

CITY COUNCIL  
Alma Hernandez, Mayor  
Jenalee Dawson, Mayor Pro Tem  
Amit Pal, Councilmember  
Parise Shepherd, Councilmember  
Princess Washington, Councilmember



CITY COUNCIL MEETING

## **A G E N D A**

### **REGULAR MEETING OF THE SUISUN CITY COUNCIL, SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY, AND SUISUN CITY HOUSING AUTHORITY**

**TUESDAY, MAY 6, 2025**

**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: 811 2716 4463*

*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. – 818)

(Next City Council Res. No. 2025 – 34)

Next Suisun City Council Acting as Successor Agency Res. No. SA2025 - 02)

(Next Housing Authority Res. No. HA2025 – 03)

#### **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:

### **1. CONFERENCE WITH LABOR NEGOTIATOR**

A Closed Session will be held, Pursuant to Government Code Section 54957.6, to Conduct Labor Negotiations among:

Agency Negotiator: City Manager, Bret Prebula

Employee Organization:

SCEA (Suisun City Employees' Association);

SCPOA (Suisun City Police Officers Association);

SCPFA (Suisun City Professional Firefighters' Association);

SCMPEA (Suisun City Management and Professional Employees' Association);

Unrepresented Employees;

Temporary/Part-Time Employees.

### **2. PUBLIC EMPLOYEE APPOINTMENT**

Title: Special Legal Counsel

### **3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

A Closed Session will be held, pursuant to Government Code Section 54956.8 to conduct Negotiations regarding Real Property identified by APN 0032-180-580, located at the Solano Yacht Club, 703 Civic Center Drive, Suisun City, CA 94585.

Agency Negotiation: City Manager, Bret Prebula

Negotiating Parties: Solano Yacht Club

Subject: Terms and Conditions

## **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.)**

## **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).*

4. Proclamation Proclaiming May 11-17, 2025 to be "National Police Week" and May 15, 2025 as "Peace Officers Memorial Day" - (Hernandez: Ahernandez@suisun.com).
5. Proclamation Proclaiming April 27 - May 3, 2025 to be "National Small Business Week" - (Hernandez: Ahernandez@suisun.com).
6. Approving Appointments to the Environment and Climate Community Advisory Committee (Hernandez: Ahernandez@suisun.com).
7. Introduction, Swearing in, and Badge Pinning for Fire Engineer Andrew Kagle and Firefighter Paramedic Andrew Farrell - (Lopez: Blopez@suisun.com).

*Recess to a Short Reception in the City Hall Rotunda*

## **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. 2025-\_\_ : Approving a Professional Services Agreement with The Halle Group for Leadership Coaching and Organizational Development Services - (Prebula: Bprebula@suisun.com).
9. Council Adoption of Resolution No. 2025-\_\_ : Adopting the 6th Amendment to the Annual Appropriation Resolution No. 2024-87 to Appropriate Funds for the 2024 Sanitary Sewer and Storm Drain Pipe Lining Project - (Vue: nvue@suisun.com).
10. Council Adoption of Resolution No. 2025-\_\_ : Approving the First Amendment to the Project Labor Agreement for City Capital Improvement Projects Exceeding \$200,000 - (Prebula: Bprebula@suisun.com).
11. Council Adoption of Resolution No. 2025-\_\_ : Designating the City Manager, Finance Director, Finance Manager as Authorized Representatives to Apply and Obtain Disaster Assistance from Federal Emergency Management Agency (FEMA) and the Governor's Office of Emergency Services (Cal OES) for Declared Emergencies - (Luna: Bluna@suisun.com).

12. Council Adoption of Resolution No. 2025-\_\_: Adopting Administrative Directive 26 (AD 26) Establishing an Environmentally Preferable Purchasing and Practices Policy (EPPP) - (Vue - Nvue@suisun.com).

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

13. Accept the Investment Report for the Quarter Ending March 31, 2025 - (Deol: Ldeol@suisun.com).

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

14. City Council/Successor Agency/Housing Authority Approval of the Minutes of the Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on April 15, 2025 and April 29, 2025; and approval of the Minutes of the Joint Suisun City Council and General Tax and Oversight Committee (Measure S) held on April 29, 2025 - (Skinner: Clerk@suisun.com).

## **PUBLIC HEARING**

*City Council*

15. Council Introduction and Waive Reading of Ordinance No.\_\_: An Ordinance of the City Council of the City of Suisun City Adding Chapter 15.80.140 (Fire Hazard Severity Zones) Of Title 15 (Building and Construction) Of the Suisun City Municipal Code - (Lopez: Blopez@suisun.com).

## **GENERAL BUSINESS**

## **COUNCIL COMMENTS**

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

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

**WHEREAS**, National Police Week is a time to recognize the contributions of law enforcement officers, remember those who have made the ultimate sacrifice, and honor those who have been disabled in the line of duty, and

**WHEREAS**, this year National Police Week will be recognized from May 11<sup>th</sup> to May 17<sup>th</sup>, 2025, and;

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

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

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

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

**WHEREAS**, the committed members of the Suisun City Police Department have tirelessly provided vital public services throughout the year 2024;

**NOW, THEREFORE**, I, Alma Hernandez, Mayor of the City of Suisun City, call upon all residents of Suisun City to observe the week of May 11-17, 2025, as:

**“NATIONAL POLICE WEEK”**

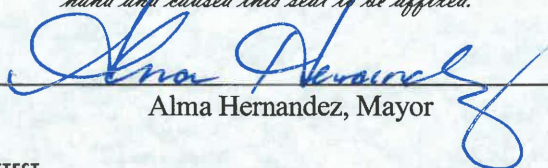
with appropriate observances and urge our citizens to join in commemorating the service of law enforcement officers, past and present, in our community and in communities across the nation.

I further call upon all residents of Suisun City to observe Thursday, May 15, 2025, as:

**“PEACE OFFICERS MEMORIAL DAY”**

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

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

  
Alma Hernandez, Mayor

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

DATE: May 6, 2025



*Office of the Mayor*  
**Suisun City, California**  
**Proclamation**



**WHEREAS**, according to the United States Small Business Administration, there are more than 33 million small businesses across the United States, accounting for approximately 99% of all businesses and employing nearly half of the private workforce; and

**WHEREAS**, small businesses are the backbone of our economy, driving innovation, creating two out of every three new jobs, and playing a vital role in supporting the economic health and well-being of local communities, including towns and small cities such as Suisun City; and

**WHEREAS**, it is critical to support and celebrate our city's small businesses, which are essential to job creation, economic resilience, and the long-term prosperity of Suisun City; and

**WHEREAS**, Suisun City proudly recognizes Tri-City Glass & Mirror as the longest-standing small business in our city, founded in 1983 by Henry Vincent Guisande—affectionately known as Vince—whose passion for glass and commitment to community laid the foundation for a thriving, family-run business that has stood the test of time; and

**WHEREAS**, after gaining experience as a glazier and developing his talent for stained glass, Vince opened a storefront in downtown Suisun in 1984, and evolved from a one-man operation into a trusted provider of residential and commercial glass services across the region; and

**WHEREAS**, with the help of his wife, Linda, who joined the business in 1987, Tri-City Glass & Mirror has grown through decades of change, weathering redevelopment challenges, adapting to growing demands, and ultimately finding their current home at 515 Main Street in 1999—remaining an anchor in Suisun City's business community ever since; and

**WHEREAS**, Vince, Linda, and the entire Tri-City Glass & Mirror family continue to demonstrate the true spirit of small business—providing quality service, creating local jobs, and giving back generously through sponsorships, donations, and community involvement.

**NOW, THEREFORE, BE IT RESOLVED**, that I, Alma Hernandez, Mayor of the City of Suisun City, on behalf of the Suisun City Council do hereby proclaim April 27, 2025 – May 3, 2025 as:

**"NATIONAL SMALL BUSINESS WEEK"**

and in special recognition of Tri-City Glass & Mirror in the City of Suisun City and urge residents to support and celebrate the businesses that help make our city strong, connected, and uniquely Suisun.



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

  
Alma Hernandez, Mayor

ATTEST: \_\_\_\_\_  
DATE: May 6, 2025

## **AGENDA TRANSMITTAL**

**MEETING DATE:** May 6, 2025

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**AGENDA ITEM:** Council Adoption of Resolution No. 2025-\_\_: Approving a Professional Services Agreement with The Halle Group for Leadership Coaching and Organizational Development Services.

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**FISCAL IMPACT:** The total fiscal impact of this agreement shall not exceed \$35,000.

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**STRATEGIC PLAN:** To provide good governance.

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**BACKGROUND:** The City of Suisun City initially engaged The Halle Group, based in Yountville, California, to provide leadership coaching and organizational development services aimed at enhancing the effectiveness of our city's leadership and staff. The Halle Group specializes in applying neuroscience-based strategies to foster lasting behavioral change within organizations. Their services include one-on-one leadership coaching, team effectiveness training, and organizational transformation initiatives.

Under the current contract approved by the City Manager, The Halle Group has, over the past 10 months, facilitated workshops and coaching sessions that have strengthened communication, collaboration, and decision-making across City teams. Their approach emphasizes high-leverage strategies that foster effective team dynamics and align organizational practices with strategic objectives.

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### **STAFF REPORT:**

This agreement with The Halle Group will enable the City to build upon the significant progress achieved in leadership development and organizational effectiveness. By continuing their services, the City aims to further strengthen its ability to manage change, streamline internal processes, and enhance service delivery to the community. The proposed agreement includes ongoing leadership coaching, team development workshops, and strategic planning facilitation.

The Halle Group has a proven track record of improving organizational performance through targeted leadership and team-building strategies. Extending this partnership supports the City's commitment to investing in its internal capacity and delivering high-quality public services. Staff recommends approval of this agreement to sustain momentum in advancing the City's organizational development goals.

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**STAFF RECOMMENDATION:** It is recommended that the City Council of the City of Suisun City Approval Resolution No. 2025-\_\_ Approving a Professional Services Agreement with the Halle Group for Leadership Coaching and Organizational Development.

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### **DOCUMENTS ATTACHED:**

1. Council Adoption of Resolution No. 2025-\_\_: Approving a Professional Services Agreement with The Halle Group for Leadership Coaching and Organizational Development Services

## 2. Agreement with Insurance Document

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**PREPARED BY:**

Michael Elm, Administrative Technician

**REVIEWED BY:**

Christina Penland

**APPROVED BY:**

Bret Prebula

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**ATTACHMENTS:**

1. [The Halle Group Contract Resolution.docx](#)
2. [The Halle Group - Agreement - Suisun City - May 2025.pdf](#)

**RESOLUTION NO. 2025 –**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
APPROVING A THE PROFESSIONAL SERVICES AGREEMENT WITH THE HALLE  
GROUP FOR LEADERSHIP COACHING AND ORGANIZATIONAL DEVELOPMENT  
SERVICES**

**WHEREAS**, the City of Suisun City has previously entered into a professional services agreement with The Halle Group to provide leadership coaching and organizational development services; and

**WHEREAS**, The Halle Group has demonstrated expertise in helping public agencies enhance internal leadership capacity, improve team effectiveness, and align organizational practices with strategic goals; and

**WHEREAS**, the City has benefitted from The Halle Group’s services through improved communication, collaboration, and internal operations among City staff; and

**WHEREAS**, the City Council desires a new agreement to continue building on this progress and to further support the City’s commitment to effective governance and employee development; and

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

1. The City Council hereby approves the professional services agreement with The Halle Group for a term of July 1, 2025 to June 30, 2026 and approves the maximum compensation set to \$35,000
2. The City Manager is further authorized to take any and all actions necessary to implement this resolution.

**PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 6<sup>th</sup> day of May 2025, by the following vote:

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

**WITNESS** my hand and the seal of said City this 6th day of May 2025.

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

## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is dated May 6, 2025 ("Effective Date") and is between the City of Suisun City, a California municipal corporation ("City") and The Halle Group, a limited liability company ("Consultant"). City and Consultant are sometimes referred to herein as the "Parties", and individually as a "Party".

### RECITALS

A. On June 26, 2024, City entered into a memorandum ("Memo") with Consultant to provide Leadership and Team Coaching and Consultant services for a not to exceed amount of \$34,000. The Memo is attached hereto and incorporated by reference.

B. The City desires to enter into a new agreement with Consultant and increase the amount of total compensation to \$35,000. The term of this agreement will be from July 1, 2025 through June 30, 2026.

C. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

D. City desires to retain Consultant and Consultant desires to serve City to perform these services in accordance with the terms and conditions of this Agreement.

The Parties therefore agree as follows:

#### 1. Consultant's Services.

A. Scope of Services. Consultant shall perform the services described in the Scope of Services (the "Services") for leadership and team effectiveness coaching, consulting and facilitation attached as **Exhibit A**. City may request, in writing, changes in the Scope of Services to be performed. Any changes to the scope or cost of work must be in writing and mutually agreed upon by the Parties.

B. Party Representatives. For the purposes of this Agreement, the City Representative shall be the City Manager, or such other person designated in writing by the City Manager (the "City Representative"). For the purposes of this Agreement, the Consultant Representative shall be Carrie Hays, Founder and Principle (the "Consultant Representative"). The Consultant Representative shall directly manage Consultant's Services under this Agreement. Consultant shall not change the Consultant Representative without City's prior written consent.

C. Time for Performance. Consultant shall commence the Services on the Effective Date and shall perform all Services by the deadline established by the City Representative or, if no deadline is established, with reasonable diligence.

D. Standard of Performance. Consultant shall perform all Services under this Agreement in accordance with the standard of care generally exercised by like professionals under similar circumstances and in a manner reasonably satisfactory to City.

E. Personnel. Consultant has, or will secure at its own expense, all personnel required to perform the Services required under this Agreement. All of the Services required under this Agreement shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such Services.

F. Compliance with Laws. Consultant shall comply with all applicable federal, state and local laws, ordinances, codes, regulations and requirements.

G. Permits and Licenses. Consultant shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of Services under this Agreement, including a business license.

2. Term of Agreement. The term of this Agreement shall be from the July 1, 2025 through June 30, 2026, unless sooner terminated as provided in Section 12 of this Agreement or extended.

### 3. Compensation.

A. Compensation. As full compensation for Services satisfactorily rendered, City shall pay Consultant at the hourly rates set forth in the Approved Fee Schedule attached hereto as **Exhibit B**. In no event shall Consultant be paid more than \$75,000 (the "Maximum Compensation") for Services under the Memorandum and this Agreement.

B. Expenses. The amount set forth in paragraph 3.A. above includes reimbursement for all expenditures incurred in the performance of this Agreement.

C. Unauthorized Services and Unanticipated Expenses. City will not pay for any services not specified in the Scope of Services, unless the City Council or the City Representative, if applicable, and the Consultant Representative authorize such services in writing prior to Consultant's performance of those services or incurrence of additional expenses. Any additional services authorized by the City Council, or (where authorized) the City Manager shall be compensated at the rates set forth in **Exhibit B**, or, if not specified, at a rate mutually agreed to by the Parties. At the request of the Consultant, the City Council may, in writing, reimburse Consultant for an unanticipated expense at its actual cost. City shall make payment for additional services and expenses in accordance with Section 4 of this Agreement.

### 4. Method of Payment.

A. Invoices. Consultant shall submit to City an invoice, on a monthly basis, for the Services performed pursuant to this Agreement. Each invoice shall itemize the Services rendered during the billing period, hourly rates charged, if applicable, and the

amount due. City shall review each invoice and notify Consultant in writing within ten Business days of receipt of any disputed invoice amounts.

B. Payment. City shall pay all undisputed invoice amounts within 30 calendar days after receipt up to the Maximum Compensation set forth in Section 3 of this Agreement. City does not pay interest on past due amounts. City shall not withhold federal payroll, state payroll or other taxes, or other similar deductions, from payments made to Consultant. Notwithstanding the preceding sentence, if Consultant is a nonresident of California, City will withhold the amount required by the Franchise Tax Board pursuant to Revenue and Taxation Code Section 18662 and applicable regulations.

C. Audit of Records. Consultant shall make all records, invoices, time cards, cost control sheets and other records maintained by Consultant in connection with this Agreement available during Consultant's regular working hours to City for review and audit by City.

**5. Independent Contractor.** Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its officers, agents or employees are in any manner employees of City.

**6. Information and Documents.**

A. Consultant covenants that all data, reports, documents, discussion, or other information (collectively "Data") developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed or released by Consultant without prior written authorization by City. City shall grant such authorization if applicable law requires disclosure. Consultant, its officers, employees, agents, or subcontractors shall not without written authorization from the City Manager or unless requested in writing by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. A response to a subpoena or court order shall not be considered "voluntary," provided Consultant gives City notice of such court order or subpoena.

B. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the City. City may, but has no obligation to, represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests

provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct or rewrite the response.

C. All Data required to be furnished to City in connection with this Agreement shall become City's property, and City may use all or any portion of the Data submitted by Consultant as City deems appropriate. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the Services, surveys, notes, and other documents prepared in the course of providing the Services shall become City's sole property and may be used, reused or otherwise disposed of by City without Consultant's permission. Consultant may take and retain copies of the written products as desired, but the written products shall not be the subject of a copyright application by Consultant.

D. Consultant's covenants under this Section shall survive the expiration or termination of this Agreement.

**7. Conflicts of Interest.** Consultant affirms that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the Services contemplated by this Agreement. Consultant and its officers, employees, associates and subcontractors, if any, shall comply with all conflict of interest statutes of the State of California applicable to Consultant's Services under this Agreement, including the Political Reform Act (Gov. Code § 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant may perform similar Services for other clients, but Consultant and its officers, employees, associates and subcontractors shall not, without the City Representative's prior written approval, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute. Consultant shall incorporate a clause substantially similar to this Section into any subcontract that Consultant executes in connection with the performance of this Agreement.

**8. Indemnification, Hold Harmless, and Duty to Defend.**

A. Indemnities.

1) To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, defend, hold harmless and indemnify City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the payment of all consequential damages (collectively "Liabilities"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate

to the acts or omissions of Consultant, its officers, agents, servants, employees, subcontractors, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties. Consultant shall defend the Indemnitees in any action or actions filed in connection with any Liabilities with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Consultant shall reimburse the Indemnitees for any and all legal expenses and costs incurred by Indemnitees in connection therewith.

2) Consultant shall pay all required taxes on amounts paid to Consultant under this Agreement, and indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement.

3) Consultant shall fully comply with the workers' compensation law regarding Consultant and Consultant's employees. Consultant shall indemnify and hold City harmless from any failure of Consultant to comply with applicable workers' compensation laws.

4) City may offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this subparagraph A.2).

5) Consultant shall obtain executed indemnity agreements with provisions identical to those in this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations, Consultant shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Liabilities at law or in equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant's subcontractor, its officers, agents, servants, employees, subcontractors, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant's subcontractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties.

B. Workers' Compensation Acts not Limiting. Consultant's indemnifications and obligations under this Section, or any other provision of this Agreement, shall not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

C. Insurance Requirements not Limiting. City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. The indemnities in this Section shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities, tax, assessment, penalty or interest asserted against City.

D. Survival of Terms. Consultant's indemnifications and obligations under this Section shall survive the expiration or termination of this Agreement.

## **9. Insurance.**

A. Minimum Scope and Limits of Insurance. Consultant shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1) Commercial General Liability Insurance with a minimum limit of \$2,000,000.00 per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of \$2,000,000.00 per project or location. If Consultant is a limited liability company, the commercial general liability coverage shall be amended so that Consultant and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of \$2,000,000.00 per accident for bodily injury and property damage. If Consultant does not use any owned, non-owned or hired vehicles in the performance of Services under this Agreement, Consultant shall obtain a non-owned auto endorsement to the Commercial General Liability policy required under subparagraph A.1) of this Section.

3) Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of \$1,000,000.00 per accident for bodily injury or disease. If Consultant has no employees while performing Services under this Agreement, workers' compensation policy is not required, but Consultant shall execute a declaration that it has no employees.

4) Professional Liability/Errors and Omissions Insurance with minimum limits of \$2,000,000.00 per claim and in aggregate.

B. Acceptability of Insurers. The insurance policies required under this Section shall be issued by an insurer admitted to write insurance in the State of California with a rating of A:VII or better in the latest edition of the A.M. Best Insurance Rating Guide. Self-insurance shall not be considered to comply with the insurance requirements under this Section.

C. Additional Insured. The commercial general and automobile liability policies shall contain an endorsement naming City and its elected and appointed officials, officers,

employees, agents and volunteers as additional insureds. This provision shall also apply to any excess/umbrella liability policies.

D. Primary and Non-Contributing. The insurance policies required under this Section shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance maintained by City, its elected and appointed officials, officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

E. Consultant's Waiver of Subrogation. The insurance policies required under this Section shall not prohibit Consultant and Consultant's employees, agents or subcontractors from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against City.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by City. At City's option, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.

G. Cancellations or Modifications to Coverage. Consultant shall not cancel, reduce or otherwise modify the insurance policies required by this Section during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail 30 days' prior written notice to City. If any insurance policy required under this Section is canceled or reduced in coverage or limits, Consultant shall, within two Business Days of notice from the insurer, phone, fax or notify City via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. City Remedy for Noncompliance. If Consultant does not maintain the policies of insurance required under this Section in full force and effect during the term of this Agreement, or in the event any of Consultant's policies do not comply with the requirements under this Section, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may, but has no duty to, take out the necessary insurance and pay, at Consultant's expense, the premium thereon. Consultant shall promptly reimburse City for any premium paid by City or City may withhold amounts sufficient to pay the premiums from payments due to Consultant.

I. Evidence of Insurance. Prior to the performance of Services under this Agreement, Consultant shall furnish City's Risk Manager with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Section. The endorsements are subject to City's approval. Consultant may provide complete, certified copies of all required insurance policies to City. Consultant shall maintain current endorsements on file with City's Risk Manager. Consultant shall provide proof to City's Risk Manager that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies

providing at least the same coverage. Consultant shall furnish such proof at least two weeks prior to the expiration of the coverages.

J. Indemnity Requirements not Limiting. Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duty to indemnify City under Section 8 of this Agreement.

K. Subcontractor Insurance Requirements. Consultant shall require each of its subcontractors that perform Services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section.

## **10. Mutual Cooperation.**

A. City's Cooperation. City shall provide Consultant with all pertinent Data, documents and other requested information as is reasonably available for Consultant's proper performance of the Services required under this Agreement.

B. Consultant's Cooperation. In the event any claim or action is brought against City relating to Consultant's performance of Services rendered under this Agreement, Consultant shall render any reasonable assistance that City requires.

**11. Records and Inspections.** Consultant shall maintain complete and accurate records with respect to time, costs, expenses, receipts, correspondence, and other such information required by City that relate to the performance of the Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to City, its designees and representatives at reasonable times, and shall allow City to examine and audit the books and records, to make transcripts therefrom as necessary, and to inspect all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three years after receipt of final payment.

## **12. Termination of Agreement.**

A. Right to Terminate. City may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to Consultant at least five calendar days before the termination is to be effective. Consultant may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to City at least 60 calendar days before the termination is to be effective.

B. Obligations upon Termination. Consultant shall cease all work under this Agreement on or before the effective date of termination specified in the notice of termination. In the event of City's termination of this Agreement due to no fault or failure of performance by Consultant, City shall pay Consultant based on the percentage of work satisfactorily performed up to the effective date of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the Services required by this Agreement. Consultant shall have

no other claim against City by reason of such termination, including any claim for compensation.

**13. Force Majeure.** Consultant shall not be liable for any failure to perform its obligations under this Agreement if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to acts of God, embargoes, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, judicial orders, enemy or hostile governmental action, fire or other casualty, or other causes beyond Consultant's reasonable control and not due to any act by Consultant.

**14. Default.**

A. Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default.

B. In addition to the right to terminate pursuant to Section 12, if the City Manager determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, City shall serve Consultant with written notice of the default. Consultant shall have ten calendar days after service upon it of the notice in which to cure the default by rendering a satisfactory performance. In the event that Consultant fails to cure its default within such period of time, City may, notwithstanding any other provision of this Agreement, terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

**15. Notices.** Any notice, consent, request, demand, bill, invoice, report or other communication required or permitted under this Agreement shall be in writing and conclusively deemed effective: (a) on personal delivery, (b) on confirmed delivery by courier service during Consultant's and City's regular business hours, or (c) three Business Days after deposit in the United States mail, by first class mail, postage prepaid, and addressed to the Party to be notified as set forth below:

If to City:

Attn: Christina Penland  
City of Suisun City  
701 Civic Center Blvd  
Suisun City, CA 94585  
Email: \_\_\_\_\_

with a courtesy copy to:

Patrick Enright, City Attorney  
Richards, Watson & Gershon  
  
2300 N Street, Ste 3  
Sacramento, CA 95816

Telephone: (415) 782-0358  
Email: penright@rwglaw.com

If to Consultant:

Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**16. Non-Discrimination and Equal Employment Opportunity.** In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law. Consultant will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment, without regard to their race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information or sexual orientation.

**17. Prohibition of Assignment and Delegation.** Consultant shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without City's prior written consent. City's consent to an assignment of rights under this Agreement shall not release Consultant from any of its obligations or alter any of its primary obligations to be performed under this Agreement. Any attempted assignment or delegation in violation of this Section shall be void and of no effect and shall entitle City to terminate this Agreement. As used in this Section, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs.

**18. No Third-Party Beneficiaries Intended.** This Agreement is made solely for the benefit of the Parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

**19. Waiver.** No delay or omission to exercise any right, power or remedy accruing to City under this Agreement shall impair any right, power or remedy of City, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver of any breach, any failure of a condition, or any right or remedy under this Agreement shall be (1) effective unless it is in writing and signed by the Party making the waiver, (2) deemed to be a waiver of, or consent to, any other breach, failure of a condition, or right or remedy, or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

**20. Final Payment Acceptance Constitutes Release.** The acceptance by Consultant of the final payment made under this Agreement shall operate as and be a

release of City from all claims and liabilities for compensation to Consultant for anything done, furnished or relating to Consultant's work or services. Acceptance of payment shall be any negotiation of City's check or the failure to make a written extra compensation claim within ten calendar days of the receipt of that check. However, approval or payment by City shall not constitute, nor be deemed, a release of the responsibility and liability of Consultant, its employees, subcontractors and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by City for any defect or error in the work prepared by Consultant, its employees, subcontractors and agents.

**21. Corrections.** In addition to the above indemnification obligations, Consultant shall correct, at its expense, all errors in the work which may be disclosed during City's review of Consultant's report or plans. Should Consultant fail to make such correction in a reasonably timely manner, such correction may be made by City, and the cost thereof shall be charged to Consultant. In addition to all other available remedies, City may deduct the cost of such correction from any retention amount held by City or may withhold payment otherwise owed Consultant under this Agreement up to the amount of the cost of correction.

**22. Non-Appropriation of Funds.** Payments to be made to Consultant by City for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that City does not appropriate sufficient funds for payment of Consultant's services beyond the current fiscal year, this Agreement shall cover payment for Consultant's services only to the conclusion of the last fiscal year in which City appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

**23. Exhibits.** Exhibits A and B constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, or between a provision of this Agreement and a provision of Consultant's proposal, the provisions of this Agreement shall control.

**24. Entire Agreement and Modification of Agreement.** This Agreement and all exhibits referred to in this Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the Parties pertaining to the subject matter of this Agreement and supersede all other prior or contemporaneous oral or written understandings and agreements of the Parties. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by both Parties.

