

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 TUESDAY, MARCH 15, 2022 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 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 OR 707 421-7302.

ZOOM MEETING INFORMATION:

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

MEETING ID: 842 3706 6045

CALL IN PHONE NUMBER: (707) 438-1720

**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.)

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 and Suisun City Housing Authority will hold a Closed Session for the purpose of:

City Council**1. 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).

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8 Real Property Identified by APN 0173-010-230, located at 318 Merganser Drive

Negotiating Party: City Manager

Subject: Price and Terms of Payment

Parties Negotiating With: TC Property Management, Ltd.

Joint City Council / Housing Authority**3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Pursuant to Government Code Section 54956.8 Real Property Identified by APN's 0030-295-030, 0032-230-290, 0032-230-310, 0032-230-280, located at Highway 12 on the Intersection of Marina Boulevard

Negotiating Party: City Manager

Subject: Price and Terms of Payment

Parties Negotiating With: Norton Capital Inc.

City Council**4. Conference with Legal Counsel - Significant Exposure to Litigation/Initiation of Litigation (1 potential case)**

Pursuant to Government Code Section 54956.9(d)(2), (e)(1) and (d)(4).

5. 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

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 - 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 March 15, 2022 was posted and available for review, in compliance with the Brown Act.

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Alma Hernandez, Mayor Pro-Tem
Jane Day
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CITY COUNCIL MEETING

First and Third Tuesday
Every Month

A G E N D A

SPECIAL 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 15, 2022

7:00 P.M.

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

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(Next Ord. No. – 791)

(Next City Council Res. No. 2022 – 33)

Next Suisun City Council Acting as Successor Agency Res. No. SA2022 - 01)

(Next Housing Authority Res. No. HA2022 – 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).

Proclamations Presented at Meeting

2. Presentation of Proclamation to Solano American Red Cross Representatives Nanette Shamieh and Susan Reese Proclaiming the Month of March 2022 as Red Cross Month in Suisun City - (Wilson: lwilson@suisun.com)
3. Presentation to Community Services Officer Pam Greenwood, retiring after 21 years of service with the Suisun City Police Department – (Wilson: lwilson@suisun.com).

Mayoral Appointments of Council Boards, Commissions and Committees

4. Approving Appointment of Solano Economic Development Corporation Board Member – (Wilson: lwilson@suisun.com).

CONSENT CALENDAR

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

City Council

5. Council Consideration and possible action to adopt Resolution No. 2022-__: A Resolution of the City Council of the City of Suisun City proclaiming a local emergency persists and authorizing the use of remote teleconference meeting procedures by the City's legislative bodies, as authorized by government code section 54953(e) *et seq.*, through April 14, 2022 – (Folsom: gfolson@suisun.com).
6. Council Adoption of Resolution No. 2022 - __: Accepting the 2021 Annual Progress Report of the Suisun City General Plan and Housing Element – (Bermudez: jbermudez@suisun.com).
7. Council Adoption of Resolution No. 2022-__: Approving a Priority List of Community Events for Fiscal Year (FY) 2022 – (Lofthus: klofthus@suisun.com).
8. Council Adoption of Resolution No. 2022-__: Authorizing the City Manager to Enter into a Contract on the City's Behalf with GSM Landscape Architects, Inc. for the Development of a Parks and Facilities Master Plan in the amount of \$135,525 and authorizing the City Manager to approve change orders up to 10% of the original contract amount– (Lofthus: klofthus@suisun.com).
9. Council Adoption of Resolution No. 2022-__: Authorizing the City Manager to Execute a Contract Change Order on the City's Behalf with Lamassu Utility Services, Inc. for the Highway

12 Storm Drain Pipe Lining and CCTV Inspection Project in the amount of \$231,169.33 for a total contract of \$312,905.46 and Authorize up to \$63,000 for Contingencies – (Vue: nvue@suisun.com).

10. Council Adoption of Resolution No. 2022-____: Approving the Application for Grant Funds from the Recreational Trails Program – (Vue: nvue@suisun.com).
11. Council Adoption of Resolution No. 2022-____: Accepting the Rectangular Rapid Flashing Beacon Project, Federal Project No. HSIPL-5032(033), as Complete, and Authorizing the City Manager to Record the Notice of Completion for the Project - (Vue: nvue@suisun.com).
12. Council Adoption of Resolution No. 2022-____: Endorsing its support for Amending the Governance Structure of CAP Solano Joint Powers Authority – (Folsom: gfolson@suisun.com).
13. Council Adoption of Resolution No. 2022-____: Resolution of support for designation of the Wednesday Club of Suisun on the National Register of Historic Places – (Folsom: gfolson@suisun.com).

Joint City Council / Suisun City Council Acting as Successor Agency

14. Council/Agency Approval of February 2022 Payroll Warrants in the Amount of \$525,413.26, and Council/Agency Approval of the February 2022 Accounts Payable Warrants in the Amount of \$935,744.17 – (Finance).

PUBLIC COMMENTS

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PUBLIC HEARING None

GENERAL BUSINESS

City Council

15. Council Discussion and Direction: Community Christmas Tree Replacement – (Lofthus: klofthus@suisun.com).

REPORTS: (Informational items only)

16. Council Updates
 - a. Council/Boardmembers
 - b. Mayor
17. Non-Discussion Items

ADJOURNMENT

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 - 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 March 15, 2022 was posted and available for review, in compliance with the Brown Act.

Office of the Mayor
Suisun City, California

Proclamation



WHEREAS, in times of crisis, people in Suisun City come together to care for one another. This humanitarian spirit is part of the foundation of our community and is exemplified by American Red Cross volunteers and donors. March is American Red Cross Month, a special time to honor the kindness of our volunteers and neighbors who aid families in need every day as they carry out the organization's 140-year mission of preventing and alleviating suffering; and

WHEREAS, Despite the ongoing challenges presented by the COVID-19 pandemic, The American Red Cross continue to help our neighbors in their time of greatest need by delivering shelter, care and hope during disasters; making our community safer through its lifesaving Home Fire Campaign; providing lifesaving blood; teaching skills that save lives; and supporting military veterans and their families; and

WHEREAS, last year in Solano County, American Red Cross volunteers helped 94 families affected by home fires providing emotional support, addressing immediate needs and helping families recover with emergency financial assistance or community resources; collected 326 units of lifesaving blood; hosted 23 blood drives; taught skills that save lives to 5,737 community members; provided international humanitarian aid; and supported 563 military members and their families; and

WHEREAS, Red Cross volunteers deployed 552 times, dedicating 61,930 volunteer hours to assist neighbors in California and around the country during 41 different disaster relief operations of all sizes, including wildfires in Oregon and California and Hurricane Ida; and

WHEREAS, every day, people in our community depend on the American Red Cross, whose lifesaving mission is powered by the devotion of volunteers, generosity of donors and partnership of community organizations. We dedicate the month of March to all those who support its vital work to prevent and alleviate human suffering in the face of emergencies.

NOW, THEREFORE, I, Lori D. Wilson, Mayor of the City of Suisun City, hereby proclaim the month of March 2022 as

“Red Cross Month”

in the City of Suisun City and encourage residents to support this organization and its noble humanitarian mission.



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



Lori D. Wilson, Mayor

ATTEST:



DATE:

March 15, 2022

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AGENDA TRANSMITTAL

MEETING DATE: March 15, 2022

CITY AGENDA ITEM: Consideration and possible action to adopt Resolution No. 2022-__: A Resolution of the City Council of the City of Suisun City proclaiming a local emergency persists and authorizing the use of remote teleconference meeting procedures by the City's legislative bodies, as authorized by government code section 54953(e) *et seq.*, through April 14, 2022.

FISCAL IMPACT: None.

STRATEGIC PLAN: Provide Good Governance

BACKGROUND: A number of laws have changed since the beginning of the COVID pandemic related to the Brown Act as it relates to teleconferenced public meetings, both from Governor Newsom's Executive Orders and recently from the enactment of Assembly Bill 361, which took effect October 1, 2021, allowing continued remote teleconference meetings without traditional Brown Act compliance, provided certain findings can be made related to the ongoing state of emergency and subject to adherence to certain new noticing and public participation requirements.

The City, as all public agencies in California, must now invoke and adhere to AB 361 and its modifications on certain elements of remote public meetings, or else revert to traditional Brown Act compliance. The major change associated with continuing remote meetings under AB 361 is that the public must now be allowed to make comments in real-time during the public comment period, either telephonically or electronically (such as by Zoom). No physical location for public comment need be provided.

The other major change is that all public agencies, if they want to continue to conduct public meetings remotely, must adopt a resolution every 30 days making the findings of necessity to do so and affirming the measures in place to allow remote public comments by the public.

On October 19, 2021 the City of Suisun City passed a resolution proclaiming that a local emergency persists and authorizing the transition to use of remote teleconference meeting procedures by City's the legislative bodies, as authorized by government code section 54953(e) *et seq.*, for the initial period of October 19, 2021 through November 18, 2021.

STAFF REPORT: This is a recurring resolution, after 30 days following the initial invocation of AB 361, continued reliance on AB 361 for subsequent meetings requires the following:

1. Either the "state of emergency" must remain active, or state or local officials have imposed or recommended measures to promote social distancing; and
2. No later than 30 days after teleconferencing for the first time under AB 361 rules, and every 30 days thereafter, the legislative body, by majority vote, finds that it has reconsidered the circumstances of the state of emergency and at least one of the following circumstances exist:

PREPARED/APPROVED BY:

Greg Folsom, City Manager

- The state of emergency continues to impact the ability of the members to meet safely in person; or
- State or local officials continue to impose recommended measures to promote social distancing

Continued reliance on AB 361 will require adoption of a new resolution making the required findings every 30 days.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2022- ____: A Resolution of the City Council of the City of Suisun City proclaiming a local emergency persists and authorizing the transition to use of remote teleconference meeting procedures by City's the legislative bodies, as authorized by government code section 54953(e) et seq., through April 14, 2022.

ATTACHMENTS:

1. Resolution 2022-____ A Resolution of the City Council of the City of Suisun City proclaiming a local emergency persists and authorizing the transition to use of remote teleconference meeting procedures by City's the legislative bodies, as authorized by government code section 54953(e) et seq., through April 14, 2022.

RESOLUTION NO. 2022-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN
CITY PROCLAIMING A LOCAL EMERGENCY PERSISTS AND
AUTHORIZING THE TRANSITION TO USE OF REMOTE
TELECONFERENCE MEETING PROCEDURES BY CITY'S THE
LEGISLATIVE BODIES, AS AUTHORIZED BY GOVERNMENT
CODE SECTION 54953(E) *ET SEQ.*, THROUGH APRIL 14, 2022**

WHEREAS, the City Council of the City of Suisun City is committed to preserving and nurturing public access, transparency, observation and participation in its meetings and the meetings of each of its legislative bodies; and

WHEREAS, all meetings of the City's legislative bodies are open and public, as required by the Ralph M. Brown Act, codified as Government Code sections 54950 *et seq.*, so that any member of the public may attend, participate, and observe the City's legislative bodies conduct their business; and

WHEREAS, the Brown Act, as amended by Assembly Bill 361 (2021), amending Government Code section 54953(e) *et seq.*, allows for remote teleconferencing observation and participation in meetings by members of a legislative body and members of the public, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, the initial required condition is a declaration of a state of emergency by the Governor pursuant to the California Emergency Services Act, Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state and within the boundaries of the City, as provided in Government Code section 8558; and

WHEREAS, on March 4, 2020, pursuant to Government Code Section 8625, Governor Newsom declared the existence of a state of emergency for the State of California, in response to the outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19); and

WHEREAS, on March 16, 2020, the City's Director of Emergency Services declared a local emergency for the City pursuant to Chapter 2.32 of the Suisun City Municipal Code, finding that conditions of extreme peril to the safety of persons and property have arisen within the City as a result of the COVID-19 virus and that these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City; and

WHEREAS, on March 17, 2020, the City Council adopted Resolution No. 2020-40, ratifying the Director of Emergency Services' declaration of local emergency; and

WHEREAS, Government Code section 54953(e) further requires that state or local officials have imposed or recommended measures to promote social distancing; or, the legislative body of the City finds that meeting in person would present imminent risk to the health and safety of attendees; and

1 **WHEREAS**, the Council hereby finds that such emergency conditions now exist in
2 the City, such that meeting in person for the meetings of the legislative bodies of the City
3 would present imminent risk to the health and safety of attendees as a result of the increased
4 risk of the spread of the COVID-19 virus among those in attendance; and

5 **WHEREAS**, the Council hereby finds that the state of emergency due to the COVID-
6 19 virus and the conditions related thereto has caused, and will continue to cause, conditions
7 of extreme peril to the safety of persons within the City that are likely to be beyond the
8 control of services, personnel, equipment, and facilities of the City, and thereby affirms,
9 authorizes, and proclaims that the existence of a local emergency persists throughout the City,
10 and ratifies the proclamation of state of emergency by the Governor of the State of California;
11 and

12 **WHEREAS**, the Council hereby finds that, as a consequence of the existing local
13 emergency, the legislative bodies of the City shall conduct their meetings without compliance
14 with Government Code section 54953(b)(3), and shall instead comply with the remote
15 teleconference meeting requirements as authorized by Government Code section 54953(e) *et*
16 *seq.*; and

17 **WHEREAS**, the Council affirms that it will allow for observation and participation by
18 Councilmembers and the public by allowing limited in-person attendance, as well as allowing
19 public participation and comment in real time via Zoom or by telephone, in an effort to
20 protect the constitutional and statutory rights of all attendees.

21 **NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUISUN CITY**
22 **FINDS, RESOLVES, AND ORDERS AS FOLLOWS:**

23 Section 1. The Recitals set forth above are true and correct and are incorporated herein
24 Resolution by reference.

25 Section 2. The Council hereby recognizes and affirms the existence and conditions of
26 a state of emergency as proclaimed by the Governor, the existence of emergency conditions in
27 the City, and affirms, authorizes, and proclaims that the existence of a local emergency
28 persists throughout the City.

29 Section 3. The Council hereby ratifies the Governor of the State of California's
30 Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

31 Section 4. Further, the Council finds that holding the meetings of the City's legislative
32 bodies in person with no limitations to attendance would present imminent risk to the health
33 and safety of attendees as a result of the increased risk of the spread of the COVID-19 virus
34 among those in attendance, as required by Government Code section 54953(e) *et seq.*

35 Section 5. The City Manager and legislative bodies of the City are hereby authorized
36 and directed to take all actions necessary to carry out the intent and purpose of this Resolution
37 including, conducting open and public meetings in accordance with Government Code section
38 54953(e) and other applicable provisions of the Brown Act.

Section 6. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) April 14, 2022, or (ii) such time the Council adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the City may continue to teleconference without compliance with Government Code section 54953(b)(3).

PASSED AND ADOPTED at the Regular Meeting of the City Council of the City of Suisun City duly held on March 15, 2022, 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 15th day of March 2022.

Anita Skinner
City Clerk

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AGENDA TRANSMITTAL

MEETING DATE: March 15, 2022

CITY AGENDA ITEM: Council Adoption of Resolution No. 2022 - ____: Accepting the 2021 Annual Progress Report of the Suisun City General Plan and Housing Element.

FISCAL IMPACT: There would be no fiscal impact associated with adoption of the proposed Resolution. Failure to adopt the Resolution could result in the loss of future grant funding.

STRATEGIC PLAN IMPACT: Revitalize Historic Downtown; Develop Sustainable Economy; Ensure Public Safety; Provide Good Governance, Ensure Fiscal Solvency; Enhance Environment.

BACKGROUND: The Annual Report on the General Plan has been prepared in response to the California Government Code, which requires that the planning agency shall: “Provide an annual report each year, to the legislative body, the Office of Planning and Research, and the Department of Housing and Community Development regarding the status of the plan and progress in its implementation, including the progress in meeting its share of regional housing needs.”

STAFF REPORT: The General Plan represents Suisun City’s future vision of the City in the year 2035. The Plan identifies the general location for future land uses, including residential, commercial, and industrial areas, and desired population and building densities throughout the community. The Plan states future goals for Community Character and Design, Land Use, Transportation, Economic Development, Housing, Open Space and Conservation, Community Facilities and Services, and Public Health and Safety.

The report describes the City’s progress in implementing the policies and programs of the General Plan, including key accomplishments, as well as the City’s progress on providing its share of the Regional Housing Needs Allocation (Attachment 2). The attachment includes an accounting of progress in addressing adopted housing policies as well as information in table form regarding the number of units that have been constructed in the City by calendar year. This information is used to track housing production at the state level. The report of the General Plan (Attachment 1) is divided into topic areas based on the City’s General Plan Elements. It is important to understand that the items provided under each element are only for the prior calendar year and not the life of the Plan.

The Annual Progress Report informs the Planning Commission, the City Council, and State agencies about the progress in implementing the Suisun City General Plan during the calendar year 2021. This report is the 7th annual report since the City Council adopted the 2035 General Plan Update and 2015-2023 Housing Element, respectively in May 2015.

PREPARED BY:

John Kearns, Senior Planner

REVIEWED BY:

Jim Bermudez, Development Services Director

APPROVED BY:

Greg Folsom, City Manager

On March 8, 2022, the Planning Commission accepted a report on the Annual Progress Report. The Commission inquired about progress toward the City's RHNA numbers as well as background information/clarification on how California Housing and Community Development views the progress of jurisdictions.

STAFF RECOMMENDATION: Staff recommends that the Council adopt Resolution No. 2022 - ____: Accepting the 2021 Annual Progress Report of the Suisun City General Plan and Housing Element.

ATTACHMENTS:

1. Council Adoption of Resolution No. 2022 - ____: Accepting the 2020 Annual Progress Report of the Suisun City General Plan and Housing Element.
 - A. Annual Progress Report CY 2021.
 - B. Annual Housing Progress Report CY 2021 (A larger document is available for review in the City Clerk's Office).
2. Power Point Presentation

RESOLUTION NO. 2022 -

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ACCEPTING THE 2021 ANNUAL PROGRESS REPORT OF THE SUISUN CITY
GENERAL PLAN AND HOUSING ELEMENT**

WHEREAS, On May 5, 2015, the City Council adopted the 2035 General Plan Update; on May 19, 2015, the City Council adopted the 2015-2023 Housing Element, on November 1, 2016 the City Council adopted the Waterfront District Specific Plan and on March 21, 2017 the City Council adopted a Comprehensive Amendment to Title 18 of the Suisun City Code; and

WHEREAS, An Annual Report is required for all General Plans by California Government Code Section 65400(b), which states “the planning agency shall provide an annual report to the legislative body on the status of the plan and progress in its implementation, including the progress in meeting its share of regional housing needs...”; and

WHEREAS, Staff has presented the Annual Report on the General Plan for 2021 to the City Council, and the City Council has reviewed said Annual Report; and

WHEREAS, The Annual Report is not considered a project under the provisions of the California Environmental Quality Act (CEQA); and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Suisun City that based on its review, the City Council accepts the 2021 Annual Report on the Suisun City General Plan (Exhibit A) and Housing Element (Exhibit B); and

BE IT FURTHER RESOLVED that the record of proceedings shall be located at the City Manager’s Office, and that the City Clerk shall be the custodian of such documents.

PASSED AND ADOPTED by the following vote at a regular meeting of the City Council of the City of Suisun City duly held on the 15th day of March 2022:

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

WITNESS my hand and the seal of said City this 15th day of March 2022.

Anita Skinner
City Clerk

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2021 ANNUAL GENERAL PLAN PROGRESS REPORT

City or County Name:

City of Suisun City

Mailing Address:

701 Civic Center Boulevard
Suisun City, CA 94585

Contact Person:

John Kearns
Senior Planner

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Reporting Period by Calendar Year:

From January 1, 2021 to December 31, 2021

Submitted to:

Governor's Office of Planning and Research
P.O. Box 3044

INTRODUCTION AND PURPOSE OF THE ANNUAL REPORT

An Annual Report is required for all General Plans by California Government Code Section 65400(b), which states “the planning agency shall provide an annual report to the legislative body on the status of the plan and progress in its implementation, including the progress in meeting its share of regional housing needs....”

The General Plan represents Suisun City’s future vision of the City in the year 2035. The Plan identifies the general location for future land uses, including residential, commercial, and industrial areas, and desired population and building densities throughout the community. The Plan states future goals for Community Character and Design, Land Use, Transportation, Economic Development, Housing, Open Space and Conservation, Community Facilities and Services, and Public Health and Safety.

The report describes the City’s progress in implementing the policies and programs of the General Plan, as well as the City’s progress on providing its share of the Regional Housing Needs Allocation. The report is divided into topic areas based on the City’s General Plan Elements.

This is the 7th Annual Report prepared by the Development Services Department since the adoption of the 2035 General Plan in 2015. For further information or additional copies of the Report, please contact:

John Kearns, Senior Planner
City of Suisun City
Development Services Department
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Suisun City, CA 94585
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jkearns@suisun.com

Below is a brief description of projects that the City has begun or completed during CY 2021 that assisted in implementing both the 2035 General Plan and 2015-2023 Housing Element:

Community Character and Design Element

Continued Implementation of Suisun City Strategic Plan. The Suisun City Council adopted the 2020-2025 Strategic Plan on October 22, 2019. Each City Council agenda item now ties back to how it relates to the adopted strategic plan.

Continued Holding Committee Meetings for Specific Issues. In 2019, the City Council created three committees to address important issues in the City: Lighting and Landscaping Districts, Public Safety, and Environment and Climate. These committees are made up of city residents appointed by the City Council.

Continued Implementation of Revised Public Notification Requirements and Adoption of Good Neighbor Policy. The City updated its public noticing requirements and procedures in 2019. Noticing for development projects now includes mailings sent to all property owners within 600 feet of a project and placing a sign visible on the site displaying project information. Full use of the City's social media and website has been implemented in order to get the word out. In 2021, the City Council adopted a "Good Neighbor" Policy which allows residents and interested parties to be better informed early in the development review process.

Land Use Element

Initiated Amendments to Title 18 "Zoning". Staff initiated work with the City's consultant, Gary Price, to amend/update the zoning code to address various inconsistencies and ambiguities.

Initiated Amendments to the Waterfront District Specific Plan. As a part of the City of Suisun City's Senate Bill 2 grant, AECOM Technical Service Inc. has been contracted to update and amend the Waterfront District Specific Plan. Amendments include a closer analysis of allowable uses, parking requirements throughout the Plan, and specific analysis of various sites within the Plan.

Transportation

Initiated Amendments to Transportation Element of the General Plan to Improve Circulation in and Around the City. Staff continued analysis of the realignment of Railroad Avenue as well as other possible long-term circulation improvements for the City to consider.

Construction completed for Rectangular Rapid Flashing Beacons (RRFB) Project, HSIP Cycle 9. This project installed Rectangular Rapid Flashing Beacons (RRFB) and other crossing improvements at the following three locations:

- 1) Existing mid-block crossing on Merganser Drive fronting the Senior Center.
- 2) Pintail Drive at Scoter Way, fronting the Suisun City library and the Suisun Elementary School.
- 3) New crossing on Lawler Ranch Parkway between Fennie Way and Hillborn Way (proposed new pedestrian crossing will be at walkway to Falls Park).

Project scope included, but was not limited to the following:

- Locations #1 and #2: Replaced the existing in-roadway lighted crosswalk systems with rectangular rapid flashing beacons; replace the crosswalk with a high visibility crosswalk; and installed pavement markings and roadway signs.
- Location #3: Installed high visibility crosswalk, rectangular rapid flashing beacons, concrete curb extension (aka bulbout), pavement markings and striping, roadway signs, and curb ramps as well as removed a tree and replace sidewalk damaged by root intrusion from said tree.

Design Completed for McCoy Creek Bicycle Trail Phase II Improvements. The project will be an extension of McCoy Creek Trail – Phase 1. Phase I was completed in 2008 and resulted in the addition of .38 miles (2,000 feet) in Class I trail to the City’s existing trail system. The Phase 2 Project would extend the existing Phase 1 Trail along the west bank of the McCoy Creek canal, starting from the north side of Pintail Drive and ending at Blossom Avenue. It will include a pedestrian bridge across Laurel Creek. The bridge will span from the south bank of the Laurel Creek canal to the north bank of the Laurel Creek canal (roughly ending at the dead-end of Humphrey Drive). This is the most expensive portion of the Project as the bridge will span from one side of the creek to the other. The Trail will then continue along the north bank of the Laurel Creek canal to Blossom Avenue. The Project will be approximately one (1) mile in length. This Project will add a natural, scenic paved trail through the center of town that allows for easy connection to the Kroc Center, Suisun City Library, Suisun Elementary, transportation, shopping, and the Central County Bikeway. The last planned phase of this Project (Phase 3) would complete the Trail eastward from Blossom Avenue to the bend in Laurel Creek canal where it turns northward (just east of Sunset Avenue) and will dead-end at Old Railroad Avenue. This would allow easy access into the City of Fairfield from the Trail. Construction will begin in 2022 and is anticipated to be completed by the end of 2023.

Design completed for Village Drive and Whispering Bay Lane Asphalt Rubber Cape Seal (Senate Bill 1), Traffic Calming Improvements on Whispering Bay Lane, and New Railroad Avenue Pavement Resurfacing Projects.

Village Drive and Whispering Bay Lane Asphalt Rubber Cape Seal Project (Senate Bill 1)

This project will provide asphalt rubber cape seal treatment, including digout repairs, on the following street segments:

- 1) Village Drive from Highway 12 to Railroad Avenue.
- 2) Whispering Bay Lane from Francisco Drive to Josiah Circle.

As part of this project, Village Drive will receive a road diet, including the introduction of new buffered bicycle lanes on each side of the roadway, resulting in the reduction of vehicle travel widths. The new buffered bicycle lane will directly connect to the Central County Bikeway, and will create a safe facility for students who chose to ride their bikes to and from Crystal Middle School. Construction will begin and will be completed in 2022.

Traffic Calming Improvements on Whispering Bay Lane

This project will provide improvements at the existing crosswalk fronting Crystal Middle School, on Whispering Bay Lane and just south of Almond Street. The project will include installing

RRFBs, high visibility crosswalk, a concrete curb extension and curb ramp upgrades. Construction will begin and will be completed in 2022.

New Railroad Avenue Pavement Resurfacing Project

This project will provide a pavement overlay on the eastbound lanes on New Railroad Avenue. Pavement overlay will be from Village Drive to Sunset Avenue, on the south side of New Railroad Avenue. Also, dig out repairs will be performed on the south side of New Railroad Avenue from Village Drive to Birchwood Court. This roadway is experiencing significant alligator cracks and base failure. This Project will repair the roadway, including the base failure, and would upgrade curb ramps to ADA compliance.

The project will also replace the existing bicycle lanes with buffered bicycle lanes, resulting in the width reduction to the travel lanes. This striping improvement will be on both sides of New Railroad Avenue from Sunset Avenue to Marina Boulevard.

Construction will begin and will be completed in 2022.

Secured grant funding for HSIP Cycle 10 Rectangular Rapid Flashing Beacons (RRFB), (HSIP) Cycle 10 Traffic Signal Improvements, Highway 12 Shoulder and Median Improvements Projects.

HSIP Cycle 10 Rectangular Rapid Flashing Beacons (RRFB) Project

Highway Safety Improvement Program (HSIP) Cycle10 in the amount of \$249,800 has been secured for this project. No local match is required. The project will install rectangular rapid flashing beacons, high visibility crosswalks and concrete bulbouts at the following locations:

- 1) Golden Eye Way at Shoveller Drive (fronting Suisun Elementary School).
- 2) Pintail Drive at Crane Drive (fronting Goepp Park and Dan O. Root Elementary School).
- 3) Harrier Drive, north of Osprey Way (fronting the main entrance to Dan O. Root Elementary School).

These are locations identified for Safe Routes to School (SR2S) improvements through the SR2S Task Force Committee, which is comprised of representatives from the Fairfield-Suisun Unified School District (FUSD), Solano Transportation Authority (STA), and the City. Design work will begin and will be completed by the end of 2022. Construction is anticipated to begin in 2022 and to be completed 2023.

(HSIP) Cycle 10 Traffic Signal Improvements Project

Highway Safety Improvement Program (HSIP) Cycle10 in the amount of \$1,515,330 has been secured for this project. A 10% local match (\$168,370) is required. The project will upgrade the existing five (5) traffic signals on Sunset Avenue, the five (5) traffic signals on Walters Road, and the one traffic signal at Main Street and Lotz Way. Among the possible improvements are upgrades to the hardware and controller, as well as replacement of the median island curbs, installation of median island fencing, and minor landscaping. Design will begin in 2022 and will be completed early 2023. Construction is anticipated to begin and to be completed in 2023.

