

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

TUESDAY, JUNE 22, 2021

5:30 P.M.

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

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#### **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.*

*THE CITY COUNCIL HAS RESUMED IN-PERSON MEETINGS IN ADDITION TO ZOOM. A LIMITED NUMBER OF SEATS ARE AVAILABLE, TO RESERVE A SEAT PLEASE CONTACT THE CITY CLERK AT [clerk@suisun.com](mailto:clerk@suisun.com) OR 707 421-7302.*

*ZOOM MEETING INFORMATION:*

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

**MEETING ID: 930 0899 4274**

**CALL IN PHONE NUMBER: (707) 438-1720**

*TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM*

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

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING*

*BY EMAILING [CLERK@SUISUN.COM](mailto:CLERK@SUISUN.COM) (PRIOR TO 4pm) 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 Members

#### **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.)*

**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.)*

**CLOSED SESSION**

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

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).

2. Conference with Legal Counsel – Initiation of litigation. Based on existing facts and circumstances, the City Council has decided to initiate or is deciding whether to initiate litigation.

Pursuant to Government Code Section 54956.9(d)(4)

3. Conference with Legal Counsel - Significant Exposure to Litigation (1 potential case). A point has been reached where, in the opinion of the City Council on the advice of its legal counsel, there is a significant exposure to litigation against the local agency, based on facts and circumstances which the City believes are not yet known to a potential plaintiff or plaintiffs, which facts and circumstances need not be disclosed. 54956.9(d)(2) and (e)(4).

4. Conference with Legal Counsel - Existing Litigation

Name of case: Louisa Pickering and Michael Pickering (Plaintiffs) v. City of Suisun City (Defendants), et al - Case # FCS055707

**CONVENE OPEN SESSION**

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

**ADJOURNMENT**

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  - Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA;
  - Suisun City Senior Center, 318 Merganser Drive, Suisun City, CA;
  - Joe Nelson Center, 611 Village Drive, Suisun City, CA;
  - Harbor Master Office, 800 Kellogg Street, Suisun City, CA.

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of June 22, 2021 was posted and available for review, in compliance with the Brown Act.

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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

**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, JUNE 22, 2021  
6:30 P.M.**

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

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(Next Ord. No. – 784)

(Next City Council Res. No. 2021 – 51)

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

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

DEPARTMENTS: AREA CODE (707)

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

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

SUCCESSOR AGENCY 421-7309 FAX 421-7366

**ROLL CALL**

Council / Board Members

Pledge of Allegiance

Invocation

**CONFLICT OF INTEREST NOTIFICATION**

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

**REPORTS: (Informational items only)**

1. City Manager/Executive Director/Staff

**PRESENTATION/APPOINTMENTS**

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

**City Council**

2. Mayoral Appointments – (Wilson: [lwilson@suisun.com](mailto:lwilson@suisun.com)).
  - a. Appointment of Suisun City Mayor Pro Tem
  - b. Council Ad hoc Appointments
  - c. Community Advisory Committee Appointments
3. Proclamations Presented - (Wilson: [lwilson@suisun.com](mailto:lwilson@suisun.com)).
  - a. Presentation of Proclamation to Representative from Solano Pride Center Proclaiming June 2021 as “Lesbian, Gay, Bisexual, Transgender and Queer Pride Month.”
4. Proclamations Not Presented - (Wilson: [lwilson@suisun.com](mailto:lwilson@suisun.com))..
  - a. Proclamation Proclaiming June 19<sup>th</sup> as “Juneteenth National Independence Day” as a recognized holiday in the City of Suisun City.

**CONSENT CALENDAR**

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

**City Council**

5. Council Adoption of Resolution No. 2021-\_\_: Acknowledging Receipt of a Report Made by the Fire Marshal of the Suisun City Fire Department Regarding the State Mandated Inspections of Specific Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code – (Vincent: [jvincent@suisun.com](mailto:jvincent@suisun.com)).
6. Council Adoption of Ordinance No.783: Adding Chapter 12.03 of the Suisun City Municipal Code Establishing a 5-Year Street Cut Moratorium in the City of Suisun City (Introduced and Reading Waived on June 1, 2021) - (Lofthus: [klofthus@suisun.com](mailto:klofthus@suisun.com)).
7. Council Adoption of Resolution No. 2021-\_\_: Expressing Support for Actions to Further Strengthen Local Democracy, Authority, and Control as Related to Local Zoning and Housing Issues – (Folsom: [gfolson@suisun.com](mailto:gfolson@suisun.com)).

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

8. Council/Agency/Authority Accept the Investment Report for the Quarter Ending March 31, 2021 – (Deol: [Ideol@suisun.com](mailto:Ideol@suisun.com)).

Joint City Council / Suisun City Council Acting as Successor Agency

9. Council/Agency Approval of May 2021 Payroll Warrants in the Amount of \$431,872.23, and Council/Agency Approval of the May 2021 Accounts Payable Warrants in the Amount of \$927,334.38 – (Finance).

**PUBLIC COMMENTS**

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**PUBLIC HEARING**City Council

## 10. HEARING

Council Adoption of Resolution No. 2021-\_\_\_: Placing Liens for Unpaid Waste Collection Service Charges on Certain Lands Situated in the City of Suisun City, County of Solano, State of California – (Deol: [Ideol@suisun.com](mailto:Ideol@suisun.com)).

11. Council Introduction and Waive Reading of Ordinance No. \_\_\_: Adding Chapter 15.80 (Fire Prevention) to Title 15 (Building and Construction) of the Suisun City Municipal Code - (Vincent: [jvincent@suisun.com](mailto:jvincent@suisun.com)).

12. Council Introduction and Waive Reading of Ordinance No. \_\_\_: Adding Chapter 9.29 (Emergency Medical Service (EMS) First Responder Fee) to Title 9 (Public Peace, Morals and Welfare) of the Suisun City Municipal Code - (Vincent: [jvincent@suisun.com](mailto:jvincent@suisun.com)).

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

## 13. PUBLIC HEARING (CONTINUED TO JUNE 29, 2021)

Adoption of the Fiscal Year 2021-22 Annual Budget - (Deol: [Ideol@suisun.com](mailto:Ideol@suisun.com)).

- a. Council Adoption of Resolution No. 2021-\_\_\_: Adopting the Annual Budget for Fiscal Year 2021-22; and
- b. Agency Adoption of Resolution No. SA 2021-\_\_\_: Adopting the Annual Budget for Fiscal Year 2021-22; and
- c. Authority Adoption of Resolution No. HA 2021-\_\_\_: Adopting the Annual Budget for Fiscal Year 2021-22; and
- d. Council Adoption of Resolution No. 2021-\_\_\_: Adopting the Appropriations Limit for Fiscal Year 2021-22.

- e. Council Adoption of Resolution No. 2021-\_\_: Approving an Annual Update of the Master Fee Schedule.

### **GENERAL BUSINESS:**

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

14. Fiscal Year 2021-22 Draft Budget Workshop #3 – (Deol: [Ideol@suisun.com](mailto:Ideol@suisun.com)).

#### City Council

15. Council Consideration of Resolution No. 2021-\_\_: Authorizing the First Amendment to the 2019 Three-Year City Manager Employment Agreement Between the City of Suisun City and Gregory Folsom – (City Attorney).

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

16. Council Updates

- a. Council/Boardmembers
- b. Mayor

17. Non-Discussion Items

- a. FAST Subcommittee (Wilson: [lwilson@suisun.com](mailto:lwilson@suisun.com)).
- b. Solano Transportation Authority Board Representative (Wilson [lwilson@suisun.com](mailto:lwilson@suisun.com)).

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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 June 22, 2021 was posted and available for review, in compliance with the Brown Act.

*Office of the Mayor*  
**Suisun City, California**

# Proclamation



**WHEREAS**, fifty-two years ago, in June, 1969, a riot at a Manhattan gay bar, the Stonewall Inn, in retaliation to a police raid, precipitated the modern fight for Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) rights; and

**WHEREAS**, the month of June was designated LGBTQ Pride Month, because of acts of courage from those who demanded justice and from those who quietly pushed for progress, our Nation has made great strides in recognizing what these brave individuals long knew to be true in their hearts – that love is love and no person should be judged by anything but the content of their character; and

**WHEREAS**, our nation was founded upon and is guided by a set of principles that includes every person has been created equal, each has rights to their life, liberty and pursuit of happiness and each shall be accorded the full recognition and protection of law; and

**WHEREAS**, 2015's landmark Supreme Court decision was a historic victory for LGBTQ Americans, guaranteeing marriage equality in all 50 States, ensuring dignity for same-sex couples and therefore all couples, affirming the belief that we are all freer when we are all treated as equals; and

**WHEREAS**, LGBTQ Pride month is a time to celebrate the incredible strength and diversity of our LGBTQ community and to reflect upon the hard-fought progress we've made fighting for their equality and civil rights; and regardless of sexual orientation or gender identity, all feel valued, safe, empowered, and supported by our community and leaders; and

**WHEREAS**, 2021 marks the 23rd year of our LGBTQ Community coming together to show our pride in Solano County through the services and support of the Solano Pride Center; and the recognition of the continued work necessary to resolve the ongoing impact of the COVID-19 pandemic on the struggles within our LGBTQ community exacerbated by healthcare disparities, and economic instabilities; and

**WHEREAS**, during LGBTQ Pride Month, let us celebrate how far we have come, reaffirm our steadfast belief in the equal dignity of all Americans, and proudly stand with the LGBTQ community and with all communities who struggle for basic rights, for acceptance, visibility, safety, acknowledgement, and equitability, in the quest for full equality under the law.

**NOW, THEREFORE**, I, Lori D. Wilson, Mayor of the City of Suisun City, hereby proclaim June, 2021 as

## “Lesbian, Gay, Bisexual, Transgender, Queer Pride Month”

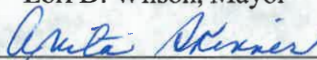
in the City of Suisun City and call upon everyone to eliminate prejudice everywhere it exists, celebrate the diversity of our community, and recognize the contributions made by members of our LGBTQ community.

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



Lori D. Wilson, Mayor

ATTEST:



DATE:

June 22, 2021



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*Office of the Mayor*  
**Suisun City, California**

# Proclamation



**WHEREAS**, Suisun City Personnel Rules Chapter 8, Section 8.6.13, allows any day proclaimed by the Mayor of Suisun City to be a holiday; and

**WHEREAS**, the United States of American designated June 19<sup>th</sup> as a federal holiday in recognition of Juneteenth National Independence Day; and

**NOW, THEREFORE**, by the authority vested in me as Mayor of the City of Suisun City I hereby proclaim Juneteenth National Independence Day, as a recognized holiday in the City of Suisun City, to be observed on Monday, June 21, 2021, and order City facilities to be closed and authorize eight hours of holiday time for Suisun City employees.

The City Manager shall take such actions as may be necessary to implement this proclamation.



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



Lori D. Wilson, Mayor

ATTEST:



DATE:

June 17, 2021

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## AGENDA TRANSMITTAL

**MEETING DATE:** June 22, 2021

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**CITY AGENDA ITEM:** Council Adoption of Resolution 2021-\_\_\_: Acknowledging Receipt of a Report Made by the Fire Marshal of the Suisun City Fire Department Regarding the State Mandated Inspections of Specific Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.

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**FISCAL IMPACT:** There is no fiscal impact in accepting this report.

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**STRATEGIC PLAN IMPACT:** Ensure Public Safety

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**BACKGROUND:** Existing state law requires California fire departments to enforce the fire code as adopted. Additionally, fire departments are required to perform mandated annual inspections of every building used as a public or private school, as well as all apartment houses, hotels, motels, lodging houses, and jails for compliance with adopted state fire codes.

On December 2, 2016, the deadly Ghost Ship Fire occurred in Oakland, California. Thirty-six (36) people lost their lives in a warehouse that was converted into living quarters (dwelling) and used as an artist collective - people worked and lived in the warehouse. Investigative articles and editorials revealed that many of the required life and fire safety inspections were not being performed by the local fire department. In order to provide assurance that fire departments are performing the annual inspection duties, Senate Bill 1205 (SB 1205) was authored mandating the reporting of certain inspections. Local jurisdictions now must report to their governing authority certain inspection statistics as well as reporting the same information to the State Fire Marshal.

With the signing of SB 1205 (Hill) on September 27, 2018 by Governor Brown, the California Health and Safety Code was amended by adding Section 13146.4 requiring that all fire departments perform annual inspections pursuant to Sections 13146.2 and 13146.3 and shall report annually to its administrating authority on its compliance with Sections 13146.2 and 13146.3. These sections mandate that annual inspections of all public and private schools, hotels, motels, lodging houses, and apartment buildings be performed by the fire department or their authorized representative.

The Fire Department has completed all initial annual fire inspections of these facilities for the 2020-2021 fiscal year. Pursuant to SB 1205, the Fire Department is submitting this report demonstrating compliance with California Health and Safety Code Sections 13146.2 and 13146.3.

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**STAFF REPORT:** Annually, the City of Suisun City Fire Department is required to conduct inspections of all public and private schools, hotels, motels, lodging houses, apartments of two dwellings or more, and other residential occupancies used as residential care facilities. The purpose

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**PREPARED BY:**

**REVIEWED/APPROVED BY:**

Justin Vincent, Fire Chief  
Greg Folsom, City Manager

of annual fire prevention inspections and code enforcement is to ensure compliance with adopted codes and standards, to mitigate known hazards, and reduce risk to the community.

The annual inspection of all mandated buildings that are included within the mandate fell short of the actual number of those buildings in Suisun City. This year, 2020/2021, the fire prevention bureau consisting of the Fire Marshal and Fire Inspector, has been able to properly identify the buildings that require mandatory inspecting.

- California Health and Safety Code Section 13146.3 mandates that the local fire department inspect all public and private Schools once annually. The Fire Department has inspected seven (7) school facilities that total seven (7) buildings within these facilities.
- California Health and Safety Code Section 13146.2 mandates that the local fire department inspect all hotels, motels and lodging houses once annually. The Fire Department has inspected two (2) hotels that total two (2) total building within these facilities.
- California Health and Safety Code Section 13146.2 mandates that the local fire department inspect all apartment houses. The California Fire Code specifies an apartment shall consist of sleeping units or more than two dwelling units. The Fire Department has inspected thirty-eight (38) apartment / condominium buildings that total thirty-eight (38) total buildings within these facilities.

Occupancy Type	Example	Quantity	Completed	Compliance
Educational (E)	Schools (Public & Private)	7	7	
Institutional (I)	Hospitals, Jails, Detention	0	0	
Residential (R-1)	Hotel, Motel	2	2	
Residential (R-2)	Apartment, Vacation Timeshare	38	38	
<b>Total</b>		<b>47</b>	<b>47</b>	<b>100%</b>

In total, forty-seven (47) mandated annual inspections of all known buildings and structures required to be inspected within the California Health and Safety Code mandate have been completed during the 2020-2021 fiscal year. Further, the acceptance of this compliance report and the recommended Resolution fulfill the statutory requirements contained in California Health and Safety Code Section 13146.2, 13146.3 and 13146.4, as amended by Senate Bill 1205.

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**RECOMMENDATION:** Adopt Resolution 2021-\_\_\_: Acknowledging Receipt of a Report Made by the Fire Chief of the Suisun City Fire Department Regarding the Inspection of Certain Occupancies Pursuant to Sections 13146.2 And 13146.3 of the California Health and Safety Code.

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**ATTACHMENTS:**

1. City Council Resolution 2021-\_\_\_: Acknowledging Receipt of a Report Made by the Fire Chief of the Suisun City Fire Department Regarding the Inspection of Certain Occupancies Pursuant to Sections 13146.2 And 13146.3 of the California Health and Safety Code.

**RESOLUTION NO. 2021-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY, CALIFORNIA ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF OF THE SUISUN CITY FIRE DEPARTMENT REGARDING THE INSPECTION OF CERTAIN OCCUPANCIES REQUIRED TO PERFORM ANNUAL INSPECTIONS IN SUCH OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE.**

**WHEREAS**, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018; and,

**WHEREAS**, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the Suisun City Fire Department, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, and apartment building; and,

**WHEREAS**, California Health & Safety Code Section 13146.2 requires all fire departments, including the Suisun City Fire Department, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3; and,

**WHEREAS**, the City Council of the City of Suisun City intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the Suisun City Fire Department's compliance with California Health and Safety Code Sections 13146.2 and 13146.3.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Suisun City that said Council expressly acknowledges the measure of compliance of the Suisun City Fire Department with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the City of Suisun City, as follows:

**A. EDUCATIONAL GROUP E OCCUPANCIES:**

Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. Within the City of Suisun City, there lie seven (7) Group E occupancies, buildings, structures and/or facilities.

During fiscal year 2020/2021, the Suisun City Fire Department completed the annual inspection of seven (7) Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100 % for this reporting period.

Additional items of note regarding this compliance rate can be found in the accompanying staff report for this resolution.

**B. RESIDENTIAL GROUP R OCCUPANCIES:**

Residential Group R occupancies, for the purposes of this resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc. During fiscal year 2020/2021, the Suisun City Fire Department completed the annual inspection of forty (40) Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of 100 % for this reporting period.

**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 22<sup>nd</sup> day of June 2021 by the following vote:

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

**WITNESS** my hand and the seal of said City this 22<sup>nd</sup> day of June 2021.

\_\_\_\_\_  
Anita Skinner  
City Clerk

## AGENDA TRANSMITTAL

**MEETING DATE:** June 22, 2021

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**CITY AGENDA ITEM:** Council Adoption of Ordinance No. 783: Adding Chapter 12.03 of the Suisun City Municipal Code Establishing a 5-Year Street Cut Moratorium in the City of Suisun City. (Introduced and Reading Waived June 1, 2021).

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**FISCAL IMPACT:** There is negligible administrative costs associated with reviewing proposed work by outside agencies and utilities companies to perform work in prohibited streets under street cut moratorium. However, there will be indirect costs associated with staff time needed to ensure enforcement of the ordinance.

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

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**BACKGROUND:** The City of Suisun City is responsible for the maintenance of 153 lane miles of roadway with over 13 million square feet of pavement. The City has a Pavement Management Program which has a goal to maintain the City's pavement in the best condition possible given the available funding. One way to achieve this goal is to perform pavement resurfacing to City streets each year.

Along with annual pavement resurfacing, the other way to achieve said goal is to establish a 5-year street cut moratorium to streets that have just received pavement resurfacing. A street cut moratorium will minimize pavement degradation, maintain structural integrity of streets, maintain a smooth riding surface for all modes of transportation, and limit negative visual impacts. California Government Code sections 37350 et seq. and 38775 provide that a municipality may take care of and control its property for the common benefit and prevent encroachments upon public ways.

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**STAFF REPORT:** The proposed ordinance will add Chapter 12.03, "5-Year Street Cut Moratorium" in Title 12 of the Suisun City Municipal Code to read in its entirety as shown in Attachment No. 1. In general, the proposed ordinance will not allow streets to be cut or excavated for five (5) years after the street has received a pavement resurfacing treatment. This ordinance will also apply to newly constructed streets. California Government Code sections 37350 et seq. and 38775 provide that a municipality may take care of and control its property for the common benefit and prevent encroachments upon public ways.

On June 1, 2021, the City Council held a Public Hearing to consider the above-described proposed addition of Chapter 12.03 in Title 12 of the Suisun City Municipal code to give the City adequate legal authority to implement a 5-year street cut moratorium ordinance.

The public hearing was opened and closed with public comments taken. Following the City Council taking public comments, the City Council voted 4-1 in favor of introducing and waiving the reading of the ordinance. With the adoption of the ordinance on June 22, 2021, it would then take effect 30 days later.

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

Nick Lozano, Associate Engineer  
Kris Lofthus, Interim Public Works Director  
Greg Folsom, City Manager

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**STAFF RECOMMENDATION:** It is recommended that the City Council Adopt Ordinance No. 783: Adding Chapter 12.03 of the Suisun City Municipal Code Establishing a 5-Year Street Cut Moratorium in the City of Suisun City. (Introduced and Reading Waived June 1, 2021).

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**ATTACHMENTS:**

1. Attachment No. 1: Ordinance No. 783: Adding Chapter 12.03 of the Suisun City Municipal Code Establishing a 5-Year Street Cut Moratorium in the City of Suisun City.
2. Attachment No. 2: List of Prohibition Streets under 5-Year Street Cut Moratorium, dated May 20, 2021.
3. Attachment No. 3: List of Streets Planned for Future Pavement Treatment, dated May 2021.

**ORDINANCE NO. 783**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CITY OF SUISUN  
CITY, CALIFORNIA, ADDING CHAPTER 12.03 OF THE SUISUN CITY  
MUNICIPAL CODE ESTABLISHING A 5-YEAR STREET CUT MORATORIUM IN  
THE CITY OF SUISUN CITY**

**WHEREAS**, the City of Suisun City has the authority, under its police power, to enact regulations for public safety, health, and welfare of the city, Cal. Const. Art. XI, section 7; and

**WHEREAS**, California Government Code sections 37350 et seq. and 38775 provide that a municipality may take care of and control its property for the common benefit and prevent encroachments upon public ways; and

**WHEREAS**, the City of Suisun City owns and maintains a roadway network measuring approximately 76 miles; and

**WHEREAS**, the City Council of the City of Suisun City desires to minimize pavement degradation, maintain structural integrity of streets, maintain a smooth riding surface for all modes of transportation, and limit negative visual impacts; and

**WHEREAS**, the City Council finds that establishing a 5-year street cut moratorium will minimize roadway excavations, and encourage contractors and utility companies to effectively plan and review potential conflicts with new streets, recently reconstructed or resurfaced streets, and upcoming Suisun City Capital pavement projects.

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

**SECTION 1. Recitals.** The City Council finds that the above recitals are true and correct and are incorporated as though fully set forth herein.

**SECTION 2. Ordinance.** The Ordinance is hereby adopted by the addition of a new Chapter 12.03, "5-YEAR STREET CUT MORATORIUM" in Title 12 of the Suisun City Municipal Code to read in its entirety as shown in Exhibit "A" attached hereto and incorporated herein by this reference.

**SECTION 3 Severability and Validity.** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Suisun City hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that anyone or more sections, subsections, sentences, clauses, phrases, or portions thereof may be declared invalid or unconstitutional.

**SECTION 4.** Effective Date. This Ordinance shall be in full force and effect thirty (30) days after its adoption following second reading.

**SECTION 5.** Publication. In accordance with Section 36933 of the Government Code of the State of California, whis ordinance shall be posted in three (3) public places within the City prescribed by ordinance within fifteen (15) days after its passage, there being no newspaper of general circulation printed and published within the City.

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the City Council of the City of Suisun City, California, on this \_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Lori D. Wilson, Mayor

ATTEST:

\_\_\_\_\_  
Anita Skinner  
City Clerk

APPROVED AS TO FORM  
AND LEGAL CONTENT:

\_\_\_\_\_  
Anthony R. Taylor, City Attorney  
Aleshire & Wynder, LLP

**CERTIFICATION**

I, Anita Skinner, Deputy City Clerk of the City of Suisun City and ex-officio Clerk of the City Council of said City, do hereby certify that the above and foregoing ordinance was introduced at a regular meeting of the said City Council held on June 1, 2021 and passed and adopted at a regular meeting of said City Council held on \_\_\_\_\_, 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 \_\_\_\_\_ 2021.

\_\_\_\_\_  
Anita Skinner  
City Clerk

## **Chapter 12.03 5-YEAR STREET CUT MORATORIUM**

### **12.03.010 - Purpose**

The public right-of-way is a unique public resource held in trust for the benefit of the public. This physically limited resource requires proper management to maximize its efficiency and minimize the costs to taxpayers, to protect against foreclosure of future economic expansion because of premature exhaustion of the public right-of-way, and to minimize the inconvenience to and negative effects on the public from use of the public right-of-way by contractors and utility companies.

To achieve the purpose of this chapter, the City of Suisun City shall endeavor to coordinate its Capital Improvement Programs with those of utility companies and franchisees with facilities in, on, under or above the public right-of-way. Information about any planned work in the right-of-way shall be shared at the earliest possible time. Utility owners and franchisees are encouraged to coordinate their street excavations so that all work is done simultaneously and the street is not excavated more than once within a twelve-month period.

### **12.03.020 - Definitions**

As used in this chapter:

“Arterial street” means any street that collects collector streets with a typical traffic volume of 7,500 to 15,000 vehicles per day, including but not limited to Cordelia Street, Main Street, Sunset Avenue, Railroad Avenue, and Walters Road.

“Asphalt Concrete” or “AC” means blend of aggregate and asphalt binder meeting the specifications set forth in the City of Suisun City Standard Specifications and the Caltrans Standard Specifications Section 39, “Asphalt Concrete.”

“Chip Seal” (same as the definition of “Preventative Maintenance Seal”).

“City” means the City of Suisun City, a municipal corporation duly organized and validly existing under the laws of the State of California, and all departments, divisions, and offices thereof.

“Collector street” means any street that collects local streets and feeds into arterial streets with a typical traffic volume of 2,000 to 7,500 vehicles per day, including but not limited to Civic Center Boulevard, Driftwood Drive, Emperor Drive, Lawler Ranch Parkway Lotz Way, Marina Boulevard, and Pintail Drive.

“Encroachment” means constructing or placing temporary or permanent structures, improvements, facilities or materials in, on, over, or under any public right-of-way or using any right-of-way so as to prevent, obstruct, or interfere with the normal use of that way, including but not limited to the performance of any of the following acts:

1. Excavating or disturbing the public right-of-way;

2. Erecting or maintaining any post, sign, pole, fence, guard rail, wall, pipe, conduit, cable, wire, communication service equipment, or other facility or structure on, over, or under a public right-of-way;
3. Planting any tree, shrub, grass, or other growing thing within the public right-of-way;
4. Placing or leaving on the public right-of-way any rubbish, brush, earth, or material;
5. Constructing, placing, or maintaining on, over, under, or within a public right-of-way any pathway, sidewalk, driveway, or other surfacing; any culvert or other surface drainage or subsurface drainage facility; or any pipe, conduit, wire, communication service equipment or facility, or cable; and
6. Constructing, placing, planting, or maintaining any structure, embankment, excavation, tree, or other object adjacent to the public right-of-way which causes or may cause an encroachment.

“Engineer” means the City Engineer or his or her designee.

“Excavation” means any trench cuts within the public street or public right-of-way, in excess of four (4) square feet or four (4) feet long, whichever is smaller, in order to access or install a utility line or any related facility or perform work within such public street or right-of-way.

“Excavation permit” means a permit issued pursuant to this chapter.

“Facility” means any fiber optic, coaxial, or copper cable; communication service equipment; telephone, telecommunications, electric or other wire, line or equipment; utility structure; oil, gas, or other pipeline; duct; conduit; cabinet; tunnel; vault; drain; manhole; splice box; surface location marker; pole; subsurface tiebacks; soil nails; stairs; access ramps; subsurface foundations; landscape features, including curbs around planter areas; planter boxes; clocks; bus shelters; phone booths; bike racks; fencing; retaining walls; benches; stockpiles; building materials; and other appurtenances or tangible things located in, upon, above, beneath, or across any public right-of-way.

“Major Defects” means any defects greater than the deficiency tolerances specified in the City of Suisun City, Caltrans, or individual Contract Standard Plans and Details, whichever is more stringent or as directed by the Engineer.

“Micro Surfacing” (same as the definition of “Preventative Maintenance Seal”).

“Owner” means the owner of the facility to be installed in the public right-of-way and includes, but is not limited to, the utility that owns the facility.

“Permittee” means any person, contractor, utility or public agency that has been issued a permit pursuant to this chapter, including any lawful successor, transferee, or assignee of the original permittee. All obligations, responsibilities, and other requirements of the permittee shall be binding on successors in interest of the original permittee.

“Person” means any natural person, firm, joint venture, joint stock company, partnership, association, club, company, corporation, business trust, organization, or the manager, lessee, agent, servant, officer, or employee of any of them or any other entity which is recognized by law as the subject of rights or duties, not including the City of Suisun City, or the City’s officers, employees, or agents.

“Preventative Maintenance Seals” means a mixture of polymer modified asphalt emulsion, mineral aggregate, mineral filler, water, and other additives, properly proportioned, mixed, and spread in accordance with the City of Suisun City and Caltrans Standard Plans Specifications, and Details, whichever is more stringent or as directed by the Engineer and usually less than ½ inch in thickness.

“Prohibition Street” means a public street that has been reconstructed or resurfaced with preventative maintenance seal including but not limited to chip seal, slurry seal coating, or micro paving with less than ½ inch of new pavement within the past three (3) years, or with a street overlay consisting of at least a ½ inch thick layer of asphalt within the past five (5) years.

“Public right-of-way” means the area in, upon, above, beneath, or across any land or interest which by deed, conveyance, agreement, easement, dedication, usage, or process of law is reserved for or dedicated to the use of the general public for travel, and includes any public street, road, highway, freeway, bridge, lane, court, alley, boulevard, sidewalk, median, parkway, or emergency vehicle easement.

“Public street” means the full width of the surfaced or travel portion, including shoulders, of any road, street, path, lane, or alley dedicated to, reserved for, or used by or for the general public when those roads, streets, paths, lanes, and alleys have been accepted as and declared to be part of the City system of public streets.

“Slurry Seal” (same as the definition of “Preventative Maintenance Seal”),

“Street Overlay” means one or more courses of asphalt construction on an existing pavement; usually greater than ½ inch in thickness; generally includes an asphalt leveling course to correct the contour of the old pavement.

“Structure” means any physical alteration or improvement, including but not limited to a building, post, cabinet, fence, vault, sign, pole, guard rail, wall, facility, pedestrian walking path, sidewalk, driveway, track, surfacing, culvert, drainage facility, pipe, embankment, or excavation.

“Utility” means any person or entity providing electricity, gas, telephone, telecommunications, water, sanitary sewer or other services to customers, and which pursuant to state law or local franchise is entitled to install its facilities in the public right-of-way.

“Wearing Surface Defects” mean the defects in the surface of a roadway that is in direct contact with traffic and that resists the resulting abrading, crushing, or other disintegrating action.

### **12.03.030 – City Exemption**

The provisions of this chapter shall not apply to officers or employees of the City acting in the discharge of their official duties.

### **12.03.040 - Prohibition Period**

- A. Newly constructed or resurfaced streets shall be termed "Prohibition Streets" within this section. Permission to excavate in Prohibition Streets will not be granted for five (5) years after the completion of street construction or resurfacing. Utilities shall plan well

enough in advance to determine alternate methods of making necessary repairs to avoid excavating in newly resurfaced streets. Exceptions to the above policy are as follows:

1. Emergencies that endanger life or property.
2. Interruption of essential utility service.
3. Work that is mandated by City, State, or Federal law.
4. Service for buildings where no other reasonable means of providing service exists.
5. Situations in which no alternative course of action exists, as determined by the Engineer in writing setting forth the facts giving rise to the conclusion that no alternative exists.

B. To excavate in a Prohibition Street a waiver must be obtained.

1. To request a waiver, the applicant must submit a written request to the Engineer. The request must include:
  - a. The location of the excavation.
  - b. Description of the work to be performed.
  - c. The reason(s) the work was not performed before the street was paved.
  - d. The reason(s) the work cannot be deferred until after the prohibition period.
  - e. The reason(s) the work cannot be performed at another location.
  - f. The reason(s) it is justified to excavate the Prohibition Street.
2. Before issuing a waiver, the Engineer will verify that the applicant has analyzed all feasible alternatives to make the necessary repairs using a trenchless method in Prohibition Streets to avoid excavating a newly resurfaced street whenever possible.

C. Any excavation in a Prohibition Street must be repaired with full lane width paving as follows:

1. Overlaid or reconstructed streets: All lanes that are affected shall be ground down 2 inches and repaved with 2 inches of asphalt concrete, or resurfaced pursuant to section 12.03.070.
2. Preventative Maintenance seals including but not limited to slurry sealed, chip sealed, or micro-surfaced streets: All lanes that are affected shall be resurfaced pursuant to section 12.03.070.
3. A minimum of one (1) foot on either side of the trench shall be resurfaced if the excavation is a lateral cut. For longitudinal trenches, the entire length plus one (1) foot on either end shall be resurfaced.
4. Exception: Full lane width restoration shall not be required if the work is being performed on behalf of a low-income household in order to bring an owner-occupied single family residence into compliance with sanitary sewer regulations at any time

other than as part of the sale of the residence. Low-income is defined as 80% of area median family income. The purpose of this exception is to prevent hardship to property owners of limited means and it shall be interpreted and applied solely to achieve that purpose.

#### **12.03.050 – Excavation Permit**

- A. No person shall perform any excavation within the City of Suisun City public right-of-way without having obtained an excavation permit and any other required permits, including encroachment permits required for work within the public right-of-way.
- B. An excavation permit may be obtained from the City of Suisun City Public Works Department at the Engineering Division office. Applications shall be submitted by the contractor performing the work on a form provided by the City and shall include the following:
  - 1. The permit administration fee, which represents the value of staff time for processing the permit application and is non-refundable, which fee shall be adopted, as part of the Master Fee Schedule, by the City Council.
  - 2. An excavation permit fee, which represents the value of staff time for monitoring and inspection and is refundable if the permit is denied, which fee shall be adopted, as part of the Master Fee Schedule, by the City Council. For projects lasting more than 15 working days, the permittee shall also be required to deposit an amount as set forth in the Master Fee Schedule to cover additional actual costs of staff time associated with monitoring and inspection.
  - 3. The authorization and signature of the owner of affected structures or facilities, if different from the contractor.
  - 4. The payment of any past due fees owed and corrections to any outstanding violations by the applicant.
  - 5. A warranty bond as follows:
    - a. Deposit amount equal to the calculation of the excavation area multiplied by the unit price for pavement restoration and adjusted by quantity and for the Suisun City region per the latest California Department of Transportation cost database plus 25% for administration as a warranty bond.
    - b. The deposit amount shall be reimbursed to the contractor one (1) year after acceptance of the work if the work has not developed any wearing surface or major defects.
    - c. Companies working under a franchise agreement that includes a bond are not required to post the warranty bond unless/until they have been issued a notice or citation for a violation by the City of Suisun City standards or permit requirements.
  - 6. Current evidence of insurance and contractor's license as required on the Encroachment Permit application.

7. 24-hour phone number where the permittee can be reached in any emergency.
8. The name, telephone number, and mailing address (fax number, cell phone, and e-mail address if available) of the person who will receive all office correspondence from the City of Suisun City.
9. All applications shall include plans indicating the following:
  - a. Name of the street to be excavated and the nearest cross street.
  - b. Distance of proposed excavation from the face of curb.
  - c. Distance of proposed excavation from the nearest intersection.
  - d. The size of the excavation (length and width).
  - e. The location of any above ground facilities to be installed, showing:
    - i. Distance from curb and any street facilities/furnishings.
    - ii. Purpose of the facility.
    - iii. Size of the facility.
    - iv. Location of doors and door swings.
  - f. The location of any existing underground facilities and the location of underground facilities to be installed showing:
    - i. Conduit vaults, maintenance holes, pipes, and other appurtenances.
    - ii. Structural detail and additional information for structures to be installed.
    - iii. The construction method of the facility to be installed.
    - iv. Construction detail, location, size, design criteria and the purpose of the facility to be installed.
  - g. Cross section of a typical trench indicating:
    - i. The approximate depth of the facility to be installed.
    - ii. Trench backfill depth, compaction and layer depths.
    - iii. Pavement section detail (type and depths).
  - h. Plans, structural details, and trench cross sections must be signed and stamped by a licensed Civil Engineer, when legally required.
    - i. The plans may show the approximate location of the excavation provided that on an “as-built” plan, the exact location of the excavation is shown. The “as-built” plan shall be submitted prior to the permit being finalized.
10. A traffic control plan according to the latest version of the California Manual on Uniform Traffic Control Devices (MUTCD).

11. Evidence of an inquiry identification number issued by a regional notification center (Underground Service Alert, USA) pursuant to Section 4216, California Government Code.
- C. When the Engineer finds that the requested permit is in accordance with the requirements of this chapter, the Engineer shall issue an excavation permit, attaching such conditions as the Engineer may deem necessary for the health, safety and welfare of the public. If the Engineer, in his or her discretion, finds the requested permit is in conflict with the provisions of this chapter or may adversely affect the public health, safety or welfare, the Engineer shall deny the permit, giving in writing the reasons for such denial. No permit shall be valid unless signed by the Engineer.
- D. Permit duration shall be indicated on the excavation permit as follows:
1. All permits shall include estimated start and completion dates. A permit is valid from the construction start date specified on the approved permit until the specified completion date.
  2. Excavation permits are not valid if other required permits are not obtained or required notifications are not given.
  3. Some permits may be valid on specific dates. They may be approved with special conditions specifying dates:
    - a. When work shall be done;
    - b. When work shall be completed; or
    - c. Before which work shall not start.
  4. Permits expire and become void, unless otherwise amended:
    - a. Sixty (60) days after the start date, if no work has begun.
    - b. If the work is not diligently proceeding and there are delays of more than four (4) working days after the work has started, unless the delays are caused by weather or other circumstances beyond the permittee's control.
    - c. When the excavation, including the trench restoration, is completed and accepted by the City or on the date specified on the permit as the expiration date.
  5. The work is determined to be proceeding diligently if:
    - a. After a project begins, work continues on a regular basis, except for weekends, holidays, inclement weather, labor disputes, or any emergency beyond the control of the permittee.
    - b. The permittee ensures that all necessary materials and supplies are on hand and ready for use so as not to delay the excavation and the prompt restoration of the public right-of-way.
- E. If a permittee damages other facilities during excavation work, the permittee will need an additional excavation permit if additional excavation and trenches are needed to repair the damaged facility. The original permittee shall maintain the site and restore the pavement and any affected signage or striping.

- F. Except in an emergency, excavation permits shall be obtained in advance of excavation work. An emergency is considered to exist only when life or property is endangered or when an essential utility service is or may be interrupted during weekends, holidays, or between 5:00 PM and 8:00 AM of normal working days. In the event of an emergency, the permittee shall notify the City of Suisun City and apply for an excavation permit for “emergency work” within four (4) hours after the City of Suisun City’s office opens.
- G. A valid permit may be extended by requesting an extension prior to the expiration date and specifying the dates that need to be changed and explaining the reason for the extension. The Engineer reserves the right to deny a request for extension.
- H. If an application has been withdrawn or an approved permit is cancelled prior to the start of work, the applicant or permittee may request a refund of the bond funds; all other permit fees are non-refundable. To request a refund, the applicant or permittee must submit a written request to the Engineer that shall include the permit number and the reason for cancellation or withdrawal.

