

CITY COUNCIL
Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
Jane Day
Alma Hernandez
Michael J. Hudson



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

A G E N D A

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

TUESDAY, JANUARY 19, 2021

5:30 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 Jane Day, Alma Hernandez, Michael Hudson, Mayor Pro Tem Wanda Williams, and Mayor Lori Wilson. 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 CITY HALL IS CLOSED TO THE PUBLIC, RESIDENTS MAY ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM.

ZOOM MEETING INFORMATION:

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

MEETING ID: 826 4546 2301

CALL IN PHONE NUMBER: (707) 438-1720

TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE

(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.)*

ROLL CALL

Council/Board Members

DEPARTMENTS: AREA CODE (707)

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

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

SUCCESSOR AGENCY 421-7309 FAX 421-7366

PUBLIC COMMENT

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

CONFLICT OF INTEREST NOTIFICATION

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

CLOSED SESSION

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

City Council**1. CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency negotiator: City Manager

Employee organizations:

Unrepresented Employees;

SCEA (Suisun City Employees' Association);

SCMPEA (Suisun City Management and Professional Employees' Association);

SCPOA (Suisun City Police Officers Association).

Successor Agency**2. Conference with Legal Counsel - Significant Exposure to Litigation (1 potential case)**

Pursuant to Government Code Section 54956.9(d)(2)

CONVENE OPEN SESSION

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

ADJOURNMENT

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 - 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 January 19, 2021 was posted and available for review, in compliance with the Brown Act.

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REGULAR MEETING OF THE SUISUN CITY COUNCIL

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

AND HOUSING AUTHORITY

TUESDAY, JANUARY 19, 2021

6:30 P.M.

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(Next Ord. No. – 780)

(Next City Council Res. No. 2021 – 04)

Next Suisun City Council Acting as Successor Agency Res. No. SA2021 - 01)

(Next Housing Authority Res. No. HA2021 – 01)

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ROLL CALL

Council / Board Members

Pledge of Allegiance

Invocation

PUBLIC COMMENT

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CONFLICT OF INTEREST NOTIFICATION

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REPORTS: (Informational items only.)

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

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

City Council

2. Informational Update on the Traffic Safety Committee Accomplishments and On-going Work in the Second Half of 2020 – (Medill: mmedill@suisun.com).
3. Mayoral Appointments of Commissions and Committees – (Wilson: lwilson@suisun.com).

CONSENT CALENDAR

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

City Council

4. Council Adoption of Resolution 2021-___: Authorizing the Police Chief to Execute a Contract to Receive and Administer funding through the Solano County Transportation Authority, Safe Routes to School Public Safety Education Grant – (Roth: aroeth@suisun.com)
5. Council Adoption of Resolution 2021-___: Accepting the Electrical Vehicle Charging Station Project as Completed and Authorizing the City Manager to Record the Notice of Completion for the Project – (Medill: mmedill@suisun.com).
6. Council Adoption of Resolution 2021-___: Authorizing the City Manager to Pay the State of California Water Resources Control Board's Invoice for the Discharges Associated with the Volume of Material Dredged as Part of the 2019 Suisun Marina Dredging Project – (Medill: mmedill@suisun.com).
7. Council Adoption of Resolution 2021-___: Create Human Resources Administrator Job Classification, delete the Senior Management Analyst, reallocate the Human Resources Technician, and authorize City Manager to begin recruitment– (Folsom: gfolson@suisun.com).

8. Council Adoption Resolution No. 2021-___: Authorizing 10% Additional Duty Pay for Department Directors Who Serve as Acting Director of Another Department During a Vacancy.– (Folsom: gfolson@suisun.com).

City Council / Suisun City Council Acting as Successor Agency

9. Council/Agency Approval of November 2020 Payroll Warrants in the Amount of \$442,354.32, and Council/Agency Approval of the November 2020 Accounts Payable Warrants in the Amount of \$1,209,536.32 – (Finance).
10. Council/Agency Approval of December 2020 Payroll Warrants in the Amount of \$534,699.10, and Council/Agency Approval of the December 2020 Accounts Payable Warrants in the Amount of \$889,911.89 – (Finance).

PUBLIC HEARINGS:

City Council

11. PUBLIC HEARING: Council Introduce and Waive Reading of Ordinance No. __: Amending Chapter 12 Streets, Sidewalks, and Public Places of the Suisun City Code to add section 12.32 Special Events Permitting – (Lofthus: klofthus@suisun.com).

GENERAL BUSINESS None

City Council

12. Council Discussion and Direction Regarding the Percent for the Arts Program Recommended by the Recreation, Parks, Marina, and Arts Commission – (Lofthus: klofthus@suisun.com).

REPORTS: (Informational items only.)

13. a. Council/Boardmembers
b. Mayor/Chair
14. City Manager/Executive Director/Staff

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AGENDA TRANSMITTAL

MEETING DATE: January 19, 2021

CITY AGENDA ITEM: Informational Update on the Traffic Safety Committee Accomplishments and On-going Work in the Second Half of 2020.

FISCAL IMPACT: There is no fiscal impact at this time.

STRATEGIC PLAN GOAL(S): Ensure Public Safety by improving the quality of local streets, roads and sidewalks to promote safety for all modes of travel including vehicles, pedestrians and bicycles.

BACKGROUND: Suisun City's Traffic Safety Committee (Committee) investigates, reviews, analyzes and makes determinations on traffic safety issues, and its members include the Police Chief, Police Commanders (2), Fire Chief, Fire Marshal, Senior Planner, Public Works Director/City Engineer, Associate Engineer, and the Director of Recreation, Parks and Marina (RPM). The Committee meets as needed, depending on the nature and number of agenda items, to assess and to arrive at resolutions to public concerns relating to traffic safety and traffic management.

Through the advice of and the decisions made by the Committee, traffic safety improvements have been completed during the second half of the 2020 calendar.

STAFF REPORT: The Traffic Safety Committee coordinated to resolve and research traffic challenges to improve safety for the Suisun City motorists, bicyclists, pedestrians and public. In this update, the report provides a summary of notable accomplishments, requests and inquiries currently under Committee review and discussion, completed Capital Improvement Projects (CIP), CIP projects underway, grant applications and grant funding secured.

STAFF RECOMMENDATION: No Council action is required at this time.

ATTACHMENTS:

1. Attachment No. 1 – Power Point Presentation: Traffic Safety Committee Update.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Nick Lozano, Associate Engineer
Matthew Medill, Public Works Director
Greg Folsom, City Manager

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Public Works

Traffic Safety Committee Accomplishments and Ongoing Work

January 19, 2021

Update Overview

- ▲ Traffic Committee Report
- ▲ Completed Mitigations
- ▲ Reported Speeding Locations
- ▲ Pending Traffic Concerns
- ▲ Capital Improvement Projects
 - ▲ Completed
 - ▲ In Design or In Construction Phase
- ▲ Grants

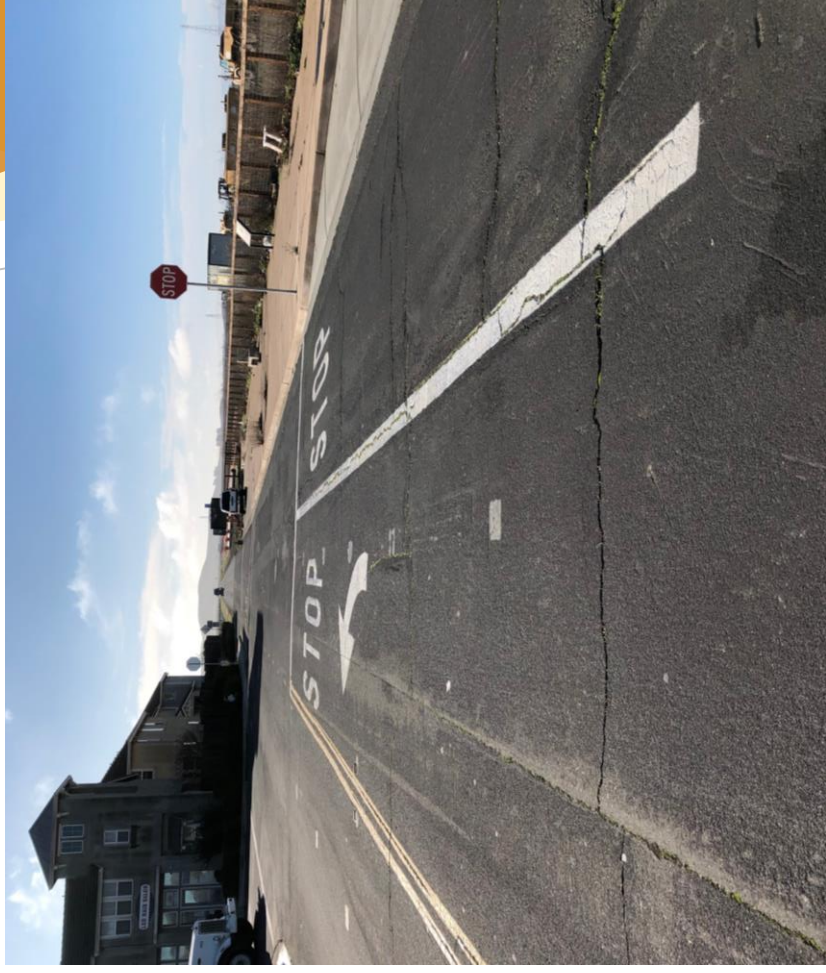
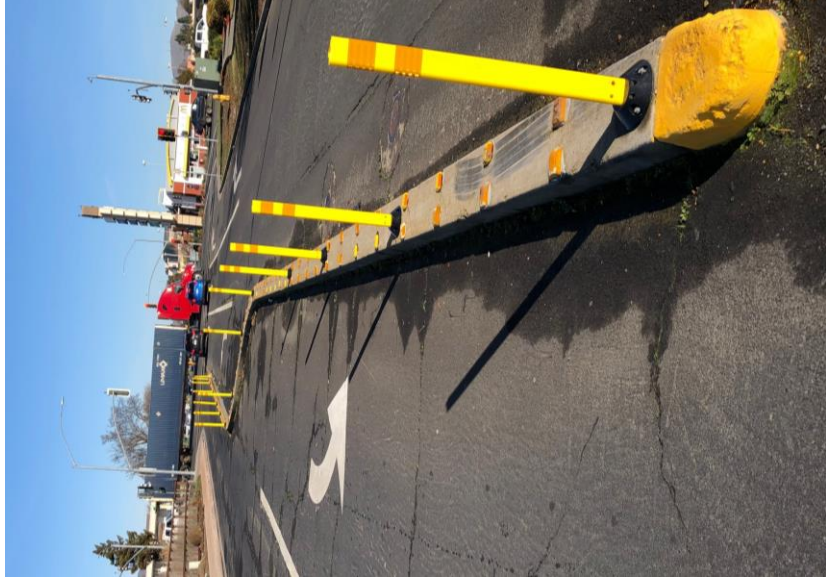
Who is the Traffic Committee? And What Do They Do?

- ▶ The Traffic Committee includes representatives from Public Works, Police, Fire, Development Services, and the Recreation Parks and Marina Departments.
- ▶ The Traffic Committee meets at least quarterly and reviews traffic concerns and collaborates to find traffic safety improvements and mitigations that are practical and feasible.

Completed

Grizzly Island Road

Issue:	Visibility of raised median curb
Mitigation:	Traffic devices & striping improvements



Completed

Pintail Drive at Exit Gate for the ReNew Apartment

Issue:	Parked vehicles & sight distance
Mitigation:	Painted red curb



Reported Speeding

Various Locations

Issue:	Reported speeding
Completed:	Deployment of PD Speed Sign

Reported speeding not supported by data collected:

- ☐ Ashwood Drive
- ☐ Walnut Street

Pending Traffic Concerns

**Stop Sign Requests to Address Speeding:
(CAMUTCD explicitly states stop signs shall not be used for speed mitigation)**

- ☐ Main Street/Solano Street Intersection - Not Approved
- ☐ Main Street/Sacramento Street Intersection - Not Approved

Pending Stop Sign Requests:

- ☐ Gadwall Drive/Blossom Avenue T-Intersection
- ☐ Hammond Lane/Potrero Circle T-Intersection
- ☐ Hammond Lane/Mayfield Circle T-Intersection
- ☐ Pintail Drive/Blossom Avenue T-Intersection

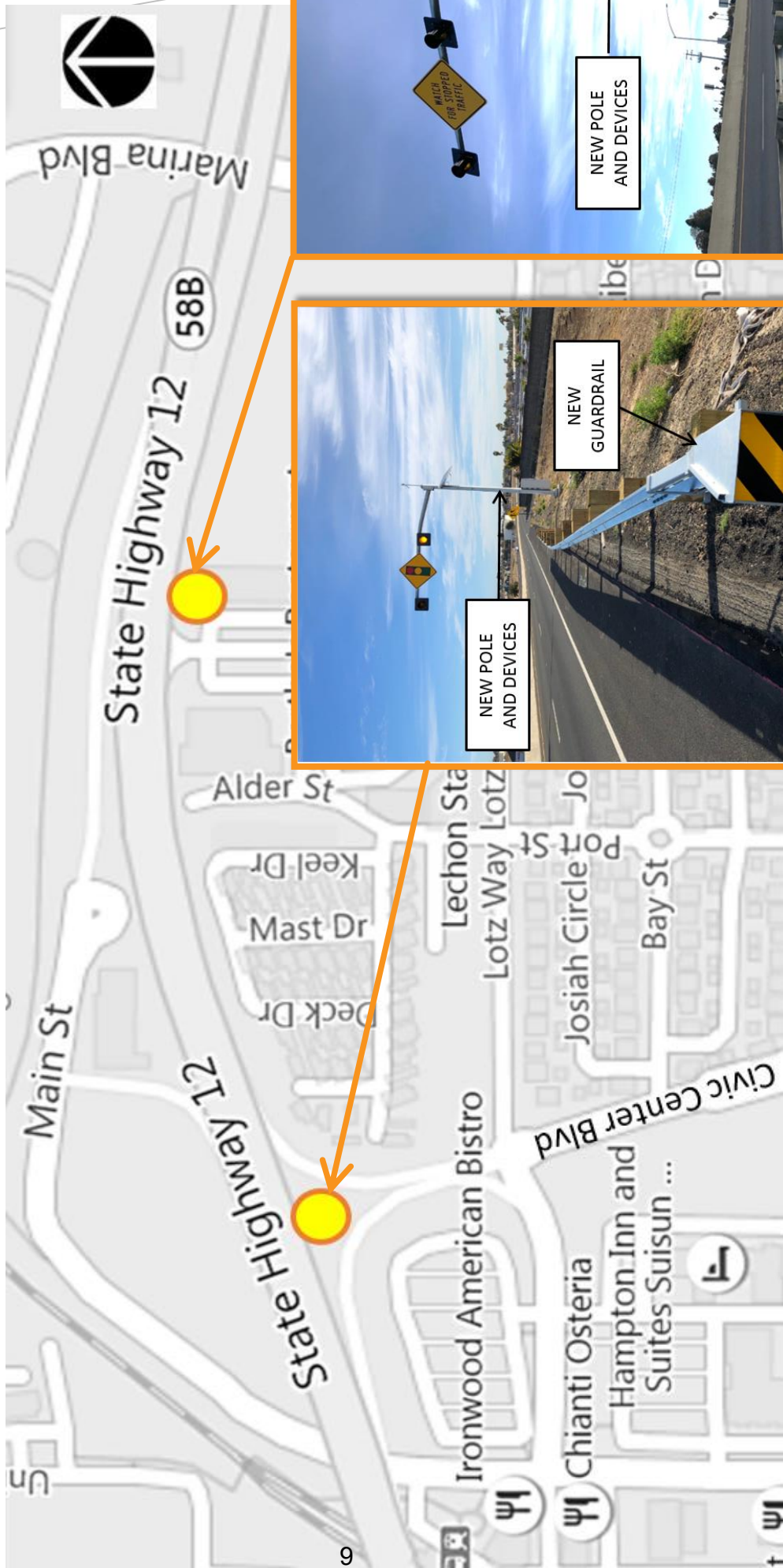
Conversion to Double Turn Lanes:

- ☐ SB Marina, north of Hwy 12
- ☐ NB Grizzly Island Rd, south of Hwy 12

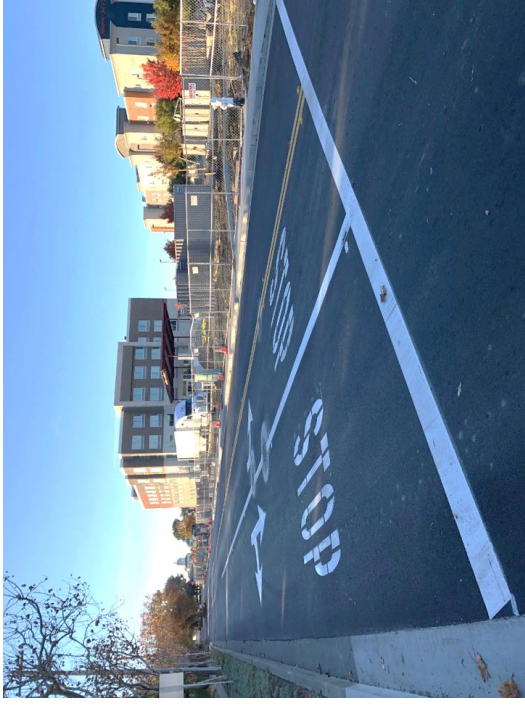
Capital Improvement Projects (CIP) Completed

CIP #1- Completed

State Route 12 Advance Warning Devices (HSIP)

