

CITY COUNCIL

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



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

AGENDA

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

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

TUESDAY, AUGUST 27, 2013

5:30 P.M.

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

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

Council/Board Members

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).

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.)

CLOSED SESSION

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

Joint City Council / Suisun City Council Acting as Successor Agency

1. PERSONNEL MATTERS

Pursuant to California Government Code Section 54954.5 et seq. the Suisun City Council will hold a Closed Session for the purpose of Public Employee Performance Evaluation: City Manager/Executive Director.

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

City Council

2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Name of case: Rankin v. Suisun Police Department - Case # 2:11-CV-0145-MCE-JFM

3. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

Name of case: David Fong v. City of Suisun City Case #: # FCS038343

4. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

CONVENE OPEN SESSION

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

ADJOURNMENT

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

PLEASE NOTE:

1. The City Council/Agency/Authority hopes to conclude its public business by 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.
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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, AUGUST 27, 2013

7:00 P.M.

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

TELECONFERENCE NOTICE

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(Next Ord. No. – 723)

(Next City Council Res. No. 2013 – 49)

Next Suisun City Council Acting as Successor Agency Res. No. SA2013 – 03)

(Next Housing Authority Res. No. HA2013 – 04)

ROLL CALL

Council / Board Members

Pledge of Allegiance

Invocation by Rajan Zed, President of Universal Society of Hinduism

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

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SUCCESSOR AGENCY 421-7309 FAX 421-7366

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

3. Presentation of Proclamation to Fire Chief Mike O'Brien Proclaiming September 2013 as "National Preparedness Month".
4. Presentation of Certificates of Appreciation for Participation in the Fourth of July Activities.

CONSENT CALENDAR**City Council**

5. Council Adoption of Resolution No. 2013-___: Adopting Certain Findings and Policy Directives for the Selection of a Nonprofit Organization to Operate the Fourth of July Beer Garden Concession – (Jessop/O'Brien).
6. Council Adoption of Resolution No. 2013-___: Authorizing the City Manager to Recruit and Appoint a Police Officer for an Anticipated Opening – (Dadisho).

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

7. Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on July 16, 2013 – (Hobson).
8. Council/Agency/Authority Accept the Investment Report for the Quarter Ending June 30, 2013 – (Garben).

Joint City Council / Suisun City Council Acting as Successor Agency

9. Council/Agency Approval of the July 2013 Payroll Warrants in the amount of \$521,838.32. Council/Agency Approval of the July 2013 Payable Warrants in the amount of \$623,236.42 – (Finance).

PUBLIC HEARINGS**10. PUBLIC HEARING**

Council Consideration, Waiver of Reading, and Introduction of Ordinance No. ___: Amending Title 18 Zoning, Chapter 18.54 "Signs", Adding a Provision for Special Sign Overlay Districts - (Wooden).

GENERAL BUSINESS**City Council**

11. Council Adoption of Resolution No. 2013-___: Approving the Suisun City Police Department Recruitment and Retention Action Plan – (Bragdon).

ADJOURNMENT

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Office of the Mayor

Suisun City, California

Proclamation



WHEREAS, "National Preparedness Month" creates an important opportunity for every resident of the City of Suisun City to prepare their homes, businesses, and communities for any type of emergency including natural disasters and potential terrorist attacks; and

WHEREAS, investing in the preparedness of ourselves, our families, businesses, and communities can reduce fatalities and economic devastation in our communities and in our nation; and

WHEREAS, the Federal Emergency Management Agency's Ready Campaign, Citizen Corps, and other federal, state, local, tribal, territorial, private, and volunteer agencies are working to increase public activities in preparing for emergencies and to educate individuals on how to take action; and

WHEREAS, emergency preparedness is the responsibility of every citizen of Suisun City and all citizens are urged to make preparedness a priority and work together, as a team, to ensure that individuals, families, and communities are prepared for disasters and emergencies of any type; and

WHEREAS, all citizens of Suisun City are encouraged to participate in citizen preparedness activities and asked to visit the websites of the Ready campaign at www.ready.gov or www.listo.gov (in Spanish) and become more prepared.

NOW THEREFORE, BE IT RESOLVED, that I Pete Sanchez, Mayor of the City of Suisun City, do hereby proclaim September 2013 as:

"NATIONAL PREPAREDNESS MONTH"

in the City of Suisun City, and encourage all citizens and businesses to develop their own emergency preparedness plan, and work together toward creating a more prepared society.

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

Pete Sanchez, Mayor

ATTEST: _____

DATE: September 3, 2013

AGENDA TRANSMITTAL

ITEM 5

MEETING DATE: August 27, 2013

CITY AGENDA ITEM: Council Adoption of Resolution No. 2013-____: Adopting Certain Findings and Policy Directives for the Selection of a Nonprofit Organization to Operate the Fourth of July Beer Garden Concession.

FISCAL IMPACT: None at this time.

BACKGROUND: At the July 16, 2013 Council meeting, staff was directed to bring back a process to select nonprofit concession for beer sales at the Fourth of July event.

STAFF REPORT: At the Fourth of July event each year, the City has need of local a nonprofit organization to run a beer garden. This has given the nonprofit an opportunity to raise funds and add a significant element to the event. Historically, the Police and Fire Boosters Club has been the concessionaire, because that nonprofit organization was formed with the specific intent to donate the net proceeds to the City's Police and Fire Departments.

At the July 16, 2013 Council meeting, staff was given direction to include the following requirements in an objective selection process:

- The nonprofit will agree to donate a minimum of 75% of the net profit to the City Police and/or Fire Departments. The nonprofit may specify a percentage over the minimum 75% donation.
- The nonprofit will indemnify and hold the City harmless, and list the City as an additional insured on its liability insurance policy.
- The nonprofit will provide the City a full Financial Reporting after the event.
- A signed, written agreement that would specify all requirements including conformance with all federal, state, and local laws; agreement to use servers on duty that have been trained in the CA Responsible Beverage Service course, and include the above listed requirements.

The recommended selection process that reflects the above is included in the attached Resolution. The written agreement that was used last year has been accordingly revised, and is included as Attachment 2.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2013-____: Adopting Certain Findings and Policy Directives for the Selection of a Nonprofit Organization to Operate the Fourth of July Beer Garden Concession.

ATTACHMENTS:

1. Resolution No. 2013-____: Adopting Certain Findings and Policy Directives for the Selection of a Nonprofit Organization to Operate the Fourth of July Beer Garden Concession.
 2. Revised Nonprofit Event Agreement.
-

PREPARED BY:
REVIEWED/APPROVED BY:

Michael O'Brien, Fire Chief
Suzanne Bragdon, City Manager

RESOLUTION NO. 2013-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING CERTAIN FINDINGS AND POLICY DIRECTIVES FOR THE
SELECTION OF A NONPROFIT ORGANIZATION TO OPERATE
THE FOURTH OF JULY BEER GARDEN CONCESSION**

WHEREAS, on occasion the City of Suisun City has need of services that would benefit the City by allowing local Nonprofit Organizations to work for the benefit of the community and offer an opportunity to raise funds for the benefit of the community; and

WHEREAS, the City Council deems it desirable to adopt certain Findings and Directives for the equitable selection of such a Nonprofit Organization.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Suisun City hereby finds that local Nonprofit Organizations have the ability to provide services that can enhance City programs and that an objective method of selecting one concessionaire is in the best interest of the City.

BE IT FURTHER RESOLVED that the City Council hereby adopts the following Policy Directives regarding the process to select a nonprofit concessionaire for the Fourth of July Beer Garden concession:

- 1. Concessionaire Selection Process.** The Concessionaire Selection Process shall be consistent with the following policy directives:
 - a. All applicants shall conform to the following definitions:
 - i. "Nonprofit Organization" shall mean any nonprofit association, charity or corporation organized primarily for veteran, patriotic, welfare, civic betterment, religious, athletic or charitable purposes pursuant to the Internal Revenue Code or California Revenue and Taxation Code, or a group that is an integral part of a recognized national organization having such tax-exempt status, or an organization affiliated with and officially recognized by an elementary school, middle school and/or high school and/or school district that serves, in whole or in part, the residents of the City.
 - ii. "Serving Suisun City residents and businesses" shall be determined by, but not limited to, principal or permanent location within City limits, a significant service population of City residents, and a significant percentage of members residing in or owning businesses in the City.
 - iii. The City Council, in its sole discretion, may determine priorities and preferences for purposes of selecting organizations, including preferences for:
 - i. The population served by the nonprofit.
 - ii. Amount and type of charity.
 - iii. Mission and/or goals of the nonprofit.

