

CITY COUNCIL

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



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

A G E N D A

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

AND

SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY

TUESDAY, MARCH 22, 2016

5:30 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

TELECONFERENCE NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), the following City Council meeting includes teleconference participation by Council/Board Member Jane Day from: 301 Morgan Street, Suisun City, CA 94585.

ROLL CALL

Council / Board Members

PUBLIC COMMENT

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

CONFLICT OF INTEREST NOTIFICATION

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

CLOSED SESSION

Pursuant to California Government Code section 54950 the City Council / Suisun City Council Acting as Successor Agency will hold a Closed Session for the purpose of:

City Council

Pursuant to California Government Code section 54950 the Suisun City Council will hold a Closed Session for the purpose of:

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Name of Case: City of Suisun City v. State of California, Department of Finance, et al; Case #34-2013-00146458.

DEPARTMENTS: AREA CODE (707)

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

2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to California Government Code Section 54956.8., the Suisun City Council will hold a Closed Session for the purpose of Conference with Real Property Negotiator.

Property Under Negotiation: Assessor's Parcel Number 0173-390-160 and 0173-390-180.

Agency Negotiator: Suzanne Bragdon, City Manager; Jason Garben, Economic Development Director

Negotiating Parties: Harbor Park, LLC

Under Negotiations: Terms and payment.

Joint City Council / Suisun City Council Acting as Successor Agency**3. PERSONNEL MATTERS**

Pursuant to California Government Code Section 54954.5 et seq. the Suisun City Council will hold a Closed Session for the purpose of Public Employee Performance Evaluation: City Manager/Executive Director.

CONVENE OPEN SESSION

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

ADJOURNMENT

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

PLEASE NOTE:

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

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of March 22, 2016 was posted and available for review, in compliance with the Brown Act.



CITY COUNCIL

CITY COUNCIL MEETING

Pedro "Pete" M. Sanchez, Mayor
Lori Wilson, Mayor Pro-Tem
Jane Day
Michael J. Hudson
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First and Third Tuesday
Every Month

A G E N D A

**REGULAR MEETING OF THE
SUISUN CITY COUNCIL
SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,
AND HOUSING AUTHORITY
TUESDAY, MARCH 22, 2016
7:00 P.M.**

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by Councilmember Jane Day from: 301 Morgan Street, Suisun City, CA 94585.

(Next Ord. No. – 740)
(Next City Council Res. No. 2 016 – 16)
Next Suisun City Council Acting as Successor Agency Res. No. SA2016 – 02
(Next Housing Authority Res. No. HA2016 – 01)

ROLL CALL

Council / Board Members
Pledge of Allegiance
Invocation

PUBLIC COMMENT

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

CONFLICT OF INTEREST NOTIFICATION

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

REPORTS: (Informational items only.)

1. Mayor/Council - Chair/Boardmembers
 - a. Women’s History Month – (Mayor).
2. City Manager/Executive Director/Staff
 - a. Potential Conflict between the Suisun City Code relating to the Filling of Council Vacancies and Relevant State Statutes – (Bragdon)

DEPARTMENTS: AREA CODE (707)

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PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

CONSENT CALENDAR

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

City Council

3. Repair of Suisun Marina Fuel Line – (Lofthus).
 - a. Council Adoption of Resolution No. 2016-___: Adopting the 10th Amendment to the Annual Appropriation Resolution No. 2015-79 to Appropriate Funds for the Marina Fuel Repair Project.
 - b. Council Adoption of Resolution No. 2016-___: Approving the Marina Fuel System Repair Project and Authorizing the City Manager to Enter into an Agreement with Armour Petroleum Service & Equipment Corp., to Repair the Marina Fuel System.

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

4. Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on March 1, 2016 and March 15, 2016 – (Hobson).

Joint City Council / Suisun City Council Acting as Successor Agency

5. Council/Agency approval of the February 2016 Payroll Warrants in the amount of \$381,365.16. Council/Agency Approval of the February 2016 Payable Warrants in the amount of \$1,523,510.44 – (Finance).

