

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 ACTING AS SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY

AND HOUSING AUTHORITY

TUESDAY, MARCH 16, 2021

5:52 P.M.

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

NOTICE

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

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

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: 872 9049 7957

CALL IN PHONE NUMBER: (707) 438-1720

TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM

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

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING

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

VIA WEBSITE OR PHONE APPLICATION, ZOOM

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

ROLL CALL

Council / Board 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.)

DEPARTMENTS: AREA CODE (707)

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

PUBLIC COMMENT

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

CLOSED SESSION

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

Housing Authority**1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Pursuant to California Government Code Section 54956.8., the Suisun City Housing Authority will hold a Closed Session for the purpose of Conference with Real Property Negotiator.

Property Under Negotiation: Assessor's Parcel Numbers: 0032-101-420 and 0032-101-160.

Negotiating Party: City Manager

Parties Negotiating With: Harbor Park, LLC

Under Negotiations: Terms and payment

Suisun City Council Acting as Successor Agency**2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Pursuant to California Government Code Section 54956.8., the Suisun City Council Acting as Successor Agency to the Redevelopment Agency of Suisun City will hold a Closed Session for the purpose of Conference with Real Property Negotiator.

Property Under Negotiation: Assessor's Parcel Numbers: 0032-042-300,360,440, 460, 480, 500, 520, 540, 560, 580, 600, 680

Negotiating Party: City Manager

Parties Negotiating: Undetermined potential buyers based on approval of settlement agreement by California Department of Finance on March 2, 2021

Under Negotiations: Terms and payment

Suisun City Council Acting as Successor Agency**3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Pursuant to California Government Code Section 54956.8., the Suisun City Council Acting as Successor Agency to the Redevelopment Agency of Suisun City will hold a Closed Session for the purpose of Conference with Real Property Negotiator.

Property Under Negotiation: Assessor's Parcel Numbers: 0032-142-300; 32-142-280; 32-142-240 and 250; 0032-130-060; 0032-130-010, 030, 040, 0032-091-170 through 200

Negotiating Party: City Manager

Parties Negotiating: Undetermined potential buyers based on approval of settlement agreement by California Department of Finance on March 2, 2021

Under Negotiations: Terms and payment

Housing Authority

4. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to California Government Code Section 54956.8., the Suisun City Housing Authority will hold a Closed Session for the purpose of Conference with Real Property Negotiator.

Property Under Negotiation: Assessor's Parcel Numbers: 0032-130-020

Negotiating Party: City Manager

Parties Negotiating: Undetermined potential buyers based on approval of settlement agreement by California Department of Finance on March 2, 2021

Under Negotiations: Terms and payment

CONVENE OPEN SESSION

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

ADJOURNMENT

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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 March 16, 2021 was posted and available for review, in compliance with the Brown Act.

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Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
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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, MARCH 16, 2021
6:30 P.M.**

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

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(Next Ord. No. – 781)

(Next City Council Res. No. 2021 – 16)

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

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

DEPARTMENTS: AREA CODE (707)

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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
2. Mayor's Youth Roundtable – (Wilson: lwilson@suisun.com).

PRESENTATION/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

City Council

3. City Council Appointments to the Economic Pandemic Impact Community Advisory Committee – (Wilson: lwilson@suisun.com).

CONSENT CALENDAR

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

City Council

4. Council Adoption of Resolution No. 2021-___: Authorizing the City Manager, on the City's Behalf, to Execute Master Agreements and Program Supplement Agreements for Grant-Funded Projects with the California Department of Transportation and Other Grant Administrators - (Lozano: nlozano@suisun.com).
5. Council Adoption of Resolution No. 2021-___: Amending the Memorandum of Agreement Allowing for Chief Officers to Deploy on Strike Teams– (Vincent: jvincent@suisun.com).
6. Council Adoption of Resolution No. 2021-___: Authorize the City Manager to adopt and implement the COVID-19 Prevention Plan (CPP) – (Pelligrino: mpelligrino@suisun.com).

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

7. Council/Agency/Authority Accept the Investment Report for the Quarter Ending December 31, 2021 – (Deol: ideol@suisun.com).

Joint City Council / Suisun City Council Acting as Successor Agency

8. Council/Agency Approval of February 2021 Payroll Warrants in the Amount of \$522,356.05 and Council/Agency Approval of the February 2021 Accounts Payable Warrants in the Amount of \$906,619.78 – (Finance).

PUBLIC COMMENTS

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PUBLIC HEARING

City Council

9. HEARING

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

10. PUBLIC HEARING: (Continued from March 2, 2021)

Council Introduce and Waive Reading of Ordinance No. ____: Adding Chapter 12.32 (Special Events Permit) to Title 12 (Streets, Sidewalks, and Public Places) of the Suisun City Municipal Code to provide for Special Event Permitting on Public Property – (Lofthus: klofthus@suisun.com).

GENERAL BUSINESS

Housing Authority

11. Report on Roles and Responsibilities of the Housing Authority Board – (Lawton: klawton@suisun.com).

City Council

12. Council Adoption of Resolution 2021-____: Accepting the 2020 Annual Progress Report of Suisun City General Plan and Housing Element - (Kearns: jkearns@suisun.com).

13. Receive and Accept Fire Department Annual Report – (Vincent: jvincent@suisun.com).

14. Council Adoption of Resolution No. 2021-____: Approving a Priority List of Community Events for Fiscal Year (FY) 2021-22 – (Lofthus: klofthus@suisun.com).

REPORTS: (Informational items only.)

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

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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 March 16, 2021 was posted and available for review, in compliance with the Brown Act.

AGENDA TRANSMITTAL

MEETING DATE: March 16, 2021

CITY AGENDA ITEM: Adoption of Council Resolution No. 2021-__: Authorizing the City Manager, on the City's Behalf, to Execute Master Agreements and Program Supplement Agreements for Grant-Funded Projects with the California Department of Transportation and Other Grant Administrators.

FISCAL IMPACT: There would be no fiscal impact on the General Fund. Adoption of this Resolution would allow the City Manager to execute the necessary grant agreements and to move the grant-funded projects forward.

STRATEGIC PLAN IMPACT: Provide Good Governance.

BACKGROUND: Suisun City regularly applies for and receives grant funding for City projects. In order for the City to receive its grant funds, the City must enter into agreements, such as Master Agreements and Program Supplement Agreements.

STAFF REPORT: Grant administrators, such as the California Department of Transportation (CalTrans), has advised staff that the grant programs require a specific resolution authorizing the City Manager to sign agreements for projects receiving federal, state, or regional grant allocations. The attached resolution meets the specific requirements. Approval of this resolution allows the City Manager to sign Master Agreements and Program Supplement Agreements.

The latest grant allocated to the City is a Local Road Safety Plan (LRSP) grant in the amount of \$40,000 to prepare a LRSP. The local match is \$5,000 for this LRSP grant. CalTrans has sent the City a Program Supplement Agreement to execute for this grant allocation. A copy of the attached resolution (signed) is to be submitted to CalTrans along with a copy of the executed Program Supplement Agreement (attached for reference). Without a written LRSP, the City will not be eligible to apply for Highway Safety Improvement Program (HSIP) grant funding in the future, starting in 2022.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2021-__: Authorizing the City Manager, on the City's Behalf, to Execute Master Agreements and Program Supplement Agreements for Grant-Funded Projects with the California Department of Transportation and Other Grant Administrators

ATTACHMENTS:

1. Resolution No. 2021-__: Authorizing the City Manager, on the City's Behalf, to Execute Master Agreements and Program Supplement Agreements for Grant-Funded Projects with the California Department of Transportation and Other Grant Administrators
2. Program Supplement Agreement for the Local Roadway Safety Plan Grant Program.

PREPARED BY:

Nick Lozano, Associate Engineer

REVIEWED BY:

Kris Lofthus, Interim Public Works Director

APPROVED BY:

Greg Folsom, City Manager

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RESOLUTION NO. 2021-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER, ON THE CITY'S BEHALF, TO EXECUTE
MASTER AGREEMENTS AND PROGRAM SUPPLEMENT AGREEMENTS FOR
GRANT-FUNDED PROJECTS WITH THE CALIFORNIA DEPARTMENT OF
TRANSPORTATION AND OTHER GRANT ADMINISTRATORS**

WHEREAS, the City of Suisun City is eligible to apply for and receive grant funding for
City projects through various grant programs; and

WHEREAS, the City regularly receives grant funding for City projects; and

WHEREAS, before grant funds can be made available for the City projects, the City of
Suisun City must enter into Master Agreements and Supplement Program Agreements with the
grant administrators; and

WHEREAS, the City Council wishes to delegate authorization to execute these
agreements and any amendments to the City Manager.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun
City authorizes the City Manager, or his/her designee, to execute all Master Agreements, Program
Supplement Agreements and/or any amendments thereto with the grant administrators and to
implement and carry out the purposes specified in the agreements.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of
Suisun City duly held on Tuesday, the 16th day of March 2021, by the following vote:

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

WITNESS my hand and the seal of said City 16th day of March 2021 .

Anita Skinner
City Clerk

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PROGRAM SUPPLEMENT NO. W02
to
**ADMINISTERING AGENCY-STATE AGREEMENT
FOR STATE FUNDED PROJECTS NO 00140S**

Adv Project ID **Date:** February 4, 2021
0421000179 **Location:** 04-SOL-0-SUIS
Project Number: LRSPL-5032(035)
E.A. Number:
Locode: 5032

This Program Supplement, effective 02/01/21, hereby adopts and incorporates into the Administering Agency-State Agreement No. 00140S for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of 07/11/08 and is subject to all the terms and conditions thereof. This PROGRAM SUPPLEMENT is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. _____ approved by the ADMINISTERING AGENCY on _____ (See copy attached).

The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

PROJECT LOCATION: Suisun City

TYPE OF WORK: Local Roadway Safety Plan

Estimated Cost	State Funds	Matching Funds		
	STATE \$40,000.00	LOCAL		OTHER
\$44,445.00		\$4,445.00		\$0.00

CITY OF SUISUN CITY

By _____
Title _____
Date _____
Attest _____

STATE OF CALIFORNIA
Department of Transportation

By _____
Chief, Office of Project Implementation
Division of Local Assistance
Date _____

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer _____

Date 2/5/21

\$40,000.00

SPECIAL COVENANTS OR REMARKS

1. All obligations of STATE under the terms of this Agreement are subject to the appropriation of resources by the Legislature and the encumbrance of funds under this Agreement. Funding and reimbursement are available only upon the passage of the State Budget Act containing these STATE funds.
2. Any State and Federal funds that may have been encumbered for this project are available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert unless an executed Cooperative Work Agreement extending these dates is requested by the ADMINISTERING AGENCY and approved by the California Department of Finance.

ADMINISTERING AGENCY should ensure that invoices are submitted to the District Local Assistance Engineer at least 75 days prior to the applicable fund Reversion Date to avoid the lapse of applicable funds. Pursuant to a directive from the State Controller's Office and the Department of Finance; in order for payment to be made, the last date the District Local Assistance Engineer can forward an invoice for payment to the Department's Local Programs Accounting Office for reimbursable work for funds that are going to revert at the end of a particular fiscal year is May 15th of the particular fiscal year. Notwithstanding the unliquidated sums of project specific State and Federal funding remaining and available to fund project work, any invoice for reimbursement involving applicable funds that is not received by the Department's Local Programs Accounting Office at least 45 days prior to the applicable fixed fund Reversion Date will not be paid. These unexpended funds will be irrevocably reverted by the Department's Division of Accounting on the applicable fund Reversion Date.

3. ADMINISTERING AGENCY agrees to comply with the requirements in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (applicable to Federal and State Funded Projects).
4. This PROJECT is funded with State-Only funding from the Local Roadway Safety Plan (LRSP) Program. ADMINISTERING AGENCY agrees to develop an LRSP under this PROJECT.

The ADMINISTERING AGENCY agrees to follow all relevant State laws and requirements including the California Environmental Quality Act (CEQA).

This PSA allows reimbursement of eligible PROJECT expenditures to the ADMINISTERING AGENCY for which the LRSP State funds are allocated. The effective State allocation date establishes the eligibility date for the ADMINISTERING AGENCY to start reimbursable work. Any work performed prior the effective allocation date is not eligible for reimbursement from the LRSP funds.

ADMINISTERING AGENCY agrees that LRSP funds available for reimbursement will be

SPECIAL COVENANTS OR REMARKS

limited to the amount allocated and encumbered by the STATE consistent with the scope of work in the STATE approved application. Funds encumbered may not be used for a modified scope of work after a project is awarded unless approved by the Statewide LRSP Coordinator prior to performing work.

ADMINISTERING AGENCY agrees to the program delivery and reporting requirements. The study and the LRSP must be completed within thirty-six (36) months of the funding allocation. The Final Report of Expenditure, the final invoice and the LRSP report must be submitted to the DLAE within six (6) months of the report completion.

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AGENDA TRANSMITTAL

MEETING DATE: March 16, 2021

AGENDA ITEM: Council Adoption of Resolution No. 2021-____: Amending the Memorandum of Agreement Allowing for Chief Officers to Deploy on Strike Teams.

FISCAL IMPACT:

The fiscal impact is based on anticipated reimbursements for Chief Officer deployments. The salary and backfill overtime costs will be recouped along with an administration rate and the cost for use of a vehicle. The City will receive an administration rate of at least 10% and a vehicle reimbursement rate that can be placed back into the Fire Department budget.

BACKGROUND:

In 2019, the City Council of Suisun City approved the Memorandum of Agreement allowing for chief officers to deploy on strike teams. Cal OES and the CFAA allow for Fire Department Chief Officer ranks (Fire Chief, Deputy Chief, Assistant Chief, and Division Chief) who are salary exempt, to deploy on strike team deployments in any position they are qualified for, including what is referred to as “overhead” assignments. Examples of these assignment include Strike Team Leader and Safety Officer.

Fair Labor Standards Act (FLSA) allows for the collection of overtime, by exempt employees, as long as it is for other assignments and duties not associated with their regular responsibilities. Cal OES requires an “MOU/MOA, GBA, or equivalent”, to ensure proper reimbursement occurs and that the employee is authorized to deploy (See CFAA Changes Letter 2015; Attachment 2). The attached Memorandum of Agreement (Attachment 3) will serve as the required agreement and, if approved, will be filed with Cal OES along with the salary survey. Reimbursements will also include considerations for the potential need to assign an Acting Chief Officer in the deployed Chief Officer’s position, to ensure continuity of Fire Department operations.

STAFF REPORT:

The previous version of the Memorandum of Agreement included verbiage which is overly restrictive for reimbursement with the California State Office of Emergency Services (Cal OES). The verbiage has been removed to ensure compliance with Cal OES reimbursement guidelines and allows for funding to come from additional sources available to Cal OES.

STAFF RECOMMENDATION:

It is the recommendation of staff that City Council adopt Resolution No. 2021-____: Amending the Memorandum of Agreement Allowing for Chief Officers to Deploy on Strike Teams.

ATTACHMENTS:

1. Resolution No. 2021-____: Amending the Memorandum of Agreement Allowing for Chief Officers to Deploy on Strike Teams.
 2. Memorandum of Agreement, Chief Officers – Strike Team Deployments – Original with strike through
 3. Memorandum of Agreement, Chief Officers – Strike Team Deployments – Amended
-

PREPARED BY:

REVIEWED/APPROVED BY:

Justin Vincent, Fire Chief
Greg Folsom, City Manager

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RESOLUTION NO. 2021-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN
CITY AMENDING THE MEMORANDUM OF AGREEMENT
ALLOWING FOR CHIEF OFFICERS TO DEPLOY ON STRIKE
TEAMS.**

WHEREAS, on June 18th, 2019 the City Council approved the Memorandum of Understanding allowing chief officers to deploy on strike teams throughout the state of California; and

WHEREAS, Cal OES requires a Memorandum of Understanding (“MOU”), Memorandum of Agreement (“MOA”) Governing Body Resolution (“GBR”) or equivalent on file to properly reimburse the City; and

WHEREAS, verbiage not related to Cal OES reimbursement guidelines has been removed to ensure compliance; and

NOW, THEREFORE, BE IT HERE RESOLVED by the City Council of Suisun City that the Memorandum of Agreement allowing chief officers to deploy on strike teams throughout the state of California has been amended.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 16th day of March 2021 by the following vote:

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

WITNESS my hand and the seal of said City this 16th day of March 2021.

Donna Pock, CMC
Deputy City Clerk

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Suisun City Fire Department

621 Pintail Dr.
Suisun City, CA 94585
Justin Vincent, M.S. - Fire Chief



June 12th, 2019

RE: Memorandum of Agreement, Chief Officers – Strike Team deployments

This document is meant to serve as an **MOA (Memorandum of Agreement)** for the purposes of Cal OES reimbursement of overtime on strike team deployments of the Suisun City Chief Officers. ~~The Chief Officers are eligible to collect overtime solely when deployed under the California Fire Agreement (“CFAA”) or when backfilling behind a deployment.~~ Such overtime must be recorded on the Cal OES F-42 (or other signed pay document such as a shift ticket) and turned into the City. ~~Only overtime subject to reimbursement under the CFAA may be incurred.~~ A signed agreement is required by Cal OES prior to reimbursement for the Chief Officers overtime wages (and backfill costs) to ensure appropriate payment occurs and proper allocations of funds by the City. The Chief Officers hourly rate is captured on the annual salary survey.

By City Council approved policy, the Chief Officers are authorized to deploy on strike teams or overhead assignments, contingent on prior approval of the City Manager, and only so long as such deployments do not interfere with his or her position duties or scheduled City business. The Fire Chief may designate an acting Chief Officer (with the approval of the City Manager) to handle administrative duties in his or her absence while on deployment.

Justin Vincent, Fire Chief

Greg Folsom, City Manager

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City of Suisun City Fire Department

Fire Chief Justin Vincent
621 Pintail Dr. • Suisun City, CA 94585

March 16th, 2021

RE: Memorandum of Agreement, Chief Officers – Strike Team deployments

This document is meant to serve as a **MOA (Memorandum of Agreement)** for the purposes of Cal OES reimbursement of overtime on strike team deployments of the Suisun City Chief Officers when backfilling behind a deployment. Such overtime must be recorded on the Cal OES F-42 (or other signed pay document such as a shift ticket) and turned into the City. A signed agreement is required by Cal OES prior to reimbursement for the Chief Officers overtime wages (and backfill costs) to ensure appropriate payment occurs and proper allocations of funds by the City. The Chief Officers hourly rate is captured on the annual salary survey.

By City Council approved policy, the Chief Officers are authorized to deploy on strike teams or overhead assignments, contingent on prior approval of the City Manager, and only so long as such deployments do not interfere with his or her position duties or scheduled City business. The Fire Chief may designate an acting Chief Officer (with the approval of the City Manager) to handle administrative duties in his or her absence while on deployment.

Justin Vincent, Fire Chief

Greg Folsom, City Manager

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AGENDA TRANSMITTAL

MEETING DATE: March 16, 2021

CITY AGENDA ITEM: Council Adoption of Resolution No. 2021-__: Authorize the City Manager to adopt and implement the COVID-19 Prevention Plan (CPP).

FISCAL IMPACT: There is no fiscal impact to implement the CPP.

STRATEGIC PLAN IMPACT:

Provide Good Governance:

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

Ensure Fiscal Solvency:

- Section 5.2 – Leverage existing resources appropriately.
-

BACKGROUND: The Occupational Safety and Health Standards Board (OSHSB) adopted an emergency temporary regulation, Title 8 of the California Code of Regulations section 3205, requiring that employers adopt and implement a COVID-19 Prevention Program (CPP).

STAFF REPORT: As a public agency, the City of Suisun City has specific obligations related to responding to COVID-19 in the workplace and preventing the spread of the virus that causes COVID19.

To maintain compliance, the COVID-19 Prevention Program (CPP) includes the following subsections:

- Identification and Evaluation of COVID-19 Hazards;
 - Correction of COVID-19 Hazards;
 - Control of COVID-19 Hazards;
 - Physical distancing
 - Face coverings
 - Other engineering controls, administrative controls, and personal protective equipment (“PPE”)
 - Cleaning and disinfecting
 - Investigating and Responding to COVID-19 Cases;
 - System for Communicating;
 - Training and Instruction;
 - Exclusion of COVID-19 Cases;
 - Reporting, Recordkeeping, and Access; and
 - Return to Work Criteria.
-

PREPARED BY:

REVIEWED & APPROVED BY:

17

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

Each of these subsections provide for specific obligations to which public agencies are subject and with which agencies must comply. A copy of the proposed COVID-19 Prevention Plan (CPP) is attached.

RECOMMENDATION: It is recommended that the City Council:

1. Adopt Resolution No. 2021-__: Authorize the City Manager to adopt and implement the COVID-19 Prevention Plan (CPP).

ATTACHMENTS:

1. Resolution No. 2021-__: Authorize the City Manager to adopt and implement the COVID-19 Prevention Plan (CPP).

RESOLUTION NO. 2021-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY TO
AUTHORIZE THE CITY MANAGER TO ADOPT AND IMPLEMENT THE COVID-19
PREVENTION PLAN (CPP)**

WHEREAS, the Occupational Safety and Health Standards Board (OSHSB) adopted an emergency temporary regulation, Title 8 of the California Code of Regulations section 3205, requiring that employers adopt and implement a COVID-19 Prevention Plan (CPP); and

WHEREAS, as a public agency, the City of Suisun City has specific obligations related to responding to COVID-19 in the workplace and preventing the spread of the virus that causes COVID-19; and

WHEREAS, to maintain compliance, the COVID-19 Prevention Plan (CPP) includes subsections that provide for specific obligations to which public agencies are subject and with which agencies must comply; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City authorizes the City Manager to adopt and implement of the COVID-19 Prevention Plan (CPP), attached hereto as Exhibit "A".

This Resolution shall take effect upon adoption.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 16th day of March 2021, by the following vote:

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

WITNESS my hand and the seal of said City this 16th day of March 2021.

Donna Pock, CMC
Deputy City Clerk

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CITY OF SUISUN CITY

ADMINISTRATIVE DIRECTIVE – AD 25

COVID-19 Prevention Plan (CPP)			
Directive Number	Issue Date	Revision Date	CM Approval
AD 25	2/23/21		

Distribution: All Staff

Greg Folsom, City Manager

PURPOSE

On November 30, 2020, California approved emergency temporary Cal/OSHA standards on COVID-19 infection prevention. This standard requires all California employers establish and implement an effective written COVID-19 Prevention Plan (CPP) pursuant to California Code of Regulations (CCR), Title 8, Section 3205(c) and consist of the following elements:

- Establish, implement, and maintain an effective written COVID-19 Prevention Program that includes:
 - Identifying and evaluating employee exposures to COVID-19 health hazards.
 - Implementing effective policies and procedures to correct unsafe and unhealthy conditions (such as safe physical distancing, modifying the workplace and staggering work schedules).
 - Providing and ensuring workers wear face coverings to prevent exposure in the workplace.
- Provide effective training and instruction to employees on how COVID-19 is spread, infection prevention techniques, and information regarding COVID-19-related benefits that affected employees may be entitled to under applicable federal, state, or local laws

This Administrative Directive has been established to meet the requirements of these emergency temporary Cal/OSHA standards.

POLICY

This CPP is designed to control exposures to the SARS-CoV-2 virus (COVID-19) that may occur in our workplace.

I. Authority and Responsibility

The City Manager has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

II. Identification and Evaluation of COVID-19 Hazards

A. The City will implement the following in our workplace:

1. Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
2. Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
3. Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
4. Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls. This includes the evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).
5. Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
6. Comply with all applicable orders and guidance from the State of California and the local health department.

B. Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: Contacting their supervisor, manager, or Human Resources to report any COVID-19 hazards or concerns.

C. Employee screening

The City requires that employees self-screen for COVID-19 symptoms every day before leaving home for work by completing the following assessments:

1. Temperature Check:
 - a. If the reading is 99.9° F or below, one reading is sufficient; go to #2 below.
 - b. If the reading is 100.4° F or above; take a second reading.
 - c. If the reading is still 100.4° F or above, do not go to your workplace.
2. Have you had any of the following symptoms in the last 24 hours: cough, shortness of breath, or breathing? If yes, do not go to your workplace.
3. Have you had at least two of the following symptoms in the last 24 hours: Fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, nausea, vomiting, diarrhea, new loss of taste or smell? If yes, do not go to your workplace.
4. Has anyone in your household had a fever in the last 24 hours? If yes, do not go to your workplace.

If you **pass** the self-screening criteria and **are not living** with someone diagnosed with active COVID-19, proceed to your workplace.

If you **do not pass** the self-screening criteria, **or** someone you are living with does have an active COVID-19 then:

- Notify your supervisor and inform them of whether you can perform your duties at home, or request to use sick leave.
- Seek medical consultation for your symptoms.
- Contact your supervisor daily to keep them apprised of your work status.

III. Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

1. The City Manager will identify an on-site safety coordinator for each work location who is responsible for assessing the severity of the hazard and implement the timely correction of hazards.
2. Correction of hazards also includes implementing controls related to physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

IV. Control of COVID-19 Hazards

A. Physical Distancing

Where possible, the City requires at least six feet of physical distancing at all times in our workplace. Specific workplace methods include:

1. Employees instructed to maintain at least six feet of distance from customers, coworkers to extent possible.
2. Signs posted throughout City workplaces and facilities reminding employees and visitors to physically distance.
3. Eliminating the need for workers to be in the workplace by allowing telework when available or feasible.
4. Reducing the number of persons in an area at one time, including visitors by limiting lobby hours and requiring appointments to receive city services.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

B. Face Coverings

1. The City has provided and continues to provide clean, undamaged face coverings and requires that they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Employees are encouraged to contact their supervisor if they need additional face coverings.
2. The following are exceptions to the use of face coverings in our workplace:
 - a) When an employee is alone in a room.
 - b) While actively eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
 - c) Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
 - d) Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be

considered on a case-by-case basis.

- e) Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

In order to be exempted from wearing a face covering, an employee must provide request an ADA accommodation and provide Human Resources a note from a health care provider stating that it is not advisable that the employee wear a face covering due to a medical condition, mental health condition, or disability. Those employees must wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it which will be provided by the City. Alternatives will be considered on a case-by-case basis.

3. The City has posted signage to inform non-employees that the City requires the use of face coverings at all city facilities. Signs are posted at all facility entrances.

C. Engineering controls

The City implements the following measures for situations where we cannot maintain at least six feet between individuals:

1. At front counters/customer counters, glass partitions have been installed to isolate employees from customers, and vice versa. (Floor markings have been placed for customers as visual clues to indicate appropriate distances to stand and direction of travel.)
2. Cubicle workspaces are separated by solid partitions.
3. Physical workspaces have been modified to increase the distance between employees.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

1. The City has contracted with a third party to maintain the ventilation system, as well as to replace the filtration on a quarterly basis to ensure that system operates at an optimal level.
2. All offices have window access that could be opened to maximize the quantity of outside air to each office; however, where circumstances dictate, such as heat and wildlife smoke, employees are not encouraged to keep their windows open.

D. Cleaning and disinfecting

The City's cleaning and disinfecting protocol includes the following:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels.
2. Employees are responsible for regularly cleaning and disinfecting office equipment and tools used by them. The City provides employees with disinfectant wipes with which to wipe desks, computer keyboards, phones, headsets, cabinets, and other office equipment.
3. Providing adequate cleaning supplies for City building, facilities, and equipment.
4. Enhanced cleaning and disinfection of areas, material, and equipment used a COVID-19 case during the exposure period.
5. Increased cleaning by custodial staff of frequently touched surfaces, objects, and office areas.

E. Shared tools, equipment, and personal protective equipment (PPE)

1. PPE must not be shared, e.g., gloves, goggles, and face shields.
2. Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by using disinfecting wipes to wipe the items

before the next use.

3. Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

F. Hand sanitizing

In order to implement effective hand sanitizing procedures, the City:

1. Encourages and allowing time for employee handwashing.
2. Provides employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).
3. Encourages employees to wash their hands for at least 20 seconds each time.

G. Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

V. Investigating and Responding to COVID-19 Cases

A. Response to COVID-19 Cases

If City employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the County will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work and complete an investigation using the **Appendix C: Investigating COVID-19 Cases** form.

1. Investigation. If possible, the City will interview the COVID-19 cases in order to ascertain the following information: (1) the date of the positive COVID-19 test, if asymptomatic, or the date the COVID-19 case first had one or more COVID-19 symptoms, if symptomatic; (2) day and time the COVID-19 cases were last present; and (3) the nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period.

2. Reporting potential COVID-19 exposures. The City will report potential COVID-19 Exposures to: (a) employees who have had a potential COVID-19 exposure (close contact) and their authorized representatives; and (b) independent contractor's employees who were present at the worksite.

3. COVID-19 exposure. Employees who have a potential (close contact) COVID-19 exposure will be:

- a. Instructed to remain at or return to their home or place of residence and not return until the employees satisfy return-to-work criteria (see Section X). Telework may be available during this time.
- b. Offered COVID-19 testing at no cost to the employee during their working hours. This may be accomplished by allowing the employee to complete testing through their medical provider and reimbursing the employee for any out-of-pocket cost of testing.
- c. Provided with information on benefits continuation.

Sections 4 & 5 below do not apply to those employees whose exposure did not occur in the workplace.

4. Leave and compensation benefits for potential (close contact) COVID-19 exposures. The City will maintain an employee's earnings, seniority, and all other employee rights and benefits whenever the City has determined that the COVID-19 exposure is work related.

The City may require that these employees use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

5. Investigation to determine whether workplace conditions contributed to COVID-19 exposure. The City will review COVID-19 exposures to determine whether any workplace conditions could have contributed to the risk of COVID-19 exposure and determine what could be done to reduce future exposure to COVID-19 hazards.

B. Confidentiality

The City will protect the confidentiality of COVID-19 cases and will not disclose to other employees the fact that a particular employee tested positive for or was diagnosed with COVID-19; unless expressly authorized by the employee(s) to disclose such information or as other permitted or required under the law.

VI. System for Communicating

The City's goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- A. That employees should report COVID-19 symptoms, potential COVID-19 exposures, and possible hazards to their supervisor or onsite safety coordinator.
- B. That employees can report symptoms and hazards without fear of reprisal.
- C. To request an accommodation for a medical or other condition that put an employee at increased risk of severe COVID-19 illness, employees will need to work with their supervisor and Human Resources.
- D. Where testing is not required, employees can access COVID-19 testing information through their health care provider or by visiting <https://www.solanocounty.com> and searching for Community Testing Sites.
- E. In the event we are required to provide testing because of a workplace close contact exposure or outbreak, the City will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test, which may include, but not limited to, a requirement that employees not report to work during the high-risk exposure period, telework (if available).
- F. Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

VII. Training and Instruction

The City will provide effective training and instruction that includes:

- A. Our COVID-19 policies and procedures to protect employees from COVID-19 hazards. All employees are required to sign the Confirmation of CPP Receipt in **Appendix D**.
- B. Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- C. The fact that:
 - 1. COVID-19 is an infectious disease that can be spread through the air.
 - 2. COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
- D. An infectious person may have no symptoms.
- E. Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of facecoverings.
- F. The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- G. The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does

not work if the hands are soiled.

- H. Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- I. COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

VIII. Exclusion of COVID-19 Cases

Where there is a COVID-19 case in a city workplace, the City will limit transmission by:

- A. Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- B. Excluding employees with COVID-19 exposure (close contact) from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- C. Providing employees at the time of exclusion with information on available benefits.
- D. Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by:
 - 1. By allowing employees, whose positions allow for telework, to telework during the isolation or quarantine period. The City will provide these employees their normal compensation for the work that they perform for the City during the isolation or quarantine period.
 - 2. The provision of benefits described above does not apply to either: (i) employees with a potential (close contact) COVID-19 exposure that was not work-related; and (2) employees who are unable to work for reasons other than protecting employees and non-employees at city worksites and facilities from possible COVID-19 transmission. Such employees may still use paid sick leave for the purpose of receiving compensation during the isolation or quarantine period if they elect to do so.

IX. Reporting, Recordkeeping, and Access

It is the City's policy to:

- A. Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- B. Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- C. Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- D. Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- E. Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

X. Return to Work Criteria

- A. COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - 1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - 2. COVID-19 symptoms have improved.
 - 3. At least 10 days have passed since COVID-19 symptoms first appeared.
- B. COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- C. A negative COVID-19 test will not be required for an employee to return to work.
- D. If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation:

Date:

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date:

Name(s) of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Other:			
Other:			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Other:			
Other:			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Other:			
Other:			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name(s) of person conducting the investigation:

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

Appendix C (cont.)

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Confirmation of CPP Receipt

Confirmation of COVID-19 Prevention Plan (CPP)

I have received my copy of the City of Suisun City's (the "City") COVID-19 Prevention Plan (CPP). I understand that the City is committed to controlling exposures to the SARS-CoV-2 virus (COVID-19) that may occur in our workplace.

My signature below certifies that I understand that I must read this policy and conform to and abide by the rules and requirements described in the CPP.

Employee's Signature _____

Employee's Printed Name _____

Date _____

Addendum #1 – Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP becomes effective if the Solano County Department of Public Health identifies a City work location as the location of a COVID-19 Outbreak or if there are three or more COVID-19 cases in a workplace within a 14-day period. Once effective, this section will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

A. COVID-19 testing

1. We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
2. COVID-19 testing consists of the following:
 - a) All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - b) After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - c) We will provide additional testing when deemed necessary by Cal/OSHA.

B. Exclusion of COVID-19 cases

The City will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

C. Investigation of workplace COVID-19 illness

The City will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

D. COVID-19 investigation, review, and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, the City will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

1. Investigation of new or unabated COVID-19 hazards including:
 - a) Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - b) Our COVID-19 testing policies.
 - c) Insufficient outdoor air.
 - d) Insufficient air filtration.
 - e) Lack of physical distancing.
2. Updating the review:
 - a) Every thirty days that the outbreak continues.
 - b) In response to new information or to new or previously unrecognized COVID-19 hazards.
 - c) When otherwise necessary.
3. Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. The City will consider:
 - a) Moving indoor tasks outdoors or having them performed remotely.

- b) Increasing outdoor air supply when work is done indoors.
- c) Improving air filtration.
- d) Increasing physical distancing as much as possible.
- e) Respiratory protection.

E. Notifications to the Local Health Department

1. Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in a workplace, the City will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
2. The City will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Addendum #2 – Major COVID-19 Outbreaks

This section of CPP becomes effective if a workplace experiences 20 or more COVID-19 cases within a 30-day period. This section of the CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

A. COVID-19 testing

The City will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

B. Exclusion of COVID-19 cases

The City will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our **CPP Exclusion of COVID-19 Cases and Return to Work Criteria**, and any relevant local health department orders.

C. Investigation of workplace COVID-19 illnesses

The City will comply with the requirements of our **CPP Investigating and Responding to COVID-19 Cases**.

D. COVID-19 hazard correction

In addition to the requirements of the City's **CPP Correction of COVID-19 Hazards**, the City will take the following actions:

1. In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
2. We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
3. We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
4. Implement any other control measures deemed necessary by Cal/OSHA.

E. Notifications to the local health department

The City will comply with the requirements of our **Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department**.

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AGENDA TRANSMITTAL

MEETING DATE: March 16, 2021

JOINT AGENDA ITEM: Accept the Investment Report for the Quarter Ending December 31, 2020.

FISCAL IMPACT: No fiscal impact; informational only.

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

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

STAFF REPORT: The total cash and investments (par amount) equaled to \$36,516,609 for the period ending December 31, 2020. In summary, the investment portfolio consists of the following governmental funds:

Suisun-Solano 2019 Series Bond Proceeds	\$	5,209,028
Energy Conservation Project-ENGIE	\$	381,341
Debt Service Reserves	\$	1,417,652
General Fund	\$	5,450,923
Trust/Fiduciary Funds	\$	8,571,048
All Other Funds	\$	15,486,617
Total	\$	36,516,609

In terms of return on our investment managed by PFM Asset Management LLC, the current yield to maturity at cost 1.39% with an average life of 819 days. The average Local Agency Investment Fund return for the current quarter is 0.58%.

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

- Approaches carried forward from the third quarter: maintain allocations in most sectors, match benchmark's duration, and carefully manage risk considering various headwinds caused by the uneven and decelerating recovery.
- Yield spreads returned to near pre-pandemic levels in most sectors at the same time that new supply waned. This limited new investment opportunities in the fourth quarter. As a result, the portfolio's Treasury allocation inched higher.
- After months of consistent supply and attractive value in the federal agency sector, limited new issuance towards year-end slowed new purchases in the sector. However, meaningful additions in prior periods helped boost portfolio returns once again in the fourth quarter.
- Agency mortgage-backed securities (MBS) remained a core holding. While the sector's performance was generally positive for the quarter, returns were a mixed bag for the year.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

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

As 2020 ends, the uncertainties of 2021 now come into focus. Significant central bank intervention is expected to continue, and we expect interest rates will remain low for the foreseeable future. The speed of vaccine rollouts will ultimately drive the pace of the anticipated “return to normalcy.” Considering the economic uncertainties that remain, we plan on maintaining the portfolio’s neutral duration position relative to the benchmark.

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

- Treasuries: Remain a baseline holding for safety and liquidity. Federal deficits will drive large issuance again in 2021.
- Agencies: Strong demand for agency bonds has pushed incremental yield spreads in basis points down to single digits. While the portfolio currently includes larger allocations relative to prior years when spreads were consistently tight to similar-duration treasuries, in 2021 agency strategy will likely include reduced holdings of shorter maturities where spreads may be narrower while continued participation in attractive longer new issues.
- Agency MBS: The combination of the 10-year Treasury yield near 1%, securities trading at a premium, and elevated refinancing activity creates challenges for the MBS sector. As a result, attractive investment opportunities may be limited. Like in other sectors, however, the portfolio’s allocation will be maintained as MBS can provide incremental income and diversification benefits.

As can be seen in the Pie Chart on the last page of the attached Investment Report, nearly 79% of the cash (other than cash in checking accounts) is invested in federally insured CD’s, US Treasuries or Agency Notes, LAIF, all of which generate higher yields.

RECOMMENDATION: It is recommended that the Council/Authority accept the Quarter Ending December 31, 2020 Financial Officer’s Investment Report.

ATTACHMENTS:

1. Financial Officer’s Investment Report, for the Quarter Ending December 31, 2020.

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

December 31, 2020

<u>Category of Investment</u>	<u>Name of Institution</u>	<u>Maturity Date</u>	<u>Par Amount</u>	<u>Market Value*</u>	<u>Amortized Cost</u>	<u>Curr Yield At Market</u>	<u>Est Annual Income</u>
Checking Account	West America Bank	Demand Deposit	\$ 7,804,463	\$ 7,804,463	\$ 7,804,463	0.000%	-
State Investment-CITY	LAIF*	Demand Deposit	\$ 4,475,983	\$ 4,494,400	\$ 4,475,983	0.540%	24,170
Total Cash Equivalents			\$ 12,280,446	\$ 12,298,862	\$ 12,280,446	0.197%	\$ 24,170
2019 SSWA Bond Proceeds	US Bank	8AMMF07Z8	\$ 5,209,028	\$ 5,209,028	\$ 5,209,028	1.610%	83,881
Lease Equipment Purchase Proceeds-Engle	Sterling National Bank	Money Market	\$ 381,341	\$ 381,341	\$ 381,341	0.535%	2,039
Total Bond/Loan Proceeds			\$ 5,590,369	\$ 5,590,369	\$ 5,590,369	1.537%	\$ 85,920
First American Government	31846V203	cash	\$ 51,400	\$ 51,400	\$ 51,400	0.006%	3
Sumitono Mitsui Trust NY Commercial Paper	86563GS52	5/5/2021	\$ 250,000	\$ 249,795	\$ 249,772	0.270%	675
BNP Paribas NY Branch Commercial Paper	09659BPS3	2/26/2021	\$ 400,000	\$ 399,911	\$ 399,820	0.290%	1,160
Total Commercial Paper			\$ 701,400	\$ 701,106	\$ 700,991	0.262%	\$ 1,838
Federal Agency Collateralized Mortgage Obligation	FNA #3136B1XP4	09/01/21	\$ 52,744	\$ 52,860	\$ 52,953	3.553%	1,878
Federal Agency Collateralized Mortgage Obligation	FHLMC #3137BHXY8	01/01/22	\$ 210,000	\$ 212,645	\$ 210,501	2.756%	5,861
Federal Agency Collateralized Mortgage Obligation	FHLMC #3137BM6P6	08/01/22	\$ 160,000	\$ 164,292	\$ 160,499	3.009%	4,944
Federal Agency Collateralized Mortgage Obligation	FNMA #3136AEGQ4	12/01/22	\$ 70,028	\$ 71,507	\$ 70,572	2.233%	1,597
Federal Agency Collateralized Mortgage Obligation	FHLMC #3137B4GX8	02/01/23	\$ 40,989	\$ 42,005	\$ 41,033	2.943%	1,236
Federal Agency Collateralized Mortgage Obligation	FNA #3137B5JL8	02/01/23	\$ 45,642	\$ 46,506	\$ 45,537	2.619%	1,218
Federal Agency Collateralized Mortgage Obligation	FNA #3137FKK39	07/01/23	\$ 14,384	\$ 14,762	\$ 14,384	3.123%	461
Federal Agency Collateralized Mortgage Obligation	FHMS #3137BGK24	12/01/24	\$ 390,000	\$ 426,761	\$ 406,135	2.798%	11,942
Federal Agency Collateralized Mortgage Obligation	FHMS #3137FUZN7	01/25/25	\$ 143,220	\$ 143,200	\$ 143,217	0.526%	753
Federal Agency Collateralized Mortgage Obligation	FHMS #3137F72U8	06/25/25	\$ 74,735	\$ 74,563	\$ 74,735	0.518%	386
Total Federal Agency Collateralized Mortgage Obl.			\$ 1,201,742	\$ 1,249,101	\$ 1,219,567	2.424%	\$ 30,276
Federal Agency/Bond Note	FFCBN #3133EJJD2	04/05/21	\$ 300,000	\$ 301,858	\$ 299,970	2.524%	7,620
Federal Agency/Bond Note	FHL #313378CR0	03/11/22	\$ 245,000	\$ 251,169	\$ 250,209	2.195%	5,513
Federal Agency/Bond Note	FFCBN #3133ELYR9	05/06/22	\$ 220,000	\$ 220,338	\$ 219,812	0.250%	550
Federal Agency/Bond Note	FHLBN #3130AJPU7	06/03/22	\$ 160,000	\$ 160,260	\$ 159,984	0.250%	400
Federal Agency/Bond Note	FMN #3134GVJ66	06/08/22	\$ 100,000	\$ 100,164	\$ 99,966	0.250%	250
Federal Agency/Bond Note	FHLBN #3130A5P45	06/10/22	\$ 365,000	\$ 376,703	\$ 367,811	2.301%	8,669
Federal Agency/Bond Note	FMN #3137EAE72	07/25/22	\$ 100,000	\$ 99,969	\$ 99,824	0.125%	125
Federal Agency/Bond Note	FHL #3130AJ7E3	02/17/23	\$ 170,000	\$ 174,414	\$ 169,777	1.340%	2,338
Federal Agency/Bond Note	FMN #3137EAEQ8	04/20/23	\$ 170,000	\$ 170,846	\$ 169,674	0.373%	638
Federal Agency/Bond Note	FMN #3137EAE66	05/05/23	\$ 190,000	\$ 190,963	\$ 189,938	0.373%	713
Federal Agency/Bond Note	FMN #3135G04Q3	05/22/23	\$ 255,000	\$ 255,560	\$ 254,389	0.250%	638
Federal Agency/Bond Note	FHLB #313383QR5	06/09/23	\$ 250,000	\$ 268,684	\$ 258,318	3.024%	8,125
Federal Agency/Bond Note	FMN #3134GVR67	06/16/23	\$ 200,000	\$ 200,315	\$ 200,000	0.499%	1,000
Federal Agency/Bond Note	FMN #3137EAE54	06/26/23	\$ 225,000	\$ 225,458	\$ 224,456	0.250%	563
Federal Agency/Bond Note	FMN #3135G05G4	07/10/23	\$ 160,000	\$ 160,291	\$ 159,711	0.250%	400
Federal Agency/Bond Note	FMN #3135G05R0	08/10/23	\$ 160,000	\$ 160,253	\$ 159,749	0.300%	480
Federal Agency/Bond Note	FMN #3137EAEW5	09/08/23	\$ 110,000	\$ 110,154	\$ 110,018	0.250%	275
Federal Agency/Bond Note	FMN #3137EAEW5	09/08/23	\$ 140,000	\$ 140,196	\$ 139,959	0.250%	350
Federal Agency/Bond Note	FHLB #313383YJ4	09/08/23	\$ 150,000	\$ 162,722	\$ 151,472	3.111%	5,063
Federal Agency/Bond Note	FM #3135G0U43	09/12/23	\$ 200,000	\$ 214,353	\$ 199,558	2.682%	5,750
Federal Agency/Bond Note	FMN #3137EAY1	10/16/23	\$ 95,000	\$ 94,782	\$ 94,671	0.126%	119
Federal Agency/Bond Note	FMN #3135G06H1	11/27/23	\$ 155,000	\$ 155,190	\$ 154,829	0.250%	388
Federal Agency/Bond Note	FMN #3137EAF42	12/04/23	\$ 70,000	\$ 70,086	\$ 69,932	0.250%	175
Federal Agency/Bond Note	FMN #3135G0V34	02/05/24	\$ 325,000	\$ 347,803	\$ 324,251	2.336%	8,125
Federal Agency/Bond Note	FHLB #3130AFW94	02/13/24	\$ 250,000	\$ 267,667	\$ 249,448	2.335%	6,250
Federal Agency/Bond Note	FMN# #3135G0X24	01/07/25	\$ 290,000	\$ 305,033	\$ 289,256	1.545%	4,713
Federal Agency/Bond Note	FMN #3137EAE00	02/12/25	\$ 150,000	\$ 157,010	\$ 156,102	1.433%	2,250
Federal Agency/Bond Note	FMN #3137EAE00	02/12/25	\$ 250,000	\$ 261,684	\$ 249,841	1.433%	3,750
Federal Agency/Bond Note	FHLBN #3130AJHU6	04/14/25	\$ 120,000	\$ 120,649	\$ 119,490	0.497%	600
Federal Agency/Bond Note	FMN #3135G03U5	04/22/25	\$ 130,000	\$ 131,400	\$ 129,769	0.619%	813
Federal Agency/Bond Note	FMN #3135G04Z3	06/17/25	\$ 170,000	\$ 170,732	\$ 169,686	0.498%	850
Federal Agency/Bond Note	FMN #3135G04Z3	06/17/25	\$ 295,000	\$ 296,270	\$ 295,472	0.498%	1,475
Federal Agency/Bond Note	FMN #3137EAEU9	07/21/25	\$ 100,000	\$ 99,877	\$ 99,546	0.375%	375
Federal Agency/Bond Note	FMN #3135G05X7	08/25/25	\$ 235,000	\$ 234,489	\$ 233,977	0.376%	881
Federal Agency/Bond Note	FHL #3130AK5E2	09/04/25	\$ 35,000	\$ 34,923	\$ 34,901	0.375%	131
Federal Agency/Bond Note	FMN #3137EAEX3	09/23/25	\$ 230,000	\$ 229,384	\$ 229,345	0.376%	863
Federal Agency/Bond Note	FMN #3135G06G3	11/07/25	\$ 155,000	\$ 155,427	\$ 154,460	0.499%	775
Total Federal Agency Bond/Note			\$ 6,925,000	\$ 7,077,079	\$ 6,939,573	1.159%	\$ 81,993