Highway 12 Shoulder and Median Improvements Project

The City has secured Clean California grant funds in the amount of \$2,300,000 for this project, which will beautify Highway 12 from Civic Center Boulevard to Walters Road at the following locations:

- 1) The unpaved area located between the eastbound off-ramp and on-ramp at Civic Boulevard.
- 2) The medians and the unpaved areas between the curbs and the 4-foot tall fences from Marina Boulevard to Walters Road.

Among the improvements that will be considered are minor landscaping, fence replacement, and surface material upgrades to eliminate or reduce weed growth. Design and construction is anticipated to begin and to be completed in 2022.

Economic Development

Entitled and Provided Final Inspection for Stiizy Cannabis Dispensary at 521 Railroad Avenue. The City Council entitled the City's first cannabis dispensary in January 2021. Work then began on tenant improvements to the existing building at 521 Railroad Avenue. The business has approval for Type 10 "Retail" and Type 11 "Distribution" licenses. The facility opened in Summer 2021.

Issued Building Permits for Lawler Plaza and Residences Project. The project is located at the southeast corner of Anderson Drive and Lawler Center Drive. It received its building permits in July 2021 and held a groundbreaking event in August 2021. The project consists of 75 multi-family residential units and 7,200 square feet of retail space.

Continued Processing Suisun Logistics (Eastern Sphere of Influence) and Highway 12 Logistics (Western Sphere of Influence) Development Projects.

Suisun Logistics

The City received a development application and annexation request for 167 acres within the City's Eastern Sphere of Influence. The project, as proposed, would include over 2 million square feet of High-Cube Industrial space. Entitlements are anticipated to be considered by the end of the calendar year.

Highway 12 Logistics

The City received a development application and annexation request for property west of the Suisun City downtown, adjacent to Pennsylvania Avenue and south of Highway 12 within the City's Western Sphere of Influence. The project, as proposed, would include approximately 1.28 million square feet of High-Cube Industrial space. Entitlements are anticipated to be considered in late 2022/early 2023.

Sold Over 19 acres of Former Successor Agency and Housing Authority Property for Private Development. The City sold several parcels which were largely in the ownership of the Successor Agency and Housing Authority, for private development. Some of the parcels sold already have development applications submitted and are being processed.

Issued Certificate of Occupancy for 7-Eleven Development Project on Walters Road. The 7-Eleven convenience market/gas station (entitled December 2019) was issued a certificate of occupancy and began operation in 2021.

Housing Element

Entitled Marina Village Affordable Housing Project (160 units). The Planning Commission entitled the 160-unit affordable housing project in December 2021. The project is located at the southeast corner of Marina Boulevard and Buena Vista Avenue.

Entitled Blossom Apartments Projects (180 Units). The Planning Commission entitled the 180-unit market rate housing project in June 2021. The project is located at the southeast corner of Railroad Avenue and Blossom Avenue.

Permitting of Accessory Dwelling Units (ADU's). The City issued four Accessory Dwelling Units (ADU's) in the 2021 calendar year and are looking at ways to continue to streamline their permitting moving forward.

In Cooperation with Other Jurisdictions in Solano County, Formed a Collaborative in Updating the Housing Element (6th Cycle). Along with the cities of Benicia, Dixon, Rio Vista, Vacaville, Vallejo, and Solano County, the City of Suisun City formed a collaborative in updating the upcoming Housing Element of the General Plan. Consulting work (performed by PlaceWorks) began in late 2021 with a certification deadline of January 2021.

Open Space and Conservation

Habitat Conservation Plan (HCP). The City of Suisun City continues to be a participant of the HCP.

Community Facilities and Services

Completed Energy Efficiency Upgrades to City-Owned Facilities.

Adopted a Public Art Ordinance. The City adopted a Public Art Ordinance which obligates development to either pay a fee or install public art as part of a project. The Ordinance was further amended in late 2021.

Initiated Work on the Prosperity Farm Community Garden Project. The area being considered for the new Community Garden is City owned property that was once part of a plan to become a street. That idea never came to fruition and the land has been vacant ever since. Ironically, the name of the street that was never built was Prosperity Lane, which leads to naming this project Prosperity Farm. This property sits adjacent to the McCoy Creek Bike Trail Phase 3, which will connect this area to the majority of the city by walking or riding a bicycle. The Community Garden will be planned comprehensively and designed by a landscape architect to

help bring concepts to reality and to insure we have a first class product the community can be proud of at completion.

Public Health and Safety

Flood control projects (Annual). Staff completed routine removal of vegetation to ensure proper functioning and operation of channel runoff, existing water control facilities, or other structures necessary for public health, safety and benefit. The following activities took place in 2020: spraying, mowing/weed eating, debris removal, and limb pruning.

Increase of Public Safety Personnel in the Budget. The City focused on increasing public safety personnel in calendar year 2021 including personnel in both the Police and Fire Departments.

Received City Council Authorization for Equipment Upgrades. Various equipment upgrades in various departments were authorized including new vehicles.

Worked Closely on the Multi-Jurisdictional Hazard Mitigation Plan. Staff worked closely with the County and other participants of the Plan to complete the update. This is being completed in advance of the update to the Safety Element of the General Plan.

General Plan Safety Element. In addition to the update of the Housing Element that PlaceWorks is completing, they are also updating the Safety Element. The amendment are largely centered around update dictated by new laws/statutes.

Please Start Here

General Information	
Jurisdiction Name	Suisun City
Reporting Calendar Year	2021
Contact Information	
First Name	John
Last Name	Kearns
Title	Senior Planner
Email	jkearns@suisun.com
Phone	7074217337
Mailing Address	
Street Address	528 Fortuna Drive
City	Suisun City
Zipcode	94585

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

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ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction	Suisun City
Reporting Year	2021 (Jan. 1 - Dec. 31)
Planning Period	5th Cycle 01/31/2015 - 01/31/2023

Note: "+" indicates an optional field

(CCR Title 25 §6202)

Table A
Housing Development Applications Submitted

[illegible]

Jurisdiction	Suisun City		
Reporting Year	2021	(Jan. 1 - Dec. 31)	
Planning Period	5th Cycle	01/31/2015 - 01/31/2023	

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Table A2																	
Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units																	
Project Identifier				Unit Types		Affordability by Household Incomes - Completed Entitlement											
1				2	3	4							5	6			
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units Issued Entitlements	Very Low-Income Deed Restricted	
Summary Row: Start Data Entry Below							44	0	115	0	0	0	0	181		340	0
	0032-411-020; 030; 050; 060; 070; 080; 090; 100; and 110	201 Marina Boulevard	Marina Village Apartments	SP/AR 20/1-002	5+	R	44	0	115	0	0	0	1	12/14/2021	160		
	0037-130-010 0032-245-010	Not Addressed	Blossom Apartments	AP/AR 20/1-001; CUP 20/1-002	5+	R	0	0	0	0	0	0	180	6/15/2021	180		
		241 Maple Street	McLean SFR	B20/1-0466	SFD	O									0		
	0032-114-030	209 Solano Street	Sam ADU	B20/21-0512	ADU	R									0		
	0173-501-120	906 Beechwood Circle	Aquino ADU	B20/1-0676	ADU	R									0		
	0173-441-070	932-B Hidden Cove	Jewell ADU	B21/2-0106	ADU	R									0		
	0032-171-080	510 Cordelia Road	Schofield SFR	B21/2-0176	SFD	O									0		
	0173-314-040	605 Humboldt Drive	Klevmoen ADU	19/0-0721	ADU	R									0		
	0173-670-290, 300, 310, 330, 340	Not Addressed	Lawler Residences	B20/1-0584	5+	R									0		
															0		
															0		

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Affordability by Household Incomes - Building Permits						Affordability by Household Incomes - Certificates of Occupancy									Streamlining				
7						8	9	10						11	12	13	14		
Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Building Permits <u>Date Issued</u>	# of Units Issued Building Permits	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Certificates of Occupancy or other forms of readiness (see instructions) <u>Date Issued</u>	# of Units issued Certificates of Occupancy or other forms of readiness	How many of the units were Extremely Low Income?*	Was Project APPROVED using GC 65913.4(b)? (SB 35 Streamlining) Y/N	
0	0	0	4	0	77		81	0	0	0	0	0	0	0		0	0		
							0									0			N
							0									0			N
0	0	0		0	1	6/4/2021	1									0			N
0	0	1		0	0	2/25/2021	1									0			N
0	0	1		0	0	11/8/2021	1									0			N
0	0	1		0	0	8/11/2021	1									0			N
0	0	0		0	1	11/19/2021	1									0			N
0	0	1		0	0	2/1/2021	1									0			N
0	0	0		0	75	8/31/2021	75									0			
							0									0			
							0									0			

[illegible]

Jurisdiction	Suisun City	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

(CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B

Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1					2					3		4
Income Level		RHNA Allocation by Income Level		2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	147		-	-	-	-	-	-	-	-	-	-	147
	Non-Deed Restricted			-	-	-	-	-	-	-	-	-	-	
Low	Deed Restricted	57		-	-	-	-	-	-	-	-	-	4	53
	Non-Deed Restricted			-	-	-	-	-	-	4	-	-	-	
Moderate	Deed Restricted	60		-	-	-	-	-	-	-	-	-	-	60
	Non-Deed Restricted			-	-	-	-	-	-	-	-	-	-	
Above Moderate		241		8	52	19	5	5	1	75	-	-	165	76
Total RHNA		505												
Total Units				8	52	19	5	5	1	79	-	-	169	336

Note: units serving extremely low-income households are included in the very low-income permitted units totals and must be reported as very low-income units.
Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will include units that were permitted since the start of the planning period.
Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction		Suisun City	
Reporting Year		2021	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
1.A.1	Rezoning to accommodate Regional Housing Needs Allocation (RHNA)	Rezoning of two sites (1) 0032-081-310, 050, 060, 070 and 320; and (2) 0032-082-140 and 0032-411-070, 080, 090, 100 and 110 to accommodate the 4th cycle shortfall by January 31, 2016. The rezone of two sites (1) 0032-042-120, 130 and 640 and (2) 0032-281-060, 130 and 110 to meet the 5th cycle shortfall will be completed by May 31, 2016.	Completed/Ongoing. The Waterfront District Specific Plan was updated in November 2016, allowing for the rezones of Mixed Use to High Density Residential to accommodate the 204-unit shortfall for this cycle.The Zoning Ordinance was adopted in March 2017 and thus the proper zonings are in place. During the 2019 calendar year, the City will analyze the possibility of fee deferrals.
1.A.2	To acquire or obtain air rights to the Park n Ride property across from the Train Depot.	The City will send a formal letter of interest to Caltrans by July 2015 and will negotiate with Caltrans on the transfer of the property and will amend the Waterfront District Specific Plan by May 31, 2016 or Program 1.A.3 will take effect.	The City has prepared a letter and begun engaging the State of California regarding this program.
1.A.3	To ensure adequate sites are available through the planning period to meet the City's RHNA. The City will continue to maintain an inventory of sites available and appropriate for residential development for households at all income levels.	Ongoing, as projects are proposed.	This program is ongoing and the City updated the Waterfront District Specific Plan in 2016 and its Zoning Ordinance in 2017. The City has applied for and has been granted two grants (SB 2 and LEAP). Work has begun on both.
1.B.1	As part of the process of assessing a proposed residential development, evaluate the potential to incorporate other uses within the project or in conjunction with the project, including but not limited to project-serving retail, job centers, or services such as child care.	Ongoing.	This program is ongoing and many of the concepts of the program have been incorporated into the various mixed use zoning districts the City offers.
1.C.1	Annually review and update the City's inventory of properties that are suitable for redevelopment/reuse and continue to identify the potential number of additional dwelling units on such sites based on the age, condition, and density of existing land uses in relation to zoning or specific plan requirements. The City will continue to make the inventory available to interested residential developers via the City's website and through predevelopment meetings.	Post the Housing Element on the City's website as soon as it is adopted (January 2015) and contact affordable housing developers annually to provide them with a list of vacant and underutilized sites for the development of affordable housing (also see Program 1.E.1).	The Housing Element has been posted on the City's website and the City will continue to engage affordable housing developers. The City has developed a list of affordable housing developers for reference.
1.C.2	Continue to provide regulatory and financial incentives to increase the probability that residences will be constructed in commercial zones, either as single use projects or in mixed-use developments, particularly within the Waterfront District Specific Plan.	The City will continue to work with developers to provide regulatory incentives including fee deferments and flexible developments standards as projects are submitted to the Development Services Department. The City will assist developers with securing additional financing as projects are submitted to the Development Services Department and funds are available.	This program is ongoing.
1.D.1	Review and adopt, as appropriate, a program requiring developers of residential development to either: (a) provide a percentage of their units at a below-market rent or prices; (b) pay a fee; (c.) propose alternative measures to meet their affordable housing requirements determined by an ordinance that will be drafted.	The City will review and adopt, as appropriate, an Inclusionary Housing Ordinance within one year of adoption of Housing Element.	This program is ongoing. Staff is working on addressing this program.
1.E.1	Provide financial incentives to make construction of affordable housing for extremely low-, very low-, low-, and moderate-income households economically feasible by applying for state and federal subsidies.	Apply for additional funding as Notices of Funding Available (NOFAs) are released by the state. The City will post the Housing Element on the City's website as soon as it is adopted and contact affordable housing developers annually to provide them with a list of vacant and underutilized sites for the development of affordable housing (also see Program 1.C.1).	This program is ongoing. The City will continue to seek opportunities to apply for available funding.
1.E.2	Continue to seek interested nonprofit housing sponsors/developers to make use of available financing techniques for affordable housing projects for extremely low-, very low-, low-, and moderate income households. The City will identify for-profit and nonprofit housing developers interested in developing affordable housing in Suisun City.	Develop a list of for-profit and nonprofit housing developers by July 2015 and contact, annually or as funding for sites, potential projects, and funding is available.	Staff will continue reaching out to developers regarding this program.

1.E.3	Annually meet with representatives of Solano County, Vallejo, Fairfield, Vacaville, and/or other jurisdictions to determine interest in, and feasibility of, applying for a mortgage revenue bond or mortgage certification allocation.	Annually meet representatives from the County and representatives from the other cities in the county to discuss interest in applying for mortgage revenues bonds or mortgage credit certificates. If feasible, apply for the first allocation in 2016. If the program is successful, the City will apply for the second allocation in 2017.	The City will again reach out to the other communities to discuss opportunities.
1.F.1	Continue to implement the second dwelling unit ordinance that follows the requirements of state law (Government Code Section 65852.1) in allowing second dwelling units on any residential lot subject to ministerial review.	The City will amend the Zoning Ordinance to include the state law language that was passed in 2005 which removed discretionary review.	The City updated its Accessory Dwelling Unit (ADU) ordinance to come into compliance with state law in 2020.
1.F.2	Continue to allow construction of duplexes on corner lots and other flexible housing designs according to City Design Guidelines.	2015-2023, as projects are received through the Development Services Department.	This program is ongoing, but the City has not yet had an opportunity to implement.
1.G.1	Evaluate development proposals based on development standards, the distinctiveness of design, and compatibility with existing residential development in the vicinity of the proposal. The City will evaluate the compatibility with the physical and environmental characteristics of the area in which a development proposal is to be located, and by using the specific plan and planned unit development processes, the City will encourage the distinctiveness of new residential neighborhoods.	2015-2023, as projects are received through the Development Services Department.	This program is ongoing.
1.H.1	Continue to use PUD zoning to offer greater housing choice for residents and greater flexibility for developers than in conventional zone districts. The PUD Zone enables developers to provide a great range of housing units that can accommodate a variety of needs.	2015-2023. Consider using PUD zoning where appropriate and as projects are submitted to the Development Services Department.	The City has continued to emphasize the benefits of PUD Zoning and again used it on for a development project in 2020 (Lawler Mixed Use).
1.I.1	As required by state law (Government Code Section 65400), annually review and evaluate the City's progress in meeting Housing Element objectives and prepare a report to the City Council on annual achievements...	Submit annual reports starting April 2015, and annually thereafter. The City will submit its adopted Housing Element to local an water providers upon adoption of this Housing Element.	The City has continued to report annually on the Housing Element. The adopted element has been provided to the Solano Irrigation District (SID) and Fairfield-Suisun Sewer District (FSSD).
2.A.2	Assist nonprofit housing corporations seeking to acquire and maintain privately owned, government-subsidized housing developments that could convert to market-rate housing under state or federal loan agreements. Acquisition will be negotiated sale. Note: At present, there are three "at-risk" assisted rental housing projects in Suisun City.	2015-2023	This program is ongoing.
2.B.1	The Suisun City Housing Authority will continue to seek additional Section 8 vouchers for its very low-income residents to reduce the number of such households paying more than 30 percent of their incomes for housing expenses when funding for additional vouchers becomes available and the Authority is able to apply for such funding.	2015-2023	This program is ongoing and the Housing Authority will continue to seek additional vouchers.
3.A.1	Amend the Zoning Ordinance to specifically allow employee housing for six or fewer residents as a permitted use in residential zoning districts, in compliance with Health and Safety Code Section 17021.5.	12/1/2015	Thid program has been completed.
3.A.2	Provide information on state and federal fair housing laws, and refer discrimination complaints to the Fair Employment and Housing Commission. The City will continue to make available, at City Hall and on the City's website, and distribute information on state and federal fair housing laws to rental property owners, lenders, and real estate agents in the city.	Referral will occur on an as needed basis and information on the website will be ongoing. Information will be distributed to rental property owners, lenders and real estate agents annually.	This program has been satisfied and information posted on the City website.
3.A.3	Cooperate with nonprofit housing corporations and for-profit developers specializing in housing for adults 55 years of age and above to accommodate housing that meets the needs of this age group. This will include actions by both the Development Services Department and the Housing Authority.	Use density bonus and Planned Unit Development (PUD) processes to facilitate the development of housing for older adults, as projects are proposed. Assist developers in locating sites and converting and retrofitting existing residential buildings annually. Provide rehabilitation assistance to older low-income homeowners annually. Assist in the funding of affordable housing for older adults annually or as projects are proposed.	This program is ongoing and the City will continue to seek opportunities.
3.A.4	Cooperate with Travis Air Force Base officials to identify any unmet needs among military personnel for affordable housing in Suisun City.	Annually meet with representatives of Travis Air Force Base to determine whether unmet housing needs exist.	This program is ongoing and staff will continue to meet with representatives of Travis Air Force Base.
3.A.5	The City will encourage affordable rental housing developments for low- and moderate-income households to contain an appropriate percentage of three- and four-bedroom units.	2015-2023	This program is ongoing.

[illegible]

Jurisdiction	Suisun City		
Reporting Period	2021	(Jan. 1 - Dec. 31)	
Planning Period	5th Cycle	01/31/2015 - 01/31/2023	

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
---------------------------------------------------------------------------------------------------------------------------	--	--	--	--	--	--	--	--	--

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Suisun City	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	4
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		77
Total Units		81

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
SFA	0	0	0
SFD	0	2	0
2 to 4	0	0	0
5+	340	75	0
ADU	0	4	0
MH	0	0	0
Total	340	81	0

Housing Applications Summary	
Total Housing Applications Submitted:	6
Number of Proposed Units in All Applications Received:	6
Total Housing Units Approved:	6
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

Jurisdiction	Suisun City
Reporting Year	2021 (Jan. 1 - Dec. 31)

[illegible]

Completed Entitlement Issued by Affordability Summary		
	Income Level	Current Year
Very Low	Deed Restricted	44
	Non-Deed Restricted	0
Low	Deed Restricted	115
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		181
Total Units		340

Building Permits Issued by Affordability Summary			Current Year
	Income Level		
Very Low	Deed Restricted		0
	Non-Deed Restricted		0
Low	Deed Restricted		0
	Non-Deed Restricted		4
Moderate	Deed Restricted		0
	Non-Deed Restricted		0
Above Moderate			77
Total Units			81

Certificate of Occupancy Issued by Affordability Summary			Current Year
	Income Level		
Very Low	Deed Restricted		0
	Non-Deed Restricted		0
Low	Deed Restricted		0
	Non-Deed Restricted		0
Moderate	Deed Restricted		0
	Non-Deed Restricted		0
Above Moderate			0
			0
Total Units			0



Annual Progress Report 2021

Development Services Department – Planning
Division

Suisun City City Council



Why do we do this every year?

34



- Government Code section 65400 requires that each city, county, or city and county, including charter cities, prepare an annual progress report (APR) on the status of the housing element of its general plan and progress in its implementation, using forms and definitions adopted by the Department of Housing and Community Development (HCD)
- Each jurisdiction's Annual Progress Report (APR) must be submitted to HCD and the Governor's Office of Planning and Research (OPR) by **April 1** of each year (covering the previous calendar year)



Highlights

35
2021

- Adoption of Good Neighbor Policy
- Construction Completed for Rectangular Rapid Flashing Beacons (RRFB) Project, HSIP Cycle 9
- Entitled Stiizy Cannabis Dispensary (521 Railroad Avenue)
- Sale of Successor Agency and Housing Authority Property to Private Developers
- Adopted a Public Art Ordinance
- Entitled Blossom and Marina Village Apartment Projects

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AGENDA TRANSMITTAL

MEETING DATE: March 15, 2022

CITY AGENDA ITEM: Council Adoption of Resolution No. 2022-____: Approving a Priority List of Community Events for Fiscal Year (FY) 2022-23

FISCAL IMPACT: The overall total is estimated to be \$122,600. With anticipated sponsorships totaling \$7,000, fireworks sales of \$87,000, and \$12,500 anticipated revenue. Estimated total cost to the City's general fund would be approximately \$16,100.

STRATEGIC PLAN IMPACT: Provide Good Governance

BACKGROUND: Due to the loss of the Redevelopment Agency, which provided funding for special events, the Suisun City Community Services Foundation (Foundation) was established in 2012 to generate funds to financially support community events in Suisun City. The Foundation disbanded in 2016 and were no longer raising funds for community events. The City utilizes funds generated by fireworks sales, event booth rentals, sponsorships, and amusement ride revenues to fund community events.

STAFF REPORT: Special events are essential productions that bring neighbors together and build a sense of place and community. By providing these opportunities, residents have a gathering place in which they can celebrate a national holiday, recreate together, and build positive community relationships. Special events also act as an economic driver for those businesses located within close proximity of the events.

Exhibit A outlines the recommended events for 2022-23, and proposed budget. This list includes the return of the 4th of July Celebration and Sunday Jazz Series. The summer program begins on Saturday, June 24 with a Movie in the Park funded in the 2021-2022 fiscal year. It is anticipated that Sunday Jazz will be funded by a sponsorship, as it has been in the past, in the amount of \$7,000. It is estimated that community events will collect approximately \$12,500 in revenue from vendor booth fees and amusement ride revenue.

All proposed events will follow CDC, state, and county guidelines for COVID-19.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2022-____: Approving a Priority List of Events for Fiscal Year (FY) 2022-23.

ATTACHMENTS:

1. Resolution No. 2022-____: Approving a Priority List of Events for Fiscal Year 2022-2023
 2. Exhibit A: Community Events Calendar for FY 2022-23
 3. Exhibit B: Community Events Budgets for FY 2022-23
-

PREPARED BY:

Kris Lofthus, Recreation, Parks, and Marina Director

REVIEWED AND APPROVED BY:

Greg Folsom, City Manager

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RESOLUTION NO. 2022-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
APPROVING A PRIORITY LIST OF EVENTS FOR FISCAL YEAR (FY) 2022-23**

WHEREAS, traditionally the City Council annually adopted a seasonal events calendar to be funded through Redevelopment; and

WHEREAS, with the loss of the Redevelopment Agency, the Suisun City Community Services Foundation (Foundation) was established in 2012 to generate funding for these community events; and

WHEREAS, in 2016 the Foundation no longer financially supported City of Suisun City Special Events; and

WHEREAS, it is recognized that community events provide gathering places that strengthens a city; and

WHEREAS, the City Council has an interest in supporting community events; and

WHEREAS, community events contribute to the economy of our business community by bringing people to Suisun City; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Suisun City hereby approves a priority list of events for fiscal year (FY) 2022-23.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 15th day of March 2022 by the following vote:

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

WITNESS my hand and the seal of said City this 15th day of March 2022.

Anita Skinner
City Clerk

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Exhibit A
Community Events Calendar for FY 2022-2023

Friday, June 24, 2022	Movie in the Park (FY) 2021-2022
Friday, July 1, 2022	Movie in the Park
Monday, July 4, 2022	4th of July
Friday, July 8, 2022	Movie in the Park
Sunday, July 10, 2022	Sunday Jazz
Friday, July 15, 2022	Movie in the Park
Sunday, July 17, 2022	Sunday Jazz
Friday, July 22, 2022	Movie in the Park
Saturday, July 23, 2022	Music on the Waterfront
Sunday, July 24, 2022	Sunday Jazz
Friday, July 29, 2022	Movie in the Park
Saturday, July 30, 2022	Music on the Waterfront
Sunday, July 31, 2022	Sunday Jazz
Saturday, August 6, 2022	Music on the Waterfront
Sunday, August 7, 2022	Sunday Jazz
Sunday, August 21, 2022	Sunday Jazz
Saturday, August 13, 2022	Music on the Waterfront
Saturday, August 27, 2022	Music on the Waterfront
Saturday, October 1, 2022	Boat-in Movie Night
Friday, October 7, 2022	Cruisin' Suisun Car Cruise
Saturday, October 8, 2022	Celebrate Suisun/Cruisin' Suisun Car Show
Monday, October 31, 2022	Drive Thru Trick or Treat
Saturday, December 3, 2022	Christmas on the Waterfront
Thursday, December 22, 2022	Menorah Lighting
Monday, Devember 26, 2022	Kwanza
Brew Bash, TBA	Brew Bash
Saturday, April 15, 2023	Mobile Easter Egg Hunt
Friday, June 23, 2023	Movie in the Park
Friday, June 30, 2023	Movie in the Park

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10/8/2022	<u>Celebrate Suisun/Cruisin' Suisun Car Show</u>			
	Staff	\$ 1,500		
	Marketing	\$ 500		
	Permits	\$ 800		
	Entertainment/Sound	\$ 4,500		
	Restrooms	\$ 1,500		
	Field Supplies	\$ 1,500		
	Celebrate Suisun/Cruisin'Suisun Car Show Total	\$ 10,300		
			Rent/Entry Fee	\$ 4,000
10/31/2022	<u>Drive Thru Trick or Treat</u>			
	Staff	\$ 300		
	Marketing	\$ 500		
	Field Supplies	\$ 1,500		
	Drive Thru Trick or Treat Total	\$ 1,500		
				\$ -
12/3/2022	<u>Christmas on the Waterfront</u>			
	Staffing	\$ 1,500		
	OT - PW and PD	\$ 3,000		
	Field Supplies, tree decorations	\$ 10,000		
	Permits	\$ 800		
	Carriage Ride	\$ 2,000		
	Sound	\$ 1,500		
	Entertainment	\$ 3,000		
	Fireworks Show	\$ 5,000		
	Restrooms	\$ 2,000		
	Marketing	\$ 1,200		
	Christmas on the Waterfront Total	\$ 30,000		
			Rent	\$ 3,000
12/22/2022	<u>Menorah Lighting</u>			
	Staff	\$ 200		
	Marketing	\$ 500		
	Field Supplies	\$ 500		
	Menorah Lighting Total	\$ 700		
				\$ -
12/26/2022	<u>Kwanza</u>			
	Staff	\$ 300		
	Field Supplies	\$ 500		
	Marketing	\$ 500		
	Kinara	\$ 2,500		
	Kwanza Total	\$ 3,300		
				\$ -
	All Events 2022/23 Events Total	\$ 122,600		
	Fireworks Sales			\$ 87,000
	Donations			\$ 7,000
	Booth and Concession Sales			\$ 12,500
	General Fund Request	\$ 16,100		

AGENDA TRANSMITTAL

MEETING DATE: March 15, 2022

CITY AGENDA ITEM: Adoption of Council Resolution No. 2022-__: Authorizing the City Manager to Enter into a Contract on the City's Behalf with GSM Landscape Architects, Inc. for the Development of a Parks and Facilities Master Plan in the amount of \$135,525 and authorizing the City Manager to approve change orders up to 10% of the original contract amount.

FISCAL IMPACT: The Parks and Facilities Master Plan Project (Project) will have no fiscal impact to the General Fund. The project will be funded through the City's Park Development Fund. The low bid was \$135,525 by GSM Landscape, Inc.

STRATEGIC PLAN IMPACT: Provide Good Governance.

