (deletions in strikethrough; changes in ***bold italics***):

A. Police and Fire Safety Longevity Pay.

- (1) ***Police Safety Longevity Pay.***  
***Effective the pay period beginning April 12, 2024, upon the completion of five (5) years of full-time sworn law enforcement service, represented employees shall be entitled to a three (3%) percent increase in compensation; employees who complete ten (10) years of full-time sworn law enforcement service shall be entitled to an additional three (3%) percent increase in compensation (for a total of six (6%) percent).***

- (2) **Fire Safety Longevity Pay.**  
Upon the completion of five (5) years of continuous full-time **City** service, represented employees shall be entitled to a three (3%) percent increase in compensation; employees who complete ten (10) years of continuous full-time City service shall be entitled to an additional three (3%) percent increase in compensation (for a total of six (6%) percent).

The representatives of the City and of the SCMPEA have jointly prepared this First Amendment to the SCMPEA MOU 2023-25, and jointly presented same to City Council of the City of Suisun City for determination pursuant to Government Code section 3505.1. Except as expressly provided for in this First Amendment to the SCMPEA MOU 2023-25, all other provisions of the SCMPEA MOU 2023-25 shall remain in full force and effect. The parties also know that this First Amendment to the SCMPEA MOU 2023-25 shall not be in full force and effect until adopted by resolution by the City Council of the City of Suisun City. Subject to the foregoing and in witness whereof, this First Amendment is hereby executed by the authorized representatives of the City and the SCMPEA and entered into as of this 24<sup>th</sup> day of May 2024.

**IT IS SO AGREED:**

**CITY OF SUISUN CITY  
REPRESENTATIVES:**

**SCMPEA  
REPRESENTATIVES:**

\_\_\_\_\_  
Bret Prebula, City Manager



\_\_\_\_\_  
Christina Penland, HR Administrator



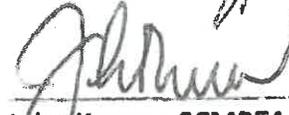
\_\_\_\_\_  
Colin Tanner, Deputy City Attorney



\_\_\_\_\_  
Mary LaPlante, Managing Labor Representative  
City Employees Association



\_\_\_\_\_  
Dan Healy, SCMPEA President



\_\_\_\_\_  
John Kearns, SCMPEA Vice President



\_\_\_\_\_  
Amber Kent, SCMPEA Secretary

**Approved as to form  
Aleshire & Wynder, LLP**



\_\_\_\_\_  
Elena Q Gerli, City Attorney

**AGENDA TRANSMITTAL**

**MEETING DATE:** May 7, 2024

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**AGENDA ITEM:** Council Adoption of Resolution No. 2024-\_\_\_: Approving the First Amendment to the Suisun City Professional Firefighters’ Association (SCPFA) Memorandum of Understanding (MOU) 2023-25 to Provide Overtime Pay for All Hours Worked Outside of the Normal, Regular Work Schedule and to Convert Employees to 56-Hour Work Weeks During Leaves of Absence.

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**FISCAL IMPACT:** There is a variable increased cost associated with this MOU amendment, depending on the scheduling of overtime work which will be absorbed in the current fiscal year budget.

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**STRATEGIC PLAN:** Provide Good Governance and Ensure Fiscal Solvency.

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**BACKGROUND:** On August 8, 2023, the City Council approved a Memorandum of Understanding between the City of Suisun City (City) and the Suisun City Professional Firefighters’ Association (SCPFA), effective July 1, 2023, through June 30, 2025, with the adoption of Resolution No. 2023-115.

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**STAFF REPORT:** The City and SCPFA’s authorized labor relations representatives recently met and conferred in good faith pursuant to the requirements of the Meyers-Milias-Brown Act, codified as Gov’t Code Sections 3500-3511, and reached agreement regarding further modifications to the SCPFA MOU 2023-25 which have been ratified by the membership.

Specifically, the First Amendment would do the following if approved by the City Council:

- Provide overtime compensation for all hours worked outside of the normal, regular work schedule
  - Converts employees to 56-hour work weeks during leaves of absence for payroll purposes.
  - Corrects language under Certification and Educational Incentive Pay that clarifies the base rate of pay is not adjusted based on receiving this incentive pay.
- 

**STAFF RECOMMENDATION:** It is recommended that the City Council adopt Resolution No. 2024-\_\_\_: Approving the First Amendment to the Suisun City Professional Firefighters’ Association (SCPFA) Memorandum of Understanding (MOU) 2023-25 to Provide Overtime Pay for All Hours Worked Outside of the Normal, Regular Work Schedule and to Convert Employees to 56-Hour Work Weeks During Leaves of Absence.

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**DOCUMENTS ATTACHED:**

1. Resolution No. 2024-\_\_\_: Approving the First Amendment to the Suisun City Professional Firefighters’ Association (SCPFA) Memorandum of Understanding (MOU) 2023-25 to Provide Overtime Pay for All Hours Worked Outside of the Normal, Regular Work Schedule and to Convert Employees to 56-Hour Work Weeks During Leaves of Absence
    - a. SCPFA MOU 2023-25 Amendment No. 1
- 

**PREPARED BY:**

Christina Penland, Human Resources Administrator

**REVIEWED BY:**  
**APPROVED BY:**

Bret Prebula, City Manager  
Bret Prebula, City Manager

---

**ATTACHMENTS:**

1. Resolution No. 2024-\_\_\_: Approving the First Amendment to the Suisun City Professional Firefighters Association MOU 2023-25 to Provide Overtime Pay
  - a. SCPFA MOU 2023-25 Amendment No. 1

**RESOLUTION NO. 2024-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY APPROVING THE FIRST AMENDMENT TO THE SUISUN CITY PROFESSIONAL FIREFIGHTERS' ASSOCIATION (SCPFA) MEMORANDUM OF UNDERSTANDING (MOU) 2023-25 TO PROVIDE OVERTIME PAY FOR ALL HOURS WORKED OUTSIDE OF THE NORMAL, REGULAR WORK SCHEDULE AND TO CONVERT EMPLOYEES TO 56-HOUR WORK WEEKS DURING LEAVES OF ABSENCE**

**WHEREAS**, on August 8, 2023, the City Council approved the Memorandum of Understanding between the City of Suisun City (City) and the Suisun City Police Officers' Association (SCPOA), effective July 1, 2023, through June 30, 2025 (SCPOA MOU 2023-25) with the adoption of Resolution No. 2023-115; and

**WHEREAS**, the City and SCPOA's authorized labor relations representatives met and conferred in good faith pursuant to the requirements of the Meyers-Milias-Brown Act (MMBA)(Gov't Code Sections 3500-3511) regarding certain proposed modifications in the SCPOA MOU 2023-25 to provide a provide overtime pay for all hours worked outside of the normal, regular work schedule and to convert employees to 56-hour work weeks during leaves of absence; and

**WHEREAS**, the City Council now desires to accept, approve, and adopt the First Amendment to the SCPFA MOU 2023-25 (attached hereto as Exhibit "A"); and

**WHEREAS**, any additional costs of the First Amendment to the SCPFA MOU 2023-25 will not require additional budget appropriations for this fiscal year.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Suisun City as follows:

**Section 1.** The recitals set forth above are true and correct and incorporated herein by this reference.

**Section 2.** The First Amendment to the SCPFA MOU 2023-25, attached hereto as Exhibit "A," is hereby accepted, approved, and adopted.

**Section 3.** Effective Date. This Resolution is effective with the pay date of May 17, 2024.

**PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 7th day of May 2024, by the following vote:

<b>AYES:</b>	Council Members:	_____
<b>NOES:</b>	Council Members:	_____
<b>ABSENT:</b>	Council Members:	_____
<b>ABSTAIN:</b>	Council Members:	_____

**WITNESS** my hand and the seal of said City this 7th day of May 2024.

\_\_\_\_\_  
Anita Skinner  
City Clerk

Exhibit A: SCPFA MOU 2023-25 Amendment No. 1

**FIRST AMENDMENT TO THE  
MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF SUISUN CITY  
AND  
THE SUISUN CITY PROFESSIONAL FIREFIGHTERS'  
ASSOCIATION, INTERNATIONAL ASSOCIATION OF  
FIREFIGHTERS (IAFF), LOCAL 1186**

**July 1, 2023  
through  
June 30, 2025**

**FIRST AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF SUISUN CITY AND THE SUISUN CITY PROFESSIONAL FIREFIGHTERS'  
ASSOCIATION, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF), LOCAL 1186**

This First Amendment to the Memorandum of Understanding between the City of Suisun City and the Suisun City Professional Firefighters' Association, International Association of Firefighters, Local 1186 (hereinafter "Union") effective July 1, 2023 through June 30, 2025 ("SCPFA MOU 2023-25") is made and entered into by and between the City of Suisun City, a municipal corporation ("City"), and the Union.

**RECITALS:**

WHEREAS, the City Council approved the SCPFA MOU 2023-25 through Resolution No. 2023-115 adopted August 8, 2023;

WHEREAS, the City and the Union's authorized labor relations representatives met and conferred in good faith pursuant to the requirements of the Meyers-Milias-Brown Act (MMBA), Gov't Code Sections 3500-3511, regarding compensation and benefit modifications for the classifications and incumbent employees represented by the SCPFA;

WHEREAS, the City and the Union now desire to amend the SCPFA MOU 2023-25 to include additional compensation for the represented classifications regarding overtime pay, certification pay and to clarify employee work schedules during leaves of absence for payroll purposes, which modifications were ratified by the Union membership and approved by the parties as reflected by their representative signatures on this First Amendment subject to the formal approval and adoption of the City Council of this First Amendment by resolution as a condition precedent to implementation; and

NOW, THEREFORE, upon approval by the City Council by a formal resolution, it is hereby agreed that the SCPFA MOU 2023-25 is amended in the following particulars only:

Article 9 Hours of Work of the SCPFA MOU 2023-25 shall be amended to include the following additional provision under Section 3 Overtime Pay as follows (deletions in strikethrough; changes in ***bold italics***):

- F. ***Overtime Pay for All Hours Outside of Normal, Regular Work Schedule.***  
***The parties acknowledge that pursuant to the FLSA, overtime payment at the regular rate of pay is not required until work has been performed more than 53 hours in a 7-day work period, whether scheduled or unscheduled. Effective the pay date of May 31, 2024, or the pay date immediately following City Council Approval, whichever comes first, overtime payment shall be provided as follows:***

- (1) Employees regularly scheduled to work more than 53 hours in a work period will receive overtime payment at the FLSA overtime rate for all work in excess***

*of 53 hours for the work period. For example, during regularly scheduled 72-hour work weeks, employees will receive overtime compensation starting at 54 hours of work.*

*(2) Employees regularly scheduled to work less than 53 hours in a work period will receive overtime payment at the FLSA overtime rate for all work in excess of their regularly scheduled hours in the work period. For example, during regularly scheduled 48-hour work weeks, employees will receive overtime compensation starting at 49 hours of work.*

*(3) Overtime received for unscheduled work hours 49 through 53 pursuant to subsection B shall be paid as overtime (as opposed to being credited as Compensatory Time Off).*

Article 19, Section 3, of the SCPFA MOU 2023-25, entitled "How a Supplement is Treated," shall be amended to be formatted into two subsections with the current language being subsection A and new added language being subsection B as follows (deletions in strikethrough; changes in ***bold italics***):

3. How a Supplement is Treated.

A. The Employee shall receive up to one hundred percent (100%) of their gross salary rate, including any regular hours worked and leave accruals to cover time off (Sick leave, Vacation, and/or CTO) until such time as the City is notified of the benefit paid to the Employee. The pay period following notification (normally the next pay period), the Employee will receive up to one hundred percent (100%) of Employee's gross salary rate when combining the supplemental amount provided by Workers' Comp/SDI with integrated leave.

B. ***When an Employee is expected to be absent for one or more workweeks for Workers' Compensation Leave (4850 or Temporary Total Disability), Sick Leave, Family or Medical Leave pursuant to state and federal law, or a non-paid status, the employee's work schedule shall be converted to a fifty-six (56) hour workweek at the beginning of the work period following receipt of such information, or, if known prior to the work period in which the absence will occur, at the beginning of the work period in which the absence begins.***

Article 24, Section 3, of the SCPFA MOU 2023-25, entitled "Certification and Educational Incentive Pay," shall be amended to correct how the incentive is applied as follows (deletions in strikethrough; changes in ***bold italics***):

3. **Certification and Educational Incentive Pay.**

In order to encourage employees to provide optimum service to the public, employees may receive *incentive pay* up to 5% ~~incentive added to~~ of their base rate for a certification or relevant advanced education degree. A certification or advanced degree required for the position is not eligible for this incentive pay. To receive certification or education incentive pay, proof of completion must be submitted to the City Manager. During the EMT and Paramedic Incentive Pay Pilot Program, employees participating in the Pilot Program will not be limited to the 5% of incentive pay discussed herein. The following list is eligible for incentive pay at the assigned incentive rate:

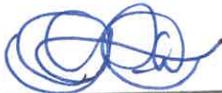
- A. Advanced degree beyond current requirement for job (AA, BA/BS, Masters) = 3%
- B. Chief Officer (FIRE) = 1.5%
- C. Paramedic = 5%

The representatives of the City and of the Union have jointly prepared this First Amendment to the SCPFA MOU 2023-25, and jointly presented same to City Council of the City of Suisun City for determination pursuant to Government Code section 3505.1. Except as expressly provided for in this First Amendment to the SCPFA MOU 2023-25, all other provisions of the SCPFA MOU 2023-25 shall remain in full force and effect. The parties also knowlege that this First Amendment to the SCPFA MOU 2023-25 shall not be in full force and effect until adopted by resolution by the City Council of the City of Suisun City. Subject to the foregoing and in witness whereof, this First Amendment is hereby executed by the authorized representatives of the City and the Union and entered into as of this 24<sup>th</sup> day of May 2024.

**IT IS SO AGREED:**

**CITY OF SUISUN CITY  
REPRESENTATIVES:**

\_\_\_\_\_  
Bret Prebula, City Manager

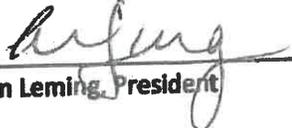


\_\_\_\_\_  
Christina Penland, HR Administrator

  
\_\_\_\_\_  
Colin Tanner, Deputy City Attorney

**UNION  
REPRESENTATIVES:**

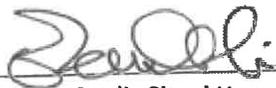
  
\_\_\_\_\_  
Ken Martin, Labor Relations Consultant  
IAFF, Local 1186

  
\_\_\_\_\_  
Aaron Leming, President

  
\_\_\_\_\_  
Chris Lujan, Vice President

**Approved as to form**

Aleshire & Wynder, LLP

  
\_\_\_\_\_  
Elena Q. Gerli, City Attorney

**AGENDA TRANSMITTAL**

**MEETING DATE:** May 7, 2024

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**AGENDA ITEM:** Council Adoption of Resolution No. 2024-\_\_\_: Authorizing the City Manager to Execute a Third Amendment to a Professional Services Agreement on the City’s Behalf with First Carbon Solutions to Prepare an Environmental Impact Report for the Suisun Logistics Center Project.

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**FISCAL IMPACT:** Due to this budget amendment, there would be no fiscal impact on the General Fund. The total cost for retaining First Carbon Solutions (FCS) to prepare and complete an Environmental Impact Report (EIR) and add critical tasks to the agreed-upon scope will be fully borne by the developer/applicant. Payments to the consultant are only made when funds are deposited by the developer.

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**STRATEGIC PLAN:** Provide Good Governance; Develop Sustainable Economy; Enhance the Environment.

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**BACKGROUND:** On December 15, 2020, the City Council adopted Resolution No. 2020-155. This resolution authorized the City Manager to execute a professional services agreement with FCS to complete a California Environmental Quality Act (CEQA) review for the Suisun Logistics Project totaling \$268,729. The Suisun Logistics project is located east of Walters Road between Peterson Road and Highway 12 (Attachment 2 – Project Location Map).

After the commencement of the environmental analysis, additional project tasks needed to be added to the project scope of work; on March 28, 2022, a first amendment was authorized under the City Manager’s authority for \$24,590 to include tasks to update the project’s Cultural Resource Assessment - Section 106 analysis. This additional analysis increased the Suisun Logistics consultant’s total contract to \$293,319.99.

