

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, 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**

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 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)**

**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. Interim City Manager Update - (Roth: aroth@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. Proclamations Presented at Meeting - (Hernandez: ahernandez@suisun.com):
  - a. Proclamation Proclaiming April 14-20, 2024, as "National Public Safety Telecommunicators Week"
  - b. Proclamation Proclaiming the Month of April 2024 as "Autism Acceptance Month"
6. Mayoral Appointments of Committees - (Hernandez: ahernandez@suisun.com):
  - a. Public Safety and Emergency Management Community Advisory Committee
  - b. General Tax Oversight Committee (Measure S)
  - c. Solano Transportation Authority (STA) Pedestrian Advisory Committee

## **COUNCIL COMMENTS**

7. Council/Board Member Updates.

## **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-\_\_\_: 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).
9. Council Adoption of Resolution No. 2024-\_\_\_: Approving Amendment to Construction Agreement between Suisun City and Pacific Polymers, Inc. - (Vue: nvue@suisun.com).
10. Council Adoption of Resolution No. 2024-\_\_\_: 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).
11. Council Adoption of Resolution No. 2024-\_\_\_: 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).

12. Council Consideration for Continuation of Shelter Solano Memorandum of Understanding (MOU) - (Roth: aroth@suisun.com):
  - a. Council Adoption of Resolution No. 2024-\_\_\_: 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-\_\_\_: Adopting the 5th Amendment to the Annual Appropriation Resolution No. 2023-88 to Reallocate Budget to Continuously fund Homeless Shelter Program.

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

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).

## **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) - (Continued to May 21, 2024).

## **GENERAL BUSINESS**

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

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

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

16. Mayoral Update - (Hernandez: ahernandez@suisun.com).
17. 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 agendized 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, Bianca Vasquez, Administrative Assistant, 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.

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Office of the Mayor  
Suisun City, California

# Proclamation



**WHEREAS**, since its origin in 1981 during the full second week of April, the telecommunications personnel in the public safety community are honored; and

**WHEREAS**, this week is a time to celebrate and thank those who dedicate their lives to serving the public and appreciate their hard work and dedication to our residents; and

**WHEREAS**, Public Safety Dispatchers provide critical assistance during a person's worst moments, providing the calm reassurance they need to handle any situation and are the first and most critical contact our citizens have with emergency services; and

**WHEREAS**, Public Safety Dispatchers serve our community by answering their requests for law enforcement, fire, and emergency medical services by dispatching the appropriate assistance as needed; and

**WHEREAS**, the safety of our police officers, firefighters, and emergency medical services personnel are dependent upon the quality and accuracy of information obtained by the dispatcher; and

**WHEREAS**, Public Safety Dispatchers of Suisun City have contributed substantially to the apprehension of criminals and suppression of fires while exhibiting compassion and professionalism; and

**WHEREAS**, Public Safety Dispatchers of Suisun City answered 36,800 telephone calls, made 8,850 outgoing calls, and handled an additional 9,642 incoming 9-1-1 emergency calls in 2023; and

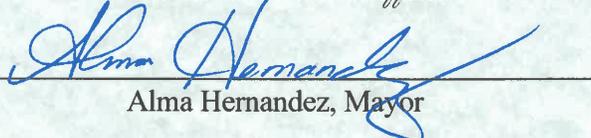
**NOW, THEREFORE, BE IT RESOLVED**, that I, Alma Hernandez, Mayor of the City of Suisun City do hereby proclaim April 14 – 20, 2024 as

**"NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK"**

in the City of Suisun City, and encourage residents to take the time to thank the hardworking Public Safety Dispatchers, who, to the best of their ability provide support to our community and first responders and contribute to the safety of all.



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

  
Alma Hernandez, Mayor

ATTEST: \_\_\_\_\_

DATE: April 2, 2024

Office of the Mayor  
Suisun City, California

# Proclamation



**WHEREAS**, the City of Suisun City is guided by the principles of inclusivity in its commitment to help improve the lives of all individuals in the diverse community we serve; and

**WHEREAS**, Autism impacts people regardless of race, ethnicity, and social-economic background; and

**WHEREAS**, Autism is a complex developmental condition affecting a person's ability to interact, communicate, and progress, and has not one but many subtypes; and

**WHEREAS**, a 2023 Center for Disease Control report estimates that 1 in 36 children are diagnosed with Autism, an increase from the 1 in 54 prevalence rate reported in 2021; and

**WHEREAS**, while conditions characterized with Autism may present significant challenges, individuals with Autism display unique strengths, qualities, and differences that can be celebrated; and

**WHEREAS**, in 2021, the Autism Society called for April to be referred to as "Autism Acceptance Month" to not only spread Autism awareness, but to foster acceptance and ignite change through improved support and opportunities in education, employment, accessible housing, affordable health care, and long-term services.

**WHEREAS**, the City of Suisun City is dedicated to creating an environment of inclusiveness and a City-wide culture that respects, acknowledges, and adapts to the unique challenges that autistic individuals face, by developing appropriate recreational and staff development opportunities, and establishing partnerships with local organizations that serve autistic individuals, such as Found It, Special Care Services, and North Bay Regional Center; and

**WHEREAS**, with the autism diagnosis rate increasing, we take the month of April to celebrate the differences, learn more about, and empower autistic individuals.

**NOW THEREFORE**, I, Alma Hernandez, Mayor of the City of Suisun City do hereby proclaim April 2024 as:

**"AUTISM ACCEPTANCE MONTH"**



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

  
Alma Hernandez, Mayor

ATTEST: \_\_\_\_\_

DATE: April 2, 2024

**AGENDA TRANSMITTAL**

**MEETING DATE:** April 2, 2024

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**AGENDA ITEM:** Council Adoption of Resolution No. 2024-\_\_\_: Accepting the Energy Savings Project as Complete and Authorizing the Interim City Manager to Record the Notice of Completion for the Project.

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**FISCAL IMPACT:** There is no impact to the General Fund from this item. The City financed this project in 2018 by entering into an Equipment Lease Purchase Agreement with Sterling National Bank.

The lease purchase agreement allows the City to lease the Equipment over 20 years and purchase it at any time during that duration for a price depending on the duration. The City will make annual lease payments which increase on an annual basis. The lease contains normal financing provisions in favor of the Bank and provides for indemnification by the City. Sterling immediately assigns its interest to its affiliate that holds its investments. The security for the transaction is the equipment and the escrowed proceeds until spent on the installation and acquisition of the Equipment.

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

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**BACKGROUND:** On May 15, 2018, after a competitive selection process, City staff recommended, and the City Council authorized the City Manager to negotiate and execute a Program Development Agreement (PDA) with ENGIE Services for an integrated energy assessment to identify potential energy saving measures associated with City facilities and infrastructure. On August 21, 2018, ENGIE provided an update to the City Council regarding its findings and preliminary recommendations. On October 2, 2018, ENGIE provided a preview of the project scope, savings, and pro forma, pending receiving competitive financing proposals. The goal of the energy assessment is to define a project that will reduce City energy costs by using less energy and that will generate energy on site where possible.

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**STAFF REPORT:** The project added solar parking canopies, new LED interior lighting, more efficient heating ventilation and air conditioning (HVAC) units, LED streetlighting around the City and City Parking Lots, new windows for the west side of City Hall, and other minor efficiency improvements to City Facilities.

Engie Services U.S. Inc. has completed all the work specified in its contract with Suisun City and it is appropriate to accept the work as complete. Staff has prepared a notice of completion for this project along with the Resolution for Council to issue the notice of completion. If the City Council approves this Resolution, the Department of Public Works/Engineering Division will record the notice of completion with Solano County.

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**STAFF RECOMMENDATION:** It is recommended that the City Council adopt Resolution 2024 - \_\_\_: Accepting the Energy Savings Project as Complete and Authorizing the Interim City Manager to Record the Notice of Completion for the Project.

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**DOCUMENTS ATTACHED:**

1. Resolution No. 2024 - \_\_\_ : Accepting the Energy Savings Project as Complete and Authorizing the Interim City Manager to Record the Notice of Completion for the Project.
2. Notice of Completion for the Energy Savings Project.

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**PREPARED BY:** Gemma Geluz, Administrative Technician  
**REVIEWED BY:** Nouae Vue, Public Works Director  
**APPROVED BY:** Aaron Roth, Interim City Manager

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**ATTACHMENTS:**

1. Resolution No. 2024-\_\_ : Accepting the Energy Savings Project as Complete & Authorize Record of Notice Of Completion
2. Notice of Completion Energy Savings Project - Engie Services U.S. Inc..pdf

1 **RESOLUTION NO. 2024-**

2 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY**  
3 **ACCEPTING THE ENGERY SAVINGS PROJECT AS COMPLETE AND**  
4 **AUTHORIZING THE INTERIM CITY MANAGER TO RECORD THE NOTICE OF**  
5 **COMPLETION OF THE PROJECT.**

6 **WHEREAS**, the City of Suisun City Council in 2018 approved an energy savings  
7 agreement, lease agreement and related documents to implement certain energy savings equipment  
8 with the Energy Savings Project; and

9 **WHEREAS**, the City owns and/or operates certain public facilities and wished to  
10 reduce the facilities' energy consumption and costs and improve the facilities' energy quality  
11 and reliability; and

12 **WHEREAS**, on November 20, 2018, the City Council awarded Engie Services U.S. Inc.  
13 the Energy Savings Project; and

14 **WHEREAS**, Engie Services U.S. Inc. has completed all work under their agreement and  
15 contract for Energy Savings Project;

16 **NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Suisun  
17 City does hereby accept the work as complete for the Energy Savings Project with Engie Services  
18 U.S. Inc. and authorizes the Interim City Manager to take all necessary and appropriate actions to  
19 sign the Notice of Completion on behalf of the City and cause it to be recorded with the Solano  
20 County Recorder's Office.

21 **PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Suisun  
22 City duly held on Tuesday, the 2<sup>nd</sup> of April, 2024, by the following vote:

23 **AYES:** Councilmembers: \_\_\_\_\_  
24 **NOES:** Councilmembers: \_\_\_\_\_  
25 **ABSENT:** Councilmembers: \_\_\_\_\_  
26 **ABSTAIN:** Councilmembers: \_\_\_\_\_

27 **WITNESS** my hand and the seal of the City of Suisun City this 2<sup>nd</sup> of April, 2024.

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

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. 0032-180-580, 0032-142-230,
0173-010-300, 0173-131-170, 0174-160-070

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: April 2, 2024
8. The name of the contractor, if any, for such work of improvement was Engie Services U.S. Inc

(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:
Energy Savings Project: Solar parking canopies, and other energy efficiency projects for City
Facilities and LED streetlighting throughout the City

- 10. The street address of said property is 701 Civic Center Blvd., 800 Kellogg St., 611 Village Drive,
621 Pintail Dr., and 4555 Peterson Rd.

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

Signature of
owner named
in paragraph 2

Dated:

By Aaron Roth, Interim City Manager

**AGENDA TRANSMITTAL**

**MEETING DATE:** April 2, 2024

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**AGENDA ITEM:** Council Adoption of Resolution No. 2024-\_\_\_: Approving an Amendment to the Construction Agreement between Suisun City and Pacific Polymers, Inc.

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**FISCAL IMPACT:** There is no impact to the General Fund from this item. This amendment is for work that will be completed by the contractor at their cost.

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**STRATEGIC PLAN:** Provide Good Governance.

