

CITY COUNCIL

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



CITY COUNCIL MEETING

First and Third Tuesday  
Every Month

## A G E N D A

### 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 21, 2014

7:00 P.M.

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

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#### **TELECONFERENCE NOTICE**

*Pursuant to Government Code Section 54953, Subdivision (b), the following Council/Successor Agency/Housing Authority meeting will include teleconference participation by Councilmember Jane Day from: 301 Morgan Street, Suisun City, CA 94585. This Notice and Agenda will be posted at the teleconference location.*

(Next Ord. No. – 726)

(Next City Council Res. No. 2014 – 02)

Next Suisun City Council Acting as Successor Agency Res. No. SA2014 – 02)

(Next Housing Authority Res. No. HA2014 – 02)

#### **ROLL CALL**

Council / Board Members

Pledge of Allegiance

Invocation: Captain Jonathan Harvey, Salvation Army

#### **PUBLIC COMMENT**

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

#### **REPORTS: (Informational items only.)**

1. Mayor/Council -Chair/Boardmembers
2. City Manager/Executive Director/Staff

#### **CONFLICT OF INTEREST NOTIFICATION**

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

DEPARTMENTS: AREA CODE (707)

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

**PRESENTATIONS/APPOINTMENTS**

*(Presentations, Awards, Proclamations, Appointments).*

**CONSENT CALENDAR****City Council**

3. Council Adoption of Ordinance No. \_\_\_: Amending Chapter 10.16 of Title 10 of the Suisun City Municipal Code Relating to the Parking, Moving, Operation and Travel of Vehicles on One-Way Streets (Introduced and Reading Waived on January 7, 2014) – (Dadisho).
4. Council Adoption of Resolution No. 2014-\_\_: Authorizing the City Manager to Execute a Contract Amendment with AECOM Technical Services, Inc. for Environmental Work Associated with the Zephyr Estates Project – (Kearns).
5. Council Approval of Resolution No. 2014-\_\_: Declaring Certain City Vehicles and Equipment Surplus – (Kasperson).

**Joint City Council / Suisun City Council Acting as Successor Agency**

6. Council/Agency Approval of the December 2013 Payroll Warrants in the amount of \$415,261.49. Council/Agency Approval of the December 2013 Payable Warrants in the amount of \$909,223.26 – (Finance).

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

7. Council/Agency 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 17, 2013 and January 7, 2014 – (Hobson).

**PUBLIC HEARINGS****City Council**

8. PUBLIC HEARING  
Council Adoption of Resolution 2014-\_\_; Approving the General Plan Update Special Planning Area Goals and Policies – (Kearns).

**GENERAL BUSINESS****City Council**

9. Maintenance of Information Technology (IT) Services to the Police Department – (Kasperson).
  - a. Council Adoption of Resolution No. 2014 \_\_ Authorizing the City Manager to Execute a Six-Month Contract with Cohero and to Take Other Measures as Necessary for Emergency Technological Support in the Police Department through June 30, 2014.
  - b. Council Adoption of Resolution No. 2014-\_\_: Adopting the 4<sup>th</sup> Amendment to the Annual Appropriation Resolution No. 2013-31 to Appropriate \$18,000 to Maintain Information Technology (IT) Services to the Police Department.
10. Discussion and Direction: Traffic Committee Roles, Responsibilities and Make-up – (Kasperson).

**ADJOURNMENT**

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

*PLEASE NOTE:*

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



## AGENDA TRANSMITTAL

**MEETING DATE:** January 21, 2014

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**AGENDA ITEM:** Council Adoption of Ordinance No. 725: Amending Chapter 10.16 of Title 10 of the Suisun City Municipal Code Relating to the Parking, Moving, Operation and Travel of Vehicles on One-Way Streets.

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**FISCAL IMPACT:** None.

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**BACKGROUND:** The City currently has a City Code that restricts the parking, moving, operating and travel of vehicles on one-way streets within the City. To facilitate enforcement efforts, the ordinance needs to be amended to include three streets that Council, by resolution, designated as one-way streets on January 20, 2009 and on October 4, 2011.

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**STAFF REPORT:** At the January 7, 2014 Council meeting, Ordinance No. 725 was introduced and reading was waived to add the following three one-way street segments to the City Code:

- Solano between Main and Kellogg
- Kellogg between Solano and Morgan
- Common Street circling around the Vets Building.

This is the final reading and adoption of the Ordinance. If approved, the changes will go into effect within thirty days.

It is in the best interests of the citizens of the City of Suisun City, to restrict the parking, moving, operating and travel of vehicles on one-way streets within the City. By including these previously designated one-way street segments in the Municipal Code, the Police Department will be able to fully enforce the restrictions as intended. The City may assess a violation fee for each violation of this ordinance. Such fee shall be in the amount provided in the City's master fee schedule.

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**STAFF RECOMMENDATION:** It is recommended that the City Council Adopt Ordinance No. 725: Amending Chapter 10.16 of Title 10 of the Suisun City Code Relating to the Parking, Moving, Operation, and Travel of Vehicles on One-Way Streets.

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**ATTACHMENTS:**

1. Ordinance No. \_\_\_\_: Amending Chapter 10.16 of Title 10 of the Suisun City Code Relating to the Parking, Moving, Operation, and Travel of Vehicles on One-Way Streets.
2. Resolution No. 2009-06: Authorizing Portions of Solano Street and Kellogg Street to be Changed from Two-Way to One-Way Traffic.

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**PREPARED BY:**

**REVIEWED/APPROVED BY:**

Ed Dadisho, Chief of Police   
Suzanne Bragdon, City Manager 

3. Resolution No. 2011-85: Authorizing the Conversion of Common Street from a Two-Way Traffic Street to a One-Way Traffic Street.
4. Agenda Staff Report from January 7, 2014

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**PREPARED BY:**  
**REVIEWED/APPROVED BY:**

Edmond Dadisho, Chief of Police  
Suzanne Bragdon, City Manager

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
CALIFORNIA AMENDING CHAPTER 10.16 OF TITLE 10 OF THE SUISUN CITY  
CODE RELATING TO THE PARKING, MOVING, OPERATION AND TRAVEL  
OF VEHICLES ON ONE-WAY STREETS

WHEREAS, it is in the best interests of the citizens of the City of Suisun City, to restrict the parking, moving, operating and travel of vehicles on one-way streets within the City.

WHEREAS, there is a need to clarify the applicability of existing City Ordinances.

THE CITY COUNCIL OF THE CITY OF SUISUN CITY, COUNTY OF SOLANO, STATE OF CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION I. CHAPTER 10.16 AMENDED OR ADDED

The following provisions of Chapter 10.16 of the Suisun City Code are added, deleted or amended. The remaining provisions of the chapter remain unchanged:

Chapter 10.16 - ONE-WAY STREETS

Sections:

10.16.010 - Designated.

10.16.020 - Posting.

10.16.010 - Designated.

The following named streets in the city are established and declared to be one-way streets, and vehicles thereon shall park, move, operate or travel in one direction only, as prescribed in this section:

- A. Solano Street (200-400 blocks): Vehicles shall park, move, operate and travel in a westerly direction only from Main Street to West Street;
- B. California Street: Vehicles shall park, move, operate and travel in an easterly direction only from West Street to Main Street;
- C. Morgan Street: Vehicles shall park, move, operate and travel in a westerly direction only from Main Street to West Street;
- D. Suisun Street: Vehicles shall park, move, operate and travel in a southerly direction only from Sacramento Common Street to Cordelia Street;
- E. West Street: Vehicles shall park, move, operate and travel in a northerly direction only from Morgan Street to California Street.
- F. Common Street (a U-shaped street) Vehicles shall park, move, operate and travel in a westerly, southerly and easterly direction only from Main Street (north) to Main Street (south). (Entrance on Common Street north and exit on Main Street south)
- G. Solano Street (500 block): Vehicles shall park, move, operate and travel in a easterly direction only from Main Street to Kellogg Street.

H. Kellogg Street: Vehicles shall park, move, operate and travel in a southerly direction only from Solano Street to Morgan Street.

(Ord. 476 § 1, 1983)

**10.16.020 - Posting.**

The city traffic engineer is authorized and directed to cause appropriate one-way street signs, indicating the direction of travel, to be erected and posted in the proper places on each street affected.

(Ord. 476 § 2, 1983)

**SECTION 2. SERVERABILITY.** If any section, clause, phrase or portion of this chapter is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this chapter. The City Council of the City of Suisun City hereby declares that it would have adopted this chapter and each section, subsection, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases or portions be declared in valid or unconstitutional.

**SECTION 3. EFFECTIVE DATE.** This ordinance shall take effect thirty (30) days after passage thereof.

**SECTION 4. NOTICE OF PUBLICATION.** This ordinance shall be posted in three (3) public places within the City prescribed by ordinance within fifteen (15) after its passage, there being no newspaper of general circulation printed and published within the City.

