

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



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

MONDAY, NOVEMBER 8, 2021

6:30 P.M. (ZOOM ONLY)

(or immediately following the Suisun-Solano Water Authority Board Meeting)

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

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#### NOTICE

*Pursuant to Government Code Section 54953, subdivision (b), and in accordance with the provisions of SB 361 (2021), the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Jane Day, Michael Hudson, Wanda Williams, Mayor Pro Tem Alma Hernandez, and Mayor/Chair 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 NOT FULLY VACCINATED. 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](mailto:clerk@suisun.com) OR 707 421-7302.*

*ZOOM MEETING INFORMATION:*

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

***MEETING ID: 817 6288 2291***

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

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING  
BY EMAILING [CLERK@SUISUN.COM](mailto:CLERK@SUISUN.COM) (PRIOR TO 5pm) 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. – 789)

(Next City Council Res. No. 2021 – 113)

Next Suisun City Council Acting as Successor Agency Res. No. SA2021 - 05)

(Next Housing Authority Res. No. HA2021 – 04)

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

**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.)*

**CONSENT CALENDAR**

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

**City Council**

1. Council Adoption of Resolution No. 2021-\_\_\_: Approving the Appropriation Request and Approve the Amended Budget to Accommodate the Budget Adjustments to include the American Rescue Plan Act (ARPA) funding– (Deol: [Ideol@suisun.com](mailto:Ideol@suisun.com)).

**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.)*

**REPORTS: (Informational items only)**

2. Council Updates
  - a. Council/Boardmembers
  - b. Mayor

**CLOSED SESSION****ZOOM MEETING INFORMATION FOR CLOSED SESSION:**

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

**MEETING ID: : 828 2750 8603**

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

**Housing Authority**

3. 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: 0032-101-160 and 0032-101-420.  
Negotiating Party: City Manager  
Parties Negotiating: Harbor Park, LLC  
Under Negotiations: Terms and payment

**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 agendized 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 November 8, 2021 was posted and available for review, in compliance with the Brown Act.

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## AGENDA TRANSMITTAL

**MEETING DATE:** November 8, 2021

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**CITY AGENDA ITEM:** City Council Adoption of Resolution 2021-\_\_\_: Approving the Appropriation Request and Approve the Amended Budget to Accommodate the Budget Adjustments to include the American Rescue Plan Act (ARPA) funding

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**FISCAL IMPACT:** The City's allocation of American Rescue Plan Act (ARPA) funds is \$7,090,020. The first half (\$3,548,010) was received in July 2021, and the second half is expected in July 2022. The ARPA funds appropriations are allocated to various funding requests directed by the Council under the American Rescue Plan Act Fund (Fund 167) and the Revenue Loss Reimbursement Fund (Fund 069). If appropriations are approved, the Fund 167 and Fund 069 operational budgets (expenditures) will increase since there is currently no adopted operating budget under these funds.

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

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**BACKGROUND:** The American Rescue Plan provided \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments to mitigate the fiscal effects of the COVID-19 pandemic. Funds allocated to California include \$26 billion to the State, \$7.7 billion to counties, \$7 billion to metropolitan cities, and \$1.2 billion to small cities with populations under 50,000. Funding allocations are based on each city or town's population based on 2019 U.S. Census data.

Although states, counties, and larger metropolitan cities receive their funds directly from the U.S. Treasury, as a smaller city, Suisun City will receive its allocation of \$7,090,020 through the California Department of Finance (DOF). First tranche of ARPA funds of \$3,548,010 was received from the DOF in July 2021. Regardless of receiving the funds directly or indirectly, all jurisdictions are responsible for adhering to the U.S. Treasury's requirements for expanding and reporting on their use of funds.

The U.S. Treasury issued an Interim Final Rule with guidance on the funding allocation methodology, distribution process, and reporting requirements, as well as Frequently Asked Questions to assist jurisdictions in interpreting the policy language. The Treasury was accepting comments on the Interim Final Rule until July 16, 2021 and will soon issue the Final Rule that will govern the program.