- b. "Qualified Applicants" shall mean any group or organization that has met all of the following criteria for a continuous period of not less than one full year preceding submittal of an application:
 - i. Applicants must agree to the Nonprofit Event Agreement before being considered a Qualified Applicant.
 - ii. Only one application per Nonprofit Organization will be allowed. If an organization is affiliated with a recognized educational institution as defined in this section, but maintains a separate tax-exempt status with the Internal Revenue Service or the California Franchise Tax Board, said Nonprofit Organization shall be allowed to make a separate application.
 - iii. Applicants must have a minimum bona fide membership, whose members have agreed to participate to insure adequate staffing for the type of occasion.
- 2. Selection Basis.** The concessionaire selection process shall consist of the following:
- a. The Nonprofit Organization's being a Qualified Applicant.
 - b. Net profit donation to the City Police and/or Fire Departments:
 - i. The Nonprofit Organization will agree to donate a portion of the net profits from the event to the City Police and/or Fire Departments, with a minimum donation of 75% of the net profits.
 - ii. The Nonprofit Organization may specify a percentage in excess of the minimum 75% donation.
 - c. The Nonprofit Organization will sign a Nonprofit Event Agreement that specifies:
 - i. A written indemnity listing the City.
 - ii. Insurance requirements listing the City as Additional Insured.
 - iii. Financial Reporting after the event.
 - iv. Conformance with all laws and regulations as stipulated by the State of California, Solano County, and the City of Suisun City.
 - d. If more than one organization applies, the one that indicates the higher percentage of donation under Section 2.b. above would be selected. If all that have applied have equal qualifications and the same percentage donation under section 2.b. above, the selection of one concessionaire will be accomplished by lottery. After the authorized concessionaire has been selected, an alternate may be selected via a drawing from the remaining Qualified Applicants.
- 3. Concessionaire Selection Process Administration.** The City Manager is hereby directed to administer the Concessionaire Selection Process, and the City Council authorizes the City Manager to execute any and all necessary documents pertaining to implementation of this program in the City Suisun City.

PASSED AND ADOPTED at a regular meeting of the Suisun City Council, duly noticed and held on Tuesday the 27th day of August 2013 by the following vote:

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

WITNESS my hand and the seal of said City this 27th day of August 2013.

Linda Hobson, CMC
City Clerk

NONPROFIT EVENT AGREEMENT

This LICENSE AGREEMENT ("Agreement") is made and entered into as of the ___ day of ___, 20__ ("Effective Date") by and between the CITY OF SUISUN CITY, a California municipal corporation, ("Licensor" or "City") and _____ ("Licensee").

It is mutually agreed as follows:

1. **Term of Agreement.** The term of the Agreement will begin on the Effective Date. This agreement will terminate on ___ day of ___, 20__.
2. **Grant of License.** Licensor hereby grants to Licensee a license ("License") as described and for the purposes and based on the terms and conditions set forth below. The grant of license shall not constitute a grant of property rights.

EVENT _____ Date(s) _____
Hours of Operation: From _____ AM / PM To: _____ AM / PM
LOCATION _____
Type of Activity _____

3. City agrees to:

- Supply the location.
- Allow the sale of alcohol.
- Allow the sale of _____.
- Not to issue a license to any other licensee for the sales of alcohol during the above-indicated event at the above-indicated location.
- Supply tented area (Beer Garden) to serve as the only designated area where alcohol may be consumed.
- Supply #___ tent/s and or #___ 0'X10' tents approved food tents.
- Supply Security Guard(s) #___ to enforce the alcohol only area(s).
- Supply #___ tables and #___ chairs for the specified area.
- Supply electricity for lighting.
- Supply electricity for a beverage trailer or truck.
- Supply Other: _____

4. Licensee agrees to the following conditions:

- Must abide by all laws and regulations as stipulated by the State of California, Solano County, and the City of Suisun City.**

Alcohol Service

- Licensee shall have an exclusive right to sell alcoholic beverages on the property described herein.
- Licensee shall supply the City with a copy of ABC Permit two (2) weeks prior to the 4th of July event.
- Licensee is responsible for all deposits and cost associated to selling alcohol at the event.

- Licensee shall receive the alcohol trailer/truck prior to the event, shall see that it is removed after the event as agreed by the distributor, and shall accept full responsibility for damage or theft of trailer/truck as stipulated by distributor.
- Licensee shall supply a minimum of three (3) servers during the service hours.
#___ of Servers on duty that have been trained in the CA Responsible Beverage service course.
- Licensee must display ABC permit during operational hours.

Financial Accountability

- Licensee shall provide a balance sheet Report to the City of the above-approved event sales showing profit and/or loss verified by two (2) board members.
- Licensee shall deliver Report to the City Clerk within 60 Days; or ___ days of the close of the license.
- Licensee shall provide CA Board of Equalization Sellers Permit.
- Licensee shall donate ___% of net proceeds generated by the event to the Suisun City Police and Fire Departments. (Note: Licensee must agree to provide a minimum of 75% of the net proceeds.)
- Licensee shall deliver the donation via check by _____.
- Licensee may designate what the donation may be used for by the Police and/or Fire Departments after consultation with the Police Chief and/or Fire Chief.

Insurance

- Licensee shall provide evidence of valid insurance policies in a form and amount, and with coverage types required by the City. Such policies shall name the City, its officers, officials, agents, and employees as additional insured. Such policies shall be paid for and maintained in full force and effect by the permittee through the term this license agreement is valid. NOTE: ALL INSURANCE CERTIFICATES MUST BE IN A FORM ACCEPTABLE TO THE CITY'S RISK MANAGER. POLICY MUST PROVIDE A COVERAGE LEVEL OF \$2,000,000 PER INCIDENT.

5. **Independent Contractor.** Licensor shall have no voice in the selection, discharge, supervision, or control of Licensee's employees, servants, representatives, or agents, or in fixing their number, compensation, or hours of service.

6. **Change in Use or Operations.** Without written consent of the Licensor, any change in use or operation shall be cause for revocation of this License by the Licensor.

7. **Operation and Termination.** Licensee shall exercise its rights under this License in compliance with all applicable local, state, and federal laws and regulations, including, without limitation, laws and regulations relating to health and safety. Failure to comply shall be grounds for termination.

8. **Permits.** This License does not constitute the granting or waiving of any permits, approvals, or other licenses that may be required by the City of Suisun City or any governmental agency or entity with respect to Licensee's operations.

9. **Indemnification.** Licensee agrees to indemnify Licensor, its officers, agents, and employees against, and will hold and save them and each of them harmless from, any and all actions, suits, claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities, (herein "claims or liabilities") that may be asserted or claimed by any

person, firm, or entity arising out of or in connection with the negligent performance of the operations of Licensee, its agents, employees, subcontractors, or invitees, provided for herein, or arising from the negligent acts or omissions of Licensee hereunder, but excluding such claims or liabilities arising from the negligence or willful misconduct of the Licensor, its officers, agents or employees, who are directly responsible to the Licensor. This section shall apply whether or not insurance policies shall have been determined to be applicable to any of such damages or claims for damages. This section shall survive the expiration or termination of this License and Agreement. Licensee shall reimburse Licensor for any damage to public property caused directly or indirectly by the Licensee, or its employees, agents, servants, or contractors, without regard to whether such damage was caused negligently. And in connection therewith:

(a) Licensee will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorneys' fees incurred in connection therewith;

(b) Licensee will promptly pay any judgment rendered against the Licensor, its officers, agents, or employees for any such claims or liabilities arising out of or in connection with the negligent performance of or failure to perform such operations of Licensee hereunder; and Licensee agrees to save and hold the Licensor, its officers, agents, and employees harmless therefrom;

(c) In the event the Licensor, its officers, agents, or employees is made a party to any action or proceeding filed or prosecuted against Licensee for such damages or other claims arising out of or in connection with the negligent performance of or failure to perform the operations of Licensee hereunder, Licensee agrees to pay to the Licensor, its officers, agents, or employees, any and all costs and expenses incurred by the Licensor, its officers, agents, or employees in such action or proceeding, including but not limited to, legal costs and attorneys' fees.

10. Prohibition Against Subcontracting or Assignment. The experience, knowledge, capability, and reputation of Licensee were a substantial inducement for the Licensor to enter into this Agreement. Therefore, Licensee shall not contract with any other entity to perform in whole or in part the operation described hereunder without the express written approval of the Licensor. Neither this Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated, or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of Licensor.

11. Non-Discrimination. Licensee covenants by and for itself and any successor in interest that there shall be no discrimination against or segregation of any person or group of persons on account of race, color, creed, religion, sex, marital status, sexual orientation, gender, ancestry, or national origin in Licensee's operations.

12. Attorney's Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees. Attorney's fees shall include attorney's fees on any appeal, and in addition a party entitled to attorney's fees shall be entitled to all other reasonable costs for investigating such action, taking depositions and discovery, and all other necessary costs the court allows which are incurred in such litigation.

All such fees shall be deemed to have accrued on commencement of such action and shall be enforceable whether or not action is prosecuted to judgment.

