

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



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

A G E N D A

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

TUESDAY, JANUARY 18, 2022

5:30 P.M.

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

NOTICE

Pursuant to Government Code Section 54953, subdivision (b), and in accordance with the provisions of SB 361 (2021), the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Jane Day, Michael Hudson, Wanda Williams, Mayor Pro Tem Alma Hernandez, and Mayor/Chair Lori Wilson. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH REQUIRES MASKING FOR ALL INDOOR PUBLIC SETTINGS. 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: 844 8993 6692

CALL IN PHONE NUMBER: (707) 438-1720

**REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING
BY EMAILING CLERK@SUISUN.COM (PRIOR TO 4pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM**

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

ROLL CALL

Council Members

CONFLICT OF INTEREST NOTIFICATION

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

01107.0001/748302.1

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 will hold a Closed Session for the purpose of:

1. PUBLIC EMPLOYEE APPOINTMENT

Pursuant to Government Code Section 54957(b)(1).

Title: Development Services Director

2. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency negotiator: City Manager

Employee organizations:

Unrepresented Employees;

SCEA (Suisun City Employees' Association);

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

SCPOA (Suisun City Police Officers Association).

CONVENE OPEN SESSION

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

ADJOURNMENT

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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 January 18, 2022 was posted and available for review, in compliance with the Brown Act.

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



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, JANUARY 18, 2022

6:30 P.M.

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

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(Next Ord. No. – 790)

(Next City Council Res. No. 2022 – 01)

Next Suisun City Council Acting as Successor Agency Res. No. SA2022 - 01)

(Next Housing Authority Res. No. HA2022 – 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

PRESENTATION/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

2. Mayoral Appointments:

Appointment to Recreation, Parks, Marina and Arts Commission (One appointment to fill term expiring January 2023 – (Wilson: lwilson@suisun.com).

CONSENT CALENDAR

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

City Council

3. Council Consideration and possible action to adopt Resolution No. 2022-__: A Resolution of the City Council of the City of Suisun City proclaiming a local emergency persists and authorizing the use of remote teleconference meeting procedures by the City's legislative bodies, as authorized by government code section 54953(e) *et seq.*, through February 17, 2022 – (Folsom: gfolson@suisun.com).
4. Council Adoption of Ordinance No. 790: Amending Chapter 2.20 Planning Commission of the Suisun City Municipal Code (Introduced and Reading Waived December 21, 2021) – (Kearns: jkearns@suisun.com).
5. Council Adoption of Resolution No. 2022-__: Authorizing the City Manager to enter into an extension of agreement with the Solano Transportation Authority (STA) approving the STA to act as the service authority in Solano County for the Abandoned Vehicles Abatement Program for the next ten-year program cycle as it relates to Suisun City - (Roth: aroeth@suisun.com).
6. Council Adoption of Resolution No. 2022-__: Approving the City as a Party to the Memorandum of Understanding on Coordinated Entry with the Community Action Partnership of Solano, Joint Powers Authority – (Lawton: klawton@suisun.com).
7. Council Adoption of Resolution No. 2022-__: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with DKS Associates for the Traffic Signal Improvements Project and Authorize Contract Amendments up to 10% of the Contract Amount – (Vue: nvue@suisun.com).
8. Council Adoption of Resolution No. 2022-__: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Bellecci and Associates for the Rectangular Rapid Flashing Beacons Project and Authorize Contract Amendments up to 10% of the Contract Amount – (Vue: nvue@suisun.com).

9. Council Adoption of Resolution No. 2022-___: Authorize the City Manager to amend the COVID-19 Prevention Plan (CPP) – (Folsom: gfolson@suisun.com).

Joint City Council / Suisun City Council Acting as Successor Agency

10. Council/Agency Approval of December 2021 Payroll Warrants in the Amount of \$798,206.15, and Council/Agency Approval of the December 2021 Accounts Payable Warrants in the Amount of \$1,619,423.06 – (Finance).

PUBLIC COMMENTS

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PUBLIC HEARING NONE

GENERAL BUSINESS

11. Council Adoption of Resolution No. 2022-___: Establishing a Naming Policy for Streets, Parks, Facilities and Major Amenities – (Lofthus: klofthus@suisun.com).

REPORTS: (Informational items only)

12. Council Updates
- a. Council/Boardmembers
 - b. Mayor
13. Non-Discussion Items
- a. Lighting & Landscaping Community Advisory Committee Informational Reports (November 17, 2021 and December 15, 2021)

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 - Harbor Master Office, 800 Kellogg Street, Suisun City, CA.

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AGENDA TRANSMITTAL

MEETING DATE: January 18, 2022

CITY AGENDA ITEM: Consideration and possible action to adopt Resolution No. 2022-__: A Resolution of the City Council of the City of Suisun City proclaiming a local emergency persists and authorizing the use of remote teleconference meeting procedures by the City's legislative bodies, as authorized by government code section 54953(e) *et seq.*, through February 17, 2022.

FISCAL IMPACT: None.

STRATEGIC PLAN: Provide Good Governance

BACKGROUND: A number of laws have changed since the beginning of the COVID pandemic related to the Brown Act as it relates to teleconferenced public meetings, both from Governor Newsom's Executive Orders and recently from the enactment of Assembly Bill 361, which took effect October 1, 2021, allowing continued remote teleconference meetings without traditional Brown Act compliance, provided certain findings can be made related to the ongoing state of emergency and subject to adherence to certain new noticing and public participation requirements.

The City, as all public agencies in California, must now invoke and adhere to AB 361 and its modifications on certain elements of remote public meetings, or else revert to traditional Brown Act compliance. The major change associated with continuing remote meetings under AB 361 is that the public must now be allowed to make comments in real-time during the public comment period, either telephonically or electronically (such as by Zoom). No physical location for public comment need be provided.

The other major change is that all public agencies, if they want to continue to conduct public meetings remotely, must adopt a resolution every 30 days making the findings of necessity to do so and affirming the measures in place to allow remote public comments by the public.

On October 19, 2021 the City of Suisun City passed a resolution proclaiming that a local emergency persists and authorizing the transition to use of remote teleconference meeting procedures by City's the legislative bodies, as authorized by government code section 54953(e) *et seq.*, for the initial period of October 19, 2021 through November 18, 2021.

STAFF REPORT: This is a recurring resolution, after 30 days following the initial invocation of AB 361, continued reliance on AB 361 for subsequent meetings requires the following:

1. Either the "state of emergency" must remain active, or state or local officials have imposed or recommended measures to promote social distancing; and
2. No later than 30 days after teleconferencing for the first time under AB 361 rules, and every 30 days thereafter, the legislative body, by majority vote, finds that it has reconsidered the circumstances of the state of emergency and at least one of the following circumstances exist:

PREPARED/APPROVED BY:

Greg Folsom, City Manager

- The state of emergency continues to impact the ability of the members to meet safely in person; or
- State or local officials continue to impose recommended measures to promote social distancing

Continued reliance on AB 361 will require adoption of a new resolution making the required findings every 30 days.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2021- ____: A Resolution of the City Council of the City of Suisun City proclaiming a local emergency persists and authorizing the transition to use of remote teleconference meeting procedures by City's the legislative bodies, as authorized by government code section 54953(e) et seq., through February 17, 2022.

ATTACHMENTS:

1. Resolution 2022-____ A Resolution of the City Council of the City of Suisun City proclaiming a local emergency persists and authorizing the transition to use of remote teleconference meeting procedures by City's the legislative bodies, as authorized by government code section 54953(e) et seq., through February 17, 2022.

RESOLUTION NO. 2022-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY PROCLAIMING A LOCAL EMERGENCY PERSISTS AND AUTHORIZING THE TRANSITION TO USE OF REMOTE TELECONFERENCE MEETING PROCEDURES BY CITY'S THE LEGISLATIVE BODIES, AS AUTHORIZED BY GOVERNMENT CODE SECTION 54953(E) *ET SEQ.*, THROUGH FEBRUARY 17, 2022

WHEREAS, the City Council of the City of Suisun City is committed to preserving and nurturing public access, transparency, observation and participation in its meetings and the meetings of each of its legislative bodies; and

WHEREAS, all meetings of the City's legislative bodies are open and public, as required by the Ralph M. Brown Act, codified as Government Code sections 54950 *et seq.*, so that any member of the public may attend, participate, and observe the City's legislative bodies conduct their business; and

WHEREAS, the Brown Act, as amended by Assembly Bill 361 (2021), amending Government Code section 54953(e) *et seq.*, allows for remote teleconferencing observation and participation in meetings by members of a legislative body and members of the public, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, the initial required condition is a declaration of a state of emergency by the Governor pursuant to the California Emergency Services Act, Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state and within the boundaries of the City, as provided in Government Code section 8558; and

WHEREAS, on March 4, 2020, pursuant to Government Code Section 8625, Governor Newsom declared the existence of a state of emergency for the State of California, in response to the outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19); and

WHEREAS, on March 16, 2020, the City's Director of Emergency Services declared a local emergency for the City pursuant to Chapter 2.32 of the Suisun City Municipal Code, finding that conditions of extreme peril to the safety of persons and property have arisen within the City as a result of the COVID-19 virus and that these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City; and

WHEREAS, on March 17, 2020, the City Council adopted Resolution No. 2020-40, ratifying the Director of Emergency Services' declaration of local emergency; and

WHEREAS, Government Code section 54953(e) further requires that state or local officials have imposed or recommended measures to promote social distancing; or, the legislative body of the City finds that meeting in person would present imminent risk to the health and safety of attendees; and

1 **WHEREAS**, the Council hereby finds that such emergency conditions now exist in
2 the City, such that meeting in person for the meetings of the legislative bodies of the City
3 would present imminent risk to the health and safety of attendees as a result of the increased
4 risk of the spread of the COVID-19 virus among those in attendance; and

5 **WHEREAS**, the Council hereby finds that the state of emergency due to the COVID-
6 19 virus and the conditions related thereto has caused, and will continue to cause, conditions
7 of extreme peril to the safety of persons within the City that are likely to be beyond the
8 control of services, personnel, equipment, and facilities of the City, and thereby affirms,
9 authorizes, and proclaims that the existence of a local emergency persists throughout the City,
10 and ratifies the proclamation of state of emergency by the Governor of the State of California;
11 and

12 **WHEREAS**, the Council hereby finds that, as a consequence of the existing local
13 emergency, the legislative bodies of the City shall conduct their meetings without compliance
14 with Government Code section 54953(b)(3), and shall instead comply with the remote
15 teleconference meeting requirements as authorized by Government Code section 54953(e) *et*
16 *seq.*; and

17 **WHEREAS**, the Council affirms that it will allow for observation and participation by
18 Councilmembers and the public by allowing limited in-person attendance, as well as allowing
19 public participation and comment in real time via Zoom or by telephone, in an effort to
20 protect the constitutional and statutory rights of all attendees.

21 **NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUISUN CITY**
22 **FINDS, RESOLVES, AND ORDERS AS FOLLOWS:**

23 Section 1. The Recitals set forth above are true and correct and are incorporated herein
24 Resolution by reference.

25 Section 2. The Council hereby recognizes and affirms the existence and conditions of
26 a state of emergency as proclaimed by the Governor, the existence of emergency conditions in
27 the City, and affirms, authorizes, and proclaims that the existence of a local emergency
28 persists throughout the City.

29 Section 3. The Council hereby ratifies the Governor of the State of California's
30 Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

31 Section 4. Further, the Council finds that holding the meetings of the City's legislative
32 bodies in person with no limitations to attendance would present imminent risk to the health
33 and safety of attendees as a result of the increased risk of the spread of the COVID-19 virus
34 among those in attendance, as required by Government Code section 54953(e) *et seq.*

35 Section 5. The City Manager and legislative bodies of the City are hereby authorized
36 and directed to take all actions necessary to carry out the intent and purpose of this Resolution
37 including, conducting open and public meetings in accordance with Government Code section
38 54953(e) and other applicable provisions of the Brown Act.

Section 6. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) February 17, 2022, or (ii) such time the Council adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the City may continue to teleconference without compliance with Government Code section 54953(b)(3).

PASSED AND ADOPTED at the Regular Meeting of the City Council of the City of Suisun City duly held on January 18, 2022, by the following vote:

AYES: Council Members:

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

WITNESS my hand and the seal of said City this 18th day of January 2022.

Anita Skinner
City Clerk

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AGENDA TRANSMITTAL

MEETING DATE: January 18, 2022

CITY AGENDA ITEM: Council Adoption of Ordinance No. 790: Amending Chapter 2.20 “Planning Commission” of the Suisun City Code.

FISCAL IMPACT: The possible reduction in Commissioners from seven to five would reduce the financial burden on the City from \$700 to \$500 per meeting.

STRATEGIC PLAN: Provide Good Governance.

BACKGROUND: At a public hearing on December 21, 2021, the City Council unanimously voted to introduce and waive reading of the proposed ordinance which includes amendments to Sections 2.20.020 and 2.20.040.

STAFF REPORT: The ordinance amends Section 2.20.020 which reduced the number of Planning Commissioners from seven to five and Section 2.20.040 which reduces the number of Planning Commissioners which terms expire in an odd year from four to three and two years later from three to two. If adopted, the ordinance would take effect thirty days following adoption and staff will make any necessary amendments to the Planning Commission Bylaws.

RECOMMENDATION: It is recommended that the City Council adopt Ordinance No. 790: Amending Chapter 2.20 “Planning Commission” of the Suisun City Code.

ATTACHMENTS:

1. Ordinance No. 790: Amending Chapter 2.20 “Planning Commission” of the Suisun City Code.
2. Ordinance (clean).
3. Ordinance (redline).

PREPARED BY:
REVIEWED/APPROVED BY:

John Kearns, Senior Planner
Greg Folsom, City Manager

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ORDINANCE NO. 790

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY,
CALIFORNIA AMENDING CHAPTER 2.20 "PLANNING COMMISSION" OF THE
SUISUN CITY CODE**

WHEREAS, Chapter 2.20 of the City of Suisun City Code includes information on the Suisun City Planning Commissioner including the number of members and when their terms expire; and

WHEREAS, the City Council at its regular meeting on December 21, 2021 did hold a public hearing to consider amendments to Chapter 2.20 of the Suisun City Code; and

WHEREAS, notice of the City Council's public hearing to consider such amendments was published in the Daily Republic on or before December 3, 2021 consistent with State Law and the Suisun City Code; and

WHEREAS, the City Council has determined that amendments to Chapter 2.20 are in the interest of effective governance and consistent with applicable provisions of state law.