GENERAL BUSINESS**City Council**

6. Council Adoption of Resolution No. 2016-___: Approve Community Engagement and Empowerment Strategy and Authorize the City Manager to Execute a Professional Services Agreement with WBC – (Bragdon).

PUBLIC HEARINGS**ADJOURNMENT**

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I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of March 22, 2016 was posted and available for review, in compliance with the Brown Act.

CITY ATTORNEY REPORT

MEETING DATE: March 22, 2016

CITY AGENDA ITEM: Potential Conflict between the Suisun City Code relating to the Filling of Council Vacancies and Relevant State Statutes.

SUMMARY AND RECOMMENDATION: State law controls in this matter over the election date set forth in the Suisun City Code in the outdated Ordinance No. 517. The City may proceed with all of the provisions of the current ordinance, but only if the new election date is “not less than 114 days from the call of the special election” (as opposed to the 90 days called for under the ordinance). This approach would be in compliance with the current version of Government Code Section 36512. The City could also amend its outdated ordinance to reflect current legal requirements. Amending Chapter 2.04.040, as suggested below, would correct the current inconsistency and provide a standard for compliance with State law in the future should it be changed.

Our recommendation is to add on a future agenda an amended ordinance as provided below for Council consideration and action to avoid any potential issues in the future concerning the interpretation of the Ordinance.

BACKGROUND: Mayor Pro Tem Wilson has recently inquired as to the appropriate procedure for filling vacancies on the City Council if a vacancy were to occur mid-term. Although California statutes allow a general law city to fill vacancies either by appointment or by scheduling a special election, the City has adopted an ordinance as permitted by State law that mandates that any vacancy may be filled only by scheduling a special election. Questions have arisen as to certain inconsistencies between the City’s ordinance and State law, which has prompted this review and analysis.

ANALYSIS: The City has enacted the following ordinance as part of its municipal code establishing the procedure for filling a vacancy on the City Council:

2.04.040 - Filling of vacancies.

Any person appointed to fill a vacancy on the city council under the authority of Government Code Section 36512 shall fill that position only until the date of a special election which shall immediately be called to fill the remainder of the term. Such special election may be held throughout the city not less than ninety days from the call of the special election, unless such election date falls more than two hundred seventy days from the call of the special election, in which case the special election shall be held on the next regularly established election date, not less than ninety days from the call of the special election. (emphasis added)
(Ord. 517, 1985)

PREPARED BY:

Anthony R. Taylor, City Attorney

Government Code Section 36512 subsection (c) specifically authorizes an ordinance such as has been enacted in the City. The problem is that the time frame for the election has been changed since the City enacted its ordinance. The City's ordinance calls for an election no sooner than 90 days after it is called in accord with the provisions of State law in place in 1985.

The Government Code now requires that the election be held no sooner than 114 days after it is called. Since State law now requires that a special election to fill a vacancy on the Council be held no earlier than 114 days after it is called, rather than the 90 days set forth in the City's ordinance, the City's ordinance is preempted as to that time frame. The ordinance is not, however, invalidated in its entirety and the City may comply with State law without changing the text of the ordinance.

Alternatively, to avoid any potential issues in the future concerning the interpretation of the Ordinance, the City could process a simple amendment to the City's ordinance. For example, one way to correct this inconsistency would be to revise the Ordinance to read as follows:

2.04.040 – Filling of Vacancies

Any person appointed to fill a vacancy on the city council under the authority of Government Code Section 36512 shall fill that position only until the date of a special election which shall immediately be called to fill the remainder of the term. Such special election may be held throughout the city not less than one hundred fourteen days from the call of the election or as otherwise provided by California law, unless such election date falls more than two hundred seventy days from the call of the special election, in which case the special election shall be held on the next regularly established election date, not less than one hundred fourteen days from the call of the special election unless otherwise provided by California law.

CONCLUSION: State law controls in this matter over the election date in the City's outdated ordinance. The City can proceed under its current ordinance, but with the new election date "not less than 114 days from the call of the special election" in compliance with the current version of Government Code Section 36512. The City could also amend its outdated ordinance to reflect current legal requirements. Amending Chapter 2.04.040 as suggested would correct the current inconsistency and provide a standard for compliance with State law in the future, should state statutes be amended.