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

December 31, 2020

Category of Investment	Name of Institution	Maturity Date	Par Amount	Market Value*	Amortized Cost	Curr Yield At Market	Est Annual Income
US Treasury Notes	#912828Q78	04/30/21	\$ 145,000	\$ 145,566	\$ 144,782	1.370%	1,994
US Treasury Notes	#912828Q78	04/30/21	\$ 390,000	\$ 391,523	\$ 389,407	1.370%	5,363
US Treasury Notes	#912828R77	05/31/21	\$ 175,000	\$ 175,875	\$ 175,902	1.368%	2,406
US Treasury Notes	#912828S76	07/31/21	\$ 330,000	\$ 331,908	\$ 328,735	1.119%	3,713
US Treasury Notes	#9128284W7	08/15/21	\$ 505,000	\$ 513,127	\$ 509,115	2.707%	13,888
US Treasury Notes	#912828D72	08/31/21	\$ 440,000	\$ 445,431	\$ 440,911	1.976%	8,800
US Treasury Notes	#912828F96	10/31/21	\$ 450,000	\$ 456,961	\$ 450,501	1.970%	9,000
US Treasury Notes	#912828T67	10/31/21	\$ 500,000	\$ 504,688	\$ 498,437	1.238%	6,250
US Treasury Notes	#9128285L0	11/15/21	\$ 275,000	\$ 281,531	\$ 281,547	2.808%	7,906
US Treasury Notes	#912828H86	01/31/22	\$ 350,000	\$ 355,195	\$ 348,638	1.478%	5,250
US Treasury Notes	#9128286M7	04/15/22	\$ 135,000	\$ 138,691	\$ 135,968	2.190%	3,038
US Treasury Notes	#9128282P4	07/31/22	\$ 35,000	\$ 35,963	\$ 34,920	1.824%	656
US Treasury Notes	#9128282P4	07/31/22	\$ 400,000	\$ 411,000	\$ 397,951	1.825%	7,500
US Treasury Notes	#912828XQ8	07/31/22	\$ 65,000	\$ 66,909	\$ 65,185	1.943%	1,300
US Treasury Notes	#91282CAC5	07/31/22	\$ 170,000	\$ 170,027	\$ 169,919	0.125%	213
US Treasury Notes	#912828L57	09/30/22	\$ 300,000	\$ 308,438	\$ 295,162	1.702%	5,250
US Treasury Notes	#912828YK0	10/15/22	\$ 125,000	\$ 127,773	\$ 127,668	1.345%	1,719
US Treasury Notes	#912828N30	12/31/22	\$ 575,000	\$ 597,820	\$ 570,351	2.044%	12,219
US Treasury Notes	#912828Z29	01/15/23	\$ 150,000	\$ 154,172	\$ 150,487	1.459%	2,250
US Treasury Notes	#912828P38	01/31/23	\$ 100,000	\$ 103,344	\$ 97,657	1.693%	1,750
US Treasury Notes	#912828P79	02/28/23	\$ 230,000	\$ 236,756	\$ 236,757	1.457%	3,450
US Treasury Notes	#912828Q29	03/31/23	\$ 100,000	\$ 103,031	\$ 97,261	1.456%	1,500
US Treasury Notes	#9128284L1	04/30/23	\$ 145,000	\$ 153,768	\$ 148,699	2.594%	3,988
US Treasury Notes	#912828T26	09/30/23	\$ 500,000	\$ 516,719	\$ 493,167	1.331%	6,875
US Treasury Notes	#912828W71	03/31/24	\$ 195,000	\$ 207,188	\$ 196,827	2.000%	4,144
US Treasury Notes	#912828X70	04/30/24	\$ 250,000	\$ 264,961	\$ 247,218	1.887%	5,000
US Treasury Notes	#912828WJ5	05/15/24	\$ 430,000	\$ 463,258	\$ 442,416	2.321%	10,750
US Treasury Notes	#912828D56	08/15/24	\$ 290,000	\$ 312,475	\$ 299,554	2.204%	6,888
US Treasury Notes	#9128282Y5	09/30/24	\$ 205,000	\$ 219,414	\$ 208,270	1.985%	4,356
US Treasury Notes	#9128283J7	11/30/24	\$ 135,000	\$ 144,830	\$ 137,337	1.981%	2,869
US Treasury Notes	#912828YY0	12/31/24	\$ 275,000	\$ 291,242	\$ 291,012	1.653%	4,813
US Treasury Notes	#9128283V0	01/31/25	\$ 30,000	\$ 32,719	\$ 31,342	2.292%	750
Total US Treasury Bond/Note			\$ 8,400,000	\$ 8,662,303	\$ 8,443,100	1.799%	\$ 155,848
TOTAL POOLED INVESTMENTS			\$ 35,098,957	\$ 35,578,820	\$ 35,174,046	1.068%	\$ 380,045
Reserved for Bond/Debt Service							
Govt Sec Money Market-RDA/SA	First Amer Treas Oblig Fd	#31846V302	\$ 16,654	\$ 16,654	\$ 16,654	0.125%	21
Savings Acct-RDA Marina	West America Bank	Demand Deposit	\$ 399,026	\$ 399,026	\$ 399,026	0.036%	143
Marina Debt Service	LAIF*	LAIF	\$ 1,001,972	\$ 1,004,248	\$ 1,001,972	0.572%	5,735
Total Debt Service Reserve Funds			\$ 1,417,652	\$ 1,419,928	\$ 1,417,652	0.415%	\$ 5,899
Grand Total			\$ 36,516,609	\$ 36,998,748	\$ 36,591,698	1.043%	\$ 385,944

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

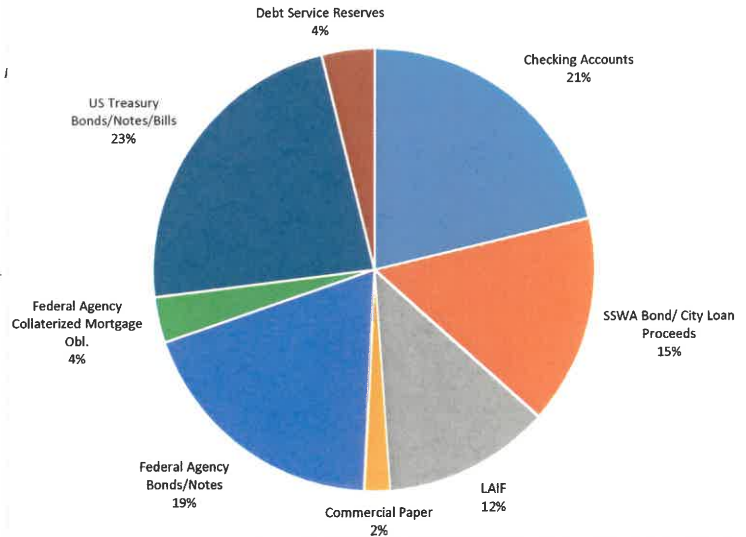
December 31, 2020

<u>Category of Investment</u>	<u>Name of Institution</u>	<u>Maturity Date</u>	<u>Par Amount</u>	<u>Market Value*</u>	<u>Amortized Cost</u>	<u>Curr Yield At Market</u>	<u>Est Annual Income</u>
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Summary of Pooled Investments

	<u>Amortized Cost Amount</u>
Checking Accounts	\$ 7,804,463
SSWA Bond/ City Loan Proceeds	\$ 5,590,369
LAIF	\$ 4,475,983
Commercial Paper	\$ 700,991
Federal Agency Bonds/Notes	\$ 6,939,573
Federal Agency Collateralized Mortgage Obl.	\$ 1,219,567
US Treasury Bonds/Notes/Bills	\$ 8,443,100
Debt Service Reserves	\$ 1,417,652
Total	\$ 36,591,698

Summary of Pooled Investments



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

City Treasurer's Statement:

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

Attest by:

Michael J. McMurry 3/3/21
Michael J. McMurry, City Treasurer Date

Prepared by:

Robin Daniel
Robin Daniel, Accountant

3-3-21
Date

Reviewed & Submitted by:

Elizabeth Luna
Elizabeth Luna, Accounting Services Mgr.

3-3-2021
Date

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AGENDA TRANSMITTAL

MEETING DATE: March 16, 2021

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

FISCAL IMPACT: Republic Services, Inc. is requesting that the City Council place liens on 238 delinquent solid waste accounts representing approximately \$71,380.97 in uncollected solid waste collection service charges. The City's General Fund will receive twenty dollars per lien and 1.0 percent of the total levy amount to be used as the recording fee and to offset the administrative costs associated with the lien and levy process. Through the lien and levy process, the City will collect on outstanding franchise fees totaling 10.0 percent of the uncollected solid waste service charges when the money actually is received.

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

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

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

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

STAFF RECOMMENDATION: It is recommended that the City Council:

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

PREPARED BY:
REVIEWED BY:

Lakhwinder Deol, City Manager
Greg Folsom, City Manager

ATTACHMENTS:

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

RESOLUTION NO. 2021-

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 16th day of March 2021 by the following vote:

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

WITNESS my hand and the seal of said City this 16th day of March 2021.

Donna Pock, CMC
Deputy City Clerk

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Preliminary Lien List
Hearing Date
Tuesday, March 16, 2021

Parcel	Owner	Billing Address	Billing City	Site Address	Site Address	LIEN AMOI	CITY FEE	TOTAL	ACCOUNT
3210144	MAKIN JOHN/MAKIN SOLEIL	706-A ALMOND ST	SUISUN CITY CA 94585	706 ALMOND STREET	20/10	255.05	25	280.05	16587
17321411	REY MICHAEL JT	1319 AMADOR WY	SUISUN CITY CA 94585	1319 AMADOR WAY	20/09	255.05	25	280.05	54977
3735214	WYLES DEIRDRE L & BRYAN JT	1305 AMBER DR	SUISUN CITY CA 94585	1305 AMBER DRIVE	20/08	389.34	25	414.34	4218220
17353603	VELEZ JOSE M	905 ANDERSON DR	SUISUN CA 94585	905 ANDERSON DRIVE	20/11	443.62	25	468.62	22116
17438212	GOMEZ ADRIAN V	1777 ANDREWS CR	SUISUN CITY CA 94585	1777 ANDREWS CIRCLE	20/12	255.05	25	280.05	17495
17346101	NICHOLLS PATRICIA E	301 ARMSBY WY	SUISUN CA 94585	301 ARMSBY WAY	20/11	262.07	25	287.07	4200288
17346215	MORRIS MICHAEL A	PO BOX 832	SUISUN CITY CA 94585	460 ARMSBY WAY	20/08	389.34	25	414.34	4200303
17423318	SKAGGS RONALD E & C M JT	523 ARROYO GRANDE LN	SUISUN CA 94585	523 ARROYO GRANDE LA	20/08	395.64	25	420.64	4200350
17350602	BANKIN JUAN LORENZO	205 ASHWOOD DR	SUISUN CA 94585	205 ASHWOOD DRIVE	20/11	262.07	25	287.07	4200364
3723411	THOMPSON WAYNE L JR JT	510 AVALON WAY	SUISUN CITY CA 94585	510 AVALON WAY	20/08	389.34	25	414.34	4215559
17346112	HOLLIMAN LEBRASKA & M TR	400 BARCLAY CT	SUISUN CITY CA 94585	400 BARCLAY COURT	20/11	255.05	25	280.05	4200430
17335411	SNYDER JENNELYN P & GLENN JT	1027 BARROWS DR	SUISUN CITY CA 94585	1027 BARROWS DRIVE	20/11	295.02	25	320.02	4213567
17354208	ESCARCEGA JESSICA/ROBLES SERGIO E V	951 BAUMAN CT	SUISUN CITY CA 94585-37	951 BAUMAN COURT	20/12	152.26	25	177.26	26097
17354202	ARIQAT MOHAMED & HITAF JT	963 BAUMAN CT	SUISUN CITY CA 94585	963 BAUMAN COURT	20/11	211.42	25	236.42	4220368
3207404	YOUNG DERELLE A	724 BAY ST	SUISUN CITY CA 94585	724 BAY STREET	20/10	470.66	25	495.66	25201
3207306	HERRON STEVEN JT	816 BAY ST	SUISUN CITY CA 94585	816 BAY STREET	20/11	262.07	25	287.07	4218209
17351231	JONES DAVID & DOROTHY JT	916 BEECHWOOD CR	SUISUN CITY CA 94585	916 BEECHWOOD CIRCLE	20/10	255.05	25	280.05	4216870
17350204	PRATER NICOLE/REYES MISTY	947 BEECHWOOD CIR	SUISUN CITY CA 94585	947 BEECHWOOD CIRCLE	20/10	135.35	25	160.35	3677
17423303	POLAND DOUGLAS B & CINDY AJT	524 BELLA VISTA DR	SUISUN CITY CA 94585	524 BELLA VISTA DRIV	20/05	282.16	25	236.03	4200625
17423308	PEPPERS MICHAEL & BRANDI LIT	534 BELLA VISTA DR	SUISUN CITY CA 94585	534 BELLA VISTA DRIV	20/09	255.05	25	280.05	4211373
17423419	HAVEZ NORA A	535 BELLA VISTA DR	SUISUN CITY CA 94585	535 BELLA VISTA DRIV	20/10	255.05	25	280.05	14338
17423307	CARUS SHUKIMBA M	532 BELLA VISTA DR	SUISUN CITY CA 94585	532 BELLA VISTA DRIVE	20/08	364.33	25	389.33	4217053
17337413	MCCLEINTON ROOSEVELT JR JT	1005 BLACKSPUR CT	SUISUN CITY CA 94585	1005 BLACKSPUR COURT	20/09	335.42	25	360.42	4209470
17337405	CASTANON LINA	PO BOX 15	SUISUN CITY CA 94585	811 BLACKSPUR DRIVE	20/09	305.12	25	330.17	3120
17304510	PEREZ JOSE M	802 BLOSSOM AV	SUISUN CITY CA 94585	802 BLOSSOM AVENUE	20/11	262.07	25	287.07	4102682
17309204	HUEY WILLIE JT	507 BLUE WING DR	SUISUN CITY CA 94585	507 BLUE WING DRIVE	20/10	255.05	25	280.05	4200882
17349418	GWEN WOOD	1021 BLUEJAY DR.	SUISUN CITY CA 94585	1021 BLUEJAY DRIVE	20/09	295.22	25	320.22	9517
17418120	SWISHER EDUARDO TR	604 BONITA CT	SUISUN CITY CA 94585-30	604 BONITA COURT	20/10	252.65	25	277.65	10953
17356102	CRATER THOMAS & LATWAN A JT	223 BRIDGEWATER CR	SUISUN CITY CA 94585	223 BRIDGEWATER CIRC	20/10	255.05	25	280.05	4213760
3236216	GONZALEZ DAVID	75 BUENA VISTA AVE	SUISUN CA 94585	75 BUENA VISTA AVENU	20/10	255.05	25	280.05	4201096
17418215	WILLIAMS LARRY & SHARON K JT	508 CABANA CT	SUISUN CA 94585	508 CABANA COURT	20/11	157.21	25	332.21	4201134
17312408	WALKER TONJI	3130 38IRMINGHAM DR	RICHMOND CA 94806-2635	807 CACKLING DRIVE	20/08	389.34	25	414.34	4212961
3215117	CRATZ ANTHONY L TR	215 CALIFORNIA ST	SUISUN CITY CA 94585	215 CALIFORNIA STREE	20/10	255.05	25	280.05	4201172
17330107	SMITH CHERYL D	910 CANADA GOOSE DR	SUISUN CITY CA 94585	910 CANADA GOOSE DRI	20/10	255.05	25	280.05	4201222
1730210	LESSER ADAM	326 CANVASBACK DR	SUISUN CITY CA 94585	326 CANVASBACK DRIVE	20/08	363.08	25	388.08	42712
17422411	JOSEPH TOMLINSON	710 CAPISTRANO DR	SUISUN CA 94585	710 CAPISTRANO DRIVE	20/12	248.83	25	273.83	2088
1742122	COBAR VICTOR E/YO MINH N	1511 CASA LOMA WY	SUISUN CA 94585	1511 CASA LOMA WAY	20/11	129.47	25	154.47	4201430
17428109	BRANCH EARL L & CAROLYN J JT	724 CHULA VISTA WY	SUISUN CITY CA 94585	724 CHULA VISTA WAY	20/11	125.02	25	150.02	4201525
17428104	WAYNE LAGETTA B TR	734 CHULA VISTA WY	SUISUN CITY CA 94585	734 CHULA VISTA WAY	20/11	262.07	25	287.07	4201532
3723306	YOUNG LORRAINE M	409 CHYRL WY	SUISUN CITY CA 94585	409 CHYRL WAY	20/08	389.34	25	414.34	4201563
3723211	LOVELAND ESTHER G	412 CHYRL WY	SUISUN CITY CA 94585	412 CHYRL WAY	20/12	248.83	25	273.83	4473
3723521	BANKS VERA L	502 CHYRL WY	SUISUN CITY CA 94585	502 CHYRL WAY	20/11	262.07	25	287.07	4201570
3723604	THPI ACQUISITION HOLDINGS LLC	1292 LINCOLN AVE	SAN RAFAEL CA 94901	507 CHYRL WAY	20/10	81.54	25	106.54	55184
17356218	EDWARDS GERALD & ANTOINETTE JT	212 CLEARBROOK CT	SUISUN CITY CA 94585	212 CLEARBROOK COURT	20/12	255.05	25	280.05	4210256
17373107	RAMOND & M E WILLIS III	224 CLOVERLEAF CIR	SUISUN CITY CA 94585	224 CLOVERLEAF CIRCL	20/09	255.05	25	280.05	4209925
17373113	SAUCEDO MANUEL/SAUCEDO REGINA	251 CLOVERLEAF CR	SUISUN CA 94585	251 CLOVERLEAF CIRCL	20/10	255.05	25	280.05	9660
17310216	SMITH JUDY BENNETT	538 COOT LN	SUISUN CITY CA 94585	538 COOT LANE	20/10	192.05	25	217.05	4212010
3234214	JOHNSON VAUGHN T	96 CORAL LN	SUISUN CITY CA 94585	96 CORAL LANE	20/08	389.34	25	414.34	4216108
17321113	FAVIOLA REYES & DANIEL	701 CRANE DR	SUISUN CITY CA 94585	701 CRANE DRIVE	20/09	255.05	25	280.05	4110739
17324221	ANZUETO LUIS E & FRANCIS MIT	1211 CRANE DR	SUISUN CA 94585	1211 CRANE DRIVE	20/11	427.21	25	452.21	4201803
17321103	PAL RAVINDER	1218 CRANE DR	SUISUN CA 94585	1218 CRANE DRIVE	20/08	389.34	25	414.34	4221307

17321201	UPARY DONALD G & LINDA J JT	1300 CRANE DR	SUISUN CA 94585	1300 CRANE DRIVE	20/08	371.56	25	396.56	4201811
17321221	ALEXANDER ROBERT	1302 CRANE DR	SUISUN CITY CA 94585	1302 CRANE DRIVE	20/08	389.34	25	414.34	4260
17355216	OTIS TERRANCE	934 CRAVEN DR	SUISUN CITY CA 94585	934 CRAVEN DRIVE	20/10	105.05	25	130.05	4221159
17353504	MALDONADO, JOSE JUAN	308 CRAVEN WY	SUISUN CITY CA 94585	308 CRAVEN WAY	20/11	162.07	25	287.07	44204
17336807	CSHP ONE	8665 E HARTFORD DR #200	SCOTTSDALE AZ 85255	609 CRESTED DRIVE	20/11	298.6	25	323.6	26015
17353211	MEZA ELIAS	406 DICKEY CT	SUISUN CITY CA 94585	406 DICKEY COURT	20/09	255.05	25	280.05	4216953
17347401	WYNHOLDS JAN & MICHELLE JT	433 DOBBINS CT	SUISUN CITY CA 94585	433 DOBBINS COURT	20/12	259.37	25	284.37	4217788
17439308	WILLIAMS OZNIESHA C	1756 DOVER CT	SUISUN CITY CA 94585	1756 DOVER CIRCLE	20/12	344.02	25	369.02	4218073
3229613	JOHNSON HAROLD JR & LEISA JT	910 DRIFTWOOD DR	SUISUN CITY CA 94585	910 DRIFTWOOD DRIVE	20/09	145.21	25	170.21	4216525
17314312	THPI ACQUISITION HOLDINGS LLC	1292 LINCOLN AVE	SAN RAFAEL CA 94901	544 EAST WIGEON WAY	20/10	255.05	25	280.05	4109814
17331205	CREGETT ANTHONY & MARIAN	1403 EBBETTE CT	SUISUN CA 94585	1403 EBBETTS COURT	20/11	211.42	25	236.42	4202142
17350303	DEVAULL JUROID & DEBORAH JT	904 EDGEWOOD CIR	SUISUN CITY CA 94585	904 EDGEWOOD CIRCLE	20/08	389.34	25	414.34	50871
17351206	KRUMMES MICHAEL S	928 EDGEWOOD CR	SUISUN CITY CA 94585	928 EDGEWOOD CIRCLE	20/09	255.05	25	280.05	4220618
17351202	IBAY OSCAR M & ADELUNA C JT	51 GRAFTON AVE	SAN FRANCISCO CA 94112	936 EDGEWOOD CIRCLE	20/08	79.82	25	104.82	4114369
17418241	COLEMAN JUAN S	510 EL MAR CT	SUISUN CITY CA 94585	510 EL MAR COURT	20/10	255.05	25	280.05	4218540
17424242	ROCKY RAQUEDAN	1502 EL PRADO LANE	SUISUN CITY CA 94585	1502 EL PRADO LANE	20/11	248.83	25	273.83	59435
3224403	SILVA PAULETTA S	209 ELLWOOD ST	SUISUN CITY CA 94585	209 ELMWOOD STREET	20/10	255.05	25	280.05	4213845
17344204	KUMAR TONICA T	912 EMPEROR DR	SUISUN CITY CA 94585	912 EMPEROR DRIVE	20/10	255.05	25	280.05	4211887
17357406	HOSKINS DIMARCO	331 ENGELL CT	SUISUN CITY CA 94585	331 ENGELL COURT	20/10	255.05	25	280.05	13271
3231418	BROWN WALTER & BEATRICE M TR	517 ERIN DR	SUISUN CITY CA 94585	517 ERIN DRIVE	20/11	255.05	25	280.05	22739
17375116	THORNTON CAROL & BERNARD JT	350 FLAGSTONE CR	SUISUN CITY CA 94585	350 FLAGSTONE CIRCLE	20/10	275.77	25	300.77	4206973
17440205	ROHDE RONALD & RACHELLE JT	1700 FORT ORD CT	SUISUN CITY CA 94585	1700 FORT ORD COURT	20/12	335.42	25	360.42	4214311
17440102	BOBIS RICHARD D & GEMMA Y JT	1705 FORT ORD CT	SUISUN CITY CA 94585	1705 FORT ORD COURT	20/10	255.05	25	280.05	4214371
17418405	TORRES VERONICA L	511 FORTUNA DR	SUISUN CITY CA 94585	511 FORTUNA DRIVE	20/12	255.05	25	280.05	4220675
17418402	FIGUEROA RAMON	517 FORTUNA DR	SUISUN CITY CA 94585	517 FORTUNA DRIVE	20/09	255.05	25	280.05	3147
17423406	MOODY ROBERT E & LISA R JT	530 FORTUNA DR	SUISUN CITY CA 94585	530 FORTUNA DRIVE	20/11	262.07	25	287.07	4202546
17423411	GIRON LORENZ C & MINERVA SJT	540 FORTUNA DR	SUISUN CA 94585	540 FORTUNA DRIVE	20/12	255.05	25	280.05	4209512
3229602	AYERS JAMES M	907 FREEDOM DRIVE	SUISUN CITY CA 94585	907 FREEDOM DRIVE	20/08	389.34	25	414.34	4218596
3229513	GOSIENGFAO RUDOLPH & C B JT	914 FREEDOM DR	SUISUN CITY CA 94585	914 FREEDOM DRIVE	20/09	255.05	25	280.05	4215469
3719245	GALLARDO JAVIER & LETICIA JT	603 FREIDA DR	SUISUN CITY CA 94585	603 FRIEDA DRIVE	20/10	255.05	25	280.05	4208586
17352526	STUBBS TIMOTHY & BONNIE JT	504 FULLMAR DR	SUISUN CITY CA 94585	504 FULLMAR DRIVE	20/11	262.07	25	287.07	4202592
17321502	LEUNG MICHAEL & HELEN W TR	40 ANGUIDO CT	HILLSBOROUGH CA 94010	623 FULLMAR DRIVE	20/11	373.25	25	398.25	8397
17308701	HANSEN, LINDSAY	601 GOLDEN EYE WY	SUISUN CITY CA 94585	601 GOLDEN EYE WAY	20/09	255.05	25	280.05	5779
17305416	BORIA BERNARD P I JT	809 GOLDEN EYE WY	SUISUN CITY CA 94585	809 GOLDEN EYE WAY	20/12	177.98	25	202.98	4109312
17305418	GABRIEL FONSECA	813 GOLDEN EYE WY	SUISUN CA 94585	813 GOLDEN EYE WAY	20/08	277.13	25	302.13	41316
17353201	JANEA CHAPMAN	413 GOODAIR CT	SUISUN CITY CA 94585	413 GOODAIR COURT	20/11	262.07	25	287.07	4111216
17329124	GARCIA-MARTINEZ JAIME	913 HARLEQUIN WY	SUISUN CITY CA 94585	913 HARLEQUIN WAY	20/11	262.07	25	287.07	4208799
17345401	CARPIO JUAN	833 HARRIER DR	SUISUN CA 94585	833 HARRIER DRIVE	20/08	389.34	25	414.34	4202876
17450208	BARRETT JOHN N JR & D E JT	1628 HARRISBURG LN	SUISUN CITY CA 94585	1628 HARRISBURG LANE	20/12	255.05	25	280.05	45746
17318502	BLANCO ALONZO N	808 HERON DR	SUISUN CITY CA 94585	808 HERON DRIVE	20/10	255.05	25	280.05	4211896
17317402	DUITT VINEETA A	826 HERON DR	SUISUN CITY CA 94585	826 HERON DRIVE	20/09	255.05	25	280.05	42180
17436101	DELOSREYES FANTASTIC Q	1600 HICKAM CR	SUISUN CITY CA 94585	1600 HICKAM CIRCLE	20/10	191.76	25	216.76	17401
17436204	HEARD CHARLES & TAMYRA JT	1685 HICKAM CR	SUISUN CITY CA 94585	1685 HICKAM CIRCLE	20/10	255.05	25	280.05	4215574
17310343	WYDERMYER BILLY R JR	402 HONKER LANE	SUISUN CITY CA 94585	402 HONKER LANE	20/12	273.72	25	298.72	25360
17338101	LOPEZ XAVIER A	901 JAVAN WY	SUISUN CA 94585	901 JAVAN WAY	20/11	262.07	25	287.07	4108240
3724126	AQUINO, RUBEN	1101 JEANNE CT	SUISUN CA 94585	1101 JEANNE COURT	20/11	217.49	25	242.49	411633
17361314	TIMOTEO REFUERZO	201 KEYES LN	SUISUN CA 94585	201 KEYES LANE	20/11	262.07	25	287.07	4203215
17348217	VICTOR SHIRLEY	1315 KIMBERLY CT	SUISUN CITY CA 94585	1315 KIMBERLY COURT	20/09	274.78	25	299.78	4210519
17325205	ANTONIO MALDONADO	607 KINGLET ST	SUISUN CITY CA 94585	607 KINGLET STREET	20/08	389.34	25	414.34	59351
3723118	CLAY JOHN ELIOT KINDEL	407 KINGS WY	SUISUN CITY CA 94585	407 KINGS WAY	20/11	266.72	25	291.72	4110276
17321203	FONTAINE HILARY P	602 KIAMATH DR	SUISUN CITY CA 94585	602 KIAMATH DRIVE	20/08	512.03	25	537.15	4216819
17322203	TOLBERT KENNETH E	611 KIAMATH DR	SUISUN CITY CA 94585	611 KIAMATH DRIVE	20/11	262.07	25	287.07	56937
17331409	THRESA MURPHY	626 KIAMATH DR	SUISUN CITY CA 94806	626 KIAMATH DRIVE	20/08	200	25	449.02	4101200
17331215	RIVERA LUIS A	635 KIAMATH WY	SUISUN CITY CA 94585	635 KIAMATH DRIVE	20/08	389.34	25	414.34	4211338
17423128	FOWLER STEVEN JACK	1509 LA MESA CT	SUISUN CA 94585	1509 LA MESA COURT	20/08	389.34	25	414.34	6508
17329234	COMBS MARY ANN JT	2097 STARLING WAY	FAIRFIELD CA 94533	500 LABRADOR WAY	20/08	189.34	25	214.34	4218652
17329311	NEELY LEON & MARY JT	507 LABRADOR WY	SUISUN CITY CA 94585	507 LABRADOR WAY	20/10	255.05	25	280.05	4203392
17329312	CHAVARRIA GREGORIO	509 LABRADOR WY	SUISUN CITY CA 94585	509 LABRADOR WAY	20/08	325.13	25	350.13	13745