On December 22, 2022, a Second Amendment was authorized by the City Council in the amount of \$33,000 increasing the contract amount to \$326,319 to cover costs associated with additional biological analysis and anticipated public comments on the Draft Environmental Impact Report (DEIR) when its released.

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**STAFF REPORT:** Since the initial contract approval, the applicant and consultant have been working with staff to complete the required environmental review. Work to date has included evaluating various project elements such as air quality, traffic, and biological conditions in anticipation of the release of a DEIR to the public for review and comment. After assessing the remaining tasks, FCS is seeking an additional \$72,790 to augment the budget to ensure funding is available for Findings of Fact, team meetings, and hearings. Funding for these tasks was initially earmarked as part of the prior budget augment, but due to unforeseen additional costs reworking the DEIR to ready the document for public review, this current augment should provide sufficient funding to complete the environmental document.

When factoring in the additional tasks referenced, the recommended budget augmentation totals \$72,790, which increases the total contract to \$399,109.

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**STAFF RECOMMENDATION:** It is recommended that the City Council Adopt Resolution No. 2024-\_\_\_\_: Authorizing the City Manager to Execute a Third Amendment to a Professional Services Agreement on the City’s Behalf with First Carbon Solutions to Prepare an Environmental Impact Report for the Suisun Logistics Center Project.

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**DOCUMENTS ATTACHED:**

1. Council Resolution No. 2024-\_\_\_\_: Authorizing the City Manager to Execute a Second Amendment to a Professional Services Agreement on the City’s Behalf with First Carbon Solutions to Prepare an Environmental Impact Report for the Suisun Logistics Center Project
  2. Vicinity Map – Suisun Logistics Center
  3. FCS Augmentation Request
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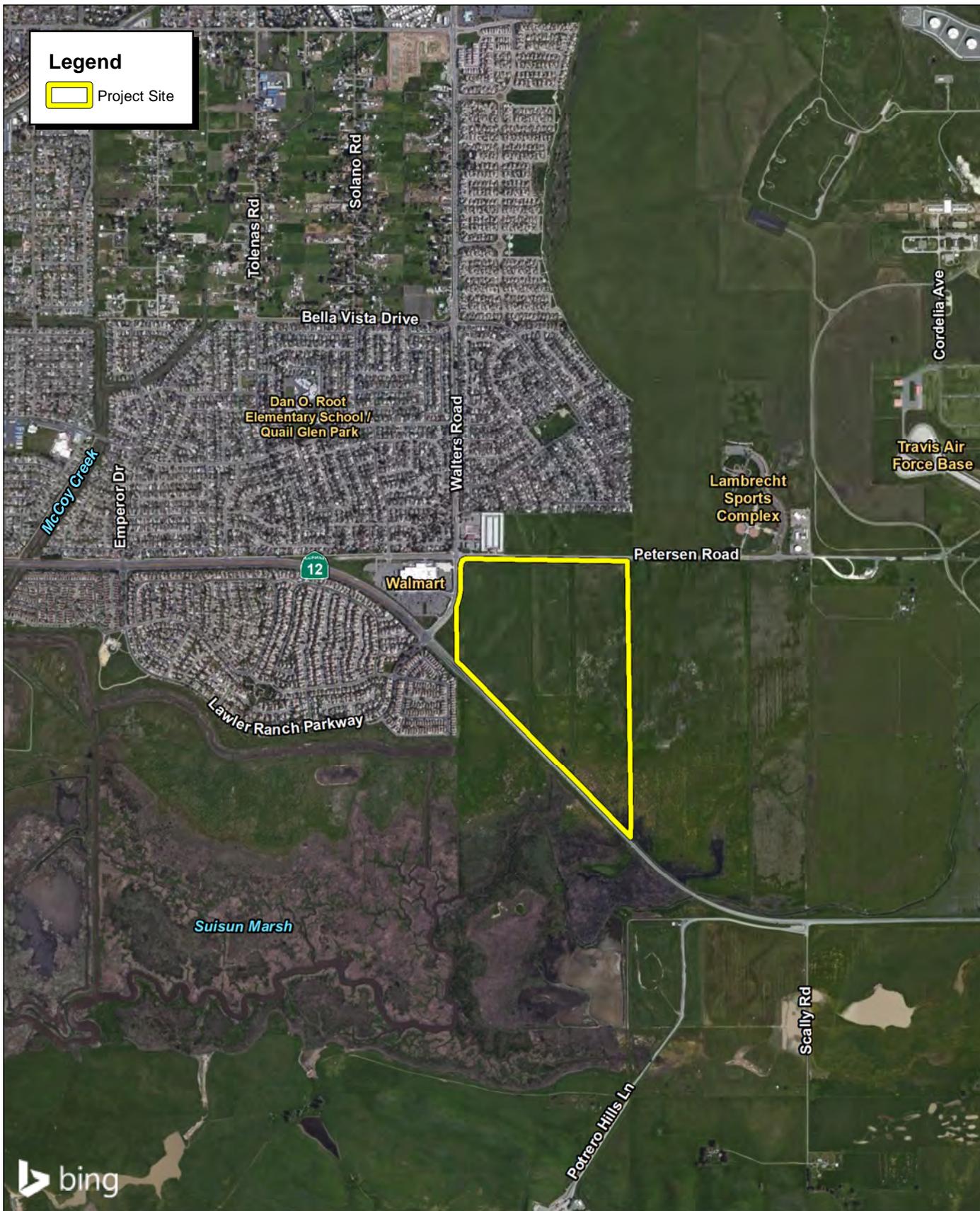
<b>PREPARED BY:</b>	Jim Bermudez, Development Services Director
<b>REVIEWED BY:</b>	Bret Prebula, City Manager
<b>APPROVED BY:</b>	Bret Prebula, City Manager

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**ATTACHMENTS:**

1. [Resolution No. 2024-\\_\\_\\_\\_: Third Amendment to a Professional Services Agreement with First Carbon Solutions.docx](#)
2. [Vicinity Map](#)
3. [FCS Augmentation Request](#)





Source: Bing Aerial Imagery.

**FIRSTCARBON**  
SOLUTIONS™



Exhibit 2-2  
Local Vicinity Map  
Aerial Base

CITY OF SUISUN CITY  
SUISUN LOGISTICS CENTER PROJECT  
ENVIRONMENTAL IMPACT REPORT

## SUISUN LOGISTICS – ADDITIONAL SERVICES (4/8/2024)

### Additional Scope of Work

This augment replenishes budget for the Final EIR, findings of fact, continued team meetings, and hearing attendance. As discussed, some of the task budgets are larger than what was included in our original contract, to allow for flexibility without having to return for another augment. Once we confirm the volume and complexity of comments received on the Draft EIR, we can revise if needed to reflect the actual level of effort.

### Task 1: Administrative Final EIR

FCS will prepare an Administrative Final EIR in accordance with the applicable requirements contained in CEQA Guidelines Sections 15088 and 15089. The Administrative Final EIR will list all agencies, organizations, and individuals who submitted written comments on the Draft EIR during the public review period and provide written responses to those comments. To enhance readability and avoid redundancy, FCS will use Master Responses to address frequent and reoccurring comments on the Draft EIR’s analysis. Additionally, the Administrative Final EIR will contain an Errata, which will document minor changes to the Draft EIR text in strikeout-underline format.

FCS representatives will attend a public comment session concerning the Draft EIR during the public review period. FCS will summarize verbal comments received at the meeting in the Administrative Final EIR and provide written responses to said comments.

Based on FCS’s experience responding to comments for this type of project, we have budgeted 150 hours of FCS staff time (including technical, editing, and administrative personnel) for this task. We have also included budget for W-Trans to respond to transportation-related comments. Together with the City, FCS will evaluate the volume and complexity of comments received on the Draft EIR. If additional time is required beyond what is budgeted, FCS will prepare a budget augment to cover the actual level of effort.

#### Deliverables

- One (1) electronic version (PDF) of the Administrative Final EIR to the City of Suisun City

### Task 2: Screencheck Final EIR

Once City staff provides a single set of consolidated and vetted comments on the Administrative Final EIR, FCS will prepare a Screencheck Final EIR. FCS will submit the Screencheck Final EIR to the City for review and confirmation that the document is ready for publication.

#### Deliverables

- One (1) electronic version (PDF) of the Screencheck Final EIR to the City of Suisun City

### Task 3: Final EIR

Once City staff provides final comments on the Screencheck Final EIR, FCS will proceed with finalizing and producing the Final EIR for public review. This task assumes technical staff time will be required to complete revisions to the Final EIR, plus editing and administrative staff time to prepare the document for publication. If additional hours are required, we will prepare a budget augment to cover the actual level of effort. FCS will provide copies of the Final EIR to the City of Suisun City, which will be responsible for local distribution, noticing, and posting. Finally, this scope of work assumes that City staff will prepare and mail all notices associated with the Final EIR to local agencies and interested parties.

#### *Deliverables*

- Ten (10) bound hard copies (appendices on CD) and twenty (20) CDs (PDF format) of the Final EIR to the City of Suisun City.

### Task 4: Team Meetings/Hearings

This scope of work assumes that FCS's Project Director or Project Manager will attend up to six (6) meetings in Suisun City and/or teleconference. Meetings would consist of a combination of coordination meetings with staff and public hearings. A not-to-exceed budget has been established to cover attendance at the meetings. If the City staff and/or the applicant requests additional meeting attendance by FCS staff, or if the amount of time involved in these meetings exceeds the initial budget allocation, FCS will notify the applicant of the additional costs and obtain authorization for the extra meeting time.

### Task 5: Management

In addition to the research, analysis, communications, and report writing tasks described above, FCS will perform a variety of project management duties to ensure that the EIR meets the City's standards of quality, and that it is delivered on time and within budget. These duties will include team supervision and coordination, oral and written communications with City staff, project accounting, and quality assurance review by FCS's Project Director and Technical Editor of all deliverable products. These services also will include ongoing support to City staff, such as providing input to staff reports, regular schedule updates, and discussions of technical issues. This task assumes forty (40) hours of staff time.

### Task 6: Findings of Fact and Statement of Overriding Considerations

Pursuant to CEQA Guidelines Sections 15091 and 15093, FCS will prepare a Draft Findings of Fact for each potentially significant effect identified in the EIR and a Statement of Overriding Considerations for any unavoidable significant impacts associated with the proposed project. As required by the CEQA Guidelines, one of three findings must be made for each significant effect and must be supported by substantial evidence in the record. The Statement of Overriding Considerations will rely on input from the project team regarding the benefits of the project. FCS's Project Manager will consult with the City to review draft findings and to finalize the findings.

*Deliverables:*

- Electronic copy (via Dropbox in Microsoft Word format) of the Draft Findings of Fact and Statement of Overriding Considerations to the City.
- Electronic copy (via Dropbox in PDF format) of the Final Findings of Fact and Statement of Overriding Considerations to the City.

**ESTIMATED BUDGET**

Task	Fees
Task 1: Administrative Final EIR	\$38,280
Task 2: Screencheck Final EIR	\$11,300
Task 3: Final EIR	\$4,560
Task 4: Management	\$6,000
Task 5 Team Meetings and Public Hearings	\$5,350
Task 6: Findings of Fact	\$7,300
<b>Fee Total</b>	<b>\$72,790</b>

**Assumptions**

The assumptions used in calculating the above fees are:

- The fee is valid for up to 30 days from the date of this scope, after which it may be subject to revision.
- Costs have been allocated to tasks based upon FCS’s proposed approach. During the work, FCS may, on its sole authority, re-allocate costs among tasks and/or direct costs, as circumstances warrant, so long as the adjustments maintain the total price within its authorized amount.
- The FCS Project Director and Project Manager will be the primary representative at project meetings and hearings.

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**AGENDA TRANSMITTAL**

**MEETING DATE:** May 7, 2024

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**AGENDA ITEM:** Council Consideration of the California Department of Education's Elementary and Secondary School Emergency Relief (ESSER) III Grant Fund:

- a. Council Adoption of Resolution No. 2024-\_\_\_: Accepting Grant Funds from the California Department of Education’s Elementary and Secondary School Emergency Relief III Summer Grant Program; and
- b. Council Adoption of Resolution No. 2024-\_\_\_: Adopting the 8th Amendment to the Annual Appropriation Resolution No. 2023-88 to Allocate Budget for Grant Funds from the California Department of Education’s Elementary and Secondary School Emergency Relief III Summer Grant Program.

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**FISCAL IMPACT:** \$60,000 in grant funding with no match.

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**STRATEGIC PLAN:** Provide Good Governance.

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**BACKGROUND:** In April 2023, the Expanded Learning Division of the California Department of Education (CDE) released a request for applications for its Elementary and Secondary School Emergency Relief (ESSER) III Summer Grant Program. The purpose of the ESSER III Summer Grant Program is to fund the implementation of evidence-based out-of-school time enrichment programs through September 30, 2024, and to ensure these programs respond to students’ academic, social, and emotional needs, as well as address the disproportionate impact of COVID-19 on students experiencing homelessness and children in foster care.

This funding opportunity was only open to existing local educational agencies (LEA) that operate an After School Education and Safety (ASES) program through CDE. Because the City operates the ASES program at Suisun Elementary, it was eligible to apply for the ESSER III funding opportunity.

In May 2023, the RPM Department submitted an application for the ESSER III Summer Grant Program.

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**STAFF REPORT:** In September 2023, the RPM Department received initial notification of a \$60,000 grant award from the ESSER III Summer Grant Program. Due to delays in processing from CDE, the RPM Department received a formal Grant Award Letter in April 2024.

The grant award will allow for an expansion of services within the RPM Department’s out-of-school time offerings, including summer break programming. The funding is eligible for expenses such as staffing, staff development opportunities, providing mental health support for students, purchase of educational technology that addresses summer learning loss, and developing systems to improve emergency preparedness within the program.

Additionally, an amendment to the Annual Appropriation Resolution is required to be adopted by City Council in order to expend funds and to receive revenue for this grant award.

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**STAFF RECOMMENDATION:** It is recommended that City Council consider adoption of the following resolutions:

- a. Resolution No. 2024-\_\_\_: Accepting Grant Funds from the California Department of Education’s Elementary and Secondary School Emergency Relief III Summer Grant Program.
- b. Resolution No. 2024-\_\_\_: Adopting the 8th Amendment to the Annual Appropriation Resolution No. 2023-88 to Allocate Budget for Grant Funds from the California Department of Education’s Elementary and Secondary School Emergency Relief III Summer Grant Program.

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**DOCUMENTS ATTACHED:**

1. Resolution No. 2024-\_\_\_: Accepting Grant Funds from the California Department of Education’s ESSER III Summer Grant Program.
2. Resolution No. 2024-\_\_\_: Adopting the 8th Amendment to the Annual Appropriation Resolution No. 2023-88 to Allocate Budget for Grant Funds from the California Department of Education’s Elementary and Secondary School Emergency Relief III Summer Grant Program.

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**PREPARED BY:**

Marvin Mora, Management Analyst II

**REVIEWED BY:**

Kris Lofthus, Recreation, Parks & Marina Director

**APPROVED BY:**

Bret Prebula, City Manager

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**ATTACHMENTS:**

1. [Resolution No 2024-\\_\\_\\_: Accepting Grant Funds from the California Department of Education's ESSER III Summer Grant Program](#)
2. [Resolution No. 2024-\\_\\_\\_: Adopting the 8th Amendment to the Annual Appropriation Reso No 2023-88 to Appropriate Funds for the California Department of Education's ESSER III Summer Grant Program](#)



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**RESOLUTION NO. 2024-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
ADOPTING THE 8th AMENDMENT TO THE ANNUAL APPROPRIATION RESOLUTION NO. 2023-88  
TO ALLOCATE BUDGET FOR GRANT FUNDS FROM CALIFORNIA DEPARTMENT OF EDUCATION'S  
ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF III SUMMER GRANT PROGRAM  
EXPENDITURE.**

**WHEREAS**, On June 27, 2023, the City Council adopted the Annual Appropriation Resolution No. 2023-88 to appropriate from each of the several funds of the City to each department of the City amounts set forth in the Annual Budget Business and Financial Plan for Fiscal Year 2023-2024.

