

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 29, 2021

5:30 P.M.

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

NOTICE

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

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES IF NOT FULLY VACINATED. 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 OR 707 421-7302.

ZOOM MEETING INFORMATION:

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

MEETING ID: 963 7038 7835

CALL IN PHONE NUMBER: (707) 438-1720

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

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING
BY EMAILING CLERK@SUISUN.COM (PRIOR TO 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).

CONVENE OPEN SESSION

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

ADJOURNMENT

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

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 - 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 29, 2021 was posted and available for review, in compliance with the Brown Act.



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

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 29, 2021

6:30 P.M.

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 – 55)

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).

CONSENT CALENDAR

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

City Council

2. Council Adoption of Resolution No. 2021-__: Authorizing the City Manager to Execute a Contract Amendment on the City's Behalf with Fehr & Peers to Prepare a Traffic Study in Support of a Possible Alternative to Realigning Railroad Avenue from Humphrey Drive to Olive Avenue – (Lozano: nlozano@suisun.com).
3. Council Adoption of Resolution No. 2021-__: Approving the Schedule of Benefits Agreement for Executive Management Employees, Authorizing the City Manager to Execute it on Behalf of the City. – (Penland: cpenland@suisun.com).

PUBLIC COMMENTS

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PUBLIC HEARING**City Council**

4. PUBLIC HEARING – (CONTINUED FROM JUNE 22, 2021)
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).
5. PUBLIC HEARING – (CONTINUED FROM JUNE 22, 2021)
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).

6. PUBLIC HEARING

Council Introduction and Waive Reading of Ordinance No.____: Adding Sections 15.04.304 (New Materials, Processes, Or Occupancies That May Require Permits) And 15.04.310 (Fire Code Modifications and Appeals) To Chapter 15.04 (Permits – Uniform Codes) Of Title 15 (Building and Construction) Of the Suisun City Municipal Code - (Vincent: jvincent@suisun.com).

Joint City Council / Suisun City Council Acting as Successor Agency/Housing Authority**7. PUBLIC HEARING – (CONTINUED FROM JUNE 22, 2021)**

Adoption of the Fiscal Year 2021-22 Annual Budget - (Deol: 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 NONE**REPORTS: (Informational items only)**

8. Council Updates
 - a. Council/Boardmembers
 - b. Mayor
9. Non-Discussion Items

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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 29, 2021 was posted and available for review, in compliance with the Brown Act.

AGENDA TRANSMITTAL

MEETING DATE: June 29, 2021

CITY AGENDA ITEM: Council Adoption of Resolution No. 2021-__: Authorizing the City Manager to Execute a Contract Amendment on the City's Behalf with Fehr & Peers to Prepare a Traffic Study in Support of a Possible Alternative to Realigning Railroad Avenue from Humphrey Drive to Olive Avenue.

FISCAL IMPACT: There would be no fiscal impact on the General Fund, as the source of funding for this study is the Off-Site Street Improvement Program (OSSIP) fund.

STRATEGIC PLAN: Ensure Public Safety. Provide Good Governance.

BACKGROUND: The General Plan provides a proposal for realigning Old Railroad Avenue at its westerly terminus at Sunset Avenue and at its easterly terminus at East Tabor Avenue. The proposed realignment at Sunset Avenue would extend New Railroad Avenue from Sunset Avenue east to Laurel Creek and then north along the west bank of the creek to Old Railroad Avenue. On the other hand, the proposed realignment at the easterly end would realign Old Railroad Avenue from Humphrey Drive to Olive Avenue. See attached map extracted from the General Plan. In both cases, the realignment would require right-of-way take from the empty parcels, the relocation of utilities, and at the westerly terminus the procurement of regulatory permits for crossing over the Humphrey Ditch.

Property owners within those planned future realigned segments have questioned the benefits of such roadway reconfiguration and have expressed concern with the possible negative impacts to the opportunities for developing the empty parcels. Since alternatives to the planned realignments were previously not considered, the City contracted with Fehr & Peers in mid-2020 to evaluate the feasibility of eliminating from the General Plan the realignments on Old Railroad Avenue. Among the factors considered in the studies are future traffic conditions, trip generation from future developments, collision data, consistency with General Plan policy, and the train crossing frequency at the nearby railroad track crossings.

In general, Fehr & Peer's finding is that the current network configuration at the westerly terminus of Old Railroad Avenue, including the planned widening of Railroad Avenue and Sunset Avenue, would serve traffic acceptably with development of the adjacent site and other regional and local development growth. In addition, Fehr & Peer's findings at the easterly terminus of Old Railroad Avenue indicate that the current network configuration at Old Railroad Avenue/East Tabor Avenue would operate at acceptable levels under cumulative conditions with the installation of a future traffic signal.

STAFF REPORT: On March 10, 2021, staff from the City of Fairfield and the City of Suisun City held a field diagnostic meeting with the Union Pacific Railroad (UPRR) representatives to

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Nick Lozano, Associate Engineer
 John Kearns, Senior Planner
 Greg Folsom, City Manager

discuss eliminating the planned traffic Old Railroad Avenue realignment at the easterly terminus, as well as the planned installation of a traffic signal at the Olive Avenue/East Tabor Avenue intersection. The group discussed the feasibility of installing a traffic signal at the Old Railroad Avenue/East Tabor Avenue t-intersection in lieu of the said planned improvement. UPRR commented that a possible alternative to either of the two above-mentioned approaches could be converting the northbound Railroad Avenue to a right turn only, requiring motorists to turn right to eastbound East Tabor Avenue. City staff's concern with that approach is the impacts to northbound motorists on Old Railroad Avenue wishing to turn left onto westbound East Tabor Avenue. Since that diagnostic meeting, City staff arrived at the concept of addressing that concern with a future roundabout at the Olive Avenue/East Tabor Avenue intersection. The roundabout would enable eastbound motorists to turn around in the westbound direction. Both the City of Fairfield and UPRR are open to this concept.

To date, the total expenditure for the previous Fehr & Peers studies on the alternatives to the elimination of the realignments is \$33,848.32. Fehr & Peers has recently provided the City with a cost proposal of \$12,000 to perform the right turn only on northbound Railroad Avenue at East Tabor Avenue and a roundabout at the Olive Avenue/East Tabor Avenue intersection. Since the latest cost proposal would result in a contract amount above the City Manager's purchasing authorization threshold, City Council approval would be required for this contract amendment.

RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2021-____: Authorizing the City Manager to Execute a Contract Amendment on the City's Behalf with Fehr & Peers to Prepare a Traffic Study in Support of a Possible Alternative to Realigning Railroad Avenue from Humphrey Drive to Olive Avenue.

ATTACHMENTS:

1. Resolution No. 2021-____: Authorizing the City Manager to Execute a Contract Amendment on the City's Behalf with Fehr & Peers to Prepare a Traffic Study in Support of a Possible Alternative to Realigning Railroad Avenue from Humphrey Drive to Olive Avenue.
2. Map from the General Plan.

RESOLUTION NO. 2021-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRAT
AMENDMENT ON THE CITY'S BEHALF WITH FEHR & PEERS TO PREPARE A
TRAFFIC STUDY IN SUPPORT OF POSSIBLE ALTERNATIVES TO REALIGNING
RAILROAD AVENUE FROM HUMPHREY DRIVE TO OLIVE AVENUE**

WHEREAS, the Suisun City General Plan includes a planned realignment of Old Railroad Avenue from Humphrey Drive to Olive Avenue, including an associated planned traffic signal at the Olive Avenue/East Tabor Avenue intersection; and

WHEREAS, property owners at the planned Old Railroad Avenue realigned segments have expressed concerns with the possible impacts to the opportunities for developing their empty parcels; and

WHEREAS, in mid-2020, the City contracted with Fehr & Peers to analyze the feasibility of eliminating from the General Plan the roadway realignment; and

WHEREAS, on March 10, 2021, City staff and City of Fairfield staff held a field diagnostic meeting with Union Pacific Railroad (UPRR) staff to discuss the future installation of a traffic signal at the Old Railroad Avenue/East Tabor Avenue t-intersection in lieu of the roadway realignment; and

WHEREAS, at the field diagnostic meeting, UPRR commented on the on a possible alternative of converting Railroad Avenue to a right turn only onto eastbound Olive Avenue; and

WHEREAS, City staff arrived at a concept of a future roundabout to enable eastbound motorists on Olive Avenue to turn around in the westbound direction; and

WHEREAS, Fehr& Peers has provided the City with a cost proposal of \$12,000 to perform the right turn only on northbound Railroad Avenue at Eat Tabor Avenue and a roundabout at the Olive Avenue/East Tabor Avenue intersection; and

WHEREAS, the cost proposal would result in a contract amount above the City Manager's purchasing authorization threshold.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby authorize the City Manager to execute a contract amendment on the City's behalf with Fehr & Peers to prepare a traffic study in support of a possible alternative to realignment Railroad Avenue from Humphrey Drive to Olive Avenue.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 29th day of June 2021, by the following vote:

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

WITNESS my hand and the seal of said City this 29th day of June 2021.

Anita Skinner
City Clerk

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MAP
General Plan – Realignment of Old Railroad Avenue



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AGENDA TRANSMITTAL

MEETING DATE: June 29, 2021

CITY AGENDA ITEM: Council Adoption of Resolution No. 2021-___: Approving the Schedule of Benefits Agreement for Executive Management Employees, Authorizing the City Manager to Execute it on Behalf of the City.

FISCAL IMPACT: Eliminating the Retention Pay represents a savings of approximately \$9700 annually. Increasing salaries in exchange for the CalPERS Classic Members paying the Employee Member Contribution represents an initial cost of approximately \$14,100 which will diminish over time as the increased liability tied to increasing salaries will shift to the employees. The cost of temporary additional pay, in lieu of a cost of living adjustment, will cost approximately \$37,440 annually. Assuming funding, the temporary pay will expire June 30, 2023. The overall impact in FY 21/22 represents a cost of approximately \$41,800. The affected employees are the Suisun City Unrepresented Executive Management Employees. Staff has confirmed sufficient funds are available to undertake this investment.

BACKGROUND: The Schedule of Salary and Benefits for Executive Management Employees (the Plan) was established on March 5, 2019 by Resolution 2019-18 which also established the Confidential Employee Compensation Program. The Plan may be adjusted at any time by the City Council. On July 30, 2020 the City Council approved Resolution 2019-86 making significant changes to the Plan and amending the eligible classifications in the Confidential Employee Compensation Program. On November 24, 2020 the City Council approved Resolution 2020-144 further amending the Plan to provide several new provisions and clean-up items that were no longer relevant.

STAFF REPORT: The Plan outlines the terms of salary and benefits provided to Executive Management Employees. The Plan may be adjusted at any time by the City Council. Staff is bringing this Amended and Restated Schedule of Benefits for Executive Management Employees to provide an update to the Plan, address future compensation and retirement provisions, and eliminate items that are outdated or already in effect, including elimination of the Confidential Employee Compensation Program.

The recommended new updates to the Plan, which Council has authorized include:

- Update the title of the Plan to Schedule of Benefits for Executive Management Employees
- Update the list of classifications covered by the Plan
- Remove the salary and wage schedule from the Plan document and instead reference the City-wide Salary Resolution

PREPARED BY:

Christina Penland, Human Resources Administrator

REVIEWED/APPROVED BY:

Gregory Folsom, City Manager

- Eliminate the 6% Critical Staffing Retention and Recruiting Pay
- Assuming funding, provide temporary additional pay, that will sunset on June 30, 2023, as follows: Miscellaneous Employees – \$2.00 per hour non-pensionable pay; Police and Fire Employees - \$6.00 per hour non-pensionable pay
- Allow the City Manager to authorize additional shifts under the Fire Duty Chief Standby Pay determined operationally necessary
- Eliminate the Confidential Employee Program which currently provides 3% to the Recreation, Parks, and Marina Director once the position is vacated
- Provide an increase to the base hourly rate of Affected Employees in exchange for Classic Members paying the full employee contribution along with employees governed by the Public Employees' Pension Reform Act (PEPRA) as follows: Miscellaneous and Fire Safety employees will receive an increase of 7.5%; Safety Police employees will receive an increase of 5.5%
- Eliminate outdated language pertaining to retiree participation in group medical/dental
- Add language pertaining to the IRS Constructive Receipt Tax Rules that is required for cash out of any paid leave, including vacation and executive leave
- Update the Health Insurance Premiums provided consistent with the current rates of Kaiser Permanent Region 1, consistent with other City employees
- Eliminate outdated language pertaining to continuation of insurance for injured employees
- Clarify that uniform allowance is paid biweekly
- And a variety of other clarifying cleanup items

This agenda items includes the draft Plan, the current Plan, and the redline vision showing the changes between the current Plan and the draft Plan.

RECOMMENDATION: It is recommended that the City Council adopt:

- a. Council Adoption of Resolution No. 2021-___: Approving the Schedule of Benefits Agreement for Executive Management Employees, Authorizing the City Manager to Execute it on Behalf of the City.

ATTACHMENTS:

1. Council Resolution No. 2021-___: Approving the Schedule of Benefits Agreement for Executive Management Employees, Authorizing the City Manager to Execute it on Behalf of the City.
2. Schedule of Benefits (current Plan)
3. Schedule of Benefits (track changes)
4. Schedule of Benefits (draft Plan)

RESOLUTION NO. 2021-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AMENDING SCHEDULE OF BENEFITS FOR EXECUTIVE MANAGEMENT
EMPLOYEES, AUTHORIZING THE CITY MANAGER TO EXECUTE IT ON
BEHALF OF THE CITY.**

WHEREAS, on March 5, 2019 the City Council of the City of Suisun City adopted Resolution No. 2019-22, approving a Schedule of Salary and Benefits for Executive Management and Confidential Employees (the Plan); and

WHEREAS, on July 30, 2019, the City Council adopted Resolution No. 2019- 87, making a number of significant changes to the Plan; and

WHEREAS, on November 24, 2020, the City Council adopted Resolution No. 2020- 144, providing several new provisions and clean-up items no longer relevant; and

WHEREAS, the Plan may be adjusted at any time by the City Council; and

WHEREAS, the City Council would like to amend sections of the Plan; and

WHEREAS, the City Manager has recommended changes to the salary and benefits of executive management employees.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City hereby adopts Resolution No. 2021-____: Approving the Schedule of Benefits Agreement for Executive Management Employees, Authorizing the City Manager to Execute it on Behalf of the City.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 29th day of June, 2021, by the following vote:

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

WITNESS my hand and the seal of said City this 29th day of June, 2021.

Anita Skinner
City Clerk

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**CITY OF SUISUN CITY
AMENDED AND RESTATED
SCHEDULE OF SALARY AND BENEFITS FOR
EXECUTIVE MANAGEMENT EMPLOYEES
EFFECTIVE November 24, 2020
Amended by Resolution No. 2020-144**

ARTICLE I **INTRODUCTION**

Section 01. **AFFECTED EMPLOYEES.** This Schedule of Salary and Benefits for Executive Management Employees (the "EME Compensation Schedule") shall be in force and effect for the following classifications of central management employees with the City of Suisun City ("City"), hereinafter referred to as the "Affected Employee(s)":

Chief of Police
Development Services Director
Finance Director
Fire Chief
Public Works Director / City Engineer
Recreation, Parks, & Marina Director

ARTICLE II **SALARY**

Section 01. **BASIC COMPENSATION PLAN.** There is hereby maintained and restated a basic compensation plan for the Affected Employees who are now employed, or will in the future be employed, in any of the designated positions of employment set forth in Article I, Section 01 above. The salary and wage schedule set forth below shall constitute the basic compensation plan for these Affected Employees consisting of a range of pay available and identified by position.

Section 02. **SALARY AND WAGE SCHEDULE.** The classifications listed below shall have the following monthly pay ranges, which became effective December 27, 2019:

Chief of Police	\$11,112 - \$13,507
Development Services Director	\$8,795 - \$11,873
Fire Chief	\$11,112 - \$13,507
Public Works Director / City Engineer	\$8,795 - \$11,873
Recreation, Parks, & Marina Director	\$8,795 - \$11,873

The classification listed below shall have the following monthly pay range, which became effective March 4, 2020:

Finance Director	\$8,795 - \$11,873
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Section 03. **CRITICAL STAFFING RETENTION AND RECRUITING PAY.** The City is experiencing a critical staffing issue resulting from difficulty recruiting and retaining Police Department staff. To address this critical staffing issue and to mitigate the resulting negative impacts upon the City, the City desires to provide a special compensation in the form of retention and recruitment pay to stabilize specific public safety recruitment and retention. Effective upon passage of a resolution by City Council adopting this amended and restated Schedule of Salary and Benefits, the Police Chief shall receive an

additional 6% of base hourly non-pensionable compensation for hours worked through the end of December 31, 2020.

Section 04. FIRE DUTY CHIEF STANDBY PAY. Due to the City's inability to afford full-time staff to serve as a Fire Duty Chief for each shift, the Fire Chief may be assigned to serve as Fire Duty Chief on a standby basis in addition to regular hours worked, typically overnight and on regularly scheduled days off. Effective upon passage of a resolution by City Council adopting this amended and restated Schedule of Salary and Benefits, the Fire Chief when assigned to serve as Duty Chief shall receive non-pensionable Fire Duty Chief Standby Pay per assigned shift as follows: \$200 per weekday evening shift (5:01 p.m. to 8:29 a.m.), \$200 per weekend day shift (8:30 a.m. to 8:29 p.m.), and \$200 per weekend evening shift (8:30 p.m. to 8:29 a.m.). It is expected that such assignment would be made on monthly basis taking the form of a rotation between participants to reduce the burden on any single individual and to distribute evenly the assignment to the maximum extent possible. Employees must be scheduled for Fire Duty Chief Standby in such a manner as to ensure at least one-consecutive day off (e.g., no regular or standby work assignment) each week of a month to the maximum extent possible. The Fire Chief shall have the sole ability to schedule one Fire Duty Chief per shift based on staffing, budget, and operational discretion as he/she sees fit, but shall not assign him/herself any greater participation than assigned to any single Fire Division Chief to the maximum extent possible and/or mutually agreed upon allotment between the Chief Officers.

Section 05. ACTING CITY MANAGER PAY. If assigned as Acting City Manager for a duration that exceeds 7 business days, the employee shall receive Acting Pay of ten percent (10%) of base pay. This compensation is non-pensionable compensation.

Section 03. LEVEL OF COMPENSATION. The compensation of all Affected Employees shall be determined on a merit basis, and said employees shall initially be placed, at time of appointment by the City Manager, at a pay step within the applicable pay ranges as herein established.

Section 04. WORK SCHEDULES. A 40.0-hour workweek consisting of five consecutive 8.0 hour days in a seven-day period (hereinafter "5/40"), beginning at 12:00 am on Friday through 11:59 on the following Thursday. All other work schedules shall be considered Alternative Work Schedules.

Alternative Work schedule: Nine workdays totaling 80 hours during a fourteen-day period beginning at 12:00 am on Friday through 11:59 pm on the following Thursday (hereinafter "9/80"), or any other configuration approved by the City Manager.

Section 05. FLSA EXEMPT STATUS. The City designates the Affected Employees as exempt from overtime for purposes of the Fair Labor Standards Act ("FLSA"). The City shall comply with all applicable state and federal standards, regulations and laws relative to its designations of these employees as exempt for FLSA purposes.

Section 06. ADVANCEMENT WITHIN SCHEDULE. An Affected Employee shall be considered for advancement within the steps of the Salary and Wage Schedule set forth above at the discretion of the City Manager. The City Manager shall evaluate all Affected Employees on an annual basis as determined by the initial hire date. If it is determined that an Affected Employee is eligible for an advancement, the effective date of the advancement shall be the first payroll period following the City Manager's approval unless otherwise specified by the City Manager. Advancements within the salary range may be granted, based on merit, if an Affected Employee demonstrates exceptional ability and proficiency in the performance of the employee's duties as determined by the City Manager.

Section 07. **EMPLOYMENT STATUS.** All Affected Employees are deemed to be "at-will" employees serving solely at the pleasure of the City Manager and are subject to dismissal without notice and without cause whatsoever; and without any right of due process hearing, including any so-called "Skelly" pre-disciplinary notice and response or post-termination appeal hearing. Cause shall be defined as malfeasance, misfeasance, misconduct, unethical conduct, illegal conduct, insubordination or any other conduct that the City Council, in its sole discretion, deems to reflect poorly on the City, its employees, or its services. In the event of such voluntary or involuntary termination, the sole and entire right of any Affected Employee shall be to receive compensation, if any, which vested prior to the date of the termination.

ARTICLE III **OTHER COMPENSATION**

Section 01. **LIMITATIONS ON TUITION REIMBURSEMENT.** Upon approval of the City Manager, the City shall reimburse an Affected Employee's costs for required school fees such as tuition, registration fees, and books, subject to the limits set forth in this Article. Other fees such as mileage, activity cards and other optional fees and lab fees shall not be reimbursed. The following rules shall apply for reimbursement:

- A. Courses, degrees and certifications must relate to the Affected Employee's position or be directly related to the employee's potential development with the City.
- B. Pre-approval by the City Manager is required in advance of registering for the course.
- C. Course work taken only at institutions accredited by nationally recognized accrediting agencies that the federal Secretary of Education has determined to be reliable authorities as to the quality of such education or training offered shall be considered for reimbursement. Correspondence courses shall not be eligible. Reimbursement for course work taken at a non-accredited institution shall be subject to the sole discretion of the City Manager.
- D. Affected Employees shall only receive tuition reimbursement if they satisfactorily complete the approved course with a "pass" or grade of "C" or better.
- E. In the event an Affected Employee receives assistance under federal or state government legislation or other student aid program for education charges for an approved course, only the difference, if any, between such assistance and the education charges an employee actually incurs, shall be eligible for reimbursement under this program.
- F. Upon completion of each course, an Affected Employee shall be responsible for reporting grades received to the Personnel Department for recording purposes and for supplying a copy of the grade receipt for the employee's personnel file.

Reimbursement for books and registration fees shall be paid upon proof of payment by the Affected Employee. Tuition costs shall be reimbursed following completion of the course and submittal of proof for the successful completion of the course as required by this Article. If the City requires the employee to withdraw from the course, the City shall reimburse the employee for the full cost of tuition. All payments shall be made as part of the regular City warrant.

Failure on the part of an Affected Employee to provide any information required to determine eligibility for reimbursement, or providing false information for reimbursement requests, shall result in the employee being ineligible for any future tuition reimbursements, and may result in disciplinary action.

In no case shall the total amount of tuition reimbursement for individual courses provided to an Affected Employee in a given fiscal year exceed one thousand five hundred dollars (\$1,500). If an Employee leaves City service within two years of receiving educational reimbursement, the Employee must reimburse the City an amount equal to half of the total education reimbursement paid by the City, which may be withheld from the Employee's final pay check.

Section 02. **AUTOMOBILE ALLOWANCE.** Affected Employees shall receive three hundred (\$300) per month in automobile allowance or a take home city vehicle, as determined by the City Manager. This allowance will be in lieu of expense claims for the use of private automobiles on City business. All uses of city vehicles shall be per the city vehicle use policy.

Section 03. **ADVANCED EDUCATION COMPENSATION.** Executive Management Employees that have an advanced degree (Master's degree, doctorate, etc.) that complements their job duties and descriptions or provides benefit to the City, and exceeds the job requirement, will be given a 3% base salary compensation adjustment. This incentive is limited to a maximum of 3% regardless of the number of degrees exceeding the job requirement. An advanced degree required for the position is not eligible for the incentive. This compensation must be approved by the City Manager.

Section 04. **TECHNOLOGY/CELL PHONE EQUIPMENT.** Subject to the written approval of the City Manager, the city shall provide Executive Management Employees with a City purchased and maintained cell phone, tablet, lap-top, personal computer, printer, remote access from home computer and all other related technology needed to successfully undertake their position, provided such equipment is available for use and/or has been budgeted for.

ARTICLE IV **RETIREMENT BENEFITS**

Section 01. **THE PUBLIC EMPLOYEES' PENSION REFORM ACT OF 2013 (PEPRA)** The California Public Employees' Pension Reform Act (PEPRA) took effect January 1, 2013. PEPRA outlines the definition of New Members and specifies requirements specific to New Members. Eligibility as a Classic or New Member is governed by the Public Employees' Retirement Law (PERL), and eligibility determinations are made solely by CalPERS.

Section 02. Classic Miscellaneous Employee Benefits. Except as otherwise provided in this Article, the City agrees to provide the 2.0 percent at 55 PERS Retirement Plan, including the 1959 Survivor's Benefit Level 3, for Miscellaneous Employees. The City will pay 100 percent of both the employee and employer contributions. PERS Employer Paid Member Contributions will be reported as "Special Compensation".

Section 03. Classic Safety Fire Employee Benefits. Except as otherwise provided in this Article, the City agrees to provide the 2.0 percent at 55 PERS Retirement Plan, including the 1959 Survivor's Benefit Level 3, for Safety Fire Employees. The City will pay 100 percent of both the employee and employer contributions. PERS Employer Paid Member Contributions will be reported as "Special Compensation".

Section 04. Classic Safety Police Employee Benefits. The City agrees to participate in the PERS 3.0 percent at 50 Retirement Plan, with One-Year Final Compensation and Credit for Unused Sick Leave Government Code Sections 20042 and 20965 respectively. This Credit will be reduced by the number of hours converted to cash pursuant to Section 6 of Article IX. The following provisions apply to Employees receiving Safety Police benefits:

- A. The City agrees to continue to provide Level 4, Survivor Benefits through Public Employees Retirement System, (hereinafter "PERS").

- B. The City shall pay the Employer's contribution, as well as 5.0 percent of the total Employee's contribution of 9.0 percent. Each covered Employee shall pay the 4.0 percent balance of the Employee's contribution.
- C. Consistent with Internal Revenue Code Section 414(h)(2), that portion of the Employee's contribution paid by the Employee shall be deducted from each Employee's gross pay on a pre-tax basis.

Section 05. PEPRA New Miscellaneous Employee Benefits. The City agrees to provide 2.0% at 62 PERS Plan for New Miscellaneous Employees. The City shall pay the Employer's contribution as established by CalPERS. The Employee shall pay the Employee's contribution as established by CalPERS. Pursuant to PEPRA, no EPMC is available. Should any provision in this Agreement be determined to be in conflict with PEPRA, the provisions of PEPRA shall take precedence.

Section 06. PEPRA New Safety Fire Employee Benefits. The City agrees to provide 2.0% at 57 PERS PEPRA Plan for New Safety Fire Employees. The City shall pay the Employer's contribution as established by CalPERS. The Employee shall pay the Employee's contribution as established by CalPERS. Pursuant to PEPRA, no EPMC is available. Should any provision in this Agreement be determined to be in conflict with PEPRA, the provisions of PEPRA shall take precedence.

Section 07. PEPRA New Safety Police Employee Benefits. The City agrees to provide 2.7% at 57 PERS Plan for PEPRA New Safety Police Employees. The City shall pay the Employer's contribution as established by CalPERS. The Employee shall pay the Employee's contribution as established by CalPERS. Pursuant to PEPRA, no EPMC is available. Should any provision in this Agreement be determined to be in conflict with PEPRA, the provisions of PEPRA shall take precedence.

Section 08. Participation in Group Medical/Dental. Any eligible Employee approved for a service retirement shall be entitled to participate in a City-provided group medical/dental plan, as long as it is permissible by the insurance provider, and as long as the retiree makes full and prompt payment of the full premium costs to the City. At any time such payments fall in arrears, the retiree shall cease to be eligible for group health plan membership.

Section 09. Sick Leave Conversion. The City provides Credit for Unused Sick Leave pursuant to Government Code Section 20965.

ARTICLE V **VACATION LEAVE**

Section 01. **VACATION ACCRUAL.** Accumulation of Vacation Leave shall commence effective with the date of hire, according to the following schedule, prorated on a pay period basis (annual total divided by 26 bi-weekly pay periods to two decimal places of accuracy):

- A. For the First Five (5) Years of Service, employees shall earn and be credited with Vacation Leave at the rate of 15 workdays (120 hours) per year.
- B. For Years of Service from year Six (6) through Ten (10), employees shall earn and be credited with Vacation Leave at the rate of 20 workdays (160 hours) per year.
- C. Commencing with the Eleventh Year, employees shall earn and be credited with one additional Vacation Leave Day (8 hours) per additional year of service until reaching a maximum of 25 days (200 hours) per year after 15 years of service.

Section 02. **MAXIMUM ACCUMULATION.** Employees with 15 or fewer years of service with the City may accumulate up to a maximum of 280.0 hours of Vacation Leave. Employees with over

15 years of service with the City may accumulate up to a maximum of 320.0 hours of Vacation Leave. Under exceptional circumstances, such as heavy workloads or staffing shortages, the City Manager may authorize the accumulation of additional Vacation Leave. If an Employee is at the limit, he/she must request to take Vacation Leave off. If a written request to do so is disapproved, the limit may be increased by the City Manager. Failure to request time off will result in stopping the accrual of Vacation Leave until the balance is reduced by 40 hours.

Section 03. **HOLIDAY DURING VACATION.** An Employee is not charged Vacation Leave for a Holiday occurring during his/her Vacation Leave.

Section 04. **UTILIZATION OF VACATION LEAVE.** Utilization of vacation leave shall be scheduled through the City Manager, who shall, in his sole discretion, determine when and whether to permit such leave. In making a determination when and whether to permit utilization of vacation leave, the City Manager may consider such factors as the preferences of the Affected Employee, the availability of staff to assume the duties of the employee, the impact of the leave on overall City service or pending projects, and the overall staffing and other needs of the City.

Section 05. **CONVERSION OF UNUSED VACATION TO CASH.** Employees are allowed to request buyback of a maximum of 40 hours during a fiscal year as long as there remains a minimum of eight (8) hours in employee's vacation leave after buyback. Moreover, no request for conversion shall be granted unless first approved by the City Manager.

Section 06. **VACATION PAYMENT AT SEPARATION.** Affected Employees who voluntarily or involuntarily separate from employment with the City shall be paid in a lump sum for all accrued vacation leave earned to the effective date of the separation, up to the maximum prescribed in this Article. Payment shall be at the same hourly rate of pay as was authorized for the Affected Employee at the effective date of termination. There shall be no pro-ration of vacation time for partial months of employment.

ARTICLE VI **HOLIDAYS**

Section 01. **HOLIDAY DATES.** All Affected Employees shall have the same legal holidays and the same schedule of holidays as are afforded mid-management employees, either by City's past practice or as presently listed in the current memorandum of understanding governing those employees.

1. The following are recognized as Holidays:
 - The first day of January, New Year's Day.
 - The third Monday in January, Martin Luther King's Birthday.
 - The third Monday in February, President's Day.
 - The last Monday in May, Memorial Day.
 - The fourth day of July, Independence Day.
 - The first Monday in September, Labor Day.
 - The second Monday in October, Columbus Day.
 - The eleventh day of November, Veteran's Day.
 - The fourth Thursday in November, Thanksgiving Day.
 - The fourth Friday in November, the day after Thanksgiving Day.
 - The twenty-fifth day of December, Christmas Day.
 - One floating Holiday shall be posted on the first pay period in July and one floating Holiday on the first pay period in January to the Holiday Leave balance.

Any date proclaimed by the Mayor of Suisun City as a Holiday. Holidays proclaimed by the President of the United States or the Governor of the State of California shall be subject to review.

Section 02. **HOLIDAY LEAVE BALANCE.** Holiday Leave shall be accumulated separately from Vacation Leave. Holiday Leave may be used for paid leave purposes (essentially in the same manner as Vacation Leave). In order to encourage Employees to take advantage of their Holiday Leave, a maximum of 100 hours is allowed to accrue in that balance. Employees may not cash out Holiday Leave except upon leaving City service or in the case of an emergency with City Manager approval. If an Employee is at the limit, he/she must request to take Holiday Leave off. If a written request to do so is disapproved, the limit shall be increased by the City Manager. Failure to request time off would result in discontinuing the accrual of Holiday Leave until the balance is reduced by 20 hours.

ARTICLE VII **OTHER LEAVES**

Section 01. **FAMILY OR MEDICAL LEAVE.** Rules regarding Family or Medical Leave are set forth in Section 10.2 of the Personnel Rules.