17330206	GUINASSO LAURA A	904 LABRADOR WAY	SUISUN CITY CA 94585	904 LABRADOR WAY	20/10	255.05	25	280.05	4203404
17329225	SPRENGELMEYER R J & JAN L JT	907 LABRADOR WY	SUISUN CA 94585	907 LABRADOR WAY	20/10	255.05	25	280.05	4203407
17326316	PERSONS FREDERICK M	503 LASSEN AV	SUISUN CA 94585	503 LASSEN AVENUE	20/08	389.34	25	414.34	4203448
17326322	CABRERA SANDRA PADILLA	515 LASSEN CIR	SUISUN CITY CA 94585	515 LASSEN AVENUE	20/11	105.65	25	130.65	8734
17362151	ROMAIN FREDERICK D & B L JT	1352 LAWLER RANCH PKWY	SUISUN CITY CA 94585	1352 LAWLER RANCH PA	20/11	255.05	25	280.05	4203499
3243121	ALMY DERRICK D/WESLEY GENNY	222 LEAFWOOD CT	SUISUN CITY CA 94585	222 LEAFWOOD COURT	20/09	136.96	25	161.96	5897
3243203	MORRIS ROSEMARIE	229 LEAFWOOD CT	SUISUN CITY CA 94585	229 LEAFWOOD COURT	20/10	255.05	25	280.05	4203534
3240217	LAFON LONNIE DEE	52 LEMONWOOD WY	SUISUN CITY CA 94585	52 LEMONWOOD WAY	20/11	279.14	25	304.14	8500
3229121	THOMPSON KATHRYN L	910 LIBERTY DR	SUISUN CITY CA 94585	910 LIBERTY DRIVE	20/11	262.07	25	287.07	4220214
3229323	YOUNG WILLIAM T & ALICE V JT	1014 LIBERTY DR	SUISUN CITY CA 94585	1014 LIBERTY DRIVE	20/10	255.05	25	280.05	4218354
3730123	HERNANDEZ YSMAEL & G JT	1306 LOIS LN	SUISUN CA 94585	1306 LOIS LANE	20/09	255.05	25	280.05	4113452
3730119	SIMON LINDA	1314 LOIS LN	SUISUN CITY CA 94585	1314 LOIS LANE	20/08	283.34	25	308.34	51844
17422114	GRAY MICHAEL K & WENDY M JT	605 LOMA CT	SUISUN CA 94585	600 LOMA COURT	20/10	151.05	25	176.05	24478
3224220	HARDIN SAMUEL C III	208 LONG ST	SUISUN CITY CA 94585	208 LONG STREET	20/10	309.7	25	334.7	17690
3207418	DARBY DERWIN & GLORIA JT	731 LOTZ WY	SUISUN CITY CA 94585	731 LOTZ WAY	20/09	300.96	25	325.96	4215315
3207316	MICHAEL RUIZ	827 LOTZ WAY	SUISUN CITY CA 94585	827 LOTZ WAY	20/09	255.05	25	280.05	4105555
17380210	DAVID DANIELS	408 MALONEY CT	SUISUN CITY CA 94585	408 MALONEY COURT	20/11	255.05	25	280.05	56942
32301120	ESGEM LLC	PO BOX 806	NOVATO CA 94948	423 MARINA BLVD	20/08	51.02	25	76.02	21435
3230305	LUTE HOWARD NELSON JT	402 MARINA BL	SUISUN CA 94585	402 MARINA BOULEVARD	20/08	389.34	25	414.34	56642
17359203	JOHNSON KURT	1200 MAYFIELD CR	SUISUN CITY CA 94585	1200 MAYFIELD CIRCLE	20/08	389.34	25	414.34	4203907
17379001	YAZADI ABDEL N TOD	3237 BEARD RD	NAPA CA 94558-3445	1007 MAYFIELD WAY	20/09	255.05	25	280.05	11648
17443209	MAXIE RUSSELL D/MAXIE SINAMI R	1665 MCGUIRE CR	SUISUN CITY CA 94585	1665 MCGUIRE CIRCLE	20/12	177.98	25	202.98	15061
17360505	RANSOM CHARLES SR & D P JT	312 MCNABE CT	SUISUN CITY CA 94585	312 MCNABE COURT	20/11	262.07	25	287.07	4211088
17380416	CONSE HOLLY & RENE	421 MEEHAN CT	SUISUN CITY CA 94585	421 MEEHAN COURT	20/08	389.34	25	414.34	4210345
3719219	ENAUULT WILLIAM W & DOLORES JT	1203 MICHAEL CT	SUISUN CA 94585	1203 MICHAEL COURT	20/11	281.8	25	306.8	4204015
17342302	BROWN TORIANO D	1663 KIRKWOOD AV	SAN FRANCISCO CA 94124	1423 MONITOR AVENUE	20/11	289.64	25	314.64	4212685
17342207	DUNN MARY JANE	1440 MONITOR AVE	SUISUN CITY CA 94585	1440 MONITOR AVENUE	20/12	311.04	25	398.25	6575
17430321	GARDNER RACHEL A/GARDNER CW	724 MONTE CARLO DR	SUISUN CITY CA 94585	724 MONTE CARLO DRIV	20/08	389.34	25	414.34	16946
3240104	OCHOA JOSEFIONAL MTG ASSC	814 MOSSWOOD DR.	SUISUN CITY CA 94585	814 MOSSWOOD DRIVE	20/11	255.92	25	280.92	12222
17313408	VELASQUEZ AIDALLA & W JT	908 MUSCOVY CT	SUISUN CA 94585	908 MUSCOVY COURT	20/11	262.07	25	287.07	4204269
3234106	WELCH NANCY & JIM JT	508 NADEL DR	SUISUN CITY CA 94585	508 NADEL DRIVE	20/10	255.05	25	280.05	4211920
3230315	SETTEBRINO RALPH N	1002 NEPTUNE CT	SUISUN CITY CA 94585	1002 NEPTUNE COURT	20/10	255.05	25	280.05	4204290
3239311	SCHLEMMER THOMAS G JR & L JT	85 NEWPORT WY	SUISUN CA 94585	85 NEWPORT WAY	20/11	7.39	25	32.39	25582
3231313	BOBO, JAMES	507 PAULA DR	SUISUN CITY CA 94585	507 PAULA DRIVE	20/11	214.07	25	239.07	411736
17380510	DAVID MILLER	425 PEARCE CT	SUISUN CITY CA 94585	425 PEARCE COURT	20/09	255.05	25	280.05	4210211
17362145	WILLIAMS LOUISE TR	607 PEYTONIA CT	SUISUN CITY CA 94585	607 PEYTONIA COURT	20/12	255.05	25	280.05	4213723
17323311	ROSE LINDA MARIE	1105 PHEASANT DR	SUISUN CA 94585	1105 PHEASANT DRIVE	20/11	163.6	25	287.07	4204535
17323321	CLARK TINA JT	1123 PHEASANT DR	SUISUN CITY CA 94585	1123 PHEASANT DRIVE	20/11	308.26	25	333.26	4215681
17323325	DAY OLLIE JT	1203 PHEASANT DR	SUISUN CITY CA 94585	1203 PHEASANT DRIVE	20/11	295.02	25	320.02	4204552
3733303	ROBINSON PATRICK R & P JT	1326 PHILIP WY	SUISUN CA 94585	1326 PHILIP WAY	20/08	306.7	25	331.7	4204595
3733106	PATRICK WELSH	1333 PHILLIP WY	SUISUN CITY CA 94585	1333 PHILIP WAY	20/08	459.41	25	484.41	59372
37331090	TODD HOGUND	1339 PHILLIP WAY	SUISUN CITY CA 94585	1339 PHILIP WAY	20/11	262.07	25	287.07	8895
173062080	JACKSON-MCCLEIN KIRSTEN	343 PINTAIL DR	SUISUN CITY CA 94585	343 PINTAIL DR.	20/12	292.34	25	317.34	19962
17304438	JOVIAN COLBERT	318 PINTAIL DR	SUISUN CITY CA 94585	318 PINTAIL DRIVE	20/12	255.05	25	280.05	4220577
17336101	WILLIAMS BARRY R	907 PINTAIL DR	SUISUN CITY CA 94585	907 PINTAIL DRIVE	20/11	248.83	25	273.83	59548
17331230	HERMESCH JOEL & CELIA JT	1417 PINTAIL DR	SUISUN CITY CA 94585	1417 PINTAIL DRIVE	20/08	376.42	25	401.42	1635
17331233	PITRE ROSHANDA M	1423 PINTAIL DR	SUISUN CITY CA 94585	1423 PINTAIL DRIVE	20/10	255.05	25	280.05	4109398
17337106	GORDON WALTER S IV TR	816 POCHARD WY	SUISUN CITY CA 94585	816 POCHARD WAY	20/11	262.07	25	287.07	4209425
17312505	VAUGHN BETTY N	821 POCHARD WY	SUISUN CITY CA 94585	821 POCHARD WAY	20/10	255.05	25	280.05	4204824
17371204	WELLS FARGO BK NA 2006-1	260 POTRERO ST	SUISUN CITY CA 94585	260 POTRERO STREET	20/08	389.34	25	414.34	4204882
1733512	MCELROY PATRICK H & JAN M JT	1013 PRAIRIE DR	SUISUN CA 94585	1013 PRAIRIE DRIVE	20/10	255.05	25	280.05	4204914
17335435	EVANS KAYLE & ANN JT	1016 PRAIRIE DR	SUISUN CITY CA 94585	1016 PRAIRIE DRIVE	20/09	255.05	25	280.05	4217738
17375305	SMITH WILLIE CLAUDETTE TR	317 PROMENADE CR	SUISUN CITY CA 94585	317 PROMENADE CIRCLE	20/10	255.05	25	280.05	4213232
17341215	DARDEN BEVERLY	1404 PROSPECT WY	SUISUN CITY CA 94585	1404 PROSPECT WAY	20/09	255.05	25	280.05	4215577
17341208	JACKSON ERNEST N & BETTY AJT	1418 PROSPECT WY	SUISUN CITY CA 94585	1418 PROSPECT WAY	20/11	262.07	25	287.07	4205003
3717008	ABLES RALPH C & MARY F/TR	445 RAILROAD AVE	SUISUN CITY CA 94585	449 RAILROAD AVENUE	20/08	374.57	25	399.57	22824
3709006	VFS 2 LLC	750 BATTERY ST #5TH	SAN FRANCISCO CA 94111-	605 RAILROAD AVENUE	20/09	560.23	25	591.65	4100454
17345205	VIRAY JOSEPHINE A & ROGER T JT	1311 REBECCA DR	SUISUN CITY CA 94585	1311 REBECCA DRIVE	20/08	339.34	25	414.34	4205052

17374320	NAZARENO BRYAN J/NAZARENO MP	236 REDSTONE CR	SUISUN CITY CA 94585	236 REDSTONE CIRCLE	20/12	255.05	25	280.05	23205
17374105	PITRE INETTA	258 REDSTONE CR	SUISUN CITY CA 94585	258 REDSTONE CIRCLE	20/08	140.44	25	165.44	4210203
17374219	HOLMES RHONDA	269 REDSTONE CR	SUISUN CITY CA 94585	269 REDSTONE CIRCLE	20/10	255.05	25	280.05	4216614
17365205	STEWART DEBRA J & GLENN K JT	328 RIDGECREST CIRCLE	SUISUN CITY CA 94585	328 RIDGECREST CIRCL	20/10	255.05	25	280.05	4213940
17308408	TUBBS TEANETA	700 RING NECK LN	SUISUN CITY CA 94585	700 RING NECK LANE	20/10	255.05	25	280.05	10883
17308524	YAVROM FAMILY TRUST	6238 PINECREAK WY	CITRUS HEIGHTS CA 95621	701 RING NECK LANE	20/09	255.05	25	280.05	20682
3247216	GAMBOA FRANKIE & YVETTE Y JT	733 ROCKY POINT COVE	SUISUN CITY CA 94585	733 ROCKY POINT COVE	20/11	260.84	25	285.84	4216471
3240508	ABAD RAFAEL G & KIKU O JT	85 RODONDO AV	SUISUN CITY CA 94585	85 RODONDO AVENUE	20/10	255.05	25	280.05	4205273
17300410	JAMIE AITCHENSON	329 RUDDY RD	SUISUN CITY CA 94585	329 RUDDY LANE	20/09	288	25	313	13486
3212110	SCHETTLER ERNEST B	PO BOX 20112	PORTLAND OR 97294-0112	305 SACRAMENTO STREE	20/03	255.05	25	280.05	4211818
3212110	SCHETTLER ERNEST B	PO BOX 20112	PORTLAND OR 97294-0112	301 SACRAMENTO STREE	20/09	255.05	25	280.05	4216216
3212113	SMITH LORELENE J	305 SACRAMENTO ST #B	SUISUN CITY CA 94585	305 SACRAMENTO STREE	20/09	255.05	25	280.05	4211818
3718027	RUTTENBERG JOSEPH A & J L JT	409 SARAH WY	SUISUN CITY CA 94585	409 SARAH WAY	20/12	258.38	25	283.38	4208720
17303503	TAYLOR ROBERT J & PAULINE MJT	827 SCAUP LN	SUISUN CITY CA 94585	827 SCAUP LANE	20/10	255.05	25	280.05	4205399
17324411	BUONCRISTIANI AARON	513 SEAGULL DR	SUISUN CITY CA 94585	513 SEAGULL DRIVE	20/08	458.18	25	483.18	4112943
17321125	WOODS LAWRENCE W & L D JT	606 SEAGULL DR	SUISUN CITY CA 94585	606 SEAGULL DRIVE	20/08	389.34	25	414.34	4205491
17364527	CASSIDY SHERRI B	938 SHADYWOOD CR	SUISUN CITY CA 94585	938 SHADYWOOD CIRCLE	20/12	62.54	25	280.05	58571
17306311	MOORE YONE	403 SHOVELLER DR	SUISUN CITY CA 94585	403 SHOVELLER DRIVE	20/08	389.34	25	414.34	14577
3732206	ROLLINS DOLORES & ALLEN D	365 SILK OAK DR	SUISUN CITY CA 94585	365 SILK OAK DRIVE	20/12	255.05	25	280.05	4216996
17320501	RYAN FENNIE	605 SKYLARK DR	SUISUN CITY CA 94585	605 SKYLARK DRIVE	20/10	255.05	25	280.05	57547
17320505	WALLER MICHAEL E II	613 SKYLARK DR	SUISUN CITY CA 94585	613 SKYLARK DRIVE	20/09	255.05	25	280.05	4219619
17300430	NILA HECKMANN	800 SPOONBILL	SUISUN CITY CA 94585	800 SPOONBILL LANE	20/10	255.05	25	280.05	2200
17302332	2012 - B PROPERTY HOLDINGS LLC	1292 LINCOLN AV	SAN RAFAEL CA 94901	831 SPOONBILL LANE	20/09	255.05	25	280.05	55803
17338127	ALEMU DEREJE	908 STELLER WY	SUISUN CITY CA 94585	908 STELLER WAY	20/09	155.77	25	180.77	25116
17338126	PRUITT HAILEY S	910 STELLER WY	SUISUN CITY CA 94585	910 STELLER WAY	20/09	248.83	25	273.83	4205900
17338123	JOHN A & NANCY K FORD	916 STELLER WY	SUISUN CITY CA 94585	916 STELLER WAY	20/10	255.05	25	280.05	4205900
174513040	DAVID KNOTT	1702 STONEMAN	SUISUN CITY CA 94585	1702 STONEMAN	20/12	248.83	25	273.83	12799
174514160	JIMENEZ JOANNA TANAP	1750 STONEMAN DR.	SUISUN CITY CA 94585	1750 STONEMAN DRIVE	20/11	281.87	25	306.87	10240
3737032	KHEHRA SARABP	181 SUMMERTIME LANE	SUISUN CITY CA 94585	1125 STRAWBERRY LANE	20/12	248.83	25	273.83	58361
17325501	MOZQUEDA LETICIA/VELAZQUEZ ROBERTO	1401 SWIFT CT	SUISUN CITY CA 94585	1401 SWIFT COURT	20/11	258.29	25	283.29	18414
17377205	RIZALADO ROBERTINO S & H NJT	208 TAMARISK CR	SUISUN CITY CA 94585	208 TAMARISK CIRCLE	20/11	262.07	25	287.07	4205978
17377217	CRAWLEY MARISSA L	232 TAMARISK CIR	SUISUN CITY CA 94585	232 TAMARISK CIRCLE	20/08	189.34	25	414.34	4221220
17376304	CAUIZ IDALIA M	254 TAMARISK CR	SUISUN CITY CA 94585	254 TAMARISK CIRCLE	20/11	262.07	25	287.07	4206008
3730305	ZAMUDIO JUAN	516 THOMAS CR	SUISUN CITY CA 94585	516 THOMAS CIRCLE	20/10	255.05	25	280.05	4210068
17319432	PELAYO MANUEL	1310 THRASHER WY	SUISUN CITY CA 94585	1310 THRASHER WAY	20/12	250.7	25	275.7	11649
17370314	MCCURN JULIUS SR JT	1406 TILLMAN ST	SUISUN CITY CA 94585	1406 TILLMAN STREET	20/12	83.13	25	108.13	4217842
17370306	REGINALD WELLS	1438 TILLMAN ST.	SUISUN CITY CA 94585	1438 TILLMAN STREET	20/10	111.14	25	336.14	10956
17370113	NICOLE MOLINAR K	1613 HICKAM CIR.	SUISUN CITY CA 94585	1453 TILLMAN STREET	20/09	255.05	25	280.05	4221236
17305502	TRIPATHI RAJESH & SMRATI JT	PO BOX 1549	FREMONT CA 94538	803 TREE DUCK WAY	20/08	112.44	25	137.44	7586
17329102	GOMEZ ARACELIA VALENTINO	514 TRUMPETER DR.	SUISUN CITY CA 94585	514 TRUMPETER DRIVE	20/10	274.78	25	299.78	17949
17447305	ANTHONY EDDIE & ATRESE	516 SKYLARK DR.	SUISUN CITY CA 94585	1616 TUCSON CIRCLE	20/12	255.05	25	280.05	57177
17343502	DENISE YAP	831 TULARE CR	SUISUN CITY CA 94585	831 TULARE CIRCLE	20/12	255.05	25	280.05	41669
17343117	CLUTTS GLENDA L	838 TULARE CR	SUISUN CITY CA 94585	838 TULARE CIRCLE	20/11	262.07	25	287.07	4206303
17311408	DANG VANTRUONG	607 TULE GOOSE DR	SUISUN CITY CA 94585	607 TULE GOOSE DRIVE	20/08	389.34	25	414.34	5125
17437202	STARKS RENAULD	1675 VANDENBERG CR	SUISUN CITY CA 94585	1675 VANDENBERG CIRC	20/09	255.05	25	280.05	9422
17425514	POPLIN JAMES L	509 VENTURA CT	SUISUN CITY CA 94585	509 VENTURA COURT	20/08	389.34	25	414.34	4206340
17425410	SMITH JOE R & EUNICE M	1714 VENTURA WY	SUISUN CITY CA 94585	1714 VENTURA WAY	20/10	255.05	25	280.05	4216064
17425404	LEWIS ANITRA R	1726 VENTURA WY	SUISUN CITY CA 94585	1726 VENTURA WAY	20/11	218.38	25	243.38	4208266
17424522	MATTHEWS KAREN LYNNE	1734 VENTURA WY	SUISUN CITY CA 94585	1734 VENTURA WAY	20/12	255.05	25	280.05	4210758
3224209	EMGEN LLC	98 BOX 806	NOVATO CA 94948	233 WALNUT STREET	20/08	389.34	25	414.34	12309
17318804	DOLSON EIEZA	1213 WAXWING LN	SUISUN CITY CA 94585	1213 WAXWING LANE	20/08	389.34	25	414.34	4206463
17344311	MUNOZ JOSE JT	1019 WESTWIND WY	SUISUN CITY CA 94585	1019 WESTWIND WAY	20/10	255.05	25	280.05	17543
17320204	HUKILL WILLIAM M	1114 WHIPPORWILL WY	SUISUN CITY CA 94585	1114 WHIPPORWILL WAY	20/12	256.78	25	281.78	55988
17320202	ARIENIZ RAYGOZA	1118 WHIPPORWILL WY	SUISUN CITY CA 94585	1118 WHIPPORWILL WAY	20/09	177.77	25	202.77	4113531
3323203	MORGAN VALENTINA	722 WHISPERING BAY LN	SUISUN CITY CA 94585	722 WHISPERING BAY L	20/12	255.05	25	280.05	4216579
17312305	ONEAL HARRY (ESTATE) DORA O'NEAL	609 WHITE WING CT	SUISUN CITY CA 94585	609 WHITE WING COURT	20/10	255.05	25	280.05	4213161
17336602	SMITH MARCIA JT	1003 WHOOPER WY	SUISUN CITY CA 94585	1003 WHOOPER WAY	20/11	277.52	25	302.52	4218212
17336616	GRIFFITH ALBERT L	1031 WHOOPER WY	SUISUN CITY CA 94585	1031 WHOOPER WAY	20/11	262.07	25	287.07	4213663

17309302	MURR AUTUMN C	714 GREENWOOD DR.	BAKERSFIELD CA 93306-59	536 E WIGEON WAY	20/12	255.05	25	280.05	48341
17308202	WILSON WENDY J	624 WIGEON WY	SUISUN CITY CA 94585	624 WIGEON WAY	20/11	262.07	25	287.07	4216193
17308201	ROSALLES JORGE R C/ARANGO NATHALIE M	626 WIGEON WY	SUISUN CITY CA 94585	626 WIGEON WAY	20/10	248.83	25	273.83	13130
17306106	MARTINEZ MARIA ELENA TR	186 ASHTON AV	SAN FRANCISCO CA 94112-	720 WIGEON WAY	20/12	245.57	25	270.57	16102
17323213	TOWNSEND KENNETH D & SUSAN JT	3525 VALLEY VIEW CT	FAIRFIELD CA 94534-8633	515 WOODLARK DRIVE	20/12	250.58	25	275.58	52061
17318204	GIVENS, GREGORY R	704 WOODLARK DR	SUISUN CITY CA 94585-22	704 WOODLARK DRIVE	20/10	255.05	25	280.05	4208199
3724156	MERKERSON CALLIE	1101 WORLEY RD	SUISUN CA 94585	1101 WORLEY ROAD	20/08	174.02	25	199.02	4206911
3719742	SCHULT GLORIA L	1215 WORLEY WY	SUISUN CA 94585	1215 WORLEY ROAD	20/12	255.05	25	280.05	4214249
3719110	CHURCHWELL NICKOLAUS A	1301 WORLEY RD	SUISUN CITY CA 94585	1301 WORLEY ROAD	20/12	255.05	25	280.05	4220304
17345617	CAREY EMILY OLEVIA	833 YOSEMITE WY	SUISUN CITY CA 94585	833 YOSEMITE WAY	20/11	262.07	25	287.07	4206957
17345623	FLORES DENNIS Y JR	911 YOSEMITE WY	SUISUN CITY CA 94585	911 YOSEMITE WAY	20/11	262.07	25	287.07	4209922
17448114	TAYLOR-WHALEN CHERYL LYNN JT	1649 YOUNGSTOWN LANE	SUISUN CITY CA 94585-63	1649 YOUNGSTOWN LANE	20/12	255.05	25	280.05	4115043
17326224	SMITH BENJAMIN/SMITH CAMILLA	6300 FACTOR AVE	SUISUN CITY CA 94585	505 YUBA COURT	20/12	201.55	25	226.55	24269
Total Accounts - 238									71380.97

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AGENDA TRANSMITTAL

MEETING DATE: March 16, 2021

CITY AGENDA ITEM: PUBLIC HEARING: Council Introduce and Waive Reading of Ordinance No. ____: Adding Chapter 12.32 (Special Event Permits) to Title 12 (Streets, Sidewalks, and Public Places) of the Suisun City Municipal Code to Provide for Special Event Permitting on Public Property.