13. Notices and Payments. Notices shall be provided to Licensor and Licensee as follows; provided, however, that in the event of immediate automatic termination of this Agreement in accordance with Section 6. above, Licensor may provide oral notice to any agent or representative of Licensee:

To Licensor: City of Suisun City
 701 Civic Center Boulevard
 Suisun City, CA 94585
 (707) 421-7300
 Attn: City Manager

To Licensee:

Licensee shall make any and all applicable payments to Licensor payable to: City of Suisun City.

14. Entire Agreement and Amendment. This Agreement constitutes the entire understanding and agreement of the parties hereto relating to the matters set forth herein. No provisions of this Agreement may be amended or modified in any manner except by an agreement reduced to writing and executed by the parties hereto.

15. Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of authorship of the Agreement or any other rule of construction which might otherwise apply.

16. Severability. In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

16. Authority. Each person executing this Agreement on behalf of each of the parties hereto warrants that such party is duly organized and existing, is duly authorized to execute the Agreement, and by so executing such party is formally bound to the provisions of this Agreement.

[Signatures on following page.]

IN WITNESS WHEREOF, the Parties have executed this License Agreement as of the Effective Date first above written.

Nonprofit Officer

CITY OF SUISUN CITY

(Signature)

(Signature)

By: _____
(Printed name)

By: _____
(Printed name)

Its: _____
(Title)

Its: _____
(Title)

ATTEST:

City Clerk

AGENDA TRANSMITTAL

MEETING DATE: August 27, 2013

CITY AGENDA ITEM: Council Adoption of Resolution No. 2013-__: Authorizing the City Manager to Recruit and Appoint a Police Officer for an Anticipated Opening.

FISCAL IMPACT: One of our veteran Police Officers has committed to retire from City service and go into the private sector. This officer would be replaced by an officer at the entry level pay scale, which would result in salary savings of approximately \$15,000 for the remainder of this fiscal year.

BACKGROUND: With the adoption of the FY 2011-12 Annual Budget, the City Council established a policy of having the Council review and approve any requests to fill vacant positions. The department is seeking the authority to fill this anticipated vacancy in the Police Officer job class as it occurs.

STAFF REPORT: On August 6, 2013, Officer Chris Soldo provided the Department with a two-week notice that he would retire effective August 20, 2013 to enter private sector employment.

The Police Chief has established minimum staffing levels in the General Orders which is one sergeant and two officers on every shift. With the Department already having frozen a total of three positions over the past two years, failure to approve the filling of any authorized Police Officer position would result in the need for significantly increased Overtime. Currently most of the Overtime needs are met on a voluntary basis; however, if all of these positions are not filled to meet basic patrol coverage, officers would be more likely to be assigned mandatory Overtime to ensure minimum staffing levels. The Department is currently working the 3/12 schedule. Any forced Overtime could have a negative impact on officer fatigue and morale. For all of these reasons, staff is requesting the authority to establish a Police Officer eligibility list, and to fill these three positions with the City Manager's approval.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2013-__: Authorizing the City Manager to Recruit and Appoint a Police Officer for an Anticipated Opening.

ATTACHMENTS:

1. Resolution No. 2013-__: Authorizing the City Manager to Recruit and Appoint a Police Officer for an Anticipated Opening.

PREPARED BY:
REVIEWED/APPROVED BY:

Ed Dadisho, Police Chief
 Suzanne Bragdon, City Manager

RESOLUTION NO. 2013-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO RECRUIT AND
APPOINT A POLICE OFFICER FOR AN ANTICIPATED OPENING

WHEREAS, with the expected resignation of Officer Soldo, the Police Department will have a Police Officer vacancy effective on August 20, 2013; and

WHEREAS, the Police Department has established minimum staffing levels within its General Orders of one Police Sergeant and two Police Officers for each shift; and

WHEREAS, the Department will have to use Overtime to backfill the Police Officer vacancy if unfilled, increasing the potential for officer fatigue; and

WHEREAS, filling these vacancies permanently would enable the Department to continue to provide the current level of services to the community.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the City Manager to recruit for and to fill an anticipated vacancy in Police Officer positions up to the level of staffing approved by the City Council in the currently adopted Annual Budget.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City duly held on Tuesday, the 27th day of August 2013, by the following vote:

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

WITNESS my hand and the seal of said City this 27th day of August 2013.

Donna Pock, CMC
Deputy City Clerk

MINUTES

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

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

TUESDAY, JULY 16, 2013

5:30 P.M.

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

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:

Present: Council/Board Present: Day (teleconference), Hudson, Wilson and Mayor Sanchez.

Absent: Council/Board Member: Segala:

PUBLIC COMMENT: None

CONFLICT OF INTEREST NOTIFICATION: Council/Board Member Day announced a conflict of interest with Closed Session Item 2.

Council/Board member Day requested the order of the Closed Session be changed, with Closed Session Item 1 being heard first.

CLOSED SESSION

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

City Council

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Name of Case: David Fong v. City of Suisun City Case # FCS038343
2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Name of Case: Gerald W. Davis v. City of Suisun City Case # ADJ7380175

5:34 PM – Mayor Sanchez recessed the meeting to Closed Session.

CONVENE OPEN SESSION

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

6:45 PM – Mayor Sanchez reconvened the meeting and announced no decisions had been made in closed Session.

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the special meeting at 6:45 PM.

Donna Pock, CMC
Deputy 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, JULY 16, 2013

7:00 P.M.

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

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 7:01 PM:

Present: Council/Board Member: Day (teleconference), Hudson, Wilson and Mayor Sanchez.

Absent: Council/Board Member: Segala:

Pledge of Allegiance was led by Mayor Pro Tem Hudson.

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).

Colleen Burton spoke on the ABAG One Bay Area Plan vote this week at a joint meeting of ABAG and MTC.

George Guynn commented on the ABAG One Bay Area Plan.

Nancy Liebscher commented on the ABAG One Bay Area Plan and a meeting with staff regarding city landscaping and destruction of city property.

REPORTS: (Informational items only.)

1. Mayor/Council -Chair/Boardmembers

Council / Board Member Hudson

- Attended the Fourth of July event and commended city staff and volunteers for their hard work.
- Attended Main Street West Ad Hoc Meeting.
- Bingo is coming to Suisun City soon.
- News story today that nationwide Suisun City is ranked third in the nation for diversity.
- Saturday Night at the Movies Night was very well attended.

Mayor / Chair Sanchez

- Attended July 4th Parade with Vice Mayor Hudson and Council Member Segala.
- July 10, 2013 attended Regional Transportation Impact Fee Policy Committee meeting. Committee voted to approve the next study that will be brought to City Councils for vote approving \$1,500 Facility Impact Fee for developers; in return the County will reduce the County Facility Impact Fee total by the same amount.
- Solano Transportation Authority meeting had consensus of city's agreeing with turning on metering lights when needed for city's having metering lights at I-80.
- July 11, 2013 Solano County Water Agency meeting, presentation on water conservation project funded by Water Agency, residents who want to convert grass lawns into a drought resistant, water efficient, area can apply for rebate up to \$1,000.
- Fairfield/Suisun City Sewer Executive Board meeting discussed report to be submitted to entire Board next week on the sewage spill, reported in the newspaper as estimated at 600,000 gallons, was actually 770,000 gallons of raw sewage.
- July 16, 2013 Suisun-Solano Water Authority Executive Committee Meeting approved discussion of contract with entire Board for financial planning consulting services for a study to determine funding needs of the Suisun Solano Water Authority over the next five years. For those who want information on lawn conservation \$1,000 rebate go to website for Water Conservation Turf Rebate Program

http://www.solanosaveswater.org/Water_Conservation_Programs_files/f.op.Water%20Conservation%20Turf%20Rebate%20Program.pptx.pdf

Council / Board Member Wilson

- Attended Main Street West Ad Hoc Meeting.
- Solano Transportation Authority Bicycle Advisory Committee looking to redo priority list of projects for Bicycle Paths and Pedestrians Paths.
- July 13, 2013 hosted the first of many community forums with 11 residents in attendance discussing ideas and issues. The next Community Forum is September 14, encouraged residents to come and share ideas and meet neighbors. Many of the attendees were not aware of nextdoor.org to stay connected with neighbors and the city. Larissa Grady volunteered to help with the Community Forums.

Council / Board Member Day

- Thanked staff for making the Fourth of July a perfect night and the fireworks were the best.
- Thanked governor for fighting letting 10,000 more prisoners out on the streets.
- We have Twinkies again.
- Encouraged everyone in audience to send letter to Association of Bay Area Governments regarding the One Bay Area Plan.

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. Presentation by Matt Tuggle, Solano County Public Works Director Engineering Manager, Regarding Petersen Road Improvement Project.