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**BACKGROUND:** On June 3, 2021, the City entered into a contract with Pacific Polymers, Inc. dba American Foam Experts to install a sprayed polyurethane foam (SPF) roof system on five City buildings, including the Harbor Theater, Joseph A. Nelson Community Center, Fire Station, City Hall and Police Department. In 2022, the contractor installed the foam roof systems at all five locations. After installation, leaks were detected again at several locations. These leaks were especially pronounced at City Hall where interior damage occurred. The contractor was notified several times regarding these leaks. The leaks were addressed at the Harbor Theater and Community Center.

However, the leaks were not addressed at the City Hall. During this time, the City was aware that there were some issues with the City Hall pitch roofs, so we advertised a request for qualifications and proposals for architectural services for this project as well as some other City projects. During our architect’s investigation of the City Hall roofing systems, it was discovered that the SPF roofing system was not installed per the specifications. After which, the City contacted the contractor to ask that they explain the reason for not following the specifications. We met with the contractor and foam roof manufacturer several times after this discovery.

The contractor and the manufacturer stated that the SFP roofs above Finance and Administration were a “good product” and would provide the same quality and service as the specified roof repair and installation in the project specifications. The City found that this was not the case as there was significant and continual leaking about these locations. The City then consulted with our City Attorney on the City’s rights and recourse for this incorrect installation of the SPF roof system.

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**STAFF REPORT:** This project should have repaired most of the leaking that was occurring in the south wing (Finance front counter and Administration) of the City Hall. Instead, there is more leaking due to the incorrect repair and installation. The City and contractor negotiated a settlement in which the contractor will replace the current SPF roofing system with the one specified and complies with the specifications and drawings contained in the agreement.

Further, the twenty (20) year warranty and any applicable statute of limitations on claims relating to the City Hall roof shall begin anew upon the reinstallation of the SPF roofing system. All other obligations under the agreement shall remain in full force and effect per this agreement. Also, under this agreement the contract certifies that the roofs at the other four (4) buildings stated above were installed in compliance with the design specifications and drawings.

Included in this agreement is an expense reimbursement where the contractor will reimburse the City all costs incurred prior to this agreement.

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**STAFF RECOMMENDATION:** It is recommended that the City Council adopt Resolution No. 2024-\_\_\_: Approving an Amendment to the Construction Agreement between Suisun City and Pacific Polymers, Inc.

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**DOCUMENTS ATTACHED:**

1. Council Adoption of Resolution No. 2024-\_\_\_: Approving an Amendment to the Construction Agreement between Suisun City and Pacific Polymers, Inc.
2. Amendment to Construction Agreement

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<b>PREPARED BY:</b>	Gemma Geluz, Administrative Technician
<b>REVIEWED BY:</b>	Nouae Vue, Public Works Director
<b>APPROVED BY:</b>	Aaron Roth, Interim City Manager

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**ATTACHMENTS:**

1. Resolution No. 2024-\_\_\_: Accepting the Amendment to Agreement with Pacific Polymers, Inc.
2. 2021-45 City Facilities SPF Reroof 2021 06 01 Amendment 2024 02 09

1 **RESOLUTION NO. 2024-**

2 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY**  
3 **APPROVING AN AMENDMENT TO THE CONSTRUCTION AGREEMENT**  
4 **BETWEEN SUISUN CITY AND PACIFIC POLYMERS, INC.**

5 **WHEREAS**, in 2021, the City Council authorized staff to enter into a Construction  
6 Agreement (Agreement) with Pacific Polymers, Inc (dba American Foam Experts) for the Sprayed  
Polyurethane Foam Roof (SPF) Project for multiple City facilities; and

7 **WHEREAS**, Pacific Polymers, Inc. (Contractor) installed SPF roofing systems on the  
8 flat roofs of the Harbor Theater, the Joseph A. Nelson Community Center, the Fire Station, City  
Hall, and Police Department; and

9 **WHEREAS**, it has since been discovered that the SPF roofing system at City Hall was not  
10 installed per the plans and specifications provided in the Request for Qualifications (RFQ) and the  
11 Request for Proposals (RFP) and that the roof at this location has continued to experience issues  
with substantial leaks; and

12 **WHEREAS**, to address this deficiency, the City and the Contractor are now amending  
13 the Agreement dated June 3, 2021, with all costs to be borne by the Contactor; and

14 **NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Suisun  
15 City does hereby approve an Amendment to the Construction Agreement dated June 3, 2021, with  
Pacific Polymers, Inc.

16 **PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Suisun  
17 City duly held on Tuesday, the 2<sup>nd</sup> of April 2024, by the following vote:

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

21 **WITNESS** my hand and the seal of the City of Suisun City this 2<sup>nd</sup> of April 2024.  
22  
23

24 \_\_\_\_\_  
Anita Skinner  
25 City Clerk  
26  
27  
28

**AMENDMENT TO CONSTRUCTION AGREEMENT DATED JUNE 3, 2021  
BETWEEN SUISUN CITY AND PACIFIC POLYMERS, INC.**

This AMENDMENT TO CONSTRUCTION AGREEMENT (“Agreement”) DATED JUNE 3, 2021 BETWEEN SUISUN CITY AND PACIFIC POLYMERS, INC. dba AMERICAN FOAM EXPERTS (“Amendment”) is made and entered into by and between the City of Suisun City (“City”) and Pacific Polymers, Inc., dba American Foam Experts (“Contractor”) (hereinafter collectively referred to as “the Parties”) and shall be effective upon full execution of the Parties.

**RECITALS**

A. Contractor and City entered into the Agreement to install a sprayed polyurethane foam roofing system (“Foam Roofing System”) on five City buildings, including the Harbor Theatre, the Joseph A. Nelson Community Center, the Fire Station, City Hall, and the Police Department;

B. Articles II and IV of the Agreement incorporated the City’s detailed “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.” Included in the Agreement were design specifications and drawings that the City had hired the foam roofing materials supplier, General Coatings, Inc., to prepare. The Agreement required Contractor to follow General Coatings, Inc.’ specifications and drawings in installing the Foam Roofing Systems.

C. The Agreement also included a Warranty, whereby Contractor promised that “the Work [would] be of good quality and free from defects; and that the Work [would] conform to the requirements of the Contract Documents.” Section 6-1.01 of the Agreement further provided a twenty (20) year limited warranty on labor and material.

D. In 2022, Contractor installed the Foam Roofing Systems at all five locations. The following winter, water leaks were detected at all five buildings. In 2023, Contractor undertook repairs at all five buildings. But leaks were again detected at various buildings. The water intrusion was especially pronounced at City Hall where substantial leaks resulted in damage to the interior of the building.

E. Thereafter, the City retained a waterproofing expert to undertake certain destructive testing to determine the cause of the continued and pronounced leaking at City Hall. That testing revealed that Contractor had failed to follow the design specifications and drawings required by the Agreement. Failing to follow the specifications is an event of default under Section 6-1.02 of the Agreement.

F. The waterproofing expert did not undertake expensive destructive testing at the other four locations so the City has been unable to confirm that Contractor installed the Foam Roofing Systems in accordance with the design specifications and drawings required by the Agreement. Leaks have been detected at these other locations as well.

01/07/2026/945075.2

  
Contractor’s Initials

G. Section 6-1.02 of the Agreement further provides that Contractor's "fail[ure] to replace or repair any damage caused by Contractor or its agents, representatives, contractors, subcontractors, or employees in connection with performance of the Work" is also an event of default under the Agreement.

H. At this juncture, rather than undertaking the adversarial process of issuing and responding to a Notice of Default under the Agreement, the Parties hereby agree, pursuant to the commitments and promises of this Amendment, to provide Contractor with an opportunity to cure and to make the City whole.

### **AMENDMENT TO THE AGREEMENT**

**NOW, THEREFORE** in consideration of the foregoing recitals and the promises set forth below, the Parties agree as follows:

1. **Amendment.** This Amendment amends and adds to the Agreement. This Amendment does not supersede any provision contained in the Agreement, except to the extent that a term in this Amendment is inconsistent with the Agreement, in which case this Amendment controls.

2. **Scope of Work; Liquidated Damages.** Contractor agrees to prepare and deliver a written workplan for the removal of the defective Foam Roof System installed in 2022 at City Hall and for the installation of a new Foam Roof System that complies with the specifications and drawings contained in the Agreement. Contractor further agrees to execute the workplan to install a compliant Foam Roof System at City Hall prior to June 1, 2024. Once work begins, Contractor agrees to complete the work in a timely manner, but no later than thirty (30) days after work begins, which period may be extended by one day for each weekday that inclement weather prohibits work, so long as the City signs off on the work delay. If Contractor fails to complete the work as promised a penalty of \$250 per business day shall be assessed against Contractor.

3. **Warranty and Statute of Limitations Regarding City Hall Roof.** Both the twenty (20) year warranty of Section 6-1.01 of the Agreement (the "Warranty") and any applicable statute of limitations on claims relating to the City Hall Roof shall begin to run anew upon completion of the reinstallation of the Foam Roof System at City Hall. As to all other work, the Warranty under the Agreement and the statute of limitations period shall remain unchanged.

4. **Continuing Obligations Under the Agreement.** All other obligations under the Agreement shall remain in full force and effect, including but not limited to, the Contractor's obligation to promptly repair any and all leaks that emerge in connection with Contractor's work.

5. **Certification of Compliance with Design Specifications and Drawings.** Contractor, by executing this Amendment to the Agreement, hereby certifies that the roofs installed by Contractor under the Agreement at the buildings other than City Hall were installed in compliance with the design specifications and drawings required by the Agreement. A breach of this covenant will restart (i) the Warranty and (ii) any applicable statute of limitations on claims relating to any roof that is determined by a competent expert hired by the City that Contractor

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Contractor's Initials

failed to install the roof in compliance with the design specifications and drawings required by the Agreement. The Warranty and applicable statute of limitations on claims relating to any such roof shall begin to run anew upon completion of the reinstallation of the Foam Roof System at that building. As to all other work, the Warranty and the statute of limitations period shall remain unchanged.

6. **Insurance Requirements.** Contractor shall maintain insurance in compliance with the Construction Agreement, and shall deliver updated additional insured endorsements to the City during the period of all repairs including the reinstallation of the Foam Roof System at City Hall.

7. **Expense Reimbursement.** As specified in the Agreement, Contractor shall reimburse the City for 1) all costs incurred prior to the date of this Amendment to remediate damages resulting from leaks related to the Contractor's work at the five buildings, as well as 2) attorneys and waterproofing consultant fees incurred prior to the date of this Amendment expended in responding to Contractor's alleged default, including but not limited to the cost to negotiate and prepare this Amendment. Although the Agreement also provides for 7% interest on such fees, the City agrees to forgo the interest, so long as Contractor remits reimbursement for such expenses within thirty (30) days of receiving an itemized request for reimbursement from the City. All other provisions of Section 6-1.02 remain in full force and effect.

8. **City Council Approval.** This Amendment requires the approval of the City Council of Suisun City.

9. **Entire Agreement.** This Amendment and the Agreement set forth the entire agreement and understanding between the Parties on the subject matter hereof and supersede all prior discussions and negotiations between them. Should any of the provisions of this Amendment be declared or be determined by any court to be illegal, void, invalid, or unenforceable by a court of competent jurisdiction, the validity of the remaining parts, terms or provisions shall not be affected, and the illegal or invalid part, term or provision shall not be deemed a part of this Amendment.

10. **Fair Reading.** This Amendment is a result of the negotiations between the parties and will not be construed strictly against or in favor of any one of the Parties hereto. The Parties intend that this Amendment will be given a fair reading and reasonable construction in accordance with the intentions of the Parties and without regard to, or aid of, Section 1654 of the California Civil Code.

