



CITY COUNCIL
Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
Jane Day
Alma Hernandez
Michael J. Hudson

CITY COUNCIL MEETING

First and Third Tuesday
Every Month

A G E N D A

SPECIAL MEETING OF THE SUISUN CITY COUNCIL AND HOUSING AUTHORITY

TUESDAY, APRIL 20, 2021

5:30 P.M.

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

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Jane Day, Alma Hernandez, Michael Hudson, Mayor Pro Tem Wanda Williams, and Mayor Lori Wilson. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

THE CITY COUNCIL HAS RESUMED IN-PERSON MEETINGS IN ADDITION TO ZOOM. A LIMITED NUMBER OF SEATS ARE AVAILABLE, TO RESERVE A SEAT PLEASE CONTACT THE CITY CLERK AT clerk@suisun.com OR 707 421-7302.

ZOOM MEETING INFORMATION:

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

MEETING ID: 880 3292 2293

CALL IN PHONE NUMBER: (707) 438-1720

TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM

(URL: <https://www.suisun.com/government/meeting-video/>)

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING

BY EMAILING CLERK@SUISUN.COM (PRIOR TO 4pm) OR

VIA WEBSITE OR PHONE APPLICATION, ZOOM

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

ROLL CALL

Council / Board Members

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.)

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

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.)

CLOSED SESSION

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

Housing Authority**1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

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

Property Under Negotiation: Assessor's Parcel Numbers 0032-101-420 and 0032-101-160.

Negotiating Party: City Manager

Parties Negotiating With: Harbor Park, LLC

Under Negotiations: Terms and payment

City Council**2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

Kessner v. City of Santa Clara, et al. (Including Suisun City); Santa Clara County Superior Court Case No. 20CV364054.

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 10:00 P.M. Ordinarily, no new items will be taken up after the 10:00 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:
 - Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA;
 - Suisun City Senior Center, 318 Merganser Drive, Suisun City, CA;
 - Joe Nelson Center, 611 Village Drive, Suisun City, CA;
 - Harbor Master Office, 800 Kellogg Street, Suisun City, CA.

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of April 20, 2021 was posted and available for review, in compliance with the Brown Act.

CITY COUNCIL
Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
Jane Day
Alma Hernandez
Michael J. Hudson



CITY COUNCIL MEETING

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, APRIL 20, 2021

6:30 P.M.

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

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Jane Day, Alma Hernandez, Michael Hudson, Mayor Pro Tem Wanda Williams, and Mayor Lori Wilson. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

THE CITY COUNCIL HAS RESUMED IN-PERSON MEETINGS IN ADDITION TO ZOOM. A LIMITED NUMBER OF SEATS ARE AVAILABLE, TO RESERVE A SEAT PLEASE CONTACT THE CITY CLERK AT clerk@suisun.com OR 707 421-7302.

ZOOM MEETING INFORMATION:

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

MEETING ID: 870 8621 4851

CALL IN PHONE NUMBER: (707) 438-1720

TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM

(URL: <https://www.suisun.com/government/meeting-video/>)

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING

BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6pm) OR

VIA WEBSITE OR PHONE APPLICATION, ZOOM

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

(Next Ord. No. – 782)

(Next City Council Res. No. 2021 – 25)

Next Suisun City Council Acting as Successor Agency Res. No. SA2021 - 01)

(Next Housing Authority Res. No. HA2021 – 01)

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

ROLL CALL

Council / Board Members

Pledge of Allegiance

Invocation

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. City Manager/Executive Director/Staff

PRESENTATION/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

City Council

2. City Council Appointments to the Community Advisory Committees – (Wilson: lwilson@suisun.com).
3. Proclamation (presented) – (Wilson: lwilson@suisun.com)
Presentation of Proclamation Proclaiming April 11-17, 2021 as National Public Safety Telecommunications Week.
4. Proclamation (not presented) – (Wilson: lwilson@suisun.com)
Presentation of Proclamation Proclaiming April 2021 as National Autism Awareness Month.

CONSENT CALENDAR

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

City Council

5. Council Adoption of Resolution No.2021-__: Authorizing the City Manager to Execute an Amendment to a Professional Services Agreement on the City's Behalf with AECOM Technical Services Inc. to Prepare an Environmental Impact Report for the Highway 12 Logistics Center Project – (Kearns: jkearns@suisun.com).
6. Council Adoption of Resolution No. 2021 - __: Adopting Amendments to the Planning Commission Bylaws – (Kearns: jkearns@suisun.com).
7. Council Adoption of Resolution No. 2021-__: Approving a One-Year Extension to the Contract with Chavan and Associates LLP, for Professional Auditing Services for Fiscal Years Ending June 30, 2021– (Deol: ldol@suisun.com).
8. Council Adoption of Resolution No. 2021-__: Accepting the Comprehensive Annual Financial Report and Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2019-20– (Deol: ldol@suisun.com).
9. Council Adoption of Resolution No. 2021-__: Authorizing the Chief of Police 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– (Roth: aroth@suisun.com).

10. Council Adoption of Resolutions Approving Memorandum of Understanding with Labor Groups – (Pelligrino: mpelligrino@suisun.com).

- a. Council Adoption of Resolution No. 2021-__: Approving a Third Amendment to the Memorandum of Understanding (MOU) between the City of Suisun City and the Suisun City Police Officers' Association (SCPOA) effective December 28, 2018 through June 30, 2021, to Amend the Core Flex Plan provision to the MOU.
- b. Council Adoption of Resolution No. 2021-__: Approving a Fifth Amendment to the Memorandum of Understanding (MOU) between the City of Suisun City and the Suisun City Management and Professional Employees Association (SCMPEA) effective December 28, 2018 through June 30, 2021, to Amend the Core Flex Plan provision to the MOU.

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

11. 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 January 26, 2021, February 2, 2021, February 16, 2021, February 24, 2021, and March 2, 2021 - (Skinner: askinner@suisun.com).

Joint City Council / Suisun City Council Acting as Successor Agency

12. Council/Agency Approval of March 2021 Payroll Warrants in the Amount of \$471,296.99 and Council/Agency Approval of the March 2021 Accounts Payable Warrants in the Amount of \$1,008,922.97 – (Finance).

PUBLIC COMMENTS

(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.)

PUBLIC HEARING NONE

GENERAL BUSINESS

City Council

13. Council Consideration of Resolution 2021-__: Amended Elected Official Compensation and Benefits - (Folsom: gfolson@suisun.com).
14. Discussion and Direction: Response to Letter from Solano County Democratic Central Committee Regarding Right-Wing Extremism – (Folsom: gfolson@suisun.com)

REPORTS: (Informational items only.)

15. a. Council/Boardmembers
- b. Mayor

CLOSED SESSION

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

City Council**16. PERSONNEL MATTERS**

Pursuant to California Government Code Section 54957(b)(1) et seq. the Suisun City Council will hold a Closed Session for the purpose of Public Employee Performance Evaluation: City Manager

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 10:00 P.M. Ordinarily, no new items will be taken up after the 10:00 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:
 - Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA;
 - Suisun City Senior Center, 318 Merganser Drive, Suisun City, CA;
 - Joe Nelson Center, 611 Village Drive, Suisun City, CA;
 - Harbor Master Office, 800 Kellogg Street, Suisun City, CA.

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of April 20, 2021 was posted and available for review, in compliance with the Brown Act.

Office of the Mayor
Suisun City, California

Proclamation



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

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

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

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

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

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

WHEREAS, Public Safety Dispatchers of Suisun City answered 46,987 telephone calls in 2020, 11,444 of which were 9-1-1 calls; and

NOW, THEREFORE, BE IT RESOLVED, that I, Lori D. Wilson, Mayor of the City of Suisun City do hereby proclaim April 11 – 17, 2021 as

"NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK"

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

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

Lori D. Wilson, Mayor

ATTEST:

DATE:

April 20, 2021



THIS PAGE INTENTIONALLY LEFT BLANK

Office of the Mayor
Suisun City, California

Proclamation



WHEREAS, Autism Awareness Month is observed annually in April, and April 2 is recognized as the World Autism Awareness Day; both designations are intended to spread awareness, promote acceptance, and ignite change; and

WHEREAS, Autism spectrum disorder (ASD) is a complex developmental disability, typically appearing during childhood and affecting a person's ability to communicate and interact with others; and

WHEREAS, more than 3.5 million Americans live with an Autism Spectrum Disorder, and the Center for Disease Control estimates that about 1 in 59 children have been identified with ASD; and

WHEREAS, Autism Spectrum Disorder is the fastest-growing developmental disability, increasing an average of 10.5 percent per year and does not discriminate by geography, class or ethnicity and can affect anyone; and

WHEREAS, The City of Suisun City is dedicated to creating an environment of inclusiveness and a community for all to thrive in by creating partnerships with community based organizations like Parents Empowering Parents, Found It, and North Bay Regional Center ; and

WHEREAS, Autism Awareness Month highlights the prevalence of autism, and generates interest and support for education and research in finding the cause and cure for this complex disability; and

NOW, THEREFORE, BE IT RESOLVED, that I, Lori D. Wilson, Mayor of the City of Suisun City do hereby proclaim the month of April 2021 as

“AUTISM AWARENESS MONTH”

in the City of Suisun City, and encourage residents to learn more about the signs of autism and what they can do to support individuals with autism and their families.

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

L. D. Wilson

Lori D. Wilson, Mayor

ATTEST:

Donna Pich

DATE:

April 20, 2021



THIS PAGE INTENTIONALLY LEFT BLANK

AGENDA TRANSMITTAL

MEETING DATE: April 20, 2021

CITY AGENDA ITEM: Council Adoption of Resolution No. 2021-___: Authorizing the City Manager to Execute an Amendment to a Professional Services Agreement on the City's Behalf with AECOM Technical Services Inc. to Prepare an Environmental Impact Report for the Highway 12 Logistics Center Project.

FISCAL IMPACT: There would be no impact to the General Fund. The total cost for retaining the firm of AECOM Technical Services Inc. to prepare and complete an Environmental Impact Report (EIR) and add key tasks to the agreed upon scope is \$352,225. Staff is requesting a ten percent contingency be added to the contract which would bring the total to \$387,450. This total cost will be fully borne by the developer/applicant.

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

BACKGROUND: At the February 2, 2021 City Council meeting, the City Council adopted Resolution No. 2021-11 which authorized the City Manager to execute a professional services agreement with AECOM Technical Services Inc. for the Highway 12 Logistics Center Project.

STAFF REPORT: Following the kick-off of the environmental consultant's work, it was determined that additional scope was needed to complete necessary and important work for the project. The two additions to the scope include (1) Dispersion Modeling and Health Risk Analysis; and (2) Level of Service Analysis. The additions to the scope can be found as Attachment 3 of this staff report. Together the additional scope totals \$52,945 which when added to the prior scope equates to \$352,225. The resolution includes a ten percent contingency which allows the City Manager authority up to a contract total of \$387,450.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2021-___: Authorizing the City Manager to Execute an Amendment to a Professional Services Agreement on the City's Behalf with AECOM Technical Services Inc. to Prepare an Environmental Impact Report for the Highway 12 Logistics Center Project.

ATTACHMENTS:

1. Council Resolution No. 2021-___: Authorizing the City Manager to Execute an Amendment to a Professional Services Agreement on the City's Behalf with AECOM Technical Services Inc. to Prepare an Environmental Impact Report for the Highway 12 Logistics Center Project.
2. Map of Highway 12 Logistics Center
3. AECOM Proposal.

PREPARED BY:
APPROVED BY:

John Kearns, Senior Planner
Greg Folsom, City Manager

THIS PAGE INTENTIONALLY LEFT BLANK

RESOLUTION NO. 2021-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO A
PROFESSIONAL SERVICES AGREEMENT ON THE CITY'S BEHALF WITH
AECOM TECHNICAL SERVICES INC. TO PREPARE AN ENVIRONMENTAL
IMPACT REPORT FOR THE HIGHWAY 12 LOGISTICS CENTER PROJECT.**

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

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

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

WHEREAS, the City Council authorized the City Manager to enter into a professional services agreement with AECOM Technical Services Inc. at their February 2, 2021 meeting; and

WHEREAS, it has become necessary to modify the scope for the project to include additional tasks related to air quality and traffic which will increase the budget.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City authorizes the City Manager to execute an Amendment to a Professional Services Agreement on the City's behalf with AECOM Technical Services Inc. Prepare an Environmental Impact Report for the Highway 12 Logistics Center Project in the amount of \$352,225 and authorize the City Manager to approve up to an additional 10% for contingencies for a maximum amount of \$387,450.

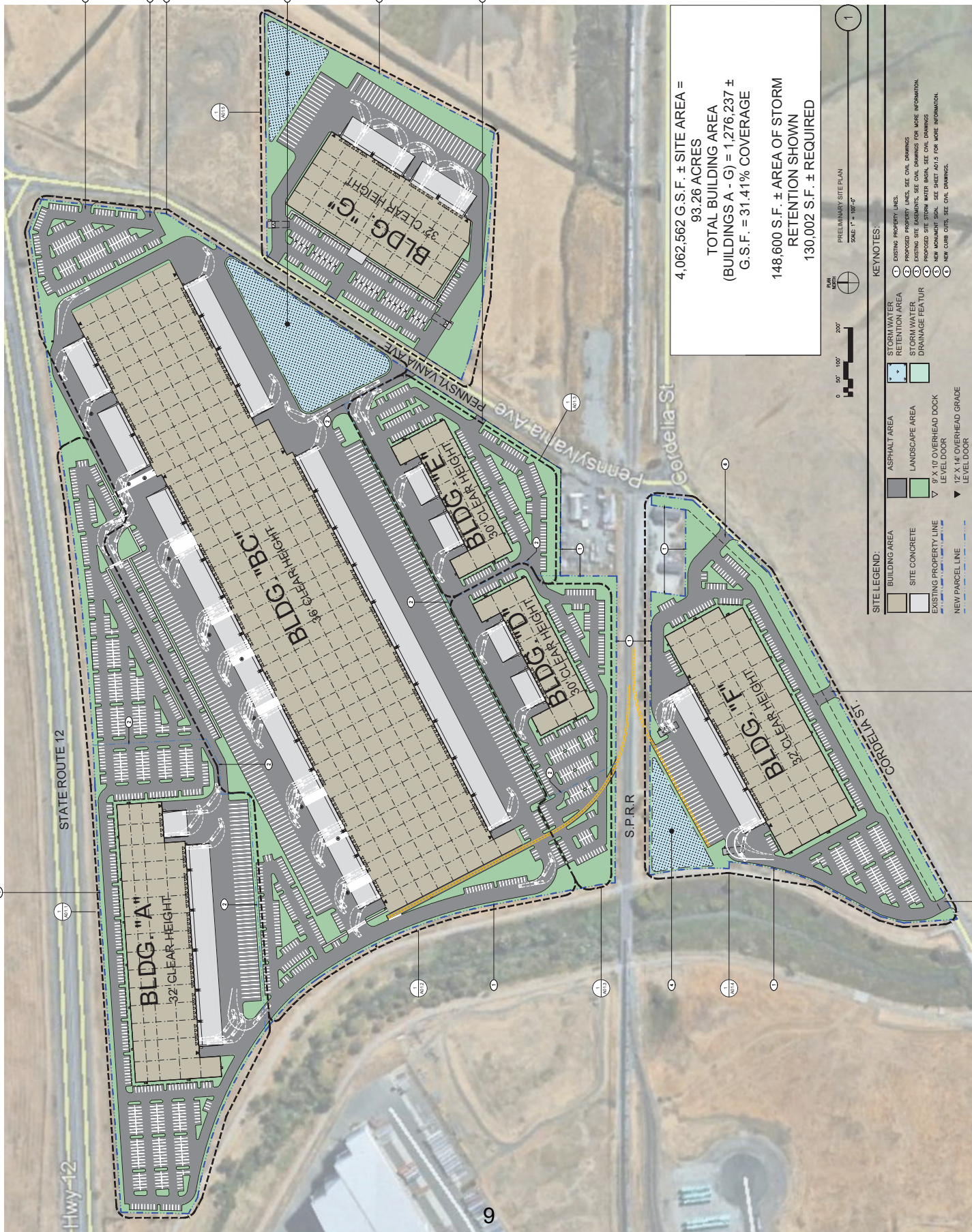
PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 20th day of April 2021 by the following vote:

AYES:	Council Members:	_____
NOES:	Council Members:	_____
ABSENT:	Council Members:	_____
ABSTAIN:	Council Members:	_____

WITNESS my hand and the seal of said City this 20th day of April 2021.

Donna Pock, CMC,
Deputy City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK



THIS PAGE INTENTIONALLY LEFT BLANK

March 18, 2021

John Kearns, Senior Planner
City of Suisun City Development Services Department
701 Civic Center Boulevard
Suisun City, CA 94585

Subject: Proposed Amendment to Highway 12 Logistics Center EIR Agreement

Greetings, John:

Thank you very much for the helpful direction during our kickoff meeting for the Highway 12 Logistics Center project.

As discussed, we were directed to make the following changes to our scope of services, which are summarized in this letter:

- ▶ Provide dispersion analysis and a health risk assessment
- ▶ Direct Fehr & Peers to provide level of service analysis and mitigation
- ▶ Add bi-weekly meetings that will be led by David Wade, the City's contract planner

It was also suggested that we peer review a General Plan consistency memo that David Wade will prepare – I will do that on my own time and not increase our cost estimate to include this additional task.

Please let me know the most straightforward way to execute this amendment.

Sincerely,



J. Matthew Gerken
Project Manager

PROPOSED CHANGES TO EXHIBIT “A”, SCOPE OF SERVICES

Page A-6 shall be revised as follows:

~~Optional Task:~~ Dispersion Modeling and Health Risk Analysis

~~As an option, the AECOM will prepare an air quality analysis ~~can~~ to evaluate the project’s toxic air contaminant (TAC) impacts. AECOM ~~can~~ will use a ~~screening-level~~ air dispersion model (such as AERSCREEN, the screening-level version of EPA’s AERMOD) to quantitatively evaluate health risk impacts on sensitive receptors. AECOM can identify applicable mitigation measures if screening results show potentially significant impacts. If a detailed health risk assessment is requested, our air quality specialists have this expertise and could provide this service under a revised scope of services.~~

AECOM will prepare a Health Risk Analysis (HRA) to evaluate potential toxic air contaminant (TAC) emissions impacts associated with short-term construction and long-term daily operation of the proposed project using methods recommended by Bay Area Air Quality Management District (BAAQMD). BAAQMD recommends analyzing impacts within a minimum of 1,000 feet of a project site. Based on interactions with BAAQMD on other recent HRAs, the TAC impacts will also include an assessment on receptors within 500 feet of vehicle traffic associated with the construction and daily operations of the proposed project.

