

CITY COUNCIL
Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
Anthony Adams
Jane Day
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, MAY 5, 2020

6:30 P.M.

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

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Anthony Adams, Jane Day, Michael A. Segala, and Mayor Pro Tem Wanda Williams. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

*DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED
TO ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM.*

ZOOM MEETING INFORMATION:

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

MEETING ID: 873-4219-7323

CALL IN PHONE NUMBER: (707) 438-1720

*TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM
(URL: <https://www.suisun.com/government/meeting-video/>)*

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING
BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM*

(Next Ord. No. – 769)

(Next City Council Res. No. 2020 – 24)

Next Suisun City Council Acting as Successor Agency Res. No. SA2020 - 02)

(Next Housing Authority Res. No. HA2020 – 01)

ROLL CALL

Council / Board Members
Pledge of Allegiance
Invocation

DEPARTMENTS: AREA CODE (707)

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

PUBLIC COMMENT

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

CONFLICT OF INTEREST NOTIFICATION

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

REPORTS: (Informational items only.)

1. COVID-19 Update – Folsom/Vincent/Roth: gfolson@suisun.com / jvincent@suisun.com / aroth@suisun.com).
 - a. City Manager Update.
 - b. City of Suisun City Return to Normal City Operations Plan / Health and Safety Recommendations for Businesses During Reopening and Reconstitution.

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

City Council

2. Proclamation (not presented)
 - a. Presentation of Proclamation recognizing May 16-22, 2020 as National Safe Boating Week – (Lofthus: klofthus@suisun.com).
 - b. Presentation of Proclamation recognizing May 17-23, 2020 as Public Works Appreciation Week – (Medill: mmedill@suisun.com).
 - c. Presentation of Proclamation recognizing May 11-17, 2020 as National Police Week and May 15, 2020 as National Peace Officers Memorial Day – (Roth: Aroth@suisun.com).

CONSENT CALENDAR

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

City Council

3. Council Adoption of Resolution No. 2020-___: Accepting the 2019 Suisun Marina Dredging Project as Complete, and Authorizing the City Manager to Record the Notice of Completion for the Project – (Lofthus: Klofthus@suisun.com).
4. Council Adoption of Resolution No. 2020-___: Authorizing the City Manager to Execute the First Funding Amendment to the Funding Agreement with the Solano Transportation Authority for the Electric Vehicle Charging Station Project – (Mmedill@suisun.com).
5. Council Adoption of Resolution No. 2020-___: Authorizing the City Manager to Execute an Agreement on Behalf of the City with LandCare for Landscape Maintenance Contract Services for the City's Landscaping and Lighting Districts and Tax Zones (Districts) for a Five (5) Year Contract Term, to Negotiate Contract Change Orders as Needed to Meet Available District Budgets, and Authorize up to 20% in Extra Work Annually – (Medill@suisun.com).
6. Council Adoption of Resolution No. 2020-___: Authorizing the City Manager to Execute a Contract Amendment on the City's Behalf with Interwest Consulting Group to Combine the

Plans, Specifications and Estimate (PS&E) for the Suisun Solano Water Authority's Waterline Replacement Project and the City of Suisun City's Asphalt Concrete Overlay Project on Civic Center Boulevard and Authorize Contract Change Orders up to an Additional \$5,000 – (Medill: Mmedill@suisun.com).

7. Council Adoption of Resolution No. 2020-___: Authorizing the City Manager to Execute a Contract Services Agreement with Superior Building Services and Ratifying the Purchase Order Contract for Janitorial Service for City Facilities – (Medill: Mmedill@suisun.com).
8. Council Adoption of Resolution No. 2020-___: Authorizing Application for, and Receipt of, Local Government Planning Support Grant Program Funds – (Kearns: Jkearns@suisun.com).
9. Council Adoption of Resolution No. 2020-___: Establishing an Economic Pandemic Impact Citizen's Advisory Committee – (Folsom: Gfolsom@suisun.com).
10. Second Amendment to the Suisun City Management and Professional Employees Association (SCMPEA) Memorandum of Understanding (MOU) 2018-20 – (Folsom: Gfolsom@suisun.com).
 - a. Council Adoption of Resolution No. 2020-___: Approving a Second Amendment to the Memorandum of Understanding (MOU) between the City of Suisun City and the Suisun City Management and Professional Employees Association (SCMPEA) effective December 28, 2018 through December 31, 2020, to Amend the Certification and Education Incentive Pay and Executive Leave Provisions of the MOU
11. Senate Bill 743 Implementation Support – (Kearns: Jkearns@suisun.com).
 - a. Council Adoption of Resolution No. 2020-: Adopting the 6th Amendment to the Annual Appropriation Resolution No. 2019-65 to Appropriate Off-Site Street Improvements Program Funds for Traffic Engineering Services to Support Implementation of Senate Bill 743
 - b. Council Adoption of Resolution No. 2020-: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Fehr and Peers, Inc. to Provide Implementation Support for Senate Bill 743 to the City and to Authorize Change Orders up to 20% of the Contract Amount

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

12. 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 March 26, 2020, April 7, 2020, and April 21, 2020 – (Hobson: Clerk@suisun.com).

PUBLIC HEARINGS

City Council

13. Council Adoption of Resolution No. 2020-___: Approving an Extension of Vesting Tentative Subdivision Map No. SM16-7-001, for the Crystal School/Parcel 14 Project (APN 0032-152-180) – (Kearns: Jkearns@suisun.com).

14. Waterfront District Business Improvement District (CONTINUED TO A DATE UNCERTAIN) - (Kearns: Jkearns@suisun.com).

- a. Resolution No. 2020-__ : Declaring its Intent to Consider Reauthorizing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District for Fiscal Year 2020, and Setting a Public Hearing to Consider these Matters for _____, 2020.

GENERAL BUSINESS

REPORTS: (Informational items only.)

15. a. Council/Boardmembers
- b. Mayor/Chair

16. City Manager/Executive Director/Staff

PUBLIC COMMENT

(Additional time for request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda limited to no more than 3 minutes.)

ADJOURNMENT

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

PLEASE NOTE:

1. The City Council/Agency/Authority hopes to conclude its public business by 10:00 P.M. Ordinarily, no new items will be taken up after the 10:00 P.M. cutoff and any items remaining will be agendaized 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; Suisun City Senior Center, 318 Merganser Drive, Suisun City, CA; Joe Nelson Center, 611 Village Drive, Suisun City, CA; and the Harbor Master Office, 800 Kellogg Street, Suisun City, CA.

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of May 5, 2020 was posted and available for review, in compliance with the Brown Act.

Office of the Mayor
Suisun City, California

Proclamation



WHEREAS, National Safe Boating Week is observed as a worldwide effort focused on responsible boating and important life-saving tips for recreational boaters so that they can have a safer, more fun experience out on the water throughout the year; and

WHEREAS, operator inattention, improper lookout, operator inexperience, machinery failure, and excessive speed rank as the top 5 primary contributing factors in accidents; and

WHEREAS, the vast majority of these accidents are caused by human error or poor judgment and not by the boat, equipment, or environmental factors; and

WHEREAS, on average, 600 people die each year in boating-related accidents in the United States; approximately 77 percent of these are fatalities caused by drowning and 84 percent were reported as not wearing their life jackets; and

WHEREAS, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets; and

WHEREAS, Suisun City supports the goals of the Safe Boating Campaign and the start of the year-a-round effort to promote safe boating; and

WHEREAS, the Suisun City Fire Department has completed two (2) Water Related Rescues, one (1) Swiftwater Rescue, and one (1) Watercraft Rescue year to date.

NOW THEREFORE, I, Lori D. Wilson, Mayor of the City of Suisun City do hereby proclaim May 16-22, 2020 as:

“NATIONAL SAFE BOATING WEEK”

and urge all Citizens to practice safe boating habits and wear a life jacket at all times and praise the Suisun City Fire Department for their continued efforts to keep our boating community safe.



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



Lori D. Wilson, Mayor

ATTEST:



DATE:

May 5, 2020

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Office of the Mayor
Suisun City, California

Proclamation



WHEREAS, we celebrate National Public Works Week to energize and educate residents, civic leaders and children in Suisun City on the necessary services provided to our community and to maintain a progressive interest and understanding of the importance of public works and public works programs; and

WHEREAS, Public Works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health and well-being of residents; and

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector; and

WHEREAS, “The Rhythm of Public Works” is the theme for the 2020 National Public Works Week. This year’s exciting theme challenges our residents to think about our community as a symphony of essential services, working in rhythm to create a great place to live; and

WHEREAS, Public Works facilitates the harmony needed to keep our community’s rhythm moving by providing an orchestra of services responsible for rebuilding, improving and protecting our city’s transportation, water supply, water treatment, solid waste systems, public buildings and spaces, parks and grounds and other structures and facilities essential to our community; and

WHEREAS, the year 2020 marks the 60th annual National Public Works Week sponsored by the American Public Works Association.

NOW, THEREFORE, I, Lori D. Wilson, Mayor of the City of Suisun City, do hereby designate the week of May 17-23, 2020 as

“NATIONAL PUBLIC WORKS WEEK”

in the City of Suisun City, and urge all residents to acquaint themselves with our community public works services and to recognize the substantial contributions public works employees make every day protecting our health, safety, comfort, and quality of life.

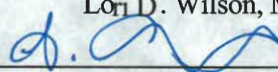


In witness whereof I have hereunto set my hand and caused this seal to be affixed.



Lori D. Wilson, Mayor

ATTEST:



DATE:

May 5, 2020

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Office of the Mayor
Suisun City, California

Proclamation



WHEREAS, National Police Officer Memorial Day (May 15th of each year) and National Police Week, May 11-17, 2020, was established in 1962 by John F. Kennedy and a joint resolution of Congress, to pay tribute to the local, State, and Federal law enforcement officers who serve and protect us with courage and dedication; and

WHEREAS, the members of the Suisun City Police Department play an integral role in safeguarding the rights and freedoms of the residents and visitors to Suisun City; and

WHEREAS, police officers throughout our community work tirelessly to protect and serve residents, enforce city laws, and continue to keep neighborhoods, schools, and families safe; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of the Suisun City Police Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, members of the Suisun City Police Department unceasingly provide a vital public service;

NOW, THEREFORE, I, Lori D. Wilson, Mayor of the City of Suisun City, call upon all citizens of Suisun City to observe the week of May 11-17, 2020, as:

“NATIONAL POLICE WEEK”

with appropriate observances and urge our citizens to join in commemorating the service of law enforcement officers, past and present, in our community and in communities across the nation.

I further call upon all residents of Suisun City to observe Wednesday, May 15, 2020, as:

“PEACE OFFICERS’ MEMORIAL DAY”

in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.



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



Lori D. Wilson, Mayor

ATTEST: 

DATE: May 5, 2020

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AGENDA TRANSMITTAL

MEETING DATE: May 5, 2020

CITY AGENDA ITEM: Adoption of Council Resolution No. 2020-__: Accepting the 2019 Suisun Marina Dredging Project as Complete, and Authorizing the City Manager to Record the Notice of Completion for the Project.

FISCAL IMPACT: The total appropriation for Dredging Phase II includes the projected cost of the 2019 Suisun Marina Project (Project). There is sufficient funding appropriated to the Dredging Fund (Fund 340) for Fiscal Year 2019-20 to pay for this contract. Last year, the State's Department of Finance approved City's Recognized Obligation Payment Schedule (ROPS), which includes \$2,772,451 in FY2019-20 for the Dredging Project. There is no fiscal impact to the General Fund.

STRATEGIC PLAN IMPACT: Provide Good Governance.

BACKGROUND: In the early 1990s Pierce Island was constructed as a disposal site for sediment dredged from the Suisun City Marina and the Suisun Slough, including the Marina Village channel. The last dredging episode was performed in late 2008.

In preparation for the 2019 Suisun Marina Project (Project), the rehabilitation of the levee surrounding the east basin on Pierce Island levee was completed in November 2018. The completion of this levee rehabilitation project provided the necessary storage capacity for the dredge material.

Additionally, prior to the 2019 dredging activities and as required by the CDFW permit, the vegetation within the west pond was removed; the Salt Marsh Harvest Mouse (SMHM) herded from the west pond to the island perimeter; and SMHM exclusion fencing installed around the west pond in the summer of 2019.

On November 20, 2018, the dredging contract (\$2,183,520.00) was awarded to The Dutra Group (Contractor). Dredging began on August 22, 2019, immediately after the above-described preparatory work in the west basin was completed. Dredging was performed and completed on November 7, 2019, within the regulatory agencies' permitted work windows, which included two work extensions issued by the California Department of Fish and Wildlife (CDFW).

STAFF REPORT: The Contractor has completed the work under the construction contract. Dredging was performed to the required depths and was also able to dredge an additional one-foot payable depth in a few areas within the project site. City staff has received, reviewed and approved the final invoice for this contract. The final invoice included compensation for equipment standby time when equipment remained at the project site unused while the City secured amendments (two total) to the CDFW permit to extend the dredging work window. The final invoice also included

PREPARED BY:	Nick Lozano, Associate Engineer
REVIEWED BY:	Kris Lofthus, Recreation, Parks, & Marina Director
APPROVED BY:	Greg Folsom, City Manager

compensation for debris removal that was not paid under the bid items for dredging. The total construction cost is \$2,113,396.84, which is \$70,123.16 less than the construction contract of \$2,183,520.

Total Cost for Phase I (2018) and Phase II (2019) of the Overall Dredging Project

Phase I (2014-2018) and Phase II (2019) of the overall dredging project are funded by special assessment districts and contribution from City's Recognized Obligation Payment Schedule (ROPS).

Total costs for the overall dredging project is \$4,293,074.27, including the total payment to The Dutra Group. This is \$138,905.73 less than the overall project budget of \$4,431,980. Breakdown of the budget and expenditures are as follows:

OVERALL PROJECT BUDGET	
Source	Amount (\$)
Marina Village Maintenance Assessment District (accumulated over an 11-year period)	590,584
Victorian Harbor Subdivision Contribution (accumulated over an 11-year period)	1,025,309
Interest Income (2017-2020)for above two sources	43,636
ROPS	2,772,451
TOTAL =	4,431,980

TOTAL EXPENDITURES		
Agency/Consultant/Contractor	Work Scope	Cost (\$)
Regulatory Agencies	Permits	49,607.74
BKF Engineers	Preliminary Work (2015)	2,400.00
Miscellaneous	Photocopying of documents, mailing, Daily Republic advertisements, etc.	9,482.13
City Staff Time	General work	43,275.92
Laugenour & Milke / Hultgren-Tillis Engineers	2015 Island Topographic Survey & Geotechnical Evaluation	41,247.75
Marty Ecological Consulting	Work Plan and Permit Documents (2017)	53,425.22
Moffatt & Nichol	Design, Environmental Documentation and Support (Permit, Bid, and Construction)	492,029.79
Sequoia Ecological Consulting	Protocol Level Bird Survey (2018)	10,559.97
Sequoia Ecological Consulting	Biological Monitoring (2018)	88,065.48
Maggiore and Ghilotti, Inc.	East Basin Levee Rehabilitation (2018)	1,154,935.00
Sequoia Ecological Consulting	Protocol Level Bird Survey (2019)	17,965.83
Marty Ecological Consulting	Biological Monitoring in West Basin (2019)	77,228.16
Sequoia Ecological Consulting	Biological Monitoring in East Basin (2019)	7,525.70

Green Vista Landscape	West Basin Vegetation Removal (2019)	131,928.74
The Dutra Group	Dredging (2019)	2,113,396.84
TOTAL =		4,293,074.27

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

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2020-__: Accepting the 2019 Suisun Marina Dredging Project as Complete, and Authorizing the City Manager to Record the Notice of Completion for the Project.

ATTACHMENTS:

1. Resolution No. 2020-__: Accepting the 2019 Suisun Marina Dredging Project as Complete, and Authorizing the City Manager to Record the Notice of Completion for the Project.
2. Location Map
3. Photos
4. Notice of Completion.

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RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ACCEPTING THE 2019 SUISUN MARINA DREDGING PROJECT AS COMPLETE,
AND AUTHORIZING THE CITY MANAGER TO RECORD THE NOTICE OF
COMPLETION FOR THE PROJECT**

WHEREAS, dredging should be performed in the Suisun Marina, Suisun Slough/Whispering Bay channel and the Marina Village channel every 8 to 9 years; and

WHEREAS, the last time dredging was performed was in December 2008, and dredging was due to be performed in 2019 as part of the planned 2019 Suisun Marina Dredging Project (Project); and

WHEREAS, the Pierce Island Levee Rehabilitation Project was completed in early November 2018 to ensure that there is adequate storage capacity to accept dredged sediment for the Project; and

WHEREAS, the overall dredging project, including the 2019 Suisun Marina Dredging Project, is funded by contributions from two special assessment districts and the City’s Recognized Obligation Payment Schedule (ROPS) in the total amount of \$4,431,980; and

WHEREAS, on November 20, 2018, the City Council awarded the construction contract of \$2,183,520 for the Project to The Dutra Group; and

WHEREAS, the construction contract is for dredging the above-mentioned dredge areas; and

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

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby accept the 2019 Suisun Marina Dredging Project (Project) as completed, and authorizes the City Manager to take such measures as necessary to execute and record the Notice of Completion.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 5th day of May 2020, by the following vote:

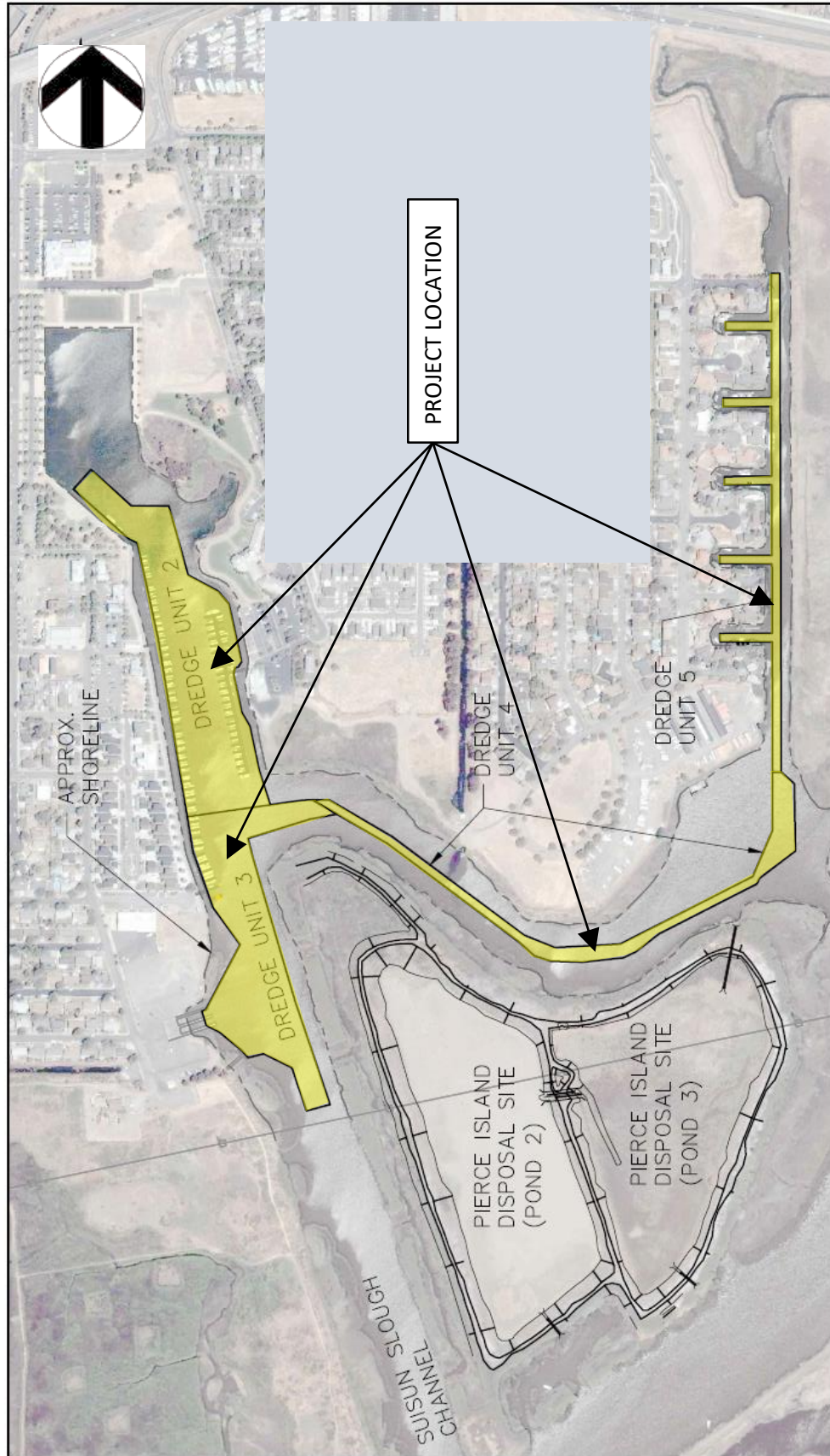
AYES:	Council Members:	_____
NOES:	Council Members:	_____
ABSENT:	Council Members:	_____
ABSTAIN:	Council Members:	_____

WITNESS my hand and the seal of said City this 5th day of May 2020.

Donna Pock, CMC
Deputy City Clerk

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LOCATION MAP
2019 Suisun Marina Dredging Project



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PHOTOS
2019 Suisun Marina Dredging Project

Main Dredge Equipment:



Center Levee on Pierce Island during Deposit of Dredged Material into West Basin:



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WHEN RECORDED MAIL TO:

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

No Fee, per code 27283

NOTICE OF COMPLETION

A.P.N. _____

Notice is hereby given that:

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

NAMES

ADDRESSES

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

NAMES

ADDRESSES

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

- 7. A work of improvement on the property hereinafter described was completed on: May 5, 2020
- 8. The name of the contractor, if any, for such work of improvement was The Dutra Group

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

- 9. The property on which said work of improvement was completed is in the City of Suisun City, County of Solano, State of California, and is described as follows: Suisun Marina Dredging Project

- 10. The street address of said property is Suisun Marina, Whispering Bay Channel and Marina Village Channel

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

Signature of
owner named
in paragraph 2

Dated: _____

By Greg Folsom, City Manager

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AGENDA TRANSMITTAL

MEETING DATE: May 5, 2020

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-__: Authorizing the City Manager to Execute the First Funding Amendment to the Funding Agreement with the Solano Transportation Authority for the Electric Vehicle Charging Station Project.

FISCAL IMPACT: The City has received \$35,000 in funding for the Electric Vehicle Charging Station Project, which has been deposited to the Transportation Capital Project Fund (Fund 115). The additional award of up to \$40,000 also would be deposited to Fund 115 when received in Fiscal Year 2020-21. There are no City matching funds required. Therefore, there is no fiscal impact to the Fiscal Year 2019-20 Budget or the General Fund.

STRATEGIC PLAN IMPACT: Provide Good Governance. Enhance Environment.

BACKGROUND: The Bay Area Air Quality Management District's (BAAQMD) Transportation Fund for Clean Air (TFCA) funds are collected from a \$4 fee on all vehicle registrations within the Air District's boundaries. Sixty percent (60%) of these funds are applied to the TFCA Regional Program, which is administered by BAAQMD. The remaining 40% is distributed to each Bay Area County Congestion Management Agency (CMA) and is called County Program Manager Funds. Solano Transportation Authority (STA) is Solano County's CMA and handles distribution of these funds.

All eligible projects must meet cost effectiveness requirements related to the amount of emission reductions and must submit monitoring reports twice a year. Past projects funded through the TFCA program include Class I and II bike facilities, Solano Mobility, and Safe Routes to School projects. STA staff aims to identify projects that align well with the goals of both BAAQMD and STA.

STAFF REPORT: The City Manager was authorized to sign the original Funding Agreement for the Electric Vehicle (EV) Charge Station Project (Project) by Council on September 4, 2019.

The City agreed to install three (3) double paddle EV charging stations in the Park 'n' Ride Parking Lot (Lot) and to install one (1) double paddle EV charging station at the parking lot behind Suisun City Hall, for a total of eight (80) EV charging stations.

The initial Agreement remains in effect from July 1, 2018 through December 31, 2020, although there is an option to extend the Project's funding if needed.

To date, the one (1) double paddle EV station in the parking lot behind City Hall has been installed and is up and running. Additionally, staff has purchased the three (3) double paddle EV stations for installation in the Park 'n' Ride Parking Lot and has met multiple times with an electrical contractor to ensure that adequate power is available for the new stations as well as power available for future units.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Amanda Dum, Management Analyst I
 Matthew Medill, Public Works Director
 Greg Folsom, City Manager

Through discussions with the electrical contractor, additional unexpected project costs were discovered. There needs to be an upgrade to the existing electrical service panel. Additionally, the cost of the necessary concrete work was not included in the original grant request. The need for additional funding was discussed with STA and has resulted in the First Amendment to the Funding Agreement for this Project. STA is providing an additional forty thousand (\$40,000) in BAAQMD (TFCA) funds to complete this project with the expectation that the panel upgrade will include the ability to support the future installation of EV stations in the Lot.

RECOMMENDATION: It is recommended that the City Council adopt resolution No. 2020-___: Authorizing the City Manager to Execute the First Funding Amendment to the Funding Agreement with the Solano Transportation Authority for the Electric Vehicle Charging Station Project.