Section 02. **PREGNANCY DISABILITY LEAVE.** Rules regarding Pregnancy Disability Leave are set forth in Section 10.3 of the Personnel Rules.

Section 03. **LEAVE OF ABSENCE DUE TO INJURY INCURRED WHILE ON DUTY.**

1. The City shall comply with applicable federal and state laws governing work-related injuries, leaves and compensation.
2. Employees shall bring health and/or safety problems in the workplace to the attention of their supervisor as soon as possible.
3. The City shall coordinate accrued Sick Leave with Workers' Compensation benefits.
4. Employees who have exhausted their Sick Leave balances may use accrued Vacation Leave, Executive Leave, and/or Holiday Leave consistent with the provisions of Personnel Rules Subsection 10.3.1. Upon expiration of all paid leave time, an Employee shall be entitled to receive compensation only from the City's Workers' Compensation third-party administrator.

Section 04. **BEREAVEMENT/COMPASSIONATE LEAVE.** Rules regarding Bereavement/ Compassionate Leave are set forth in Section 10.5 of the Personnel Rules.

Section 05. **CATASTROPHIC LEAVE-SHARING PROGRAM.** Rules regarding the Catastrophic Leave-Sharing Program are set forth in Administrative Directive – AD 10.

Section 06. **JURY DUTY.** Rules regarding Jury Duty are set forth in Section 10.6 of the Personnel Rules.

Section 07. **MILITARY LEAVE.** Rules regarding Military Leave are set forth in Section 10.7 of the Personnel Rules.

Section 08. **EXECUTIVE LEAVE.** An Affected Employee shall be granted one hundred twenty (120) hours of executive leave with pay each fiscal year (July 1 to June 30). Sixty hours of executive leave will be allocated on a semi-annual basis on the following dates: January 1st and July 1st. Employees hired during the fiscal year period shall have executive leave credited as a pro-rated amount equal per AD 7, Section 8.5. Employees City may accumulate up to a maximum of 160.0 hours of Executive Leave.

Section 01. WORKERS' COMPENSATION COVERAGE. The City shall provide Workers' Compensation Insurance coverage (hereinafter "Workers' Comp") for all Employees through its self-insured program.

ARTICLE XI **STATE DISABILITY INSURANCE COVERAGE**

Section 01. STATE DISABILITY INSURANCE. The City shall participate under the State Disability Insurance Program (hereinafter "SDI"). This program shall work as follows:

Section 02. PAYMENT OF SDI PREMIUMS. SDI premiums shall be paid in full by the City on behalf of all participating Employees.

ARTICLE XII **LIFE INSURANCE AND DEFERRED COMPENSATION**

Section 01. LIFE INSURANCE. The City agrees to provide a \$200,000 term and accidental death and dismemberment insurance policy for each represented Employee. The face value of the policy will begin reducing at age 65, per the policy's schedule of benefits.

Section 02. ICMA DEFERRED COMPENSATION PLAN. The City agrees to provide the ICMA Deferred Compensation Plan as an optional benefit to City Employees. The City will match the Employee's contribution up to 3.5% per pay period. The City's match will be contributed to participating Employees on a pay-period basis.

ARTICLE XIII **UNIFORMS AND UNIFORM ALLOWANCES**

Section 01. UNIFORM ALLOWANCES. Annually on or before the dates indicated, the City shall pay those Employees required to wear uniforms in the performance of their duties as follows:

Police Chief:	\$1,300 annually
Fire Chief:	\$1,300 annually

ARTICLE XIV **SEVERANCE**

Section 01. The City shall give an Affected Non-Public Safety Employee who is terminated for any reason, other than For Cause, an amount equivalent to three months of pay at the employee's then-current rate of pay ("Severance"), in consideration for and contingent upon the employee's execution of a general release agreement. The City shall give an Affected Public Safety Employee who is terminated for any reason, other than For Cause, an amount equivalent to four months of pay at the employee's then-current rate of pay ("Severance"), in consideration for and contingent upon the employee's execution of a general release agreement. "For Cause" includes, but is not limited to malfeasance, misfeasance, misconduct, unethical conduct, illegal conduct, insubordination or any other conduct that is deemed to reflect poorly on the City, its employees, or its services.

ARTICLE XIV **ELECTIONS**

Section 01. In no event will the terms of this resolution be changed or terminated within ninety (90) days before or after any municipal election for the selection or recall of one or more of the members of the City Council.

Greg Folsom, City Manager

CONFIDENTIAL EMPLOYEE PROGRAM

Definition:

Confidential Employee - an employee, who in the course of his or her duties, has access to confidential information relating to the City's administration of employer-employee relations. This access may include instances of an occasional but critical nature or due to the employee whose position requires the incumbent to provide direct administrative support to a manager who has such access.

Purpose of the Confidential Employee Compensation Program: For the Confidential Management employees, this program is adopted to promote the development of a stronger, more effective Management Team, not merely for purposes of employer-employee relations but also as a means of recognizing outstanding management performance in all public service areas. These general purposes may be achieved through several means, notably: training, more effective communication among departments, clear identification of goals and objectives, and by relating effective job performance to an incentive program. Also inherent in such a program is the means of retaining good department heads and strengthening the managers (if any) whose effectiveness and performances fall short of reasonable levels of expectation.

For Confidential employees, this program recognizes and rewards performance and ensures that employees who are not fully represented by a are treated at least equally to represented employees. All rights and benefits of those outside of the At-Will Management/FLSA Exempt category will receive benefits from the labor group their job title falls into.

Employees Covered: Employees covered under this program shall include the following:

- A. At-Will Management/FLSA Exempt (Unrepresented-Confidential) hired prior to July 30, 2019
Recreation, Parks, and Marina Director
Public Works Director
- B. Confidential. FLSA Exempt (SCMPEA)
Secretary to the City Manager/Deputy City Clerk
Accounting Services Manager
- C. Confidential. FLSA non-exempt
Accounting Technician (Payroll)
Human Resources Technician
Administrative Assistant II (Police Department)

Additional job classes may be added to the Confidential Program from time to time, based upon the creation of additional City departments/divisions, the addition of new positions, or by the reclassification of existing positions to either At-Will Management, Confidential, based upon the nature of the work.


Exempt Status of Employees Covered: Based upon the nature of the work, it is expressly understood that the At-will Management employees covered under this program are exempt from the overtime provisions of the Federal Fair Labor Standards Act. Other positions within Confidential employee groups are evaluated for FLSA coverage on a position-by-position basis.

Confidential Pay Differential: Each Confidential employee will receive a 3% pay differential to be added to the employee's base pay. This 3% pay differential will not be added to the salary range for that job class. If at any time that a currently designated Confidential employee who receives the confidential differential is deemed to be Non-Confidential, the 3% confidential differential will cease at that time. Any employee that has an official Notary Commission and performs these duties in addition to their norm job duties shall be afforded a monthly \$50 allowance, approved by the employee's Department Head.

Application of Compensation Plan: Annual performance evaluations will be completed, and salary adjustments implemented within sixty (60) days after the employee's anniversary date. If a person's anniversary date falls within the first week of a pay period, any increases will then be effective at the beginning of that pay period; if a person's anniversary date falls within the second week of a pay period, any increases will then be effective the pay period following the employee's anniversary date.

Effective Date. The effective date of this Program shall be July 30, 2019.

CITY OF SUISUN CITY



Greg Folsom, City Manager Date 2/22/21

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CITY OF SUISUN CITY
AMENDED AND RESTATED
SCHEDULE ~~OF OF~~ ~~SALARY AND~~ BENEFITS FOR
EXECUTIVE MANAGEMENT EMPLOYEES
EFFECTIVE ~~November 24, 2020~~ July 1, 2021
Amended by Resolution No. 202110-

ARTICLE I **INTRODUCTION**

Section 01. **AFFECTED EMPLOYEES.** This Schedule of ~~Salary and~~ Benefits for Executive Management Employees (the "EME ~~Benefit Compensation~~ Schedule") shall be in force and effect for the following classifications of ~~executive~~central management employees with the City of Suisun City ("City"), hereinafter referred to as the "Affected Employee(s)":

~~Chief of Police~~
Development Services Director
Finance Director
Fire Chief
Police Chief
Public Works Director / City Engineer
Recreation, Parks, & Marina Director

ARTICLE II **SALARY**

Section 01. **SALARY SCHEDULE SYSTEM.** The City maintains a separate City-wide Salary Resolution, for all City employees, including ~~Salary Schedules for the Affected Employees~~ who are now employed, or will in the future be employed, in any of the designated positions of employment set forth in Article I, Section 01 above. The compensation of all Affected Employees shall be determined on a merit basis and Affected Employees will be paid in accordance with the range of pay identified by position in the separate salary schedule resolution. **BASIC COMPENSATION PLAN.** ~~There is hereby maintained and restated a basic compensation plan for the Affected Employees who are now employed, or will in the future be employed, in any of the designated positions of employment set forth in Article I, Section 01 above. The salary and wage schedule set forth below shall constitute the basic compensation plan for these Affected Employees consisting of a range of pay available and identified by position.~~

Section 02. **SALARY AND WAGE SCHEDULE.** The classifications listed below shall have the following monthly pay ranges, which became effective ~~December 27, 2019:~~

Chief of Police	\$11,112 - \$13,507
Development Services Director	\$8,795 - \$11,873
Fire Chief	\$11,112 - \$13,507
Public Works Director / City Engineer	\$8,795 - \$11,873

~~Recreation, Parks, & Marina Director \$8,795 \$11,873~~

~~The classification listed below shall have the following monthly pay range, which became effective March 4, 2020:~~

~~Finance Director \$8,795 \$11,873~~

~~**Section 032. CRITICAL STAFFING RETENTION AND RECRUITING PAY.** The City is experiencing a critical staffing issue resulting from difficulty recruiting and retaining Police Department staff. To address this critical staffing issue and to mitigate the resulting negative impacts upon the City, the City desires to provide a special compensation in the form of retention and recruitment pay to stabilize specific public safety recruitment and retention. Effective upon passage of a resolution by City Council adopting this amended and restated Schedule of Salary and Benefits, the Police Chief shall receive an additional 6% of base hourly non-pensionable compensation for hours worked through the end of December 31, 2020.~~

~~**Section 02. Additional Premium Pay**~~**ADDITIONAL PAYWages.** Assuming funding pursuant to the American Rescue Plan Act of 2021 (which guidelines have only recently been published) as a condition precedent, the City ~~shall~~**proposes to** provide additional ~~premium pay~~ to all ~~Aa~~**affected E**mployees as follows:

- ~~A. Miscellaneous. Effective the payroll period after City Council adoption of this Benefits Schedule, or the first full pay period after City Council adoption of the agreement, whichever is later, the City will provide a \$2.00 per hour non-pensionable additional pay on top of the base pay rate for all Aaaffected Eemployees miscellaneous job classes as reflected in Exhibit.~~
- ~~B. Police and Fire. Effective the payroll period after City Council adoption of this Benefits Schedule, or the first full pay period after City Council adoption of the agreement, whichever is later, the City will provide a \$6.00 per hour non-pensionable additional pay on top of the base pay rate for all Aaaffected Eemployees safety job classes as reflected in Exhibit.~~

~~Regular salary and other pay~~**Payments** will be made on a bi-weekly basis. All the hourly increases authorized herein will sunset June 30, 2023.

~~The previously provided Critical Staffing Retention and Recruiting Pay sunset/expired and shall not be included in this successor agreement.~~

Section 043. FIRE DUTY CHIEF STANDBY PAY. Due to the City's inability to afford full-time staff to serve as a Fire Duty Chief for each shift, the Fire Chief may be assigned to serve as

Fire Duty Chief on a standby basis in addition to regular hours worked, typically overnight and on regularly scheduled days off. ~~Effective upon passage of a resolution by City Council adopting this amended and restated Schedule of Salary and Benefits,~~ the Fire Chief when assigned to serve as Duty Chief shall receive additional non-pensionable Fire Duty Chief Standby Pay per assigned shift as follows: \$200 per weekday evening shift (5:01 p.m. to 8:29 a.m.), \$200 per weekend day shift (8:30 a.m. to 8:29 p.m.), and \$200 per weekend evening shift (8:30 p.m. to 8:29 a.m.); this additional pay will be limited to no more than fifteen (15) shifts per month. If operationally necessary, the City Manager may authorize additional shifts that must be requested and approved in writing. It is expected that such assignment would be made on monthly basis taking the form of a rotation between participants to reduce the burden on any single individual and to distribute evenly the assignment to the maximum extent possible. Employees must be scheduled for Fire Duty Chief Standby in such a manner as to ensure at least one-consecutive day off (e.g., no regular or standby work assignment) each week of a month to the maximum extent possible. The Fire Chief shall have the sole ability to schedule one Fire Duty Chief per shift based on staffing, budget, and operational discretion as ~~they/he/she~~ sees fit, but shall not assign ~~themselves/him/herself~~ any greater participation than assigned to any single Fire Division Chief to the maximum extent possible and/or mutually agreed upon allotment between the Chief Officers.

Section 054. ACTING CITY MANAGER PAY. If assigned as Acting City Manager for a duration that exceeds seven (7) business days, the employee shall receive Acting Pay of ten percent (10%) of base pay. This compensation is non-pensionable compensation.

Section 035. LEVEL OF COMPENSATION. The compensation of all Affected Employees shall be determined on a merit basis, and said employees shall initially be placed, at time of appointment by the City Manager, at a pay step within the applicable pay ranges as established in the City's salary resolution ~~herein established.~~

Section 046. WORK SCHEDULES. The traditional work schedule is Aa 40.0-hour workweek consisting of five (5) consecutive 8.0 hour days in a seven-day period (hereinafter "5/40"), beginning at 12:00 am on Friday through 11:59 on the following Thursday. All other work schedules shall be considered Alternative Work Schedules.

Alternative Work schedule: Nine workdays totaling 80 hours during a fourteen-day period beginning at 12:00 am on Friday through 11:59 pm on the following Thursday (hereinafter "9/80"), or any other configuration approved by the City Manager.

Section 057. FLSA EXEMPT STATUS. The City designates the Affected Employees as exempt from overtime for purposes of the Fair Labor Standards Act ("FLSA"). The City shall comply with all applicable state and federal standards, regulations and laws relative to its designations of these employees as exempt for FLSA purposes.

Section 068. ADVANCEMENT WITHIN SCHEDULE. An Affected Employee shall be considered for advancement within the steps of the City's Salary and Wage Schedule ~~resolution~~

~~set forth above~~ at the discretion of the City Manager. The City Manager shall evaluate all Affected Employees on an annual basis as determined by the initial hire date. If it is determined that an Affected Employee is eligible for an advancement, the effective date of the advancement shall be the first payroll period following the City Manager's approval unless otherwise specified by the City Manager. Advancements within the salary range may be granted, based on merit, if an Affected Employee demonstrates exceptional ability and proficiency in the performance of the employee's duties as determined by the City Manager.

Section 079. EMPLOYMENT STATUS. All Affected Employees are deemed to be "at-will" employees serving solely at the pleasure of the City Manager and are subject to dismissal without notice and without cause whatsoever; and without any right of due process hearing, including any so-called "Skelly" pre-disciplinary notice and response or post-termination appeal hearing. Cause shall be defined as malfeasance, misfeasance, misconduct, unethical conduct, illegal conduct, insubordination or any other conduct that the City Council, in its sole discretion, deems to reflect poorly on the City, its employees, or its services. In the event of such voluntary or involuntary termination, the sole and entire right of any Affected Employee shall be to receive compensation, if any, which vested prior to the date of the termination. This provision does not waive any public safety statutory rights afforded to the Police Chief and Fire Chief.

ARTICLE III **OTHER COMPENSATION**

Section 01. LIMITATIONS ON ~~EDUCATION TUITION~~ REIMBURSEMENT. Upon approval of the City Manager, the City shall reimburse an Affected Employee's costs for ~~further education required school fees~~ such as tuition, registration fees, and books, subject to the limits set forth in this Article. Other fees such as mileage, activity cards and other optional fees and lab fees shall not be reimbursed. The following rules shall apply for education reimbursement:

- A. Courses, degrees and certifications must relate to the Affected Employee's position or be directly related to the employee's potential professional development with the City.
- B. Pre-approval by the City Manager is required in advance of registering ~~any~~for the course of instruction.
- C. Course work taken only at institutions accredited by nationally recognized accrediting agencies that the federal Secretary of Education has determined to be reliable authorities as to the quality of such education or training offered shall be considered for reimbursement. Correspondence courses shall not be eligible. Reimbursement for course work taken at a non-accredited institution shall be subject to the sole discretion of the City Manager.
- D. Affected Employees shall only receive ~~education tuition~~ reimbursement if they satisfactorily complete the approved course with a "pass" or grade of "C" or better.
- E. In the event an Affected Employee receives assistance under federal or state government legislation or other student aid program for education charges for an approved course, only the difference, if any, between such assistance and the education charges an employee actually incurs, shall be eligible for reimbursement under this program.

- F. Upon completion of each course, an Affected Employee shall be responsible for reporting grades received to the Personnel Department for recording purposes and for supplying a copy of the grade receipt for the employee's personnel file.

Reimbursement for books and registration fees shall be paid upon proof of payment by the Affected Employee. Tuition costs shall be reimbursed following completion of the course and submittal of proof for the successful completion of the course as required by this Article. If the City requires the employee to withdraw from the course, the City shall reimburse the employee for the full cost of tuition. All payments shall be made as part of the regular City warrant.

Failure on the part of an Affected Employee to provide any information required to determine eligibility for reimbursement, or providing false information for reimbursement requests, shall result in the employee being ineligible for any future tuition reimbursements, and may result in disciplinary action up to and including termination of employment.

In no case shall the total amount of ~~education~~tuition reimbursement for individual courses provided to an Affected Employee in a given fiscal year exceed one thousand five hundred dollars (\$1,500). If an Affected Employee leaves City service within two (2) years of receiving education~~al~~ reimbursement, the Affected Employee must reimburse the City an amount equal to half of the total education reimbursement paid by the City, which may be withheld from the Employee's final pay check per agreement by the Employee.

Section 02. AUTOMOBILE ALLOWANCE. Affected Employees shall receive three hundred dollars (\$300) per month in automobile allowance or a take home City vehicle, as determined by the City Manager. ~~This allowance will be in lieu of expense claims for the use of private automobiles on City business.~~ All uses of City vehicles shall be per the city vehicle use policy.

Section 03. ADVANCED EDUCATION COMPENSATION. Executive Management Employees that have an advanced degree (~~m~~Master's degree, doctorate, etc.) that complements their job duties and descriptions or provides benefit to the City, and exceeds the job description or classification specification requirement, will be given a 3% increased base salary compensation adjustment. This incentive is limited to a maximum of 3% regardless of the number of degrees exceeding the job requirement. An advanced degree required for the position is not eligible for the incentive. This compensation must be approved by the City Manager.

Section 04. TECHNOLOGY/CELL PHONE EQUIPMENT. Subject to the written approval of the City Manager, the City shall provide Executive Management Employees with a City purchased and maintained cell phone, tablet, lap-top, personal computer, printer, remote access from home computer and all other related technology needed to successfully undertake their position, provided such equipment is available for use and/or has been budgeted for.

Section 05. CONFIDENTIAL EMPLOYEE PROGRAM TERMINATION. Currently, the

Recreation, Parks, and Marina Director, hired prior to July 30, 2019, receives a 3% pay Confidential Pay Differential which is added to the employee's base pay. No other Executive Management classifications are eligible for this pay and the Confidential Pay Program will end with the departure of the current Recreation, Parks, and Marina Director.

ARTICLE IV RETIREMENT BENEFITS

Section 01. ~~THE PUBLIC EMPLOYEES' PENSION REFORM ACT OF 2013 (PEPRA)~~ The California Public Employees' Pension Reform Act OF 2013 (PEPRA) took effect January 1, 2013. PEPRA outlines the definition of Classic and New Members and specifies requirements specific to these classes of members~~New Members~~. Eligibility as a Classic or New Member is also governed by the Public Employees' Retirement Law (PERL), and eligibility determinations are made solely by California Public Employees' Retirement System (CalPERS)~~CalPERS~~.

Section 02. Classic Miscellaneous Employee Retirement Benefits. Except as otherwise provided in this Article, the City ~~agrees to provide~~ s the 2.0 percent at 55 CalPERS Retirement Plan, with One-Year Final Compensation, including the 1959 Survivor's Benefit Level 3, for Classic Miscellaneous Employees. ~~The City will pay 100 percent of both the employee and employer contributions. PERS Employer Paid Member Contributions will be reported as "Special Compensation".~~ The City shall pay the Employer's contribution. The employee shall pay the Employee's contribution as established by CalPERS. As soon as practicable and approved by CalPERS, a All Miscellaneous Affected Employees covered by this agreement will receive an increase to their base hourly rate of 7.5 percent in exchange for Classic Miscellaneous employees paying the full employee contribution along with employees governed by -PEPRA-employees.

Section 03. Classic Safety Fire Employee Retirement Benefits. Except as otherwise provided in this Article, the City ~~agrees to provide~~ s the 2.0 percent at 55 CalPERS Retirement Plan, with One-Year Final Compensation, including the 1959 Survivor's Benefit Level 3, for Classic Safety Fire Affected Employees. ~~The City will pay 100 percent of both the employee and employer contributions. PERS Employer Paid Member Contributions will be reported as "Special Compensation".~~ The City shall pay the Employer's contribution. The employee shall pay the Employee's contribution as established by CalPERS. As soon as practicable and approved by CalPERS, a All Fire Safety Affected Employees covered by this agreement will receive an increase to their base hourly rate of 7.5 percent in exchange for the Classic Safety Fire employees paying the full employee contribution along with employees governed by PEPRA-employees.

Section 04. Classic Safety Police Employee Retirement Benefits. Except as otherwise provided in this Article, t he City provides~~agrees to participate in~~ the CalPERS 3.0 percent at 50 Retirement Plan, with One-Year Final Compensation and Credit for Unused Sick Leave Government Code Sections 20042 and 20965 respectively, for Classic Safety Police Affected Employees. The is Credit for Unused Sick Leave will be reduced by the number of hours converted to cash pursuant to

Section ~~65~~ of Article IX. The following provisions apply to Affected Employees receiving Safety Police benefits:

- A. The City ~~shall agree to~~ continue to provide Level 4, Survivor Benefits through CalPERS Public Employees Retirement System, (hereinafter "PERS").
- B. ~~The City shall pay the Employer's contribution, as well as 5.0 percent of the total Employee's contribution of 9.0 percent. Each covered Employee shall pay the 4.0 percent balance of the Employee's contribution. The employee shall pay the Employee's contribution as established by CalPERS.~~
- C. Consistent with Internal Revenue Code Section 414(h)(2), that portion of the Affected Employee's contribution paid by the Employee shall be deducted from each Employee's gross pay on a pre-tax basis.
- D. As soon as practicable and approved by CalPERS, all Safety Police Affected Employees covered by this agreement will receive an increase to their base hourly rate of 5.5 percent in exchange for the Classic Safety Police Employees paying the full employee contribution along with employees governed by PEPRAs.

Section 05. PEPRAs New Miscellaneous Employee Retirement Benefits. The City ~~agrees to~~ provides the 2.0% at 62 CalPERS Plan for New Member Miscellaneous Employees. The City shall pay the Employer's contribution as established by CalPERS. The Employee shall pay the Employee's contribution as established by CalPERS. Pursuant to PEPRAs, no Employer Paid Member Contribution (EPMC) is available for New Members. Should any provision in this Article Agreement be determined to be in conflict with PEPRAs, the provisions of PEPRAs shall take precedence.

Section 06. PEPRAs New Safety Fire Employee Retirement Benefits. The City ~~agrees to~~ provides the 2.0% at 57 CalPERS PEPRAs Plan for New Member Safety Fire Employees. The City shall pay the Employer's contribution as established by CalPERS. The Employee shall pay the Employee's contribution as established by CalPERS. Pursuant to PEPRAs, no EPMC is available for New Members. Should any provision in this Article Agreement be determined to be in conflict with PEPRAs, the provisions of PEPRAs shall take precedence.

Section 07. PEPRAs New Safety Police Employee Retirement Benefits. The City ~~agrees to~~ provides the 2.7% at 57 CalPERS Plan for PEPRAs New Member Safety Police Employees. The City shall pay the Employer's contribution as established by CalPERS. The Employee shall pay the Employee's contribution as established by CalPERS. Pursuant to PEPRAs, no EPMC is available for New Members. Should any provision in this Article Agreement be determined to be in conflict with PEPRAs, the provisions of PEPRAs shall take precedence.

~~**Section 08.** Participation in Group Medical/Dental. Any eligible Employee approved for a service retirement shall be entitled to participate in a City provided group medical/dental plan, as long as it is permissible by the insurance provider, and as long as the retiree makes full and prompt payment of the full premium costs to the City. At any time such payments fall in arrears, the retiree shall cease to be eligible for group health plan membership.~~

Section 098. Sick Leave Conversion. The City provides Credit for Unused Sick Leave pursuant to Government Code Section 20965.

ARTICLE V **VACATION LEAVE**

Section 01. **VACATION ACCRUAL.** ~~Affected Employee's a~~Accumulation of Vacation Leave shall commence effective with the date of hire, according to the following schedule, prorated on a pay period basis (annual total divided by 26 bi-weekly pay periods to two decimal places of accuracy):

- A. For the ~~f~~First ~~f~~Five (5) ~~y~~Years of ~~s~~Service, employees shall earn and be credited with Vacation Leave at the rate of fifteen (15) workdays (but no more than 120 hours) per year.
- B. For ~~y~~Years of ~~s~~Service from the start of year ~~s~~Six (6) through ~~t~~Ten (10), employees shall earn and be credited with Vacation Leave at the rate of twenty (20) workdays (but no more than 160 hours) per year.
- C. Commencing with the ~~e~~Eleventh (11th) ~~y~~Year, employees shall earn and be credited with one additional Vacation Leave Day (8 hours) per additional year of service until reaching a maximum of 25 days (but no more than 200 hours) per year after fifteen (15) years of service.

Section 02. **MAXIMUM ACCUMULATION.** ~~Affected~~ Employees with fifteen (15) or fewer years of service with the City may accumulate up to a maximum of two hundred eighty (280)~~-0~~ hours of Vacation Leave. Employees with over fifteen (15) years of service with the City may accumulate up to a maximum of three hundred twenty (320)~~-0~~ hours of Vacation Leave. Under exceptional circumstances, such as heavy workloads or staffing shortages, the City Manager may authorize the accumulation of additional Vacation Leave. If an Employee is at the limit, ~~they/he/she~~ must request to take Vacation Leave off. If a written request to do so is disapproved, the limit may be increased by the City Manager. Failure to request time off will result in ~~ceasing stopping~~ the accrual of Vacation Leave upon reaching maximum accumulation and continuing until the balance is reduced by 40 hours.

Section 03. **HOLIDAY DURING VACATION.** An ~~Affected~~ Employee is not charged Vacation Leave for a Holiday occurring during ~~their/his/her~~ Vacation Leave.

Section 04. **UTILIZATION OF VACATION LEAVE.** Utilization of ~~V~~vacation ~~L~~Leave shall be scheduled through the City Manager, who shall, in ~~their/his~~ sole discretion, determine when and whether to permit such leave. In making a determination when and whether to permit utilization of ~~V~~vacation ~~L~~Leave, the City Manager may consider such factors as the preferences of the Affected Employee, the availability of staff to assume the duties of the employee, the impact of the leave on overall City service or pending projects, and the overall staffing and other needs of the City.

Section 05. CONVERSION OF UNUSED VACATION LEAVE TO CASH. Affected Employees are allowed to request buyback cash-out of a maximum of forty (40) hours during a fiscal year in January of each year as long as there remains a minimum of eight (8) hours in employee's vacation leave after buyback cash-out. The Administrative Services Department (ASD) The Finance Department will send out a request form, in November of the preceding year, that includes written verification of each eEmployee's current CTO Vacation Leave balance. To be entitled to cash-out Vacation Leave, Employees must may make an irrevocable request for the upcoming calendar year to buyback CTO cash-out Vvacation Leave by filling out and signing the form provided by ASD the Finance Department. The form must be submitted to ASD the Finance Department by the date provided on the form and in no event later than December 31st of each year for cash-out in January of the following year. Moreover, no request for conversion shall be granted unless first approved by the City Manager.

Section 06. VACATION LEAVE PAYMENT AT SEPARATION. Affected Employees who voluntarily or involuntarily separate from employment with the City shall be paid in a lump sum for all accrued Vvacation LLeave earned to the effective date of the separation, up to the maximum prescribed in this Article. Payment shall be at the same hourly rate of pay as was authorized for the Affected Employee at the effective date of termination. There shall be no proration of vacation time for partial months of employment.

ARTICLE VI **HOLIDAYS**

Section 01. HOLIDAY DATES. All Affected Employees shall have the same legal holidays and the same schedule of holidays as are afforded mid-management employees, either by City's past practice or as presently listed in the current memorandum of understanding governing those employees.

1. The following are recognized as Holidays:
 - The first day of January, New Year's Day.
 - The third Monday in January, Martin Luther King's Birthday.
 - The third Monday in February, President's Day.
 - The last Monday in May, Memorial Day.
 - The fourth day of July, Independence Day.
 - The first Monday in September, Labor Day.
 - The second Monday in October, Columbus Day.
 - The eleventh day of November, Veteran's Day.
 - The fourth Thursday in November, Thanksgiving Day.
 - The fourth Friday in November, the day after Thanksgiving Day.
 - The twenty-fifth day of December, Christmas Day.
 - One floating Holiday shall be posted on the first pay period in July and one floating Holiday on the first pay period in January to the Holiday Leave balance.
 - Any date proclaimed by the Mayor of Suisun City as a Holiday.

~~Any date proclaimed by the Mayor of Suisun City as a Holiday.~~ Holidays proclaimed by the President of the United States or the Governor of the State of California shall be subject to review and are not automatically provided to Affected Employees.

Section 02. HOLIDAY LEAVE BALANCE. Holiday Leave shall be accumulated separately from Vacation Leave. Holiday Leave may be used for paid leave purposes (essentially in the same manner as Vacation Leave). In order to encourage Affected Employees to take advantage of their Holiday Leave, a maximum of one hundred (100) hours is allowed to accrue in Holiday Leave~~that~~ balance. Employees may not cash-out Holiday Leave except upon leaving City service or in the case of an emergency with City Manager approval. If an Employee is at the accrual limit, they/he/she must request to take Holiday Leave off. If a written request to do so is disapproved, then the accrual limit shall be increased by the City Manager. Failure to request time off would result in ceasing/discontinuing the accrual of Holiday Leave upon reaching maximum accumulation and continuing until the balance is reduced by 20 hours.

ARTICLE VII OTHER LEAVES

Section 01. FAMILY OR MEDICAL LEAVE. Rules regarding Family or Medical Leave are set forth in Section 10.2 of the Personnel Rules.

Section 02. PREGNANCY DISABILITY LEAVE. Rules regarding Pregnancy Disability Leave are set forth in Section 10.3 of the Personnel Rules.

Section 03. LEAVE OF ABSENCE DUE TO INJURY INCURRED WHILE ON DUTY.

1. The City shall comply with applicable federal and state laws governing work-related injuries, leaves and compensation.
2. Affected Employees shall bring health and/or safety problems in the workplace to the attention of their supervisor as soon as possible.
3. The City shall coordinate accrued Sick Leave with Workers' Compensation benefits.
4. Affected Employees who have exhausted their Sick Leave balances may use accrued Vacation Leave, Executive Leave, and/or Holiday Leave consistent with the provisions of Personnel Rules Subsection 10.3.1. Upon expiration of all paid leave time, an Employee shall be entitled to receive compensation only from the City's Workers' Compensation third-party administrator.

Section 04. BEREAVEMENT/COMPASSIONATE LEAVE. Rules regarding Bereavement/Compassionate Leave are set forth in Section 10.5 of the Personnel Rules.

Section 05. CATASTROPHIC LEAVE-SHARING PROGRAM. Rules regarding the Catastrophic Leave-Sharing Program are set forth in Administrative Directive – AD 10.

Section 06. **JURY DUTY.** Rules regarding Jury Duty are set forth in Section 10.6 of the Personnel Rules.