ARPA funds must be obligated by the City Council by December 31, 2024 and expended by December 31, 2026. The City is required to submit annual project and expenditure reports to the Treasury beginning April 30, 2022.

City staff has conducted various meetings with the Commission, Committees, and the Council to discuss the funding request list from the city departments. The City Council discussed the funding request list on September 29, 2021 during a Townhall meeting and prioritized the list

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**PREPARED BY:**

Lakhwinder Deol, Finance Director

**REVIEWED/APPROVED BY:**

Greg Folsom, City Manager

after taking community input. The Council directed staff to bring the appropriated funding list back to the Council for approval.

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**STAFF REPORT:** The American Rescue Plan Act established the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. This program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and assist efforts to mitigate impacts on communities, residents, and businesses. The funding is allocated in four different categories. The following are the categories along with the appropriated amounts:

A. Responding to COVID-19	\$583,500
B. Responding to Negative Economic Impacts	\$4,159,366
C. Revenue Loss	\$720,000
D. Investments in infrastructure	\$1,725,700

**Implementation:**

The Staff has organized the ARPA Appropriation List by department level. The appropriations are based on the timing of the projects' starting date. If a project is estimated to start prior to January 2022, the appropriations can be approved on the November 2<sup>nd</sup> meeting. The projects that are anticipated to start after January 2022 can be appropriated at the mid-year budget review process depending upon the Council's desire. The projects that are anticipated to start around July 2022 can be considered again for appropriations at the next year's annual budget process.

**Attachment 1** is proposing that Council approve appropriations listed under the November 2<sup>nd</sup> column totaling \$1,951,028. Since the City has received one tranche of the ARPA funds the amount of \$3,548,010, staff will bring the remaining funding requests during next fiscal year for consideration and approval.

Staff has created new funds, departments, and accounts to keep the ARPA funds separate from the City's General Fund and for internal tracking purposes. Also, staff will be proactive in complying with the Treasury, State Controller's Office, Audits, and the Municipal codes regulations while preparing technical aspect of the ARPA funding appropriations.

**Attachment 1** has nine personnel positions included for various departments. These positions will be advertised, recruited, and hired for the two years' time limit. If the regular and ongoing funding becomes available under the General Fund these positions can be considered for permanent regular positions status. Six months of salary and benefits for each position is recommended for allocation to begin the recruitment process and align with an estimated January start through the end of the fiscal year.

**Attachment 1** has some Fund Transfers from Fund 069 and Fund 167 going to various citywide funds. These transfers are to reimburse the General Fund and Other City Funds for the Temporary Premium Pay expenditures. The General Fund and Other City Funds will not be impacted by the Temporary Premium Pay cost.

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**RECOMMENDATION:** It is recommended that the City Council adopt Resolution No. 2021-\_\_\_\_: Approving the Appropriation Request and Approve the Amended Budget to Accommodate the Budget Adjustments to include the American Rescue Plan Act (ARPA) funding.

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**ATTACHMENTS:**

1. Resolution No. 2021-\_\_\_\_: Approving the Appropriation Request and Approve the Amended Budget to Accommodate the Budget Adjustments to include the American Rescue Plan Act (ARPA) funding
2. Attachment 1: List of Proposed Appropriation Requests

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**RESOLUTION NO. 2021-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
ADOPTING THE 5th AMENDMENT TO THE ANNUAL APPROPRIATION  
RESOLUTION NO. 2021-57 TO APPROPRIATE AMERICAN RESCUE PLAN ACT  
BUDGET ADJUSTMENTS FOR ADDITIONAL COSTS IN VARIOUS ACCOUNTS  
ORGANIZATION WIDE**

**WHEREAS**, the City of Suisun City Annual Budget for Fiscal Year 2021-22 was adopted by the City Council and the Successor Agency to the Former Suisun City Redevelopment Agency on June 29, 2021; and

**WHEREAS**, further review of projected revenue, expenditures and transfers for each City fund indicates the need to amend the approved budget; and

**WHEREAS**, the City Manager has submitted to the City Council of the Suisun City, and the Successor Agency of the former Suisun City Redevelopment Agency proposed amendments to the Fiscal Year 2021-22 Budget; and

**WHEREAS**, it is the intention of the City Council of the Suisun City and Successor Agency to the Former Suisun City Redevelopment Agency, to adopt the proposed budget amendments as submitted by the City Manager.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Suisun City and Successor Agency to the Former Suisun City Redevelopment Agency do hereby amend the Fiscal Year 2021-22 Budget as outlined in the attached Attachment 1.