ATTACHMENTS:

1. Resolution No. 2020-___: Authorizing the City Manager to Execute the First Funding Amendment to the Funding Agreement with the Solano Transportation Authority for the Electric Vehicle Charging Station Project
2. First Amendment to Funding Agreement Between Solano Transportation Authority and City of Suisun City for Suisun City Electric Vehicle Charging Stations

RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO EXECUTE THE FIRST AMENDMENT
TO THE FUNDING AGREEMENT WITH THE SOLANO TRANSPORTATION
AUTHORITY FOR THE ELECTRIC VEHICLE CHARGING STATION PROJECT**

WHEREAS, the Bay Area Air Quality Management District (“BAAQMD”) Transportation Funds for Clean Air (“TFCA”) are administered by each Bay Area Congestion Management Agency (“CMA”); and

WHEREAS, the Solano Transportation Authority, as the CMA for Solano County, administers the TFCA for the County; and

WHEREAS, the City of Suisun City’s Electric Vehicle (“EV”) Charging Stations project will install eight (8) EV charging stations via four (4) double paddle charging stations, which is eligible for TFCA funds. TFCA funding would result in three (3) additional double paddle EV charging stations in the Park N Ride Parking Lot, and one (1) double paddle EV stations in the parking lot behind Suisun City Hall; and

WHEREAS, on September 4, 2018 City Council authorized the City Manager to enter into a funding agreement for \$35,000 with the Solano Transportation Authority (STA) to complete this Project; and

WHEREAS, since that time a need for additional funding to complete this Project has been identified, and STA has authorized an additional \$40,000 for completion of this Project; and

WHEREAS, STA desires to provide additional funding for Project activities in accordance with the terms of this First Amendment to the original funding Agreement.

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 execute the First Amendment to the Funding Agreement Between the Solano Transportation Authority and the City of Suisun City for Electric Vehicle Charging Station Project.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 5th day of May 2020, by the following vote:

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

WITNESS my hand and the seal of said City this 5th day of May 2020.

Linda Hobson, CMC
City Clerk

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**FIRST AMENDMENT TO FUNDING AGREEMENT BETWEEN
SOLANO TRANSPORTATION AUTHORITY AND CITY OF SUISUN CITY
FOR SUISUN CITY ELECTRIC VEHICLE CHARGING STATIONS**

This First Amendment (“First Amendment”) is entered into as of _____, 2020 between the SOLANO TRANSPORTATION AUTHORITY, a joint powers authority organized under Government Code Section 6500 et seq. consisting of the County of Solano and the Cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun, Vacaville and Vallejo (“STA”), and the CITY OF SUISUN CITY (“Suisun City”), collectively referred to herein as “Parties”.

1. Recitals.

A. The parties entered into a funding agreement dated September 4, 2018 (the “Agreement”), in which STA allocated fund in the amount of \$35,000 to Suisun City to install four (4) EV charging units (“Project”) at the Suisun City Park & Ride at the Train Depot and two (2) EV charging units behind City Hall.

B. The parties now desire to amend the Agreement to increase the funding budget to reflect additional services to the scope of work for the Project at the Park & Ride.

C. The parties agree to amend the Agreement as set forth below.

2. Agreement.

A. Project Funding and Identification:

1. The Agreement is amended, in part, to install four (4) additional Electric Vehicle (EV) charging units.

2. The Agreement is amended to add a funding budget of Forty Thousand Dollars (\$40,000) to be paid for services related to the four (4) additional EV charging stations, with a maximum funding amount not-to-exceed Seventy-Five Thousand Dollars (\$75,000) for the EV charging stations project.

3. Effectiveness of Contract.

Except as set forth in this First Amendment, all other terms and conditions specified in the Agreement remain in full force and effect.

SOLANO TRANSPORTATION AUTHORITY

CITY OF SUISUN CITY

By: _____
Daryl K. Halls, Executive Director

By: _____
Greg Folsom, City Manager

APPROVED AS TO FORM

APPROVED AS TO FORM

By: _____
STA Legal Counsel

By: _____
Suisun City Legal Counsel

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AGENDA TRANSMITTAL

MEETING DATE: May 5, 2020

CITY AGENDA ITEM: Adoption of Council Resolution No. 2020-___: Authorizing the City Manager to Execute an Agreement on Behalf of the City with LandCare for Landscape Maintenance Contract Services for the City's Landscaping & Lighting Districts and Tax Zones (Districts) for a Five (5) Year Contract Term, to Negotiate Contract Change Orders as Needed to Meet Available District Budgets, and Authorize up to 20% in Extra Work Annually.

FISCAL IMPACT: Approval of this item would result in an increase in the FY 2020-21 base contract cost by \$51,850 compared with FY 2019-20 to be paid by the individual Landscaping & Lighting/Maintenance Assessment Districts and Tax Zones (Districts). The FY 2019-20 contract amount was \$269,880; the proposed FY 2020-21 contract amount is \$321,730. Additionally, the City Manager would be authorized to approve up to 20% of the contract value in Extra Work annually. The Department has reviewed all impacted District budgets to verify the expected available funding levels. Districts without adequate funding will have Service Levels reduced with a subsequent negotiated Contract Change Order(s) (CCO) to meet available budgets.

STRATEGIC PLAN IMPACT: Provide Good Governance.

BACKGROUND: The City handles the bidding, awarding, and management of the landscape maintenance contract for the Districts. The current landscape contractor, New Image Landscape, submitted a Notice of Cancellation to the City, with a contract end date of April 4, 2020. Through negotiations an extension to May 31, 2020 was agreed upon by both parties. The Notice of Cancellation from New Image prompted staff to work towards identifying a new landscape maintenance contractor to handle the city-wide contract. As needed the City has historically contracted for extra work in conformance with the California Uniform Public Construction Cost Accounting Act for miscellaneous supplemental work for the Districts including work orders such as irrigation and drainage repairs, tree removals and supplemental planting which is not including in the landscape maintenance contract.

STAFF REPORT: The city-wide landscape maintenance contract was awarded to New Image Landscape (New Image) at the June 18, 2019 Council meeting, and on February 5, 2020 the City received a Certified Letter from New Image cancelling services as of April 5, 2020. New Image was in contract to perform Landscape Services for an annual contract of \$269,880. The City negotiated with New Image for a contract extension, extending service through May 31, 2020. During negotiations with New Image, the City contacted the City Attorney for direction as to whether it was possible to award the landscape contract to the second lowest bidder, LandCare. The City Attorney determined this was an acceptable way to proceed based on Public Contract Code Section 5106, providing in pertinent part that "If the public entity deems it is for its best interest, it may, on refusal or failure of the successful bidder to execute the contract, award it to the second lowest bidder. Based on conversations with New Image and feedback from community stakeholders, it

PREPARED BY:

Amanda Dum, Management Analyst I

REVIEWED/APPROVED BY:

Matt Medill, Public Works Director & City Engineer

Greg Folsom, City Manager

was determined that proceeding with a new contract with a new vendor (LandCare) was likely in the best interest of the City.”

An event summary timeline is provided below:

Date	Action	Action Description
6/18/2019	Landscape Contract Awarded	Contract Awarded to New Image Landscape
7/1/2019	Contract Starts	
2/5/2020	Notice of Cancellation	City Receives Certified Notice of Cancellation Letter from New Image With April 4th End Date
4/7/2020	Contract Change Order #2 Executed	Negotiated Contract Extension Until May 31, 2020
4/9 & 4/16/2020	Discussions With LandCare	LandCare & Public Works Staff Discussed Assumption City-Wide Landscape Contract as of June 1, 2020
5/5/2020	Request to Award Contract to LandCare Contract Goes to Council	Item Goes Before Council for Direction
6/1/2020	LandCare Contract Begins	Based on Council Approval of Contract

Upon Council’s approval of this contract award, staff will begin negotiating CCO(s) to adjust the Service Levels as the individual District budgets allow. District Service Levels may stay static for June and July 2020 while the first CCO is being negotiated.

Staff recommends the following Service Levels for each of the Districts under the new contract with LandCare and with the first Contract Change Order (CCO #1) in the table below:

District	Recommended Service Level
Blossom	Enhanced
Heritage Park	Modified Base*
Lawler Ranch	Enhanced
Peterson Ranch	Modified Base*
Railroad Avenue	Enhanced
Victorian Harbor A	Enhanced
Victorian Harbor B	Enhanced
Victorian Harbor C-D	Enhanced
Victorian Harbor E	Enhanced
Victorian Harbor F	Enhanced
Amberwood Tax Zone #1	Enhanced
Peterson Ranch Tax Zone #3	Base
Walmart Tax Zone #6	Enhanced

** Modified Base - Service Level scope reductions will be negotiated to meet available District funding availability*

Many of the Districts can support the contract cost increase associated with the Enhanced Service Level. Staff is recommending the increase in Service Levels for the ten (10) Districts listed above to bring the Districts with adequate funding up to a visibly higher level of maintenance.

One (1) District is recommended for a Base Service Level. Two (2) Districts are recommended for a modified Base Service Level. These are Districts with either a smaller Equivalent Dwelling Unit (EDU) pool, with large areas of turf and landscaping and annual levies that no longer adequately cover the required maintenance, and/or no annual inflator that applies to their annual assessment.

The staff recommendation is for the Council to award the FY20-21 Landscape Maintenance Contract Services contract to LandCare in the amount of \$321,730, and subsequently negotiate Contract Change Orders for reduction in cost for Districts that need to move to a modified base. Staff is also requesting the City Manager be authorized to approve up to 20% of the contract value in Extra Work annually. Extra Work may include items such as irrigation repairs, tree removals, draining system improvements, planting enhancements and replacements, re-barking, and additional mowing, additional leaf removal, additional trash pickup, additional pruning, and additional edging. As a few Service Level Schedules may be considered scant, the flexibility of Extra Work will allow the City Manager and staff to be responsive to community requests if determined feasible after review of individual District's available funds and budget. The Landscape Maintenance Contract provides one avenue of contracting for extra work for the Districts with LandCare, and furthermore the City reserves the right to separately contract for maintenance work in conformance with the California Uniform Public Construction Cost Accounting Act if the City elects to perform the extra work with City Staff and/or by separate contract.

RECOMMENDATION: It is recommended that the City Council adopt Resolutions No. 2020-____: Authorizing the City Manager to Execute an Agreement on Behalf of the City with LandCare for Landscape Maintenance Contract Services for the City's Landscaping & Lighting Districts and Tax Zones (Districts) for a Five (5) Year Contract Term, to Negotiate Contract Change Orders as Needed to Meet Available District Budgets, and Authorize up to 20% in Extra Work Annually.

ATTACHMENTS:

1. Resolution No. 2020-__ : Authorizing the City Manager to Execute an Agreement on Behalf of the City with LandCare for Landscape Maintenance Contract Services for the City's Landscaping & Lighting Districts and Tax Zones (Districts) for a Five (5) Year Contract Term, to Negotiate Contract Change Orders as Needed to Meet Available District Budgets, and Authorize up to 20% in Extra Work Annually.
2. Citywide Maintenance Assessment District Map.
3. LandCare Bid Tabulation Sheets Excerpt from LandCare Bid Package Received by the City on May 21, 2019.

PREPARED BY:

Amanda Dum, Management Analyst I

REVIEWED/APPROVED BY:

Matt Medill, Public Works Director & City Engineer

Greg Folsom, City Manager

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RESOLUTION NO. 2020-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT ON BEHALF OF THE CITY WITH LANDCARE FOR LANDSCAPE MAINTENANCE CONTRACT SERVICES FOR THE CITY'S LANDSCAPING AND LIGHTING DISTRICTS AND TAX ZONES (DISTRICTS) FOR A FIVE (5) YEAR CONTRACT TERM, TO NEGOTIATE CONTRACT CHANGE ORDERS AS NEEDED TO MEET AVAILABLE DISTRICT BUDGETS, AND AUTHORIZE UP TO 20% IN EXTRA WORK ANNUALLY

WHEREAS, the City conducted a competitive bidding process for landscape maintenance contract services for the City's Landscaping & Lighting / Maintenance Assessment Districts and Tax Zones (Districts), and New Image Landscape Company, provided the best and lowest bid; and

WHEREAS, as part of that contract award, the City determined the following Service Levels to best suit the needs of the residents and the fund availability in each District: 1) Modified Base Service Level - Heritage Park and Peterson Ranch; 2) Base Service Level - Peterson Ranch - Tax Zone #3; and 3) Enhanced Service Level - Blossom, Lawler Ranch, Railroad Avenue, Victorian Harbor A, B, C-D, E, F; and

WHEREAS, the contract award start date was July 1, 2020 and since that time New Image Landscape (New Image) has submitted a Cancellation of Services letter to the City; and

WHEREAS, a Contract Change Order (CCO #2) was executed extending the contract with New Image through May 31, 2020; and

WHEREAS, concurrently staff entered into discussions with LandCare to assume the City-wide landscape contract once CCO #2 with New Image expired, and after receiving approval from the City Attorney to proceed with these discussions with LandCare who was the second lowest bidder from the last bidding cycle the City Attorney's approval for entering into a contract with LandCare is based on Public Contract Code Section 5106, providing in pertinent part that "If the public entity deems it is for its best interest, it may, on refusal or failure of the successful bidder to execute the contract, award it to the second lowest bidder"; and

WHEREAS, LandCare has agreed to assume the City-wide landscape contract as of June 1, 2020 with the Service Levels remaining the same as above with the understanding that at least one CCO will be negotiated with LandCare to reduce the Service Level for Heritage Park LLD, Peterson Ranch LLD, and Peterson Ranch TZ#3 to meet their available budgets; and

WHEREAS, the initial contract value will be \$321,729.96 annually.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City authorizes the City Manager to enter into a Public Works Agreement on behalf of the City with LandCare for landscape maintenance contract services for the City's Landscaping & Lighting Districts and Tax Zones (Districts) for a five-year contract term, to negotiate Contract Change Orders as needed to to meet available District budgets, and to authorize up to 20% in Extra Work annually, and to take any and all necessary and appropriate actions to implement this contract.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 5th of May, 2020, by the following vote:

1 **AYES:** Council Members: _____
2 **NOES:** Council Members: _____
3 **ABSENT:** Council Members: _____
4 **ABSTAIN:** Council Members: _____

5
6 **WITNESS** my hand and the seal of the City of Suisun City this 5th of May, 2020.

7 _____
8 Donna Pock, CMC,
9 Deputy City Clerk
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LEGEND
 CFD - COMMUNITY FACILITIES DISTRICT
 LLD - LANDSCAPING AND LIGHTING DISTRICT
 TZ - TAX ZONE
 PAD - PARKING ASSESSMENT DISTRICT

LANDSCAPING AND LIGHTING DISTRICTS,
 COMMUNITY FACILITIES DISTRICTS,
 AND TAX ZONES
LOCATION MAP DRAFT

DEPARTMENT OF PUBLIC WORKS
 REVISED MARCH 2019
 SUISUN CITY, SOLANO COUNTY, CALIFORNIA, 94585

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Base Service Level Bid Table

Item No.	Location of Work	Unit Price (\$) (Monthly)	Total Price (\$) (1 st Year Contract Cost)
1	Blossom	\$261.90	\$3,142.80
2	Heritage Park	\$4,386.96	\$52,643.52
3	Lawler Ranch	\$7,710.09	\$92,921.08
4	Peterson Ranch	\$7,853.50	\$94,242.00
5	Railroad Avenue	\$100.19	\$1,202.28
6	Vic Harbor - Zone A	\$927.72	\$11,132.64
7	Vic Harbor - Zone B	\$408.64	\$4,903.68
8	Vic Harbor - Zone C-D	\$208.99	\$2,507.88
9	Vic Harbor - Zone E	\$688.15	\$8,257.80
10	Vic Harbor - Zone F	\$428.61	\$5,143.32
11	Amberwood – TZ #1	\$52.27	\$627.24
12	Peterson Ranch – TZ #3	\$569.33	\$6,831.96
13	Walmart – TZ #6	\$248.92	\$2,987.04
14	Weekly Schedule & Update Report	\$1,200.00	\$14,400.00
15	Waste Reduction & Recycling Program	\$110.00	\$1,320.00
TOTAL BID:		\$25,155.27	\$302,263.24

Enhanced Service Level Bid Table			
Item No.	Location of Work	Unit Price (\$) (Monthly)	Total Price (\$) (1st Year Contract Cost)
1	Blossom	\$301.21	\$3,614.52
2	Heritage Park	\$4,921.78	\$59,061.36
3	Lawler Ranch	\$8,866.65	\$106,399.80
4	Peterson Ranch	\$9,031.54	\$108,378.48
5	Railroad Avenue	\$115.24	\$1,382.88
6	Vic Harbor - Zone A	\$1,066.90	\$12,802.80
7	Vic Harbor - Zone B	\$469.96	\$5,639.52
8	Vic Harbor - Zone C-D	\$240.36	\$2,884.32
9	Vic Harbor - Zone E	\$791.39	\$9,496.68
10	Vic Harbor - Zone F	\$492.92	\$5,915.04
11	Amberwood – TZ #1	\$60.13	\$721.56
12	Peterson Ranch – TZ #3	\$654.75	\$7,857.00
13	Walmart – TZ #6	\$286.28	\$3,435.36
14	Weekly Schedule & Update Report	\$1,200.00	\$14,400.00
15	Waste Reduction & Recycling Program	\$110.00	\$1,320.00
TOTAL BID:		\$28,609.11	\$343,309.32

AGENDA TRANSMITTAL

MEETING DATE: May 5, 2020

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-___: Authorizing the City Manager to Execute a Contract Amendment on the City's Behalf with Interwest Consulting Group to Combine the Plans, Specifications and Estimates (PS&E) for the Suisun Solano Water Authority's Waterline Replacement Project and the City of Suisun City's Asphalt Concrete Overlay Project on Civic Center Boulevard and Authorize Contract Change Orders up to an Additional \$5,000.

FISCAL IMPACT: There would be no impact to the General Fund. The cost for retaining the firm of Interwest Consulting Group to perform the additional professional services to coordinate and merge the plans, specifications and estimate construction bid package including optional tasks, is \$5,615, and the Transportation Capital Projects Fund (F115) has adequate funding to cover the cost for this professional service work.

STRATEGIC PLAN IMPACT: Provide Good Governance, Ensure Public Safety, Enhance the Environment.

BACKGROUND: The City of Suisun City is responsible for the maintenance of nearly 153 lane miles of roadway with over 13 million square feet of pavement. The goal of the Suisun City Pavement Management Program is to maintain the city's pavement in the best condition possible given the available funding. Each year, preventive maintenance treatments are performed on various city streets. These treatment projects are intended to extend the life of the pavement and avoid costlier repair or replacement of streets. Road reconstruction is only considered when preventive maintenance treatments are no longer cost-effective or feasible. The cost of reconstructing a street can exceed ten times the cost of performing a preventative maintenance treatment.

On April 2, 2019 the City Council approved Resolution 2019-32 approving the list of roadway projects for Fiscal Year 2019-20 to comply with the requirements of SB1 and staff submitted the adopted Resolution to the California Transportation Commission prior to May 1, 2019 to secure funding. The list of projects includes a resurfacing project and curb ramp upgrades to comply with the Americans with Disabilities Act (ADA) for Civic Center Boulevard.

STAFF REPORT: In May 2019, the City contracted with the firm of Interwest Consulting Group to provide the necessary engineering services to prepare the plans, specifications and estimate (PS&E) for the Civic Center Boulevard Asphalt Concrete (AC) Overlay Project (State Bill 1/Measure S Project) on Civic Center Boulevard from Lotz Way to Almond Street. The

PREPARED BY:	Nick Lozano, Associate Engineer
REVIEWED BY:	Matthew Medill, Public Works Director/City Engineer
APPROVED BY:	Greg Folsom, City Manager

contract was in the amount of \$24,970. In early 2020, the Suisun Solano Water Authority (SSWA) decided to replace its outdated waterline on Civic Center Boulevard in order to provide reliable water service to the Holiday Inn Express as well as to the future development on the parcel directly south of the hotel. The waterline replacement will be within the same segment of Civic Center Boulevard as the City's pavement resurfacing project. SSWA has contracted with Kjeldsen, Sinnock & Neudeck, Inc. (KSN) to prepare the PS&E for this waterline replacement project.

In order to maximize the collective benefits of combining the two projects, SSWA and City staff decided the PS&E for the waterline replacement project is to be incorporated in the PS&E documents for the pavement resurfacing project, in essence combining the two projects during the design and construction phases. The benefits of combining the two projects include a streamlined process for the procurement of construction services, improved coordination during the construction phase, elimination of excavating on Civic Center Boulevard after it has been resurfaced, and the probability of receiving lower bids by increasing productivity on a larger project.

On April 20, 2020, Interwest Consulting Group provided the Department a proposal to review the waterline replacement PS&E, incorporate it into its pavement resurfacing PS&E, and make any minor revisions to the combined construction bid package. The Public Works Director reviewed the proposal, including the full scope of work, and recommends approving a contract amendment with Interwest Consulting Group to combine the construction bid documents. Although the documents will be combined into one construction contract, the professional services and construction contract costs will be tracked separately for funding and budgetary purposes.

Staff recommends the City Council approve the contract amendment with Interwest Consulting Group in the amount of \$5,615 for the Civic Center Boulevard Waterline Replacement and Asphalt Concrete Overlay Project, resulting in a total design contract amount of \$30,185, which is above the City Manager's approval authority.

Potential additional contract change orders may be required to accommodate unforeseen document modifications, bid support and construction support. A 10% contingency may not provide sufficient funding for a potential contract change order for this combined waterline and paving project. Instead of a 10% contingency, staff is recommending a \$5,000 contingency to provide some flexibility to ensure any supplementary engineering work is expedited without potential delay to seek additional funding with a subsequent staff report.

This combined construction project is tentatively scheduled for advertisement in June 2020 and for construction in late Summer 2020.

RECOMMENDATION: Council Adoption of Resolution No. 2020-___: Authorizing the City Manager to Execute a Contract Amendment on the City's Behalf with Interwest Consulting Group to Combine the Plans, Specifications and Estimates (PS&E) for the Suisun Solano Water Authority's Waterline Replacement Project and the City of Suisun City's Asphalt Concrete Overlay Project on Civic Center Boulevard and Authorize Contract Change Orders up to an Additional \$5,000.

ATTACHMENTS:

1. Council Adoption of Resolution No. 2020-___: Authorizing the City Manager to Execute a Contract Amendment on the City's Behalf with Interwest Consulting Group to Combine the Plans, Specifications and Estimates (PS&E) for the Suisun Solano Water Authority's Waterline Replacement Project and the City of Suisun City's Asphalt Concrete Overlay Project on Civic Center Boulevard and Authorize Contract Change Orders up to an Additional \$5,000.
2. Location Map.
3. Interwest - Civic Center Boulevard Improvement Project – Lotz Way to Almond Street Amendment 1 Proposal and Fee Schedule dated April 24, 2020

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RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT
AMENDMENT ON THE CITY'S BEHALF WITH INTERWEST CONSULTING
GROUP TO COMBINE THE PLANS, SPECIFICATIONS ESTIMATES (PS&E) FOR
THE SUISUN SOLANO WATER AUTHORITY'S WATERLINE REPLACEMENT
PROJECT AND THE CITY OF SUISUN CITY'S ASPHALT CONCRETE OVERLAY
PROJECT ON CIVIC CENTER BOULEVARD AND AUTHORIZE CONTRACT
CHANGE ORDERS UP TO \$5,000**

WHEREAS, the City is responsible for the maintenance of nearly 153 lane miles of roadway with over 13 million square feet of pavement; and

WHEREAS, on April 2, 2019 the City Council approved Resolution 2019-32 approving the list of roadway projects for Fiscal Year 2019-20; and

WHEREAS, the list of projects includes a resurfacing project and curb ramp upgrades to comply with the Americans with Disabilities Act (ADA) for Civic Center Boulevard from Lotz Way to Almond Street; and

WHEREAS, the City executed a professional services agreement with Interwest Consulting Group in the amount of \$24,970 to prepare plans, specifications and estimates (PS&E) for the Civic Center Boulevard Asphalt Concrete Overlay Project (State Bill 1/Measure S Project) in May 2019; and

WHEREAS, in early 2020, the Suisun Solano Water Authority (SSWA) contracted with Kjeldsen, Sinnock & Neudeck, Inc. (KSN) to prepare the PS&E for replacing its outdated waterline on Civic Center Boulevard in order to provide reliable water service to the Holiday Inn Express as well as to the future development on the parcel directly south of the hotel.; and

WHEREAS, in order to maximize the collective benefits of combining the two projects, SSWA and City staff decided the PS&E for the waterline replacement project is to be incorporated in the PS&E documents for the pavement resurfacing project, in essence combining the two projects for the design and construction phases; and

WHEREAS, the Suisun City Public Works Department requested and received a proposal from Interwest Consulting Group to review the waterline replacement PS&E, incorporate it into its pavement resurfacing PS&E, and make any minor revisions to the combined construction bid package; and

WHEREAS, the Public Works Director reviewed the proposal, including the full scope of work, and recommends approving a contract amendment in the amount of \$5,615.00 with Interwest Consulting Group to combine the construction bid documents.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City authorizes the City Manager to execute a contract amendment with Interwest Consulting Group in the amount of \$5,615.00 for a resulting total design contract amount of \$30,185.00 to combine and complete the construction bid package for the Civic Center Boulevard Waterline Replacement and Asphalt Concrete Overlay Project, and to take any and all necessary and appropriate actions to implement this contract, including contract change orders up to \$5,000.