Section 07. **MILITARY LEAVE.** Rules regarding Military Leave are set forth in Section 10.7 of the Personnel Rules.

Section 08. **EXECUTIVE LEAVE.** An Affected Employee shall be granted one hundred twenty (120) hours of ~~E~~executive ~~L~~leave with pay each fiscal year (July 1 to June 30). Sixty (60) hours of ~~E~~executive ~~L~~leave will be allocated on a semi-annual basis on the following dates: January 1st and July 1st. Affected Employees hired during the fiscal year period shall have ~~E~~executive ~~L~~leave credited as a pro-rated amount pursuant to equal per AD 7, Section 8.5. Employees ~~City~~ may accumulate up to a maximum of one hundred sixty (160)-0 hours of Executive Leave, wherein upon reaching maximum accumulation such accrual shall cease until the balance falls below the establish maximum accumulation.

Section 09. **EXECUTIVE LEAVE CASH-OUT.** Affected Employees are allowed to request cash-out of a maximum of forty (40) hours ~~during a fiscal year~~ in January of each year. The Administrative Services Department (ASD) Finance Department will send out a request form, in November of the preceding year, that includes written verification of each Affected Employee's current CTO Executive Leave balance. To be entitled to cash-out Executive Leave, Employees must may make an irrevocable request for the upcoming calendar year to buyback CTO cash-out Executive Leave by filling out and signing the form provided by ASD the Finance Department. The form must be submitted to ASD the Finance Department by the date provided on the form, and in no event later than December 31st of each year for cash-out in January of the following year. Moreover, no request for ~~conversion cash-out~~ shall be granted unless first approved by the City Manager. City Manager may consider ~~conversion cash-out~~ of additional unused leave accruals in extreme or emergency situations, but only following the same request procedure.

ARTICLE VIII SICK LEAVE

Section 01. **SICK LEAVE.** Rules regarding Sick Leave are set forth in Section 10.1 of the Personnel Rules.

ARTICLE IX MEDICAL & DENTAL INSURANCE

Section 01. **CORE FLEX PLAN.** The City will contribute the following Core Flex Plan amounts toward the monthly premium cost based on the 2021 Kaiser Permanente Region 1 Premium:

<u>Time Period</u>	<u>Employee</u>	<u>Employee + One</u>	<u>Employee + Family</u>
<u>Effective 7/1/21</u>	<u>\$813.64</u>	<u>\$1,627.28</u>	<u>\$2,115.46</u>
<u>Or the equivalent of the Kaiser Permanente Region 1 Premium, whichever is greater.</u>			

Should the Kaiser Permanente Region 1 premium cost be less than the amounts listed above, the City shall pay no more than the full cost of the Kaiser Permanente rate for employees who select Kaiser Permanente.

~~The City will contribute the following Core Flex Plan amounts toward the monthly premium cost for Employees enrolled in a City-sponsored Core Flex Plan:~~

Time Period	Employee	Employee +1	Employee+Family
1/1/19 - 1/31/19		KAISER RATE	
1/1/20 - 1/31/20		KAISER RATE	

Section 02. **FLEXIBLE BENEFIT OPTIONS.** The City ~~shall agree to~~ provide \$500.00 per month (employee only) and \$700.00 per month (employee plus one or more dependents) as a Flexible Benefit Credit that may be used in lieu of the Core Flex Plan enrollment per Section 1 of this Article. The Flexible Benefit Credit may be divided among Dental Premiums, Flexible Spending Accounts, and Taxable Cash Option. An Affected Employee must choose the Flexible Benefit Options during the Open Enrollment Period established in the Suisun City Flexible Benefits Plan.

Section 03. **RESTRICTIONS.** An [Affected](#) Employee may either enroll in the Core Flex Plan or be entitled to the Flexible Benefit Options as described in Section 2 of this Article, but may not participate in both, with the exception of the Voluntary Pre-Tax Payroll Deduction Flexible Spending Account.

Section 04. **MEDICAL INSURANCE BENEFITS AFTER DEATH IN THE LINE OF DUTY.**
Should the Police Chief or Fire Chief lose ~~their~~^{his/her} life in the line of duty, the City ~~shall agree~~^{shall agree} ~~to~~ continue to pay medical insurance payments as outlined above for the ~~Affected Employee's member's~~^{Affected} immediate dependent family. Said payments will continue for a period of up to two (2) years, provided^{eding} the City's ~~medical~~^{medical} insurance plan allows for ~~such~~^{such} continued participation. The surviving dependent family member(s) may remain on the City's medical plan at ~~the City's own~~^{the City's own} cost after the two (2) years has elapsed, provided^{eding} that the ~~medical~~^{medical} plan allows for ~~such~~^{such} continued participation.

Section 05. SICK LEAVE CONVERSION TO FUND MEDICAL PREMIUMS. Upon normal retirement from the City, Affected Employees may convert twenty-five (25) percent of their/his/her Sick Leave balance to a cash equivalent and use it to fund medical premiums. This conversion will be deducted from the amount reported for CalPERS credit in Subsection 3.A of Article VIIIIV.

Section 06. INJURED-ON-DUTY INSURANCE CONTRIBUTION CONTINUATION. In the event any Affected Employee who has been employed by the City for a minimum of five (5) years of continuous full-time employment and suffers a work related injury and who is, thereby, absent from work due to such injury, the City shall continue to make the Flexible Benefit Credit insurance contribution then currently being permitted under Section 2 above for a maximum of ninety (90) days. Said contribution shall not extend to deferred compensation payments.

ARTICLE X **WORKERS' COMPENSATION COVERAGE**

Section 01. ~~WORKERS' COMPENSATION COVERAGE.~~ The City shall provide Workers' Compensation Insurance coverage (hereinafter "Workers' Comp") for all Affected Employees through its self-insured program.

ARTICLE XI **STATE DISABILITY INSURANCE COVERAGE**

Section 01. **STATE DISABILITY INSURANCE.** The City shall participate ~~in~~under the State Disability Insurance Program (hereinafter "SDI"). ~~This program shall work as follows:~~

Section 02. **PAYMENT OF SDI PREMIUMS.** SDI premiums shall be paid in full by the City on behalf of all participating Affected Employees.

ARTICLE XII **LIFE INSURANCE AND DEFERRED COMPENSATION**

Section 01. **LIFE INSURANCE.** The City ~~shall agree to~~ provide a \$200,000 term and accidental death and dismemberment insurance policy for each ~~Affected~~represented Employee. The face value of the policy will begin reducing at age 65, per the policy's schedule of benefits.

Section 02. **ICMA DEFERRED COMPENSATION PLAN.** The City ~~shall agree to~~ provide the ICMA Deferred Compensation Plan as an optional benefit to ~~Affected~~City Employees. The City will match the Employee's contribution up to 3.5% per pay period. The City's match will be contributed to participating Affected Employees on a per pay-period basis.

ARTICLE XIII **UNIFORMS AND UNIFORM ALLOWANCES**

Section 01. **UNIFORM ALLOWANCES.** ~~Annually on or before the dates indicated, t~~The City shall annually pay ~~Affected those~~ Employees required to wear uniforms in the performance of their duties a Uniform Allowance as follows:

Police Chief:	\$1,300 annually
Fire Chief:	\$1,300 annually

Uniform allowance will be paid on the regular paychecks on a pro-rata basis, equally divided across each of the twenty-six (26) pay periods/paychecks.

ARTICLE XIV **SEVERANCE**

Section 01. The City shall ~~provide~~give an ~~Affected~~ Non-Public Safety Affected Employee who is terminated for any reason, other than For Cause, an amount equivalent to three (3) months of pay at the employee's then-current rate of pay ("Severance"), in consideration for and contingent upon the employee's execution of a general release agreement approved in form

by the City Attorney. The City shall give an ~~n-Affected~~ Public Safety Affected Employee who is terminated for any reason, other than For Cause, an amount equivalent to four (4) months of pay at the employee's then-current rate of pay ("Severance"), in consideration for and contingent upon the employee's execution of a general release agreement approved in form by the City Attorney and which includes a waiver of any Public Safety statutory rights. "For Cause" includes, but is not limited to malfeasance, misfeasance, misconduct, unethical conduct, illegal conduct, insubordination or any other conduct that is deemed to reflect poorly on the City, its employees, or its services.

ARTICLE XIV ELECTIONS

Section 01. In no event will the terms of this Schedule or its adoptive resolution be changed or terminated within ninety (90) days before or after any municipal election for the selection or recall of one or more of the members of the City Council.

Greg Folsom, City Manager

CONFIDENTIAL EMPLOYEE PROGRAM

Definition:

~~**Confidential Employee**—an employee, who in the course of his or her duties, has access to confidential information relating to the City's administration of employer-employee relations. This access may include instances of an occasional but critical nature or due to the employee whose position requires the incumbent to provide direct administrative support to a manager who has such access.~~

~~**Purpose of the Confidential Employee Compensation Program:** For the Confidential Management employees, this program is adopted to promote the development of a stronger, more effective Management Team, not merely for purposes of employer-employee relations but also as a means of recognizing outstanding management performance in all public service areas. These general purposes may be achieved through several means, notably: training, more effective communication among departments, clear identification of goals and objectives, and by relating effective job performance to an incentive program. Also inherent in such a program is the means of retaining good department heads and strengthening the managers (if any) whose effectiveness and performances fall short of reasonable levels of expectation.~~

~~For Confidential employees, this program recognizes and rewards performance and ensures that employees who are not fully represented by a are treated at least equally to represented employees. All rights and benefits of those outside of the At-Will Management/FLSA Exempt category will receive benefits from the labor group their job title falls into.~~

~~Employees Covered:~~ ~~Employees covered under this program shall include the following:~~

- ~~A. At-Will Management/FLSA Exempt (Unrepresented Confidential) hired prior to July 30, 2019~~
 - ~~Recreation, Parks, and Marina Director~~
 - ~~Public Works Director~~
- ~~B. Confidential: FLSA Exempt (SCMPEA)~~
 - ~~Secretary to the City Manager/Deputy City Clerk~~
 - ~~Accounting Services Manager~~
- ~~C. Confidential: FLSA non-exempt~~
 - ~~Accounting Technician (Payroll)~~
 - ~~Human Resources Technician~~
 - ~~Administrative Assistant II (Police Department)~~

~~Additional job classes may be added to the Confidential Program from time to time, based upon the creation of additional City departments/divisions, the addition of new positions, or by the reclassification of existing positions to either At-Will Management, Confidential, based upon the nature of the work.~~

~~Exempt Status of Employees Covered:~~ ~~Based upon the nature of the work, it is expressly understood that the At-Will Management employees covered under this program are exempt from the overtime provisions of the Federal Fair Labor Standards Act. Other positions within Confidential employee groups are evaluated for FLSA coverage on a position-by-position basis.~~

~~Confidential Pay Differential:~~ ~~Each Confidential employee will receive a 3% pay differential to be added to the employee's base pay. This 3% pay differential will not be added to the salary range for that job class. If at any time that a currently designated Confidential employee who receives the confidential differential is deemed to be Non-Confidential, the 3% confidential differential will cease at that time. Any employee that has an official Notary Commission and performs these duties in addition to their norm job duties shall be afforded a monthly \$50 allowance, approved by the employee's Department Head.~~

~~**Application of Compensation Plan:** Annual performance evaluations will be completed, and salary adjustments implemented within sixty (60) days after the employee's anniversary date. If a person's anniversary date falls within the first week of a pay period, any increases will then be effective at the beginning of that pay period; if a person's anniversary date falls within the second week of a pay period, any increases will then be effective the pay period following the employee's anniversary date.~~

~~**Effective Date.** The effective date of this Program shall be July 30, 2019.~~

~~CITY OF SUISUN CITY~~

~~Greg Folsom, City Manager Date~~

**CITY OF SUISUN CITY
AMENDED AND RESTATED
SCHEDULE OF BENEFITS FOR
EXECUTIVE MANAGEMENT EMPLOYEES
EFFECTIVE July 1, 2021
Amended by Resolution No. 2021-**

ARTICLE I **INTRODUCTION**

Section 01. **AFFECTED EMPLOYEES.** This Schedule of Benefits for Executive Management Employees (the "EME Benefit Schedule") shall be in force and effect for the following classifications of executive management employees with the City of Suisun City ("City"), hereinafter referred to as the "Affected Employee(s)":

Development Services Director
Finance Director
Fire Chief
Police Chief
Public Works Director / City Engineer
Recreation, Parks, & Marina Director

ARTICLE II **SALARY**

Section 01. **SALARY SCHEDULE SYSTEM.** The City maintains a separate City-wide Salary Resolution, for all City employees, including Affected Employees who are now employed, or will in the future be employed, in any of the designated positions of employment set forth in Article I, Section 01 above. The compensation of all Affected Employees shall be determined on a merit basis and Affected Employees will be paid in accordance with the range of pay identified by position in the separate salary schedule resolution.

Section 02. **ADDITIONAL PAY.** Assuming funding pursuant to the American Rescue Plan Act of 2021 (which guidelines have only recently been published) as a condition precedent, the City shall provide additional pay to all Affected Employees as follows:

- A. Miscellaneous. Effective the payroll period after City Council adoption of this Benefits Schedule, the City will provide a \$2.00 per hour non-pensionable additional pay on top of the base pay rate for all Affected Employees miscellaneous job classes.
- B. Police and Fire. Effective the payroll period after City Council adoption of this Benefits Schedule, the City will provide a \$6.00 per hour non-pensionable additional pay on top of the base pay rate for all Affected Employee safety job classes.

Regular salary and other pay will be made on a bi-weekly basis. All the hourly increases authorized herein will sunset June 30, 2023.

The previously provided Critical Staffing Retention and Recruiting Pay sunset/expired.

Section 03. **FIRE DUTY CHIEF STANDBY PAY.** Due to the City's inability to afford full-time staff to serve as a Fire Duty Chief for each shift, the Fire Chief may be assigned to serve as Fire Duty Chief on a standby basis in addition to regular hours worked, typically overnight and on regularly scheduled days off. The Fire Chief when assigned to serve as Duty Chief shall receive additional non-pensionable Fire Duty Chief Standby Pay per assigned shift as follows: \$200 per weekday evening shift (5:01 p.m. to 8:29 a.m.), \$200 per weekend day shift (8:30 a.m. to 8:29 p.m.), and \$200 per weekend evening shift (8:30 p.m. to 8:29 a.m.); this additional pay will be limited to no more than fifteen (15) shifts per month. If operationally necessary, the City Manager may authorize additional shifts that must be requested and approved in writing. It is expected that such assignment would be made on monthly basis taking the form of a rotation between participants to reduce the burden on any single individual and to distribute evenly the assignment to the maximum extent possible. Employees must be scheduled for Fire Duty Chief Standby in such a manner as to ensure at least one-consecutive day off (e.g., no regular or standby work assignment) each week of a month to the maximum extent possible. The Fire Chief shall have the sole ability to schedule one Fire Duty Chief per shift based on staffing, budget, and operational discretion as they see fit, but shall not assign themselves any greater participation than assigned to any single Fire Division Chief to the maximum extent possible and/or mutually agreed upon allotment between the Chief Officers.

Section 04. **ACTING CITY MANAGER PAY.** If assigned as Acting City Manager for a duration that exceeds seven (7) business days, the employee shall receive Acting Pay of ten percent (10%) of base pay. This compensation is non-pensionable compensation.

Section 05. **LEVEL OF COMPENSATION.** The compensation of all Affected Employees shall be determined on a merit basis, and said employees shall initially be placed, at time of appointment by the City Manager, at a pay step within the applicable pay ranges as established in the City's salary resolution.

Section 06. **WORK SCHEDULES.** The traditional work schedule is a 40.0-hour workweek consisting of five (5) consecutive 8.0 hour days in a seven-day period (hereinafter "5/40"), beginning at 12:00 am on Friday through 11:59 on the following Thursday. All other work schedules shall be considered Alternative Work Schedules.

Alternative Work schedule: Nine workdays totaling 80 hours during a fourteen-day period beginning at 12:00 am on Friday through 11:59 pm on the following Thursday (hereinafter "9/80"), or any other configuration approved by the City Manager.

Section 07. **FLSA EXEMPT STATUS.** The City designates the Affected Employees as exempt from overtime for purposes of the Fair Labor Standards Act ("FLSA"). The City shall

comply with all applicable state and federal standards, regulations and laws relative to its designations of these employees as exempt for FLSA purposes.

Section 08. **ADVANCEMENT WITHIN SCHEDULE.** An Affected Employee shall be considered for advancement within the steps of the City's Salary Schedule resolution at the discretion of the City Manager. The City Manager shall evaluate all Affected Employees on an annual basis as determined by the initial hire date. If it is determined that an Affected Employee is eligible for an advancement, the effective date of the advancement shall be the first payroll period following the City Manager's approval unless otherwise specified by the City Manager. Advancements within the salary range may be granted, based on merit, if an Affected Employee demonstrates exceptional ability and proficiency in the performance of the employee's duties as determined by the City Manager.

Section 09. **EMPLOYMENT STATUS.** All Affected Employees are deemed to be "at-will" employees serving solely at the pleasure of the City Manager and are subject to dismissal without notice and without cause whatsoever; and without any right of due process hearing, including any so-called "Skelly" pre-disciplinary notice and response or post-termination appeal hearing. Cause shall be defined as malfeasance, misfeasance, misconduct, unethical conduct, illegal conduct, insubordination or any other conduct that the City Council, in its sole discretion, deems to reflect poorly on the City, its employees, or its services. In the event of such voluntary or involuntary termination, the sole and entire right of any Affected Employee shall be to receive compensation, if any, which vested prior to the date of the termination. This provision does not waive any public safety statutory rights afforded to the Police Chief and Fire Chief.

ARTICLE III **OTHER COMPENSATION**

Section 01. **LIMITATIONS ON EDUCATION REIMBURSEMENT.** Upon approval of the City Manager, the City shall reimburse an Affected Employee's costs for further education such as tuition, registration fees, and books, subject to the limits set forth in this Article. Other fees such as mileage, activity cards and other optional fees and lab fees shall not be reimbursed. The following rules shall apply for education reimbursement:

- A. Courses, degrees and certifications must relate to the Affected Employee's position or be directly related to the employee's potential professional development with the City.
- B. Pre-approval by the City Manager is required in advance of registering any the course of instruction.
- C. Course work taken only at institutions accredited by nationally recognized accrediting agencies that the federal Secretary of Education has determined to be reliable authorities as to the quality of such education or training offered shall be considered for reimbursement. Correspondence courses shall not be eligible. Reimbursement for course work taken at a non-accredited institution shall be subject to the sole discretion of the City Manager.
- D. Affected Employees shall only receive education reimbursement if they satisfactorily complete the approved course with a "pass" or grade of "C" or better.

- E. In the event an Affected Employee receives assistance under federal or state government legislation or other student aid program for education charges for an approved course, only the difference, if any, between such assistance and the education charges an employee actually incurs, shall be eligible for reimbursement under this program.
- F. Upon completion of each course, an Affected Employee shall be responsible for reporting grades received to the Personnel Department for recording purposes and for supplying a copy of the grade receipt for the employee's personnel file.

Reimbursement for books and registration fees shall be paid upon proof of payment by the Affected Employee. Tuition costs shall be reimbursed following completion of the course and submittal of proof for the successful completion of the course as required by this Article. If the City requires the employee to withdraw from the course, the City shall reimburse the employee for the full cost of tuition. All payments shall be made as part of the regular City warrant.

Failure on the part of an Affected Employee to provide any information required to determine eligibility for reimbursement, or providing false information for reimbursement requests, shall result in the employee being ineligible for any future tuition reimbursements, and may result in disciplinary action up to and including termination of employment.

In no case shall the total amount of education reimbursement for individual courses provided to an Affected Employee in a given fiscal year exceed one thousand five hundred dollars (\$1,500). If an Affected Employee leaves City service within two (2) years of receiving education reimbursement, the Affected Employee must reimburse the City an amount equal to half of the total education reimbursement paid by the City, which may be withheld from the Employee's final pay check per agreement by the Employee.

Section 02. **AUTOMOBILE ALLOWANCE.** Affected Employees shall receive three hundred dollars (\$300) per month in automobile allowance or a take home City vehicle, as determined by the City Manager. All uses of City vehicles shall be per the city vehicle use policy.

Section 03. **ADVANCED EDUCATION COMPENSATION.** Executive Management Employees that have an advanced degree (master's degree, doctorate, etc.) that complements their job duties and descriptions or provides benefit to the City, and exceeds the job description or classification specification requirement, will be given a 3% increased base salary compensation adjustment. This incentive is limited to a maximum of 3% regardless of the number of degrees exceeding the job requirement. An advanced degree required for the position is not eligible for the incentive. This compensation must be approved by the City Manager.

Section 04. **TECHNOLOGY/CELL PHONE EQUIPMENT.** Subject to the written approval of the City Manager, the City shall provide Executive Management Employees with a City purchased and maintained cell phone, tablet, lap-top, personal computer, printer, remote access from home computer and all other related technology needed to successfully undertake their position, provided such equipment is available for use and/or has been budgeted for.

Section 05. **CONFIDENTIAL EMPLOYEE PROGRAM TERMINATION.** Currently, the Recreation, Parks, and Marina Director, hired prior to July 30, 2019, receives a 3% pay Confidential Pay Differential which is added to the employee's base pay. No other Executive Management classifications are eligible for this pay and the Confidential Pay Program will end with the departure of the current Recreation, Parks, and Marina Director.

ARTICLE IV **RETIREMENT BENEFITS**

Section 01. The California Public Employees' Pension Reform Act OF 2013 (PEPRA) took effect January 1, 2013. PEPRA outlines the definition of Classic and New Members and specifies requirements specific to these classes of members. Eligibility as a Classic or New Member is also governed by the Public Employees' Retirement Law (PERL), and eligibility determinations are made solely by California Public Employees' Retirement System (CalPERS).

Section 02. Classic Miscellaneous Employee Retirement Benefits. Except as otherwise provided in this Article, the City provides the 2.0 percent at 55 CalPERS Retirement Plan, with One-Year Final Compensation, including the 1959 Survivor's Benefit Level 3, for Classic Miscellaneous Employees. The City shall pay the Employer's contribution. The employee shall pay the Employee's contribution as established by CalPERS. As soon as practicable and approved by CalPERS, all Miscellaneous Affected Employees will receive an increase to their base hourly rate of 7.5 percent in exchange for Classic Miscellaneous employees paying the full employee contribution along with employees governed by PEPRA.

Section 03. Classic Safety Fire Employee Retirement Benefits. Except as otherwise provided in this Article, the City provides the 2.0 percent at 55 CalPERS Retirement Plan, with One-Year Final Compensation, including the 1959 Survivor's Benefit Level 3, for Classic Safety Fire Affected Employees. The City shall pay the Employer's contribution. The employee shall pay the Employee's contribution as established by CalPERS. As soon as practicable and approved by CalPERS, all Fire Safety Affected Employees will receive an increase to their base hourly rate of 7.5 percent in exchange for the Classic Safety Fire employees paying the full employee contribution along with employees governed by PEPRA.

Section 04. Classic Safety Police Employee Retirement Benefits. Except as otherwise provided in this Article, the City provides the CalPERS 3.0 percent at 50 Retirement Plan, with One-Year Final Compensation and Credit for Unused Sick Leave Government Code Sections 20042 and 20965 respectively, for Classic Safety Police Affected Employees. The Credit for Unused Sick Leave will be reduced by the number of hours converted to cash pursuant to Section 5 of Article IX. The following provisions apply to Affected Employees receiving Safety Police benefits:

- A. The City shall continue to provide Level 4, Survivor Benefits through CalPERS.
- B. The employee shall pay the Employee's contribution as established by CalPERS.

- C. Consistent with Internal Revenue Code Section 414(h)(2), that portion of the Affected Employee's contribution paid by the Employee shall be deducted from each Employee's gross pay on a pre-tax basis.
- D. As soon as practicable and approved by CalPERS, all Safety Police Affected Employees will receive an increase to their base hourly rate of 5.5 percent in exchange for the Classic Safety Police Employees paying the full employee contribution along with employees governed by PEPRA.

Section 05. PEPRA New Miscellaneous Employee Retirement Benefits. The City provides the 2.0% at 62 CalPERS Plan for New Member Miscellaneous Employees. The City shall pay the Employer's contribution as established by CalPERS. The Employee shall pay the Employee's contribution as established by CalPERS. Pursuant to PEPRA, no Employer Paid Member Contribution (EPMC) is available for New Members. Should any provision in this Article be determined to be in conflict with PEPRA, the provisions of PEPRA shall take precedence.

Section 06. PEPRA New Safety Fire Employee Retirement Benefits. The City provides the 2.0% at 57 CalPERS PEPRA Plan for New Member Safety Fire Employees. The City shall pay the Employer's contribution as established by CalPERS. The Employee shall pay the Employee's contribution as established by CalPERS. Pursuant to PEPRA, no EPMC is available for New Members. Should any provision in this Article be determined to be in conflict with PEPRA, the provisions of PEPRA shall take precedence.

Section 07. PEPRA New Safety Police Employee Retirement Benefits. The City provides the 2.7% at 57 CalPERS Plan for PEPRA New Member Safety Police Employees. The City shall pay the Employer's contribution as established by CalPERS. The Employee shall pay the Employee's contribution as established by CalPERS. Pursuant to PEPRA, no EPMC is available for New Members. Should any provision in this Article be determined to be in conflict with PEPRA, the provisions of PEPRA shall take precedence.

Section 08. Sick Leave Conversion. The City provides Credit for Unused Sick Leave pursuant to Government Code Section 20965.

ARTICLE V **VACATION LEAVE**

Section 01. **VACATION ACCRUAL.** Affected Employee's accumulation of Vacation Leave shall commence effective with the date of hire, according to the following schedule, prorated on a pay period basis (annual total divided by 26 bi-weekly pay periods to two decimal places of accuracy):

- A. For the first five (5) years of service, employees shall earn and be credited with Vacation Leave at the rate of fifteen (15) workdays (but no more than 120 hours) per year.
- B. For years of service from the start of year six (6) through ten (10), employees shall earn and be credited with Vacation Leave at the rate of twenty (20) workdays (but no more than 160 hours) per year.

- C. Commencing with the eleventh (11th) year, employees shall earn and be credited with one additional Vacation Leave Day (8 hours) per additional year of service until reaching a maximum of 25 days (but no more than 200 hours) per year after fifteen (15) years of service.

Section 02. **MAXIMUM ACCUMULATION.** Affected Employees with fifteen (15) or fewer years of service with the City may accumulate up to a maximum of two hundred eighty (280) hours of Vacation Leave. Employees with over fifteen (15) years of service with the City may accumulate up to a maximum of three hundred twenty (320) hours of Vacation Leave. Under exceptional circumstances, such as heavy workloads or staffing shortages, the City Manager may authorize the accumulation of additional Vacation Leave. If an Employee is at the limit, they must request to take Vacation Leave off. If a written request to do so is disapproved, the limit may be increased by the City Manager. Failure to request time off will result in ceasing the accrual of Vacation Leave upon reaching maximum accumulation and continuing until the balance is reduced by 40 hours.

Section 03. **HOLIDAY DURING VACATION.** An Affected Employee is not charged Vacation Leave for a Holiday occurring during their Vacation Leave.

Section 04. **UTILIZATION OF VACATION LEAVE.** Utilization of Vacation Leave shall be scheduled through the City Manager, who shall, in their sole discretion, determine when and whether to permit such leave. In making a determination when and whether to permit utilization of Vacation Leave, the City Manager may consider such factors as the preferences of the Affected Employee, the availability of staff to assume the duties of the employee, the impact of the leave on overall City service or pending projects, and the overall staffing and other needs of the City.

Section 05. **CONVERSION OF UNUSED VACATION LEAVE TO CASH.** Affected Employees are allowed to cash-out of a maximum of forty (40) hours in January of each year as long as there remains a minimum of eight (8) hours in employee's vacation leave after cash-out. The Finance Department will send out a request form, in November of the preceding year, that includes written verification of each employee's current Vacation Leave balance. To be entitled to cash-out Vacation Leave, Employees must make an irrevocable request for the upcoming calendar year to cash-out Vacation Leave by filling out and signing the form provided by the Finance Department. The form must be submitted to the Finance Department by the date provided on the form and in no event later than December 31st of each year for cash-out in January of the following year. Moreover, no request for conversion shall be granted unless first approved by the City Manager.

Section 06. **VACATION LEAVE PAYMENT AT SEPARATION.** Affected Employees who voluntarily or involuntarily separate from employment with the City shall be paid in a lump sum for all accrued Vacation Leave earned to the effective date of the separation, up to the maximum prescribed in this Article. Payment shall be at the same hourly rate of pay as was authorized for the Affected Employee at the effective date of termination.

ARTICLE VI **HOLIDAYS**

Section 01. **HOLIDAY DATES.** All Affected Employees shall have the same legal holidays and the same schedule of holidays as are afforded mid-management employees, either by City's past practice or as presently listed in the current memorandum of understanding governing those employees.

1. The following are recognized as Holidays:
 - The first day of January, New Year's Day.
 - The third Monday in January, Martin Luther King's Birthday.
 - The third Monday in February, President's Day.
 - The last Monday in May, Memorial Day.
 - The fourth day of July, Independence Day.
 - The first Monday in September, Labor Day.
 - The second Monday in October, Columbus Day.
 - The eleventh day of November, Veteran's Day.
 - The fourth Thursday in November, Thanksgiving Day.
 - The fourth Friday in November, the day after Thanksgiving Day.
 - The twenty-fifth day of December, Christmas Day.
 - One floating Holiday shall be posted on the first pay period in July and one floating Holiday on the first pay period in January to the Holiday Leave balance.
 - Any date proclaimed by the Mayor of Suisun City as a Holiday.

Holidays proclaimed by the President of the United States or the Governor of the State of California shall be subject to review and are not automatically provided to Affected Employees.

Section 02. **HOLIDAY LEAVE BALANCE.** Holiday Leave shall be accumulated separately from Vacation Leave. Holiday Leave may be used for paid leave purposes (essentially in the same manner as Vacation Leave). In order to encourage Affected Employees to take advantage of their Holiday Leave, a maximum of one hundred (100) hours is allowed to accrue in Holiday Leave balance. Employees may not cash-out Holiday Leave except upon leaving City service or in the case of an emergency with City Manager approval. If an Employee is at the accrual limit, they must request to take Holiday Leave off. If a written request to do so is disapproved, then the accrual limit shall be increased by the City Manager. Failure to request time off would result in ceasing the accrual of Holiday Leave upon reaching maximum accumulation and continuing until the balance is reduced by 20 hours.

ARTICLE VII **OTHER LEAVES**

Section 01. **FAMILY OR MEDICAL LEAVE.** Rules regarding Family or Medical Leave are set forth in Section 10.2 of the Personnel Rules.

Section 02. **PREGNANCY DISABILITY LEAVE.** Rules regarding Pregnancy Disability Leave are set forth in Section 10.3 of the Personnel Rules.

Section 03. **LEAVE OF ABSENCE DUE TO INJURY INCURRED WHILE ON DUTY.**

1. The City shall comply with applicable federal and state laws governing work-related injuries, leaves and compensation.
2. Affected Employees shall bring health and/or safety problems in the workplace to the attention of their supervisor as soon as possible.
3. The City shall coordinate accrued Sick Leave with Workers' Compensation benefits.
4. Affected Employees who have exhausted their Sick Leave balances may use accrued Vacation Leave, Executive Leave, and/or Holiday Leave consistent with the provisions of Personnel Rules Subsection 10.3.1. Upon expiration of all paid leave time, an Employee shall be entitled to receive compensation only from the City's Workers' Compensation third-party administrator.

Section 04. **BEREAVEMENT/COMPASSIONATE LEAVE.** Rules regarding Bereavement/Compassionate Leave are set forth in Section 10.5 of the Personnel Rules.

Section 05. **CATASTROPHIC LEAVE-SHARING PROGRAM.** Rules regarding the Catastrophic Leave-Sharing Program are set forth in Administrative Directive – AD 10.

Section 06. **JURY DUTY.** Rules regarding Jury Duty are set forth in Section 10.6 of the Personnel Rules.