BACKGROUND: A parks and facilities master plan serves as a guiding document for an agency as it seeks to maintain and improve its facilities and parks. The City is working toward implementing improvements to existing facilities that best serve the needs of the community. The Master Plan will serve as a usable "blueprint" to the Recreation, Parks, Marina, and Arts Commission (RPMA), City Council, consultants, and the Recreation, Parks, and Marina Department (RPM) for the future growth and maintenance of the RPM parks, facilities, and services. The Master Plan will be a strategic tool used to guide decision making pertaining to the reconditioning, development of new, and proof of need of parks, facilities, and recreation programming. With anticipated additional revenues, this plan will prioritize the needs of the park system and recreation amenities that will enhance programming opportunities for the RPM Department. It analyzes community needs, current facilities, and parks, and it creates a blueprint for the Recreation, Parks, and Marina (RPM) Department to strive for at least the next 10-15 years. To this point, Suisun City has never had one developed. As more housing projects come to Suisun City and the balance of the Park Development fund grows, the necessity for a parks and facilities master plan grows exponentially.

RPM is also working towards national accreditation through the National Parks and Recreation Association. NRPA's Commission for Accreditation of Park and Recreation Agencies (CAPRA) provides quality assurance and quality improvement of accredited park and recreation agencies throughout the United States by providing agencies with a management system of best practices. CAPRA is the only national accreditation of park and recreation agencies and is a valuable measure of an agency's overall quality of operation, management, and service to the community. Achieving CAPRA accreditation is the best way to demonstrate that your agency and your staff provide your community with the highest level of service. To date there are 192 agencies in the United States and less than 5 in California that have achieved this distinction. As part of this process, they require a complete and updated park and facilities master plan on file as this is a best practice for recreation and park agencies.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Marvin Mora, Recreation Supervisor
 Kris Lofthus, Recreation, Parks, & Marina Director
 Greg Folsom, City Manager

Over the past two years the RPM Department worked to create a Park and Facilities Master Plan, but due to limited staff resources and other primary obligations, the departments progress has been minimal. In order to complete the Master Plan, the services of an outside consultant is recommended.

STAFF REPORT: The requirements for the selected firm are:

Requirement I: Community Engagement

Describe your implementation process to provide a comprehensive strategy and methodology for citizen involvement. Assure the residents, user groups, non-user groups, associations, and other stakeholders are provided an opportunity to participate in the development of this Master Plan.

- a. Conduct at least One (1) public community meeting in person or via ZOOM.
- b. Conduct a minimum of five (5) individual stakeholder (to be selected by the City) interviews. These should include two (2) City Council Members, two (2) RPMA Commission Members, and two (1) Public Works Staff.
- c. Conduct interviews with two (2) RPM Management Staff.
- d. Complete refined community survey associated with the survey utilized by the City in 2021.
- e. Provide via one (1) social media platform an ongoing social media site for residents to provide information and opinions.

Requirement II: Needs Assessment

Prepare a comparative analysis comparing current park and facility offerings to agencies of like size in the surrounding area. Areas of emphasis include park amenities, facilities, staffing, and operational budget. This information should be compiled to identify successes, gaps, and opportunities within the RPM Department.

Requirement III: Inventory of Parks and Facilities

The RPMA Commission Ad Hoc has compiled a comprehensive inventory of all City Parks and Recreation facilities. Confirm the location and size of existing parks and facilities. An analysis will need to be completed and shall consider the capacity of each amenity found (playgrounds, ball fields, trails, natural areas, special facilities, etc.), as well as functionality, accessibility, condition, comfort and convenience. List each location's amenities, its current condition, estimated age, and provide a replacement schedule with estimated costs. Provide a qualitative evaluation of amenities per park report (i.e., equal balance of amenities in each park) and develop a set of prioritized recommendations for improvements needed within existing parks, open space, buildings, signage, and other recreational facilities.

Requirement IV: Identification of Growth Opportunities of New Parks and Facilities

Evaluate potential need and provide recommendations and options regarding suitable sites for future park and recreation facilities, including, but not limited to, splash pad, gymnasium, neighborhood center, walkability / trails, and sports fields, specifically soccer fields. Identify and develop a set of prioritized recommendations for additional parks, open space, buildings and other recreation facilities that may be needed in the City of Suisun City. Address size, location, layout, uses, use of standard amenities, and constraints to provide both guidance and flexibility for future development and identify and develop a set of prioritized recommendations for additional parks, open space, facilities, and other recreation facilities that may be needed by RPM.

Requirement V: Action Plan

Develop a prioritized plan of action which will include identified issues and challenges; strategies; probable costs, including staffing, facility and maintenance needs; and an analysis of potential funding sources and mechanisms for the parks, open space, buildings and other recreation facilities. Action plan should include attainable goals along with measurable timelines, policies and standards to support the Master Plan. Plan shall also include:

- Upgrading/consolidating existing recreation facilities and programs.
- Identify potential upgrades and enhancements to current parks and related cost estimates for those improvements.
- Identifying potential locations for future recreation facilities and programs, open spaces and trails.
- Proper operational staffing levels.
- Establishing land acquisition strategies.

The RFP for the project was posted on January 10, 2022. Bids were opened on February 7, 2022, at 2:00 PM, at which time three (3) bids were received. Staff has received the low bidder's proposal and accompanying documents. Staff has determined that the bid submitted by GSM Landscape Architects, Inc. is the lowest responsive bid.

The three bids received for the Project are as follows:

<u>Company</u>	<u>TOTAL</u>
GSM Landscape Architects, Inc.	\$135,525.00
RHAA Landscape Architecture & Planning	\$154,516.00
Gates + Associates	\$184,790.00

Given the current balance of \$672,943 (as of 2/22/22) in the City's Park Development Fund, and anticipated revenues of an estimated \$4 million into the fund due to incoming housing projects in the next 12-36 months, there are sufficient monies available.

The City's Recreation, Parks, Marina, and Arts Commission unanimously recommended awarding the Project contract to GSM Landscape Architects, Inc. at its February 16, 2022, meeting.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2022-__: Authorizing the City Manager to Enter into a Contract on the City's Behalf with GSM Landscape Architects, Inc. for the Development of a Parks and Facilities Master Plan in the amount of \$135,525 and authorizing the City Manager to approve change orders up to 10% of the original contract amount.

ATTACHMENTS:

1. Resolution No. 2022-__: Authorizing the City Manager to Enter into a Contract on the City's Behalf with GSM Landscape Architects, Inc. for the Development of a Parks and Facilities Master Plan in the amount of \$135,525 and authorizing the City Manager to approve change orders up to 10% of the original contract amount.

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RESOLUTION NO. 2022-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT ON THE
CITY'S BEHALF WITH GSM LANDSCAPE ARCHITECTS, INC. FOR THE
DEVELOPMENT OF A PARKS AND FACILITIES MASTER PLAN IN THE
AMOUNT OF \$135,525 AND AUTHORIZING THE CITY MANAGER TO APPROVE
CHANGE ORDERS UP TO 10% OF THE ORIGINAL CONTRACT AMOUNT**

WHEREAS, the city is working towards implementing improvements to existing facilities that best serve the needs of the community; and

WHEREAS, a parks and facilities master plan serves as a guiding document for an agency to maintain and improve its facilities and parks for the next 10-15 years; and

WHEREAS, the City has never had a parks and facilities master plan developed; and

WHEREAS, the city wishes to become an accredited agency with the National Recreation Park Association; and

WHEREAS, the RFP for Project was posted on January 10, 2022, closed on February 7, 2022, and three bids were received; and

WHEREAS, GSM Landscape Architects, Inc. provided the lowest responsive bid of \$135,525.00; and

WHEREAS, the Recreation, Parks, Marina, and Arts Commission recommended awarding the Project contract to GSM Landscape Architects, Inc. at its February 16, 2022 meeting; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City authorizes the City Manager to Enter into a Contract on the City's Behalf with GSM Landscape Architects, Inc. for the Development of a Parks and Facilities Master Plan in the amount of \$135,525.00 and authorizing the City Manager to approve change orders up to 10% of the original contract amount and to take any and all necessary and appropriate actions to implement this contract.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 15th day of March 2022, by the following vote:

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

WITNESS my hand and the seal of said City this 15th day of March 2022.

Anita Skinner
City Clerk

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AGENDA TRANSMITTAL

MEETING DATE: March 15, 2022

CITY AGENDA ITEM: Council Adoption of Resolution No. 2022-__: Authorizing the City Manager to Execute a Contract Change Order on the City's Behalf with Lamassu Utility Services, Inc. for the Highway 12 Storm Drain Pipe Lining and CCTV Inspection Project in the amount of \$231,169.33 for a total contract of \$312,905.46 and Authorize up to \$63,000 for Contingencies.

FISCAL IMPACT: The Highway 12 Storm Drain Pipe Lining and CCTV Inspection Project (Project) will be paid under American Rescue Plan Act (ARPA) Fund. On February 1, 2022, the City Council approved the ARPA mid-year budget review adjustments, which included allocation of \$250,000 to this Project (See Attachment No. 4, ARPA Funding Appropriations). The Project will also be budgeted under Fund 190, Storm Drain & Flood Maintenance, in the amount of \$125,905.46, in fiscal year 2021-2022. The Project does not have any fiscal impact on the General Fund.

STRATEGIC PLAN IMPACT: Provide Good Governance.

BACKGROUND: On March 27, 2019, the Public Works crew discovered a hole in the landscape strip on the south side of Highway 12 between the edge of pavement and the Caltrans wood fence. This is the segment of Highway 12 between Marina Boulevard and Village Drive. Upon closer inspection, it was determined that the City's underground storm drain pipe, which is of corrugated metal pipe, had rusted and developed a hole, resulting in an underground void approximately 5 feet by 10 feet in size and approximately 10 feet deep. The void extended from the landscape strip to a portion of the paved shoulder.

At this location, three storm drain pipes, located side by side, cross under Highway 12. The flow in each of the storm drain pipes are controlled by three (3) pumps located between the Highway 12 soundwall and Chipman Lane. The pipes drain stormwater from the neighborhoods to the north, bounded in general by Highway 12, Sunset Avenue, Railroad Avenue and Mosswood Drive (and extended) and discharge to the open channel running along the Grizzly Island Trail.

To make the necessary emergency repair, City staff secured four (4) bids, and the emergency repair contract was awarded to the lowest bidder in the amount of \$69,500. The repair was completed the following week after the storm drain pipe damage was discovered.

During the repair, the existing pipes were also assessed and were determined to be in need of rehabilitation work to prevent similar failures in the future. Since the pipes cross under Highway 12, any excavation involved in the work would significantly impact traffic on Highway 12 and/or would need to be performed at night. In any case, excavation work exposing the pipes would be cost prohibitive. A feasible solution in this situation would be to rehabilitate the storm drain pipes through a trenchless method, such as Cured-In-Place Pipe (CIPP) lining. Without rehabilitation, the storm drain pipes could present a significant potential liability for the City.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Nick Lozano, Associate Engineer
 Nouae Vue, Public Works Director
 Greg Folsom, City Manager

STAFF REPORT: In 2020, the City went out to bid for the recommended CIPP lining to one of the three storm drain pipes, as well as to perform video inspections and cleaning of all three pipes, including removal of any tree roots within the pipes. The City did not have enough funds to line the other two pipes, which were considered for lining at future dates. Lamassu Utility Services submitted the lowest responsive bid to line one of the three storm drain pipes for the Highway 12 Storm Drain Pipe Lining and CCTV Inspection Project, and was awarded the construction contract (\$81,736.13).

During videotaping, the Lamassu discovered that there was a dip in each of the pipe segments. This is an unforeseen condition as the record drawings in Public Works Department's files showed a constant slope, without a dip, in each of the pipes. Because the discovery of the dip was made at the time the rain season was fast approaching, the storm drain pump controlling flow to the pipe was re-installed. This resulted in a temporary stoppage to the Project. The plan was to resume construction in 2021. However, the work was not resumed that year as the Measure S funding for the Project was re-allocated to other important City projects and the Storm Drain & Flood Maintenance funds for the Project was not enough to cover the contract amount.

On February 1, 2022, the City Council approved the ARPA mid-year budget review adjustments, which included allocation of \$250,000 ARPA funds to enable construction to resume on this Project. Due to the presence of the dip, the Contractor will need to utilize equipment and a method involving hot water instead of hot air to "cook" the liner material. Additional cost is associated with utilizing the necessary special equipment and method. City staff has negotiated with Lamassu a contract amendment of \$231,169.33 to line not just one but two of the three storm drainpipes, resulting in a total contract amount of \$312,905.46 (See Attachment No. 3, draft Contract Change Order No. 1).

For all the work completed to date, including mobilizing/de-mobilizing, traffic control, exploratory work in discovering the pipe dips, pipe cleaning and videotaping, the Contractor has been paid \$23,797.26 of the original contract of \$81,736.13. Given that the new construction budget is enough to cover the remaining original construction contract amount (\$57,938.87) and the negotiated contract change order amount (\$231,169.33) for this Project, staff recommends the approval of the contract change order and authorize the City Manager up to \$63,000 for contingencies. This results in a new contract amount of \$312,905.46 plus \$63,000 in contingency to be covered under ARPA (\$250,000) and the Storm Drain Flood Maintenance account.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2022-__: Authorizing the City Manager to Execute a Contract Change Order on the City's Behalf with Lamassu Utility Services, Inc. for the Highway 12 Storm Drain Pipe Lining and CCTV Inspection Project in the amount of \$231,169.33 for a total contract of \$312,905.46 and Authorize up to \$63,000 for Contingencies.

ATTACHMENTS:

1. Resolution No. 2022-__: Authorizing the City Manager to Execute a Contract Change Order on the City's Behalf with Lamassu Utility Services, Inc. for the Highway 12 Storm

Drain Pipe Lining and CCTV Inspection Project in the amount of \$231,169.33 for a total contract of \$312,905.46 and Authorize up to \$63,000 for Contingencies.

2. Project Location Map.
3. Draft Contract Change Order No. 1.
4. American Rescue Plan Act (ARPA) Funding Appropriations.

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RESOLUTION NO. 2022-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT CHANGE
ORDER ON THE CITY'S BEHALF WITH LAMASSU UTILITY SERVICES, INC.
FOR THE HIGHWAY 12 STORM DRAIN PIPE LINING AND CCTV INSPECTION
PROJECT IN THE AMOUNT OF \$231,169.33 FOR A TOTAL CONTRACT OF
\$312,905.46 AND AUTHORIZE UP TO AN ADDITIONAL \$63,000 FOR
CONTINGENCIES**

WHEREAS, on March 2019, one of the three storm drainpipes that cross under Highway 12 was discovered with a rusted hole, resulting in an underground void; and

WHEREAS, the three storm drainpipes are side by side and cross under Highway 12 between Marina Boulevard and Village Drive; and

WHEREAS, the necessary emergency repair was promptly performed by a contractor; and

WHEREAS, in order to prevent another costly emergency repair to the storm drainpipes, it is recommended that each of the three pipes be rehabilitated; and

WHEREAS, the most cost effective method is a trenchless method involving Cured-In-Place Pipe (CIPP) lining; and

WHEREAS, in 2020, the City contracted with Lamassu Utility Services, Inc. (Contractor) for the Highway 12 Storm Drain Pipe Lining and CCTV Inspection Project (Project) to line of the three storm drainpipes; and

WHEREAS, during videotaping, the Contractor had discovered a dip in the pipe segment to be lined and was not able to complete the Project in 2020 before the start of the rain season; and

WHEREAS, in 2021, the Measure S funding for the project was re-allocated to other important City projects; and

WHEREAS, in February 2022, ARPA funds in the amount of \$250,000 were allocated to enable the resumption and completion of the Project; and

WHEREAS, special equipment and method will be required to complete the Project; and

WHEREAS, City staff has negotiated with the Contractor a contract amendment of \$231,169.33 for the additional cost associated with utilizing special equipment and method to line two of the three storm drainpipes.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City authorizes the City Manager to execute a contract amendment on behalf of the City with Lamassu Utility Services, Inc. to line two storm drainpipes for the Highway 12 Storm Drain Pipe Lining and CCTV Inspection Project in the amount of \$231,169.33, resulting in a total contract amount of \$312,905.46. The City Council further authorizes the City Manager to utilize an additional \$63,000 for contingencies for a possible construction contract up to \$375,905.46, paid for under ARPA and Fund 190 (Storm Drain & Flood Maintenance).

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 15th day of March 2022, by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers: _____

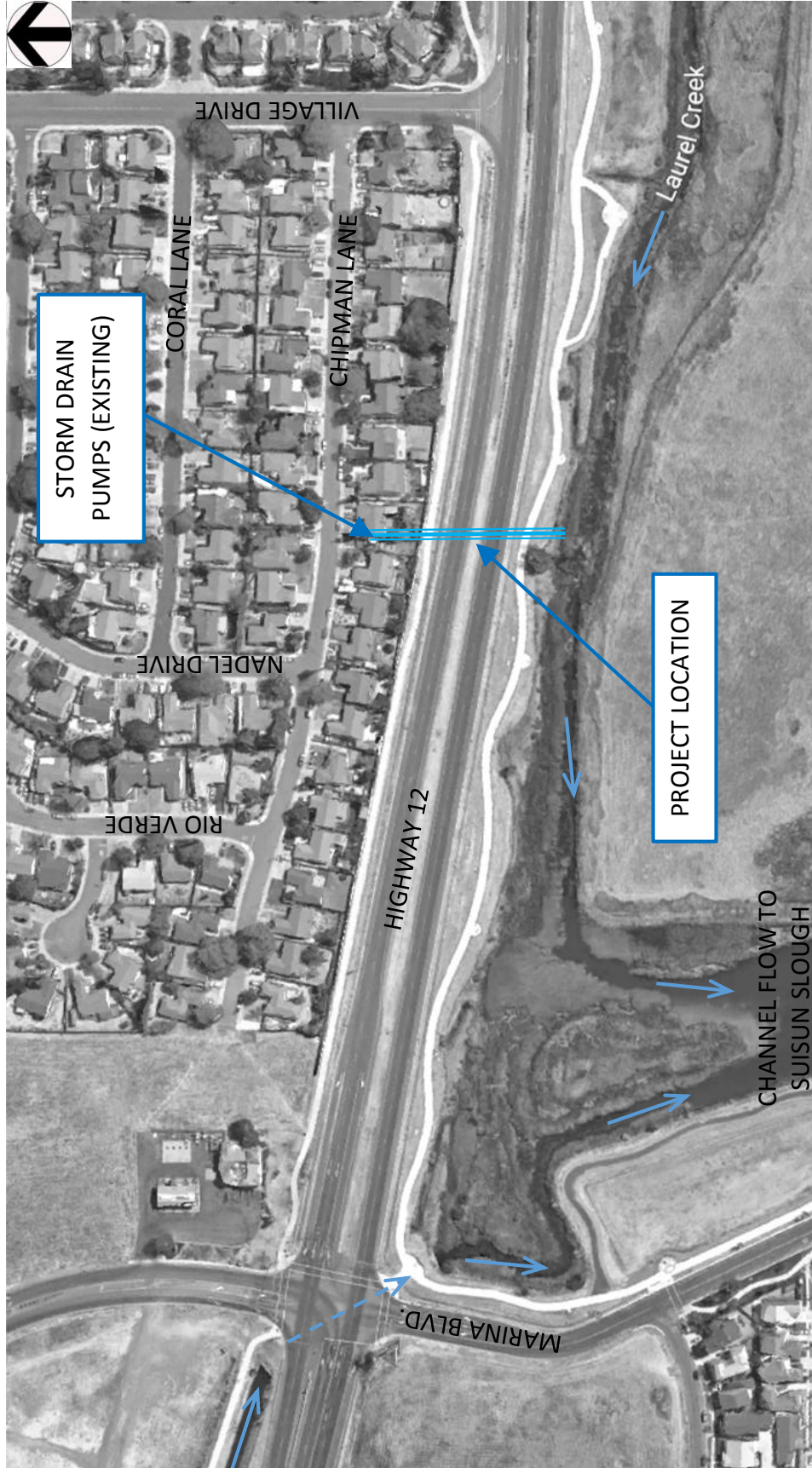
ABSENT: Councilmembers: _____

ABSTAIN: Councilmembers: _____

WITNESS my hand and the seal of the City of Suisun City this 15th day of March 2022.

Anita Skinner
City Clerk

LOCATION MAP
Highway 12 Storm Drain Pipe Lining and CCTV Inspection Project



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CONTRACT CHANGE ORDER NO.	1	Date: March 16, 2022	Page	1	of	1
PROJECT: Highway 12 Storm Drain Pipe Lining and CCTV Project						
TO: Mohammed Adhab			CONTRACTOR: Lamassu Utility Services, Inc.			
You are hereby directed to make the herein described changes from the plans and specifications or do the following described work. contract. The work described in this Change Order shall conform to the original Plans and Specifications insofar as the same may apply unless otherwise explicitly modified herein.						
NOTE: This change order is not effective until approved by the City Manager.						
CHANGE REQUESTED BY: City of Suisun City						

I. Description of Change Order:

Lamassu Utility Services ,Inc. (Contractor) has previously videotaped the subject north-south storm drain pipelines and discovered a change in its pipe slope in the vicinity of the soundwall on the north side of Highway 12. It was discovered that the storm drain pipelines dip below an east-west Fairfield-Suisun Sewer District (Sewer District) sewer transmission pipeline. This condition is different from the improvement plans that were part of the bid package. This "u-shaped" dip in the pipe alignment, which is approximately 20-foot in length, requires a different pipe cleaning process, liner material, and method of curing the material.

This change order is for lining the middle storm drain pipe (original contract) as well as the abutting storm drain pipe immediately to the east using boiled water (as opposed to hot air). The pipe lining will, once again, require the Sewer District to temporarily remove the existing storm drain pipes on the north side of Highway 12. The Sewer District will make that temporary removal only outside the rain season, and they have elected to perform that work sometime in May 2022. The Contractor shall diligently start work at that time and perform the pipeline cleaning, pre and post CCTV, and the lining of the two said storm drain pipes, as well as all associated work, to project completion by the end of July 2022.

II. Changes to Contract Amount & Contract Time

Original Contract	\$ 81,736.13	Previous Changes Orders	\$ 0.00
This Change Order	\$ 231,169.33	Total Contract to Date	\$ 312,905.46
By reason of this change order, the time of completion for all work under this contract will be adjusted as follows:			Working Days

III. Authorization

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may be otherwise noted above, and perform all services necessary for the work specified above, and will accept as full payment therefore the prices shown above.

Contractor:

Date Accepted:

By: Mohammed Adhab

Title: Estimator

City of Suisun City:

Prepared By:

Nick Lozano

Project Manager

Date

Approval Recommended :

Nouae Vue

Director of Public Works

Date

City Manager Approval:

Greg Folsom

City Manager

Date

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American Rescue Plan Act (ARPA) Funding Appropriations									
					Balance				
					2,106,756				
Committed	167-76241-3467	American Rescue Plan Act Fund Revenue			1,441,254				
Process has started	069-81167-3469	Revenue Loss due to COVID-19 (Recovery to General Fund Revenue)				167-85069-3467	offset account		
Process Not started (Available)		ARPA Fund payment received in July 2021			3,548,010				
Fund	Account	Description	Revenue	Nov. 8th	Mid-Year	Expenditures	Remaining		
American Rescue Plan Act Fund (Fund 167)									
City Hall (CH)									
	167-93140-1917	Emergency Eye Wash Station (Janitorial needs)		500					
City Manager Department (CM)									
	167-85010-1727	Admin Assistant 2 - CM office (two years)		47,500			142,500		
Citywide (CW)									
	167-90113-3467	Temporary Premium Pay (2 years)		482,400					
	167-91305-1817	Accounting Custom PR Earnings Report		3,000			550,000		
	167-91310-1917	Comcast Internet Speed Increase to 1GB (on-going)		7,200					
	167-93105-1917	Granicus Software for Agenda Packets		30,000					
	167-93105-1917	Public Record Request Software		15,000					
	167-93111-1917	Phone System upgrade		50,000					
	167-93130-1917	IT Infrastructure (Servers)		107,000			30,000		
	167-93111-1917	Council Chamber/Community Center Communication System			60,000				
	167-91140-1917	City website upgrade		60,000					
	167-96440-1917	ERP System			335,800		20,000		
	167-90110-1917	Project Manager for ERP Project (two years)			43,500		480,200		
	167-91310-1917	Public Space Broadband					130,500		
	167-93105-1917	Tablets for the Council Members					50,000		
Development Services Department (DS)							10,000		
	167-90110-3507	Development Services Director (two years)		123,286			176,714		
	167-93330-3507	Economic Development Marketing (EPIC)			45,000				
	167-93340-3507	Matching Grant Program to update outdoor dining experience (EPIC)			150,000				
	167-91305-1917	Building Permit software (three years)		30,000			70,000		
	167-96310-3507	Wayfinding/Signage (EPIC)			75,000				
Finance Department (FIN)									
	167-91305-1817	Pay by Phone for Water		5,000					
	167-91305-1817	Business License Online Payment System		10,000					
Fire Department (FD)									
	167-96415-2627	Lucas Devices (2 sets)		25,000					
	167-96415-2627	ALS Equipment		75,000					
	167-90110-2627	Staffing (3 Engineers) (two years)		163,828			491,484		
Police Department (PD)									
	167-90110-2357	Two Police Officer positions for gun violence enforcement (two years)		120,000			360,000		
	167-90110-2357	Community Services Officer (1 CSO's) (two years)		37,500			112,500		
	167-93120-2357	Additional (5) Portable Radios		30,000					
	167-91305-2357	ALPR (Car License Plate Reader) Software/Equipment		38,500			70,000		
	167-93111-2357	Video Surveillance System (two years)					3,000		
Public Works Department (PW)									
	167-96310-6017	Hwy 12 Storm Drain Pipe Line		250,000					
	167-91310-6017	Water Order/Asset Management System (CIMS) (1st yr. - \$5K on-going)		55,000			25,000		
	167-91435-6017	Homelessness Project					250,000		
	167-96310-6017	Kellogg Pump Station Channel Enhancement					200,000		

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AGENDA TRANSMITTAL

MEETING DATE: March 15, 2022

CITY AGENDA ITEM: Council Adoption of Resolution No. 2022-___: Approving the Application for Grant Funds from the Recreational Trails Program.

FISCAL IMPACT: There would be no fiscal impact associated with the proposed action. Matching funds for this grant application will come from the Park Development Fund. Additionally, the funds set aside for the construction of the Prosperity Community Garden Project will also be used as an additional match. The use of the additional funds from the Prosperity Community Garden Project are hoped to make our grant application score higher in the evaluation process and ultimately result in the fund of the McCoy Creek Trail Phase III Project.

STRATEGIC PLAN IMPACT: Provide Good Governance. Enhance Environment

BACKGROUND: The Fixing America's Surface Transportation Act (FAST-ACT) provides funds to the State of California for Grants to federal, state, local and non-profit organizations to acquire, develop and/or maintain motorized and non-motorized trail Projects. The State Department of Parks and Recreation has been delegated the responsibility for the administration of the program within the State.

STAFF REPORT: The available Recreational Trail Programs Grant will allow the City to apply for grant funds to complete a portion of Phase III of the McCoy Creek Trail (Trail). This Project, if awarded, would enhance the Prosperity Community Garden Project (Garden) by providing a Class I paved trail for accessing the Garden. The Garden and Phase III will act in tandem to create a destination location at the western most terminus of the Trail. It will also create a garden/park/gathering location in an area of town that is not currently serviced by an easily accessible existing park or other open green space.

Staff recommends that the City Council adopt this resolution to apply for Recreation Trails Program grant funding and authorizes the City Manager, or their designee, to execute all necessary documents.

STAFF RECOMMENDATION: Adopt Resolution No. 2022-___: Approving the Application for Grant Funds from the Recreational Trails Program.

ATTACHMENTS:

1. Resolution No. 2022-___: Approving the Application for Grant Funds from the Recreational Trails Program.

PREPARED BY:

REVIEWED AND APPROVED BY:

Amanda Dum, Management Analyst
 Nouae Vue, Public Works Director
 Greg Folsom, City Manager

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RESOLUTION NO. 2022 - ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE
RECREATIONAL TRAILS PROGRAM**

WHEREAS, the Fixing America's Surface Transportation Act (FAST-ACT) provides funds to the State of California for Grants to federal, state, local and non-profit organizations to acquire, develop and/or maintain motorized and non-motorized trail Projects; and

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing Project Application under the program; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of Application(s) before submission of said Application(s) to the State; and

WHEREAS, the Applicant will enter into a Contract with the State of California to complete the Project(s);

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

1. Approves the filing of an Application for the Recreational Trails Program; and
2. Certifies that the Project is consistent with the Applicant's general plan or the equivalent planning document; and
3. Certifies that said Applicant has or will have available prior to commencement of any work on the Project(s) included in this Application, sufficient funds to operate and maintain the Project(s); and
4. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the Contract shown in the Procedural Guide; and
5. Appoints the City Manager or their designee as agent to conduct all negotiations, execute and submit all documents, including, but not limited to Applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the Project.
6. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines

PASSED AND ADOPTED by the following vote at a regular meeting of the City Council of the City of Suisun City duly held on the 15th day of March 2022:

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

WITNESS my hand and the seal of said City this 15th day of March 2022.