**PASSED AND ADOPTED** at a Special Meeting of the City Council of the City of Suisun City duly held on Monday, the 8<sup>th</sup> day of November 2021, by the following vote:

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

**WITNESS** my hand and the seal of said City this 8<sup>th</sup> day of November 2021.

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

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American Rescue Plan Act (ARPA) Funding Appropriations					
			<b>Balance</b>		
		<b>American Rescue Plan Act Fund Revenue</b>	<b>2,106,756</b>		
		<b>Revenue Loss due to COVID-19 (Recovery to General Fund Revenue)</b>	<b>1,441,254</b>		
		<b>ARPA Fund payment received in July 2021</b>	<b>3,548,010</b>		
				<b>Expenditures</b>	
<b>Fund</b>	<b>Description</b>	<b>Revenue</b>	<b>Nov. 2nd</b>	<b>Mid-Year</b>	<b>Remaining</b>
<b>American Rescue Plan Act Fund (Fund 167)</b>					
	<u>City Hall (CH)</u>				
	Emergency Eye Wash Station (Janitorial needs)		500	-	-
	<u>City Manager Department (CM)</u>				
	Admin Assistant 2 - CM office (two years)		47,500	-	142,500
	<u>Citywide (CW)</u>				
	Temporary Premium Pay (2 years)		482,400	-	550,000
	Accounting Custom PR Earnings Report		3,000	-	-
	Comcast Internet Speed Increase to 1GB (on-going)		7,200	-	-
	Granicus Software for Agenda Packets		30,000	-	-
	Public Record Request Software		15,000	-	-
	Phone System upgrade		50,000	-	-
	IT Infrastructure (Servers)		107,000	-	30,000
	Council Chamber/Community Center Communication System		-	60,000	-
	City website upgrade		60,000	-	20,000
	ERP System		-	300,000	200,000
	Project Manager for ERP Project (two years)		-	43,500	130,500
	Public Space Broadband		-	-	50,000
	Tablets for the Council Members		-	-	10,000
	<u>Development Services Department (DS)</u>				
	Development Services Director (two years)		100,000	-	300,000
	Economic Development Marketing (EPIC)		-	45,000	-
	Matching Grant Program to update outdoor dining experience (EPIC)		-	150,000	-
	Building Permit software (three years)		30,000	-	70,000
	Wayfinding/Signage (EPIC)		-	75,000	-
	<u>Finance Department (FIN)</u>				
	Pay by Phone for Water		5,000	-	-
	Business License Online Payment System		10,000	-	-
	<u>Fire Department (FD)</u>				
	Lucas Devices (2 sets)		25,000	-	-
	ALS Equipment		75,000	-	-
	Staffing (3 Engineers) (two years)		163,828	-	491,484
	<u>Police Department (PD)</u>				
	Two Police Officer positions for gun violence enforcement (two years)		120,000	-	360,000
	Community Services Officer (1 CSO's) (two years)		37,500	-	112,500
	Additional (5) Portable Radios		30,000	-	-
	ALPR (Car License Plate Reader) Software/Equipment		38,500	-	70,000
	Evidence Air Scrubber for Narcotics room		-	-	3,000
	<u>Public Works Department (PW)</u>				
	Hwy 12 Storm Drain Pipe Line		250,000	-	-
	Work Order/Asset Management System (CMMS) (1st yr. - \$25k ongoing)		55,000	-	25,000
	Homelessness Project		-	-	250,000
	Kellogg Pump Station Channel Enhancement		-	-	200,000
	<u>Recreation Parks and Marina Department (RPM)</u>				
	Harbor Theater Improvements & Repairs		-	245,000	-
	Community Garden Project		-	-	375,000
<b>ARPA Revenue Loss Reimbursement Fund (Fund 069)</b>					
	<u>Citywide (CW)</u>				
	Temporary Premium Pay (2 years)		133,600	-	200,000
	<u>Fire Department (FD)</u>				
	Rescue Coats and PPE Equipment		30,000	-	-
	Bathroom Remodel		-	165,000	-
	Type - 5 Vehicle		-	480,000	-
	<u>Police Department (PD)</u>				
	Bullet proof windows for the front PD		45,000	-	-
	<u>Public Works Department (PW)</u>				
	<u>Recreation Parks and Marina Department (RPM)</u>				
			<b>1,951,028</b>	<b>1,563,500</b>	<b>3,589,984</b>