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

SECTION 1. The City Council does hereby amend Chapter 2.20 – Planning Commission, of the City of Suisun City Municipal Code as follows:

• **Chapter 2.20 - PLANNING COMMISSION**

Section:

2.20.020 – Membership.

"The planning commission of the city shall consist of ~~seven~~ five members, appointed by the mayor with the approval of the city council. All members shall be residents of Suisun City and shall maintain U.S. citizenship."

2.20.040 – Terms, Vacancies, and Removal.

"Terms of office shall expire on January 5th in odd years. Terms shall be staggered with ~~four~~ three of the commissioners' terms expiring on one odd year and the other

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CERTIFICATION

I, Anita Skinner, City Clerk of the City of Suisun City and ex-officio Clerk of the City Council of said City, do hereby certify that the above and foregoing ordinance was introduced at a regular meeting of the said City Council held on Tuesday, December 21, 2021 and regularly passed and adopted at a regular meeting of said City Council held on Tuesday, January 18, 2022, by the following vote:

- AYES:** Councilmembers:
- NOES:** Councilmembers:
- ABSENT:** Councilmembers:
- ABSTAIN:** Councilmembers:

WITNESS my hand and the seal of said City this 18th day of January 2022.

Anita Skinner, City Clerk

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ATTACHMENT 2

Chapter 2.20 PLANNING COMMISSION

2.20.010 Established.

A planning commission of the city is created and established.

(Ord. 268 § 1, 1955)

(Ord. No. 735, § 1, 10-20-2015)

2.20.020 Membership.

The planning commission of the city shall consist of five members, appointed by the mayor with the approval of the city council. All members shall be residents of the city and shall maintain U.S. citizenship.

(Ord. 469 § 1, 1983; Ord. 268 § 2, 1955)

(Ord. No. 735, § 1, 10-20-2015; Ord. No. 760 , § 1, 6-4-2019)

2.20.030 Powers and duties.

Except as otherwise established within this Code, Title 17 and Title 18, the planning commission shall have the powers and duties conferred upon the planning agency by the provisions of Title 7 of the Government Code of California, and any other laws of the state applicable thereto.

(Ord. 268 § 3, 1955)

(Ord. No. 735, § 1, 10-20-2015)

2.20.035 Compensation.

All members of the planning commission shall receive compensation as determined from time to time by the city council.

(Ord. 584 § 1, 1990)

(Ord. No. 735, § 1, 10-20-2015)

2.20.040 Terms, vacancies and removal.

Terms of office shall expire on January 5th in odd years. Terms shall be staggered with three of the commissioners' terms expiring on one odd year and the other two expiring two years later. Planning commissioners shall serve until a successor is appointed.

Vacancies on the commission shall be filled for the unexpired term by appointment of the mayor with city council approval.

Commissioners may be removed from the planning commission at any time by a majority vote of the city council.

(Ord. 644 § 1, 1998: Ord. 505 § 2, 1984: Ord. 268 § 4, 1955)

(Ord. No. 735, § 1, 10-20-2015; Ord. No. 760 , § 1, 6-4-2019)

Editor's note(s)—Ord. No. 735, § 1, adopted October 20, 2015, amended § 2.20.040 to read as set out herein.
Previously § 2.20.040 was titled "Terms."

2.20.050 Failure to attend meetings.

If any commissioner fails to attend three meetings of the commission scheduled in any fiscal year without any such absence being excused by the mayor, his or her office as commissioner shall automatically and immediately become vacant.

(Ord. 469 § 2, 1983: Ord. 268 § 5, 1955)

(Ord. No. 735, § 1, 10-20-2015; Ord. No. 760 , § 1, 6-4-2019)

2.20.055 Bylaws.

The planning commission is authorized and directed to prepare and adopt such bylaws as it determines appropriate to guide the conduct of commission business. Such bylaws shall be adopted by a majority of the planning commission and shall be forwarded to the city council for approval. City council may at any time, by a majority vote of the city council, direct revisions to the planning commission bylaws as determined necessary and appropriate by the city council. Lacking any such direction the planning commission bylaws shall be considered valid and in effect.

(Ord. No. 735, § 1, 10-20-2015)

ATTACHMENT 3

Chapter 2.20 PLANNING COMMISSION

2.20.010 Established.

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The planning commission of the city shall consist of ~~seven~~ five members, appointed by the mayor with the approval of the city council. All members shall be residents of the city and shall maintain U.S. citizenship.

(Ord. 469 § 1, 1983; Ord. 268 § 2, 1955)

(Ord. No. 735, § 1, 10-20-2015; Ord. No. 760 , § 1, 6-4-2019)

2.20.030 Powers and duties.

Except as otherwise established within this Code, Title 17 and Title 18, the planning commission shall have the powers and duties conferred upon the planning agency by the provisions of Title 7 of the Government Code of California, and any other laws of the state applicable thereto.

(Ord. 268 § 3, 1955)

(Ord. No. 735, § 1, 10-20-2015)

2.20.035 Compensation.

All members of the planning commission shall receive compensation as determined from time to time by the city council.

(Ord. 584 § 1, 1990)

(Ord. No. 735, § 1, 10-20-2015)

2.20.040 Terms, vacancies and removal.

Terms of office shall expire on January 5th in odd years. Terms shall be staggered with ~~four~~ three of the commissioners' terms expiring on one odd year and the other ~~three~~ two expiring two years later. Planning commissioners shall serve until a successor is appointed.

Vacancies on the commission shall be filled for the unexpired term by appointment of the mayor with city council approval.

Commissioners may be removed from the planning commission at any time by a majority vote of the city council.

(Ord. 644 § 1, 1998: Ord. 505 § 2, 1984: Ord. 268 § 4, 1955)

(Ord. No. 735, § 1, 10-20-2015; Ord. No. 760 , § 1, 6-4-2019)

Editor's note(s)—Ord. No. 735, § 1, adopted October 20, 2015, amended § 2.20.040 to read as set out herein.
Previously § 2.20.040 was titled "Terms."

2.20.050 Failure to attend meetings.

If any commissioner fails to attend three meetings of the commission scheduled in any fiscal year without any such absence being excused by the mayor, his or her office as commissioner shall automatically and immediately become vacant.

(Ord. 469 § 2, 1983: Ord. 268 § 5, 1955)

(Ord. No. 735, § 1, 10-20-2015; Ord. No. 760 , § 1, 6-4-2019)

2.20.055 Bylaws.

The planning commission is authorized and directed to prepare and adopt such bylaws as it determines appropriate to guide the conduct of commission business. Such bylaws shall be adopted by a majority of the planning commission and shall be forwarded to the city council for approval. City council may at any time, by a majority vote of the city council, direct revisions to the planning commission bylaws as determined necessary and appropriate by the city council. Lacking any such direction the planning commission bylaws shall be considered valid and in effect.

(Ord. No. 735, § 1, 10-20-2015)

AGENDA TRANSMITTAL

MEETING DATE: January 18, 2022

CITY AGENDA ITEM: Council Adoption of Resolution No. 2022-____: Authorizing the City Manager to enter into an extension of agreement with the Solano Transportation Authority (STA) approving the STA to act as the service authority in Solano County for the Abandoned Vehicles Abatement Program for the next ten-year program cycle as it relates to Suisun City.

FISCAL IMPACT: The program has provided a revenue income of more than \$20,000 over the past ten years.

STRATEGIC PLAN: Provide Good Governance, Section 4.7 – Improve productivity, efficiency, effectiveness, customer service and citizen satisfaction in all areas of municipal organization.

BACKGROUND: The City of Suisun City has been participating in the State of California Abandoned Vehicle Abatement (AVA) Program since 1991. Pursuant to California Vehicle Code Section 9250.7, the State of California imposes a one-dollar annual service fee on motor vehicles registered to owners residing in Solano County. The program has provided a revenue income of more than \$20,000.00 over the past ten years. The existing authority to collect the one dollar (\$1) fee is set to expire in April 2022.

STAFF REPORT: California Vehicle Code Section 9250.7 has been amended to allow for a ten (10) year extension of the STA service fee upon approval by two-thirds of the members of the County Board of Supervisors and a majority of the cities having a majority of the incorporated population within the county, adopt the resolution providing for the extension of the fee. This resolution would allow STA to act at the service authority in Solano County for the AVA Program for the next ten-year program.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2022-____: Supporting the authorization of the City Manager to enter into an agreement with the Solano Transportation Authority (STA) approving the STA to act as the service authority in Solano County for the Abandoned Vehicle Abatement Program for the next ten-year program.

ATTACHMENTS:

1. Resolution No. 2022-____- Authorizing the City Manager to enter into an agreement with the Solano Transportation Authority (STA) approving the STA to act as the service authority in Solano County for the Abandoned Vehicle Abatement Program for the next ten-year program.
2. Letter from Solano Transportation Authority explaining the expiration of the City of Suisun City Abandoned Vehicle Abatement Fee Program sunset date.
3. STA Resolution 2021-13 Redesignation of STA as Abandoned Vehicle Abatement (AVA) Program Service Authority for Solano County.

PREPARED BY:

Amber Kent, Police Support Services Manager

REVIEWED/APPROVED BY:

Greg Folsom, City Manager

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RESOLUTION NO. 2022 - ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO ENTER INTO AN EXTENSION OF
AGREEMENT WITH THE SOLANO TRANSPORTATION AUTHORITY (STA)
APPROVING THE STA TO ACT AS THE SERVICE AUTHORITY IN SOLANO
COUNTY FOR THE ABANDONED VEHICLES ABATEMENT PROGRAM FOR
THE NEXT TEN-YEAR CYCLE AS IT RELATES TO SUISUN CITY**

WHEREAS, the Solano Transportation Authority (STA), has acted as the Abandoned Vehicle Abatement Service Authority in Solano County since 1991, pursuant to California Vehicle Code Section 22710; and

WHEREAS, pursuant to California Vehicle Code Section 9250.7, the State of California imposes a one dollar (\$1.00) annual service fee on motor vehicles registered to owners residing in Solano County; and

WHEREAS, existing authority to collect the one dollar (\$1.00) STA service fee is set to expire in April 2022; and

WHEREAS, California Vehicle Code Section 9250.7 has been amended to allow for a ten-year extension of the STA service fee upon approval by two-thirds of the members of the County Board of Supervisors and a majority of the cities having a majority of the incorporated population within the county, adopt the resolution providing for the extension of the fee; and

WHEREAS, on September 8, 2021, the STA Board adopted a resolution authorizing extension of the STA service fee; and

WHEREAS, it is desirable to the residents of City of Suisun City that the vehicle abatement program continue.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Council of the City of Suisun City authorizes the re-designation of the Solano Transportation Authority as the Abandoned Vehicle Abatement Program Service Authority, and confirms that the \$1.00 STA service fee shall be extended until April 2032; and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to enter into any agreement or take such actions as may be necessary to implement the Council's actions.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, January 18th, 2022 by the following vote:

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

WITNESS my hand and the seal of the City of Suisun City on this 18th day of January, 2022.

Anita Skinner, City Clerk

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September 9, 2021

Police Department
701 Civic Center Drive
Suisun, CA 94585
Attn. Amber Kent

Re: Abandoned Vehicle Abatement (AVA) Fee Program
Sunset Date Notification

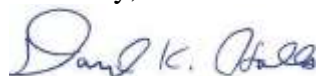
Dear Ms. Kent,

The City of Suisun AVA Fee Program sunsets, by State statute, on April 30, 2022. The California Vehicle Code (VC) Section 9250.7(g) allows each AVA Program Member Agencies to extend their sunset date for the program in 10-year increments. In August 2021, STA notified the Technical Advisory Committee (TAC) of the AVA Program sunset date. Subsequently, in September 2021, the STA Board was notified of the sunset date and issued a resolution to the Department of Motor Vehicle (DMV) for continuation of the AVA Program for another ten (10) years.

In accordance with the VC Section 22710, please submit new a resolution to designate the STA the AVA Authority for Solano County and to extend the City of Suisun AVA Program for another ten years. To prevent the lapse of AVA Program funding, the STA requests that your city submit a new resolution requesting extension for an additional 10-year increment, which would sunset in April 2022, no later than October 31, 2021.

If you have any questions, please contact Susan Furtado, Accounting & Administrative Services Manager, or myself at (707) 424-6075.

Sincerely,



Daryl K. Halls
Executive Director

Attachment: Copy of draft resolution.

Cc: Greg Folsom, Suisun City Manager
Nouae Vue, Suisun City Public Works Director
Susan Furtado, Accounting & Administrative Services Manager

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STA RESOLUTION No. 2021-13

**A RESOLUTION OF THE SOLANO TRANSPORTATION AUTHORITY
REDESIGNATION OF STA AS ABANDONED VEHICLE ABATEMENT (AVA)
PROGRAM SERVICE AUTHORITY FOR SOLANO COUNTY**

WHEREAS, the Solano Transportation Authority (STA), has acted as the Abandoned Vehicle Abatement Service Authority in Solano County since 1991, pursuant to California Vehicle Code section 22710; and

WHEREAS, pursuant to California Vehicle Code section 9250.7, the State of California imposes a one dollar (\$1) annual service fee (STA service fee) on motor vehicles registered to owners residing in Solano County; and

WHEREAS, existing authority to collect the STA service fee is set to expire in April 30, 2022; and

WHEREAS, California Vehicle Code section 9250.7 has been amended to allow for a ten (10) year extension of the STA service fee upon approval by two-thirds of the members of the County Board of Supervisors and a majority of the cities having a majority of the incorporated population within the county, adopt resolution providing for the extension of the fee.