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

**THAT** the annual appropriation for Prop.49 Grant is hereby amended as follows:

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

	<u>Sources</u>	<u>Uses</u>
Revenue: A/C No. 171-8651-76950 Prop.171- ASES Relief III Grants	\$ 60,000	
Appropriations: A/C No. 171-8651-91435 Prop.171- ASES Relief III Grants- Field Supplies		\$ 60,000
Total Fund	<u>\$ 60,000</u>	<u>\$ 60,000</u>

**THAT** the purpose is to appropriate funds into the budget.

**ADOPTED AND PASSED** at a regular meeting of the City Council of the City of Suisun City duly held on the \_\_\_th day of \_\_\_ 2024 by the following vote:

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

**WITNESS** my hand and seal of the said City this \_\_\_th day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Anita Skinner,  
City Clerk

**AGENDA TRANSMITTAL**

**MEETING DATE:** May 7, 2024

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**AGENDA ITEM:** Council Consideration and Approval of Appointments of City Staff members to the Pooled Liability Assurance Network (PLAN) Joint Powers Authority (JPA) Board of Directors and to the Local Agency Workers’ Compensation Excess Joint Powers Authority’s Governing Board.

- a. Council Adoption of Resolution No. 2024-\_\_\_: Appointing One Director and One Alternate Director to the Pooled Liability Assurance Network (PLAN) Joint Powers Authority (JPA) Board of Directors; and
- b. Council Adoption of Resolution No. 2024-\_\_\_: Appointing One Representative and One Alternate Representative to the Local Agency Workers’ Compensation Excess Joint Powers Authority's Governing Board.

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**FISCAL IMPACT:** There is no fiscal impact.

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**STRATEGIC PLAN:** Provide Good Governance:

- Section 4.3 – Develop partnerships with education, governmental and other agencies to deliver services and/or support efforts on behalf of the city.
- Section 4.7 – Improve productivity, efficiency, effectiveness, customer service and citizen satisfaction in all areas of the municipal organization.

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**BACKGROUND:**

PLAN JPA: The City has been a member of the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA) and its predecessor agency since 1986 to provide excess pooled insurance coverage and related services. The bylaws of PLAN JPA provide that each pool member shall have representation on its Board of Directors.

LAWCX: The City has been a member of the Local Agency Workers’ Compensation Excess (LAWCX) JPA since 2002 to provide pooled funding for excess workers’ compensation insurance benefits and costs.

On May 4, 2021, the city designated the Human Resources Administrator as the Director and the City Manager as the Alternate Director to the PLAN JPA Board; and the Human Resources Administrator as the Representative and the City Manager as the Alternate Representative to the LAWCX Board.

On October 3, 2023, the city designated the Human Resources Administrator as the Director and the Deputy City Manager as the Alternate Director to the PLAN JPA Board; and the Human Resources Administrator as the Representative and the Deputy City Manager as the Alternate Representative to the LAWCX Board.

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**STAFF REPORT:** Staffing changes necessitate an amendment to the resolution appointing the City’s voting representatives on each of these Boards of Directors.

The attached resolutions will update the City’s designated representatives. The Human Resources Administrator will continue to serve as the Director and the City Manager will be designated as the Alternate Director to the PLAN JPA Board, and the Human Resources Administrator will continue to serve as the Representative and the City Manager will be designated as the Alternate Representative to the LAWCX Board.

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**STAFF RECOMMENDATION:** It is recommended that the City Council:

1. Council Adoption of Resolution No. 2024-\_\_\_: Appointing One Director and One Alternate Director to the Pooled Liability Assurance Network (PLAN) Joint Powers Authority (JPA) Board of Directors; and
2. Council Adoption of Resolution No. 2024-\_\_\_: Appointing One Representative and One Alternate Representative to the Local Agency Workers’ Compensation Excess Joint Powers Authority’s Governing Board.

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**DOCUMENTS ATTACHED:**

1. Resolution No. 2024-\_\_\_: Appointing One Director and One Alternate Director to the Pooled Liability Assurance Network (PLAN) Joint Powers Authority (JPA) Board of Directors; and
2. Resolution No. 2024-\_\_\_: Appointing One Representative and One Alternate Representative to the Local Agency Workers’ Compensation Excess Joint Powers Authority’s Governing Board.

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<b>PREPARED BY:</b>	Christina Penland, Human Resources Administrator
<b>REVIEWED BY:</b>	Bret Prebula, City Manager
<b>APPROVED BY:</b>	Bret Prebula, City Manager

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**ATTACHMENTS:**

1. Resolution No. 2024-\_\_\_: Appointing One Director and One Alternate Director to the Pooled Liability Assurance Network (PLAN) JPA Board of Directors
- 2 Resolution No. 2024-\_\_\_: Appointing One Representative and One Alternate Representative to the Local Agency Workers' Compensation Excess Joint Powers Authority Governing Board.

1 **RESOLUTION NO. 2024-**

2 **A RESOLUTION OF THE SUISUN CITY COUNCIL OF THE CITY OF SUISUN**  
3 **CITY APPOINTING ONE DIRECTOR AND ONE ALTERNATE DIRECTOR TO**  
4 **THE POOLED LIABILITY ASSURANCE NETWORK (PLAN) JOINT POWERS**  
5 **AUTHORITY (JPA) BOARD OF DIRECTORS**

6 **WHEREAS**, the City of Suisun City was a founding member of Association of Bay  
7 Area Governments (ABAG) Pooled Liability Assurance Network (PLAN), and has benefitted  
8 immeasurably from the stable, cost-effective self-insurance, risk sharing and risk management  
9 services provided since 1986; and

10 **WHEREAS**, on December 5, 2017, the City Council authorized the execution of the  
11 Pooled Liability Assurance Network (PLAN) Joint Exercise of Powers Agreement, which  
12 created the PLAN JPA, a pooled risk management and liability pool that is the successor to  
13 ABAG PLAN; and

14 **WHEREAS**, on June 20, 2018, the ABAG PLAN Board of Directors dissolved ABAG  
15 PLAN, and the PLAN JPA Board of Directors established the PLAN JPA;

16 **WHEREAS**, PLAN JPA bylaws state that each governing body of each Member Entity  
17 in PLAN JPA shall appoint one (1) Director and one (1) voting Alternate Director to serve at the  
18 respective Member Entity’s pleasure; and

19 **WHEREAS**, each appointment shall set forth the director’s and alternate director’s name  
20 and position with the Member Entity; and

21 **WHEREAS**, on May 4, 2021, the Human Resources Administrator was appointed as the  
22 Director, and the City Manager was appointed as the Alternate Director with Council’s adoption  
23 of Resolution 2021-33.

24 **WHEREAS**, on October 3, 2023, the Human Resources Administrator was appointed as  
25 the Director, and the Deputy City Manager was appointed as the Alternate Director with  
26 Council’s adoption of Resolution 2023-137.

27 **NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Suisun  
28 City rescinds the appointments made by Resolution 2023-137 and appoints the Human  
Resources Administrator, Christina Penland as the City’s Director on the PLAN JPA Board and  
the City Manager, Bret Prebula as the Alternate Director.

**PASSED AND ADOPTED** at a regular meeting of said City Council held on Tuesday,  
the 7<sup>th</sup> day of May 2024 by the following vote:

**AYES:** Councilmembers: \_\_\_\_\_  
**NOES:** Councilmembers: \_\_\_\_\_  
**ABSENT:** Councilmembers: \_\_\_\_\_  
**ABSTAIN:** Councilmembers: \_\_\_\_\_

**WITNESS** my hand and the seal of said City this 7<sup>th</sup> day of May 2024.

\_\_\_\_\_  
Anita Skinner  
City Clerk

**RESOLUTION NO. 2024-**

**A RESOLUTION OF THE SUISUN CITY COUNCIL OF THE CITY OF SUISUN CITY APPOINTING ONE REPRESENTATIVE AND ONE ALTERNATE REPRESENTATIVE TO THE LOCAL AGENCY WORKERS’ COMPENSATION EXCESS JOINT POWERS AUTHORITY’S GOVERNING BOARD**

**WHEREAS**, the City of Suisun City entered into a Joint Powers Agreement with other public agencies to create the Local Agency Workers’ Compensation Excess Joint Powers Authority (LAWCX, JPA), to provide pooled funding of workers’ compensation insurance benefits and costs; and

**WHEREAS**, LAWCX JPA bylaws state that the governing body of each Party to the LAWCX Agreement shall appoint one (1) Representative and one (1) voting Alternate Representative to who shall serve on the Board of Directors at the respective Party’s pleasure; and

**WHEREAS**, on May 4, 2021, the Human Resources Administrator was appointed as the City’s Representative, and the City Manager was appointed as the Alternate Representative with Council’s adoption of Resolution 2021-34; and

**WHEREAS**, on October 3, 2023, the Human Resources Administrator was appointed as the City’s Representative, and the Deputy City Manager was appointed as the Alternate Representative with Council’s adoption of Resolution 2023-138; and

**WHEREAS**, current City staffing indicates the most appropriate appointments as Representative and Alternate Representative should be the Human Resources Administrator and the City Manager.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Suisun City rescinds the appointments made by Resolution 2023-138 and appoints the Human Resources Administrator as the City’s Representative to the LAWCX JPA Board of Directors and the City Manager as the Alternate Representative.

**PASSED AND ADOPTED** at a regular meeting of said City Council held on Tuesday, the 7<sup>th</sup> day of May 2024 by the following vote:

<b>AYES:</b>	Councilmembers:	_____
<b>NOES:</b>	Councilmembers:	_____
<b>ABSENT:</b>	Councilmembers:	_____
<b>ABSTAIN:</b>	Councilmembers:	_____

**WITNESS** my hand and the seal of said City this 7<sup>th</sup> day of May 2024.

\_\_\_\_\_  
Anita Skinner  
City Clerk

**AGENDA TRANSMITTAL**

**MEETING DATE:** May 7, 2024

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**AGENDA ITEM:** Council Adoption of Resolution No. 2024-\_\_\_: Authorizing Participation in the Employment Risk Management Authority (ERMA).

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**FISCAL IMPACT:** The annual premium for Fiscal Year 2024-25 is \$92,800 at a self-insured retention (SIR) level of \$50,000.

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**STRATEGIC PLAN:** Provide Good Governance and Fiscal Solvency.

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**BACKGROUND:** The City participates in the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA), for self-insurance, risk sharing, risk management services related to liability, property, automobile physical damage and other ancillary lines of coverage. PLAN JPA, however, does not afford coverage for employment practices liability (EPL) related claims and exposures.

Employment Risk Management Authority (ERMA) is a statewide risk sharing pool comprised of 11 joint powers authorities and 2 direct members that provides liability coverage for employer-employee related practices. ERMA has been in operation since July 1999 and provides programs and coverage for more than 200 public entities throughout the state. PLAN JPA joined ERMA in 2020. Membership in ERMA is extended to the City through PLAN JPA.

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**STAFF REPORT:** Typically, violations of applicants’ or employees’ rights are never intended, but when people deal with people, mistakes can happen, and even honest mistakes can lead to legal and financial consequences. Currently, the City of Suisun City does not have EPL insurance to protect against employer-employee employment practices claims such as harassment, discrimination, or wrongful termination.

Membership with ERMA would cost the City \$92,800 in Fiscal Year 2024-25 for a Self-Insured Retention (SIR) of \$50,000. Other options include an SIR of \$75,000 at an annual premium of \$85,484 or an SIR of \$100,000 at an annual premium of \$79,323.

Coverage through ERMA includes administration and litigation of workplace misconduct claims. Additionally, ERMA invests a considerable effort in prevention and education providing a full suite of online and in-person training including AB 1234, Ethics, Prevention of Harassment, Discrimination, and Retaliation. ERMA members also have access to an Attorney Hotline offering one hour monthly to assist with day-to-day employment related issues such as terminations, leaves of absence, harassment/retaliation/discrimination complaint handling, etc. and an Employee Protection Line which allows employees to make reports of workplace wrongdoing via an online form or voice recording, which can be used anonymously. Additional information about the services available through ERMA can be found in the attached Quick Reference Handbook.

The ERMA coverage is available to the City through its membership with PLAN JPA. Participation in ERMA is offered to PLAN JPA members annually. To be considered by the ERMA Board of Directors for inclusion, the City is required to submit a letter of intent to participate, and a Resolution of the

governing body authorizing participation, complete a liability application, provide seven years of payroll history and EPL loss information, and submit and the most recent financial audit. ERMA membership will then be evaluated by the ERMA Underwriting Committee for recommendation to the Board of Directors. If approved by the ERMA Board, the City would join as an underlying member of PLAN JPA, for a minimum of a three year commitment.

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**STAFF RECOMMENDATION:** Council Adoption of Resolution No. 2024-\_\_: A Resolution of the City Council of the City of Suisun City Authorizing Participation in the Employment Risk Management Authority (ERMA).

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**DOCUMENTS ATTACHED:**

1. Council Adoption of Resolution No. 2024-\_\_: Authorizing Participation in the Employment Risk Management Authority (ERMA).
2. ERMA Contribution Indication
3. ERMA Quick Reference Handbook

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<b>PREPARED BY:</b>	Christina Penland, Human Resources Administrator
<b>REVIEWED BY:</b>	Bret Prebula, City Manager
<b>APPROVED BY:</b>	Bret Prebula, City Manager

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**ATTACHMENTS:**

1. [Resolution No. 2024-\\_\\_: Authorizing Participation in the Employment Risk Management Authority](#)
2. [ERMA Contribution Indication](#)
3. [ERMA Quick Reference Handbook](#)

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**RESOLUTION NO. 2024-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
AUTHORIZING PARTICIPATION IN THE EMPLOYMENT RISK MANAGEMENT  
AUTHORITY (ERMA)**

**WHEREAS**, the City of Suisun City wishes to obtain Employment Practices Liability (EPL) coverage effective July 1, 2024; and

**WHEREAS**, the employment Risk Management Authority (ERMA) is a self-insured joint powers authority created for the sole purpose of Employment Practices Liability Coverage; and

**WHEREAS**, ERMA is comprised of various public entities who risk share up to \$1 million against potentially unlawful employment practices and discrimination claims; and

**WHEREAS**, ERMA formed primarily due to he fact that government entities have not historically been able to secure EPL coverage at a competitive cost through the commercial insurance marketplace; and

**WHEREAS**, ERMA has met all of the high professional standards established by the California Association of Joint Powers Authorities (CAJPA) in the areas of governance, finance, claims control, safety and loss control and ERMA is fully accredited by CAJPA; and

**WHEREAS**, CAJPA’s accreditation process requires reviews by independent consultants in the areas of accounting, claims adjusting, and actuarial analysis; and

**WHEREAS**, ERMA provides services to both Joint Powers Insurance Authorities and individual public entities; and

**WHEREAS**, the City of Suisun City has determined that it is in the best interest to become a member of ERMA for the purpose of obtaining Employment Practices Liability coverage; and

**WHEREAS**, ERMA requires the City of Suisun City to pass a resolution expressing the desire and commitment of the City of Suisun City’s participation in ERMA, which requires a three year minimum participation period;

**WHEREAS**, the City of Suisun City also understands our entity will be bound by the provisions in the ERMA Joint Powers Agreement just as though it were fully set forth and incorporated herein whether or entity had signed it individually or through an underlying Joint Powers Insurance Authority; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Suisun City, California,

THAT, the City Council approves participation in ERMA effective July 1, 2024; and

THAT, the City Council authorizes the City Manager to take any and all actions necessary to implement the foregoing resolution.

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**PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 7<sup>th</sup> day of May 2024, by the following vote:

**AYES:** Councilmembers: \_\_\_\_\_  
**NOES:** Councilmembers: \_\_\_\_\_  
**ABSENT:** Councilmembers: \_\_\_\_\_  
**ABSTAIN:** Councilmembers: \_\_\_\_\_

**WITNESS** my hand and the seal of said City this 7<sup>th</sup> day of May 2024.

\_\_\_\_\_  
Anita Skinner  
City Clerk

<b>Name of Entity</b>	City of Suisun
<b>2023 Calendar Year Payroll</b>	\$11,421,479
<b>Coverage Period</b>	July 1, 2024 to June 30, 2025

**CALCULATION**

Self-Insured Retention Option		\$50,000	\$75,000	\$100,000
<b>Funding Rate</b>		0.552	0.500	0.455
<b>Funding for Losses</b>		\$63,047	\$57,057	\$52,013
<b>Loss Prevention &amp; Training Administration</b>	0.0094	1,076	1,076	1,076
	0.0543	6,204	6,204	6,204
<b>Deposit Contribution</b>		\$70,327	\$64,337	\$59,293
<b>JPA Participation Credit</b>	1.70%	(1,197)	(1,095)	(1,009)
<b>Net Contribution</b>		\$69,129	\$63,242	\$58,284
<b>JPA Experience Mod Factor</b>		1.232		
<b>JPA Off-Balance Factor <sup>(1)</sup></b>		1.002		
<b>Contribution Adjusted for Off-Balance Factor</b>		\$85,320	\$78,053	\$71,934
<b>Individual Experience Mod Factor <sup>(2)</sup></b>		1.000		
<b>Individual Off-Balance Factor <sup>(1)</sup></b>		1.243		
<b>Contribution Adjusted for Off-Balance Factor</b>		\$85,904	\$78,588	\$72,427
<b>Excess Insurance \$3M x \$1M</b>	0.0604	\$6,896	\$6,896	\$6,896
<b>ERMA CONTRIBUTION <sup>(3)</sup></b>		\$92,800	\$85,484	\$79,323

**Notes:**

(1) Off-Balance Factor: To ensure that ERMA collects the required total contribution from a member, which is determined by ERMA's consulting actuary, an off-balance factor is applied to the net contribution after the experience modification factor is applied to the net contribution. All underlying members within the same primary JPA receive the same off-balance factor.