Anita Skinner
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: March 15, 2022

CITY AGENDA ITEM: Council Adoption of Resolution No. 2022-___: Accepting the Rectangular Rapid Flashing Beacon Project, Federal Project No. HSIPL-5032(033), as Complete, and Authorizing the City Manager to Record the Notice of Completion for the Project.

FISCAL IMPACT: There is no impact to the General Fund. The Rectangular Rapid Flashing Beacon Project (Project), Federal Project No. HSIPL-5032(033), is funded with Highway Safety Improvement Program (HSIP) Cycle 9 allocation (\$205,000), the Off-Site Street Improvement Program (OSSIP, \$46,200), and the Lawler Ranch Maintenance Assessment District (District, \$5,800). The District funds were for the removal of a tree and the replacement of sidewalk segments at Location #3 that have been uplifted by root intrusion from said tree.

STRATEGIC PLAN: Provide Good Governance, Enhance Environment.

BACKGROUND: On October 5, 2021, the City Council awarded the construction contract for the Project to Radman Electric in the amount of \$230,000.02.

STAFF REPORT: The Contractor has completed the work under the construction contract. The Project installed Rectangular Rapid Flashing Beacons (RRFB) and other crossing improvements at the following three locations:

- 1) Existing mid-block crossing on Merganser Drive fronting the Senior Center.
- 2) Pintail Drive at Scoter Way, fronting the Suisun City library and the Suisun Elementary School.
- 3) New pedestrian crossing on Lawler Ranch Parkway between Fennie Way and Hillborn Way (this new pedestrian crossing connects to the walkway to Falls Park).

The Project scope completed include the following:

- Locations #1 and #2: Replacement of the existing in-roadway lighted crosswalk systems with rectangular rapid flashing beacons; replacement of the crosswalk with a high visibility crosswalk; and installation of pavement markings, striping and roadway signs.
- Location #3: Installation of rectangular rapid flashing beacons, high visibility crosswalk, a concrete curb extension (aka bulbout), pavement markings, striping, roadway signs, and curb ramps, as well as removal of a tree and replacement of sidewalk damaged by root intrusion from said tree.

The City has received, reviewed and approved the Contractor's final invoice for this contract. The final construction contract is \$246,376.27, which is \$10,623.73 less than the construction budget of \$257,000.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Nick Lozano, Associate Engineer
 Nouae Vue, Public Works Director
 Greg Folsom, City Manager

Radman Electric has completed the Project in an acceptable satisfactory manner, and it is now appropriate to file the Notice of Completion (NOC) with the County for the work completed. Staff recommends accepting the project as complete and authorizing the City Manager to file and record the NOC with the County, which will then start the one-year warranty period on the completed improvements.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2022-__: Accepting the Rectangular Rapid Flashing Beacon Project, Federal Project No. HSIPL-5032(033), as Complete, and Authorizing the City Manager to Record the Notice of Completion for the Project.

ATTACHMENTS:

1. Resolution No. 2022-__: Accepting the Rectangular Rapid Flashing Beacon Project, Federal Project No. HSIPL-5032(033), as Complete, and Authorizing the City Manager to Record the Notice of Completion for the Project.
2. Project Location Map.
3. Notice of Completion.
4. Photos.

RESOLUTION NO. 2022-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ACCEPTING THE RECTANGULAR RAPID FLASHING BEACON PROJECT,
FEDERAL PROJECT NO. HSIPL-5032(033), AS COMPLETE, AND AUTHORIZING
THE CITY MANAGER TO RECORD THE NOTICE OF COMPLETION FOR THE
PROJECT**

WHEREAS, the City has been awarded Highway Safety Improvement Program (HSIP) Cycle 9 grant allocation in the amount of \$248,100 from the California Department of Transportation (Caltrans) for the design and construction of the Rectangular Rapid Flashing Beacon Project (Project), Federal Project No. HSIPL-5032(033); and

WHEREAS, the Project has \$257,000 budgeted for the construction phase, of which \$205,000 is funded by the HSIP Cycle 9 grant; \$46,200 is being funded by the Off-site Street Improvement Program (OSSIP); and \$5,8,000 is funded by the Lawler Ranch Maintenance Assessment District (District) for removal of a tree and replacement of sidewalk segments that have been uplifted by roots of said tree within the District, and

WHEREAS, on October 5, 2021, the City Council awarded the construction contract of \$230,000.02, plus 10% for contingencies, for the Project to Radman Electric; and

WHEREAS, the construction contract includes installing rectangular rapid flashing beacons and other pedestrian crossing improvements on Merganser Drive fronting the Senior Center, on Pintail Drive fronting Suisun City Library, and on Lawler Ranch Parkway between Fennie Way and Hillborn Way; and

WHEREAS, Radman Electric has completed all work under the contract for the Project and is ready to receive a Notice of Completion.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby accept the completed improvements completed on the Rectangular Rapid Flashing Beacons Project, Federal Project No. HSIPL-5032(033), as completed, and authorizes the City Manager to take such measures as necessary to execute and record the Notice of Completion.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 15th day of March 2022, by the following vote:

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

WITNESS my hand and the seal of said City this 15th day of March 2022.

Anita Skinner
City Clerk

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LOCATION MAP
Rectangular Rapid Flashing Beacons Project, Federal Project No. HSIPL-5032(033)



Location #1: Merganser Drive
between Sunset Avenue and Wigeon Way,
fronting the Senior Center

Location #2: Pintail Drive at Scooter Way,
fronting the Suisun City library and
Suisun Elementary School

Location #3: Lawler Ranch Parkway
between Fennie Way and Hillborn Way
(at existing pathway to Lawler Falls Park)

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WHEN RECORDED MAIL TO:

Name Public Works Department
Street CITY OF SUISUN CITY
Address 701 CIVIC CENTER BLVD.
City & SUISUN CITY, CA 94585
State, Zip

SPACE ABOVE THIS LINE FOR RECORDER'S USE

No Fee, per code 27283

NOTICE OF COMPLETION

A.P.N. _____

Notice is hereby given that:

1. The undersigned is owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the undersigned is City of Suisun City
3. The full address of the undersigned is 701 Civic Center Blvd.
Suisun City, CA 94585
4. The nature of the title of the undersigned is: In fee. N/A
(If other than fee, strike "In fee" and insert, for example, "purchaser under contract of purchase," or "lessee.")
5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are: **NONE**

NAMES

ADDRESSES

6. The names of the predecessors in the interest of the undersigned, if the property was transferred subsequent to the commencement of the work of improvement herein referred to: **NONE**

NAMES

ADDRESSES

(If no transfer made, insert "none.")

7. A work of improvement on the property hereinafter described was completed on: March 15, 2022
8. The name of the contractor, if any, for such work of improvement was Radman Electric

(If no contractor for work of improvement as a whole, insert "none.")

9. The property on which said work of improvement was completed is in the City of Suisun City,
County of Solano, State of California, and is described as follows:
Rectangular Rapid Flashing Beacons Project, Federal Project No. HSIPL-5032(033)

10. The street address of said property is 1) Merganser Drive between Sunset Avenue and E. Wigeon Way,
2) Pintail Drive at Scoter Way, and 3) Lawler Ranch Parkway between Fennie Way and Hillborn Way.

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

Signature of
owner named

Dated: _____

in paragraph 2 _____

By Greg Folsom, City Manager

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Photos

Rectangular Rapid Flashing Beacons Project, Federal Project No. HSIPL-5032(033)

Page 1 of 2

Location #1 – Merganser Drive fronting the Senior Center:

Pre-Construction



Post Construction



Location #2 – Pintail Drive fronting the Suisun City Library:



Photos

Rectangular Rapid Flashing Beacons Project, Federal Project No. HSIPL-5032(033)

Page 2 of 2

Location #2 – Lawler Ranch Parkway between Fennie Way and Hillborn Way:

Pre-Construction



Pre-Construction



Post Construction



Post Construction



AGENDA TRANSMITTAL

MEETING DATE: March 15, 2022

CITY AGENDA ITEM: Council Adoption of Resolution No. 2022-____: Endorsing its support for Amending the Governance Structure of CAP Solano Joint Powers Authority

FISCAL IMPACT: There would be a no fiscal impact to the City.

STRATEGIC PLAN: Provide Good Governance.

BACKGROUND: In 1999, through a collaborative effort between Solano County and various cities, the Community Action Partnership (CAP) Solano Joint Powers Authority (JPA), formerly known as the Solano Safety Net Consortium (“SSNC”), was formed to address poverty and homelessness on a countywide basis. CAP Solano is designated as the Community Action Agency for Solano County in order to receive State Community Services Block Grant funding, serves as the Housing and Urban Development (HUD) Collaborative Applicant for the Continuum of Care (CoC) Program, and is responsible for the administration and function of the countywide Homeless Management Information System (HMIS).

Over the years, Solano County became less engaged with CAP Solano and city staff members have been providing leadership and guidance. However, as homelessness has become an increasingly difficult issue throughout the county, and as there is a considerable amount of money at the state and federal level that is becoming available to help address this issue, there is interest in developing greater collaboration regionally to maximize Solano County’s ability to make an impact collectively.

STAFF REPORT: On March 3, Solano County Supervisors Mitch Mashburn and Jim Spering hosted a meeting and invited two elected representatives from each of the cities in Solano County. Vice Mayor Alma Hernandez and Councilmember Mike Hudson attended representing Suisun City. During that meeting, there was a consensus reached amongst all the attending elected officials that there was an interest in amending the leadership in CAP Solano. Each jurisdiction was requested to go back to their respective Councils and discuss approving the attached resolution.

Currently, Vice Mayor Hernandez and Councilmember Hudson are appointed to the “2x2 Committee on Homelessness.” Should CAP Solano amend their bylaws to require two elected officials from each member jurisdiction to the CAP Solano Board of Directors, Council will need to appoint two members from the Suisun City Council.

STAFF RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2022-____: Endorsing its support for Amending the Governance Structure of CAP Solano Joint Powers Authority

PREPARED / APPROVED BY:

Greg Folsom, City Manager

ATTACHMENTS:

1. Resolution No. 2022-____: Endorsing its support for Amending the Governance Structure of CAP Solano Joint Powers Authority
2. CAP Solano JPA Bylaws
3. CAP Solano JPA Agreement (1999)

RESOLUTION NO. 2022-

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ENDORISING ITS SUPPORT FOR AMENDING THE GOVERNANCE STRUCTURE
OF CAP SOLANO JOINT POWERS AUTHORITY**

WHEREAS, in 1999, through a collaborative effort between Solano County and various cities, the Community Action Partnership (CAP) Solano Joint Powers Authority (JPA), formerly known as the Solano Safety Net Consortium (“SSNC”), was formed to address poverty and homelessness on a countywide basis; and

WHEREAS, CAP Solano is designated as the Community Action Agency for Solano County in order to receive State Community Services Block Grant funding, serves as the Housing and Urban Development (HUD) Collaborative Applicant for the Continuum of Care (CoC) Program, and is responsible for the administration and function of the countywide Homeless Management Information System (HMIS); and

WHEREAS, while CAP Solano has served the residents of Solano County well since its formation, greater collaboration is needed between the County and cities to develop a more effective response to homelessness; and

WHEREAS, it has been recommended that one option for greater collaboration amongst the Solano County jurisdictions is to change the governance of the CAP Solano Board of Directors to require membership be comprised of local elected officials; and

WHEREAS, it is in the best interest of CAP Solano that the CAP Solano Board of Directors be comprised of two elected officials from each of the city councils of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo along with two members from the Solano County Board of Supervisors.

NOW THEREFORE, THE COUNCIL OF THE CITY OF SUISUN CITY HEREBY RESOLVES:

Section 1. The City Council supports a change to the CAP Solano Joint Powers Agreement to amend the membership requirement of the CAP Solano Board of Directors to be comprised of two elected officials of its member jurisdiction and be supported by a technical advisory committee staffed by subject matter representatives from each member jurisdiction.

Section 2. The City Council directs the City Manager to take all steps necessary to effectuate the intent of this Resolution, up to, and including, drafting an amendment to the CAP Solano JPA Agreement for this Council’s consideration and approval.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 15th day of March 2022 by the following vote:

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

WITNESS my hand and the seal of said City this 15th day of March 2022.

Anita Skinner, City Clerk

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COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

BYLAWS

ARTICLE 1: PURPOSE

The Community Action Partnership of Solano, JPA shall be known as the CAP Solano, JPA. As used in these Bylaws, the words “JPA” shall refer to and mean the Community Action Partnership of Solano, JPA.

LEGAL AUTHORITY

The Solano Safety Net Consortium (the “Consortium”) was established in 1999 by a Joint Exercise of Powers Agreement ("Agreement") which was approved by the governing bodies of the following California cities: Benicia, Fairfield, Rio Vista, Suisun City, and Vallejo, (the "Cities") and later, in October 2014, by Vacaville; as well as, the County of Solano (the "County"), (all signatories collectively referred to as the "Agencies"). The agreement was executed by the Mayor of each City, respectively, and the Chairperson of the Board of Supervisors of the County. Once executed in 1999, the Joint Powers Agency became the Community Action Partnership of Solano, JPA. The Agreement was authorized by the Joints Powers Authority Act ("the Act") Government Code §6500, et sec., as a Joint Powers Agreement.

The JPA has the powers common to the Agencies to provide homeless programs and other related services. The JPA has the power to do all acts necessary for the exercise of its common powers, including those powers enumerated in the Act and included in the Agreement.

The JPA was created for the purpose of exercising independent powers, separate and apart from the Cities and County. The duties of the JPA are to create a public entity to provide oversight and coordination of homeless and safety net services to the residents of the Agencies; to serve as the conduit for safety net funding support; to administer such funds and make grants available to other non-profit entities for services to the homeless; to set policy and be the central agency for the oversight and technical assistance for the operation of homeless shelters, transitional housing, homeless assistance centers, community action councils and other safety net services; and to undertake such other programs as the Board of Directors may authorize, including such duties and tasks required to receive and distribute federal, state, local, and other funding to support the JPA’s mission.



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

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ARTICLE 11: ADMINISTRATION

- a. The JPA shall be a public entity separate and apart from each of the Agencies, and shall administer the Agreement.
- b. Board
 1. Created. The JPA shall be administered by a Board of Directors (the "Board"). The Board shall be called the "Board of Directors of the Community Action Partnership of Solano, JPA." All voting power of the JPA shall reside in the Board.
 2. Board Directors/Board Members. The legislative bodies of each of the Agencies shall appoint by resolution one Director/Member and one alternate.
 3. At-Large Director. The Board of Directors may, by resolution, appoint an additional Director and alternate. The Board may wish to appoint an At Large Director and alternate if there are an even number of Directors.
 4. Terms; Vacancies. Each Director and alternate shall serve a two-year term commencing on July 1 and ending on June 30 of the second year after their appointment. Each Director and alternate shall serve at the pleasure of the body that appointed them. Vacancies filled during a term shall be filled in the same manner as the original appointments and expire at the time of the original appointment.
 5. Compensation; Expenses. Directors and alternates shall not receive compensation for service on the Board. Directors and alternates may receive reimbursement for necessary expenses, incurred in connection with his or her services as a Director or alternate, with prior approval and pursuant to resolution of the board.
- c. Meetings of the Board. Meetings shall be held in accordance with Article III.
- d. Minutes. The Secretary (as defined in Article II, Paragraph (3) hereof) or Board staff shall keep minutes of the meetings of the Board, and shall, as soon as possible after each meeting, cause a copy of the minutes to be forwarded to each Director and alternate for review and to post a copy once they have been approved.
- e. Voting. Each Director (and potentially each alternate) shall have one vote. Said vote can only be exercised by the Director or alternate in attendance at the meeting and there shall be no voting taken by proxy. No alternate may vote if the Director for whom that alternate was appointed is in attendance at the time the vote is to be



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

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cast. In no event shall any Agency have more than one vote. Should any party elect to withdraw from the JPA, such party shall no longer have a vote in any JPA matter.

- f. Bylaws. The Board may adopt and amend bylaws, rules and regulations for the conduct of its meetings or as are necessary for the purposes hereof.
- g. Fiscal Year. The fiscal year of the JPA shall be from July 1 of one year to June 30 of the following year, or any other twelve-month period hereafter designated by the Directors.
- h. Executive Advisory Committee. The Executive Advisory Committee (the "Committee") of the JPA shall consist of the Officers of the JPA Board. The Committee shall perform such duties as are delegated by the Board, including coordinating and overseeing JPA staff, and corresponding with outside agencies. In order to maintain transparency, the Executive Advisory Committee shall report to the Board regularly on the work of the Committee and shall seek the Board approval of any decisions related to any responsibilities of the JPA under these bylaws.
- i. Personnel. The Board shall be responsible for the regulation of all personnel activities, including but not limited to the selection, recruitment, discipline, and discharge of any JPA staff. The Board may designate the Board Chair or the Executive Committee to exercise the authority of the Board to perform any or all of the duties of this Section (i) and to take such action as is necessary and appropriate with regard to those duties.

The JPA shall have designated staff to assist with carrying out the activities of the JPA and designate funding to support the JPA staff position as appropriate. The staff shall be housed in the office of one of the JPA jurisdictional representatives. The Board shall designate the jurisdiction to house the JPA staff, the job description and the duties of the JPA staff. The JPA representative whose jurisdiction houses the staff person shall be responsible for the recruitment, supervision and training of the staff. The JPA Board must approve the selected candidate. The JPA staff person shall report and be accountable to the full JPA Board. This provision of the bylaws shall be reviewed in 2023 and at least every two years thereafter.

ARTICLE II1: OFFICERS AND EMPLOYEES

- a. Election and Terms of Officers: The Board shall elect Officers from among the Directors at the regular January meeting by asking for nominations. Candidates may self-nominate. After all nominations have been made, the Board must vote on the nominations. The nominee with the most votes will be elected to fill the Office.



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The current Officers may be re-elected. If a vacancy occurs outside of the normal election cycle, the Board shall elect a person from among the Directors to fill the unexpired term of the vacant office. The election results are effective immediately and the elected shall assume his/her duties immediately.

b. Officers.

1. Chair. The JPA shall have a Chair who shall be a Director and who shall be selected as Chair by the Board and who shall perform the duties normal to said office.
 - A. The Chair may sign contracts on behalf of the JPA and shall perform such other duties as may be imposed by the Board.
 - B. The Chair calls the meeting to order and announces the time of convening.
 - C. The Chair determines and announces the business of the Board and the order of matters to be taken up and acted upon.
 - D. The Chair recommends, for Board approval, creation and appointment of Committees to assist the Board in accomplishing its work, which may include standing committees to address matters of ongoing interest and/or *ad hoc* workgroups to address specific matters for a specific time period. Committees and workgroups may consist of Board members and/or nonmembers to assist the Board in its work. The Committees shall provide a report about their work regularly to the full JPA Board.
 - E. The Chair recognizes members of the Board and other speakers addressing the Board.
 - F. The Chair preserves order and decorum and may decide all questions of order, subject to appeal. In cases in which an appeal is made, the decision of the Chair prevails unless overridden by a majority vote of the Board.
 - G. The Chair should not take any action or impart any communication on behalf of or in the name of the Board unless authorized to do so by a majority vote of the Board.
 - H. The Chair shall be the Executive Director of the JPA and is authorized to execute contracts approved by the Board and to perform any duties



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necessary and appropriate for the day-to-day management and operation of the JPA.

2. Vice-Chair. The JPA shall have a Vice-Chair who shall be a Director and who shall be elected as Vice-Chair by the Board. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair and shall perform all duties normal to such office. In the absence of both the Chair and Vice-Chair, the Directors shall elect a Chair pro tempore to exercise the powers and assume the duties of the Chair during the absence.
3. Secretary. The JPA shall have a Secretary who shall be selected by the Board and shall perform all duties normal to such office.
4. Treasurer and Auditor. Pursuant to Sections 6505.5 and 6505.6 of the Act, the Treasurer of one of the cities or the county treasurer or a certified public accountant shall be designated by the Board as the Treasurer/Auditor of the JPA. The Treasurer/Auditor shall be the depository, shall have custody of all of the accounts, funds and money of the JPA from whatever source, shall have the duties and obligations set forth in Sections 6505 and 6505.5 of the Act and shall assure strict accountability of all funds and reporting of all receipts and disbursements of the JPA. As provided in Section 6505 and Section 6505.6 of the Act, the Treasurer/Auditor shall make arrangements with a certified public accountant for an annual independent audit of accounts and records of the JPA.
5. Officers in Charge of Records, Funds and Accounts. Pursuant to Section 6505.1 of the Act, the Treasurer/Auditor shall have charge of, handle and have access to all accounts, funds and money of the JPA and all records of the JPA relating thereto; and the Secretary shall have charge of, handle and have access to all other records of the JPA.
6. General Counsel. The Board may appoint a General Counsel of the JPA who shall provide legal advice and perform such other duties as may be prescribed by the Board.
7. Other Employees. The Board shall have the power to appoint and employ such other employees, consultants and independent contractors as may be necessary to accomplish the purposes of this Agreement.
8. Assistant Officers. The Board may by resolution appoint such assistants to act in the place of the Secretary or other officers of the JPA (other than any Director) as the Board shall from time to time deem appropriate.



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9. Removal and Reappointment. The Board may remove a Director for cause by a two-third majority vote of Independent Board Directors. Cause must be presented to the Officer and they must have an opportunity to respond prior to a motion for removal being made or considered.
10. Nothing in this paragraph, however, shall authorize the Board to dismiss a Director or alternate from their seat on the Board, with the exception of the At-Large Director and alternate. Only the appointing jurisdiction may do so.

ARTICLE IV: MEETINGS

- a. Regular Meetings. Regular meetings of the JPA Board shall take place on a monthly basis on the fourth Thursday of each month at 10:00 am at the Fairfield Community Center unless otherwise noted in the public posting. 72-hours advance notice of meetings of the Board shall be given to the Directors and the public per all Brown Act regulations.
- b. Special Meetings. Special meetings of the Board may be called in accordance with the provisions of Section 54956 of the California Government Code: they may be called upon 24 hours' notice by the Chair of the Board or by a majority of the Directors; the call for a special meeting shall specify the time and place within the County where the meeting will take place; and no other business shall be considered at a special meeting except that for which the meeting was called and that which appears on the agenda.
- c. Public Meetings. All meetings of the Board and its standing Committees, including, without limitation, regular, adjourned regular and special meetings, shall be called, noticed, held and conducted in accordance with the Brown Act, Government Code section 54950, et sec., and shall be open to the public. All regular meetings of the Board shall be held upon at least 72-hours public notice which shall specify the date, time and place of the meeting. Meeting notice shall be posted at least 72 hours in advance. Written minutes of each meeting shall be taken and shall be public documents. Copies of minutes shall be sent to Directors and posted/made publicly available. Closed sessions shall be held in compliance with the Brown Act.
- d. Meeting Materials. All materials for Board members shall be delivered to members, to be received at least 72 hours prior to the meeting. The materials shall always include the agenda that was posted and available to the public at least 72 hours before the meeting.
- e. Roberts' Rules. The general procedure meetings shall be governed by Roberts' Rules of Order, Revised Edition.



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- f. **Quorum.** A majority of the Board must be present to constitute a quorum for purposes of convening a meeting and transacting the business of the JPA. If a quorum is not present when the meeting is scheduled to commence, a majority of the Board present may cancel the meeting, delay its commencement or meet as a Committee of the Board for the purpose solely of discussion of issues. Because all locations at which any Board Director attends the meeting must be publicized in advance, Board Directors generally cannot attend the meeting remotely. However, if a Board Director provides suitable advance public notice of and access to the location from which they will dial into the meeting, then a remote attendee shall be counted toward quorum.
- g. **Voting.** Voting upon any question shall be by voice vote or by show of hands of the Board. Unless otherwise specified herein, a simple majority vote of non-conflicted Board members is needed to pass a resolution or conduct other Board business.

In the event that less than three Board Directors are Independent and are available to vote on a resolution, or in other situations at the discretion of the JPA, the issue will be assigned to a Committee of Independent community members for a vote. The JPA staff will be responsible for assembling the Independent Committee, which must include at least four (4) members. The Committee's decision is final.

If a Director abstains on any vote, the abstention shall be reflected in the minutes of the meeting. All votes and abstentions must be accurately reflected in the minutes. Because all locations at which any Board Director attends the meeting must be publicized in advance, Board Directors generally cannot cast a vote remotely. However, if a Board Director provides suitable advance public notice of and access to the location from which they will be voting, then a remote attendee's vote shall be counted and recorded.

- h. **Interruption of Meetings.** If a meeting is interrupted by the willful and disruptive behavior of any individual or group of persons so as to render orderly conduct of the meeting unfeasible, the Chair may order removal of the disorderly persons or may order the meeting room cleared and may continue the meeting after order is restored.
- i. **Changed Location of Meetings.** The Board may meet at locations within the County other than its regular meeting place if doing so would assist the Board in performing its duties and it is otherwise in the JPA's best interest; however, the location of the meeting must be posted per Brown Act regulations and Directors must be notified.
- j. **Meeting Cancellation.** A notice of cancellation of a regular meeting shall be given to Directors by phone, fax, first class mail or email and posted in a location open and accessible to the public at least 24 hours before the meeting was scheduled to commence.



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- k. **Public Comment.** On any matter included in the agenda for action by the Board, members of the public shall be allowed to address the Board before action is taken. On any matter not listed on the agenda put within the jurisdiction of the Board, members of the public may address the Board during the public comment period.
- The Chair may limit the time allowed for comment from members of the public before action is taken on an agenda item to 3 (three) minutes per speaker. These limits may be waived by the Chair or by majority vote of the Board.

ARTICLE V: AGENDAS

- a. **Legal Requirements.** The Brown Act requires that the agenda for each meeting be posted in places accessible to the public at least 72 hours prior to the meeting and that action may be taken only on posted agenda items. Action items may be added to the agenda after posting only in the following instances:
1. When a majority of the JPA members decide that there is an emergency situation, which requires prompt action due to actual or threatened disruption of public facilities;
 2. When two-thirds of the members present (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action “came to the attention of the local agency subsequent to the agenda being posted.” This exception requires a degree of urgency. Further, an item cannot be considered under this provision if the legislative body or the staff knew about the need to take immediate action before the agenda was posted. A new need does not arise because staff forgot to put an item on the agenda or because an applicant missed a deadline; or
 3. When an item appeared on the agenda of, and was continued from, a meeting held not more than five days earlier.
- b. **Agenda Format.** Each agenda shall include the type of meeting (regular or special), date, time and place of meeting, items to be considered with a brief general description of the item of business to be considered.
1. Call to Order
 2. Roll Call: The agenda shall state the current number of Directors necessary to form a quorum.



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3. Presentations
4. General Public Comment: Each agenda shall include an item for any member of the public to comment on any matter within the jurisdiction of the Board.
5. Additions or Deletions from the Agenda
6. Approval of the Agenda
7. Consent Calendar: Each regular meeting agenda shall include the approval of the previous regular meeting's minutes, as well as any special meetings that occurred in the interim.
8. Old Business & Standing Agenda Items: If an agenda item is not covered sufficiently during the allotted time, it may be scheduled under Old Business at a designated future meeting.
 - A. Standing Reports may be made as necessary.
 - B. Report of the Chair/Executive Director of the Board on items of interest to the Board.
 - C. Report of the Secretary on items of interest to the Board.
 - D. Report of the Treasurer-Auditor on items of interest to the Board.
 - E. Committee Reports on items of interest to the Board.
9. New Business: If a new item of business requires the attention of the Board and it does not fall within any of the standing reports, it may be scheduled under new business.
10. Staff Report: If the Board has requested information from the Staff and it does not fall under another agenda item, it may be scheduled under staff report.
11. Comments from Board Members
12. Adjournment



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ARTICLE VI: RELATIONSHIP TO TRIPARTITE ADVISORY BOARD

The JPA receives advice and counsel from the Tripartite Advisory Board as the Community Action Agency for purposes of the Community Service Block Grant program and reports to the Tripartite Advisory Board on outcomes and performance. From time to time, the JPA Board will be called upon to appoint individuals to the Tripartite Advisory Board. The appointment of those individuals shall be pursuant to the following:

a. Low Income Representation

- The JPA Board shall designate the Continuum of Care, composed predominately of and representing low-income people in the service area, to elect members from within their group to the Tripartite Advisory Board or if necessary, will choose someone from among their elected officers/board members to serve on the Tripartite Advisory Board.

b. Private Sector Representation

- The JPA Board shall select individuals who are officials or members of business, industry, labor, religious, law enforcement, education, or other major groups and interest in the community served to serve as Private Board Members for the Tripartite Advisory Board.

c. Public Sector Representation

- The JPA Board shall select elected public officials, holding office on the date of selection, or their representatives, except that if the number of such elected officials reasonably available and willing to serve on the board is less than one-third of the membership of the board, appointive public officials or their representatives may be counted in meeting the one third requirement.