\_\_\_\_\_  
Pete Sanchez, Mayor

I, Linda Hobson, City Clerk of the City of Suisun City and ex-officio Clerk of the City Council of said City, do hereby certify that the above and foregoing ordinance was regularly introduced at a meeting of the said City Council held on Tuesday, \_\_\_\_\_, 2014 and regularly passed and adopted at a regular meeting of said City Council held on Tuesday, \_\_\_\_\_, 2014 by the following vote:

AYES: COUNCILMEMBERS \_\_\_\_\_  
NOES: COUNCILMEMBERS \_\_\_\_\_  
ABSENT: COUNCILMEMBERS \_\_\_\_\_

**WHITNESS** my hand and the seal of said City this \_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Linda Hobson, CMC  
City Clerk

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**RESOLUTION NO. 2009-06**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
AUTHORIZING PORTIONS OF SOLANO STREET AND KELLOGG STREET TO BE  
CHANGED FROM TWO-WAY TO ONE-WAY TRAFFIC**

**WHEREAS**, on October 7, 2008, the City Council/Agency directed staff to proceed with a feasibility study for the one-way traffic alternative of Solano Street and Kellogg Street; and

**WHEREAS**, the study, *Potential Parking Improvement Strategies in Downtown Suisun City*, focuses on potential parking strategies to create additional parking in and around the areas containing the Harbor Theater and the new Harbor Square building; and

**WHEREAS**, Solano Street, Kellogg Street, Morgan Street, and Main Street were considered for improvements and/or modifications; and

**WHEREAS**, the report considers parking improvements, costs per parking space, time to construct and traffic safety improvements; and

**WHEREAS**, after considering the various short- and long-term options, the report concludes that in addition to re-striping to maximize the on-street parking, certain street segments on Solano Street and Kellogg Street should be converted from two-way traffic to one-way traffic as shown in Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Suisun City authorizes the City Manager, or her designee, to change certain street segments of Solano Street and Kellogg Street as shown in Exhibit A to be changed from two way to one way traffic and to take such further actions as are necessary or appropriate to implement this Resolution.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Suisun City, duly held on the 20<sup>th</sup> day of January, 2009 by the following vote:

<b>AYES:</b>	Councilmembers:	<u>Hudson, Segala, Sanchez</u>
<b>NOES:</b>	Councilmembers:	<u>None</u>
<b>ABSENT:</b>	Councilmembers:	<u>Day, Derting (Due to Conflict of Interest)</u>
<b>ABSTAIN:</b>	Councilmembers:	<u>None</u>

**WITNESS** my hand and the seal of said City this 20<sup>th</sup> day of January 2009.

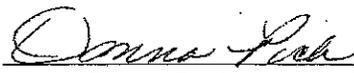
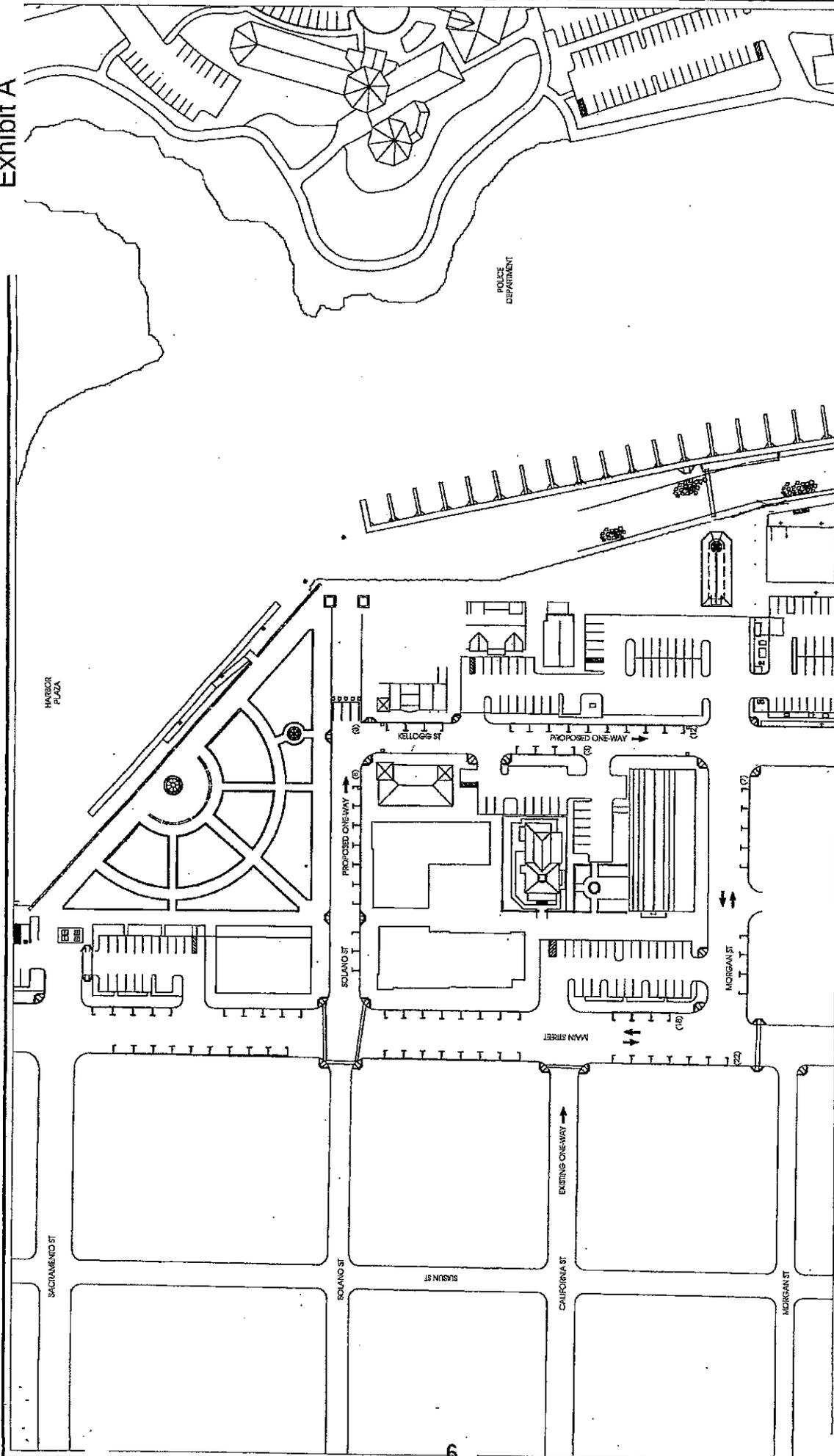
  
\_\_\_\_\_  
Donna Pock, Deputy City Clerk

Exhibit A



	DRAWN BY: D. CRADDUCK CHECKED BY: G. AGGARWAL APPROVED BY: DATE: 28 OCT 2008	FIGURE 2 PROPOSED ON-STREET PARKING (28 STALLS) BY CONVERTING TO ONE-WAY OPERATION DOWNTOWN COMMERCIAL DISTRICT CITY OF SUISUN CITY	PLAN: SDN: SCALE: NTS
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**RESOLUTION NO. 2011-85**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
AUTHORIZING THE CONVERSION OF COMMON STREET  
FROM A TWO-WAY TRAFFIC STREET TO A ONE-WAY TRAFFIC STREET**

**WHEREAS**, in early 2011 during the County of Solano’s planning stage for the renovation of the Veteran’s Memorial Building, questions regarding the traffic circulation on Common Street were raised; and

**WHEREAS**, City Staff then brought the County’s questions on the traffic circulation to the City’s Traffic Committee, and the Committee directed Public Works Staff to proceed with a feasibility study for a one-way traffic alternative on Common Street; and

**WHEREAS**, the feasibility study, Evaluation of Vehicular Movement on Common Street between Main Street and Suisun Street, dated September 15, 2011, focuses mainly on increasing traffic safety and movement in and around the areas surrounding the Veteran’s Memorial Building; and

**WHEREAS**, the feasibility study considers the County of Solano’s planned future civil improvements around the Veteran’s Memorial Building; and

**WHEREAS**, the report concludes that converting from two-way traffic to one-way traffic on Common Street is in line with County of Solano’s planned improvements for the area as well as in line with the City interest in providing the Fire Department with improved access to the building and area and is consistent with existing conditions on the other side of Main Street.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Suisun City authorizes the City Manager to take all actions necessary to convert Common Street from a two-way traffic street to a one-way traffic street and to take such further actions as are necessary or appropriate to implement this Resolution.

**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 4<sup>th</sup> day of October 2011, by the following vote:

<b>AYES:</b>	Councilmembers:	<u>Derting, Hudson, Segala</u>
<b>NOES:</b>	Councilmembers:	<u>None</u>
<b>ABSENT:</b>	Councilmembers:	<u>Day (Due to Conflict of Interest), Sanchez</u>
<b>ABSTAIN:</b>	Councilmembers:	<u>None</u>

**WITNESS** my hand and the seal of said City this 4<sup>th</sup> day of October 2011.

\_\_\_\_\_  
Donna Pock, CMC  
Deputy City Clerk



## AGENDA TRANSMITTAL

**MEETING DATE:** January 7, 2014

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**AGENDA ITEM:** Council Consideration, Waive Reading and Introduction of Ordinance No. \_\_\_\_: Amending Chapter 10.16 of Title 10 of the Suisun City Municipal Code Relating to the Parking, Moving, Operation and Travel of Vehicles on One-Way Streets.

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**FISCAL IMPACT:** None.

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**BACKGROUND:** The City currently has a City Code that restricts the parking, moving, operating and travel of vehicles on one-way streets within the City. Historically, Council has designated three one-way streets by resolution instead of making the changes by Ordinance. At the December 17, 2013 Council Meeting, staff presented an option of modifying the City Code to allow for the designation of one-way streets by Resolution. The Council indicated a preference to maintain the designation of one-way streets by Ordinance, which requires Amending the City Code to include those street segments that have been designated as one-way streets by resolution.

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**STAFF REPORT:** On January 20, 2009, the Council approved by resolution changing segments of Solano Street and Kellogg Street to one-way streets, including Solano between Main Street and Kellogg Street, and Kellogg between Solano and Morgan. On October 4, 2011, the Council approved, by resolution, to change Common Street (U-shaped street) as a one-way street. Both of these resolutions are attached.

As these street segments were designated as one-way streets by resolution and never incorporated into the City Code, the Police Department's enforcement capability of vehicles violating the one-way restrictions when traveling, parking and operating on these street segments is reduced; challenges in court would likely not be upheld.