(2) New members are assigned an experience modification factor of 1.000 their first year in ERMA.

(3) Contribution calculated using rates and factors per the 2024/25 preliminary budget.



# Quick Reference Handbook



## **WELCOME TO ERMA**

On behalf of the Board of Directors of the Employment Risk Management Authority (ERMA), we would like to welcome you to ERMA. As set forth in our mission statement, ERMA is the premier authority for employment liability coverage protecting California public entities. ERMA reduces employment practices liability (EPL) risk through comprehensive and innovative training and the valuable resources provided to our members.

This Quick Reference Handbook contains information about the scope of services available to members, ERMA's Litigation Management Program, Claim Reporting Procedures, and other important information about the program. We are also pleased to offer an up-to-date and user-friendly website that allows members to view the calendar, access governing documents, access claim reporting forms, and print agendas and minutes of the Board of Directors' meetings. Staff is always available to answer any questions you may have.

Through our commitment to preventative training, member relationships, and active litigation management, ERMA is fulfilling its mission. We look forward to working with you!

John Gillison, President  
Rob Kramer, Executive Director

## ABOUT ERMA

ERMA is a Joint Powers Authority organized and existing in accordance with the laws of the State of California. For more information about the program and the services available to members, visit our [website](#). To register for access to the member portal, select “[Reach Us](#)” and complete the requested fields.

Staff:

**Rob Kramer, Executive Director**

(916) 244-1117, [rob.kramer@sedgwick.com](mailto:rob.kramer@sedgwick.com)

**Yvette Flama, Analyst**

(916) 290-4629, [yvette.flama@sedgwick.com](mailto:yvette.flama@sedgwick.com)

**Stacey Sullivan, Litigation Manager**

(916) 244-1125, [stacey.sullivan@sedgwick.com](mailto:stacey.sullivan@sedgwick.com)

**Julia Byrd, Litigation Analyst**

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**Chee Xiong, Finance Manager**

(916) 290-4620, [chee.xiong@sedgwick.com](mailto:chee.xiong@sedgwick.com)

**Annette DuRand, Senior Accountant**

(916) 244-1157, [annette.durand@sedgwick.com](mailto:annette.durand@sedgwick.com)

*For training-related inquiries, please email [ERMATraining@sedgwick.com](mailto:ERMATraining@sedgwick.com).*

## MEMBER SERVICES

We are pleased to offer our members a variety of services to help them reduce and manage their EPL risk.

### Attorney Hotline

ERMA partners with the law of firms Liebert Cassidy Whitmore and Jackson Lewis, P.C., both of whom specialize in public entity employment law, to provide an attorney hotline service. The hotline provides members with an avenue to ask questions and receive professional consultation regarding labor and employment law related issues. Each member is assigned to one of the two law firms for hotline services and receives up to one-hour of free legal advice per month.

Both law firms will assist members with day-to-day employment related issues. Hotline questions should be those of a routine nature regarding terminations, leaves of absence, harassment allegations, etc., and are restricted to the issues and areas of law that could become covered occurrences under the Memorandum of Coverage (MOC). The attorney will inform the caller if the subject of a hotline call is not covered by the service. The firms will not provide policy or handbook reviews, conduct legal research on more than a simple question, or write letters of opinion, etc., as part of the hotline service. If you are uncertain as to your assigned attorney firm, please contact [ERMATraining@sedgwick.com](mailto:ERMATraining@sedgwick.com).

Attorney Hotline contact information for Liebert Cassidy Whitmore and Jackson Lewis, P.C.:

**Liebert Cassidy Whitmore**  
(800) 645-2696

**Jackson Lewis, P.C.**  
(888) 375-3762

## **Training**

Employment-related training is a hallmark of our loss prevention program. We offer live training workshops on topical employment-related issues conducted by staff and our partner law firms. We also provide members with access to a host of online training modules via [ERMANet](#).

### **Live Training (Individual/Regional)**

Each program year, we offer in-person or webinar-based regional trainings throughout the state on harassment and discrimination prevention. The workshops are AB 1825 and SB 1343-compliant and focus upon preventing the behaviors that can lead to harassment and discrimination claims, as well the problem-solving skills necessary for creating positive workplace environments. A schedule of the regional dates and locations is available on the [website](#).

Additionally, to meet the needs of individual members, we offer a limited number of individual trainings each program year. These workshops will be scheduled based upon member needs, requests and availability.

### **Online Training**

We also offer several on-line training modules through [ERMANet](#). These include AB 1825 and SB 1343 (English & Spanish) harassment training, AB 1234 ethics training, and a suite of modules related to human resources and supervisory skills

### **Training & Risk Management Program**

ERMA provides member agencies with access to a training and loss control reimbursement program. Each member is allowed reimbursement of up to \$2,500 annually for eligible human resource and employment-related training and loss control expenditures. Please visit the ERMA [website](#) to review Frequently Asked Questions and/or submit a request for reimbursement. If you are uncertain if your expenditure is eligible for reimbursement, please review the contact [ERMATraining@sedgwick.com](mailto:ERMATraining@sedgwick.com).

## **Anonymous Employee Reporting**

ERMA provides employees of member agencies with a toll-free number to report anonymous incidents of employment-related workplace misconduct such as harassment, discrimination, and retaliation.

Each agency is assigned a unique code for use of the Employee Protection Line (“reporting line”). Employees may make anonymous reports, but will need to supply their designated entity code so the report may be routed to the appropriate agency.

Any messages received are transcribed and transmitted to the appropriate agency representative. Each member’s designated reporting line contact may download a variety of materials and resources from [ERMANet](#), including a poster that populates a QR code with unique entity code.

If you are uncertain as to your agency’s reporting line code or would like assistance with accessing these resources, please contact [ERMATraining@sedgwick.com](mailto:ERMATraining@sedgwick.com).

The toll-free Employee Protection Line may be accessed by calling **(800) 576-5262**.

Employees may also make a report [online](#).

## Compliance with AB 1825 and SB 1343

**Pursuant to Government Code §12950.1, and ERMA Resolution No. 2021-5, all members are required to comply with state-mandated harassment and discrimination prevention training AND training record retention requirements. Members are required to maintain the required records of all AB 1825 and SB 1343 training, ERMA does not separately maintain these records.**

Effective July 1, 2010, for any claim that is submitted which relates to sexual harassment, the member is required to provide documentation evidencing they have substantially complied with harassment training as mandated by Government Code Section 12950.1. Substantial compliance is defined as having 90% of all supervisory, non-supervisory and elected and/or appointed officials trained as of the date of occurrence of the claim. For members with less than ten supervisory and non-supervisory employees and/or local agency official, substantial compliance is defined as having all but one employee or local agency official trained. any member that fails to comply with the mandated harassment training or that fails to provide documentation evidencing compliance shall be subject to an increase imposed upon its self-insured retention (SIR) for the submitted claim. In addition, the Board of Directors will have discretion to consider lack of compliance as a factor in determining whether a member should be subject to a risk assessment.

As the live trainings are sponsored by ERMA, members are strongly encouraged to attend regional trainings in their area.

Regular training of all employees and local agency officials in the area of EPL prevention has the positive effect of improving the identification, response and prevention of wrongful employment conduct.

Please consult the [website](#) for additional resources and services as well as a link to the training compliance survey (open from January 1<sup>st</sup> – June 30<sup>th</sup>).

# REPORTING CLAIMS

## Notifying ERMA of a Claim

Members have a duty and obligation to notify ERMA in writing of a claim ***within thirty (30) days of receipt*** by the member of such notice by an employee. The definition of a *Claim* is set forth in the MOC in Section II. *Claim* is generally defined to mean an oral or written notice to the covered party, which asserts allegations of wrongful employment practices (including but not limited to harassment, discrimination, wrongful termination or demotion, invasion of privacy, violation of constitutional rights and defamation).

Claims include, for example, notice of an administrative charge filed with the California Department of Fair Employment and Housing, the Federal Equal Employment Opportunity Commission, the California Department of Labor, a government tort claim that alleges a wrongful employment practice as defined in the MOC (such as harassment, discrimination, or wrongful termination), a letter from an attorney or other employee representative alleging a wrongful employment practice, and internal claims by an employee of harassment, discrimination, retaliation, or other wrongful employment practices. In general union grievances and administrative appeals by employees are not covered; however, if a grievance or appeal of a disciplinary decision alleges a wrongful employment practice, it is advisable to notify the Litigation Manager for an evaluation as to whether the claim should be reported.

The written notice to ERMA (Claim Reporting Form) shall contain the following information:

- Member entity
- Identity of the claimant employee(s) and the identity of any accused employee(s)
- Time, place, and circumstances surrounding the incident
- Names and addresses of witnesses (if any)

## Notifying ERMA of a Lawsuit

If a member is served with a lawsuit, in addition to the information above, the member is obligated to immediately forward every demand, notice, summons, or other process received by it or its representative. In practically all circumstances, ERMA will be aware of potential litigation by a previously reported claim; however, ERMA must be immediately notified of any employment-related lawsuit filed against a member. Please email your notice to Stacey Sullivan, ERMA Litigation Manager, at [stacey.sullivan@sedgwick.com](mailto:stacey.sullivan@sedgwick.com).

## **Late Reporting**

Pursuant to the MOC, failure to comply with the reporting requirements can result in a claim or lawsuit not being covered. Therefore, it is important to ***notify ERMA of all claims within the 30-day time period.*** If a claim is deemed late, you will be notified, and you will have a right to appeal the determination to the Board of Directors. For additional information, the MOC and other governing documents may be accessed on the [website](#).

**In order to assist members in reporting claims on a timely basis and to answer questions you may have regarding what types of employee complaints are covered, and how and when to report a claim, please contact the [Litigation Manager](#).**

# INVESTIGATION AND DEFENSE OF A CLAIM

## Investigations

In cases where investigation of a claim by an independent third party is warranted, members must first report the claim and obtain approval from the Litigation Manager prior to engaging an investigator, in order for any expenses related to the investigation to count toward the member's SIR. ERMA limits the hourly rate that may be charged by independent investigators. Please submit the desired investigator's resume to the Litigation Manager prior to retention. Upon approval of the investigator by the Litigation Manager, the member will be provided a form "Scope of Investigation" letter which will set forth the parameters of the investigation. ERMA has a list of investigators on its website who have experience in employment-related investigations and who have agreed to contract rates. The Investigators list is provided as a resource for members when choosing a workplace investigator. This is not a pre-approved list, and approval for the use of an investigator is provided on a claim-by-claim basis. Please note that fees incurred for the use of a non-approved investigator will not apply to the member's SIR for the claim.

## Defense of the Claim

When a claim is reported, ERMA will acknowledge the claim and open a file. The Litigation Manager will assign defense counsel to the claim after consulting with the member entity. ERMA maintains a panel of Approved Defense Counsel, all of whom are employment law experts. All panel defense firms have been appointed by the Board of Directors and have agreed to bill for their services at approved billing rates. Members must use a member of the Defense Panel on all claims for any legal fees and costs to count toward the member's SIR. ERMA's governing documents provide that if a member retains its own counsel who is not one of the defense panel firms, the member shall be solely responsible for that counsel's fees and costs, and the member shall be deemed to have waived any rights to defense and indemnity coverage for that particular litigation.

Please contact the [Litigation Manager](#) for further information.

## LITIGATION MANAGEMENT

Pursuant to the MOC, claims and litigation are directed and managed by the Litigation Manager. A Litigation Management Program (LMP) which establishes guidelines to ensure professional, competent, and cost-effective handling of the defense of claims and lawsuits has been established pursuant to Resolution 2020-3.

The following are some of the requirements of the LMP:

- Member must use approved service providers;
- Assignment to defense counsel shall be made by the Litigation Manager after consultation with the entity;
- Member shall bear the financial responsibility of the defense expenses, including fees, until such time as its retained limit is exhausted;
- Defense Counsel must agree to and comply with the requirements of the LMP (status reports, billing guidelines prior approval for certain expenses, self-performance evaluations, etc.); and
- Settlements must have prior approval of both the entity and the Litigation Manager.

## **PROCEDURE FOR TRACKING EXHAUSTION OF SIR (NON-VCJPA MEMBERS)**

Every member has an SIR established each year at the time of the adoption of the MOC.

Each member is responsible for all fees, costs, and expenses associated with the defense of a claim until the member's SIR has been satisfied. Approved defense firms are required to provide ERMA with copies of all billings, including those within the members' SIR, in order to ensure that ERMA can properly track the expenditures on all claims. Once a member has satisfied their SIR, ERMA will begin making claim expense payments on behalf of the member. If a member is required to make a payment that exceeds the SIR in order to fully satisfy the SIR, ERMA will reimburse the member for any overpayments.

Expenses and costs incurred by a member will only be credited toward the member's SIR if they used approved service providers (*e.g.*, investigators, defense counsel, etc.). Failure to use approved counsel or service providers may not only result in no credit being given toward SIR satisfaction but also may result in loss of coverage for the claim.

## **PROCEDURE FOR TRACKING EXHAUSTION OF SIR (VCJPA MEMBERS ONLY)**

Participating VCJPA members have an SIR of \$25,000, which is paid by the VCJPA general liability pool.

The VCJPA is responsible for all fees, costs, expenses, etc., associated with the defense of a VCJPA claim until the member's SIR has been satisfied. Approved defense firms provide both the member agency and ERMA with copies of all billings, including those within the member's SIR, in order to ensure that ERMA can properly track the expenditures on all claims. Once the VCJPA SIR has been satisfied, ERMA will begin making claim expense payments on behalf of the member.

IT IS IMPORTANT TO NOTE THAT NO VCJPA MEMBER SHOULD PAY OUT OF POCKET FOR ANY ERMA-COVERED CLAIM.

Expenses and costs incurred by a member will only be credited toward the VCJPA SIR if the member used approved service providers (*e.g.*, investigators, defense counsel, etc.). Failure to use approved counsel or service providers may not only result in no credit being given toward SIR satisfaction but also may result in loss of coverage for the claim.

**Staff will work with all members to resolve any SIR tracking issues and to answer any questions.**

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**AGENDA TRANSMITTAL**

**MEETING DATE:** May 7, 2024

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**AGENDA ITEM:** Council Adoption of Resolution No. 2024-\_\_\_: Approving A Memorandum of Understanding Between Community Action Partnership of Solano, Joint Powers Authority; Solano County; and the Cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo for Cost Sharing Administrative Expenses.

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**FISCAL IMPACT:**

Suisun City's estimated costs for participation in the JPA is outlined in the following table:

	FY24-25	FY25-26	FY26-27	FY27-28	4-Yr. Total
Suisun City	\$19,349	\$23,578	\$28,362	\$24,425	\$105,738

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**STRATEGIC PLAN:** Provide Good Governance.

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**BACKGROUND:** In July of 1999, the Solano County Board of Supervisors established a Joint Exercise of Powers Agreement called the Solano Safety Net Consortium. The agreement included the six cities of Benicia, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo, as well as the County of Solano. The organization was established to provide:

- oversight and coordination of homeless and safety net services; and
- to serve as the conduit for safety net funding; and
- to administer such funds and make grants available to other non-profit entities for the provision of services; and
- to set policy and be the central agency for the oversight and technical assistance for the operation of homeless shelters, transitional housing, community action councils, and other safety net services; and
- to undertake such other programs as the Board of Directors authorized.

Historically, the Board of Directors was comprised of administrative staff from each of the member jurisdictions. While successful in various facets of funding attainment, the Consortium lacked policy making authority within each respective jurisdiction.