11. **Successors.** This Agreement shall inure to the benefit of each Party hereto, its predecessors, successors, subsidiaries, affiliates, representatives, assigns, agents, officers, directors, employees and personal representatives, past, present and future.

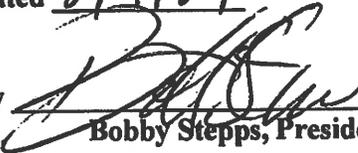

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///

**IN WITNESS WHEREOF, the parties have executed and entered into this Amendment to Agreement as of the date stated below for execution by the Interim City Manager.**

**PACIFIC POLYMERS, INC., dba AMERICAN FOAM EXPERTS, a California corporation**

Dated 2/9/24

By   
**Bobby Stepps, President**

**CITY OF SUISUN CITY**

Dated 3/14/2024

By   
**Aaron Roth, Interim City Manager**

**Approved as to Form:**

By:   
**Elena Q. Gerli, City Attorney**

[END OF SIGNATURES]

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**AGENDA TRANSMITTAL**

**MEETING DATE:** April 2, 2024

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**AGENDA ITEM:** Council Adoption of Resolution No. 2024-\_\_\_: 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.

---

**FISCAL IMPACT:** The increased cost due to this budget amendment is \$27,141, but there would be no fiscal impact to the General Fund. The total cost for retaining the firm AECOM Technical Services Inc. to prepare and complete and Environmental Impact Report (EIR) and add critical tasks to the agreed-upon scope will be fully borne by the developer/applicant.

---

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

---

**BACKGROUND:** On February 2, 2021, the City Council adopted Resolution No. 2021-11. This resolution authorized the City Manager to execute a professional services agreement with AECOM Technical Services Inc. to complete a California Environmental Quality Act (CEQA) review for the Highway 12 Logistics Center Project totaling \$329,703 (total includes contingency – 10%).

After the commencement of the environmental analysis, additional project tasks needed to be added to the project scope of work, on April 20, 2021, the City Council authorized the first amendment to the consultant’s contract increasing the total contract by an additional \$52,945, bringing the total contract amount to \$387,942 (total includes contingency – 10%).

In September 2021, a second amendment was authorized under the City Manager’s authority for \$14,265 to study additional traffic intersections, increasing the contract amount to \$402,207.

Subsequently, in November 2022 a third amendment was authorized by the City Council for an additional \$69,560 to assess and expand the analysis for a reduced project scenario, which entailed a modified traffic analysis to compare project impacts against the planned project. This additional analysis increased the total budget to \$471,767.

---

**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, including the release of the Draft Environmental Impact Report (DEIR) and the receipt of official public comments on the document.

Over the past several months since the release of the environmental document to the public, the staff and consultant has been reviewing the comments and preparing for the release of a Final Environmental Impact Report to accompany the proposed entitlement requests for the project. To account for unforeseen analysis and tasks because of the release of the DEIR the consultant is looking to augment the current budget to cover the following tasks:

- Additional time for regular project meetings (previous amendment covered meetings through April of 2024).
- Additional level of effort for procedural, policy, land use, economic, and other topics that were included in responses to comments from the Solano Local Agency Formation Commission beyond topics that are related to potential environmental impacts under CEQA.
- Additional level of effort to prepare Findings and Statement of Overriding Considerations to support the Reduced Footprint Alternative.
- Additional level of effort required to assess and adjust biological resources related mitigation measures to apply to the Reduced Footprint Alternative.
- Additional time required for meetings, research, analysis, and reporting related to the use of GHG offsets.
- Additional cost incurred related to the scheduling of work on the Final EIR.

Factoring the additional tasks to finalize the environmental review process, the recommended budget augmentation totals \$27,141 which increases the total contract to \$498,908 (excluding 10% contingencies).

---

**STAFF RECOMMENDATION:** It is recommended that the City Council adopt Resolution No. 2024-\_\_\_: 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.

---

**DOCUMENTS ATTACHED:**

1. Resolution No. 2024-\_\_\_: 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
2. Map of Highway 12 Logistics Center
3. AECOM Agreement

---

<b>PREPARED BY:</b>	Jim Bermudez, Development Services Director
<b>REVIEWED BY:</b>	Aaron Roth, Interim City Manager
<b>APPROVED BY:</b>	Aaron Roth, Interim City Manager

---

**ATTACHMENTS:**

1. [Resolution No. 2024-\\_\\_\\_: AECOM HWY 12 EIRs Amendment](#)
2. [Map of Project](#)
3. [AECOM Agreement](#)

**RESOLUTION NO. 2024-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
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**

**WHEREAS**, a development application has been received for the Highway 12 Logistics Center Project and requires environmental review consistent with California state law; and

**WHEREAS**, it has been determined that it is necessary to hire a firm to complete the environment document for the project at the full cost of the applicant; and

**WHEREAS**, the City solicited a Request for Proposals (RFP) from environmental firms to complete the work and received six proposals; and

**WHEREAS**, the City Council authorized the City Manager to enter into a professional services agreement with AECOM Technical Services Inc. at their February 2, 2021 meeting in the amount of \$329,703; and

**WHEREAS**, on April 20, 2021, it was necessary to modify the scope for the project to include additional tasks related to air quality and traffic which increased the budget amount to \$387,942; and

**WHEREAS**, on September 2021, a second amendment to scope was authorized by the City Manager in the amount of \$14,265 to study additional traffic intersections; and

**WHEREAS**, on November 15, 2022, a third amendment to scope was authorized by the City Council in the amount of \$69,560 to analyze a reduced project scenario; and

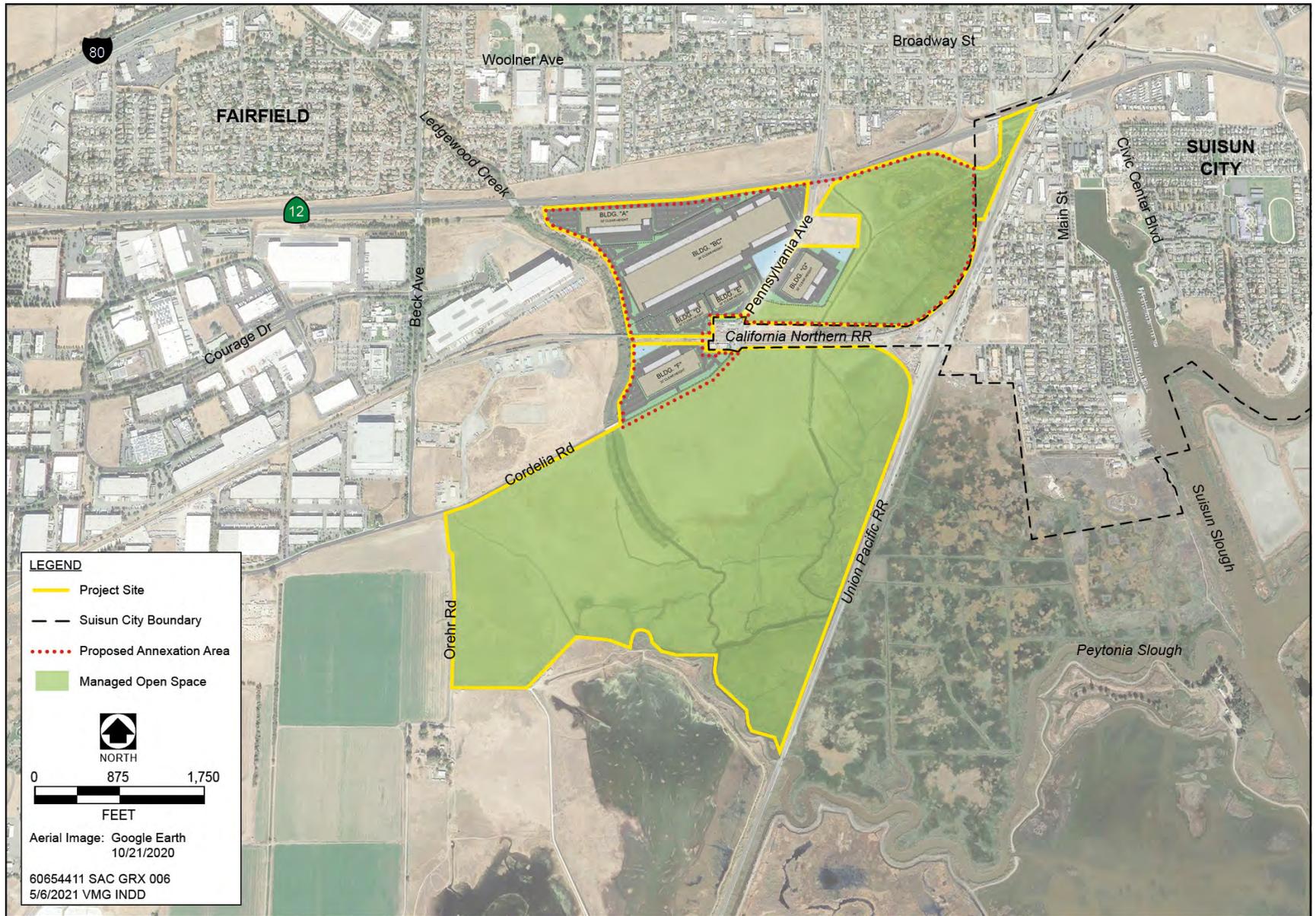
**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Suisun City authorizes the Interim City Manager to execute a Fourth Amendment to a Professional Services Agreement on the City's behalf with AECOM Technical Services Inc. Prepare an Environmental Impact Report for the Highway 12 Logistics Center Project in the amount of \$498,908 (including contingencies).

**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 2<sup>nd</sup> day of April 2024 by the following vote:

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

**WITNESS** my hand and the seal of said City this 2<sup>nd</sup> day of April 2024.

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



**Project Area**

Highway 12 Logistics Center  
 City of Suisun City

AECOM Project Name: Highway 12 Logistics Center EIR  
AECOM Project No.: 60654411  
Contract Amendment No.: 4

## CONTRACT AMENDMENT

In accordance with the Consulting Services Agreement dated March 3, 2021 between the City of Suisun City, a California municipal corporation (“Client”) and AECOM Technical Services, Inc., a California corporation, (“AECOM”), this Contract Amendment, with an effective date of December 1, 2023, modifies that Agreement as follows:

### 1. **Changes to the Services:**

This amendment includes:

- Additional time for regular project meetings (previous amendment covered meetings through April of 2024).
- Additional level of effort for procedural, policy, land use, economic, and other topics that were included in responses to comments from the Solano Local Agency Formation Commission beyond topics that are related to potential environmental impacts under CEQA.
- Additional level of effort to prepare Findings and Statement of Overriding Considerations to support the Reduced Footprint Alternative.
- Additional level of effort required to assess and adjust biological resources related mitigation measures to apply to the Reduced Footprint Alternative.
- Additional time required for meetings, research, analysis, and reporting related to the use of GHG offsets.
- Additional cost incurred related to the scheduling of work on the Final EIR.

### 2. **Change to Deliverables:**

None.

### 3. **Change in Project Schedule** (attach schedule if appropriate):

None.

### 4. **Change in CONSULTANT’s Compensation:**

The added scope of services will be completed on a time-and-materials basis for an amount not to exceed \$27,141. Therefore, the total authorized Compensation, inclusive of this Change Order is \$527,210 (includes 10% contingencies). As with the original contract, AECOM will only invoice for what is required to complete the requested services.