#### **12.03.060 – Excavation Requirements and Conditions**

An excavation permit granted pursuant to this chapter shall be subject to the provisions of this chapter, the following requirements and conditions and any other conditions imposed on the excavation permit pursuant to section 12.03.050 above, except for exemptions approved by the Engineer that are required to complete emergency work:

- A. The permittee and the owner of the facility(ies) for which the permit has been issued, if applicable, agree:
  - 1. To follow all laws, rules, regulations, and permit conditions.
  - 2. To assure that their employees, contractors, and subcontractors comply with all laws, rules, regulations, and permit conditions.
  - 3. To indemnify the City of Suisun City against any and all claims for personal injury or property damage that may arise in connection with the work and name the City of Suisun City as an additional insured under all required insurance policies.
  - 4. To reimburse the City's actual costs of permit monitoring, inspection and close-out as defined in the latest adopted City Master Fee Schedule.
- B. The excavation permit shall be made available during work periods at the excavation site, until the project is completed and approved by the Engineer. The permit shall be shown to the City of Suisun City employees upon request.
- C. The permittee shall provide public notifications when excavating in the public right-of-way as follows:
  - 1. For projects lasting longer than 48 hours but less than 15 working days, the permittee shall provide 11”x17” posters with one (1) inch minimum letters at the beginning and end of the project and every 300 feet between the beginning and the end of the project, which must contain:
    - a. The names, address, and telephone number of the owner and the permittee.

- b. The start and completion dates of the project.
- 2. For projects lasting 15 working days or longer, the permittee shall:
  - a. After the permit has been issued and at least five but no more than 30 calendar days before the anticipated start date of work, mail or deliver written notice to:
    - i. Residents and occupants along the affected street.
    - ii. Schools, churches, and other assembly uses within 300 feet of the affected street.
    - iii. The City of Suisun City Public Works Department.
    - iv. The City of Suisun City Police and Fire Departments.
  - b. At least five calendar days but not more than 15 calendar days prior to starting work, post and maintain 11"x17" notices in accordance with section 12.03.060(C)(1) above. The notices must contain:
    - i. The name, address, and telephone number of the owner and the permittee.
    - ii. A description of the project.
    - iii. The start and completion dates of the project.
    - iv. The name, address and 24-hour telephone number of a contact person.
- D. A pre-construction meeting shall be held for all projects that are scheduled to take longer than 15 working days to complete. The owner, contractor, any other agency that is involved and the City of Suisun City shall attend this meeting. The traffic control plan shall be approved prior to the preconstruction meeting.
- E. Pavement shall be cut to a straight, neat, vertical line prior to or after excavation.
- F. Permittees shall pay close attention to the location and alignment of all USA markings while performing their work. USA Codes are:

Electric	Red
Gas-Oil	Yellow
Communication-CATV	Orange
Water	Blue
Sewer	Green
Temp. Survey Markings	Pink
Proposed Excavation	White
- G. No disruption of traffic is allowed on arterial streets after 3:30 PM and before 9:00 AM and all other streets after 4:00 PM and before 8:00 AM unless specifically approved for these hours.
- H. All excavated material shall be removed from the job site within twenty-four (24) hours.
- I. Every trench must be backfilled or covered by trench plates the same day. Backfill requirements are as follows:

1. The City has the right to direct permittee to perform Quality Assurance on trench backfill and compaction to assure the City that the utility repair will not adversely affect the City's streets.
2. Trenches shall be backfilled with Class 2 Aggregate Base as specified in the Caltrans Standard Specifications Section 26, "Aggregate Base" or suitable material as required by the City of Suisun City's Standard Plans and Specifications. Compaction of backfill shall be in accordance with the City of Suisun City Standards and Specifications.
3. When undermining occurs, existing pavement must be removed as required to compact the backfill and then restored.
4. Compaction tests if required under the Engineer's discretion, shall be certified by an independent laboratory and submitted to the Engineer, who may require the contractor to recompact and retest until the test results show that proper compaction is being achieved.

#### **12.03.070 - Paving**

- A. All trenches must be paved in accordance with the City of Suisun City Standard Plans and Specifications. After the trench has been backfilled, and immediately prior to placing asphalt concrete, the existing asphalt concrete shall be saw cut, or milled according to City of Suisun City Standards, to a vertical face. The cut shall be a "T-Cut" according to City of Suisun City Standards, and the new asphalt concrete paving shall be butt joined to the existing asphalt concrete vertical face. No feathering of new paving to existing paving is allowed. The vertical faces shall be tack coated.
- B. In Prohibition Streets, placement of the final two (2) inches of asphalt concrete wearing surface shall be done by a paving machine or spreader box. Asphalt concrete shall be delivered and compacted in accordance with the City of Suisun City Standard Plans and Specifications, whichever is more stringent or as directed by the Engineer. To allow for proper placement of the new pavement section, damaged pavement outside of the original trench cut lines shall be removed by cutting in lines perpendicular to or parallel to the original trench lines. No diagonal cuts are to be made. Undamaged pavement of three (3) feet or less between two damaged areas shall also be removed.
- C. For trenches in recently paved Prohibition Streets, the entire lane shall be key-cut two (2) inches deep, and repaved with asphalt concrete unless the Engineer gives written authorization to resurface with a polymer modified preventative maintenance seal instead. Authorization from the Engineer to use preventative maintenance seal instead of asphalt concrete shall set forth the reasons for the authorization.
- D. For trenches in recently preventative maintenance sealed Prohibition Streets, the entire lane shall be resurfaced with polymer modified preventative maintenance seal as determined by the Engineer.
- E. Trenches in concrete streets shall be repaved with concrete. The thickness of the new pavement shall be equal to the thickness of the existing pavement with the minimum thickness to be six (6) inches in the roadway.

- F. Trenches in arterial and collector streets shall be paved with not less than six (6) inches asphalt concrete or match the existing pavement thickness (whichever is greater) or at the discretion of the Engineer on a case-by-case basis.
- G. Pavement shall be restored within two (2) working days (arterial streets), ten (10) working days (collector streets), and twenty (20) working days (other streets) from the time the entire trench is backfilled, unless delay is excused due to circumstances beyond the contractor's control, such as inclement weather. Depending on the circumstances, the Engineer may allow for temporary repairs within 2 working days with hot mix or modified polymer cold patch so that trench plates can be removed with final repairs to be determined on a case-by-case situation.
- H. Asphalt pavement shall be compacted to obtain a minimum of ninety-five percent (95%) and shall have no irregularity greater than five-sixteenths of an inch (5/16") in ten feet (10') in any direction.
- I. On all public streets, steel plates shall be used to facilitate traffic flow and to protect the excavation until finish pavement is restored. Steel plates used to bridge a street opening shall be ramped to the elevation on the adjacent pavement and secured against movement in any direction. Temporary ramps shall be constructed of asphalt and shall have a gradual 30:1 slope or flatter using asphalt cutback.
- J. All painted USA markings shall be removed by the permittee after the work has been completed.
- K. All damaged pavement markings and striping shall be replaced and restored by the permittee.
- L. A permittee that performs three or more street cuts in one block within a three-year period shall grind and overlay the street for the entire length of the block. The Engineer may waive or modify this requirement depending upon the length of the block, the location of the street cuts and the condition of the street. "Street cut" means the cutting of pavement in the public right-of-way, including the associated excavations.

#### **12.03.080 – Defects, Repair and Completion of Work**

- A. Depressed trench pavement shall be repaired as follows:
  - 1. Wearing Surface Defects – remove and restore wearing surface.
  - 2. Major Defects – excavate, remove and restore surface and base. The permit inspector will determine the severity of the defect.
- B. Work not in compliance with the above requirements shall be rejected, removed, and redone by the permittee to the satisfaction of the Engineer.
- C. The owner of the facility/utility is responsible for any roadway defects caused by the facility/utility's work in the area over and adjacent to the trench appearing after the permittee restores the trench. The owner is responsible for maintenance, repair or reconstruction of the excavation site's affected area related to such defects until the City of Suisun City reconstructs, repaves, or resurfaces the street.

- D. If there is a trench-related failure after the City of Suisun City reconstructs, repaves, or resurfaces the street, the owner of the facility/utility company is responsible for its repair if the failure occurs within one (1) year of a trench repair.
- E. When the City of Suisun City determines that an excavation or a defect is hazardous or constitutes a public nuisance or other imminent threat to public health, safety, or welfare, the Engineer may order the responsible party to remedy the condition immediately. If the responsible party refuses or fails to make the needed repairs immediately, the City of Suisun City will make the repairs and the responsible party will be charged all the actual costs including administration, construction, consultant fees, equipment, inspection, notification, and remediation made necessary by the action or inaction of the permittee. The repair or restoration by the City of Suisun City does not relieve the responsible party from liability for future pavement failures. If the responsible party fails or refuses to pay the restoration cost, the City may use any legal means to recover the costs, including but not limited to property liens and/or court action.

### **12.03.090 Violations – Revocation and Other Penalties**

Any violation of this chapter may be enforced by any remedy available to the City under this Code or under state law. Enforcement measures also include but are not limited to the following:

- A. Permit Violation. In the event of a permit violation, the Engineer shall require that the violation be corrected prior to accepting the work or releasing the warranty bond. The permittee shall also be required to reimburse the City's actual costs, including staff time for inspection and monitoring, associated with ensuring the corrections are made. The Engineer shall require an applicant for an excavation permit to correct any outstanding violations and pay all outstanding fees and reimbursements prior to processing a new permit application.
- B. Suspension. Whenever the Engineer finds that a suspension of an excavation permit is necessary to protect the public health or safety from imminent danger, the Engineer may immediately suspend any such permit pending a hearing for remedial action or revocation. The Engineer shall, within three (3) working days of the emergency suspension, give a written notice of such suspension to the permittee, by personal service or by first class mail, postage prepaid, to the last known address of the permittee. The permittee may, within fifteen (15) days after service of such a written notice of suspension, file with the City Manager a request for hearing regarding the suspension. The City Manager or his or her designee shall schedule a hearing on the suspension within five (5) working days of receipt of a request for hearing. If the City Manager or his or her designee, after the hearing, finds that the public health or safety requires correction or alteration of any condition caused by, or existing on the site of the encroachment, he or she shall issue one or more of the following:
  - 1. An order to correct any particular noncompliance.
  - 2. An order to set a hearing on revocation of the permit as set forth below.
  - 3. A continued suspension of the permit, until such time as the dangerous condition is corrected.

4. A modification or reinstatement of the permit, with conditions as necessary to prevent harm to the public.
  5. The City Manager or his or her designee shall, within ten (10) days of the hearing, render a written opinion, stating the findings upon which the decision is based, and the action taken. The decision of the City Manager or his or her designee shall be final.
- C. Revocation. The Engineer may recommend that the City Manager revoke a permit where he or she finds that:
1. The permittee has violated any provision of this Code or conditions of the permit; or
  2. The permittee has failed to pay any required fees, or to post or maintain any bond or insurance required by this chapter; or
  3. The excavation for which the permit was granted adversely affects the safety, capacity, or integrity of the public right-of-way or increases the City's liability exposure; or
  4. The excavation is causing the City to incur substantial additional maintenance costs; or
  5. Material misrepresentations, omissions, or inaccuracies were made in the application for the permit.

The Engineer shall give the permittee at least ten (10) days' written notice of a hearing before the City Manager or his or her designee on the proposed revocation of a permit issued pursuant to this chapter, setting forth the grounds for such action. If, after reviewing all evidence presented before, the City Manager or his or her designee makes any one of the five findings set forth above, he or she may revoke the permit. The City Manager or his or her designee shall, within ten (10) days after the close of the hearing, render a written opinion, stating the findings upon which the decision is based, and the action taken. The decision of the City Manager or his or her designee may be appealed to the City Council if required by law. The revocation hearing before the City Council shall take place in the same manner as the hearing before the City Manager.

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**CITY OF SUISUN CITY**  
Prohibition Streets under 5-Year Street Cut Moratorium  
Updated May 20, 2021

Street	Limits (From)	Limits (To)	Treatment	Council Acceptance Date	Moratorium Expires
Birchwood Ct	All		Slurry Seal	09/18/2018	09/18/2023
Bottlebrush Ct	All		Slurry Seal	09/18/2018	09/18/2023
Brookside Ct	All		Slurry Seal	09/18/2018	09/18/2023
Camellia Ct	All		Slurry Seal	09/18/2018	09/18/2023
Canary Ct	All		Cape Seal	09/18/2018	09/18/2023
Civic Center Blvd	Lotz Way	Driftwood Dr	Grind and Overlay	12/15/2020	12/15/2025
Crested Dr	Pintail Dr	Whooper Wy	Cape Seal	09/18/2018	09/18/2023
Dawn Rose Ct	All		Slurry Seal	09/18/2018	09/18/2023
Dawn Rose Wy	All		Slurry Seal	09/18/2018	09/18/2023
Driftwood Ct	All		Slurry Seal	09/18/2018	09/18/2023
Flagstone Cir	All		Slurry Seal	09/18/2018	09/18/2023
Fort Irwin Wy	All		New Street	03/16/2018	03/16/2023
Fort Ross Wy	All		New Street	03/16/2018	03/16/2023
Hacienda Ln	All		Cape Seal	09/18/2018	09/18/2023
Heron Dr	North half		Cape Seal	09/18/2018	09/18/2023
Hibiscus Ln	All		Slurry Seal	09/18/2018	09/18/2023
Hillborn Ct	All		Slurry Seal	09/18/2018	09/18/2023
Jeanne Ct	All		Cape Seal	09/18/2018	09/18/2023
Keyes Ct	All		Slurry Seal	09/18/2018	09/18/2023
Kinsmill Ct	All		Slurry Seal	09/18/2018	09/18/2023
Lemonwod Wy	All		Cape Seal	09/18/2018	09/18/2023
Limewood Dr	All		Slurry Seal	09/18/2018	09/18/2023
Marston Ct	All		Slurry Seal	09/18/2018	09/18/2023
McCoy Creek Ct	All		Slurry Seal	09/18/2018	09/18/2023
McNabe Ct	All		Slurry Seal	09/18/2018	09/18/2023
Michael Ct	All		Cape Seal	09/18/2018	09/18/2023
Nellis Dr	All		New Street	03/16/2018	03/16/2023
Olive Ave	All		Grind and Overlay	01/14/2020	01/14/2025
Peytonia Ct	All		Slurry Seal	09/18/2018	09/18/2023
Ricky Ct	All		Cape Seal	09/18/2018	09/18/2023
Spence Ct	All		Slurry Seal	09/18/2018	09/18/2023
Steller Wy	All		Cape Seal	09/18/2018	09/18/2023
Stoneman Dr	All		New Street	03/16/2018	03/16/2023
Swallow Ct	All		Cape Seal	09/18/2018	09/18/2023
Westwind Ct	All		Cape Seal	09/18/2018	09/18/2023
Westwind Wy	All		Cape Seal	09/18/2018	09/18/2023
Whipporwill Wy	All		Cape Seal	09/18/2018	09/18/2023
Whitby Wy (South Side)	All		Grind and Overlay	01/14/2020	01/14/2025
Whitby Wy (North Side)	All		Slurry Seal	01/14/2020	01/14/2025
Yuba Ct	All		Cape Seal	09/18/2018	09/18/2023

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**CITY OF SUISUN CITY**  
Streets Planned for Future Pavement Treatment  
Updated May 20, 2021

Street	Limits (From)	Limits (To)	Treatment	Construction Date	Status
Anderson Drive	McCoy Creek Canal	Lawler Ranch Pkwy	Crack Seal and Slurry Seal	Summer 2023	
Breakwater Circle	All		Crack Seal and Slurry Seal	Summer 2023	
Capistrano Drive	All		Crack Seal and Slurry Seal	Summer 2023	
Catalina Circle	All		Crack Seal and Slurry Seal	Summer 2023	
Catamaran Way	All		Crack Seal and Slurry Seal	Summer 2023	
Hoyt Court	All		Crack Seal and Slurry Seal	Summer 2023	
Floyd Court	All		Crack Seal and Slurry Seal	Summer 2023	
Lawler Ranch Parkway	Mayfield Way	Highway 12 E. End	Crack Seal and Slurry Seal	Summer 2023	
Main Street	Train Depot Dwy	Cordelia Rd	Crack Seal and Slurry Seal	Summer 2022	In design
New Railroad Ave (Eastbound)	Birchwood Ct	Sunset Ave	Grind and Overlay	Summer 2021	In design
Village Drive	All		Asphalt Rubber Cape Seal	Summer 2021	In design
Whispering Bay Lane	Josiah Circle	Francisco Drive	Asphalt Rubber Cape Seal	Summer 2021	In design

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## AGENDA TRANSMITTAL

**MEETING DATE:** June 22, 2021

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**CITY AGENDA ITEM:** Council Adoption of Resolution No. 2021-\_\_\_: Expressing Support for Actions to Further Strengthen Local Democracy, Authority, and Control as Related to Local Zoning and Housing Issues.

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**FISCAL IMPACT:** None

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**STRATEGIC PLAN IMPACT:** Provide Good Governance.

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**BACKGROUND:** The League of California Cities opposes Senate Bill 9 unless amended, which would require a local government to ministerially approve a housing development containing two residential units in single-family residential zones:

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**STAFF REPORT:** The League of California Cities has voiced concerns regarding Senate Bill 9. This bill would require cities to:

- Ministerially approve a housing development containing two residential units in single-family residential zones regardless of locally adopted and state certified housing plans.
- Allow a developer to convert an existing single-family home into a duplex and then add an accessory dwelling unit (ADU) and a junior accessory dwelling unit (JADU) to the same parcel, resulting in a total of four units.
- Ministerially approve a single-family lot split, creating two lots, and allowing the construction of one single-family home, one ADU, and one JADU on each lot for a total of six units on a parcel originally zoned for one single-family home. Efforts to preserve that local control have been ongoing and led by the California League of Cities (now “CalCities”) and by groups such as “California Cities for Local Control” (<https://localcontrolca.com/>).

The League is asking for cities to express their support for the League position to oppose SB 9 unless amended. The attached resolution is similar to those being adopted by many cities expressing support for these efforts to preserve local control.

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**STAFF RECOMMENDATION:** It is recommended that the City Council Adopt Resolution No. 2021-\_\_\_: Expressing Support for Actions to Further Strengthen Local Democracy, Authority, and Control as Related to Local Zoning and Housing Issues

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**ATTACHMENTS:**

1. Resolution No. 2021-\_\_\_: Expressing Support for Actions to Further Strengthen Local Democracy, Authority, and Control as Related to Local Zoning and Housing Issues.

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**PREPARED / APPROVED BY:**

Greg Folsom, City Manager

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**RESOLUTION NO. 2021-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN  
CITY EXPRESSING SUPPORT FOR ACTIONS TO FURTHER  
STRENGTHEN LOCAL DEMOCRACY, AUTHORITY, AND CONTROL AS  
RELATED TO LOCAL ZONING AND HOUSING ISSUES**

**WHEREAS**, the legislature of the State of California each year proposes, passes, and has signed into law a number of bills addressing a range of housing issues; and

**WHEREAS**, the legislature of the State of California often does not allow sufficient time between each legislative cycle to determine if the legislation is successful in bringing about the change for the State of California's housing issues; and

**WHEREAS**, the majority of these bills threaten the authority of local jurisdictions to determine for themselves the land use policies and practices that best suit each city and its residents and instead impose mandates that do not take into account the unique needs and differences of jurisdictions throughout the State of California; and

**WHEREAS**, the ability of local jurisdictions to determine for themselves which projects require review beyond a ministerial approval; what parking requirements are appropriate for various neighborhoods within their jurisdiction; what plans and programs are suitable and practical for each community rather than having these decisions imposed upon cities without regard to the circumstances of each individual city; and what zoning should be allowed for residential properties is a matter of great import to the City of Suisun City among other items related to local zoning and housing issues; and

**WHEREAS**, the City Council of the City of Suisun City feels strongly that our local government is best able to assess the needs of our community and objects to the proliferation of State legislation that deprives us of that ability.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Suisun City that the City Council does hereby declare:

1. The City of Suisun City is opposed to the current practice of the legislature of the State of California of continually proposing and passing multitudes of bills that directly impact and interfere with the ability of cities to control their own destiny through use of the zoning authority that has been granted to cities.
2. The City of Suisun City supports protecting the ability of cities to retain local control over zoning as each individual city within the State of California is best suited to determine how the zoning in their city should be allocated in order to meet the housing needs of the community.

**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of  
Suisun City held on Tuesday the 22<sup>nd</sup> day of June 2021 by the following vote:

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

**WITNESS** my hand and the seal of said City this 22<sup>nd</sup> day of June 2021.

\_\_\_\_\_  
Anita Skinner  
City Clerk

## AGENDA TRANSMITTAL

**MEETING DATE:** June 22, 2021

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**JOINT AGENDA ITEM:** Accept the Investment Report for the Quarter Ending March 31, 2021.

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**FISCAL IMPACT:** No fiscal impact; informational only.

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**STRATEGIC PLAN IMPACT:** Ensure Fiscal Solvency; Provide Good Governance.

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

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**STAFF REPORT:** The total cash and investments (par amount) equaled to \$36,969,557 for the period ending March 31, 2021. In summary, the investment portfolio consists of the following governmental funds:

Suisun-Solano 2019 Series Bond Proceeds	\$ 5,209,092
Energy Conservation Project-ENGIE	\$ 381,389
Debt Service Reserves	\$ 2,385,222
General Fund	\$ 5,339,261
Trust/Fiduciary Funds	\$ 8,386,945
All Other Funds	\$ 15,267,648
Total	\$ 36,969,557

In terms of return on our investment managed by PFM Asset Management LLC, the current yield to maturity at cost is 1.27% with an average life of 836 days. The average Local Agency Investment Fund return for the current quarter is 0.41%.

According to PFM's Quarterly Performance Report, the first quarter strategy encompassed the following:

- The federal agency sector offered record-low yield spreads, especially on maturities inside of five years, and new issue supply was very light. The combination of light issuance and historically tight spreads led to limited opportunities in the agency sector. The U.S. Treasury sector offered more opportunities in the government space during the quarter.
- MBS (Mortgage-Backed Security) performance was mixed for the quarter. Lower coupon pass-throughs performed poorly as prepayments slowed and durations extended. Higher coupon MBS generated strong positive excess returns after generally poor performance in 2020. The commercial MBS (CMBS) sector continued its strong and consistent positive performance.
- Commercial paper spreads stabilized, with some widening in the latter half of the quarter due to increased issuance. As a result, better opportunities became available to pick up incremental yield over short-term Treasuries and agencies.

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

Elizabeth N. Luna, Accounting Services Manager  
 Lakhwinder Deol, Finance Director  
 Greg Folsom, City Manager

The vaccine rollout, accommodative monetary policy, and the new \$1.9 trillion of fiscal stimulus all point to continued improvement in U.S. economic fundamentals. GDP projections for 2021 have been revised up several times, with current forecasts pointing to growth of 6% or more this year. That optimism, however, has also translated into increased inflation expectations, particularly in the near term, which is likely to continue to put upward pressure on longer term rates.

PFM's outlook for major investment-grade sectors includes the following:

- Treasuries: Fed policy anchors short-term yields near zero and longer-term rates have risen; we will continue to add to longer maturities to capture higher yields where we see value. Current allocations also provide opportunities to move into other sectors should spreads widen.
- Agencies: There is limited room for further spread tightening from current levels. With spreads likely to remain near zero over the coming quarter, the sector offers very little pickup compared to Treasuries.
- Agency MBS: The Fed continues "to support the smooth functioning" of the MBS market through its ongoing agency MBS purchase program. While prepayments have remained elevated, the coming quarters should commence a meaningful slowing trend. We will look to maintain MBS portfolio allocations as spreads continue to sit at historically narrow levels while continuing to avoid the low coupon structures most susceptible to duration extension.

As can be seen in the Pie Chart on the last page of the attached Investment Report, nearly 80% of the cash (other than cash in checking accounts) is invested in federally insured CD's, US Treasuries or Agency Notes, LAIF, all of which generate higher yields.

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**RECOMMENDATION:** It is recommended that the Council/Authority accept the Quarter Ending March 31, 2021 Financial Officer's Investment Report.

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#### **ATTACHMENTS:**

1. Financial Officer's Investment Report, for the Quarter Ending March 31, 2021.

City of Suisun City,  
Successor Agency, Housing Authority and Suisun-Solano Water Authority  
FINANCIAL OFFICER'S INVESTMENT REPORT

March 31, 2021

Category of Investment	Name of Institution	Maturity Date	Par Amount	Market Value*	Amortized Cost	Curr Yield At Market	Est Annual Income
Checking Account	West America Bank	Demand Deposit	\$ 7,211,816	\$ 7,211,816	\$ 7,211,816	0.000%	-
State Investment-CITY	LAIF*	Demand Deposit	\$ 4,484,645	\$ 4,490,339	\$ 4,484,645	0.540%	24,217
Total Cash Equivalents			\$ 11,696,461	\$ 11,702,156	\$ 11,696,461	0.207%	\$ 24,217
2019 SSWA Bond Proceeds	US Bank	8AMMF07Z8	\$ 5,209,092	\$ 5,209,092	\$ 5,209,092	1.610%	83,882
Lease Equipment Purchase Proceeds-Engie	Sterling National Bank	Money Market	\$ 381,389	\$ 381,389	\$ 381,389	0.535%	2,040
Total Bond/Loan Proceeds			\$ 5,590,481	\$ 5,590,481	\$ 5,590,481	1.537%	\$ 85,922
First American Government	31846V203	cash	\$ 29,257	\$ 29,257	\$ 29,257	0.007%	2
Sumitono Mitsui Trust NY Commercial Paper	86563GS52	5/5/2021	\$ 250,000	\$ 249,963	\$ 249,937	0.270%	675
MUFG BANK LTD/NY COMM PAPER	62479LV05	8/24/2021	\$ 400,000	\$ 399,729	\$ 399,774	0.140%	560
Total Commercial Paper			\$ 679,257	\$ 678,948	\$ 678,969	0.182%	\$ 1,237
Federal Agency Collateralized Mortgage Obliga FNA #3136B1XP4		09/01/21	\$ 19,224	\$ 19,224	\$ 19,272	3.558%	684
Federal Agency Collateralized Mortgage Obliga FHLMC #3137BHX Y8		01/01/22	\$ 207,798	\$ 210,538	\$ 208,172	2.755%	5,800
Federal Agency Collateralized Mortgage Obliga FHLMC #3137BM6P6		08/01/22	\$ 159,078	\$ 163,344	\$ 159,497	3.010%	4,916
Federal Agency Collateralized Mortgage Obliga FNMA #3136AEGQ4		12/01/22	\$ 64,684	\$ 65,806	\$ 65,122	2.241%	1,475
Federal Agency Collateralized Mortgage Obliga FHLMC #3137B4GX8		02/01/23	\$ 36,370	\$ 37,210	\$ 36,405	2.948%	1,097
Federal Agency Collateralized Mortgage Obliga FNA #3137B5JL8		02/01/23	\$ 40,234	\$ 40,979	\$ 40,152	2.621%	1,074
Federal Agency Collateralized Mortgage Obliga FNA #3137FKK39		07/01/23	\$ 14,323	\$ 14,629	\$ 14,323	3.138%	459
Federal Agency Collateralized Mortgage Obliga FNA #3137BTYU25		11/1/2023	\$ 90,000	\$ 94,993	\$ 95,727	2.901%	2,756
Federal Agency Collateralized Mortgage Obliga FHMS #3137BGK24		12/01/24	\$ 390,000	\$ 419,527	\$ 405,120	2.847%	11,942
Federal Agency Collateralized Mortgage Obliga FHMS #3137FUZN7		01/25/25	\$ 142,020	\$ 139,543	\$ 142,017	0.535%	747
Federal Agency Collateralized Mortgage Obliga FHMS #3137F72U8		06/25/25	\$ 64,405	\$ 62,799	\$ 64,405	0.529%	332
Total Federal Agency Collateralized Mortgage Obl.			\$ 1,228,137	\$ 1,268,591	\$ 1,250,211	2.466%	\$ 31,282
Federal Agency/Bond Note	FHL #313378CR0	03/11/22	\$ 245,000	\$ 249,980	\$ 249,129	2.205%	5,513
Federal Agency/Bond Note	FFCBN #3133EL YR9	05/06/22	\$ 220,000	\$ 220,322	\$ 219,847	0.250%	550
Federal Agency/Bond Note	FHLBN #3130AJPU7	06/03/22	\$ 160,000	\$ 160,232	\$ 159,987	0.250%	400
Federal Agency/Bond Note	FMN #3134GVJ66	06/08/22	\$ 100,000	\$ 100,147	\$ 99,972	0.250%	250
Federal Agency/Bond Note	FHLBN #3130A5P45	06/10/22	\$ 365,000	\$ 374,770	\$ 367,329	2.313%	8,669
Federal Agency/Bond Note	FMN #3137EAE T2	07/25/22	\$ 100,000	\$ 99,998	\$ 99,852	0.125%	125
Federal Agency/Bond Note	FFC #3133EMPH9	02/03/23	\$ 190,000	\$ 189,821	\$ 189,902	0.125%	238
Federal Agency/Bond Note	FHL #3130AJE3	02/17/23	\$ 170,000	\$ 173,818	\$ 169,803	1.345%	2,338
Federal Agency/Bond Note	FMN #3137EAEQ8	04/20/23	\$ 170,000	\$ 170,657	\$ 169,709	0.374%	638
Federal Agency/Bond Note	FMN #3137EAE R6	05/05/23	\$ 190,000	\$ 190,709	\$ 189,944	0.374%	713
Federal Agency/Bond Note	FMN #3135G04Q3	05/22/23	\$ 255,000	\$ 255,292	\$ 254,453	0.250%	638
Federal Agency/Bond Note	FHLB #313383QR5	06/09/23	\$ 250,000	\$ 266,609	\$ 257,476	3.048%	8,125
Federal Agency/Bond Note	FMN #3134GVR67	06/16/23	\$ 200,000	\$ 200,164	\$ 200,000	0.500%	1,000
Federal Agency/Bond Note	FMN #3137EAE S4	06/26/23	\$ 225,000	\$ 225,219	\$ 224,510	0.250%	563
Federal Agency/Bond Note	FMN #3135G05G4	07/10/23	\$ 160,000	\$ 160,035	\$ 159,739	0.250%	400
Federal Agency/Bond Note	FMN #3135G05R0	08/10/23	\$ 160,000	\$ 159,930	\$ 159,773	0.300%	480
Federal Agency/Bond Note	FMN #3137EAE W5	09/08/23	\$ 110,000	\$ 109,945	\$ 110,016	0.250%	275
Federal Agency/Bond Note	FMN #3137EAE W5	09/08/23	\$ 140,000	\$ 139,931	\$ 139,963	0.250%	350
Federal Agency/Bond Note	FHLB #313383YJ4	09/08/23	\$ 150,000	\$ 161,300	\$ 151,337	3.139%	5,063
Federal Agency/Bond Note	FM #3135G0U43	09/12/23	\$ 200,000	\$ 212,697	\$ 199,598	2.703%	5,750
Federal Agency/Bond Note	FMN #3137EAY1	10/16/23	\$ 95,000	\$ 94,626	\$ 94,700	0.126%	119
Federal Agency/Bond Note	FMN #3135G06H1	11/27/23	\$ 155,000	\$ 154,834	\$ 154,844	0.251%	388
Federal Agency/Bond Note	FMN #3137EAF A2	12/04/23	\$ 70,000	\$ 69,925	\$ 69,938	0.250%	175
Federal Agency/Bond Note	FMN #3135G0V34	02/05/24	\$ 325,000	\$ 344,850	\$ 324,310	2.356%	8,125
Federal Agency/Bond Note	FHLB #3130AFW94	02/13/24	\$ 250,000	\$ 265,388	\$ 249,492	2.355%	6,250
Federal Agency/Bond Note	FMN# #3135G0X24	01/07/25	\$ 290,000	\$ 301,499	\$ 289,302	1.563%	4,713
Federal Agency/Bond Note	FMN #3137EAE P0	02/12/25	\$ 150,000	\$ 154,859	\$ 155,737	1.453%	2,250
Federal Agency/Bond Note	FMN #3137EAE P0	02/12/25	\$ 250,000	\$ 258,099	\$ 249,851	1.453%	3,750
Federal Agency/Bond Note	FHLBN #3130AJHU6	04/14/25	\$ 120,000	\$ 119,143	\$ 119,519	0.504%	600
Federal Agency/Bond Note	FMN #3135G03U5	04/22/25	\$ 130,000	\$ 129,768	\$ 129,782	0.627%	813
Federal Agency/Bond Note	FMN #3135G04Z3	06/17/25	\$ 170,000	\$ 168,314	\$ 169,703	0.505%	850
Federal Agency/Bond Note	FMN #3135G04Z3	06/17/25	\$ 295,000	\$ 292,074	\$ 295,446	0.505%	1,475
Federal Agency/Bond Note	FMN #3137EAE U9	07/21/25	\$ 100,000	\$ 98,290	\$ 99,571	0.382%	375
Federal Agency/Bond Note	FMN #3135G05X7	08/25/25	\$ 235,000	\$ 230,996	\$ 234,031	0.381%	881
Federal Agency/Bond Note	FHL #3130AK5E2	09/04/25	\$ 35,000	\$ 34,355	\$ 34,907	0.381%	131
Federal Agency/Bond Note	FMN #3137EAE X3	09/23/25	\$ 230,000	\$ 225,913	\$ 229,379	0.382%	863
Federal Agency/Bond Note	FMN #3135G06G3	11/07/25	\$ 155,000	\$ 152,491	\$ 154,488	0.508%	775
Total Federal Agency Bond/Note			\$ 6,815,000	\$ 6,917,000	\$ 6,827,337	1.079%	\$ 74,611

City of Suisun City,  
Successor Agency, Housing Authority and Suisun-Solano Water Authority  
FINANCIAL OFFICER'S INVESTMENT REPORT

March 31, 2021

<u>Category of Investment</u>	<u>Name of Institution</u>	<u>Maturity Date</u>	<u>Par Amount</u>	<u>Market Value*</u>	<u>Amortized Cost</u>	<u>Curr Yield At Market</u>	<u>Est Annual Income</u>
US Treasury Notes	#912828Q78	04/30/21	\$ 300,000	\$ 300,281	\$ 299,889	1.374%	4,125
US Treasury Notes	#912828R77	05/31/21	\$ 175,000	\$ 175,383	\$ 175,361	1.372%	2,406
US Treasury Notes	#9128284W7	08/15/21	\$ 300,000	\$ 303,047	\$ 301,471	2.722%	8,250
US Treasury Notes	#912828D72	08/31/21	\$ 440,000	\$ 443,575	\$ 440,572	1.984%	8,800
US Treasury Notes	#912828T67	10/31/21	\$ 250,000	\$ 251,758	\$ 249,451	1.241%	3,125
US Treasury Notes	#912828F96	10/31/21	\$ 450,000	\$ 455,063	\$ 450,352	1.978%	9,000
US Treasury Notes	#9128285L0	11/15/21	\$ 275,000	\$ 279,813	\$ 279,694	2.825%	7,906
US Treasury Notes	#912828H86	01/31/22	\$ 350,000	\$ 354,156	\$ 348,948	1.482%	5,250
US Treasury Notes	#9128286M7	04/15/22	\$ 135,000	\$ 138,038	\$ 135,782	2.201%	3,038
US Treasury Notes	#9128282P4	07/31/22	\$ 35,000	\$ 35,820	\$ 34,933	1.831%	656
US Treasury Notes	#9128282P4	07/31/22	\$ 400,000	\$ 409,375	\$ 398,271	1.832%	7,500
US Treasury Notes	#912828XQ8	07/31/22	\$ 65,000	\$ 66,635	\$ 65,156	1.951%	1,300
US Treasury Notes	#91282CAC5	07/31/22	\$ 170,000	\$ 170,027	\$ 169,932	0.125%	213
US Treasury Notes	#912828L57	09/30/22	\$ 300,000	\$ 307,266	\$ 295,846	1.709%	5,250
US Treasury Notes	#912828YK0	10/15/22	\$ 125,000	\$ 127,383	\$ 127,299	1.349%	1,719
US Treasury Notes	#912828N30	12/31/22	\$ 575,000	\$ 594,766	\$ 570,925	2.054%	12,219
US Treasury Notes	#912828Z29	01/15/23	\$ 150,000	\$ 153,609	\$ 150,428	1.465%	2,250
US Treasury Notes	#912828P38	01/31/23	\$ 100,000	\$ 102,906	\$ 97,934	1.701%	1,750
US Treasury Notes	#912828P79	02/28/23	\$ 230,000	\$ 235,858	\$ 235,985	1.463%	3,450
US Treasury Notes	#912828Q29	03/31/23	\$ 100,000	\$ 102,656	\$ 97,562	1.461%	1,500
US Treasury Notes	#9128284L1	04/30/23	\$ 145,000	\$ 152,703	\$ 148,306	2.612%	3,988
US Treasury Notes	#912828T26	09/30/23	\$ 500,000	\$ 514,219	\$ 493,780	1.337%	6,875
US Treasury Notes	#912828W71	03/31/24	\$ 195,000	\$ 205,268	\$ 196,688	2.019%	4,144
US Treasury Notes	#912828X70	04/30/24	\$ 250,000	\$ 262,422	\$ 247,424	1.905%	5,000
US Treasury Notes	#912828WJ5	05/15/24	\$ 430,000	\$ 458,353	\$ 441,507	2.345%	10,750
US Treasury Notes	#912828XX3	6/30/2024	\$ 340,000	\$ 357,213	\$ 357,371	1.904%	6,800
US Treasury Notes	#912828D56	08/15/24	\$ 290,000	\$ 308,578	\$ 298,904	2.232%	6,888
US Treasury Notes	#9128282Y5	09/30/24	\$ 205,000	\$ 216,563	\$ 208,055	2.011%	4,356
US Treasury Notes	#9128283J7	11/30/24	\$ 135,000	\$ 142,678	\$ 137,189	2.011%	2,869
US Treasury Notes	#912828YY0	12/31/24	\$ 275,000	\$ 286,859	\$ 290,025	1.678%	4,813
US Treasury Notes	#9128283V0	01/31/25	\$ 30,000	\$ 32,170	\$ 31,261	2.331%	750
US Treasury Notes	#91282CAT8	10/31/25	\$ 250,000	\$ 243,438	\$ 243,715	0.257%	625
US Treasury Notes	#91282CBC4	12/31/25	\$ 355,000	\$ 346,680	\$ 354,262	0.384%	1,331
US Treasury Notes	#91282CBH3	01/31/26	\$ 250,000	\$ 243,789	\$ 246,224	0.385%	938
Total US Treasury Bond/Note			\$ 8,575,000	\$ 8,778,346	\$ 8,620,502	1.707%	\$ 149,834
TOTAL POOLED INVESTMENTS			\$ 34,584,335	\$ 34,935,522	\$ 34,663,961	1.051%	\$ 367,103
<u>Reserved for Bond/Debt Service</u>							
Govt Sec Money Market-RDA/SA	First Amer Treas Oblig Fd	#31846V302	\$ 984,154	\$ 984,154	\$ 984,154	0.002%	21
Savings Acct-RDA Marina	West America Bank	Demand Deposit	\$ 399,096	\$ 399,096	\$ 399,096	0.053%	213
Marina Debt Service	LAIF*	LAIF	\$ 1,001,972	\$ 1,003,245	\$ 1,001,972	0.859%	8,603
Total Debt Service Reserve Funds			\$ 2,385,222	\$ 2,386,495	\$ 2,385,222	0.370%	\$ 8,837
Grand Total			\$ 36,969,557	\$ 37,322,016	\$ 37,049,183	1.007%	\$ 375,940

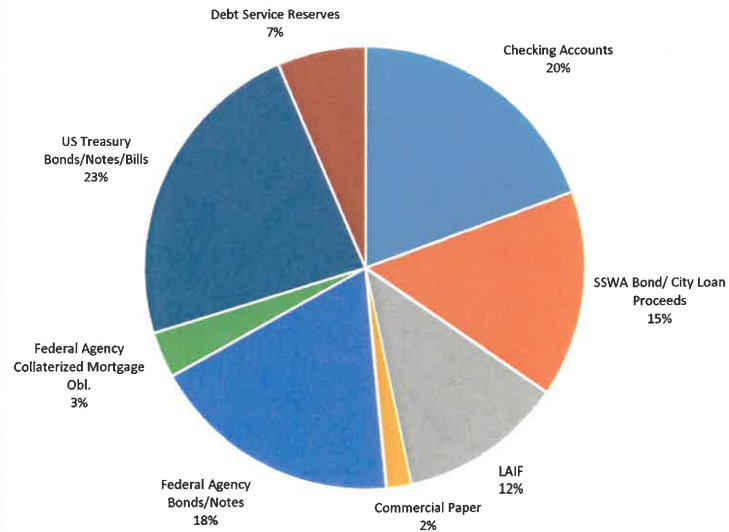
City of Suisun City,  
Successor Agency, Housing Authority and Suisun-Solano Water Authority  
FINANCIAL OFFICER'S INVESTMENT REPORT

March 31, 2021

Category of Investment	Name of Institution	Maturity Date	Par Amount	Market Value*	Amortized Cost	Curr Yield At Market	Est Annual Income
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Summary of Pooled Investments	Amortized Cost Amount	
Checking Accounts	\$ 7,211,816	
SSWA Bond/ City Loan Proceeds	\$ 5,590,481	
LAIF	\$ 4,484,645	
Commercial Paper	\$ 678,969	
Federal Agency Bonds/Notes	\$ 6,827,337	
Federal Agency Collateralized Mortgage Obl.	\$ 1,250,211	
US Treasury Bonds/Notes/Bills	\$ 8,620,502	
Debt Service Reserves	\$ 2,385,222	
<b>Total</b>	<b>\$ 37,049,183</b>	

Summary of Pooled Investments



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

City Treasurer's Statement:

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

Attest by:

Michael J. McMurry, City Treasurer

Date

6-15-21

Prepared by:

Robin Daniel, Accountant

Date

6-15-21

Reviewed & Submitted by:

Elizabeth Luna, Accounting Services Mgr.