In 2022, the organization was restructured to become the CAP Solano JPA and added the city of Dixon. The newly formed Board of Directors is comprised of two members from each participating jurisdiction's elected body. In this way, the JPA relies upon the Board of Directors to establish policy for the JPA and influence coordination of countywide policy within each member jurisdiction.

Administrative Needs

Shortly after reforming the JPA, the Board of Directors undertook a strategic planning process to identify countywide homelessness and safety net service priorities. The Board also identified the need for administrative staff dedicated to the JPA as a priority. Historically, the JPA, and the Consortium

before it, relied upon in-kind staff support from member jurisdictions.

In June 2023, the Board asked the area City/County Manager's group to review staffing options and make a recommendation to the Board. In August 2023, the Manager's group presented the Board with a staffing plan that includes 6.5 full-time equivalent (FTE) staff to be hired as County personnel and hired in a three-phase transition. The positions identified include an Executive Director (1 FTE), Grants Manager (1 FTE), Homeless Coordinator (1FTE), Policy Manager (1FTE), and Fiscal Agents (2.5FTE).

The proposed Memorandum of Understanding (MOU) identifies the roles of each of the proposed 6.5 FTE. However, it is under the purview of the Executive Director position to modify job titles and/or descriptions, with Board approval, based on organizational need. This flexibility allows the Executive Director to identify administrative tasks and adapt staffing accordingly.

The MOU also identifies a three-phased implementation plan for hiring staff. The first phase includes hiring the Executive Director, Grants Manager, and Homeless Coordinator. The second phase focuses on the Policy Manager, as required. And the third phase will hire staff necessary to transition the Fiscal Agent responsibilities from the City of Vacaville, who currently serves as the JPA's fiscal agent.

While Vacaville serves as the Fiscal Agent, it is not fully compensated for the costs of providing service to the JPA. Therefore, the MOU allows Vacaville to receive future credit for in-kind fiscal agent services after those duties transfer to the JPA. Since Vacaville is paying the JPA for administrative positions while concurrently providing in-kind services, they are effectively paying more than their fair share of the administrative costs during transition.

#### Key Terms of MOU

The following lists key terms of the MOU for all participating jurisdictions:

- Length of MOU is five (5) years, with automatic renewal for another five (5) years.
- A member may terminate their participation in the MOU at any time by providing 360 days' written notice prior to the end of any fiscal year (effectively one-years notice), or with 180 days' notice prior to expiration of the initial term.
- The County of Solano will serve as the staffing agency, with all employees being County employees. However, the personnel under the JPA will be directly responsible to the Board of Directors and not subject to oversight or direction from the County.
- Each participating jurisdiction is required to identify their contributions within their budget and the JPA will invoice by July 31 of each year with a 60-day payment window.

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**STAFF REPORT:** The Community Action Partnership of Solano, Joint Powers Authority (CAP Solano JPA, or JPA), is a countywide organization focused on collaboration and coordination of homeless services in Solano County. CAP Solano JPA seeks to execute a Memorandum of Understanding from each participating jurisdiction to fund administrative personnel. Without dedicated administrative staff, the JPA is limited in capabilities for competitive grant writing, contract oversight, grant administration, and countywide service coordination.

To fund the administrative operational costs, each participating jurisdiction will be responsible for funding the JPA. After discussion and consideration of various funding formulas, the Board chose a population-based funding formula. The formula works as follows:

- First, any grant funds that provide administrative funds are used to cover administrative costs; and
- then, the County of Solano pays 25% of the total remaining administrative costs; and
- finally, each participating jurisdiction pays based on their population as a percentage of the total county population.

The goal of the JPA is to self-fund through successful grant funding. As more grant funds are obtained through successful coordination at the JPA, the less funding should be required from the JPA member agencies. Additionally, a joint funding request was submitted to Senator Bill Dodd and Assemblymember Lori Wilson's offices to cover four (4) years of costs. If funded, this would allow an acceleration of transition to JPA staffing by providing the monies necessary without each member jurisdiction required to pay at startup.

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**STAFF RECOMMENDATION:** It is recommended that the City Council adopt Resolution No. 2024-\_\_\_: Approving A Memorandum of Understanding Between Community Action Partnership of Solano, Joint Powers Authority; Solano County; and the Cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo for Cost Sharing Administrative Expenses.

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**DOCUMENTS ATTACHED:**

1. Resolution No. 2024-\_\_\_: Approving A Memorandum of Understanding Between Community Action Partnership of Solano, Joint Powers Authority; Solano County; and the Cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo for Cost Sharing Administrative Expenses.
  - a. CAP Solano JPA Staffing Memorandum of Understanding

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**PREPARED BY:**

Bret Prebula, City Manager

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**ATTACHMENTS:**

1. Resolution No. 2024-\_\_\_: Approving an MOU between CAP of Solano and JPA.docx
  - a. CAP Solano JPA Staffing Memorandum of Understanding



1 the contribution of payments agreed to mutually by each of the participating jurisdictions,  
2 including the obligation to pay funds for future costs associated with administrative personnel;  
and

3 **WHEREAS**, the governing body of each participating jurisdiction must approve the  
4 MOU, provided in Attachment A hereto; and

5 **WHEREAS**, it is recognized that no individual governing body has control over the  
6 governing bodies of other member organizations, and as a regional approach to providing for  
7 efficient service delivery to homelessness, flexibility may be necessary for minor amendments  
8 to the MOU should any one, or more, member organizations not approve of the MOU or  
determine it in their best interest to deny participation in CAP Solano JPA.

9 **NOW, THEREFORE, THE COUNCIL OF THE CITY OF SUISUN CITY HEREBY  
RESOLVES:**

10 Section 1. Approves the Memorandum of Understanding provided herein as Attachment A.

11 Section 2. Authorizes the City Manager to execute the Memorandum of Understanding on  
12 behalf of the City of Suisun City.

13 Section 3. Authorizes the City Manager to take all other actions necessary, including amend  
14 the MOU should any CAP Solano JPA member organization(s) not approve the  
15 MOU, to ensure the timely and efficient advancement of a regional response to  
providing homeless and other safety net services.

16 **PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of  
17 Suisun City duly held on Tuesday, the 7th day of May 2024, by the following vote:

18 **AYES:** Councilmembers: \_\_\_\_\_  
19 **NOES:** Councilmembers: \_\_\_\_\_  
20 **ABSENT:** Councilmembers: \_\_\_\_\_  
**ABSTAIN:** Councilmembers: \_\_\_\_\_

21 **WITNESS** my hand and the seal of said City this 7th day of May 2024.

22 ATTEST:

23 \_\_\_\_\_  
24 \_\_\_\_\_  
25 Alma Hernandez, Mayor

\_\_\_\_\_ Anita Skinner, City Clerk

26 Attachment A: Memorandum of Understanding  
27  
28

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
COMMUNITY ACTION PARTNERSHIP OF SOLANO, JOINT POWERS AUTHORITY;  
SOLANO COUNTY; AND THE CITIES OF BENICIA, DIXON, FAIRFIELD, RIO VISTA,  
SUISUN CITY, VACAVILLE, AND VALLEJO FOR COST SHARING ADMINISTRATIVE  
EXPENSES**

This Memorandum of Understanding, hereinafter referred to as “MOU,” is made effective July 1, 2024 by and between the Community Action Partnership of Solano, Joint Powers Authority, hereinafter referred to as the “JPA”; the County of Solano, hereinafter referred to as the “County”; and the Cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo, hereinafter referred to as the “Cities”; individually, a “Party”; and collectively, the County and Cities as the “Parties”

WHEREAS, in 1999, the cities of Fairfield, Vallejo, Suisun City, Rio Vista, and Benicia, along with the County of Solano, entered into a joint powers agreement to form the agency originally known as the Solano Safety Net Consortium, which was later renamed as the Community Action Partnership of Solano County; and

WHEREAS, in 2014, the City of Vacaville became a signatory to the joint powers agreement and became a member of the joint powers agency originally known as the Solano Safety Net Consortium, which was later renamed as the Community Action Partnership, Solano County or CAP Solano.

WHEREAS, in 2022, a superseding joint powers agreement was executed to reflect a change in the Board membership to be comprised of a representative from the legislative body of each member agency and the City of Dixon was added as a Party to the agreement; and

WHEREAS, the Parties determined that the creation of a JPA is the best organizational approach for coordinating the provision of homeless and safety net services; and

WHEREAS, the JPA is charged with providing oversight and coordination of homeless and safety net services to the residents of the County and Cities; serving as the conduit for safety net funding support; administering such funds and making grants available to other government or non-profit entities that provide services to people experiencing homelessness; setting policy and being the central agency for the oversight and technical assistance for the operation of homeless shelters, transitional/interim housing, homeless assistance and navigation centers, community action councils and other safety net services; and undertaking such other programs as its Board of Directors (Board) may authorize, including such duties and tasks required to receive and distribute federal, state, local, and other funding to support the JPA’s mission; and

WHEREAS, the State of California is seeking local municipalities to create regional structures to work to prevent and end homelessness focusing on coordinated efforts, transparency and accountability; and

WHEREAS, currently administrative services are provided by certain partner Parties through separate MOUs whereby existing staff of the partner Parties also provide services to the JPA, however, the Parties recognize that additional administrative resources are needed to enable the

JPA to operate an effective and efficient system to address homelessness and implement best practice solutions to increase housing opportunities; and

WHEREAS, the Parties desire to establish an equitable means to sharing in costs associated with the establishment of additional administrative resources for the JPA.

NOW, THEREFORE and in consideration of the recitals set forth above, of which are hereby acknowledged, the Parties agree as follows:

## ARTICLE 1 PURPOSE

- (1) Purpose. The purpose of this MOU is to provide funds for and establish an equitable means to sharing in costs associated with establishing additional administrative resources for the JPA to provide oversight and coordination of homeless and safety net services to the residents of the Parties; to serve as the conduit for safety net funding support; to administer such funds and make grants available to other government or non-profit entities for services to the homeless; to set policy and provide technical assistance for the operation of homeless shelters, transitional/interim housing, homeless assistance and navigation centers, and other safety net services; and to undertake such other programs as the Board may authorize. For purposes of participation in this MOU, oversight is merely intended to represent regional coordination and no Party, by virtue of its participation, intends or agrees to abridge any power and/or legal authority it has by virtue of said Party's participation of this MOU.

## ARTICLE II PERSONNEL STRUCTURE

- (1) County as Staffing Agency.
- (a) County agrees to hire and retain the JPA staff on behalf of the JPA.
  - (b) County will incur indirect costs associated with staffing. These costs will include expenses related to IT infrastructure, office space, furniture, utilities, insurance, and other overhead expenses which will be accounted for in budgeting and resource allocation.
  - (c) JPA personnel will align with County classification and compensation structures.
  - (d) JPA personnel shall be hired by the County but act in the interest of and at the direction of the JPA Board within the duties allowable under the approved County classifications.
  - (e) This MOU will initially support the JPA with 6.5 FTE as outlined in Exhibit C.
- (2) Personnel Structure.
- (a) This MOU will support the following personnel restructuring that will be managed in three phases as outlined in Exhibit A.
    - (1) Phase 1: 3.0 FTE with roles of Executive Director, Grants Manager, and

Homeless Coordinator

(2) Phase 2: The addition of 1.0 FTE with the role of Policy Manager

(3) Phase 3: The addition of 2.5 FTE with the role of Fiscal Agent

- (b) The JPA Board will interview candidates for the role of Executive Director and will make a recommendation to the County on final selection. Upon County concurrence, which will not be unduly withheld, and hiring following standard County hiring procedures, the JPA Board will appoint the selection as the Executive Director.
- (c) The Executive Director shall be responsible for the hiring and regulation of all other JPA personnel activities including, but not limited to: selection, recruitment, discipline, performance evaluation, and discharge of any other JPA staff, contractors, and consultants based on the policy direction of the Board.
- (d) The Board shall not directly manage or direct any other employees of the JPA except the Executive Director, but shall provide policy direction to the Executive Director.
- (b) The JPA Board may not authorize an increase in JPA staffing, thereby increasing administrative costs charged to the Parties, without the express consent of each Party to this MOU. Consent shall be procured via resolution of each respective Party's governing Board.
- (c) The JPA Executive Director job description shall be created and approved by the Board. All other JPA personnel job classifications shall be aligned with current County job classifications. County job classifications which most closely align to the agreed upon roles will be presented to and approved by the Board. .
- (d) The phases of personnel transitions will overlap no more than three (3) months with the end of existing JPA personnel MOUs between JPA and partner Party to allow for transition of duties unless existing MOUs are terminated by mutual agreement of the parties to the applicable MOU. Phase 1 will begin with the hiring of the Executive Director. The Executive Director will hire additional JPA personnel as outlined in the phases described in Exhibit A.
- (e) Time frame of phases are subject to adjustment with any award of external revenue (e.g. State grant funds) to support the administrative costs. Modifications to the approved schedule will be brought to the Board for review and approval. No increase in administrative costs will be charged to the Parties, without the express written consent of each Party. Consent shall be procured via resolution of each respective Party's governing Board.

ARTICLE III

CONTRIBUTIONS; ACCOUNTS AND REPORTS

- (1) Contributions: The Parties agree to a formula based on each Party's proportional share of the total countywide population minus 25% of the costs to be paid for by the County. Any applicable administrative staffing expenses from Federal and State grants, foundations and donations will be applied first. The Parties agree the remaining costs will be allocated among the Parties using the cost-sharing formula in Exhibit B.
- (2) Fiscal Agent Costs: The City of Vacaville may continue to serve as Fiscal Agent until the

implementation of Phase 3. For the time the City of Vacaville serves as the Fiscal Agent, the City of Vacaville will be reimbursed based on separate Fiscal Agent and Grant Administration MOUs with CAP Solano to act in that capacity. Based on historical data, these MOUs do not cover the full costs incurred (“Incurred Costs”). Additional fiscal agent and grant administrative time which is not eligible costs through existing MOUS are being provided in-kind (“Unreimbursed Costs”).

Additional reimbursement to the City of Vacaville for Unreimbursed Costs shall take the form of a credit off the City of Vacaville’s share of the annual Contribution set forth in Article III, Paragraph 1 and Exhibit B of this MOU, and shall commence when the City of Vacaville is no longer serving as Fiscal Agent.

The amount of reimbursement for Unreimbursed Costs will be calculated beginning at the effective date of this MOU and will include salaries and benefits of documented actual time spent of staff providing in-kind support to fiscal agent functions that is not billable to the Fiscal Agent MOU or any Grant Administration MOUs up to a total of \$250,000 annually.

As the City of Vacaville is responsible for 17.76% of the overall staffing costs under the Cost Sharing formula provided in Exhibit B, 82.24% of the Unreimbursed Costs as calculated above (Reimbursement Cost) will be reimbursed to the City of Vacaville over the five year period commencing the first day of the fiscal year that the City of Vacaville is no longer serving as Fiscal Agent, so that the City of Vacaville receives a credit of up to 20% of the Reimbursement Cost to be applied to the City of Vacaville annual cost sharing Contribution in each of the subsequent five years, until the City has received credit for 100% of the Reimbursement Costs. This provision survives the expiration or termination of this MOU and shall be carried over into each fiscal year’s budget until such time as the City of Vacaville has been fully reimbursed.

(3) Annual Budget.

- (a) The JPA Board shall adopt a budget for administrative costs, in time to allow review and approval by the Parties prior to February 28 of each fiscal year.
- (b) Each Party shall prepare its own annual budget for their portion of JPA administrative costs. Each Party shall review and include its projected contribution in its respective requested budget by May 31 of each fiscal year.
- (c) At the close of the fiscal year and no later than October 31, the Executive Director will provide the Board with the reconciled budget detailing the actual accrued administrative support staffing costs for the previous year. Each Party will reconcile their contribution with the JPA as pursuant to the provisions of Article III, Paragraph 6 of this MOU.

(4) Authorization of Party Funding. The governing Board of each Party must authorize contributions based on the cost-sharing formula in Exhibit B and described in Article III Paragraph 2 for the cost-sharing formula for the City of Vacaville. Failure of any Party to authorize contributions shall be in default pursuant to the provisions of Article III, Paragraph 7 of this MOU.