AECOM will analyze TAC emissions (e.g., diesel particulate matter/ particulate matter less than 2.5 microns [PM2.5]) and the potential exposure to existing off-site sensitive receptors to substantial pollutant concentrations. The American Meteorological Society/EPA Regulatory Model (AERMOD) dispersion model (Version 19191) will be used to estimate pollutant concentrations at specific distances from emission sources. These include potential new generators (if applicable), daily truck traffic using the logistics center, and worker commute traffic increases due to the project. The modeled concentrations will then be used to estimate the long-term effects of TACs on nearby off-site sensitive receptor locations.

The California Air Resources Board (ARB) created the HARP2 software to assist in the development of emissions inventories, dispersion modeling, and risk assessment. Meteorological data used as input to the dispersion model is provided online by ARB. We anticipate selecting Travis Air Force Base, which is about six miles east-northeast of the proposed project site. Maximum hourly and period-average files generated by AERMOD will be input to HARP2 (Version 19121) with corresponding TAC emission rates for each project source to calculate project concentration contributions at off-site sensitive receptors. HARP2 will be used to estimate cancer risk.

The HRA Technical Report will be developed consistent with guidance and methodologies from local, regional, State, and federal agencies, including the California Air Pollution Control Officers Association (CAPCOA) (2009), the California Air Resources Board (ARB) (2017), the Office of Environmental Health Hazard Assessment (OEHHA) (2015), BAAQMD California Environmental Quality Act (CEQA) Air Quality Guidelines (2017), and the U.S. Environmental Protection Agency (EPA) (2017).

The HRA modeling will be conducted for the entire site and will take into account the potential new emission sources to the extent reliable, realistic data can be obtained. Default modeling assumptions will be used for any operational data not provided by the project applicant. The HRA modeling will be based on uncontrolled emission estimates. AECOM will respond to and incorporate comments on one draft of the HRA Technical Report; no new modeling will be conducted between draft and final. Based

on the type, scale, and location of the project and our experience, we assume no mitigation will be required to address any potentially significant TAC impact.

Pages A-15 and A-16 shall be revised as follows:

~~Optional~~ Transportation Task 2: Level of Service (LOS) Analysis

~~As an option,~~ Fehr & Peers **~~can~~** will prepare a LOS analysis. Based on the project description and layout of the surrounding transportation system, it is assumed that 10 study intersections would be included in the analysis. Fehr & Peers will request traffic count data from the City and/or City of Fairfield. It is assumed that Fehr & Peers would need to collect up to eight additional traffic counts; traffic counts will be downloaded for the StreetLight Data traffic count database, which provides data on Year 2019 (i.e. pre-COVID pandemic) traffic volumes.

Fehr & Peers will calculate intersection operations for the study intersections for the weekday AM peak hour and weekday PM peak hour using methodologies from the Highway Capacity Manual, 6th Edition, as applied in the Synchro software analysis package. The circulation analysis will include an analysis of Existing, Existing plus Project, Cumulative, and Cumulative plus Project Conditions. Cumulative conditions volumes will be based on information from the City of Fairfield travel demand model. Plus Project scenario traffic volumes will be based on updated trip generation calculations (using data from the ITE Trip Generation Manual, 10th Edition); these estimated project trips will be distributed through the roadway system and assigned to turning movements at the study intersections. Plus Project scenario operations will be compared against the relevant No Project scenario to assess if the project results in new deficiencies using criteria identified in the City's General Plan and other previously-completed transportation studies; if new deficiencies are found to occur, improvement measures will be identified to remedy the deficiencies. If improvements are identified, the AECOM Team **~~can~~** will add analysis of the impacts of these improvements to the EIR scope of services.

Page A-20 shall be revised as follows:

- Meetings—Costs are included for the number of meetings and hearings specified in the scope of work, including up to four meetings with City staff, as identified in the City's RFP. If additional meetings or hearings are needed, they can be included with an amendment of the budget. In addition, AECOM's Project Manager will attend brief bi-weekly status update videoconference meetings scheduled and led by the City's contract planner. As noted, AECOM will invoice on a time-and-materials basis only for what is actually required to complete the requested work and we assume that we will work efficiently, that the maximum amended not-to-exceed contract sum will not be required to complete the requested work, and that there will be sufficient budget remaining to cover the cost of the added bi-weekly meetings.

PROPOSED CHANGE TO EXHIBIT "C", SCHEDULE OF COMPENSATION

The additional maximum not-to-exceed Contract Sum shall be increased by \$52,495 to a total of \$352,225. This includes an additional \$37,335 for LOS analysis by Fehr & Peers, an additional \$15,160 for the HRA tasks, and no additional budget provided for the additional bi-weekly project management meetings on the assumption that these additional costs will be covered through efficiencies elsewhere in the work program.

THIS PAGE INTENTIONALLY LEFT BLANK

AGENDA TRANSMITTAL

MEETING DATE: April 20, 2021

CITY AGENDA ITEM: Council Adoption of Resolution No. 2021 - ____: A Resolution of the City Council of the City of Suisun City Adopting Amendments to the Planning Commission Bylaws.

FISCAL IMPACT: There would be no fiscal impact associated with adoption of the proposed Resolution.

STRATEGIC PLAN IMPACT: Provide Good Governance.

BACKGROUND / STAFF REPORT: On April 6, 2021, the City Council directed certain changes to the Planning Commission's bylaws be brought back to the Commission for consideration. The three changes included 1.) A change in the meeting time from 6:00pm to 6:30pm; 2.) language for "Protests" be included in Section 5.12; and 3.) The Planning Commission agenda was to follow the exact order and format of the City Council agenda. These changes were brought to the Planning Commission at their April 13, 2021 meeting and were adopted 6-0. Staff has reflected the new changes due to City Council direction in red strikethrough and underline. According to Ordinance No. 735, which amended Chapter 2.20, the Planning Commission's bylaws are to be reviewed by the City Council. Staff is requesting the City Council review the amendments the Planning Commission adopted through Resolution No. PC20-03.

STAFF RECOMMENDATION: Staff recommends that the Council adopt Resolution No. 2021-____; A Resolution of the City Council of the City of Suisun City Adopting Amendments to the Planning Commission Bylaws.

ATTACHMENTS:

1. Council Adoption of Resolution No. 2021 - ____: A Resolution of the City Council of the City of Suisun City Adopting Amendments to the Planning Commission Bylaws.
2. Resolution No. PC 2021-03.
3. Planning Commission Bylaws

PREPARED BY:
REVIEWED/APPROVED BY:

John Kearns, Senior Planner
Greg Folsom, City Manager

THIS PAGE INTENTIONALLY LEFT BLANK

RESOLUTION NO. 2021-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING AMENDMENTS TO THE PLANNING COMMISSION BYLAWS**

WHEREAS, the City Council at a regular meeting of May 7, 2019 did review and discuss the Planning Commission Bylaws (Exhibit A) and the potential of rescinding the 1997 Planning Commission Rules of Procedure; and

WHEREAS, the Planning Commission at a regular meeting on March 9, 2021 approved several amendments to the Planning Commission Bylaws; and

WHEREAS, the City Council at a regular meeting of April 20, 2021 did review and discuss the Planning Commission Bylaws and amended the Planning Commission Bylaws to make several changes.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Suisun City does adopt amendments to the Planning Commission Bylaws.

PASSED AND ADOPTED by a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 20th of April 2021, by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of April 2021.

Donna Pock, CMC
Deputy City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK

RESOLUTION NO. PC21-04

**A RESOLUTION OF THE CITY OF SUISUN CITY PLANNING COMMISSION
AMENDING THE PLANNING COMMISSION BYLAWS**

WHEREAS, the Planning Commission directed staff at their April 14, 2015 regular meeting to complete revisions to the draft Planning Commission Bylaws and prepare the document for Commission adoption; and

WHEREAS, the Planning Commission at a regular meeting on May 26, 2015 did complete its review and recommend approval of Planning Commission Bylaws; however, the bylaws were never forwarded to the City Council for adoption; and

WHEREAS, the Planning Commission at a regular meeting on April 23, 2019 completed its review of the Planning Commission Bylaws; and

WHEREAS, the City Council amended the Planning Commission Bylaws and the Planning Commission concurred with the changes on July 9, 2019; and

WHEREAS, the Planning Commission did discuss several amendments to the bylaws at their February 23, 2021 meeting and again at their March 9, 2021 meeting and voted for adoption.

WHEREAS, the City Council directed certain changes to the Planning Commission Bylaws at their April 6, 2021 meeting; and

WHEREAS, the Planning Commission adopted certain amendments to the Planning Commission Bylaws at their April 13, 2021 meeting.

NOW, THEREFORE, BE IT RESOLVED THAT the Planning Commission of the City of Suisun City does hereby adopt Resolution PC21-04; A Resolution of the City of Suisun City Planning Commission Amending the Planning Commission Bylaws.

The forgoing motion was made by Commissioner Borja and seconded by Commissioner Zeiss and carried by the following vote:

AYES:	Commissioners: Adams, Borja, Pooni, Theriault, Zeiss, Chair Rowe
NOES:	Commissioners: None
ABSENT:	Commissioners: Tewari
ABSTAIN:	Commissioners: None

WITNESS my hand and the seal of said City this 13th day of April 2021.



Donna Pock
Commission Secretary

THIS PAGE INTENTIONALLY LEFT BLANK

Table of Contents

1. Preface
2. Adoption and Amendment of Bylaws
3. Adoption of Parliamentary Procedure
4. Duties and Powers of Commissioners
 - 4.1 Responsibilities of Each Planning Commissioner
 - 4.2 Commissioner Preparation
 - 4.3 Addressing Commissioners and Members of the Public
 - 4.4 Communications with the Press
 - 4.5 Anticipated Absence
 - 4.6 Officers
 - 4.7 Duties and Responsibilities of the Chair
 - 4.8 Duties and Responsibilities of the Vice-Chair
 - 4.9 Subcommittees
5. Meetings
 - 5.1 Public Meetings
 - 5.2 Regular Meetings
 - 5.3 Adjourned Meetings
 - 5.4 Special Meetings
 - 5.5 Study Sessions/Workshops
 - 5.6 Establishing a Quorum
 - 5.7 Agendas
 - 5.8 Minutes and Record of the Meeting
 - 5.9 Motions, Debates, and Voting
 - 5.10 Conflicts of Interest
 - 5.11 Voting
 - 5.12 Dissents and Protests
6. Conducting a Meeting
 - 6.1 Order of Business within a Meeting
 - 6.2 Order for Presentation or Hearing of Proposals
 - 6.3 Order of Testimony
 - 6.4 Rules of Testimony

City of Suisun City Planning Commission Bylaws
Amended March 9, 2021
Amended April 13, 2021

CITY OF SUISUN CITY PLANNING COMMISSION BYLAWS

1. Preface

Title 2, Administration and Personnel, of the Suisun City Municipal Code establishes the Planning Commission of Suisun City. The duties and authorities of the Planning Commission are those conferred upon it by the provisions of Title 7 of the Government Code of California, and any other laws of the state applicable thereto, and those identified in Title 18, Zoning, of the Suisun City Municipal Code. These Planning Commission Bylaws provide guidance to the Planning Commission, project applicants and members of the public on how the Planning Commission will execute its duties. If a conflict arises between these Bylaws and the Suisun City Municipal Code, the Code shall control.

2. Adoption and Amendment of Bylaws

These bylaws shall be adopted by and may be amended by resolution of a majority of the Commissioners present at any Suisun City Planning Commission meeting attended by no less than five members of the Commission.

Upon adoption or amendment by the Planning Commission, such bylaws shall be submitted to the City Council for review. The City Council may, at its sole discretion, overturn approval of these Bylaws and direct the Commission to incorporate amendments as determined appropriate.

3. Adoption of Parliamentary Procedure

The Suisun City Planning Commission shall conduct meetings consistent with the spirit of the guidelines established under Rosenberg's Rules of Order, Revised 2011, and as amended. Where these Rules of Order are found to be inconsistent with State law or regulations adopted by the City Council of Suisun City, such State or local regulations shall prevail.

City of Suisun City Planning Commission Bylaws

Amended March 9, 2021

Amended April 13, 2021

4. Duties and Powers of Commissioners

4.1 Responsibilities of Each Planning Commissioner

Commission members serve the City as a whole and represent no special group or interest.

The Planning Commission shall have the power to recommend to the City Council, after a public hearing thereon, the adoption, amendment or repeal of the General Plan or any Specific Plan, or any part thereof, for the physical development of the City.

The Planning Commission shall exercise such functions with respect to land subdivisions, planning, and zoning as may be prescribed by the Suisun City Code.

The Commission shall advise the City Council on those matters falling within its charged responsibilities in a manner reflecting concern for the overall development and environment of the City as a setting for human activities. **This shall include consideration of the City's impacts on adjacent municipalities and unincorporated areas.** All reports and recommendations of the Commission to the City Council shall be in writing and presented to the City Council by the Development Services Department on behalf of the Commission.

4.2 Commissioner Preparation

Each of the Commission members shall have the responsibility to keep himself or herself up to date on planning matters. In addition, each member should attempt to take advantage of the various educational and training opportunities offered by such organizations as the League of California Cities, University and/or College classes, programs or seminars.

4.3 Addressing Commissioners and Members of the Public

The appropriate title should be used when acknowledging a meeting participant, such as "Mr.", "Ms.", "Commissioner", "Chair", "Vice-Chair", etc. This shows respect, professionalism and avoids the appearance of favoritism.

4.4 Communications with the Press

When speaking to the press, Commissioners should be very specific in stating that they are speaking for themselves only and not for the Commission as a whole. Communication with the press should be reported to staff.

City of Suisun City Planning Commission Bylaws

Amended March 9, 2021

Amended April 13, 2021

4.5 Anticipated Absence

Any Commissioner who has knowledge of the fact that he will not be able to attend a scheduled meeting of the Planning Commission shall notify the Development Services Director at the earliest possible opportunity and, in any event, prior to 5 p.m. on the date of the meeting. The Development Services Director shall notify the Chair of the Commission in the event that the projected absences will produce a lack of quorum.

If any commissioner is absent for three consecutive regular meetings of the Planning Commission without permission of the Commission expressed in its official minutes, he/she shall relinquish his/her seat on the Commission.

4.6 Officers

Selection

The officers of the Planning Commission shall consist of Chairperson and Vice Chairperson, elected by the general membership of the Planning Commission.

The election of officers shall generally occur at the Planning Commission's second meeting in January or as otherwise determined necessary by the Planning Commission. A minimum of 5 of the current membership must be present for the election to take place.

Nominations of members for an office shall be from the floor by a current member of the Planning Commission during the meeting when elections are held. Nominations must be seconded by another member of the Commission. Nominations and elections for Chairperson and Vice-Chairperson shall be completed separately, beginning with Chairperson.

Once nominations are complete, a roll call vote of the Commission for all nominated candidates will be called. A nominee must receive a majority of the votes from Commissioners present to be elected. If no candidate receives a majority vote, the nomination and voting process will be repeated until a candidate receives a majority vote of those Commissioners present.

All terms of office shall be for one year or until the time of the next election of officers.

A member of the Planning Commission may serve in the same office of the Planning Commission for no more than two consecutive terms.

The Vice-Chair shall succeed the Chair if he/she vacates the office before the term is completed, the Vice-Chair to serve the unexpired term of the vacated office. A new Vice-Chair shall be elected at the next regular meeting.

City of Suisun City Planning Commission Bylaws

Amended March 9, 2021

Amended April 13, 2021

In the absence of the Chair and Vice-Chair, any other member shall call the Commission to order, whereupon a chair shall be elected from the members present to preside.

4.7 Duties and Responsibilities of the Chair

Preside at all meetings of the Commission.

Call special meetings of the Commission in accordance with legal requirements and the Rules of Procedure.

Sign documents of the Commission

When so directed by the Commission, represent the Planning Commission at City Council, County Planning Commission and other meetings as the Planning Commission's representative.

4.8 Duties and Responsibilities of the Vice-Chair

During the absence, disability, or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

4.9 Subcommittees

When desirable or necessary, the Chair, with the approval of the Planning Commission, shall appoint standing committees and special committees.

~~Residents and staff of Suisun City may, at the discretion of the Chair, may be appointed to~~ **The Chair, with the approval of the Planning Commission, may appoint residents and staff of Suisun City to** serve on Planning Commission Subcommittees.

Each subcommittee of the Planning Commission shall include no more than three members of the Planning Commission.

Special committees shall be discharged at the end of their assignment.

5. Meetings

5.1 Public Meetings

All meetings shall be held in full compliance with the provision of state law, ordinances of the City, and these Rules of Procedure.

5.2 Regular Meetings

Regular meetings shall be held on the second and fourth Tuesday of the month, at **6:30** ~~6:00~~ p.m. in the Council Chambers of the City Hall unless otherwise determined by the

City of Suisun City Planning Commission Bylaws

Amended March 9, 2021

Amended April 13, 2021

Planning Commission or the Development Services Director in consultation with the Commission Chair.

Whenever a regular meeting falls on a public holiday, no regular meeting shall be held on that day. Such regular meeting may be rescheduled to another business day, or canceled by motion adopted by the Planning Commission or the Development Services Director in consultation with the Commission Chair.

5.3 Adjourned Meetings

In the event it is the wish of the Planning Commission to adjourn its meeting to a certain hour on another day, a specific date, time, and place must be set by the Commission prior to the regular motion to adjourn.

5.4 Special Meetings

Special meetings of the Planning Commission may be held at any time upon the call of the Chair, the Development Services Director, or by a majority of the voting members of the Commission or upon request of the City Council following at least 24 hours' notice to each member of the Commission and to the press. The time and place of the special meeting shall be determined by the convening authority.

5.5 Study Sessions/Workshops

The Commission may be convened as a whole or as a committee of the whole in the same manner as prescribed for the calling of a special meeting for the purpose of holding a study session provided that no official action shall be taken and no quorum shall be required.

5.6 Establishing a Quorum

A quorum of at least four (4) members of the Planning Commission must be present for the Commission to conduct normal business. If the body has less than a quorum of members present, it cannot legally transact business. If the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The only action which may be taken at a meeting attended by less than a quorum is to open the meeting and adjourn the meeting to a time certain. In such event all items on the agenda, including action items and public hearings, shall be continued to the next scheduled meeting and agendas shall be posted as required subject to Gov't Code Section 54955.

City of Suisun City Planning Commission Bylaws

Amended March 9, 2021

Amended April 13, 2021

5.7 Agendas

Agendas shall be prepared by the staff of the Suisun City Planning Department and shall be posted consistent with City policies and state law.