### 5. **Project Impact:**

None

### 6. **Other Changes** (including terms and conditions):

None

7. All other terms and conditions of the Agreement remain unchanged.
8. Each Party represents that the person executing this Change Order has the necessary legal authority to do so on behalf of the respective Party.

**AECOM Technical Services, Inc.**

**CLIENT:**

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

J. Matthew Gerken

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Assoc. Vice President

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Printed Title

March 21, 2024

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Address  
2020 L Street, Suite 300  
\_\_\_\_\_  
Sacramento, CA 95811  
\_\_\_\_\_

Address  
701 Civic Center Boulevard  
\_\_\_\_\_  
Suisun City, CA 94585  
\_\_\_\_\_

[End of  
Agreement]

**AGENDA TRANSMITTAL**

**MEETING DATE:** April 2, 2024

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**AGENDA ITEM:** Council Adoption of Resolution No. 2024-\_\_\_: 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.

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**FISCAL IMPACT:** There is no fiscal impact to the city since the grant does not require any contribution or match.

---

**STRATEGIC PLAN:** Provide Good Governance.

---

**BACKGROUND:** In 2023, the National Recreation and Park Association (NRPA) released a ‘Request for Applications’ for its Youth Sports Equity Grant Program. The program would award five grants of \$20,000 to agencies to implement strategies that advance equitable access to youth sports for youth of color, girls, LGBTQ+ youth, low income youth, and/or youth with disabilities.

The grant acknowledges that significant disparities in who has access to and benefits from sport opportunities exist for those above mentioned youth populations, with gaps continuing to widen. Programs and strategies funded through the Youth Sports Equity Grant Program are intended to help reverse that trend.

The Recreation, Parks, and Marina (RPM) Department submitted a grant application in January 2024, proposing an adaptive sports program for youth with intellectual and/or developmental disabilities.

---

**STAFF REPORT:** In February 2024, The RPM Department was notified that their grant application was accepted and approved for funding.

The grant award will fund a series of ‘adaptive sports programs’ – a minimum of five 4-week series through June 2025 – for youth with intellectual and/or developmental disabilities. A working collaboration with North Bay Regional Center (NBRC) will allow for NBRC clients to participate in the program for free. The grant award will fund the purchase of program materials, adaptive equipment, and increased staffing. The project will also support large scale staff trainings on working with youth with disabilities and certifications in adaptive recreation and sports programming, as well as participation in relevant conferences, such as the American Therapeutic Recreation Association and Move United Conferences.

The project is not just about creating much needed sport programming for an underserved population; it is an opportunity to create a City-wide culture that respects, acknowledges, and adapts to the challenges that youth with disabilities and their families face.

---

**STAFF RECOMMENDATION:** It is recommended that City Council adopt Resolution No. 2024-\_\_\_: 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.

---

**DOCUMENTS ATTACHED:**

1. Resolution No. 2024-\_\_\_: 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.

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<b>PREPARED BY:</b>	Marvin Mora, Management Analyst II
<b>REVIEWED BY:</b>	Kris Lofthus, Deputy City Manager
<b>APPROVED BY:</b>	Aaron Roth, Interim City Manager

---

**ATTACHMENTS:**

1. Resolution No. 2024-\_\_\_: National Recreation and Park Association's Youth Sports Equity Grant Program  
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1 **RESOLUTION NO. 2024-**

2 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY**  
3 **AUTHORIZING THE INTERIM CITY MANAGER, OR APPOINTED DESIGNEEE,**  
4 **TO ACCEPT GRANT FUNDS FROM THE NATIONAL RECREATION AND PARK**  
5 **ASSOCIATION’S YOUTH SPORTS EQUITY GRANT PROGRAM**

6 **WHEREAS,** the National Recreation and Park Association released a ‘Request for  
7 Applications’ for its Youth Sports Equity Grant Program in 2023; and

8 **WHEREAS,** the Youth Sports Equity Grant Program aims to implement strategies  
9 that advance equitable access to youth sports for youth of color, girls, LGBTQ+ youth, low  
10 income youth, and/or youth with disabilities; and

11 **WHEREAS,** the National Recreation and Park Association acknowledges that  
12 significant disparities in who has access to and benefits from sport opportunities exist for  
13 those above mentioned youth populations, with gaps continuing to widen; and

14 **WHEREAS,** the City of Suisun City RPM Department staff submitted an application in  
15 January 2024 centered on creating an adaptive youth sports program for youth with intellectual  
16 and/or developmental disabilities; and

17 **WHEREAS,** the RPM Department was awarded \$20,000 in grant funds, with no  
18 matching funds required, to implement the adaptive youth sports program, in addition to relevant  
19 trainings; and

20 **NOW, THEREFORE, BE IT RESOLVED,** that the City Council of the City of Suisun  
21 City authorizes the Interim City Manager, or Appointed Designee, to Accept Grant Funds from  
22 the National Recreation and Park Association’s Youth Sports Equity Grant Program.

23 **PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of  
24 Suisun City duly held on Tuesday, the 2<sup>nd</sup> day of April 2024, by the following vote:

25 **AYES:** Councilmembers: \_\_\_\_\_  
26 **NOES:** Councilmembers: \_\_\_\_\_  
27 **ABSENT:** Councilmembers: \_\_\_\_\_  
28 **ABSTAIN:** Councilmembers: \_\_\_\_\_

29 **WITNESS** my hand and the seal of said City this 2<sup>nd</sup> day of April 2024.

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

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**AGENDA TRANSMITTAL**

**MEETING DATE:** April 2, 2024

---

**AGENDA ITEM:** Council Consideration for Continuation of Shelter Solano Memorandum of Understanding (MOU):

- a. Council Adoption of Resolution No. 2024-\_\_\_: 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-\_\_\_: Adopting the 5th Amendment to the Annual Appropriation Resolution No. 2023-88 to Reallocate Budget to Continuously fund Homeless Shelter Program.

---

**FISCAL IMPACT:** There is no fiscal impact in the current budget. The cost for continued sponsorship of shelter beds for the remainder of the year estimated at \$57,000 will be covered by reallocating the unused adopted budget under ARPA and General Fund.

---

**STRATEGIC PLAN:** Provide Good Governance, Section 4.7 – Improve productivity, efficiency, effectiveness, customer service and citizen satisfaction in all areas of municipal organization.

---

**BACKGROUND:** Suisun City has previously sponsored shelter beds through Shelter Solano to ensure city staff can connect homeless individuals in Suisun City with shelter services. Sponsoring shelter beds also assists with staff’s ability to conduct encampment abatements and clean ups within the guidelines of the Martin v Boise, Ninth Circuit Court decision.

Shelter Solano provides “wrap around” services with the goal of assisting homeless individuals in becoming self-sufficient. Suisun City has been sponsoring two shelter beds at Shelter Solano since February of 2021. During the FY23-24 budget, Suisun City entered into an MOU with Shelter Solano sponsoring two shelter beds for the fiscal year at a cost of \$68,400.

In total, eight homeless individuals have been sheltered Since July 1, 2023, at different times throughout the fiscal year, and the Suisun City Police Department has responded to a total of 251 homeless encampment related calls where staff were able to offer assistance to the homeless in as many instances. Additionally, PD staff were able to request some of our homeless remove their encampments more than 250 separate times after they refused shelter services during that same timeframe. This ability to offer shelter services is essential to continue assisting homeless individuals while also conducting cleanups of homeless encampments that create refuse and other unsafe conditions in our public areas.

---

**STAFF REPORT:** During FY23/24, Suisun City entered into an MOU with Shelter Solano to retain access to two shelter beds for the entire fiscal year. This is a total of 730 “bed nights” for the year. Because Suisun City had unused “bed nights” in previous years and was seeing an occasional need to house more than two homeless individuals at a time, Shelter Solano altered their business model to allow Suisun City to access a total of 730 “bed nights” in FY23/24 without capping the access to only two beds at a time. However, the MOU does note that any additional bed usage would cost the city \$2,850 for one bed per month. At one point during FY23/24, Suisun City was assisting a total of seven

people at the same time through access to these shelter beds.

During the regular City Council meeting on March 19, 2024, staff advised the City Council that Suisun City had exhausted its 730 “bed nights” going into the month of March 2024. Staff also reported there were currently five individuals referred by Suisun City staff receiving shelter services. Providing shelter for up to five individuals will cost the city \$14,250 a month (5@\$2,850 per mo.) or \$57,000 for the remainder of the fiscal year. This cost could be reduced if there are discharges from shelter and the city does not refer any new individuals to shelter under the MOU.

The City Council provided direction at the March 19, 2024, meeting for staff to continue sponsoring up to five beds at any one time until the end of FY23/24 at a potential cost to the city of no more than \$57,000.

---

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

- a. Resolution No. 2024-\_\_\_: 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-\_\_\_: Adopting the 5th Amendment to the Annual Appropriation Resolution No. 2023-88 to Reallocate Budget to Continuously fund Homeless Shelter Program.

---

**DOCUMENTS ATTACHED:**

1. Resolution No. 2024-\_\_\_: 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.
2. Resolution No. 2024-\_\_\_: Adopting the 5th Amendment to the Annual Appropriation Resolution No. 2023-88 to Reallocate Budget to Continuously fund Homeless Shelter Program.
3. MOU with Shelter Solano.

---

**PREPARED BY:**

Aaron Roth, Interim City Manager

**REVIEWED BY:**

Kris Lofthus, Deputy City Manager

**APPROVED BY:**

Aaron Roth, Interim City Manager

---

**ATTACHMENTS:**

1. Resolution No. 2024-\_\_\_: Shelter Solano MOU Continued for FY 2023-24.doc
2. Resolution No. 2024-\_\_\_: AAR 5 FY 23-24 Solano Shelter Program.pdf
3. Shelter Solano MOU

1 **RESOLUTION NO. 2024-**

2 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY**  
3 **AUTHORIZING THE INTERIM CITY MANAGER TO CONTINUE THE MOU**  
4 **WITH SHELTER SOLANO FOR UP TO FIVE SHELTER BEDS FOR THE**  
5 **REMAINDER OF FISCAL YEAR 2023-24**

6 **WHEREAS**, the City of Suisun City has previously sponsored two shelter beds with  
7 Shelter Solano to ensure city staff can connect homeless individuals in Suisun City with shelter  
8 services; and

9 **WHEREAS**, Sponsoring shelter beds also assists with city staff’s ability to conduct  
10 encampment clean ups within the guidelines of the Martin v Boise, Ninth Circuit Court  
11 decision; and

12 **WHEREAS**, Shelter Solano offers wrap around services that not only house the  
13 homeless, but also assists homeless individuals with becoming self-sufficient; and

14 **WHEREAS**, Shelter Solano recently altered their business model moving from  
15 providing two shelter beds per night to a total of 730 beds for the fiscal year; and

16 **WHEREAS**, Suisun City has depleted those 730 bed nights and is currently  
17 sponsoring five homeless individuals at Shelter Solano; and

18 **WHEREAS**, Shelter Solano is offering to continue providing shelter beds for these  
19 five homeless individuals for the remainder of FY23/24 through the current MOU; and

20 **NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of  
21 Suisun City hereby authorizes the City Manager to continue the current MOU with Shelter  
22 Solano for up to five shelter beds for the remainder of FY23/24.