**NOW, THEREFORE, THE SOLANO TRANSPORTATION AUTHORITY RESOLVES
AS FOLLOWS:**

The STA authorizes the Executive Director, as the designee, to execute any and all amendments and documents to the Abandoned Vehicle Abatement (AVA) Program as required by the State of California.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Executive Director is authorized to execute for the STA the continuation of the AVA Program effective April 30, 2022 for ten (10) years, such agreements and contracts, including amendments and documents, as are necessary to implement the AVA Program Service Authority for Solano County.

This resolution was adopted by Solano Transportation Authority on September 8th, 2021.

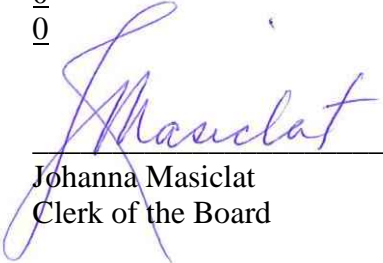


Ron Rowlett, Chair
Solano Transportation Authority

Passed by the Solano Transportation Authority (STA) Board on this 8th day of September, 2021 by the following vote:

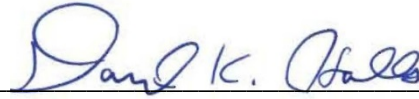
Ayes: 8
Nos: 0
Absent: 0
Abstain: 0

Attest:



Johanna Masclat
Clerk of the Board

I, Daryl K. Halls, the Solano Transportation Authority Executive Director, do hereby certify that the above and foregoing resolution was introduced, passed and adopted by said Authority at the regular meeting thereof held this day of September 8, 2021.



Daryl K. Halls, Executive Director
Solano Transportation Authority

AGENDA TRANSMITTAL

MEETING DATE: January 18, 2022

CITY AGENDA ITEM: Council Adoption of Resolution No. 2022-__: Approving the City as a Party to the Memorandum of Understanding on Coordinated Entry with the Community Action Partnership of Solano, Joint Powers Authority.

FISCAL IMPACT: The three-year budget is divided equitably among members of the JPA and is based on the total population of the County of Solano and the various municipalities. Suisun City's share, thus formulated, is \$18,215 for year one, \$18,761 for year two and \$19,323 for year three. Total cost to the City of Suisun City over three years is \$56,299. For Fiscal Year 2021-22, the year one payment of \$18,215 will be paid from the Low Income Housing Fund (Fund 903), which has sufficient contingency appropriated. Future year payments will come from either Fund 903 or the General Fund (Fund 10), to be determined as part of the annual budget process. The three-year budget for the entire JPA is \$994,657.

STRATEGIC PLAN: Provide Good Governance

BACKGROUND: The City of Suisun City is a member of a Joint Powers Authority (JPA) with the County of Solano and the other cities in the County created to address homelessness, called the Community Action Partnership Solano Joint Powers Authority (CAP Solano, JPA). In March 2017, CAP Solano published a five-year strategic plan called "Neighbors Helping Neighbors: Forward Together, A 5-Year Regional Strategic Plan to Respond to Homelessness in Solano County" (the Strategic Plan). A priority within the strategic plan was "Coordinated Entry" or system navigation for homeless services. This Memorandum of Understanding (MOU) continues the mechanism for Coordinated Entry supported by funding from the members of the JPA, including the City of Suisun City. The term of the MOU is three years and will cost the City of Suisun City approximately \$19,000 per year.

STAFF REPORT: In 1999, Solano County and the various cities formed CAP Solano with the purpose of addressing the issues of homelessness in Solano County in a coordinated fashion. In March 2017, CAP Solano published a Strategic Plan with three goals:

- Improving system navigation
- Increasing affordable and deeply affordable housing stocks, and
- Strengthening support systems available to help residents maintain housing.

The proposed MOU continues to address the first goal of improving system navigation by supporting a coordinated entry system to provide a standardized approach of comprehensively assessing the housing and service needs of homeless individuals and families, and to refer them to appropriate available resources help end their homelessness. A local coordinated entry system is required for U.S. Department of Housing and Urban Development (HUD) grants.

PREPARED BY:

Kathy Lawton, Housing Manager

REVIEWED/APPROVED BY:

Greg Folsom, City Manager

Resource Connect Solano is the local coordinated entry system and Caminar is the Coordinated Entry Services Operator. This will include supporting the equivalent of 3.5 full-time employees. Additionally, funding will provide technical assistance and oversight of the third-party Coordinated Entry Services Operator and annual reports to the County and the Cities on progress in achieving key milestones at 12-month, 24-month and 36-month intervals.

Should Council choose not to approve the MOU, it is unknown if the program would continue to move forward without support of all members of the JPA. It would, however, certainly require a recalculation of the per-jurisdiction cost and re-crafting of the MOU.

RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2022-__: Adopting a Resolution authorizing the City Manager to sign on behalf of the City as a party to the Memorandum of Understanding on Coordinated Entry with the Community Action Partnership of Solano, Joint Powers Authority.

ATTACHMENTS:

1. Resolution No. 2022-__: Adopting a Resolution authorizing the City Manager to sign on behalf of the City as a party to the Memorandum of Understanding on Coordinated Entry with the Community Action Partnership of Solano, Joint Powers Authority.
2. Memorandum of Understanding Between the Community Action Partnership of Solano, Joint Powers Authority; Solano County; and the cities of Benicia, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo Regarding the Housing First Solano Continuum of Care Coordinated Entry System

RESOLUTION NO. 2022-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
APPROVING THE CITY AS A PARTY TO THE MEMORANDUM OF
UNDERSTANDING ON COORDINATED ENTRY WITH THE COMMUNITY
ACTION PARTNERSHIP OF SOLANO, JOINT POWERS AUTHORITY**

WHEREAS, The City of Suisun City is a member of a Joint Powers Authority (JPA) with the County of Solano and the other cities in the County created to address homelessness, called the Community Action Partnership Solano Joint Powers Authority (CAP Solano) ; and

WHEREAS, In March 2017, CAP Solano published a five-year strategic plan called “Neighbors Helping Neighbors: Forward Together,” which identified as a priority creation of a “Coordinated Entry” system to enhance navigation for homeless services; and

WHEREAS, this Memorandum of Understanding (MOU) continues the mechanism for Coordinated Entry supported by funding from the members of the JPA, including the City of Suisun City.; and

WHEREAS, Suisun City’s financial responsibility for the three year MOU is \$18,215 for year one, \$18,761 for year two and \$19,323 for year three. Total cost to the City of Suisun City over three years is \$56,299.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City hereby authorizes the City as a party to the Memorandum of Understanding on Coordinated Entry with the Community Action Partnership of Solano, Joint Powers Authority; and

Directs the City Manager to execute all agreements and take other steps necessary to implement this MOU.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 18th day of January 2022, by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers: _____

ABSENT: Councilmembers: _____

ABSTAIN: Councilmembers: _____

WITNESS my hand and the seal of said City this 18th day of January 2022.

Anita Skinner
City Clerk

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COMMUNITY ACTION PARTNERSHIP
SOLANO
JOINT POWERS AUTHORITY

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A MEMORANDUM OF UNDERSTANDING
BETWEEN THE COMMUNITY ACTION PARTNERSHIP OF
SOLANO, JOINT POWERS AUTHORITY; SOLANO COUNTY; AND
THE CITIES OF BENICIA, FAIRFIELD, RIO VISTA, SUISUN CITY,
VACAVILLE, AND VALLEJO REGARDING THE HOUSING FIRST
SOLANO CONTINUUM OF CARE COORDINATED ENTRY SYSTEM

This Memorandum of Understanding, hereinafter referred to as “MOU,” is made effective **June 1, 2022** by and between the Community Action Partnership of Solano, Joint Powers Authority, hereinafter referred to as the “JPA”; Solano County, hereinafter referred to as the “County”; and the Cities of Benicia, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo, hereinafter referred to as the “Cities”; individually, a “Party”; and collectively, the “Parties.”

RECITALS

WHEREAS, the JPA is charged with providing oversight and coordination of homeless and safety net services to the residents of the County and Cities; serving as the conduit for safety net funding support; administering such funds and making grants available to other non-profit entities that provide services to people experiencing homelessness; setting policy and being the central agency for the oversight and technical assistance for the operation of homeless shelters, transitional housing, homeless assistance centers, community action councils and other safety net services; and undertaking such other programs as its Board of Directors may authorize, including such duties and tasks required to receive and distribute federal, state, local, and other funding to support the JPA’s mission; and

WHEREAS, the Continuum of Care that coordinates the provision of housing and supportive services addressing homelessness in the County and Cities is known as the Housing First Solano Continuum of Care, hereinafter referred to as the “CoC”; and

WHEREAS, in March 2017, the JPA released “Neighbors Helping Neighbors: Forward Together,” a five-year regional strategic plan to respond to homelessness in Solano County as amended from time to time, hereinafter referred to as the “Regional Strategic Plan.” The decision to develop the Regional Strategic Plan was a collective one made by the County and Cities, who came to realize that a regional approach was necessary to effectively respond to homelessness both immediately and in the long-term; and

WHEREAS, one of the key core goals recommended by the Regional Strategic Plan is to improve system navigation by 1) increasing outreach and engagement; 2) reducing the number of people entering the homeless assistance system; 3) improving system-wide communication, collaboration, and coordination; and 4)



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increasing the supply and diversity of housing and service options to accommodate varied needs of priority subpopulations; and

WHEREAS, Coordinated Entry provides a standardized approach to comprehensively assess the housing and service needs of homeless individuals and families and refer them to appropriate available resources that are needed to end their homelessness; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires recipients of Continuum of Care and Emergency Solutions Grants (ESG) Program funding to use a coordinated assessment system, under the authority of the Continuum of Care Program Interim Rule, 24 CFR § 578; the Emergency Solution Grant Program Interim Rule, 24 CFR § 576; and HUD Notice CPD-17-01; and

WHEREAS, Coordinated Entry connects the community's network of homeless services and housing resources while streamlining, standardizing, and coordinating the current homeless intake, assessment, and referral process; and

WHEREAS, homeless individuals and families, especially highly vulnerable individuals and families who are homeless, are Coordinated Entry's principal users; and

WHEREAS, the Parties have agreed that an effective Coordinated Entry process is a critical component to improving system navigation as recommended by the Regional Strategic Plan; and

WHEREAS, the Coordinated Entry System serving the Housing First Solano CoC is known as Resource Connect Solano; and

WHEREAS, Resource Connect Solano is governed by Housing First Solano's Coordinated Entry System Policies and Procedures; and

WHEREAS, the JPA is under contract with HUD through the Continuum of Care Program to employ 3.5 full-time employees and offer transportation assistance to clients in order to operate Resource Connect Solano for the CoC; and

WHEREAS, the JPA operates Resource Connect Solano through a subrecipient Coordinated Entry System Operator pursuant to a separate Subrecipient Agreement, hereinafter known as the "Subrecipient Agreement"; and

WHEREAS, the Parties recognize that additional resources are needed to enable Resource Connect Solano to operate an effective and efficient system to address homelessness and implement best practice solutions to leverage the existing housing stock to increase housing opportunities.



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NOW, THEREFORE, in consideration of the premises set forth above, the mutual promises and sufficiency of which are hereby acknowledged, the Parties agree as follows:

I. The County and Cities agree to provide funds to the JPA over the course of three years from the effective date for Coordinated Entry services provided throughout Solano County as set forth in Exhibit B (Budget).

1. The County and Cities shall transmit annual payments to the JPA for the deliverables specified in Exhibits A and B.
2. This Memorandum of Understanding may be amended upon written agreement signed by all the Parties.

II. Program performance of the JPA

The JPA shall use funding received pursuant to this MOU to deliver the services described in Exhibit A (Scope of Work) in accordance with Exhibit C (Performance) to homeless individuals and families from the County and Cities pursuant to the terms of this MOU.

III. Fiscal responsibilities of the JPA

The JPA agrees to:

1. Monitor the activities listed in Exhibits A (Scope of Work), B (Budget), and C (Performance Objectives), and the terms of this MOU.
2. Adhere to its written JPA Continuum of Care Policies and Procedures for financial management.
3. Be liable for repayment of ineligible costs as defined by the Continuum of Care Program and Emergency Solutions Grant Interim Rules. The JPA shall be afforded the opportunity to respond to any adverse findings regarding ineligible costs before being held subject to repayment.
4. Be liable for repayment of costs incurred for activities not consistent with Exhibits A-C. The JPA shall be afforded the opportunity to respond to any adverse findings regarding such costs before being held subject to repayment.



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5. Comply with accounting rules SFA 116 and 117 as issued by the Financial Accounting Standards Board in June 1993.
6. Promptly pay any debts or obligations to the County and/or Cities.

IV. Records, reports, and audits of the JPA

1. Governance.
 - a. The JPA shall have available and provide to County and/or Cities upon request:
 - i. A copy of 1999 Solano County Board of Supervisors Resolution Number 99-215, a “Resolution Designating the County of Solano as the Community Action Agency and Designating the Solano Safety Net Consortium as the Community Action Agency for Solano County,” which created the JPA.
 - ii. A copy of current JPA Bylaws.
 - iii. The current roster of the JPA membership.
 - iv. A copy of the adopted JPA Continuum of Care Policies and Procedures Manual, inclusive of its Conflicts of Interest Policy and its Financial Management policies and procedures.
 - b. The JPA shall notify the Parties if it makes any changes to its interpretation of its compliance obligations under the Ralph M. Brown Act, as specified in the JPA Bylaws, on an annual basis.
2. Establishment and maintenance of records. The JPA shall maintain records sufficient to reflect properly all matters covered by the enclosed Exhibits A-C.
3. Preservation of records. The JPA shall preserve and make available its records in accordance with its Bylaws.
4. Examination of records and/or facilities. At any time during normal business hours, and as often as may be deemed necessary, the JPA agrees that the County and/or any City, and/or any duly authorized representatives for those Parties, shall, for a period of five years following the expiration of this MOU, have access to and the right to



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examine its offices and facilities engaged in performance of this MOU, and audit records and data with respect to matters covered by this MOU; excepting those falling within the attorney-client and attorney-work-product privileges. The County and/or Cities shall provide the JPA with reasonable notice of any such examination.

