

CITY COUNCIL
Alma Hernandez, Mayor
Princess Washington, Mayor Pro Tem
Michael J Hudson, Member
Jenalee Dawson, Member
Amit Pal, Member



CITY COUNCIL MEETING

A G E N D A
SPECIAL MEETING OF THE SUISUN CITY COUNCIL
AND
SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY
TUESDAY, FEBRUARY 7, 2023
5:30 PM

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

NOTICE

The following Council/Successor Agency/Housing Authority meeting may include teleconference participation by: Council/Board Members Michael Hudson, Jenalee Dawson, Amit Pal, Mayor Pro Tem Princess Washington, and Mayor Alma Hernandez, in accordance with subdivisions (b), (e), or (f) of Section 54953 of the Government Code, as applicable.

FACE MASKS ARE RECOMMENDED FOR MEMBERS OF THE PUBLIC 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 8982 8510

CALL IN PHONE NUMBER: (707) 438-1720

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6 PM), VIA WEBSITE, OR ZOOM CALL IN PHONE NUMBER (707) 438-1720

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

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 Council Acting as Successor Agency will hold a Closed Session for the Purpose of:

City Council

- 1 CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION
Discussion of potential significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) (1 potential case).
- 2 CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
Name of Case: Giddens v. City of Suisun City Case No. 2:14-cv-00943
- 3 CONFERENCE WITH LEGAL COUNSEL-- EXISTING LITIGATION
Name of Case: Moore v. City of Suisun City Case No. FCS058262

CONVENE OPEN SESSION

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

ADJOURNMENT

Public Access To Agenda Documents

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The City Council/Agency/Authority hopes to conclude its public business by 10:00 p.m. No new items will be taken up after 10:00 p.m., unless so moved by a majority of the City Council, and any items remaining will be agendaized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.

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Decorum

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Ordinances

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Certification Of Posting

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- Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA;
- Suisun City Senior Center, 318 Merganser Drive, Suisun City, CA;
- Joe Nelson Center, 611 Village Drive, Suisun City, CA;
- Harbor Master Office, 800 Kellogg Street, Suisun City, CA.

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

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CITY COUNCIL
Alma Hernandez, Mayor
Princess Washington, Mayor Pro Tem
Michael J Hudson, Member
Jenalee Dawson, Member
Amit Pal, Member



CITY COUNCIL MEETING

A G E N D A

**REGULAR MEETING OF THE SUISUN CITY COUNCIL,
SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,
AND HOUSING AUTHORITY
TUESDAY, FEBRUARY 7, 2023
6:30 PM**

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

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(Next Ord. No. – 799)

(Next City Council Res. No. 2023 – 10)

Next Suisun City Council Acting as Successor Agency Res. No. SA2023 - 01)

(Next Housing Authority Res. No. HA2023 – 01)

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 Update – (Folsom: gfolson@suisun.com).
- 2 Microtransit Presentation – (Solano Transportation Authority).
- 3 Public Safety Committee – (Folsom: gfolson@suisun.com).

PRESENTATION/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

- 4 Mayoral Appointments of Commissions and Committees – (Hernandez: ahernandez@suisun.com).

PUBLIC COMMENT

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COUNCIL COMMENTS

- 5 Council/Board Member Updates.

CONSENT CALENDAR

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

City Council

- 6 Council Consideration and possible action to adopt Resolution No. 2023-__ : 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 no later than March 8, 2023 - (Folsom: gfolson@suisun.com).
- 7 Council Adoption of Resolution No. 2023-____: Approving an Application for Funding and the Execution of a Grant Agreement and Any Amendments Thereto from the 2020 Community Development Block Grant Program Coronavirus Round 1 (CDBG-CV1) Notice of Funding Availability (NOFA) Dated June 5, 2020 – (Lofthus: klofthus@suisun.com).

- 8 Council Adoption of Resolutions Amending the Citywide Classification and Compensation Plans as Follows: - (Penland: cpenland@suisun.com).
 - a. Resolution No. 2023-__: Retitling the Housing Manager Classification to Housing Programs Manager and Amending the Class Specification; and
 - b. Resolution No. 2023-__: Amending the Citywide Salary Schedule to Update the Job Title and Salary for the Housing Programs Manager Classification.
- 9 Council Adoption of Resolution No. 2023 -__: Amend the Community Services Officer Class Specifications – (Penland: cpenland@suisun.com).

Joint City Council / Housing Authority

- 10 Fiscal Year 2021-22 Year End Budget Amendments:
 - a. Council Adoption of Resolution No. 2023__: Adopting the 9th Amendment to the Annual Appropriation Resolution No. 2021-57 to Appropriate Funding in Various Programs Citywide to Meet Actual Fiscal Year 2021-22 Obligations Pursuant to Audit Determinations.
 - b. Housing Authority Board Adoption of Resolution No. HA 2023-__: Adopting the 1st Amendment to the Annual Appropriation Resolution No. HA 2021-01 to Appropriate Additional Funding to Meet Actual Fiscal Year 2021-22 Obligations Pursuant to Audit Determinations.

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

- 11 Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on January 3, 2023, January 17, 2023, and January 24, 2023 – (Skinner: clerk@suisun.com).

PUBLIC HEARING NONE

GENERAL BUSINESS

- 12 Presentation and discussion on maintenance and beautification of City-wide medians.

REPORTS: (Informational items only)

- 13 Non-Discussion Items

ADJOURNMENT

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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 was posted and available for review, in compliance with the Brown Act.

AGENDA TRANSMITTAL

MEETING DATE: February 7, 2023

CITY AGENDA ITEM: Council Consideration and possible action to adopt Resolution No. 2023-__: 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 no later than March 8, 2023.

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 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.

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.

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:
 - 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.

It should be noted that Governor Newsom has indicated that the COVID-19 State of Emergency will likely be lifted effective February 28, 2023. If the state of emergency ends, the AB 361 remote participation provisions will cease to be effective as of March 1, 2023, and the City will use the teleconferencing rules provided for in subdivisions (b) and (f) of Section 54953 of the Government Code.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2023-____: 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 no later than March 8, 2023.

DOCUMENTS ATTACHED:

1. Resolution 2023-____ 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 no later than March 8, 2023.

PREPARED BY:

Greg Folsom, City Manager

REVIEWED BY:

Greg Folsom, City Manager

APPROVED BY:

Greg Folsom, City Manager

ATTACHMENTS:

[1 Resolution Proclaiming a Local Emergency Persists and Authorizing the Use of Remote Teleconference Meeting Procedures.pdf](#)

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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, 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

1 legislative body of the City finds that meeting in person would present imminent risk to the
2 health and safety of attendees; and

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

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

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

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

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

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

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

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

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

1 Section 5. The City Manager and legislative bodies of the City are hereby authorized
2 and directed to take all actions necessary to carry out the intent and purpose of this Resolution
3 including, conducting open and public meetings in accordance with Government Code section
4 54953(e) and other applicable provisions of the Brown Act.

5 Section 6. This Resolution shall take effect immediately upon its adoption and shall be
6 effective until the earlier of (i) March 8, 2023, or (ii) such time the Council adopts a
7 subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the
8 time during which the legislative bodies of the City may continue to teleconference without
9 compliance with Government Code section 54953(b)(3); the effective date of the rescinding
10 or expiration of California's state of emergency, currently anticipated to be March 1, 2023 .

11 **PASSED AND ADOPTED** at the Regular Meeting of the City Council of the City of
12 Suisun City duly held on February 7, 2023, by the following vote:

13 **AYES:** Council Members:
14 **NOES:** Council Members:
15 **ABSENT:** Council Members:
16 **ABSTAIN:** Council Members:

17 **WITNESS** my hand and the seal of said City this 7th day of February 2023.

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Anita Skinner
City Clerk

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AGENDA TRANSMITTAL

MEETING DATE: February 7, 2023

CITY AGENDA ITEM: Council Adoption of Resolution No. 2023-____: Approving an Application for Funding and the Execution of a Grant Agreement and Any Amendments Thereto from the 2020 Community Development Block Grant Program Coronavirus Round 1 (CDBG-CV1) Notice of Funding Availability (NOFA) Dated June 5, 2020

FISCAL IMPACT: If approved, the City will be able to utilize the award amount of \$61,228 to deliver building improvements at the Joseph Nelson Community Center as outlined below. There is no financial match for these funds.

STRATEGIC PLAN: Provide Good Governance, Section 4.7 – Improve productivity, efficiency, effectiveness, customer service and citizen satisfaction in all areas of municipal organization.

BACKGROUND: In 2020, the City applied for a Community Development Block Grant – Coronavirus Round 1 (CDBG-CV1) for up to the amount of \$129,689 to provide COVID related assistance. Of that \$129,689 award, \$68,461 was allocated to the Suisun City Police Department and \$61,228 was dedicated towards a “Virtual Youth Learning Hub” at the Joseph Nelson Center due to the mandated distance learning for all Fairfield-Suisun Unified School District (FSUSD) students. These learning hubs were to provide a safe educational environment where students will attend their on-line and live instruction, completion of homework, and participate in enrichment and physical activities.

The City was notified in 2021 that it was awarded CDBG-CV1 funding. Soon after this notification, FSUSD opened their campuses and provided free hot spots to assist students with distance learning, eliminating the need for our programming. In 2022, CA Department of Housing & Community Development (HUD) began accepting “amendment requests” for awarded CDBG-CV1 grants. These amendments gave an opportunity for grantees to change their scope of work to a related activity.

STAFF REPORT: After consultation with the CA HUD representatives, the Recreation, Parks, and Marina (RPM) Department believes the best use of the allocated funds are building improvements for the Joseph Nelson Community Center. The Joseph Nelson Community Center has been utilized as an emergency evacuation center for natural disasters and has hosted the RPM Department’s distance learning camp programs. Through these opportunities to serve the community during the COVID-19 Pandemic, the RPM Department discovered through heavy use of the facility that the building itself is deficient in many ways. This includes deteriorated flooring and insufficient security blinds in the classroom areas, and lack of appropriate signage at the main entrance and throughout the building. All of these deficiencies present safety and security concerns for community members who participate in any program at the Joseph Nelson Community Center. The improvements to the Joseph Nelson Community Center would better prepare the City for more foot traffic in case the center ever serves again as an evacuation center.

The funding amount will stay the same at \$61,228 as the amendment process restricts an increase in funds requested. Of the funding amount, \$26,500 would be allocated towards replacing security blinds in the three classroom areas and common areas, \$30,000 to replace the flooring in the classroom and small kitchen areas, and the remaining \$4,728 would be for signage replacement.

This item was originally passed by Suisun City Council on November 1, 2022. On January 23, 2023, CA HUD representatives reached out to RPM Department staff requesting that the Resolution include the Deputy City Manager as an authorized signer and edits be made to the “Amendment Provision” section. As a result, it is necessary to bring the item back to City Council for approval of the updated resolution.

STAFF RECOMMENDATION: It is recommended that the City Council Adoption of Resolution No. 2023-___: Approving an Application for Funding and the Execution of a Grant Agreement and Any Amendments Thereto from the 2020 Community Development Block Grant Program Coronavirus Round 1 (CDBG-CV1) Notice of Funding Availability (NOFA) Dated June 5, 2020

DOCUMENTS ATTACHED:

1. Resolution No. 2023-___: Approving an Application for Funding and the Execution of a Grant Agreement and Any Amendments Thereto from the 2020 Community Development Block Grant Program Coronavirus Round 1 (CDBG-CV1) Notice of Funding Availability (NOFA) Dated June 5, 2020

PREPARED BY:	Marvin Mora, Recreation Supervisor
REVIEWED BY:	Kris Lofthus, Deputy City Manager
APPROVED BY:	Greg Folsom, City Manager

ATTACHMENTS:

[1 Resolution Approving an Application for Funding of a Grant Agreement and Any Amendments from CDBG-CV1.pdf](#)

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BE IT RESOLVED by the City Council of the City of Suisun City as follows:

The Suisun City Council has reviewed and hereby approves the submission to the State of California (“State”) of one or more amendments to its existing CDBG-CV1 Standard Agreement with the State numbered 20-CDBG-CV1-00025 (the “Standard Agreement”) pursuant to the State’s June 2020 CDBG-CV1 Notice of Funding Availability (NOFA). The reviewed and approved amendment(s) are presented in Section 2 of this Resolution.

The following amendments to the Standard Agreement have been reviewed and approved by the City Council with acknowledgement that all provisions of the existing Standard Agreement other than those shown in the tables below shall remain unmodified.

Amended Provision: Activity Description – Building improvements to the Joseph Nelson Community Center in order to fix safety and security concerns highlighted by and in response to the COVID-19 Pandemic. This includes flooring improvements, security blind improvements, and signage improvements. These improvements will allow the building to safely accommodate more people for COVID-19 vaccination/testings clinics held, to provide more isolation/quarantine rooms as necessary for our programs, and for us to fully utilize the classroom areas to its maximum capacity for socially distanced programs.

The City acknowledges compliance with all state and federal public participation requirements with respect to the approved amendments to the Standard Agreement described in Section 2 above.

The City hereby authorizes and directs the City Manager, or Deputy City Manager, to execute and deliver all applications and act on the City's behalf in all matters pertaining to all such applications.

1 SECTION 5:

2 If an amendment of the Standard Agreement is approved as contemplated above, the City
3 Manager, or Deputy City Manager, is authorized to enter into, execute and deliver an
4 amendment to the Standard Agreement and any and all other documentation which may be
5 required by the State from time to time for the purposes of this grant.

6 SECTION 6:

7 If an amendment to the Standard Agreement is approved, the City Manager, or Deputy City
8 Manager, is authorized to sign and submit Funds Requests and all required reporting forms
9 and other documentation as may be required by the State of California from time to time in
10 connection with this grant.

11 *[Remainder of page intentionally left blank]*
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PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City held on February 7, 2023 by the following vote:

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

Alma Hernandez, Mayor
City of Suisun City

STATE OF CALIFORNIA
City of Suisun City

I, Anita Skinner, City Clerk of the City of Suisun City, State of California, hereby certify the above and foregoing to be a full, true, and correct copy of a resolution adopted by said City Council on this 7th day of February 2023.

Anita Skinner, City Clerk of the City of Suisun City
State of California

By: _____
Anita Skinner
City Clerk

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AGENDA TRANSMITTAL**MEETING DATE:** February 7, 2023

CITY AGENDA ITEM: Council Adoption of Resolutions Amending the Citywide Classification and Compensation Plans as Follows:

- a. Resolution No. 2023-__: Retitling the Housing Manager Classification to Housing Programs Manager and Amending the Class Specification; and
- b. Resolution No. 2023-__: Amending the Citywide Salary Schedule to Update the Job Title and Salary for the Housing Programs Manager Classification.

FISCAL IMPACT: The Housing Programs Manager is a federally funded position - Providing the recommended salary increase will not have any impact to the general fund.

STRATEGIC PLAN: Provide Good Governance and Ensure Fiscal Solvency.

BACKGROUND: In 2006, the City engaged with Johnson & Associates to conduct a citywide classification and compensation study, that included providing an updated class specification for the Housing Manager position whose primary responsibility was management and oversight of the City's Section 8 rental subsidy program. Since 2012, with the dissolution of the Suisun City Redevelopment Agency, the Housing Authority, and specifically the Housing Manager position, assumed various functions including administration of the Redevelopment Successor Agency's affordable housing communities, First Time Homebuyer Loan, HOME Loan and Community Development Block Grant (CDBG) programs. Additionally, over time, the Housing Manager was designated as the City's representative in the community's homeless services system design.

STAFF REPORT: The incumbent Housing Manager submitted a request for classification review in April 2022, due to the various responsibilities of the position which were absent from the 2006 class specification. The City Manager authorized a classification study of this position in May 2022, and the incumbent was invited to complete a position description questionnaire (PDQ) in which to provide information on the duties and tasks performed, and the knowledge, skills and abilities required. The incumbent submitted the completed PDQ in October 2022 which jump started the classification review process that occurred through the months of October and November 2022.

The methodology used for conducting the classification study included obtaining and reviewing a PDQ prepared by the incumbent, holding meetings with the incumbent to discuss the PDQ and clarify the information provided, reviewing documents and work products produced by the incumbent, obtaining feedback from the Department Head, and evaluating comparable classifications in similar agencies.

