

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, OCTOBER 20, 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.

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

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: 854 3949 6254

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*

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

(Next Ord. No. – 775)
(Next City Council Res. No. 2020 – 129)
Next Suisun City Council Acting as Successor Agency Res. No. SA2020 - 02
(Next Housing Authority Res. No. HA2020 – 02)

DEPARTMENTS: AREA CODE (707)

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

ROLL CALL

Council / Board Members
Pledge of Allegiance
Invocation

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: gfolson@suisun.com).

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

CONSENT CALENDAR

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

City Council

2. Council Adoption of Resolution No. 2020 - ____: Authorizing the City Manager to Execute Two (2) Vehicle Lease Agreements with Enterprise Fleet Management, Inc. and Declare Three (3) City Vehicles as Surplus Assets for Auction.– (Medill: mmedill@suisun.com).
3. Council Adoption of Resolution No. 2020 - ____: Authorizing the City Manager to Enter into an Agreement on Behalf of the City with DC Electric for the Electrical Vehicle Charging Station Project – (Medill: mmedill@suisun.com).
4. Council Adoption of Resolution No. 2020 - ____: Authorizing the Application for Statewide Park Development Community Revitalization Program Round 4 Grant Funds (Prop 68) – (Lofthus: klofthus@suisun.com).
5. Community Benefits Program – (Lofthus: klofthus@suisun.com).
 - a. Council Adoption of Resolution No. 2020-__: Adopting the City of Suisun City Partnership Policy; and
 - b. Council Adoption of Resolution No. 2020-__: Adopting the City of Suisun City Special Event Permit Application; and
 - c. Council Adoption of Resolution No. 2020-__: Adopting the City of Suisun City Fee Waiver Policy.

Joint City Council / Suisun City Council Acting as Successor Agency

6. Council/Agency Approval of September 2020 Payroll Warrants in the Amount of \$571,083.37, and Council/Agency Approval of the September 2020 Accounts Payable Warrants in the Amount of \$732,878.37 – (Finance).

PUBLIC HEARINGS

7. Public Hearing: Reauthorization and Renewal of the Suisun City Historic Waterfront Business Improvement District and the Associated Assessment – (Folsom: gfolson@suisun.com).
 - a. Council Adoption of Resolution No. 2020-___: Reauthorizing and Renewing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District for Calendar/Fiscal Years 2020 and 2021; and.
 - b. Council Introduction and Waive Reading of Ordinance No. ___: Repealing and Replacing Section 3.40.050 (Establishment of Benefit Assessment) of Chapter 3.40 (Main Street-Waterfront Business Improvement District) of Title 3 (Revenue and Finance) of the Suisun City Code.
8. Public Hearing and Other Proceedings Related to Annexation No.11 to Community Facilities District No. 2 (Municipal Services), for the Holiday Inn Express Project – (Medill: mmedill@suisun.com).
 - a. Council Adoption of Resolution No. 2020-___: Submitting Annexation of Territory and Levy of Special Taxes to Qualified Electors; and
 - b. Council Adoption of Resolution No. 2020-___: Declaring Results of Special Annexation Election, Determining Validity of Prior Proceedings, and Directing Recording of Amended Notice of Special Tax Lien; and
 - c. Council Introduction and Waive Reading of Ordinance No. ___: Levying Special Tax within City of Suisun City Community Facilities District No. 2 (Municipal Services), Including Certain Annexation Territory.

GENERAL BUSINESS**City Council**

9. HEARING
Council Adoption of Resolution No. 2020-___: Placing Liens for Unpaid Waste Collection Service Charges on Certain Lands Situated in the City of Suisun City, County of Solano, State of California – (Deol: ldeol@suisun.com).
10. Council Discussion and Direction: Environment and Climate Citizen Advisory Committee Progress to Date and Council Recommendations – (Adams: aadams@suisun.com).

REPORTS: (Informational items only.)

11. a. Council/Boardmembers
b. Mayor/Chair
12. 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 agendized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.
2. Suisun City is committed to providing full access to these proceedings; individuals with special needs may call 421-7300.
3. Agendas are posted at least 72 hours in advance of regular meetings at Suisun City Hall, 701 Civic Center Boulevard, Suisun City, CA. Agendas may be posted at other Suisun City locations including:
 - Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA;
 - Suisun City Senior Center, 318 Merganser Drive, Suisun City, CA;
 - Joe Nelson Center, 611 Village Drive, Suisun City, CA;
 - Harbor Master Office, 800 Kellogg Street, Suisun City, CA.

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of October 20, 2020 was posted and available for review, in compliance with the Brown Act.

AGENDA TRANSMITTAL

MEETING DATE: October 20, 2020

CITY AGENDA ITEM: Resolution No. 2020___: Authorizing the City Manager to Execute Two (2) Vehicle Lease Agreements with Enterprise Fleet Management, Inc. and Declare Three (3) City Vehicles as Surplus Assets for Auction.

FISCAL IMPACT: There will be no cost for these leases in the current fiscal year because payments are due upon vehicle delivery, which is expected after June 30, 2021. For FY2021-22, the cost of the two (2) proposed lease agreements is expected to be \$25,378, consisting of \$8,935 in upfitting costs and \$16,443 in lease payments, which will need to be budgeted. The total cost over the life of these 5-year leases is expected to be \$91,950. Revenue from the anticipated sale of the four (4) City vehicles is expected to be less than \$25,000 to the Vehicle Replacement Fund (F706).

When fully implemented, as detailed at the June 4, 2019, City Council meeting, the Master Lease Agreement with Enterprise Fleet Management, Inc. has a projected average sustainable annual savings of \$23,702 and an overall ten (10) year savings to the City of approximately \$254,352.

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

BACKGROUND: On June 4, 2019 the City Council authorized the City Manager to execute a Master Lease Agreement (Agreement) with Enterprise Fleet Management, Inc. (Enterprise) for the systematic replacement of City vehicles. As the City does not have a dedicated full-time Fleet Manager, staff is leveraging both the industry expertise and purchasing power of Enterprise to augment City staff and perform the needed fleet management role.

The Enterprise Fleet Management Program (Program) provides a consistent preventive maintenance cycle and substantially reduces repair expenses and minimizes vehicle downtime. Lease cycles for Program vehicles are sixty (60) months. At the end of the lease cycle, the City will have the option to continue utilizing each vehicle in the City fleet (an approximate \$400 service charge will be due at the end of the lease for each vehicle) or can exchange the equity in the vehicle for a new replacement vehicle in a renewed lease (likely at a lower cost due to equity transfer). Enterprise provides a full maintenance program for all leased vehicles (does not cover tires and brakes) which includes 24-hour roadside assistance which can all be performed using local and/or preferred auto service providers in Enterprise's eligible provider network.

Additionally, the Agreement with Enterprise has provided staff support in equipping and tracking our vehicle orders. Since Program adoption staff has utilized the Agreement to begin to reverse the trend of an aging and inefficient fleet by incremental and scheduled replacement of City

PREPARED BY:
APPROVED BY:

Matthew Medill, Public Works Director
Greg Folsom, City Manager

vehicles. Enterprise provides an online Fleet Management tool for access to fleet information that is very user friendly.

STAFF REPORT: Currently the City has six (6) vehicles leased from Enterprise including one (1) 2020 Chrysler Voyager, one (1) Ford F-350 Transit Cargo Van, two (2) Ford F-350 trucks, one (1) 2019 Toyota Tacoma, and one (1) 2019 Chevy Tahoe. The City also has ten (10) vehicles on order that were previously approved by City Council at the November 26, 2019 and March 17, 2020. Many of the estimated delivery dates were postponed due to factory shutdowns related to COVID-19. Below please see the order status table:

UNIT NO.	Quote Number	Vehicle	Order Status	Estimated Delivery
23GR7X	4402860	2020 Ford Police Interceptor Utility Base Hybrid All-wheel Drive	Delivered to Dealer	Less than 3 months
23GSK3	4547002	2020 Ford Police Interceptor Utility Base Hybrid All-wheel Drive	Delivered to Dealer	Less than 3 months
23JR9H	4596767	2020 Ford Police Interceptor Utility Base Hybrid All-wheel Drive	Delivered to Dealer	Less than 3 months
23JR9Z	4596762	2020 Ford Police Interceptor Utility Base Hybrid All-wheel Drive	Delivered to Dealer	Less than 3 months
23JJHN	4591173	2020 Ford F-550 Chassis XL 4x2 SD Regular Cab 169 in. WB DRW	At Aftermarket Equipment Dealer for Upfitting	November 6, 2020
23JRC2	4611763	2020 Ford Police Interceptor Utility Base Hybrid All-wheel Drive	Shipped	Less than 6 months
23JRBS	4611759	2020 Ford Police Interceptor Utility Base Hybrid All-wheel Drive	Shipped	Less than 6 months
23JRC5	4611771	2020 Ford Police Interceptor Utility Base Hybrid All-wheel Drive	Shipped	Less than 6 months
23JRBB	4611736	2020 Ford Police Interceptor Utility Base Hybrid All-wheel Drive	Shipped	Less than 6 months
23JRBL	4611751	2020 Ford Police Interceptor Utility Base Hybrid All-wheel Drive	Shipped	Less than 6 months

Staff plans to incrementally replace the City fleet through the Program with vehicle orders approximately every six (6) months with Council approval. As the vehicle procurement process and upfitting takes approximately six to twelve (6-12) months, it is imperative that staff stay on schedule to minimize costly ongoing repairs to the existing fleet.

Staff has identified the next round of vehicles for order, and they are described below:

- **One (1) Dodge 2021 Charger** – On March 17, 2020 the City Council authorized the reclassification of an existing Police Officer position to that of a fifth Police Sergeant position and elimination of a half-time Overfill Police Officer position. The fifth sergeant position is needed to supervise the Investigations Division to oversee critical investigations and ensure all laws and policies are followed, as well as to alleviate safety concerns and ensure all officer safety best practices are employed during an investigation. This fifth sergeant position will also be utilized to assist with supervising collateral duties that are currently unassigned to a supervisor and being overseen by management including Code Enforcement. This position requires a dedicated non-patrol vehicle for use of the fifth sergeant. This vehicle lease cost represents a cost savings of over \$300 monthly and \$16,000 upfitting cost savings in comparison to the 2020 Ford Police Interceptor Utility Base Hybrid All-wheel Drive vehicles required of the patrol fleet.
- **One (1) Ford F-250 Truck with Utility Bed** – The Public Works Department has transferred one (1) Enterprise Leased F-350 to the Police Department. With the departure of the Public Works Streets Supervisor it was determined that the Public Works Department was not utilizing the F-350 on lease. The Police Department had a Ford F-350 for their marine patrol program and received notification from the County that the lease has expired October 1, 2020 and they were required to return the Ford F-350 to the County. The Public Works Department worked with the Police Department to transfer the City's F-350 on lease from the Public Works Department to the Police Department. This vehicle expense (lease payment) will be reimbursed by the State boat grant that previously funded the vehicle through Solano County Fleet. This was a win-win for both departments. The police department needed a new F-350 immediately which would take several months with our Enterprise Fleet Program, and this swap provided an F-350 truck on October 1, 2020. Since the current leased 2019 Ford F-350 monthly cost of \$808.98 will be paid by the State Boat Grant, the Public Works Department can purchase a Ford F-250 with a utility bed that will be address current needs in the Department at a lower cost than the previously leased Ford F-350. The F-250 Truck with utility bed and liftgate will provide significant support to the field staff and allow the Department to better service the community. The liftgate allows staff to easily move heavy equipment and materials throughout the City without the need for physical lifting, which will reduce the chances of injury and provide better ergonomics for staff promoting staff health and safety.

The following summary table shows the lease cost and upfitting down payment for the next round of vehicle leases. As a reminder, the lease payment includes vehicle maintenance.

Enterprise Fleet Management Program Staff Recommended Vehicles for Lease							
Dept	Quantity	Year	Make	Model	Total Monthly Lease Payment	Down Payment Required for Upfitting	Lease Term (months)
Police	1	2021	Dodge	Charger	\$631.43	0	60
Public Works	1	2021	Ford	F-250 Truck with Utility Bed	\$738.74*	\$8,934.50	60

*Monthly savings to Public Works Department of \$70.24

Additionally, Public Works requests permission to declare the Department's 2001 Dodge Ram 1500, 1999 GMC Sonoma, and 1996 Ford Lift Truck as surplus. Both the Dodge Ram and GMC Sonoma are the two oldest trucks in the fleet and have been placed out of service due to exorbitant needed repair costs and both have already been replaced by newer existing fleet. The existing lift truck is from 1996, is over twenty-four years old, and has surpassed its life expectancy. It is currently out of service and was replaced by the City Council on March 17, 2020. These three vehicles are recommended for surplus. With approval, Public Works will be authorized to take three (3) vehicles to auction.

Staff recommends that the Council authorize the City Manager to execute the lease of two (2) additional vehicles under the Master Equity Lease agreement with Enterprise Fleet Management, Inc. which includes one (1) Dodge Charger and one (1) Ford F-250; and furthermore staff recommends that the Council declare one (1) 2001 Dodge Ram 1500, one (1) 1999 GMC Sonoma, and one (1) 1996 Ford Lift Truck as surplus assets for auction.

RECOMMENDATION: Resolution No. 2020___: Authorizing the City Manager to Execute Two (2) Vehicle Lease Agreements with Enterprise Fleet Management, Inc. and Declare Three (3) City Vehicles as Surplus Assets for Auction.

ATTACHMENTS:

1. Resolution No. 2020___: Authorizing the City Manager to Execute Two (2) Vehicle Lease Agreements with Enterprise Fleet Management, Inc. and Declare Three (3) City Vehicles as Surplus Assets for Auction.
2. Lease Rate Quote for 2021 Dodge Charger
3. Lease Rate Quote for 2021 Ford F-250

RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO EXECUTE TWO (2) LEASE
AGREEMENTS WITH ENTERPRISE FLEET MANAGEMENT, INC. AND
DECLARE THREE (3) CITY VEHICLES AS SURPLUS ASSETS FOR AUCTION**

WHEREAS, on June 4, 2019 the City Council authorized the City Manager to execute an agreement with Enterprise Fleet Management, Inc. for the replacement of City vehicles, and take other actions as necessary to implement the Enterprise Fleet Management Program (Program); and

WHEREAS, on June 4, 2019 the City Council provided staff direction to periodically provide City Council with updates on the Program and request authorization when significant vehicle lease agreements are planned; and

WHEREAS, the outgoing fleet is less reliable, more expensive to manage and repair, emits greater pollution than newer vehicles, and does not take advantage of improved safety equipment that comes standard on new vehicles; and

WHEREAS, the Program systematically replaces the existing city vehicle fleet with newer more efficient and less maintenance intensive vehicles and the City will realize cost savings; and

WHEREAS, staff has identified the need for two (2) new vehicles for lease including one (1) Dodge Charger and one (1) Ford F-250; and

WHEREAS, staff has identified three (3) City vehicles requiring excessive maintenance to be declared as surplus assets for auction including 2001 Dodge Ram 1500, 1999 GMC Sonoma, and 1996 Ford Lift Truck; and

NOW, THEREFORE, BE IT RESOLVED the Suisun City Council hereby authorizes the City Manager to Execute Two (2) Lease Agreements with Enterprise Fleet Management, Inc. and Declare Three (3) City Vehicles as Surplus Assets for Auction.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 20th day of October 2020, by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of October 2020.

Donna Pock, CMC
Deputy City Clerk

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Prepared For: City of Suisun City, California
Medill, Matt

Date 09/29/2020
AE/AM KW3/KEB

Unit #

Year 2021 **Make** Dodge **Model** Charger
Series GT 4dr Rear-wheel Drive Sedan

Vehicle Order Type Ordered **Term** 60 **State** CA **Customer#** 572961

\$ 33,996.00	Capitalized Price of Vehicle ¹
\$ 0.00 *	Sales Tax <u>0.0000%</u> State <u>CA</u>
\$ 535.57 *	Initial License Fee
\$ 0.00	Registration Fee
\$ 200.00	Other:Courtesy Delivery Fee
\$ 0.00	Capitalized Price Reduction
\$ 0.00	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive (Taxable Incentive Total : \$0.00)

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	
Exterior Color	(0 P) Smoke Show
Interior Color	(0 I) Black w/Cloth Performance Seats or Napp
Lic. Plate Type	Exempt
GVWR	0

\$ 34,196.00	Total Capitalized Amount (Delivered Price)
\$ 495.84	Depreciation Reserve @ <u>1.4500%</u>
\$ 86.79	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²
\$ 582.63	Total Monthly Rental Excluding Additional Services

Additional Fleet Management

	Master Policy Enrollment Fees
\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 0.00	Physical Damage Management	Comp/Coll Deductible	<u>0 / 0</u>
\$ 0.00	Full Maintenance Program ³ Contract Miles <u>0</u>	OverMileage Charge	<u>\$ 0.0000</u> Per Mile
	Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>	# Tires <u>0</u>	Loaner Vehicle Not Included

Additional Services SubTotal

\$ 48.80	Sales Tax <u>8.3750%</u>	State <u>CA</u>
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\$ 631.43 Total Monthly Rental Including Additional Services

\$ 4,445.60	Reduced Book Value at <u>60</u> Months
\$ 400.00	Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 15,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE City of Suisun City, California

BY _____ **TITLE** _____ **DATE** _____

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor anyManufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been UsedBy Lessor to Reduce the Capitalized Price of the Vehicle.

² Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
EST. UPFIT QUOTE	C	\$ 4,000.00
Total Aftermarket Equipment Billed		\$ 0.00
Total Aftermarket Equipment Capitalized		\$ 4,000.00
Aftermarket Equipment Total		\$ 4,000.00

VEHICLE INFORMATION:

2021 Dodge Charger GT 4dr Rear-wheel Drive Sedan - US

Series ID: LDDS48

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$31,241	\$31,995.00
Total Options	\$0.00	\$0.00
Destination Charge	\$1,495.00	\$1,495.00
Total Price	\$32,736.00	\$33,490.00

SELECTED COLOR:

Exterior: PAE-(0 P) Smoke Show

Interior: X9-(0 I) Black w/Cloth Performance Seats or Nappa/Alcantara Performance Seat

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
2EH	Quick Order Package 2EH	NC	NC
APA	Monotone Paint Application	STD	STD
DFW	Transmission: 8-Speed Automatic (8HP50)	STD	STD
ERB	Engine: 3.6L V6 24V VVT	STD	STD
HA	Cloth Performance Seats	STD	STD
NAS	50 State Emissions	NC	NC
PAE_01	(0 P) Smoke Show	NC	NC
TR9	Tires: 245/45ZR20 AS Performance	STD	STD
UAS	Radio: Uconnect 4C w/8.4" Display	STD	STD
WPZ	Wheels: 20" x 8.0" Satin Carbon Painted	STD	STD
X9_01	(0 I) Black w/Cloth Performance Seats or Nappa/Alcantara Performance Seat	NC	NC

Body Exterior Features:

Number Of Doors 4
Rear Cargo Door Type: trunk
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
Spoiler: rear lip spoiler
Door Handles: body-coloured
Front And Rear Bumpers: body-coloured front and rear bumpers
Body Material: galvanized steel/aluminum body material
Grille: black grille
Exhaust Tip: chrome tip exhaust

Convenience Features:

Air Conditioning automatic dual-zone front air conditioning
Air Filter: air filter
Console Ducts: console ducts
Cruise Control: cruise control with steering wheel controls
Trunk/Hatch/Door Remote Release: power cargo access remote release
Fuel Remote Release: power fuel remote release
Power Windows: power windows with driver and passenger 1-touch down
Remote Keyless Entry: keyfob (all doors) remote keyless entry
Illuminated Entry: illuminated entry
Integrated Key Remote: integrated key/remote
Auto Locking: auto-locking doors
Passive Entry: Keyless Enter-N-Go proximity key
Valet Key: valet function
Trunk FOB Controls: keyfob trunk/hatch/door release
Remote Engine Start: remote engine start - keyfob and smart device
Steering Wheel: sport steering wheel with manual tilting, manual telescoping
Day-Night Rearview Mirror: day-night rearview mirror
Auto-dimming Rearview Mirror: auto-dimming rearview mirror
Driver and Passenger Vanity Mirror: illuminated auxiliary driver and passenger-side visor mirrors
Garage Door Opener: HomeLink garage door transmitter
Emergency SOS: SiriusXM Guardian emergency communication system
Voice Recorder: voice recorder
Front Cupholder: front and rear cupholders
Floor Console: full floor console with covered box
Overhead Console: mini overhead console with storage
Glove Box: illuminated locking glove box
Driver Door Bin: driver and passenger door bins
Rear Door Bins: rear door bins
Seatback Storage Pockets: 2 seatback storage pockets
IP Storage: bin instrument-panel storage
Driver Footrest: driver's footrest
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 2 12V DC power outlets

Entertainment Features:

radio SiriusXM AM/FM/HD/Satellite with seek-scan
Radio Data System: radio data system
Amplifier: 276W amplifier
Digital Signal Processor: digital signal processor
Voice Activated Radio: voice activated radio
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 6 Alpine speakers
Internet Access: 4G LTE Wi-Fi Hot Spot internet access
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: window grid antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off projector beam halogen headlamps
Front Fog Lights: front fog lights
Front Wipers: variable intermittent speed-sensitive wipers wipers with heating jets
Rear Window Defroster: rear window defroster
Tinted Windows: light-tinted windows
Dome Light: dome light with fade
Front Reading Lights: front and rear reading lights
Door Curb/Courtesy Lights: 4 door curb/courtesy lights
Variable IP Lighting: variable instrument panel lighting
Display Type: digital/analog display
Tachometer: tachometer
Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Park Distance Control: ParkSense rear parking sensors
Trip Computer: trip computer
Trip Odometer: trip odometer
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Oil Temp Gauge: oil temperature gauge
Transmission Oil Temp Gauge: transmission oil temp. gauge
Engine Hour Meter: engine hour meter
Clock: in-radio display clock
Systems Monitor: systems monitor
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Bulb Failure Warning: bulb-failure warning
Door Ajar Warning: door-ajar warning
Trunk Ajar Warning: trunk-ajar warning
Brake Fluid Warning: brake-fluid warning
Turn Signal On Warning: turn-signal-on warning
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:

ABS: four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: compact spare tire
Spare Tire Mount: spare tire mounted inside under cargo
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st and 2nd row overhead airbag
Knee Airbag: knee airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Fuel Flap Locking Type: locking fuel flap included with power door locks
Side Impact Bars: side-impact bars

Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Rear Child Safety Locks: rear child safety locks
Ignition Disable: Sentry Key immobilizer
Panic Alarm: panic alarm
Tracker System: tracker system
Electronic Stability: electronic stability stability control with anti-roll
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
AntiWhiplashFrontHeadrests: anti-whiplash front head restraints
Rear Headrest Control: 3 rear head restraints
Break Resistant Glass: break resistant glass

Seats And Trim:

Seating Capacity max. seating capacity of 5
Front Bucket Seats: front sport bucket seats
Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments
Reclining Driver Seat: power reclining driver and manual reclining passenger seats
Driver Lumbar: power 4-way driver and passenger lumbar support
Driver Height Adjustment: power height-adjustable driver and passenger seats
Driver Fore/Aft: power driver and passenger fore/aft adjustment
Driver Cushion Tilt: power driver and passenger cushion tilt
Front Centre Armrest Storage: front centre armrest
Rear Seat Type: rear 60-40 bench seat
Rear Folding Position: rear seat fold-forward seatback
Rear Seat Armrest: rear seat centre armrest with storage
Leather Upholstery: cloth front and rear seat upholstery
Door Trim Insert: vinyl door panel trim
Headliner Material: full cloth headliner
Floor Covering: full carpet floor covering
Dashboard Console Insert, Door Panel Insert Combination: aluminum instrument panel insert, door panel insert, console insert
Shift Knob Trim: leather shift knob
LeatherSteeringWheel: leather/metal-look steering wheel
Floor Mats: carpet front and rear floor mats
Interior Accents: metal-look interior accents
Cargo Space Trim: carpet cargo space
Trunk Lid: carpet trunk lid/rear cargo door
Cargo Light: cargo light

Standard Engine:

Engine 300-hp, 3.6-liter V-6 (regular gas)

Standard Transmission:

Transmission 8-speed automatic w/ OD and auto-manual

Prepared For: City of Suisun City, California
Medill, Matt

Date 10/07/2020
AE/AM KW3/KEB

Unit #

Year 2021 **Make** Ford **Model** F-250
Series XL 4x2 SD Regular Cab 8 ft. box 142 in. WB SRW

Vehicle Order Type Ordered **Term** 60 **State** CA **Customer#** 572961

\$ 44,275.00	Capitalized Price of Vehicle ¹
\$ 0.00 *	Sales Tax <u>0.0000%</u> State <u>CA</u>
\$ 0.00 *	Initial License Fee
\$ 0.00 *	Registration Fee
\$ 350.00	Other:Courtesy Delivery Fee
\$ 8,934.50 *	Capitalized Price Reduction
\$ 748.26 *	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive (Taxable Incentive Total : \$0.00)

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	
Exterior Color	(0 P) Oxford White
Interior Color	(0 I) Medium Earth Gray w/HD Vinyl 40/20/40 S
Lic. Plate Type	Exempt
GVWR	0

\$ 35,690.50	Total Capitalized Amount (Delivered Price)
\$ 535.36	Depreciation Reserve @ <u>1.5000%</u>
\$ 115.99	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²
\$ 651.35	Total Monthly Rental Excluding Additional Services

Additional Fleet Management

	Master Policy Enrollment Fees
\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 0.00	Physical Damage Management	Comp/Coll Deductible	<u>0 / 0</u>
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\$ 32.84	Full Maintenance Program ³ Contract Miles <u>25,000</u>	OverMileage Charge	<u>\$ 0.0450</u> Per Mile
	Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>	# Tires <u>0</u>	Loaner Vehicle Not Included

\$ 32.84 Additional Services SubTotal

\$ 54.55	Sales Tax <u>8.3750%</u>	State <u>CA</u>
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\$ 738.74 Total Monthly Rental Including Additional Services

\$ 3,568.90	Reduced Book Value at <u>60</u> Months
\$ 400.00	Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 5,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE City of Suisun City, California

BY _____ **TITLE** _____ **DATE** _____

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

² Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
Knapheid Q AAV0001276 Flip Top Service Body / Forklift Loadable Ladder Rack / 7 Way Trailer Plug with Factory Hitch / Back up Camera / Strobes / LED Beacon / Vice Mount Bracket / Inverter/ Maxon Liftgate 1300lb	C	\$ 17,869.00
Total Aftermarket Equipment Billed		\$ 0.00
Total Aftermarket Equipment Capitalized		\$ 17,869.00
Aftermarket Equipment Total		\$ 17,869.00

VEHICLE INFORMATION:

2021 Ford F-250 XL 4x2 SD Regular Cab 8 ft. box 142 in. WB SRW - US

Series ID: F2A

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$32,518	\$34,230.00
Total Options	\$1,387.00	\$1,525.00
Destination Charge	\$1,695.00	\$1,695.00
Total Price	\$35,600.00	\$37,450.00

SELECTED COLOR:

Exterior: Z1-(0 P) Oxford White

Interior: AS-(0 I) Medium Earth Gray w/HD Vinyl 40/20/40 Split Bench Seat

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
142WB	142" Wheelbase	STD	STD
425	50-State Emissions System	STD	STD
44S	Transmission: TorqShift-G 6-Spd Auto w/SelectShift	Included	Included
512	Spare Tire, Wheel, Carrier & Jack	\$269.00	\$295.00
52B	Trailer Brake Controller	\$245.00	\$270.00
546	Trailer Tow Mirrors w/Power Heated Glass	Included	Included
587	Radio: AM/FM Stereo w/MP3 Player	Included	Included
600A	Order Code 600A	NC	NC
64A	Wheels: 17" Argent Painted Steel	Included	Included
66D	Pickup Box Delete	\$-569.00	\$-625.00
66DRBD	Rear Bumper Delete	Included	Included
66DSPR	Spare Wheel, Tire, Carrier & Jack Delete	Included	Included
66S	Upfitter Switches (6)	\$150.00	\$165.00
67D	200 Amp Alternator	Included	Included
76C	Exterior Backup Alarm (Pre-Installed)	\$128.00	\$140.00
872	Rear View Camera & Prep Kit	\$377.00	\$415.00
90L	Power Equipment Group	\$787.00	\$865.00
90LACD	Accessory Delay	Included	Included
90LASP	Advanced Security Pack	Included	Included
90LPLK	Power Locks	Included	Included
90LPTL	Power Tailgate Lock	Included	Included
90LPWN	Power Front Seat Windows	Included	Included
90LRKE	Remote Keyless Entry	Included	Included
996	Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel	Included	Included
A	HD Vinyl 40/20/40 Split Bench Seat	Included	Included
AS_01	(0 I) Medium Earth Gray w/HD Vinyl 40/20/40 Split Bench Seat	NC	NC
PAINT	Monotone Paint Application	STD	STD
STDGV	GVWR: 10,000 lb Payload Package	Included	Included
SYNC	SYNC Communications & Entertainment System	Included	Included
TD8	Tires: LT245/75R17E BSW A/S (4)	Included	Included
X37	3.73 Axle Ratio	Included	Included
Z1_01	(0 P) Oxford White	NC	NC

Body Exterior Features:

Number Of Doors: 2
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors with turn signal indicator
Convex Driver Mirror: convex driver and passenger mirror
Mirror Type: manual extendable trailer mirrors
Door Handles: black
Front And Rear Bumpers: black front and rear bumpers with black rub strip
Front Tow Hooks: 2 front tow hooks
Body Material: aluminum body material
: class V trailering with hitch, brake controller
Grille: black grille
Upfitter Switches: upfitter switches

Convenience Features:

Air Conditioning: manual air conditioning
Air Filter: air filter
Power Windows: power windows with driver and passenger 1-touch down
Remote Keyless Entry: keyfob (all doors) remote keyless entry
Illuminated Entry: illuminated entry
Integrated Key Remote: integrated key/remote
Remote Engine Start: remote engine start - smart device only
Steering Wheel: steering wheel with manual tilting, manual telescoping
Day-Night Rearview Mirror: day-night rearview mirror
Auto-dimming Rearview Mirror: auto-dimming rearview mirror
Emergency SOS: emergency communication system
Front Cupholder: front cupholder
Overhead Console: mini overhead console
Glove Box: illuminated locking glove box
Driver Door Bin: driver and passenger door bins
Dashboard Storage: dashboard storage
IP Storage: covered bin instrument-panel storage
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 2 12V DC power outlets

Entertainment Features:

radio: AM/FM stereo with seek-scan
Voice Activated Radio: voice activated radio
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 4 speakers
Internet Access: FordPass Connect 4G internet access
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off aero-composite halogen headlamps
Cab Clearance Lights: cargo bed light
Underhood Light: underhood light
Front Wipers: variable intermittent wipers
Tinted Windows: light-tinted windows
Dome Light: dome light with fade
Front Reading Lights: front reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: analog display
Tachometer: tachometer
Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Trip Computer: trip computer

Trip Odometer: trip odometer
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Transmission Oil Temp Gauge: transmission oil temp. gauge
Engine Hour Meter: engine hour meter
Clock: in-radio display clock
Systems Monitor: systems monitor
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Door Ajar Warning: door-ajar warning
Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: underbody mounted spare tire w/crankdown
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: Safety Canopy System curtain 1st row overhead airbag
Height Adjustable Seatbelts: height adjustable front seatbelts
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Ignition Disable: SecuriLock immobilizer
Security System: security system
Panic Alarm: panic alarm
Electronic Stability: AdvanceTrac w/Roll Stability Control electronic stability stability control with anti-roll
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 3
Front Bucket Seats: front split-bench 40-20-40 seats
Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments
Reclining Driver Seat: manual reclining driver and passenger seats
Driver Lumbar: manual driver and passenger lumbar support
Driver Fore/Aft: manual driver and passenger fore/aft adjustment
Front Centre Armrest Storage: front centre armrest
Leather Upholstery: vinyl front seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering
Shift Knob Trim: urethane shift knob
Interior Accents: chrome interior accents

Standard Engine:

Engine 385-hp, 6.2-liter V-8 (regular gas)

Standard Transmission:

Transmission 6-speed automatic w/ OD and PowerShift automatic

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AGENDA TRANSMITTAL

MEETING DATE: October 20, 2020

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-__: Authorizing the City Manager to Enter into an Agreement on Behalf of the City with DC Electric for the Electrical Vehicle Charging Station Project.

FISCAL IMPACT: There would be no impact on the General Fund associated with this action. The Electrical Vehicle Charging Station Project is 100% funded through Transportation Fund for Clean Air (TFCA) grant funds entirely.

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

BACKGROUND: In September 2018, the City executed a funding agreement with the Solano Transportation Authority (STA) for \$35,000 of Bay Area Air Quality District Transportation Fund for Clean Air (TFCA) grant funds for Suisun City electrical vehicle charging stations. In April of 2020, the City and the STA executed the first amendment to the funding agreement to provide the project with an additional \$40,000 in TFCA grant funds to complete the Project for a total project budget of \$75,000.

STAFF REPORT: The City applied for and was awarded a TCFA grant to install four (4) double paddle Clipper Creek electrical vehicle charging stations. Each double paddle unit can charge two vehicles at one time. After installation of the first station at City Hall as part of the first phase of the Project, it was determined that additional funds were required to complete the second phase of the Project which included installation of the remaining three (3) stations. These funds were provided by STA by the first amendment to the funding agreement.

Staff has worked with DC Electric to find a suitable electrical cabinet with sufficient power supply over the last few months. DC Electric helped staff identify a power supply solution to allow for installation of the final three charging stations. The City may award the contract per the California Uniform Public Construction Cost Accounting Act Sections 20160 to 20175 whereby the City may award Public Works project construction contracts of \$60,000 or less by negotiated contract or by purchase order without competitive bidding (PCC Section 22032(a)). DC electric has proposed to install the remainder of the three charging stations for \$28,200. Staff has reviewed the proposal and the costs are fair and reasonable for the scope of work.

Staff recommends the City Manager be authorized to execute a contract with DC Electric for the Electrical Vehicle Charging Station installation scope of work for \$28,200 and change orders up to \$10,000 for any unforeseen complications.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

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

STAFF RECOMMENDATION: It is recommended that the City Council adopt resolution No. 2020-__: Authorizing the City Manager to Enter into an Agreement on Behalf of the City with DC Electric for the Electrical Vehicle Charging Station Project.

ATTACHMENTS:

1. Resolution No. 2020-__: Authorizing the City Manager to Enter into an Agreement on Behalf of the City with DC Electric for the Electrical Vehicle Charging Station Project.

RESOLUTION NO. 2020 - ____

**A RESOLUTION OF CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT ON
BEHALF OF THE CITY WITH DC ELECTRIC FOR THE ELECTRICAL VEHICLE
CHARGING STATION PROJECT**

WHEREAS, on September 4, 2018, the City applied for and was awarded a Bay Area Air Quality Management District (BAAQMD) Transportation Fund for Clean Air (TFCA) grant in the amount of \$35,000 with the grant being administered via the Solano County Congestion Management Agency for the County, the Solano Transportation Authority (STA); and

WHEREAS, the Electrical Vehicle Charging Station Project (Project) includes the installation of four (4) double paddle Clipper Creek Electrical Vehicle charging stations, with one (1) double paddle station having already been installed in the parking lot behind City Hall; and

WHEREAS, it was determined that the initial grant award of \$35,000 would not be enough to fully execute the installation of the remaining three (3) units, and staff submitted a request for additional Project funds to STA with STA providing the City with an additional \$40,000 in funds; and

WHEREAS, Staff has determined the optimal locations for installation of the remaining three (3) units that must be installed to complete the grant and has also identified the electrical contractor to perform the installation of the remaining three (3) units; and

WHEREAS, per the California Uniform Public Construction Cost Accounting Act Sections 20160 to 20175 the City may award Public Works project construction contracts of \$60,000 or less by negotiated contract or by purchase order without competitive bidding (PCC Section 22032(a)); and

WHEREAS, Staff has identified DC Electric as a responsible electrical contractor to provide the required installation services to complete this Project in the amount of \$28,200.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City authorizes the City Manager to enter into an agreement on behalf of the City with DC Electric, for the Electrical Vehicle Charging Station Project, and to take any and all necessary and appropriate actions to implement this contract, and further authorize the City Manager to execute contract change orders up to \$10,000 for a total Project amount of \$38,200.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 20th day of October 2020, by the following vote:

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

WITNESS my hand and the seal of the City of Suisun City this 20th day of October 2020.

Linda Hobson, CMC
City Clerk

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AGENDA TRANSMITTAL

MEETING DATE: October 20, 2020

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-____: Authorizing the Application for Statewide Park Development Community Revitalization Program Round 4 Grant Funds (Prop 68).

FISCAL IMPACT: There is no fiscal impact to the City since this Grant does not require to provide any contribution as match for this project. If awarded the grant, this would have a positive impact on the Montebello Vista Lighting and Landscaping Municipal Assessment fund.

STRATEGIC PLAN IMPACT: Provide Good Governance.

BACKGROUND: The Montebello Vista Lighting and Landscape Maintenance Assessment District does not generate sufficient revenue to cover expenses related to the maintenance of Montebello Vista Park, streetlight electricity/maintenance, and Walters Road entrance and median maintenance. During FY 2014-15, a group of neighbors asked the City Council to lend the District funding to hire a consultant to facilitate a process to put the District on a sound fiscal footing. As a result of the consultant's work, a District-wide vote was held to: 1) expand the District to include all homes that benefit from the amenities maintained by the District; 2) increase the assessment to cover the actual current costs associated with the desired level of service; and 3) add an annual inflation factor to the annual assessment to help the District revenues keep pace with inflation. The votes were counted at the July 7, 2015, City Council meeting and the changes were not approved. Currently, the Assessment District Fund is in the negative by approximately \$50,000.

STAFF REPORT: The City has an interest in helping reduce the maintenance costs at Montebello Vista Park while adding enhancements that provide more recreation opportunities and provide the possibility of revenue. Revenue could be used to offset maintenance costs and to provide for future maintenance needs. Proposition 68 funding is the mechanism that would allow for this project to be completed at no cost to the City general fund, with the exception of staff time. The total estimate for this project is \$6.5 million, but will be below the maximum allowance under the grant guidelines. This item was on the agenda at the October 7, 2020 Recreation, Parks, Marina, and Arts Commission and the commission unanimously recommended authorizing the application for Statewide Park Development Community Revitalization Program Round 4 Grant Funds (Prop 68).

RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2020-____: Authorizing the Application for Statewide Park Development Community Revitalization Program Round 4 Grant Funds (Prop 68).

ATTACHMENTS:

1. Resolution No. 2020-____: Authorizing the Application for Statewide Park Development Community Revitalization Program Round 4 Grant Funds (Prop 68).
2. Map of Proposed Site Improvements at Montebello Vista Park

PREPARED BY:

Kris Lofthus, Recreation, Parks, and Marina Director

REVIEWED/APPROVED By:

Greg Folsom, City Manager

RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE APPLICATION FOR STATEWIDE PARK DEVELOPMENT
AND COMMUNITY REVITALIZATION PROGRAM ROUND 4 GRANT FUNDS
(PROP 68)**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Statewide Park Development and Community Revitalization Grant Program, setting up necessary procedures governing the application; and

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

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the filing of an application for the Montebello Vista Park Project; AND

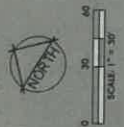
1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project; and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to the City Manager to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines; and
6. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 20th day of October 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 20th day of October 2020.

Donna Pock, CMC
Deputy City Clerk



SUISUN CITY, CA

OPPORTUNITIES PLAN

MONTEBELLO VISTA PARK



PLAYGROUND

- GAMETIME PLAY SUPPLIES
- SHADED PICNIC STRUCTURES
- SHADE TREES

PICNIC PAVILION

- PICNIC TABLES
- BBQ

FITNESS STATION

- SHADED WORKOUT AREA
- EASY LOOP ACCESS ALONG TRAIL

AMPHITHEATER/RESTROOM

- BANSHELL WITH STAGE
- CONCRETE DANCE FLOOR
- THREE TIERED SEATING
- VIP SHADED SEATING

CONCRETE ENTRY PLAZA

- ENTRY ARCH

MULTI-USE BASKETBALL

- FENCED IN AREA
- USABLE FOR MANY SPORTS
- GAMETIME PLAY SUPPLIES

INTERPRETIVE TRAIL

- SHADED PICNIC TABLES
- INTERPRETIVE PIECES
- AIRFORCE THEMED
- 6' WIDE CONCRETE TRAIL

CAPSTRANO DRIVE

NEIGHBORHOOD ACCESS

BELLA VISTA DRIVE

MONTEBELLO DRIVE

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AGENDA TRANSMITTAL

MEETING DATE: October 20, 2020

CITY AGENDA ITEM: Community Benefits Program:

- a. Council Adoption of Resolution No. 2020-__: Adopting the City of Suisun City Partnership Policy, and
- b. Council Adoption of Resolution No. 2020-__: Adopting the City of Suisun City Special Event Permit Application; and
- c. Council Adoption of Resolution No. 2020-__: Adopting the City of Suisun City Fee Waiver Policy.

FISCAL IMPACT: Adoption of above listed policies will not have any fiscal impact to the City funds. Every time the fee waiver policy is exercised, it will be revenue loss for the City; but the community involvement benefits outweigh the loss of revenue. Involvement of these partner agencies saves a lot of time and cost on the City personnel.

STRATEGIC PLAN IMPACT: Provide Good Governance.

BACKGROUND: The City of Suisun City (City) has worked with a variety of organizations to provide programs, services, facilities, and park enhancements to Suisun City residents. The City is continuously seeking those organizations or individuals that want to give back to the community, through volunteerism, financial support, programmatic enhancements, and other community benefits. The City felt it necessary to create formal policies and procedures in order to ensure that the partnerships are consistent with the City's Strategic Plan and are treated with equity. Business associations, community-based organizations, civic groups, and school districts have all been partners with Suisun City in the past. Some partners although beneficial to the community have never had a formal agreement that delineates the process, financial considerations, liability concerns, and staff resources used to manage these partnerships.

The City also recognized the need to update the special event permit application and policies to protect the City and the community. A comprehensive application and policy has been designed to help City staff acquire the necessary information from perspective event coordinators.

There is currently no formal policy that allows fees to be waived for facility, park, or recreation area use. Fee waivers are permissible, but must have an adopted process in which to allow it to occur.

STAFF REPORT: The purpose of the Partnership Policy is to establish policies, guidelines and procedures that govern how partnerships between the City and external entities are evaluated, entered into and managed. This policy provides a framework for expanding opportunities for interested parties to engage the community and support the Strategic Plan of the City. The purpose of a partnership is to expand or enhance the services the City provides to the community.

PREPARED BY:
APPROVED BY:

Kris Lofthus, Recreation, Parks, and Marina Director
Greg Folsom, City Manager

Partnerships are designed to have a positive effect on the quality of life for those that reside in Suisun City

The City promotes numerous events throughout the year attracting thousands of people to the waterfront for fireworks, lighted boat parades, music, and family fun. There are several agencies that also provide events and activities that enhance the lives of the community. With those events, the City is dedicated to protecting resources as well as the quality of life for our residents. The new updated Special Event Permit Application creates a process that will assist those wishing to promote events in Suisun City and streamline the procedures for City staff. Included in the new Special Event process are fees and fines necessary to support the intent of this process that will be adopted through a Public Hearing at a future City Council meeting.

The creation of a fee waiver policy coincides with both the Partnership Policy and the Special Event Policy. When outside agencies are providing a community benefit or enhancing what the City can provide the community, a fee waiver may be considered. Stipulations restrict those that are eligible for the fee waiver to protect the financial health of the City.

RECOMMENDATION: It is recommended that the City Council:

- a. Council Adoption of Resolution No. 2020-__: Adopting the City of Suisun City Partnership Policy.
- b. Council Adoption of Resolution No. 2020-__: Adopting the City of Suisun City Special Event Permit Application.
- c. Council Adoption of Resolution No. 2020-__: Adopting the City of Suisun City Fee Waiver Policy.

ATTACHMENTS:

1. Resolution No. 2020-__: Adopting the City of Suisun City Partnership Policy.
2. Resolution No. 2020-__: Adopting the City of Suisun City Special Event Permit Application.
3. Resolution No. 2020-__: Adopting the City of Suisun City Fee Waiver Policy.
4. City of Suisun City Partnership Policy
5. City of Suisun Partnership Policy Application
6. City of Suisun City Special Event Permit Application
7. City of Suisun City Fee Waiver Policy and Application

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RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE CITY OF SUISUN CITY PARTNERSHIP POLICY**

WHEREAS, It is the desire of the City Council to provide more services to the community while minimizing costs; and

WHEREAS, Suisun City values the current and past partners, but must establish polices, guidelines, and procedures to govern said partnerships; and

WHEREAS, the Suisun City Partnership Policy will enhance the services delivered by the various departments within the City of Suisun City; and

WHEREAS, Partnerships positively affect the quality of recreational, cultural and outdoor experiences by providing funding for projects, volunteers, programming activation, park and facility operational support and improvements, in-kind goods and services, and park and city facility development; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council adopting the City of Suisun City Partnership Policy public.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 20th day of October 2020, by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of October 2020.

Donna Pock, CMC
Deputy City Clerk

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RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE CITY OF SUISUN CITY SPECIAL EVENT PERMIT APPLICATION**

WHEREAS, It is the desire of the City Council to provide more services to the community while minimizing costs; and

WHEREAS, Suisun City values the efforts of outside organizations wishing to provide the community with special events that strengthen the values of Suisun City; and

WHEREAS, the Special Event Application will protect the resources of the City of Suisun; and

WHEREAS, the Special Event Application will provide a fair and equitable opportunity to those that wish to provide events to the community; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council adopting the City of Suisun City Special Event Permit Application.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 20th day of October 2020, by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of October 2020.

Donna Pock, CMC
Deputy City Clerk

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RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE CITY OF SUISUN CITY FEE WAIVER POLICY**

WHEREAS, It is the desire of the City Council to provide opportunities to those who wish to provide essential services to the community; and

WHEREAS, Suisun City recognizes the efforts of non-profit, intergovernmental, and Suisun City partners and wishes to help them achieve their goals; and

WHEREAS, the Fee Waiver Policy offers a pathway for those seeking assistance from the City of Suisun City with equitable practices; and

WHEREAS, the Fee Waiver Application will provide Suisun City with an opportunity to grow programs designed to enhance the community by providing space in which organizations can operate effectively and safely; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council adopting the City of Suisun City Fee Waiver Policy.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 20th day of October 2020, by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of October 2020.