Date

6-15-21

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## AGENDA TRANSMITTAL

**MEETING DATE:** June 22, 2021

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**CITY AGENDA ITEM:** HEARING: Adoption of Council Resolution No. 2021-\_\_\_: Placing Liens for Unpaid Waste Collection Service Charges on Certain Lands Situated in the City of Suisun City, County of Solano, State of California.

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**FISCAL IMPACT:** Republic Services, Inc. is requesting that the City Council place liens on 174 delinquent solid waste accounts representing approximately \$46,758.47 in uncollected solid waste collection service charges. The City's General Fund will receive twenty dollars per lien and 1.0 percent of the total levy amount to be used as the recording fee and to offset the administrative costs associated with the lien and levy process. Through the lien and levy process, the City will collect on outstanding franchise fees totaling 10.0 percent of the uncollected solid waste service charges when the money actually is received.

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

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

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

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

Republic Services, Inc. is asking that the City enforce SCC Section 8.08.170 by placing a special assessment/levying a lien on the properties that have delinquent charges. Republic Services, Inc. will verify accounts for payments prior to recording the special assessments.

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

1. Conduct a Hearing on the proposed liens; and
2. Adopt Resolution No. 2021-\_\_\_: Placing Liens for Unpaid Waste Collection Service Charges on Certain Lands Situated in the City of Suisun City, County of Solano, State of California.

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**PREPARED BY:**  
**REVIEWED BY:**

Lakhwinder Deol, City Manager  
Greg Folsom, City Manager

---

**ATTACHMENTS:**

1. Resolution No. 2021-\_\_\_: Placing Liens for Unpaid Waste Collection Service Charges on Certain Lands Situated in the City of Suisun City, County of Solano, State of California.
2. Exhibit A provides a listing of delinquent accounts, as compiled by Republic Services, Inc., and it will be updated and made available to the City Council in advance of the meeting.

**RESOLUTION NO. 2021-**

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

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

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

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

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

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

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

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

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

**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 22<sup>nd</sup> day of June 2021 by the following vote:

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

**WITNESS** my hand and the seal of said City this 22<sup>nd</sup> day of June 2021.

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

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PRELIMINARY LIEN LISTS  
HEARING DATES  
6/22/2021

PRELIMINARY LIEN LIST

APN	Owners Name	Billing Address	Service Address	Service Thru	RSS Charges	City Charge	Total Due	Account Number
3235118	DEPAUL JOSEPH A	1022 WESTCHESTER CT	601 FAIRFIELD CA 94533	21/01	119.86	25	144.86	20019
3210144	MAKIN JOHN/MAKIN SOL	706-A ALMOND ST	706 ALMOND STREET	21/04	256.97	25	281.97	16587
17321411	REY MICHAEL JT	1319 AMADOR WY	1319 AMADOR WAY	21/03	256.49	25	281.49	54977
17438114	VAZQUEZ CESAR O & DO	1740 ANDREWS CR	1740 ANDREWS CIRCLE	21/01	255.05	25	280.05	4212726
17438124	GU BOLIANG	1075 TALBOT AVE	1700 ANDREWS CIRCLE	21/04	18.36	25	43.36	5247
17346201	JONES DWAYNE	1078 ARMSBY WY	1078 ARMSBY WAY	21/01	255.05	25	280.05	14352
17346218	DULAY SYLVIA L	400 ARMSBY WY	400 ARMSBY WAY	21/01	255.05	25	280.05	4114251
17354203	NEVAREZ MICHAEL	961 BAUMAN CT	961 BAUMAN COURT	21/01	119.24	25	144.24	23737
3207516	DETTWILER DANIEL R &	727 BAY ST	727 BAY STREET	21/01	255.05	25	280.05	4200546
17351231	JONES DAVID & DOROTH	916 BEECHWOOD CR	916 BEECHWOOD CIRCLE	21/04	256.97	25	281.97	4216870
17350204	PRATER NICOLE/REYES	947 BEECHWOOD CIR	947 BEECHWOOD CIRCLE	21/04	256.97	25	281.97	3677
17429209	SMOTHERS LYNNE A	1518 BELLA VISTA DR	1518 BELLA VISTA DRI	21/02	38.54	25	63.54	4200669
17430514	JINOE WARD T	727 BELLA VISTA DR	727 BELLA VISTA DRIV	21/01	255.05	25	280.05	4219858
17423308	PEPPERS MICHAEL & BR	534 BELLA VISTA DR	534 BELLA VISTA DRIV	21/03	256.49	25	281.49	4211373
17423419	CHAVEZ NORA A	846 COMMERCIAL AVE	535 BELLA VISTA DRIV	21/04	256.97	25	281.97	14338
17338406	MORABITO LOUIS J	832 BERING WY	832 BERING WAY	21/01	255.05	25	280.05	4200712
17349606	ROUSE LAMARRE	1211 BITTERN WY	1211 BITTERN WAY	21/03	153.22	25	178.22	22629
17337413	MCCLINTON ROOSEVELT	1005 BLACKSPUR CT	1005 BLACKSPUR COURT	21/03	337.3	25	362.3	4209470
17337405	CASTANON LINA	PO BOX 15	811 BLACKSPUR DRIVE	21/03	256.49	25	281.49	3120
17304607	BORLEK MICHAEL R & C	813 BLOSSOM AVE	813 BLOSSOM AVENUE	21/03	256.49	25	281.49	4211456
17309204	HUEY WILLIE JT	507 BLUE WING DR	507 BLUE WING DRIVE	21/04	256.97	25	281.97	4200882
17303403	GARDNER DORIS L TR	827 BLUEBILL WY	827 BLUEBILL WAY	21/01	255.05	25	280.05	4200872
17349418	GWEN WOOD	1021 BLUEJAY DR.	1021 BLUEJAY DRIVE	21/03	308.74	25	333.74	9517
17418120	SWISHER EDUARDO TR	604 BONITA CT	604 BONITA COURT	21/04	254.54	25	279.54	10953
3247220	VU CUONG & JULIE	718 BREAKWATER CR	718 BREAKWATER CIRCL	21/04	256.97	25	281.97	4211919
17356206	WASONGA PETER O & AG	224 BRIDGEWATER CR	224 BRIDGEWATER CIRC	21/01	255.05	25	280.05	4208771
17356231	VALDEZ MARIO	268 BRIDGEWATER CR	268 BRIDGEWATER CIRC	21/01	255.05	25	280.05	4216757
17356102	CRATER THOMAS & LATW	223 BRIDGEWATER CR	223 BRIDGEWATER CIRC	21/04	256.97	25	281.97	4213760
3236213	MCKINLEY HOLDING 1 L	1 KAISER PLZ STE 1450	69 BUENA VISTA AVENU	21/01	255.05	25	280.05	4210922
3236216	GONZALEZ DAVID	75 BUENA VISTA AVE	75 BUENA VISTA AVENU	21/04	256.97	25	281.97	4201096
3236405	IRUCUTA ROBERTO & CA	64 BUENA VISTA AV	64 BUENA VISTA AVENU	21/04	256.97	25	281.97	4201086
3215117	CRATZ ANTHONY L TR	215 CALIFORNIA ST	215 CALIFORNIA STREE	21/04	256.97	25	281.97	4201172
3731129	PHYLLIS SMITH	281 EMILY ST.	1045 CAMELLIA LANE	21/01	255.05	25	280.05	4218224
17330107	SMITH CHERYL D	910 CANADA GOOSE DR	910 CANADA GOOSE DRI	21/04	256.97	25	281.97	4201222
17311222	GATEWOOD GEORGE L &	604 CANVASBACK DR	604 CANVASBACK DRIVE	21/01	275.82	25	300.82	4201353
17303102	DESARMES MARIE L	516 CANVASBACK DR	516 CANVASBACK DRIVE	21/01	308.6	25	333.6	57741
3247207	ACKMAN JAMES A	715 CATALINA CR	715 CATALINA CIRCLE	21/01	255.05	25	280.05	4211585
3247205	BUIE SAMUEL & ALANA	711 CATALINA CR	711 CATALINA CIRCLE	21/04	252.34	25	277.34	4211787
17357208	FULLEN STEVE/FULLEN	311 CHILDS CT	311 CHILDS COURT	21/03	235.75	25	260.75	26080
3723604	THPI ACQUISITION HOL	1292 LINCOLN AVE	507 CHYRL WAY	21/04	261.62	25	286.62	55184

## Attachment 1 - Exhibit A

17306407	LAFON LONNIE D & DON	57 LEMONWOOD WAY	SUISUN CITY CA 94585-32	341	CINNAMON WAY	21/01	255.05	25	280.05	56222
17374302	MOUTON MARTISHA	248 CLOVERLEAF CR	SUISUN CITY CA 94585	248	CLOVERLEAF CIRCL	21/01	255.05	25	280.05	19296
17373107	RAMOND & M E WILLIS	224 CLOVERLEAF CIR	SUISUN CITY CA 94585	224	CLOVERLEAF CIRCL	21/03	256.49	25	281.49	4209925
17373313	SAUCEDO MANUEL/SAUCE	251 CLOVERLEAF CR	SUISUN CA 94585	251	CLOVERLEAF CIRCL	21/04	256.97	25	281.97	9660
17374307	WATSON DANIELLE	268 CLOVERLEAF CR	SUISUN CITY CA 94585	268	CLOVERLEAF CIRCL	21/04	388.94	25	413.94	14086
17374301	WHITE TIMOTHY	244 CLOVERLEAF CIR	SUISUN CITY CA 94585	244	CLOVERLEAF CIRCL	21/04	388.94	25	413.94	20553
17310216	SMITH JUDY BENNETT	538 COOT LN	SUISUN CITY CA 94585	538	COOT LANE	21/04	256.97	25	281.97	4212010
17310319	JACK ANNIE M	537 COOT LN	SUISUN CA 94585	537	COOT LANE	21/04	256.97	25	281.97	4201737
3234303	JORGE ORTEGA	79 CORAL LN	SUISUN CITY CA 94585	79	CORAL LANE	21/04	256.97	25	281.97	41255
17321113	FAVIOLA REYES & DANI	701 CRANE DR	SUISUN CITY CA 94585	701	CRANE DRIVE	21/03	256.49	25	281.49	4110739
17355102	GENTRY STEPHANIE & Z	955 CRAVEN CT	SUISUN CITY CA 94585	955	CRAVEN COURT	21/01	5.05	25	30.05	4209889
17355206	PERKINS SMITH ELAINE	914 CRAVEN DR	SUISUN CITY CA 94585	914	CRAVEN DRIVE	21/03	256.49	25	281.49	10554
17337613	WHITED MICHAEL L JR	831 CRESTED DR	SUISUN CITY CA 94585	831	CRESTED DRIVE	21/01	255.05	25	280.05	4212493
17353106	WENDY FARIAT	403 DICKEY CT	SUISUN CITY CA 94585	403	DICKEY COURT	21/01	255.05	25	280.05	1315
17353211	MEZA ELIAS	406 DICKEY CT	SUISUN CITY CA 94585	406	DICKEY COURT	21/03	256.49	25	281.49	4216953
3233102	JARREAU LEGARDA ALEX	1000 DOLPHIN CT	SUISUN CITY CA 94585	1000	DOLPHIN COURT	21/04	128.58	25	153.58	58031
3229613	JOHNSON HAROLD JR &	910 DRIFTWOOD DR	SUISUN CITY CA 94585	910	DRIFTWOOD DRIVE	21/03	190.74	25	215.74	4216525
17313202	GORBY LINDA L	577 E WIGEON WY	SUISUN CITY CA 94585	577	EAST WIGEON WAY	21/04	256.97	25	281.97	4202131
17314312	THPI ACQUISITION HOL	1292 LINCOLN AVE	SAN RAFAEL CA 94901	544	EAST WIGEON WAY	21/04	256.97	25	281.97	4109814
17351204	ANTONIO MENDOZA	932 EDGEWOOD CR	SUISUN CITY CA 94585	932	EDGEWOOD CIRCLE	21/01	151.37	25	176.37	4220260
17351206	KRUMMES MICHAELS	928 EDGEWOOD CR	SUISUN CITY CA 94585	928	EDGEWOOD CIRCLE	21/03	256.49	25	281.49	4220618
17355316	MANIBUSAN MICHAEL &	513 EDWARDS CT	SUISUN CITY CA 94585	513	EDWARDS COURT	21/01	256.78	25	281.78	4214392
17309310	KIBBLEWHITE JAMES	503 EIDER LN	SUISUN CA 94585	503	EIDER LANE	21/01	269.69	25	294.69	8413
17418241	COLEMAN JUAN S	510 EL MAR CT	SUISUN CITY CA 94585	510	EL MAR COURT	21/04	256.97	25	281.97	4218540
17357406	HOKINS DIMARCO	331 ENGELL CT	SUISUN CITY CA 94585	331	ENGELL COURT	21/04	256.97	25	281.97	13271
3231411	ROBERTS JODI LYNN	503 ERIN DR	SUISUN CITY CA 94585	503	ERIN DRIVE	21/04	175.84	25	200.84	27477
17373408	SAMUEL FAYE	327 FLAGSTONE CR	SUISUN CITY CA 94585	327	FLAGSTONE CIRCLE	21/01	43.4	25	68.4	17978
17375116	THORNTON CAROL & BER	350 FLAGSTONE CR	SUISUN CITY CA 94585	350	FLAGSTONE CIRCLE	21/04	256.97	25	281.97	4206973
17440102	BOBIS RICHARD D & GE	1705 FORT ORD CT	SUISUN CITY CA 94585	1705	FORT ORD COURT	21/04	256.97	25	281.97	4214371
3229513	GOSIENGFAO RUDOLPH	914 FREEDOM DR	SUISUN CITY CA 94585	914	FREEDOM DRIVE	21/03	256.49	25	281.49	4215469
3719245	GALLARDO JAVIER & LE	603 FREIDA DR	SUISUN CITY CA 94585	603	FRIEDA DRIVE	21/04	256.97	25	281.97	4208586
17305414	SHAMSUDDIN ADAM M &	805 GOLDEN EYE WY	SUISUN CITY CA 94585	805	GOLDEN EYE WAY	21/02	62.5	25	87.5	4218434
17336504	BLANDINO ARGENTINA	1007 GREYLAG DR	SUISUN CA 94585	1007	GREYLAG DRIVE	21/01	255.05	25	280.05	4202772
17423103	STROUD KEARIN	512 HACIENDA LN	SUISUN CITY CA 94585	512	HACIENDA LANE	21/04	388.94	25	413.94	4114779
17340303	PADUA BENEDICTA	805 HARRIER DR	SUISUN CITY CA 94585	805	HARRIER DRIVE	21/04	215.06	25	240.06	27931
17317402	DUTT VINEETA A	826 HERON DR	SUISUN CITY CA 94585	826	HERON DRIVE	21/03	256.49	25	281.49	42180
17318502	BLANCO ALONZO N	808 HERON DR	SUISUN CITY CA 94585	808	HERON DRIVE	21/04	256.97	25	281.97	4211896
17436204	HEARD CHARLES & TAMY	1685 HICKAM CR	SUISUN CITY CA 94585	1685	HICKAM CIRCLE	21/04	256.97	25	281.97	4215574
17344122	BOLDEN BRADLEY ADAMS	902 HIDDEN COVE WY	SUISUN CITY CA 94585	902	HIDDEN COVE WAY	21/01	255.05	25	280.05	4202940
17361222	WORSHAM JEANETTE	789 HILLBORN CT	SUISUN CITY CA 94585	789	HILLBORN COURT	21/01	226.51	25	251.51	23935
17310341	GRASSO CHARLENE S	406 HONKER LN	SUISUN CA 94585	406	HONKER LANE	21/01	255.05	25	280.05	4202988
17310415	HOLCHUCK RICHARD &	529 HONKER LN	SUISUN CITY CA 94585	529	HONKER LANE	21/01	335.42	25	360.42	4203010
3724137	CHUNG ANNA M/HEMRY J	1100 JEANNE CT	SUISUN CITY CA 94585	1100	JEANNE COURT	21/04	252.62	25	277.62	11921
17361315	GLANDT BLAINE P & RO	205 KEYES LN	SUISUN CITY CA 94585	205	KEYES LANE	21/04	256.97	25	281.97	4208626
17348217	VICTOR SHIRLEY	1315 KIMBERLY CT	SUISUN CITY CA 94585	1315	KIMBERLY COURT	21/03	257.53	25	282.53	4210519
3723118	CLAY JOHN ELLIOT KIN	407 KINGS WY	SUISUN CITY CA 94585	407	KINGS WAY	21/04	67.24	25	92.24	4110276
17329225	SPRENGELMEYER R J &	907 LABRADOR WY	SUISUN CA 94585	907	LABRADOR WAY	21/04	256.97	25	281.97	4203407
17330206	GUINASSO LAURA A	904 LABRADOR WAY	SUISUN CITY CA 94585	904	LABRADOR WAY	21/04	256.97	25	281.97	4203404
17343509	CHADWICK DAVE & DEBR	1412 LANGLEY WY	SUISUN CITY CA 94585	1412	LANGLEY WAY	21/01	205.47	25	230.47	4211312
3243121	ALMY DERRICK D/WESLE	222 LEAFWOOD CT	SUISUN CITY CA 94585	222	LEAFWOOD COURT	21/03	250.27	25	275.27	5897
3243203	MORRIS ROSEMARIE	229 LEAFWOOD CT	SUISUN CITY CA 94585	229	LEAFWOOD COURT	21/04	256.97	25	281.97	4203534
3229323	YOUNG WILLIAM T & AL	1014 LIBERTY DR	SUISUN CITY CA 94585	1014	LIBERTY DRIVE	21/04	256.97	25	281.97	4218354
3730123	HERNANDEZ YSMAEL & G	1306 LOIS LN	SUISUN CA 94585	1306	LOIS LANE	21/03	256.49	25	281.49	4113452

3730215	MUYA EDNA	1341 LOIS LN	SUISUN CITY CA 94585	1341	LOIS LANE	21/03	256.49	25	281.49	4103988
3224220	HARDIN SAMUEL C III	208 LONG ST	SUISUN CITY CA 94585	208	LONG STREET	21/04	312.91	25	337.91	17690
17338133	SAMAYOA OTTO & ROSA	918 LONGSPUR DR	SUISUN CA 94585	918	LONGSPUR DRIVE	21/01	255.05	25	280.05	4203682
3207316	MICHAEL RUIZ	827 LOTZ WAY	SUISUN CITY CA 94585	827	LOTZ WAY	21/03	256.49	25	281.49	4105555
3207418	DARBY DERWIN & GLORI	731 LOTZ WAY	SUISUN CITY CA 94585	731	LOTZ WAY	21/03	302.65	25	327.65	4215315
3215802	VICTOR D & REBECCA L	909 GRANADA LANE	VACAVILLE CA 95688	1001	MAIN STREET	21/04	200.99	25	225.99	5086
3724110	COATES JEFFREY J JT	617 MARCIA LN	SUISUN CITY CA 94585-58	617	MARCIA LANE	21/01	411.6	25	436.6	26640
17347215	KOUBA LANDON J	1227 MAYFIELD CR	SUISUN CITY CA 94585	1227	MAYFIELD CIRCLE	21/01	255.05	25	280.05	4220559
17360215	PEARSON SABRINA	349 MAYFIELD CR	SUISUN CITY CA 94585	349	MAYFIELD CIRCLE	21/01	288	25	313	4218668
17360102	CAZARES LUIS MENDEZ	340 MAYFIELD CIR	SUISUN CITY CA 94585	340	MAYFIELD CIRCLE	21/02	224.98	25	249.98	44535
17360211	HUMPHREY WILLIE B &	333 MAYFIELD CR	SUISUN CITY CA 94585	333	MAYFIELD CIRCLE	21/04	256.97	25	281.97	8276
17379001	YAZADI, ABDEL N TOD	3237 BEARD RD	NAPA CA 94558-3445	1007	MAYFIELD WAY	21/03	111.54	25	136.54	11648
17443202	BACCHUS BEVERLY A &	1693 MCGUIRE CR	SUISUN CITY CA 94585	1693	MCGUIRE CIRCLE	21/04	132.88	25	157.88	4214019
3239113	CHEN SHUKE	8 PERRY DR.	PRINCETON JUNCTION NJ 0	74	MOSSWOOD DRIVE	21/02	286.55	25	311.55	26943
17349303	TONGA TEVITA	1005 MURRE WY	SUISUN CITY CA 94585	1005	MURRE WAY	21/02	146.77	25	171.77	4213455
17313412	PAULEY SAMUEL L/PAUL	905 MUSCOVY CT	SUISUN CA 94585	905	MUSCOVY COURT	21/02	151.37	25	176.37	12392
3234106	WELCH NANCY & JIM JT	508 NADEL DR	SUISUN CITY CA 94585	508	NADEL DRIVE	21/04	256.97	25	281.97	4211920
3230315	SETTEMBRINO RALPH N	1002 NEPTUNE CT	SUISUN CITY CA 94585	1002	NEPTUNE COURT	21/04	256.97	25	281.97	4204290
3239201	PHIPPS KEVIN M	114 CORRIENE CT	SAN RAMON CA 94583	98	NEWPORT WAY	21/04	225.46	25	250.46	27864
17431401	CADDELL DALE JAMES J	730 PALERMO DR	SUISUN CITY CA 94585	730	PALERMO DRIVE	21/01	255.05	25	280.05	54264
17380510	DAVID MILLER	425 PEARCE CT	SUISUN CITY CA 94585	425	PEARCE COURT	21/03	256.49	25	281.49	4210211
37141160	LINDA BARNET/PRISKE	NE 1312 PHILLIP WAY	SUISUN CITY CA 94585	1312	PHILLIP WAY	21/01	255.05	25	280.05	4207332
17336303	JACKSON JONATHAN A	1030 PINTAIL DR	SUISUN CITY CA 94585	1030	PINTAIL DRIVE	21/01	255.05	25	280.05	4204680
17331233	PITRE ROSHANDA M	1423 PINTAIL DR	SUISUN CITY CA 94585	1423	PINTAIL DRIVE	21/04	256.97	25	281.97	4109398
17312503	VALENZUELA JOSE	825 POCHARD WY	SUISUN CITY CA 94585	825	POCHARD WAY	21/01	132.05	25	157.05	54201
17312505	VAUGHN BETTY N	1111 TABOR AVE	FAIRFIELD CA 94533	821	POCHARD WAY	21/04	256.97	25	281.97	4204824
17359108	DOELGER ROSSANNA & H	1207 POTRERO CIRCLE	SUISUN CITY CA 94585	1207	POTRERO CIRCLE	21/01	255.05	25	280.05	7332
17359410	DUNN RONALD	1212 POTRERO CIR.	SUISUN CITY CA 94585	1212	POTRERO CIRCLE	21/01	269.69	25	294.69	8268
17380115	ANDERSON SHERRI 2020	112 COLT CT	VALLEJO CA 94590	1137	POTRERO CIRCLE	21/04	388.94	25	413.94	17244
17335525	WHITEMON SANDRA A	1039 PRAIRIE DR	SUISUN CA 94585	1039	PRAIRIE DRIVE	21/01	255.05	25	280.05	4204940
17335435	EVANS KAYLE & ANN JT	1016 PRAIRIE DR	SUISUN CITY CA 94585	1016	PRAIRIE DRIVE	21/03	256.49	25	281.49	4217738
17335512	MCELROY PATRICK H &	1013 PRAIRIE DR	SUISUN CA 94585	1013	PRAIRIE DRIVE	21/04	256.97	25	281.97	4204914
17375305	SMITH WILLIE CLAUDET	317 PROMENADE CR	SUISUN CITY CA 94585	317	PROMENADE CIRCLE	21/04	256.97	25	281.97	4213232
17341215	DARDEN BEVERLY	1404 PROSPECT WY	SUISUN CITY CA 94585	1404	PROSPECT WAY	21/03	256.49	25	281.49	4215577
17302503	POMEROY BENJAMIN JT	829 REDHEAD WY	SUISUN CITY CA 94585	829	REDHEAD WAY	20/12	91.61	25	116.61	25932
17374110	DESHAUN FOSTER	278 REDSTONE CR	SUISUN CA 94585	278	REDSTONE CIRCLE	21/01	255.05	25	280.05	22075
17374112	WADE ANTOINETTE	286 REDSTONE CR	SUISUN CITY CA 94585	286	REDSTONE CIRCLE	21/01	288	25	313	4210059
17374312	RAMIREZ ARTURO G	204 REDSTONE CR	SUISUN CITY CA 94585	204	REDSTONE CIRCLE	21/02	68.61	25	93.61	4205085
17374219	HOLMES RHONDA	269 REDSTONE CR	SUISUN CITY CA 94585	269	REDSTONE CIRCLE	21/04	256.97	25	281.97	4216614
3719208	RICARDO OLMEDO	1215 RICKY CT	SUISUN CITY CA 94585	1215	RICKY COURT	21/01	255.05	25	280.05	4103812
17365205	STEWART DEBRA J & GL	328 RIDGECREST CIRCLE	SUISUN CITY CA 94585	328	RIDGECREST CIRCL	21/04	256.97	25	281.97	4213940
17308420	CARDENAS DENNIS G/CA	R 405 RING NECK LN	SUISUN CITY CA 94585	405	RING NECK LANE	21/01	255.05	25	280.05	4205196
17308524	YAVROM FAMILY TRUST	6238 PINECREEK WY	CITRUS HEIGHTS CA 95621	701	RING NECK LANE	21/03	238.1	25	263.1	20682
17308408	TUBBS TEANETA	700 RING NECK LN	SUISUN CITY CA 94585	700	RING NECK LANE	21/04	256.97	25	281.97	10883
3240405	CACCAMI ERNESTO E & J	3190 SERRA WY	FAIRFIELD CA 94534	55	RODONDO AVENUE	21/03	101.86	25	126.86	4221338
3240508	ABAD RAFAEL G & KIKU	85 RODONDO AV	SUISUN CA 94585	85	RODONDO AVENUE	21/04	256.97	25	281.97	4205273
17304313	AEREVALOS ELISEO L	812 RUDDY LN	SUISUN CITY CA 94585	812	RUDDY LANE	21/03	39.19	25	64.19	17409
17304410	JAMIE AITCHENSON	329 RUDDY RD	SUISUN CITY CA 94585	329	RUDDY LANE	21/03	258.22	25	283.22	13486
3212110	SCHETTLER ERNEST B	PO BOX 20112	PORTLAND OR 97294-0112	301	SACRAMENTO STREE	21/03	256.49	25	281.49	4216216
3212113	SMITH LORELENE J	305 SACRAMENTO ST #B	SUISUN CITY CA 94585	305	SACRAMENTO STREE	21/03	256.49	25	281.49	4211818
17305205	ANDUHA PETER ALFRED	3049 CROWN RIDGE CT	FAIRFIELD CA 94533	812	SCAUP LANE	21/01	255.05	25	280.05	17601
17303503	TAYLOR ROBERT J & PA	827 SCAUP LN	SUISUN CITY CA 94585	827	SCAUP LANE	21/04	256.97	25	281.97	4205399
3212108	TRAHAN VALERIE T	612 SCHOOL ST.	SUISUN CITY CA 94585	612	SCHOOL STREET	21/03	162.47	25	187.47	22870

17319403	MICHAEL & NAKIA SACU	705 SEAGULL DR	SUISUN CITY CA 94585	705	SEAGULL DRIVE	21/01	248.83	25	273.83	13097
17307102	CLARK DEONNA NICOLE	418 SHOVELLER DR	SUISUN CITY CA 94585	418	SHOVELLER DRIVE	21/01	252.62	25	277.62	13632
17307109	CHAVEZ GUILLERMO JT	404 SHOVELLER DR	SUISUN CITY CA 94585	404	SHOVELLER DRIVE	21/01	255.05	25	280.05	4218964
17320505	WALLER MICHAEL E II	613 SKYLARK DR	SUISUN CITY CA 94585	613	SKYLARK DRIVE	21/03	256.49	25	281.49	4219619
17320501	RYAN FENNIE	605 SKYLARK DR	SUISUN CITY CA 94585	605	SKYLARK DRIVE	21/04	256.97	25	281.97	57547
32113120	CAMPOS DANIEL RUEDA	177 MOLINA ST	VALLEJO CA 94591	206	SOLANO ST	20/12	344.34	25	369.34	25579
17302332	2012-B PROPERTY HOLD	1292 LINCOLN AV	SAN RAFAEL CA 94901	831	SPOONBILL LANE	21/03	256.49	25	281.49	55803
17304430	NYLA HECKNANN	800 SPOONBILL	SUISUN CITY CA 94585	800	SPOONBILL LANE	21/04	256.97	25	281.97	2200
17372108	VALENTIN BRIAN R/VAL	L 364 STAMPER CR	SUISUN CITY CA 94585	364	STAMPER CIRCLE	21/04	256.97	25	281.97	22267
17338126	PRUITT HAILEY S	910 STELLER WY	SUISUN CITY CA 94585	910	STELLER WAY	21/03	250.27	25	275.27	8176
17338123	JOHN A & NANCY K FOR	916 STELLER WY	SUISUN CA 94585	916	STELLER WAY	21/04	276.7	25	301.7	4205900
174511020	TORRES BRUNO	1745 STONEMAN DR	SUISUN CA 94585	1745	STONEMAN DR	21/02	255.05	25	280.05	11421
3738013	OBRIEN AT SUISUN LLC	950 TOWER LN STE 1250	FOSTER CITY CA 94404	1170	STRAWBERRY LANE	21/03	256.49	25	281.49	58514
3736016	JOSE CASTRO	113 SUMMERTIME LN	SUISUN CITY CA 94585	113	SUMMERTIME LANE	21/01	255.05	25	280.05	7246
17320310	BALANDRAN ADRIANA G	408 CHYRL WAY	SUISUN CITY CA 94585	603	SWALLOW COURT	21/01	380.9	25	405.9	4101371
17370113	NICOLE MOLINAR K	1613 HICKAM CIR.	SUISUN CITY CA 94585	1453	TILLMAN STREET	21/03	256.49	25	281.49	4221236
17349120	SAONAS CAMILLE A	1000 TOWHEE WAY	SUISUN CITY CA 94585-41	1000	TOWHEE WAY	21/04	388.94	25	413.94	20657
17329102	GOMEZ ARACELIVALENTI	514 TRUMPETER DR.	SUISUN CITY CA 94585	514	TRUMPETER DRIVE	21/04	256.97	25	281.97	17949
17437202	STARKS RENAULD	1675 VANDENBERG CR	SUISUN CITY CA 94585	1675	VANDENBERG CIRC	21/03	256.97	25	281.49	9422
17425410	SMITH JOE R & EUNICE	1714 VENTURA WY	SUISUN CITY CA 94585	1714	VENTURA WAY	21/04	256.97	25	281.97	4216064
3224202	FAGAN JEFFREY M/FAGA	205 WALNUT ST	SUISUN CITY CA 94585	205	WALNUT STREET	21/01	252.6	25	277.6	13065
3224210	BELL GEORGE A	237 WALNUT ST	SUISUN CITY CA 94585	237	WALNUT STREET	21/02	255.05	25	280.05	24763
17344311	MUNOZ JOSE JT	1019 WESTWIND WY	SUISUN CITY CA 94585	1019	WESTWIND WAY	21/04	290.28	25	315.28	17543
17335103	MAGANA PABLOE	1002 WHISTLER DR	SUISUN CITY CA 94585	1002	WHISTLER DRIVE	21/01	269.69	25	294.69	8667
17312318	MURPHY SJON	388 PUEBLO WAY	VALLEJO CA 94591-8242	606	WHITE WING COURT	21/01	255.05	25	280.05	2365
17312305	ONEAL HARRY (ESTATE)	609 WHITE WING CT	SUISUN CITY CA 94585	609	WHITE WING COURT	21/04	256.97	25	281.97	4213161
17318204	GIVENS, GREGORY R	704 WOODLARK DR	SUISUN CITY CA 94585-22	704	WOODLARK DRIVE	21/04	256.97	25	281.97	4208199
17448113	CAFIERO ANTHONY F	1653 YOUNGSTOWN LN	SUISUN CITY CA 94585	1653	YOUNGSTOWN LANE	21/04	256.97	25	281.97	4218775

174 Records

42,408.47 4,350.00 46,758.47

## AGENDA TRANSMITTAL

**MEETING DATE:** June 22, 2021

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**CITY AGENDA ITEM:** PUBLIC HEARING: Council Introduction and Waive Reading of Ordinance No. \_\_\_\_: Adding Chapter 15.80 (Fire Prevention) to Title 15 (Building and Construction) of the Suisun City Municipal Code

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**FISCAL IMPACT:** Approval of the proposed Fire Prevention fee schedule will trigger the hiring of a Fire Marshal with an estimated start date of October 2021, and an Administrative Captain/Fire Inspector in the near future. It is the aim of the fire department that the Fire Prevention Division be self-funded to the extent possible. The expected first year cost recovery revenue is estimated to be 67% (\$203,148.68) of the amount presented by AP Triton (\$303,207). Expenses in Fiscal Year 21/22 to be paid with this cost recovery include the salary and benefits of the Fire Marshal and a prevention vehicle. Further expenses may include the salary and benefits for an Administrative Captain to conduct fire inspections.

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**STRATEGIC PLAN:** Ensure Fiscal Solvency

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**BACKGROUND:**

The Suisun City Fire Department engaged AP Triton LLC (Triton) to conduct a Fire Prevention Fee Cost Recovery study. During discussions with the leadership of the Department it became apparent that the desired approach to the development of this study was not just an inclusive and transparent process, but a very comprehensive analysis of all opportunities to identify and classify commercial occupancies within the jurisdiction and to develop an accepted methodology to recover costs associated with providing plan check, inspection, and permitting processes. The proposed and accepted Scope of Work developed by Triton incorporated analyses and processes typically utilized within a Fire Prevention Fee Study in the State of California. During Triton's work, it was determined that approaching the project in this manner added an enhanced method by which to develop recommendations, including but not limited to the prevention fee assessment. Triton recognizes that the study's stated intent was to "identify a fire prevention fee program that is consistent with applicable laws, statutes, rules, and regulations, taking into account both current political and community support." Ultimately, the analyses identified a methodology that could recover a significant portion of the costs associated with providing those services. A notice of public hearing, including a summary of proposed ordinance, was published as a legal notice in the Daily Republic newspaper.

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**STAFF REPORT:**

The Prevention Division was previously staffed by one of the Division Chiefs who was also identified as the Fire Marshal. In addition, a part-time fire inspector assists with the duties of the Fire Prevention Division.

The information used to develop a cost recovery policy was reviewed against a combination of California State laws and regulations, International Fire Code, National Fire Protection Association (NFPA) standards, federal and state mandates relative to emergency services, and generally accepted

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**PREPARED BY:**

**REVIEWED AND APPROVED BY:**

Justin Vincent, Fire Chief  
Greg Folsom, City Manager

best practices within the emergency services community, as well as the experience of Triton's consultants. Departments improve and change over time, and this report is a snapshot of the SCFD at the time the information was gathered. While Triton developed the report over a few months, it was not possible to capture all changes that may have been made during the report's development.

The hourly rates are applied against the time identified by the Suisun City staff that each of the three positions are projected to spend on each type of review and/or inspection.