After 13 years in the Housing Manager position, the incumbent resigned in early January 2023; however, she informed most of the recommendations in this study prior to her departure. The amended class specification is reflective of the scope and responsibilities performed in the oversight and administration of the City's Section 8 Choice Voucher Program, and includes the duties and responsibilities reassigned to this position after the dissolution of the Redevelopment Agency.

Additionally, the minimum qualifications are being updated to allow for full substitution of the education with additional years of directly related experience. This will eliminate any barriers to

internal advancement from the subordinate Housing Specialist II classification, and will also facilitate future succession planning in this work unit. The new title of Housing Programs Manager more accurately describes the scope of work performed in various housing program areas.

Staff is further recommending increasing the salary for this position by approximately 24%, to a new top monthly step of \$9,403.00. When setting salaries, we conduct both an internal and external analysis to determine where the salary compares to the current labor market, and also internally with other City classifications that perform work at a similar level or scope to the comparison classification.

The external salary survey identified three jurisdictions that had similar Housing Manager classifications to compare to, including Fairfield, Vacaville, and Vallejo. This survey revealed the proposed salary is at approximately 90% of the median salary for those agencies. While this is 10% below the market median, it is consistent internally when comparing this classification to other classifications in the City that perform work of similar level, responsibility, scope and complexity. Internally, this salary is set within 3% of other Division Manager classifications.

The Housing Programs Manager is represented by the Suisun City Management and Professional Employees' Association (SCMPEA). Staff have met our obligations to meet and confer with SCMPEA over this classification action.

STAFF RECOMMENDATION: Council Adoption of Resolutions Amending the Citywide Classification and Compensation Plans as Follows:

- a. Resolution No. 2023-__: Retitling the Housing Manager Classification to Housing Programs Manager and Amending the Class Specification; and
- b. Resolution No. 2023-__: Amending the Citywide Salary Schedule to Update the Job Title and Salary for the Housing Programs Manager Classification.

DOCUMENTS ATTACHED:

1. Resolution No. 2023-__: Retitling the Housing Manager Classification to Housing Programs Manager and Amending the Class Specification;
 - a. Housing Programs Manager Class Specification – Redline;
 - b. Housing Programs Manager Class Specification – Final; and
2. Resolution No. 2023-__: Amending the Citywide Salary Schedule to Update the Job Title and Salary for the Housing Programs Manager Classification;
 - a. Citywide Salary Schedule.

PREPARED BY:	Christina Penland, Human Resources Administrator
REVIEWED BY:	Greg Folsom, City Manager
APPROVED BY:	Greg Folsom, City Manager

ATTACHMENTS:

- 1 [Resolution Retitling the Housing Manager Classification and Amending the Class Specification.pdf](#)
 - a [Housing Programs Manager Class Specification - Redline.pdf](#)
 - b [Housing Programs Manager Class Specification - Final.pdf](#)
- 2 [Resolution Amending the Citywide Salary Schedule to Update the Job Title and Salary for the Housing Programs Manager.pdf](#)
 - a [Citywide Salary Schedule.pdf](#)

1 **RESOLUTION NO. 2023-__**

2
3 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY**
4 **RETITLING THE HOUSING MANAGER CLASSIFICATION TO HOUSING**
5 **PROGRAMS MANAGER AND AMENDING THE CLASS SPECIFICATION**

6 **WHEREAS**, Suisun City Code Chapter 2.40 establishes a Personnel System that includes
7 Classifications to group positions with similar duties and responsibilities into categories, and Pay
8 Ranges within a Compensation Plan to establish appropriate compensation for the various Classes;
9 and

10 **WHEREAS**, the authority to amend job classifications, and pay ranges for each
11 classification and approve placement of new Classifications in appropriate bargaining units each
12 by resolution is the purview of the City Council; and

13 **WHEREAS**, the City Manager is designated as the Personnel Officer with the
14 responsibility to prepare, maintain and propose revisions to the Classification Plan and a
15 Compensation Plan to be effective upon approval by the City Council; and

16 **WHEREAS**, the City Manager has requested to retitle the Housing Manager to Housing
17 Programs Manager and to amend the class specification; and

18 **NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Suisun
19 City, California, the City manager is authorized to amend the City Classification Plan by amending
20 the title and class specification for Housing Programs Manager. This Resolution shall take effect
21 upon adoption.

22 **PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of
23 Suisun City duly held on Tuesday, the 7th day of February 2023, by the following vote:

24 **AYES:** Councilmembers: _____
25 **NOES:** Councilmembers: _____
26 **ABSENT:** Councilmembers: _____
27 **ABSTAIN:** Councilmembers: _____

28 **WITNESS** my hand and the seal of said City this 7th day of February 2023.

Anita Skinner
City Clerk

Attachments:

- a. Housing Programs Manager Redline Class Specification
- b. Housing Programs Manager Final Class Specification

HOUSING PROGRAMS MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction, ~~of the Community Development Director, directs, manages, supervises, and coordinates the activities and operations~~ responsible for the day-to-day direction and administration of the City's Housing Division ~~within the Community Development Department including the City's and~~ affordable housing programs, ~~projects, and ordinances~~ including planning, managing and coordinating program activities; ~~oversees~~ and performs a variety of complex, specialized and professional work in housing operations; ~~and coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Community Development Director~~ ensures program compliance with federal and state laws and regulations. Provides oversight and administration of the Redevelopment Successor Agency's affordable housing communities, First Time Homebuyer Loan, HOME Loan and Community Development Block Grant (CDBG) programs. This position also takes a lead role in representing the City in the community's homeless services system design.

IDENTIFYING CHARACTERISTICS

The Housing Manager is considered a Division Manager with responsibility for the management of a Division that includes a functional work group of significant depth and complexity. A Division Manager is also responsible for the development, administration, and control of the associated budget(s). Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, organizes, directs, supervises, reviews, coordinates, establishes priorities for, and manages housing activities; participates in the development and implementation of Housing Division goals, priorities, policies and procedures.
2. Supervises, coordinates, reviews and participates in the work of assigned staff in the administration of Housing Division programs, including the Section 8 Housing Choice Voucher program, affordable housing management activities, and other housing assistance programs.
3. Performs monitoring and evaluation activities for housing authority programs; documents problem areas and identifies remedies; analyzes, interprets and implements existing and new federal and state housing rules and regulations.
4. Administers the overall functions of housing programs, including administration of housing program waitlists, initial eligibility determination, voucher issuance, leasing, recertification, and special programs administration. Duties include detailed and in-depth analysis of housing programs success and voucher utilization, including applicant pools, success rates and other related information for standard federally subsidized programs.

CITY OF SUISUN CITY
Housing Programs Manager (Continued)

5. Evaluates and resolves individual appeals or protests related to application of ordinances, policies, rules and regulations, compliance issues, and fraud incidents; gathers information and visits sites as appropriate to investigate and resolve complaints, violations or appeals.
6. Oversees the property management of the Redevelopment Successor Agency's affordable housing communities.
7. Coordinates financial transactions between the Housing Division and Finance Department, including monthly reconciliation, Housing Assistance Payment disbursements, claims and recovery, home loans, payoff demands and other related financial records and information as required by HUD and other funding sources; monitors budget expenditures in assigned program areas.
- ~~1. Assumes management responsibility for assigned services and activities of the Housing Division including management and implementation of the City's affordable housing programs; qualifies eligible households to participate in programs.~~
- ~~2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the Housing Division; recommends and administers policies and procedures.~~
- ~~3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.~~
- ~~4. Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.~~
- ~~5. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.~~
- ~~6-8.~~ Participates in the development and administration of the Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
9. Ensures program compliance with applicable HUD regulations, applicable state and local regulations, and City ordinances, policies and procedures; and completes all related state and federal reporting requirements.
10. Provides technical expertise, information and assistance to the City Manager and Council regarding Housing Services programs; recommends the formulation and development of policies and procedures relating to Housing Services.
11. Communicates with HUD representatives, other agency administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts, and exchanges information.
12. Makes presentations to Council; prepares educational materials for service providers, strategic partners, and the general public regarding housing programs.
7. Serves as the City's representative in the coordination of homelessness and safety net services for local residents on the CAP Solano JPA (Community Action Partnership of Solano Joint Powers Authority) and Housing First Solano (HFS) Boards. Serves as the liaison for the Housing Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.

CITY OF SUISUN CITY
Housing Programs Manager (Continued)

13.

~~8. Provides responsible staff assistance to the Community Development Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to housing programs, policies, and procedures as appropriate.~~

~~9-14.~~ Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of housing; incorporates new developments as appropriate.

~~10-15.~~ Responds to and resolves difficult and sensitive citizen inquiries and complaints.

~~11-16. Plans, develops, supervises and monitors special projects; P~~performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Section 8 housing regulations.

Operational characteristics, services, and activities of an affordable housing program.

Principles and practices of program development and administration.

Basic theory, principles, and practices used in affordable housing.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state, and local laws, codes, and regulations including redevelopment laws.

Ability to:

Oversee and participate in the management of an affordable housing program.

Oversee, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff.

Participate in the development and administration of division goals, objectives, and procedures.

Prepare and administer budgets.

Collect, analyze, and interpret data.

Prepare clear and concise administrative and financial reports.

Speak effectively in public.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply federal, state, and local policies, laws, and regulations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in Social Science, Public Administration, Business Administration, Urban Studies, planning, or a related field. ~~Experience may be substituted for education on a year-for-year basis for up to two years.~~

Experience:

Five years of increasingly responsible ~~housing-related~~ experience with federally funded housing assistance programs, including experience in housing development, affordable housing program management, and two years of project management and/or supervisory responsibility.

Substitution:

Additional years of experience may substitute the required education on a year--for--year basis. One year of experience is equivalent to 30 semester/45 quarter units.

License or Certificate:

Possession of ~~an appropriate~~ a California Class C driver's license is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

October, 2006
Johnson & Associates

Revised January 2023

HOUSING PROGRAMS MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction, responsible for the day-to-day direction and administration of the City's Housing Division and affordable housing programs, including planning, managing and coordinating program activities; oversees and performs a variety of complex, specialized and professional work in housing operations; and ensures program compliance with federal and state laws and regulations. Provides oversight and administration of the Redevelopment Successor Agency's affordable housing communities, First Time Homebuyer Loan, HOME Loan and Community Development Block Grant (CDBG) programs. This position also takes a lead role in representing the City in the community's homeless services system design.

IDENTIFYING CHARACTERISTICS

The Housing Manager is considered a Division Manager with responsibility for the management of a Division that includes a functional work group of significant depth and complexity. A Division Manager is also responsible for the development, administration, and control of the associated budget(s). Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, organizes, directs, supervises, reviews, coordinates, establishes priorities for, and manages housing activities; participates in the development and implementation of Housing Division goals, priorities, policies and procedures.
2. Supervises, coordinates, reviews and participates in the work of assigned staff in the administration of Housing Division programs, including the Section 8 Housing Choice Voucher program, affordable housing management activities, and other housing assistance programs.
3. Performs monitoring and evaluation activities for housing authority programs; documents problem areas and identifies remedies; analyzes, interprets and implements existing and new federal and state housing rules and regulations.
4. Administers the overall functions of housing programs, including administration of housing program waitlists, initial eligibility determination, voucher issuance, leasing, recertification, and special programs administration. Duties include detailed and in-depth analysis of housing programs success and voucher utilization, including applicant pools, success rates and other related information for standard federally subsidized programs.
5. Evaluates and resolves individual appeals or protests related to application of ordinances, policies, rules and regulations, compliance issues, and fraud incidents; gathers information and visits sites as appropriate to investigate and resolve complaints, violations or appeals.
6. Oversees the property management of the Redevelopment Successor Agency's affordable housing communities.

CITY OF SUISUN CITY
Housing Programs Manager (Continued)

7. Coordinates financial transactions between the Housing Division and Finance Department, including monthly reconciliation, Housing Assistance Payment disbursements, claims and recovery, home loans, payoff demands and other related financial records and information as required by HUD and other funding sources; monitors budget expenditures in assigned program areas.
8. Participates in the development and administration of the Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
9. Ensures program compliance with applicable HUD regulations, applicable state and local regulations, and City ordinances, policies and procedures; and completes all related state and federal reporting requirements.
10. Provides technical expertise, information and assistance to the City Manager and Council regarding Housing Services programs; recommends the formulation and development of policies and procedures relating to Housing Services.
11. Communicates with HUD representatives, other agency administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts, and exchanges information.
12. Makes presentations to Council; prepares educational materials for service providers, strategic partners, and the general public regarding housing programs,
13. Serves as the City's representative in the coordination of homelessness and safety net services for local residents on the CAP Solano JPA (Community Action Partnership of Solano Joint Powers Authority) and Housing First Solano (HFS) Boards.
14. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of housing; incorporates new developments as appropriate.
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
16. Plans, develops, supervises and monitors special projects; performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Section 8 housing regulations.

Operational characteristics, services, and activities of an affordable housing program.

Principles and practices of program development and administration.

Basic theory, principles, and practices used in affordable housing.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state, and local laws, codes, and regulations including redevelopment laws.

Ability to:

Oversee and participate in the management of an affordable housing program.

CITY OF SUISUN CITY
Housing Programs Manager (Continued)

Oversee, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of division goals, objectives, and procedures.
Prepare and administer budgets.
Collect, analyze, and interpret data.
Prepare clear and concise administrative and financial reports.
Speak effectively in public.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply federal, state, and local policies, laws, and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in Social Science, Public Administration, Business Administration, Urban Studies, or a related field.

Experience:

Five years of increasingly responsible experience with federally funded housing assistance programs, including experience in housing development, affordable housing program management, and two years of project management and/or supervisory responsibility.

Substitution:

Additional years of experience may substitute the required education on a year-for-year basis. One year of experience is equivalent to 30 semester/45 quarter units.

License or Certificate:

Possession of a California Class C driver's license is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

CITY OF SUISUN CITY
Housing Programs Manager (*Continued*)

Hearing: Hear in the normal audio range with or without correction.

FLSA	Exempt
B.U.	SCMPEA
Established	October 2006 – Johnson & Associates
Amended	2/7/2023 – Reso: 2023-

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RESOLUTION NO. 2023-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AMENDING THE CITYWIDE SALARY SCHEDULE TO UPDATE THE JOB TITLE
AND SALARY FOR THE HOUSING PROGRAMS MANAGER CLASSIFICATION.**

WHEREAS, on August 16, 2022, the City Council approved the current Salary Schedule with the adoption of Resolution No. 2022-124; and

WHEREAS, the City is retitling the Housing Manager classification to Housing Programs Manager and increasing the salary of Housing Programs Manager by 24%, setting the top monthly salary at 90% of the market median and within 3% of other Division Manager classifications for internal equity; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City hereby adopts Resolution No. 2023-__ : Amending the Citywide Salary Schedule to Update the Job Title and Salary for the Housing Programs Manager Classification.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 7th day of February 2023, 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 7th day of February 2023.