The agenda shall be approved at the beginning of each meeting. The Planning Commission may choose to change the order of items to be heard in order to better serve the Community and the Commission.

The Planning Commission may add items to the agenda if, by an affirmative vote of at least five (5) members, the Commission determines that an emergency exists or that there is need to take action and that such need came to the attention of the City after the meeting agenda was posted.

Before the close of each meeting the Commission shall discuss future agenda items and may, by an affirmative vote of three members of the Commission, direct staff to include items on future meeting agendas of the Commission.

5.8 Minutes and Record of the Meeting

At each meeting of the Commission, the minutes of the prior meeting shall be presented for approval. Commissioners shall identify any corrections or clarifications prior to approval of the minutes.

5.9 Motions, Debates, and Voting

As noted above, the Commission has adopted Rosenberg's Rules of Order that establishes the processes for conducting meetings, including but not limited to how motions are made and amended, how debate of items shall be conducted and how voting on items is accomplished.

5.10 Conflicts of Interest/Disclosures

In situations where a Commissioner may have conflict of interest under the Political Reform Act, the Open Government Ordinance or other conflict laws, members of the Planning Commission are required to abstain from voting on the item and participating in the decision-making process. The following procedures should be followed:

- Declare the conflict of interest
- State the basis of the conflict of interest
- Do not discuss or vote on the matter
- Step down from the podium and leave the room until the item is completed or unless the Political Reform Act allows the member to remain in the room

City of Suisun City Planning Commission Bylaws
Amended March 9, 2021
Amended April 13, 2021

If a Planning Commissioner has had a meeting with an applicant at a project site, for example, the Commissioner is to publicly disclose the meeting. A disclosure is different from a conflict of interest and would not require recusal from an item so as long as the Commissioner complies with the Brown Act and does not express an opinion.

5.11 Voting

To be passed, all motions and resolutions must receive the affirmative votes of no less than the majority of the voting members constituting a quorum. The abstention of voting by any member shall not break the quorum.

Newly appointed members may vote on items immediately after appointment provided they have reviewed the record, including tapes, minutes, reports and files on the item upon which they are voting.

5.12 Dissents and Protests

Dissent shall mean to differ in sentiment or opinion from the majority. Any Commissioner shall have the right to dissent from any action of the Commission ~~or ruling of presiding officer~~ and have the reason therefor entered in the minutes. Such dissent **may be made orally on the record, shall or** be in writing, couched in respectful terms and presented to the Commission not later than the next regular meeting following the date of said action. **A Commissioner's dissent will follow their vote contrary to the majority.**

Protest shall mean an objection or disapproval of all or part of an action. Any Commissioner shall have the right to protest a ruling of the Presiding Officer or discrete portions of an action by the Commission, and have the reason therefor entered in the minutes. A protest may be made irrespective of whether a vote occurs, or how the Commissioner votes.

6. Conducting a Meeting

Meetings shall be conducted in such manner as the Chair directs, within the rules herein set forth, and any regularly adopted agenda therefore.

6.1 Order of Business within a Meeting

- ~~Call to Order-Roll Call~~
- ~~Pledge of Allegiance, Invocation & Roll Call~~
- ~~Approval of Agenda~~
- ~~Approval of Minutes~~

City of Suisun City Planning Commission Bylaws
Amended March 9, 2021
Amended April 13, 2021

- ~~Public Comment (Items not on the Agenda). Those who wish to speak on items not on the agenda shall be limited to three (3) minutes or as otherwise permitted by the Chair.~~
- **Conflicts of Interest/**~~Disclosures~~
- **Reports**
- Consent Calendar
- Public Comment (Items not on the Agenda). Those who wish to speak on items not on the agenda shall be limited to three (3) minutes or as otherwise permitted by the Chair.
- ~~Continued Items~~
- Public Hearings
- ~~Regular Agenda Items~~**General Business**
- Reports ~~By Staff And Planning Commission~~ **(informational Items Only)**
- ~~Agenda Forecast~~
- ~~Future Agenda Items~~
- Adjournment

6.2 Order for Presentation or Hearing of Proposals

- The Chair shall announce the subject of the public hearing, as advertised.
- If a request is made for continuance, a motion may be made and voted upon to continue the public hearing to a specific time and date. If no specific date and time is set, the continued public hearing shall be re-noticed.
- The staff shall be asked to present the substance of the application, staff report and recommendation, and to answer technical questions of the Commission.

6.3 Order of Testimony

- Presentation of Applicant's statement – The applicant's presentation shall be limited to fifteen (15) minutes.
- Public Comments – Those who wish to speak on the matter, either for or against, shall be limited to five (5) minutes or as otherwise permitted by the Chair.
- If necessary, a rebuttal from the applicant
- Public hearing closed
- The Commission shall then deliberate and either determines the matter or continues the matter to another date and time certain.

City of Suisun City Planning Commission Bylaws

Amended March 9, 2021

Amended April 13, 2021

- The Commission may re-open the public hearing during its deliberations to ask clarifying questions of an applicant or prior speaker. If re-opened, the speaker would be limited to responding to the clarifying question and the public hearing portion of the item would then be closed again to ensure clarity of the process for meeting agendas.

6.4 Rules of Testimony

- Persons presenting testimony to the Commission are requested to give their name and address for the record; although not required.
- If there are numerous people in the audience who wish to participate on the issue, and it is known that all represent the same opinion, ~~a spokesperson should be selected~~ the Chair may request them to select a spokesperson to speak for the entire group. ~~The spokesperson will thus have the opportunity of speaking for a reasonable length of time and of presenting a complete case.~~
- No person shall address the Commission without first securing the permission of the Chair to do so.
- All remarks shall be addressed to the Commission as a body and not to any member thereof.
- No questions shall be asked of the Commission or member of the staff except through the Presiding Officer.
- No person, other than the Commissioners and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Commission, without the permission of the Presiding Officer.
- No person shall be allowed to speak twice until others desiring to do so have had the opportunity to speak.

AGENDA TRANSMITTAL

MEETING DATE: April 20, 2021

CITY AGENDA ITEM: Council Adoption of Resolution No. 2021-___; A Resolution of the City Council of the City of Suisun City Approving a One-Year Extension to the Contract with Chavan and Associates LLP, for Professional Auditing Services for Fiscal Years Ending June 30, 2021.

FISCAL IMPACT: The all-inclusive maximum fee for one-year audit service is \$43,000. There is a \$5,000 increase from the previous five years' annual amount. The increase is to cover additional audit work related to COVID-19 expenditures and grants. The coronavirus pandemic has the potential to create significant amount of work for auditors and CPAs. The costs will be distributed as follows: City of Suisun City - \$16,000; Successor Agency- \$7,500; Suisun-Solano Water Authority - \$14,000; Bay Homes Development Corporation - \$5,500.

The audit service fee for Measure S General Transaction and Use Tax audit (Ordinance 742) will have the same price of \$4,000. There is no increase from previous years.

STRATEGIC PLAN IMPACT: Provide Good Governance.

BACKGROUND / STAFF REPORT: Chavan and Associates LLP has served as the City's independent auditor for the past five years. It has audited the City's internal controls and financial statements for fiscal year (FY) 2015-16 through FY 2019-20. The City's contract with the firm has now expired.

The coronavirus pandemic has the potential to create significant changes for auditors and CPAs. Given the excellent service that Chavan and Associates LLP has provided the City and the burden of the pandemic related accounting, City staff is recommending that the City extend the contract with Chavan and Associates LLP for one year, so the City will not need to transition to a new firm during this critical time.

Staff has contacted Mr. Chavan and he has agreed to provide an additional one year of audit services for fiscal year 2020-21.

California Government Code section 12410.6(b) indicates that commencing with FY 2013/14, a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive years. For purposes of calculating the six consecutive fiscal years, 2019-20 will be the sixth year, which meets the six-year standard.

STAFF RECOMMENDATION: Staff recommends that the Council adopt Resolution No. 2021-___: A Resolution of the City Council of the City of Suisun City Approving a One-Year Extension

PREPARED BY:

REVIEWED/APPROVED BY:

REVIEWED/APPROVED BY:

Elizabeth Luna, Accounting Services Manager

Lakhwinder Deol, Finance Director

Greg Folsom, City Manager

to the Contract with Chavan and Associates LLP, for Professional Auditing Services for Fiscal Years Ending June 30, 2021.

ATTACHMENTS:

1. Council Adoption of Resolution No. 2021 - ____: A Resolution of the City Council of the City of Suisun City Approving a One-Year Extension to the Contract with Chavan and Associates LLP, for Professional Auditing Services for Fiscal Years Ending June 30, 2021.
2. Audit Engagement Letter for the City of Suisun City financial statements.
3. Audit Engagement Letter for Measure S Sales and Use Tax audit.

PREPARED BY:

REVIEWED/APPROVED BY:

REVIEWED/APPROVED BY:

Elizabeth Luna, Accounting Services Manager

Lakhwinder Deol, Finance Director

Greg Folsom, City Manager

RESOLUTION NO. 2021-

**A RESOLUTION OF THE SUISUN CITY COUNCIL APPROVING A ONE-YEAR
EXTENSION TO THE CONTRACT WITH CHAVAN AND ASSOCIATES LLP FOR
PROFESSIONAL AUDITING SERVICES FOR FISCAL YEAR 2020-21**

WHEREAS, the City Council approved Resolution 2016-46 on June 21, 2016 authorizing the City Manager to enter a three-year contract with option to extend for additional two years with Chavan and Associates LLP to provide professional auditing services; and

WHEREAS, the original contract was extended for two years covering the fiscal years 2018-19 and 2019-20 audit; and

WHEREAS, the coronavirus pandemic has the potential to create significant changes for auditors and CPAs; and

WHEREAS, City will not need to transition to a new firm during this critical time; and

WHEREAS, this extension will not violate California Government Code Section 12410.6(b) capping audit services at six years; and

WHEREAS, the auditing firm of Chavan and Associates LLP has provided exemplary auditing services to the City and has provided additional training to Department Staff.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby authorizes the City Manager to enter a contract to provide professional auditing services with Chavan and Associates LLP, for the fiscal year 2020-21.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 20th day of April 2021 by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of April 2021.

Anita Skinner
City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK



Chavan and Associates, LLP
Certified Public Accountants

March 7, 2021

City of Suisun City
701 Civic Center Blvd.
Suisun City, CA 94533

We are pleased to confirm our understanding of the services we are to provide for the City of Suisun City (the “City”) for the fiscal year ending June 30, 2021. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City and the related notes to the financial statements, which collectively comprise the City’s basic financial statements. In addition, we will audit the City’s compliance over major federal award programs, and perform the services as noted in **Exhibit A**, as applicable each fiscal year. We are pleased to confirm our acceptance of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the City’s major federal award programs.

Accounting principles generally accepted in the United States of America, (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB), require that the items noted below be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management’s responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP and will be subjected to certain limited procedures but will not be audited:

1. Management’s discussion and analysis.
2. Major fund budget to actual schedules.
3. Pension schedules.
4. Other postemployment benefit schedules.

Supplementary Information Other than RSI

Supplementary information other than RSI will accompany the City’s basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with U.S. GAAS.



Chavan and Associates, LLP
Certified Public Accountants

We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

1. Nonmajor governmental fund combining balance sheets and statements of revenues, expenditures and changes in fund balances.
2. Nonmajor budgetary comparison schedules.
3. Proprietary funds combining balance sheets and statements of revenues, expenditures and changes in net position, and cash flows.
4. Fiduciary fund statements.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the basic financial statements:

1. CAFR introductory section.
2. Statistical tables.

Schedule of Expenditures of Federal Awards

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.



Chavan and Associates, LLP
Certified Public Accountants

Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America (GAGAS), and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

In making our risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is limited to the period(s) covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the City's basic financial statements. Our report will be addressed to the governing body of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is



Chavan and Associates, LLP
Certified Public Accountants

necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audit of Major Program Compliance

Our audit of the City's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the provisions of U.S. Office of Management and Budget's (OMB) Uniform Guidance; and will include tests of accounting records, a determination of major programs in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the City has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal award programs. Our procedures will consist of determining major federal programs and performing the applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of those procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to Uniform Guidance.

Also, as required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the City's major federal award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the City's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.



Chavan and Associates, llp
Certified Public Accountants

Management's Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received, including federal awards and funding increments received in accordance with the Uniform Guidance generally received after December 26, 2014;
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenses of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance requirements;
6. For the design, implementation, and maintenance of internal control over federal awards;
7. For establishing and maintaining effective internal control over federal awards that provides reasonable assurance that the nonfederal entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
8. For identifying and ensuring that the City complies with laws, regulations, grants, and contracts applicable to its activities and its federal award programs and implementing systems designed to achieve compliance with applicable laws, regulations, grants, and contracts applicable to activities and its federal award programs;
9. For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;
10. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
11. For taking prompt action when instances of noncompliance are identified;
12. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
13. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
14. For submitting the reporting package and data collection form to the appropriate parties;
15. For making the auditor aware of any significant vendor / contractor relationships where the vendor / contractor is responsible for program compliance;



Chavan and Associates, LLP
Certified Public Accountants

16. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.
17. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the City's auditor;
18. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
19. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
20. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
21. For informing us of any known or suspected fraud affecting the City involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance and the financials;
22. For the accuracy and completeness of all information provided;
23. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
24. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information and schedule of expenditures of federal awards (SEFA) referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information and SEFA in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding the supplementary information and SEFA, (c) to include our report on the supplementary information and the SEFA in any document that contains the supplementary information and that indicates that we have reported on such supplementary information and the SEFA, and (d) to present the supplementary information and the SEFA with the audited financial statements, or if the supplementary information and the SEFA will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information and the SEFA no later than the date of issuance by you of the supplementary information and the SEFA and our reports thereon.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit. We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.



Chavan and Associates, LLP
Certified Public Accountants

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Audit Administration and Fees

Our all-inclusive maximum fee for these services will be as follows (**see Exhibit A**):

Fiscal year ending June 30, 2021	\$43,000
----------------------------------	----------

Our fees include out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.).

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit as follows:

Engagement Partner	\$250 per hour
Associate Partner	\$200 per hour
Manager	\$125 per hour
Senior Auditor	\$90 per hour
Staff Auditor	\$75 per hour
Administrative	\$50 per hour

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report.

You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If cooperation is not provided as anticipated and at a level that hinders the progress of the services to be provided, we retain the right to terminate the contract for cause with thirty (30) days' notice. During that time, the City will have the opportunity to provide the cooperation required to complete the audit and C&A may rescind the cancellation.

If the services to be performed by C&A are not performed in an acceptable manner to the City, the City may cancel this contract for cause by providing notice to C&A, giving at least thirty (30) days' notice of the proposed cancellation and the reasons for same. During that time period, C&A may seek to bring the performance of services to a level that is acceptable to the City, and the City may rescind the cancellation if such action is in City's best interest. Notwithstanding the above provisions, the City may, upon the expiration of thirty (30) days written notice to C&A, terminate the agreement at will. Payment for services or goods received prior to termination shall



Chavan and Associates, LLP
Certified Public Accountants

be made by the City provided those goods or services were provided in a manner acceptable to the City. Payment for those goods and services shall not be unreasonably withheld.

Sheldon Chavan, CPA, is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Chavan & Associates LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The audit documentation for this engagement is the property of Chavan & Associates LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to state and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Chavan & Associates LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least seven years from the date of our report.

We will be available during the year to consult with you on financial management and accounting matters of a routine nature. You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

With respect to any nonattest services we perform, the City's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Nonattest services include the preparation of the audited financial statements, note disclosures, supplemental information (as noted above) for the City, Suisun/Solano Water Authority, Measure S Sale Tax, and Bay Homes Development Corporation; conversion entries; the schedule of



Chavan and Associates, LLP
Certified Public Accountants

expenditures of federal awards; the data collection form, the state controller's annual reports; statistical schedules that are derived from the audited financial statements; and annual tax returns (990 and 199) of the Bay Homes Development Corporation. These items will be prepared from information prepared and provided by the City during our audit, such as the City's trial balance.

We will not assume management responsibilities on behalf of the City. However, we will provide advice and recommendations to assist management in performing its responsibilities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards, including GAAS, GAGAS and Uniform Guidance as previously noted.
- This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm will advise the City with regard to the nonattest services provided, but the City must make all decisions with regard to those matters.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

At the conclusion of our audit engagement, we will communicate to management and the Council the following significant items from the audit:

- Our view about the qualitative aspects of the City's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.



Chavan and Associates, LLP
Certified Public Accountants

In accordance with the requirements of *Government Auditing Standards*, a copy of our latest external peer review report of our firm is available upon request or on our website.

If the foregoing is in accordance with your understanding, please indicate your agreement by signing this letter and emailing it to us at info@cnallp.com. If you have any questions, please let us know.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Very truly yours,

Sheldon Chavan, CPA, Managing Partner
Chavan & Associates, LLP

RESPONSE:

This letter correctly sets forth the understanding of the City of Suisun City.

Signature:

Title:

Date:



Chavan and Associates, LLP
Certified Public Accountants

Exhibit A

Audit Services	2021
City Audit	\$ 43,000
Suisun/Solano Water Authority Audit	Included
Single Audit	Included
Real Estate Assessment Center (REAC)	Included
Bay Homes Development Corporation Audit	Included
GANN Limit Review Report	Included
CAFR GFOA Compliance	Included
CAFR Preparation	Included
Total All-Inclusive Maximum Price	\$ 43,000

THIS PAGE INTENTIONALLY LEFT BLANK



Chavan and Associates, llp
Certified Public Accountants

March 7, 2021

City of Suisun City
701 Civic Center Blvd.
Suisun City, CA 94533

We are pleased to confirm our understanding of the services we are to provide for the City of Suisun City (the “City”) for the fiscal year ending June 30, 2021. We will audit the Measure S Sales Tax statement of revenues and expenditures of the City and the related notes to the financial statement for the fiscal year ending June 30, 2021. Our audit will be conducted with the objective of expressing an opinion on each opinion unit of the Measure S Sales Tax financial statement. In connection with our audit, we will also provide a compliance audit and report on the requirements described in Measure S General Transactions and Use Tax and Ordinance No. 742, for the year ending June 30, 2021.

Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America (GAGAS). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.



Chavan and Associates, LLP
Certified Public Accountants

In making our risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period(s) covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the Measure S financial statement. Our report will be addressed to the governing body of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Management's Responsibilities

Our audit will be conducted on the basis that management understands that they have responsibility:

1. For the preparation and fair presentation of the financial statements referred to above in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. For the design, implementation, and maintenance of internal control over compliance;
4. For identifying and ensuring that the City complies with laws, regulations, grants, and contracts applicable to its activities and implementing systems designed to achieve compliance with applicable laws, regulations, grants, and contracts applicable to activities;
5. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;



Chavan and Associates, LLP
Certified Public Accountants

6. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
7. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
8. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.
9. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the City's auditor;
10. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
11. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
12. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
13. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets; and
14. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials;
15. For the accuracy and completeness of all information provided; and
16. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit. We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.