**25. Headings.** The headings in this Agreement are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or any of the rights or obligations of the Parties to this Agreement.

**26. Word Usage.** Unless the context clearly requires otherwise, (a) the words “shall,” “will” and “agrees” are mandatory and “may” is permissive; (b) “or” is not exclusive; and (c) “includes” or “including” are not limiting.

**27. Time of the Essence.** Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a Party of the benefits of any grace or use period allowed in this Agreement.

**28. Business Days.** “Business days” means days Suisun City City Hall is open for business.

**29. Governing Law and Choice of Forum.** This Agreement, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in a Superior Court with geographic jurisdiction over the City of Suisun City.

**30. Attorneys’ Fees.** In any litigation or other proceeding by which a Party seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing Party shall be entitled to recover all attorneys’ fees, experts’ fees, and other costs actually incurred in connection with such litigation or other proceeding, in addition to all other relief to which that Party may be entitled.

**31. Severability.** If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this Agreement shall not be affected and continue in full force and effect.

**32. Counterparts.** This Agreement may be executed in multiple counterparts, all of which shall be deemed an original, and all of which will constitute one and the same instrument.

**33. Corporate Authority.** Each person executing this Agreement on behalf of his or her Party warrants that he or she is duly authorized to execute this Agreement on behalf of that Party and that by such execution, that Party is formally bound to the provisions of this Agreement.

[SIGNATURE PAGE FOLLOWS]

The Parties, through their duly authorized representatives are signing this Agreement on the date stated in the introductory clause.

City:

City of Suisun City,  
a California municipal corporation

Consultant:

The Halle Group  
a Limited Liability Company

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

Name: Bret Prebula  
Title: City Manager

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

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

ATTEST:

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

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

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

Name: Anita Skinner  
Title: City Clerk

APPROVED AS TO FORM:

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

Name: Patrick Enright  
Title: City Attorney

APPROVED AS TO FISCAL IMPACT:

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

Name: Lakhwinder Deol  
Title: Finance Director

APPROVED AS TO CONTENT:

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

Name: Christina Penland  
Title: Human Resources Administrator

## **EXHIBIT A SCOPE OF SERVICES**

### **Deliverables:**

- Individual leadership coaching: Helping leaders learn about and practice powerful and compassionate mindsets and skillsets so they can lead in ways that generate good results: performance that meets the needs of their many stakeholders, positive working relationships and individual well-being.
- Team coaching: Teaching and supporting teams within the City, including your senior leadership team, with rigorously-researched frameworks for sustainable team effectiveness.
- Team facilitation: Provide real-time coaching during regular team meetings in which the team is getting work done while simultaneously learning about and putting into place team effectiveness processes, strategies and norms that generate good results.
- Organization consulting: Help the City Manager and the leadership team answer questions around:
  - What essential structures, processes, and agreements should be put into place to collaboratively address organization needs and collective responsibilities?
  - How can you stack the deck in favor of your organization becoming a truly excellent city organization?
  - How can you introduce changes that builds accountability and commitment?

**EXHIBIT B**  
**APPROVED FEE SCHEDULE**

**Maximum Compensation:** \$75,000 for entire duration of previous and current contract.

**Hourly Fee:**

- \$400 Per Hour In-Person
- \$375 Per Hour Virtual



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/17/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                                                                                         |                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PRODUCER</b><br><br>STATE FARM INSURANCE<br>AGENT: ROBERT REED<br>1842 JEFFERSON ST<br>NAPA CA 94559 | <b>CONTACT</b><br>NAME: KIM PARKER<br>PHONE (A/C, No, Ext): 707 253-1200<br>FAX (A/C, No): 707 253-1202<br>E-MAIL ADDRESS: kim@mynapaagent.com                |
| <b>INSURED</b><br>THE HALLE GROUP LLC<br>1 REDWOOD DR<br>YOUNTVILLE CA 94599                                                                                                            | <b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A: State Farm General Insurance Company<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F: |
|                                                                                                                                                                                         | <b>NAIC #</b><br>25151                                                                                                                                        |

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR                            | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                    | ADD INSD                                                               | SUB WVD | POLICY NUMBER    | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                               |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------|------------------|-------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: |                                                                        |         | 97-EQ-Y293-9     | 09/01/2024              | 09/01/2024              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| <input type="checkbox"/>            | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY                                   |                                                                        |         | C00 3303-D18-05D | 10/18/2024              | 10/18/2025              | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$ 250,000<br>BODILY INJURY (Per accident) \$ 500,000<br>PROPERTY DAMAGE (Per accident) \$ 100,000<br>\$                                                        |
| <input checked="" type="checkbox"/> | <b>UMBRELLA LIAB</b><br><input type="checkbox"/> EXCESS LIAB<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                                                                                                                                                                   | <input type="checkbox"/> OCCUR<br><input type="checkbox"/> CLAIMS-MADE |         | 57-P7-5491-6     | 08/25/2024              | 08/25/2025              | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$                                                                                                                                                                                             |
| <input type="checkbox"/>            | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                        | <input type="checkbox"/> Y / N<br><input type="checkbox"/> N / A       |         |                  |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                     |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

OFFICE POLICY GENERAL LIABILITY  
ADDITIONAL INSURED: CITY OF SUISUN CITY 701 CIVIC CENTER BLVD SUISUN CITY CA 94585

**CERTIFICATE HOLDER****CANCELLATION**

|                                                                      |                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CITY OF SUISUN CITY<br>701 CIVIC CENTER BLVD<br>SUISUN CITY CA 94585 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br><br>Completed by an authorized State Farm representative. If signature is required, please contact a State Farm agent. |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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## AGENDA TRANSMITTAL

**MEETING DATE:** May 6, 2025

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**AGENDA ITEM:** Council Adoption Of Resolution No. 2025-\_\_: Adopting the 6th Amendment to the Annual Appropriation Resolution No. 2024-87 to Appropriate Funds for the 2024 Sanitary Sewer and Storm Drain Pipe Lining Project.

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**FISCAL IMPACT:** There would be no fiscal impact to the General Fund. Funds are available in the Sewer Rehabilitation Fund.

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

---

**BACKGROUND:** On August 20<sup>th</sup>, 2024, the City Council authorized the City Manager to enter into a construction contract with Insituform Technologies for the 2024 Sanitary Sewer and Storm Drain Pipe Lining Project. The project consists of rehabilitating sanitary sewer lines by the Cured-in-place pipe lining method in the Downtown and Whispering Bay Neighborhoods.

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**STAFF REPORT:** The total construction cost for the sewer portion of the project may exceed the originally anticipated budget by \$250,000. Although funds were available in Fund 188, staff did not allocate sufficient funds to fully cover both the planned and unforeseen project expenses. To ensure the successful completion of the sewer component, it is now necessary to adopt an Annual Appropriation Resolution (AAR) to increase the construction budget.

---

**STAFF RECOMMENDATION:** It is recommended that the City Council of the City of Suisun City Adopt Resolution 2025-\_\_: Adopting the 6th Amendment to the Annual Appropriation Resolution No. 2024-87 to Appropriate Funds for the 2024 Sanitary Sewer and Storm Drain Pipe Lining Project.

---

**DOCUMENTS ATTACHED:**

1. Council Adoption of Resolution No. 2025-\_\_: Adopting the 6<sup>th</sup> Amendment to the Annual Appropriation Resolution No. 2024-87 to Appropriate Funds for the 2024 Sanitary Sewer and Storm Drain Pipe Lining Project.
2. Location Map.

---

**PREPARED BY:**

Gemma Geluz, Administrative Technician

**REVIEWED BY:**

Nouae Vue, Public Works Director

**APPROVED BY:**

Bret Prebula, City Manager

---

**ATTACHMENTS:**

1. [AAR Resolution.pdf](#)
2. [2024 Sanitary Sewer & Storm Drain Lining Project\\_Project Location.pdf](#)

**RESOLUTION NO. 2025-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
ADOPTING THE 6TH AMENDMENT TO THE ANNUAL APPROPRIATION RESOLUTION NO. 2024-87 TO  
APPROPRIATE FUNDS FOR THE 2024 SANITARY SEWER AND STORM DRAIN PIPE LINING PROJECT**

WHEREAS, On June 18, 2024, the City Council adopted the Annual Appropriation Resolution No. 2024-87 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 2024-25.

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

**THAT** the annual appropriation for the Sewer Rehabilitation and Replacement Fund is hereby amended as follows:

|     |                                           | Increase/<br>(Decrease) |
|-----|-------------------------------------------|-------------------------|
| TO: | Sewer Rehabilitation and Replacement Fund | \$ 250,000              |
|     | Total                                     | <u>\$ 250,000</u>       |

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

|                        |                                      | <u>Sources</u>    | <u>Uses</u>       |
|------------------------|--------------------------------------|-------------------|-------------------|
| Revenue:               |                                      |                   |                   |
| A/C No. 188-6311-70101 | Sewer R&R - Beginning Balance        | \$ 250,000        |                   |
| Appropriation:         |                                      |                   |                   |
| A/C No. 188-6311-96310 | Sewer R&R - Construction in Progress |                   | \$ 250,000        |
|                        | Total Fund 188                       | <u>\$ 250,000</u> | <u>\$ 250,000</u> |

**THAT** the purpose is to appropriate funds into the budget to cover cost of construction that was under budget.

**ADOPTED AND PASSED** at a regular meeting of the City Council of the City of Suisun City duly held on the 6th day of May 2025, 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 6th day of May 2025.

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

# Project Location Map



## Legend

- Sewer mains
- Storm drain



## **AGENDA TRANSMITTAL**

**MEETING DATE:** May 6, 2025

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**AGENDA ITEM:** Council Adoption of Resolution No. 2025-\_\_\_: Approving the First Amendment to the Project Labor Agreement for City Capital Improvement Projects Exceeding \$200,000.

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**FISCAL IMPACT:** There is no direct fiscal impact associated with the approval of the First Amendment to the existing Project Labor Agreement (Agreement). The Agreement is expected to continue to result in long-term cost savings by minimizing project delays and improving labor relations.

---

**STRATEGIC PLAN:** Provide Good Governance.

---

**BACKGROUND:** The City of Suisun City is committed to promoting the efficiency of construction operations through the use of skilled labor and ensuring the timely and economical completion of its capital improvement projects. In alignment with these goals, Council approved entering into a Project Labor Agreement (PLA) during August 20, 2024 Council Meeting. The PLA Agreement was approved to cover City capital improvement projects (CIP) where the estimated or actual cumulative bid amount exceeds \$200,000. The PLA was developed in collaboration with the Napa-Solano Building and Construction Trades Council and other associated Unions.

The purpose of the PLA is to:

- Ensure the timely and successful completion of construction projects.
  - Promote labor harmony by preventing work stoppages, strikes, or lockouts.
  - Establish stable wages, working hours, and conditions for workers.
  - Provide construction employment and training opportunities, particularly for local residents and military veterans.
  - Encourage diversity in the workforce, reflecting the demographics of Suisun City and surrounding areas.
- 

**STAFF REPORT:** The proposed First Amendment to the existing PLA Agreement updates Article II, Section 2.2 of the current Agreement. See Attachment #2 for details.

The PLA applies to all construction contracts awarded on covered CIP projects. It is designed to maintain continuity of work across multiple contractors and bargaining units, reduce potential labor disputes, and increase the safety and quality of construction projects.

Key provisions of the PLA include:

- **Applicability:** The PLA covers City capital improvement projects with an engineer's estimate or actual cumulative bid amount exceeding \$200,000.
- **Labor Harmony:** The agreement mandates that all parties, including contractors, subcontractors, and unions, commit to preventing work stoppages, strikes, and other disruptions.
- **Local Hiring:** A goal of at least 30% of combined journey-level and apprentice hours will be worked by local residents, with a priority for hiring within Suisun City.

- Apprenticeship and Workforce Development: The agreement emphasizes the recruitment and training of local residents, including military veterans, through apprenticeship programs.

---

**STAFF RECOMMENDATION:** It is recommended that the City Council of the City of Suisun City adopt Resolution No. 2025-\_\_: Approving the First Amendment to the Project Labor Agreement for City Capital Improvement Projects Exceeding \$200,000.

---

**DOCUMENTS ATTACHED:**

1. Resolution No. 2025-\_\_: Approving the First Amendment to the Project Labor Agreement for City Capital Improvement Projects Exceeding \$200,000.
2. Amendment No. 1 to the Project Labor Agreement (PLA) for Suisun City.

---

**PREPARED BY:**

Amanda Dum, Management Analyst II

**REVIEWED BY:**

Nouae Vue, Public Works Director

**APPROVED BY:**

Bret Prebula, City Manager

---

**ATTACHMENTS:**

1. Resolution No. 2025-\_\_: Approving the First Amendment to the Project Labor Agreement for City Capital Improvement Projects Exceeding \$200,000.
2. Amendment No. 1 to the Project Labor Agreement (PLA) for Suisun City.

## **RESOLUTION NO. 2025-**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY APPROVING THE FIRST AMENDMENT TO THE PROJECT LABOR AGREEMENT FOR CITY CAPITAL IMPROVEMENT PROJECTS EXCEEDING \$200,000**

**WHEREAS**, the City of Suisun City is committed to the efficient and timely completion of its capital improvement projects, ensuring quality construction outcomes and the safety of its workforce; and

**WHEREAS**, the City recognizes that large-scale construction projects require the coordinated efforts of a diverse and skilled labor force, and that maintaining labor harmony is essential to the successful completion of these projects; and

**WHEREAS**, the City seeks to promote local employment opportunities, particularly for residents of Suisun City and surrounding areas, as well as for military veterans, through comprehensive recruitment, training, and employment programs; and

**WHEREAS**, the City has collaborated with the Napa-Solano Building and Construction Trades Council and other associated Unions to develop a Project Labor Agreement (PLA) that addresses these objectives; and

**WHEREAS**, the PLA applies to City capital improvement projects where the engineer's estimate or the actual cumulative bid amount exceeds \$200,000, ensuring that these projects are carried out efficiently, economically, and with high-quality standards; and

**WHEREAS**, the City Council approved the adopting of a PLA at the August 20, 2024, City Council Meeting as being in the best interest of the City and its residents, as it would help to mitigate potential labor disputes, ensure fair wages and working conditions, and enhance the safety and quality of construction projects; and

**WHEREAS**, it has become necessary to amend the existing agreement via Amendment No. 1 to PLA which updates Article II, Section 2.2 of the existing PLA and this Amendment is in the best interest of the City and its residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUISUN CITY AS FOLLOWS:**

1) Article II, Section 2.2 of the Agreement is hereby amended and fully restated as follows:

2.2 This Agreement governs all Construction Contracts awarded on the Project. For purposes of this Agreement, Construction Contracts shall be considered Completed as set forth in Section 1.4, except when the City directs a Contractor to engage in repairs, warranty work, modifications, or

punch list work under a Construction Contract or when a Contractor performs work under a change order for a Construction Contract. Consistent with California Public Contract Code section 2500(a), this Agreement permits all qualified contractors and subcontractors to bid for and be awarded work on the project without regard to whether they are otherwise parties to collective bargaining agreements. Additionally, consistent with California Public Contract Code section 2501, the City Council has chosen by majority vote to use, enter into, or require contractors to enter into this Agreement which includes all the taxpayer protection provisions of California Public Contract Code section 2500 for all Projects awarded by the City as defined herein.

- 2) Other than as explicitly set forth herein, this Amendment No. 1 shall make no other changes, modifications, additions, or deletions to the Agreement.
- 3) This Amendment No. 1 shall be attached to and included with the Agreement for all intents and purposes, including all bid solicitations or similar documents issued by the City, and shall continue in full force and effect until completion of the Project(s) as defined in the Agreement.
- 4) This Amendment No. 1 shall become effective when the City’s governing board ratifies this Amendment No. 1 and it is executed by the City and the Council.

**PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 6<sup>th</sup> day of May 2025, by the following vote

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

**WITNESS** my hand and the seal of said City this 6<sup>th</sup> day of May 2025.

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

**CITY OF SUISUN CITY  
PROJECT LABOR AGREEMENT  
AMENDMENT NO. 1**

WHEREAS, a Project Labor Agreement (“Agreement”) was entered into on December 2, 2024 by and between the City of Suisun City (“City”), the Napo-Solano Building and Construction Trades Council (“Council”), and the local Unions that execute the Agreement (“Unions”), which required all Contractors/Employers as defined therein to become signatory to the Agreement by executing an “Agreement to be Bound”; and

WHEREAS, the Agreement was intended to promote the efficiency of construction operations for the City and promote the public interest in timely and economical completion of public works projects constructed pursuant to the Agreement; and

WHEREAS, the City has continued to experience positive benefits from the Agreement and from an ongoing relationship with the Council and the Unions; and

WHEREAS, the parties have determined it is necessary to amend Article II, Section 2.2 of the Agreement in order to clarify its applicability.

NOW, THEREFORE, IT IS HEREBY AGREED BETWEEN AND AMONG THE PARTIES TO AMEND THE AGREEMENT AS FOLLOWS:

- 1) Article II, Section 2.2 of the Agreement is hereby amended and fully restated as follows:

2.2 This Agreement governs all Construction Contracts awarded on the Project. For purposes of this Agreement, Construction Contracts shall be considered Completed as set forth in Section 1.4, except when the City directs a Contractor to engage in repairs, warranty work, modifications, or punch list work under a Construction Contract or when a Contractor performs work under a change order for a Construction Contract. Consistent with California Public Contract Code section 2500(a), this Agreement permits all qualified contractors and subcontractors to bid for and be awarded work on the project without regard to whether they are otherwise parties to collective bargaining agreements. Additionally, consistent with California Public Contract Code section 2501, the City Council has chosen by majority vote to use, enter into, or require contractors to enter into this Agreement which includes all the taxpayer protection provisions of California Public Contract Code section 2500 for all Projects awarded by the City as defined herein.

- 2) Other than as explicitly set forth herein, this Amendment No. 1 shall make no other changes, modifications, additions, or deletions to the Agreement.

- 3) This Amendment No. 1 shall be attached to and included with the Agreement for all intents and purposes, including all bid solicitations or similar documents issued by the City, and shall continue in full force and effect until completion of the Project(s) as defined in the Agreement.
- 4) This Amendment No. 1 shall become effective when the City's governing board ratifies this Amendment No. 1 and it is executed by the City and the Council.

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

CITY OF SUISUN CITY

\_\_\_\_\_  
Name:

Title:

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

NAPA-SOLANO BUILDING AND  
CONSTRUCTION TRADES COUNCIL

\_\_\_\_\_  
Danny Bernardini, Secretary-Treasurer

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## **AGENDA TRANSMITTAL**

**MEETING DATE:** May 6, 2025

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**AGENDA ITEM:** Council Adoption of Resolution No. 2025-\_\_\_: Designating the City Manager, Finance Director, Finance Manager as Authorized Representatives to Apply and Obtain Disaster Assistance from Federal Emergency Management Agency (FEMA) and the Governor’s Office of Emergency Services (Cal OES) for Declared Emergencies.

---

**FISCAL IMPACT:** If the Designation of Applicant’s Agent Resolution for Non-State Agencies (Cal OES Form 130) is not on file with Cal OES, the City will be ineligible to apply for reimbursement under any future public assistance grants available for declared disasters. FEMA mandates current designations as a condition of qualifying for Cal OES public assistance grants.

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**STRATEGIC PLAN:** Ensure Public Safety and Ensure Fiscal Solvency.

---

**BACKGROUND:** The previous City Council designation of authorized applicant agents was tied to specific individuals, making it invalid if staffing changes occurred. To ensure the CAL EOS Form 130 remains current, the designation will now be based on job positions rather than individual names.

---

**STAFF REPORT:** CAL OES requires a Designation of Subrecipient’s Agency Resolution for Non-State Agencies to be on file for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act. A new Designation of Applicant’s Agent Resolution for Non-State Agencies is required if the previously submitted document is older than three (3) years from the last date of approval or if changes are required to the name and/or title of the authorized agents. The authorized agents for the City Suisun City will be as follows: City Manager; Finance Director; and Finance Manager.

---

**STAFF RECOMMENDATION:** It is recommended that the City Council of the City of Suisun City adopt Resolution No. 2025-\_\_\_: Designating the City Manager, Finance Director, and Finance Manager as Authorized Representatives to Apply and Obtain Disaster Assistance from Federal Emergency Management Agency (FEMA) and the Governor’s Office of Emergency Services (Cal OES) for Declared Emergencies.

---

**DOCUMENTS ATTACHED:**

1. Council Adoption of Resolution No. 2025-\_\_\_: Designating the City Manager, Finance Director, and Finance Manager as Authorized Representatives to Apply and Obtain Disaster Assistance from Federal Emergency Management Agency (FEMA) and the Governor’s Office of Emergency Services (Cal OES) for Declared Emergencies.

---

**PREPARED BY:**

Elizabeth Luna, Accounting Services Manager

**REVIEWED BY:**

Lakhwinder Deol, Finance Director

**APPROVED BY:**

Bret Prebula, City Manager

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**ATTACHMENTS:**

1. CAL OES Resolution Designating City Officials

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**RESOLUTION NO. 2025-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF SUISUN CITY DESIGNATING CITY MANAGER, FINANCE DIRECTOR, AND FINANCE MANAGER AS AUTHORIZED REPRESENTATIVES TO APPLY AND OBTAIN DISASTER ASSISTANCE FROM FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) AND THE GOVERNOR’S OFFICE OF EMERGENCY SERVICES (CAL OES) FOR DECLARED EMERGENCIES**

**WHEREAS**, the City of Suisun City intends to seek reimbursement from FEMA and the State of California for expenses related to emergency response services and supplies incurred during the COVID-19 pandemic, as well as for any future disasters; and

**WHEREAS**, Cal OES administers the State and Federal reimbursement process and grant programs for emergency and disaster relief; and

**WHEREAS**, Cal OES Form 130 requires the City of Suisun City to designate agents to engage with FEMA and Cal OES regarding assistance and grants applied by for the City; and

**WHEREAS**, the City of Suisun City desires to ensure that Form 130 makes the City eligible to apply for disaster relief for the incident designated “FEMA-4482-DF-CA” as well as future disaster incidents for the next three years; and

**WHEREAS**, the previous designation through Resolution 2020-46 of authorized applicant agents was tied to specific individuals, making it invalid if staffing changes occurred, to ensure the CAL OEL Form 130 remains current, the designation will now be based on job positions rather than individual names; and

**NOW, THEREFORE**, be it here resolved by the City Council of Suisun City that authorizes the City Manager, Finance Director, and the Finance Manager, to sign and execute applications and agreements for Federal and State disaster relief and emergency assistance.

**PASSED AND ADOPTED** at the Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 6th day of May 2025, by the following vote:

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

**WITNESS** my hand and the seal of said City this 6<sup>th</sup> day of May 2025.

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

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## **AGENDA TRANSMITTAL**

**MEETING DATE:** May 6, 2025

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**AGENDA ITEM:** Council Adoption of Resolution No. 2025-\_\_: Adopting Administrative Directive 26 (AD 26) Establishing an Environmentally Preferable Purchasing and Practices Policy (EPPP).

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**FISCAL IMPACT:** There would be no fiscal impact to the General Fund from the adoption of Administrative Directive 26 (AD 26) establishing an Environmentally Preferable Purchasing and Practices Policy (EPPP).

---

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

---

**BACKGROUND:** The City does not currently have an adopted Environmentally Preferable Purchasing and Practices Policy (EPPP). If adopted, the Agenda Item would be establish an EPPP as Administrative Directive 26 (AD 26).

---

**STAFF REPORT:** Adopting an EPPP ensures that the City will be eligible for any grants that may either require an adopted EPPP or that ask if one has been adopted in order to eligible to apply. Additionally, the adoption of an EPPP supports the Strategic Plan item “Enhance the Environment” by providing guidance on possible ways the City can reduce its carbon footprint. Similar EPPP policies have been adopted locally by the City of Vacaville, City of Fairfield, City of Benicia, City of Rio Vista, and by the County of Solano. Many other cities within the State have also adopted an EPPP.

If adopted, AD 26 will work in tandem with the existing AD 5. The EPPP provides recommended environmentally friendly procurement guidelines to be referenced before making purchases.

As with AD5, future updates to AD26 will be recommended as appropriate and brought before Council for approval prior to any updates taking effect.

Staff recommends that Council adopt AD26 to further accomplish the City’s goals in reducing waste, greenhouse gas emissions, and reducing environmental impacts associated with City purchases, and to have on file when applying for grants.

---

**STAFF RECOMMENDATION:** It is recommended that the City Council of the City of Suisun City adopt Resolution No. 2025-\_\_: Adopting Administrative Directive 26 (AD 26) Establishing an Environmentally Preferable Purchasing and Practices Policy (EPPP).

---

**DOCUMENTS ATTACHED:**

1. Council Adoption of Resolution No. 2025-\_\_: Adopting Administrative Directive 26 (AD 26) Establishing an Environmentally Preferable Purchasing and Practices Policy (EPPP).
2. Administrative Directive 26 (AD 26) – Environmentally Preferable Purchasing and Practices Policy (EPPP).

---

**PREPARED BY:**

Amanda Dum, Management Analyst II

**REVIEWED BY:**

Nouae Vue, Public Works Director

**APPROVED BY:**

Bret Prebula, City Manager

---

**ATTACHMENTS:**

1. Council Adoption of Resolution No. 2025-\_\_: Adopting Administrative Directive 26 (AD 26)

Establishing an Environmentally Preferable Purchasing and Practices Policy (EPPP).

2. Administrative Directive 26 (AD 26) “ Environmentally Preferable Purchasing and Practices Policy (EPPP).

**RESOLUTION NO. 2025-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SUISUN CITY ADOPTING ADMINISTRATIVE DIRECTIVE 26 (AD 26)  
ESTABLISHING AN ENVIRONMENTALLY PREFERABLE PURCHASING AND  
PRACTICES POLICY (EPPP)**

**WHEREAS**, the City Council from time to time and as appropriate will establish and adopt updated Administrative Directive policies to reflect State requirements and/or that are in the best interest of residents and employees; and

**WHEREAS**, the City's existing Administrative Directive 5 (AD5) was last updated on November 17, 2020 and a specific section outlining guidelines supporting an Environmentally Preferable Purchasing and Practices Policy was not included; and

**WHEREAS**, it has now become appropriate to establish and adopt an Environmentally Preferable Purchasing and Practices Policy (EPPP) for the betterment and support of the environment and in order to be eligible for grants and programs offered by the State of California and the adoption on an EPPP has become common practice by many cities within the State including all cities within Solano County including the County of Solano; and

**WHEREAS**, AD 26 provides and outlines guidelines for purchasing policies and practices that support environmentally friendly purchasing practices. Any future updates will be presented to the City Council for consideration and approval.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUISUN CITY DOES HEREBY RESOLVE** that it is adopting Administrative Directive 26 establishing an Environmentally Preferable Purchasing and Practices Policy (EPPP) and that this Directive shall take effective immediately upon adoption.

**PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 6<sup>th</sup> day of May 2025, by the following vote:

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

**WITNESS** my hand and the seal of said City this 6<sup>th</sup> day of May 2025.

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

# **CITY OF SUISUN CITY**

## **ADMINISTRATIVE DIRECTIVE – AD 26 ENVIRONMENTALLY PREFERRABLE PURCHASING AND PRACTICES POLICY (EPPP)**

Adopted: May 6, 2025

Amended: TBD

Distribution: All Departments

---

Bret Prebula, City Manager

### **Table of Contents**

- I. Statement of Purpose
- II. Statement of Policy
- III. Application
- IV. Policy Implementation
- V. Reports
- VI. Definitions
- VII. Effective Dates

### **I. STATEMENT OF PURPOSE**

The City of Suisun City:

- Recognizes the need to strengthen markets for materials collected in local recycling collection systems.
- Desires to maximize reduction of discarded materials.
- Desires to ensure that every department purchases environmentally-preferred products and services without compromising overall budgetary or performance requirements.
- Complies with California state law which requires local agencies to buy recycled products and which allows local agencies to adopt purchasing preferences for recycled products.
- The health and safety of workers and citizens is of utmost importance and shall take precedence over all other policies.
- Overall environmental impact is essential to an environmentally sound production system and shall be considered to the greatest extent practicable.
- Nothing contained in this policy shall be construed as requiring a department, purchaser, or contractor to procure products that do not perform adequately for their intended use and/or are not available at a reasonable price in a reasonable period of time or exclude adequate competition. Especially in the case of emergency or critical incident, the quickest, most practical, reliable and/or efficient products or practices shall take precedence.
- Nothing contained in this policy shall be construed as requiring the City of Suisun City, departments, purchasers or contractors to take any action that conflicts with local, state, or federal requirements.

## II. DEFINITIONS

- o “Environmentally Preferable Products and Services” refers to products and services that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.
- o “Buyer” means anyone authorized to purchase on behalf of the jurisdiction or its subdivisions.
- o “Contractor” means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with the City of Suisun City or serves in a subcontracting capacity with an entity having a contract with the City of Suisun City for the provision of goods or services.
- o “Ownership Cost” means total ownership costs during a product’s life cycle, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives.
- o “Postconsumer Material” means a finished material which would normally be disposed of as a solid waste, having completed its life cycle as a consumer item, and does not include manufacturing or converting wastes. Examples of post-consumer materials include, but are not limited to, old newspapers, office paper, yard waste, steel, aluminum cans, glass, plastic bottles, oil, asphalt, concrete and tires.
- o “Pre-consumer material” means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Examples of pre-consumer recovered material include, but are not limited to, obsolete inventories of finished goods, rejected unused stock, and paper waste generated during printing, cutting, and other converting operations.
- o “Price Preference” means the percentage allowance for a recycled product that costs more than a comparable virgin product. In bid situations, it is the percentage above the lowest cost of a comparable virgin product allowed for a recycled product when both bidders are responsible and responsive.
- o “Purchasing Documents” mean all documents used to solicit bids and purchase products, including but not limited to: invitations for bids, Requests for Proposals, Requests for Quotations, and Purchase Orders.
- o “Recovered Material” means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes pre-consumer and postconsumer material, but does not include excess resources of the manufacturing process.
- o “Recycling” is the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.
- o “Recycled Content” means the percentage of recovered material, including pre-consumer and postconsumer materials, in a product.
- o “Recycled Content Standards” means the minimum or maximum level of recovered material and/or postconsumer material necessary for products to qualify as “recycled products,” as established by the City of Suisun City.

- o “Recycled Product” means a product that meets the City of Suisun City’s recycled content policy objectives for postconsumer, pre-consumer and recovered material.
- o “Remanufactured Product” means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.
- o “Reused Product” means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.
- o “Source Reduction Product” means a product that results in a net reduction in the generation of waste compared to the previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced packaging.
- o “Virgin Material” refers to any material occurring in its natural form. Virgin material is used in the form of raw material in the manufacture of new products.

### III. STATEMENT OF POLICY

- In accordance with the provisions of the Public Contract Code, it is the policy of the City of Suisun City to purchase recycled products instead of nonrecycled products whenever available at no more than the total cost of nonrecycled products, fitness, and quality being equal. Such products shall be available within a reasonable time.
- Source reduction and recycled products purchased shall contain the highest amount of postconsumer material practicable or, when postconsumer material is impracticable for a specific type of product, contain reasonable amounts of pre-consumer recovered material.
- All equipment bought, leased, or rented shall be compatible with the use of source reduction and recycled products, whenever reasonable in terms of price, performance, warranty, and maintenance.
- The City of Suisun City shall promote its use of source reduction and recycled products whenever feasible.
- The order of purchasing preference is, (1) the highest percentage of recycled content of post-consumer recovered material available in the marketplace, and (2) the highest percentage of “pre-consumer recovered material” available in the marketplace.
- In addition to the recovered material content of a product, important criteria in selecting products shall also be:
  - o Reduction: the quantity, volume, weight or toxicity of waste and by-products of a given product, and the packaging generated in their manufacture, use, recycling and disposal. Products and packaging designed to minimize waste and toxic by-products in their manufacture, use, recycling and disposal shall be preferred.
  - o Reusability: the ability of a product and its packaging to be reused or reconditioned for use.
  - o Recyclability: the ability of a product and its packaging to be recycled through existing recycled collection programs.
  - o Whenever possible, buyers shall combine these components to achieve the greatest environmental benefit possible. Example: It may be better to replace a recycled product with a reusable product. An even better choice would be a reusable product that also has recycled content.

- All City departments may evaluate environmental benefits and ownership cost when evaluating prices for awarding of purchasing contracts in the best interests of the City.
- When no Bidder meets the specified minimum recycled content standard, buyers may purchase the product with the highest percentage of postconsumer content or, when postconsumer content is not practicable, the highest percentage of recovered material. This can only occur when the purchasing document explains it as a method for contract award.
- When standards are specified for both recovered material and postconsumer material, buyers may accept the lowest cost Bid that offers a substantially higher amount of postconsumer content than the specification requires but does not meet specified recovered material requirements, even when other Bidders meet the specification in the purchasing document. This can only occur when the purchasing document explains it as a method for contract award.
- Any biodegradable bags purchased by the City will be fully compostable and include the following logo:



#### **IV. APPLICATION**

- All City of Suisun City departments shall comply with this policy.
- Any Requests for Proposal (RFP) or Bid Packages for services requested by the City shall include a standard statement that the City of Suisun City has implemented an Environmentally Preferable Purchasing Policy (EPPP) and that the City encourages other businesses to adhere to similar principles. It shall further be requested that submitted proposals be printed two-sided on recycled content paper. Any consultants or contractors producing reports for the City will submit such on (post-consumer) recycled and recyclable paper.
- Contractors shall be further requested to report to the City the post-consumer and total recovered material content of any recycled products procured for City-funded work, as applicable and/or requested.

#### **V. IMPLEMENTATION**

- City Department Heads or other directors as designated by the City Manager, shall implement this Policy in coordination with other appropriate City of Suisun City personnel.
- As applicable, successful Bidders shall certify in writing that the environmental attributes claimed in competitive Bids are accurate. In compliance with State law, vendors shall be required to specify the minimum or actual percentage of recovered and post-consumer material in their products, even when such percentages are zero.
- Upon request, staff making the selection from competitive bids shall provide justification for product choices that do not meet the environmentally preferable purchasing criteria in this policy.
- Vendors, contractors, and grantees shall be encouraged to comply with applicable sections of this policy for products and services provided to the City of Suisun City, where practicable.

## VI. POLICY IMPLEMENTATION

- The Finance Director or authorized representative, in cooperation with the Director of Public Works or authorized representative and relevant City departments shall actively implement the City of Suisun City Environmentally Preferable Purchasing Policy (EPPP).
- The Finance Director or authorized representative, in cooperation with the Director of Public Works or authorized representative, shall establish recycled content standards and is authorized to raise or lower them to meet the objectives of this policy.
- The City of Suisun City is authorized to participate in, and encourage other public jurisdictions to participate in, cooperative purchasing agreements.
- All City departments shall evaluate their product specifications and purchasing documents and remove all obstacles feasible to buying recycled and source reduction products. Among the obstacles to be removed are:
  - Requirements for virgin materials only,
  - Language that excludes recycled products, unnecessary qualifications (e.g., high brightness levels for paper),
  - Specifications written to describe particular nonrecycled products, unless justified as per Sec. 3.17.
  - Performance standards unrelated to actual need,
  - “New” requirements that exclude remanufactured, reused or recycled content products.
- Performance standards must be reasonable and related to operational need, and shall be designed to encourage the purchase of source reduction and recycled products.
- Buyers shall obtain quotes for comparable recycled and nonrecycled items to fulfill reporting requirements.
- Buyers shall establish virgin prices on a case-by-case basis at the time of the Bid:
  - On annual contracts, agreements, and/or blanket orders, request both virgin and recycled product pricing during the bidding process;
  - On annual contracts, agreements, and/or blanket orders, if asking for recycled products only, survey the market for virgin product prices by obtaining competitive Bids when in the best interest of the City at the time of establishing the annual contract; for items not covered by annual contracts, agreements, and/or blanket orders, either request both virgin and recycled product pricing during the bidding process or survey the market for virgin product prices by obtaining competitive Bids when in the best interest of the City.
  - If buyers do not, or cannot, obtain prices for virgin counterparts, the recycled product is to be considered the low cost alternative and no price preference applies.
- When no recycled content standards exist, buyers shall purchase products with the highest percentage of postconsumer materials practicable, as long as quality, performance and availability meet requirements and price is reasonable within the parameters of this Policy, or when postconsumer material is impracticable for a specific type of product, contain substantial amounts of pre-consumer recovered material.

- Purchasing documents shall request identification of recycled content (recovered and postconsumer materials, as applicable) for products whenever feasible. Successful bidders shall be required to certify the percentage content of postconsumer and/or total recovered material, as specified in products to be purchased. Individual buyers should make every effort to confirm recycled content information when seeking telephone or faxed quotes or direct purchases. Buyers shall insert recycled content certification forms in all appropriate purchasing documents for non-exempt product categories.
- Bids shall state that Bidders' failure to provide recycled content information as appropriate shall mean zero recycled content.
- The percentage of postconsumer and total recovered materials content in paper products shall be determined by fiber weight. Total product weight shall be used for all other types of products. For products with varying surface treatments, such as insulation, total product weight shall refer to only the core materials.
- Bidders shall be requested to minimize packaging to the greatest extent practicable. Individual buyers shall encourage vendors to reduce packaging as much as possible.
- Bidders shall be encouraged to offer source reduction product alternatives if they can substantiate the source reduction benefits.
- Upon request, buyers making the selection from competitive bids shall be able to provide justification for product choices that do not meet the environmentally preferable purchasing criteria in this policy.
- Equipment purchased or rented by the City of Suisun City shall be compatible, whenever practicable, with the use of source reduction and recycled products. If deemed impracticable, a specific reason for using incompatible equipment must be included in the purchasing record.
- All departments, offices, and agencies shall ensure that they use both sides of paper sheets whenever practicable.
- Whenever possible, the City will use existing eco-labels and standards to make purchasing decisions."
- All City of Suisun City vendors, contractors, and service providers shall be notified of this requirement to label or otherwise designate recycled products as such at the time competitive Bids or proposals are solicited and at other appropriate opportunities.
- The Finance Manager or authorized representative, in cooperation with the Director of Public Works or authorized representative, shall educate buyers on issues relevant to buying source reduction and recycled products whenever necessary and appropriate.
- Buyers shall educate vendors, suppliers, and contractors on issues relevant to source reduction and recycled products whenever necessary and appropriate.

## **VII. PROGRAM EVALUTATION**

- The Public Works Director or upon designation, the Recycling Coordinator, may periodically evaluate the success of this Policy's implementation through benchmark, goal setting, and periodic reports. This information may be provided to CalRecycle via the City's annual Electronic Annual Report (EAR).

## **VIII. EFFECTIVE DATES**

- a. This Policy shall take effect on May 6, 2025.

**AGENDA TRANSMITTAL****MEETING DATE:** May 6, 2025

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**AGENDA ITEM:** Accept the Investment Report for the Quarter Ending March 31, 2025.

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**FISCAL IMPACT:** No fiscal impact; informational only. Considering the projected timing of cash receipts and disbursements and the structure of the Pooled Investment Portfolio, the City should be able to comfortably meet overall cash flow needs over the next six months.

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

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**BACKGROUND:** Each quarter it is necessary to produce an Investment Report showing how all City, Housing Authority, Successor Agency and Suisun-Solano Water Authority's available cash is invested, in terms of the type of investment, what institution it is invested in, and current value and interest earnings.

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**STAFF REPORT:**

The total cash and investment portfolio book value (cost) held by the City as of March 31, 2025 was \$43,092,099

|                       |               |
|-----------------------|---------------|
| General Fund          | \$ 6,439,564  |
| Trust/Fiduciary Funds | \$ 10,439,380 |
| All Other Funds       | \$ 26,213,155 |
| Total                 | \$ 43,092,099 |

The cash and investments held by the City include the following components: Managed Investment Portfolio (\$32,832,944), State of CA Local Agency Investment Fund (\$6,054), California Asset Management Program (CAMP) Pooled Investment Fund (\$7,520,323), Cash/Time Deposits (\$2,530,673), and accrued interest on investments (\$202,104).

Cash and investments held by the City and the trustees continue to be invested in accordance with the Government Code and the City's Investment Policy.

During the quarter, five investments matured: one Federal Agency Bond in the amount of \$100,000, two U.S. Treasury Notes in the amount of \$435,000, one Corporate Bond/Note in the amount of \$160,000 and one Asset Backed/Mortgage-Backed Security in the amount of \$217,663. Four Corporate Bonds/Notes were called in the amount of \$555,000. One Federal Agency Bond was purchased in the amount of \$558,432 & one Municipal Bond/Note was purchased in the amount of \$1,011,440.

Two-year Treasuries yielding 4.25% at the beginning of the quarter ended lower at the end of the quarter at 3.89%, which was a decrease of 36 basis points for the quarter.

As of March 31, 2025, the Weighted Yield to Maturity on the Managed Investment Portfolio was 4.36%.

At the end of this quarter, the Weighted Average Maturity of the Managed Investment Portfolio was 2.63 years.

The Federal Open Market Committee (FOMC) meets approximately every six weeks and determines the level of the Federal Funds Rate. **At the March 19th meeting, the FOMC voted to maintain the target range for the federal funds rate at 4¼ to 4½ percent.**

Finance staff hired Optimized Investment Partners in May 2024 to help improve the investment returns for the city and to ensure compliance with California Government Code by ensuring safety of principal and sufficient liquidity for operations. Ongoing portfolio management activity will continue to be performed in partnership with Optimized Investment Partners, the City Manager, the Finance Director and the Finance Manager.

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**STAFF RECOMMENDATION: DECISION-MAKER CONFLICT:** Staff has reviewed the decision contemplated by this action and has determined that it is not site-specific and consequently, the real property holdings of the City Council members do not create a disqualifying real property-related financial conflict of interest under the Political Reform Act (Cal. Gov’t Code § 87100, et seq.).

Staff is not independently aware and has not been informed by any City Council member, of any other fact that may constitute a basis for a decision-maker conflict of interest in this matter.

**STAFF RECOMMENDATION:** It is recommended that the Council/Authority accept the Quarter Ending March 31, 2025, Financial Officer’s Investment Report.

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**DOCUMENTS ATTACHED:**

- 1. Financial Officer’s Investment Report, for the Quarter Ending March 31, 2025.
- 2. Suisun City - Investment Report - Council info Memo 3.31.25

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|                     |                                             |
|---------------------|---------------------------------------------|
| <b>PREPARED BY:</b> | Elizabeth Luna, Accounting Services Manager |
| <b>REVIEWED BY:</b> | Lakhwinder Deol, Finance Director           |
| <b>APPROVED BY:</b> | Bret Prebula, City Manager                  |

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**ATTACHMENTS:**

- 1. [Quarterly Investment Report for Suisun City-Quarter Ending March 31, 2025.pdf](#)
- 2. [Suisun City-Investment Report - Council Info Memo 3.31.25.docx](#)



# **CITY OF SUISUN CITY INVESTMENT REPORT**

**FOR THE QUARTER ENDED  
MARCH 31, 2025**

Robert Michalik  
COO & Registered Investment Advisor  
[www.optimizedip.com](http://www.optimizedip.com)

by Optimized Investment Partners, LLC

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## PERFORMANCE SUMMARY SNAPSHOT

**TOTAL INTEREST EARNINGS FOR THE QUARTER: \$445,824**

### ESTIMATED EARNINGS BY MONTH

| Interest Earnings | FY 23-24 | FY 24-25   | Change     |
|-------------------|----------|------------|------------|
| Jan               |          | \$ 148,752 | \$ 148,752 |
| Feb               |          | \$ 140,658 | \$ 140,658 |
| Mar               |          | \$ 156,414 | \$ 156,414 |
| Total for Quarter | \$ -     | \$ 445,824 | \$ 445,824 |

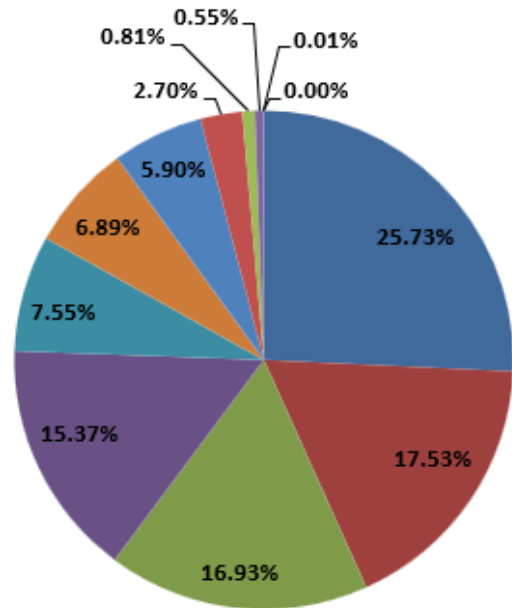
*Note: Interest Earnings figures do not include capital gains or losses*

### PORTFOLIO KEY STATISTICS

| Portfolio Key Statistics             |               |
|--------------------------------------|---------------|
| PAR Value                            | \$ 41,411,682 |
| Book Value (COST)                    | \$ 40,359,321 |
| Market Value                         | \$ 40,782,372 |
| Weighted Average Maturity (in years) | <b>2.63</b>   |
| Weighted Yield to Maturity*          | <b>4.36%</b>  |

\*Note: Cash/time deposits not included in WYTM

## % OF PORTFOLIO BY INVESTMENT TYPE

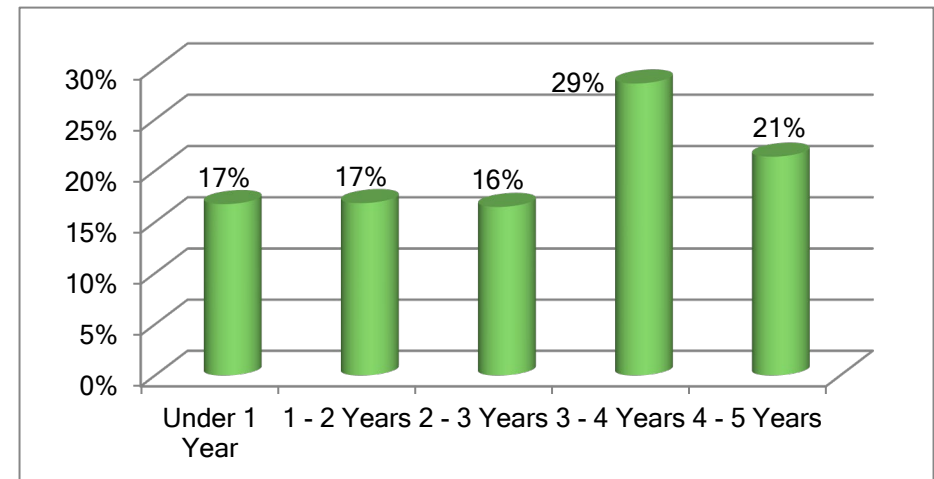


| Investment Type                                             | % Held         |
|-------------------------------------------------------------|----------------|
| CORPORATE BOND/NOTES                                        | 25.73%         |
| CAMP                                                        | 17.53%         |
| FEDERAL AGENCY BOND                                         | 16.93%         |
| ASSET BACKED/MORTGAGE-BACKED SECURITIES                     | 15.37%         |
| MUNICIPAL BOND/NOTE                                         | 7.55%          |
| U.S. TREASURY BILL/NOTE                                     | 6.89%          |
| CASH/TIME DEPOSITS                                          | 5.90%          |
| CERTIFICATE OF DEPOSIT                                      | 2.70%          |
| SENIOR UNSECURED UNSUBORDINATE OBLIGATIONS (SUPRANATIONALS) | 0.81%          |
| U.S. BANK CUSTODIAL CASH ACCOUNT                            | 0.55%          |
| STATE OF CA LOCAL AGENCY INVESTMENT FUND                    | 0.01%          |
| COMMERCIAL PAPER                                            | 0.00%          |
| <b>ALL INVESTMENTS</b>                                      | <b>100.00%</b> |

## PORTFOLIO MATURITY DISTRIBUTION

| Portfolio Maturity | PAR Maturing         | % Maturing  |
|--------------------|----------------------|-------------|
| Under 1 Year       | \$ 5,639,256         | 17%         |
| 1 - 2 Years        | \$ 5,671,749         | 17%         |
| 2 - 3 Years        | \$ 5,547,012         | 16%         |
| 3 - 4 Years        | \$ 9,594,852         | 29%         |
| 4 - 5 Years        | \$ 7,195,000         | 21%         |
| <b>Total</b>       | <b>\$ 33,647,869</b> | <b>100%</b> |

*Pooled investments & U.S. Bank Custodial cash accounts are not included in the Portfolio Maturity Distribution table or chart.*



**Suisun City**  
**Summary of Cash and Investments for the Quarter Ended March 31, 2025**

| Portfolio Assets                                            | Par Value (1)        | Market Value (2)     | Book Value (3)       | % of Portfolio |
|-------------------------------------------------------------|----------------------|----------------------|----------------------|----------------|
| <b>Cash &amp; Investments Held by City</b>                  |                      |                      |                      |                |
| <b>Investment Portfolio</b>                                 |                      |                      |                      |                |
| <b>Managed Investments</b>                                  |                      |                      |                      |                |
| U.S. Bank Custodial Cash Account                            | \$ 237,435           | \$ 237,435           | \$ 237,435           | 0.55%          |
| U.S. Treasury Bill/ Note                                    | 3,030,000            | 2,985,901            | 2,956,527            | 6.89%          |
| Federal Agency Bond                                         | 7,495,000            | 7,388,884            | 7,263,243            | 16.93%         |
| Certificate of Deposit                                      | 1,160,000            | 1,169,910            | 1,160,000            | 2.70%          |
| Commercial Paper                                            | -                    | -                    | -                    | 0.00%          |
| Corporate Issues                                            | 11,540,000           | 11,152,819           | 11,035,210           | 25.73%         |
| Asset Backed/Mortgage-Backed Securities                     | 6,722,869            | 6,709,132            | 6,594,186            | 15.37%         |
| Senior Unsecured Unsubordinate Obligations (Supranationals) | 350,000              | 354,855              | 349,247              | 0.81%          |
| Municipal Bond/Note                                         | 3,350,000            | 3,257,059            | 3,237,096            | 7.55%          |
| <b>Managed Investments Subtotal</b>                         | <b>\$ 33,885,305</b> | <b>\$ 33,255,994</b> | <b>\$ 32,832,944</b> | <b>76.55%</b>  |
| <b>Pooled Investments</b>                                   |                      |                      |                      |                |
| State of CA Local Agency Investment Fund                    | \$ 6,054             | \$ 6,054             | \$ 6,054             | 0.01%          |
| CAMP                                                        | 7,520,323            | 7,520,323            | 7,520,323            | 17.53%         |
| <b>Pooled Investments Subtotal</b>                          | <b>\$ 7,526,377</b>  | <b>\$ 7,526,377</b>  | <b>\$ 7,526,377</b>  | <b>17.55%</b>  |
| <b>Investment Portfolio Subtotal</b>                        | <b>\$ 41,411,682</b> | <b>\$ 40,782,372</b> | <b>\$ 40,359,321</b> | <b>94.10%</b>  |
| <b>Cash/Time Deposits</b>                                   | <b>\$ 2,530,673</b>  | <b>\$ 2,530,673</b>  | <b>\$ 2,530,673</b>  | <b>5.90%</b>   |
| <b>Funds Available for Investment</b>                       | <b>\$ 43,942,355</b> | <b>\$ 43,313,045</b> | <b>\$ 42,889,995</b> | <b>100.00%</b> |
| <b>Accrued Interest</b>                                     | <b>\$ 202,104</b>    | <b>\$ 202,104</b>    | <b>\$ 202,104</b>    |                |
| <b>Total Cash &amp; Investments Held by City</b>            | <b>\$ 44,144,459</b> | <b>\$ 43,515,149</b> | <b>\$ 43,092,099</b> |                |

Notes:

1. Par value is the principal amount of the investment on maturity.
2. Market values contained herein are received from sources we believe are reliable; however, we do not guarantee their accuracy.
3. Book value is par value of the security plus or minus any premium or discount on the security.