- (5) Accounting. The JPA shall maintain strict accountability of all funds, receipts, and expenses, and shall keep and maintain appropriate records and accounts of all funds, receipts, and expenses under this MOU in accordance with generally accepted accounting practices and requirements for California public agencies. The JPA shall allow any Party, or any of its employees, accountants, attorneys, or agents to review, inspect, copy, and audit any such records and accounts. Within 120 days after the close of each fiscal year, JPA shall give a completed written annual third party report of all financial activities for the fiscal year to the Parties.
- (6) Record of Contributions. The JPA shall maintain records of all the contributions by each Party and by the JPA, including any staff resources contributed to the JPA.
- (7) Invoicing. Upon completion of the initial budget, and thereafter at such other intervals as determined appropriate by the Board, the JPA shall determine the amount of the budget expenses payable by Parties as outlined below. The JPA shall submit to each Party an invoice showing the yearly estimated cost share for all Parties for the applicable period together with a calculation of each of the Party's share and their quarterly contribution. Each Party shall pay to the JPA the amount invoiced within 30 days after the date of the invoice.
- (a) 100% of the Party contributions shall be invoiced by July 31
  - (b) At the End of fiscal year, the JPA will provide the Board with the reconciled budget detailing the actual accrued administrative support staffing costs for the fiscal year.
  - (c) The JPA shall submit to each Party a final invoice (or refund of unspent funds) of their portion of the costs as determined by each Party cost-sharing amount at the end of the fiscal year. The JPA shall issue any refunds within 30 days of the fiscal year reconcile end of year budget. Any Party may elect to have any refund of unspent funds applied to the subsequent fiscal year as a credit.
  - (d) Any amount not paid within 60 days of the date of the invoice shall be delinquent.
- (8) Default and Delinquency. Any Party which defaults in its obligation to approve their budget contribution, pay, or advance any amounts due pursuant to this MOU after such amounts have become delinquent shall be deemed to have waived and relinquished any rights and benefits it may have under this MOU. Any defaulting Party shall be liable to the JPA for interest on the unpaid amount at the rate of 10% per annum, or the maximum rate allowed by law if it is less than 10% per annum, until the overdue invoice amount is paid in full. If the MOU is terminated, then the defaulting Party shall remain liable for payment of its share of debts, liabilities and obligations under this MOU incurred prior to the date of termination, plus interest.
- (9) Dispute Resolution. Any dispute, controversy, or claim arising out of or relating to this MOU, or the breach, termination, or validity thereof, shall be first subject to negotiation between the Parties. If the dispute cannot be resolved through negotiation, the Parties agree to submit the dispute to mediation.
- (10) Debts, Liabilities, Obligations. County is liable for CalPERS liability of the JPA as

follows:

- (a) The JPA shall use the County's CalPERS contract for employees of the JPA.
- (b) If a Party terminates their participation in the MOU, the terminating Party shall be liable for, and upon demand shall promptly pay, its share of the existing and/or contingent liabilities of the JPA as of the effective date of the termination. The terminating Party's share of liabilities shall bear the same relationship to the whole as its annual contribution for the operation of the JPA bears to the whole of all annual contributions.
- (c) If a Party terminates from the JPA, but the JPA does not dissolve or terminate, and the JPA established a plan of periodically paying down part of its unfunded accrued pension liability ("UAPL") debt to CalPERS, the terminating Party shall continue to be liable, and to promptly pay thereafter to JPA upon being invoiced, its share of the JPA's UAPL based upon its prior participation in the MOU. The terminating Party's share of such UAPL expense shall be determined according to the same formula used by the JPA to allocate such costs during the final year of the terminating Party's partnership.
- (d) The terminating Party shall also be liable for any additional JPA expenses as of the effective date of the withdrawal which are related to this MOU and exclusively benefit the terminating Party.
- (e) Until such time that the JPA utilizes a different contract approved by its Board, if the County dissolves, terminates, or ends its contractual relationship with CalPERS ("the triggering events"), Government Code sections 6508.1 and 6508.2 will require all existing Parties, and certain past Parties, to each assume individual financial responsibility for its proportionate share of the UAPL then in effect. Each Party promises and represents that upon occurrence of a triggering event:
  - (1) It will undertake this obligation when requested by either CalPERS or the JPA; and
  - (2) That unless the Board determines differently, the proportionate share each Party will assume shall be based upon the same formula used to determine each Party's share of the JPA's last periodic UAPL payment to CalPERS in the year prior to the triggering event.

#### ARTICLE IV

#### TERM; DISPOSITION OF ASSETS; SIGNATURES

- (1) Term. The Initial Term of this MOU is for five (5) years with automatic renewal of an additional five (5) years ("Subsequent Term") unless a Party notifies the JPA at least 180 days prior to expiration of the Initial Term of its intent to terminate. This MOU is subject to termination provisions as detailed in Article IV Section 3 of this MOU.
- (2) Termination. Any Party may terminate from the MOU by providing the JPA, and the signatory of each Party, with written notice of its intent to terminate at least 180 days prior to expiration of the Initial Term. If a Party wishes to terminate prior to the expiration of the Initial Term, a 360 days' notice prior to the end of the Fiscal Year is required. The terminating Party is obligated to pay that Party's contributions through the end of the fiscal

year in which the termination is effective, and the debts, liabilities, and obligations described in Article 3, Paragraph 9.

In accordance with Article XVI, Section 18 of the California Constitution, if in any fiscal year subsequent to the execution of this MOU, a Party fails to appropriate money for the purpose of funding this MOU, this MOU shall terminate as to that Party, subject to the provisions of this Paragraph and Article 3, Paragraphs 7 and 9, effective upon the close of business on the last day of the fiscal year for which funding has been appropriated.

- (1) Signatures And Counterparts. As permitted under the U.S. Electronic Signatures in Global and National Commerce (ESIGN) Act of 2000, and the Uniform Electronic Transactions Act (UETA), the Parties hereby agree to conduct this transaction by electronic means. Accordingly, this AGREEMENT may be executed through an electronic signature and may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties agree that the electronic signatures appearing on this AGREEMENT are intended by each Party using it to have the same force and effect as the use of a manual signature for the purposes of validity, enforceability, and admissibility.

(Signature Page Follows)

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be executed and attested by their proper officers thereunto duly authorized on the day and year set above each of the parties.

For Community Action Partnership of Solano, JPA; a Joint Powers Authority:

For the City of Benicia, a municipal corporation:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TITLE

1000 WEBSTER ST  
ADDRESS

250 EAST "L" STREET  
ADDRESS

FAIRFIELD, CA 94533

BENICIA, CA 94510

CITY        STATE        ZIP

CITY        STATE        ZIP

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

Additional signatures to follow on the next page

For the City of Dixon, a municipal corporation:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
600 EAST "A" STREET  
ADDRESS

\_\_\_\_\_  
DIXION, CA 95620  
CITY        STATE        ZIP

\_\_\_\_\_  
DATE

For the City of Rio Vista, a municipal corporation:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
ONE MAIN STREET  
ADDRESS

\_\_\_\_\_  
RIO VISTA, CA 94571  
CITY        STATE        ZIP

\_\_\_\_\_  
DATE

For the City of Fairfield, a municipal corporation:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
1000 WEBSTER STREET  
ADDRESS

\_\_\_\_\_  
FAIRFIELD, CA 94533  
CITY        STATE        ZIP

\_\_\_\_\_  
DATE

For the City of Suisun City, a municipal corporation:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
701 CIVIC CENTER BOULEVARD  
ADDRESS

\_\_\_\_\_  
SUISUN CITY, CA 94585  
CITY        STATE        ZIP

\_\_\_\_\_  
DATE

Additional signatures to follow on the next page

For the City of Vacaville, a municipal corporation:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
650 MERCHANT STREET  
ADDRESS

\_\_\_\_\_  
VACAVILLE, CA 95688  
CITY STATE ZIP

\_\_\_\_\_  
DATE

For County of Solano, a municipal corporation:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
675 TEXAS STREET, STE. 650  
ADDRESS

\_\_\_\_\_  
FAIRFIELD, CA 94533  
CITY STATE ZIP

\_\_\_\_\_  
DATE

For the City of Vallejo, a municipal corporation:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
555 SANTA CLARA STREET  
ADDRESS

\_\_\_\_\_  
VALLEJO, CA 94590  
CITY STATE ZIP

\_\_\_\_\_  
DATE

EXHIBIT A: PRELIMINARY BUDGET

Preliminary budget incorporating 3 phases.

	2024	2025	2026	2027	2028
<b>In-Kind Contributions</b>	<b>\$ 370,954</b>	<b>\$ 256,283</b>	<b>\$132,118</b>	<b>\$ 20,837</b>	<b>\$ 21,879</b>
Direct Costs	\$ 319,632	\$ 335,614	\$ 176,197		
Homebase	\$ 275,000	\$ 230,000	\$ 200,000	\$ 200,000	\$ 100,000
Phase 1 - 3 FTE (ED, Grants Mgr., Homeless Coord.)	\$ 142,751	\$ 493,649	\$ 518,331	\$ 544,248	\$ 571,460
Phase 2 - 1 FTE (Policy Mgr.)		\$ 83,748	\$ 175,871	\$ 184,664	\$ 193,898
Phase 3 - 2.5 FTE (Fiscal Agent)			\$ 191,164	\$ 401,444	\$ 421,516
Estimated Overhead @ 15%	\$ 21,413	\$ 86,610	\$ 132,805	\$ 169,553	\$ 178,031
Other Administrative Costs	\$ 35,840	\$ 218,600	\$ 153,100	\$ 158,875	\$ 164,939
<b>Est. Direct Cost Totals</b>	<b>\$ 794,636</b>	<b>\$ 1,448,221</b>	<b>\$1,547,468</b>	<b>\$ 1,658,784</b>	<b>\$ 1,629,844</b>
<b>In-Kind + Direct Costs</b>	<b>\$ 1,165,590</b>	<b>\$ 1,704,504</b>	<b>\$1,679,586</b>	<b>\$ 1,679,621</b>	<b>\$ 1,651,723</b>
<b>Revenue Estimates</b>	<b>\$ 812,139</b>	<b>\$ 1,062,126</b>	<b>\$1,077,455</b>	<b>\$ 1,093,421</b>	<b>\$ 943,562</b>
<b>Total Est. Funding Gap</b>	<b>\$ 17,503</b>	<b>\$(386,095)</b>	<b>\$(470,013)</b>	<b>\$(565,363)</b>	<b>\$(686,282)</b>

**EXHIBIT B: FUNDING FORUMULA- COST SHARING**

Effective July 1, 2024, each Party agrees to pay for the ongoing costs of the JPA administrative operations according to the following countywide population formula to be calculated annually when the budget is prepared.

- (a) Any revenue received by the JPA eligible to be used for administrative operations, such as through donations, Federal and State grants and foundations, shall be applied to the budget first, reducing the total cost allocated to the Parties.
- (b) County shall provide 25% of the cost-sharing after applicable revenue above is applied.
- (c) Cities shall provide the remaining funds after applicable revenue and County cost-sharing have been applied. The Cities portion of the remaining costs will be determined based on the City’s proportion of the total countywide population.
- (d) The funding formula contained herein shall be reevaluated by the Parties upon publication of annual population estimates published by the California Department of Finance report E-1.

Example of Cost-Sharing Estimates:

	<b>Percentage of City cost based on population</b>	<b>Percentage of Overall Cost</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>4-Year Total</b>
County		25.00%	96,523.75	117,503.25	141,340.75	171,570.50	526,938.25
Benicia	6.15%	4.61%	17,810.48	21,681.59	26,080.07	31,658.03	97,230.17
Dixon	4.47%	3.35%	12,938.11	15,750.21	18,945.41	22,997.42	70,631.14
Fairfield	28.08%	21.06%	81,314.55	98,988.32	119,069.75	144,536.22	443,908.83
Rio Vista Suisun City	2.35%	1.76%	6,794.92	8,271.80	9,949.87	12,077.94	37,094.54
	6.69%	5.02%	19,369.06	23,578.94	28,362.32	34,428.41	105,738.74
Vacaville	23.68%	17.76%	68,579.17	83,484.90	100,421.21	121,899.15	374,384.44
Vallejo	28.58%	21.44%	82,764.97	100,753.98	121,193.62	147,114.33	451,826.89
<b>Total Cost Share</b>			<b>386,095.00</b>	<b>470,013.00</b>	<b>565,363.00</b>	<b>686,282.00</b>	<b>2,107,753.00</b>

All amounts are in dollars.

## EXHIBIT C: STAFFING POSITIONS

This MOU will support the JPA with 6.5 FTE with the following roles:

- (e) Executive Director. 1 FTE. With JPA Board directive will perform any duties necessary and appropriate for the day-to-day management and operation of JPA's strategic vision and legal requirements of oversight and support of the Continuum of Care. Is responsible for the regulation of all other JPA personnel and independent contractors and consultants. Is responsible for the preparation of Board agendas and all matters pertaining to Board direction at duly noticed meetings.
- (f) Grants Manager. 1 FTE. Under the direction of the Executive Director, responsible for the planning and implementation of grant programs including researching and pursuing funding opportunities; executing funds to non-profit entities; providing technical assistance; and oversight of contract compliance.
- (g) Homeless Coordinator. 1FTE. Under the direction of the Executive Director, provides administrative support including drafting and vetting meeting agendas, coordinating JPA meeting logistics, drafting meeting minutes, maintaining Listserv and websites; and providing resources and referrals for community members and consumers.
- (h) Policy Manager. 1FTE. Under the direction of the Executive Director, will represent the interest of the Parties, work with State and National organizations and other advocates, service providers, and consumers for the amelioration of poverty and homelessness.
- (i) Fiscal Agent. 2.5 FTE. Under the direction of the Executive Director, will be responsible for the oversight of all financial, budgeting, and accounting activities related to grants.

In accordance with Article II, Section 2c, the JPA Executive Director job description shall be created and approved by the Board. All other JPA personnel job classifications shall be aligned with current County job classifications. County job classifications which most closely align to the agreed upon roles will be presented to and approved by the Board. The role descriptions above do not encompass all administrative duties of the JPA. Those duties will be captured in the details of JPA job descriptions. Duties and responsibilities may be modified by the Executive Director with the approval of the JPA Board.

**AGENDA TRANSMITTAL**

**MEETING DATE:** May 7, 2024

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**AGENDA ITEM:** City Council/Successor Agency/Housing Authority Approval of the Minutes of the Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on April 2, 2024, and April 16, 2024.

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**FISCAL IMPACT:** None

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**STRATEGIC PLAN:** Provide Good Governance.

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**BACKGROUND:** Pursuant to Government Code 40801, the City Clerk shall keep an accurate record of the proceedings of the City Council meetings. City Council minutes are prepared in a manner consistent with the intent of the Government Code. Minutes provide a record of when and where the meeting took place, type of meeting, and report any action taken, including the vote of each member of the City Council.

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**STAFF REPORT:** The minutes of the meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on April 2, 2024, and April 16, 2024, are submitted for your approval.

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**STAFF RECOMMENDATION:** City Council/Successor Agency/Housing Authority Approval of the Minutes of the Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on April 2, 2024, and April 16, 2024.

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**DOCUMENTS ATTACHED:**

1. Minutes - April 2, 2024, Regular Meeting of the City Council-Successor Agency-Housing Authority
  2. Minutes - April 16, 2024, Regular Meeting of the City Council-Successor Agency-Housing Authority
- 

<b>PREPARED BY:</b>	Anita Skinner, City Clerk
<b>REVIEWED BY:</b>	Anita Skinner, City Clerk
<b>APPROVED BY:</b>	Bret Prebula, City Manager

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**ATTACHMENTS:**

1. [Minutes - April 2, 2024, Regular Meeting of the City Council-Successor Agency-Housing Authority](#)
2. [Minutes - April 16, 2024, Regular Meeting of the City Council-Successor Agency-Housing Authority](#)

CITY COUNCIL  
Alma Hernandez, Mayor  
Princess Washington, Mayor Pro Tem  
Jenalee Dawson, Councilmember  
Marlon L Osum, Councilmember  
Amit Pal, Councilmember



CITY COUNCIL MEETING

**MINUTES**  
**REGULAR MEETING OF THE SUISUN CITY COUNCIL,**  
**SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE**  
**REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,**  
**AND SUISUN CITY HOUSING AUTHORITY**  
**TUESDAY, APRIL 2, 2024**  
**5:00 PM**

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**Suisun City Council Chambers - 701 Civic Center Boulevard - Suisun City, California**

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**5:00 P.M. CLOSED SESSION**  
**6:30 P.M. REGULAR MEETING**

*MEETINGS ARE HELD IN-PERSON, PUBLIC PARTICIPATION IS ALSO AVAILABLE VIA ZOOM*

*ZOOM MEETING INFORMATION:*

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

*MEETING ID: **861 5742 2086***

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

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING BY EMAILING  
CLERK@SUISUN.COM (PRIOR TO 4 PM), VIA WEBSITE, OR ZOOM CALL IN PHONE NUMBER (707) 438-1720*

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

(Next Ord. No. – 809)

(Next City Council Res. No. 2024 – 27)

Next Suisun City Council Acting as Successor Agency Res. No. SA2024 - 01)

(Next Housing Authority Res. No. HA2024 – 01)

**5:00 P.M CLOSED SESSION**

**CALL TO ORDER** 5:00 pm

Mayor Hernandez called the meeting to order at 5:00pm.