Chavan and Associates, llp
Certified Public Accountants

Audit Administration and Fees

Our all-inclusive maximum fee for these services will be **\$4,000** for the fiscal year ending June 30, 2021. Our fee includes out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit as follows:

Engagement Partner	\$250 per hour
Associate Partner	\$200 per hour
Manager	\$125 per hour
Senior Auditor	\$90 per hour
Staff Auditor	\$75 per hour
Administrative	\$50 per hour

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report.

You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If cooperation is not provided as anticipated and at a level that hinders the progress of the services to be provided, we retain the right to terminate the contract for cause with thirty (30) days' notice. During that time, the City will have the opportunity to provide the cooperation required to complete the audit and C&A may rescind the cancellation.

If the services to be performed by C&A are not performed in an acceptable manner to the City, the City may cancel this contract for cause by providing notice to C&A, giving at least thirty (30) days' notice of the proposed cancellation and the reasons for same. During that time period, C&A may seek to bring the performance of services to a level that is acceptable to the City, and the City may rescind the cancellation if such action is in City's best interest. Notwithstanding the above provisions, the City may, upon the expiration of thirty (30) days written notice to C&A, terminate the agreement at will. Payment for services or goods received prior to termination shall be made by the City provided those goods or services were provided in a manner acceptable to the City. Payment for those goods and services shall not be unreasonably withheld.

Sheldon Chavan, CPA, is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Chavan & Associates LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.



Chavan and Associates, llp
Certified Public Accountants

Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The audit documentation for this engagement is the property of Chavan & Associates LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to state and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Chavan & Associates LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

We will be available during the year to consult with you on financial management and accounting matters of a routine nature. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report. You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

With respect to any nonattest services we perform, the City's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Nonattest services include the preparation of the audited financial statements and note disclosures. These items will be prepared from information prepared and provided by the City during our audit, such as the City's trial balance.

We will not assume management responsibilities on behalf of the City. However, we will provide advice and recommendations to assist management in performing its responsibilities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards, including GAAS and GAGAS, as previously noted.
- This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account codings and approving journal entries. Our firm will advise the City with regard to the nonattest services provided, but the City must make all decisions with regard to those matters.



Chavan and Associates, LLP
Certified Public Accountants

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

At the conclusion of our audit engagement, we will communicate management and the Board the following significant findings from the audit:

- Our view about the qualitative aspects of the City's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, a copy of our latest external peer review report of our firm is available upon request or on our website.

If the foregoing is in accordance with your understanding, please indicate your agreement by signing this letter and emailing it to us at info@cnallp.com or mailing it to the address below. If you have any questions, please let us know.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Very truly yours,

Sheldon Chavan, CPA, Managing Partner
Chavan & Associates, LLP



Chavan and Associates, LLP
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the City of Suisun City.

Signature:

Title:

Date:

THIS PAGE INTENTIONALLY LEFT BLANK

AGENDA TRANSMITTAL

MEETING DATE: April 20, 2021

CITY AGENDA ITEM: Council Adoption of Resolution No. 2021-____: Accepting the Comprehensive Annual Financial Report and Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2019-20.

FISCAL IMPACT: There would be no fiscal impact associated with the adoption of the proposed Resolution.

STRATEGIC PLAN IMPACT: Provide Good Governance, Section 4.1 – Review and update required planning and financial documents as needed for transparency.

STAFF REPORT: The outside auditing firm of Chavan & Associates, LLP (C&A) has completed its fieldwork and has provided the City with the necessary adjustments to the general ledger. The Comprehensive Annual Financial Report (CAFR) (Attachment 2) summarizes the results of operations for all Funds for the Fiscal Year ending June 30, 2020. C&A has determined that the City has a clean audit report.

The Government Accounting Standards Board (GASB) issues numbered statements to set forth any changes in reporting requirements. GASB Statement Number 34 (GASB 34) required numerous changes to the presentation of the CAFR. With this CAFR, the City has fully implemented GASB 34. With this implementation, the financial report contains two statements: the Government-Wide Financial Statements and the Fund Financial Statements.

The Government-Wide Financial Statements are designed to provide readers with a broad overview of the City's finances. As of June 30, 2020, the City's assets were \$181.1 million, its deferred outflow of resources was \$5.6 million, liabilities were \$35.4 million, deferred inflow of resources was \$1.0 million and its net position was \$150.3 million, as illustrated on CAFR page 36-37.

GASB 68 required changes in how the City reports its long-term pension obligations beginning in FY 2014-15. The new accounting standards provide additional transparency on long-term pension obligations in annual financial reports. Net pension liabilities are reported on the City-wide balance sheet, providing citizens and others a clearer picture of the size and nature of the financial obligations owed to current and former employees for pension benefits. GASB 68 required governments providing defined benefit pensions to recognize their long-term obligation for pension benefits as a liability. Previously, the City, like most California cities, had only reported the Annual Required Contribution (ARC) to the pension plan in its financial reports. Now, the Net Pension Liability must be recorded in the balance sheet.

As a long-term obligation, the Net Pension Liability is not recorded in the modified accrual basis financial statements for governmental funds. The liability impact is limited to the Government-Wide Financial Statements and does not impact the modified accrual current resources focus of the General Fund, other governmental funds, or the budget-to-actual comparison. Therefore, the General Fund,

PREPARED BY:	Elizabeth N. Luna, Accounting Services Manager
REVIEWED BY:	Lakhwinder Deol, Finance Director
APPROVED BY:	Greg Folsom, City Manager

the Housing Authority Fund and other governmental funds will not contain this liability; their liability is reported in the Government-Wide Financial Statements.

The accounting valuation for financial reporting actuarial study determines the total liability of the pension plan. In order to determine the Net Pension Liability, the City contracted with CalPERS (California Public Employees Retirement System) to prepare GASB 68 Accounting Valuation Reports for all five of the City's retirement plans. As of June 30, 2020, the City's reported net pension liability for its proportionate shares of the net pension liability of each Plan are as follows:

	Proportionate Share of Net Pension <u>Liability/(Asset)</u>
Miscellaneous	\$ 8,468,212
Safety	10,933,566
Tota Net Pension Liability	\$ 19,401,778

Detailed information on pension plan can be found on CAFR pages 79-83.

In June 2015, GASB released new accounting standards for postretirement benefit programs, GASB 74 and GASB 75. In August 2018, the City released a request for proposal for actuarial valuation of retiree health insurance as of June 30, 2018. The City selected Dempsey, Filliger & Associates, LLC (DFA) to perform the actuarial.

As of June 30, 2020, the City's reported Other Post Employment Benefit (OPEB) is as follows:

Net OPEB Liability <u>(Asset)</u>
\$ 4,080,495

The City has not adopted an irrevocable trust for the pre-funding of retiree healthcare benefits. The City operates in a Pay-As-You-Go Plan, and contributes \$143 per month on behalf of all eligible retirees and surviving spouses, who are responsible for the premium costs of their selected health plan.

Detailed information on OPEB plan can be found on CAFR page 84-86.

The Fund Financial Statements focus on short-term inflows and outflows of spendable resources and the remaining year-end balances available for spending. This information is useful in evaluating the City's near-term financing requirements.

As shown on CAFR pages 42, the General Fund balance as of June 30, 2020, is \$6,809,659. The net change in fund balance is a decrease of \$346,906. A summary of the variances is presented on the table below:

Fiscal Year 2019-20 General Fund – Revenues and Expenditures

	<u>Final Adopted Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
Taxes - Property	1,649,100	2,142,962	493,862
Taxes - Transient Occupancy	369,000	217,907	(151,093)
Sales Tax	1,807,600	1,835,766	28,166
Sales & Use Tax (Measure S)	2,370,300	2,652,616	282,316
License and Permits	1,394,500	1,441,798	47,298
Fines & Forfeitures	398,000	372,772	(25,228)
Intergovernmental Revenues	2,435,700	2,570,205	134,505
Charges for Services	2,979,000	2,623,997	(355,003)
Investment Earnings	120,000	239,576	119,576
Other Revenues	11,700	34,367	22,667
Total Revenues	13,534,900	14,131,966	597,066
Total Expenditures	16,923,900	15,354,863	1,569,037
Emergency Reserves	3,208,500	-	3,208,500
Other Financing Sources/(Uses)	577,100	875,991	298,891
Net Change in Fund Balance	(6,020,400)	(346,906)	5,673,494
Fund Balance Beginning	7,156,565	7,156,565	-
Fund Balance Ending	1,136,165	6,809,659	5,673,494

For FY 2019-20, overall General Fund revenue was higher compared to budget by \$597,066. The net positive revenue variance is a result of higher Property Taxes, Sales Tax and Investment Earnings. The significant increase in property taxes revenue was due to higher RDA-Residual payment. From January 2020 to June 2020, the coronavirus pandemic affected the Charges for Services revenues. Community Center and Recreation activities have been affected by the shelter at home order. On the other hand, License and Permits revenue came higher mainly due to solar energy installation permits.

The General Fund actual expenditures were lower by \$1,569,037 from budget excluding emergency reserves. Almost all Departments ended with lower expenditures compared to budget. The majority of the unexpended budget came from general government category, which includes Measure S funded projects such as facility repairs, storm channel rehabilitation and street repair program. Public Safety also generated some budget savings due to delay in hiring of public safety officers. The detailed comparison of budget to actual can be found on CAFR page 92.

In terms of Other Financing Sources and Uses, the \$548,562 sale of capital assets was proceeds from Casa De Suisun land sale. The majority of the transfers in and out of the general fund are related to landscape and lighting districts spending.

The Statement of Revenues, Expenditures and Changes in Fund Balance for the City's major funds are illustrated, starting on CAFR page 43. Individual financial statements for the City Funds may be reviewed beginning on CAFR page 104. The former Redevelopment Agency financial information is now classified as a Private Trust Fund; statements can be found in CAFR pages 52-53.

The following sections of the CAFR can be found on the following pages:

- Independent Auditor's Report – Page 15-17
- Management's Discussion and Analysis – Page 19-32
- Notes to Financial Statements – Page 55-87
- Agency (Fiduciary) Funds Statements – Page 167-172
- Statistical Section – Page 173-195

Report on Federal Grant Awards

Also attached is a copy of the Report on Federal Awards in Accordance with federal Office of Management and Budget (OMB) Circular A-133 for FY 2019-20. The report analyzes the City/Agency/Authority compliance with OMB Circular A-133 regarding federally funded programs, including police grants, street improvement grants, capital improvement grants, and Section 8 housing grants.

The single audit reported no findings.

Additional information is available upon request to Accounting Department.

RECOMMENDATION: It is recommended that City Council review the material and adopt Resolution No. 2021-____: Accepting the Comprehensive Annual Financial Report and Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2019-20.

ATTACHMENTS:

1. Resolution No. 2021-____: Accepting the Comprehensive Annual Financial Report and Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2019-20.
2. Report on Federal Awards in Accordance with OMB Circular A-133 (Single Audit) for FY 2019-20.
3. Comprehensive Annual Financial Report (CAFR) for FY 2019-20*

*Due to size, this attachment is available for review in the City Manager's Office.

RESOLUTION NO. 2021-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ACCEPTING THE COMPREHENSIVE ANNUAL FINANCIAL REPORT
AND THE REPORT ON FEDERAL AWARDS IN ACCORDANCE WITH
OMB CIRCULAR A-133 FOR FISCAL YEAR 2019-20**

WHEREAS, the City of Suisun City endeavors to manage its financial affairs in a prudent and professional manner, consistent with Generally Accepted Accounting Practices; and

WHEREAS, an annual audit conducted by outside auditors is an essential method to ensure we meet this goal of fiscal prudence; and

WHEREAS, the accounting firm of Chavan & Associates, LLP (C&A) conducted the audit and concluded that the City's financial statements "present fairly in all material respects the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Suisun City, California, as of June 30, 2020"; and

WHEREAS, the City of Suisun City's Comprehensive Annual Financial Report and the Report on Federal Awards in Accordance with OMB Circular A-133 for the fiscal year ending June 30, 2020, was presented to the City Council for its review and consideration.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Suisun City hereby accepts the Comprehensive Annual Financial Report and the Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2019-20.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 20th day of April 2021 by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of April 2021.

Donna Pock, CMC
Deputy City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK

CITY OF SUISUN CITY, CALIFORNIA
SINGLE AUDIT REPORT
FOR THE YEAR ENDED JUNE 30, 2020



Chavan & Associates, LLP
Certified Public Accountants
1475 Saratoga Ave, Suite 180
San Jose, CA 95129

CITY OF SUISUN CITY, CALIFORNIA
SINGLE AUDIT REPORT
TABLE OF CONTENTS
JUNE 30, 2020

	<u>PAGE NO.</u>
Independent Auditor's Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance	1 - 3
Schedule of Expenditures of Federal Awards.....	4
Notes to Schedule of Expenditures of Federal Awards	5
Schedule of Findings and Questioned Costs:	
Section I - Summary of Auditor's Results.....	6
Section II - Financial Statement Findings.....	7
Section III - Federal Awards Findings and Questioned Costs.....	7
Summary Schedule of Prior Year Findings	8
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	9 - 10



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH
MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER
COMPLIANCE IN ACCORDANCE WITH THE UNIFORM GUIDANCE**

To the Honorable Mayor and Members of the
City Council of the City of Suisun City
Suisun City, California

Report on Compliance for Each Major Federal Program

We have audited the City of Suisun City (the City)'s compliance with the types of compliance requirements described in *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2020. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

Opinion on Each Major Federal Program

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.



Report on Internal Control over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph for this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the City as of and for the year ended June 30, 2020, and have issued our report thereon dated March 18, 2021, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare



Chavan and Associates, LLP
Certified Public Accountants

the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

C & A LLP

March 18, 2021
San Jose, California

CITY OF SUISUN CITY, CALIFORNIA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

Federal Grantor/Pass-Through Grantor/Program Title	Federal Catalog Number (CFDA)	Pass Through Number	Federal Expenditures
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT			
Section 8 Housing Choice Vouchers	14.871 ⁽¹⁾	N/A	\$ 2,782,528
Total U.S. Department of Housing and Urban Development			<u>2,782,528</u>
U.S. DEPARTMENT OF TRANSPORTATION			
Passed Through California Department of Transportation:			
Highway Planning and Construction			
Sunset Ave/Walter Rd Imprvt	20.205	CML 5032 (030)	152,344
RRFB Project - Rectangular Rapid Flashing Beacon	20.205	HSIPL 5032 (033)	966
State Route 12 Advance Warning Device	20.205	CML 5032 (031)	4,468
Total U.S. Department of Transportation			<u>157,778</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u>\$ 2,940,306</u>

⁽¹⁾ Audited as major program

Note: There were no federal grants passed through to subrecipients

The accompanying notes are an integral part of this financial statement

CITY OF SUISUN CITY, CALIFORNIA
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the schedule) includes the federal grant activity of the City of Suisun City (the City) under programs of the federal government for the year ended June 30, 2020. The information in this schedule is presented in accordance with the requirements of the Office of Management and Budget Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Because the schedule presents only a selected portion of the operations of the City, it is not intended to and does not present the financial position, changes in net position, or cash flows of the City.

Note 2. Summary of Significant Accounting Policies

Expenditures reported on the schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Pass-through entity identifying numbers are presented where available. The City has elected not to use the 10 percent de minimus indirect cost rate as allowed under Uniform Guidance.

Note 3. Relationship to the Basic Financial Statements

The amounts reported in the accompanying schedule agree, in all material respects, to amounts reported within the City's financial statements. Federal award revenues are reported principally in the City's financial statements as intergovernmental revenues.

Note 4. Relationship to Federal Financial Reports

Amounts reported in the accompanying schedule agree or can be reconciled with the amounts reported or to be reported in the federal financial reports.

Note 5. Pass-Through Entities' Identifying Number

When federal awards were received from a pass-through entity, the Schedule of Expenditures of Federal Awards shows, if available, the identifying number assigned by the pass-through entity. When no identifying number is shown, the City has determined that no identifying number is assigned for the program or the City was unable to obtain an identifying number from the pass-through entity.

CITY OF SUISUN CITY, CALIFORNIA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued	<u>Unmodified</u>
Internal control over financial reporting:	
Material weaknesses?	_____ Yes <u> x </u> No
Significant deficiencies identified not considered to be material weaknesses?	_____ Yes <u> x </u> No
Non-compliance material to financial statements noted?	_____ Yes <u> x </u> No

Federal Awards

Internal control over major programs:	
Material weaknesses?	_____ Yes <u> x </u> No
Significant deficiencies identified not considered to be material weaknesses?	_____ Yes <u> x </u> No

Type of auditor's report issued on compliance over major programs	<u>Unmodified</u>
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)	_____ Yes <u> x </u> No

Identification of Major Programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program</u>	
14.871	Section 8 Housing Choice Vouchers	

Dollar threshold used to distinguish between type A and type B programs:	\$ <u> 750,000 </u>
Auditee qualified as low risk auditee?	_____ Yes <u> x </u> No

CITY OF SUISUN CITY, CALIFORNIA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

Section II - Financial Statement Findings

No findings noted.

Section III - Federal Award Findings and Questioned Costs

No findings noted.

CITY OF SUISUN CITY, CALIFORNIA
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

Section II - Financial Statement Findings

No findings noted.

Section III - Federal Award Findings and Questioned Costs

No findings noted.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Honorable Mayor and Members of the
City Council of the City of Suisun City
Suisun City, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the City of Suisun City (the "City") as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated March 18, 2021.

Internal Control over Financial Reporting

Management is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws,



Chavan and Associates, LLP
Certified Public Accountants

regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

C & A LLP

San Jose, California
March 18, 2021

AGENDA TRANSMITTAL

MEETING DATE: April 20, 2021

CITY AGENDA ITEM: Council Adoption of Resolution No. 2021-___: A Resolution of the City Council of the City of Suisun City Authorizing the Chief of Police 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.

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

BACKGROUND: Each year the Police Department applies for and receives grant funding from the CA Department of Boating and Waterways to cover the majority of the operation of our boating enforcement program. The Police Department has operated a boat patrol program for over 20 years.

STAFF REPORT: Two police sergeants and up to six regular officers are assigned to the patrol boat operation. Throughout the year, the boat patrol is utilized in several events, such as boat races, Fourth of July, launch ramp inspections, harbor patrol, sinking vessels, vessel accidents, search and rescues, stranded boaters and special assistance call outs by the United States Coast Guard and the Solano County Sheriff's Department. The team participates in regional enforcement efforts sponsored by the United States Coast Guard in conjunction with surrounding counties. The team also conducts enforcement operations for the Fleet Week event in San Francisco.