Description	Division Chief /Fire Marshal	Fire Inspector (Captain)	Administrative Assistant
Salary & Wages	\$110,594	\$85,125	\$53,934
Benefit	\$53,466	\$32,789	\$23,454
Salaries & Benefits	\$164,060	\$117,914	\$77,388
Other Cost	\$27,894	\$34,594	-
<b>Total Expenses Before Administrative</b>	<b>\$191,954</b>	<b>\$152,508</b>	<b>\$77,388</b>
<b>Administrative Fee @ 10%</b>	<b>\$19,195</b>	<b>\$15,251</b>	<b>\$7,739</b>
<b>Total Expenses</b>	<b>\$211,150</b>	<b>\$167,759</b>	<b>\$85,127</b>
<b>Annual Hours Worked</b>	<b>2,080</b>	<b>2,080</b>	<b>2,080</b>
<b>Hourly Rate</b>	<b>\$101.51</b>	<b>\$80.65</b>	<b>\$40.93</b>

The State of California identifies certain types of commercial and residential occupancies that may experience annual inspections after the reviews of the initial design and construction phase. Senate Bill 1205, adding Section 13146.4 to Chapter 854 of the Health and Safety Code, was adopted by the California State Legislature on September 27, 2018. The act requires the chief or his/her representative to annually inspect every building used as a public or private school, hotels, motels, lodging houses, and apartment houses.

California statutes allow for the assessment of other plan review and construction fees associated with new construction projects.

The individual types of fees, calculated against the quantity by category, result in an estimated revenue stream for the Suisun City Fire Department. Suisun City provided AP Triton with the number of inspections, permits, and other types of fees that were applied against the hourly rate and the time expected to perform the services. These amounts are summarized in the following figure:

Inspection/Permit Type	Quantity	Possible Revenue
Plan Review & Construction Inspections	35	\$11,521
Annual Fire & Life Safety Inspections	370	\$40,021
Fire Code Permits	208	\$32,097
Miscellaneous Fees, Review & Inspections	70	\$22,168
Administrative Citation Program	800	\$197,400
<b>Total</b>	<b>2,166</b>	<b>\$303,207</b>

\* Additional economic development and construction will significantly increase the cost recovery revenues projected for plan review and construction inspections in Fiscal Year 21/22.

## Occupancy Types and Inspection Rate

Senate Bill 1205 identifies specific occupancies that are required to undergo life and safety inspections on a yearly basis. All other occupancies (excluding single family homes) in the City of Suisun City shall be assessed by the Suisun City Fire Department and classified by its hazard level, based upon the risks posed by the operation, building standards, building type, business operations in the building, fire permits held, and the International Building Code. All public buildings shall be inspected by the Suisun City Fire Department in order to ensure public safety and compliance with the California State Fire Code and the Suisun City Municipal code. Once they have been inspected, they shall be assigned a hazard classification, which will dictate the frequency and type of annual fire inspection required.

Additionally, initial business inspections, change of ownership, change in state law, the addition of a fire permit, recent fire activity, or violations of the fire code will also trigger a mandatory fire inspection from the Suisun City Fire Department. All business, new construction buildings, and public buildings shall be classified as in one of three hazard classifications: High Hazard, Medium Hazard, and Low Hazard.

## Occupancy Risk Classifications

**High Risk Occupancy:** High risk occupancy includes buildings that store, process or operate known high hazard materials that represent a high level concern for safety based on the potential for explosion from a flammable gas or liquid source, and materials that can be ignited under ambient conditions. Fire protection systems shall be used to limit the risk to personnel and to the building structure and contents, which shall include controls for shutdown of the processes; venting; and alarm notification. Occupancy of this type would include the handling hazardous materials. These buildings shall be protected with a combination of foam system, sprinkler system, standpipe system, deluge system, water spray system, or water mist system, all in accordance with NFPA 11, 13, 14, 15, and 750. These buildings shall also be monitored by a fire and gas detection system, reporting to the main fire and gas control panel located in the main control building, and annunciating the plant hazardous warning system.

In accordance with NFPA, areas that are typically classified as being extra (high) hazard areas are locations where the quantity and combustibility of Class A combustible material is high or where high amounts of Class B flammables are present. Quickly developing fires with high rates of heat release are expected. These locations could be sites for car repair, aircraft and boat servicing, painting, dipping, coating, and storage areas (tanks, containers etc).

High Risk Occupancies		
Aircraft Hangers	Cereal & Flour Mills	Distilleries
Grain Elevators	Explosives	Linseed Oil Mills
Lumberyards	Oil Refineries	Gasoline Service Stations
Sawmills	Barns & Stables	Building Materials
Department Store	Auditoriums & Theaters	Feed Stores
Freight Terminals	Paper & Pulp Mills	Paper Processing Plants
Piers & Wharves	Repair Garages	Armories
Warehouse for Paper, Paint, Furniture	Rubber Products Manufacturing & Storage	Plastics Manufacturing & Storage

**Medium Risk Occupancy:** Medium risk occupancy includes buildings that store or handle known low/medium hazard materials that represent a minimal level of concern for safety, based on materials that cannot be ignited under ambient conditions, but have to be moderately heated before ignition occurs. Fire protection systems shall be used to limit the risk to personnel and to the building structure and contents, which also shall include controls of materials transferred or stored, locking, venting and alarm notification. Occupancy of this type are commonly fast food restaurants, maintenance shops, and warehouse buildings.

These buildings shall be protected with a sprinkler system designed for general or rack storage, standpipe/hose rack system, deluge system, and extinguishers, all in accordance with NFPA 10, 13, 14, 231 and 231C. These buildings shall also include manual fire alarm stations, sprinkler system devices monitored by the main fire and gas control panel, and local annunciation.

In Suisun City, all California State mandated inspections under the California Health & Safety Code Sections 13146.2 and 13146.3 shall be deemed Medium Hazard. State mandated inspections were enacted by the California Health & Safety Code Sections 13146.2 and 13146.3 and requires all fire departments that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards.

In accordance with NFPA, areas are typically classified as being ordinary (moderate) hazard Ordinary (moderate) hazard areas are locations where the quantity and combustibility of Class A combustible materials and Class B flammables is moderate. Fires with moderate rates of heat release are expected in these areas. Ordinary hazard locations could be offices, malls, light manufacturing or research operations, parking garages, workshops, or maintenance/service areas.

Medium Risk Occupancies		
Amusement Occupancies	Clothing & Manufacturing Plants	Cold Storage Warehouses
Dairy Barns	Farm Equipment Sheds	Laundries
Machine Shops	Printing Plants	Textile Manufacturing
Unoccupied Building	Electronic Plants	Breweries
Canneries	Foundries	Municipal Buildings
Wineries	Hospitals	

SB 1205 Occupancies	Risk Classification
Apartment	Medium
Hotels & Motels	Medium
Nursing Homes	Medium
Prison	Medium
Schools	Medium

**Low Risk Occupancy:** Low risk occupancy includes buildings that do not store or handle any known type of hazardous material, which coincides with a low level concern for safety, based on surrounding materials that have to be pre-heated before ignition occurs. Fire protection and extinguishing systems shall be used to limit the risk to personnel and to the building structure and contents, which shall include shutdown of non-emergency circuits, HVAC shutdown, and alarm notification.

Occupancy of this type would be mainly small business and mercantile shops. These buildings shall be protected in accordance with NFPA 10, 13 and 2001. In addition, these buildings shall be monitored by a fire detection system, reporting to the main fire and gas control panel, which shall include monitoring of the sprinkler system devices and manual fire alarm stations, along with local annunciation.

Low risk, unmanned occupancy includes buildings that are normally unoccupied, that have a low level concern for safety based on surrounding materials that must be pre-heated before ignition occurs, but otherwise has equipment that may contribute to the fire hazard based exposure of arching type devices.

Fire extinguishing systems shall be used in order to limit the risk to equipment and building structure, which shall include shutdown of non-emergency circuits, HVAC shutdown, and alarm notification. In accordance with NFPA, areas are typically classified as being light (low) hazard areas are locations where the quantity and combustibility of Class A combustibles and Class B flammables is low. In these areas, expected fires have relatively low rates of heat release. Light hazard areas may include offices, classrooms, meeting rooms etc. Occupancy of this type shall be in accordance with NFPA 10 and 12.

Low Risk Occupancies		
Car Parling Garages	Bakeries	Baber & Beauty Shop
Doctors' Offices	Dwellings	Fire Stations
Libraries (except w/large stockroom areas)	Museums	Offices

## Inspection Schedule

### Biannual Inspections (*twice per year*):

**High risk occupancies** shall be inspected twice a year due to the high level of risk that are posed by the existence and operation of the building or business in Suisun City. The additional inspections are vital to ensure public safety, environmental safety, and firefighter safety. During such inspections, all permits in the occupancy shall be renewed on an annual basis.

**Annually (*once per year*):**

**Medium risk occupancies** shall be inspected once a year due to the elevated level of risk that are posed by the existence and operation of the building or business in Suisun City. The additional inspections are vital to ensure public safety, environmental safety, and firefighter safety. Any building or occupancy that requires a fire permit for operation shall minimally fall in the Medium Hazard classification. During inspections, all fire permits in the occupancy shall be renewed on an annual basis. This section shall include all buildings and occupancies in line with California Health & Safety Code Sections 13146.2 and 13146.3.

**Biennial (*every other year*):**

**Low risk occupancies** shall be physically inspected once every other year and self-inspected by the owner and reported to the fire department on off years, due to the limited level of risk that are posed by the existence and operation of the building or business in Suisun City. The fire inspections are vital to ensure public safety, environmental safety, and firefighter safety. Any building or occupancy requiring a fire permit will not qualify for this hazard level. All self-reported inspections will be reviewed and logged by a fire inspector for completeness and minimum compliance with the California State Fire Code.

Suisun City Occupancy Hazard Level Placement Chart		
High Risk	Medium Risk	Low Risk
Business over <b>80,000 sq/ft</b>	Business between <b>10,000sq/ft and 80,000 sq/ft</b>	Business under <b>10,000 sq/ft</b>
Occupancy Load over <b>350 people</b>	Occupancy Load between <b>100 and 350 people</b>	Occupancy Load under <b>100 people</b>
Fire Code Permit	Fire Code Permit	No Fire Code Permit
Fuel Dispensing	California Health & Safety Code Sections 13146.2 & 13146.3	
Laboratories		
HAZMAT w/CUPA Reporting		
Vehicle/Boat/Aircraft Repair		
Paint Booths		

Required Operational Permits		
Aerosol Products	Fruit and Crop Ripening	Open Flames and Torches
Amusement Building	Fumigation and Insecticide Fogging	Open Flames and Candles
Aviation Facilities	Hazardous Materials	Organic Coatings
Carnivals and Fairs	Hazardous Production Materials (HPM) Facilities	Outdoor Assembly Event
Cellulose Nitrate Film	High-Piled Storage	Places of Assembly
Combustible Dust Producing Operations	Hot Work Operations	Plant Extraction Systems
Combustible Fibers	Industrial Ovens	Pyrotechnic Special Effects Material
Compressed Gases	Lumber Yards and Woodworking Plants	Pyroxylin Plastics
Covered and Open Mall Buildings	Liquid or Gas Fueled Vehicles or Equipment in Assembly Buildings	Refrigeration Equipment
Cryogenic Fluids	LP-Gas	Repair Garages and Motor Fuel-Dispensing Facilities
Cutting and Welding	Magnesium	Rooftop Heliports
Dry Cleaning	Miscellaneous Combustible Storage	Spraying or Dipping
Exhibits and Trade Shows	Mobile Food Preparation Vehicles	Storage of Scrap Tires and Tire Byproducts
Explosives	Miscellaneous Combustible Storage	Temporary Membrane Structures and Tents
Fire Hydrants and Valves	Mobile Food Preparation Vehicles	Tire Rebuilding Plants
Flammable and Combustible Liquids	Motor Fuel-Dispensing Facilities	Waste Handling
Floor Finishing	Open Burning	Wood Products
Additional Permits		
Production Facilities (Live Audience)	Pyrotechnics & Special Effects (TV & Motion Picture)	Live Audiences
Required Construction Permits		
Automatic Fire Extinguishing Systems	Fuel Cell Power Systems	Private Fire Hydrants
Battery Systems	Gas Detection Systems	Smoke Control or Smoke Exhaust Systems
Capacitor Energy Storage Systems	Gates and Barricades Across Fire Apparatus Access Roads	Solar Photovoltaic Power Systems
Compressed Gases	Hazardous Materials	Special Event Structure
Cryogenic Fluids	High Piled Combustible Storage	Spraying or Dipping
Emergency Responder Radio Coverage System	Industrial Ovens	Standpipe Systems
Fire Alarm and Detection Systems and Related Equipment	LP-Gas	Temporary Membrane Structures and Tents
Fire Pumps and Related Equipment	Motor Vehicle Repair Rooms and Booths	Other
Flammable and Combustible Liquids	Plant Extraction Systems	Other

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**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
4. Introduce and Waive Reading of Ordinance No. \_\_\_\_: Adding Chapter 15.80 (Fire Prevention) to Title 15 (Building and Construction) of the Suisun City Municipal Code

It is also recommended that the City Council approve the included Life Safety Inspection schedule.

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**ATTACHMENTS:**

1. Ordinance No. \_\_\_\_: Adding Chapter 15.80 (Fire Prevention) To Title 15 (Building and Construction) of the Suisun City Municipal Code.
2. AP Triton Fire Prevention Fee Study.
3. PowerPoint Presentation

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

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN,  
CALIFORNIA, ADDING CHAPTER 15.80 (FIRE PREVENTION) TO TITLE 15  
(BUILDING AND CONSTRUCTION) OF THE SUISUN CITY MUNICIPAL CODE**

**WHEREAS**, the goal of the fire department is to reduce the number and severity of fires within Suisun City; and

**WHEREAS**, providing the community with a strong and well-trained prevention division will be useful to achieving the goal of public safety; and

**WHEREAS**, the California Health and Safety Code dictates mandatory Fire Life Safety inspections on several occupancy types in Suisun City; and

**WHEREAS**, the California State Fire Code dictates a need for fire inspections and fire code enforcement on all occupancy types in Suisun City, except residential dwellings; and

**WHEREAS**, the City of Suisun City recognizes the need for cost recovery for Fire Life Safety inspections and fire permits to ensure public safety; and

**WHEREAS**, the City Council desires to amend and update its Municipal Code to reflect the current needs of the City, and to ensure the health, safety and welfare of the public and all public safety personnel.

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

**SECTION 1.** The above recitals are true and correct and incorporated herein by reference.

**SECTION 2.** Chapter 15.80 (Fire Prevention) of Title 15 (Building and Construction) of the Suisun Municipal Code is added as follows:

**“Chapter 15.80 (Fire Prevention)**

**15.80.010 – Administration**

The Office of the Fire Marshal is hereby created in the City of Suisun City.

**15.80.020 – Definitions**

- A. “California Fire Code” means the current California Fire Code, Edition, as published by the California Building Standards Commission, as adopted in Section 15.04.030.
- B. “Fire Chief” has the same meaning as Section 15.04.020.H of this code, and shall include his or her designee.
- C. “Fire Marshal” means the head of the Fire Prevention Division, as may be determined by the Fire Chief.
- D. “City Manager” means the City Manager or his or her designee.
- E. “Fire Code” means the Fire Code of the City.
- F. “Fire Code Official” means the Chief of the City’s Fire Department only and shall not include his or her designee.

1 G. "Fire Department" means the Fire Department of the City.

2 H. "Fire Inspector" means a fire inspector employed or retained by the City.

3 I. "Fire Prevention Division" means the section of the Fire Department assigned to  
4 preform fire prevention tasks and duties."

5 15.80.030 - Fire Marshal

6 The Fire Marshal shall be in charge of the Fire Prevention Division. The Fire Marshal  
7 shall be so assigned by and hold such office at the pleasure of the Chief of the Fire  
8 Department."

9 15.08.040 – Control of Matters

10 The Fire Marshall shall, under the direction of the Chief, have control of all matters  
11 pertaining to the Fire Prevention Division and Fire Life Safety."

12 15.80.050 – Composition of Fire Prevention Division

13 The Fire Prevention Division shall consist of the following persons:

14 A. The Fire Marshal, who shall be the Chief Fire Prevention Officer of the Fire  
15 Prevention Division.

16 B. Additional officers, assistants, and employees as the City Council shall provide."

17 15.80.060 – Functions

18 The function of this Division shall be to administer and enforce the fire prevention and  
19 life safety provision of this chapter and shall include, but not limited to, the following:

20 A. To set forth and establish administrative guidelines and requirements, including the  
21 issuance of fire permits and citations.

22 B. To provide regulations governing general provisions for safety.

23 C. To establish safety regulations for special occupancy uses, special processes, special  
24 equipment, and other special subjects.

25 D. To reference nationally recognized standards that apply to the above subjects.

26 15.80.070 - No Liability for Damages

27 Any city official or employee charged with the enforcement of this code, while acting  
28 for the jurisdiction, in good faith and without malice in the discharge of the duties  
required by the Fire Code or other pertinent law or ordinance, shall not thereby be  
rendered civilly or criminally liable personally, and is hereby relieved from all personal  
liability for any damage accruing to persons or property as a result of an act or by reason  
of an act or omission in the discharge of official duties. This section is not intended to  
limit any of the immunities provided by the Tort Claims Act.

15.80.080 – Authority to Make Rules

A. The Fire Chief shall have the authority to issue written orders to correct or  
eliminate a fire hazard or life hazard, hold hearings and modify, vacate, or affirm those  
orders.

1 B. The Fire Chief shall have the authority to make and enforce such rules and  
2 regulations of general application for the purpose of prevention and control of fires and  
3 fire or explosion hazards as may be necessary to carry out the purposes and intent of  
4 this article. Such rules and regulations shall be enforceable upon publication on the  
City's website or equivalent location that is easily accessible by the public, and must be  
ratified by the City Council within 60 days of promulgation.

5 15.80.090 - Inspection Frequency

6 The Fire Chief is authorized to establish a minimum inspection frequency for all  
7 occupancy groups where not already determined by the State of California Health and  
Safety Code."

8 15.80.100 - Fees for Fire Inspection

9 The Fire Code Official shall be authorized to charge a fee for any fire inspections or  
10 existing sites, buildings, structures, and properties within the City of Suisun City. Fees  
for such services shall be in accordance with the Master Fee Schedule."

11 15.80.110 – Required Construction Permits

12 The Fire Code Official is authorized to issue construction permits for work as set forth  
in section 15.80.140. Permit fees shall be in accordance with the Master Fee Schedule."

13 15.80.120 – Automatic Fire Extinguishing Systems

14 A construction permit is required for installation of, or modification to, any automatic  
fire extinguishing system."

15 15.80.130 – Enforcement and Penalties

16 The Fire Chief shall be responsible for enforcement of this chapter. Penalties for  
17 violating these provisions shall be as follows:

18 A. Any persons who violates or fails to comply with any of the provisions of sections  
19 304.1, 304.2, 308, 311, 901.6, or Chapter 56 of the Fire Code, or any other sections  
of the Fire Code specifically identified as a misdemeanor, and may, for each and  
20 every such violation and/or noncompliance, be guilty of a misdemeanor, subject to  
the penalties as set forth in Section 1.08.020.

21 B. Any person who violates any other provision of the Fire Code, or the addition or  
22 amendments thereto, as contained in this chapter of this code, shall, for each and  
every such violation and/or noncompliance, be guilty of an infraction and shall be  
23 subject to the penalties as set forth in Section 1.08.030.

24 C. Any person who violates or fails to comply with any order made pursuant to this  
chapter, or who violates or fails to comply with any certificate or permit issued or  
25 modified by the Fire Chief within the time affixed herein, may be subject to civil  
penalties pursuant to Chapters 1.16 (Administrative Compliance Orders) or 1.20  
26 (Administrative Citations).

27 D. The conviction of or imposition of a penalty for any violation shall not excuse the  
violation or permit such violation to continue; the person so convicted or penalized  
28 shall correct or remedy such violations within a reasonable time. Each day that a

1 prohibited condition is maintained or allowed to continue un-remedied shall  
2 constitute a separate offense.

3 E. Nothing herein shall limit the City's or Fire Chief's authority to abate or punish any  
4 violation of this chapter pursuant to any and all remedies available at law or equity.

5 **SECTION 3. EFFECT OF AMENDMENTS.** Except as otherwise specifically provided in  
6 this Ordinance, all other provisions of Title 15 of the City of Suisun City Municipal Code  
7 remain the same.

8 **SECTION 4. SEVERABILITY.** If any section, subsection, sentence, clause, or phrase of this  
9 ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of  
10 competent jurisdiction, such decision will not affect the validity of the remaining portions of  
11 this ordinance. The City Council hereby declares that it would have passed this ordinance and  
12 each and every section, subsection, sentence, clause, or phrase not declared invalid or  
13 unconstitutional without regard to whether any portion of the ordinance would be subsequently  
14 declared invalid or unconstitutional.

15 **SECTION 5. ADOPTION AND EFFECTIVE DATE.** This Ordinance shall be in full force  
16 and effect thirty (30) days after its second reading and adoption.

17 **SECTION 6. LIBERAL CONSTRUCTION.** The provisions of these Sections shall be  
18 liberally construed as necessary to effectively carry out its purposes, which are hereby found  
19 and declared to be in furtherance of the public health, safety and convenience.

20 **SECTION 7. PUBLICATION.** The City Clerk is directed to cause this Ordinance to be  
21 published within 15 days of its passage in a newspaper of general circulation published and  
22 circulated within the City of Suisun City.

23 [SIGNATURES OF FOLLOWING PAGE]  
24  
25  
26  
27  
28

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the City Council  
of the City of Suisun City, California, on this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Lori D. Wilson, Mayor

ATTEST:

\_\_\_\_\_  
Anita Skinner  
City Clerk

APPROVED AS TO FORM  
AND LEGAL CONTENT:

\_\_\_\_\_  
Aleshire & Wynder, LLP

**CERTIFICATION**

I, Donna Pock, Deputy City Clerk of the City of Suisun City and ex-officio Clerk of  
the City Council of said City, do hereby certify that the above and foregoing ordinance was  
introduced at a regular meeting of the said City Council held on \_\_\_\_\_, 2021 and  
passed and adopted at a regular meeting of said City Council held on \_\_\_\_\_,  
2021, by the following vote:

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

**WITNESS** my hand and the seal of said City this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ 2021.

\_\_\_\_\_  
Anita Skinner  
City Clerk

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*Fire Prevention  
Fee Study  
for  
Suisun City Fire Department*



by  
AP Triton, LLC

April 24, 2021



**AP TRITON**  
VISION · INNOVATION · SOLUTIONS

## **Introduction**

The Suisun City Fire Department engaged AP Triton LLC (Triton) to conduct a Fire Prevention Fee Cost Recovery study.

During discussions with the leadership of the Department, it became apparent that the desired approach to the development of this study was not just an inclusive and transparent process, but a very comprehensive analysis of all opportunities to identify and classify commercial occupancies within the jurisdiction and to develop an accepted methodology to recover costs associated with providing plan check, inspection, and permitting processes.

The proposed and accepted Scope of Work developed by Triton incorporated analyses and processes typically utilized within a Fire Prevention Fee Study in the State of California. During Triton's work, it was determined that approaching the project in this manner added an enhanced method by which to develop recommendations, including but not limited to the prevention fee assessment. Triton recognizes that the study's stated intent was to "identify a fire prevention fee program that is consistent with applicable laws, statutes, rules, and regulations, taking into account both current political and community support." Ultimately, the analyses identified a methodology that could recover a significant portion of the costs associated with providing those services.

## **Current Conditions**

AP Triton begins this report with an evaluation of current conditions, which provides an overview of the City of Suisun City and an appraisal of the Suisun City Fire Department Prevention Division (referred to herein as SCFD or Department) as compiled by Triton's data collection in January 2021. Triton based this evaluation on data provided through on-line websites pertinent to Suisun City, responses from SCFD received pursuant to formal data requests made by Triton, and telephone conversations with SCFD staff.

Each section in the following report provides the reader with general information about that element, as well as observations and analyses of any significant issues or conditions. A supporting explanation is provided following each section, where needed. The evaluation begins with a baseline review of the Department's and Fire Prevention Division's organizational composition.

## Description of the Community Served

The following section represents a general description of the community served by the Suisun City Fire Department.

### City of Suisun City

Suisun City was incorporated in 1868 and is California's 30th city. The City is located in Solano County and is approximately midway between Sacramento and San Francisco along Interstate 80. Suisun City operates under a Council/Manager form of government with an elected five-member City Council. It is a full-service city and includes Administrative Services, Public Works, Development Services, Police Department, Fire Department, and a Recreation/Parks/Marina Department.

**Figure 1: City Complex and Marina**



The City covers a land area of approximately four-square miles and a shoreline that extends throughout the community and provides excellent recreational opportunities. The U.S. Census Bureau estimated the City's 2019 population at 29,663 persons. Almost 30% of the

**AP Triton, LLC**  
**Fire Prevention Fee Study**  
**Suisun City Fire Department**

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population is age 18 years or younger, while approximately 12% are age 65 years or older.

The majority (42%) of the population is Caucasian, followed by Hispanics at nearly 27%, and African Americans at nearly 21%.

According to the Suisun City Chamber of Commerce website<sup>1</sup>, its economy is based on professional services, personal services/consultants, and restaurants. The Chamber site indicates there were 1,444 businesses located in Suisun City. The estimated median household income in 2019 was \$83,320, with approximately 9% of the population in poverty. About 9% of the population under 65 years is disabled, and approximately 6% of individuals under 65 are without health insurance.

As of 2019, the U.S. Census Bureau<sup>2</sup> reported that the City of Suisun City has 9,310 households, with an average of slightly over three people per household. As of 2019, the median property value was \$357,500—which was nearly half again the national average of \$229,700 that year.

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<sup>1</sup> <https://www.chamberofcommerce.com/united-states/california/suisun-city/>

<sup>2</sup> <https://www.census.gov/quickfacts.suisuncitycalifornia>

Figure 2: City of Suisun City and Surrounding Area



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## Description of the Fire Department

### **Suisun City Fire Department**

The Suisun City Fire Department was established by Union Army soldiers shortly after the town was founded. In 1861, the all-volunteer Suisun City Fire Department was formed. The City evolved to its current 4.5 square mile configuration, which the Department protects from one fire station. SCFD operates three Type I engines, a Type III engine, one ladder truck, a Type V engine, two Zodiac rescue boats, and three Command vehicles. The Department is an "All-Hazards/All Risks" agency and, in addition to fire and rescue response, provides Advanced Life Support (ALS) first responder services to the community. ALS ambulance transport service is provided under a contract with Medic Ambulance.

The Department has begun the transition from all-volunteer to the deployment model that is termed a combination department. When completed, there will be a paid fire chief, two Division Chiefs, three captains, three engineers, one administrative assistant, a part-time fire inspector, and approximately 25 volunteer firefighters of various ranks.

The Prevention Division is staffed by one of the Division Chiefs who is also identified as the Fire Marshal. In addition, a part-time fire inspector assists with the duties of the Fire Prevention Division.

The information used to develop a cost recovery policy is reviewed against a combination of California State laws and regulations, International Fire Code, National Fire Protection Association (NFPA) standards, federal and state mandates relative to emergency services, and generally accepted best practices within the emergency services community, as well as the experience of Triton's consultants.

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Departments improve and change over time, and this report is a snapshot of the SCFD at the time the information was gathered. While Triton developed the report over a few months, it was not possible to capture all changes that may have been made during the report's development.

### **Suisun City Fire Department Budget and Finance**

The costs associated with operating the fire department are included in the General Fund Budget of the Suisun City budget. The Department is transitioning from an all-volunteer based deployment model to a combination model, which is reflected in the significant increase in the salaries and benefits categories. Additionally, the Department is now operating through three separate divisions - Administration, Operations, and Prevention/Emergency Management. The following figure is a consolidation of those divisions.

**Figure 3: Suisun City Fire Department Historic Expenditures**  
**FY 16/17 – FY 19/20 and Budgeted FY 20/21**

<b>Description</b>	<b>Actual FY 16/17</b>	<b>Actual FY 17/18</b>	<b>Actual FY 18/19</b>	<b>Actual FY 19/20</b>	<b>Budget FY 20/21</b>
Salaries & Wages	275,376	340,436	374,261	883,000	1,282,000
Benefits	220,776	250,817	278,791	596,400	753,700
Salaries & Benefits	496,152	591,253	653,052	1,479,400	2,035,700
Services & Supplies	466,167	453,168	444,721	361,300	483,660
Intergovernmental Charges	31,400	28,600	26,204	45,000	180,200
<b>TOTAL RECURRING EXPENSES</b>	<b>993,719</b>	<b>1,073,021</b>	<b>1,123,977</b>	<b>1,885,700</b>	<b>2,699,560</b>
Capital Expenditures	68,494	113,213	140,093	342,100	387,100
<b>TOTAL EXPENSES &amp; EXPENDITURES</b>	<b>\$1,062,213</b>	<b>\$1,186,234</b>	<b>\$1,264,070</b>	<b>\$2,227,800</b>	<b>\$3,086,660</b>

## Costs Associated with Providing Inspection and Permitting Services

### **Developing Hourly Cost Structure**

The State of California legislation is very specific on the types of costs that may be included in cost recovery calculations. These costs are accumulated and used to develop an hourly rate for the assessment of inspection fees within the jurisdiction. The inspection or permit fee is developed by determining the amount of time necessary to perform the necessary task and applying the hourly rate.

Compensation and related benefit costs for employees of the Prevention Division and those in the Operations and Administration divisions that assist with inspections or reviews are identified. Additional costs identified that include computer hardware and software, uniforms, amortization of vehicle costs, and office supplies. These costs are accumulated and reduced to an hourly rate for each position. In addition, the calculation utilizes a 10% administrative fee as part of the cost recovery process.

The hourly rates are applied against the time identified by the Suisun City staff that each of the three positions are projected to spend on each type of review and/or inspection.

**Figure 4: Calculation of Hourly Cost Per Prevention Position**

Description	Div Chief/ Fire Marshal	Fire Inspector (Captain)	Administrative Assistant
Salaries & Wages	110,594	85,125	53,934
Benefits	<u>53,466</u>	<u>32,789</u>	<u>23,454</u>
Salaries & Benefits	164,060	117,914	77,388
Other Costs	<u>27,894</u>	<u>34,594</u>	=
<b>Total Expenses Before Administrative Fee</b>	<b>191,954</b>	<b>152,508</b>	<b>77,388</b>
<b>Administrative Fee @ 10%</b>	<b>19,195</b>	<b>15,251</b>	<b>7,739</b>
<b>TOTAL EXPENSES</b>	<b>211,150</b>	<b>167,759</b>	<b>85,127</b>
Annual Hours Worked	2,080	2,080	2,080
<b>HOURLY RATE</b>	<b>\$101.51</b>	<b>\$80.65</b>	<b>\$40.93</b>

### Developing the Individual Codes that Identify the Schedule of Inspectable Occupancies

The State of California identifies certain types of commercial and residential occupancies that may experience annual inspections after the reviews of the initial design and construction phase.

Senate Bill 1205, adding Section 13146.4 to Chapter 854 of the Health and Safety Code, was adopted by the California State Legislature on September 27, 2018. The act requires the chief or his/her representative to annually inspect every building used as a public or private school, hotels, motels, lodging houses, and apartment houses.

California statutes allow for the assessment of other plan review and construction fees associated with new construction projects.

The individual types of fees, calculated against the quantity by category, result in an estimated revenue stream for the Suisun City Fire Department. Suisun City provided AP Triton

with the number of inspections, permits, and other types of fees that were applied against the hourly rate and the time expected to perform the services. These amounts are summarized in the following figure.

**Figure 5: Estimated Revenues from Prevention Bureau Activities**

Inspection/Permit Type	Quantity	Possible Revenue
Plan Review & Construction Inspections	35	11,521
Annual Fire & Life Safety Inspections	370	40,021
Fire Code Permits	208	32,097
Miscellaneous Fees, Review & Inspections	70	22,168
Administration Citation Program	800	197,400
<b>TOTAL</b>	<b>2,166</b>	<b>\$303,207</b>

### **Conclusions and Recommendations**

This section of the study contains various findings and recommendations with the intent of providing the Suisun City Fire Department with a schedule of fees for various services provided by the Fire Prevention Division and a methodology for calculating modifications to the schedule as costs change.

### **Key Studies**

- The Suisun City Fire Prevention Division has, in the past, and will, in the future, incur costs associated with reviewing plans, conducting construction inspections, and annual inspections of occupancies inspectable under California statutes.
- These same statutes allow for the City to recover some or all these costs through the assessment of fees for these services.

- The City has provided AP Triton with a representation of its costs associated with its Fire Prevention Bureau, which Triton used to calculate an hourly rate.
- The Fire Department's Prevention Bureau also provided Triton with its anticipated time to perform each of the tasks.
- Although the Fire Prevention Division does not have a comprehensive inventory of inspectable occupancies, they have begun inventorying the City's inspectable occupancies.
- Suisun City has an opportunity to recover a portion of their Fire Prevention Division costs.

### **Recommendations**

- The Fire Prevention Division (FPD) should develop a comprehensive inventory of inspectable occupancies within its jurisdiction.
- The FPD should complete a review of the costs associated with providing its services inclusive of the administrative fee percentage and make any adjustments to its fee schedule.
- The FPD should provide its fee schedule to the City Council in the appropriate format and request City Council to consider adoption of the fee schedule (Exhibit A).
- The FPD should take the steps necessary to develop a calendar for inspecting those properties identified in the inventory.