In order to effectively restrict the parking, moving, operating and travel of vehicles on the three one-way street segments referenced above, it is recommended that they be added to the list of one-way streets in the City noted in the Chapter 10.16 of Title 10 of the Municipal Code.

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**STAFF RECOMMENDATION:** It is recommended that the City Council:

1. Open the Public Hearing and receive testimony; and
2. Waive First Reading and Introduce Ordinance No. \_\_\_\_: Amending Chapter 10.16 of Title 10 of the Suisun City Code Relating to the Parking, Moving, Operation, and Travel of Vehicles on One-Way Streets.

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**PREPARED BY:**  
**REVIEWED/APPROVED BY:**

Ed Dadisho, Chief of Police  
Suzanne Bragdon, City Manager

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**ATTACHMENTS:**

1. Ordinance No. \_\_\_\_\_: Amending Chapter 10.16 of Title 10 of the Suisun City Code Relating to the Parking, Moving, Operation, and Travel of Vehicles on One-Way Streets (Amendments and additions are underlined.)
2. Resolution No. 2009-06: Authorizing Portions of Solano Street and Kellogg Street to be Changed from Two-Way to One-Way Traffic.
3. Resolution No. 2011-85: Authorizing the Conversion of Common Street from a Two-Way Traffic Street to a One-Way Traffic Street.

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**PREPARED BY:**  
**REVIEWED/APPROVED BY:**

Edmond Dadisho, Chief of Police  
Suzanne Bragdon, City Manager

## AGENDA TRANSMITTAL

**MEETING DATE:** January 21, 2014

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**CITY AGENDA ITEM:** Council Adoption of Resolution No. 2014-\_\_: Authorizing the City Manager to Execute a Contract Amendment with AECOM Technical Services, Inc. for Environmental Work Associated with the Zephyr Estates Project.

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**FISCAL IMPACT:** None. Costs associated with the action will be the responsibility of the developer of Zephyr Estates.

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**BACKGROUND:** On April 20, 2010, the City Council awarded the General Plan Update, Zoning Ordinance Update and associated CEQA contract to AECOM for \$344,431. Recognizing the limited budget that the City had to work with to update its General Plan, this contract does not include any monies for project-level analysis or environmental analysis of alternative land use scenarios that could be of interest to individual property owners. To expand the scope of work, therefore, requires a contract amendment.

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**STAFF REPORT:** Since the initiation of the General Plan Update process, an application has been submitted by Robert Schwartz to develop the property at the southeast corner of East Tabor and Walters Road. This proposed project, named Zephyr Estates, is proposed to include:

- 59 single family homes
- 3,000 to 5,000 square foot lots
- 1.5 acres of commercial development
- Pedestrian connectivity to Petersen Ranch.

Zephyr Estates will require a project-level CEQA analysis. As the developer did not want to wait until the GP Update was completed to proceed, it is recommended to modify AECOM's scope of work to complete the CEQA work for this project. This allows for the most timely and cost efficient process for the applicant because of AECOM's familiarity with the City and direct access to the data of the General Plan Update. The cost for this project-specific CEQA analysis is \$60,000. The applicant pays the full cost of this work by providing the City a deposit to draw from.

The recommendation is to authorize the City Manager to execute a contract amendment with AECOM in the amount of \$60,000 for the CEQA work to be completed for the proposed Zephyr Estates project.

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**RECOMMENDATION:** It is recommended that the City Council:

- A. Council Adoption of Resolution No. 2014-\_\_: Authorizing the City Manager to Execute a Contract Amendment with AECOM Technical Services, Inc. for Environmental Work Associated with the Zephyr Estates Project.

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**PREPARED BY:**

**REVIEWED/APPROVED BY:**

John Kearns, Associate Planner *JK*  
Suzanne Bragdon, City Manager *SB*

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**ATTACHMENTS:**

1. Council Adoption of Resolution No. 2014-\_\_ : Authorizing the City Manager to Execute a Contract Amendment with AECOM Technical Services, Inc. for Environmental Work Associated with the Zephyr Estates Project.

**RESOLUTION NO. 2014-\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT  
AMENDMENT WITH AECOM TECHNICAL SERVICES, INC. FOR  
ENVIRONMENTAL WORK ASSOCIATED WITH THE  
ZEPHYR ESTATES PROJECT**

**WHEREAS**, the City is required to complete CEQA analysis for a "Project";  
and

**WHEREAS**, the project applicant has agreed to deposit the necessary funds  
with the City to have the work completed; and

**WHEREAS**, the City Council authorized the City Manager to execute a  
consultant services contract with AECOM Technical Services, Inc. on April 20, 2010 to  
complete a General Plan and Zoning Ordinance Update as well as associated CEQA  
analysis; and

**WHEREAS**, the City issued a Request for Proposal (RFP) for preparation of a  
General Plan and Zoning Ordinance Update as well as associated CEQA analysis; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council authorizes  
the City Manager to Execute a Contract Amendment with AECOM Technical Services,  
Inc. and Authorizes Developer Deposit for Cost Recovery for Environmental Work  
Associated with the Zephyr Estates Project in an amount not to exceed \$60,000.

**PASSED AND ADOPTED** at a regular meeting of the Suisun City Council  
held on the 21<sup>st</sup> day of January, 2014, by the following vote:

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

**WITNESS** my hand and the seal this 21<sup>st</sup> day of January, 2014.

\_\_\_\_\_  
Linda Hobson, CMC  
City Clerk



## AGENDA TRANSMITTAL

**MEETING DATE:** January 21, 2014

**CITY AGENDA ITEM:** Council Approval of Resolution No. 2014-\_\_: Declaring Certain City Vehicles and Equipment Surplus.

**FISCAL IMPACT:** The sale of the surplus vehicles and equipment is expected to yield less than \$10,000 and will be deposited into the Vehicle and Equipment Replacement fund account for use by the Department associated with the items.

**STAFF REPORT:** The Public Works Maintenance Department has identified two trucks, one trailer, one piece of equipment and one commercial mower that are surplus vehicles and equipment that are no longer of service to the City. The attached Resolution includes a matrix that provides more information on each of these items supporting their recommended designation as surplus. Generally, however:

- Two trucks were determined to have outlived their usefulness and will no longer pass the California smog test; they are not needed to be replaced.
- The trailer has been determined to now be too small to meet the Streets' Department needs, and likewise will not be replaced.
- The tar pot has been replaced with a new tar pot purchased in FY14.
- The commercial mower has, mostly recently, been used for parts.

These five items have provided their useful service life to the City. It is, therefore, recommended that they be surplused in order to obtain the most residual value from them. By approving the attached resolution, Council will authorize the City Manager to approve the disposition of the items listed in the attached Resolution.

The Resolution allows the City Manager to authorize and approve the disposition of said items by any of the following methods:

- Sale of items to the Fairfield-Suisun Unified School District or other Non-Profit Government Agencies.
- Individual Advertisement, Bid, and Sale for items valued in excess of \$500.
- Negotiated Sale for items valued under \$500.
- Delivery and Sale through a Contracted Private Auctioneer.

**PREPARED BY:**  
**REVIEWED/APPROVED BY:**

Amanda Dum, Management Analyst I  
Daniel Kasperson, Building & Public Works Director  
Suzanne Bragdon, City Manager

(FP)

S.B.

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**RECOMMENDATION:** It is recommended that the City Council adopt Resolution No. 2014-\_\_ : Declaring Certain City Vehicles and Equipment Surplus.

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**ATTACHMENTS:**

1. Council Resolution No. 2014-\_\_ : Declaring Certain City Vehicles and Equipment Surplus.

**RESOLUTION NO. 2014-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
DECLARING CERTAIN CITY VEHICLES AND EQUIPMENT SURPLUS**

**WHEREAS**, certain vehicles have been identified by staff to be declared surplus. These are attached in Exhibit A; and

**WHEREAS**, said items in Exhibit A are hereby deemed to be of no benefit to the City of Suisun City.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Suisun City does hereby declare said items in Exhibit A to be surplus and directs the City Manager to authorize and approve the disposition of said items by any of the following methods: Sale of items to the Fairfield-Suisun Unified School District or other Non-Profit Government Agencies; Individual Advertisement, Bid, and Sale for items valued in excess of \$500; Negotiated Sale for items valued under \$500; Delivery and Sale through a Contracted Private Auctioneer;

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Suisun City held on Tuesday the 21<sup>st</sup> day of January 2014 by the following vote:

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

**WITNESS** my hand and the seal of said City this 21<sup>st</sup> day of January 2014.

\_\_\_\_\_  
Linda Hobson, CMC  
City Clerk

**EXHIBIT A**

**SURPLUS VEHICLE & EQUIPMENT LIST**

<b>Equip. #</b>	<b>YEAR</b>	<b>MAKE</b>	<b>MODEL</b>	<b>Mileage</b>	<b>DESCRIPTION</b>	<b>Reason</b>
107	1989	Chevrolet	Full Size Truck	71,150	Full size truck being used as the "spray truck".	Truck is 25 years old and will no longer pass smog. Cost prohibitive to smog. VIN#2GCEC14H2K1242203
116	1976	Chevrolet	Aerial Lift Truck	72,921	Lift truck used by both PWM departments.	Truck is 38 years old and will no longer pass smog. Cost to smog prohibitive. VIN# CCE538V154287
206	1993	Diamond	Towable Tar Heater	N/A	Towable tar heater used by Streets Department.	Tar heater is 21 years old. A new tar heater has been purchased.
221	2000	Dixon	Commercial Mower	N/A	Commercial mower.	Mower is 14 years old and worn out. It is not used other than for parts.
240	2001	No Make	Utility Trailer	N/A	Trailer used by Streets department.	Trailer is old and too small and in need of repairs.