## TRANSACTIONS REPORT

| MATURED INVESTMENTS            |           |                                         |                 |          |            |              |              |        |
|--------------------------------|-----------|-----------------------------------------|-----------------|----------|------------|--------------|--------------|--------|
| Security Description           | CUSIP Id  | Asset Type                              | Settlement Date | Maturity | Par Value  | Market Value | Book Value   | YTM    |
| F N M A                        | 3135G0X24 | FEDERAL AGENCY BOND/NOTE                | 01/10/20        | 01/07/25 | \$ 100,000 | N/A          | \$ 99,681.00 | 1.690% |
| U S TREASURY NOTE              | 912828J27 | U.S. Treasury Note/Bill                 | 02/02/24        | 02/15/25 | \$ 335,000 | N/A          | \$ 325,945   | 4.700% |
| U S TREASURY NOTE              | 91282CGU9 | U.S. Treasury Note/Bill                 | 09/14/23        | 03/31/25 | \$ 100,000 | N/A          | \$ 98,047    | 5.210% |
| NATIONAL RURAL UTIL COOP FIN   | 63743HFC1 | Corporate Bond/Note                     | 04/26/22        | 02/07/25 | \$ 160,000 | N/A          | \$ 153,728   | 3.360% |
| F H L M C MULTICLASS MTG PARTN | 3137BJP64 | ASSET BACKED/MORTGAGE BACKED SECURITIES | 08/08/22        | 03/25/25 | \$ 217,663 | N/A          | \$ 80,241    | 3.510% |

| NEW PURCHASES                                                               |           |                          |                 |          |            |              |              |        |
|-----------------------------------------------------------------------------|-----------|--------------------------|-----------------|----------|------------|--------------|--------------|--------|
| Security Description                                                        | CUSIP Id  | Asset Type               | Settlement Date | Maturity | Par Value  | Market Value | Book Value   | YTM    |
| Federal Farm Credit Bks - 3133ER7L9<br>4.000 03/18/2030                     | 3133ER7L9 | FEDERAL AGENCY BOND/NOTE | 03/20/25        | 03/18/30 | \$ 560,000 | \$ 559,933   | \$ 558,432   | 4.062% |
| California ST Taxable Various -<br>13063D3Q9<br>Purp Go<br>6.000 03/01/2030 | 13063D3Q9 | MUNICIPAL BOND/NOTE      | 03/20/25        | 03/01/30 | \$ 940,000 | \$1,009,814  | \$ 1,011,440 | 4.278% |

| CALLED INVESTMENTS   |           |                                                                      |                 |            |            |            |
|----------------------|-----------|----------------------------------------------------------------------|-----------------|------------|------------|------------|
| Security Description | CUSIP Id  | Transaction Description                                              | Settlement Date | PAR Value  | Book Value | Proceeds   |
| CITIGROUP INC        | 17327CAN3 | FULL CALL PAR VALUE OF CITIGROUP INC<br>2.014% 1/25/26 /CALLS/       | 01/25/25        | \$ 85,000  | \$ 85,000  | \$ 85,000  |
| JPMORGAN CHASE CO    | 46647PCV6 | FULL CALL PAR VALUE OF JPMORGAN CHASE CO<br>2.595% 2/24/26 /CALLS/   | 02/24/25        | \$ 175,000 | \$ 175,000 | \$ 175,000 |
| MORGAN STANLEY FR    | 61747YEM3 | FULL CALL PAR VALUE OF MORGAN STANLEY<br>MTN 2.630% 02/18/26 /CALLS/ | 02/18/25        | \$ 135,000 | \$ 135,000 | \$ 135,000 |
| STATE STR CORP       | 857477BR3 | FULL CALL PAR VALUE OF STATE STR CORP<br>1.746% 2/06/26 /CALLS/      | 02/06/25        | \$ 160,000 | \$ 152,467 | \$ 160,000 |

| SOLD INVESTMENTS     |          |                         |                 |           |            |          |
|----------------------|----------|-------------------------|-----------------|-----------|------------|----------|
| Security Description | CUSIP Id | Transaction Description | Settlement Date | PAR Value | Book Value | Proceeds |
| NONE                 |          |                         |                 |           |            |          |

## PAID DOWN INVESTMENTS

| Security Description                | Settlement Date | CUSIP Id  | Transaction Description                                    | Paid Down Par Value Amount | Book Value  | Proceeds  |
|-------------------------------------|-----------------|-----------|------------------------------------------------------------|----------------------------|-------------|-----------|
| BMW VEH OWNER TR 3.210% 8/25/26     | 01/27/25        | 05602RAD3 | PAID DOWN PAR VALUE OF BMW VEH OWNER TR 3.210% 8/25/26     | \$ 2,693                   | \$ (2,693)  | \$ 2,693  |
| BMW VEH OWNER TR 3.210% 8/25/26     | 02/25/25        | 05602RAD3 | PAID DOWN PAR VALUE OF BMW VEH OWNER TR 3.210% 8/25/26     | \$ 2,566                   | \$ (2,566)  | \$ 2,566  |
| BMW VEH OWNER TR 3.210% 8/25/26     | 03/25/25        | 05602RAD3 | PAID DOWN PAR VALUE OF BMW VEH OWNER TR 3.210% 8/25/26     | \$ 2,370                   | \$ (2,370)  | \$ 2,370  |
| BMW VEH OWNER TR 5.470% 2/25/28     | 03/25/25        | 05592XAD2 | PAID DOWN PAR VALUE OF BMW VEH OWNER TR 5.470% 2/25/28     | \$ 3,364                   | \$ (3,363)  | \$ 3,364  |
| CARMAX AUTO OWNER 3.970% 4/15/27    | 01/15/25        | 14318MAD1 | PAID DOWN PAR VALUE OF CARMAX AUTO OWNER 3.970% 4/15/27    | \$ 7,127                   | \$ (7,127)  | \$ 7,127  |
| CARMAX AUTO OWNER 3.970% 4/15/27    | 02/18/25        | 14318MAD1 | PAID DOWN PAR VALUE OF CARMAX AUTO OWNER 3.970% 4/15/27    | \$ 7,567                   | \$ (7,567)  | \$ 7,567  |
| CARMAX AUTO OWNER 3.970% 4/15/27    | 03/17/25        | 14318MAD1 | PAID DOWN PAR VALUE OF CARMAX AUTO OWNER 3.970% 4/15/27    | \$ 7,283                   | \$ (7,283)  | \$ 7,283  |
| DAIMLER TRUCKS 5.900% 3/15/27       | 02/18/25        | 233868AC2 | PAID DOWN PAR VALUE OF DAIMLER TRUCKS 5.900% 3/15/27       | \$ 2,347                   | \$ (2,347)  | \$ 2,347  |
| DAIMLER TRUCKS 5.900% 3/15/27       | 03/17/25        | 233868AC2 | PAID DOWN PAR VALUE OF DAIMLER TRUCKS 5.900% 3/15/27       | \$ 9,485                   | \$ (9,485)  | \$ 9,485  |
| F H L M C MLTCL 5.272% 8/25/28      | 01/27/25        | 3137HAMN3 | PAID DOWN PAR VALUE OF F H L M C MLTCL 5.272% 8/25/28      | \$ 232                     | \$ (232)    | \$ 232    |
| F H L M C MLTCL 5.272% 8/25/28      | 02/25/25        | 3137HAMN3 | PAID DOWN PAR VALUE OF F H L M C MLTCL 5.272% 8/25/28      | \$ 233                     | \$ (233)    | \$ 233    |
| F H L M C MLTCL 5.272% 8/25/28      | 03/25/25        | 3137HAMN3 | PAID DOWN PAR VALUE OF F H L M C MLTCL 5.272% 8/25/28      | \$ 434                     | \$ (434)    | \$ 434    |
| F H L M C MLTCL MT 3.208% 2/25/26   | 01/27/25        | 3137FLN34 | PAID DOWN PAR VALUE OF F H L M C MLTCL MT 3.208% 2/25/26   | \$ 225                     | \$ (215)    | \$ 225    |
| F H L M C MLTCL MT 3.208% 2/25/26   | 02/25/25        | 3137FLN34 | PAID DOWN PAR VALUE OF F H L M C MLTCL MT 3.208% 2/25/26   | \$ 226                     | \$ (216)    | \$ 226    |
| F H L M C MLTCL MT 3.208% 2/25/26   | 03/25/25        | 3137FLN34 | PAID DOWN PAR VALUE OF F H L M C MLTCL MT 3.208% 2/25/26   | \$ 279                     | \$ (267)    | \$ 279    |
| F H L M C MLTCL MT 3.750% 8/25/25   | 01/27/25        | 3137FJXQ7 | PAID DOWN PAR VALUE OF F H L M C MLTCL MT 3.750% 8/25/25   | \$ 98                      | \$ (95)     | \$ 98     |
| F H L M C MLTCL MT 3.750% 8/25/25   | 02/25/25        | 3137FJXQ7 | PAID DOWN PAR VALUE OF F H L M C MLTCL MT 3.750% 8/25/25   | \$ 98                      | \$ (95)     | \$ 98     |
| F H L M C MLTCL MT 3.750% 8/25/25   | 03/25/25        | 3137FJXQ7 | PAID DOWN PAR VALUE OF F H L M C MLTCL MT 3.750% 8/25/25   | \$ 19,475                  | \$ (18,936) | \$ 19,475 |
| F H L M C MLTCL MT 4.777% 6/25/28   | 01/27/25        | 3137HAD45 | PAID DOWN PAR VALUE OF F H L M C MLTCL MT 4.777% 6/25/28   | \$ 123                     | \$ (123)    | \$ 123    |
| F H L M C MLTCL MT 4.777% 6/25/28   | 02/25/25        | 3137HAD45 | PAID DOWN PAR VALUE OF F H L M C MLTCL MT 4.777% 6/25/28   | \$ 137                     | \$ (137)    | \$ 137    |
| F H L M C MLTCL MT 4.777% 6/25/28   | 03/25/25        | 3137HAD45 | PAID DOWN PAR VALUE OF F H L M C MLTCL MT 4.777% 6/25/28   | \$ 223                     | \$ (223)    | \$ 223    |
| F H L M C MLTCL MTG 2.745% 1/25/26  | 01/27/25        | 3137BNGT5 | PAID DOWN PAR VALUE OF F H L M C MLTCL MTG 2.745% 1/25/26  | \$ 6,041                   | \$ (5,790)  | \$ 6,041  |
| F H L M C MLTCL MTG 2.745% 1/25/26  | 02/25/25        | 3137BNGT5 | PAID DOWN PAR VALUE OF F H L M C MLTCL MTG 2.745% 1/25/26  | \$ 353                     | \$ (338)    | \$ 353    |
| F H L M C MLTCL MTG 2.745% 1/25/26  | 03/25/25        | 3137BNGT5 | PAID DOWN PAR VALUE OF F H L M C MLTCL MTG 2.745% 1/25/26  | \$ 425                     | \$ (407)    | \$ 425    |
| F H L M C MLTCL MTG 2.862% 5/25/26  | 01/27/25        | 3137FMU67 | PAID DOWN PAR VALUE OF F H L M C MLTCL MTG 2.862% 5/25/26  | \$ 387                     | \$ (365)    | \$ 387    |
| F H L M C MLTCL MTG 2.862% 5/25/26  | 02/25/25        | 3137FMU67 | PAID DOWN PAR VALUE OF F H L M C MLTCL MTG 2.862% 5/25/26  | \$ 388                     | \$ (367)    | \$ 388    |
| F H L M C MLTCL MTG 2.862% 5/25/26  | 03/25/25        | 3137FMU67 | PAID DOWN PAR VALUE OF F H L M C MLTCL MTG 2.862% 5/25/26  | \$ 481                     | \$ (454)    | \$ 481    |
| F H L M C MLTCL MTG 3.205% 3/25/25  | 01/27/25        | 3137BJP64 | PAID DOWN PAR VALUE OF F H L M C MLTCL MTG 3.205% 3/25/25  | \$ 20,230                  | \$ (20,079) | \$ 20,230 |
| F H L M C MLTCL MTG 3.205% 3/25/25  | 02/25/25        | 3137BJP64 | PAID DOWN PAR VALUE OF F H L M C MLTCL MTG 3.205% 3/25/25  | \$ 94,838                  | \$ (94,130) | \$ 94,838 |
| F H L M C MLTCL MTG 3.347% 11/25/26 | 01/27/25        | 3137BTUM1 | PAID DOWN PAR VALUE OF F H L M C MLTCL MTG 3.347% 11/25/26 | \$ 290                     | \$ (281)    | \$ 290    |
| F H L M C MLTCL MTG 3.347% 11/25/26 | 02/25/25        | 3137BTUM1 | PAID DOWN PAR VALUE OF F H L M C MLTCL MTG 3.347% 11/25/26 | \$ 291                     | \$ (282)    | \$ 291    |
| F H L M C MLTCL MTG 3.347% 11/25/26 | 03/25/25        | 3137BTUM1 | PAID DOWN PAR VALUE OF F H L M C MLTCL MTG 3.347% 11/25/26 | \$ 344                     | \$ (333)    | \$ 344    |

| Security Description              | Settlement Date | CUSIP Id  | Transaction Description                                  | Paid Down Par Value Amount | Book Value | Proceeds |
|-----------------------------------|-----------------|-----------|----------------------------------------------------------|----------------------------|------------|----------|
| F N M A GTD REMIC 4.181% 7/25/28  | 01/27/25        | 3136BQDE6 | PAID DOWN PAR VALUE OF F N M A GTD REMIC 4.181% 7/25/28  | \$ 73                      | \$ (71)    | \$ 73    |
| F N M A GTD REMIC 4.181% 7/25/28  | 02/25/25        | 3136BQDE6 | PAID DOWN PAR VALUE OF F N M A GTD REMIC 4.181% 7/25/28  | \$ 1                       | \$ (1)     | \$ 1     |
| F N M A GTD REMIC 4.181% 7/25/28  | 03/25/25        | 3136BQDE6 | PAID DOWN PAR VALUE OF F N M A GTD REMIC 4.181% 7/25/28  | \$ 2                       | \$ (2)     | \$ 2     |
| FORD CR AUTO OWNER 4.650% 2/15/28 | 01/15/25        | 344928AD8 | PAID DOWN PAR VALUE OF FORD CR AUTO OWNER 4.650% 2/15/28 | \$ 2,353                   | \$ (2,353) | \$ 2,353 |
| FORD CR AUTO OWNER 4.650% 2/15/28 | 02/18/25        | 344928AD8 | PAID DOWN PAR VALUE OF FORD CR AUTO OWNER 4.650% 2/15/28 | \$ 4,809                   | \$ (4,808) | \$ 4,809 |
| FORD CR AUTO OWNER 4.650% 2/15/28 | 03/17/25        | 344928AD8 | PAID DOWN PAR VALUE OF FORD CR AUTO OWNER 4.650% 2/15/28 | \$ 4,506                   | \$ (4,505) | \$ 4,506 |
| GM FIN CONS AUTO 1.260% 11/16/26  | 01/16/25        | 380146AC4 | PAID DOWN PAR VALUE OF GM FIN CONS AUTO 1.260% 11/16/26  | \$ 2,128                   | \$ (2,128) | \$ 2,128 |
| GM FIN CONS AUTO 1.260% 11/16/26  | 02/18/25        | 380146AC4 | PAID DOWN PAR VALUE OF GM FIN CONS AUTO 1.260% 11/16/26  | \$ 2,010                   | \$ (2,010) | \$ 2,010 |
| GM FIN CONS AUTO 1.260% 11/16/26  | 03/17/25        | 380146AC4 | PAID DOWN PAR VALUE OF GM FIN CONS AUTO 1.260% 11/16/26  | \$ 1,975                   | \$ (1,975) | \$ 1,975 |
| HARLEY DAVIDSON 5.050% 12/15/27   | 01/15/25        | 41285JAD0 | PAID DOWN PAR VALUE OF HARLEY DAVIDSON 5.050% 12/15/27   | \$ 3,756                   | \$ (3,756) | \$ 3,756 |
| HARLEY DAVIDSON 5.050% 12/15/27   | 02/18/25        | 41285JAD0 | PAID DOWN PAR VALUE OF HARLEY DAVIDSON 5.050% 12/15/27   | \$ 4,015                   | \$ (4,014) | \$ 4,015 |
| HARLEY DAVIDSON 5.050% 12/15/27   | 03/17/25        | 41285JAD0 | PAID DOWN PAR VALUE OF HARLEY DAVIDSON 5.050% 12/15/27   | \$ 3,942                   | \$ (3,942) | \$ 3,942 |
| HYUNDAI AUTO REC 2.220% 10/15/26  | 01/15/25        | 448977AD0 | PAID DOWN PAR VALUE OF HYUNDAI AUTO REC 2.220% 10/15/26  | \$ 5,181                   | \$ (5,181) | \$ 5,181 |
| HYUNDAI AUTO REC 2.220% 10/15/26  | 02/18/25        | 448977AD0 | PAID DOWN PAR VALUE OF HYUNDAI AUTO REC 2.220% 10/15/26  | \$ 5,168                   | \$ (5,168) | \$ 5,168 |
| HYUNDAI AUTO REC 2.220% 10/15/26  | 03/17/25        | 448977AD0 | PAID DOWN PAR VALUE OF HYUNDAI AUTO REC 2.220% 10/15/26  | \$ 4,571                   | \$ (4,571) | \$ 4,571 |
| MERCEDES BENZ AUTO 5.210% 8/16/27 | 01/15/25        | 58768PAC8 | PAID DOWN PAR VALUE OF MERCEDES BENZ AUTO 5.210% 8/16/27 | \$ 9,929                   | \$ (9,927) | \$ 9,929 |
| MERCEDES BENZ AUTO 5.210% 8/16/27 | 02/18/25        | 58768PAC8 | PAID DOWN PAR VALUE OF MERCEDES BENZ AUTO 5.210% 8/16/27 | \$ 9,428                   | \$ (9,426) | \$ 9,428 |
| MERCEDES BENZ AUTO 5.210% 8/16/27 | 03/17/25        | 58768PAC8 | PAID DOWN PAR VALUE OF MERCEDES BENZ AUTO 5.210% 8/16/27 | \$ 8,639                   | \$ (8,638) | \$ 8,639 |

## HOLDINGS REPORT

| Security Description                              | CUSIP Id  | Settlement Date | Maturity | Par Value           | Market Value        | Book Value          | YTM    | Moody Rating | S&P Rating |
|---------------------------------------------------|-----------|-----------------|----------|---------------------|---------------------|---------------------|--------|--------------|------------|
| GOLDMAN SACHS BK                                  | 38150VWG0 | 08/06/24        | 08/06/25 | \$ 250,000          | \$ 250,305          | \$ 250,000          | 4.750% | N/A          | N/A        |
| BEAL BK PLANO TEX                                 | 07371BYP0 | 08/07/24        | 08/06/25 | \$ 250,000          | \$ 250,305          | \$ 250,000          | 4.750% | N/A          | N/A        |
| TORONTO DOMINION                                  | 89115B6K1 | 10/31/22        | 10/27/25 | \$ 250,000          | \$ 251,915          | \$ 250,000          | 5.580% | N/A          | N/A        |
| COOPERATIEVE CENTRALE RAIFFEISEN                  | 21684LGS5 | 07/20/23        | 07/17/26 | \$ 250,000          | \$ 254,118          | \$ 250,000          | 5.080% | N/A          | N/A        |
| NATIXIS NY                                        | 63873QP65 | 09/20/23        | 09/18/26 | \$ 160,000          | \$ 163,267          | \$ 160,000          | 5.610% | N/A          | N/A        |
| <b>CERTIFICATE OF DEPOSIT</b>                     |           |                 |          | <b>\$ 1,160,000</b> | <b>\$ 1,169,910</b> | <b>\$ 1,160,000</b> |        |              |            |
| F N M A                                           | 3135G0X24 | 01/10/20        | 01/07/25 | \$ 100,000          | N/A                 | \$ 99,681           | 1.690% | N/A          | N/A        |
| FEDERAL HOME LOAN BKS                             | 3130AJHU6 | 04/16/20        | 04/14/25 | \$ 120,000          | \$ 119,839          | \$ 119,405          | 0.600% | AAA          | AA+        |
| F N M A                                           | 3135G05M1 | 07/31/24        | 07/30/25 | \$ 1,000,000        | \$ 988,260          | \$ 962,500          | 4.570% | AAA          | AA+        |
| FEDERAL FARM CREDIT BKS                           | 3133EL2U7 | 07/31/24        | 08/04/25 | \$ 1,000,000        | \$ 987,480          | \$ 962,000          | 4.570% | AAA          | AA+        |
| FEDERAL HOME LOAN BKS                             | 3130ANEG1 | 07/31/24        | 08/19/25 | \$ 1,000,000        | \$ 986,680          | \$ 961,100          | 4.580% | AAA          | AA+        |
| F H L M C M T N                                   | 3134GWZV1 | 12/07/21        | 10/22/25 | \$ 225,000          | \$ 220,354          | \$ 219,938          | 1.250% | AAA          | N/A        |
| FEDERAL HOME LOAN BKS                             | 3130ANDH0 | 07/31/24        | 07/28/26 | \$ 350,000          | \$ 340,172          | \$ 331,996          | 4.470% | AAA          | AA+        |
| F H L M C M T N                                   | 3134GWBN5 | 07/31/24        | 07/30/26 | \$ 500,000          | \$ 479,100          | \$ 465,220          | 4.470% | AAA          | N/A        |
| FEDERAL HOME LOAN BKS                             | 3130ANMH0 | 07/20/22        | 08/20/26 | \$ 200,000          | \$ 192,030          | \$ 182,338          | 3.440% | AAA          | AA+        |
| FEDERAL HOME LOAN BKS                             | 3130AQR62 | 07/31/24        | 08/25/26 | \$ 150,000          | \$ 147,557          | \$ 144,728          | 4.450% | AAA          | AA+        |
| F N M A                                           | 3135GAS28 | 04/30/24        | 04/23/27 | \$ 255,000          | \$ 255,097          | \$ 255,000          | 5.420% | AAA          | AA+        |
| FEDERAL HOME LOAN BKS                             | 3130ATS57 | 03/23/23        | 03/10/28 | \$ 200,000          | \$ 203,240          | \$ 204,684          | 3.980% | AAA          | AA+        |
| F H L M C M T N                                   | 3134H16U2 | 07/31/24        | 07/17/28 | \$ 1,735,000        | \$ 1,734,931        | \$ 1,724,243        | 4.470% | AAA          | AA+        |
| Federal Home Loan Bks - 3130AKAJ50.860 09/10/20   | 3130AKAJ5 | 11/13/24        | 09/10/29 | \$ 200,000          | \$ 174,212          | \$ 171,660          | 4.130% | AAA          | AA+        |
| Federal Farm Credit Bks - 3133ER7L94.000 03/18/20 | 3133ER7L9 | 03/20/25        | 03/18/30 | \$ 560,000          | \$ 559,933          | \$ 558,432          | 4.062% | AAA          | AA+        |
| <b>FEDERAL AGENCY BOND/NOTE</b>                   |           |                 |          | <b>\$ 7,595,000</b> | <b>\$ 7,388,884</b> | <b>\$ 7,362,924</b> |        |              |            |
| First American Government - 31846V203Oblig Fd Cl  | 31846V203 |                 |          | \$ 237,435          | \$ 237,435          | \$ 237,435          | N/A    | N/A          | N/A        |
| <b>INVESTMENT CASH ACCOUNT</b>                    |           |                 |          | <b>\$ 237,435</b>   | <b>\$ 237,435</b>   | <b>\$ 237,435</b>   |        |              |            |
| U S TREASURY NOTE                                 | 912828J27 | 02/02/24        | 02/15/25 | \$ 335,000          | N/A                 | \$ 325,945          | 4.700% | N/A          | N/A        |
| U S TREASURY NOTE                                 | 91282CGU9 | 09/14/23        | 03/30/25 | \$ 100,000          | N/A                 | \$ 98,047           | 5.210% | N/A          | N/A        |
| U S TREASURY NOTE                                 | 91282CGX3 | 12/12/23        | 04/30/25 | \$ 125,000          | \$ 124,945          | \$ 123,203          | 4.960% | AAA          | N/A        |

| Security Description             | CUSIP Id   | Settlement Date | Maturity | Par Value           | Market Value        | Book Value          | YTM    | Moody Rating | S&P Rating |
|----------------------------------|------------|-----------------|----------|---------------------|---------------------|---------------------|--------|--------------|------------|
| U S TREASURY NOTE                | 91282CAB7  | 08/04/21        | 07/31/25 | \$ 200,000          | \$ 197,318          | \$ 197,844          | 0.520% | AAA          | N/A        |
| U S TREASURY NOTE                | 91282CAM3  | 10/26/21        | 09/30/25 | \$ 250,000          | \$ 245,158          | \$ 243,047          | 0.970% | AAA          | N/A        |
| U S TREASURY NOTE                | 91282CAZ4  | 10/26/21        | 11/30/25 | \$ 205,000          | \$ 199,947          | \$ 199,643          | 1.030% | AAA          | N/A        |
| U S TREASURY NOTE                | 91282CBC4  | 07/07/21        | 12/31/25 | \$ 165,000          | \$ 160,487          | \$ 164,646          | 0.820% | AAA          | N/A        |
| U S TREASURY NOTE                | 91282CGV7  | 04/05/24        | 04/15/26 | \$ 225,000          | \$ 224,298          | \$ 220,992          | 4.680% | AAA          | N/A        |
| U S TREASURY NOTE                | 91282CCZ2  | 10/26/21        | 09/30/26 | \$ 100,000          | \$ 95,559           | \$ 99,688           | 1.170% | AAA          | N/A        |
| U S TREASURY NOTE                | 91282CJT9  | 03/04/24        | 01/15/27 | \$ 340,000          | \$ 340,360          | \$ 335,737          | 4.470% | AAA          | N/A        |
| U S TREASURY NOTE                | 91282CFU0  | 01/05/24        | 10/31/27 | \$ 520,000          | \$ 522,943          | \$ 522,234          | 4.000% | AAA          | N/A        |
| U S TREASURY NOTE                | 91282CCH2  | 10/31/23        | 06/30/28 | \$ 250,000          | \$ 229,970          | \$ 212,773          | 4.850% | AAA          | N/A        |
| U S TREASURY NOTE                | 91282CCR0  | 12/07/23        | 07/31/28 | \$ 190,000          | \$ 172,923          | \$ 163,563          | 4.340% | AAA          | N/A        |
| U S TREASURY NOTE                | 91282CJA0  | 02/02/24        | 09/30/28 | \$ 310,000          | \$ 317,217          | \$ 319,918          | 3.870% | AAA          | N/A        |
| U S TREASURY NOTE                | 91282CJF9  | 03/01/24        | 10/31/28 | \$ 150,000          | \$ 154,776          | \$ 153,240          | 4.360% | AAA          | N/A        |
| <b>U.S. Treasury Note/Bill</b>   |            |                 |          | <b>\$ 3,465,000</b> | <b>\$ 2,985,901</b> | <b>\$ 3,380,519</b> |        |              |            |
|                                  |            |                 |          |                     |                     |                     |        |              |            |
|                                  |            |                 |          |                     |                     |                     |        |              |            |
| <b>COMMERCIAL PAPER</b>          |            |                 |          | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |        |              |            |
|                                  |            |                 |          |                     |                     |                     |        |              |            |
| NATIONAL RURAL UTIL COOP FIN     | 63743HFC1  | 04/26/22        | 02/07/25 | \$ 160,000          | N/A                 | \$ 153,728          | 3.360% | N/A          | N/A        |
| CITIGROUP INC                    | 17327CAN3  | 01/25/22        | 01/25/25 | \$ 85,000           | N/A                 | \$ 85,000           | 2.010% | N/A          | N/A        |
| STATE STR CORP                   | 857477BR3  | 04/26/22        | 02/06/25 | \$ 160,000          | N/A                 | \$ 152,467          | 3.080% | N/A          | N/A        |
| MORGAN STANLEY FR                | 61747YEM3  | 02/18/22        | 02/18/25 | \$ 135,000          | N/A                 | \$ 135,000          | 2.630% | N/A          | N/A        |
| JPMORGAN CHASE CO                | 46647PCV6  | 02/24/22        | 02/24/25 | \$ 175,000          | N/A                 | \$ 175,000          | 2.600% | N/A          | N/A        |
| JPMORGAN CHASE CO                | 46625HQQW3 | 07/21/23        | 04/01/26 | \$ 110,000          | \$ 108,881          | \$ 104,919          | 5.160% | A1           | A          |
| AMERICAN HONDA FIN CORP          | 02665WEK3  | 07/18/23        | 07/07/26 | \$ 75,000           | \$ 75,679           | \$ 75,830           | 4.850% | A3           | A-         |
| STATE STR CORP                   | 857477CD3  | 08/03/23        | 08/03/26 | \$ 70,000           | \$ 161,806          | \$ 70,025           | 5.260% | AA3          | A          |
| STATE STR CORP                   | 857477CD3  | 08/03/23        | 08/03/26 | \$ 90,000           | See above           | \$ 90,000           | 5.270% | AA3          | A          |
| TOYOTA MTR CR CORP FR            | 89236TKX2  | 08/14/23        | 08/14/26 | \$ 90,000           | \$ 90,778           | \$ 89,891           | 5.040% | A1           | A+         |
| BANK OF AMERICA NA               | 06428CAA2  | 08/18/23        | 08/18/26 | \$ 325,000          | \$ 330,226          | \$ 325,000          | 5.530% | AA1          | A+         |
| HOME DEPOT INC                   | 437076BN1  | 08/22/23        | 09/15/26 | \$ 100,000          | \$ 97,112           | \$ 91,748           | 5.070% | A2           | A          |
| WELLS FARGO COMPANY              | 949746SH5  | 07/18/23        | 10/23/26 | \$ 175,000          | \$ 171,131          | \$ 163,735          | 5.170% | A1           | BBB+       |
| ABBOTT LABORATORIES              | 002824BF6  | 08/24/23        | 11/30/26 | \$ 110,000          | \$ 109,377          | \$ 105,691          | 5.060% | AA3          | AA-        |
| CATERPILLAR FINL SVCS MTNS BE FR | 14913R2U0  | 01/12/22        | 01/08/27 | \$ 150,000          | \$ 143,667          | \$ 148,989          | 1.840% | A2           | A          |
| DEERE JOHN CAPITAL CORP          | 24422EWA3  | 01/13/22        | 01/11/27 | \$ 125,000          | \$ 119,659          | \$ 124,295          | 1.820% | A1           | A          |