**ROLL CALL**

PRESENT: Dawson, Hernandez, Osum, Washington

ABSENT: Pal

**CONFLICT OF INTEREST NOTIFICATION NONE**

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

**PUBLIC COMMENT CLOSED SESSION**

*(In accordance with Section 54956(a), public comments are limited to items on this closed session agenda, and to no more than 3 minutes unless allowable by the Mayor/Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the City Clerk. By law, no prolonged discussion or action may be taken on any item raised during the comment period.)*

Steve Olry asked Council to reconsider public comments for closed session. Spoke on Item 2 asking that negotiations and pay raises be taken up when new city manager is on board.

George Guynn commented Council should concentrate on getting more money coming in; should do more in code enforcement than is currently being done.

**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  
Discussion of potential significant exposure to litigation pursuant to Government Code Section 54956.9(a), (d)(2), (e)(1) - (2 potential cases).
2. CONFERENCE WITH LABOR NEGOTIATOR  
A Closed Session will be held, Pursuant to Government Code Section 54957.6, to Conduct Labor Negotiations among:  
Agency Negotiator: Interim City Manager, Aaron Roth  
Employee Organizations:  
Suisun City Management and Professional Employees' Association  
Suisun City Employees' Association

**RECESS TO CLOSED SESSION (City Manager Conference Room, City Hall)**

Council entered into closed session at 5:05pm.

**6:30 RECONVENE OPEN SESSION**

**CALL TO ORDER**

Mayor Hernandez called the meeting to order at 6:30pm.

**ROLL CALL**

PRESENT: Dawson, Hernandez, Osum, Washington

ABSENT: Pal

**PLEDGE OF ALLEGIANCE**

Marvin Mora, Recreation Management Specialist led the Pledge.

**INVOCATION**

Clerk Skinner gave the Invocation.

## **CLOSED SESSION REPORT**

Announcement of Actions Taken, if any in Closed Session.

City Attorney Andrews reported on the Cavallero property new sale to close May 8<sup>th</sup> and that the new purchaser understands their responsibility and obligation to take care of nuisance existing on the property.

Element 7 entered into an agreement 2 years ago and has not complied with the Development Agreement, does not have control of property, and was to be open by May 5<sup>th</sup>, city has issued Notice of Default giving them 30 days.

## **APPROVAL OF REORDERING OF AGENDA**

Mayor Hernandez asked to move Item 5b ahead of Item 5a. Council consensus.

## **CONFLICT OF INTEREST NOTIFICATION**

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

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

3. Interim City Manager Update - (Roth: [aroth@suisun.com](mailto:aroth@suisun.com)).
  - Weed abatement on city property has begun, notices have been sent to property owners.
4. City Attorney Report - (Taylor/Andrews).
  - City will negotiate with Cavallero property new owner in reference to road.
  - Commented it has been a pleasure to work with Mr. Roth as this is his last meeting as Interim City Manager.

## **PUBLIC COMMENT**

*(Request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3. Comments are limited to no more than 3 minutes unless allowable by the Mayor/Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the City Clerk. By law, no prolonged discussion or action may be taken on any item raised during the public comment period, although informational answers to questions may be given and matters may be referred for placement on a future agenda.)*

Steve Olry commented on work being done by code enforcement and there are a lot fewer boats, cars on the street; potential conflict of interest; city attorney's involvement in politics in Contra Costa County.

Donna LeBlanc congratulated Council Member Osum on his first year on council; Facebook ad for sign holder for business closing at Heritage Shopping Center and asked if anyone knew what business; suggested that neighbors help neighbors with weed abatement as some may be elderly or incapable of doing the work themselves.

Oliver Beaudry spoke on new development in old town and street names could have been more creative.

George Guynn spoke on a group of bicyclists on Main Street disrupting traffic and something needs to be done to stop these kids.

James Berg spoke on water bill enclosure regarding contaminates in the water; city attorney does have conflict with tonight's public hearing and would like to see her recuse herself; trees being cut down rather than being trimmed, would be better to keep the trees.

Michelle Chavez thanked code enforcement work done.

Attorney Andrews stated she is very capable of distancing advisement to council vs political views.

Tom Scholl spoke on McCoy Creek crossing, asked for a sign at that intersection.

## **PRESENTATIONS/APPOINTMENTS**

*(Presentations, Awards, Proclamations, Appointments).*

5. Proclamations Presented at Meeting - (Hernandez: [ahernandez@suisun.com](mailto:ahernandez@suisun.com)):
  - a. Proclamation Proclaiming April 14-20, 2024, as "National Public Safety Telecommunicators Week"

Item 5b was moved to before Item 5a.

- b. Proclamation Proclaiming the Month of April 2024 as "Autism Acceptance Month"

Mayor Hernandez read proclamation to three individual groups and were presented by Council Members Dawson, Osum and Vice Mayor Washington.

Special Care Services

Found It

Marvin Mora and his son Marshall

Special Care Services, spoke on Club Chaos activities for the summer.

Found It, spoke on acceptance of autism, invited council to come visit.

Marvin Mora, Management Analyst for RPMA, helped write proclamation, grateful where his personal and professional goals can be met.

ITEM 5a

Mayor Hernandez read proclamation which was presented by Council Member Osum to Acting Police Chief Dan Healy.

Accepted on behalf of dispatchers, currently have 5 openings.

6. Mayoral Appointments of Committees - (Hernandez: [ahernandez@suisun.com](mailto:ahernandez@suisun.com)):
  - a. Public Safety and Emergency Management Community Advisory Committee  
Ophelia Vargas appointed.
  - b. General Tax Oversight Committee (Measure S)  
Garrett Toles appointed
  - c. Solano Transportation Authority (STA) Pedestrian Advisory Committee  
David George appointed

**PUBLIC COMMENT**

James Berg spoke on the Measure S committee resolution discrepancies on terms and asked Council to review the resolution

**Motion by Mayor Hernandez and seconded by Vice Mayor Washington to approve Mayoral appointments. Motion passed by the following vote:**

**AYES: Dawson, Hernandez, Osum, Washington**

**NOES: None**

**ABSENT: Pal**

**COUNCIL COMMENTS**

7. Council/Board Member Updates.

Councilmember Osum spoke on first Beautification Committee meeting held on 2/28.

Vice Mayor Washington thanked residents for coming to town meetings.

Mayor Hernandez spoke on upcoming Suisun Water Authority meeting at 6pm next Monday; General Regional Homeless Board Meeting last week regarding the structure of that organization.

**CONSENT CALENDAR**

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

City Council

8. Council Adoption of Resolution No. 2024-27: Accepting the Energy Savings Project as Complete and Authorizing the Interim City Manager to Record the Notice of Completion for the Project - (Vue: [nvue@suisun.com](mailto:nvue@suisun.com)).
9. Council Adoption of Resolution No. 2024-28: Approving Amendment to Construction Agreement between Suisun City and Pacific Polymers, Inc. - (Vue: [nvue@suisun.com](mailto:nvue@suisun.com)).
10. Council Adoption of Resolution No. 2024-29: Authorizing the Interim City Manager to Execute a Fourth Amendment to a Professional Services Agreement on the City's Behalf with AECOM Technical Services Inc. to Prepare an Environmental Impact Report for the Highway 12 Logistics Center Project - (Bermudez: [jbermudez@suisun.com](mailto:jbermudez@suisun.com)).
11. Council Adoption of Resolution No. 2024-30: Authorizing the Interim City Manager, or Appointed Designee, to Accept Grant Funds from the National Recreation and Park Association's Youth Sports Equity Grant Program - (Lofthus - [klofthus@suisun.com](mailto:klofthus@suisun.com)).
12. Council Consideration for Continuation of Shelter Solano Memorandum of Understanding (MOU) - (Roth: [aroth@suisun.com](mailto:aroth@suisun.com)):
  - a. Council Adoption of Resolution No. 2024-31: Authorizing the Interim City Manager to Continue the MOU with Shelter Solano for up to Five Shelter Beds for the Remainder of Fiscal Year 2023-24.
  - b. Council Adoption of Resolution No. 2024-32: Adopting the 5th Amendment to the Annual Appropriation Resolution No. 2023-88 to Reallocate Budget to Continuously fund Homeless Shelter Program.

13. City Council/Successor Agency/Housing Authority Approval of the Minutes of the Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on March 12, 2024; and the Minutes of the Joint Meeting of the Suisun City Council and Suisun City Historic Waterfront Business Improvement District held on March 18, 2024 – (Skinner: [clerk@suisun.com](mailto:clerk@suisun.com)).

#### PUBLIC COMMENT

##### Item 9

Donna LeBlanc commented on the fire departments' roof is still leaking and concerned about other 4 buildings involved; need to determine what is going to happen before signing off on contract.

Item 10 – Logistic center developer is responsible for paying for EIR's and other reports; shows city paying those consultants but there is no evidence of developer paying back the city. Is it possible in the future that the finance department can go over how that works with us.

##### Item 9

George Guynn commented there is a short time before completion and roof is still leaking.

##### Item 12

Homeless comments about limitations on assistance.

##### Item 10

Barbara Pisching spoke on logistic center parcels flood, continued amendments to the agreements; distribution logistics is not what the city needs; asked council to not move forward with this project.

**Motion by Council Member Dawson to approve the Consent Calendar and seconded by Mayor Hernandez. Motion passed by the following vote:**

**AYES: Dawson, Hernandez, Osum, Washington**

**NOES: None**

**ABSENT: Pal**

#### **PUBLIC HEARING**

##### City Council

14. Council Introduction and Waive Reading of Ordinance No. \_\_\_\_: An Ordinance of the City Council of the City of Suisun City Adopting the Waterfront District Specific Plan Amendments - (Bermudez: [jbermudez@suisun.com](mailto:jbermudez@suisun.com)) - (Continued to May 21, 2024).

Vice Mayor Washington left dais 7:29pm.

Mayor Hernandez stated this item will be continued to May 21 meeting.

Mayor Hernandez opened the Public Hearing.

James Berg commented on the city attorney having a conflict of interest on this item as she actually holds an office

Conflict with atty on this item as she actually holds a political office with the Contra Costa County Democratic party.

There being no further comments Mayor Hernandez continued the hearing to May 21.

Vice Mayor Washington returned to dais at 7:32pm.

## **GENERAL BUSINESS**

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

15. Council Consideration of Resolution No. 2024-33: Amending Elected City Clerk's Compensation and Benefits - (City Attorney).

City Attorney Andrews read compensation and benefits.

**Motion by Vice Mayor Washington to approve resolution and seconded by Council Member Dawson. Motion passed by the following vote:**

**AYES: Dawson, Hernandez, Osum, Washington**

**NOES: None**

**ABSENT: Pal**

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

16. Mayoral Update - (Hernandez: [ahernandez@suisun.com](mailto:ahernandez@suisun.com)).

17. Non-Discussion Items.

## **ADJOURNMENT**

There being no further business the meeting was adjourned at 7:34pm.

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Anita Skinner, City Clerk

CITY COUNCIL  
Alma Hernandez, Mayor  
Princess Washington, Mayor Pro Tem  
Jenalee Dawson, Councilmember  
Marlon L Osum, Councilmember  
Amit Pal, Councilmember



CITY COUNCIL MEETING

**MINUTES**  
**REGULAR MEETING OF THE SUISUN CITY COUNCIL,**  
**SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE**  
**REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,**  
**AND SUISUN CITY HOUSING AUTHORITY**  
**TUESDAY, APRIL 16, 2024**  
**5:00 PM**

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**Suisun City Council Chambers - 701 Civic Center Boulevard - Suisun City, California**

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**5:00 P.M. CLOSED SESSION**  
**6:30 P.M. REGULAR MEETING**

*MEETINGS ARE HELD IN-PERSON, PUBLIC PARTICIPATION IS ALSO AVAILABLE VIA ZOOM*

*ZOOM MEETING INFORMATION:*

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

*MEETING ID: **881 3580 1472***

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

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING BY EMAILING  
CLERK@SUISUN.COM (PRIOR TO 4 PM), VIA WEBSITE, OR ZOOM CALL IN PHONE NUMBER (707) 438-1720*

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

(Next Ord. No. – 809)

(Next City Council Res. No. 2024 – 34)

Next Suisun City Council Acting as Successor Agency Res. No. SA2024 - 01)

(Next Housing Authority Res. No. HA2024 – 01)

**5:00 P.M CLOSED SESSION**

**CALL TO ORDER**

Mayor Hernandez called the meeting to order at 5:00pm.

**ROLL CALL**

PRESENT: Dawson, Hernandez, Osum, Washington

ABSENT: Pal

**CONFLICT OF INTEREST NOTIFICATION** None

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

## **PUBLIC COMMENT CLOSED SESSION**

*(In accordance with Section 54956(a), public comments are limited to items on this closed session agenda, and to no more than 3 minutes unless allowable by the Mayor/Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the City Clerk. By law, no prolonged discussion or action may be taken on any item raised during the comment period.)*

Steve Olry welcomed new city manager; spoke on the public comment limitations; one word descriptions of closed session items; encouraged council to postpone any major decision until the city manager has had time to adjust to his new role.

George Guynn commented that the city manager is walking into a bad situation and will have to clean up things that should have been done already but does feel city manager is capable of making changes and hopes it does not take long for him to turn things around.

## **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 LABOR NEGOTIATOR

A Closed Session will be held, Pursuant to Government Code Section 54957.6, to Conduct Labor Negotiations among:

Agency Negotiator: City Manager, Bret Prebula

Employee Organizations:

Suisun City Management and Professional Employees' Association;

Suisun City Police Officers Association;

Suisun City Employees' Association.

## **RECESS TO CLOSED SESSION (City Manager Conference Room, City Hall)**

Entered into Closed Session at 5:05pm.

## **6:30 RECONVENE OPEN SESSION**

## **CALL TO ORDER**

Mayor Hernandez called the meeting to order at 6:31pm.

## **ROLL CALL**

PRESENT: Dawson, Hernandez, Osum, Washington

ABSENT: Pal

## **PLEDGE OF ALLEGIANCE**

City Manager Brett Prebula led the Pledge of Allegiance.

## **INVOCATION Clerk Skinner**

Clerk Skinner gave the Invocation.

## **CLOSED SESSION REPORT**

None

## **APPROVAL OF REORDERING OF AGENDA**

City Manager removed Item 12 and will be bringing it back at a later date for council approval.

**Motion by Council Member Dawson to remove Item 12 and seconded by Vice Mayor Washington.  
Motion passed by the following vote:**

**AYES: Dawson, Hernandez, Osum, Washington**

**NOES: None**

**ABSENT: Pal**

## **CONFLICT OF INTEREST NOTIFICATION**

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

Council Member Dawson – Item 8.

Vice Mayor Washington – Item 10.

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

2. City Manager Update - (Prebula: [bprebula@suisun.com](mailto:bprebula@suisun.com)).

Mr. Prebula commented it was a great pleasure to meet and talk with staff as well as the public. Appreciate the willingness of the people to give constructive criticism on what will make the city better.

3. City Attorney Report - (Taylor/Andrews).

Welcomed new City Manager Brett Prebula.

## **PUBLIC COMMENT**

*(Request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3. Comments are limited to no more than 3 minutes unless allowable by the Mayor/Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the City Clerk. By law, no prolonged discussion or action may be taken on any item raised during the public comment period, although informational answers to questions may be given and matters may be referred for placement on a future agenda.)*

Steve Olry welcomed the new city manager; spoke on Measure S, ARPA funds, city deficit, repeated mistakes; would like to see an Agenda Committee created.

Donna LeBlanc commented on the success of the first compost give away held on 4/13, next one to be held in September; City art walk, earth day on 4/20; 5/5 Cinco de Mayo event.

James Berg commented he would like council to give Mr. Prebula some leeway but keep the checks and balances already in place; comment on former fire chief; conflict of interest with the city attorney; food truck at waterfront leaving trash; Earth Day clean up at his kayak business for waterways clean up.

George Guynn presented council with a hand out; comment on the 3/25 garbage bill suggesting mayor resign; comments on budget.