23 **PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of  
24 Suisun City held on Tuesday the 2<sup>nd</sup> day of April 2024 by the following vote:

25 **AYES:** Councilmembers: \_\_\_\_\_  
26 **NOES:** Councilmembers: \_\_\_\_\_  
27 **ABSENT:** Councilmembers: \_\_\_\_\_  
28 **ABSTAIN:** Councilmembers: \_\_\_\_\_

**WITNESS** my hand and the seal of said City this 2<sup>nd</sup> day of April 2024.

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

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**RESOLUTION NO. 2024-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
ADOPTING THE 5th AMENDMENT TO THE ANNUAL APPROPRIATION RESOLUTION NO. 2023-88  
TO REALLOCATE BUDGET TO CONTINUOUSLY FUND HOMELESS SHELTER PROGRAM.**

**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 Homeless Shelter funding 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. 126-2436-81010	CDBG Grant - Transfer In from General Fund	\$ (30,000)	
A/C No. 167-6017-81010	ARPA-Transfer In from General Fund	\$ 30,000	
Appropriations:			
A/C No. 167-6017-91435	ARPA-Field Services/Supplies /Homeless		\$ 57,000
A/C No. 167-6017-96310	ARPA-Kellogg Pump Station Project		\$ (27,000)
A/C No. 126-2436-91230	CDBG Grant-Reimbursement-Other Govt		\$ (30,000)
A/C No. 010-1910-85126	General Fund- Transfer to CDBG Account		\$ (30,000)
A/C No. 010-1910-85167	General Fund- Transfer to ARPA Fund		\$ 30,000
	Total Fund	<u>\$ -</u>	<u>\$ -</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 2nd day of April 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 seal of the said City this 2nd day of April 2024.

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



## MEMORANDUM OF UNDERSTANDING

Suisun City Police Department (hereinafter "SCPD") and SHELTER Solano, Inc. (hereinafter "CONTRACTOR") hereby enter into this MOU for the provision of CONTRACTOR providing shelter care for the participants referred by SCPD.

### **DEFINITIONS**

In this MOU, the following words and expression shall have the meanings hereby assigned to them except where the context otherwise requires:

**Agreement** shall mean this MOU, including Exhibits and fully executed amendments hereto.

**Scope of Work** shall mean a list and description of the services to be performed, including all responsibilities of the CONTRACTOR and any policies and procedures to be followed during the course of the Work, fees/rates/payment schedules of described Work, as listed in Exhibit A.

**Change Order** shall mean an order, issued pursuant to Item 2 of this agreement, for changes in the scope, nature, quantity, timing, and/or price of the Work.

**Work Order** shall mean an order, issued pursuant to Item 2, where SCPD requests CONTRACTOR to supply or perform services and Contractor agrees to perform such services as listed within the Scope of Work as listed in Exhibit A.

### **RESPONSIBILITIES OF THE PARTIES**

Parties understand that each should be able to fulfill its responsibilities under this Memorandum of Understanding (MOU) in accordance with the provisions of law and regulation that govern their individual activities. Nothing in this MOU is intended to negate or otherwise render ineffective any such provisions or operating procedures. If at any time any parties are unable to perform their functions under this MOU consistent with such parties statutory and regulatory mandates, the affected parties shall immediately provide written notice to the others seeking a mutually agreed upon resolution.



## MEMORANDUM OF UNDERSTANDING

### **AGREEMENT**

**NOW, THEREFORE**, in consideration of the mutual promises and covenants hereinafter stated, the Parties agree as follows:

#### **1. SERVICES**

- 1.1 During the term of this agreement, the CONTRACTOR shall furnish the services set forth in Exhibit A, Scope of Work, attached hereto and included by this reference. CONTRACTOR will provide the services as an independent contractor and not as an employee of SCPD.

#### **2. WORK ORDERS, CHANGE ORDERS**

- 2.1 If at any time during the term of this Agreement, SCPD through one or more written work orders, delivery tickets, or other instruments, requests CONTRACTOR to supply or perform services, and CONTRACTOR agrees to perform those services, each such request regardless of form shall be deemed a "Work Order" governed by and subject to the terms and conditions of this agreement. Agreements or stipulations on any Work Order that are contrary to any term of this agreement shall be void, unless CONTRACTOR and SCPD have expressly agreed in writing that such agreement or stipulation shall supersede the terms of this agreement.
- 2.2 In the event that SCPD requests CONTRACTOR to perform services that are outside the scope of work as listed in Exhibit A, such services and a compensation schedule therefore must be mutually agreed upon by both parties in a written "Change Order" prior to the provision of said services. The Change Order constitutes an amendment to the applicable Work Order, and the services set forth therein shall be deemed to be part of such Work Order.

#### **3. LABOR, EQUIPMENT, MATERIALS, SUPPLIES, AND SERVICES**

- 3.1 Upon receipt of a mutually agreeable Work Order, CONTRACTOR shall begin furnishing the services according to the specifications and requirements of this agreement and the Work Order.
- 3.2 All services rendered by CONTRACTOR hereunder shall be performed in accordance with industry standards as applicable to the region or area where the work is to be performed. All materials and equipment furnished by CONTRACTOR in the performance of services hereunder shall be free from material defects. Any of the materials, equipment, or services found to be materially defective shall be at CONTRACTOR's



## MEMORANDUM OF UNDERSTANDING

sole discretion, either removed, replaced or corrected by CONTRACTOR without additional cost to SCPD.

- 3.3 CONTRACTOR shall maintain its equipment in operating condition at all times and shall use commercially reasonable means to control and prevent fires and blowouts, protect the hole, and prevent damage to PHC's equipment.

### **4. INDEPENDENT CONTRACTOR**

- 4.1 During the term of this agreement, the CONTRACTOR shall furnish the services set forth in Exhibit A. CONTRACTOR also agrees that he/she is not and will not become an employee, agent or principal of SCPD while this agreement is in effect. CONTRACTOR agrees that they are not entitled to the rights or benefits afforded to SCPD employees, including disability or unemployment insurance, workers' compensation, medical insurance, sick leave, or any other employment benefit. CONTRACTOR is responsible for providing, at their own expense, disability, unemployment and other insurance, workers' compensation, training, permits and licenses.

### **5. INDEMNIFICATION and INSURANCE**

- 5.1 CONTRACTOR agrees to hold harmless and indemnify SCPD for any and all claims arising out of any injury, disability or death.
- 5.2 The term of this agreement shall extend from month to month.

### **6. DURATION and COMPENSATION**

- 6.1 SCPD will pay CONTRACTOR a total of \$5,700 per month for access to two beds. Additional beds are available for \$2,850.00 per month, per bed, as requested and referred to CONTRACTOR.
- 6.2 CONTRACTOR retains the right to accept or refuse referral based on eligibility and gender bed availability.
- 6.3 Payment for services rendered shall be made by SCPD upon submission by CONTRACTOR invoices. The invoices will be allotted as agreed to by contract.

### **7. CONFIDENTIALITY**

- 7.1 CONTRACTOR shall not use for personal gain and shall preserve as confidential all privileged information acquired from SCPD in the performance of this Agreement. The term "privileged information" shall include without limitation unpublished information and data



MEMORANDUM OF UNDERSTANDING

related to operations of SCPD, any and all beneficiary information and plans, methods, processes, internal specifications and reports

The parties have executed this Memorandum of Understanding on the date first written above.

**SHELTER Solano, Inc.**

*John Eckstrom*

**Signature**

John Eckstrom

**Printed Name**

Chief Executive Officer

**Title**

3/26/2024

**Date**

PO Box 5368

Concord, CA 94524

**Address**

**City of Suisun City**

*Aaron Roth*

**Signature**

AARON ROTH

**Printed Name**

INTERIM CITY MANAGER

**Title**

3/26/24

**Date**

701 CIVIC CENTER BLVD

SUISUN CITY CA 94585

**Address**



## MEMORANDUM OF UNDERSTANDING

### Exhibit A – Scope of Work

#### **Facilities:**

SHELTER Solano, Inc. will provide shelter care to SCPD clients for persons experiencing homelessness. SHELTER Solano, Inc. shall ensure that the facility provides safe accommodations, 24/7 on site non-medical supervision, and case management services that meet the minimum requirements set by the State of California Health and Safety Code for Emergency Housing and Assistance Programs.

#### **Services Provided by SHELTER Solano, Inc.:**

SHELTER Solano, Inc. shall provide the following services to SCPD referrals:

- Enrollment in the county's Homeless Management Information System (HMIS) for all NHBC members.
- Safe and secure housing
- Limited Secured storage for personal belongings and medications
- Three (3) meals a day that meet basic nutrition standards
- At least one wellness check every 24 hours
- Individualized service plan and focused case management services to promote overall well-being.
- Assistance in planning and implementing goals pertaining to health, wellness and permanent housing.
- Onsite life skills classes including, Money Management, Conflict Resolution, Parenting, and Employment Skills Facilitation of member's access to available public benefits (e.g. Veteran's, SNAP and medical)
- Employment and education services
- Referrals to legal aid to assist in resolving barriers to housing and employment
- Referrals to partnering social services agencies (e.g., alcohol and substance abuse treatment, housing)

#### **Collaboration with Suisun City Police Department and its Contracted Providers:**

SHELTER Solano, Inc. shall accept referrals of SCPD upon approval of designated SCPD staff.



## MEMORANDUM OF UNDERSTANDING

SHELTER Solano, Inc. shall collaborate with SCPD staff to gather necessary information on the homeless individual, including confidentiality releases for the sharing of information and information to determine eligibility.

All referrals to SHELTER Solano, Inc. must include information to determine eligibility of the participant. This ensures a successful experience for SCPD and for the individual being referred. Failure to do so may result in a denial of services based on being un-eligible to stay within the facility.

### **Rate Structure:**

Suisun City Police Department shall pay SHELTER Solano, Inc. \$5,700.00 per month, for two beds directly referred to CONTRACTOR. CONTRACTOR will retain the right to accept or decline referral, depending upon eligibility and gender availability of beds. SCPD shall have 30 days from the date of the invoice to pay the amount due thereon, or notify CONTRACTOR in writing of a *bona fide* dispute asserted in good faith as to one or more of the invoice items.

### **Term:**

The term for this contract is July 1, 2023 – June 30, 2024.

**AGENDA TRANSMITTAL**

**MEETING DATE:** April 2, 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 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.

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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 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, 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 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.

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**DOCUMENTS ATTACHED:**

1. Minutes - March 12, 2024, Regular Meeting of the City Council-Successor Agency-Housing Authority
  2. Minutes - March 18, 2024, Joint Meeting of the Suisun City Council and Suisun City Historic Waterfront Business Improvement District
- 

<b>PREPARED BY:</b>	Anita Skinner, City Clerk
<b>REVIEWED BY:</b>	Anita Skinner, City Clerk
<b>APPROVED BY:</b>	Aaron Roth, Interim City Manager

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**ATTACHMENTS:**

1. [Minutes - March 12, 2024, Regular Meeting of the City Council-Successor Agency-Housing Authority](#)
2. [Minutes - March 18, 2024, Joint Meeting of the Suisun City Council and BID](#)

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, MARCH 12, 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: **831 0941 1350***

*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 – 16)

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 5:01pm.

**ROLL CALL**

Council / Board Members

PRESENT: Dawson, Hernandez, Osum, Pal, Washington

ABSENT: None

**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 commented on Item 1 litigation; townhall meetings should be done before developer is allowed to proceed with application; city has a chance to transform from failure with the new city manager.

George Guynn commented until the city starts getting money nothing will change; spoke on the homeless; need to get businesses here.

**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

A Closed Session will be held, Pursuant to Government Code Section 54956.9(d)(2), to Confer with Legal Counsel because there is a Significant Exposure to Litigation: (one case).