During the prior federal fiscal year (2019/2020), the team worked approximately 695 hours towards boating safety education and enforcement. There were 97 warnings issued and 0 citations issued. There were 154 compliance inspection/checks completed. There were 4 search and rescue responses, 24 persons assisted and 12 vessels assisted.

RECOMMENDATION: Council Adoption of Resolution No. 2021-___: A Resolution of the City Council of the City of Suisun City Authorizing the Chief of Police 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.

ATTACHMENTS:

1. Resolution No. 2021-___: A Resolution of the City Council of the City of Suisun City Authorizing the Chief of Police 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.
2. Boating Safety and Enforcement Financial Aid program Agreement.

PREPARED BY:

Lisa Carlock, Police Sergeant

REVIEWED BY:

Aaron Roth, Police Chief

APPROVED BY:

Greg Folsom, City Manager

THIS PAGE INTENTIONALLY LEFT BLANK

RESOLUTION NO. 2021-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CHIEF OF POLICE 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**

WHEREAS, the City of Suisun City Police Department is eligible to participate in the Boating Safety and Enforcement Financial Aid Program through the California Department of Boating and Waterways; and

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

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

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

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

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 20th day of April 2021 by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of April 2021.

Anita Skinner
City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK



Boating Safety and Enforcement Financial Aid Program Agreement

This agreement entered into this *1ST day of July, 2021*, by and between the CALIFORNIA DEPARTMENT OF PARKS AND RECREATION, DIVISION OF BOATING AND WATERWAYS, hereinafter called “Department,” and the *CITY OF SUISUN*, hereinafter called “Agency”;

WITNESSETH

WHEREAS, Contingent on approval of **Governor’s Fiscal Year 2021-22 Budget Act**, the Department intends to agree with Agency for the purpose of performing boating safety and enforcement activities as described in Title 14, California Code of Regulations Section 6593.3; and

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

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

NOW, THEREFORE, it is mutually agreed as follows:

I. Applicable Law

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

II. Description of Services

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

III. Payments

A. Maximum Amount. The amount the Department shall be obligated to pay for services rendered under this agreement shall not exceed **\$43,753.00** for the agreement term in full consideration of Agency’s performance of the services described in this agreement.

B. Rate of Payment. The Department shall reimburse Agency in accordance with the reimbursement procedures set forth in Title 14, California Code of Regulations Section 6593.9.

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

IV. Records

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

V. Notice

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

TO DEPARTMENT

*Ms. Joanna Andrade
Department of Parks and Recreation
Division of Boating and Waterways
One Capitol Mall, Suite 500
Sacramento, CA 95814*

TO AGENCY

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

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

VI. Term

This agreement shall be for the term beginning **July 1, 2021**, and ending **June 30, 2022**.

VII. Prior Agreements

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

VIII. Amendment

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

IX. Termination

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

X. Special Provisions

- A. Agency hereby certifies that the obligations created by this agreement do not violate the provisions of Sections 1090 to 1096 of the Government Code.
- B. This agreement shall have no force or effect until signed by the Department, Agency, and approved by the Department of General Services Legal Department, if required.
- C. Agency shall continue with the responsibilities of this agreement during any dispute.
- D. In the event of an allocation reduction for this program, an equal allotment will be decrease from every participant.

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

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

By: _____

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

Date: _____

“Department”

CITY OF SUISUN

By: _____

Title: _____

Date: _____

“Agency”

THIS PAGE INTENTIONALLY LEFT BLANK

AGENDA TRANSMITTAL

MEETING DATE: April 20, 2021

CITY AGENDA ITEM: Council Adoption of Resolutions Approving Memorandum of Understanding with Labor Groups.

1. Resolution No. 2021-__: Approving a Third Amendment to the Memorandum of Understanding (MOU) between the City of Suisun City and the Suisun City Police Officers' Association (SCPOA) effective December 28, 2018 through June 30, 2021, to Amend the Core Flex Plan provision to the MOU.
2. Resolution No. 2021-__: Approving a Fifth Amendment to the Memorandum of Understanding (MOU) between the City of Suisun City and the Suisun City Management and Professional Employees Association (SCMPEA) effective December 28, 2018 through June 30, 2021, to Amend the Core Flex Plan provision to the MOU.

FISCAL IMPACT: The fiscal impact of increasing the Core Flex Plan contribution to the SCPOA and SCMPEA MOUs is expected to be an increase of approximately \$32,574 annually.

STRATEGIC PLAN IMPACT:

Provide Good Governance

- Section 4.8 – Continuously improve the City's governance process.

BACKGROUND:

On March 5, 2019, the City Council approved a Memorandum of Understanding between the City of Suisun City (City) and the Suisun City Police Officers' Association (SCPOA), effective December 28, 2018 through December 31, 2020 (SCPOA MOU 2018-20) with the adoption of Resolution No. 2019-17. Subsequently, City Council approved the First and Second Amendments as follows:

Date	Resolution #	Reason
11/17/2020	2020-139	First Amendment - Added Section 11 Critical Staffing Retention and Recruiting Pay to Article VIII – Compensation.
12/22/2020	2020-171	Second Amendment - Extended the term of the SCPOA MOU 2018-20 to June 30, 2021.

On February 5, 2019, the City Council approved a Memorandum of Understanding between the City of Suisun City (City) and the Suisun City Management and Professional Employees Association (SCMPEA), effective December 28, 2018 through December 31, 2020 (SCMPEA

PREPARED BY:

REVIEWED & APPROVED BY:

Michelle Pellegrino, Consultant
Greg Folsom, City Manager

MOU 2018-20) with the adoption of Resolution No. 2019-04. Subsequently, City Council approved the First, Second, Third, Fourth Amendments to the SCMPEA MOU 2018-20 as follows:

Date	Resolution #	Reason
01/14/2020	2020-05	Amended the flexible benefit option, executive leave hours, and vacation leave provisions.
05/05/2020	2020-56	Amended the certification and education incentive pay and executive leave provisions.
11/17/2020	2020-141	Added Section 11 Critical Staffing Retention and Recruiting Pay to Article VIII – Compensation.
12/22/2020	2020-173	Extended the term of the SCPOA MOU 2018-20 to June 30, 2021.

STAFF REPORT: The City and authorized labor relations representatives for SCPOA and SCMPEA have met and conferred in good faith pursuant to the requirements of the Meyers-Milias-Brown Act, codified as Gov’t Code Sections 3500-3511 and reached a Tentative Agreement on the City’s contribution for the Core Flex Plan for these two groups. This change in the contribution towards the Core Flex Plan will bring all City employees into alignment and receive an equal contribution from the City. The following Amendments are attached as Exhibits to this item:

- A) A Third Amendment (attached as Exhibit “A” to the proposed resolution) to amend the Core Flex Plan provision to the SCPOA MOU 2018-20, which was ratified by the SCPOA membership and then signed by the parties.

ARTICLE XVI – MEDICAL & WELFARE

1. Core Flex Plan. The City will contribute the following Core Flex Plan amounts toward the monthly premium cost based on the 2021 Kaiser Permanente Region 1 Premium:

<u>Time Period</u>	<u>Employee</u>	<u>Employee + One</u>	<u>Employee + Family</u>
4/1/21 through MOU term	\$813.64	\$1,627.28	\$2,115.46
Or the equivalent of the Kaiser Permanente Region 1 Premium, whichever is greater.			

Should the Kaiser Permanente Region 1 premium cost be less than the amounts listed above, the City shall pay no more than the full cost of the Kaiser Permanente rate for employees who select Kaiser Permanente.

- B) A Fifth Amendment (attached as Exhibit “B” to the proposed resolution) to amend the Core Flex Plan provision to the SCMPEA MOU 2018-20, which was ratified by the SCMPEA membership and then signed by the parties.

ARTICLE IX – MEDICAL & DENTAL INSURANCE

1. Core Flex Plan. The City will contribute the following Core Flex Plan amounts toward the monthly premium cost based on the 2021 Kaiser Permanente Region 1 Premium:

<u>Time Period</u>	<u>Employee</u>	<u>Employee + One</u>	<u>Employee + Family</u>
4/1/21 through MOU term	\$813.64	\$1,627.28	\$2,115.46

Or the equivalent of the Kaiser Permanente Region 1 Premium, whichever is greater.

Should the Kaiser Permanente Region 1 premium cost be less than the amounts listed above, the City shall pay no more than the full cost of the Kaiser Permanente rate for employees who select Kaiser Permanente.

RECOMMENDATION: It is recommended that the City Council adopt the following:

- a. Resolution No. 2021-__: Approving a Third Amendment to the Memorandum of Understanding (MOU) between the City of Suisun City and the Suisun City Police Officers' Association (SCPOA) effective December 28, 2018 through June 30, 2021, to Amend the Core Flex Plan provision to the MOU; and
- b. Resolution No. 2021-__: Approving a Fifth Amendment to the Memorandum of Understanding (MOU) between the City of Suisun City and the Suisun City Management and Professional Employees Association (SCMPEA) effective December 28, 2018 through June 30, 2021, to Amend the Core Flex Plan provision to the MOU.

ATTACHMENTS:

1. Resolution No. 2021-__: Approving a Third Amendment to the Memorandum of Understanding (MOU) between the City of Suisun City and the Suisun City Police Officers' Association (SCPOA) effective December 28, 2018 through June 30, 2021, to Amend the Core Flex Plan provision to the MOU.
2. Resolution No. 2021-__: Approving a Fifth Amendment to the Memorandum of Understanding (MOU) between the City of Suisun City and the Suisun City Management and Professional Employees Association (SCMPEA) effective December 28, 2018 through June 30, 2021, to Amend the Core Flex Plan provision to the MOU.

THIS PAGE INTENTIONALLY LEFT BLANK

RESOLUTION NO. 2021-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
APPROVING A THIRD AMENDMENT TO THE MEMORANDUM OF
UNDERSTANDING (MOU) BETWEEN THE CITY OF SUISUN CITY AND THE
SUISUN CITY POLICE OFFICERS' ASSOCIATION (SCPOA) EFFECTIVE
DECEMBER 28, 2018 THROUGH JUNE 30, 2021, TO INCREASE THE CORE FLEX
PLAN CONTRIBUTION**

WHEREAS, March 5, 2019, the City Council of the City of Suisun City approved the SCPOA MOU 2018-20 with the adoption of Resolution No. 2019-17; and

WHEREAS, on November 17, 2020, the City Council of the City of Suisun City approved the First Amendment to the SCPOA MOU 2018-20 with the adoption of Resolution No. 2020-139 providing critical staffing retention and recruiting pay for police officers and police sergeants; and

WHEREAS, on December 22, 2020, the City Council approved and adopted Resolution No. 2020-171, approving a Second Amendment to the SCPOA MOU 2018-20, to extend the term of the SCPOA MOU 2018-20 to June 30, 2021.

WHEREAS, the City and SCPOA's authorized labor relations representatives met and conferred in good faith pursuant to the requirements of the Meyers-Milias-Brown Act (MMBA), Gov't Code Sections 3500-3511, regarding increasing the City's Core Flex Plan contribution to be equivalent to the Kaiser Region 1 premium; and

WHEREAS, the City and SCPOA now desire to further amend the SCPOA MOU 2018-20 by means of this Third Amendment in order to increase the City's Core Flex Plan contribution to be equivalent to the Kaiser Region 1 premium, this Third Amendment has been ratified by the SCPOA membership and then signed by the parties below as a joint recommendation to City Council, subject to City Council approval and adoption of this Third Amendment; and

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

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

Section 2. The Third Amendment to the SCPOA MOU 2018-20 between the City and SCPOA attached hereto as Exhibit "A" is hereby accepted, approved, and adopted.

Section 3. Effective Date. This resolution is effective April 1, 2021.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 20th day of April 2021, by the following vote:

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

WITNESS my hand and the seal of the City of Suisun City this 20th day of April 2021.

Donna Pock, CMC
Deputy City Clerk

THIRD AMENDMENT TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF SUISUN CITY AND
THE SUISUN CITY POLICE OFFICERS' ASSOCIATION
EFFECTIVE DECEMBER 28, 2018 THROUGH DECEMBER 31, 2020

This Third Amendment to the Memorandum of Understanding between the City of Suisun City and the Suisun City Police Officers' Association effective December 28, 2018 through December 31, 2020 (SCPOA MOU 2018-20) is made and entered into by and between the City of Suisun City, a municipal corporation (City), and the Suisun City Police Officers' Association (SCPOA).

R E C I T A L S:

WHEREAS, on March 5, 2019, the City Council of the City of Suisun City approved the SCPOA MOU 2018-20 with the adoption of Resolution No. 2019-17.

WHEREAS, on November 17, 2020, the City Council of the City of Suisun City approved and adopted Resolution No. 2020-139, approving the First Amendment to the SCPOA MOU 2018-20, to add Section 11 Critical Staffing Retention and Recruiting Pay to Article VIII – Compensation.

WHEREAS, on December 22, 2020, the City Council approved and adopted Resolution No. 2020-171, approving the Second Amendment to the SCPOA MOU 2018-20, to extend the term of the SCPOA MOU 2018-20 to June 30, 2021.

WHEREAS, the City and SCPOA's authorized labor relations representatives met and conferred in good faith pursuant to the requirements of the Meyers-Milias-Brown Act (MMBA), Gov't Code Sections 3500-3511, regarding increasing the City's Core Flex Plan contribution to be equivalent to the Kaiser Region 1 premium.

WHEREAS, the City and SCPOA now desire to further amend the SCPOA MOU 2018-20 by means of this Third Amendment in order to increase the City's Core Flex Plan contribution to be equivalent to the Kaiser Region 1 premium, this Third Amendment has been ratified by the SCPOA membership and then signed by the parties below as a joint recommendation to City Council, subject to City Council approval and adoption of this Third Amendment.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and subject to City Council approval and adoption of this Third Amendment, the parties hereto agree to amend Article XVI – Health and Welfare as follows:

1. Core Flex Plan. The City will contribute the following Core Flex Plan amounts toward the monthly premium cost based on the 2021 Kaiser Permanente Region 1 Premium:

<u>Time Period</u>	<u>Employee</u>	<u>Employee + One</u>	<u>Employee + Family</u>
4/1/21 through MOU term	\$813.64	\$1,627.28	\$2,115.46
Or the equivalent of the Kaiser Permanente Region 1 Premium, whichever is greater.			

SECOND AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SUISUN CITY AND THE SUISUN CITY POLICE OFFICERS' ASSOCIATION - EFFECTIVE DECEMBER 28, 2018 THROUGH DECEMBER 31, 2020

Should the Kaiser Permanente Region 1 premium cost be less than the amounts listed above, the City shall pay no more than the full cost of the Kaiser Permanente rate for employees who select Kaiser Permanente.

The representatives of the City and of the SCPOA have jointly prepared this Third Amendment to the SCPOA MOU 2018-20, and jointly present same to City Council of the City of Suisun City for determination pursuant to Government Code section 3505.1. Except as expressly provided for in this Third Amendment to the SCPOA MOU 2018-20, all other provisions of the SCPOA MOU 2018-20 and the First and Second Amendments thereto shall remain in full force and effect. The parties also acknowledge that this Third Amendment to the SCPOA MOU 2018-20 shall not be in full force and effect until adopted by resolution by the City Council of the City of Suisun City.

Subject to the foregoing and in witness whereof, this Third Amendment is hereby executed by the authorized representatives of the City and the SCPOA and entered into as of this 30th day of March, 2021.

IT IS SO AGREED:

City Representative:

Greg Folsom, City Manager

SCPOA Representatives:

Jeremy Snyder, President

Eric Vera, Vice-President

Michael D. Pugh, Labor Relations
Consultant

Approved as to form
Aleshire & Wynder, LLP

Anthony R. Taylor, City Attorney

RESOLUTION NO. 2021-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
APPROVING A FIFTH AMENDMENT TO THE MEMORANDUM OF
UNDERSTANDING (MOU) BETWEEN THE CITY OF SUISUN CITY AND THE
SUISUN CITY MANAGEMENT AND PROFESSIONAL EMPLOYEES'
ASSOCIATION (SCMPEA) EFFECTIVE DECEMBER 28, 2018 THROUGH JUNE 30,
2021, TO INCREASE THE CORE FLEX PLAN CONTRIBUTION**

WHEREAS, on February 5, 2019, the City Council of the City of Suisun City approved the SCMPEA MOU 2018-20 with the adoption of Resolution No. 2019-04; and

WHEREAS, on January 14, 2020, the City Council approved and adopted Resolution No. 2020-05, approving a First Amendment to the SCMPEA MOU 2018-20, to Amend the Flexible Benefits Options, Executive Leave Hours, and Vacation Accrual Provisions of the MOU; and

WHEREAS, on May 5, 2020, the City Council approved and adopted Resolution No. 2020-56, approving a Second Amendment to the SCMPEA MOU 2018-20, to increase Certification Pay for Police Commanders, and in order to provide further opportunity to cash out additional Executive Leave; and

WHEREAS, on November 17, 2020, the City Council approved and adopted Resolution No. 2020-141, approving a Third Amendment to the SCMPEA MOU 2018-20, to add Section 4 Critical Staffing Retention and Recruiting Pay, and Section 5 Fire Duty Chief Standby Pay to Article VII – Compensation.

WHEREAS, on December 22, 2020, the City Council approved and adopted Resolution No. 2020-173, approving a Fourth Amendment to the SCMPEA MOU 2018-20, to extend the term of the SCMPEA MOU 2018-20 to June 30, 2021.

WHEREAS, the City and SCMPEA's authorized labor relations representatives met and conferred in good faith pursuant to the requirements of the Meyers-Milias-Brown Act (MMBA), Gov't Code Sections 3500-3511, regarding increasing the City's Core Flex Plan contribution to be equivalent to the Kaiser Region 1 premium; and

WHEREAS, the City and SCMPEA now desire to further amend the SCMPEA MOU 2018-20 by means of this Fifth Amendment in order to increase the City's Core Flex Plan contribution to be equivalent to the Kaiser Region 1 premium, this Fifth Amendment has been ratified by the SCMPEA membership and then signed by the parties below as a joint recommendation to City Council, subject to City Council approval and adoption of this Fifth Amendment; and

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

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

Section 2. The Fifth Amendment to the SCMPEA MOU 2018-20 between the City and SCMPEA attached hereto as Exhibit “A” is hereby accepted, approved, and adopted.