# 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 7, 2014

5:30 P.M.

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

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#### **TELECONFERENCE NOTICE**

*Pursuant to Government Code Section 54953, Subdivision (b), the following Council/Successor Agency/Housing Authority meeting will include teleconference participation by Councilmember Jane Day from: 301 Morgan Street, Suisun City, CA 94585. This Notice and Agenda will be posted at the teleconference location.*

#### **ROLL CALL**

Mayor / Chairman Sanchez called the meeting to order at 5:30 PM with Council / Board Members Day, Hudson, Segala and Sanchez present. Council / Board Member Wilson was absent.

#### **PUBLIC COMMENT - None**

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

#### **CONFLICT OF INTEREST NOTIFICATION - None**

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

#### **CLOSED SESSION**

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

Joint City Council / Suisun City Council Acting as Successor Agency

#### 1. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(b): One potential case.

**5:31 PM** – Mayor Sanchez recessed the meeting to closed Session.

**5:44 PM** – Council / Board Member Wilson arrived.

#### **CONVENE OPEN SESSION**

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

**6:27 PM – Mayor / Chairman Sanchez reconvened the meeting and reported no actions were taken in closed session.**

**ADJOURNMENT**

There being no further business, Mayor / Chairman Sanchez adjourned the Council at 6:27 PM.

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Linda Hobson, CMC  
City Clerk

## M I N U T E S

### 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 7, 2014**

**7:00 P.M.**

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

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#### **TELECONFERENCE NOTICE**

*Pursuant to Government Code Section 54953, Subdivision (b), the following Council/Successor Agency/Housing Authority meeting will include teleconference participation by Councilmember Jane Day from: 301 Morgan Street, Suisun City, CA 94585. This Notice and Agenda will be posted at the teleconference location.*

#### **ROLL CALL**

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

Pledge of Allegiance was led by Council / Board Member Wilson.

Invocation was given by City Manager Bragdon.

#### **PUBLIC COMMENT**

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

George Guynn commented on incidents that had occurred at WalMarts in China and Antioch and discussed the use of eminent domain.

#### **REPORTS: (Informational items only.)**

1. Mayor/Council -Chair/Boardmembers

Council / Board Member Segala commented on landscaping deficiencies in the City especially around the gateways to the City.

Council / Board Member Hudson reported a fence reported on a fence repair by the community garden and more panhandlers in the City, asked about the status of the Highway 12 sign and the smoke shop brake ins.

Council / Board Member Day reiterated maintenance of gateway entrances.

Council / Board Member Wilson stated community forum would be held at the Kroc Center on January 11, reported receiving three calls about street maintenance, and asked about the agenda item regarding Chamber of Commerce membership.

Mayor / Chairman Sanchez reported attending December 14 wreath laying at the National Cemetery in Dixon, January 6 Suisun Solano Water Authority, and would be attending the following meetings in January: 8 Travis Community Consortium and STA, 9 Cities and County coordinating council and Solano County Water Agency, 10 North Bay League of California Cities Executive Board meeting, 15-16 CASA conference in Palm Springs, and 20 MLK event at Fairfield Hilton.

## 2. City Manager/Executive Director/Staff

City Manager Bragdon reported WalMart would be going out to bid next week.

### **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.)*

Council / Board Member Day reported having a conflict with Items 4 and 8.

### **PRESENTATIONS/APPOINTMENTS - None**

*(Presentations, Awards, Proclamations, Appointments).*

### **CONSENT CALENDAR**

#### City Council

3. Council Adoption of Resolution No. 2014 - 01: Authorizing City Membership to Reinstate the City's Membership in the Fairfield-Suisun Chamber of Commerce at the \$1,000 Membership Level – (Bragdon).

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

4. Agency Adoption of Resolution No. 2014 - 01: Authorizing the Executive Director to Extend the Term of the Main Street West Disposition and Development Agreement (DDA) – (Garben).

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

5. Council/Agency 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 17, 2013 – (Hobson).

**Motioned by Council Member Segala and seconded by Council Member Hudson to adopt Council Resolution No. 2014-01 (Item 3). Motion carried by the following roll call vote:**

**AYES:** Council Members Segala, Hudson, Day

**NOES:** Council Member Wilson

**ABSTAIN:** Mayor Sanchez

**Motioned by Board Member Hudson and seconded by Board Member Segala to adopt Agency Resolution No. 2014-01 (Item 4). Motion carried by the following roll call vote:**

**AYES:** Board Members Hudson, Segala, Wilson

**NOES:** Board Member None

**ABSTAIN:** Chairman Sanchez

**ABSENT:** Day (due to conflict of interest)

**Council / Board Member Wilson requested Item 5 be pulled for corrections.**

### GENERAL BUSINESS

#### Housing Authority

6. Housing Authority Board Adoption of Resolution No. HA 2014-01: Authorizing the Closure of the Suisun City Housing Authority ((SCHA) Waitlist to Non-Local Applicants Effective February 2014 in Response to the 2013 Federal Budget Sequestration Implementation in the Housing Choice Voucher Program – (Lawton).

**Motioned by Commissioner Day and seconded by Commissioner Segala to adopt Commission Resolution No. 2014-01. Motion carried unanimously by the following roll call vote:**

**AYES:** Commissioners Day, Segala, Hudson, Wilaon, Sanchez

**NOES:** Commissioners None

**ABSTAIN:** Commissioners None

### PUBLIC HEARINGS

#### City Council

7. PUBLIC HEARING (Continued from December 17, 2013)  
Council Consideration, Waive Reading and Introduction of Ordinance No. 725: Amending Chapter 10.16 of Title 10 of the Suisun City Municipal Code Relating to the Parking, Moving, Operation and Travel of Vehicles on One-Way Streets – (Dadisho).

**Mayor Sanchez opened the public hearing, hearing no comments, Mayor Sanchez closed the public hearing.**

**Motioned by Council Member Segala and seconded by Council Member Hudson to waive the reading and introduce Ordinance No. 725. Motion carried unanimously by the following roll call vote:**

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

**NOES:** Council Members None

**ABSTAIN:** Council Members None

#### Suisun City Council Acting as Successor Agency

8. PUBLIC HEARING - (Continued from December 3, 2013 to January 7, 2014)  
Amending the Main Street West Disposition and Development Agreement (DDA) – (Garben).
- a. Agency Adoption of Resolution No. SA 2014-\_\_\_: Approving and Authorizing the Execution of the Fourth amendment to other Disposition and Development Agreement with Main Street West Partners, LLC.

**Mayor Sanchez tabled the public hearing.**

### ADJOURNMENT

There being no further business, Mayor adjourned the Council at 7:58 PM.

Linda Hobson, CMC  
City Clerk

# 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, DECEMBER 17, 2013

7:00 P.M.

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

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#### **TELECONFERENCE NOTICE**

*Pursuant to Government Code Section 54953, Subdivision (b), the following Council/Successor Agency/Housing Authority meeting will include teleconference participation by Councilmember Jane Day from: 301 Morgan Street, Suisun City, CA 94585. This Notice and Agenda will be posted at the teleconference location.*

#### **ROLL CALL**

Mayor Pro Tem Wilson called the meeting to order at 6:00 PM with the following members present: Council/Board Members Day (by teleconference), Hudson, Segala and Wilson. Mayor Sanchez was absent.

Pledge of Allegiance was led by Council Member Hudson.

Invocation was given by Pastor Zalde Espinoza, Blessed Baptist Church.

#### **PUBLIC COMMENT**

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

Monica Brown, a teacher, requested donations for her students to go to Sacramento Capitol for a VIP tour to be given by Assemblyman Frazier. BID and Blessed Baptist Church each donated \$100.

George Guynn expressed concern about the Highway 12 sign that was destroyed by the wind.

#### **REPORTS: (Informational items only.)**

##### 1. Mayor/Council -Chair/Boardmembers

Council / Board Member Day suggested a couple of Planning Commissioners serve on the Traffic Committee; expressed concern about the City plants that were lost due to the freezing weather; and thanked the BID and everyone who helped with the Christmas in Old Town event.

Council / Board Member Hudson thanked everyone who participated in the Christmas in Old Town event.

Council / Board Member Segala said ditto to the compliments for the Christmas event, attended the Sewer District and the Suisun City Fire Department personnel recognition events, Spirit of Solano, Chamber of Commerce mixer, and the American Legion National Cemetery placement of 12,500 wreaths.

##### 2. City Manager/Executive Director/Staff

**CONFLICT OF INTEREST NOTIFICATION - None**

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

**PRESENTATIONS/APPOINTMENTS**

*(Presentations, Awards, Proclamations, Appointments).*

3. Introduction and Swearing-in of new Suisun City Police Officer Alejandro Maravilla.

**Police Chief Dadisho introduced Officer Maravilla and City Clerk Hobson gave the Oath of Office.**

4. Presentation by Sam Derting, Suisun Police and Fire Boosters, Inc., Donation to Police and Fire Departments.

**The Police and Fire Boosters presented Police Dadisho with a check for \$9,000 and Fire Chief O'Brien a check for \$8,600.**

5. Presentation of Proclamation to the Suisun City Community Services Foundation in Recognition of their Donation to Underwrite the 2013 Christmas at the Waterfront.

**Mayor Pro Tem Wilson read and Council Member Segala presented the Proclamation to several of the members.**

**CONSENT CALENDAR****City Council**

6. Council Adoption of Resolution No. 2013 - 72: Authorizing the City Manager to Enter into a Joint Use Agreement with the Fairfield-Suisun Unified School District. – (Jessop).
7. Council Adoption of Resolution No. 2013 - 73: Adopting Certain Findings and the Policy Directives to Implement the Sales and Use of Safe and Sane Fireworks as Allowed by Title 8, Chapter 8.04 of the Suisun City Code – (O'Brien).
8. Council Adoption of Resolution No. 2013-74: Adopting the 4<sup>th</sup> Amendment to the Annual Appropriation Resolution No. 2013-31 to Appropriate \$22,000 to Provide Enhanced Information Technology (IT) Services to the Police Department – (Kasperson).