1 **PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of
2 Suisun City duly held on Tuesday, the 5th of May 2020, by the following vote:

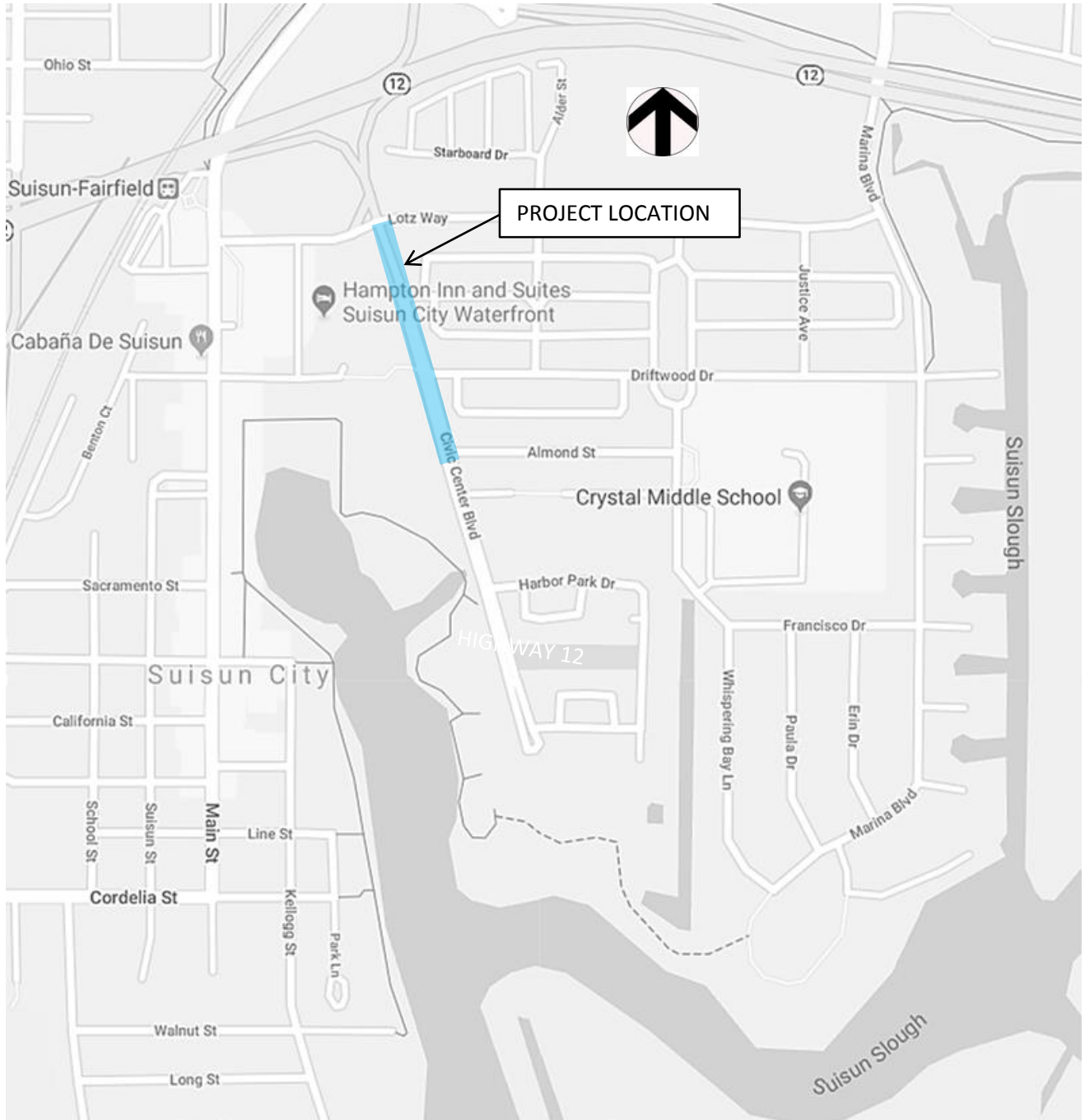
3 **AYES:** Councilmembers: _____
4 **NOES:** Councilmembers: _____
5 **ABSENT:** Councilmembers: _____
6 **ABSTAIN:** Councilmembers: _____

7 **WITNESS** my hand and the seal of said City this 5th day of May 2020.

8 _____
9 Linda Hobson, CMC
10 City Clerk
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LOCATION MAP

Civic Center Boulevard Waterline Replacement and Asphalt Concrete Overlay Project



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April 24, 2020

Matthew Medill, Public Works Director/City Engineer
City of Suisun City
Public Works Department
701 Civic Center Boulevard
Suisun City, CA 94585



Re: Civic Center Boulevard Improvement Project – Lotz Way to Almond Street

Dear Mr. Medill,

Interwest Consulting Group requests an amendment to the contract for the subject project due to additional work not under the original scope of work. The additional scope of work is for the following:

- Coordination and incorporation of SID improvements prepared by SID’s consultant engineer into the bid documents
- Coordination and incorporation of FSSD manhole renovation work into the bid documents
- Adjustment of limits of work for budget purposes.

Thank you for your consideration of this amendment request. Please contact Rick Navarro at rnavarro@interwestgrp.com or 530-304-7010 if you have any questions or would like additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Theron Roschen', written in a cursive style.

Theron Roschen, PE
Municipal Services Manager
Interwest Consulting Group, Inc.

Enclosure: Amendment Cost Proposal



Apr-20

**Civic Center Boulevard Improvement Project – Lotz Way to Almond Street
Amendment 1
City of Suisun City**

DESCRIPTION	STAFF			TOTAL
	Supv Engineer	Senior Engineer	Eng Tech	
	\$ 150	\$ 135	\$ 95	
A. Project Management				
Project Management, Coordination	1	4	2	\$ 880.00
Subtotal				\$ 880.00
B. Plans, Specifications and Estimates (90%)				
FSSD Manhole Replacement (PS&E)		3	3	\$ 690.00
SID Pipe Work (PS&E)		4	4	\$ 920.00
Subtotal				\$ 920.00
C. Final Plans, Specifications and Estimates (100%)				
FSSD Manhole Replacement (PS&E)		4	1	\$ 635.00
SID Pipe Work (PS&E)		6	4	\$ 1,190.00
Combined Title Sheet		1	3	\$ 420.00
Adjust Limits of Work (PS&E)		6	8	\$ 1,570.00
Subtotal				\$ 3,815.00
Labor Cost				\$ 5,615.00
TOTAL NOT TO EXCEED FEE				\$ 5,615.00
ORIGINAL CONTRACT AMOUNT				\$ 24,570.00
REVISED TOTAL NOT TO EXCEED FEE				\$ 30,185.00

AGENDA TRANSMITTAL

MEETING DATE: May 5, 2020

CITY AGENDA ITEM: Resolution No. 2020___: Authorizing the City Manager to Execute a Contract Services Agreement with Superior Building Services and Ratifying the Purchase Order Contract for Janitorial Service for City Facilities

FISCAL IMPACT: In FY 2019-20, funds are available and have been appropriated within the General Fund to cover the costs of these services. Service locations include: the Joseph A. Nelson Community Center (Community Center), the Police Department, and City Hall.

STRATEGIC PLAN IMPACT: Provide Good Governance. Ensure Public Safety.

BACKGROUND: In 2018, it was observed by City that the Building Maintenance Worker was being stretched too thin in being responsible for janitorial services to all City buildings in addition to performing all building repair needs that did not need to be contracted out. In response to this observation, staff reevaluated the janitorial needs of the City and a Purchase Order was issued to Superior Building Services for initial janitorial services to the Community Center and Police Department, City Hall was later added.

STAFF REPORT: On September 12, 2018, the City posted a Request for Proposals for janitorial services which included a mandatory walk-through meeting. The City received three (3) proposals in response to this RFP request. Proposal results are provided below:

Company	Cost Per Month
Superior Building Services (Fairfield)	\$4,380.00
Karla's Janitorial (San Francisco)	\$5,184.40
America-Maintenance (Fairfield)	\$8,200.00

Superior Building Services was the lowest responsible and responsive bidder and previous administrative staff entered into contract via Purchase Order #11351 on October 30, 2018 for the janitorial services for these facilities.

The established service schedule was as follows:

- Community Center – four (4) days per week
- Police Department – three (3) days per week
- City Hall – four (4) days per week

Due to discussions with Superior Building Services for some additional services, it came to the City Manager's attention that the services had been approved administratively rather than by

PREPARED BY:
APPROVED BY:

Matthew Medill, Public Works Director
Greg Folsom, City Manager

Council action. Staff recommends that Purchase Order #11351 be replaced with a contract services agreement. Staff recommends that the City Manager be authorized to execute a one-year contract services agreement for \$52,560 with Superior Building Services to perform janitorial services, and to authorize the City Manager to execute Contract Change Orders of up to 20% of the contract value annually for any additional janitorial services if deemed necessary by the City Manager. Staff further recommends that the City Manager be authorized to extend this contract services agreement for up to three (3) one-year extensions with an annual contract value adjustment increase not to exceed an annual 3% cost of living increase at the discretion of the City Manager.

RECOMMENDATION: Resolution No. 2020 __: Authorizing the City Manager to Execute a Contract Services Agreement with Superior Building Services and Ratifying the Purchase Order Contract for Janitorial Service for City Facilities

ATTACHMENTS:

1. Resolution No. 2020 __: Authorizing the City Manager to Execute a Contract Services Agreement with Superior Building Services and Ratifying the Purchase Order Contract for Janitorial Service for City Facilities.
2. Request for Proposal – 2018 Janitorial Contract.
3. Purchase Order Contract #11351 issued to Superior Building Services.

RESOLUTION NO. 2020-

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**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT SERVICES
AGREEMENT WITH SUPERIOR BUILDING SERVICES AND RATIFYING THE
PURCHASE ORDER CONTRACT FOR JANITORIAL SERVICES FOR CITY
FACILITIES**

WHEREAS, On September 12, 2018, the City posted a Request for Proposals for janitorial services; and

WHEREAS, Superior Building Services was the lowest responsible and responsive bidder and the Administrative Services Director entered into contract via Purchase Order 3310-9-11351 on October 30, 2018 for the janitorial services for these facilities; and

WHEREAS, Staff has concluded that the monthly contract value of \$4,380 when extrapolated into an annual contract value has a sum value of \$52,560 exceeding the City Manager’s purchasing authority; and

WHEREAS, Staff recommends that the City Council ratify the Purchase Order #11351 contract at this time; and

WHEREAS, Staff recommends that the Purchase Order #11351 be replaced with a contract services agreement; and

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

- Authorize the City Manager to execute a one-year contract services agreement with Superior Building Services for \$52,560 to perform janitorial services and authorize the City Manager to annually execute Contract Change Orders for up to 20% of the contract value for any additional janitorial services if deemed necessary by the City Manager.
- Authorize the City Manager to extend this contract services agreement for up to three (3) one-year extensions with an annual contract value adjustment increase not to exceed an annual 3% cost of living increase.
- Authorize the City Manager to amend the specific facilities where work is being performed as needed; and
- Ratify Purchase Order #11351 issued to Superior Building Services for janitorial work for Joseph A. Nelson Community Center, Police Department, and City Hall.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 5th day of May 2020, by the following vote:

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

WITNESS my hand and the seal of said City this 5th day of May 2020.

Linda Hobson, CMC
City Clerk

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CITY COUNCIL

Pedro "Pete" Sanchez, *Mayor*
Lori Wilson, *Mayor ProTem*
Jane Day
Mike Hudson
Michael Segala



Item 7
Attachment 2
CITY COUNCIL MEETING
First and Third Tuesday
Every Month

CITY OF SUISUN CITY

701 Civic Center Blvd.
Suisun City, California 94585

Incorporated October 9, 1868

September 12, 2018

Request for Proposal (RFP)
Janitorial Services for City Facilities:
City Hall, Police Dept., and Joseph A. Nelson Community Center

General: Suisun City seeks proposals for janitorial services for the City Hall, Police Department, and Joseph A. Nelson Community Center.

Project Description: These City facilities need weekly janitorial services that include, but are not limited to, general cleaning, periodic cleaning, specific area cleaning, general office cleaning, cleaning the conference rooms, vacuuming around work stations, breakroom cleaning, corridors & hallways, all restrooms, trash, hard floors, carpeted floor areas, and exterior maintenance.

Required work: In general, the work consists of a contractor supplying all labor and methods of process to complete this work. The City will provide paper products, cleaning supplies, and equipment.

Specifications, bid schedule and location map follow.

Contractor Requirements:

It is the intent to award the contract for all locations. The City reserves the right to change or modify the scope of the work. For City budgeting purposes, please provide the cost of each bid items.

Contractors will need to provide a job reference list.

After the contract has been awarded, the Contractor will need to provide proof of current license(s), obtain a Suisun City Business License and submit insurance certificates naming Suisun City as additionally insured. The Contractor and/or the Contractor's employees will need to be fingerprinted before performing work inside the Police Department; employees who decline or fail this basic background investigation will not be permitted inside the Police Department secure areas. The intent is to execute a Contract Services Agreement for a three-year term with two additional optional contract renewals for two years each.

DEPARTMENTS: AREA CODE (707)
ADMINISTRATION 421-7300 ■ PLANNING 421-7200 ■ BUILDING 421-7310 ■ FINANCE 431-7320
FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340
DEVELOPMENT SERVICES 421-7309 ■ FAX 421-7366

RFP responses are due by 2 p.m. Tuesday, October 2, 2018 at:

**Suisun City Hall
Building / Public Works Dept.
701 Civic Center Boulevard
Suisun City, CA 94585.**

If you would like to schedule a walk-through of the facilities, please contact Gemma Geluz at ggeluz@suisun.com to schedule a date and time before September 26, 2018.

The last day to ask questions is on Wednesday, September 26th at 2 pm. Please direct all questions in writing to:

Jeff Downey, Recreational Supervisor
Email: jdowney@suisun.com

Kris Lofthus, Director
Email: klofthus@suisun.com

Recreation, Parks and Marina Department
City of Suisun City
611 Village Drive
Suisun City, CA 94585
(707) 421-7200

SPECIFICATIONS

**City Hall Lobby, Offices, and Council Chambers
701 Civic Center Blvd. (Right building)**

Service provided: 4 days a week (Monday – Thursday)

General Cleaning and Lobby Area

- | | |
|---|-----------------|
| • Clean entrance/exit glass doors | 4 days per week |
| • Spot clean interior glass and windows | 1 day per week |
| • Clean/wipe all horizontal and vertical surfaces | 1 day per week |
| • Empty all trash | 4 days per week |
| • Sweep and mop all hard surface floors | 4 days per week |
| • Vacuum all floor mats and carpeted area | 4 days per week |
| • Water plants | 1 day per week |
| • Clean and polish all water fountains | As needed |

Periodic Cleaning

- | | |
|---|----------------|
| • Dust window sills, blinds, fire sensors and cobwebs as needed | 1 day per week |
| • Detail dust – high and low areas as needed | 1 day per week |
| • Clean/dust air intake and ceiling vents as needed | As needed |
| • Detail vacuum cloth furniture as needed | As needed |
| • Spot clean carpet stains or spills as needed | As needed |

General Offices/Cubicle Workstations

- | | |
|--|-----------------|
| • Spot clean all walls, light switches and doors as needed | 1 day per week |
| • Clean/dust all horizontal and vertical surfaces, i.e., counters, bookshelves, desk ledges (not including desktops) as needed | 1 day per week |
| • Empty trash, replace liner each time | 4 days per week |
| • Detail vacuum all carpet | 2 days per week |
| • All hard floors swept, dust mopped and mopped | 2 days per week |

Meeting/Conference Rooms

- | | |
|---|-----------------|
| • Spot clean all walls, light switches and doors | 1 day per week |
| • Clean/dust all horizontal and vertical surfaces | 1 day per week |
| • Empty trash, replace liner each time | 4 days per week |
| • Detail vacuum all carpet | 4 days per week |
| • Arrange furniture | 4 days per week |

Breakroom and Hallway sink area

- Spot clean all wall, light switched and doors 1 day per week
- Restock paper and soap products 4 days per week
- Clean/wipe exterior of cabinets 1 day per week
- Clean/wipe sink and counter area 4 days per week
- Clean exterior of refrigerator 1 day per week
- Clean interior/exterior of microwaves 1 day per week
- Clean/wipe all tables and chairs 4 days per week
- Empty trash, replace liner each time 4 days per week
- Sweep and mop floors 4 days per week

Corridors and Hallways

- Spot clean wall, doors and light switches 1 day per week
- Detail vacuum all carpet 2 days per week

All Restrooms

- Restock paper and soap products 4 days per week
- Clean sink and countertops 4 days per week
- Clean and polish restrooms dispensers and fixtures 4 days per week
- Clean and polish restroom metal and mirrors 4 days per week
- Clean and disinfect sanitary napkins dispensers 4 days per week
- Clean and disinfect all toilets and urinals 4 days per week
- Spot clean tile walls and toilet partitions 4 days per week
- Sweep and mop floors 4 days per week

Trash and Recycling

- All trash is to be emptied, use new liners each time 4 days per week
- Clean/wipe all trashcan lids 4 days per week
- Take trash to dumpster 4 days per week
- All recycling to be emptied and taken to Recycling dumpster 4 days per week

Exterior Maintenance

- Check and pickup entrance area for trash 4 days per week

Council Chambers

- Clean/wipe all horizontal and vertical surfaces 1 day per week
- Vacuum all carpet 1 day per week
- Sweep and mop all hard surface floors 1 day per week

Police Department
701 Civic Center Blvd. (Left building)

Service Provided: 3 days per week

General Cleaning and Lobby Area

- Clean entrance/exit glass doors 3 days per week
- Spot clean interior glass and windows 1 day per week
- Clean/wipe all horizontal and vertical surfaces 1 day per week
- Empty all trash 3 days per week
- Sweep and mop all hard surface floors 3 days per week
- Vacuum all floor mats and carpeted area 3 days per week

Periodic Cleaning

- Dust window sills, blinds, fire sensors and cobwebs as needed 1 day per week
- Detail dust – high and low areas as needed 1 day per week
- Clean/dust air intake and ceiling vents as needed As needed
- Detail vacuum cloth furniture as needed As needed
- Spot clean carpet stains or spills as needed As needed

Dispatch Area

- Spot clean all wall, light switches and doors 1 day per week
- Clean/wipe all horizontal and vertical surfaces 1 day per week
- Empty trash, replace liner each time 3 days per week
- Sweep hard surface floors 3 days per week
- Damp mop hard surface floors 3 days per week
- Detail vacuum under and around all furniture 3 days per week
- Arrange furniture 3 days per week

Waiting Area

- Spot clean all wall, light switches and doors 1 day per week
- Clean/wipe all horizontal and vertical surfaces 1 day per week
- Empty trash, replace liner each time 3 days per week
- Detail vacuum all carpet 3 days per week
- Arrange furniture 3 days per week

General Offices

- Spot clean all walls, light switches and doors as needed 1 day per week
- Clean/dust all horizontal and vertical surfaces, i.e., desks, shelves, etc. as needed 1 day per week
- Empty trash, replace liner each time 3 days per week
- Detail vacuum all carpet 3 days per week
- Arrange furniture 3 days per week

Meeting/Conference Room

- Spot clean all walls, light switches and doors 1 day per week
- Clean/dust all horizontal and vertical surfaces, i.e., desks, shelves, etc., as needed 1 day per week
- Empty trash, replace liner each time 3 days per week
- Detail vacuum all carpet 3 days per week
- Arrange furniture 3 days per week

Cubicle Work Stations

- Clean/dust workstations horizontal and vertical surfaces 1 day per week
- Empty trash, replace liner each time 3 days per week
- Detail vacuum under and around work station 3 days per weeks
- Arrange furniture 3 days per week

Breakroom

- Spot clean all wall, light switched and doors 1 day per week
- Restock paper and soap products 3 days per week
- Clean/wipe exterior of cabinets 1 day per week
- Clean/wipe sink and counter area 3 days per week
- Clean exterior of refrigerator 3 days per week
- Clean interior/exterior of microwaves 3 days per week
- Clean/wipe all tables and chairs 3 days per week
- Empty trash, replace liner each time 3 days per week
- Sweep and mop floors 3 days per week

Corridors and Hallways

- Spot clean wall, doors and light switches 1 day per week
- All hard floors swept, dust mopped and mopped 3 days per week
- Detail vacuum all carpet 3 days per week

All Restrooms

- Restock paper and soap products 3 days per week
- Clean sink and countertops 3 days per week
- Clean and polish restrooms dispensers and fixtures 3 days per week
- Clean and polish restroom metal and mirrors 3 days per week
- Clean and disinfect sanitary napkins dispensers 3 days per week
- Clean and disinfect all toilets and urinals 3 days per week
- Spot clean tile walls and toilet partitions 3 days per week
- Sweep and mop floors 3 days per week

Trash

- All trash is to be emptied, use new liners each time 3 days per week
- Clean/wipe all trashcan lids 3 days per week
- Take trash to dumpster 3 days per week

Exterior Maintenance

- Check and pickup entrance area for trash 3 days per week

**Joseph A. Nelson Community Center
 611 Village Dr.**

Service Provided: 4 days a week

General Cleaning

- Clean and polish all water fountains As needed
- Clean / Wipe all horizontal and vertical surfaces 4 days per week
- Empty all trash 4 days per week
- Sweep and mop all hard surface floors 4 days per week
- Vacuum all carpeted areas 4 days per week

Periodic Cleaning

- Dust window sills, blinds, fire sensors and cobwebs as needed As needed
- Detail dust - high and low areas as needed As needed
- Clean /Dust air intakes and ceiling vents as needed As needed
- Spot clean carpet stains or spills as needed As needed

Entrance Lobby

- Spot clean all walls, light switches and doors 4 days per week
- Clean/Dust all horizontal and vertical surfaces 4 days per week
- Clean entrance/exit glass doors As needed
- Spot clean inside windows As needed
- Spot clean interior glass 4 days per week
- Clean and Polish all water fountains As needed
- Empty trash, replace liner each time 4 days per week
- Sweep and mop all hard surface floors 4 days per week
- Detail vacuum all carpet 4 days per week
- Arrange furniture 4 days per week

Open Gathering Area

- Spot clean all walls, light switches and doors as needed 4 days per week
- Clean/Dust all horizontal and vertical surfaces, i.e. desks, shelves, etc., as needed 4 days per week
- Clean all tables and chairs 4 days per week
- Empty trash, replace liner each time 4 days per week
- Sweep and mop all hard surface floors 4 days per week
- Detail vacuum all carpet 4 days per week
- Arrange tables, chairs and furniture 4 days per week

Resource all-purpose rooms

- Spot clean all walls, light switches and doors as needed 4 days per week
- Clean/Dust all horizontal and vertical surfaces, i.e. desks, shelves, etc., as needed 4 days per week
- Empty trash, replace liner each time 4 days per week
- Sweep and mop floors 4 days per week
- Detail vacuum all carpet 4 days per week
- Arrange Furniture 4 days per week

Kitchen Serving Area

- Clean / Wipe all horizontal and vertical surfaces On request
- Clean / Wipe sink area On request
- Restock paper and soap products As needed
- Clean exterior of refrigerator and stove On request
- Clean / Wipe exterior of cabinets On request
- Empty all trash 4 days per week
- Sweep and mop floors On request

Corridors and Hallways

- Spot clean walls, doors and light switches 4 days per week
- All hard floors swept, dust-mopped and mopped 4 days per week
- Detail vacuum all carpet 4 days per week

All Restrooms

- Restock paper and soap products 4 days per week
- Clean sinks and countertops 4 days per week
- Clean and polish restroom dispensers and fixtures 4 days per week
- Clean and polish restroom metal and mirrors As needed
- Clean and disinfect sanitary napkin dispensers 4 days per week
- Clean and disinfect all toilets and urinals 4 days per week
- Spot clean tile walls and toilet partitions 4 days per week
- Sweep and mop floors 4 days per week

Trash

- All trash is to be emptied, use new liners each time 4 days per week
- Clean/Wipe all trash can lids 4 days per week
- Take trash to dumpster 4 days per week

Hard Floors

- All hard floors swept, vacuumed or dust mopped 4 days per week
- All hard floors wet mopped lightly 4 days per week

Carpeted Floor Areas

- Vacuum all entrance mats and rugs 4 days per week
- Vacuum all carpeted areas 4 days per week
- Detail vacuum under and around all furniture 4 days per week

Exterior Maintenance

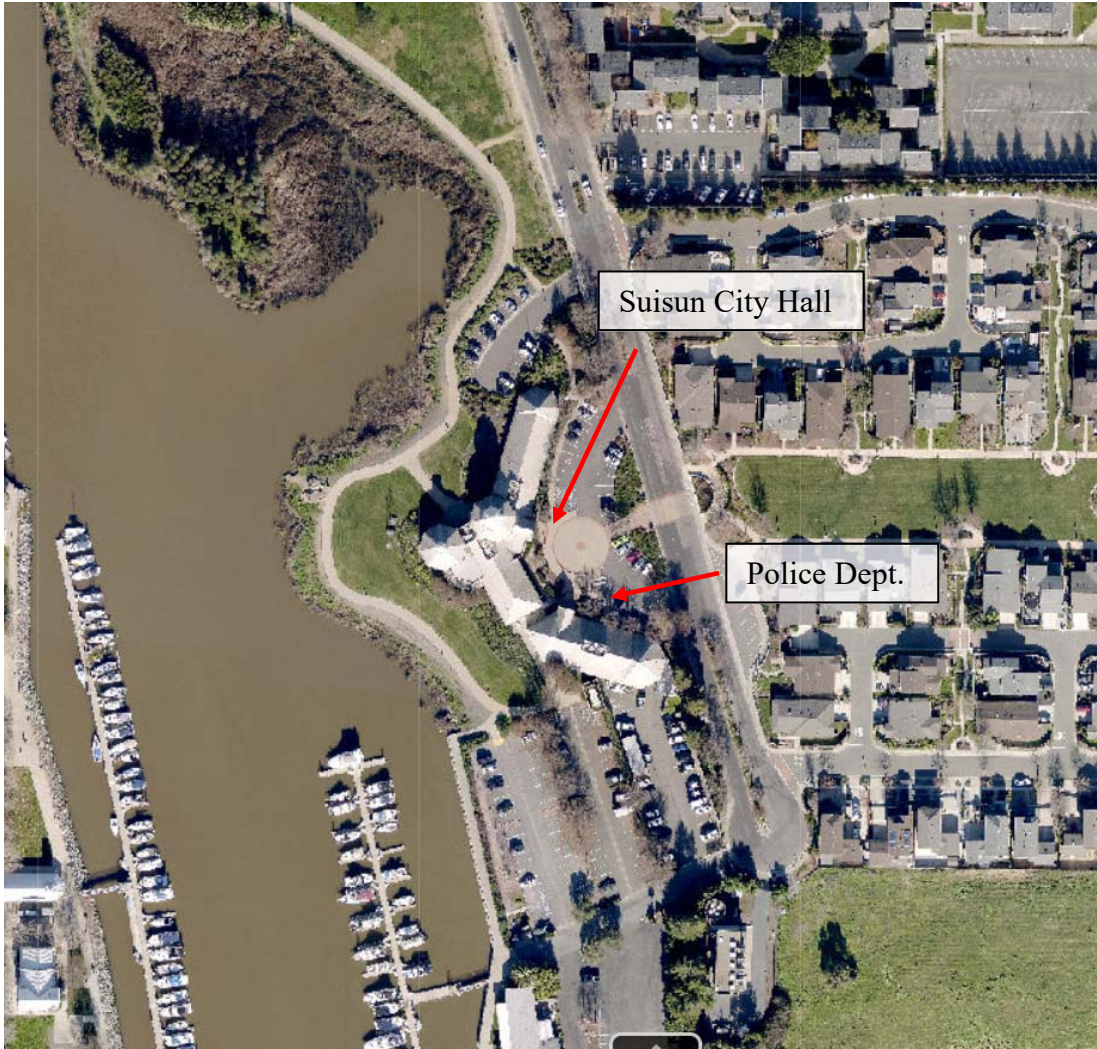
- Check and pickup entrance area for trash As needed

End of Night

- Turn off lights and lock doors per instructions 4 days per week
- Set alarm per instructions 4 days per week

LOCATION MAP

Suisun City Hall and Police Department
701 Civic Center Boulevard



LOCATION MAP

Joseph A. Nelson Community Center
611 Village Drive



BID SCHEDULE

City Hall Janitorial Services				
Item No.	Description	Qty	Unit	Unit Price
1	City Hall Services, Cost per month	1	LS	
2	Police Department Services, Cost per month	1	LS	
3	Joseph A. Nelson Community Center, Cost per month	1	LS	
	BASE BID TOTAL			
Written bid amount:				

Project will be awarded on the total base bid.