Our recommendation is to add on a future agenda an amended ordinance as provided above for Council consideration and action to avoid any potential issues in the future concerning the interpretation of the Ordinance.

AGENDA TRANSMITTAL

MEETING DATE: March 22, 2016

CITY AGENDA ITEM: Repair of Suisun Marina Fuel Line:

- a. Council Adoption of Resolution No. 2016-__: Adopting the 10th Amendment to the Annual Appropriation Resolution No. 2015-79 to Appropriate Funds for the Marina Fuel System Repair Project; and
- b. Council Adoption of Resolution No. 2016-__: Approving the Marina Fuel system Repair Project and Authorizing the City Manager to Enter into an Agreement with Armour Petroleum Service & Equipment Corp. to Repair the Marina Fuel System.

FISCAL IMPACT: The fiscal impact would be about \$34,500 for construction, \$3,500 for contingency, and \$2,500 for inspection for a total of \$40,500. Retained earnings are available for appropriation in the Marina Operations Fund.

BACKGROUND: The 20 plus year old fueling system has suffered a catastrophic failure that is causing fuel to leak inside of a transition sump which also houses electrical wires. The conduit surrounding the wires inside of the sump has also failed, which creates an extremely hazardous situation. Tim McSorley, Director of Public Works and Building and Kris Lofthus, Recreation and Community Services Director have been working together to find a solution of the issue at hand. Due to the dangerous condition of the fueling system, the system was shut down on February 24, 2016. This is causing an inconvenience to the boating public, as well as a negative economic impact as the marina is losing the sale of fuel to our marina guests.

STAFF REPORT: The City received three proposals to address the needs of the fuel system from: Armour Petroleum Service & Equipment Corp., Paradiso Mechanical, Inc., and Superior Underground Tank Service, Inc. Armour Petroleum was selected as the work they proposed fixes the immediate fuel system issue and also addresses the repair requirements as part of the County's Spill, Prevention, Control and Counter Measure Plan that will bring the Suisun Marina into compliance.

Amour Petroleum proposed the following scope of work:

- Purge all of the existing fuel from the lines of the fueling system utilizing methods to insure safety.
- Remove the existing sump that is damaged, and retrofit a new sump including electrical conduit as needed and configure to eliminate exterior leaks and vandalism.
- Replace solenoid valves; install mechanical leak detector to diesel and gasoline submersible turbine pumps; install tank gauging, appropriate tank decals, and new sump leak monitor; and reconnect fueling components.

Amour Petroleum would accomplish these repairs for \$34,426.50. Public Works staff will inspect that project, and the standard 10% contingency has been recommended for unforeseen repairs.

PREPARED BY: Kris Lofthus, Recreation and Community Services Director
Tim McSorley, Director of Public Works & Building

REVIEWED AND APPROVED BY: Suzanne Bragdon, City Manager

STAFF RECOMMENDATION: It is recommended that the City Council:

1. Adopt Resolution No. 2016-__: Adopting the 10th Amendment to the Annual Appropriation Resolution No. 2015-79 to Appropriate Funds for the Marina Fuel System Repair Project; and
2. Adopt Resolution No. 2016-__: Approving the Marina Fuel system Repair Project and Authorizing the City Manager to Enter into an Agreement with Armour Petroleum Service & Equipment Corp. to Repair the Marina Fuel System.

ATTACHMENTS:

1. Adopt Resolution No. 2016-__: Adopting the 10th Amendment to the Annual Appropriation Resolution No. 2015-79 to Appropriate Funds for the Marina Fuel System Repair Project.
2. Adopt Resolution No. 2016-__: Approving the Marina Fuel system Repair Project and Authorizing the City Manager to Enter into an Agreement with Armour Petroleum Service & Equipment Corp. to Repair the Marina Fuel System.