**Joint City Council / Suisun City Council Acting as Successor Agency**

9. Council/Agency Approval of the November 2013 Payroll Warrants in the amount of \$557,590.76. Council/Agency Approval of the November 2013 Payable Warrants in the amount of \$781,324.36 – (Finance).

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

10. Council/Agency 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 3, 2013 – (Hobson).

**Mayor Pro Tem Wilson requested Item 8 be pulled from Consent Calendar.**

**Motioned by Council / Board Member Hudson and seconded by Council / Board Member Day to approve Consent Calendar Items 6, 7, 9, and 10. Motion passed unanimously by the members present with the following roll call vote:**

**AYES: Council / Board Member Wilson, Segala Day, Hudson, Segala**

**NOES:** Council / Board Member None  
**ABSENT:** Mayor Sanchez

### Item 8

George Guynn expressed concern about not going out to bid and suggested there should be more cross training.

**Council directed this item be continued to a future meeting.**

## GENERAL BUSINESS

### City Council

11. Council Discussion and Direction regarding Membership in the Fairfield Suisun Chamber of Commerce - (Anderson).

**Council directed the item be placed on the next agenda with the recommendation of joining at the sponsor level of \$1,000.**

12. Council Discussion and Direction regarding the Potential Adoption of a Comprehensive Gaming Ordinance – (Taylor).

**Council agreed with City Attorney Taylor's recommendation not to adopt an ordinance regulating Internet gaming or take any further steps beyond the resolution that was adopted at the last Council meeting until such time that the law is more well-settled by the courts concerning municipal authority to regulate Internet gaming.**

## PUBLIC HEARINGS

### City Council

13. PUBLIC HEARING

Council Consideration of a Simplified Approach to Designating One-Way Streets -- (Dadisho).

- a Council Consideration, Waive Reading and Introduction of Ordinance No. \_\_\_\_: Amending Chapter 10.16 of Title 10 of the Suisun City Municipal Code Relating to the Parking, Moving, Operation and Travel of Vehicles on One-Way Streets.
- b Council Adoption of Resolution No. 2013-\_\_\_\_: Designating One-Way Streets.

**Mayor Pro Tem opened the public hearing.**

George Guynn stated transparency should be of most concern, commented that things slip through without much in put, and suggested the Council lean on the side of transparency.

**Hearing no further comments, Mayor Pro Tem Wilson closed the public hearing.**

**City Attorney Taylor stated he should have a conversation with the District Attorney and take a closer look at this and recommended the item be brought back after taking another look at it.**

**Motioned by Council Member Day and seconded by Council Member Hudson to continue this item, to have the first reading of the Ordinance at the next meeting, and to**

**change the process for changing any streets to one-way shall be done by Ordinance and remove the Resolution language as proposed tonight. Motion carried unanimously by the members present and by the following roll call vote:**

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

**ABSENT: Mayor Sanchez**

**14. PUBLIC HEARING**

Council Ordinance Adoption of Ordinance No. 724: Amending Chapter 15.04 of Title 15 of the Suisun City Municipal Code, Which Adopts by Reference the 2013 California Building Code, the 2013 California Residential Code, the 2013 California Electrical Code, the 2013 California Plumbing Code, the 2013 California Mechanical Code, the 2013 California Fire Code, the 2013 California Building Standards Administrative Code, the 2013 California Green Building Standards Code and the 2013 California Reference Standards Code – (Introduced and Reading Waived on November 19, 2013) – (Kasperson).

**Mayor Pro Tem opened the public hearing. Hearing no comments, Mayor Pro Tem Wilson closed the public hearing.**

**Motioned by Council Member Segala and seconded by Council Member Hudson to adopt Ordinance No 724. Motion carried unanimously by the members present and by the following roll call vote:**

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

**ABSENT: Mayor Sanchez**

Suisun City Council Acting as Successor Agency

**15. PUBLIC HEARING (Continued to January 7, 2014)**

Amending the Main Street West Disposition and Development Agreement (DDA) – (Garben).

- a. Agency Adoption of Resolution No. SA 2013-\_\_\_: Approving and Authorizing the Execution of the Fourth amendment to other Disposition and Development Agreement with Main Street West Partners, LLC.

**Mayor Pro Tem Wilson continued public hearing and the item to the January 7 meeting.**

**ADJOURNMENT**

There being no further business, Mayor adjourned the Council at 8:55 PM.

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Linda Hobson, CMC  
City Clerk



## AGENDA TRANSMITTAL

**MEETING DATE:** January 21, 2014

**CITY AGENDA ITEM:** PUBLIC HEARING: Council Resolution 2014-\_\_\_; Approving the General Plan Update Special Planning Area Goals and Policies.

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

**BACKGROUND:** On October 1, 2013 the City Council adopted a Preferred Land Use Alternative for the General Plan Update. As part of the Preferred Land Use Alternative, the Council chose to designate approximately 355 acres as a "Special Planning Area". The Notice of Preparation for the General Plan Update was circulated in October and November with comments due at the end of November. Staff drafted Special Planning Area policies for the Planning Commission to consider at their December 10<sup>th</sup> meeting. The Council's approved "Guiding Principles for the General Plan Update" were used in preparing these draft policies. The Commission held a Public Hearing and made one modification to the proposed policies which added a policy that centered on retail opportunities and sales tax revenue.

**STAFF REPORT:** The purpose of this item is for Council to adopt goals and policies for the "Special Planning Area" designation covering approximately 355 acres in the City's eastern Sphere of Influence. The following information is included in this staff report to support Council's decision-making for this area:

- Existing General Plan Policies and Designations
- Recommendation and Adoption of the "Special Planning Area" designation
- Existing Conditions
- Constraints and Opportunities
- Relationship of "Special Planning Area" Goals and Policies to the GP Update Process
- Planning Commission Recommendations
- Next Steps.

Existing General Plan Policies and Designations

The current General Plan identifies the property immediately east of Walters Road and south of Petersen Road, as well as the property between the Montebello Subdivision and the Lambrecht Sports Complex, as "Agriculture/Open Space Reserve". The current General Plan identifies this area as one that would require additional review and planning prior to development. Chapter 2, *Central Issues*: Policy 4 states that development in the areas south and east of Travis Air Force Base shall only proceed according to standards of a specific plan or area-wide plan. Policy 5 indicates that, due to natural resources and Travis Air Force Base compatibility constraints, "significant areas may become permanent open space" (General Plan, Chapter 2, page 14). The existing Land Use Element defines the Reserve areas as holding areas to be considered for future

**PREPARED BY:**  
**REVIEWED/APPROVED BY:**

John Kearns, Associate Planner  
 Suzanne Bragdon, City Manager

JK  


development, considering available land within the City and location relative to urban services (see Land Use Element Policy 26).

In addition, the existing Land Use Element includes a discussion of Policy 18. *Business Park*, that states that the most appropriate development process in this area is the preparation of a Specific Plan or the use of a Planned Development Process. The City would decide on a case-by-case basis which is the most desirable method.

#### Recommendation and Adoption of the “Special Planning Area”

Since the development of a Specific Plan has not been completed for this area, and there would be significant cost to prepare such a plan, as part of the General Plan Update, staff searched for a less expensive methodology designed to provide guidance to future development within parts of the City’s Sphere of Influence. Both the City’s consultant (AECOM) and staff agreed that the term “Special Planning Area” could be used to define an area within which particular General Plan policies related to the area’s future development could be applied.

This was one of four land use alternatives presented to the City Council at its October 1, 2013 meeting when considering a preferred land use alternative for this area. The four included, in summary, ag/open space reserve, mixed use - commercial/industrial/visitor serving uses, special planning area or any combination thereof. Special Planning Area was the designation chosen by the Council

With the approval by Council of the Special Planning Area overlay, the next step involves Council adoption of policies that provide the development community guidance on the goals and objectives that future development of this area is hoped to achieve short of designating specific land use categories. These policies provide a degree of flexibility by not proscribing specifically “how” to meet the stated interests of the Council, while adding more clarity than keeping the area designated ag/open space without the Special Planning Area overlay. These policies will guide land use decisions as the property evolves from vacant grazing land to developed land.

#### Existing Conditions

The Special Planning Area (SPA), located on the eastern boundary of the City within the Sphere of Influence, encompasses approximately 355 acres owned by Union Creek Holdings, LLC, comprised of members of the Johnson family. It is located at the eastern “gateway” to the City. The subject property is undeveloped, relatively flat, and currently used for occasional cattle grazing. There are two drainage channels running north to south on the property toward the marsh.

Its boundaries are Petersen Road on the north, a vacant parcel of about 108 acres on the east, California State Highway 12 and the Suisun Marsh on the south, and Walters Road (Jepson Parkway) on the west. Currently no access to the property is available from the east, south or west. Two limited entry points exist off Petersen Road.

Surrounding adjacent land uses include a combination of developed property within the City limits, and vacant property, both within the City limits and outside the City limits but within the City’s Sphere of Influence. On the north, immediately east of Walters Road and north of Petersen Road, there is developed land within the City limits. Adjacent to this on the east is

vacant land within the City limits. Adjacent to this is vacant land outside the city limits, also owned by Union Creek Holdings, LLC. Immediately east and adjacent to this land is the City's Lambrecht Sports Complex, which is an "island" within the City limits.