American Rescue Plan Act (ARPA) Funding Appropriations					
			Balance		
		<i>American Rescue Plan Act Fund Revenue</i>	2,106,756		
		<i>Revenue Loss due to COVID-19 (Recovery to General Fund Revenue)</i>	1,441,254		
		ARPA Fund payment received in July 2021	3,548,010		
				Expenditures	
<b>Fund</b>	<b>Description</b>	<b>Revenue</b>		<b>Nov. 2nd</b>	<b>Mid-Year</b>
					<b>Remaining</b>
<b>American Rescue Plan Act Fund (Fund 167)</b>					
				Remaining Balance	
		<i>American Rescue Plan Act Fund Revenue</i>		364,328	
		<i>Revenue Loss due to COVID-19 (Recovery to General Fund Revenue)</i>		1,232,654	
				1,596,982	
<b>Fund Transfers from 069 or 167</b>					
<b>General Fund (Fund 010)</b>					
		<i>Reimbursement - Temporary Premium Pay</i>	452,139		
<b>All Gas Tax Funds (Fund 105)</b>					
		<i>Reimbursement - Temporary Premium Pay</i>	2,835		
<b>Refuse Collection Fund (Fund 130)</b>					
		<i>Reimbursement - Temporary Premium Pay</i>	671		
<b>Prop 49 Grant - After School Fund (Fund 171)</b>					
		<i>Reimbursement - Temporary Premium Pay</i>	711		
<b>Sewer Maintenance Fund (Fund 185)</b>					
		<i>Reimbursement - Temporary Premium Pay</i>	3,120		
<b>Drainage Maintenance Fund (Fund 190)</b>					
		<i>Reimbursement - Temporary Premium Pay</i>	744		
<b>Vehicle/Equipment Maint. Fund (Fund 705)</b>					
		<i>Reimbursement - Temporary Premium Pay</i>	895		
<b>Network Maintenance Fund (Fund 710)</b>					
		<i>Reimbursement - Temporary Premium Pay</i>	5,146		
<b>Dispatch Fund (Fund 712)</b>					
		<i>Reimbursement - Temporary Premium Pay</i>	83,030		
<b>Public Works Maint. Fund (Fund 713)</b>					
		<i>Reimbursement - Temporary Premium Pay</i>	38,246		
<b>Liability Insurance Reserve Fund (Fund 715)</b>					
		<i>Reimbursement - Temporary Premium Pay</i>	1,477		
<b>Workers Compensation Fund (Fund 750)</b>					
		<i>Reimbursement - Temporary Premium Pay</i>	1,432		
<b>Successor Agency Fund (Fund 901)</b>					
		<i>Reimbursement - Temporary Premium Pay</i>	3,446		
<b>SA - Housing Fund (Fund 903)</b>					
		<i>Reimbursement - Temporary Premium Pay</i>	6,936		
<b>Marina Fund (Fund 909)</b>					
		<i>Reimbursement - Temporary Premium Pay</i>	4,884		
<b>Marina Fuel Fund (Fund 919)</b>					
		<i>Reimbursement - Temporary Premium Pay</i>	667		
<b>Housing Authority Fund (Fund 945)</b>					
		<i>Reimbursement - Temporary Premium Pay</i>	9,621		
		<b>Total</b>	<b>616,000</b>		