FISCAL IMPACT: None

STRATEGIC PLAN IMPACT: Provide Good Governance.

BACKGROUND: On December 15, 2020, the City Council approved an updated Special Event Policy and Application (Policy). The updated policy and application are designed to provide outside user groups the opportunity to host special events on city owned property and to ensure that all local and state laws are being adhered to. The timeline and process is delineated in the Policy as well as consequences for not abiding by the Policy. A notice of public hearing, including a summary of proposed ordinance, was published as a legal notice in the Daily Republic newspaper. This item was first presented to the City Council on January 13, 2021 and was continued to the March 16, 2021 meeting.

STAFF REPORT: With the adoption of the Policy at the December 15, 2020 City Council meeting there was a need to amend chapter 12, Streets, Sidewalks, and Public Places of the Suisun City Code and include Section 12.32 titled Special Event Permitting. This Section delineates the process and possible punitive outcomes for those that do not follow the special event policy.

STAFF RECOMMENDATION: It is recommended that the City Council:

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

ATTCHMENTS:

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

PREPARED BY:
APPROVED BY:

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

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ORDINANCE NO. 2021 - ____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
SUISUN CITY, CALIFORNIA, ADDING CHAPTER 12.32 (SPECIAL
EVENT PERMITS) TO TITLE 12 (STREETS, SIDEWALKS AND
PUBLIC PLACES) OF THE SUISUN CITY MUNICIPAL CODE TO
PROVIDE FOR SPECIAL EVENT PERMITTING ON PUBLIC
PROPERTY**

WHEREAS, the City of Suisun City (City) has the authority to legislate to protect the health, safety, and welfare of its residents and visitors pursuant to its police power; and

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

WHEREAS, the City Council finds that in order to avoid scheduling conflicts and to ensure the appropriate use of public property by large events that are likely to have an impact on public resources; and

WHEREAS, the City Council finds that adding Chapter 12.42 to the Suisun City Municipal Code will adequately balance the ability of citizens to use public property for events, including those protected by the free speech laws, and for other appropriate uses; and

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

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

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

Section 2. Chapter 12.32 (Special Event Permits) of Title 12 (Streets, Sidewalks and Public Places) of the Suisun City Municipal Code is added to read:

Chapter 12.32 – Special Events Permits

12.32.010 – Purpose.

A permitting process to meet the City’s current and future needs for regulating the use of public spaces to conduct special events.

12.32.020 – Definitions

“Amplified sound” means music or speech projected or transmitted by electronic equipment, including, but not limited to, an amplifier, loudspeakers, or similar devices.

“Annual event” means an event recurring each year at approximately the same date.

“Applicant” means the event sponsor or the sponsor's authorized agent who completes the permit application and acts as primary contact for a special event.

1 “City-partnered event” means an event organized and run by a non-profit organization
2 in conjunction with the city, where the city provides sponsorship or partnership and retains
3 control over how the event(s) is run and/or publicized. Examples include events in conjunction
4 with the Business Improvement District, Rotary, Friends of SC Recreation, etc.

5 “Director” means the Director of Suisun City Recreation, Parks, and Marina, and shall
6 include their designee.

7 “Event participants” means persons in attendance at an event, including spectators,
8 vendors, event staff, city staff, and all others present for the purpose of the event. Any persons
9 in attendance at an event for the purpose of protesting the event shall not be considered event
10 participants.

11 “Fair/carnival” means a traveling enterprise offering amusements, or a gathering of
12 buyers and sellers, held at a temporary location for one or more days.

13 “Free speech” means speech and expressive conduct protected by the First Amendment
14 of the United States Constitution or by Article 1, Section 2 of the California Constitution.

15 “Free speech special event” means an event at which the expression of free speech rights
16 is the principal purpose of the event, and that satisfies one or more of the following: (1) the
17 event requires the use of amplified sound; (2) the event may interfere with traffic or obstruct
18 ingress or egress to a property or structure; or (iii) the event will use a structure or equipment
19 that requires a health and safety inspection. Examples of free speech special events include, but
20 are not limited to: a protest, speech, or rally that requires traffic control; street performers;
21 parades.

22 “Indigent person” means: (1) a person who is receiving benefits pursuant to the
23 Supplemental Security Income (SSI) and State Supplemental Payments (SSP) programs
24 (Sections 12200 to 12205, inclusive, of the California Welfare and Institutions Code), the
25 California Work Opportunity and Responsibility to Kids Act (CalWORKs) program (Chapter
26 2, commencing with Section 11200 of Part 3 of Division 9 of the California Welfare and
27 Institutions Code), the Food Stamp program (7 U.S.C. Section 2011 et seq.) or Section 17000
28 of the Welfare and Institutions Code; (2) a person whose monthly income is 125% or less of
the current monthly poverty line annually established by the Secretary of Health and Human
Services pursuant to the Omnibus Budget Reconciliation Act of 1981, as amended.

“Mixed free speech special event” means an event that has both a free speech component
and a commercial component, or that is open to the public for entertainment or cultural
purposes; mixed free speech special events are not dependent on current events and require time
and logistical support to organize and include, but are not limited to: (i) a circus; (ii) outdoor
theater; (iii) an art fair.

“Parade” means a public procession, typically celebrating a special day or event and
including marching bands and floats, in the public right-of-way.

“Race/run” means an organized competitive event upon a public street, sidewalk,
walkway, or other publicly owned property including city parks, in which persons participate
by walking, running, riding a bicycle, or operating a wheelchair.

“Recurring event” means an event that will occur repeatedly within a one-year period.

“Special event” means any one-time, recurring, or annual event that: (a) is likely to have an attendance of 50 or more people; (b) will use amplified sound; (c) may interfere with traffic, ingress, or egress to any building or property; or (d) will entail structures or equipment that require health and safety inspections. Special events include, but are not limited to: (i) commercial events (e.g., a fair, carnival, farmers market); (ii) organized athletic events (e.g., races, runs, soccer games, baseball games); (iii) community events (e.g., beach/park clean up, sandcastle building contest, a hike or nature walk); (v) free speech or mixed free speech special events.

“Sponsor” means the person or group responsible for or organizing the special event.

“Spontaneous event” means a free speech event occasioned by news or events coming into public knowledge four (4) or fewer business days prior to such event.

“Transportation management/parking plan” means a plan developed by the special event sponsor to identify and mitigate traffic/parking impacts associated with a special event.

12.32.030 – Special event permit required; additional permits.

A. Special events on public property, including mixed free speech events, require a special event permit, pursuant to Sections 12.32.040 (Special Event Permit Application) and 12.32.050 (Processing of Special Event Permit Applications). Special event permits and free speech special event permits shall be issued and enforced by Recreation, Parks, and Marina.

B. Free speech special events on public property require a Free Speech Special Event Permit and shall be subject to the alternative permitting provisions of Section 12.32.060 (Free Speech Special Event Permit Application).

C. The following shall not be required to obtain special event or free speech special event permits:

1. City-partnered events.
2. Spontaneous events.

D. Any additional permits that may be required by technical codes (the California Building, Electrical, etc. Codes) or the California Fire Code must be applied for separately with the appropriate City department.

12.32.040 -- Special Event Permit or Free Speech Special Event Permit application.

A. An application must be submitted to the City by the special event’s sponsor along with an application fee.

B. Application Form and Contents. An application for a special event permit or free speech special event permit shall be on a City form and signed by an applicant who is at least 18 years of age, and contain all of the following information:

1. The name, address, email address, and daytime telephone number of each of the following:
 - a. The applicant and the sponsor, if different from the applicant (also include evening telephone number),
 - b. An alternate person to contact 24/7 if an emergency arises and the applicant or sponsor is unavailable,

- 1 c. If applicable: the president, chair or other head of the sponsor
2 organization; nonprofit documentation (also include written
3 documentation of the authority under which the applicant is applying on
4 behalf of the organization), and
- 5 d. The person who will be present and in charge of the event on the day of
6 the event and their contact information during the event.
- 7 2. The requested event date, including the dates and times for set-up and clean-up,
8 and the starting and finishing time of the event. Also include two alternative
9 dates.
- 10 3. The estimated number of participants.
- 11 4. A site plan identifying the proposed event and staging locations, including
12 specific street closures or street routes, if any, or park area requested and parking
13 areas.
- 14 5. A site map showing emergency exit routes.
- 15 6. Any city equipment or personnel requested.
- 16 7. A description of the planned event.
- 17 8. A description of how the event will be promoted and any prior history of
18 promotions for similar events, including references.
- 19 9. The proposed distribution or sale of any food or beverage, including alcoholic
20 beverages. If alcoholic beverages are included, provide all applicable licenses
21 and registrations allowing the sale of alcoholic beverages at the event.
- 22 10. The type and estimated number of vehicles, animals, or structures that will be
23 used.
- 24 11. A description and location of any sound amplification equipment proposed to be
25 used.
- 26 12. The location of electrical generators, stages, tents, canopies, cooking apparatus
27 and lights.
- 28 13. The location of mechanical rides, jump houses, or other amusement attractions.
14. The location of any water, first aid, or comfort station(s) to be provided.
15. A preliminary security plan and any monitors to be employed during the event.
16. Any other information which the Director reasonably requires to evaluate the
particular special event permit application. In addition, the Director can waive
application requirements that the Director determines are inapplicable.
17. A parking and transportation plan as deemed necessary by the Director, based
on the anticipated number of participants and the availability of parking at the
proposed location.
18. Recurring events. For recurring events, also include the following information:

- a. The frequency of the proposed recurring event, including if available a schedule with proposed dates and times. Proposed schedules may be submitted as soon as available, but no later than 60 days prior to the start of the events.
 - b. The minimum and maximum number of participants for each event.
15. Parades. For each application for a parade, provide: (a) the time when the units of the parade will begin to assemble, (b) the proposed assembly point for the parade, (c) the proposed parade route, (d) the interval space to be maintained between units of the parade, and (e) the number, type and size of floats or other vehicles.
16. Commercial or mixed free speech events. For each application for a commercial or mixed free speech event, submit a layout showing the locations of booths, stages, audience, tables and chairs, food court, portable bathrooms, emergency exits.

12.32.050 - Processing of special event permit applications.

Special event permits will be processed based on the following:

A. Submission Timelines.

1. Special Events. An application for a special event permit shall be filed at least 60 days prior to the date of the proposed special event
2. Recurring Special Event Permits. Notwithstanding anything to the contrary in subsection A.1, above, a special event permit application for recurring events must be submitted no later than 60 days prior to the start of the recurring special events. These permits shall only authorize the same type of recurring event during the year, and is not intended to be a blanket event permit for the applicant or sponsor.
4. Requested dates and times at specific locations shall be reserved on a first come first served basis. If the date or time requested is not available, the Director shall inform the applicant within 21 business days and shall suggest alternative dates and times. Applications for events occurring more than 12 months from the date of the application shall not be accepted.

B. If appropriate, the Director shall meet with the applicant or sponsor to review the application to determine whether additional information is required and discuss applicable conditions and potential security fees.

C. The Director shall make a decision on the application, set any conditions and fees, and issue the permit. The Director shall make a decision on the permit shall be made within 21 days following the submission of a completed application.

D. In deciding whether to approve, or approve with conditions, the Director shall make each of the following findings:

1. The special event, as proposed, does not pose a threat to health and safety.

- 1 2. The use of police and/or fire resources to support the event will not deny
- 2 reasonable sheriff and fire protection to the city.
- 3 3. The special event will not adversely interfere with previously city-
- 4 approved and/or scheduled construction, maintenance or other activities.
- 5 4. The special event will not adversely impact the health or safety of
- 6 surrounding properties; or the impacts can be significantly mitigated by
- 7 way of reasonable permit conditions. Adverse impacts include, but are
- 8 not limited to, noise, traffic, parking, trash, and damage to public
- 9 property, infrastructure, or facilities.
- 10 5. There will be negligible adverse impact on the condition of parks and
- 11 open space areas; proposed mitigation by the event sponsor will be
- 12 considered.
- 13 6. The special event shall not adversely impede the public's reasonable use
- 14 of City streets, sidewalks, walkways, pathways, and City parks.
- 15 E. Conditions.
- 16 1. The Director may include in a special event permit reasonable terms or
- 17 conditions as to the time, place, and manner of the event, notice
- 18 requirements, compliance with health and sanitary regulations,
- 19 emergency services, security payment of the special event permit fee,
- 20 reimbursement of direct expenses incurred by the City, and a clean-
- 21 up/damage deposit.
- 22 2. Additional permits or security fees may be required by other state or
- 23 federal agencies or federal, state, or local laws.
- 24 3. In order to accommodate other concurrent events, the rights of abutting
- 25 owners and the needs of the public to use streets or parks, the conditions
- 26 may include, but not be limited to, reasonable adjustments in the date,
- 27 time, route, or location of the proposed event; accommodations of
- 28 pedestrian or vehicular traffic using the street; accommodations of public
- access to city parks, and the City's pathways; and limitations on the
- duration of the event.
4. A notice issued by the City for a special event permit shall be mailed to
- property owners located within a 200 foot radius of a fixed event site, a
- parade route, or a run/race route describing the event and inviting the
- public to comment. The applicant shall cover the cost, including postage,
- for the notice. The notice shall be mailed by first class mail at least 10
- days before the date of a small event (fewer than 100 people), and at least
- 20 calendar days the date of a large event (more than 100 people).
5. Conditions relating to the use of amplified sound to minimize the
- interference with the quiet enjoyment of neighboring properties.
6. Conditions relating to maintaining the public property in the same or
- better condition after the special event. Conditions may address
- collection of trash, access to rest facilities, etc.

- 1 7. The Director may require a special event permit sponsor to reimburse the
2 City for the cost of repairs or habitat remediation needed because of the
3 special event.
- 4 F. Recurring Events. The Director may require a trial period before approving all
5 planned events. In no case shall recurring events be authorized for more than
6 one year at the time of application.
- 7 G. An application for a special event permit can be denied on any of the following
8 grounds:
 - 9 1. Applicant's provision of false or misleading information;
 - 10 2. Conflict with other planned events in the area;
 - 11 3. Previous special event permit violations by the applicant or sponsor;
 - 12 4. Inability to make all the findings for approval set forth above;
 - 13 5. Exceeding special event attendance limits for a particular location; or
 - 14 6. The location or park site requested is not eligible for special events.
- 15 H. CEQA Review. The Director will perform an environmental review of the
16 proposed special event.
- 17 **12.52.060 - Free speech special event permit application.**
- 18 A. The following application procedures apply to a free speech special event only.
19 Parades and mixed free speech events shall be subject to the special event permit
20 provisions of Section 12.20.040 (Special Event Permit Required) and 12.20.050
21 (Processing of Special Event Permit Applications) due to their size and the
22 logistical requirements of such events.
- 23 B. A free speech special event requires a free speech special event permit when the
24 proposed event may impede, obstruct, impair or interfere with the free use of
25 any public street, highway, alley, sidewalk, or other public right-of-way, or with
26 ingress or egress to the same; or if the event will have a likely attendance of 150
27 people or more.
- 28 C. A free speech special event permit is not required for spontaneous events. The
 sponsor of a spontaneous event shall provide the Director with advance
 notification to the extent practicable, as well as the following information: the
 type of event; the date, time, and duration of the proposed event; the location of
 the event and/or route, including which public spaces or public rights-of-way
 may be obstructed or closed; and anticipated participation.
- D. A free speech special event application shall include the following information:
 1. A description of the proposed event;
 2. The street or other public property and the specific area or areas thereof
 to be utilized in connection with the proposed event;
 3. The manner in which the public property will be utilized;

- 1 4. The date or dates and the specific times of the proposed event, including
- 2 set-up and tear-down;
- 3 5. The name, address and telephone number of the sponsor of the proposed
- 4 event;
- 5 6. The name, address and telephone number of the person or persons to be
- 6 contacted regarding the application or the permit;
- 7 7. Anticipated participation, including any animals that may be in
- 8 attendance.
- 9 E. Application Timeline. The applicant shall file a complete application for a free
- 10 speech special event permit with the Director as soon as possible, but no later
- 11 than 5 business days before the proposed event.
- 12 F. Director's Decision. The Director shall render a decision in accordance with the
- 13 findings set forth herein within 2 business days following the filing of the
- 14 completed application.
- 15 1. The event, as proposed, will not pose a threat to health and safety;
- 16 2. The use of police and/or fire department resources to support the event
- 17 will not deny reasonable police and fire protection to the City;
- 18 3. The event will not interfere with previously City-approved and/or
- 19 scheduled construction or maintenance, or with a previously permitted
- 20 special event;
- 21 4. No consideration was given to the message of the event, the content of
- 22 speech, the identity or associational relationships of the applicant, or to
- 23 any assumptions or predictions as to the amount of hostility which may
- 24 be aroused in the public by the content of the speech or message
- 25 conveyed by the event;
- 26 5. There will be minimal or no adverse impact on the condition of parks
- 27 and open space areas; proposed measures to mitigate any adverse
- 28 impacts shall be taken into consideration.
- G. Notification of Decision. The Director shall notify the applicant in writing (and
- orally, if possible) of the decision, including a statement of the reasons for any
- conditions or the grounds for a denial. If a change in the time or location of the
- proposed event would allow approval of the application, the Director shall
- propose an alternative to the applicant. Any conditions shall be directed to
- address health and safety concerns only.
- H. Applicant's Acceptance. The applicant shall notify the Director in writing of
- their acceptance forthwith after written notice of the decision. Once the applicant
- submits a written acceptance of the Director's decision, the free speech special
- event permit shall be approved and the Director shall notify the city council and
- the city manager that the permit has been issued.
- I. Free speech special events will not be required to comply with any of the
- following as a condition of receiving a permit:

1. Any fee or charge required by the city.
 2. Any insurance or proof of insurance covering the free speech event, its organizers, or participants, including the requirements of Section 12.20.110 (Insurance Requirements for Special Events).
 3. Any requirement of indemnification or agreement to hold harmless, including the requirements of Section 12.32.100 (Hold Harmless).
- J. Appeal. Any decision relating to the issuance of a free speech special event permit may be appealed to the city manager. The appeal must be in writing and must be submitted to the city manager's office within 2 business days of the Director's decision. The city manager shall decide the appeal within one business day. The city manager's decision shall be final, and shall refer to Section 1094.8 of the Code of Civil Procedure.
- K. Judicial Review. Decisions regarding a free speech special event permit are eligible for expedited judicial review pursuant to Section 1094.8 of the Code of Civil Procedure.

12.32.070 - Revocation.

A Special event permit can be revoked by the Director for any of the following reasons:

- A. Failure to comply with any permitting requirements or conditions of approval;
- B. Knowingly providing false, misleading, or fraudulent information;
- C. Failing to pay required fees, charges, or deposits;
- D. Failing to agree to the indemnification provisions or failing to provide proof of insurance to the extent required; or
- E. The event materially changes after a permit has been approved.

12.32.080 – Permit Fees and Charges.

A. Special event permit fees and charges, including late fees, are established by resolution of the City Council. The application fee must be submitted with the application. Other costs for City services (e.g., police, fire, building, clean-up charges) shall be invoiced to the applicant no later than 10 days after the expiration date of the permit. The applicant shall pay all fees and charges within 30 days of invoice otherwise late fees shall apply.

B. Waivers. Any and all requests for fee reductions or waivers must submit a fee waiver request to the Director.

1. Permits for nonprofit and educational events, may be subject to reduced or waived fees, as determined by City Council resolution.

2. An indigent person who is unable to pay the application fee due to such indigence may not be required to pay the fee in accordance with administrative regulations or guidelines adopted pursuant to this chapter. Application for indigent status shall be made at the time of submission of the permit application and shall be accompanied by such relevant information and documentation as may, in the opinion of the task force chairperson, be reasonably necessary to verify such status.

12.32.090 – Special event permit - appeal.

A. A decision regarding a special event permit application may be appealed in writing to the city manager within 10 days of the Director's decision.

B. The city manager shall make a decision on the appeal within 10 days of receipt of the appeal.

C. The decision of the city manager shall be final, and is subject to judicial review pursuant to Section 1094.5 and 1094.6 of the Code of Civil Procedure.

12.32.100 - Hold harmless.

As a condition to the issuance of a special event permit under this chapter, the applicant/sponsor shall agree to defend, indemnify, and hold harmless the city, its elected and appointed officials, employees and agents, against losses and liabilities incurred from the conduct of the permittee, or its officers, employees, and agents, or claims or liabilities caused by, or arising out of any activities authorized by any such permit.

12.32.110 - Insurance requirements for special events.

The applicant shall provide general liability insurance naming the city, its elected and appointed officials, employees, and agents, as an additional insured. Limits of coverage will be determined by the city attorney's office at the time of application. Certificates of insurance are to be submitted to the city for approval 14 calendar days prior to the day of the event. Acceptability of insurance is subject to approval by the city's risk manager. This requirement does not apply to free speech events.

12.32.120 - Violations.

A. Violations of this chapter shall be charged to the applicant and/or sponsor of the event pursuant to Chapters 1.08 (General Penalty) as infractions, and 1.20 (Administrative Citations) of this code, as well as any other remedies available to the city at law or equity. Unauthorized use of City Water is punishable by a civil fine not exceeding \$250 per day of water use.

B. In addition to the penalties provided for in Chapters 1.08 (General Penalty) and 1.20 (Administrative Citations) of this code, sponsors, applicants, or participants of an event may be cited and/or ejected from the public property for violations of this chapter, or other unlawful conduct, after notice and an opportunity to cure the violation.

Section 3. 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 any competent jurisdiction, such decision shall 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 and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

Section 4. The City Clerk shall certify to the passage and adoption of this ordinance, and shall make a minute of the passage and adoption thereof in the records of and the proceedings of the City Council at which the same is passed and adopted. This Ordinance shall take effect immediately, pursuant to the authority conferred upon the City Council by

1 Government Code section 36937. The City Clerk shall cause a summary of this ordinance to be
2 published in accordance with Government Code section 36933 in a newspaper of general
circulation which is hereby designated for that purpose.

3 **Section 5.** Effective Date. This Ordinance shall go into effect on the 31st day after its
4 passage.

5 **PASSED, APPROVED, AND ADOPTED** at a regular meeting of the City Council
of the City of Suisun City, California, on _____, 2021.

6
7 _____
Lori D. Wilson, Mayor

8 ATTEST:

9 _____
10 Anita Skinner
City Clerk

11
12
13 **CERTIFICATION**

14 I, Anita Skinner, City Clerk of the City of Suisun City and ex-officio Clerk of the City
15 Council of said City, do hereby certify that the above and foregoing ordinance was introduced
16 at a regular meeting of the said City Council held on Tuesday, March 2, 2021 and passed and
adopted at a regular meeting of said City Council held on Tuesday, _____,
2021, by the following vote:

17 **AYES:** Councilmembers:
18 **NOES:** Councilmembers:
19 **ABSENT:** Councilmembers:
ABSTAIN: Councilmembers:

20 **WITNESS** my hand and the seal of said City this _____, 2021.

21
22 _____
23 Anita Skinner
City Clerk

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AGENDA TRANSMITTAL

MEETING DATE: March 16, 2021

HOUSING AUTHORITY BOARD AGENDA ITEM: Report on Roles and Responsibilities of the Housing Authority Board.

FISCAL IMPACT: Discussion and Direction only. No Fiscal Impact.

BACKGROUND: The mission of the Suisun City Housing Authority (SCHA) is to serve the citizens of Suisun City by providing Housing Choice Voucher (HCV) Section 8 rental assistance to all families, seniors, and individuals that apply for and are eligible for the Section 8 rental assistance in a fair, cost effective, and timely manner.

The SCHA's HCV program receives Federal funding to provide rental assistance to approximately 318 households monthly. The program is administered in accordance with Housing and Urban Development (HUD) guidelines and adheres to both Federal and State rental tenancy laws.

STAFF REPORT: The Housing Authority Board has recently had a change in members. In an effort to ensure that, all members of the board have a clear understanding of the Roles and Responsibilities of the Housing Authority Board and the Executive Staff of the Housing Authority, this presentation is being provided.

This presentation will focus on the Roles and Responsibilities of the Housing Authority Board and the Executive Staff of the Housing Authority. The presentation is attached.

RECOMMENDATION: It is recommended that the Housing Authority Board hear the presentation, discuss, and provide direction, if any, to staff.