Section 3. Effective Date. This resolution is effective April 1, 2021.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 20th day of April 2021, by the following vote:

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

WITNESS my hand and the seal of the City of Suisun City this 20th day of April 2021.

Donna Pock, CMC
Deputy City Clerk

FIFTH AMENDMENT TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF SUISUN CITY AND
THE SUISUN CITY MANAGEMENT AND
PROFESSIONAL EMPLOYEES ASSOCIATION
EFFECTIVE DECEMBER 28, 2018 THROUGH DECEMBER 31, 2020

This Fifth Amendment to the Memorandum of Understanding between the City of Suisun City and the Suisun City Management and Professional Employees Association effective December 28, 2018 through December 31, 2020 (SCMPEA MOU 2018-20) is made and entered into by and between the City of Suisun City, a municipal corporation (City), and the Suisun City Management and Professional Employees Association (SCMPEA).

R E C I T A L S:

WHEREAS, on February 5, 2019, the City Council of the City of Suisun City approved the SCMPEA MOU 2018-20 with the adoption of Resolution No. 2019-04.

WHEREAS, on January 14, 2020, the City Council approved and adopted Resolution No. 2020-05, approving a First Amendment to the SCMPEA MOU 2018-20, to Amend the Flexible Benefits Options, Executive Leave Hours, and Vacation Accrual Provisions of the MOU.

WHEREAS, on May 5, 2020, the City Council approved and adopted Resolution No. 2020-56, approving a Second Amendment to the SCMPEA MOU 2018-20, to increase Certification Pay for Police Commanders, and provided further opportunity to cash out additional Executive Leave.

WHEREAS, on November 17, 2020, the City Council approved and adopted Resolution No. 2020-141, approving a Third Amendment to the SCMPEA MOU 2018-20, to add Section 4 Critical Staffing Retention and Recruiting Pay, and Section 5 Fire Duty Chief Standby Pay to Article VII – Compensation.

WHEREAS, on December 22, 2020, the City Council approved and adopted Resolution No. 2020-173, approving a Fourth Amendment to the SCMPEA MOU 2018-20, to extend the term of the SCMPEA MOU 2018-20 to June 30, 2021.

WHEREAS, the City and SCMPEA's authorized labor relations representatives met and conferred in good faith pursuant to the requirements of the Meyers-Milias-Brown Act (MMBA), Gov't Code Sections 3500-3511, regarding increasing the City's Core Flex Plan contribution to be equivalent to the Kaiser Region 1 premium.

WHEREAS, the City and SCMPEA now desire to further amend the SCMPEA MOU 2018-20 by means of this Fifth Amendment in order to increase the City's Core Flex Plan contribution to be equivalent to the Kaiser Region 1 premium, this Fifth Amendment has been ratified by the SCMPEA membership and then signed by the parties below as a joint recommendation to City Council, subject to City Council approval and adoption of this Fifth Amendment.

FIFTH AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SUISUN CITY AND THE SUISUN CITY MANAGEMENT AND PROFESSIONAL EMPLOYEES ASSOCIATION - EFFECTIVE DECEMBER 28, 2018 THROUGH DECEMBER 31, 2020

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and subject to City Council approval and adoption of this Fifth Amendment, the parties hereto agree to amend Article IX – Medical & Dental Insurance of the SCMPEA MOU 2018-20 as follows:

1. Core Flex Plan. The City will contribute the following Core Flex Plan amounts toward the monthly premium cost based on the 2021 Kaiser Permanente Region 1 Premium:

<u>Time Period</u>	<u>Employee</u>	<u>Employee + One</u>	<u>Employee + Family</u>
4/1/21 through MOU term	\$813.64	\$1,627.28	\$2,115.46

Or the equivalent of the Kaiser Permanente Region 1 Premium, whichever is greater.

Should the Kaiser Permanente Region 1 premium cost be less than the amounts listed above, the City shall pay no more than the full cost of the Kaiser Permanente rate for employees who select Kaiser Permanente.

The representatives of the City and of the SCMPEA have jointly prepared this Fifth Amendment to the SCMPEA MOU 2018-20, and jointly present same to City Council of the City of Suisun City for determination pursuant to Government Code section 3505.1. Except as expressly provided for in this Fifth Amendment to the SCMPEA MOU 2018-20, all other provisions of the SCMPEA MOU 2018-20 and the First, Second, Third, and Fourth Amendments thereto shall remain in full force and effect. The parties also acknowledge that this Fifth Amendment to the SCMPEA MOU 2018-20 shall not be in full force and effect until adopted by resolution by the City Council of the City of Suisun City.

Subject to the foregoing and in witness whereof, this Fifth Amendment is hereby executed by the authorized representatives of the City and the SCMPEA and entered into as of this 30th day of March, 2021.

IT IS SO AGREED:

For The City:

Greg Folsom, City Manager

Approved as to form
Aleshire & Wynder, LLP

Anthony R. Taylor, City Attorney

For SCMPEA:

Jeffrey Downey, President

Dan Healy, Vice President

Amanda Dum, Secretary

CITY COUNCIL
Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
Jane Day
Alma Hernandez
Michael J. Hudson



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

MINUTES**SPECIAL MEETING OF THE SUISUN CITY COUNCIL****TUESDAY, JANUARY 26, 2021****6:00 P.M.**

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

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Jane Day, Alma Hernandez, Michael Hudson, Mayor Pro Tem Wanda Williams, and Mayor Lori Wilson. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

DUE TO CORONAVIRUS COVID-19 CITY HALL IS CLOSED TO THE PUBLIC, RESIDENTS MAY ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM.

ZOOM MEETING INFORMATION:

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

MEETING ID: 895 5968 2076

CALL IN PHONE NUMBER: (707) 438-1720

TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE

(URL: <https://www.suisun.com/government/meeting-video/>)

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING

BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6pm) OR

VIA WEBSITE OR PHONE APPLICATION, ZOOM

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

(Next City Council Res. No. 2021 – 09)

ROLL CALL

Mayor Wilson called the meeting to order at 6:00 pm with the following Council Members present:
Day, Hernandez, Hudson, Williams, Wilson

Pledge of Allegiance was led by Council Member Hernandez.

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

PUBLIC COMMENT None

(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.)

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.)

REPORTS: (Informational items only.) None**GENERAL BUSINESS****1. Workshop on Homeless Encampments.****a. Attachment 1: PowerPoint**

Mayor Wilson explained the ground rules for the presentation and question/answer from Council and Public Comment. City Manager Greg Folsom introduced presenters:

Police Chief Aaron Roth
Interim Public Works Director Kris Lofthus
Past President CAP Solano Kathy Lawton
City Attorney Robert Khuu

Chief Roth presented the PowerPoint provided in the agenda packet.

Council Members asked the following questions:

- Can the dumpsters donated by Republic Services be placed two weeks early and left for longer periods of time?
- How many people have we addressed and is there a tracking system?
- What are the limitations in removing unattended property?
- How are they notified of clean-up dates?
- What can the City do regarding private property or is it strictly property owner's responsibility?
- Is there a written policy for the clean-up process?

Public Comments:

Mike Zeiss concerned about clean-up costs, percentage interested in permanent shelter and top 3 items needed most.

Doug B asked if any city land is available which could be used as specified encampments?

Steve Orly asked how are complaints of sleeping in doorways of businesses were handled?

Council Comments:

Council Member Hudson concerns were looking into bringing dumpsters earlier, porta potties at encampments, available shelter listings and availability of a Mobile Medical unit.

Consensus for alternative receptacles prior to large dumpsters by Council Members Hudson, Hernandez, Williams.

Vice-Mayor Williams recommended a private property maintenance ordinance be created requiring owners to keep property clean and is in favor of smaller trash receptacles.

Councilmember Hernandez feels better tracking data regarding shelter placement for what is and isn't working and long-term strategy for a service provider in our own community?

Vice Mayor Williams would like Heritage Park restroom facilities open with hours clearly posted. Consensus by Council Members Hudson, Hernandez, Williams, Wilson for Heritage Park and other two facilities with conditions and restrictions for park rental but not to include overnight hours.

PUBLIC COMMENT

Doug B's question of availability of city owned property for encampments.

Council Member Day suggested a "buddy system" of hiring guard to stay all night. No consensus based on potential costs for hiring guards.

Mayor Wilson reminded everyone to be respectful to others during meetings.

Michael Zeiss feel more data is needed on current expenditures and data to help determine what the homeless themselves want to better their current situation.

Vice-Mayor Williams asked that in addition to encampments on city owned property that focus be done on tiny homes. Consensus by Council Members Hudson and Day.

Brendon Sphar commended the city for the water tower clean up. He is concerned City is not addressing the impact on taxpayers and who is legally responsible for damage from the homeless encampment fires. He is very concerned for the safety of his 14 yr. old daughter being harassed by a homeless person and would be forced to move should Heritage Park restrooms be open.

Steve Orly concerned with the possible spread of COVID 19 in moving the homeless and significant damage to water systems, creek beds and personal property if porta potties or facilities are not provided.

George Guynn feels the city does not have the funds to spend on solving the homeless problems.

Ruth Forney works with the County's Family Health Services and would be happy to work with the City and be a liaison in getting mobile medical services in Suisun City.

After continued discussion on "tiny homes within city limits" Council Members Day and Hudson rescinded their consensus for staff to look into this type of project.

Council Member Hernandez appreciated the diverse perspective of Council and residents on tonight's discussion.

Mayor Wilson briefly explained future workshops based on staff capacity and their ability to bring back information as directed by Council.

Vice Mayor Williams disappointed about the tiny homes but looks forward to a consensus by the Council on ways to solve the homeless issues.

Mayor Wilson appreciated all the comments and thanked the public for voicing their concerns and what they feel needs to be addressed. All Council Members are available if anyone wishes to follow up on any particular issue.

Greg Folsom reminded everyone that the survey regarding priorities is still on the City's website.

There being no further business the meeting was adjourned at 9:50pm.

Anita Skinner, City Clerk

ADJOURNMENT

There being no further business the meeting was adjourned at 9:50pm.

Anita Skinner, City Clerk

CITY COUNCIL
Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
Jane Day
Alma Hernandez
Michael J. Hudson



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

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, FEBRUARY 2, 2021

6:30 P.M.

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

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Jane Day, Alma Hernandez, Michael Hudson, Mayor Pro Tem Wanda Williams, and Mayor Lori Wilson. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

DUE TO CORONAVIRUS COVID-19 CITY HALL IS CLOSED TO THE PUBLIC, RESIDENTS MAY ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM.

*EFFECTIVE **FEBRUARY 16, 2021** THE CITY COUNCIL WILL RESUME IN-PERSON MEETINGS IN ADDITION TO ZOOM. A LIMITED NUMBER OF SEATS ARE AVAILABLE, TO RESERVE A SEAT PLEASE CONTACT THE CITY CLERK AT clerk@suisun.com OR 707 421-7302.*

ZOOM MEETING INFORMATION:

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

MEETING ID: 824 3597 9003

CALL IN PHONE NUMBER: (707) 438-1720

*TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM
(URL: <https://www.suisun.com/government/meeting-video/>)*

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING
BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM*

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

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

(Next Ord. No. – 781)
(Next City Council Res. No. 2021 – 09)
Next Suisun City Council Acting as Successor Agency Res. No. SA2021 - 01)
(Next Housing Authority Res. No. HA2021 – 01)

ROLL CALL

Mayor Wilson called the meeting to order at 6:32pm with the following Council Members present: Hernandez, Hudson, Williams, Wilson. Absent: Council Member Day
Pledge of Allegiance led by Vice Mayor Williams
Invocation led by Greg Folsom

Mayor Wilson explained there were technical difficulties at the 5:30pm Special Meeting, therefore, the closed session was delayed to the start of this meeting. The Council moved to closed session at 6:40pm to return at 7pm.

Mayor Wilson resumed the regular City Council meeting at 7:03pm stating there were no reportable actions.

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.)

Donna LeBlanc encouraged more Council Members to participate in making motions and seconds on agenda items.

Steve Orly was displeased in Mayor's with the replacement of long term Planning Commissioners and expressed his concerns with planning decisions.

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.)

REPORTS: (Informational items only.)

1. COVID-19 Update – (Folsom: gfolson@suisun.com).

Mr. Folsom stated that even though the statewide stay at home order has been rescinded Solano County is still in the Purple Tier. City Hall will still be closed with appointment only transactions. Starting on February 16th City Public Meetings will resume with Zoom and in-person meetings.

2. Direction Provided to Staff at Homeless Encampment Workshop – (Folsom: gfolson@suisun.com)

Mr. Folsom stated that on January 26th a workshop on Homeless Encampments the following items were agreed by Council and assigned to staff:

- Create a restroom policy for opening Heritage Park
- Look into providing alternative garbage receptacles
- Track data on month clean-ups

- At next workshop on Homeless Services include a discussion on a mobile clinic
3. Landscaping Lighting District Update – (Dum: adum@suisun.com).

Amanda Dum presented a report on the upcoming 10 district annual Landscaping Lighting District meetings. She indicated the meetings would highlight 2020 accomplishments as well as reductions in services.

Steve Olry was concerned about tall grass and fire prevention regarding the wildfires in the City. Mayor Wilson stated not under the prevue of the LLD but could be brought up for discussion during general comments or at the Fire Departments annual report.

PRESENTATIONS/APPOINTMENTS None

(Presentations, Awards, Proclamations, Appointments).

Mayor Wilson stated that there update guidelines for proclamations on the website or reaching out to the City Clerks office.

CONSENT CALENDAR

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

City Council

4. Council Adoption of Resolution 2021-09: Amending the Economic Pandemic Impact Citizen's Advisory Committee Membership – (Folsom: gfolson@suisun.com).
5. Council Adoption of Resolution 2021-10: Approve and allocate the revised Police Support Services Manager Job Classification, eliminate the Police Dispatch and Records Supervisor allocation, and reclassify the incumbent to the Police Support Services Manager job classification – (Folsom: gfolson@suisun.com).
6. Council Adoption of Resolution 2021-11: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with AECOM Technical Services Inc. to Prepare an Environmental Impact Report for the Highway 12 Logistics Center Project – (Kearns: jkearns@suisun.com).
7. Council Adoption of Resolution 2021-12: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with David Wade and Associates to Process the Development Application for the Highway 12 Logistics Center Project – (Kearns: jkearns@suisun.com).

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

8. 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 December 8, 2020, December 15, 2020, and December 22, 2020 – (Skinner: askinner@suisun.com).

Council Member Hudson pulled Item #4.

City Clerk Skinner read the following two Public Comments received electronically.

Item #5

Kay Jones noted that the June 30th 2020 meeting on Fiscal Year Budget approval process Council was clear on 1) hiring freeze for non-safety; 2) No COLA's; 3) No reclass. Ms. Jones has reviewed Council meetings since then at no time has the Council lifted or acknowledged any changes to those policies. Has the policy changed or been amended and if so have non-safety employees been given the opportunity to reclass?

Item #6

Michael Zeiss had two recommendations for the AECOM contract:

- 1) working hours should include some evenings allowing for Scoping Meeting, the kick off meeting and other public meetings during regularly scheduled Planning Commission meetings giving the Commissioners opportunity for input.
- 2) AECOM should agree to share data with First Carbon Solutions since both projects will have some similar impacts and included in a cumulative analysis which would require the two EIR consultants to share data.

Mayor Wilson pulled Item #5 from the Consent Calendar to respond to Ms. Jones questions.

Motion by Council Member Hernandez to approve Items 6-8 of the Consent Calendar and seconded by Vice Mayor Williams. Motion carried by the following vote:

AYES: Hernandez, Hudson, Williams, Wilson

NOES: None

ABSENT: Day

Item #4

Council Member Hudson and Vice Mayor Williams both asked questions about the makeup of the EPIC Committee and about the new representation of the Napa-Solano Labor Council/Napa-Solano Building trades Council.

Both Mayor Wilson and Council member Hernandez explained the purpose of the Committee and added more detail regarding the Committee's progress thus far.

Motion by Vice Mayor Williams to adopt Resolution No. 2021-09 and seconded by Council Member Hudson.

Steve Orly added the meetings and they were non-productive and needs a mission statement commented that he had sat in last year on one of those committees.

Mayor Wilson stated the staff report listed the mission statement.

Motion carried by the following vote:

AYES: Hernandez, Williams, Wilson

NOES: Hudson

ABSENT: Day

Item #5

City Manager Greg Folsom explained change to the job classification as presented in the staff report.

Motion by Vice Mayor Williams to adopt Resolution No. 2021-10 and seconded by Council Member Hernandez. Motion carried by the following vote:

AYES: Hernandez, Hudson, Williams, Wilson

NOES: None

ABSENT: Day

PUBLIC HEARINGS:

9. Consideration of Interim Urgency Ordinance No.781; Establishing a Moratorium on Heavy Equipment Storage and/or Rental Facilities:

- a. Council Adoption of Ordinance No. 782: An Interim Urgency Ordinance of the City of Suisun City Establishing a Temporary 45-Day moratorium Prohibiting Heavy Equipment Storage and/or Rental Facilities and Related Uses and the Establishment, Expansion, or Modification of the Same in the City of Suisun City – (Kearns: jkearns@suisun.com).

City Attorney Elena Gerli explained the change under definitions of the way heavy equipment is being defined and read the title of the ordinance. She presented the staff report and power point as provided in the agenda packet.

Mayor Wilson opened the Public Hearing.

Donna LeBlanc was concerned that this required a 4/5 vote and Council Member Day's absence was not available and it would not pass. Recommends postponing the vote.

Michael Zeiss stated the definition seems overly broad and we should be careful with the definition.

George Guynn noted that organizations like this have existed for a long time and why was it urgent now.

Steve Olry stated was concerned that if we don't enforce code enforcement how could the ordinance be enforced.

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

Mayor Wilson and Ms. Gerli addressed the comments.

Council Member Hudson moved to bring item back next Council meeting. Motion died for lack of a second.

City Attorney Taylor explained that this is putting regulations in place with objective that we will not allow a particular use that can harm the public and put at risk the publics' health and safety.

Motion by Council Member Hudson to adopt Ordinance No. 781 with accommodations and seconded by Council Member Hernandez. Motion failed by the following vote:

AYES: Hernandez, Williams, Wilson

NOES: Hudson

ABSENT: Day

GENERAL BUSINESS

City Council

10. Elected Official Compensation and Benefits:

- a. Discuss and provide direction to staff regarding Budget Ad Hoc Committee recommendations on elected official compensation and benefits – (Folsom: gfolson@suisun.com).

Mr. Folsom explained the Ad Hoc Committee's recommendations as stated in the staff report.

Public Comments

Donna LeBlanc was concerned that treating elected officials as full-time employees with pay and benefits all types of benefits should be cut.