5. County and City monitoring reviews. The County and/or Cities may conduct monitoring reviews. Such reviews may cover program compliance, as well as fiscal matters. The County and/or Cities shall provide the JPA with reasonable notice that a review will be conducted. The JPA will be afforded a reasonable period of time to respond to any monitoring findings. Cost of such reviews will be borne by the Party(ies) requesting the review. The County and/or Cities may withhold payment and/or terminate this MOU if the JPA fails to respond to or correct finding(s) within a reasonable period of time.
- a. Performance reports. Throughout the MOU term, the JPA shall share all performance reports prepared pursuant to the oversight of Resource Connect Solano by the JPA.

V. **Coordination of program**

1. JPA. The Chair / Executive Director of the JPA, or his/her designee, shall have overall responsibility for the progress and execution of this MOU.
2. The County. The County Administrator, or his/her designee, shall serve as the point of contact for the County with respect to this MOU.
3. The Cities. The City Managers, or their designees, shall serve as the point of contact with respect to this MOU.
4. Notices. All notices or other correspondence required or contemplated by this MOU shall be sent to the Parties at the following addresses:

JPA: Community Action Partnership of Solano,
Community Action Authority
Attn: Dawn LaBar, Chair / Executive Director
1000 Webster Street Fairfield, CA 94533



COMMUNITY ACTION PARTNERSHIP
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County: Birgitta E. Corsello
County Administrator
Solano County
675 Texas Street, Suite 6500
Fairfield, CA 94533

City of Benicia: Erik Upson
City Manager
City of Benicia
City Hall
250 East L Street
Benicia, CA 94510

City of Fairfield: David Gassaway
Acting City Manager
City of Fairfield
1000 Webster Street
Fairfield, CA 94533

City of Rio Vista: Robert Hickey
City Manager
City of Rio Vista
Rio Vista City Hall
One Main Street
Rio Vista, CA 94571

City of Suisun City: Greg Folsom
City Manager
City of Suisun City
City Hall
701 Civic Center Boulevard
Suisun City, CA 94585

City of Vacaville: Aaron Busch
City Manager
City of Vacaville
City Hall
650 Merchant Street
Vacaville, CA 95688



COMMUNITY ACTION PARTNERSHIP
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City of Vallejo: Mike Malone
Interim City Manager
City of Vallejo
555 Santa Clara Street
Vallejo CA 94590

VI. Compliance with law

The JPA shall become familiar and comply with and cause all its employees and contractors, if any, to become familiar and comply with all applicable Federal, State, and local laws, ordinances, codes, regulations, and decrees. Failure of the JPA to, in any manner, observe and adhere to laws as described herein or as amended, shall in no way relieve the JPA of its responsibility to adhere to same, and the JPA herein acknowledges this responsibility.

XIII. Indemnification/insurance

The JPA shall indemnify, defend (with independent counsel jointly approved by the County and Cities), and hold harmless the County and Cities and their officers, officials, directors, employees, agents, volunteers, and affiliates from any and all claims, demands, causes of actions, damages, costs, expenses, actual attorney's fees, consultant's fees, expert fees, losses or liability, in law or in equity, of every kind and nature whatsoever arising out of or in connection with the JPA's operations, or any subcontractor's operations, to be performed pursuant to this MOU or the current Subrecipient Agreement between the JPA and its Coordinated Entry System Operator, for the fullest extent permitted by law, with the exception of the sole active negligence or willful misconduct of the County and/or any of the Cities.

Per its Subrecipient Agreement with the JPA, the Coordinated Entry System Operator shall procure and maintain for the duration of its Subrecipient Agreement with the JPA insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under its Subrecipient Agreement and the results of that work by the Coordinated Entry System Operator, its agents, representatives, employees, or subcontractors. The County and Cities and their officers, officials, employees, agents and volunteers are to be covered by the Coordinated Entry System Operator as additional insureds against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under its Subrecipient Agreement and the results of that work



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by the Coordinated Entry System Operator, its agents, representatives, employees, or subcontractors.

The provisions of this Section shall survive the expiration or termination of this MOU and are not limited by any provisions relating to insurance in the current Subrecipient Agreement between the JPA and its Coordinated Entry System Operator.

The JPA agrees to enforce all the insurance requirements set forth in the Terms and Conditions exhibit to the current Subrecipient Agreement between the JPA and its Coordinated Entry System Operator.

VII. Noncompliance with Scope of Work, Budget, and Performance Objectives

1. The JPA shall be afforded the opportunity to respond to any information that suggests a failure or deficiency by the JPA to comply with any provision of this MOU. Examples of noncompliance include:
 - a. If the JPA (with or without knowledge) makes any material misrepresentation of any nature with respect to any information or data furnished to the Parties in connection with this MOU.
 - b. If there is pending litigation with respect to the performance by the JPA of any of its duties or obligations under this MOU which may materially jeopardize or adversely affect the undertaking of or the carrying out of its program.
 - c. If the JPA is in default under the provisions of this MOU.
 - d. If the JPA makes improper use of funds.
 - e. If the JPA fails to comply with any of the terms and conditions of this MOU in such a manner as to constitute a material breach thereof.
 - f. The JPA refuses to accept any additional conditions that may be imposed by the County and/or any City as a result of changes required by law or by the Federal government.
 - g. If the JPA fails to accomplish the scope of services listed in Exhibits A-C and pursuant to the terms of this MOU in a timely manner.



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2. Should the JPA be unable to resolve concerns by a Party about a perceived failure to comply with Exhibits A-C under this MOU within a reasonable period of time, that Party shall have the right to withdraw from this MOU, receive reimbursement for services not yet rendered, and/or require corrective action to enforce compliance with such provision.

XV. Suspension or Termination

1. Suspension or termination for cause. This MOU may be suspended or terminated at any time before the date of completion by the JPA or pursuant to a unanimous agreement among the County and Cities if:
 - a. Any party fails to comply with the conditions of this MOU as described above; or
 - b. The Housing First Solano CoC chooses an entity other than the JPA to operate Resource Connect Solano; or
 - c. The JPA is not able to secure the resources to perform one or more of the duties described in Exhibit A: Scope of Work; or
 - d. The JPA no longer has adequate resources to operate Resource Connect Solano; and
 - e. The offending Party or Parties is/are afforded a reasonable opportunity to respond to any such concerns, and the offending Party or Parties fail(s) to resolve any such concerns.
2. Upon suspension or termination, the JPA shall:
 - a. Not incur new obligations and shall cancel as many outstanding obligations as possible.
 - b. Be paid only for services rendered to the County and each City to the date of such suspension or termination; provided, however, if the MOU is suspended or terminated for fault of the JPA, the County and each City shall be obligated to compensate the JPA only for that portion of the JPA's services which were of benefit to the County and each City.



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XIV. Rights and remedies not waived

In no event shall payment by the County or any City or acceptance of payment by the JPA hereunder constitute or be construed to be a waiver by any Party of any breach of covenants or conditions of this MOU or any default which may then exist on the part of any Party, and the making of any such payment while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to any Party with respect to such breach or default.

VIII. Integrated document

No verbal agreements or conversations with any officer, agent or employee of the County and/or Cities prior to execution of this MOU shall affect or modify any of the terms or obligations contained in any documents comprising this MOU. Any such verbal agreement shall be considered as unofficial information and in no way binding upon the Parties.

XVI. Severability

In case any one or more of the provisions contained herein shall, for any reason, be held invalid, illegal, or unenforceable in any respect, it shall not affect the validity of the other provisions which shall remain in full force and effect.

XVII. Term of MOU

The Term of this MOU is for three years from **June 1, 2022 – May 31, 2025.**

IN WITNESS WHEREOF, the parties hereto, acting by and through their duly authorized representatives, have executed this MOU in duplicate on the day and year set below each of the parties.



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For the JPA:

SIGNATURE

PRINTED NAME

TITLE

ADDRESS

CITY STATE ZIP

DATE

For Solano County, a municipal
corporation:

SIGNATURE

PRINTED NAME

TITLE

ADDRESS

CITY STATE ZIP

DATE

For the City of Benicia, a municipal
corporation:

SIGNATURE

PRINTED NAME

TITLE

ADDRESS

CITY STATE ZIP

DATE

For the City of Vallejo, a municipal
corporation:

SIGNATURE

PRINTED NAME

TITLE

ADDRESS

CITY STATE ZIP

DATE



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JOINT POWERS AUTHORITY

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For the City of Fairfield, a municipal
corporation:

SIGNATURE

PRINTED NAME

TITLE

ADDRESS

CITY STATE ZIP

DATE

For the City of Rio Vista, a municipal
corporation:

SIGNATURE

PRINTED NAME

TITLE

ADDRESS

CITY STATE ZIP

DATE

For the City of Suisun City, a municipal
corporation:

SIGNATURE

PRINTED NAME

TITLE

ADDRESS

CITY STATE ZIP

DATE

For the City of Vacaville, a municipal
corporation:

SIGNATURE

PRINTED NAME

TITLE

ADDRESS

CITY STATE ZIP

DATE



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EXHIBIT A: SCOPE OF WORK

The JPA hereby enters into this Memorandum of Understanding with the County and Cities for the JPA to deploy the resources provided by the County and Cities to expand the Coordinated Entry System and to expand housing opportunities for individuals experiencing homelessness.

JPA shall be responsible for the following activities:

- Identifying and selecting a third-party to serve as the Coordinated Entry Services Operator.
- Securing the necessary resources to support the existing 3.5 FTEs employed by the Coordinated Entry Services Operator, including three Coordinated Entry Specialists and a full-time Coordinated Entry Housing Ready Specialist / Case Manager.
- Providing technical assistance and oversight of the Coordinated Entry Services Operator.
- Providing annual reports to the County and Cities on progress in achieving the milestones outlined in Exhibit C.
- Ensuring that resources provided by the County and Cities will be used for the following activities:

I. Resource Connect Solano Coordinated Entry System Manager

The JPA will ensure that the Coordinated Entry Services Operator hires a full-time Coordinated Entry Manager who will be responsible for the implementation and on-going administration, development, and continuous improvement of Solano County's Coordinated Entry System in alignment with Housing First Solano's Coordinated Entry System Policies and Procedures. Duties include, but are not limited to:

1. Conducting Coordinated Entry System analysis, evaluation, monitoring, and review;
2. Maintaining Coordinated Entry System documentation, which includes system performance documents, reporting data, and federal forms;
3. Developing new access and outreach/in-reach points throughout the County to ensure full and equal access;



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4. Increasing the number of providers using Housing First Solano's Homeless Management Information System (HMIS) and participating in Resource Connect Solano;
5. Creating tools and resources necessary to manage Resource Connect Solano Entry Points;
6. Ensuring consistent usage of and calibration of the assessment tool throughout the Coordinated Entry System;
7. Ensuring that the adopted prioritization criteria are used so that the most vulnerable individuals and families are prioritized for assistance and matched with the appropriate services for them ensuring the most efficient and cost-effective usage of resources;
8. Ensuring that beds and/or units funded by County or City programs that have specific client criteria are reserved for eligible program clients and input of program staff is sought before placement, such as input from County Behavioral Health staff for the No Place Like Home and Board and Care programs;
9. Managing the priority lists in conjunction with the Coordinated Entry staff;
10. Ensuring timely linkage of persons to available housing and services;
11. Providing guidance, training, capacity building support, communication updates, and other project support as needed to Housing First Solano, the County, and the Cities;
12. Ensuring all participating provider agencies have information as necessary to operate and participate in Resource Connect Solano successfully;
13. Creating and presenting monthly reports to the JPA and preparing annual assessments of the Coordinated Entry System;
14. Establishing a more robust marketing plan to bring awareness to residents across the county, including those precariously housed and those least likely to receive assistance in the absence of such marketing;
15. Creating and disseminating outreach materials about Resource Connect Solano;



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16. Reviewing and analyzing HMIS data, including reports on system-wide performance (e.g., clients receiving diversion assistance, vacancy reporting, completion of assessments); and
17. Maintaining the integrity of consumer data and ensuring up-to-date security protocols for the system.

II. Coordinated Entry System Administrator

The JPA will ensure the Coordinated Entry Service Operator hires a full-time Coordinated Entry System Administrator to support the Resource Connect Solano staff as well as the various jurisdictional and non-profit outreach teams. Duties would include:

1. Answering and responding to all Coordinated Entry System referral calls;
2. Performing a pre-screen diversion assessment over the phone and full Vulnerability Index – Service Prioritization Decision Assistance Tool assessment, where appropriate;
3. Referring callers to the most pertinent services, including prevention services for callers at-risk of homelessness;
4. Connecting clients to a Coordinated Entry Specialist for further case management;
5. Assisting the Coordinated Entry Specialists with data entry in HMIS;
6. Scheduling appointments with clients for the Coordinated Entry Specialists;
7. Providing training and technical assistance to local outreach teams to support their data entry in HMIS.

III. Coordinated Entry System Housing Locator

The JPA will ensure the Coordinated Entry Services Operator hires a full-time Coordinated Entry Housing Locator to support the Resource Connect Solano staff as well as the various jurisdictional and non-profit outreach teams to identify housing opportunities for individuals experiencing homelessness. Duties would include:



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1. Developing and managing a comprehensive outreach/ working relationship with community stakeholders, especially landlords;
2. Implementing a landlord recruitment and retention plan. Recruiting landlord, management firm, and leaseholder participation and/or growth of participation in Continuum of Care and Resource Connect Solano housing programs, which may include Permanent Supportive Housing, Rapid Rehousing, Section 8, TBRA, HUD/VASH, and other subsidy programs;
3. Meeting with owners, landlords and property managers to discuss partnering with Resource Connect Solano, including rental assistance, placement programs, and support services;
4. Negotiating with landlords experiencing conflicts with formerly homeless tenants to find solutions to experienced problems, including outside mediation services for more serious conflicts to help avoid eviction;
5. Building long-lasting relationships with property managers, landlords, owners, and firms to expand the scope of their participation in programs that house those experiencing homelessness;
6. Performing initial site visits at all prospective sites to ensure they meet guidelines for habitability standards;
7. Maintaining a database of landlords, management firms, and leaseholders working with those experiencing homelessness;
8. Sending out daily notices to Resource Connect Solano staff of any new housing availability;
9. Tracking all placements with landlords in HMIS;
10. Maintaining awareness of changes in market and community processes that can impact services; bring forward prospective recommendations to deal with expected changes.
11. Increase focus on systemic County-wide landlord engagement strategies.