| Security Description           | CUSIP Id  | Settlement Date | Maturity | Par Value            | Market Value         | Book Value           | YTM    | Moody Rating | S&P Rating |
|--------------------------------|-----------|-----------------|----------|----------------------|----------------------|----------------------|--------|--------------|------------|
| BANK OF NY MELLON CORP         | 06406RBA4 | 01/28/22        | 01/26/27 | \$ 165,000           | \$ 158,745           | \$ 165,200           | 2.020% | AA3          | A          |
| INTERNATIONAL BUSINESS MACHS   | 459200KM2 | 02/25/22        | 02/09/27 | \$ 175,000           | \$ 168,394           | \$ 172,841           | 2.470% | A3           | A-         |
| HONEYWELL INTERNATIONAL        | 438516CE4 | 03/03/22        | 03/01/27 | \$ 125,000           | \$ 117,754           | \$ 119,160           | 2.090% | A2           | A          |
| TRUIST FINANCIAL CORP          | 89788MAD4 | 03/14/22        | 03/02/27 | \$ 165,000           | \$ 159,958           | \$ 155,034           | 2.570% | BAA1         | A-         |
| AMAZON COM INC                 | 023135CF1 | 04/26/22        | 04/13/27 | \$ 160,000           | \$ 157,314           | \$ 158,696           | 3.480% | A1           | AA         |
| NORTHERN TR CORP SR NT         | 665859AW4 | 05/12/22        | 05/10/27 | \$ 110,000           | \$ 109,501           | \$ 111,063           | 3.790% | A2           | A+         |
| UNITEDHEALTH GROUP INC         | 91324PEG3 | 05/20/22        | 05/15/27 | \$ 35,000            | \$ 34,587            | \$ 34,981            | 3.710% | A2           | A+         |
| GOLDMAN SACHS BK USA           | 38151LAG5 | 05/21/24        | 05/21/27 | \$ 120,000           | \$ 121,136           | \$ 120,000           | 5.410% | A1           | A+         |
| INTEL CORP                     | 458140BY5 | 08/12/22        | 08/05/27 | \$ 170,000           | \$ 166,473           | \$ 170,206           | 3.720% | BAA1         | BBB        |
| CATERPILLAR FINL SVCS          | 14913R3A3 | 07/31/24        | 08/12/27 | \$ 2,000,000         | \$ 1,971,280         | \$ 1,951,300         | 4.460% | A2           | A          |
| WALMART INC                    | 931142EX7 | 09/14/22        | 09/09/27 | \$ 165,000           | \$ 164,541           | \$ 165,267           | 3.910% | AA2          | AA         |
| BP CAP MKTS AMER INC           | 10373QBY5 | 05/17/24        | 11/17/27 | \$ 110,000           | \$ 111,788           | \$ 110,000           | 5.020% | A1           | A-         |
| BRISTOL MYERS SQUIBB CO        | 110122DE5 | 03/15/23        | 02/20/28 | \$ 175,000           | \$ 173,397           | \$ 170,044           | 4.550% | A2           | A          |
| WALMART INC                    | 931142FB4 | 04/18/23        | 04/15/28 | \$ 75,000            | \$ 74,681            | \$ 74,862            | 3.940% | AA2          | AA         |
| LOCKHEED MARTIN CORP           | 539830BZ1 | 05/25/23        | 05/15/28 | \$ 15,000            | \$ 65,303            | \$ 14,973            | 4.490% | A2           | A-         |
| LOCKHEED MARTIN CORP           | 539830BZ1 | 06/06/23        | 05/15/28 | \$ 50,000            | See above            | \$ 49,820            | 4.530% | A2           | A-         |
| META PLATFORMS INC             | 30303M8L9 | 06/05/23        | 05/15/28 | \$ 105,000           | \$ 106,266           | \$ 105,158           | 4.560% | AA3          | AA-        |
| MERCK CO INC                   | 58933YBH7 | 05/17/23        | 05/17/28 | \$ 65,000            | \$ 64,809            | \$ 64,947            | 4.070% | AA3          | A+         |
| AMERICAN HONDA FIN CORP        | 02665WEM9 | 07/07/23        | 07/07/28 | \$ 85,000            | \$ 86,430            | \$ 84,963            | 5.140% | A3           | A-         |
| JOHN DEERE CAPITAL CORPORATION | 24422EXB0 | 07/14/23        | 07/14/28 | \$ 25,000            | \$ 25,506            | \$ 24,963            | 4.980% | A1           | A          |
| PACCAR FINANCIAL CORP          | 69371RS64 | 08/10/23        | 08/10/28 | \$ 105,000           | \$ 106,986           | \$ 104,834           | 4.990% | A1           | A+         |
| TOYOTA MTR CR CORP             | 89236TLB9 | 09/11/23        | 09/11/28 | \$ 75,000            | \$ 76,971            | \$ 74,870            | 5.290% | A1           | A+         |
| ANALOG DEVICES INC             | 032654AU9 | 11/01/23        | 10/01/28 | \$ 160,000           | \$ 146,294           | \$ 134,230           | 5.480% | A2           | A-         |
| AIR PRODUCTS AND CHEMICALS INC | 009158BH8 | 02/08/24        | 02/08/29 | \$ 145,000           | \$ 146,177           | \$ 144,807           | 4.630% | A2           | A          |
| TEXAS INSTRS INC               | 882508CG7 | 02/08/24        | 02/08/29 | \$ 130,000           | \$ 131,390           | \$ 129,862           | 4.620% | AA3          | A+         |
| CISCO SYS INC                  | 17275RBR2 | 02/26/24        | 02/26/29 | \$ 115,000           | \$ 117,053           | \$ 114,960           | 4.860% | A1           | AA-        |
| BLACKROCK FUNDING              | 09290DAA9 | 03/14/24        | 03/14/29 | \$ 15,000            | \$ 218,285           | \$ 14,973            | 4.740% | AA3          | AA-        |
| BLACKROCK FUNDING              | 09290DAA9 | 03/14/24        | 03/14/29 | \$ 200,000           | See above            | \$ 200,494           | 4.640% | AA3          | AA-        |
| ADOBE INC SR GLBL              | 00724PAF6 | 04/04/24        | 04/04/29 | \$ 80,000            | \$ 81,297            | \$ 79,881            | 4.830% | A1           | A+         |
| JOHN DEERE CAPITAL CORP        | 24422EUY3 | 07/31/24        | 07/18/29 | \$ 3,000,000         | \$ 2,814,270         | \$ 2,775,300         | 4.500% | A1           | A          |
| PEPSICO INC                    | 713448EL8 | 07/31/24        | 07/29/29 | \$ 2,000,000         | \$ 1,867,920         | \$ 1,847,400         | 4.340% | A1           | A+         |
| <b>Corporate Bond/Note</b>     |           |                 |          | <b>\$ 12,255,000</b> | <b>\$ 11,152,819</b> | <b>\$ 11,736,405</b> |        |              |            |

| Security Description           | CUSIP Id  | Settlement Date | Maturity | Par Value  | Market Value | Book Value | YTM    | Moody Rating | S&P Rating |
|--------------------------------|-----------|-----------------|----------|------------|--------------|------------|--------|--------------|------------|
| F H L M C MULTICLASS MTG PARTN | 3137BJP64 | 08/08/22        | 03/25/25 | \$ 217,663 | N/A          | \$ 80,241  | 3.510% | N/A          | N/A        |
| F H L M C MULTICLASS MTG PARTN | 3137FJXQ7 | 08/15/23        | 08/25/25 | \$ 193,735 | \$ 192,791   | \$ 188,366 | 5.240% | N/A          | N/A        |
| F H L M C MULTICLASS MTG PARTN | 3137BNGT5 | 04/14/23        | 01/25/26 | \$ 188,293 | \$ 185,738   | \$ 180,497 | 4.370% | N/A          | N/A        |
| F H L M C MULTICLASS MTG PARTN | 3137FLN34 | 08/16/23        | 02/25/26 | \$ 217,228 | \$ 215,173   | \$ 207,826 | 5.080% | N/A          | AAA        |
| F H L M C MULTICLASS MTG PARTN | 3137FMU67 | 08/16/23        | 05/25/26 | \$ 292,815 | \$ 288,212   | \$ 276,711 | 5.040% | N/A          | N/A        |
| BMW VEH OWNER TR               | 05602RAD3 | 05/18/22        | 08/25/26 | \$ 12,036  | \$ 11,998    | \$ 12,036  | 3.210% | AAA          | AAA        |
| F H L M C MULTICLASS MTG PARTN | 3137BSP72 | 04/17/23        | 08/25/26 | \$ 200,000 | \$ 195,500   | \$ 190,898 | 4.140% | N/A          | N/A        |
| HYUNDAI AUTO REC TR            | 448977AD0 | 03/16/22        | 10/15/26 | \$ 21,055  | \$ 20,963    | \$ 21,055  | 2.220% | N/A          | AAA        |
| GM FIN CONS AUTO REC           | 380146AC4 | 01/19/22        | 11/16/26 | \$ 7,345   | \$ 7,306     | \$ 7,344   | 1.260% | N/A          | AAA        |
| F H L M C MULTICLASS MTG PARTN | 3137BTUM1 | 05/24/23        | 11/25/26 | \$ 145,330 | \$ 142,850   | \$ 140,856 | 4.310% | N/A          | N/A        |
| F H L M C MULTICLASS MTG PARTN | 3137BVZ82 | 05/24/23        | 01/25/27 | \$ 215,000 | \$ 211,840   | \$ 208,491 | 4.340% | N/A          | N/A        |
| DAIMLER TRUCKS RETAIL          | 233868AC2 | 09/27/23        | 03/15/27 | \$ 118,168 | \$ 118,991   | \$ 118,166 | 5.900% | AAA          | N/A        |
| F H L M C MULTICLASS MTG PARTN | 3137BXQY1 | 08/18/23        | 03/25/27 | \$ 235,000 | \$ 230,575   | \$ 221,671 | 4.980% | N/A          | AAA        |
| CARMAX AUTO OWNER TRUST        | 14318MAD1 | 07/20/22        | 04/15/27 | \$ 72,481  | \$ 72,293    | \$ 72,479  | 3.970% | N/A          | AAA        |
| F H L M C MULTICLASS MTG PARTN | 3137F1G44 | 06/13/23        | 04/25/27 | \$ 225,000 | \$ 220,619   | \$ 215,604 | 4.440% | N/A          | N/A        |
| DISCOVER CARD EXE              | 254683CS2 | 05/26/22        | 05/17/27 | \$ 170,000 | \$ 169,716   | \$ 169,986 | 3.320% | AAA          | N/A        |
| AMERICAN EXPRESS CREDIT        | 02582JIT8 | 05/24/22        | 05/17/27 | \$ 195,000 | \$ 194,694   | \$ 194,957 | 3.390% | N/A          | AAA        |
| DISCOVER CARD EXE              | 254683CW3 | 08/09/22        | 07/15/27 | \$ 125,000 | \$ 124,598   | \$ 124,984 | 3.560% | AAA          | AAA        |
| MERCEDES BENZ AUTO             | 58768PAC8 | 11/22/22        | 08/16/27 | \$ 100,990 | \$ 101,285   | \$ 100,970 | 5.210% | AAA          | AAA        |
| HARLEY DAVIDSON MOTORCYCLE     | 41285JAD0 | 02/23/23        | 12/15/27 | \$ 53,572  | \$ 53,721    | \$ 53,566  | 5.050% | AAA          | N/A        |
| FORD CR AUTO OWNER TR          | 344928AD8 | 03/31/23        | 02/15/28 | \$ 68,333  | \$ 68,429    | \$ 68,326  | 4.650% | N/A          | AAA        |
| HONDA AUTO RECEIVABLES OWNER   | 43815QAC1 | 08/22/23        | 02/18/28 | \$ 140,000 | \$ 141,142   | \$ 139,971 | 5.420% | N/A          | AAA        |
| BMW VEH OWNER TR 2023 A        | 05592XAD2 | 07/18/23        | 02/25/28 | \$ 56,636  | \$ 57,010    | \$ 56,626  | 5.470% | N/A          | AAA        |
| NISSAN AUTO LEASE TRUST        | 65480MAD5 | 10/25/23        | 03/15/28 | \$ 45,000  | \$ 45,498    | \$ 44,991  | 5.940% | AAA          | N/A        |
| HYUNDAI AUTO RECEIVABLES TR    | 44933XAD9 | 07/19/23        | 04/17/28 | \$ 70,000  | \$ 70,559    | \$ 69,997  | 5.480% | N/A          | AAA        |
| BANK OF AMERICA CREDIT CARD TR | 05522RDF2 | 06/02/23        | 04/17/28 | \$ 215,000 | \$ 215,634   | \$ 216,016 | 4.890% | AAA          | AAA        |
| ALLY AUTO RECV TR              | 02007WAC2 | 07/19/23        | 05/15/28 | \$ 120,000 | \$ 120,935   | \$ 119,980 | 5.460% | AAA          | N/A        |
| FORD CR AUTO OWNER TR          | 344930AD4 | 06/26/23        | 05/15/28 | \$ 65,000  | \$ 65,500    | \$ 64,999  | 5.230% | N/A          | AAA        |
| CAPITAL ONE MULTI ASSET        | 14041NGD7 | 05/24/23        | 05/15/28 | \$ 210,000 | \$ 210,082   | \$ 209,952 | 4.430% | N/A          | AAA        |
| BANK OF AMERICA CREDIT CARD    | 05522RDG0 | 06/16/23        | 05/15/28 | \$ 75,000  | \$ 75,338    | \$ 74,983  | 4.790% | N/A          | AAA        |
| F H L M C MULTICLASS MTG PARTN | 3137H14B9 | 08/15/23        | 05/25/28 | \$ 245,000 | \$ 227,389   | \$ 214,432 | 4.730% | N/A          | N/A        |

| Security Description                                               | CUSIP Id  | Settlement Date | Maturity | Par Value            | Market Value         | Book Value           | YTM    | Moody Rating | S&P Rating |
|--------------------------------------------------------------------|-----------|-----------------|----------|----------------------|----------------------|----------------------|--------|--------------|------------|
| DISCOVER CARD EXE                                                  | 254683CZ6 | 06/28/23        | 06/15/28 | \$ 105,000           | \$ 105,731           | \$ 104,986           | 4.930% | AAA          | AAA        |
| GM FINL CON AUT RECV TR                                            | 36267KAD9 | 07/19/23        | 06/16/28 | \$ 70,000            | \$ 70,549            | \$ 69,997            | 5.450% | AAA          | AAA        |
| F H L M C MULTICLASS MTG PARTN                                     | 3137HAD45 | 07/27/23        | 06/25/28 | \$ 177,661           | \$ 178,814           | \$ 177,656           | 4.780% | N/A          | N/A        |
| F H L M C MULTICLASS MTG PARTN                                     | 3137HACX2 | 07/20/23        | 06/25/28 | \$ 220,000           | \$ 223,128           | \$ 222,197           | 4.590% | N/A          | N/A        |
| F N M A GTD R E M I C PASS THRU                                    | 3136BQDE6 | 07/31/23        | 07/25/28 | \$ 214,921           | \$ 213,681           | \$ 211,278           | 4.580% | N/A          | N/A        |
| FIFTH THIRD AUTO                                                   | 31680EAD3 | 08/23/23        | 08/15/28 | \$ 155,000           | \$ 156,364           | \$ 154,990           | 5.530% | AAA          | AAA        |
| F H L M C MULTICLASS MTG PARTN                                     | 3137HAMH6 | 09/14/23        | 08/25/28 | \$ 225,000           | \$ 227,212           | \$ 221,672           | 4.990% | N/A          | N/A        |
| F H L M C MULTICLASS MTG PARTN                                     | 3137HAQ74 | 10/19/23        | 08/25/28 | \$ 215,000           | \$ 217,715           | \$ 210,284           | 5.260% | N/A          | N/A        |
| F H L M C MULTICLASS MTG PARTN                                     | 3137HAMN3 | 09/28/23        | 08/25/28 | \$ 107,270           | \$ 109,307           | \$ 107,270           | 5.270% | N/A          | N/A        |
| CHASE ISSUANCE TRUST                                               | 161571HT4 | 09/15/23        | 09/15/28 | \$ 175,000           | \$ 176,983           | \$ 174,951           | 5.170% | N/R          | AAA        |
| F H L M C MULTICLASS MTG PARTN                                     | 3137HAST4 | 10/31/23        | 09/25/28 | \$ 160,000           | \$ 162,566           | \$ 154,899           | 5.600% | N/A          | N/A        |
| F H L M C MULTICLASS MTG PARTN                                     | 3137HAMS2 | 09/28/23        | 09/25/28 | \$ 200,000           | \$ 202,920           | \$ 197,609           | 5.070% | N/A          | N/A        |
| F H L M C MULTICLASS MTG PARTN                                     | 3137HB3D4 | 11/21/23        | 10/25/28 | \$ 80,000            | \$ 81,821            | \$ 79,769            | 5.140% | N/A          | N/A        |
| CHASE ISSUE TR                                                     | 161571HV9 | 01/31/24        | 01/16/29 | \$ 185,000           | \$ 186,051           | \$ 184,972           | 4.610% | N/R          | AAA        |
| WELLS FARGO CARD ISSUANCE TRUST                                    | 92970QAA3 | 03/01/24        | 02/15/29 | \$ 200,000           | \$ 202,410           | \$ 199,946           | 4.950% | AAA          | AAA        |
| AMERICAN EXP CR                                                    | 02582JKH2 | 04/23/24        | 04/16/29 | \$ 135,000           | \$ 137,500           | \$ 134,972           | 5.230% | N/A          | AAA        |
| <b>ASSET BACKED/MORTGAGE BACKED SECURITIES</b>                     |           |                 |          | <b>\$ 6,940,533</b>  | <b>\$ 6,709,132</b>  | <b>\$ 6,674,427</b>  |        |              |            |
|                                                                    |           |                 |          |                      |                      |                      |        |              |            |
| INTERNATIONAL FINANCE CORP                                         | 45950KDF4 | 12/06/23        | 01/15/27 | \$ 100,000           | \$ 100,805           | \$ 99,674            | 4.490% | AAA          | AAA        |
| NATIONAL AUSTRALIA BK                                              | 63253QAE4 | 06/13/23        | 06/13/28 | \$ 250,000           | \$ 254,050           | \$ 249,573           | 4.940% | AA2          | AA-        |
| <b>SENIOR UNSECURED UNSUBORDINATE OBLIGATIONS (SUPRANATIONALS)</b> |           |                 |          | <b>\$ 350,000</b>    | <b>\$ 354,855</b>    | <b>\$ 349,247</b>    |        |              |            |
|                                                                    |           |                 |          |                      |                      |                      |        |              |            |
| NORTH DAKOTA ST HSG FIN AGY TAXABLE                                | 658909H33 | 08/07/24        | 07/01/27 | \$ 180,000           | \$ 176,683           | \$ 176,540           | 4.090% | AA1          | N/A        |
| CALIFORNIA ST UNIV REV TAXABLE                                     | 13077DTD4 | 08/09/23        | 11/01/27 | \$ 95,000            | \$ 95,994            | \$ 95,000            | 4.590% | AA2          | AA-        |
| CONNECTICUT ST TAXABLE GO BDS 2023 A                               | 20772KTK5 | 06/22/23        | 05/15/28 | \$ 50,000            | \$ 50,429            | \$ 50,000            | 4.510% | AA3          | AA-        |
| OKLAHOMA ST CAPITOL IMPT AUTH REV                                  | 67908PBG0 | 07/31/24        | 07/01/28 | \$ 1,265,000         | \$ 1,176,146         | \$ 1,158,234         | 4.310% | N/A          | AA         |
| RANCHO ADOBE FIRE PROTN DIST CA                                    | 752096AG2 | 08/05/24        | 08/01/28 | \$ 270,000           | \$ 248,732           | \$ 247,064           | 4.300% | N/A          | AA         |
| Upper Santa Clara Vy Jt Pwrs Auth - 916544EX3 Ca                   | 916544EX3 | 10/01/24        | 08/01/28 | \$ 270,000           | \$ 247,088           | \$ 248,859           | 3.744% | N/A          | AA+        |
| ANAHEIM CA PUB FING AUTH LEASE                                     | 03255LJF7 | 08/14/24        | 07/01/29 | \$ 280,000           | \$ 252,174           | \$ 249,959           | 4.326% | A1           | AA         |
| California ST Taxable Various - 13063D3Q9Purp Go                   | 13063D3Q9 | 03/20/25        | 03/01/30 | \$ 940,000           | \$ 1,009,814         | \$ 1,011,440         | 4.278% | AA2          | AA-        |
| <b>MUNICIPAL BOND/NOTE</b>                                         |           |                 |          | <b>\$ 3,350,000</b>  | <b>\$ 3,257,059</b>  | <b>\$ 3,237,096</b>  |        |              |            |
| <b>Custodial Account Subtotals</b>                                 |           |                 |          | <b>\$ 35,352,968</b> | <b>\$ 33,255,994</b> | <b>\$ 34,138,053</b> |        |              |            |

## ECONOMIC SUMMARY

The economic market summary for Q1 2025 shows the unemployment rate increased to 4.2% from 4.1% in Q4 2024, while GDP growth has slowed significantly to 1.0% from 2.4% in Q4 due to mounting tariff-related price pressures. The Federal Reserve maintained the federal funds rate at a range of 4.25% to 4.5% as it continues to monitor inflation developments, and Treasury yields declined with the 5-year yield at 3.96% and the 2-year yield at 3.89%, reflecting market uncertainty and shifting growth expectations.

### ECONOMIC MARKET UPDATE:

**UNEMPLOYMENT:** The unemployment rate increased to 4.2%, moving up from Q4 levels as the labor market adjusts to policy changes.

- **Q1 2025:** 4.2% ([Bureau of Labor Statistics](#))
- **Q4 2024:** 4.1% ([Bureau of Labor Statistics](#))

**GROSS DOMESTIC PRODUCT (GDP):** GDP decreases to an annualized rate of 1.0%, from 2.4% (revised) in Q4 2024. This sizable hit to growth is due to overwhelming tariff price pressures.

- **Q1 2025:** 1.0% annualized growth ([The Conference Boards](#))
- **Q4 2024:** 2.4% annualized growth ([US Bureau of Economic Analysis](#), revised)

**FEDERAL FUNDS EFFECTIVE RATE:** The Federal Reserve Board of Governors remains attentive to the economic outlook. The Committee opted to maintain the target range for the federal funds rate of 4.25% to 4.5%.

- **Q1 2025:** Federal funds rate maintained at a range of 4.25% to 4.5% ([Federal Reserve, FOMC Statement](#))
- **Q4 2024:** Federal funds rate reduced to a range of 4.25% to 4.5% ([Federal Reserve, FOMC Statement](#))

**TREASURY YIELDS:** Treasury yields declined, with the 5-year yield moving to 3.96% and the 2-year yield to 3.89%. Uncertainty is a contributing factor in recent rate decreases.

- **Q1 2025:** 5-year Treasury yield at 3.96%, 2-year Treasury yield at 3.89% ([U.S. Department of the Treasury](#))
- **Q4 2024:** 5-year Treasury yield at 4.38%, 2-year Treasury yield at 4.25% ([U.S. Department of the Treasury](#))

## **MOST RECENT FEDERAL OPEN MARKET COMMITTEE (FOMC) MEETING SUMMARY: ([Federal Reserve](#))**

At the March 19, 2025 meeting, the FOMC voted to maintain the target range for the federal funds rate to a range of 4.25% to 4.5%.

*“Recent indicators suggest that economic activity has continued to expand at a solid pace. The unemployment rate has stabilized at a low level in recent months, and labor market conditions remain solid. Inflation remains somewhat elevated. The Committee seeks to achieve maximum employment and inflation at the rate of 2 percent over the longer run. Uncertainty around the economic outlook has increased. The Committee is attentive to the risks to both sides of its dual mandate.*

*In support of its goals, the Committee decided to maintain the target range for the federal funds rate at 4-1/4 to 4-1/2 percent. In considering the extent and timing of additional adjustments to the target range for the federal funds rate, the Committee will carefully assess incoming data, the evolving outlook, and the balance of risks. The Committee will continue reducing its holdings of Treasury securities and agency debt and agency mortgage-backed securities. Beginning in April, the Committee will slow the pace of decline of its securities holdings by reducing the monthly redemption cap on Treasury securities from \$25 billion to \$5 billion. The Committee will maintain the monthly redemption cap on agency debt and agency mortgage-backed securities at \$35 billion. The Committee is strongly committed to supporting maximum employment and returning inflation to its 2 percent objective.*

*In assessing the appropriate stance of monetary policy, the Committee will continue to monitor the implications of incoming information for the economic outlook. The Committee would be prepared to adjust the stance of monetary policy as appropriate if risks emerge that could impede the attainment of the Committee's goals. The Committee's assessments will take into account a wide range of information, including readings on labor market conditions, inflation pressures and inflation expectations, and financial and international developments.*

*Voting for the monetary policy action were Jerome H. Powell, Chair; John C. Williams, Vice Chair; Michael S. Barr; Michelle W. Bowman; Susan M. Collins; Lisa D. Cook; Austan D. Goolsbee; Philip N. Jefferson; Adriana D. Kugler; Alberto G. Musalem; and Jeffrey R. Schmid. Voting against this action was Christopher J. Waller, who supported no change for the federal funds target range but preferred to continue the current pace of decline in securities holdings.”*

## COMPLIANCE

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This statement serves to confirm that during the reporting period for the quarter ended March 31, 2025, the investment account(s) managed by Optimized Investment Partners, LLC for Suisun City, as outlined in the City's Investment Policy, are in full compliance with the relevant state laws, regulations, and standards governing public investments.

In adherence to the City's Investment Policy, we have undertaken the following measures to ensure compliance:

1. **Investment Eligibility:** All investments made are in accordance with the eligible securities as specified in the Investment Policy, including but not limited to U.S. Government securities, local agency bonds, and high-quality commercial paper.
2. **Credit Risk and Diversification:** Investments are diversified to minimize credit risk, with an emphasis on maintaining high credit quality and adhering to the credit ratings and issuer limits outlined in the policy.
3. **Liquidity and Maturity:** We have maintained appropriate levels of liquidity to meet the City's short-term financial needs while adhering to the maturity limits set forth in the policy.
4. **Internal Controls:** Robust internal controls are in place to safeguard public funds, ensure accurate reporting, and prevent any potential misuse or fraud.
5. **Performance Reporting:** Regular performance reports are provided to the City Council and relevant stakeholders to ensure transparency and accountability in the management of the City's investment portfolio.
6. **Ethics and Conflict of Interest:** All investment activities are conducted in compliance with ethical standards and conflict of interest regulations to maintain integrity and public trust.

This statement confirms our commitment to adhering to the principles and guidelines established in the City's Investment Policy and reflects our ongoing efforts to manage the City's investments prudently and effectively.

## DISCLOSURES

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**Optimized Investment Partners, LLC (OIP)** is an investment advisor registered with the U.S. Securities and Exchange Commission. The information provided herein is based on sources believed to be reliable, but OIP cannot guarantee its accuracy, completeness, or suitability. The views expressed are those of OIP at the time of distribution and are subject to change. This material does not constitute an offer to buy or sell any securities.