Section 07. **MILITARY LEAVE.** Rules regarding Military Leave are set forth in Section 10.7 of the Personnel Rules.

Section 08. **EXECUTIVE LEAVE.** An Affected Employee shall be granted one hundred twenty (120) hours of Executive Leave with pay each fiscal year (July 1 to June 30). Sixty (60) hours of Executive Leave will be allocated on a semi-annual basis on the following dates: January 1st and July 1st. Affected Employees hired during the fiscal year period shall have Executive Leave credited as a pro-rated amount pursuant to AD 7, Section 8.5. Employees may accumulate up to a maximum of one hundred sixty (160) hours of Executive Leave, wherein upon reaching maximum accumulation such accrual shall cease until the balance falls below the establish maximum accumulation.

Section 09. **EXECUTIVE LEAVE CASH-OUT.** Affected Employees are allowed to request cash-out of a maximum of forty (40) hours in January of each year. The Finance Department will send out a request form, in November of the preceding year, that includes written verification of each Affected Employee's current Executive Leave balance. To be entitled to cash-out Executive Leave, Employees must make an irrevocable request for the upcoming calendar year to cash-out Executive Leave by filling out and signing the form provided by the Finance Department. The form must be submitted to the Finance Department by the date provided on the form, and in no

event later than December 31st of each year for cash-out in January of the following year. Moreover, no request for cash-out shall be granted unless first approved by the City Manager. City Manager may consider cash-out of additional unused leave accruals in extreme or emergency situations, but only following the same request procedure.

ARTICLE VIII SICK LEAVE

Section 01. **SICK LEAVE.** Rules regarding Sick Leave are set forth in Section 10.1 of the Personnel Rules.

ARTICLE IX MEDICAL & DENTAL INSURANCE

Section 01. **CORE FLEX PLAN.** The City will contribute the following Core Flex Plan amounts toward the monthly premium cost based on the 2021 Kaiser Permanente Region 1 Premium:

<u>Time Period</u>	<u>Employee</u>	<u>Employee + One</u>	<u>Employee + Family</u>
Effective 7/1/21	\$813.64	\$1,627.28	\$2,115.46

Or the equivalent of the Kaiser Permanente Region 1 Premium, whichever is greater.

Should the Kaiser Permanente Region 1 premium cost be less than the amounts listed above, the City shall pay no more than the full cost of the Kaiser Permanente rate for employees who select Kaiser Permanente.

Section 02. **FLEXIBLE BENEFIT OPTIONS.** The City shall provide \$500.00 per month (employee only) and \$700.00 per month (employee plus one or more dependents) as a Flexible Benefit Credit that may be used in lieu of the Core Flex Plan enrollment per Section 1 of this Article. The Flexible Benefit Credit may be divided among Dental Premiums, Flexible Spending Accounts, and Taxable Cash Option. An Affected Employee must choose the Flexible Benefit Options during the Open Enrollment Period established in the Suisun City Flexible Benefits Plan.

Section 03. **RESTRICTIONS.** An Affected Employee may either enroll in the Core Flex Plan or be entitled to the Flexible Benefit Options as described in Section 2 of this Article, but may not participate in both, with the exception of the Voluntary Pre-Tax Payroll Deduction Flexible Spending Account.

Section 04. **MEDICAL INSURANCE BENEFITS AFTER DEATH IN THE LINE OF DUTY.** Should the Police Chief or Fire Chief lose their life in the line of duty, the City shall continue to pay medical insurance payments as outlined above for the Affected Employee's immediate dependent family. Said payments will continue for a period of up to two (2) years, provided the City's medical insurance plan allows for such continued participation. The surviving dependent family member(s) may remain on the City's medical plan at the City's cost after the two (2) years has elapsed, provided that the medical plan allows for such continued participation.

Section 05. **SICK LEAVE CONVERSION TO FUND MEDICAL PREMIUMS.** Upon normal retirement from the City, Affected Employees may convert twenty-five (25) percent of their Sick Leave balance to a cash equivalent and use it to fund medical premiums. This conversion will be deducted from the amount reported for CalPERS credit in Article IV.

ARTICLE X **WORKERS' COMPENSATION COVERAGE**

Section 01. The City shall provide Workers' Compensation Insurance coverage (hereinafter "Workers' Comp") for all Affected Employees through its self-insured program.

ARTICLE XI **STATE DISABILITY INSURANCE COVERAGE**

Section 01. **STATE DISABILITY INSURANCE.** The City shall participate in the State Disability Insurance Program (hereinafter "SDI").

Section 02. **PAYMENT OF SDI PREMIUMS.** SDI premiums shall be paid in full by the City on behalf of all participating Affected Employees.

ARTICLE XII **LIFE INSURANCE AND DEFERRED COMPENSATION**

Section 01. **LIFE INSURANCE.** The City shall provide a \$200,000 term and accidental death and dismemberment insurance policy for each Affected Employee. The face value of the policy will begin reducing at age 65, per the policy's schedule of benefits.

Section 02. **ICMA DEFERRED COMPENSATION PLAN.** The City shall provide the ICMA Deferred Compensation Plan as an optional benefit to Affected Employees. The City will match the Employee's contribution up to 3.5% per pay period. The City's match will be contributed to participating Affected Employees on a per pay-period basis.

ARTICLE XIII **UNIFORMS AND UNIFORM ALLOWANCES**

Section 01. **UNIFORM ALLOWANCES.** The City shall annually pay Affected Employees required to wear uniforms in the performance of their duties a Uniform Allowance as follows:

Police Chief:	\$1,300 annually
Fire Chief:	\$1,300 annually

Uniform allowance will be paid on the regular paychecks on a pro-rata basis, equally divided across each of the twenty-six (26) pay periods/paychecks.

ARTICLE XIV SEVERANCE

Section 01. The City shall provide a Non-Public Safety Affected Employee who is terminated for any reason, other than For Cause, an amount equivalent to three (3) months of pay at the employee's then-current rate of pay ("Severance"), in consideration for and contingent upon the employee's execution of a general release agreement approved in form by the City Attorney. The City shall give a Public Safety Affected Employee who is terminated for any reason, other than For Cause, an amount equivalent to four (4) months of pay at the employee's then-current rate of pay ("Severance"), in consideration for and contingent upon the employee's execution of a general release agreement approved in form by the City Attorney and which includes a waiver of any Public Safety statutory rights. "For Cause" includes, but is not limited to malfeasance, misfeasance, misconduct, unethical conduct, illegal conduct, insubordination or any other conduct that is deemed to reflect poorly on the City, its employees, or its services.

ARTICLE XIV ELECTIONS

Section 01. In no event will the terms of this Schedule or its adoptive resolution be changed or terminated within ninety (90) days before or after any municipal election for the selection or recall of one or more of the members of the City Council.

AGENDA TRANSMITTAL

MEETING DATE: June 29, 2021

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 (Continued from June 22, 2021).

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.

STRATEGIC PLAN: Ensure Fiscal Solvency

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.

STAFF REPORT:

A Public Hearing was opened for this item on June 22nd and was continued to June 29th, 2021.

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.

PREPARED BY:

REVIEWED AND APPROVED BY:

Justin Vincent, Fire Chief
Greg Folsom, City Manager

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 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	-
Total Expenses Before Administrative	\$191,954	\$152,508	\$77,388
Administrative Fee @ 10%	\$19,195	\$15,251	\$7,739
Total Expenses	\$211,150	\$167,759	\$85,127
Annual Hours Worked	2,080	2,080	2,080
Hourly Rate	\$101.51	\$80.65	\$40.93

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
Total	2,166	\$303,207

* 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 80,000 sq/ft	Business between 10,000sq/ft and 80,000 sq/ft	Business under 10,000 sq/ft
Occupancy Load over 350 people	Occupancy Load between 100 and 350 people	Occupancy Load under 100 people
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

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.

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:

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

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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

Item 4
Attachment 2

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 website¹, 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 Bureau² 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.

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

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

Figure 2: City of Suisun City and Surrounding Area



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.

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

Item 4
Attachment 2

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

Description	Actual FY 16/17	Actual FY 17/18	Actual FY 18/19	Actual FY 19/20	Budget FY 20/21
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
TOTAL RECURRING EXPENSES	993,719	1,073,021	1,123,977	1,885,700	2,699,560
Capital Expenditures	68,494	113,213	140,093	342,100	387,100
TOTAL EXPENSES & EXPENDITURES	\$1,062,213	\$1,186,234	\$1,264,070	\$2,227,800	\$3,086,660

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>	=
Total Expenses Before Administrative Fee	191,954	152,508	77,388
Administrative Fee @ 10%	19,195	15,251	7,739
TOTAL EXPENSES	211,150	167,759	85,127
Annual Hours Worked	2,080	2,080	2,080
HOURLY RATE	\$101.51	\$80.65	\$40.93

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
TOTAL	2,166	\$303,207

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.

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

Item 4
Attachment 2

- 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.

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

Item 4
Attachment 2

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

Item 4
Attachment 2

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:

PLAN REVIEW AND CONSTRUCTION INSPECTIONS (includes initial plan review, one resubmittal, and normal field inspections) Excessive resubmittals shall be billed at the established hourly rate with a one-hour minimum.		
X.01	Fire Hydrant(s) Flow Test (per site)	\$81.00
X.02	Fire Sprinkler System – NFPA 13 – Plan Check/2 Re-Cecks/Field Test & Inspection	
.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
X.03	Fire Pump, per pump	\$81.00
X.04	Modifications to Sprinkler System – NFPA13 – Plan Check/2 Re-Checks/Field Test & Inspection	
.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
X.05	Residential Sprinkler System – Plan Check/2Re-Checks, Field Test and Inspection	
.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
X.06	Fire Alarm Systems – Plan Check, Field Test and Inspection	
.1	New Alarm System With Less than 25 Devices	\$161.00
.2	New Alarm Systems With 25 – 75 Devices	\$242.00

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

Item 4
Attachment 2

.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
X.07	Underground	
.1	1 – 4 Hydrants/Risers	\$385.00
.2	5 – 10 Hydrants/Risers	\$809.00
.3	11 or More Hydrants/Risers	\$991.00
X.08	Special Systems	
.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
X.09	Hood and Duct System (Per System)	
.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
X.10	Tanks/HazMat	
.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
ANNUAL FIRE AND LIFE SAFETY INSPECTIONS		
X.11	A Occupancy – Assembly	
.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

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

Item 4
Attachment 2

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

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

Item 4
Attachment 2

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

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

Item 4
Attachment 2

X.26	Carnivals, Fairs, Special Events	\$152.00
X.27	Combustible Dust Products	\$102.00
X.28	Combustible Fibers	\$102.00
X.29	Compressed Gases	\$161.00
X.30	Covered Malls	\$161.00
X.31	Cryogenic Fluids	\$161.00
X.32	Cutting & Welding	\$102.00
X.33	Dry Cleaning Plants	\$81.00
X.34	Exhibits & Trade Shows	\$161.00
X.35	Explosives & Blasting Agents	\$161.00
X.36	Flammable & Combustible Liquids	\$161.00
X.37	Fumigation and Insecticidal Fogging	\$81.00
X.38	Hazardous Materials	\$161.00
X.39	High Piled Storage	
.1	500 – 10,000 sq. ft.	\$81.00
.2	10,00, - 20,000 sq. fr.	\$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
X.40	HPM Facilities	\$81.00
X.41	Hot Work Operations/Cutting & Welding	\$182.00
X.42	Industrial Ovens	\$81.00
X.43	LP Gas Storage/Exchange	\$233.00
X.44	Liquid/Compressed Gases - Hazardous	\$182.00
X.45	Liquid/Compressed Gases - Medical	\$81.00
X.46	Lumber Yards and Woodworking Plants	\$364.00
X.47	Miscellaneous Combustible Storage	\$81.00
X.48	Open Flames and Candles	\$182.00
X.49	Organic Coatngs	\$81.00
X.50	Private Hydrants	\$182.00
X.51	Proxylin Plastics	\$81.00
X.52	Pyrotechnic Special Effects	\$364.00
X.53	Refrigeration Equipment	\$81.00
X.54	Repair Garage or Motor Fuel Dispensing	\$364.00
X.55	Spraying or Dipping	\$81.00
X.56	Storage of Scrap Tires	\$81.00
X.57	Waste Handling	\$81.00
X.58	Additional Permits as Authorized by Fire Code - Hourly Rate (1 Hour	\$81.00

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

Item 4
Attachment 2

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

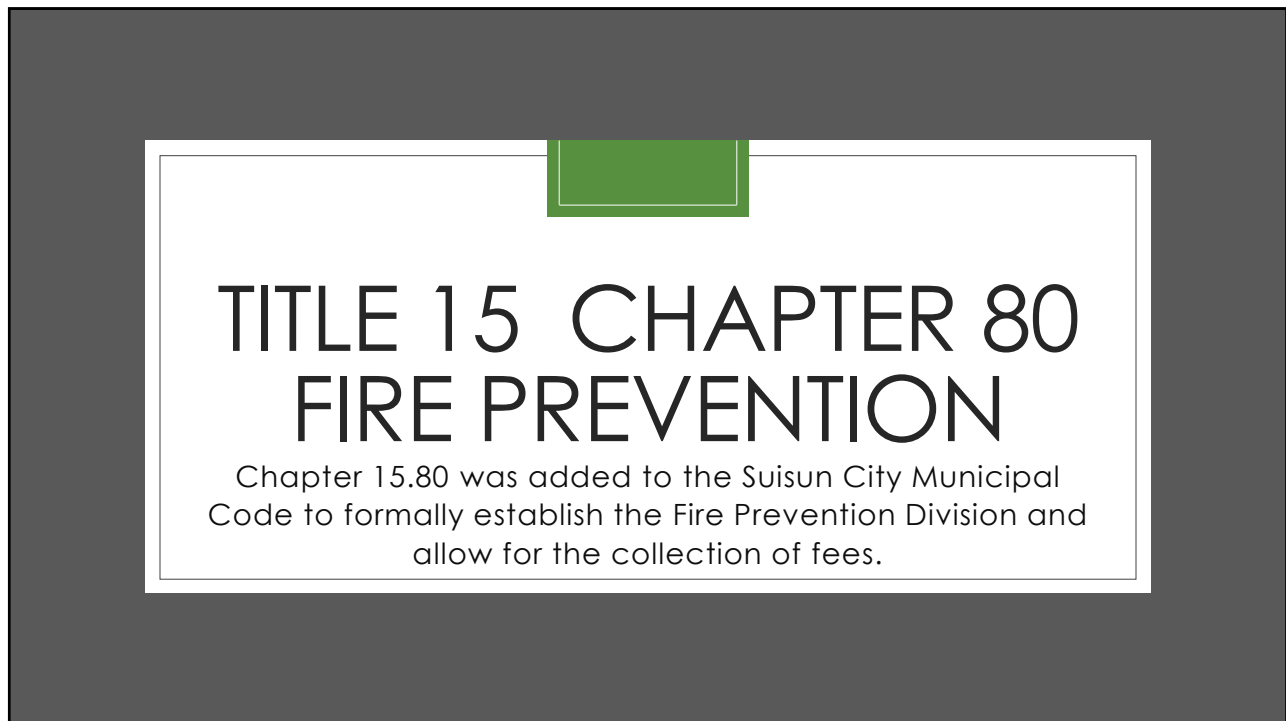
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Fire Prevention Fee Study
Suisun City Fire Department

Item 4
Attachment 2

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



1



2



AP TRITON FIRE PREVENTION FEE STUDY

3

*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.

4

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Fire Prevention Fee Study
Suisun City Fire Department

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
TOTAL EXPENSES	211,150	167,759	85,127
Annual Hours Worked	2,080	2,080	2,080
HOURLY RATE	\$101.51	\$80.65	\$40.93

[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

10

- 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.

5

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Suisun City Fire Department

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
TOTAL	2,166	\$303,207

[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.

11

- 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.

6

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

7



STAFFING AND COSTS

8

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)



9

Personnel cont.

(Fee based upon one Fire Marshal and Prevention Officer)

- **Retired Annuitant Inspector** - 3 months (July 1 – Sept 30th)

\$ 25,000.00

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



10

Cost vs. Revenues

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

11

OCCUPANCY TYPES AND INSPECTION FREQUENCIES

12

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

13

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.

14

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 29, 2021

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 (Continued from June 22, 2021).

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

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

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.

PREPARED BY:

REVIEWED AND APPROVED BY:

Justin Vincent, Fire Chief
Greg Folsom, City Manager

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

STAFF REPORT:

A Public Hearing was opened for this item on June 22nd and was continued to June 29th, 2021.

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.

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

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. 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%
Total	100.0%

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>	
Private Pay (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
Commercial Insurance (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)	\$93,587
Potential Collection from First Responder Fees	\$97,318

Solano County Fire Agencies	
City	First Responder Fee Amount
Vallejo	\$483.00
Fairfield	\$433.00
Benicia	\$314.00
Dixon	\$314.00
Proposed Suisun City	\$310.92
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.

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.

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:

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

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."

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.

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

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 data¹, 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 %

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

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

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.

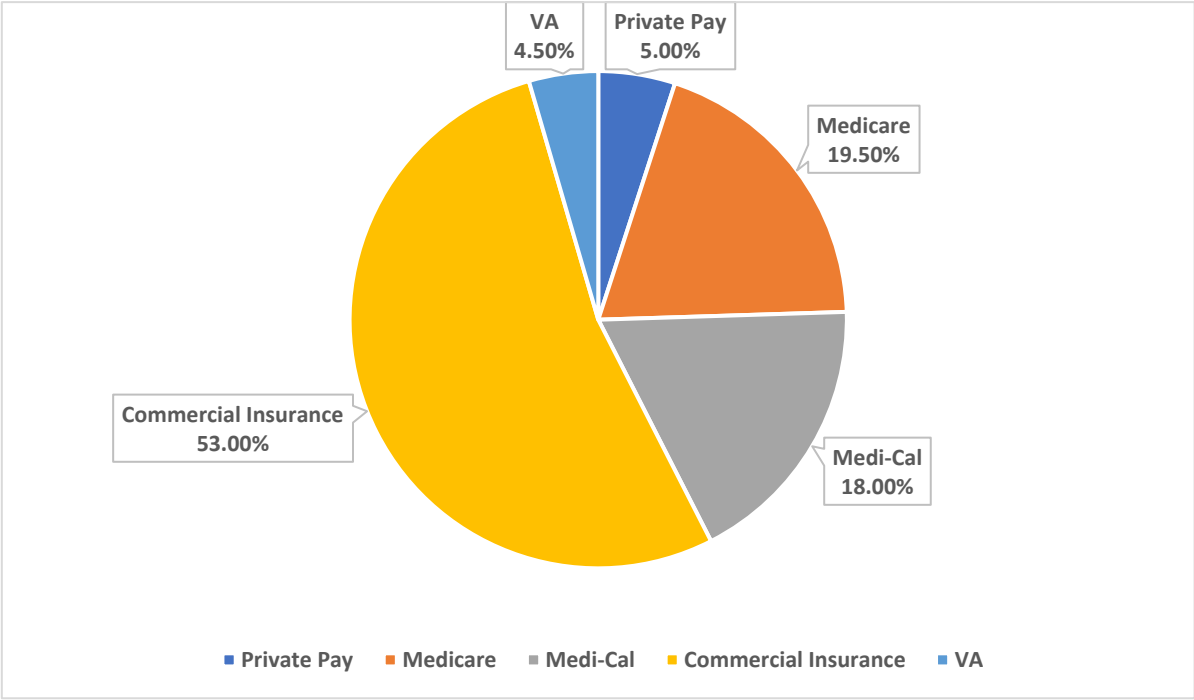
As more and more people who previously were uninsured are enrolled into the Covered California program, the percentage of people who will secure some form of health care coverage will increase. This should reduce the number of uninsured “private pay” households but, at the same time, could increase the 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%
Total	100.0%

Figure 3: Graphical Presentation of EMS Payer Mix Estimate



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

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

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

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>
Total	\$184,672

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>	
Private Pay (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
Commercial Insurance (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>
Potential Collection from First Responder Fees	\$97,318

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

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 22nd, 2021



1

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.



2

2

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



3

3

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**

4

COMPASSIONATE BILLING

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

5

5

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

6

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.

7

7

RECOMMENDATION

- Introduce and waive reading of proposed Ordinance

8

8

AGENDA TRANSMITTAL

MEETING DATE: June 29, 2021

CITY AGENDA ITEM: PUBLIC HEARING: Council Introduce and Waive Reading of Ordinance No. ____ Adding Sections 15.04.304 (New Materials, Processes, Or Occupancies That May Require Permits) And 15.04.310 (Fire Code Modifications and Appeals) To Chapter 15.04 (Permits – Uniform Codes) Of Title 15 (Building and Construction) Of the Suisun City Municipal Code

FISCAL IMPACT: There is no fiscal cost associated with the reading and passing of this ordinance.

STRATEGIC PLAN: Provide Good Governance – Continuously improve all the City's governance process.

BACKGROUND:

The Fire Prevention Fee and First Responder Fee ordinances require an appeals and modifications section. Instead of having both ordinances duplicate the information, the City Attorney created a separate Appeals and Modification section for both codes to reference.

STAFF REPORT:

It is important to have well defined guidelines for the public to follow in the event of a dispute. The addition of section 15.04.304 will provide clarity in the process specifically for the First Responder Fee and appeals pursuant to the Fire Code. Approving this section of the municipal code will provide the Fire Chief with the authority to determine and specify, after giving the affected person(s) an opportunity to be heard, any new materials, processes or occupancies for which permits are required in addition to those now enumerated in the Fire Code.

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 Section 15.04.304 (New Materials, Processes, Or Occupancies That May Require Permits) And 15.04.310 (Fire Code Modifications and Appeals) To Chapter 15.04 (Permits – Uniform Codes) Of Title 15 (Building and Construction) Of the Suisun City Municipal Code

ATTACHMENTS:

1. Ordinance No. ____: Adding Sections 15.04.304 (New Materials, Processes, Or Occupancies That May Require Permits) And 15.04.310 (Fire Code Modifications and Appeals) To Chapter 15.04 (Permits – Uniform Codes) Of Title 15 (Building and Construction) Of the Suisun City Municipal Code

PREPARED BY:

REVIEWED AND APPROVED BY:

Justin Vincent, Fire Chief
Greg Folsom, City Manager

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ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN, CALIFORNIA, ADDING SECTIONS 15.04.304 (NEW MATERIALS, PROCESSES, OR OCCUPANCIES THAT MAY REQUIRE PERMITS) AND 15.04.310 (FIRE CODE MODIFICATIONS AND APPEALS) TO CHAPTER 15.04 (PERMITS – UNIFORM CODES) OF TITLE 15 (BUILDING AND CONSTRUCTION) OF THE SUISUN CITY MUNICIPAL CODE

WHEREAS, the City Council of the City of Suisun City has adopted by reference the 2019 Uniform Fire Code, codified in Section 15.04.030 of the Suisun City Municipal Code (SCMC); and

WHEREAS, pursuant to the Fire Code, as well as the newly adopted First Responder Fee and the Fire Prevention ordinances, adding Chapters 9.32 and 15.80 to the SCMC, respectively, the Fire Chief has the authority to grant, deny, or condition permits and issue orders relating to fire safety and prevention, and to issue invoices for the provision of emergency medical services; and

WHEREAS, the Fire Chief is the City official charged with interpretation and enforcement of the Uniform Fire Code; and

WHEREAS, the City Council finds that currently no appeal or modification procedures applicable to actions taken pursuant to the Fire Code exist in the SCMC, and wishes to adopt such procedures to ensure due process; and

WHEREAS, the City Council wishes to amend the SCMC to include a provision to allow the Fire Chief the authority to determine and specify, after giving the affected person(s) an opportunity to be heard, any new materials, processes or occupancies for which permits are required in addition to those now enumerated in the Fire Code

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. Section 15.04.304 (New Materials, Processes, or Occupancies That May Require Permits) of Chapter 15.04 (Permits – Uniform Codes) of Title 15 (Building and Construction) of the Suisun City Municipal Code is added to read:

“15.04.304 – New Materials, Processes, or Occupancies That May Require Permits

The City Manager, the Fire Chief, and any person appointed or designated by the Fire Chief shall act as a committee to determine and specify, after giving the affected person(s) an opportunity to be heard, any new materials, processes or occupancies for which permits are required in addition to those now enumerated in the Fire Code. The Fire Chief shall post a list of such new materials, processes, or occupancies in a conspicuous place in the Fire Prevention Division and distribute copies thereof to interested persons upon request and payment of any copying cost.”

SECTION 3. Section 15.04.310 (Fire Code Modifications and Appeals) of Chapter 15.04 (Permits – Uniform Codes) of Title 15 (Building and Construction) of the Suisun City Municipal Code is added to read:

“15.04.310 – Fire Code Modifications and Appeals

- A. Purpose. The purpose of this section is to provide a process for appeals and modification requests for any orders or directives issued by the Fire Chief pursuant to their authority under the Suisun City Municipal Code and the Fire Code, as well as to provide an appeal process for cost recovery fee demands pursuant to Chapter 9.32 (First Responder Fee), and any other cost recovery or permit scheme pursuant to these codes, as may be adopted by the City Council.
- B. Modifications. The Fire Chief is authorized to modify the application of any of the provisions of the Fire Code upon application in writing by the property owner, or their duly authorized representative, where there are practical difficulties in the way of carrying out the provisions of the Fire Code, provided the Fire Chief finds that the spirit or intent of the Fire Code shall be complied with, public safety secured, and substantial justice done. The justification or reasons for such modifications, when granted or approved, and the decisions of Fire Chief shall be entered upon the records of the Fire Department, and a signed copy of such grant or approval shall be furnished to the applicant.
- C. Appeals. The imposition of a cost recovery fee, order, or directive of the Fire Chief may be appealed by the person who the subject of the order. The Fire Chief shall issue the order in writing, mailed to the last known address of the property owner, specifying the grounds for order, based on a preponderance of the evidence.
- D. Appeal Process
 - 1. Directives and Orders.
 - a Any person who wishes to appeal an order or directive (collectively, “order”) by the Fire Chief shall file a written appeal with the City Clerk within 15 days after deposit of the order in the mail, specifying in detail the grounds for such appeal. The notice of appeal shall be accompanied by a nonrefundable fee as established in the City’s Master Fee Schedule. Failure to file a timely appeal will be considered a failure to exhaust administrative remedies for the purpose of seeking judicial review under subsection E of this section. In the event an appeal is timely filed, the order shall not be effective until a final decision has been rendered by the City Manager.
 - b The appeal shall be heard by the City Manager. The City Clerk shall provide at least 10 days’ prior written notice of the date, time, and place of the hearing.
 - c The decision of the City Manager shall be rendered within 15 days from the close of the hearing and shall be mailed to the address provided by the appellant. The decision of the City Manager shall be in writing, and shall articulate the grounds thereof. The decision of the City Manager is final.

2. Cost Recovery Fees.

- a Any person who wishes to appeal an a cost recovery fee by the Fire Chief shall file a written appeal with the City Clerk within 30 days after deposit of the fee demand in the mail, specifying in detail the grounds for such appeal. The notice of appeal shall be accompanied by a nonrefundable fee as established in the City's Master Fee Schedule. Failure to file a timely appeal will be considered a failure to exhaust administrative remedies for the purpose of seeking judicial review under subsection E of this section. In the event an appeal is timely filed, the order shall not be effective until a final decision has been rendered by the City Council.
- b The appeal shall be heard by the City Council. The City Clerk shall provide at least 10 days' prior written notice of the date, time, and place of the hearing.
- c The decision of the City Council shall be rendered within 15 days from the close of the hearing and shall be mailed to the address provided by the appellant. The decision of the City Council shall be in the form of a resolution.

E. The following procedures shall apply to appeal hearings:

- a All parties shall have the right to be represented by legal counsel, to call and examine witnesses, to introduce exhibits, to cross-examine opposing witnesses on any matter relevant to the issues, and to impeach any witness regardless of which party first called him or her to testify, and to rebut evidence.
- b The hearing is an informal quasi-judicial proceeding, and is not conducted according to technical rules relating to evidence and witness. Any relevant evidence that is determined to be reliable will be admitted, regardless of its admissibility in a civil action. Hearsay evidence will be allowed for the purpose of supplementing or explaining other evidence, but over timely objection such evidence will not be sufficient in itself to support a finding unless it would be admissible over objection in a civil action. The rules of privilege shall be effective to the extent they are otherwise required by stature to be recognized at the hearing. Irrelevant and unduly repetitious evidence shall be excluded.
- c Any objections to the conduct of the hearing and/or to the introduction of evidence that are not timely made will be deemed waived. For the purposes of making a timely objection, an objection is timely if made before submission of the case for decision.
- d When a party does not proficiently speak or understand the English language the party may provide an interpreter at the party's own expense. An interpreter shall not have any involvement in the issues of the case prior to the hearing.
- e The decision of the City Manager or City Council, as applicable, shall be final and shall be subject to judicial review according to the provisions

and time limits set forth in Section 1094.6 of the California Code of Civil Procedure.”

SECTION 4. EFFECT OF AMENDMENTS. Except as otherwise specifically provided in this Ordinance, all other provisions of Title 15 of the City of Suisun Municipal Code remain the same.

SECTION 5. 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 6. ADOPTION AND EFFECTIVE DATE. This Ordinance shall be in full force and effect thirty (30) days after its second reading and adoption.

SECTION 7. 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 8. 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, Anita Skinner, 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:

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

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AGENDA TRANSMITTAL

MEETING DATE: June 29, 2021

JOINT AGENDA ITEM: PUBLIC HEARING – Adoption of the Fiscal Year 2021-22 Annual Budget:

- 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-__: Adopting the Master Fee Schedule for Fiscal Year 2021-22.

The FY 2021-22 Annual Budget is available for inspection or purchase at the City Manager's Office and can also be found online at the City's website.

FISCAL IMPACT: The General Fund is balanced fiscally and includes \$3.1 million (including carryover) in Measure S monies for FY 2021-22. To balance the General Fund budget, funds will be transferred from Measure S and Fund 320, a Successor Agency asset management reimbursement account.

BACKGROUND: City Staff conducted three Ad Hoc Committee meetings and three Budget Workshops to discuss various issues regarding budget between March and June 2021. City Staff, Ad Hoc Committee members and the Council members reviewed the City's Public Safety needs, as well as other city departments, to analyze the City-wide operating budget.

Staff has prepared the FY 2021-22 budget resolutions for Council's adoption. Staff also has produced an updated budget document and distributed it to the City Council. Included as Section I of the budget and attached herein are the budget resolutions that support the Council's action of approving the FY 2021-22 Budget.

The City is required by State law to annually adopt a balanced budget by June 30.

STAFF REPORT: The FY 2021-22 budget document that has been prepared and submitted for Council consideration reflects the updated priorities expressed by the Council with particular emphasis on cost reduction and increased service level in the Fire Department to meet community needs.

To facilitate review, the budget document itself provides all the detail behind the work program proposed for FY 2021-22, including revenue and expenditure trends by Fund; staffing levels; and

PREPARED BY:
REVIEWED/APPROVED BY:

Lakhwinder Deol, Finance Director
 Greg Folsom, City Manager

Department/Division work plans and service level changes. Key components of the budget document are presented below.

FY 2021-22 Budget Document: The Essentials

City Manager Budget Message

The City Manager's message puts the budget in perspective while highlighting major investments, initiatives, challenges and issues.

Strategic Plan

The Strategic Plan was developed by the City Council with assistance from consultant Regional Government Services to better position the City to prioritize the goals of the Council in a fiscally viable manner and to align fiscal and human resources to achieve the City's short and long-term goals.

Section A – Budget Guidelines

This section outlines all 10 sections of the budget document and what is contained in each.

Section B – Budget Overview

An Executive Summary of the FY 2021-22 Annual Budget with an emphasis on the General Fund. A comprehensive summary of revenue and expenditure trends is presented.

Section C - Department Operating Budgets

Includes program and staffing organization charts; departmental accomplishments, goals, work programs and service refinements; and supporting expenditure, staffing and funding data.

Section D – Major Capital Improvement Program

Includes a listing of major capital improvement projects for the City, the same listing of projects cross-sorted by funding source and project category, and a more detailed description and timing schedule for each individual project.