ARTICLE VII: FIVE-YEAR REGIONAL STRATEGIC PLAN

On March 17, 2017, the JPA Board voted to approve “Neighbors Helping Neighbors: Forward Together” (“Neighbors Helping Neighbors”), Housing First Solano’s five-year regional strategic plan to respond to homelessness in Solano County. An action-oriented implementation plan has been created based on the Neighbors Helping Neighbors plan and has been updated annually with progress made towards reaching the Plan goals. Neighbors Helping Neighbors Plan and updates can be found on the JPA website at www.capsolanojpa.org.

The annual implementation plan shall include:



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1. The activities to be accomplished to move the plan strategies forward (including an identification of which strategy/goal each activity is intended to support);
2. The parties (individuals or organizations) responsible for each activity;
3. The deadline for completion of each activity;
4. A measurement or metric to determine whether/when each activity is accomplished; and
5. To the extent possible, what necessary future activities will be possible once those included are accomplished.

The JPA may designate funding and a strategic planning committee to carry out the strategic planning and implementation of the goals and activities related to addressing homelessness in Solano County. Annual updates on the implementation of the goal plans shall be provided to the JPA Board and TAB.

The JPA shall invite representatives from the following groups to participate in strategic planning and implementation efforts:

1. Tripartite Advisory Board
2. Business community;
3. Faith-based organizations;
4. Formerly homeless individuals and/or people currently experiencing homelessness in Solano County;
5. Healthcare providers;
6. Housing and supportive service providers, including those currently involved in the Continuum of Care, as well as those who are not;
7. Jurisdictions;
8. Law enforcement / criminal justice;
9. Mental health and substance abuse treatment and service providers;
10. Property owners, landlords;
11. Providers with specific experience working with priority subpopulations: Youth, Families and Children, Older Adults and Seniors, Veterans, Chronically Homeless;
12. Public Housing Authorities;
13. School system / Dept. of Education;
14. Workforce development.



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ARTICLE VIII: CONFLICTS OF INTEREST

- a. Directors are subject to the conflict of interest laws and regulations under 2 CFR 200.317; 2 CFR 200.318; 24 CFR 578.95(a); the California Political Reform Act, Government Code sections 81999 et seq.; California Government Code sections 1090 et seq., the common law prohibition against bias, or any applicable conflict policy for the County of Solano.
- b. The JPA also has adopted a Conflict of Interest Code as required by the laws of the State of California. This code is incorporated herein by this reference. If any member of the Board believes he or she may have a conflict of interest on a matter, he or she must seek advice of the City Attorney or County Counsel before voting on such matter.
- c. The Board shall apply a reasonableness standard in determining whether a conflict exists. If a Director has a conflict of interest, he or she shall declare the conflict on the record, refrain from discussing the issue with the Board, and recuse him or herself from voting on the matter.
- d. Each director shall file a Form 700 Statement of Economic Interests annually with the County in accordance with statutory deadlines.
- e. Each member of the Board is required to review and sign the conflict of interest form, which will be updated and provided to the Board by staff on an annual basis.

ARTICLE IX: MAINTENANCE OF RECORDS

Files containing Board minutes, correspondence, documents and records shall be maintained in accordance with the following records schedule:

- a. Financial records, supporting documents, statistical records, and all other records pertinent to a CSBG award shall be retained for a period of five years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by the Federal awarding agency.
- b. The JPA Board shall retain documentation of Continuum of Care program compliance with environmental review requirements established under 24 CFR part 50. The JPA Board shall supply all available, relevant information necessary for HUD to perform, for each property, any environmental review required by 24 CFR



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part 50. The JPA Board shall carry out mitigating measures required by HUD or select an alternate eligible property. Such documentation shall confirm that the JPA Board is not operating any Continuum of Care program under which it, its project partners, and their contractors acquires, rehabilitates, converts, leases, repairs, disposes of, demolishes, or constructs property, or commits or expends HUD or local funds for such eligible activities under this part, until HUD has performed an environmental review under 24 CFR part 50 and the JPA Board has received HUD approval of the property.

- c. The JPA shall establish and maintain standard operating procedures for ensuring that Continuum of Care program funds are used in accordance with the requirements of 24 CFR 578.103 and shall establish and maintain sufficient records to enable HUD to determine whether it is meeting the requirements of this part, 24 CFR 578.103 as applicable.
- d. The JPA shall document the types of supportive services provided under any Federal grant program and the amounts spent on those services. The JPA Board shall review these records annually and adjust any service packages offered to program participants as necessary.
- e. In its role as the Collaborative Applicant to the Housing First Solano Continuum of Care, the JPA shall retain, for a period of five calendar years, the following documentation related to establishing and operating a Continuum of Care:
 1. Evidence that the Housing First Solano Continuum of Care Board meets the requirements of 24 CFR 578.5(b);
 2. Evidence that the Housing First Solano Continuum of Care has been established and operated as set forth in 24 CFR 578.103(b), including published agendas and meeting minutes, an approved Governance Charter that is reviewed and updated annually, a written process for selecting a board that is reviewed and updated at least once every five years, evidence required for designating a single HMIS for the Continuum, and monitoring reports of recipients and subrecipients; and
 3. Evidence that the Housing First Solano Continuum of Care has prepared the application for funds as set forth in 24 CFR §578.9, including the designation of the eligible applicant to be the collaborative applicant.



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- f. If any litigation, claim, or audit is started before the expiration of the five-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
- g. All documents, correspondences, minutes and records are made available to Board members and a website is maintained to readily make documents available to members of the public.

ARTICLE X: FINANCIAL MANAGEMENT SYSTEM

The JPA shall establish policies and procedures governing its financial management system. The policies and procedures for the JPA's financial management system shall be consistent with Subpart E—Cost Principles of 2 CFR 200.302 regarding financial management; 2 CFR 200.305 with regards to payment; 2 CFR 200.328 regarding monitoring and reporting program performance; 2 CFR 200.333 regarding retention requirements for records; 2 CFR 200.334 regarding requests for transfer of records; 2 CFR 200.335 regarding methods for collection, transmission and storage of information; 2 CFR 200.336 regarding access to records; and 2 CFR 200.337 regarding reporting requirements and restrictions on public access to records). The system similarly shall be compliant with 2 CFR 200.450 with regards to lobbying.

ARTICLE XI: INTERNAL CONTROLS

The JPA Board shall:

- a. Establish and maintain effective internal controls over all Federal awards that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls shall follow guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- b. Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.



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- c. Evaluate and monitor the JPA's compliance with statutes, regulations and the terms and conditions of Federal awards.
- d. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

ARTICLE XII: JPA/COC GRIEVANCE POLICY

The JPA has adopted a participant grievance policy that applies to all participants in programs funded by the Community Action Partnership Solano Joint Powers Authority (CAP Solano JPA) and/or receiving any funding through the Housing First Solano Continuum of Care (HFS CoC). The policy provides participants with the right to grieve any situation where they are denied services/discharged by a JPA or CoC-funded program, whether that denial is due to rule violations, non-compliance with program requirements, or not meeting eligibility requirements. The goal of this policy is to provide program participants and service providers with a fair and equitable process. See the full [Grievance Policy here](#).

Grievance Advisory Committee. The Grievance Advisory Committee (GAC) is a joint committee of the CAP Solano JPA and Housing First Solano CoC. It shall have representation from the JPA and CoC Boards, the CAP Solano JPA Tripartite Advisory Board, and shall include service providers and people with lived experiences of homelessness. This committee shall have authority to oversee the grievance process and make recommendations for improvements to the CoC and JPA Boards. The GAC may also review grievance-related policies and operations of JPA or CoC-funded programs and, where appropriate, make recommendations for improvement to the CAP Solano JPA. The GAC will hold public meetings with full transparency and will identify a Chair or Co-chairs who will coordinate and lead committee meetings and identify panelists for grievance panels. [Applications](#) to the GAC from HFS CoC members will be reviewed and voted on for approval by the CoC Board. Applications from community members who do not serve on any of the aforementioned boards or are not current members of the CoC will be reviewed and voted on for approval by both the JPA and CoC Boards. A new call for applicants will be released when necessary, to ensure GAC members represent all aforementioned interests and the committee is comprised of at least 10 members. For more information see the [CAP Solano JPA and Housing First Solano CoC Grievance Policy](#).



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ARTICLE XIII: PROCUREMENT

The JPA shall establish procurement procedures which reflect applicable [State](#), local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 2 CFR 200.318 and 2 CFR 200.319.

ARTICLE XIV: HMIS LEAD

In its role as HMIS Lead to the Housing First Solano Continuum of Care, the JPA shall comply with the Housing First Solano Continuum of Care HMIS Policies and Procedures Manual.

ARTICLE XV: SUBRECIPIENT MONITORING

Pursuant to 24 CFR 578.23(c)(ii), the JPA Board shall monitor subrecipients at least annually. The JPA Board shall follow the monitoring policies and procedures outlined in CPD Monitoring Handbook 6509.2 and any of its future revisions.

ARTICLE XVI: DRUG FREE WORKPLACE

The JPA shall operate in accordance with the [Drug-Free Workplace Act](#) of 1988 ([41 U.S.C. 701, et seq.](#)) and [HUD's](#) implementing regulations at [2 CFR part 2429](#), and [any amendments to those provisions hereafter](#).

ARTICLE XVII: SEPARABILITY

If any section, subsection, paragraph or phrase of these bylaws is for any reason held to be illegal or unconstitutional, such decision shall not affect the validity of the remaining portion of the bylaws.

ARTICLE XVIII: LIABILITY

Each officer shall be covered by their respective jurisdictions and the JPA shall carry general liability insurance for liability incurred by the JPA as an entity only and not for any acts committed by individual JPA officers.

ARTICLE XIX: AMENDMENTS



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

BYLAWS

Proposed bylaw amendments shall be presented at a regular meeting of the Board and voted on at the next regular meeting. These bylaws thereto may be amended only at a meeting with a quorum present, by a two-thirds majority vote of the Board members present.

In the event of an emergency, such as when bylaw amendments are required in order to meet the deadline for a grant application, the Board may vote to approve bylaw amendments upon 72-hours' notice to the public.

Adopted: May 25, 2017; updated June 2021.

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RESOLUTION NO. 99-215

RESOLUTION DE-DESIGNATING THE COUNTY OF SOLANO
AS THE COMMUNITY ACTION AGENCY AND DESIGNATING
THE SOLANO SAFETYNET CONSORTIUM AS THE
COMMUNITY ACTION AGENCY FOR SOLANO COUNTY

WHEREAS, Solano County designated itself as the Community Action Agency in 1995, after the closure of Solano Economic Opportunity Council, and

WHEREAS, there continues to be an absence of qualified private non-profit organizations in Solano County to designate as the Community Action Agency, and

WHEREAS, the cities of Solano County recognize a need to coordinate with the county on the provision of safety net services to all residents of Solano County, and

WHEREAS, the county and certain cities have joined together in a joint powers authority, named the Solano Safety Net Consortium, for the purpose of coordinating and providing safety net services to the residents of Solano County, and

WHEREAS, the Board of Supervisors of Solano County believes that the Solano Safety Net Consortium is better qualified to act as the Community Action Agency for Solano County than the county acting alone,

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Solano that Solano County de-designates the County of Solano as the Community Action Agency;

BE IT FURTHER RESOLVED that the Board of Supervisors of the County of Solano that Solano County hereby designates the Solano Safety Net Consortium as the Community Action Agency for Solano County, and directs staff to do all things necessary to obtain approval of such designation from appropriate state and federal agencies;

BE IT FURTHER RESOLVED that upon approval of the designation of the Solano Safety Net Consortium as the Community Action Agency for Solano County, all existing programs of the Community Action Agency and all assets attributable to the Community Action Agency shall be forthwith transferred to the Solano Safety Net Consortium.

On motion of Supervisor Kondylis, and second of Supervisor Carroll, the Solano County Board of Supervisors adopted this resolution on September 14, 1999, by the following vote:

AYES: Supervisors Carroll, Kondylis, Kromm, Thomson and Chairman Silva

NOES: None

ABSENT: None

ABSTAINED: None


JOHN F. SILVA
CHAIRMAN, BOARD OF SUPERVISORS

ATTEST:

Michael D. Johnson,
Clerk of the Board of Supervisors

By: Myna Chirila, deputy
Deputy



CITY OF FAIRFIELD

Founded 1856

Item 12
Attachment 3

Received

Incorporated December 12, 1903

OCT 07 1999

Solano Cty. CAO

COUNCIL

Mayor
George Pettygrove
707.428.7395

Vice Mayor
Noreen O'Regan
707.429.6298

Councilmembers
707.429.6298

Steve Lessler

Karin MacMillan

Harry T. Price

...

City Manager
Kevin O'Rourke
707.428.7400

...

City Attorney
Greg Stepanicich
707.428.7419

...

City Clerk
Bess Day
707.429.6296

...

City Treasurer
Oscar G. Reyes, Jr.
707.428.7497

DEPARTMENTS

Community Services
707.428.7465

...

Finance
707.428.7496

...

Fire
707.428.7375

...

Human Resources
707.428.7394

...

Planning &
Development
707.428.7461

...

Police
707.428.7551

...

Public Works
707.428.7485

October 4, 1999

Mr. Michael Johnson, County Administrator
Solano County
580 Texas Street
Fairfield, CA 94533

Dear Mike:

Darby Hayes advised me to send to you the final version of the JPA Agreement for safety net services that the Board of Supervisors recently approved. This version incorporates the changes made by the Board of Supervisors when they took action on the agreement at their September 14 meeting. The changes have been coordinated with Darby and the County Counsel's office.

Darby asked me to send you the agreement so that John Silva could sign it on behalf of the Board. After obtaining his signature, please return a copy of the agreement to me at your earliest convenience. I will then send the agreement to all cities in the County for action. The agreement will be agendaized for action in Fairfield for the October 19 City Council meeting.

Thank you for your assistance on this matter. Please contact me if you have any questions.

Sincerely,

John M. De Lorenzo
Community Services Director

cc. Darby Hayes

Enclosure

JOINT EXERCISE OF POWERS AGREEMENT

SOLANO SAFETY NET CONSORTIUM

This Joint Exercise of Powers Agreement ("Agreement"), dated for reference July, 1999, is by and among the cities of Fairfield, California, Vacaville, California, Vallejo, California, Suisun City, California, Rio Vista, California, Benicia, California, Dixon, California (the "Cities") and the County of Solano (the "County"), (collectively, the "Agencies" and "parties" to this Agreement). Each of the Cities is a municipal corporation duly organized and existing under the laws of the State of California and the County is a political subdivision of the State of California. The addresses of the principal business office of the Agencies are as follows:

City of Fairfield
1000 Webster Street
Fairfield, California 94533

City of Vacaville
650 Merchant Street
Vacaville, California 95688

City of Vallejo
555 Santa Clara Street
Vallejo, California 94590-5934

City of Suisun City
701 Civic Center Boulevard
Suisun City, California 94585

City of Rio Vista
One Main Street
Rio Vista, California 94571

City of Benicia
250 East "L" Street
Benicia, California 94510

City of Dixon
600 East "A" Street
Dixon, California 95620

County of Solano
580 Texas Street
Fairfield, California 94533-6378

This Agreement is made pursuant to the Joint Exercise of Powers Law (Articles 1 through 4 [commencing with Section 6500] of Chapter 5, Division 7, Title 1 of the California Government Code, as now or hereafter amended, hereinafter the ("Act")).

PREAMBLE

WHEREAS, each of the Agencies is authorized by law to provide homeless and safety net services; and

WHEREAS, each of the Agencies has determined that there is a need to coordinate the provision of homeless and safety net services on a county-wide basis; and

WHEREAS, each of the Agencies has determined that the creation of a Joint Powers Agency (JPA) is the best organizational approach for coordinating the provision of homeless and safety net services; and

WHEREAS, each of the Agencies has determined that the creation of a Joint Powers Agency (JPA) to acquire, own and use property necessary to the provision of homeless and safety net services will enable the Agencies to realize significant cost savings and administrative efficiencies in acquiring and using such property; and

WHEREAS, agencies created pursuant to the Act are authorized by the Act to finance, acquire and own public capital improvements and to convey such public capital improvements to any of its members;

NOW, THEREFORE and in consideration of the foregoing and of the mutual covenants and promises herein set forth, the Agencies agree as follows:

ARTICLE I

PURPOSE AND ADMINISTRATION

(1) Purpose. The purpose of this Agreement is to create a public entity to provide oversight and coordination of homeless and safety net services to the residents of the Agencies; to serve as the conduit for safety net funding support; to administer such funds and make grants available to other non-profit entities for services to the homeless; to set policy and be the central agency for the oversight and technical assistance for the operation of homeless shelters, transitional housing, homeless assistance centers, community action councils and other safety net services; and to undertake such other programs as the Board of Directors may authorize.

(2) Creation of Consortium. Pursuant to the Act, there is hereby created a public entity to be known as the "Solano Safety Net Consortium" ("Consortium"). The Consortium shall be a public entity separate and apart from each of the Agencies, and shall administer this Agreement.

(3) Board.

- (a) Created. The Consortium shall be administered by a Board of Directors (the "Board"). The Board shall be called the "Board of Directors of the Solano Safety Net Consortium." All voting power of the Consortium shall reside in the Board.
- (b) Directors. The legislative bodies of each of the Agencies shall appoint one Director and one alternate.
- (c) At-Large Director. The Board of Directors may, by resolution, appoint an additional Director and alternate. The Board may wish to appoint an at-large Director and alternate if there are an even number of Directors.
- (d) Terms; Vacancies. Each Director and alternate shall serve a two-year term commencing on July 1st and ending on June 30th of the second following year and each Director and alternate shall serve at the pleasure of the body that appointed them. Vacancies during a term and following expiration of the term of any Director or alternate shall be filled in the same manner as the original appointments.
- (e) Compensation; Expenses. Directors and alternates shall not receive compensation for service on the Board but shall receive reimbursement for necessary expenses, including travel incurred in connection with his or her services as a Director or alternate, with prior approval and pursuant to resolution of the Board.

(4) Meetings of the Board.

- (a) Regular Meetings. Regular meetings of the Board shall be held on the first Monday of every month with the exception of legal holidays, or at such other time as the Board may fix by resolution from time to time. No notice of any regular meeting of the Board need be given to the Directors.

- (b) Special Meetings. Special meetings of the Board may be called in accordance with the provisions of Section 54956 of the California Government Code.
- (c) Call, Notice and Conduct of Meetings. All meetings of the Board, including, without limitation, regular, adjourned regular and special meetings, shall be called, noticed, held and conducted in accordance with the provisions of Sections 54950 et seq. of the California Government Code.
- (5) Minutes. The Secretary (as defined in Article II, Paragraph (3) hereof) shall cause to be kept minutes of the meetings of the Board, and shall, as soon as possible after each meeting, cause a copy of the minutes to be forwarded to each Director and alternate and to each of the Agencies.
- (6) Voting. Each Director and each alternate shall have one vote. Said vote can only be exercised by the Director or alternate in attendance at the meeting and no alternate may vote if the Director for whom that alternate was appointed is in attendance at the time the vote is to be cast. In no event shall any Agency have more than one vote. Should any party elect to withdraw from the Consortium, such party shall no longer have a vote in any Consortium policy matter.
- (7) Quorum. A majority of the Board shall constitute a quorum for the transaction of business, except that less than a quorum may adjourn meetings of the Board.
- (8) By-laws. The Board may adopt by-laws, rules and regulations for the conduct of its meetings or as are necessary for the purposes hereof.
- (9) Fiscal Year. The fiscal year of the Consortium shall be from July 1 of one year to June 30 of the following year, or any other twelve-month period hereafter designated by the Directors.
- (10) Executive Advisory Committee. The Consortium may establish the Executive Advisory Committee (the "Committee") of the Solano Safety Net Consortium. The Board shall appoint the members of the Committee and shall fill all vacancies on the Committee and shall establish procedures and regulations for the function of the Committee as the Board deems appropriate. The Committee shall perform such duties as are delegated by the Board.

- (11) Personnel. The Board shall be responsible for the regulation of all personnel activities, including but not limited to the selection , recruitment, discipline, and discharge of any Consortium staff. The Board may designate the Executive Director or another person to exercise the authority of the Board to perform any or all of the duties of this Section (11) and to take such action as is necessary and appropriate with regard to those duties.

ARTICLE II

OFFICERS AND EMPLOYEES

- (1) Chairman. The Consortium shall have a Chairman who shall be a Director and who shall be selected as Chairman by the Board and who shall perform the duties normal to said office. The Chairman may sign contracts on behalf of the Consortium and shall perform such other duties as may be imposed by the Board.
- (2) Vice-Chairman. The Consortium shall have a Vice-Chairman who shall be a Director and who shall be selected as Vice-Chairman by the Board. In the absence of the Chairman, the Vice-Chairman shall perform the duties of the Chairman and shall perform all duties normal to such office.
- (3) Secretary. The Consortium shall have a Secretary who shall be selected by the Board and shall perform all duties normal to such office.
- (4) Treasurer and Auditor. Pursuant to Sections 6505.5 and 6505.6 of the Act, the treasurer of one of the cities or the county treasurer or a certified public accountant shall be designated by the Board as the Treasurer/Auditor of the Consortium. The Treasurer/Auditor shall be the depository, shall have custody of all of the accounts, funds and money of the Consortium from whatever source, shall have the duties and obligations set forth in Sections 6505 and 6505.5 of the Act and shall assure strict accountability of all funds and reporting of all receipts and disbursements of the Consortium. As provided in Section 6505 and Section 6505.6 of the Act, the Treasurer/Auditor shall make arrangements with a certified public accountant for an annual independent audit of accounts and records of the Consortium.
- (5) Executive Director. The Board may appoint an Executive Director by a majority vote of the whole Board and may delegate authority to the Executive Director to execute

contracts approved by the Board and to perform any duties necessary and appropriate for the day-to-day management and operation of the Consortium.

- (6) Officers in Charge of Records, Funds and Accounts. Pursuant to Section 6505.1 of the Act, the Treasurer/Auditor shall have charge of, handle and have access to all accounts, funds and money of the Consortium and all records of the Consortium relating thereto; and the Secretary shall have charge of, handle and have access to all other records of the Consortium.
- (7) General Counsel. The Board may appoint a General Counsel of the Consortium who shall provide legal advice and perform such other duties as may be prescribed by the Board.
- (8) Other Employees. The Board shall have the power to appoint and employ such other employees, consultants and independent contractors as may be necessary to accomplish the purposes of this Agreement.
- (9) Assistant Officers. The Board may appoint such assistants to act in the place of the Secretary or other officers of the Consortium (other than any Director) as the Board shall from time to time deem appropriate.
- (10) Removal and Reappointment. Unless otherwise expressly stated herein, all officers of the Consortium shall serve at the pleasure of the Board. Nothing in this paragraph, however, shall authorize the Board to appoint or dismiss a Director or alternate with the exception of the At-Large Director and alternate.

ARTICLE III

POWERS

- (1) General Powers. The Consortium shall exercise in the manner herein provided the powers common to each of the Agencies and necessary or appropriate to the accomplishment of the purposes of this Agreement, subject to the restrictions set forth in Paragraph (5) of this Article III.
- (2) Designation as Community Action Agency. Upon approval by the Solano County Board of Supervisors, the Consortium shall be designated as the Community Action Agency (CAA) for Solano County. Such designation shall grant to the Consortium the power to seek grants and funding on a

County-wide basis. Any and all laws, rules and regulations that apply to CAAs shall apply to the Consortium, including, but not limited to, provisions of Government Code Sections 12750 through 12763, and as amended from time to time.

(3) Specific Powers. The Consortium is hereby authorized, in its own name, to do all acts necessary for the exercise of the foregoing powers, including, but not limited to, any or all of the following:

- (a) to provide oversight and coordination of homeless and safety net services to the residents of the Agencies;
- (b) to serve as the conduit for safety net funding support;
- (c) to administer such funds and make grants available to other non-profit entities for services to the homeless;
- (d) to set policy and be the central agency for the oversight and technical assistance for the operation of homeless shelters, transitional housing, homeless assistance centers, community action councils and other safety net services;
- (e) to make and enter into contracts;
- (f) to set measurable goals, performance objectives and standards that must be met and achieved by groups under contract to the Consortium to deliver services to the homeless;
- (g) to employ agents or employees;
- (h) to manage, maintain, or operate any public facility or improvement;
- (i) to sue and be sued;
- (j) to incur debts, liabilities or obligations, provided that no such debt, liability or obligation shall constitute a debt, liability or obligation of any or all of the Agencies;
- (k) to apply for, accept, receive and disburse grants, loans and other aid from any agency of the Federal Government, the State of California, any of the Agencies, or private funding sources;

- (l) to invest any money in the treasury pursuant to Section 6505.5 of the Act that is not required for the immediate necessities of the Consortium, as the Consortium determines is advisable, in the same manner and upon the same conditions as local agencies, pursuant to Section 53601 of the California Government Code;
 - (m) to make and enter into agreements necessary to carry out the purposes of this Agreement;
 - (n) to carry out and enforce all the provisions of this Agreement; and
 - (o) to exercise any and all other powers as may be provided in the Act.
- (4) Restrictions on Exercise of Powers. The powers of the Consortium shall be exercised in the manner prescribed in the Act and shall be subject (in accordance with Section 6509 of the Act) to the restrictions upon the manner of exercising such powers that are imposed upon the Agencies.
- (5) Obligations of Consortium. The debts, liabilities and/or obligations of the Consortium shall not be the debts, liabilities and/or obligations of any or all of the Agencies.

ARTICLE IV

CONTRIBUTION; ACCOUNTS AND REPORTS; FUNDS

- (1) Contributions. Each of the Agencies may, but are not required to:
- (a) make contributions from their treasuries for the purposes set forth herein;
 - (b) make payments of public funds to defray the cost of such purposes;
 - (c) make advances of public funds for such purposes, such advances to be repaid as provided herein; or
 - (d) use its personnel, equipment or property in lieu of other contributions or advances.
- (2) Accounts and Reports. The Treasurer/Auditor shall establish and maintain such funds and accounts as may be required by any applicable laws or regulations or good

accounting practice. The books and records of the Consortium in the hands of the Treasurer/Auditor shall be open to inspection at all reasonable times by representatives of the Agencies. The Treasurer/Auditor, within 120 days after the close of each fiscal year, shall give a complete written report of all financial activities for such fiscal year to the Agencies.

- (3) Funds. Subject to the applicable provisions of any instrument or agreement into which the Consortium may enter, which may provide for a trustee to receive, have custody of and disburse Consortium funds, the Treasurer/Auditor of the Consortium shall receive, have the custody of and disburse Consortium funds in accordance with generally accepted accounting practices, shall approve demands against the Consortium pursuant to Government Code Section 6505.5(e), and shall make the disbursements required by this Agreement or necessary to carry out any of the provisions or purposes of this Agreement.
- (4) Funds to Nonparticipating Agencies. Should any party elect to withdraw from the Consortium or should any Solano County city elect not to join the Consortium, such party's or city's status in future funding cycles for homeless and safety net services will not change as a result of membership or non-membership in the Consortium, with the exception that no such party or city shall receive any additional funds generated by the Consortium.
- (5) Annual Budget and Administrative Expenses. The Board shall adopt a budget for administrative expenses, which shall include all expenses not included in any financing issue of the Consortium, prior to the commencement of each fiscal year.

ARTICLE V

TERM; DISPOSITION OF ASSETS

- (1) Term. This Agreement shall continue in full force and effect until terminated by a unanimous vote of the Board.
- (2) Disposition of Assets. Upon the dissolution of the Consortium, after paying or adequately providing for the debts and obligations of the Consortium, the remaining assets of the Consortium shall be distributed to the parties to this Agreement with the exception of Block Grant funds which shall be transferred to the successor CAA pursuant to the provisions of Article V, Paragraph 6 of this Agreement. If for any reason the parties to this

Agreement are unable or unwilling to accept the assets of the Consortium, said assets shall be distributed to the Federal Government, to the State of California or to any local government for public purposes.