RESOLUTION NO. 2016-___

A RESOLUTION OF THE COUNCIL OF THE CITY OF SUISUN CITY APPROVING MARINA FUEL SYSTEM REPAIR PROJECT AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE ARMOUR PETROLEUM SERVICE & EQUIPMENT CORP. TO REPAIR THE MARINA FUEL SYSTEM

WHEREAS, the 20 plus year old fueling system has suffered a catastrophic failure that is causing fuel to leak inside of a transition sump which also houses electrical wires; and

WHEREAS, due to the dangerous condition of the fueling system, the system was shut down on February 24, 2016; and

WHEREAS, this is causing an inconvenience to the boating public, as well as a negative economic impact as the marina is losing the sale of fuel to our marina guests; and

WHEREAS, the City received three proposals to address the needs of the fuel system from: Armour Petroleum Service & Equipment Corp., Paradiso Mechanical, Inc., and Superior Underground Tank Service, Inc.; and

WHEREAS, Armour Petroleum was selected as the work they proposed fixes the immediate fuel system issue and also addresses the repair requirements as part of the County's Spill, Prevention, Control and Counter Measure Plan that staff has been working towards completing to keep the Suisun Marina in compliance; and

WHEREAS, Amour Petroleum would accomplish these repairs for \$34,426.50. Public Works staff will inspect that project, and the standard 10% contingency has been recommended for unforeseen repairs.

NOW, THEREFORE, BE IT RESOLVED by the City of Suisun City City Council that hereby approves the Marina Fuel System Repair Project, and authorizes the City Manager to execute an agreement with Armour Petroleum Service & Equipment Corp. to perform the repairs.

PASSED AND ADOPTED by the said City Council at a regular meeting thereof on the 22nd day of March, 2016, by the following vote:

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

WITNESS my hand and seal of the said City this 22nd day of March, 2016.

Linda Hobson, CMC
City Clerk

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RESOLUTION NO. 2016-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE 10TH AMENDMENT TO THE ANNUAL APPROPRIATION
RESOLUTION NO. 2015-79 TO APPROPRIATE FUNDS FOR THE MARINA FUEL
SYSTEM REPAIR PROJECT**

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

THAT Section 909 of Part III of the Annual Appropriation Resolution No. 2015-79 be and is hereby amended as follows:

		<u>Increase/ (Decrease)</u>
TO:	RECREATION & COMMUNITY SERVICES DEPARTMENT	\$ 40,500
	Marina Operations	
	TOTAL Section 909	<u>\$ 40,500</u>

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

		<u>Sources</u>	<u>Uses</u>
<u>Marina Operations Fund</u>			
Revenues:			
A/C No. 909-70101-8910	Retained Earnings	\$ 40,500	\$ -
Appropriations:			
A/C No. 909-96310-9983	CIP Construction		\$ 34,500
A/C No. 909-96320-9983	CIP Construction Management		\$ 2,500
A/C No. 909-96900-9983	CIP Contingency	<u>\$ -</u>	<u>\$ 3,500</u>
	Total Marina Operations Fund	<u>\$ 40,500</u>	<u>\$ 40,500</u>

THAT the purpose is to appropriate funds for the Marina Fuel System Repair Project.

ADOPTED AND PASSED at a regular meeting of the City Council of the City of Suisun City duly held on the 22nd day of March, 2016 by the following vote:

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

WITNESS my hand and seal of the said City this 22nd day of March 2016.

Linda Hobson, CMC
City Clerk

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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 HOUSING AUTHORITY

TUESDAY, MARCH 1, 2016

7:00 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), the following Council/Successor Agency/Housing Authority includes teleconference participation by Councilmember Jane Day from: 301 Morgan Street, Suisun City, CA 94585.

(Next Ord. No. – 740)

(Next City Council Res. No. 2 016 – 15)

Next Suisun City Council Acting as Successor Agency Res. No. SA2016 – 02)

(Next Housing Authority Res. No. HA2016 – 01)

ROLL CALL

Mayor Sanchez called the meeting to order at 7:00 PM with the following Council / Board Members present: Day, Hudson, Segala, Wilson, and Sanchez.

Pledge of Allegiance was led by Mayor Pro Tem Wilson

Invocation was given by City Manager Bragdon

PUBLIC COMMENT

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

Dave Harrison expressed concern about vehicle allowance for Council Member Day.