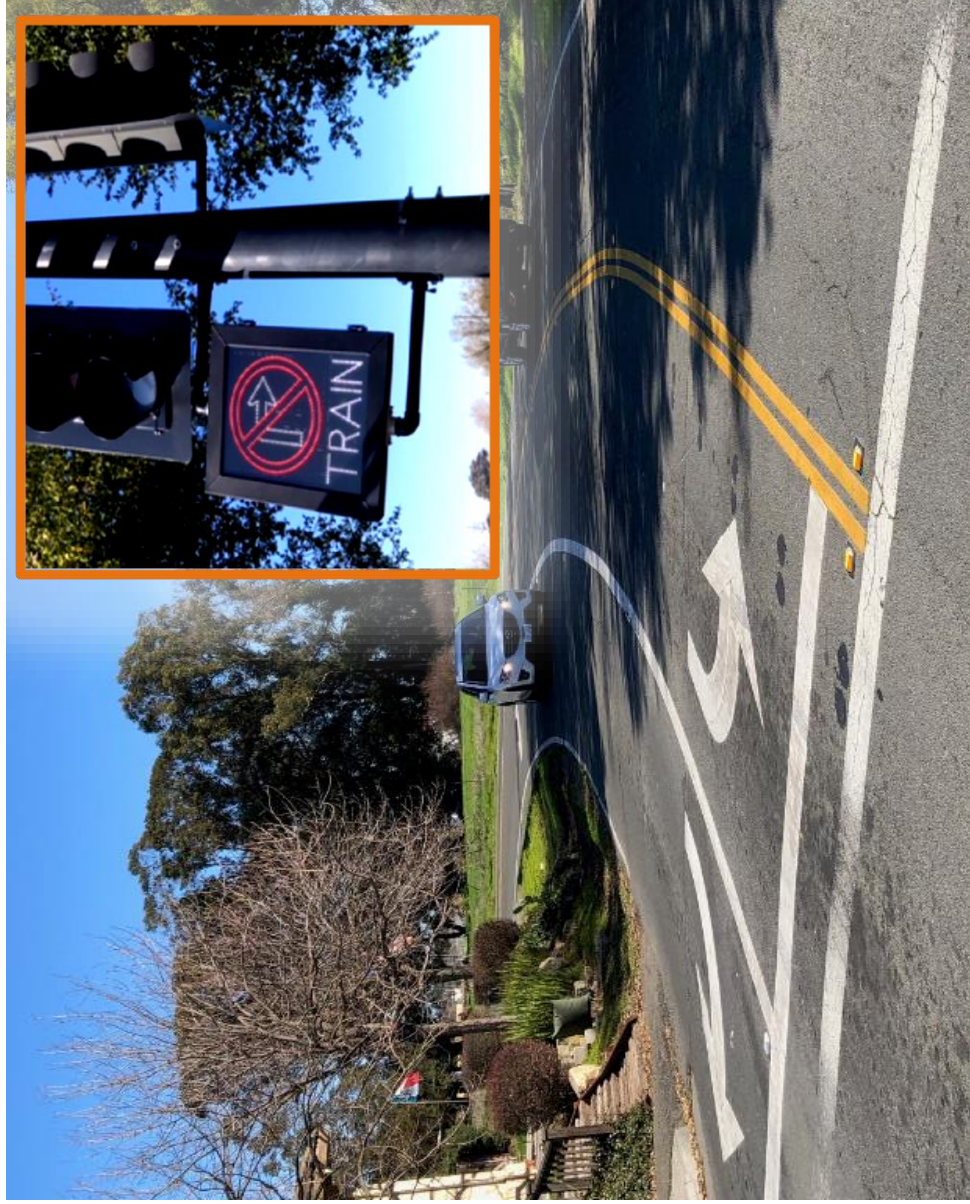


CIP #2 - Completed Waterline Replacement (SSWA) & Asphalt Concrete Overlay (SB1)



CIP #3 - Completed

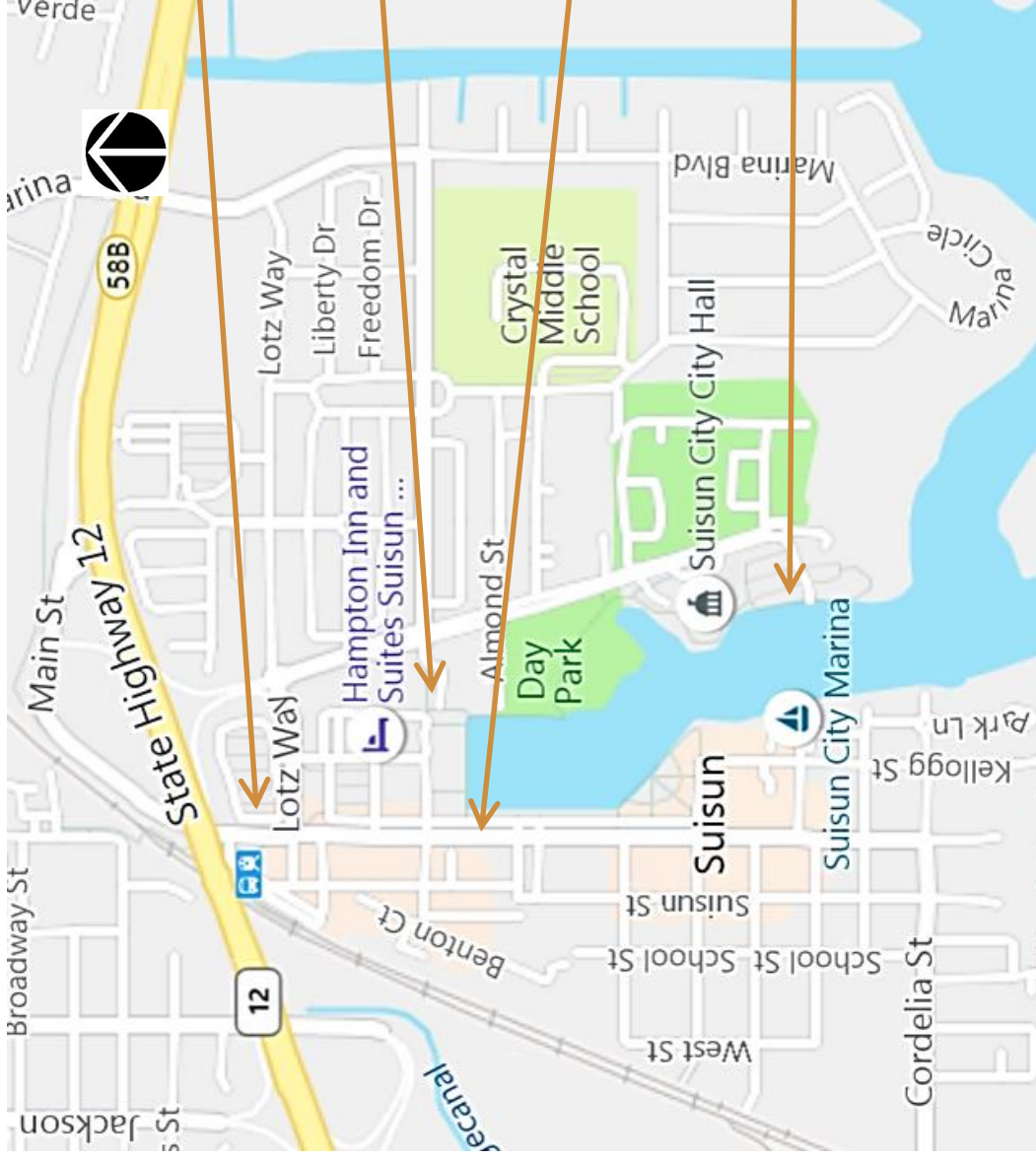
Sunset Ave & Walters Rd Improvements Project (HSIP) 2020 Safety Project of the Year Award



CIP #4 - Completed

Electric Vehicle Charging Stations (TFCA)

North Basin Parking Lot, Park-N-Ride Lot and City Hall



PARK-RIDE-LOT
4 EV Chargers

DRIFTWOOD DRIVE PARKING LOT
2 EV Chargers

NORTH BASIN
4 EV Chargers

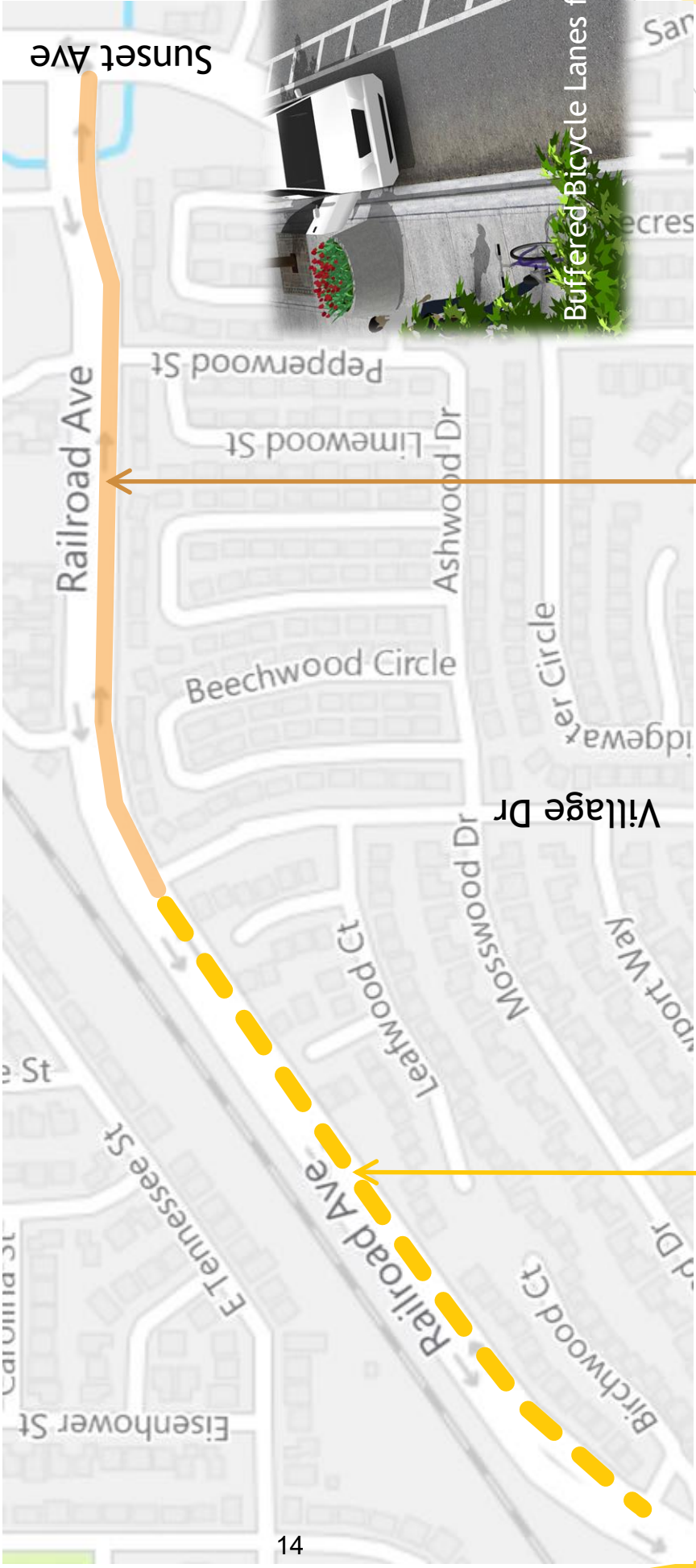
BEHIND CITY HALL
2 EV Chargers

Capital Improvement Projects (CIP) In Design or Construction Underway

CIP #1 - In Design

Eastbound Railroad Avenue (OBAG & TDA-3)

Summer 2021 Construction



BASE PROJECT
(From Village Dr to Sunset Ave)

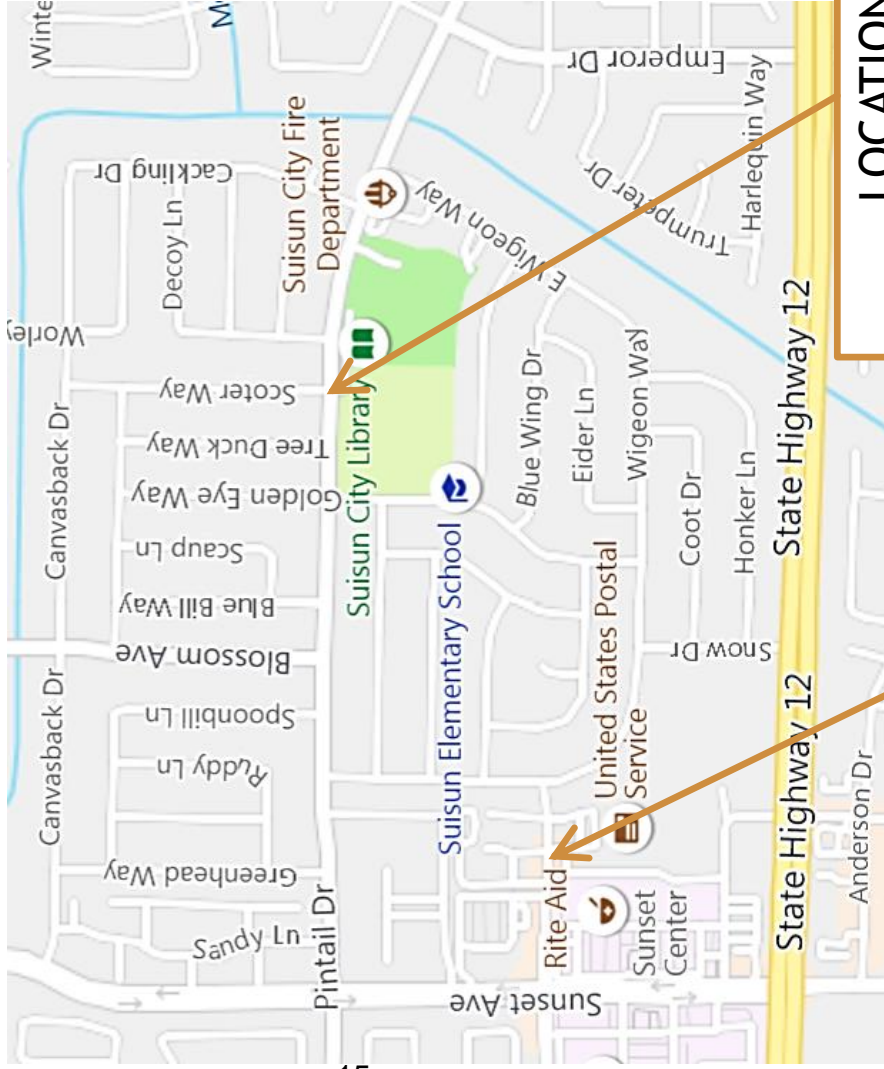
ADDITIVE ALTERNATE
(From Birchwood Ct to Village Dr)



CIP #2 - In Design

Rectangular Rapid Flashing Beacons Project (HSIP)

Summer 2021



LOCATION #1

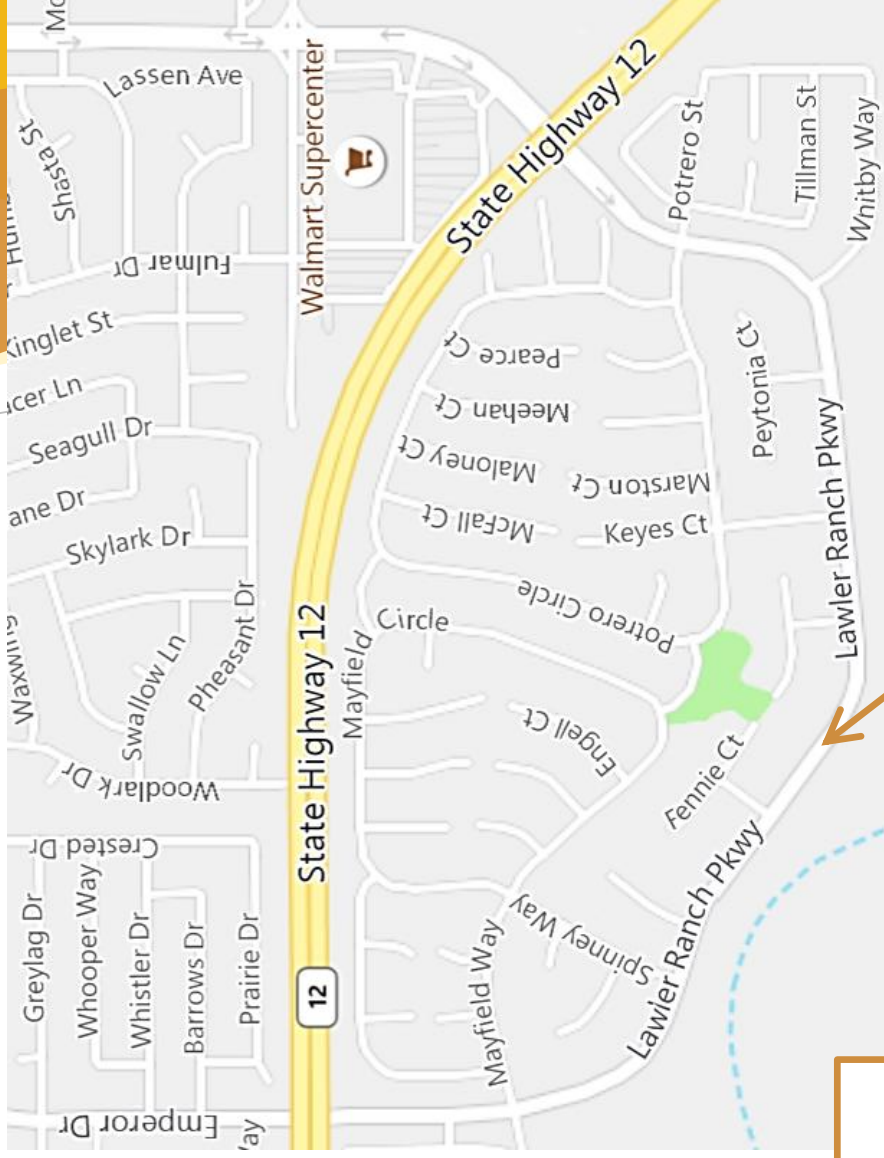
Merganser Dr fronting Senior Center

LOCATION #2

Pintail Dr at Scoter Way

LOCATION #3

Lawler Ranch Pkwy between Fennie Way & Hillborn Way



LOCATION #1

Merganser Dr fronting Senior Center

LOCATION #2

Pintail Dr at Scoter Way

LOCATION #3

Lawler Ranch Pkwy between Fennie Way & Hillborn Way

CIP #3 - In Design

McCoy Creek Trail - Phase 2 (ATP)

Summer 2021

Features:

- 10' Concrete Path
- Prefabricated Bridge
- Site Furnishings
- 3 Road Crossings
- Curb Extensions
- Rectangular Rapid Flashing Beacons
- Speed Tables