- (3) Terminations. Any Agency may withdraw from its status as a party to this Agreement at the end of any given fiscal year provided that at such time said Agency has either discharged, or arranged for, to the satisfaction of the remaining members of the Board, the discharge of any pending obligation it has assumed hereunder, and further provided that written notice of intention to so withdraw has been served upon the Board and the Clerk of each Agency hereto no later than April 30th preceding the end of the fiscal year.
- (4) Continuation. The inclusion of additional parties to this Agreement or the withdrawal of some, but not all, of the parties to this Agreement shall not be deemed a dissolution of the Consortium nor a termination of this Agreement. The Consortium shall continue to exist and this Agreement shall continue in full force and effect so long as there shall be at least two parties to this Agreement.
- (5) One-Year Review. After the first year of operation of the Consortium, the legislative body of each party to this Agreement shall evaluate the effectiveness of the Consortium and shall determine whether the Consortium should continue to operate. Further, at any time, the Board of Directors may evaluate the effectiveness of the Consortium and shall determine whether the Consortium should continue to operate.
- (6) Community Action Agency. If the Consortium is dissolved, the County of Solano through the County Board of Supervisors shall be designated the CAA.

ARTICLE VI

GENERAL PROVISIONS

- (1) Notices. Any notices required by or given pursuant to this Agreement shall be in writing and shall be delivered to the Clerk of each of the Agencies at the address of the principal business offices of the respective Agencies listed in the introduction of this Agreement or at such other address as any Agency may specify in writing to the Consortium.

- (2) Governing Law. This Agreement shall be deemed to have been made and shall be construed and interpreted in accordance with the laws of the State of California.
- (3) Headings. The article and paragraph headings contained in this Agreement are for the convenience of reference only and are not intended to define, limit or describe the scope of any provision of this Agreement.
- (4) Consent. Whenever any consent or approval is required by this Agreement, such consent or approval shall not be unreasonably withheld.
- (5) Amendment. This Agreement may be amended at any time, or from time to time, except as limited by contract with the owners of bonds issued by the Consortium or certificates of participation regarding payments to be made by the Consortium or the Agencies or by applicable regulations or laws of any jurisdiction having authority, by one or more supplemental agreements executed by all of the parties to this Agreement either as required to carry out any of the provisions of this Agreement or for any other purpose.
- (6) Enforcement by Consortium. The Consortium is hereby authorized to take any or all legal or equitable actions, including, but not limited to, injunction and specific performance, necessary or permitted by law to enforce this Agreement.
- (7) Severability. Should any part, term or provision of this Agreement be decided by any court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or otherwise be rendered unenforceable or ineffectual, the validity of the remaining parts, terms, or provisions of this Agreement shall not be affected thereby.
- (8) Successors. This Agreement shall be binding upon and shall inure to the benefit of the successors of the Agencies, respectively. None of the Agencies may assign any right or obligation hereunder without the written consent of the other Agencies.
- (9) New Parties. Upon approval by the Board additional public agencies may become parties to this Agreement.
- (10) Execution in Counterparts. This Agreement may be executed on behalf of the respective Agencies in one or more counterparts all of which collectively shall constitute one document and agreement.

(11) Effective Date. This Agreement shall take effect upon execution by at least two of the listed Agencies.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized on the day and year set above each of the parties.

Dated: _____

ATTEST

CITY OF FAIRFIELD

City Clerk

Mayor

Dated: _____

ATTEST

CITY OF VACAVILLE

City Clerk

Mayor

Dated: _____

ATTEST

CITY OF VALLEJO

City Clerk

Mayor

Dated: _____

ATTEST

CITY OF SUISUN CITY

City Clerk

Mayor

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Dated: _____

ATTEST

CITY OF SUISUN CITY

City Clerk

Mayor

Dated: _____

ATTEST

CITY OF RIO VISTA

City Clerk

Mayor

Dated: _____

ATTEST

CITY OF BENICIA

City Clerk

Mayor

Dated: _____

ATTEST

CITY OF DIXON

City Clerk

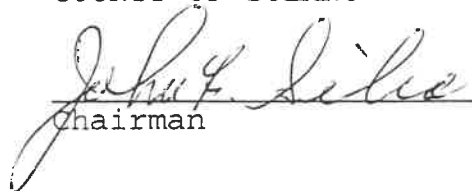
Mayor

Dated: _____

ATTEST

COUNTY OF SOLANO

County Clerk


Chairman

jpa 9/29/99

AGENDA TRANSMITTAL

MEETING DATE: March 15, 2022

CITY AGENDA ITEM: Council Adoption of Resolution No. 2022-____: Resolution of support for designation of the Wednesday Club of Suisun on the National Register of Historic Places

FISCAL IMPACT: There would be a no fiscal impact to the City.

STRATEGIC PLAN: Provide Good Governance.

STAFF REPORT: The State Office of Historic Preservation has notified the Mayor that the Wednesday Club of Suisun, located at 225 Sacramento Street, has been nominated for consideration by the State Historical Resources Commission (SHRC) for inclusion in the National Register of Historic Places at their next meeting. An excerpt of the nomination application states the following:

“Wednesday Club of Suisun is eligible for the National Register of Historic Places under Criterion A in the area of Social History, at the local level of significance, for its role in early 20th century women’s clubs and civic improvement in the community of Suisun, and under Criterion C as locally significant example of the work of master architect William Henry Crim, Junior.”

The SHRC meets quarterly and their next meeting is on Friday, April 29, 2022. The State Historic Preservation Officer has requested that any local government comments regarding the National Register eligibility of this property be received at least fifteen days prior to the quarterly meeting.

STAFF RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2022-____: Resolution of support for designation of the Wednesday Club of Suisun on the National Register of Historic Places

ATTACHMENTS:

1. Resolution No. 2022-____: Resolution of support for designation of the Wednesday Club of Suisun on the National Register of Historic Places
2. Letter from State Office of Historic Preservation, including Meeting Notice and Nomination form.

PREPARED BY:

Greg Folsom, City Manager

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RESOLUTION NO. 2022-

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
SUPPORTING THE DESIGNATION OF THE WEDNESDAY CLUB OF SUISUN ON
THE NATIONAL REGISTER OF HISTORIC PLACES**

WHEREAS, the Wednesday Club of Suisun was designed by San Francisco-based master architect William Henry Crim, Jr. and constructed in 1925; and

WHEREAS, the Wednesday Club of Suisun was built as the meeting place for a group of civic-minded women dedicated to community improvement; and

WHEREAS, the architecture of the building contribute to the aptness of the building for its intended purpose as the focus for community events, social gatherings, and lectures; and

WHEREAS, the building is well-maintained and in excellent condition and retains its original site, setting and design; and

WHEREAS, the Wednesday Club maintains the feeling and association and has functioned continuously in the same capacity for which it was built nearly a century ago; and

WHEREAS, the Wednesday Club possesses all seven aspects of historic integrity identified by the National Park Service: location, design, setting, materials, workmanship, feeling, and association.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Suisun City, California, that the City Manager shall provide this Resolution, along with a cover letter, supporting the designation of the Wednesday Club of Suisun on the National Register of Historic Places.

PASSED AND ADOPTED at the Regular Meeting of the City Council of the City of Suisun City duly held on March 15, 2022, 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 15th day of March 2022.

Anita Skinner
City Clerk

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**DEPARTMENT OF PARKS AND RECREATION
OFFICE OF HISTORIC PRESERVATION**

Julianne Polanco, State Historic Preservation Officer

1725 23rd Street, Suite 100, Sacramento, CA 95816-7100

Telephone: (916) 445-7000

FAX: (916) 445-7053

calshpo.ohp@parks.ca.gov

www.ohp.parks.ca.gov

February 23, 2022

The Honorable Mayor Lori D. Wilson
Suisun City Hall
701 Civic Center Boulevard
Suisun City, California 94585

RE: National Register of Historic Places for Wednesday Club of Suisun

Dear Mayor Wilson:

The State Historical Resources Commission (SHRC) at its next meeting intends to consider and take action on the nomination of the above-named property to the National Register of Historic Places (National Register). Details on that meeting are on the enclosed notice. The National Register is the federal government's official list of historic buildings and other cultural resources worthy of preservation. Listing in the National Register provides recognition and assists in preserving California's cultural heritage. If the item is removed from the scheduled agenda, you will be notified by mail. Local government comments regarding the national Register eligibility of this property are welcomed. Letters should be sent to California State Parks, Attn: Office of Historic Preservation, Julianne Polanco, State Historic Preservation Officer, 1725 23rd Street, Suite 100, Sacramento, California 95816. So that the SHRC will have adequate time to consider them, it is requested, but not required, that written comments be received by the Office of Historic Preservation fifteen (15) days before the SHRC meeting. Interested parties are encouraged to attend the SHRC meeting and present oral testimony.

As of January 1, 1993, all National Register properties are automatically included in the California Register of Historical Resources (California Register) and afforded consideration in accordance with state and local environmental review procedures.

A copy of the nomination has been included for your review. Supplemental information on the National register and the California Register programs is available on our website at the following address: <http://ohp.parks.ca.gov>. The federal requirements covering the National Register program are to be found in the National Preservation Act of 1966, as amended, and in Federal Regulations 36 CFR Part 60. State law regarding the California Register is in the Public Resources Code, Section 5024. Should you have questions regarding this nomination, please contact the Registration Unit at (916) 445-7004.

Sincerely,

Julianne Polanco
State Historic Preservation Officer

Enclosures: Nomination, Meeting Notice

NR_Local City Notice_Final



**DEPARTMENT OF PARKS AND RECREATION
OFFICE OF HISTORIC PRESERVATION
STATE HISTORICAL RESOURCES COMMISSION**

Julianne Polanco, State Historic Preservation Officer
1725 23rd Street, Suite 100, Sacramento, CA 95816-7100
Telephone: (916) 445-7000 FAX: (916) 445-7053
calshpo.ohp@parks.ca.gov www.ohp.parks.ca.gov

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MEETING NOTICE

Pursuant to Executive Order N-29-20, board members/commissioners of a state body may participate in public meetings remotely. The public may observe, provide public comment during the public comment periods, and otherwise observe remotely in accordance with Bagley-Keene Open Meeting Act.

FOR: State Historical Resources Commission Quarterly Meeting

DATE: Friday, April 29, 2022

TIME: 9:00 A.M.

PLACE: California Natural Resources Headquarters Building
Auditorium
715 P Street
Sacramento, California 95814

If you are in need of special accommodations pursuant to the Americans with Disabilities Act, please call Twila Willis-Hunter at (916) 445-7052. Questions regarding the meeting should be directed to the Registration Unit (916) 445-7008. In accordance with the *Bagley-Keene Open Meeting Act* an agenda for this meeting will be published on the Office of Historic Preservation website no later than April 18, 2022.

United States Department of the Interior
National Park Service

Item 13
Attachment 2

National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in National Register Bulletin, *How to Complete the National Register of Historic Places Registration Form*. If any item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions.

1. Name of Property

Historic name: Wednesday Club of Suisun DRAFT

Other names/site number: _____

Name of related multiple property listing: N/A

(Enter "N/A" if property is not part of a multiple property listing)

2. Location

Street & number: 225 Sacramento St.

City or town: Suisun State: CA County: Solano Zip: 94585

Not For Publication: N/A Vicinity: N/A

3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended,

I hereby certify that this ___ nomination ___ request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60.

In my opinion, the property ___ meets ___ does not meet the National Register Criteria. I recommend that this property be considered significant at the following level(s) of significance:

___ national ___ statewide ___ local

Applicable National Register Criteria:

___ A ___ B ___ C ___ D

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4. National Park Service Certification

I hereby certify that this property is:

- ☐ entered in the National Register
☐ determined eligible for the National Register
☐ determined not eligible for the National Register
☐ removed from the National Register
☐ other (explain:) _____

Signature of the Keeper

Date of Action

5. Classification

Ownership of Property

(Check as many boxes as apply.)

- Private: ☒
- Public – Local ☐
- Public – State ☐
- Public – Federal ☐

Category of Property

(Check only **one** box.)

- Building(s) ☒
- District ☐
- Site ☐
- Structure ☐
- Object ☐

Number of Resources within Property

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(Do not include previously listed resources in the count)

Contributing

Noncontributing

1

buildings

1

sites

structures

objects

Total

Number of contributing resources previously listed in the National Register N/A

6. Function or Use

Historic Functions

(Enter categories from instructions.)

SOCIAL/clubhouse

Current Functions

(Enter categories from instructions.)

SOCIAL/clubhouse

7. Description

Architectural Classification

(Enter categories from instructions.)

LATE 19TH AND 20TH CENTURY REVIVALS/ Mediterranean Revival

Materials: (enter categories from instructions.)

Principal exterior materials of the property:

foundation:	concrete
walls:	wood-frame and plaster
roof:	composite
floor:	wood
other:	river rock, brick

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Narrative Description

(Describe the historic and current physical appearance and condition of the property. Describe contributing and noncontributing resources if applicable. Begin with a **summary paragraph** that briefly describes the general characteristics of the property, such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity.)

Summary Paragraph

A wood-framed, stucco-clad structure built in 1925 on a reinforced concrete foundation, the single-story Wednesday Club of Suisun has a rectangular floor plan of 4387 square feet. It is of California Mediterranean Revival design and occupies a lot of 0.46 acres. Designed by San Francisco-based master architect William Henry Crim, Jr., the Wednesday Club has a central gabled entrance pavilion and capacious main room with a raised stage at one end and a lounge with river rock fireplace at the other. The building also contains a kitchen, pantry, several niches and restrooms. There are no ancillary structures. There have been no additions to the clubhouse, and only minor repairs and kitchen updates have been made since construction was completed. The Wednesday Club of Suisun sits at the southwest corner of Sacramento Street and Washington Avenue two short blocks west of Main Street, which was the longstanding social and commercial hub of central Solano County before the State Highway bypassed the town. The surrounding homes date to the late nineteenth and early twentieth centuries and are clad in painted shiplap.

Exterior

Set back from Sacramento Street in a residential neighborhood, the clubhouse is wood frame and stucco-clad, with a Gabled pavilion, painted plaster relief around the doors, iron sconces, and windows trimmed with shutters. A cornerstone marking the construction date and naming the architect is set to the left of the doorway. The California Mediterranean Revival design imbues the clubhouse with an air of repose and significance. This sense is accentuated by a spacious front lawn presided over by two mature magnolia trees. A circular driveway and red brick walkway connect the front door of the Wednesday Club with Sacramento St. Carefully pruned shrubs line the walk. Four parking spots exist on the east side of the building (Washington St. frontage) with several more behind the clubhouse in a small asphalt lot bordered by a lush garden and accessed via three sets of arched double doors opening onto a broad patio.

Interior

The clubhouse interior is primarily an open floor plan with a central seating/dining/dancing area flanked by a lounge with a river rock fireplace at one end and a platform stage for performances, presentations, and speeches at the other. The interior walls are smooth plaster over lath. Smooth plaster also covers the high ceiling from which depend the original glass globe lamps. The flooring is of narrow-slatted hardwood that has attained a mature amber hue. Large windows on the north and south walls provide views of the front and rear gardens; three sets of arched multipaned double doors at rear allow in ample natural light and grant additional views of the grounds. Original, character-defining features are extant throughout, the most notable being period lighting, decorative details, river rock fireplace and built-in bookcases. In addition

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to its principal spaces, the interior contains several ancillary spaces including a sizable kitchen, pantry, restrooms/dressing areas, storage room, and office.

Additions, Alterations, Repairs

Aside from the addition of recessed ceiling lighting, the replacement of a few unsalvageable windows, and periodic garden beautifications, the Wednesday Club stands in the same stoutly elegant condition as the day it was built. Some of the smaller interior spaces have been repurposed for contemporary needs, but no structural modifications have been made. The design elements have been carefully curated since construction of the clubhouse was completed in late 1925. The kitchen appliances and countertop have been updated.

Character-Defining Features

Horizontal emphasis with low and long lines

Painted stucco exterior with painted plaster reliefs around front door

Gabled pavilion

Multiple sets of multipaned double doors

Glass-globed hanging lamps in central hall

Large river rock fireplace

Handsome narrow-slatted hardwood floor of aged oak

Narrative Description

The Wednesday Club of Suisun is located at 225 Sacramento Street, near the center of town and two blocks west of Main Street. Built as the meeting place for a group of civic-minded women dedicated to community improvement via expanded health, educational and cultural programs, the Wednesday Club of Suisun was designed by San Francisco architect William Crim, Jr. and was first occupied in early 1926. It is a splendid single-story example of the California Mediterranean Revival style whose synthesis of Italian and Spanish motifs enjoyed high regional regard during the boom years of the 1920s. Clad in smooth, cream-colored stucco, the elegant Wednesday Club is unlike any other building in the vicinity, the other lots in the neighborhood being occupied by more modest private residences of painted shiplap.

The Wednesday Club is a wood-frame construction with interior walls of smooth plaster over lath. The building's gabled front entrance and spacious foyer lead to an airy central hall lit by glass-globed lamps depending from the ceiling. This main room is flanked at its east end by a lounge with a large river rock fireplace and by a platform stage at its west end. The oak hardwood floors are original, as are the other design elements such as built-in bookcases, lamps, fireplace and mantle. The fenestration admits ample natural light, as do three sets of multi-paned double doors opening on to a rear patio and garden. All elements contribute to the aptness of the building for its intended purpose as the focus for community events, social gatherings and lectures. In addition to the clubhouse proper, the 0.46 acre lot includes a front lawn with shade trees, a circular driveway, a red brick walkway, and a rear patio and garden.

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Well-maintained and in excellent condition, the Wednesday Club possesses all seven aspects of historic integrity identified by the National Park Service: location, design, setting, materials, workmanship, feeling and association. The clubhouse retains its original site, setting, and design. Where minor fixes have been necessary, the workmanship and material used have matched the original in craft, quality, and finish. The feeling and association remain as the Wednesday Club has functioned continuously in the same capacity for which it was built nearly a century ago.

8. Statement of Significance

Applicable National Register Criteria

(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

- ☒ A. Property is associated with events that have made a significant contribution to the broad patterns of our history.
- ☐ B. Property is associated with the lives of persons significant in our past.
- ☒ C. Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- ☐ D. Property has yielded, or is likely to yield, information important in prehistory or history.

Criteria Considerations

(Mark "x" in all the boxes that apply.)

- ☐ A. Owned by a religious institution or used for religious purposes
- ☐ B. Removed from its original location
- ☐ C. A birthplace or grave
- ☐ D. A cemetery
- ☐ E. A reconstructed building, object, or structure
- ☐ F. A commemorative property
- ☐ G. Less than 50 years old or achieving significance within the past 50 years

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Areas of Significance

(Enter categories from instructions.)

Architecture
Social History

Period of Significance

1925-1969

Significant Dates

1925

Significant Person

(Complete only if Criterion B is marked above.)

Cultural Affiliation

Architect/Builder

Crim, William Henry Jr. (architect)
Barenchi, George F. (builder)

Statement of Significance Summary Paragraph (Provide a summary paragraph that includes level of significance, applicable criteria, justification for the period of significance, and any applicable criteria considerations.)

Wednesday Club of Suisun is eligible for the National Register of Historic Places under Criterion A in the area of Social History, at the local level of significance, for its role in early 20th century women's clubs and civic improvement in the community of Suisun, and under Criterion C as locally significant example of the work of master architect William Henry Crim, Junior. The period of significance is 1925-1969, from the date of construction of the current building until 1969, the year that marked a significant decline in club membership and its community influence.

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Narrative Statement of Significance (Provide at least **one** paragraph for each area of significance.)

Criterion A: Social History

Established in 1911, the Wednesday Club of Suisun is eligible for the National Register of Historic Places under Criterion A at the local level of significance in the area of Social History. Known for its philanthropic ambitions and its attention to women's educational, social, and political engagement, the Wednesday Club of Suisun is a regional representation of the California women's club movement and embodies the progressive goals of civic activity in early 20th century America. The spread of such women's clubs across the country was a notable development during the decades before and after 1900, a period that would come to be known as the Age of Reform or the Progressive Era in American history. Among the local improvements to which the women of the Wednesday Club turned their attention were social welfare programs, issues of public health and public recreation, the opening of a free branch library, and the founding of a community college. The Wednesday Club's good works and pursuit of higher ideals exemplify the vital role played by the women's club movement in America at the local level, thereby meeting the requirements for designation under Criterion A (Associated with events that have made a significant contribution to the broad patterns of our history). As time passed, the large number of city, county and specialized bureaus assumed ever more civic duties and welfare responsibilities, with the Great Society programs implemented during the Johnson Presidency being the culmination of this shift. By end of the 1960s, the Wednesday Club had lost much of its aspirational appeal for a new generation of younger women, despite the members' reorientation to an emphasis on social and cultural activities. The period of significance, then, extends from 1925, the year of the clubhouse's construction, to 1969, the year that marked the start of a sharp decline in membership numbers and in community influence.

Settled in 1852, platted in 1854, and incorporated in 1868, Suisun lay at the head of a slough navigable by deep-draft boats and just fifty miles distant by water from both Sacramento and San Francisco. Blessed with a mild climate and proximity to great expanses of fertile land, Suisun thrived as a sectional shipping point for the hay, grain, fruit, nuts, and livestock raised for sale in northern California's mining camps and boomtowns. When the transcontinental railroad arrived in 1869, establishing a depot at Suisun City and connecting the area to national markets, the town's prospects grew brighter still. Suisun would retain its regional primacy as a social and trade center for many decades to come, the land stretching back from the slough having proven itself to be among planet earth's most fertile.

As the nineteenth century waned, the formation of women's clubs in the United States waxed. San Francisco's first women's club, the Century Club, had been founded by a group of socially prominent women after the 1888 visit there by the celebrated Julia Ward Howe. Dedicated to

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enhancing the educational and cultural opportunities of their members and the larger community, the women who joined these organizations sought to bring a broader, better world into their homes and neighborhoods. The prosperous agricultural depot town of Suisun, a mere 49 minutes northeast of San Francisco on the Southern Pacific Railway, had its own group of young women who shared the interests and aspirations espoused by members of the established Bay Area clubs they now and then had occasion to visit. Their interest in the welfare and the future of Suisun and its environs was part of a larger movement toward civic improvement, health and hygiene during what would become known as the Progressive Era or the Age of Reform.

Among the oldest women's institutions of Solano County, the Wednesday Club of Suisun was founded on September 11, 1911 by a group of sixteen women who possessed the ambition to make their community safer and better for all; many of the founding members descended from or had married into pioneer settler-families. Invitation to join the Wednesday Club was by recommendation of a member and approval by the directors. It immediately proved to be a popular organization. Lacking their own building, the women of the Wednesday Club held their initial meetings at the local old grammar school with officers elected on November 18, 1911. By the end of that month, Wednesday Club membership had swelled to 106. To accommodate this increase, the meeting place was moved to Armijo Hall at the union high school of the same name in adjacent Fairfield. Four years later, a Wednesday Club committee set out to find and acquire a permanent home for the membership; a large, white-framed building adjacent to the Southern Pacific Railroad tracks was selected and bought for \$350, the purchase loan arranged with the Bank of Suisun. The building was soon moved to a quieter site on a lot provided by Suisun City for just \$5 per year.

During that first decade, the Wednesday Club was instrumental in bringing several positive campaigns to the area. When, in 1917, the United States entered World War I, members gave monetary support to the Red Cross, participated in the sale and purchase of thrift stamps, promoted home conservation of food, and endeavored to rally the public behind its good works. Later, Club members helped persuade local officials to hire a Community Nurse and to open a Free Branch Library for Fairfield-Suisun and its environs; additionally, the Club sponsored a free Well Baby Clinic which was to last over seventy years. Once armed with the Nineteenth Amendment in 1920, members sent letters and telegrams to Sacramento and Washington, placing the Wednesday Club stamp of approval or disapproval on significant issues and policy proscriptions; the Community Property Law then being proposed by the State of California garnered their unanimous approval. Turning their attention to local improvements, the Wednesday Club focused on social welfare programs, issues of public recreation and the founding of a community college.

The respect gained through its members' committed efforts toward the public good earned the Wednesday Club of Suisun a reservoir of goodwill it would soon draw upon to see its ambitions realized. Despite concerted beautification efforts and the installation of electricity, their wood-

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clad headquarters proved unsatisfactory to the members' vision of the Wednesday Club's potential. Needing a meeting place spacious enough to accommodate the Club's growing membership and gracious enough to do tribute to the elegance of its ambitions, the Wednesday Club, in October 1922, was deeded a valuable vacant lot in Suisun City for a future club house so "that the good works of the club would be carried on, and [its] greater ideals accomplished." A building campaign was immediately established, with the agreement that an architect would be hired when the fund reached \$5000; the regard that the Club had gained in its eleven years was evidenced by the generous support and donations made by area service clubs, special interest groups, merchants, and friends. The old clubhouse was sold for \$500, with meetings held at the Odd Fellows Hall until a new building could be completed. When the Wednesday Club met its initial fundraising goal in late 1924, San Francisco-based architect William H. Crim, Jr., was hired and his design approved the following year. A low bid of about \$15,000 to build the clubhouse was accepted. Incorporation was necessary, and the Certificate of Incorporation was duly received from the Secretary of the State of California.

Again a loan was secured from the Bank of Suisun and construction began in 1925, the total cost eventually running to just under \$16,000. On February 24, 1926, the new clubhouse was accepted from architect Crim, and an open house was held on March 3 for the building's dedication, with many neighbors and friends of the club arriving with 'housewarming' gifts. The first regular meeting of the Wednesday Club in its new central Suisun City home followed on March 11, a pleasant social hour being passed after the members had seen to their official business. The next year, on March 19, 1927, the clubhouse's 'birthday' was celebrated with the Club's first Anniversary Tea; two months later, 150 members and guests would attend the annual May Fete, acclaimed by area papers as the "outstanding social event of the season" and the "biggest social event of the year."

The high times ended after the stock market crashed in October 1929—annual dues proved a luxury some members could do without, and initiation fees were out of the question for many. Faced with the Depression, the leadership of the Wednesday Club directed member efforts toward feeding and clothing the needy and raising contributions for the March of Dimes and other local and national charities. A number of politically-motivated members joined the Lions Club in petitioning for a Mosquito Abatement District, which came into being in 1931. Three years later, the Wednesday Club wired resolutions to Washington supporting the Supreme Court Plan and the Social Security Plan. Educational and cultural programs continued, in more or less equal measures of entertainment and edification on issues of the day. At the Anniversary Tea in March 1939, the building mortgage held by the Bank of Suisun was ceremonially set aflame, the final debt payment having been made. Nearly three decades had elapsed between the founding of the Wednesday Club of Suisun and the Club's taking title to its clubhouse, a paragon of elegance for the semi-rural town.

The Wednesday Club continued to serve many social and community functions through the 1940s. During World War II, the clubhouse opened its doors to the Red Cross and Blood Banks,

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with members giving assistance as requested; permission was also granted to the USO to present monthly concerts and entertainments there for servicemen and their families. Members performed volunteer work at and for the Fairfield-Suisun Air Force Base Hospital, and participated in other war-related efforts as opportunity arose. After the war's end, the Wednesday Club was the community headquarters for the National Clothing Drive; members collected, sorted, and prepared clothing for shipment to war-torn Europe. In the last half of the decade, as post-war prosperity climbed, the clubhouse became the "party palace" of the Fairfield-Suisun area, and the Wednesday Club hosted a succession of celebratory occasions, pageants and member-related wedding receptions. Through the decade, the Club capped membership at 200.

New industries and businesses brought enterprising young professionals, merchants, workers and their families to the area, making Fairfield-Suisun one of Northern California's fastest-growing communities in 1950. To accommodate the increase in invitees, the maximum number of members was increased to 225 before being raised to 250 shortly afterwards. The decade opened with a luncheon tribute to Brigadier General Robert F. Travis, killed in an airplane crash in August 1950; shortly after his death, the local base was renamed Travis Air Force Base to honor its former commander, a man much-admired for the many significant contributions made to the community and the Club during his tenure. The next year, using a bequest from a former member-president's estate and a fund set up for the purpose, the Wednesday Club bought a grand piano for just under \$2500. Relatedly, a music scholarship was established as a memorial to Isla Wight, a club member and pianist with a gifted voice; Miss Wight's cousin and the sponsor of the scholarship was Anna Kyle, for many decades Solano County's Supervisor of Music and herself a treasured Club member who would later be honored by a Memorial Scholarship in her own name. A Fall Festival was inaugurated, thereafter becoming an annual event and the year's main moneymaker. The women made time to support Care for Korea (a program to clothe the children of that nation), to raise money for polio research, and to update the Club's kitchen.