Nick Burton, Senior Civil Engineer, Solano County, gave an update on the Travis Air Force Base South Gate Project (Peterson Road Improvement Project).

4. Appointment of Voting Delegate and Alternate(s) for the League of California Cities Annual Conference.

Motioned by Council Member Day and seconded by Council Member Hudson to appoint Vice Mayor Hudson as the voting delegate and Council Member Wilson as the alternate voting delegate. Motion carried unanimously by members present.

5. Presentation of a Proclamation to the Police Department Proclaiming August 6, 2013, as "National Night Out".

Mayor Sanchez read and Council Member Hudson presented the proclamation to Police Chief Dadisho.

CONSENT CALENDAR**City Council**

6. Setting Ad Valorem Tax Rates for Voter-Approved Debt Service Issues – (Anderson).
 - a. Council Adoption of Resolution No. **2013-46**: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for Fiscal Year 2013-14.
 - b. Council Adoption of Resolution No. **2013-47**: Approving the Debt Service Rate for the Highway 12 Bond Issue for Fiscal Year 2013-14.

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 July 2, 2013 – (Hobson).

Joint City Council / Suisun City Council Acting as Successor Agency

8. Council/Agency Approval of the June 2013 Payroll Warrants in the amount of \$554,938.00. Council/Agency Approval of the June 2013 Payable Warrants in the amount of \$1,063,826.50 – (Finance).

Mayor Sanchez requested a correction to his report on the July 2, 2013 minutes. The minutes should be corrected to read:

July 27 Solano Transportation Board Meeting, did a sight inspection of the Fairfield-Suisun Sewer District property where there was a six hundred *thousand* gallon sewage spill,

Motioned by Council / Board Member Day and seconded by Council / Board Member Hudson to approve Consent Calendar. Motion carried unanimously by members present.

GENERAL BUSINESS**City Council**

9. Council Discussion and Direction: Reconsideration of Selection Process for Non-Profit Fundraising Concessions at City Events – (Jessop/O'Brien).

Jim Weiss commented on the Police and Fire Boosters process of providing assistance to the Police and Fire Departments.

George Guynn commented on the transparency of a public operation and favoritism of one group.

Amit Pal spoke in support of the Police and Fire Boosters.

Sam Derting spoke in support of the Police and Fire Boosters.

Council discussed options and provided direction to staff to bring back item to council with conditions that create a selection process, include language that organization selected to run event would charge a 25% Administrative Fee after direct expenses of event, a minimum of 75% would go back to police and fire department, and a 60 day reporting period of profits.

PUBLIC HEARINGS**City Council**

10. PUBLIC HEARING

Council Adoption of Resolution No. **2013-48**: Accepting the Improvements to the Senior Center and Accepting the CDBG Grant Funded Senior Center Facility Improvement Project as Completed and Authorizing the City Manager to Record the Notice of Completion for the Construction Contract on the City's Behalf with Melnikov Construction, Inc. – (Kasperson).

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

Motioned by Council Member Wilson and seconded by Mayor Sanchez to adopt Resolution No. 2013-48. Motion carried unanimously by members present.

11. PUBLIC HEARING - CANCELED

Council Adoption of Resolution No. 2013-___: Approving a Modification to the Preferred Land Use Alternative for the 2035 General Plan Update – (Wooden).

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

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the meeting at 8:45 PM.

Donna Pock, CMC
Deputy City Clerk

AGENDA TRANSMITTAL

MEETING DATE: August 27, 2013

JOINT AGENDA ITEM: Accept the Investment Report for the Quarter Ending June 30, 2013.

FISCAL IMPACT: None as this item is for information only.

BACKGROUND: Each quarter it is necessary to produce an Investment Report, showing how all City, Housing Authority, and Suisun-Solano Water Authority's available cash is invested, in terms of the type of investment, what institution it is invested in, and current value and interest earnings.

STAFF REPORT: The total cash and investments (par amount) equaled \$36,798,270 for the period ending June 30, 2013.

In terms of return on our investment, 0.88% was earned for the quarter. This compares very favorably with the LAIF return of only 0.24% for the quarter. As can be seen in the Pie Chart (Attachment 1), most of the cash is invested in federally insured CD's, US Treasuries or Agency Notes, all of which generate higher yields.

RECOMMENDATION: It is recommended that the Council/Authority accept the Fourth Quarter Financial Officer's Investment Report.

ATTACHMENTS:

1. Financial Officer's Investment Report, June 30, 2013.

PREPARED BY:

Elizabeth N. Luna, Senior Accountant

REVIEWED/APPROVED BY:

Jason Garben, Economic Development Director

Suzanne Bragdon, City Manager

City of Suisun City
Successor Agency and Housing Authority
FINANCIAL OFFICER'S INVESTMENT REPORT

JUNE 30, 2013

Category of Investment	Name of Institution	Maturity Date	Par Amount	Market Value*	Amortized Cost	Curr Yield At Market	Est Annual Income
Checking Account	West America Bank	Demand Deposit	\$ 6,564,505	\$ 6,564,505	\$ 6,564,505	-	-
Certificate of Deposit	Ally Bank Midvale	08/05/13	\$ 247,000	\$ 247,106	\$ 247,000	0.75%	1,853
Certificate of Deposit	GE CAP Finl Inc	01/27/15	\$ 150,000	\$ 150,660	\$ 150,000	1.14%	1,725
Certificate of Deposit	Travis Credit Union	06/17/14	\$ 204,363	\$ 204,363	\$ 204,363	2.52%	5,150
Total CD's			\$ 601,363	\$ 602,129	\$ 601,363	1.45%	8,728
State Investment-CITY	LAIF	Demand Deposit	\$ 3,156,454	\$ 3,157,317	\$ 3,156,454	0.24%	2,811
First Amer Treas Oblig Fd	First Amer #31846V203	Demand Deposit	\$ 49,368	\$ 49,368	\$ 49,368	0.02%	10
Federal Agency/Global Note	FHLB #313374Y61	08/28/13	\$ 870,000	\$ 870,495	\$ 869,916	0.50%	4,350
Federal Agency/Global Note	FMAC #3137EACZ0	11/27/13	\$ 500,000	\$ 500,476	\$ 499,826	0.37%	1,875
Federal Agency/Global Note	FMAC #3134G2UA8	08/20/14	\$ 695,000	\$ 700,703	\$ 697,710	0.99%	6,950
Federal Agency/Global Note	FMAC #3137EACY3	11/25/14	\$ 555,000	\$ 558,613	\$ 556,911	0.75%	4,163
Federal Agency/Global Note	FMAC#3134G42V9	04/29/15	\$ 475,000	\$ 474,181	\$ 475,000	0.32%	1,520
Federal Agency/Bond Note	FNMA #31398AU34	07/28/15	\$ 500,000	\$ 519,760	\$ 507,005	2.28%	11,875
Federal Agency/Global Note	FNMA #3135G0NG4	08/07/15	\$ 1,050,000	\$ 1,048,178	\$ 1,049,926	0.50%	5,250
Federal Agency/Bond Note	FHLMC #3137EACM9	09/10/15	\$ 1,100,000	\$ 1,130,115	\$ 1,103,798	1.70%	19,250
Federal Agency/Bond Note	FNMA #31398A4M1	10/26/15	\$ 725,000	\$ 742,973	\$ 736,517	1.59%	11,781
Federal Agency/Bond Note	FMGN #3135G0SB0	12/21/15	\$ 500,000	\$ 497,207	\$ 499,069	0.38%	1,875
Federal Agency/Bond Note	FMGN#3135G0VA8	03/30/16	\$ 500,000	\$ 497,198	\$ 499,498	0.50%	2,500
Federal Agency/Bond Note	FMGN #3137EAD09	05/13/16	\$ 235,000	\$ 233,520	\$ 234,987	0.50%	1,175
Federal Agency/Bond Note	FNMA #3135G0GY3	01/30/17	\$ 550,000	\$ 553,366	\$ 560,808	1.24%	6,875
Federal Agency/Bond Note	FMAC #3137EADJ5	07/28/17	\$ 450,000	\$ 443,678	\$ 452,467	1.01%	4,500
Federal Agency/Bond Note	FHLM #3137EADL0	09/29/17	\$ 350,000	\$ 345,835	\$ 353,190	1.01%	3,500
Federal Agency/Bond Note	FMGN#3137EADP1	03/07/18	\$ 1,250,000	\$ 1,209,598	\$ 1,246,871	0.90%	10,938
Federal Agency/Bond Note	FMGN#3135G0WJ8	05/21/18	\$ 250,000	\$ 241,616	\$ 246,276	0.91%	2,188
Federal Agency/Bond Note	FMGN#3135G0WJ8	05/21/18	\$ 425,000	\$ 410,745	\$ 421,481	0.91%	3,719
Total Federal Agency Bond/Note			\$ 10,980,000	\$ 10,978,257	\$ 11,011,257	0.95%	104,294
US Treasury Bill	#912795Z87	10/17/2013	\$ 550,000	\$ 549,913	\$ 549,868	0.00%	-
US Treasury Notes	#912828KN9	04/30/14	\$ 400,000	\$ 405,625	\$ 398,825	1.85%	7,500
US Treasury Notes	#912828QS2	06/15/14	\$ 995,000	\$ 1,000,247	\$ 999,432	0.75%	7,463
US Treasury Notes	#912828LZ1	11/30/14	\$ 925,000	\$ 949,607	\$ 919,364	2.07%	19,656
US Treasury Notes	#912828RV4	12/15/14	\$ 1,900,000	\$ 1,900,445	\$ 1,901,038	0.25%	4,750
US Treasury Notes	#912828MR8	02/28/15	\$ 65,000	\$ 67,247	\$ 67,088	2.30%	1,544
US Treasury Notes	#912828MR8	02/28/15	\$ 440,000	\$ 455,211	\$ 454,173	2.30%	10,450
US Treasury Notes	#912828MR8	02/28/15	\$ 450,000	\$ 465,557	\$ 463,886	2.30%	10,688
US Treasury Notes	#912828NP1	07/31/15	\$ 350,000	\$ 359,898	\$ 359,832	1.70%	6,125
US Treasury Notes	#912828PE4	10/31/15	\$ 660,000	\$ 672,169	\$ 655,642	1.23%	8,250
US Treasury Notes	#912828PE4	10/31/15	\$ 121,890	\$ 124,137	\$ 122,127	1.23%	1,524
US Treasury Notes	#912828PM6	12/31/15	\$ 125,000	\$ 130,010	\$ 130,474	2.04%	2,656
US Treasury Notes	#912828OR4	06/30/16	\$ 200,000	\$ 204,828	\$ 202,288	1.46%	3,000
US Treasury Notes	#912828QX1	07/31/16	\$ 750,000	\$ 767,871	\$ 759,881	1.47%	11,250
US Treasury Notes	#912828SC5	01/31/17	\$ 550,000	\$ 549,141	\$ 549,922	0.88%	4,813
US Treasury Notes	#912828SJ0	02/28/17	\$ 250,000	\$ 249,375	\$ 249,426	0.88%	2,188
US Treasury Notes	#912828UZ1	04/30/18	\$ 175,000	\$ 169,121	\$ 173,448	0.65%	1,094
Total US Treasury Bond/Note			\$ 8,906,890	\$ 9,020,401	\$ 8,956,714	1.14%	102,951
				\$	-	-	-
TOTAL POOLED INVESTMENTS			\$ 30,258,580	\$ 30,371,976	\$ 30,338,662	0.72%	\$ 218,794