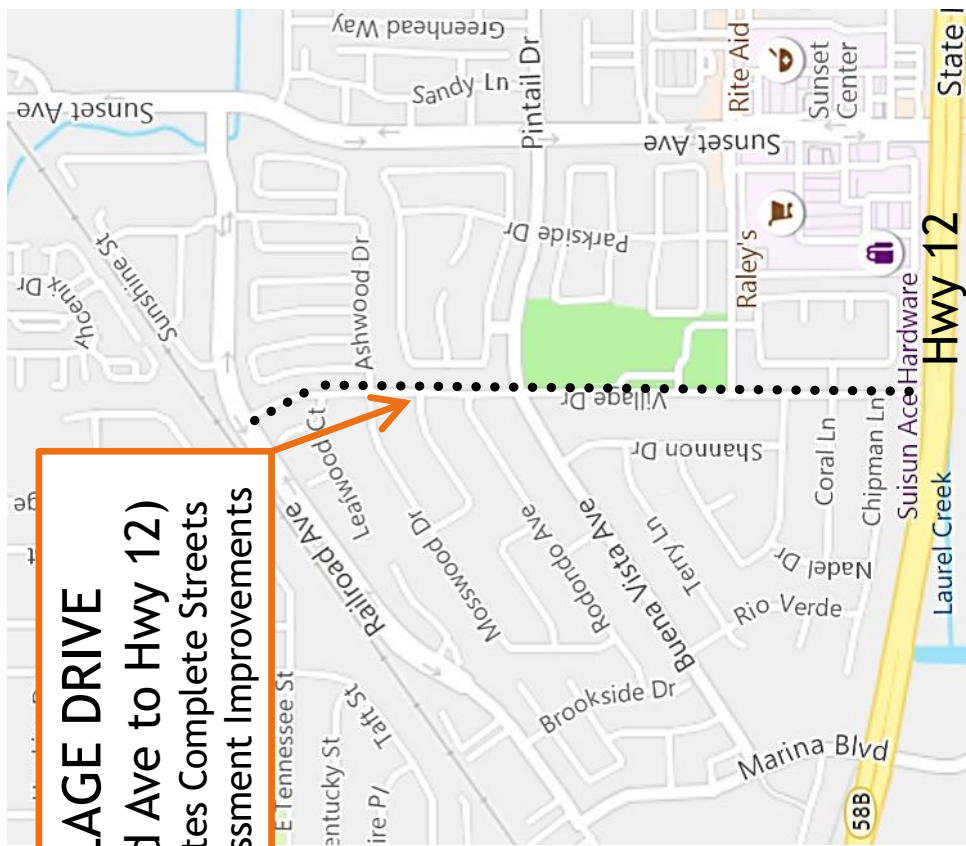


CIP #4 - In Design

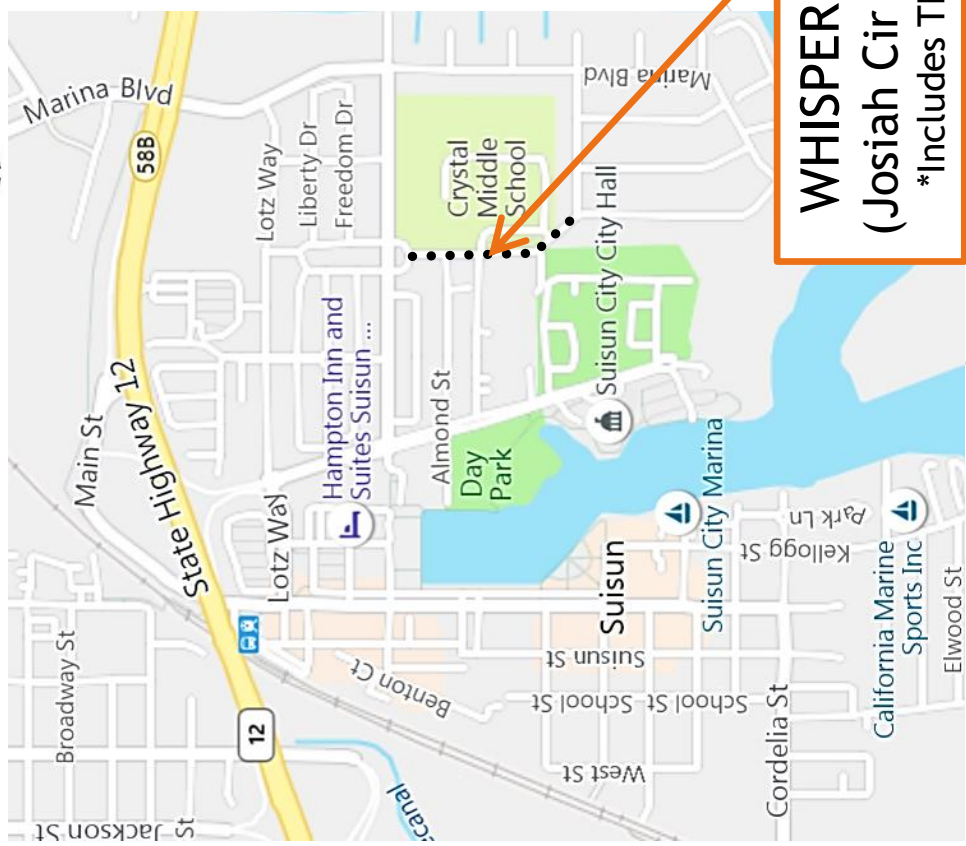
Rubberized Asphalt Cape Seal Project (SB1) at Village Drive and Whispering Bay Lane



Summer 2021



VILLAGE DRIVE
(Railroad Ave to Hwy 12)
*Incorporates Complete Streets
Safety Assessment Improvements

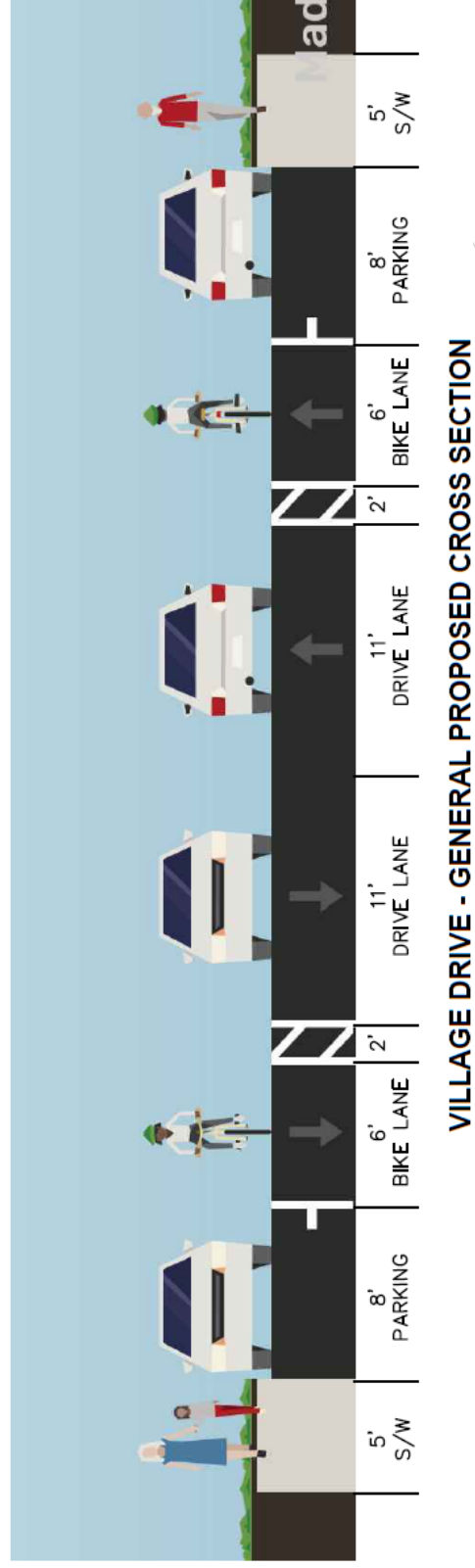
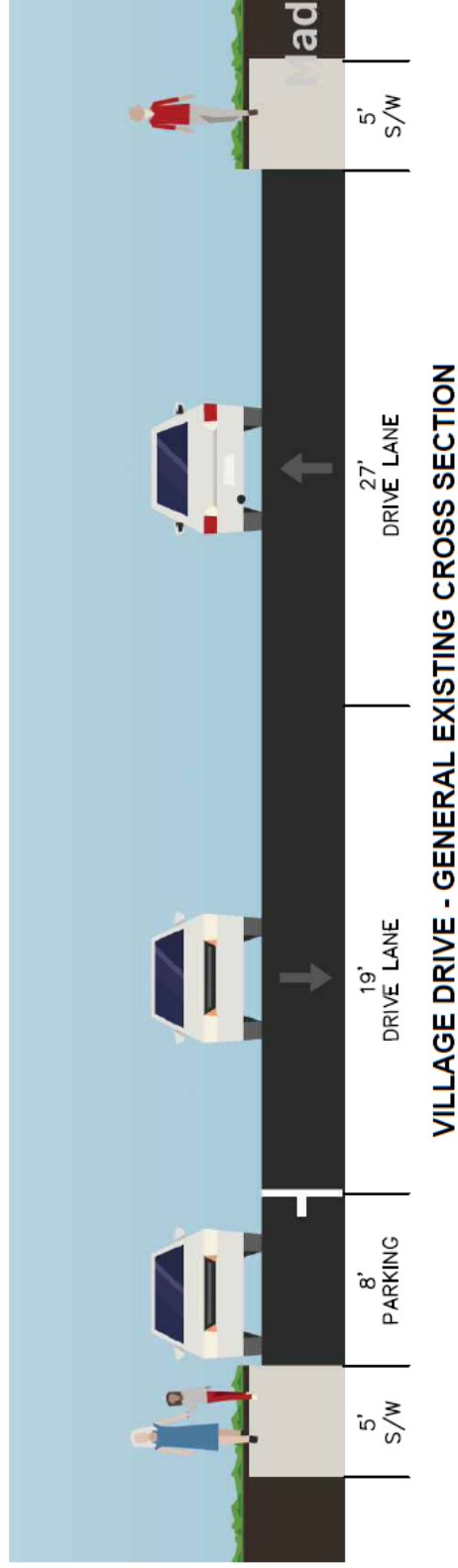


WHISPERING BAY LANE
(Josiah Cir to Francisco Dr)
*Includes TFCA Grant Project

CIP #4A - In Design

2020 Asphalt Rubber Cape Seal Project(SB1)

Village Drive - Existing & Conceptual Striping



CIP #4B - In Design

Crystal Middle School Traffic Calming Project on Whispering Bay Lane (TFCA)



CONCEPTUAL DRAWING

Berkeley SafeTREC Complete Streets Safety Assessment Report

CIP #5- In Design

Training Depot Platform Lighting & Wind Screens (CCJPA)

Summer 2021

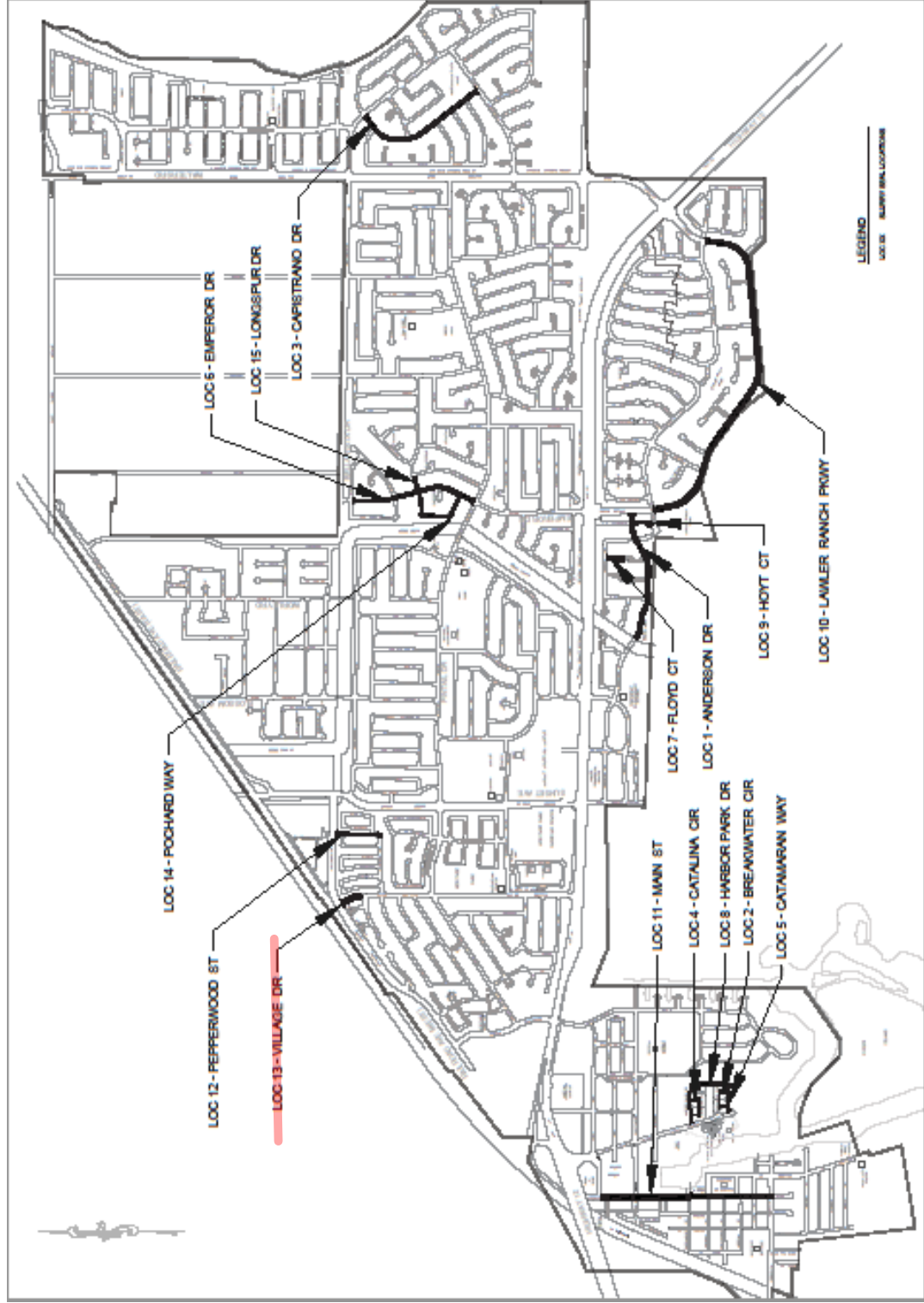


Sample Wind Screen

CIP #6 -Slurry Seal Project (SB1)