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IV. Coordinated Entry System Housing Ready Specialist / Case Manager

The JPA will ensure that the Coordinated Entry Services Operator uses funding from the County and Cities to augment the salary of an existing part-time Coordinated Entry System Housing Ready Specialist / Case Manager to support the Resource Connect Solano staff as well as the various jurisdictional and non-profit outreach teams to identify housing opportunities for individuals experiencing homelessness. Duties would include:

1. Counseling individuals and families at the top of the Resource Connect Solano prioritization system as to potential housing options;
2. Coordinating supportive services for individuals and families at the top of the Resource Connect Solano prioritization system;
3. Using the Coordinated Entry System to provide comprehensive assessments of participant need for housing and services;
4. Monitoring and evaluating Resource Connect Solano participant progress;
5. Providing Resource Connect Solano participant information and referrals to providers participating in the Coordinated Entry System;
6. Developing individualized housing and service plans for individuals and families at the top of the Resource Connect Solano prioritization system;
7. Providing tenant counseling to individuals and families placed within the past 30 days into housing through Resource Connect Solano;
8. Assisting individuals and families at the top of the Resource Connect Solano prioritization system or placed within the past 30 days into housing through Resource Connect Solano to understand the leasing process;



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9. Assisting individuals and families at the top of the Resource Connect Solano prioritization system or placed within the past 30 days into housing through Resource Connect Solano with securing utilities;
10. Assisting individuals and families at the top of the Resource Connect Solano prioritization system or placed within the past 30 days into housing through Resource Connect Solano with making moving arrangements.

V. Coordinated Entry Systems Operations

The JPA will ensure that resources made available through this MOU for operations are allocated to items such as: the costs of office space; maintenance; office equipment; Internet access; a system website; marketing; office supplies; transportation costs incurred by the Resource Connect Solano staff; public transportation costs for consumers; and essential training and conference attendance about Coordinated Entry.

VI. Landlord Support Fund

The JPA will ensure that resources made available through this MOU continue a Landlord Support Fund program under which Solano-based landlords will be identified to accept one high needs tenant through the Resource Connect Solano referral process as selected by the Coordinated Entry Operator. Each participating landlord will be eligible to be reimbursed up to \$2,000 each occurrence to cover damages caused by the high needs tenant enrolled through the Resource Connect Solano referral process. The Support Fund acts as liability insurance and may never be utilized by the selected landlords and will roll over from year to year.

VII. Landlord Financial Incentive Program

The JPA will ensure that resources made available through this MOU will continue a Landlord Financial Incentive Program under which Solano-based landlords will be eligible to receive one nonrefundable “bonus” payment of up to \$1000 for the first lease that they execute with an individual or family that is exiting homelessness by entering into that lease.



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EXHIBIT B: BUDGET

I. **Funding**

In addition to coordinated entry staff supported by HUD CoC and /or ESG funding, which is \$219,000 for FY 2021/22, pursuant to this MOU, the Cities and County will provide funding as follows:

1. \$249,503 for staff salaries and benefits;
2. \$45,302 for Coordinated Entry System operational costs;
3. \$27,000 for Landlord Financial Incentive and Landlord Support Fund Programs.

Funding for years 2 and 3 will increase at a fixed rate of three (3) percent per year.

The total cost for each activity identified can be adjusted up to 10% of the total budget with approval of the Fiscal Agent and anything above 10% with the approval of the CAP Solano, JPA Board so long as the total annual budget is not exceeded. The ability to move funding will be evaluated based on Operator performance and community need. All budget change requestswill be in writing to the CAP Solano, JPA Fiscal Agent.

The Operator shall submit to the CAP Solano, JPA Board, for the Board's approval, an annual report for the past year and an annual budget for the coming year no later than May 1st each year. Unless the proposed budget is disapproved by the Board at the next regularly scheduled Board meeting, which disapproval shall state with reasonable specificity the basis for disapproval, it shall be deemed approved. If the proposed budget is disapproved by the Board, the Operator shall submit for the Board's approval a new proposed budget within ten (10) business days following the Board's disapproval. The Operator shall continue to submit proposed budgets for Board approval until the Board approves a proposed budget.



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II. Method of Payment

The County and Cities shall transmit annual payments to the JPA. The method of payment was determined by the population of the Cities as follows:

	Year 1	Year 2	Year 3	Total
Solano County	\$75,012	\$77,262	\$79,579	\$231,853
Benicia	\$17,220	\$17,736	\$18,268	\$53,224
Fairfield	\$70,983	\$73,112	\$75,305	\$219,400
Rio Vista	\$5,608	\$5,776	\$5,949	\$17,333
Suisun City	\$18,215	\$18,761	\$19,323	\$56,299
Vacaville	\$61,220	\$63,056	\$64,947	\$189,223
Vallejo	\$73,547	\$75,753	\$78,025	\$227,325
Total	\$321,805	\$331,456	\$341,396	\$994,657

The JPA shall invoice the County and Cities within 30 days of the effective date of this MOU and then each year thereafter within 30 days of the same calendar date. The Cities and County shall make payment of the invoice within 30 days of the date of the invoice.



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PERFORMANCE OBJECTIVES

The following performance objectives need to be completed by the end of this MOU (May 31, 2025):

- VI-SPDAT Alternative
 - Lead the conversation and work to move from the VI-SPDAT to a more equitable and locally tailored prioritization tool.
 - Implement new vulnerability tool assessment when assessing referrals through the Coordinated Entry System
 - Years of Reporting: 1, 2 and 3
- Improve referral process
 - Facilitate referrals starting to happen via HMIS electronically from all JPA-funded providers to ensure greater transparency and accountability
 - Standardize the minimum documentation housing programs need to enroll people and define roles and responsibilities between CES and providers when it comes to making referrals
 - Create a detailed workflow to assist programs accepting referrals from CE to navigate the vacancy reporting, tracking, and dismissal process to reduce misunderstandings during the match process.
 - Ensure providers are updating the vacancy tracker on a monthly basis and Coordinated Entry is relying on that data when making referrals
 - Years of reporting: 1, 2 and 3
- Consumer Feedback
 - Collaborate with the Lived Experience Advisory Board to ensure consistent consumer feedback is received and incorporated
 - Administer client satisfaction survey to those interacting with the Coordinated Entry System
 - Years of Reporting: 1, 2 and 3
- In conjunction with the CES Committee, reconfigure current Coordinated Entry process
 - Implement dynamic prioritization as a way to identify priority populations
 - Reduce the time waiting in the CE queue
 - Work to limit the number of people who are actively being assisted by prioritizing those who are the most vulnerable and/or can be most easily resolved
 - More specifically tailor services to population needs (ie: not everyone needs a full VI-SPDAT assessment)
 - Strengthen current diversion and prevention intake and protocols to reduce inflow and track outcomes (# of households successfully diverted from homelessness because of external resources or service provider interventions/problem-solving conversations)



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- Years of Reporting: 1, 2 and 3
- Provider Engagement
 - Operationalize an ongoing process to consult stakeholders and the CoC's Coordinated Entry Standing Committee on CE design and improvement
 - Conduct provider surveys bi-annually
 - Years of Reporting: 1, 2 and 3
- Track the following quantifiable data:
 - Average number of days between client contacting/referral made the CES and assessment (overall, by jurisdiction and by race to determine disparities)
 - Average number of days between assessment and referral (overall and by race to determine disparities)
 - Average number of days between referral and placement (overall and by race to determine disparities)
 - Rate of housing program denials of participants
 - Reasons for housing program denials of participants
 - Years of Reporting: 1, 2 and 3
- Housing Locator Metrics:
 - Number of new landlords they connect with on a monthly basis and bring online
 - Number new units they identify on a monthly basis and how many of those units house clients referred through RCS
 - Develop local landlord engagement curriculum (training/webinar series) and hold trainings at least quarterly for providers (including: Housing Location 101, Negotiating with Landlords, Eviction Process, Housing Voucher 101, How to Talk About "Housing First" during Housing Location, Selling Your Program to Landlords- Know Your Product, Rental Applications and Documentation, Housing Location Intake- What to Ask Clients, the Move-In Process and Housing Stability Planning, How to Use Shared Housing Models to find Affordable Housing, Landlord- Tenant Education and How to Read a Lease, Role Plays and Strategies to Respond to Landlord Complaints).
 - Develop sample forms, templates, and trainings for providers to use, including: sample client reference letters for landlords, landlord-facing sample program information marketing, sample landlord-tenant- case manager communication plan/agreement, a tenant education program, etc.).
 - Create a Housing Toolkit for providers to ensure that all providers know about the resources available to them for landlord outreach and know the process to work with the housing locator.



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- Lead a subcommittee to work on systemic landlord engagement strategies (including strategies to reduce barriers to housing: obtaining documents, removing evictions, expunging convictions, payments of arrears, etc.).
 - Years of Reporting: 1, 2 and 3
- Organize annual trainings for homeless service providers (mandated for all CoC, ESG and state-funded housing providers) on: Fair Housing training (this should include information on Detecting and Preventing Discrimination, compliance with the Fair Housing Act, how to file a local grievance or HUD directly) and Tenants Rights (this should include information on any relevant moratoriums on evictions, late fees, and penalties related to nonpayment of rent).
- Develop and continue to update a public list on the RCS website of: available tenant legal resources for homeless and formerly homeless households; information on fair housing and anti-discrimination protections (including specific resources like protections of survivors of domestic violence and people with disabilities).
- Develop and update a Housing Locator/Landlord Engagement section on the RCS website.
- Develop a Landlord Appreciation process to honor landlords that have leased to homeless or formerly homeless tenants.

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AGENDA TRANSMITTAL

MEETING DATE: January 18, 2022

CITY AGENDA ITEM: Council Adoption of Resolution No. 2022-___: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with DKS Associates for the Traffic Signal Improvements Project and Authorize Contract Amendments up to 10% of the Contract Amount.

FISCAL IMPACT: There would be no impact to the General Fund. The cost for retaining the firm of DKS Associates to prepare plans, specifications and cost estimates for the Traffic Signal Improvements Project (Project), Project No. HSIPL-5032(036) is \$155,320. The total budget for this design work is \$171,150, of which \$154,350 will be from a Highway Safety Improvement Program (HSIP) Cycle 10 grant allocation and \$17,150 (10% local match requirement) from the Off-Site Street Improvement Program (OSSIP).

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

BACKGROUND: On March 26, 2021, the City was awarded a total of \$1,515,330 in HSIP Cycle 10 grant funds for the design and construction of the Traffic Signal Improvements Project. The City is required to provide a 10% local match of \$168,370, which City staff has determined will be from the OSSIP funds.

In addition to the design work, the construction of the Project will be funded by a HSIP Cycle 10 allocation in the amount of \$1,360,980. A local match of \$151,220 is required for the construction phase, and that local match will be from the OSSIP funds.

STAFF REPORT: The project scope is to upgrade the eleven traffic signals in Suisun City. These traffic signals are located on Suisun City's major arterials, at the following intersections per the attached Location Map:

- 1) Main Street and Lotz Way.
- 2) Sunset Avenue at driveways to the Heritage/Sunset Avenue Shopping Centers.
- 3) Sunset Avenue and Merganser Drive.
- 4) Sunset Avenue and Pintail Drive.
- 5) Sunset Avenue and Railroad Avenue West (aka New Railroad Avenue).
- 6) Sunset Avenue and Railroad Avenue East (aka Old Railroad Avenue).
- 7) Walters Road at the Walmart main driveway.
- 8) Walters Road and Petersen Road.
- 9) Walters Road and Montebello Drive/Mammoth Way.
- 10) Walters Road and Pintail Drive.
- 11) Walters Road and Bella Vista Drive.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Nick Lozano, Associate Engineer
 Nouae Vue, Public Works Director/City Engineer
 Greg Folsom, City Manager

The traffic signal improvements to be considered include upgrading and standardizing hardware and corresponding devices, such as replacing cabinets/controllers, providing interconnect capabilities, adding backup batteries, installing or replacing vehicle detection video cameras and adding mast arms so that approaching motorists within the horizontal curve of the roadway have better sight of the signal head(s); providing advanced dilemma zone detection; providing a protected left-turn phase at the Sunset Avenue/Pintail Drive intersection; and improving signal timing for improved pedestrian safety and efficient vehicular movement.

The Request for Proposals (RFP) for design services was issued and published on the City website on November 1, 2021. Three (3) proposals were received and opened on November 22, 2021. After review of the submitted proposals, the City panel review team determined DKS Associates, a California Corporation, to be the best qualified to perform the professional design services for the City. City staff negotiated a cost with DKS Associates in the amount of \$155,320 to prepare the construction documents for the Project. Since this amount is above the City Manager's purchasing authorization threshold, City Council approval would be required to award this contract.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2022-___: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with DKS Associates for the Traffic Signal Improvements Project and Authorize Contract Amendments up to 10% of the Contract Amount.

ATTACHMENTS:

1. Council Resolution No. 2022-___: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with DKS Associates for the Traffic Signal Improvements Project and Authorize Contract Amendments up to 10% of the Contract Amount.
2. Location Map.