Anita Skinner
City Clerk

Attachments:
a. Citywide Salary Schedule



City of Suisun City
Salary Schedule
Resolution Date: 2/7/2023

Job Class	Range	Hourly					Monthly		Effective Date B.U.	FLSA
		Step A	Step B	Step C	Step D	Step E	Starting	Ending		
Account Clerk I	500	\$18.54	\$19.47	\$20.44	\$21.46	\$22.54	\$3,214	\$3,907	10/01/21	SCEA
Account Clerk II*	501	\$20.40	\$21.42	\$22.49	\$23.61	\$24.80	\$3,536	\$4,298	10/01/21	SCEA
Account Clerk III	503	\$22.43	\$23.56	\$24.73	\$25.97	\$27.27	\$3,889	\$4,727	10/01/21	SCEA
Accountant*	235	\$34.03	\$35.73	\$37.52	\$39.40	\$41.37	\$5,899	\$7,170	10/01/21	SCMPEA
Accounting Services Manager	207	\$43.19	\$45.35	\$47.62	\$50.00	\$52.50	\$7,486	\$9,100	10/01/21	SCMPEA
Accounting Technician	508	\$25.04	\$26.29	\$27.60	\$28.98	\$30.43	\$4,340	\$5,275	10/01/21	SCEA
Administrative Assistant I	510	\$24.08	\$25.29	\$26.55	\$27.88	\$29.27	\$4,174	\$5,074	10/01/21	SCEA
Administrative Assistant II*	560	\$25.78	\$27.07	\$28.42	\$29.85	\$31.34	\$4,469	\$5,432	10/01/21	SCEA
Assistant Engineer	220	\$39.26	\$41.23	\$43.29	\$45.45	\$47.72	\$6,805	\$8,272	10/01/21	SCMPEA
Assistant Planner	235	\$34.03	\$35.73	\$37.52	\$39.40	\$41.37	\$5,899	\$7,170	10/01/21	SCMPEA
Associate Engineer*	270	\$43.19	\$45.35	\$47.62	\$50.00	\$52.50	\$7,486	\$9,100	10/01/21	SCMPEA
Associate Planner*	236	\$37.44	\$39.31	\$41.28	\$43.34	\$45.51	\$6,490	\$7,888	10/01/21	SCMPEA
Background Investigator	955	-	-	-	-	\$49.92	-	-	12/24/21	Temp/PT
Battalion Chief (2912 annual hours)	232	\$33.18	\$34.84	\$36.58	\$38.41	\$40.33	\$8,267	\$10,048	04/05/22	Unrep
Building Inspection Services Manager*	270	\$43.19	\$45.35	\$47.62	\$50.00	\$52.50	\$7,486	\$9,100	10/01/21	SCMPEA
Building Inspector I	520	\$28.93	\$30.38	\$31.90	\$33.49	\$35.16	\$5,015	\$6,095	10/01/21	SCEA
Building Inspector II*	521	\$31.81	\$33.40	\$35.07	\$36.83	\$38.67	\$5,514	\$6,703	10/01/21	SCEA
Building Maintenance Worker I	565	\$21.35	\$22.42	\$23.54	\$24.71	\$25.95	\$3,700	\$4,498	10/01/21	SCEA
Building Maintenance Worker II*	566	\$23.48	\$24.66	\$25.89	\$27.18	\$28.54	\$4,070	\$4,947	10/01/21	SCEA
Chief Building Official*	267	\$54.02	\$56.72	\$59.56	\$62.53	\$65.66	\$8,430	\$11,381	07/19/22	Unrep
City Engineer*	267	\$54.02	\$56.72	\$59.56	\$62.53	\$65.66	\$8,430	\$11,381	07/19/22	SCMPEA
City Manager**	100	-	-	-	-	\$126.17	-	\$21,870	07/01/22	Unrep
Code Enforcement Officer I	560	\$25.78	\$27.07	\$28.42	\$29.85	\$31.34	\$4,469	\$5,432	07/19/22	SCEA
Code Enforcement Officer II*	561	\$27.06	\$28.42	\$29.84	\$31.33	\$32.90	\$4,691	\$5,702	07/19/22	SCEA
Community Services Officer I	535	\$21.12	\$22.18	\$23.29	\$24.45	\$25.68	\$3,661	\$4,451	10/01/21	SCEA
Community Services Officer II	536	\$23.25	\$24.41	\$25.63	\$26.91	\$28.26	\$4,029	\$4,898	10/01/21	SCEA
Computer Systems Specialist	917	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18	-	-	12/24/21	Temp/PT
Computer Technician*	545	\$33.44	\$35.11	\$36.87	\$38.71	\$40.65	\$5,796	\$7,046	10/01/21	SCEA
Deputy Fire Chief	255	\$56.74	\$59.57	\$62.55	\$65.68	\$68.96	\$9,834	\$11,954	04/01/22	SCMPEA
Development Services Director*	140	\$62.40	\$65.52	\$68.79	\$72.23	\$75.84	\$9,738	\$13,146	07/19/22	Unrep
Dispatch/Records Supervisor*	223	\$31.93	\$33.53	\$35.20	\$36.96	\$38.81	\$5,535	\$6,727	10/01/21	SCMPEA
Division Fire Chief	237	\$49.38	\$51.84	\$54.44	\$57.16	\$60.02	\$8,558	\$10,403	07/19/22	SCMPEA
Economic Development Consultant	956	-	-	-	-	\$65.00	-	-	12/24/21	Temp/PT
Finance Director*	140	\$62.40	\$65.52	\$68.79	\$72.23	\$75.84	\$9,738	\$13,146	07/19/22	Unrep
Financial Services Manager	225	\$45.00	\$47.25	\$49.62	\$52.10	\$54.70	\$7,800	\$9,482	10/01/21	SCMPEA
Financial Services Specialist	917	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18	-	-	12/24/21	Temp/PT
Fire Captain (2,912 annual hours)	202	\$28.85	\$30.29	\$31.81	\$33.40	\$35.07	\$7,189	\$8,738	10/01/21	IAFF
Fire Chief*	110	\$70.92	\$74.47	\$78.19	\$82.10	\$86.20	\$11,068	\$14,942	07/19/22	Unrep

(C) Denotes Confidential Class

* Denotes Benchmark Class

** City Manager's Salary is set by Contract

Job Class	Range	Hourly					Monthly		Effective Date	B.U.	FLSA
		Step A	Step B	Step C	Step D	Step E	Starting	Ending			

Fire Engineer (2912 annual hours)	203	\$26.45	\$27.77	\$29.16	\$30.62	\$32.15	\$6,590	\$8,010	10/01/21	IAFF	
Fire Marshal*	237	\$49.38	\$51.84	\$54.44	\$57.16	\$60.02	\$8,558	\$10,403	10/01/21	SCMPEA	Exempt
Firefighter	910	\$19.70	\$20.69	\$21.72	\$22.81	\$23.95	-	-	12/24/21	Temp/PT	
Fleet Mechanic*	525	\$24.65	\$25.88	\$27.18	\$28.53	\$29.96	\$4,273	\$5,193	10/01/21	SCEA	
Housing Manager*	230	\$44.63	\$46.86	\$49.20	\$51.66	\$54.25	\$7,736	\$9,403	10/01/21	SCMPEA	Exempt
Housing Specialist I	560	\$25.78	\$27.07	\$28.42	\$29.85	\$31.34	\$4,469	\$5,432	10/01/21	SCEA	
Housing Specialist II*	561	\$27.06	\$28.42	\$29.84	\$31.33	\$32.90	\$4,691	\$5,702	10/01/21	SCEA	
Human Resources Administrator*	242	\$50.13	\$52.64	\$55.27	\$58.03	\$60.93	\$7,824	\$10,562	07/19/22	Unrep	Exempt
Human Resources Technician (C)	519	\$28.36	\$29.78	\$31.27	\$32.83	\$34.48	\$4,916	\$5,976	10/01/21	SCEA	
IT Services Manager	270	\$43.19	\$45.35	\$47.62	\$50.00	\$52.50	\$7,486	\$9,100	10/01/21	SCMPEA	Exempt
Maintenance Worker I	565	\$21.35	\$22.42	\$23.54	\$24.71	\$25.95	\$3,700	\$4,498	10/01/21	SCEA	
Maintenance Worker II*	566	\$23.48	\$24.66	\$25.89	\$27.18	\$28.54	\$4,070	\$4,947	10/01/21	SCEA	
Management Analyst I	235	\$34.03	\$35.73	\$37.52	\$39.40	\$41.37	\$5,899	\$7,170	10/01/21	SCMPEA	Exempt
Management Analyst II*	236	\$37.44	\$39.31	\$41.28	\$43.34	\$45.51	\$6,490	\$7,888	10/01/21	SCMPEA	Exempt
Marina & Waterfront Events Manager	236	\$37.44	\$39.31	\$41.28	\$43.34	\$45.51	\$6,490	\$7,888	10/01/21	SCMPEA	Exempt
Marketing Manager	245	\$34.18	\$35.88	\$37.68	\$39.56	\$41.54	\$5,924	\$7,200	10/01/21	SCMPEA	Exempt
Office Assistant	509	\$20.15	\$21.16	\$22.21	\$23.33	\$24.49	\$3,493	\$4,245	10/01/21	SCEA	
Permit Technician	519	\$28.36	\$29.78	\$31.27	\$32.83	\$34.48	\$4,916	\$5,976	10/01/21	SCEA	
Planning Specialist	917	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18	-	-	12/24/21	Temp/PT	
Police Chief*	110	\$70.92	\$74.47	\$78.19	\$82.10	\$86.20	\$11,068	\$14,942	07/19/22	Unrep	Exempt
Police Commander	255	\$56.74	\$59.57	\$62.55	\$65.68	\$68.96	\$9,834	\$11,954	04/01/22	SCMPEA	Exempt
Police Evidence and Property Technician I	535	\$21.12	\$22.18	\$23.29	\$24.45	\$25.68	\$3,661	\$4,451	10/01/21	SCEA	
Police Evidence and Property Technician II	536	\$23.25	\$24.41	\$25.63	\$26.91	\$28.26	\$4,029	\$4,898	10/01/21	SCEA	
Police Officer Trainee	906	-	-	-	\$28.63	\$30.06	-	-	12/24/21	Temp/PT	
Police Officer*	400	\$33.22	\$34.88	\$36.62	\$38.46	\$40.38	\$5,758	\$6,999	10/01/21	SCPOA	
Police Sergeant*	450	\$43.64	\$45.83	\$48.12	\$50.52	\$53.05	\$7,565	\$9,195	04/01/22	SCPOA	
Police Support Services Manager	270	\$43.19	\$45.35	\$47.62	\$50.00	\$52.50	\$7,486	\$9,100	10/01/21	SCMPEA	Exempt
Principal Planner	266	\$49.42	\$51.89	\$54.48	\$57.21	\$60.07	\$8,566	\$10,412	04/01/22	SCMPEA	Exempt
Project Manager*	220	\$39.31	\$41.27	\$43.34	\$45.50	\$47.78	\$6,813	\$8,282	10/01/21	SCMPEA	Exempt
Public Safety Dispatcher I	525	\$24.65	\$25.88	\$27.18	\$28.53	\$29.96	\$4,273	\$5,193	10/01/21	SCPOA	
Public Safety Dispatcher II*	526	\$26.39	\$27.71	\$29.09	\$30.55	\$32.08	\$4,574	\$5,560	10/01/21	SCPOA	
Public Works & Building Director/City Engineer*	140	\$62.40	\$65.52	\$68.79	\$72.23	\$75.84	\$9,738	\$13,146	07/19/22	Unrep	Exempt
Public Works Inspector*	570	\$32.19	\$33.79	\$35.48	\$37.26	\$39.12	\$5,579	\$6,781	10/01/21	SCEA	
Public Works Specialist	917	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18	-	-	12/24/21	Temp/PT	
Public Works Superintendent*	265	\$49.01	\$51.46	\$54.04	\$56.74	\$59.58	\$8,496	\$10,326	10/01/21	SCMPEA	Exempt
Public Works Supervisor*	222	\$31.78	\$33.37	\$35.03	\$36.79	\$38.63	\$5,508	\$6,695	10/01/21	SCMPEA	Exempt
Recreation Coordinator	580	\$25.13	\$26.39	\$27.71	\$29.10	\$30.55	\$4,357	\$5,295	10/01/21	SCEA	
Recreation Program Administrative Coordinator	510	\$24.08	\$25.29	\$26.55	\$27.88	\$29.27	\$4,174	\$5,074	10/01/21	SCEA	
Recreation Specialist I	935	-	-	\$16.05	\$16.85	\$17.69	-	-	12/24/21	Temp/PT	
Recreation Specialist II	936	-	\$16.81	\$17.65	\$18.53	\$19.46	-	-	12/24/21	Temp/PT	
Recreation Specialist III	937	\$17.61	\$18.49	\$19.41	\$20.38	\$21.40	-	-	12/24/21	Temp/PT	
Recreation Specialist Supervisor	939	\$19.37	\$20.34	\$21.36	\$22.43	\$23.55	-	-	12/24/21	Temp/PT	

(C) Denotes Confidential Class

* Denotes Benchmark Class

** City Manager's Salary is set by Contract

Job Class	Range	Hourly					Monthly		Effective Date	B.U.	FLSA
		Step A	Step B	Step C	Step D	Step E	Starting	Ending			
Recreation Supervisor*	241	\$27.65	\$29.03	\$30.48	\$32.01	\$33.61	\$4,792	\$5,825	04/01/22	SCMPEA	Exempt
Recreation, Parks & Marina Director*	140	\$62.40	\$65.52	\$68.79	\$72.23	\$75.84	\$9,738	\$13,146	07/19/22	Unrep	Exempt
Secretary to City Manager/Deputy City Clerk (C)*	300	\$29.85	\$31.34	\$32.91	\$34.55	\$36.28	\$5,174	\$6,289	10/01/21	SCMPEA	Exempt
Senior Account Clerk	508	\$25.04	\$26.29	\$27.60	\$28.98	\$30.43	\$4,340	\$5,275	10/01/21	SCEA	
Senior Accountant	220	\$39.31	\$41.27	\$43.34	\$45.50	\$47.78	\$6,813	\$8,282	10/01/21	SCMPEA	Exempt
Senior Associate Engineer	231	\$47.51	\$49.89	\$52.38	\$55.00	\$57.75	\$8,235	\$10,010	04/01/22	SCMPEA	Exempt
Senior Building Inspector	220	\$39.31	\$41.27	\$43.34	\$45.50	\$47.78	\$6,813	\$8,282	10/01/21	SCMPEA	Exempt
Senior Maintenance Worker	525	\$24.65	\$25.88	\$27.18	\$28.53	\$29.96	\$4,273	\$5,193	10/01/21	SCEA	
Senior Management Analyst	238	\$41.18	\$43.24	\$45.40	\$47.67	\$50.06	\$7,138	\$8,676	10/01/21	SCMPEA	Exempt
Senior Planner	238	\$41.18	\$43.24	\$45.40	\$47.67	\$50.06	\$7,138	\$8,676	10/01/21	SCMPEA	Exempt
Senior Public Safety Dispatcher	530	\$29.03	\$30.48	\$32.00	\$33.60	\$35.28	\$5,031	\$6,116	10/01/21	SCPOA	
Youth Services Specialist	590	\$29.68	\$31.16	\$32.72	\$34.36	\$36.08	\$5,145	\$6,253	10/01/21	SCEA	

(C) Denotes Confidential Class

* Denotes Benchmark Class

** City Manager's Salary is set by Contract

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AGENDA TRANSMITTAL

MEETING DATE: February 7, 2023

CITY AGENDA ITEM: Council Adoption of Resolution No. 2023-__: Amend the Community Services Officer Class Specifications.

FISCAL IMPACT: There is no fiscal impact associated with this action.

STRATEGIC PLAN: Provide Good Governance.

BACKGROUND: On August 16, 2022, Council authorized the establishment of a Code Enforcement Officer I/II job classification allowing the City to expand its code enforcement efforts with dedicated trained staff under the direction of the Development Services Director. The City immediately opened recruitment and hired its first dedicated Code Enforcement Officer on October 17, 2022. Previously, the City's limited code enforcement work was performed by the Community Services Officer I/II job classification assigned to the Police Department.

STAFF REPORT: With the establishment of a Code Enforcement Program, the creation of a Code Enforcement Officer I/II job classification, and transfer of this function from the Police Department to the Department of Development Services, staff is proposing to update the class specification of Community Services Officer I/II consistent with the new organizational structure by striking job duties it no longer performs related to the City's expanded code enforcement program.

This classification is represented by the Suisun City Employees Association (SCEA). SCEA is in support of this classification action.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2023-__: Amend the Community Services Officer Class Specifications.

DOCUMENTS ATTACHED:

1. Resolution No. 2023-__: Amend the Community Services Officer Class Specifications.
 - a. Community Services Officer I/II Redline Class Specification
 - b. Community Services Officer I/II Final Class Specification
-

PREPARED BY:	Christina Penland, Human Resources Administrator
REVIEWED BY:	Greg Folsom, City Manager
APPROVED BY:	Greg Folsom, City Manager

ATTACHMENTS:

- 1 [Resolution to Amend the Community Services Officer Class Specification.pdf](#)
- a [Community Services Officer I_II Redline Class Specification.pdf](#)
- b [Community Services Officer I_II Final Class Specification.pdf](#)

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RESOLUTION NO. 2023-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY TO
AMEND THE COMMUNITY SERVICES OFFICER CLASS SPECIFICATIONS**

WHEREAS, Suisun City Code Chapter 2.40 establishes a Personnel System that includes Classifications to group positions with similar duties and responsibilities into categories, and Pay Ranges within a Compensation Plan to establish appropriate compensation for the various Classes; and

WHEREAS, the authority to approve new job classifications, establish Pay Ranges for each Classification and approve placement of new Classifications in appropriate bargaining units each by resolution is the purview of the City Council; and

WHEREAS, the City Manager is designated as the Personnel Officer with the responsibility to prepare, maintain and propose revisions to the Classification Plan and a Compensation Plan to be effective upon approval by the City Council; and

WHEREAS, the City Manager has requested to amend of the Community Services Officer I/II classification series; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Suisun City, California, the City manager is authorized to amend the City Classification Plan with the amended class specification for Community Services Officer I/II. This Resolution shall take effect upon adoption.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 7th day of February 2023, by the following vote:

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

WITNESS my hand and the seal of said City this 7th day of February 2023.