Overview

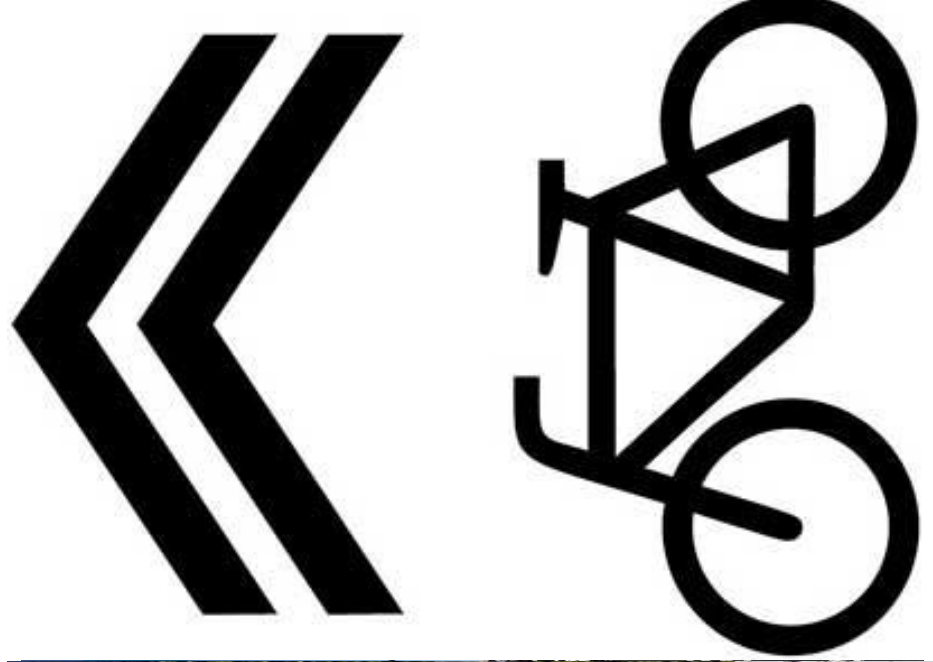
Summer 2022



CIP #6A - Slurry Seal Project

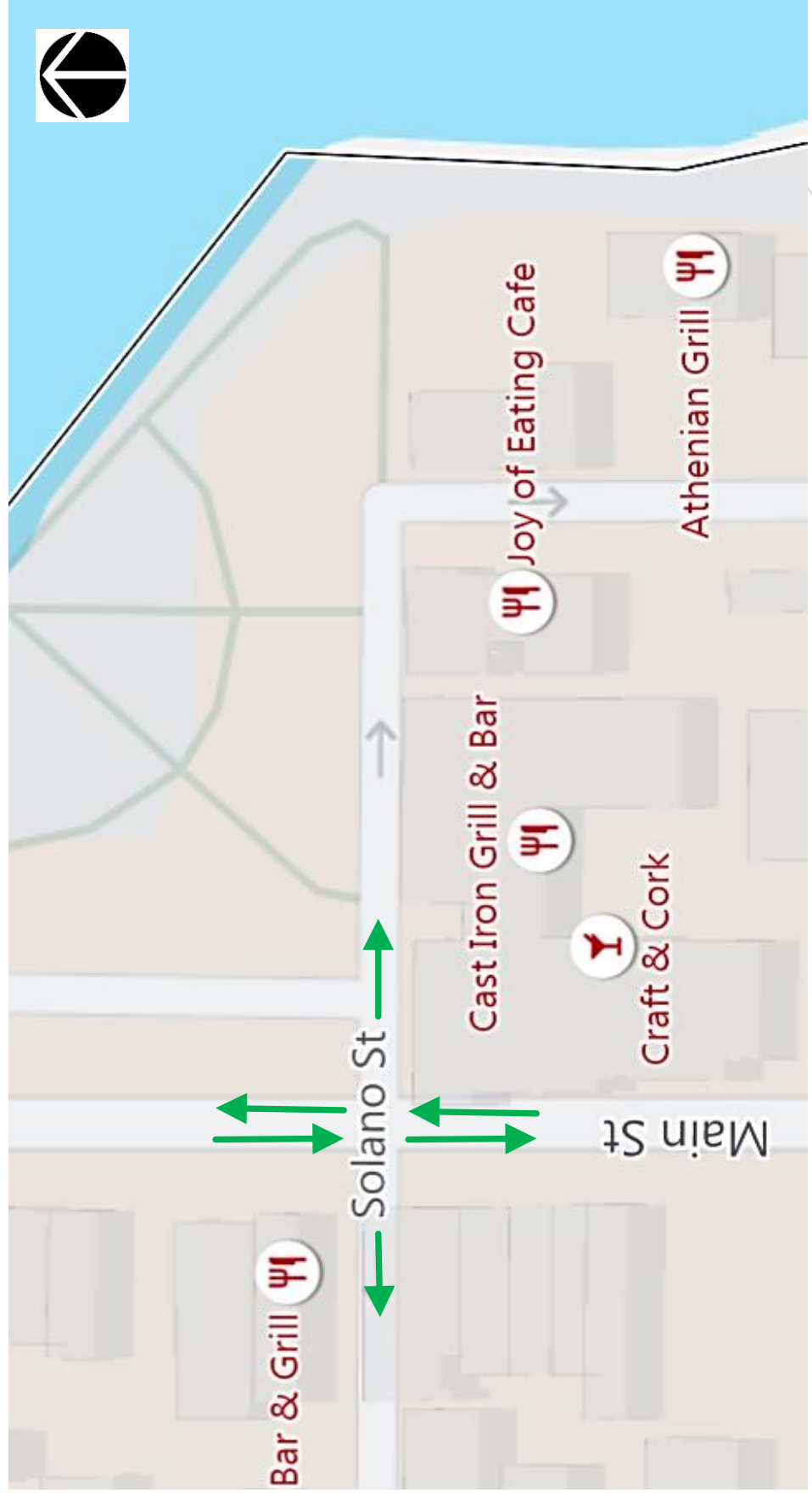
Main Street - Complete Streets Features

Summer 2022



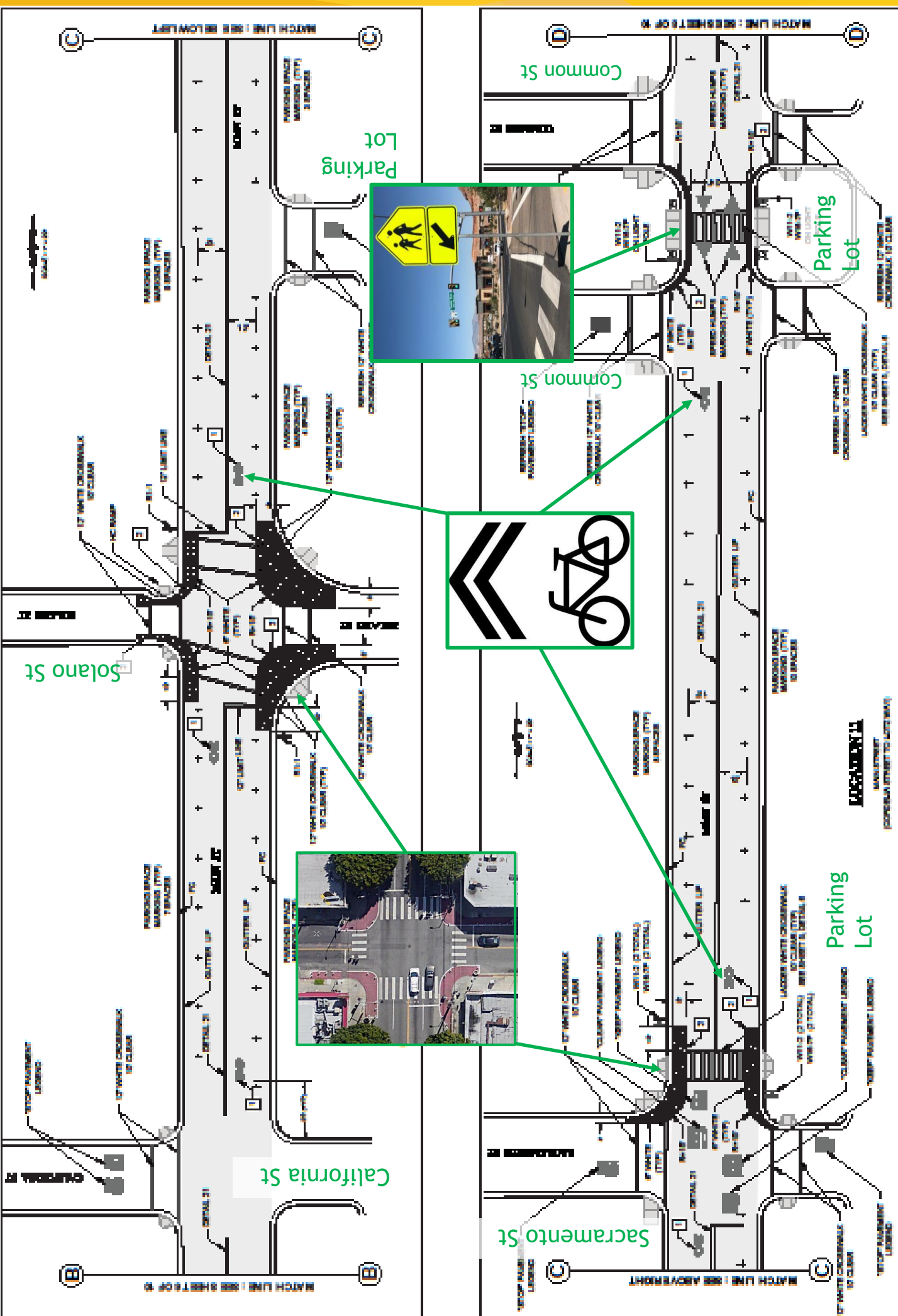
CIP #6B - Slurry Seal Project

Main St at Solano St - STOP Warrant Analysis



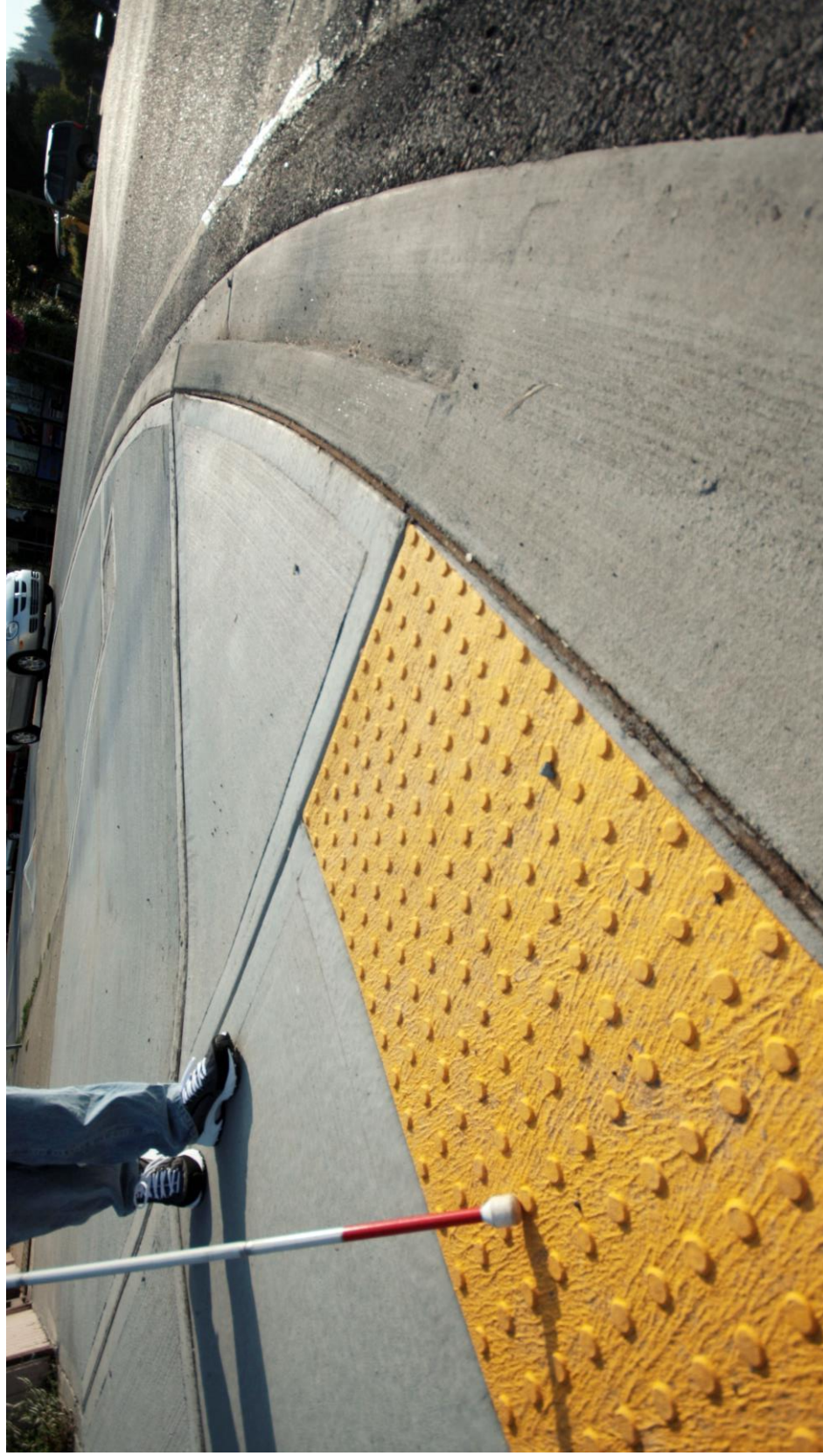


CIP #6D - Slurry Seal Project





CIP #7 - Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan

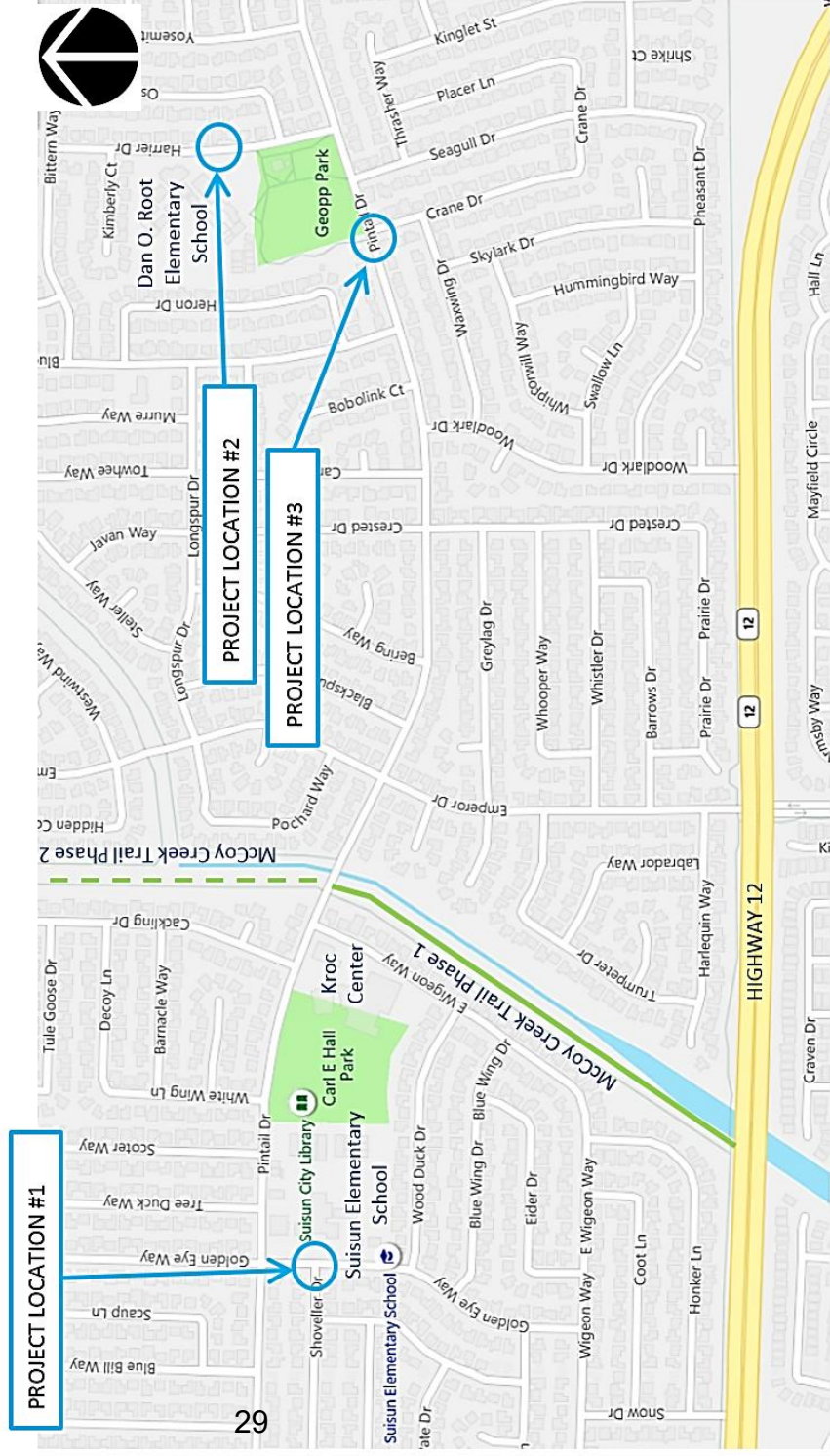


Recent Grant Application Submittals

CIP Grant Application Submittal #1

Highway Safety Improvement Program (HSIP)

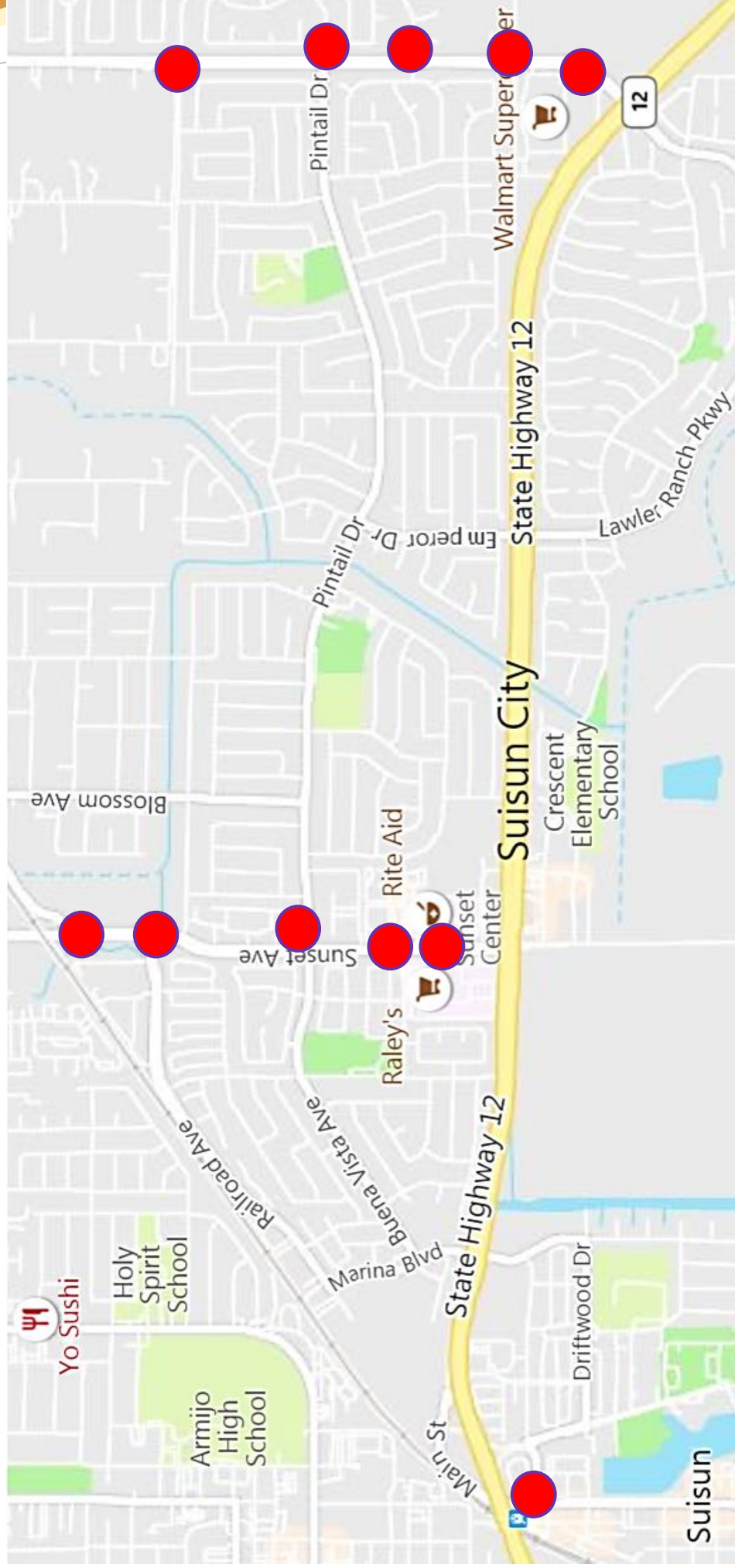
Bulbouts, RRFBs and High Visibility Crosswalks at Schools



CIP Grant Application Submittal #2

Highway Safety Improvement Program (HSIP)

Upgrade of Hardware at all Eleven (11) Traffic Signals



Grant Funding Recently Secured

- ❑ Transportation Fund for Clean Air (TFCA) - \$45,900
- ❑ Crosswalk Improvements at Suisun Elementary and Dan O. Root Elementary
 - ❑ Golden Eye Way at Shoveller Drive
 - ❑ Pintail Drive at Crane Drive
 - ❑ Harrier Drive north of Osprey Way
- ❑ TDA - Article 3 - \$124,675
 - ❑ Buffered Bicycle Lanes on Railroad Ave
- ❑ TDA - Article 3 - \$50,000
 - ❑ Striping and signage improvements on Main Street

Questions?

CITY OF SUISUN CITY					
COMMISSIONS / COMMITTEES / AD HOCS APPOINTMENT LIST					
January 5, 2021					
COMMISSION/COMMITTEE	MEMBER	APPOINTED	REAPPOINTED	TERM EXPIRES	APPOINTED BY
Planning Commission	Ken Holzwarth	10/6/2009	2/17/2017	2/6/2021	
	Dennis Clemente	6/19/2007	2/7/2017	1/5/2021	
	Robert Thomas	5/17/2016	2/7/2017	1/5/2021	
	Anthony Ramos	1/20/2009	2/7/2017	1/5/2021	
	Vacant			1/5/2023	
	Garry Rowe	2/5/2019		1/5/2023	
	Angel Borja	2/7/2017	2/5/2019	1/5/2023	
RPMA Commission	Purrie Conley	5/5/2018		1/5/2021	
	Tristan Dubois	2/19/2019		1/5/2021	
	Tyler Wilson	10/6/2020		1/5/2021	
	Eddrick Osborne	2/5/2019		1/5/2023	
	Loraine Meek	6/4/2019		1/5/2023	
	Shawn Lee Risko	6/4/2019		1/5/2023	
	David Anderson	10/6/2020		1/5/2023	
General Tax	Ruth Forney	5/30/2017	3/17/2020	4/1/2025	
Oversight Committee	Barbara Pisching	3/5/2019	3/17/2020	4/1/2025	
	John Pierce	2/5/2019		1/1/2022	
	Donald Peters	2/5/2019		1/1/2022	
	Tamara Colden	3/5/2019		4/1/2022	
Public Safety Committee	Billy Gaither	5/7/2019		3/31/2021	Mayor Wilson
	Michael Kucsera	5/7/2019		3/31/2021	Mayor Wilson
	Baruch Gould	12/17/2019		3/31/2021	Mayor Wilson
	Rene Steinhauer	3/17/2020		3/31/2021	Council Member Day
	Terrance West	12/17/2019		3/31/2021	Council Member Adams
	Fatima Neal-Epps	5/7/2019		3/31/2021	Council Member Williams
	Tom Kamin	5/21/2019		3/31/2021	Council Member Segala
	Brian Kermoade	5/21/2019		3/31/2021	SC Firefighters Association
	Eric Vera	7/2/2019		3/31/2021	SC Police Officers Association
Environment and Climate Committee	Elizabeth Ball	5/7/2019		3/31/2021	Mayor Wilson
	Patricia Matteson	5/7/2019		3/31/2021	Mayor Wilson
	Tristan Dubois	5/7/2019		3/31/2021	Council Member Adams
	Belinda Baugh Brown	5/7/2019		3/31/2021	Council Member Williams
	Joshua Russo	9/17/2019		3/31/2021	Council Member Segala
	George Guynn	7/2/2019		3/31/2021	Council Member Day
	Vacant			3/31/2021	Mayor Wilson Council Appointment
Lighting Landscape District	Patricia Matteson	5/21/2019		3/31/2021	At-large - Mayor Wilson
Citizen Advisory Committee	Vacant			3/31/2021	At-large - Mayor Wilson
	Loraine Meek	6/19/2019		3/31/2021	RPMA Appointment
	Jim Wise	5/7/2019		3/31/2021	Blossom LLD
	Vacant			3/31/2021	Heritage LLD
	Mariah Klein	5/7/2019		3/31/2021	Lawler Ranch LLD
	Vacant			3/31/2021	Montebello Vista LLD
	Douglas Stockins	5/7/2019		3/31/2021	Peterson Ranch LLD
	Belinda Baugh Brown	5/7/2019		3/31/2021	Victorian Harbor LLD