RESOLUTION NO. 2022-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL
SERVICES AGREEMENT ON THE CITY'S BEHALF WITH
DKS ASSOCIATES FOR THE TRAFFIC SIGNAL IMPROVEMENTS PROJECT
AND AUTHORIZE CONTRACT AMENDMENTS UP TO 10% OF THE CONTRACT
AMOUNT**

WHEREAS, the City has been awarded Highway Safety Improvement Program (HSIP) Cycle 10 grant funds for the design and construction phase of the Traffic Signal Improvements Project (Project), Project No. HSIPL-5032(036); and

WHEREAS, HSIP Cycle 10 funding in the amount of \$1,515,330 has been awarded for the design and construction of the Project; and

WHEREAS, HSIP Cycle 10 requires a 10% local match (\$168,370), which the City staff has determined will be from the Off-Site Street Improvement Program (OSSIP funds; and

WHEREAS, HSIP Cycle 10 funding in the amount of \$154,350 has been allocated to the project for the design phase; and

WHEREAS, the total budget for the design phase includes OSSIP funding (\$19,150) and is in the amount of \$173,500, covering design engineering services and City staff's cost in administering the design contract; and

WHEREAS, the Project will provide upgrades to the eleven traffic signals in Suisun City; and

WHEREAS, on November 1, 2021, the City staff published a Request for Proposals (RFP) for design engineering services, including the preparation of construction documents, for the Project; and

WHEREAS, on November 22, 2021, the City received proposals from three (3) professional engineering firms in response to the RFP; and

WHEREAS, the City panel review team determined DKS Associates, a California Corporation, to be the best qualified to perform the professional design services for the City; and

WHEREAS, DKS Associates has submitted a reasonable cost proposal to perform the necessary engineering services for the Project.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City authorizes the City Manager to execute a Professional Services Agreement on the City's behalf with DKS Associates for the Traffic Signal Improvements Project in the amount of \$155,320, and to take any and all necessary and appropriate actions to implement this contract including contract amendments up to 10% of the contract amount.

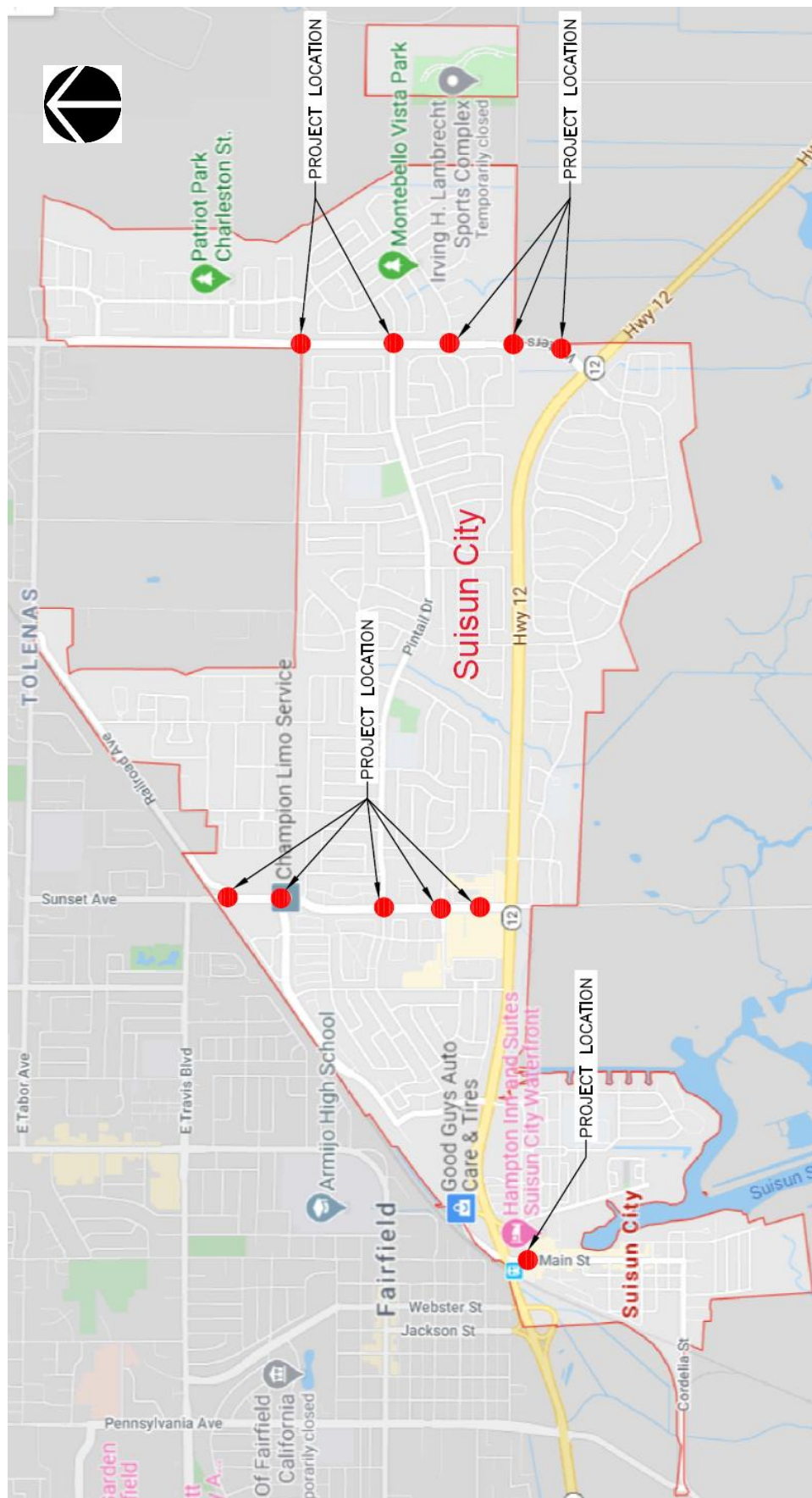
PASSED AND ADOPTED by a Regular Meeting of said City Council of the City of
Suisun City duly held on Tuesday, the 18th of January 2022, by the following vote:

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

WITNESS my hand and the seal of said City this 18th day of January 2022.

Anita Skinner
City Clerk

Location Map
Traffic Signal Improvements Project, Project No. HSIPL-5032(036)



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AGENDA TRANSMITTAL

MEETING DATE: January 18, 2022

CITY AGENDA ITEM: Council Adoption of Resolution No. 2022-___: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Bellecci and Associates for the Rectangular Rapid Flashing Beacons Project and Authorize Contract Amendments up to 10% of the Contract Amount.

FISCAL IMPACT: There would be no impact to the General Fund. The cost for retaining the firm of Bellecci and Associates to prepare plans, specifications, and cost estimates for the Rectangular Rapid Flashing Beacons Project (Project), Project No. HSIPL-5032(037) is \$60,004. The total budget for this design work is \$69,000 of which \$16,200 will be from a Highway Safety Improvement Program (HSIP) Cycle 10 grant allocation and \$52,800 from the Off-Site Street Improvement Program (OSSIP).

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

BACKGROUND: On March 26, 2021, the City was awarded a total of \$249,800 in HSIP Cycle 10 grant funds for the design and construction of the Rectangular Rapid Flashing Beacons, \$16,200 for design and \$233,600 for construction. OSSIP funds will augment the design budget as detailed above.

STAFF REPORT: The project scope includes pedestrian crossing improvements at the following three locations fronting two elementary schools, per the attached Location Map:

- 1) Golden Eye Way at Shoveller Drive (fronting Suisun Elementary School).
- 2) Pintail Drive at Crane Drive (fronting Dan O. Root Elementary School and Goepp Park).
- 3) Harrier Drive, north of Osprey Way (fronting Dan O. Root Elementary School).

Improvements have been developed in coordination with the Traffic Committee and the Safe Routes to School Task Force Committee and will include rectangular rapid flashing beacons (RRFB), bulbouts, high visibility crosswalks and signage at each of the three locations.

On March 11, 2021, on behalf of the cities in Solano County, the Solano Transportation Authority (STA) issued a Request for Qualifications (RFQ) for on-call design services on smaller projects (generally less than \$1 million) with either HSIP Cycle 10, state or local funding. Thirteen (13) Statement of Qualifications (SOQs) were received, and City staff helped evaluate the SOQs and interview the top-ranked consultants. Five (5) of the consultants have been retained for on-call design services, with Bellecci and Associates receiving the top ranking.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Nick Lozano, Associate Engineer
 Nouae Vue, Public Works Director/City Engineer
 Greg Folsom, City Manager

City staff has negotiated a design cost with Bellecci and Associates in the amount of \$60,004 to prepare the construction documents for the Project. This cost proposal is within the available design budget for this Project. Since this amount is above the City Manager's purchasing authorization threshold, City Council approval would be required to award this contract.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2022-____: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Bellecci and Associates for the Rectangular Rapid Flashing Beacons Project and Authorize Contract Amendments up to 10% of the Contract Amount.

ATTACHMENTS:

1. Council Resolution No. 2022-____: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Bellecci and Associates for the Rectangular Rapid Flashing Beacons Project and Authorize Contract Amendments up to 10% of the Contract Amount.
2. Location Map.

RESOLUTION NO. 2022-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL
SERVICES AGREEMENT ON THE CITY'S BEHALF WITH
BELLECCI AND ASSOCIATES FOR THE RECTANGULAR RAPID FLASHING
BEACONS PROJECT AND AUTHORIZE CONTRACT AMENDMENTS UP TO 10%
OF THE CONTRACT AMOUNT**

WHEREAS, the City has been awarded Highway Safety Improvement Program (HSIP) Cycle 10 grant funds for the design and construction phase of the Rectangular Rapid Flashing Beacons Project (Project), Project No. HSIPL-5032(037); and

WHEREAS, HSIP Cycle 10 funding in the amount of \$249,800 has been allocated to the project, \$16,2000 for design and \$\$233,600 for construction; and

WHEREAS, Off-Site Street Improvement Program (OSSIP) funds of \$52,800 will augment the design budget; and

WHEREAS, the total budget for the design phase is \$69,000, which covers design engineering services and City staff's cost in administering the design contract; and

WHEREAS, the Project will provide improvements to three pedestrian crossings fronting two elementary schools; and

WHEREAS, on March 11, 2021, the Solano Transportation Authority (STA) issued a Request for Qualifications (RFQ) on behalf of the cities in Solano County for on-call design engineering services on smaller projects with either HSIP Cycle 10, state or local funding; and

WHEREAS, the STA received Statement of Qualifications (SOQs) from thirteen (13) professional engineering firms in response to the RFQ; and

WHEREAS, the evaluation and interview panel included City staff; and

WHEREAS, five (5) of the firms have been retained for on-call design services, with Bellecci and Associates receiving the top ranking; and

WHEREAS, City staff has negotiated a design cost with Bellecci and Associates, which City staff deems a reasonable amount to perform the necessary engineering services for the Project.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City authorizes the City Manager to execute a Professional Services Agreement on the City's behalf with Bellecci and Associates for the Rectangular Rapid Flashing Beacon Project, Project in the amount of \$60,004, and to take any and all necessary and appropriate actions to implement this contract including contract amendments up to 10% of the contract amount.

PASSED AND ADOPTED by a Regular Meeting of said City Council of the City of
Suisun City duly held on Tuesday, the 18th of January 2022, by the following vote:

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

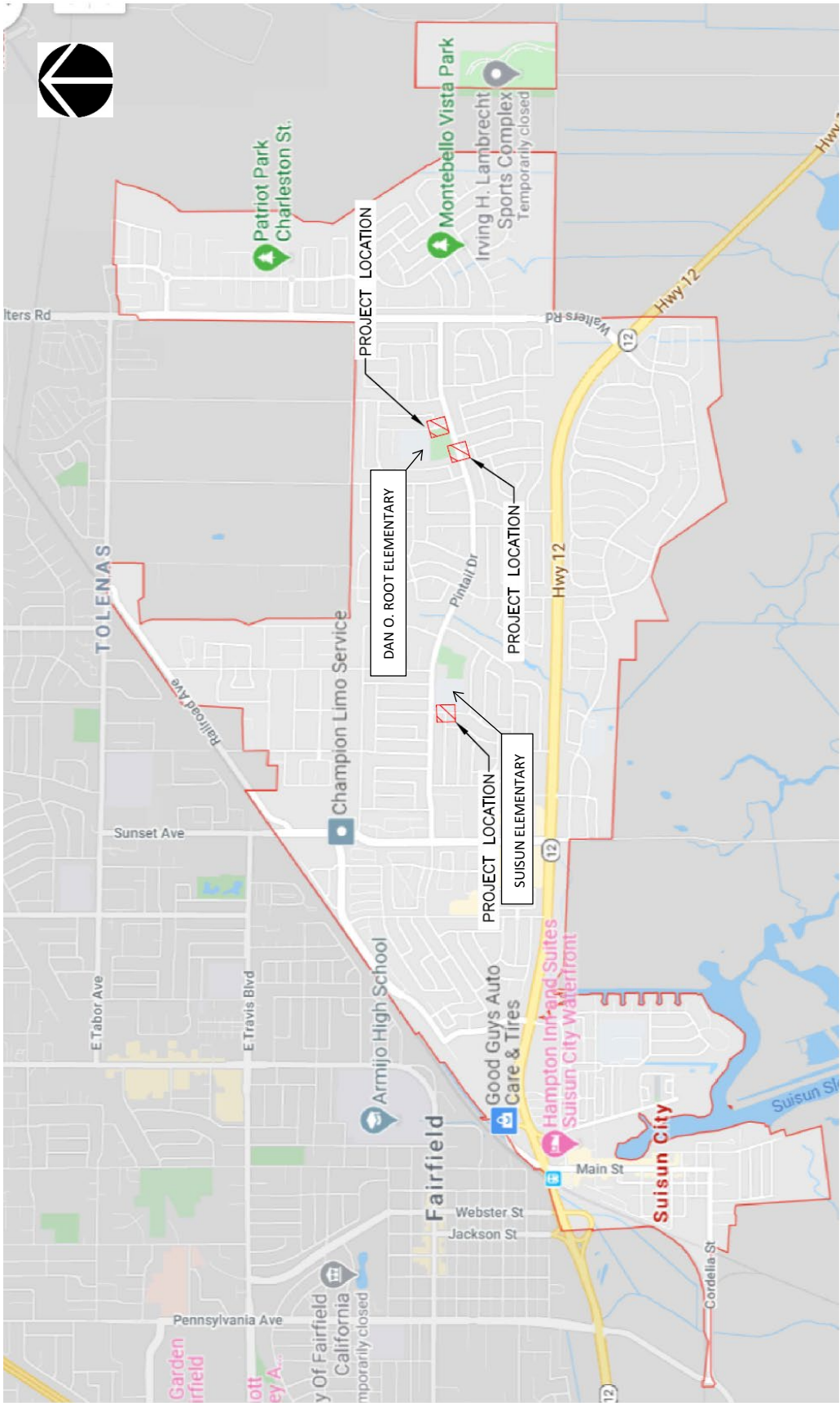
WITNESS my hand and the seal of said City this 18th day of January 2022.