Anita Skinner
City Clerk

Attachments

- a. Community Services Officer I/II Redline Class Specification
- b. Community Services Officer I/II Final Class Specification

COMMUNITY SERVICES OFFICER I COMMUNITY SERVICES OFFICER II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Community Services Officer I) or general supervision (Community Services Officer II) of higher level sworn and non-sworn supervisory or management staff, provides a wide variety of non-sworn technical and administrative law enforcement support services in support of Police Department operations and services including in the areas of parking enforcement, Municipal-Code enforcement, responding to assigned calls for service, writing reports, fingerprinting, and narcotic offender/sex offender registrations; and provides other support and assistance to other non-sworn functions and activities of the Police Department.

IDENTIFYING CHARACTERISTICS

Community Services Officer I - This is the entry level class in the Community Services Officer series performing the more routine and less complex non-sworn law enforcement assignments while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Community Services Officer II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This classification is flexibly staffed with the Community Services Officer II. Advancement to the “II” level is based on demonstrated proficiency in performing the assigned functions, the completion of the minimum experience and education requirements for the “II” level, and is at the discretion of higher level supervisory or management staff.

Community Services Officer II - This is the journey level class within the Community Services Officer series. Employees within this class are distinguished from the Community Services Officer I by the need for a broader understanding of support services operations as well as the complexity of work performed. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit, and assist the entry level class in learning basic job tasks. Positions in this class series are flexibly staffed and are generally filled by advancement from the “I” level, or when filled from the outside, require prior experience. Advancement to the “II” level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a wide variety of non-sworn technical and administrative law enforcement support duties in support of Police Department operations and services.
2. Performs a range of parking enforcement and vehicle abatement duties; patrols City and marks vehicles; issues parking citations; has abandoned vehicles towed.
3. Responds to routine and non-hazardous calls for service; takes and prepares reports including those involving lost and found property, ~~shop-liftings~~shoplifting, burglary, stolen property, and missing persons.

CITY OF SUISUN CITY
Community Services Officer I/II (*Continued*)

4. Registers sex and health and safety offenders; assists officers in witness and/or crime scene searches; participates in evidence collection and storage; performs fingerprinting for prisoners and the public.
- ~~5. Receives complaints regarding zoning, sign, land use ordinance violations, and public nuisances, including occupancy; prepares case files, including the establishment of legal owner, the verification of the parcel address, and other information necessary to conduct investigation and enforcement action; conducts site visits or confers with City personnel regarding violations; documents violations by securing photographs and other pertinent data; ensures that accurate case files are maintained; issues citations and notices of violation.~~
- ~~6. Prepares abatement letters; conducts follow up procedures including the preparation of additional correspondence, site visits, communications with complainants, attorneys, and property owners involved in code violation cases; prepares cases for legal action, summarizing evidence gathered in the course of periodic inspections; appears in hearings and/or court to present testimony~~
5. Writes citations for violations of the Municipal Code; and performs related duties relating to enforcement of the Municipal Code.
- ~~7.6.~~ Assists with the acquisition and maintenance of equipment, supplies, and facilities including patrol vehicle emergency equipment, office equipment, office supplies, and supplies for assigned functions; orders forms and citations.
- ~~8.7.~~ Coordinates volunteer program and other programs as may be assigned.
- ~~9.8.~~ Performs a full range of related duties in support of department operations; provides traffic and crowd control, VIN verifications, citation sign offs, and car seat inspections; participates in vehicle management; performs other administrative duties as assigned.
- ~~10.9.~~ Assists at the Police Department's front counter as necessary; photocopies and distributes crime, incident, arrest, and accident reports to the general public and various agencies; releases impounded vehicles; assists, provides information, and responds to questions and concerns from the general public, departmental staff, and other agencies in person and by telephone; answers and responds to calls on multiple phone lines; forwards calls to appropriate personnel; takes and provides phone messages.
- ~~11.10.~~ Testifies in court as required; may assist in searching persons in police custody.
- ~~12.11.~~ Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
Standard law enforcement information, communications, and record keeping terminology.
Principles and practices of modern municipal code enforcement.
Principles and techniques of traffic control.
Principles and practices used in collecting, processing, and logging evidence.
Self defense principles and practices.
Location of major streets, public places, and landmarks in the City of Suisun City.
Modern office procedures, methods, and computer equipment.

CITY OF SUISUN CITY
Community Services Officer I/II (Continued)

Computer applications such as word processing, spreadsheet, and database applications.
Automated law enforcement information systems and procedures.
English usage, spelling, grammar, and punctuation.
Public and agency desk procedures and methods for providing services and information including those related to collecting, maintaining, and releasing information, files, and documents.
Law enforcement record keeping and records management principles, procedures, techniques, and equipment.
Research and report writing techniques.
Customer service principles and practices.
Pertinent federal, state, and local laws, codes, and regulations and department rules, policies, and procedures.

Ability to:

Understand the organization, operation, and services of the City, the Police Department, and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply general administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
Perform a variety of non-sworn law enforcement activities.
Prepare factual, clear, and concise crime reports.
Direct and control traffic during special events or other emergency situations.
Learn basic Spanish speaking skills that allow for communication regarding addresses, locations, time, descriptions, etc.
Operate and use modern office equipment including a computer and various software packages.
Operate specialized automated law enforcement information and communication systems including public safety computer systems to access and maintain data.
Analyze situations and adopt a course of action.
Remain calm under emergency situations.
Research and maintain records, logs, and files.
Deal tactfully and courteously with the public and law enforcement personnel.
Respond to requests and inquiries from the general public.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Exercise good judgment in maintaining critical and sensitive information, records, and reports.
Use sound judgment in following and applying appropriate laws, regulations, policies, and procedures.
Organize and prioritize work assignments.
Understand and follow oral and written instructions.
Type and enter data accurately at a speed necessary for successful job performance.
Work varied hours including evenings, weekends, and holidays.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Community Services Officer I

Education/Training:

~~Equivalent to completion of the twelfth grade.~~ High School diploma or equivalent.

Experience:

One year of work experience that demonstrates a general aptitude for working with the public in a multi-task environment.

License or Certificate:

Possession of a valid [Class C California](#) driver's license.

Community Services Officer II

Education/Training:

~~Equivalent to completion of the twelfth grade.~~ [High School diploma or equivalent.](#) Additional specialized training in law enforcement, code enforcement, criminal justice, or a related field is desirable.

Experience:

Two years of responsible law enforcement work experience comparable to a Community Services Officer I with the City of Suisun City.

License or Certificate:

Possession of a valid [Class C California](#) driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field setting; travel to various locations; exposure to inclement weather conditions; exposure to heavy vehicle traffic conditions; may be required to work evenings, weekends and split shifts.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to travel to various locations to respond to non-emergency situations; perform traffic control functions; stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

FLSA	Non-Exempt
B.U.	SCEA
Established	October 2006 – Johnson & Associates
Amended	2/7/2023 – Reso: 2023-

COMMUNITY SERVICES OFFICER I COMMUNITY SERVICES OFFICER II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Community Services Officer I) or general supervision (Community Services Officer II) of higher level sworn and non-sworn supervisory or management staff, provides a wide variety of non-sworn technical and administrative law enforcement support services in support of Police Department operations and services including in the areas of parking enforcement, Municipal Code enforcement, responding to assigned calls for service, writing reports, fingerprinting, and narcotic offender/sex offender registrations; and provides other support and assistance to other non-sworn functions and activities of the Police Department.

IDENTIFYING CHARACTERISTICS

Community Services Officer I - This is the entry level class in the Community Services Officer series performing the more routine and less complex non-sworn law enforcement assignments while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Community Services Officer II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This classification is flexibly staffed with the Community Services Officer II. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, the completion of the minimum experience and education requirements for the "II" level, and is at the discretion of higher level supervisory or management staff.

Community Services Officer II - This is the journey level class within the Community Services Officer series. Employees within this class are distinguished from the Community Services Officer I by the need for a broader understanding of support services operations as well as the complexity of work performed. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit, and assist the entry level class in learning basic job tasks. Positions in this class series are flexibly staffed and are generally filled by advancement from the "I" level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a wide variety of non-sworn technical and administrative law enforcement support duties in support of Police Department operations and services.
2. Performs a range of parking enforcement and vehicle abatement duties; patrols City and marks vehicles; issues parking citations; has abandoned vehicles towed.
3. Responds to routine and non-hazardous calls for service; takes and prepares reports including those involving lost and found property, shoplifting, burglary, stolen property, and missing persons.
4. Registers sex and health and safety offenders; assists officers in witness and/or crime scene searches;

CITY OF SUISUN CITY
Community Services Officer I/II (Continued)

- participates in evidence collection and storage; performs fingerprinting for prisoners and the public.
5. Writes citations for violations of the Municipal Code; and performs duties relating to enforcement of the Municipal Code.
 6. Assists with the acquisition and maintenance of equipment, supplies, and facilities including patrol vehicle emergency equipment, office equipment, office supplies, and supplies for assigned functions; orders forms and citations.
 7. Coordinates volunteer program and other programs as may be assigned.
 8. Performs a full range of related duties in support of department operations; provides traffic and crowd control, VIN verifications, citation sign offs, and car seat inspections; participates in vehicle management; performs other administrative duties as assigned.
 9. Assists at the Police Department's front counter as necessary; photocopies and distributes crime, incident, arrest, and accident reports to the general public and various agencies; releases impounded vehicles; assists, provides information, and responds to questions and concerns from the general public, departmental staff, and other agencies in person and by telephone; answers and responds to calls on multiple phone lines; forwards calls to appropriate personnel; takes and provides phone messages.
 10. Testifies in court as required; may assist in searching persons in police custody.
 11. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
Standard law enforcement information, communications, and record keeping terminology.
Principles and practices of modern municipal code enforcement.
Principles and techniques of traffic control.
Principles and practices used in collecting, processing, and logging evidence.
Self-defense principles and practices.
Location of major streets, public places, and landmarks in the City of Suisun City.
Modern office procedures, methods, and computer equipment.
Computer applications such as word processing, spreadsheet, and database applications.
Automated law enforcement information systems and procedures.
English usage, spelling, grammar, and punctuation.
Public and agency desk procedures and methods for providing services and information including those related to collecting, maintaining, and releasing information, files, and documents.
Law enforcement record keeping and records management principles, procedures, techniques, and equipment.
Research and report writing techniques.
Customer service principles and practices.
Pertinent federal, state, and local laws, codes, and regulations and department rules, policies, and procedures.

Ability to:

CITY OF SUISUN CITY
Community Services Officer I/II (Continued)

Understand the organization, operation, and services of the City, the Police Department, and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply general administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
Perform a variety of non-sworn law enforcement activities.
Prepare factual, clear, and concise crime reports.
Direct and control traffic during special events or other emergency situations.
Learn basic Spanish speaking skills that allow for communication regarding addresses, locations, time, descriptions, etc.
Operate and use modern office equipment including a computer and various software packages.
Operate specialized automated law enforcement information and communication systems including public safety computer systems to access and maintain data.
Analyze situations and adopt a course of action.
Remain calm under emergency situations.
Research and maintain records, logs, and files.
Deal tactfully and courteously with the public and law enforcement personnel.
Respond to requests and inquiries from the general public.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Exercise good judgment in maintaining critical and sensitive information, records, and reports.
Use sound judgment in following and applying appropriate laws, regulations, policies, and procedures.
Organize and prioritize work assignments.
Understand and follow oral and written instructions.
Type and enter data accurately at a speed necessary for successful job performance.
Work varied hours including evenings, weekends, and holidays.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Community Services Officer I

Education/Training:

High School diploma or equivalent.

Experience:

One year of work experience that demonstrates a general aptitude for working with the public in a multi-task environment.

License or Certificate:

Possession of a valid Class C California driver's license.

Community Services Officer II

Education/Training:

High School diploma or equivalent. Additional specialized training in law enforcement, code enforcement, criminal justice, or a related field is desirable.

CITY OF SUISUN CITY
Community Services Officer I/II (Continued)

Experience:

Two years of responsible law enforcement work experience comparable to a Community Services Officer I with the City of Suisun City.

License or Certificate:

Possession of a valid Class C California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field setting; travel to various locations; exposure to inclement weather conditions; exposure to heavy vehicle traffic conditions; may be required to work evenings, weekends and split shifts.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to travel to various locations to respond to non-emergency situations; perform traffic control functions; stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

FLSA	Non-Exempt
B.U.	SCEA
Established	October 2006 – Johnson & Associates
Amended	2/7/2023 – Reso: 2023-

AGENDA TRANSMITTAL

MEETING DATE: February 7, 2023

CITY AGENDA ITEM: Fiscal Year 2021-22 Year End Budget Amendments:

- a. Council Adoption of Resolution No. 2023__: Adopting the 9th Amendment to the Annual Appropriation Resolution No. 2021-57 to Appropriate Funding in Various Programs Citywide to Meet Actual Fiscal Year 2021-22 Obligations Pursuant to Audit Determinations.
- b. Housing Authority Board Adoption of Resolution No. HA 2023-__: Adopting the 1st Amendment to the Annual Appropriation Resolution No. HA 2021-01 to Appropriate Additional Funding to Meet Actual Fiscal Year 2021-22 Obligations Pursuant to Audit Determinations.

FISCAL IMPACT: There would be no fiscal impact as the funds are currently available in retained earnings, grant funds or unanticipated revenues already received for a specific purpose.

STRATEGIC PLAN: Provide Good Governance.

BACKGROUND: At the conclusion of a fiscal year, variances between estimated and actual expenditures are identified, and an amendment to the Appropriations Resolution is brought to the Council to make adjustments necessary to reflect actual obligations incurred. The purpose of this process is to meet three primary objectives:

- Align the annual auditing and budgeting processes;
- Provide policy oversight for City financial management; and
- Ensure transparency to the public regarding fiscal stewardship.

The budget amendments being proposed for the FY 2021-22 budget fall into two primary categories:

- Appropriating revenue or retained earnings to fund actual expenses that exceeded estimates, such as operational and administrative costs; and
- Appropriating new unanticipated expenditures such as adjustments in reporting of the fair market value of investments and other increases in staffing costs.

STAFF REPORT: The first category of adjustments is necessary to appropriate funding on hand to address expenses that exceeded estimates in the FY 2021-22 budget. These transfers are:

- General Fund - City Manager and Recreation Department - \$87,600 to appropriate funds from unappropriated fund balance to increase the budget based on actual cost of salaries, tax & benefits, and utilities cost.
- Refuse/AB939 - \$39,000 to appropriate funds from unappropriated fund balance for legal fees incurred on franchise renewal.
- Used Oil Recycle - \$700 to appropriate from the grant proceeds to pay for additional staff time.
- Boating Safety Grant - \$5,500 to appropriate from the grant proceeds to pay for additional grant expenditures.
- SLESE Grant - \$14,200 to appropriate from the grant proceeds to pay for additional grant expenditures.
- Prop 49 After School Grant - \$14,100 to appropriate from the grant proceeds to pay for additional grant expenditures.
- NBA Water Debt Service - \$200 to appropriate fund balance to record the unrealized loss on pooled investments.