COMMISSION/COMMITTEE	MEMBER	APPOINTED	REAPPOINTED	TERM EXPIRES	APPOINTED BY
Economic Pandemic Impact	Jon Riley	5/19/2020			Mayor Wilson
Citizen's Advisory Committee	Valerie Baker	5/19/2020			Council Member Williams
	James Berg	5/19/2020			Council Member Adams
	Bill Champagne	5/19/2020			Council Member Day
	George Guynn	5/19/2020			Council Member Segala
	Michael Ndah	5/19/2020			Small Business
	Zen Hunter-Ishikawa	5/19/2020			Small Business
	John Salwoke	5/19/2020			Large Business
	Camran Nojoomi	5/19/2020			Large Business
	Vacant	5/19/2020			KROC Center
	Shello Kontagiannis	5/19/2020			Locally Owned Restaurant
	Laura Cole Rowe	5/19/2020			Business Member of BID
	Andrea Garcia	5/19/2020			Fairfield-Suisun Chamber of Commerce
	Solano County Black Chamber of Commerce	5/19/2020			Jonicon George
	Solano Hispanic Chamber of Commerce	5/19/2020			Alma Hernandez
	Lori Wilsom	5/19/2020			Mayor Wilson
	Greg Folsom	5/19/2020			City Manager
Committee/Board Appointments	MEMBER	APPOINTED	REAPPOINTED	TERM EXPIRES	
Senior Coalition of Solano County	Winston Baker	2/5/2019		1/1/2021	
Solano County Mosquito Abatement District	Maian Osum	2/5/2019		1/1/2023	
STA Bicycle Advisory Committee	Lawrence Gee	12/4/2018		12/31/2021	
STA Pedestrian Advisory Committee	Steve Olry	7/30/2019		12/31/2022	
Solano Commission for Women and Girls	Tiffany Thomas	12/4/2018		12/1/2021	
Solano County Library Advisory Council	Vacant	2/18/2020		1/1/2024	
Council/Staff Appointments	MEMBER	APPOINTED	REAPPOINTED	TERM EXPIRES	
SR2S Task Force Committee	Wanda Williams	3/5/2019			
STA-SR2S-AC (Appt by Police Chief Association)	Dan Healy				
Suisun City/FSUSD Joint Advisory Committee	Alma Hernandez Wanda Williams	1/5/2021			
Solano EDC Board	Lori Wilson	2/5/2019			
STA Board - Alternate	Wanda Williams	1/5/2021			
Solano County Water Agency - Alternate	Alma Hernandez	1/5/2021			
Travis Regional Armed Forces Committee (No Appt, membership)	Lori Wilson Greg Folsom	2/5/2019 7/2019			
SSWA Appointment to ACWA as SSWA Rep	Vacant				

AD HOC Committee Appointments	MEMBER	APPOINTED	REAPPOINTED	TERM EXPIRES	
30 Acre Parcel Highway 12 and Marina Mixed Use	Lori Wilson Alma Hernandez	1/5/2021			
Arts Park Proposal	Lori Wilson Wanda Williams	2/19/2019			
Main Street West Disposition and Development Agreement	Lori Wilson Wanda Williams	1/5/2021			
FY 2020-21 Budget	Lori Wilson	2/4/2020			
Cannabis	Alma Hernandez Wanda Williams	1/5/2021			
Lawler Ranch Mixed Use (Camran)	Lori Wilson Wanda Williams	9/17/2019			
Republic Services Contract Review	Alma Hernandez Wanda Williams	1/5/2021			
City Manager Evaluation 2020	Lori Wilson Wanda Williams	1/5/2021			
RPMA Commission Applicantion Review	Alma Hernandez Wanda Williams	12/15/2020			
Mayor Pro Tem	Wanda Williams	2/4/2020			

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AGENDA TRANSMITTAL

MEETING DATE: January 19, 2021

CITY AGENDA ITEM: Council Adoption of Resolution No. 2021-____- Authorizing the Police Chief to Execute a Contract to Receive and Administer funding through the Solano County Transportation Authority, Safe Routes to School Public Safety Education Grant.

FISCAL IMPACT: Contingent upon final approval of the budget, Suisun City will be reimbursed up to the amount of \$64,000 over 2-years. The fiscal impact to the City is staff time completing and submitting grant related documentation. The City is not required a match.

STRATEGIC PLAN: Ensure Public Safety

3.1. Establish an acceptable staffing level for police and fire services to maintain public safety and identify funding mechanisms.

BACKGROUND: Over the past decade the Suisun City police department has had numerous ongoing partnerships with the Solano County Transportation Authority and Safe Routes to Schools. Due to ongoing staffing limitations of the Suisun City Police Department, and residents' requests for additional staffing for traffic safety at school drop off and pick up time, the School Safety Traffic Officer (SSTO) position was developed. The Suisun City Police Department partnered with the Solano County Transportation Authority, through the Safe Routes to School Public Safety Education Grant to fund this position. The SSTO is a non-sworn, part-time Community Services Officer (CSO). The SSTO program is designed to improve vehicle, bicycle and pedestrian safety of students and community members in and around the safe routes to school. The SSTO performs education, encouragement and enforcement activities at the middle school and three elementary schools in Suisun City. These activities include visible patrols, directing traffic, issuance of parking/mechanical/registration violations, school meetings, coffee with the principal and other events.

STAFF REPORT: The Suisun City Police Department has had great success with the SSTO program. Without the partnership with the Solano County Transportation Authority, Safe Routes to School Public Safety Education Grant, there would be no Suisun City Police Department personnel available for this critical role. This grant allows the City to provide a service to the community at no additional charge to the residents. This program has become a vital component of our school safety traffic plan and will continue to provide a mechanism for improved safety at our schools.

RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2021-____: Authorizing the Police Chief to Execute a Contract to Receive and Administer funding through the Solano County Transportation Authority, Safe Routes to School Public Safety Education Grant.

PREPARED BY:

REVIEWED/APPROVED BY:

Daniel Healy, Police Commander

Greg Folsom, City Manager

ATTACHMENTS:

1. Resolution No. 2021-____ - Authorizing the Police Chief to Execute a Contract to Receive and Administer funding through the Solano County Transportation Authority, Safe Routes to School Public Safety Education Grant.
2. Second Amendment to Funding Agreement Between Solano Transportation Authority and the City of Suisun City.

RESOLUTION NO. 2021-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE POLICE CHIEF TO EXECUTE A CONTRACT TO RECEIVE
AND ADMINISTER FUNDING THROUGH THE SOLANO TRANSPORTATION
AUTHORITY, SAFE ROUTES TO SCHOOL PUBLIC SAFETY EDUCATION AND
ENFORCEMENT GRANT**

WHEREAS, the City of Suisun City Police Department has partnered with the Solano County Transportation Authority, through the Safe Routes to School Public Safety Education Grant; and

WHEREAS, this grant will provide funding through 2022 for the School Safety Traffic Officer program, staffing one civilian part-time employee to educate and enforce traffic laws around Suisun City school; and

WHEREAS, this grant provides funding for sworn police officer overtime for traffic enforcement at schools; and

WHEREAS, the grant provides funding for the vehicle and computer needed by the School Safety Traffic Officer; and

WHEREAS, this grant will provide a total of \$64,000 over the next two-years, which will go directly towards Safe Routes to School Public Safety Education Grant related activities, which will positively impact and increase the safety of the youngest members of our community.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the Police Chief, or his designee, to execute those documents necessary to receive funding through the Solano County Transportation Authority, Safe Routes to School Public Safety Education Grant and further authorizes the Police Chief, or his designee, to administer said program.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 19th day of January 2021, 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 19th day of January 2021.

Donna Pock, CMC
Deputy City Clerk

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**SECOND AMENDMENT TO FUNDING AGREEMENT
BETWEEN
SOLANO TRANSPORTATION AUTHORITY and THE CITY OF SUISUN CITY**

This Second Amendment ("First Amendment") is executed on _____, between the SOLANO TRANSPORTATION AUTHORITY, a congestion management agency and authorized under the laws of the State of California ("STA"), and Suisun City, a municipal corporation ("SUISUN CITY").

1. Recitals

A. The parties entered into a funding agreement dated July 1, 2016 (the "Agreement"), in which Suisun City agreed to deliver the enforcement component of the Safe Routes to School ("SR2S") Program (the "Project").

B. The parties desire to amend the Agreement to extend the term and amend as set forth below.

2. Agreement

A. Term of the Agreement

The Term of this Agreement is extended from December 31, 2020 to December 31, 2022. The Agreement is also amended to increase the amount of total compensation in the amount not-to-exceed \$64,000.

B. Scope of Work

Exhibit A is the revised Scope of Work, attached.

3. Effectiveness of Contract.

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

SOLANO TRANSPORTATION AUTHORITY
"STA"

APPROVED AS TO FORM:

By _____
Daryl K. Halls, STA Executive Director

By _____
STA Legal Counsel

Suisun City
"SUISUN CITY"

APPROVED AS TO FORM:

By _____
Suisun City – City Manager

By _____
City Attorney

*Solano County Transportation Authority
Safe Routes to School (SR2S) Solano County*

Safe Routes to School Public Safety Education and Enforcement Grant

FY 20/21 & FY 21/22 Proposal



PROJECT INFORMATION

Project Title: Solano County Safe Routes to School (SR2S) Education and Enforcement Initiative

Applicant: Suisun City Police Department
701 Civic Center Blvd.
Suisun City, CA 94585

Project Manager: Daniel Healy, Commander
Suisun City Police Department
707-421-6684 (office)
707-422-8074 (fax)
dhealy@suisun.com

PROJECT NARRATIVE

BACKGROUND & PROBLEM STATEMENT

A successful Safe Routes to School (SR2S) program is an ongoing effort that involves including various stake holders and identifying innovative ways of improving walking and bicycling conditions. SR2S programs improve the safety conditions for school children as well as community bicyclists and pedestrians. According to the National Center for Safe Routes to School Program, enforcement activities by Public Safety Agencies can help change unsafe behaviors of drivers, bicyclists and pedestrians. For the SR2S program to be effective it requires a collaborative group of police officers, civilian police employees, school administrators, teachers, school crossing guards, parents and students.

NEED STATEMENT

The California Department of Education states, “Thirty years ago, more than 60 percent of all California children walked to school.” Walking and biking to school are great benefits for children. Children gain a sense of freedom and responsibility, while getting exercise and providing children the ability to arrive at school alert and ready to start their day.

The funding from this program is needed to increase the number of children walking and biking to school safely to school. Increasing the number of walking and bicycling students will reduce traffic congestion and unsafe driving movements caused by frustrated drivers. The most frequent complaints to the police department include; unsafe loading/unloading, unsafe parking, unsafe starting/stopping movements, unsafe turning and general violations of the vehicle code. In the

absence of this funding we would use limited patrol resources to enforce violations around the school and would greatly reduce our ability to conduct educational outreach.

PROGRAM DESCRIPTION

The Suisun City Police Department will implement a SR2S program to satisfy the goals and objectives of the grant. The program will run for a two-year period and involve a high degree of collaboration between the police department, the Fairfield-Suisun Unified School District, Solano County Public Health and the Solano County Transportation Authority, Safe Routes to School.

The Suisun City Police Department will fund a part-time Community Service Officer, to perform the role of School Safety Officer (SSTO), who is dedicated to SR2S efforts. The SSTO will be assigned primarily to the three Fairfield Suisun Unified School District elementary schools in Suisun City; Crescent Elementary School, Suisun Elementary School and Dan O Root II Health and Wellness Academy. The SSTO will be assigned to patrol the three elementary schools in Suisun City on Tuesdays, Wednesdays and Thursdays.

METHODOLOGY

Encouragement Activities

The SSTO will coordinate and attend SR2S related encouragement activities including Walk to School Day Events, Walking School Bus, “WOW” Events, Community Events and Coffee with the Principal meetings to discuss traffic safety issues. The SSTO will participate in Bike Rodeos with STA personnel. The SSTO will work with SCPD Cadets to provide encouragement activities.

Enforcement Activities

The SSTO will patrol the three schools in the “Program Description” above, during drop off and pick up times. The primary purpose is to reinforce the education provided to students in regard to safe travel to and from school. The SSTO will enforce parking regulations around the schools. This is an essential task in ensuring crosswalks are available for students to use and children are being picked up and dropped off at proper locations.

The SSTO will coordinate their efforts with the day-shift supervisor, to provide enforcement related activities related to moving violations and more serious criminal actions. Under the grant the SSTO will coordinate with the Support Commander to provide staffing for diversion classes for juveniles cited for not wearing a bicycle helmet. Under this program, juveniles cited for their

Public Safety Education and Enforcement Grant – Cycle 5
Proposed Budget & Work Scope

first offense of not wearing a bicycle helmet will be offered the option of attending a bicycle helmet safety class in lieu of appearing in Juvenile Court.

The SSTO will attend Back to School Night and/or PTO events as requested to provide information about traffic safety issues at the school. The SSTO will use existing crossing guard materials and support FSUSD crossing guard programs. The SSTO will attend crossing guard trainings as requested to provide traffic safety information.

We will track the activity related to enforcement and report it to SR2S. The activities will be data driven and shift our resources to those enforcement and education activities which are having the greatest impact on increasing the number of bicyclists and pedestrians as well as protecting those children who are bicycling and walking to school.

Educational Activities

We will work in collaboration with STA and FSUSD to provide educational opportunities for both parents and students. These programs are diverse and include, attendance at public events, Bike Rodeos, and community events, where the SSTO can disperse traffic safety educational information. The SSTO will notify the SR2S administrator of any planned school presentations and invite an SR2S representative to attend the event with the SSTO.

We will focus on reaching the widest group of persons available through; social media, handouts or other means that effectively reach large groups of people. The SSTO will develop driver safety flyers, in either digital or physical format, which will be designed to inform parents and students about the SR2S program, driver safety laws around schools, and benefits of walking or biking to school. The SSTO will attend FSUSD assemblies on traffic safety as requested. The SSTO will work with Suisun City personnel to identify community-wide events, where traffic safety information can be shared. All produced materials will be approved by the STA SR2S representative and shall contain the SR2S logo:



SCOPE OF WORK AND SCHEDULE

1. See attachment.

LETTER OF INTEREST RESPONSE

1. *Provide a statement describing how obtaining these grant funds will add to your existing enforcement efforts at schools throughout Suisun City.*

The grant funds will fund an SSTO who is dedicated to conducting bicycle helmet enforcement and parking enforcement in and around the schools. In the absence of this funding, we do not have a dedicated resource to conducting this enforcement.

In our experience, many of the violations around the schools that jeopardize student safety are non-moving violations related to double parking, parking in crosswalks, etc. For more serious moving violations, the SSTO will work with the patrol supervisor to conduct targeted enforcement. This enforcement will include special operations, such as crosswalk right of way violations around the schools as well as on routes to school.

We will also utilize a portion of the funding for officer overtime to conduct directed traffic enforcement around the schools as well as the routes to the schools.

Finally, we believe the education the SSTO will provide will encourage safe driving, bicycling and walking patterns before a violation occurs.

EVALATION METHODOLOGY

The SSTO will conduct surveys of students and parents as to their chosen mode of transportation to and from work. The survey will identify the number of students arriving by car, bus, bicycle, or on foot. We will leverage our strong relationships with the school administrators to obtain buy-in for these evaluations as well as obtain strong participation from the initiatives in this grant.

School and Community Events

We will collect statistical data on as many variables as we can to assess and modify the program to being most efficient and creating the best result based on the data collected.

Direct Enforcement Activity

We will collect data on the date, time and location of enforcement stops. We will further collect data on the number of citations issued and the number of warnings given. This information will be summarized in a report.

Monthly and Annual Report

Public Safety Education and Enforcement Grant – Cycle 5
Proposed Budget & Work Scope

We will internally collect monthly activity report from the SSTO. We will also extract enforcement activity information from the SRO's existing monthly activity report. This information will be made available to STA.

BUDGET AND BUDGET NARRATIVE

INTRODUCTION

The Suisun City Police Department is applying for a grant award of \$64,000 through the Safe Routes to School Public Safety Enforcement Grant.

BUDGET

The following section outlines the expenditures for each budget area. All costs are best estimates with available information at the time.

PERSONNEL COSTS		
City of Suisun City		
Position	Computation	Cost
School Safety Traffic Officer	\$21,000/yr x 2 years	\$42,000
Police Officer Overtime	\$70/hr x 100 hours	\$7,000

OTHER COSTS		
City of Suisun City		
Item	Computation	Cost
Vehicle Lease for SSTO	\$500/mo x 20 months	\$10,000
Computer and modem for vehicle	\$5,000	\$5,000

BUDGET SUMMARY	
PUBLIC SAFETY ENFORCEMENT GRANT	
Category	Amount
Personnel Costs	\$49,000
Other Costs (Vehicle lease, computer and modem.)	\$15,000
Total grant reimbursable cost	\$64,000

BUDGET NARRATIVE

Suisun City Police Department

Total: \$64,000

School Safety Traffic Officer

\$42,000

Public Safety Education and Enforcement Grant – Cycle 5
Proposed Budget & Work Scope

This request will fill a part-time School Safety Traffic Officer (SSTO) for two-years. The SSTO will serve as the coordinator for the educational components of the grant and also conduct the project effectiveness evaluation. This request funds the costs associated with the continued leasing of a vehicle for use by the SSTO to travel from site to site. This request includes outfitting the SSTO vehicle with a computer or tablet and modem, so the SSTO can work more efficiently from the field.

Personnel:	\$42,000
Vehicle Lease:	\$10,000
Computer and modem for vehicle:	\$ 5,000

<u>Police Officer Overtime</u>	\$ 7,000
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This request will fund overtime for police officers to conduct directed traffic enforcement and helmet diversion related to this grant program.

Personnel:	\$ 7,000
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AGENDA TRANSMITTAL

MEETING DATE: January 19, 2020

CITY AGENDA ITEM: Adoption of Council Resolution No. 2021-__: Accepting the Electrical Vehicle Charging Station Project as Completed and Authorizing the City Manager to Record the Notice of Completion for the Project.

FISCAL IMPACT: Electrical Vehicle Charging Station Project (Project) has no fiscal impact on the General Fund. The Electrical Vehicle Charging Station Project is 100% funded through Transportation for Clean Air (TFCA) grant funds.

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

BACKGROUND: On October 2020, 2020, the City Council awarded a construction contract of \$28,200 for the Project to DC Electric (Contractor). The City Council also authorized Contract Change Orders (CCO) for the Project up to \$10,000.

STAFF REPORT: The Contractor has completed the prescribed work under the construction contract, which included installation of three (3) double paddle Clipper Creek electrical vehicle charging stations. Two charging stations were installed in the North Basin Parking Lot and one charging station was installed in the Driftwood Drive parking lot. This includes a total of six (6) charging paddles. Each double paddle unit can charge two vehicles at one time. These funds were provided by STA by the first amendment to the funding agreement.

City staff has received, reviewed, and approved the Contractor's final invoice for this Project. The final construction contract cost is \$28,200.