2. PUBLIC EMPLOYEE APPOINTMENT

A Closed Session will be held, Pursuant to Government Code Section 54957(b), to Consider the Appointment of: City Manager.

3. 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 Employees' Association;

Suisun City Firefighters' Association

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

Council entered into closed session at 5:08pm.

**6:30 RECONVENE OPEN SESSION**

**CALL TO ORDER**

Mayor Hernandez called the meeting to order at 6:34pm.

**ROLL CALL**

Council / Board Members

PRESENT: Dawson, Hernandez, Osum, Pal, Washington

ABSENT: None

**PLEDGE OF ALLEGIANCE** was led by Council Member Pal.

**INVOCATION** was given by Clerk Skinner.

**CLOSED SESSION REPORT**

Closed Session ended at 6:26pm and there is no report out.

**APPROVAL OF REORDERING OF AGENDA** None

**CONFLICT OF INTEREST NOTIFICATION** None

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

Pal and Dawson Item #12

**REPORTS (Informational items only.)**

4. Interim City Manager Update - (Roth: [aroth@suisun.com](mailto:aroth@suisun.com)).

Mr. Roth reported that both Police and Public Works Departments worked together this past week to clean up the 30-acre site.

5. City Attorney Report - (Taylor/Andrews). None

**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.)*

Travis Castle spoke on The Path to Humanity project.)

Donna LeBlanc thanked Public Works for responding to reported issues; commented on the new mural painting at Tractor supply.

Steve Olry commented the mural is awesome; kudos to ad hoc for finding new a new city manager; the public comment period is to be no back and forth but it does happen and wastes too much time; spoke on the garbage lien and comments made by the mayor.

Michelle Chavez thanked Public Works for filling pot holes; illegal trailer on Corona property; hazardous waste; good neighbor meeting on Olive Ranch in relation to Humphrey canal.

Michael Zeiss commented on procedures, residents have the right to appeal and should not have to pay a fee for the appeal; obtain 10 signatures of residents, no financial barrier; how to alert neighbors about good neighbor meeting; mailed through reg mail; improving city website to include current projects and status of projects.

George Guynn spoke on unpaid garbage liens and reminded everyone meetings are recorded; public needs to be aware of what officials are doing.

Armando Murillo voiced concerns about prevailing wages, no health care for the workers.

James Berg spoke on tree maintenance; welcomed the new city manager; norms and procedures and lien not being paid.

On-line

Barbara Kraig asked if there was a follow up or plan for street and sidewalk repair after PG&E work is done.

Council Member Pal commented he spoke with a PG&E representative that once all the work is done they will come back with contractor to make necessary repairs.

Mayor Hernandez responded to comments regarding the lien that was mentioned by members of the public and reminded them she recused herself from the item at the time.

### **PRESENTATIONS/APPOINTMENTS**

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

6. Presentation of Proclamation Proclaiming the Month of March as "Red Cross Month" -

(Hernandez: [ahernandez@suisun.com](mailto:ahernandez@suisun.com)).

Mayor read proclamation which was presented by Vice Mayor Washington to Annette McKnight. Ms. McKnight thanked Council and spoke on the some of the work that is done by the Red Cross.

### **COUNCIL COMMENTS**

7. Council/Board Member Updates.

Council Member Dawson thanked Ms. McKnight for the work they do. Solano Mall, partnering with the Solano Community Health Club and the Red Cross from 3/26-4/12 will be teaching a series of CPR, first aid and AD training which will be free to the public; appreciates the comments about appeals, how notifications are made regarding good neighbor meetings and that the procedures for good neighbor meetings will be brought forward for review.

Council Member Pal thanked the Red Cross for the work they do; thanked city workers, dispatch during the recent storms, encouraged public to use city app.

Council Member Osum thanked everyone for their prayers and well wishes and "I'm back"; thanked staff for their cleanup work, and the Red Cross for their continued support during disasters.

Vice Mayor Washington thanked the Red Cross; 4/27 Brew Bash hosted by Rotary; participated in "Reading Across America"; Meals on Wheels participation; One Harbor Center increased their lighting which has helped light the downtown area.

Mayor Hernandez thanked the Red Cross; last Friday Assemblywoman Wilson hosted office hours and both her and Mr. Roth attended and were able to speak on regional concerns; worked with the Executive Director of Capitol Corridor and was able to support our city by having Caltrans clean up the area across the tracks from the train station; hosted with Solano Transportation Authority and Solano Mobility a field trip with 16 seniors and helped them learn micro transit, Amtrak rail trip to Sacramento an enjoyed a day at the Crocker Art Museum.

## **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. 2024-16: A Resolution of the City Council of the City of Suisun City Amending the Citywide Classification Plan to Establish the New Classification of Administrative Technician; Create a Class Specification for the Existing Classification of Permit Technician I/II; and Amend the Class Specification for Public Safety Dispatcher I/II and Senior Public Safety Dispatcher - (Penland: [cpenland@suisun.com](mailto:cpenland@suisun.com)).
9. Council Adoption of Resolution No. 2024-17: A Resolution of the City Council of the City of Suisun City Amending the Citywide Salary Schedule Adding the New Classification of Administrative Technician and Adjusting the Starting Salary for City Manager - (Penland: [cpenland@suisun.com](mailto:cpenland@suisun.com)).

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

10. Council/Agency/Authority Approval of the Minutes of the Joint Meeting of the Suisun City Council and Planning Commission held on December 11, 2023; and the Minutes of the Meeting of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on January 16, 2024, and February 20, 2024 – (Skinner: [clerk@suisun.com](mailto:clerk@suisun.com)).

Development Services Director Bermudez pulled Item #10 and read a comment from Claude Pellagrin that he would like added to the minutes of the Planning Commission and City Council joint meeting.

### **Public Comment**

Item #8 - George Guynn commented on the reclass and assumes it means hiring new people; need new revenue first.

**Motion by Council Member Dawson to approve the Consent Calendar with the correction to the 12/11/23 minutes and seconded by Vice Mayor Washington. Motion passed by the following vote:**

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

**NOES: None**

**ABSENT: None**

## **GENERAL BUSINESS**

### City Council

11. Consideration of Council Adoption of Resolution No. 2024 - 18: A Resolution of the City Council of the City of Suisun City Appointing Bret Prebula as City Manager of Suisun City with an Effective Start Date of April 15, 2024, and Approving the City Manager Employment Agreement – (City Attorney).

Attorney Andrews stated per California Government Code Section 54953(c)(3) which requires an oral report in an open meeting summarizing the proposed action on salaries, salary schedules, or compensation paid and read those points of the employment agreement.

## PUBLIC COMMENTS

Donna LeBlanc thanked council for the resident involvement.

George Guynn commented that the new city manager will have to hit the ground running, attract new business.

James Berg welcomed Mr. Prebula asked for clarification on some of the benefits; look forward to working with him.

On Line

CW Wolfe, former Mayor of Clayton, spoke and praised Mr. Prebula, congratulated him on his new appointment.

City Attorney responded to questions from the public.

Ruth Forney thanked Mr. Roth for stepping in as interim city manager and welcome new Mr. Prebula; commented to the mayor it is not anyone's business about her or her family.

Mr. Prebula thanked the council and commented he will be out in the community, work on technology to allow public direct access to him; tough work ahead, talk things through, open and transparent, "what is it we all want to achieve"; thanked his wife and daughter for their support and look forward to working with the council and for the community.

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

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

**NOES: None**

**ABSENT: None**

Council welcomed Mr. Prebula and commented they looked forward to working with him.

Council took a recess at 7:54pm and reconvened at 8:04pm.

## **PUBLIC HEARING**

### *City Council*

12. PUBLIC HEARING: Appeal of the Planning Commission's January 30, 2024 Approval of Site Plan/Architectural Review Permit No. SP/AR 23/24-003 for the Almond Gardens Redevelopment Project Located at Assessor's Parcel Numbers 0032-101-420 and 0032-102-

160 - (Bermudez: [jbermudez@suisun.com](mailto:jbermudez@suisun.com)):

- a. Council Adoption of Resolution No. 2024-19: A Resolution of the City Council of the City of Suisun City Council After Conducting a 'de novo' Public Hearing; Denying the Appeal of the Appellant and Affirming the Planning Commission's January 30, 2024 Approval of Site Plan/Architectural Review SP/AR 23/24-003 and Making a Finding of Consistency with California Environmental Quality Act (CEQA) Section 15183 for the Almond Gardens Redevelopment Project Located at Assessor's Parcel Numbers 0032-101-420 and 0032-102-160; or

- b. Council Adoption of Resolution No. 2024-\_\_\_: A Resolution of the City Council of the City of Suisun City After Conducting a 'de novo' Public Hearing; Upholding the Appeal of the Appellant and Overturning the Planning Commission's January 30, 2024, Approval of Site Plan/Architectural Review SP/AR 23/24-003 for the Almond Gardens Redevelopment Project Located at Assessor's Parcel Numbers 0032-101-420 and 0032-102-160.

Council Members Dawson and Pal left the dais at 8:05pm due to conflict. Council Member Dawson owns property within 500 feet and Council Member Pal owns property in the downtown area.

Principal Planner Kearns presented the background of the project's approval process and appeal received.

City Attorney Andrews explained the council's role as an Appeals Board; clarified the Housing Accountability Act.

Clarifying questions by Council.

Mayor Hernandez opened the Public Hearing.

Clerk Skinner read emails from Andrew Decker opposing the project on 1) do a study to determine if residents pay for sidewalk improvements and up-keep; 2) project does not meet architectural standards established in the 1990's; 3) city services are already strained.

Noah Rumbaoa's email asked council to deny the appeal and uphold the Planning Commission decision stating the project will help improve existing affordable housing and will help meet the Regional Housing Needs Allocation.

Riza Khan stated a video was sent by residents and asked if council received it; asking for a refund of appeal fees paid; nothing from residents were shown tonight in the presentation; asking that the council's decision be based on bullet points of the appeal not the legality of the appeal.

George Guynn spoke on Mr. Nojoomi's quality projects that he has already done in the city; project needs to move forward.

James Berg agrees with previous speakers especially the presentation of evidence, city owns property and the longer we wait the less a project will be done.

Michael Zeiss wants to make sure we understand options; attorney said this was a de novo review so is it not the case that the council can change the conditions of the approval already established; one of the residents request was to have the buildings turned 90 degree angle.

Attorney Andrews stated council could change the conditions of approval.

On line

Donna LeBlanc commented that things keep changing on this project; number of units possibly changing, name of nonprofit that will be managing the units and the nonprofit was started by Mr. Noojomi; commend every person who signed the appeal.

Kathy Caesar, former city Housing Manager, spoke in favor of the project, the city had done several things to try to stop the settling of the buildings on Almond Street; on 3 or 4 occasions the city has been in negotiations with other developers to rehab that property but for various reasons fell through; the residents with a two-story residence will also have the ability to look over into the proposed property.

Ruth Forney proposed moving forward with this project; Mr. Nojoomi's heart is with this city; the longer we wait the more expensive a project on this property will be; need to move forward and keep our city moving.

There being no further comments Mayor Hernandez closed the Public Hearing.

Camran Nojoomi commented that they did explore the flipping of the buildings but soil conditions, ADA requirements, left no parking, funding source restrictions made it not feasible.