- Fire Facility Fee - \$2,500 to appropriate fund balance to record the unrealized loss on pooled investments.
- Walmart Mitigation - Peterson Fence- \$12,800 to appropriate fund balance to record the unrealized loss on pooled investments.
- Dredging Project - \$1,800 to appropriate fund balance to record the unrealized loss on pooled investments.
- Marina Village - Dredging \$3,900 to appropriate fund balance to pay for government permit expenditures.
- Peterson CFD - \$300 to appropriate fund balance to pay for property tax admin fee.
- Victorian Harbor Dredging - \$3,500 appropriate fund balance to record the unrealized loss on pooled investments.
- Suisun CFD #2 - \$6,400 to appropriate fund balance to pay for property tax admin fee.
- Housing Choice Voucher Admin - \$90,000 to appropriate fund balance to pay for salaries and benefits that were under budgeted.

The second category of adjustments is necessary to appropriate new revenues to fund specific programs or for specific purposes. These transfers are:

- SB1383-Organic Waste - \$11,600 to appropriate revenue and expense for a new grant.
- HUD Voucher-CARES - \$24,300 to appropriate revenue and expense for a new grant.

STAFF RECOMMENDATION: It is recommended that the:

- a. City Council Adopt Resolution No. 2023-__: Adopting the 9th Amendment to the Annual Appropriation Resolution No. 2021-57 to Appropriate Funding in Various Programs Citywide to Meet Actual Fiscal Year 2021-22 Obligations Pursuant to Audit Determinations.
- b. Housing Authority Adopt Resolution No. HA 2023-__: Adopting the 1st Amendment to the Annual Appropriation Resolution No. HA 2021-01 to Appropriate Additional Funding to Meet Actual Fiscal Year 2021-22 Obligations Pursuant to Audit Determinations.

DOCUMENTS ATTACHED:

1. Resolution No. 2023-__: Adopting the 9th Amendment to the Annual Appropriation Resolution No. 2021-57 to Appropriate Funding in Various Programs Citywide to Meet Actual Fiscal Year 2021-22 Obligations Pursuant to Audit Determinations.
2. Resolution No. HA 2023-__: Adopting the 1st Amendment to the Annual Appropriation Resolution No. HA 2021-01 to Appropriate Additional Funding to Meet Actual Fiscal Year 2021-22 Obligations Pursuant to Audit Determinations

PREPARED BY:

Elizabeth Luna, Accounting Services Manager

REVIEWED BY:

Lakhwinder Deol, Finance Director

APPROVED BY:

Greg Folsom, City Manager

ATTACHMENTS:

[1 Resolution of the City Council of the City of Suisun City Adopting the 9th Amendement to the Annual Appropriation.pdf](#)

[2 Resolution of the Suisun City Housing Authority Adopting the 1st Amendment to the Annual Appropriation.pdf](#)

RESOLUTION NO. 2023-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE 9th AMENDMENT TO THE ANNUAL APPROPRIATION
RESOLUTION NO. 2021-57 TO APPROPRIATE FUNDING IN VARIOUS PROGRAMS
CITYWIDE TO MEET ACTUAL FY 2021-22 OBLIGATIONS PURSUANT TO AUDIT
DETERMINATIONS.**

WHEREAS, On June 29, 2021, the City Council adopted the Annual Appropriation Resolution No. 2021-57 to appropriate from each of the several funds of the City to each department of the City amounts set forth in the Annual Budget Business and Financial Plan for Fiscal Year 2021-2022.

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

THAT the annual appropriation for General Fund is hereby amended as follows:

		Increase/ (Decrease)
TO:	City Manager	\$ 22,600
	Recreation Program	\$ 61,500
	Library Maintenance	\$ 3,500
	Total General Fund 010	<u>\$ 87,600</u>

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

		<u>Sources</u>	<u>Uses</u>
Revenue:			
A/C No. 010-70101-1910	General Fund-Non-Departmental -Fund Balance	\$ 67,800	
A/C No. 010-77510-8610	General Fund-Recreation -Program Fees	\$ 19,800	
Appropriations:			
A/C No. 010-90110-1710	General Fund- City Manager Dept- Salaries		\$ 22,600
A/C No. 010-90110-8610	General Fund- Recreation Dept- Salaries		\$ 39,900
A/C No. 010-90120-8610	General Fund- Recreation Dept- Temporary Wages		\$ 11,600
A/C No. 010-90310-8610	General Fund- Recreation Dept- PERS Retirement		\$ 7,300
A/C No. 010-90425-8610	General Fund- Recreation Dept- SDI Reimbursement		\$ 2,700
A/C No. 010-91525-8732	General Fund- Library-Water/Sewer Charges		\$ 3,500
		<u>\$ 87,600</u>	<u>\$ 87,600</u>

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

SBI383-Organic Waste

Revenue:

A/C No. 129-76950-6029 Grants \$ 11,600

Appropriations:

A/C No. 129-90160-6029	Salary Transfers		\$ 11,600
		<u>\$ 11,600</u>	<u>\$ 11,600</u>

Refuse/AB939

Revenue:

A/C No. 130-70101-6030 Fund Balance \$ 39,000

Appropriations:

A/C No. 130-91110-6030	Legal		\$ 39,000
		<u>\$ 39,000</u>	<u>\$ 39,000</u>

Used Oil Recycle

Revenue:

A/C No. 134-75410-6034 Program Income \$ 700

Appropriations:

A/C No. 134-90160-6034	Salary Transfers		\$ 700
		<u>\$ 700</u>	<u>\$ 700</u>

Boating Safety Grant

Revenue:

1	Appropriations:				
2	A/C No. 142-90120-2405	Temporary Wages		\$ 5,500	
3				\$ 5,500	\$ 5,500
4	<u>SLESF Grant</u>				
5	Revenue:				
6	A/C No. 153-75410-2409	Grant		\$ 14,200	
7	Appropriations:				
8	A/C No. 153-90160-2409	Temporary Wages		\$ 14,200	\$ 14,200
9				\$ 14,200	\$ 14,200
10	<u>Prop 49 After School Grant</u>				
11	Revenue:				
12	A/C No. 171-76950-8650	Grant		\$ 14,100	
13	Appropriations:				
14	A/C No. 171-91435-8650	Field Supplies		\$ 14,100	\$ 14,100
15				\$ 14,100	\$ 14,100
16	<u>NBA Water Debt Service</u>				
17	Revenue:				
18	A/C No. 210-70101-7420	Fund Balance		\$ 200	
19	Appropriations:				
20	A/C No. 210-99220-7420	Unrealized Loss on Pooled Investment		\$ 200	\$ 200
21				\$ 200	\$ 200
22	<u>Fire Facility Fee</u>				
23	Revenue:				
24	A/C No. 310-70101-6513	Fund Balance		\$ 2,500	
25	Appropriations:				
26	A/C No. 310-99220-6513	Unrealized Loss on Pooled Investment		\$ 2,500	\$ 2,500
27				\$ 2,500	\$ 2,500
28	<u>Walmart Mitigation-Peterson Fence</u>				
29	Revenue:				
30	A/C No. 337-70101-9974	Fund Balance		\$ 12,800	
31	Appropriations:				
32	A/C No. 337-99220-9974	Unrealized Loss on Pooled Investment		\$ 12,800	\$ 12,800
33				\$ 12,800	\$ 12,800
34	<u>Dredging Project</u>				
35	Revenue:				
36	A/C No. 340-70101-9981	Fund Balance		\$ 1,800	
37	Appropriations:				
38	A/C No. 340-99220-9981	Unrealized Loss on Pooled Investment		\$ 1,800	\$ 1,800
39				\$ 1,800	\$ 1,800
40	<u>Marina Village-Dredging</u>				
41	Revenue:				
42	A/C No. 422-70101-6423	Fund Balance		\$ 3,900	
43	Appropriations:				
44	A/C No. 422-91360-6423	Govt Permit/Tax		\$ 3,900	\$ 3,900
45				\$ 3,900	\$ 3,900
46	<u>Peterson CFD</u>				
47	Revenue:				
48	A/C No. 446-70101-6446	Fund Balance		\$ 300	
49	Appropriations:				
50	A/C No. 446-91357-6446	Property Tax Admin Fee		\$ 300	\$ 300
51				\$ 300	\$ 300
52	<u>Victorian Harbor Dredging</u>				
53	Revenue:				
54	A/C No. 449-70101-6449	Fund Balance		\$ 3,500	
55	Appropriations:				
56	A/C No. 449-99220-6449	Unrealized Loss on Pooled Investment		\$ 3,500	\$ 3,500
57				\$ 3,500	\$ 3,500
58	<u>Suisun CFD #2</u>				
59	Revenue:				
60	A/C No. 461-70101-6461	Fund Balance		\$ 6,400	
61	Appropriations:				
62	A/C No. 461-91357-6461	Property Tax Admin Fee		\$ 6,400	\$ 6,400
63				\$ 6,400	\$ 6,400

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THAT the purpose is to appropriate funds into the budget.

ADOPTED AND PASSED at a regular meeting of the City Council of the City of Suisun City duly held on the 7th day of February 2023 by the following vote:

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

WITNESS my hand and seal of the said City this 7th day of February 2023.

Anita Skinner
City Clerk

RESOLUTION NO. HA 2023-_____

**A RESOLUTION OF THE SUISUN CITY HOUSING AUTHORITY ADOPTING THE 1ST
AMENDMENT TO THE ANNUAL APPROPRIATION RESOLUTION NO. HA 2021-01 TO
APPROPRIATE ADDITIONAL FUNDING TO MEET ACTUAL FY 2021-22 OBLIGATIONS
PURSUANT TO AUDIT DETERMINATIONS.**

WHEREAS, On June 29, 2021, the Suisun City Housing Authority adopted Resolution No. HA 2021-21 to appropriate annual budget for Fiscal Year 2021-2022.

BE IT RESOLVED BY THE SUISUN CITY HOUSING AUTHORITY:

THAT the annual appropriation for Housing Authority is hereby amended as follows:

		Increase/ (Decrease)
TO:	Housing Choice Voucher Fund 932	\$ 90,000
TO:	HUD CARES Grant Fund 946	\$ 24,300
	Total Housing Authority Fund	<u>\$ 114,300</u>

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

	<u>Sources</u>	<u>Uses</u>
<u>Housing Choice Voucher Admin</u>		
Revenue:		
A/C No. 945-70101-3490 Fund Balance	\$ 90,000	
Appropriations:		
A/C No. 945-90110-3490 Salaries		\$ 63,300
A/C No. 945-90320-3490 Health Benefits		\$ 20,000
A/C No. 945-91110-3490 Legal		\$ 6,700
	<u>\$ 90,000</u>	<u>\$ 90,000</u>
<u>HUD Voucher-CARES</u>		
Revenue:		
A/C No. 946-76421-3491 HUD CARES Grant	\$ 24,300	
Appropriations:		
A/C No. 946-90110-3491 Salaries		\$ 19,000
A/C No. 946-90320-3491 Health Benefits		\$ 5,300
	<u>\$ 24,300</u>	<u>\$ 24,300</u>

THAT the purpose is to appropriate funds into the budget.

ADOPTED AND PASSED at a regular meeting of the Suisun City Housing Authority duly held on the 7th day of February 2023 by the following vote:

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

WITNESS my hand and seal of the said City this 7th day of February 2023.

Anita Skinner
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: February 7, 2023

CITY AGENDA ITEM: Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on held on January 3, 2023, January 17, 2023, and January 24, 2023.

FISCAL IMPACT: None

STRATEGIC PLAN: Provide Good Governance.

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

STAFF REPORT: The minutes of the City Council, Suisun City Council Acting as Successor Agency, and Housing Authority meetings held on January 3, 2023, January 17, 2023 and January 24, 2023 are submitted for City Council review and approval.

STAFF RECOMMENDATION: Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on held on January 3, 2023, January 17, 2023 and January 24, 2023.

DOCUMENTS ATTACHED:

1. Minutes - January 3, 2023 Special Closed Session Meeting
 2. Minutes - January 3, 2023 Regular Council/Successor Agency/Housing Authority Meeting
 3. Minutes - January 17, 2023 Special Closed Session Meeting
 4. Minutes - January 17, 2023 Regular Meeting Council/Successor Agency/Housing Authority Meeting
 5. Minutes - January 24, 2023 Regular Council/Successor Agency/Housing Authority Meeting
-

PREPARED BY:

Anita Skinner, City Clerk

REVIEWED BY:

Greg Folsom, City Manager

APPROVED BY:

Greg Folsom, City Manager

ATTACHMENTS:

- 1 [Minutes - January 3, 2023 530 Special Closed Session Meeting.pdf](#)
- 2 [Minutes - January 3, 2023 630 Regular Council-Successor Agency-Housing Authority Meeting.pdf](#)
- 3 [Minutes - January 17 2023 530 Special Closed Session Meeting.pdf](#)
- 4 [Minutes - January 17 023 630 Regular Council-Successor Agency-Housing Authority Meeting.pdf](#)
- 5 [Minutes - January 24 2023 630 Regular Council-Successor Agency-Housing Authority Meeting.pdf](#)

CITY COUNCIL
Alma Hernandez, Mayor
Princess Washington, Mayor Pro-Tem
Jenalee Dawson, Member
Michael J. Hudson, Member



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

MINUTES

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

AND

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

TUESDAY, JANUARY 3, 2023

5:30 P.M.

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

NOTICE

The following Council/Successor Agency/Housing Authority meeting may include teleconference participation by: Council/Board Members Michael Hudson, Jenalee Dawson, Mayor Pro Tem Princess Washington, and Mayor Alma Hernandez, in accordance with subdivisions (b), (e), or (f) of Section 54953 of the Government Code, as applicable.

FACE MASKS ARE RECOMMENDED FOR MEMBERS OF THE PUBLIC 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: 841 5251 9562

CALL IN PHONE NUMBER: (707) 438-1720

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING

BY EMAILING CLERK@SUISUN.COM (PRIOR TO 4:00 p.m.) OR

VIA WEBSITE OR ZOOM CALL IN PHONE NUMBER: (707) 438-1720

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

ROLL CALL

Mayor Hernandez called the meeting to order at 5:34pm with the following Council Members present:

PRESENT: Dawson, Hernandez, Hudson, Washington

ABSENT: None

CONFLICT OF INTEREST NOTIFICATION None

(Any items on this agenda that might require recusal by a Councilmember based on a conflict of interest should be identified at this time.)

DEPARTMENTS: AREA CODE (707)

ADMINISTRATION 421-7300 ■ PLANNING 421-7335 ■ BUILDING 421-7310 ■ FINANCE 421-7320

FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340

SUCCESSOR AGENCY 421-7309 FAX 421-7366

PUBLIC COMMENT None

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

CLOSED SESSION

Pursuant to California Government Code Section 54950 the Suisun City Council and Suisun City Council Acting as Successor Agency 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 organization: SCPOA (Suisun City Police Officers Association).

2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

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

Property Under Negotiation: Assessor's Parcel Numbers 0032-020-240 - Train Depot.

Negotiating Party: City Manager

Parties Negotiating: To Be Determined

Under Negotiations: Terms and payment

Suisun City Council Acting as Successor Agency**3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

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

Property Under Negotiation: Assessor's Parcel Numbers: APN: 0032-200-330, located at 1240 Kellogg Street.

Negotiating Party: City Manager

Parties Negotiating: To Be Determined

Under Negotiations: Terms and payment

Council entered into closed session at 5:35pm.

CONVENE OPEN SESSION

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

ADJOURNMENT

There being no further business the meeting was adjourned at 6:38pm.

CITY COUNCIL
Alma Hernandez, Mayor
Princess Washington, Mayor Pro Tem
Jenalee Dawson, Member
Michael J Hudson, Member



CITY COUNCIL MEETING

MINUTES
REGULAR MEETING OF THE SUISUN CITY COUNCIL,
SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,
AND HOUSING AUTHORITY
TUESDAY, JANUARY 3, 2023
6:30 PM

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

NOTICE

The following Council/Successor Agency/Housing Authority meeting may include teleconference participation by: Council/Board Members Michael Hudson, Jenalee Dawson, Mayor Pro Tem Princess Washington, and Mayor Alma Hernandez, in accordance with subdivisions (b), (e), or (f) of Section 54953 of the Government Code, as applicable.

FACE MASKS ARE RECOMMENDED FOR MEMBERS OF THE PUBLIC 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: 871 3266 6241

CALL IN PHONE NUMBER: (707) 438-1720

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING BY EMAILING

CLERK@SUISUN.COM (PRIOR TO 6 PM), VIA WEBSITE,

OR ZOOM CALL IN PHONE NUMBER: (707) 438-1720.