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Fire Prevention Fee Study  
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EXHIBIT A

**SAMPLE MASTER FEE SCHEDULE**

**X.XX FIRE DEPARTMENT**

The Fire Department has established the following fees for various services provided. In addition to the set fees, an additional fee may be charged for standby personnel and equipment as required by the Fire Department at the rates per section X.XX:

<b>PLAN REVIEW AND CONSTRUCTION INSPECTIONS</b> <b>(includes initial plan review, one resubmittal, and normal field inspections)</b> <b>Excessive resubmittals shall be billed at the established hourly rate</b> <b>with a one-hour minimum.</b>		
<b>X.01</b>	<b>Fire Hydrant(s) Flow Test (per site)</b>	<b>\$81.00</b>
<b>X.02</b>	<b>Fire Sprinkler System – NFPA 13 – Plan Check/2 Re-Cecks/Field Test &amp; Inspection</b>	
.1	Base Fee, including the first 25 heads, hydraulically calculated or pipe schedule (new), plans review, pipe inspections, riser and backflow, rough, final and hydro test	\$484.00
.2	Each additional 25 heads or portion thereof, Base Fee plus	\$81.00
<b>X.03</b>	<b>Fire Pump, per pump</b>	<b>\$81.00</b>
<b>X.04</b>	<b>Modifications to Sprinkler System – NFPA13 – Plan Check/2 Re-Checks/Field Test &amp; Inspection</b>	
.1	Base Fee, including the first 25 heads, additions, relocation or equipment upgrades of the system	\$161.00
.2	Each additional 25 heads or portion thereof	\$81.00
<b>X.05</b>	<b>Residential Sprinkler System – Plan Check/2Re-Checks, Field Test and Inspection</b>	
.1	Subdivision Model Homes – 13D (per unit)	\$242.00
.2	Subdivision Production Homes – 13D (per unit)	\$242.00
.3	Single Family Home Base Fee	\$81.00
.4	Residential Sprinkler System – 13R (per complex)	\$242.00
.5	Inspection Fee – 13R (per unit)	\$81.00
<b>X.06</b>	<b>Fire Alarm Systems – Plan Check, Field Test and Inspection</b>	
.1	New Alarm System With Less than 25 Devices	\$161.00
.2	New Alarm Systems With 25 – 75 Devices	\$242.00

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.3	New Alarm System With More than 75 Devices	\$323.00
.4	TI Fire Alarm System With Less than 25 Devices	\$161.00
.5	TI Fire Alarm System With More than 25 Devices	\$242.00
.6	Inspection Fee – 13R (per unit)	\$81.00
<b>X.07</b>	<b>Underground</b>	
.1	1 – 4 Hydrants/Risers	\$385.00
.2	5 – 10 Hydrants/Risers	\$809.00
.3	11 or More Hydrants/Risers	\$991.00
<b>X.08</b>	<b>Special Systems</b>	
.1	Refrigeration System Less than 500 lb.	\$81.00
.2	Refrigeration System More than 500 lb.	\$121.00
.3	Spray Booth	\$182.00
.4	Emergency Responder Radio Covergae	\$364.00
.5	Smoke Evacuation	\$161.00
.6	Solar Photovoltaic Systems - Commercial	\$182.00
.7	Solar Photovoltaic Systems - Ground	\$284.00
.8	Solar Photovoltaic Systems - Residential	\$284.00
.9	Clean Agent Extinguishing Sysytem or Equal (clean agent industrial dry chemical systems)	\$161.00
<b>X.09</b>	<b>Hood and Duct System (Per System)</b>	
.1	1 – 11 Flow Points	\$182.00
.2	12 – 22 Flow Points	\$343.00
.3	Each Additional 11 Flow Points or Portion Thereof	\$81.00
<b>X.10</b>	<b>Tanks/HazMat</b>	
.1	HazMat Tank Installation/Removal (Underground)	\$81.00
.2	HazMat Tank Installation/Removal (Above Ground)	\$81.00
.3	Propane Tank Installation/Removal (Underground)	\$81.00
.4	Propoane Tank Installation/Removal (Above Ground)	\$81.00
<b>ANNUAL FIRE AND LIFE SAFETY INSPECTIONS</b>		
<b>X.11</b>	<b>A Occupacy – Assembly</b>	
.1	0 – 5,000 sq. ft.	\$81.00
.2	5,001 – 10,000 sq. ft.	\$182.00
.3	10,001 – 20,000 sq. ft.	\$263.00
.4	20,001 – 40,000 sq. ft.	\$263.00
.5	40,001 – 80,000 sq. ft.	\$263.00
.6	80,001 – 120,000 sq. ft.	\$343.00

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.7	120,001 – 150,000 sq. ft.	\$343.00
.8	More than 150,000 sq. ft.	\$343.00
<b>X.12</b>	<b>B/M/U Occupancy – Business/Mercantile/Utility (i.e. garage/carport)</b>	
.1	0 – 5,000 sq. ft.	\$81.00
.2	5,001 – 10,000 sq. ft.	\$81.00
.3	10,001 – 20,000 sq. ft.	\$161.00
.4	20,001 – 40,000 sq. ft.	\$161.00
.5	40,001 – 80,000 sq. ft.	\$161.00
.6	80,001 – 120,000 sq. ft.	\$343.00
.7	120,001 – 150,000 sq. ft.	\$343.00
.8	More than 150,000 sq. ft.	\$343.00
<b>X.13</b>	<b>Schools</b>	
.1	1 – 99 Students	\$131.00
.2	100 – 199 Students	\$182.00
.3	200 or More Students	\$263.00
<b>X.14</b>	<b>Commercial Day Care E3/Adult Day Care I4</b>	
.1	7 – 49 Persons	\$182.00
.2	50 – 149 Persons	\$263.00
.3	150 Persons or More	\$263.00
<b>X.15</b>	<b>F and H Occupancies</b>	
.1	0 – 5,000 sq. ft.	\$81.00
.2	5,001 – 10,000 sq. ft.	\$81.00
.3	10,001 – 20,000 sq. ft.	\$81.00
.4	20,001 – 40,000 sq. ft.	\$161.00
.5	40,001 – 80,000 sq. ft.	\$161.00
.6	80,001 – 120,000 sq. ft.	\$263.00
.7	120,001 – 150,000 sq. ft.	\$263.00
.8	More than 150,000 sq. ft.	\$263.00
<b>X.16</b>	<b>Hospitals and Detention Facilities</b>	\$263.00
<b>X.17</b>	<b>R1/R2 Occupancies - Residential</b>	
.1	1 – 4 Units	\$81.00
.2	5 – 25 Units	\$161.00
.3	26 – 100 units	\$161.00
.4	101 – 300 Units	\$263.00

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.5	More than 300 Units	\$263.00
<b>X.18</b>	<b>Residential Day Care</b>	
.1	Large Family Day Care R3 Annual – 7 – 14 Persons	\$263.00
.2	Family Day Care License Pre-Inspection	\$263.00
<b>X.19</b>	<b>Residential Care Facility</b>	
.1	State License Pre-Inspection Request	\$182.00
.2	1 – 6 Uits	\$81.00
.3	7 – 25 Units	\$81.00
.4	26 – 100 Units	\$161.00
.5	101 – 300 Units	\$161.00
.6	More than 300 Units	\$161.00
<b>X.20</b>	<b>Skilled Nursing Facility</b>	
.1	7 – 25 Units	\$81.00
.2	26 – 100 Units	\$121.00
.3	101 – 300 Units	\$161.00
.4	More than 300 Units	\$303.00
<b>X.21</b>	<b>S Occupancies – Warehouses/Storage Facilities/Repair Garages</b>	
.1	0 – 5,000 sq. ft.	\$81.00
.2	5,001 – 10,000 sq. ft.	\$81.00
.3	10,001 – 20,000 sq. ft.	\$81.00
.4	20,001 – 40,000 sq. ft.	\$161.00
.5	40,001 – 80,000 sq. ft.	\$161.00
.6	80,001 – 120,000 sq. ft.	\$263.00
.7	120,001 – 150,000 sq. ft.	\$263.00
.8	More than 150,000 sq. ft.	\$263.00
<b>X.22</b>	<b>Mid-Rise Inspection (4 to 6 stories)</b>	\$263.00
<b>FIRE CODE PERMITS, Includes review and inspection for each permit type</b>		
<b>X.23</b>	<b>Places of Assembly</b>	
.1	50 – 99 Persons	\$81.00
.2	100 – 299 Persons	\$121.00
.3	300 or More Persons	\$161.00
<b>X.24</b>	<b>Aersosl Products (per 500 pounds)</b>	\$102.00
<b>X.25</b>	<b>Amusement Buildings</b>	\$152.00

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<b>X.26</b>	<b>Carnivals, Fairs, Special Events</b>	<b>\$152.00</b>
<b>X.27</b>	<b>Combustible Dust Products</b>	<b>\$102.00</b>
<b>X.28</b>	<b>Combustible Fibers</b>	<b>\$102.00</b>
<b>X.29</b>	<b>Compressed Gases</b>	<b>\$161.00</b>
<b>X.30</b>	<b>Covered Malls</b>	<b>\$161.00</b>
<b>X.31</b>	<b>Cryogenic Fluids</b>	<b>\$161.00</b>
<b>X.32</b>	<b>Cutting &amp; Welding</b>	<b>\$102.00</b>
<b>X.33</b>	<b>Dry Cleaning Plants</b>	<b>\$81.00</b>
<b>X.34</b>	<b>Exhibits &amp; Trade Shows</b>	<b>\$161.00</b>
<b>X.35</b>	<b>Explosives &amp; Blasting Agents</b>	<b>\$161.00</b>
<b>X.36</b>	<b>Flammable &amp; Combustible Liquids</b>	<b>\$161.00</b>
<b>X.37</b>	<b>Fumigation and Insecticidal Fogging</b>	<b>\$81.00</b>
<b>X.38</b>	<b>Hazardous Materials</b>	<b>\$161.00</b>
<b>X.39</b>	<b>High Piled Storage</b>	
.1	500 – 10,000 sq. ft.	\$81.00
.2	10,000 - 20,000 sq. ft.	\$161.00
.3	20,001 – 50,000 sq. ft.	\$202.00
.4	More than 50,000 sq. ft.	\$242.00
.5	Each Additional 10,000 sq. ft.	\$81.00
<b>X.40</b>	<b>HPM Facilities</b>	<b>\$81.00</b>
<b>X.41</b>	<b>Hot Work Operations/Cutting &amp; Welding</b>	<b>\$182.00</b>
<b>X.42</b>	<b>Industrial Ovens</b>	<b>\$81.00</b>
<b>X.43</b>	<b>LP Gas Storage/Exchange</b>	<b>\$233.00</b>
<b>X.44</b>	<b>Liquid/Compressed Gases - Hazardous</b>	<b>\$182.00</b>
<b>X.45</b>	<b>Liquid/Compressed Gases - Medical</b>	<b>\$81.00</b>
<b>X.46</b>	<b>Lumber Yards and Woodworking Plants</b>	<b>\$364.00</b>
<b>X.47</b>	<b>Miscellaneous Combustible Storage</b>	<b>\$81.00</b>
<b>X.48</b>	<b>Open Flames and Candles</b>	<b>\$182.00</b>
<b>X.49</b>	<b>Organic Coatings</b>	<b>\$81.00</b>
<b>X.50</b>	<b>Private Hydrants</b>	<b>\$182.00</b>
<b>X.51</b>	<b>Proxylin Plastics</b>	<b>\$81.00</b>
<b>X.52</b>	<b>Pyrotechnic Special Effects</b>	<b>\$364.00</b>
<b>X.53</b>	<b>Refrigeration Equipment</b>	<b>\$81.00</b>
<b>X.54</b>	<b>Repair Garage or Motor Fuel Dispensing</b>	<b>\$364.00</b>
<b>X.55</b>	<b>Spraying or Dipping</b>	<b>\$81.00</b>
<b>X.56</b>	<b>Storage of Scrap Tires</b>	<b>\$81.00</b>
<b>X.57</b>	<b>Waste Handling</b>	<b>\$81.00</b>
<b>X.58</b>	<b>Additional Permits as Authorized by Fire Code - Hourly Rate (1 Hour</b>	<b>\$81.00</b>

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	<b>Minimum)</b>	
<b>X.59</b>	<b>Temporary Membrane Structures/Tents</b>	
.1	400 - 3,000 sq. ft.	\$182.00
.2	3001 - 10,000 sq. ft.	\$182.00
.3	10,000 or more sq. ft.	\$364.00
<b>X.60</b>	<b>Wood Products</b>	\$182.00
<b>X.61</b>	<b>Open Burning ( as approved )</b>	\$182.00
<b>X.62</b>	<b>Holiday Tree Lots</b>	\$81.00
<b>X.63</b>	<b>Fireworks</b>	\$385.00
<b>MISCELLANEOUS FEES, REVIEWS AND INSPECTIONS</b>		
<b>X.64</b>	<b>Alternative Method Request/Deferred Submittal Request</b>	\$102.00
<b>X.65</b>	<b>Cell Tower (outside roof, pole,etc)</b>	\$102.00
<b>X.66</b>	<b>Design Review/Consultation Meeting - Hourly Rate (1/2 hour minimum)</b>	\$81.00
<b>X.67</b>	<b>Evacuation Plan Review/Fire Drill Monitoring</b>	\$323.00
<b>X.68</b>	<b>File Search (providing research, etc)</b>	\$102.00
<b>X.69</b>	<b>New Business Inspection</b>	\$323.00
<b>X.70</b>	<b>Haunted House</b>	\$161.00
<b>X.71</b>	<b>Perimeter Fencing/Gate Plan Review</b>	\$161.00
<b>X.72</b>	<b>Hydrants Review</b>	\$323.00
<b>X.73</b>	<b>Single Family Dwelling Review</b>	\$102.00
<b>X.74</b>	<b>Public Schools Site Review</b>	\$203.00
<b>X.75</b>	<b>County Projects Review</b>	\$102.00
<b>X.76</b>	<b>Over-the Counter Plan Review - Hourly Rate (1 Hour Minimum - Small Projects, When Approved)</b>	\$102.00
<b>X.77</b>	<b>Overtime Inspection/Review - After Normal Office Hours (2 Hour Minimum)</b>	\$203.00
<b>X.78</b>	<b>Plan Rechecks - Hourly Rate (1 Hour Minimum) Includes as built and excessive plan resubmittals/field inspections</b>	\$102.00
<b>X.79</b>	<b>Expedited Plan Review - in addition to normal time</b>	\$102.00
<b>X.80</b>	<b>Special Requests or Uncategorized - Hourly Rate (1 Hour Minimum)</b>	\$102.00
<b>X.81</b>	<b>Investigation of Construction Without a Permit (2 Hour Minimum)</b>	\$203.00
<b>X.82</b>	<b>Weed Abatement - Hourly Rate (1 Hour Minimum)</b>	\$102.00
<b>ADMINISTRATIVE FEES</b>		
<b>X.83</b>	<b>Per Page Fee (per California Public Records Act)</b>	\$0.10
<b>X.84</b>	<b>File Review - Hourly Rate (to be prorated to the nearest quarter hour)</b>	\$102.00
<b>X.85</b>	<b>Fire Prevention Personnel- Hourly Rate (to be prorated to the</b>	\$102.00

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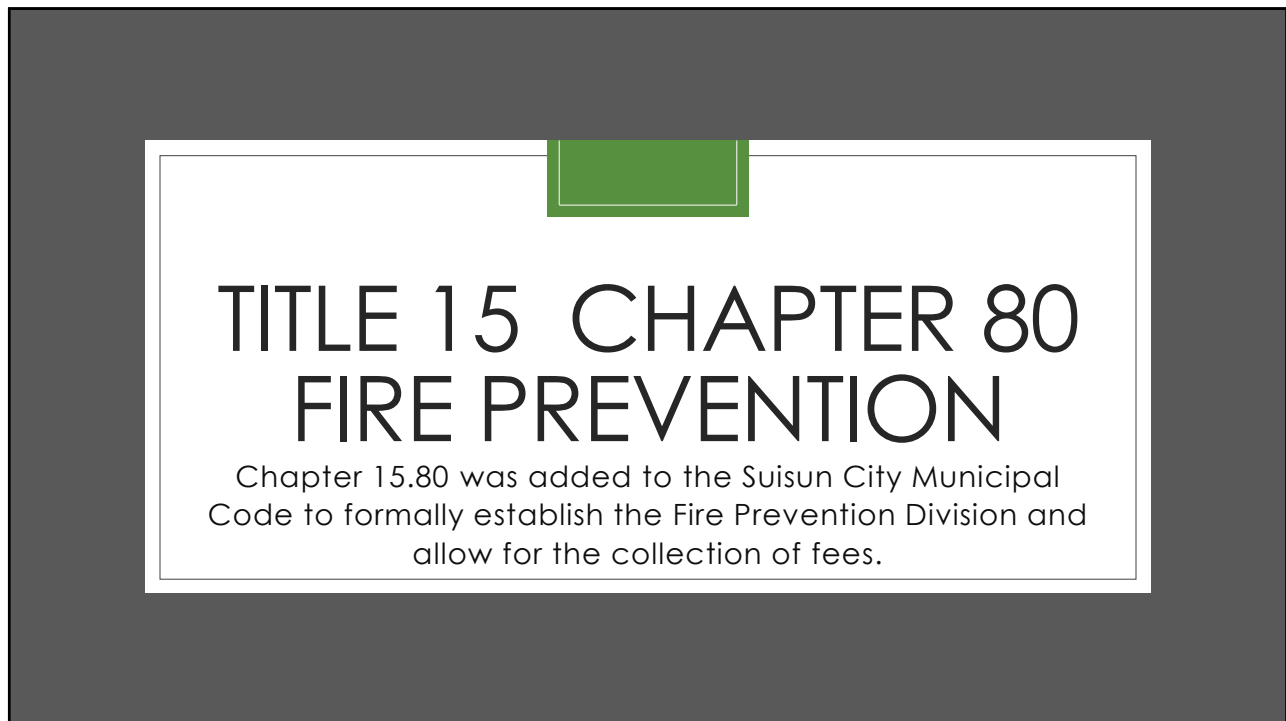
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	nearest quarter hour)	
<b>ADMINISTRATIVE CITATION PROGRAM</b>		
<b>X.86</b>	<b>1st Citation</b>	<b>\$112.00</b>
<b>X.87</b>	<b>2nd Citation</b>	<b>\$178.00</b>
<b>X.88</b>	<b>3rd Citation</b>	<b>\$267.00</b>
<b>X.89</b>	<b>Administrative - Hourly Rate (Non-Compliance Administrative Action)</b>	<b>\$102.00</b>



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# AP TRITON FIRE PREVENTION FEE STUDY

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*Fire Prevention  
Fee Study  
for  
Suisun City Fire Department*



by  
AP Triton, LLC

April 24, 2021



- In 2020, AP Triton was hired to conduct a Fire Prevention Fee Study.
- The study took into account a snapshot of staffing during a time period when the department employed a Division Chief assigned as the Fire Marshal and a part-time Retired Annuitant Fire Inspector.
- Since that time, the Fire Marshal has retired.

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Fire Prevention Fee Study  
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Figure 4: Calculation of Hourly Cost Per Prevention Position

Description	Div Chief/ Fire Marshal	Fire Inspector (Captain)	Administrative Assistant
Salaries & Wages	110,694	86,126	63,034
Benefits	53,496	32,789	23,454
Salaries & Benefits	164,060	117,914	77,388
Other Costs	27,894	34,594	-
Total Expenses Before Administrative Fee	191,954	152,508	77,388
Administrative Fee @ 10%	19,195	15,251	7,739
<b>TOTAL EXPENSES</b>	<b>211,150</b>	<b>167,759</b>	<b>85,127</b>
Annual Hours Worked	2,080	2,080	2,080
<b>HOURLY RATE</b>	<b>\$101.51</b>	<b>\$80.65</b>	<b>\$40.93</b>

[Developing the Individual Codes that Identify the Schedule of Inspectable Occupancies](#)

The State of California identifies certain types of commercial and residential occupancies that may experience annual inspections after the reviews of the initial design and construction phase.

Senate Bill 1205, adding Section 13146.4 to Chapter 854 of the Health and Safety Code, was adopted by the California State Legislature on September 27, 2018. The act requires the chief or his/her representative to annually inspect every building used as a public or private school, hotels, motels, lodging houses, and apartment houses.

California statutes allow for the assessment of other plan review and construction fees associated with new construction projects.

The individual types of fees, calculated against the quantity by category, result in an estimated revenue stream for the Suisun City Fire Department. Suisun City provided AP Triton

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- The Fee Study calculated the cost per prevention position needed to meet the community and businesses minimum prevention requirements, based on Salaries, Benefits, and an administrative fee of 10%, establishing an hourly rate.

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Fire Prevention Fee Study  
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with the number of inspections, permits, and other types of fees that were applied against the hourly rate and the time expected to perform the services. These amounts are summarized in the following figure.

Figure 5: Estimated Revenues from Prevention Bureau Activities

Inspection/Permit Type	Quantity	Possible Revenue
Plan Review & Construction Inspections	35	11,521
Annual Fire & Life Safety Inspections	370	40,021
Fire Code Permits	208	32,097
Miscellaneous Fees, Review & Inspections	70	22,168
Administration Citation Program	800	197,400
<b>TOTAL</b>	<b>2,166</b>	<b>\$303,207</b>

[Conclusions and Recommendations](#)

This section of the study contains various findings and recommendations with the intent of providing the Suisun City Fire Department with a schedule of fees for various services provided by the Fire Prevention Division and a methodology for calculating modifications to the schedule as costs change.

[Key Studies](#)

- The Suisun City Fire Prevention Division has, in the past, and will, in the future, incur costs associated with reviewing plans, conducting construction inspections, and annual inspections of occupancies inspectable under California statutes.
- These same statutes allow for the City to recover some or all these costs through the assessment of fees for these services.

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- Using the established hourly rates, AP Triton, estimated the number of prevention activities that would occur throughout the year and the time necessary to complete each.

**Estimated Revenue (AP Triton)**

**\$303,207.00**

**Fire Chief conservative estimate (67%) for FY21/22**

**\$203,148.68**

\* With the influx of new construction, it is likely the city may see the full estimated revenue in the first year of the program.

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# Fee Amounts

- Fee amounts will vary based on activity
- Complete Fee Schedule is found in the AP Triton Fee Study included in the agenda packet

City	Annual Business Inspection	Hydrant Inspection
Suisun City*	\$ 81	\$ 81
Fairfield	\$136	\$750
Vallejo	\$170	\$351
Benicia	\$141	\$396
Dixon	\$ 56	\$196

\* Suisun City has the lowest overall rates in Solano County

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# STAFFING AND COSTS

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## Personnel

(Fee based upon one Fire Marshal and Prevention Officer)

- New Job Class: **Fire Marshal**

Estimated Salary and Benefit costs for 9 mo. (*Projected hire date of October 2021*)

**\$ 125,000 (Step D)**



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## Personnel cont.

(Fee based upon one Fire Marshal and Prevention Officer)

- **Retired Annuitant Inspector** - 3 months (July 1 – Sept 30<sup>th</sup>)

**\$ 25,000.00**

- **Future Fire Inspector** - (pending fee revenues to support)



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## Cost vs. Revenues

<b>Expenditures:</b>		
Retired Annuitant		\$ 25,000.00
Fire Marshal* (9 months)		\$ 125,000.00
Leased Vehicle and Equipment		\$ 50,000.00
	<b>Total</b>	<b>\$200,000.00</b>
<b>Revenues:</b>		
Revenue – Fire Prevention Fees		\$ 203,148.68
	<b>Total</b>	<b>\$ 203,148.68</b>
* Estimated Salary and Benefits costs	<b>Net Revenue</b>	<b>\$ 3,148.68</b>

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## OCCUPANCY TYPES AND INSPECTION FREQUENCIES

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## Occupancy Types

High Risk Occupancies		
Aircraft Hangers	Cereal & Flour Mills	Distilleries
Grain Elevators	Explosives	Linseed Oil Mills
Lumberyards	Oil Refineries	Gasoline Service Stations
Sawmills	Barns & Stables	Building Materials
Department Store	Auditoriums & Theaters	Feed Stores
Freight Terminals	Paper & Pulp Mills	Paper Processing Plants
Piers & Wharves	Repair Garages	Armories
Warehouse for Paper, Paint, Furniture	Rubber Products Manufacturing & Storage	Plastics Manufacturing & Storage
Medium Risk Occupancies		
Amusement Occupancies	Clothing & Manufacturing Plants	Cold Storage Warehouses
Dairy Barns	Farm Equipment Sheds	Laundries
Machine Shops	Printing Plants	Textile Manufacturing
Unoccupied Building	Electronic Plants	Breweries
Canneries	Foundries	Municipal Buildings
Wineries	Hospitals	
Low Risk Occupancies		
Car Parking Garages	Bakeries	Barber & Beauty Shop
Doctors' Offices	Dwellings	Fire Stations
Libraries (except w/large stockroom areas)	Museums	Offices

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## Recommended Inspection Schedule

### Biannual Inspections (twice per year)

**High risk occupancies** shall be inspected **twice a year** due to the high level of risk that are posed by the existence and operation of the building or business in Suisun City. The additional inspections are vital to ensure public safety, environmental safety, and firefighter safety. During such inspections, all permits in the occupancy shall be renewed on an annual basis.

### Annually (once per year)

**Medium risk occupancies** shall be inspected **once a year** due to the elevated level of risk that are posed by the existence and operation of the building or business in Suisun City. The additional inspections are vital to ensure public safety, environmental safety, and firefighter safety. Any building or occupancy that requires a fire permit for operation shall minimally fall in the Medium Hazard classification. During inspections, all fire permits in the occupancy shall be renewed on an annual basis. This section shall include all buildings and occupancies in line with California Health & Safety Code Sections 13146.2 and 13146.3.

### Biennial (every other year)

**Low risk occupancies** shall be physically inspected **once every other year** and self-inspected by the owner and reported to the fire department on off years, due to the limited level of risk that are posed by the existence and operation of the building or business in Suisun City. The fire inspections are vital to ensure public safety, environmental safety, and firefighter safety. Any building or occupancy requiring a fire permit will not qualify for this hazard level. All self-reported inspections will be reviewed and logged by a fire inspector for completeness and minimum compliance with the California State Fire Code.

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## Recommendation

1. City Council approve the Fire Prevention Ordinance as presented.
2. City Council direct staff to create the Fire Marshal position for consideration at a future City Council meeting.
3. The Fire Chief will authorize the included fire life safety inspection schedule, based on occupancy hazard type, unless otherwise directed by Council.

## AGENDA TRANSMITTAL

**MEETING DATE:** June 22, 2021

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**CITY AGENDA ITEM:** PUBLIC HEARING: Council Introduce and Waive Reading of Ordinance No. \_\_\_\_: Adding Chapter 9.29 (Emergency Medical Service First Responder Fee) to Title 9 (Public Peace, Morals and Welfare) of the Suisun City Municipal Code

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**FISCAL IMPACT:** AP Triton estimates a cost recovery for emergency medical response of \$97,318.00.

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**STRATEGIC PLAN:** Ensure Public Safety – 7. Pursue cost recovery for first-responders medical calls (insurance policy).

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**BACKGROUND:**

The City of Suisun City Fire Department (SCFD), as an all-risk public safety agency, has been providing First Responder Emergency Medical Services at the Advanced Life Support (ALS) level since July, 2020. The Solano County Emergency Medical Services Agency granted SCFD the necessary accreditation to provide that level of service. Prior to achieving the response level, Suisun City was the only municipality in Solano County not providing ALS care for its residents. The Department accomplished this through the development of First Responder Engine and Truck Companies and the certification of its personnel to the advanced life support/paramedic level.

SCFD medical responses, constituting approximately 75% of the Department’s workload, account for a significant portion of the operating budget of the agency. The development of a cost recovery program, consistent with California law, will allow the Department to better respond to all emergencies; however, the implementation of these fees will be impacted by numerous outside factors, including increased call volume, federal insurance programs, commercial medical insurance companies/policies, operational costs, medical control costs, etc.

The SCFD fire station, centrally located in the city, provides a strategically located standing force. This standing force of First Responders at the ALS level has proven to be the cornerstone of Pre-Hospital Emergency Medical Services (PHEMS) throughout the country and will prove its value to the Suisun City community. Providing these PHEMS First Responders comes with a cost, which is referred to as the “Cost of Readiness.”

Because the Cost of Readiness for PHEMS is the most expensive aspect of the service delivery model and is not generally covered by the tax base as an added value, the fiscal concerns are to ensure that the Department is at the appropriate levels of revenue reimbursements for all of the First Responder EMS services provided.

Governmental entities are allowed, and in the case of special districts required, to institute cost recovery programs to ensure the cost of providing services is being met (Fire District Law of 1987) and are allowed under Federal and State regulations to include those costs associated with providing EMS services. Those associated costs include the direct and indirect costs of services. Direct costs are those costs that are required to provide the services. These include the first

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**PREPARED BY:**

**REVIEWED AND APPROVED BY:**

Justin Vincent, Fire Chief  
Greg Folsom, City Manager

responders' salaries and benefits, dispatching costs, apparatus, and supplies used to provide these services. Indirect costs are those costs associated with supporting those services such as supervision, maintenance, finance, human resources, training, etc. Many of these indirect costs are internal services which are shared services between divisions within the fire department or the local government structure. In either circumstance, the costs associated for providing these services must be calculated in a manner that justifies the charges. These charges are intended to create a cost recovery system for supporting the First Responder services provided. The goal is to attempt to recover the costs of providing these services through accepted practices at both the federal and state levels. A notice of public hearing, including a summary of proposed ordinance, was published as a legal notice in the Daily Republic newspaper.

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#### **STAFF REPORT:**

As the fire department continues to develop their First Responder Fees for Services, it is important to consider not only the positive financial reimbursements that can be expected but how that affects their ability to provide enhancements to the overall service delivery system. The Department is acutely aware of the political considerations that can develop from attempting to recover the full cost recovery of these EMS services, as that can be a significant billed amount. In many cases, there may be no practical means to achieve total cost recovery of any EMS system. This is mainly due to federal and state regulations that impact all patient care billing practices. SCFD must continue to balance the patient care and operational demands of the system with the limited fiscal resources available within the First Responder System. The benefits of developing a comprehensive First Responder Fee System are numerous, with the most obvious being the recovery of all or some of the costs of providing services. The cost recovery of available revenue previously expended is historically limited within most EMS systems throughout the nation, which also applies to SCFD; however, any amount of recovery will reduce the general fund cost-shifting/subsidy for First Responder services.

Based upon the 2019 run data, the Department received 2,582 call for services with 1,943 being requests for medical emergencies. EMS incidents make up approximately 75% of the Department's call volume. Years of experience in evaluating first responder systems provides AP Triton with the knowledge that 23.6 minutes is an average time a fire unit is routinely committed to a medical call. This committed timeline is defined as the length of time from when the response unit is notified by the dispatcher until the unit has returned to service and is again ready to respond to the next incident. The SCFD deployment model dispatches one engine company to EMS responses. This indicates a total of 8,760 unit hours (1 unit x 24 hours a day x 365 days a year = 8,760 unit hours). Based on

Description	Amount
Total Number of EMS Responses (D)	1,943
Total Number of Hours Committed to Responses	764.3
Additional Hours for Report Preparation	971.5
EMS Training Hours	486.0
Total EMS Related Hours (A)	2,221.8
Average Hourly Rate per Company (B)	\$156.44
Cost of EMS Related Hours (A x B)	\$347,578
Other Costs Associated with Providing EMS Service	\$184,672
Dispatch Costs Allocated to EMS Responses	\$71,872
Total Cost to Provide First Responder Services (C)	\$604,122
Cost per Incident for Providing First Responder Services (C/D)	\$310.92

1,943 medical responses, and an average time commitment of 23.6 minutes per medical response, the average Unit Hour Utilization (UHU) rate is calculated at .0872 for a 24-hour period. Sustainability of the healthcare system is dependent upon the payer mix within any given geographic location. Understanding how the payer mix impacts reimbursements will allow us to determine the value of the system. Once the payer demographics are determined, an estimate of reimbursement can be made. There are four basic cost centers for reimbursement: Medicare, Medi-Cal, Private Pay (uninsured), and commercial insurance. Depending upon the demographic, each cost center will have a different percentage of participants. The number of system users from each cost center will determine the total reimbursement that can be realized. However, the percentage of each cost center does not determine the multiplier for your system. In other words, if the four cost centers are equal (25% each) that does not suggest that 25% of the calls for PHEMS will come from each category. As we age, our health begins to deteriorate with time and as a result, this smaller percentage of the general population tends to have a higher percentage of use within the system.

Medic Ambulance, the EMS transport contractor for the City of Suisun, declined to provide the payer mix, considering it proprietary data. An analysis of the demographics of the population of Suisun City allows AP Triton to estimate the payer mix as follows

Source	Percentage
Private Pay	5.0%
Commercial Insurance	53.0%
Medi-Cal	18.0%
Medicare	19.5%
Other	4.5%
<b>Total</b>	<b>100.0%</b>

Using the data supplied by the Suisun City Fire Department, AP Triton estimates a potential cost recovery of \$97,318 is available to the City.

The numbers presented in the chart below account for compassionate billing. Compassionate billing is a policy which allows for a partial payment or a full waiver of fees for uninsured patients who are unable to pay the fee. It also accepts any portion remitted by the insurance company without seeking the remaining balance from the patient.

Description	Amount
Total Calculated Cost of Providing First Responder Fee Services	\$604,122
Cost per Incident for Providing First Responder Services (total calculated cost divided by 1,943 EMS incidents)	\$310.92
<u>Estimated Collections Based on Per Incident Rate</u>	
<b>Private Pay</b> (1,943 total EMS incidents x 5% Payer Mix x 12% collection = 12 private pay incidents; 12 incidents x \$310.92 cost per incident)	\$3,731
<b>Commercial Insurance</b> (1,943 total EMS incidents x 15.5% Payer Mix x 100% collection = 301 commercial insurance incidents; 301 incidents x \$310.92 cost per incident)	<u>\$93,587</u>
<b>Potential Collection from First Responder Fees</b>	<b>\$97,318</b>

Solano County Fire Agencies	
City	First Responder Fee Amount
Vallejo	\$483.00
Fairfield	\$433.00
Benicia	\$314.00
Dixon	\$314.00
<b>Proposed Suisun City</b>	<b>\$310.92</b>
Vacaville	N/A
Rio Vista	N/A

All Solano County agencies charging a First Responder Fee are contracting with Medic Ambulance for billing service. The customary billing charge has been 12% of the funds collected.

If approved, the Fire Chief will reach out to Medic Ambulance for a proposal for billing and fee collection and return to City Council for approval.

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**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
4. Introduce and Waive Reading of Ordinance No.\_\_\_\_: Adding Chapter 9.29 (Emergency Medical Service First Responder Fee) to Title 9 (Public Peace, Morals and Welfare) of the Suisun City Municipal Code.

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**ATTACHMENTS:**

1. Ordinance No. \_\_: Adding Chapter 9.29 (Emergency Medical Service First Responder Fee) to Title 9 (Public Peace, Morals and Welfare) of the Suisun City Municipal Code
2. Frequently Asked Questions
3. AP Triton First Responder Fee Study
4. PowerPoint Presentation

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

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN,  
CALIFORNIA, ADDING CHAPTER 9.32 (EMERGENCY MEDICAL SERVICE FIRST  
RESPONDER FEE) TO TITLE 9 (PUBLIC PEACE, MORALS AND WELFARE) OF  
THE SUISUN CITY MUNICIPAL CODE**

**WHEREAS**, the City of Suisun Fire Department and its governing body, the City of Suisun City, are established Health and Safety Code Sec. 1797.201 providers of emergency medical services and, as such, are able to set their own rates for services; and

**WHEREAS**, the first responder fee is intended to create a cost recovery system for supporting the emergency medical services provided.; and

**WHEREAS**, the amount recovered will decrease the general fund cost for first responders; and

**WHEREAS**, the fee does not exceed the estimated reasonable costs of providing the emergency medical services; and

**WHEREAS**, the Fire Chief shall establish a compassionate billing policy; and,

**WHEREAS**, the City Council desires to amend and update its Municipal Code to reflect the current needs of the City, and to ensure the health, safety and welfare of the public and law enforcement personnel.

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

**SECTION 1.** The above recitals are true and correct and are incorporated herein by reference.

**SECTION 2.** Chapter 9.32 (Emergency Medical Service First Responder Fee) of Title 9 (Public Peace, Moral and Welfare) of the Suisun Municipal Code is added as follows:

Chapter 9.32 Emergency Medical Services First Responder Fee

9.32.010 – Purpose

The purpose of these provisions is to allow for the collection of fees to cover the costs the Fire Department incurs in providing emergency medical services to both City residents and nonresidents.

9.32.020 – Definitions

- A. “Fire Chief” has the same meaning as Section 15.04.020.H, and shall include his or her designee.
- B. “First responder” includes firefighter paramedics and firefighter EMTs (emergency medical technicians) in the Suisun City Fire Department.
- C. “Fire Department” means the Suisun City Fire Department.
- D. “First responder fee” means the fee established pursuant to this chapter and charged to each recipient to recover the costs for providing the services.
- E. “Insurer” means the recipient’s medical insurance provider.

1 F. "Recipient" means the person who receives services.

2 G. "Services" means pre-hospital emergency medical services.

3 9.32.030 - First Responder Fee Established

4 A. Fee Amount Established. The City Council shall, by resolution, adopt and  
5 amend from time to time a first responder fee to recover the actual and  
6 reasonable costs incurred by the Fire Department in providing emergency  
7 medical services and processing the first responder fee, including administrative  
8 and enforcement costs.

9 B. Fee Applies to All. The first responder fee shall be charged to any recipient,  
10 whether a city resident or nonresident.

11 9.32.040 – Fee Collection

12 A. Payment and waiver policies.

13 1. The Fire Chief will develop policies and procedures for invoicing,  
14 billing, and receiving payments for each fee charged under this chapter  
15 and will coordinate the administration with any contracted third party  
16 service provider, if applicable. The policies and procedures will include  
17 a process to discharge from accountability accounts that are not  
18 collectible.

19 2. The Fire Chief shall establish a compassionate billing policy. Such  
20 policy may include payment plans, and a waiver of the first responder  
21 fee for uninsured patients.

22 3. The City shall accept the payment, if any, from the insurer as the full  
23 payment for the recipient's first responder fee obligation and the City  
24 shall not require the recipient to pay for any portion of the first responder  
25 fee not paid by the insurer.

26 B. Administration of the fee. The Fire Chief may delegate all or some of the tasks  
27 required for the administration of the first responder fee. Administration of the  
28 first responder fee will consist of tasks including, but not limited to, tracking of  
services, identification of financially responsible parties, calculation of total fees  
to be charged, invoicing and payment collection, and the processing of waiver  
request and appeals, if permitted. The City Manager may approve delegating the  
administration of the first responder fee to a contracted third party vendor.

C. Invoicing. When the Fire Department provides services to a recipient, the City,  
or its designee, shall bill the recipient and the insurer, if any, for payment of the  
first responder fee. In the case of a minor, the City, or its designee, shall bill the  
parent or guardian of the recipient and the insurer, if any.

9.32.050 – No effect on services.

This chapter neither expands not limits services. Nothing in this chapter relieves the Fire  
Department of providing services. The services will continue to be provided without  
regard to whether a person is insured by an insurer, has the ability to pay the first  
responder fee, or whether the recipient has paid a first responder fee in the past.

9.32.060 – No waiver of other means of cost recovery

This chapter does not preclude the City or the Fire Department from recovering its emergency response costs in any other manner authorized by law.

9.32.070 - Appeals

Any person wishing to contest an invoice regarding the first responder fee imposed under this chapter may do so pursuant to the provisions of Section 15.04.310.”

**SECTION 3. EFFECT OF AMENDMENTS.** Except as otherwise specifically provided in this Ordinance, all other provisions of Title 9 of the City of Suisun Municipal Code remain the same.

**SECTION 4. SEVERABILITY.** If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

**SECTION 5. ADOPTION AND EFFECTIVE DATE.** This Ordinance shall be in full force and effect thirty (30) days after its second reading and adoption.

**SECTION 6. LIBERAL CONSTRUCTION.** The provisions of these Sections shall be liberally construed as necessary to effectively carry out its purposes, which are hereby found and declared to be in furtherance of the public health, safety and convenience.

**SECTION 7. PUBLICATION.** The City Clerk is directed to cause this Ordinance to be published within 15 days of its passage in a newspaper of general circulation published and circulated within the City of Suisun.

[SIGNATURES OF FOLLOWING PAGE]

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the City Council  
of the City of Suisun City, California, on this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Lori D. Wilson, Mayor

ATTEST:

\_\_\_\_\_  
Donna Pock, CMC

Deputy City Clerk

APPROVED AS TO FORM  
AND LEGAL CONTENT:

\_\_\_\_\_  
Aleshire & Wynder, LLP

**CERTIFICATION**

I, Donna Pock, Deputy City Clerk of the City of Suisun City and ex-officio Clerk of  
the City Council of said City, do hereby certify that the above and foregoing ordinance was  
introduced at a regular meeting of the said City Council held on \_\_\_\_\_, 2021 and  
passed and adopted at a regular meeting of said City Council held on \_\_\_\_\_,  
2021, by the following vote:

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

**WITNESS** my hand and the seal of said City this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ 2021.

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



## **Suisun City Fire Department**

### **First Responder Fee – Frequently Asked Question**

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#### ***What is a First Responder Fee?***

A First Responder Fee is charged to insurance companies of patients who are treated or evaluated by Suisun City Firefighters for medical service.

#### ***Why have I received a First Responder Fee Notice?***

You received this bill because the Suisun City Fire Department responded to a 9-1-1 call from you or someone representing you and a medical assessment was performed.

#### ***Do I need to pay the bill?***

No, the bill has also been sent directly to your insurance company. The copy you have received in the mail is for information only.

#### ***Do I need to pay a portion of the Notice if my insurance does not cover the entire balance?***

No, the City will utilize a compassionate billing concept and accept any payment by an insurance company as the full payment for the First Responder Fee obligation.

#### ***What if I do not have insurance?***

There is no out-of-pocket expense for patients receiving services from the Fire Department, even if the patient is uninsured.

#### ***What are the fees based on?***

The \$310.92 fee per call is based on a cost recovery for providing an Advanced Life Support (ALS) engine company to all calls for service and associated fees for equipment and supplies. This amount was calculated based on a comprehensive fee study conducted by AP Triton, LLC.

#### ***Don't my taxes cover this service?***

The principal rationale for a First Responder Fee is that local government fire department services have expanded well beyond the traditional fire suppression generally supported by property taxes. The change in balance from fire suppression to medical services has shifted the rationale for financing fire department operations from primarily property-related taxes to a combination of property taxes and user fees. As our department has transitioned to provide trained staff for both fire suppression and medical services, there were no additional taxes or increases in our budget to absorb the costs to provide these services. Regardless of the number of incidents we respond to, we must maintain our apparatus, equipment, skills/training, and certifications for both fighting fires and providing emergency medical services.



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*First Responder Fee  
Feasibility Study  
for  
Suisun City Fire Department*



by  
AP Triton, LLC

March 16, 2021



**AP TRITON**  
VISION · INNOVATION · SOLUTIONS

## **Executive Summary**

The City of Suisun Fire Department (SCFD), as an all-risk public safety agency, has been providing First Responder Emergency Medical Services at the Advanced Life Support (ALS) level since July 2020. The Solano County Emergency Medical Services Agency granted SCFD the necessary accreditation to provide that level of service. Prior to achieving the response level, Suisun City was the only municipality in Solano County not providing ALS care for its residents. The Department accomplished this through the development of First Responder Engine and Truck Companies and the certification of its personnel to the advanced life support/paramedic level.

SCFD medical responses, constituting approximate 75% of the Department's workload, account for a significant portion of the operating budget of the agency. The development of a cost recovery program, consistent with California law, will allow the Department to better respond to all emergencies; however, the implementation of these fees will be impacted by numerous outside factors, including increased call volume, federal insurance programs, commercial medical insurance companies/policies, operational costs, medical control costs, etc.