Assistant City Manager Anderson explained salary for council members could only be changed for the next election period and stated Council Member Day is covered under the American Disability Act.

CONFLICT OF INTEREST NOTIFICATION - None

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

Mayor Sanchez moved Item 4 forward.

4. Moving Solano Forward – Phase II – (Sean Quinn).

REPORTS: (Informational items only.)

1. Mayor/Council - Chair/Boardmembers

Council Member Day commented on how beautiful the trees are in full bloom which also causes bad allergies.

Council Member Segala commented on the WalMart website that Suisun City is not listed and suggested staff look into it; spoke to Lawler Ranch resident and suggested staff look into left turn lane on Grizzly Island Road at Highway 12; and suggested looking into a sign on the east corner of Kellogg for Harbor Theater to announce what is playing.

Council Member Hudson asked about celebrating the one year anniversary of WalMart and getting the revenue report; reported complaints about parking and smoking illegal substances at Heritage Park; and reported attending the California Association of Sanitation Agency (CASA) and discussing the three major issues of the Sewer District.

Council Member Wilson reported attending CASA, Children's Network policy forum at the Crock Center; and Armijo High Career Day; and spoke to Linda Gargas and Walter Chester regarding the lack of resident parking by the Crock Center and suggested staff look into resident parking permits.

Mayor Sanchez reported spending eight hours in Sacramento meeting with legislators Assemblymen Bonilla, Dodd, Frazier, and Senator Wolk discuss transportation funding where the legislators blamed the governor and the governor's office blames the legislators for the lack of funding.

2. City Manager/Executive Director/Staff

- a Report – Fireworks, Non-Profit Lottery – (O'Brien)
- b Traffic Committee Quarterly Report – (O'Brien).

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

3. Introduction and Swearing-in of new Suisun City Police Officer Eric Vera – (Mattos).

Police Chief Mattos introduced Officer Vera and City Clerk Hobson gave the Oath of Office.

4. Moving Solano Forward – Phase II – (Sean Quinn).

CONSENT CALENDAR

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

5. Council Adoption of Resolution No. 2016-___: Supporting the Designation of the Solano Recycling Market Development Zone (RMDZ) – (McSorley).

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

6. Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on February 16, 2016 – (Hobson).

Council Member Segala asked that Item 5 be pulled.

Council Member Hudson moved and Council Member Day seconded the approval of Consent Calendar 6. Motion carried by the following roll call vote:

AYES: Council Members Day, Hudson, Segala, Wilson, Sanchez

Motioned by Council Member Wilson to approve Item 5. Motion failed for lack of second.

GENERAL BUSINESS

City Council

7. Initiation of Development of FY 2016-17 Suisun City Financial Plan – (Anderson/Garben).
 - a. Presentation of the Financial Position of the City through the FY 2015-16 Mid-Year Budget Update, FY 2016-17 Preliminary Projected Base Budget; and
 - b. Council Adoption of Resolution No. 2016-15: Adopting the 9th Amendment to the Annual Appropriation Resolution No. 2015-79 to Appropriate Mid-Year Budget Adjustments for Additional Costs in Various Accounts Organization Wide.

Motioned by Council Member Wilson and seconded by Council Member Hudson to adopt Resolution No. 2016-15. Motion carried by the following roll call vote:

AYES: Council Members Day, Hudson, Segala, Wilson, Sanchez

8. Discussion and Direction: Community Engagement and Empowerment in Developing a Short-Term (FY 2016-17) and Longer-Term (FY 2017-18) Strategic and Financial Plan for Suisun City - (Bragdon/Anderson).

Discussion was held on how to put empowerment into the budget process and have staff bring back a plan.

9. Discussion and Direction: Sale of Residual Parcel, Marina Boulevard at Lotz Way – (McSorley).

Discussion was held and staff was directed to look into selling parcel.

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the meeting at 10:42 PM.