The Wednesday Club celebrated its Golden Anniversary in 1961, the thirty-fifth year of its clubhouse's existence, with the president commemorating the hundreds of women who had dedicated their time and energies to making the club a success. From its founding, the Wednesday Club of Suisun had been integrally engaged in the social and civic concerns of its members and of central Solano County, more broadly; its clubhouse continued to play congenial host to its members, their guests, and countless speakers and performers throughout. During the next six years a choral group was organized, \$750 was pledged to the construction of the new Intercommunity Memorial Hospital, and the drinking of spirits was deemed permissible as was dancing. The Wednesday Club's membership was composed of dedicated women advancing worthy causes, playing bridge, tasting a bit of culture, and enjoying one another's company within the walls and in the patio garden of their charming Suisun clubhouse. As time passed, the large number of city, county and specialized bureaus assumed ever more civic duties

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and welfare responsibilities, and the Wednesday Club pivoted to an emphasis on cultural and social activities.

By 1969 the membership was declining in number. Times were changing, and a smaller proportion of younger area women involved themselves with the Wednesday Club, whose influence as a social and cultural hub was fast waning. When financial problems surmounted the Club, members voted to open the clubhouse for rental to the public for wedding celebrations, parties, and other events. Fund-raising from luncheons, fashion shows, bridge tournaments, and Fall Festivals would continue to help keep the Club solvent, but by 1969 the bulk of the income needed to maintain the building and grounds as well as to fund the Wednesday Club's scholarships and public endeavors came from the renting out of their beloved clubhouse.

Criterion C: Work of a Master Architect

The Wednesday Club is eligible for designation under Criterion C as an architecturally significant building that represents the work of a master. Designed by San Francisco master architect, William H. Crim, Jr., the clubhouse stands as an exemplar of California Mediterranean Revival architecture on a small-scale. Before establishing his own firm and later winning the Wednesday Club commission, Crim worked with some of the Pacific Coast's most exalted fin-de-siecle architects, among them Percy & Hamilton, Willis Polk, and Daniel Burnham, the Chief Architect/Director of Works for the Neo-Classical splendor of the World's Columbian Exposition in 1893. By early 1906 Mr. Crim had attained master architect status and established a San Francisco office, on his way to becoming "one of the leading [Pacific Coast] architects of his time." (That an architect of Mr. Crim's exalted regional stature would take on a modest commission such as the Wednesday Club in a small town 50 miles distant from the city where he was based is explained by an as-yet-uncertain personal connection to the locally prominent banker, businessman and philanthropist, R. D. Robbins, whose fifth child, William Crim Robbins, born in 1880, was named for architect Crim's own father, William Henry Crim, Sr.) Clubhouse construction was completed late in 1925, with final building costs coming to \$15,900, just about nine hundred dollars over the accepted bid estimate of \$14,984. Crim's hallmark application of classical forms, balance, and order are exhibited by the clubhouse he created for the Wednesday Club. Well-built, well-maintained and minimally altered, the clubhouse retains the architectural integrity it possessed when it was formally dedicated in 1926; a harmonious summation of the first quarter-century of his professional career, the Wednesday Club was among Mr. Crim's final commissions before a late career turn toward Art Deco design. Since its completion, the Wednesday Club of Suisun has been an eminent local presence and a composed reflection of its members' commitment, through organization, to the betterment of themselves, their neighborhoods, and their community; no less, the clubhouse stands as a sophisticated encapsulation of the technical discipline and aesthetic touchstones drawn upon by a gifted architect who, during a distinguished career cut short by an early death, produced many of the San Francisco Bay Area's "most beautiful and substantial structures." Today, but a few of these buildings still "stand as monuments reflecting the skill and genius of" master

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architect William Crim, Jr. The Wednesday Club of Suisun maintains the seven aspects of integrity defined by the National Park Service: location, design, setting, materials, workmanship, feeling, and association. Its intact, character-defining features endow the clubhouse with an overtly high level of integrity, resulting in its significance under Criterion C (Embodies the distinctive characteristics of a type, period or method of construction, or represents the work of a master, or possesses high artistic values).

Context:

In the second half of the nineteenth century, architecture in the greater San Francisco area tended to display the same general progression of styles that the eastern U.S. and Europe moved through, though delayed by a number of years and with regional differences. In response to plentiful West Coast lumber, especially redwood, versions of designs originally rendered on the East Coast in brick or masonry, were built in San Francisco using wood. Greek Revival style flourished in the 1850s and 1860s, Gothic Revival style less so. Italianate style dominated throughout the 1870s, Stick/Eastlake style characterized the 1880s, and Queen Anne and Shingle styles appeared in the 1890s. Leading up to and after the turn of the twentieth century, important shifts and innovations in San Francisco's architectural development occurred. New building technologies, such as elevators, reinforced concrete and steel frames, led to the rapid vertical development of Downtown, including construction of the city's first skyscraper in 1889.

Shifts in popular styles accompanied the new building technologies. The asymmetry and elaborate ornament that had distinguished San Francisco's late nineteenth century architecture lost favor to the order and restraint of Classicism, which was widely introduced at the 1893 World's Columbian Exposition in Chicago. This stylistic shift was embodied in San Francisco by the completion of the Beaux Arts-style City Hall, as well as by the classically designed structures erected for the Panama Pacific International Exposition, in 1915. However, a similar exposition in San Diego, held the same year, provided a different architectural focus attuned to the American West. This California-based vocabulary drew primarily from Mediterranean influences, which in addition to referencing the Spanish-Mexican heritage of the area, were easily adapted to California's climate and natural environment. Consequently, in the latter 1910s and 1920s, styles such as Mission Revival, Spanish Colonial Revival, and Mediterranean Revival were popularized in California. Other local architectural influences that were then popular included those associated with the Arts and Crafts Movement such as Craftsman and First Bay Tradition styles

**The Architect--William Henry Crim, Jr.
(1879-1930)**

Capsule Biography:

William Crim (1879-1930) was a local San Francisco architect who practiced for six years in the offices of Percy and Hamilton. He was later employed by Willis Polk and Daniel Burnham in

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1904, and formed a partnership with Earl Scott in 1906. Crim & Scott dissolved in 1911, at which point Crim operated his own firm until his death on July 12, 1930. At the time of his passing, Crim had become one of San Francisco's leading architects. Notable buildings designed by Crim included the Second Church of Christ Scientist on Dolores Street, Mission Savings Bank Building on 16th Street, and Tadich Grill at 240–242 California Street. Crim generally worked on larger-scale projects, but his portfolio also included a number of residential commissions throughout the City and Bay Area. His hallmark design application of classical forms, balance, and order are present in his several extant buildings. In its own favorable consideration of another still-standing Crim structure for eligibility for listing in the California Register under Criterion 3, the San Francisco Planning Commission deemed William H. Crim, Jr. as being "generally regarded as a master in the field of architecture."

Career:

Born and raised in San Francisco, Wm. H. Crim, Jr. was a member of the first graduating class (1897) of the California School of Mechanic Arts, known as Lick, after its patron, the land baron and patron of the sciences, James Lick. Embarking upon his career, Crim apprenticed under some of San Francisco's most heralded turn-of-the-century architects as he worked towards earning master status. He entered professional life in the offices of Percy & Hamilton, Architects, a partnership regarded as the most successful of Victorian-era San Francisco—among the commissions completed during Percy and Hamilton's prolific nineteen-year union were Greystone Cellars in St. Helena, the Sharon Building in Golden Gate Park, and Stanford Art Museum. When Hamilton died in 1899, Percy formed a new professional partnership with the brilliant but controversial Willis Polk, the architects keeping young Mr. Crim in their employ. In 1900 the Percy & Polk team designed the Hayward Office Building on Montgomery Street at California, one of the first steel-frame "flameproof" buildings in San Francisco. (Five years after its 1901 completion the building would survive the earthquake and fire barely scathed, and it still stands today.) The Percy and Polk partnership's five designs also included downtown Honolulu's Alexander Young Building, commissioned by the Scottish-born sugar mill magnate of that name. This would be Percy's final commission, as he died suddenly in December 1900, just a year after joining forces with Polk.

After the successive deaths of its principals and the departure of Polk, the firm of Percy & Hamilton was run by Henry H. Meyers, a master architect who had begun work there as an apprentice around 1890 before becoming chief draftsman. Mr. Crim, Jr. remained with Meyers until 1903 when he was again professionally affiliated with Willis Polk, who had returned to San Francisco after a stay in Chicago and a tour of Europe. Polk was then the West Coast representative of the Chicago-based D.L. Burnham & Company, founded by Daniel Burnham, the Chief Architect/Director of Works for the Neo-Classical splendor of World's Columbian Exposition in 1893; Burnham was also the man behind such renowned designs as New York's Flatiron Building (1901) and Chicago's Marshall Field and Company Building (1902). Burnham himself was an active and familiar presence at the San Francisco office; among the Burnham-Polk collaborations was their Beaux Arts design for the 15-story, steel-framed Merchants

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Exchange Building, which became the city's tallest building upon its 1904 completion. Throughout these years Polk and his employee Crim also worked with Burnham in producing the latter's large-scale, City Beautiful-inspired master plan for San Francisco modeled on the Parisian plans by Baron Georges-Eugene Haussman.

Being a journeyman architect under Polk and Burnham did not preclude Crim's securing independent commissions as well, however, and he was able to complete significant designs during these years. His commissions included the Pacific Coast Envelope factory at Second and Harrison streets, the Pacific Folding Paper Box works, the John Hoey Company's mattress factory, and the Tobacco Company of California building. Unquestionably the most notable of these solo projects, however, was his design for a wharf and warehouse at the C & H Sugar Company refinery in Crockett. Completed in 1906, the California & Hawaiian project showcased Crim's experience and comfort with doing industrial architecture. As a contemporary commented, "This plant was built with a view to permanency and absolute protection against fire, and it is without doubt one of the best built refineries on the Pacific Coast." The California & Hawaiian project was William Crim, Jr.'s 'masterpiece'; after almost 8 years as apprentice and journeyman, the craft status of *master architect* was conferred upon him mere weeks before the earthquake and firestorm of April, 1906.

The disruption caused by the earthquake was evidenced by the need of the San Francisco Architects' Club to find suitable new quarters for the club, since their former home was destroyed. Crim was one of a four-man committee tasked with finding permanent quarters for the Architect's Club. A civic-minded man, Crim became an active member of the leading organizations of his profession; the San Francisco Chapter, American Institute of Architects, and the San Francisco Architectural Club were foremost among these. With the city in ruins, Crim joined forces with another young architect, Earl Scott, who had apprenticed under William Curlett. Their partnership was announced in *The Architect and Engineer of California* (May 1906): "Wm. Crim Jr. and Earl Scott have opened offices at 1400 Webster street, and are prepared to do architectural draughting and the construction of buildings." With San Francisco still smoldering, it was a propitious time to be starting an architectural practice.

Following the rebuilding of the financial and business sections of San Francisco, construction activity turned to meeting the demand for apartment houses, flats and private residences, and Crim and Scott were among the many Bay Area architects to center their energies on this type of construction. Between 1906 and 1910, "Messrs. William H. Crim, Jr. and Earl B. Scott...have been very successful in designing apartment buildings of moderate cost, say from \$15,000 to \$40,000, with from four to twenty apartments to a building, each flat being a complete home in itself. No particular style is followed by this firm, although the majority of their buildings have a tendency to the Colonial. The Mission or Spanish order is also followed, a splendid example being found in the new Mission Savings Bank building, at Sixteenth and Valencia Streets." (p. 37, 64). Another of the partnership's commercial commissions from this period was their

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much-heralded design (1909) for the Tadich Grill at 204 California Street in San Francisco's Financial District.

The post-earthquake reconstruction coincided with an explosive rise in automobile use. With the automobile's popularity surging during the two decades between the great fire of 1906 and the beginnings of the Great Depression, new buildings had to be conceived and constructed to provide parking spaces and repair facilities. Crim & Scott saw opportunity in building some of San Francisco's earliest grand public garages. The public garage was a new form of free-standing transportation depot, many of the best examples of which employed architectural symbolism to communicate the ascendancy of the automobile over the train. Among Crim's work along these lines was a garage at 64 Golden Gate Avenue, a 1910 building that "exemplified the greater compositional freedom exercised by designers of the single-story brick box...[W]ithin an overall picturesque Mission composition, the Golden Gate façade is...organized and considered. The repeating arched motif imposes formal unity over an asymmetric programming of glazed and open bays." In its emphasis on the whitewashed wall, with the large ratio of solid to void, and its stout attachment to the ground, the "design is reminiscent of Mission train stations...built by the Southern Pacific Railroad throughout California at about the same time." Replete with a covered arcade, hipped Spanish-style roof, and arched porticos with flanking towers, the resulting structure was evocative of a Mission collage that simultaneously harkens to the past while asserting that "the garage is the successor to the train station, and the car is successor to the train." Both nostalgic and forward-looking, 64 Golden Gate Avenue was "stately, refined, and allusive," fulfilling the rhetorical role of celebrating and elevating the stature of the automobile "by adapting the imagery and architectural vocabulary of the train station" to the public garage. (The garage remains locally influential to this day.)

The next year Crim designed another public garage at 624 Stanyan (1911) for the firm. Named the Acme Garage, this building, too, evidenced "a disproportionate functional load carried by the façade, which was, in actuality, a dimensionally and materially small part of the whole." As conceived, "most of the unique programmatic events occur on the façade or within the front structural bay: entry, vertical circulation (ramps), gasoline service, administrative office, lounge, store and retail display...[vying] for space along a limited street frontage...with the scale of its entry openings...sized to accommodate automobiles, not people." A conventionally-sized door was not provided, as the entries were designed to remain open during business hours in order to admit as much light, fresh air and customer patronage as possible. As with 64 Golden Gate Avenue, the garage at 64 Stanyan exhibited "an architectural presence and standard of care exceeding that of the formulaic 'cornice, wall and storefront' retail structure." By venturing into the design of public garages, Crim and Scott were among a small number of like-minded, local professionals to design both apartments and automobile-related buildings in the same neighborhood in order to produce "a harmonious group of structures that share a single, classically oriented visual imagery using similar materials and details." Shortly after

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construction was begun at 64 Stanyan, Crim decided to buy out Earl Scott and end their partnership.

Having moved his office to 425 Kearny Street, Crim secured a succession of desirable commissions. Crim's contracted work was both steady and varied over the next few years, encompassing everything from warehouses to movie palaces. His first project was the Columbarium at Colma's Mount Olivet Cemetery, completed in 1911. In 1912, this notice Crim had under construction two fireproof warehouses, representing a total cost of over \$150,000, with plans under way for a third warehouse to cost about \$60,000. He was also building the new Wigwam theater in the Mission and had let contracts for a store and factory building and an apartment house. One of the projects alluded to above was described by a later article as "A Concrete Warehouse with Pleasing Architectural Lines." This commission was a continuation of the work that Crim had done for C&H six years earlier, and was adjacent to the refinery. "An attractive warehouse has just been constructed by the California and Hawaiian Sugar Refining Company, on its property at Crockett, California. It presents a very unique construction, being built over the waters of Carquinez Straits. The foundation consists of 2772 wooden piles, driven by steamhammers ...in clusters of twelve each...tied together with heavy timbers, on which the forms of the concrete superstructure rested." Designed to carry 30,000 tons of raw sugar, the warehouse had a superstructure of heavy steel construction. "The building is as fireproof as human ingenuity can make it, all windows and doors being protected by automatic closing fire sprinklers," the author wrote. "The California and Hawaiian Sugar Refining Company believes in beauty as an asset, and has not hesitated to spend a considerable amount of money to make the outside of the building architecturally attractive." The estimated cost of the completed structure came to some \$170,000.

In addition, Crim would complete several significant civic and commercial commissions during the next few years. In 1913 he finished the Wigwam Theater (mentioned above), and designed the neo-classical Los Gatos Town Hall #2 that same year. The last months of 1913 saw Crim begin work on the L-shaped, red brick Hotel Eastman at 1666 Market St. (between Gough and Rose.) Constructed with a steel and concrete frame in the Colonial Revival style, the residential hotel had 5 stories (the ground floor being commercial) and stood 55 feet high. The hallmarks of Crim's designs—classical forms, balance and order—were on display in this building, which was capped by a flat roof and a parapet topped with a four-part balustrade. And in the August, 1914, issue of the Architect and Engineer, this notice appeared: "Architect William H. Crim of San Francisco has had his plans approved for a new edifice for the Second Church of Christ, Scientist. A feature of the structure will be a great dome sixty feet in height, supported by steel frame. The building will be erected on the southeast corner of Dolores and Cumberland streets and will be in the classic design. It will cost about \$65,000." (This would turn out to be one of Mr. Crim's most iconic commissions, its renown not enough, however, to keep the building from being subdivided into three multimillion dollar condo units recently.)

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In 1916 Crim completed two major commissions, one a collaboration. The first contract was for rural Suisun City's new Grammar School, the student body having outgrown its existing facility. "William H. Crim, Jr., and Ed. J. Sims, associated, are preparing plans for a one-story-and-basement frame and plaster schoolhouse for the Suisun School District. It will cost \$30,000." The Mission Revival-style school was completed that same year. "In addition to the four classrooms, there was a domestic science room, manual training room, teachers' lounge, principal's office, and neighborhood club hall, which doubled as an extra classroom." Crim's other major commission completed in 1916 was the Second Church of Christ Scientist in San Francisco's Mission District. An elegant example of the Classical Revival and Beaux Arts style in San Francisco, Crim's building conformed to its steeply sloping Dolores Street site. Having the form of a domed Roman temple with Tuscan columns, the Second Church of Christ Scientist was something of a stylistic exclamation point for Crim. The symmetrical massing, window treatments, use of marble, temple-like portico, stucco finishes, monumental wooden doors, the siting and location all contributed to the Church's architectural distinction. Its crowning glory was a massive, majestic wood-framed truss system dome which rested on the octagonal walls of the auditorium.

World War I choked the supply of both the capital and the material required for large-scale construction. It also deprived the architect and developer of skilled labor, most able-bodied young men serving in the armed forces. As Crim himself explained, "During the period of the war building operations ceased almost entirely, due first, to the demand for materials for government use and the consequent upward tendency of prices, and second, to very large export shipment to the Allies." With prices high, the labor supply low, and major commissions few, Crim managed to stay busy with notices of his projects appearing regularly in trade publications. "Hotel Alterations—Mr. William H. Crim, Jr., 425 Kearny street, San Francisco, has completed plans for extensive alterations to the five-story Class "C" store and hotel building on Shattuck avenue, Berkeley, owned by Mr. Bruce Cornwall. The bids for the work have been taken. Mr. Crim has also completed plans for a factory building to be erected on the southwest corner of Fifteenth and Vermont streets, San Francisco, for Mr. Edward A. Norton." Shortly thereafter an article in *The Architect and Engineer* (January, 1919) profiled William H. Crim, Jr. as an example of "the growing tendency among leading architects of the country to organize their own construction forces." The author noted that Crim's recent work had "declared his intention to surround himself with an organization that will not only develop plans for a building, but will carry the construction through to completion." The author provided a clue to Crim's relatively elevated standing by admitting that most architects were prevented from such a consolidated design-and-construction venture by "the amount of capital required...[to] maintain an organization made up of men who are experts in the various branches of the building industry."

In 1924, Crim returned to public garage design with his building at 550-560 O'Farrell and re-established his professional association with the Mt. Olivet Cemetery Associates. With a rather bare façade "suggesting that the architect's intention was to evoke structural rationalism rather

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than Victorian embellishment," the garage's "entire composition is organized on the basis of one basic unit—the square quatrefoil panel that runs across the parapet." Constructed as the cemetery's Abbey Garage, the building "articulates a central compositional theme—a symmetrical variation in bay width. Here, the arches are stretched over three-different sized openings....The composition is a variation of the wide ABCBA façade, with the center bay compressed to the width of a doorway (the door accessed a small office." The entirety of the ABCBA composition was broken down into "a ratio of 6:8:3:8:6, where each term represents the number of quatrefoil panels in a given bay." Given the utilitarian nature of the building, the application of "sophisticated design strategies—as exemplified by the modular underpinning of the composition—is surprising..." Ultimately, 550-560 O'Farrell Street firmly established Crim as one among a select group of San Francisco architects to have designed distinguished public garages in the 1910s and 1920s, decades during which automobile use boomed and the building of such structures exploded. (The garage at 550 O'Farrell still stands and is, according to the San Francisco Planning Commission, "Individually eligible for listing in the California Register under Criterion 3 as a good example of the Gothic Revival architectural style designed by William H. Crim Jr., who is generally regarded as a master in the field of architecture."

Having completed his work on the Wednesday Club in 1925, Crim stayed busy in the years that followed with an impressive array of commercial projects. In 1927, in association with fellow master architect, G. Albert Lansburgh, the designer of over 50 theaters and auditoriums nationwide, Crim won the commission for the El Capitan Theater at 2351-2361 Mission St. (Lansburgh was known for his application of fantasy to architectural ornamentation and had earlier designed the Warfield on Market St. as well as the Golden Gate Theater.) Spanish Baroque in style with a grand entrance pavilion rising to a curvilinear parapet, the El Capitan turned out to be a contentious commission, with much squabbling between client and architects. A final, "compromise" design was effected, with construction completed in 1928. That year also found William Crim, Jr. in Suisun City again when he was contracted to design the second Bank of Suisun building at 601 Main St. (The first bank, a narrow brick building a few doors down at 607 Main St., had been constructed in 1876.) Built in the Spanish Renaissance style with reinforced concrete, tile floors, and modern equipment and furnishings, this second Bank of Suisun cost \$40,000 to build.

The final years of William H. Crim's career marked a late career turn to Art Deco design as well as a reengagement with public school architecture, as exemplified by his designs for Park Presidio Junior High School and James Lick Middle School in San Francisco's Richmond district and Noe Valley, respectively. Contracted between Crim and SFUSD just before the collapse of 1920s prosperity, the three-floor, Italian Romanesque Park Presidio school was designed with a steel and concrete structure (years before this seismically-resistant framing method became mandated by the Field Act.) It cost \$731,962 to build in 1929-1930 and was designed to accommodate 1,600 students. Also in 1930, four years after the Art Deco impulse first flashed across the Atlantic, its hold on Crim found its grandest expression in his design for James H. Lick Middle School. Wm. H. Crim, Jr.'s career had come full circle: having started as a teen-age student at "Lick" (the School for Mechanical Arts established by an endowment from James

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Lick), Crim finished his career with with his arresting design for a San Francisco middle school that would bear his benefactor's name. This would prove to be the architect's last commission, as Crim died in July of 1930 shortly after construction had commenced. James Lick Middle School was completed in 1932. (Lick School is still in use and served as the inspiration for the protagonist's grade school in the 2015 animated feature film *InsideOut*.)

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Name of Property

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9. Major Bibliographical References

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Previous documentation on file (NPS):

____ preliminary determination of individual listing (36 CFR 67) has been requested

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Name of Property

- ☐ previously listed in the National Register
☐ previously determined eligible by the National Register
☐ designated a National Historic Landmark
☐ recorded by Historic American Buildings Survey # _____
☐ recorded by Historic American Engineering Record # _____
☐ recorded by Historic American Landscape Survey # _____

Primary location of additional data:

- ☐ State Historic Preservation Office
☐ Other State agency
☐ Federal agency
☐ Local government
☐ University
☐ Other
Name of repository: _____

Historic Resources Survey Number (if assigned): _____

10. Geographical Data

Acreage of Property 0.46

Use either the UTM system or latitude/longitude coordinates

Latitude/Longitude Coordinates (decimal degrees)

Datum if other than WGS84: _____

(enter coordinates to 6 decimal places)

1. Latitude:	Longitude:
38.140908	-122.022231

Verbal Boundary Description (Describe the boundaries of the property.)

The 0.46 acre property is situated at the southwest corner of Sacramento and School Streets. From that corner, the northerly boundary line of the property extends 143' west along Sacramento Street. From the westerly property corner on Sacramento Street, the westerly boundary line of the property extends 125' south to the southwest property corner. From the southwest property corner, the property boundary line extends 50' east, thence 25' south to the southerly boundary line. The southerly boundary line extends 93' east to the southeast corner of School Street. The easterly boundary line extends north 150' along School Street to the point of beginning.

Boundary Justification (Explain why the boundaries were selected.)

Wednesday Club of Suisun ownership from 1922 to the present. The boundary justification is based on the current Assessor's Parcel Map for the City of Suisun.

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11. Form Prepared By

name/title: David Sroaf
organization: _____
street & number: city or town: 19 Country Club Drive
Fairfield state: CA zip code: 94534
e-mail: davidsroaf@gmail.com
telephone: 310.801.9229
date: October 31, 2019

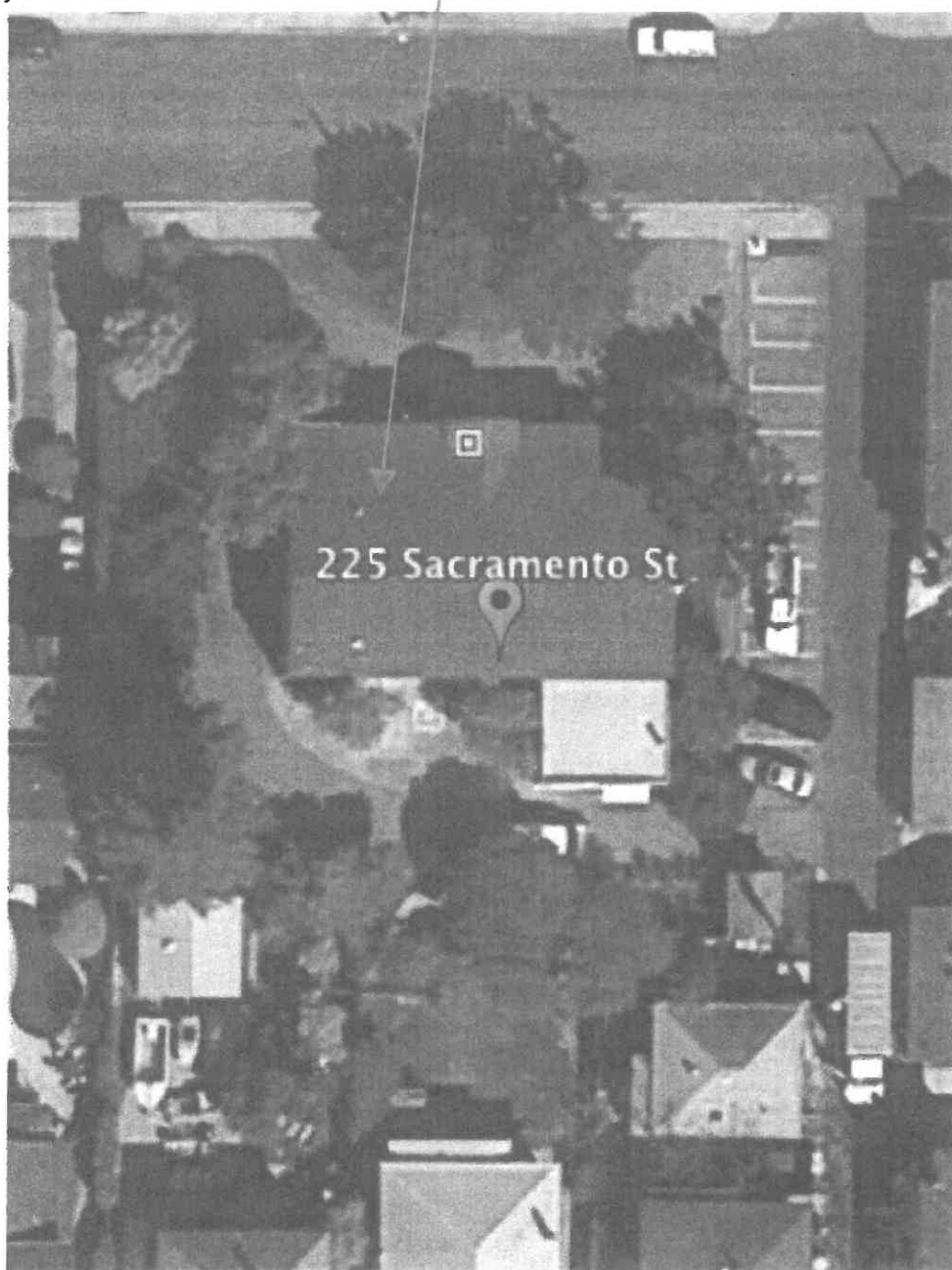
Additional Documentation

Submit the following items with the completed form:

- **Maps:** A **USGS map** or equivalent (7.5 or 15 minute series) indicating the property's location.
- **Sketch map** for historic districts and properties having large acreage or numerous resources. Key all photographs to this map.
- **Additional items:** (Check with the SHPO, TPO, or FPO for any additional items.)