Mr. Bermudez commented on the drone footage stating the applicant had professionals do the footage; project exceeds the setbacks requirements

Vice Mayor Washington asked if the drone footage was available during the appeal process; Mr. Bermudez stated it was available at the Planning Commission meeting,

**Motion by Council Member Osum to approve resolution (a) denying the appeal and seconded by Vice Mayor Washington. Motion passed by the following vote:**

**AYES: Hernandez, Osum, Washington**

**NOES: None**

**ABSENT: Dawson, Pal (due to conflict)**

Council Members Dawson and Pal returned to the dais at 9:36pm.

Mayor Hernandez recommended to Mr. Bermudez, if Council agrees, to restate the purpose of why we want to talk about this; restate the reason why the city council on recommendation by the Economic and Climate Committee to bring this forth.

## **GENERAL BUSINESS**

### *City Council*

13. Discussion and Direction Regarding the Costs Associated with Sea Level Rise - (Bermudez: [jbermudez@suisun.com](mailto:jbermudez@suisun.com)).

Mr. Bermudez presented the report.

Vice Mayor Washington-stated that the council did a disservice by rushing through this item.

### **Public Comment**

George Gynn commented he has talked about this many times; dredging and no money being set aside; need to protect the residents.

Michelle Chavez commented she was glad to see this item on the agenda; spoke on notification, prevention, awareness, education for public.

Mike Zeiss commented that we need to revisit this item; protecting the entire waterfront is only one option; another option is that we write off large portions of the city and never develop those areas; need community input.

Anita Skinner asked how does the sea level rise affect the catch basin behind Whispering Bay Lane, McCoy Creek and other basins?

Vice Mayor Washington feels this should be a workshop and not an agenda item; look at infrastructure needs and funding and couple that with community partners; look at federal funding just released.

Council Member Dawson commented on the CCDEA economic climate resilience grant funding opportunities; currently serves on a sub-regional committee between Napa and Sonoma for SURF and they just released a funding survey on what projects cities would like to see done and will forward that survey to Mr. Bermudez.

Mayor Hernandez stated it was Sustainable Solano that did the workshop and they plan to do another this summer; reports from Economic and Climate Committee, as well as Director Vue on infrastructure pieces that can be applied as policies.

Vice Mayor Washington recommended that this is within the prevue of the Economic and Climate Committee and that they work on creating policy to bring forward to council.

**REPORTS: (Informational items only)**

14. Non-Discussion Items.

**ADJOURNMENT**

There being no further business the meeting was adjourned at 10:04pm.

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Anita Skinner, City Clerk

CITY COUNCIL AND BUSINESS  
IMPROVEMENT DISTRICT  
Alma Hernandez, Mayor  
Princess Washington, Mayor Pro Tem  
Jenalee Dawson, Member  
Marlon L Osum, Member  
Amit Pal, Member



CITY COUNCIL AND BUSINESS  
IMPROVEMENT DISTRICT MEETING

**MINUTES**  
**SPECIAL JOINT MEETING OF THE SUISUN CITY COUNCIL**  
**AND**  
**SUISUN CITY HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT**  
**BOARD OF DIRECTORS**  
**MONDAY, MARCH 18, 2024**  
**5:00 PM**

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

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*JOINT MEETING OF THE SUISUN CITY COUNCIL  
AND SUISUN CITY HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT  
MEETING IS HELD IN-PERSON - PUBLIC PARTICIPATION IS ALSO AVAILABLE VIA ZOOM*

*ZOOM MEETING INFORMATION:  
WEBSITE: <https://zoom.us/join>  
MEETING ID: 854 0541 3663  
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.)*

**ROLL CALL**

Mayor Hernandez called the meeting to order at 5:03pm with the following Council and BID Board Members present:

**PRESENT:**

Council: Dawson, Hernandez, Osum, Pal, Washington

BID Board Members: Byers, Cole-Rowe, Harter, Newsom

ABSENT: Gandy, Smith

Pledge of Allegiance led by Laura Cole-Rowe.

Invocation was given by Clerk Skinner.

**CONFLICT OF INTEREST NOTIFICATION** None

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

**REPORTS: (Informational items only.)** None

1. Interim City Manager/Business Representatives/Staff.

**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 the lack of information about events that took place at the waterfront this past weekend and suggest some type of billboards along Main Street are needed to promote the downtown area.

George Guynn commented on the need to change the city auditor as well as the city attorney and supported billboards along Main Street.

Catherine Brown commented on business owners and employees taking up street parking and leaving nothing for customers; sycamore trees dropping seeds which need to be vacuumed or picked up and not blown into the air; hedges are being trimmed incorrectly and clippings are being left inside the hedges and not picked up; the comic book store needs refreshing.

BID Board Member Megan Smith arrived at 5:14pm.

**COUNCIL/BOARDMEMBER COMMENTS**

2. Council Updates.

Vice Mayor Washington thanked the BID Members for being present and for all they do.

Mayor Hernandez thanked BID Members for all being here tonight.

3. Boardmember Comments.

Chair Laura Cole-Rowe thanked Council for hosting the joint meeting.

**GENERAL BUSINESS**

4. City Council and Suisun City Historic Waterfront Business Improvement District (BID) Joint Workshop - (Lofthus: [klofthus@suisun.com](mailto:klofthus@suisun.com)).

Deputy CM Lofthus did an introduction and turned it over to BID President Cole—Rowe. Ms. Cole-Rowe gave an explanation of what a Business Improvement District is, their services, events, tourism promotion, capital improvements, laws/ordinances regarding BID's, formation and annual authorization process. Downtown associations' comparisons.

Discussion by Council and Board Members.

## PUBLIC COMMENTS

George Guynn commented their needs to be a capable person hired to bring in new businesses.

Steve Olry commented that that the BID deserves a portion of the ARPA funds; and why isn't new city manager present for this discussion.

Mike Zeiss hopes that some of the items discussed get agendize; discount cards for local businesses; and suggested BID link up with Suisun Valley Business Development.

Catherine Brown commented on the new vacuum truck and hopes it will be used more to keep old town clean; suggested swan boats or paddle boats that can be rented.

Continued discussion on ideas of promoting the "historical" aspect of the downtown; interactions with city staff; economic development plan; a needs assessment; city investing more in the BID; working with Solano Community College for an intern program; speed in downtown, "protect our town, drive safe" signs.

### **Consensus for formal direction for items to come back to the Council:**

- **Funding for BID**
- **Marketing**
- **Review for business license**
- **Night time street sweeping to add to Republic Services conversation**
- **Curb painting and parking lot striping**
- **Light up bulletin board at Hwy 12 and Penn Ave as well as redo the entire board**
- **Funding for a marketing consultant not only for waterfront by the businesses**

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

### **BID items**

- **April 1, brain storm marketing plan**
- **April 15 regular membership meeting**

**Will drop off more postcards to the hotel; members bring back ideas for a map for the hotel; any personal ideas board members would like on the agenda, please send to Laura.**

5. Suisun City Historic Waterfront Business Improvement District (SCHWBID) Draft Marketing Work Plan February 2024 - (Cole-Rowe).

Chair Cole-Rowe spoke on items that the BID will follow-up on:

- **Training program for front line at hotels**
- **Educate businesses**
- **Way-finding signs**
- **New resident info**
- **Applying for grants**
- **Future leadership**
- **Field trips to go to other downtown business**

## PUBLIC COMMENT

George Guynn commented on reaching out to former BID member Mike Hudson for suggestions.

Catherine Brown commented on the city providing Easter activities.

Mayor Hernandez reported on the Easter Egg Hunt activities that are taking place in Suisun.

**REPORTS: (Informational items only)**

6. Non-Discussion Items.

**ADJOURNMENT**

There being no further business the meeting was adjourned at 7:12pm.

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Anita Skinner, City Clerk

**AGENDA TRANSMITTAL**

**MEETING DATE:** April 2, 2024

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**AGENDA ITEM:** 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 - (Continued to May 21, 2024).

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**FISCAL IMPACT:** None at this time.

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**STRATEGIC PLAN:** Provide Good Governance.

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**BACKGROUND:** A Public Hearing Notice was published in the Daily Republic Newspaper on March 20, 2024, posted on the City's website, and posted at designated locations in the city.

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**STAFF REPORT:** This item is not ready for presentation and is continued to May 21, 2024.

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**STAFF RECOMMENDATION:** Recommendation to continue to May 21, 2024.

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**DOCUMENTS ATTACHED:** NONE

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<b>PREPARED BY:</b>	Jim Bermudez, Development Services Director
<b>REVIEWED BY:</b>	Aaron Roth, Interim City Manager
<b>APPROVED BY:</b>	Aaron Roth, Interim City Manager

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**ATTACHMENTS:**  
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**AGENDA TRANSMITTAL**

**MEETING DATE:** April 2, 2024

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**AGENDA ITEM:** Council Consideration of Resolution No. 2024-\_\_\_: Amending Elected City Clerk's Compensation and Benefits.

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**FISCAL IMPACT:** There would be an immediate negative fiscal impact to the General Fund equivalent to the \$100 per month increase to the City Clerk's salary through September 2024. In 2025 it would add just over \$2,200 to the City's budget.

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**STRATEGIC PLAN:** Provide Good Governance.

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**BACKGROUND:** The Suisun City Municipal Code Section 12.20.010 set the City Clerk salary at \$100 per month in 1986, and provided for future salary increases to be set by resolution of the City Council. This procedure complies with current state law. In June 2021, due to extreme budget constraints at the time, the City Council resolved to reduce the City Clerk's salary and vehicle allowance beginning in November 2024 (See Resolution 2021-50).

Currently, the City Clerk salary is set at \$416 per month. Pursuant to the June 2021 Resolution 2021-50, at the end of the City Clerk's current term the City Clerk's salary would be reduced to 50% of the salary for a City Councilmember, which results in a reduction of the City Clerk's compensation to \$327.43. Additionally, the City Clerk's current \$100 per month vehicle allowance was set to be eliminated. Instead, the City Clerk would become eligible for mileage reimbursement.

The proposed resolution will reverse the salary decrease and the elimination of the vehicle allowance and will instead increase the City Clerk's current salary by \$100 per month, from \$416 to \$516 per month, beginning immediately. Otherwise, Resolution 2021-50 remains unchanged.

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**STAFF REPORT:** Compensation for elected City Clerks of general law cities, which includes salary, healthcare benefits, and expense reimbursements, is governed by Title 4, Division 3, Part 1 of the Government Code, starting with Section 36514.5, which allows for the following changes:

Salary: The City Clerk's compensation is currently set at \$416 per month. With no action taken, the City Clerk's salary will be reduced to 50% of the salary for City Councilmembers in November 2024, pursuant to the June 2021 Resolution 2021-50 of the City Council. Resolution 2021-50 also set Councilmember salaries at \$654.86 per month. Thus, the City Clerk's salary would drop from \$516.00 per month to \$327.43 per month. In light of the time commitment, and the experience and expertise the City Clerk brings to the position, an increase of \$100 per month to the City Clerk salary is warranted, increasing the City Clerk's salary from \$416 per month to \$516 per month.

Vehicle Allowance: With no action taken, the City Clerk's current \$100 per month vehicle allowance will also be eliminated in November 2024 by the June 2021 Resolution 2021-50 of the City Council and replaced with standard mileage reimbursement. In light of the time commitment, and the experience and expertise the City Clerk brings to the position, the City Clerk's current vehicle allowance of \$100 per

month should remain in place, rather than being eliminated in November 2024.

Timing of Changes: State law, under Government Code Section 36517, specifically states that “[t]he city clerk . . . shall receive, at stated times, a compensation fixed by ordinance or resolution.” This permits the City Council to pass this resolution, thereby changing the compensation of the City Clerk immediately.