Sample of Contract Services Agreement

General Liability Form

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PURCHASE ORDER

CITY OF SUISUN CITY

701 CIVIC CENTER BOULEVARD
SUISUN CITY, CA 94585

Item 7
Attachment 3

VENDOR CODE _____

33109-11351

It is each Department's responsibility to complete each PO IN FULL prior to submission for approval of purchase.

REMIT INVOICE TO:
CITY OF SUISUN CITY / ACCOUNTS PAYABLE
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CA 94585

VENDOR

Superior Building Services
1070 Horizon Dr., Suite I
Fairfield, CA 94533

TAX ID # _____

SHIP TO

DEPT: Building

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS		
10/30/18						
QUAN	ITEM #	RC	B/O	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
				Janitorial Services for City Facilities: City Hall, PD, and Joseph A. Community Ctr		
				Monthly cost: City Hall		\$1560.00 ✓
				Police Dept.		\$1300.00 ✓
				Community Center		\$1520.00
				Total Monthly Cost		\$4,380.00
				See attached RFP		

FUND	ACCOUNT #	DEPARTMENT	COST CTR	AMOUNT
1	010	91425	3350 /	\$2,062.00
2	010	91425	8750	\$1,520.00
3				
4				
5				
6				
7				
8				
9				
10				
TOTAL				

TOTAL THIS PAGE	X
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SALES TAX ON (A)	
SHIPPING HANDLING / ON (A)	
GRAND TOTAL	

per month (A)
per month

DEPT. SIGNATURE _____
FINANCE DEPT. SIGNATURE _____
CITY MANAGER'S SIGNATURE _____
SPECIAL INSTRUCTIONS

UNDER \$1,000.00 - P.O. REQUIRED • DEPT. HEAD SIGNATURE
\$1,000.00 - \$5,000.00 - P.O. WITH QUOTES REQUIRED - DEPT. HEAD, FINANCE & CITY MANAGER APPROVAL
\$5,000.00 & OVER - P.O. WITH FORMAL BID - DEPT. HEAD, FINANCE & CITY MANAGER APPROVAL

CHECK NO. _____ CHECK DATE. _____

SUPERIOR BUILDING SERVICES

1070 Horizon Dr., Suite I
Fairfield, CA 94533

October 16, 2018

City of Suisun City
701 Civic Center Blvd.
Suisun City, CA 94585

Attention: Gemma Geluz & Jeff Downey
Reference: Janitorial service

Dear Gemma and Jeff:

In accordance with our recent conversation, we herewith submit the following proposal.

SERVICES

We will perform all janitorial services according to the RFP work schedule specifications and the addendum in Clarification No. 1 previously provided by the City of Suisun.

Note: The two main changes in the work schedule in the Clarification No. 1 addendum are that the vacuuming in the finance office is now one day a week instead of two and wet mopping in the large halls of the Community Center is two days instead of four. We will also clean the offsite police location on Peterson rd. on request, not exceeding two days per month.

SUPPLIES AND EQUIPMENT

We will furnish all cleaning supplies and equipment necessary to perform said services. Suisun City will furnish all consumable products (paper towels, tissue, toilet seat covers, liners, hand soaps, etc.), which can be purchased through SBS if desired.

SUPERVISION

The work performed by our personnel will be properly supervised and you will be assured of satisfactory service.

INSURANCE

Superior Building Services is an equal opportunity employer insured with \$1,000,000 umbrella (maximum protection policy). All of our employees are covered by Worker's Compensation Insurance and Public Liability and Property Damage Insurance.

City of Suisun City
October 16, 2018
Page Two

VACATIONS AND HOLIDAYS

We allow our employees vacations and holidays in accordance with the general practice in this area. Work performed on holidays, when requested, shall be charged on an overtime basis.

VALUATION

The amount asked to perform the above – mentioned service is FOUR THOUSAND THREE HUNDRED EIGHTY DOLLARS (\$4,380.00) per month.

CONTRACT TERMS

This agreement, should it become one, is effective for three years from date with two additional optional contract renewals for two years each. However, either party may terminate it by giving a thirty-day written notice of intention to terminate this agreement. After the expiration, this agreement may continue as provided, herein on a month to month basis as long as both parties are satisfied until one party gives the other party a thirty-day written notice of intention to terminate. Based on increases in labor or material costs, we reserve the right to request an increase from time to time if needed.

Gemma and Jeff, we hope these specifications are satisfactory to you and we thank you for giving us the opportunity to submit our proposal.

Sincerely,

SUPERIOR BUILDING SERVICES, INC.

Regina McMurtrie Blanton, CFO

APPROVED _____ 

TITLE Regina McMurtrie Blanton, CFO

DATE 10-23-18

EFFECTIVE 11-1-19

PRCITYOFSUISUNCITY

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AGENDA TRANSMITTAL

MEETING DATE: May 5, 2020

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-___: Authorizing Application For, And Receipt Of, Local Government Planning Support Grant Program Funds.

FISCAL IMPACT: The fiscal impact associated with this item is a grant amount of up to \$150,000. LEAP Planning Grants Program does not require a local financial commitment or “match” from local jurisdictions requesting grant funds. The funding provides the opportunity for Suisun City to address certain best practice policies related to state-mandated housing requirements in a manner that minimizes costs to the general fund and demands on staff resources. City staff time required for administering the grant applications and managing the projects funded by the grant would be absorbed as part of the staff workload and would have no additional impact on the City’s General Fund.

STRATEGIC PLAN: Provide Good Governance, and Ensure Fiscal Solvency.

BACKGROUND: The Local Early Action Planning Grants Program (LEAP Program) is part of the broader program formerly known as the Local Government Planning Support Grants Program, which was established as part of the 2019-20 Budget Act. The 2019-20 Budget Act provides a spectrum of support, incentives, resources and accountability to meet California’s housing goals. LEAP provides one-time grant funding to cities and counties to update their planning documents and implement process improvements that will facilitate the acceleration of housing production and help local governments prepare for their 6th cycle Regional Housing Needs Assessment (RHNA) much like the SB2 Planning Grants. Some specific elements include:

The Public Grants Program (PGP) is a one-time component of LEAP that, among other provisions, provides financial and technical assistance to local governments to update planning documents to provide:

- Planning Support (local and regional planning grants);
- Incentives (Pro-housing preference and infill incentive grants);
- Funding Resources • Accountability (penalties for noncompliant housing plans);
- Reform (collaborative processes to reform regional housing needs).

On January 27, 2020 the Department of Housing and Community Development (HCD) released the Notice of Funding Availability (NOFA) for approximately \$119 million statewide under the 2019-20 Budget Act. A Small Locality, defined as $\leq 59,999$ people, is eligible for up to \$150,000 in funding.

Staff brought forward a discussion and direction item on September 3, 2019 and consent item to the October 22, 2019 City Council meeting with information regarding SB2 and upcoming funding coming from the State. LEAP is an extension of SB2.

PREPARED BY:
APPROVED BY:

Joann Martinez, Assistant Planner
Greg Folsom, City Manager

STAFF REPORT: Per the California Department of Housing and Community Development (HCD) website, “The program will provide grants through a noncompetitive, over-the-counter process to eligible local governments (cities and counties) who meet the following requirements: Eligible activities must:

- Accelerate housing production
- Facilitate compliance to implement the sixth-cycle Regional Housing Needs Assessment.

Eligible activities include:

- Revamping local planning processes to speed up housing production;
- Objective Preparing and adopting Housing Elements of the General Plan that include an implementation component to facilitate compliance with the sixth cycle RHNA.

The call for applications for grant funding is open for a little over six months, through July 1, 2019. Since the funding became available, staff has been communicating with HCD’s technical assistance team to assure the City submits a complete application once that time comes as the funding is not competitive, but there is an expectation that many communities will submit closer to the deadline. HCD anticipates that the time frame for awarding the grant is approximately two to three months from the date of application filing.

Staff informally solicited some responses from Permitting Software and Planning firms to get a better understanding what could be done with the funds and what they thought were the best use of the available funds. As a result of the informal outreach, below is a summary of what the scope of work could look like:

- The City will be replacing its outdated DOS-based permitting system with a new GIScentric planning and permitting database and will be migrating over to an electronic plan review system. These new technologies will accelerate the housing development permitting process by streamlining the application submittal processes and reducing plan review turnaround times. The City is projecting that with the new systems and customer interface, the permitting processing time will be cut by an average of 40 percent. These efficiencies and improved customer experience will be instrumental in accelerating housing development in the City.
- Purchasing hardware for the Permitting Software.
- Update the Housing Element and Zoning Code to ensure that inclusion of an implementation component to facilitate compliance with the sixth cycle RHNA.

RECOMMENDATION: It is recommended that the City Council adopt:

1. Resolution No. 2020-___: Authorizing Application For, And Receipt Of, Local Government Planning Support Grant Program Funds.

ATTACHMENTS:

1. Council Resolution No. 2020-___: Authorizing Application For, And Receipt Of, Local Government Planning Support Grant Program Funds.

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RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING APPLICATION FOR, AND RECEIPT OF, LOCAL GOVERNMENT
PLANNING SUPPORT GRANT PROGRAM FUNDS.**

WHEREAS, pursuant to Health and Safety Code 50515 et. Seq, the Department of Housing and Community Development (Department) is authorized to issue a Notice of Funding Availability (NOFA) as part of the Local Government Planning Support Grants Program (hereinafter referred to by the Department as the Local Early Action Planning Grants program or LEAP); and

WHEREAS, the City Council of the City of Suisun City desires to submit a LEAP grant application package (“Application”), on the forms provided by the Department, for approval of grant funding for projects that assist in the preparation and adoption of planning documents and process improvements that accelerate housing production and facilitate compliance to implement the sixth cycle of the regional housing need assessment; and

WHEREAS, the Department has issued a NOFA and Application on January 27, 2020 in the amount of \$119,040,000 for assistance to all California Jurisdictions;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUISUN CITY RESOLVES AS FOLLOWS:

SECTION 1. The City Council is hereby authorized and directed to apply for and submit to the Department the Application package.

SECTION 2. In connection with the LEAP grant, if the application is approved by the Department, the City Manager of the City of Suisun City is authorized to submit the application, enter into, execute, and deliver a State of California Agreement (Standard Agreement) for the amount of \$150,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the LEAP grant, the Applicant’s obligations related thereto, and all amendments thereto; and

SECTION 3. The Applicant shall be subject to the terms and conditions as specified in the NOFA, and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application will be enforceable through the fully executed Standard Agreement. Pursuant to the NOFA and in conjunction with the terms of the Standard Agreement, the Applicant hereby agrees to use the funds for eligible uses and allowable expenditures in the manner presented and specifically identified in the approved Application.

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PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 5th day of May 2020, by the following vote:

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

WITNESS my hand and the seal of said City this 5th day of May 2020.

Donna Pock, CMC
Deputy City Clerk

AGENDA TRANSMITTAL

MEETING DATE: May 5, 2020

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-___: Establishing an Economic Pandemic Impact Citizen’s Advisory Committee.

FISCAL IMPACT: The fiscal impact to the City will be less than \$5,000 and can be absorbed into the existing budget.

STRATEGIC PLAN IMPACT: Develop Sustainable Economy. Provide Good Governance. Ensure Fiscal Solvency.

BACKGROUND: The City Council on February 5, 2019 endorsed the creation of Citizen’s Advisory Committees. As provided for in the Background section of the February 5, 2019 Staff Report, the creation of the Committees was one more step towards establishing an organizational culture that champions civic engagement in Suisun City by the current City Council. On February 19, 2019, the City Council established the Environment & Climate, Public Safety & Emergency Management, and Lighting & Landscape Advisory Committee.

STAFF REPORT: The COVID-19 pandemic and the resulting Shelter at Home Health Orders have had a significant impact on the fiscal health of both the City and local businesses. Local businesses are the backbone of Suisun City’s economy and a source of fiscal strength. The purpose of this committee is to discuss best practices in jumpstarting our economy in a safe and healthy way, ensure our businesses have the support they need to reopen, and identify ways to expand businesses or services in our City.

The adoption of this Committee by resolution is the first step in process of implementation. The next step would be for the Mayor and City Council to appoint members of the public to the Committee. Staff envisions the Economic Pandemic Impact Committee (EPIC) being formed within the next 30 days, with City Council making appointments at the May 19th meeting. This date is within the government code requiring a 10 day public notice, however less than 20 days as adopted in the Council Norms and Procedures.

The structure of EPIC will mirror the existing Citizen’s Advisory Committees. Membership will be for one-year, confirmed by the full Council, and determined as follows:

- A. Total Membership: 17 members, 15 appointed by the Mayor and City Council with full voting rights, 2 non-appointed with no voting rights consisting of the Mayor and City Manager, as Chair and Vice Chair respectively.
 - a. At-Large Members: 5 members appointed by a member of the Council. These members should have expertise or experience which would add value to the discussion of economic recovery for Suisun City.
 - b. Stakeholder Members: 10 members appointed by the Mayor in consultation with the City Manager representing economic stakeholders in our community.

PREPARED/REVIEWED/APPROVED BY:

Greg Folsom, City Manager

- i. 4 members. Small and large businesses of any type locating within city limits. Size of businesses is defined by number of employees - small is 15 or fewer employees and large is more than 15 employees. The desire is to have 50% representation of each but is flexible depending on the nominations.
- ii. 1 member. Non-profit organization located within city limits.
- iii. 1 member. Locally owned Restaurant located within city limits.
- iv. 1 member. Business member of the Downtown Waterfront Business Improvement District.
- v. 3 members. A board member from the Fairfield-Suisun Chamber of Commerce, the Solano County Black Chamber of Commerce, and the Solano Hispanic Chamber of Commerce.

B. Selection of Members:

- a. Individuals desiring to be selected as an “At-Large” member, should reach out to Councilmembers directly. In addition, Councilmembers should actively seek out individuals as well. These individuals could be members of the business community that were not selected as a Stakeholder Member.
- b. Individuals desiring to be selected as a “Stakeholder” member, should self-nominate by sending an email to mayor@suisun.com with the subject line “EPIC Stakeholder Member” and in the body of the email include the stakeholder membership you desire to represent and a brief explanation of your business and why you should be selected for this committee. Self-nomination should be submitted by Friday, May 15, 2020 at 8:00pm.
- c. Stakeholder Members consisting of the three local Chambers will be made by direct appointment in discussion with Presidents of the Chambers.

RECOMMENDATION: Council Adoption of Resolution No. 2020-__: Establishing an Economic Pandemic Impact Citizen’s Advisory Committee.

ATTACHMENTS:

- 1. Resolution No. 2020 - __: Establishing an Economic Pandemic Impact Citizen’s Advisory Committee.

RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL ESTABLISHING AN ECONOMIC
PANDEMIC IMPACT CITIZEN’S ADVISORY COMMITTEE**

WHEREAS, on February 5, 2019, the City Council endorsed the formation of Citizen’s Advisory Committees, establishing an organizational culture that champions civic engagement in Suisun City by the current City Council; and

WHEREAS, the City Council purpose in establishing the Economic Pandemic Impact Citizen’s Advisory Committee (EPIC) is a desire to implement best practices to jump start our economy in a safe and healthy way, ensure our businesses have the support they need to reopen, and identify ways to expand businesses or services; and

WHEREAS, once established, Staff will begin working on a suggested work program for the Committees.

NOW THEREFORE BE IT RESOLVED, that the formation and membership of the Economic Pandemic Impact Citizen’s Advisory Committee will mirror the Citizen’s Advisory Committees. Membership will be for one-year, confirmed by the full Council, and determined as follows:

- A. **Total Membership:** 17 members, 15 appointed by the Mayor and City Council with full voting rights, 2 non-appointed with no voting rights consisting of the Mayor and City Manager, as Chair and Vice Chair respectively.
 - a. At-Large Members: 5 members appointed by a member of the Council. These members should have expertise or experience which would add value to the discussion of economic recovery for Suisun City.
 - b. Stakeholder Members: 10 members appointed by the Mayor in consultation with the City Manager representing economic stakeholders in our community.
 - i. 4 members. Small and large businesses of any type locating within city limits. Size of businesses is defined by number of employees - small is 15 or fewer employees and large is more than 15 employees. The desire is to have 50% representation of each but is flexible depending on the nominations.
 - ii. 1 member. Non-profit organization located within city limits.
 - iii. 1 member. Locally owned Restaurant located within city limits.
 - iv. 1 member. Business member of the Downtown Waterfront Business Improvement District.
 - v. 3 members. A board member from the Fairfield-Suisun Chamber of Commerce, the Solano County Black Chamber of Commerce, and the Solano Hispanic Chamber of Commerce.
- B. **Selection of Members:**
 - a. Individuals desiring to be selected as an “At-Large” member, should reach out to Councilmembers directly. In addition, Councilmembers should actively seek

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out individuals as well. These individuals could be members of the business community that were not selected as a Stakeholder Member.

- b. Individuals desiring to be selected as a “Stakeholder” member, should self-nominate by sending an email to mayor@suisun.com with the subject line “EPIC Stakeholder Member” and in the body of the email include the stakeholder membership you desire to represent and a brief explanation of your business and why you should be selected for this committee. Self-nomination should be submitted by Friday, May 15, 2020 at 8:00pm.
- c. Stakeholder Members consisting of the three local Chambers will be made by direct appointment in discussion with Presidents of the Chambers.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 5th day of May 2020, by the following vote:

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

WITNESS my hand and the seal of said City this 5th day of May 2020.

 Donna Pock, CMC
 Deputy City Clerk

AGENDA TRANSMITTAL

MEETING DATE: May 5, 2020

CITY AGENDA ITEM: Second Amendment to the Suisun City Management and Professional Employees Association (SCMPEA) Memorandum of Understanding (MOU) 2018-20

- a. Council Adoption of Resolution No. 2020-___ :- Approving a Second Amendment to the Memorandum of Understanding (MOU) between the City of Suisun City and the Suisun City Management and Professional Employees Association (SCMPEA) effective December 28, 2018 through December 31, 2020, to Amend the Certification and Education Incentive Pay and Executive Leave Provisions of the MOU

FISCAL IMPACT: The fiscal impact of the Second Amendment to the SCMPEA MOU 2018-20 is expected to be an increase of approximately \$9,000 during the current fiscal year. The projected FY2020-21 costs are approximately \$17,700. These costs can be absorbed by realized savings in current appropriations.

STRATEGIC PLAN IMPACT: Ensure Public Safety. Provide Good Governance

BACKGROUND: On February 5, 2019, the City Council approved a Memorandum of Understanding between the City of Suisun City (City) and the Suisun City Management and Professional Employees Association (SCMPEA), effective December 28, 2018 through December 31, 2020 (SCMPEA MOU 2018-20) with the adoption of Resolution No. 2019-04. The SCMPEA MOU provided for a number of reopeners under Article XLVI, Section 4, including if any other bargaining group's contract has more advantageous applicable compensation provisions and a reopener beginning August 1, 2019, for negotiations between the parties to further address having the employees' total compensation be within 90% of the mean as defined within the 2018 Compensation Report.

On January 14, 2020, the City Council approved a First Amendment to the SCMPEA MOU 2018-20 with the adoption of Resolution No. 2020-05 to amend the Flexible Benefits Options, Executive Leave Hours, and Vacation Accrual Provisions.

STAFF REPORT: The City and SCMPEA's authorized labor relations representatives have met and conferred in good faith pursuant to the requirements of the Meyers-Miliias-Brown Act, codified as Gov't Code Sections 3500-3511, regarding certain reopeners in the SCEA MOU 2018-20, and reached a Tentative Agreement on a Second Amendment (attached as Exhibit "A" to the proposed resolution) to amend the certification and education incentive pay and executive leave provisions of the SCMPEA MOU 2018-20, which was ratified by the SCMPEA membership and then signed by the parties.

The Second Amendment will amend Section 3 (Certification and Education Incentive Pay) of Article XXXIV (Reimbursement for Education or Training) and Section 3 (Executive Leave) of Article XV (Hours of Work) of the SCMPEA MOU 2018-20 as follows:

PREPARED BY: Scott T. Corey, Senior Management Analyst – Budget & HR
REVIEWED & APPROVED BY: Greg Folsom, City Manager

ARTICLE IX – MEDICAL & DENTAL INSURANCE

2. Certification and Education Incentive Pay. In order In order to encourage employees to provide optimum service to the public, employees may receive up to 5% maximum cumulative incentive for any single or combination of certification and/or relevant advanced education degree, added to their base rate. A certification or advanced degree required for the position is not eligible for the incentive pay. To receive certification or education incentive pay, proof of completion must be submitted to the City Manager. The following list is eligible for incentive pay at the assigned incentive rate:

- | | |
|---|--------|
| A. Advanced degree beyond current requirement for job (AA, Bach. degree, Masters) | = 3.0% |
| B. Chief Officer (FIRE) | = 1.5% |
| C. Paramedic | = 1.5% |
| D. POST Advanced Certificate | = 5.0% |

Provision 3D shall be effective the first full pay period after City Council approval and adoption of this Second Amendment and apply prospectively only.

ARTICLE XV – HOURS OF WORK

3. Executive Leave. Rules regarding Executive Leave are set forth in Section 8.5 of the Personnel Rules, Administrative Directive AD-18. In lieu of Overtime/CTO, 80 hours shall be deposited into the Executive Leave account of each eligible employee in the bargaining unit in the first full pay period of each fiscal year. Additionally, an eligible employee will receive one hour of Executive Leave for each hour of work assigned and approved by their Department Head, that is worked outside of the regular work day, not to exceed 40 additional hours per fiscal year; i.e. 120 Executive Leave accrued hours for the fiscal year. Examples of such assigned tasks outside of the regular work day are City Council meetings, city events or emergency response.

The buyback options below shall supersede the provisions of Section 8.5 of the Personnel Rules, Administrative Directive AD-18:

- | | |
|----|--|
| A. | 1-10 years of service with Suisun City – 40 hours |
| B. | After completing 10 years and higher – 50 hours |
| C. | Any Executive Leave accumulated over 80 hours due to working hours outside the Employee's normal work day as described above, may be cashed out once each fiscal year. |

Provision 3C shall be effective the first full pay period after City Council approval and adoption of this Second Amendment and apply prospectively only.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2020-__: Approving a Second Amendment to the Memorandum of Understanding (MOU) between the City of Suisun City and the Suisun City Management and Professional Employees Association (SCMPEA) effective December 28, 2018 through December 31, 2020, to Amend the Certification and Education Incentive Pay and Executive Leave Provisions of the MOU

ATTACHMENTS:

1. Resolution No. 2020-__: Approving a Second Amendment to the Memorandum of Understanding (MOU) between the City of Suisun City and the Suisun City Management and Professional Employees Association (SCMPEA) effective December 28, 2018 through December 31, 2020, to Amend the Certification and Education Incentive Pay and Executive Leave Provisions of the MOU

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RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
APPROVING A SECOND AMENDMENT TO THE MEMORANDUM OF
UNDERSTANDING (MOU) BETWEEN THE CITY OF SUISUN CITY AND THE
SUISUN CITY MANAGEMENT AND PROFESSIONAL EMPLOYEES
ASSOCIATION (SCMPEA) EFFECTIVE DECEMBER 28, 2018 THROUGH
DECEMBER 31, 2020, TO AMEND THE CERTIFICATION AND EDUCATION
INCENTIVE PAY AND EXECUTIVE LEAVE PROVISIONS OF THE MOU**

WHEREAS, on February 5, 2019, the City Council approved the Memorandum of Understanding between the City of Suisun City (City) and the Suisun City Management and Professional Employees Association (SCMPEA), effective December 28, 2018 through December 31, 2020 (SCMPEA MOU 2018-20) with the adoption of Resolution No. 2019-04; and

WHEREAS, the City and SCMPEA’s authorized labor relations representatives met and conferred in good faith pursuant to the requirements of the Meyers-Milias-Brown Act (MMBA)(Gov’t Code Sections 3500-3511) regarding certain reopeners in the SCMPEA MOU 2018-20; and

WHEREAS, the City and SCEA’s authorized labor relations representatives have reached agreement on a proposed Second Amendment (attached hereto as Exhibit “A”) to amend the certification and education incentive pay, and executive leave buy-back provisions of the SCMPEA MOU 2018-20, which was ratified by the SCMPEA membership and then signed by the parties; and

WHEREAS, the City Council now desires to accept, approve and adopt the SCMPEA ratified Second Amendment to the SCMPEA MOU 2018-20 (attached hereto as Exhibit “A”); and

WHEREAS, the Second Amendment to the SCMPEA MOU 2018-20 will have no direct fiscal impact on this fiscal year’s budget.

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

Section 1. The recitals set forth above are true and correct and incorporated herein by this reference.

Section 2. The Second Amendment to the SCMPEA MOU 2018-20 between the City and the SCMPEA attached hereto as Exhibit “A” is hereby accepted, approved, and adopted.