**Investment Risk Disclosures:** Investments managed by OIP are not FDIC insured, (except for certificates of deposit) and there is no bank guarantee. Investments may lose value. Past performance is not indicative of future results. Economic factors, market conditions, and changes in investment strategies can materially alter performance outcomes. Fixed income investments are subject to interest, credit, and market risks. Interest rate risk, credit risk, and market risk may affect investment values, particularly in periods of rising interest rates.

**Performance and Reporting:** Performance results are presented gross of advisory fees and include the reinvestment of dividends. The deduction of advisory fees will lower performance results. Historical performance of investment indices, including those referenced in this report, does not reflect transaction and custodial charges or investment management fees.

**Valuation and Pricing:** Prices are provided by US Bank, an independent resource.

**Legal and Advisory Note:** This report is for informational purposes only and should not be considered as specific investment or legal advice. The content may become outdated or superseded without notice. Opinions and views expressed are based on current market conditions and are subject to change. This report does not constitute an offer or solicitation regarding any securities or investment strategy.

## GLOSSARY OF TERMS

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**Accrued Interest:** Interest earned but not yet received.

**Active Deposits:** Funds that are immediately required for disbursement.

**Amortization:** An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period of time.

**Asked Price:** The price a broker dealer offers to sell securities.

**Basis Point:** One basis point is one hundredth of one percent (0.01%).

**Bid Price:** The price a broker/dealer offers to purchase securities.

**Book Entry Securities:** Securities that are recorded in a customer's account without physical certificates. Transactions are recorded electronically, reducing costs and risks of handling.

**Book Value:** The value at which a debt security is shown on the holder's balance sheet, calculated as acquisition cost less amortization of premium or accretion of discount.

**Bond:** A financial obligation where the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

**Bond Swap:** Selling one bond issue and buying another to achieve benefits like tax-deductible losses, increased yields, or improved portfolio quality.

**Bullet Bond:** A debt obligation that cannot be called or repaid before its scheduled maturity date.

**Callable Bond:** A debt obligation where the issuer has the option to call the bond or repay it early.

**Certificate of Deposit:** A deposit insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC) at a set rate for a specified period of time.

**Collateral:** Securities, evidence of deposit, or pledges used to secure repayment of a loan, or securities pledged by a bank to secure public money deposits.

**Constant Maturity Treasury (CMT):** An average yield of a specific Treasury maturity sector for a given time frame, used as a market index for reference.

**Credit Analysis:** A review and appraisal of the economic and financial conditions or the ability to meet debt obligations.

**Custody:** A banking service that provides safekeeping for securities in a customer's investment portfolio and handles related transactions.

**Delivery vs. Payment (DVP):** The simultaneous exchange of money for securities.

**Discount:** The difference between the cost of a security and its value at maturity when quoted at a lower than face value.

**Diversification:** The practice of spreading investment funds among a variety of securities to reduce risk.

**Duration:** The weighted average maturity of a bond's cash flow stream, representing the time at which an investor has received half of the original investment in present value terms.

**Fannie Mae:** Trade name for the Federal National Mortgage Association (FNMA), a U.S. government-sponsored corporation.

**Federal Deposit Insurance Corporation (FDIC):** Insurance provided to customers of a subscribing bank, guaranteeing deposits up to a set limit (currently \$250,000) per account.

**Federal Reserve System:** The central bank of the U.S., consisting of a seven-member Board of Governors, 12 regional banks, and approximately 8,000 commercial banks.

**Fed Wire:** A wire transmission service established by the Federal Reserve Bank for transferring funds through debits and credits between participants.

**Freddie Mac:** Trade name for the Federal Home Loan Mortgage Corporation (FHLMC), a U.S. government-sponsored corporation.

**Investment Agreements:** Agreements with financial institutions to borrow public funds with terms concerning collateral, liquidity, and interest rates.

**Interest Rate:** The annual yield earned on an investment, expressed as a percentage.

**Internal Controls:** Procedures and practices designed to protect assets from loss, theft, fraud, or misuse and ensure accurate financial reporting.

**Joint Powers Authority Pool:** Shares of beneficial interest issued by a joint powers authority that invests in securities and obligations in compliance with California codes.

**Liquidity:** The ability to rapidly convert an investment into cash.

**Market Value:** The price at which a security is trading and could be bought or sold.

**Maturity:** The date upon which the principal or stated value of an investment becomes due and payable.

**Nationally Recognized Statistical Rating Organizations (NRSRO):** Agencies that assess the creditworthiness of an entity or specific security, typically referring to Standard and Poor's, Fitch Ratings, or Moody's.

**Non-callable Bond:** Also known as a Bullet Bond; a debt obligation where the bond issuer does not have the option to call the bond before its scheduled maturity date.

**Par Value:** The face value or principal amount of a bond or other security.

**Perfected Delivery:** Refers to an investment where the actual security or collateral is held by an independent third party representing the purchasing entity.

**Portfolio:** A collection of securities held by an investor.

**Rate of Return:** The yield obtainable on a security based on its purchase price or current market price, including amortized yield to maturity or current income return.

**Repurchase Agreement (REPO):** A transaction where the seller agrees to buy back securities from the buyer at an agreed-upon price after a stated period.

**Reverse Repurchase Agreement (REVERSE REPO):** A transaction where the buyer agrees to sell securities to the seller and buy them back at a future date.

**Risk:** The degree of uncertainty of return on an asset.

**Safekeeping:** The custody service provided for the individual securities in a customer's investment portfolio.

**Settlement Date:** The date on which a trade is cleared by delivery of securities against funds.

**Time Deposit:** An interest-paying deposit that requires the money to remain in the account for a specific length of time, such as a certificate of deposit.

**Treasury Obligations:** Debt obligations of the U.S. Government sold by the Treasury Department, including bills, notes, and bonds.

**U.S. Government Agencies:** Instruments issued by various U.S. government agencies, secured by the creditworthiness of the specific agency.

**Yield:** The rate of annual income return on an investment, expressed as a percentage.

**Yield to Maturity:** The rate of income return on an investment, considering any premium or discount, spread over the period from the date of purchase to maturity.



## FINANCE DEPARTMENT

DATE: April 21, 2025

TO: Honorable Mayor and City Council

VIA: Bret Prebula, City Manager

FROM: Lakhwinder Deol, Finance Director

SUBJECT: **INVESTMENT REPORT FOR THE QUARTER ENDED  
MARCH 31, 2025**

Attached for your information is the quarterly report of investments as of March 31, 2025.

The total cash and investment portfolio book value (cost) held by the City as of March 31, 2025 was \$43,092,099.

The cash and investments held by the City include the following components: Managed Investment Portfolio (\$32,832,944), State of CA Local Agency Investment Fund (\$6,054), California Asset Management Program (CAMP) Pooled Investment Fund (\$7,520,323), Cash/Time Deposits (\$2,530,673), and accrued interest on investments (\$202,104). *Earned interest is the interest earned on investments over a specific time period, accrued interest is the interest that an investment has earned, but hasn't yet been received, and paid interest is the interest that has already been received as payment.*

Cash and investments held by the City and the trustees continue to be invested in accordance with the Government Code and the Council Investment Policy.

During the quarter, five investments matured: one Federal Agency Bond in the amount of \$100,000, two U.S. Treasury Notes in the amount of \$435,000, one Corporate Bond/Note in the amount of \$160,000 and one Asset Backed/Mortgage-Backed Security in the amount of \$217,663. Four Corporate

Bonds/Notes were called in the amount of \$555,000. One Federal Agency Bond was purchased in the amount of \$558,432 & one Municipal Bond/Note was purchased in the amount of \$1,011,440.

Two-year Treasuries yielding 4.25% at the beginning of the quarter ended lower at the end of the quarter at 3.89%, which was a decrease of 36 basis points for the quarter.

As of March 31, 2025, the Weighted Yield to Maturity on the Managed Investment Portfolio was 4.36%.

At the end of this quarter, the Weighted Average Maturity of the Managed Investment Portfolio was 2.63 years.

The Federal Open Market Committee (FOMC) meets approximately every six weeks and determines the level of the Federal Funds Rate. **At the March 19th meeting, the FOMC voted to maintain the target range for the federal funds rate at 4¼ to 4½ percent.**

Finance staff hired Optimized Investment Partners in May 2024 to help improve the investment returns for the city and to ensure compliance with California Government Code by ensuring safety of principal and sufficient liquidity for operations. Ongoing portfolio management activity will continue to be performed in partnership with Optimized Investment Partners, the City Manager, the Finance Director and the Finance Manager.

Considering the projected timing of cash receipts and disbursements and the structure of the Pooled Investment Portfolio, the City will be able to comfortably meet overall cash flow needs over the next six months.

If you have any questions, please feel free to contact me at (707) 421-7300.

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## **AGENDA TRANSMITTAL**

**MEETING DATE:** May 6, 2025

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**AGENDA ITEM:** City Council/Successor Agency/Housing Authority Approval of the Minutes of the Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on April 15, 2025 and April 29, 2025; and approval of the Minutes of the Joint Suisun City Council and General Tax and Oversight Committee (Measure S) held on April 29, 2025.

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**FISCAL IMPACT:** None.

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**STRATEGIC PLAN:** Provide Good Governance.

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

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**STAFF REPORT:** The minutes of the meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on April 15, 2025 and April 29, 2025; and the minutes of the Joint Suisun City Council and General Tax and Oversight Committee (Measure S) held on April 29, 2025, are submitted for your approval.

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**STAFF RECOMMENDATION:** City Council/Successor Agency/Housing Authority approval of the minutes of the meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on April 15, 2025 and April 29, 2025 and the minutes of the Joint Suisun City Council and General Tax Oversight Committee (Measure S).

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**DOCUMENTS ATTACHED:**

1. Minutes - April 15, 2025, Regular Meeting of the City Council-Successor Agency-Housing Authority
  2. Minutes - April 29, 2025, Regular Meeting of the City Council-Successor Agency-Housing Authority
  3. Minutes - April 29, 2025, Joint Meeting of the City Council-Successor Agency-Housing Authority and General Tax Oversight Committee (Measure S)
- 

**PREPARED BY:**

Anita Skinner, City Clerk

**REVIEWED BY:**

Bret Prebula, City Manager

**APPROVED BY:**

Bret Prebula, City Manager

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**ATTACHMENTS:**

1. [2025 04 15 sa ha 500 Minutes.docx](#)
2. [2025 04 29 cc sa ha 600 Minutes.docx](#)

3. 2025 04 29 Joint CC and Measure S 600 Minutes.docx

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CITY COUNCIL  
Alma Hernandez, Mayor Jenalee  
Dawson, Mayor Pro Tem Amit Pal,  
Councilmember Parise Shepherd,  
Councilmember Princess Washington,  
Councilmember



CITY COUNCIL MEETING

**MINUTES**  
**REGULAR MEETING OF THE SUISUN CITY COUNCIL,**  
**SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE**  
**REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,**  
**AND SUISUN CITY HOUSING AUTHORITY**  
**TUESDAY, APRIL 15, 2025**  
**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:** 816 2178 5326

**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. – 818)

(Next City Council Res. No. 2025 – 24)

Next Suisun City Council Acting as Successor Agency Res. No. SA2025 - 02)

(Next Housing Authority Res. No. HA2025 – 03)

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

**CALL TO ORDER**

Mayor Hernandez called the meeting to order at 5:01pm.

**ROLL CALL**

PRESENT: Dawson, Hernandez, Pal, Shepherd

ABSENT: Washington

**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 NONE**

*(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:

1. **CONFERENCE WITH LABOR NEGOTIATOR**

A Closed Session will be held, Pursuant to Government Code Section 54957.6, to Conduct Labor Negotiations among:

Agency Negotiator: City Manager, Bret Prebula

Employee Organization:

SCEA (Suisun City Employees' Association); SCPOA

(Suisun City Police Officers Association); SCPFA (Suisun

City Professional Firefighters' Association);

SCMPEA (Suisun City Management and Professional Employees' Association); Unrepresented Employees;

Temporary/Part-Time Employees.

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

Council entered into closed session at 5:03pm.

Councilmember Washington arrived at 5:15 pm

### **6:30 RECONVENE OPEN SESSION**

Closed Session ended at 5:56pm.

### **CALL TO ORDER**

Mayor Hernandez called the meeting to order at 6:36pm.

### **ROLL CALL**

PRESENT: Dawson, Hernandez, Pal, Shepherd, Washington

ABSENT: None

### **PLEDGE OF ALLEGIANCE**

Council Member Pal led the Pledge.

### **INVOCATION**

Given by Clerk Skinner.

### **CLOSED SESSION REPORT**

Announcement of Actions Taken, if any in Closed Session.

### **APPROVAL OF REORDERING OF AGENDA**

Mayor Hernandez reordered agenda to the following order: Items 2, 3, 4, 13, 15, 16, 16, Public Comment, with Item #5 being moved to April 29 agenda. Motion by Vice Mayor Dawson to approved and seconded by Council Member Shepherd. Motion passed unanimously.

## **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.)*

None

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

2. City Manager Update - (Prebula: [bprebula@suisun.com](mailto:bprebula@suisun.com)). None
3. City Attorney Report - (Enright).

Mr. Enright stated that Council Member Washington is experiencing eye issues and will be stepping down from the dais throughout the meeting.

## **PRESENTATIONS/APPOINTMENTS**

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

4. Proclamation Proclaiming the Month of April 2025 to be "Autism Acceptance Month" - (Hernandez: [ahernandez@suisun.com](mailto:ahernandez@suisun.com)).

Mayor Hernandez read proclamation and presented by Vice Mayor Hernandez.

Debbie Davis, Special Care Services spoke on the programs and thanked the council.

Alexis, co founder of Found It encouraged city to consider members of Found It for employment.

ITEM #5 moved to April 29<sup>th</sup> agenda

5. Approving Appointments to the Environment and Climate Committee - (seven appointments for two-year terms, expiring March 31 of every odd-numbered year.) - (Hernandez: [ahernandez@suisun.com](mailto:ahernandez@suisun.com)).
13. Council Adoption of Resolution No. 2025-24: Authorizing the City Manager to Execute a Renewal Agreement with Rep'd for Video Messaging and Community Engagement Services - (Prebula: [bprebula@suisun.com](mailto:bprebula@suisun.com)).

Mark Freis, REP'D presented the report.

## **PUBLIC COMMENT**

Chuck Phillips spoke about trust.

**Motion by Council Member Pal to approve Item 13 and seconded by Vice Mayor Dawson. Motion passed by the following vote:**

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

**NOES: None**

**ABSENT: None**

- 15 Council Adoption of Resolution No. 2025-25: Approving a Memorandum of Understanding (MOU) Between the Cities of Suisun City and Rio Vista for Collaborative Exploration of Annexation and Regional Plannings - (Prebula: [bprebula@suisun.com](mailto:bprebula@suisun.com)).

Mr. Prebula gave a brief explanation of the MOU and to bring both councils together for a future joint meeting.

Council asked clarifying questions

## PUBLIC COMMENT

Anonymous speaker is in favor of California Forever, member of the Sierra Club, benefit to us is to build housing and commerce.

Michael Hayes, Benicia, opposes California Forever, spoke on the effect of Mare Island closure to Vallejo.

Don Lepary spoke about the fact this will not go before the Solano County voters.

Stephen York, Benicia, against California Forever.

Jan Barty sang a song about buying up a small town.

Jim DeKloe, Cordelia, wrote letters to city and LAFCO regarding General Plan update before any annexation; going outside of planning procedures.

Council Member Pal left dais at 7:25pm and returned at 7:30pm.

James Berg commented Mr. Prebula had a grand plan, where is that plan now, don't have time to wait for a millionaire to save us.

Nancy Stiltz, Green Valley, likes Suisun being small, California Forever is not in the best interest of Suisun; they misled farmers.

Chi Quach, Suisun, concerned that California Forever will not solve our financial problems

Anonymous speaker spoke on shipbuilding; where is the water is going to come from for California Forever.

## ON LINE

Michelle Chavez voiced concerns about cost to the city and what part of the budget is that going to come from, is there a line item, forecast, what it will cost?

Gordon Hamlin, Fairfield, California Forever pulled from November ballot as they saw the writing on the wall; now they are trying to be annexed, who pays the bill; as a council you have no skin in the game.

Barbara Craig, Suisun, not enough resources to fill current population, how can we afford anything new being annexed; 400 Main Street comments; feels this is a done deal.

Maria C, Fairfield, urged council to listen to Solano County residents who do not want California Forever.

Alma P, Vallejo, trust and transparency are very important, property being purchased secretly.

Maria, hopes council does not follow staff recommendation; Flannery took 5 years to reveal themselves; want more housing but want it with a true partner that respects us.

Shawn M, Vallejo, believes the city is better than this; California Forever can manipulate you, trust you have better governmental solutions than this.

Joe Joyce, Fairfield, commented on the lack of insight of speakers as they think there was a vote; demeaning the council; most speakers have no investment in Suisun City.

Donna LeBlanc, Suisun City, MOU is moving forward with annexation but this is a collaboration for the two cities to continue to work together for long term sustainability.

Mr. Prebula responded to questions and stated this is a partnership with Rio Vista; insures collaboration; any costs are on the developer,

**Motion by Vice Mayor Dawson to approve Item 15 and seconded by Council Member Shepherd. Motion passed by the following vote:**

**AYES: Dawson, Hernandez, Pal, Shepherd**

**NOES: Washington**

**ABSENT: None**

16 Vision for Suisun City: Resilience and Expanding Opportunities – Property Owner Interest - (Bermudez: jbermudez@suisun.com).

Community Services Director Bermudez presented the report and next steps.

Council asked clarifying questions.

Michael Fortney, California Forever partner comment they were looking forward to exploring the expansion opportunities.

#### PUBLIC COMMENT

Ray Willis, Suisun City is in favor of California Forever and a new shipyard.

Robert McGeary we would miss a big opportunity if we did not go for the shipyard.

Ruth Forney in favor of California Forever.

Gary Gale spoke about building trust; the condition of Gadwall Drive; infill.

Jane Hicks, Vallejo, Corps of Engineers, urge council to vote no on this agreement; look at realistic solutions; lack of transparency by California Forever.

Jim DeKloe, General Plan and Comprehensive Plan comments.

Duane Kromm, haven't heard about ALUC, which lays out a plan for Travis AFB protection; fiscal analysis was sent to city and received no response.

Michael Hayes, Benicia, oppose California Forever and would not recommend moving forward; warning to not go down the same road that the city of Vallejo did.

Roberto Valdez not happy with moving forward; going to lose control of the project and then shipbuilding; no guarantee they won't go independent; they have a big agenda; listen to your residents, affects wildlife, and traffic.

#### ON LINE

Donna LeBlanc comments Mount Calvary property; once special teams are selected will the names and bio's be made public; will money be paid out of General Fund then reimbursement from California Forever; did unincorporated properties receive letters?

Michelle Chavez understands this is reimbursement agreement, will the public still have line-item access; can't California Forever be billed directly rather than out of city budget? Project will affect the entire county, why are they going to a small city rather than continuing with the county; who is going to oversee this project; Suisun City is losing trust,

James Berg commented city is creating a buzz storm and not in a good way, concerned with the direction the city is going, be transparent, what happened to Plan A, Mr. Prebula and Mayor Hernandez will not answer.

Mr. Prebula responded to questions.

**Motion by Council Member Pal to approve Item 16 and seconded by Council Member Shepherd.  
Motion passed by the following vote:**

**AYES: Dawson, Hernandez, Pal, Shepherd**

**NOES: Washington**

**ABSENT: None**

14 Council Adoption of Resolution No. 2025-26: Supporting Regional Efforts to Establish a New Shipbuilding Facility in Solano County - (Prebula: bprebula@suisun.com).

Supervisor Wanda Williams commented 4/22 at 2pm the Board of Supervisors will be discussing shipbuilding in Collinsville; decisions will be made by the Board of Supervisors and LAFCO.

Mayor Hernandez explained she is turning the meeting over to Vice Mayor Dawson as she has an early flight and will be presenting the 30-acre site to a panel of national consultants.

Council took a recess from 9:19pm to 9:28pm.

Mr. Prebula announced Rio Vista approved the MOU agreement 5-0 at their meeting tonight.

Mr. Prebula presented the report for Item 14.

Mayor Hernandez left dais at 9:29pm.

Council asked clarifying questions and comments.

#### PUBLIC COMMENTS

Jim Bartz, Birds Landing/Collinsville, sang his comments against California Forever.

Ruth Forney commented on jobs this project would bring to Solano County.

Michael Hayes, Vallejo, does support shipyard but only in Vallejo, going to take 10 years at least to completely build.

Roberto Valdez against shipyard, think about the environmental impact, think about other areas this can be built in, Stockton, Mare Island; California Forever is using old data.

Steve Olry asked if there is a nuclear aspect to this; labor for the shipyard is going to be specialized.

ON LINE

James Berg voiced concern about the nuclear aspect; contamination will affect Suisun Marsh; against it environmentally.

Michelle Chavez would like to see more information on this item.

**Motion by Council Pal to approve Item 14 and seconded by Council Member Shepherd. Motion passed by the following vote:**

**AYES: Dawson, Pal, Shepherd**

**NOES: None**

**ABSENT: Hernandez**

**ABSTAIN: Washington**

**Consensus by Council to continue the meeting.**

### **CONSENT CALENDAR**

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

6. Council Adoption of Resolution No. 2025-27: Accepting a Grant of Public Service and Access Easement from Suisun Marsh National Historic Association for a Portion of Assessors Parcel Number 0032-245-190 to Facilitate the Kellogg Resiliency Project - (Vue: nvue@suisun.com).
7. Council Adoption of Resolution No. 2025-28: Accepting the Green Stormwater Infrastructure Project as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project - (Vue: nvue@suisun.com).
8. Council Adoption of Resolution No. 2025-29: Accepting the 2024 Asphalt Rubber Cape Seal Project as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project - Vue (nvue@suisun.com).
9. Council Adoption of Resolution No. 2025 -30: Authorizing an Agreement for Services between Richards Watson & Gershon and Krisch & Company for Payroll Services and Agreed Upon Services, including but not limited to, Federal Standard Labor Act ( "FSLA") Calculations - (Penland: cpenland@suisun.com).
10. Council Adoption of Resolution No. 2025-31: Accepting the 2024 Cost Allocation Plan and Analysis - (Deol: ledol@suisun.com).

Joint City Council / Suisun City Council Acting as Successor Agency

11. Council/Agency Approval of March 2025 Accounts Payable and Payroll Warrants - (Deol: ldeol@suisun.com).

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

12. City Council/Successor Agency/Housing Authority Approval of the Minutes of the Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on April 1, 2025 - (Skinner: clerk@suisun.com).

ON LINE

James Berg

Item #9

Started in 2023 with Fire Department issues; continually asking for increases; cover up concerns.

Donna LeBlanc

Item #9

Are we going to have to audit the auditors, regarding the Fire Department overtime from 2019-2023. Taking a long time to get done; should demand money back as they have not performed as expected.

Mr. Prebula responded to comments. Review of not just what happened but how to move forward.

**Motion by Council Member Pal to approve Consent Calendar and seconded by Council Member Washington. Motion passed by the following vote:**

**AYES: Dawson, Pal, Shepherd, Washington**

**NOES: None**

**ABSENT: Hernandez**

#### **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.)*

5.

Steve Olry commented trust is not going to be established without transparency; commented on proposed apartment complex and no private parking.

ON LINE

Michelle Chavez commented on Blossom and Railroad Avenue campers, one camper has no vehicle attached; 300 Railroad Ave still has broken window with no covering; has council ever looked at google maps for this area; a lot of tall grass, are landowners being held responsible; challenge the council to look at the city as if you have never been here before.

Anonymous caller spoke on homeless issues.

James Berg commented that everything that happens falls on the council; you are putting all your faith in staff.

Donna LeBlanc commented on upcoming events:

5/3 Brew Fest

5/4 Cinco de Mayo

Solano Art Monarch Butterfly workshops

**PUBLIC HEARING**

**GENERAL BUSINESS**

**COUNCIL COMMENTS**

**REPORTS: (Informational items only)**

17. Non-Discussion Items.

**ADJOURNMENT**

There being no further comments the meeting was adjourned at 10:29pm.

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Anita Skinner, City Clerk

CITY COUNCIL  
MEETING

Alma Hernandez, Mayor Jenalee  
Dawson, Mayor Pro Tem Amit  
Pal, Councilmember Parise  
Shepherd, Councilmember  
Princess Washington,  
Councilmember

CITY COUNCIL



## MINUTES

**REGULAR MEETING OF THE SUISUN CITY COUNCIL,  
SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE  
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,  
AND SUISUN CITY HOUSING AUTHORITY**

**TUESDAY, APRIL 29, 2025**

**6:00 PM**

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

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### **6:00 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:** 883 7605 4110

**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. – 818)

(Next City Council Res. No. 2025 – 32)

Next Suisun City Council Acting as Successor Agency Res. No. SA2025 - 02)

(Next Housing Authority Res. No. HA2025 – 03)

### **CALL TO ORDER**

Mayor Hernandez called the meeting to order at 6:07pm.

### **ROLL CALL**

PRESENT: Dawson, Hernandez, Pal, Shepherd, Washington

ABSENT: None

## **PLEDGE OF ALLEGIANCE**

Led by Council Member Washington.

## **INVOCATION**

Given by Clerk Skinner

## **APPROVAL OF REORDERING OF AGENDA**

Motion by Council Member Pal and seconded by Vice Mayor Dawson. Motion passed by the following vote:

AYES: Dawson, Hernandez, Pal, Shepherd, Washington

NOES: None

ABSTAIN: 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.)*

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

1. City Manager Update - (Prebula: [bprebula@suisun.com](mailto:bprebula@suisun.com)).
  - Acknowledged the shooting incidents that have occurred in the past several weeks and investigations are ongoing.
  - 5/13 special City Council meeting for budget study session.
  - Fire Department press release today regarding staffing.
  - Illegal Dumping Teams continue to do cleanup.
  - Recreation and Parks Department continues to do a great job with programs and reimbursement rate.
2. City Attorney Report - (Enright). 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.)*

Steve Orly commented he worked on clean team and the city's waterways are unbelievably filthy; gun violence comments and thanked Mr. Prebula for the update; homelessness uptick comments.

Michelle Chavez thanked staff for clean up on Railroad Avenue; asked about funds for another Code Enforcement Officer.

Donna LeBlanc thanked Mr. Prebula for the doing a ride along and viewing our city streets; homeless uptick comments and asked for follow up on agencies that were supposed to provide information on services.

## **PRESENTATIONS/APPOINTMENTS**

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

## **CONSENT CALENDAR**

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

3. Council Adoption of Resolution No. 2025-32: Authorizing the Chief of Police, or his Designee, to Execute a Contract to Receive and Administer Funding through the Boating Safety and Enforcement Financial Aid Program from the California Department of Boating and Waterways for Fiscal Year 2025/2026 - (Roth: aroth@suisun.com).
4. Council Adoption of Resolution No. 2025-33: Authorizing the City Manager to Enter into Contract with Fairfield-Suisun Unified School District to Provide After School Programming - (Hull: jhull@suisun.com).

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

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

**NOES: None**

**ABSENT: None**

**PUBLIC HEARING: NONE**

**GENERAL BUSINESS: NONE**

## **COUNCIL COMMENTS**

Council Member Pal commented on creek behind school being mowed.