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

(Next Ord. No. – 797)

(Next City Council Res. No. 2023-01)

Next Suisun City Council Acting as Successor Agency Res. No. SA2023-01)

(Next Housing Authority Res. No. HA2023-01)

ROLL CALL

Mayor Hernandez called the meeting to order at 6:45pm with the following Council Members present:
PRESENT: Dawson, Hernandez, Hudson, Washington
ABSENT: None

Pledge of Allegiance was led by Council Member Dawson.
Invocation was given by City Manager Greg Folsom

CONFLICT OF INTEREST NOTIFICATION None

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

REPORTS (Informational items only.)

- 1 City Manager Update – (Folsom: gfolson@suisun.com).
 - Today is Housing Manager Kathy Lawton’s last day as she will be going on to Solano County.
 - Sand bags are available behind City Hall. Remember to bring a shovel.
 - Applications for City Council are available until 5pm on 1/10.
 - Fire Department has hired our first full time female firefighter.

PRESENTATION/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

- 2 Council Approval of the Nomination of Suisun City Representative to the Solano Transportation Authority Bicycle Advisory Committee - (Hernandez: ahernandez@suisun.com).

Mayor Hernandez appointed Tyler Monroe.

Motion by Mayor Hernandez to approve the appointment and seconded by Council Member Dawson. Motion passed by the following vote:

AYES: Dawson, Hernandez, Washington

NOES: None

ABSTAIN: Hudson

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.)

Clerk Skinner read email comment from Barbara King who commented on the waterfront, plaza and lighthouse areas with piles of trash, unsafe situations, encampments and people acting inappropriately. Hopes with two new council members this ongoing situation will be resolved.

Steve Olry concerns about encampment on vacant lot at Railroad and Sunset; the continually growing trash on the lot behind the post office; concerns about approval of the logistic center near Travis AFB, lack of financial strategies to restore financial stability to the city; street repair and dredging and where that money will come from.

Michelle Chavez presented Council with a request for status on specific items; suggestions for garbage and illegal dumping committee and hopes that Director Vue will be able to respond to some of her concerns.

George Guynn commented on the lengthy past two meetings running 6 hours; hopes this new council can set a trend to keep the meeting down and run more efficiently.

Donna LeBlanc asked why the names the city is negotiating with were not listed on the closed session agenda; Micro transit started today and the app is not working, no info where the students are going to be picked up, if it wasn't completely ready, we should not have started it today.

COUNCIL COMMENTS

3 Council/Board Members Updates

Council Member Dawson stated Restaurant Week is 1/13-1/22 and menus will be on line by 1/10.

Council Member Hudson commented on the homeless encampment on Railroad and Sunset; the RV parked there; and there is a large "road under construction" sign there also; large pile of trash next to the 7/11 that a homeless person may be living in; report flooding and sand bags behind City Hall.

Council Member Washington happy the city celebrated the Hanukah lighting and Kwanza; free classes by RPMA, landfill coupon was mailed out, Restaurant Week is coming please support local business; 121 Sunset Avenue a new nutrition shop has opened.

Mayor Hernandez commented on the second annual Hanukah celebration; Regional homeless meeting 1/19 at 6:30pm at the county offices; shadowed the Public Works Dept and expressed gratitude for all the work they do; pot holes to be addressed in a timely manner. Congratulations to our first full time female firefighter.

CONSENT CALENDAR

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

City Council

- 4 Council Adoption of Ordinance No.796: An Ordinance of the City Council of the City of Suisun City, California, Amending Ordinance 793, Adopting Policy 706 Relating to the Police Department's Use of Military Equipment, in Accordance with Assembly Bill 481 (Introduced on December 20, 2022) - (Roth: aroth@suisun.com).
- 5 Council Adoption of Resolution No. 2023-01: Adopting the 2nd Amendment to the Annual Appropriation Resolution No. 2022-90 to Appropriate Funds for the Green Stormwater Infrastructure Project - (Vue: nvue@suisun.com).
- 6 Council Adoption of Resolution No. 2023-02: Authorizing the City Manager to Execute a Transportation Funds for Clean Air Funding Agreement with the Solano Transportation Authority for the Sidewalk Gap Closure Project along Marina Boulevard and Buena Vista Avenue - (Vue: nvue@suisun.com).

- 7 Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on November 15, 2022, November 29, 2022, and December 6, 2022 – (Skinner: askinner@suisun.com).

PUBLIC COMMENTS

Item 4

Michelle Chavez commented she is in full support of the military equipment purchase.

Donna LeBlanc

Item #6

Asked clarifying questions on sidewalk widths.

Item #7

Made the following corrections to the minutes:

- 11/15 – Name should be Alex Zumine not Alex Loney
- Native American Heritage Month was moved to 11/26 meeting not 11/19
- 11/29 Public Comment Wayne Day's name is spelled correctly; General Business item should read Council Member Hudson not Council Hudson
- 12/6 Vince's name is incorrect Ten not Tan but not positive

Motion by Council Member Hudson to approve Consent Calendar with corrections to the minutes and seconded by Council Member Dawson. Motion passed by the following vote:

AYES: Dawson, Hernandez, Hudson, Washington

NOES: None

ABSENT: None

PUBLIC HEARING

City Council

- 8 Public Hearing and Other Proceedings Related to Annexation No.13 to Community Facilities District No. 2 (Municipal Services), for the Caterpillar Clubhouse Project (Continued from December 20, 2022) - (Vue:vnue@suisun.com).
- a. Council Adoption of Resolution No. 2023-03: Submitting Annexation of Territory and Levy of Special Taxes to Qualified Electors; and
 - b. Council Adoption of Resolution No. 2023-04: Declaring Results of Special Annexation Election, Determining Validity of Prior Proceedings, and Directing Recording of Amended Notice of Special Tax Lien; and
 - c. Council Introduction of Ordinance No. 797: An Ordinance of the City Council of the City of Suisun City Levying Special Tax Within City of Suisun City Communities Facilities District No. 2 (Municipal Services), Including Certain Annexation Territory.

Continued from December 20th

Public Works Director Vue presented the staff report and power point.

Clerk Skinner opened the sealed vote for Caterpillar Clubhouse Project Item 8a “Yes” and Item 8b “Yes”.

Mayor Hernandez opened the Public Hearing.

George Guynn asked for clarification on the property location, what kind of revenue can the city expect from this business.

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

Council asked clarification question which Director Vue responded to.

**Motion by Council Member Hudson to approve Item 8 and seconded by Council Member Dawson.
Motion passed by the following vote:**

AYES: Dawson, Hernandez, Hudson, Washington

NOES: None

ABSENT: None

- 9 Public Hearing and Other Proceedings Related to Annexation No.14 to Community Facilities District No. 2 (Municipal Services), for the Zip Thru Car Wash Project (Continued from December 20, 2022) - (Vue: nvue@suisun.com).
 - a. Council Adoption of Resolution No. 2023-04: Submitting Annexation of Territory and Levy of Special Taxes to Qualified Electors; and
 - b. Council Adoption of Resolution No. 2023-05: Declaring Results of Special Annexation Election, Determining Validity of Prior Proceedings, and Directing Recording of Amended Notice of Special Tax Lien; and
 - c. Council Introduction of Ordinance No. 798: An Ordinance of the City Council of the City of Suisun City Levying Special Tax Within City of Suisun City Communities Facilities District No. 2 (Municipal Services), Including Certain Annexation Territory.

Director Vue present staff report and power point

Clerk Skinner opened the sealed vote for Zip Thru Car Wash Project Item 9a “Yes” and Item 9b “Yes”.

Mayor Hernandez opened the Public Hearing.

George Guynn asked what type of revenue can the city expect from this business

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

Director Vue responded.

Council asked clarification question which Director Vue responded to.

Motion by Council Member Washington to approve Item 9 and seconded by Council Member Dawson. Motion passed by the following vote:

AYES: Dawson, Hernandez, Hudson, Washington

NOES: None

ABSENT: None

GENERAL BUSINESS

City Council

- 10 Discussion and Direction – Citywide Beautification Community Advisory Committee - (Vue: nvue:suisun.com).

Public Works Director presented staff report and power point; background info presented.

Council discussion.

Public Comments

Michelle Chavez, George Guynn, Steve Olry, Donna LeBlanc, Brian Ferraro commented on the formation of the committee: need a real plan as to what will be accomplished; funding is important; will city property, LLD's be considered; prioritize areas, concerned residents are being asked to do city work.

Further Council discussion. Consensus on the following:

- Monthly meetings with quarterly report outs
- No meetings in July or December
- \$5000 budget to start
- Create a priority list, city to guide the work forward
- Timeline for rollout
- Not limited to 18 yr old and up
- Report on committee accomplishments

REPORTS: (Informational items only)

- 11 Non-Discussion Items

ADJOURNMENT

There being no further business the meeting was adjourned at 8:42pm.

Anita Skinner, City Clerk

MINUTES

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

AND

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

TUESDAY, JANUARY 17, 2023

5:30 P.M.

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

NOTICE

The following Council/Successor Agency/Housing Authority meeting may include teleconference participation by: Council/Board Members Michael Hudson, Jenalee Dawson, Mayor Pro Tem Princess Washington, and Mayor Alma Hernandez, in accordance with subdivisions (b), (e), or (f) of Section 54953 of the Government Code, as applicable.

FACE MASKS ARE RECOMMENDED FOR MEMBERS OF THE PUBLIC 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: 891 0197 6296

CALL IN PHONE NUMBER: (707) 438-1720

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING
BY EMAILING CLERK@SUISUN.COM (PRIOR TO 4:00 p.m.) OR
VIA WEBSITE OR ZOOM CALL IN PHONE NUMBER: (707) 438-1720*

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

ROLL CALL

Mayor Hernandez called the meeting to order at 5:31 pm with the following Council Members present:

PRESENT: Dawson, Hernandez, Hudson, Washington

ABSENT: None

CONFLICT OF INTEREST NOTIFICATION

(Any items on this agenda that might require recusal by a Councilmember based on a conflict of interest should be identified at this time.)

Council Member Hudson has a conflict with Item #2 and will step out during discussion.

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 Council Acting as Successor Agency 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 organization: SCMPEA (Suisun City Management and Professional Employees' Association);

2. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Discussion of potential significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) (1 potential case).

Suisun City Council Acting as Successor Agency

3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

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

Property Under Negotiation: Assessor's Parcel Numbers: APN: 0032-141-130, located at 718 Main Street.

Negotiating Party: City Manager

Parties Negotiating: To Be Determined

Under Negotiations: Terms and payment

Council entered into Closed Session at 5:33pm.

CONVENE OPEN SESSION.

ADJOURNMENT

There were no announcements following closed session.

There being no further business the meeting was adjourned at 6:31pm.

Anita Skinner, City Clerk

CITY COUNCIL
Alma Hernandez, Mayor
Princess Washington, Mayor Pro Tem
Jenalee Dawson, Member
Michael J Hudson, Member



MINUTES
REGULAR MEETING OF THE SUISUN CITY COUNCIL,
SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,
AND HOUSING AUTHORITY
TUESDAY, JANUARY 17, 2023
6:30 PM

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

NOTICE

The following Council/Successor Agency/Housing Authority meeting may include teleconference participation by: Council/Board Members Michael Hudson, Jenalee Dawson, Mayor Pro Tem Princess Washington, and Mayor Alma Hernandez, in accordance with subdivisions (b), (e), or (f) of Section 54953 of the Government Code, as applicable.

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ZOOM MEETING INFORMATION:

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

MEETING ID: **893 7780 7186**

CALL IN PHONE NUMBER: (707) 438-1720

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6 PM), VIA WEBSITE, OR ZOOM CALL IN PHONE NUMBER (707) 438-1720

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

(Next Ord. No. – 799)

(Next City Council Res. No. 2023 – 07)

Next Suisun City Council Acting as Successor Agency Res. No. SA2023 - 01)

(Next Housing Authority Res. No. HA2023 – 01)

ROLL CALL 6:47

Mayor Hernandez called the meeting to order at 6:47pm with the following Council Members present:

PRESENT: Dawson, Hernandez, Hudson, Washington

ABSENT: None

Pledge of Allegiance was led by Council Member Hudson.

Invocation was given by City Manager Greg Folsom.

CONFLICT OF INTEREST NOTIFICATION NONE

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

REPORTS (Informational items only.)

1. City Manager Update - (Folsom: gfolson@suisun.com).
 - Monthly report went out last week
 - January 24 meeting to fill open council seat
 - Fire Department will have a badge pinning on 1/27 at the Kroc Center.

PRESENTATION/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

2. Mayoral Appointments - (Hernandez: ahernandez@suisun.com).
 - a. Appointment of Solano Transportation Authority Board Alternate.
Mayor Hernandez moved to appoint Vice Mayor Washington and seconded by Council Member Dawson. Motion passed by the following vote:

AYES: Dawson, Hernandez, Hudson, Washington
NOES: None
ABSENT: None
 - b. Appointment of Solano County Water Agency Board Alternate.
Mayor Hernandez moved to appoint Vice Mayor Washington and seconded by Council Member Dawson. Motion passed by the following vote:

AYES: Dawson, Hernandez, Hudson, Washington
NOES: None
ABSENT: None
 - c. Appointment of Suisun Solano Water Authority Executive Committee Board Alternate.
Mayor Hernandez moved to appoint Vice Mayor Washington and seconded by Council Member Dawson. Motion passed by the following vote:

AYES: Dawson, Hernandez, Hudson, Washington
NOES: None
ABSENT: None

PUBLIC COMMENT

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

Donna LeBlanc spoke on Micro transit and have a report in February on ridership; when will app be working; thanked Mr. Folsom for latest newsletter; concern for Marina Village Apartment project which is not covered and the possibility of mold; will there be mold remediation before finished; presented beautification committee info hand out.

Jeremy Snyder, President POA, voiced concern regarding Council Member Mike Hudson's residential status, if no longer a resident it make him ineligible to be on Council.

Michelle Chavez asked when the phone app would be ready; is AB1234 regarding ethic training followed by the City?

Larry Brumfield commented on the positive reports that have been in the Daily Republic; he is available to bring anyone's comments and concerns forward to Council.

Greg Stewart representing Bigger Park.com spoke about the 23 mile jet fuel line removal and asked for volunteers to do soil samples; removal would stop pollution and bring safety to the area.

COUNCIL COMMENTS

3. Council/Board Members Updates

Council Member Dawson, thanked all candidates who submitted and everyone who came out.

Council Member Hudson, pipeline is 100% whole; he was not our friend; homeless behind post office;

Vice Mayor Washington past Saturday attended Mayor Price's funeral, Mayor Price was a great example for the candidates, dedicate this agenda to him.

Mayor Hernandez was present to see students use school tripper last Monday; STA will be providing updates; council members are required to take Ethics; Council Member Dawson, Vice Mayor Washington and Mayor Hernandez will be attending the League of California Cities New Council Seminar; thanked everyone for being in attendance for tonight's meeting.

CONSENT CALENDAR

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

City Council

4. Council Consideration and possible action to adopt Resolution No. 2023 07-: 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 February 15, 2023 - (Folsom: gfolson@suisun.com).
5. Council Adoption of Resolution No. 2023-08: Authorizing the Purchase of mobile and portable radios from Motorola Solution for the new Type 5 Wildland Apparatus - (Lopez: blopez@suisun.com).
6. Council Adoption of Resolution No. 2023-09: Approving Application for Specified Grant Funds From the Budget Act of 2022, Item 3790-101-001 As Amended By AB 179, Section 19.56 Item #: (9)(B)(1)(G) \$2,500,000 to the City of Suisun City for Park Upgrades: Prosperity Garden Park and Montebello Vista Park - (Lofthus: klofthus@suisun.com).

Council Adoption of Ordinance No. 797: An Ordinance of the City Council of the City of Suisun City Levying Special Tax Within City of Suisun City Communities Facilities District No. 2 (Municipal Services), Including Certain Annexation Territory (Introduced on January 3, 2023) - (Vue: nvue@suisun.com).

7. Council Adoption of Ordinance No. 798: An Ordinance of the City Council of the City of Suisun City Levying Special Tax Within City of Suisun City Communities Facilities District No. 2 (Municipal Services, Including Certain Annexation Territory (Introduced on January 3, 2023) - (Vue: nvue@suisun.com).