Section 4. Supplemental appropriations due to the increased costs of the First Amendment to the SCMPEA MOU 2018-20 are not necessary as the costs will be covered as follows:

- POST Advanced Certificate Incentive Pay - This item will cost about \$4,100. Sufficient benefit savings exist to cover in current fiscal year.

- Executive Leave Hours – Increasing the amount of awarded leave Employees can buy-back per fiscal year would cost about \$5,000.

SECTION 5. Effective Date. This Resolution is effective upon its adoption.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 5th day of May 2020, by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers: _____

ABSENT: Councilmembers: _____

ABSTAIN: Councilmembers: _____

WITNESS my hand and the seal of said City this 5th day of May 2020.

Donna Pock, CMC
Deputy City Clerk

Exhibit A: Amendment No. 2 to the SCMPEA MOU 2018-20

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SECOND AMENDMENT TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF SUISUN CITY AND
THE SUISUN CITY MANAGEMENT AND
PROFESSIONAL EMPLOYEES ASSOCIATION
EFFECTIVE DECEMBER 28, 2018 THROUGH DECEMBER 31, 2020

This Second Amendment to the Memorandum of Understanding between the City of Suisun City and the Suisun City Management and Professional Employees Association effective December 28, 2018 through December 31, 2020 (SCMPEA MOU 2018-20) is made and entered into by and between the City of Suisun City, a municipal corporation (City), and the Suisun City Management and Professional Employees Association (SCMPEA).

RECITALS:

WHEREAS, on February 5, 2019, the City Council approved the SCMPEA MOU 2018-20 with the adoption of Resolution No. 2019-04.

WHEREAS, on January 14, 2020, the City Council approved and adopted Resolution No. 2020-05 Approving a First Amendment to the Memorandum of Understanding (MOU) between the City of Suisun City and the Suisun City Management and Professional Employees Association effective December 28, 2018 through December 31, 2020, to Amend the Flexible Benefits Options, Executive Leave Hours, and Vacation Accrual Provisions of the MOU.

WHEREAS, the City and SCMPEA's authorized labor relations representatives met and conferred in good faith pursuant to the requirements of the Meyers-Milias-Brown Act (MMBA), Gov't Code Sections 3500-3511, regarding increased pay for Police Commanders having to pick up patrol shifts during staffing shortages and the compression in compensation between Police Sergeants, Police Commanders and the Police Chief.

WHEREAS, the City and SCMPEA now desire to further amend the SCMPEA MOU 2018-20 by means of this Second Amendment in order to increase Certification Pay for Police Commanders as part of Article XXXIV, Section 3 of the SCMPEA MOU 2018-20, and in order to provide further opportunity to cash out additional Executive Leave, which Second Amendment was ratified by the SCMPEA membership and then signed by the parties below as a joint recommendation to City Council, subject to City Council approval and adoption of this Second Amendment.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and subject to City Council approval and adoption of this Second Amendment, the parties hereto agree to amend and replace Section 3 Certification and Education Incentive Pay of Article XXXIV REIMBURSEMENT FOR EDUCATION OR TRAINING in its entirety with the following:

SECOND AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SUISUN CITY AND THE
SUISUN CITY MANAGEMENT AND PROFESSIONAL EMPLOYEES ASSOCIATION - EFFECTIVE DECEMBER 28, 2018
THROUGH DECEMBER 31, 2020

ARTICLE XXXIV – REIMBURSEMENT FOR EDUCATION OR TRAINING

3. Certification and Education Incentive Pay. In order to encourage employees to provide optimum service to the public, employees may receive up to 5% maximum cumulative incentive for any single or combination of certification and/or relevant advanced education degree, added to their base rate. A certification or advanced degree required for the position is not eligible for the incentive pay. To receive certification or education incentive pay, proof of completion must be submitted to the City Manager. The following list is eligible for incentive pay at the assigned incentive rate:

- A. Advanced degree beyond current requirement for job (AA, Bach. Degree, Masters) = 3.0%;
- B. Chief Officer (FIRE) = 1.5%
- C. Paramedic = 1.5%
- D. POST Advanced Certificate = 5.0%

Provision 3D shall be effective the first full pay period after City Council approval and adoption of this Second Amendment and apply prospectively only.

Furthermore, the parties agree to amend and replace Section 3 of Article XV Executive Leave in its entirety with the following:

3. Executive Leave. Rules regarding Executive Leave are set forth in Section 8.5 of the Personnel Rules, Administrative Directive AD-18. In lieu of Overtime/CTO, 80 hours shall be deposited into the Executive Leave account of each eligible employee in the bargaining unit in the first full pay period of each fiscal year. Additionally, an eligible employee will receive one hour of Executive Leave for each hour of work assigned and approved by their Department Head, that is worked outside of the regular work day, not to exceed 40 additional hours per fiscal year; i.e. 120 Executive Leave accrued hours for the fiscal year. Examples of such assigned tasks outside of the regular work day are City Council meetings, city events or emergency response.

The buyback options below shall supersede the provisions of Section 8.5 of the Personnel Rules, Administrative Directive AD-18:

- A. 1-10 years of service with Suisun City – 40 hours
- B. After completing 10 years and higher -- 50 hours
- C. Any Executive Leave accumulated over 80 hours due to working hours outside of the Employee's normal work day as described above, may be cashed out once each fiscal year.

SECOND AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SUISUN CITY AND THE SUISUN CITY MANAGEMENT AND PROFESSIONAL EMPLOYEES ASSOCIATION - EFFECTIVE DECEMBER 28, 2018 THROUGH DECEMBER 31, 2020

Provision 3C shall be effective the first full pay period after City Council approval and adoption of this Second Amendment and apply prospectively only.

The representatives of the City and of the SCMPEA have jointly prepared this Second Amendment to the SCMPEA MOU 2018-20, and jointly presented to City Council of the City of Suisun City for determination pursuant to Government Code section 3505.1. Except as expressly provided for in this Second Amendment to the SCMPEA MOU 2018-20, all other provisions of the SCMPEA MOU 2018-20 and the First Amendment thereto shall remain in full force and effect. The parties also knowlege that this Second Amendment to the SCMPEA MOU 2018-20 shall not be in full force and effect until adopted by resolution by the City Council of the City of Suisun City. Subject to the foregoing and in witness whereof, this Second Amendment is hereby executed by the authorized representatives of the City and the SCMPEA and entered into as of this ___ day of April, 2020.


IT IS SO AGREED:

For The City:

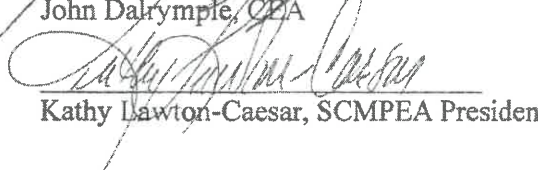


Greg Folsom, City Manager

For SCMPEA:



John Dalrymple, CFA



Kathy Lawton-Caesar, SCMPEA President

**SECOND AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SUISUN CITY AND THE
SUISUN CITY MANAGEMENT AND PROFESSIONAL EMPLOYEES ASSOCIATION - EFFECTIVE DECEMBER 28, 2018
THROUGH DECEMBER 31, 2020**

Approved as to form
Aleshire & Wynder, LLP



Anthony R. Taylor, City Attorney

AGENDA TRANSMITTAL

MEETING DATE: May 5, 2020

CITY AGENDA ITEM: Senate Bill 743 Implementation Support:

- a. Council Adoption of Resolution No. 2020-__ : Adopting the 6th Amendment to the Annual Appropriation Resolution No. 2019-65 to Appropriate Off-Site Street Improvements Program Funds for Traffic Engineering Services to Support Implementation of Senate Bill 743
 - b. Council Adoption of Resolution No. 2020-___ : Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Fehr and Peers, Inc. to Provide Implementation Support for Senate Bill 743 to the City and to Authorize Change Orders up to 20% of the Contract Amount.
-

FISCAL IMPACT: There would be no impact to the General Fund. The cost for retaining the firm of Fehr and Peers, Inc. to perform the work is \$24,980 and with a 20% contingency the total budget would be \$30,000. The Off-Site Street Improvement Program has adequate funding to cover the cost for the consultant's efforts.

STRATEGIC PLAN IMPACT: Provide Good Governance and Enhance the Environment.

BACKGROUND: Per the State of California Department of Transportation website, Senate Bill 743 was signed in 2013, with the intent to “more appropriately balance the needs of congestion management with statewide goals related to infill development, promotion of public health through active transportation, and reduction of greenhouse gas emissions.” The state finally approved regulatory changes to the CEQA guidelines that implement SB 743 in December 2018. When implemented, “traffic congestion shall not be considered a significant impact on the environment” within California Environmental Quality Act (CEQA) transportation analysis. The law identifies July 1, 2020 as the statewide implementation date. Locally, the 2035 Suisun City General Plan begins to prepare the City for this transition with certain policies that address vehicle miles traveled.

STAFF REPORT: Understanding that Fehr and Peers was working closely with several other Solano County agencies, city staff contacted them to better understand what needed to be completed in order to meet the deadline of July 1, 2020. Subsequently, Fehr and Peers prepared and submitted a scope of work which puts the City in the best position to begin addressing the requirements of the law. Below are what staff considers to be important takeaways from the proposed scope of work:

- Review of traffic demand model and output baseline vehicle miles traveled (VMT) information for four land use types (Task 2):
 - Residential
 - Retail

PREPARED BY:
APPROVED BY:

John Kearns, Senior Planner
 Greg Folsom, City Manager

- Office
- Industrial
- Drafting of CEQA thresholds to be prepared by using the results of Task 2 with other published guidance from the State of California (Task 3).
- Preparation of memorandum and public meeting attendance (Tasks 4 and 5).

Again, in staff's opinion, completing this work over the next couple of months puts the City in the best position to continue to process development projects without delay. As stated in the scope of work, there may be reason for additional consultant work on this subject post-July 1, 2020. This additional work would be next fiscal year and staff has not yet determined the necessity for the additional work.

RECOMMENDATION: It is recommended that the City Council:

- a. Adopt Resolution No. 2020-___: Adopting the 6th Amendment to the Annual Appropriation Resolution No. 2019-65 to Appropriate Off-Site Street Improvements Program Funds for Traffic Engineering Services to Support Implementation of Senate Bill 743
- b. Adopt Resolution No. 2020-___: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Fehr and Peers, Inc. to Provide Implementation Support for Senate Bill 743 to the City and to Authorize Change Orders up to 20% of the Contract Amount.

ATTACHMENTS:

1. Resolution No. 2020-___: Adopting the 6th Amendment to the Annual Appropriation Resolution No. 2019-65 to Appropriate Off-Site Street Improvements Program Funds for Traffic Engineering Services to Support Implementation of Senate Bill 743
2. Resolution No. 2020-___: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Fehr and Peers, Inc. to Provide Implementation Support for Senate Bill 743 to the City and to Authorize Change Orders up to 20% of the Contract Amount.
3. Fehr and Peers Scope of Work.

RESOLUTION NO. 2020-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE 6th AMENDMENT TO THE ANNUAL APPROPRIATION RESOLUTION NO. 2019-65 TO
APPROPRIATE OFF-SITE STREET IMPROVEMENTS PROGRAM FUNDS FOR TRAFFIC ENGINEERING
SERVICES TO SUPPORT IMPLEMENTATION OF SB743**

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

THAT Section 120 of Part III of the Annual Appropriation Resolution No. 2019-65 be and is hereby amended as follows:

		<u>Increase/ (Decrease)</u>
TO:	ADMINISTRATIVE SERVICES DEPARTMENT	\$ 30,000
	Interfund Transfers	
	TOTAL Section 120	<u>\$ 30,000</u>

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

		<u>Sources</u>	<u>Uses</u>
<u>Off-Site Street Improvement Program Fund</u>			
Revenues:			
A/C No. 120-70101	Fund Balance	\$ (30,000)	\$ -
Appropriations:			
A/C No. 120-91120-6515	Engineering Services	<u>\$ -</u>	<u>\$ 30,000</u>
	Total 120 Fund	<u>\$ (30,000)</u>	<u>\$ 30,000</u>

THAT the purpose is to appropriate OSSIP funds for engineering services required to support implement SB743 requirements.

ADOPTED AND PASSED at a regular meeting of the City Council of the City of Suisun City duly held on the 5th day of April, 2020 by the following vote:

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

WITNESS my hand and seal of the said City this 5th day of May 2020.

Linda Hobson, CMC
City Clerk

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RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL
SERVICES AGREEMENT ON THE CITY’S BEHALFF WTH FEHR AND PEERS,
INC. TO PROVIDE IMPLEMENTATION SUPPORT FOR SENATE BILL 743 TO
THE CITY AND TO AUTHORIZE CHANGE ORDERS UP TO 20% OF THE
CONTRACT AMOUNT**

WHEREAS, Senate Bill 743 (SB 743) was approved by Governor Jerry Brown on September 27, 2013; and

WHEREAS, SB 743 was signed with the intent to “more appropriately balance the needs of congestion management with statewide goals related to infill development, promotion of public health through active transportation, and reduction of greenhouse gas emissions.” When implemented, “traffic congestion shall not be considered a significant impact on the environment” within California Environmental Quality Act (CEQA) transportation analysis; and

WHEREAS, Regulatory changes to the CEQA Guidelines that implement SB 743 were approved on December 28, 2018; and

WHEREAS, The State of California Office of Planning and Research has released recommendations regarding assessment of VMT, thresholds of significance, and mitigation measures.

WHEREAS, July 1, 2020 is the statewide implementation date for all jurisdiction within the State of California for SB 743; and

WHEREAS, The City of Suisun City has determined that hiring a traffic consultant is necessary in creating city-specific thresholds, screening criteria, and mitigations.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City authorizes the City Manager to execute a professional services agreement on the City’s behalf with Fehr and Peers, Inc. to provide implementation support for Senate Bill 743 for the City and to authorize change orders up to 20% of the contract amount.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 5th day of May 2020 by the following vote:

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

WITNESS my hand and the seal of said City this 5th day of May 2020.

Donna Pock, CMC,
Deputy City Clerk

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April 28, 2020

John Kearns
Senior Planner, City of Suisun City
701 Civic Center Blvd.
Suisun City, CA 94585

Subject: Proposal for Transportation Engineering and Planning Services for Senate Bill 743 Implementation Support for the City of Suisun City, California.

Dear Mr. Kearns:

Thank you for contacting Fehr & Peers to provide transportation engineering and planning services in support of the City of Suisun City's Senate Bill (SB) 743 implementation efforts. It is our understanding that the City desires to advance as much of the implementation work as possible before the July 1, 2020 deadline for shifting to a VMT-based metric as the basis of CEQA Transportation section impacts. Based on our discussions, the focus of our work in the next two months will be primarily related to travel demand model review, travel demand model calculations, and discussion of CEQA threshold options. Future work (to be authorized in a future separate scope of work) could include further investigation of screening criteria, mitigation strategies, and balancing project-level analysis of LOS (for General Plan consistency purposes) and VMT (for CEQA purposes) through the development of transportation impact analysis guidelines.

The following scope of work includes five tasks.

Scope of Work

Task 1 – Kickoff Meeting

Fehr & Peers will lead a web meeting with City staff to refine scope of work expectations, identify needed data for analysis, and establish communication protocols. At a minimum, the communication protocol will include bi-weekly status web meetings with City staff. Minutes will be prepared after the kick-off meeting to summarize key actions.

Task 2 – Travel Demand Model Review and Calculations

Fehr & Peers will review two candidate travel demand models that may be used to develop VMT data for inclusion in the threshold setting process. The two candidate models that are assumed to be most relevant at this stage are the Solano-Napa Activity Based model (SNABM) and the City of Fairfield model, which both cover the City of Suisun City. Data regarding the characteristics of the models, including geographic coverage, roadway network detail, number of TAZs, and level of trip truncation at model boundaries will be documented. Fehr & Peers will recommend one travel demand model for further analysis and present the information for City staff review, comment, and concurrence.

Using the selected travel demand model, Fehr & Peers will output baseline VMT information for the City for the four following land use types:

- Residential
- Retail
- Office
- Industrial

The VMT information will be calculated on a per resident or per worker level, as well as by trip type (Home-Based Work, Home-Based Other, and Non-Home Based). Data regarding Solano County-wide and MTC region-wide VMT values for these trip types and land use types will be aggregated based on published data.

Task 3 – Threshold Setting

Fehr & Peers will develop options for CEQA thresholds using the data from Task 2 and information contained in the *Technical Advisory on Evaluating Transportation Impacts in CEQA* from the State Office of Planning and Research (OPR). While the suggested thresholds in the *Technical Advisory* are non-binding, Caltrans has indicated that their review of projects that impact the State Highway System will include a review of the City's adopted thresholds against those suggested by OPR and the substantial evidence behind those thresholds. Given the high potential for Caltrans review of projects in Suisun City due to the function of SR 12 as one of the backbones of travel between destinations in the City, deviating from the OPR thresholds may necessitate developing a high amount of substantial evidence to support the thresholds chosen.

Fehr & Peers will circulate the draft thresholds to City staff for review and comment. Based on the feedback received, Fehr & Peers will prepare a set of final thresholds for consideration by City decision makers.

Task 4 – Documentation

Fehr & Peers will prepare a memorandum summarizing the information from Tasks 2 and 3 for circulation to the Planning Commission and City Council. We will prepare a draft version of the memorandum and submit to City staff for review and comment. We will respond to one round of consolidated comments on the draft memorandum and prepare a final memorandum. We have included up to four hours of staff time for responses to comments on the draft memorandum.

Task 5 – Meetings

Fehr & Peers will participate in six conference calls during the course of the project. We will attend two night meetings as part of the adoption process. Additional meetings can be accommodated on a time-and-materials basis, subject to a scope amendment.

Schedule and Fee

Fehr & Peers will perform Tasks 1 through 5 on a time-and-materials basis for a not-to-exceed fee of \$24,980. We will begin work following receipt of a fully executed contract. We will prepare a final schedule for the work after the kickoff meeting, with the understanding that the overall goal for this project is to adopt CEQA thresholds in advance of the July 1, 2020 deadline. If the scope, schedule and fee are acceptable, please provide us with a contract for our review and execution. Please contact Ian at (925) 930-7100 with questions or if you need additional information. We look forward to working with you on this project.

Mr. John Kearns
April 28, 2020
Page 3 of 3

Sincerely,

FEHR & PEERS



Ian Barnes, PE
Associate

P20-5380-WC

Attachment: Budget by Task

Fee Proposal for Suisun City SB 743 Implementation

Tasks	Fehr & Peers (Prime)						Total	Direct Costs	Total Hours	Total Costs
	Project Manager	Principal-in-Charge	Forecasting Expert	Engineer/Planner	Admin	Labor Hours				
Task 1 - Kickoff Meeting										
1.1 Kickoff Meeting	2	0	0	0	1	3	\$30	\$605	3	\$605
Task 2 - Travel Demand Model Review and Calculations										
2.1 Model Review	1	1	8	8	2	20	\$180	\$3,875	20	\$3,875
2.2 Model Calculations	2	1	16	16	4	39	\$350	\$7,415	39	\$7,415
Task 3 - Threshold Setting										
3.1 Development of Thresholds	2	2	8	8	3	23	\$220	\$4,595	23	\$4,595
Task 4 - Documentation										
4.1 Draft Memo	8	1	2	2	2	15	\$150	\$3,225	15	\$3,225
4.2 Final Memo	4	0	0	0	0	4	\$40	\$920	4	\$920
Task 5 - Meetings/Conference Calls										
5.1 Conference Calls (6)	6	0	0	0	0	6	\$70	\$1,390	6	\$1,390
5.2 Evening Meetings (2)	8	0	2	2	2	14	\$205	\$2,955	14	\$2,955
Total for all Tasks	33	5	36	36	14	124	\$1,245	\$24,980	124	\$24,980

Notes:

This fee proposal is valid for a period of 90 days from the proposal submittal date.

Actual billing rate at the time of service may vary depending on the final staffing plan at the time the project starts; the overall fee will not be exceeded

Mileage is billed at the IRS rate plus 10% handling fee

Rates and non-key staff are subject to change at any time, without notice, and within the total budget shown

MINUTES

**SPECIAL MEETING OF THE
SUISUN CITY COUNCIL SUISUN CITY COUNCIL
THURSDAY, MARCH 26, 2020
6:00 P.M.**

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

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Anthony Adams, Jane Day, Michael A. Segala, and Mayor Pro Tem Wanda Williams. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

*PER GOVERNOR NEWSOM'S EXECUTIVE ORDER PUBLIC ACCESS TO THE CITY COUNCIL MEETING
WILL BE VIA THE APPLICATION, ZOOM*

ZOOM MEETING INFORMATION:

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

MEETING ID: 744 576 1347

CALL IN PHONE NUMBER: (707) 438-1720

*TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM
(URL: <https://www.suisun.com/government/meeting-video/>)*

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING
BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM*

(Next Ord. No. – 771)
(Next City Council Res. No. 2020 – 40)

ROLL CALL

Mayor Wilson called the meeting to order at 6:00 PM with the following Council / Board Members Present: Adams, Day, Segala, Williams, Wilson.
Pledge of Allegiance was led by Mayor Wilson.
Invocation was given by City Manager Folsom.

PUBLIC COMMENT - None

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

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

CONFLICT OF INTEREST NOTIFICATION - None

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

REPORTS: (Informational items only.)

City Council

1. COVID-19 Update – (Folsom: gfolson@suisun.com).

GENERAL BUSINESS

City Council

2. Council Adoption of Resolution 2020-41: Ratifying the Director of Emergency Services’ Requisition of Necessary Personnel for COVID-19 Emergency - (Folsom: gfolson@suisun.com).

Motioned by Council Member Williams and seconded by Council Member Day to adopt Resolution No. 2020-41. Motion carried unanimously by the following roll call vote:

AYES: Council Members: Adams, Segala, Day, Williams, Wilson

Mayor Wilson announced there would be a Town Hall Meeting every Thursday with the first to be held on April 2, 2020, at 4:30 PM on Zoom to give a COVID-19 update.

ADJOURNMENT

There being no further business, Mayor Wilson adjourned the meeting at 6:38 PM.

Linda Hobson, CMC
City Clerk

MINUTES

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

THURSDAY, MARCH 26, 2020

6:30 P.M.

(or immediately following the 6:00 P.M. Special Meeting of the Suisun City Council)

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

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Anthony Adams, Jane Day, Michael A. Segala, and Mayor Pro Tem Wanda Williams. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER GOVERNOR NEWSOM'S EXECUTIVE ORDER PUBLIC ACCESS TO THE CITY COUNCIL MEETING WILL BE VIA THE APPLICATION, ZOOM

ZOOM MEETING INFORMATION:

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

MEETING ID: 618 732 763

CALL IN PHONE NUMBER: (707) 438-1720

TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM

(URL: <https://www.suisun.com/government/meeting-video/>)

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING

BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6:00pm) OR

VIA WEBSITE OR PHONE APPLICATION, ZOOM

ROLL CALL

Mayor Wilson called the meeting to order at 6:46 PM with the following Council / Board Members present: Adams, Day, Segala, Williams, Wilson.

PUBLIC COMMENT None

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

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.)

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

CLOSED SESSION

1. PERSONNEL MATTERS

Pursuant to California Government Code Section 54957(b)(1) et seq. the Suisun City Council will hold a Closed Session for the purpose of Public Employee Performance Evaluation: City Manager

6:46 PM – Mayor Wilson recessed the meeting to Closed Session.

CONVENE OPEN SESSION

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

7:27 PM – Mayor Wilson reconvened the meeting and stated no action was taken in Closed Session.

ADJOURNMENT

There being no further business, Mayor Wilson adjourned the meeting at 7:27 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, APRIL 7, 2020

6:30 P.M.

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

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Anthony Adams, Jane Day, Michael A. Segala, and Mayor Pro Tem Wanda Williams. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

*DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED
TO ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM.*

ZOOM MEETING INFORMATION:

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

MEETING ID: 744 576 1347

CALL IN PHONE NUMBER: (707) 438-1720

*TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM
(URL: <https://www.suisun.com/government/meeting-video/>)*

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING
BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM*

ROLL CALL

Mayor Wilson called the meeting to order at 6:32 PM with the following Council / Board Members

Present: Adams, Day, Segala, Williams, Wilson.

Pledge of Allegiance was led by Mayor Wilson.

Invocation was given by City Manager Folsom.

PUBLIC COMMENT - None

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

CONFLICT OF INTEREST NOTIFICATION - None

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

REPORTS: (Informational items only.)

1. COVID-19 Update

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

City Council

2. Proclamation: (not presented)

- a. Presentation of Proclamation Proclaiming April 12-18, 2020 as National Public Safety Telecommunications Week - (Roth: aaorth@suisun.com).

Mayor Wilson read the proclamation.

- b. Presentation of Proclamation Proclaiming April 2020 as National Autism Awareness Month – (Lofthus: klofthus@suisun.com).

Mayor Wilson read the proclamation.

CONSENT CALENDAR

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

3. Council Adoption of Ordinance No.769: Amending Chapter 10.36 of the Suisun City Municipal Code and Add Definitions to the Existing Code (Introduced and Reading Waived on March 17, 2020) – (Roth: aroeth@suisun.com)
4. Council Adoption of Resolution No. 2020-42: Authorizing the Chief of Police to Execute an Agreement to Receive and Administer Funding Through the Boating Safety and Enforcement Financial Aid Program from the California Department of Boating and Waterways – (Roth: aroeth@suisun.com).
5. Council Adoption of Resolution No. 2020-43: Authorizing the Police Chief to Enter into a Five-year Contract with Turbo Data Systems for Processing of Parking, Mechanical, Registration and Administrative Citations – (Roth: aroeth@suisun.com).

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

6. 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 March 17, 2020 – (Hobson: clerk@suisun.com).