The SCFD fire station, centrally located in the City, provides a strategically-located standing force. This standing force of First Responders at the ALS level has proven to be the cornerstone of Pre-Hospital Emergency Medical Services (PHEMS) throughout the country and will prove its value to the Suisun City community in the future. Providing these PHEMS First Responders comes with a cost, which is referred to as the "Cost of Readiness."

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Because the cost of readiness for PHEMS is the most expensive aspect of the service delivery model and is not generally covered by the tax base as an added value, the fiscal concerns are to ensure that the Department is at the appropriate levels of revenue reimbursements for all of the First Responder EMS services provided.

Governmental entities are allowed, and in the case of special districts required, to institute cost recovery programs to ensure the cost of providing services is being met (Fire District Law of 1987) and are allowed under Federal and State regulations to include those costs associated with providing EMS services. Those associated costs include the direct and indirect costs of services. Direct costs are those costs that are required to provide the services. These include the first responders' salaries and benefits, dispatching costs, apparatus, and supplies used to provide these services. Indirect costs are those costs associated with supporting those services such as supervision, maintenance, finance, human resources, training, etc. Many of these indirect costs are internal services which are shared services between divisions within the fire department or the local government structure. In either circumstance, the costs associated for providing these services must be calculated in a manner that justifies the charges. These charges are intended to create a cost recovery system for supporting the First Responder services provided. The goal is to attempt to recover the costs of providing these services through accepted practices at both the federal and state levels.

As SCFD continues to develop their First Responder Fees for Services, it is important to consider not only the positive financial reimbursements that can be expected but how that affects their ability to provide enhancements to the overall service delivery system. The Department is acutely aware of the political considerations that can develop from attempting to recover the full cost recovery of these EMS services, as that can be a significant billed amount. In many cases, there may be no practical means to achieve total cost recovery of any EMS system.

This is mainly due to federal and state regulations that impact all patient care billing practices.

SCFD must continue to balance the patient care and operational demands of the system with the limited fiscal resources available within the First Responder System. The benefits of developing a comprehensive First Responder Fee System are numerous, with the most obvious being the recovery of all or some of the costs of providing services. The cost recovery of available revenue previously expended is historically limited within most EMS systems throughout the nation, which also applies to SCFD; however, any amount of recovery will reduce the general fund cost-shifting/subsidy for First Responder services.

Using the data supplied by the Suisun City Fire Department, AP Triton estimates a potential cost recovery of \$97,318 is available to the City.

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### **Suisun City Fire Department and the City of Suisun Community**

The Suisun City Fire Department (SCFD) is a combination agency, staffed with full-time and volunteer members providing service to an area of approximately 4.5 square miles. In total, the Department provides fire protection and advanced life support (ALS) first responder medical services for over 29,000 citizens. The City's single fire station line positions are staffed 24 hours a day, seven days a week, by six full-time career firefighters working two per each shift and supported by 28 well-trained volunteer members. ALS ambulance service is provided by contract from the Solano Emergency Medical Services Cooperative through Medic Ambulance Company. Added to this, SCFD has automatic and mutual aid agreements with neighboring fire department organizations to further strengthen the emergency services available to its citizens.

SCFD is an all-hazards/all-risk fire department providing emergency services that include Fire Suppression, Advanced Life Support First Responder Medical Services, Hazardous Materials Mitigation, Fire Prevention, Technical Rescue, Water Rescue, Training, Public Education, and Arson Investigation.

SCFD uses a staffing model of two to three persons per engine company, which is the primary first responder company responding to medical emergencies. The full-time ranks for staffing field units are Captain and Engineer with the Firefighter/Paramedic positions being filled by volunteers (with limited Firefighter/BLS positions), all of which play significant roles in providing EMS to the community.

SCFD does not provide ambulance transport service but EMS operations are managed by an independent Medical Director and a Captain from the Operations Division. The Fire Department Operations Division is staffed with full-time personnel including one Fire Chief, two Division Chiefs, three Captains, three Fire Engineers, and 28 volunteer positions of various

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ranks, and one administrative assistant as support staff. The Department's Administration and Operations Divisions' combined budgets for FY 20/21 are adopted at \$2,855,760. The Department is dispatched to all emergencies through the Suisun City Dispatch Center.

Based upon the 2019 run data, the Department received 2,582 call for services with 1,943 being requests for medical emergencies. EMS incidents make up approximately 75% of the Department's call volume. Years of experience in evaluating first responder systems provides AP Triton with the knowledge that 23.6 minutes is an average time a fire unit is routinely committed to a medical call. This committed timeline is defined as the length of time from when the response unit is notified by the dispatcher until the unit has returned to service and is again ready to respond to the next incident. The SCFD deployment model dispatches one engine company to EMS responses. This indicates a total of 8,760 unit hours (1 unit x 24 hours a day x 365 days a year = 8,760 unit hours). Based on 1,943 medical responses, and an average time commitment of 23.6 minutes per medical response, the average Unit Hour Utilization (UHU) rate is calculated at .0872 for a 24-hour period.

## Community Demographics

Based upon census data<sup>1</sup>, the City's population demographics are as follows:

**Figure 1: City of Suisun Demographics**

Description	Amount
Population estimates, July 1, 2019	29,663
Estimated housing units, July 1, 2019	3,000
Persons per household	3.15
Median household income	\$ 83,320
Median household value	\$ 357,500
Population with employee health insurance	53.0%
Population with Medicare	5.7%
Population with Medicaid/Medi-Cal	17.9%
Population on non-group plans	13.7%
Population on military or VA plans	4.4 %

<sup>1</sup> [Httpd://www.census.gov/quickfacts/fact/table/suisuncitycitycalifornia/PST045219](https://www.census.gov/quickfacts/fact/table/suisuncitycitycalifornia/PST045219)

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## Demographics of the Healthcare Payer Mix

Sustainability of the healthcare system is dependent upon the payer mix within any given geographic location. Understanding how the payer mix impacts reimbursements will allow us to determine the value of the system. Once the payer demographics are determined, an estimate of reimbursement can be made. There are four basic cost centers for reimbursement: Medicare, Medi-Cal, Private Pay (uninsured), and commercial insurance. Depending upon the demographic, each cost center will have a different percentage of participants. The number of system users from each cost center will determine the total reimbursement that can be realized. However, the percentage of each cost center does not determine the multiplier for your system. In other words, if the four cost centers are equal (25% each) that does not suggest that 25% of the calls for PHEMS will come from each category. As we age, our health begins to deteriorate with time and as a result, this smaller percentage of the general population tends to have a higher percentage of use within the system.

With respect to First Responder Fees, there are realistically only two categories that provide opportunity for reimbursement for transporting providers as the first responder fee is incorporated into the transport bill.

**Private pay:** This category of the payer mix is comprised of those who do not meet the threshold needed for receiving Medi-Cal and who do not have commercial insurance. Because this group includes a wide range of the population, it will include those who have very limited income as well as those who have well above average income levels. In the past, the most common demographic was those who were either employed by smaller companies who did not provide insurance to their workers or those who were self-employed. As a result, this payer mix comprises a combination of those who can afford to pay the full amount of the ambulance transportation costs and first responder

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fees as well as those who cannot afford to pay any part of the fee. Within those parameters are those who can afford to make payments as well as agreements to take a settlement for a partial amount. Because this group comprises such economic diversity as a combined group it is typical to see an aggregate reimbursement rate equal to 1 to 2% of full collection for this payer mix. However, with the implementation of the ACA and Covered California, this demographic is continuing to transition to the insured category. How this will impact the overall collection rate is still unknown as many of the plans through Covered California have higher deductibles.

**Insured:** This category of payer mix is comprised of those who have medical insurance, either through employment, private purchase, or other means. Most medical insurances cover the cost associated with PHEMS. For some insurance providers there is a deductible or co-pay, however most insurance services waive this when the patient received services that originated through the 9-1-1 system. Private insurance typically does not dispute the fees charged for ambulance transportation and first response. For this reason, reimbursement is nearly 100%.

**Medi-Cal/Medicare:** Currently neither Medi-Cal nor Medicare will pay the cost for first responder services as they are not a covered benefit. Medicare is actively involved in the implementation of the new Emergency Triage, Treatment, and Transport (alternative destinations) program (ET3). ET3 is a pilot program that is attempting to look at opportunities where patients who would normally be transported to an emergency department can be dealt with in a manner other than transport. While there are many places where this is already being done, the difference is that Centers for Medicare and Medicaid Services (CMS) is now looking at reimbursement to those providers for not transporting. The current emergency transport system nationwide recovers cost from the transport. Thus, any non-transport results in no

payment and is considered uncompensated care. Therefore, the system has created an incentive to transport even though there may not be a critical need. At this time, there are minimal opportunities in California to participate and eligibility is by application with a 25% trial study in each state. This is a very exciting opportunity for many first responder agencies.

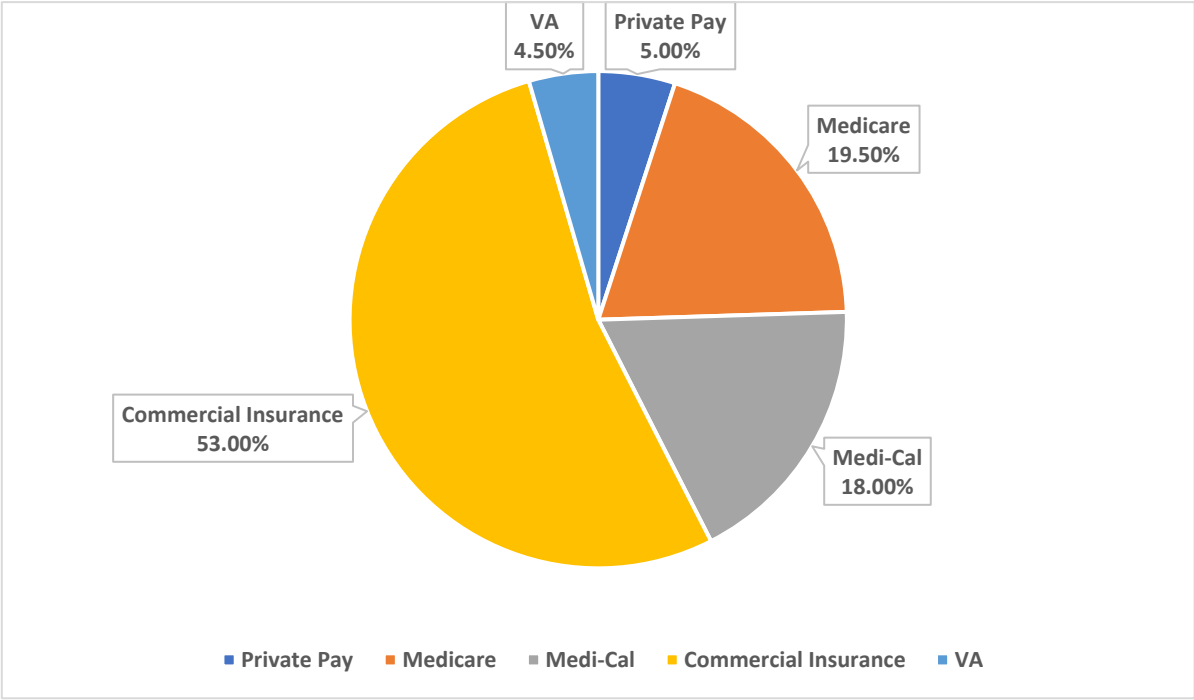
As more and more people who previously were uninsured are enrolled into the Covered California program, the percentage of people who will secure some form of health care coverage will increase. This should reduce the number of uninsured “private pay” households but, at the same time, could increase the minimum deductibles that go along with these types of insurance policies through the statewide exchange.

Medic Ambulance, the EMS transport contractor for the City of Suisun, declined to provide the payer mix, sighting it was proprietary data. An analysis of the demographics of the population of Suisun City allows Triton to estimate the payer mix as follows:

**Figure 2: Estimate of Suisun City Emergency Medical Service Payer Mix**

Source	Percentage
Private Pay	5.0%
Commercial Insurance	53.0%
Medi-Cal	18.0%
Medicare	19.5%
Other	4.5%
<b>Total</b>	<b>100.0%</b>

Figure 3: Graphical Presentation of EMS Payer Mix Estimate



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## Factors that Influence Collection and Reimbursement

### Billing Policy

Creating and maintaining an up-to-date billing policy is one of the primary steps a provider needs to take to ensure the Department will receive the most monetary value from the system. When a service is provided there is an assumption there will be a charge for that service. There are numerous factors that will determine what is included in the patient billing policy. The more aggressive the billing policy, the more potential there is to collect. There will also be a set number of calls for service during a given time period, known as call volume. There will be fluctuations in the call volume, but significant or seasonal changes in call volume are predictable based on historical information. Therefore, reimbursement for some services based upon the number of calls is relatively established and forecastable. It should be noted, however, that an increase in call volume does not absolutely reflect a direct correlation to an increase in revenue. The areas of the billing policy which will determine revenue are collection policy, documentation accuracy, billing provider's level of effort, and understanding the payer mix.

SCFD has not yet adopted policies for multiple levels of billing. The creation of these policies is to create latitude to negotiate and resolve outstanding claims to close the prior fiscal year's accounts.

### Documentation

Documentation provided by both the first responder companies and ambulance personnel on the patient care report (PCR) all have very significant roles in the collection rate achieved by the Department. These documented actions will capture the patient care services provided by Department personnel. Proper documentation is crucial to achieve the appropriate reimbursement rates from all the insurance providers. The Department anticipates Medic Ambulance, the

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transport service provider, will work closely with the billing company to be as efficient and responsive as possible in this very complex area. There has been, and will continue to be, an overly cumbersome amount of additional “justification” from EMS providers to document the patient care that was delivered and to have that reflected in the corresponding billing for all the patient care services.

The First Responder Fee (FRF) billing policies and procedures, such as FRF fee amounts, time allotment intervals of billing, etc., are established by the Department. When it is related to time allotment of billing, there must be “hard times” documented on the electronic patient care report (ePCR). SCFD will use the communications center and the “hot buttons” in the ePCR application to timestamp their billing times. As a result, these times are automatically populated into the ePCR.

### **Comparative Evaluation of Fire-based EMS Transportation Systems**

SCFD is an all-risk department, meaning that the operational personnel have multiple disciplines of duties/tasks during emergency incidents. These incidents may include, but are not limited to, EMS, Fire Suppression, Technical Rescue, Hazardous Materials, and Water Rescue. With these duties/tasks comes the need for training, education, physical training, equipment readiness, and target hazard awareness training. Also included are the functions of fire prevention, public education, station and apparatus maintenance, etc. The SCFD’s Operations Division monitors, evaluates, and uses staffing models to maintain the Department’s UHU.

Currently, the Department’s overall UHU is .0872 (based on a 24-hour shift), which allows for quality first responder patient care and allows the fire units to be available for many of the other disciplines that need to be addressed by personnel assigned to fire units. As an average, there are call volume peaks and other demands on the Department, which the current system has the available

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capacity to handle. These operational UHU hours themselves only show the units' activities while assigned to "incidents/dispatch," meaning that there are other fire station duties/tasks needing to be addressed within the shift work period. When those items are placed into the workload of each unit, the UHU rates will increase. The optimal operational range as described by the International Association of Fire Fighters (IAFF) for most fire based First Responder Systems is .25 to .35 UHU.

SCFD works very closely with the current ambulance billing provider, Medic Ambulance. The Department's proposed FRF schedule (Attachment A) has listed specific billable service items that are not included within this document. This document is looking at the base fees structure elements of the FRF. There will be items based upon Medicare and some insurance plans that have reimbursement items specific to their plans that need to continue to be included but are not covered in this study. An example of some that are covered by one or the other but not both is gross decontamination cleanup costs and additional personnel.

SCFD along with its governing body, the City of Suisun, are established Health and Safety Code Sec. 1797.201 providers and, as such, enjoy the ability to establish their own rates for services including first response fees. The Local Emergency Medical Service Agency (LEMSA) does not have the authority to affect policies regarding operational or billing fees. As such, the department is able to evaluate its operational needs and address the costs of its First Response System. An example of operational costs includes staffing and all associated costs, dispatching services, etc.

By using the proposed rates, we can see there is an opportunity to recover a portion of the costs associated with providing EMS first responder services to the community. While this may seem like a significant rate, we must remember that this only brings SCFD to a contemporary rate within Solano County and still does not bring them to total cost recovery for

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their first responder system.

### **Cost of Providing PHEMS as an Added Value to the System**

Once calculated, the actual cost of providing PHEMS as an “added value” to the system can be startling, especially considering that tax dollars were not designed to cover the cost of providing this service. The actual cost of providing PHEMS by the SCFD’s First Responder system is roughly \$530,000 annually.

### **Salary for Engines/Trucks**

Using the fully encumbered personnel costs provided by the Department, a rate for service will be broken down based on department-wide costs along with a cost per EMS incident. While the Department currently has some Paramedics and EMTs staffing the engines and trucks, the cost breakdown captures the cost of 100% firefighter/paramedic staffing as this would reflect the maximum cost for these positions.

SCFD uses one engine company as the primary First Responder company. There is currently only one truck company at this time. Using the following FY 20/21 budgeted personnel costs, we can illustrate the total costs:

**Figure 4: Suisun City Fire Department Personnel Costs, Adopted Budget FY 20/21**

Personnel	Quantity	Cost
Full-time personnel	7	\$713,300
Benefits		\$537,100
Volunteer Stipends		\$120,000
Total Personnel Costs		\$1,370,400

The hourly rate per engine company is based on the calculation that combines total hourly wages divided by the total number of staffed hours per year. This in turn will determine the hourly rate per company.

**Figure 5: Calculation of Hourly Personnel Cost Based on FY 20/21 Adopted Budget**

Description	Description	Amount
Total Personnel Costs		\$1,370,400
Total Unit Hours per Year	One Company	8,760
Unit Hour Cost	Combined Full-time and Volunteer Staffing	\$156.44

### Other Associated Costs Directly Related to EMS

The Suisun City Fire Department commits other resources into its EMS response. The following is a list of these additional resources.

**Figure 6: Other Costs Directly Related to EMS Responses, FY 20/21**

Description of Additional Costs	Amount
Medical Director	\$15,000
Insurance	\$4,200
DEA License	\$244
EMS Supplies	\$9,133
Gear and Equipment	\$3,710
Amortization of Cardiac Monitor Cost and Software Support – 3 Years	\$23,109
Capital Replacement Fund for Cardiac Monitors plus 10% Inflation	\$25,420
Depreciation of Fire Engine Based on EMS vs Total Responses	\$45,141
Capital Replacement Fund for Fire Engine Replacement	<u>\$58,715</u>
<b>Total</b>	<b>\$184,672</b>

Dispatch services are provided by City of Suisun Dispatch Center and the FY 20/21 budgeted cost is \$95,500. The cost has been broken down on a per call basis and is then multiplied by the total number of EMS calls.

**Figure 7: Allocation of Dispatch Costs to EMS Responses**

Description	Amount
Total Cost of Dispatch System	\$95,500
Total Number of Calls	2,582
Cost Per Call	\$36.99
Total EMS Calls	1,943
Total Dispatch Costs Allocated to EMS Responses	\$71,872

### Determining the Actual Cost of Service

The average time for this calculation is based on CAD data for all EMS incidents. This includes items such as response time, time on scene assisting transport provider and patient or patient's family, assisting law enforcement, and returning to quarters. Experience has shown in other studies that First Responder personnel will spend an additional 30 to 40 plus minutes per call performing indirect tasks required for each EMS incident. These ancillary tasks include, at a minimum, incident reports, clean up, equipment/apparatus readiness, restocking of supplies, and drills/training including recertification requirements.

**Figure 8: Calculation of Total Cost of First Responder Services Per EMS Incident**

Description	Amount
Total Number of EMS Responses (D)	1,943
Total Number of Hours Committed to Responses	764.3
Additional Hours for Report Preparation	971.5
EMS Training Hours	486.0
Total EMS Related Hours (A)	2,221.8
Average Hourly Rate per Company (B)	\$156.44
Cost of EMS Related Hours (A x B)	\$347,578
Other Costs Associated with Providing EMS Service	\$184,672
Dispatch Costs Allocated to EMS Responses	\$71,872
Total Cost to Provide First Responder Services (C)	\$604,122
Cost per Incident for Providing First Responder Services (C/D)	\$310.92

### Calculated Rate for First Responder Fee for Suisun City Fire Department

Using all the information available as noted previously, a calculated rate of \$310.92 for each EMS response will, when applied to the historical percentages received from potential payers of such fees, produce an estimated \$97,318 in cost recovery for First Responder Services as follows:

**Figure 9: Calculation of Estimated Revenue from First Responder Fee Billings**

Description	Amount
Total Calculated Cost of Providing First Responder Fee Services	\$604,122
Cost per Incident for Providing First Responder Services (total calculated cost divided by 1,943 EMS incidents)	\$310.92
<u>Estimated Collections Based on Per Incident Rate</u>	
<b>Private Pay</b> (1,943 total EMS incidents x 5% Payer Mix x 12% collection = 12 private pay incidents; 12 incidents x \$310.92 cost per incident)	\$3,731
<b>Commercial Insurance</b> (1,943 total EMS incidents x 15.5% Payer Mix x 100% collection = 301 commercial insurance incidents; 301 incidents x \$310.92 cost per incident)	<u>\$93,587</u>
<b>Potential Collection from First Responder Fees</b>	<b>\$97,318</b>

### Calculated Impact of the Treat and Release Fee

The State of California acknowledges there is a cost associated with responding to a patient who does not want or need to be transported to the hospital. As such, the State Medi-Cal system compensates providers who respond to Medi-Cal beneficiaries who are not ultimately transported. Known as a Treat and Release (T & R) or Treat Non-Transport, the State pays the BLS rate for these responses. While Medicare does not pay for these services, most, if not all, commercial insurers readily pay these fees and in one case, a major commercial insurance provider has established a fixed rate of compensation in these

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circumstances. While the overall impact of these fees is minimal compared to the overall system revenue, it is important to recognize that there is revenue that can, and should, be collected from these encounters. This additional revenue added to the overall compensation for the system will reduce the impact on the taxpayers for the EMS services.

Assuming that we use the same FRF hourly rate as the T & R base rate and apply the additional charges such as oxygen, monitor, etc., the Department could see an additional \$10,000 in revenue.

## **Summary**

When evaluating a department's fees for service, the ultimate goal should be to achieve 100% cost recovery or cost neutrality for the benefit of the taxpayer. In doing this, the Department is placed in a stronger financial position than if they are providing a service that requires subsidy from the general fund. The leadership within the SCFD is acting in a prudent and responsible manner in developing First Responder Fees for services. By undertaking these actions, they are not only monitoring the financial impacts that healthcare has on the Department's operations, but they are also safeguarding the taxpayer's investment into their fire response system as well.

There are three basic components that drive a system's ability to be cost neutral: call volume, payer mix, and rates for service. For the most part, the only ability a provider has to influence cost recovery is to adjust rates or lower costs.

In most cases it is impractical, and in some cases impossible, to lower costs as a mechanism to meeting cost recovery. The two primary methods to reduce cost are to decrease the personnel cost and reduce or modify deployment. Lowering personnel costs is often difficult due to contractual obligations between the Department and the labor groups. A challenge

in reducing deployment is that in most cases, the system is already operating at a relatively high operational tempo or, as in this case, with minimal staffing levels. Therefore, a common method to secure cost recovery of Department EMS-related operating expenses is to develop and assess FRF rates.

## ADDING CHAPTER 9.29 (EMERGENCY MEDICAL SERVICE (EMS) FIRST RESPONDER FEE TO THE SUISUN MUNICIPAL CODE

June 22<sup>nd</sup>, 2021



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## FIRST RESPONDER FEE

The First Responder Fee allows fire departments to charge patients insurance for the cost of EMS services.

EMS Services are defined as pre-hospital emergency medical services.



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AP Triton was hired in 2020 to conduct a First Responder Fee Study.

The study considered direct and indirect costs associated with EMS responses.

Examples of Costs

- Salary and Benefits
- Medical Director
- Supplies
- Equipment



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Description	Amount
Total Number of EMS Responses (D)	1,943
Total Number of Hours Committed to Responses	764.3
Additional Hours for Report Preparation	971.5
EMS Training Hours	486.0
Total EMS Related Hours (A)	2,221.8
Average Hourly Rate per Company (B)	\$156.44
Cost of EMS Related Hours (A x B)	\$347,578
Other Costs Associated with Providing EMS Service	\$184,672
Dispatch Costs Allocated to EMS Responses	\$71,872
Total Cost to Provide First Responder Services (C)	\$604,122
Cost per Incident for Providing First Responder Services (C/D)	\$310.92

Recommended amount to be billed per EMS response is **\$310.92**

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## COMPASSIONATE BILLING

The Fire Chief will establish a Compassionate billing policy allowing for payment plans or waivers for uninsured patients.

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## SOLANO COUNTY FIRST RESPONDER FEE COMPARISON

City	Fee
Vallejo	\$ 395
Fairfield	\$ 402
Vacaville	Paramedic Tax @ 0.3 per \$100 of assessed value
Suisun City	\$ 310 Proposed
Benicia	\$ 314
Dixon	\$ 297.11
Rio Vista	None "Measure O" passed in 2020 for FD funding

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## CONTRACT FOR BILLING SERVICE

- All Solano County agencies charging a First Responder Fee are contracting with Medic Ambulance for billing service. The customary billing charge has been 12% of the funds collected.
- If passed tonight, the Chief will reach out to Medic Ambulance for a proposal for billing and fee collection and return to City Council for approval.

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## RECOMMENDATION

- Introduce and waive reading of proposed Ordinance

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## AGENDA TRANSMITTAL

**MEETING DATE:** June 22, 2021

**CITY AGENDA ITEM:** Fiscal Year 2021-22 Draft Budget Workshop #3.

**FISCAL IMPACT:** There would be no fiscal impact at this time. The full budget document will come back to Council on June 29<sup>th</sup>.

**BACKGROUND:** The full FY 2021-22 Annual Budget will be presented to the City Council at the Budget Hearing on June 29, 2021. As a prelude to finalizing the full budget document, this item provides a summary and overview to date of the Draft FY 2021-22 Annual Budget with an emphasis on the General Fund. This provides the Council and the public with an opportunity to provide feedback about the proposed budget in advance of the public hearing.

On May 18<sup>th</sup>, the first budget workshop was held and Council asked for the Senior program to be moved to the Community Center and to have dedicated staffing and space. Council also asked for three firefighters to be added to the budget. Staff was also asked to come back with a plan or analysis if the Lighting and Landscape District (LLD) contract for landscaping could be brought in-house.

On June 08, 2021, the City Council was provided the updated FY 2021-22 Draft Budget and options to consider for both consensus items they agreed upon during Budget Workshop #1. The Council reviewed all options and provided consensus to hire a part-time position to handle the Senior Services. Council also directed hiring firefighters at the Lieutenant level and directed staff to come up with options to pay for the increased cost while maintaining a balanced budget.

On June 15<sup>th</sup> Council met in closed session to discuss personnel related costs that would provide offsetting cost reductions to allow for a balanced budget on an ongoing basis. No formal action was taken.

### STAFF REPORT:

For this third budget workshop, based upon prior direction, Staff has two items for the Council to Consider:

1. Staff performed a comprehensive analysis of providing landscape services to the LLDs in-house vs. via contract and it is provided as **Attachment A**. Based on the analysis, providing the service in-house will allow for up to five full-time staff and two part-time seasonal staff to be dedicated to the LLDs rather than the three full-time staff provided by the contractor. The current model has some Public Works personnel cost allocations to the LLDs which will be adjusted if the new proposed “In-House” model is considered. The allocations can be adjusted to other funds but the General Fund will have some fiscal impact from the allocations cost. Staff will need direction on this item from the Council.
2. Add three firefighter positions to the Fire Department. The Council is provided three options of staffing levels in the presentation to consider. The cost provided for the different levels is for a nine-month period because it will take at least three months to

**PREPARED BY:**

Lakhwinder Deol, Finance Director

**REVIEWED/APPROVED BY:**

Greg Folsom, City Manager

recruit appropriate candidates, if not longer. The cost for the three Captain positions is approximately \$386,600; cost for the three Battalion Chief positions is approximately \$418,700, and cost for the three Lieutenant positions is approximately \$320,600 but would also need some additional salary range adjustments due to compaction. Hiring at lower levels may not provide the needed abilities and may be challenging due to the salary level. The Fire Chief has recommended hiring at the Lieutenant level.

The Proposed Budget has included the three Battalion Chief positions because it appears to have the greatest cost savings, but there may be operational challenges with staffing at that level that staff will discuss so the Lieutenant or Captain level may be more operationally effective.

### **General Fund Fiscal Analysis**

The General Fund is the primary fund used by the City to maintain operations and services. The main sources of revenues in the General Fund include property taxes, sales taxes, transient occupancy taxes, and charges for services. The draft budget now has total Resources of \$19,338,511, total Expenditures of \$18,978,464, and an Ending Balance of \$360,047.

### **Staff Updates to the Draft Budget**

Preparing the budget is a fluid process and there have been several updates to the draft budget that staff has made since the last budget workshop. The most significant items impacting the Ending Balance are as follows:

- The Fire Department has reductions to its on-going departmental budget of approximately \$139,400.
- The RPM Department has reductions to its on-going budget of approximately \$63,000 and increased revenues of \$10,000 for two recreation programs.
- The Public Works Department has reductions to its on-going departmental budget of approximately \$56,000.
- The Storm Drain CIP project under Hwy 12 was removed from the Measure S budget to fund it from a different funding source. This increased the transfer amount to the General Fund by \$250,000.

**RECOMMENDATION:** It is recommended that the City Council receive staff's presentation and provide direction about the proposed FY 2021-22 budget strategy.

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### **ATTACHMENTS:**

- A. In-house landscaping analysis
- B. General Fund and Measure S Fiscal Analysis
- C. FY 2021-22 Annual Budget - Citywide Operating Budget Summary
- D. Power Point Presentation

## Combined Lighting & Landscaping Districts

Beginning Balance	\$436,723
Projected Revenue	\$1,733,459
<b>Total Resources</b>	<b><u>\$2,170,182</u></b>

### Base Case - External Services

Department	Amount	Note
PW Admin	\$96,400	18% Effective Rate
PW Crew	\$392,765	Supplemental Work (~6,785 work hours)
Gov Taxes & Fees	\$17,400	Property Tax, Permits, & Fees
Professional Services	\$436,370	1 Supervisor, 2 Workers 5 days a week
Field Supplies	\$96,900	
Utilities	\$473,725	PG&E & SSWA
Major Facility Repairs	\$222,500	Approved CIP - Non-Reoccurring
Transfer Out (Dredging)	\$128,200	
<b>FY21-22 Budget</b>	<b><u>\$1,864,260</u></b>	<b><u>Combined Reserve Balance: \$305,922</u></b>

### Alt Scenario - In-House Services

Amount	Note
\$96,400	No change
\$664,200	1 Supervisor; 4 FT Workers; 2 PT Workers
\$17,400	No change
\$150,000	Supplemental Contract Work
\$96,900	No change
\$473,725	No change
\$222,500	No change
\$128,200	No change
<b><u>\$1,849,325</u></b>	<b><u>Combined Reserve Balance: \$320,857</u></b>

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**City of Suisun City**  
GENERAL FUND AND MEASURE S FUNDS FISCAL ANALYSIS  
FY 2021 Budget Through FY 2022 Projected Budget

BUDGET ACTIVITIES	FY 20/21 BUDGET	FY 20/21 AMENDED	FY 21/22 PROPOSED BUDGET
<b>RESOURCES</b>			
<b>*Beginning Balance</b>	<b>4,029,103</b>	<b>4,029,103</b>	<b>778,546</b>
Prior FY Adjustment	-	(368,241)	-
<b>Revised Beginning Balance</b>	<b>4,029,103</b>	<b>3,660,862</b>	<b>778,546</b>
Local Taxes/Fees			
Property Taxes	1,796,200	1,796,200	1,757,500
RDA Residual Property Tax	295,878	691,319	691,297
Sales Taxes	1,710,100	1,930,447	2,061,150
Cannabis Tax	200,000	-	927,400
Measure S (Revenue)	2,189,878	2,812,000	2,988,100
Other Taxes (TOT & Franch. Fees)	1,246,967	1,246,967	1,904,139
Subtotal Local Taxes	7,439,023	8,476,933	10,329,586
Licenses & Permits	382,188	382,188	568,188
Fines & Forfeitures	390,800	393,500	393,500
Use of Money	20,000	20,000	54,500
Intergovernmental	2,539,100	2,804,692	3,140,900
Charges for Services	2,784,600	2,427,600	2,882,492
Intragovernmental	91,000	91,000	91,000
Misc Revenues	44,300	176,465	-
Transfers In	1,165,800	1,165,800	1,474,457
Subtotal Revenues	7,417,788	7,461,245	8,605,037
<b>TOTAL RESOURCES</b>	<b>18,885,914</b>	<b>19,599,040</b>	<b>19,713,169</b>
<b>USE OF RESOURCES</b>			
Salaries & Wages	6,039,655	6,195,059	7,064,812
Payroll Benefits & Taxes	4,381,400	3,902,820	4,790,187
Subtotal Personnel Services	10,421,055	10,097,879	11,854,999
Services & Supplies	3,973,110	3,983,910	4,411,849
Interdepartmental Charges	1,437,700	1,772,005	1,526,316
Non-Recurring Charges	750,600	578,600	440,100
Subtotal Operating	6,161,410	6,334,515	6,378,265
Transfers Out	1,592,600	1,652,600	950,558
Major Capital	31,000	531,000	-
Debt Service	169,300	169,300	169,300
Contingencies & Reserves	510,200	35,200	-
Subtotal Non-Operating	2,303,100	2,388,100	1,119,858
<b>TOTAL USE OF RESOURCES</b>	<b>18,885,565</b>	<b>18,820,494</b>	<b>19,353,122</b>
<b>*Ending Balance</b>	<b>349</b>	<b>778,546</b>	<b>360,047</b>
<b>Reserve Balance (Fund 015)</b>	<b>3,146,700</b>	<b>3,146,700</b>	<b>3,146,700</b>

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**CITY OF SUISUN CITY FY 2021-22 ANNUAL BUDGET  
DEPARTMENT OPERATING BUDGETS**

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**SUMMARY OF FY 2021-22 CITYWIDE OPERATING BUDGET**

The Summary of the FY 2021-22 Annual Budget provides information for all the department operating budgets. The funding sources on the following page have been used to fund expenditures in the various department budgets.