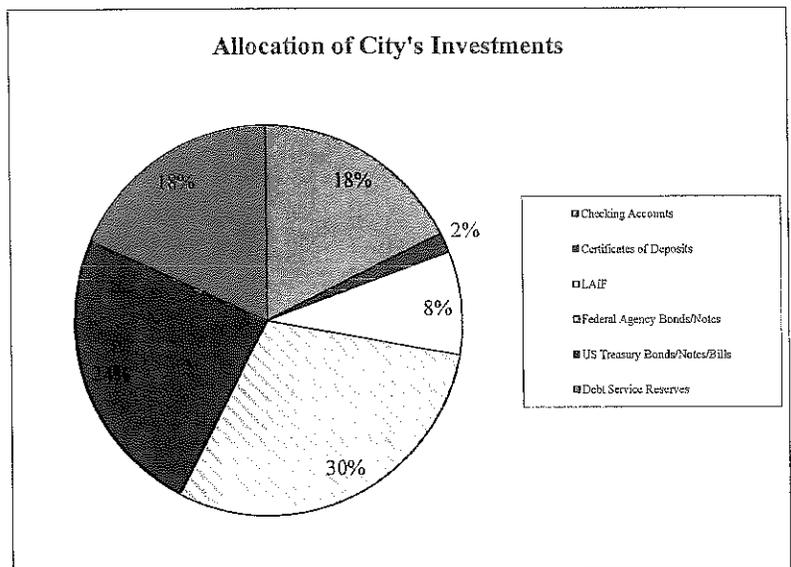
City of Suisun City
Successor Agency and Housing Authority
FINANCIAL OFFICER'S INVESTMENT REPORT

JUNE 30, 2013

<u>Category of Investment</u>	<u>Name of Institution</u>	<u>Maturity Date</u>	<u>Par Amount</u>	<u>Market Value*</u>	<u>Amortized Cost</u>	<u>Curr Yield At Market</u>	<u>Est Annual Income</u>
Reserved for Bond/Debt Service							
Govt Sec Money Market-SSWA 1993	First Amer Treas Oblig Fd	Demand Deposit	133,834	133,834	133,834	0.00%	-
Govt Sec Money Market-SSWA 1993	First Amer Treas Oblig Fd	Demand Deposit	742,705	742,705	742,705	0.00%	-
Govt Sec Money Market-2004 CVCC	First Amer Treas Oblig Fd	Demand Deposit	249,000	249,000	249,000	0.00%	-
Govt Sec Money Market- RDA 1998	First Amer Treas Oblig Fd	Demand Deposit	-	-	-	0.00%	-
Govt Sec Money Market- RDA 1998	First Amer Treas Oblig Fd	Demand Deposit	25,223	25,223	25,223	0.00%	-
Govt Sec Money Market- RDA 1998	US Treasury Notes	10/31/2014	708,000	728,192	730,089	2.31%	16,815
Gov Sec Money Market - RDA 2003-A	First Amer Treas Oblig Fd	Demand Deposit	-	-	-	0.00%	-
Gov Sec Money Market - RDA 2003-A	First Amer Treas Oblig Fd	Demand Deposit	396,236	414,266	419,574	2.27%	9,405
Govt Sec Money Market-RDA 2003-B	First Amer Treas Oblig Fd	Demand Deposit	2,959,898	3,094,651	3,134,290	2.27%	70,276
Govt Sec Money Market-RDA 2003-B	First Amer Treas Oblig Fd	Demand Deposit	-	-	-	0.00%	-
Savings Acct-RDA Marina	West America Bank	Demand Deposit	396,684	396,684	396,684	0.10%	301
Marina Debt Service #912828PE4	US Treasury Notes	10/31/2015	928,110	945,222	929,915	1.22%	11,601
Total Debt Service Reserve Funds			\$ 6,539,690	\$ 6,729,777	\$ 6,761,315	1.60%	\$ 108,398
Grand Total			\$ 36,798,270	\$ 37,101,753	\$ 37,100,977	0.88%	\$ 327,193

Summary of Pooled Investments

	<u>Amount</u>	<u>Pct.</u>
Checking Accounts	\$ 6,564,505	17.7%
Certificates of Deposits	\$ 601,363	1.6%
LAIF	\$ 3,156,454	8.5%
Federal Agency Bonds/Notes	\$ 11,060,625	29.8%
US Treasury Bonds/Notes/Bills	\$ 8,956,714	24.1%
Debt Service Reserves	\$ 6,761,315	18.2%
Total	\$ 37,100,977	100.0%



* Market Valuation for Federal Agency Bonds/Notes and US Treasury Bonds/Notes is from City's Investment Advisor, PFM. Valuation for Debt Service Reserve funds is from the City's Trustee, US Bank.

City Treasurer's Statement:

I hereby certify that I have examined the records and find this report to be correct, that all investments are made in accordance with the investment policy, and the City will be able to meet its obligations for the next six months.

Attest by:

Michael J. McMurry
Michael J. McMurry, City Treasurer
Date: 8/14/13

Submitted by:

Elizabeth Luna
Elizabeth Luna, Senior Accountant
Date: 8-12-13

AGENDA TRANSMITTAL

MEETING DATE: August 27, 2013

CITY COUNCIL AGENDA ITEM: Council Consideration, Waiver of Reading, and Introduction of Ordinance No. __: Amending Title 18 Zoning, Chapter 18.54 "Signs", Adding a Provision for Special Sign Overlay Districts.

FISCAL IMPACT: None at this time.

BACKGROUND: At the June 11, 2013 City Council meeting, the Council directed staff to prepare an ordinance that established a provision for Special Sign Overlay Districts (SSOD). Staff prepared an ordinance for the Planning Commission to consider at its regular meeting of June 25, 2013; however, prior to the Planning Commission meeting, the City Attorney voiced some concerns over a few of the sections of the ordinance. Upon staff's recommendation, the Planning Commission opened the Public Hearing, heard testimony, and closed the hearing, at which time the staff withdrew the ordinance from further consideration at that meeting.