Joint City Council / Suisun City Council Acting as Successor Agency

7. Council/Agency Approval of the February 2020 Payroll Warrants in the Amount of \$476,784.05. Council/Agency Approval of the February 2020 Accounts Payable Warrants in the Amount of \$695,468.07– (Finance).
8. Council/Agency Approval of the March 2020 Payroll Warrants in the Amount of \$482,265.68. Council/Agency Approval of the March 2020 Accounts Payable Warrants in the Amount of \$1,083,503.88 – (Finance).

Council Member Segala abstained from vote on Items 7 and 8.

Motioned by Council Member Williams and seconded by Council Member Segala to approve Consent Calendar. Motion carried unanimously by the following roll call vote:

AYES: Council Members: Adams, Day, Segala, Williams, Wilson

GENERAL BUSINESSCity Council

9. Council Adoption of Ordinance No.770: Repealing and Replacing Section 18.36.070 of Title 18 of the Suisun City Code and Amending the Waterfront District Specific Plan, Relating to Regulations for Front, Rear, and Side Yard Areas of Residential Properties (Introduced and Reading Waived on March 17, 2020) – (Folsom/Kearns: gfolson@suisun.com, jkearns@suisun.com).

Motioned by Council Member Williams and seconded by Council Member Adams to adopt Ordinance No. 769. Motion carried by the following roll call vote:

AYES: Council Members Adams, Segala, Williams, Wilson

NOES: Council Member Day

10. Council Adoption of Resolution 2020-44: Ratifying the Director of Emergency Services' Local Emergency Directive Limiting Access to the Boat Launch Area of the Marina, Requiring Retail Essential Businesses to Provide Hand Sanitizing Stations, Closing Playgrounds, and Prohibiting Group Activities in Parks - (Folsom: gfolson@suisun.com).

Motioned by Council Member Day and seconded by Council Member Segala to adopt Resolution No. 2020-44. Motion carried unanimously by the following roll call vote:

AYES: Council Members Adams, Day, Segala, Williams, Wilson

REPORTS: (Informational items only.)

a. Council/Boardmembers

Council Member Day thanked first responders for all their work.

Council Member Williams reported Children's Art Fair was postponed indefinitely and suggested citizens stay home and wear masks when out.

b. Mayor/Chair

Mayor Wilson reported:

- Participating in homecoming celebration of Suisun City resident, Duane Pock who survived Covid-19 hospitalization;
- Having an interview with John Young of KUIC about Suisun City's Covid response and about Virtual Town Hall Meetings on Thursdays and encourage citizen participation and stated citizens could submit questions to clerk@suisun.com by 3:00 PM on Thursday;
- Having participated in the Children's Network Living Room Virtual Town Hall on the 2020 Census; and
- Celebrating the one-year anniversary of Greg Folsom's employment with the City and commended him for the great job he has been doing.

11. City Manager/Executive Director/Staff

City Manager Greg Folsom thanked the council for their support and also thanked City staff for all their help and hard work.

PUBLIC COMMENT

(Additional time for request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda limited to no more than 3 minutes.)

George Guynn was concerned about zoom meetings and suggested City Hall should be open for meeting; concerned about code enforcement of new ordinance; against wearing masks during pandemic; and suggested zoom be improved. Mayor Wilson stated the City was following the State mandate to not gather.

Jim Wise asked how many cases of covid-19 were in each city? Mayor Wilson reported Suisun City had less than ten cases.

ADJOURNMENT

There being no further business, Mayor Wilson adjourned the meeting at 7:29 PM.

Linda Hobson, CMC
City Clerk

MINUTES

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

TUESDAY, APRIL 21, 2020

6:00 P.M.

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

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency meeting includes teleconference participation by: Council/Board Members Anthony Adams, Jane Day, Michael A. Segala, and Mayor Pro Tem Wanda Williams. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER GOVERNOR NEWSOM'S EXECUTIVE ORDER PUBLIC ACCESS TO THE CITY COUNCIL MEETING WILL BE VIA THE APPLICATION, ZOOM

ZOOM MEETING INFORMATION:

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

MEETING ID: 930-6954-8854

CALL IN PHONE NUMBER: (707) 438-1720

*TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM
(URL: <https://www.suisun.com/government/meeting-video/>)*

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING
BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6:00pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM*

ROLL CALL

Mayor Wilson called the meeting to order at 6:02 PM with the following Council / Board Members present: Adams, Day, Segala, Williams, Wilson.

PUBLIC COMMENT - None

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

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

1. PERSONNEL MATTERS

Pursuant to California Government Code Section 54957(b)(1) et seq. the Suisun City Council will hold a Closed Session for the purpose of Public Employee Performance Evaluation: City Manager

6:04 PM – Mayor Wilson recessed the meeting to Closed Session.

CONVENE OPEN SESSION

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

6:50 PM – Mayor Wilson reconvened the meeting and stated no action was taken in Closed Session.

ADJOURNMENT

There being no further business, Mayor Wilson adjourned the meeting at 6:50 PM.

Linda Hobson, CMC
City Clerk

MINUTES

REGULAR 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, APRIL 21, 2020

6:30 P.M.

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

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency meeting includes teleconference participation by: Council/Board Members Anthony Adams, Jane Day, Michael A. Segala, and Mayor Pro Tem Wanda Williams. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

*DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED
TO ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM.*

ZOOM MEETING INFORMATION:

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

MEETING ID: 916-8831-5207

CALL IN PHONE NUMBER: (707) 438-1720

*TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM
(URL: <https://www.suisun.com/government/meeting-video/>)*

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING
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VIA WEBSITE OR PHONE APPLICATION, ZOOM*

(Next Ord. No. – 771)

(Next City Council Res. No. 2020 – 45)

Next Suisun City Council Acting as Successor Agency Res. No. SA2020 - 06)

(Next Housing Authority Res. No. HA2020 – 06)

ROLL CALL

Mayor Wilson called the meeting to order at 6:52 PM with the following Council / Board Members

Present: Adams, Day, Segala, Williams, Wilson.

Pledge of Allegiance was led by Mayor Wilson.

Invocation was given by City Manager Folsom.

PUBLIC COMMENT

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

George Guynn expressed concern about Zoom instructions and preferred people be allowed to practice social distancing while attending council meetings and encouraged businesses to reopen.

Mayor Wilson paused the meeting to allow Council Member Williams to fix computer sound.

CONFLICT OF INTEREST NOTIFICATION - None

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

REPORTS: (Informational items only.)

1. COVID-19 Update
2. Update on Community Events for Fiscal Year 2020-2021 - (Lofthus: klofthus@suisun.com).
Recreation, Park and Marina Director Lofthus advised all 2020 events would be on hold due to COVID-19.

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

City Council

3. Achievement for Excellence in Financial Reporting – (Folsom).
 - a. Presentation of Certificate of Achievement for Excellence in Financial Reporting to Finance Department Staff.
 - b. Presentation of Award of Financial Reporting Achievement to Elizabeth Luna, Accounting Services Manager.

Mayor Wilson read and congratulated Beth Luna and financial department.

CONSENT CALENDAR

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

City Council

4. Council Adoption of Resolution No. 2020-45: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Fehr and Peers, Inc. for a Traffic Study to Reevaluate Railroad Avenue and Sunset Avenue Traffic Operations and Authorize Change Orders Up to 20% of the Contract – (Medill: mmedill@suisun.com).
5. Council Adoption of Resolution No. 2020-46: Designating City Manager, Finance Director, Senior Management Analyst and Accounting Services Manager as Authorized Representatives to Apply and Obtain Disaster Assistance from Federal Emergency Management Agency (FEMA) and the Governor's Office of Emergency Services (Cal OES) for Declared Emergencies – (Folsom: gfolson@suisun.com).
6. Accept a Grant from Firehouse Subs for Purchase of a Fire Rescue Boat – (Vincent: jvincent@suisun.com).
 - a. Council Adoption of Resolution No. 2020-47: Authorizing the City Manager to Execute a Memorandum of Understanding Funding Agreement with Firehouse Subs Public Safety Foundation to Accept Grant Funds to Purchase Equipment for the Suisun City Fire Department Water Rescue Team

- b. Council Adoption of Resolution No. 2020-48: Adopting the 5th Amendment to the Annual Appropriation Resolution No. 2019-65 to Appropriate Grant Funds for Purchase of a Fire Rescue Boat

Suisun City Council Acting as Successor Agency

7. Agency Adoption of Resolution No. SA 2020-01: Stating a Claim of Force Majeure as to the April 17, 2006 Disposition and Development Agreement with Main Street West, LLC Including the Four Amendments Thereto, Based on the State of Emergency Declared to Address the Effects of COVID-19 – (Folsom/Taylor: gfolson@suisun.com)

Joint City Council / Suisun City Council Acting as Successor Agency

8. 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 March 17, 2020 – (Hobson: Clerk@suisun.com).

George Guynn requested Item 4 be pulled and Council Member Day requested Item 6 be pulled.

Motioned by Council Member Segala and seconded by Council Member Adams to approve Consent Calendar. Items 5, 7 and 8. Motion carried unanimously by the following roll call vote:

AYES: Council Members: Adams, Day, Segala, Williams, Wilson

Item 4

City Clerk Hobson read an email from Thomas Scholl stating planned realignment should not be cancelled and a letter from Gerry Raycraft stating a new evaluation of this issue to generate the same result as previous studies.

George Guynn expressed concern about the City budget and suggested the City proceed with road repairs.

Motioned by Council Member Williams and seconded by Council Member Adams to adopt Resolution No. 2020-45. Motion carried unanimously by the following roll call vote:

AYES: Council Members: Adams, Segala, Day, Williams, Wilson

Item 6

Motioned by Council Member Williams and seconded by Council Member Adams to adopt Resolutions No. 2020-47 and No. 2020-48. Motion carried unanimously by the following roll call vote:

AYES: Council Members: Adams, Segala, Day, Williams, Wilson

PUBLIC HEARINGS

GENERAL BUSINESS

REPORTS: (Informational items only.)

9. a. Council/Boardmembers

Council Member Adams reported on the great drive through Easter celebration, STA awarded \$10.4 million to Solano County.

Council Member Segala thanked staff for all their assistance with virtual meetings.

Council Member Williams encourage citizens to follow the mandates, reported participating in weekly Solano meetings of elected officials with regard to COVID-19 and various webinars put on by the League of California Cities and the National League of Cities.

b. Mayor/Chair

Mayor Wilson thanked:

- Vince and Aron on Shoveler Drive for the Bunny Hop for Hope Easter event where 25 golden eggs and the Mayor's golden egg were distributed;
- Council Member Adams for giving out 150 bi-lingual coloring books, water bottles, and bubbles that were donated by Travis Federal Credit Union;
- All the businesses and individuals for donating items for the eggs;
- Fire and Police Departments for donating patches;
- Recreation Department for donating 150th Anniversary t-shirts and Game Time hats;
- Suisun City Dental for donating tooth brushes and tooth paste;
- Camran Nojoomi's Popeyes for donating a \$10 gift card;
- McDonald's for donating a combo meal;
- LaCabana for donating a free burrito or \$10 off your purchase;
- Kroc Center for donating water bottles;
- Travis AFB for donating stickers, pens and key chains;
- Secret Easter bunnies for donating cash and candy;
- Husband for purchasing Easter eggs
- Deputy Clerk Nash for donating her time to disinfect everything and then filling eggs;
- Citrizens who have looked in on neighbors, gone grocery shopping for someone; or has tried to assist others.

Mayor Wilson also reported a new project called Mayor's Garage Door Challenge and stated City Treasurer Mike McMurry and wife decorated their garage with a sign that says "We are together" and reminded everyone of the Town Hall Meeting on Thursday at 4:00 PM.

10. City Manager/Executive Director/Staff

City Manager Folsom reminded everyone to submit their census form.

PUBLIC COMMENT

(Additional time for request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda limited to no more than 3 minutes.)

George Guynn stated he was having trouble with Zoom and wished to comment on Item 6, expressed concern about budget and thanked Council Member Adams for his assistance on obtaining the grant.

ADJOURNMENT

There being no further business, Mayor Wilson adjourned the meeting at 8:57 PM.

Linda Hobson, CMC
City Clerk

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AGENDA TRANSMITTAL

MEETING DATE: May 5, 2020

CITY AGENDA ITEM: City Council Consider Adoption of Resolution No. 2020-___: Approving an Extension of Vesting Tentative Subdivision Map No. SM16-7-001, for the Crystal School/Parcel 14 Project (APN 0032-152-180).

FISCAL IMPACT: Ultimate development of this project would result in one-time and ongoing revenues to the City. The development would pay approximately \$780,700 in Development Impact Fees to pay one-time fees to address service capacity for the Fire Department, Police Department, Parks, arterial streets and general City services. The project also would be annexed into Community Facilities District (CFD) No. 2, and would generate \$864.50 per lot, or approximately \$61,379 annually to fund basic municipal services, such as police and fire protection. A CFD tax zone would also cover direct public costs for the maintenance of public landscaping and storm drainage improvements needed to directly serve the project.

STRATEGIC PLAN: Revitalize Downtown Waterfront District.

BACKGROUND: The City Council originally considered and approved the Project on August 8, 2017. However, on September 17, 2017, a lawsuit entitled *Responsible Development in Suisun City (RDSC) v. City of Suisun City* (Solano County Superior Court Case No. FCS049567) challenged the Project approvals and was subsequently litigated. Over the next several months the City’s representatives, Main Street West Partners, LLC (“MSW Partners”), and members of the RDSC met to develop mutually supported amendments to the Project with the goals of addressing concerns and dismissing the lawsuit. The resulting proposed modifications to the Project were then considered and approved by the City Council at a Public Hearing on April 17, 2018.

STAFF REPORT: On April 10, 2020, Main Street West (the “Developer”) requested an extension of its tentative map, which was set to expire on April 17, 2020. In its letter (Attachment 1), the Developer explains the efforts they have taken to-date to advance the project, including working with various agencies as they prepare a Final Map and Improvement Plans. They are requesting an 18-month extension to the map. It is important to note that with submittal of the request, the tentative map is automatically extended for 60-days as the tentative map extension is considered. As a result of the settlement agreement, the following amendments were adopted by the City Council:

1. Require that the Applicant modify the Project as described further in the Settlement Agreement (“Amended Project”). The modifications included the following:
 - a. Density was reduced from 78 to 71 total units.
 - b. 15 parking spaces were added throughout the project.
 - c. Increased the width or (street frontage) on 38 lots.
2. The following changes were made to the elevations:

PREPARED BY:
APPROVED BY:

John Kearns, Senior Planner
Greg Folsom, City Manager

- a. Plan 1, Elevation C was modified to replace the second story siding in the previous design with horizontal siding, and to add column and rail at the centerline of the front door.
- b. Plan 2, Elevation C was replaced with an entirely new elevation.
- c. Plan 3, Elevation A was replaced with an entirely new elevation, which removed board and batten and replaced it with stucco and added shutters to the second story feature window.
- d. Plan 3, Elevation C was replaced with an entirely new elevation that removed second story siding and replaced it with horizontal siding.
- e. Plan 4, Elevation A was replaced with an entirely new elevation that added side twin gables to more closely match the front porch gable.
- f. Plan 5, Elevation A is an entirely new elevation and will be added to the Project in the locations depicted in the Settlement Agreement.

As stated previously, the proposed settlement agreement resolved a lawsuit entitled *Responsible Development in Suisun City v. City of Suisun City* (Solano County Superior Court Case No. FCS049567) filed on September 12, 2017, by RDSC (“Lawsuit”).

ENVIRONMENTAL REVIEW

Pursuant to the authority and criteria contained in the California Environmental Quality Act (CEQA), the City Council analyzed the proposed project. The City Council found that the project site was analyzed in the Environmental Impact Report prepared for the General Plan (SCH# 2011102046) and it was determined that no further environmental review under the California Environmental Quality Act (CEQA) was required or appropriate subject to CEQA Guidelines Section 15183.

City Council Options

In considering this item, the City Council has four (4) options:

1. Approve the extension request without additional emotions.
2. Conditionally approve the extension request.
3. Deny the extension request.
4. Take no action and continue the item to a future meeting.

Each option is discussed in more detail below. Whichever option the City Council selects, the City Council should make findings on the record to support the Council’s decision so that any parties that may pursue legal review of the Council’s action will have clear bases upon which to seek review.

- 1. Approve the Tentative Parcel Map Extension, without additional conditions.** – This is the most straightforward option for the City Council. The Developer will still be required to comply with the conditions of the original tentative map approval. Since the approval of the project in 2017 and subsequent amendment through the settlement agreement in 2018, there have been no changes to applicable land use documents that would contradict the approval of the project.

The City Council has the discretion to determine the duration of the extension, but the extension shall not exceed six (6) years, ending in 2026 (Government Code Section 66452.6 limits discretionary extensions to six years).

2. **Conditionally Approve the Tentative Parcel Map Extension** – As mentioned above, any tentative map condition would continue to hold the Developer to compliance with the conditions of approval in Resolution 2017-59 “Exhibit C” (original tentative map) and amended through 2018-35 (settlement agreement). When considering the current extension request, the City Council may impose additional conditions, but *only* conditions related to the extension of time. For example, the City Council may set time constraints such as the filing and recordation of the final map.
3. **Deny Tentative Parcel Map Extension** - If the Council denies the extension request, then, if the Developer fails to file its final map for Council approval in a manner compliant with Chapter 17. 20 of the City Code prior to the tentative map’s expiration on June 16, 2020, then the tentative map would expire, and the Developer would need to restart the entitlement process, including any environmental review.
4. **Take No Action** – The City Council may decide not to take action on the item, and may bring the item back to the City Council for consideration at a future date. To accomplish this, the Council may open the public hearing for purposes of continuing the hearing to a date certain. The Council may also open the public hearing, receive public comments, close the public hearing, and continue discussions at a later meeting without receiving further public comments at that later meeting unless the later meeting is a properly noticed public hearing. The subsequent meeting on this matter should occur on/or before June 16, 2020. Otherwise, the City Council should grant a short extension to allow the tentative map to extend to a date allowing the Council’s further consideration without the tentative map’s expiration lapsing.

RECOMMENDATION: It is recommended that the City Council Adopt Resolution 2020-____: Approving an Extension of Vesting Tentative Subdivision Map No. SM16-7-001, for the Crystal School/Parcel 14 Project (APN 0032-152-180).

ATTACHMENTS:

1. Council Adoption of Resolution No. 2020-____: Approving an Extension of Vesting Tentative Subdivision Map No. SM16-7-001, for the Crystal School/Parcel 14 Project (APN 0032-152-180)).
 Exhibit A: Precise Development Plan
 Exhibit B: Conditions of Approval – Tentative Subdivision Map (SM 16-7-001)
 Crystal School/Parcel 14
2. Letter from Main Street West, dated April 9, 2020.
3. PowerPoint Presentation.

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RESOLUTION NO. 2020-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY, CALIFORNIA, APPROVING AN EXTENSION OF VESTING TENTATIVE SUBDIVISION MAP NO. SM 16-7-001, FOR THE CRYSTAL SCHOOL/PARCEL 14 PROJECT (APN 0032-152-180)

WHEREAS, on August 8, 2017, the City Council of the City of Suisun City adopted Resolution No. 2017-59 approving Main Street West Partners’ application for Vesting Tentative Subdivision Map No. SM 16-7-001 (“Tentative Map”) creating a total of 78 lots on the former Crystal Middle School property (the “Project”); and

WHEREAS, on September 17, 2017, a group named Responsible Development in Suisun City (“RDSC”) filed a lawsuit entitled *Responsible Development in Suisun City v. City of Suisun City* (Solano County Superior Court Case No. FCS049567); and

WHEREAS, on April 17, 2018, the City Council adopted Resolution 2018-35, approving a settlement agreement, and amending the approvals for the Project, notably reducing the number of units for the Project from 78 to 71; and

WHEREAS, the lawsuit was dismissed by Solano County Superior Court on June 6, 2018; and

WHEREAS, the Tentative Map was set to expire on April 16, 2020; and

WHEREAS, on April 10, 2020, Main Street West filed an extension request with the City of Suisun City (the “City”); and

WHEREAS, pursuant to Government Code Section 66452.6, Main Street West’s timely filed extension request provides a 60-day automatic extension of the Tentative Map (through June 15, 2020) unless the City approves, conditionally approves, or denies the extension, whichever occurs first; and

WHEREAS, Main Street West’s request for a Tentative Map extension is now before the City Council for consideration; and

WHEREAS, the time extension is exempt from environmental review pursuant to CEQA Guidelines Section 15061(b)(3) in that a mitigated negative declaration was approved in conjunction with the previously approved project, including the Tentative Map, and the act of granting a time extension would not result in any environmental impacts or physical effects on the environment; and

WHEREAS, the permitting of the Project will be subject to codes in effect at the time of permit issuance, including new building codes and stormwater regulations; and

WHEREAS, the City Council finds there have been no changes to the provisions of the General Plan, any applicable specific plan, or land use codes applicable to the Project since the adoption of Resolution No. 2018-35; and

WHEREAS, the City Council finds there have been no changes in the character of the site or its surroundings that affect how the policies of the General Plan or Waterfront District Specific Plan or other standards of the land use code apply to the Project since the adoption of Resolution No. 2018-35; and

1 **WHEREAS**, the City Council finds there have been no changes to the capacities of
2 community infrastructure or resources, including but not limited to, water supply, sewage
3 treatment or disposal facilities, roads, or schools, so that there is no longer sufficient
4 remaining capacity to serve the Project as approved and conditioned since the adoption of
5 Resolution No. 2018-35; and

6 **WHEREAS**, the City Council finds that the health, safety, and welfare of the citizens
7 of the City of Suisun City will not likely be jeopardized by the City Council’s granting of the
8 requested Tentative Map extension; and

9 **WHEREAS**, notice of a public hearing to be conducted by the City Council on May
10 5, 2020 to consider the Tentative Map extension provided for in this Resolution (the “Notice”)
11 was published in the *Daily Republic* on April 23, 2020 and posted at Suisun City Hall, Suisun
12 Fire Station, Suisun City Senior Center, Harbor Master Building, Project Site, and at
13 www.suisun.com; and

14 **WHEREAS**, notice of the public hearing was also mailed to property owners within a
15 600-foot radius of the project.

16 **NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUISUN CITY
17 HEREBY RESOLVES AS FOLLOWS:**

18 **Section 1.** The above recitals are true and correct, and are incorporated herein by
19 this reference.

20 **Section 2.** The City Council approves an extension to Tentative Subdivision Map
21 SM 16-7-001 for the former Crystal School property through _____, 20____, _____
22 subject to compliance with the previously approved Precise Development Plan (Exhibit “A”)
23 and previously adopted Conditions of Approval (Exhibit “B”).

24 **Section 3.** If any section, subsection, subdivision, paragraph, sentence, clause or
25 phrase of this Resolution or any part hereof is for any reason held to be invalid or
26 unconstitutional, such decision shall not affect the validity of the remaining portion of this
27 Resolution or any part thereof. The City Council hereby declares that it would have passed
28 each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof,
irrespective of the fact that any one or more section, subsection, subdivision, paragraph,
sentence, clause or phrase be declared invalid or unconstitutional.

Section 4. This Resolution shall take effect and be in full force immediately after
its adoption by the City Council of the City.

PASSED, APPROVED, AND ADOPTED as a Resolution at a regular meeting of
the City Council of the City of Suisun City, California, on this 5th day of May, 2020.

Lori Wilson
Mayor

1 APPROVED AS TO FORM:
2

3 _____
4 Anthony R. Taylor, City Attorney

5 **CERTIFICATION**

6 I, Linda Hobson, City Clerk of the City of Suisun City, California, do hereby certify
7 that the foregoing was adopted by the City Council of the City of Suisun City at a regular
8 meeting held on the 5th day of May, 2020, by the following vote:

8 **AYES:** Councilmembers: _____

9 **NOES:** Councilmembers: _____

10 **ABSENT:** Councilmembers: _____

11 **ABSTAIN:** Councilmembers: _____

12 **WITNESS** my hand and the seal of said City this 5th day of May 2020.