Linda Hobson cutting clerk and treasure salaries would be negligible and benefits are an enticement of a qualified person for those positions.

George Guynn we should stop talking about salaries and talk about getting out of our predicament and let the City Manager have a bigger say.

Jeannie McMurray concerned about the City Clerk and Treasurer, elected officials, were not notified about this in advance and percentage reduction should be considered across the board.

Mayor Wilson was apologetic and took responsibility for the lack of notification.

Greg Folsom apologized on behalf of staff and it was a complete oversight.

Mayor Wilson asked for consensus and direction for each Ad Hoc Committee Recommendation as presented in the staff report.

Salary

Ayes: Hernandez, Williams Wilson

Noes: Hudson

Absent: Day

Vehicle Allowance

Ayes: Hernandez, Williams, Wilson

Noes: Hudson

Absent: Day

Medical Insurance

Ayes: Hernandez, Williams, Wilson

Noes: Hudson

Absent: Day

Medical Insurance (Clerk/Treasurer)

Mayor Wilson recommended a percentage.

- **Clerk: Salary and Medical 50%**
- **Treasurer: Salary and Medical 25%**

Ayes: Hernandez, Williams, Wilson

Noes: Hudson

Absent: Day

Mayor Wilson moved to extend the meeting to discuss Item #11 and table Items #12 & #13 and seconded by Council Member Hernandez. Motion passed unanimously by the following vote:

AYES: Hernandez, Hudson, Williams, Wilson

ABSENT: Day

11. Council Adoption of Resolution 2021-13: Authorizing the City Manager to execute the First Amendment of the Public/Private Partnership (PPP) Agreement for ALS First Responder Emergency Services by and among the Cities of Fairfield, Benicia, Dixon, Vallejo, Suisun City (Member Cities) and Medica Ambulance Service, Inc. – (Vincent: jvincent@suisun.com).

Fire Chief Vincent presented the staff report as provided in the agenda packet.

Council thanked staff for all their work and obtaining grants to sustain the department.

Motion by Vice Mayor Williams to adopt Resolution No. 2021-13 and seconded by Council Member Hudson. Motion passed unanimously by the following vote:

AYES: Hernandez, Hudson, Williams, Wilson

ABSENT: Day

Mayor Wilson stated that the State of the City would not be held as planned but would be done by video.

Mr. Folsom reminded everyone the City survey was open for one more week and closes on February 8th. Mid-year budget will be held on February 16th.

ADJOURNMENT

There being no further business the meeting was adjourned at 10:34pm.

Anita Skinner, City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK

CITY COUNCIL
Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
Jane Day
Alma Hernandez
Michael J. Hudson



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

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, FEBRUARY 16, 2021

6:30 P.M.

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

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Jane Day, Alma Hernandez, Michael Hudson, Mayor Pro Tem Wanda Williams, and Mayor Lori Wilson. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

AS OF FEBRUARY 16, 2021, THE CITY COUNCIL WILL RESUME IN-PERSON MEETINGS IN ADDITION TO ZOOM. A LIMITED NUMBER OF SEATS ARE AVAILABLE, TO RESERVE A SEAT PLEASE CONTACT THE CITY CLERK AT clerk@suisun.com OR 707 421-7302.

ZOOM MEETING INFORMATION:

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

MEETING ID: 879 5258 9701

CALL IN PHONE NUMBER: (707) 438-1720

TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM

(URL: <https://www.suisun.com/government/meeting-video/>)

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING

BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6pm) OR

VIA WEBSITE OR PHONE APPLICATION, ZOOM

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

(Next Ord. No. – 781)

(Next City Council Res. No. 2021 – 14)

Next Suisun City Council Acting as Successor Agency Res. No. SA2021 - 01)

(Next Housing Authority Res. No. HA2021 – 01)

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

ROLL CALL

Mayor Wilson called the meeting to order at 6:38pm with the following Council / Board Members present: Hernandez, Hudson, Williams, Wilson. Absent: Council Member Day.

Pledge of Allegiance was led by Council Member Hudson.

Invocation was given by City Manager Greg Folsom.

PUBLIC COMMENT

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

Steve Olry questioned why conduct a survey on priorities when there is no budget.

George Guynn expressed disappointment in the yearlong COVID 19 and its effects financially on the City.

Clerk Skinner read email from Bonnie Horn requesting Council consider starting meetings at a later time which would allow for commuters that get home at 7pm to be able to attend after work.

Donna LeBlanc reminded everyone of the Perseverance Rover landing on Mars on Thursday and can be watched live at go.nasa.gov/mars2020focus.

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.)

REPORTS: (Informational items only.)

1. COVID-19 Update – (Folsom: gfolson@suisun.com).

Mr. Folsom confirmed Solano County now vaccinating individuals 65 and older and the American Rescue Plan is moving forward in Congress which will provide monies for cities and counties.

Dr. Alder concerned about existing state laws giving exemptions for pre-existing health conditions. Mayor Wilson explained that for Council meetings masks must be worn and two alternatives for public participation via ZOOM or phone application.

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

City Council

2. City Council Appointments to the Economic Pandemic Impact Citizen's Advisory Committee – (Wilson: lwilson@suisun.com).

Mayor Wilson named three changes to the Committee:

WalMart – Ronnie Garrison, new General Manager

Salvation Army – Major Randy Hart

Hispanic Chamber of Commerce – Leo Callejas

Council Members Hudson and Hernandez were not able to confirm their appointments at this time. Mayor Wilson asked to have those appointments by the March 2nd meeting.

Motion by Mayor Wilson to approve the three appointments and seconded by Council Member Hernandez. Motion passed by the following vote:

AYES: Hernandez, Hudson, Williams, Wilson

ABSENT: Day

Mr. Folsom suggested that the appointments could be added to the Closed Session meeting scheduled for February 24th.

CONSENT CALENDAR

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

Joint City Council / Suisun City Council Acting as Successor Agency

3. Council/Agency Approval of January 2021 Payroll Warrants in the Amount of \$655,922.32, and Council/Agency Approval of the January 2021 Accounts Payable Warrants in the Amount of \$1,198,242.37 – (Finance).

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

AYES: Hernandez, Hudson, Williams, Wilson

ABSENT: Day

PUBLIC HEARINGS:

City Council

4. Council Adoption of Resolution No. 2021-14: Approving an Update of the Master Fee Schedule – (Folsom: gfolson@suisun.com).

Finance Director, Lakhwinder Deol presented the staff report as provided in the packet. The proposed changes are for the Joseph Nelson Community Center as it relates to Patio rental and establishing Electronic Payment Process.

PUBLIC COMMENT

Donna LeBlanc asked if banquet room rentals would include use of the patio or if the patio would be a separate fee. Mr. Lofthus explained it would be included.

Motion by Vice Mayor Williams to adopt Resolution No. 2021-14 and seconded by Council Member Hudson. Motion passed by the following vote:

AYES: Hernandez, Hudson, Williams, Wilson

ABSENT: Day

GENERAL BUSINESS**City Council****5. FY 2020-21 Mid-Year Fiscal Review:**

Council Adoption of Resolution No. 2021-15: Adopting the 2nd Amendment to the Annual Appropriation Resolution No. 2020-82 to Appropriate Mid-Year Budget Adjustments for Additional Costs in Various Accounts Organization Wide – (Folsom: gfolson@suisun.com).

Ms. Deol presented the staff report which included a power point presentation that was also included in the packet.

Ad Hoc Committee Comments

Mayor Wilson explained the Ad Hoc Committee agreed with Mid-Year adjustments but felt it necessary to give Fire Chief Vincent the opportunity to answer questions on the requested Type 5 Wildland Fire Engine at the Council meeting.

Vice Mayor Williams agreed with Mayor's comments and added the Strike Team revenue source is not enough to support a new vehicle; suggested consideration of selling an older vehicle to cover the cost.

Mayor Wilson thanked Ms. Deol and staff for providing info and answering questions.

Council Member Hudson made a motion to remove the fire truck from the mid-year budget and consider it separately as an agenda item. Motion died for lack of a second.

Public Comment

George Guynn suggested spending less on Fire and more for reserves.

Bonnie Horn concerned about code enforcement and how it is severely impacted by the lack of staff.

Steve Olry concerned about decisions being made about purchasing a fire truck.

Dr. Alder concerned about the number of medical calls and feels there should be an audit of Measure S.

Five-minute recess.

After continued discussion by the Council it was their consensus to not approve Type 5 vehicle funding but to bring the item back in May and consensus to transfer \$500,000 from Measure S funds to the Transportation CIP Fund for the Street Rehabilitation Improvement project.

Motion by Vice Mayor Williams to adopt Resolution No. 2021-15 and seconded by Council Member Hudson with the exception of the transfer of \$21,000 to purchase equipment and updating Type 5 Wildland Fire Engine from Measure S. Motion passed by the following vote:

AYES: Hernandez, Hudson, Williams, Wilson

Absent: Day

REPORTS: (Informational items only.)

6. a. Council/Boardmembers

Council Member Hudson toured the fire department with Chief Vincent. Weeds along Sunset Avenue need to be trimmed.

Council Member Hernandez participating in Solano Multi-jurisdiction Hazard Mitigation meetings and League of California Cities Economic Development Round Table. Thanked everyone for continuing to reach out and share what is happening in our city.

Vice Mayor Williams also attended the Economic Development Round Table and moving the City forward and bring in new revenue sources while learning the nuts and bolts of Prop 13 and its impacts on cities economies.

b. Mayor/Chair

Mayor Wilson commented Tri City NAACP is hosting a series between the 24-27 called Black Family Representation, Identity and Diversity for Black History Month with local sponsors Holiday Inn Express, Popeye's and the office of Vice Mayor Williams. A proclamation will be sent and read at the March 2nd meeting. March is Women's History month. There will be 3 closed sessions beginning on the 24th for the City Manager's evaluation.

7. City Manager/Executive Director/Staff

Mr. Folsom stated there would be a closed session on the 24th and a brief item on the EPIC Committee selections. On March 2nd the Strategic Plan update.

Mayor Wilson thanked everyone for participating in the survey and responses increased to 407. May will be the Budget Workshops.

ADJOURNMENT

There being no further business the meeting was adjourned at 9:24pm.

Anita Skinner, City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK



CITY COUNCIL
Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
Jane Day
Alma Hernandez
Michael J. Hudson

CITY COUNCIL MEETING

First and Third Tuesday
Every Month

MINUTES

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

WEDNESDAY, FEBRUARY 24, 2021

2:00 P.M.

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

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Jane Day, Alma Hernandez, Michael Hudson, Mayor Pro Tem Wanda Williams, and Mayor Lori Wilson. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

THE CITY COUNCIL HAS RESUMED IN-PERSON MEETINGS IN ADDITION TO ZOOM. A LIMITED NUMBER OF SEATS ARE AVAILABLE, TO RESERVE A SEAT PLEASE CONTACT THE CITY CLERK AT clerk@suisun.com OR 707 421-7302.

ZOOM MEETING INFORMATION:

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

MEETING ID: 856 5254 2819

CALL IN PHONE NUMBER: (707) 438-1720

TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM

(URL: <https://www.suisun.com/government/meeting-video/>)

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING

BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6pm) OR

VIA WEBSITE OR PHONE APPLICATION, ZOOM

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

ROLL CALL

Mayor Wilson called the meeting to order at 2:10 pm with the following Council Members present: Hernandez, Williams, Wilson. Absent: Day, Hudson

PUBLIC COMMENT None

(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.)

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

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.)

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

1. City Council Appointments to the Economic Pandemic Impact Citizen's Advisory Committee – (Wilson: lwilson@suisun.com).

Mayor Wilson moved to nominate John Riley as the Napa Solano Labor Council/Building Trades representative and seconded by Council Member Hernandez. Motion passed by the following vote:

AYES: Hernandez, Williams, Wilson

ABSENT: Day, Hudson

Additional appointments will be done at the March 2nd meeting.

CLOSED SESSION The meeting was adjourned to closed session at 2:18pm.

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

2. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency negotiator: City Manager

Employee organizations:

Unrepresented Employees;

SCEA (Suisun City Employees' Association);

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

SCPOA (Suisun City Police Officers Association).

3. PERSONNEL MATTERS

Pursuant to California Government Code Section 54957(b)(1) et seq. the Suisun City Council will hold a Closed Session for the purpose of Public Employee Performance Evaluation: City Manager

CONVENE OPEN SESSION

The meeting reconvened with no announcements.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:07pm.

Anita Skinner, City Clerk

CITY COUNCIL
Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
Jane Day
Alma Hernandez
Michael J. Hudson



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

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 2, 2021

6:30 P.M.

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

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Jane Day, Alma Hernandez, Michael Hudson, Mayor Pro Tem Wanda Williams, and Mayor Lori Wilson. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

THE CITY COUNCIL HAS RESUMED IN-PERSON MEETINGS IN ADDITION TO ZOOM. A LIMITED NUMBER OF SEATS ARE AVAILABLE, TO RESERVE A SEAT PLEASE CONTACT THE CITY CLERK AT clerk@suisun.com OR 707 421-7302.

ZOOM MEETING INFORMATION:

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

MEETING ID: 895 3522 4156

CALL IN PHONE NUMBER: (707) 438-1720

TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM

(URL: <https://www.suisun.com/government/meeting-video/>)

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING

BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6pm) OR

VIA WEBSITE OR PHONE APPLICATION, ZOOM

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

(Next Ord. No. – 781)

(Next City Council Res. No. 2021 – 16)

Next Suisun City Council Acting as Successor Agency Res. No. SA2021 - 01)

(Next Housing Authority Res. No. HA2021 – 01)

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

ROLL CALL

Mayor Wilson called the meeting to order at 6:34 pm with the following Council Members/Board Members present:

Present: Hernandez, Hudson, Williams, Wilson

Absent: Day

Council / Board Members

Pledge of Allegiance was led by Council Member Hernandez

Invocation was given by Greg Folsom

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.)

Mr. Lombardo commented on the debris on vacant at Sunset and Railroad Avenue. Mayor Wilson stated that a volunteer cleanup day has been organized for March 9th from 2-5pm.

Mr. Orly voiced concern about the city's financial status and that Measure S was misleading.

George Guynn voiced concern about the city not having a balanced budget.

Mayor Wilson called for a 5-minute recess for disorderly conduct.

Mayor Wilson explained Public Comment protocol.

Mike Zeiss stated that there would be a Public Hearing on Thursday, March 4th by the City County Coordinating Council on Affordable Housing. He encouraged the public to join in.

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.)

REPORTS: (Informational items only.)

1. COVID-19 Update – (Folsom: gfolson@suisun.com).

Mr. Folsom stated that the County would continue in the Purple Tier through March 10th and the Kroc Center would be holding a vaccination clinic on March 15th.

Mayor Wilson concerned about local businesses being out of compliance with the COVID restrictions and asked Police Chief Roth how the public could report concerns. Chief Roth stated the public should contact the Solano County Health Department directly or contact the Police Department.

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

City Council

2. Presentation of Plaque to Fire Division Chief Carmen Maio, retiring after 27 Years of Service with the Suisun City Fire Department – (Vincent: jvincent@suisun.com).

Chief Vincent gave a brief history of Chief Maio's service with the Department.

Mayor Wilson present Chief Maio with a plaque for years of service.

Chief Vincent conducted the Bell Service Ceremony in honor of Chief Maio's retirement.

3. Proclamation Not Presented:

Proclamation Proclaiming February 27, 2021, as "Tri-City NAACP Black Family: Representation, Identity, and Diversity Day" (Wilson: lwilson@suisun.com).

Mayor Wilson read the proclamation that had been virtually presented to the Tri-City NAACP at an earlier date.

4. City Council Appointments to the Economic Pandemic Impact Citizen's Advisory Committee – (Wilson: lwilson@suisun.com).

Council Member Hernandez appointed Fidencio Meza-Muniz

Council Member Hudson appointed Bonnie Horn

Vice Mayor Williams will confirm her appointee within the next few days.

Council Member Hernandez moved to approve the appointments seconded by Council Member Hudson. Motion passed by the following vote:

AYES: Hernandez, Hudson, Williams, Wilson

NOES: None

CONSENT CALENDAR

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

(6:45- 6:50 p.m.)

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

5. 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 January 5, 2021 and January 19, 2021 – (Skinner: askinner@suisun.com).

Council Member Hernandez moved to approve the minutes as presented in the packet seconded by Council Member Hudson. Motion passed by the following vote:

AYES: Hernandez, Hudson, Williams, Wilson

NOES: None

ABSENT: Day

HEARINGS:**City Council**

6. PUBLIC HEARING: (Continued to March 16, 2021)
Council Introduce and Waive Reading of Ordinance No. 781: Amending Chapter 12 Streets, Sidewalks, and Public Places of the Suisun City Code to add section 12.32 Special Events Permitting – (Lofthus: klofthus@suisun.com).
- Hearing no public comments Mayor Wilson continued the Public Hearing To March 16th.

GENERAL BUSINESS**City Council**

7. Discussion and Direction: Solano County Transportation Network Presentation – (Daryl Halls, Executive Director, Solano Transportation Authority)

Daryl Halls presented the power point as provided in the packet. Mr. Hall was assisted in the presentation by Debbie McQuilkin, Brandon Thomson, Lloyd Nadal and Ron Grassi.

Mayor Wilson asked Mr. Folsom to post full size version of presentation on City website for easier viewing for the public.

8. Strategic Plan Achievements – (Folsom: gfolson@suisun.com)

Mr. Folsom presented the staff report as provided in the packet. He briefly spoke on the six Goal achievements and projects in process.

9. Internet Survey - Resident Satisfaction and Priorities – (Folsom: gfolson@suisun.com).

Mayor Wilson explained the Power Point which was not available for the packet would be provided to Council and made available for the public.

Mr. Folsom briefly explained the results of the survey which was included in the packet in its entirety.

Public Comment

George Guynn concerned about lack of necessary resources and the need to take care of homeless issues and the need for code enforcement.

Steve Olry concerned city does not have the necessary revenues and survey results being ignored.

Donna LeBlanc feels the demographics on the survey are not a very good representation of the city as a whole.

10. Strategic Plan Review of Goals and Strategies – (Folsom: gfolson@suisun.com).

Mr. Folsom reviewed the Goals and Strategies with the Council Members listing their top three in each category with a consensus for staff follow-up.

Public Comments

George Guynn commented no future dredging any monies collected should be refunded to the residents.

Donna LeBlanc concerned with the top priorities highlighted would other items listed be ignored. Mayor Wilson explained that all items would be dealt with but was asking Council consensus on what they felt needed to be priority.