East of the property is vacant land located within the City's Sphere of Influence. To the south, adjacent land use includes Highway 12 (forming the City's southern boundary), the Suisun Marsh, and vacant land. On the west, west of Walters Road, is entitled commercial property within the City limits (the Wal-Mart site). On the southwest, immediately west of the subject property, is a triangle of vacant land within the City limits, bounded by Walters Road to the west, the subject property to the east, and Highway 12 to the south.

It is anticipated that a Wal-Mart store, currently fully entitled with approved building permits, will be constructed within the next year on the site immediately west of the subject property, across Walters Road. Travis Air Force Base (TAFB) is located east of the site and the base's South Gate is served by Petersen Road, which dead-ends into the base.

#### Constraints and Opportunities

Two significant constraints must be taken into account when future development is considered on the property. These include the environmental sensitivity of the site and the proximity of TAFB. Design standards should be developed for site planning, building design, and landscaping to protect and preserve sensitive habitats, wetlands, ephemeral streams, and California goldfields, when possible. Where protection and preservation is not feasible, means to provide mitigation of impacts to these resources must be identified.

The SPA is located within the Travis Airport Land Use Compatibility Plan and is within Compatibility Zones B1 and C. Consequently, planning of future land development will require special land use considerations that address airport safety and noise.

#### Relationship of SPA Goals and Policies to GPU

The SPA goals and policies will be included in the Land Use Element of the GPU. Since the intent of these goals and policies is to guide future development, the Land Use Element is the appropriate location to include an "overlay" designation and to explain its function. Whereas most GPU land use designations will include specific description of allowable land uses, such as "commercial" or "medium density residential", the SPA overlay is less finite and provides for a wider range of land uses, each of which could be appropriate for the area. SPA policies provide guidance on specific environmental, planning, infrastructure, and other key issues that would be addressed through future comprehensive planning and environmental review.

Since lands within the SPA would be subject to future comprehensive planning and environmental review, including meeting requirements of LAFCO, prior to annexation of this property, impacts would be analyzed and mitigated as a part of a future process. The location, type, scale, and character of future development within the SPA is not currently known and, as noted, there are considerable constraints in this area that need to be addressed as a part of a site-specific process. While the General Plan would include SPA policies that direct planning for this area, and while other policies in the General Plan may guide mitigation strategies used within the SPA, the General Plan EIR is currently not anticipated to include any specific assumptions for land use change within the SPA.

Planning Commission Recommendations

Exhibit A, below, presents the draft goals and policies for the Special Planning Area approved by the Planning Commission and recommended for your consideration.

Exhibit A - Draft Special Planning Area Goals and Policies

- I. Promote development that enhances existing opportunities and builds on community vision and goals.
  - A. Encourage development that takes advantage of the Suisun Marsh, such as lodging and tourism activities.
  - B. Encourage development that takes advantage of traffic on Highway 12 and Jepson Parkway resulting in spending by non-residents, such as a travel center or other transportation-related or visitor-serving uses.
  - C. Encourage development that assists TAFB, such as providing a travel center for truckers serving the base.
  - D. Encourage development that provides job creation.
  - E. Encourage development of commercial and professional uses that support the nearby residential neighborhoods.
  - F. Consider the balance of land uses in the City at the time of proposed development and encourage development that addresses uses that are lacking city-wide.
- II. Foster development that benefits the City over the long-term.
  - A. Demonstrate that proposed development either provides significant on-going revenue generation or provides other positive quantifiable benefits.
  - B. Design future development that enhances the City's gateway, creating a sense of "arrival".
  - C. Focus efforts on developing retail opportunities that bring sales tax revenue and help to stem the leakage that our City is experiencing.
- III. Protect TAFB and its mission while encouraging development that benefits the base.
  - A. Demonstrate that proposed uses and physical development are likely to sustain the base's mission and minimize negative impacts.
  - B. Design development to be consistent with the Travis Airport Land Use Compatibility Plan.
  - C. Design development that meets all security requirements of the base.
- IV. Identify infrastructure needed to serve development anticipated through 2035.

- A. Design site access and internal circulation as part of initial development.
  - B. Design infrastructure, such as water system, sewer system, and stormwater system as part of initial development.
- V. Plan development with sensitivity to environmental resources.
- A. Encourage uses that are not only compatible with but enhanced by the environmental resources on site.
  - B. Encourage clustering of development to minimize environmental impacts.
  - C. Encourage on-site mitigation where possible.
- VI. Streamline the development application and entitlement review process.
- A. Assist developer by providing clear and complete information regarding the entire application and entitlement process, including impact fees and other costs.
  - B. Provide help to developer in negotiating the LAFCO annexation process.
  - C. Serve as the liaison between the City's various departments and the developer.
  - D. Foster an open and objective dialogue with developer regarding City's interests and development requirements.

Next steps

Following City Council approval the SPA guidelines recommended by the Planning Commission or something similar, AECOM will include them in the development of the GPU. If the City Council makes significant changes to the guidelines recommended by Planning Commission, staff will bring the guidelines back to Planning Commission for review.

Environmental Review

Approval of proposed SPA goals and policies is categorically exempt from the California Environmental Quality Act (CEQA), as described under Section 15061(b)(3) because this action does not constitute a project. As noted in this section of the CEQA Guidelines, CEQA applies only to projects that have the potential for causing a significant effect on the environment. Approval of SPA goals and policies would not allow or prohibit any physical changes that could affect the environment. The SPA goals and policies are intended to be included in the General Plan Update document, which is a project subject to CEQA. An Environmental Impact Report will be prepared to address the impacts of implementing the GPU. A Notice of Exemption will be filed with the Solano County Clerk following City Council action on the goals and policies.

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**RECOMMENDATION:** It is recommended that the City Council:

1. Open the Public Hearing;
2. Take Public Comment;
3. Close Public Hearing; and
4. Consider adoption of Council Resolution 2014-\_\_\_; Approving the General Plan Update Special Planning Area Goals and Policies.

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**ATTACHMENTS:**

1. Council Resolution 2014-\_\_\_; Approving the General Plan Update Special Planning Area Goals and Policies.
2. Preferred Land Use Alternative
3. Guiding Principals Supporting the Update of the City's General Plan

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**PREPARED BY:**  
**REVIEWED/APPROVED BY:**

John Kearns, Associate Planner  
Suzanne Bragdon, City Manager

RESOLUTION NO. 2014-\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
APPROVING THE GENERAL PLAN UPDATE SPECIAL PLANNING AREA  
GOALS AND POLICIES**

**WHEREAS**, on January 11, 2014 a public notice was published in the Daily Republic advertising a public hearing to be held on January 21, 2014; and

**WHEREAS**, a report by City Staff was presented and made a part of the record of said meeting; and

**WHEREAS**, the property owner(s), other interested stakeholders, and members of the public were present to speak and/or submitted written comments; and

**WHEREAS**, the Planning Commission held a Public Hearing on December 10, 2013 and ultimately recommended City Council approval of Special Planning Area goals and policies; and

**WHEREAS**, the City Council, at a regular meeting held on October 1, 2013 did adopt a resolution determining that the Preferred Land Use Alternative (PLUA) Map should designate the property located on the east side of the City, within the City's Sphere of Influence, south of Petersen Road and east of Walters Road, as a Special Planning Area (SPA); and

**WHEREAS**, the City Council provided staff direction on ten (10) guiding principles to be included in the General Plan Update; and

**WHEREAS**, Approval of proposed SPA goals and policies is categorically exempt from the California Environmental Quality Act (CEQA), as described under Section 15061(b)(3) because this action does not constitute a project. As noted in this section of the CEQA Guidelines, CEQA applies only to projects that have the potential for causing a significant effect on the environment. Approval of SPA goals and policies would not allow or prohibit any physical changes that could affect the environment. The SPA goals and policies are intended to be included in the General Plan Update document, which is a project subject to CEQA. An Environmental Impact Report will be prepared to address the impacts of implementing the GPU. A Notice of Exemption will be filed with the Solano County Clerk following City Council action on the goals and policies.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council approves the General Plan Update Special Planning Area Goals and Policies.

**PASSED AND ADOPTED** at a regular meeting of the Suisun City Council held on the 21<sup>st</sup> day of January, 2014 by the following vote:

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

**WITNESS** my hand and the seal this 21<sup>st</sup> day of January, 2014.

\_\_\_\_\_  
Linda Hobson, CMC  
City Clerk



## **GUIDING PRINCIPLES – SUISUN CITY GENERAL PLAN UPDATE**

(Listed alphabetically, since they are not ranked by importance)

### **COMMUNITY CHARACTER**

Suisun City will strive to enhance the City's authentic, local identity as a vibrant waterfront community.

- Preserve and restore historic resources and utilize design review to ensure compatibility with existing development.
- Focus higher density development and mixed-use projects in areas adjacent to the train station.
- Provide regional leadership by working cooperatively to improve the economy and the quality of life in Solano County.

### **DESTINATION TOURISM AND ENTERTAINMENT**

Suisun City will encourage the development of uses and protection of resources that attract visitors, enhancing the community as a tourism destination.

- Promote a vibrant downtown that provides both daytime and nighttime activities to attract visitors.
- Protect and enhance the Suisun Marsh as a natural scenic recreational resource.
- Provide a variety of high-quality passive and active recreation and leisure activities.
- Promote arts and culture in the community, including theaters, galleries, museums, music venues, and other activities.
- Provide conference and meeting facilities.

### **DOWNTOWN**

Suisun City will continue to develop the downtown as a vibrant, pedestrian-scaled commercial and entertainment center that reflects our community's unique waterfront character.

- Develop the downtown as the social and cultural heart of the community.
- Provide convenient linkages from the train station and other regional connectors to bring patrons to the downtown.
- Ensure safe and efficient walking, biking, driving, and parking in the downtown.
- Strategically develop the Priority Development Area to provide convenient, attractive housing, shopping, services, and employment in the downtown neighborhood.