Linda Hobson, CMC
City Clerk

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MINUTES

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

AND

SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY

TUESDAY, MARCH 15, 2016

6:00 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

TELECONFERENCE NOTICE

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ROLL CALL

Mayor/Chair Sanchez called the meeting to order at 6:00 PM with the following Council / Board Members present: Day, Hudson, Segala, Wilson, and Sanchez.

PUBLIC COMMENT None

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

CONFLICT OF INTEREST NOTIFICATION

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Mayor Sanchez announced he has a Conflict of Interest with Closed Session Item 2. Closed Session item 2 will be discussed after item 3.

CLOSED SESSION

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City Council

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1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Name of Case: City of Suisun City v. State of California, Department of Finance, et al; Case #34-2013-00146458.
2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
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Property Under Negotiation: Assessor’s Parcel Number 0173-390-160 and 0173-390-180.

Agency Negotiator: Suzanne Bragdon, City Manager; Jason Garben, Economic Development Director

Negotiating Parties: Harbor Park, LLC

Under Negotiations: Terms and payment.

Joint City Council / Suisun City Council Acting as Successor Agency

3. PERSONNEL MATTERS

Pursuant to California Government Code Section 54954.5 et seq. the Suisun City Council / Successor Agency will hold a Closed Session for the purpose of Public Employee Performance Evaluation: City Manager/Executive Director.

CONVENE OPEN SESSION

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

6:55 PM – Mayor Sanchez stated no decisions had been made in Closed Session.

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the meeting at 6:55 PM.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: March 22, 2016

CITY AGENDA ITEM: Council Adoption of Resolution No. 2016-____: Approve Community Engagement and Empowerment Strategy and Authorize the City Manager to Execute a Professional Services Agreement with WBC.

FISCAL IMPACT: Cost for consultant services would be \$19,650. Production and distribution of direct mail for education materials, “save-the-date” notices, and survey outreach is estimated to be \$8,000. Funds are available in the current fiscal year budget to cover these costs.

BACKGROUND: At the March 1, 2016 City Council meeting, where initiation of an 18-month strategic planning process was discussed, Council directed staff to come back with a specific proposal to engage and to empower our residents on the critical issues and choices facing our community.

With *status quo* budgets over the past three years, we are able to cover costs for our current reduced level of services resulting from the great recession and elimination of redevelopment. However, and most significantly, we are unable to comprehensively address major unfunded needs such as public safety staffing, fire equipment, road maintenance and related infrastructure repair, dredging, as well as resources to support business development and retention.

Given the significant changes that continue to evolve regarding issues of local control and how local governmental services are financed, Suisun City is at a critical “fork in the road” in terms of how we respond to these issues and ideally prosper under this “new normal.” Critical to moving forward is the need to engage and empower our residents to identify their vision of Suisun City, which will build from the visioning work already completed through the General Plan Update and Downtown Waterfront District Specific Plan Update. Determining how to implement the vision, financially and logistically, is the critical second step in the process.

Engaging and empowering our residents at the beginning of this process is especially important so that the community can make informed decisions about the future. A critical question to consider: Is the City, in terms of the services we are able to provide, where we want to be? Or is there another way to ensure that we are able to sustain and build upon the progress Suisun City has made since the late 1980’s, before the State dismantled redevelopment?

This report outlines a strategy for engaging and empowering our community to effectively consider and answer these questions.

STAFF REPORT: The first phase of community engagement and empowerment will take place concurrent with the FY 2016-17 budget process running from April through early July, 2016. Staff discussed our interests with this undertaking, and received proposals from three different firms:

- Lew Edwards.

PREPARED BY:

Suzanne Bragdon, City Manager

APPROVED BY:

Suzanne Bragdon, City Manager

- Tripepi Smith & Associates.
- WBC.

Approaches among the three firms are similar; however, WBC spoke specifically to the need to break through the “chatter” during this unique election cycle – both locally and nationally. WBC also honed in on identifying and engaging community members who are influential community opinion leaders. This is critical if our residents are going to be engaged and empowered to make informed decisions about Suisun City’s future.