13 _____
14 Linda Hobson, CMC
15 City Clerk
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NO.	DATE	REVISIONS

PRECISE DEVELOPMENT PLAN
CRYSTAL SCHOOL SITE
DOWNTOWN/WATERFRONT SPECIFIC PLAN AREA
CITY OF SUISUN CITY
SOLANO COUNTY, CALIFORNIA

BELLECCI & ASSOCIATES, INC.
CONCORD, CALIFORNIA
JUNE 29, 2017 SCALE: 1"=30'
UPDATED: JULY 26, 2017
UPDATED: MARCH 14, 2018

LEGAL DESCRIPTION:
BOUNDARY AND EASEMENTS BASED ON RECORD DATA AND A PRELIMINARY TITLE REPORT PREPARED BY PLACER TITLE CO., ORDER NO. P-14835 DATED MAY 5, 2016
0032-152-180

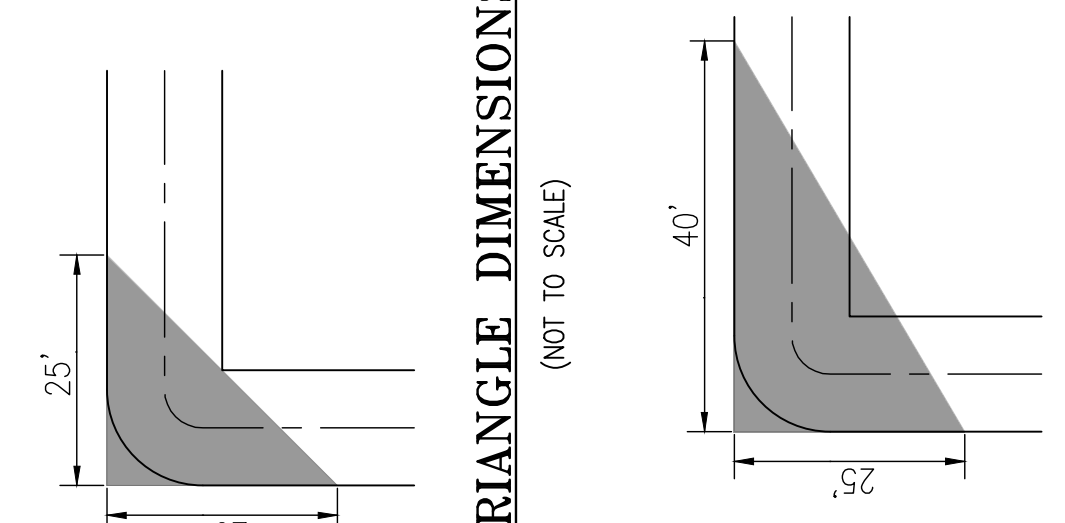
STATISTICAL INFORMATION:
EXISTING ZONING: P/OS - PUBLIC FACILITIES/OPEN SPACE
PROPOSED ZONING: MR (MEDIUM-DENSITY RESIDENTIAL)
EXISTING USE: VACANT
PROPOSED USE: RESIDENTIAL - 71 SINGLE-FAMILY LOTS
SUBDIVISION BOUNDARY AREA: GROSS AREA = 7.24 ACRES
NET AREA = 6.13 ACRES

LOT SIZES:
MINIMUM: 2,720 SF
MAXIMUM: 5,640 SF
AVERAGE: 3,189 SF
DENSITY: 11.6 LOTS/ACRE = # OF LOTS/NET AREA
151,560 SF = 3.48 AC
PERCENTAGE OF TOTAL AREA PROPOSED FOR BUILDING = 48%

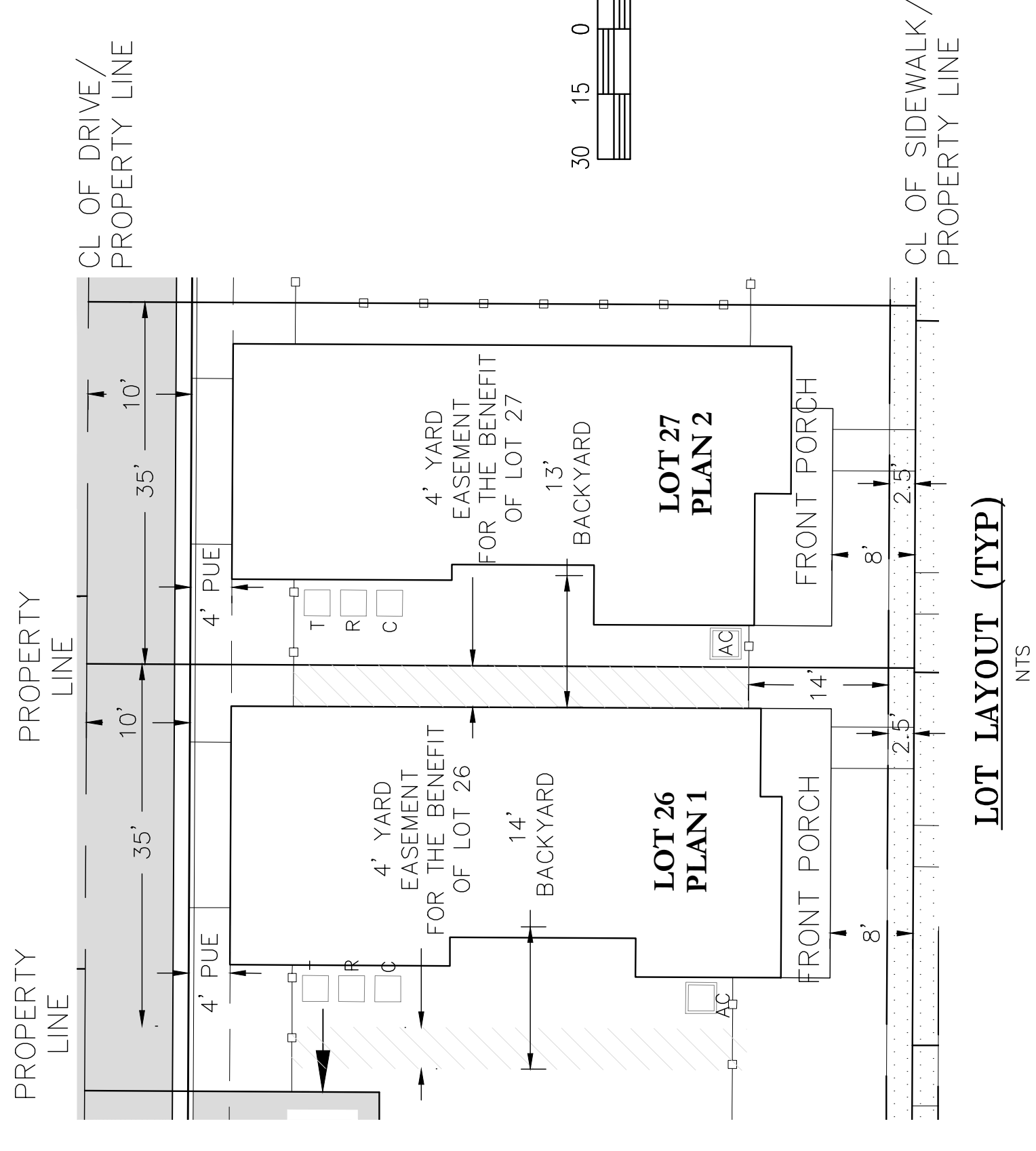
PROPOSED BUILT UPON AREA:
REQUIRED SPACES: 71 LOTS x 0.3 = 21
47 ON-SITE, ON-STREET SPACES
28 OFF-SITE, ON-STREET SPACES

PARKING LOT COUNT:
WATER - CITY OF SUISUN CITY
SEWER - FAIRFIELD SUISUN SEWER DISTRICT
GAS & ELECTRIC - PACIFIC GAS & ELECTRIC CO.
TELEPHONE - A.T.& T.

- LEGEND:**
- SUBDIVISION BOUNDARY LINE
 - LOT LINE/RIGHT OF WAY
 - CURB
 - STREET CENTER LINE
 - RETAINING WALL (24" MAX.)
 - FENCE LINE
 - 4" PUE
 - SOUND/RETAINING WALL
 - ASPHALT CONCRETE PAVEMENT
 - SIDEWALK
 - LANDSCAPE
 - BIORETENTION FACILITY
 - FIRE HYDRANT
 - STREET LIGHT
 - NUMBER OF PARKING SPACES
 - AC HVAC EQUIPMENT
 - TRASH/RECYCLING TOTTER STORAGE
 - SINGLE-STORY PLAN



CORDELIA STREET
SIGHT TRIANGLE DIMENSIONS (TYP)
(NOT TO SCALE)



NOTE: SEE "TYPICAL LOTTING PLAN" FOR MORE DETAILS.



DEVELOPMENT PLAN
NTS

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Exhibit C

Crystal School/Parcel 14 Conditions of Approval
Page1

Exhibit C

Crystal School/Parcel 14 Project Conditions of Approval

The Crystal School/Parcel 14 Vesting Tentative Subdivision Map, located within the Waterfront District Specific Plan of the City of Suisun City, Assessor's Parcel Number 0032-152-180 is approved subject to the following conditions of approval:

Condition	Timing	Responsible Party	Status
ONGOING THROUGH CONSTRUCTION			
1. All references herein to "Applicant" shall mean the current project applicant, any successors in interest and any contractors, subcontractors or other parties engaged by the current applicant or the applicant's successor in interest in the future implementation and development of the project.	Ongoing through Construction	NA	
2. Future development within the Crystal School/Parcel 14 Project (Project) site shall be consistent with the plans and exhibits as reviewed by the City Council of the City of Suisun City on (date) and as included and referenced in City Council Resolution _____. Any revisions that, in the opinion of the Development Services Director, alter the purpose and intent of proposed improvements, shall require City Council approval and amendment of the Project Planned Unit Development Permit and/or the Project Precise Development Plan.	Ongoing through Construction	Development Services	
3. The Applicant shall indemnify, defend and hold harmless the City of Suisun City its agents, officers, and employees from any and all claims, actions or proceedings against the City of Suisun City, its agents, officers, and employees to attach, set aside, void or annul, any approval by the City of Suisun City and its advisory agency, appeal board, or legislative body concerning this application which action is brought within applicable statutes of limitations. The City of Suisun City shall promptly notify the Applicant any claim or proceedings and shall cooperate fully in the defense. If the City fails to do so, the Applicant shall not thereafter be responsible to defend, indemnify or hold the City harmless. This condition may be placed on any plans, or other documents pertaining to this application.	Ongoing through Construction	NA	
4. The Applicant shall comply with all applicable Federal, State, and local codes including, but not limited to, the Uniform Building Code, Fire Code and County Health Department guidelines as interpreted by the County Health Inspectors.	Ongoing through Construction	Public Works and Development Services	

Exhibit C

Crystal School/Parcel 14 Conditions of Approval
Page 2

Condition	Timing	Responsible Party	Status
5. The Applicant shall fund and be responsible for the implementation of all conditions relating to the Crystal School "Parcel 14" Development including but not limited to the conditions established for the Tentative Subdivision Map and Preliminary Development Plan Approval.	Ongoing through Construction	Public Works and Development Services	
6. The Development Services Director (or designated person), following consultation from the City Engineer, may approve minor modifications to the project and implement the project and mitigation measures as deemed appropriate.	Ongoing through Construction	Development Services	
7. Pursuant to the City of Suisun City Resolution No. 2017-02 dated January 3, 2017, new development shall pay development impact fees set forth in Resolution 2017-02.	Ongoing through Construction	Public Works	
8. All work performed shall conform to these conditions as well as to all City ordinances, rules, standard specifications and details, design standards, and any special requirements imposed by the City Engineer. The Building and Public Works Department will provide inspection to ensure conformance. Any deviation from the aforementioned documents shall require review and written approval by the City Engineer. Deviations or exceptions to the design requirements in the listed documents for private improvements must be identified in the design guidelines, or submitted to the City Engineer for approval.	Ongoing through Construction	Public Works	
9. The City Engineer may approve and/or negotiate minor changes or exceptions to Building and Public Works Department conditions of approval.	Ongoing through Construction	Public Works	
10. The Applicant shall designate a design professional as the main point of contact in submitting plans, reports and other documents to the City during the design and plan review phase. Submittals from any other person will not be accepted by the City.	Ongoing through Construction	Public Works	
11. Any relocation or modification of any existing facilities necessary to accommodate subject project shall be at the Applicant's expense. It shall be the responsibility of the Applicant to coordinate all necessary utility relocations with the appropriate utility company.	Ongoing through Construction and Prior to Issuance of Building Permit for first home	Public Works	

Exhibit C

Condition	Timing	Responsible Party	Status
<p>12. Certain limited corrections to the various plans provided by the applicant shall be revised prior to the presentation of the Project to City Council for final approval. Such corrections include:</p> <ul style="list-style-type: none"> • Provide concrete walkway to gate from drive aisle/alley access. • Delineate access and use of shared yards where homes are sited “back-to-back.” • Provide typical lot to depict setbacks from back of sidewalk to fence for a side yard facing to School Street. • Provide detail for retaining walls used along West Street and School Street – materials and height. • Provide construction detail for proposed soundwall. • Provide construction detail for proposed wood privacy fences. • Confirm widths of PUE’s and show on street sections. None shown on School, Morgan, West or Private Residential Street sections. • Clarify what landscaping is proposed adjacent to the sound wall. • Establish 10-foot-wide PUE’s on the paseos (for walkway and associated lighting). 	<p>Prior to City Council review</p>	<p>Development Services</p>	
<p>PRIOR TO APPROVAL OF IMPROVEMENT PLANS</p>			
<p>13. During construction of this project, a designated contact person with phone number shall be posted on the project site.</p>	<p>Prior to approval of Improvement Plans</p>	<p>Public Works</p>	
<p>14. Prior to the approval of improvement plans, the Applicant shall submit a phasing plan if so desired. Approval of the phasing plan shall be concurrent with the approval of the construction plans and made a part thereof.</p>	<p>Prior to approval of Improvement Plans</p>	<p>Public Works</p>	
<p>15. All development shall comply with the Travis Air Force Base Land Use Compatibility Plan compatibility policies and criteria. This shall be accomplished through the review of project improvements plans.</p>	<p>Prior to approval of Improvement Plans</p>	<p>Development Services</p>	
<p>16. Concurrent with the submittal of Improvement Plans, the Applicant shall submit final landscape plans that include park and open space areas, street frontages, shared paseos and detailed typical front and side yard landscape plans to the Development Services Department which comply with Title 20, Water-Efficient Landscaping, of the City of Suisun City Municipal</p>	<p>Prior to approval of Improvement Plans</p>	<p>Development Services and Public Works</p>	

Exhibit C

Crystal School/Parcel 14 Conditions of Approval
Page 4

Condition	Timing	Responsible Party	Status
Code and the then current State Model Water Efficient Landscape Ordinance as applicable. This plan will include all fencing locations and proposed material and must be approved by the City prior to installation.			
17. The Applicant shall provide passive recreation opportunities consistent with the Crystal School Park Conceptual Plan as included within the Crystal School Planned Development Permit. Minor variations to the approved Conceptual Design may be approved by the Development Services Director. Plans for this area shall be reviewed and approved by the Development Services Director.	Prior to approval of Improvement Plans	Development Services	
18. The proposed bioretention within the proposed park shall be designed to: maximize aesthetic qualities of the park; ensure that park features are not inundated during storm events; and, minimize potential hazards related to storm water. Construction of this joint facility shall be completed prior to issuance of building permits for lots 47 through 78 (homes east of West Street).	Prior to approval of Improvement Plans	Development Services	
19. All bioretention areas shall be designed and landscaped in an aesthetically pleasing manner with perimeter plantings of trees, shrubs and groundcovers.	Prior to approval of Improvement Plans	Development Services	
20. No chain link fencing shall be utilized within the project.	Prior to approval of Improvement Plans	Development Services	
21. The residential project shall comply with the Suisun City Municipal Code by providing an area in private yards, as noted on the Project Precise Development Plan, for refuse containers. A concrete pad of adequate size for the garbage and recycling containers shall be provided behind the side fence of each parcel. Furthermore, the pathway in the side yard shall be wide enough so that there is enough room for foot traffic to pass by parked garbage and recycling containers.	Prior to approval of Improvement Plans	Development Services	
22. The developer shall construct a barrier for privacy along the west boundary to separate the community from the rail yards. Minimum barrier heights shall be 8' high above surrounding grade consistent with details provided within the Crystal School Planned Development Permit.	Prior to approval of Improvement Plans	Development Services	

Exhibit C

Crystal School/Parcel 14 Conditions of Approval
Page5

Condition	Timing	Responsible Party	Status
<p>The face of wall that faces toward the rail yard shall incorporate an anti-graffiti surface and surveillance cameras shall be installed to monitor the west face of the sound wall.</p>			
<p>23. Each unit must have fire sprinklers. This includes garage, attic, and concealed spaces. The system may be approved to run off the domestic water supply. If the domestic water supply is used the water meter must be rated to continuously support the fire sprinkler flow requirements. SID consultation and approval will be needed.</p>	<p>Prior to approval of Improvement Plans</p>	<p>Fire Department</p>	
<p>24. Fire hydrants locations will be reviewed and approved by the Fire Department prior to approval of improvement plans. Fire hydrants shall meet city and SID standards with 1-4 ½" and 2- 2 ½" connections. The water mains need to be looped to prevent sand and gravel from collecting in dead end runs. Hydrant placement must be spaced no more than 300' apart. With no more than 150' from any property. Normally, the first hydrant will be positioned at the right hand corner of a street dictated by the direction the fire engine will respond to the fire.</p>	<p>Prior to approval of Improvement Plans</p>	<p>Fire Department</p>	
<p>25. The private streets between garages shall be designated as "Fire Lane" and posted "FIRE LANE- NO PARKING."</p>	<p>Prior to approval of Improvement Plans</p>	<p>Fire Department</p>	
<p>26. Streets, private roads, and driving surfaces must be designed to support the weight of fire apparatus as specified in City Standards.</p>	<p>Prior to approval of Improvement Plans</p>	<p>Fire Department</p>	
<p>27. All buildings must be given an address and be marked on the fire lane side with 6" numbers visible from the road.</p>	<p>Prior to approval of Improvement Plans</p>	<p>Fire Department</p>	
<p>28. All roads must be named. Road names shall be submitted to the Fire Department for review and approval prior to approval of improvement plans.</p>	<p>Prior to approval of Improvement Plans</p>	<p>Fire Department</p>	
<p>29. The Improvement Plans shall include a General Note that: any revisions to the approved Improvement Plans and/or City Standards, including those due to field conditions, shall require review and written approval by the City Engineer. The Applicant shall have the revised plans prepared by the Project Professional Designer and shall have the revised plans submitted for review and approval by the City Engineer. Any revisions to the Improvement Plans resulting from these or other conditions contained herein shall be subject to written approval of the City Engineer.</p>	<p>Prior to approval of Improvement Plans</p>	<p>Public Works</p>	

Exhibit C

Condition	Timing	Responsible Party	Status
30. When submitting Improvement Plans, the engineer's estimate of costs for the public improvements necessary to complete the project shall be included. This estimate shall show quantities as well as unit prices used to obtain the final cost of each item and is subject to City review and approval.	Prior to approval of Improvement Plans	Public Works	
31. The Applicant shall pay all Public Works fees, including plan review and inspection fees, as established by the City Public Works Fee Schedule at the time of submittal of Improvement Plans.	Prior to approval of Improvement Plans	Public Works	
32. The Applicant shall pay Suisun-Solano Water Authority (SSWA) for plan check and inspection fees within 30 calendar days upon receipt of invoice from the Solano Irrigation District (SID). The invoice will be for actual expenses incurred by SSWA for providing plan checking and inspection services for the project. At the time of submittal of Improvement Plans, Applicant shall pay a deposit of \$2,500 to be applied towards SSWA fees.	Prior to approval of Improvement Plans	Public Works	
33. The Applicant shall obtain all necessary permits from all applicable agencies prior to development.	Prior to approval of Improvement Plans	Public Works	
34. The Applicant shall prepare a notice, subject to the review by the City Engineer, that lists all construction mitigation requirements, permitted hours of construction, and identifies a contact person as well as the Applicant who will respond to complaints related to the proposed construction. The notice shall be mailed to property owners and residents within a 300-foot radius from the subject site, at least ten (10) calendar days prior to the start of construction.	Prior to approval of Improvement Plans	Public Works	
35. Any existing wells shall be abandoned per County of Solano Health Department standards prior to development of the property. Owner shall submit documentation to the Public Works Director that this condition has been satisfied prior to any construction on this project.	Prior to approval of Improvement Plans and Prior to Issuance of Building Permit for first home	Public Works	
36. Visual obstructions over three feet in height will not be allowed within the driver's sight triangle near driveways and corners in order to allow an unobstructed view of oncoming traffic. Improvements at driveways and corners are subject to the review and approval of the City Engineer.	Prior to approval of Improvement Plans	Public Works	

Exhibit C

Condition	Timing	Responsible Party	Status
37. Any existing frontage, or street, improvements, which in the opinion of the City Engineer, are currently damaged or become damaged as a part of the work shall be removed and replaced as required to the current City Standards, or as directed. Prior to start of work, Developer shall perform a walk-through with the Public Works Department staff and take date-stamped photos of existing site conditions.	Prior to approval of Improvement Plans and during construction	Public Works	
38. Measures to remediate on-site contamination as identified in the Remedial Action Workplan Former Crystal Middle School report prepared by Raven Research and dated August 12, 2010 shall be incorporated into Project Improvement Plans. Such remediation shall be completed prior to issuance of first dwelling building permit.	Prior to approval of Improvement Plans and Prior to Issuance of Building Permit	Public Works	
39. Improvement Plans shall show the installation of concrete curb, gutter, sidewalks, curb ramps and driveway improvements on all street frontages. The Typical Street Sections must include aggregate base material under all concrete and all asphalt improvements per City of Suisun City Standards. The driveways and curb ramps shall comply with the State and Federal accessibility regulations.	Prior to approval of Improvement Plans	Public Works	
40. The minimum longitudinal slopes of gutter flow lines shall be 0.0054.	Prior to approval of Improvement Plans	Public Works	
41. The Improvement Plans shall show the installation of street signage and pavement markings and striping. All pavement markings and striping shall be thermoplastic or as required by City Engineer.	Prior to approval of Improvement Plans	Public Works	
42. Separation between proposed water and sanitary sewer pipes shall meet the latest Suisun-Solano Water Authority (SSWA) Design Standards, Standard Specifications, and Standard Drawings.	Prior to approval of Improvement Plans	Public Works	
43. The proposed waterline is to be looped. The water facilities are to comply with the latest Suisun-Solano Water Authority (SSWA) Design Standards, Standard Specifications, and Standard Drawings.	Prior to approval of Improvement Plans	Public Works	
44. Direct tapping of City or SSWA water mains is not permitted. Applicant shall install the required fittings in the existing or new main lines to accommodate the proposed water system. No	Prior to approval of Improvement Plans	Public Works	

Exhibit C

Condition	Timing	Responsible Party	Status
<p>existing water mains shall be shut down without specific permission of the City Engineer and the Solano Irrigation District. Storm drain design shall comply with the City's Design Standards, standard specifications, and details.</p>	<p>and during construction</p>		
<p>45. The Applicant shall obtain all necessary permits for storm water discharges.</p>	<p>Prior to approval of Improvement Plans</p>	<p>Public Works</p>	
<p>46. Applicants whose projects disturb one or more acres of soil or whose projects disturb less than one acre but are part of a larger common plan of development that in total disturbs one or more acres, shall obtain coverage under the General Permit for Discharges of Storm Water Associated with Construction Activity (State Water Resources Control Board Construction General Permit, Order No. RS-2015-0049). Construction activity subject to this permit includes clearing, grading and disturbances to the ground such as stockpiling, or excavation.</p>	<p>Prior to approval of Improvement Plans</p>	<p>Public Works</p>	
<p>47. The project's Stormwater Control Plan shall comply with the City's Municipal Regional Permit (MRP) and Stormwater C.3 Guidebook. As part of the Improvement Plans, the ponding depths, pipe sizing, time of release, and storage for the bioretention facilities shall be calculated. The project shall not introduce any ponding nuisance and shall eliminate the possibility of flooding within the proposed park adjacent to the bioretention facility. The City Engineer reserves the right to institute stringent measures above and beyond the MRP and the Stormwater C.3 Guidebook for the bioretention facility at the proposed park.</p>	<p>Prior to approval of Improvement Plans</p>	<p>Public Works</p>	
<p>48. During the preparation of Improvement Plans, Applicant's civil engineer shall provide flow calculations for the proposed storm drains.</p>	<p>Prior to approval of Improvement Plans</p>	<p>Public Works</p>	
<p>49. Improvement Plans shall include a Site Improvement Plan prepared by a registered Civil Engineer and shall comply with the requirements of the soils report for the project and the City's Ordinance prior to approval by the City Engineer. In addition, the Site Development Plan shall be prepared to the satisfaction of the City Engineer, and is to reflect a positive drainage to existing drain inlets as well as to proposed drain inlet.</p>	<p>Prior to approval of Improvement Plans</p>	<p>Public Works</p>	

Exhibit C

Condition	Timing	Responsible Party	Status
50. Where feasible, parking lots and other impervious areas shall be designed to drain stormwater runoff to vegetated drainage swales, filter strips, and/or other treatment devices that can be integrated into required landscaping areas and traffic islands prior to discharge into storm drain systems.	Prior to approval of Improvement Plans	Public Works	
51. The maximum allowable slope in landscape areas shall be 3:1, or as approved by City Engineer. One-foot concrete mow strips for public landscaping shall be provided as required by the City Engineer. Drainage runoff to adjacent property shall not be allowed.	Prior to approval of Improvement Plans	Public Works	
52. The project shall install on-site decorative street lighting (acorn type) and the Applicant shall submit a photometric analysis to the City for review and approval with the Project Improvement Plans. Photometric performance shall comply with the City's standard specifications.	Prior to approval of Improvement Plans	Public Works	
53. On-site driveways/roadways shall be minimum 3" asphalt concrete over a minimum 15" Class 2 aggregate base with road stabilization fabric. The Applicant shall construct driveways/roadways in accordance with the KC Consultants, Geotechnical Engineering Report dated July 10, 2016 prepared for the project.	Prior to approval of Improvement Plans	Public Works	
54. Landscaping and automatic irrigation for all areas other than fenced private yards shall be installed by the Applicant. The Applicant shall utilize Calsense irrigation controller(s) and Hunter irrigation heads.	Prior to approval of Improvement Plans	Public Works	
55. The private streets shall provide for easements for the construction, operation, maintenance and repair of the roadway improvements and utilities.	Prior to approval of Improvement Plans and Prior to recordation of Final Map	Public Works	
56. All finish floor elevations shall be in accordance with FEMA regulations.	Prior to approval of Improvement Plans	Public Works	
57. The Applicant shall construct an 8-foot soundwall along the westerly side of the proposed project. Applicant shall install video camera(s) at the soundwall in such a manner to mitigate	Prior to approval of Improvement Plans	Public Works	

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Condition	Timing	Responsible Party	Status
the possibility of soundwall vandalism. The video camera must be compatible with the existing video camera system used by the Suisun City Police Department.			
58. During the preparation of the Improvement Plans, Applicant shall videotape and inspect the existing sanitary sewer lines, storm drain lines, and manholes fronting the development. Damaged sanitary sewer and storm drain facilities shall be shown in the Improvement Plans for replacement and shall be replaced as part of the Applicant's project.	Prior to approval of Improvement Plans	Public Works	
59. Because of the use change from a school to single family homes, Applicant shall demonstrate with calculations that the sanitary sewer flows from this proposed project will not adversely impact the collection system.	Prior to approval of Improvement Plans	Public Works	
60. The existing overhead utility lines on the south sides of Morgan Street and California Street fronting the development shall be placed underground. However, the existing overhead lines crossing Morgan Street between School Street and West Street can remain overhead. The wood posts shall be replaced at these overhead crossings with a decorative street light ("acorn type") with an overhead power pole attachment. Undergrounding of Morgan Street utilities shall be completed prior to issuance of building permits for lots 47 through 54 (dwellings east of West Street). Undergrounding of California Street utilities shall be completed prior to issuance of building permits for lots 1 through 4.	Prior to approval of Improvement Plans and Prior to Issuance of Building Permit for first home	Public Works	
61. The improvement plans shall be submitted to the Fairfield-Suisun Sewer District (FSSD) for review and approval, with respect to work on the District facilities.	Prior to approval of Improvement Plans	Public Works	
62. The District's signature block shall be provided on title sheets of improvement plans containing District facilities. The signature block must be signed and dated by the FSSD prior to bid and/or commencement of construction of any District facilities.	Prior to approval of Improvement Plans	Public Works	
63. The improvement plans shall comply with the latest FSSD standard specifications, standard details, design standards, standard General Notes, dewatering requirements, and regulations.	Prior to approval of Improvement Plans	Public Works	
64. The Applicant shall submit satisfactory evidence of insurance to the FSSD. Also, the FSSD, its officers, directors, agencies and employees shall be named as an additional insured. All	Prior to approval of Improvement Plans	Public Works	