Donna Pock, CMC
Deputy City Clerk

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City of Suisun City

PARTNERSHIP POLICY

1. **Policy Purpose:** The purpose of the Partnership Policy is to establish policies, guidelines and procedures that govern how partnerships between the City of Suisun City and external entities are evaluated, entered into and managed. This policy provides a framework for expanding opportunities for interested parties to engage the community and support the mission of the city.
2. **Partnership Purpose:** The purpose of a partnership is to expand or enhance services the city delivers to the community. Partnerships should be willing and able to mobilize additional resources for a variety of services while also promoting greater effectiveness of those services.
3. **Background:** For many years, the city has worked with a variety of organizations to provide programs, facilities, and service enhancements to Suisun City residents. The city seeks further expansion of partnerships to increase opportunities but minimize cost. With the goal of expanding partnerships, the city recognized the need to create more formal policies and procedures in order to ensure that the partnerships are consistent with the City of Suisun's Vision and that partners are treated with consistency and equity.
4. **Partnership Categories:**
 - Community Groups
 - Businesses or corporations
 - Social service clubs
 - Faith based community
 - Non-profit organizations
 - Volunteer/neighborhood organizations
 - Governmental entities
 - Public School Districts

Partners generally provide one or more of the following activities:

- Funding for programs or projects
- Volunteer time
- Programming or events
- Park and facility operational support and improvements
- In-kind goods and services
- Park and recreation facility development and maintenance

5. Definitions:

- **Partnership:** a working relationship with another organization that has compatible values and goals, which results in mutual benefit. The partnership may be formed around a single activity or event, or it may be long-term and multi-faceted. This definition of Partnership specifically excludes any agency or legal partnership as a separate business entity or joint venture relationship with the City.
- **Partner:** an individual, organization or group that, through a written agreement, provides a service or benefit to the city or Suisun City's citizens and in exchange receives benefits to their organization.
- **Partnership Application:** a standardized application each potential Partner completes and submits to the city.
- **Partnership Agreement:** a written and formally executed agreement between the city and an outside party that details the terms of the partnership. The Partnership Agreement must be signed by all parties, including formal execution in accordance with city laws, before partner work can begin.
- **Public Benefit:** an activity or service that accomplishes a public purpose promoting the needs, interests, social, economic and cultural well-being, or the health and safety of a community and complements the vision and direction of the city.
- **Guidelines:** All partnership applications are evaluated based upon the following guidelines. The guidelines are delineated by required conditions and compatible considerations.

Required Conditions:

- The Partnership must align with the City of Suisun Strategic Plan.
- The Partnership must comply with all applicable laws, rules and policies.
- The Partner must have the necessary competency, resources, or license(s) (if applicable) to engage in the proposed activity.
- The Partner must meet insurance coverage requirements as determined by the City's Risk Management Division.
- The Partner must agree to submit proposed activities to the city for review and approval.
- The Partner must agree to meet all applicable maintenance standards and construction requirements (if applicable)
- The Partner must attest to receiving and agree to following all communication requirements which include:

- Regular communication
- Public meetings (as necessary)
- Fundraising and development
- Branding requirements (City Logo)

Compatibility Considerations:

- Is the proposed Partnership activity consistent with the City of Suisun’s strategic plan?
- Does the Partnership provide public benefit?
- Does the Partnership meet the needs and interests of underserved or diverse populations?
- Does the Partnership engage populations that otherwise do not utilize City of Suisun programs and services?
- If the proposed Partnership activity displaces existing programs or other Partner programs, does it allow the city to reallocate current resources to new programs and services, provide more benefit to the public or increase the efficiency of utilization of city resources?
- If the proposed Partnership activity is housed at a city facility and the activity is similar to a program that the city has already established at this facility, does the proposed activity add value?
- Does the Partnership require the city to commit resources or create the expectation of the city to commit resources in the future?
- Does the proposed activity adversely impact or restrict public access, or require an adverse change in use to parks, facilities, programs or natural areas?
- Does the proposed Partnership activity create public safety issues or concerns?
- Does the Partnership increase the city’s capacity to deliver or enhance the quality of existing programs or services?
- Does the Partnership have the potential to reduce city operating, maintenance or capital costs?
- Will the Partnership provide money, labor (manual or employment), overall management or operational assistance to the city?
- Does the proposed Partnership activity negatively impact traffic, parking or the public’s enjoyment?

- Will the proposed Partnership activity create noise that will be a disturbance to users or the surrounding community?
- Will the activities performed through the Partnership generate revenue to the City?

Potential Partnerships will be evaluated on a case-by-case basis based on the information in the Partnership Application. Applications may also require additional review or approval by the City Council.

6. **Procedures:** Potential Partnerships shall be evaluated on an individual basis and the following process must be followed:

- All potential Partnership opportunities must be sent to the Recreation, Parks, and Marina Director. If the proposed partnership does not involve the Recreation, Parks, and Marina Department, it will be delivered to the appropriate department director.
- Interested party must complete the Partnership Application.
- Partnership Application is submitted to the department director
- The department director identifies appropriate staff to include in the evaluation of the proposed Partnership.
- Staff will review application for content and assess the application utilizing the established guidelines.
- The department director will determine whether the application is tentatively approved, denied or requires additional information for approval.
- City Manager will approve the Partnership or recommend the application be approved through a Commission or City Council.
- If fees are being requested to be waived, the Partner must complete the fee waiver process.
- The assigned department notifies applicant of application status.
- If approved the application will run through the following approval process:
 - Staff will look for similar agreements to create consistency among partnerships.
 - Staff and applicant will negotiate the terms of the agreement.
 - Staff will inform the applicant whether a Commission or City Council approval is needed.
 - Department director along with the City Attorney's Office (as required) will finalize the terms of the Agreement and prepare for formal execution.



City of Suisun City
Recreation, Parks, & Marina Department
PARTNERSHIP APPLICATION

Organization Name: _____

Main Contact Name: _____

Phone Number: _____ Other Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Website: _____

2nd Contact Name: _____

2nd Contact Phone: _____ Other Phone: _____

2nd Contact Email: _____

Type of Applicant:

- Community Group
- Business or Corporation
- Social Service Club
- Non-Profit
- Volunteer
- Government
- Public School District

Partnership Activity Provided (Check all that apply):

- Funding
- Volunteer
- Programming / Special Event
- Park or Facility Operational Support
- Park or Facility Development
- In-Kind Goods or Services

PARTNERSHIP DESCRIPTION

Location: Please list location of activity, park, community center, or other location. If necessary, attach map.

Please describe in detail proposed partnership activity. Please include scope of those you serve, i.e. the number of people, frequency of proposed activity, scale of program, program duration, etc.

Does the City of Suisun City currently offer this activity?

- Yes
- No
- Not Sure

If "Yes" please explain how the proposed activity is different or complementary to Suisun City's activity.

Does this project include other partners?

- Yes
- No

If "Yes" Please list each partner and their role in this activity.

What is the benefit of your activity to the Suisun City community?

What is the benefit to the City of Suisun City?

Please describe in detail why you or your organization is qualified to offer this specific activity.

Other information you would like to share.

SUPPORTING DOCUMENTATION

Please include the following

Costs:

Please attach a complete proposed partnership budget. The following items must be included:

- a. City staffing requirements
- b. How are you funding this service?
- c. Sources of your funding
- d. What is your capacity to manage this activity
- e. Total project costs

Other Supporting Documentation:

- a. Project design
- b. Letters of support
- c. Management plan – long and short term
- d. Monitoring plan – long and short term
- e. Insurance

SPECIAL EVENT PERMIT APPLICATION



WELCOME

The City of Suisun City offers a variety of outdoor facilities that are ideal for special events including community-based festivals, parades, seasonal celebrations, philanthropic events, or even large family gatherings.

Large special events often require City issued permits and have other requirements that ensure the safety of participants and minimize impacts to the surrounding neighborhoods. This application has been developed to help facilitate the planning of your special event. This application is also intended to help you understand the City’s special event permitting process and the deadlines for submitting required documents.

The submission of a Special Event Permit Application does not constitute approval of your special event. The application must be submitted a minimum of 60 days prior to your event in order for the City to have adequate time to distribute the application to City Departments for their review and/or approval and to allow you to answer any questions posed by the Special Events Committee.

Uses that require equipment set-up in a park, beyond a typical picnic reservation, bounce house use, or uses that meet the following criteria require a Special Event Permit:

Area Type	Criteria
Community Parks	50 or more people participating in an organized gathering that is not a typical activity contained within a reservable area such as a picnic or athletic field use*.
Special Use Parks (i.e. Old Town Plaza, Sheldon Plaza, Courtyard at Harbor Square)	50 or more people depending on the park. <i>Requires staff consultation prior to submitting permit.</i>
<i>*Note: Multiple fields and/or venues for the same event that use passive areas of the site location require a Special Event Permit. Special Event Permits will not be approved for events occurring on the same day as Celebrate Suisun, the Fourth of July festivities, or Christmas on the Waterfront, and other traditional City-wide events.</i>	

Payment of the special event deposit and application fee is due when the application is initially submitted. The City will review your application and either approve, conditionally approve, or deny the application within 21 days of receipt.

Special Event Permit Applications that are conditionally approved will provide the applicant with specific information of any applicable fees for required services and/or any additional conditions of use. Payment of fees for any additional services required by the City must be made before the City will issue a Special Event Permit. The applicant shall ensure the Permit is available on-site throughout the duration of the entire event.

If a Special Event Permit is denied, the applicant will receive a full refund of their deposit. The application fee is **non-refundable**. If a Special Event Permit is not issued, based upon an applicant's failure to comply with required measures within specified deadlines, the applicant forfeits the full application fee, including the deposit.

Organizations that violate any requirements included in their approved Special Event Permit will be subject to the following:

- 1st infraction - \$250.00 fine
- 2nd infraction - \$500.00 fine and denial of future events
- Unauthorized use of City water - \$250.00 fine per event day

The cost of any damages caused by the event to City property and/or equipment will be charged to the Special Event Permit applicant/organization at a fee equal to the total cost of repair and/or replacement. Damage costs will be deducted from the deposit on file and any damage costs above the deposit amount will be billed to the applicant/organization with a payment due to the City within 14 days of date of invoice.

Notable requirements:

The City does not permit or allow the use of stakes or any in-ground securement for securing fences, structures, bounce houses, etc.

In the interest of safety and to prevent confusion related to utility markings on City streets, paths, or paved surfaces, only white chalk may be used when marking routes.

All route markings are to be removed at the end of your special event including the removal of all chalk markings on City streets and property. Failure to remove route markings may result in forfeiture of part or all of the event deposit. If damages exceed the deposit amount, applicant will be billed for outstanding amount with a payment due within 30 days of invoice.

EVENT PLANNING CHECKLIST

The City of Suisun City is committed to supporting quality events that are safe and enjoyable. If you have questions regarding the permitting process, please contact the Recreation, Parks, & Marina Department (RPM) at (707) 421-7200.

Below are the required forms and information that must be submitted to the City to obtain a Special Event Permit. In the Completed column, check all applicable completed items or write N/A for any items that do not apply to your event. Only complete applications can be accepted.

Requirement/Form	Required to Complete/Acknowledge	Completed
Applicant & Event Information	All Applicants	
Applicant Certification & Agreement	All Applicants	
Insurance Certification	All Applicants	
ADA Awareness & Compliance	All Applicants	
Alcoholic Management Plan	Events serving or selling alcoholic beverages. Potential need for Open Container or ABC permit. <i>Contact Suisun PD (707) 421-7373</i>	
Entertainment Related Activities	Events including musicians, performers, and/or amplified sound. <i>Contact Suisun PD (707) 421-7373</i>	
Fencing	For questions about fencing or to make arrangements for an inspection, please contact <i>Suisun Public Works Department (707) 421-7340</i>	
Food & Product Concessions	Events involving the preparation and/or sale of food and beverage items. Potential need for Solano County Health Permit. (707) 784-8600	
Marketing/Advertising	All Applicants	
Parking Plan	May require Street Closure Application and Permit.	
Portable Restrooms	Events requiring a Site Plan and Route Map and/or all events expected to exceed 100 people in attendance.	
Safety & Security Plan	All Applicants – Provide detailed map	
Site Plan & Route Map	Events that will request street closures or will include use of streets, sidewalks, public parking lots, or vehicles in parks.	
Street Closure Approval	Events that will cause closure or block any street, delay or alter traffic movement (including pedestrian) on any street, highway, sidewalk, public parking lot or structure on an alley. <i>Contact Suisun PD (707) 421-7373</i>	
Stages/Platforms/Tents/Canopies/ Temporary Structures	Requirements will vary on event location and temporary structure size.	
Vehicles in Park	Events requiring special equipment OR that will require driving a vehicle into the park. <i>Contact RPM Department (707) 421-7200</i>	
Waste Management	All Applicants	

APPLICANT & EVENT INFORMATION

Event Name: _____ **Estimated Attendance:** _____
Event Location: _____
Event Date: _____ (include days of week and dates)
Event Time: _____
Set-up time: _____ am/pm
Clean-up time: _____ am/pm

Applicant Information (has primary responsibility for the event):

Applicant's Name: _____ **Title (if applicable):** _____
Name of Group/Organization (if applicable): _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Daytime Phone: _____ **Cell Phone:** _____
Fax: _____ **Email:** _____
Name of Alternate Event Contact: _____
Daytime Phone: _____ **Email:** _____

Event Information

Event Type: (please check all that apply)

- Fair/Festival Parade/Rally Race/Walk Concert/Entertainment Performance
- Sports/Recreation Fundraising Wedding/Reunion Corporate Event/Training
- Other: (please explain) _____

Is this an annual event for you and/or your organization? Yes No

If yes, how many years has the event been held? _____

If yes, where have the previous events been held? _____

Does the City of Suisun have a copy of your liability insurance covering the date(s) of your event? Yes No

Emergency Contact

In case of an emergency during the event, a contact person must be available throughout all hours of the event. If this person is different from the primary applicant information, please list below:

Name: _____
Daytime Telephone: _____ **Cell:** _____

Permit Application Fee – For Office Use Only

- Approved Partner Organization (\$25) Resident (\$100) Non-Resident (\$200)
- Approved Non-Profit (\$50) must provide non-profit ID number

Event Deposits

- \$200 less than 100 people // \$500- 101 – 250 people // \$750- 251 – 500 people // \$1,000- 501 + people

APPLICANT CERTIFICATION & AGREEMENT

I, _____, on behalf of the group or organization I represent, certify all forms and requirements of the Special Event Permit Application packet have been completed. I attest the information contained herein is accurate, to the best of my knowledge and belief. I further attest I have read all the rules, regulations and guidelines specified herein and which is included in this Special Event Permit Application packet.

I, _____, on behalf of the group or organization I represent, am authorized to commit said organization to abide by the rules, regulations and guidelines specified herein, and that I and/or my organization accepts all responsibility for any damage to City property and/or facilities, any payments for municipal services and/or resources as have been outlined or as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this Special Event. I further agree to provide the City with updated contact information as needed should the information change prior to or during the Special Event date.

In consideration of the requested Special Event Permit use, and upon my signature below, I and/or my organization do hereby agree to and represent the following:

1. I, and/or my organization, do hereby agree to, and shall, defend, indemnify, and hold harmless the City of Suisun City, its officials, officers, directors, employees, volunteers and agents from and against any or all loss, liability, expense, claim, costs, suits and damages of every kind, nature and description, directly or indirectly, arising from usage or activities for which Special Event Permits are granted.
2. I, and/or my organization, take full responsibility for seeing the use of said City facilities is in full adherence and compliance with all applicable City rules and conditions, and the requirements of State Law.
3. On the date(s) of _____, commencing at 12:01 a.m. and expiring at 12:00 midnight, I, and/or my organization, will at its sole expense, maintain in full force and effect a policy or policies of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do business in California, that insure I, and/or my organization, and the City of Suisun as an additional insured, against liability for injury to persons or property and for death of any person or persons with respect to usage or activities under the permit. Each such policy shall be subject to approval by City of Suisun City as to form and as to insurance company. The comprehensive general liability insurance policy limits of such insurance shall not be less than \$1,000,000 combined single limit.

I, _____, on behalf of the group or organization I represent, understand various City Departments will review and/or comment, that department staff is aware of the request for a Special Event Use Permit, and the requirements for their respective departments have been met. If a department has any questions and/or the requirements have not been met pursuant to the Special Event Use Permit process, the processing of the permit application may be delayed. The City of Suisun City reserves the right to suggest and/or require additional conditions or corrective actions concerning, but not limited to, traffic and parking enforcement, litter control, insurance requirements, and facility scheduling to avoid conflicts with other scheduled activities. Only after each department has signed-off will the Special Event permit process be considered complete.

Applicant's Signature: _____ **Date:** _____

INSURANCE CERTIFICATION REQUIREMENT

As a condition of use, your organization must provide, at your sole expense, proof of insurance coverage including the required Additional Endorsement within 30 days prior to the start of your event/program. Insurance coverage and the Additional Endorsement shall be subject to approval by the City of Suisun City as to form and as to insurance company.

Proof of insurance comprised of certificates of insurance and original endorsements of **comprehensive general liability insurance** written by one or more responsible insurance companies licensed to do business in California must include:

1. Name the **City of Suisun City, its officials, officers, directors, employees, agents and volunteers** as **additional insured** against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.
2. Include liability coverage for claims made by participants of your event/program. You are advised that any and all **exclusions** pertaining to athletic or recreational events/programs must be disclosed in the endorsement and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event/program.
3. Be **PRIMARY** insurance with respect to the additional insured named above. Any other insurance available to the **City of Suisun City, its officials, officers, directors, employees, agents and volunteers shall** be excess and noncontributing.
4. The comprehensive general liability insurance policy limits of such insurance shall not be less than **\$1,000,000 per occurrence for bodily injury, personal injury and property damage**. Any deductible or self-insured retentions must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.
5. You must satisfy these requirements by furnishing the City with certificates of insurance and original endorsements affecting the required coverage. The certificates and endorsements are to be on ISO-approved forms. The City will not accept a Certificate of Insurance alone as proof of insurance coverage. The original endorsement must specifically list the following:

"The City of Suisun City, its officials, officers, directors, employees, agents, and volunteers are additional insured against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees. **This insurance is primary with respect to the additional insured**. Any other insurance available to the City of Suisun City, its officials, officers, directors, employees, agents, and volunteers shall be excess and noncontributing."

You are strongly urged to show this Notice of Conditions (including the precise wording of these requirements) to your insurance agent or broker to assist you, your agent, and the City process the proper documents in a timelier manner.

If you are not able to obtain this insurance on your own, you may be able to purchase insurance with the assistance of the City of Suisun City RPM Department

Your signature below indicates your receipt and understanding of each of the conditions listed above:

Printed Name of Authorized Representative: _____ Title (if applicable): _____

Signature of Authorized Representative: _____ Date: _____

Name of Group/Organization (if applicable): _____

ACCESSIBILITY / ADA COMPLIANCE

Event organizers are required to comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act (ADA). All event venues, structures, and activities shall be accessible to persons with disabilities. If a portion of your event cannot be made accessible, an alternate area must be provided with the same activities that are in an accessible area. This area must include signage indicating that it is an ADA accessible area.

You need to consider access to the following as you plan your event:

- First Aid
- Information Center
- Parking
- Paths of Travel (to and from and inside event)
- Restrooms (see “Restrooms” for requirements on page 14)
- Hand Washing Stations
- Seating
- Signage
- Drinking Fountains
- Telephones
- Transportation
- Access to vendors (food/beverage/merchandise and information)

If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, phones, etc.

Compliance with the Americans with Disabilities Act and any and all amendments to the Act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant’s non-compliance.

For more information about the Americans with Disabilities Act and compliance at events, please visit www.ada.gov.

ALCOHOL MANAGEMENT PLAN

If you are interested in serving or selling alcohol at your event you will need to obtain the appropriate licenses from the Suisun City Police Department and the California Department of Alcoholic Beverage Control (ABC) and abide by the following rules:

- All alcohol must be sold and consumed within a controlled area per Suisun City Municipal Code 21.06.010 General Rules and Regulations and 21.10.020 Special Event Beverage Control Area Diagram.
- All parks unless specifically designated are alcohol free.
- If the alcohol area is accessible to all ages, anyone wishing to purchase or consume alcohol must present a current ID, be of 21 years of age or older, must stay within the alcohol beverage containment area, and be wearing a wristband provided by the event host.
- Servers must be 21 years of age or older.
- Servers may not consume alcoholic beverages while serving.

- Shots are not permitted.
- Alcohol cups must be served in marked paper or plastic cups and be distinguishable from soda cups.
- Service must end a minimum of 30 minutes before the scheduled event end time.
- Non-alcoholic beverages, water, and food must be available at the event.

Are you requesting permission to serve alcohol at your event? Yes No

Does your event involve the sale of alcoholic beverages?* Yes No

***If yes, an additional permit is required.** You must apply for an Alcohol Beverage Control (ABC) license. To qualify for a Special Daily License, you must be an existing non-profit organization. Commercial enterprises and caterers are subject to different requirements.

Type of alcohol (check all that apply): Beer Wine Distilled Spirits

Explain your sales plan (ticket system, cash at service area, etc.):

Explain your method of serving:

Explain who will serve the alcohol (professional bartenders, volunteers, etc.):

How many alcohol service locations will you have and where will they be located (please include on site map):

Is the event open to all ages? Yes No

Explain how ID's will be checked, wristbands applied and how you will monitor any underage drinking:

Do you have an alcohol sponsor? Yes No *If yes, explain:*

ENTERTAINMENT RELATED ACTIVITIES / AMPLIFIED SOUND

Amplified sound includes speeches, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, megaphones, similar devices or combination of devices which are powered by electricity or battery and which are intended to increase volume, range, distance or intensity of speech, music or other sound may require

Will your event include amplified sound? Yes No

Please note applicants are responsible for providing written notice to all affected addresses. Written notice shall be made to all residents on the form provided with the permit application (or other form approved by the Suisun City Police Department.) The complete list of addresses notified and a copy of the delivered notice shall be returned to the Suisun City Police Department no later than 14 days prior to the start of the event.

Will sound checks be conducted prior to the start time? Yes No *If yes, what time:* _____

Describe the sound equipment that will be used at your event:

Are there any musical entertainment features related to your event? Yes No

**If yes, please attach a performance schedule including performers/ bands/ DJ's, types of music and performance schedule.*

Does the entertainment include inflatables? Yes No *If yes, explain:*

Does the entertainment include carnival rides or live animals? Yes No **If yes, explain:*

Does the entertainment include vehicles? Yes No **If yes, explain:*

Drive on Permit and Fee may be required.

FENCING

Fenced area refers to any event or area within the event that is closed off by temporary fencing. The Suisun City Fire Department will review your site map and set an occupancy load for the fenced area. When developing your fence plan, please keep in mind the following rules:

- The City does not permit the use of stakes of any type or other in-ground securement for fencing.
- In addition to the main entrance, 2 exits shall be provided when the venue accommodates fewer than 1,000 attendees; 3 exits for 1,000-3,000 attendees; and 4 exits when the venue accommodates more than 3,000 attendees.
- Exits shall be equally spaced along the perimeter of the fence and shall be spaced so that no exit is greater than a distance of 400 feet of travel from the next exit.
- Exit widths shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Each exit shall have a security guard or volunteer assigned to it.
- Each emergency exit shall be indicated by a sign with a white background and contrasting red letters; sign shall measure 18x24 inches, sign lettering shall measure 12 inches in height; and signs shall be placed at the top center of the exit panel.
- In some cases, a Fire Department inspection may be required to set the occupancy load and check access and exits. For questions about fencing or to make arrangements for an inspection, please Suisun Fire Department at (707) 425-9133.