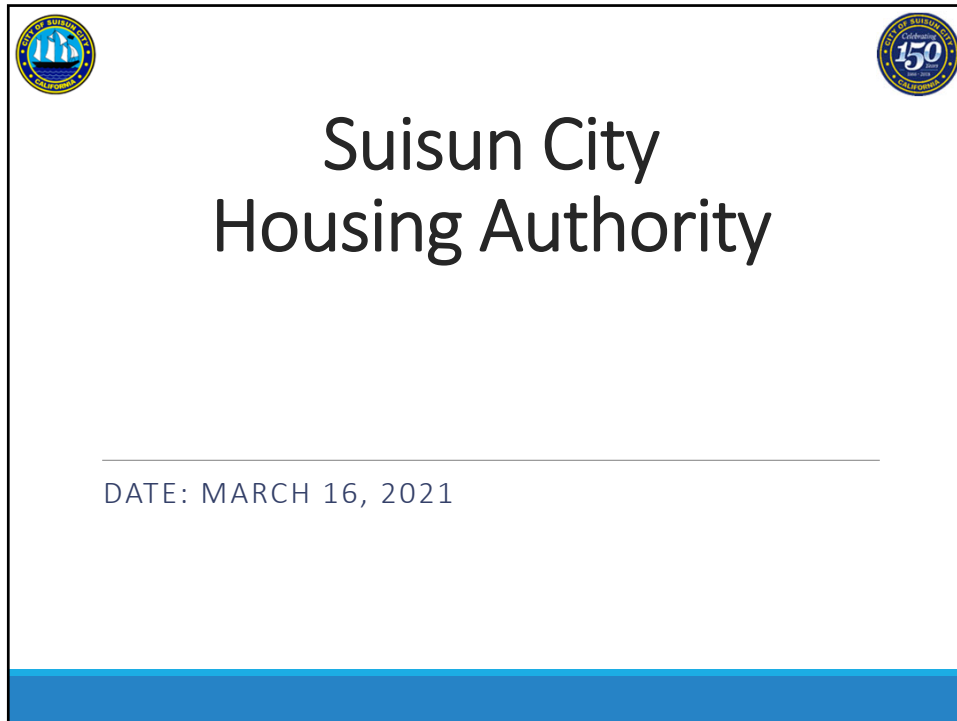
ATTACHMENTS:

1. PowerPoint Presentation

PREPARED BY:
REVIEWED/APPROVED BY:

Kathy Lawton-Caesar, Housing Manager
Greg Folsom, City Manager

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1

The slide features the Suisun City Housing Authority logo in the top left corner and a circular seal commemorating the 150th anniversary of the City of Suisun in the top right corner. The seal includes the text "CITY OF SUISUN", "150", and "1851-2021".

Roles and Responsibilities of the Housing Authority Board



Board of Commissioners

The Board of Commissioners is the legally and financially responsible governing body of a Public Housing Agency (PHA) and the first line of accountability for the PHA's performance.

What Boards of Commissioners Do:

- **Provide Leadership**
 - Set and champion the mission of the PHA
 - Make strategic decisions to ensure the financial solvency of the agency
 - Speak up when concerns arise
- **Provide Oversight**
 - Monitor the agency's ability to meet statutory, regulatory, and contractual obligations
 - Assure PHAs meet obligations on audit recommendations
 - Approve internal controls to safeguard the agency's assets

2

- Safeguard the financial integrity of the PHA, preventing fraud, waste, mismanagement, and abuse
- Approve, review, and monitor budgets, contracts, and other financial documents
- Conduct monthly reviews of budgets with actual expenses and revenues
- Ensure ethical, legal, and effective work performance
- Keep informed of subsidized housing industry rules and regulations



○ **Actively Participate in Board Meetings**

- Conduct and maintain an accurate record of board proceedings
- Follow open meeting requirements

What Commissioners Should Know

- The agency's history, mission, programs, financials, and strategic plan
- Agency policies and procedures
- Agency-owned developments and properties
- Board and committee meeting processes, including open meeting requirements and confidentiality
- Federal and state laws and regulations

3



Executive Director and Executive Staff

The commissioner's role is governance - establishing policy and ensuring oversight. The executive director's role is management. Commissioners and executive directors need to be cognizant of one another's roles without overstepping or undermining the other. Specifically, the executive director:

- Keeps commissioners informed;
- Develops, implements, and oversees the operating budgets;
- Ensures compliance with all federal laws and HUD guidelines;
- Manages the day-to-day operations of the PHA;
- Hires, evaluates, trains, and terminates staff; and
- Executes board-approved policies.

The executive team at an authority includes more than the executive director or chief executive officer. Depending on the size of the PHA, there may also be other executive staff. These staff members are hired by the executive director, and are concerned with the day-to-day management of the PHA.

4





Housing Choice Voucher (HCV) Program

KEY ACTIVITIES OF THE HCV PROGRAM



- Selecting Participants
 - Taking applications
 - Maintaining the wait-list
 - Selecting applicants
- Leasing Vouchers
 - Briefing participants
 - Issuing vouchers
 - Processing requests for tenancy approval
- Determining Tenant Rent
 - Validating right income and deductions
 - Annual and interim reexamination

5



- HQS (Housing Quality Standard) Inspections
 - Annual, new leases, special inspections
 - Quality control inspections
 - Enforcement: re-inspections, abatement
- Paying Landlords
 - Maintaining HAP (Housing Assistance Payment) register
 - Issuing checks or electronic payments
- Rent Reasonableness
 - Determining market rent norms by neighborhood
 - Assessing owner rent for individual units

6





HCV Complaint and Appeal Process

The role of the PHA Board members or commissioners and executive staff is to identify, control and reduce fraud, waste, and abuse by implementing a comprehensive risk management policy and process. In order for PHAs to carry out their risk management responsibilities, they must implement effective internal management controls.

Informal review (for applicant). The PHA must give an applicant an opportunity for an informal review of the PHA decision denying assistance to the applicant. The administrative plan must state the PHA procedures for conducting an informal review.

The housing authority letter that is sent to an applicant advising an applicant them of any such determination, advises the applicant of their right to appeal the decision and explains how to request the appeal (the appeal is an Informal Review).



7



The PHA is not required to provide the applicant an opportunity for an informal review for any of the following:

- (1) Discretionary administrative determinations by the PHA.
- (2) General policy issues or class grievances.
- (3) A determination of the family unit size under the PHA subsidy standards.
- (4) A PHA determination not to approve an extension of the voucher term.
- (5) A PHA determination not to grant approval of the tenancy.
- (6) A PHA determination that a unit selected by the applicant is not in compliance with HQS.
- (7) A PHA determination that the unit is not in accordance with HQS because of the family size or composition.



8



Informal hearing (for participant). The PHA must give a participant family an opportunity for an informal hearing to consider whether the following PHA decisions are in accordance with the law, HUD regulations and PHA policies:

- (1) A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.
- (2) A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the PHA utility allowance schedule.
- (3) A determination of the family unit size under the PHA subsidy standards.
- (4) A determination that a certificate program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the PHA subsidy standards, or the PHA determination to deny the family's request for an exception from the standards.
- (5) A determination to terminate assistance for a participant family because of the family's action or failure to act.
- (6) A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under PHA policy and HUD rules.

9



In the cases described above in paragraphs (4) (5), and (6), the PHA must give the opportunity for an informal hearing before the PHA terminates housing assistance payments for the family under an outstanding HAP contract.

The housing authority letter sent to a program participant advising them of any such determination, advises the participant of their right to appeal the decision and explains how to request the appeal (the informal hearing).

10

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AGENDA TRANSMITTAL

MEETING DATE: March 16, 2021

CITY AGENDA ITEM: Council Adoption of Resolution No. 2021 - ____: Accepting the 2020 Annual Progress Report of the Suisun City General Plan and Housing Element.

FISCAL IMPACT: There would be no fiscal impact associated with adoption of the proposed Resolution. Failure to adopt the Resolution could result in the loss of future grant funding.

STRATEGIC PLAN IMPACT: Revitalize Historic Downtown; Develop Sustainable Economy; Ensure Public Safety; Provide Good Governance, Ensure Fiscal Solvency; Enhance Environment.

BACKGROUND: The Annual Report on the General Plan has been prepared in response to the California Government Code, which requires that the planning agency shall: “Provide an annual report each year, to the legislative body, the Office of Planning and Research, and the Department of Housing and Community Development regarding the status of the plan and progress in its implementation, including the progress in meeting its share of regional housing needs.”

STAFF REPORT: An Annual Report is required for all General Plans by California Government Code Section 65400(b), which states, “the planning agency shall provide an annual report to the legislative body on the status of the plan and progress in its implementation, including the progress in meeting its share of regional housing needs...”.

The General Plan represents Suisun City’s future vision of the City in the year 2035. The Plan identifies the general location for future land uses, including residential, commercial, and industrial areas, and desired population and building densities throughout the community. The Plan states future goals for Community Character and Design, Land Use, Transportation, Economic Development, Housing, Open Space and Conservation, Community Facilities and Services, and Public Health and Safety.

The report describes the City’s progress in implementing the policies and programs of the General Plan, as well as the City’s progress on providing its share of the Regional Housing Needs Allocation. The report is divided into topic areas based on the City’s General Plan Elements.

The Annual Report informs the Planning Commission, the City Council, and State agencies about the progress in implementing the Suisun City General Plan during the calendar year 2020. This report is the 4th annual report since the City Council adopted the 2035 General Plan Update and 2015-2023 Housing Element, respectively in May 2015. The Planning Commission received the Annual Progress Report at their March 9 meeting.

PREPARED BY:

John Kearns, Senior Planner

REVIEWED/APPROVED BY:

Greg Folsom, City Manager

Projects implementing the General Plan during 2020 included:

- **Community Character and Design Element**
 - Began implementation of the Suisun City Strategic Plan.
 - Established committees for important specific issues in the City.
 - Continued implementation of revised public noticing requirements, as well as drafting of Good Neighbor Policy.
- **Land Use Element**
 - Adopted Noise Ordinance.
 - Adopted “Parking and Paving” Ordinance.
 - Adopted Accessory Dwelling Unit Ordinance.
 - Permitted 7-Eleven project.
 - Permitted Heritage Park Pylon Sign project.
- **Transportation**
 - Adopted Vehicle Miles Traveled (VMT) thresholds to comply with SB 743.
 - Began design work for the McCoy Creek Trail – Phase 2 Project.
 - Repaved Civic Center Boulevard from Lotz Way to Driftwood Drive.
 - HSIP Rectangular Rapid Flashing Beacons Project.
- **Economic Development**
 - Permitted Zip-Thru Carwash project.
 - Permitted 7-Eleven project.
 - Permitted Heritage Park Pylon Sign project.
 - Processed entitlements for Shryne Group Cannabis Business Zone.
 - Selected two operators to operate retail cannabis businesses in the City.
 - Permitted the Solano Transportation Authority (STA) office building on the 400 block of Main Street.
 - Continued to work on sale of City/Successor Agency/Housing Authority properties for development.
 - Suisun Logistics.
 - Highway 12 Logistics.
- **Housing Element**
 - Received grant award for SB 2 and LEAP applications from Department of Housing and Community Development.
 - Received development application for an affordable housing project at the southeast corner of Marina Boulevard and Buena Vista Drive.
 - Received development application for a multi-family apartment project at the southeast corner of Railroad Avenue and Blossom Avenue.
 - Participated in a countywide effort to solicit a Housing Element consultant.
- **Open Space and Conservation**
 - Continued to stay in contact with the Solano County Water Agency regarding the Habitat Conservation Plan (HCP).
- **Community Facilities and Services**
 - Civic Center Blvd. waterline project.
 - Electric vehicle charging stations.
 - Public streetlight retrofit project.
 - McCoy Creek Trail – Phase 2 Project.

- Engie project.
- City Hall, Police Department, and Fire Department Security Upgrades.
- Police Department Electrical Upgrades for Radio Room.
- Suisun-Fairfield Train Depot Fire Monitoring System.
- **Public Health and Safety**
 - Completed annual flood control projects.
 - Fire Alarm Panel Replacement at Suisun City Hall and Police Department Project.
 - Safety personnel.

As required by State law, staff also prepared the Annual Report in the Housing Element for submission to HCD. The report summarized progress toward the goals and policies of the 2015-2023 Housing Element.

STAFF RECOMMENDATION: Staff recommends that the Council adopt Resolution No. 2021 - ____: Accepting the 2020 Annual Progress Report of the Suisun City General Plan and Housing Element.

ATTACHMENTS:

1. Council Adoption of Resolution No. 2021 - ____: Accepting the 2020 Annual Progress Report of the Suisun City General Plan and Housing Element.
 - A. Annual Progress Report CY 2020.
 - B. Annual Housing Progress Report CY 2020 (Due to size of attachment the document is available for review in the City Clerk's Office).
2. Power Point Presentation

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RESOLUTION NO. 2021 - ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ACCEPTING THE 2020 ANNUAL PROGRESS REPORT OF THE SUISUN CITY
GENERAL PLAN AND HOUSING ELEMENT**

WHEREAS, On May 5, 2015, the City Council adopted the 2035 General Plan Update; on May 19, 2015, the City Council adopted the 2015-2023 Housing Element, on November 1, 2016 the City Council adopted the Waterfront District Specific Plan and on March 21, 2017 the City Council adopted a Comprehensive Amendment to Title 18 of the Suisun City Code; and

WHEREAS, An Annual Report is required for all General Plans by California Government Code Section 65400(b), which states “the planning agency shall provide an annual report to the legislative body on the status of the plan and progress in its implementation, including the progress in meeting its share of regional housing needs...”; and

WHEREAS, Staff has presented the Annual Report on the General Plan for 2020 to the City Council, and the City Council has reviewed said Annual Report; and

WHEREAS, The Annual Report is not considered a project under the provisions of the California Environmental Quality Act (CEQA); and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Suisun City that based on its review, the City Council accepts the 2020 Annual Report on the Suisun City General Plan (Exhibit A) and Housing Element (Exhibit B); and

BE IT FURTHER RESOLVED that the record of proceedings shall be located at the City Manager’s Office, and that the City Clerk shall be the custodian of such documents.

PASSED AND ADOPTED by the following vote at a regular meeting of the City Council of the City of Suisun City duly held on the 16th day of March 2021:

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

WITNESS my hand and the seal of said City this 16th day of March 2021.

Anita Skinner
City Clerk

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2020 ANNUAL GENERAL PLAN PROGRESS REPORT

City or County Name:

City of Suisun City

Mailing Address:

701 Civic Center Boulevard
Suisun City, CA 94585

Contact Person:

John Kearns
Senior Planner

Phone:

(707)-421-7335

Fax:

(707)-429-3758

E-mail:

jkearns@suisun.com

Reporting Period by Calendar Year:

From January 1, 2020 to December 31, 2020

Submitted to:

Governor's Office of Planning and Research
P.O. Box 3044

INTRODUCTION AND PURPOSE OF THE ANNUAL REPORT

An Annual Report is required for all General Plans by California Government Code Section 65400(b), which states “the planning agency shall provide an annual report to the legislative body on the status of the plan and progress in its implementation, including the progress in meeting its share of regional housing needs....”

The General Plan represents Suisun City’s future vision of the City in the year 2035. The Plan identifies the general location for future land uses, including residential, commercial, and industrial areas, and desired population and building densities throughout the community. The Plan states future goals for Community Character and Design, Land Use, Transportation, Economic Development, Housing, Open Space and Conservation, Community Facilities and Services, and Public Health and Safety.

The report describes the City’s progress in implementing the policies and programs of the General Plan, as well as the City’s progress on providing its share of the Regional Housing Needs Allocation. The report is divided into topic areas based on the City’s General Plan Elements.

This is the 6th Annual Report prepared by the Development Services Department since the adoption of the 2035 General Plan in 2015. For further information or additional copies of the Report, please contact:

John Kearns, Senior Planner
City of Suisun City
Development Services Department
701 Civic Center Blvd.
Suisun City, CA 94585
707-421-7335
jkearns@suisun.com

Below is a brief description of projects that the City has begun or completed during CY 2020 that assisted in implementing both the 2035 General Plan and 2015-2023 Housing Element:

Community Character and Design Element

Began Implementation of Suisun City Strategic Plan. The Suisun City Council adopted the 2020-2025 Strategic Plan on October 22, 2019. Each City Council agenda item now ties back to how it relates to the adopted strategic plan.

Continued Holding Committee Meetings for Specific Issues. In 2019, the City Council created three committees to address important issues in the City: Lighting and Landscaping Districts, Public Safety, and Environment and Climate. These committees are made up of city residents appointed by the City Council.

Continued Implementation of Revised Public Notification Requirements and Drafting of Good Neighbor Policy. The City updated its public noticing requirements and procedures in 2019. Noticing for development projects now includes mailings sent to all property owners within 600 feet of a project and placing a sign visible on the site displaying project information. Full use of the City's social media and website has been implemented in order to get the word out. In 2021, the City Council will be considering a "Good Neighbor" Policy.

Land Use Element

Adopted Noise Ordinance. Adopted the City's first noise ordinance which provides noise standards related to animals, construction, and vehicles among others.

Adopted "Parking and Paving" Ordinance. Following two moratoriums, the City adopted amendments to Title 18 of the Suisun City Code which specifically regulates activities in front, side and rear yards. It also provides definitions which will be helpful for enforcement.

Adopted Accessory Dwelling Unit Ordinance. The City amended its accessory dwelling unit (ADU) standards to come into compliance with recent state law.

Permitted 7-Eleven Development Project. A development project at the northeast corner of Highway 12 and Walters Road was approved by the Planning Commission in December 2019. The project includes subdividing the land into four parcels with three separate land uses including a convenience market and gasoline dispensing station. The service station and convenience market were permitted in 2020 and are both under construction (and expected to open) in 2021.

Permitted Heritage Park Pylon Sign Project. The City approved a 60' pylon sign (with multiple tenant positions) at the Heritage Park Shopping Center fronting Highway 12. The sign received a building permit in 2020 and finished construction later in the year.

Transportation

Adopted Vehicle Miles Traveled (VMT) Thresholds. The City adopted Vehicle Miles Traveled (VMT) standards which are compliant with SB 743 which became effective July 1, 2020.

McCoy Creek Trail Phase II. Plans, specifications, and cost estimates for this project are anticipated to be completed in April 2021, and construction is anticipated to begin in late summer.

Repaved Civic Center Boulevard from Lotz Way to Driftwood Drive. Civic Center Boulevard from Lotz Way to Driftwood Drive has been repaved.

HSIP Rectangular Rapid Flashing Beacons Project. Design work has begun to replace the existing in-roadway lighted crosswalk systems with Rectangular Rapid Flashing Beacons (RRFBs) on Merganser Drive fronting the Senior Center and on Pintail Drive at Scoter Way fronting the library. This project will include installing a new high visibility crosswalk with RRFBs on Lawler Ranch Parkway at the existing pathway to Falls Park. Construction is anticipated to begin this summer.

Economic Development

Permitted Zip-Thru Carwash Project. The City permitted a 6,100 square foot carwash in the Lawler Commercial area south of Highway 12.

Permitted 7-Eleven Project. A development project at the northeast corner of Highway 12 and Walters Road was approved by the Planning Commission in December 2019. The project includes subdividing the land into four parcels with three separate land uses including a convenience market and gasoline dispensing station. The service station and convenience market were permitted in 2020 and are both under construction (and expected to open) in 2021.

Permitted Heritage Park Pylon Sign Project. The City approved a 60' pylon sign (with multiple tenant positions) at the Heritage Park Shopping Center fronting Highway 12. The sign received a building permit in 2020 and finished construction later in the year.

Processed Entitlements for Shryne Group Cannabis Business Zone. The City approved a Cannabis Business Zone (CBZ) and issued a Commercial Cannabis Business Permit (CCBP) for the property located at 521 Railroad Avenue.

Selected Two Operators to Operate Retail Cannabis Businesses in the City. Following the release and close of the second Request for Applications (RFA) process in late 2020, the City Council directed staff to work the second and third retail cannabis operators. These projects are expected to complete the entitlement process in 2021.

Permitted the Solano Transportation Authority (STA) Office Building on the 400 Block of Main Street. The City issued a permit for the construction of the future Solano Transportation Authority Office Building with a rooftop terrace.

Continued to Work on Sale of City/Successor Agency/Housing Authority Properties for Development. Staff continued to work with buyers/developers to purchase City/Agency/Housing Authority real property assets. Several of these properties are expected to be sold in 2021.

Suisun Logistics. The City received a development application and annexation request for 167 acres within the City's eastern Sphere of Influence. The project, as proposed, would include over 2 million square feet of High-Cube Industrial space. Entitlements are expected in late 2021/early 2022.

Highway 12 Logistics. The City received a development application and annexation request for property west of the Suisun City downtown, adjacent to Pennsylvania Avenue and south of Highway 12 within the City's western Sphere of Influence. The project, as proposed, would include approximately 1.28 million square feet of High-Cube Industrial space. Entitlements are expected in 2022.

Housing Element

SB 2 and LEAP Grants. The City received grant awards for these two grants in 2020. The SB 2 work is focused on removing barriers to developing in the downtown including a focused effort in providing development solutions for the vacant property located at the northwest corner of Highway 12 and Marina Boulevard. The LEAP grant is focused on updating the City's Housing Element.

Affordable Housing Project at the Southeast Corner of Marina Boulevard and Buena Vista Drive. A 160-unit affordable housing project was submitted to the City in late 2020 at the southeast corner of Marina Boulevard and Buena Vista Drive.

Multi-Family Apartment Project at the Southeast Corner of Railroad Avenue and Blossom Avenue. The City received a development application for a market-rate apartment project located at the southeast corner of Railroad Avenue and Blossom Avenue. Entitlements are expected to be considered in late spring 2021.

Participated in a Countywide Effort to Solicit Housing Element Consultant. The cities of Benicia, Dixon, Rio Vista, Suisun City, Vallejo and Solano County with the assistance of the Solano Transportation Authority (STA) worked jointly the second half of 2020 to release a Request for Proposals to ultimately select a single firm to complete each jurisdictions housing element. Work on the housing element itself will begin in 2021 and is due to be complete by January 2023.

Open Space and Conservation

Habitat Conservation Plan (HCP). The City of Suisun City continues to be a participant of the HCP.

Suisun Marsh Protection Plan. The City participated in the Suisun Marsh Protection Plan Policy Review and the Local Protection Program review for the City.

Community Facilities and Services

Civic Center Waterline Project. This SID project replaced the old waterline on Civic Center Boulevard from Lotz Way to Driftwood Drive. This project was coordinated with and was completed with the above City project.

Electric Vehicle Charging Stations. New dual-paddle electric vehicle charging stations have been installed at the Park-n-Ride lot, the North Basin parking lot, the Driftwood Drive parking lot located west of Civic Center Boulevard, and at the parking lot behind the police station.

Public Streetlight Retrofit Project. All public streetlights and lights in City-owned buildings have been replaced with LED lights.

McCoy Creek Trail Phase II. Plans, specifications, and cost estimates for this project are anticipated to be completed in April 2021, and construction is anticipated to begin in late summer through the end of fall 2022.

Engie Project. Completed installation of photovoltaic carports for City Hall/Police Department, Fire Station, Joseph Nelson Community Center, Lambrecht Sports Complex, and Harbormaster Building.

City Hall, Police Department, and Fire Department Security Upgrades. Replaced and upgraded the security doors in these facilities to a prox card system from a push button system for added safety. This wireless computer system also makes it easier to issue ID prox cards, keep track of issued cards that as well makes it easier to make changes to the system wirelessly.

Police Department Electrical Upgrades for Radio Room. The Police Department radio room needed essential electrical upgrades to accommodate the new Motorola radios. This project included running electrical lines to the radio room; adding a mini HVAC split system to keep the servers and radios functioning; and upgrades to the main electrical panel.

Suisun-Fairfield Train Depot Fire Monitoring System. The City added a fire sprinkler monitoring system to the Train Depot. Previously the Depot only had an alarm bell outside attached to an exterior wall. This system monitors the fire sprinklers, fire alarm panel, and water flow system. This system will send an alarm signal to the monitoring company which will contact Police Dispatch.

Public Health and Safety

Flood control projects (Annual). Staff completed routine removal of vegetation to ensure proper functioning and operation of channel runoff, existing water control facilities, or other structures necessary for public health, safety and benefit. The following activities took place in 2020: spraying, mowing/weed eating, debris removal, and limb pruning.

Fire Alarm Panel Replacement at Suisun City Hall and Police Department Project. The original fire panel installed in 1989 at the City Hall and Police Department Campus had a catastrophic failure and needed to be replaced. The installation of the new fire panel system included an upgraded panel in the electrical room; two fully functional attenuators - one in the Police Dispatch Center & the City Hall Lobby; ADA compliant fire alarms & strobes in the bathrooms; and added the correct amount of fire alarms per Code throughout the campus. The system is monitored by our Dispatch Center.

Fire Department Personnel. The City identified a lack of fire personnel during the FY 19/20 Budget process. This was in comparison to both state law as well as best operational practices. The City has continued bringing the staffing up to an appropriate level in the last calendar year.



Annual Progress Report 2020

Development Services Department – Planning
Division



Why do we
do this every
year?



- Government Code section 65400 requires that each city, county, or city and county, including charter cities, prepare an annual progress report (APR) on the status of the housing element of its general plan and progress in its implementation, using forms and definitions adopted by the Department of Housing and Community Development (HCD).
- Each jurisdiction's Annual Progress Report (APR) must be submitted to HCD and the Governor's Office of Planning and Research (OPR) by **April 1** of each year (covering the previous calendar year).