Council Member Washington thanked residents for continuing to reach out; urged residents to shop Suisun and support local businesses; requested staff check on water fountains along walk paths to make sure they are working.

Vice Mayor Dawson commented Brew Fest on Saturday 5/3; Cinco de Mayo on Sunday 5/4.

Council Member Shepherd also thanked Mr. Prebula for the ride along.

Mayor Hernandez thanked residents for navigating our homeless issues; release of inmates from Solano County Jail over the weekend and both cities are aware and are working with the county.

Council Member Pal comments of Council and the Fairfield Suisun Unified School District working together.

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

## **ADJOURNMENT**

There being no further the business the meeting was adjourned at 6:39pm.

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Anita Skinner, City Clerk

CITY COUNCIL AND GENERAL TAX  
OVERSIGHT COMMITTEE

Alma Hernandez, Mayor  
Jenalee Dawson, Mayor Pro Tem  
Amit Pal, Councilmember  
Parise Shepherd, Councilmember  
Princess Washington, Councilmember



CITY COUNCIL AND GENERAL TAX  
OVERSIGHT COMMITTEE MEETING

**MINUTES**  
**SPECIAL JOINT MEETING OF THE SUISUN CITY COUNCIL**  
**AND**  
**GENERAL TAX OVERSIGHT COMMITTEE (MEASURE S)**  
**TUESDAY, APRIL 29, 2025**  
**6:00 PM**

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

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**6:00 PM**  
**(OR IMMEDIATELY FOLLOWING THE REGULAR MEETING OF THE SUISUN CITY COUNCIL)**

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

**ZOOM MEETING INFORMATION:**

**WEBSITE:** <https://zoom.us/join>  
**Webinar ID:** 883 7605 4110

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE JOINT CITY COUNCIL/PLANNING COMMISSION MEETING BY EMAILING [CLERK@SUISUN.COM](mailto:CLERK@SUISUN.COM) (PRIOR TO 5 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.)*

**CALL TO ORDER**

Mayor Hernandez called the meeting to order at 6:47pm.

**ROLL CALL**

Council / Committee Members  
All present

**APPROVAL OF REORDERING OF AGENDA**

**Motion by Chairperson Forney and seconded by Council Member Pal. Motion passed by the following vote:**

**AYES: Colden, Dawson, Federle, Forney, Garcia, Hernandez, Pal, Peters, Shepherd, Washington**

**NOES: None**

**ABSENT: None**

**CONFLICT OF INTEREST NOTIFICATION None**

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

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

1. City Manager Update - (Prebula: bprebula@suisun.com).
2. City Attorney Report - (Enright).

**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)*

Michelle Chavez looking forward to this meeting and budget review.

On Line

Barbara Craig concerned about the downtown waterfront area with loitering, homeless, trash; need to take care of issues if we want growth in the downtown area.

**GENERAL BUSINESS**

3. Review and Acceptance of the Fiscal Year (FY) 2024-25 Proposed Budget – (Deol: ldeol@suisun.com).

Finance Director Deol presented the proposed budget overview.

Council and Committee Members asked clarifying questions.

**PUBLIC COMMENT**

Michelle Chavez asked if council foresees any staff cuts or maybe a different work schedule.

Donna LeBlanc clarified how the monies can be used is done as the council sees fit and the committee has no real authority on how funds are used; would like to see that ordinance come back for discussion on the committee's authority; staffing level comments and council should consider a 2-year wage freeze.

Steve Olry who is going to catch how monies might be misused.

Director Deol responded to comments and questions. Committee can make recommendations to the council on how they would like Measure S funds to be used.

Continued council/committee comments

Council Member Washington stated Council needs to look at the roll our elected City Treasurer has in the city's finances; additional oversight would be beneficial.

Mayor Hernandez commented this could be brought back at a future agenda for the committee to have a better role.

**Motion by Council Member Washington to accept the proposed budget and to look at additional role of City Treasure and seconded by Council Member Shepherd. Motion passed by the following vote:**

**AYES: Colden, Dawson, Federle, Forney, Garcia, Hernandez, Pal, Peters, Shepherd, Washington**

**NOES: None**

**ABSENT: None**

**COUNCIL/COMMITTEE MEMBER COMMENTS**

4. Council Updates.
5. Committee Member Comments.

Chairperson Forney commented she appreciated the joint meeting.

**ADJOURNMENT** There being no further business the meeting was adjourned at 7:49pm.

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Anita Skinner, City Clerk

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## **AGENDA TRANSMITTAL**

**MEETING DATE:** May 6, 2025

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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 Adding Chapter 15.80.140 (Fire Hazard Severity Zones) Of Title 15 (Building and Construction) Of the Suisun City Municipal Code.

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**FISCAL IMPACT:** There is no immediate fiscal impact. Future budgetary considerations may arise from staffing, enforcement, or public outreach needs.

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**STRATEGIC PLAN:** Ensure Public Safety

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**BACKGROUND:** Fire Hazard Severity Zone maps arose as a result of major destructive fires dating back to 1991, prompting the recognition of these areas and strategies to reduce wildfire risks. Legislative response led to mandated mapping across California under the California Public Resources Code 4201-4204, encompassing all State Responsibility Areas (SRA). There have been several amendments throughout the years, with the most being Assembly Bill 642 and Senate Bill 63 which requires the California Department of Forestry and Fire Protection (CAL FIRE) to additionally identify moderate and high severity zones in the Local Responsibility Area (LRA)

Pursuant to California Government Code Section 51178.5, the Office of the State Fire Marshal (OSFM) has transmitted fire hazard severity zone maps for Suisun City, identifying areas as Moderate and High Severity Zones (FHSZ). These maps are based on consistent statewide criteria and the expected severity of fire hazards, including fuel loading, slope, fire weather, and other relevant factors. Local agencies are required to make this information available for public review and comment within 30 days of receiving the transmittal. Local agencies shall then designate, by ordinance, moderate, high, and very high severity zones within 120 days of receiving recommendations from OSFM.

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**STAFF REPORT:** CAL FIRE released updated Fire Hazard Severity Zone (FHSZ) maps for 2025, which identify areas in California based on the likelihood of wildfire. These updates are part of CAL FIRE's mandate under Public Resources Code Section 4202. The changes affect properties in the Local Responsibility Area (LRA) and may impact zoning, and construction standards.

The updated maps indicate areas in moderate and high fire hazard zones in portions of the City. This necessitates revisions to local ordinances including building code adjustments for ignition-resistant materials, public notification and disclosure policies. These measures are crucial for improving community resilience, ensuring public safety, and aligning with state mandates.

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**STAFF RECOMMENDATION:** Introduce and Waive Reading of Ordinance No. \_\_: Adding Chapter 15.80.140 (Fire Hazard Severity Zones) Of Title 15 (Building and Construction) Of the Suisun City Municipal Code.

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**DOCUMENTS ATTACHED:**

1. Ordinance No. \_\_: An Ordinance of the City Council of the City of Suisun City Adding Chapter

15.80.140 (Fire Hazard Severity Zones) Of Title 15 (Building and Construction) Of the Suisun City Municipal Code.

2. Suisun City Fire Hazard Zone Map
3. CAL FIRE Factsheet
4. California Department of Insurance Q&A
5. Fire Hazard Severity Zone PowerPoint

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**PREPARED BY:**

Jose Colin, Fire Marshal

**REVIEWED BY:**

Brad L. Lopez, Fire Chief

**APPROVED BY:**

Bret Prebula, City Manager

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**ATTACHMENTS:**

1. [Ord Suisun City Fire Hazard Severity Zone Ordinance.docx](#)
2. [Suisun City Fire Hazard Zone Map](#)
3. [CAL FIRE Factsheet.pdf](#)
4. [California Department of Insurance Q&A](#)
5. [Fire Hazard Severity Zone PowerPoint](#)

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**SECTION 4. SEVERABILITY.** If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or their application and, to this end, the provisions of this Ordinance are severable.

SECTION 5. EFFECTIVE DATE This Ordinance shall take effect thirty (30) days following the date of adoption.

**SECTION 6. CERTIFICATION.** The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within 15 days after its passage, in accordance with Section 36933 of the Government Code.

[SIGNATURES ON FOLLOWING PAGE]

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the City Council of the City of Suisun City, California, on this \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Alma Hernandez, Mayor

ATTEST:

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

APPROVED AS TO FORM  
AND LEGAL CONTENT:

\_\_\_\_\_  
Patrick Enright, City Attorney

**CERTIFICATION**

I, Anita Skinner, City Clerk of the City of Suisun City and ex-officio Clerk of the City Council of said City, do hereby certify that the above and foregoing ordinance was introduced at a regular meeting of the said City Council held on \_\_\_\_\_, 2025, and regularly passed and adopted at a regular meeting of said City Council held on \_\_\_\_\_, 2025, by the following vote:

|          |                 |       |
|----------|-----------------|-------|
| AYES     | Councilmembers: | _____ |
| NOES:    | Councilmembers: | _____ |
| ABSENT:  | Councilmembers: | _____ |
| ABSTAIN: | Councilmembers: | _____ |

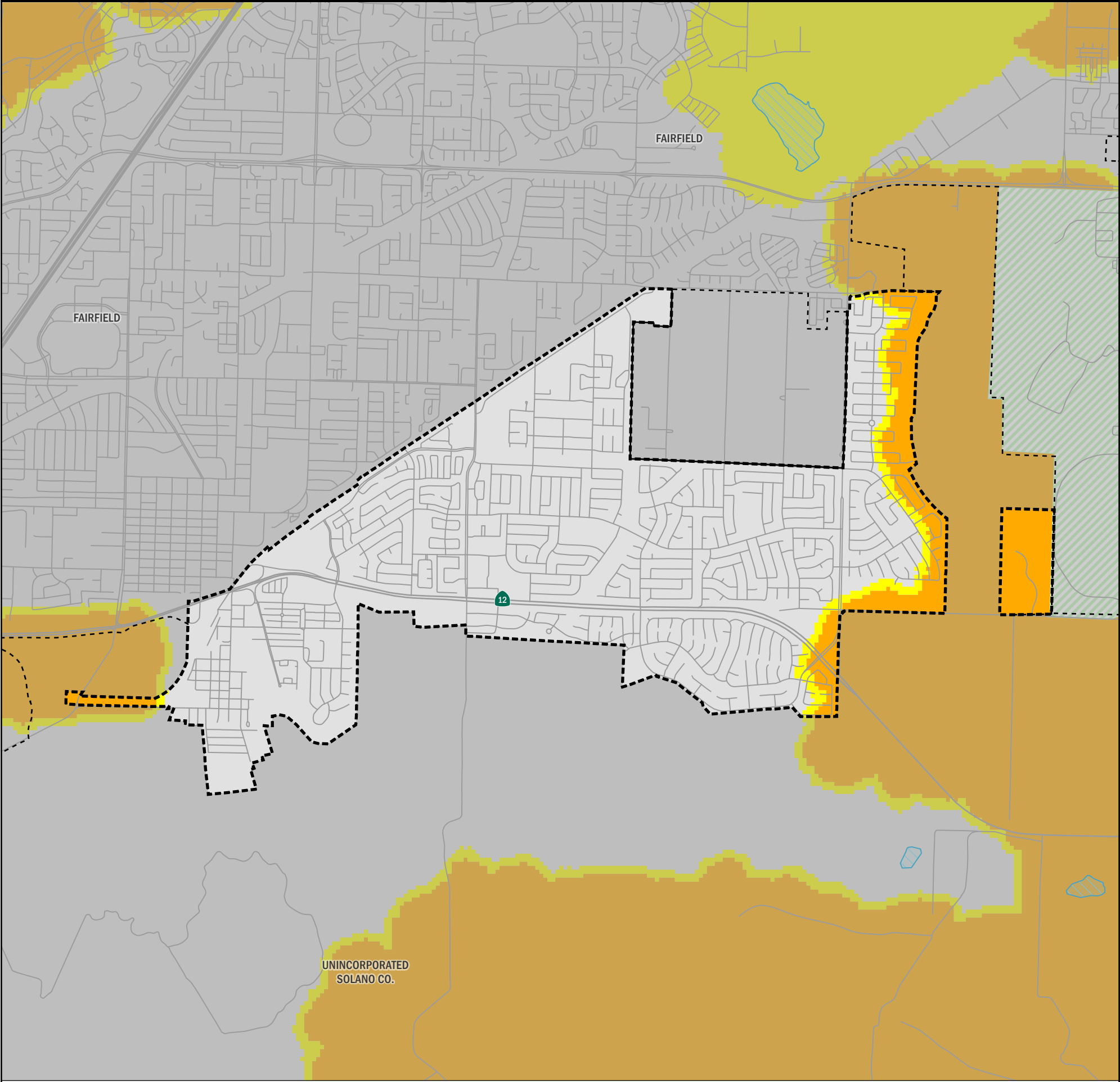
WITNESS my hand and the seal of said City this \_\_\_\_ day of \_\_\_\_\_ 2025.

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



# Local Responsibility Area Fire Hazard Severity Zones

As Identified by the  
State Fire Marshal  
February 24, 2025



Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

High Moderate



Projection: NAD 83 California Teale Albers  
Scale: 1:32,000 at 11" x 17"

- Incorporated City
- Unzoned LRA
- Waterbody
- Federal Responsibility Area (FRA)

Government Code section 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent

statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather,

and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Gavin Newsom, Governor, State of California  
Wade Crowfoot, Secretary for Natural Resources, CA Natural Resources Agency  
Joe Tyler, Director/Fire Chief, CA Department of Forestry and Fire Protection  
Daniel Berlant, State Fire Marshal, CA Department of Forestry and Fire Protection

Data Sources:  
CAL FIRE Fire Hazard Severity Zones (FHSZSRA23\_3, FHSZLRA\_25\_1)  
CAL FIRE State Responsibility Areas (SRA25\_1)  
City and County boundaries as of 10/22/24 (CA Board of Equalization)



# Fire Hazard Severity Zones Local Responsibility Area

# Fire Hazard Severity Zones

## What is a Fire Hazard Severity Zone?

The State Fire Marshal shall identify areas in the State as Moderate, High, and Very High Hazard Severity Zones based on consistent statewide criteria and the severity of fire hazard that is expected to prevail in those areas. – [CA GOV 51178](#)

## When did Fire Hazard Severity Zones begin in Local Responsibility Area?

Assembly Bill 337 (Bates 1992), prompted by the devastating Oakland Hills fire of 1991, calls for CAL FIRE to evaluate fire hazard severity in local responsibility area and to make a recommendation to the local jurisdiction where Very High FHSZ exist. – [CA GOV 51175](#)

## What do Fire Hazard Severity Zones measure?

The maps evaluate "Hazard", not "Risk". Hazard is based on physical conditions that create expected fire behavior over a 50-year period without considering short-term modifications. Risk is the potential damage a fire can do to the area under existing conditions, including fuel reduction projects, defensible space, and ignition resistant building construction. - [osfm.fire.ca.gov/fhsz](https://osfm.fire.ca.gov/fhsz)

## Will the new Fire Hazard Severity Zone maps affect my insurance?

Insurance companies use risk models, which differ from hazard models, because they consider the susceptibility of a structure to damage from fire and other short-term factors that are not included in hazard modeling. Insurance risk models incorporate additional factors that change more frequently than those the CAL FIRE includes in its hazard mapping, which is built to remain steady.

– [California Department of Insurance](#)

## What are the requirements within Fire Hazard Severity Zones?

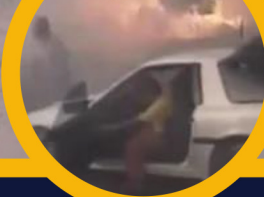
- Materials and Construction Methods for Exterior Wildfire Exposure – [CBC Chapter 7A](#)
- Natural hazard real estate disclosure at the time of sale – [CA CIV 1102.19 \(AB 38 2019\)](#)
- 100-foot defensible space clearance requirements – [CA GOV 51182](#)
- Property development standards such as road widths, water supply, and signage – [CA PRC 4290](#)
- Consideration during future development of Cities and Counties General Plan – [CA GOV 65302](#)

**1980**



Panorama Fire burns 28,800 acres, destroying 325 structures and resulting in 4 fatalities in San Bernardino.

**1991**



Tunnel Fire burns 1,600 acres, destroying 2,900 structures and resulting in 25 fatalities in the Oakland Hills.

PRC 4201 mandates that CAL FIRE develop Fire Hazard Severity Zones.

**1982**

Fire Hazard Severity Zone maps are created.

**1985**

The "Bates Bill" calls for CAL FIRE to identify Very High Fire Hazard Severity Zones in LRA.

**1992**

# Frequently Asked Questions



## Is there an easy way to determine the Fire Hazard Severity Zone of my property?

You can search by address to find your current designation on the website: [osfm.fire.ca.gov/fhsz](https://osfm.fire.ca.gov/fhsz)

## Why are Fire Hazard Severity Zones being updated?

The hazard maps are being updated to more accurately reflect the zones in California that are susceptible to wildfire. The process will incorporate new science in local climate data and improved fire assessment modeling in determining hazard ratings. – [PRC 4125](#) and [GC 51178](#)

## What are the key elements of the Fire Hazard Severity Zone Model?

The model has two key elements: probability of an area burning and expected fire behavior under extreme fuel and weather conditions. The factors considered in determining fire hazard within wildland areas is fire history, flame length, terrain, local weather, and potential fuel over a 50-year period. Outside of wildlands, the model considers factors that might lead to buildings being threatened, including terrain, weather, urban vegetation cover, blowing embers, proximity to wildland, fire history, and fire hazard in nearby wildlands. This is not a structure loss model, as key information regarding structure ignition is not included. – [osfm.fire.ca.gov/fhsz](https://osfm.fire.ca.gov/fhsz)

## Why does the model place an emphasis on the spread of embers?

Embers spread wildfire because they can travel long distances in the wind and ignite vegetation, roofs, attics (by getting into vents), and decks. – [osfm.fire.ca.gov/fhsz](https://osfm.fire.ca.gov/fhsz)

## What is the difference between SRA and LRA?

State Responsibility Area (SRA) is a legal term defining the area where the State has financial responsibility for wildland fire protection and prevention. – [CA PRC 4102](#)

Local Responsibility Area (LRA) includes incorporated cities, urban regions, agriculture lands, and portions of the desert where the local government is responsible for wildfire protection. – [CA PRC 4125](#)

## How are Fire Hazard Severity Zones determined in Local Responsibility Areas?

CAL FIRE uses an extension of the state responsibility area Fire Hazard Severity Zone model as the basis for evaluating fire hazard in Local Responsibility Area. The Local Responsibility Area hazard rating reflects flame and ember intrusion from adjacent wildlands and from flammable vegetation in the urban area.

– [PRC 4202](#) and [GC 51178](#)

2017



Tubbs Fire burns 36,810 acres, destroying 5,643 structures and resulting in 22 fatalities in Santa Rosa.

2018



Camp Fire burns 153,336 acres, destroying 18,804 structures and resulting in 85 fatalities in Paradise.

2007  
CAL FIRE finalizes the Statewide FHSZ Model to include Very High FHSZ in LRA.

2007

2021  
AB 642 and SB 63 require CAL FIRE to identify Moderate and High FHSZ in LRA.

2021

2022  
AB 211 requires local agency to designate by ordinance Moderate and High FHSZ in LRA.

2022



## General

### What is a Fire Hazard Severity Zone or FHSZ?

[Public Resource Code 4202](#); The State Fire Marshal shall classify lands within State Responsibility Areas into Fire Hazard Severity Zones. Each zone shall embrace relatively homogeneous lands and shall be based on fuel loading, slope, fire weather, and other relevant factors present, including areas where winds have been identified by the department as a major cause of wildfire spread.

[Government Code 51178](#); The State Fire Marshal shall identify areas in the state as Moderate, High, and Very High Fire Hazard Severity Zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, High, and Very High Fire Hazard Severity Zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

### Will the new Fire Hazard Severity Zones affect my ability to get or maintain insurance?

Insurance companies use risk models, which differ from hazard models, because they consider the susceptibility of a structure to damage from fire and other short-term factors that are not included in hazard modeling. It is unlikely that insurance risk models would utilize CAL FIRE Fire Hazard Severity Zones as a factor, but much of the same data that is used in the Fire Hazard Severity Zone model are likely included in the insurance companies' risk models. However, insurance risk models incorporate many additional factors and that change more frequently than those that CAL FIRE includes in its hazard mapping, which is built to remain steady for the next 10+ years.

### What do Fire Hazard Severity Zones measure?

The Fire Hazard Severity Zone map reflects "hazard," not "risk". The map is like flood zone maps, where lands are described in terms of the probability level of a particular area being inundated by floodwaters, and not specifically prescriptive of impacts.

"Hazard" is based on the physical conditions that create a likelihood and expected fire behavior over a 30 to 50-year period without considering mitigation measures such as home hardening, recent wildfire, or fuel reduction efforts.

"Risk" is the potential damage a fire can do to the area under existing conditions, accounting for any modifications such as fuel reduction projects, defensible space, and ignition resistant building construction.



## General

### What are the key elements of the Fire Hazard Severity Zone model?

The fire hazard severity model for wildland fire has two key elements: probability of an area burning and expected fire behavior under extreme fuel and weather conditions. The zones reflect areas that have similar burn probabilities and fire behavior characteristics. The factors considered in determining fire hazard within wildland areas are fire history, flame length, terrain, local weather, and potential fuel over a 50-year period. Outside of wildlands, the model considers factors that might lead to buildings being threatened, including terrain, weather, urban vegetation cover, blowing embers, proximity to wildland, fire history, and fire hazard in nearby wildlands. FHSZs are not a structure loss model, as key information regarding structure ignition (such as roof type, etc.) is not included.

### Where do Fire Hazard Severity Zones apply?

Fire Hazard Severity Zones are found in areas where the state has financial responsibility for wildfire protection and prevention, called the State Responsibility Area. More than 31 million acres are in this area. Under [Senate Bill 63 \(Stern, 2021\)](#) [Government Code 51178](#) was amended to also identify the Moderate and High Fire Hazard Severity Zones with the Very High in Local Responsibility Area (LRA).

### What are the uses of Fire Hazard Severity Zones?

The zones are used for several purposes including to designate areas where California's defensible space standards and wildland urban interface building codes are required. They can be a factor in real estate disclosure, and local governments may consider them in their general plan.

### When were the maps last updated?

In 2007, CAL FIRE updated the FHSZs for the entire State Responsibility Area (SRA). Between 2008-2011 the department worked with local governments to make recommendations of the Very High Fire Hazard Severity Zones within Local Responsibility Area (LRA).

### Why are fire hazard severity maps being updated?

The hazard maps are being updated to more accurately reflect the zones in California that are susceptible to wildfire. The hazard mapping process will incorporate new science in local climate data and improved fire assessment modeling in determining hazard ratings.



## General

### **How do the Fire Hazard Severity Zone Maps differ from California Public Utilities Commission (CPUC) High Fire Threat District Maps?**

The California Public Utilities Commission (CPUC) sponsored map, known as "CPUC High Fire Threat District Map" (HFTD), includes similar factors as those in the FHSZ maps, however the CPUC HFTD Map is designed specifically for identifying areas where there is an increased risk for utility associated wildfires. As such, the CPUC map includes fire hazards associated with historical powerline-caused wildfires, current fuel conditions, and scores areas based on where fires start, as opposed to where potential fires may cause impacts.

### **How are Fire Hazard Severity Zones determined?**

CAL FIRE used the best available science and data to develop, and field test a model that served as the basis of zone assignments. The model evaluated the probability of the area burning and potential fire behavior in the area. Many factors were included such as fire history, vegetation, flame length, blowing embers, proximity to wildland, terrain, and weather.

### **What new data will be included in the new model, and how does this differ from the previous model?**

A 2 km grid of climate data covering the years 2003-2018 is being used in the update. The previous model used stock weather inputs across the state to calculate wildland fire intensity scores. The updated model will adjust fire intensity scores based on the most extreme fire weather at a given location, considering temperature, humidity, and wind speed. In addition, ember transport is being modeled based on local distributions of observed wind speed and direction values instead of using a generic buffer distance for urban areas adjacent to wildlands.



## General

### **Why does the model place an emphasis on the spread of embers?**

Embers spread wildfire because they can travel long distances in the wind and ignite vegetation, roofs, attics (by getting into vents), and decks.

### **Why do waterbodies have a Fire Hazard Severity Zone Classification?**

All areas in State Responsibility Area, including water bodies, require a Fire Hazard Severity Zone designation. The 2007 FHSZ maps zoned all water as Moderate by default. In the 2023 FHSZ model we added a buffer of FHSZ from the surrounding wildland into water bodies to account for potential threat of embers to buildings on docks and house boats, as well as variation in reservoir height that occurs with drought.

### **How does CAL FIRE assist Local Governments in Fire Hazard Severity Zones?**

CAL FIRE's Land Use Planning Program is a specialized unit that provides support to local governments by providing fire safety expertise on the State's wildland urban interface building codes, wildfire safety codes, as well as helping in the development of the safety elements in general plans. Currently there are 189 cities and 56 counties with FHSZ.

### **How can I search the Fire Hazard Severity Zone of a property?**

You can search by address to find your current designation on the web at:

<https://egis.fire.ca.gov/FHSZ/> [osfm.fire.ca.gov/FHSZ](https://osfm.fire.ca.gov/FHSZ/)



## SRA Questions

### **What is State Responsibility Area or SRA?**

SRA is a legal term defining the area where the state has financial responsibility for wildland fire protection and prevention. Incorporated cities and federal ownership are not included. Within the SRA, CAL FIRE is responsible for fire prevention and suppression. There are more than 31 million acres in SRA, with an estimated 1.7 million people and 800,000 existing homes.

### **How is State Responsibility Area determined?**

The Board of Forestry and Fire Protection (Board) classifies land as State Responsibility Area. The legal definition of SRA is found in the [Public Resources Code Section 4125](#). The Board has developed detailed procedures to classify lands as State Responsibility Area. Lands are removed from SRA when they become incorporated by a city, change in ownership to the federal government, become more densely populated, or are converted to intensive agriculture that minimizes the risk of wildfire. While some lands are removed from SRA automatically, the Board typically reviews changes every five years.

### **What Fire Hazard Severity Zones are in State Responsibility Area?**

All of the State Responsibility Area is in a Fire Hazard Severity Zone. Lands are either ranked as Moderate, High or Very High Fire Hazard Severity Zones.

### **What are the wildland urban interface (WUI) building codes in State Responsibility Area?**

The WUI building codes ([California Building Code \(CBC\) Chapter 7A](#)) reduce the risk of embers fanned by wind-blown wildfires from igniting buildings. The codes for roofing, siding, decking, windows, and vents apply throughout all State Responsibility Area regardless of the fire hazard severity ranking. Ember-resistant building materials can be found at: <https://osfm.fire.ca.gov/divisions/fire-engineering-and-investigations/building-materials-listing/>



## SRA Questions

### **Why is my property in a different zone than the adjacent area, which looks similar?**

In wildland areas, zone edges are a result of the way zones are delineated. Specifically, zones represent areas of similar slope and fuel potential. Zone boundaries divide zones based on geographic and vegetation features that align with fire hazard potential; although, at a local scale, it may appear that the immediate area is similar on both sides of the edge. The class value within a zone is based on the average hazard score across the whole zone, so areas that are in the same zone but not immediately adjacent to a local area can have an influence on the final zone classification.