Will your event include the installation of fencing? Yes No **If yes, indicate on the site map and explain:*

FOOD & PRODUCT CONCESSIONS (VENDORS)

A "vendor" is defined as an organization or business that sells or advertises products/or services to event attendees. Generally, there are three (3) categories of vendors: 1) food/ beverage, 2) merchandise, and 3) information. A City of Suisun City Business License is required for vendors who wish to sell, expose for sale, or offer

for sale any food/beverage or merchandise in the City of Suisun City. You should require each vendor to provide you, the event organizer, with a copy of their City of Suisun City Business License and general liability insurance.

Does your event include food vendors? Yes No How many? _____

*A Solano County Health Permit may be required from the Solano County Health Department. A copy of the Health Department approval must be submitted to the Special Events Coordinator at least 14 days prior to your event. Please contact the Solano County Health Department at (707) 784-8600 for more information.

What method(s) will be used? (check all that apply) Gas Electric Charcoal Other

*A ground covering must be used in all cooking areas when ground covering is required by Health Department. Ground covering must be approved by Solano County Health.

What is your plan for disposing of grease, charcoal and/ or waste water?

Does your event include merchandise vendors? Yes* No How many? _____

*Contact the State Board of Equalization at (916) 445-2918 to determine the requirements necessary as the Event sponsor. Vendors who plan on selling products and/or services may be required to have a valid California seller's permit, and as the event sponsor, you may be required to maintain a record of each vendor's permit number. More detailed information on Special Event seller's permit requirements may be found online at the State of California Board of Equalization's web site: www.boe.ca.gov Sample forms, including Seller's Permit Applications, may be downloaded.

Does your event include information vendors? Yes No How many? _____

Will any items or services sold at your event present any unique liability issues? (massage, pony rides, tattooing/piercing, etc.) Yes No **If yes, explain:*

A complete listing of all vendors may be required prior to the event date. The listing must include the vendor(s) business name, address, city, state, zip code, telephone number, business license number California seller's permit number.

MARKETING / ADVERTISING / PROMOTION

Please ensure that you have conditional approval before you begin to market, advertise or promote your event. Acceptance of the Special Event Permit Application is not a guarantee of the date, location, or automatic approval of your event. Once you have conditional approval you may proceed to market, advertise or promote your event at your own risk. However, if the permit is not granted and the event is therefore cancelled you may not hold the City of Suisun City responsible or liable for any costs incurred from your marketing, advertising or promotions.

Describe how you will market, advertise or promote this event or invite attendees to the event (include event website and social networking sites if applicable; attach additional pages as needed):

Do you plan to advertise and promote your event beyond Solano County? Yes No **If yes, explain:*

Do you plan to include radio or television promotions? Yes No **If yes, explain:*

Do you expect a live broadcast or feed from the event? Yes No **If yes, explain:*

Do you expect media coverage? Yes No **If yes, explain*

Do you plan on using signs, banners, and/or searchlights as a source of advertisement? (See Municipal Code Section 18.44 for specific information on searchlights) Yes No **If yes, explain:*

Note: Temporary off-site signs such as banners, A-frames, or other signage within the public right-of-way are not permitted.

PARKING PLAN

When planning your event it is important to consider the impact your event will have on parking in the area. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a parking management plan is required, you will be required to identify City owned or private parking lots that will be utilized, a shuttle plan, the use of carpools, public transportation, ADA accessible parking provisions and/or special parking requests. For example, if your event expects to draw a large number of bicycle riders, the City of Suisun City recommends event organizers reserve space for bicycle parking.

PORTABLE RESTROOMS

To ensure there are adequate restroom facilities for your event participants/attendees, 2 portable toilets are required for every 200 people attending your event. This requirement may be modified at the sole discretion of the RPM Department in alignment with Solano County Health guidelines. Please contact the RPM Department at (707) 421-7200 to help determine the number of additional restrooms needed and the placement of the restrooms.

Number of expected participants/attendees: _____ Note: If only 2 portable toilets are required, 1 must be fully ADA accessible. Otherwise, a minimum of 10% of the total number of portable restrooms provided must be fully ADA accessible.

Setup Date: _____ Time: _____ Pickup Date: _____ Time: _____

Portable Toilet Company Name: _____ Contact Information: _____

SAFETY & SECURITY

You may be required to hire City of Suisun City Police Department officers, a professional security company, or a combination of both in order to obtain your Special Event Permit. The number and type of security personnel required will depend on expected attendance, location of the event, presence of alcohol, history of the event, nature of the event, street closures and the amount and type of advertising used to promote your event.

Do you anticipate having the need for event security to assist you with crowd control and/or traffic control?

Yes No ****If no, explain why you do not feel the need for security?***

If yes, what form of security will you be using? *(check all that apply)*

- City of Suisun City Police Officers (only if mandated by Suisun City Police Department)
- Licensed professional security company
- Other: _____

Consult with the Suisun City Police Department at (707) 421-7373 about hiring extra-duty City of Suisun City officers no less than 21 days prior to your event.

If using a licensed professional security company, please complete the following:

Name of Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Telephone: _____ Evening: _____

Fax: _____ Cell: _____

Private Patrol Operators License Number: _____

City of Suisun Business License Number: _____

License to carry firearms: Yes No

Have you made provisions for on-site medical services? Yes No

If yes, please describe your medical plan:

SITE PLAN, ROUTE PLAN, ROUTE MARKINGS

A scaled and complete site plan and/or route map is required to be submitted with your application. On your site plan/route map, please indicate:

1. An outline of the entire event venue including the names of all streets or areas that are part of the venue.
2. All existing structures, restrooms, and parking areas, including disabled parking with the event site.

3. Location of proposed street closures, temporary parking areas, and any temporary fencing, barriers, or barricades.
4. Location of all temporary structures (stages, bleachers, grandstands, other seating areas, tents, portable restrooms, booths, trash containers, dumpsters, etc.).
5. Location of cooking and/or food service areas; alcohol service areas; vendor areas; and any other booth areas.
6. Location of vendors/information booth(s)/entertainment.
7. Location of generators and/or source of electricity.
8. Placement of vehicles and trailers.
9. Entrance/exit locations for outdoor events that are fenced, and entrance/exit locations within tents or temporary structures.
10. Identification of all event components that meet Americans with Disabilities Act accessibility requirements (including, but not limited to accessible parking, passenger loading/unloading areas, restrooms, seating, and path of travel) if your event is open to the public.
11. A route map for parades or other moving components to the event.
12. Any staff/Information booths, first aid stations, etc.

Route Marking Policies:

1. No permanent route markings may be used.
2. When using chalk, only white chalk may be used.
3. All route markings must be removed on the day of the event.
4. White chalk markings on any surfaces must be washed/brushed off on the day of the event.
5. Route markings should be placed in a manner not to block the view of traffic.
6. A cleaning fee will be assessed after the event for non-removal of chalk markings the day of event or markings not authorized for use.

STREET CLOSURE

You must contact the Suisun City Police Department **at least 30 days prior to the event**. Applicants will be expected to provide Suisun PD a Traffic Management Plan.

Applicants are responsible for providing and properly placing the necessary traffic control equipment such as barriers/barricades, cones, delineators, and advisory/detour signage. Street closure points must be manned at all times. In some cases, Suisun City Police Officers will be required to facilitate the closure at an additional cost to the applicant.

Applicants are responsible for providing written notice to all affected addresses. Written notice shall be made to all residents on the form provided with the permit application (or other form approved by the Suisun Police Department.) The complete list of addresses notified and a copy of the delivered notice shall be returned to the Suisun Police Department no later than 14 days prior to the start of the event.

Contact the Suisun City Police Department (707) 421-7373 for questions or more information.

STAGES / PLATFORMS

Mobile stages are not permitted on the grass area of any Suisun City Park.

Will your event include the installation of stages or platforms? Yes No **If yes, indicate on the site map.*

How many stages? _____ What are the dimensions? _____

TENTS / CANOPIES / TEMPORARY STRUCTURES

Tents larger than 200 square feet and canopies that are larger than 400 square feet must be inspected by the Suisun City Fire Department (707) 425-9133. The City does not permit the use of any type of stakes or in-ground securement for tents, canopies, or temporary structures. The following California State Fire Code regulations apply to tents/canopies of this size:

Location:

- Must be placed at least 20 feet from any property line, building or other tent/canopy/temporary structure.
- A fire access roadway, at least 20 feet wide must be posted on the premises.
- All vehicles with an internal combustion engine must be at least 30 feet from any tent/canopy/temporary structure.

Tent/Canopy Material:

- All tent materials must be either fire retardant or made to be fire retardant in a Fire Department approved manor.
- Fire Extinguishers may be required by the Suisun City Fire Department.
- Proof that materials are fire retardant must be posted on the premises.
- All weeds, vegetation and combustible waste must be removed from the area occupied by the tent/temporary structure, as well as from a 30 feet area surrounding the tent/canopy/temporary structure.

Seating:

- Chair rows must be no longer than 15 seats and have 18 inches of clearance front to back.
- Aisles must be at least 44 inches wide.

Exits:

- Exits must be evenly spaced at least every 100 feet around the perimeter.
- Exit signs must be hung when the occupancy exceeds 50 attendees.

Will your event include tents or canopies? Yes No **If yes, indicate on the site map and explain:*

Number of tents/canopies: _____

Tent/canopy size(s): (If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size):

VEHICLES IN PARKS & PROMENADE

Vehicles are not authorized to drive in any grass/turf area or the Promenade without written approval from the RPM Department.

Are you requesting to drive on the Promenade? Yes No How many vehicles? _____

Are you requesting to drive on Park (turf)? Yes No How many vehicles? _____

Will you need to park vehicles in the park during your event? Yes No How many vehicles? _____

WASTE MANAGEMENT & RECYCLING

You are responsible for properly disposing of all waste and garbage throughout the term of your event. Immediately upon conclusion of the event, the area must be returned to a clean condition. All events are encouraged to use sustainable waste practices and recycling.

You, as the event organizer, are responsible for providing a sufficient number of garbage and recycling receptacles at your event. Republic Services can provide you with trash and organic waste dumpsters for your event. Republic Services can also provide recycling carts. Applicants must contact Republic Services at (707) 437-8900 at least 2 weeks in advance to request needed collection devices. All solid waste produced from your event must be removed.

Will you be providing additional dumpsters? Yes No **If yes, please identify the following:*

Total number of dumpsters: _____ Size of dumpsters: _____

Delivery Date: _____ Time: _____

Pickup Date: _____ Time: _____

Please explain your plan for clean-up, recycling, and waste removal during and after the event:



City of Suisun City of Suisun

611 Village Drive
Suisun City, CA 94585
Phone (707) 421-7200
www.suisun.com

Facility Fee Waiver Policy

Facility fees charged for the use of City facilities may be waived by the City of Suisun City, in certain limited cases. Any applicant requesting such a waiver must submit the appropriate documents demonstrating that the applicant or intended use fall within the following categories:

- 1) Intergovernmental Cooperation
- 2) Non-profit Organization
- 3) Official Suisun City Partner / Co-Sponsored Event

Any applicant requesting consideration of their waiver must complete the following:

1. Submit a letter to the Recreation, Parks, and Marina Director outlining the specific fee waiver request. The letter should include all pertinent information and must be signed by an authorized representative.
2. Complete the Fee Waiver Application and the appropriate facility application;
 - Facility rental application
 - Park rental application
 - Special event application
 - Combination of applications.
3. Submit a copy of the applicant's non-profit organization documents or any other documents as may be required to show the applicant's organizational paperwork.
4. Submit a copy of the applicant's appropriate insurance. A certificate of insurance must be provided by the permittee and should include the following language: Contractor or event sponsor shall hold harmless, defend and indemnify the City of Suisun City and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expenses, costs, (including without limitation costs and fees of litigation) or every nature arising out of or in connection with contractor's or event sponsor's performance or work hereunder or its failure to comply with any of its obligations contained in the agreement. Minimum limits of insurance are \$1,000,000 for General Liability, Automobile Liability, Employer's Liability and Errors and Omissions. The insured party will

need to supply an endorsement naming the City of Suisun City as an additional insured. This documentation must be provided to the City - at submission of application.

5. Submit a copy of any other documents that are requested by the Recreation, Parks, & Marina director.
6. No fee waivers will be granted at the Joseph Nelson Community Center or the Suisun City Senior Centers on any Friday, Saturday, or Sunday as those are prime rental periods.
7. No fee waivers will be approved for events scheduled to compete against already planned Suisun City community events (4th of July, Christmas on the Waterfront, Celebrate Suisun City, etc.)
8. All documents must be provided to the Recreation, Parks, and Marina Director well in advance of the event date. Please see Application Schedule below.
9. Failure to abide by these procedures will constitute in denial of the fee waiver request.

Examples of functions not considered for a waiver but not limited to the following:

- Commercial events
 - Corporate events
 - Family or social gatherings
 - Events that provide no community benefit
 - Trainings that charge for participation
10. Fees may be waived and/or reduced for events and/or programs by the Recreation, Parks, Marina, & Arts Commission and/or Suisun City, City Council. In determining a fee waiver, if a fee is to be waived, the following criterion should be considered:

Intergovernmental Cooperation

The City of Suisun City may waive fees for Intergovernmental cooperation for special events or temporary uses when the applicant is another government agency and the use is related to the performance of its normal functions and is a benefit to residents of the City of Suisun City.

Non-Profit Organization

The city may waive fees for non-profit organizations. The non-profit must provide proof of their current standing with the State of California. The activity for which they are requesting a fee waiver must show a community benefit. This benefit could be the activity itself, a financial donation to an organization in need, or provide a necessary service. The valid non-profit or community service organization also needs to prove that they are serving the residents of Suisun City through their operation. The organization

must submit their policy showing that they do not deny participants due to their inability to pay registration or participation fees. They also need to prove the imposition of fees would create a financial hardship on the organization or would have a detrimental effect upon the services provided to the public. The activity in which the non-profit wishes to produce should have no significant impact on the facilities or department activities, that the permittee will provide volunteer services and materials to mitigate any impacts created by the event or program, or that the impacts are adequately offset by the public benefit provided by the program or event.

Official Suisun City Partner / Co-Sponsored Event

An official partner is an organization or individual that has completed the Partnership process with Suisun City. These partners have proven to provide a needed benefit to the community and therefore are eligible for fee waivers for the program delineated in the Partnership Agreement. All fees charged and waived will be listed in the Partnership Agreement and any additional activities requested on behalf of the recognized partner would cause an amendment to that Agreement.

Approvals

Fee waiver requests for one time or the ongoing use of City facilities will be sent to the Recreation, Parks, Marina & Arts Commission (RPMA) for consideration and then to the City of Suisun City, City Council for final approval. Any denial of a request for Waiver may be appealed to the City Council by providing a notice of appeal to the City Clerk within five (5) business days of the denial decision.

Fee Waiver Application Schedule

Due to the fact that fee waiver requests must be approved by the RPMA Commission and the City Council, the following timeline must be strictly followed with no exceptions. Fee waivers will be presented to the commission and council on a quarterly basis.

2021

Period	Event Start Month	RPMA Meeting Date	City Council Meeting Date	Fee Waiver Application Deadline
Quarter 1	January February March	1 st Wednesday In November	3 rd Tuesday in November	October 28, 2020
Quarter 2	April May June	1 st Wednesday in February	3 rd Tuesday in February	January 22, 2021
Quarter 3	July August September	1 st Wednesday in May	3 rd Tuesday in May	April 23, 2021

Quarter 4	October November December	3rd Wednesday in August	1st Tuesday in September	July 30, 2021
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2022

Quarter	Event Start Month	RPMA Meeting Date	City Council Meeting Date	Fee Waiver Application Deadline
Quarter 1	January February March	1 st Wednesday In November	3 rd Tuesday in November	October 22, 2021
Quarter 2	April May June	1 st Wednesday in February	3 rd Tuesday in February	January 21, 2022
Quarter 3	July August September	1 st Wednesday in May	3 rd Tuesday in May	April 22, 2022
Quarter 4	October November December	1 st Wednesday in August	3 rd Tuesday in August	July 22, 2022

FACILITY RENTAL FEE WAIVER REQUEST FORM

Organization Name: _____

Contact Name: _____

Email: _____

Address: _____

Type of Organization: ____ 501(c) (3) ____ 501(c) (4) ____ Governmental Agency
____ Official Suisun City Partner

Date(s) of event: _____ Facility(s) requested: _____

Name and Purpose of Event: _____

Describe Frequency of Event: _____

- I have read the Facility Rental Fee Waiver policy. I am applying for a fee waiver based on the understanding and belief that my organization qualifies based on criterion identified in the Facility Fee Waiver Policy.

Printed Name: _____

Signature: _____

Date: _____

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AGENDA TRANSMITTAL

MEETING DATE: October 20, 2020

AGENDA ITEM: Reauthorization and Renewal of the Suisun City Historic Waterfront Business Improvement District and the Associated Assessment:

- A. Public Hearing:** Adoption of Resolution No. 2020-__: Reauthorizing and Renewing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District for Calendar/Fiscal Years 2020 and 2021; and
- B. Public Hearing:** Council Introduction and Waive Reading of Ordinance No. __: Repealing and Replacing Section 3.40.050 (Establishment of Benefit Assessment) of Chapter 3.40 (Main Street-Waterfront Business Improvement District) of Title 3 (Revenue and Finance) of the Suisun City Code.

FISCAL IMPACT: A minimal amount of City staff time will be incurred by the Finance Department administering the collection and disbursement of monies associated with the assessment.

STRATEGIC PLAN IMPACT: Good Governance

BACKGROUND: Per City Ordinance No. 667, enacted April 18, 2003, the Main Street Waterfront Business Improvement District, commonly known as the Suisun City Historic Waterfront Business Improvement District, (the “District”) was established. The District is a 501(c)(3) non-profit organization created at the request of downtown merchants to promote improved business conditions and marketing of downtown Suisun City. Under procedures described in the California Street and Highways Code, the City on behalf of the BID levies assessments on those businesses within the District area (see attached map) for use in various marketing and improvement activities, as determined beneficial by the District board.

At its October 6, 2020, meeting, the City Council adopted Resolution No. 2020-126 approving the annual budget. At the same meeting, Council adopted Resolution No. 2020-127 stating its intention to consider renewing the District and the associated levy and setting a public hearing for October 20, 2020. The executed resolution was mailed to all businesses located within the District at the addresses on record with the City Finance Department, and published as a legal notice in the Daily Republic newspaper.

STAFF REPORT: On October 6, 2020, the District board requested consideration of renewal of the District and the associated assessment for 2020 and 2021. Renewing the District assessment will involve several steps, described in State Law and the Suisun City Code, and based upon the request of the District Board. The Board has requested the following:

:

- To ask the City Council to waive the 2020 BID fee

APPROVED BY:

Greg Folsom, City Manager

- To ask the City Council to eliminate Zones A, B and C for the BID fees and only have one fee schedule as follows:

Type of Business	Assessment Amount
Retailers and Restaurants	\$200
Service and Professional Businesses	\$100
Lodging	\$10 per room
Financial Institutions	\$500

A 1. Protest Hearing

A Public Hearing is required by law to review any written protests to the proposed re-authorization of the District or the assessment levy. If written protests from businesses representing more than 50 percent of the District's collected assessments are received, State Law requires the City Council to initiate proceedings to eliminate the District and/or its assessment.

As of preparation of this report, staff was unaware of any effort or intent of any businesses within the District to collect such written protests. Staff will advise the City Council at the hearing whether written protests were submitted.

A 2. Consider Renewing the District and Changing Rates

The City Council annually considers adoption of a resolution renewing the establishment of the District, as described in Ordinance 667. The resolution describes the boundaries of the District, the general purposes for which assessments may be used, and three benefit zones with associated assessment rates according to business type. The District Board has requested eliminating different assessment rates by zone.

The descriptions of the District were included in the Resolution of Intent mailed to all businesses subject to the assessment and known to the City. The District proposes to continue the boundaries that have existed since the District was formed. The District has proposed eliminating different assessment rates by zone and has proposed keeping some rates the same and reducing other rates.

At a future Public Hearing in December, Council will consider adding two new business categories with associated assessments. A longer notification period is required to add new assessments.

B 1. Public Hearing

Assuming that the District is reauthorized and new rates approved, a Public Hearing is required by law to amend Ordinance 667 to reflect the new rates.

RECOMMENDATION: It is recommended that:

A 1 Council Conduct a Public Hearing to receive any protests against renewal of the District or the assessment; and

A 2 Council Adopt Resolution No. 2020-__: Resolution of the City Council of the City of Suisun City Reauthorizing and Renewing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District for Calendar/Fiscal Years 2020 and 2021; and

B 1 Council Conduct a Public Hearing on Amending Ordinance 667; and

B 2 Council Introduce and Waive Reading of Ordinance No. __: Repealing and Replacing Section 3.40.050 (Establishment of Benefit Assessment) of Chapter 3.40 (Main Street-Waterfront Business Improvement District) of Title 3 (Revenue and Finance) of the Suisun City Code.

ATTACHMENTS:

1. Resolution No. 2020-__ Resolution of the City Council of the City of Suisun City Reauthorizing and Renewing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District for Calendar/Fiscal Years 2020 and 2021.
2. Ordinance No. __: Repealing and Replacing Section 3.40.050 (Establishment of Benefit Assessment) of Chapter 3.40 (Main Street-Waterfront Business Improvement District) of Title 3 (Revenue and Finance) of the Suisun City Code.
3. Suisun City Code 3.40.050 – Establishment of Benefit Assessment
4. Ordinance 667 – Adding a Chapter to the Suisun City Municipal Code Establishing the Main Street Waterfront Business Improvement District.
5. PowerPoint Presentation

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RESOLUTION NO. 2020-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
RE-AUTHORIZING THE SUISUN CITY HISTORIC WATERFRONT BUSINESS
IMPROVEMENT DISTRICT AND THE ASSESSMENT LEVY FOR THE
DISTRICT FOR CALENDAR/FISCAL YEARS 2020 AND 2021**

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 (“the Committee”) by City Council adoption of City Ordinance #667 on April 18, 2003; and

WHEREAS, at the request of the Committee, Ordinance #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, (the “District”), which said assessment must be renewed annually by City Council; and

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

- 1 4. The types of improvements and activities proposed to be funded by the levy of
2 assessments on business in the District are in EXHIBIT B hereto and incorporated
3 by reference.
- 4 5. The City Council intends to consider reauthorizing the District and renewing the
5 levy of an annual benefit fee on businesses in the District to pay for selected
6 improvements and activities of the District.
- 7 6. All funds of the District shall be expended on improvements and activities within
8 the District.
- 9 7. The method and the basis for levying the benefit fee on all the businesses within
10 the District are set forth in the EXHIBIT C hereto, incorporated herein by reference.
- 11 8. The Annual Benefit fees shall be incorporated into the City Business License fee
12 for those businesses within the District and shall be due and payable as part of
13 obtaining the required City Business License pursuant to City Code Title 5.
- 14 9. A public hearing to consider re-authorization of the District is hereby set for
15 **October 20, 2020** at 6:30 p.m. before the City Council of the City of Suisun City,
16 at the City Council Chambers at 701 Civic Center Blvd., Suisun City, CA 94585.
- 17 10. At the public hearing, the testimony of all interested persons, for or against the
18 establishment of the District, interested in matters concerning the boundaries of the
19 District, the areas of benefit within the District and the assessments to be levied,
20 will be heard.
- 21 11. A protest against the District, or any aspect of it may be made orally or in writing.
22 An oral protest shall be made at the said public hearing. To count in the majority
23 protest against the District, a protest must be in writing. A written protest may be
24 withdrawn from record at any time before the conclusion of the public hearing.
25 Each written protest shall contain a written description of the business in which the
26 person signing the protest is interested, sufficient to identify the business, and its
27 address. If the person signing the protest is not shown on the official records of the
28 City of Suisun City as the owner of the business, then the protest shall contain or
be accompanied by written evidence that the person is the owner of the business.
Any written protest as to the regularity or sufficiency of the proceedings shall be in
writing and clearly state the irregularity or defect to which objection is made.
12. If, at the conclusion of the public hearing, there are of record, written protest by the
owners of the businesses within the District that will pay fifty percent (50%) or
more of the total assessments of the entire District, no further proceedings to create
the District 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

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City, at Suisun City Hall, 701 Civic Center Blvd., Suisun City, CA. and or by calling (707) 421-7309.