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Condition	Timing	Responsible Party	Status
insurance required of the Applicant and its contractors by the City of Suisun City shall be afforded to the FSSD as well.			
65. Prior to commencing construction, submittals related to the FSSD's facilities shall be submitted to the District for review and approval. Construction work involving these items and the District facilities shall not commence until the District has approved the submittals in writing.	Prior to approval of Improvement Plans	Public Works	
66. The improvement plans, Final Map and Parcel Maps shall be submitted to the Solano Irrigation District (SID) for review, approval and signature.	Prior to approval of Improvement Plans	Public Works	
67. The Applicant shall pay SSWA Plan/Map Review Fees upon submittal of the plans and maps for review.	Prior to approval of Improvement Plans	Public Works	
68. The water improvements will be looped to ensure adequate flow and designed to the satisfaction of the Suisun-Solano Water Authority.	Prior to approval of Improvement Plans	Public Works	
69. Any extension and/or connection to the existing stubs or water main shall be in accordance with the Suisun-Solano Water Authority (SSWA) Standard Specifications, and at the Applicant's expense.	Prior to approval of Improvement Plans	Public Works	
70. Water service laterals shall not be located within driveway approaches.	Prior to approval of Improvement Plans	Public Works	
71. Per the SSWA Cross-Connection Control Resolution No. 99-01, all types of commercial buildings and landscape irrigation services are required to include an approved backflow prevention assembly, at the Applicant's expense. Prior to commencing construction work, the proposed location, service size and flow-rate for the backflow prevention assembly shall be submitted to SID for review and approval. Based on the proposed commercial use, a Reduced Pressure Principle (RPP) Assembly will be required for each of the domestic water services.	Prior to approval of Improvement Plans	Public Works	
72. The SSWA Cross-Connection Control Resolution No. 99-01, fire protection systems are required to include an approved backflow prevention assembly, at the developer's expense. Prior to commencing construction work, the proposed location, service size and flow-rate for the fire protection system shall be submitted to SID for review and approval. Based on the proposed	Prior to approval of Improvement Plans	Public Works	

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Condition	Timing	Responsible Party	Status
commercial use, a Double Check-Detector Check (DCDC) Assembly will be required for each of the fire protection systems.			
PRIOR TO RECORDATION OF FINAL MAP			
73. Prior to Final Map approval, the Applicant shall either establish a community facilities district (CFD) and/or associated tax zone and/or maintenance assessment district (MAD) or annex such property to an existing CFD and/or MAD and establish associated tax zone(s), as deemed appropriate by the City, for the purpose of financing the cost of providing the following public services to the property: police; fire; paramedical; operation, maintenance and repair of new improvements such as, but not limited to, roadway pavement, sidewalks, concrete pathways, landscaping, irrigation, bioretention facilities, parks, play structures and associated site furnishings, retaining walls, street lights, entrance monuments, video cameras, and soundwall, street sweeping and dredging of the Suisun Turning Basin/Marina. The rate and method of apportionment of special tax applicable to the property shall establish a special tax designed to offset public services per City Council Resolution 2005-70. Applicant shall pay all costs associated with establishing and/or annexing into an existing or a new CFD and /or MAD. All costs for establishing such funding mechanisms shall be paid by the Applicant.	Prior to recordation of Final Map	Public Works	
74. The Applicant shall offer for dedication required street right-of-way for West Street through the Project on the Final Map or other City approved instrument.	Prior to recordation of Final Map	Public Works	
75. The Applicant shall dedicate, as required, on-site easements for new utilities and streets, including private streets, by means of Final Map or other City approved instrument.	Prior to recordation of Final Map	Public Works	
76. If existing easements and utilities are located within the proposed lots, the utilities shall be relocated within the public streets or into appropriate easements, as required by the City Engineer.	Prior to recordation of Final Map	Public Works	

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Condition	Timing	Responsible Party	Status
77. Developer shall submit his Faithful Performance Bond and Labor & Materials Bond prior to the Final Map recordation. Developer shall submit his One-Year Warranty Bond prior to the City's acceptance of the improvements. The amounts of the Faithful Performance Bond and Labor & Materials Bond shall each be 100% the cost estimate of the civil and landscape improvements, while the amount of the One-Year Warranty Bond shall be 20% of the cost estimate of the civil and landscape improvements.	Prior to recordation of Final Map	Public Works	
78. The Final Map and Parcel Maps shall be submitted to the Solano Irrigation District (SID) for review, approval and signature.	Prior to recordation of Final Map		
PRIOR TO ISSUANCE OF BUILDING PERMIT FOR FIRST HOME			
79. Placement of homes (floorplan models) shall be consistent with the approved Crystal School Planned Development Permit, Resolution PC17-06, Exhibit A.	Prior to Issuance of Building Permit	Development Services	
80. The project contains 0.45 acres of park land and has a park land obligation of 0.90 acres. The developer shall pay park in lieu fees in an amount equivalent to 0.45 acres of park land.	Prior to Issuance of Building Permit	Development Services	
81. Applicant shall pay all applicable fees that are required on a per unit basis prior to issuance of building permits. City will consider previous uses, existing public services serving the project site, and associated fees for such uses and services and will adjust development impact fees as appropriate.	Prior to Issuance of Building Permit	Public Works	
82. The eaves of each unit shall be soffitted to prevent embers and fire from entering the attic spaces. Ventilation of soffit is allowed, but should be designed to minimize potential for fire hazards.	Prior to Issuance of Building Permit	Fire Department	
83. The exterior materials shall be fire rated. Stucco or a fire rated hardy plank is recommended but other materials that have a high fire resistive rating may be considered, with the approval of the Fire Chief. Non-fire rated wood trim is acceptable.	Prior to Issuance of Building Permit	Fire Department	

Exhibit C

Condition	Timing	Responsible Party	Status
84. The roofs shall have a non-combustible covering.	Prior to Issuance of Building Permit	Fire Department	
85. Prior to building permit issuance, Applicant shall obtain approval from fire and police department for a parking/no parking plan, including enforcement provisions, for all private roads, permanent or temporary, to be constructed as part of the project.	Prior to Issuance of Building Permit	Fire Department	
86. A road map with names will be provided to the Fire Department prior to issuance of first dwelling building permit.	Prior to Issuance of Building Permit	Fire Department	
87. All floor plans shall have a side access to the main residence without going through the garage or around to the front door. Plan for of applicant's submittal shall be modified accordingly.	Prior to Issuance of Building Permit	Fire Department	
88. A water supply and fire hydrant system must be functional prior to delivery of combustible materials to the project site. If not constructed in a single phase, the hydrant system shall be expand such that fire suppression water is available at lots under construction prior to the framing stage of construction.	Prior to Issuance of Building Permit	Fire Department	
89. Prior to issuance of any dwelling building permit, the Building Department shall review and ensure compliance with the project noise study, title "Crystal School Site Residential" prepared by J.C. Brennan & Associate and dated February 1, 2017. Lots 5-7, 10, 16, 23 and 31 have the greatest noise exposure and are subject to specific construction requirements. Additionally, lots 1-4 and 39-41 have lesser noise exposure but still require specific construction measures to reduce noise exposure.	Prior to Issuance of Building Permit	Public Works	
90. Prior to first dwelling building permit, the Applicant shall construct all civil improvements, including but not limited to drainage improvement, West Street through the project and reconstruction of the project frontages of California Street, West Street, Morgan Street, School Street and Cordelia Street as depicted on the Crystal School Site Precise Development Plan.	Prior to Issuance of Building Permit	Public Works	
91. Provide pavement treatment that includes crack filling and base failure repairs, grinding high spots, leveling course in low spots, and cape seal for the full-width of California Street, Morgan Street, West Street, Cordelia Street and School Street fronting the development. Applicant is to	Prior to Issuance of Building Permit	Public Works	

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Condition	Timing	Responsible Party	Status
<p>provide photos of the conditions prior to beginning any treatments. Pavement treatments for these roadways shall be completed prior to issuance of first dwelling building permit.</p>			
<p>92. At the time the Building Permit issued, the Applicant shall pay the appropriate SSWA Connection Fee and Meter Installation Fee at the City of Suisun City. These fees shall be based on the latest SSWA fee schedule at time of payment, and are determined by the size of meter requested. All domestic water services shall be metered.</p>	<p>Prior to Issuance of Building Permit</p>	<p>Public Works</p>	
<p>93. Color schemes for each home shall be approved prior to issuance of each home building permit. Approved colors are identified within the project PUD Permit and are presented as 14 color schemes organized 4 color groups. Colors shall be selected and approved as follows:</p> <ul style="list-style-type: none"> • No more than 6 houses within the project may utilize the same color scheme. • No houses in close proximity (next door or across street/park or park from each other) may utilize the same color scheme. • Each frontage segment (along a street or facing the park) shall utilize a mix of color schemes and a mix of color groups. • No color scheme shall be repeated on any given frontage segment. 	<p>Approve prior to issuance of individual building permits</p>	<p>Development Services</p>	
<p>DURING CONSTRUCTION</p>			
<p>94. During project construction, the Applicant shall notify The Fire Department shall be notified when the water system or hydrants are shut down.</p>	<p>During Construction</p>	<p>Fire Department</p>	
<p>95. During construction, adequate roads made of an all-weather material must be installed before each framing phase is started. Adequate parking enforcement must be maintained to allow fire suppression vehicles access to buildings under construction.</p>	<p>During Construction</p>	<p>Fire Department</p>	
<p>96. An adequate fire lane to each construction site must be maintained. Fire lanes must be posted "FIRE LANE- NO PARKING." Construction materials shall be staged outside of the fire lane. Construction equipment and tradesmen vehicles shall not park in the fire lanes.</p>	<p>During Construction</p>	<p>Fire Department</p>	

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Condition	Timing	Responsible Party	Status
97. All work within the public right-of-way, which is to be performed by the Applicant shall be included within a single City Encroachment Permit issued by the City Public Works Department. Issuance of the Encroachment Permit and payment of all appropriate fees shall be completed prior to commencement of work, and all work under the permit shall be completed prior to issuance of occupancy permit.	During Construction and Prior to Certificate of Occupancy	Public Works	
98. A sign shall be posted on the property in a manner consistent with the public hearing sign requirements, which shall identify the address and phone number of the Applicant and/or Applicant's representative for the purposes of responding to questions and complaints during the construction period. Said sign shall also indicate the hours of permissible construction work.	During Construction	Public Works	
99. The Applicant shall have a superintendent present at all times at the job site. Superintendent shall provide the quality control for the Applicant; respond to the City's concerns; coordinate inspections with the City Inspector; make construction decisions on behalf of the Applicant; and coordinate work of the Applicant's subcontractors.	During Construction	Public Works	
100. Unless otherwise approved by the City Engineer, all existing sidewalks shall be kept clear and passable during all phases of the project.	During Construction	Public Works	
101. If any archaeological resources are found during the grading of the site or during performance of any work, work shall be halted, the City Engineer shall be notified and a certified archaeological firm shall be consulted for advice at Applicant's expense.	During Construction	Public Works	
102. During construction a security fence, the height of which shall be the maximum permitted by the Zoning Ordinance, shall be installed and maintained around the perimeter of the lot. The lot shall be kept clear of all trash, weeds and litter throughout the construction activity.	During Construction	Public Works	
103. Dust control shall be in conformance with City Standards and Ordinances. Vehicles hauling dirt or other construction debris from the site shall cover any open load with a tarpaulin or other secure covering to minimize dust emissions.	During Construction	Public Works	
104. Dumpsters and trash receptacles to be used on this project shall be dumpsters supplied by Republic Services. This is pursuant to the agreement between the City and Republic Services for all areas within Suisun City.	During Construction	Public Works	

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Condition	Timing	Responsible Party	Status
<p>PRIOR TO CERTIFICATE OF OCCUPANCY FOR FIRST HOME</p>			
<p>105. All required soundwalls shall be constructed prior to issuance of first Certificate of Occupancy.</p>	<p>Prior to Certificate of Occupancy</p>	<p>Public Works</p>	
<p>106. Prior to the issuance of first Certificate of Occupancy, the Applicant shall submit to the Public Works Department "as-built" Improvement Plans, hard copy and in PDF format.</p>	<p>Prior to Certificate of Occupancy</p>	<p>Public Works</p>	
<p>107. The Applicant shall provide and install freeze protection for all RPBFP's and DCDC's at the Applicant's expense.</p>	<p>Prior to Certificate of Occupancy</p>	<p>Public Works</p>	
<p>108. Prior to the issuance of Certificate of Occupancy, the Applicant shall submit to SID the electronic AutoCAD files and scanned .tif images at 300 dpi of the "as built" Improvement Plans.</p>	<p>Prior to Certificate of Occupancy</p>	<p>Public Works</p>	

April 9, 2020

ATTN: John Kearns

Suisun City Development Services Department

This application is a request for an extension of time for the Crystal School Site Tentative Map consisting of 71 Lots in order that we may complete the Final Map and Improvement Plans. The applicant is requesting an eighteen month extension to the Tentative Map.

Upon action by the City Counsel approving the project Tentative Map, the Tentative Map was challenged under a CEQA lawsuit by concerned neighbors. Main Street West worked with the community group to develop a plan and designs that were more in accordance with what the community desired and a plan that was still feasible for the developer. Subsequently the Tentative Map was modified primarily by a reduction in total lots of 7 and significant design changes, resubmitted before the City Counsel of Suisun City and approved. The lawsuit was dismissed on June 6, 2018.

Upon settlement of the CEQA lawsuit and Approval of the New Tentative Map configuration, the applicant, Main Street West Partners has proceeded diligently with the processing of the improvement plans and final map. Due to many issues relating to lot grading and sewer design the plan design has taken longer than was expected. As of February 2020 all Sewer, Water, Storm Drainage and Grading Plans are complete and ready for submittal to the governing agencies in pursuit of approval. Due to the times and the inability to proceed with 'Face to Face Meetings' we have not had the ability to facilitate our next step meeting.

The extension of time is requested in order to obtain concurrence from all governing agencies the current plan and thereafter submit the Final Map and Improvement Plans for final review and approval.

Cordially,



Main Street West Partners

Michael E. Rice



CITY OF SUISUN CITY DEVELOPMENT SERVICES DEPARTMENT

701 Civic Center Boulevard • Suisun City, CA 94585

Phone 707-421-7335 • FAX 707-429-3758

E-mail: planning@suisun.com

PLANNING APPLICATION FORM

This application form is required as part of any request to process the planning applications listed below. Other required items are indicated on the accompanying instruction materials. **It is the applicant's responsibility to insure that application packages are complete and accurate.**

1. TYPE OF APPLICATION

- | | | |
|---|---|---|
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Tentative Parcel Map |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Rezone | <input checked="" type="checkbox"/> Tentative Subdivision |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Sign | <input type="checkbox"/> Map |
| <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Site Plan/Architectural Review | <input type="checkbox"/> Use Permit |
| <input type="checkbox"/> Lot Merger | <input type="checkbox"/> Temporary Use Permit | <input type="checkbox"/> Variance |
| | | <input type="checkbox"/> Other _____ |

2. PROJECT DESCRIPTION

Project Name CRYSTAL SCHOOL PCL 14 Street Address CORDELLIA + SCHOOL ST
 Assessor's Parcel No. 0032-152-100 Project Size 71 LOTS (Net) 7.24 AC. (Gross)
 Existing Use of Property VACANT
 Summary Project Description TENTATIVE MAP EXTENSION 71 LOT SUBDIVISION

(Attach additional sheets as needed.)

3. CONTACT INFORMATION

PROPERTY OWNER/APPLICANT

Owner MAIN STREET WEST PR. Applicant (if different from owner) _____
 Address 710 KELLOGG ST, SUISUN CA Address _____
 Phone 707-200-5695 Phone _____
 Email MILLERSOITZGROUP@SUISUN.CA.GOV Email _____

DEVELOPER/ARCHITECT/ENGINEER/CONTRACTOR

License # _____ License Type (Architect, Engineer, etc.) _____
 Business _____
 Individual's Name _____
 Address _____
 Phone _____ Email _____

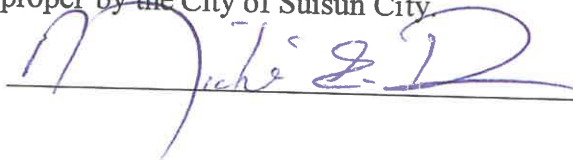
For Staff Use:	
Application No. _____	Fee: _____
Received By: _____	Date: _____

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees and expenses for the preparation of necessary environmental documentation and planning studies. I certify that I have reviewed the current Hazardous Waste and Substances Site List developed pursuant to AB 3750 and found that my project is not on the list is on the list. A copy of the list is on file at the Development Services Department.

4. Applicant

As part of this application the applicant hereby agrees to defend, indemnify and hold harmless the City of Suisun City and any agency or instrumentality thereof, its City Council, boards and commissions, officers, employees, volunteers and agents (collectively referred to as the "City") from any claim, action, or proceeding against the City, to attack, set aside, void, annul, or seek monetary damages from an approval of the application or related decision of the City, including such actions approved by the voters of the City concerning the application and including any related environmental documents, or to challenge a denial of the application or related decisions. The City shall promptly notify the applicant of said claims, actions or proceedings for which indemnification, defense, and/or hold harmless is sought and the City will cooperate in the applicant's defense of said claims, actions or proceedings.

By signing below, I hereby certify that the application I am submitting, including all additional required information, is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper by the City of Suisun City.

Applicant:  Date: 4/9/20

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Tentative Map Extension Request for Parcel 14

MAY 5, 2020



Background

- The City Council originally considered and approved the Project on August 8, 2017.
- On September 17, 2017, a lawsuit was filed; *Responsible Development in Suisun City (RDSC) v. City of Suisun City* (Solano County Superior Court Case No. FCS049567).
- Proposed project modifications were considered and approved by the City Council at a Public Hearing on April 17, 2018.
- The lawsuit was dismissed on June 6, 2018.



Submitted Request

- The developer submitted a request to extend the tentative map for 18 months (to October 2021).
- Effort has been made by the developer's team to prepare a Final Map and Improvement Plans.
- Revised plans have been prepared for agency review, but the current pandemic has not allowed in-person meetings.



City Council Options

- Approve the Tentative Parcel Map Extension, as is
- Conditionally Approve the Tentative Parcel Map Extension
- Deny Tentative Parcel Map Extension
- Take No Action



Staff Recommendation

It is recommended that the City Council Adopt Resolution 2020-___: Approving an Extension to the Tentative Subdivision Map No. SM16-7-001, for the Crystal School/Parcel 14 Project (APN 0032-152-180).

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AGENDA TRANSMITTAL

MEETING DATE: May 5, 2020

CITY AGENDA ITEM: PUBLIC HEARING: Waterfront District Business Improvement District (Continued to Date Uncertain):

Council Adoption of Resolution No. 2020-___: Declaring its Intent to Consider Reauthorizing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District for Fiscal Year 2020, and Setting a Public Hearing to Consider these Matters for ____, 2020.

FISCAL IMPACT: Reauthorization of the BID assessments has no fiscal impact on the City General Fund as these assessments are paid by businesses within the District to the BID, which is an independent non-profit organization.

STRATEGIC PLAN IMPACT: Revitalize Downtown Waterfront District.

BACKGROUND/STAFF REPORT: The Public Hearing was continued from February 4, 2020 to March 17, 2020 and again from March 17, 2020 to May 5, 2020. by the City Council. In order to continue the discussion and allow for the BID Board election process to be completed, staff is recommending that Council once again continue this item. A new public hearing will be noticed once the election process has been completed.

RECOMMENDATION: Due to delays caused by the Shelter in Place health order, it is recommended that the City Council continue the item to a date uncertain in order to allow more time for the BID Board to meet with the members.

ATTACHMENTS:

1. Council Adoption of Resolution No. 2020-___: Declaring its Intent to Consider Reauthorizing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District for Fiscal Year 2020, and Setting a Public Hearing to Consider these Matters for ____, 2020.

PREPARED BY:

John Kearns, Senior Planner

REIEWED/APPROVED BY:

Greg Folsom, City Manager

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RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
DECLARING ITS INTENT TO CONSIDER REAUTHORIZING THE SUISUN CITY
HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT
AND THE ASSESSMENT LEVY FOR THE DISTRICT FOR
FISCAL YEAR 2020, AND SETTING A PUBLIC HEARING
TO CONSIDER THESE MATTERS FOR _____, 2020**

WHEREAS, the California Streets and Highways Code Section 36500 *et seq.* authorizes cities to establish parking and business improvement areas for the purpose of promoting economic revitalization and physical maintenance of business districts in order to create jobs, attract new business and prevent erosion of the business district; and

WHEREAS, the Main Street-Waterfront Business Improvement District, commonly known as the Suisun City Historic Waterfront Business Improvement District, was formed at the request of the Main Street-Waterfront Business Improvement District Formation Committee (Committee) by City Council adoption of City Ordinance No. 667 on April 18, 2003; and

WHEREAS, at the request of the Committee, Ordinance No. 667 established an annual special assessment on all businesses within the Main Street-Waterfront Business Improvement District, commonly known as the Suisun City Historic Waterfront Business Improvement District, (District), which said assessment must be renewed annually by City Council; and

WHEREAS, the Main Street-Waterfront Business Improvement District Board of Directors (Board) has requested the that Suisun City Council renew the special assessment on all business within the BID; and

WHEREAS, renewal of the special assessment may occur only after City Council conducts a noticed public hearing pursuant to the Parking and Business Improvement District Area Law of 1989, Part 6 (commencing with Section 36500) of Division 18 of the California Streets and Highways Code.

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

1. The recitals set forth herein are true and correct.
2. The City Council does, at the request of the Board, and pursuant to the California Streets and Highways Code, declare its intent to consider reauthorizing and renewing the “Main Street-Waterfront Business Improvement District” (District).
3. The boundaries of the entire area to be included in the District, and the boundaries of each separate benefit zone within the District, are set forth in the Map, EXHIBIT A, incorporated herein by reference. A true and correct copy of the map is on file with the City Clerk of the City of Suisun City.
4. The types of improvements and activities proposed to be funded by the levy of assessments on business in the District are in EXHIBIT B hereto and incorporated by reference.
5. The City Council intends to consider reauthorizing the District and renewing the levy of an annual benefit fee on businesses in the District to pay for selected improvements and activities of the District.

- 1 6. All funds of the District shall be expended on improvements and activities within the District.
- 2 7. The method and the basis for levying the benefit fee on all the businesses within the
- 3 District are set forth in the EXHIBIT C hereto, incorporated herein by reference.
- 4 8. The Annual Benefit fees shall be incorporated into the City Business License fee for
- 5 those businesses within the District and shall be due and payable as part of obtaining
- 6 the required City Business License pursuant to City Code Title 5.
- 7 9. A public hearing to consider re-authorization of the District is hereby set for **May5,**
- 8 **2020, at 6:30 p.m.** before the City Council of the City of Suisun City, at the City Council
- 9 Chambers at 701 Civic Center Blvd., Suisun City, CA 94585.
- 10 10. At the public hearing, the testimony of all interested persons, for or against the
- 11 establishment of the District, interested in matters concerning the boundaries of the
- 12 District, the areas of benefit within the District and the assessments to be levied, will be
- 13 heard.
- 14 11. A protest against the District, or any aspect of it, may be made orally or in writing. An
- 15 oral protest shall be made at the said public hearing. To count in the majority protest
- 16 against the District, a protest must be in writing. A written protest may be withdrawn
- 17 from record at any time before the conclusion of the public hearing. Each written protest
- 18 shall contain a written description of the business in which the person signing the protest
- 19 is interested, sufficient to identify the business, and its address. If the person signing
- 20 the protest is not shown on the official records of the City of Suisun City as the owner
- 21 of the business, then the protest shall contain or be accompanied by written evidence
- 22 that the person is the owner of the business. Any written protest as to the regularity or
- 23 sufficiency of the proceedings shall be in writing and clearly state the irregularity or
- 24 defect to which objection is made.
- 25 12. If, at the conclusion of the public hearing, there are of record, written protest by the
- 26 owners of the businesses within the District that will pay fifty percent (50%) or more of
- 27 the total assessments of the entire District, no further proceedings to create the District
- 28 shall occur. New proceedings to reauthorize and renew the District and levy the benefit
- assessment fee shall not be undertaken again for a period of at least one (1) year from
- the date of the finding of the majority written protest by the City Council. If the majority
- written protest is only as to an improvement or activity proposed, then that type of
- improvement or activity shall not be included in the District.
13. Further information regarding the proposed Main Street-Waterfront Business
- Improvement District may be obtained from the City Clerk of the City of Suisun City,
- at Suisun City Hall, 701 Civic Center Blvd., Suisun City, CA, and or by calling (707)
- 421-7309.
14. The City Clerk is instructed to provide notice of the public hearing as follows:
 - a. Publish this Resolution of Intention in a newspaper of general circulation in the City
 - of Suisun City once, at least ten (10) days before the hearing.
 - b. Mail a complete copy of this Resolution of Intention to each and every business
 - owner in the District within seven (7) days of the adoption of this Resolution by the
 - City Council.

15. This Resolution is effective on its adoption.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the ____ day of _____ 2020 by the following vote:

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

WITNESS my hand and the seal of said City this ____ day of _____ 2020.

 Donna Pock, CMC
 Deputy City Clerk

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