### **ECONOMIC VITALITY**

Suisun City will strive for economic vitality, providing jobs, services, revenues, and opportunities.

- Maintain an economic base that is fiscally balanced and provides a wide range of job opportunities.
- Encourage the creation of a mix of uses that sustains a tax base that will allow the City to provide public services to the residents, businesses and visitors of the community.
- Strategically develop vacant, under-utilized, and infill land throughout the City, and especially in the downtown.
- Retain and attract new businesses to support the tax base and provide jobs and services for the community.

### **INFRASTRUCTURE**

Suisun City will provide quality community services and sound infrastructure.

- Deliver public facilities and services in a timely and cost-effective manner.
- Ensure availability of water and sewer services to accommodate the City's continued growth and prosperity.
- Plan for the design and cost of future infrastructure to serve the community as it grows.

### **NEIGHBORHOOD VITALITY**

Suisun City will ensure that neighborhoods maintain their character and vitality.

- Maintain complete, well-designed, and walkable neighborhoods, with places to gather, nearby services, and multi-modal access to jobs, recreation, and other community and regional services.
- Create policies and programs to maintain the character and vitality of neighborhoods.
- Foster transit-oriented development around the train station.

### **PUBLIC SAFETY AND EMERGENCY PREPAREDNESS**

Suisun City will strive to protect the community and minimize vulnerability to disasters.

- Foster neighborhood safety through sensitive community planning practices, fire safety measures, building codes/seismic requirements, and effective code enforcement.
- Protect life and property through reliable law enforcement and fire protection, as well as active, sensitive service to members of the community in need.
- Minimize the City's vulnerability to natural and man-made disasters and strengthen the City's emergency response systems.

### **QUALITY OF COMMUNITY LIFE**

Suisun City will foster an inclusive, multigenerational community that is economically and ethnically diverse.

- Foster volunteerism and encourage and recognize our service, non-profit, and faith-based organizations and their impact on the community.
- Encourage our community to live, work, and play locally, while supporting social and cultural activities, facilities and programs.
- Provide a full-spectrum of activities and services to meet the needs of the entire community, including youth and seniors.

### **SUSTAINABILITY**

Suisun City will practice economically, fiscally and environmentally responsible municipal decision-making to avoid shifting today's costs to future generations.

- Utilize sustainable development and land use practices that provide for today's residents and businesses while preserving choices for the community in the future.
- Encourage a healthy living environment.
- Preserve and enhance natural resources and minimize negative environmental impacts.

### **TRANSPORTATION**

Suisun City will provide choices for attractive, convenient transportation.

- Maintain and construct roadway infrastructure as needed.
- Design for active pedestrian and bicycle-friendly paths and streets and public spaces.
- Provide transportation alternatives to the automobile, especially capitalizing on the location of the train station.

## AGENDA TRANSMITTAL

**MEETING DATE:** January 21, 2014

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**CITY AGENDA ITEM:** Maintenance of Information Technology (IT) Services to the Police Department.

- a. Council Adoption of Resolution No. 2014 \_\_ Authorizing the City Manager to Execute a Six Month Contract with Cohero and to Take Other Measures as Necessary for Emergency Technological Support in the Police Department through June 30, 2014.
- b. Council Adoption of Resolution No. 2014-\_\_: Adopting the 4<sup>th</sup> Amendment to the Annual Appropriation Resolution No. 2013-31 to Appropriate \$18,000 to Maintain Information Technology (IT) Services in the Police Department.

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**FISCAL IMPACT:** Approval of this item will cost \$18,000. The recommendation is to move \$11,000 from the Organizational Contingency and \$7,000 from Police Department payroll savings resulting from the replacement of Sergeant White's position, to the IT Division.

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**BACKGROUND:** The City IT Division maintains all computer servers, network topology, printers, workstations, telephones, etc. for all departments within the City. While employed by the City, Police Sergeant Andrew White, who likewise had expertise as an application software developer, helped the IT Division by maintaining these items for the PD. Given his specialized expertise, he likewise developed PD specific applications that saved the Police Department considerable money in that costs for many off-the-shelf products, licenses and service contracts did not have to be incurred. Several applications that he created, he allowed the City to use at no cost to the City. This package of programs/modules is collectively known as iLEMS (Integrated Law Enforcement Management System.)

White has sold the rights for iLEMS to Cohero, a vendor where Sergeant White is now employed as an employee. The City can continue to use iLEMS at no cost in perpetuity, however, this does not include application support and maintenance. And while the City possesses the programming code the applications that Sergeant White developed for the City, it is not cost effective for a city of our size to staff a programmer position.

This staff report identifies a short-term approach to meet the IT needs of the Police Department over the next six months, while assessing options and alternatives for the long-term.

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**STAFF REPORT:** In light of the departure of White it is appropriate to analyze both the short and long term impacts of losing this valuable employee. Because of the critical nature of the role of PD, immediate action must be taken in the short-term while long term solutions are developed.

Basically, there are three areas of support needed in the short-term:

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**PREPARED BY:**

Daniel Kasperson, Building & Public Works Director I

**REVIEWED/APPROVED BY:**

Suzanne Bragdon, City Manager

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*S.B.*

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1. **Hardware Support:** There is a quantity of work that White did in the past that must now be shifted basically back to IT Services. Based on the IT inventory of resources, PD has about 30 workstations, 12 laptops in the cars, 10 printers, 7 servers, 14 IP phones, and other equipment that were previously maintained by him. This amounts to about one third of all City technical equipment or an increase of 50% of what has been maintained by IT Services.

**Recommendation:** To cover this workload, it is recommended that an Intern be hired for upwards of 20-hours/week at a cost not to exceed \$10,000. Over the next six-months, staff will have a clearer understanding of the amount of time necessary to maintain these components, while weighing the types of support that could be provided by designated Officers in PD recognizing the 24/7 nature of the operation (Note: Sergeant White did cross-train Officer Urlaub on a number of the more routine IT needs of the Department.) Having the intern available will likewise relieve Rowland Roberts, Network Administrator, of the more routine aspects of his current job. This will allow him time to assess for the longer-term, the cost/benefit of providing application support in-house versus out-sourcing, or any combination thereof. (See further discussion below.)

2. **Application Support: iLEMS:** As with any software system purchased from the outside, contracts are in place to provide technical support of the systems. This support includes application troubleshooting, employee assistance, creation of specialized reports and software updates. This is true for the accounting system in finance, permit tracking systems in building, and proprietary systems in police. One aspect of the workload that needs to be covered that was previously provided in-house by White, is the software support of iLEMS. As Cohero now possesses the license to iLEMS, a contract with Cohero is proposed to cover these software needs.
3. **Application Support: Other Programs:** There are other applications that White developed for the Police Department that are not part of iLEMS. These include Voice-Over IP (VOIP) phones, report viewer, alarm billing, case management, online crime reporting, iTime and, among others, our public safety camera network. And while our Network Administrator worked closely with White in the installation of many of these applications, we benefited from Sergeant White's skill sets to maintain and support these systems. Over the next six months, Rowland will be assessing which of these programs can be cost effectively serviced in-house, or which should be outsourced. Outside maintenance and support of these specialized systems is needed during this transition phase.

**Recommendation for #2 and #3:** A proposal has been received from Cohero to not only provide support for iLEMS, but likewise these additional specialized programs. The cost for the six month period is \$8,000. The majority of this cost is for the support of iLEMS. Other general computer support firms were contacted to see if they could provide similar support over the interim, which were not deemed to be cost-effective given the specialized nature of the programs.

The nature of service provided by PD is critical and therefore must be maintained operational twenty-four hours a day, 365 days a year. To provide time for staff to analyze the impacts of these changes and develop a permanent solution, a two part temporary plan is proposed, as outlined above. While implementing this short term solution staff will use the time to develop a more permanent solution in preparation of the next year's budget. Steps toward that end will consider such things as:

1. Technological needs of the Police Department to determine if the current systems in place are the best choice based on needs and resources.
2. Re-evaluation of current backup systems and procedures that are used in the event of a system failure or partial failure.
3. Investigation of other similar jurisdictions to see how other jurisdictions are handling the same challenges and investigate possible service sharing.
4. Collection of data over the next few months to better fashion a system that provides the necessary level of system security.

The recommendations outlined above are within the authority of the City Manager. Therefore, it is recommended that the City Council authorize the City Manager to enter into an agreement with Cohero through June 30, 2014 for \$8,000 and take other necessary steps to ensure the IT needs of the Police Department are met within the short-term. This includes transferring \$18,000 to the IT Fund as identified in the attached resolution.

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**RECOMMENDATION:**

- a. It is recommended that the City Council adopt Resolution No. 2014 \_\_ Authorizing the City Manager to Execute a Six Month Contract with Cohero and to Take Other Measures as Necessary for Emergency Technological Support in the Police Department through June 30, 2014.
- b. It is recommended that the City Council adopt Resolution No. 2014-\_\_: Adopting the 4<sup>th</sup> Amendment to the Annual Appropriation Resolution No. 2013-31 to Appropriate \$18,000 to Maintain Information Technology (IT) Services to the Police Department.

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**ATTACHMENTS:**

1. Resolution No. 2014 \_\_ Authorizing the City Manager to Execute a Six Month Contract with Cohero and to Take Other Measures as Necessary for Emergency Technological Support in the Police Department through June 30, 2014.
2. Resolution No. 2014-\_\_: Adopting the 4<sup>th</sup> Amendment to the Annual Appropriation Resolution No. 2013-31 to Appropriate \$18,000 to Maintain Information Technology (IT) Services to the Police Department.