Section E – Other Activities

Includes internal service funded activities; debt service; contingencies; and transfers to other funds.

Section F – Revenue and Expenditure Detail

Provides the line-item revenue and expenditure detail, organized by fund.

Section G – Staffing Detail

Provides information about the staffing of the various programs, division and departments of the City, Agency and Authority. Information is presented in "staff years" defined as one full-time position for one year.

Section H – Chart of Accounts

Provides a description of the City’s accounting and budget structure. The accounting classifications are designed to describe the City’s financial transactions consistently throughout the organization.

The final section of the budget, Section I, provides a placeholder for the resolutions that must be approved by Council/Agency/Authority to adopt the proposed budget as outlined in this report.

FISCAL YEAR 2021-22 BUDGET

This section of the report will address the budget balancing strategy for the FY 2021-22 General Fund, as well as selected other funds. This section of the report is organized as follows:

- General Fund Resources
- General Fund Use of Resources
- General Fund Structural Analysis
- Discussion of Other Funds

General Fund Resources

The FY 2021-22 General Fund Budget (including Measure S) is summarized in Budget Document under the Budget Overview (Section B). The General Fund Resources are a combination of the Beginning Balance (which is a one-time resource), transfers from the Measure S Fund (F012) and ongoing revenues. The General Fund Resources assumptions include the following:

Beginning Balance

- Carryover from the prior year of \$778,546 represents \$262,127 from the General Fund and \$516,419 from the Measure S Fund.

Revenues

Consistent with Council Budget Policies, revenues have been conservatively estimated, but not so conservative as to unnecessarily constrict the budget. Staffing incorporated the following new revenue assumptions in the budget concept:

- The City Council has approved two cannabis dispensaries to be open within the City limits. The Proposed Budget includes \$927,400 in the Cannabis Tax revenue.
- Transient Occupancy Tax (TOT): TOT tax revenue is projected to increase by \$337,633 or 93% reflecting the opening of a second hotel and the reopening of the economy.
- Property Taxes are projected to stay flat except the Secured Property Tax is expected to decrease by 1.5%.

Overall, revenues (exclusive of the beginning balance) are expected to increase by approximately \$3M over the FY 2020-21 amended budget, primarily the result of projected Cannabis Tax revenues, TOT revenue increases, and an overall better economy than last year.

General Fund Use of Resources

The General Fund Use of Resources is a combination of the Operating Budget, the Non-Operating Budget, and the Ending Balance. The General Fund Use of Resources assumptions are presented below:

Operating Budget

- Personnel Services costs has increased by \$1,585,210, or 15.7% from the FY 2020-21 Amended Budget. The proposed budget will include some restored positions (possible ARPA funding options), some new positions, some reclassifications/updates, and some un-funded positions.

- LLDs In-House vs. Contract Services

During May 18, 2021 Budget Workshop, the 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. Staff performed a comprehensive analysis of providing landscape services to the LLDs in-house vs. via contract. 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 provided analysis was reviewed by the Council and directed staff to implement the proposed model to bring landscaping service “In-House”. Below is the summary analysis which is included in the proposed budget.

Department	<u>Base Case - External Services</u>		<u>Alt Scenario - In-House Services</u>	
	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
FY21-22 Budget	<u>\$1,864,260</u>	Combined Reserve Balance: \$305,922	<u>\$1,849,325</u>	Combined Reserve Balance: \$320,857

- Operating budget category is consistent with the FY 2020-21 Amended Budget. Overall, increase for operating budget is only \$1,189. Staff is considering every option to reduce operating costs to maximize taxpayers’ investment in local government and community services they receive.
- Non-Operating Costs, which include monies for one-time costs such as equipment purchases, one-time studies, litigation, and operating contingencies, is budgeted at a decrease of \$1,268,242 from the FY 2020-21 Amended Budget because City is not funding any Capital Improvement Projects from the General Fund and Measure S Fund.

Overall, the Operating Budget would see an increase of 1.7%, or \$318,157, most of which are ongoing costs.

Ending Balance

The ending balance is forecast to be \$574,518.

Emergency Reserve

- The FY 2021-22 Budget has a carryover balance from prior years with the amount of \$3,146,000 which was moved to Stabilization Fund as Emergency Reserves during FY 2019-20. City is not using any reserve amount to balance FY 2021-22 General Fund budget. City has a policy to have 20% of the operating budget as Emergency Reserve. The Reserve amount \$3,146,000 only makes the 16.4% of the operating budget. The Council may direct staff to move \$574,518 surplus amount to the Stabilization Fund to comply with the City policy.

General Fund Structural Analysis

The structural analysis compares ongoing revenues against ongoing expenditures. The General Fund is not self-sustaining. It has a structural shortfall of nearly \$3.9 million made up as follows:

- \$3.1M Measure S funds
- \$500k Fund 320 (Successor Agency)
- \$262k General Fund beginning balance

The City has been using Measure S and one-time monies to fill this structural shortfall. The City must continuously look for ways to find new ongoing revenues.

APPROPRIATIONS LIMIT

The City is required, by the State Constitution, to annually establish and adhere to a limit on the amount of its appropriations. The limit is prescribed by a State formula. For the fiscal year (FY) 2021/2022, staff has calculated that the appropriations limit is \$19,337,377. Per the adopted budget, the City expects to collect, and has budgeted to appropriate, \$11,087,097 of Proposition 111 covered revenue, \$8,250,280 below the appropriations limit.

Analysis

FY 2021/2022 Allowed Appropriations Limit	\$ 19,337,377
FY 2021/2022 Appropriations Limit	\$ 11,087,097
Balance Over (Under) Available Limit	\$ (8,250,280)

MASTER FEE SCHEDULE

In September 2016, the Council approved a comprehensive update to the City's Master Fee Schedule based upon a User Fee Study prepared by Matrix Consulting Group (Matrix). The previous such study was conducted in 1986, and the previous fee adjustment was in 2012. The purpose of the User Fee Study was to identify the full direct and indirect costs associated with providing services to individuals or businesses in the City.

Best practices described in the User Fee Study called for periodic updates of two types:

- **Comprehensive Update** every five years to revisit the analytical structure, service levels estimates and assumptions of the previous study, and
- **Annual Adjustments** to the fee schedule based upon published economic factors, such as the Consumer Price Index (CPI), and/or the City's own labor cost increases.

The update to the Master Fee Schedule proposed by Staff is of the second type, a periodic update of existing fees. In this instance, we are proposing to adjust many fees by a CPI factor of 2.9% or California Construction Cost Index (CCCI) of 3.8% (adjusted to the nearest whole dollar).

The fee adjustments reflect current costs identified in the FY2020-21 Adopted Budget generally varying between 1% and 4%. Projected revenue increases are dependent on the types and numbers of permits and services provided. Revenue increases were not forecast in the FY2021-22 Budget.

Fee Schedule Highlights

Attached to this report is the complete updated fee schedule. Below are summaries of the proposed changes by department:

Police Department

Fees charged by the Police Department fall under three primary categories:

- Direct fees for service – A CPI factor rounded to the nearest dollar was applied resulting in small increases.
- California Vehicle Code fines – There are no changes recommended at this time.
- Suisun City Code violations – There are no changes recommended at this time.

Because the majority of the Police Department fees are set by statute, Staff would recommend the Council provide Staff authorization to update the Master Fee Schedule for fees that are determined by independent statute over which the City has no discretion between annual updates.

Fire Department

The Fire Department administers very few fee programs that are not proscribed in City Code. No changes to Fire Department fees are proposed.

Public Works Engineering

Five fees are listed under Public Works, as well as an hourly rate for services that do not neatly fit within one of the identified fees. All were adjusted by the 3.8% CCCI factor rounded to the nearest whole dollar.

Recreation, Parks & Marina

Unlike fees charged in Departments, most charges in the Recreation, Parks and Marina Department are rental fees, not charges for services, and are essentially market-driven activities. Due to COVID-19 "Stay-at-Home" order, majority of the RPM programs and services were stopped in March 2020. Some of the fees for the RPM programs have increased.

Building

In 2016, the City converted from a valuation to a square-footage calculation for building inspection fees supplemented by per unit charges for specific mechanical, plumbing and electrical applications, as well as common home improvement or basic remodeling activities.

In 2018, the number of permit categories was reduced by more than 50 by combining similar fee categories that required similar levels of work.

Staff experience implementing these new schedules informed the following changes to streamline administration:

- **New Construction Fee Schedule** – The charges for inspections have been adjusted to reflect a number of errors Staff identified in 2018 in the estimated amount of time required for various activities that impacted fee calculations, particularly for large projects. Staff has adjusted nearly all the time estimates to better reflect actual requirements. Applying current levels of City expenses for the services, new inspections rates were developed.

Given the current level of staffing in the Building Division (one full-time Permit Technician and one part-time contract Building Official/Inspector) it is unlikely that the City could provide internal inspection services for significant projects. As a result, Staff proposes to retain a statement of practice that some projects may require services that exceed Staff capabilities and hiring of private consultants may be required.

- **Mechanical, Plumbing & Electrical** - There are no changes recommended at this time.
- **Miscellaneous Building** schedule has adjusted by the CCCI of 3.8%.

Business License, Water, & Sewer

These schedules are provided to assist citizens and staff in locating these taxes and user fees. They are either established within the Suisun City Code or set by the Suisun Solano Water Authority or the Fairfield-Suisun Sewer District. Water Connection Fees and Water Meter set fees have increased.

Miscellaneous

The fees on this schedule received an adjustment 3.8% CCI factor rounded to the nearest whole dollar.

Development Services

In 2018, all Development Services fees were adjusted to the full cost recovery level except for Planned Unit Development of less than 5 acres. According to the Development Impact Fee Study completed in 2016, the City may annually adjust these fees charged for new development by an established index reflecting the increase in construction costs. Fees for which adjustments were indicated were increased by the CCCI of 3.8%

Implementation

Supporting resolutions for Council action to formally adopt the FY 2021-22 Budget are included. Five resolutions are attached which, taken together, represent the formal actions needed to adopt the FY 2021-22 Annual Budget for the City, Agency, and Authority. These resolutions include the following:

- **City Annual Appropriation Resolution** – This resolution appropriates City resources to departments within Funds.
- **Agency Annual Appropriation Resolution** – This resolution appropriates Agency resources to departments within Funds.
- **Authority Annual Appropriation Resolution** – This resolution appropriates Authority resources to departments within Funds.
- **Salary Resolution** – This resolution establishes salary ranges for all Permanent job classes, as well as all Temporary job classes.
- **Gann Limit Resolution** – This resolution is required by the State Constitution to set the annual appropriations limit for FY2020-21.

These resolutions are consistent with the budget that was presented.

RECOMMENDATION: It is recommended that the Council/Agency/Authority:

1. Receive a staff presentation on the FY 2021-22 Annual Budget; and
2. Open the Public Hearing on the Annual Budget and Master Fee Schedule; and
3. Receive testimony; and
4. Close the Public Hearing; and
5. Approve the FY 2021-22 Annual Budget and resolutions as presented.
 - a. **Council** Adopt Resolution No. 2021-__: Adopting the Annual Budget for Fiscal Year 2021-22; and
 - b. **Agency** Adopt Resolution No. SA 2021-__: Adopting the Annual Budget for Fiscal Year 2021-22; and
 - c. **Authority** Adopt Resolution No. HA 2021-__: Adopting the Annual Budget for Fiscal Year 2021-22; and
 - d. **Council** Adopt Resolution No. 2021-__: Adopting the Appropriations Limit for Fiscal Year 2021-22.
 - e. **Council** Adopt Resolution No. 2021-__: Adopting the Master Fee Schedule for Fiscal Year 2021-22.

ATTACHMENTS:

1. Resolution No. 2021-__: Adopting the Annual Budget for Fiscal Year 2021-22.
2. Resolution No. SA 2021-__: Adopting the Annual Budget for Fiscal Year 2021-22.
3. Resolution No. HA 2021-__: Adopting the Annual Budget for Fiscal Year 2021-22.
4. Adopting the Annual Budget for Fiscal Year 2021-21 (provided under separate cover).
5. Resolution No. 2021-__: Adopting the Appropriations Limit for Fiscal Year 2021-22.
6. Resolution No. 2021-__: Adopting the Master Fee Schedule for Fiscal Year 2021-22.
7. PowerPoint Presentation

RESOLUTION NO. 2021 -__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR 2021-22

WHEREAS, all requisite public hearings relating to the budget have been duly held, and all necessary findings have been made.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL:

PART I

THAT the amounts set forth for the purposes described in the Annual Budget Business and Financial Plan for Fiscal Year 2021-2022 City of Suisun City, California, presented for City Council review and attached hereto shall, upon the adoption of this Resolution, become the budget for the City of Suisun City for Fiscal Year 2021-22; and

PART II

THAT the general provisions governing this Resolution shall be as follows:

SECTION 1. APPROPRIATION OF THE FY 2021-22 ANNUAL BUDGET. Monies are hereby appropriated from each of the several funds of the City to each department of the City in the amounts set forth herein for personnel services, supplies & services, interdepartmental charges, non-recurring costs, special activities, and capital

SECTION 2. TRANSFERS BETWEEN APPROPRIATIONS AND INCREASE IN APPROPRIATIONS.

- a. Consistent with the Financial Policies of the City that are contained in the City of Suisun City FY 2021-22 Annual Budget, any adjustments in the amounts appropriated for the purposes indicated herein at the department/fund level shall be made only upon the motion to amend this Resolution adopted by the affirmative votes of at least three members of the City Council. Administrative changes within the department/fund level may be made without the approval of the City Council pursuant to Section 2(d) of this Part.
- b. For accounting and auditing convenience, accounts may be administratively established to receive transfers of appropriations from department appropriations for capital improvements and special activities in two or more different funds for the same project.
- c. Department appropriations in Internal Service Funds (ISF) may be administratively adjusted, provided no amendment to this Resolution would be required to adjust the appropriation in the department receiving the service from the ISF.
- d. Any adjustments made pursuant to Subsections (a), (b) or (c) of this Section shall be made consistent with written guidelines established by the City Manager.

SECTION 3. TRANSFER WITHIN AN APPROPRIATION. The funds allocated to the respective accounting object classes comprising the total appropriation for each program or department are for purposes of budgeting consideration and convenience only and are not intended to constitute separate appropriations; provided, however, that funds allocated to an object class may be expended for the purposes of any other object class if such expenditures are within the written guidelines established by the City Manager.

SECTION 4. CONTRADICTORY PROVISIONS OF PREVIOUS RESOLUTIONS. Any other prior Resolution or provision thereof of the City Council respecting the appropriation and administration of the FY 2021-22 Annual Budget which is in contradiction with this Resolution is hereby superseded. Notwithstanding any other provisions of this Resolution, no funds appropriated into the Reserves of the City shall be expended, transferred, obligated, used, encumbered or otherwise disposed of except as specifically authorized by previously approved bonded indebtedness or until the City Council reallocates such appropriations by amending this Resolution as provided in Section 2(a) of this Part.

SECTION 5. ADMINISTRATION. The City Manager or his/her designee shall maintain all changes to this Resolution and shall cause to be filed with the City Clerk and the Administrative Services Director a copy of, and subsequent amendments to, this Resolution following its adoption by the City Council.

SECTION 6. CLERICAL CORRECTIONS. The adoption of this Resolution implements the motions and actions of the City Council with respect to the proposed Budget, as amended by those motions and actions, if any, for the direction in drafting this Resolution. By adoption of this Resolution, the City Council hereby directs responsible City staff members to make necessary technical and clerical corrections to this Resolution and attachments to implement the intent of the City Council. Such corrections shall not alter, in any manner, the substance or intent of the City Council's adoption of this Resolution.

PART III

THAT pursuant to City Code Section 2.40.130 - Layoff and Re-employment, the City Council hereby finds that it is necessary to reduce the workforce in the interest of economy or because the necessity of the positions no longer exists and abolishes the following positions: Assistant/Associate Planner - Assistant, Office Assistant, Recreation Coordinator - Senior Center. The Council further ratifies layoff notices served on Employees in the effected positions on or about June 18 consistent with provisions of Administrative Directive 7 - Personnel Rules and Regulations Section 13.2 0 Layoffs and Re-employment.

PASSED AND ADOPTED by the City Council of the City of Suisun City at a regular meeting thereof held on the 29th day of June 2021 by the following vote:

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

WITNESS my hand and seal of the said City this 29th day of June 2021.

Donna Pock, CMC
Deputy City Clerk

RESOLUTION NO. SA 2021 -__

A RESOLUTION OF THE SUISUN CITY COUNCIL ACTING AS THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR 2021-22

WHEREAS, all requisite public hearings relating to the budget have been duly held, and all necessary findings have been made.

NOW, THEREFORE, BE IT RESOLVED BY THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY

PART I

THAT pursuant to Section 33606 of the California Health & Safety Code, redevelopment agencies are required to adopt administrative and accounting procedures consistent with the city or county government with which they are associated. Accordingly the Successor Agency to the Redevelopment Agency of the City of Suisun City (hereinafter “Agency”) is required to adopt and administer its Annual Budget in a manner consistent with the procedure used by the City of Suisun City (hereinafter “City”).

THAT the amounts set forth for the purposes described in the Annual Budget Business and Financial Plan for Fiscal Year 2021-2022 City of Suisun City, California, presented for City Council/Agency Board review and attached hereto shall, upon the adoption of this Resolution, become the budget for the Agency for Fiscal Year 2021-

PART II

THAT the general provisions governing this Resolution shall be as follows:

SECTION 1. APPROPRIATION OF THE FY 2021-22 BUDGET. Monies are hereby appropriated from each of the several funds of the Agency to each department of the Agency in the amounts set forth herein for personnel services, supplies & services, interdepartmental charges, non-recurring costs, debt service, capital improvements, and special projects. The Agency determines that funds expended from the Housing Set-Aside Fund for planning and administrative expenditures are necessary for the production, improvement and preservation of low- and moderate-income housing for FY 2021-22.

SECTION 2. TRANSFERS BETWEEN APPROPRIATIONS AND INCREASE IN APPROPRIATIONS.

- a. Consistent with the Financial Policies of the Agency that are contained in the City of Suisun City FY 2021-22 Annual Budget, any adjustments in the amounts appropriated for the purposes indicated herein at the department/fund level shall be made only upon the motion to amend this Resolution adopted by the affirmative votes of at least three members of a quorum of the Agency Board. Administrative changes within the department/fund level may be made without the approval of the Agency Board pursuant to Subsection (d) of this Section.
- b. For accounting and auditing convenience, accounts may be administratively established to receive transfers of appropriations from department appropriations for capital improvements and special projects in two or more different funds for the same project.

c. Any adjustments made pursuant to Subsections (a) or (b) of this Section shall be made consistent with written guidelines established by the City Manager of the City.

SECTION 3. TRANSFER WITHIN AN APPROPRIATION. The funds allocated to the respective accounting object classes comprising the total appropriation for each program or department are for purposes of budgeting consideration and convenience only and are not intended to constitute separate appropriations; provided, however, that funds allocated to an object class may be expended for the purposes of any other object class if such expenditures are within the written guidelines established by the City Manager.

SECTION 4. CONTRADICTORY PROVISIONS OF PREVIOUS RESOLUTIONS. Any other prior Resolution or provision thereof of the Agency respecting the appropriation and administration of the FY 2021-22 Budget which is in contradiction with this Resolution is hereby superseded. Notwithstanding any other provisions of this Resolution, no funds appropriated into the Reserves of the Agency shall be expended, transferred, obligated, used, encumbered or otherwise disposed of except as specifically authorized by previously approved bonded indebtedness or until the Agency Board reallocates such appropriations by amending this Resolution as provided in Subsection 2(a) of this Part.

SECTION 5. ADMINISTRATION. The Executive Director or his/her designee shall maintain all changes to this Resolution and shall cause to be filed with the Agency Secretary and the Finance Officer a copy of, and subsequent amendments to, this Resolution following its adoption by the Agency Board.

SECTION 6. CLERICAL CORRECTIONS. The adoption of this Resolution implements the motions and actions of the Agency Board with respect to the proposed Budget, as amended by those motions and actions, if any, for the direction in drafting this Resolution. By adoption of this Resolution, the Agency Board hereby directs responsible Agency staff members to make necessary technical and clerical corrections to this Resolution to implement the intent of the Agency Board. Such corrections shall not alter, in any manner, the substance or intent of the Agency Board's adoption of this Resolution.

PASSED AND ADOPTED at the Regular Meeting of the City Council Acting as the Successor Agency to the Redevelopment Agency of the City of Suisun City duly held on Tuesday, the 29th day of June 2021, by the following vote:

AYES:	Board Members:
NOES:	Board Members:
ABSENT:	Board Members:
ABSTAIN:	Board Members:

WITNESS my hand and seal of the said Agency this 29th day of June 2021.

Donna Pock, CMC
Deputy City Clerk

RESOLUTION NO. HA 2021 -__

RESOLUTION OF THE SUISUN CITY HOUSING AUTHORITY ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR 2021-22

WHEREAS, all requisite public hearings relating to the budget have been duly held, and all necessary findings have been made.

NOW, THEREFORE, BE IT RESOLVED BY THE SUISUN CITY HOUSING AUTHORITY:

PART I

THAT in order to ensure that administrative and accounting procedures consistent with the City's practices are utilized, Suisun City Housing Authority (hereinafter "Authority") hereby adopts its Annual Budget in a manner consistent with the procedure used by the City of Suisun City (hereinafter "City").

THAT the amounts set forth for the purposes described in the Annual Budget Business and Financial Plan for Fiscal Year 2021-2022 City of Suisun City, California, presented for City Council/Authority Board review and attached hereto shall, upon the adoption of this Resolution, become the budget for the Authority for Fiscal Year 2021-22; and

PART II

THAT the general provisions governing this Resolution shall be as follows:

SECTION 1. APPROPRIATION OF THE FY 2021-22 BUDGET. Monies are hereby appropriated from each of the several funds of the Authority to each department of the Authority in the amounts set forth herein for personnel services, supplies & services, interdepartmental charges, non-recurring costs, debt service, capital improvements, and special projects.

SECTION 2. TRANSFERS BETWEEN APPROPRIATIONS AND INCREASE IN APPROPRIATIONS.

- a. Consistent with the Financial Policies of the Authority that are contained in the City of Suisun City FY 2021-22 Annual Budget, any adjustments in the amounts appropriated for the purposes indicated herein at the department/fund level shall be made only upon the motion to amend this Resolution adopted by the affirmative votes of at least three members of the Authority Board. Administrative changes within the department/fund level may be made without the approval of the Authority Board pursuant to Subsection (d) of this Section.
- b. For accounting and auditing convenience, accounts may be established to receive transfers of appropriations from department appropriations for capital improvements & special projects in two or more different funds for the same project.

- c. Any adjustments made pursuant to Subsections (a) or (b) of this Section shall be made consistent with written guidelines established by the City Manager of the City.

SECTION 3. TRANSFER WITHIN AN APPROPRIATION. The funds allocated to the respective accounting object classes comprising the total appropriation for each program or department are for purposes of budgeting consideration and convenience only and are not intended to constitute separate appropriations; provided, however, that funds allocated to an object class may be expended for the purposes of any other object class if such expenditures are within the written guidelines established by the City Manager.

SECTION 4. CONTRADICTORY PROVISIONS OF PREVIOUS RESOLUTIONS. Any other prior Resolution or provision thereof of the Authority respecting the appropriation and administration of the FY 2021-22 Budget which is in contradiction with this Resolution is hereby superseded. Notwithstanding any other provisions of this Resolution, no funds appropriated into the Reserves of the Authority shall be expended, transferred, obligated, used, encumbered or otherwise disposed of except as specifically authorized by previously approved bonded indebtedness or until the Authority Board reallocates such appropriations by amending this Resolution as provided in Subsection 2(a) of this Part.

SECTION 5. ADMINISTRATION. The Executive Director or his/her designee shall maintain all changes to this Resolution and shall cause to be filed with the Authority Secretary and the Finance Officer a copy of, and subsequent amendments to, this Resolution following its adoption by the Authority Board.

SECTION 6. CLERICAL CORRECTIONS. The adoption of this Resolution implements the motions and actions of the Authority Board with respect to the proposed Budget, as amended by those motions and actions, if any, for the direction in drafting this Resolution. By adoption of this Resolution, the Authority Board hereby directs responsible Authority staff members to make necessary technical and clerical corrections to this Resolution to implement the intent of the Authority Board. Such corrections shall not alter, in any manner, the substance or intent of the Authority Board's adoption of this Resolution.

PASSED AND ADOPTED at the Regular Meeting of the Suisun City Housing Authority City duly held on Tuesday, the 29th day of June 2021, by the following vote:

AYES:	Board Members:
NOES:	Board Members:
ABSENT:	Board Members:
ABSTAIN:	Board Members:

WITNESS my hand and seal of the said Housing Authority this 29th day of June 2021.

Donna Pock, CMC
Deputy City Clerk

RESOLUTION NO. 2021-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE APPROPRIATIONS LIMIT FOR FY 2021-22**

WHEREAS, on November 6, 1979, the voters of California added Article XIII B to the State Constitution, placing limitations on the appropriations of the proceeds of taxes generated by state and local governments; and

WHEREAS, Article XIII B and Proposition 111 provide that the appropriations limit for the Fiscal Year 2020-21 be calculated by adjusting the base year appropriations of Fiscal Year 1978-79 for changes in the California per capita income, as well as the population percentage change for Suisun City; and

WHEREAS, the City of Suisun City has complied with all of the provisions of Article XIII B in determining the appropriations limit for Fiscal Year 2021-22.

NOW, THEREFORE, BE IT RESOLVED that the appropriations subject to limitation for the City of Suisun City shall be as follows:

Appropriation Limit Fiscal Year 2021-22	\$19,337,377
Appropriations Subject to Limit	<u>11,087,097</u>
Balance Over (Under) Available Limit	<u>(\$8,250,280)</u>

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City duly held on Tuesday, the 29th day of June 2021, by the following vote:

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

WITNESS my hand and seal of said agency this 29th day of June, 2021.

Anita Skinner
City Clerk

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RESOLUTION NO. 2021 - ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
APPROVING AN ANNUAL UPDATE OF THE MASTER FEE SCHEDULE**

WHEREAS, pursuant to Article XIII B of the Constitution of the State of California, it is the intent of the Suisun City Council to ascertain and recover costs reasonably borne from fees and charges levied therefore in providing certain City regulation, products or services; and

WHEREAS, in 2016, the City retained Matrix Consulting Group, under appropriate competitive bidding procedures, to conduct the Cost of Services (User Fee) Study that identifies the full cost of services and products provided to the public, which study the City Council considered and approved on July 26, 2016; and

WHEREAS, the City Council directed staff to prepare a comprehensive update of the Master Fee Schedule utilizing the findings of the study, and that update was adopted on September 6, 2018; and

WHEREAS, the study recommended incremental annual increases in user fees utilizing a published economic factor and/or the City's own labor costs; and

WHEREAS, the City Council has duly noticed, called and held a Public Hearing on the proposed annual update to the Master Fee Schedule, including the Development Impact Fees.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Suisun City hereby amends and updates the Master Fee Schedule as reflected in Exhibit A hereto to become effective sixty (60) days after adoption, as provided in California Government Code section 66000 *et seq.*; and

FURTHER RESOLVES that Staff may update fees listed on the Master Fee Schedule that are set by statute from time-to-time to reflect changes to those fees due to amendment of the underlying statute over which the City has no jurisdiction or control.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City duly held on Tuesday, the 29th day of June 2021, by the following vote:

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

WITNESS my hand and the seal of said City this 29th day of June 2021.