Anita Skinner
City Clerk

Attachment No. 2

Location Map

Rectangular Rapid Flashing Beacons Project, Project No. HSIPL-5032(037)



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AGENDA TRANSMITTAL

MEETING DATE: January 18, 2022

CITY AGENDA ITEM: Council Adoption of Resolution No. 2022-__: Authorize the City Manager to amend 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).

Effective January 4, 2022 the Centers for Disease Control and Prevention (CDC) updated their COVID-19 isolation and quarantine recommendations with shorter isolation (for asymptomatic and mildly ill people) and quarantine periods of five (5) days to focus on the period when a person is most infectious. Updates were made due to increase cases of the Omicron variant along with seasonal increases in influenza and other respiratory virus infections.

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. However, the existing policy was implemented before vaccinations were widely available and the CDC has updated their recommendations to account for this. The amended policy would ensure that the City’s policies for return to work are always in keeping with the CDC recommendations.

The current policy, which was in line with previous CDC guidance, calls for quarantine from work for up to 14 days due to exposure to a COVID-19 individual. This policy is currently causing significant challenges in many departments as Omicron is infecting many people and staffing is extremely as a result.

The most recent recommendations are attached as Attachment XXX and will be distributed to all employees if approved. These are a few of the significant changes:

- Employees exposed to COVID-19 and are not up-to-date on COVID-19 vaccinations are recommended to quarantine for at least five (5) days, wear a well-fitted mask around
-

others, get tested with or without signs of COVID-19 symptoms at least five (5) days after last close contact with someone with COVID-19, watch for symptoms until ten (10) days after last contact with someone with COVID-19, continue to take precautions by wearing a well-fitted mask for ten (10) full days any time around others inside or in public and to not go to places where masks are unable to be worn, and if symptoms do develop to isolate immediately and get tested.

- Employees exposed to COVID-19 and are up-to-date with vaccinations or had confirmed COVID-19 within the past ninety (90) days of testing positive utilizing a viral test are recommended to not quarantine unless symptoms develop and to get tested at least five (5) days after last close contact with someone with COVID-19, continue to take precautions by wearing a well-fitted mask for ten (10) full days any time around others inside or in public and to not go to places where masks are unable to be worn, and if symptoms do develop to isolate immediately and get tested.

The City Manager has reached out to each labor union to meet and confer upon request. However, due to the emergency nature of this amendment, staff recommends approval by Council and staff will follow up on any meet and confer discussions that have not happened as of the time of approval.

RECOMMENDATION: It is recommended that the City Council:

1. Adopt Resolution No. 2022-__: Authorize the City Manager to amend the COVID-19 Prevention Plan (CPP).

ATTACHMENTS:

1. Resolution No. 2022-__: Authorize the City Manager to amend the COVID-19 Prevention Plan (CPP).
2. Most Recent CDC Covid Protocol Matrix
3. AD 25 COVID-19 Prevention Plan (Redline)
4. AD 25 COVID-19 Prevention Plan (Clean)

RESOLUTION NO. 2022-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY TO
AUTHORIZE THE CITY MANAGER TO UPDATE 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, Effective January 4, 2022 the Centers for Disease Control and Prevention (CDC) updated their COVID-19 isolation and quarantine recommendations with shorter isolation (for asymptomatic and mildly ill people) and quarantine periods of five (5) days to focus on the period when a person is most infectious.

WHEREAS, Effective 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

WHEREAS, the City intends to stay compliant with the latest CDC recommendations at all times; 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 18th day of January 2022, by the following vote:

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

WITNESS my hand and the seal of said City this 18th day of January 2022.

Anita Skinner
City Clerk

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FEELING SICK OR EXPOSED TO COVID-19?

UNVACCINATED/ VACCINATED AND ELIGIBLE FOR BOOSTER BUT UNBOOSTED

VACCINATED AND BOOSTED/ VACCINATED AND NOT YET ELIGIBLE FOR BOOSTER

If you test positive for COVID-19

ISOLATE

for at least **5** days, but may be longer if you have symptoms, or until cleared by a health care provider.
Isolation may end after day **5** if there are no symptoms or symptoms have improved **and** test negative on day **5**. Otherwise, isolation may end after day **10** if there are no symptoms or symptoms have improved.

ISOLATE

for at least **5** days, but may be longer if you have symptoms, or until cleared by a health care provider.
Isolation may end after day **5** if there are no symptoms or symptoms have improved **and** test negative on day **5**. Otherwise, isolation may end after day **10** if there are no symptoms or symptoms have improved.

If you are exposed to COVID-19 but have NO symptoms

QUARANTINE

for at least **5** days.
Quarantine may end after day **5** if there are no symptoms and test negative on day **5**. Otherwise, quarantine may end after day **10** if there are no symptoms.
If you test positive, follow isolation protocol above.

MONITOR

for symptoms for **10** days. You may choose to get tested 5 days after exposure. If you test negative, continue to monitor. If you test positive, follow isolation protocol above.

If you are exposed to COVID-19 and have symptoms

QUARANTINE / ISOLATE

for at least **5** days until symptoms improve or until cleared by a health care provider.
Isolation may end after day **5** if there are no or resolved symptoms **and** test negative on day **5**. Otherwise, isolation may end after day **10** if there are no or resolved symptoms.
If you test positive, follow isolation protocol above.

QUARANTINE / ISOLATE

for at least **5** days, or until symptoms improve. If you test negative, continue to stay home until symptoms improve. If you test positive, follow isolation protocol above.

If you have COVID-19 symptoms but no known exposure

QUARANTINE / ISOLATE

for at least **5** days, or until symptoms improve. If you test negative, continue to stay home until symptoms improve. If you test positive, follow isolation protocol above.

QUARANTINE / ISOLATE

for at least **5** days, or until symptoms improve. If you test negative, continue to stay home until symptoms improve. If you test positive, follow isolation protocol above.

****Improvement in symptoms is if (i) you no longer have a fever (of 100.4 F or higher) for at least 24 hours without the use of fever-reducing medicines, and (ii) other symptoms such as coughing have improved.**

YOU MAY RETURN TO WORK WHEN YOU MEET THE ABOVE REQUIREMENT WITHIN THE APPROPRIATE CATEGORY.

WHEN SHOULD I GET TESTED?

UNVACCINATED

VACCINATED

If you are exposed to COVID-19

3-5 days after exposure (but on Day 5 is highly recommended).

3-5 days after exposure (but on Day 5 is highly recommended).

If you have COVID-19 symptoms

immediately, or as soon as possible.

immediately, or as soon as possible.

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

Effective January 4, 2022 the Centers for Disease Control and Prevention (CDC) updated their COVID-19 isolation and quarantine recommendations with shorter isolation (for asymptomatic and mildly ill people) and quarantine periods of five (5) days to focus on the period when a person is most infectious. Updates were made due to increase cases of the Omicron variant along with seasonal increases in influenza and other respiratory virus infections.

Employees exposed to COVID-19 and not up-to-date on COVID-19 vaccinations are recommended to quarantine for at least five (5) days, wear a well-fitted mask around others, get tested with or without signs of COVID-19 symptoms at least five (5) days after last close contact with someone with COVID-19, watch for symptoms until ten (10) days after last contact with someone with COVID-19, continue to take precautions by wearing a well-fitted mask for ten (10) full days any time around others inside or in public and to not go to places where masks are unable to be worn, and if symptoms do develop to isolate immediately and get tested.

Employees exposed to COVID-19 and up-to-date with vaccinations or had confirmed COVID-19 within the past ninety (90) days of testing positive utilizing a viral test are recommended to not quarantine unless symptoms develop and to get tested at least five (5) days after last close contact with someone with COVID-19, continue to take precautions by wearing a well-fitted mask for ten (10) full days any time around others inside or in public and to not go to places where masks are unable to be worn, and if symptoms do develop to isolate immediately and get tested.

Calculating Quarantine, the date of exposure is considered day zero (0). Day one (1) is the first full day after the last contact with someone who has had COVID-19.

Calculating Isolation, day zero (0) is the first day of symptoms or a positive viral test. Day one (1) is the first full day after symptoms developed or test specimen was collected. Isolation may end after five (5) full days fever-free for twenty-four (24) hours without the use of fever-reducing medication and other symptoms have improved.

This Administrative Directive has been updated to meet the Centers for Disease Control and Prevention COVID-19 isolation and quarantine recommendation, as of January 4, 2022. However, in order to meet the changing dynamics of the COVID-19 pandemic, the City of Suisun City shall use the most recent CDC recommendations regarding isolation and quarantine of employees by authorization of the City Manager and without formally updating the policy to reflect the latest guidance.

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. Vaccinations

Vaccinations in the following manner:

Employees will sign a document to self-attest to their COVID vaccination status and Human Resources will maintain a record of the signed COVID status statements (See Appendix E).

Employees who choose not to reveal their vaccination status will be treated as if unvaccinated in accordance with Cal/OSHA requirements.

Human Resources will provide supervisors and managers with a list of which employees are fully vaccinated, so they are able to enforce the face covering requirements for unvaccinated employees as specified in this plan.

D. 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.

E. 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.

F. 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.

G. 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.

H. 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 City 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 up to 10 days after the last known COVID-19 exposure to a COVID-19 case, depending on vaccination status.
- 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.~~
- A. 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. Return to work will be based on the latest CDC Recommendations, as authorized by the City Manager.

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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 _____

Appendix E: COVID Vaccination Self- Attestation Statement

Entity Name

I, _____, attest that I have:

- ☐ Have been fully vaccinated for COVID-19
- ☐ Have not been fully vaccinated for COVID-19
- ☐ Choose not to disclose my vaccination status

I understand that:

- if I am unvaccinated or choose not to disclose my vaccination status, Cal/OSHA requires I wear face coverings when indoors or in a vehicle, and/or when required by CDPH.
- ENTER NAME OF ENTITY will provide me with face coverings that are clean and undamaged, and that I may contact my supervisor for replacements.
- Enter Name Of Entity will provide a respirator if I request one, and it is my responsibility to wear it properly and ensure I have a proper seal when I wear it.

Name of Employee

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**.

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

Effective January 4, 2022 the Centers for Disease Control and Prevention (CDC) updated their COVID-19 isolation and quarantine recommendations with shorter isolation (for asymptomatic and mildly ill people) and quarantine periods of five (5) days to focus on the period when a person is most infectious. Updates were made due to increase cases of the Omicron variant along with seasonal increases in influenza and other respiratory virus infections.

Employees exposed to COVID-19 and not up-to-date on COVID-19 vaccinations are recommended to quarantine for at least five (5) days, wear a well-fitted mask around others, get tested with or without signs of COVID-19 symptoms at least five (5) days after last close contact with someone with COVID-19, watch for symptoms until ten (10) days after last contact with someone with COVID-19, continue to take precautions by wearing a well-fitted mask for ten (10) full days any time around others inside or in public and to not go to places where masks are unable to be worn, and if symptoms do develop to isolate immediately and get tested.

Employees exposed to COVID-19 and up-to-date with vaccinations or had confirmed COVID-19 within the past ninety (90) days of testing positive utilizing a viral test are recommended to not quarantine unless symptoms develop and to get tested at least five (5) days after last close contact with someone with COVID-19, continue to take precautions by wearing a well-fitted mask for ten (10) full days any time around others inside or in public and to not go to places where masks are unable to be worn, and if symptoms do develop to isolate immediately and get tested.

Calculating Quarantine, the date of exposure is considered day zero (0). Day one (1) is the first full day after the last contact with someone who has had COVID-19.

Calculating Isolation, day zero (0) is the first day of symptoms or a positive viral test. Day one (1) is the first full day after symptoms developed or test specimen was collected. Isolation may end after five (5) full days fever-free for twenty-four (24) hours without the use of fever-reducing medication and other symptoms have improved.

This Administrative Directive has been updated to meet the Centers for Disease Control and Prevention COVID-19 isolation and quarantine recommendation, as of January 4, 2022. However, in order to meet the changing dynamics of the COVID-19 pandemic, the City of Suisun City shall use the most recent CDC recommendations regarding isolation and quarantine of employees by authorization of the City Manager and without formally updating the policy to reflect the latest guidance.

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

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. Vaccinations

Vaccinations in the following manner:

Employees will sign a document to self-attest to their COVID vaccination status and Human Resources will maintain a record of the signed COVID status statements (**See Appendix E**).

Employees who choose not to reveal their vaccination status will be treated as if unvaccinated in accordance with Cal/OSHA requirements.

Human Resources will provide supervisors and managers with a list of which employees are fully vaccinated, so they are able to enforce the face covering requirements for unvaccinated employees as specified in this plan.

D. 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.

E. 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.

F. 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.

G. 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.

H. 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 City 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 otherwise 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 up to 10 days after the last known COVID-19 exposure to a COVID-19 case, depending on vaccination status
- 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. Return to work will be based on the latest CDC Recommendations, as authorized by the City Manager.

DRAFT

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 _____

Appendix E: COVID Vaccination Self- Attestation Statement

Entity Name

I, _____, attest that I have:

- ☐ Have been fully vaccinated for COVID-19
- ☐ Have not been fully vaccinated for COVID-19
- ☐ Choose not to disclose my vaccination status

I understand that:

- if I am unvaccinated or choose not to disclose my vaccination status, Cal/OSHA requires I wear face coverings when indoors or in a vehicle, and/or when required by CDPH.
- ENTER NAME OF ENTITY will provide me with face coverings that are clean and undamaged, and that I may contact my supervisor for replacements.
- Enter Name Of Entity will provide a respirator if I request one, and it is my responsibility to wear it properly and ensure I have a proper seal when I wear it.