14. The City Clerk provided notice of the public hearing as follows:

- a. Published the 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. Mailed 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 October 20, 2020 by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of October 2020.

 Donna Pock, CMC
 Deputy City Clerk

EXHIBIT A (3)

**PROPOSED SUISUN CITY DOWNTOWN - WATERFRONT
BUSINESS IMPROVEMENT DISTRICT (BID)
BOUNDARY MAP**



EXHIBIT “B”

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Purpose and Use of Benefit Assessments.

The types of improvements and activities proposed to be funded by the levy of assessments on businesses in the District are as follows:

a. The acquisition, construction, installation, or maintenance of any tangible property with an estimated useful life of five years or more including, but not limited to, the following improvements:

- (1) Benches;
- (2) Trash receptacles;
- (3) Decorations;
- (4) Signage;
- (5) Facade improvements;
- (6) Permanent landscaping.

b. Activities including but not limited to the following:

- (1) Promotion of public events which benefit businesses in the area and which take place on or in public places within the area;
- (2) Furnishing of music in any public place in the area;
- (3) Activities which benefit businesses located and operating in the area, including but not limited to commercial shopping and promotional programs.
- (4) Trash clean up.

EXHIBIT “C”

DISTRICT ASSESSMENT FORMULA

Proposed 2020 Benefit Fee Formula Matrix:

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	ZONE A	ZONE B	ZONE C
Retailers and Restaurants	\$0	\$0	\$0
Service Businesses	\$0	\$0	\$0
Lodging	\$0 per room	\$0 per room	\$0 per room
Professional Businesses	\$0	\$0	\$0
Financial Institutions	\$0	\$0	\$0

DISTRICT ASSESSMENT FORMULA

Proposed 2021 Benefit Fee Formula Matrix:

Type of Business	Assessment Amount
Retailers and Restaurants	\$200
Service and Professional Businesses	\$100
Lodging	\$10 per room
Financial Institutions	\$500

Business Type Definitions:

Retail and Restaurant: Businesses that buy and resell goods, examples are clothing stores, shoe stores, office supplies as well as businesses that sell prepared foods and drinks.

Service Businesses: Businesses that sell services. Examples are beauty and barber shops, repair shops, most automotive-oriented businesses, entertainment businesses such as theaters, etc.

Professional Businesses: Includes Architects, Engineers, Attorneys, Dentists, Doctors, Accountants, Optometrists, Realtors, Insurance Offices, Mortgage Brokers and most other businesses that require advanced and/or specialized licenses and/or advanced academic degrees.

Lodging: Includes renting rooms by the day or week to community visitors.

Financial Institutions: Includes banking and savings and loan institutions as well as credit unions, etc.

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ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
REPEALING AND REPLACING SECTION 3.40.050 (ESTABLISHMENT OF
BENEFIT ASSESSMENT) OF CHAPTER 3.40 (MAIN STREET-WATERFRONT
BUSINESS IMPROVEMENT DISTRICT) OF TITLE 3 (REVENUE AND
FINANCE) OF THE SUISUN CITY CODE**

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 (“the Committee”) by City Council adoption of 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, (the “District”), which assessment must be renewed annually by the City Council; and

WHEREAS, the Main Street-Waterfront Business Improvement District Board of Directors (the “Board”) requested that the Suisun City Council renew the special assessment on all businesses within the District with amendments; and

WHEREAS, the Suisun City Council did renew the special assessment on all businesses within the District with amendments after City Council conducted 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, THE CITY COUNCIL OF THE CITY OF SUISUN CITY, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. RECITALS.

The recitals set forth herein are all true and correct.

SECTION 2. SECTION 3.40.050, “Establishment of benefit assessment” is hereby repealed and replaced as follows:

1 All businesses, trades, and professions located within the district boundaries shown on
2 Exhibit "A" shall, commencing on January 1, 2020, pay an annual benefit assessment to the
3 district in the following amounts:

4 DISTRICT ASSESSMENT FORMULA

5 Proposed 2020 Benefit Fee Formula Matrix:

	ZONE A	ZONE B	ZONE C
6 7 8 Retailers and 9 Restaurants	\$0	\$0	\$0
10 11 Service 12 Businesses	\$0	\$0	\$0
13 14 Lodging	\$0 per room	\$0 per room	\$0 per room
15 16 Professional 17 Businesses	\$0	\$0	\$0
18 19 Financial 20 Institutions	\$0	\$0	\$0
21 22 23 24 25 26 27 28			

1 All businesses, trades, and professions located within the district boundaries shown on
2 Exhibit "A" shall, commencing on January 1, 2021, pay an annual benefit assessment to the
3 district in the following amounts:

4 DISTRICT ASSESSMENT FORMULA
5 Proposed 2021 Benefit Fee Formula Matrix:

Type of Business	Assessment Amount
Retailers and Restaurants	\$200
Service and Professional Businesses	\$100
Lodging	\$10 per room
Financial Institutions	\$500

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14 Business Type Definitions:

15 Retail and Restaurant: Businesses that buy and resell goods, examples are clothing stores,
16 shoe stores, office supplies as well as businesses that sell prepared foods and drinks.

17 Service Businesses: Businesses that sell services. Examples are beauty and barber shops,
18 repair shops, most automotive-oriented businesses, entertainment businesses such as theaters,
etc.

19 Professional Businesses: Includes architects, engineers, attorneys, dentists, doctors,
20 accountants, optometrists, realtors, insurance offices, mortgage brokers and most other
21 businesses that require advanced and/or specialized licenses and/or advanced academic
degrees.

22 Lodging: Includes renting rooms by the day or week to community visitors.

23 Financial Institutions: Includes banking and savings and loan institutions as well as credit
24 unions, etc.

25 **SECTION 3. EFFECTIVE DATE.** This ordinance shall be in full force and effect thirty (30)
26 days after its passage.

27 **SECTION 4. CERTIFICATION.** The City Clerk shall certify to the adoption of this
28 ordinance, and shall cause the same to be posted and codified in the manner required by law.

[SIGNATURES ON FOLLOWING PAGE]

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Suisun City, California, on this ____ day of 2020.

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Lori D. Wilson, Mayor

ATTEST:

Donna Pock, CMC
Deputy City Clerk

APPROVED AS TO FORM
AND LEGAL CONTENT:

Aleshire & Wynder, LLP

CERTIFICATION

I, Donna Pock, Deputy City Clerk of the City of Suisun City and ex-officio Clerk of the City Council of said City, do hereby certify that the above and foregoing ordinance was introduced at a regular meeting of the said City Council held on October 20, 2020 and passed and adopted at a regular meeting of said City Council held on _____, 2020, by the following vote:

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

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

Donna Pock, CMC
Deputy City Clerk

EXHIBIT "A"

EXHIBIT A (3)

PROPOSED SUISUN CITY DOWNTOWN - WATERFRONT BUSINESS IMPROVEMENT DISTRICT (BID) BOUNDARY MAP



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3.40.050 - Establishment of benefit assessment.

All businesses, trades, and professions located within the district boundaries shown on Exhibit "A" shall, commencing on July first, 2003, pay an annual benefit assessment to the district in the following amounts:

District Assessment Formula
Proposed Benefit Fee Formula Matrix

	Zone A	Zone B	Zone C
Retailers and Restaurants	\$400	\$300	\$200
Service Businesses	\$300	\$200	\$150
Lodging	\$10 per room	\$10 per room	\$10 per room
Professional Businesses	\$200	\$150	\$100
Financial Institutions	\$500	\$500	\$500

Business type definitions:

Retail and restaurant: Businesses that buy and resell goods, examples are clothing stores, shoe stores, office supplies as well as businesses that sell prepared foods and drinks.

Service businesses: Businesses that sell services. Examples are beauty and barber shops, repair shops, most automotive-oriented businesses, entertainment businesses such as theaters, etc.

Lodging: Includes renting rooms by the day or week to community visitors.

Professional businesses: Includes architects, engineers, attorneys, dentists, doctors, accountants, optometrists, realtors, insurance offices, mortgage brokers and most other businesses that require advanced and/or specialized licenses and/or advanced academic degrees.

Financial institutions: Includes banking and savings and loan institutions as well as credit unions, etc.

(Ord. 667 § 1(part), 2003)

ORDINANCE NO. 667

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY,
CALIFORNIA, ADDING A CHAPTER TO THE SUISUN CITY MUNICIPAL CODE
ESTABLISHING THE MAIN STREET-WATERFRONT BUSINESS
IMPROVEMENT DISTRICT.**

WHEREAS, on February 4, 2003, the Suisun City Council, (the "City"), adopted Resolution No. 2003-03 (the "Resolution"), declaring its intention to establish a Parking and Business Improvement District (hereinafter referred to as the "District"), to levy a benefit assessment on all businesses, trades, professions, and vendors within said District, the proceeds of which shall be used for the public purposes herein described to benefit the businesses in the District, pursuant to the Parking and Business Improvement Area Law of 1989, Part 6 (commencing with Section 36500) of Division 18 of the California Streets and Highways Code (the "Act"); and,

WHEREAS, pursuant to the Act and the Resolution, City conducted a public hearing, after having given due notice thereof as required by law, on March 4, 2003, at 7:00 p.m., at Suisun City Hall, 701 Civic Center Blvd, Suisun City, CA 94585; and,

WHEREAS, said public hearing has been held and the City Council has heard and considered all oral and written protests and other comments regarding such proposed actions; and,

WHEREAS, protests in writing from businesses in the proposed District paying 50% or more of the proposed assessment have not been received; and,

WHEREAS, this City Council has now determined to establish the proposed District as a Parking and Business Improvement District, to provide for the imposition of a benefit assessment and to adopt an ordinance to such effect; and,

WHEREAS, in the opinion of this City Council, the businesses within the District will be benefited by the expenditure of the funds raised by the assessments levied hereby in the manner prescribed herein; and,

WHEREAS, this City Council may, for each of the purposes set forth in Section 36510 & 36513 of the Act, establish one or more separate benefit zones based upon the degree of benefit derived from the formation of the District, and may impose a tiered assessment or charge within each of the benefit zones; and,

WHEREAS, all provisions of the Act applicable to the establishment, modification, or disestablishment of a District shall apply to the establishment, modification, or disestablishment of benefit zones pursuant to the Act, and the establishment or the modification of any benefit zone shall follow the same procedure as provided for under the establishment of a Parking and Business Improvement District; and the disestablishment of a

1 benefit zone shall follow the same procedure as provide for disestablishment of a District;
2 and,

3 **WHEREAS**, upon the request of the BID Establishment Committee, this City Council
4 shall commence the proceedings required by law to amend the boundaries, assessments or
5 charges established pursuant to this Ordinance subject to approval of the Board of Directors
6 of the District as expressly provided for herein; said modifications being made pursuant to the
7 procedural requirements of the Act, but no assessment or charge shall be modified which
8 would impair the ability of the District to meet the obligations of a contract to construct or
9 operate physical improvements in the District; and,

10 **WHEREAS**, adjustments may be made in the assessments or charges to businesses in
11 the District, or in the uses to which the revenue shall be put, as specified in this Ordinance and
12 subject to Board approval, provided such changes are made by a supplemental Ordinance
13 adopted after a hearing before the City Council; and,

14 **WHEREAS**, for purposes of the assessments or charges to be imposed pursuant to
15 this Ordinance, this City Council may make a reasonable classification of businesses, giving
16 consideration to various factors, including general benefit to businesses and the degree of
17 benefit received from District programs; and,

18 **WHEREAS**, the assessments or charges levied on businesses pursuant to this
19 Ordinance shall, to the maximum extent feasible, be levied on the basis of the estimated
20 benefit to the businesses within the District.

21 **NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUISUN CITY DOES
22 HEREBY ORDAIN AS FOLLOWS:**

23 **SECTION I.**

24 Title 3, Chapter 3.40 Sections 3.40.10 – 3.40.160, inclusive, of the Suisun City Code
25 are hereby added as follows:

26 **MAIN STREET-WATERFRONT BUSINESS IMPROVEMENT DISTRICT.**

27 3.40.10 Resolution of Intention, Public Hearing and Findings.

28 The Recitals hereof, which set forth facts regarding the adoption of Council
Resolutions, the conduct of public hearings and certain findings of the City
Council, are true and correct and incorporated herein by reference.

3.40.20 Definitions.

In order to distinguish between District businesses and for the purpose of
calculating and applying the amount of assessments owed, the following definitions
shall apply:

- (a) Retail Businesses: "Retail Businesses" include all businesses not covered by other definitions set out in this section, at least fifty percent (50%) of whose gross income is derived from "retail sales" as that term is defined under the

1 California Sales and Use Tax Law. The fact that a substantial part of its business
2 consists of sales other than retail sales does not exclude said business from this
3 classification so long as such other business component does not account for more
4 than fifty percent (50%) of said business' gross income;

(b) Restaurants: "Restaurant" businesses include cafes, eating
5 establishments, sandwich shops, dinner houses, restaurants and fast food services
6 and other similar businesses;

(c) Sales and Service: "Sales and Service" businesses include businesses
7 that combine retail and product services. Examples are appliance stores, most
8 automotive-oriented businesses, repair shops, repairing and servicing businesses
9 and service stations. Other businesses of a general service-type nature such as
10 general office, news and advertising media, printers, renting and leasing businesses,
11 utilities, vending machine businesses, household finance companies, entertainment
12 businesses and other similar businesses not otherwise included in categories a, b, d,
13 e, f, or g are included in this section;

(d) Personal Care Salons: Includes beauty salons, barber shops, tanning
14 salons, etc.

(e) Lodging: "Lodging" businesses include inns, hotels, motels, RV Parks
15 and other similar businesses;

(f) Professional: "Professional" includes attorneys, architects, accountants,
16 engineers, surveyors, physicians, dentists, optometrists, chiropractors and others in
17 a medical / health service field, consultants, real estate brokers, financial advisors,
18 laboratories (including dental and optical), hearing aid services, artists,
19 photographers and designers.

(g) Financial: Banks, savings & loans, credit unions, etc.

(h) Calendar Year: "Calendar Year" means January 1st to and including
20 December 31st of the same year.

(i) Billing Period: "Billing Period" shall refer to the Fiscal Year period
21 beginning on July 1 and ending on June 30 of the following year.

22 3.40.30 Establishment of Boundaries.

23 A Parking and Business Improvement District is hereby established pursuant to the
24 Parking and Business Improvement Area Law of 1989, Streets and Highways Code
25 Section 36500 et seq. The boundaries of the District and the benefit zones within
26 the District shall be as set forth on Exhibit "A", attached hereto and incorporated
27 herein by reference. This District shall be known as the "MAIN STREET-
28 WATERFRONT BUSINESS IMPROVEMENT DISTRICT" (the "District").

3.40.40. Establishment of District Board of Directors.

There shall be a Board of Directors ("BID Board") of the District to administer the
affairs of the District. Said Board shall be constituted of businesses within the
District. Within the BID Board there shall be a President, Vice-President,
Secretary and Treasurer elected by the membership, and such other officers as
deemed necessary by the Board. Such other officers shall be appointed by the
Board of Directors at their discretion.

1 3.40.50 Establishment of Benefit Assessment.
2 All businesses, trades, and professions located within the District boundaries shown
3 on Exhibit "A" shall, commencing on July 1, 2003, pay an annual benefit
4 assessment to the District in the following amounts:

5 DISTRICT ASSESSMENT FORMULA
6 Proposed Benefit Fee Formula Matrix:

	ZONE A	ZONE B	ZONE C
Retailers and Restaurants	\$400	\$300	\$200
Service Businesses	\$300	\$200	\$150
Lodging	\$ 10 per room	\$ 10 per room	\$ 10 per room
Professional Businesses	\$200	\$150	\$100
Financial Institutions	\$500	\$500	\$500

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16 Business Type Definitions:

17 Retail and Restaurant: Businesses that buy and resell goods, examples are clothing
18 stores, shoe stores, office supplies as well as businesses that sell prepared foods and
19 drinks.

20 Service Businesses: Businesses that sell services. Examples are beauty and barber
21 shops, repair shops, most automotive-oriented businesses, entertainment businesses
22 such as theaters, etc.

23 Lodging: Includes renting rooms by the day or week to community visitors.

24 Professional Businesses: Includes Architects, Engineers, Attorneys, Dentists,
25 Doctors, Accountants, Optometrists, Realtors, Insurance Offices, Mortgage Brokers
26 and most other businesses that require advanced and/or specialized licenses and/or
27 advanced academic degrees.

28 Financial Institutions: Includes banking and savings and loan institutions as well as
credit unions, etc.

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3.40.60 Purpose and Use of Benefit Assessments.

The types of improvements and activities proposed to be funded by the levy of assessments on businesses in the District are as follows:

a. The acquisition, construction, installation, or maintenance of any tangible property with an estimated useful life of five years or more including, but not limited to, the following improvements:

- (1) Benches;
- (2) Trash receptacles;
- (3) Decorations;
- (4) Facade improvements;
- (5) Permanent landscaping

b. Activities including but not limited to the following:

- (1) promotion of public events which benefit businesses in the area and which take place on or in public places within the area;
- (2) Furnishing of music in any public place in the area;
- (3) Activities which benefit businesses located and operating in the area, including but not limited to commercial shopping and promotional programs.

3.40.70 Exclusions From Benefit Assessment.

No person or business shall be required to pay an assessment based on: (a) a residential use of the property within the District, or (b) a non-profit organization as defined by Section 501 (C) (3) or (C) (6) of the Internal Revenue Service Code located within the District.

3.40.80. New Business Assessment Waiver.

Any new business established within the District shall not be required to pay an assessment for the Billing Period during which said business is initiated. The business will have been considered initiated on the date of issuance of the business license. This waiver shall not apply to an existing business that has changed ownership or location within the District. City agrees to supply the BID Board with timely information regarding new businesses initiated within the District.

3.40.90. Collection of Benefit Assessment.

The benefit assessment authorized by this Ordinance for SUISUN CITY businesses (Section 3.40.50 hereof), shall be billed and collected each Fiscal Year on July 1. City will bill and collect the assessments, at no charge to the District and forward all funds collected to the BID Board within 30 days of said collections.

3.40.100 Voluntary Contributions to District.

Contributions to the District shall be permitted on a voluntary basis. The boundaries of the District shall not be modified as a result of the contribution, nor shall said contributing business be considered a member of the District for voting

1 or other purposes. However, said business making a voluntary contribution may be
2 entitled to participate in the programs of the District upon a finding by the BID
3 Board that the District derives a benefit from said business' participation in the
4 program.

5 3.40.110 Annual Budget Process.

6 Pursuant to the Act, it shall be necessary for the BID Board to present an annual
7 budget for City Council review and approval prior to the beginning of each Fiscal
8 Year. The purpose of this process is to comply with the Act provisions regarding
9 public notice and hearing prior to establishing the benefit assessments for the
10 following Fiscal Year. City shall not adopt, modify or otherwise amend any Fiscal
11 Year budget of the District that is inconsistent in any way with said Fiscal Year's
12 budget as agreed to and presented by the BID Board except in the case of a written
13 majority protest (regarding elimination or modification of any specific budget item)
14 from business owners which will pay 50% or more of the assessments proposed to
15 be levied as to any specific budget item pursuant to GC Section 36525 (b). In such
16 case the written protest regarding any specific budget item shall be grounds to
17 eliminate or modify said expenditure from the District's proposed budget pursuant
18 to the written protest.

19 3.40.120 Decisions Regarding Expenditure of Funds.

20 As provided for within the guidelines of SB 1424, decisions of the BID Board
21 regarding expenditure of all funds generated under this program shall be final.

22 3.40.130 District Proceeds Do Not Offset City Services.

23 City specifically finds and declares that the funds derived from the District shall not
24 be used to offset or diminish current maintenance, capital improvement programs,
25 including but not limited to, public property and sidewalk cleaning, street cleaning
26 and maintenance, tree maintenance, restroom cleaning and maintenance. The City
27 declares its intent to provide at least the same level and standard of maintenance
28 and repair of public property within the District providing City funds are available
from year to year.

3.40.140 Disestablishment of the District.

Proceedings to disestablish the District shall be initiated by the City Council
following the presentation of a petition to the City Council signed by business
owners paying 50% or more of the assessments levied in the District. Proceedings
to disestablish the District shall follow the procedures set forth in GC Section
36550. The City Council shall disestablish the District if, following the public
hearing prescribed in Section 36550 (b), written protests are not withdrawn as to
reduce the protests below the 50% level. In the event of disestablishment of the
District, remaining revenues of the District shall be refunded to paying business
owners in a pro-rata manner calculated in the same manner as was used to establish
the most recent assessments applied in the District.

3.40.150

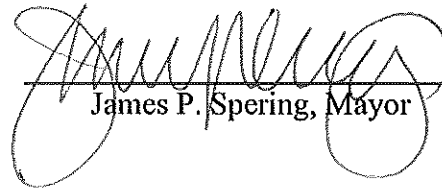
If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this ordinance, it being expressly declared that this ordinance and each section, subsection, clause and phrase hereof would have been prepared, proposed, adopted, approved and ratified irrespective of the fact that any one or more other sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

3.40.160 Effective date of Ordinance

The ordinance shall take effect upon the thirty-first (31st) day after its final passage.

SECTION II. NOTICE OF PUBLICATION

This ordinance shall be posted in two (2) public places within the City prescribed by ordinance within fifteen (15) days after its passage and published in the local newspaper of general circulation within the City.

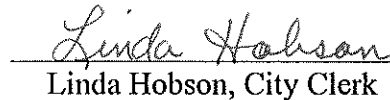

James P. Spring, Mayor

CERTIFICATION

I, Linda Hobson, City Clerk of the City of Suisun City and ex-officio Clerk of the City Council of said City, do hereby certify that the above and foregoing ordinance was regularly introduced at a meeting of the said City Council held on Tuesday, March 4, 2003 and regularly passed and adopted at a regular meeting of said City Council held on Tuesday, March 18, 2003 by the following vote:

AYES: Council Members: Day, Sanchez, Segala, Ventura, Sperring
NOES: Council Members: None
ABSENT: Council Members: None
ABSTAIN: Council Members: None

WITNESS my hand and the seal of said City this 18th day of March 2003.