All other aspects of Resolution 2021-50 would remain in full force and effect.

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**STAFF RECOMMENDATION:** It is recommended that the City Council approve Resolution No. 2024-\_\_\_: Amending Elected City Clerk's Compensation and Benefits.

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**DOCUMENTS ATTACHED:**

1. Resolution No. 2024-\_\_\_: Amending Elected City Clerk's Compensation and Benefits

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**PREPARED BY:**

Floy Andrews, Assistant City Attorney

**REVIEWED BY:**

Aaron Roth, Interim City Manager

**APPROVED BY:**

Aaron Roth, Interim City Manager

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**ATTACHMENTS:**

1. Resolution No. 2024-\_\_\_: Amending Elected City Clerk's Compensation and Benefits

1 **RESOLUTION NO. 2024-**

2 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY**  
3 **AMENDING ELECTED CITY CLERK’S COMPENSATION AND BENEFITS**

4 **WHEREAS**, the Government Code allows the elected City Clerk of Suisun City to  
5 receive compensation for their service to the community, subject to certain limitations; and

6 **WHEREAS**, the elected City Clerk is allowed to receive employment benefits similar,  
7 but not greater than, regular city employees; and

8 **WHEREAS**, changes to the elected City Clerk’s salary and benefits may be made either  
9 by ordinance or resolution of the City Council per Government Code Section 36517; and

10 **WHEREAS**, Suisun City most recently set the City Clerk’s salary, vehicle allowance,  
11 and medical insurance benefits by Resolution 2021-50, during the regular meeting of the City  
12 Council on June 1, 2021. Pursuant to that City Council resolution, the City Clerk’s current  
13 salary is set to be reduced from \$416 to \$327.43 in November 2024; and

14 **WHEREAS**, pursuant to Resolution 2021-50, the City Clerk’s vehicle allowance of  
15 \$100.00 per month is set to be eliminated in November 2024 and replaced with eligibility for  
16 mileage reimbursement; and

17 **WHEREAS**, the City Council desires to adjust the current City Clerk’s salary by  
18 immediately increasing the City Clerk’s salary of \$416 by \$100 per month to \$516 per month,  
19 thereby cancelling the reduction previously set to become effective in November 2024; and

20 **WHEREAS**, the City Council desires to cancel the change in the City Clerk’s vehicle  
21 allowance set to become effective in November 2024, and rather retain the current vehicle  
22 allowance of \$100 per month.

23 **NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby authorizes  
24 the City Manager to make the following changes to the elected City Clerk’s official  
25 compensation and benefits, as allowed by resolution of the City Council of Suisun City:

- 26 1. Salary: The City Clerk’s salary is to increase immediately by \$100 per month to \$516 per  
27 month. The reduction to the City Clerk’s salary set forth in Resolution 2021-50 to become  
28 effective in November 2024 is hereby overturned.
2. Vehicle Allowance: The City Clerk’s current vehicle allowance of \$100 per month shall  
continue unchanged. The change to the City Clerk’s vehicle allowance set forth in  
Resolution 2021-50 to become effective in November 2024 is hereby overturned.
3. Other Provisions of Resolution 2021-50. All other provisions set forth in Resolution  
2021-50 shall remain in full force and effect.

1 **PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of  
2 Suisun City duly held on Tuesday, the 2<sup>nd</sup> day of April 2024, by the following vote:

3 **AYES:** Council Members: \_\_\_\_\_

4 **NOES:** Council Members: \_\_\_\_\_

5 **ABSENT:** Council Members: \_\_\_\_\_

6 **ABSTAIN:** Council Members: \_\_\_\_\_

7 **WITNESS** my hand and the seal of said City this 2<sup>nd</sup> day of April 2024.

8 \_\_\_\_\_  
9 Anita Skinner  
10 City Clerk



## SUISUN CITY MAYOR INFORMATIONAL REPORT

APRIL 2, 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:

- ✓ Joint Meeting: Suisun City Council / Suisun City Historical Business Improvement District
- ✓ STA Active Transportation Committee
- ✓ Sustainable Housing Solutions Town Hall hosted by Assemblymember Wilson

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### Transit 2030 Policy Committee Meeting

(March 13, 2024 / Committee consists of all Solano County mayors and one Supervisor)

Items of Note:

- Attended committee meeting.
- Consultant discussed the results of surveys that were completed with all city mayors and the themes that were coming through for the region as priority items.
- Discussion took place regarding a draft of the committee's vision statement. Feedback was provided and request for this to be presented again at the next committee meeting.
- The Committee received updates from various operators regarding a current focus area on fare integration between the different operators. The Committee heard from Metropolitan Transportation Commission (MTC), large operators (i.e. SolTrans, FAST, Vacaville Coach), small operators (i.e. Suisun Microtransit, Dixon Dial Ride, Rio Vista microtransit).
- Visit [www.sta.gov](http://www.sta.gov)
- Meeting Agenda here >> [https://sta.ca.gov/wp-content/uploads/2024/01/Transit2030PolicyPacket\\_03-13-2024.pdf](https://sta.ca.gov/wp-content/uploads/2024/01/Transit2030PolicyPacket_03-13-2024.pdf)

## **Solano Transportation Authority Board Meeting**

(March 13, 2024 / Board includes mayors and one Supervisor)

Items of note:

- Attended board meeting.
- Solano Mobility Programs first “Field Trip with the Mayor” a success. Suisun City was the first to launch the mayor field trip and the program director provided an update of supporting older adults in learning about the various mobility programs available to them through these efforts.
- The Daily Republic Reader’s Choice Award “Solano Mobility Voted as Best Senior Resource in Solano County” information and copy of magazine was shared with the board of directors.
- The board approved the State Route 37 / Fairgrounds Drive Interchange Improvement Project with the following items:
  - Negotiate and accept proposed revisions to a Draft Memorandum of Agreement (MOA) between the County and the STA to memorialize funding commitment and use of County property for construction and enter into said MOA upon agreement of terms; and
  - Advertise and award the construction contract for the State Route 37/Fairgrounds Drive Interchange Improvement Project not-to-exceed \$22.9 million subsequent to the funding agreement being executed.
- Visit [www.sta.gov](http://www.sta.gov)
- Meeting Agenda here>><https://sta.ca.gov/wp-content/uploads/2023/10/STA-Board-Packet-03-13-2024.pdf>

## **Solano Economic Development Corporation Board Meeting**

(March 14, 2024 / Board includes mayors, city managers, and industry leaders)

Items of note:

- Attended the board of directors meeting.
- The board received updates regarding California Forever and current status of ballot initiative to be included in November. Currently in review by the Solano County Administrator and will need to gather over 13,000 signatures to qualify for the ballot.
- Discussed current development taking place throughout the county.
- Members provided updates of new initiatives or areas where additional support needed.
- Visit [www.solanoedc.org](http://www.solanoedc.org)

## **Solano County Water Agency Board Meeting**

(March 14, 2024 / Board includes mayors, Supervisors, and irrigation district presidents)

Items of note:

- Attended the SCWA board meeting.
- The board received updates from the following:
  - Solano Water Advisory Commission
  - SCWA Fiscal Year 2022-2023 Audit
  - Healthy Rivers and Landscapes Program
  - Legislative Updates
  - Water Policy Updates

- The board discussed at deeper length the Healthy Rivers and Landscapes Program and discussed the current status of issues taking place at State due to policies that would restrict Lake Berryessa water access and limit the percentage allocations to each city, the county, and the irrigation districts. The board gave direction to staff and legal counsel to advocate for the needs of Solano County and requested information on advocacy opportunities that board members and respective councils / organizations can participate.
- Visit; [www.scwa2.com](http://www.scwa2.com)
- Meeting Agenda here>> <https://www.scwa2.com/wp-content/uploads/2024/03/MAR.2024.BOD .FULL .PACKET-ID-337607.pdf>

### **Fairfield-Suisun Sewer district Executive Committee Meeting**

(March 18, 2024 / Vice Chair of FSSD)

- Attended committee meeting for closed session only. No reportable items, direction given to staff for items that will be presented at the next FSSD general board meeting.
- Also in attendance: Councilmember Dawson

### **Joint Board meeting: Suisun City Council and Suisun City Historic Waterfront Business Improvement District**

(March 18, 2024 / Suisun City Council and BID Board)

Items of note:

- Attended joint board meeting.
- Council and board members received a presentation providing an overview of BID.
- Discussion took place identifying a priority need for marketing of Suisun City businesses and promoting Suisun City. The City previously budgeted funding for marketing purposes but has yet to allocate this funding. Direction given for this to come back to Council.
- Discussion regarding cleanliness, safety, and opportunities to support downtown businesses also took place.
- Updates were also provided regarding a variety of collaborative improvements or funding partnerships taking place.
- Meeting Agenda here>> <https://www.suisun.com/files/sharedassets/suisuncity/v/1/government/clerk/agenda-archive/2024-city-council/03-18-2024-city-council-and-bid-agenda-packet.pdf>
- Also in attendance: Vice Mayor Washington, Councilmember Dawson, Councilmember Pal, Councilmember Osum.

### **Solano Transportation Authority Active Transportation Committee**

(March 20, 2024 / Chair, Appointed by STA Board)

Items of note:

- Attended the committee meeting.
- The focus of this committee is to support low cost transportation accessibility primarily by pedestrians and bicyclists.
- This meeting heavily focused on the Active Transportation Element Draft Goals and Objectives. Members provided feedback for each goal and the language within the objectives. The goal is for this document to be able to be easily read by the public and some of the language required to be defined or changed.

- The committee also spent time discussing the Safe Routes to Schools Plan Updates and identified opportunities for schools districts in areas of the county where there is not much representation to be included.
- Meeting Agenda here>>[https://sta.ca.gov/wp-content/uploads/2024/01/ATP-Packet\\_03-20-2024.pdf](https://sta.ca.gov/wp-content/uploads/2024/01/ATP-Packet_03-20-2024.pdf)

### **City Selection Committee Meeting**

(March 20, 2024 / Solano County mayors)

- Attended committee meeting.
- Re-appointed the City of Vacaville and the City of Vallejo’s appointments to the Airport Land Use Commission for a term through May 1, 2028.
- Canceled the next committee meeting scheduled on June 19, 2024 due to the observance of Juneteenth.

### **Solano County Mayor’s Committee Meeting**

(March 20, 2024 / Solano County mayors)

- Attended committee meeting.
- Discussed the possible consolidation of County Fire Districts. This was a brief conversation as the member who requested this item was not in attendance. Received public comments regarding the benefits of having districts consolidate. No additional actions taken and request made to have this included in a future agenda item once more information is available.

### **Sustainable Housing Solutions Town Hall hosted by Assemblymember Wilson**

(March 23, 2024 / Solano County City Council members, city managers, and planning directors.)

- Attended Town Hall.
- Discussed three priorities with Assemblymember Wilson
  - Unlocking the Potential of Transit-Oriented Development
  - Opportunities and Challenges for Upzoning
  - Facilitating Regional Collaboration in Housing Element Creation
- Provided input on concerns regarding the State having a “one size fits all” approach to our housing elements and the drawbacks associated to that. Emphasized that some cities need to protect their commercial development areas, such as Suisun City.
- Provided input on economies of scale created by having STA support the funding for consultants who worked on housing elements for cities in Solano County.
- Provided input on issues regarding transportation and accessibility.
- Also in attendance: Councilmember Dawson, Councilmember Pal, and Councilmember Osum.