**CITY OF SUISUN CITY FY 2021-22 ANNUAL BUDGET  
DEPARTMENT OPERATING BUDGETS**

<b>Funding Sources</b>	<b>FY 18/19 Actual</b>	<b>FY 19/20 Actual</b>	<b>FY 20/21 Amended</b>	<b>FY 21/22 Recommend</b>
10 Net General Fund Support	\$ 13,552,167	\$ 22,405,867	\$ 17,632,672	18,978,464
12 Measure S Fund	\$ -	\$ 2,293,549	\$ 5,846,300	3,509,519
26 Police Donations	\$ -	\$ -	\$ 18,100	11,000
37 PG&E Mitigation Fund	\$ 1,692	\$ 12,026	\$ 68,200	33,500
50 Fourth of July Celebration Fund	\$ 51,735	\$ 44,230	\$ 49,692	35,160
51 Christmas Event Fund	\$ 17,071	\$ 10,233	\$ 18,923	16,500
52 Other Events Fund	\$ 88,914	\$ 50,593	\$ 46,450	30,300
53 Fireworks Sales Enforcement Fund	\$ 5,836	\$ 49,291	\$ 74,900	40,700
105 Gas Tax	\$ 747,137	\$ 844,473	\$ 913,023	895,065
110 RMRA-SB1 Road Maint. Rehab. Act	\$ 531,640	\$ 248,641	\$ 506,100	506,100
115 Transportation PW Capital Projects	\$ 989,242	\$ 535,281	\$ 4,772,626	5,884,900
116 SSWA-Street Repair	\$ 90,339	\$ 105,935	\$ 173,500	108,144
117 Train Depot O&M Fund	\$ 11,104	\$ 37,905	\$ 36,000	685,000
120 Off-Site Street Improvement Program	\$ 16,094	\$ 93,731	\$ 198,500	142,100
125 Traffic Safety Fund	\$ 57,100	\$ 41,700	\$ 30,000	30,000
SWD S. Waste Diversion/Recycling Funds	\$ 43,543	\$ 42,172	\$ 96,944	56,097
142 Boating Safety Grant Fund	\$ 41,292	\$ 38,259	\$ 46,900	46,900
150 BJA Safety Equipment Grant	\$ 1,525	\$ -	\$ 5,000	5,000
153 Supplemental Law Enf. Svcs. Grant	\$ 149,244	\$ 177,693	\$ 151,900	151,900
158 ATOD Grant	\$ 27,956	\$ 924	\$ 6,100	6,100
161 Firefighter Assistance Grant Fund	\$ -	\$ -	\$ 715	715
168 CARES Act Fund	\$ -	\$ -	\$ 359,536	-
171 Proposition 49 After-School	\$ 101,957	\$ 110,053	\$ 263,593	271,268
176 Safe Route to School	\$ 21,705	\$ 25,046	\$ 28,300	28,200
180 Nuisance Abatement	\$ 3,678	\$ 3,693	\$ 21,800	21,800
183 Vessel Grant	\$ -	\$ 21,307	\$ 50,000	50,000
184 Planning Grant	\$ -	\$ -	\$ 160,000	160,000
185 Sewer Maintenance	\$ 298,925	\$ 357,486	\$ 2,956,349	3,098,370
190 Storm Drain & Flood Channel Maint.	\$ 255,770	\$ 173,518	\$ 537,167	481,036
202 Energy Savings-BNY	\$ -	\$ 348,990	\$ 349,000	315,500
203 RIMS Police	\$ 60,342	\$ 60,342	\$ 60,342	60,342
210 North Bay Aqueduct	\$ 80,451	\$ 80,442	\$ 95,000	80,500
211 Vehicle Debt Service Fund	\$ 210,392	\$ 210,392	\$ 233,000	22,600
222 Vic. Harbor 1994 Refunding Bond	\$ 55,886	\$ 53,444	\$ 57,700	1,700
234 Fire Ladder Truck Acquisition Fund	\$ -	\$ -	\$ -	50,420
300 Park Development Fund	\$ -	\$ 10,179	\$ 25,000	5,000
310 Fire Facility & Equipment Impact Fees	\$ 70,318	\$ 39,936	\$ 28,900	60,509
312 Police Facility & Equipment Impact Fees	\$ 239,127	\$ 728,564	\$ 938,958	938,958
314 Municipal Vehicle/Equipment Impact Fees	\$ 385,053	\$ 49,009	\$ 116,500	89,900
320 Municipal Facilities Improvement Fund	\$ 454,023	\$ 499,500	\$ 1,221,900	1,226,600
322 Energy Savings	\$ 1,224,384	\$ 4,073,278	\$ 684,900	381,400
340 Dredging Fund - Capital Project	\$ 1,426,198	\$ 3,146,739	\$ 61,800	61,800
MAD Maintenance Assessment Districts	\$ 2,452,569	\$ 2,498,358	\$ 4,361,624	3,680,087
705 Vehicle Maintenance	\$ 107,133	\$ 124,338	\$ 174,092	121,523
706 Vehicle Acquisition	\$ 107,318	\$ 218,746	\$ 1,646,800	1,706,246
710 Computer Network Maintenance	\$ 401,058	\$ 434,627	\$ 587,787	461,290
712 Dispatch Support Services	\$ -	\$ -	\$ 1,304,656	1,512,130
713 PW Maintenance-IS	\$ 1,244,124	\$ 1,315,596	\$ 1,217,739	1,205,178
715 Liability Self-Insurance	\$ 361,709	\$ 368,534	\$ 618,535	1,008,532
721 Recreation Trust Fund	\$ -	\$ -	\$ 24,600	24,600
750 Workers Comp. Self-Insurance	\$ 782,562	\$ 329,456	\$ 702,235	739,734
765 Unemployment Self-Insurance	\$ 31,874	\$ 16,848	\$ 91,100	91,100
901 SA Administration Fund	\$ 193,062	\$ 200,000	\$ 239,887	266,319
902 SA Recognized Obligations Fund	\$ 2,341,260	\$ 6,138,852	\$ 5,276,200	5,272,229
903 SA Housing Fund	\$ 372,328	\$ 280,932	\$ 444,217	530,853
907 RDA Almond Gardens	\$ 362,896	\$ 448,664	\$ 676,300	677,411
908 RDA Asset Management	\$ 154,342	\$ 65,761	\$ 73,750	73,663
909 RDA Marina Operations	\$ 586,995	\$ 776,893	\$ 968,703	951,466
919 Marina Fuel	\$ 33,417	\$ 55,546	\$ 65,789	60,051
932 HA Section 8 Operating	\$ 2,771,962	\$ 2,502,280	\$ 2,502,300	2,502,300
945 HA Administration	\$ 315,446	\$ 304,174	\$ 315,799	318,816
946 HUD CARES Admin	\$ -	\$ -	\$ 7,450	7,450
9/4 RDA Harbor Theater	\$ 3,461	\$ 45,909	\$ 42,600	42,500
<b>Total Resources</b>	<b>\$ 33,999,232</b>	<b>\$ 53,165,379</b>	<b>\$ 60,964,453</b>	<b>\$ 59,832,545</b>

**CITY OF SUISUN CITY FY 2021-22 ANNUAL BUDGET  
DEPARTMENT OPERATING BUDGETS**

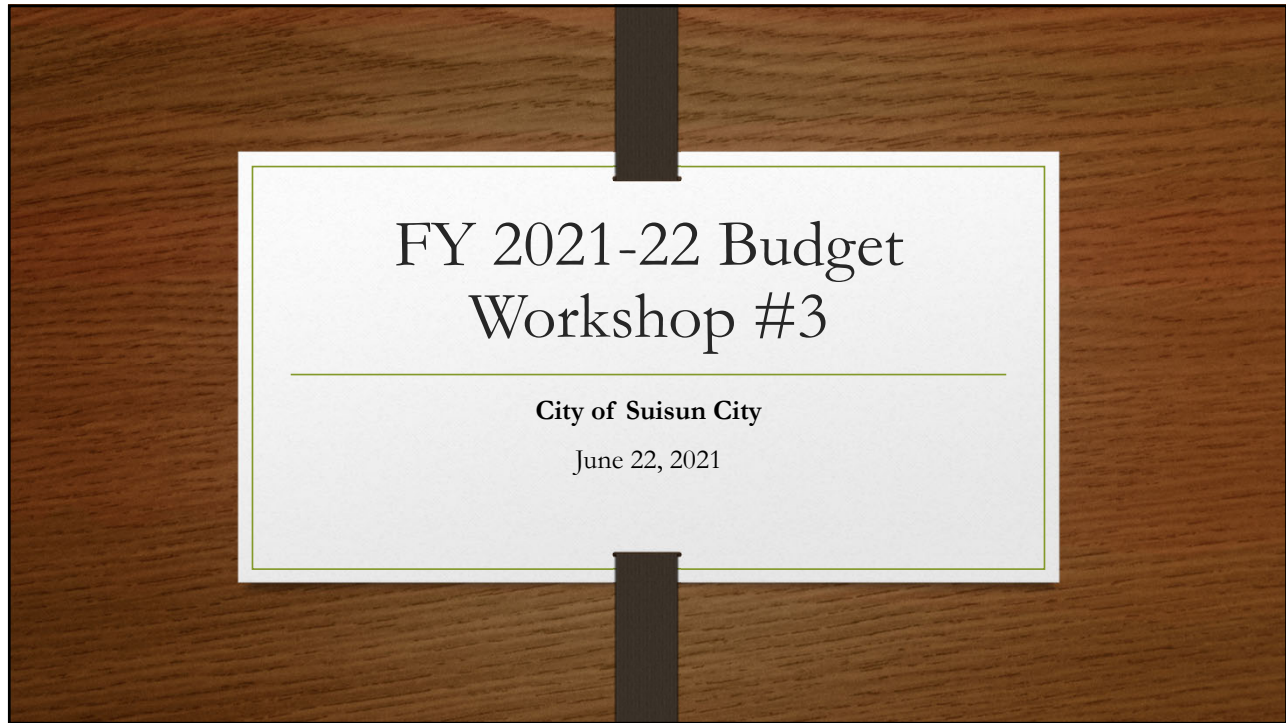
The department operating budgets are displayed below. The first table displays these costs by department. The second table displays these costs by expenditure category (object).

<b><u>Department Operating Budgets</u></b>	<b><u>FY 18/19 Actual</u></b>	<b><u>FY 19/20 Actual</u></b>	<b><u>FY 20/21 Amended</u></b>	<b><u>FY 21/22 Recommend</u></b>
City Council	\$ 180,420	\$ 189,711	\$ 199,872	192,887
City Clerk	\$ 95,762	\$ 81,919	\$ 157,764	85,768
City Treasurer	\$ 22,715	\$ 24,193	\$ 22,687	23,387
City Manager	\$ 204,854	\$ 308,727	\$ 264,377	247,819
Administrative Services	\$ 2,687,394	\$ 2,540,844	\$ 3,449,169	3,898,859
Police	\$ 7,414,682	\$ 8,506,440	\$ 11,024,448	11,229,320
Fire	\$ 1,336,346	\$ 2,662,264	\$ 3,443,601	3,858,945
Public Works	\$ 11,232,284	\$ 15,796,396	\$ 21,897,069	21,555,644
Development Services	\$ 5,425,655	\$ 8,597,564	\$ 6,065,222	6,433,898
Recreation, Parks & Marina	\$ 2,181,254	\$ 2,359,554	\$ 2,570,044	2,744,859
Non-Departmental	\$ 957,620	\$ 9,599,542	\$ 7,130,000	\$ 4,904,069
Debt Services	\$ 2,611,522	\$ 2,540,286	\$ 4,740,200	\$ 4,657,090
<b>Total Department Operating</b>	<b>\$ 34,350,508</b>	<b>\$ 53,207,440</b>	<b>\$ 60,964,453</b>	<b>\$ 59,832,545</b>

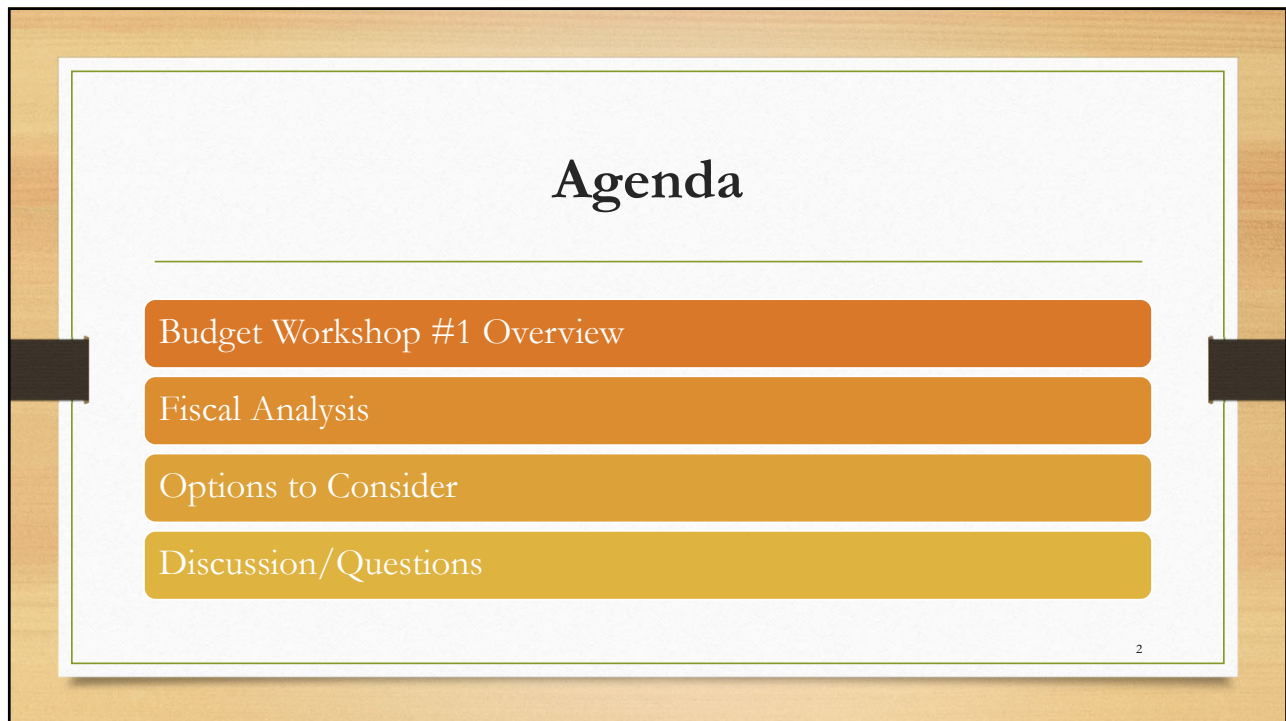
**Operating Budgets By Object**

Personnel Services	11,748,864	13,791,148	14,371,277	15,974,658
Services & Supplies	8,849,738	11,883,543	11,395,564	12,323,898
Interdepartmental Charges	2,471,342	3,090,207	3,305,000	3,453,218
Non-Recurring Costs	4,656,261	9,490,444	17,469,405	16,388,962
Debt Service Principal	884,920	688,196	3,377,594	3,341,694
Debt Service Interest	2,015,623	2,073,882	2,327,548	2,072,938
Transfer Out	3,723,760	12,190,021	8,718,065	6,277,176
<b>Total Operating By Object</b>	<b>\$ 34,350,508</b>	<b>\$ 53,207,440</b>	<b>\$ 60,964,453</b>	<b>\$ 59,832,545</b>

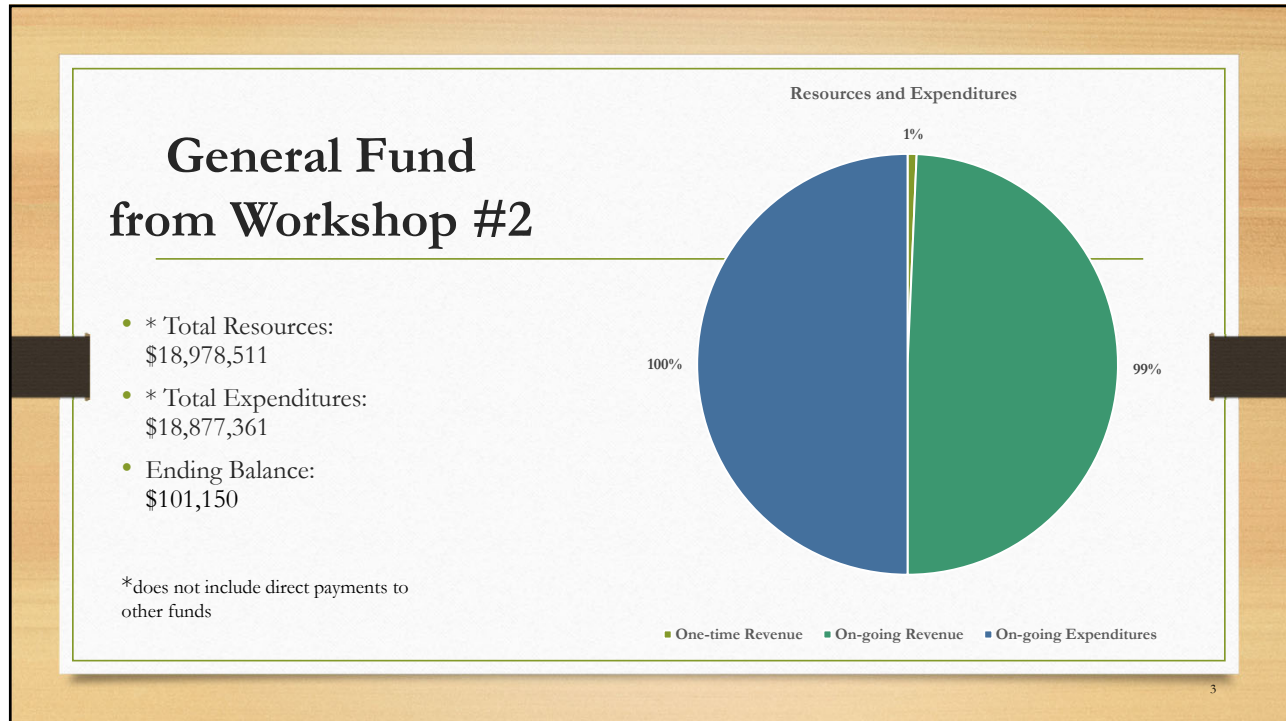
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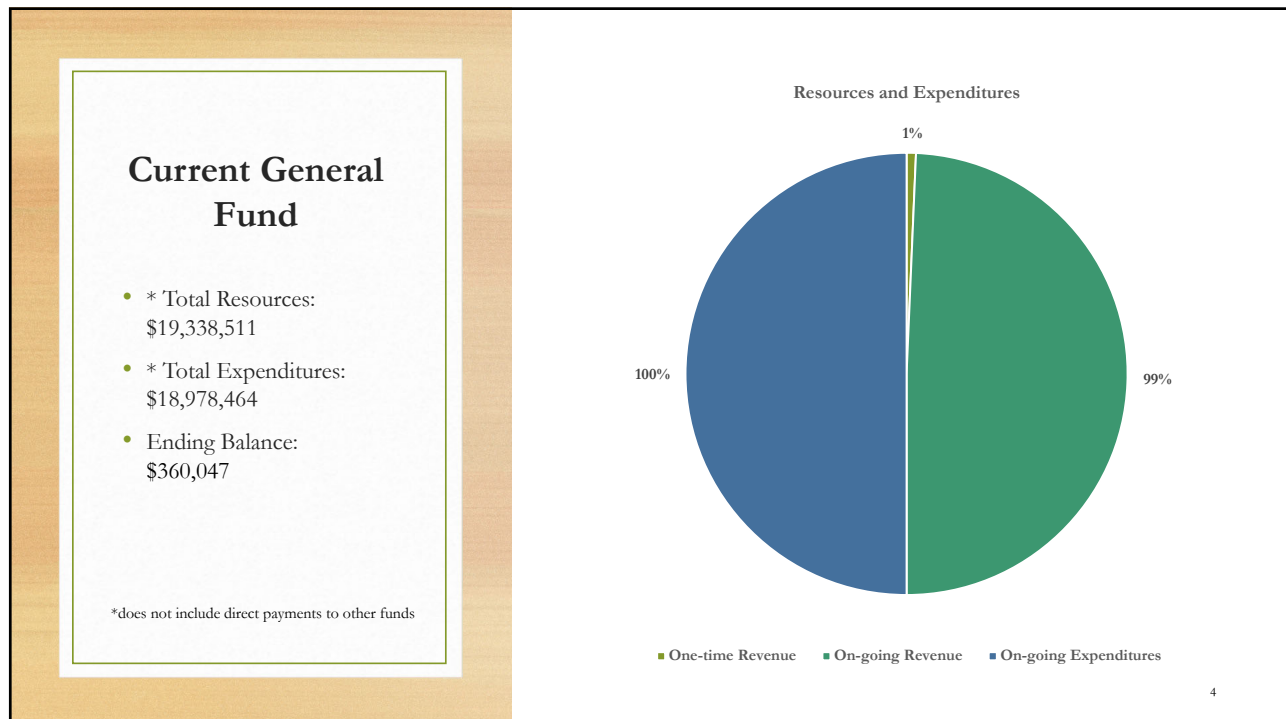
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## General Fund & Measure S Fund Fiscal Analysis

BUDGET ACTIVITIES	FY 20/21 BUDGET	FY 20/21 AMENDED	FY 21/22 PROPOSED BUDGET
<b>RESOURCES</b>			
*Beginning Balance	4,029,103	4,029,103	778,546
Prior FY Adjustment	-	(368,241)	-
Revised Beginning Balance	4,029,103	3,660,862	778,546
<b>Local Taxes/Fees</b>			
Property Taxes	1,796,200	1,796,200	1,757,500
RDA Residual Property Tax	295,878	691,319	691,297
Sales Taxes	1,710,100	1,930,447	2,061,150
Cannabis Tax	200,000	-	927,400
Measure S (Revenue)	2,189,878	2,812,000	2,988,100
Other Taxes (TOT & Franch. Fees)	1,246,967	1,246,967	1,904,139
Subtotal Local Taxes	7,439,023	8,476,933	10,329,586
Licenses & Permits	382,188	382,188	568,188
Fines & Forfeitures	390,800	393,500	393,500
Use of Money	20,000	20,000	54,500
Intergovernmental	2,539,100	2,804,692	3,140,900
Charges for Services	2,784,600	2,427,600	2,882,492
Intragovernmental	91,000	91,000	91,000
Misc Revenues	44,300	176,465	-
Transfers In	1,165,800	1,165,800	1,474,457
Subtotal Revenues	7,417,788	7,461,245	8,605,037
<b>TOTAL RESOURCES</b>	<b>18,885,914</b>	<b>19,599,040</b>	<b>19,713,169</b>

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## General Fund & Measure S Fund Fiscal Analysis cont.

BUDGET ACTIVITIES	FY 20/21 BUDGET	FY 20/21 AMENDED	FY 21/22 PROPOSED BUDGET
<b>USE OF RESOURCES</b>			
Salaries & Wages	6,039,655	6,195,059	7,064,812
Payroll Benefits & Taxes	4,381,400	3,902,820	4,790,187
Subtotal Personnel Services	10,421,055	10,097,879	11,854,999
Services & Supplies	3,973,110	3,983,910	4,411,849
Interdepartmental Charges	1,437,700	1,772,005	1,526,316
Non-Recurring Charges	750,600	578,600	440,100
Subtotal Operating	6,161,410	6,334,515	6,378,265
Transfers Out	1,592,600	1,652,600	950,558
Major Capital	31,000	531,000	-
Debt Service	169,300	169,300	169,300
Contingencies & Reserves	510,200	35,200	-
Subtotal Non-Operating	2,303,100	2,388,100	1,119,858
<b>TOTAL USE OF RESOURCES</b>	<b>18,885,565</b>	<b>18,820,494</b>	<b>19,353,122</b>
*Ending Balance	349	778,546	360,047
Reserve Balance (Fund 015)	3,146,700	3,146,700	3,146,700

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## Clarifying Questions so far



7

Council Consideration to Bring LLD Landscape Contract “In-House”					
Base Case - External Services			Alt Scenario - In-House Services		
Department	Amount	Note	Amount	Note	
PW Admin	\$96,400	18% Effective Rate	\$96,400	No change	
PW Crew	\$392,765	Supplemental Work (≈6,785 work hours)	\$664,200	1 Supervisor; 4 FT Workers; 2 PT Workers	
Gov Taxes & Fees	\$17,400	Property Tax, Permits, & Fees	\$17,400	No change	
Professional Services	\$436,370	1 Supervisor, 2 Workers 5 days a week	\$150,000	Supplemental Contract Work	
Field Supplies	\$96,900		\$96,900	No change	
Utilities	\$473,725	PG&E & SSWA	\$473,725	No change	
Major Facility Repairs	\$222,500	Approved CIP - Non-Reoccurring	\$222,500	No change	
Transfer Out (Dredging)	\$128,200		\$128,200	No change	
<b>FY21-22 Budget</b>	<b>\$1,864,260</b>	<b>Combined Reserve Balance: \$305,922</b>	<b>\$1,849,325</b>	<b>Combined Reserve Balance: \$320,857</b>	

8

## Council Consensus for Additional Fire Personnel

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Add 3 Lieutenants &  
Address Compaction

Provide Options for a  
Net Zero Impact to  
the budget and  
address existing  
structural deficit

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## Ongoing Departmental Reductions

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- Fire Dept           +\$139.4k
- RPM Dept       +\$63k
- PW Dept       +\$56k

**Net Savings:       +\$258.1k**

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### Fire Staffing Option # 1: Add 3 Lieutenants

**Net Impact: +\$79,500**

- Add 3 Lieutenants **-\$320.6k**
- Compaction Pay Adjustment **-\$57k**
- \*Un-fund Vacant Division Chief Position **+\$199k**

**Net Expense: -\$178.6k**

\*Pending Council decision on agenda item

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### Fire Staffing Option # 2: Add 3 Battalion Chiefs

**Net Impact: +\$132,200**

- Add 3 Battalion Chiefs **-\$418.7k**
- Eliminate Duty Chief Assignment Pay **+\$93.8k**
- \*Un-fund Vacant Division Chief Position **+\$199k**

**Net Expense: -\$125.9k**

\*Pending Council decision on agenda item

12

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Fire Staffing Option # 3: Add 3 Captains

Net Impact: +\$70,500

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- Add 3 Captains -\$386.6k
- \*Un-fund Vacant Div. Chief Position +\$199k

**Net Expense: -\$187.6k**

\*Pending Council decision on agenda item

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## AGENDA TRANSMITTAL

**MEETING DATE:** June 22, 2021

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**AGENDA ITEM:** Consideration of Adoption of Resolution No. \_\_\_\_\_ Authorizing the First Amendment to the 2019 Three-Year City Manager Employment Agreement Between the City of Suisun City and Gregory Folsom.

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**FISCAL IMPACT:** The additional compensation to be paid to Mr. Folsom would be funded by the General Fund.

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**BACKGROUND:** On March 5, 2019, the City Council approved a Three-Year City Manager Employment Agreement Between City of Suisun City And Gregory Folsom (the “Agreement”), with a start date of April 2, 2019.

In July of 2019, the City Council adopted Resolution No. 2019-87 which, among other changes to executive compensation, increased the annual maximum salary of the City Manager position to \$213,204. In 2020, the City Manager did not receive a performance evaluation, and he waived the contractual CPI adjustment that would have been effective July 1, 2020, based on the uncertainty caused by COVID-19.

The City Council has conducted a performance review of the City Manager’s performance since his hiring date, and is now considering approval of the First Amendment to Mr. Folsom’s employment contract.

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**STAFF REPORT:**

The City Council and Mr. Folsom met in closed session on February 24, 2021, and subsequently on April 13, 2021, April 20, 2021, May 4, 2021, and May 25, 2021, to conduct Mr. Folsom’s annual performance evaluation and salary review, as required by the Agreement. The First Amendment would make the following changes to the Agreement:

(1) The City Manager’s base salary is increased by 2.5%. This is a merit increase pursuant to Section 2.2 (Annual Salary Review) of the Agreement.

(2) Section 2.5 (Advanced Education Compensation) to the Agreement is added. This provides City Manager eligibility for this compensation at 3% of base salary. This is a benefit provided to all Executive Management Employees and it was inadvertently not included in Mr. Folsom’s contract. The amendment further provides for a one-time bonus retroactive to the City Manager’s start date of April 2, 2019, in the amount of \$13,783.78, for this benefit. The one-time bonus brings Mr. Folsom’s benefits in line with all other Executive Management. The amount of the bonus is calculated as follows:

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**PREPARED BY:**

**REVIEWED/APPROVED BY:**

Elena Q. Gerli, City Attorney  
Greg Folsom, City Manager

<b>Year</b>	<b>Annual Earned</b>	<b>3%</b>	<b>Note</b>
2019	\$148,369.92	\$4,451.10	Employment started 4/2/2019
2020	\$213,200.00	\$6,396.00	
2021	\$97,889.55	\$2,936.69	Through last pay period ending 6/10/2021
<b>Total</b>	<b>\$459,459.47</b>	<b>\$13,783.78</b>	

(3) Vacation leave accrual is adjusted to 180 hours.

(4) The Agreement is extended by 2 years to March 31, 2024.

(5) Section 2.2 is amended to clarify that refusal or deferral of base salary adjustment by either party must be in writing.

(6) Section 6.1 is amended to provide for automatic additional compensation or benefits as may be provided to Executive Management Employees. When such benefits increase for Executive Management Employees, they shall accrue to Employee, effective on the same date. Such benefits adjustments must be memorialized in an amendment to the Agreement on the next available agenda for approval.

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**STAFF RECOMMENDATION:**

Staff recommends that the City Council adopt Resolution 2021 - \_\_\_\_ Authorizing the First Amendment to the 2019 Three-Year City Manager Employment Agreement Between the City of Suisun City and Gregory Folsom.

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**ATTACHMENTS:**

1. Resolution 2021 - \_\_\_\_\_ Authorizing the First Amendment to the 2019 Three-Year City Manager Employment Agreement Between the City of Suisun City and Gregory Folsom.

**RESOLUTION NO. 2021-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
AUTHORIZING THE FIRST AMENDMENT TO THE 2019 THREE YEAR CITY  
MANAGER EMPLOYMENT AGREEMENT BETWEEN CITY OF SUISUN CITY  
AND GREGORY FOLSOM**

WHEREAS, on March 5, 2019, the City Council of the City of Suisun City entered into a Three Year City Manager Employment Agreement Between City of Suisun City And Gregory Folsom (the “Agreement”); and

WHEREAS, Section 2.1 of the Agreement provides that the City Manager shall undergo an annual salary review concurrently with a performance review, as provided by Section 5.2 of the Agreement; and

WHEREAS, Section 2.1 of the Agreement provides that the City Manager’s annual salary is \$205,000 and Section 2.3 provides that the salary will be adjusted by CPI on July 1 of every year; and

WHEREAS, in July of 2019, the City Council adopted Resolution No. 2019-87 which, among other changes to executive compensation, increased the annual maximum salary of the City Manager position to \$213,204; and

WHEREAS, the City Manager waived the CPI adjustment pursuant to Section 2.3 of the Agreement that would have been effective July 1, 2020 based on the uncertainty caused by COVID-19; and

WHEREAS, on February 24, 2021, and subsequently on April 13, 2021, April 20, 2021, May 4, 2021, and May 25, 2021 the City Manager and City Council met in closed session to conduct a performance evaluation of the City Manager pursuant to Section 5.2 of the Agreement and to conduct an annual salary review pursuant to Section 2.2 of the Agreement; and

WHEREAS, Section 9.2 of the Agreement allows for any amendment, alteration, extension or modification to the Agreement in writing, by mutual consent and with the approval of the City Council; and

WHEREAS, the City Manager and the City Council agree to enter into the first amendment to the Agreement (First Amendment); and

WHEREAS, the First Amendment to the Agreement would: (1) Increase the City Manager’s base salary by 2.5%, merit increase; (2) Add advanced education compensation

1 eligibility consistent with what is provided to Executive Management Employees, currently at 3%  
2 of base salary, and a one-time bonus retroactive to the City Manager's hiring date of April 1, 2019;  
3 (3) Adjust vacation leave accrual to 180 hours; (4) Extend the Agreement by 2 years to March 31,  
4 2024; (5) Amend Section 2.2 to require that refusal or deferral of base salary adjustment by either  
5 party must be in writing; and (6) Amend Section 6.1 to provide for automatic additional  
6 compensation or benefits as may be provided to Executive Management Employees; and

7 WHEREAS, the City Manager desires to accept these employment terms as such from the  
8 City and has provided his written consent to the following terms and conditions in this First  
9 Amendment; and

10 NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun  
11 City hereby approves the First Amendment to the 2019 Three Year City Manager Employment  
12 Agreement Between City of Suisun City And Gregory Folsom substantially in the form of contract  
13 attached hereto as Attachment A and incorporated by reference.

14 PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of  
15 Suisun City duly held on Tuesday, the 22<sup>nd</sup> day of June 2021, by the following vote:

16 AYES: Council Members: \_\_\_\_\_  
17 NOES: Council Members: \_\_\_\_\_  
18 ABSENT: Council Members: \_\_\_\_\_  
19 ABSTAIN: Council Members: \_\_\_\_\_

20 WITNESS my hand and the seal of said City this 22<sup>nd</sup> day of June 2021.

21 \_\_\_\_\_  
22 Donna Pock, CMC  
23 Deputy City Clerk  
24  
25  
26  
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**ATTACHMENT A**

**FIRST AMENDMENT TO THE 2019 CITY MANAGER EMPLOYMENT  
AGREEMENT BETWEEN CITY OF SUISUN CITY AND GREGORY FOLSOM**

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**FIRST AMENDMENT TO THE  
2019 CITY MANAGER EMPLOYMENT AGREEMENT  
BETWEEN  
CITY OF SUISUN CITY AND GREGORY FOLSOM**

This FIRST AMENDMENT TO THE 2019 CITY MANAGER EMPLOYMENT AGREEMENT BETWEEN THE CITY OF SUISUN CITY AND GREGORY FOLSOM (the “First Amendment”) is made and entered into effective \_\_\_\_\_, 2021, by and between the CITY OF SUISUN CITY, a municipal corporation (the “City”) and GREGORY FOLSOM, an individual (“City Manager”).

**RECITALS**

WHEREAS, on March 5, 2019, the City Council of the City of Suisun City entered into a Three Year City Manager Employment Agreement Between City of Suisun City And Gregory Folsom (the “Agreement”), with a start date of April 2, 2019; and

WHEREAS, Section 2.1 of the Agreement provides that the City Manager shall undergo an annual salary review concurrently with a performance review, as provided by Section 5.2 of the Agreement; and

WHEREAS, Section 2.1 of the Agreement provides that the City Manager’s annual salary is \$205,000 and Section 2.3 provides that the salary will be adjusted by CPI on July 1 of every year; and

WHEREAS, in July of 2019, the City Council adopted Resolution No. 2019-87 which, among other changes to executive compensation, increased the annual maximum salary of the City Manager position to \$213,204; and

WHEREAS, the City Manager waived the CPI adjustment pursuant to Section 2.3 of the Agreement that would have been effective July 1, 2020 based on the uncertainty caused by COVID-19; and

WHEREAS, on February 24, 2021, and subsequently on April 13, 2021, April 20, 2021, May 4, 2021, and May 25, 2021 the City Manager and City Council met in closed session to conduct a performance evaluation of the City Manager pursuant to Section 5.2 of the Agreement and to conduct an annual salary review pursuant to Section 2.2 of the Agreement; and

WHEREAS, Section 9.2 of the Agreement allows for any amendment, alteration, extension or modification to the Agreement in writing, by mutual consent and with the approval of the City Council; and

WHEREAS, the First Amendment would: (1) Increase the City Manager's base salary by a 2.5%, merit increase; (2) Add advanced education compensation eligibility consistent with what is provided to Executive Management Employees, currently at 3% of base salary, and a one-time bonus retroactive to the City Manager's start date of April 2, 2019; (3) Adjust vacation leave accrual to 180 hours; (4) Extend the Agreement by 2 years to March 31, 2024; (5) Amend Section 2.2 to require that refusal or deferral of base salary adjustment by either party must be in writing; and (6) Amend Section 6.1 to provide for automatic additional compensation or benefits as may be provided to Executive Management Employees; and

WHEREAS, the City Manager desires to accept these employment terms as such from the City and has provided his written consent to the following terms and conditions in this First Amendment; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein, City and City Manager hereby agree as follows:

### **AGREEMENT**

**SECTION 1.** The above recitals are incorporated by reference as if set forth in full herein.

**SECTION 2.** Section 2.1 of the Agreement is hereby amended, in its entirety, to read:

“2.1 Compensation. For the services rendered pursuant to this Agreement, Employee's base annual compensation shall be Two Hundred and Five Thousand Dollars and No Cents (\$205,000.00) annually (“Salary”), which shall be paid on a pro-rated basis bi-weekly at the same time as other employees of the City are paid. Such Salary shall be adjusted for payroll taxes, workers' compensation, and other payroll-related liability costs.

Effective April 1, 2021, Employee's base annual compensation shall be Two Hundred Eighteen Thousand Five Hundred Thirty Four Dollars and Ten Cents (\$218,534.10).”

**SECTION 3.** Section 2.2 of the Agreement is hereby amended, in its entirety, to read:

“2.2 Annual Salary Review. The City Council and Employee agree to conduct an annual salary review concurrently with the annual performance evaluation set forth in Section 5.2. Following the annual performance review, the City may increase the Employee's salary. Any action to approve an increase must be approved by a majority vote of the Council at a public meeting. The City Council and/or the Employee reserve the right to defer or refuse any or all part of any base salary adjustment if either party determines that the fiscal state of the City warrants such action. Any deferral or refusal by either party must be in writing.”

**SECTION 4.** A new Section 2.5 of the Agreement is hereby added to read:

“2.5 Advanced Education Compensation. In addition to the base annual compensation, Employee shall be eligible to receive an advanced education compensation base salary adjustment consistent with that provided to Executive Management Employees in the then-current Schedule of Salary and Benefits for Executive Management Employees, and subject to the same terms and conditions therein. The advanced education compensation for Executive Management Employees is presently 3% of base salary. Advanced education compensation shall be paid on a pro-rated basis bi-weekly. City Manager shall receive a one-time lump sum advanced education compensation of 3% dating back to City Manager’s start date of April 2, 2019, in the amount of \$13,783.78. Such lump sum payment shall not be “compensation earnable” under CalPERS laws and regulations for purposes of calculating Employee’s CalPERS service retirement benefits.”

**SECTION 5.** Section 3.2 of the Agreement is hereby amended, in its entirety, to read:

“3.2 Term. The term of this Agreement will be for five (5) years following the Effective Date (“Term”) (i.e., until 11:59 p.m. on April 1, 2024 and, thereafter, the term of this Agreement may be extended for such an additional term(s) as Employee and City Council mutually deem appropriate, as evidenced by a written amendment signed by both parties.”

**SECTION 6.** Subsection (c) of Section 6.1 of the Agreement is amended, in its entirety, to read:

“(c) Vacation Leave. Vacation leave for the term of this contract shall be accrued at an annualized rate of 180 hours per year. Employee may accumulate up to 400 hours maximum Vacation Leave. Employee shall be entitled to an opening vacation balance of 80 hours. Employee shall be entitled to cash out up to 80 hours of vacation leave per fiscal year.”

**SECTION 7.** Subsection (h) of Section 6.1 of the Agreement is added to read:

“(h) Executive Management Employees Benefits Match. At any time all Executive Management Employees are provided additional benefits under the Schedule of Salary and Benefits for Executive Management Employees, such benefits shall accrue to Employee, consistent with Section 2.4, effective on the same date. Such benefits adjustment shall be memorialized in an amendment to the Agreement on the next available agenda for approval.”

**SECTION 8.** Except as expressly amended by this First Amendment, the underlying terms, conditions, and compensation of City Manager by City as and for his employment as City Manager shall be as set forth in the Agreement.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the CITY OF SUISUN CITY has caused this First Amendment to be signed and executed on its behalf by its Mayor, and duly attested by its officers thereunto duly authorized, and CITY MANAGER has signed and executed this First Amendment, both in duplicate.

**CITY OF SUISUN CITY**

**ATTEST:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney

**CITY MANAGER**

\_\_\_\_\_  
GREGORY FOLSOM

Dated:\_\_\_\_\_

**[END OF SIGNATURES]**



## SUISUN CITY INFORMATIONAL REPORT

Item 17.a

☐ Commission  
☐ Community Advisory Committee  
☒ Other: FAST Subcommittee

☐ Council Representative  
☐ Council Ad Hoc

### Overview:

Mayor Lori Wilson, City Manager Greg Folsom, and Interim Public Works Director Kris Lofthus serve as Suisun City Representatives on the FAST Subcommittee. At the Budget Workshop #1 during the Council Meeting on May 18<sup>th</sup>, Council reached consensus to request a minimum of \$250,000 in TDA Funds and research Micro-Transit as a long term sustainable option to improve transportation and mobility throughout Suisun City and to regional transportation connections. Metropolitan Transportation Commission received American Rescue Plan Act Funding specifically for transportation and requested proposals of funding needs. Both the Solano Transportation Authority and the City of Fairfield submitted proposals related to funding Micro-Transit in Suisun City. Those proposals are attached. These requests are for funding only and any funds received will still require Council input.

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### Report:

Attachment A: STA Memo to MTC for ARP Funds

Attachment B: Excerpt of City of Fairfield Fund Request to MTC



## SOLANO TRANSPORTATION AUTHORITY

Member Agencies:  
Benicia ♦ Dixon ♦ Fairfield ♦ Rio Vista ♦ Suisun City ♦ Vacaville ♦ Vallejo ♦ Solano County

One Harbor Center, Suite 130, Suisun City, CA 94585-2473 ♦ Telephone (707) 424-6075 / Fax (707) 424-6074  
Email: info@sta.ca.gov ♦ Website: sta.ca.gov

### MEMORANDUM

DATE: May 26, 2021  
TO: William Bacon, MTC Policy and Financial Analyst  
CC: Daryl Halls, Executive Director  
FROM: Ron Grassi, Director of Programs  
SUBJECT: American Rescue Plan Funds

The STA has been working with its two transit operators, SolTrans and FAST, as well as local funding partners to begin restoring the four route SolanoExpress service that due to the COVID 19 pandemic was reduced from 80,000 annual hours (30 minutes system wide frequency) to 44,000 annual hours in FY 2020-21.

Recently, the STA developed, and the STA Board approved, a SolanoExpress operating budget for FY 2021-22, utilizing \$3.3 million in federal Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) funds that will begin to partially restore the essential Solano Express service to 62,500 hours. This will result in an increase of service frequency for all four Solano Express routes connecting the cities of Benicia, Dixon, Fairfield, Suisun City, Vacaville and Vallejo to two BART Stations, the SF Bay Ferry, the Capitol Corridor, and jobs, shopping, medical facilities, education, and other critical destinations. This proposal is timely as traffic is rapidly returning on the I-80 and I-680 corridors.