Linda Hobson, City Clerk

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SUISUN CITY DOWNTOWN BID REAUTHORIZATION, LEVY ASSESSMENTS

OCTOBER 20, 2020

Reauthorize District and Assessment

- State law requires a Public Hearing to Reauthorize the District and the levy of assessments
- City Clerk has not received any written or verbal protests against the renewal of the District or the assessment





District Board Recommendations

- Waive 2020 District assessments
- Eliminate separate zone fees and have one fee schedule
- Add/expand the following categories
 - Cannabis
 - Beauty, nail salons, massage businesses, and barber shops



Current Assessments

	Zone A	Zone B	Zone C
Zone A			
Retailers and Restaurants	\$400	\$300	\$200
Service Businesses	\$300	\$200	\$150
Lodging	\$10 per room	\$10 per room	\$10 per room
Professional Businesses	\$200	\$150	\$100
Financial Institutions	\$500	\$500	\$500



Recommended Assessments for 2020

Type of Business	Assessment Amount
Retailers and Restaurants	\$0
Service and Professional Businesses	\$0
Lodging	\$0
Financial Institutions	\$0



Recommended Assessments for 2021

Type of Business	Assessment Amount
Retailers and Restaurants	\$200
Service and Professional Businesses	\$100
Lodging	\$10 per room
Financial Institutions	\$500



Separate Staff Report and PH

- Assessments that are under consideration for addition require a 45-day notice and will be considered at a Public Hearing on December 15th.
 - Add the following categories:
 - Cannabis
 - Beauty, nail salons, massage businesses, and barber shops



Staff Recommendation #1

- A 1 Council** Conduct a Public Hearing to receive any protests against renewal of the District or the assessment; and
- A 2 Council** Adopt Resolution No. 2020-__ : Reauthorizing and Renewing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District;



Staff Recommendation #2

If previous recommendations pass:

B 1 Council Conduct a Public Hearing on Amending Ordinance 667

B 2 Council Adopt Resolution No. 2020-__: Repealing and Replacing Section 3.40.050 (Establishment of Benefit Assessment) of Chapter 3.40 (Main Street – Waterfront Business Improvement District) of Title 3 (Revenue and Finance) of the Suisun City Code.

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AGENDA TRANSMITTAL

MEETING DATE: October 20, 2020

CITY AGENDA ITEM: Public Hearing and Other Proceedings Related to Annexation No.11 to Community Facilities District No. 2 (Municipal Services), for the Holiday Inn Express Project:

- a. Council Adoption of Resolution No. 2020-___: Submitting Annexation of Territory and Levy of Special Taxes to Qualified Electors; and
- b. Council Adoption of Resolution No. 2020-___: Declaring Results of Special Annexation Election, Determining Validity of Prior Proceedings, and Directing Recording of Amended Notice of Special Tax Lien; and
- c. Council Introduction and Waive Reading of Ordinance No. ___: Levying Special Tax within City of Suisun City Community Facilities District No. 2 (Municipal Services), Including Certain Annexation Territory.

FISCAL IMPACT: Community Facilities District (CFD) No. 2 directly funds General Fund Safety Services such as Police and Fire. Fiscal Year 2020-21 is projecting \$606,300 in revenue from CFD #2 (Fund No. 461) and its associated Tax Zones.

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

BACKGROUND: The City-wide Community Facilities District (CFD) No. 2 was established in Fiscal Year 2005-06 to provide funding to cover the costs associated with additional police and fire services necessary as a result of new development.

STAFF REPORT: The first step in the proceedings for the annexation of the subject property into CFD No. 2 occurred with the Council's adoption of a Resolution of Intention to Annex Territory at the September 15, 2020 meeting. Now before the Council is the second step in the proceedings, which requires the holding of a public hearing, the submission of certain matters to the qualified electors located within the territory to be annexed into CFD No. 2, declaring the results of this election, and, if the election is successful, introducing an ordinance levying taxes within CFD No. 2 (including the territory to be annexed into the district). The final step will be the adoption of the ordinance levying taxes at a subsequent meeting of the Council.

The annexation of Holiday Inn Express (HIX) into CFD #2 will be the eleventh (11) such annexation since the District was initially formed.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

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

STAFF RECOMMENDATION: It is recommended that the City Council adopt the following:

- a. Adoption of Resolution No. 2020-___: Submitting Annexation of Territory and Levy of Special Taxes to Qualified Electors; and
- b. Adoption of Resolution No. 2020-___: Declaring Results of Special Annexation Election, Determining Validity of Prior Proceedings, and Directing Recording of Amended Notice of Special Tax Lien; and
- c. Council Introduction and Waive Reading of Ordinance No. ___: Levying Special Tax within City of Suisun City Community Facilities District No. 2 (Municipal Services), Including Certain Annexation Territory.

ATTACHMENTS:

1. Resolution No. 2020-__: Submitting Annexation of Territory and Levy of Special Taxes to Qualified Electors.
2. Resolution No. 2020-__: Declaring Results of Special Annexation Election, Determining Validity of Prior Proceedings, and Directing Recording of Amended Notice of Special Tax Lien.
3. Ordinance No. ___: Levying Special Tax within City of Suisun City Community Facilities District No. 2 (Municipal Services), Including Certain Annexation Territory.
4. Boundary Map.

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RESOLUTION NO. 2020 - ____

**A RESOLUTION SUBMITTING
ANNEXATION OF TERRITORY AND
LEVY OF SPECIAL TAXES TO QUALIFIED ELECTORS**

**CITY OF SUISUN CITY
Community Facilities District No. 2
(Municipal Services)**

Annexation No. 11 (Holiday Inn Express)

RESOLVED by the City Council (the “Council”) of the City of Suisun City (the “City”), County of Solano, State of California, that:

WHEREAS, this Council, acting as legislative body of the City of Suisun City’s Community Facilities District No. 2 (Municipal Services) (the “CFD”) has adopted “A Resolution of Intention to Annex Territory to Community Facilities District and to Authorize the Levy of Special Taxes Therein” (the “Resolution of Intention to Annex”) stating its intention to annex certain territory (the “Annexation Territory) to the CFD pursuant to the Mello Roos Community Facilities Act of 1982, Sections 53311 and following of the California Government Code (the “Act”);

WHEREAS, a copy of the Resolution of Intention to Annex, incorporating a description and map of the proposed boundaries of the Annexation Territory and stating the services (the “Services”) to be provided and the rate and method of apportionment of the special tax (the “Special Taxes”) to be levied within the Annexation Territory to pay for the Services, is on file with the City Clerk and the provisions thereof are fully incorporated herein by this reference as if fully set forth herein;

WHEREAS, on the date hereof, this Council held a noticed public hearing as required by the Act and the Resolution of Intention to Annex relative to the proposed annexation of the Annexation Territory to the CFD and the levy of special taxes in the Annexation Territory;

WHEREAS, at such hearing all interested persons desiring to be heard on all matters pertaining to the annexation of the Annexation Territory to the CFD and the levy of the Special Taxes within the Annexation Territory were heard and a full and fair hearing was held;

WHEREAS, prior to the time fixed for the hearing, written protests had not been filed against the proposed annexation of the Annexation Territory to the CFD by (i) 50% of more of the registered voters, or six registered voters, whichever is more, residing in the existing CFD, or (ii) 50% or more of the registered voters, or six registered voters, whichever is more, residing in the Annexation Territory, (iii) owners of one-half or more of the area of land in the

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CFD not exempt from special taxes or (iv) owners of one-half or more of the area of land in the Annexation Territory not exempt from special taxes; and

WHEREAS, the Annexation Map of the captioned annexation has been filed with the City Clerk and recorded in the Solano County Recorder’s Office on October 8, 2020, in Book 26 at Page 12 of Maps of Assessment and Community Facilities Districts, which map shows the Annexation Territory.

NOW, THEREFORE, IT IS HEREBY ORDERED, as follows:

1. Prior Proceedings. All prior proceedings taken by this Council with respect to the CFD and the proposed annexation of the Annexation Territory thereto have been duly considered and are hereby determined to be valid and in conformity with the Act, and the CFD has been validly established pursuant to the Act.

2. Prior Resolutions. The provisions of the Resolution of Intention to Annex and Resolution No. 2005-89, entitled “A Resolution of the Suisun City Council Forming Community Facilities District No. 2 (Municipal Services)” (the “Resolution of Formation”), previously adopted by this Council for the CFD, are by this reference incorporated herein, as if fully set forth herein.

3. Voter Approval. Pursuant to the provisions of the Act, the propositions of (i) the annexation of the Annexation Territory and (ii) the levy of the Special Taxes within the Annexation Territory shall be submitted to the voters of the Annexation Territory at an election called therefor as hereinafter provided.

4. Electors Determined. This Council hereby finds that fewer than 12 persons have been registered to vote within the Annexation Territory for each of the 90 days preceding the close of the hearing heretofore conducted and concluded by this Council for the purposes of these annexation proceedings. Accordingly, and pursuant to the Act, this Council finds that for purposes of these proceedings the qualified electors are the landowners within the Annexation Territory and that the vote shall be by said landowners, each having one vote for each acre or portion thereof such landowner owns in the Annexation Territory.

5. Applicable Laws. Pursuant the Act, the election shall be conducted by mail ballot under Section 4000 of the California Elections Code, provided, however, that for purposes of setting the date for the election, Sections 53326 and 53327 of the Act shall govern.

6. Special Election Called. On Tuesday, October 20, 2020, in City Hall, Council Chambers, 701 Civic Center Boulevard, Suisun City, California, a special election is hereby called to consider the measure described in the ballot referred to below. This Council hereby further finds that the provision of the Act requiring a minimum of 90 days to elapse before said election is for the protection of voters, that the voters have waived such requirement and the date for the election herein specified is established accordingly.

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Under Section 50075.1 of the Government Code, the following accountability provisions shall apply to the special taxes: (a) the provision and/or acquisition of the Services and the incidental costs thereof, all as defined in the Resolution of Intention to Annex and the Resolution of Formation, shall constitute the specific single purpose; (b) the proceeds shall be applied only to the specific purposes identified in (a) above; (c) there shall be created special account(s) or funds(s) into which the proceeds shall be deposited; and (d) there shall be caused to be prepared an annual audit and report of the CFD.

7. Election Official. The City Clerk is hereby appointed as the election official to conduct the election and shall cause to be provided to each landowner in the Annexation Territory a ballot substantially in the form of Exhibit A hereto (the "Ballot"), which form is hereby approved. The City Clerk shall accept mailed or hand delivered Ballots of the qualified electors received prior to 6:30 o'clock p.m. on the date fixed above for the election.

8. Effective. This resolution shall take effect upon its adoption.

PASSED, APPROVED AND ADOPTED on the 20th day of October 2020.

Lori D. Wilson, Mayor

ATTEST:

Donna Pock, CMC, Deputy City Clerk

STATE OF CALIFORNIA
COUNTY OF SOLANO
CITY OF SUISUN CITY

I, Donna Pock, City Clerk of the City of Suisun City, do hereby certify that the foregoing Resolution, being Resolution No. 2020-___ was passed and approved by the City Council of the City of Suisun City, at a regular meeting of said Council held on October 20, 2020 and that said Resolution was adopted by the following vote:

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

Donna Pock, CMC, Deputy City Clerk

EXHIBIT A

**CITY OF SUISUN CITY
Community Facilities District No. 2
(Municipal Services)**

Annexation No. 11 (Holiday Inn Express)

**OFFICIAL BALLOT
SPECIAL TAX ANNEXATION ELECTION**

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This ballot is for a special, landowner election. You must return this ballot in the enclosed postage paid envelope to the office of the City Clerk of the City of Suisun City no later than 6:30 p.m. on Tuesday, October 20, 2020, either by mail or in person. The City Clerk’s office is located at 701 Civic Center Boulevard, Suisun City, California 94585.

To vote, mark a cross (X) on the voting line after the word “YES” or after the word “NO”. All marks otherwise made are forbidden. All distinguishing marks are forbidden and make the ballot void.

If you wrongly mark, tear, or deface this ballot, return it to the City Clerk of the City of Suisun City and obtain another.

The amount of money to be raised annually by the levy of the special tax on the property to be annexed to Community Facilities District No. 2 (Municipal Services) is \$49,229 and the rate and duration of the tax to be levied is as set forth in the rate and method of apportionment of special tax for Community Facilities District No. 2 (Municipal Services).

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BALLOT MEASURE NO. 1: *Shall the City of Suisun City, by and for its Community Facilities District No. 2 (Municipal Services) (the "CFD"), be authorized to annex Annexation No. 11 (Holiday Inn Express) to the CFD, as such territory is described in "A Resolution Submitting Annexation of Territory and Levy of Special Taxes to Qualified Electors" adopted by the City Council of the City of Suisun City on October 20, 2020? The effectiveness of this Ballot Measure No. 1 is contingent upon the passage of Ballot Measure No. 2.*

YES: _____

NO: _____

BALLOT MEASURE NO. 2: *Shall the City of Suisun City, by and for its Community Facilities District No. 2 (Municipal Services) (the "CFD"), be authorized to levy special taxes within the territory proposed for annexation to the CFD according to the rate and method of apportionment specified in the Resolution of the City Council entitled "A Resolution of Intention to Annex Territory to Community Facilities District and to Authorize the Levy of Special Taxes Therein," adopted by the City Council of the City of Suisun City on September 15, 2020? The effectiveness of this Ballot Measure No. 2 is contingent upon the passage of Ballot Measure No. 1.*

YES: _____

NO: _____

By execution in the space provided below, you also confirm your written waiver of the time limit pertaining to the conduct of the election and any requirement for analysis and arguments with respect to the ballot measure.

Assessor Parcel No.: 0032-061-440
Acres: 1.97
Number of Votes: 2

ASHRIA HOSPITALITY LLC

By: _____

Name: _____

Its: _____

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RESOLUTION NO. 2020-

**A RESOLUTION DECLARING RESULTS OF SPECIAL ANNEXATION
ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS,
AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL
TAX LIEN**

**CITY OF SUISUN CITY
Community Facilities District No. 2
(Municipal Services)**

Annexation No. 11 (Holiday Inn Express)

RESOLVED by the City Council (the “Council”) of the City of Suisun City (the “City”), County of Solano, State of California, that:

WHEREAS, in proceedings heretofore conducted by the Council pursuant to the Mello-Roos Community Facilities Act of 1982 (the “Act”), this Council has heretofore adopted a resolution calling a special election of the qualified landowner electors in the territory of land (the “Annexation Territory”) proposed to be annexed to Community Facilities District No. 2 (Municipal Services) (the “CFD”);

WHEREAS, pursuant to the terms of the resolution of the City Council entitled “A Resolution Submitting Annexation of Territory and Levy of Special Taxes to Qualified Electors” (the “Election Resolution”) adopted by the City Council on this date, which is hereby incorporated herein by this reference, the special election has been held and the City Clerk has filed a Canvass of Votes Cast in Special Election (the “Canvass”), a copy of which is attached hereto as Exhibit A; and,

WHEREAS, this Council has reviewed the Canvass and hereby approves it.

NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

- 1. Issue Presented.** The issues presented at the special election were (i) the annexation of the Annexation Territory to the CFD and (ii) the levy of a special tax within the Annexation Territory.
- 2. Measure Approved.** Pursuant to the Canvass, the issues presented at the special election were approved by the landowners of the Annexation Territory by more than two-thirds of the votes received at the special election.
- 3. Annexation Completed.** Pursuant to the voter approval, the Annexation Territory is hereby declared to be fully annexed to and part of the CFD with full legal effect.

1 **4. Authority to Levy Special Taxes.** Pursuant to the voter approval, this Council may
2 levy special taxes in the territory in the Annexation Territory according to the rate and method
3 of apportionment specified in the Resolution of this Council entitled "A Resolution of Intention
4 to Annex Territory to Community Facilities District and to Authorize the Levy of Special Taxes
5 Therein," adopted on September 15, 2020.

6 **5. Prior Proceedings.** It is hereby found that all prior proceedings and actions taken by
7 this Council pursuant to the CFD and the Annexation Territory were valid and in conformity
8 with the Act.

9 **6. Amendment to Notice of Lien.** Within 15 days of the date of this Resolution, the City
10 Clerk shall execute and cause to be recorded in the office of the County Recorder of the County
11 of Solano an amendment to the Notice of Special Tax Lien as required by Section 3117.5 of the
12 California Streets and Highways Code.

13 **7. Effective.** This resolution shall take effect upon its adoption.

14 **PASSED, APPROVED AND ADOPTED** on the 20th day of October 2020.

15 _____
16 Lori D. Wilson, Mayor

17 ATTEST:

18 _____
19 Donna Pock, CMC, Deputy City Clerk

20 STATE OF CALIFORNIA
21 COUNTY OF SOLANO
22 CITY OF SUISUN CITY

23 I, Donna Pock, City Clerk of the City of Suisun City, do hereby certify that the foregoing
24 Resolution, being Resolution No. 2020-___ was passed and approved by the City Council of
25 the City of Suisun City, at a regular meeting of said Council held on October 20, 2020 and that
26 said Resolution was adopted by the following vote:

27 **AYES:** Councilmembers: _____
28 **NOES:** Councilmembers: _____
ABSENT: Councilmembers: _____
ABSTAIN: Councilmembers: _____

Donna Pock, CMC, Deputy City Clerk

EXHIBIT A
CITY OF SUISUN CITY
Community Facilities District No. 2
(Municipal Services)
Annexation No. 11 (Holiday Inn Express)

CANVASS AND STATEMENT OF RESULT OF ELECTION

I hereby certify that on this date, I canvassed the returns of the election held on this date in the territory proposed for annexation to City of Suisun City Community Facilities District No. 2 (Municipal Services), which election is designated as the Special Tax Annexation Election, and the total number of ballots cast in the territory proposed to be annexed and the total number of votes cast for and against the measures are as follows and the totals as shown for and against the measures are full, true and correct:

BALLOT MEASURE NO. 1: *Shall the City of Suisun City, by and for its Community Facilities District No. 2 (Municipal Services) (the "CFD"), be authorized to annex Annexation No. 11 (Holiday Inn Express) to the CFD, as such territory is described in "A Resolution Submitting Annexation of Territory and Levy of Special Taxes to Qualified Electors" adopted by the City Council of the City of Suisun City on October 20, 2020? The effectiveness of this Ballot Measure No. 1 is contingent upon the passage of Ballot Measure No. 2.*

Qualified Landowner Votes	Votes Cast	YES	NO
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BALLOT MEASURE NO. 2: *Shall the City of Suisun City, by and for its Community Facilities District No. 2 (Municipal Services) (the “CFD”), be authorized to levy special taxes within the territory proposed for annexation to the CFD according to the rate and method of apportionment specified in the Resolution of the City Council entitled “A Resolution of Intention to Annex Territory to Community Facilities District and to Authorize the Levy of Special Taxes Therein,” adopted by the City Council of the City of Suisun City on September 15, 2020? The effectiveness of this Ballot Measure No. 2 is contingent upon the passage of Ballot Measure No. 1.*

Qualified Landowner Votes	Votes Cast	YES	NO
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IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND this 20th day
of October 2020.

CITY OF SUISUN CITY

By: _____
Linda Hobson, CMC, City Clerk

ORDINANCE NO. - ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY LEVYING SPECIAL TAX WITHIN CITY OF SUISUN CITY COMMUNITY FACILITIES DISTRICT NO. 2 (MUNICIPAL SERVICES), INCLUDING CERTAIN ANNEXATION TERRITORY

WHEREAS, the City of Suisun City (the “City”) has conducted proceedings pursuant to the Mello-Roos Community Facilities Act, Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing with Section 53311, of the California Government Code (the “Act”) to establish “City of Suisun City Community Facilities District No. 2 (Municipal Services)” (the “CFD”) for the purpose of financing certain municipal services (the “Services”) as provided in the Act; and

WHEREAS, the rate and method of apportionment of special tax for the CFD (the “Original Rate and Method”) is set forth in Exhibit A to City Council Resolution 2005-89, which was adopted on November 15, 2005 (the “Resolution of Formation”); and

WHEREAS, the City has conducted proceedings to annex territory into the CFD and, in connection therewith, approved supplements to the Original Rate and Method (as supplemented, the “Rate and Method”);

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SUISUN CITY as follows:

SECTION ONE: By the passage of this Ordinance, pursuant to the Act, the Council hereby authorizes and levies the Special Tax within the CFD, including all territory annexed into the CFD prior to the date hereof, at the rate and in accordance with method set forth in the Rate and Method, which rate and method are by this reference incorporated herein. The Special Tax has previously been levied in the original territory of the CFD beginning in fiscal year 2006-07 pursuant to Ordinance No. 684, passed and adopted by the City Council on December 6, 2005, and the Special Tax is hereby levied commencing in fiscal year 2015-16 in the territory annexed to the CFD subsequent to formation of the CFD, and in each fiscal year thereafter to pay for the Services for the CFD and all costs of administering the CFD.

The City Council hereby ratifies the levy of special taxes within the CFD pursuant to the Act, at the rate and in accordance with the Rate and Method, in fiscal years 2006-07 through 2020-21.

SECTION TWO: The City Manager or designee, or an employee or consultant of the City, is hereby authorized and directed each fiscal year to determine the specific Special Tax to be levied for the next ensuing fiscal year for each parcel of real property within the CFD, including all territory annexed to the CFD prior to the date hereof, in the manner and as provided in the Rate and Method.

1 **SECTION THREE:** Exemptions from the levy of the Special Tax shall be as provided
2 in the Resolution of Formation, the Rate and Method and the applicable provisions of the Act.
3 In no event shall the Special Tax be levied on any parcel within the CFD in excess of the
4 maximum Special Tax specified in the Rate and Method.

5 **SECTION FOUR:** All of the collections of the Special Tax shall be used as provided
6 in the Act and in the Resolution of Formation, including, but not limited to, the payment of
7 costs of the Services, the payment of the costs of the City in administering the CFD, and the
8 costs of collecting and administering the Special Tax.

9 **SECTION FIVE:** The Special Tax shall be collected in the same manner as ordinary
10 ad valorem taxes are collected and shall have the same lien priority, and be subject to the same
11 penalties and the same procedure and sale in cases of delinquency as provided for ad valorem
12 taxes; provided, however, that the Council may provide for other appropriate methods of
13 collection by resolution(s) of the Council. The City Manager of the City (or the City Manager’s
14 designee) is hereby authorized and directed to provide all necessary information to the
15 auditor/tax collector of the County of Solano in order to effect proper billing and collection of
16 the Special Tax, so that the Special Tax shall be included on the secured property tax roll of the
17 County of Solano for fiscal year 2021-22 and for each fiscal year thereafter, as set forth above,
18 until no longer required to pay for the Services or until otherwise terminated by the City.

19 **SECTION SIX:** If for any reason any portion of this Ordinance is found to be invalid,
20 or if the Special Tax is found inapplicable to any particular parcel within the CFD, including
21 all territory annexed to the CFD prior to the date hereof, by a court of competent jurisdiction,
22 the balance of this Ordinance and the application of the Special Tax to the remaining parcels
23 within the CFD, including all territory annexed to the CFD prior to the date hereof, shall not be
24 affected.

25 **SECTION SEVEN:** The Mayor shall sign this Ordinance and the City Clerk shall cause
26 the same to be published immediately after its passage at least once in a newspaper of general
27 circulation circulated in the City.