Staff revised the ordinance language and the Planning Commission held a public hearing to consider the ordinance at a special meeting on July 30, 2013. After hearing testimony and considering material provided by staff, the Planning Commission recommended approval of the ordinance to the City Council.

STAFF REPORT: In order to allow special sign districts in the City, a zoning text amendment (ZTA) ordinance must be adopted by the City Council. The current zoning ordinance does not provide for a sign district in which a sign on one parcel could include a display that advertises a business on another parcel. This limitation can be overcome by establishing an overlay zoning classification for special sign districts. Currently, unless businesses purchase space on an outdoor advertising sign, they are limited to on-site signage. Often, individual businesses within a shopping center are located on parcels owned separately. Consequently, in the absence of a sign district, those businesses would not be allowed by the Suisun City Code (unless a legally enforceable agreement to the contrary exists) to advertise on an off-site sign located on another parcel in the center.

In order to comply with state law (Business & Professions Code), the advertising display (pylon) sign would have to meet the following requirements:

- The sign is within the boundaries of an individual commercial development project.
- The sign identifies the name of the business center in which it is located.
- Only businesses located within the business center may be identified on the display.
- The City Council has adopted an ordinance for the display and that the display meets the City's ordinance.
- The display results in a consolidation of allowable signs within the business center, so that fewer signs will be erected as a result of the display.

PREPARED BY:
APPROVED BY:

April Wooden, Community Development Director
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Suzanne Bragdon, City Manager

In response to questions regarding proliferation of such pylon signs, staff has determined that Caltrans regulations limit the placement of these signs as follows:

“No advertising display shall be placed within 100 feet from another advertising display on the same side of any portion of a primary highway...”

As with each application for a rezoning or zoning map amendment, the City Council must review each application on a case-by-case basis. The same would apply to designation of a Special Sign Overlay District.

The proposed ordinance would establish two application methods for the creation of an SSOD. Any applicant may file an application for the establishment of an SSOD concurrently with the filing of an application for a sign permit pursuant to 18.54.730 below. The application for an SSOD shall be made on the forms and in the manner prescribed by the Community Development Department and shall be accompanied by fees as specified in the City’s Master Fee Schedule for staff work on a full cost recovery basis. Alternatively, upon Discussion and Direction from the City Council to staff to initiate the process for the establishment of one or more sign districts, staff shall prepare an application and related materials. The matter shall be placed on a Planning Commission agenda for public hearing.

In addition, the ordinance requires environmental review, site plan review, and design review of the proposed SSOD pylon sign and its location, initially by the Planning Commission, in the manner in which other signs are reviewed, and subsequently by the City Council, due to the significant scale and multi-parcel purpose of the highway-oriented SSOD sign.

The steps involved in adopting a zoning text amendment for the creation of an SSOD include:

- Staff prepares draft ordinance.
- Planning Commission holds a public hearing and forwards a recommendation to City Council.
- City Council holds a public hearing and first reading of the ordinance.
- City Council adopts the ordinance.
- The ordinance becomes effective 30 days following adoption.

STAFF RECOMMENDATION: It is recommended that the City Council introduce and waive first reading of Ordinance No. ____: Amending Title 18 Zoning, Chapter 18.54 “Signs”, Adding a Provision for Special Sign Overlay Districts.

ATTACHMENTS:

1. Ordinance No. ____: Amending Title 18 Zoning, Chapter 18.54 “Signs”, Adding a Provision for Special Sign Overlay Districts.
2. Planning Commission Resolution No. 13-____: A Resolution of the City of Suisun City Planning Commission Recommending a Zoning Text Amendment Ordinance to the City Council Amending Chapter 18.54 of Title 18 Zoning Adding a Provision for Special Sign Overlay Districts.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
SUISUN CITY, CALIFORNIA, AMENDING CHAPTER 18.54
OF TITLE 18 ZONING, ADDING A PROVISION
FOR SPECIAL SIGN OVERLAY DISTRICTS

WHEREAS, the City Council directed the Planning Commission to consider and make recommendations on changes in the City's signage regulations; and

WHEREAS, the City Council has determined that it is in the City's interest to approve a zoning text amendment to provide an application process for special sign overlay districts to encourage economic vitality while safeguarding and protecting the public health, safety, and welfare through appropriate controls on the design, location, and maintenance of signs within special sign overlay districts; and

WHEREAS, the City Council has determined that allowing up to five (5) such special sign overlay districts within the Highway 12 corridor would be of benefit to the City; and

WHEREAS, the Planning Commission of the City of Suisun City, at its special meeting of July 30, 2013, adopted a Resolution recommending approval of the proposed zoning text amendment adding a provision for special sign overlay districts.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUISUN CITY, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. The City Council finds that the above recitals are true and correct and incorporated herein by this reference.

SECTION 2. Title 18 Zoning, Chapter 18.54 Signs is amended as follows:

18.54.640 Special Sign Overlay Districts. – Definitions.

Special Sign Overlay District (SSOD) – The SSOD is an overlay zoning designation which amends the zoning map by applying the overlay zoning to commercially developed and zoned properties within and adjacent to the Highway 12 corridor.

Highway or Highway-Oriented – As applied to SSODs, the definition of the term “highway or highway-oriented” shall be consistent with the definition of a “primary highway” as provided in the California Business and Professions Code.

Highway-Oriented SSOD Sign – The highway-oriented SSOD sign is a highway-oriented, pylon-type sign that allows for displays which include off-premise advertising of businesses located within the SSOD.

SSOD Designation Application – As provided in subsection A. of section 18.54.720, there are two methods applicable to the designation of an SSOD. In either case, an application must be submitted and processed consistent with that subsection and the Suisun City Code.

SSOD Sign Permit Application – An application for an SSOD sign permit shall be submitted and processed consistent with section 18.54.730 of this chapter.

Concurrent Applications – An SSOD Designation Application and an SSOD Sign Permit Application may be submitted and processed concurrently consistent with sections 18.54.720 and 18.54.730 of this chapter.

18.54.650 Purpose. The special sign overlay district (SSOD) is established to increase the visibility and economic vitality of businesses within the Highway 12 corridor while at the same time ensuring public safety. The SSOD provides for the construction of one (1) highway-oriented SSOD sign within the district that, by definition, is allowed to include off-premise advertising.

18.54.660 Criteria for the Designation of a SSOD. The SSOD, upon application and approval as specified herein, shall be applied to commercially zoned properties within commercial areas adjacent or in proximity to Highway 12 and located on the same side of Highway 12. Up to five (5) SSODs may be designated within the Highway 12 corridor and the boundary of one SSOD may be adjacent and/or contiguous to another SSOD. However, no highway-oriented SSOD sign proposed for construction within an SSOD shall be within one hundred (100) feet of any existing highway-oriented SSOD sign in an adjacent SSOD.

18.54.680 Effect. The SSOD shall apply only to the allowed signage for establishments, uses, activities, or features within the SSOD. It shall not modify the regulations, permitting requirements, or other development standards for uses and structures otherwise imposed herein. It shall not modify or affect the law of fixtures, sign-related provisions in private leases, or the ownership of existing sign structures, without the express written consent of the parties to such leases or owners of such signs.

18.54.690 Other Governmental Approvals. Nothing provided for in this section shall waive or diminish any other local permitting requirements, or any state or federal permitting requirements.

18.54.700 Highway-Oriented SSOD Sign Development Standards.

A. The highway-oriented SSOD sign permitted by the establishment of the SSOD shall not exceed sixty (60) feet. However, in the event that the applicant, by means of a visual simulation and other evidence demonstrates that increased height is warranted, based upon particular circumstances within the SSOD, the City Council, upon the adoption of Findings, may approve a sign that exceeds sixty (60) feet.

B. The highway-oriented SSOD sign shall be designed in a manner that is context-sensitive to its location within the City of Suisun City and within the existing commercial area, complementary to the materials and design of buildings in proximity to the sign, and landscaped to enhance the aesthetics of the sign. Removal of existing landscaping and vegetation shall require approval by the Community Development Director, in conformance with an approved landscaping plan submitted as part of the SSOD sign permit application.

C. Illumination shall be effectively shielded so as to prevent light from being directed at any portion of the traveled rights of way, to prevent glare, and to prevent impairment of driver vision or vehicle operation. Illumination shall not interfere with the effectiveness or obscure an official traffic sign, device, signal, or pavement marking.

D. The approved SSOD shall comply with the California Business and Professions Code. If the SSOD is located within a named business center, the name of the business center shall be included on the highway-oriented SSOD sign. An application for a highway-oriented SSOD sign permit shall include a proposed signage reduction plan that ensures that the installation of the sign will result in the consolidation of allowable signage within the business center, so that less signage will be erected as a result of the installation of the highway-oriented sign in the SSOD. The permittee shall be responsible for adherence to the approved signage reduction plan.