Donna Pock, CMC
Deputy Clerk

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MASTER FEE SCHEDULE

Section 1: Public Safety/Police

Fee Description	Current Fee July 2020	Adopted July 2021		
			\$ Change	% Change
PUBLIC SAFETY				
Report Photocopies	\$ 0.10	\$ 0.10	\$ -	0%
Incident Printout, per page	\$ 0.10	\$ 0.10	\$ -	0%
Videotapes	\$ 42	\$ 44	\$ 2.00	5%
Video Tapes - each additional	\$ 23	\$ 24	\$ 1.00	4%
Audio Tapes	\$ 42	\$ 44	\$ 2.00	5%
Audio Tapes - each additional	\$ 23	\$ 24	\$ 1.00	4%
Public Nuisance Abatement Posting/Mailing Fee	\$ 60	\$ 62	\$ 2.00	3%
POLICE DEPARTMENT				
Abandoned Shopping Cart: Fine	\$ -	\$ -		
Abandoned Shopping Cart: Administrative Fee	\$ 57	\$ 59	\$ 2.00	4%
Abandoned Shopping Cart: Storage Fee Per Day	\$ 6	\$ 6	\$ -	0%
Alarm Registration Fee	\$ 38	\$ 39	\$ 1.00	3%
Alarm Response: First Call - False	\$ -	\$ -	\$ -	0%
Alarm Response: Second Call - False	\$ 50	\$ 50	\$ -	0%
Alarm Response: Third Call - False	\$ 100	\$ 100	\$ -	0%
Alarm Registration/Response Late Fine	\$ 110	\$ 110	\$ -	0%
Bingo Permit Application Fee	\$ 50	\$ 50	\$ -	0%
Bingo Permit Background Check Fee	\$ 50	\$ 50	\$ -	0%
Concealed Weapons Permit	\$ 100	\$ 100	\$ -	0%
Concealed Weapons Permit - Renewal	\$ 25	\$ 25	\$ -	0%
Concealed Weapons Permit - Amendment	\$ 10	\$ 10	\$ -	0%
Fingerprint Per Card	\$ 33	\$ 34	\$ 1.00	3%
Live Scan Fingerprint (+ DOJ fee)	\$ 56	\$ 58	\$ 2.00	4%
Criminal History Local Review	\$ 42	\$ 44	\$ 2.00	5%
Firearms Retail Sales Permit	\$ 107	\$ 111	\$ 4.00	4%
Taxi Permits	\$ 80	\$ 83	\$ 3.00	4%
Alcohol Beverage Control Letter Per Request	\$ 28	\$ 29	\$ 1.00	4%
Solicitor Permit	\$ 111	\$ 115	\$ 4.00	4%
Secondhand Dealer Permit - New	\$ 675	\$ 701	\$ 26.00	4%
Secondhand Dealer Permit - Renewal	\$ 675	\$ 701	\$ 26.00	4%
Clearance Letter (VISA application)	\$ 32	\$ 33	\$ 1.00	3%
Tow Releases Fee	\$ 148	\$ 154	\$ 6.00	4%
Tow Releases Fee 22651 H&P and DUI 23109	\$ 248	\$ 257	\$ 9.00	4%
Repossession Fee	\$ 15	\$ 16	\$ 1.00	7%
Civil Subpoena (Deposit)	\$ 304	\$ 316	\$ 12.00	4%
VIN Verification	\$ 25	\$ 26	\$ 1.00	4%
Dangerous Animal Hearing	\$ 180	\$ 187	\$ 7.00	4%
Firearms Storage Fee (per case)	\$ 63	\$ 63	\$ -	0%
Firearms Storage Fee (per day)	\$ 6	\$ 6	\$ -	0%

Adopted by Resolution No. 2021-
Effective July 1, 2021



MASTER FEE SCHEDULE

Section 1: Public Safety/Police

Fee Description	Current Fee July 2020	Adopted July 2021		
			\$ Change	% Change
PUBLIC SAFETY				
Administrative Citation Late Fine	\$ 42	\$ 44	\$ 2.00	5%
Vehicle/Equipment Violation Clearance Signoff	\$ 25	\$ 26	\$ 1.00	4%
PARKING, REGISTRATION & MECHANICAL PENALTIES AND FEES				
California Vehicle Code				
4000(a)(1) Unregistered Vehicle/Expired Registration	\$ 85	\$ 85	\$ -	0%
5200(a) Front and rear license plates required	\$ 60	\$ 60	\$ -	0%
5201 License plate not securely fastened	\$ 60	\$ 60	\$ -	0%
5201 (f) License plate covered	\$ 60	\$ 60	\$ -	0%
5204(a) Current vehicle registration tab improperly attached	\$ 85	\$ 85	\$ -	0%
21113(a) On public grounds (must be posted)	\$ 70	\$ 70	\$ -	0%
21210 Bicycle on sidewalk (blocking pedestrians)	\$ 60	\$ 60	\$ -	0%
21211(a) Parking in bike lane	\$ 60	\$ 60	\$ -	0%
22500(a) Within an intersection	\$ 60	\$ 60	\$ -	0%
22500(b) On a crosswalk	\$ 60	\$ 60	\$ -	0%
22500(d) Within 15 feet of a fire station driveway	\$ 60	\$ 60	\$ -	0%
22500(e) In front of public/private driveway	\$ 60	\$ 60	\$ -	0%
22500(f) On a sidewalk	\$ 60	\$ 60	\$ -	0%
22500(g) As to obstruct traffic	\$ 60	\$ 60	\$ -	0%
22500(h) Double parking	\$ 60	\$ 60	\$ -	0%
22500(i) In posted or marked bus zone	\$ 325	\$ 325	\$ -	0%
22500(k) On a bridge	\$ 60	\$ 60	\$ -	0%
22500(l) In wheelchair access	\$ 365	\$ 365	\$ -	0%
22502(a) On right within 18" of curb	\$ 60	\$ 60	\$ -	0%
22502(e) On left within 18" of curb (on one-way streets only)	\$ 60	\$ 60	\$ -	0%
22505(b) Failure to obey posted parking sign (state highway only)	\$ 60	\$ 60	\$ -	0%
22507.8(a) Blue/handicap zone (private property only)	\$ 365	\$ 365	\$ -	0%
22507.8(b) As to block access to handicap stall/space	\$ 365	\$ 365	\$ -	0%
22507.8(c)(1) Parking on handicap stall blue lines	\$ 365	\$ 365	\$ -	0%
22507.8(c)(2) Parking on crosshatched lines	\$ 365	\$ 365	\$ -	0%
22514 By fire hydrant	\$ 60	\$ 60	\$ -	0%
22515(a) Motor running and brake not set (motor vehicle)	\$ 70	\$ 70	\$ -	0%
22516 Parked with person locked in vehicle	\$ 70	\$ 70	\$ -	0%
22517 Opening door on traffic side (hazard)	\$ 60	\$ 60	\$ -	0%
22518 Vehicle 30+ feet parked in Park & Ride Lot	\$ 60	\$ 60	\$ -	0%
22521 On/about railroad tracks (within 71/2 feet)	\$ 60	\$ 60	\$ -	0%
22522 Within 3 feet of handicapped access ramp	\$ 365	\$ 365	\$ -	0%
22523(a) Abandoned vehicle (City streets)	\$ 265	\$ 265	\$ -	0%
22523(b) Abandoned vehicle (private property)	\$ 265	\$ 265	\$ -	0%
23333 Parking on bridge/vehicular crossing	\$ 70	\$ 70	\$ -	0%



MASTER FEE SCHEDULE

Section 1: Public Safety/Police

Fee Description		Current Fee July 2020	Adopted July 2021		
				\$ Change	% Change
PUBLIC SAFETY					
SUISUN CITY ORDINANCES (SCO)					
8.12.090.E.1 SCO	No parking/all-weather material - first offense	\$ 75	\$ 75	\$ -	0%
8.12.090.E.2 SCO	No parking/all-weather material - second offense	\$ 125	\$ 125	\$ -	0%
8.12.090.E.3 SCO	No parking/all-weather material - third & more offenses	\$ 275	\$ 275	\$ -	0%
10.08.010.1 SCO	Red curb (city streets only)	\$ 60	\$ 60	\$ -	0%
10.08.010.2 SCO	White curb (city streets only)	\$ 60	\$ 60	\$ -	0%
10.08.010.3 SCO	Yellow curb (city streets only)	\$ 60	\$ 60	\$ -	0%
10.08.010.4 SCO	Green curb (city streets only)	\$ 60	\$ 60	\$ -	0%
10.08.010.5 SCO	Blue/handicap zone (city streets only)	\$ 365	\$ 365	\$ -	0%
10.08.010.A SCO	No parking (city streets only)	\$ 60	\$ 60	\$ -	0%
10.08.020.B SCO	No parking (posted with 24 hour notice - city streets only)	\$ 60	\$ 60	\$ -	0%
10.08.030 SCO	Two-hour parking (city streets only)	\$ 60	\$ 60	\$ -	0%
10.08.040 SCO	No parking (narrow streets only)	\$ 60	\$ 60	\$ -	0%
10.08.050.1 SCO	Parked in excess of 72 hours	\$ 265	\$ 265	\$ -	0%
10.08.050.2 SCO	Repairing or working on city streets	\$ 80	\$ 80	\$ -	0%
10.16.010.A SCO	One-way parking on Solano Street W/B only	\$ 60	\$ 60	\$ -	0%
10.16.010.B SCO	One-way parking on California Street E/B only	\$ 60	\$ 60	\$ -	0%
10.16.010.C SCO	One-way parking on Morgan Street W/B only	\$ 60	\$ 60	\$ -	0%
10.16.010.D SCO	One-way parking on Suisun Street S/B only	\$ 60	\$ 60	\$ -	0%
10.16.010.E SCO	One-way parking on West Street N/B only	\$ 60	\$ 60	\$ -	0%
10.22.070 SCO	Failure to obey posted sign (Private Property)	\$ 60	\$ 60	\$ -	0%
10.32.020 SCO	Weight limit (street must be posted)	\$ 265	\$ 265	\$ -	0%
10.36.180 SCO	Abatement of vehicles (private property only)	\$ 265	\$ 265	\$ -	0%
15.04.270 SCO	No parking fire lane (private property only)	\$ 80	\$ 80	\$ -	0%
18.44.270.1 SCO	No parking in front yard - first offense	\$ 75	\$ 75	\$ -	0%
18.44.270.2 SCO	No parking in front yard - second offense	\$ 125	\$ 125	\$ -	0%
18.44.270.3 SCO	No parking in front yard - third & more offense	\$ 275	\$ 275	\$ -	0%
All Mechanical Violations	(violations pursuant to 40610(b) CVC)	\$ 66	\$ 69	\$ 3.00	5%
With Proof of Corrections	(violations pursuant to 40610(b) CVC)	\$ 66	\$ 69	\$ 3.00	5%
Delinquent Fee		\$ -	\$ -	\$ -	0%



MASTER FEE SCHEDULE

Section 2: Fire

Fee Description	Current Fee July 2020	Adopted July 2021		
			\$ Change	% Change
FIRE DEPARTMENT				
Incident Printout, per page	\$ 0.10	\$ 0.10	\$ -	0%
Fireworks				
SCC Section 8.04.030 Public Display Application Fee	\$ 50	\$ 50	\$ -	0%
SCC Section 8.04.030 Public Display Permit Fee, Plus:	\$ 85	\$ 85	\$ -	0%
Actual costs for Services, Inspections & Standby for SCFD, SCPD, B&PW.				
SCC Section 8.04.050 Regulatory Fee	\$ 21,388	\$ 21,388		
SCC Section 8.04.060 Safe & Sane Application Fee	\$ 50	\$ 50	\$ -	0%
SCC Section 8.04.060 Safe & Sane Application Permit Fee, Plus:	\$ 85	\$ 85	\$ -	0%
Actual costs for Services, Inspections & Standby for SCFD, SCPD, B&PW.				
Asphalt Kettle/Per Co. Only	\$ 66	\$ 68	\$ 4	6%
Candles (in assembly occ)	\$ 66	\$ 69	\$ 4	6%
<i>For services listed below, actual rate will be as listed on current California Fire Assistance Agreement for the California Fire Service and Rescue Emergency Mutual Aid System by type of personnel and apparatus/equipment required.</i>				
Hazardous Materials Emergency				
Other Agency Response Additional Equipment & Manpower				
Standby Response of Equipment & Manpower				
Minimum charge				2 hours
Administrative fee				14.6%



MASTER FEE SCHEDULE

Section 3: Public Works Engineering

Fee Description	Current Fee July 2020	Adopted July 2021		
			\$ Change	% Change
PUBLIC WORKS (Plan & Review)				
Encroachment Permit Application Fee, per Hour **	\$ 112	\$ 116	\$ 4.00	4%
Site Inspection (Minimum 3 inspections)	\$ 317	\$ 329	\$ 12.00	4%
Flood Zone Certification Letter	\$ 29	\$ 30	\$ 1.00	3%
Block Party Permit	\$ 56	\$ 58	\$ 2.00	4%
Hourly Rate	\$ 148	\$ 154	\$ 6.00	4%



MASTER FEE SCHEDULE
Section 4: Recreation & Community Services

Fee Description	Current Fee July 2020	Adopted July 2021	\$ Change	% Change
SENIOR CENTER				
Large Room 2000 sq.ft. (40 x 50)				
Rate per hour, (3 hour minimum)	\$102	\$107	\$5	5%
Deposit	\$400	\$400	\$0	0%
Kitchen Fee , per hour (3 hour minimum)	\$35	\$37	\$2	6%
Small Room , 750 sq.ft. (34 x 22) No Kitchen				
Rate per hour, (3 hour minimum)	\$61	\$64	\$3	5%
Deposit	\$200	\$200	\$0	0%
Both Rooms				
Rate per hour, (3 hour minimum)	\$122	\$128	\$6	5%
Deposit	\$400	\$400	\$0	0%
CITY HALL COUNCIL CHAMBERS / ROTUNDA				
Rate per hour, (3 hour minimum)	\$125	\$131	\$6	5%
Deposit (No Kitchen)	\$300	\$300	\$0	0%
COURTYARD AT HARBOR SQUARE				
Rate per hour, (2 hour minimum) [Includes use of Courtyard Restrooms]	\$122	\$128	\$6	5%
Gas Fee for any use of Fireplace 1 Hour Before Sunset, per hour	\$10	\$10	\$0	0%
Deposit	\$200	\$200	\$0	0%
OLD TOWN PLAZA & SHELDON PLAZA				
Rate per hour, (2 hour minimum)	\$97	\$102	\$5	5%
Deposit	\$200	\$200	\$0	0%
TRAIN DEPOT PLAZA				
Rate per hour, 2 hour minimum	\$72	\$75	\$3	4%
Deposit	\$200	\$200	\$0	0%
PARK USE FEES (ANY PARK NOT LISTED SPECIFICALLY)				
Rate per hour, (2 hour minimum)	\$41	\$43	\$2	5%
Deposit	\$100	\$100	\$0	0%
Reserved Organized Sports Use Rate per hour (4-hour maximum) + \$200 Deposit	\$41	\$43	\$2	5%
Reserved Picnic Facility Rate per hour (4-hour maximum) + \$100 Deposit	\$75	\$75	\$0	0%
SPORTS FIELD - RENTAL				
Other than tournament - field only - 2 hours only	\$30	\$30	\$0	0%
SPORTS COURT - RENTAL (PER HOUR)				
McCoy Creek Sand Volleyball Court	\$10	\$10	\$0	0%
Lawler Ranch Basketball Court	\$10	\$10	\$0	0%
Patriot Park Basketball Court	\$10	\$10	\$0	0%
Geopp Park Basketball Court	\$10	\$10	\$0	0%
Heritage Park Basketball Court	\$10	\$10	\$0	0%
HERITAGE PARK				
Sports Field No Lights, per hour (4-hour maximum) + \$200 Deposit	\$29	\$32	\$3	10%
Sports Field With Lights, per hour (4-hour maximum) + \$200 Deposit	\$49	\$52	\$3	6%
Heritage Park Restrooms, per day + 100 Deposit	\$30	\$33	\$3	10%
LAMBRECHT SPORTS COMPLEX				
Sports Field No Lights, per hour (4-hour maximum) + \$200 Deposit	\$35	\$37	\$2	6%
Sports Field With Lights, per hour (4-hour maximum) + \$200 Deposit	\$56	\$59	\$3	5%
Tournament-Per Field, Per Day + \$400 Deposit	\$225	\$236	\$11	5%
Tournament- for 2 hours only (bases included)	\$68	\$71	\$3	4%
Site Attendant Required/Per Hour	\$27	\$28	\$1	4%
Prep per field, per prep - required every 4 games	\$32	\$34	\$2	6%
Scoreboard Use	\$25	\$25	\$0	0%
Club House, per hour (4-hour maximum) + \$200 Deposit	\$50	\$60	\$10	20%
MARINA				
Side Tie Vessel in Water	\$95 per month	\$100 per month	\$5	5%
Kayak Storage	\$55 per month	\$58 per month	\$3	5%
Annual Launch Pass	\$125 per year	\$125 per year	\$0	0%
Overnight Guest Berthing, per night (72 hour limit), per foot-length of vessel	\$1.00 per ft.	\$1.25 per ft.	\$0.25	25%
<i>Commercial Use of Marina, Docks, and Boat Launch (other than as provided in separate agreement with City, or when the business is renting a slip and paying business license tax in lieu of this fee.)</i>	10% of Gross Receipts			
<i>Commercial Use of Marina, Docks, and Boat Launch when a business is renting a slip.</i>	No additional fee			
<i>Commercial Use of Marina, Docks, and Boat Launch as provided in a separate agreement.</i>	See agreement.			
BOAT LAUNCH				
Parking fee, per 24 hours	\$10	\$10	\$0	0%
Parking fee, annual pass	\$125	\$125	\$0	0%



MASTER FEE SCHEDULE
Section 4: Recreation & Community Services

Fee Description	Current Fee July 2020	Adopted July 2021	\$ Change	% Change
MONTHLY SLIP RENTAL RATES				
SLIP SIZE	Per Ft	Per Ft		
28 feet	\$6.70	\$7.00	\$0.30	4%
34 feet	\$6.70	\$7.00	\$0.30	4%
40 feet	\$6.70	\$7.00	\$0.30	4%
46 feet	\$6.70	\$7.00	\$0.30	4%
50 feet	\$6.70	\$7.00	\$0.30	4%
JOE NELSON COMMUNITY CENTER				
BANQUET ROOM WITHOUT KITCHEN				
Weekday Rates Class A (non-profit) - per hour	\$131	\$137	\$6	5%
Weekday Rates Class B (private & for-profit) - per hour	\$147	\$154	\$7	5%
Weekend Rates - per hour	\$168	\$176	\$8	5%
Deposit	\$400	\$400	\$0	0%
BANQUET ROOM WITH KITCHEN				
Weekday Rates Class A (non-profit) - per hour	\$142	\$149	\$7	5%
Weekday Rates Class B (private & for-profit) - per hour	\$158	\$166	\$8	5%
Weekend Rates - per hour	\$205	\$215	\$10	5%
Deposit	\$400	\$400	\$0	0%
MEETING ROOM A				
Weekday Rates Class A (non-profit) - per hour	\$43	\$45	\$2	5%
Weekday Rates Class B (private & for-profit) - per hour	\$66	\$69	\$3	5%
Weekend Rates - per hour	\$87	\$91	\$4	5%
Deposit	\$200	\$200	\$0	0%
MEETING ROOM B				
Weekday Rates Class A (non-profit) - per hour	\$48	\$50	\$2	4%
Weekday Rates Class B (private & for-profit) - per hour	\$71	\$75	\$4	6%
Weekend Rates - per hour	\$93	\$98	\$5	5%
Deposit	\$200	\$200	\$0	0%
MEETING ROOM C				
Weekday Rates Class A (non-profit) - per hour	\$39	\$41	\$2	5%
Weekday Rates Class B (private & for-profit) - per hour	\$59	\$62	\$3	5%
Weekend Rates - per hour	\$74	\$78	\$4	5%
Deposit	\$200	\$200	\$0	0%
MEETING ROOMS - MULTIPLE				
Weekend Multi-room Rate, any 2 rooms	\$127	\$133	\$6	5%
Weekend Multi-room Rate, any 3 rooms	\$151	\$159	\$8	5%
Deposit	\$400	\$400	\$0	0%
CLASSROOM 1				
Weekday Rates Class A (non-profit) - per hour	\$32	\$34	\$2	6%
Weekday Rates Class B (private & for-profit) - per hour	\$53	\$56	\$3	6%
Weekend Rates - per hour	\$84	\$88	\$4	5%
Deposit	\$200	\$200	\$0	0%
KITCHEN (WITH MEETING ROOM) RENT				
Weekday Rates Class A (non-profit) - per hour	\$44	\$46	\$2	5%
Weekday Rates Class B (private & for-profit) - per hour	\$50	\$53	\$3	6%
Charge to add additional tables	\$26	\$27	\$1	4%
KITCHEN (WITHOUT MEETING ROOM) RENT				
Normal Business Hours - per hour	\$56	\$59	\$3	5%
Non-Business Hours (2 Hour Minimum) - per hour	\$88	\$92	\$4	5%
Deposit	\$200	\$200	\$0	0%
ADMINISTRATION & MISCELLANEOUS				
Staff cost hourly rate	\$28	\$28	\$0	0%



MASTER FEE SCHEDULE

Section 5: Building

New Construction - Inspection / Permit Fees

IBC Class	IBC Occupancy Type	Project Size Threshold	New Fee					
			Construction Type IA, IB		Construction Type IIA, IIB, IIIA, IIIB, IV		Construction Type VA, VB	
			Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *
A-1	Assembly—Fixed Seating	1,500	\$5,011	\$84.9663	\$4,176	\$70.8052	\$3,341	\$56.6442
-	Theater, Concert Hall	7,500	\$10,109	\$98.1821	\$8,424	\$81.8184	\$6,739	\$65.4547
-		15,000	\$17,472	\$101.9595	\$14,560	\$84.9663	\$11,648	\$67.9730
-		30,000	\$32,766	\$65.8419	\$27,305	\$54.8683	\$21,844	\$43.8946
-		75,000	\$62,395	\$77.5579	\$51,996	\$64.6316	\$41,597	\$51.7053
-		150,000	\$120,564	\$80.3758	\$100,470	\$66.9798	\$80,376	\$53.5839
A-2	Assembly—Food & Drink	1,000	\$5,658	\$143.9099	\$4,715	\$119.9249	\$3,772	\$95.9399
-	Restaurant, Night Club, Bar	5,000	\$11,414	\$166.2864	\$9,512	\$138.5720	\$7,609	\$110.8576
-		10,000	\$19,728	\$172.6797	\$16,440	\$143.8998	\$13,152	\$115.1198
-		20,000	\$36,996	\$111.5040	\$30,830	\$92.9200	\$24,664	\$74.3360
-		50,000	\$70,448	\$131.3505	\$58,706	\$109.4588	\$46,965	\$87.5670
-		100,000	\$136,123	\$136.1228	\$113,436	\$113.4356	\$90,749	\$90.7485
A-3	Assembly—Worship, Amusement	1,200	\$6,573	\$139.3156	\$5,478	\$116.0963	\$4,382	\$92.8771
-	Arcade, Church, Community Hall	6,000	\$13,260	\$161.0142	\$11,050	\$134.1785	\$8,840	\$107.3428
-		12,000	\$22,921	\$167.1954	\$19,101	\$139.3295	\$15,281	\$111.4636
-		24,000	\$42,985	\$107.9741	\$35,821	\$89.9784	\$28,657	\$71.9827
-		60,000	\$81,855	\$127.1843	\$68,213	\$105.9869	\$54,570	\$84.7895
-		120,000	\$158,166	\$131.8050	\$131,805	\$109.8375	\$105,444	\$87.8700
A-4	Assembly—Indoor Sport Viewing	500	\$2,394	\$121.7939	\$1,995	\$101.4949	\$1,596	\$81.1959
-	Arena, Skating Rink, Tennis Court	2,500	\$4,830	\$140.7496	\$4,025	\$117.2913	\$3,220	\$93.8330
-		5,000	\$8,349	\$146.1551	\$6,957	\$121.7959	\$5,566	\$97.4367
-		10,000	\$15,657	\$94.3704	\$13,047	\$78.6420	\$10,438	\$62.9136
-		25,000	\$29,812	\$111.1768	\$24,843	\$92.6473	\$19,875	\$74.1178
-		50,000	\$57,606	\$115.2127	\$48,005	\$96.0106	\$38,404	\$76.8085
A-5	Assembly—Outdoor Activities	1,500	\$3,936	\$66.7395	\$3,280	\$55.6163	\$2,624	\$44.4930
-	Amusement Park, Bleacher, Stadium	7,500	\$7,940	\$77.1135	\$6,617	\$64.2613	\$5,293	\$51.4090
-		15,000	\$13,724	\$80.0981	\$11,436	\$66.7484	\$9,149	\$53.3987
-		30,000	\$25,738	\$51.7070	\$21,449	\$43.0891	\$17,159	\$34.4713
-		75,000	\$49,006	\$60.9182	\$40,839	\$50.7651	\$32,671	\$40.6121
-		150,000	\$94,695	\$63.1301	\$78,913	\$52.6084	\$63,130	\$42.0867
A	A Occupancy Tenant Improvements	1,000	\$5,480	\$139.3724	\$4,567	\$116.1437	\$3,653	\$92.9150
-		5,000	\$11,055	\$161.0748	\$9,212	\$134.2290	\$7,370	\$107.3832
-		10,000	\$19,109	\$167.2712	\$15,924	\$139.3926	\$12,739	\$111.5141
-		20,000	\$35,836	\$107.9993	\$29,863	\$89.9994	\$23,891	\$71.9995
-		50,000	\$68,236	\$127.2297	\$56,863	\$106.0248	\$45,490	\$84.8198
-		100,000	\$131,850	\$131.8505	\$109,875	\$109.8754	\$87,900	\$87.9003
B	Business—Animal Hospital	500	\$3,170	\$161.2755	\$2,642	\$134.3963	\$2,114	\$107.5170
-		2,500	\$6,396	\$186.3602	\$5,330	\$155.3001	\$4,264	\$124.2401
-		5,000	\$11,055	\$193.5564	\$9,212	\$161.2970	\$7,370	\$129.0376
-		10,000	\$20,733	\$124.9875	\$17,277	\$104.1563	\$13,822	\$83.3250
-		25,000	\$39,481	\$147.2277	\$32,901	\$122.6898	\$26,321	\$98.1518
-		50,000	\$76,288	\$152.5757	\$63,573	\$127.1464	\$50,859	\$101.7171
B	Business—Bank	400	\$3,047	\$193.7761	\$2,540	\$161.4801	\$2,032	\$129.1841
-		2,000	\$6,148	\$223.9170	\$5,123	\$186.5975	\$4,099	\$149.2780
-		4,000	\$10,626	\$232.5374	\$8,855	\$193.7811	\$7,084	\$155.0249
-		8,000	\$19,928	\$150.1668	\$16,606	\$125.1390	\$13,285	\$100.1112
-		20,000	\$37,948	\$176.8914	\$31,623	\$147.4095	\$25,298	\$117.9276
-		40,000	\$73,326	\$183.3150	\$61,105	\$152.7625	\$48,884	\$122.2100
B	Business—Barber Shop/Beauty Shop	200	\$1,572	\$199.8588	\$1,310	\$166.5490	\$1,048	\$133.2392
-		1,000	\$3,170	\$230.9618	\$2,642	\$192.4681	\$2,114	\$153.9745
-		2,000	\$5,480	\$239.8245	\$4,567	\$199.8538	\$3,653	\$159.8830
-		4,000	\$10,277	\$154.8785	\$8,564	\$129.0654	\$6,851	\$103.2523
-		10,000	\$19,569	\$182.4515	\$16,308	\$152.0429	\$13,046	\$121.6343
-		20,000	\$37,814	\$189.0720	\$31,512	\$157.5600	\$25,210	\$126.0480

B	Business—Car Wash	800	\$3,815	\$121.3030	\$3,180	\$101.0859	\$2,544	\$80.8687
-	-	4,000	\$7,697	\$140.1920	\$6,414	\$116.8267	\$5,131	\$93.4614
-	-	8,000	\$13,305	\$145.5612	\$11,087	\$121.3010	\$8,870	\$97.0408
-	-	16,000	\$24,950	\$94.0027	\$20,791	\$78.3356	\$16,633	\$62.6685
-	-	40,000	\$47,510	\$110.7283	\$39,592	\$92.2736	\$31,674	\$73.8189
-	-	80,000	\$91,802	\$114.7522	\$76,501	\$95.6268	\$61,201	\$76.5014
B	Business—Clinic, Outpatient	500	\$3,881	\$197.4197	\$3,234	\$164.5164	\$2,587	\$131.6131
-	-	2,500	\$7,830	\$228.1590	\$6,525	\$190.1325	\$5,220	\$152.1060
-	-	5,000	\$13,533	\$236.9157	\$11,278	\$197.4298	\$9,022	\$157.9438
-	-	10,000	\$25,379	\$152.9948	\$21,149	\$127.4957	\$16,920	\$101.9965
-	-	25,000	\$48,329	\$180.2244	\$40,274	\$150.1870	\$32,219	\$120.1496
-	-	50,000	\$93,385	\$186.7692	\$77,821	\$155.6410	\$62,256	\$124.5128
B	Business—Dry Cleaning	200	\$1,572	\$199.8588	\$1,310	\$166.5490	\$1,048	\$133.2392
-	-	1,000	\$3,170	\$230.9618	\$2,642	\$192.4681	\$2,114	\$153.9745
-	-	2,000	\$5,480	\$239.8245	\$4,567	\$199.8538	\$3,653	\$159.8830
-	-	4,000	\$10,277	\$154.8785	\$8,564	\$129.0654	\$6,851	\$103.2523
-	-	10,000	\$19,569	\$182.4515	\$16,308	\$152.0429	\$13,046	\$121.6343
-	-	20,000	\$37,814	\$189.0720	\$31,512	\$157.5600	\$25,210	\$126.0480
B	Business—Laboratory	500	\$3,105	\$157.9357	\$2,587	\$131.6131	\$2,070	\$105.2905
-	-	2,500	\$6,264	\$182.5272	\$5,220	\$152.1060	\$4,176	\$121.6848
-	-	5,000	\$10,827	\$189.5326	\$9,022	\$157.9438	\$7,218	\$126.3550
-	-	10,000	\$20,303	\$122.3958	\$16,920	\$101.9965	\$13,536	\$81.5972
-	-	25,000	\$38,663	\$144.1795	\$32,219	\$120.1496	\$25,775	\$96.1197
-	-	50,000	\$74,708	\$149.4154	\$62,256	\$124.5128	\$49,805	\$99.6102
B	Business—Motor Vehicle Showroom	500	\$3,170	\$161.2755	\$2,642	\$134.3963	\$2,114	\$107.5170
-	-	2,500	\$6,396	\$186.3602	\$5,330	\$155.3001	\$4,264	\$124.2401
-	-	5,000	\$11,055	\$193.5564	\$9,212	\$161.2970	\$7,370	\$129.0376
-	-	10,000	\$20,733	\$124.9875	\$17,277	\$104.1563	\$13,822	\$83.3250
-	-	25,000	\$39,481	\$147.2277	\$32,901	\$122.6898	\$26,321	\$98.1518
-	-	50,000	\$76,288	\$152.5757	\$63,573	\$127.1464	\$50,859	\$101.7171
B	Business—Professional Office	1,000	\$5,480	\$139.3724	\$4,567	\$116.1437	\$3,653	\$92.9150
-	-	5,000	\$11,055	\$161.0748	\$9,212	\$134.2290	\$7,370	\$107.3832
-	-	10,000	\$19,109	\$167.2712	\$15,924	\$139.3926	\$12,739	\$111.5141
-	-	20,000	\$35,836	\$107.9993	\$29,863	\$89.9994	\$23,891	\$71.9995
-	-	50,000	\$68,236	\$127.2297	\$56,863	\$106.0248	\$45,490	\$84.8198
-	-	100,000	\$131,850	\$131.8505	\$109,875	\$109.8754	\$87,900	\$87.9003
B	Business—High Rise Office	20,000	\$25,959	\$78.9669	\$21,633	\$65.8057	\$17,306	\$52.6446
-	-	100,000	\$89,133	\$55.4793	\$74,277	\$46.2328	\$59,422	\$36.9862
-	-	200,000	\$144,612	\$48.0053	\$120,510	\$40.0044	\$96,408	\$32.0035
-	-	400,000	\$240,622	\$49.8199	\$200,519	\$41.5166	\$160,415	\$33.2133
-	-	1,000,000	\$539,542	\$49.8738	\$449,618	\$41.5615	\$359,695	\$33.2492
-	-	2,000,000	\$1,038,280	\$51.9140	\$865,233	\$43.2617	\$692,187	\$34.6093
B	B Occupancy Tenant Improvements	1,000	\$2,993	\$76.1288	\$2,494	\$63.4406	\$1,995	\$50.7525
-	-	5,000	\$6,038	\$87.9457	\$5,032	\$73.2881	\$4,025	\$58.6305
-	-	10,000	\$10,435	\$91.3545	\$8,696	\$76.1288	\$6,957	\$60.9030
-	-	20,000	\$19,571	\$58.9941	\$16,309	\$49.1618	\$13,047	\$39.3294
-	-	50,000	\$37,269	\$69.4779	\$31,058	\$57.8983	\$24,846	\$46.3186
-	-	100,000	\$72,008	\$72.0080	\$60,007	\$60.0066	\$48,005	\$48.0053
E	Educational—Group Occupancy	1,000	\$5,480	\$139.3724	\$4,567	\$116.1437	\$3,653	\$92.9150
-	6+ persons, up to the 12th Grade	5,000	\$11,055	\$161.0748	\$9,212	\$134.2290	\$7,370	\$107.3832
-	-	10,000	\$19,109	\$167.2712	\$15,924	\$139.3926	\$12,739	\$111.5141
-	-	20,000	\$35,836	\$107.9993	\$29,863	\$89.9994	\$23,891	\$71.9995
-	-	50,000	\$68,236	\$127.2297	\$56,863	\$106.0248	\$45,490	\$84.8198
-	-	100,000	\$131,850	\$131.8505	\$109,875	\$109.8754	\$87,900	\$87.9003
E	Educational—Day Care	500	\$3,170	\$161.2755	\$2,642	\$134.3963	\$2,114	\$107.5170
-	5+ children, older than 2 1/2 yrs	2,500	\$6,396	\$186.3602	\$5,330	\$155.3001	\$4,264	\$124.2401
-	-	5,000	\$11,055	\$193.5564	\$9,212	\$161.2970	\$7,370	\$129.0376
-	-	10,000	\$20,733	\$124.9875	\$17,277	\$104.1563	\$13,822	\$83.3250
-	-	25,000	\$39,481	\$147.2277	\$32,901	\$122.6898	\$26,321	\$98.1518
-	-	50,000	\$76,288	\$152.5757	\$63,573	\$127.1464	\$50,859	\$101.7171
E	E Occupancy Tenant Improvements	1,000	\$2,993	\$76.1288	\$2,494	\$63.4406	\$1,995	\$50.7525
-	-	5,000	\$6,038	\$87.9457	\$5,032	\$73.2881	\$4,025	\$58.6305
-	-	10,000	\$10,435	\$91.3545	\$8,696	\$76.1288	\$6,957	\$60.9030
-	-	20,000	\$19,571	\$58.9941	\$16,309	\$49.1618	\$13,047	\$39.3294
-	-	50,000	\$37,269	\$69.4779	\$31,058	\$57.8983	\$24,846	\$46.3186
-	-	100,000	\$72,008	\$72.0080	\$60,007	\$60.0066	\$48,005	\$48.0053
F-1	Factory Industrial—Moderate Hazard	4,000	\$8,349	\$126.9994	\$6,957	\$105.8329	\$5,566	\$84.6663
-	-	20,000	\$28,669	\$89.1911	\$23,891	\$74.3259	\$19,112	\$59.4607
-	-	40,000	\$46,507	\$77.1923	\$38,756	\$64.3269	\$31,005	\$51.4615
-	-	80,000	\$77,384	\$80.1253	\$64,486	\$66.7711	\$51,589	\$53.4169
-	-	200,000	\$173,534	\$80.1980	\$144,612	\$66.8317	\$115,689	\$53.4654
-	-	400,000	\$333,930	\$83.4826	\$278,275	\$69.5688	\$222,620	\$55.6550