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

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2021-__: Accepting the Electrical Vehicle Charging Station Project as Completed and Authorizing the City Manager to Record the Notice of Completion for the Project.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

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

ATTACHMENTS:

1. Resolution No. 2021-__: Accepting the Electrical Vehicle Charging Station Project as Completed and Authorizing the City Manager to Record the Notice of Completion for the Project.
2. Notice of Completion.

RESOLUTION NO. 2021-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ACCEPTING THE ELECTRICAL VEHICLE CHARGING STATION PROJECT AS
COMPLETE AND AUTHORIZING THE CITY MANAGER TO RECORD THE
NOTICE OF COMPLETION FOR THE PROJECT**

WHEREAS, on September 4, 2018, the City applied for and was awarded a Bay Area Air Quality Management District (BAAQMD) Transportation 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, 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, the Electrical Vehicle Charging Station Project (Project) includes the installation of four (4) double paddle Clipper Creek Electrical Vehicle charging stations; and

WHEREAS, on October 20, 2020, the City Council awarded a construction contract in the amount of \$28,200 with an additional \$10,000 allocated for change orders for the Project to DC Electric Company, CA to install three (3) double paddle Clipper Creek charging stations, and no Contract Change Orders were issued; and

WHEREAS, DC Electric Company has completed all work under the contract for the Project and is ready to receive a Notice of Completion. and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby accept Electrical Vehicle Charge Station Project as completed, and authorizes the City Manager to take such measures as necessary to execute and record the Notice of Completion.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 19th of January 2021, 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 19th of January 2021.

Anita Skinner
City Clerk

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WHEN RECORDED MAIL TO:

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

No Fee, per code 27283

NOTICE OF COMPLETION

A.P.N. _____

Notice is hereby given that:

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

NAMES

ADDRESSES

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

NAMES

ADDRESSES

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

7. A work of improvement on the property hereinafter described was completed on: December 15, 2020
8. The name of the contractor, if any, for such work of improvement was DC Electric Company

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

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

10. The street address of said property is Driftwood Drive parking lot (east side of Harbor, west side of Civic Center Blvd.) and North Basin Parking Lot (east side of Main Street just south of Driftwood Drive)

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

Signature of
owner named
in paragraph 2

Dated: _____

By Greg Folsom, City Manager

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AGENDA TRANSMITTAL

MEETING DATE: January 19, 2021

CITY AGENDA ITEM: Council Adoption of Resolution No. 2021-____: Authorizing the City Manager to Pay the State of California Water Resources Control Board's Invoice for the Discharges Associated with the Volume of Material Dredged as Part of the 2019 Suisun Marina Dredging Project.

FISCAL IMPACT: There is sufficient funds in the Marina Village and Victorian Harbor Maintenance Assessment Districts which contribute dredging funds to the dredging of the Suisun Marina, Suisun Slough/Whispering Bay channel and the Marina Village channel. Also, in 2019, the State's Department of Finance approved City's Recognized Obligation Payment Schedule (ROPS), which includes \$2,772,451 in FY2019-20 for the dredging project. There is no fiscal impact to the General Fund.

STRATEGIC PLAN IMPACT: Provide Good Governance.

BACKGROUND: On May 5, 2020, the City Council accepted the 2019 Suisun Marina Dredging Project (Project) as completed. Prior to the completion of the Project, preparatory work included procuring permits from regulatory agencies, including from the State of California Water Resources Control Board (SCWRCB). Upon the completion of the Project, a final report was submitted to the SCWRCB.

STAFF REPORT: The report to the SCWRCB includes the following statements demonstrating compliance with the permits and dredging episode approvals:

- The final volume dredged did not exceed the permitted volume; and
- There were no spillage/leakage incidents during pumping of the material to the disposal site (Pierce Island); and
- All material placed at Pierce Island was dredged from within the project limits; and
- All dredged material was placed at Pierce Island and tested per the water quality certification and waste discharge permit requirements.

Dredging was performed to the required depths and the Project included dredging an additional one-foot payable depth in a few areas within the project site. The SCWRCB has just recently submitted the invoice (Invoice No. WD-0185109) to the City in the amount of \$48,797.00 for the discharges associated with the volume of material dredged (107,957 cubic yards) as part of the 2019 Project. Per the SCWRB permit, the fee is based on a charge of \$0.452 per cubic yards of dredged material. Payment deadline is January 21, 2021.

Since the invoice amount is above the City Manager's purchasing authorization threshold, City Council approval would be required to pay the SCWRCB invoice.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Nick Lozano, Associate Engineer
 Matt Medill, Public Works Director
 Greg Folsom, City Manager

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2021-__: Authorizing the City Manager to Pay the State of California Water Resources Control Board's Invoice for the Discharges Associated with the Volume of Material Dredged as Part of the 2019 Suisun Marina Dredging Project.

ATTACHMENTS:

1. Council Resolution No. 2021-__: Authorizing the City Manager to Pay the State of California Water Resources Control Board's Invoice for the Discharges Associated with the Volume of Material Dredged as Part of the 2019 Suisun Marina Dredging Project.

RESOLUTION NO. 2021-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO PAY THE STATE OF CALIFORNIA
WATER RESOURCES CONTROL BOARD'S INVOICE FOR THE DISCHARGES
ASSOCIATED WITH THE VOLUME OF MATERIAL DREDGED AS PART OF THE
2019 SUISUN MARINA DREDGING PROJECT**

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

WHEREAS, the City procured permits from regulatory agencies, including from the State of California Water Resources Control Board (SCWRCB), for rehabilitating Pierce Island and for dredging the above-mentioned areas; and

WHEREAS, the overall dredging project, including the 2019 Suisun Marina Dredging Project, is funded by contributions from two assessment districts (Marina Village and Victorian Harbor Subdivisions) and the City's Recognized Obligation Payment Schedule (ROPS); and

WHEREAS, the Pierce Island Levee Rehabilitation Project was completed in early November 2018 to ensure that there is adequate storage capacity to accept dredged sediment for the 2019 Suisun Marina Dredging Project (Project); and

WHEREAS, on May 5, 2020, the City Council accepted the Project as completed; and

WHEREAS, upon the completion of the Project, a final report was submitted to the SCWRCB; and

WHEREAS, in late December 2020, the City received the SCWRCB invoice of \$48,797.00 for discharges associated with the volume of dredged material (107,957 cubic yards), and

WHEREAS, the SCWRCB fee is based on a charge of \$0.452 per cubic yards of dredged material; and

WHEREAS, the invoiced amount is above the City Manager's purchasing authorization threshold.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby authorize the City Manager to pay the State of California Water Resources Control Board's invoice of \$48,797.00 for the discharges associated with the volume of material dredged as part of the completed 2019 Suisun Marina Dredging Project.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 19th day of January 2021, 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 19th day of January 2021.

Donna Pock, CMC
Deputy City Clerk

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AGENDA TRANSMITTAL

MEETING DATE: January 19, 2021

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-__: Create Human Resources Administrator Job Classification, delete the Senior Management Analyst, reallocate the Human Resources Technician, and authorize City Manager to begin recruitment.

FISCAL IMPACT: For FY 2020-21, the estimated annualized cost to change the allocation of Senior Management Analyst to Human Resources Administrator is \$21,036 increase with comparison of the highest steps in the salary range. At this time, no additional budget is requested as the cost of the Human Resources Administrator can be absorbed within the current budget.

STRATEGIC PLAN IMPACT:

Provide Good Governance:

- Section 4.7 – Improve productivity, efficiency, effectiveness, customer service and citizen satisfaction in all areas of the municipal organization.
- Section 4.8 – Continuously improve the City’s governance process.

Ensure Fiscal Solvency:

- Section 5.2 – Leverage existing resources appropriately.
-

BACKGROUND: Currently, the City has allocated the classifications of Senior Management Analyst and Human Resources Technician to perform the Human Resources functions for the City. The Senior Management Analyst position became vacant at the beginning of September and the Human Resources Technician position in November. The City Manager evaluated the structure of the division to determine if there was an opportunity to improve operational effectiveness.

STAFF REPORT: The City Manager has determined it would be beneficial to the City to restructure the allocations of the Human Resources division. This will allow the City to hire an individual with the expertise to ensure compliance with labor, benefit, medical, safety laws and regulations, benefit administration, recruitment & selection, classification & compensation, and risk management activities in a higher level position than the Senior Management Analyst classification. To achieve this goal, it is proposed to delete the Senior Management Analyst allocation and add the Human Resources Administrator allocation. At this time the Human Resources Technician position would remain vacant; therefore, the cost of the Human Resources Administrator would be absorbed within the existing budget. Should the City wish to fill the Human Resources Technician allocation in the future, the position remains allocated. The recommended classification specification for the Human Resources Administrator classification is attached to the resolution for Council consideration.

When setting a new salary range, it is a standard Human Resources practice to measure the range against both external comparable positions to understand the City’s relationship to the overall market, and internal comparisons to ensure appropriate separation between subordinate classes and

PREPARED BY:

REVIEWED & APPROVED BY:

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Michelle Pellegrino, Sr. HR Consultant
Greg Folsom, City Manager

among similar classifications, if they exist. With the assistance of CPS HR Consulting, a base salary survey was completed as follows:

Survey Agency	Class Title	Top Step/Mo
American Canyon	No Comparable Class	-
Benicia	Human Resources Manager	\$11,437
Davis	Human Resources Director	\$13,348
Fairfield	Human Resources Manager	\$12,490
Hercules	No Comparable Class	-
San Pablo	No Comparable Class	-
Vacaville	Director of Human Resources	\$15,634
Vallejo	Human Resources Director	\$15,022
West Sacramento	Human Resources Manager	\$11,532
Woodland	Human Resources Manager	\$10,512
Suisun	Human Resources Administrator	\$9,825
MEDIAN TOP STEP		\$12,490

The proposed Human Resources Administrator salary range represents placement at 21.73% above the Senior Management Analyst range, which is appropriate given the higher-level responsibility of this new position over the previous position. The proposed base salary is also 27.1% below the median, but when the Employee Paid Member Contribution of 7% is factored in (unlike many other cities, Suisun City pays this cost) the top step is equivalent to the top step of the lowest paid comparable, Woodland. Based on this analysis, staff is recommending a salary range of \$7,278 - \$9,825 per month.

Due to the nature of the work performed, the new Human Resources Administrator classification would be FLSA exempt and non-represented. While the position is non-represented the City has a practice of providing benefits comparable to those received by represented employees, therefore this position will receive benefits comparable to employees represented by the Suisun City Management & Professional Employees' Association (SCMPEA).

To implement the proposed change, the attached resolution is before the Council to:

- Add the Human Resources Administrator classification to the City Classification Plan.
- Add the Human Resources Administrator to the Salary Schedule.
- Add the Human Resources Administrator allocation to the following department operating budgets:
 - 1750 – Human Resources (.30 FTE),
 - 1770 – Liability Self-Insurance Administration (.33 FTE),
 - 1780 – Workers' Compensation (.33 FTE), and
 - 3511 – SA Administration (.05 FTE).
- Delete the Senior Management Analyst from the following department operating budgets:
 - 1750 – Human Resources (.30 FTE),
 - 1770 – Liability Self-Insurance Administration (.33 FTE),
 - 1780 – Workers' Compensation (.33 FTE), and

- 3511 – SA Administration (.05 FTE).
- Reallocate the Human Resources Technician within the department operating budgets as follows:
 - 1750 – Human Resources (.60 FTE),
 - 1770 – Liability Self-Insurance Administration (.20 FTE), and
 - 1780 – Workers’ Compensation (.20 FTE).

RECOMMENDATION: It is recommended that the City Council:

1. Adopt Resolution No. 2020-__: Create Human Resources Administrator Job Classification, add the salary range to the Salary Schedule, add the allocation to the department operating budget; delete the Senior Management Analyst from the department operating budgets; reallocate the Human Resources Technician within the department operating budgets; and authorize the City Manager to begin recruitment.

ATTACHMENTS:

1. Resolution No. 2020-__: Create Human Resources Administrator Job Classification, add the salary range to the Salary Schedule, add the allocation to the department operating budget; delete the Senior Management Analyst from the department operating budgets; reallocate the Human Resources Technician within the department operating budgets; and authorize the City Manager to begin recruitment.
 - A. Classification Specification
 - B. Salary Schedule

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RESOLUTION NO. 2021-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY TO
CREATE HUMAN RESOURCES ADMINISTRATOR JOB CLASSIFICATION
AND SALARY RANGE**

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

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

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

WHEREAS, the City Manager has requested the creation of the new Job Classification of Human Resources Administrator to replace the Job Classification of Senior Management Analyst; and

WHEREAS, the estimated annualized cost to change the allocation of Senior Human Resources Analyst to Human Resources Administrator can be absorbed within the current budget.

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

- The job Classification of Human Resources Administrator is established as an FLSA exempt, non-represented position.
- A monthly salary range of \$7,278 - \$9,825 is established for the Human Resources Administrator classification.
- The updated job Classification of Human Resources Administrator is added to the City Classification Plan (Exhibit A).
- The Salary Schedule adopted by Resolution No. 2020-142 is hereby rescinded and replaced with the updated Salary Schedule attached hereto as Exhibit B to create a new salary range for Human Resources Administrator.
- The Human Resources Administrator is added to the following department operating budgets:
 - 1750 – Human Resources (.30 FTE),
 - 1770 – Liability Self-Insurance Administration (.33 FTE),
 - 1780 – Workers’ Compensation (.33 FTE), and
 - 3511 – SA Administration (.05 FTE).
- The Senior Management Analyst is deleted from the following department operating budgets:
 - 1750 – Human Resources (.30 FTE),

- 1770 – Liability Self-Insurance Administration (.33 FTE),
- 1780 – Workers’ Compensation (.33 FTE), and
- 3511 – SA Administration (.05 FTE).
- The Human Resources Technician is reallocated within the department operating budgets as follows:
 - 1750 – Human Resources (.60 FTE),
 - 1770 – Liability Self-Insurance Administration (.20 FTE), and
 - 1780 – Workers’ Compensation (.20 FTE).
- The City Council authorizes the City Manager to begin the recruitment process.

This Resolution shall take effect upon adoption.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 19th day of January 2021, by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers: _____

ABSENT: Councilmembers: _____

ABSTAIN: Councilmembers: _____

WITNESS my hand and the seal of said City this 19th day of January 2021.

Donna Pock, CMC
Deputy City Clerk

HUMAN RESOURCES ADMINISTRATOR

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

SUMMARY DESCRIPTION

Under general direction of the City Manager, this position manages and performs all human resource functions at the City including personnel transaction processing and personnel records management, recruitment and selection, classification, compensation, benefits, administration, leave management, labor and employee relations, and risk management activities including worker's compensation, liability claims, general insurance, and safety and training programs; evaluates, recommends and implements management decisions and practices that directly affect or influence employees.

This position is "at will" and the incumbent is hired and retained at the pleasure of the appointing authority.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction and supervision from the City Manager. Incumbent may have supervisory responsibilities over clerical, technical and/or professional staff.

REPRESENTATIVE DUTIES

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

1. Plans, manages, and performs all Human Resources programs and functions including advising executive and management staff regarding sound Human Resources practices and techniques to effectively plan for and manage the City's workforce.
2. Develops and implements the Human Resources division's goals, objectives, policies, and programs in accordance with City policies, goals, and objectives.
3. Maintains knowledge of current federal and state employment laws and legislations, policies and procedures pertaining to personnel matters to ensure City compliance.
4. Manages benefit programs, including retirement, medical, dental, vision, life insurance plans, and disability programs; provides information and assistance to all employees; schedules and coordinates enrollment periods, presentations, and training for all benefit programs.
5. Manages the classification and compensation program including preparation, review, update, and maintenance of job descriptions for all positions; conducts compensation and benefit surveys and makes salary recommendations; prepares and administers the wage and salary schedules for bargaining unit and unrepresented employees.
6. Receives and processes employment applications, conducts testing, schedules interviews, administers pre-employment assessment and background screening; conducts interviews with managers and supervisors; notifies candidates of hiring decisions and manages the employment process; administers new employee orientation programs.
7. Coordinates annual performance evaluations; assists and trains managers and supervisors on process, ensuring appropriate and timely employee ratings.
8. Manages and processes employee leave of absence requests, including coordination of benefits, accommodations, and return to work.
9. Organizes and implements policies for compliance with the Americans with Disabilities Act (ADA); reviews and analyzes employee requests for job accommodations and determine if employees meet the qualifications; facilitate reasonable accommodations.

CITY OF SUISUN CITY
Human Resources Administrator (Continued)

10. Oversees nondiscrimination, affirmative action, and equal employment opportunity programs.
11. Directs and administers employee relations activities including contract interpretation, grievance process administration, progressive discipline, facilitate negotiation of new and revised policies and procedures, and other personnel practices and matters; maintain ongoing communication with the City Manager, department and division heads, employee unions and associations and others.
12. Oversees administration of the City's risk management programs including workers' compensation claims, liability, general insurance, safety and training programs, and maintain the City's Injury and Illness Prevention Program (IIPP) to ensure compliance, enhance employee safe work practices, minimize the City's risk and perform all related functions.
13. Manages the FMCA commercial driving program including drug and alcohol testing program, maintaining required records and reports.
14. Develops and administers City-wide development and training programs, and employee wellness programs.
15. Prepares a variety of reports, correspondence, and records.
16. Maintains confidential materials, records, files, and other privileged information.
17. Assists in budget preparation and administration.
18. Attends City Council meetings and makes presentations as required.
19. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

- Principles and practices of public sector human resource management including recruitment and selection, classification and compensation, organizational development, training, equal employment, benefits administration, leave management, employee and labor relations, insurance, liability, and workers' compensation and safety.
- Applicable Federal, State, and local laws, ordinances and regulations governing Human Resources practices.
- Organizational and management practices for analyzing and evaluating programs, policies, and operational needs related to human resources.
- Principles and practices of personnel management, including supervision, and performance management.
- Effective management principles and budget development.
- Statistical concepts and methods used in human resources programs.
- Current literature and trends in public and private sector human resource management.

Skill in:

- Use of modern office equipment including computers, and computer applications and software.
- Facilitation, team engagement, and project leadership/management.

Ability to:

- Plan, organize, administer, coordinate, review and evaluate all areas of a comprehensive human resources program including formulating and administering best practices and sound human resources policies, procedures, and programs for all levels of City management and employees.
- Research, evaluate, and recommend policies and programs to comply with Federal, State, and local laws and regulations.

CITY OF SUISUN CITY
Human Resources Administrator (*Continued*)

- Interpret and apply memoranda of understanding, laws, rules, regulations, and ordinances.
- Analyze complex personnel and organizational problems, and develop effective resolutions, and implement effective courses of action.
- Ability to handle confidential information with judgment and discretion; a high degree of integrity and extreme tact are essential.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in human resource management, public administration, business administration, or a related field.

Experience:

Five years of progressively responsible professional level work experience in human resources and risk management. Experience in administering programs in a governmental jurisdiction is highly desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Human Resource Professional certification (SPHR, IPMA-SCP, SHRM-SCP) is highly desired.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting where the noise level is usually quiet, and the temperature and lighting are usually moderate. The employee has normal work hours; although, must be able to work after regular hours as needed.