**RESOLUTION NO. 2014-\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A  
CONTRACT WITH COHERO AND TO TAKE OTHER MEASURES AS NECESSARY  
FOR EMERGENCY TECHNOLOGICAL SUPPORT IN THE POLICE DEPARTMENT  
THROUGH JUNE 30, 2014**

**WHEREAS**, operations of the Police Department during all hours of the day and night are critical for the safety of our community; and

**WHEREAS**, these operations rely heavily on highly technical computer and data systems; and

**WHEREAS**, in the past, technical support of these systems has relied heavily on the assistance from a Sergeant in the Department who developed many of the applications which are now owned by Cohero; and

**WHEREAS**, the Sergeant is no longer an employee of the City and Cohero is now the sole source for support of those applications; and

**WHEREAS**, the Sergeant also performed routine IT services for the Police Department which must now be done by other City staff members.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Suisun City authorizes the City Manager to negotiate a contract with Cohero and take other measures as necessary within the approved budget.

I, the undersigned Clerk of the City Council of the City of Suisun City, hereby certify that the foregoing is a full, true and correct copy of a resolution duly adopted by the City Council at a meeting thereof on the 21<sup>st</sup> day of January, 2014 by the following vote of the members thereof:

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

**WITNESS** my hand and the seal of said City this 21<sup>st</sup> day of January, 2014.

\_\_\_\_\_  
Linda Hobson, CMC  
City Clerk

**RESOLUTION NO. 2014-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
ADOPTING THE 4TH AMENDMENT TO THE ANNUAL APPROPRIATION  
RESOLUTION NO. 2013-31 TO APPROPRIATE \$18,000 TO MAINTAIN INFORMATION  
TECHNOLOGY (IT) SERVICES IN THE POLICE DEPARTMENT**

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

**THAT** Section 010 of Part III of the Annual Appropriation Resolution No. 2013-31 be and is hereby amended as follows:

		<u>Increase/ (Decrease)</u>
TO:	POLICE DEPARTMENT Police Administration, Police Support Services, Code Enforcement, Police Operations	\$ 11,000
TO:	NON-DEPARTMENTAL DEPARTMENT Organizational Rerserve	\$ <u>(11,000)</u>
	TOTAL Section 010	\$ <u>-</u>

**THAT** Section 710 of Part III of the Annual Appropriation Resolution No. 2012-53 be and is hereby

		<u>Increase/ (Decrease)</u>
TO:	BUILDING & PUBLIC WORKS DEPARTMENT Information Technology, Capital Replacement Reserve	\$ <u>18,000</u>
	TOTAL Section 710	\$ <u>18,000</u>

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

		<u>Sources</u>	<u>Uses</u>
<u>General Fund</u>			
Appropriations:			
A/C No. 010-98155-1990	Organizational Contingency	\$ -	\$ (11,000)
A/C No. 010-90110-2350	Regular Salary	\$ -	\$ (7,000)
A/C No. 010-92140-2350	IT Interdepartmental Charges	\$ -	\$ 18,000
	Total General Fund	<u>\$ -</u>	<u>\$ -</u>

Computer Network Maintenance Fund

Revenues:

A/C No. 710-78140-3320	IT Support	\$ 18,000	\$ -
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Appropriations:

A/C No. 710-90120-3320	Temporary Wages	\$ -	\$ 10,000
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A/C No. 710-91140-3320	Other Professional Services	\$ -	\$ 8,000
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Total Computer Network Maint. Fund		<u>\$ 18,000</u>	<u>\$ 18,000</u>
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**THAT** the purpose is to appropriate funds for the replacement of IT services formerly provided by Sgt. White.

**ADOPTED AND PASSED** at a regular meeting of the City Council of the City of Suisun City duly held on the 21st day of January, 2014 by the following vote:

<b>AYES:</b>	COUNCILMEMBERS
<b>NOES:</b>	COUNCILMEMBERS
<b>ABSENT:</b>	COUNCILMEMBERS
<b>ABSTAIN:</b>	COUNCILMEMBERS

**WITNESS** my hand and seal of the said City this 21st day of January 2014.

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Linda Hobson, CMC  
City Clerk

## AGENDA TRANSMITTAL

**MEETING DATE:** January 21, 2014

**CITY AGENDA ITEM:** Discussion and Direction: Traffic Committee Roles, Responsibilities and Membership Make-Up.

**FISCAL IMPACT:** None at this time.

**BACKGROUND:** At the December 17, 2013 Council meeting, a consensus of the City Council asked staff to put on this Agenda a discussion of the background history of the Traffic Committee and whether or not membership of the Traffic Committee should include elected Officials or appointments of the Council, such as a member of the Planning Commission.

**STAFF REPORT:** To help frame this discussion, this report identifies the current make-up of the Traffic Committee, why these individuals are on the Traffic Committee, and the type of issues that come to the Traffic Committee for consideration as compared to the type of transportation related issues that come to the Council or Planning Commission. A general understanding of how other cities address these issues is likewise included.

### Composition of the Traffic Committee

Big-picture, the Traffic Committee is a technical body applying technical knowledge and requirements to the resolution of traffic related complaints and concerns. This is in contrast to a policy making body where there are options and alternatives considered and weighed in coming to a recommendation that meets the broader goals and interests of the, say in our case, the City.

The Traffic Committee is made up of staff from those departments that either design and maintain our traffic infrastructure and supporting systems (public works, engineering and planning), are involved with safety and enforcement (engineering and police) and/or rely on these systems to provide emergency services (i.e., fire & police.)

### Roles, Responsibilities and Process of the Traffic Committee

The purpose of the committee is to review requests and make decisions about potential changes to traffic infrastructure within the City. Issues brought to this committee during the recent past have included such things as stop sign requests, traffic calming methods, speed limits, traffic congestion, safety and visibility concerns, traffic signs, parking restrictions, one way street designations and, among others, new development review.

The Traffic Committee is made up of staff members who bring to the table specific areas of expertise. Engineering staff is ultimately responsible for the design of the City's traffic infrastructure to be sure that the system, and modifications to the system, is consistent with applicable engineering standards, regulations and traffic safety requirements. Laws that govern traffic engineering include the California Vehicle Code, the California Manual of Traffic Control

**PREPARED BY:**

Daniel A. Kasperson, Building & Public Works Director

**REVIEWED/APPROVED BY:**

Suzanne Bragdon, City Manager

Devices (CAMUTCD) and several City ordinances granting authority to the City Engineer regarding curb markings, parking restrictions and corner sight distance (visibility at intersections). Others bring their expertise to the table. Planning and Building staff bring their expertise of existing codes that must be met and infrastructure needs for future development. Information to assess safety risks associated with the City's traffic system comes from Police (enforcement issues and accident statistics) and Fire (roadway specifics supportive of emergency responses by fire and emergency medical vehicles.)

Each department voices a comment about whether or not a proposal satisfies requirements within their area of expertise. If a request demonstrates a documented need and does not violate rules and regulations, it is approved and implemented subject to budgetary restrictions. If something would be approved that violates these rules and regulations, it would put the City in a position of unnecessary liability.

Additionally, if a matter comes before the Traffic Committee to assess, but the matter is more of a policy matter than a technical matter, it is assessed and then forwarded to Council for ultimate action and consideration.

Examples of these two types of situations are outlined below:

- **Example 1 – Technical Matter:** A request recently came to the committee asking for a stop sign because of a perceived speeding problem. The issue was brought to the committee for discussion. Questions that were asked included:
  - Is there a speeding or safety problem here?
  - Are there accidents, injuries or fatalities?
  - If so, is a stop sign the proper solution?

PD did their research including the placement of the radar trailer to collect data. The report was that there is not a substantiated speeding problem at this location. There is not an excessive level of accidents or violations in the data base. PW Engineering found that the situation did not meet the criteria set forth and installing the sign would violate State traffic regulations. In fact, the assessment indicated that the installation of the sign would create other traffic problems. It was further discussed that the installation of the sign in violation of the studies would place the City in unwarranted liability. The request was denied. There was no discretionary question, so it was not taken to the City Council.

- **Example 2 – Policy Matter:** In another example, the proposal was received to change certain streets in Old Town from two-way to one-way streets. The primary reason behind the request was to increase parking. In this case, a design was prepared by PW Engineering that met the needs of others such as the Fire Department's need for room to deploy their fire trucks, minimum length of parking stalls per traffic regulations, etc. A parking design was prepared under the assumption of one-way streets. In assessing this proposal, members of the Traffic Committee confirmed that the proposal did not violate any requirements of their respective areas of responsibility. *But it was likewise determined that the proposed*

*change was not required for traffic safety reasons.* Therefore, this was a discretionary issue that went before the Council as a policy matter. The Council ultimately approved the changes.

The majority of the issues brought to the Traffic Committee result in answers that are not discretionary or policy in nature and are not policy decisions. If one were to appeal the decision of this Traffic Committee, the process would be for the appellant to provide additional factual data that had not been taken into consideration by the Traffic Committee. This would be reviewed by the Traffic Committee and the decision of the committee could change.

Given the City Engineers experience working with many other jurisdictions, our current practice is consistent with the practice of others. As an analogy, this process is no different than the role of the Building Official relative to building codes. The City Engineer has the same authority relative to traffic and safety codes.

#### **Council Discussion and Direction**

Given the technical nature of the issues currently addressed by the Traffic Committee, feedback on how the current system is potentially not meeting the interests and expectations of the Council from either a communication, education or policy point-of-view would be helpful. To date, staff has not asked for legal to comment until we have a firm grasp of Council's ultimate interests.

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**STAFF RECOMMENDATION:** Provide further clarifications of interests, issues and concerns with the current process involving the application of traffic and other related codes and regulations to traffic system concerns.

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#### **ATTACHMENTS:**

None