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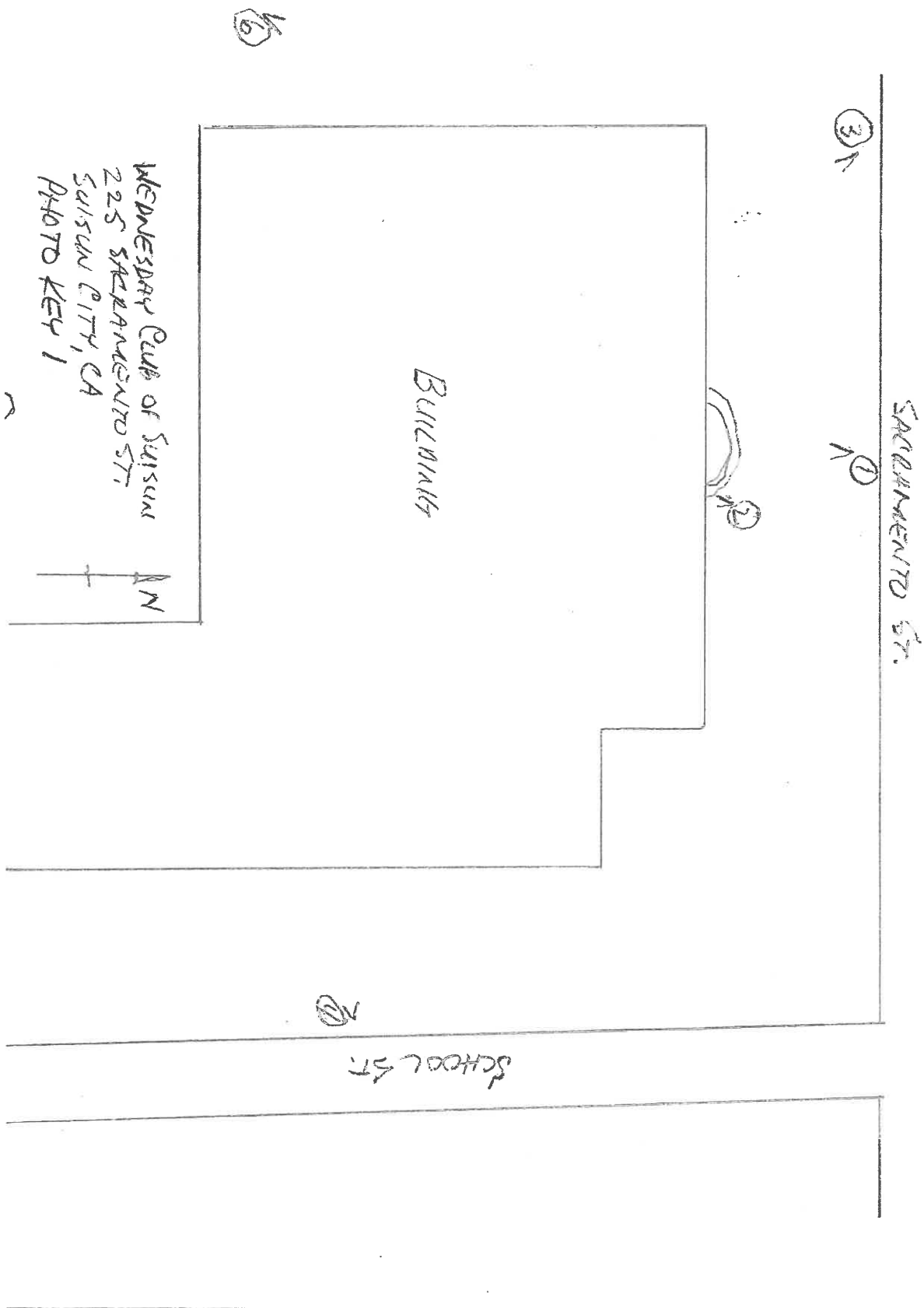
AERIAL PLAN



EXHIBIT

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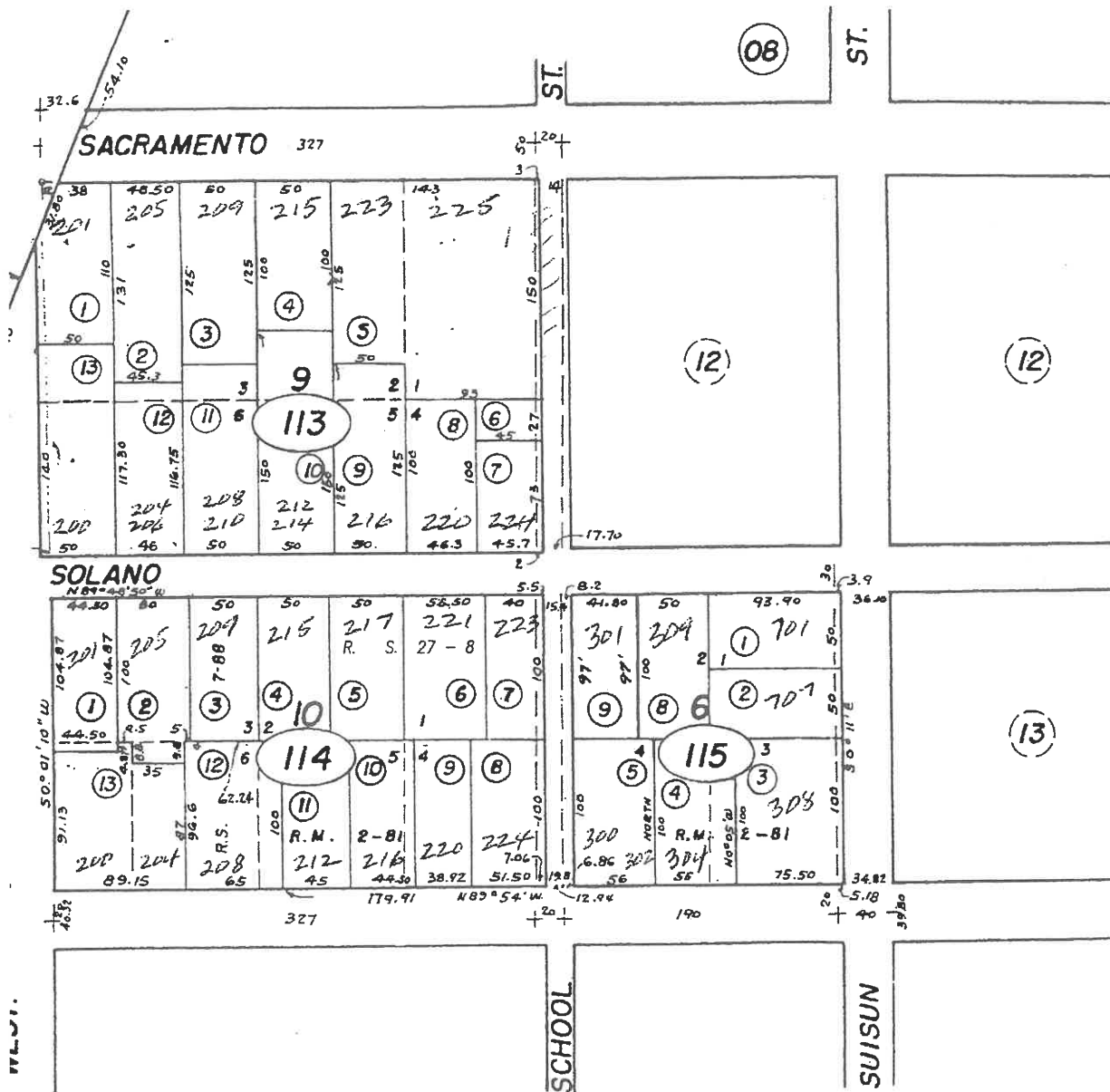
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Tax

0032-113-050



, Pg. 105

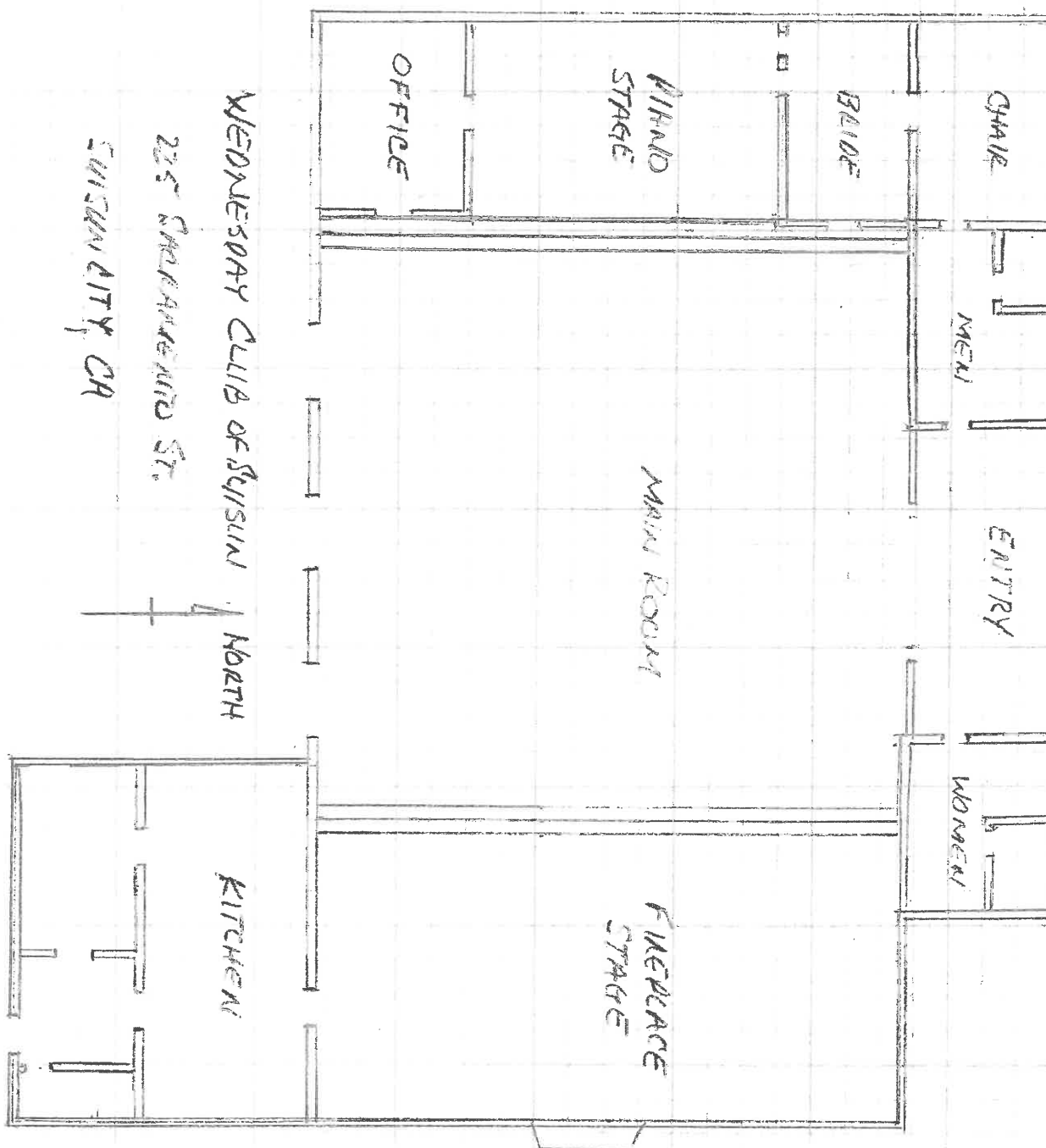
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115-09 COMB.	3-1-93	PD
S.B.E. 315-C	9-29-83	DJ
112-7&8	3-21-67	KM
REVISION	DATE	BY

NOTE: Assessor's Block Numbers Shown in Ellipses
Assessor's Parcel Numbers Shown in Circles

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Photographs

Submit clear and descriptive photographs. The size of each image must be 1600x1200 pixels (minimum), 3000x2000 preferred, at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map. Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

Photo Log

Name of Property: Wednesday Club of Suisun
City or Suisun City
County: Solano State: CA
Photographer: Lea Fisher
Date Photographed: September 8, 2020
Location of Digital Photos: Wednesday Club

Description of Photograph(s) and number, include description of view indicating direction of camera:

Photo 1 of 11: Front Entrance looking South__.

Photo 2 of 11: Cornerstone at front steps

Photo 3 of 11: – North Elevation looking Southeast

Photo 4 of 11: East Elevation looking West

Photo 5 of 11: South Elevation looking North

Photo 6 of 11: West Elevation looking Northeast

Photo 7 of 11: Main Room looking South

Photo 8 of 11: Main Room looking West

Photo 9 of 11: Piano Stage looking Southwest

Photo 10 of 11: Fireplace Stage looking East

Photo No. 11 of 11: Kitchen looking East

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Photo 1 of 11: Front Entrance looking South

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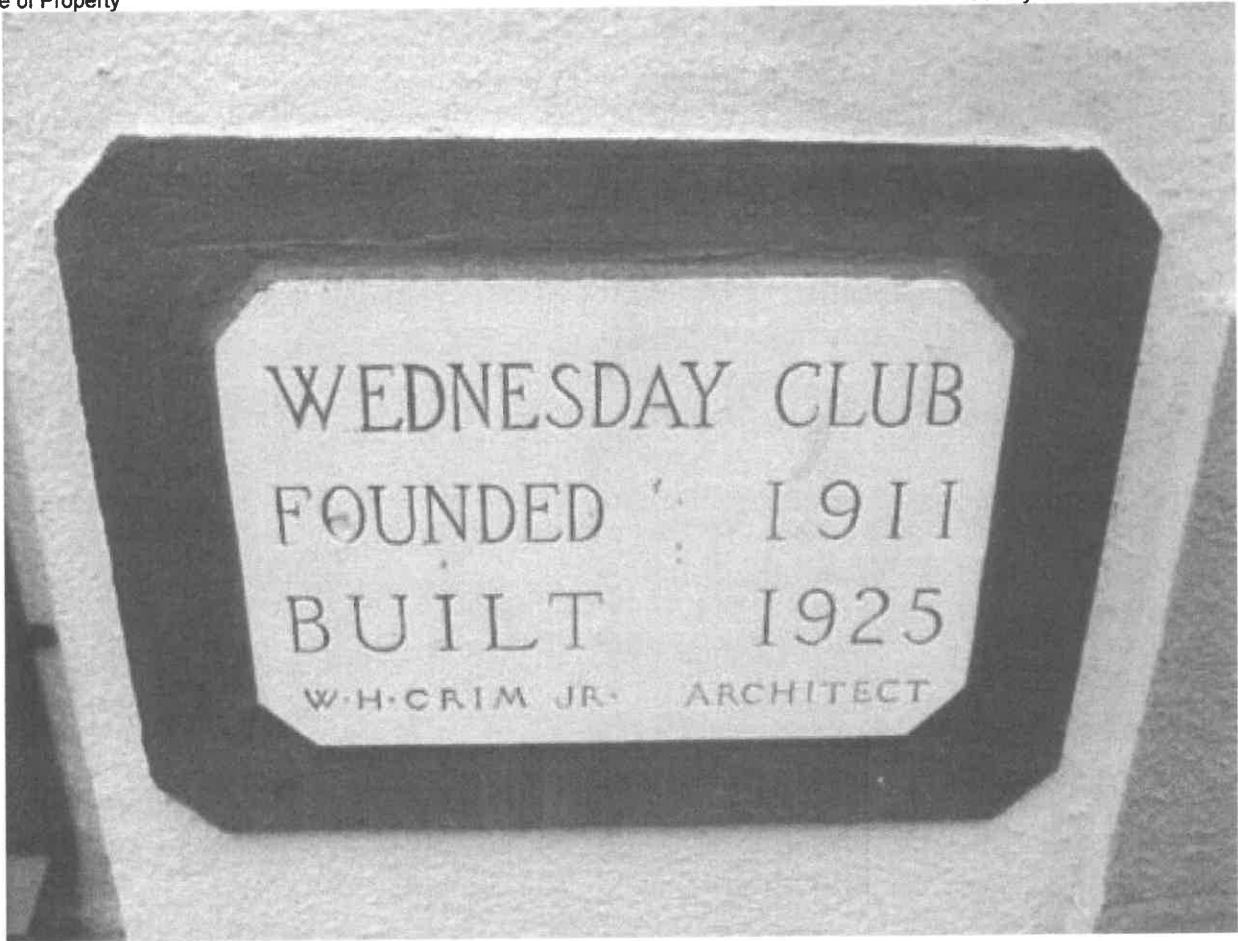


Photo 2 of 11: Cornerstone at front steps

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Photo No. 3 of 11: North Elevation looking Southeast

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Name of Property

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Photo No. 4 Of 11: East Elevation looking West

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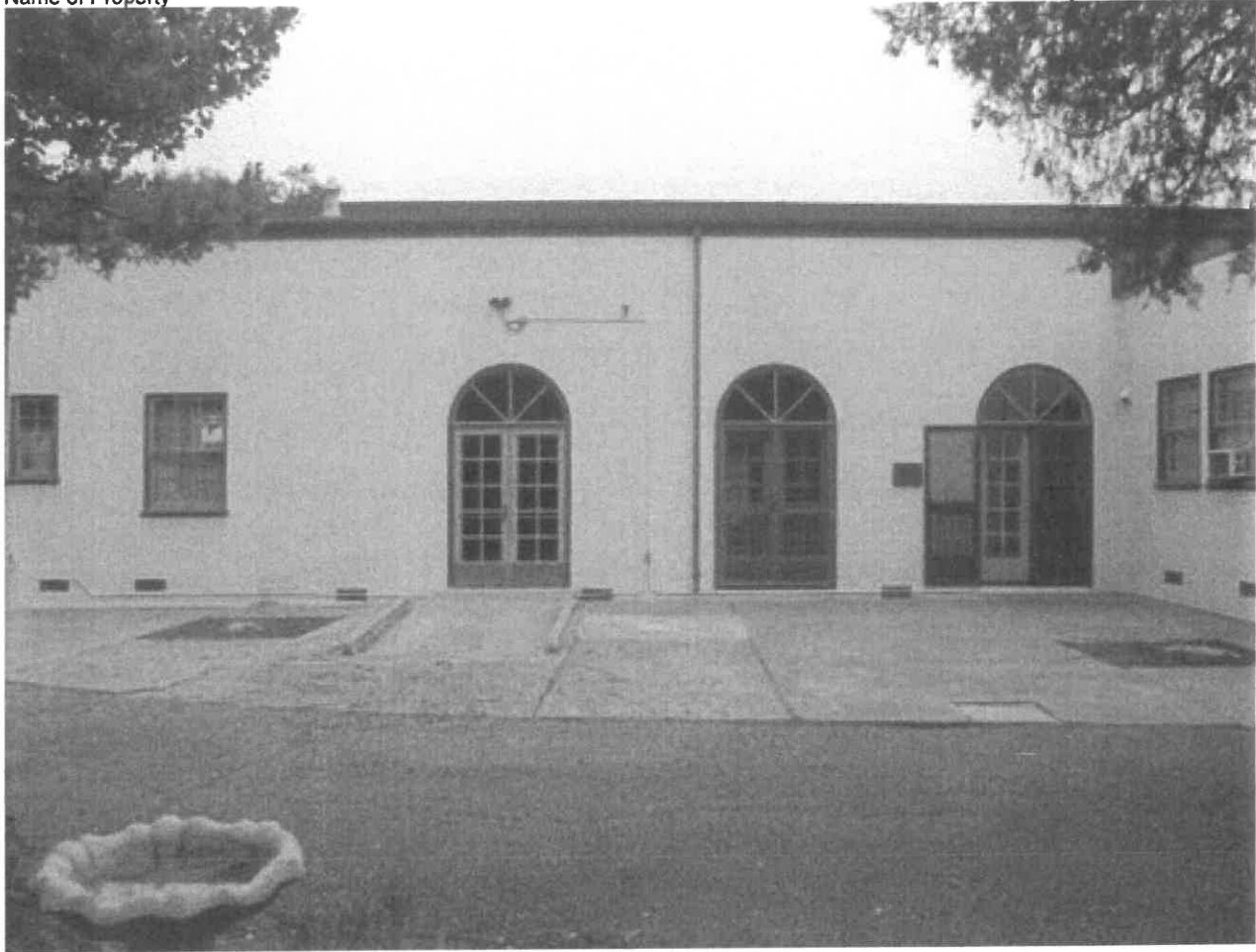


Photo No. 5 of 11: South Elevation looking North

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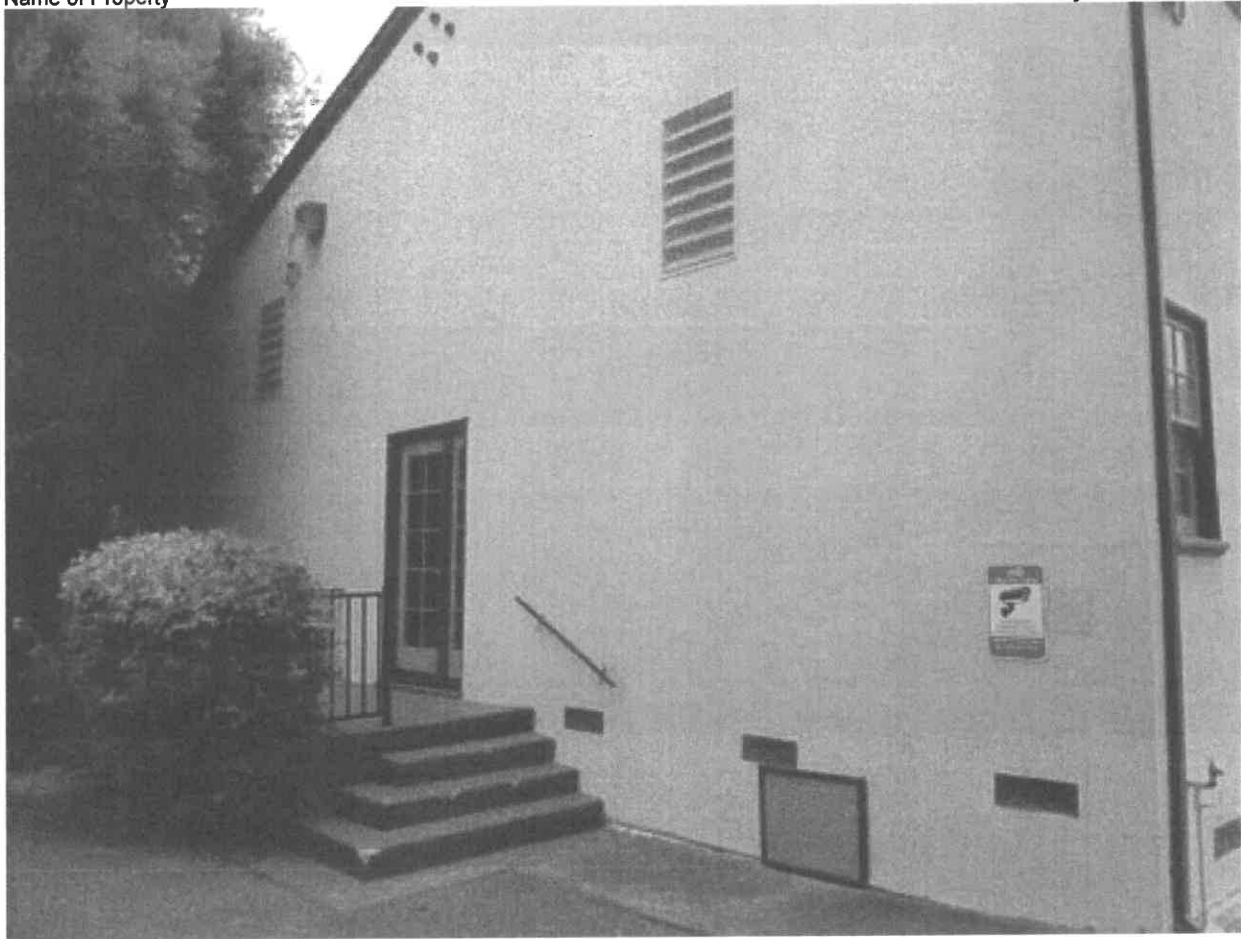


Photo No. 6 of 11: West Elevation looking Northeast

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Photo No. 7 of 11: Main room looking South

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Photo No. 8 of 11: Main Room looking West

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Photo No. 9 of 11: Piano Stage looking Southwest

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Photo No. 10 of 11: Fireplace Stage looking East

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Photo No 11 of 11: Kitchen looking East

Paperwork Reduction Act Statement: This information is being collected for applications to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listings. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C.460 et seq.).

Estimated Burden Statement: Public reporting burden for this form is estimated to average 100 hours per response including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding this burden estimate or any aspect of this form to the Office of Planning and Performance Management, U.S. Dept. of the Interior, 1849 C. Street, NW, Washington, DC.

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AGENDA TRANSMITTAL

MEETING DATE: March 15, 2022

CITY AGENDA ITEM: Council Discussion and Direction: Community Christmas Tree Replacement

FISCAL IMPACT: None at this time

STRATEGIC PLAN IMPACT: Provide Good Governance

BACKGROUND: The Christmas Tree used each year for *Christmas on the Waterfront* has lived its useful life. Early in 2021 staff hired an arborist to inspect the tree and provide an estimated life expectancy for the tree. Their estimate was 2-5 years with recommended modifications to the watering cycle and soil amendments. Efforts were made to prolong the trees life by adhering to the recommendations provided, but those efforts were unsuccessful. Last year, 2021, was the last year of life for the Community Christmas Tree.

STAFF REPORT: The City is in need of replacing the current tree located in the waterfront area. This tree is the central gathering point for the Christmas on the Waterfront event and is decorated annually for the community to enjoy. There are 4 options available as replacement trees and they are as follows:

- | | |
|-------------------------------------------|-----------------------------------|
| • 35' Artificial Christmas Tree | \$40,000-\$50,000 |
| • Planting a 25' Live Tree (new location) | \$10,000-\$15,000 |
| • Live Tree Every Year | \$10,000-\$15,000 annually |
| • Use Existing Tree (Solano & Kellogg) | \$2,000 - \$5,000 (tree trimming) |

This item was brought to the Recreation, Parks, Marina, & Arts Commission on February 16, 2022 and after a lengthy discussion they unanimously voted that their first recommendation was to use the existing tree at the corner of Solano Street and Kellogg Street. Their second choice would be to purchase an artificial tree.

STAFF RECOMMENDATION: It is recommended Council provide direction on a Community Christmas Tree Replacement.

ATTACHMENTS:

1. Power Point Presentation

PREPARED BY:

Kris Lofthus, Recreation, Parks, and Marina Director

REVIEWED AND APPROVED BY:

Greg Folsom, City Manager

Discussion & Direction Community Christmas Tree Replacement Options



1

Background

- The Christmas Tree used each year for *Christmas on the Waterfront* has lived its useful life. Early in 2021 staff hired an arborist to inspect the tree and help prolong the tree's life.
- We were unsuccessful in that effort and the tree is now dead

2

Current Health of the Tree



3

Replacement Options

- Use an artificial tree
- Plant a live tree in a new location
- Purchase and raise a live tree each year
- Use an existing tree at the corner of Kellogg and Solano

4

Artificial Tree

- Cost: \$40,000-\$50,000 (based on 2021 pricing)
- Pros: Reusable for up to an estimated 20 years
Pre-Lit for ease of decorating
Environmentally Sustainable
- Cons: Installation and Removal - \$3,000 annual cost
Storage – must be stored indoors
Replacement cost if damaged
Purchasing Cost



5

Planting Live Tree in New Location

- Cost: \$10,000-\$15,000
- Pros: One Time Purchase
Environmentally Sustainable
Select the Location of the Tree
- Cons: 25' is the maximum tree available now
Time and Dedication to nurture the transplant
Purchase Cost



6

Fresh Cut Tree Annually

- Cost: \$10,000-\$15,000
- Pros: Able to select different variety of tree
Able to Move Location of the Tree
- Cons: Installation and Removal - \$5,000 annual cost
Annual Purchase Price Will Increase
Not Environmentally Friendly



7

Use Existing City Tree Corner of Solano St. & Kellogg St.

- Cost: \$2,000-\$5,0000 (pruning surrounding trees)
- Pros: Minimal Cost
Environmentally Responsible
Recommended by RPMA Commission
- Cons: Tree Location Not on the Water
May need to remove 1 existing tree



8

Use Existing City Tree Corner of Solano St. & Kellogg St.



9

Questions or Comments?

10