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

8. Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on December 20, 2022 – (Skinner: askinner@suisun.com).

Joint City Council / Suisun City Council Acting as Successor Agency

9. Council/Agency Approval of December 2022 Payroll Warrants in the Amount of \$926,076.89 and Council/Agency Approval of the December 2022 Accounts Payable Warrants in the Amount of \$2,080,613.32 – (Finance).

Council Member Hudson pulled #9.

PUBLIC COMMENTS

Item #6

Donna LeBlanc asked if ARPA money can be reallocated if grant is received. Mr. Folsom responded yes.

Motion by Council Member Hudson to approve Consent Calendar Items 4,5,6,7,8,10 and seconded by Council Member Dawson. Motion passed by the following vote:

AYES: Dawson, Hernandez, Hudson, Washington

NOES: NONE

ABSENT: None

Item 9

Council Member Hudson asked for clarification on the minutes, page 31. Clerk Skinner responded.

Motion by Council Member Hudson to approve Item #9 and seconded by Vice Mayor Washington. Motion passed by the following vote:

AYES: Dawson, Hernandez, Hudson, Washington

NOES: None

ABSENT: None

PUBLIC HEARING NONE

GENERAL BUSINESS

City Council

11. Interview of City Council Applicants – (Folsom: gfolson@suisun.com).

Mr. Folsom explained the suggested interview process. Council agreed.

Mr. Folsom stated a formal resignation was received from Tara Beasley-Stansberry as candidate.

Attorney Gerli will draw sealed envelopes one at a time to determine the order to be interviewed.

Council consensus on questions proposed.

The candidate names drawn and interviewed in the following order.

Amit Pal

Tara Beasley-Stansberry – withdrew

Stevn M. Olry

Anthony Adams

Katrina Garcia who will automatically move forward to next round as a former November election candidate.

Lillian Dardon

George Gynn

Jonathan R Richardson

Laura Cole-Rowe

James Berg

Thomas D. Alder

Herbert I. Dardon

Took a brief recess at 8:55pm.reconvened at 9:04pm

PUBLIC COMMENTS

Clerk read yellow card comment from Kristy George requesting the Council hold a special election to fill the vacant seat.

Clerk stated 26 online letters and 155 in person letters were received prior to the meeting supporting Amit Pal.

Clerk read email comment

E Diane Little supports Katrina Garcia

In Person:

The following spoke in support of Amit Pal:

Capt. Karanjit Aulaich, Amy Fabi, Sashi Paul, Paul Hayer, Jaspreet, Burtam, Maises Arteaga, Shawinder Tewari, CC Yin

The following spoke in support of Katrina Garcia:

Steve Garcia, Aleyah Garcia, Tammy Harrison, Tirah H., Pia Haynes, Lisa Randall

Denise supports both Katrina Garcia and James Berg.

Donald feels Council should have selected from candidates in the November election.

Donna LeBlanc commented the Council had opportunity to Charles Lee, Katrina Garcia or James Berg.

Gabriella Satmorean supports a special election.

PUBLIC COMMENTS ON LINE

Lito Santos commented the people have voted already.

George (no last name given) supports the two candidates that ran in the November election.

City Attorney explained next step.

General Comments by Council

The Council voted for their preferred candidate by pushing their button to light their microphone.

The following 6 candidates will move forward to the second interview on Tuesday, January 24th.

Anthony Adams – 3 votes
Herbert I. Dardon – 4 votes
Katrina Garcia – automatic
Stevn M. Olry – 3 votes
Amit Pal – 3 votes
Jonathan R Richardson – 3 votes

At the January 24th meeting the applicants will answer 4 additional questions. The Council will the deliberate and vote on the applicants until on 1 applicant is left who will then be appointed to the vacant seat. If no decision will hold special meeting on 1/31.

REPORTS: (Informational items only) No report presented

ADJOURNMENT

There being no further business the meeting was adjourned at 10:19pm.

Anita Skinner, City Clerk

CITY COUNCIL
Alma Hernandez, Mayor
Princess Washington, Mayor Pro Tem
Jenalee Dawson, Member
Michael J Hudson, Member



CITY COUNCIL MEETING

MINUTES
REGULAR MEETING OF THE SUISUN CITY COUNCIL,
SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,
AND HOUSING AUTHORITY
TUESDAY, JANUARY 24, 2023
6:30 PM

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

NOTICE

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ZOOM MEETING INFORMATION:

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

MEETING ID: **830 7655 2326**

CALL IN PHONE NUMBER: (707) 438-1720

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6 PM), VIA WEBSITE, OR ZOOM CALL IN PHONE NUMBER (707) 438-1720

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

(Next Ord. No. – 799)

(Next City Council Res. No. 2023 – 10)

Next Suisun City Council Acting as Successor Agency Res. No. SA2023 - 01)

(Next Housing Authority Res. No. HA2023 – 01)

ROLL CALL

Mayor Hernandez called the meeting to order at 6:33pm with the following Council Members present:

PRESENT: Dawson, Hernandez, Hudson, Washington

ABSENT: None

Pledge of Allegiance was led by Council Member Dawson.

Invocation was given by City Manager Greg Folsom.

CONFLICT OF INTEREST NOTIFICATION None

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

REPORTS (Informational items only.) None

- 1 City Manager Update – (Folsom: gfolson@suisun.com).

PRESENTATION/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

- 2 Introduction and Swearing In of Suisun City Fire Department Personnel – (Lopez: bllopez@suisun.com).

Introduction of Fire personnel was given by Fire Chief Lopez.

Division Chief Brian Kermoade; Fire Captain Ryan Esparza, Fire Captain Dean Martin, Fire Captain Japen Soto, Fire Engineer Justin Duchscher, Fire Engineer Jian Eddinger, Fire Engineer Jason Vander Meer
City Clerk swore in new officers.

Chief Lopez invited the public to a badge pinning ceremony on Friday, 1/27 at the Kroc Center at 6:30pm.

Recess to Short Break for Celebration of Fire Department Personnel.

Council recessed for a brief break for refreshments at 6:50pm.

Council reconvened at 7:01pm

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.)

George Guynn voiced concerns about the education requirement for candidate selection.

James Berg commented on potential law being broken regarding SB1439 and non-compliance campaign statements.

Donna LeBlanc congratulations to new fire fighters. Thanked Public Works for the work done so far on pot holes; youths on bikes in traffic and asked for additional police patrols particularly at the end of the school day.

Michelle Chavez thanked Ms. Schuetter for cleanup of materials on the corner of Humphrey and Railroad Avenues; clarification of her ethic comments from the last meeting; asked what is the “shelf life” of the candidates being interviewed if Council Member Hudson leaves and his seat becomes open.

Ruth Forney, Chair of Measure S Committee, congratulated new fire department members and thanked Suisun residents for supporting Measure S.

COUNCIL COMMENTS

3 Council/Board Members Updates

Council Member Dawson attended the swearing in of new members for the Black Chamber of Commerce; Charles Lee is now the Chair.

Council Member Hudson congratulated the fire department; Public Works was on top of the pot hole repairs; bike path on the way to Walmart there is a large amount of graffiti; street light out Suisun/Morgan; asked if Public Works could give a report on how the city weathered the past storms.

Vice Mayor Washington this past Sunday ended Restaurant Week and hopes everyone had an opportunity to participate; land fill coupons have been mailed, watch for them and take advantage of them.

Mayor Hernandez thanked the fire department, thanked Public Works for street work this past week; thank you for fence repair that fell during the storms; thanked Code Enforcement and Police Department for removal of hate speech and the arrest of the individual.

CONSENT CALENDAR NONE

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

PUBLIC HEARING NONE

GENERAL BUSINESS

City Council

- 4 Appointing _____ to the Vacant Councilmember Seat for the Remainder of the [Current Term – \(Folsom: gfolson@suisun.com\)](mailto:gfolson@suisun.com). ➡

City Manager Folsom gave a brief explanation on the selection process.

City Attorney replied to the public comment about conflict of interest of SB1439.

The candidates answered questions in the following order:

Herbert I. Dardon
Jonathan R. Richardson
Katrina Garcia
Anthony Adams
Steve Olry
Amit Pal

PUBLIC COMMENTS

City Clerk stated 22 emails were received in support of Katrina Garcia and 3 letters received in support of Amit Pal.

In person:
The following spoke in support of Amit Pal

Abraham Baptista Jose Mendoza, Ravi Tewari, Ramesh Suman, Balraj Dhami, Raisham Aulakh, Tasriya Kukreja, Amarjit Singh, David Hayer, Sarthak Rishi, Vinay Tewari

Donna LeBlanc questioned where have some of the candidates been, several candidates have been attending meetings; concerned with conflict of interest with Mr. Pal, supports Katrina Garcia

James Berg commented this is potentially a 6 year term and commented on each candidate.

The following spoke in support of Katrina Garcia:

George Guynn, Michelle Guerra Rochelle Conner, John Kiser, Linda Bailey, Russell Dorsey, Gabriela Satmarean

Te

Tirzah H supports Katrina, asked how we came to this process, what happens when the next council member leaves, will we have to do this again?

Michelle Chavez spoke on the characteristics she would like to see in a council member.

On Line

Lito Santos supports Katrina Garcia.

William Thompson technical issues. Mayor suggested he submit comments to clerk@suisun.com.

John Harter commented he was happy on how this process has turned out.

Mayor Hernandez explained why we are in this process of selecting a 5th council member. City Attorney explained how a conflict of interest might affect a sitting council member.

Council recessed at 9:11pm and reconvened at 9:20pm

Mayor Hernandez explained process.

Council thanked the candidates.

Attorney Gerli asked for clarification on first round of voting. Mayor Hernandez commented this would be the council member's first and/or second choice.

Council members voted by pushing the light on their microphone. The following candidates received votes.

Anthony Adams - one vote by Council Member Dawson

Katrina Garcia - one vote by Council Member Hudson

Steve Olry - one vote by Council Member Hudson

Amit Pal - three votes by Council Members Dawson, Washington and Hernandez

Council Members commented on why they voted for a specific candidate.

Second round voting was unanimous for Amit Pal.

Mayor Hernandez moved to appoint Amit Pal to the vacant council seat and seconded by Vice Mayor Washington. Motion passed by the following vote:

AYES: Dawson, Hernandez, Hudson, Washington

NOES: None

ABSENT: None

SPECIAL BUSINESS

5 Administer Oath of Office to Newly Appointed Council

Clerk Skinner swore in Amit Pal. He was then ceremoniously sworn in by C.C. Yin.

Mr. Pal gave a brief speech and then took his seat at the dais.

ROLL CALL OF NEWLY SEATED COUNCIL/BOARD MEMBERS

Clerk Skinner took a new roll call at 10:04pm.

PRESENT: Dawson, Hernandez, Hudson, Pal, Washington

ABSENT: None

REPORTS: (Informational items only)

6 Non-Discussion Items

ADJOURNMENT to Celebration for New Council Member.

There being no further business the meeting was adjourned to celebrate the newly seated council member, Amit Pal at 10:06pm.

Anita Skinner, City Clerk

AGENDA TRANSMITTAL

MEETING DATE: February 7, 2023

CITY AGENDA ITEM: Presentation and discussion on maintenance and beautification of City-wide medians.

FISCAL IMPACT: There is no fiscal impact from this item as it is only a presentation and discussion with Council.

STRATEGIC PLAN: Provide Good Governance, Enhance Environment.

BACKGROUND: The existing medians in the City are a maintenance challenge and require an extensive effort to maintain in good aesthetic order, primarily due to weed infestation. Staff has been directed to share with Council possible options for better management of the City's various medians, as well as of future medians, within City limits.

STAFF REPORT: The City is responsible for the appearance and maintenance of multiple roadway medians within City limits (See Attachment No. 2). The City is also responsible for maintenance of any new medians installed as part of new developments. The majority of the existing longer medians are along roadways that are considered "gateways" into the City as they are very heavily used and lead travelers in, out, and through town. Additionally, a large portion of these existing medians are within Landscaping & Lighting Districts (LLD) that do not take in sufficient revenue to adequately cover the routine maintenance of these medians making these Districts unable to maintain the medians along these "gateway" roadways in good aesthetic order. The sections of existing median that are not within an LLD are funded by the General Fund.

On November 15, 2022, the following median improvement options along with recommendations for median design and maintenance were presented to Council for discussion and direction. Based on comments from that meeting, below are unit costs for the various options and recommendations that were discussed:

- Some recommended material options for median improvements to existing medians along with cost estimates are provided in the table shown in Attachment No. 4.
- Installation of any of the above materials would include the one-time outlay of funds to accomplish the upgrades but would ultimately and dramatically improve the aesthetics along "gateways" roadways, reduce long-term maintenance costs, reduce water costs, and reduce labor costs.
- Options to accomplish a more formal approach to median design and maintenance include the following:
 - Updating City Design Standards to include specifics surrounding installation and appearance of medians (completed as part of an overhaul of all existing City Design Standards) in tandem with creating a Capital Improvement Project (CIP) for the upgrade of existing City Medians. (Cost: Staff time in the approximate amount of \$5,000)
 - Developing a City-wide Median Policy (Cost: Staff time and Council members in the approximate amount of \$15,000-\$20,000).

- Hiring a consultant to assess, evaluate, and create a Median Master Plan (Cost: Staff time in the approximate amount of \$10,000 and Consultant contract in the amount of \$80,000-\$110,000)
- Consultant scope of work would include but not be limited to:
 - Research, inventory and assess all existing medians.
 - Identify opportunities and constraints for future medians.
 - Recommend median improvements options.
 - Conceptual plans and cost estimates.
 - Provide a City Standard Plan for medians.
 - Develop prioritization criteria for the recommended improvement options.
 - Identify potential funding sources for proposed.

Staff's recommendation is to simply create design standards for medians within the City's existing Design Standard document. This would include stating the acceptable design standards for new medians which developers must adhere to when creating new medians and would also define the ideal standard for existing medians. In addition to the updates to the Design Standards, this option would include the creation of a phased CIP for the necessary upgrades and improvements to the existing medians. This phased project approach would lay out a plan to raise and improve median aesthetic levels, focusing initially on "gateway" medians. There would also be indirect benefits to a phased CIP median improvement project beyond visual improvements such as: 1) a reduction in water costs, 2) reduction in Public Works Maintenance (PWM) crew time, and 3) a positive impact on the many City Funds that pay an "interdepartmental charge" to the PWM Fund (713). The reduction in water usage would positively impact LLD budgets as well as positively impacting the General Fund Landscape fund.

A City-wide Median Policy is an option that would be heavier on staff time and would need to be brought before Council for approval. The content of a Median Policy would essentially be the same information as would be included in the updating of City Design Standards but would require more staff time to accomplish, as well as Agenda time before Council.

Creating a Median Master Plan is another option however, this option would also be heavier on staff time and have a price tag estimated between \$50,000 and \$80,000 to hire a consultant to complete this document. This process would require developing a Request for Proposal, possibly a Request for Qualifications, advertising, review, award approval from Council, staff time to manage the contract, document, and to bring before Council as many times as necessary to have a final Council approved Master Plan.

STAFF RECOMMENDATION: It is recommended that the City Council hear the Presentation and discussion on maintenance and beautification of City-wide medians and provide direction to staff.

DOCUMENTS ATTACHED:

1. PowerPoint Presentation.
2. Median Location Map.
3. Example of Median Island Standard Plan.
4. Table of Recommended Median Materials & Costs.