REPORTS: (Informational items only.)**11. a. Council/Boardmembers**

Council Member Hernandez thanked Mr. Folsom for the reports on the Strategic Achievements indicating that each bullet point is indicative of all of staff's work. She is starting to attend the Housing for Solano which educates around homelessness for various groups and entities and finding there is continuing opportunity to bring resources to Suisun and hopes to have a report soon.

Council Member Hernandez also stated for the record an official statement that the Office of Council Member Hernandez does not condone any derogatory remarks or personal attacks to any member of this Council whether they are online, on the phone or in front of members of the public. I think it is important to agree to disagree, to understand that we will not always find the same point of view and that is actually a good thing on how we continue to improve on what areas we want to stretch and grow into and what are we not seeing. I want to make it clear that is unacceptable behavior whether it's on line or in front of us.

Vice Mayor Williams thanked Mr. Folsom and all of staff; nice to go back and see all the work that has been done for the last two years. She also thanked Mayor Wilson for her words of congratulations to Tri-City NAACP; it was Suisun's first inaugural Black History Month celebration and it came together quickly and very well; look forward to seeing more celebrations of all diversity in our City and it is important to embrace all the diversity and culture that Suisun City holds; we live in a very unique and beautiful City; very honored to be able to serve residents here and the community at large.

Vice Mayor Williams stated the importance of being respectful of other people. It's one thing to express your views which is perfectly fine as part of the democratic process but some of the language today was not very fitting for us to engage in so I'm hopeful going forward we can stay respectful to one another and respect the office of the Mayor as well. She sacrifices a lot as we all do on this Council as we serve our Community with all of our heart, our extra time and at the sacrifice of our family so it is important that we continue to be respectful to one another while expressing different opinions.

b. Mayor/Chair

Mayor Wilson clarified it was not a City event but an NAACP inaugural event held in Suisun City; appreciates the partnership with Travis Air Force Base who held their Black History Month Celebration with the Air Force Band of the Golden West; was honored to have

been asked to participate in the video. Now in the month of March which is Women's History Month; have made strides on our Council and will acknowledge more on that later in the month and look forward to the summer when we can hold event to celebrate everybody.

12. City Manager/Executive Director/Staff

Mr. Folsom reminded Council if they receive a call or email from the consultant with FAST to set up your meeting with them.

ADJOURNMENT

There being no further business the meeting was adjourned at 10:29 PM.

Anita Skinner, City Clerk

AGENDA TRANSMITTAL

MEETING DATE: April 20, 2021

CITY AGENDA ITEM: Consideration of Resolution No. 2021-____ Amended Elected Official Compensation and Benefits

FISCAL IMPACT: There would be a positive fiscal impact to the General Fund by reducing the amount of salary and benefit costs allocated to elected officials.

BACKGROUND: California Government Code Section 36516 provides for a base salary of a maximum of \$300 per month for city councilmembers for cities with Suisun City's population. Government Code Section 36516(c) allows compensation increases above the \$300 per month in an amount up to 5.0 percent for each calendar year from the operative date of the last salary adjustment. On September 3, 1991, the City Council adopted Ordinance No. 597, which provided for a \$300 monthly salary for Councilmembers. On May 15, 2007, the City Council increased their salary to \$654.86 by ordinance pursuant to California Government Code Section 36516 and set the vehicle allowance by resolution. No changes to elected officials' salaries have been made since that time. Any changes in Councilmember salaries must be made by ordinance or ordinance amendment.

The City Council may adjust the salaries of the City Clerk and the City Treasurer by ordinance. Such adjustments may not take effect until a "new" Clerk or Treasurer is seated. While state law sets limits on the adjustment of Councilmember salaries, no such limits exist for these two elective offices. Currently, the City Clerk salary is set at \$416 per month and the City Treasurer salary is set at \$200 per month.

STAFF REPORT: During the election season last year, Elected Official pay and benefits came up as a recurring discussion point and staff was directed to bring this topic back after the new year for discussion and direction. On February 2nd, Council reviewed the recommendations of the Ad Hoc Committee and provided the following direction to staff:

Salaries

No change to Council salaries. Set City Clerk salary as 50% of Council salary and set Treasurer salary as 25% of Council salary. Council salary is \$654.86 per month. This would reduce City Clerk salary from \$416.00 per month to \$327.43 per month and would reduce the Treasurer salary from \$200.00 per month to \$163.72 per month. Reductions would not take place until the end of the current City Clerk and Treasurer's terms in 2024. The reduction in the City Clerk and City Treasurer salaries would save approximately \$1,500 per year once the current officials' terms expire in 2024.

In addition, Council directed that the Council salary be reviewed on an annual basis during the budget process to consider increasing the Council salary by the CPI, not to exceed 5% per year. Council would not be obligated to increase salary, but if they did it would apply to the City Clerk salary and City Treasurer salary as well.

PREPARED/REVIEWED/APPROVED BY:

Greg Folsom, City Manager

Per Suisun City Code 2.12.010 the salary of the City Clerk and Treasurer shall be set by resolution. The Government Code also allows the City Clerk and Treasurer salaries to be set by ordinance or resolution.

Vehicle Allowance

Council directed no change to the Council vehicle allowances, but did recommend that the City Clerk and City Treasurer not receive a vehicle allowance but would be eligible for mileage reimbursement as allowed by the city travel policy. This action could take effect at any time designated by Council and would save approximately \$1,200 per year.

Medical Insurance: Council directed a reduction in the medical insurance benefit for Council members to 75% of the applicable (single/family) Kaiser rate rather than the current 100% of the applicable Kaiser rate and setting the “in-lieu” rate to 45% of the City-paid portion of the family Kaiser rate. For example, 75% of the current Kaiser family rate of \$18,936/year is \$14,202 so the City would now pay \$14,202 rather than \$18,936 toward an eligible Councilmember’s health insurance cost. The in-lieu would also be reduced to \$6,390.90 per year from the current \$8,400 per year. A single Councilmember would see a slight increase from \$6,000 per year.

Council also directed that medical insurance and in-lieu payments be set at 50% of the City Council benefit rate for the City Clerk and at 25% for the City Treasurer. Council directed that these changes to the health insurance plans go into effect as of July 1st, 2021 but that no changes to premiums for those on the health plan as of June 30th take place through December 31st so as not to adversely impact any elected official currently on the medical plan until after the next open enrollment period.

Deferred Compensation: Council directed that the City no longer pay \$330/month toward Council deferred compensation. This action could take effect at any time designated by Council and would save approximately \$19,800 per year.

PERS/PARS and Other Available Programs: Council directed that the City not pay anything above any required City contribution and that any “employee share” be paid by the elected official rather than the City. This action could take effect at any time designated by Council, but is difficult to determine the exact savings since each elected official makes their own election whether to participate in various programs. However, this action could potentially save up to approximately \$3,000 per year by the City not paying the employee’s share of the Employer Paid Member Contributions to CalPERS, assuming all Councilmembers participated in CalPERS.

STAFF RECOMMENDATION: It is recommended that the City Council approve Resolution No. 2021- ____ Amended Elected Official Compensation and Benefits

ATTACHMENTS:

1. Resolution 2021-____ Amended Elected Official Compensation and Benefits
2. Solano County Elected Official Salary and Benefits Comparison Chart

RESOLUTION NO. 2021-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AMENDING ELECTED OFFICIALS COMPENSATION AND BENEFITS**

WHEREAS, the Government Code allows Suisun City elected officials to receive compensation for their service to the community, subject to certain limitations; and

WHEREAS, elected officials are allowed to receive employment benefits similar, but not greater than, regular city employees; and

WHEREAS, elected officials compensation and benefits has been a point of discussion during the election season and Council directed staff to bring the subject back after the beginning of 2021; and

WHEREAS, Councilmember salary changes must be made by ordinance or ordinance amendment, but City Clerk and City Treasurer salary changes may be made either by ordinance or resolution per the Government Code; and

WHEREAS, changes to elected official benefits may be made by resolution.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the City Manager to make the following changes to elected official compensation and benefits, as allowed by resolution:

1. Salaries: No change to Council salaries, which must be changed by ordinance. City Clerk salary will be set as 50% of Council salary and Treasurer salary will be set as 25% of Council salary. Council salary is \$654.86 per month. This would reduce City Clerk salary from \$416.00 per month to \$327.43 per month and would reduce the Treasurer salary from \$200.00 per month to \$163.72 per month. Reductions would not take place until the end of the current City Clerk and Treasurer's terms in 2024.

In addition, Council salary shall be reviewed on an annual basis during the budget process to consider increasing the Council salary by the CPI, not to exceed 5% per year. Council would not be obligated to increase salary, but if they did it would apply to the City Clerk salary and City Treasurer salary as well.

2. Vehicle Allowance: Council will continue to receive a vehicle allowance, but the City Clerk and City Treasurer will no longer receive a vehicle allowance but will be eligible for mileage reimbursement as allowed by the city travel policy.
3. Medical Insurance: Medical insurance benefit for Council members shall be 75% of the applicable (single/family) Kaiser rate rather than the current 100% of the applicable Kaiser rate and the "in-lieu" rate shall be 45% of the City-paid portion of the family Kaiser rate.
4. Medical insurance and in-lieu payments shall be set at 50% of the City Council benefit rate for the City Clerk and at 25% for the City Treasurer. These changes to the health insurance plans shall go into effect as of July 1st, 2021 but no changes to premiums for those on the health plan as of June 30th will take place through December 31st so as not to adversely impact any elected official currently on the medical plan until after the next open enrollment period.
5. Deferred Compensation: The City will no longer pay \$330/month toward Council deferred compensation.

6. PERS/PARS and Other Available Programs: The City will not pay anything above any required City contribution and that any “employee share” shall be paid by the elected official rather than the City.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 20th day of April 2021 by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of April 2021.

Anita Skinner
City Clerk

Elected Officials Compensation							
February 2, 2021							
	City of Suisun City	City of Benicia	City of Dixon	City of Fairfield	City of Rio Vista	City of Vacaville	City of Vallejo
Mayor/City Council							
Salary - Mayor	\$7,858.32/yr	\$6,301/yr	\$7,200/yr	\$7,201/yr	\$6,420/yr	\$9,948/yr	\$14,700/yr
Salary - Council	\$7,858.32/yr	\$4,723/yr	\$6,120/yr	\$6,001/yr		\$9,948/yr	\$14,700/yr
Mayor Allowance	No	No	No	No	No	No	\$1,900 per month
Auto/Vehicle Allowance						Travel Outside Solano County is reimbursable	
Mayor	\$5,100/yr	\$0.00	\$0.00	\$3,600/yr	\$4,800/yr	\$6,300/yr	
Vice-Mayor	\$4,680/yr	\$0.00	\$0.00	\$1,800/yr	\$4,800/yr	\$3,900/yr	
Council	\$4,680/yr	\$0.00	\$0.00	\$1,800/yr	\$4,800/yr	\$3,000/yr	
Travel Expense		\$900/yr	Reimbursable		Reimbursable		
Medical Coverage	100% of Kaiser rate	Kaiser up to family rate of \$2,180/mo	Employee \$900 E+1 \$1,139.10 E+2 \$1,480.82 or 70% of Kaiser Rate whichever is greater	90% of Kaiser rate	No	85% of Kaiser Rate for elected official only	75% of Kaiser Rate minus \$300.
Dental and/or vision Coverage	Available but not City paid	Dental \$178/mo Vision \$22/mo			No	Elected Official Only - Employer Cost \$53.57 Dental / \$5.39 Vision	75% of monthly premium
Cash-in-Lieu	\$6,000/yr single \$8,400/yr family		\$7,200/yr to Deferrend Comp	\$6,216/yr	No		\$3,000/yr
Deferred Compensation	\$3,960/yr		No City Contribution	No City Contribution	No	7.5% or PERS	No City Contribution
Life Insurance	\$200,000	\$20,000		\$30,000	No	No	No contribution
Additional Benefits Not Listed	Cell phone			Laptop and Cell phone provided			
City Clerk	Elected	Elected	Currently Appointed	Elected	Appointed	Elected	Appointed
Salary	\$4,992/yr	\$12,944/yr		\$2,280/yr		\$600/yr	
Vehicle Allowance	\$1,200/yr					No	
Travel Expense						No	
Health Benefit (Medical, Dental, Vision)	100% Kaiser rate	Kaiser up to family rate of \$2,180/mo Dental \$178/mo Vision \$22/mo		Available		No	
Deferred Compensation							
Life Insurance		\$20,000					
Additional Benefits Not Listed							
City Treasurer	Elected	Elected	Elected	Elected	Appointed	Elected	Appointed
Salary	\$2,400/yr	\$2,400/yr	\$1,020/yr	\$2,280/yr		\$840/yr	
Vehicle Allowance							
Travel Expense						\$2400/yr Mileage Reimbursement	
Health Benefit (Medical, Dental, Vision)	100% Kaiser rate	No	No	Available		No	
Deferred Compensation			Eligible to Participate				
Life Insurance							
Additional Benefits Not Listed							
PERS is Available and Optional, Elected Officials must elect to enroll.							

THIS PAGE INTENTIONALLY LEFT BLANK

AGENDA TRANSMITTAL

MEETING DATE: April 20th, 2021

CITY AGENDA ITEM: Discussion and Direction: Response to Letter from Solano County Democratic Central Committee Regarding Right-Wing Extremism.

FISCAL IMPACT: There is no fiscal impact to this discussion.

STRATEGIC PLAN: Ensure Public Safety

BACKGROUND: The City received a letter dated March 16, 2021 from the Solano County Democratic Central Committee regarding right-wing extremism and asking the City Council to implement a comprehensive policy and set of protocols to root out and expel extremists from law enforcement and related agencies. The letter included as an attachment an open letter to government officials from Benicia Black Lives Matter in response to a report from Open Vallejo detailing alleged support of right wing extremism within the leadership of the Solano County Sheriff's Office.

STAFF REPORT: The Suisun City Police Department does have policies in place to address potential behavior that falls into these categories. Attached is the section of the PD Policy Manual regarding Standards of Conduct that all department members are held to.

The Police Department does not have specific policies with regard to extremist groups and does not monitor employee's social media posts looking for extremists relationships. However, with regard to department members potentially being part of an extremist group, or making social media posts, the following could apply with regard to outlining conduct that could result in discipline:

323.5.4 – Relationships

(d) & (e) these could apply if the department member made comments associating them with a group that has been identified as a criminal enterprise or gang, or a group that is involved in criminal activity.

323.5.8 – Performance

(e) & (i) could apply if the member's conduct brings discredit to the department or fractures the community trust.

323.5.9 – Conduct

(m) could be looked at similar to the above-mentioned violation should the conduct discredit the department.

The department is not aware of any members under investigation for these types of behaviors and is confident none of its members were present at the US Capitol on January 6th, 2021.

PREPARED BY:

Greg Folsom, City Manager

Additionally, department members undergo an extensive background check prior to being offered employment. This background reviews social media belonging to the applicant and incorporates interviews with individuals familiar with an applicant. This is done to determine the character of an applicant and to root out any extremist personal beliefs. Individuals falling into the category of having extremist beliefs that are contrary to the mission of the police department would not be offered employment.

RECOMMENDATION: Staff recommends that Council discuss this issue and provide direction to staff.

ATTACHMENTS:

1. Solano County Democratic Central Committee Letter
2. Suisun City Police Department Standards of Conduct

THIS PAGE INTENTIONALLY LEFT BLANK

Standards of Conduct

323.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Suisun City Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

323.2 POLICY

The continued employment or appointment of every member of the Suisun City Police Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

323.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

323.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and California constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

323.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service:

Standards of Conduct

323.5.1 LAWS, RULES AND ORDERS

- (a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or City manuals.
- (b) Disobedience of any legal directive or order issued by any department member of a higher rank.
- (c) Violation of federal, state, local or administrative laws, rules or regulations.

323.5.2 ETHICS

- (a) Using or disclosing one's status as a member of the Suisun City Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
- (d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.
- (f) Misappropriation or misuse of public funds, property, personnel or services.
- (g) Any other failure to abide by the standards of ethical conduct.

323.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

323.5.4 RELATIONSHIPS

- (a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.
- (b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.
- (c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

Standards of Conduct

- (d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.
- (e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

323.5.5 ATTENDANCE

- (a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without reasonable excuse.

323.5.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this department.
 - (a) Members of this department shall not disclose the name, address, or image of any victim of human trafficking except as authorized by law (Penal Code § 293).
- (b) Disclosing to any unauthorized person any active investigation information.
- (c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.
- (d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.
- (e) Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

323.5.7 EFFICIENCY

- (a) Neglect of duty.
- (b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.

Standards of Conduct

- (c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.
- (e) Failure to notify the Department within 24 hours of any change in residence address or contact numbers.
- (f) Failure to notify the Personnel Department of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

323.5.8 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.
- (c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department -related business.
- (d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
 - 1. While on department premises.
 - 2. At any work site, while on-duty or while in uniform, or while using any department equipment or system.
 - 3. Gambling activity undertaken as part of an officer official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (g) Improper political activity including:
 - 1. Unauthorized attendance while on-duty at official legislative or political sessions.
 - 2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or, on department property except as expressly authorized by City policy, the memorandum of understanding, or the Chief of Police.

Standards of Conduct

- (h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the memorandum of understanding, or the Chief of Police.
- (i) Any act on- or off-duty that brings discredit to this department.

323.5.9 CONDUCT

- (a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.
- (b) Unreasonable and unwarranted force to a person encountered or a person under arrest.
- (c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
- (d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
- (e) Engaging in horseplay that reasonably could result in injury or property damage.
- (f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.
- (g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.
- (h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.
- (i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
- (j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.
- (k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any memorandum of understanding or contract to include fraud in securing the appointment or hire.
- (l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.
- (m) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

323.5.10 SAFETY

- (a) Failure to observe or violating department safety standards or safe working practices.
- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver license, first aid).

Standards of Conduct

- (c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
- (d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off- duty.
- (e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.
- (f) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (g) Any personal action contributing to a preventable traffic collision.
- (h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

323.5.11 INTOXICANTS

- (a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- (b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.
- (c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

323.5.12 SUPERVISOR RESPONSIBILITY

- (a) Failure of a supervisor to take appropriate action to ensure that members adhere to the policies and procedures of this Department and the actions of all members comply with all laws;
- (b) Failure of a supervisor to timely report known misconduct of a member to his or her immediate supervisor or to document such misconduct appropriately or as required by policy; or
- (c) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

323.6 SUPERIOR-SUBORDINATE RELATIONSHIPS

Authority shall be exercised in a firm but fair manner. Superior members shall support subordinates in their actions when they can reasonably do so and shall avoid censuring subordinates in the presence of others. Superior members are strictly forbidden from censuring or discrediting those under their command in a tyrannical or abusive manner.

When on duty and in the presence of the public, superiors and subordinates shall refer to one another by their rank or title.