STA has developed an expenditure plan for the forthcoming ARP funds that would continue to sustain and restore this critical Solano Express service in FY 2022-23 and FY 2023-24, which will be needed to replace the CRRSAA funds programmed for FY2021-22. This plan is balanced with some critically needed local transit investment in the communities of Vallejo, Fairfield and Suisun City. The investment in Solano Express would sustain the service and further restore the service from 62,000 to 70,000 annual hours beginning in FY2022-23 and continuing through FY 2023-24.

The proposed expenditure for SolanoExpress is matched by a combination of local TDA investment from six cities and the County, fares, and RM 2 bridge tolls. The proposed ARP expenditure plan is as follows:

#### FEDERAL ARP EXPENDITURE PLAN

##### **Fairfield UZA – \$2.5 million total**

SolanoExpress Service (Blue and Green Line) - \$1.5 million  
City of Fairfield local service/micro-transit - \$500,000  
City of Suisun City local service/micro-transit - \$500,000

**Vacaville UZA - \$780,000 total**

SolanoExpress Service (Blue Line) - \$780,000

**Vallejo UZA - \$6.9 million total**

SolanoExpress Service (Red and Yellow Line) - \$4.5 million

SolTrans local service restoration - \$2.4 million

**Total ARP Investment:**      SolanoExpress - \$6.78 million  
   Local Transit - \$3.4 million

II. Background for FAST's American Rescue Plan (ARP) Act Funding Requests in FY 2021-22 and FY 2022-23 Addressing Future Suisun City Transit Services

FAST currently operates two fixed routes within Suisun City, the Route 5 and the Route 6. Route 5 service covers travel to/from Suisun City Senior Center, Suisun City Hall, and the Suisun-Fairfield Train Station before connecting to the Fairfield Transportation Center hub. Route 6 service within Suisun City covers travel to/from Suisun City Senior Center, Suisun City Walmart, Lawler Ranch subdivision before making connections into the City of Fairfield. Suisun City's current share of FAST fixed route passengers is approximately 13.5%.

FAST also provides DART paratransit services for Suisun City residents. Suisun City's current share of FAST DART paratransit riders is approximately 21%.

In December 2020, the City of Fairfield contracted with consultant Innovate Mobility, Inc. to complete a Comprehensive Operational Analysis (COA) of Fairfield and Suisun Transit (FAST) local and paratransit services. The COA will serve as FAST's ten year road map to providing sustainable services post-pandemic.

Providing dedicated fixed route public transit is no longer the ideal solution to get Suisun City residents in and around the City as well as to neighboring Fairfield. Microtransit is now recommended as a viable and sustainable transportation option for Suisun City moving forward. Innovate Mobility has prepared a draft Suisun City Microtransit Service Delivery Model. The draft service delivery model is still subject to public input and City Council consideration by both cities. However, the model provides a good initial guide for identifying near term transit funding needs of Suisun City residents over the next 2-3 years.

Suisun City's American Rescue Plan (ARP) Act funding needs in FY 2021-22 and FY 2022-23 to implement microtransit service and successfully address capital deferred maintenance projects is described below in more detail.

**1. FAST & Suisun City American Rescue Plan (ARP) Act Capital Request for FY 2021-22: \$400,000**

***Note: FAST can certify it has brought back furloughed bus drivers, which makes FAST eligible to receive capital funding under ARP (per FTA Region 9 Office of Planning and Regional Development Director Ted Matley).***

For purposes of this request to the Metropolitan Transportation Commission (MTC), Fairfield and Suisun Transit (FAST) is requesting **three new shuttle vehicles** that would provide up to 98,460 in-service trips to Suisun City residents and depending on miles per trip, the microtransit service would range in cost from approximately \$661,000-\$703,000 annually. The capital cost of three new shuttle vehicles is estimated at **\$400,000**. These flex shuttles would be fully equipped for efficient use as either a microtransit or paratransit vehicles (for more specifics, please refer to the attached draft Suisun City Microtransit Service Delivery Model).

Having this microtransit service operated by reputable transportation provider MV Transportation:

1. Promotes equity first and foremost by ensuring all residents can request on-demand microtransit services from anywhere within Suisun City for \$2 per ride.

2. Allows elderly and disabled Suisun City residents to continue receiving essential and accessible paratransit services to meet their critical medical and shopping needs.
3. Replaces the local taxi program, which has been very slow to respond to the needs of riders currently using the service.
4. Allows Suisun City to actively participate in planning how many microtransit trips it wishes to provide its residents each fiscal year.
5. Ensures peace of mind for working parents of middle school and high school students who depend on FAST transit services to safely transport their middle school and high school children to and from school.

Implementing microtransit is one of the critical steps required to reinvent and ensure FAST post-pandemic services in Suisun City remain sustainable long term. Purchase of vehicles to implement microtransit in Suisun City is a critical component to this sustainability. ARP funding will fill an important gap, because Suisun City does not have another funding source to purchase the vehicles needed to implement microtransit. To sustain the service, Suisun City will set aside a portion of its TDA capital funds annually to replace the vehicles after it has reached the end of its useful life.

As proposed, microtransit services in Suisun City would begin in April 2022 after the three new vehicles have been purchased and placed into service. Microtransit's farebox recovery is estimated at 21%.

**2. FAST & Suisun City American Rescue Plan Act Operations Request for FY 2021-22 and FY 2022-23: \$754,498**

FAST has been providing local and paratransit service to Suisun City residents since 1989. In the early 1990s, there were several annual agreements describing how Suisun City's Transportation Development Act (TDA) funds would be allocated to Fairfield and Suisun Transit. The last agreement expired on June 30, 1995.

In 2019, Fairfield and Suisun City Mayors, City Managers, Public Works Directors and FAST staff began meeting monthly to discuss Suisun City's TDA allocation for transit services to FAST and to start laying out the terms of an updated transit services agreement. With the onset of the COVID-19 pandemic in mid-March 2020, the focus changed from finalizing an agreement to dealing with the impacts that necessitated reduced service to both Fairfield and Suisun City residents.

In early 2021, FAST staff reviewed prior agreements and also annualized Suisun City current TDA contribution to actual costs. FAST found actual operating costs did exceed contributions each of the last three fiscal years. In addition, administrative fees for local and paratransit services had not been charged. FAST will only be looking at and reconciling Suisun City's TDA contribution versus operating costs moving forward, beginning in FY 2021-22. As proposed, any annual overages between Suisun City TDA cost and contribution to FAST services will be repaid to Fairfield from the following year's Suisun City TDA allocation through the Solano County TDA Matrix.

Suisun City has FY 2021-22 TDA funds available for allocation totaling **\$1,702,315**. Typically, Suisun City's allocation is approximately \$1.3M. Suisun City's TDA allocation is more **only** in FY 2021-22 because MTC held back 25% (\$349,233) of Suisun City's FY 2020-21 allocation because of anticipated sales tax reductions due to the COVID-19 pandemic.

Without changes to current fixed route service, FAST would need to cut Suisun City current fixed route service by up to 30% by August 1, 2021. To avoid this hardship, FAST wishes to use American Rescue Plan Act (ARP) funding to continue continuity of transit service for Suisun City residents, while microtransit service is being developed and implemented. FAST is requesting **\$110,852** in FY 2021-22 ARP funding to fill the expected TDA operating gap between continuing 9 months of current Suisun City fixed route operating service at \$828,313 and 3 months of a microtransit service operating gap of **\$165,252**.

In FY 2021-22, FAST staff will continue operational and administrative day-to-day oversight of existing fixed route service and work with Comprehensive Operational Analysis (COA) consultant Innovate Mobility to transition and implement microtransit in Suisun City during the fourth quarter of FY 2021-22. During FY 2022-23 (the first full year of microtransit program implementation), FAST will continue to have increased operational, administrative, and training costs that will include purchase and implementing a microtransit scheduling platform that will efficiently group rides for regular and paratransit riders. Beginning with FY 2023-24, FAST and Suisun City will negotiate a fair and reasonable annual operational and administrative cost moving forward.

To allow for deferred Suisun City capital transportation projects to proceed in FY 2021-22 and to prepare for a return to normal TDA funding in FY 2022-23, Suisun City and FAST are jointly requesting operational oversight costs to FAST for services provided in FY 2021-22 and FY 2022-23 as follows:

**FY 2021-22: \$239,197**

**FY 2022-23: \$239,197**

The ARP assistance over the next two fiscal years will allow Suisun City to plan and prepare for a return to meeting its regular TDA funding obligations without issues in FY 2023-24.

This project also meets all three of Metropolitan Transportation Commission's (MTC) principles for the distribution of transit funding from the American Rescue Plan Act of 2021 by:

1. Stabilizing and sustaining transit in the region long term (versus short term),
2. Restoring and reimagining a different service model since fixed route service that has worked previously will likely not be as successful in the future, and
3. Improving the customer experience by reducing the length and time of trips taken within Suisun City and Fairfield.

**FAST ARP Funding Request Overview to Implement Sustainable Microtransit Services in Suisun City**

1. Three shuttle vehicles to implement microtransit:		\$400,000
2. Operations Request	FY 2021-22:	\$276,104
	FY 2021-22:	\$239,197
	FY 2022-23:	<u>\$239,197</u>
		\$754,498
	<b>Total:</b>	<b>\$1,154,498</b>

# Suisun City Microtransit Service Delivery Model



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## CITY OVERVIEW

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**Suisun City** was established in the 1850s. Its location made it ideal for commerce and transportation during the California Gold Rush. In 1868–1869, the First Transcontinental Railroad connected to downtown **Suisun City** via the California Pacific Railroad, expanding the region's reach across the United States.

Suisun City was originally an island, its slough the head of navigable waters down which the grain crops of the valleys to the north were shipped. For grain was the great output of the state in 1850, when Curtis Wilson and Dr. John Baker first sailed up these waters and made a landing at what is now Suisun City.

Wild grain and tules surrounded the place and the stay of Wilson and Baker was short. Captain Josiah Wing, with his good schooner, the Ann Sophia, was the first to develop the place commercially. He sailed up the slough in 1851, and in the following year built a warehouse. Wagons drawn by sixteen mules brought the wheat down from the northern country to be stored there between the Ann Sophia's trip, and by 1854, the place had developed to an extent which warranted Wing and John Owen laying out a town site. Owens and A. W. Hall ran the first store.

The population was 28,111 at the 2010 census. The city takes its name from the adjacent Suisun Bay, which in turn is named for the Suisun people, an indigenous Native American tribe of the area.



## MOBILITY OVERVIEW

There are two local public transit routes operated by the Fairfield and Suisun Transit Agency (FAST), Routes 5 and 6. These routes carry an average of 109 Suisun City residents per day. The Solano Express also picks up passengers in Suisun City and takes them to the El Cerrito Del Norte BART station.

Suisun City is still a very automobile oriented city.

### SUISUN CITY SUMMARY STATISTICS

Year	County	Population	Population Group	Daily Vehicle Miles Traveled
2016	Solano	29,152	D	180,032

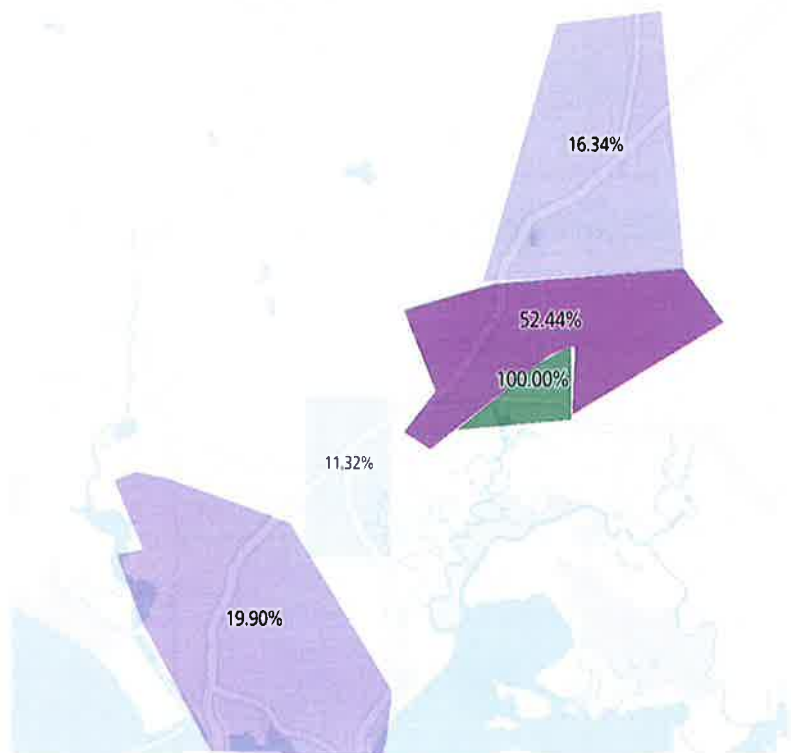
Source: California Office of Traffic Safety, <https://www.ots.ca.gov/media-and-research/collision-rankings>

From a transit point of view, Suisun City residents do not have access to fast, reliable connections throughout the region: Average daily journey time on transit in Suisun City to local connections in Fairfield, Vacaville or Vallejo is 138 minutes.

Average daily wait time for users on transit is 54 minutes

The most popular destinations in Suisun City are the Senior Center and Walmart.

In terms of regional travel, 52% of residents in Suisun City travel to Fairfield, 16% travel to Vacaville, 11% to the Cordelia region to the west, and 20% to Vallejo and Benicia.



### Microtransit Service in Suisun City

As a smaller City, providing dedicated fixed route public transit is not the ideal solutions to get residents in and around the City as well as to neighboring Fairfield. As a result, the notion of microtransit is being explored as an option to improve the passenger experience within Suisun City.

## WHAT IS MICROTRANSIT

Microtransit is a demand-driven mode of transportation that complements traditional public transit by providing service in areas where there is none, or by increasing accessibility to high-capacity transportation. The key focus is that microtransit is a City-run venture and is not just about technology. It's about in-depth analytics that show these Cities how to succeed with this new innovation, training and custom deployment of technology, marketing and branding support, and ultimately a focus on providing that the end user with the best possible transit experience.

Microtransit is not a panacea for insufficient transportation options or poor urban planning. Which are the two factors necessary for sustainable mobility. What microtransit enables is an ecosystem of mobility options that when used together can create a sustainable system.

By deploying microtransit, cities can be more flexible in their transportation offerings, these can be custom designed for corridors or portions of the cities that are underserved or help alleviate congestion in areas where traditional modes are insufficient. But microtransit also works well with non-traditional modes like Uber/Lyft.

Riders today have an expectation, just like the rest of the economy in this Generation On Demand. They expect their transportation offerings to be “tailored” to their journey needs. The problem with this “tailoring” process as we have seen with ride-hailing companies is that it is not sustainable, and the pooling only occurs in the densest of populations. What about cities like Fairfield, Suisun City, or Sacramento? This is where microtransit can improve public transit the most. There simply isn't enough money to provide the custom transportation needs people have in those and many other similar cities. So microtransit, which can operate for less cost than public transit can be deployed in targeted regions that are unserved complementing public transit or even replacing public transit where a large traditional vehicle is not warranted by the demand.

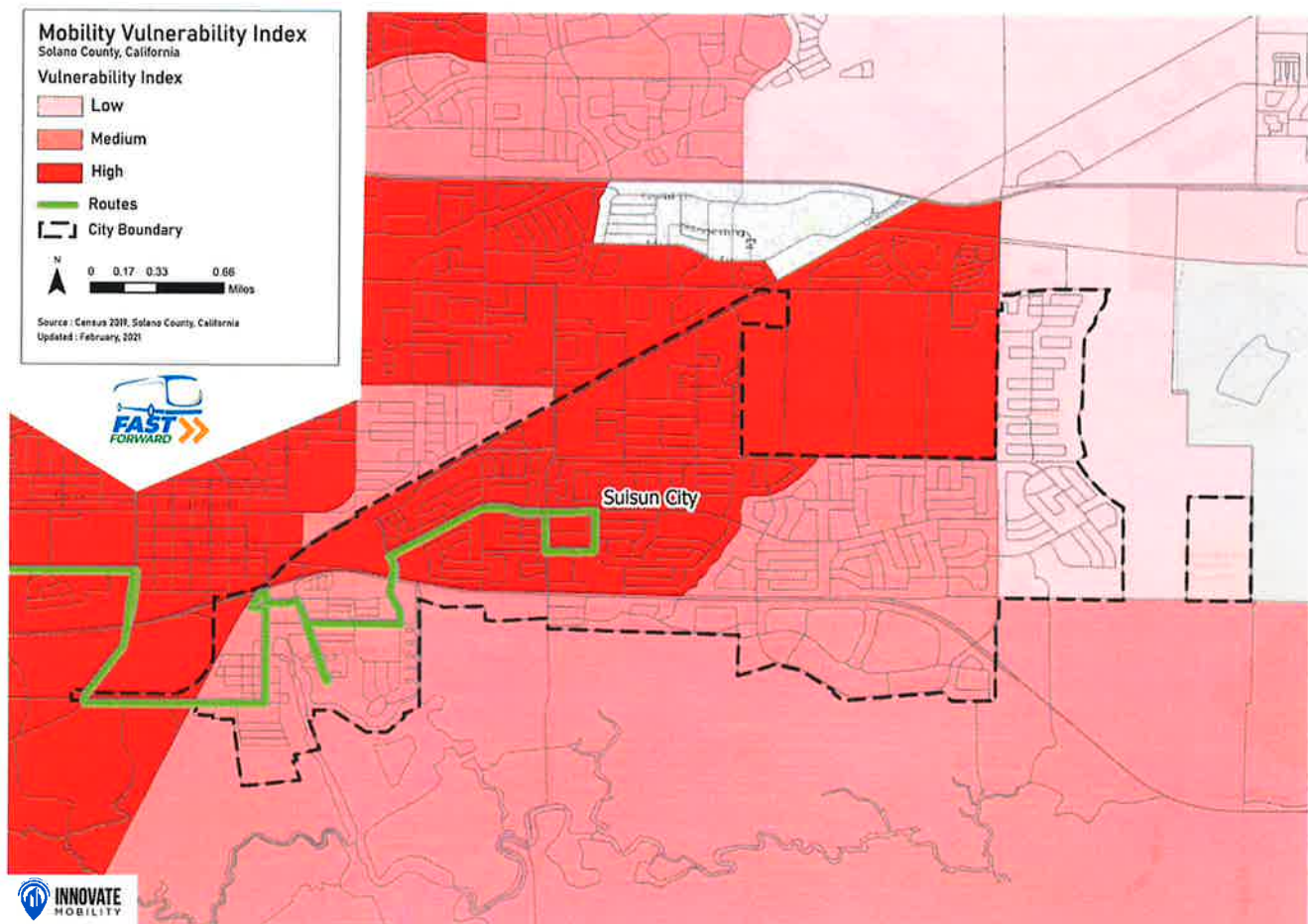
To properly deploy microtransit we need to first model potential scenarios to determine the best potential type and level of service for Suisun City residents.

## MICROTRANSIT MODELER™

The Microtransit Modeler™ was used to create the different scenarios modeled below. The Modeler uses a variety of data sets to ensure that the most effective type of service is modeled and is one that is operable by the transit agency. The Modeler has five key inputs:

### 1 – MOBILITY VULNERABILITY INDEX (MVI)

The MVI was created to better understand the impact of changes in mobility such as reduced transit service, increased congestion, new technologies, or major development. The MVI uses 2020 Census data to weight 18 different socioeconomic indicators including factors such as internet access, unemployment, poverty level. Once weighted the MVI is created to measure the vulnerability across the census block groups in a City. A scale of 0-1 is used to indicate where vulnerable populations reside. Suisun City had an MVI of 0.33, indicating lesser than average mobility vulnerability.





## 5 – EXISTING ROUTE STRUCTURE

Finally, the existing route structure is imported into the Modeler to ensure that the microtransit service doesn't sit on its own, but rather complements the existing route network allowing Cities to get the biggest bang for their buck.

### MODELING INPUTS

For the purposes of this Model, the following inputs were used:

Number of Vehicles	Maximum Wait Time	Maximum Excess Trip Time	Maximum Number of Hourly Trips	Span of Service	Per Rider Fare
Max of 3	15 minutes	15 minutes	Max of 40 (480 per day)	12 hours on weekdays 8 hours on weekends	\$2.00

## WHY MODELING MATTERS

The opportunity to model demand and service using real world information and real-time data while considering a microtransit service gives an agency an unprecedented ability to answer questions such as:

**What will the rider experience be with this service?**

**How many rides can we serve with a given number of vehicles?**

**What is the relationship between service quality and service cost?**

If the demand is twice what we anticipate, what would that mean in terms of rider experience? How many vehicles would we have to add to serve twice the demand while maintaining service quality? Would that increase our cost per trip?

Based on the five points above, the following trip origins and destinations were selected to model a microtransit service in Suisun City.

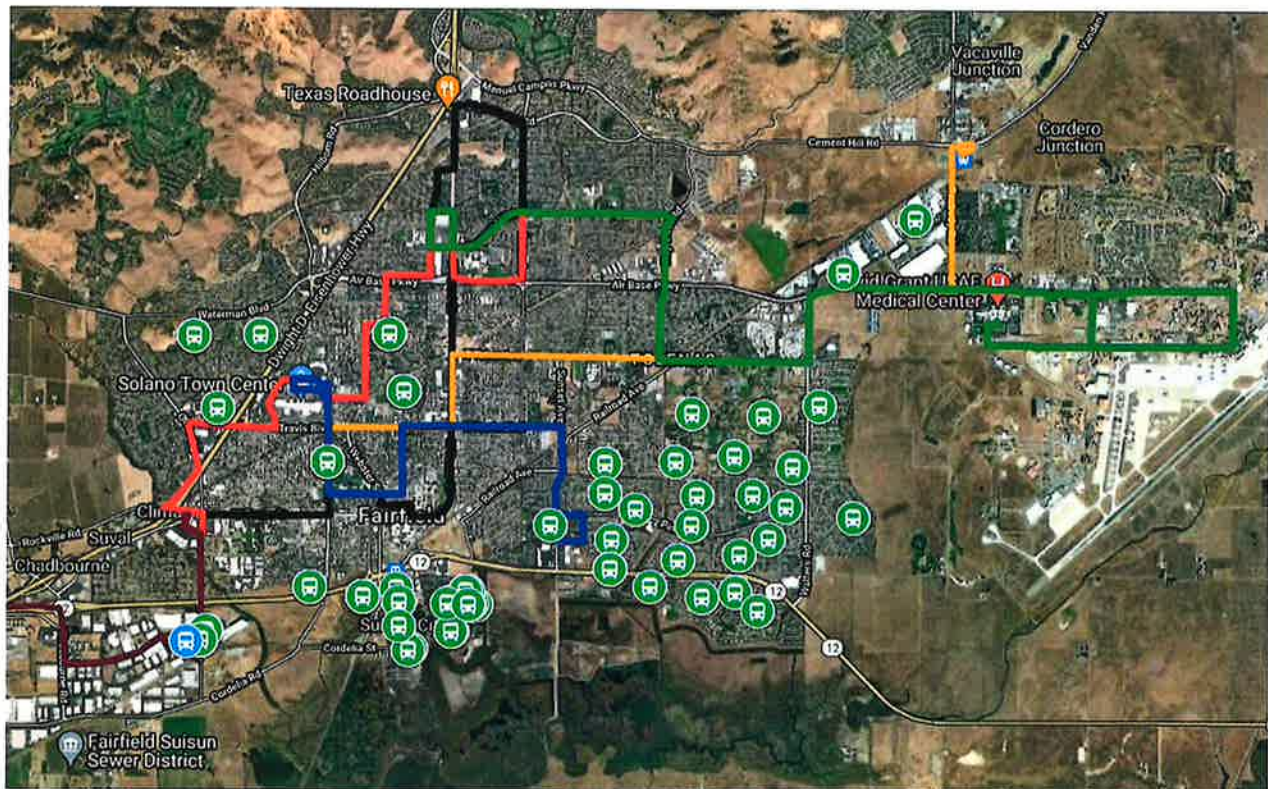
The service would operate providing on-demand trips within Suisun City. Connections outside could be made to the following specific locations:

**Solano Town Center**

**Fairfield Transportation Center**

**Travis Air Force Base**

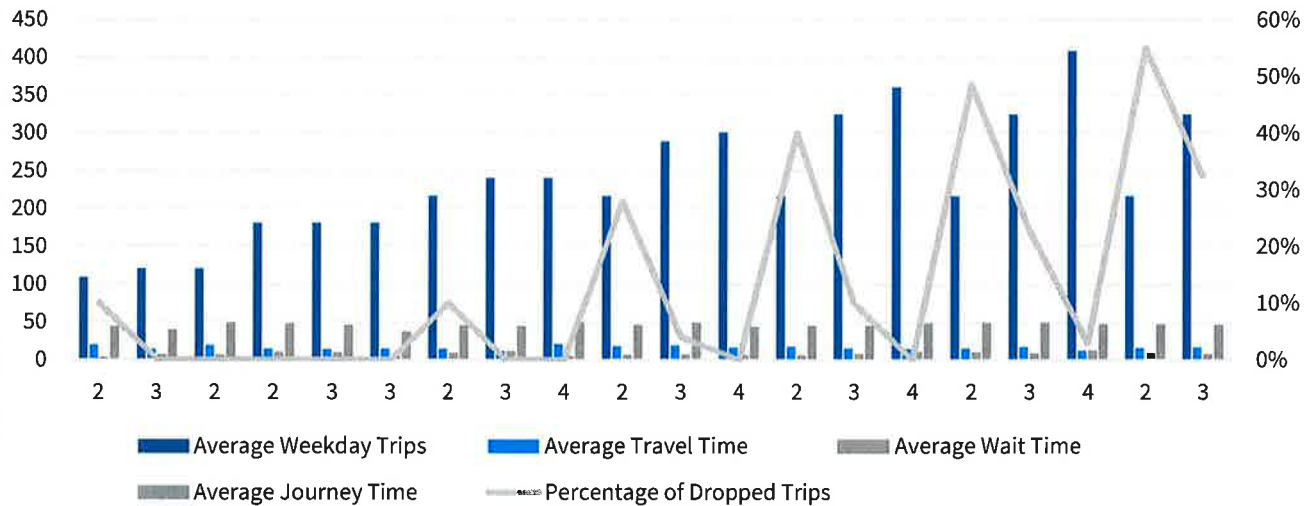
**Solano County Health and Human Services**



## MODELER OUTPUT

### Passenger Experience

#### Passenger Experience



Number of Vehicles	Average Daily Trips	Average Travel Time	Average Wait Time	Average Journey Time*	Percentage of Dropped Trips
2	108	20.8	3.1	44.0	10%
3	120	17.2	6.3	39.4	0%
2	120	22.0	5.8	48.6	0%
2	180	20.0	9.7	47.7	0%
3	180	19.0	9.5	45.6	0%
3	180	16.8	4.3	37.1	0%
2	216	19.3	8.6	45.4	10%
3	240	17.7	11.0	44.2	0%
4	240	23.0	4.6	49.7	0%
2	216	20.8	5.8	46.3	28%
3	288	21.9	6.3	48.8	4%
4	300	19.2	5.8	43.1	0%

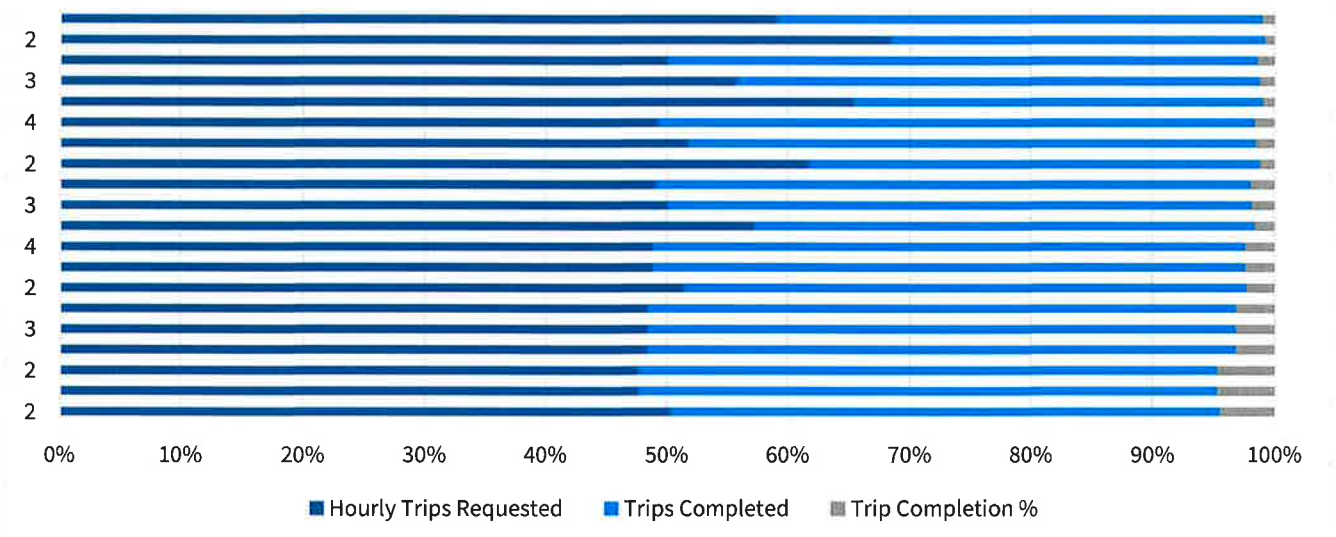
\* Average Journey Time is a calculation of a round trip including wait time and travel time in both directions.

In comparison to **139** minutes round trip journey time and **109** daily trips on the existing fixed route network, a microtransit service in Suisun City with two vehicles will provide a dramatically better experience. With three vehicles, a Suisun City microtransit service can carry almost **300** trips a day providing an average wait time of six minutes and a journey time of **50** minutes.

## OPERATING EFFECTIVENESS

In terms of vehicle utilization, the goal of the Modeler is to reduce travel time between pickup and drop-off points as well as reduce overall non-revenue mileage. The majority of trips have a vehicle utilization of over 90% indicating that vehicles are in service for the majority of the day, but still providing breaks for drivers.

Operating Effectiveness



## VEHICLE UTILIZATION

Vehicles	In-Service Time	Deadhead Time	Hourly Usage
2	50.0	15.5	83%
3	50.7	9.3	84%
2	59.5	16.0	99%
3	52.7	9.3	88%
3	47.0	6.0	78%
2	58.5	18.5	98%
2	58.5	18.5	98%
3	54.7	14.0	91%
2	64.0	14.5	107%
3	65.0	10.3	108%
4	62.0	8.8	103%
2	66.5	10.5	111%
2	66.5	10.5	111%
3	70.7	12.3	118%
2	63.0	9.0	105%
3	69.3	9.0	116%
4	70.8	16.8	118%
2	64.0	9.5	107%
2	64.0	9.5	107%
3	67.3	16.0	112%

Vehicles are used to their maximum effectiveness resulting in the need for more frequent preventative maintenance. Vehicles will be utilized at higher percentage than currently, and as a result they will need to be replaced more frequently. The FTA suggests a useful life of four years and 100,000 miles. At the operating rate below, vehicles will exceed their useful life within two years. The agency can put more vehicles in service and stagger their use to reduce the excess wear and tear on the fleet.

## OPERATING STATISTICS

Vehicles	Trips Completed	Daily Hours	Daily Miles
2	9	13.1	213.5
3	10	12.0	195.6
2	15	15.1	246.1
3	15	12.4	202.1
3	15	10.6	172.8
2	18	15.4	251.0
2	18	15.4	251.0
3	20	13.7	223.9
2	18	15.7	255.9
3	24	15.1	245.6
4	25	14.2	230.6
2	18	15.4	251.0
2	18	15.4	251.0
3	27	16.6	270.6
2	18	14.4	234.7
3	27	15.7	255.4
4	34	17.5	285.3
2	18	14.7	239.6

At the Agency's variable operating cost of \$44.28 and with an anticipated \$2.00 base fare (discounts have been applied to calculate total farebox revenue shown on page 12), a microtransit service can be operated at lower cost and with better productivity and farebox recovery ratio than the existing fixed route network.

Suisun City would choose what operating efficiency (number of vehicles and number of daily/annual trips available to its residents) it desired from pages 11 and 12.

## Operating Efficiency

Vehicles	Annual Trips Completed	Annual Operating Cost	Cost per Rider	Farebox Recovery Ratio
2	32,820	\$368,476.22	\$11.23	13%
3	36,467	\$506,303.20	\$13.88	11%
2	54,700	\$424,732.13	\$7.76	19%
3	54,700	\$523,179.97	\$9.56	16%
3	54,700	\$447,234.49	\$8.18	18%
2	65,640	\$433,170.52	\$6.60	23%
2	65,640	\$433,170.52	\$6.60	23%
3	72,933	\$579,435.88	\$7.94	19%
2	65,640	\$441,608.90	\$6.73	22%
3	87,520	\$635,691.80	\$7.26	21%
4	91,167	\$796,021.14	\$8.73	17%
2	65,640	\$433,170.52	\$6.60	23%
2	65,640	\$433,170.52	\$6.60	23%
3	98,460	\$700,386.09	\$7.11	21%
2	65,640	\$405,042.56	\$6.17	24%
3	98,460	\$661,006.96	\$6.71	22%
4	123,987	\$984,478.44	\$7.94	19%
2	65,640	\$413,480.95	\$6.30	24%
2	65,640	\$413,480.95	\$6.30	24%
3	98,460	\$703,198.89	\$7.14	21%



## SUISUN CITY INFORMATIONAL REPORT

Item 17.b

\_\_\_\_ Commission  
\_\_\_\_ Community Advisory Committee  
\_\_\_\_ Other:

  x   Council Representative  
\_\_\_\_ Council Ad Hoc

### Overview:

Mayor Wilson is presenting an update on the Amtrak Station Improvement Project for the Suisun City Train Depot as the City's representative on the STA board. In late 2019, STA staff and Suisun City staff met to discuss concerns about conditions at the Suisun-Fairfield Train Station. Many Capitol Corridor riders arrive at the station during dark hours of the early morning and evening, especially during the winter months. During these peak periods, the Train Depot building is closed and there are few places to seek shelter from the wind. Suisun City requested that STA staff take the lead and apply for funding and implement a project to add lighting, windscreens or shelters, and other eligible treatments to the Station. STA staff took the lead on completing the application and coordinating with CCJPA, Amtrak, and Union Pacific Railroad (UPRR) staff while Suisun City staff hired a consultant to complete partial Design Plans for the Suisun City Amtrak Station Improvements Project.

Due to the COVID-19 pandemic, the CCJPA MCIP program guidelines for eligible treatments and required timeline for project delivery changed to accommodate funding shortfalls. STA staff worked with CCJPA staff to adjust the project scope and ultimately submitted three different applications for MCIP funding on behalf of Suisun City between March 2020 and April 2021. During its meeting on April 19, 2021, the Capitol Corridor Joint Powers Authority (CCJPA) Board awarded STA \$305,000 in Minor Capital Improvements Program (MCIP) funds to complete the Project.

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### Report:

#### Project Summary

The Suisun City Amtrak Station Improvements Project focuses on improvements to the station platform that will help passengers feel safer and more comfortable as they wait for, board, and disembark Capitol Corridor trains. The scope of this \$305,000 project includes:

- Install two new Twin-Arm Lamp Posts on the north and south ends of the platform at the Suisun-Fairfield Train Station.
- Install two new Bus Shelters on the platform in front of the Depot Building

The new lighting will increase actual and perceived safety at the Suisun-Fairfield Train Station and the new shelters will include a shatter-proof glass enclosure to provide warmth to waiting passengers without compromising visibility.

#### Project Status

STA staff is currently coordinating with CCJPA staff to enter into a funding agreement, refine the project delivery schedule, and ensure that all MCIP funding requirements are met. Before construction can begin, STA staff, Suisun City staff, and WSP (construction management consultant) must complete the Final

Plans for the Suisun Amtrak Station Improvements Project, obtain a Right of Entry agreement and other necessary permits from Union Pacific, coordinate final design review by Union Pacific and Amtrak, and hire a contractor to order materials and construct the improvements. WSP has advised staff that due to current supply shortages, certain materials for this project such as the lamp posts and bus shelter frames, may require up to five months to manufacture. Barring delays, the construction should begin in February 2022 and the project will closeout in March 2022.

<b>Task</b>	<b>Status</b>
Contract not-to-exceed \$70,000 with WSP for Construction Management Services	Draft Contract (\$56,453) is complete and under review by Bernadette.
Finalize Design documents	Suisun City working with MK2 Engineering to finalize Design documents
Funding agreement with the Capitol Corridor Joint Powers Authority for \$305,000 in Minor Capital Improvements Program funding	First draft reviewed by Bernadette. Waiting on CCJPA to complete their counsel's review of the updated draft and send out copy for final review and signature
Obtain Right-of-Entry Agreement and other necessary permits from Union Pacific	WSP has initiated contact with UPRR. Estimated completion: September 1, 2021
Hire contractor to procure materials and install improvements	Advertise and Award by August 2021
Construction/installation	February 2022. Should not exceed 15 working days
Project open to the public	March 2022

## Suisun City Train Station Improvement Project

### CCJPA Minor CIP Grant



#### Scope of Requested Improvements

- Install two new Twin-Arm Lamp Posts on the north and south ends of the platform at the Suisun-Fairfield Train Station. The new lighting will increase actual and perceived safety at the Suisun-Fairfield Train Station. A large share of Capitol Corridor riders arrive at the station during the dark hours of the morning and evening, especially during the winter months.
- Install two new Bus Shelters on the platform in front of the Depot Building. The new shelters will include a shatter-proof glass enclosure to provide warmth to waiting passengers without compromising visibility. During peak periods in the early morning and evening, when the Train Depot building is closed, the platform area is quite cold and there are few places to seek shelter from the wind. An existing destination sign will be removed and incorporated into the shelter design.

#### 2021-2022 Timeline

<b>April 2021</b>	CCJPA Board Meeting
<b>June 2021</b>	Finalize Design
<b>July 2021</b>	Hire Construction Manager
<b>August 2021</b>	Hire Contractor Obtain Right of Entry from UPRR
<b>January 2022</b>	Final coordination with Amtrak
<b>February 2022</b>	Construction Starts
<b>March 2022</b>	Construction Complete



## Suisun City Train Station Improvement Project

### CCJPA Minor CIP Funding Grant



This project would install two shelters on the boarding platform. The shelters will have a similar design to the above but will be painted to match the historic Train Depot.



The project would also introduce two additional double-headed lamp posts near existing lighting on either side of the boarding platform, including under the SR 12 overpass.