28 **SECTION EIGHT:** This Council affirms the provisions of Ordinance No. 684 except
to the extent any terms of such Ordinance are inconsistent with the provisions of this Ordinance,
in which case the terms of this Ordinance shall govern.

SECTION NINE: This Ordinance shall become effective (30) days following its
passage and adoption and shall be published once within fifteen (15) days upon passage and
adoption in a newspaper of general circulation in the City of Suisun City, County of Solano.

[SIGNATURES OF FOLLOWING PAGE]

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council
of the City of Suisun City, California, on this ____ day of 2020.

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Lori D. Wilson, Mayor

ATTEST:

Donna Pock, CMC
Deputy City Clerk

APPROVED AS TO FORM
AND LEGAL CONTENT:

Aleshire & Wynder, LLP

CERTIFICATION

I, Donna Pock, Deputy City Clerk of the City of Suisun City and ex-officio Clerk of the City Council of said City, do hereby certify that the above and foregoing ordinance was introduced at a regular meeting of the said City Council held on October 20, 2020 and passed and adopted at a regular meeting of said City Council held on _____, 2020, by the following vote:

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

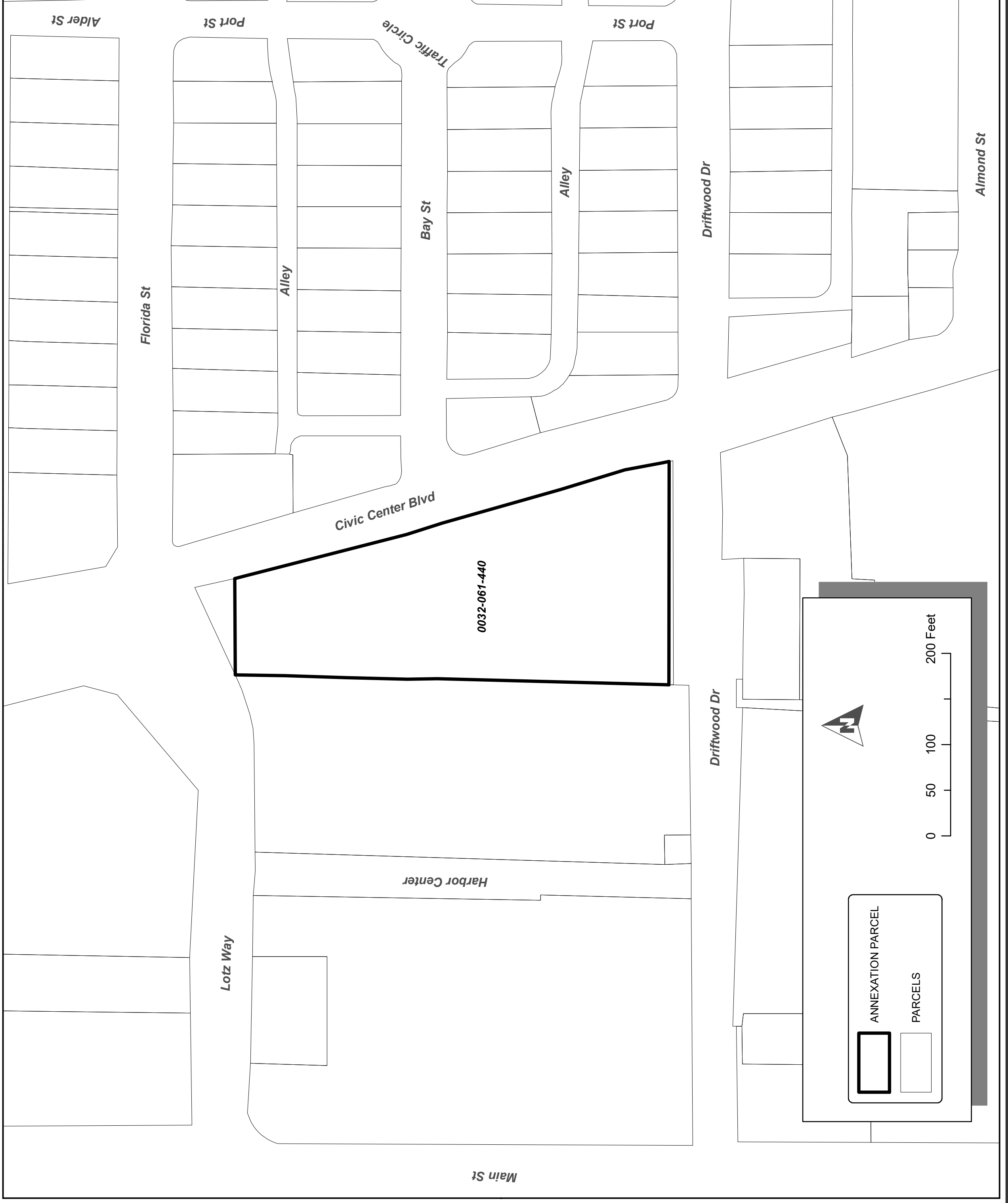
WITNESS my hand and the seal of said City this _____ day of _____ 2020.

Donna Pock, CMC
Deputy City Clerk

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Annexation Map No. 11 of City of Suisun City Community Facilities District No. 2 (Municipal Services)

COUNTY OF SOLANO
STATE OF CALIFORNIA



REFERENCE IS HEREBY MADE TO THAT CERTAIN MAP ENTITLED "PROPOSED BOUNDARIES OF CITY OF SUISUN CITY COMMUNITY FACILITIES DISTRICT NO. 2 (MUNICIPAL SERVICES), COUNTY OF SOLANO, STATE OF CALIFORNIA," FILED THE 27TH DAY OF OCTOBER, 2005, AT THE HOUR OF IN BOOK 23 OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICT AT PAGE 60, IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF SOLANO, STATE OF CALIFORNIA, WHICH THIS ANNEXATION MAP AFFECTS.

1. FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF SUISUN CITY THIS ____ DAY OF ____, 20__.

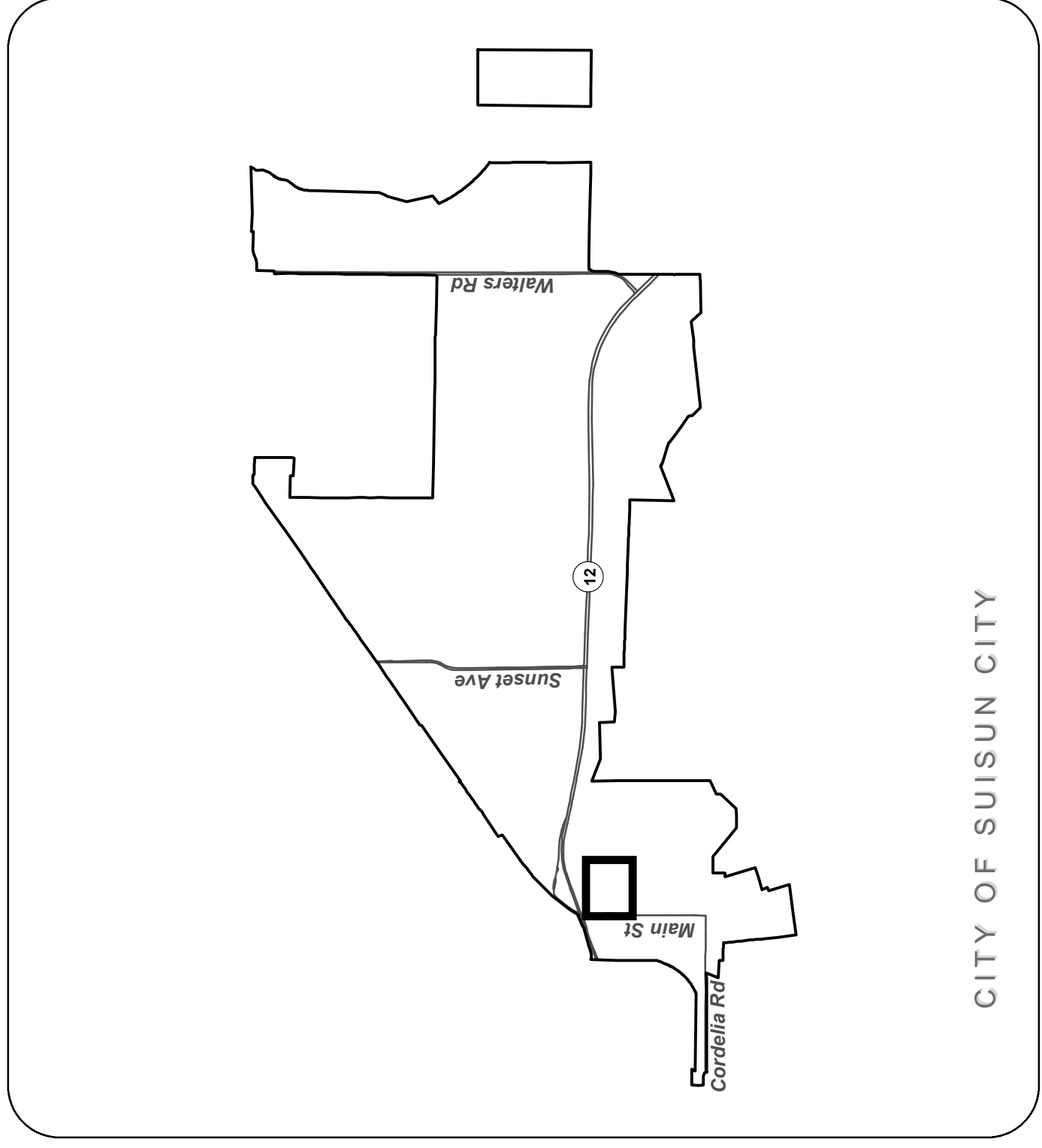
CITY CLERK

2. I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING PROPOSED BOUNDARIES OF ANNEXATION NO. 11 TO CITY OF SUISUN CITY COMMUNITY FACILITIES DISTRICT NO. 2 (MUNICIPAL SERVICES), COUNTY OF SOLANO, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF SUISUN CITY, AT A MEETING THEREOF, HELD ON THE ____ DAY OF ____, 20__, BY ITS RESOLUTION NO. ____.

CITY CLERK

3. FILED THIS ____ DAY OF ____, 20__, AT THE HOUR OF ____ O'CLOCK ____, M., IN BOOK ____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS, AT PAGE ____ IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF SOLANO, STATE OF CALIFORNIA.

COUNTY RECORDER,
COUNTY OF SOLANO



CITY OF SUISUN CITY

Source: Solano County GIS
Geographic Coordinate Reference: GCS North American 1983
Projector: NAD 1983 StatePlane California II FIPS 0402 Feet



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AGENDA TRANSMITTAL

MEETING DATE: October 20, 2020

CITY AGENDA ITEM: HEARING: Adoption of Council Resolution No. 2020-___: Placing Liens for Unpaid Waste Collection Service Charges on Certain Lands Situated in the City of Suisun City, County of Solano, State of California.

FISCAL IMPACT: Republic Services, Inc. is requesting that the City Council place liens on 154 delinquent solid waste accounts representing approximately \$44,326.53 in uncollected solid waste collection service charges. The City's General Fund will receive twenty dollars per lien and 1.0 percent of the total levy amount to be used as the recording fee and to offset the administrative costs associated with the lien and levy process. Through the lien and levy process, the City will collect on outstanding franchise fees totaling 10.0 percent of the uncollected solid waste service charges when the money is received.

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

BACKGROUND: Republic Services, Inc. provides solid waste collection service for properties located in the City of Suisun City. The Suisun City Code (SCC) Section 8.08.015 requires subscribers to pay the collection charge directly to Republic Services, Inc. In the event that a customer does not pay the collection charges, Republic Services, Inc. must prepare delinquent notices to notify each customer that the account is delinquent and could be subject to a lien/levy process whereby charges would be recorded against the property.

Republic Services, Inc. began actively pursuing collection of delinquent accounts in December 2001. Republic Services, Inc. will request hearings three times per year in order for the Suisun City Council to consider enforcing the lien/levy process for delinquent waste charges.

STAFF REPORT: Republic Services, Inc. customers were compared with the owners of record to the parcel information database obtained from Solano County property records. Notification letters were mailed to all known property owners advising them of the lien and levy process. The letters informed the property owners that they could present their reasons for disputing the waste collection charges by either attending the hearing, or by sending letters to the Council prior to the hearing.

Republic Services, Inc. is asking that the City enforce SCC Section 8.0.170 by placing a special assessment/levying a lien on the properties that have delinquent charges. Republic Services, Inc. will verify accounts for payments prior to recording the special assessments.

STAFF RECOMMENDATION: It is recommended that the City Council:

1. Conduct a Hearing on the proposed liens; and

PREPARED BY:
APPROVED BY:

Lakhwinder Deol, Finance Director
Greg Folsom, City Manager

2. Adopt Resolution No. 2020-___: Placing Liens for Unpaid Waste Collection Service Charges on Certain Lands Situated in the City of Suisun City, County of Solano, State of California.

ATTACHMENTS:

1. Resolution No. 2020-___: Placing Liens for Unpaid Waste Collection Service Charges on Certain Lands Situated in the City of Suisun City, County of Solano, State of California.
2. Exhibit A provides a listing of delinquent accounts, as compiled by Republic Services, Inc., and it will be updated and made available to the City Council in advance of the meeting.

RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
PLACING LIENS FOR UNPAID WASTE COLLECTION SERVICE CHARGES
ON CERTAIN LANDS SITUATED IN THE CITY OF SUISUN CITY,
COUNTY OF SOLANO, STATE OF CALIFORNIA**

WHEREAS, pursuant to the Suisun City Code (SCC) Section 8.08.015 owners of all occupied premises must subscribe to and pay for weekly waste collection service; and

WHEREAS, the premises located in the City of Suisun City, County of Solano, State of California, and described in Exhibit A attached hereto and by this reference incorporated herein, were provided with waste collection service as required by the SCMC Section 8.08.015; and

WHEREAS, pursuant to the provisions of SCC Section 8.08.015, all required notices were directed to owners of said properties and said owners failed to make payment for waste collection services as required; and

WHEREAS, as a result thereof, the City of Suisun City has incurred charges for delinquent waste collection charges and administrative costs, which amounts remain unpaid.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Suisun City that pursuant to SCC Section 8.08.170, the City Council does hereby lien said premises, in the amounts applicable to each specific premise as identified in Exhibit A attached hereto and incorporated herein by this reference.

BE IT FURTHER RESOLVED that Exhibit A may be amended to delete any enumerated waste collection service charges and administrative costs paid before liens authorized hereby are forwarded to the County Recorder of Solano County, California.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to record this Resolution, together with Exhibit A as may be amended, with the Office of the County Recorder of Solano County, California.

BE IT FURTHER RESOLVED that the City Manager of the City of Suisun City is authorized to take such further actions as are necessary or appropriate to implement this Resolution and is also authorized to execute any other document(s) that may be necessary or appropriate to process or release said liens.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 20th day of October 2020 by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of October 2020.

Donna Pock, CMC
Deputy City Clerk

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PRELIMINARY LIEN LISTS
HEARING DATES
10/20/2020

APN	Owners Name	Billing Address	City	#	Service Address	Service Thru	RSS Changes	City Charge	Total Due	Repeat
3235121	OCHOA CESAR	53 ALEXANDER WY	SUISUN CITY CA 94585	53	ALEXANDER WAY	20/07	130.42	21.30	155.42	
17438212	GOMEZ ADRIAN V	1777 ANDREWS CR	SUISUN CITY CA 94585	1777	ANDREWS CIRCLE	20/06	255.05	22.55	280.05	*
17438213	HILL EDWIN C JR & DELLA NIT	1781 ANDREWS CR	SUISUN CITY CA 94585	1781	ANDREWS CIRCLE	20/06	255.05	22.55	280.05	*
17438114	VAZQUEZ CESAR O & DOMINIQUE JT	1740 ANDREWS CR	SUISUN CITY CA 94585	1740	ANDREWS CIRCLE	20/07	250.42	22.50	275.42	*
17346201	JONES DWAYNE	1078 ARMSBY WY	SUISUN CITY CA 94585	1078	ARMSBY WAY	20/07	250.42	22.50	275.42	*
17346101	NICHOLS PATRICIA E	301 ARMSBY WY	SUISUN CITY CA 94585	301	ARMSBY WAY	20/05	253.24	22.53	278.24	*
17346218	DULAY SYLVIA L	400 ARMSBY WY	SUISUN CITY CA 94585	400	ARMSBY WAY	20/07	250.42	22.50	275.42	*
17424308	WARD ROCHELLE	505 ARROYO GRANDE LN	SUISUN CITY CA 94585	505	ARROYO GRANDE LA	20/05	333.02	23.33	358.02	*
17350602	RANKIN JUAN LORENZO	205 ASHWOOD DR	SUISUN CITY CA 94585	205	ASHWOOD DRIVE	20/05	253.24	22.53	278.24	*
17335411	SNYDER JENNELYN P & GLENNIT JT	1027 BARROWS DR	SUISUN CITY CA 94585	1027	BARROWS DRIVE	20/05	320.8	23.21	345.8	*
17354202	ARIQAT MOHAMED & HITAF JT	963 BAUMANN CT	SUISUN CITY CA 94585	963	BAUMANN COURT	20/05	253.24	22.53	278.24	*
3207516	DETTWILER DANIEL R & C LIT	727 BAY ST	SUISUN CITY CA 94585	727	BAY STREET	20/07	250.42	22.50	275.42	*
3207306	HERRON STEVEN JT	816 BAY ST	SUISUN CITY CA 94585	816	BAY STREET	20/05	253.24	22.53	278.24	*
17437415	CARRILLO JOSE	1732 BEALE CR	SUISUN CITY CA 94585	1732	BEALE CIRCLE	20/07	248.83	22.49	273.83	*
17351222	CHARLES T CARON JR	928 BEECHWOOD CR	SUISUN CITY CA 94585	928	BEECHWOOD CIRCLE	20/05	253.24	22.53	278.24	*
17423303	POLAND DOUGLAS B & CINDY	524 BELLA VISTA DR	SUISUN CITY CA 94585	524	BELLA VISTA DRIV	20/05	253.24	22.53	278.24	*
17430514	JINOE WARD T	727 BELLA VISTA DR	SUISUN CITY CA 94585	727	BELLA VISTA DRIV	20/07	250.42	22.50	275.42	*
17423417	TORRES SAMUEL J/TORRES CORINNA M	539 BELLA VISTA DR	SUISUN CITY CA 94585	539	BELLA VISTA DRIVE	20/07	256.4	22.56	281.4	*
17338406	MORABITO LOUIS J	832 BERING WY	SUISUN CITY CA 94585	832	BERING WAY	20/07	250.42	22.50	275.42	*
17337514	JOHNSTON MICHAEL/AGUILAR-	JOHNSTON M 817 BERING WY	SUISUN CITY CA 94585	817	BERING WAY	20/06	255.05	22.55	280.05	*
17337422	MARTIN ROBERT L & ANNE EJT	818 BERING WY	SUISUN CITY CA 94585	818	BERING WAY	20/07	297.62	22.98	322.62	*
17304510	PEREZ JOSE M	802 BLOSSOM AV	SUISUN CITY CA 94585	802	BLOSSOM AVENUE	20/05	253.24	22.53	278.24	*
17309209	RICARDO ROBERT	517 BLUE WING DR	SUISUN CITY CA 94585	517	BLUE WING DRIVE	20/07	221.48	22.21	246.48	*
17303403	GARDNER DORIS L TR	827 BLUEBILL WY	SUISUN CITY CA 94585	827	BLUEBILL WAY	20/07	250.42	22.50	275.42	*
17349414	BURTON GLORIA SWANSON	433 MEEHAN CT	SUISUN CITY CA 94585-41	1013	BLUEJAY DRIVE	20/06	255.05	22.55	280.05	*
17349319	OLIVER JOYCE V	1002 BLUEJAY DR	SUISUN CITY CA 94585	1002	BLUEJAY DRIVE	20/05	253.24	22.53	278.24	*
3211505	JACKSON-SINGH 2019 FAMILY TRUST	300 BRAZELTON CT	SUISUN CITY CA 94585	300	BRAZELTON CT	20/07	382.18	23.82	407.18	*
17356231	VALDEZ MARIO	268 BRIDGEWATER CR	SUISUN CITY CA 94585	268	BRIDGEWATER CIRC	20/07	250.42	22.50	275.42	*
17356206	WASONGA PETER O & AGRIPPINA A	224 BRIDGEWATER CR	SUISUN CITY CA 94585	224	BRIDGEWATER CIRC	20/07	250.42	22.50	275.42	*
3236213	MCKINLEY HOLDING 1 LP	1 KAISER PLZ STE 1450	OAKLAND CA 94612-3604	304	CALIFORNIA STREET	20/07	327.36	23.27	352.36	*
3211504	MACMURDO DAVID A JR & S TR	304 CALIFORNIA ST	SUISUN CITY CA 94585	304	CALIFORNIA STREET	20/07	327.36	23.27	352.36	*
3731129	PHYLIS SMITH	281 EMILY ST	VALLEJO CA 94589	1045	CAMELLIA LANE	20/07	250.42	22.50	275.42	*
17347315	GUMBA GILBERT D	420 CANFIELD CT	SUISUN CITY CA 94585	420	CANFIELD COURT	20/06	255.05	22.55	280.05	*
17311222	GATEWOOD GEORGE L & N J JT	604 CANVASBACK DR	SUISUN CITY CA 94585	604	CANVASBACK DRIVE	20/07	270.14	22.70	295.14	*
17429118	MICHAEL COSGAYON	806 CAPISTRANO DR	SUISUN CITY CA 94585	806	CAPISTRANO DRIVE	20/07	250.42	22.50	275.42	*
17422411	JOSEPH TOMLINSON	710 CAPISTRANO DR	SUISUN CITY CA 94585	710	CAPISTRANO DRIVE	20/06	248.83	22.49	273.83	*
17449122	KELLEY ELIZABETH	1776 CARSWELL CT	SUISUN CITY CA 94585	1776	CARSWELL COURT	20/06	261.34	22.61	286.34	*
17422122	GOMEZ FEDERICO	1511 CASA LOMA WY	SUISUN CITY CA 94585	1511	CASA LOMA WAY	20/05	253.24	22.53	278.24	*
17428104	WAYNE LAGETTA B TR	734 CHULA VISTA WY	SUISUN CITY CA 94585	734	CHULA VISTA WAY	20/05	253.24	22.53	278.24	*
3723521	BANKS VERA L	502 CHYRL WY	SUISUN CITY CA 94585	502	CHYRL WAY	20/05	253.24	22.53	278.24	*
3723211	LOVELAND ESTHER G	412 CHYRL WY	SUISUN CITY CA 94585	412	CHYRL WAY	20/06	248.83	22.49	273.83	*
17306316	JACKSON OLIVER F SR & E M	342 CINNAMON WY	SUISUN CITY CA 94585	342	CINNAMON WAY	20/05	253.24	22.53	278.24	*
17356218	EDWARDS GERALD & ANTOINETTE JT	212 CLEARBROOK CT	SUISUN CITY CA 94585	212	CLEARBROOK COURT	20/06	255.05	22.55	280.05	*
17374302	MOUTON MARTISHA	248 CLOVERLEAF CR	SUISUN CITY CA 94585	248	CLOVERLEAF CIRCL	20/05	376.07	23.76	401.07	*
17373104	SANTOS MICHAEL	212 CLOVERLEAF CR	SUISUN CITY CA 94585	212	CLOVERLEAF CIRCL	20/07	124.42	12.44	149.42	*
17324221	ANZUETO LUIS E & FRANCIS M JT	1211 CRANE DR	SUISUN CITY CA 94585	1211	CRANE DRIVE	20/05	412.81	24.13	437.81	*
17337613	WHITED MICHAELL JR	831 CRESTED DR	SUISUN CITY CA 94585	831	CRESTED DRIVE	20/07	250.42	22.50	275.42	*
3246210	KITCHEN KENNETH & CAROL JT	56 DAWN ROSE CT	SUISUN CITY CA 94585	56	DAWN ROSE COURT	20/06	48.85	20.49	73.85	*
174282060	ADRIAN GOMEZ	800 CAPISTRANO DR	SUISUN CITY CA 94585	1209	DEANZA COURT	20/07	344.88	23.45	369.88	*
17309302	MURR AUTUMN C	714 GREENWOOD DR	BAKERSFIELD CA 93306-59	536	E WIGEON WAY	20/06	255.05	22.55	280.05	*
17351204	ANTONIO MENDOZA	932 EDGEWOOD CR	SUISUN CITY CA 94585	932	EDGEWOOD CIRCLE	20/07	250.42	22.50	275.42	*
17351207	ELLINGSON DARLA	926 EDGEWOOD CR	SUISUN CITY CA 94585	926	EDGEWOOD CIRCLE	20/07	250.42	22.50	275.42	*
17355316	MANIBUSAN MICHAEL & J JT	513 EDWARDS CT	SUISUN CITY CA 94585	513	EDWARDS COURT	20/07	283.37	22.83	308.37	*
17309310	KIBBLEWHITE JAMES	503 EIDER LN	SUISUN CITY CA 94585	503	EIDER LANE	20/07	264.7	22.65	289.7	*
17418245	PUCCI JOSEPH P & DEBRA JT	518 EL MAR CT	SUISUN CITY CA 94585	518	EL MAR COURT	20/05	286.19	22.86	311.19	*
17422422	ROCKY RAQUELAN	1502 EL PRADO LANE	SUISUN CITY CA 94585	1502	EL PRADO LANE	20/05	247.25	22.47	271.25	*
17344329	ARMANDO LOPEZ	911 EMPEROR DR	SUISUN CITY CA 94585-25	911	EMPEROR DRIVE	20/06	255.05	22.55	280.05	*
17440205	ROHDE RONALD & RACHELLE JT	1700 FORT ORD CT	SUISUN CITY CA 94585	1700	FORT ORD COURT	20/06	335.42	23.35	360.42	*
17418405	TORRES VERONICA L	511 FORTUNA DR	SUISUN CITY CA 94585	511	FORTUNA DRIVE	20/06	255.05	22.55	280.05	*