Name of Employee

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: January 18, 2022

CITY AGENDA ITEM: Council Adoption of Resolution No. 2022-____: Establishing a Naming Policy for Streets, Parks, Facilities, and Major Amenities

FISCAL IMPACT: There is no fiscal impact

STRATEGIC PLAN: Provide Good Governance

BACKGROUND: Historically the City of Suisun City has not had an adopted naming policy for facilities, parks, or donated amenities. The naming of streets is addressed in Resolution 2005-97 and under Title 17, **Subdivisions**, and Section 17.08.110 **New Street Names**. The City also does not have an approved policy for park amenity donations. We have installed park benches, planted trees and applied memorial plaques on existing benches as requests are made to honor loved ones. The purpose of this item is to codify the process for naming and dedication in honor of individuals, families, or organizations.

STAFF REPORT: Establishing a policy for the City to name parks, facilities, and major amenities will provide an easy and recognizable reference for the City's residents and visitors. Therefore, naming options will always consider a name based on geographic location. However, the policy also establishes conditions for the consideration of naming options based on other factors. The City of Suisun City's parks, facilities, streets and major amenities have generally been named for geographic areas or natural historic features to reflect significant historic features and people that have contributed to the community. The establishment of an adopted policy will provide structure and ensure consistently and quality to all names being considered. The four types of properties that this policy will govern are:

- **Facilities:** City owned buildings constructed to provide public services or used to conduct City business.
 - **Parks:** City owned parks, open space, trails areas, or open space. Park locations include developed and undeveloped park areas.
 - **Streets:** An approved roadway used for vehicle traffic within the city limits of Suisun City.
 - **Major Amenity:** A substantial amenity within a park area, including but not limited to a sports field, or court, play structure, boat ramp, or picnic area.
-

RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2022-____: Establishing a Naming Policy for Streets, Parks, Facilities, and Major Amenities

PREPARED BY:

Kris Lofthus, Recreation, Parks, and Marina Director

REVIEWED/APPROVED By:

Greg Folsom, City Manager

ATTACHMENTS:

1. Resolution No. 2022-____: Establishing a Naming Policy for Streets, Parks, Facilities, and Major Amenities
2. Naming Policy
3. Municipal Code 17.08.110 - New Street Names
4. Naming Request Application
5. PowerPoint Presentation

RESOLUTION NO. 2022-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ESTABLISHING A NAMING POLICY FOR STREETS, PARKS, FACILITIES, AND
MAJOR AMENITIES**

WHEREAS, the City of Suisun City has a history of naming streets, parks and facilities based on geographic location; and

WHEREAS, the City also has a history of naming parks and facilities to commemorate individuals, living and deceased, who have made significant contributions to the City; and

WHEREAS, the Policy establishes uniform guidelines and requirements for the naming of streets, parks and facilities in commemoration of individual or families, living or deceased.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby approve the Assessment Report as presented.

BE IT FURTHER RESOLVED, that the City Council of the City of Suisun City authorizes the City Manager to take all appropriate and necessary actions to ensure implementation of this Resolution.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 18th day of January 2022 by the following vote:

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

WITNESS my hand and the seal of said City this 18th day of January 2022.

Anita Skinner
City Clerk

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DEFINITIONS

Facility: City owned buildings constructed to provide public services or used to conduct City business.

Parks: City owned parks, open space, trails areas, or open space. Park locations include developed and undeveloped park areas.

Streets: An approved roadway used for vehicle traffic within the city limits of Suisun City.

Major Amenity: A substantial amenity within a park area, including but not limited to a sports field, or court, play structure, boat ramp, or picnic area.

1.0 POLICY

1.1 Naming New Facilities and Parks- All new City facilities and parks will be named for their geographic location. The geographic location is based upon Section letter, major street, landmark or prominent type of foliage/tree. However, facilities and parks may be named after an individual or family if the requirements of section 1.5 are met. To request naming a new facility or park, section 2.0 of this policy must be followed.

1.2. Re-Naming Established Facilities and Parks - In general, existing facilities and park names shall not be changed in order to preserve historical significance and recognition. However, existing facilities and parks may be renamed after an individual or family if the requirements of section 1.5 are met. Facilities and parks already named after an individual or family cannot be renamed after another individual or family except for good cause as determined by the City Council, which shall include situations where the individual or family that the facility or park is named after falls out of good legal, ethical or moral standing within the community or is requested by the family. To request re-naming a new facility or park, section 2.0 of this policy must be followed.

1.3 Naming of Streets – As outlined in Resolution 2005-97 and Title 17, Subdivisions, Section 17.08.110 New Street Names, states that the Planning Commission shall approve proposed street names. This policy

- a. Names for streets shall be unique and distinct. Similar sounding or duplicate street names shall not be considered
- b. Street names shall be selected to recognize either natural features related to the community or to recognize a person or organization that have made a lasting and significant contribution to the betterment of the City of Suisun City.
- c. Names with the same theme are suggested for naming streets in an entire subdivision, as a means of general identification.
- d. Discriminatory or derogatory names shall not be allowed
- e. Names for public and private streets in a new subdivision shall be proposed by the developer, approved by the Planning Commission with the exception

of section 1.3 (f) of this policy. The street names shall be adopted by the City when the final subdivision map for the development is recorded.

- f. A requested new street name may be considered if it meets the criteria in section 1.5 and follows the application process in section 2.0 of this policy
- g. For the purposes of this policy, the changing of street names that have existing homes or businesses using the street name in their address shall not be allowed, except under extraordinary circumstances with a super majority vote of at least four (4) City Council members and written approval of a majority of impacted property owners.

1.4. Naming of a Major Amenity - Major Amenities should be named based on the identification of the function of the major amenity. Major amenities may be named or renamed after an individual or family if the requirements of section 1.4 are met, provided that the name of the major amenity also identifies the function of the major amenity. In general, existing names of major amenities shall not be changed in order to preserve historical significance and recognition. Major amenities already named after an individual or family cannot be renamed after another individual or family except for good cause as determined by the City Council.

1.5 Naming a Facility, Park or Major Amenity in Honor or Memory of an Individual/Family/Organization- City facilities, parks, and major amenities may be named after persons living or deceased. The naming of new or renaming of existing facilities, parks, or major amenities to commemorate an individual, family, or organization may be considered when it can be proven that they made exceptional contributions to the City, including one or more of the following:

- A.** Significant land or financial gifts of 50% or more of the property value and/or 50% or more of total development costs of the park, facility, or major amenity as determined by the total cost of the project.
- B.** Public service as an elected or appointed officer in the amount of 20 or more years;
- C.** Public service as a community volunteer for the amount of 20 or more years;
- D.** Deceased in the line of duty as part of service to the city.

1.6 Memorial Plaques- In the event that a facility, park, or major amenity is named or renamed to commemorate an individual or family, a memorial plaque may be placed on, in or around the facility, park, or major amenity at the expense of the City with no more than 150 words detailing the significant contributions made by the individual or family being honored. The memorial plaque be of an aesthetically appropriate size.

2.0 APPLICATION PROCESS

2.1 Application Process-To request the naming or re-naming of a City facility, park, street, or major amenity, an application must be submitted to the Recreation, Parks, and Marina Department. The Recreation, Parks, and Marina Director will determine eligibility based on the criteria set forth in this policy. If eligible, based on City Council Protocols, the following process will take place:

2.2 The request will be submitted to Recreation Parks, Marina, and Arts Commission if it the request pertains to a park, public facility, or major amenity. It will be referred to the Planning Commission if it pertains to a street.

2.3 If the commission recommends the naming or renaming of the City facility, park, or major amenity to the City Council for approval or denial.

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17.08.110 - New street names.

Names for proposed new streets shall be approved by the planning commission.

(Ord. 456 § 313-2(k), 1981)

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City of Suisun City
Recreation, Parks, and Marina Department
Naming Request Application
611 Village Drive
Suisun City, CA 94585
(707) 421-7200

TO BE COMPLETED BY APPLICANT, PLEASE PRINT LEGIBLY

APPLICANT INFORMATION

Name of Applicant		
Address of Applicant		
Home Phone	Cell Phone	Other Phone
Email Address		

FACILITY/PARK INFORMATION

Facility/Park Name/Street (Current)
Facility/Park/Street Address
Name of Individual/Family being commemorated
Proposed Facility/Park Name
Please explain the significant contribution made by the individual or family being commemorated

I HAVE READ AND AGREED TO THE TERMS OF THE FACILITY AND PARK NAMING POLICY

Requested by	Date
--------------	------

(TO BE COMPLETED BY CITY STAFF)

Reviewed by:	Date
Title:	Notes

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Establishing a Naming Policy for Streets, Parks, Facilities, and Major Amenities.



1

Purpose

Establishing policy of the City to name parks, facilities, and major amenities in a manner that will provide an easy and recognizable reference for the City's residents and visitors.

2

Streets

Currently governed by Municipal Code 17.08.110

- Names for proposed new streets shall be approved by the planning commission
- Names for streets shall be unique and distinct. Similar sounding or duplicate street names shall not be considered
- Street names shall be selected to recognize either natural features related to the community or to recognize a person or organization that have made a lasting and significant contribution to the betterment of the City of Suisun City.
- Names with the same theme are suggested for naming streets in an entire subdivision, as a means of general identification.
- Discriminatory or derogatory names shall not be allowed

3

New Facility or Park

- All new City facilities and parks will be named for their geographic location
- The geographic location is based upon Section letter, major street, landmark or prominent type of foliage/tree
- Facilities and parks may be named after an individual or family if certain requirements are met

4

Re-Naming Established Facility or Park

- In general, existing facilities and park names shall not be changed in order to preserve historical significance and recognition, but can be renamed if certain requirements are met
- Facilities and parks already named after an individual or family cannot be renamed after another individual or family except for good cause as determined by the City Council

5

Major Amenity

- Major Amenities should be named based on the identification of the function of the major amenity
- Major amenities may be named or renamed after an individual or family if certain requirements are met
- In general, existing names of major amenities shall not be changed in order to preserve historical significance and recognition.
- Major amenities already named after an individual or family cannot be renamed after another individual or family except for good cause as determined by the City Council.

6

Naming a Facility, Park or Major Amenity in Honor or Memory of an Individual/Family/Organization

City facilities, parks, and major amenities may be named after persons living or deceased and made exceptional contributions to the City, including one or more of the following:

- Significant land or financial gifts of 50% or more of the property value and/or 50% or more of total development costs of the park, facility, or major amenity as determined by the total cost of the project
- Public service as an elected or appointed officer in the amount of 20 or more years;
- Public service as a community volunteer for the amount of 20 or more years;
- Deceased in the line of duty as part of service to the city.

7

Questions or Comments?

8



SUISUN CITY INFORMATIONAL REPORT

Item 13.a

____ Commission
____ x Community Advisory Committee
____ Other:

____ Council Representative
____ Council Ad Hoc

Overview: Lighting & Landscaping Community Advisory Committee

The Landscaping & Lighting District Community Advisory Committee met on Wednesday, November 17, 2021. Staff updated Committee to let them know that a new table will be added to the Engineer's Report that provides a bit more clarity of what items fall under a specific Line Item. This was a suggestion from Chairperson Chavez. Restated that Adopt-a-Neighborhood is tentatively scheduled to present at the December meeting. Discussed other relevant groups to invite to present to the group. A reminder of the Committee's role and responsibilities was shared by Director Vue. Director Vue also presented an update on landscape contract moving from LandCare to in-house. The possibility of private fundraising for projects such as a re-vote in a specific District was discussed. Staff will work with City Attorney for a response and present response to Committee at next meeting. Reminded group that specific landscaping concerns within the individual LLDs should be reported directly to staff outside of the LLD CAC meetings. Next meeting is scheduled for December 15th. Meeting was adjourned after 6:30pm.

Report:

- No reports at this meeting.

Future Items:

- Response From City Attorney Regarding Private Fundraising
- Presentation by Adopt-a-Neighborhood

Attendance

Voting Members:

✓	Belinda Baugh Brown, Victorian Harbor		Jim Wise, Blossom
✓	Michelle Chavez, RPM Commission (Chair)	✓	Monique Turner-Brown, Heritage Park
✓	Brian Ferrero, Montebello		Douglas Stockins, Peterson Ranch
	Warren Richardson, At-Large	✓	Jodie Webber, Lawler Ranch
✓	Patricia Matteson, At-Large		

Non-Voting Members:

✓	Nouae Vue	✓	Amanda Dum
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SUISUN CITY INFORMATIONAL REPORT

Item 13.a

____ Commission
x Community Advisory Committee
____ Other:

____ Council Representative
____ Council Ad Hoc

Overview: Lighting & Landscaping Community Advisory Committee

The Landscaping & Lighting District Community Advisory Committee met on Wednesday, December 15, 2021. Five of the nine members were in attendance. An update was provided to the Committee on a question from the last meeting regarding whether or not private fund raising for projects like a re-voting process was allowed. Staff provided the response from the City Attorney which indicated that private funding raising for projects within an LLD is allowed under law. Several more detailed follow-up questions were posed and were sent to the City Attorney the following day. An update on these questions will be provided at the next meeting. Councilperson Wanda Williams and two members of the core Adopt-a-Neighborhood group attended the meeting and presented a PowerPoint presentation to the Committee. Staff will provide an update to the Committee at the next meeting on the status of the grant received by the Recreation, Parks, and Marina (RPM) Department for improvements to Montebello Park. Upcoming meeting dates were discussed with the following dates having been sent to the Committee in advance of the Wednesday, December 15th night meeting: and the following dates have been sent to Committee members: January 26th, February 23rd, and March 30th. Meeting was adjourned after 6:33pm.

Report:

- No reports at this meeting.

Future Items:

- Follow-up on More Detailed Private Funding Raising Questions
- Update on Grant for Montebello Park
- Presentation by Suisun Clean-Team (January or February 2022)

Attendance

Voting Members:

	Belinda Baugh Brown, Victorian Harbor	✓	Jim Wise, Blossom
✓	Michelle Chavez, RPM Commission (Chair)		Monique Turner-Brown, Heritage Park
✓	Brian Ferrero, Montebello		Douglas Stockins, Peterson Ranch
✓	Warren Richardson, At-Large	✓	Jodie Webber, Lawler Ranch
	Patricia Matteson, At-Large		

Non-Voting Members:

✓	Nouae Vue	✓	Amanda Dum
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