18.54.710 Design intent. The establishment of an SSOD and construction of a highway-oriented SSOD sign are intended to accomplish the following goals:

A. Increase the visibility and economic vitality of businesses within the Highway 12 corridor by providing the opportunity for off-premise advertising.

B. Result in quality design, character, and construction of signs that are both context-sensitive, as well as complementary to the materials and design of buildings in proximity to the sign.

C. Enhance overall property values in the City by discouraging signs which contribute to the visual clutter of the streetscape.

D. Improve traffic safety by ensuring that signage does not distract motorists, obstruct traffic circulation, or impede pedestrian or vehicular movement.

18.54.720 Procedures for Establishment of an SSOD.

A. There are two application methods for the establishment of an SSOD:

1. Any applicant may file an application for the establishment of an SSOD concurrently with the filing of an application for a sign permit pursuant to 18.54.730 below. The application for an SSOD shall be made on the forms and in the manner prescribed by the Community Development Department, shall be accompanied by fees as specified in the City's Master Fee Schedule for staff work on a full cost recovery basis.

2. Alternatively, upon Discussion and Direction from the City Council to staff to initiate the process for the establishment of one or more sign districts, staff shall prepare an application and related materials. The matter shall be placed on a Planning Commission agenda for public hearing.

In either case, the application shall be processed consistent with the procedures set forth subsections B. through D. below.

B. Regardless of the manner in which the application is filed, whether by an applicant or by the Community Development Director on behalf of the Planning Commission or City Council, the Planning Commission shall hold at least one public hearing on the matter. Within 30 days of the close of the public hearing, the Planning Commission shall make findings, and shall recommend to the City Council that the SSOD be approved, approved subject to specific written conditions, or to deny the application for cause. Such action shall be by Resolution.

C. Where the Planning Commission has recommended approval, with or without conditions, the Community Development Director shall transmit the record of the Planning Commission action to the City Clerk for the purpose of setting a public hearing before the City Council. The hearing shall be set in the manner prescribed by Title 7, Section 65905 of the Government Code. The City Council shall hold at least one public hearing on the matter and shall render its decision to approve, approve subject to conditions, or deny the application for cause, within the time limits prescribed by Title 7, Section 65950 or Section 65952.1 of the Government Code. The Council's action shall be by Ordinance with such Findings as are required by law.

D. Where the Planning Commission has recommended denial of the application, the City Council may *sua sponte* direct the City Clerk to set a public hearing before the City Council. The hearing shall be set in the manner prescribed by Title 7, Section 65905 of the Government Code. The City Council shall hold at least one public hearing on the matter and shall render its decision to approve, approve subject to conditions, or deny the application for cause, within the time limits prescribed by Title 7, Section 65950 or Section 65952.1 of the Government Code. The Council's action shall be by Ordinance with such Findings as are required by law.

18.54.730. Procedures for the Issuance of a Permit for the Construction of a Highway-Oriented SSOD sign.

A. Any applicant may file an application for a permit to construct a highway-oriented SSOD sign. The application for such a permit shall be made on the forms and in the manner prescribed by the Community Development Department, shall be accompanied by fees as specified in the City's Master Fee Schedule for staff work on a full-cost recovery basis, and shall include an Affidavit providing full indemnification for the City and its agents and employees, as well as insurance in an amount specified by the City which lists the City as an additional insured. Failure to maintain said insurance in full force could subject the SSOD sign permittee to loss of his/her SSOD sign permit. If the applicant is not the owner of the property on which the proposed sign would be located, the application shall also be signed by the property owner. Such application shall require environmental review, site plan review, and design review of the proposed sign and its location, initially by the Planning Commission, in the manner in which other signs are reviewed, and subsequently by the City Council, due to the significant scale and multi-parcel purpose of the highway-oriented SSOD sign. Both the Planning Commission and the City Council shall make Findings prior to approving an SSOD sign permit. The following indemnification and insurance assurances shall be included in the application and agreed to and warranted by applicant:

1. Indemnification. Applicant agrees to indemnify and defend the City, its officers, employees, contractors, attorneys and agents against, and shall hold and save them and each of them harmless from, any and all petitions for writ of mandate, actions, lawsuits, claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the Project. Applicant shall defend any action or actions filed in connection with any of said claims or liabilities and shall pay all costs and expenses, including legal costs and attorney's fees incurred in connection therewith, with the City having its choice of legal counsel for itself and for any above-referenced person or entity. Applicant shall promptly pay any judgment rendered against the City, its officers, employees, contractors, attorneys and agents for any such petition for writ of mandate, lawsuit and action arising out of or in connection with the Project, the work, operations and/or activities of Applicant hereunder; and Applicant agrees to save and hold the City, its officers, agents, contractors, attorneys and employees harmless therefrom to the fullest extent provided by this indemnity provision.

2. Insurance. Applicant warrants and represents that it carries at least \$2 Million in commercial general liability insurance and automobile insurance in forms that are acceptable to the City and that the Applicant, within three business days of approval of its application, shall cause the City to be named as an additional insured on said policies and further Applicant shall cause all contractors used by the Applicant to name the City as an additional insured on all insurance policies carried by said contractors.

B. The Planning Commission shall hold at least one public hearing on the matter. Within 30 days of the close of the public hearing, the Planning Commission shall make findings, and shall recommend to the City Council that the SSOD sign permit be approved, approved subject to specific written conditions, or to deny the application for cause. Such action shall be by Resolution.

C. Where the Planning Commission has recommended approval, with or without conditions, the Community Development Director shall transmit the record of the Planning Commission action to the City Clerk for the purpose of setting a public hearing before the City Council. The hearing shall be set in the manner prescribed by Title 7, Section 65905 of the Government Code. The City Council shall hold at least one public hearing on the matter and shall render its decision to approve, approve subject to conditions, or deny the application for cause, within the time limits prescribed by Title 7, Section 65950 or Section 65952.1 of the Government Code. The Council's action shall be by Resolution with such Findings as are required by law.

D. Where the Planning Commission has recommended denial of the application, the City Council may *sua sponte* direct the City Clerk to set a public hearing before the City Council. The hearing shall be set in the manner prescribed by Title 7, Section 65905 of the Government Code. The City Council shall hold at least one public hearing on the matter and shall render its decision to approve, approve subject to conditions, or deny the application for cause, within the time limits prescribed by Title 7, Section 65950 or Section 65952.1 of the Government Code. The Council's action shall be by Resolution with such Findings as are required by law.

SECTION 3. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause, and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 4. This Ordinance shall be posted in at least three (3) public places within the City or published in a county newspaper that is circulated in the City within fifteen (15) days after its passage, there being no newspaper of general circulation printed and published within the City.

PASSED, APPROVED, AND ADOPTED as an Ordinance at a regular meeting of the City Council of the City of Suisun City, California, on this ____ day of August 2013.

Pete Sanchez
Mayor

CERTIFICATION

I, Linda Hobson, City Clerk of the City of Suisun City, California, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council on the ____ day of August, 2013 and passed, approved, and adopted by the City Council of the City of Suisun City at a regular meeting held on the ____ day of August, 2013 by the following vote:

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

WITNESS my hand and the seal of said City this ____ day of August 2013.

Linda Hobson, CMC
City Clerk

RESOLUTION NO. PC13-02

A RESOLUTION OF THE CITY OF SUISUN CITY PLANNING COMMISSION
RECOMMENDING A ZONING TEXT AMENDMENT ORDINANCE TO THE CITY
COUNCIL AMENDING CHAPTER 18.54 OF TITLE 18 ZONING
ADDING A PROVISION FOR SPECIAL SIGN OVERLAY DISTRICTS

WHEREAS, the City Council directed the Planning Commission to consider and make recommendations on a proposed zoning text amendment amending Chapter 18.54 of Title 18 Zoning adding a provision for special sign overlay districts; and

WHEREAS, the Planning Commission at a special meeting on July 30, 2013 reviewed the proposed zoning text amendment ordinance; and

WHEREAS, a public notice was published in the Daily Republic on July 20, 2013; and

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

WHEREAS, a public hearing was held affording members of the public the opportunity to speak on the proposed zoning text amendment; and

WHEREAS, the California Environmental Quality Act (CEQA, Public Resources Code Sections 2100-21177) requires analysis of agency approvals of discretionary "projects". A "project", under CEQA, is defined as "the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment;" and

WHEREAS, the approval of this zoning text amendment does not approve any development project; rather, it establishes an overlay zoning district, including development standards for the district and the freeway-oriented signs which may be located within the district, subject to subsequent entitlement review and approval. The project is exempt from the requirements of the California Environmental Quality Act (CEQA) per Section 15061(b)(3) which states that CEQA only applies to projects which could have an impact on the environment.