### **What is the difference between the various Fire Hazard Severity Zones?**

Classification of a wildland zone as Moderate, High or Very High Fire Hazard is based on the average hazard across the area included in the zone, which have a minimum size of 200 acres. In wildlands, hazard is a function of modeled flame length under the worst conditions and annual burn probability. Both these factors generally increase with increasing hazard level, but there may be instances where one value is Very High and the other is low, pushing the overall hazard into a more intermediate ranking. On average, both modeled flame length and burn probability increase by roughly 40-60% between hazard classes.

### **Is the GIS data for Fire Hazard Severity Zones available for download?**

The data inputs used to develop the Fire Hazard Severity Zones are identified in the Initial Statement of Reasons (ISOR) Title 19 Development (ca.gov). CAL FIRE has developed an additional data package which consists of sequential modeling steps, including any data inputs that were not already publicly available and referenced in the ISOR. The data package encompasses 34 spatial datasets and 8 tables, provided in raster, polygon, and table format. These datasets are formatted for Esri ArcGIS software, except for four tables provided in Excel. Ten of the datasets are updated versions used to produce an edited SRA FHSZ map following the public comment period that ended April 4, 2023. Upon formal adoption of the FHSZ map, the final SRA FHSZ geospatial data file will become available. The data package is available on the FHSZ website Fire Hazard Severity Zones (ca.gov) under the science and methods banner.



## LRA Questions

### What is Local Responsibility Area or LRA?

Local Responsibility Areas (LRA) are incorporated cities, urban regions, agriculture lands, and portions of the desert where the local government is responsible for wildfire protection. This is typically provided by city fire departments, fire protection districts, counties, and by CAL FIRE under contract.

### When did Fire Hazard Severity Zones begin in Local Responsibility Area?

Assembly Bill 337 (Bates, 1992) prompted by the devastating Oakland Hills Fire of 1991, calls for CAL FIRE to evaluate fire hazard severity in Local Responsibility Area and to make a recommendation to the local jurisdiction where Very High FHSZ exist. [Government Code 51175](#) then provides direction for the local jurisdiction to take appropriate action.

### How are Fire Hazard Severity Zones determined in Local Responsibility Areas?

CAL FIRE uses an extension of the State Responsibility Area Fire Hazard Severity Zone model as the basis for evaluating fire hazard in Local Responsibility Area. The Local Responsibility Area hazard rating reflects flame and ember intrusion from adjacent wildlands and from flammable vegetation in the urban area.

### What are the requirements for landowners in Fire Hazard Severity Zones in Local Responsibility Areas?

California's WUI building codes ([CBC Chapter 7A](#)) apply to the design and construction of new buildings located in High and Very High FHSZs in Local Responsibility Areas. Local ordinances may require ignition resistant construction for remodel projects. Check with your local building department to determine which ignition resistant building codes apply to your project. In addition, Government Code Section 51182 calls for defensible space clearance and other wildland fire safety practices for buildings. Owners are also required to make a natural hazard disclosure as part of a real estate transfer. For information regarding home hardening and defensible space clearance, visit [www.readyforwildfire.org](http://www.readyforwildfire.org).

### Does the designation of Very High Fire Hazard Severity Zones in the Local Responsibility Area trigger the 100-foot clearance requirement?

Yes, per [Government Code 51182](#) unless a local government has passed a more stringent requirement, the 100-foot defensible space clearance applies. For information regarding home hardening and defensible space clearance, visit [www.readyforwildfire.org](http://www.readyforwildfire.org).



## LRA Questions

### **What is the process for developing Fire Hazard Severity Zones in the Local Responsibility Area?**

CAL FIRE uses the same modeling data that is used to map the State Responsibility Area. The department works with local jurisdictions for validation of the mapping. The map, along with a model ordinance, are then sent to the governing body for adoption.

### **How are the new Fire Hazard Severity Zones impacting development?**

Many of the changes expanding Fire Hazard Severity Zones in Local Responsibility Areas have been supported by the building industry. CAL FIRE works closely with the building industry when setting various building codes and defensible space requirements, so we are working together to not affect development itself but to make sure development matches the hazards of that area.

### **When will the Local Responsibility Area Map be released?**

The Local Responsibility Area map process will happen after the State Responsibility Area process has been completed, which is estimated to occur in winter of 2024/25.

### **Why haven't Moderate and High Fire Hazard Severity Zone classes been classified before in the Local Responsibility Area?**

New legislation, [Senate Bill 63 \(Stern, 2021\)](#), now requires the adoption of all three Fire Hazard Severity Zone classes in the Local Responsibility Area. Previously only Very High Fire Hazard Severity Zones were required for adoption in Local Responsibility Areas.

### **What is the difference between the various Fire Hazard Severity Zones?**

Classification outside of wildland areas is based on the fire hazard of the adjacent wildland and the probability of flames and embers threatening buildings.

### **Why is my property in a different zone than the adjacent area, which looks similar?**

In non-wildland areas, zone edges occur based on distance to the wildland edge. Because hazard in these areas is largely determined by incoming embers from adjacent wildland, urban areas that are similar in vegetation type and housing density may have a change in FHSZ class as the distance to the wildland edge increases. Areas immediately adjacent to wildland receive the same FHSZ score as that wildland where fire originates, and the model then produces lower scores as the distance to wildland edge increases.



## Assembly Bill No.337

An act to add Chapter 6.8 (commencing with Section 51175) to Part 1 of Division 1 of Title 5 of the Government Code, and to amend Section 13108.5 of the Health and Safety Code, relating to fire protection.

*[Enrolled, January 28, 1991]*

**AB 337**, Bates. Very high fire hazard severity zones.

- (1) Under existing law, the State Board of Forestry is required to classify all lands within the state, in accordance with prescribed criteria, for the purpose of determining areas in which the financial responsibility of preventing and suppressing fires is primarily the responsibility of the state.

This bill would declare that the prevention of fires is not a municipal affair but is instead, a matter of statewide concern, and would make a finding and declaration of the Legislature that its provisions apply to all local agencies, including, but not limited to, charter cities, charter counties, and charter cities and counties. The bill would prohibit that finding from limiting the authority of a local agency, as defined, from imposing more restrictive fire and panic safety requirements, as otherwise authorized by law.

The bill would state that it is not the intent of the Legislature to limit or restrict the authority of a local agency to impose more restrictive fire and panic safety requirements, as otherwise authorized by law.

This bill would require the Director of Forestry and Fire Protection to identify areas in the state as very high fire hazard severity zones within all counties pursuant to a prescribed schedule. The bill would require local agencies, as defined, to designate, by ordinance, very high fire hazard severity zones in their jurisdiction after receiving recommendations from the director, except as prescribed. The bill would authorize local agencies to include or exclude areas following certain findings and would require changes made by local agencies to be final and not rebuttable by the director. By requiring local agencies to designate very high fire hazard severity zones within their jurisdictions, this bill would impose a state-mandated local program. The bill would require the State Fire Marshal to prepare and adopt a model ordinance that provides for the establishment of any high fire hazard security zones.



## Assembly Bill No.337 (Continued)

- (2) Under existing law, any person who owns, leases, controls, operates, or maintains any building or structure in, upon, or adjoining any mountainous area or forest-covered lands, brush-covered lands, or grass-covered lands, or any land that is covered with flammable material, is required to undertake specified fire protection measures, including the maintenance of specified firebreaks.

The bill would enact requirements of this nature for any person who owns, leases, controls, operates, or maintains, any occupied dwelling or occupied structure in, upon, or adjoining any mountainous area, forest-covered land, brush-covered land, grass-covered land, or land covered with flammable material, which area or land is within a very high fire hazard severity zone, as described in (1).

The bill would authorize local agencies to exempt certain structures and would exempt certain land or water areas.

The bill would make violation of these requirements an infraction or misdemeanor, as specified, thereby imposing a state-mandated local program by creating a new crime, and would specify related matters.

This bill would require local agencies to notify owners of property of violation and would authorize local agencies to correct the conditions and make a lien upon the property, as prescribed. By creating these requirements, this bill would impose a state-mandated local program.

The bill would permit a violation of these requirements to be considered a public nuisance, as specified.

- (3) Existing law requires the State Fire Marshal to adopt, amend, and repeal regulations for roof coverings and openings into the attic areas of buildings in those fire hazard severity zones in state responsibility lands as designated by the director. Existing law requires the director to classify lands within state responsibility areas into fire hazard severity zones.

This bill would instead require the State Fire Marshal to propose, and would require the State Building Standards Commission to adopt, amend, and repeal those regulations. The bill would also require the State Fire Marshal to propose, and would require the State Building Standards Commission to adopt, amend, and repeal, those regulations for buildings in very high fire hazard severity zones in state responsibility lands, designated by the director, and in very high fire hazard severity zones as described in (1). The bill would require roofs on all new buildings and certain existing buildings in both of those zones to be at least a class B roof that complies with Standard 32-7 of the Uniform Building Code, as adopted in the California Building Standards Code. The bill would impose requirements on installers and roofing materials and make other related changes. The bill would exempt historic buildings, as defined, from these provisions.



## Senate Bill No.63

### CHAPTER 382

An act to amend Sections 51177, **51178**, **51178.5**, 51182, and 51189 of the **Government Code**, to amend Section 13108.5 of the Health and Safety Code, and to amend Sections 4124.5 and 4291 of, and to add and repeal Sections 4123.8, 4291.5, and 4291.6 of, the Public Resources Code, relating to fire prevention.

*[Approved by Governor September 28, 2021. Filed with Secretary of State September 28, 2021.]*

**SB 63**, Stern. Fire prevention: vegetation management: public education: grants: defensible space: fire hazard severity zones.

- (1) Existing law requires the Director of Forestry and Fire Protection to identify areas of the state as very high fire hazard severity zones based on specified criteria. Existing law requires a local agency, within 30 days after receiving a transmittal from the director that identifies very high fire hazard severity zones, to make the information available for public review, as provided. This bill, among other things, would also require the director to identify areas of the state as moderate and high fire hazard severity zones. The bill would modify the factors the director is required to use to identify areas into fire hazard severity zones, as provided. The bill would require a local agency to make this information available for public review and comment, as provided. By expanding the responsibility of a local agency, the bill would impose a state-mandated local program.

This bill would also make conforming changes.

- (2) Existing law requires a person who owns, leases, controls, operates, or maintains an occupied dwelling or structure in, upon, or adjoining a mountainous area, forest-covered land, brush-covered land, grass-covered land, or land that is covered with flammable material that is within a very high fire hazard severity zone, as designated by a local agency, or a building or structure in, upon, or adjoining those areas or lands within a state responsibility area, to maintain a defensible space of 100 feet from each side and from the front and rear of the structure, as specified. Existing law authorizes a greater distance than specified above on the specified land in a very high fire hazard severity zone. Existing law specifies that clearance beyond the property line may only be required if state law, local ordinance, rule, or regulation includes certain findings and specifies that clearance on adjacent property shall only be conducted following written consent by the adjacent landowner.



## **Amended by Senate Bill No.63**

### **Government Code 51178**

The State Fire Marshal shall identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

*(Amended by Stats. 2021, Ch. 382, Sec. 2.5. (SB 63) Effective January 1, 2022.)*

### **Government Code 51178.5**

Within 30 days after receiving a transmittal from the State Fire Marshal that identifies fire hazard severity zones pursuant to Section 51178, a local agency shall make the information available for public review and comment. The information shall be presented in a format that is understandable and accessible to the general public, including, but not limited to, maps.

*(Amended by Stats. 2021, Ch. 382, Sec. 3.5. (SB 63) Effective January 1, 2022.)*

# LRA Legislation Factsheet



## Assembly Bill No. 211

CHAPTER 574

An act to amend Sections 11891, 11893, 12581, 12996, 12998, 12999.4, and 12999.5 of, and to add Sections 12999.6 and 13001 to, the Food and Agricultural Code, **to amend Section 51179 of the Government Code**, to amend Sections 44274.10, 44274.11, 44274.12, 44274.13, and 44274.14 of the Health and Safety Code, to amend Sections 3113, 4799.05, 14503.5.1, 14538, 14549.2, 14581, 42052, and 42060 of, to add Sections 14537.5, 14548, 14555, and 21166.3 to, to add Part 5 (commencing with Section 75250) to Division 44 of, and to repeal Section 75250.1 of, the Public Resources Code, to amend Section 43152.6 of, and to amend and repeal Section 43152.10 of, the Revenue and Taxation Code, to amend Section 13198 of the Water Code, to amend the Budget Act of 2021 (Chapters 21, 69, and 240 of the Statutes of 2021) by amending Item 8570-002-0001 of Section 2.00 of that act, and to amend the Budget Act of 2021 (Chapter 44 of the Statutes of 2022) by amending Items 3540-101-0001 of Section 2.00 of that act, relating to public resources, and making an appropriation therefor, to take effect immediately, bill related to the budget.

*[Approved by Governor September 27, 2022. Filed with Secretary of State September 27, 2022.]*

**AB 211**, Committee on Budget. Public resources trailer bill.

- (2) Existing law requires the State Fire Marshal to identify areas of the state as moderate, high, and very high fire hazard severity zones based on specified criteria. Existing law requires a local agency to designate, by ordinance, very high fire hazard severity zones in its jurisdiction within 120 days of receiving recommendations from the State Fire Marshal. Existing law authorizes a local agency, at its discretion, to include areas within the jurisdiction of the local agency, not identified as very high fire hazard severity zones by the State Fire Marshal, as very high fire hazard severity zones following a finding supported by substantial evidence, as provided.

This bill would additionally require a local agency to designate, by ordinance, moderate and high fire hazard severity zones within 120 days of receiving recommendations from the State Fire Marshal. By expanding the responsibility of a local agency, the bill would impose a state-mandated local program. The bill would additionally authorize a local agency, at its discretion, to include areas within the jurisdiction of the local agency, not identified as moderate and high fire hazard severity zones by the State Fire Marshal, as moderate and high fire hazard severity zones, respectively. The bill would prohibit the local agency from decreasing the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency, as provided.



## Amended by Assembly Bill No. 211

### Government Code 51179

- (a) A local agency shall designate, by ordinance, moderate, high, and very high fire hazard severity zones in its jurisdiction within 120 days of receiving recommendations from the State Fire Marshal pursuant to Section 51178.
- (b) (1) A local agency may, at its discretion, include areas within the jurisdiction of the local agency, not identified as very high fire hazard severity zones by the State Fire Marshal, as very high fire hazard severity zones following a finding supported by substantial evidence in the record that the requirements of Section 51182 are necessary for effective fire protection within the area.  
  
(2) A local agency may, at its discretion, include areas within the jurisdiction of the local agency, not identified as moderate and high fire hazard severity zones by the State Fire Marshal, as moderate and high fire hazard severity zones, respectively.  
  
(3) A local agency shall not decrease the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency, and, in exercising its discretion pursuant to paragraph (2), may only increase the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency.
- (c) The local agency shall transmit a copy of an ordinance adopted pursuant to subdivision (a) to the State Board of Forestry and Fire Protection within 30 days of adoption.
- (d) Changes made by a local agency to the recommendations made by the State Fire Marshal shall be final and shall not be rebuttable by the State Fire Marshal.
- (e) The State Fire Marshal shall prepare and adopt a model ordinance that provides for the establishment of very high fire hazard severity zones.
- (f) Any ordinance adopted by a local agency pursuant to this section that substantially conforms to the model ordinance of the State Fire Marshal shall be presumed to be in compliance with the requirements of this section.
- (g) A local agency shall post a notice at the office of the county recorder, county assessor, and county planning agency identifying the location of the map provided by the State Fire Marshal pursuant to Section 51178. If the agency amends the map, pursuant to subdivision (b) or (c) of this section, the notice shall instead identify the location of the amended map.

*(Amended by Stats. 2022, Ch. 574, Sec. 10. (AB 211) Effective September 27, 2022.)*



## Increasing Fire Hazard Severity Zone (FHSZ) Area and Designation

**Government Code section 51179** requires a local agency to designate, by ordinance, moderate, high, and very high FHSZ within 120 days of receiving the identified FHSZ's from the State Fire Marshal pursuant to Section 51178.

The law does not allow for a local jurisdiction to request changes or provide comments to the State Fire Marshal on the FHSZ designations. However, a local agency may choose to increase the designation of a FHSZ from the FHSZ identified by the State Fire Marshal, or designate areas as having a FHSZ that were not designated in a FHSZ by the State Fire Marshal. This may occur because FHSZ zone edges in the maps and data from the State Fire Marshal are not aligned with parcel boundaries or roads that some may consider for lines of convenience when adopting ordinances. A local agency is not allowed to reduce the designation of a FHSZ classification from the State Fire Marshal (i.e. a local agency cannot make an area designated as High by the State Fire Marshal, Moderate in its adopted ordinance).

However, a local jurisdiction can increase the designation from the one identified by the State Fire Marshal. If a local agency decides to increase the designation of a FHSZ, it may do so if it does the following:

1. If increasing the designation to Very High, a local agency must make a finding supported by substantial evidence in the record that the requirements of Government Code section 51182 are necessary for effective fire protection.
2. If increasing the designation to Moderate or High, a local agency may do this at its discretion.

If a local agency decides to include areas in its FHSZ adopted ordinance not identified as being in a FHSZ by the State Fire Marshal, it may include those areas if it does the following:

1. If including areas not identified as being in a FHSZ and designating it as Very High, a local agency must make a finding supported by substantial evidence in the record that the requirements of Government Code section 51182 are necessary for effective fire protection.
2. If including areas not identified as being in a FHSZ and designating it as Moderate or High, a local agency may do this at its discretion.



## Land Use Planning Program

CAL FIRE's Land Use Planning Program is a specialized unit that provides support to local governments by providing fire safety expertise on the State's wildland urban interface building codes, as well as collaborating in the development of Safety Elements in General Plans.



For More Information  
[osfm.fire.ca.gov/fhsz](https://osfm.fire.ca.gov/fhsz)

## **Q&A – Insurance and CAL FIRE Fire Hazard Severity Zone Maps**

### **1. How will the updated CAL FIRE maps affect insurance availability and affordability?**

CAL FIRE's maps are intended to drive local planning decisions, not insurance decisions. Under Commissioner Lara's new regulation finalized in October 2022, insurance companies must provide discounts for wildfire safety actions such as community mitigation and home-hardening, which CAL FIRE's maps do not assess. In addition, insurance companies are already using risk analysis tools and models that go beyond CAL FIRE's proposed maps in determining what properties they will underwrite.

Commissioner Lara's new wildfire safety regulation will help increase access to insurance by promoting wildfire safety across the state. Reducing wildfire risks throughout the state is the primary way we can make insurance more available and affordable, and our regulation is a major step towards that goal. CAL FIRE's maps support that goal through improving public education about hazard and the need for safety preparation.

### **2. How will these maps benefit the public?**

Public education about where current wildfire hazards exist is essential to reducing the threat to local communities and maintaining access to available and affordable insurance. When communities know and understand their risks, they can plan and prepare.

In addition, the Department's [first-ever report on climate insurance](#) recommended updated wildfire hazard mapping to improve public safety.

### **3. If you are a homeowner and your zone changed from High Hazard to Very High Hazard, will this impact your insurance premiums or renewal ability?**

For many years, insurance companies have been using alternate wildfire risk tools for determining where they will write and renew policies, and how much premium to charge a policyholder, not the Fire Hazard Severity Zone maps. Therefore, a change in designation on the maps for a single homeowner is unlikely to affect their insurance. The reality is that more accurate risk information enables homeowners and communities to reduce their wildfire risks, and Commissioner Lara's new wildfire mitigation regulation clarifies what actions you should take to reduce wildfire risks. Once that regulation is fully implemented, if a homeowner or business owner takes those risk mitigation actions, they will be able to see a discount in their insurance premium.

#### **4. How is the state addressing wildfire mitigation?**

By design, CAL FIRE's maps are focused on long-range wildfire hazard, which includes only certain variables, like wind, vegetation, ember production and movement, climate, topography, and fire history. CAL FIRE's maps will give up to date information to communities about the level of wildfire hazard they face, which could help target resources at the state and local level. Expanded state grant programs and Commissioner Lara's new wildfire safety regulation are aimed at reducing wildfire risks to communities through programs such as Firewise USA and the new Fire Risk Reduction Community designation from the California Board of Forestry and Fire Protection.



# FIRE HAZARD SEVERITY ZONES

# HISTORY

Panorama Fire (San Bernardino County) – 28,000 acres, 4 fatalities, 325 structures damaged or destroyed

1980

1982

Public Resources Code (PRC) 4201 – 4204 mandates that CAL FIRE develop Fire Hazard Severity Zones in **SRA**

Tunnel Fire (Oakland Hills) – 1,600 acres, 25 fatalities, 2,900 structures damaged or destroyed

1991

1992

Assembly Bill 337 mandated identification of Very High Fire Hazard Severity Zones in **LRA** (none in City of Suisun City)

Senate Bill 63 and Assembly Bill 211 now require local agencies to identify and adopt Moderate and High, in addition to, Very High Severity Zones by ordinance

2021 & 2022



# DETERMINING FACTORS



CAL FIRE – The FHSZ maps are developed using a science-based and field-tested model that assigns a hazard score based on the factors that influence fire likelihood and fire behavior.

## **Natural Vegetation**

*Type and amount influence fire spread and intensity.*

## **Weather**

*Wind, heat, and humidity can increase fire risks.*

## **Topography**

*Steep slopes and canyons can speed up fire spread.*

## **Fire History**

*Past data aids in predicting future fire behavior.*

## **Likelihood**

*Chance of fire occurrence in an area over 30-50 years.*

## **Predicted Flame Length**

*Expected height of flames during a fire.*

## **Blowing Embers**

*Can carry and ignite new fires nearby.*

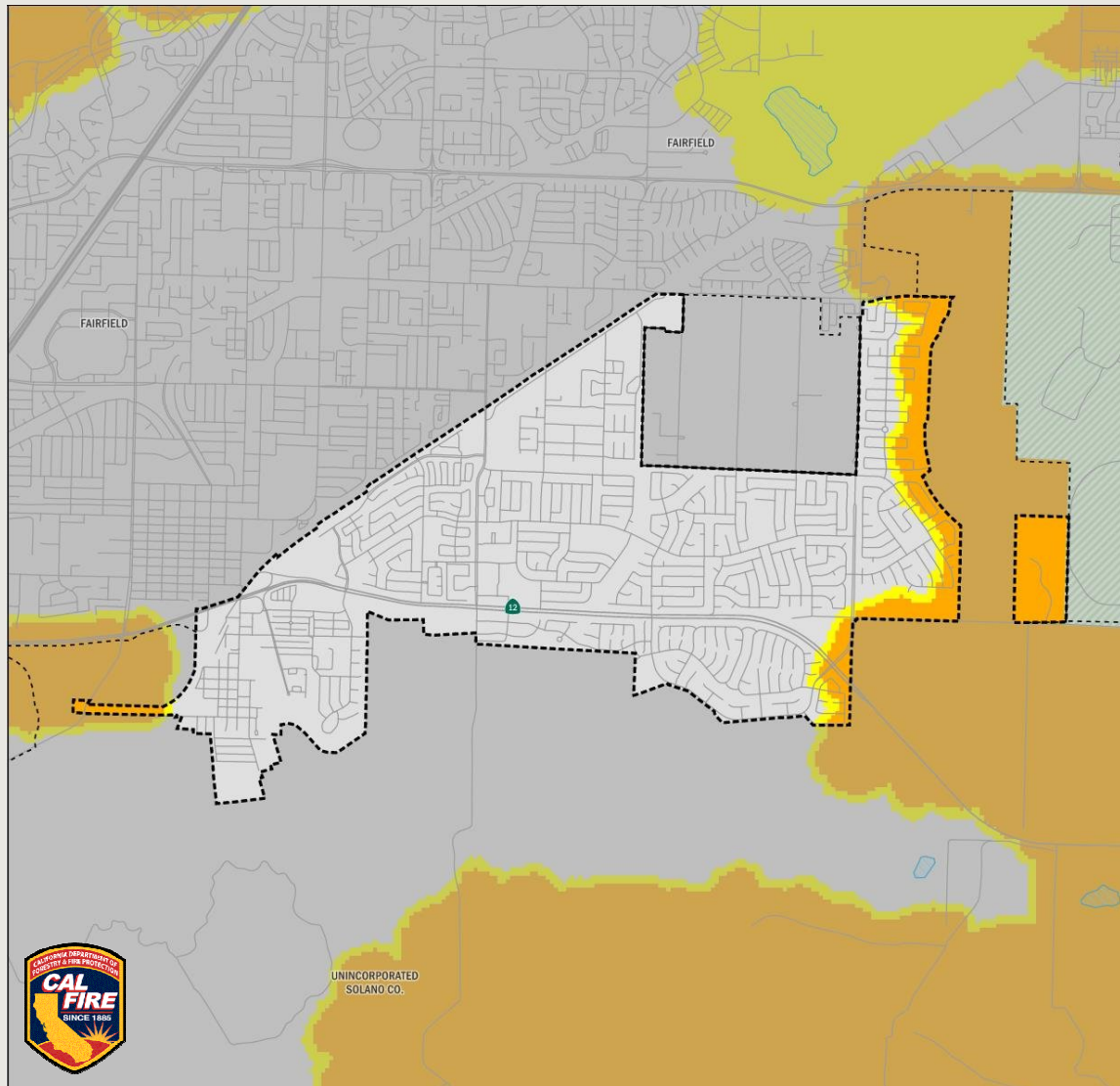


# HAZARD VS. RISK

Zones are identified in terms of hazard rather than risk.

- Fire "hazard" refers to the physical circumstances that contribute to the probability and anticipated behavior of a fire over a span of 30 to 50 years **without factoring in mitigation strategies** like home fortification, recent fire incidents, or fuel management.
- Fire "risk," on the other hand, encompasses the possible damage a fire could inflict on an area given the current conditions, **taking into account any adjustments** such as fuel management initiatives, defensible zones, and construction that resists ignition.





CITY OF SUISUN CITY - SOLANO COUNTY

## Local Responsibility Area Fire Hazard Severity Zones



As Identified by the  
State Fire Marshal  
February 24, 2025

Moderate

High

Very High



# PURPOSE

- Identify High-Risk Areas
- Informing Building Codes and Mitigation
- Supporting Land Use Planning
- Real Estate Disclosures
- Public Awareness



# LEGISLATION AND MANDATES

California Government  
Code Section 51179



Provide maps for public comment within 30 days of publication (February 24, 2025)



Adopt by ordinance within 120 days of receiving FHSZ recommendations.



Transmit copy of ordinance and map depicting adopted zones to the Board of Forestry within 30 days of adoption.



# RESTRICTIONS

California Government  
Code Section 51179



Does not allow local agencies to decrease or remove areas within the recommended Fire Hazard Severity Zones. Agencies could include additional areas not identified by the State Fire Marshal.



Comment period is specifically for comment only and not to be used to decrease or remove areas from the recommended map. The State Fire Marshal's Office is not accepting comments.



# WHAT'S IMPACTED

## Moderate Hazard Severity Zone

Adopt FHSZ

## High Hazard Severity Zone

Adopt FHSZ

CA Building Code Chapter 7A for new construction (January 1, 2026)

Natural hazard real estate disclosures



# CA INSURANCE COMMISSIONER STATEMENT

**RICARDO LARA**  
INSURANCE COMMISSIONER

California Department of Insurance

"Let me be clear: The CAL FIRE hazard maps are not used for insurance rates or underwriting decisions. But they will empower communities with more accurate information about the very real hazards we face. The reality is we all need to do more to protect our homes and communities from wildfires. When communities know and understand their risks, then can plan and prepare."



# Comments

- Identification of major roadways
- Different severity zones within the same neighborhood or street

# Questions?

## Additional Information