Highlights

2020

- Amended Accessory Dwelling Units Ordinance.
- Received development applications for Blossom Apartments and Marina Village Apartments.
- Received SB 2 and LEAP Grant funding.
- McCoy Creek Phase II design work.
- Processing of development projects.
- City facility upgrades.
- Adoption of Vehicle Miles Traveled (VMT) Thresholds.

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AGENDA TRANSMITTAL

MEETING DATE: March 16, 2021

CITY AGENDA ITEM: Fire Department Annual Report

FISCAL IMPACT: There is no fiscal impact associated with this report

STRATEGIC PLAN:

BACKGROUND/STAFF REPORT: Presentation on Suisun City Fire Department 2020 Annual Report. The Public Safety and Emergency Management Community Advisory Committee reviewed this report on February 11, 2021.

RECOMMENDATION: Informational Only

ATTACHMENTS:

1. Suisun City Fire Department 2020 Annual Report

PREPARED BY:
REVIEWED AND APPROVED BY:

Justin Vincent, Fire Chief
Greg Folsom, City Manager

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Suisun City Fire Department



ANNUAL REPORT 2020



www.suisun.com

www.facebook.com/suisuncityfire

Phone (707) 421-7205

621 Pintail Drive

Suisun City, CA 94585



Content

3	Our Vision, Mission & Values
4	Chief's Message
5	Chief Bio and Firefighter of the Year
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16	Water Rescue Team
17	Dive Rescue Team
18	Arson Division
19	Fireworks Enforcement Response
20	COVID-19 Pandemic
21	Training
22	2021 Goals



Our **Vision,** **Mission** & **Values**

Values

Core values are essential and enduring tenets, a set of general guiding principles, not to be compromised for short-term expediency. In order to accomplish its mission with the highest degree of professionalism, integrity, efficiency and service to the city, the Suisun City Fire Department has identified the following core values:

Vision

Provide professional fire prevention and emergency response services to protect the people, property, businesses, and facilities within the City of Suisun City from the adverse effects of fire, injury and illness, and all potentially hazardous conditions.

Mission

To ensure the protection of life and property through effective and efficient delivery of professional firefighting, fire prevention, and emergency medical services to the communities of Suisun City.

Dedication

Serve our city and department to the best of our ability.

Teamwork

A group of individuals striving to reach common goals.

Integrity

City partnerships based on trust, respect, and accountability through service.

Professional

Consistently demonstrate a high standard.

Leadership

Providing guidance and support throughout the city and department.

Tradition

Preserving and carrying forward the legacy of those who served before us.

Chief's Message

I would like to thank you for taking the time to learn more about the Suisun City Fire Department. I hope that you find this annual report to be very informative. Our goal as a fire department is to always be transparent with our community and keep you informed as to the excellent customer service we strive to provide every day. 2020 has been a historic year for the Suisun City Fire Department. In 2020, we had a record number of fires and the highest annual call volume we have ever experienced to date. We navigated through the Coronavirus Pandemic, Public Safety Power Shutoffs, and faced the challenges of an extreme fire season. I am extremely proud of all of the Suisun City Fire Department membership for their excellent customer service in 2020. The level of dedication, passion, and focus needed to navigate through such an unexpected year speaks volumes of the character of these brave men and women on our fire department.

In 2020, The Suisun City Fire Department continued to embrace its adopted motto; Semper Progrediens, "Always Progressing." The fire department learned to quickly adapt to the changing public health guidelines to address the needs of the public during the Coronavirus Pandemic, all while delivering the excellent customer service our community expects. In late 2019 and 2020, it had become very evident that the City of Suisun City had officially transitioned from being a small "suburban" community to a small "urban" Bay Area city. This change based on socio-economics, population density, community services needed, and community social dynamics have dictated necessary changes in the public safety service delivery for Suisun City. The Suisun City Fire Department is now responding to more calls for service, with an increasing need for specialized capabilities and training to address the diverse call volume of the city.

This year's increased fire activity can be attributed to several factors. A previous lack of investment in fire prevention, fire investigations, fireworks enforcement, and public education came to light in 2019 and continued to be factors in 2020 as the fire department worked to address all of these concerns. The investment made in these areas of concern in 2020 has already begun to produce positive returns and has increased public safety in the city. The increase of the urban issue of homelessness and unsheltered populations in Suisun City also brought an increase in fire activity to the community. With these very real dynamics being recognized by the fire department, we have stepped up our efforts to enhance the services we provide to work towards a safer Suisun City.

Even with all of the challenges of 2020, the Suisun City Fire Department had historic accomplishments this year including: Paramedic service accreditation (ALS), established of a dive rescue program, created a citywide Emergency Operations Plan, completed a Standards of Cover study, received multiple grants, increased training levels, increased fire prevention activity, increased the role in Arson Investigations, and successfully began fireworks enforcement. The fire department is committed to expanding on these successes in 2021 to ensure that the community sees the benefits of these improvements to our service delivery model. As Fire Chief, I am excited about the future of Suisun City and the Suisun City Fire Department and I am looking forward to another year of accomplishments and successes.

Justin Vincent, M.S., CFO



Fire Chief Bio:

Fire Chief Justin Vincent began his service with the Suisun City Fire Department in 2018. He holds a Master's Degree in Public Safety Leadership and is currently completing a Doctorate Degree in Public Administration. He is CSFM certified as an Executive Chief Officer. He is also a active member of the fire department's Arson Division and Dive Rescue Team. Additionally, Chief Vincent serves as the Vice President of the Solano County Fire Chiefs Association.



Firefighter of the Year

In 2020, Division Chief Carmen Maio was tasked with implementing a prevention bureau that will provide the community with the deserved amount of life safety and protection for years to come. Carmen Maio has done a fantastic job in the role of Fire Marshal in 2020. He has been an integral part of the fire department's transition into fire prevention and beginning fire inspections and plans review. Chief Maio has sought out additional training and certification to be able to provide accurate and effective fire code enforcement. He has on several occasions assisted in addressing issues ranging from new business licenses, fireworks enforcement, fire investigations, fire hydrant replacement and repair, and fire plans review. He was also very effective in identifying unlicensed care facilities in Suisun City and bringing this into compliance for the safety of the firefighters and the residents. His work leading the arson investigation of the Wildlife Center Fire resulted in the arrest and prosecution of the arsonist. Operationally, he also has stepped up to attend dive rescue training and be a part of the operational aspect of the fire department team. His positive attitude in 2020 and his positive actions have really shown individual growth and made him into an undeniable asset to Suisun City Fire Department.

After receiving a nomination, Carmen Maio was selected by his peers as the "2020 Firefighter of the Year." Congratulations Division Chief Maio! Suisun City is a safer place to live, work, and visit because of you.



About Suisun City Fire Department

Current Operations

The Suisun City Fire Department was established in 1861. The men and women of the Suisun City Fire Department take great pride in the customer service they provide to all who live, work and travel through the city limits of Suisun City.

Suisun City Fire Department is a mission-driven fire agency that remains customer-focused and safety-oriented. It is the goal of the Fire Department that all members strive to attain a synergistic balance of education, training and experience to provide excellent customer service and emergency management on every call for service.

The Suisun City Fire Department is an All-Hazards/All-Risk Fire Department that covers the 4.5 square miles that make up the boundaries of the City of Suisun City. The department operates out of one (1) fire station, located at 621 Pintail Drive.

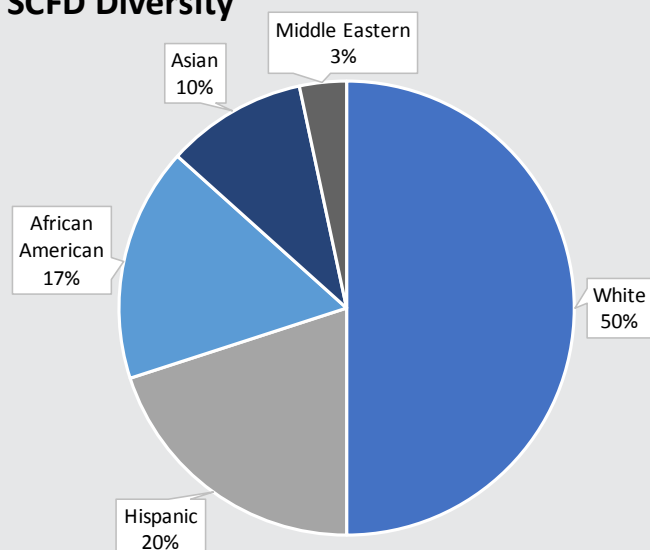


The Fire Department is a combination agency staffed with both full-time and Volunteer fire personnel. The department currently operates (3) Type 1 Fire Engines, (1) Type 3 Fire Engine, (1) Ladder Truck, (3) Command Vehicles, (1) Type 5 Fire Engine, (2) Zodiac Rescue Boats, and (1) dive rescue trailer.

The Suisun City Fire Department is an ALS (Paramedic) level department, supported by Medic Ambulance for medical transport services. Suisun City Fire Department Station 47 is staffed 24 hours a day - 7 days a week. In 2020, the SCFD responded to 3,073 calls.



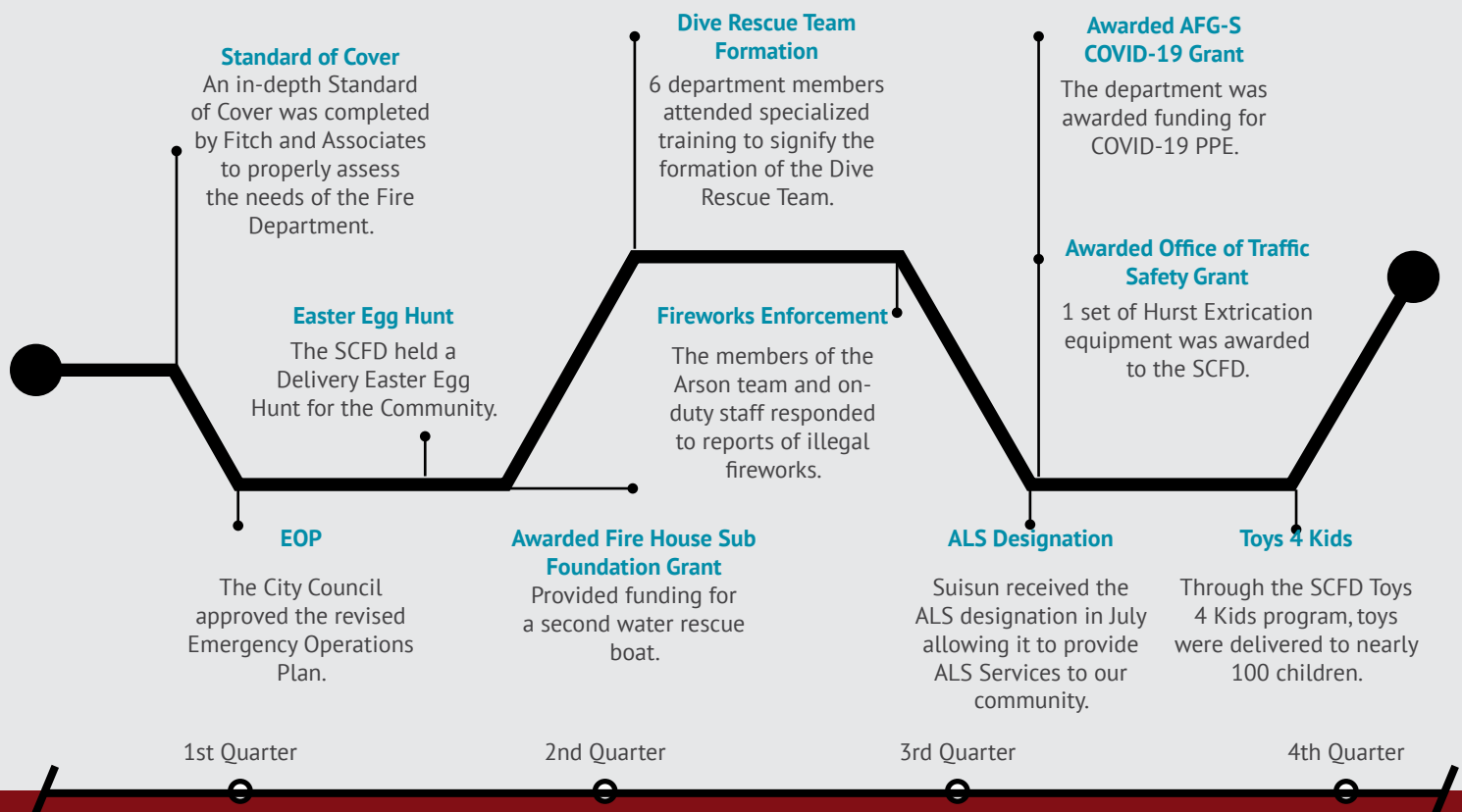
SCFD Diversity



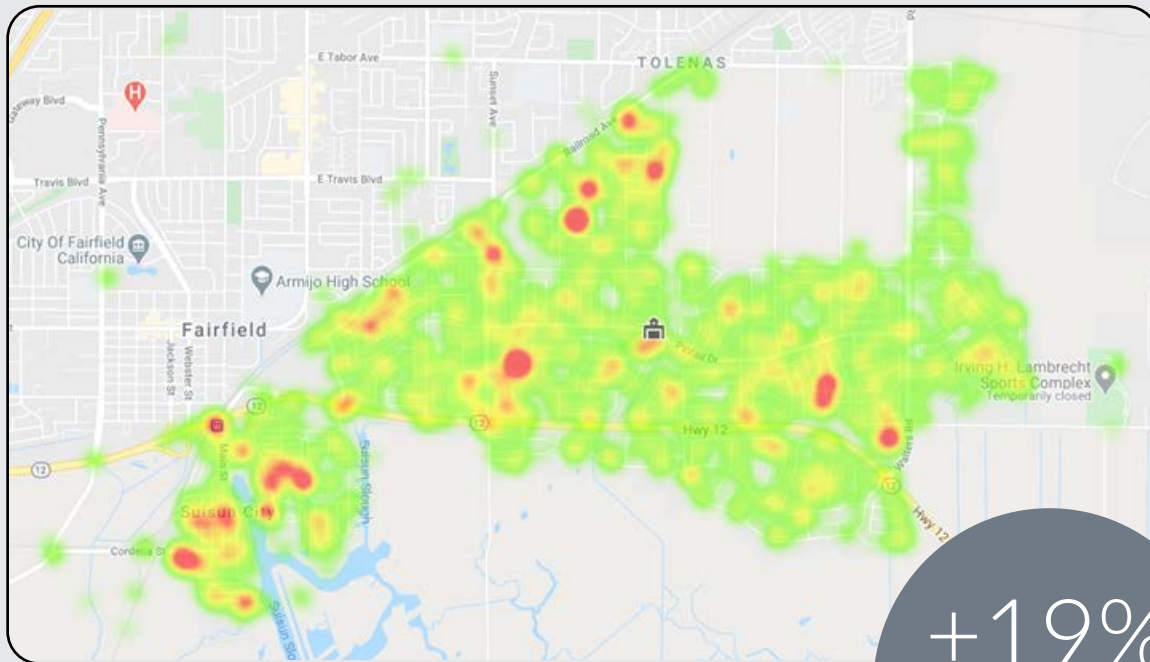
2020 Events and Achievements

2020 was a unprecedented year, that was highly affected by a global pandemic. While dealing with a higher than ever before call volume, the fire department was still able to find a way to attend trainings and enact new programs to provide the level of service Suisun City residents deserve. A few of the most notable achievements were:

- **Advanced Life Support Designation (Paramedic Services)** - Upon accreditation from the Solano County Emergency Medical Services Department, the fire department was able to begin practicing Advanced Life Support procedures.
- **Emergency Operations Plan and Emergency Operations Center Plan** - Both documents were reviewed by the Public Safety Committee and approved by the City Council.
- **Dive Rescue Team** - Through the months of March and April, the Suisun City Dive Rescue Team members trained to obtain the certificates and qualifications necessary to complete under water rescues in our jurisdiction.



2020 Statistics



+19%
Increase in call
volume from 2019

Call Type	2019	2020	+/- %
100 - Fires	104	166	59.6%
200 - Overpressure Rupture, Explosion, Overheat (No Fire)	2	72	3,500%
300 - Rescue and Emergency Medical Service (EMS)	1,943	2,150	10.6%
400 - Hazardous Condition (No Fire)	41	43	4.8%
500 - Service Call	177	220	24.2%
600 - Good Intent Call	208	295	41.8%
700 - False Alarm and False Call	102	123	20.5%
800 - Severe Weather and Natural Disaster	4	0	-100%
900 - Special Incident Type	1	4	300%
Total	2,582	3,073	19%

Notable Increases

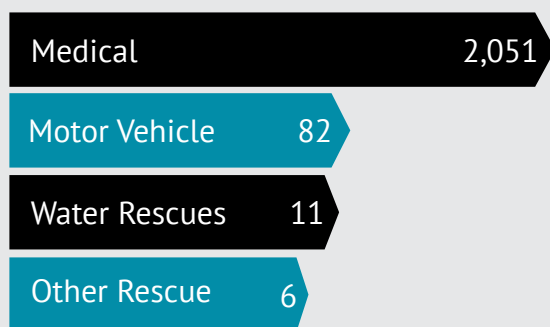


Fire related incidents increased by **59.6%**.



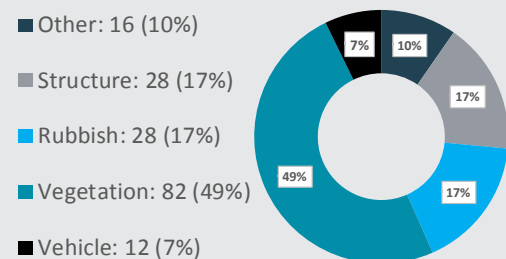
The **3,500%** increase in Type 200 calls is directly related to fireworks enforcement.

EMS and Rescue Breakdown



EMS and Rescue incidents have increased by 10.6% since 2019.

Fire Call Breakdown



Most Active...

Month

July



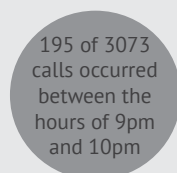
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Saturday



Hour

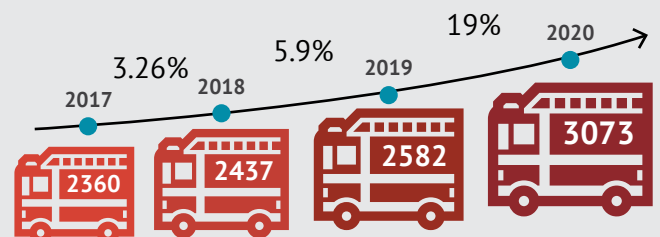
21:00 - 21:59



4-year Call Volume Increase

Over the last 4 years, SCFD had an average increase of 9.38%.

The largest increase occurred in 2020.



Meet The Command Staff

The Command Staff consists of one Fire Chief and three Division Chiefs. Each Chief Officer holds separate responsibilities within the department. Chief Renucci is the Chief of Operations and Training. Chief Maio has split responsibilities as the Fire Marshal and a Division Chief. Chief Bellerive also splits responsibility as a part-time Fire Inspector and a Division Chief.

Justin Vincent, M.S. (4700)
Fire Chief

Oversees:
Administration
Human Resources
Budget
Emergency Operations Manager
Fire Investigations

Acting:
Duty Chief



Greg Renucci (4702)
Division Chief - Operations

Oversees:
Operations
Emergency Medical Services
Training
Maritime Operations
Facilities and Fleet

Acting:
Duty Chief



Carmen Maio (4703)
Division Chief / Fire Marshal

Oversees:
Construction Plan Review
Fire Inspections
Fire Code Enforcement
Community Risk Reduction

Acting:
Duty Chief



David Bellerive (4704)
Division Chief /Part-time Fire Inspector

Oversees:
Public Education
Emergency Operations Center

Assists in:
Fire Inspections
Weed Abatement



*All supported by an
Administrative Assistant
Michelle Zunino*

Recruitment



Current Staffing



All fire department staff are required to attain California State Fire Marshal certification for the rank they hold in the department. The Suisun City Fire Department continues to support a hybrid staffing model that utilizes both paid and volunteer staff. SCFD is a busy, ALS, Bay Area Fire Department with a healthy fire station culture and excellent training opportunities. Interested candidates are encouraged to apply at: calopps.com/city-of-suisun-city

Volunteer minimum requirements

- At least 18 years old
- Good background (moral character)
- Firefighter 1 or Fire Academy
- EMT
- CPR & First Aid
- CPAT (if not currently employed as a full-time firefighter)
- Pass a medical exam and drug test
- Available to work at least (5) five 12-hour shifts a month and attend (1) monthly training drill and (4) quarterly training drills.

Stipends*

- (12) twelve hour shift: \$70.00
 - Call back
 - Less than 3 hours: \$10.00
 - More than 3 hours: \$70.00
 - Monthly Training: \$25.00
 - Quarterly Training: \$50.00
- (*All stipends are paid bi-weekly)

In line with FLSA and U.S. Department of Labor (DOL), volunteer firefighters receive a "nominal fee" for their service in the department. They are not represented by a bargaining unit and serve in an at-will basis. Volunteer firefighters may be deployed on strike teams and be temporary reclassified as part-time temporary employees for the purpose of pay and reimbursement. They may not work in that classification over 994 hours in a fiscal year.



3

Grants
Awarded

Grants



Over
\$100,000
Funded

Boat 48 - St. Brendan

Thanks to the Firehouse Subs Public Safety Foundation, Suisun City is now better equipped to keep our community safe. The Suisun City Fire Department recently received a \$30,687.66 grant award from the Foundation to purchase a Zodiac Inflatable Boat, a Yamaha 50hp motor, and a doublestack trailer.

Since the formation of the Suisun City Fire Water Rescue Team in September, we have received calls for assistance from the United States Coast Guard for boat incidents in our surrounding waterways. The Fire Department also serves the visiting boating community that frequents our marina and boat ramp daily. The impacts of receiving this grant funded equipment are limitless for Suisun City and all of Solano County.



ABOUT FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION

In 2005, the Firehouse Subs Founders established the 501(c)(3), non-profit Firehouse Subs Public Safety Foundation. The charity provides funding resources, lifesaving equipment, prevention education, training, and disaster relief support to first responders and public safety organizations. Since inception, Firehouse Subs Public Safety Foundation has granted more than \$50 million to hometown heroes in 49 states and Puerto Rico.

Firehouse Subs Public Safety Foundation is honored to be listed as a four-star nonprofit organization by Charity Navigator, their highest designation. Grant allocations are made possible thanks to the overwhelming support of Firehouse Subs restaurants and generous donors. More than 70% of the funds raised for the Firehouse Subs Public Safety Foundation come from the generosity of Firehouse Subs guests and the restaurant brand. Please consider supporting a Firehouse Subs restaurant near you.

Fire Chief Justin Vincent stated:
"By acquiring a second larger and more powerful inflatable rescue boat and trailer, we are able to more effectively deploy for any type of water emergency."

Extrication Equipment

In the month of January 2020, the fire department submitted a grant application with the California Office of Traffic Safety for extrication equipment, more commonly known as the “Jaws of Life”. The fire department was awarded one set of extrication equipment.

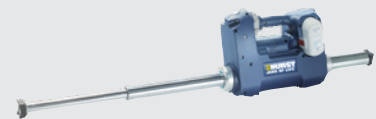


The set includes:
a Cutter, Spreader,
Ram, and two
batteries for each tool.

The Office of Traffic Safety (OTS) was established by the National Highway Safety Act in 1967 in response to the nearly 51,000 lives lost in one year due to traffic accidents. The OTS provides federal traffic safety funds to the states, with the goal of making the roadways of the United States safer.



After careful consideration, the fire department has selected Hurst Jaws of Life® eDRAULIC EWXT tools. The line of battery-powered tools no longer requires hoses and a power unit, freeing up rescue crews to focus on extrication instead of the lengthy set up process needed by our current extrication equipment. The battery-operated tools provide more cutting and spreading force than our current outdated units. Another unique, crucial ability provided by the Hurst tools is that units are watertight and can operate underwater with ease.



COVID Personal Protective Equipment (PPE)

The Assistance to Firefighters Grant Program -COVID -19 Supplemental (AFG_S) was created to provide financial assistance to fire departments and other agencies. The goal of the program is to strengthen national preparedness and resilience while facing the COVID-19 Pandemic.

The Fire Department applied for the COVID-19 supplemental grant with the aim of reimbursing funds used for PPE and supplies purchased prior to the announcement of the grant. Grant monies will also be put towards equipment needed in the future to assist with the COVID-19 response. The department was awarded \$36,102.35 with a 10% cost share of \$3,612.04.



Fire Prevention

- *Inspections: 316*
- *Plan Review: 24 + projects*

In the past, Suisun City provided life and fire safety inspections through the building department with a building inspector, or through contract services. Commencing November 2019, Suisun City invested into the fire department and the community in the form of a fire prevention division, including a new Fire Marshal.