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

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

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

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Section No. 1: Executive Management Salary Schedule

Job Class	Effective Date	Range	Starting		Ending	
			Monthly	Hourly	Ending	Hourly
City Manager* (1)	07/30/19	100	\$ 13,161	\$ 75.93	\$ 17,767	\$ 102.50
Fire Chief*	12/27/19	115	\$ 11,112	\$ 64.11	\$ 13,507	\$ 77.93
Police Chief*	12/27/19	110	\$ 11,112	\$ 64.11	\$ 13,507	\$ 77.93
Development Services Director*	12/27/19	128	\$ 8,795	\$ 50.74	\$ 11,873	\$ 68.50
Finance Director*	03/04/20	108	\$ 8,795	\$ 50.74	\$ 11,873	\$ 68.50
Pub. Wks. & Bldg. Director/City Engineer*	12/27/19	123	\$ 8,795	\$ 50.74	\$ 11,873	\$ 68.50
Recreation, Parks & Marina Director*	12/27/19	140	\$ 8,795	\$ 50.74	\$ 11,873	\$ 68.50
Community Development Director*	12/27/19	130	\$ 7,842	\$ 45.24	\$ 10,587	\$ 61.08
Economic Development Director*	12/27/19	125	\$ 7,842	\$ 45.24	\$ 10,587	\$ 61.08
Chief Building Official*	12/27/19	135	\$ 7,842	\$ 45.24	\$ 10,587	\$ 61.08

***FLSA Exempt**

(1) City Manager salary adjustments are set by contract.

Section No. 2: Police Management Salary Schedule

Job Class	Effective Date	Range	Starting		Ending	
			Monthly	Hourly	Monthly	Hourly
Police Chief*	12/27/19	110	\$ 11,112	\$ 64.11	\$ 13,507	\$ 77.93
Police Commander*	12/27/19	255	\$ 7,819	\$ 45.11	\$ 10,555	\$ 60.90

***FLSA Exempt**

Section No. 3: Professional/Technical Salary Schedule

Job Class	Effective Date	Range	Starting		Ending	
			Monthly	Hourly	Ending	Hourly
City Engineer*	12/27/19	267	\$ 7,842	\$ 45.24	\$ 10,586	\$ 61.07
Police Commander*	12/27/19	255	\$ 7,819	\$ 45.11	\$ 10,555	\$ 60.90
Fire Division Chief*	12/27/19	237	\$ 7,168	\$ 41.35	\$ 9,677	\$ 55.83
Public Works Superintendent*	12/27/19	265	\$ 7,116	\$ 41.05	\$ 9,606	\$ 55.42
Financial Services Manager*	12/27/19	225	\$ 6,534	\$ 37.69	\$ 8,820	\$ 50.89
Accounting Services Manager*	12/27/19	207	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
Assistant/Associate Engineer- Associate*	12/27/19	221	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
Building Inspection Services Manager*	12/27/19	216	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
IT Services Manager*	12/27/19	276	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
Police Support Services Manager*	12/27/19	270	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
Fire Captain (2,912 annual hours)	12/27/19	202	\$ 6,021	\$ 24.16	\$ 8,128	\$ 32.62
Senior Management Analyst*	12/27/19	238	\$ 5,979	\$ 34.49	\$ 8,071	\$ 46.57
Senior Planner*	12/27/19	239	\$ 5,979	\$ 34.49	\$ 8,071	\$ 46.57
Project Manager*	12/27/19	260	\$ 5,707	\$ 32.92	\$ 7,704	\$ 44.45
Senior Accountant*	12/27/19	205	\$ 5,707	\$ 32.92	\$ 7,704	\$ 44.45
Senior Building Inspector*	12/27/19	215	\$ 5,707	\$ 32.92	\$ 7,704	\$ 44.45
Assistant/Associate Engineer-Assistant*	12/27/19	220	\$ 5,700	\$ 32.89	\$ 7,695	\$ 44.39
Assistant/Associate Planner-Associate*	12/27/19	251	\$ 5,435	\$ 31.36	\$ 7,338	\$ 42.33
Management Analyst I/II-II*	12/27/19	236	\$ 5,435	\$ 31.36	\$ 7,338	\$ 42.33
Marina & Waterfront Events Manager*	12/27/19	240	\$ 5,435	\$ 31.36	\$ 7,338	\$ 42.33
Housing Manager*	12/27/19	230	\$ 5,225	\$ 30.15	\$ 7,054	\$ 40.70
Marketing Manager*	12/27/19	245	\$ 4,961	\$ 28.62	\$ 6,698	\$ 38.64
Accountant*	12/27/19	200	\$ 4,941	\$ 28.50	\$ 6,670	\$ 38.48
Assistant/Associate Planner-Assistant*	12/27/19	250	\$ 4,941	\$ 28.50	\$ 6,670	\$ 38.48
Management Analyst I/II-I*	12/27/19	235	\$ 4,941	\$ 28.50	\$ 6,670	\$ 38.48
Dispatch/Records Supervisor*	12/27/19	223	\$ 4,636	\$ 26.74	\$ 6,258	\$ 36.11
Public Works Supervisor*	12/27/19	222	\$ 4,613	\$ 26.62	\$ 6,228	\$ 35.93
Sec to City Mgr/Dep City Clerk*	12/27/19	300	\$ 4,333	\$ 25.00	\$ 5,850	\$ 33.75
Recreation Supervisor*	12/27/19	241	\$ 3,944	\$ 22.75	\$ 5,324	\$ 30.72

Bold denotes benchmark class

***FLSA Exempt**

Section No. 4: Police Non-Management Salary Schedule

Job Class w/ Incentive &/or Assignment Pay	Effective Date	Range	A Step		B Step		C Step		D Step		E Step		F Step		G Step	
			Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Police Officer	12/27/19	400	\$ 5,458	\$ 31.49	\$5,731	\$33.06	\$6,017	\$34.72	\$6,318	\$ 36.45	\$6,634	\$ 38.27	N/A	N/A	N/A	N/A
Police Officer w/ POST Basic Certificate	12/27/19	403	\$ 5,306	\$ 30.61	\$5,571	\$32.14	\$5,850	\$33.75	\$6,142	\$ 35.43	\$6,449	\$ 39.04	N/A	N/A	N/A	N/A
Police Officer w/ POST Int. Certificate	12/27/19	401	\$ 5,846	\$ 33.72	\$6,138	\$35.41	\$6,445	\$37.18	\$6,767	\$ 39.04	\$7,105	\$ 40.99	N/A	N/A	N/A	N/A
Police Officer w/ POST Int. & Adv Certs	12/27/19	402	\$ 6,138	\$ 35.41	\$6,445	\$37.18	\$6,767	\$39.04	\$7,105	\$ 40.99	\$7,461	\$ 43.04	N/A	N/A	N/A	N/A
Police Corporal	12/27/19	415	N/A	N/A	N/A	N/A	\$6,138	\$35.41	\$6,445	\$ 37.18	\$6,767	\$ 39.04	\$ 7,105	\$40.99	N/A	N/A
Police Corporal w/ POST Int. Cert.	12/27/19	416	N/A	N/A	N/A	N/A	\$6,445	\$37.18	\$6,767	\$ 39.04	\$7,105	\$ 40.99	\$7,461	\$43.04	N/A	N/A
Police Corporal w/ POST Int. & Adv.	12/27/19	417	N/A	N/A	N/A	N/A	\$6,767	\$39.04	\$7,105	\$ 40.99	\$7,461	\$ 43.04	\$7,834	\$45.19	N/A	N/A
Police Sergeant	12/27/19	450	\$ 6,928	\$ 39.97	\$7,274	\$41.97	\$7,638	\$44.07	\$8,020	\$ 46.27	\$8,421	\$ 48.58	N/A	N/A	N/A	N/A
Police Sergeant w/ POST Int. Certificate	12/27/19	451	\$ 7,274	\$ 41.97	\$7,638	\$44.07	\$8,020	\$46.27	\$8,421	\$ 48.58	\$8,842	\$ 51.01	N/A	N/A	N/A	N/A
Police Sergeant w/ POST Int. & Adv.	12/27/19	452	\$ 7,638	\$ 44.07	\$8,020	\$46.27	\$8,421	\$48.58	\$8,842	\$ 51.01	\$9,284	\$ 53.56	N/A	N/A	N/A	N/A

Bold denotes benchmark class

Section No. 5: General City Service

Job Class	Effective Date	Range	A Step		B Step		C Step		D Step		E Step	
			Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Computer Technician	12/27/19	545	\$5,392	\$31.11	\$5,662	\$32.67	\$5,945	\$34.30	\$6,242	\$36.01	\$6,554	\$ 37.81
Building Inspector I/II-II	12/27/19	521	\$5,130	\$29.59	\$5,386	\$31.07	\$5,656	\$32.63	\$5,938	\$34.26	\$6,235	\$ 35.97
Public Works Inspector	12/27/19	570	\$5,189	\$29.94	\$5,449	\$31.44	\$5,721	\$33.01	\$6,007	\$34.66	\$6,308	\$ 36.39
Youth Services Specialist	12/27/19	590	\$4,786	\$27.61	\$5,025	\$28.99	\$5,276	\$30.44	\$5,540	\$31.96	\$5,817	\$ 33.56
Senior Public Safety Dispatcher	12/27/19	530	\$4,680	\$27.00	\$4,914	\$28.35	\$5,160	\$29.77	\$5,418	\$31.26	\$5,689	\$ 32.82
Building Inspector I/II-I	12/27/19	520	\$4,664	\$26.91	\$4,898	\$28.26	\$5,143	\$29.67	\$5,400	\$31.15	\$5,670	\$ 32.71
Human Resources Technician	12/27/19	519	\$4,573	\$26.38	\$4,802	\$27.70	\$5,042	\$29.09	\$5,294	\$30.54	\$5,559	\$ 32.07
Permit Technician	12/27/19	518	\$4,573	\$26.38	\$4,802	\$27.70	\$5,042	\$29.09	\$5,294	\$30.54	\$5,559	\$ 32.07
Housing Specialist I/II-II	12/27/19	561	\$4,364	\$25.18	\$4,582	\$26.44	\$4,811	\$27.76	\$5,052	\$29.15	\$5,304	\$ 30.60
Public Safety Dispatcher I/II-II	12/27/19	526	\$4,255	\$24.55	\$4,468	\$25.77	\$4,691	\$27.06	\$4,926	\$28.42	\$5,172	\$ 29.84
Housing Specialist I/II-I	12/27/19	560	\$4,157	\$23.98	\$4,365	\$25.18	\$4,583	\$26.44	\$4,812	\$27.76	\$5,053	\$ 29.15
Administrative Assistant II	12/27/19	511	\$4,157	\$23.98	\$4,365	\$25.18	\$4,583	\$26.44	\$4,812	\$27.76	\$5,053	\$ 29.15
Recreation Coordinator	12/27/19	580	\$4,052	\$23.38	\$4,255	\$24.55	\$4,468	\$25.78	\$4,691	\$27.06	\$4,926	\$ 28.42
Accounting Technician	12/27/19	508	\$4,037	\$23.29	\$4,239	\$24.45	\$4,451	\$25.68	\$4,673	\$26.96	\$4,907	\$ 28.31
Senior Account Clerk	12/27/19	505	\$4,037	\$23.29	\$4,239	\$24.45	\$4,451	\$25.68	\$4,673	\$26.96	\$4,907	\$ 28.31
Senior Maintenance Worker	12/27/19	568	\$3,974	\$22.93	\$4,173	\$24.08	\$4,382	\$25.28	\$4,601	\$26.54	\$4,831	\$ 27.87
Fleet Mechanic	12/27/19	555	\$3,974	\$22.93	\$4,173	\$24.08	\$4,382	\$25.28	\$4,601	\$26.54	\$4,831	\$ 27.87
Public Safety Dispatcher I/II-I	12/27/19	525	\$3,974	\$22.93	\$4,173	\$24.08	\$4,382	\$25.28	\$4,601	\$26.54	\$4,831	\$ 27.87
Administrative Assistant I	12/27/19	510	\$3,883	\$22.40	\$4,077	\$23.52	\$4,281	\$24.70	\$4,495	\$25.93	\$4,720	\$ 27.23
Rec. Prog. & Admin. Coordinator	12/27/19	581	\$3,883	\$22.40	\$4,077	\$23.52	\$4,281	\$24.70	\$4,495	\$25.93	\$4,720	\$ 27.23
Maintenance Worker I/II-II	12/27/19	566	\$3,786	\$21.84	\$3,976	\$22.94	\$4,174	\$24.08	\$4,383	\$25.29	\$4,602	\$ 26.55
Community Services Officer I/II-II	12/27/19	536	\$3,749	\$21.63	\$3,936	\$22.71	\$4,133	\$23.84	\$4,339	\$25.03	\$4,556	\$ 26.29
Account Clerk III	12/27/19	503	\$3,617	\$20.87	\$3,798	\$21.91	\$3,988	\$23.01	\$4,187	\$24.16	\$4,397	\$ 25.37
Maintenance Worker I/II-I	12/27/19	565	\$3,442	\$19.86	\$3,615	\$20.85	\$3,795	\$21.90	\$3,985	\$22.99	\$4,184	\$ 24.14
Bldg Maintenance Worker I/II-I	12/27/19	516	\$3,442	\$19.86	\$3,615	\$20.85	\$3,795	\$21.90	\$3,985	\$22.99	\$4,184	\$ 24.14
Community Services Officer I/II-I	12/27/19	535	\$3,406	\$19.65	\$3,576	\$20.63	\$3,755	\$21.66	\$3,943	\$22.75	\$4,140	\$ 23.88
Account Clerk I/II-II	12/27/19	501	\$3,289	\$18.97	\$3,453	\$19.92	\$3,626	\$20.92	\$3,807	\$21.96	\$3,998	\$ 23.06
Office Assistant	12/27/19	509	\$3,249	\$18.74	\$3,411	\$19.68	\$3,582	\$20.66	\$3,761	\$21.70	\$3,949	\$ 22.78
Bldg Maintenance Worker I/II-I	12/27/19	515	\$3,129	\$18.05	\$3,285	\$18.95	\$3,449	\$19.90	\$3,622	\$20.89	\$3,803	\$ 21.94
Account Clerk I/II-I	12/27/19	500	\$2,989	\$17.25	\$3,139	\$18.11	\$3,296	\$19.01	\$3,461	\$19.97	\$3,634	\$ 20.96

Bold denotes benchmark class

*FLSA Exempt

Section No. 6: Unrepresented Salary Schedule

General Service

Job Class	Effective Date	Range	A Step		B Step		C Step		D Step		E Step	
			Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Fire Engineer	12/27/19	203	\$6,130	\$24.60	\$6,436	\$25.83	\$6,758	\$27.12	\$7,096	\$28.48	\$7,451	\$ 29.90

Job Class	Effective Date	Range	Starting		Ending	
			Monthly	Hourly	Ending	Hourly
Human Resources Administrator*	01/19/21	242	\$7,278	\$41.99	\$9,825	\$56.68

Bold denotes benchmark class

*FLSA Exempt

Section No. 7: Temporary/Hourly Employees

Effective: December 27, 2019

Minimum \$ 13.00

Job Class	Range	A	B	C	D	E
Traffic Engineer - Temp	959	\$85.00				
Economic Development Consultant	956	\$65.00				
Background Investigator	955	\$49.92				
Police Officer Trainee	906	\$28.63	\$30.06			
Engineering Technician - Temp	900	\$21.32	\$22.39	\$23.51	\$24.68	\$25.92
Maintenance Worker II - Temp	916	\$18.66	\$19.59	\$20.57	\$21.60	\$22.68
Police Officer - Temp	905	\$18.22	\$19.13	\$20.09	\$21.09	\$22.15
Firefighter - Temp	910	\$18.22	\$19.13	\$20.09	\$21.09	\$22.15
Computer Systems Specialist	917	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Financial Services Specialist	918	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Planning Specialist	919	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Public Works Specialist	921	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Communications & Records Tech I - Temp	920	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Administrative Assistant I - Temp	925	\$17.28	\$18.14	\$19.05	\$20.00	\$21.00
Community Services Officer I/II-I - Temp	930	\$16.56	\$17.39	\$18.26	\$19.17	\$20.13
Maintenance Worker I - Temp	915	\$16.96	\$17.81	\$18.70	\$19.64	\$20.62
Building Maintenance Worker I/II-I - Temp	914	\$16.00	\$16.80	\$17.64	\$18.52	\$19.44
Office Assistant - Temp	926	\$15.38	\$16.15	\$16.96	\$17.81	\$18.70
Recreation Specialist Supervisor	939	\$16.92	\$17.77	\$18.65	\$19.59	\$20.57
Recreation Specialist III	937	\$15.38	\$16.15	\$16.96	\$17.81	\$18.70
Recreation Specialist II	936	\$13.98	\$14.68	\$15.42	\$16.19	\$17.00
Recreation Specialist I	935		\$13.35	\$14.01	\$14.72	\$15.45

Section No. 7: Temporary/Hourly Employees

Effective: December 25, 2020

Minimum \$ 14.00

Job Class	Range	A	B	C	D	E
Traffic Engineer - Temp	959	\$85.00				
Economic Development Consultant	956	\$65.00				
Background Investigator	955	\$49.92				
Police Officer Trainee	906	\$28.63	\$30.06			
Engineering Technician - Temp	900	\$22.18	\$23.28	\$24.45	\$25.67	\$26.95
Maintenance Worker II - Temp	916	\$19.59	\$20.57	\$21.60	\$22.68	\$23.82
Police Officer - Temp	905	\$18.95	\$19.90	\$20.89	\$21.93	\$23.03
Firefighter - Temp	910	\$18.95	\$19.90	\$20.89	\$21.93	\$23.03
Computer Systems Specialist	917	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Financial Services Specialist	918	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Planning Specialist	919	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Public Works Specialist	921	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Communications & Records Tech I - Temp	920	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Administrative Assistant I - Temp	925	\$17.97	\$18.87	\$19.81	\$20.80	\$21.84
Community Services Officer I/II-I - Temp	930	\$17.22	\$18.09	\$18.99	\$19.94	\$20.94
Maintenance Worker I - Temp	915	\$17.81	\$18.70	\$19.64	\$20.62	\$21.65
Building Maintenance Worker I/II-I - Temp	914	\$16.80	\$17.64	\$18.52	\$19.44	\$20.42
Office Assistant - Temp	926	\$16.46	\$17.28	\$18.14	\$19.05	\$20.00
Recreation Specialist Supervisor	939	\$18.10	\$19.01	\$19.96	\$20.96	\$22.00
Recreation Specialist III	937	\$16.46	\$17.28	\$18.14	\$19.05	\$20.00
Recreation Specialist II	936	\$14.96	\$15.71	\$16.50	\$17.32	\$18.19
Recreation Specialist I	935		\$14.28	\$15.00	\$15.75	\$16.53

Section No. 7: Temporary/Hourly Employees

Effective: December 24, 2021

Minimum \$ 15.00

Job Class	Range	A	B	C	D	E
Traffic Engineer - Temp	959	\$85.00				
Economic Development Consultant	956	\$65.00				
Background Investigator	955	\$49.92				
Police Officer Trainee	906	\$28.63	\$30.06			
Engineering Technician - Temp	900	\$23.06	\$24.22	\$25.43	\$26.70	\$28.03
Maintenance Worker II - Temp	916	\$20.57	\$21.60	\$22.68	\$23.82	\$25.01
Police Officer - Temp	905	\$19.71	\$20.69	\$21.73	\$22.81	\$23.95
Firefighter - Temp	910	\$19.71	\$20.69	\$21.73	\$22.81	\$23.95
Computer Systems Specialist	917	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Financial Services Specialist	918	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Planning Specialist	919	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Public Works Specialist	921	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Communications & Records Tech I - Temp	920	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Administrative Assistant I - Temp	925	\$18.69	\$19.62	\$20.60	\$21.63	\$22.72
Community Services Officer I/II-I - Temp	930	\$17.91	\$18.81	\$19.75	\$20.74	\$21.77
Maintenance Worker I - Temp	915	\$18.70	\$19.64	\$20.62	\$21.65	\$22.73
Building Maintenance Worker I/II-I - Temp	914	\$17.64	\$18.52	\$19.44	\$20.42	\$21.44
Office Assistant - Temp	926	\$17.61	\$18.49	\$19.41	\$20.39	\$21.40
Recreation Specialist Supervisor	939	\$19.37	\$20.34	\$21.36	\$22.42	\$23.55
Recreation Specialist III	937	\$17.61	\$18.49	\$19.41	\$20.39	\$21.40
Recreation Specialist II	936	\$16.01	\$16.81	\$17.65	\$18.53	\$19.46
Recreation Specialist I	935		\$15.28	\$16.05	\$16.85	\$17.69

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AGENDA TRANSMITTAL

MEETING DATE: January 19, 2021

AGENDA ITEM: Consideration of Adoption of Resolution No. 2021-__: Authorizing 10% Additional Duty Pay for Department Directors Who Serve as Acting Director of Another Department During a Vacancy.