Item 7
Attachment 6 - Exhibit A

F-2	Factory Industrial—Low Hazard	3,000	\$12,764	\$108.2165	\$10,636	\$90.1804	\$8,509	\$72.1443
-	-	15,000	\$25,750	\$125.0633	\$21,458	\$104.2194	\$17,166	\$83.3755
-	-	30,000	\$44,509	\$129.8507	\$37,091	\$108.2089	\$29,673	\$86.5671
-	-	60,000	\$83,464	\$83.8603	\$69,554	\$69.8836	\$55,643	\$55.9069
-	-	150,000	\$158,939	\$98.7780	\$132,449	\$82.3150	\$105,959	\$65.8520
-	-	300,000	\$307,106	\$102.3686	\$255,921	\$85.3071	\$204,737	\$68.2457
F	F Occupancy Tenant Improvements	2,000	\$4,001	\$50.8828	\$3,334	\$42.4023	\$2,668	\$33.9219
-	-	10,000	\$8,072	\$58.8062	\$6,727	\$49.0052	\$5,381	\$39.2042
-	-	20,000	\$13,953	\$61.0606	\$11,627	\$50.8838	\$9,302	\$40.7070
-	-	40,000	\$26,165	\$39.4344	\$21,804	\$32.8620	\$17,443	\$26.2896
-	-	100,000	\$49,825	\$46.4560	\$41,521	\$38.7133	\$33,217	\$30.9706
-	-	200,000	\$96,281	\$48.1406	\$80,234	\$40.1172	\$64,188	\$32.0938
H-1	High Hazard Group H-1	1,000	\$5,111	\$130.0022	\$4,259	\$108.3351	\$3,407	\$86.6681
-	Pose a detonation hazard	5,000	\$10,311	\$150.2072	\$8,593	\$125.1727	\$6,874	\$100.1381
-	-	10,000	\$17,821	\$155.9945	\$14,851	\$129.9954	\$11,881	\$103.9963
-	-	20,000	\$33,421	\$100.7475	\$27,851	\$83.9563	\$22,281	\$67.1650
-	-	50,000	\$63,645	\$118.6649	\$53,038	\$98.8874	\$42,430	\$79.1099
-	-	100,000	\$122,978	\$122.9776	\$102,481	\$102.4813	\$81,985	\$81.9851
H-2	High Hazard Group H-2	2,000	\$11,534	\$146.6762	\$9,612	\$122.2302	\$7,689	\$97.7842
-	Pose a deflagration hazard	10,000	\$23,268	\$169.5103	\$19,390	\$141.2586	\$15,512	\$113.0069
-	-	20,000	\$40,219	\$176.0066	\$33,516	\$146.6722	\$26,813	\$117.3378
-	-	40,000	\$75,420	\$113.6694	\$62,850	\$94.7245	\$50,280	\$75.7796
-	-	100,000	\$143,622	\$133.9018	\$119,685	\$111.5848	\$95,748	\$89.2678
-	-	200,000	\$277,524	\$138.7619	\$231,270	\$115.6349	\$185,016	\$92.5079
H-3	High Hazard Group H-3	1,000	\$7,667	\$195.0032	\$6,389	\$162.5027	\$5,111	\$130.0022
-	Readily support combustion	5,000	\$15,467	\$225.3108	\$12,889	\$187.7590	\$10,311	\$150.2072
-	-	10,000	\$26,732	\$233.9918	\$22,277	\$194.9931	\$17,821	\$155.9945
-	-	20,000	\$50,131	\$151.1213	\$41,776	\$125.9344	\$33,421	\$100.7475
-	-	50,000	\$95,468	\$177.9974	\$79,556	\$148.3311	\$63,645	\$118.6649
-	-	100,000	\$184,466	\$184.4664	\$153,722	\$153.7220	\$122,978	\$122.9776
H-4	High Hazard Group H-4	1,000	\$6,133	\$156.0026	\$5,111	\$130.0022	\$4,089	\$104.0017
-	Pose health hazards	5,000	\$12,373	\$180.2486	\$10,311	\$150.2072	\$8,249	\$120.1658
-	-	10,000	\$21,386	\$187.1934	\$17,821	\$155.9945	\$14,257	\$124.7956
-	-	20,000	\$40,105	\$120.8970	\$33,421	\$100.7475	\$26,737	\$80.5980
-	-	50,000	\$76,374	\$142.3979	\$63,645	\$118.6649	\$50,916	\$94.9319
-	-	100,000	\$147,573	\$147.5731	\$122,978	\$122.9776	\$98,382	\$98.3821
H-5	High Hazard Group H-5	1,000	\$6,133	\$156.0026	\$5,111	\$130.0022	\$4,089	\$104.0017
-	Semiconductor Fabrication, R&D	5,000	\$12,373	\$180.2486	\$10,311	\$150.2072	\$8,249	\$120.1658
-	-	10,000	\$21,386	\$187.1934	\$17,821	\$155.9945	\$14,257	\$124.7956
-	-	20,000	\$40,105	\$120.8970	\$33,421	\$100.7475	\$26,737	\$80.5980
-	-	50,000	\$76,374	\$142.3979	\$63,645	\$118.6649	\$50,916	\$94.9319
-	-	100,000	\$147,573	\$147.5731	\$122,978	\$122.9776	\$98,382	\$98.3821
H	H Occupancy Tenant Improvements	1,000	\$3,105	\$78.9679	\$2,587	\$65.8066	\$2,070	\$52.6452
-	-	5,000	\$6,264	\$91.2636	\$5,220	\$76.0530	\$4,176	\$60.8424
-	-	10,000	\$10,827	\$94.7663	\$9,022	\$78.9719	\$7,218	\$63.1775
-	-	20,000	\$20,303	\$61.1979	\$16,920	\$50.9983	\$13,536	\$40.7986
-	-	50,000	\$38,663	\$72.0898	\$32,219	\$60.0748	\$25,775	\$48.0598
-	-	100,000	\$74,708	\$74.7077	\$62,256	\$62.2564	\$49,805	\$49.8051
I-1	Institutional—7+ persons, ambulatory	2,000	\$8,221	\$104.5623	\$6,851	\$87.1352	\$5,481	\$69.7082
-	-	10,000	\$16,586	\$120.8243	\$13,822	\$100.6869	\$11,057	\$80.5495
-	-	20,000	\$28,669	\$125.4541	\$23,891	\$104.5451	\$19,112	\$83.6361
-	-	40,000	\$53,759	\$81.0303	\$44,800	\$67.5252	\$35,840	\$54.0202
-	-	100,000	\$102,378	\$95.4450	\$85,315	\$79.5375	\$68,252	\$63.6300
-	-	200,000	\$197,823	\$98.9113	\$164,852	\$82.4261	\$131,882	\$65.9409
I-2	Institutional—6+ persons, non-ambulatory	2,000	\$10,277	\$130.7028	\$8,564	\$108.9190	\$6,851	\$87.1352
-	-	10,000	\$20,733	\$151.0304	\$17,277	\$125.8586	\$13,822	\$100.6869
-	-	20,000	\$35,836	\$156.8177	\$29,863	\$130.6814	\$23,891	\$104.5451
-	-	40,000	\$67,199	\$101.2879	\$55,999	\$84.4065	\$44,800	\$67.5252
-	-	100,000	\$127,972	\$119.3063	\$106,643	\$99.4219	\$85,315	\$79.5375
-	-	200,000	\$247,278	\$123.6392	\$206,065	\$103.0326	\$164,852	\$82.4261
I-3	Institutional—6+ persons, restrained	2,000	\$10,277	\$130.7028	\$8,564	\$108.9190	\$6,851	\$87.1352
-	-	10,000	\$20,733	\$151.0304	\$17,277	\$125.8586	\$13,822	\$100.6869
-	-	20,000	\$35,836	\$156.8177	\$29,863	\$130.6814	\$23,891	\$104.5451
-	-	40,000	\$67,199	\$101.2879	\$55,999	\$84.4065	\$44,800	\$67.5252
-	-	100,000	\$127,972	\$119.3063	\$106,643	\$99.4219	\$85,315	\$79.5375
-	-	200,000	\$247,278	\$123.6392	\$206,065	\$103.0326	\$164,852	\$82.4261
I-4	Institutional—6+ persons, day care	1,000	\$5,480	\$139.3724	\$4,567	\$116.1437	\$3,653	\$92.9150
-	-	5,000	\$11,055	\$161.0748	\$9,212	\$134.2290	\$7,370	\$107.3832
-	-	10,000	\$19,109	\$167.2712	\$15,924	\$139.3926	\$12,739	\$111.5141
-	-	20,000	\$35,836	\$107.9993	\$29,863	\$89.9994	\$23,891	\$71.9995
-	-	50,000	\$68,236	\$127.2297	\$56,863	\$106.0248	\$45,490	\$84.8198
-	-	100,000	\$131,850	\$131.8505	\$109,875	\$109.8754	\$87,900	\$87.9003

Item 7
Attachment 6 - Exhibit A

I	I Occupancy Tenant Improvements	1,000	\$4,384	\$111.4979	\$3,653	\$92.9150	\$2,923	\$74.3320
-	-	5,000	\$8,844	\$128.8598	\$7,370	\$107.3832	\$5,896	\$85.9066
-	-	10,000	\$15,287	\$133.8169	\$12,739	\$111.5141	\$10,191	\$89.2113
-	-	20,000	\$28,669	\$86.3994	\$23,891	\$71.9995	\$19,112	\$57.5996
-	-	50,000	\$54,588	\$101.7838	\$45,490	\$84.8198	\$36,392	\$67.8558
-	-	100,000	\$105,480	\$105.4804	\$87,900	\$87.9003	\$70,320	\$70.3202
L	Labs (California ONLY)	2,000	\$10,211	\$129.8658	\$8,509	\$108.2215	\$6,807	\$86.5772
-	-	10,000	\$20,600	\$150.0577	\$17,167	\$125.0481	\$13,734	\$100.0385
-	-	20,000	\$35,606	\$155.8268	\$29,672	\$129.8557	\$23,737	\$103.8846
-	-	40,000	\$66,772	\$100.6324	\$55,643	\$83.8603	\$44,514	\$67.0882
-	-	100,000	\$127,151	\$118.5457	\$105,959	\$98.7881	\$84,767	\$79.0305
-	-	200,000	\$245,697	\$122.8483	\$204,747	\$102.3736	\$163,798	\$81.8989
M	Mercantile—Department & Drug Store	1,000	\$5,480	\$139.3724	\$4,567	\$116.1437	\$3,653	\$92.9150
-	-	5,000	\$11,055	\$161.0748	\$9,212	\$134.2290	\$7,370	\$107.3832
-	-	10,000	\$19,109	\$167.2712	\$15,924	\$139.3926	\$12,739	\$111.5141
-	-	20,000	\$35,836	\$107.9993	\$29,863	\$89.9994	\$23,891	\$71.9995
-	-	50,000	\$68,236	\$127.2297	\$56,863	\$106.0248	\$45,490	\$84.8198
-	-	100,000	\$131,850	\$131.8505	\$109,875	\$109.8754	\$87,900	\$87.9003
M	Mercantile—Market	2,000	\$9,798	\$124.6163	\$8,165	\$103.8469	\$6,532	\$83.0776
-	-	10,000	\$19,768	\$143.9856	\$16,473	\$119.9880	\$13,178	\$95.9904
-	-	20,000	\$34,166	\$149.5305	\$28,472	\$124.6088	\$22,778	\$99.6870
-	-	40,000	\$64,072	\$96.5762	\$53,394	\$80.4802	\$42,715	\$64.3841
-	-	100,000	\$122,018	\$113.7462	\$101,682	\$94.7885	\$81,345	\$75.8308
-	-	200,000	\$235,764	\$117.8822	\$196,470	\$98.2351	\$157,176	\$78.5881
M	Mercantile—Motor fuel-dispensing	400	\$2,993	\$190.2992	\$2,494	\$158.5826	\$1,995	\$126.8661
-	-	2,000	\$6,038	\$219.9174	\$5,031	\$183.2645	\$4,025	\$146.6116
-	-	4,000	\$10,436	\$228.3560	\$8,697	\$190.2966	\$6,957	\$152.2373
-	-	8,000	\$19,570	\$147.4651	\$16,308	\$122.8875	\$13,047	\$98.3100
-	-	20,000	\$37,266	\$173.7251	\$31,055	\$144.7709	\$24,844	\$115.8167
-	-	40,000	\$72,011	\$180.0275	\$60,009	\$150.0229	\$48,007	\$120.0183
M	Mercantile—Retail or wholesale store	1,000	\$5,480	\$139.3724	\$4,567	\$116.1437	\$3,653	\$92.9150
-	-	5,000	\$11,055	\$161.0748	\$9,212	\$134.2290	\$7,370	\$107.3832
-	-	10,000	\$19,109	\$167.2712	\$15,924	\$139.3926	\$12,739	\$111.5141
-	-	20,000	\$35,836	\$107.9993	\$29,863	\$89.9994	\$23,891	\$71.9995
-	-	50,000	\$68,236	\$127.2297	\$56,863	\$106.0248	\$45,490	\$84.8198
-	-	100,000	\$131,850	\$131.8505	\$109,875	\$109.8754	\$87,900	\$87.9003
M	M Occupancy Tenant Improvements	1,000	\$2,993	\$76.1288	\$2,494	\$63.4406	\$1,995	\$50.7525
-	-	5,000	\$6,038	\$87.9457	\$5,032	\$73.2881	\$4,025	\$58.6305
-	-	10,000	\$10,435	\$91.3545	\$8,696	\$76.1288	\$6,957	\$60.9030
-	-	20,000	\$19,571	\$58.9941	\$16,309	\$49.1618	\$13,047	\$39.3294
-	-	50,000	\$37,269	\$69.4779	\$31,058	\$57.8983	\$24,846	\$46.3186
-	-	100,000	\$72,008	\$72.0080	\$60,007	\$60.0066	\$48,005	\$48.0053
R-1	Residential—Transient	2,000	\$20,583	\$91.9908	\$17,153	\$76.6590	\$13,722	\$61.3272
-	Boarding Houses, Hotels, Motels	10,000	\$27,943	\$78.9315	\$23,286	\$65.7763	\$18,628	\$52.6210
-	-	20,000	\$35,836	\$29.8607	\$29,863	\$24.8839	\$23,891	\$19.9071
-	-	40,000	\$41,808	\$8.5193	\$34,840	\$7.0995	\$27,872	\$5.6796
-	-	100,000	\$46,920	\$11.1050	\$39,100	\$9.2541	\$31,280	\$7.4033
-	-	200,000	\$58,025	\$29.0123	\$48,354	\$24.1769	\$38,683	\$19.3415
R-2	Residential—Permanent, 2+ Dwellings	1,500	\$16,423	\$97.8576	\$13,686	\$81.5480	\$10,949	\$65.2384
-	Apartment, Dormitory, Timeshare	7,500	\$22,294	\$83.9462	\$18,579	\$69.9551	\$14,863	\$55.9641
-	-	15,000	\$28,590	\$31.7696	\$23,825	\$26.4746	\$19,060	\$21.1797
-	-	30,000	\$33,356	\$9.0749	\$27,796	\$7.5624	\$22,237	\$6.0499
-	-	75,000	\$37,439	\$11.8019	\$31,200	\$9.8349	\$24,960	\$7.8679
-	-	150,000	\$46,291	\$30.8606	\$38,576	\$25.7171	\$30,861	\$20.5737
R-3	Dwellings—Custom Homes	1,500	\$9,197	\$328.7929	\$7,664	\$273.9941	\$6,131	\$219.1953
-	-	2,500	\$12,485	\$352.6163	\$10,404	\$293.8469	\$8,323	\$235.0775
-	-	3,500	\$16,011	\$266.9051	\$13,342	\$222.4209	\$10,674	\$177.9368
-	-	4,500	\$18,680	\$114.3674	\$15,567	\$95.3061	\$12,453	\$76.2449
-	-	6,500	\$20,967	\$141.5962	\$17,473	\$117.9969	\$13,978	\$94.3975
-	-	10,000	\$25,923	\$259.2317	\$21,603	\$216.0264	\$17,282	\$172.8211
R-3	Dwellings—Models, First Master Plan	1,500	\$9,197	\$328.7929	\$7,664	\$273.9941	\$6,131	\$219.1953
-	-	2,500	\$12,485	\$352.6163	\$10,404	\$293.8469	\$8,323	\$235.0775
-	-	3,500	\$16,011	\$266.9051	\$13,342	\$222.4209	\$10,674	\$177.9368
-	-	4,500	\$18,680	\$114.3674	\$15,567	\$95.3061	\$12,453	\$76.2449
-	-	6,500	\$20,967	\$141.5962	\$17,473	\$117.9969	\$13,978	\$94.3975
-	-	10,000	\$25,923	\$259.2317	\$21,603	\$216.0264	\$17,282	\$172.8211
R-3	Dwellings—Production Phase	1,500	\$7,117	\$254.4215	\$5,930	\$212.0179	\$4,744	\$169.6144
-	of Master Plan (repeats)	2,500	\$9,661	\$272.8515	\$8,051	\$227.3763	\$6,441	\$181.9010
-	-	3,500	\$12,389	\$206.5172	\$10,324	\$172.0977	\$8,260	\$137.6782
-	-	4,500	\$14,454	\$88.5139	\$12,045	\$73.7616	\$9,636	\$59.0093
-	-	6,500	\$16,225	\$109.5388	\$13,521	\$91.2824	\$10,816	\$73.0259
-	-	10,000	\$20,059	\$200.5860	\$16,716	\$167.1550	\$13,372	\$133.7240

R-3	Dwellings—Alternate Materials	1,500	\$9,197	\$328.7929	\$7,664	\$273.9941	\$6,131	\$219.1953
-	-	2,500	\$12,485	\$352.6163	\$10,404	\$293.8469	\$8,323	\$235.0775
-	-	3,500	\$16,011	\$266.9051	\$13,342	\$222.4209	\$10,674	\$177.9368
-	-	4,500	\$18,680	\$114.3674	\$15,567	\$95.3061	\$12,453	\$76.2449
-	-	6,500	\$20,967	\$141.5962	\$17,473	\$117.9969	\$13,978	\$94.3975
-	-	10,000	\$25,923	\$259.2317	\$21,603	\$216.0264	\$17,282	\$172.8211
R-4	Residential—Assisted Living (6-16 persons)	1,500	\$16,423	\$97.8576	\$13,686	\$81.5480	\$10,949	\$65.2384
-	-	7,500	\$22,294	\$83.9462	\$18,579	\$69.9551	\$14,863	\$55.9641
-	-	15,000	\$28,590	\$31.7696	\$23,825	\$26.4746	\$19,060	\$21.1797
-	-	30,000	\$33,356	\$9.0749	\$27,796	\$7.5624	\$22,237	\$6.0499
-	-	75,000	\$37,439	\$11.8019	\$31,200	\$9.8349	\$24,960	\$7.8679
-	-	150,000	\$46,291	\$30.8606	\$38,576	\$25.7171	\$30,861	\$20.5737
R	R Occupancy Tenant Improvements	1,000	\$3,969	\$35.4813	\$3,307	\$29.5678	\$2,646	\$23.6542
-	-	5,000	\$5,388	\$30.4364	\$4,490	\$25.3636	\$3,592	\$20.2909
-	-	10,000	\$6,910	\$11.4989	\$5,758	\$9.5824	\$4,607	\$7.6659
-	-	20,000	\$8,060	\$3.2825	\$6,717	\$2.7354	\$5,373	\$2.1883
-	-	50,000	\$9,045	\$4.2723	\$7,537	\$3.5603	\$6,030	\$2.8482
-	-	100,000	\$11,181	\$11.1807	\$9,317	\$9.3173	\$7,454	\$7.4538
S-1	Storage—Moderate Hazard	1,000	\$3,105	\$78.9679	\$2,587	\$65.8066	\$2,070	\$52.6452
-	-	5,000	\$6,264	\$91.2636	\$5,220	\$76.0530	\$4,176	\$60.8424
-	-	10,000	\$10,827	\$94.7663	\$9,022	\$78.9719	\$7,218	\$63.1775
-	-	20,000	\$20,303	\$61.1979	\$16,920	\$50.9983	\$13,536	\$40.7986
-	-	50,000	\$38,663	\$32.0898	\$32,219	\$60.0748	\$25,775	\$48.0598
-	-	100,000	\$74,708	\$74.7077	\$62,256	\$62.2564	\$49,805	\$49.8051
S-1	Storage—Moderate Hazard, Repair Garage	500	\$2,394	\$121.7939	\$1,995	\$101.4949	\$1,596	\$81.1959
-	Motor Vehicles (not High Hazard)	2,500	\$4,830	\$140.7496	\$4,025	\$117.2913	\$3,220	\$93.8330
-	-	5,000	\$8,349	\$146.1551	\$6,957	\$121.7959	\$5,566	\$97.4367
-	-	10,000	\$15,657	\$94.3704	\$13,047	\$78.6420	\$10,438	\$62.9136
-	-	25,000	\$29,812	\$111.1768	\$24,843	\$92.6473	\$19,875	\$74.1178
-	-	50,000	\$57,606	\$115.2127	\$48,005	\$96.0106	\$38,404	\$76.8085
S-2	Storage—Low Hazard	500	\$2,993	\$152.2424	\$2,494	\$126.8686	\$1,995	\$101.4949
-	-	2,500	\$6,038	\$175.9370	\$5,031	\$146.6141	\$4,025	\$117.2913
-	-	5,000	\$10,436	\$182.6939	\$8,697	\$152.2449	\$6,957	\$121.7959
-	-	10,000	\$19,571	\$117.9630	\$16,309	\$98.3025	\$13,047	\$78.6420
-	-	25,000	\$37,265	\$138.9710	\$31,054	\$115.8091	\$24,843	\$92.6473
-	-	50,000	\$72,008	\$144.0159	\$60,007	\$120.0133	\$48,005	\$96.0106
S-2	Storage—Low Hazard, Aircraft Hangar	1,000	\$3,881	\$98.7098	\$3,234	\$82.2582	\$2,587	\$65.8066
-	-	5,000	\$7,830	\$114.0795	\$6,525	\$95.0663	\$5,220	\$76.0530
-	-	10,000	\$13,533	\$118.4579	\$11,278	\$98.7149	\$9,022	\$78.9719
-	-	20,000	\$25,379	\$76.4974	\$21,149	\$63.7478	\$16,920	\$50.9983
-	-	50,000	\$48,329	\$90.1122	\$40,274	\$75.0935	\$32,219	\$60.0748
-	-	100,000	\$93,385	\$93.3846	\$77,821	\$77.8205	\$62,256	\$62.2564
S-2	Storage—Low Hazard, Parking Garages	1,000	\$2,536	\$64.5178	\$2,114	\$53.7648	\$1,691	\$43.0119
-	Open or Enclosed	5,000	\$5,117	\$74.5380	\$4,264	\$62.1150	\$3,411	\$49.6920
-	-	10,000	\$8,844	\$77.4104	\$7,370	\$64.5087	\$5,896	\$51.6070
-	-	20,000	\$16,585	\$49.9990	\$13,821	\$41.6659	\$11,057	\$33.3327
-	-	50,000	\$31,585	\$58.8790	\$26,321	\$49.0658	\$21,056	\$39.2526
-	-	100,000	\$61,024	\$61.0242	\$50,854	\$50.8535	\$40,683	\$40.6828
S	S Occupancy Tenant Improvements	1,000	\$1,804	\$45.8780	\$1,503	\$38.2317	\$1,203	\$30.5853
-	-	5,000	\$3,639	\$53.0250	\$3,033	\$44.1875	\$2,426	\$35.3500
-	-	10,000	\$6,290	\$55.0551	\$5,242	\$45.8793	\$4,194	\$36.7034
-	-	20,000	\$11,796	\$35.5470	\$9,830	\$29.6225	\$7,864	\$23.6980
-	-	50,000	\$22,460	\$41.8898	\$18,717	\$34.9081	\$14,973	\$27.9265
-	-	100,000	\$43,405	\$43.4048	\$36,171	\$36.1706	\$28,937	\$28.9365
U	Accessory—Barn or Shed	200	\$1,207	\$153.4922	\$1,006	\$127.9102	\$805	\$102.3282
-	-	1,000	\$2,435	\$177.3762	\$2,029	\$147.8135	\$1,623	\$118.2508
-	-	2,000	\$4,209	\$184.1937	\$3,507	\$153.4948	\$2,806	\$122.7958
-	-	4,000	\$7,893	\$118.9376	\$6,577	\$99.1147	\$5,262	\$79.2917
-	-	10,000	\$15,029	\$140.1072	\$12,524	\$116.7560	\$10,019	\$93.4048
-	-	20,000	\$29,040	\$145.1976	\$24,200	\$120.9980	\$19,360	\$96.7984
U	Accessory—Private Garage	200	\$1,207	\$153.4922	\$1,006	\$127.9102	\$805	\$102.3282
-	-	1,000	\$2,435	\$177.3762	\$2,029	\$147.8135	\$1,623	\$118.2508
-	-	2,000	\$4,209	\$184.1937	\$3,507	\$153.4948	\$2,806	\$122.7958
-	-	4,000	\$7,893	\$118.9376	\$6,577	\$99.1147	\$5,262	\$79.2917
-	-	10,000	\$15,029	\$140.1072	\$12,524	\$116.7560	\$10,019	\$93.4048
-	-	20,000	\$29,040	\$145.1976	\$24,200	\$120.9980	\$19,360	\$96.7984
U	Accessory—Other	1,000	\$3,170	\$80.6472	\$2,642	\$67.2060	\$2,114	\$53.7648
-	-	5,000	\$6,396	\$93.1725	\$5,330	\$77.6438	\$4,264	\$62.1150
-	-	10,000	\$11,055	\$96.7631	\$9,212	\$80.6359	\$7,370	\$64.5087
-	-	20,000	\$20,731	\$62.4988	\$17,276	\$52.0823	\$13,821	\$41.6659
-	-	50,000	\$39,481	\$73.5987	\$32,901	\$61.3323	\$26,321	\$49.0658
-	-	100,000	\$76,280	\$76.2803	\$63,567	\$63.5669	\$50,854	\$50.8535

Item 7
Attachment 6 - Exhibit A

-	Other Tenant Improvements	1,000	\$2,993	\$76.1288	\$2,494	\$63.4406	\$1,995	\$50.7525
-	-	5,000	\$6,038	\$87.9457	\$5,032	\$73.2881	\$4,025	\$58.6305
-	-	10,000	\$10,435	\$91.3545	\$8,696	\$76.1288	\$6,957	\$60.9030
-	-	20,000	\$19,571	\$58.9941	\$16,309	\$49.1618	\$13,047	\$39.3294
-	-	50,000	\$37,269	\$69.4779	\$31,058	\$57.8983	\$24,846	\$46.3186
-	-	100,000	\$72,008	\$72.0080	\$60,007	\$60.0066	\$48,005	\$48.0053
R-3	Residential Room Addition	50	\$2,026	\$362.0736	\$1,688	\$301.7280	\$1,350	\$241.3824
-	-	250	\$2,750	\$310.6356	\$2,291	\$258.8630	\$1,833	\$207.0904
-	-	500	\$3,526	\$117.5489	\$2,939	\$97.9574	\$2,351	\$78.3659
-	-	1,000	\$4,114	\$33.5825	\$3,428	\$27.9854	\$2,743	\$22.3883
-	-	2,500	\$4,618	\$43.6623	\$3,848	\$36.3853	\$3,078	\$29.1082
-	-	5,000	\$5,709	\$114.1856	\$4,758	\$95.1546	\$3,806	\$76.1237
SHELL BUILDINGS								
-	All Shell Buildings	1,000	\$3,247	\$82.5827	\$2,706	\$68.8189	\$2,165	\$55.0551
-	-	5,000	\$6,550	\$95.4450	\$5,459	\$79.5375	\$4,367	\$63.6300
-	-	10,000	\$11,323	\$99.0931	\$9,435	\$82.5776	\$7,548	\$66.0621
-	-	20,000	\$21,232	\$64.0017	\$17,693	\$53.3347	\$14,155	\$42.6678
-	-	50,000	\$40,432	\$75.3864	\$33,694	\$62.8220	\$26,955	\$50.2576
-	-	100,000	\$78,126	\$78.1255	\$65,105	\$65.1046	\$52,084	\$52.0837
A-2	Shell: Assembly—Food & Drink	1,000	\$3,717	\$94.5390	\$3,098	\$78.7825	\$2,478	\$63.0260
-	-	5,000	\$7,499	\$109.2497	\$6,249	\$91.0414	\$4,999	\$72.8331
-	-	10,000	\$12,961	\$113.4432	\$10,801	\$94.5360	\$8,641	\$75.6288
-	-	20,000	\$24,305	\$73.2694	\$20,255	\$61.0579	\$16,204	\$48.8463
-	-	50,000	\$46,286	\$86.2944	\$38,572	\$71.9120	\$30,858	\$57.5296
-	-	100,000	\$89,433	\$89.4335	\$74,528	\$74.5279	\$59,622	\$59.6223
B	Shell: Business—Clinic, Outpatient	1,000	\$4,646	\$118.1738	\$3,872	\$98.4782	\$3,098	\$78.7825
-	-	5,000	\$9,373	\$136.5621	\$7,811	\$113.8018	\$6,249	\$91.0414
-	-	10,000	\$16,201	\$141.8040	\$13,501	\$118.1700	\$10,801	\$94.5360
-	-	20,000	\$30,382	\$91.5868	\$25,318	\$76.3223	\$20,255	\$61.0579
-	-	50,000	\$57,858	\$107.8680	\$48,215	\$89.8900	\$38,572	\$71.9120
-	-	100,000	\$111,792	\$111.7919	\$93,160	\$93.1599	\$74,528	\$74.5279
B	Shell: Business—Professional Office	1,000	\$4,646	\$118.1738	\$3,872	\$98.4782	\$3,098	\$78.7825
-	-	5,000	\$9,373	\$136.5621	\$7,811	\$113.8018	\$6,249	\$91.0414
-	-	10,000	\$16,201	\$141.8040	\$13,501	\$118.1700	\$10,801	\$94.5360
-	-	20,000	\$30,382	\$91.5868	\$25,318	\$76.3223	\$20,255	\$61.0579
-	-	50,000	\$57,858	\$107.8680	\$48,215	\$89.8900	\$38,572	\$71.9120
-	-	100,000	\$111,792	\$111.7919	\$93,160	\$93.1599	\$74,528	\$74.5279
M	Shell: Mercantile—Department & Drug Store	1,000	\$4,646	\$118.1738	\$3,872	\$98.4782	\$3,098	\$78.7825
-	-	5,000	\$9,373	\$136.5621	\$7,811	\$113.8018	\$6,249	\$91.0414
-	-	10,000	\$16,201	\$141.8040	\$13,501	\$118.1700	\$10,801	\$94.5360
-	-	20,000	\$30,382	\$91.5868	\$25,318	\$76.3223	\$20,255	\$61.0579
-	-	50,000	\$57,858	\$107.8680	\$48,215	\$89.8900	\$38,572	\$71.9120
-	-	100,000	\$111,792	\$111.7919	\$93,160	\$93.1599	\$74,528	\$74.5279
-	Other Shell Building	1,000	\$4,646	\$118.1738	\$3,872	\$98.4782	\$3,098	\$78.7825
-	-	5,000	\$9,373	\$136.5621	\$7,811	\$113.8018	\$6,249	\$91.0414
-	-	10,000	\$16,201	\$141.8040	\$13,501	\$118.1700	\$10,801	\$94.5360
-	-	20,000	\$30,382	\$91.5868	\$25,318	\$76.3223	\$20,255	\$61.0579
-	-	50,000	\$57,858	\$107.8680	\$48,215	\$89.8900	\$38,572	\$71.9120
-	-	100,000	\$111,792	\$111.7919	\$93,160	\$93.1599	\$74,528	\$74.5279

* Each additional 100 square feet, or portion thereof, up to the next highest project size threshold.