PREPARED BY:
REVIEWED BY:

Amanda Dum, Management Analyst II
Nouae Vue, Public Works Director

APPROVED BY:

Greg Folsom, City Manager

ATTACHMENTS:

- 1 PowerPoint Presentation - Median Improvement Discussion.pdf
- 2 Median Location Map.pdf
- 3 Example of Median Island Standard Plan.pdf
- 4 Table of Recommended Median Materials & Costs.pdf

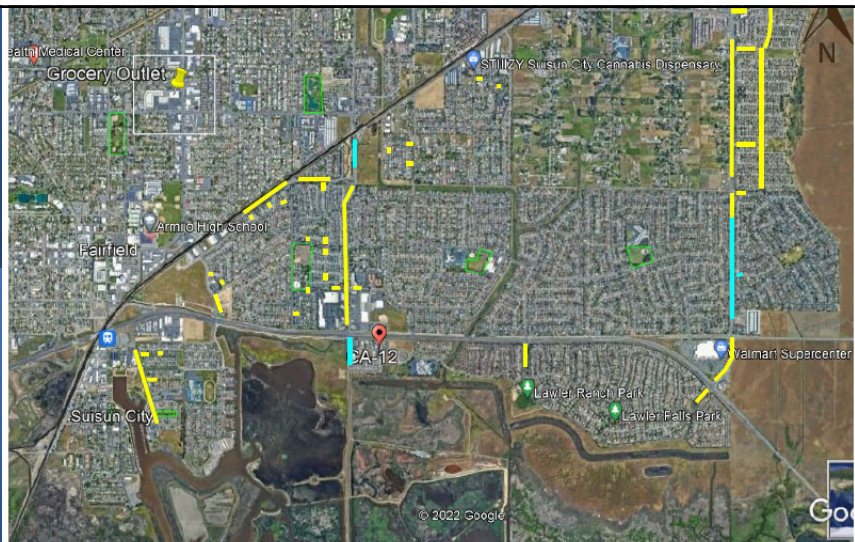
Median Improvement Discussion



Nouae Vue
Public Works Director/City Engineer

1

Citywide Median Locations



LEGEND:

- Yellow Line = Landscaping & Lighting Districts (LLD) Maintained Medians
- Light Blue Line = City Maintained Medians

2

Material Options for Median



3

Material Options for Median



4

Improvement Options

Improvement Options	Total Construction Cost (Square Foot)	Total Maintenance Cost (Square Foot)
Installation of concrete or other hardscapes	\$50-\$60	\$0.50
Installation of decomposed granite (DG)	\$20-\$25	\$0.70
Installation of small round rocks	\$25-\$30	\$0.80
Installation cobble or rock blanket	\$50-\$60	\$0.50
Installation of very limited and very drought tolerant plants/groundcover	\$20-25	\$1.10
Remove median, re-pave road with asphalt concrete, and stripe new roadway	\$25-\$35	Very minimal

5

Options Approach to Address Medians

Recommendation	Staff Time	Consultant Cost (Approximate)
Create New City Design Standards for Medians	Minimal (\$5,000)	\$0
Create City-wide Median Policy	Extensive (\$15,000 to \$20,000)	\$0
Create a Median Master Plan	Extensive (\$10,000)	\$80,000 to \$110,000

6

Details Median Master Plan – Consultant Scope of Work

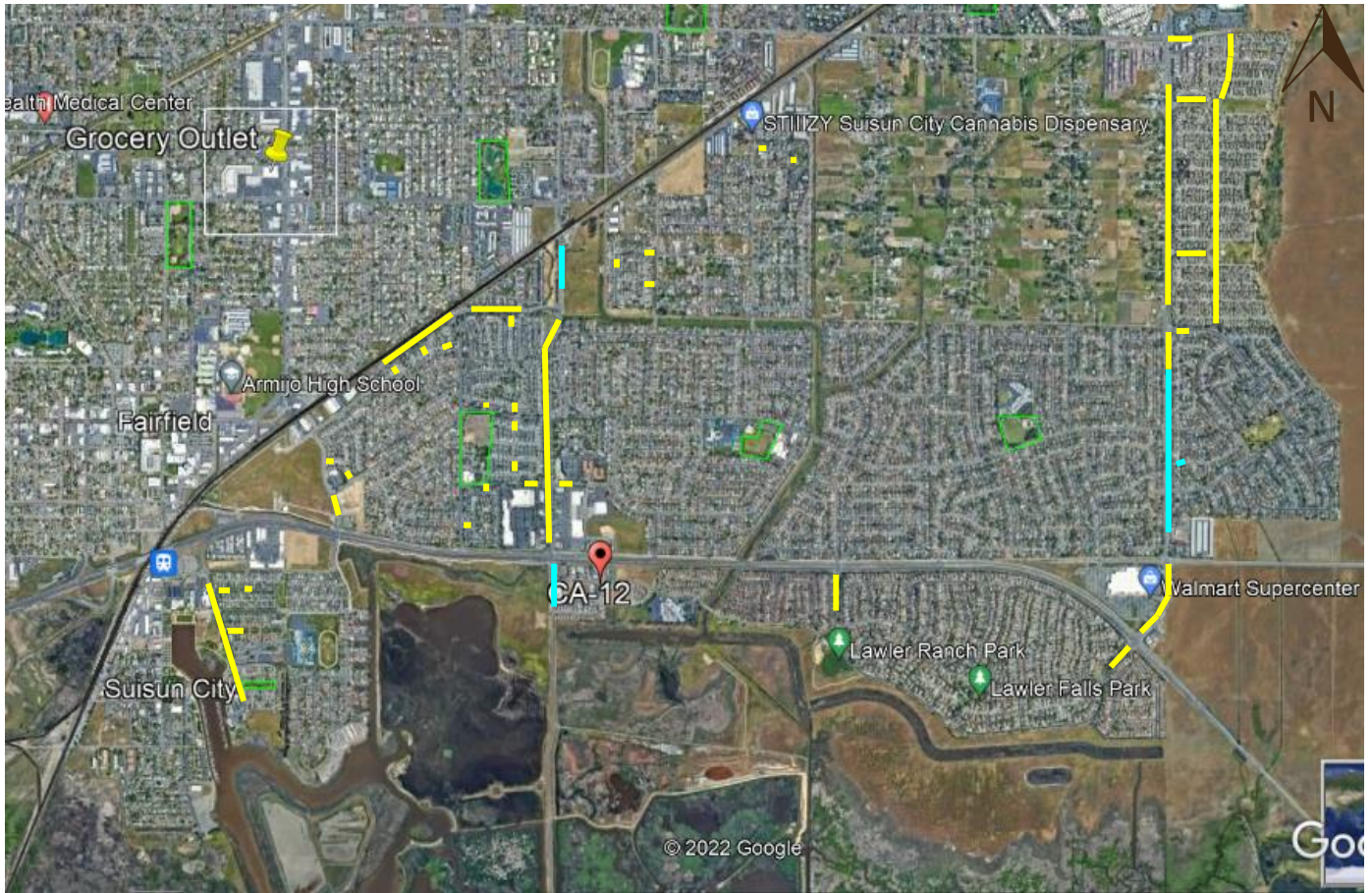
- Research, inventory, and assess all existing medians.
- Identifies opportunities and constraint for future medians.
- Recommend median improvements options.
- Conceptual plans and cost estimates.
- Provide a City Standard Plan for medians.
- Develop prioritization criteria for the recommended improvement options.
- Identify potential funding sources for proposed.

7

Council Discussion & Direction

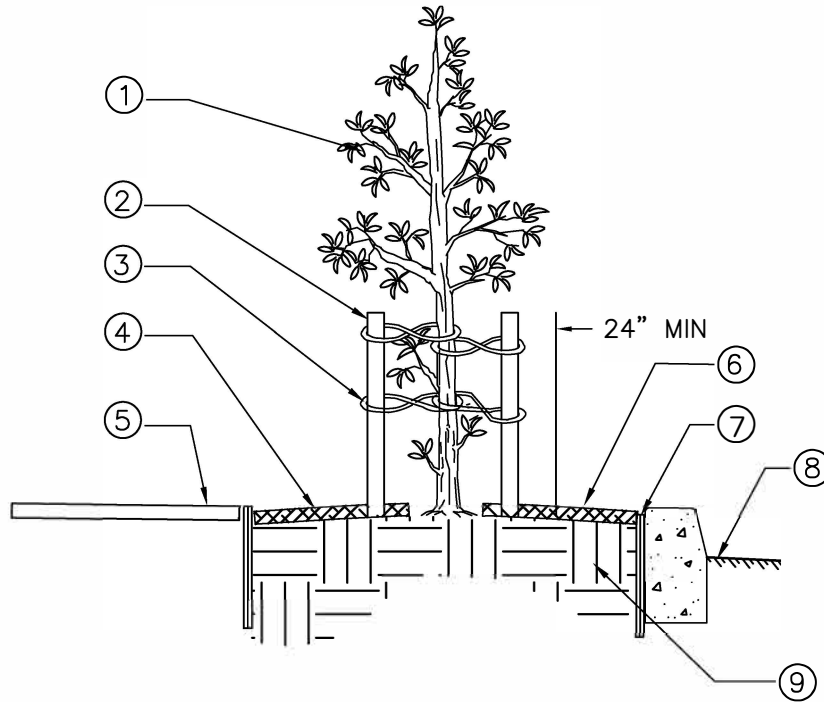
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ATTACHMENT NO. 2
City Median Location Map
(Locations Approximate Due to Scale)



LEGEND:

- **Yellow Line = Landscaping & Lighting Districts (LLD) Maintained Medians**
- **Light Blue Line = City Maintained Medians**



1. APPROVED STREET TREE
2. UNTREATED LODGEPOLE STAKES
3. RUBBER TREE TIES
4. 2" LAYER OF FIR MULCH
5. SIDEWALK / PRIVATE YARD – REFER TO IMPROVEMENT PLANS
6. GRADE SOIL TO MAINTAIN POSITIVE DRAINAGE
7. INSTALL LINEAR ROOT BARRIER ADJACENT TO HARDSCAPE SEE DETAIL 5-35
8. ROAD SURFACE
9. AMENDED TOPSOIL

NOTE: REFER TO CITY TREE PLANTING DETAILS 5-26, 5-27
ALL MEDIAN GORE ENDS LESS THAN 20" BETWEEN CURB SHALL BE
FILLED WITH COBBLE REFER TO CITY COBBLE DETAIL 5-38

MEDIAN AND GORE TREE PLANTING DETAIL

APPROVED BY:

DIRECTOR OF PUBLIC WORKS

DRAWING NO:

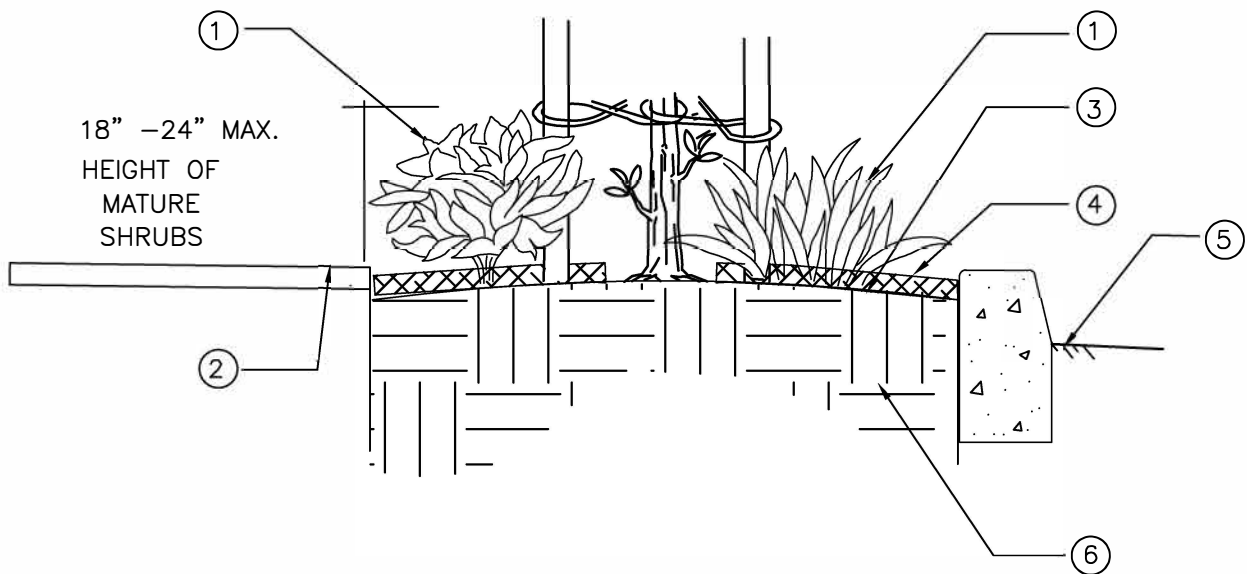
5-32

SCALE:

NONE

DATE:

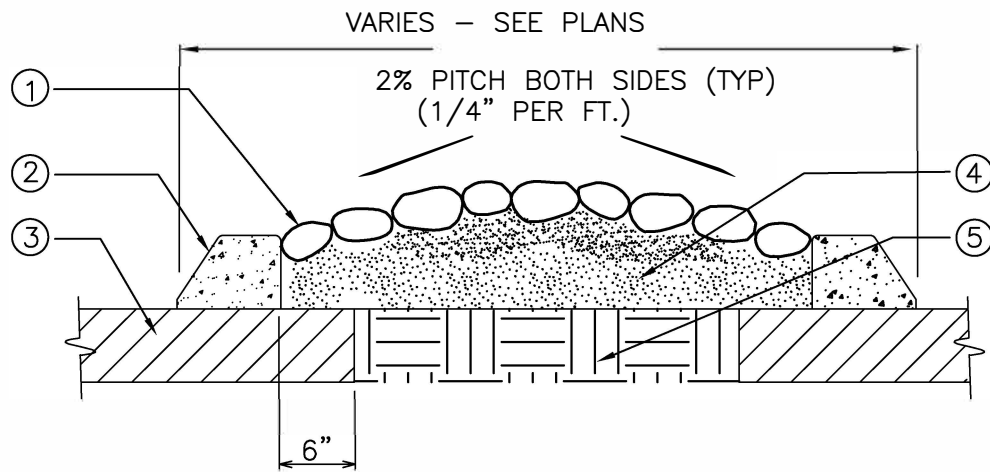
7/1/15



1. APPROVED SHRUB
2. SIDEWALK / PRIVATE YARD - REFER TO IMPROVEMENT PLANS
3. GRADE SOIL TO MAINTAIN POSITIVE DRAINAGE
4. 2" LAYER OF FIR MULCH
5. ROAD SURFACE
6. AMENDED TOPSOIL

NOTE: REFER TO CITY SHRUB PLANTING DETAIL 5-30
ALL MEDIAN GORE ENDS LESS THAN 20" BETWEEN CURB SHALL BE
FILLED WITH COBBLE REFER TO CITY COBBLE DETAIL 5-38

	MEDIAN GORE SHRUB PLANTING DETAIL	APPROVED BY: _____ DIRECTOR OF PUBLIC WORKS	DRAWING NO: 5-33
			SCALE: NONE
			DATE: 7/1/15



SECTION

1. SET 4" -8" DIAMETER WATER-WORN STONE ("LODI" OR APPROVED EQUAL) INTO MORTAR 2/3 THEIR THICKNESS, PLACES IN A HORIZONTAL ORIENTATION SET COBBLE IN A NEAT AND CLEAN MANNER WITH MINIMUM MORTAR PROTRUSION
2. B3-6 CURB (TYPICAL)
3. EXISTING A.C. PAVEMENT
4. 6" THICK CONCRETE PEA GRAVEL MORTAR BED
5. 95% COMPACTED SUBMERGED OR EXISTING A.C. PAVEMENT

AFTER THE COBBLESTONE HAS BEEN SET INTO THE MORTAR, THE EXCESS MORTAR IN BETWEEN THE JOINTS OF THE COBBLESTONES SHALL BE CAREFULLY REMOVED AND RAKED IN A SMOOTH JOINT. (MINIMUM PROTRUSION OF MORTAR WILL BE ALLOWED.) ENGINEER OR LANDSCAPE INSPECTOR APPROVAL OF STONES REQUIRED PRIOR TO INSTALLATION

	COBBLE DETAIL	APPROVED BY: DIRECTOR OF PUBLIC WORKS	DRAWING NO: 5-38
			SCALE: NONE
			DATE: 7/1/15

Recommended Table of Median Materials and Estimated Costs

Improvement Options	Total Construction Cost (Square Foot)*	Total Maintenance Cost (Square Foot)*
Installation of concrete or other hardscapes	\$50-\$60	\$0.50
Installation of decomposed granite (DG)	\$20-\$25	\$0.70
Installation of small round rocks	\$25-\$30	\$0.80
Installation cobble or rock blanket	\$50-\$60	\$0.50
Installation of very limited and very drought tolerant plants/groundcover	\$20-25	\$1.10
Remove median, re-pave road with asphalt concrete, and stripe new roadway	\$25-\$35	Very minimal

**NOTE: The costs provided are only estimates and are based on past improvement project costs with same or similar materials.*