Michelle Chavez welcomed Mr. Prebula; spoke on citizens points of view when addressing the council and what they have to say matters.

### **PRESENTATIONS/APPOINTMENTS**

*(Presentations, Awards, Proclamations, Appointments).*

4. Proclamations Presented at Meeting - (Hernandez: [ahernandez@suisun.com](mailto:ahernandez@suisun.com)):  
  - a. Proclamation Proclaiming April 19, 2024, as "Education Sharing Day"

Mayor Hernandez read proclamation and Council Member Osum presented the proclamation to Rabbi Chaim Zaklos, who thanked the Council.

- b. Proclamation Proclaiming April 28, 2024 - May 4, 2024, as "National Small Business Week"

Mayor Hernandez read proclamation and Council Member Dawson presented the proclamation to Mike Aquino, who thanked Council for the recognition.

5. Recognition of Interim City Manager Aaron Roth and Acting Police Chief Daniel Healy - (Hernandez: [ahernandez@suisun.com](mailto:ahernandez@suisun.com)).

Council Member Dawson presented to Interim City Manager Roth and Vice Mayor Washington presented to Acting Police Chief Healy, plaques and Council thanked them for stepping up and showing great leadership.

Mr. Roth thanked Council, all the department heads and a big thank you to all employees.

Mr. Healy thanked Council and the entire Police Department.

Council Members expressed their gratitude to both.

6. Introduction of City Manager Bret Prebula - (Hernandez: [ahernandez@suisun.com](mailto:ahernandez@suisun.com)).

Mr. Prebula gave a brief background on himself; wife/daughter are a great support team; thanked them for allowing him to do the work he loves; commented on the dedication of the people that work within the city and the community; transparency tool on the website that launches 8am on 4/17.

Council Members welcomed Mr. Prebula and all are looking forward to working with him in moving Suisun City forward.

### **PUBLIC COMMENTS**

Garrett Toles commented that the Council did a great job in the hiring of Mr. Prebula

#### ***Recess to Short Break.***

Council took a brief recess for meet and greet and refreshments at 7:29pm and returned at 7:51pm.

## **COUNCIL COMMENTS**

### 7. Council/Board Member Updates.

Council Member Dawson stated applications were being accepted for the Farmers Market; Cinco de Mayo event is accepting applications for non-food vendors.

Council Member Osum commented that he has been approached by local businesses to adopt or study the possibility of a program promoting local businesses; invitation to attend the Beautification Advisory meeting on 4/25 at 3:30pm in the Council Chambers.

Vice Mayor Washington commented the local Sierra Club is sponsoring \$600 in prizes for the Art Walk participants; Brew Bash on 4/27 at the North Basin; Sewer District is holding their Wetland Project on 4/27 from 10-1; holding office hours next Tuesday at 6pm in the City Manager's office.

Mayor Hernandez 5/16 Sustainable Solano and ECDC will be hosting a workshop at the Community Center 6-8:30pm to talk about Suisun Climate Adaptation and Nature Based Solutions; Solano County Water Agency recently held a meeting and want to extend gratitude to James Berg, Steve Olry, and George Guynn for attending and speaking; State Water Resource Control Board will have a workshop on 4/24-26 regarding water concerns in Solano County.

## **CONSENT CALENDAR**

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

### City Council

8. Council Adoption of Resolution No. 2024-34: Authorizing the City Manager to Enter into a Construction Contract on the City's Behalf with Suulutaaq, Inc. for the Victory Way Landscape Improvements Project - (Vue: [nvue@suisun.com](mailto:nvue@suisun.com)).
9. Council Adoption of Resolution No. 2024-35: Approving Grant of Easement and Quitclaim Deeds for Sanitary Sewer Access for a Portion of Fairfield-Suisun Sewer District's Suisun Force Main at City of Suisun City Property on Civic Center Blvd. (portion of APN 0032-180-580 – Job Site 20-H) and for portions of Fairfield-Suisun Sewer District's Gravity Mains on Laurel Creek – Unit No. 1 (portion of APN. 0032-344-010 – Job Site S-9), Villas at Lawler Ranch (APN 0173-536-010 – Job Site S-24) and Lawler Ranch Unit No. 1 (portion of APN 0173-462-130 & 140 – Job Site S-14) and Authorizing the City Manager to Execute all Documentation Necessary to Implement this Transaction - (Vue: [nvue@suisun.com](mailto:nvue@suisun.com)).
10. Council Adoption of Resolution No. 2024-36: Accepting the McCoy Creek Trail Phase 2 Improvements Project, Project No. ATPL-5032(032), as Complete, and Authorizing the City Manager to Record the Notice of Completion for the Project - (Vue: [nvue@suisun.com](mailto:nvue@suisun.com)).
11. Council Adoption of Resolution No. 2024-37: Accepting the Harbor Theater Exterior Wall Repair Project as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project - (Vue: [nvue@suisun.com](mailto:nvue@suisun.com)).
12. Council Adoption of Resolution No. 2024-\_\_\_: Amending and Restating the Schedule of Salary and Benefits for Unrepresented and Executive Management Employees - (Penland: [cpenland@suisun.com](mailto:cpenland@suisun.com)).  

13. Council Adoption of Resolution No. 2024-38: Approving the Appointment of the Housing Programs Manager to the Housing First Solano Board - (Lofthus: [klofthus@suisun.com](mailto:klofthus@suisun.com)).
14. Council Consideration of the San Francisco Giants Community Fund for Quail Glen Park Baseball Field Improvements - (Lofthus: [klofthus@suisun.com](mailto:klofthus@suisun.com)):
  - a. Council Adoption of Resolution No. 2024-41: Authorizing the City Manager, or Appointed Designee, to Enter into a Community Cooperation Agreement with the San Francisco Giants Community Fund for Quail Glen Park Baseball Field Improvements.
  - b. Council Adoption of Resolution No. 2024-40: Adopting the 6th Amendment to the Annual Appropriation Resolution No. 2023-88 to Reallocate Budget for Quail Glen Park Baseball Field Improvements.
15. Council Consideration of the Amendment to the Agreement for Services between Aleshire & Wynder, LLP and Krisch & Company for Payroll Audit Services - (City Attorney):
  - a. Council Adoption of Resolution No. 2024-39: Authorizing the Amendment to the Agreement for Services between Aleshire & Wynder, LLP and Krisch & Company for Payroll Audit Services for the City of Suisun City.
  - b. Council Adoption of Resolution No. 2024-42: Adopting the 7th Amendment to the Annual Appropriation Resolution No. 2023-88 to Reallocate Budget for Additional Cost of the FLSA Audit Amended Agreement.

Joint City Council/Suisun City Council Acting as Successor Agency

16. Council/Agency Approval of March 2024 Accounts Payable and Payroll Warrants - (Deol: [Ideol@suisun.com](mailto:Ideol@suisun.com)).

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

17. City Council/Successor Agency/Housing Authority Approval of the Minutes of the Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on February 6, 2024 - (Skinner: [clerk@suisun.com](mailto:clerk@suisun.com)).

Mayor Hernandez commented Item 12 has been pulled; Council Member Dawson has a conflict of interest on Item \* and Vice Mayor Washington has a conflict of interest on Item 10.

**PUBLIC COMMENTS**

Donna LeBlanc

Item 8

Voiced concerns that the residents of Victorian Harbor have not had a chance to review nor does the staff report indicate that the project will happen; asked that council delay voting until items are cleared up.

Item 11

Is there a warranty and if so how long?

Item 12

Pilot program, evaluated every 6 months; asking for 30 additional days, need to re-evaluate and rethink the program.

Item 14

Don't believe public is aware, request that Mr. Lofthus be able to speak to council and explain the grant.

Item 16

No explanation on what "field supplies are"; need more details.

Tom Scholl

Item 10

Spoke about the McCoy Creek crosswalk; lights are very hard to see and must push button to get them to come on; is there a way to put a mechanism on the ground that the lights come on when you cross the threshold.

James Berg

Item 12

Let City Manager make decisions as this is a pilot program.

Item 14

Thinks the Junior Giants program is great.

Item 15

Is this a city-wide audit? how are we preparing for discrepancies.

Item 16

Not enough descriptions on the warrants; need more detail.

George Guynn

Item 12

Agrees the City Manager needs to have a strong hand in it; need to reduce expenses and increase revenue.

Item 13

Housing Manager is a good pick.

Item 16

City Attorney is overpriced, have a meeting to decide what info is actually needed to help reduce the bill.

Steve Olry

Item 16

Commented on the high total for accounts payable and payroll; have attorney here once a month to help cut costs.

On-line

Rose reported the community speaker is not working properly and cannot hear the speakers.

**Motion by Vice Mayor Washington to approve Consent Calendar Items 9, 11, 13, 14, 15, 16, and 17 and seconded by Council Member Dawson. Motion passed by the following vote:**

**AYES: Dawson, Hernandez, Osum, Washington**

**NOES: None**

**ABSENT: Pal**

**Motion by Vice Mayor Washington to approve Consent Calendar Item 8 and seconded by Mayor Hernandez. Motion passed by the following vote:**

**AYES: Hernandez, Osum, Washington**

**NOES: None**

**ABSENT: Pal**

**ABSTAIN: Dawson (conflict of interest)**

**Motion by Council Member Dawson to approve Consent Calendar Item 10 and seconded by Mayor Hernandez. Motion passed by the following vote:**

**AYES: Dawson, Hernandez, Osum**

**NOES: None**

**ABSENT: Pal**

**ABSTAIN: Washington (conflict of interest)**

**PUBLIC HEARING - NONE**

**GENERAL BUSINESS - NONE**

**REPORTS: (Informational items only)**

18. Mayoral Update - (Hernandez: [ahernandez@suisun.com](mailto:ahernandez@suisun.com)).

19. Non-Discussion Items.

**ADJOURNMENT**

There being no further business the meeting was adjourned at 8:18pm.

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Anita Skinner, City Clerk



## SUISUN CITY MAYOR INFORMATIONAL REPORT MAY 7, 2024

### REGIONAL BOARDS / COMMISSIONS / COMMITTEES:

- ✓ Solano Transportation Authority Board Member (STA)
- ✓ Solano County Water Agency Board Member (SCWA)
- ✓ Transit 2030 Policy Committee

Capitol Corridor Joint Powers Authority (CCJPA)

SolTrans Board of Directors

Local Agency Formation Commissioner (Alternate) (LAFCO)

CAP2 Solano JPA (Solano Regional Homelessness Board)

Solano Economic Development Center Board Member

Napa-Solano Area Agency on Aging

Solano County Mayor's Committee

- ✓ City-County Coordinating Committee

### Suisun City Committees / Ad-Hoc:

Suisun-Solano Water Authority Executive Committee

Suisun-Solano Water Authority Board

- ✓ Fairfield-Suisun Sewer District Executive Committee
- ✓ Fairfield-Suisun Sewer District Board
- ✓ Suisun City Environment and Climate Committee Chair

30 Acre Parcel Highway 12 and Marina Mixed Use Ad-Hoc Committee

City Manager Evaluation 2024 Ad-Hoc Committee

### Other:

TRAFIC

CalCities

Water Resource Control Board

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#### Transit 2030 Policy Committee Meeting

April 10, 2024 / STA Sub-Committee (Mayors and Supervisor)

Items of Note:

- Attended the Committee Meeting
- Committee met to discuss progress on regional transportation with a focus on integrated payment systems.
- Received a presentation from an MTC representative on their 2050 transportation plans.
- The committee appointed the following members to be part of an Ad-Hoc Committee to address interagency collaboration (ie. STA and SolTrans, STA and Capitol Corridor, etc.)
  - MTC Commissioner Jim Spering
  - Suisun City Mayor Alma Hernandez
  - Vacaville Mayor John Carli
  - Benicia Vice Mayor Terry Scott

## Solano Transportation Authority (STA) Board Meeting

April 10, 2024 / Mayors and Supervisor

### Items of Note:

- Attended the Board Meeting
- Board received director reports including collaboration with schools regarding Bike to Wherever Days and Bike to School Days.
- The board approved the Solano Priority Production Area (PDA) Plan Request for Proposals and the Solano Rail Hub Residential Cluster Priority Development Area (PDA) Plan Request for Proposals as well as the 2024 Solano Express Ridership and Analysis Study.
- The board conducted a Public Hearing and Adopted a Resolution of Necessity to Acquire Property by Eminent Domain, if necessary, for the Westbound I-80 Cordelia Commercial Vehicle Enforcement Facility Project. The item was approved.
- Link to Agenda: [https://sta.ca.gov/wp-content/uploads/2023/10/STA-Board-Packet\\_04-10-2024.pdf](https://sta.ca.gov/wp-content/uploads/2023/10/STA-Board-Packet_04-10-2024.pdf)

## Solano County Water Agency (SCWA) Board Meeting

April 11, 2024 / Mayors, Supervisors, and Irrigation District Presidents

### Items of Note:

- Attended the Board Meeting
- The board approved Proposition 1 Grant-Putah Creek Bypass for Salmon Passage at Los Rios Check Dam and the Creation of Streamkeeper Classification Series.
- The board received updates on water policy updates, including the Bay-Delta Plan. They provided information on the upcoming Voluntary Agreements workshop with the California State Water Resource Control Board.
- Link to Agenda>> [https://www.scwa2.com/wp-content/uploads/2024/04/APR.2024.BOD\\_PACKET-REVISED-ID-339444.pdf](https://www.scwa2.com/wp-content/uploads/2024/04/APR.2024.BOD_PACKET-REVISED-ID-339444.pdf)

## City-County Coordinating Council Meeting

April 11, 2024 / Mayors and Supervisors

### Items of Note:

- Attended Meeting
- Received presentations on the Bay Area Housing Finance Authority (BAHFA), received presentation on the Bay Conservation and Development Commission (BCDC, and received presentation on the Solano County Department of Information Technology (DOIT)
  - Provided direction to have a multi-jurisdiction approach to addressing sea level rise mitigation efforts.
- Approved the next meeting scheduled for August 8, 2024.

Travis Regional Armed Forces Committee (TR AFC) Meeting  
April 15, 2024 / Fairfield-Suisun Chamber of Commerce Members

Items of Note:

- Attended Committee meeting
- Received information on Wings Over Solano and all the efforts that took place to have this event be a success at Travis Air Force Base.
- Received information on the 349<sup>th</sup> Air Mobility Wing, which is made up of reservists.
- More information on TR AFC here>> <https://www.fairfieldsuisunchamber.com/travis-air-force-base/>

Fairfield-Suisun Sewer District (FSSD) Executive Committee Meeting  
April 15, 2024 / FSSD Vice President

Items of Note:

- Attended Executive Committee Meeting
- Reviewed and approved agenda for regular board meeting
- Identified ways to promote upcoming event at sewer district regarding feedback on new wetland project.

League of California Cities Annual Leaders Summit  
April 17-19, 2024 / City Leaders

- Attended the Leaders Summit and presented a session
- Participating in conversations regarding homelessness, retail theft, supporting small businesses, leadership building, and community engagement.
- Moderated a session titled “A Collaborative Framework to addressing Homelessness: Solano County and its Seven Cities, United Through a Regional homelessness Policy Board”. The panel session included:
  - Supervisor Mitch Mashburn
  - Suisun City Mayor Alma Hernandez
  - Vallejo Councilmember Rozzana Verder-Aliga
  - Fairfield City Manager David Gassoway
- Link to program here>> [https://www.calcities.org/docs/default-source/city-leaders-summit-session-materials/2024-clc--agenda-.pdf?sfvrsn=2437ba42\\_6](https://www.calcities.org/docs/default-source/city-leaders-summit-session-materials/2024-clc--agenda-.pdf?sfvrsn=2437ba42_6)

Fairfield-Suisun Sewer District (FSSD) Board Meeting  
April 22, 2024 / Suisun City Council and Fairfield City Council

Items of note:

- Received a quarterly investment report
- Conducted a closed session: Labor Negotiations: Unrepresented employee: General Manager
  - Reported to the public a unanimous vote to appoint Jordan Damerel as the next General Manager and thanked Talyon Sortor on his upcoming retirement as our current General Manager.
- Approved a Resolution Approving a General Manager Employment Agreement
- Also in attendance: Councilmember Dawson and Councilmember Osum, Absent: Vice Mayor Washington and Councilmember Pal.
- Link to Agenda>> <https://www.fairfieldsuisunsewer.ca.gov/wp-content/uploads/2024/04/Board-of-Directors-Meeting-Agenda-04-22-2024-Final.pdf>