FISCAL IMPACT: The additional compensation would be funded by salary savings from the vacant position.

BACKGROUND: The City's current Public Works Director, Matthew Medill, recently submitted his resignation from the City effective January 21, 2021 to take a new job. To provide oversight of the Public Works Department while the City searches for a replacement, the City Manager desires to temporarily appoint an existing Department Director as Acting Public Works Director. The City Manager also desires to provide additional compensation in the amount of 10% of the existing Director's base salary for additional work duties while temporarily serving as Acting Public Works Director.

STAFF REPORT: Suisun City Municipal Code Section 2.08.110 gives the City Manager the power of appointment for City positions, except that department head appointments require approval by the City Council. Adoption of the attached resolution would memorialize the City Council's approval for temporary appointment of an existing Department Director as Acting Director of another department during a vacancy.

Appointing another Department Director to temporarily manage a department with a vacant department head position will allow for significant cost savings and a smoother transition when the position is eventually filled. As we have experienced in Suisun City, employees leave for other jobs on a regular basis and this action will allow the City Manager the flexibility to either promote another employee on an interim basis (allowed under current rules) or to have another Director temporarily cover the position, depending upon the needs of the department and the makeup of the existing staff. Either of these options is significantly less expensive than hiring an Interim Director on contract.

The additional duty compensation paid is not reportable to CalPERS. The reason for this is explained in CalPERS Circular Letter #200-13-17: "[w]hen an employee maintains his or her current duties and takes on additional duties of an upgraded position, the additional duties meet the definition of overtime as set forth in G.C. section 20635, and are not be reportable to CalPERS." Adoption of the attached resolution would authorize payment of this additional compensation.

PREPARED BY:
REVIEWED/APPROVED BY:

Greg Folsom, City Manager
 Greg Folsom, City Manager

STAFF RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2021 - ____ Authorizing 10% Additional Duty Pay for Department Directors Who Serve as Acting Director of Another Department During a Vacancy.

ATTACHMENTS:

1. Resolution 2021 -_____ Authorizing 10% Additional Duty Pay for Department Directors Who Serve as Acting Director of Another Department During a Vacancy.

RESOLUTION NO. 2021-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING 10% ADDITIONAL DUTY PAY FOR DEPARTMENT DIRECTORS
WHO SERVE AS ACTING DIRECTORS OF ANOTHER DEPARTMENT DURING A
VACANCY**

WHEREAS, the City's Public Works Director recently resigned; and

WHEREAS, the City Manager desires to temporarily appoint an existing Department Director as Acting Public Works Director to provide temporary oversight to the Public Works Department; and

WHEREAS the City Manager desires to provide additional duties compensation in the amount of 10% of the existing Department Director's current base salary to compensate for additional work duties while serving as Acting Public Works Director; and

WHEREAS turnover in Department Directors is not uncommon and appointing an existing Director to temporarily cover the roles and responsibilities of another Department Director during a vacancy can be a significant cost savings; and

WHEREAS, the City Council now desires to authorize the City Manager the option to temporarily appoint an existing Department Director as Acting Director of another department during a vacancy and authorize additional duty compensation in the amount of 10% of the existing Department Director's base salary for the duration of service as Acting Director of the other department.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City hereby authorizes the City Manager the option to temporarily appoint an existing Department Director as the Director of another department when a vacancy exists in the Director position. The City Council authorizes additional duty pay in the amount of ten percent (10%) of the existing Director's base salary for the duration of service as Acting Director of the other department. Additional duty pay pursuant to this resolution shall terminate automatically upon the termination of a Department Director's services as Acting Director of another department.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of
Suisun City duly held on Tuesday, the 19th day of January 2021, 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 19th day of January 2021.

Donna Pock, CMC
Deputy City Clerk

AGENDA TRANSMITTAL

MEETING DATE: January 19, 2021

CITY AGENDA ITEM: PUBLIC HEARING: Council Introduce and Waive Reading of Ordinance No. ____: Amending Chapter 12 Streets, Sidewalks, and Public Places of the Suisun City Code to add section 12.32 Special Events Permitting.

FISCAL IMPACT: None

STRATEGIC PLAN IMPACT: Provide Good Governance.

BACKGROUND: On December 15, 2020, the City Council approved an updated Special Event Policy and Application (Policy). The updated policy and application are designed to provide outside user groups the opportunity to host special events on city owned property and to ensure that all local and state laws are being adhered to. The timeline and process is delineated in the Policy as well as consequences for not abiding by the Policy. A notice of public hearing, including a summary of proposed ordinance, was published as a legal notice in the Daily Republic newspaper.

STAFF REPORT: With the adoption of the Policy at the December 15, 2020 City Council meeting there was a need to amend chapter 12, Streets, Sidewalks, and Public Places of the Suisun City Code and include Section 12.32 titled Special Event Permitting. Section 12.32 includes:

12.32.010 – Purpose.

A permitting process to meet the city's current and future needs for regulating outside agencies use of public spaces to conduct special events.

12.32.020 – Definitions

“Special Event” means:

(a) any gathering of people advertised or not (a) any organized formation, parade, procession or assembly, and which may include animals, vehicles or any combination thereof, which is to assemble or travel in unison on any Street which does not comply with normal or usual traffic regulations or controls; or,

(b) any organized assemblage people at any public park, recreation area, or city owned facility which is to gather for a common purpose under the direction and control of a person; or,

(c) any other organized activity conducted by a Person for a common or collective use, purpose or benefit which involves the use of, or has an impact on, other public property or facilities and the provision of City public safety services in response thereto.

PREPARED BY:
APPROVED BY:

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

(d) Examples of Special Events include but are not limited to concerts, parades, circuses, fairs, festivals, block parties, community events, mass participation sports (such as, marathons and running events, organized walks for a cause, bicycle races or tours, or spectator sports (such as, football, basketball and baseball games, boat races, and any other on water organized activity).

“Special Event Permit” means a permit issued by the City of Suisun City.

12.32.030 - Fees—Generally.

Fees associated with the special event permit program shall be set forth in a resolution establishing fees and charges under the program, which resolution may be amended from time to time to reflect changes in the city's needs under the program.

12.32.040 - Fees—Waiver or reduction.

Any and all requests for fee reductions or waivers must submit a fee waiver request through the Recreation, Parks, and Marina Department.

12.32.050 – Special Permit Approving Authority.

The provisions of this chapter shall be administered and enforced by the Recreation, Parks, and Marina Director. The director, or his/her designated representative, shall perform the duties and responsibilities of the set forth in this chapter. The director shall have full authority to manage special events permitting in accordance with the provisions of this chapter, other laws of the city, and applicable statutes of the state of California.

12.32.060 - Violations.

The first violation of this chapter shall be an infraction punishable by a fine not exceeding \$250.00. The second and each subsequent violation of this chapter is punishable by a fine not exceeding \$500.00. Unauthorized use of City Water is punishable by a fine not exceeding \$250.00 per day of water use.

STAFF RECOMMENDATION: It is recommended that the City Council:

1. Open the Public Hearing; and
 2. Take Public Comment; and
 3. Close the Public Hearing; and
-

ATTCHMENTS:

1. Ordinance No. ____: Amending Chapter 12 Streets, Sidewalks, and Public Places of the Suisun City Code to add section 12.32 Special Events Permitting.

ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY,
CALIFORNIA, AMENDING CHAPTER 12 STREETS, SIDEWALKS, AND PUBLIC
PLACES OF THE SUISUN CITY CODE TO ADD SECTION 12.32 SPECIAL
EVENTS PERMITTING**

WHEREAS, On December 15, 2020 the City Council adopted a Special Events Permitting Policy and Application; and

WHEREAS, The city has a desire to provide user groups the opportunity to host special events on city owned property and to ensure that all local and state laws are being adhered to; and

WHEREAS, It is in the public's best interest to not tax resources from the public safety departments or other city departments with renegade events; and

WHEREAS, The adopted Special Events Permitting Policy and Application provide opportunity to enhance activities in Suisun City, and

WHEREAS, a notice of public hearing, including a summary of proposed ordinance, was published as a legal notice in the Daily Republic newspaper.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SUISUN CITY
FINDS AND ORDAINS AS FOLLOWS:**

Amendment of Code: (Streets, Sidewalks, and Public Spaces) of the Suisun City Code is hereby amended by including Section 12.32 entitled "Special Events Permitting " to read in its entirety as follows:

Chapter 12.32 – Special Events Permitting

12.32.010 – Purpose.

A permitting process to meet the city's current and future needs for regulating outside agencies use of public spaces to conduct special events.

12.32.020 – Definitions

“Special Event” means:

(a) any gathering of people advertised or not (a) any organized formation, parade, procession or assembly, and which may include animals, vehicles or any combination thereof, which is to

assemble or travel in unison on any Street which does not comply with normal or usual traffic regulations or controls; or,

(b) any organized assemblage people at any public park, recreation area, or city owned facility which is to gather for a common purpose under the direction and control of a person; or,

(c) any other organized activity conducted by a Person for a common or collective use, purpose or benefit which involves the use of, or has an impact on, other public property or facilities and the provision of City public safety services in response thereto.

(d) Examples of Special Events include but are not limited to concerts, parades, circuses, fairs, festivals, block parties, community events, mass participation sports (such as, marathons and running events, organized walks for a cause, bicycle races or tours, or spectator sports (such as, football, basketball and baseball games, boat races, and any other on water organized activity).

“Special Event Permit” means a permit issued by the City of Suisun City.

12.32.030 - Fees—Generally.

Fees associated with the special event permit program shall be set forth in a resolution establishing fees and charges under the program, which resolution may be amended from time to time to reflect changes in the city's needs under the program.

12.32.040 - Fees—Waiver or reduction.

Any and all requests for fee reductions or waivers must submit a fee waiver request through the Recreation, Parks, and Marina Department.

12.32.050 – Special Permit Approving Authority.

The provisions of this chapter shall be administered and enforced by the Recreation, Parks, and Marina Director. The director, or his/her designated representative, shall perform the duties and responsibilities of the set forth in this chapter. The director shall have full authority to manage special events permitting in accordance with the provisions of this chapter, other laws of the city, and applicable statutes of the state of California.

12.32.060 - Violations.

The first violation of this chapter shall be an infraction punishable by a fine not exceeding \$250.00. The second and each subsequent violation of this chapter is punishable by a fine not exceeding \$500.00. Unauthorized use of City Water is punishable by a fine not exceeding \$250.00 per day of water use.

PASSED, APPROVED, AND ADOPTED as an Ordinance at a regular meeting of the City Council of the City of Suisun City, California, on this ____ day of February 2021.

Lori D. Wilson
Mayor

ATTEST:

Anita Skinner
City Clerk

CERTIFICATION

I, Anita Skinner, City Clerk of the City of Suisun City, California, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council on January 19, 2021 and passed, approved, and adopted by the City Council of the City of Suisun City at a regular meeting held on the ____ day of February 2021 by the following vote:

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

WITNESS my hand and the seal of said City this ____ day of February 2021.

Anita Skinner
City Clerk

Ordinance ____
Adopted February ____, 2021
Page 3 of 3

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AGENDA TRANSMITTAL

MEETING DATE: January 19, 2021

CITY AGENDA ITEM: Discussion and Direction Regarding the Percent for the Arts Program Recommended by the Recreation, Parks, Marina, and Arts Commission.

FISCAL IMPACT: The adoption of a Percent for the Arts Program will generate revenue for the City. These revenues would be used to enhance public art within the City. Revenues are dependent on the percentage adopted and future development projects.

STRATEGIC PLAN IMPACT: Develop Sustainable Economy; Revitalize Historic Downtown

BACKGROUND: At the March 19, 2019 City Council meeting, the City Council held a public hearing on an amendment to section 2.16 of the Suisun City Code to update the Parks and Recreation Commission to add three more members and change the title of the commission to the Recreation, Parks, Marina, and Arts Commission. This item was approved at the April 2, 2019 meeting of the City Council. This change was adopted due to the desire by the City Council and the community to have an emphasis placed on the arts in Suisun City. This would include, but not be limited to, the performing arts, public art, visual art, musical art, spoken word, literary art, and other art forms that would enhance the community.

STAFF REPORT: Public art plays an important role in increasing the understanding and enjoyment of art by the community. Art is more accessible and visible to people when displayed in public areas. A key feature of public artwork is the importance of integrating art into the urban fabric of the city in order to enrich and enhance the physical attractiveness of the city. Public art transforms spaces and makes a valuable contribution to our appreciation of the city and the quality of public places. In addition, public art located in public places reflects the unique environment and cultural identity of the city to visitors and to residents of Suisun City. It often provides a link with our history and can contribute to development of tourism.

The Recreation, Parks, Marina and Arts Commission (RPMA) created a sub-committee consisting of three RPMA Commissioners. The subcommittee showed interest in developing a funding source to support public art in Suisun City. RPMA asked staff to research other Cities policies to determine the possibility of creating a public art fund through development impact fees. Research proved there are over 200 municipalities with developer/construction fees that benefit various forms of public art. It is the desire of RPMA to expand the level of public art in the community to assist in enhancing the aesthetics and to help drive tourism.

Cities researched, such as Emeryville and Albany, have a successful Public Art Policy and have implemented many plans and ideas that are favorable to the art culture. Developers have installed art or have chosen to pay an in lieu fee implemented with projects. Other developers have had art donated in place of payments. Similar policies exist in many smaller cities akin to Suisun City and the policies have been well received. Implementation of the Public Art Policy would bring a vibrant arts culture to the City of Suisun City. This item was discussed at length through numerous RPMA meetings and was voted on unanimously at the November 4, 2020 RPMA meeting to recommend a Percent for the Arts developer impact fee to support the expansion of public art in Suisun City.

PREPARED BY:

Kris Lofthus, Recreation, Parks, and Marina Director

REVIEWD/APPROVED BY:

Greg Folsom, City Manager

RPMA recommends the following:

- A 1% fee to any new or redeveloped non-residential project over \$250,000 to be paid when the building permit is issued with a maximum payment of \$100,000.
- 10% of the 1% fee collected will be set aside for future maintenance of the approved art display.
- Have an in lieu option, allowing the potential developer to petition the City Council to accept an art piece, reducing or eliminating the 1% fee. Maintenance fees would need to be collected.
- City Council will have the prerogative to reduce or eliminate the fee at their discretion.

The projected results from the Percent for Arts Policy would be:

- A creative and culturally diverse art culture that participates in arts throughout the community that emphasizes cultural identity and a sense of belonging;
- Art throughout the City of Suisun City to be more aesthetically pleasing to the community and visiting people;
- More economic growth brought to downtown Suisun City to benefit the surrounding businesses, and potentially bring in more business, tourists, and tax revenue.

RECOMMENDATION: It is recommended that the City Council direct staff as to how to proceed with the Percent for the Arts Recommendation from the Recreation, Parks, Marina, and Arts Commission.

ATTACHMENTS:

1. PowerPoint Presentation.

Percent for the Arts

SUISUN CITY,
POPULATION OF 29,927,
4.2 SQUARE MILES





SOLANO COUNTY, POPULATION OF 447,643.

ANY GOVERNMENT BUILDINGS BUILT IN SOLANO COUNTY INCURS A 1.5% ART FEE FOR COSTS IN EXCESS OF \$1,000,000.

Albany, CA

- POPULATION OF 20,600
- PERCENT FOR ARTS FEE IS 1.75% OF ANY NEW DEVELOPMENTS



EMERYVILLE, CA

- POPULATION OF 12,002
- PERCENT FOR THE ARTS FEE: 1% FOR NON-RESIDENTIAL; 0.5% FOR RESIDENTIAL; 1.5% FOR PUBLIC DEVELOPERS



SURROUNDING CITIES WITH SIMILAR POPULATIONS

<u>CITY</u>	<u>PERCENTAGE</u>	<u>POPULATION</u>	<u>TYPE OF CONSTRUCTION</u>
Solano County	1.5 % in excess of \$1,000,000	447,643	Government buildings
Napa	1% of costs exceeding \$250,000	78,373	Non-residential
Santa Rosa	1% of costs exceeding \$500,000	177,586	Commercial excluding Industrial
Fairfield	.25% of any construction costs	116,884	Commercial and Industrial
Benicia	Determined by City Council	28,556	All Construction
El Cerrito	1%, max of \$150,000	25,593	Over \$250,000, all non-residential property
Hercules	1% of development costs	25,753	Non-Residential
Lafayette	1.5 % of total costs	26,961	Any construction more than 5,000 SF, in downtown only
Albany	1.75 % construction costs	20,600	New development
Emeryville	1% non-residential, .5\$ residential, 1.5 % Public developers	12,002	Multi-family with 5+ units or Commercial

The following cities do not require any public art to be placed at new sites: Dixon, Rio Vista, American Canyon, Benicia and Vallejo.

Median percentage for the arts program is 1.2% for communities similar to Suisun’s population of 29,927, or topographical features.

RPMA Recommendation

RPMA recommends the following:

- A 1% fee to any new or redeveloped non-residential over \$250,000 to be paid when the building permit is issued with a maximum payment of \$100,000.
- 10% of the 1% fee collected will be set aside for future maintenance of the approved art display
- An in lieu option, allowing the potential developer to petition the City Council to accept an art piece, reducing or eliminating the 1% fee. Maintenance fees would need to be collected.
- City Council will have the prerogative to reduce or eliminate the fee at their discretion

PERCENTAGE BREAK DOWN

1% ARTS FEE

- $1\% \times \$250,000 = \$2,500$
- $1\% \times \$500,000 = \$5,000$
- $1\% \times \$750,000 = \$7,500$
- $1\% \times \$1,000,000 = \$10,000$



Questions or Comments?