Therefore, it is recommended that WBC be retained to assist in this early engagement and empowerment process. The firm’s approach supplements the traditional town hall meeting with interactive social media outreach, identification of and outreach strategies to engage influential community members, and messaging that engages those invested in the community. William Berry will be the project manager and main point of contact for this project. Jennifer Goldman, a 20-year employee with the firm, will work with him.

The approach proposed by WBC to generate extensive community input aimed at achieving the City’s objectives includes:

- LISTEN to the community (WBC uses the metaphor of being “rabbit ears”).
- Development of a communications strategy focusing on residents invested in Suisun City and community opinion leaders.
- Creation of a cohesive message to be used in all aspects of outreach effort in order to break through the chatter.
- Initiate efforts with a traditional town hall meeting to give residents a chance to interact directly with City officials about concerns, suggestions about City government, and potential measures – building from the Community Satisfaction Survey undertaken in November 2015.
- Train City staff on messaging and other communication techniques to improve engagement and communication with residents.
- Facilitate elected official and staff engagement with residents in smaller group settings (going where residents go!), including the creation by WBC of all necessary collateral materials.
- Development of new media outreach strategies (i.e., use of Ad Words, social media, email marketing, as well as an interactive aspect added to the City’s existing website--a micro-website--that will include a short, targeted questionnaire to further facilitate community input).
- Development of one to three targeted direct mailings detailing the past successes of the City and plans to strengthen the City in the future.
- Utilization of earned media outlets including press releases, editorials, stories and interviews; includes media training for City staff as necessary.

As the vision and strategy direction for the community unfolds, WBC's goal is to ensure that residents feel ownership with the ultimate direction taken, especially if that includes a tax measure. Under this scenario, residents need to feel "ownership" with a tax measure; community engagement and input provides this critical link between the community and such a measure.

The cost for services with WBC would be \$19,650. Direct mail is estimated to be roughly \$8,000. When considering this cost, William Berry did raise that if the City does move forward with a tax measure, a secondary statistical survey may not be necessary. The outcomes of the initial community engagement will help guide this decision. Timing of this effort would start immediately and run through the first week of July, 2016.

William Berry will be present at the Council meeting and available to answer any questions that the Council may have.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2016-____: Approve Community Engagement and Empowerment Strategy and Authorize the City Manager to Execute a Professional Services Agreement with WBC.

ATTACHMENTS:

1. Resolution No. 2016-____: Approve Community Engagement and Empowerment Strategy and Authorize the City Manager to Execute a Professional Services Agreement with WBC.

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RESOLUTION NO. 2016-___

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SUISUN CITY APPROVE
COMMUNITY ENGAGEMENT AND EMPOWERMENT STRATEGY AND
AUTHORIZE THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES
AGREEMENT WITH WBC**

WHEREAS, at the March 1, 2016 City Council meeting, Council directed staff to come back with a specific proposal to engage and to empower our residents on the critical issues and choices facing our community; and

WHEREAS, with *status quo* budgets over the past three years, we are unable to comprehensively address major unfunded needs such as public safety staffing, fire equipment, road maintenance and related infrastructure repair, dredging, as well as resources to support business development and retention; and

WHEREAS, critical to moving forward is the need to engage and empower our residents to identify their vision of Suisun City, which will build from the visioning work already completed through the General Plan Update and Downtown Waterfront District Specific Plan Update; and

WHEREAS, the first phase of community engagement and empowerment will take place concurrent with the FY 2016-17 budget process running from April through early July, 2016. Staff discussed our interests with this undertaking, and received proposals from three different firms: Lew Edwards, Tripepi Smith & Associates, and WBC; and

WHEREAS, staff has selected WBC as having the best approach to meeting the City’s needs; and

WHEREAS, the cost for services with WBC would be \$19,650.

NOW, THEREFORE, BE IT RESOLVED by the City of Suisun City City Council that hereby approves the Community Engagement and Empowerment Strategy, and authorizes the City Manager to execute an agreement with WBC to assist in implementing the strategy.

PASSED AND ADOPTED by the said City Council at a regular meeting thereof on the 22nd day of March, 2016, by the following vote:

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

WITNESS my hand and seal of the said City this 22nd day of March, 2016.

Linda Hobson, CMC
City Clerk