17423406	MOODY ROBERT E & LISA R JT	530 FORTUNA DR	SUISUN CITY CA 94585	20/05	253.24	22.53	278.24 *
17325326	STUBBS TIMOTHY & BONNIE JT	504 FULMAR DR	SUISUN CITY CA 94585	20/05	253.24	22.53	278.24 *
17353501	JANEA CHAPMAN	413 GOODAIR CT	SUISUN CITY CA 94585	20/05	103.24	21.03	128.24 *
17336508	WOODS LAWRENCE W & L D JT	1015 GREYLAG DR	SUISUN CITY CA 94585	20/06	261.34	22.61	286.34 *
17329124	GARCIA-MARTINEZ JAIME	913 HARLEQUIN WY	SUISUN CITY CA 94585	20/05	253.24	22.53	278.24 *
17450208	BARRETT JOHN N JR & D E J	1628 HARRISBURG LN	SUISUN CITY CA 94585	20/06	255.05	22.55	280.05 *
17361228	JON BURK	802 HILLBORN CT	SUISUN CITY CA 94585	20/07	250.42	22.50	275.42 *
17310341	GRASSO CHARLENE S	406 HONKER LN	SUISUN CA 94585	20/07	250.42	22.50	275.42 *
17310415	HOLCHUCK RICHARD & MONA	529 HONKER LN	SUISUN CITY CA 94585	20/07	329.33	23.29	354.33 *
17338101	LOPEZ XAVIER A	901 JAVAN WY	SUISUN CA 94585	20/05	253.24	22.53	278.24 *
17361314	TIMOTEO REFUERZO	201 KEYES LANE	SUISUN CA 94585	20/05	253.24	22.53	278.24 *
3723118	CLAY JOHN ELLIOT KINDEL	407 KINGS WY	SUISUN CITY CA 94585	20/05	253.24	22.53	278.24 *
17322203	TOLBERT KENNETH E	611 KIAMATH DR	SUISUN CITY CA 94585	20/05	253.24	22.53	278.24 *
17343509	CHADWICK DAVE & DEBRA JT	1412 LANGLEY WY	SUISUN CITY CA 94585	20/07	250.42	22.50	275.42 *
173582040	JORGE/MARIA/ CARMEN/VALDEZ	1140 LAWLER RANCH PKWY	SUISUN CITY CA 94585	20/06	134.48	21.34	159.48 *
3240217	LAFON LONNIE DEE	52 LEMONWOOD WY	SUISUN CITY CA 94585	20/05	346.78	23.47	371.78 *
3229121	THOMPSON KATHRYN L	910 LIBERTY DR	SUISUN CITY CA 94585	20/05	253.24	22.53	278.24 *
17338133	SHAYNOA OTTO & ROSA JT	918 LONGSPUR DR	SUISUN CA 94585	20/07	250.42	22.50	275.42 *
3207412	SHANE BALLMAN	707 LOTZ WY	SUISUN CITY CA 94585	20/07	250.42	22.50	275.42 *
17360407	DARNELL WENDY JT	316 MARSTON COURT	SUISUN CITY CA 94585	20/05	46.44	20.46	71.44 *
17360215	PEARSON SABBINA	349 MAYFIELD CR	SUISUN CITY CA 94585	20/07	250.42	22.50	275.42 *
17347215	KOUBA LANDON J	1227 MAYFIELD CR	SUISUN CITY CA 94585	20/07	316.32	23.16	341.32 *
17360505	RANSOM CHARLES SR & D P JT	312 MCNABE CT	SUISUN CITY CA 94585	20/05	253.24	22.53	278.24 *
17380306	WILLIE TURNER	430 MEEHAN CT	SUISUN CITY CA 94585	20/06	255.05	22.55	280.05 *
3719219	ENALUT WILLIAM W & DOLORES JT	1203 MICHAEL CT	SUISUN CA 94585	20/05	253.24	22.53	278.24 *
3239115	TAH MS BORROWER LLC	1508 BROOKHOLLOW DR.	SANTA ANA CA 92705	20/06	39.26	20.39	64.26 *
3240104	OCHOA JOSE/FONAL MTG ASSC	814 MOSSWOOD DR.	SUISUN CITY CA 94585	20/05	307.1	23.07	332.1 *
17330016	O'BRYAN CHAY THI TR	903 MUSCOVY CT	SUISUN CITY CA 94585	20/07	94.64	20.95	119.64 *
17313408	VELASQUEZ ADAUILA & W JT	908 MUSCOVY CT	SUISUN CITY CA 94585	20/05	253.24	22.53	278.24 *
17431401	CADDELL DALE JAMES JR	730 PALERMO DR	SUISUN CITY CA 94585	20/07	250.42	22.50	275.42 *
17362145	WILLIAMS LOUISE TR	607 PEYTONIA CT	SUISUN CITY CA 94585	20/06	255.05	22.55	280.05 *
17323311	ROSE LINDA MARIE	1105 PHEASANT DR	SUISUN CITY CA 94585	20/05	253.24	22.53	278.24 *
17323321	CLARK TINA JT	1123 PHEASANT DR	SUISUN CITY CA 94585	20/05	252.46	22.52	277.46 *
17323325	DAY OLLIE JT	1203 PHEASANT DR	SUISUN CITY CA 94585	20/05	253.24	22.53	278.24 *
37331090	TODD HUGLUND	1339 PHILLIP WAY	SUISUN CITY CA 94585	20/05	253.24	22.53	278.24 *
37141160	LINDA BARNET/PRISKE & BARBARA BARNE	1312 PHILLIP WAY	SUISUN CITY CA 94585	20/07	250.42	22.50	275.42 *
173062080	JACKSON-MCCLEIN KIRSTEN	343 PINTAIL DR.	SUISUN CITY CA 94585	20/06	309.58	23.10	334.58 *
17306203	ALI FAHAYZ/ALI FERREEN	333 PINTAIL DR.	SUISUN CITY CA 94585	20/07	250.42	22.50	275.42 *
17336303	JACKSON JONATHAN A	1030 PINTAIL DR	SUISUN CITY CA 94585	20/07	245.32	22.45	270.32 *
17306205	DOMINECK ARTHUR JR & K RJT	PO BOX 1103	SUISUN CITY CA 94585	20/07	249.64	22.50	274.64 *
173312131	MINERVA CAMPBELL	1419 PINTAIL DR	SUISUN CITY CA 94585	20/07	250.42	22.50	275.42 *
17304438	JOVIAN COLBERT	318 PINTAIL DR	SUISUN CITY CA 94585	20/06	255.05	22.55	280.05 *
17336101	WILLIAMS BARRY R	907 PINTAIL DR	SUISUN CITY CA 94585	20/05	198.89	21.99	223.89 *
17312503	VALENZUELA JOSE	825 POCHARD WY	SUISUN CITY CA 94585	20/07	220.99	22.21	245.99 *
17337106	GORDON WALTER S IV TR	816 POCHARD WY	SUISUN CITY CA 94585	20/05	253.24	22.53	278.24 *
17359410	DUNN RONALD	1212 POTRERO CIR.	SUISUN CITY CA 94585	20/07	337.74	23.38	362.74 *
17359108	DOELGER ROSSANNA & HENRY	1207 POTRERO CIRCLE	SUISUN CITY CA 94585	20/07	250.42	22.50	275.42 *
17335525	WHITEMON SANDRA A	1039 PRAIRIE DR	SUISUN CA 94585	20/07	250.42	22.50	275.42 *
173715139	WOODS-BOWMAN LOREE	328 PROMENADE CIR	SUISUN CITY CA 94585	20/07	385.99	23.86	410.99 *
17341208	JACKSON ERNEST N & BETTYA JT	1418 PROSPECT WY	SUISUN CITY CA 94585	20/05	253.24	22.53	278.24 *
17374112	WADE ANTOINETTE	286 REDSTONE CR	SUISUN CITY CA 94585	20/07	181.98	21.82	206.98 *
17374112	WADE ANTOINETTE	286 REDSTONE CR	SUISUN CITY CA 94585	20/07	248.98	22.49	273.98 *
17374110	DESHAUN FOSTER	278 REDSTONE CR	SUISUN CITY CA 94585	20/07	250.42	22.50	275.42 *
3237206	CHEN RUOZHEN	8 PERRY DR.	PRINCETON JUNCTION NJ 0	20/05	253.24	22.53	278.24 *
3247216	GAMBOA FRANKIE & YVETTE YJT	733 ROCKY POINT COVE	SUISUN CITY CA 94585	20/05	233.41	22.33	258.41 *
3240408	OLIVOS JAMIE & MARIA E	61 RODONDO AV	SUISUN CITY CA 94585	20/06	255.05	22.55	280.05 *
3718027	RUTTENBERG JOSEPH A & J LJT	409 SARAH WY	SUISUN CITY CA 94585	20/06	195.61	21.96	220.61 *
17305205	ANDUHA PETER ALFRED JR	3049 CROWN RIDGE CT	FAIRFIELD CA 94533	20/07	130.75	21.31	155.75 *
17307102	CLARK DEONNA NICOLE JT	418 SHOVELLER DR	SUISUN CITY CA 94585	20/07	254.16	22.54	279.16 *
3732206	ROLLINS DOLORES & ALLEN D	365 SILK OAK DR	SUISUN CITY CA 94585	20/06	255.05	22.55	280.05 *
17320229	SWH 2017-1 BORROWER LP	8665 HARTFORD DR. #200	SCOTTDALE AZ 85255-7807	20/06	687.38	26.87	714.25 *
3211307	HALL STEPHEN E	224 SOLANO ST	SUISUN CITY CA 94585	20/05	253.24	22.53	278.24 *
3737032	KHEHRA SARABP	181 SUMMERTIME LANE	SUISUN CITY CA 94585	20/06	248.83	22.49	273.83 *
3736016	JOSE CASTRO	113 SUMMERTIME LANE	SUISUN CITY CA 94585	20/07	250.42	22.50	275.42 *

3738010	JANE STAFFORD	179 SUNSHINE ST.	SUISUN CITY CA 94585	179 SUNSHINE STREET	20/06	255.05	22.55	280.05 *
17325501	MOZQUEDA LETICIA/VELAZQUEZ ROBERTO	1401 SWIFT CT	SUISUN CITY CA 94585	1401 SWIFT COURT	20/05	131.03	21.31	156.03 *
17376304	CAUZ IDALIA M	254 TAMARISK CR	SUISUN CITY CA 94585	254 TAMARISK CIRCLE	20/05	253.24	22.53	278.24 *
17377205	RIZALADO ROBERTINO S & HN JT	208 TAMARISK CR	SUISUN CITY CA 94585	208 TAMARISK CIRCLE	20/05	103.24	21.03	128.24 *
17376301	LACUATA CHERYLE	248 TAMARISK CR	SUISUN CITY CA 94585	248 TAMARISK CIRCLE	20/07	250.42	22.50	275.42 *
17319432	PELAYO MANUEL	1310 THRASHER WY	SUISUN CITY CA 94585	1310 THRASHER WAY	20/06	252.55	22.53	277.55 *
17370109	BLACKWELL REGINA	1437 TILLMAN ST	SUISUN CITY CA 94585	1437 TILLMAN STREET	20/07	250.42	22.50	275.42 *
17447305	ANTHONY EDDIE & ATRERE	516 SKYLARK DR.	SUISUN CITY CA 94585	1616 TUCSON CIRCLE	20/06	255.05	22.55	280.05 *
17343117	CLUTTS GLENDA L	838 TULARE CR	SUISUN CITY CA 94585	838 TULARE CIRCLE	20/05	253.24	22.53	278.24 *
17343502	DENISE YAP	831 TULARE CR	SUISUN CA 94585	831 TULARE CIRCLE	20/06	255.05	22.55	280.05 *
17424522	MATTHEWS KAREN LYNNE	1734 VENTURA WY	SUISUN CITY CA 94585	1734 VENTURA WAY	20/06	255.05	22.55	280.05 *
3224210	BELL GEORGE A	237 WALNUT ST	SUISUN CITY CA 94585	237 WALNUT STREET	20/07	378.05	23.78	403.05 *
17320201	DALLIN LLC	1999-HARRISON ST	OAKLAND CA 94612	1120 WHIPPORWILL WAY	20/07	250.42	22.50	275.42 *
17320204	HUKILL WILLIAM M	1114 WHIPPORWILL WY	SUISUN CITY CA 94585	1114 WHIPPORWILL WAY	20/06	288	22.88	313 *
3232303	MORGAN VALENTINA	722 WHISPERRING BAY LN	SUISUN CITY CA 94585	722 WHISPERRING BAY L	20/06	255.05	22.55	280.05
17335103	MAGANA PABLOE	1002 WHISTLER DRIVE	SUISUN CITY CA 94585	1002 WHISTLER DRIVE	20/07	264.7	22.65	289.7
17370126	LEI ALVIN G	1448 WHITBY WAY	SUISUN CITY CA 94585	1448 WHITBY WAY	20/07	250.42	22.50	275.42 *
17312318	MURPHY SJON	388 PUEBLO WAY	VALLEJO CA 94591-8242	606 WHITE WING COURT	20/07	250.42	22.50	275.42 *
17343302	DALLIN LLC	1999-HARRISON ST	OAKLAND CA 94612	907 WHITNEY AVENUE	20/07	316.32	23.16	341.32 *
17336602	SMITH MARCIA JT	1003 WHOOPER WY	SUISUN CITY CA 94585	1003 WHOOPER WAY	20/05	333.02	23.33	358.02 *
17336616	GRIFFITH ALBERT L	1031 WHOOPER WY	SUISUN CITY CA 94585	1031 WHOOPER WAY	20/05	253.24	22.53	278.24 *
17336536	BUSTMANTE JOSE M/BUSTAMINT	E MARIA 1000 WHOOPER WY	SUISUN CITY CA 94585	1000 WHOOPER WAY	20/07	90.24	20.90	115.24 *
17306106	MARTINEZ MARIA ELENA TR	186 ASHTON AV	SAN FRANCISCO CA 94112-	720 WIGEON WAY	20/06	192.1	21.92	217.1 *
17308202	WILSON WENDY J	624 WIGEON WY	SUISUN CITY CA 94585	624 WIGEON WAY	20/05	253.24	22.53	278.24 *
17307606	BOSTIC ANGELA M	509 WOOD DUCK DR	SUISUN CA 94585	509 WOOD DUCK DRIVE	20/07	195.01	21.95	220.01 *
3719242	SCHULT GLORIA L	1215 WORLEY WY	SUISUN CA 94585	1215 WORLEY ROAD	20/06	255.05	22.55	280.05 *
3719110	CHURCHWELL NICKOLAUS A	1301 WORLEY RD	SUISUN CITY CA 94585	1301 WORLEY ROAD	20/06	255.05	22.55	280.05 *
17345617	CAREY EMILY OLEVIA	833 YOSEMITE WY	SUISUN CITY CA 94585	833 YOSEMITE WAY	20/05	253.24	22.53	278.24 *
17345623	FLORES DENNIS Y JR	911 YOSEMITE WY	SUISUN CITY CA 94585	911 YOSEMITE WAY	20/05	319.14	23.19	344.14 *
17448114	TAYLOR-WHALEN CHERYL LYNN	1649 YOUNGSTOWN LANE	SUISUN CITY CA 94585-63	1649 YOUNGSTOWN LANE	20/06	255.05	22.55	280.05 *
17326225	JENSEN SHERRY M & CHARLES	C JT 506 YUBA CT.	SUISUN CITY CA 94585	506 YUBA COURT	20/06	151.37	21.51	176.37 *
TOTAL						40149.66	4176.87	44326.53

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AGENDA TRANSMITTAL

MEETING DATE: October 20, 2020

CITY AGENDA ITEM: Suisun City Environment and Climate Citizen Advisory Committee Progress to Date and Council Recommendations

FISCAL IMPACT: The item before the City Council will only have a fiscal impact on staff time, it should not require any monetary investment on the part of the City.

STRATEGIC PLAN IMPACT: Enhance Environment, Provide Good Governance

BACKGROUND: In July 2019, the Suisun City Environment and Climate Citizen Advisory Committee was formed with the Committee's work centering on the environment and our changing climate. Examples of the Committee's duties includes but are not limited to:

- Climate impacts on existing and planned developments
- Researching initiatives to enhance the Suisun City environmental quality of life
- Promoting ecotourism in Suisun City while focusing on opportunities for education and sustainability
- Being a forum for on-topic presentations

STAFF REPORT: The Suisun City Environment and Climate Citizen Advisory Committee first met on August 16, 2019. In the year since formed, the Committee has met a total of 8 times. For the first few meetings, the Committee invited a substantial number of environmental and regulatory agencies to present so we would educate ourselves about current issues and potential solutions. These groups include: Greenbelt Alliance, California State Coastal Conservancy, San Francisco Bay Restoration Authority, Suisun Resource Conservation District, SF Bay Conservation & Development Commission (BCDC), Solano Land Trust, Sustainable Solano, and Solano County Parks.

After Committee members were educated on current efforts, they were asked to what topics they felt were worth pursuing in the short, medium, and long-term. Based on this feedback, the Committee came up with a list of programs/policies that could be developed to improve the environmental quality and resiliency of Suisun City. These topics, the assigned member, and current status are included in the table below.

PREPARED BY:

Anthony Adams, Suisun City Council Member

REVIEWD/APPROVED BY:

Greg Folsom, City Manager

Suisun Environment and Climate Citizen Advisory Committee Progress

Item of Interest	Assigned Member	Status	Recommendation
Sea-Level Rise & Flood Resiliency Plan	Group	Suisun City Sea-Level Rise Adaptation Study Completed by BCDC	Seek Council support to seek funding to develop a Suisun City Flood & Sea-Level Rise Action Plan, based on previous BCDC study.
Tree Replacement Policy	Tristan Dubois	Research and recommendation complete, seek Council support	Seek Council support to implement Tree Replacement Policy for Suisun City based on best practices.
Downtown Pocket Parks	Dave Anderson	Implementation complete, downtown community garden active, further opportunities being considered	None at this time
Single Use-Waste Policy	Pat Matson & Alma Hernandez	Research on-going, partnership options being considered (BID)	None at this time
Gas Station Moratorium	Anthony Adams	Research on-going, partnership with Sierra Club being considered	None at this time
Vacant Lot Trash Policy	George Guynn	Research on-going, concerns of staff resources for implementation	None at this time
Chemical Use Policy	Elizabeth Ball	Research on-going, presentations from similar agencies being considered	None at this time
Delta Stewardship Council (DSC)	Josh Russo	Contact with DSC made, a presentation from them will be scheduled	None at this time

RECOMMENDATION: It is recommended that the City Council direct staff to develop a Tree Replacement Policy for Suisun City and coordinate seeking grant funding to develop a Sea-Level Rise Adaptation Plan for Suisun City.

ATTACHMENTS:

1. PowerPoint Presentation

Suisun Climate & Environment Citizens Advisory Committee

Purpose of Suisun Climate & Environment Citizens Advisory Committee

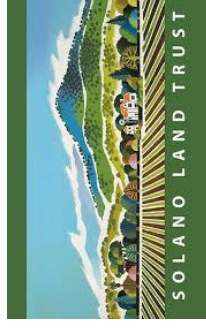
The Committee's work will center on the environment and our changing climate. Examples of the Committee's duties includes but are not limited to:

- Climate impacts on existing and planned developments
- Researching initiatives to enhance the Suisun City environmental quality of life
- Promoting eco-tourism in Suisun City while focusing on opportunities for education and sustainability
- Being a forum for on-topic presentations

Step 1: Educating Ourselves

Presentations from:

- Greenbelt Alliance
- California State Coastal Conservancy
- San Francisco Bay Restoration Authority
- Suisun Resource Conservation District
- SF Bay Conservation & Development Commission (BDCD)
- Solano Land Trust
- Sustainable Solano
- Solano County Parks



Step 2: Applying Lessons Learned

- There is opportunity in Suisun City to improve our environmental health
- We have to set our goals, create community support, and follow a path towards an achievable product.
- There is lots of money available for resiliency projects in and around our City (Prop AA)
- Take advantage of existing resources and partnerships



Step 3: Doing the Research

- Each committee member was asked to choose an environmental issue that they would like to research and present a summary to the group.
- Based on urgency, amount of work required, and time-line for implementation, the committee put together a work plan were topics are progressed successive meetings.

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Step 4: Recommending Actions to City Council

Item of Interest	Assigned Member	Status	Recommendation
Sea-Level Rise & Flood Resiliency Plan	Group	Suisun City Sea-Level Rise Adaptation Study Completed by BCDC	Seek Council support to seek funding to develop a Suisun City Flood & Sea-Level Rise Action Plan, based on previous BCDC study.
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