MASTER FEE SCHEDULE

Section 5: Building

Mechanical, Plumbing & Electrical

FEE TYPES	Current Fee July 2020	Adopted June 2021	\$ Change	% Change
ADMINISTRATIVE AND MISC. FEES				
Travel and Documentation Fees:				
Simple Project (1 trip)	\$ -	\$ -	\$ -	0%
Moderate Project (2 trips)	\$ -	\$ -	\$ -	0%
Complex Project (3 trips)	\$ -	\$ -	\$ -	0%
Permit Issuance	\$ 98	\$ 98	\$ -	0%
Supplemental Permit Issuance	\$ 98	\$ 98	\$ -	0%
MECHANICAL PERMIT FEES				
UNIT FEES:				
A/C, Residential (each)	\$ 196	\$ 196	\$ -	0%
Furnace (F.A.U., Floor)	\$ 196	\$ 196	\$ -	0%
Heater (Wall)	\$ 196	\$ 196	\$ -	0%
Appliance Vent/Chimney (only)				
Air Handler	\$ 196	\$ 196	\$ -	0%
Duct Work (only)	\$ 196	\$ 196	\$ -	0%
Evaporative Cooler	\$ 196	\$ 196	\$ -	0%
Moisture Exhaust Duct (Clothes Dryer)	\$ 196	\$ 196	\$ -	0%
Vent Fan, Single Duct (each)	\$ 196	\$ 196	\$ -	0%
Vent System	\$ 196	\$ 196	\$ -	0%
Exhaust Hood and Duct (Residential)	\$ 196	\$ 196	\$ -	0%
Non-Residential Incinerator	\$ 387	\$ 387	\$ -	0%
Appliance or piece of equipment not classed in other appliance categories, or for which no other fee is listed (each)	\$ 196	\$ 196	\$ -	0%
OTHER FEES:				
Other Mechanical Inspections (per hour)	\$ 130	\$ 130	\$ -	0%
PLUMBING/GAS PERMIT FEES				
UNIT FEES:				
Fixtures (each)	\$ 196	\$ 196	\$ -	0%
Gas Line	\$ 196	\$ 196	\$ -	0%
Building Sewer	\$ 325	\$ 325	\$ -	0%
Grease Trap	\$ 196	\$ 196	\$ -	0%
Backflow Preventer				
First 5	\$ 196	\$ 196	\$ -	0%
Each after the First 5	\$ 196	\$ 196	\$ -	0%
Roof Drain—Rainwater System	\$ 196	\$ 196	\$ -	0%
Water Heater				
First Heater	\$ 196	\$ 196	\$ -	0%
Each Additional Heater	\$ 130	\$ 130	\$ -	0%
Water Pipe Repair/Replacement (ea. Outlet)	\$ 175	\$ 175	\$ -	0%
Drain-Vent Repair/Alterations	\$ 175	\$ 175	\$ -	0%
Drinking Fountain	\$ 175	\$ 175	\$ -	0%
Solar Water System Fixtures (solar panels, tanks, water treatment equipment)	\$ 309	\$ 309	\$ -	0%
Medical Gas System (Each Outlet)	\$ 619	\$ 619	\$ -	0%
OTHER FEES:				
Other Plumbing and Gas Inspections (per hour)	\$ 130	\$ 130	\$ -	0%



MASTER FEE SCHEDULE

Section 5: Building

Mechanical, Plumbing & Electrical

FEE TYPES	Current Fee July 2020	Adopted June 2021	\$ Change	% Change
ELECTRICAL PERMIT FEES				
SYSTEM FEES:				
Private, Residential, In-ground Swimming Pools	\$ 130	\$ 130	\$ -	0%
Temporary Service (each)	\$ 196	\$ 196	\$ -	0%
Temporary Pole (each)	\$ 196	\$ 196	\$ -	0%
Generator Installation	\$ 196	\$ 196	\$ -	0%
Lighting Fixtures				
Lighting Fixtures, sockets, or other lamp-holding devices (first 10)	\$ 130	\$ 130	\$ -	0%
Each additional 10	\$ 130	\$ 130	\$ -	0%
Pole or platform-mounted lighting fixtures (each)	\$ 258	\$ 258	\$ -	0%
Theatrical-type lighting fixtures or assemblies (each)	\$ 433	\$ 433	\$ -	0%
Residential Appliances				
Fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter mounted cooking tops; electric ranges; self-contained room console or through-wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliances (each) not exceeding one horsepower (HP) in rating (each)	\$ 196	\$ 196	\$ -	0%
(For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus)				
Nonresidential Appliances				
Residential appliances and self-contained factory-wired, nonresidential appliances not exceeding one horsepower (HP), kilowatt (kW), or kilovolt-ampere (kVA) in rating, including medical and dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment (each)	\$ 227	\$ 227	\$ -	0%
(For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus)				
Services				
Services of 600 volts or less, up to 200 amperes in rating (each)	\$ 258	\$ 258	\$ -	0%
Services of 600 volts or less, 201 to 1000 amperes in rating (each)	\$ 258	\$ 258	\$ -	0%
Services over 600 volts or over 1000 amperes in rating (each)	\$ 454	\$ 454	\$ -	0%
Miscellaneous Apparatus, Conduits, and Conductors				
Electrical apparatus, conduits, and conductors for which a permit is required, but for which no fee is herein set forth	\$ 196	\$ 196	\$ -	0%
(This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, busways, signs, or other equipment)				
Photovoltaic Systems Residential (each)	\$ 196	\$ 196	\$ -	0%
OTHER FEES:				
Other Electrical Inspections (per hour)	\$ 130	\$ 130	\$ -	0%



MASTER FEE SCHEDULE

Section 5: Building

Mechanical, Plumbing & Electrical

FEE TYPES	Current Fee July 2020	Adopted June 2021	\$ Change	% Change
OTHER INSPECTIONS AND FEES				
Inspections outside of normal business hours, 0-2 hours (minimum charge)	\$ 258	\$ 258	\$ -	0%
Each additional hour or portion thereof	\$ 130	\$ 130	\$ -	0%
Reinspection Fee (per hour)	\$ 130	\$ 130		
Inspections for which no fee is specifically indicated, per hour (minimum charge = 1 hour)	\$ 130	\$ 130	\$ -	0%
Additional Plan Review required by changes, additions, or revisions to approved plans, per hour (minimum charge = 1 hour)	\$ 130	\$ 130	\$ -	0%

:: This table would be used if, for example, someone wants a permit for just a water heater or electrical panel.



MASTER FEE SCHEDULE

Section 5: Building

Miscellaneous Building

Work Item	Unit	Current Fee July 2020	Adopted July 2021	\$ Change	% Change
Administrative & Miscellaneous					
Duplicate/Replacement Job Card	each	\$ 68	\$ 71	\$ 3	4%
General Plan Fee	per permit	\$ 10	\$ 10	\$ -	0%
Standard Hourly Rate		\$ 130	\$ 130		
Antenna—Telecom Facility					
Radio	each	\$ 617	\$ 640	\$ 23	4%
Cellular/Mobile Phone, free-standing	each	\$ 617	\$ 640	\$ 23	4%
Cellular/Mobile Phone, attached to building	each	\$ 617	\$ 640	\$ 23	4%
Demolition (up to 3,000 sf)					
Commercial	each	\$ 408	\$ 424	\$ 16	4%
Residential	each	\$ 408	\$ 424	\$ 16	4%
Fireplace					
Masonry	each	\$ 617	\$ 640	\$ 23	4%
Pre-Fabricated/Metal	each	\$ 536	\$ 556	\$ 20	4%
Chimney Repair	each	\$ 249	\$ 258	\$ 9	4%
Patios, Porches and Sheds					
Covered or Enclosed Patio or Porch	each	\$ 270	\$ 280	\$ 10	4%
Deck (wood)	each	\$ 168	\$ 174	\$ 6	4%
Deck w/ Railing (wood)	each	\$ 195	\$ 202	\$ 7	4%
Shed	each	\$ 270	\$ 280	\$ 10	4%
Photovoltaic Commercial System					
Commercial, up to 4 kilowatts	up to 4 kW	\$ 238	\$ 247	\$ 9	4%
Commercial, each additional 1 kilowatt	each 1 kW	\$ 87	\$ 90	\$ 3	3%
Remodel—Residential					
Less than 300 sf	up to 300 sf	\$ 542	\$ 563	\$ 21	4%
Kitchen	up to 300 sf	\$ 650	\$ 675	\$ 25	4%
Bath	up to 300 sf	\$ 650	\$ 675	\$ 25	4%
Additional remodel	each 300 sf	\$ 254	\$ 264	\$ 10	4%
Re-roof					
Residential		\$ 222	\$ 230	\$ 8	4%
Multi-Family Dwelling	up to 500 sf	\$ 341	\$ 354	\$ 13	4%
Commercial	up to 500 sf	\$ 341	\$ 354	\$ 13	4%
Siding & Stucco					
Siding & Stucco Applications	up to 400 sf	\$ 246	\$ 255	\$ 9	4%
Additional siding or stucco	over 400 sf	\$ 135	\$ 140	\$ 5	4%
Signs					
Directional	each	\$ 309	\$ 321	\$ 12	4%
Ground/Roof/Projecting Signs	each	\$ 265	\$ 275	\$ 10	4%
Other Non-Electric Sign	each	\$ 183	\$ 190	\$ 7	4%
Wall/Awning, Electric	each	\$ 292	\$ 303	\$ 11	4%



MASTER FEE SCHEDULE

Section 5: Building

Miscellaneous Building

Work Item	Unit	Current Fee July 2020	Adopted July 2021	\$ Change	% Change
Storage Racks					
0-8' high (up to 100 lf)	first 100 lf	\$ 200	\$ 208	\$ 8	4%
each additional 100 lf	each 100 lf	\$ 163	\$ 169	\$ 6	4%
over 8' high (up to 100 lf)	first 100 lf	\$ 241	\$ 250	\$ 9	4%
each additional 100 lf	each 100 lf	\$ 160	\$ 166	\$ 6	4%
Supplemental Inspection Fee					
First hour	each	\$ 135	\$ 140	\$ 5	4%
Each Additional Half Hour	per hour	\$ 67	\$ 70	\$ 3	4%
Swimming Pool/Spa					
Vinyl-lined (up to 800 sf)	each	\$ 700	\$ 727	\$ 27	4%
Fiberglass	each	\$ 700	\$ 727	\$ 27	4%
Gunitite (up to 800 sf)	each	\$ 700	\$ 727	\$ 27	4%
Additional pool (over 800 sf)	each 100 sf	\$ 359	\$ 373	\$ 14	4%
Commercial pool (up to 800 sf)	each	\$ 769	\$ 798	\$ 29	4%
Commercial pool (over 800 sf)	each	\$ 769	\$ 798	\$ 29	4%
Spa or Hot Tub (Pre-fabricated)	each	\$ 334	\$ 347	\$ 13	4%
Window or Sliding Glass Door					
Replacement		\$ 222	\$ 230	\$ 8	4%
New Window (non structural) (up to 5)	each	\$ 249	\$ 258	\$ 9	4%
New window (structural shear wall/masonry) (up to 5)	each	\$ 428	\$ 444	\$ 16	4%
FIRE PLAN CHECK & INSPECTION					
Hood and Duct System (Commercial)	each	\$ 545	\$ 566	\$ 21	4%
1 & 2 Family Res. Fire Extinguish Systems (includes 13D and 13R systems)		\$ 681	\$ 707	\$ 26	4%
Spray Booth	each	\$ 681	\$ 707	\$ 26	4%



MASTER FEE SCHEDULE

Section 6: Planning

Fee Description		Current Fee July 2020	Adopted June 2021	\$ Change	% Change
Variance		\$ 1,318	\$ 1,318	\$ -	0%
Use Permits					
Conditional Use Permit		\$ 1,501	\$ 1,501	\$ -	0%
Temporary Use Permit		\$ 385	\$ 385	\$ -	0%
Exceptions (Historic Residential District)		\$ 390	\$ 404	\$ 14	4%
Home Day Care		\$ 390	\$ 404	\$ 14	4%
Site Plan / Architectural Review					
0-1 Acre		\$ 3,303	\$ 3,303	\$ -	0%
1-10 Acres		\$ 5,007	\$ 5,007	\$ -	0%
10+ Acres (Minimum Deposit Required)		\$ 10,000	\$ 10,000	\$ -	0%
Site Plan / Architectural Review (Non-Residential)					
0-1 Acre	Up to	\$ 3,303	\$ 3,303	\$ -	0%
1-10 Acres		\$ 5,007	\$ 5,007	\$ -	0%
10+ Acres (Minimum Deposit Required)		\$ 10,000	\$ 10,000	\$ -	0%
Tentative Parcel Map (0-4 Lots)		\$ 1,098	\$ 1,098	\$ -	0%
Lot Line Adjustments / Merger Processing		\$ 411	\$ 411	\$ -	0%
Tentative Subdivision Map					
5-100 Units	Up to	\$ 6,108	\$ 6,108	\$ -	0%
100+ Units (Minimum Deposit Required)		\$ 10,000	\$ 10,000	\$ -	0%
Condo Map		\$ 4,404	\$ 4,404	\$ -	0%
Tentative Map Extension		\$ 666	\$ 666	\$ -	0%
Planned Unit Development					
0-5 Acres		\$ 6,678	\$ 6,678	\$ -	0%
5+ Acres (Minimum Deposit Required)		\$ 10,000	\$ 10,000	\$ -	0%
Annexations		\$ 4,597	\$ 4,597	\$ -	0%
Final Parcel Map		\$ 495	\$ 495	\$ -	0%
Final Subdivision Map		\$ 495	\$ 495	\$ -	0%
Appeals Planning Comm/City Council		\$ 416	\$ 416	\$ -	0%
Rezoning/Prezoning					
0-10 Acres		\$ 4,339	\$ 4,339	\$ -	0%
10+ Acres (Minimum Deposit Required)		\$ 10,000	\$ 10,000	\$ -	0%
General Plan Amendment					
0-10 Acres		\$ 4,339	\$ 4,339	\$ -	0%
10+ Acres (Minimum Deposit Required)		\$ 10,000	\$ 10,000	\$ -	0%



MASTER FEE SCHEDULE

Section 6: Planning

Fee Description		Current Fee July 2020	Adopted June 2021	\$ Change	% Change
Specific Plan Amendment					
0-10 Acres		\$ 4,339	\$ 4,339	\$ -	0%
10+ Acres (Minimum Deposit Required)		\$ 10,000	\$ 10,000	\$ -	0%
Custom Homes		\$ 853	\$ 853	\$ -	0%
Demolition Permit (Historic District Resource Assessment)		\$ 346	\$ 346	\$ -	0%
Ordinance Amendment-Text or other		\$ 3,357	\$ 3,357	\$ -	0%
Design Review		\$ 267	\$ 267	\$ -	0%
Planning & Zoning Insp. -Letter of Compliance		\$ 134	\$ 134	\$ -	0%
Work of - Professional Staff - Director, per hour		\$ 177	\$ 177	\$ -	0%
Work of - Professional Staff - Senior Planner, per hour		\$ 138	\$ 138	\$ -	0%
Work of - Professional Staff - Assistant Planner Staff, per hour		\$ 109	\$ 109	\$ -	0%
Public Hearing Notice		\$ 212	\$ 212	\$ -	0%
Water Efficient Landscaping Ordinance Compliance		\$ 63	\$ 63	\$ -	0%
Deposits applied toward Actual Costs of Staff, Attorneys, Consultants					
Development Agreement - Minimum Deposit Required		\$ 20,000	\$ 20,000	\$ -	0%
Environmental Impact Report (EIR), Minimum Deposit Required		\$ 20,000	\$ 20,000	\$ -	0%
Categorical Exemption		\$ 250	\$ 250	\$ -	0%
Initial Study / Environmental Determination at Actual Cost, Min. Deposit Required		\$ 12,000	\$ 12,000	\$ -	0%
Mitigation Monitoring Program, at Actual Cost - Minimum Deposit		\$ 5,000	\$ 5,000	\$ -	0%
Cannabis Application Preliminary Review and Processing		\$ 4,800	\$ 4,800	\$ -	0%
Cannabis Application Final Review and Approval of Operator		\$ 7,800	\$ 7,800	\$ -	0%
Commercial Cannabis Business Permit Annual Fee		\$ 4,320	\$ 4,320	\$ -	0%
Annexation into Community Facilities District #2, Min. Deposit		\$ 10,000	\$ 10,000	\$ -	0%



MASTER FEE SCHEDULE
Section 7: Business Tax License

Fee Description	1992 Fee	1993 % Increase 6.50%	Current Tax
BUSINESS LICENSE, GROSS RECEIPTS SCHEDULE:			
Class A ⁽¹⁾ - retail sales, contractors, subcontractors, restaurants, property management or leasing, rentals, personal or repair services, etc.			
Class B ⁽¹⁾ -professionals such as attorneys, architects, accountants, real estate agents and brokers, appraisers, doctors, consultants, engineers, bookkeepers, investigators, developers, advertising agents, interior designers, etc.			
			Class
			A ⁽¹⁾ B ⁽¹⁾
Gross Receipts : 0 - 40,000			50.00 76.00
Gross Receipts : 40,000 - 60,000			60.00 90.00
Gross Receipts : 60,000 - 80,000			70.00 96.00
Gross Receipts : 80,000 - 100,000			80.00 120.00
Gross Receipts : 100,000 - 120,000			90.00 136.00
Gross Receipts : 120,000 - 140,000			100.00 150.00
Gross Receipts : 140,000 - 160,000			110.00 166.00
Gross Receipts : 160,000 - 180,000			120.00 180.00
Gross Receipts : 180,000 - 200,000			130.00 196.00
Gross Receipts : 200,000 - 240,000			146.00 220.00
Gross Receipts : 240,000 - 280,000			170.00 256.00
Gross Receipts : 280,000 - 320,000			190.00 286.00
Gross Receipts : 320,000 - 360,000			210.00 316.00
Gross Receipts : 360,000 - 400,000			230.00 346.00
Gross Receipts : 400,000 - 450,000			250.00 376.00
Gross Receipts : 450,000 - 500,000			270.00 406.00
Gross Receipts : 500,000 - 550,000			290.00 436.00
Gross Receipts : 550,000 - 600,000			310.00 466.00
Gross Receipts : 600,000 - 700,000			330.00 646.00
Gross Receipts : 700,000 - 800,000			350.00 766.00
Gross Receipts : 800,000 - 900,000			370.00 826.00
Gross Receipts : 900,000 - 1,000,000			390.00 886.00
For each add'l \$100,000 or fraction thereof:			15.00 15.00
BUSINESS LICENSE, MISCELLANEOUS FEE SCHEDULE			
Apartments, Hotels, Motels & Mobile Home Parks - per unit for fourplexes & up ⁽¹⁾	\$5.00	\$0.33	\$5.30
Amusement/Vending Machines, per Gross Receipts schedule, except for:			
Billiard and Pool Rooms - for first table ⁽¹⁾	\$30.00	\$1.95	\$31.90
Each additional table	\$15.00	\$0.98	\$15.90
Circus, per Day	\$200.00	\$13.00	\$213.00
Carnivals, per Day	\$200.00	\$13.00	\$213.00
Night Clubs, per year ⁽¹⁾	\$500.00	\$32.50	\$532.50
Dance Halls, per year ⁽¹⁾	\$500.00	\$32.50	\$532.50
Mechanical Amusement, per year per machine (music mechanical or video devices)			\$21.30
Ambulance Service - per ambulance, per year	\$50.00	\$3.25	\$53.20
Auctioneer	\$50.00	\$3.25	\$53.20
Administrative Offices with No Gross Receipts ⁽¹⁾ , the greater of:			\$50.00 or .1% of gross operating expenses
Itinerant Merchant, Peddlers (Temporary sales up to 190 days) and must post a bond	\$250.00	\$16.25	\$266.20
Principal Solicitor without a regular place of business in the City (and must post bond)	\$50.00	\$3.25	\$266.20
Additional Solicitors			\$21.30
Solicitor who is a bona fide resident of the city, applying as an individual			\$47.90
Bingo - for profit	\$50.00	\$3.25	\$53.20
Contractors and trades based outside City			\$133.10
Plus for each associate or employee working within the City			\$26.60
Service firms based outside the City			\$50.00
Plus for each associate or employee working within the City			\$25.00
Transportation & Trucking - for the first truck, per year			\$42.60
Additional truck, per year			\$21.30
(1) SAFETY INSPECTION FEE			
⁽¹⁾ In addition to the above, businesses within the city are charged a Safety inspection fee, per year			\$24.90 plus \$0.027 per square foot



MASTER FEE SCHEDULE

Section 8: SSWA WATER RATES

ADOPTED JUNE 8, 2020
(As Established by SSWA-JPA Resolution)

Fee Description	Effective 7/1/2020	Effective 7/1/2021
WATER DEPARTMENT		
Late Charge (Late Penalty-Water Bills)	10% of balance	10% of balance
Same Day Reconnection Fee	\$35.00	\$35.00
Collection Fee	\$21.30	\$21.30
Unauthorized Turn-on Fee	\$42.60	\$42.60
Curb Stop Damage Fee	\$235.30	\$235.30
Meter Lock Damage Fee	\$42.60	\$42.60
Emergency Connection Fee (Outside of Reg Business Hours)	\$35.00	\$35.00
Water Deposit	\$30.00	\$30.00
Maximum Deposit	\$180.00	\$180.00
Hydrant Meter Deposit	\$750.00	\$750.00
WATER CONNECTION FEES		
	Effective 7/1/2020	Effective 7/1/2021
Single-Family Homes - 3/4" meter	\$6,166.00	\$6,357.00
Other Customer Classes - 3/4" meter	\$6,166.00	\$6,357.00
- 1" meter	\$10,366.00	\$10,687.00
- 1 1/2" meter	\$20,669.00	\$21,310.00
- 2" meter	\$33,085.00	\$34,111.00
- 3" meter	\$62,071.00	\$63,995.00
- 4" meter	\$103,477.00	\$106,685.00
- 6" meter	\$206,889.00	\$213,303.00
WATER METER - SET FEES		
	Effective 7/1/2020	Effective 7/1/2021
3/4 " Single-Family Residence	\$371.00	\$386.00
3/4 "	\$371.00	\$386.00
1 "	\$410.00	\$427.00
1 1/2 "	\$902.00	\$939.00
2 "	\$1,088.00	\$1,133.00
3"	\$2,075.00	\$2,160.00
4"	\$3,572.00	\$3,718.00
6"	\$5,674.00	\$5,907.00
Water Construction Sites	\$20.45	\$20.45



MASTER FEE SCHEDULE

Section 8: SSWA WATER RATES

ADOPTED JUNE 8, 2020
(As Established by SSWA-JPA Resolution)

Fee Description	Effective 7/1/2020	Effective 7/1/2021
WATER BI-MONTHLY SERVICE CHARGES	Effective 7/1/2020	Effective 7/1/2021
Single-Family Customers	\$55.15	\$55.15
3/4" Meter	\$55.15	\$55.15
1" Meter.	\$87.55	\$87.55
1 1/2" Meter	\$109.15	\$109.15
2" Meter	\$217.14	\$217.14
3" Meter	\$325.13	\$325.13
4" Meter	\$433.12	\$433.12
6" Meter	\$1,081.06	\$1,081.06
RESIDENTIAL COMMODITY RATES	Effective 7/1/2020	Effective 7/1/2021
0 to 13 CCF	\$2.49	\$2.49
14 to 32 CCF	\$2.49	\$2.49
33 to 48 CCF	\$2.49	\$2.49
49+ CCF	\$2.49	\$2.49
NON-RESIDENTIAL COMMODITY RATE		
All water usage above minimum	\$2.49	\$2.49



MASTER FEE SCHEDULE

Section 9: FSSD SEWER CONNECTION FEES

Effective 7/1/20
(As Established by Fairfield-Suisun Sewer District Resolution)

Fee Description	Current Fee 7/1/2020	Effective 7/1/2021
SEWER CONNECTION FEES		
Single-Family Dwelling	\$6,281.00	\$6,281.00
Multi-Family Dwelling-First Unit	\$6,281.00	\$6,281.00
Multi-Family Dwelling: Each Additional Unit in Same Building	\$3,768.60	\$3,768.60
Trailer Court, Mobile Home Park, Hotel, Auto Court, Motel,		
Rooming House: First Unit	\$6,281.00	\$6,281.00
Each Additional Unit	\$3,140.50	\$3,140.50



MASTER FEE SCHEDULE

Section 10: MISCELLANEOUS

Fee Description	Current Fee July 2020	Adopted July 2021		
			\$ Change	% Change
MISCELLANEOUS FEES				
Copies of City Records				
Copies/pdfs Limited by Statute (per page)	\$ 0.10	\$ 0.10	\$ -	0%
Document Search (per hour)	\$ 69	\$ 72	\$ 3	4%
City Council Agenda Subscription (Annual)	\$ 138	\$ 143	\$ 5	4%
Large-Scale Prints or Copies (36-inch plans)				
Full Color first page	\$ 13	\$ 13	\$ -	0%
Full Color per additional page	\$ 6	\$ 6	\$ -	0%
Black & White or Single Spot Color first page	\$ 12	\$ 12	\$ -	0%
Black & White or Single Spot Color per additional page	\$ 5	\$ 5	\$ -	0%
Document Archiving / Technology				
Up to 8.5" x 14" per sheet	\$ 0.25	\$ 0.25	\$ -	0%
Larger than 8.5" x 14" per sheet	\$ 1.50	\$ 1.50	\$ -	0%
Returned Checks	\$ 31	\$ 32	\$ 1	3%
Check Reissue (requires stop payment request)	\$ 59	\$ 61	\$ 2	3%
Express Check Request	\$ 31	\$ 32	\$ 1	3%
Suisun-Solano Water Authority Right-of-Way Lease	\$ 350,628	\$ 350,628	\$ -	0%



MASTER FEE SCHEDULE

Section 11: DEVELOPMENT IMPACT FEES

**Current
2020**

CCCI 3.6%

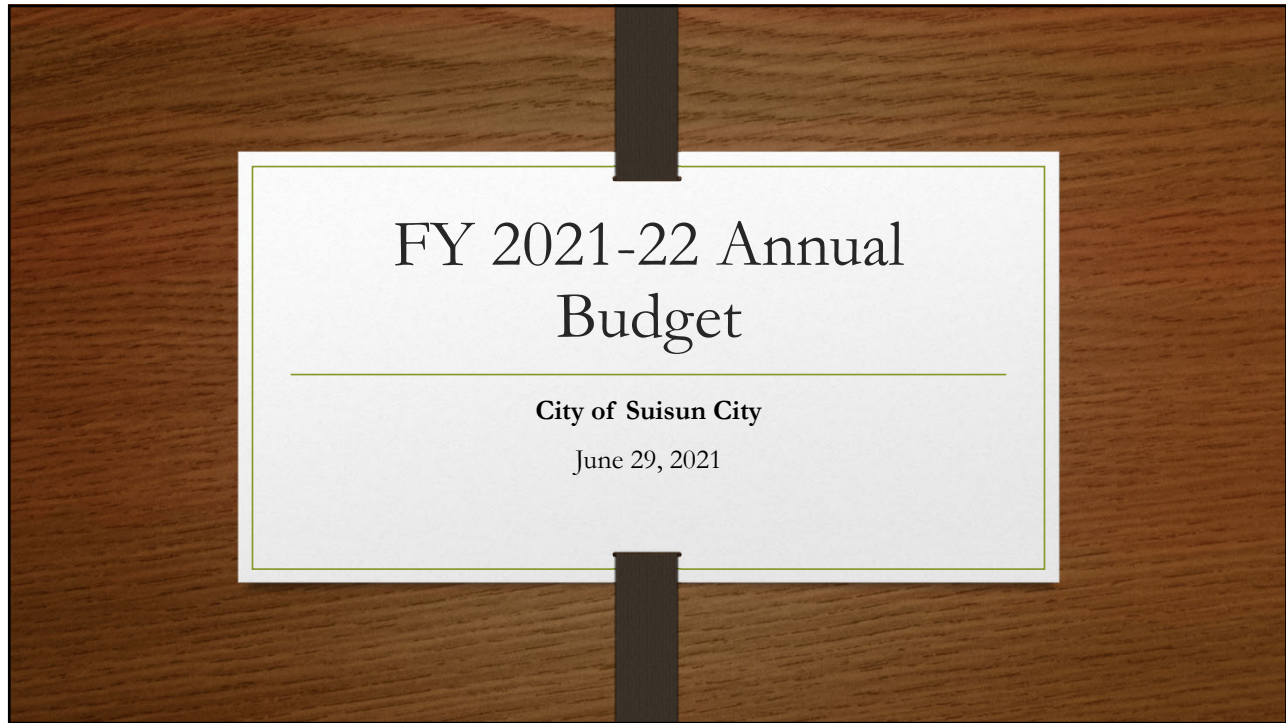
Fee Description	Fire Facilities & Equipment	Municipal Facilities & Equipment	OSSIP	Park Improvement	Police Facilities & Equipment
Single Family (per unit)	\$ 818	\$ 88	\$ 2,740	\$ 7,565	\$ 732
Multi-Family (per unit)	\$ 678	\$ 73	\$ 2,094	\$ 6,266	\$ 606
	\$ -	\$ -	\$ -	\$ -	\$ -
Industrial (per 1,000 square feet or portion thereof)	\$ 1,267	\$ 112	\$ 836	\$ -	\$ 412
Retail/Restaurant (per 1,000 square feet or portion thereof)	\$ 1,097	\$ 97	\$ 3,150	\$ -	\$ 1,716
Office/Industrial (per 1,000 square feet or portion thereof)	\$ 1,823	\$ 161	\$ 1,324	\$ -	\$ 652
Hotel/Motel (per room)	\$ 241	\$ 22	\$ 676	\$ -	\$ 332

2020

CCCI 3.8%

Fee Description	Fire Facilities & Equipment	Municipal Facilities & Equipment	OSSIP	Park Improvement	Police Facilities & Equipment
Single Family (per unit)	\$ 849	\$ 91	\$ 2,845	\$ 7,853	\$ 760
Multi-Family (per unit)	\$ 704	\$ 76	\$ 2,174	\$ 6,504	\$ 629
	\$ -	\$ -	\$ -	\$ -	\$ -
Industrial (per 1,000 square feet or portion thereof)	\$ 1,315	\$ 116	\$ 868	\$ -	\$ 427
Retail/Restaurant (per 1,000 square feet or portion thereof)	\$ 1,139	\$ 100	\$ 3,270	\$ -	\$ 1,781
Office/Industrial (per 1,000 square feet or portion thereof)	\$ 1,892	\$ 167	\$ 1,374	\$ -	\$ 676
Hotel/Motel (per room)	\$ 250	\$ 23	\$ 701	\$ -	\$ 345

Note: It is prohibited to charge impact fees for Accessory Dwelling Units under 750 square feet



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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
RESOURCES			
*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
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
TOTAL RESOURCES	18,885,914	19,599,040	19,713,169

4

General Fund & Measure S Fund Fiscal Analysis cont.

BUDGET ACTIVITIES	FY 20/21 BUDGET	FY 20/21 AMENDED	FY 21/22 PROPOSED BUDGET
USE OF RESOURCES			
Salaries & Wages	6,039,655	6,195,059	6,975,847
Payroll Benefits & Taxes	4,381,400	3,902,820	4,707,242
Subtotal Personnel Services	10,421,055	10,097,879	11,683,089
Services & Supplies	3,973,110	3,983,910	4,391,617
Interdepartmental Charges	1,437,700	1,772,005	1,503,987
Non-Recurring Charges	750,600	578,600	440,100
Subtotal Operating	6,161,410	6,334,515	6,335,704
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
TOTAL USE OF RESOURCES	18,885,565	18,820,494	19,138,651
*Ending Balance	349	778,546	574,518
Reserve Balance (Fund 015)	3,146,700	3,146,700	3,146,700

5

5

Master Fee Schedule

- CPI or CCCI increase 3.8%
- Building Fees - updated
- RPM Fees – increased for some programs
- Water Connection Fees – increased
- Development Fees – CCCI increase

6

6

Resolutions

- Adoption of the Fiscal Year 2021-22 Annual Budget
 - Council Adoption of Resolution No. 2021-__: Adopting the Annual Budget for Fiscal Year 2021-22
 - Agency Adoption of Resolution No. SA 2021-__: Adopting the Annual Budget for Fiscal Year 2021-22
 - Authority Adoption of Resolution No. HA 2021-__: Adopting the Annual Budget for Fiscal Year 2021-22
 - Council Adoption of Resolution No. 2021-__: Adopting the Appropriations Limit for Fiscal Year 2021-22.
 - Council Adoption of Resolution No. 2021-__: Approving an Annual Update of the Master Fee Schedule.

7

7

Thank You!

8

8