On December 2, 2016, the deadly Ghost Ship Fire occurred in Oakland, California. Thirty-six (36) people lost their lives in a warehouse that was converted into living quarters (dwelling) and used as an artist collective - where people worked and lived in the warehouse. Investigative articles and editorials revealed that many of the required life and fire safety inspections were not being performed by the local fire department throughout the Bay Area and State of California.

In order to provide assurance that fire departments are performing the annual inspection duties, Senate Bill 1205 (SB 1205) was authored mandating the reporting of certain inspections to their governing authority, as well as reporting the same information to the State Fire Marshal.

In 2019, the City contracted with an outside agency to complete the mandated inspections as the authorized representative of the Fire Chief and fell short of the actual number of those buildings in Suisun City.

This past year, the Fire Marshal, along with a part-time fire inspector, performed sixty-four (64) mandated SB 1205 annual inspections – a 137% increase from the previous year. By being able to properly interpret occupancies, including apartment complexes and residential care facilities, the fire prevention bureau was able to identify over 37 additional mandatory inspections. This is a distinct benefit of having the prevention division in our own agency as compared to contracting those services to an outside company.



Today, the Fire Marshal and fire prevention division provide life and fire safety inspections for new and existing businesses, inspections of fire protection systems, including fire alarms and fire sprinklers, and fire inspections for all new construction. Additionally, the Fire Marshal conducts plan review for tenant improvements, new businesses, and fire protection systems.

Suisun City's investment into the fire department, and more specifically the fire prevention bureau, has shown dividends in the form of a more complete and thorough service by providing life and fire safety prevention to the community and its local businesses.

Strike Teams

In 2020, the Suisun City Fire Department was very active in the statewide mutual-aid system during the catastrophic wildfire season. All department members stepped up to fill the local and statewide resource needs. The commitment produced a full cost recovery program that will allow for increased financial health in the fire department.

Incidents

- Quail Fire
- Badger Fire
- Gold Fire
- SCU Lightning Complex
- LNU Lightning Complex
- BTU North Complex
- Slater Fire
- Fox Fire
- Creek Fire

The newest unit, E347, has been deployed 6 times.



Personnel Hours: 7,027.50

Vehicle Hours: 1,374.75

Personnel Reimbursement: \$262,554.38

Vehicle Reimbursement: \$176,312.50

Admin Surcharge: \$43,927.69

Total Reimbursement: \$482,836.36

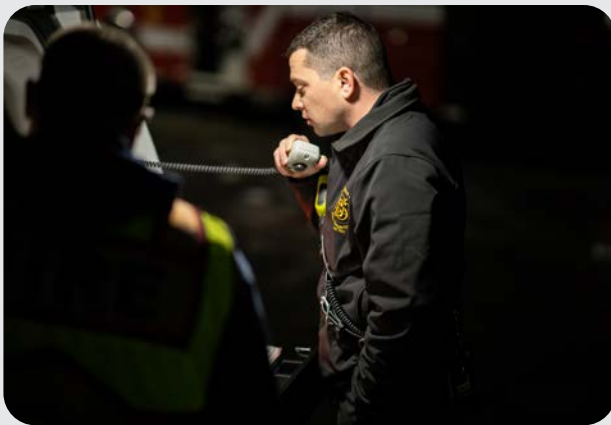


Water Rescue Team



- *Water Rescues: 11*

The Suisun City Fire Department Water Rescue Team is tasked with river, canal, delta, and flood rescue in Suisun City. The rescue team is staffed 24 hours a day with a minimum of two department members, trained and certified as swiftwater rescue technicians and rescue boat operators. The team is supplied with drysuits, helmets, and personal flotation devices to affect in-water surface rescues. The crew also consists of at least one state certified paramedic. This rescue team is deployable to all parts of Suisun City in less than 10 minutes.



In 2020, the fire department enhanced its response capability by increasing the number of trained personnel and equipment available to respond. The addition of the new Boat 48, St. Brendan, to the SCFD Water Rescue Team's fleet has allowed for faster and more effective rescue capability. Additionally, the fire department is now able to work on CAL OES and FEMA Rescue Team certification by adding this second rescue boat and more advanced training. The water rescue team has mutual-aid agreements in place with Suisun Fire Protection District and the United State Coast Guard to provide assistance when needed. In 2020, the team deployed many times for mutual-aid responses for stranded boaters, medical emergencies, and nighttime rescues of boaters in the waterways. We shall continue to train and perfect our skills to ensure effective water rescue responses.



Dive Rescue Team

In 2020, the Suisun City Fire Department identified a missing capability in our all-hazards approach to emergency services delivery.

In April of 2020, Suisun City Fire Department responded to a vehicle into the water in city limits. Due to a lack of dive rescue capability in the city and the county, the fire department was unsuccessful in its rescue efforts. This prompted the creation of the Suisun City Fire Department Dive Rescue Team. As a waterfront city with a public marina and boat launch, it is important that the fire department remain trained and capable to respond to all of the hazards that exist above and below the water. It was discovered that the Solano County Sheriffs dive team is strictly a search and recovery dive team and would not be able to support Suisun City Fire Department with dive rescue needs. Therefore, the fire department has trained and equipped several members of the Suisun City Fire Department as certified rescue divers to provide below water rescue responses.

The well-trained and well-respected Solano County Sheriffs Dive Team remains the go-to agency for dive recoveries in Suisun City waters. The dedicated members of the SCFD dive rescue team are certified through PADI and capable of performing advanced rescues. They all hold certifications in dry suit operations, nighttime operations, operations at depths of 60 feet, altitude operations, rescue boat operations, and swift water surface rescue. The team practices these skills on a consistent basis to ensure proficiency in order to accomplish the mission quickly, safely, and efficiently when the emergency arises. The Suisun City Fire Department Dive Rescue Team is the only dive rescue team in Solano County and has been requested as mutual-aid in 2020 to assist a neighboring fire jurisdiction in underwater rescue efforts. We are proud to effectively meet our all hazard response goal through this successful program.

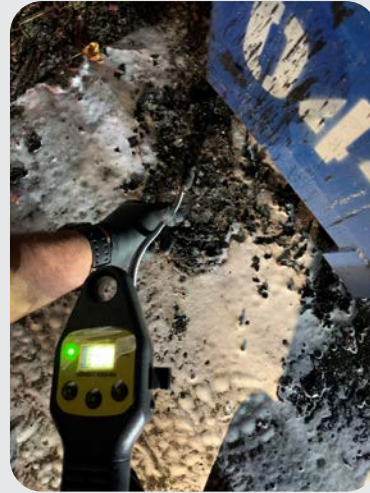


Arson Division

- *Suspected Arsons: 27*
- *Confirmed Arsons: 20*
- *Arrests: 2*

The Suisun City Fire Department Arson Division continued to expand on its effectiveness and worth in 2020. The team currently consists of four members of the department that are certified through the California State Fire Marshal and California POST as Fire Investigators. In 2020, the arson division investigated several large fires in Suisun City and ruled the cause and origin for these fires as arson.

One fire investigation in particular, the Wildlife Center Fire, was led by the Suisun City Fire Department Arson Division. The team of investigators spent over a week combing through evidence, examining burn patterns, watching security video, and canvassing the neighborhoods to identify the suspect in this devastating fire. After a week of thorough investigation, the team was able to identify a suspect and track down his location. Once the investigative team found the arson suspect, an SCPD investigator was called in to assist in the interview and interrogation. The suspect gave a full confession and was later arrested and charged with multiple felonies for the devastating arson he caused. This suspect is currently being prosecuted by the Solano County District Attorney's office.



The Arson Division also made a huge impact on illegal fireworks enforcement in Suisun City on Independence Day. In early 2020, the Suisun City Fire Department finished the process to be able to issue citations for illegal fireworks activity, as well as other fire code violations. The Suisun City Fire Investigators hit the streets last June and July to crack down on the use of illegal fireworks in Suisun City limits. The fire department confiscated hundreds of illegal fireworks and issued 46 citations totaling \$48,540 dollars in fines. Although there is much work to still be done to stop the reckless use of illegal fireworks, the Suisun City Arson Division made great strides in trying to curb this dangerous behavior in 2020.



Fireworks Enforcement Response

- *Reports Investigated: 71*
- *Citations Issued: 54*
- *Total Fines: \$50,940.00*

Total: 322 Illegal Fireworks Confiscated

90- Bottle-Rockets
5- Roman Candles
176- Firecrackers

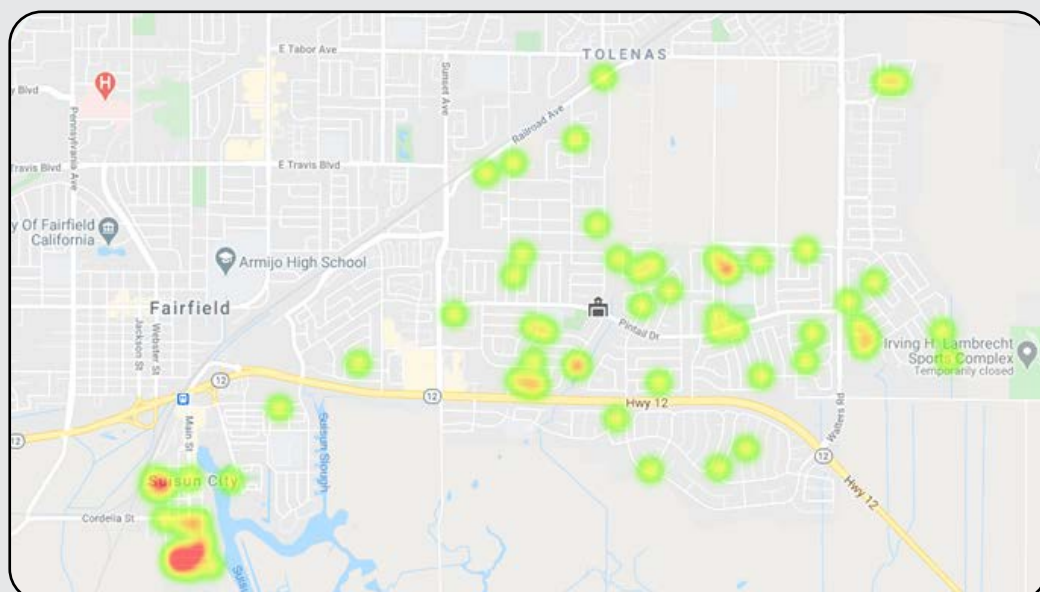
8 Mortar Launchers w/ 9 Live Mortars
1- 196 Shot Aerial Missile Launcher
1- 100 Shot Aerial Missile Launcher

33- Other Aerial Projectiles
6- M-1000 Explosives
1- M-150 Explosive

* (141 Illegal aerial fireworks taken off the streets of Suisun City by SCFD)



In 2020, the Suisun City Fire Department's Arson Division was out in full force in the two weeks prior to Independence Day, attempting to curb the discharge of illegal fireworks through education and enforcement. Arson Investigators were extremely proactive in trying to curb the use of illegal fireworks in Suisun City limits. Beyond putting electronic signs at city entrances, fliers in neighborhoods, working with safe and sane fireworks booths to educate customers, and social media outreach, the Division was out in unmarked and marked patrol vehicles issuing citations. This resulted in the confiscation of hundreds of illegal fireworks and several citations.



COVID-19 Pandemic

- *Confirmed COVID-19 Calls: 20*
- *Suspected COVID-19 Calls: 81*
- *Confirmed Suisun City COVID-19 Cases: 650*

Suisun City Fire Department, along with the rest of the world, had to face the realities of the Coronavirus global pandemic. We quickly worked to ensure the safety of our community and our personnel by augmenting the workplace policies, protocols, and habits. The Suisun City Fire Department took a lead role in the City's State of Emergency declaration and has operated as the City's Emergency Operations Center (EOC), and Emergency Manager for the extent of the pandemic. The fire department has produced daily Incident Action Plans (IAPs) for the city staff, while also monitoring and updating all city employees of the changing mandates set in place across the state, region, and county. Additionally, the fire department fit tested all city staff for N95 respirator masks in line with OSHA standards and worked to procure PPE for all city employees.

As the City's primary healthcare providers, we augmented our protocols to allow for the same expected level of service on medical emergencies, with increased PPE to protect our patients and our firefighters. The fire department augmented its annual Easter egg hunt for the community and brought the egg hunt to local residences with social distancing in place. As a Fire Department, we made it a point to utilize every avenue of communication to inform our community of what COVID-19 is and how we can stop the spread together. We reached out through social media, participated in weekly COVID-19 town hall meetings, placed signs throughout the community, and placed fliers at target hazard locations.



The Suisun City Fire Department responded to many existing COVID-19 positive patients, several suspected COVID-19 positive patients, and countless others that were undiagnosed and later found to be COVID-19 positive. We are proud to have been able to continue providing our high level of medical care and response in 2020, without sacrificing service levels due to the pandemic. We look forward to a time in the near future where we can return to normal and have increased social interactions with our community. In the meantime, we are staying vigilant and prepared to battle against COVID-19 and keep our community healthy and safe.

Training

Due to Covid-19, the Suisun City Fire Department was challenged in keeping up with on-going training and advanced training for the department members in 2020. Even with the pandemic, the department worked to keep up with the standards set forth by the California State Fire Marshal (CSFM), National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA). The Suisun City Fire Department completed all of the required training set forth by Solano County EMS to become the final municipal fire agency in Solano County to provide Advance Life Support (ALS) services.

In 2020, the fire department trained on a number of topics such as CSFM Driver Operator series, Company Officer series, Chief Fire Officer series and the Fire Investigation series. The members also advanced their technical rescue training by completing the following classes: CSFM Low Angle Rope Rescue Operations, Rescue Systems 1, Amtrak Railroad Safety Training for First Responders, and Dive Rescue training. Lastly, in preparation for the upcoming wildland fire season, all members completed the required wildland training along with RT-130.



- *In-House Training Hours: 4,460:30*
- *Outside Training Hours: 1,024:00*

Outside training courses included:

- Driver/Operator 1A & 1B
- Company Officer
- Chief Fire Officer
- Fire Investigator
- Fire Prevention
- Low Angle Rope Rescue Operations (LARRO)
- Rescue Systems
- Wildland Firefighting
- Dive Rescue
- FEMA CERT Series
- Emergency Medical Technician (EMT)



2021 Goals

Fire Prevention

- Adopt an Inspection Plan for all Commercial Structures
- Adopt A Fire Prevention Fee Schedule for Cost Recovery

Administration

- Update the Hazard Mitigation Plan
- Apply for Additional Grant Funding (AFG, Prevention, Safer, Etc.)
- Establish a CERT Team
- Establish an SCFD Honor Guard
- Establish a Chaplain Program
- Annual Medical Exams for all Firefighters
- Department Reclassifications for Volunteer/Reserve Ranks

Operations

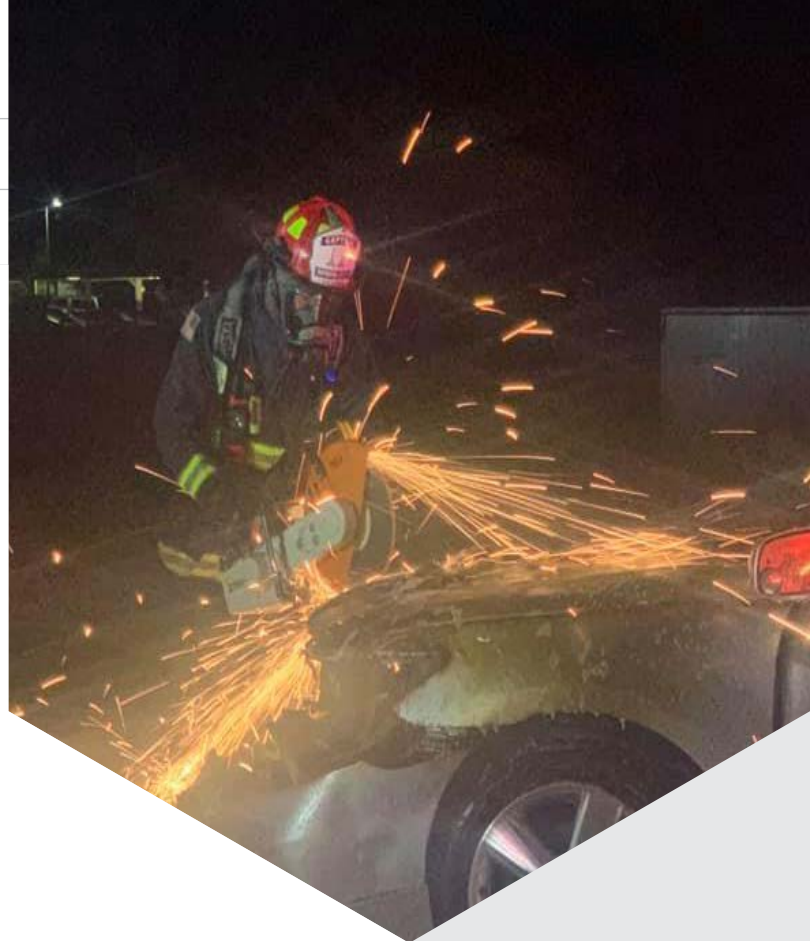
- Increase Volunteer Ranks
- Switch to 800 Mhz Radio Frequency
- Accomplish Annual Hose Testing
- Testing and Certification for all PPE per NFPA Standard

Training

- CSFM Firefighter 2 Training and Certification Department-Wide
- Continued Specialty Training For All-Risk/All-Hazard Environments

Equipment And Apparatus

- New Type 5 Wildland Apparatus
- Additional Set of Battery Powered Hurst Tools ("Jaws-of-Life")
- Highway Stabilization Kit for Truck 47
- Refurbishment of Vehicles to Extend Operational Life of Current End of Life Vehicles (Utility 47, Battalion 47, Engine 547, Command 4702)



Fire Chief

Justin Vincent

Division Chiefs

Greg Renucci

Carmen Maio

David Bellerive

Captains

Joshua Danner

Jason Brassfield

Jeremy Martinez

Ken Forkes

Brian Kermoade

Tom Kamin

Chris Osborne

Engineers

Aaron Leming

Che Salabarria

Jacob Helton

Richard Anderson

Jose Benitez

Philip Martin

Matt Echevarria

Firefighters

Carlos Gonzalez

Paul DeVita

Justin Mabra

Romy Aguba

Bryan Smith

Jian Eddinger

Daniel Gengler

Daren Antes

Luis Rivera

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Michelle Zunino

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AGENDA TRANSMITTAL

MEETING DATE: March 16, 2021

CITY AGENDA ITEM: Council Adoption of Resolution No. 2021-____: Approving a Priority List of Community Events for Fiscal Year (FY) 2021-22

FISCAL IMPACT: An estimated total cost of \$54,450. With anticipated sponsorships totaling \$7,000 and \$15,000 anticipated revenue. \$32,450 would be the cost to the City's Special Revenue Funds 050, 051, 052 FY 2021-22.

STRATEGIC PLAN IMPACT: Provide Good Governance.

BACKGROUND: Due to the loss of the Redevelopment Agency, which provided funding for special events, the Suisun City Community Services Foundation (Foundation) was established in 2012 to generate funds to financially support community events in Suisun City. The City utilizes funds generated by fireworks sales, event booth rentals, sponsorships, and amusement ride revenues to fund community events.

STAFF REPORT:

Special events are essential productions that bring neighbors together and build a sense of place and community. By providing these opportunities, residents have a gathering place in which they can celebrate a national holiday, recreate together, and build positive community relationships. Special events also act as an economic driver for those businesses located within close proximity of the events.

Exhibit A, attached, outlines the recommended events for 2021-22, and proposed budget. The Mobile Egg Hunt, Drive in Movie Night, and Boat in Movie Night will all be funded by the existing FY 2020-21 budget. Friday Night Movies and the Saturday Night Concerts are anticipated to be funded by a sponsorship from Republic Services in the amount of \$7,000. It is anticipated that community events will bring in approximately \$15,000 in revenue from vendor booth fees, amusement ride revenue, and ice skate rentals.

Due to the COVID-19 pandemic, the 4th of July Celebration has been cancelled for 2021. All other special events may need to be modified to comply with COVID-19 guidelines.

After a year of COVID-19 community event closures, it is anticipated that the first community event allowed to re-open at full capacity will be Christmas on the Waterfront. To celebrate the reopening, Christmas on the Waterfront will feature an ice skating rink and Menorah in addition to the event's regular special features.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2021-____: Approving a Priority List of Events for Fiscal Year (FY) 2021-22.

PREPARED BY:

Kris Lofthus, Recreation, Parks, and Marina Director

REVIEWED AND APPROVED BY:

Greg Folsom, City Manager

ATTACHMENTS:

1. Resolution No. 2021-___: Approving a Priority List of Events for Fiscal Year (FY) 2021-22
2. Community Events Calendar for FY 2021-22
3. Community Events Budgets for FY 2021-22

RESOLUTION NO. 2021-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
APPROVING A PRIORITY LIST OF EVENTS FOR FISCAL YEAR (FY) 2021-22**

WHEREAS, Traditionally the City Council annually adopted a seasonal events calendar to be funded through Redevelopment; and

WHEREAS, With the loss of the Redevelopment Agency, the Suisun City Community Services Foundation (SCSF) was established in 2012 to generate funding for these community events; and

WHEREAS, In 2016 the SCSF no longer financially supported City of Suisun City Special Events; and

WHEREAS, It is recognized that community events provide gathering places that strengthens a city; and

WHEREAS, The City Council has an interest in supporting community events; and

WHEREAS, Two of the community events have secured funding sponsorships; and

WHEREAS, Community events contribute to the economy of our business community by bringing people to Suisun City; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Suisun City hereby approves a priority list of events for fiscal year (FY) 2021-22.

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

WITNESS my hand and the seal of said City this 16th day of March 2021.

Anita Skinner
City Clerk

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ATTACHMENT 2
Community Events Calendar FY 2021-2022

Sunday, April 4, 2021	Mobile Easter Egg Hunt
Saturday, May 1, 2021	Drive in Movie Night
Saturday, May 22, 2021	Boat in Movie Night
Friday, July 9, 2021	Movies in the Park
Sunday, July 11, 2021	Gospel Sundays
Friday, July 16, 2021	Movies in the Park
Sunday, July 18, 2021	Gospel Sundays
Friday, July 23, 2021	Movies in the Park
Saturday, July 24, 2021	Concert Series
Sunday, July 25, 2021	Gospel Sundays
Friday, July 30, 2021	Movies in the Park
Sunday, August 1, 2021	Gospel Sundays
Friday, August 6, 2021	Movies in the Park
Saturday, August 7, 2021	Concert Series
Sunday, August 8, 2021	Gospel Sundays
Friday, August 13, 2021	Movies in the Park
Sunday, August 15, 2021	Gospel Sundays
Saturday, August 21, 2021	Concert Series
Saturday, September 4, 2021	Concert Series
Saturday, October 2, 2021	Car Show and Cruise
Sunday, October 31, 2021	Halloween Trick or Treat
Saturday, December 4, 2021	Christmas on the Waterfront

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COMMUNITY EVENT BUDGETS FOR FY 2021-22

Community Events	Proposed	Estimated Revenue
<u>4th of July Celebration - Cancelled due to COVID-19</u>	\$ -	
<u>Friday Night Movies (8)</u>		
Staff	\$ 1,000.00	
Movies	\$ 4,000.00	
Marketing	\$ 300.00	
Saturday Night Movie Total	\$ 5,300	\$ 500
<u>Saturday Night Concert Series (4)</u>		
Staff	\$ 1,500	
Bands	\$ 4,500	
Sound	\$ 5,200	
Marketing	\$ 500	
Restrooms	\$ 800	
Saturday Night Concerts Total	\$ 12,500	\$ 1,250
**Anticipated Sponsorship of \$7,000		
<u>Sunday Gospel</u>		
Staff	\$ -	
Restrooms	\$ 650	
Sunday Gospel Total	\$ 650	
<u>Car Show & Cruise</u>		
Field Supplies	\$ 500	
Marketing	\$ 500	
Prizes	\$ 500	
Permits	\$ 500	
Car Cruise Total	\$ 2,000	
<u>Halloween Trick or Treat Stroll - Partnered with BID</u>		
Field Supplies	\$ 250	
Halloween Total	\$ 250	
<u>Christmas on the Waterfront</u>		
Staffing	\$ 1,500.00	
OT - PW and PD	\$ 5,000.00	
Entertainment	\$ 1,500.00	
Field Supplies / Décor	\$ 3,500.00	
Permits	\$ 500.00	
Carriage Ride	\$ 1,850.00	
Menorah	\$ 1,900.00	
Ice Skating Rink	\$ 11,500.00	
Sound	\$ 1,000.00	
Fireworks Show	\$ 3,500.00	
Marketing	\$ 1,500.00	
Christmas on the Waterfront Total	\$ 33,250.00	\$ 13,250.00
**Anticipated Ice Skating rink revenue to off set costs		
<u>Mobile Egg Hunt 2022</u>		
Field Supplies	\$ 500	
Mobile Egg Hunt Total Total	\$ 500	
All Events 2021/22 Events Total	\$	54,450.00
Anticipated Revenue Total	\$	15,000.00
Anticipated Sponsorship Total	\$	7,000.00
Net Total	\$	32,450.00

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