NOW, THEREFORE, BE IT RESOLVED THAT the Planning Commission of the City of Suisun City does hereby adopt Resolution PC13- 02; A Resolution of the City of Suisun City Planning Commission Recommending a Zoning Text Amendment to the City Council Amending Chapter 18.54 of Title 18 Zoning Adding a Provision for Special Sign Overlay Districts.

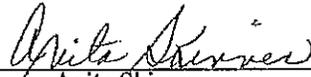
Finding: The project is categorically exempt from the California Environmental Quality Act (CEQA) review pursuant to Section 15601.b.3 of the State CEQA Guidelines.

Evidence: The proposed project is exempt from CEQA under State CEQA Guidelines Section 15601(b)(3). This exemption applies to activities covered by the "general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA."

The forgoing motion was made by Commissioner Holzwarth and seconded by Commissioner Ramos and carried by the following vote:

AYES:	Commissioners:	Adeva, Clemente, Harris, Holzwarth, Mirador, Ramos, Wade
NOES:	Commissioners:	None
ABSENT:	Commissioners:	None
ABSTAIN:	Commissioners:	None

WITNESS my hand and the seal of said City this 30th Day of July 2013.



Anita Skinner
Commission Secretary

AGENDA TRANSMITTAL

MEETING DATE: August 27, 2013

CITY AGENDA ITEM: Resolution No. 2013-__: Approving the Suisun City Police Department Recruitment and Retention Action Plan.

FISCAL IMPACT: Avoided costs should offset the proposed new costs. The annual cost for backfilling the position on Workers Comp Leave amounts to an equivalent annual cost of roughly \$48,000; if the individual on WC leave does not return, the cost is reduced to less than \$24,000, depending upon when the position is hired. Annual costs for a FT Temporary Police Officer (non-benefited) is likewise in the range of \$48,000.

BACKGROUND: Over the past several months, a number of police officers have left City service. This has resulted in the need to undertake the following for each replacement officer: recruitment outreach, examinations, background checks, medical and psychological examinations, and training in the field for each new recruit. The recruitment and exam process takes about one month; background/medical/psychological evaluation can take up to three months; and field training takes just under four months. All combined, from the point that the Council approves the filling of a Police Officer position until the officer is ready to solo in the field, it can take **up to eight months**.

There is normal turnover in small departments, as officers seek out higher paying positions in larger departments once they get core training and experience under their belt – a situation that we are generally able to handle. During the height of the recession, our turnover rates actually declined as virtually every department in the state reduced staffing and negotiated concessions from its employees. However, this has changed dramatically over the past year as most departments are starting to hire again. Since mid-March, six SCPD officers have left. This has been an impact that the department has been dealing with on top of one senior officer out on extended Workers' Comp leave and the frozen positions in place due to ongoing budget constraints.

As such, staff has been working to identify options and alternatives to reduce the time it takes to fill vacancies, while recognizing the budget constraints we have to work within.

STAFF REPORT: In June, individual interviews were conducted with all Police Sergeants, the Senior Communications & Records Technician, Police Commander and Police Chief, along with briefings with all available Officers during shift changes. The focus of these discussions was to identify what's working, what's not working, short-term options and long-term options to the staffing challenges faced over the past six months. Interests included officer and community safety, while recognizing the financial constraints facing the City.

General observations from these discussions include:

PREPARED BY:

REVIEWED/APPROVED BY:

Suzanne Bragdon, City Manager 

- Three officers left for better-paying public safety jobs in larger departments; one left to reduce commute time; one is leaving to re-enter the private sector; one retired after 30 years of service and took a new position in the DA's office.
- The department can absorb the normal three to four officers leaving spread out over a year, but when four or five are concentrated into a period of a month or two, it puts a severe strain on the organization. Overtime costs sky rocket, and employee fatigue issues are enhanced.
- The department lost one grant-funded position and two detective positions have been frozen as of July 1, 2012. This could be absorbed fairly well, as long as there are no significant vacancies occurring simultaneously and all officers are fully trained.
- While forced overtime has not been implemented during the past six months, officers that might not otherwise take so much additional overtime, are stepping up to the plate to ensure proper coverage for the community.
- Naturally, morale has been negatively affected. Awareness from management and policy makers of the impacts the department is working under, along with strategies to help alleviate these situations, is important to our officers.

Everyone realizes that we can't plan for every eventuality, however, there are some cost effective steps that can be undertaken now to make a step in the right direction. With close monitoring of vacancy trends, other opportunities likewise exist to smooth out the impacts of turnover in the department.

Specific recommendations include the following:

- Authorize the overfilling of one full-time Police Officer position to backfill the vacancy caused by the absence of the Senior Police Officer on WC leave. This would allow the department to have one officer assigned as a detective, and it would ensure coverage without scheduled Overtime.
- Authorize a part-time (0.5 FTE) Temporary Police Officer position (retired annuitant) to fill the School Resource Officer (SRO) position. This would ensure that the City meets its commitment to the school district, as well as maximize the number of officers "on the street" during day shift.
- Authorize the City Manager to create a new sworn classification of "FT Temporary Police Officer" paid at an hourly, non-benefited rate. Such a classification allows us to, in essence, "grow our own." It likewise is the type of classification that can cost-effectively be used as an overfill position in the event that a series of Officer vacancies are anticipated. This in turn, would dramatically shorten the time it takes to fill a vacancies with a fully-trained Officer that is able to do solo duty.

With respect to the overfilling of the position on WC leave, staff anticipates that the avoided Overtime costs would offset most of the costs of this proposal, with the balance coming from the savings in the operating budget caused by the fact that the salary of the employee off on WC leave is paid from the Workers Comp Fund. If the Senior Police Officer returns from WC leave, the

overfill employee would fill the next full-time vacancy. If the Senior Police Officer retires due to his injuries, the overfill employee would fill the Senior Officer's position.

At the point in time that there is no existing "overfill Officer" in place, it would be recommended that the City Manager be given authorization to fill the full-time Temporary Police Officer as the "overfill" officer. This, again, would ensure that an officer-in-training is always in the wings to fill a vacancy in a permanent position. Given normal turnover, staff does not anticipate that the "overfill" officers would remain on Temporary status for more than three to six months.

With respect to the part-time SRO position, which is recommended to be filled through an annuitant, it is recommended that this position would go away, when the first frozen Police Officer position is reinstated. The first reinstated position would absorb the SRO duties. When the second frozen Police Officer is reinstated, the FT Temporary Police Officer "overfill" position would be eliminated, as the department would be back a full staffing again.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2013-__: Approving the Suisun City Police Department Recruitment and Retention Action Plan.

ATTACHMENTS:

1. Resolution No. 2013-__: Approving the Suisun City Police Department Recruitment and Retention Action Plan.

RESOLUTION NO. 2013-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
APPROVING THE SUISUN CITY POLICE DEPARTMENT
RECRUITMENT AND RETENTION ACTION PLAN

WHEREAS, with the adoption of the FY 2012-13 Annual Budget, the City Council froze two Police Officer positions in the Suisun City Police Department (SCPD); and

WHEREAS, a total of six Police Officers have left City service in a five-month period; and

WHEREAS, this has caused coverage problems and significant Overtime costs; and

WHEREAS, the City Manager has worked with members of SCPD to develop a Recruitment and Retention Action Plan to address these problems.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Suisun City does hereby approve the Suisun City Recruitment and Retention Action Plan, which authorizes the City Manager to do the following:

- Hire one permanent full-time Police Officer in excess of the current authorized staffing level of 16 Police Officers as the designated “overfill” officer to backfill a senior officer currently on workers comp leave; and
- Hire an annuitant to serve as the School Resource Officer (SRO); and
- Create a new classification of FT Temporary Police Officer (non-benefitted) to, under the authorization of the City Manager, be filled as an overfill position in the situation of significant future vacancies; and
- If the individual returns to work from Workers’ Comp Leave, the “overfill” officer would fill the next permanent vacancy, and the filling of a full-time Temporary Police Officer (non-benefitted) would not be initiated; and
- If the individual on workers’ comp leave does not return to work, the “overfill” officer would fill this vacancy and the City Manager would determine the timing of filling any future “overfill” officers with a FT Temporary Police Officer (non-benefitted); and
- When the first frozen Police Officer position is reinstated, the annuitant-filled SRO position would be eliminated, and the duties would be absorbed by the position that is reinstated; and
- When the second frozen Police Officer position is reinstated, the “overfill” by a FT Temporary Police Officer (non-benefitted) would be eliminated, as the department would be back at full staffing.

BE IT FURTHER RESOLVED that other than the initial filling of the positions mentioned in the Action Plan above, the filling of all subsequent vacancies would still require City Council approval.

PASSED AND ADOPTED at a regular meeting of the Suisun City Council, duly noticed and held on Tuesday the 27th day of August 2013 by the following vote:

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

WITNESS my hand and the seal of said City this 27th day of August 2013.

Linda Hobson, CMC
City Clerk